BILL'S HOME TECH
Home & Small Business Tech Solutions

BILL'S COMPLETE MANUALS

The Android Tablet

Everything your tablet can do — and how it helps you — explained in plain English, one step at a time

A plain-English guide for every tablet owner

Take your time — you can't break it

Written for you by Bill — Bill's Home Tech

(330) 200-8042 · BillsHomeTech.com

Covers Samsung Galaxy Tab, Lenovo & other Android tablets · facts current November 2026

What's Inside

This is your Android tablet manual. Read it in any order and at your own pace — there is no test, and you can't fall behind. It's written for the tablets most people own — Samsung's Galaxy Tab, Lenovo tablets, and other Android tablets — and because they all share the same Android heart, the ideas here fit nearly any one. Every feature comes with what it actually does *for you*, and slow step-by-step directions anyone can follow. If a screen on yours looks a little different, don't worry — the words you're looking for are still the same.

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PART 1

Getting to Know Your Tablet

What it is, the few buttons, charging, unlocking, the Home screen, and the handful of finger moves that run everything. Start here.

CHAPTER 1

A Note from Bill

Hello, and welcome. Whoever is holding this tablet right now — this book is for **you**. Maybe it arrived as a gift and has been sitting in its box, or maybe you've had it a while and always felt there was more it could do if someone would just slow down and show you. Either way, you've come to the right place, and I'm glad you're here.

I'm Bill. Helping folks feel at home with their technology is what I do every day, and I wrote this book the same way I'd sit down beside you at the kitchen table: patiently, in plain English, with no rushing and no fancy words. If I ever use a term you don't know, I'll stop and explain it right then — you won't have to look anything up.

This book is yours — read it any way you like

You do not have to read these pages in order, and there is no test at the end. Start on page one, or flip straight to the chapter that answers today's question. Fold the corners, underline things, scribble in the margins. Keep it in the drawer by your chair and pull it out whenever you need it. It's a reference, not a race — you cannot fall behind.

The big promise: you truly can't break it

Here is the most important thing in this whole book, so I'll say it plainly. **You cannot break your tablet by tapping on it and exploring.** You can't wear it out by pressing the wrong thing, and you can't delete something important just by looking around. Tapping, swiping, and poking at the screen to see what happens is exactly how everyone learns — including me.

And if you ever tap something and suddenly feel lost — the screen changed and you don't recognize it — there is always one simple move that carries you straight back to safety, like a front porch you can always return to. You'll learn it soon, and I promise it works every time. So relax your shoulders. Curiosity is rewarded here, and mistakes are undo-able.

WHAT THIS DOES FOR YOU

Why this matters

When you stop worrying about breaking your tablet, you start actually using it — and that's when it becomes genuinely useful: video-calling family, reading the news in big clear type, seeing your photos, looking things up, and doing the small daily errands of life with a lot less fuss.

And I'm only a phone call away

This book will carry you a long way on your own. But if you ever get truly stuck, you are never stuck alone — that's not how I do things. Call me at **(330) 200-8042** and we'll work it out together, with no judgment and no eye-rolling. There is no such thing as a silly question. The only bad question is the one you talked yourself out of asking.

So take a breath, make yourself a cup of coffee, and let's get to know your tablet together. You're going to do just fine.

— Bill

CHAPTER 2

What an Android Tablet Is & Which One You Have

Before we touch a single button, let's answer the simplest question of all: what *is* this thing in your hands?

A big-screen pocket computer

The easiest way to think about your tablet is this: it's a **small computer** with a big, friendly touchscreen and no keyboard attached — like a large phone that doesn't make phone calls (though it can do video calls). It's wonderful for the things a phone screen is too small for: reading, watching, video-chatting, looking at photos, and browsing the web, all from your favorite chair.

What "Android" means

Your tablet runs on software called **Android** — just the name for the instructions inside that make everything work, the same way a Ford and a Chevy both run on gasoline. Android is made by Google and used by many brands: **Samsung** (whose tablets are called Galaxy Tab), **Lenovo**, **Amazon** (Fire tablets), and others. They look a little different on the surface, but underneath they're cousins, and everything in this book applies to all of them.

> GOOD TO KNOW
>
> **Samsung adds its own flavor, called One UI**
>
> If you have a Samsung Galaxy Tab, you'll see the name **One UI** here and there. It's simply Samsung's own friendly coat of paint on top of Android — a few extra features and a slightly different look. Don't let it confuse you: it's still Android underneath, and the steps in this book still apply. Where Samsung does something its own way, I'll point it out.

Finding out which tablet you have

Knowing your tablet's brand and model is genuinely useful — it turns any question into a quick answer. Let's find out. It takes about thirty seconds.

1. Find the **Settings** app — it's the one with a little gear-wheel icon. Tap it once.
2. Scroll to the bottom and tap **About tablet** (on Samsung, **About device** or **About tablet**).
3. You'll see the **Model name** (like "Galaxy Tab A9") and the **Android version** (a number like 15 or 16). Jot both on the inside cover of this book.

TIP

Screens may look a little different — that's normal

This manual covers many Android tablets across several versions. If a button sits in a slightly different spot on your screen, or a menu is worded a bit differently, don't worry — the *idea* is always the same, and so are the words you're looking for. I'll always tell you what to look *for*, not just where to poke.

CHAPTER 3

The Buttons & Ports

For all it can do, your tablet has remarkably few physical buttons — just a couple along the edges. Almost everything else happens by touching the glass. Let's walk around the outside and name each part. You don't need to memorize this; just know where to look it up.

The buttons on the edges

- **The power button** (a single button on an edge) — a quick press turns the screen on and off; a longer press can bring up options to restart or power off, or summon the voice assistant.
- **The volume buttons** (two buttons, or a long rocker) — one end turns the sound up, the other down.

The ports and openings

Port or opening	What it's for
Charging port (an edge)	A small oval **USB-C** port where the charging cable plugs in — it fits either way up.
Headphone jack (some models)	A round hole for wired earphones or headphones, if your tablet has one.
Cameras (front & back)	A small camera on the front for video calls and selfies, and usually one on the back for photos.
A card slot (some models)	A tiny tray for a memory card to add storage, and on cellular models a SIM card. You may never need it.

GOOD TO KNOW

Most tablets use Wi-Fi, not a phone signal

Unlike a phone, most tablets connect to the internet only through **Wi-Fi** (your home's wireless signal), not a cell signal. That's perfectly fine for home use. Some pricier tablets also take a SIM card for cellular internet away from home, but if yours is Wi-Fi only, you aren't missing anything for everyday use at home.

TIP

When in doubt, the power button wakes it

If the screen ever goes dark and you're not sure the tablet is even on, just press that power button once. Nine times out of ten the screen lights right back up — it was simply resting to save battery, awake the whole time.

CHAPTER 4

Turning On, Charging & Battery Basics

Your tablet is designed to stay on, day and night, for weeks at a time — you rarely need to turn it fully off. But it's good to know how, and good to understand the battery so you're never caught with a dead tablet.

Waking and resting the screen

- **To wake it:** press the power button once. The screen lights up (you'll usually see the time and need to unlock it — next chapter).
- **To rest the screen:** press the power button once. The screen goes dark to save battery. Nothing is lost; it's just napping.

Turning it fully off and back on

Every now and then — say, if the tablet is acting sluggish — a full restart fixes things, the way restarting clears the cobwebs on any computer. The usual way: press and hold the power button (on some Samsung models, hold power and volume-down together) until a menu appears, then tap **Restart** or **Power off**. To turn it back on, hold the power button until the logo appears.

> **TIP**
>
> **A restart is the gentlest fix there is**
>
> If an app freezes or the tablet feels slow, turning it fully off and on again solves a surprising number of problems — and it never deletes your photos, contacts, or messages. When you call me, it's often the very first thing I'll have you try.

Charging — and yes, overnight is fine

Charging is simple: plug the small end of the cable into the port on the tablet, and the other end into the wall plug. The battery symbol will show it filling up. You may have heard that charging overnight "ruins the battery" — for today's tablets, that's an old worry you can set down. It's perfectly fine to charge overnight; the tablet is smart enough to stop when full.

Reading the battery and stretching it

A little battery symbol sits at the top corner of the screen; the more it's filled, the more charge you have. When it's low, you can turn on **Battery Saver** (Samsung calls it **Power saving**) to stretch it further — find it in Settings under **Battery**, or as a quick switch in the panel we'll

meet in Part 2.

WHAT THIS DOES FOR YOU

Never caught with a dead tablet

Knowing how to read the battery and switch on power saving means your tablet is ready when you want it — for a video call with the grandkids or looking something up — instead of going dark at the wrong moment. That quiet reliability is the whole point.

CHAPTER 5

Unlocking: PIN, Pattern, Fingerprint & Face

Your tablet keeps itself locked so that if it's ever lost or left out, a stranger can't get into your photos, email, and accounts. Unlocking it is the little ritual that proves it's really you. There are a few ways, and yours likely uses one or two.

The ways to unlock

- **A PIN** — a short secret number (usually four to six digits) you type in. Simple and reliable; the trusty backup that always works.
- **A pattern** — tracing a shape by connecting dots with your finger. Some folks find this easier to remember than a number.
- **A fingerprint** — resting a registered finger on a sensor (often in the power button or under the screen) to unlock instantly.
- **Your face** — some tablets unlock when they recognize your face as you look at them.

Setting up or changing your lock

You were probably offered this when the tablet was first set up, but you can set or change it anytime. Open **Settings**, tap **Security** (on Samsung, **Security and privacy** or **Lock screen**), and choose **Screen lock type**. Pick a PIN, pattern, fingerprint, or face, and follow the simple prompts to register it.

STAY SAFE

Your PIN is yours alone — never share it

Your PIN or pattern is the master key to your whole tablet. **Never tell it to anyone** who calls, emails, or texts asking — no real company will ever ask. Don't tape it to the tablet itself. Pick something you'll remember but a stranger couldn't guess (not 1-2-3-4, and not your birth year). Write it in a safe place at home in case you forget. If you'd like help choosing or changing it, call me and we'll sort it out safely.

CHAPTER 6

The Home Screen, Apps & the App Drawer

Once your tablet is unlocked, you land on the **Home screen** — your tablet's front porch, and the place you'll always come back to. It's covered in little colored squares, and each one is a doorway to something your tablet can do. Let's make sense of it.

What's an "app"?

Each little square is called an **app** — short for "application," a fancy word for a small program that does one job. There's an app for email, an app for photos, an app for video calls, an app for the web, and so on. **One tap on an app opens it.** That's the whole trick: see the picture for the thing you want, tap it once, and you're in.

> GOOD TO KNOW
>
> **Think of apps like tools in a drawer**
>
> Each app is a single tool for a single job, the way a hammer is for nails and a tape measure is for measuring. You don't need every tool at once — you just reach for the one the job calls for, use it, and set it back down. Your tablet works exactly the same way.

Home screen pages

You may have more apps than fit on one screen, so they spill onto additional **pages** side by side. To move between pages, rest a finger on the glass and **slide it left or right**, like turning a page. Small **dots** near the bottom show which page you're on, so you never lose your place.

The App Drawer — where every app lives

What if you can't find an app on any page? Android keeps **every** app you have in one place called the **App Drawer**. To open it, **swipe up** from the middle of the Home screen (or tap a grid-of-dots icon if your tablet has one). There you'll find all your apps, often in alphabetical order, with a **search box** at the top — type the first few letters of what you want and tap it to open.

Opening, closing & rearranging apps

- **To open an app:** tap it once.
- **To close an app and go Home:** swipe up from the very bottom edge of the screen (or tap the Home button, if your tablet shows one). The app isn't gone — it's just set aside.

- **To rearrange apps:** press and hold a finger on an app until it lifts or a menu appears, then drag it where you like and lift off. Nothing is deleted by moving it.
- **To add an app to your Home screen** from the App Drawer: press and hold it and choose "Add to Home" (or drag it up onto a page).

WHAT THIS DOES FOR YOU

Everything you own is one tap away

Once the Home screen clicks into place, the whole tablet opens up: email, the weather, the news, video calls, your photos — each is just a tap on a little picture. You point at what you want, and there it is. No typing, no searching, no stress.

CHAPTER 7

The Finger Moves That Run Everything

Here's a secret that makes the whole tablet suddenly feel easy: there are only about **five finger moves** — called **gestures** — and once they're in your fingers, you can operate anything. That's it. Five little moves. Let's learn them slowly, and practice each as we go. You can't do them wrong.

The five everyday moves

- **Tap** — a single light touch with one fingertip, then lift off. This is how you choose things: open an app, press a button, pick an answer. You don't need to press hard.
- **Double-tap** — two quick taps in the same spot. Used now and then to zoom in on a photo or a page of text.
- **Press and hold** (a "long press") — touch and *keep your finger down* for a second or two. This brings up extra options, like a little menu. Patience is the whole trick: hold and wait.
- **Swipe** — touch the glass and *slide* your finger across it before lifting — up, down, left, or right. Swiping is how you scroll a long list and turn between pages.
- **Pinch and spread** — put two fingers on the screen and move them together to zoom out, or apart to zoom in. Wonderful for making a photo or small text bigger.

The important swipes from the edges

A few swipes are so useful they deserve special mention. These start from the very **edge** of the screen:

- **Swipe UP from the bottom edge** — go **Home**, back to your front porch, from anywhere. (On tablets set to show buttons, you tap the Home button instead.)
- **Swipe DOWN from the top** — opens your **notifications** and the **Quick Settings** panel of switches (Part 2).
- **Swipe in from the left or bottom edge** — usually goes **Back** one screen (or tap the Back button).

A friendly cheat-sheet of every gesture

Finger move	What it does
Tap once	Choose or open something — your most-used move
Double-tap	Zoom in (and out) on a photo or page
Press & hold	Bring up a little menu of extra options

Finger move	What it does
Swipe (slide)	Scroll through a list or turn a page
Pinch / spread	Zoom a photo or text smaller or bigger
Swipe up from bottom	Go Home — always back to safety
Swipe down from top	Open notifications & Quick Settings

WHAT THIS DOES FOR YOU

A few finger moves and you can do anything

Here's the wonderful part: these same gestures work the *same way in every app*. Learn them once and you've learned the whole tablet. You're not memorizing a thousand things — you're learning five, and the tablet takes care of the rest.

TIP

Practice makes it second nature

Don't just read these — *do* them. Tap an app open. Swipe up to come Home. Swipe between pages. Pinch a photo bigger and smaller. Press and hold an app until a menu pops up. Do each a few times today and a few tomorrow, and within a week your fingers will know them without your thinking. That's a promise.

PART 2

The Everyday Controls

Quick Settings, notifications, typing, voice, sound, and sharing the screen between two apps — the handful of everyday controls that make the tablet feel like yours.

CHAPTER 8

Quick Settings & the Status Icons

Tucked just off the top edge of your screen is one of the handiest panels on the whole tablet: **Quick Settings**. Think of it as the row of light switches by your front door — your most-used controls gathered in one place, one swipe away.

Opening Quick Settings

1. Put a finger at the very **top of the screen**.
2. **Swipe down**, pulling the panel into view. You'll see your notifications and a row of round buttons.
3. Swipe down a *second* time (or drag further) to see the full set of switches.
4. To put it away, swipe back up, or tap an empty area.

The switches worth knowing

- **Wi-Fi** — connects to your home internet (Part 3). The most important switch here.
- **Bluetooth** — connects wireless gadgets like headphones or a keyboard.
- **Brightness slider** — a bar you slide to make the screen brighter or dimmer; easier on the eyes in a dark room.
- **Airplane mode** (a little airplane) — switches off all signals at once.
- **Auto-rotate** — lets the screen turn when you turn the tablet, or locks it upright.
- **Flashlight**, **Do Not Disturb**, and more — a tap turns each on or off.

The little icons along the top

Across the very top sits a thin row of small symbols — the **status icons**. They're your tablet's dashboard, quietly telling you how things stand. You don't tap these; you just read them at a glance:

Icon at the top	What it's telling you
Wi-Fi symbol (curved lines)	You're connected to Wi-Fi internet. The fuller it is, the stronger.
Battery symbol	How much charge is left. A number can be shown beside it too.
Bell or 'Do Not Disturb'	Whether alerts are on, or silenced for quiet time.
Bluetooth symbol	A wireless gadget like headphones is connected.
The time & small dots	The clock, and little dots or icons for recent notifications.

TIP

Poke around in here — you can't hurt a thing

Quick Settings is a wonderful, safe place to practice. Open it, tap the flashlight on and off, slide the brightness up and down. Nothing here can harm your tablet or delete anything — the worst that happens is you turn something on and turn it right back off. Go ahead and explore; that's exactly how you get comfortable.

CHAPTER 9

Notifications: Your Tablet's Little Messages

Notifications are the little messages your tablet shows to get your attention — a new email, a reminder, a video-call request, news from an app. Learning to read and manage them keeps your tablet helpful instead of pestering.

Seeing your notifications

Swipe down from the top of the screen to see the list of recent notifications. Each is a little card telling you what happened. **Tap one** to open it (tapping an email notification opens that email). **Swipe a card sideways** to dismiss it when you're done with it.

Keeping them from overwhelming you

If an app notifies you too often, you can quiet it. Press and hold its notification, and you'll get options to turn that app's notifications off or make them silent. You're in charge — there's no need to put up with constant buzzing from an app you don't care about.

GOOD TO KNOW

A dot on an app means news inside

Sometimes you'll see a small colored **dot or number** on an app's icon — that's a badge saying there's something new inside, like unread email or a message. Tap the app to see what it is, and the dot clears once you've looked. It's just a gentle nudge, nothing to worry about.

STAY SAFE

Not every notification is friendly

Occasionally a notification is really an **advertisement** or even a scam dressed up to look urgent — "Your tablet is infected! Tap here!" Real warnings from your tablet are calm and don't demand money or a download. If a notification tries to alarm you or rush you, don't tap it; swipe it away, and if it worries you, call me at **(330) 200-8042**.

CHAPTER 10

Moving Around: Gestures or Buttons

Android lets you get around in two styles, and it's worth knowing which yours uses so the Home and Back moves make sense. Both do the same jobs; it's just a matter of taste.

The two navigation styles

Style	How it works
Three buttons	A row of three shapes along the bottom: a **triangle** (Back), a **circle** (Home), and a **square or lines** (recent apps). Simple and clear — many people prefer this.
Gestures	No buttons; you swipe instead. Swipe up from the bottom for Home, swipe in from a side edge for Back. A cleaner look once you're used to it.

Switching to whichever you like

If you'd rather have the three buttons (many folks find them easier), you can switch: open **Settings**, search for **Navigation** (or look under **Display**), and choose **Navigation bar** or **3-button navigation**. There's no wrong choice — pick what feels natural to you.

Seeing and closing your open apps

Tablets keep recently used apps ready in the background so you can hop between them. To see them, tap the **square/recent-apps button** or swipe up from the bottom and pause. You'll see your apps as cards; tap one to return to it, or swipe a card away to close it. Closing apps this way is tidy, and it never loses your work.

TIP

Home and Back are your safety net

Whenever a screen confuses you, two moves rescue you every time: **Back** steps you back one screen, and **Home** leaps all the way out to your Home screen. Between them you can never get trapped anywhere. Knowing this makes exploring feel safe — because it truly is.

CHAPTER 11

Typing on the Screen Keyboard

When you tap a spot where words go — a search box, an email, a message — a **keyboard** rises up from the bottom of the screen. Typing on glass feels odd at first and quickly becomes natural. Let's make friends with it.

The basics of typing

- **Tap a letter** to type it. Tap the **space bar** (the long key) between words.
- **The up-arrow (Shift)** makes the next letter a capital. Tap it twice for all-caps.
- **The ?123 key** switches to numbers and symbols; a key labeled ABC switches back to letters.
- **The backspace key** (an arrow with an x) erases the letter before the cursor.
- **The Enter/return key** (sometimes a magnifying glass or arrow) starts a new line or submits a search.

The helpers that make typing easier

Above the keys, your tablet suggests words as you type — tap a suggestion to drop the whole word in without finishing it. It also fixes many spelling slips automatically. These helpers mean you can type with one finger, slowly, and still get there. Don't worry about speed; accuracy comes with time.

> **TIP**
>
> **Make the keyboard bigger if it's fiddly**
>
> If the keys feel too small, you're not stuck with them. In Settings you can often make the keyboard taller, and turning the tablet sideways (landscape) gives you a wider keyboard with bigger keys. If typing is a strain, the next chapter's voice typing may delight you — you can skip the keyboard almost entirely.

CHAPTER 12

Talking Instead of Typing

Here's a feature that's a genuine gift, especially if typing is slow or your hands aren't as nimble as they were: you can **speak**, and your tablet writes down your words. It's called voice typing, and it works almost anywhere you can type.

Using voice typing

1. Tap where you want to write, so the keyboard appears.
2. Find the little **microphone** icon (usually at the top or corner of the keyboard) and tap it.
3. Speak naturally — say your message. You can even say "period" and "comma" for punctuation.
4. Your words appear as text. Tap the microphone again to stop, then edit anything that came out wrong.

Talking to the Google Assistant

Your tablet also has a built-in helper — the **Google Assistant** — you can ask things out loud. Press and hold the Home button or say "Hey Google," then ask: "What's the weather?", "Set a timer for ten minutes," "How old is Tom Hanks?", or "Call my daughter on video." It's like having a patient helper who never minds the question.

WHAT THIS DOES FOR YOU

Your voice is the easiest button of all

Voice typing and the Assistant mean you never have to fight the keyboard when you'd rather just talk. Dictate an email, ask a question, set a reminder, all by speaking plainly. For many folks this becomes their favorite way to use the tablet — the easiest, most natural control there is. Give it a try; you may be charmed.

CHAPTER 13

Sound, Volume & Quiet Time

Your tablet makes sound for videos, calls, music, and alerts, and you have full control over all of it. A few simple settings keep it as loud or as quiet as you want.

Turning the volume up and down

The quickest way is the **volume buttons** on the edge. Press them and a little slider appears on screen — you can also drag that slider. Tapping the small arrow or icon beside it reveals separate sliders for **media** (videos and music), **ringtone/notifications** (alerts), and **alarms**, so you can, say, keep alerts quiet while a video plays loud.

Silencing it for quiet time

- **Do Not Disturb** (in Quick Settings) hushes notifications and alerts — perfect for a nap, a meal, or the night. You can set it to turn on automatically at bedtime.
- **Mute** or turning media volume all the way down silences videos and music.

TIP

If there's 'no sound,' check three things

When a video plays with no sound, check: (1) the **media** volume is up (not just the ringer); (2) **Do Not Disturb** or mute isn't on; and (3) no headphones are connected (which would send the sound to them instead). Nine times out of ten it's one of these three, not a broken tablet.

CHAPTER 14

Turning the Screen & Using Two Apps at Once

A tablet's big screen lets you do a couple of handy things a phone can't do as well: turn it to suit what you're doing, and even show two apps side by side. Neither is essential, but both are nice to know.

Portrait and landscape

Hold the tablet tall (**portrait**) for reading and web pages; turn it sideways (**landscape**) for watching videos and for a wider keyboard. If the screen doesn't turn when you expect, check that **Auto-rotate** is switched on in Quick Settings — when it's off, the screen stays locked whichever way you set it, which some people prefer for reading in bed.

Two apps side by side (split screen)

On the generous tablet screen you can show **two apps at once** — a web page beside your email, say. The usual way: open the recent-apps view, press and hold an app's icon at the top of its card, and choose **Split screen** (or "Open in split view"); then pick a second app for the other half. A divider in the middle can be dragged to give each app more room.

GOOD TO KNOW

Don't worry if split screen feels like too much

Split screen is a bonus for folks who want it, not a must. If it ever feels fiddly or you open it by accident, just drag the divider all the way to one side, or press Home, and you're back to one app. Plenty of happy tablet owners never use it at all — use it only if it helps you.

WHAT THIS DOES FOR YOU

A screen that adapts to you

Turning the tablet, locking the rotation, and (if you like) sharing the screen between two apps all mean the tablet bends to suit what you're doing and how you're comfortable — reading upright, watching wide, or keeping two things in view. Little comforts that add up to a device that feels made for you.

PART 3

Getting Connected

Joining your Wi-Fi, understanding your Google account, getting apps safely from the Play Store, and keeping everything signed in and up to date.

CHAPTER 15

Joining Your Wi-Fi

Almost everything a tablet does — email, video, web, photos to family — travels over the internet, and your tablet reaches the internet through **Wi-Fi**, your home's wireless signal. Getting onto your Wi-Fi is the first and most important connection. You do it once, and then it's automatic.

What you'll need

Just two things: your **Wi-Fi network name** (the name you pick from a list — it may be printed on a sticker on your internet box) and your **Wi-Fi password** (also often on that sticker if you've never changed it). Have them written down before you start; typing the password is the only fiddly part.

Connecting, step by step

1. Open **Settings** and tap **Connections** (on Samsung) or **Network & internet**, then **Wi-Fi**.
2. Make sure Wi-Fi is switched **on**. A list of nearby networks appears.
3. Tap **your** network's name (the one matching your sticker).
4. Type the password carefully — it's case-sensitive, so capitals matter. Tap **Connect**.
5. In a moment it says **Connected**, and a Wi-Fi symbol appears at the top. You're online — and it will reconnect on its own from now on.

TIP

Type the password slowly — capitals count

The number-one reason a Wi-Fi password "won't work" is a capital letter typed as lowercase, or an O mistaken for a zero. Tap the little **eye** or "show password" box to see what you're typing, and go slowly. With the right password shown in front of you, connecting takes about thirty seconds.

GOOD TO KNOW

You only do this once per place

Once your tablet knows your home Wi-Fi, it joins automatically every time — you never have to type the password again at home. You'll only go through this again at a *new* place, like a relative's house or a hotel. The effort is one-time; the convenience lasts.

CHAPTER 16

Your Google Account, Explained

To get the most from an Android tablet, you sign in with a **Google account** — and this one idea, once clear, unlocks a great deal. Let's take the mystery out of it.

What a Google account is

A **Google account** is simply your personal membership with Google — an email address (ending in **@gmail.com**) and a password. It's the key that lets your tablet get apps, save your photos safely, hold your email and contacts, and remember your settings. You likely made one when the tablet was first set up; if not, we can make one together.

Why it matters

- It's how you **get apps** from the Play Store (next chapter).
- It **backs up** your photos, contacts, and settings to safety, so a lost or broken tablet doesn't mean lost memories.
- It carries your things across devices — the same account on a new tablet brings everything back.
- It gives you **Gmail** (email), Google Photos, Maps, and more, all tied together.

STAY SAFE

Guard your Google password — it's the master key

Because your Google account ties so much together, its password is precious. Keep it written somewhere safe at home, never share it with a caller or in reply to an email, and be wary of any message claiming there's a "problem with your Google account" and demanding you sign in through a link. Real security steps happen in your tablet's settings, not through a surprise email. If one worries you, call me before clicking.

Finding your account on the tablet

To see which Google account your tablet uses, open **Settings** and tap **Accounts** (or **Passwords and accounts**). You'll see your Gmail address listed. Jot it on the inside cover of this book along with a reminder of where your password is kept — not the password itself.

CHAPTER 17

Getting Apps from the Play Store

Your tablet comes with useful apps already, but the real fun begins when you add the ones you want — for your bank, your church, a favorite game, a hobby, the news. You get them all from one safe place: the **Google Play Store**.

What the Play Store is

The **Play Store** (a colorful triangle icon) is Android's official shop for apps — think of it as a trusted general store where every app has been checked. Many apps are free; some cost a little. Getting one is called **installing** it, and it's quick and safe when you stick to this store.

Installing an app

1. Tap the **Play Store** icon to open it.
2. Tap the **search box** at the top and type what you want (like "Gmail," your bank's name, or "solitaire").
3. Look through the results. Check it's the **real one** — the right company's name as the maker, and lots of good reviews.
4. Tap **Install** (for free apps) or the price. It downloads and lands on your Home screen or in the App Drawer, ready to open.

SCAM ALERT

Stick to the Play Store, and check the maker

The Play Store is the safe place for apps. Be wary of installing apps from a link in an email, a text, or a random website — that's how harmful apps sneak in. Even within the store, glance at the **maker's name** and the reviews, since sneaky copycats exist. When unsure whether an app is the genuine article, don't guess — ask me first at **(330) 200-8042**.

Removing an app you don't want

Tidying up is easy and safe. Press and hold an app's icon and choose **Uninstall** (or drag it to "Uninstall" at the top). Removing an app you downloaded frees up space and never harms the tablet — and you can always reinstall it from the Play Store later for free. A few built-in apps can't be removed, only hidden; that's fine.

CHAPTER 18

Connecting Headphones, Keyboards & Bluetooth

Your tablet can connect wirelessly to handy gadgets — headphones, a speaker, a keyboard, even some hearing aids — using **Bluetooth**, a short-range wireless link. It sounds technical; it's just a way for two devices to talk without a cord.

Pairing a Bluetooth device

1. Put your gadget (headphones, speaker) into **pairing mode** — usually by holding its button until a light blinks. Check its little instructions.
2. On the tablet, open **Settings**, tap **Connections** or **Bluetooth**, and make sure Bluetooth is on.
3. Your gadget's name appears in the list. Tap it to **connect** (this first-time step is called "pairing").
4. Once paired, it connects on its own whenever both are on and nearby.

GOOD TO KNOW

Pairing is a one-time introduction

You only "pair" a device once — after that, your headphones or speaker reconnect automatically whenever they're on and in range. If a paired gadget won't connect later, turning its Bluetooth (and the tablet's) off and on, or moving closer, almost always fixes it. No need to pair again from scratch unless you've reset something.

A keyboard can turn your tablet into a little computer

If you do much typing, a Bluetooth keyboard (or a keyboard case) pairs the same way and turns your tablet into something close to a small laptop — far easier for writing longer emails or letters. It's an inexpensive add-on many tablet owners come to love. I'm glad to help you pick and set one up if that appeals.

CHAPTER 19

Keeping Your Tablet Up to Date

From time to time, your tablet and its apps offer **updates** — improved versions that fix little problems and patch up security holes. Letting them happen keeps your tablet running smoothly and safely. It's a bit like routine maintenance on a car.

Updating the tablet itself

1. Open **Settings** and scroll to **Software update** (on Samsung) or **System**, then **System update**.
2. Tap **Download and install** (or "Check for updates").
3. If an update is offered, plug the tablet in, make sure you're on Wi-Fi, and let it install. It may restart once or twice — that's normal.

Updating your apps

Apps usually update themselves quietly in the background. To check or nudge them, open the **Play Store**, tap your **profile picture** in the corner, and choose **Manage apps** or "Update all." There's no harm in letting them all update — newer is steadier and safer.

TIP

Updates are good news, not a bother

An update notice isn't a sign something's wrong — it's the makers handing you a better, safer copy for free. Let them install (on Wi-Fi, while plugged in), and don't be alarmed if an app looks a little different afterward; that's just the improvement. Keeping up to date prevents many of the troubles that make people call me.

CHAPTER 20

Signing In, Passwords & Staying Organized

As you add apps and accounts — email, your bank, a shopping site, a streaming service — you'll collect a set of **usernames and passwords**. Keeping them straight is the single best way to spare yourself the most common frustration in all of technology: being locked out.

A simple, safe system

- Keep a small **notebook** at home listing each account, its username/email, and its password. Low-tech, private, and reliable. Store it somewhere only you know.
- Use a **different** password for important accounts (email, bank) so one leak doesn't open the rest.
- Let your tablet **offer to save** passwords when it asks — it can fill them in for you next time, which is both easier and safer than reusing one simple password everywhere.

STAY SAFE

No real company asks for your password

Write this on your heart: a legitimate company — your bank, Google, your tablet's maker — will **never** call, email, or text asking you to tell them your password or to "confirm" it through a link. Anyone who does is a scammer. Your passwords are for *you* to type into the real app or website, never to hand to someone who contacts you. When in doubt, don't — and call me at **(330) 200-8042**.

There's a whole Bill's Home Tech manual on passwords and keeping your accounts secure, if you'd like to go deeper. For now, a tidy notebook and a healthy suspicion of anyone asking for a password will carry you a long way.

PART 4

Staying in Touch

Email, video calls that bring far-away faces into the room, messages, your contacts, the web, and a gentle word about social media.

CHAPTER 21

Email with Gmail

Email is one of the tablet's most useful everyday tools — a way to reach anyone, keep records, and receive everything from grandchildren's photos to your doctor's reminders. Android's email app is **Gmail**, and it ties right into your Google account.

Reading your email

1. Tap the **Gmail** icon (a colorful M).
2. Your **inbox** — the list of received messages — appears, newest at the top. Unread ones look bold.
3. **Tap a message** to open and read it. Tap the **back arrow** to return to the list.
4. **Swipe a message sideways** to tidy it away (archive or delete, depending on your setting).

Writing a new email

1. Tap the **Compose** button — a pencil or a plus, usually in a corner.
2. In **To**, type the person's email address (or start their name if they're in your contacts).
3. Type a **Subject** (a few words on what it's about) and your message in the big space below.
4. Tap the **Send** arrow. It's on its way.

SCAM ALERT

Email is a favorite hunting ground for scammers

Be especially careful with email from people you don't know, and with any message that creates urgency — "your account will close," "you've won," "payment overdue." Don't tap links or open attachments from strangers, and never type a password into a page an email sent you to. When an email makes your heart race, slow down. If you're unsure whether one is real, forward it to no one and call me — I'll gladly take a look.

WHAT THIS DOES FOR YOU

A mailbox that never makes you walk to the curb

Email on your tablet means letters, photos, receipts, and reminders arrive right in your chair, searchable and saved, with no stamps and no trip to the mailbox. Reply when it suits you, keep what matters, and reach anyone in the world in a moment. Once it's comfortable, many folks wonder how they did without it.

CHAPTER 22

Video Calls: Seeing the Family

If there's one thing that makes a tablet worth its weight in gold, it's the **video call** — talking face to face with children, grandchildren, and friends, no matter the miles. The big screen makes it a joy. Let's get you set up.

The popular ways to video-call

App	Good for
Google Meet	Comes with Android; call others who use it. Simple and built right in.
Facebook Messenger	Free video calls to your Facebook friends — very common among families.
WhatsApp	Free calls and video worldwide to others on WhatsApp; popular with far-flung relatives.
Zoom	Good for group calls — family gatherings, clubs, church groups.
FaceTime	If your family uses iPhones and iPads, they use this — and newer Android tablets can join a FaceTime call through a link they send you.

Making a video call

1. Agree with your family on **which app** you'll all use, and install it (Chapter 17).
2. Open the app and find the person's name in your contacts.
3. Tap the **video camera** icon to start the call.
4. When they answer, you'll see their face and they'll see yours. Prop the tablet up so your hands are free, and enjoy.

TIP

Set it up together on a first, easy call

The very best way to get comfortable with video calls is to practice once with a patient family member — have them call you, and you call them back, until it feels easy. Prop your tablet against some books or get a small stand so you're not holding it. After one or two tries, seeing your loved ones becomes the simplest thing in the world. I'm glad to help you set up that first call.

CHAPTER 23

Messages & Keeping in Touch by Text

Short typed messages — "texts" — are how a lot of families stay in daily touch: a quick hello, a photo, a question. On a Wi-Fi tablet you send these through apps rather than a phone number, but it's just as easy and just as warm.

The common messaging apps

- **Facebook Messenger** — message (and call) your Facebook friends. Hugely popular across generations.
- **WhatsApp** — free messages, photos, and calls to anyone else on WhatsApp, worldwide.
- **Google Messages** — can send texts if your tablet is linked to your phone, or messages to other Android users.

Sending a message

1. Open your messaging app and tap a **new message** button (a pencil or plus).
2. Choose the person from your contacts.
3. Type your note in the box at the bottom, or tap the **microphone** to speak it.
4. To add a photo, tap the **picture or paperclip** icon and pick one. Then tap **Send**.

WHAT THIS DOES FOR YOU

Small notes, close bonds

A quick "good morning" with a photo of the sunrise, a grandchild's drawing sent in a tap, a "thinking of you" in the afternoon — these little messages, easy on a tablet, keep families woven together across any distance. They're among the simplest and most heartwarming things your tablet makes possible.

CHAPTER 24

Your Contacts: Everyone in One Place

Your **Contacts** are your tablet's address book — everyone's names, numbers, and email addresses in one tidy place. Keeping it filled in makes email, messages, and video calls as easy as tapping a name.

Adding someone to contacts

1. Open the **Contacts** app (or the People app).
2. Tap the **plus** button to add a new person.
3. Type their name, and their phone number and email address if you have them.
4. Tap **Save**. Now that person's name will pop up whenever you start to email, message, or call them — no need to remember addresses.

GOOD TO KNOW

Your contacts follow your Google account

Because contacts save to your Google account, they're backed up safely and will appear on any device you sign into — a new tablet or a phone. You build your address book once, and it follows you. If a contact ever seems missing, it's usually just a matter of being signed into the right account.

Tip: fill in the important people first

You don't need to enter everyone at once. Start with the handful you reach most — your children, a few close friends, your doctor — and add others as they come up. Even a short contacts list makes the whole tablet friendlier to use.

CHAPTER 25

Browsing the Web with Chrome

The **web** is the vast library of pages that lives on the internet — news, recipes, how-to articles, your bank, your church, the weather, nearly anything you can think to look up. You explore it with a **web browser**, and on Android that's usually **Chrome**.

Looking something up

1. Tap the **Chrome** icon (a colorful circle).
2. Tap the bar at the top and type what you're looking for — a question, a topic, or a website name — then tap the **search/Enter** key.
3. A list of results appears. **Tap one** to open that page. Tap the **back arrow** to return to the results.
4. **Scroll** by swiping up and down; **pinch** to make text bigger.

Getting back to pages you like

When you find a page you'll want again — your bank, a favorite news site — you can **bookmark** it (tap the star) so it's one tap away next time. And Chrome remembers pages you've visited in its **history**, so you can find your way back to something you saw yesterday.

STAY SAFE

Pause before you type personal details into a web page

The web is wonderful, but it's also where scams live. Before typing a password, card number, or personal details into a page, make sure you got there by typing the real address yourself or tapping your own bookmark — not by following a link from an email or an alarming pop-up. If a page pressures you, flashes warnings, or asks for money unexpectedly, close it. When unsure, call me before you type anything.

CHAPTER 26

A Gentle Word About Social Media

You may want to use **Facebook** or other **social media** to see family photos and keep up with friends — and it can be lovely for exactly that. A few plain words help you enjoy the good parts while sidestepping the pitfalls.

What social media is good for

- Seeing photos and news from children, grandchildren, and old friends.
- Keeping up with groups, churches, clubs, and your community.
- Sharing your own photos and updates with the people you choose.

SCAM ALERT

Social media is thick with scams — stay a little wary

Be on guard for: messages from a "friend" (really a copied account) asking for money or a gift card; too-good-to-be-true giveaways and prizes; and friend requests from strangers. A real friend in trouble won't ask for gift cards through Facebook. Never send money or share personal details because of a social-media message, and if one of your own friends "messages" oddly, call them the normal way to check. When something feels off, it usually is — and I'm a call away at **(330) 200-8042**.

There's a dedicated Bill's Home Tech manual on Facebook and Messenger if you'd like a full, gentle walk-through. Used thoughtfully, social media is a warm window to the people you love; just keep a steady hand on your wallet and your private information.

PART 5

Photos, Entertainment & Getting Things Done

The camera, your photo album and keeping it safe, watching and reading and listening, finding your way with maps, and keeping your days organized.

CHAPTER 27

Taking Photos & Videos

Your tablet is a capable camera, always within reach — handy for snapping a photo of a document, a price tag, a grandchild's artwork, or a pretty view. The big screen makes it easy to see what you're capturing.

Taking a picture

1. Tap the **Camera** icon.
2. Point the tablet at your subject. **Tap the screen** where you want it to focus (a face, the words on a page).
3. Tap the big round **shutter button** to take the photo. You'll hear a little click.
4. To switch between the back camera and the front (selfie) camera, tap the **flip** icon (two arrows in a circle).

Taking a video

In the Camera app, switch to **Video** mode (usually a word or a movie icon near the shutter), then tap the red button to start recording and tap it again to stop. Great for capturing a grandchild's recital or sending a moving "hello" to family.

TIP

Hold steady and let there be light

Two simple habits make far better photos: hold the tablet with both hands and pause a beat as you tap the shutter, and make sure your subject has plenty of light (facing a window, not with the bright window behind them). That's most of the secret to a clear, pleasing picture — no photography lessons required.

CHAPTER 28

Your Photos & Albums

Every photo you take, and every one sent to you, lands in your **Photos** app (on Android, usually **Google Photos**). It's your whole picture album, always with you, and far easier to search and share than a shoebox of prints.

Looking at your pictures

- Tap the **Photos** icon to see all your pictures, newest first.
- **Tap a photo** to see it full-screen; swipe left or right to move through them.
- **Pinch** to zoom into a photo, or to shrink the view and see more at once.
- Swipe up on an open photo to see its details (when and where it was taken).

Sharing a photo

1. Open the photo you want to share.
2. Tap the **Share** icon (often three dots joined, or an arrow).
3. Choose how to send it — email, a message, Facebook — and pick the person.
4. Add a word if you like, and send. Your photo's on its way in seconds.

WHAT THIS DOES FOR YOU

Your memories, searchable and shareable

Google Photos can find pictures for you — search "beach," "dog," or a year, and it gathers them up. It quietly groups trips and makes little slideshows too. Your lifetime of memories becomes something you can actually browse, revisit, and share with family in a tap — a quiet marvel.

CHAPTER 29

Keeping Your Photos Safe (Backup)

Here is one of the most important chapters in this book, so I'll be plain: if your tablet were lost or broken today, would your photos survive? With **backup** turned on, the answer is a happy yes — every picture is copied safely to the internet, where no dropped tablet can touch it.

What backup means

A **backup** is a second copy of your photos kept safely "in the cloud" — which just means on Google's secure computers, reached over the internet. If anything happens to your tablet, you sign into your Google account on a new one and every photo flows right back. It's the seatbelt for your memories, and it works quietly on its own.

Turning on photo backup

1. Open the **Google Photos** app.
2. Tap your **profile picture** in the top corner.
3. Tap **Photos settings**, then **Backup**, and switch it **on**.
4. Leave the tablet on Wi-Fi and plugged in for a while the first time, so it can copy your existing photos. After that, new photos back up on their own.

STAY SAFE

Set this up today — don't wait for a mishap

The folks who lose precious photos are almost always the ones who meant to set up backup "someday." It takes five minutes and protects a lifetime of memories. If you do only one thing from this book this week, make it turning on photo backup — and if you'd like a hand, call me at **(330) 200-8042** and we'll do it together in a few minutes.

CHAPTER 30

Watching Video & Streaming

A tablet is a wonderful little television — perfect for watching in bed, on the porch, or wherever your chair is. From free videos to full streaming services, there's endless watching at your fingertips.

YouTube: a world of free video

The **YouTube** app is a vast, free library of videos — how-to guides, old music and TV clips, church services, cooking, gardening, travel, you name it. Open it, tap the search box, and type what you'd like to watch. Tap a video to play; tap the screen to pause or see the controls. It's a marvelous way to learn, laugh, and reminisce, all for free.

Streaming services on your tablet

The streaming services — Netflix, Disney+, Prime Video, and the rest — all have apps you can install from the Play Store and sign into, just as on a TV. On a tablet you can even **download** shows while on Wi-Fi to watch later with no internet, grand for trips. There's a full Bill's Home Tech manual on streaming if you'd like to go deeper.

TIP

Prop it up and turn it sideways

For comfortable watching, turn the tablet **sideways** (landscape) so the picture fills the screen, and prop it against something or use a small stand so you don't have to hold it. A pair of headphones or a small Bluetooth speaker makes it even nicer. Suddenly you've a personal theater that goes wherever you do.

CHAPTER 31

Reading, Music & Games

Beyond watching, your tablet is a bookshelf, a radio, and a game table all in one. These quiet pleasures are some of the most-loved things a tablet offers.

Reading books, news & big-print anything

- **E-books** — apps like Google Play Books, Kindle, and your **local library's** free app (Libby) let you borrow and read books, with text you can make as large as you like — a blessing for tired eyes.
- **News** — your favorite paper likely has an app or website, readable in comfortable big type.
- **Make any text bigger** by pinching the screen or raising the font size (Part 6).

Music and the radio

Apps like **YouTube Music**, **Spotify**, and **Pandora** play nearly any song or station you can name, and many radio stations have their own apps so you can hear your hometown favorites from anywhere. Just search for a song, an artist, or a station and tap play.

Games to keep the mind sharp

From solitaire and crosswords to word games and jigsaw puzzles, the Play Store is full of free, gentle games that are good fun and good for keeping the mind nimble. Search for what you enjoyed on paper — chances are it's here, and a pleasant way to pass a quiet afternoon.

WHAT THIS DOES FOR YOU

A library, a radio, and a game room in your lap

The same slim tablet holds more books than a shelf, more music than a stack of records, and more games than a cupboard of boxes — all adjustable to your eyes and ears, all a tap away. For many folks these simple pleasures become the heart of why they love their tablet.

CHAPTER 32

Maps & Finding Your Way

Even at home, **Maps** is handy — looking up a business's hours, finding the nearest pharmacy, or getting directions before you drive somewhere new. On a tablet it's easy to see and plan with.

Looking up a place or directions

1. Open **Google Maps** (or Apple Maps on some tablets).
2. Tap the search box and type a place — an address, a business name, or "gas station near me."
3. Tap a result to see its hours, phone number, and reviews.
4. Tap **Directions** and choose driving, walking, or transit to see the route and how long it takes.

GOOD TO KNOW

Great for planning, even if you navigate in the car

Many folks use the tablet to *look up and plan* at home — checking a route, a store's hours, or where to park — and then use their phone or car for turn-by-turn directions on the road. The big tablet screen is lovely for getting the lay of the land before you set out.

CHAPTER 33

The Calendar, Reminders & Little Helpers

Your tablet can keep your days organized better than any paper calendar — remembering appointments, nudging you about medications, and jotting down whatever you need not to forget.

The Calendar

The **Calendar** app holds your appointments and events. To add one, open it, tap the **plus** button, type what it is and when, and save. You can set it to **remind** you beforehand — a gentle alert so a doctor's visit or a birthday never slips by. Because it's tied to your Google account, it's safely backed up and can be shared with family if you wish.

Reminders and alarms

- Ask the **Google Assistant** out loud: "Remind me to take my pills at 8 o'clock," and it will.
- The **Clock** app sets alarms and timers — for medications, the oven, or a wake-up.
- The **Notes** or **Keep** app jots quick lists — groceries, questions for the doctor, anything.

WHAT THIS DOES FOR YOU

A patient secretary who never forgets

Between the calendar, reminders, alarms, and notes, your tablet becomes a tireless helper that remembers appointments, nudges you about medicine, and holds your lists — freeing your mind from the worry of forgetting. Lean on it; that's exactly what it's there for, and it never tires of the job.

PART 6

Making It Comfortable for You

Bigger text, a clearer screen, louder and easier sound, voice help, and simpler modes — the settings that bend the tablet to suit your eyes, ears, and hands.

CHAPTER 34

Bigger Text & a Clearer Screen

If the text on your tablet is a strain to read, you do **not** have to live with it. Your tablet can make everything larger and bolder — one of the kindest things it can do for you, and it takes only a minute to set.

Making the text bigger

1. Open **Settings** and tap **Display** (on Samsung, **Display**, then **Font size and style**).
2. Find **Font size** (and often **Screen zoom**, which makes everything bigger, not just text).
3. Drag the slider toward the larger end and watch the preview. Set it where it's comfortable.
4. You can also turn on **Bold text** for extra clarity.

Brightness and comfort

- **Brightness** — raise it in bright rooms, lower it in dim ones (Quick Settings has a slider). There's also an automatic setting that adjusts on its own.
- **Dark mode** — switches the screen to light text on a dark background, which many find easier on the eyes, especially at night.
- **Blue-light / Eye comfort** — warms the screen's color in the evening to be gentler before bed.

WHAT THIS DOES FOR YOU

A screen that meets your eyes where they are

Larger, bolder text and a comfortable brightness can turn reading on your tablet from a squint into a pleasure — letting you enjoy books, email, and photos without reaching for the magnifying glass. There's no prize for struggling with tiny print; set it to suit *you*, and enjoy.

CHAPTER 35

More Ways to See It Clearly

Beyond bigger text, Android has a whole set of **vision** helpers tucked into its **Accessibility** settings — a treasure chest worth knowing about, whether for yourself or a loved one.

Finding the vision helpers

Open **Settings** and tap **Accessibility**, then look under **Vision** (or "Visibility enhancements" on Samsung). Among the gems you'll find:

Helper	What it does
Magnification	Lets you zoom into any part of the screen by tapping, like a magnifying glass you can move around.
High contrast / bold	Sharpens text and outlines so things stand out more.
Larger mouse/pointer	If you use a mouse with your tablet, makes the pointer easier to see.
Color adjustments	Helps if certain colors are hard to tell apart.
Remove animations	Calms down moving effects that some find distracting or dizzying.

TIP

Explore Accessibility — it's full of kindnesses

The Accessibility settings are among the most useful and least-known corners of any tablet. Even if you don't think of yourself as needing them, spend ten minutes browsing — you'll likely find two or three small changes that make your tablet noticeably more comfortable. Nothing there can harm anything, so explore freely.

CHAPTER 36

Making It Easier to Hear

If hearing is a challenge, your tablet has thoughtful help here too — for calls, videos, and everyday sounds. A few settings can make a real difference.

Sound and hearing helpers

- **Captions (subtitles)** — turn on text-on-screen for videos so you can read along. Look in Accessibility under **Hearing** for **Live Caption**, which can even caption videos that don't come with subtitles.
- **Mono audio** — sends the same sound to both ears, helpful if one ear hears better than the other.
- **Sound balance** — shift the balance toward your stronger ear.
- **Hearing aid support** — many modern hearing aids connect straight to the tablet, sending sound right into them.

WHAT THIS DOES FOR YOU

Turn the volume up on life

Captions you can read, sound balanced for your ears, and hearing aids that link right to the tablet mean videos, calls, and music come through clear and comfortable. Don't miss a word of the grandkids on a video call — a few settings make sure you won't. If you'd like help turning these on, I'm glad to walk you through it.

CHAPTER 37

Letting the Tablet Help You by Voice

We met voice typing and the Google Assistant earlier; here let's see how much they can do for you day to day. For many folks — especially if typing or seeing small things is hard — the voice becomes the easiest way to use the whole tablet.

Handy things to say

- "Hey Google, what's the weather today?"
- "Set a timer for twenty minutes." / "Remind me to call Mary at three."
- "Call my son on video."
- "How do you spell necessary?" / "What's 15 percent of 80?"
- "Play the news" / "Play Frank Sinatra."
- "Show me photos from last Christmas."

For those who can't see the screen well

Android also has **TalkBack** — a feature that *reads the screen aloud* and lets you control the tablet by touch and voice, made for people with very low or no vision. It's powerful but takes some learning, so it's best set up with a helper. If this would serve you or a loved one, it's a wonderful thing — and exactly the kind of setup I'm glad to help with in person or by phone.

WHAT THIS DOES FOR YOU

When talking is easier than tapping

Your voice is the one control that needs no small buttons, no sharp eyes, and no nimble fingers. Leaning on voice typing and the Assistant lets you send messages, get answers, set reminders, and call family just by speaking plainly — often the simplest, most comfortable way to use a tablet at all. It's always there; just start with "Hey Google."

CHAPTER 38

Simpler Modes & a Friendlier Layout

If the tablet feels busy or overwhelming, you can make it simpler — fewer, bigger icons and a calmer screen. This is wonderful for a first tablet, or for anyone who just wants the basics without clutter.

Easy and simple modes

- **Samsung's Easy Mode** — on Galaxy tablets, Settings, then **Display**, then **Easy mode** switches to a simpler layout with larger text and icons.
- **A simpler launcher** — on other tablets, free apps from the Play Store can give you a clean, big-button Home screen with just the handful of things you use.
- **Fewer apps on the Home screen** — you can remove the clutter and keep only your favorites front and center.

TIP

Set the Home screen up for how you actually live

There's no rule that your Home screen must be crowded. Put the five or six things you use most — phone/video calls, email, photos, the web, the weather — right on the first page in a sensible order, and tuck the rest away in the App Drawer. A tidy, personal Home screen makes the whole tablet feel calmer and easier. I'm happy to help you set yours up just so.

CHAPTER 39

Setting Up a Tablet for a Loved One

Perhaps you're reading this to help a parent, a spouse, or a friend get started. A thoughtful setup makes all the difference between a tablet that's used daily and one that gathers dust. Here's what helps most.

A setup that invites use

- **Make text big and the screen bright** from the start (Chapter 34).
- **Put only the essentials on the first Home screen** — video calls, photos, email, the web — in a clear order.
- **Set up and test a video-call app** with the family, so the first call is a happy one.
- **Turn on photo backup** so memories are safe (Chapter 29).
- **Write the important logins** in a notebook kept with the tablet, and set a simple lock.
- **Consider Easy Mode** or a simple launcher if they'd prefer fewer, bigger buttons.

FROM BILL

I love helping families set up a tablet right

A tablet set up thoughtfully for an older parent or friend can be a daily source of connection and joy — and a poorly set-up one just frustrates. This is some of my favorite work: sitting down (in person or over the phone) to make a tablet genuinely easy and welcoming for the person who'll use it. If I can help you or a loved one get started on the right foot, call me at **(330) 200-8042**.

PART 7

Staying Safe & Keeping It Running Well

Spotting scams, locking it down, freeing up space, backing up, sharing it with grandchildren, and keeping a sensible eye on privacy.

CHAPTER 40

Staying Safe from Scams

Your tablet is a doorway to the world — and, now and then, the world knocks with bad intentions. The good news: nearly every scam relies on the same handful of tricks, and once you know them, you can spot and shrug them off. This is the most valuable chapter in the book for your peace of mind.

The tricks scammers use

The trick	The truth
Urgency & fear	"Act now or your account closes!" Real companies don't rush and threaten you. Urgency is the tell.
Pop-up 'virus' warnings	A scary message that your tablet is "infected," urging you to call a number or tap to "fix" it. It's fake — close it and ignore it.
Requests for remote access	A "support" person wanting you to install something so they can "take over" your tablet. Never allow this to someone who contacted you.
Gift-card & wire demands	Anyone asking to be paid in gift cards, wire transfer, or cryptocurrency is a scammer — no exceptions.
Impersonation	A caller or message pretending to be your bank, the government, a grandchild, or tech support. Verify through a number you already trust.

SCAM ALERT

The golden rule: slow down and verify

If any message, call, or pop-up makes your heart race or rushes you to act, that feeling **is** the warning. Stop. Don't tap, don't call the number they gave, don't pay. Hang up or close it, take a breath, and check with someone you trust — your bank's real number, a family member, or me at **(330) 200-8042**. I would *always* rather take a two-minute "is this real?" call than help undo a scam. There's no shame in asking; the sharpest people ask.

CHAPTER 41

Locking It Down & Keeping Data Safe

A few simple safeguards keep your tablet — and everything on it — safe if it's ever lost, stolen, or in the wrong hands. None of this is hard, and together they give real peace of mind.

Your safety basics

- **A screen lock** — a PIN, pattern, fingerprint, or face (Chapter 5), so a stranger can't get in.
- **Find My Device** — turn it on (Settings, then Security, or your Google account) so a lost tablet can be located, locked, or erased from afar.
- **Backup** — your photos (Chapter 29) and your account data, so a lost tablet never means lost memories.
- **Updates** — keep the tablet and apps current (Chapter 19) to patch security holes.

STAY SAFE

Locked, findable, backed up — the safe trio

Do these three — lock the screen, turn on Find My Device, and keep backups — and a lost or stolen tablet becomes a manageable annoyance rather than a disaster: the thief gets nothing, your memories are safe, and you can erase it remotely. Twenty minutes to set up, a lifetime of reassurance. I'm glad to help you get all three in place.

CHAPTER 42

Freeing Up Space & Perking It Up

Over time a tablet can fill up or feel sluggish. Happily, a little housekeeping sets it right — no need to buy a new one at the first sign of slowness.

When it says storage is full

- **Let photos back up, then free space** — in Google Photos, once your pictures are safely backed up, use "Free up space" to remove the copies crowding the tablet (they stay safe in the cloud).
- **Remove apps you don't use** — press and hold an app and Uninstall it (Chapter 17).
- **Clear downloads** — old files in the Downloads folder can be deleted.

When it feels slow

- **Restart it** — off and on again clears the cobwebs and is the number-one fix.
- **Close apps** you're not using (the recent-apps view).
- **Install pending updates**, which often improve speed.

TIP

Slow usually means cluttered, not broken

A tablet that's grown sluggish is very rarely broken or "worn out" — it's usually just full or in need of a restart. Before anyone talks you into replacing it, try a restart, free up some space, and install updates. These simple steps revive a great many "old slow" tablets. If it's still poky after that, call me and I'll take a look — a fix is often cheaper than you'd think.

CHAPTER 43

Sharing It With Grandchildren

Tablets and grandchildren go together wonderfully — but a little setup keeps the little ones safe and your own things untouched. Here's how to hand it over with an easy mind.

Keeping it safe for (and from) little hands

- **Kids Mode / a child space** — many tablets (Samsung's **Kids**, or Google's **Kids Space**) create a walled-off area with only child-friendly apps and no way to wander into your email or buy things.
- **Screen pinning** — "pin" a single app (a game, a cartoon) so a child stays in just that one until you unlock it, in Settings under Security.
- **Turn off purchases** — set the Play Store to require your password before anything is bought, so no surprise charges.

WHAT THIS DOES FOR YOU

A safe, happy device to share

Set up with a kids' space and purchase protection, your tablet becomes something you can hand a grandchild without a second thought — they get safe fun, and your email, photos, and wallet stay firmly off-limits. It's a lovely thing to share across the generations, worry-free.

CHAPTER 44

A Sensible Word on Privacy

You don't need to be fearful about privacy, but a little awareness lets you use your tablet comfortably and on your own terms. Here are the things worth a moment's thought.

Permissions: apps asking to use things

When you install an app, it may ask permission to use your **camera**, **microphone**, **location**, or **contacts**. Grant what makes sense — a camera app needs the camera, a maps app needs your location — and feel free to decline when a request doesn't fit (why would a simple game need your contacts?). You can review and change these anytime in Settings under **Privacy** or each app's settings.

Simple privacy habits

- Install apps only from the Play Store, and skim the reviews.
- Don't share your location with apps that don't need it.
- Be thoughtful about what you post publicly on social media.
- Keep your accounts protected with good passwords and a screen lock.

GOOD TO KNOW

You're in control, and you can always change your mind

Every permission you grant can be taken back later, and nothing bad happens if you decline one — the app simply won't use that feature. You're always in charge of what your tablet shares and with whom. If a permission request ever puzzles you, there's no harm in saying no, and you can always ask me whether it's reasonable.

CHAPTER 45

Cleaning & Caring for Your Tablet

A little physical care keeps your tablet looking good and working well for years. None of it takes more than a moment.

Everyday care

- **Clean the screen** with a soft, dry or barely-damp cloth (the kind for eyeglasses is perfect). Avoid harsh cleaners and don't spray liquid directly on it.
- **Use a case and a screen protector** — a modest case guards against the inevitable drop, and many include a stand for hands-free watching and calling.
- **Keep it out of extreme heat and cold** — don't leave it in a hot car or on a sunny sill.
- **Keep food and drink at a respectful distance**, as with any electronics.

WHAT THIS DOES FOR YOU

A well-kept tablet lasts for years

A clean screen, a good case, and sensible handling keep your tablet pleasant to use and running well far longer than you might expect. These devices are sturdier than they look — treat yours with a little everyday care and it'll be a faithful companion for a long time to come.

PART 8

Doing Even More With Your Tablet

Shopping and banking safely, managing your health, handling documents, printing, tidying your Home screen, and moving in from an old device.

CHAPTER 46

Shopping Safely Online

Your tablet is a comfortable way to shop from your chair — groceries, gifts, hard-to-find items, the whole world's stores at your fingertips. Done sensibly, it's safe and convenient. A few habits keep it that way.

Shopping with confidence

- **Stick to stores you know** — big, familiar retailers and their official apps or websites. Type the address yourself or use their app from the Play Store.
- **Look for the little padlock** in the address bar, which means the page is secure for entering card details.
- **Use a credit card** rather than a debit card where you can — credit cards offer better protection if something goes wrong.
- **Keep records** — your confirmation emails are your receipts; don't delete them until the item arrives and is right.

SCAM ALERT

If a deal seems too good to be true, it is

Scammers lure shoppers with unbelievable prices, fake "stores," and ads on social media for goods that never arrive. Be wary of unknown sites with rock-bottom prices, requests to pay by gift card or wire, and ads promising designer goods for pennies. Shop with names you trust, pay by card, and when a deal makes you doubt it, walk away — or call me at **(330) 200-8042** and we'll look together before you buy.

WHAT THIS DOES FOR YOU

The store comes to you

Online shopping means the heavy bags, the parking lot, and the "sorry, we're out" become things of the past. Groceries to your door, a gift sent straight to a grandchild, a part you couldn't find in town — all from your chair, on your schedule. Used wisely, it's a real comfort, especially on a cold day or a tired one.

CHAPTER 47

Online Banking & Paying Bills

Checking your balance, paying a bill, or moving money — all can be done safely from your tablet, saving trips to the bank and stamps on envelopes. Banks take security very seriously, and so should you; together it's safe and simple.

Getting started with your bank's app

1. Install your bank's **official app** from the Play Store — check the maker is really your bank, with lots of reviews.
2. Sign in with the username and password you use on their website (set them up at a branch or on their real website first if you haven't).
3. You can now check balances, see transactions, pay bills, and often deposit a check by photographing it.

Staying safe with your money online

- Only ever sign in through the **official app or by typing the bank's real address** — never a link from an email or text.
- Do banking on your **home Wi-Fi** or cellular data, not open public Wi-Fi.
- Turn on any **alerts** the bank offers, so you're told of large or unusual charges.

SCAM ALERT

Your bank will never ask you to 'move money to keep it safe'

A rampant scam: a call, text, or email claiming to be your bank's "fraud department," saying your account is compromised and you must move money, read out a code, or give remote access to "protect" it. **This is always a scam.** Real banks never ask you to move money to a "safe account" or share codes and passwords. Hang up, and call the number on the back of your card — or call me first at **(330) 200-8042**. This one has cost good people dearly; please be on guard.

CHAPTER 48

Managing Your Health on Your Tablet

Your tablet can be a real help in managing your health — reaching your doctor, seeing test results, refilling prescriptions, and keeping track of appointments and medications, all without a phone call or a trip.

The patient portal

Most doctors and hospitals now offer a **patient portal** — a secure website or app (you may hear the name "MyChart") where you can see test results, message your doctor's office, request prescription refills, view upcoming appointments, and read visit summaries. Your doctor's office sets you up with a login; after that, it's a tap away on your tablet.

Other helpful health tools

- **Pharmacy apps** — refill prescriptions, get refill reminders, and see when they're ready.
- **Telehealth** — video visits with a doctor right from your tablet, wonderful when getting out is hard.
- **A medication list & reminders** — keep your medicines noted and set alarms so none is missed (Chapter 33).

WHAT THIS DOES FOR YOU

Your health, more in your hands

Seeing your own test results, messaging the nurse a question, refilling a prescription from the couch, or having a video visit on a bad-weather day — your tablet makes managing your health easier and less isolating. It puts you a little more in the driver's seat, which is a good place to be. If a portal login ever stumps you, that's a fine thing to call me about.

CHAPTER 49

Handling Documents: Scan, Sign & Share

Your tablet can take the place of a scanner and even let you sign a form — handy for sending paperwork to an office without leaving home. It's easier than it sounds.

Scanning a paper document

Using your tablet's camera, apps like **Google Drive** (its "Scan" button) or the Google Photos app can photograph a paper document and turn it into a tidy **PDF** — the standard kind of file an office expects. Lay the paper on a well-lit table, line it up, and tap to capture; the app straightens and cleans it up, and you can add more pages before saving.

Signing and sending

- Many PDF apps let you **add your signature** by signing on the screen with a fingertip.
- **Share** the finished document by email or message, just like a photo (Chapter 28).
- Keep digital copies of important papers in a clearly named folder so you can find them later.

TIP

A scanner, a copier, and a file cabinet in one

Once you can scan with your tablet, a shoebox of loose papers becomes tidy, searchable files you can email in seconds and never lose to a spill or a move. Scan your important documents — warranties, medical records, a copy of your IDs — name them clearly, and keep them safe. It's a quietly powerful thing your tablet does, and I'm glad to help you set up a simple filing system.

CHAPTER 50

Printing from Your Tablet

If you have a printer, your tablet can print to it wirelessly — a boarding pass, a recipe, a photo, a form — with no cords at all, as long as both are on the same Wi-Fi.

Printing something

1. Make sure your printer is on and on the **same Wi-Fi** as your tablet.
2. Open what you want to print, then tap the **menu** (three dots) or the **Share** button, and look for **Print**.
3. Tap where it names a printer, choose yours, set the number of copies, and tap the **print** icon.

Most printers work with Android's built-in printing. If yours doesn't appear, installing the printer maker's app (HP Smart, Canon, Epson) switches on the right connection. There's a full Bill's Home Tech manual on printers if you'd like the complete picture.

GOOD TO KNOW

Same Wi-Fi is the whole secret

The one rule for printing from a tablet: the tablet and the printer must be on the **same Wi-Fi network**. If the printer won't show up, that's almost always why — check both are on your home network, restart the printer, and it'll usually appear. A quick thing to call about if it won't cooperate.

CHAPTER 51

Tidying & Personalizing Your Home Screen

Your Home screen should work for *you* — holding what you use, arranged how you like, with the clutter tucked away. A little tidying makes the whole tablet feel calmer and more yours.

Arranging your apps

- **Move an app:** press and hold it, then drag it where you want and lift off.
- **Make a folder:** drag one app on top of another and they gather into a folder you can name ("Games," "Family") — a tidy way to group related apps.
- **Remove from Home:** press and hold an app and choose "Remove" — it stays in the App Drawer; it's not deleted.

Widgets: information at a glance

A **widget** is a little panel that sits on your Home screen showing information without opening an app — the weather, a clock, your next appointment, a photo frame that cycles your pictures. Press and hold an empty spot on the Home screen, tap **Widgets**, and browse. A large clock-and-weather widget and a photo widget are popular, friendly choices.

WHAT THIS DOES FOR YOU

A Home screen that greets you warmly

With your favorite apps up front, related ones in tidy folders, and a widget showing the weather and your day at a glance, your Home screen becomes a pleasant, personal place to start — not a cluttered puzzle. Spend a few minutes making it yours; it's a small thing that makes every day with the tablet nicer.

CHAPTER 52

Weather, News & Everyday Information

One of the simplest daily joys of a tablet is having the world's information on tap — the forecast, the headlines, the answer to any question that pops into your head. Here's how to make it part of your routine.

The weather

A **Weather** app (or widget) shows your local forecast at a glance — today, the week, the radar. Set it to your town once and it's always there. Many folks check it first thing with their coffee. You can also just ask out loud: "Hey Google, will it rain today?"

News and information

- **Your newspaper or TV station** likely has an app or website with the latest local news.
- **Ask a question** anytime — type it into Chrome or ask the Assistant: a recipe, a word's meaning, a historical date, a phone number for a business.
- **A dictionary, a calculator, a unit converter** — all a quick search or app away.

WHAT THIS DOES FOR YOU

A ready answer to every 'I wonder…'

Every time you wonder how old an actor is, what the capital of some country is, how to get a stain out, or whether it'll freeze tonight — your tablet has the answer in seconds, by typing or just asking aloud. It's a patient, endlessly knowledgeable companion for the small curiosities of every day, and a genuine pleasure once it becomes a habit.

CHAPTER 53

Moving In From an Old Phone or Tablet

If you're replacing an older device, you don't have to start from scratch — your photos, contacts, apps, and settings can come along to the new one. The key is your Google account, which carries most of it for you.

The easy way: sign in with your Google account

On a new Android tablet, when you sign in with your **same Google account** during setup, it offers to restore your contacts, calendar, photos (if they were backed up), and even to reinstall your apps. Say yes, and much of your old device reappears on the new one, like moving into an already-furnished home.

What to check before you let the old one go

- Make sure your **photos are backed up** (Chapter 29) before retiring the old device.
- Confirm your **contacts** are in your Google account, not just the old device.
- **Sign out and erase** the old device (a "factory reset") before giving it away, so none of your information goes with it.

FROM BILL

Switching devices is a great time to call

Moving to a new tablet or phone is one of the most common — and most worthwhile — reasons folks call me. I'll make sure nothing precious is left behind, that your photos and contacts come across, that the new one is set up comfortably, and that the old one is safely wiped before it leaves your hands. It's a smooth, stress-free hour's work together: **(330) 200-8042**.

CHAPTER 54

More Room: Memory Cards & Storage

If your tablet keeps running low on space despite your tidying, some tablets let you add a **memory card** for lots more room — a cheap and easy upgrade worth knowing about.

What a memory card is

A **microSD card** is a tiny chip, smaller than a fingernail, that slips into a slot on the edge of many Android tablets (not all have one) and adds a great deal of storage for photos, videos, and downloads. They're inexpensive and simple to use once inserted.

Using one

- Check whether your tablet has a **card slot** (often a tiny tray on an edge, opened with a pin) — the About screen or box will say.
- Slide the card in gently the right way round; the tablet will offer to set it up for storage.
- You can then move photos and downloads to the card to free up the tablet's own space.

GOOD TO KNOW

Backup still matters even with a card

A memory card adds room, but it isn't a backup — cards can fail or be lost. Keep your photos backed up to the cloud (Chapter 29) regardless. Think of a card as a bigger shelf, not a safe. If your tablet has no card slot, don't worry — freeing up space (Chapter 42) and cloud backup handle the same need. Call me if you'd like help choosing or setting up a card.

PART 9

Troubleshooting & When to Call Bill

The handful of problems that actually happen and how to fix them calmly, a plain-English glossary, knowing when to call, and your everyday cheat-sheet.

CHAPTER 55

The Fix That Solves Most Things: Restart

Before we go through specific troubles, let me give you the single most powerful tool in this whole book — the one I reach for first, every time, after 30+ years of doing this work. When something misbehaves, **restart the tablet**.

Why restarting works such wonders

A tablet is a little computer, and like any computer it occasionally gets its wires crossed — an app stalls, the Wi-Fi sulks, things slow down. Turning it fully off and on again clears all that out and lets it start fresh, the way a good night's sleep sets you right. It **never** deletes your photos, messages, or anything else — it just clears the temporary cobwebs.

How to restart

1. Press and hold the **power button** (on many Samsung tablets, hold **power and volume-down** together).
2. Tap **Restart** if offered, or **Power off**, wait ten seconds, then hold the power button to turn it back on.
3. Give it a minute to wake up fully, then try again whatever was giving trouble.

> TIP
>
> **Try a restart before you worry**
>
> Whatever the trouble — a frozen app, no sound, Wi-Fi acting up, general sluggishness — a calm restart is the first thing to try, and it fixes the problem more often than any other single step. Make it your reflex: before you fret that something's broken, turn it off and on. You'll solve most troubles yourself in two minutes.

CHAPTER 56

Common Problems & Quick Fixes

Here's a quick reference for the troubles you're most likely to meet. Keep a finger on this page — it covers the great majority of everyday tablet hiccups.

What's happening	What to try
An app froze or closed	Close it from recent-apps and reopen it; if it keeps happening, restart the tablet, and check for an app update.
No sound	Turn up the **media** volume; check Do Not Disturb / mute isn't on; unplug any headphones (Chapter 13).
Screen won't rotate	Turn on **Auto-rotate** in Quick Settings (Chapter 14).
Won't connect to Wi-Fi	Restart the tablet and the router; re-enter the password; same network (Chapter 58).
Battery drains fast	Lower brightness, turn on Battery Saver, close unused apps (Chapter 59).
Storage full	Back up photos then free space; remove unused apps (Chapter 42).
Text too small	Raise font size / screen zoom in Display settings (Chapter 34).
Everything is slow	Restart; install updates; free up space (Chapters 42, 55).

WHAT THIS DOES FOR YOU

A calm checklist beats a worried guess

Notice the theme running through this whole book: almost every tablet trouble comes back to a restart, a setting, a connection, or a bit of housekeeping. Now you have an orderly way to check each, instead of guessing or panicking. That turns most "something's wrong!" moments into a quick fix you do yourself — with your confidence intact.

CHAPTER 57

When It's Frozen or Won't Turn On

Now and then a tablet locks up solid — the screen won't respond to anything — or seems dead and won't wake. Both look alarming and both are almost always fixable. Here's what to do.

If the screen is frozen

If nothing you tap responds, you can **force a restart**: press and hold the **power and volume-down buttons together** for about ten to twenty seconds, until the screen goes black and the logo appears. This is safe — it simply forces the tablet to reboot — and it unfreezes it the great majority of the time. Let go once you see the logo.

If it seems dead and won't turn on

1. **Plug it in to charge** with the proper cable and give it 15-30 minutes. A fully drained battery can look dead and needs a little charge before it will even show a battery symbol.
2. After it's charged a bit, try the **force restart** above (power + volume-down held together).
3. Make sure the charger, cable, and wall outlet are actually working — try a different outlet, or a different cable if you have one.

TIP

A 'dead' tablet is usually just very empty

Nine times in ten, a tablet that "won't turn on" simply had its battery run all the way down. Plug it in, be patient for half an hour, and it typically springs back to life. Before you fear the worst, give it a good charge and a force restart. If it still won't wake after that, it's a fair time to call me — but don't panic first; it's usually nothing serious.

CHAPTER 58

Wi-Fi Won't Connect

Since nearly everything needs the internet, a tablet that won't get on Wi-Fi is a common and frustrating one — and, happily, one of the most fixable. Work this checklist calmly, top to bottom.

The Wi-Fi checklist

1. **Is Wi-Fi switched on?** Check Quick Settings and Settings; make sure Airplane mode is off.
2. **Restart the tablet.** Off and on — this alone fixes many Wi-Fi sulks.
3. **Restart your internet.** Unplug the router/modem for 30 seconds, plug it back in, wait two minutes for it to fully wake.
4. **Forget and rejoin.** Tap your network in Wi-Fi settings, choose **Forget**, then join it fresh and re-enter the password carefully.
5. **Check other devices.** If your phone and TV are also off, the internet itself is down — a call to your internet company, not a tablet problem.

> TIP
>
> **The two-restart cure works here too**
>
> For Wi-Fi trouble, the reliable magic is two restarts: first the tablet, then the internet router (unplug 30 seconds, wait two minutes). That pairing reconnects them the vast majority of the time. Re-entering the password slowly, watching the capitals, handles most of the rest. If it still won't join after all that, I'm glad to help.

CHAPTER 59

Battery & Charging Troubles

If your tablet's battery drains too fast or won't charge well, a few simple checks usually set things right. Batteries do age over years, but most "bad battery" worries turn out to be something simpler.

If it drains too quickly

- Lower the **screen brightness** (the biggest battery user) and turn on **Battery Saver**.
- Close apps you're not using, and check Settings, then Battery, to see if one app is using a lot — you can restrict or remove it.
- A quick restart often settles a battery that's been draining oddly.

If it won't charge well

- **Check the cable and charger** — these are the usual culprits. Try a different cable; they wear out.
- **Gently clean the charging port** — lint and pocket fluff collect there and block a good connection. A careful poke with a wooden toothpick (never metal), tablet off, can clear it.
- **Try a different wall outlet**, and make sure the plug is pushed in fully at both ends.

TIP

Suspect the cable before the tablet

When charging acts up, the humble charging cable is the guilty party far more often than the tablet or its battery. Cables fray and fail inside where you can't see. Before you worry the battery is shot, try a different cable and a clean port. It's the cheapest fix there is, and it solves most charging complaints.

CHAPTER 60

When to Call Bill

This book is meant to make you confident and independent with your tablet, and most days it will. But you should never feel you must wrestle alone with something frustrating. Calling for help is a smart move, not a failure — here's when it makes good sense.

Good reasons to call

- Setting up a brand-new tablet, or setting one up thoughtfully for a parent or loved one.
- Getting onto Wi-Fi, into your Google account, or signed into apps when it just won't go.
- Turning on the things that protect you — photo backup, Find My Device, a sensible lock — and making the text and screen comfortable.
- A tablet that's frozen, won't turn on, or won't charge after you've tried the steps here.
- Setting up video calls with your family so you can see their faces easily.
- **Any** time a message, pop-up, call, or email makes you uneasy — call me *before* you tap, pay, or give out any information. This is the most important reason of all.

SCAM ALERT

When in doubt about a scam, call me first — always

Of everything in this book, this matters most: if anyone — by pop-up, email, text, or phone — pressures you about your tablet, your accounts, or your money, or asks to "remote in" or be paid in gift cards, stop and call me at **(330) 200-8042** before doing anything. A two-minute "is this real?" call has saved many good people a great deal of money and heartache. There is never any shame in asking — it's the wise thing to do.

How to reach me

I'm Bill, and I help folks right here in **Portage County, Ohio** feel at home with their technology. Call or text **(330) 200-8042**, or book a visit online at **billshometech.com/book**. If you reach my assistant **Sophie** on the main line, she can answer simple questions and get you on my schedule. With 30+ years of professional experience, there's very little about a tablet I haven't seen, and no question too small to ask. We'll always work it out together.

— Bill

CHAPTER 61

Plain-English Glossary

Tablets come with a lot of jargon. Here's a dictionary of the words you'll meet, in plain terms. Flip here whenever a word is unfamiliar — it's a reference, not a quiz.

Term	What it means
Android	The software that runs most tablets (made by Google).
One UI	Samsung's own version of Android, with a few extra features.
App	A small program for one job (email, photos, a game).
App Drawer	The place that holds every app on your tablet.
Home screen	Your tablet's main screen — its front porch.
Wi-Fi	The wireless internet signal your tablet connects to.
Bluetooth	A short-range wireless link to gadgets like headphones.
Google account	Your membership with Google (a Gmail address) that ties your tablet together.
Play Store	The official shop for getting apps.
Install / Uninstall	Adding an app / removing one.
Icon	A little picture you tap to open something.
Notification	A little message the tablet shows to get your attention.
Quick Settings	The panel of switches you swipe down from the top.
Backup	A safe second copy of your photos and data, kept in the cloud.
The cloud	Secure computers on the internet where your backups are kept.
Gesture	A finger move like tap, swipe, or pinch.
Update	A newer, improved version of the tablet's software or an app.
Accessibility	Settings that make the tablet easier to see, hear, and use.

WHAT THIS DOES FOR YOU

Knowing the words keeps you in charge

Half of feeling lost with technology is simply not knowing what the words mean. With this glossary, the salesperson, the setup screen, and the family member rattling off jargon all become easy to follow. Understanding the words is quiet power — and now it's yours.

CHAPTER 62

Questions Tablet Owners Ask Me

After 30+ years of helping folks, I hear the same good questions again and again. Here are plain answers to the ones that come up most — one of them is probably on your mind too.

Can I really not break it?

Really. Tapping, swiping, and exploring cannot harm your tablet or delete anything important. The worst that happens is you end up on a screen you didn't mean to — and Home and Back always bring you right back. Explore with a free mind; that's how everyone learns.

Do I need Wi-Fi, or does it work anywhere?

Most tablets need **Wi-Fi** for anything online — email, web, video. Away from Wi-Fi, apps and photos already on the tablet still work, but new internet things won't until you're back on Wi-Fi (or, on cellular models, using a data plan).

What's the difference between my tablet and a computer?

A tablet *is* a kind of computer — just simpler, with a touchscreen instead of a keyboard and mouse. For email, web, photos, video calls, and reading, many folks find a tablet does everything they need, more easily than a traditional computer.

Will I lose my photos if the tablet breaks?

Not if you've turned on **backup** (Chapter 29) — then your photos are safe in the cloud and come back on any new device you sign into. If you haven't yet, please do; it's the most important five minutes you'll spend.

How do I know if a message or call is a scam?

If it rushes you, scares you, or asks for money, a password, a code, or remote access to your tablet, treat it as a scam. Real companies don't operate that way. Don't tap or pay — verify through a trusted number, or call me (Chapter 40).

It's getting slow — do I need a new one?

Usually not. A slow tablet is nearly always just full or in need of a restart, not worn out. Restart it, free up some space, and install updates (Chapter 42). That revives most "old slow" tablets. If it's still poky, call me before you spend on a new one.

FROM BILL

Your question not here? Just ask

No tablet question is too small or too simple — truly. If something's puzzling you, call or text me at **(330) 200-8042**. I'd far rather answer a quick question than have you go without the wonderful things your tablet can do. That's what I'm here for.

CHAPTER 63

Your Everyday Tablet Cheat-Sheet

Fold the corner of this page and keep it handy. It's the whole book boiled down to the things you'll reach for most.

The moves that run everything

Go Home	Swipe up from the bottom edge (or tap the Home button).
Go Back	Swipe in from a side edge (or tap the Back button).
Open an app	Tap it once.
Find any app	Swipe up to the App Drawer; use the search box.
Quick Settings & alerts	Swipe down from the top.
Make text bigger	Settings > Display > Font size (or pinch to zoom).
Talk instead of type	Tap the microphone, or say "Hey Google."

When something goes wrong

1. **Restart** the tablet — off and on. Fixes most things.
2. For Wi-Fi: restart the tablet, then the router; re-enter the password.
3. For no sound: raise **media** volume; check mute/Do Not Disturb; unplug headphones.
4. For a frozen screen: hold **power + volume-down** to force a restart.
5. For anything that pressures or scares you: don't tap or pay — call Bill.

Keep these handy

Keep handy	Fill in
My tablet brand & model	_____
My Google (Gmail) address	_____
My Wi-Fi network name	_____
My logins are kept	_____
Bill's Home Tech	(330) 200-8042 · billshometech.com/book

FROM BILL

You've got this

A tablet is only puzzling until someone shows you — and now someone has. Keep this book in the drawer, lean on the restart when things act up, watch out for the scams, and remember I'm one phone call away for the rest. You can't break it, and you're not alone. — Bill, (330) 200-8042