

Transferable Skills to New Devices

You have just gotten comfortable with the current models of e-readers and tablets ~ and then a patron comes in with something new! Fear not! The basics you struggled to learn still hold true. Knowing some basics will help you navigate each device, no matter the maker.

Home Screen Every device has a home screen.

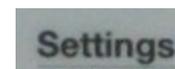
The e-ink readers have options to sort titles on the screen by most recent, title or author.



Tablets have a multi-screen home page (designated by a series of small dots at the top or bottom of the screen) or a favorite's shelf. Some devices also allow for personalization the background of the home screen with wallpaper.

General Settings Every device has a list of settings

Settings include lists of options for setting up Wi-Fi, brightness, volume, display, date and time, security, and parental controls. They may also include options for connecting to social media, setting up the home screen, shopping for new material, and adjusting the keyboard to personal tastes. To find the settings menu on a device look for something that looks like a cog. The symbol styles vary slightly in look, but most devices have some version of a cog to tap to open the settings menu.



Menu

Menus allow you to select various options. Sometimes the settings options will be opened first through a menu. On e-readers the menu might be opened by a button. On touch devices the menu will look like a piece of paper with lines on it or bullets and lines.



Reading Settings

When reading books on digital devices, there are settings that can be adjusted to make the reading experience more comfortable for the reader. The reading settings are found by tapping the icon with two A's. The typical adjustments include the font size, the margins, the line spacing, the color settings, and the font settings.



Device Storage Each device will store a number of books.

Many devices will allow you to add newspapers, magazines, music, videos, and apps. If these items are not visible on the home screen they will be found under the menu by the name of the material you are searching, in your device library, or media shelf. Most companies also offer archived storage which allows the user to remove a purchased item from the device to free up space. The content can be downloaded to the device again at any time.



Wi-Fi

Nearly all mobile devices have the ability to connect to the Internet. Look for the Wi-Fi symbol on the screen. If you do not see it or it looks empty, with no lines showing connectivity, then you are not connected to the Internet. Go to the settings menu to turn on the wireless and connect to the local Wi-Fi.



3G and 4G

Some devices can be purchased with 3G and 4G connectivity. These devices will connect to the Internet over cell phone connections. This type of connection is generally slower than a Wi-Fi connection; however you can access the Internet from more places. Many areas of the country do not yet offer 4G cell connections and some still do not offer 3G.

Battery

Mobile devices run on rechargeable battery power. A single charge will expend at varying rates depending on the activity being done with the device. Reading takes less power than surfing the Internet. Watching videos takes even more power. A symbol on your screen that looks like a standard battery will show you how much power is remaining. If the battery goes completely flat, the device will not turn on until it has been plugged in for up to 30 minutes.



Shop/Store

New purchases can be made right from the device. Most devices will use the words “shop” or “store” and/or an icon with a shopping bag to indicate how to access their available online content. Depending on the type of device the content available may include books, magazines, newspapers, apps, videos, and music. The device will have to be connected to the Internet in order to shop or purchase content. Many books and apps are free and the stores usually allow the user to search for content by key words like “free.”

