

A Guide to Understanding Your Lenovo Yoga Tablet

Tablet Handbook - For Lighthouse Project



ESKATON
Transforming the Aging Experience



Provided by:

CENTER FOR INNOVATION
AND WELLBEING





The Tablet Handbook

A guide to understanding your tablet

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CHAPTER 1

Tablet Basics

LESSON 1 AGENDA

- 1. Go over syllabus together**
- 2. Review tablet hardware**
- 3. Review how to restart and turn the tablet on/off**
- 4. Voice Activation with Google Assistant**
- 5. Downloading Apps from the Google Play Store**
- 6. Taking photos/video**

Tablet Device Features and Accessories



Charging Your Tablet



1. Plug in USB-C to power adapter
2. Plug other side of the USB-C to tablet charging port
3. Plug power adapter into power source
4. Tablet screen will show battery level



Setting up Your Tablet at Home



Place your tablet in a central location in your home. Set up your device in a location where you spend the most time.

Keep your tablet ON and plugged in when not using it.

Tablet Hardware



Tablet Hardware



Experiencing Technical Issues?

Restart your tablet!



Tap
"Restart". Your
tablet will reboot.

If your tablet is not functioning, reset your device. Press and hold down the POWER BUTTON for 3 seconds until you see the "Power off/Restart" icons appear.

Check Your Understanding

1. **If you are encountering any technical issues on your tablet, what is the first thing you should try?**
2. **What are your 3 options for receiving technical support on your tablet?**

See answers below

Gestures



Swipe up from lock screen to unlock



Swipe up from bottom to view all applications



Scroll up and down to view all your apps



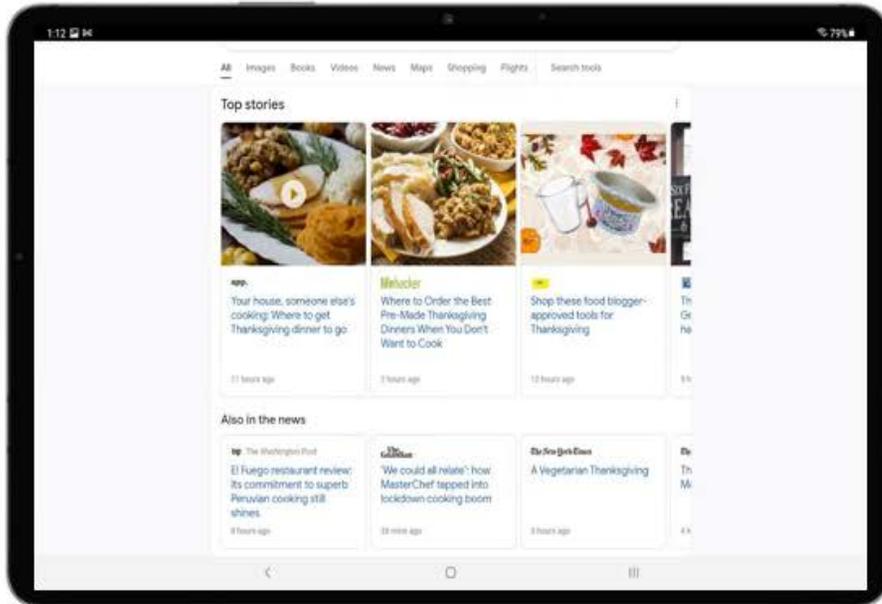
To close applications swipe up

Go Back

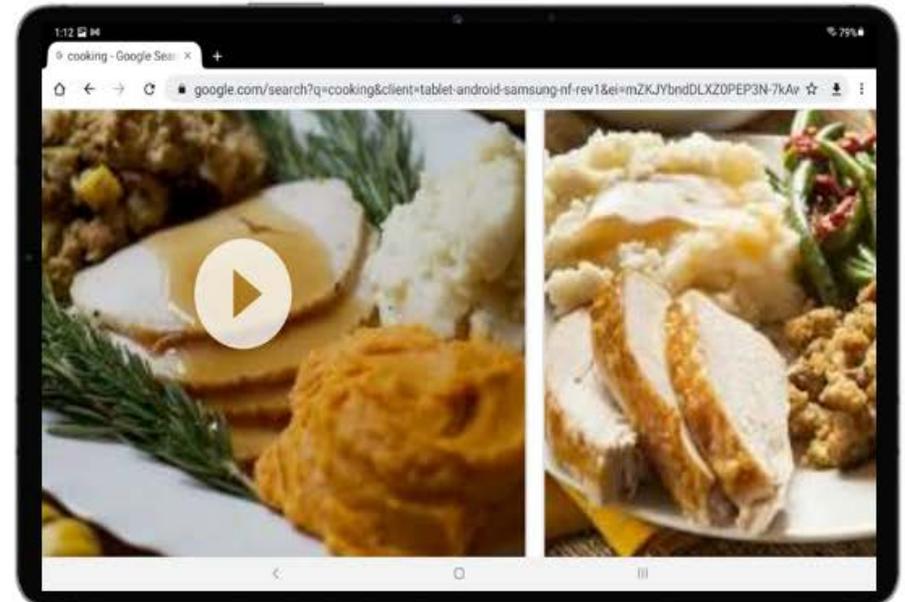
Home Screen

View all apps

Gestures



Spread your fingers apart to zoom into the text or image on screen



Pinch your fingers together to unzoom

Voice Activation with Google Assistant

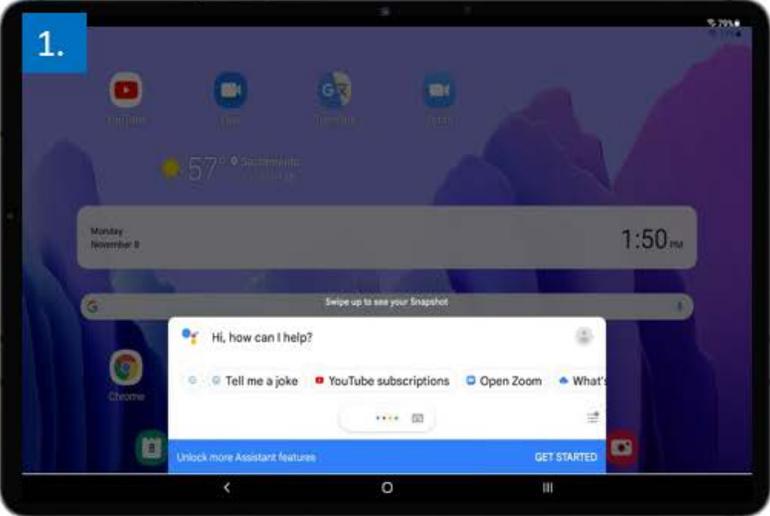
- Be as detailed as possible, “OK Google, play [SONG NAME] by [ARTIST] on YOUTUBE”
“OK Google, play Viva Las Vegas by Elvis on YouTube”
- Enunciate your words as clearly as possible.
- Speak LOUD
- Practice, practice, practice! The more you talk to your device, the more your device will learn to recognize your unique voice.

Helpful tips

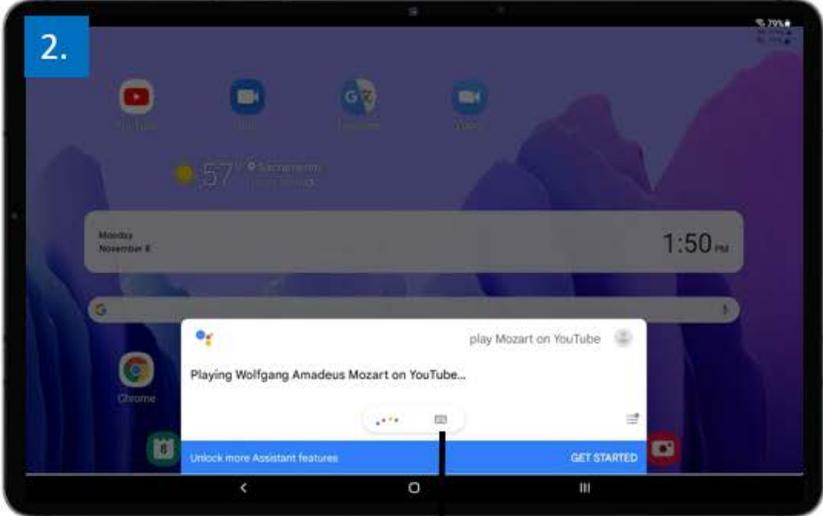
Using Google Assistant with YouTube



Say "Hey Google"



Say "Play Classical music on YouTube"



Device is now playing classical music on YouTube.



Ready for a command

Try "OK Google, what's the latest news?"

Listening

Try "OK Google, what's the weather"

Ready for a command

Tap the microphone icon and say, "Hey Google, play some jazz music"

Downloading Apps from the Google Play Store

1.



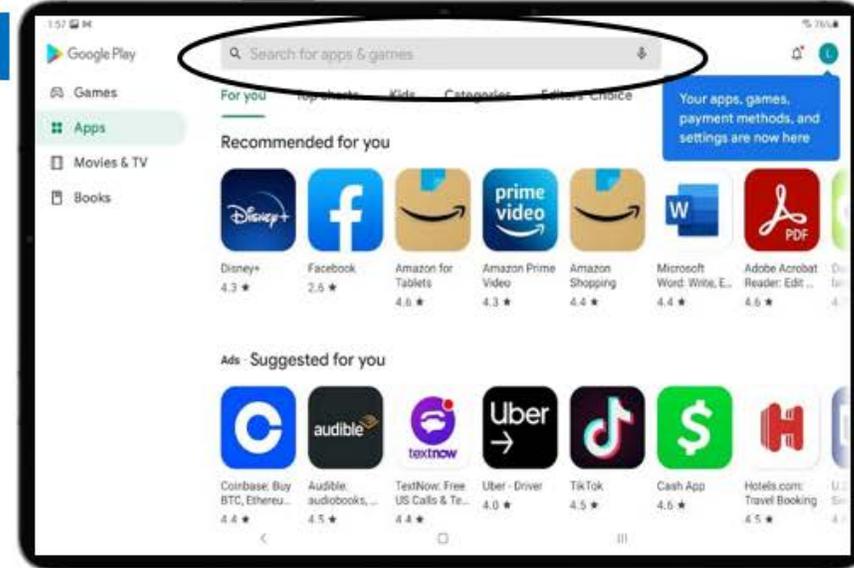
Tap on the Play Store App



2.



Tap on the search bar



3.

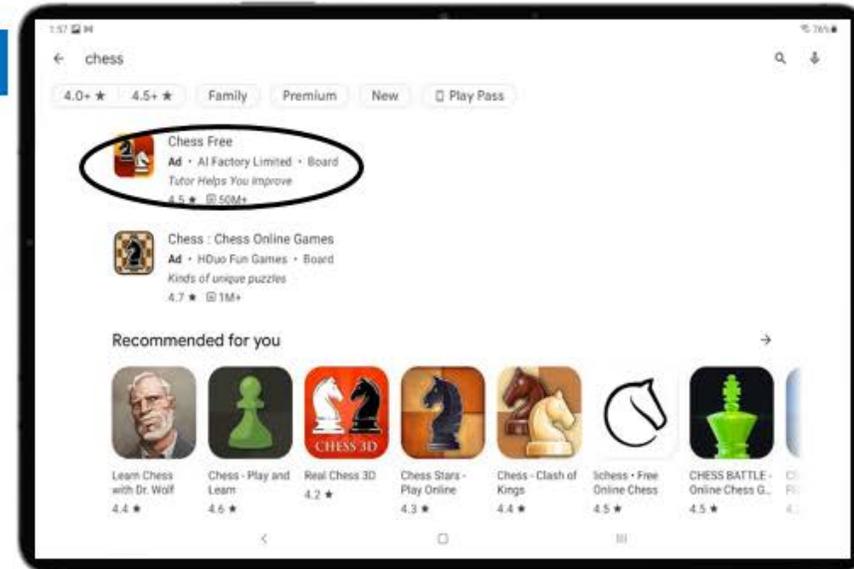
Type in the name of the App



4.



Tap on the app to learn more about it

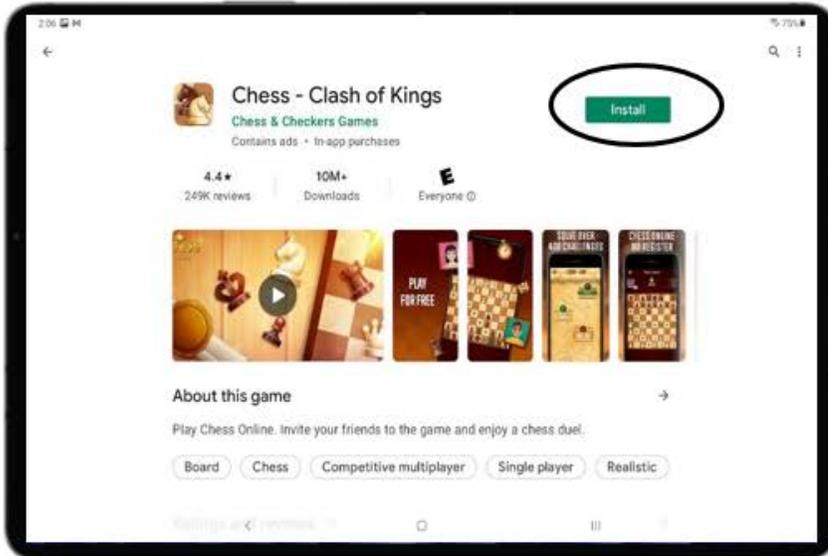


Downloading Apps from the Google Play Store

5.

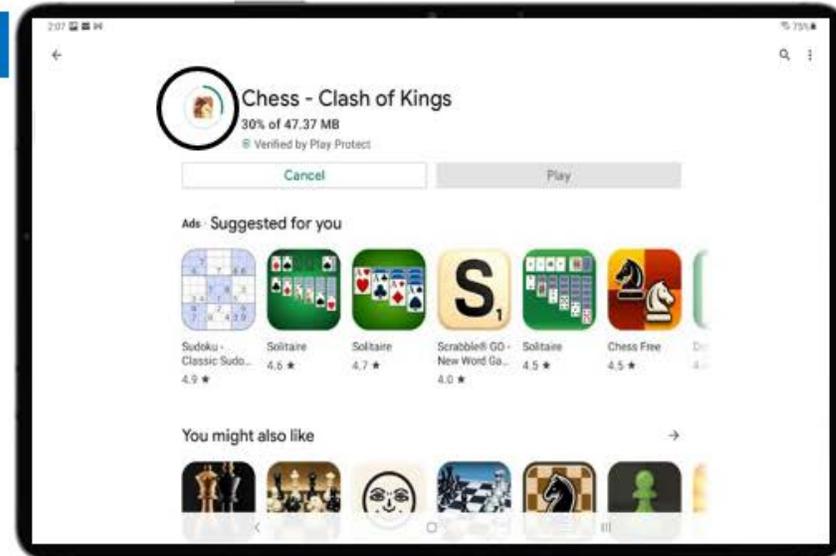


Tap on the green "Install" button.



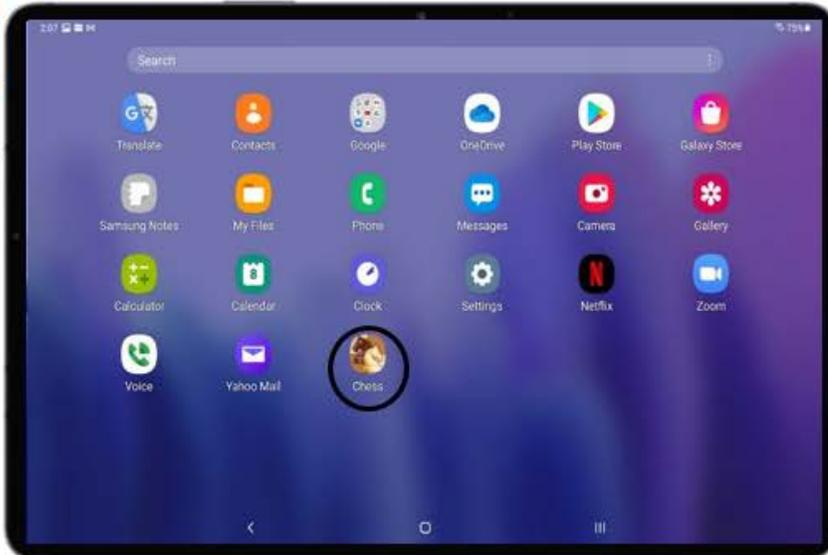
6.

Your app will start to download.



7.

When the app is done downloading, it will be located on your last screen and on the APP page



Types of apps you can download:

1. Games (checkers, solitaire, Sudoku, mahjong)
2. Communication platforms (Zoom, Skype, Whatsapp, etc.)
3. Social media platforms (Facebook, Instagram, Pinterest)
4. Health management
5. Telehealth

How to Take Photos and Video

1.



Tap on the camera icon



2.



Tap on either "photo" or "video" icon to take a photo or video



3.



Tap on the center icon to take a photo





Google Chrome

- What is it?

- Internet Browser: similar to Internet Explorer, Firefox, Safari, and Microsoft Edge



=



- Why would you use it?

- Look up information on your health
- Search for recipes
- Look up topics that you're interested in (history, creative arts, world news, etc.)

How to Use Google Chrome

1.



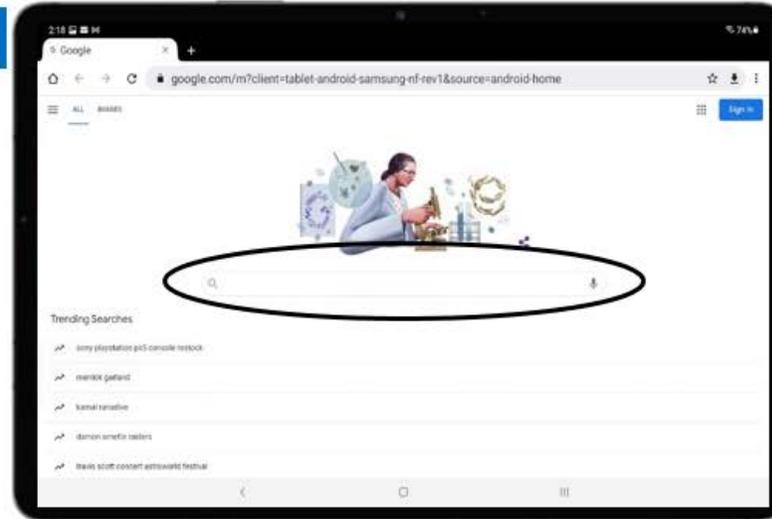
Tap on the chrome icon



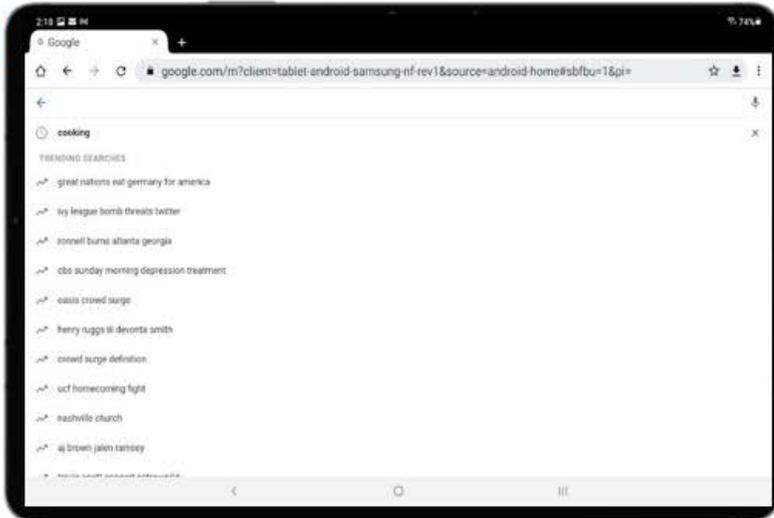
2.



Tap anywhere on the Google search bar



3.



Type in a question or topic. For example, "cooking".

How to Use Google Chrome

4.



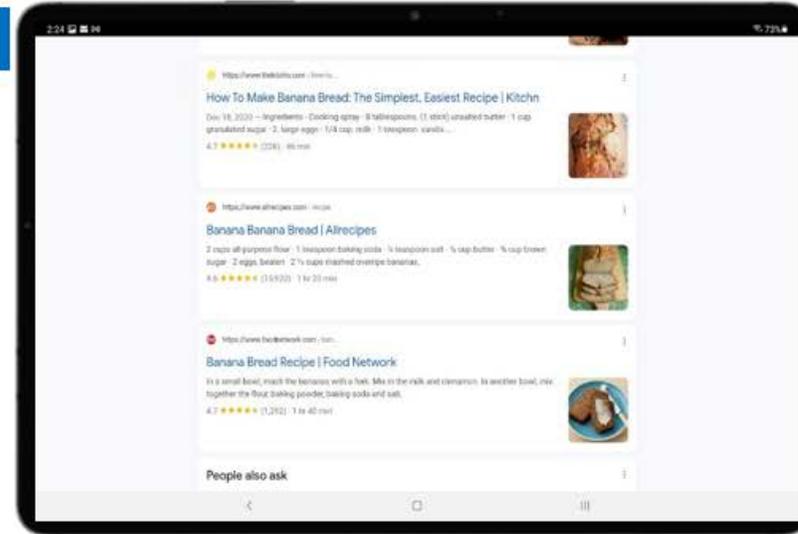
Scroll down to see all of the results



5.



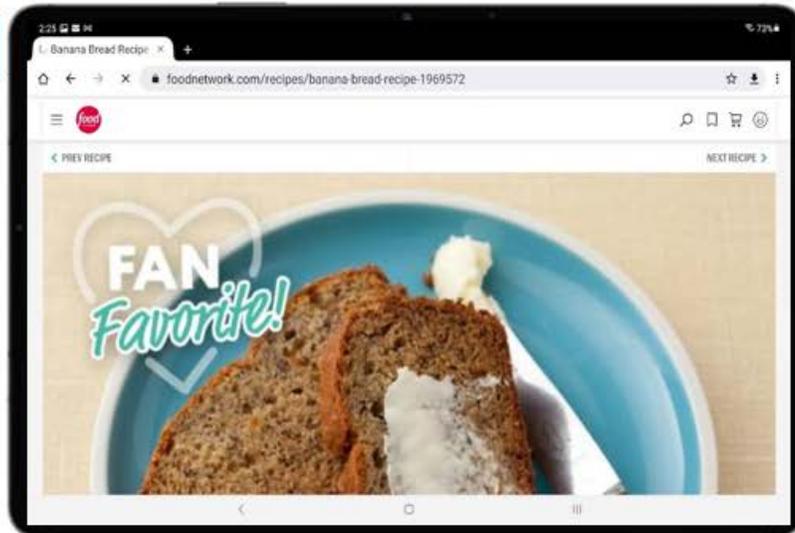
Tap on the webpage title you want to visit



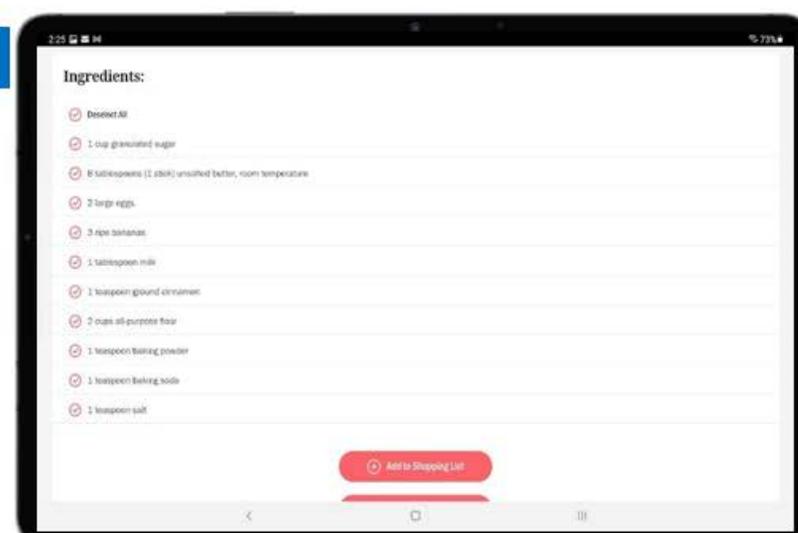
6.



Scroll up or down to explore the webpage



7.



Check Your Understanding

1. What does the icon for Google Play Store icon look like?



2. When asking Google Assistant a question, what do you first say?

a. Hey Google

b. Listen Google

c. OK Google

d. Hey Google or OK Google



CHAPTER 2

Google Translate

LESSON 2 AGENDA

- 1. Translating conversations**
- 2. Translating documents**

Using Google Translate

1.



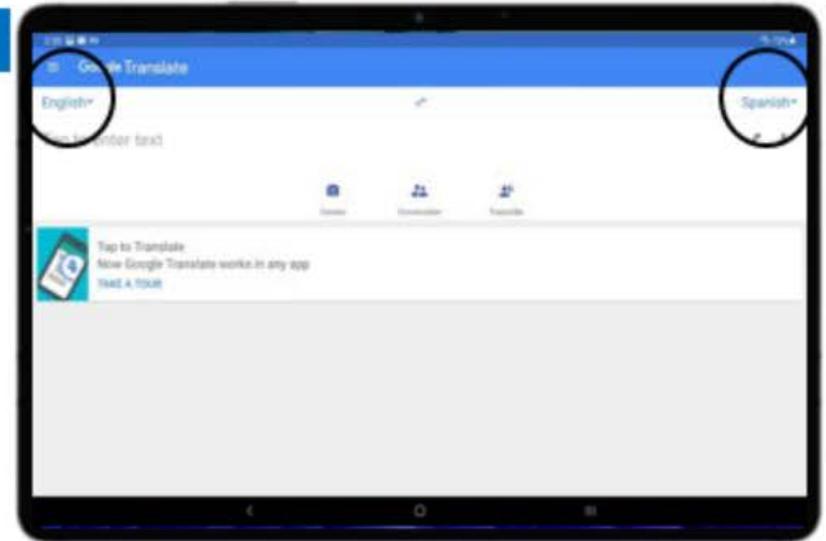
Select the Google Translate App



2.



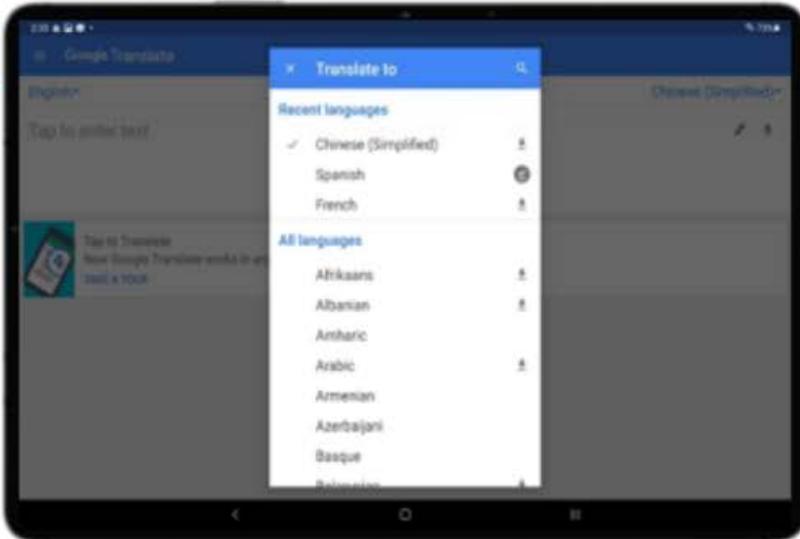
Tap on English and select your input and output languages.



3.



Tap on your input language. Do the same for the output when the dropdown pops up.

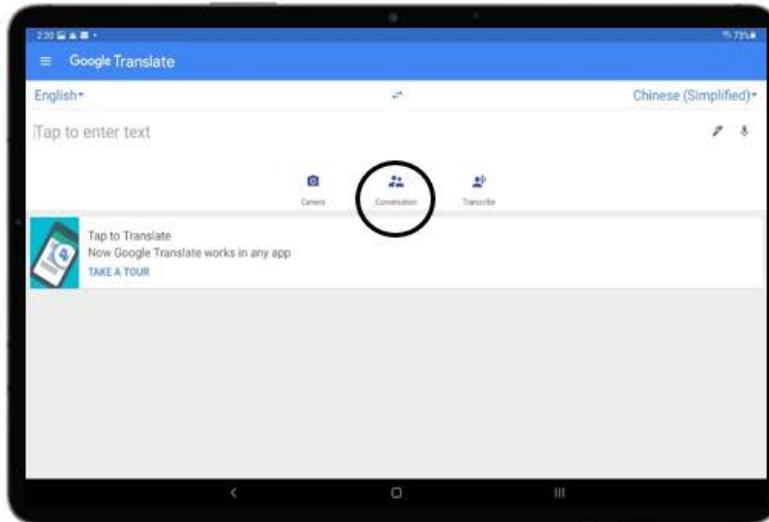


Voice Translation using Google Translate

1.



Select conversations



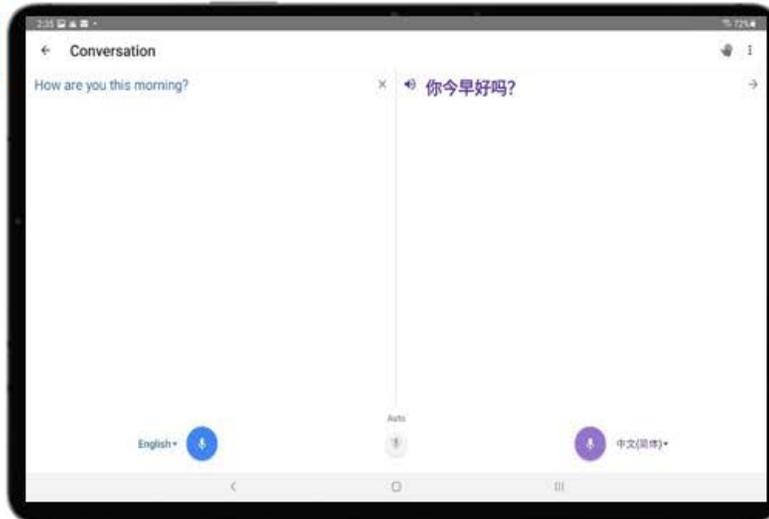
2.



Say the phrase you want translated.



3.



Tap the microphone on the side of the language you want to translate



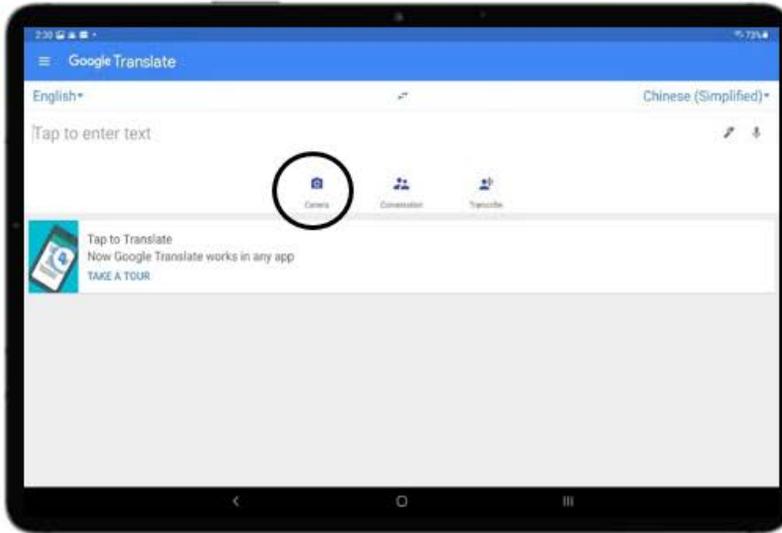
Google will listen to the phrase you say and translate.

Camera Translation using Google Translate

1.



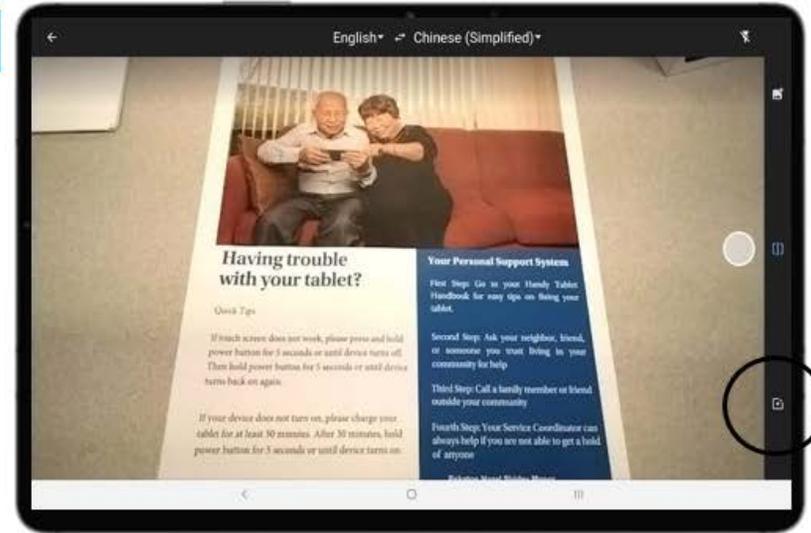
Select Camera icon



2.



1. Tap the "Scan" icon
2. Tap the "Capture" icon



3.

Hold the tablet steady as the document scans



4.

Once the document is scanned, you can swipe over sections that need to be translated



Check Your Understanding

1. True or False: Google Translate can translate videos.
2. You can use Google Translate in which of the following situations:
 - a. Live presentations and lectures
 - b. 1-1 Conversations
 - c. Translating documents like bills, letters, and fliers
 - d. All of the above
3. What does the Google Translate icon look like?
 - a. 
 - b. 
 - c. 



CHAPTER 3

YouTube

LESSON 3 AGENDA

- 1. Searching for YouTube videos**
- 2. Review the basic video settings of a YouTube video**



Finding Videos on YouTube

1.



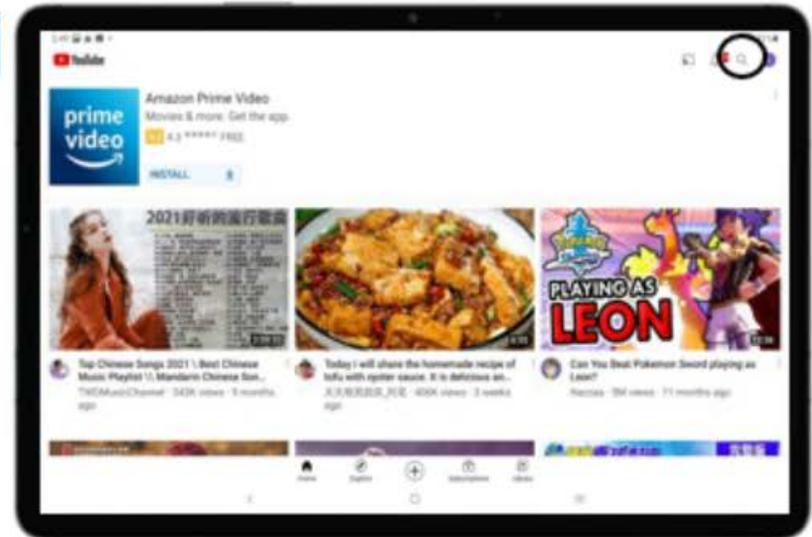
Select on the YouTube App



2.



Tap on the search icon in the top right corner



3.

Type what you are looking for in the search bar. For example, sushi.

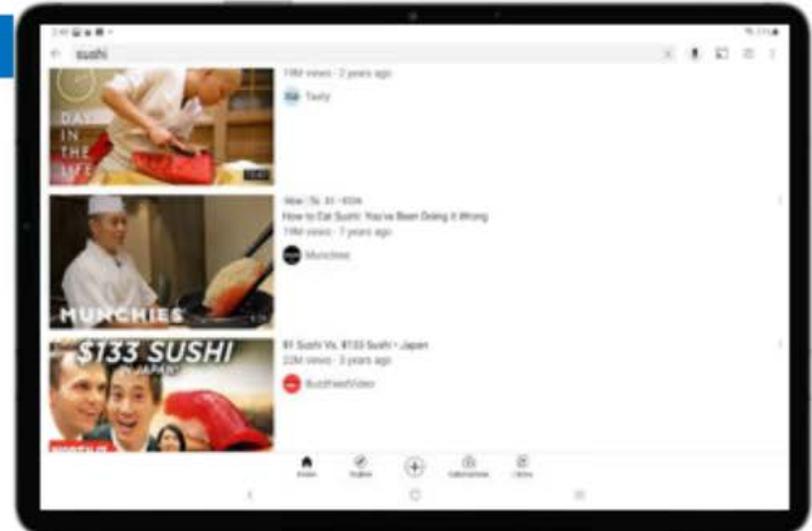
Tap the search bar.



4.



Tap the video you want to watch.

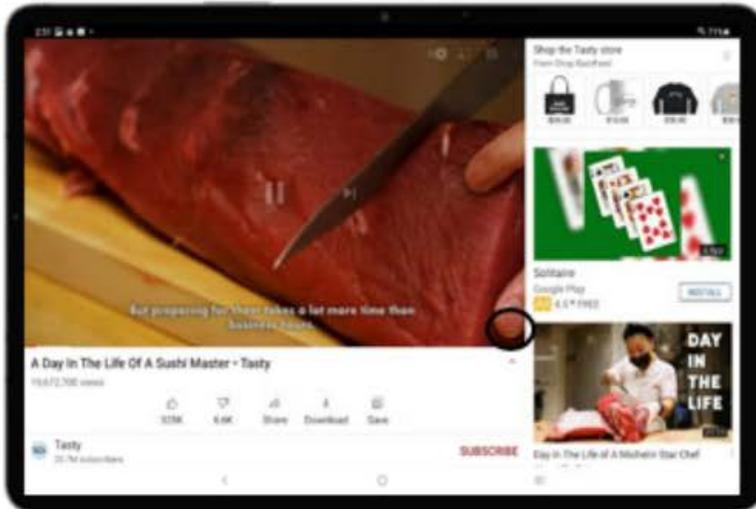


Playing Videos on YouTube

1.



To make the video larger, tap "Full Screen" on the bottom right



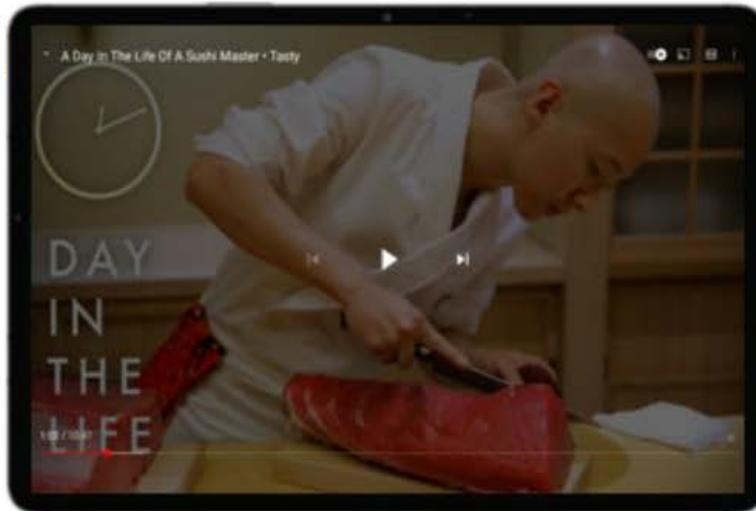
2.



To make the video smaller, tap "Small Screen" on the bottom right.



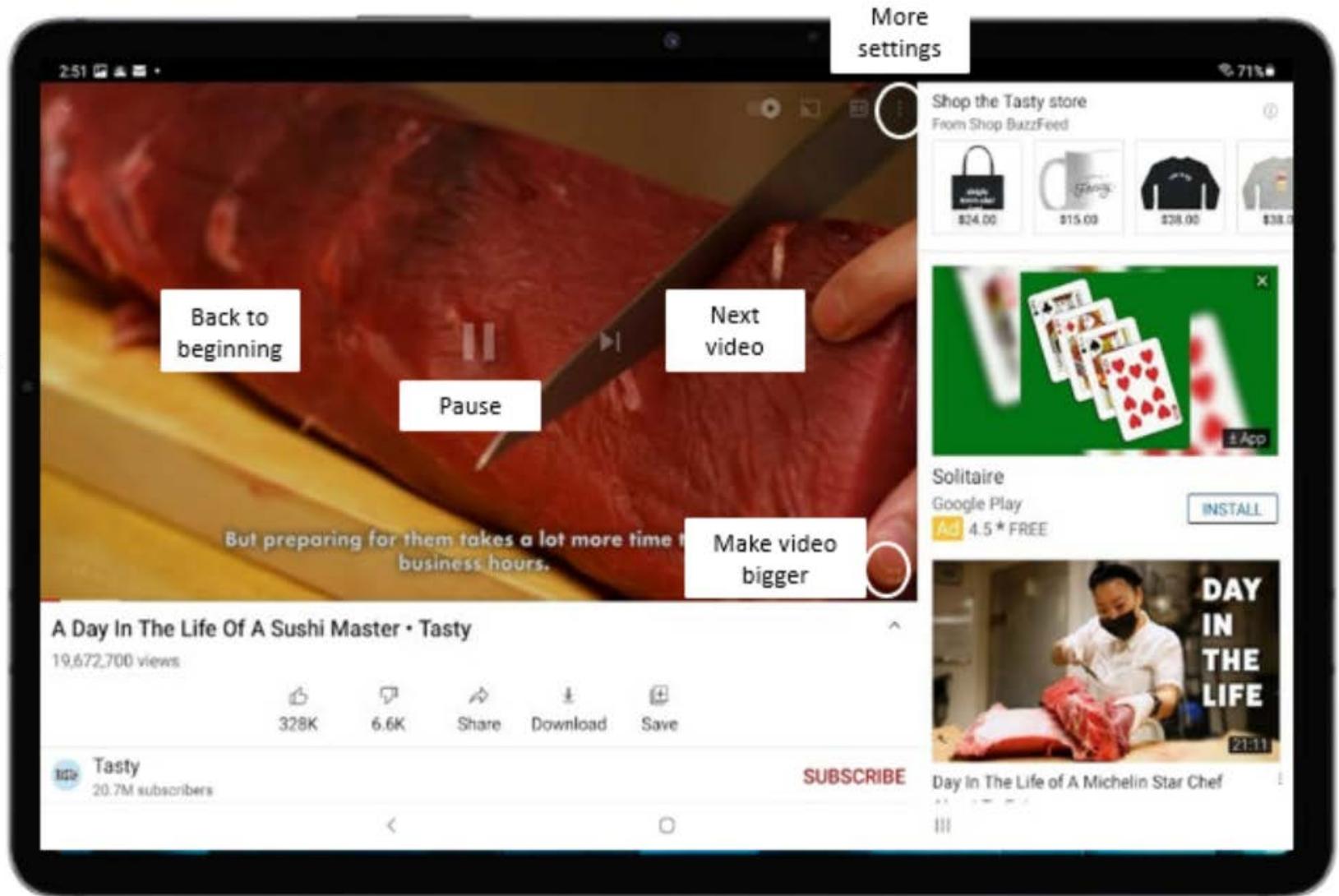
3.



You can use YouTube to search for any type of video now.

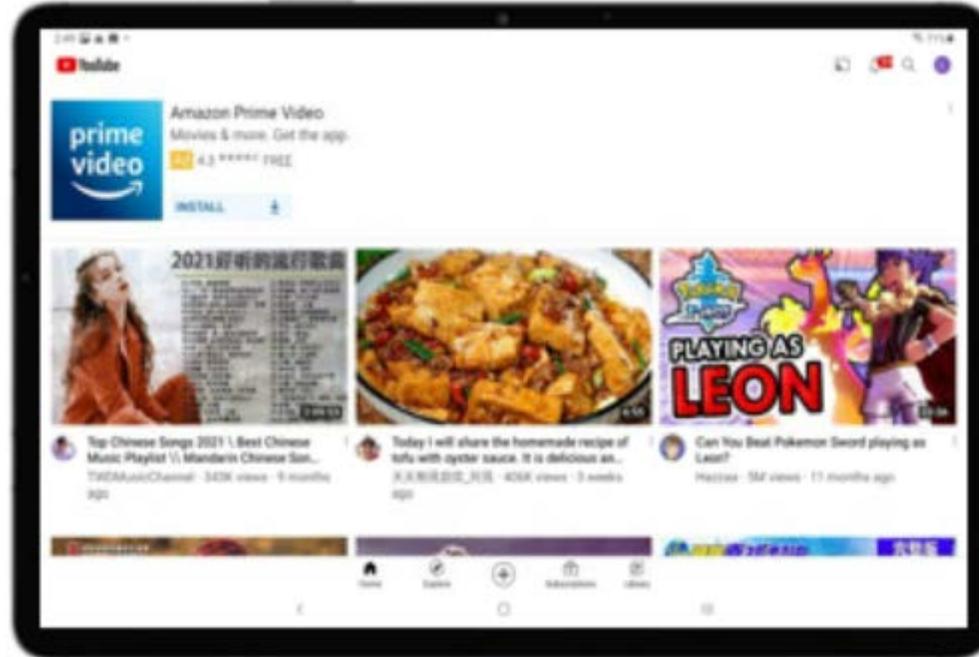
Playing Videos on YouTube


Tap the following buttons to pause, restart or play next video

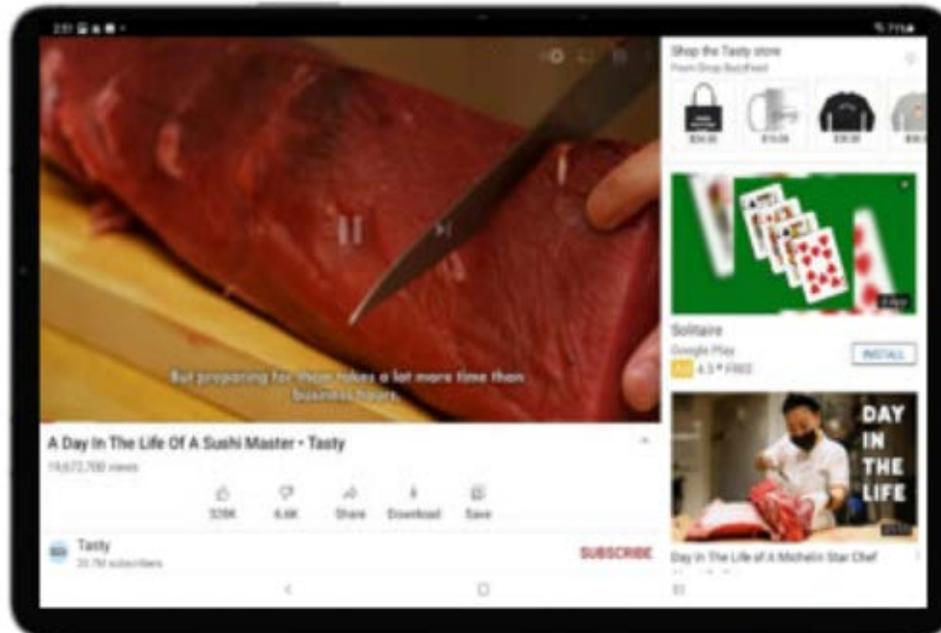


Check Your Understanding

1. Where would you tap first to search for a video on YouTube?



2. Where would you tap on the video player to make it full screen?



See answers
below*



zoom

CHAPTER 4

LESSON 4 AGENDA

- 1. How to join a Zoom meeting**
- 2. Muting/Unmuting yourself and turning video on/off**
- 3. Review basic Zoom settings**



Joining a Zoom Meeting

1.



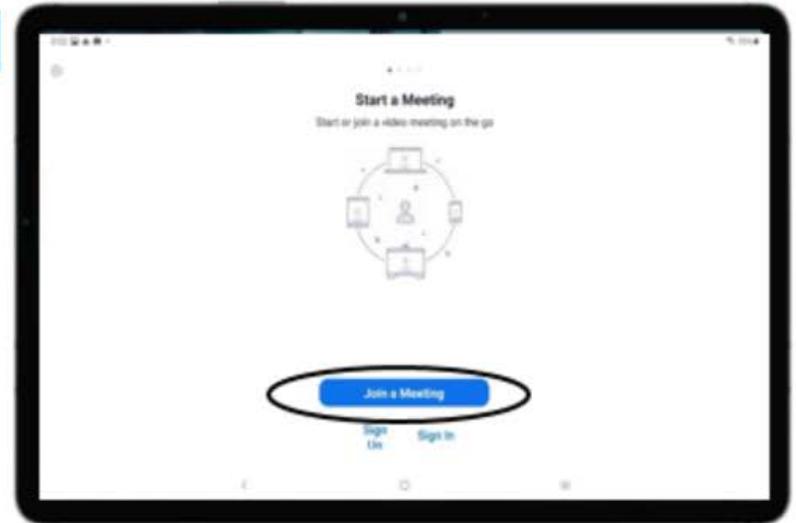
Tap on the Zoom App



2.



Tap "Join Meeting"



3.



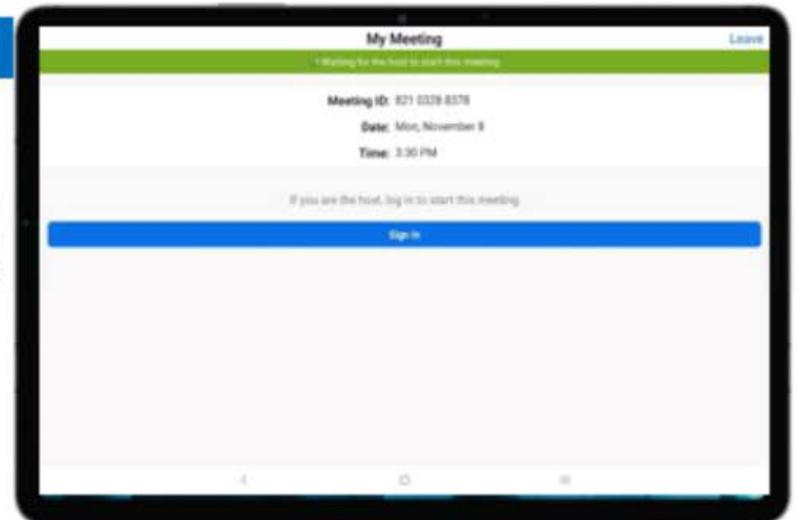
Type the 11-digit Zoom Meeting ID.

Tap "Join"



4.

Wait for the host to start the meeting



Participating in a Zoom Meeting

5.



This screen will appear until the host starts the meeting

6.



The other participants will be in the meeting

7.



Tap "Leave" in top right corner to leave the meeting.

Button Functionalities



Microphone ON
Video ON



Microphone OFF
Video OFF

Navigating a Zoom Meeting



Check Your Understanding

1. What does the Zoom icon look like?

a.



b.



c.



2. In Zoom, how would you mute and unmute yourself?





CHAPTER 5

Safety Tips

Helpful Tips on Preventing Fraud

- Never put confidential information in an email or text message. The message may not be secure.
- Never disclose any sensitive personal information on social media or in public forums.
- Never give information like a bank account number or password in response to a phone call, email or other online request.
- Create long and difficult passwords (at least 12 characters) using letters, numbers, symbols, and upper- and lower-case variations.
- Avoid using personal information (name, age, SSN, address) in your username or password.
- If you find your computer is slow, unresponsive, or you are getting an unexpected error message, please contact a family, friend or your community representative because your device maybe infected with a virus.

Troubleshooting: How to Fix your Tablet

HELPFUL TIPS:

- If your touch screen does not respond, press and hold the power button for five seconds or until the device turns off completely. Then hold the power button again for five seconds until the device turns back on completely.
- If your device does not turn on, plug the device into a power outlet using the charger. Leave your device plugged into the charger for at least 30 minutes. After 30 minutes, press the power button for five seconds or until the device turns back on.

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