Using a touchscreen

Here are some top tips for using a touchscreen on a smartphone or tablet.

**Basic controls**

A few basic finger movements on a touchscreen will help you do most of what you want.

- **Tap** is the most common touch control. You can Tap on a button or web link on your touchscreen to use it.
- **Scroll** web pages and documents by touching the screen and sliding your finger up and down.
- **Swipe** sideways to go from screen to screen. Touch the screen near one edge and slide your finger towards the other edge, lifting your finger before reaching it.
- Tap in a **text entry** box to type. A keyboard will appear on your screen, and you can then just tap on the letters you want.
- Often you will need to tap a special **number** or **symbol** key to show those characters.
- Many keyboards make suggestions as you type. Tap the suggested word to save typing it out.

**More advanced controls**

You can use special finger movements to help you do even more on a touchscreen device.

- **Zoom in** on a website, photo or map by placing two fingers close together on an item, then spreading them apart.
- **Zoom out** by placing the two fingers on the screen apart from each other then pinching them together.
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- **Rotate** the screen by putting two fingers on the screen – one closer to the top and one closer to the bottom – and moving them in a circular motion.
- Enjoy a wider view by turning your device from the **portrait** position (upright) to the **landscape** position (sideways). The screen will auto-rotate as you turn the device.
- To find more options, touch and hold an item on the screen. Often an option menu will appear.

**Doing more with your touchscreen**

Lock the screen of your touchscreen device to help keep it secure.
- Many smartphones and tablets use a **fingerprint scanner** to make it easy to unlock.
- Many devices use a **Personal Identification Number** (PIN) or a **pattern lock** for security.
- You can set up a pattern lock or PIN, and record your fingerprints using the **Settings** option on your device.

You can use **apps** to get the most out of your touchscreen device.
- Apps are programs for your device, and are designed to do a range of different tasks.
- You can get apps from the iTunes App Store for Apple devices, the Google Play Store for Android Devices, and the Windows Store for Windows devices.
- Your device will come with many useful apps, including mail, contacts and camera.
- New apps might cost money or be free. Paid apps often have more features.
- Apps often give you notifications, such as reminders or news. Swipe down from the top of the screen to see them. Tap a notification to see more details, and swipe right to dismiss it.
Take time to explore other controls on your touchscreen device.

- The **Home** button takes you back to the main screen of your device. On some devices it is a circular or oval button below the screen. On some devices, the Home button is on the bottom of the screen itself.
- To close an app on an Apple device, double press the Home key and swipe the app up.
- To close an app on an Android device, tap the square Apps button at the bottom of the screen and swipe the app to the side.
- Other options in an app are often in a **Hamburger menu** – three short horizontal lines in a stack. Tap the menu to see the options.