



# Tablet Training Manual



## Acknowledgements

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This project is funded through an Ontario Trillium Foundation (OTF) Grow Grant. An agency of the Government of Ontario, OTF is one of Canada's largest granting foundations. With a budget of over \$136 million, OTF awards grants to some 1,000 projects every year to build healthy and vibrant Ontario communities.



An agency of the Government of Ontario.  
Un organisme du gouvernement de l'Ontario.

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## Introduction

Congratulations on purchasing your very own tablet or receiving a loaner tablet from the OSCC 55+! The tablet you receive should look somewhat like the one below (front and back view – *colour of tablet may vary*).

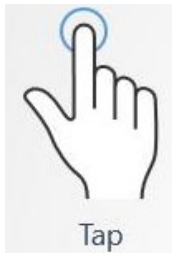


This manual serves as a simple, user-friendly guide for operating your tablet. While there are many things you can do on a tablet, this manual will only focus on using the tablet to play the games used in the Let's Connect project.

# **Section 1: How to Use Your Tablet**

# How to Use the Touchscreen

The tablet works by responding to touch from your fingers. Below are some basic types of touch motions:



## Tap:

Touch the screen lightly with your finger then immediately lift it away from screen.



## Drag:

Touch the screen with your finger and drag it towards whichever direction you would like to drag to. Do not lift your finger from the screen while dragging it across the tablet.



## Swipe (down/up/left/right):

Press your finger onto the screen and then drag the same finger towards whichever direction you would like to swipe to.

Swiping quickly is called a "Flick."



## Using a Stylus for Your Tablet

If you find that using your finger to play certain games (e.g. Colour by Numbers – Flowers) is challenging, consider using a stylus. A stylus is a pen-like object with a soft tip on one end that the touchscreen responds to. Styluses come in many forms and they will all work with your tablet. A stylus can be purchased at any electronic store, or even the dollar store. You use the stylus the same way you would use your finger to control the tablet.





## Turning on the Tablet

To turn your tablet on, press and hold the power button found on the right side of the tablet. This button turns the tablet off as well.



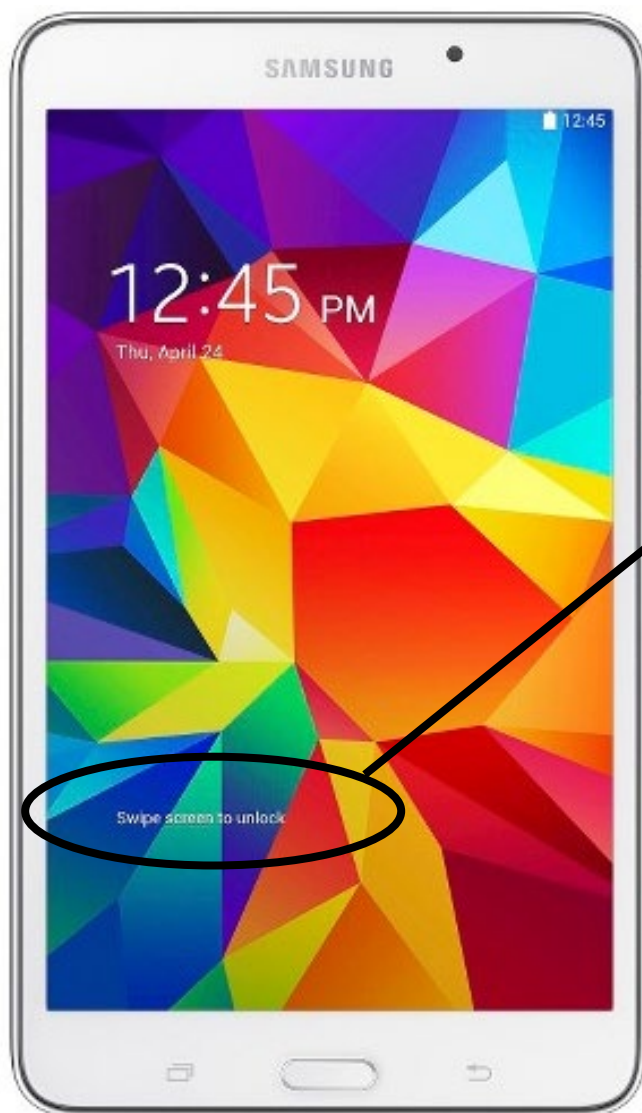
Press and hold the middle of this button until the tablet starts to turn on.



HOLD / PRESS

## Unlocking the Tablet

Once the tablet is turned on, you will need to 'unlock' it. You may also need to unlock it if the screen becomes inactive after a period of non-use. Unlock the tablet by swiping across the screen where it says, "Swipe screen to unlock". *The background photo on the tablet may vary.*



Swipe your finger across the screen to unlock your tablet.



## Adjusting the Volume

Depending on what game you are playing, you may want to adjust the volume. To adjust the volume up or down, press and hold the longer button on the right side of the tablet (below the button used to turn the tablet on or off). The upper half of the button will turn the volume up, the bottom half will turn the volume down.



Press and hold the upper portion of this button to increase the volume, and hold the lower portion of this button to decrease the volume.

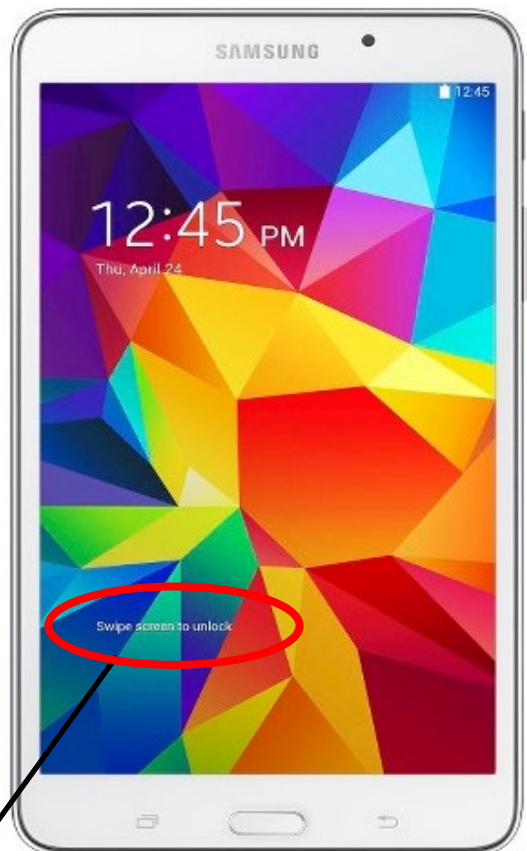


## 'Waking Up' the Tablet

If you leave your tablet on, but do not touch the screen for a period of time, the screen will turn off or 'go to sleep'. To wake the screen back up, press the middle button found at the bottom of the tablet screen. Then, swipe the screen to unlock your tablet.



Press the home (middle) button to wake up your tablet.

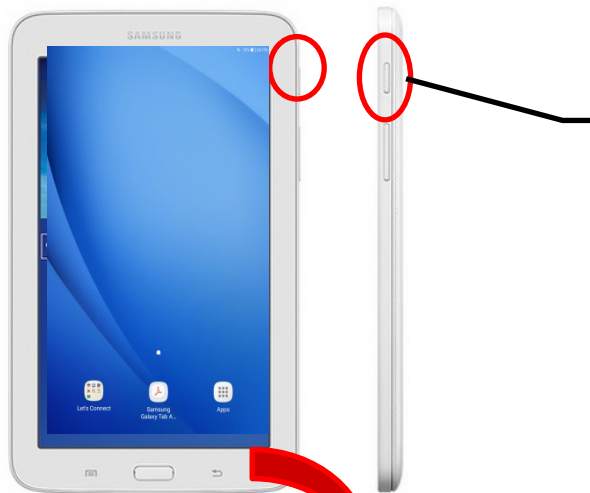


Swipe your finger across the screen to unlock your tablet.

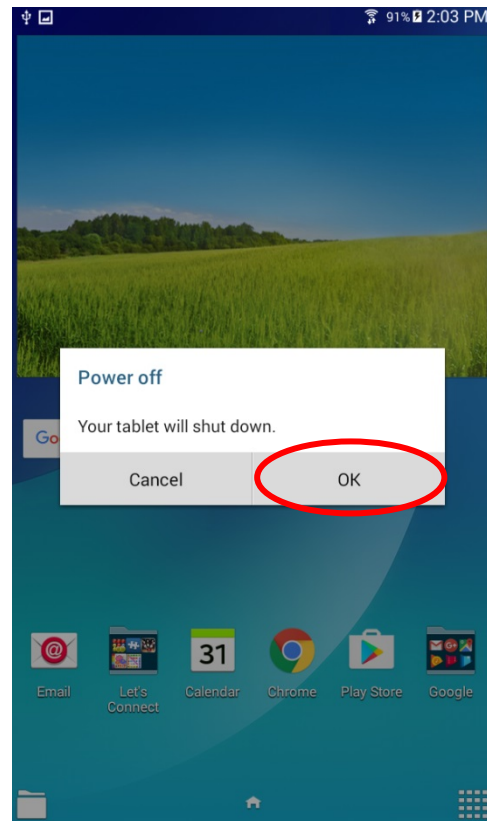
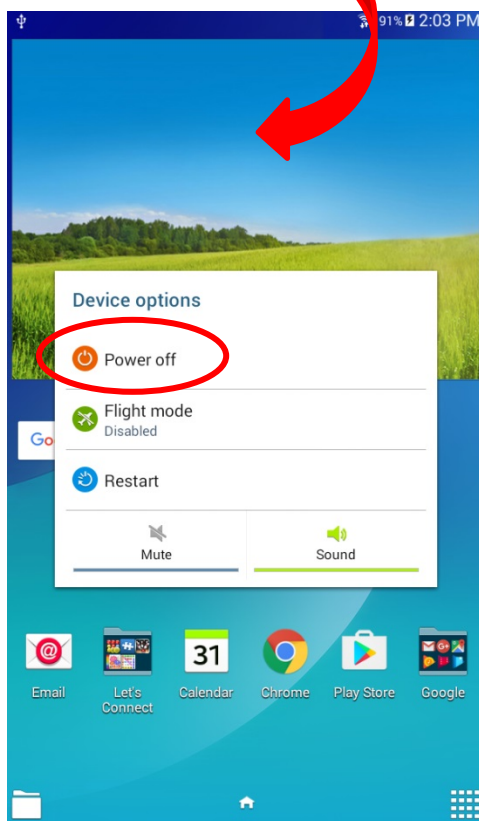


## Turning Off the Tablet

To turn your tablet off, press and hold the power button, found on the right side of the tablet. Tap 'power off' from the pop-up menu and tap 'OK' when it asks for permission to shut down.



Press and hold the middle of this button until the tablet starts to turn off.



## Assembling the Charge Cord

The tablet charger comes in two parts; the power cord and the adapter.



To assemble your charger, connect the USB end of the power cord to the side of the adapter.



## Charging the Tablet

You should charge your tablet whenever you're done using it. To charge the tablet, take the fully assembled charge cord and plug it into the tablet charging port, located at the top of the tablet. Connect the adapter into an electrical/wall outlet to begin charging the tablet.

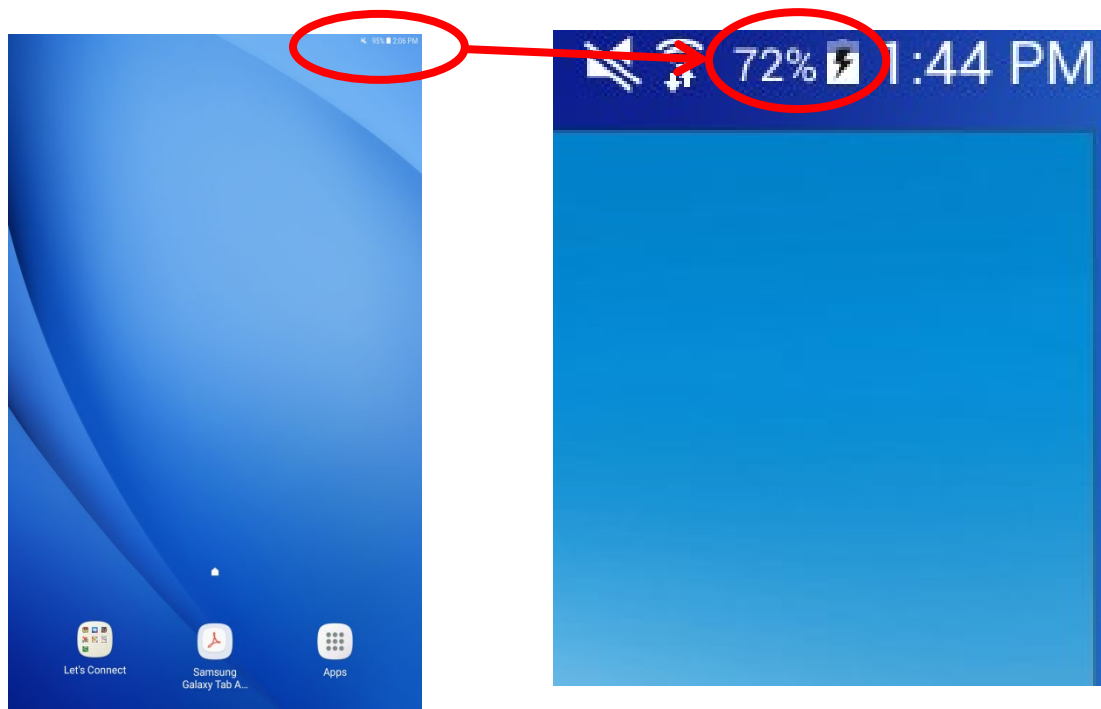


## How to Know When Your Tablet is Charging

If the tablet is powered off when it is charging, a battery symbol will appear on the screen.



If the tablet is powered on while charging, a lightning bolt will appear inside the battery icon in the top right corner.



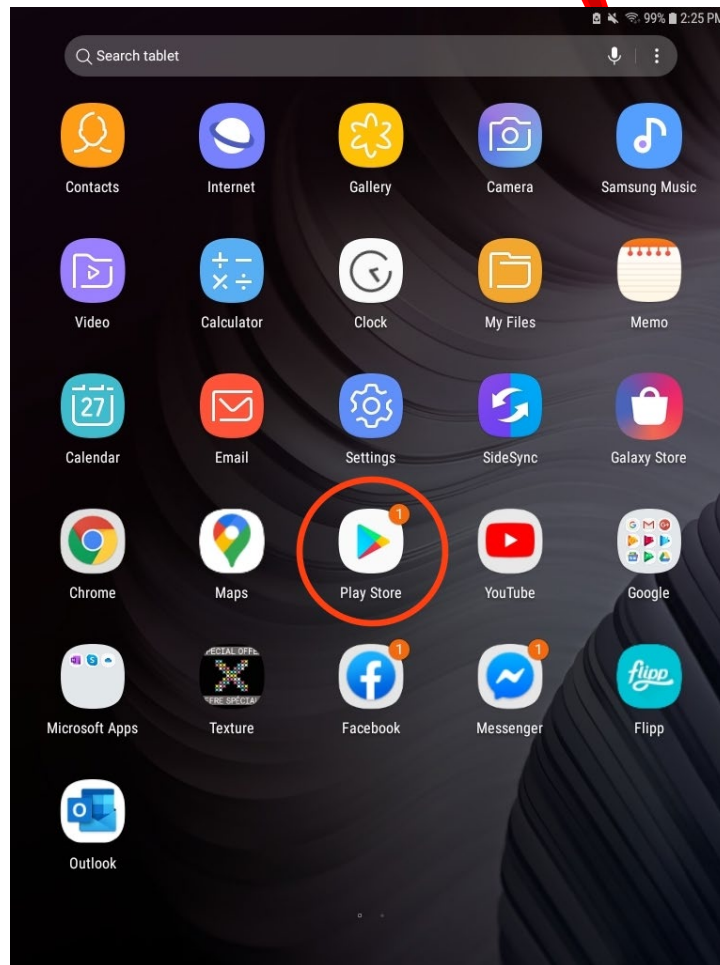
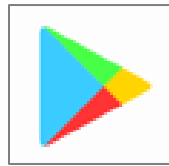


# **Section 2: How to Play Let's Connect Games**

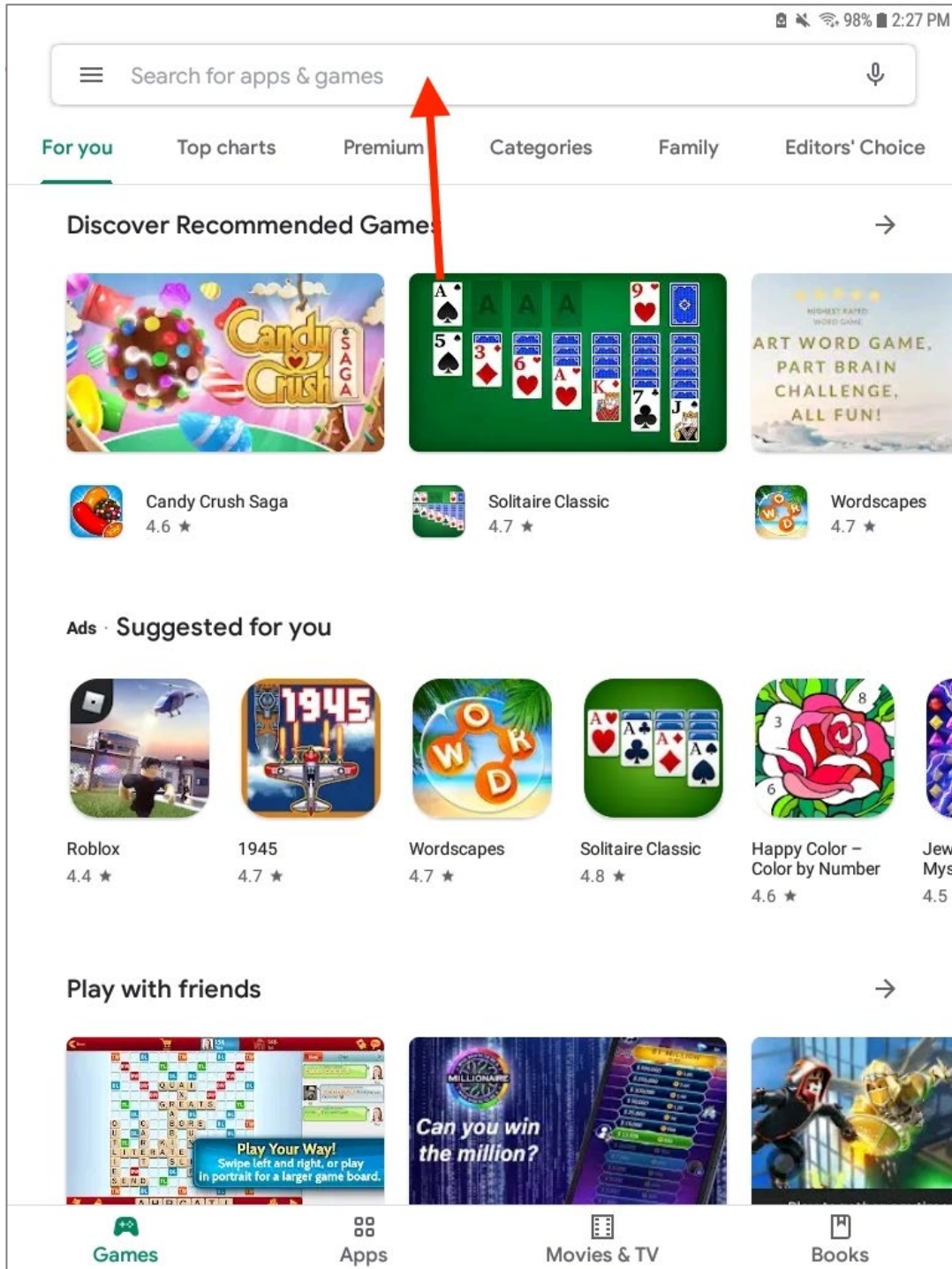
## How to Download the Apps

Unless your tablet is pre-loaded with the Let's Connect games, you will need to download the apps yourself.

To do this, first locate the 'Play Store' app in your app folder. The logo will look like this:

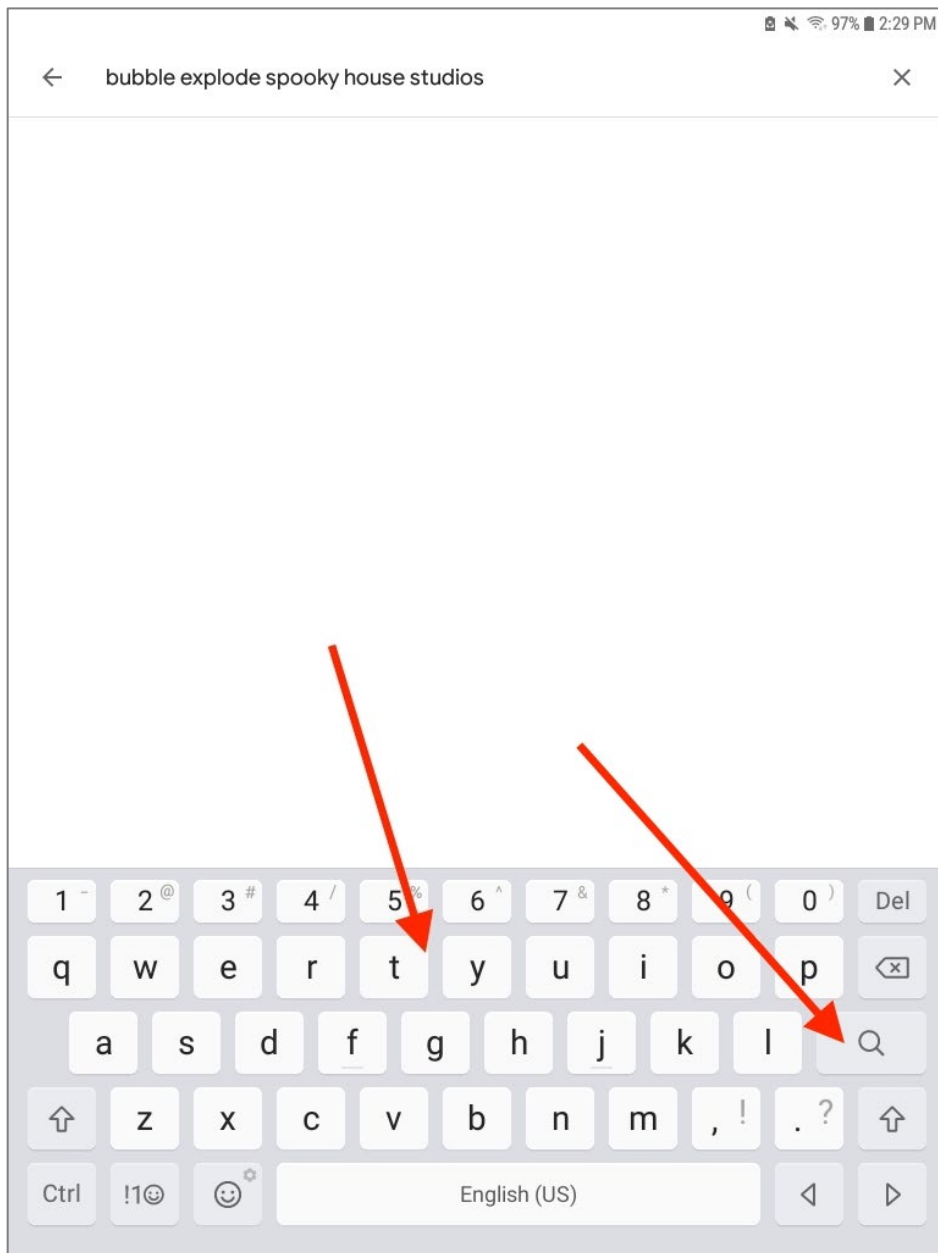


Next, tap on the bar at the top of the screen that says, “Search for apps & games”.

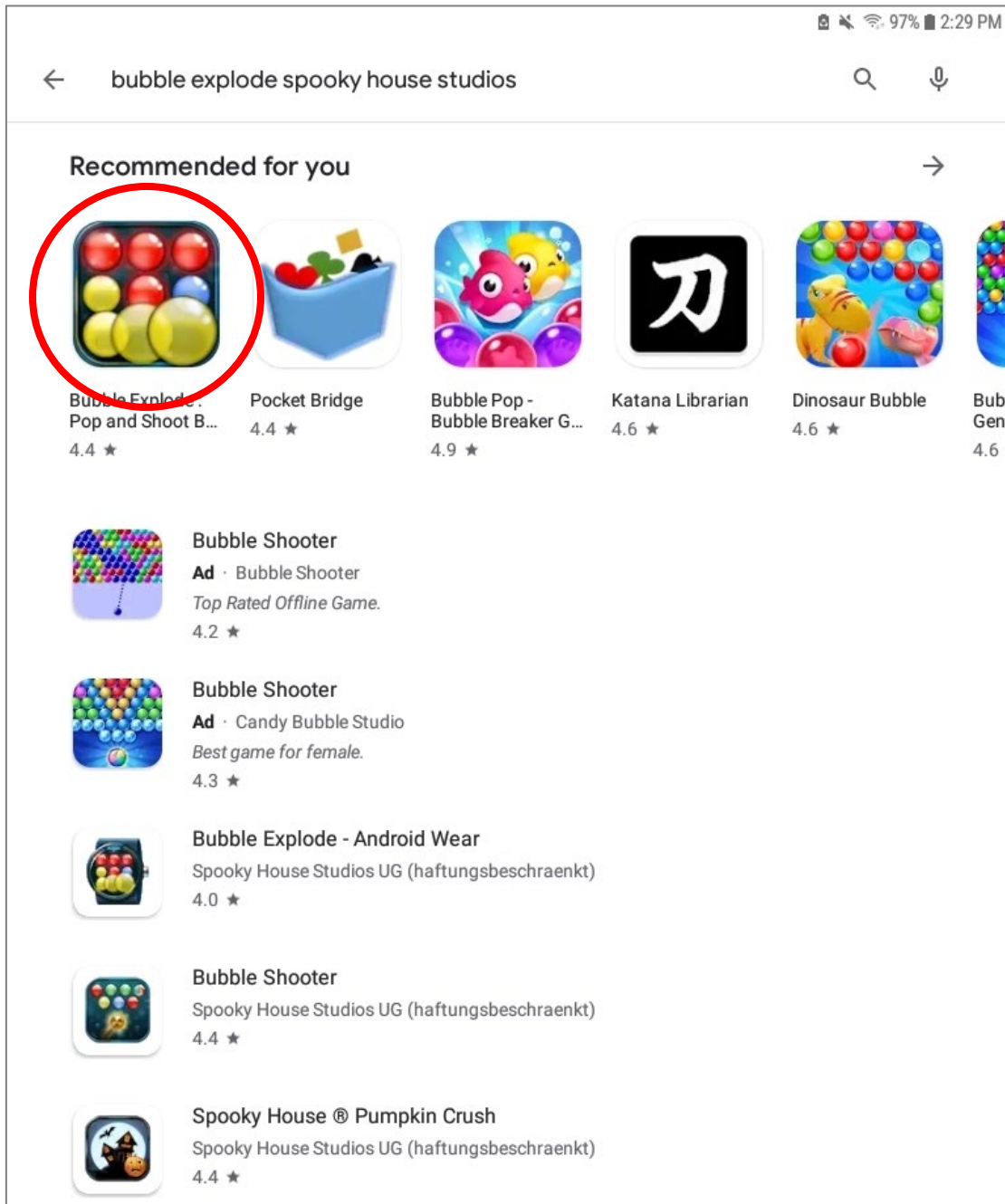


Once tapped, use the keyboard below to type in the game you are searching for. For this example, we will search the game 'Bubble Explode' by Spooky House Studios.

When you have finished typing, press the magnifying glass symbol in order to search.



Once you have searched for the app, the Play Store will display many different apps. For this example, we want to choose the 'Bubble Explode' game by Spooky House Studios.



This page shows all of the information about the app. Tap **install**.

The screenshot shows the Google Play Store page for the app "Bubble Explode : Pop and Shoot Bubbles" by Spooky House Studios UG. The app is categorized as "Casual" and has a 4.4-star rating from 14,579 reviews. It has over 1 million downloads and is rated "Everyone". The "Install" button is highlighted with a red circle. Below the app name, there are three preview images: a main app icon, a game play screenshot, and a screenshot of the game's interface. The "About this game" section describes it as a "Bubble Shooter, Popper and Blaster" and mentions "15 games in one". The "Ratings and reviews" section shows a 4.4-star rating and a bar chart of user ratings. The bottom of the page shows category ratings: Gameplay 4.0★, Graphics 4.0★, and Controls 3.9★.

**Bubble Explode : Pop and Shoot Bubbles**  
Spooky House Studios UG (haftungsbeschaenkt)  
Contains ads • In-app purchases

**Install**

4.4★  
14K reviews

1M+  
Downloads

**E**  
Everyone

**Bubble Explode**

**POP AND SWAP**

**About this game** →

Bubble Shooter, Popper and Blaster. 15 games in one

Casual

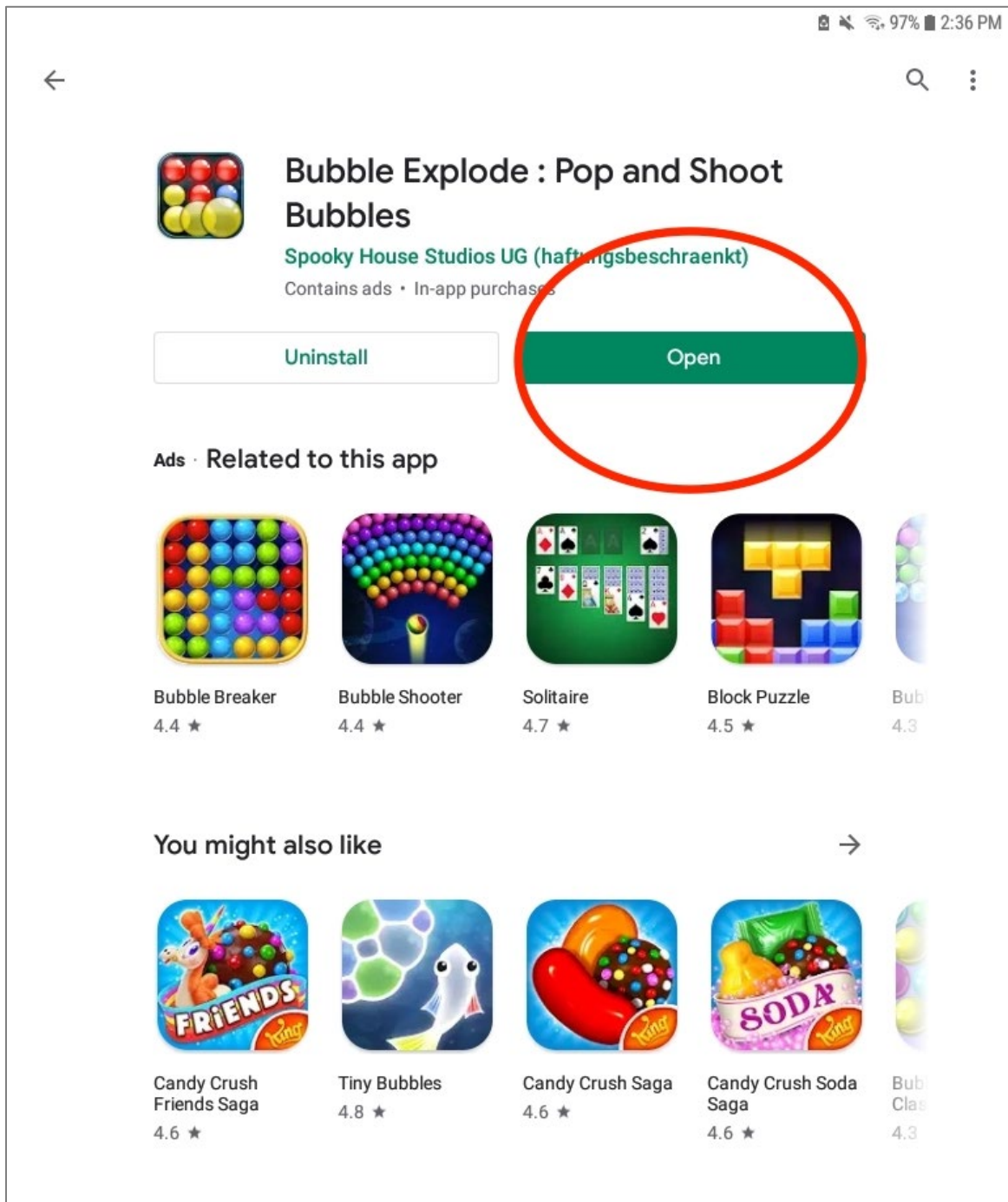
**Ratings and reviews** ⓘ →

**4.4**  
★★★★☆  
14,579

5	████████████████████
4	██████████████████
3	██████████████
2	██████████
1	██████

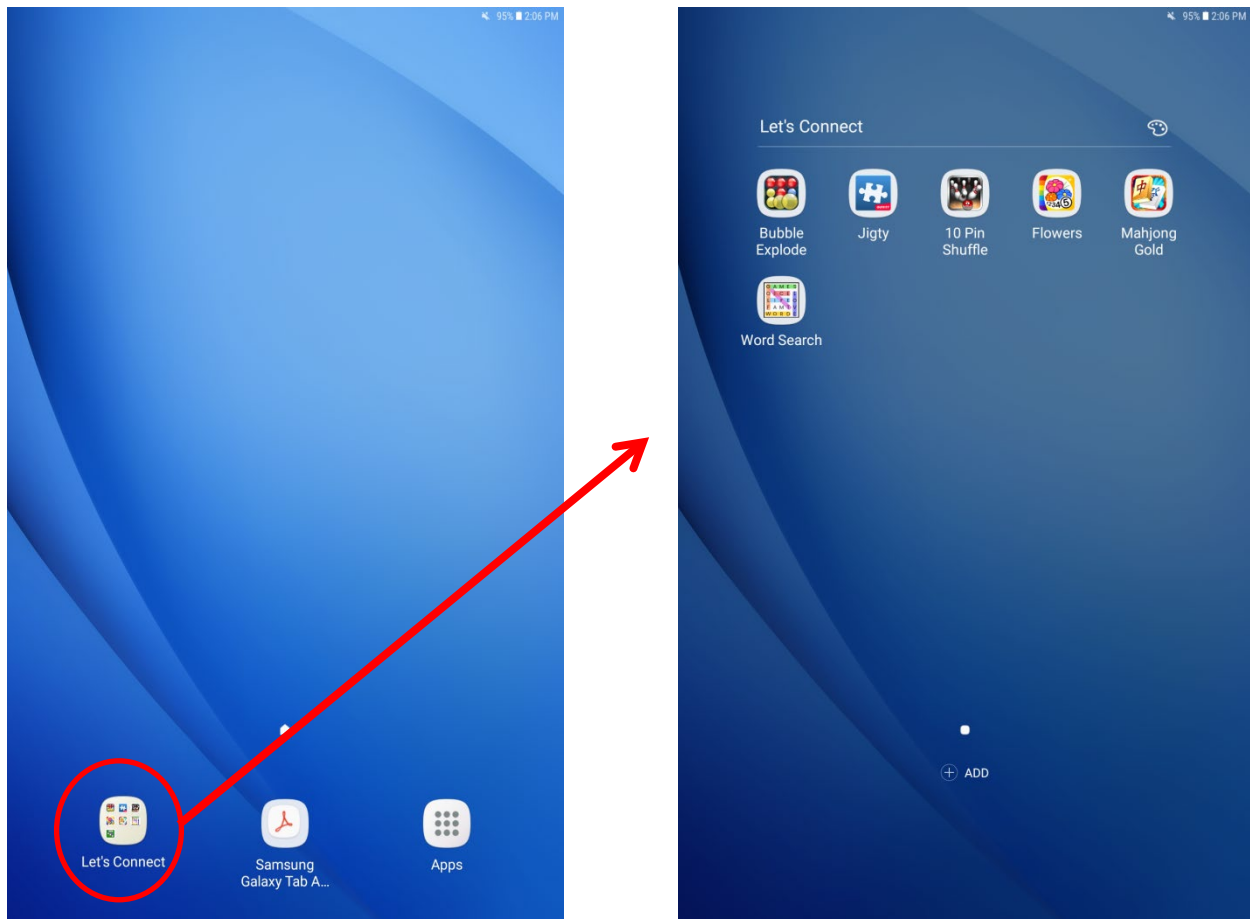
Gameplay **4.0★**      Graphics **4.0★**      Controls **3.9★**

After the game has installed, you will now see the option to **open** your downloaded game. You have now completed the downloading process. Enjoy your game!



## Where to Find the Let's Connect Games

Once you've unlocked your tablet, there will be a series of icons listed at the bottom of the screen. Choose the icon that says "Let's Connect" (*positioning of the icon may vary*). Once the Let's Connect folder opens, it will display all games used in the project. Select the game you'd like to play by tapping on the icon once.

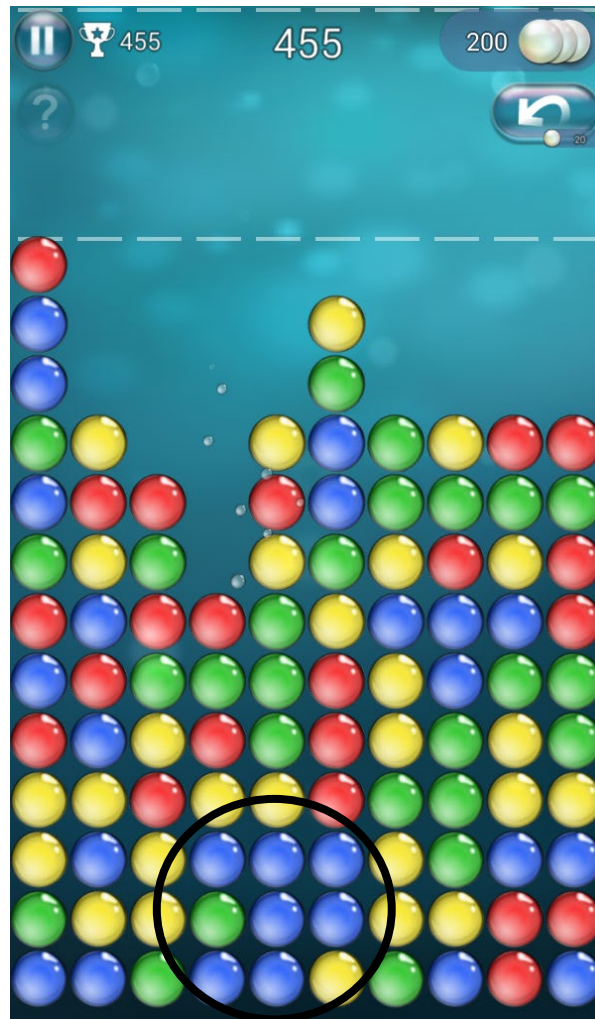




## Playing: Bubble Explode

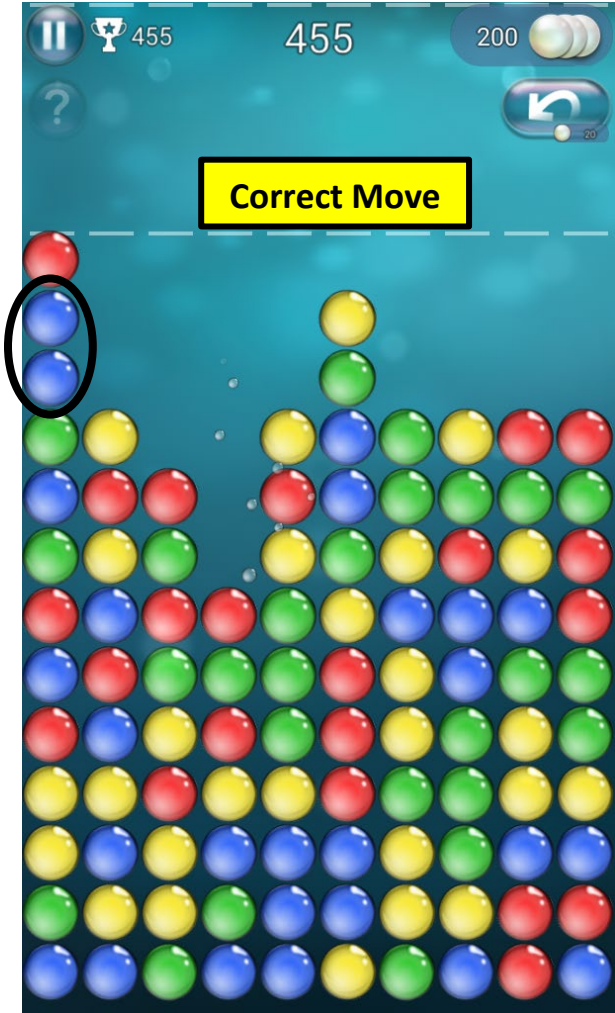
Once you choose the 'Bubble Explode' icon in the Let's Connect folder, the game will launch. The objective of this game is to pop the same coloured bubbles in groups of two or more.

If you tap one of the bubbles in this large group, they will all pop.



Even selecting a small group of just two bubbles with the same colour will pop.

This bubble will not pop because it does not have a same coloured bubble directly beside it.



## How to Setup: Bubble Explode

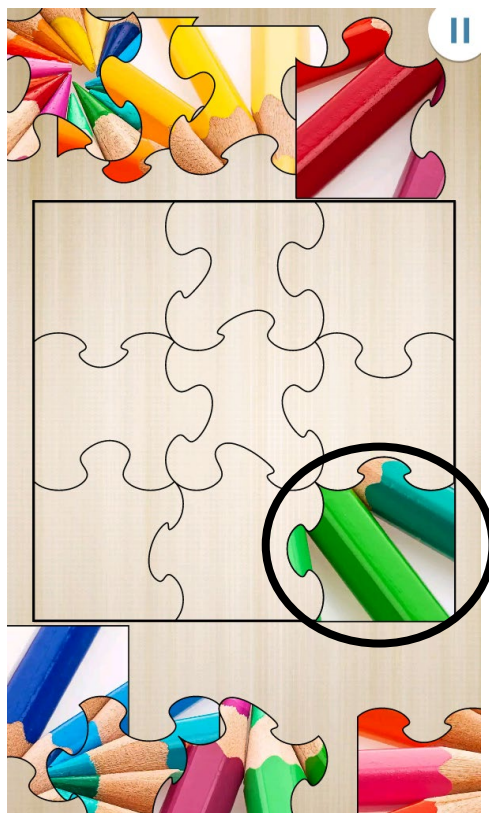
Before you play, touch the circle with three horizontal lines and tap 'Classic.' Then, tap the back button (upper left-hand corner) to go back to the main screen. Once you are back on that screen, start gameplay by tapping on the large play arrow.



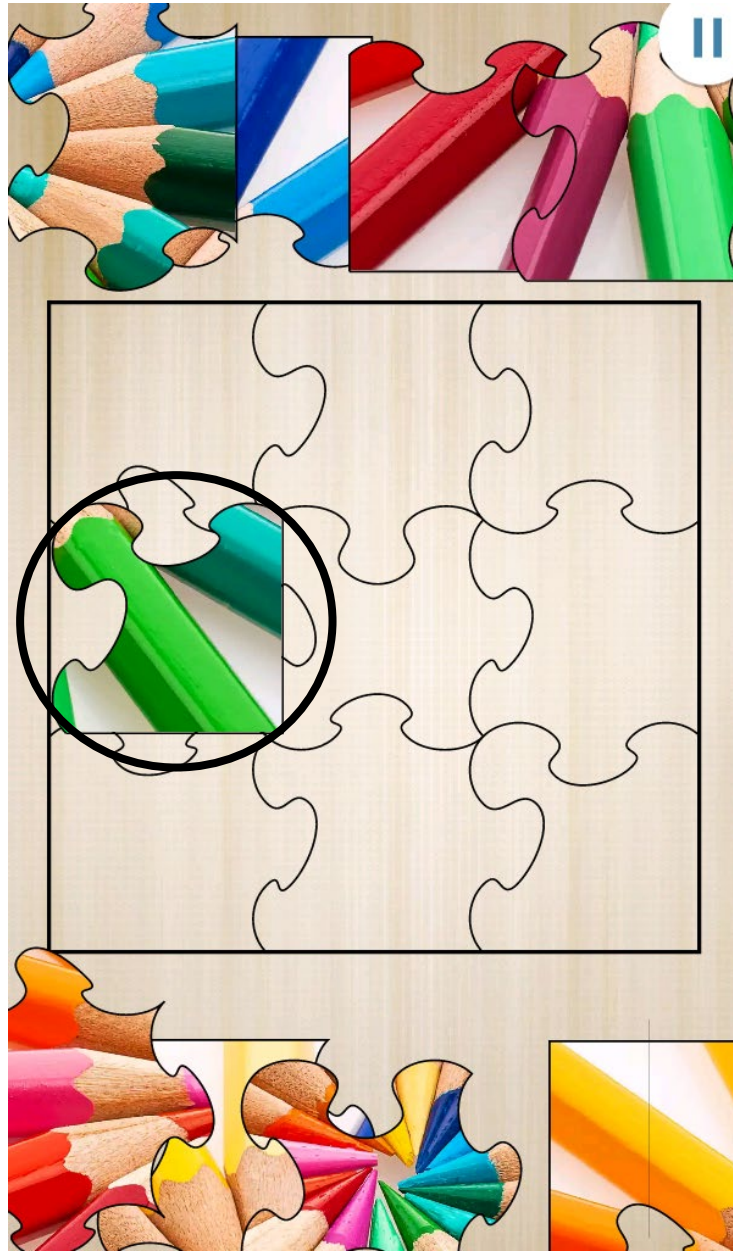
## Playing: Jigty Jigsaw Puzzle

Once you choose the 'Jigty Jigsaw Puzzle' icon in the Let's Connect folder, the game will launch. The objective of this game is to complete a puzzle by matching the pieces, shapes, and colours. To play, touch a puzzle piece with your finger and drag it into the correct spot on the grid.

When you correctly place a piece, you will hear a 'ding' and the piece will lock into place. Make sure the volume is up in order to hear the 'ding' sound.



If a piece does not go in this spot, it will not make a 'ding' sound and the piece will not be locked into place.



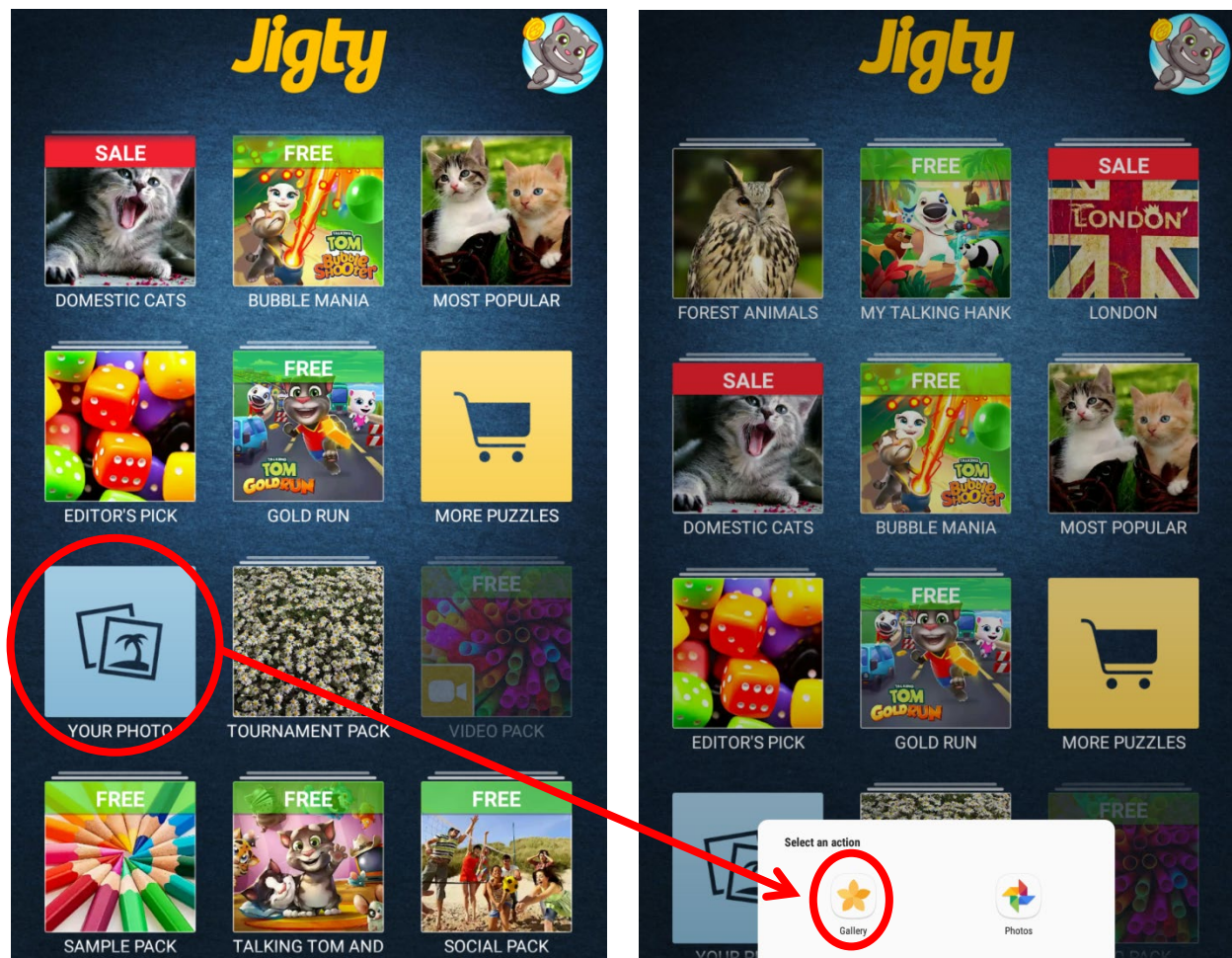
## How to Setup: Jigty Jigsaw Puzzle

To find a puzzle to make, scroll through the list of puzzle albums until you find the album called ‘Sample Pack.’ Tap on the ‘Sample Pack’ album. From this album, tap the puzzle you wish to play (*we recommend starting with the ‘colourful pencil crayons’ puzzle*).

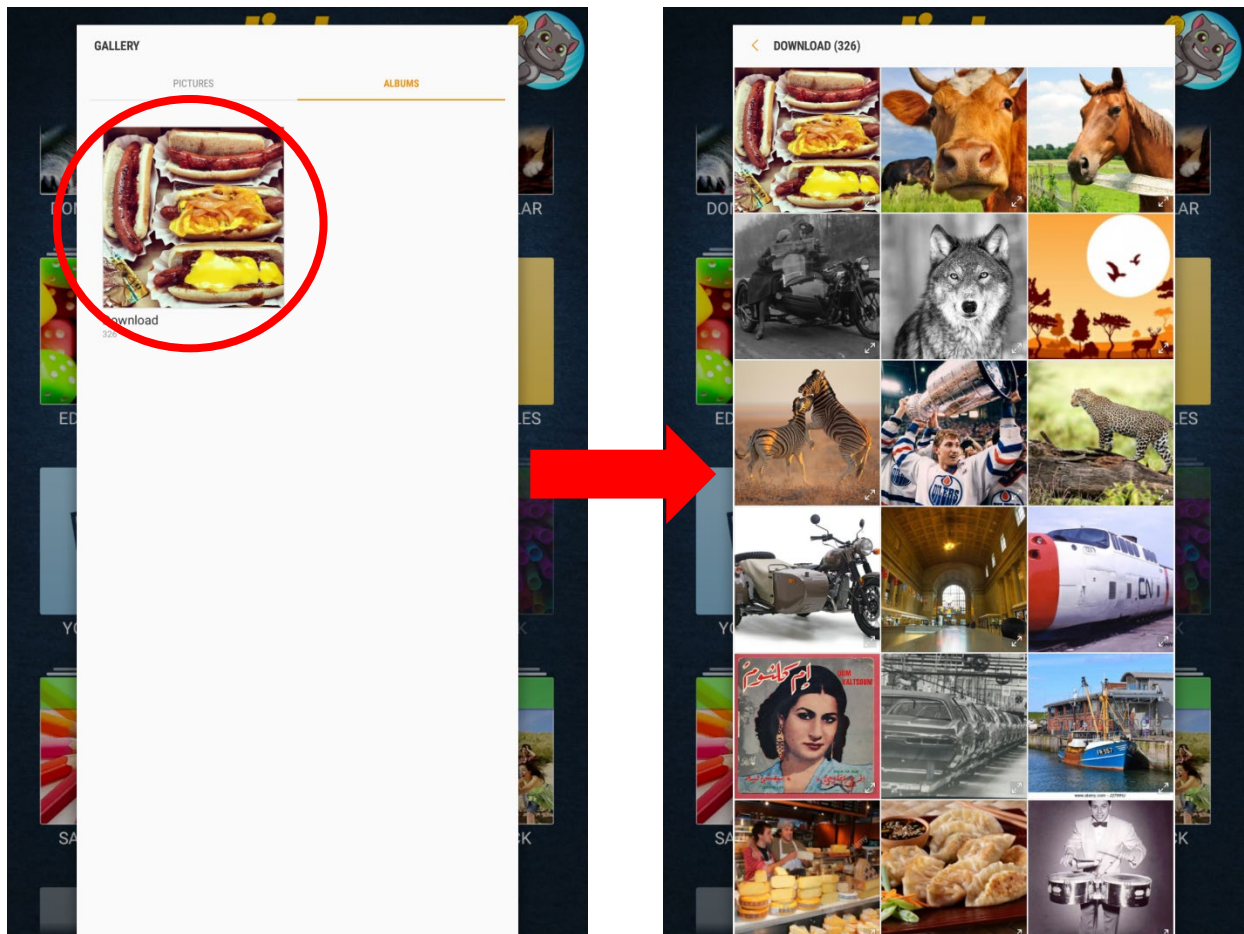


Another option to find puzzles is to select the ‘Your Photo’ album (purchased upgrade required). This folder will have many

pictures in it that can also be made into puzzles. To access these pictures, select the 'Gallery' option after opening the 'Your Photo' album.

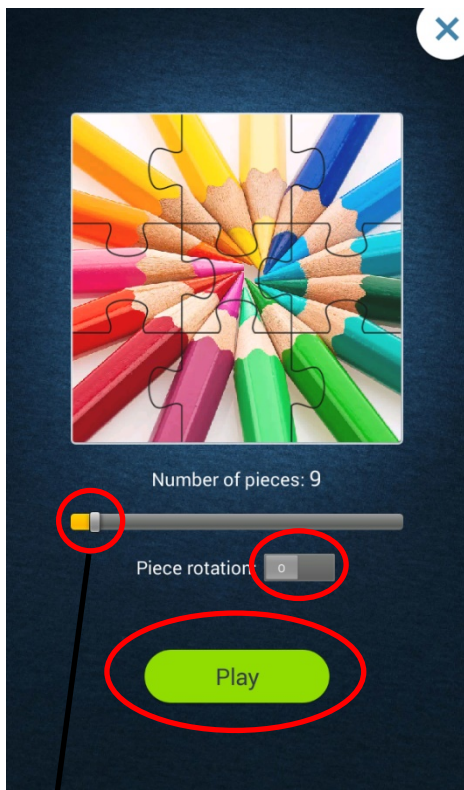


After selecting the 'Gallery' option, select the 'Download' option to access the photos. From there, select the puzzle you want to play.

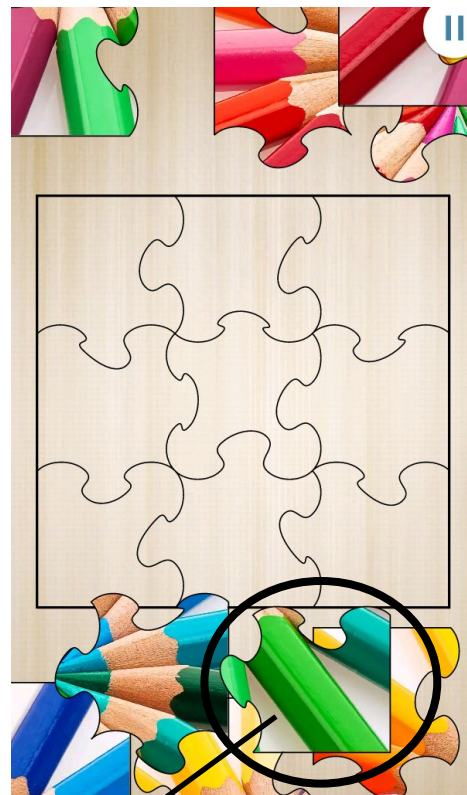




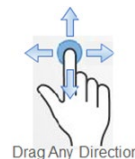
After selecting a puzzle, the game will ask you to select the number of puzzle pieces. Choose the number of pieces by sliding your finger across the yellow bar (*we recommend starting with 4 or 9 pieces*). Make sure 'piece rotation' is off (the icon should be grey rather than green), and then tap the green 'play' button to start.



Set the number of pieces by sliding your finger across the yellow slider bar.



Touch a puzzle piece and use your finger to drag it into place on the grid.

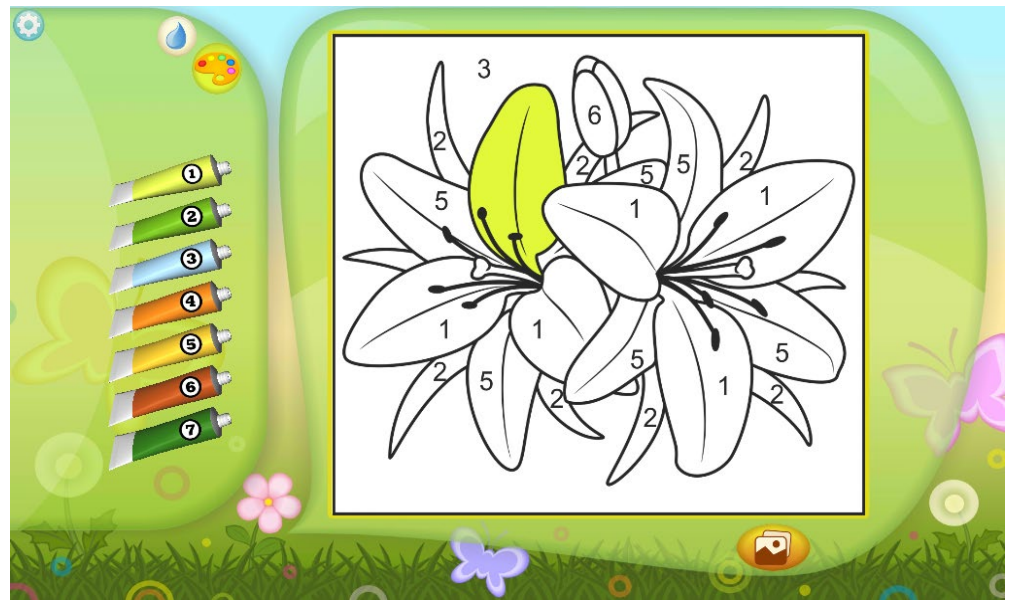


## Playing: Colour by Numbers – Flowers

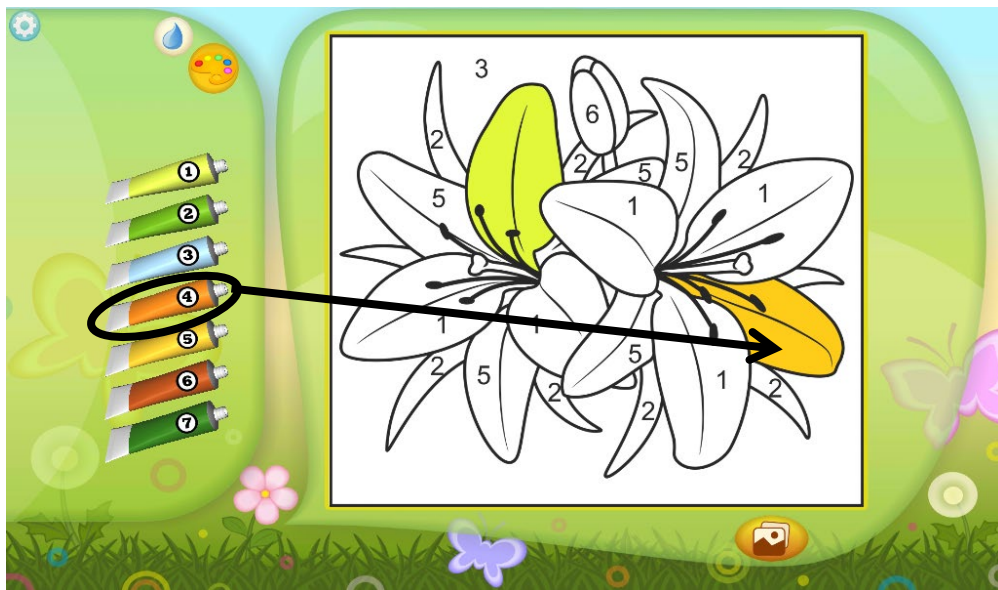
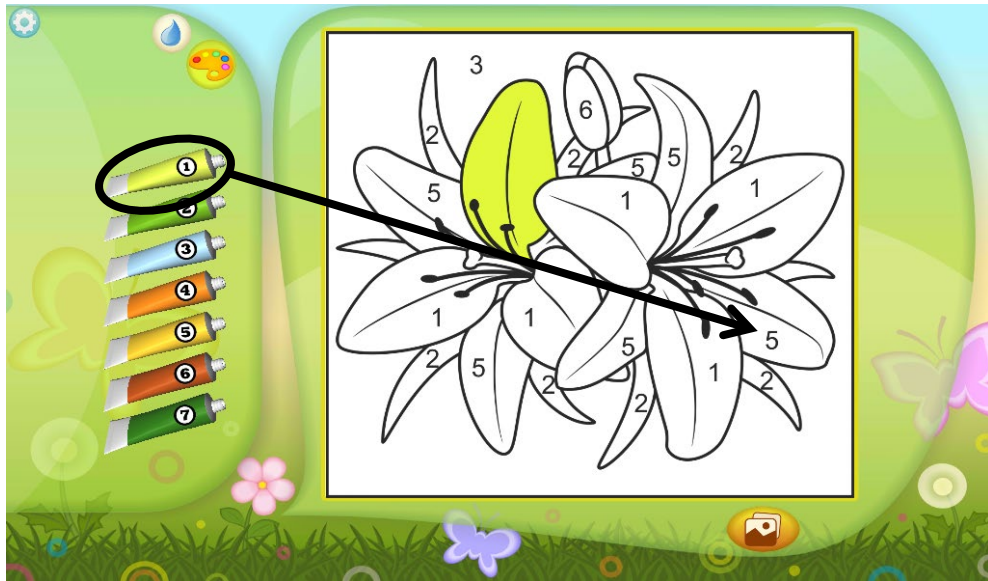
Once you choose the 'Colour by Numbers – Flowers' icon in the Let's Connect folder, the game will launch. The objective of this game is to paint a picture by matching the number on the paint tube to the number on the picture. You do this by touching each part of the picture that has the same number as the paint you are using.

When you touch a part of the picture with the same number as the number on the paint tube you are using, that part of the picture will become coloured. The number on that part of the picture will also disappear.

Colour in the picture by tapping sections that have the same number as the paint tube.

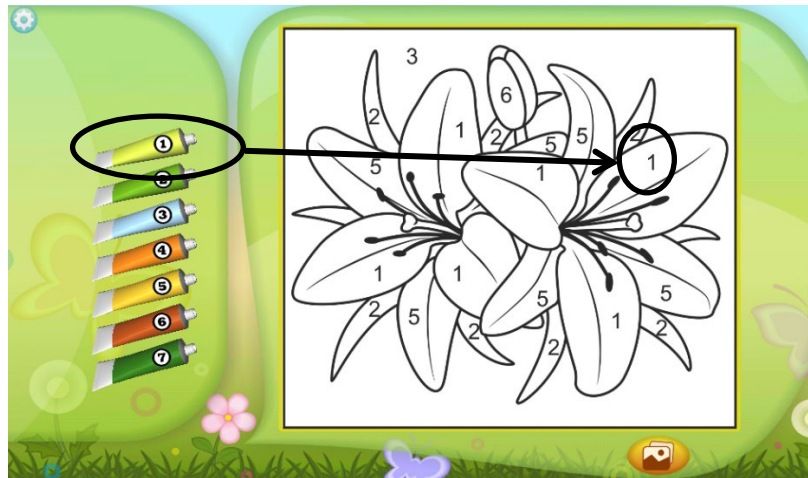


The picture will not change colour if you do not match the number on the paint tube to the number on the picture.



## How to Setup: Colour by Numbers – Flowers

To begin playing 'Colour by Numbers – Flowers' tap one of the paint tubes on the side. After you have selected the paint you wish to use, tap each part of the picture that has the same number. To switch between paint colours, tap on a different paint tube.



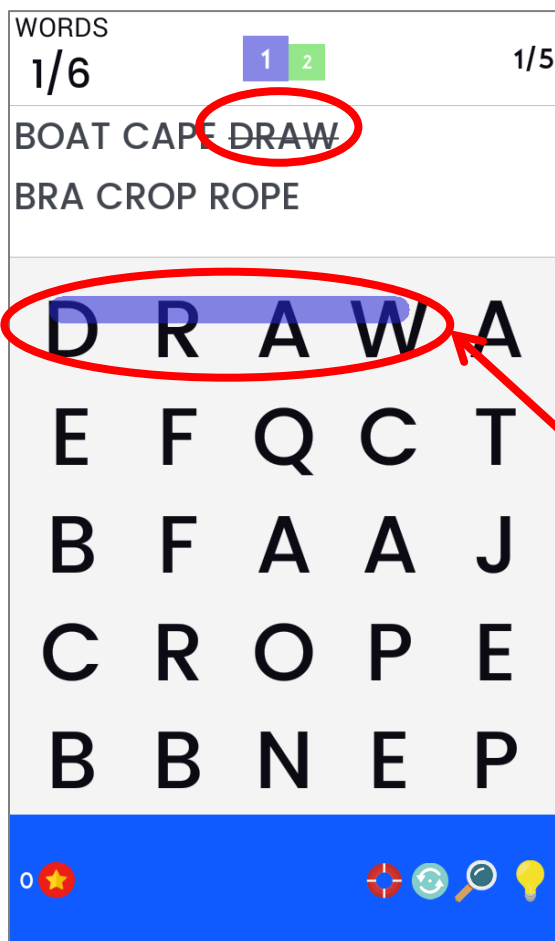
To choose a different picture, tap the photo icon in the bottom-right corner. Different picture options will pop up. Choose the picture you wish to paint by tapping it.



## Playing: Word Search

Once you choose the 'Word Search' icon in the Let's Connect folder, the game will launch. The objective of this game is to find words hidden inside of a large grid of letters. The words that you need to find are listed above the grid.

When you find a word, place your finger on the first letter of that word. Without lifting your finger, drag it across the screen where the rest of the word is. The word will become highlighted in the grid, and the hint above the grid will become crossed out.



Drag your finger along the entire word you have found in the grid to select it.

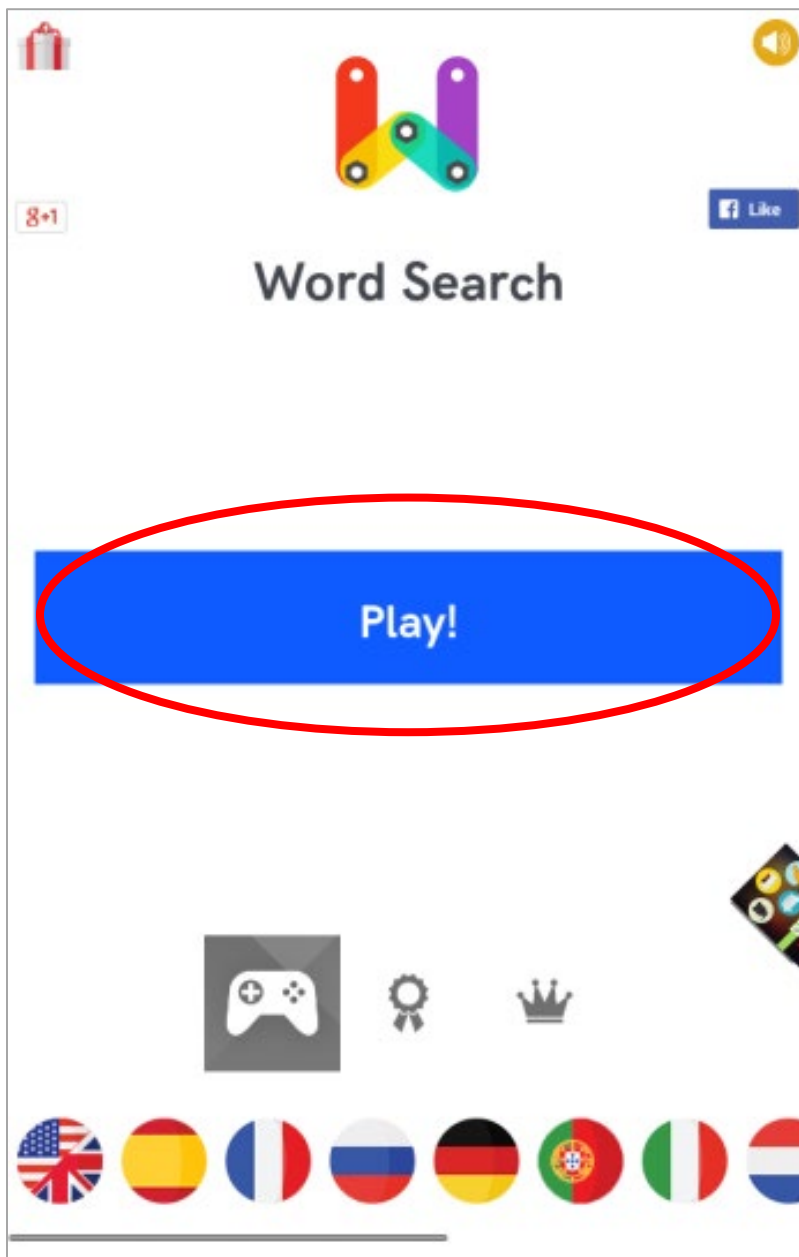


Drag Any Direction

## How to Setup: Word Search

To begin playing 'Word Search,' tap the blue 'play' icon in the middle of the screen. As you complete word searches, more levels will appear.

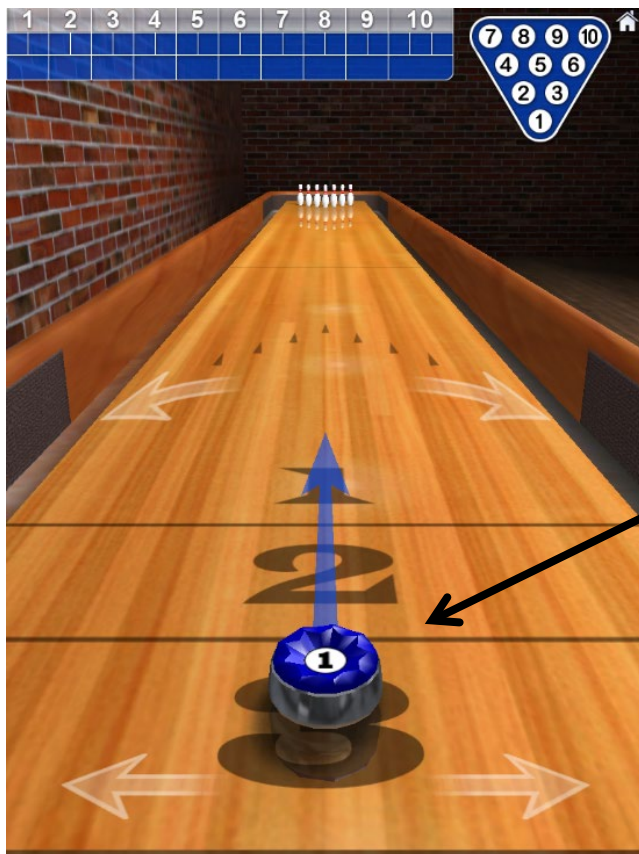
**Note:** Levels will increase in difficulty.



## Playing: 10 Pin Shuffle

Once you choose the '10 Pin Shuffle' icon in the Let's Connect folder, the game will launch. The objective of this game is to flick the puck down the lane to try and knock down the pins. You do this by pressing your finger down on the puck and then quickly flicking it across the screen towards the pins.

Each turn gives you two chances to knock down all of the pins. After your two chances, the pins will reset.

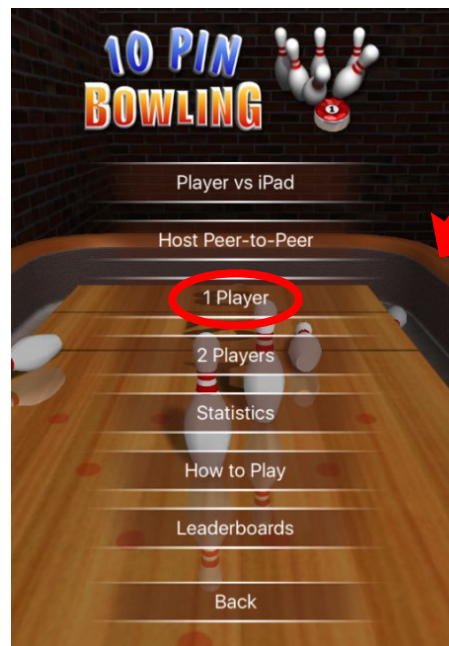
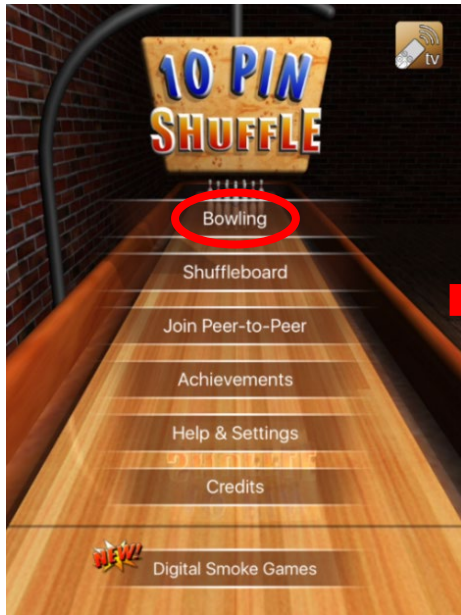


Place your finger on the blue puck and quickly flick your finger forward.



## How to Setup: 10 Pin Shuffle

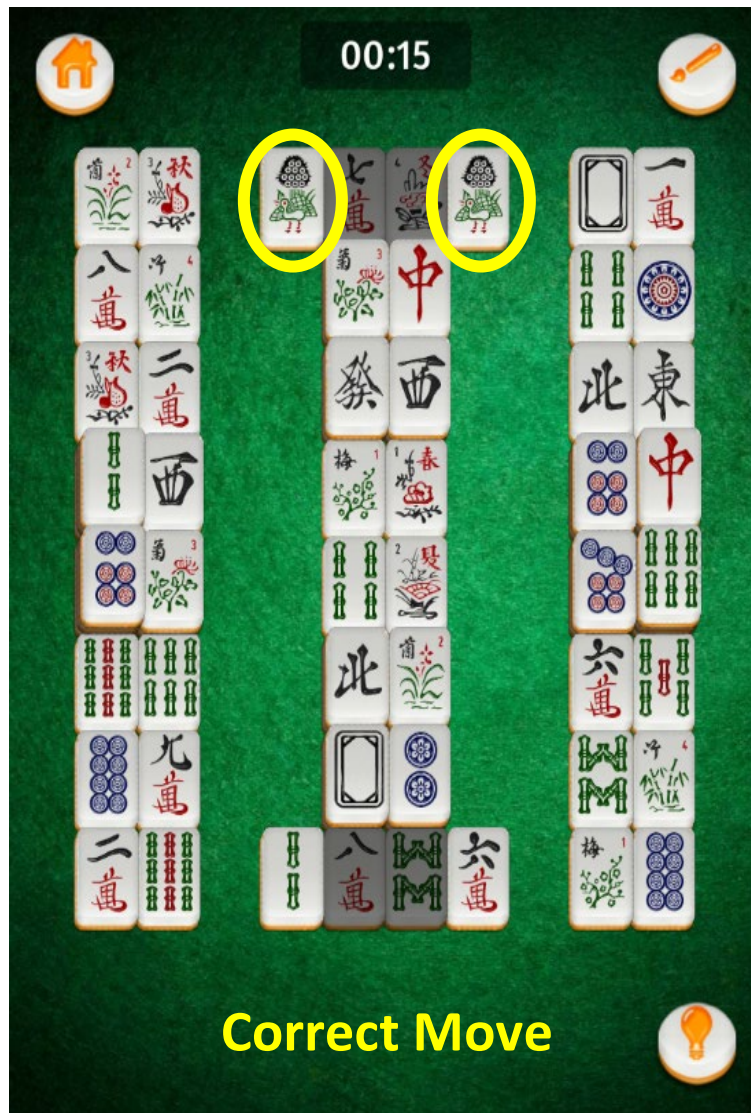
To begin playing '10 Pin Shuffle', press the 'Bowling' button on the game's main page. Then, click the '10-Pin Bowling' option at the top (purchased upgrade required). To begin playing a game, tap on the '1 Player' option.



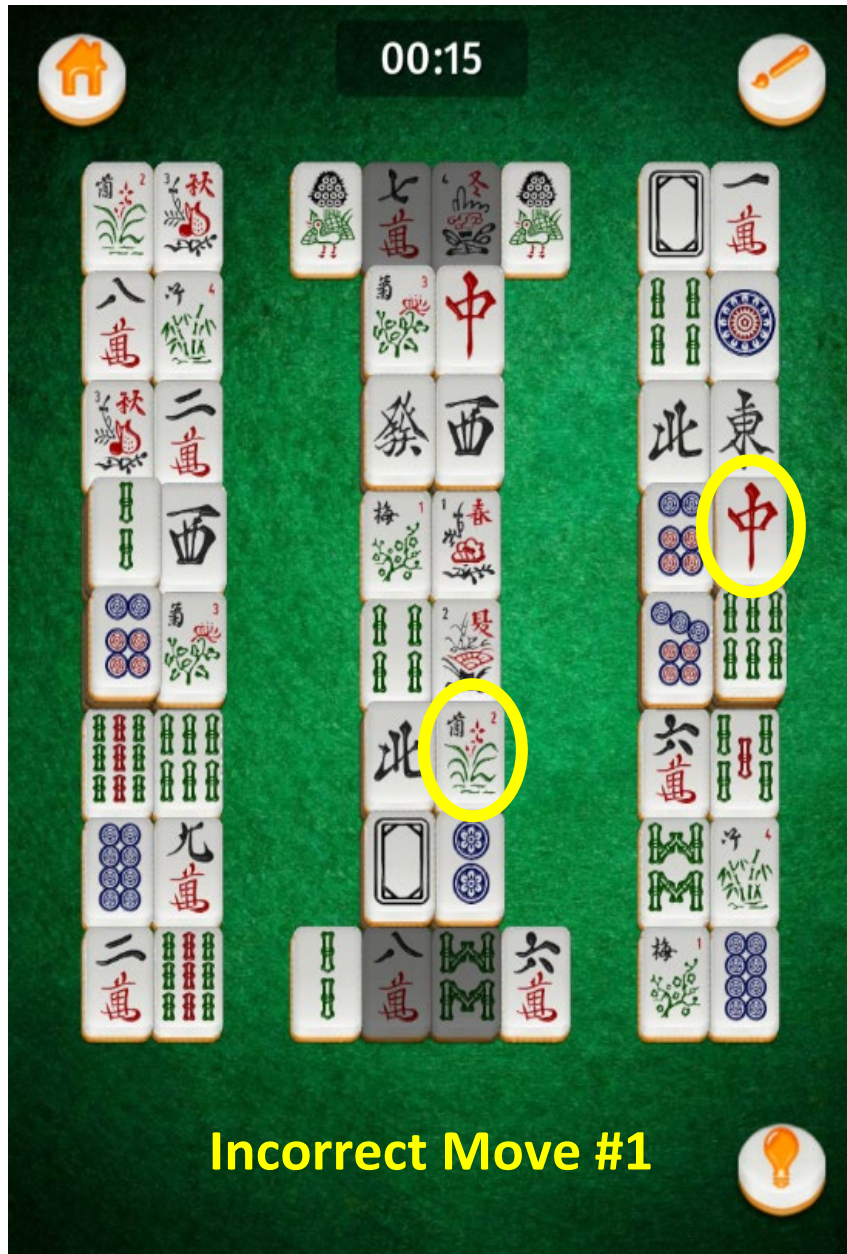


## Playing: Mahjong Gold

Once you choose the 'Mahjong Gold' icon in the Let's Connect folder, the game will launch. The objective of this game is to match tiles with the same icons until they are cleared from the screen. You do this by using your finger to press on a tile, and then press a second tile that has the same icon on it.

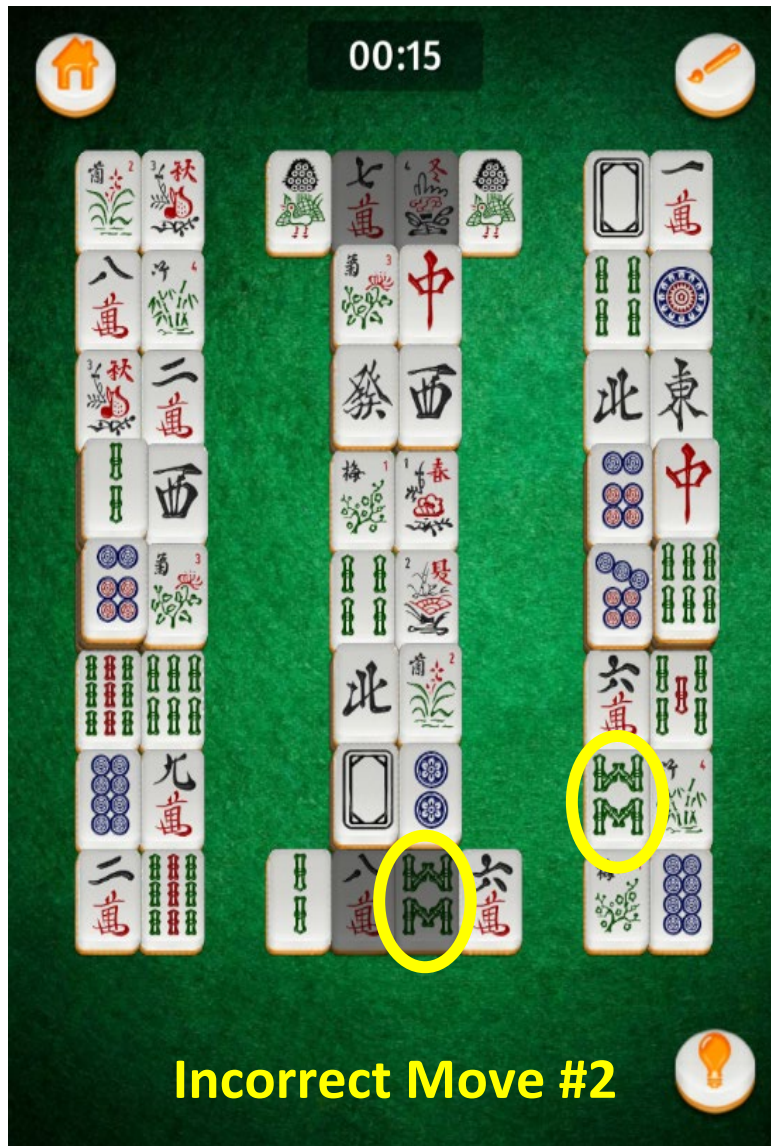


These two tiles will not disappear because they do not have the same icons on them; they are not a match.



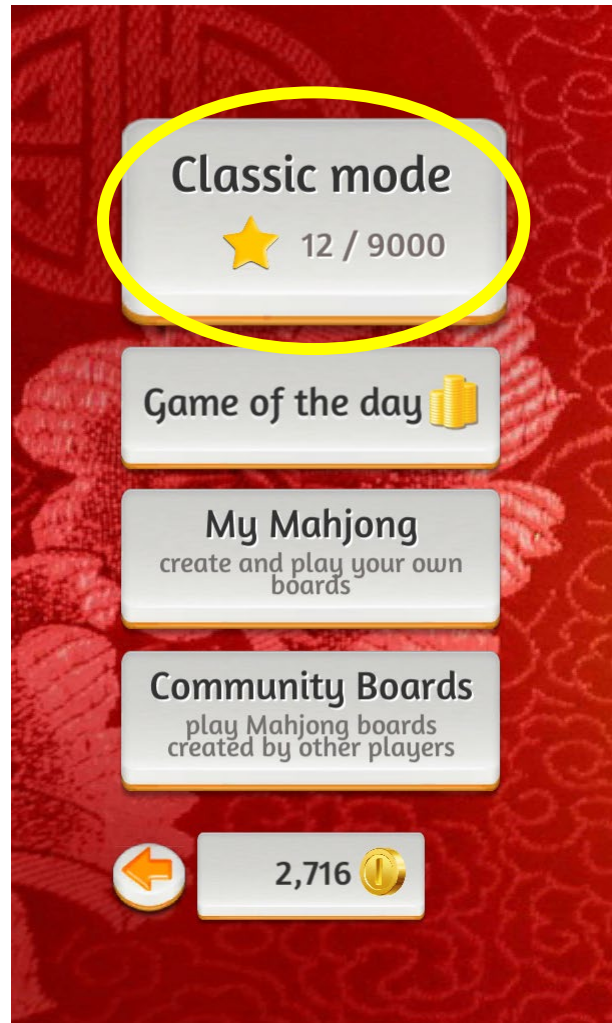
Even though these two tiles have matching icons, one/both of them is/are a grey colour. This means that they are not 'free' and

cannot be matched yet. You will need to match other tiles that are above it first, before you can match this tile.

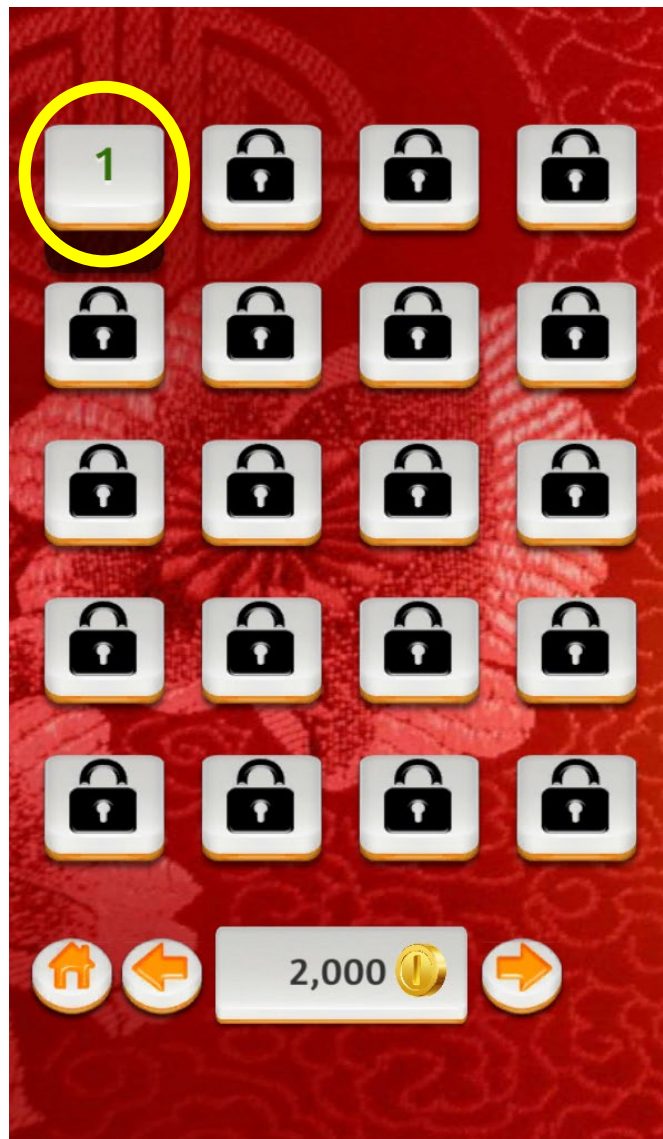


## How to Setup: Mahjong Gold

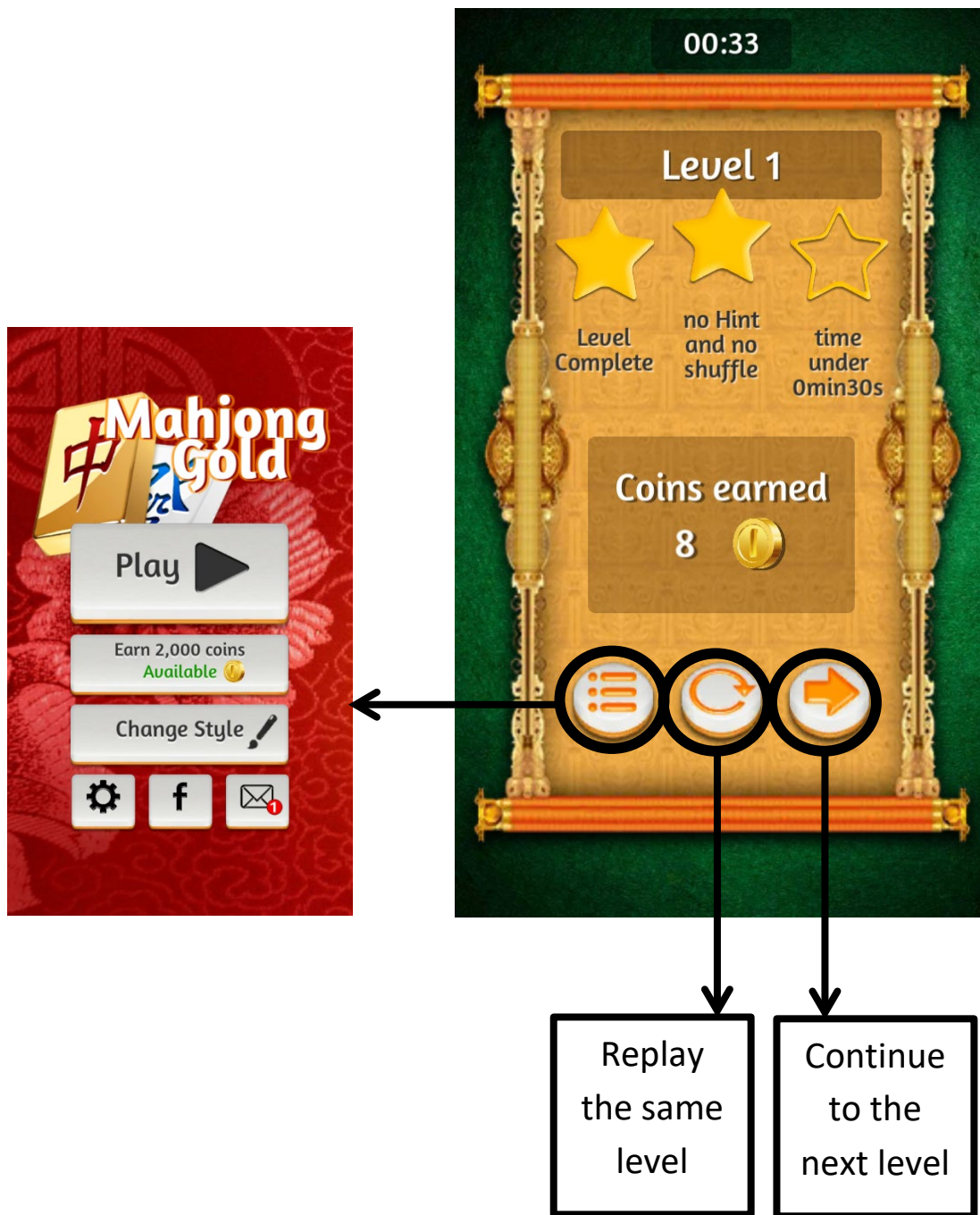
To begin playing a level, press the 'Play' button on the first page. It will then take you to another page where you will tap the 'Classic Mode' option at the top.



Next, you will be taken to a page with all of the game levels on it. The first level will have a '1' on it, and the other levels will have a lock icon on them. The lock means that you cannot play the level until you have beat all of the levels that come before it. To play the game, click on the option with a '1' on it.

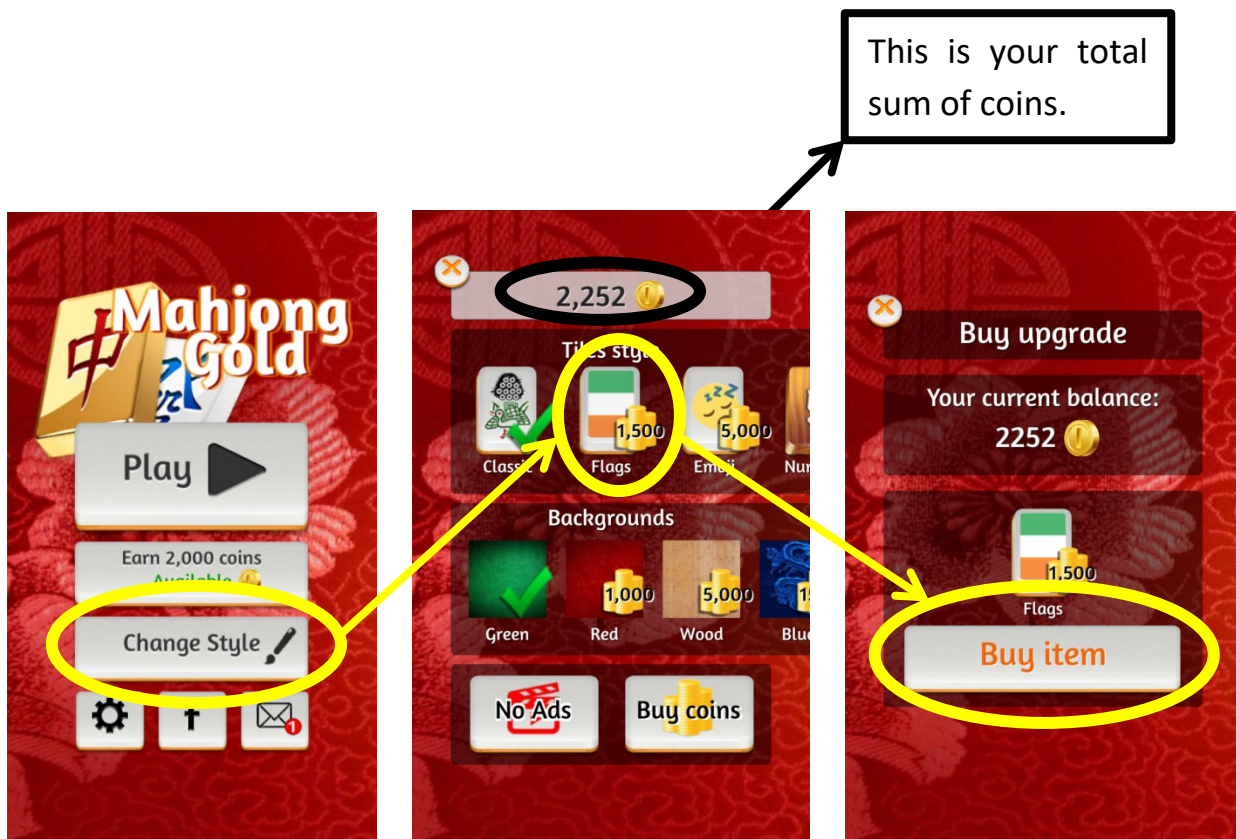


When a level is completed, an end screen will appear. The first button on the bottom-left will bring you back to the first page. The middle button will allow you to replay the level again, and the bottom-right option will bring you to the next level.



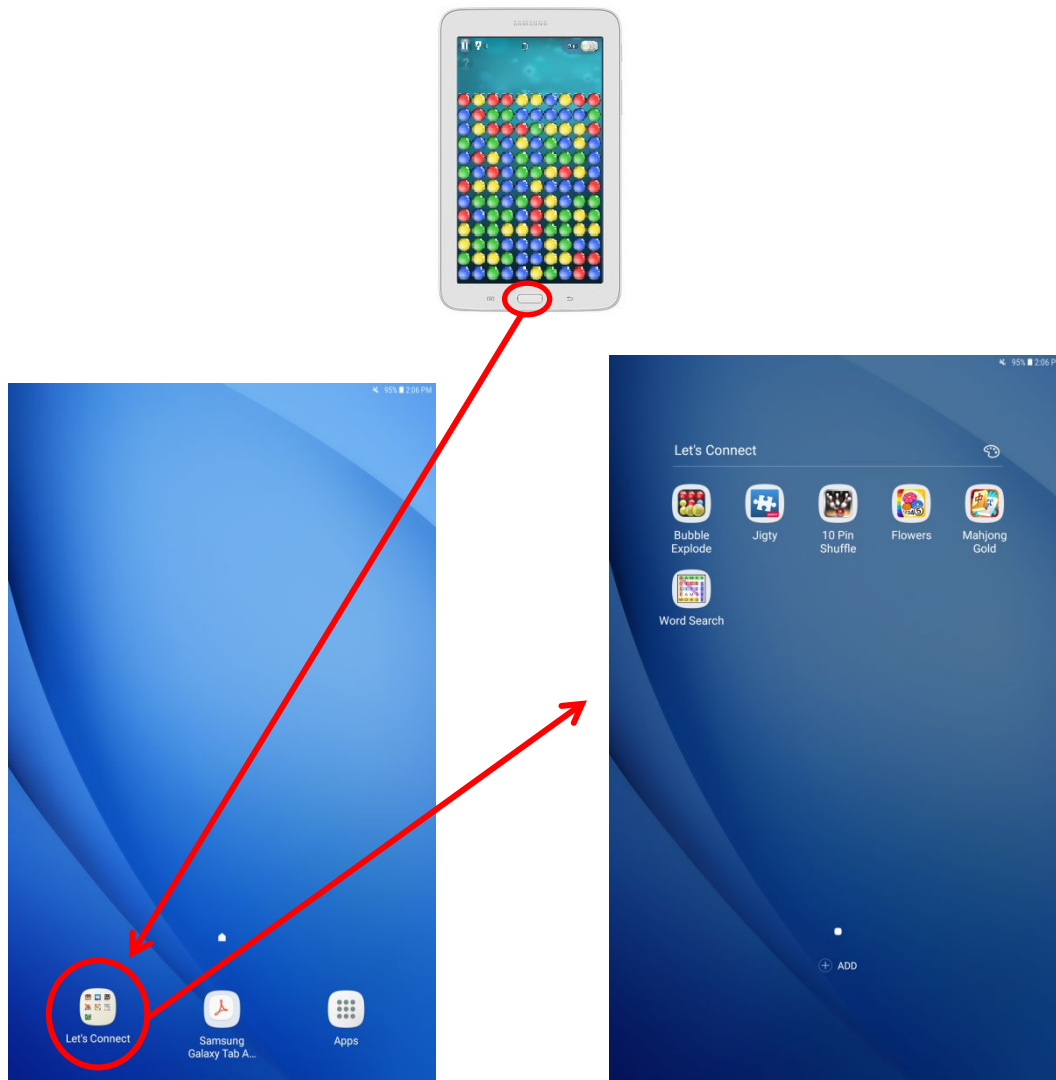
You can also set up the tiles so that they can have a different pattern on top that need to be matched (*we recommend changing the tile style to 'Flags'*). To do this, you will need to tap the 'Change Style' option on the game's home screen. It will then take you to a screen with options to change the tile styles and the background board style.

**Note:** Each level rewards you with coins. To purchase new tile and background styles, you will need to play a few levels with the original options until you collect enough coins to purchase new styles (*'Flags' is worth 1500 coins*).



## Switching Between Games

If you are playing a game on the tablet and would like to switch to a different game, simply press the 'home' button to go back to the main screen. Once you are at the main screen, click on the 'Let's Connect' icon at the bottom of the screen. Then, select the game you wish to play by tapping on the icon.





# **Section 3: Additional Resources**

## 'Core Apps' Used in the Let's Connect Project



Bubble Explode  
(Spooky House Studios)  
Free, optional in-app purchases



Flowers+  
(Kedronic UAB)  
Free basic version



Jigty Jigsaw Puzzle  
(Outfit 7)  
Free, optional in-app purchases



10-Pin Shuffle Bowling  
(Digital Smoke, LLC)  
Free, optional in-app purchases



Mahjong Gold  
(Iguazu Games)  
Free, optional in-app purchases



Solitaire  
(MobilityWare)  
Free, optional in-app purchases



Word Search  
(Wordloco)  
Free



Word Search  
(Sarah Pierce)  
Free, optional in-app purchases



## 'Advanced Apps' Used in the Let's Connect Project



Bejeweled Classic  
(ELECTRONIC ARTS)  
Free, optional in-app purchases



Dots  
(Playdots)  
Free



SpotsConnect  
(Launchship Studios)  
Free, optional in-app purchases



Sudoku  
(Brainium)  
Free, optional in-app purchases



WordBrain  
(MAG Interactive)  
Free, optional in-app purchases



Free To Fit  
(LHP Studio)  
Free, optional in-app purchases



Tic Tac Toe  
(Outofthebit)  
Free



Checkers  
(Outofthebit)  
Free



## 'Advanced Apps' Used in the Let's Connect Project



Four in a Row  
(Outofthebit)  
Free



Five in a Row "Gomoku"  
(Outofthebit)  
Free



Mini Chess  
(Outofthebit)  
Free



Reversi  
(Outofthebit)  
Free



Dots and Boxes  
(Outofthebit)  
Free



The Mill  
(Outofthebit)  
Free



## 'Sensory Apps' Used in the Let's Connect Project



Cause and Effect Sensory Light Box  
(Cognable)  
\$3.49 (Android)/ \$4.49 (iOS)\*



Patatap  
(Jono Brandel)  
\$2.59 (Android)/ \$3.59 (iOS)\*



Approximate cost for all paid apps and options in the program is \$25.



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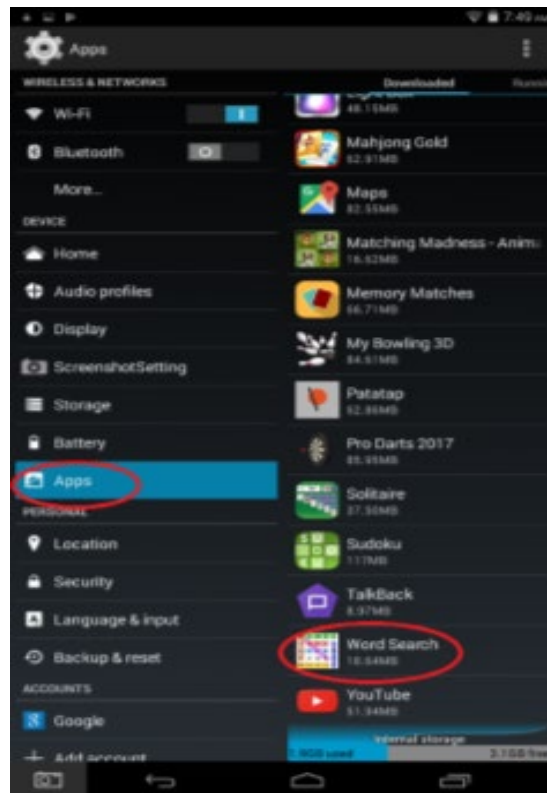
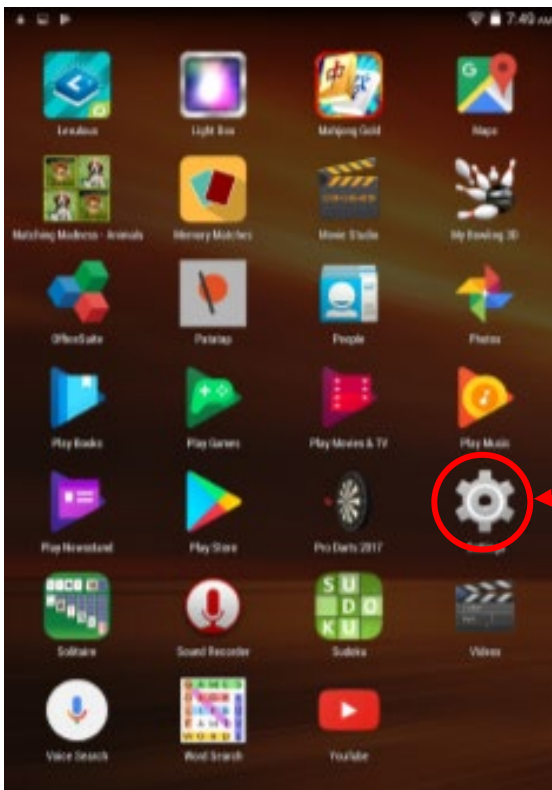
For recommendation and guidance on accessible touch screen apps for people living with dementia visit [actodementia.com](http://actodementia.com)

## Clearing App Data in Word Search

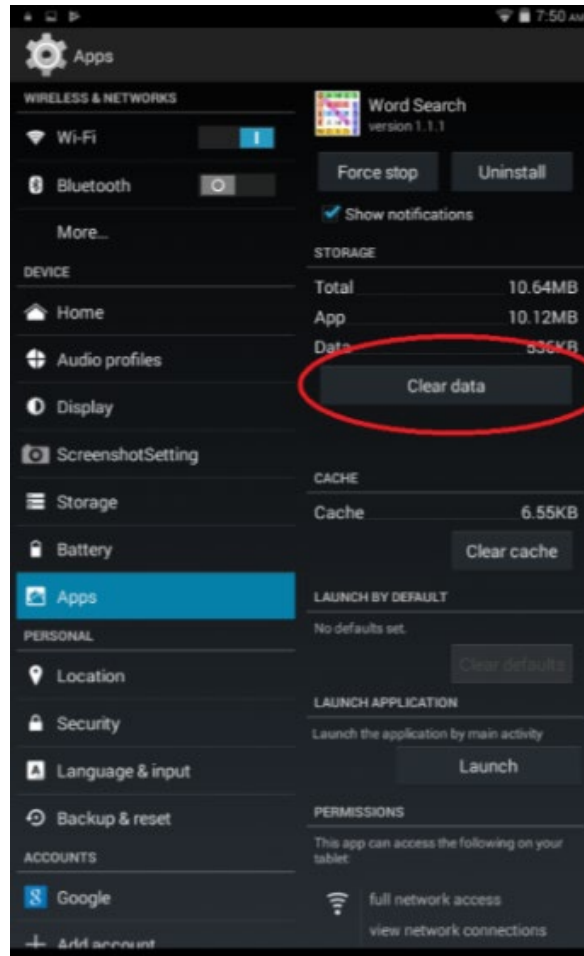
Commonly, touchscreen tablet apps remember where you left off in the game. In the 'Word Search' game (by Wordloco), this can make things difficult. For example, the puzzle starts off easy and then becomes more difficult with each increasing level. Currently, the only way to reset the difficulty back to the original is to the **clear the data and cache from the app**. This can be done by following the steps below:

Step 1: First tap the 'Settings' icon.

Step 2: In settings, tap "Apps" before tapping 'Word Search'.

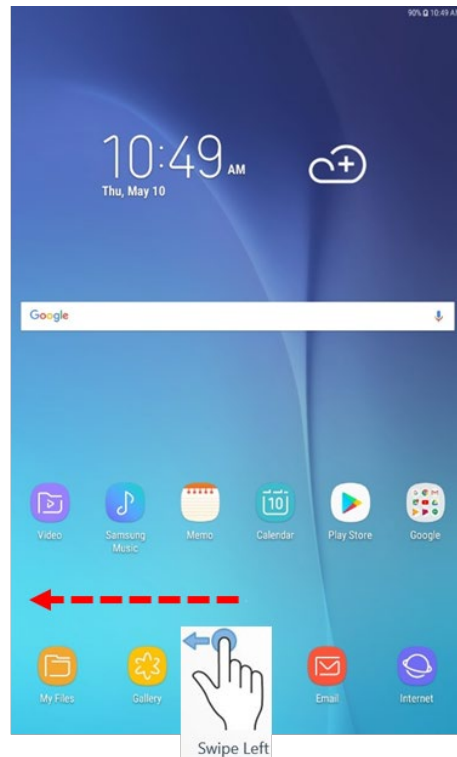


**Step 3:** On the right side of the settings screen, tap 'Clear Data.' Choose 'delete' when a message saying, "are you sure?" pops up.

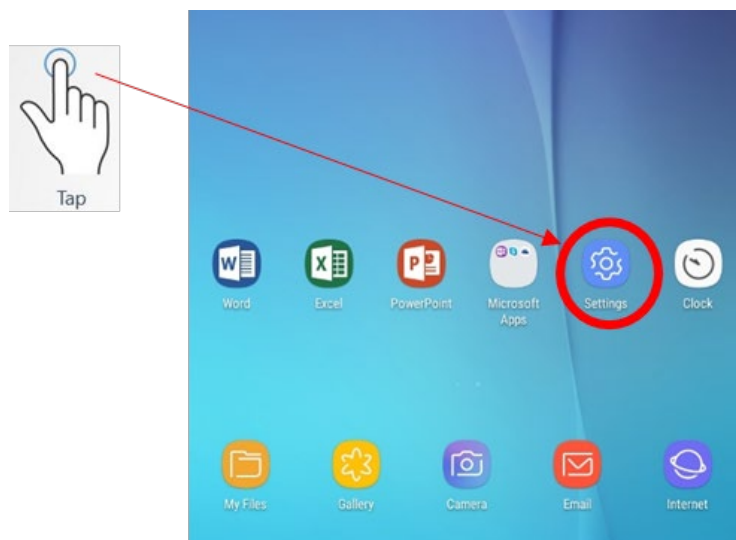


## Restoring the Let's Connect Home Screen

This is the home screen with its original factory settings. The tablet is currently running a default "Guest" user account. To restore the Let's Connect home screen, **swipe left** to the next page.

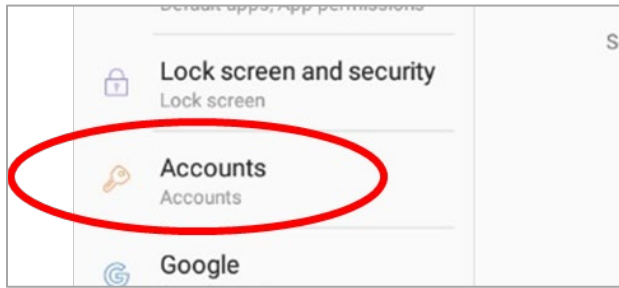


Then, tap the 'Settings' app (gear icon).

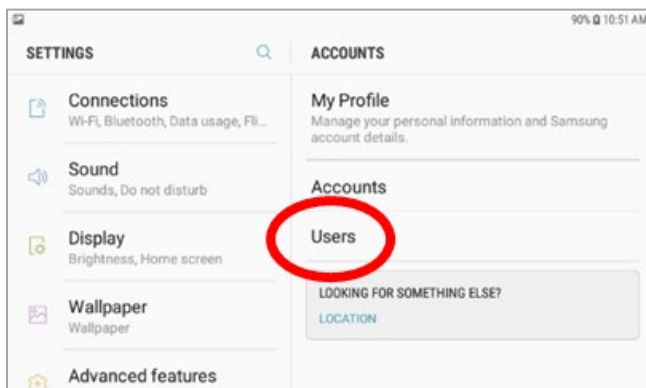




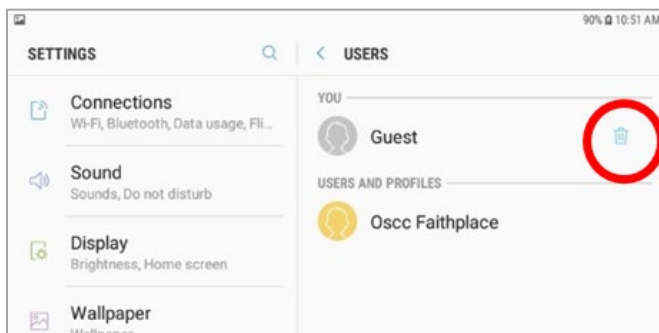
Tap “Accounts” in the left column of your settings.



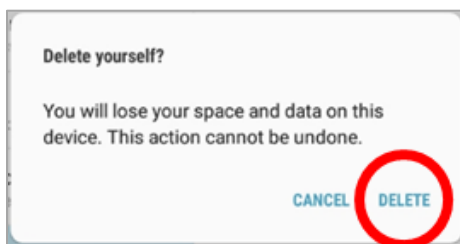
Tap “Users” in the right column of account settings.



Tap the trashcan icon next to ‘Guest’



Tap “DELETE” to remove the guest account.



## Kids Place Parental Control App

Maintaining a fleet of tablets does not have to be costly and time-consuming. The 'Kids Place Parental Control' app (by Kiddoware) is a cost-effective way to preserve the setup and structure of a tablet between users.



The Kids Place Parental Control app runs 'on top' of your tablet's built-in system. You set up Kids Place so that your clients can only access certain apps on the tablet. This prevents users from changing the layout of home pages and icons, adding and removing apps, and adjusting the settings.

You can get the Kids Place Parental Control app from the Google Play store. First, install the free version on your tablet. Not all features are available on the free trial version. While the trial version of the app is running, you will be prompted to purchase an upgrade to unlock all features. As of December 2019, the lifetime license for Kids Place costs **\$9.99**.

## Let's Connect – Links to Resources

- For more information about the Let's Connect project, please visit the **OSCC 55+** at <https://www.oscc.ca/en/things-to-do/Let-s-Connect.asp> or the **DATE Lab** at [www.date-lab.com](http://www.date-lab.com)
- For access to all apps used in the Let's Connect project, please visit the **AcTo Dementia** website: [www.actodementia.com](http://www.actodementia.com)
- Looking to use tablets to host group trivia activities? Try **Kahoot!** Learn more about Kahoot here: [www.kahoot.com](http://www.kahoot.com)
- Want to keep clients from changing the layout of home pages and icons, adding and removing apps, and adjusting the settings on your tablet? The 'Kids Place Parental Control' app (by Kiddoware) can help. Learn more about **Kids Place** here: <https://play.google.com/store/apps/details?id=com.kiddoware.kidsplace&hl=en>
- Looking for remote training for your staff and volunteers? Check out our general **voice-over training video**, found here: [https://youtu.be/v4lk3po\\_aWU](https://youtu.be/v4lk3po_aWU)

# Questions?

If you have questions about the contents in this manual or your tablet, please visit the **Let's Connect website**:  
<https://www.oscc.ca/en/things-to-do/Let-s-Connect.asp>



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