



# How to Use Google for your Android Tablet

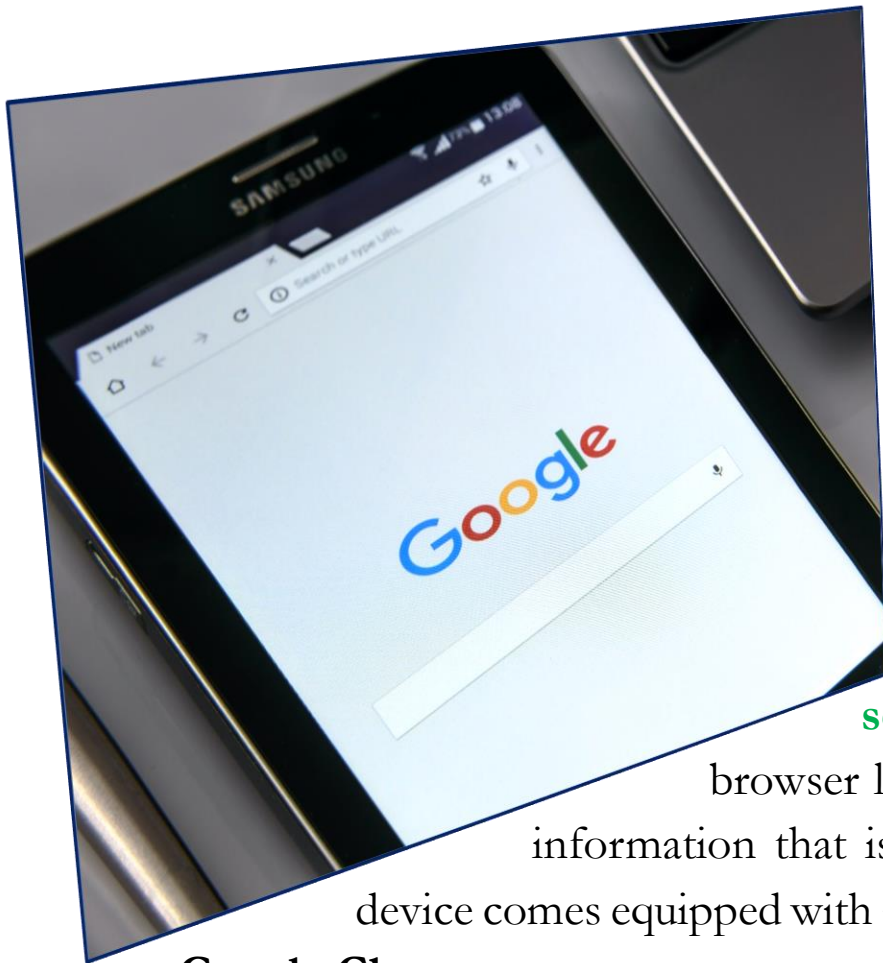
**A Guide to  
Browsing the  
Internet**



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## BENEFITS



The **Internet** is a gigantic network of electronic devices that are constantly sharing information with each other. You gain access to the internet using an **application** (tool), commonly referred to as a **browser** or **search engine**. A

browser lets you access all of the information that is on the **internet**! Your device comes equipped with a popular **browser** called **Google Chrome**.

The **internet** enables, you to learn information about any topic and offers answers to almost any type of question. Finding information through the internet is often referred to as “**Googling**”, even when you don’t use the Google browser. When you don’t know something, you might hear people suggest that you “Google it.” **Googling** is a popular method of seeking information. This guide will outline how to use a **browser** and establish good searching habits to use the internet safely and with ease.

# PREREQUISITES

You will need the following items to complete the steps in this guide. Please make sure you have fully charged the device before continuing.

- Android smartphone or tablet
- Internet connection
- Web Browsing Application (Chrome)

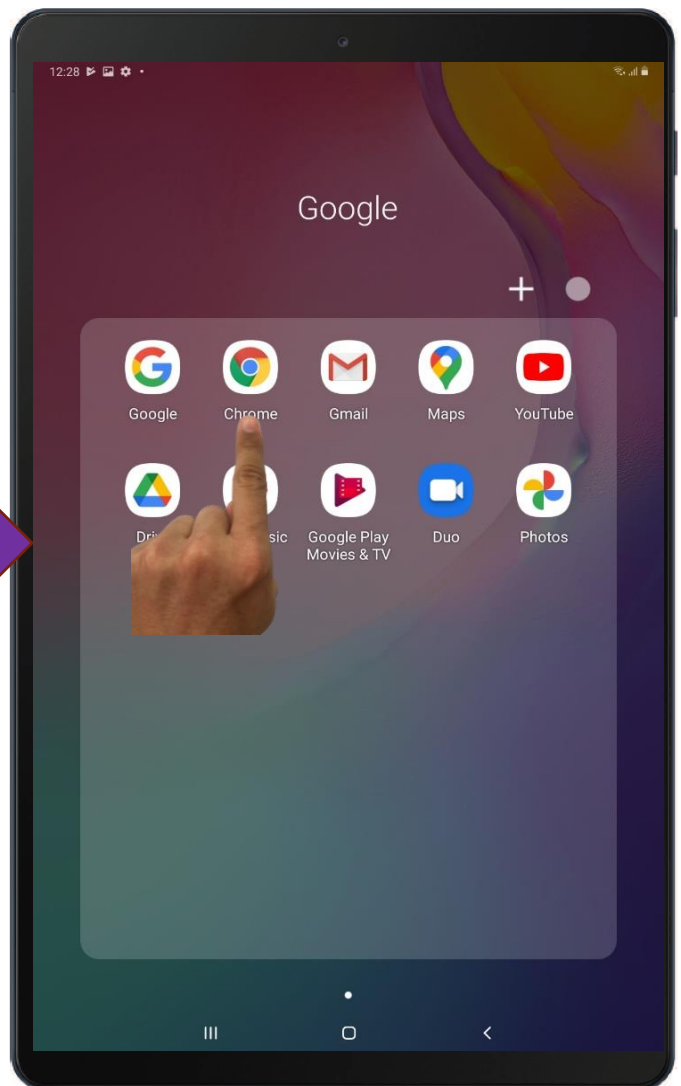
# LOCATING YOUR BROWSER

## Locating Chrome

Open **Chrome** for the first time.

**Click** (tap) on  from your **home screen**.

**Click** (tap) on



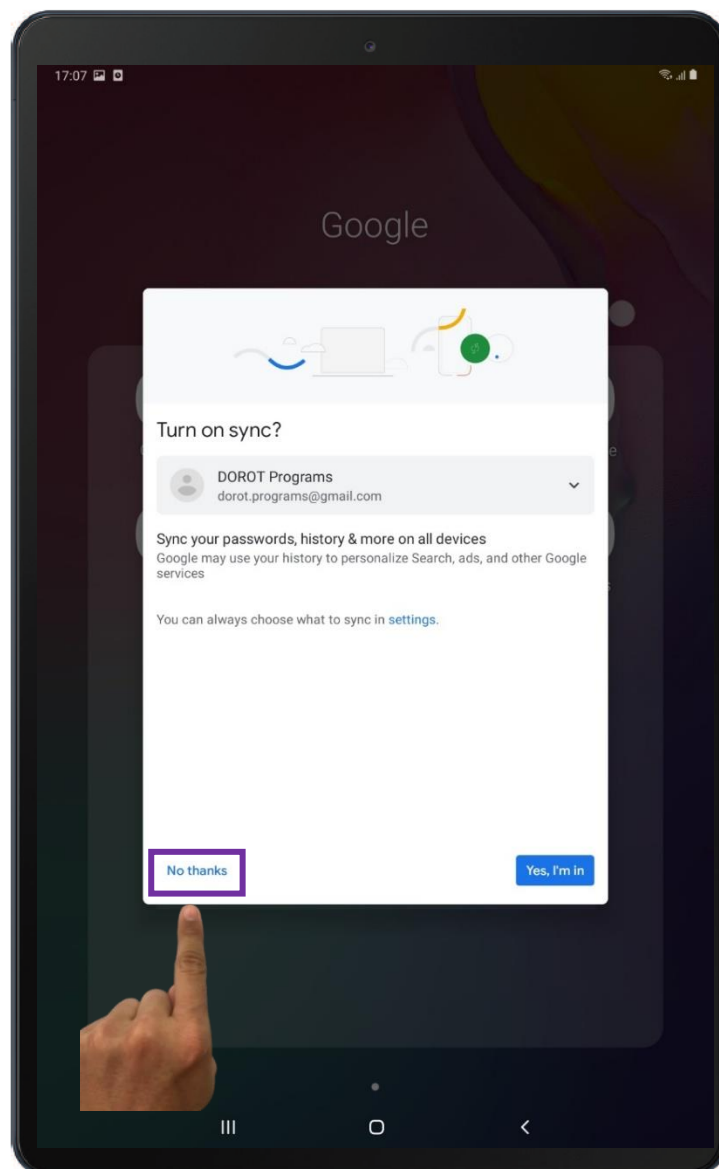
# Setting Up Chrome

## Step 1 – The Option of Sync

Great! You opened **Chrome**. If this is the first time you have opened **Chrome**, you will be asked to turn on **Sync**.

**Sync** allows you to share passwords and personal information across your devices. It also gives **Google** the ability to share your data to personalize ads for you. We recommend you do not turn on this feature because it does not have any benefit to your experience for now. You can always turn it on another time.

**Click** (tap) on “*No Thanks*” (highlighted below) at the bottom of the screen.



# USING YOUR BROWSER

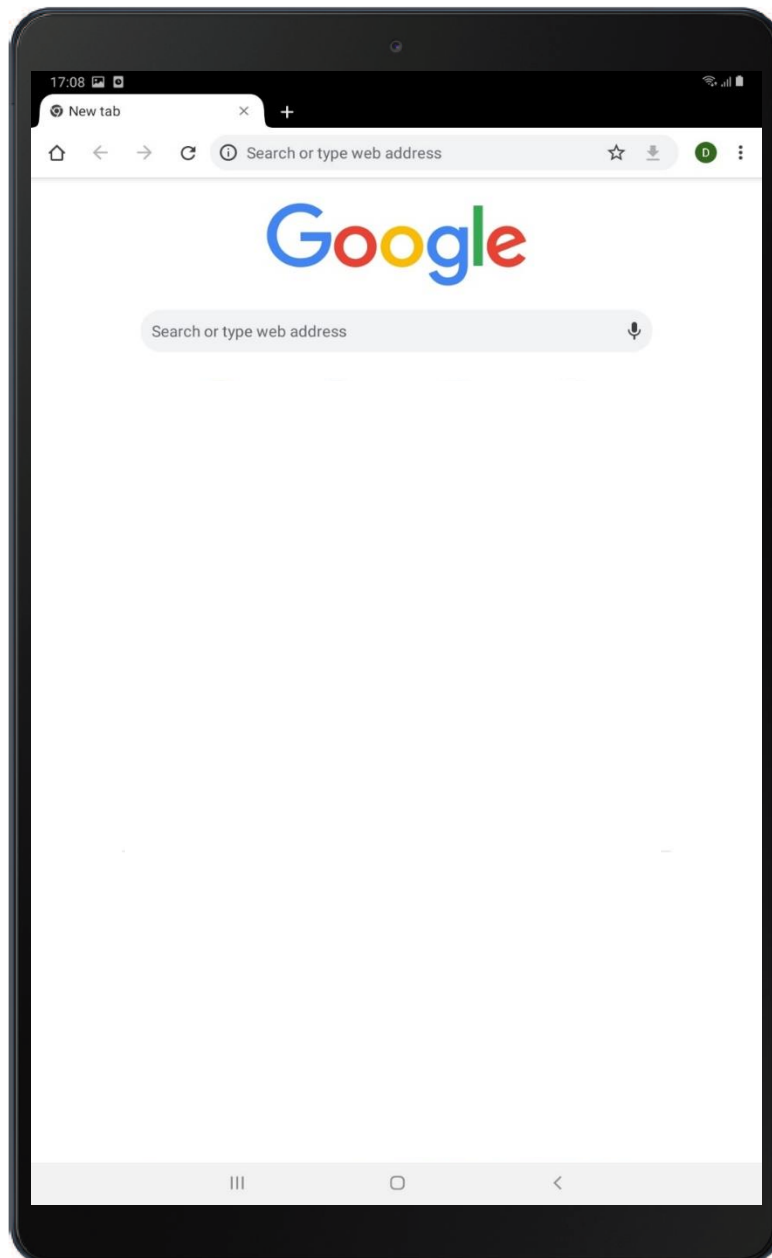
## Using Chrome

### The Home Page

Welcome to your **home page**! The **home page** is **webpage** that you will see each time you open **Chrome**. A **webpage** is a document that can only be viewed on a browser (like **Chrome**).

**Websites** are a collection of **webpages**.

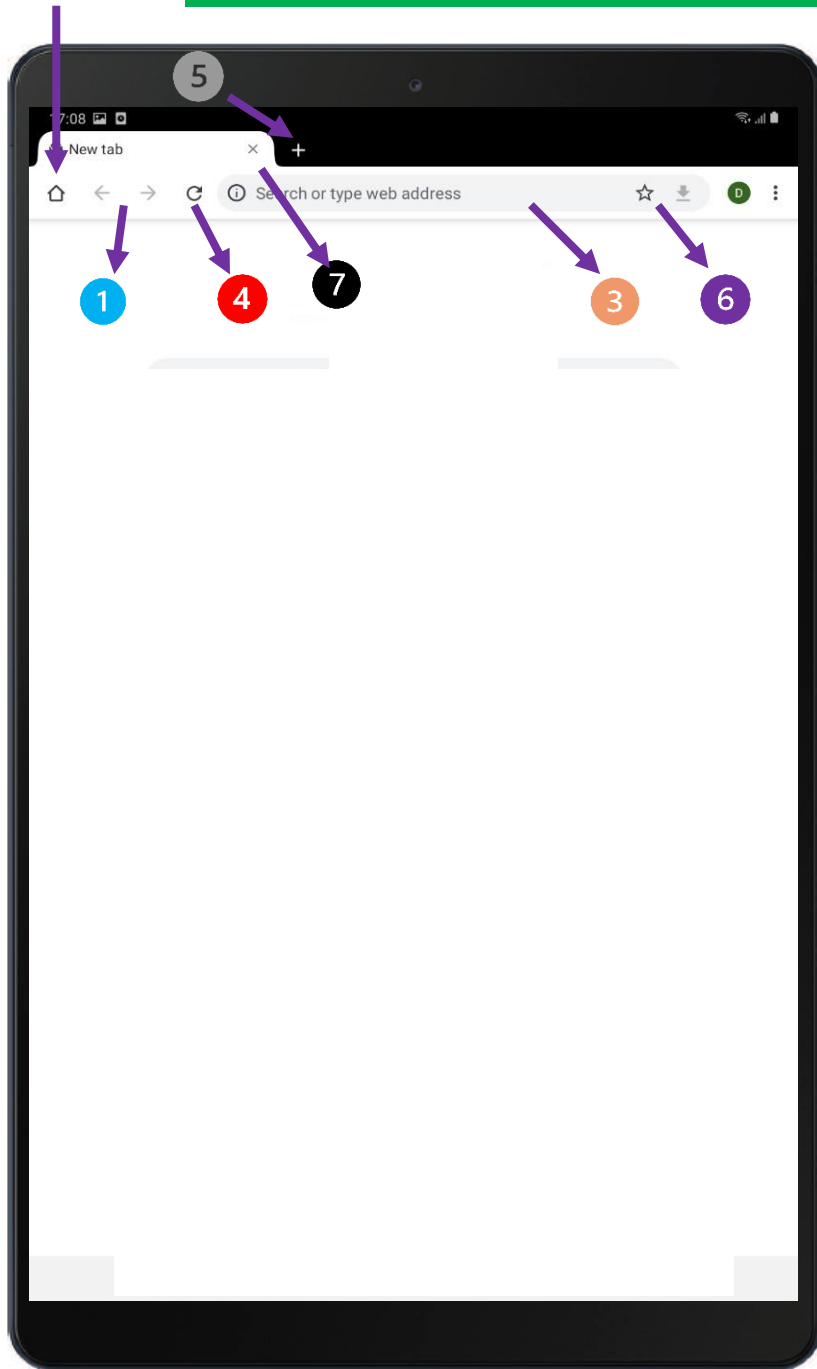
For now, think of the **home page** as your starting point for any search you will do.



# Using Chrome

## Familiarizing Yourself

2



**1 Back & Forward Buttons:** ← →  
 Click (tap) on these arrows if you want to go to a previous webpage or return back to a webpage.

**2 Home Page Button:** 🏠  
 Click (tap) on this symbol to return to the **home page**.

**3 Address Bar:** ⓘ Search or type web address  
 Click (tap) to **enter** (type) the address to the **webpage/website** you would like to visit.

**4 Refresh Button:** ↻  
 Click (tap) to reopen your current **webpage/website**. You may want to do this if you want to see the most up-to-date version of the **webpage/website** you are viewing.

**5 New “Tab” Button:** +  
 Click (tap) open a new **webpage/website**.

**7 Close “Tab” Button:** ✕  
 Click (tap) to close the **webpage/website**.

**6 Bookmark Button:** ☆  
 Click (tap) to save a **webpage/website** address. This is good for webpages you use regularly so you can view it without having to type out the address.



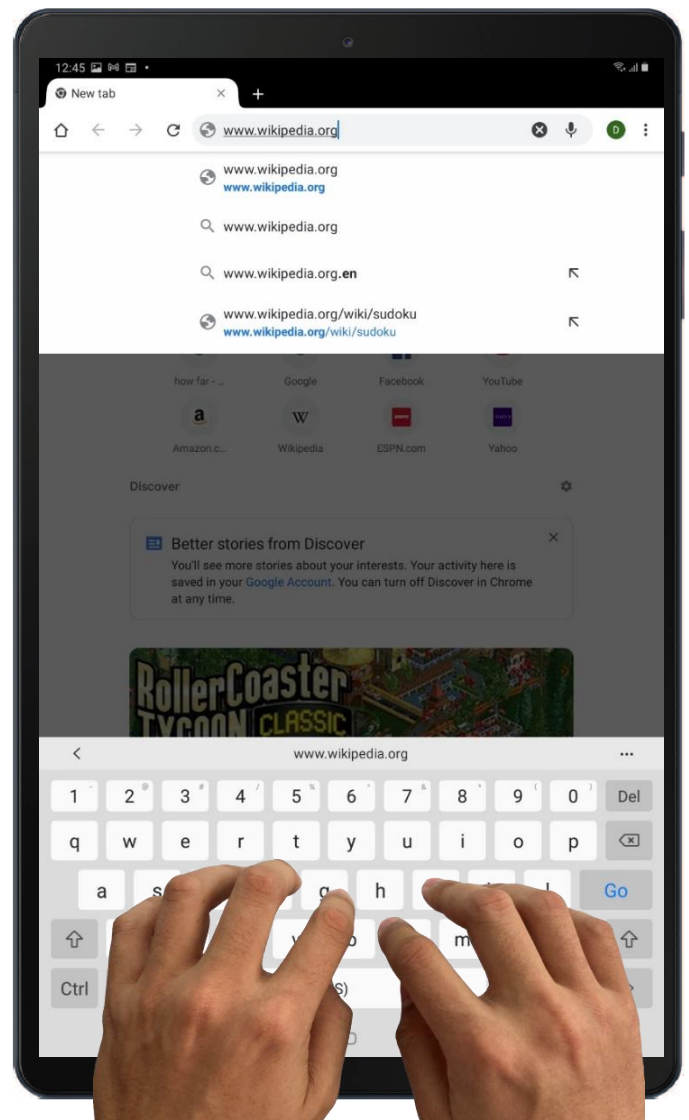
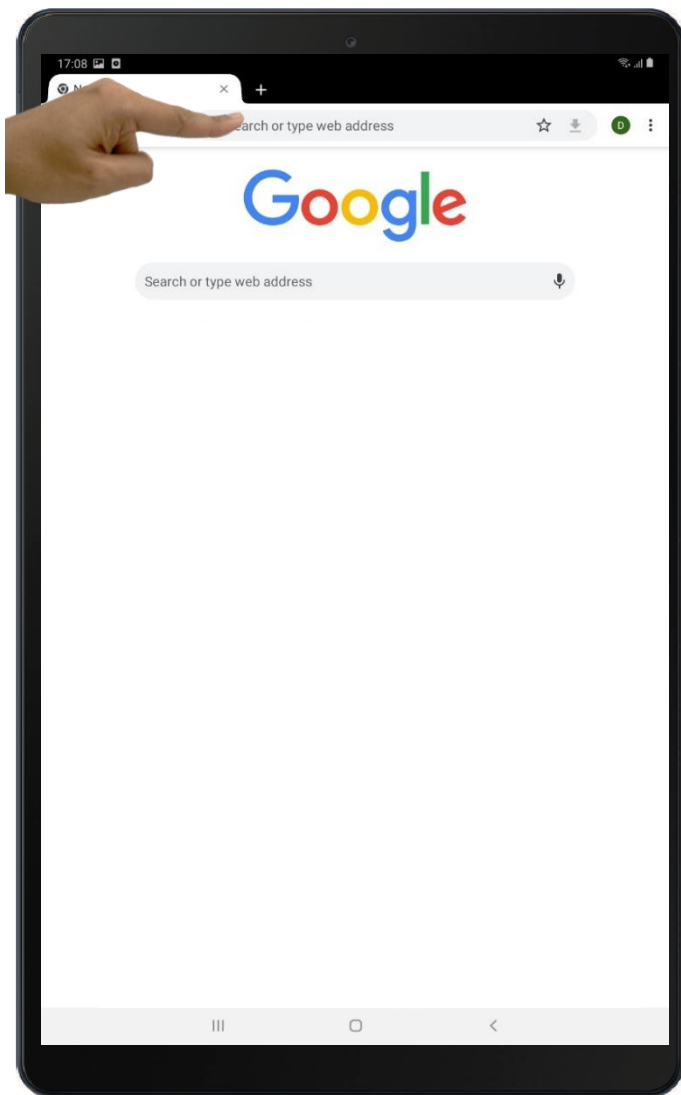
# Using the Internet

## Opening a Webpage (By Hand) – Step 1

Now that you have an idea of what the buttons around the screen can do, you will visit your first webpage.

**Click** (tap) on the **address bar**. The keyboard will appear on the screen (left image).

**Enter** (type) in **www.wikipedia.org** exactly how it is written here. This is called a **webpage address** or **URL**. All websites have a **webpage address** (right image).



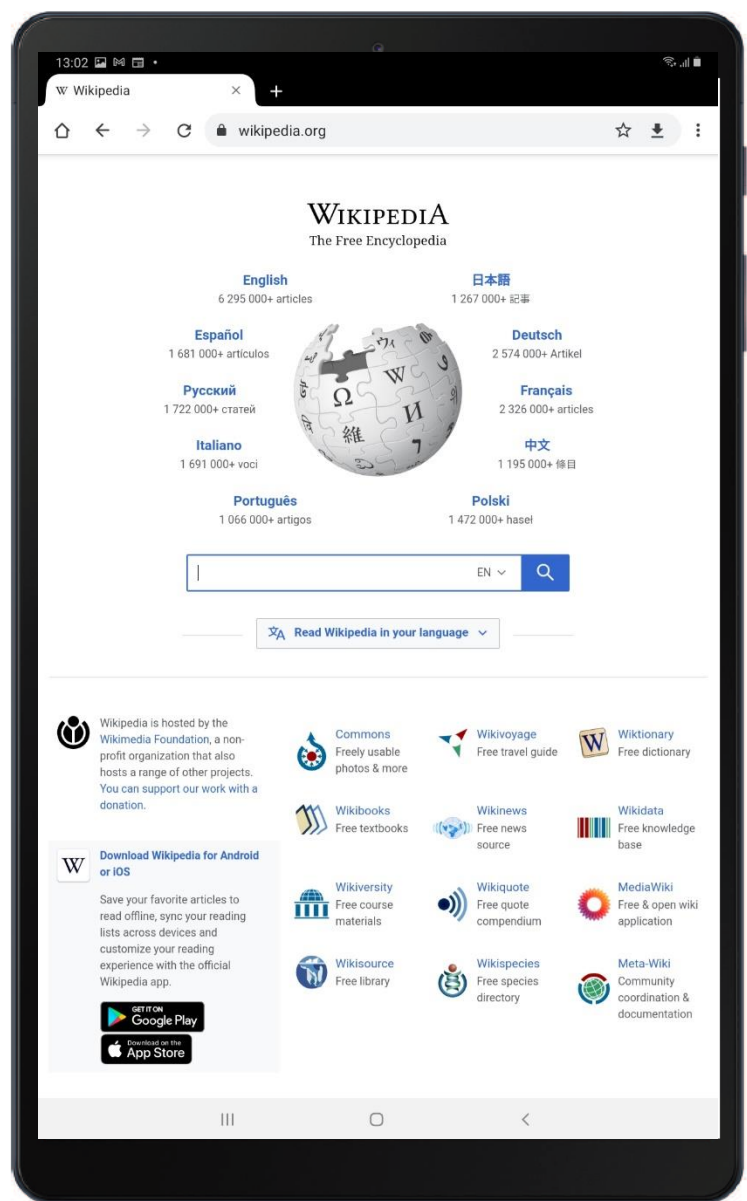
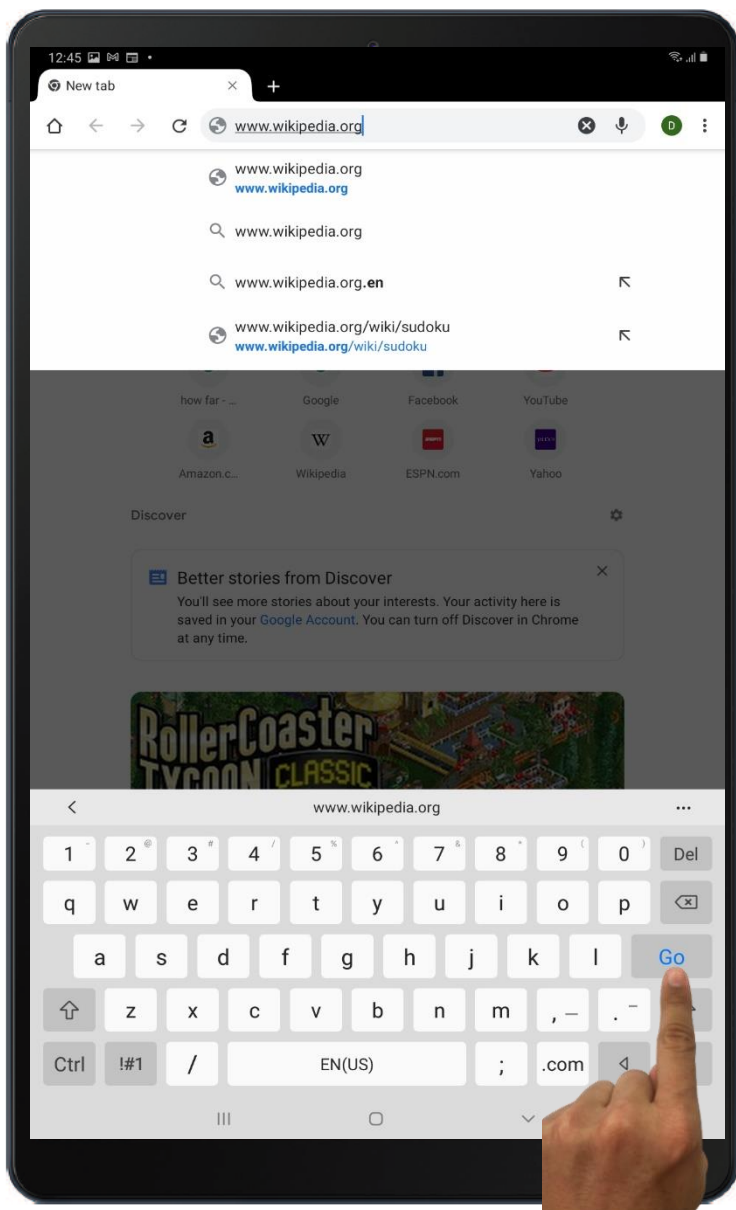
# Using the Internet

## Opening a Webpage (By Hand) – Step 2

**Click** (tap) on **Go** (left image).

**Chrome** will navigate to **Wikipedia** (right image).

**Wikipedia** is a free, multilingual online encyclopedia that is written and maintained by a community of volunteers!



# Using the Internet

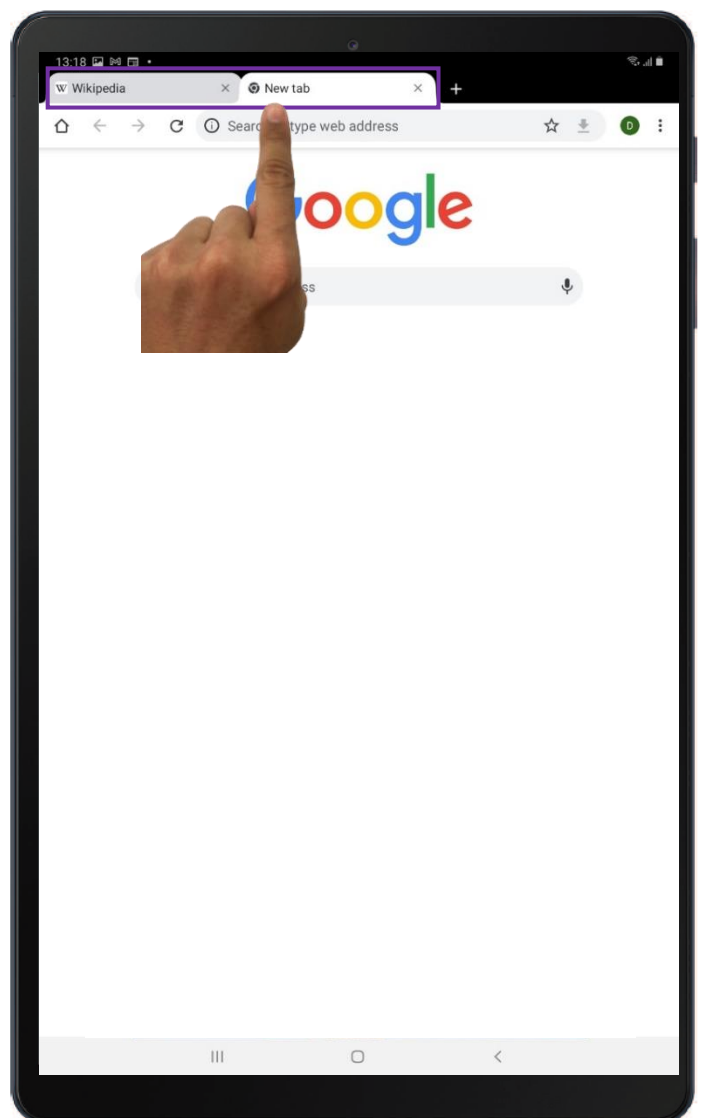
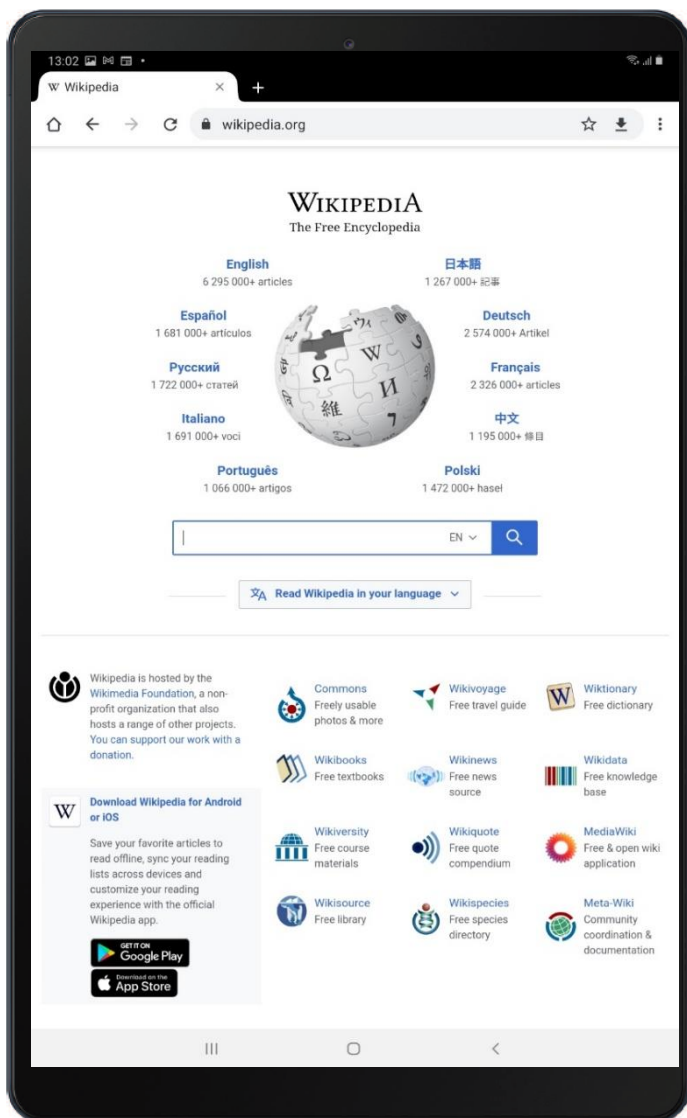
## Opening a Webpage (By Voice) – Step 1

Let's open Wikipedia again, but this time, you will use your voice to type in the **webpage address**.

**Click** (tap) on the New “Tab” Button (left image).

(Remember it looks like this: )

A new tab will open on your screen. Tabs allow you have multiple **webpages/websites** open. With tabs, you can easily go back and forth between **webpages/websites**. You will now see two tabs on your screen (highlighted below). If you want to switch between tabs simply **click** (tap) on the tab you wish to see (right image).

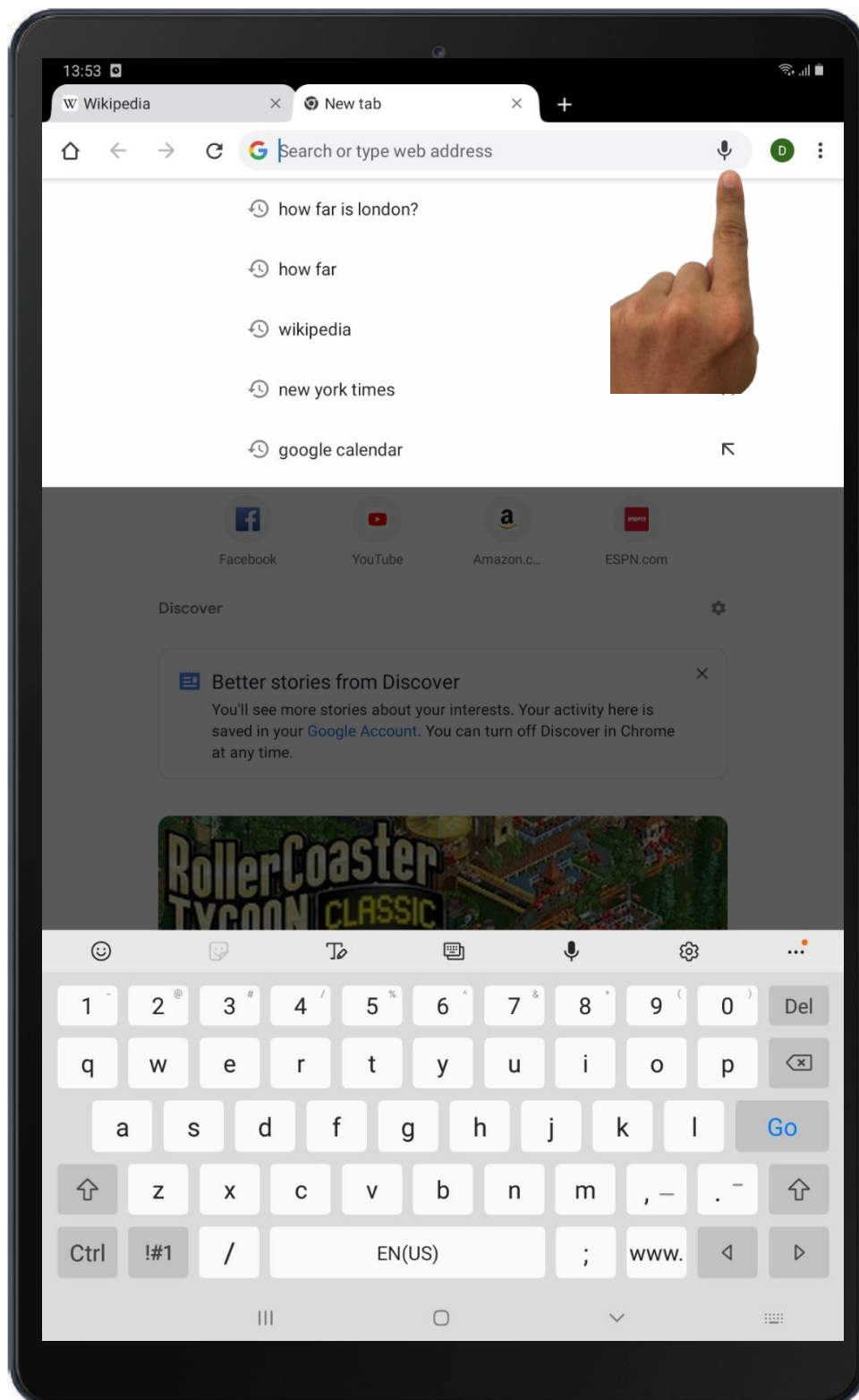


# Using the Internet

## Opening a Webpage (By Voice) – Step 2

**Click** (tap) on the **address bar**. The **keyboard** will appear on the screen.

**Click** (tap) on  located in the top right corner.



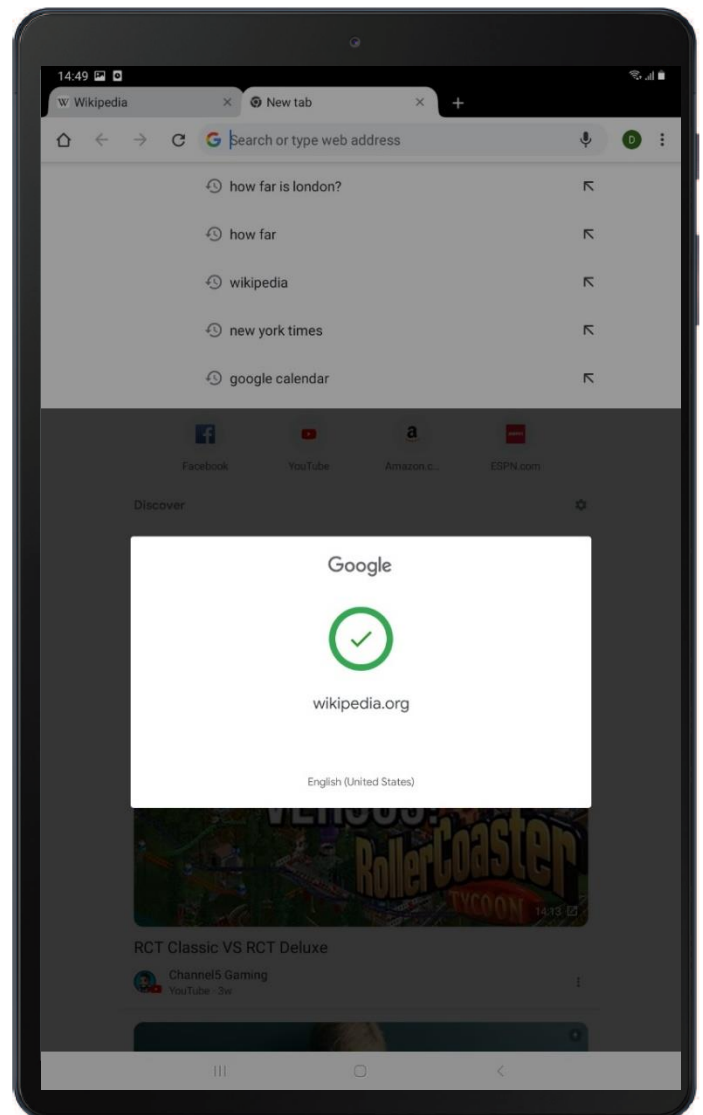
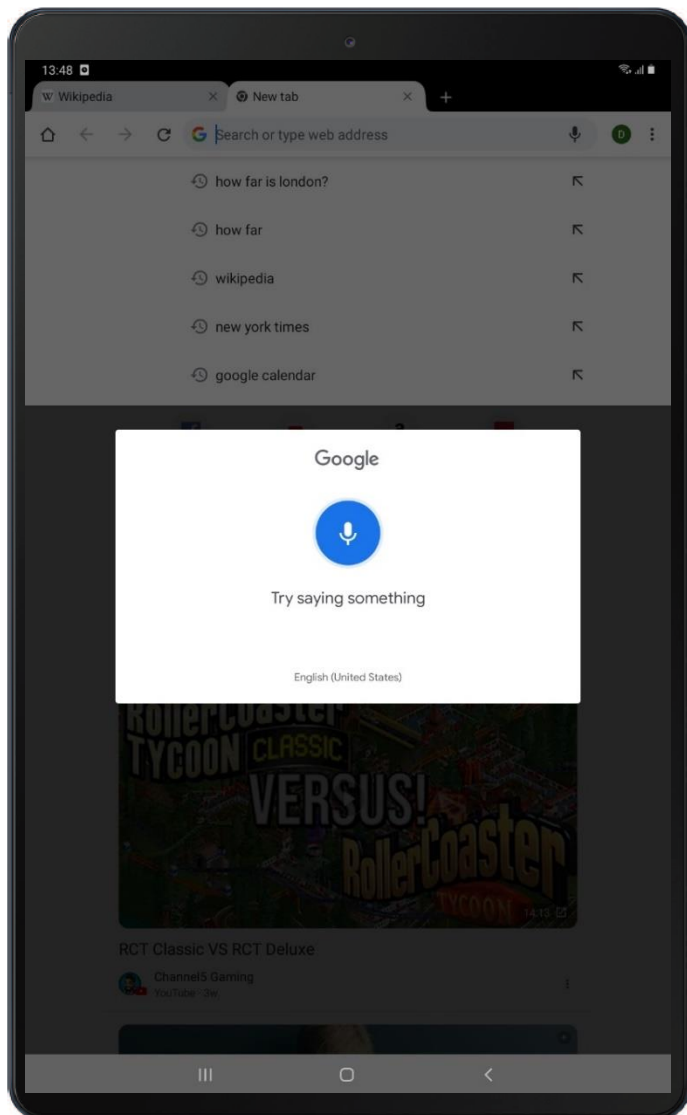
# Using the Internet

## Opening a Webpage (By Voice) – Step 2

The screen will change. Your device will now begin listening for your voice (left image).

Say aloud “Wikipedia dot org” (you do not need to say “WWW”). If the tablet understands you correctly, you will see a **green “checkmark”** and **Chrome** will navigate to **Wikipedia!**

If you see a **red “X.”**, the tablet did not understand what you wanted. This can happen with voice commands; it does not mean you made a mistake. Repeat the phrase slowly and clearly to see if you get a different result.

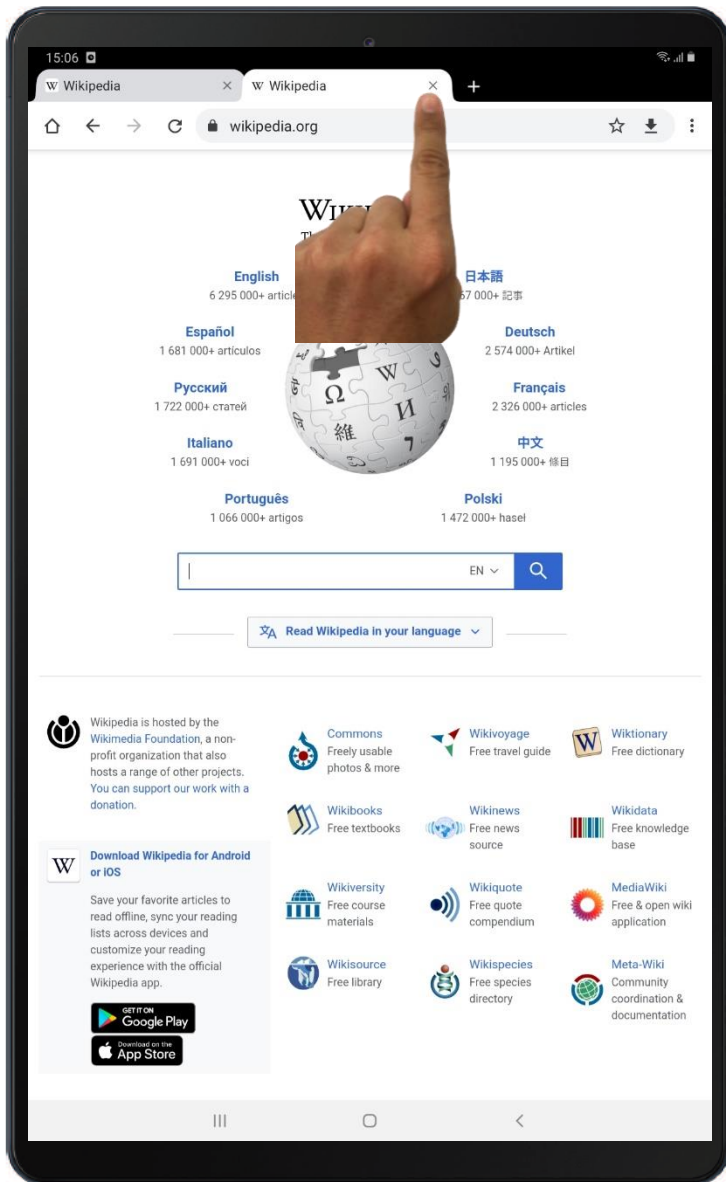



# Using the Internet

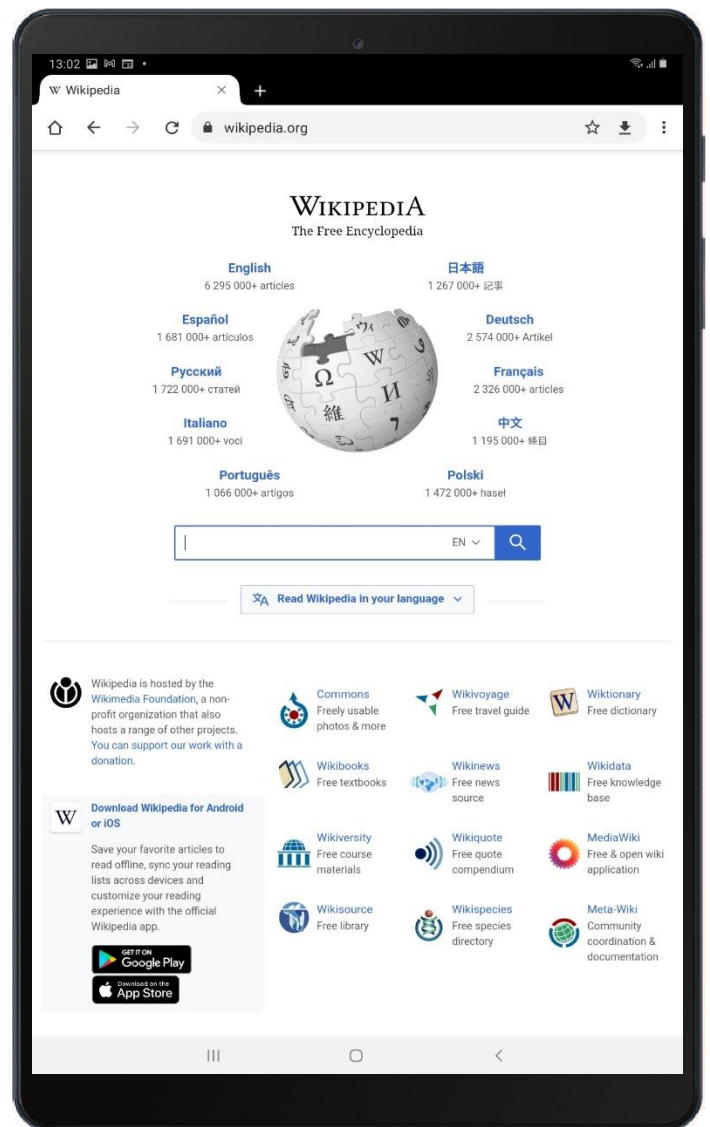
## Closing a Webpage (Tab)

You will now have two tabs for **Wikipedia** on your screen.

Go ahead and close either one of these tabs.



**Click** (tap) on the **Close Button** . It is located on the right side of the tab you want to close.




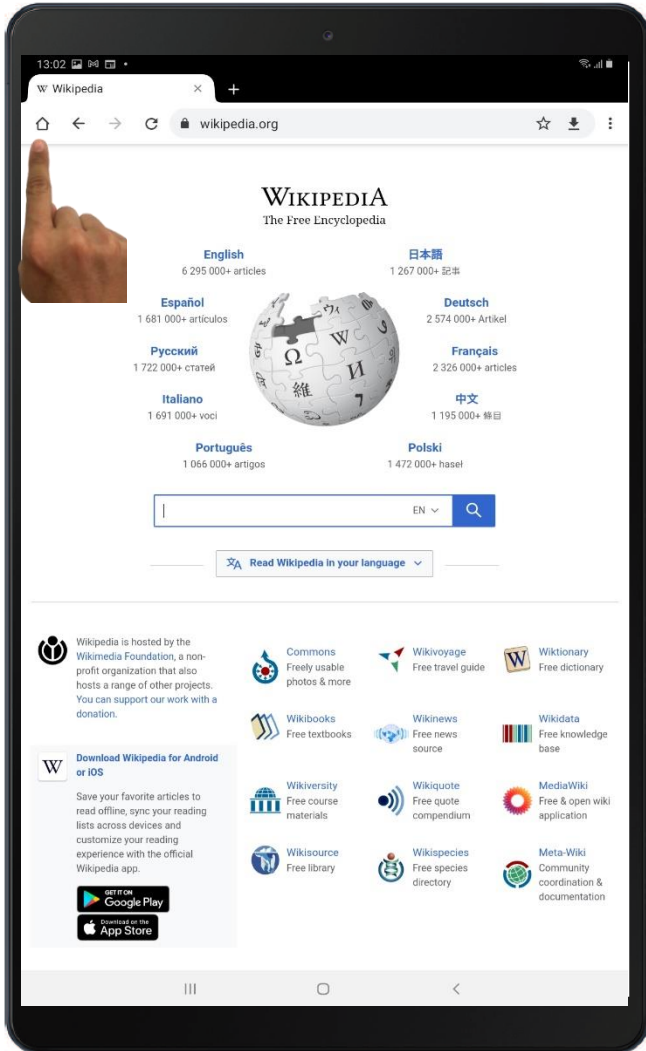
You will now only have one tab open.

# Using the Internet

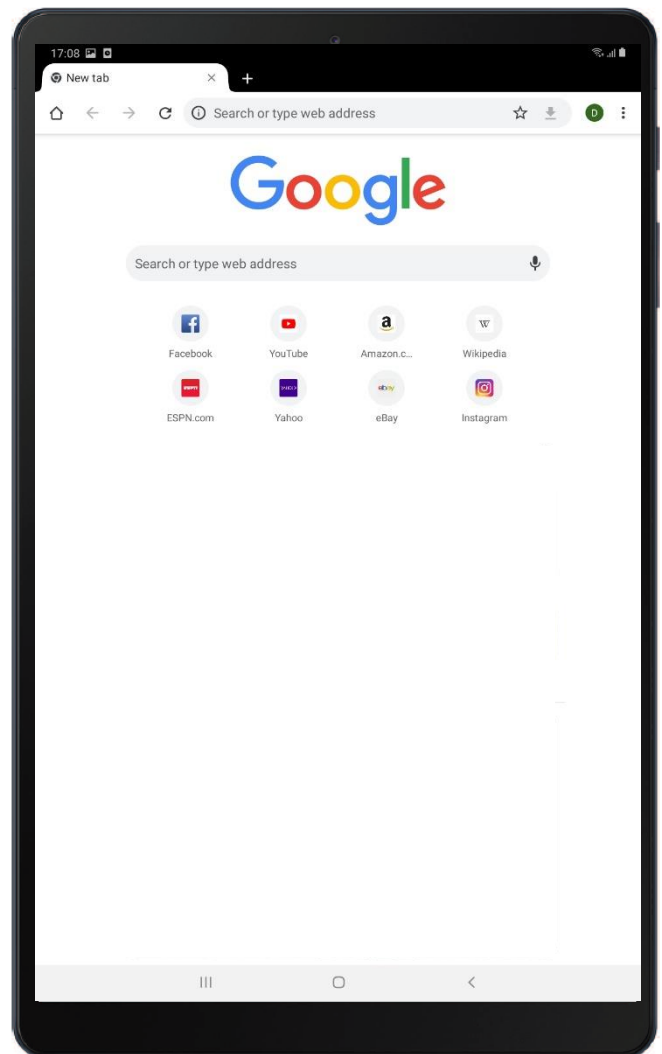
## Returning to Your Home Page

Now return to your **home page**.

**Click** (tap) on the **home page** button . It is located on the left corner.



**Chrome** will navigate back to the **home page**. Your coach can show you how to customize your **home page** later.

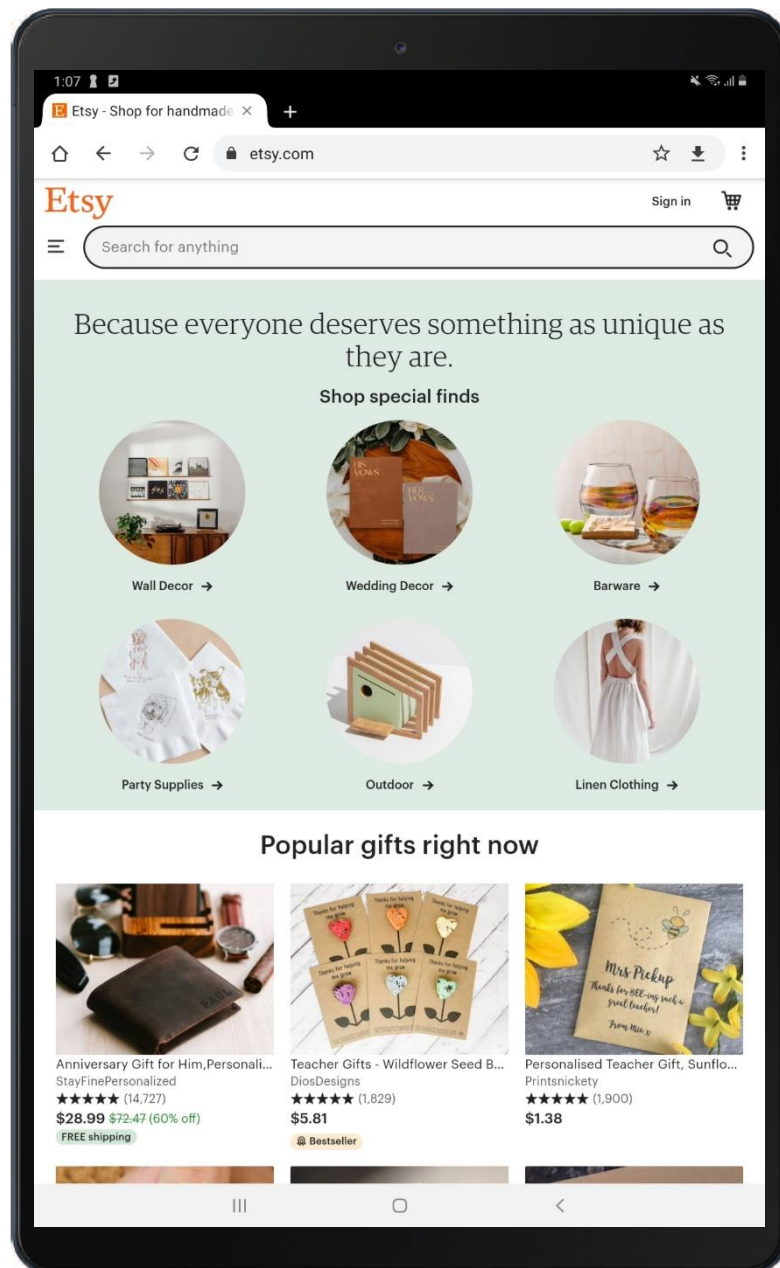


# Using the Internet

## Bookmarks – Step 1

**Bookmarking** allows you to save web page addresses you want to visit again. This allows you to quickly access the webpage instead of having to search for it. That means instead of typing a web page in **Chrome** or searching for it on **Google**, **clicking** (tapping) the bookmark will direct you to that page immediately.

To create a bookmark, navigate over to the website you want to save.

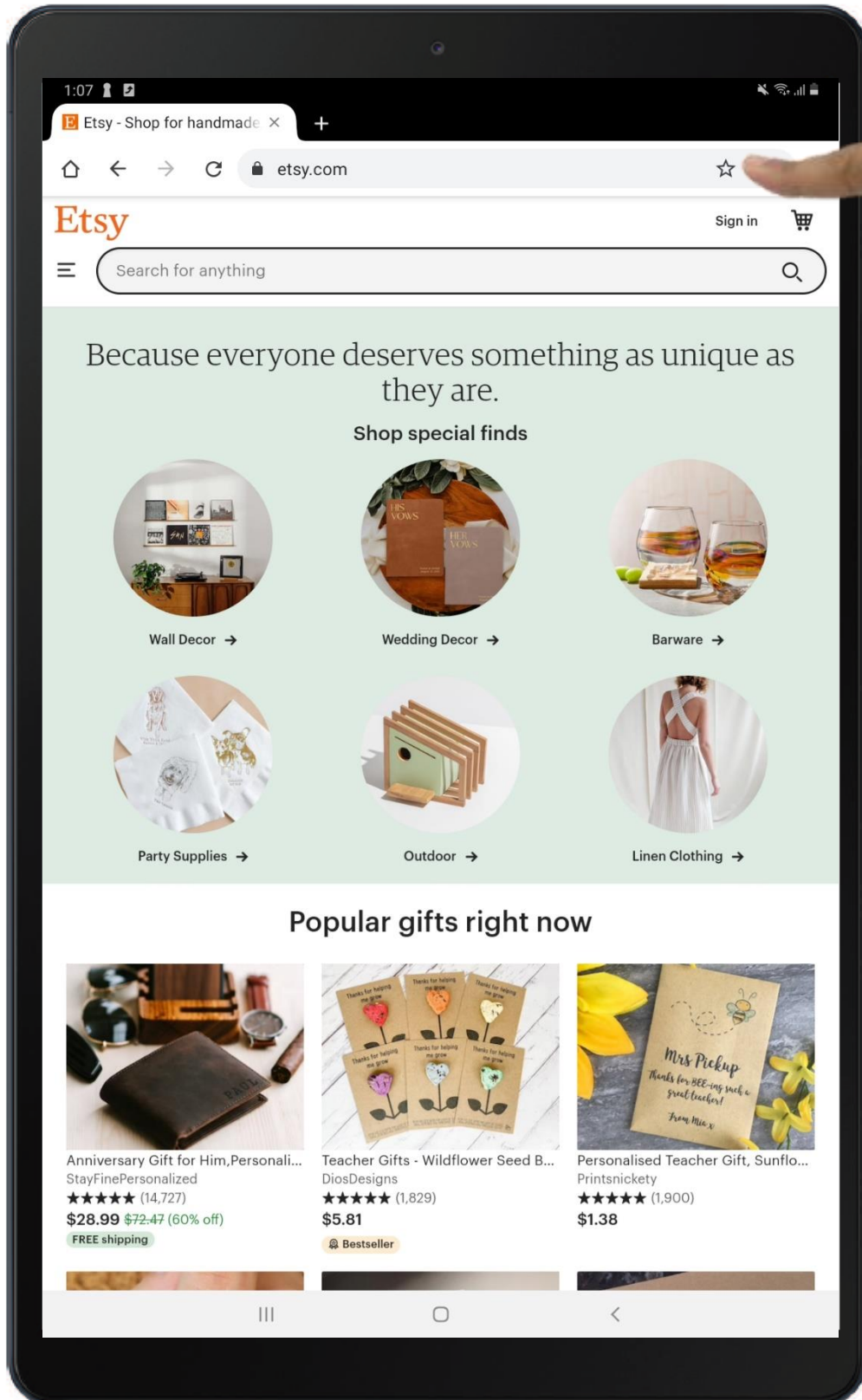




# Using the Internet

## Bookmarks – Step 2

**Click** (tap) on the  symbol located on the top right corner.

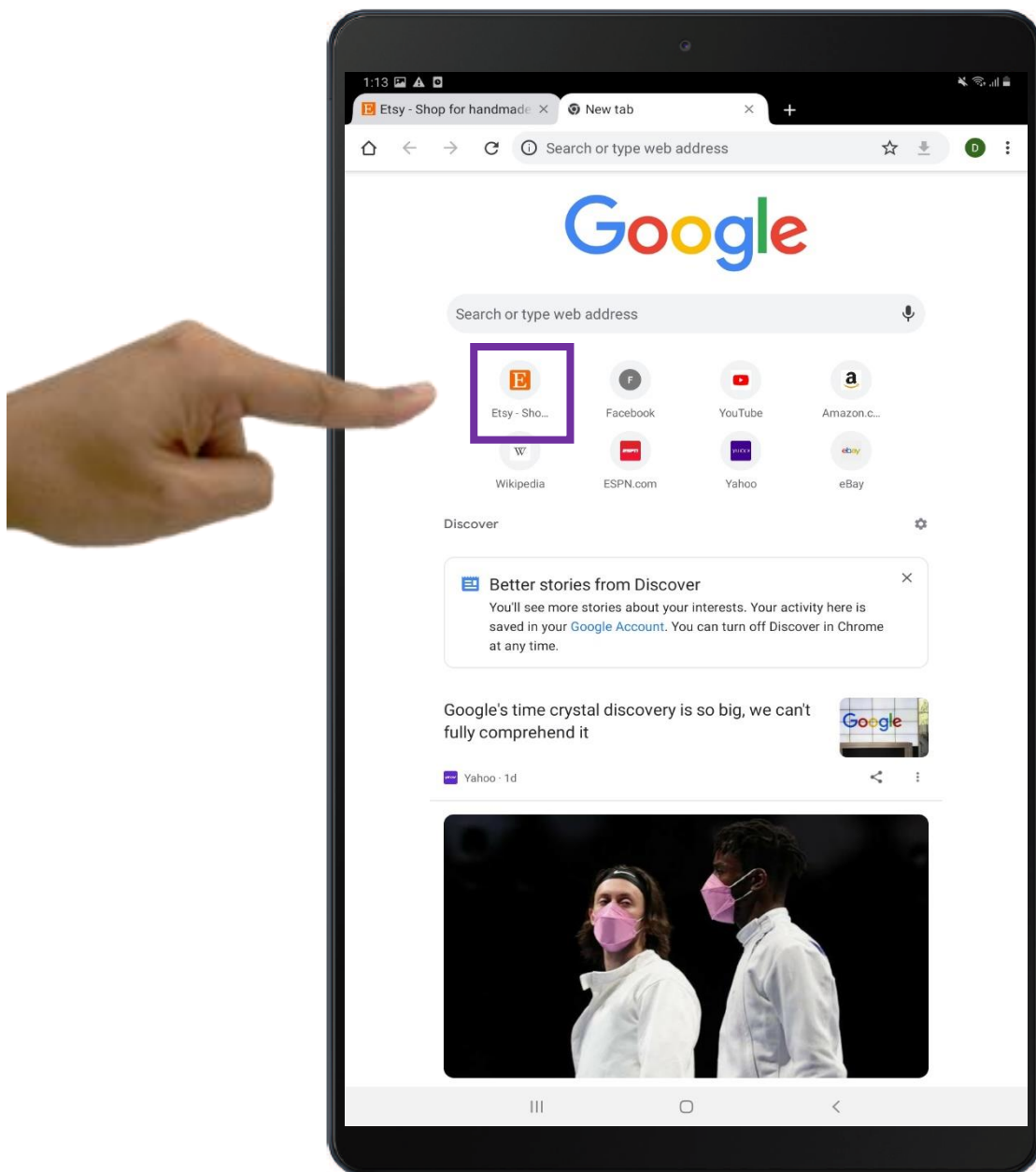


# Using the Internet

## Bookmarks – Step 3

Now open a new tab. **Click** (tap) on the New “Tab” Button.

Remember it looks like this: 

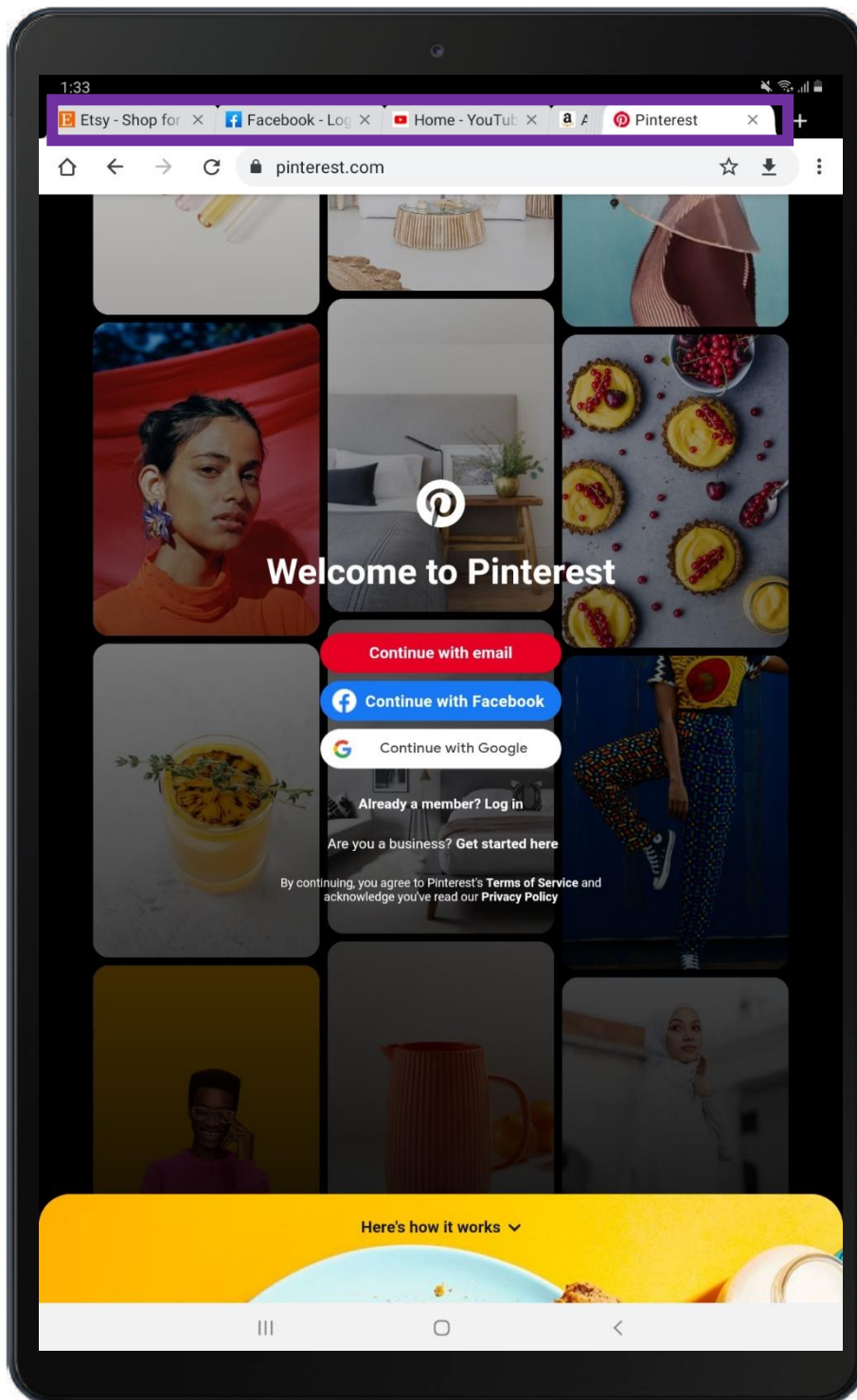


You’ll now see the website bookmark on your **home page** under “Favorites”. **Clicking** (tapping) on the bookmark will automatically take you to that page. Try it out!

# Using the Internet

## Closing Unused Tabs

Remember to close unused tabs! Leaving multiple tabs open in Chrome will slow down your tablet. To avoid having your tablet slow down, simply close your unused tabs. If you like keeping some tabs open, limit to 3-4 tabs open at a time.



# USING GOOGLE SEARCHES

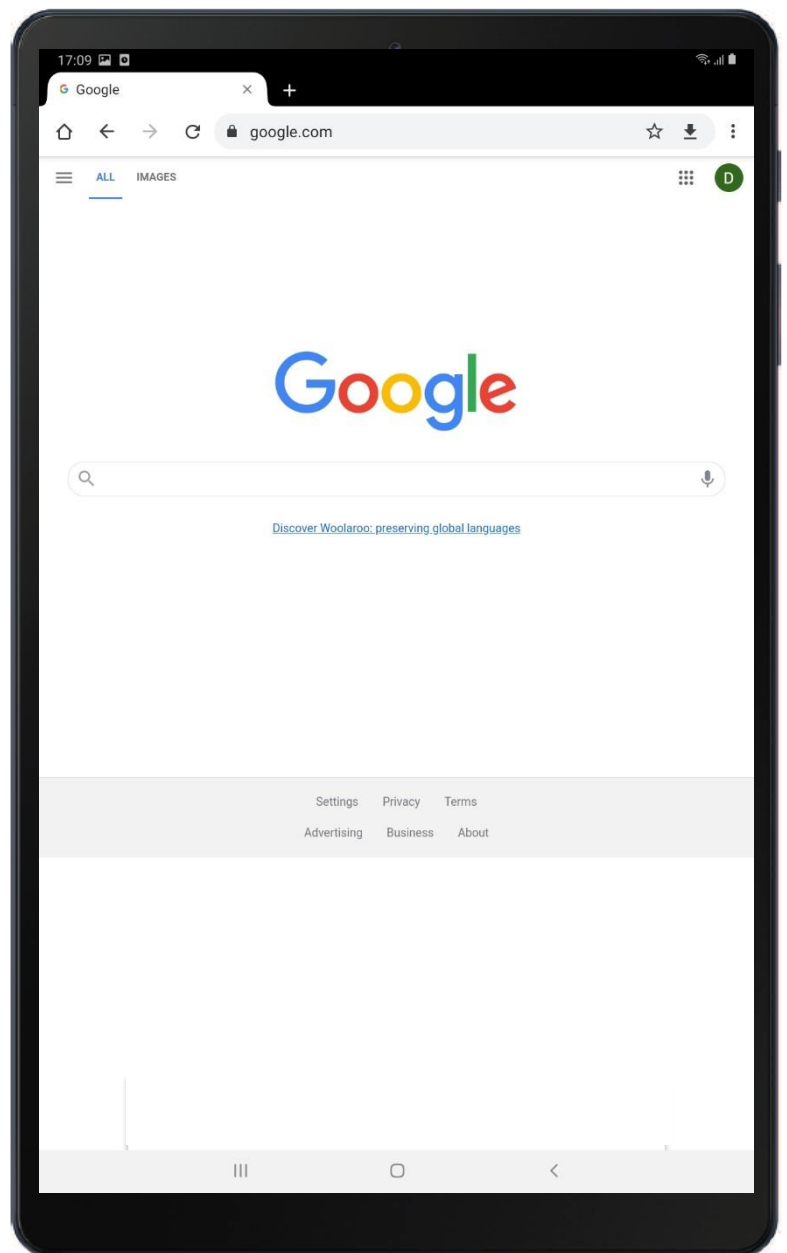
## Navigating to Google.com

### Opening Google.com

Navigate to “www.Google.com”.

You’ll notice that your **home page** and this **webpage** look similar, but they are **not the same**.


**Google.com** is a website that specializes in internet searches. Any question, inkling, or interest can be searched.



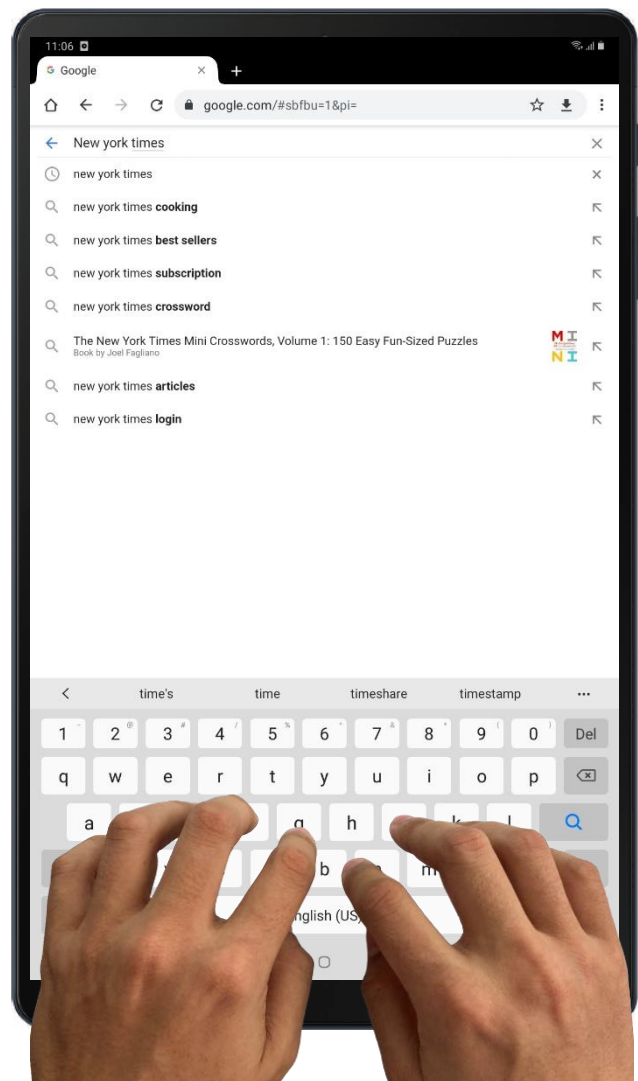
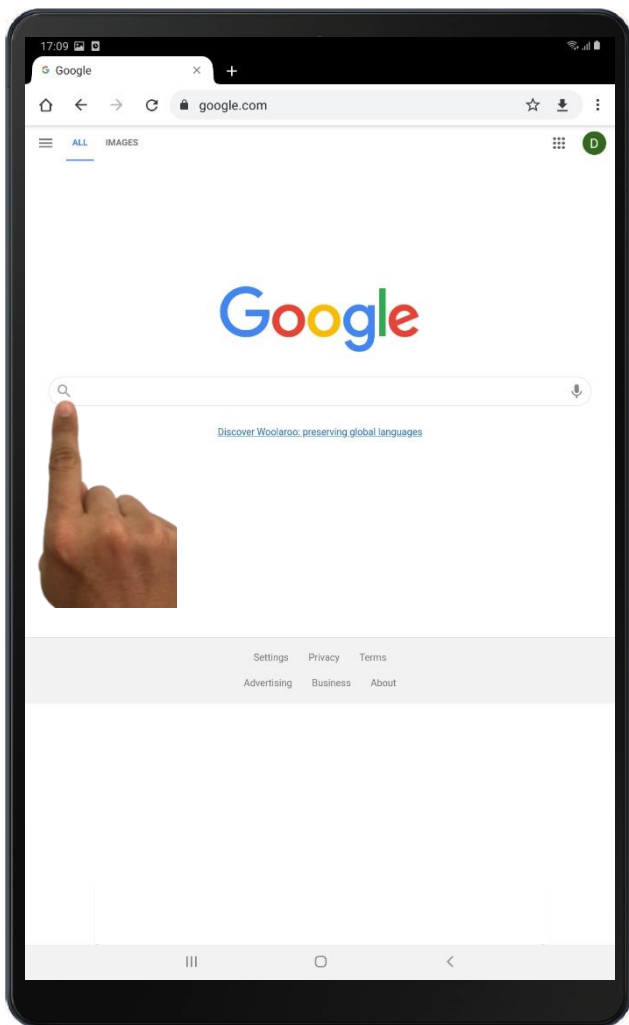
# Navigating to Google.com

## Starting a Google Search - Step 1

Try searching for “The New York Times,” or your favorite news source.

To start, simply **click** (tap) on the **search box**  .

Using the keyboard, **enter** (type) “New York Times” into the **search box**.

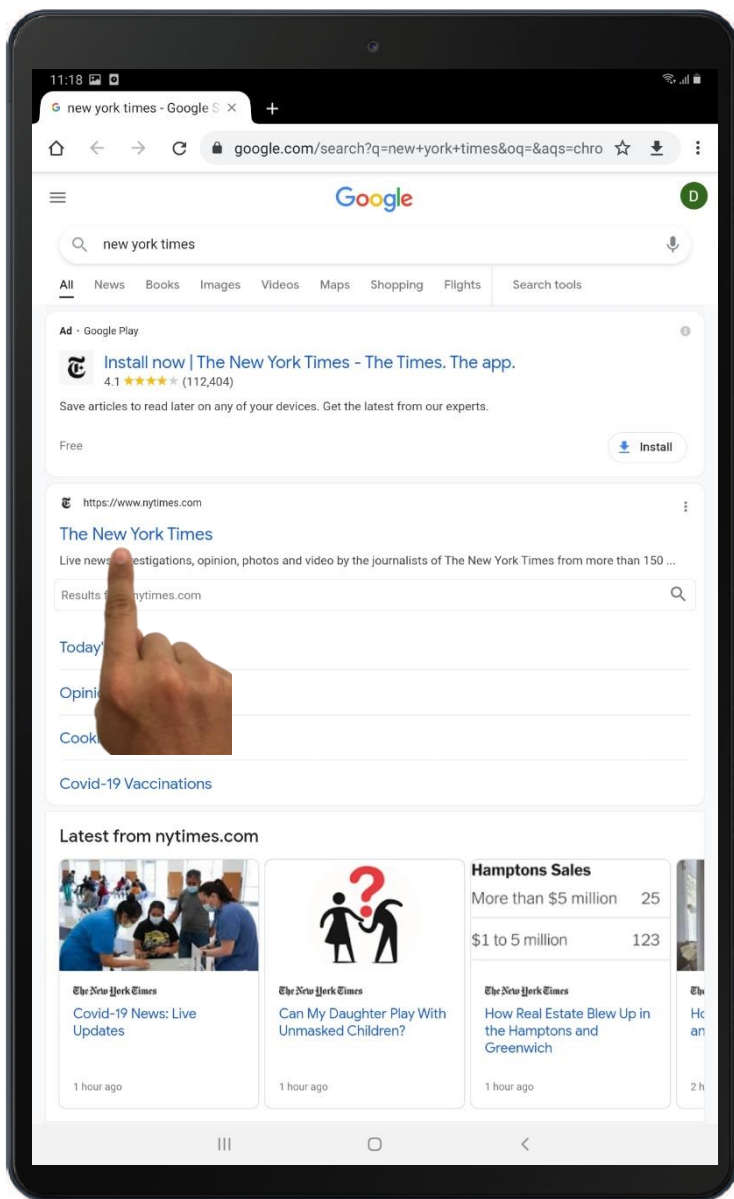


**Click** (tap) on  to begin your search.

# Navigating to Google.com

## Starting a Google Search - Step 2

Google will return various **links**. **Links** are **blue bolded** phrases that direct you to a **webpage** when you **click** (tap) on them. Go ahead and **click** (tap) on the **second link**. We will explain why you want to select specifically the second link in the next section.



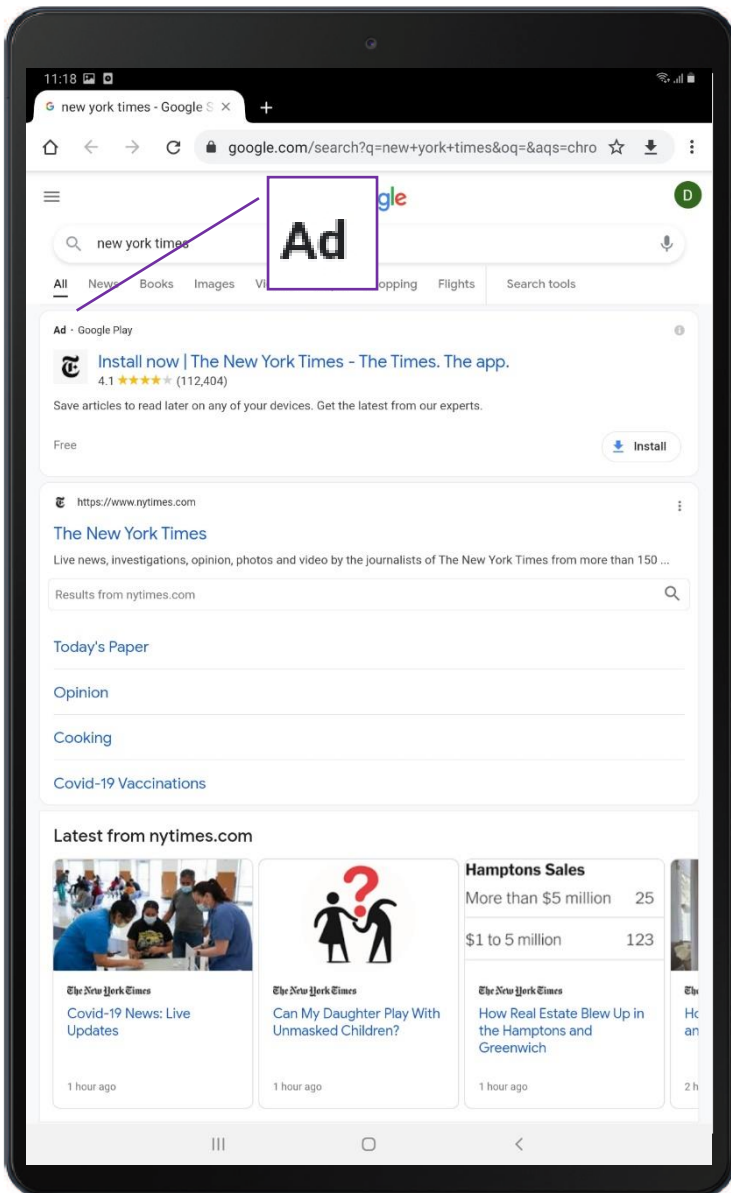
You will be directed to *The New York Times*' **webpage**. Great! You completed your first search.

# GOOD HABITS WHEN GOOGLING

## Good Habits When Googling

### Avoiding Advertisements While Searching

Now that you have experience using **Google** search, here are some good habits that we encourage you to use while **Googling**. The first is to avoid advertisements. Some of the links in your



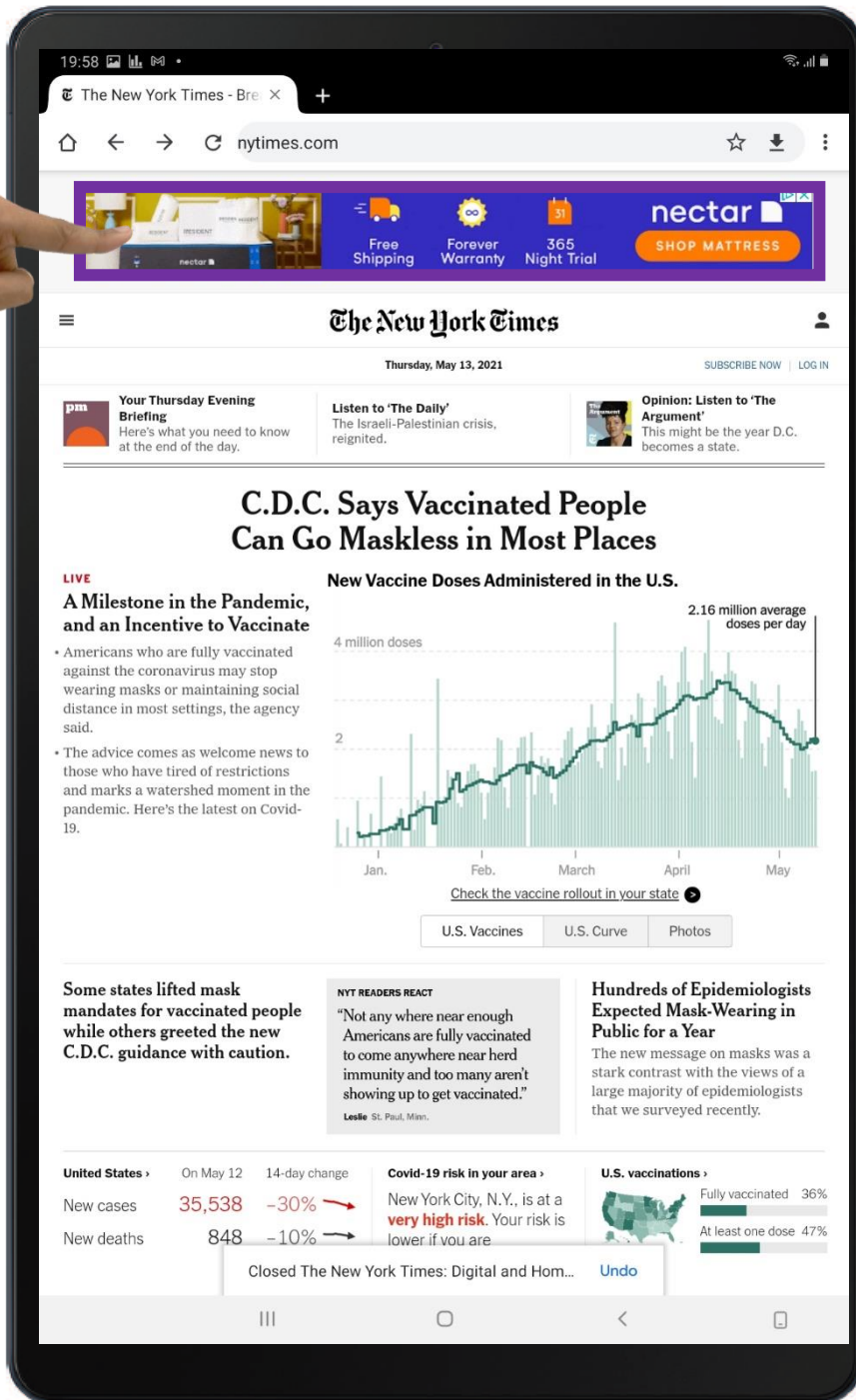
search do not direct you to the webpage you want. Instead, they are ads for a similar search result. Luckily, **Google** gives you an easy way to identify obvious ads.

Links that are ads will be labeled as an “**Ad.**” Google will do this by placing an “**Ad**” symbol to the left of the **link**.

Avoid clicking on these **links!**

# Good Habits When Googling

## Identifying Ads in a Webpage



Ads also appear on **webpages** themselves. Unfortunately, there is no perfect way to get rid of ads on a **webpage**, but you can easily identify ads by their context and placement on a website. This is similar to recognizing an ad running alongside an article you are reading in a newspaper or magazine.

Ads typically appear along the edge of the **webpage** (i.e., the top, side, or bottom).

Ads are not usually related to the content of the websites, which makes them even more easily identifiable.

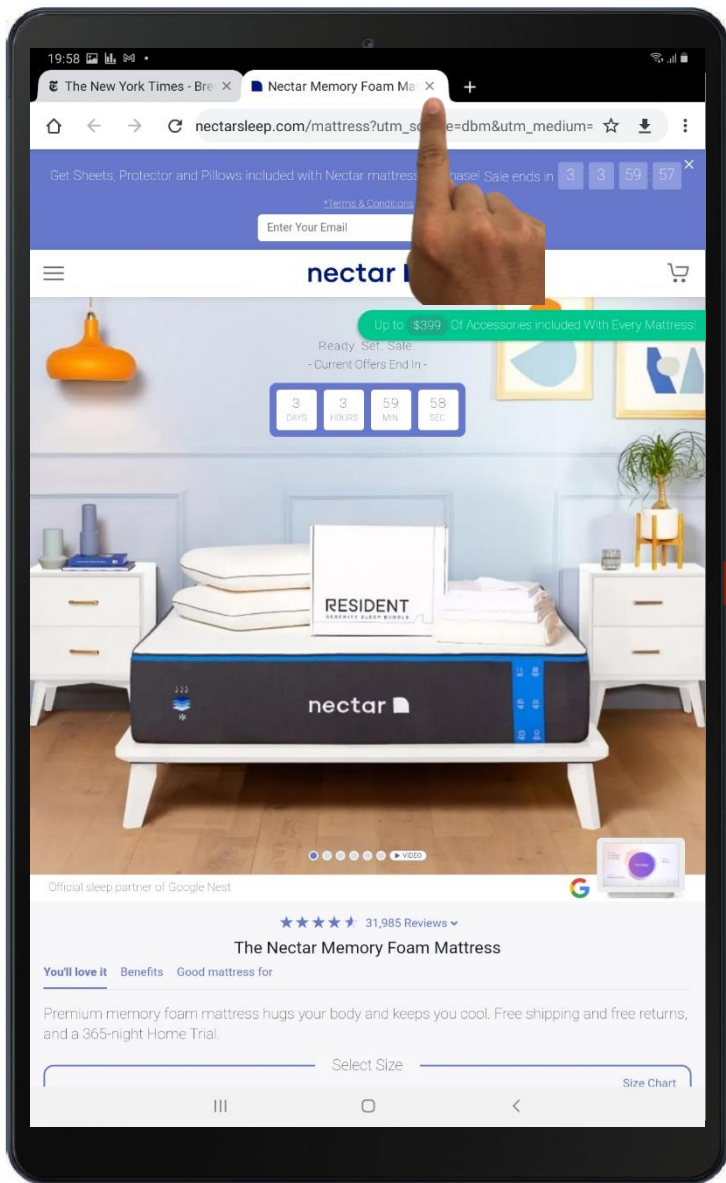


# Good Habits When Googling

## Identifying Ads in a Webpage - Continued

If you happen to accidentally **click** (tap) an ad, it will open a tab automatically.

Simply close the new tab by **clicking** (tapping) on the close button **×** if this happens.

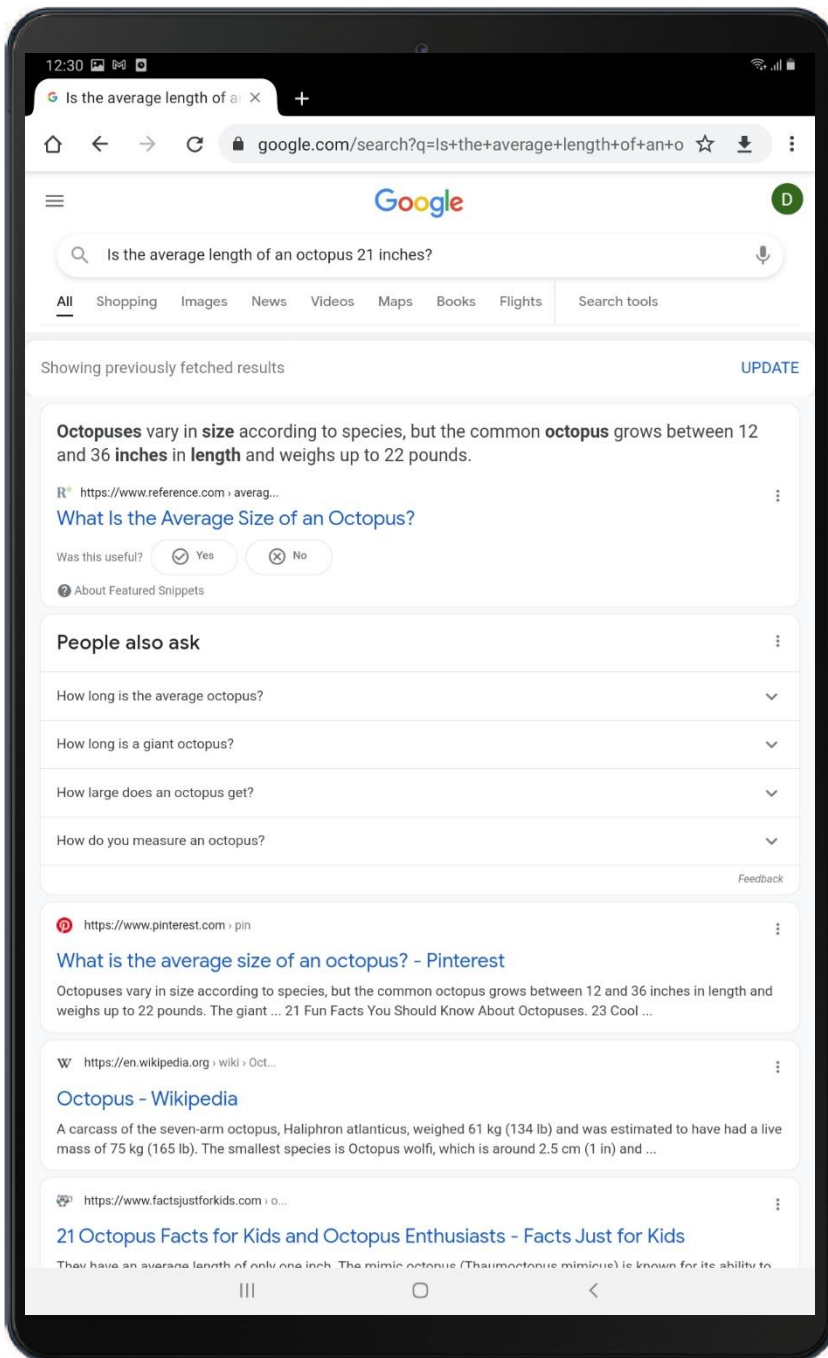


# Good Habits When Googling

## Using Open-Ended Questions

When **Googling** a question, you get the best results by searching open-ended questions. An open-ended question is a question that cannot be answered with a simple “yes” or “no” response.

Below is an example of closed-ended question search:



“Is the average length of an octopus 21 inches?”

Notice that the results in the image do not exactly answer this question. It provides some information, but it does not tell you what the average length of an octopus is.

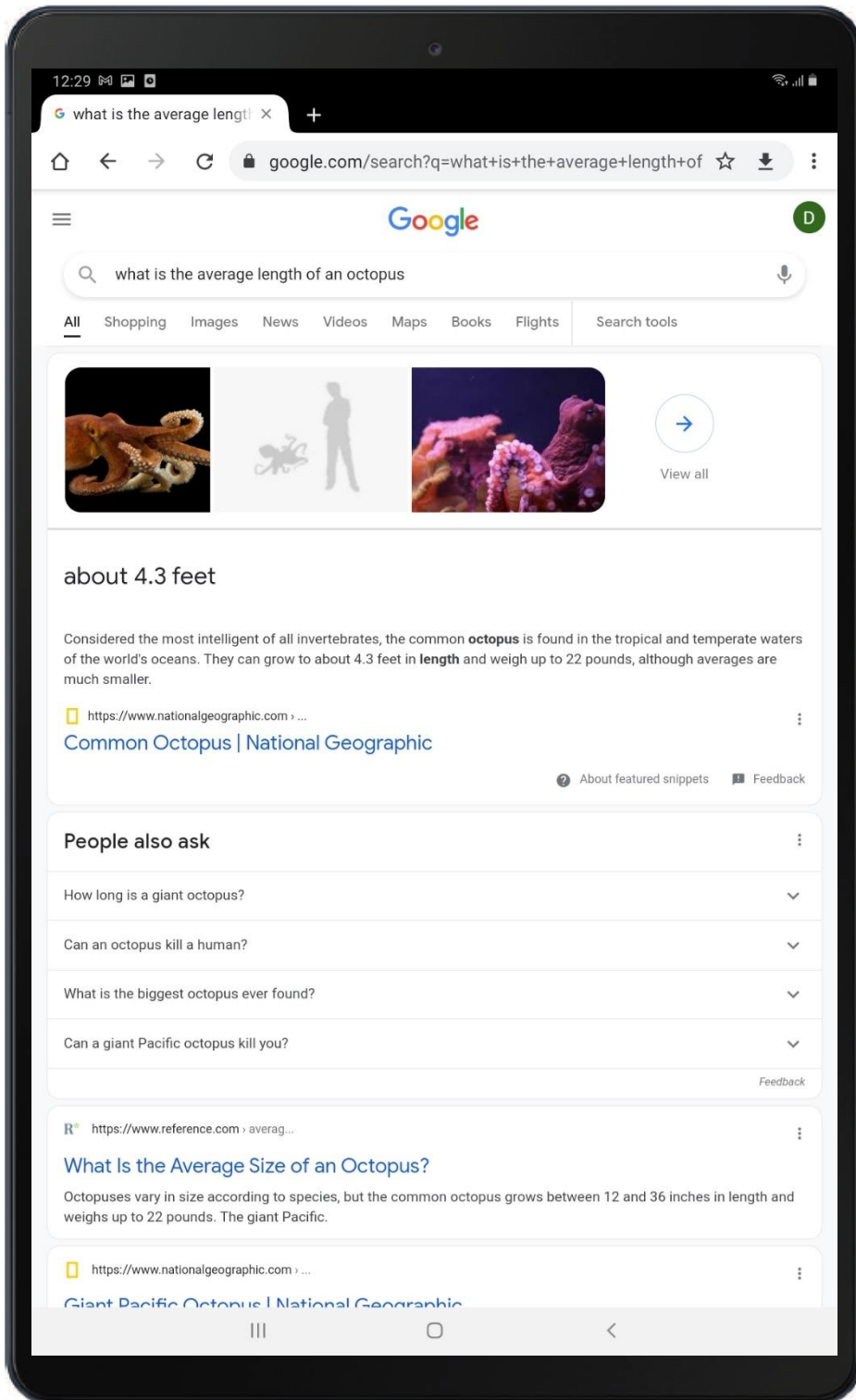
# Good Habits When Googling

## Use Open-Ended Questions - Continued

Instead, you can rephrase the question. “What is the average length of an octopus?”



(Open-ended)

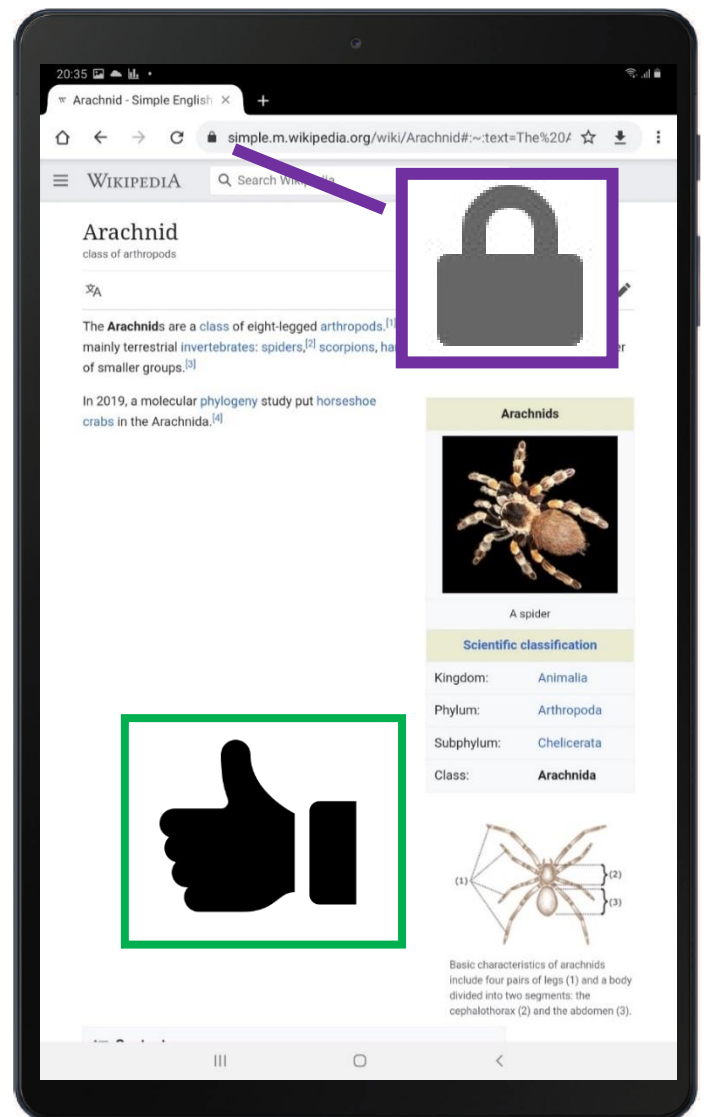
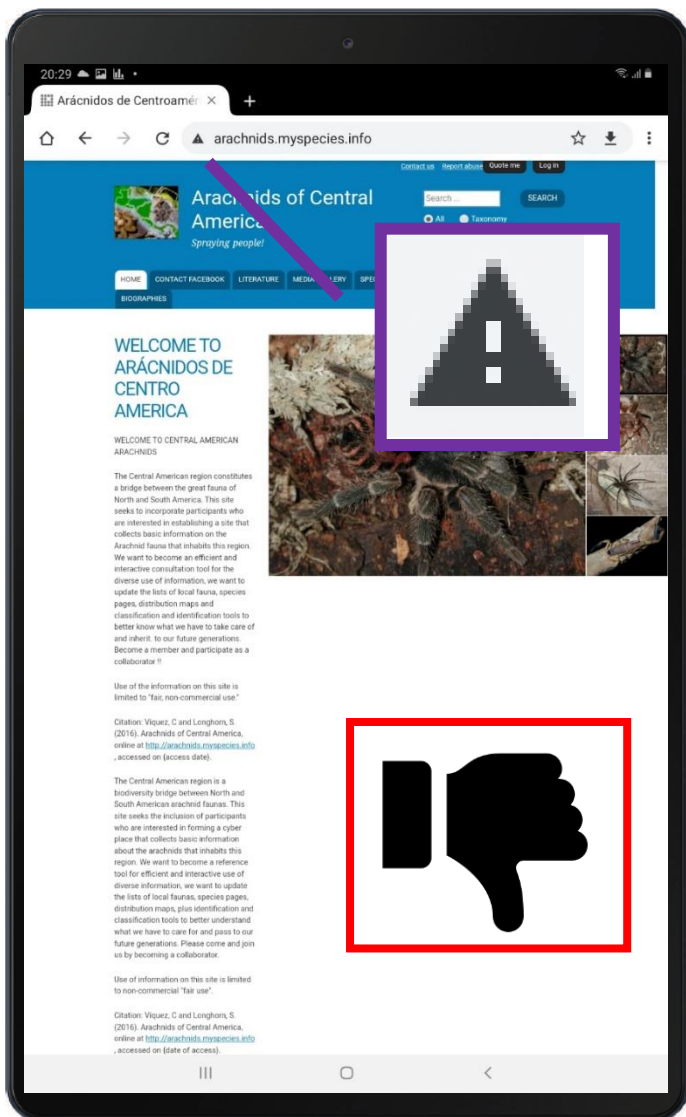
This yields better results. You get a **direct** answer to the question.



# Good Habits When Googling

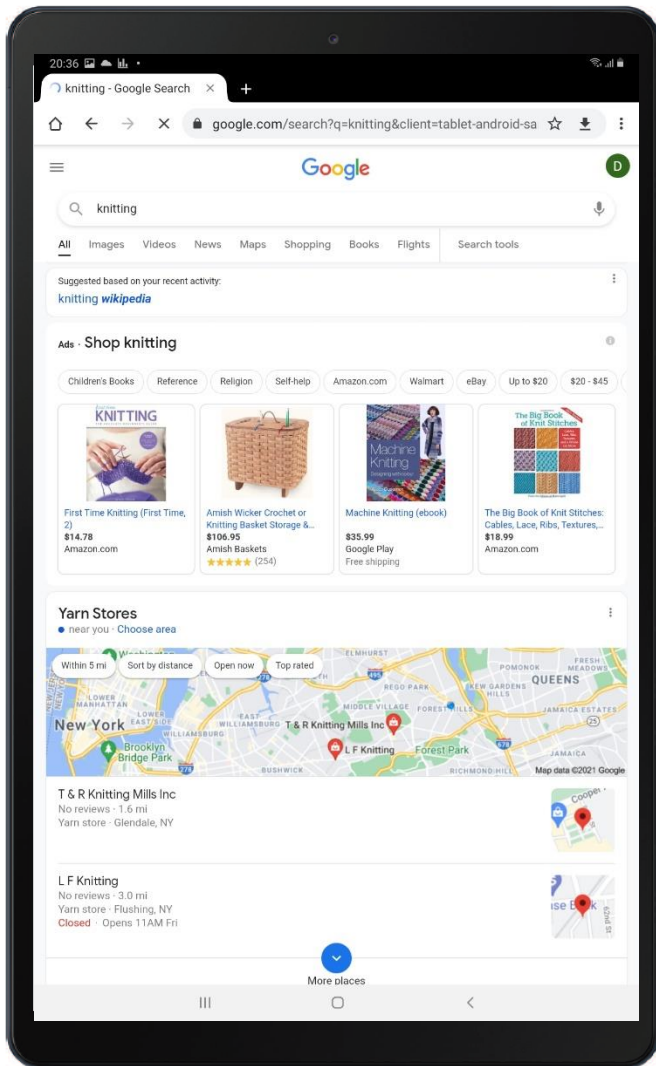
## How to Know if a Webpage is Secure

As you begin to expand your searches and navigate the internet, it is important that you identify which websites have a **secure** connection. When you have a **secure** connection, other people are unable to see what you are doing on a particular website. You can check that you have a **secure** connection by simply by looking at the **webpage** address. Secure websites have a small black “lock” symbol right  before the address (right image), while insecure websites have a small black triangle  (left image). If you find yourself on an insecure website, simply close the tab and use a different website.

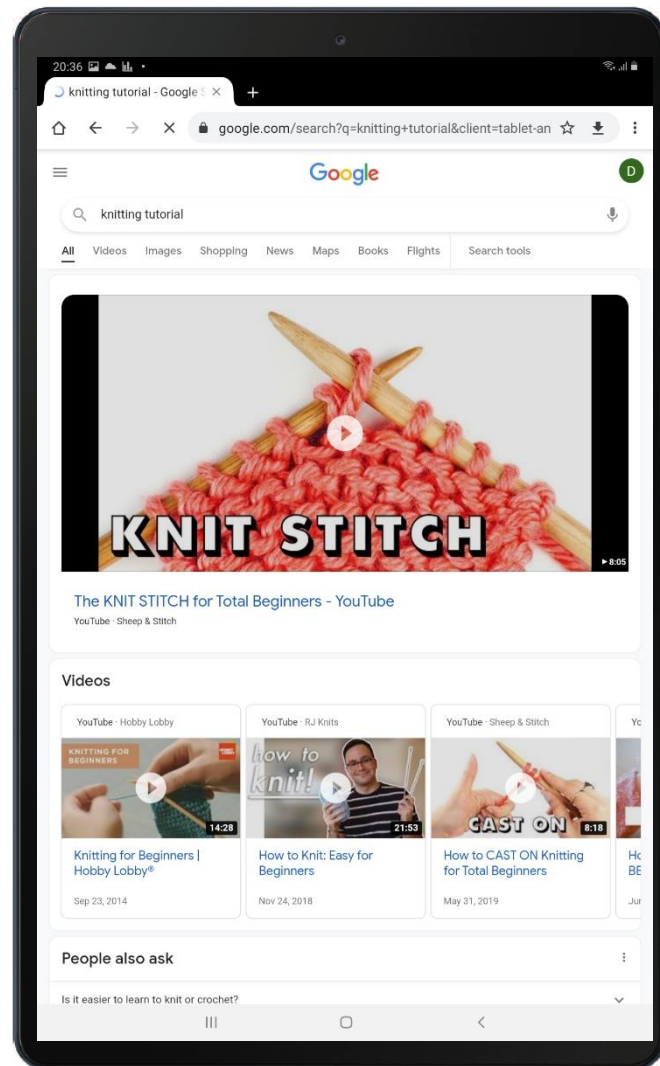


# Good Habits When Googling

## Context Matters!



Maybe you want to learn how to knit. If you simply search the word “knitting”, you will get results that are not necessarily focused on learning to knit (left image).



However, adding **context** to the search will give you more useful results (right image). When considering how to phrase your searches, think about what you want to do with the information. In this example, you may want to try including the word "lesson," or "tutorial" (right image).

## PRACTICE PLAN

Learning something new takes practice. Practice helps you see what you know, what you don't know yet and builds your confidence.

Please take the time to plan with your coach 2-3 things you can do to practice Google skills you covered today. Think about why you wanted to learn to use Google and how you plan to use these skills as a part of your own day-to-day life.

Here are some suggestions to consider:

1. Use the internet to learn more about a favorite or new interest.
2. Learn about a place that interests you which you've never visited.
3. Find a video or web page with instructions on how to do a new skill.
4. Bookmark a web page you would like to remember.

You and your coach can come up with your own ideas too!

### **Next Visit**

Take the first 15 minutes to review with your coach what you practiced. Review the successes you had and challenges that came up.

You can also choose to take the rest of that next session to continue practicing with this guide, try out these steps repeatedly and ask your coach any questions that come up.

## NEXT STEPS

Now you know the basics of how to use Google! Congratulations!

After you and your coach have agreed on a practice plan (see previous page for suggestions), you are ready to schedule your next visit.

Tell your coach if you would like to have your next visit focus on practicing what you have learned today. If you feel confident with what has already been covered, you are ready to learn something new. If you have completed this entire guide, you may move on to the next guide in the series (see *New User Options* below). If you have completed the entire series, you may choose to delve deeper into this topic (see *Experienced User Options* below). Or you can work with your coach to decide on something else.

### Next Visit Options:

<b>New User Options</b>
Zoom Basics
Accessibility Settings
E-mail Basics
Pre-Installed Apps

<b>Experienced User Options</b>
Search for Specific Image/Video
Organize Bookmarked Web Pages

DOROT hopes that you have found this guide useful and that it has made technology more easily accessible to you.

We would love to hear from you. Please share your comments through [technologyhelp@dorotusa.org](mailto:technologyhelp@dorotusa.org).