

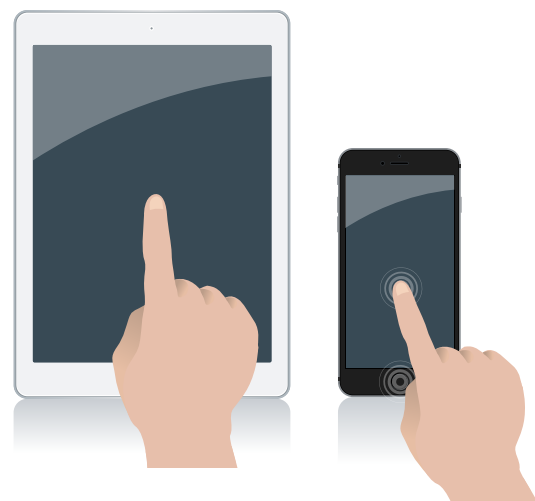
Using a touchscreen

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.



Control your smartphone or tablet with your fingertips

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.

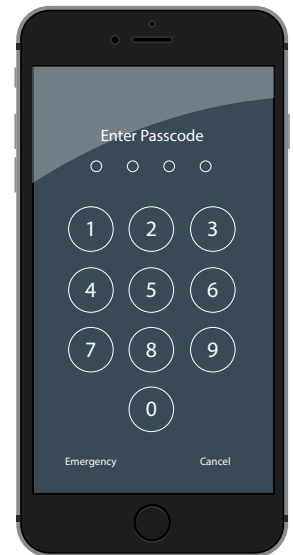
Using a touchscreen

- **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 set up a pattern lock, numeric lock or fingerprint pin

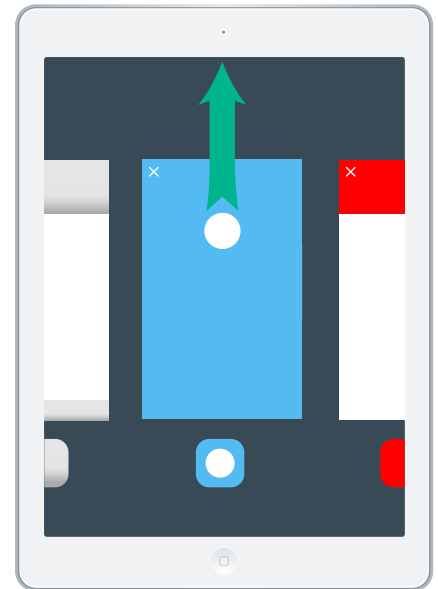
You can use **apps** to get the most out of your touchscreen device.

- 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.

Using a touchscreen

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.



Closing apps on an iPad