

# Pure Android

In 2003, a California company called **Android** began to invent a smart operating system for cell phones. In 2005, **Google** bought that company, called the operating system “Android”, and began improving it.

## Versions

Each version of Android has a code name. The code names are in alphabetical order. The first experimental version was called “Astro Boy”; the next was called “Bender”. Those versions were unappetizing; later versions were named after desserts:

<b>Android version</b>	<b>When invented</b>	<b>Code name</b>
Android alpha		Astro Boy
Android alpha 2		Bender
Android beta	2007 November	Bender improved
Android 1	2008 September	Bender improved
Android 1.1	2009 February	Bender improved & Petit Four
Android 1.5	2009 April	Cupcake
Android 1.6	2009 September	Donut
Android 2	2009 October	Eclair
Android 2.1	2010 January	Éclair improved
Android 2.2	2010 May	Froyo (frozen yogurt)
Android 2.3	2010 December	Gingerbread
Android 3	2011 February	Honeycomb
Android 3.1	2011 May	Honeycomb improved
Android 3.2	2011 July	Honeycomb improved
Android 4	2011 October	Ice Cream Sandwich
Android 4.1	2012 July	Jelly Bean
Android 4.2	2012 November	Jelly Bean improved
Android 4.3	2013 July	Jelly Bean improved further
Android 4.4	2013 October	KitKat
Android 5	2014 November	Lollipop
Android 5.1	2015 March	Lollipop improved
Android 6	2015 October	Marshmallow
Android 7	2016 August	Nougat
Android 7.1	2016 October	Nougat improved
Android 8	2017 August	Oreo
Android 8.1	2017 December	Oreo improved
Android 9	2018 August	Pie
Android 10	2019 September	Q
Android 11	2020 September	R
Android 12	2021 October	S

At Google’s headquarters (called the **Googleplex**), Building 44’s front lawn has colorful statues of all those desserts, to make Google a mouth-watering place to work!

## What’s popular?

Android keeps evolving:

Android 1, 1.1, 1.5, 1.6, 2, and 2.1 are obsolete and no longer distributed. Android 2.2 and 2.3 still come on cell phones that are small and cheap. Android 3, 3.1, and 3.2 were for tablets, but most tablets have gone further. Android 4 and beyond are for modern tablets & modern big-screen cell phones. Android 9, 10, and 11 are used by most tablets & cell phones sold now.

## Manufacturers

The most fascinating manufacturers of Android tablets & phones are:

**Samsung**, which is based in Korea and means “3 stars” in Korean  
**Lenovo**, which is based in Beijing and bought Motorola (nicknamed “Moto”)  
**Walmart**, whose “Onn” division makes Android tablets

## This chapter

This chapter explains how to use the best low-cost Android devices:

**Tablet** Walmart’s **10.1-inch Onn Tablet Pro**

**Phone** Lenovo’s **Moto E6**

Those devices both contain standard, pure Android plus extra features contributed by Walmart & Lenovo. (Devices made by Samsung cost more, act differently, and are explained in the next chapter.)

## Starting

In the rest of this chapter, **when I say “device,” I mean “tablet or phone”**.

## Unpack

The device comes in a box.

**Tablet** The box is yellow.

**Phone** The box is blue.

Open the box and put the contents on your desk (or table).

**Tablet** The box contains 3 electronic devices:

the **tablet itself** (9½ inches wide, 6⅝ inches tall, and ¼ inch thick)  
a **charger** (black box, 1¾"×1⅜"×⅞", to convert AC power to DC)  
a **USB cable** (for connecting your tablet to the charger or a computer)

The box also contains a **quick-setup guide** (titled “PRODUCT GUIDE”) and 3 **discount coupons** (\$10 off Walmart groceries, \$10 off Walmart eBooks, and \$5 off Vudu movies).

**Phone** The box contains 4 electronic devices:

the **phone itself** (5⅞ inches tall, 2⅞ inches wide, and ¼ inch thick)  
a **charger** (black box, 1⅞"×1½"×⅞", to convert AC power to DC)  
a **USB cable** (for connecting your phone to the power adapter or a computer)  
a **battery**

The box also contains 2 pamphlets:

a **quick-setup guide** (titled “read me”)

a **safety guide** (titled “legal, safety, and regulatory information”)

Have a store technician do this for you (free):

The phone comes in a white wrapper. Remove that wrapper.

Open the phone.

If you bought them, put in a carrier’s SIM card and a bigger memory card.

Put in the battery.

Close the phone.

Store everything in the blue box.

## Position the device

Here's how to position the device.

**Tablet** The tablet's **backside** says just "onn" on it. The backside has a circle in its corner.

The tablet's **front side** is a black **screen**, surrounded by a black **border**, and temporarily covered by a **screen protector** (thin clear plastic sheet) that has instructions written on it (in white letters). Remove the screen protector (by peeling it off the tablet).

Lay the tablet on your desk so the tablet lies on its backside and its front side is facing up at you.

On the front side's border, you see a tiny circle, which is the **selfie camera**. (The backside's border has a circle also.) Position the tablet so the selfie camera is far from your tummy.

The tablet's **top edge** is the edge near the selfie camera. The opposite edge (near your tummy) is called the **bottom edge**.

**Phone** The phone's **backside** has a fancy "M". The phone's **front side** is a black **screen**, surrounded by a black **border**.

Lay the phone on your desk so the phone lies on its backside and its front side is facing up at you.

On the front side's border, you see "motorola". Position the phone so the "motorola" is close to your tummy.

The phone's **bottom edge** is the edge that's says "motorola". The opposite edge is called the **top edge**.

## Charge the battery

Before using the device, charge its battery. Here's how.

**Tablet** Plug the USB cable's small end into the tablet's right edge, near the tablet's bottom-right corner. Plug the cable's other end into the charger.

**Phone** Remove the USB cable's clear plastic wrapper. Plug the USB cable's small end into the phone's bottom edge. Plug the cable's other end into the charger (after removing the charger's clear plastic wrapper).

Plug the charger into your home's electrical outlet.

The screen will briefly show a lightning bolt (yellow on the tablet, white on the phone) then a percentage, showing what percent of the battery has been charged so far. Then the screen will turn black again.

If the percentage is less than 100%, the device isn't fully charged yet. **The device will work better if it's fully charged.** Unfortunately, charging can take up to 3 hours. To check whether the device is fully charged yet, try this experiment:

Unplug the device, then plug it back in. You see the lightning bolt again, then a percentage. If the percentage is 100%, the battery is fully charged; hooray!

Then unplug:

Unplug the device from the USB cable (because the device works better when unplugged). Unplug the charger from your home's electrical outlet (because the charger consumes electricity and gets hotter when plugged in).

## Turn on the device

Sticking out of the device's right-hand edge, you see 2 buttons. The button closest to the top edge is the **Volume button**; it's very long. The other button, which is shorter, is the **Power button**.

Press the Power button until the screen lights up. Then release the Power button.

**Tablet** The screen says "onn powered by Android".

**Phone** The screen says "POWERED BY android". About 17 seconds later, you hear a woman with an Indian accent say "Hello, Moto!"

During the following procedures, if you pause (act too slowly), **the screen turns black until you tap the Power button.**

If this is the first time the device is being used, it does the following **setup procedure**.

Tablet:

The screen says "Hi there". Tap "START".

The screen says "Connect to Wi-Fi." You see a list of your neighborhood's Wi-Fi networks. Tap the name of the Wi-Fi network you want to use (such as the Wi-Fi router in your home). If the screen says "Password" (because that network's router has a password), type the password (which is probably on a sticker under the router). Tap "Connect".

The screen says "Checking for updates".

The screen says "Copy apps & data". Tap "Don't copy" for now.

The screen says "Sign in". Tap "Skip" for now, then "Skip" again.

The screen says "Google Services". Tap "More" then "More" again then "Accept".

The screen says "For security, set PIN". Tap "Skip" for now then "Skip anyway".

Phone:

The screen says "Hi there". Tap "START".

If the screen says "Connect to mobile network," tap "Skip" for now.

The screen says "Connect to Wi-Fi." You see a list of your neighborhood's Wi-Fi networks. Tap the name of the Wi-Fi network you want to use (such as the Wi-Fi router in your home). If the screen says "Password" (because that network's router has a password), type the password (which is probably on a sticker under the router). Tap "CONNECT".

The screen says "Checking for updates".

If the screen says "Copy apps & data", choose "Don't copy" for now.

The screen says "Sign in". Tap "Skip" for now, then "Skip" again.

The screen says "Google Services". Tap "More" then "More" again then "Accept".

The screen says "Set screen lock". Tap "Skip" for now then "SKIP ANYWAY".

The screen says "Review additional apps". Tap "OK".

The screen says "About your privacy". Tap "Accept and continue".

The screen says "Let's stay in touch". Tap "More" then "Next".

The screen says the time & date.

If the device is a phone, it might ask you to install updates, like this:

If the screen says "Install security update", tap that twice then "Install now".

If the screen says "Updates available", tap that twice then tap "Update all" then wait for the phone to finish updating and say "No updates available".

## Unlock

Near the screen's bottom edge, the screen shows a picture of a lock, which means the screen is locked and you're seeing the **Lock screen**. The next step is to unlock the screen. Here's how:

**Tablet** Put your finger on the screen's bottom edge and **swipe** (slide) your finger toward the screen's top edge.

**Phone** Put your finger on the lock and **swipe** (slide) your finger toward the screen's top edge.

(If you don't do that soon enough, the screen will turn black and you must try again to press the Power button and swipe.)

Then the screen shows you whatever you saw before the device turned off, so you can resume your work where you'd left off.

When the device is turned on and acting normally (unlocked), the screen's bottom part shows these **buttons**:

Near the screen's bottom-left corner, you see a triangle pointing toward the left. That's the **Back button**.

At the screen's bottom-right corner, you see the **Recent Apps button** (a square).

Between those buttons, you see the **Home button** (a circle).

**Just on the tablet:** at the screen's bottom-left corner, you see Walmart's logo, which is a starburst. That one-screen logo is called the **Walmart button**.

That row of buttons is called the **Navigation Bar** (or **System Bar**).

## See the Home screen

Tap the **Home button** (which is at the screen's bottom, in the System Bar, and is a circle).

That makes sure the device shows you the **Home screen**, which shows **icons** (little pictures) for many choices.

**Tablet** You typically see these 7 icons:

			Camera
			YT Music
Google folder	Google	Play Store	Photos
			Chrome

**Phone** You typically see these 10 icons:

Google	Duo	Moto	Photos	Play Store
Phone	Messages	Chrome	G Search	Camera

## See the Apps screen

Your device can run many **application programs (apps)**. Here's how to see a list of all the apps.

While you're looking at the Home screen, put your finger in the screen's middle and swipe up.

**Tablet** That makes the computer show you the **Apps screen**, which shows these 23 apps in alphabetical order:

Calculator	Calendar	Camera	Chrome	Clock
Contacts	Drive	Duo	Files	Gmail
Google	Grocery	Maps	Photos	Play Movies & TV
Play Store	Sam's Club	Settings	Sound Recorder	Vudu
Walmart	YouTube	YT Music		

If you want to return to the Home screen, tap the Home button (the circle in the Navigation Bar).

**Phone** That makes the computer show you the **Apps screen**, which shows these 30 apps in alphabetical order:

Calculator	Calendar	Camera	Chrome	Clock
Contacts	Docs	Drive	Duo	Facebook
Files	FM Radio	Gmail	Google	Maps
Messages	Moto	Moto Help	MotorolaNotific'n	News
Phone	Photos	Play Movies&TV	Play Music	Play Store
Settings	Sheets	Slides	Wallpapers	YouTube

(To see that bottom line, put your finger in the screen's middle and swipe up.) Above them, you see 5 extra icons, showing 5 apps you used recently. (If you haven't used any apps yet, you see these 5 icons: G Search, Files, Settings, Moto, and Phone.) If you want to return to the Home screen, tap the Home button (the circle on the System Bar).

## Blackout

If you don't touch the device awhile, the screen will go black, to save electricity and prevent your enemies from peeking at what you were doing.

**Tablet** The screen will go black after 1 minute.

**Phone** The screen will go black after 30 seconds.

If the screen's gone black, here's how to make it return to normal:

**Tablet** Press the Power button. Then put your finger on the screen's bottom edge and **swipe up** (slide your finger toward the screen's top edge).

**Phone** Press the Power button. Then put your finger on the lock and **swipe up** (slide your finger toward the screen's top edge).

If the screen is on and you want the screen to go black, you can use 3 methods:

**Wait method** Wait awhile, without touching the screen, until the screen goes automatically black.

**Tap method** Tap the Power button. That makes the screen go black immediately.

**Hold method** Hold down the Power button until you see a menu that includes "Power off". Tap "Power off".

The hold method is the only one that turns the device off *completely*, so it uses no electricity. The other methods just put the device into **sleep mode**, which means the device is consuming a little electricity while waiting for you to press the Power button again to reactivate the screen and resume your work where you left off.

You might get angry when the device automatically blackens so fast. Here's how to pick a longer time before blackening:

**Tablet** Go to the Apps screen. Tap "Settings" then "Display" (which you see after you swipe up) then "Screen timeout". You see these choices: 15 seconds, 30 seconds, 1 minute, 2 minutes, 5 minutes, 10 minutes, 30 minutes, never sleep. Tap how long you want instead of "1 minute". For example, tap "5 minutes" (which is the time I prefer).

**Phone** Go to the Apps screen. Tap "Settings" then "Display" then "Advanced" then "Sleep". You see these choices: never, 15 seconds, 30 seconds, 1 minute, 2 minutes, 5 minutes, 10 minutes, 30 minutes. Tap how long you want instead of "30 seconds". For example, tap "5 minutes" (which is the time I prefer).

## Calculator basics

To use the device's built-in calculator, tap "**Calculator**" (which is on the Apps screen).

**Tablet** You see these 32 keys:

7	8	9	÷	⊞	INV	RAD	%
4	5	6	x		sin	cos	tan
1	2	3	-		ln	log	√
0	.	=	+	=	π	e	^
					(	)	!

To compute 42+5, tap the calculator's 4 key, then tap 2, then +, then 5. The screen shows what you've typed (42+5).

If you make a mistake, tap the **Backspace key (⊞)**, which deletes your last tap.

Tap =. Then you see the answer (47), and the Backspace key temporarily becomes a **Clear key (C)**. **Tapping the Clear key erases the answer**, so you can start fresh on the next calculation.

**Phone** You see these 17 keys:

7	8	9	⊞
			÷
4	5	6	x
1	2	3	-
0	.	=	+

To compute 42+5, tap the calculator's 4 key, then tap 2, then +, then 5. The screen shows what you've typed (42+5).

If you make a mistake, tap the **Backspace key (⊞)**, which deletes your last tap.

Below your typing, you immediately see the answer (47). To hide your typing and see *just* the answer, tap =.

If you tapped =, the Backspace key temporarily becomes a **Clear key (C)**. **Tapping the Clear key erases the answer**, so you can start fresh on the next calculation. **You must tap the CLR key if the next calculation begins with a minus sign.**

## Calculator details

The calculator does operations in the order used by mathematicians & scientists. For example, if you type “2+3×4”, the calculator will assume you mean “2 plus three fours”, which is “2+12”, which is 14, so the calculator will say the answer is 14 (not 20). Here’s the rule: the calculator does multiplication & division before doing addition & subtraction.

**Tablet** The rightmost 3 columns of keys let you do advanced math.

To compute  $2^3$  (which means “2 times 2 times 2”), tap 2 then ^ then 3 then =. The screen will show the answer, 8.

Here’s how to compute “4!” (which is pronounced “4 factorial” and means “1 times 2 times 3 times 4”). Tap 4 then the “!” key so you’ve typed “4!”. When you tap =, the screen will show the answer, 24.

**Phone** To do advanced math, tap “<” (which is at the screen’s right edge). Then you see these 15 advanced keys:

INV	RAD	%
sin	cos	tan
ln	log	√
π	e	^
(	)	!

To make those advanced keys disappear (so you can see the basic keys again), tap “>” (which is near the screen’s left edge).

Here’s how to compute  $2^3$  (which means “2 times 2 times 2”). Tap 2 then the ^ key (which appears after you tap “<”) then 3 (which appears after you tap “>”), so you’ve typed “2^3”. The screen will show the answer, 8.

Here’s how to compute “4!” (which is pronounced “4 factorial” and means “1 times 2 times 3 times 4”). Tap 4 then the “!” key (which appears after you tap “<”), so you’ve typed “4!”. The screen will show the answer, 24.

**Be careful** When doing advanced math, be careful:

The log key assumes the base is 10, not e. (If you want the base to be e, tap the ln key instead.)

The trigonometry keys (sin, cos, and tan) normally assume angles are measured in degrees (not radians). To remind you of that, the screen’s top-left corner says DEG. If you want angles to be measured in radians, tap the RAD key; that makes the screen’s top-left corner say RAD. To switch back to degrees, tap the DEG key (which the RAD key became).

If you tap the INV key, 6 keys change to their inverses:

sin becomes  $\sin^{-1}$   
cos becomes  $\cos^{-1}$   
tan becomes  $\tan^{-1}$   
ln becomes  $e^x$   
log becomes  $10^x$   
√ becomes  $x^2$

If you tap the INV key again, those 6 keys return to normal.

**Return to Home** When you finish doing your calculations, tap the Home button, so you see the Home screen again.

## Calendar

To use the device’s built-in calendar, do this:

**Tablet** Tap the word “Calendar” (which is on the Apps screen and has an icon saying “31”). If the screen says “Google Calendar” (because you haven’t used the calendar before), put your finger in the screen’s middle, swipe left twice, then tap “Got it”.

**Phone** Tap the word “Calendar” (which is on the Apps screen and has an icon saying the current date).

To make sure the calendar is normal, do this:

If you don’t see a calendar for a whole month yet (because you were previously using the calendar for something else), tap “≡” (which is in the screen’s top-left corner) then “Month”.

If you see a calendar for a different month (because you were looking at a different month before), tap the Today icon. (It’s a box near the screen’s top-right corner and contains a blue dot.)

You see a calendar of the current month. Today’s date is in a blue circle.

To see the next month, put your finger in the screen’s middle and swipe left.

To see the previous month, put your finger in the screen’s middle and swipe right.

To return to the current month, tap the Today icon. (It’s a box near the screen’s top-right corner and contains a blue dot.)

When you finish using the calendar, tap the Home button, so you see the Home screen again.

## Using the Navigation Bar

Here are more details about using the Navigation Bar.

**Home** The Home button is a circle. If you tap it, you see a Home screen again.

**Back** Locate the Back button. It’s near the screen’s bottom-left corner and shows a triangle pointing back toward the left.

Tapping the Back button makes the device try to go back to the previous screen or menu. So if you regret your last tap, try tapping the Back button.

The Back button doesn’t work while you’re already seeing the Home screen.

**Recent Apps** The Navigation Bar’s rightmost button is the Recent Apps button (which looks like a square).

If you tap that button, the screen starts showing a list of apps you ran recently. (To see the rest of the list, put your finger in the screen’s middle and swipe to the right, repeatedly.) To run one of those apps again, tap its tile (miniature picture of itself).

You should shorten that list of recent apps. Shortening the list will consume less electricity & RAM and make the device run faster & more reliably.

To shorten that list of recent apps, do this:

Look at that list. Put your finger on a tile you want to remove from that list and swipe up. To remove all tiles from that list (and make the device run much better), keep swiping to the right until you see “CLEAR ALL”; tap “CLEAR ALL”.

**Walmart** Just on the tablet (not the phone), the Navigation Bar’s leftmost button is the Walmart button, which looks like a starburst (because that’s Walmart’s logo). If you tap it, you see these 4 apps about Walmart’s divisions:

Sam’s Club	Walmart	Grocery	Vudu
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## Quick Settings Bar

Put your finger at the screen's top edge and swipe down. Then you see the **Quick Settings Bar**.

**Tablet** The Quick Settings Bar is a row of 6 squares, whose names are:

Wi-Fi Bluetooth Do Not Disturb Auto-rotate Battery Saver Airplane mode

Each square contains an icon. Each square is **green (which means "on")** or **gray (which means "off")**.

When you first start using the tablet, Wi-Fi and Bluetooth are green ("on") and the other 4 are off. But you can change that, by tapping the square.

**Bluetooth** is a way to communicate wirelessly with a nearby device (such as a headphone or keyboard). Your tablet probably isn't using Bluetooth, so you should **turn off Bluetooth** (to save electricity), by making its circle gray.

You normally won't use **Do Not Disturb**, **Battery Saver**, and **Airplane mode**, so keep them off (gray).

**Auto-rotate** is fun and useful: try it! Turn it on! That makes the tablet notice whether you rotate the tablet. I recommend you keep Auto-rotate always on. To see how Auto-rotate is useful, try the following experiment.

Make the Auto-rotate square be green (by tapping it). If the Quick Settings Bar is still on the screen, make it disappear (by tapping the Back button).

Run the **Calculator** app (by tapping "Calculator", which is on the App screen).

**Rotate the tablet by doing this:** Lift the tablet's top edge off the desk, until the tablet is vertical instead of horizontal; then rotate the tablet clockwise, 90 degrees, so the tablet looks taller and not as wide. Then all writing on the screen rotates 90 degrees counterclockwise to compensate, so you can still read what's on the screen without turning your head.

When the tablet is taller than its width, you're in **portrait mode**; the **orientation** is portrait (and good for viewing a portrait of a person). In portrait mode, when you type a math expression (such as 2+3), the screen shows the answer (5) even before you tap the = key!

To return to normal (which is called **landscape mode**), lift the tablet's top edge off the desk again then rotate the tablet counterclockwise, 90 degrees. Then the tablet is wider than it is tall; you're in **landscape mode**; the **orientation** is landscape (and good for viewing a landscape painting or a typical video).

**Phone** The Quick Settings Bar is a row of 6 circles, whose names are:

Wi-Fi Bluetooth Do Not Disturb Flashlight Auto-rotate Battery Saver

Each circle contains an icon. Each circle is **green (which means "on")** or **gray (which means "off")**.

When you first start using the phone, Wi-Fi and Bluetooth are green ("on") and the other 4 are off. But you can change that, by tapping the circle.

For example, if you turn on the **Flashlight** (by tapping the Flashlight circle), the phone acts as a flashlight: it shines a bright light from the phone's backside, so you can walk through the woods at night. Try it: tap the Flashlight circle now! When you finish using the Flashlight, turn it off (by tapping that circle again), to save electricity.

**Bluetooth** is a way to communicate wirelessly with a nearby device (such as a headphone or keyboard). Your phone probably isn't using Bluetooth, so you should **turn off Bluetooth** (to save electricity), by making its circle gray.

You normally won't use **Do Not Disturb** and **Battery Saver**, so keep them off (gray).

**Auto-rotate** is fun and useful: try it! Turn it on! That makes the phone notice whether you rotate the phone. I recommend you keep Auto-rotate always on. To see how Auto-rotate is useful, try the following experiment.

Make the Auto-rotate circle be green (by tapping it). If the Quick Settings Bar is still on the screen, make it disappear (by tapping the Back button).

Run the **Calculator** app (by tapping "Calculator", which is on the App screen).

**Rotate the phone by doing this:** lift the phone's top edge off the desk, until the phone is vertical instead of horizontal; then rotate the phone clockwise, 90 degrees, so the phone looks wider and not as tall. Then the home button (the tiny circle on the screen) is at the left instead of the bottom. All writing on the screen rotates 90 degrees counterclockwise to compensate, so you can still read what's on the screen without turning your head.

When the phone is wider than its height, you're in **landscape mode**; the **orientation** is landscape (and good for viewing a landscape painting or a typical video). In landscape mode, the screen shows more calculator keys: you see the basic keys but also the advanced keys, all simultaneously!

To return to normal (which is called **portrait mode**), lift the phone's top edge off the desk again then rotate the phone counterclockwise, 90 degrees. Then the phone is taller than it is wide; you're in **portrait mode**; the **orientation** is portrait (and good for viewing a portrait of a person).

If you turn the feature off, the screen stays in portrait mode.

**Finish** When you finish playing with the Quick Settings Bar, make it disappear, by tapping the Back button (the triangle at the screen's bottom).

## Quick Setting Panel

If you put your finger in the middle of the Quick Settings Bar and swipe down, here's what happens.

**Tablet** You see the full **Quick Settings Panel**, which includes these 7 squares instead:

Wi-Fi Bluetooth Do Not Disturb  
Auto-rotate Battery Saver Airplane mode  
Screen Cast

Each square is gray or green. **If the square is gray, the feature is OFF; if the square is green, the feature is ON.** For normal use, I recommend you make Wi-Fi and Auto-rotate on (green) and the other 5 off (gray).

**Phone** You see the full **Quick Settings Panel**, which includes these 9 circles instead:

Wi-Fi Bluetooth Do Not Disturb  
Flashlight Auto-rotate Battery Saver  
Mobile data Airplane mode Night Light

Each circle is gray or green. **If the circle is gray, the feature is OFF; if the circle is green, the feature is ON.** For normal use, I recommend you make Wi-Fi and Auto-rotate on (green) and the other 5 off (gray).

If you put your finger in the middle of that group of circles and swipe left, you temporarily see these 3 circles instead:

System update Cast Data Saver

Normally, "System update" is turned on; "Cast" and "Data Saver" are turned off. To return to seeing the normal 9, swipe right.

**Slider** Above the Quick Settings Panel, you see a **slider** with a green circle. If you drag that green circle toward the right, the screen gets brighter; if you drag toward the left, the screen gets dimmer. Normal is somewhere in the middle.

**Finish** When you finish playing with the Quick Settings panel, make it disappear by tapping the Back button once or twice.

# Phone calls (just on phone)

(If you have a tablet, skip to the next topic, “Cameras”.)

If this is the first time the phone is being used to make phone calls, make sure the phone was set up properly by the salesperson — or get help from me.

## Make a phone call

To make a phone call, start the Phone app by using one of these methods:

**Home-screen method** Go to the Home screen (by tapping the Home button), then tap the Phone icon (which is at the screen’s bottom-left corner).

**Apps-screen method** While you’re looking at the Apps screen, tap “Phone”.

You should see this **keypad**:

1 Voicemail	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
*	0 +	#

(If you don’t see that keypad yet, make it appear by tapping the **Show Keypad button**, which is a blue circle near the screen’s bottom-right corner.)

On the keypad, tap the phone number you want to call. To experiment, call another number in your home, or call a friend’s number, or call me at 603-666-6644.

If you’ve never used a cell phone before, surprise! All U.S. cell phones let you take these shortcuts:

You don’t have to tap 1 first.

If the number you’re calling has the same area code as your phone, you don’t have to tap the area code.

If you make a mistake, erase it by tapping the **Backspace key** (which is at the screen’s right edge and shows ☒).

When you finish tapping the number, tap the **Phone key** (which is at the screen’s bottom, above the Home button, green, and shows ☎).

Put the phone near your cheek, so the phone’s top is near your ear and the phone’s bottom is near your mouth.

The **earpiece** (speaker) is a slit in the phone’s front, in the top edge. Put it next to your ear.

The **main microphone** is tiny hole in the phone’s bottom edge, to the right of the USB cable. Put it next to your mouth.

When the phone realizes it’s next to your cheek, the screen goes black, so your cheek can’t accidentally tap an icon.

Then chat!

To finish chatting, move the phone away from your cheek. The screen lights up again. Tap the **End Call button** (the red circle, which shows ☎). The call ends.

## Recent calls

To see a list of recent phone calls, tap “Recents” (which is near the screen’s bottom). You see the phone numbers of recent calls.

Calls **you made** show a gray arrow pointing **up**.

Calls **you received** show a gray arrow pointing **down**.

Calls **you missed** show a **red arrow bouncing** (pointing down then up).

If several similar calls came in a row, you see just the last one.

If you want to call one of the list’s numbers again, tap the phone icon (☎) that’s to the right of that number.

When you finish looking at the recent calls, make the screen return to normal by tapping the **Show Keypad button** (the blue circle at the screen’s bottom-right corner).

While you’re tapping a number on the keypad, the computer shows a phone number (from the recent calls) that begins with what you’ve tapped. If that’s the phone number you want, tap the phone icon (☎) that’s to the right of that number.

## Answer a phone call

If somebody calls you, here’s what happens.

*If the phone’s been on (and normal) or sleeping*, the phone suddenly plays music and shows the phone number. If you see the word “ANSWER”, tap it; if you don’t see that word, accept the call by swiping the green Phone icon (☎). Put the phone next to your cheek. Chat. Then tap the End Call button (the red circle, which shows ☎). The call ends.

*If the phone’s been totally off* (so the screen is entirely black and the phone is using no electricity) *or you reject the call* (by tapping “DECLINE” or swiping the red Phone icon) *or your phone is busy trying to connect to a different phone number*, Verizon sends the caller to the voicemail system.

*If you’re in the middle of a previous phone call*, the phone does this **call-waiting procedure**: the phone beeps twice and shows the phone number. Tell the previous person, “Excuse me a moment”. Swipe the green Phone icon and chat with the second person briefly (while the previous person is on hold). The phone shows both callers; you can swap back and forth between the 2 calls by tapping them; you can combine them into a 3-way call (so everybody hears everybody) by tapping “Merge”. To end a call completely, tap the End Call button (the red circle, which shows ☎); then finish chatting with the other caller and tap the End Call button again.

## Voicemail system

If Verizon sends the caller to the voicemail system, here’s what happens.

If you haven’t set up the voicemail system yet, Verizon’s female robot tells the caller:

“I’m sorry. The person you are trying to reach has a voice mailbox that has not been set up yet. Please try your call again later. Good-bye.”

I’ll explain how to set up the normal voicemail system, but first read this **warning**:

Verizon will repeatedly offer to set up *Visual Voice Mail*, which is fancier than normal voicemail (because it lets you read instead of hear voicemails). If you’re a typical person, **decline those offers**; otherwise, you’ll be charged an extra \$2.99 per month, or more! Verizon often neglects to mention that surcharge and will screw you.

Here’s how to set up normal voicemail:

Rest your finger on the keypad’s “1” key awhile. (Resting your finger on a key is called **touch & hold**.) Then the screen says “Voicemail”. Take your finger off the “1” key. Verizon’s female robot will talk to you. Tap “Keypad” (so you see the numeric keypad again), then follow her instructions: tap the numbers and say the phrases she asks for.

After you’ve set up the voicemail system, Verizon’s female robot tells any unanswered caller your message and lets the caller leave a voicemail message for you.

To hear the voicemails that callers sent you, choose one of these methods:

**Rest method** Rest your finger in the keypad's "1" key awhile.

**Music method** If your phone's been completely off, here's what happens when you turn the phone back on and unlock it. The phone plays music briefly. (The music means you have a "notification".) The screen's top-left corner shows a picture of a cassette tape (which means you have a voicemail). Put your finger on the tape and swipe down. Tap "Voice Mail Activities Received".

Then the screen says "Voicemail". Verizon's female robot will say "Please enter your password, then press pound".

Type the passcode you invented (but you do *not* need to tap the "#" key afterwards). Then follow the rest of her instructions.

## Name your callers

Try this experiment.

In your list of recent calls, if one of the calls involves a person you plan to call again, teach the phone that person's name. Here's how.

Tap that person's phone number. Tap "Add contact".

Tap "First name". You see a typewriter keyboard. On that keyboard, type the person's first name.

**The typewriter keyboard uses tricks:**

The phone **automatically capitalizes** the first letter of each word or name.

If you make a mistake, tap the **Backspace key** (which is .

To type an **accented letter** (such as é), press down on the letter's key awhile, until you see accents nearby; then **drag** (slide your finger) to the accent you want.

Tap "Last name". Type the person's last name.

When you finish typing, tap "Save" (which near the screen's top-right corner). Then tap the Home button.

In the future, to call that number, you can use 2 methods.

Here's the **contact-list method**:

Tap the Phone icon (which is on the Home screen) then "Contacts".

You see the **contacts list**, which is an alphabetical list of people (and Verizon services, which begin with "#"). To see the whole list, scroll down (by putting your finger in the screen's middle and flicking up).

Tap the person you wish to call. Tap "Call".

Here's the **type-name method**:

While looking at the phone keypad (as if you were going to tap a phone number), start typing the person's name instead. (For example, to type the letter A, tap the key having the letter A; that key also has the letters B and C and the number 2.)

The screen will show a person that matches what you've typed so far. If that's not the person you want, type more of the person's name.

When the screen finally shows the correct name of the person you want to call, tap that name then the **Phone key** (which is at the screen's bottom, above the Home button, and shows .

Here's the **voice method**:

While looking at the phone keypad (as if you were going to tap a phone number), tap the screen's bottom-left corner.

Across the screen's bottom, you should see a blue bar. (If instead the screen says "Complete action", tap "S Voice" then "OK" then "ALLOW" then "NEXT" then "I agree" then "NEXT" then "LATER" then tap the screen's bottom-left corner again.)

Using your voice, *immediately* say the word "call" then the name of the person you want to call. (If you're too late, you see a picture of a microphone; tap the microphone to continue.)

The phone's female robot voice will say she'll make the phone call for you (if she understands your voice).

After a 3-second delay, she'll make the phone call (unless you tap "CANCEL").

## Speakerphone

While you're chatting on the phone, try this experiment:

Instead of putting the phone next to your cheek, put the phone on your desk then tap "Speaker", so you see a gray circle.

That makes the volume very loud, so you can hear the other person clearly — and so can any friends sitting next to you. It also makes the microphone very sensitive, so the person you're calling can hear what your friends say.

## Volume button

Find the **Volume button**. It's the *long* button that sticks out of the phone's right edge.

If you press the Volume button's top part (the part closest to the phone's top edge), you increase the volume.

If you press the Volume button's bottom part (the part farthest from the phone's top edge), you decrease the volume.

If you press the Volume button when you're in the middle of a phone call, you affect how you hear the other person's voice.

If you press the Volume button when you're *not* in the middle of a phone call, you affect the volume of the **ringtone** (the music that alerts you a call is coming in). If you decrease the volume all the way, the ringtone will be mute; if you decrease the volume *almost* all the way, the phone will vibrate instead of play music.

If you tap the Volume button while the ringtone is playing, the phone assumes you don't like the ringtone, so the phone mutes the ringtone temporarily (just for this particular call).

For most purposes, I recommend leaving all volumes on the highest setting.

## 3-way call

Here's how to phone 2 friends at the same time, so all 3 of you can hear each other and have a group conference:

Phone the first friend. Say "Wait a moment while I set up a 3-way call." Tap "ADD CALL". Phone the second friend. When the second friend answers, tap "Merge". Enjoy your 3-way call! When you finish chatting, tap the End Call button (the red circle, which shows .

## Speed dial

Here's how to give a person a special digit, so you can phone that person by pressing just that digit:

Tap "MORE" (which is near the screen's top-right corner) then "Speed dial".

Which digit do you want to give that person? Tap a digit from 2 to 9. (Don't tap 1, which is assigned to voicemail. Don't tap a number bigger than 9, since big numbers are awkward to use.)

You see the contacts list. Find the person you want to give the digit to. Tap that person.

Then to phone that person, do this: using the Phone app's keypad, put your finger on that digit awhile, until that person's name appears at the screen's top.

## Send a text message

To send a text message, start the Messages app by using one of these methods:

**Home-screen method** While you're looking at the Home screen, tap the Messages icon. It's a blue circle at the screen's bottom, next to the Phone icon.

**Apps-screen method** While you're looking at the Apps screen, tap "Messages".

If the screen says to finish setting up "chat", do so (by typing your phone number then tapping "Done").

**Make sure the screen's top says "Messages"**. If you don't see that yet, make it appear by tapping the "←" at the screen's top-left corner.

The person who'll get your message is called the **recipient**. **Say who the recipient is**, by using one of these methods:

**Type-the-number method** Tap "Start chat". Tap the dots that are to the right of "Type a name, phone number, or email". You see a numeric keypad. Type the recipient's phone number. At the end of your typing, press the Enter key (which is greenish blue and has a check mark in it).

**Choose-the-person method** Tap "Start chat". Put your finger in the screen's middle, above the keyboard, and swipe up. You see a list of people (or phone numbers) you previously communicated with (by text messaging or phone calls). To see the whole list, scroll down (by swiping up). If you want one of those people to be the recipient of your new message, tap that person.

**Type-the-name method** Tap "Start chat". Start typing the recipient's name. You'll see a list of names (from your contact list) that match what you've typed so far. When you see the name you want, tap it

**Phone-app method** Start the Phone app (instead of the Messages app). Tap "Recents" (which shows a list of recent phone calls) or "Contacts" (which shows a list of people you named). Scroll down until you find the person (or phone number) you want to send the message to. Tap that person then "Message".

Then type the text message you want to send.

For best results, keep the message short (no longer than 160 characters), so your phone will send the message by the **Short Message Service (SMS)**. If the message is longer, your phone will send the message by **concatenated SMS** or the **Multimedia Messaging Service (MMS)**; those methods are slower and less reliable than SMS.

**Send** Tap the **Send button** (which is at the screen's right edge, to the right of the last word you typed, and looks like a paper airplane pointing to the right).

If all goes well, the screen will show your message in a blue box and show the time it was sent (such as "9:14 PM").

If you want to send another message to the same person, type it then tap the Send button again.

## Receive a text message

If somebody sends you a text message, here's what happens.

While the phone is turned on (or sleeping), it occasionally asks Verizon Wireless whether anybody has tried to send the phone any messages. If it detects a message, here's what happens.

The phone suddenly gives you 2 quick whistles and vibrates. The screen's top edge briefly flashes the sender's name (or phone number) and the message's first few words.

Run the Messages app. You see a list of messages that came in. Tap the message that interests you. Then you see more details about messages from that person.

Messages received are at the left, in gray boxes.  
Messages you sent are at the right, in blue boxes.

(The boxes have rounded corners, so they almost look like ovals.)

If you want to **reply**, do this:

Tap "Text message". Type your reply. Tap the Send button (the paper airplane pointing to the right).

## Fancy texting

When sending a text message, you can include the following goodies, but be aware that these goodies will make your message ineligible for SMS and force your phone to use MMS (which is slower and less reliable than SMS).

**Many emoji** Here's how to type an **emoji** (emotional symbol, such as a smiley face).

Tap "😊" (which is to the right of your typing). You start seeing some emoji. You typically see 40 at a time.

To see more emoji, put your finger in the middle of the 40 and swipe *up*.  
To see again the emoji you saw before, do the opposite (swipe *down*).

The emoji are organized into **9 categories**:

smileys (& emotions), people, animals (& nature), food (& beverage), travel (& places), activities (& events), objects, symbols, flags

When you see an emoji you like, tap it. That copies the emoji into your text. To put *several* emoji into your document, tap them.

When you finish typing emoji, tap in the box where your typing appears. Then you see the keyboard again, so you can type words and numbers again.

**Suggested word** If you start typing a word, the screen will show, below your typing, 3 words you might be trying to type. If you like one of the suggestions, tap it, and the phone will type that word for you.

## Dictation

Instead of typing on the keyboard, you can dictate the message by speaking into the microphone. Here's how.

Tap the microphone icon (picture of a microphone), which is above the keyboard's "0".

The microphone icon turns blue-green, and you see "Speak now". Speak the English words you want the phone to type. You see "Listening".

Speak clearly, like a newscaster on American TV. (Foreign accents confuse it.)

The phone will analyze your speech and figure out how to type it in English. The phone will type the words soon after you say them.

Don't make a long pause. If you pause for more than 10 seconds, the microphone icon stops being blue-green.

**Punctuation** At the end of each sentence, you should probably say "period" (or "question mark", "exclamation point", or "exclamation mark"). The phone also understands "comma", "colon", "semicolon", "dash", and "quotation mark". Say them *immediately* after the preceding word, without pause. If you prefer, do this instead: tap the period key, comma key, or Enter key (which are near the screen's bottom), but then you must tap the blue microphone icon again.

**Short paragraphs** Keep your paragraphs short. Long paragraphs confuse it.

**Finish** When you finish talking, tap the microphone icon, so it stops being blue-green.

If the dictation system made a typing mistake, edit it.

## Cameras

Near the device's top edge are some **holes**. 2 of them are the device's **cameras**. They work best when you lift the device off your desk and hold it in front of your face, so the screen faces you, like a mirror.

The **front camera** (which is also called the **front-facing camera** and the **selfie camera**) is a small hole between the screen and the device's top edge. It can take pictures of you while you face the screen, so it acts like a "mirror with a memory". Its resolution is 5 megapixels.

The **back camera** (which is also called the **rear-facing camera** and the **main camera**) is a big hole on the device's backside, near the top edge and the Volume button. Instead of taking pictures of *you*, it takes pictures of *what your eye sees*, when the device is off your desk and near your eye. Its resolution is 5 megapixels on the tablet, 13 megapixels on the phone, so the phone's back camera can take better pictures.

## Start

Here's how to start using the Camera app.

**Tablet** Choose one of these methods:

**Apps-screen method** On the Apps screen, tap "Camera".

**Home-screen method** On the Home screen, tap the Camera icon (which is yellow and near the top-right corner).

The first time you use the Camera app, it asks questions. Tap "ALLOW", like this:

For "Allow Camera to take pictures and record video?" tap "ALLOW".

For "Allow Camera to access this device's location?" tap "ALLOW ONLY WHILE USING THE APP".

For "Allow Camera to access photos and media on your device?" tap "ALLOW".

For "Allow Camera to record audio?" tap "ALLOW".

Pick up the tablet and put it in front of your face, as if the tablet were a mirror. For your first experiment, keep the tablet upright, not tilted (so it's in landscape mode, wider than tall).

**Phone** Choose one of these methods:

**Apps-screen method** On the Apps screen, tap "Camera".

**Home-screen method** On the Home screen, tap the Camera icon (which is near the bottom-right corner).

**Lock-screen method** Put your finger on the Lock screen's bottom-right corner (which shows a picture of a camera) and swipe up.

If the phone asks "Allow Camera to access this device's location?" tap "ALLOW". If the phone says "Swipe right," tap "OK" then the Camera icon.

Pick up the phone and put it in front of your face, as if the phone were a mirror. For your first experiment, keep the phone upright, not tilted (so it's in portrait mode, taller than wide).

## Unblock

If the screen is dark, it's probably because your hand or desk is blocking the camera's lens.

## Switch cameras

The device assumes you want to use the back camera.

If you want to use the front camera instead, tap the **Switch Camera button**, which shows **2 arrows** on a picture of a camera.

**Tablet** That button is near the screen's top-right corner.

**Phone** That button is near the screen's bottom-left corner.

Tap that button again if you want to switch back (to the back camera).

## Zoom

You can zoom in by doing this:

Put 2 fingers on the screen then **stretch** (slide your fingers apart).

**Zooming in makes the camera act as a magnifying glass!**

To zoom back out, put 2 fingers in the screen's middle then **pinch** (slide your fingers together).

## Create a photo

To create a simple photo, do this:

**Tablet** At the screen's right edge, make sure you see the **Photo Shot** button (a BIG white circle that looks like a camera lens). If you see the Movie Shot button instead, tap "Picture" (which makes the Photo Shot button appear). When you're ready to take your shot, tap the Photo Shot button. That tap makes the camera snap the photo. If you want to take another shot, tap the Photo Shot button again.

**Phone** When you're ready to take your shot, tap the **Capture button** (the BIG white circle near the screen's bottom). That tap makes the camera snap the photo. If you want to take another shot, tap the Capture button again.

## View photos

To see the most recent shot you made, do this:

**Tablet** Tap the *small* circle at the screen's right edge.

**Phone** Tap the BIG square near the screen's bottom-right corner.

To see earlier shots, put your finger in the screen's middle and keep flicking toward the left. To return to newer shots, flick to the right.

To enlarge a photo slightly, double-tap it. To enlarge it even more, put 2 fingers where you want to zoom in, then **stretch** (slide your fingers apart). To return to normal size, put 2 fingers near the photo's middle then **pinch** your fingers together.

To delete the shot you're looking at, do this:

**Tablet** Tap the trash can (which is at the screen's bottom-right corner) then "Move to trash".

**Phone** Tap the trash can (which is near the screen's bottom-right corner).

To return to making new photos, tap the Back button (which is at the screen's bottom and shows a triangle pointing back toward the left).

## Create a movie

To create a movie, do this:

**Tablet** Tap "Video" (which is near the screen's right edge). That makes you see the **Movie Shot** button (which looks like a white movie camera). When you're ready to record your movie, tap the Movie Shot button. That tap makes the camera start recording the movie (with sound), and the white movie camera becomes a white square. To stop recording (end the movie), tap the white square.

**Phone** Tap the Movie Camera icon (which is near the big white circle's top right). That makes the Capture button (the big white circle) turn red. When you're ready to record your movie, tap that big red circle. That tap makes the camera start recording the movie (with sound), and the red circle becomes a red square. To stop recording (end the movie), tap the red square.

## View movies

To watch the movie you just made, do this:

**Tablet** Tap the small circle at the screen's right edge. You see the movie's first frame.

**Phone** Tap the big square (near the screen's bottom-right corner), which has a triangle in it.

You see the movie's first frame. In the frame's middle, you see a white triangle. To watch the whole movie, tap the triangle.

The movie will play. When it finishes, it will automatically repeat, again and again, forever, or until you do this:

Tap the screen's middle. Then tap the II (which is in the frame's middle, where the triangle was).

To raise a movie's volume (so you can hear the movie's sounds better), press the **Volume button** (which sticks out of the device's right side) at the end closest to the device's top edge.

While you're watching a movie, you can delete it by doing this:

**Tablet** Tap near the screen's middle (but not a triangle) then tap the trash can (which is at the screen's bottom-right corner) then "Move to trash".

**Phone** Tap near the screen's middle (but not a triangle) then tap the trash can (which is near the screen's bottom-right corner).

To see earlier movies (and photos), keep flicking to the left. To return to newer movies, flick to the right.

To return to recording new movies or photos, keep flicking to the right until you see the photo-or-video making screen again.

**Tablet** If you want to make another movie, tap the Movie Shot button again. If you want to make a photo, tap "Picture" then the Photo Shot button.

**Phone** If you want to make another movie, tap the Movie Camera icon again. If you want to make a photo, tap the Photo icon instead (which is left of the Movie Camera icon).

## Return to Home

When you finish playing with cameras and your shots, tap the Home button, so you see the Home screen again.

## Photos app

To see a list of all the photos & movies you created, do this:

**Tablet** Tap "Photos" (which is on the Apps screen) or the Photos icon (which is on the Home screen's right edge and looks like a 4-color fan). Tap the photo or movie you want to see. When you finish viewing it, swipe to the left (to see older photos & movies) or swipe to the right (to see newer photos & movies) or tap the screen's middle (to make the Navigation Bar reappear at the screen's bottom).

**Phone** Tap "Photos" (which is on the Home screen and Apps screen). Tap the photo or movie you want to see.

## Tilt

If you tilt the device, you can create a tilted photo or video.

**Tablet** For example, you can record a portrait (tall) instead of a landscape (wide). That works even if Auto-rotate is turned off.

**Phone** For example, you can record a landscape (wide) instead of a portrait (tall). That works even if Auto-rotate is turned off.

While the device is tilted, the icon positions are tilted also, of course. For example, the Home button is at the phone's side instead of at the bottom.

## Screenshot

Here's how to make & save a photo (take a shot) of whatever's on the screen at the moment.

Hold down the Power button until you see a menu that includes "Screenshot". Tap "Screenshot".

The device will take a photo of your screen's appearance.

**Tablet** Doing that makes you hear a musical tone and see a smaller picture of your screen. The tablet will put the photo into your Photos list. To view the Photos list, tap "Photos" (on the Apps screen) or the Photos icon (on the Home screen's right edge and looks like a 4-color fan).

**Phone** Doing that makes you hear a click and see a smaller picture of your screen. Tap "Save" (which is in the screen's top-right corner). The phone will put the photo into your Photos list. To view the Photos list, tap "Photos" (which is on the Home screen and the Apps screen).

# Internet

Your device can access the Internet.

## Web

To access the Web, run **Chrome** (the Web browser invented by Google), by using one of these methods:

**Apps-screen method** On the Apps screen, tap "Chrome".

**Home-screen method** On the Home screen, tap the Chrome icon (the multicolored circle near the screen's bottom).

If the screen says "Welcome to Chrome", tap "Accept & continue" and then, for the moment, tap "No thanks".

**Go to a Web page** Under the word "Google" you see a wide gray box that contains some text (such as "Search or type web address"). Tap that text. A keyboard appears.

Using the keyboard, type the Web address you want to visit. For example, if you want to visit [www.yahoo.com](http://www.yahoo.com), type:

[www.yahoo.com](http://www.yahoo.com)

The "www." is optional. Just on the tablet, you can type the ".com" quickly by tapping the ".com" key.

At the end of your typing, tap the **Enter key**, which is also called the **Go key**.

**Tablet** That key is blue, at the keyboard's right edge, and shows a right-arrow.

**Phone** That key is greenish blue, at the keyboard's bottom-right corner, and shows a right-arrow.

To switch to a different Web page, repeat that procedure: tap in the gray box (which has now moved to the screen's top and shows what you typed), then type the new Web address you want to visit, such as:

[www.cnn.com](http://www.cnn.com)

If you want to type a number, you can use 2 methods:

**Tap method** Tap the "?123" button (at the keyboard's bottom-left corner). You see numbers. Type the number you want. To return to typing letters, tap the "ABC" button (at the keyboard's bottom-left corner).

**Hold method** On the keyboard's top row, you see tiny numbers. Put your finger on the number you want. Keep your finger there awhile (that's called "press and hold"), until the number appears bigger (and in a blue box). Then remove your finger from the device.

**Flick up** If a Web page is too tall to fit on the screen, here's how to see the page's bottom. Put your finger in the screen's middle, then **slide** up (or, to move faster, **flick** your finger up, as if you were flicking an insect off your screen). To return to the Web page's top, **slide** down or **flick** your finger down.

**Magnify** To magnify the Web page (so you can read it more easily), you can try this technique:

**Zoom in** (by putting 2 fingers in the screen's middle, then spreading them apart). To make the writing return to its normal size, **zoom out** (by putting 2 fingers in the screen's middle, then pinching them together).

Just on the phone, you can also try this technique:

Switch to landscape mode. (But in landscape mode, you see just the Web page's top part, until you swipe to see the rest; so you'll probably prefer portrait mode.)

Those techniques work on some Web pages but not others. They work *usually*. For example, they usually work on [cnn.com](http://cnn.com) but not [yahoo.com](http://yahoo.com).

**Back** After viewing several Web pages, you can go back to the previous Web page by tapping the Back button (the triangle at the screen's bottom).

**Return to Home** When you finish using the Web, tap the Home button (at the screen's bottom), so you see the Home screen again.

## YouTube

To get a version of YouTube, customized for display on the Android screen, do this:

**Tablet** Tap "You Tube", which is on the Apps screen's bottom line.

**Phone** Tap "YouTube". (It's on the Apps screen's bottom line. To see that line, put your finger in the Apps screen's middle and swipe up.)

### **Go to YouTube's home** Stop any video in progress:

If a video in progress consumes the whole screen (because you're in landscape mode), rotate the screen 90 degrees (with auto-rotate turned on), so the video consumes just the screen's *top* part.

Next, if the screen's top part shows a video in progress, tap the Back button (the triangle near the screen's bottom-left corner), so the video consumes just the screen's *bottom* part.

Next, if the screen's bottom part shows a video in progress, make it disappear by tapping the video's X (which is at the screen's right edge, near the bottom edge).

At the screen's bottom-left corner, you see "Home" and a house. Make sure they're red. (If they're black, make them turn red by tapping there.)

**Discover a video** Tap the magnifying glass (at the screen's top).

A keyboard appears. Using the keyboard, type what you want to search for. You can type a light-hearted topic or a heavy topic (such as an advanced math topic). At the end of your typing, tap the **Enter key**.

**Tablet** That key is blue, at the keyboard's right edge, and shows a magnifying glass.

**Phone** That key is greenish blue, at the keyboard's bottom-right corner, and shows a magnifying glass.

You start seeing a list of videos that resemble your request. (To see the rest of the list, put your finger in the screen's middle and swipe up.) Tap the video you want.

To return to the previous screenful, tap a Back button (the left-pointing triangle at the screen's bottom or the left-arrow at the screen's top-left corner).

**Play a video** When you find a video you like, tap it. Then the video starts playing, usually preceded by an ad. (If you see "Skip ads", tap that.)

Enjoy the show!

**Adjust the volume** Find the **Volume button**. It's the longest black button sticking out of the phone's right edge, near the Power button.

While the video plays, increase the volume by pressing the Volume button's top; decrease the volume by pressing the Volume button's bottom.

**Enlarge the video** To make the video look bigger, switch to landscape mode.

**Ending** If you want to switch back to the previous screen (because the video has ended or you're tired of watching it), tap the System Bar's Back button. To return to the Home screen, tap the Home button. (To make those buttons appear, go to portrait mode.)

If the video continues playing afterwards (at the screen's bottom), stop it by tapping the X (near the screen's bottom-right corner).

## Gmail

To send and receive email messages on your device, use Google's email system (called **Gmail**). To use Gmail, tap "Gmail" (which is on the Apps screen).

**Phone** If the screen says "Google Meet, now in Gmail", tap "Got it".

**Setup** If your device hasn't been set up properly for email yet, here's what happens.

The device says "New in Gmail". Tap "GOT IT".

Tap "Add an email address". The device says "Set up email".

What email address have you been using on your other devices?

If it ends in "@gmail", do this:

Tap "Google" then "Email".

Type the **email address** you've been using on your other computers (such as "TrickyLiving"). At the end of typing the address, tap "Next".

Type your Gmail **password**. At the end of typing the password, tap "Next".

**Tablet** Tap "I agree" then "More" then "Accept" then "TAKE ME TO GMAIL".

**Phone** For now, tap "Skip" (which you see on the bottom line after you swipe up). Tap "I agree" then "Accept" then "TAKE ME TO GMAIL".

If it doesn't end in "@gmail", do this:

Tap "Personal" then "NEXT".

Type the **email address** you've been using on your other computers (such as "SecretGuide@comcast.net"). At the end of typing the address, tap the Enter key (which has a white checkmark in a green circle).

Type the **password** that you registered with your email provider. (To type a number, tap the "?123" then the number then the "ABC" key.) At the end of typing the password, tap "NEXT", 3 times.

Tap "TAKE ME TO GMAIL".

If you want to invent a new "@gmail" account, do this:

Tap "Google" then "NEXT" then "create a new account".

Type your first name. (The phone will automatically capitalize the first letter.) At the end of typing the first name, tap the Enter key (which has "↵" in a green circle).

Type your last name. (The first letter is capitalized automatically.) Tap the Enter key (green circle).

Tap the bottom "Phone number". Type your cellphone number (just the digits, including area code). Tap the Enter key (green circle) then "VERIFY".

On your cellphone, read the text message from "22000", which says your Google verification code. On your phone, tap "Enter code" then type your Google verification code then tap the Enter key.

When were you born? Tap "Month" then your birth month (such as "May"). Tap "Day" then type your birthday (such as "24"). Tap "Year" then type your birth year (such as "1947").

Tap "Gender" then your gender (such as "Male"). Tap "NEXT".

What email address do you want for yourself? Invent it. The phone has already typed "@gmail"; to the left of "@gmail", type what you want. (For example, I typed "TrickyLiving".) Your typing can include small letters, capital letters, and numbers, but not blank spaces. (If you want to type a number, tap the "?123" key then then number then the "ABC" key.) At the end of your typing, tap the Enter key (the green circle). If the phone says "That username is taken", type a different username instead then tap the Enter key again.

Invent a password (at least 8 characters). Type it then tap the Enter key. Type the password again; at the end of your typing, tap "NEXT" twice then "VERIFY". On your cellphone, read the text message from "22000", which says your Google verification code. On your phone, tap "Enter code" then type your Google verification code then tap the Enter key.

Tap the "I AGREE" that's at the screen's bottom-right corner then "NEXT" then "NEXT" again.

If the screen says "Try Gmailify", for now tap "NO THANKS".

**Read** Look at the screen's top-left corner. Make sure it says "PRIMARY".

**Tablet** If that corner doesn't say "PRIMARY" yet, put your finger in the screen's left half and swipe down, until you see "PRIMARY".

**Phone** If that corner has a left arrow instead, tap it or the Navigation Bar's Back button, then put your finger in the screen's middle and swipe down, until you see "PRIMARY".

Then you see a list of messages that came in.

**Tablet** That list is under the word "PRIMARY" and it the screen's left half.

**To read a message**, tap the message's name. Then you see the message's details.

**Tablet** The message's details are near the screen's right edge.

**Phone** Above the message's details, you might also see previous messages with that person. When you finish reading the message, tap the Navigation Bar's Back button. Then you see the list of messages again.

In the list of messages, each message you've read has a headline that's gray; each message you haven't read has a headline that's black & bold.

**To double-check whether any new messages came in** during the last few minutes, do this:

While you look at the list of messages that came in, put your finger in the screen's middle and swipe down.

**Write** Here's how **to write an email message** to a friend.

**Tablet** Tap the "+" (which is near the screen's bottom).

**Phone** Tap "Compose" (which is at the screen's bottom-right corner). If the screen says "Smart Compose", tap "Got it".

A keyboard appears. The screen says "To". Using the keyboard, type your friend's email address (or, to experiment, send a message to yourself by typing your own email address). At the end of your typing, tap the Enter key.

**Tablet** That key is blue, at the keyboard's right edge, and shows a checkmark.

**Phone** That key is greenish blue, at the keyboard's bottom-right corner, and shows a checkmark.

Tap "Subject". Invent a subject for your message. Type it.

Tap "Compose email".

Type the message. (If you want to type a symbol instead of a letter, tap the "?123" key then the symbol then the "ABC" key.) At the end of each paragraph, twice tap the Enter key.

**Tablet** That key is the blue box containing "↵".

**Phone** That key is the greenish-blue containing "↵".

When you've finished typing the whole message, tap the **Send button** (which is near the screen's top-right corner and looks like a blue paper airplane). The device will send the message to your friend.

**Dictate** (If you have a tablet, skip to the next topic, "Maps", because the tablet's circuitry is too slow to handle dictation well.)

Instead of typing on the keyboard, you can dictate the document by speaking into the microphone. Here's how.

Look at the screen's right edge, above the keyboard. You see a picture of a microphone; tap it.

The microphone gets surrounded by a greenish-blue box. If you tap that box, it disappears, so you see just the microphone. If you tap there again, you see the greenish-blue box again.

**While you see the greenish-blue box, speak the English words** you want the device to type. Speak clearly, like a newscaster on American TV. (Foreign accents confuse it.) Your phone will analyze your speech and figure out how to type it in English. The phone will type the words after you say them (and after a delay).

**At the end of each sentence, say "period" or "question mark" or "exclamation mark" or "exclamation point".** The phone also understands "comma", "colon", "semicolon", and "quotation mark". The phone doesn't understand "colon" or "semicolon" or "quotation mark" or "quote".

The actual microphone, which hears you, is a tiny pinhole in the phone's bottom edge, to the right of where the USB power-cable plugs in.

If you tap the greenish-blue microphone box (or pause awhile), the greenish blue disappears and the computer stops listening to you. To resume, tap the microphone icon so it gets surrounded by a greenish-blue box again, then start speaking again.

If your speech is long, divide it into paragraphs by doing this:

At the end of each paragraph, say a punctuation mark then press the Enter key twice then tap the microphone icon again.

If the voice system made a typing mistake, edit it.

**Manipulate** While you're reading an email message you received, you can manipulate it. Here's how.

If you want to **reply** to the message, do this:

Tap "Reply" (not "Reply all"). Type your reply. When you've finished typing the whole message, tap the **Send button** (which is near the screen's top-right corner and looks like a blue paper airplane). The device will send your reply to your friend.

If you want to **forward** the message to another friend, do this:

Tap "Forward". Type the friend's email address.

Tap "Compose email". Type a comment, such as "Here's the joke Mary sent me." Below your typing, you temporarily see "\*\*\*\*".

Tap the **Send button** (which is near the screen's top-right corner and looks like a blue paper airplane). The device will send your comment and change the "\*\*\*\*" to the actual message you want to forward.

If you want to **delete** the message, tap the trash can (which is at the screen's top). That moves the message to the trash folder for 30 days, after which the message will vanish.

Here's another way to delete a message:

While looking at the list of messages, put your finger on the message's headline and swipe to the right. The screen's bottom will say "archived".

**Finish** When you finish dealing with Gmail, tap the Home button.

## Maps

To see maps, tap “Maps” (which is on the Apps screen).

**Zoom in** You see a map of part of the world. If you want to zoom in (so you see more details), use one of these methods:

**Double-tap method** Double-tap where you want to zoom in.

**Stretch method** Put 2 fingers where you want to zoom in, then **stretch** (slide your fingers apart).

**Zoom out** If you want to zoom out (so you see fewer details but see a bigger part of the world), shrink the map by using one of these methods:

**2-finger-tap method** Tap the screen by using 2 fingers simultaneously (at the same time) instead of just 1 finger.

**Pinch method** Pinch your fingers (by putting 2 fingers on the screen then sliding the fingers toward each other).

If you do that several times, you’ll see many countries on your screen.

**Search** To search for a particular place in the world, tap “**Search here**”, which should be at the screen’s top-left corner.

**Tablet** If you don’t see “Search here” yet, make it appear by tapping the magnifying glass that’s near the center of the screen’s top.

**Phone** If you don’t see “Search here” yet, make it appear by tapping the left-arrow near the screen’s top-left corner.

Type a location (such as “196 Tiffany Lane, Manchester NH” or “Los Angeles airport” or “White House”). At the end of your typing, tap the keyboard’s **Search key**.

**Tablet** That key is blue, has a magnifying glass, and is at the screen’s right edge.

**Phone** That key is greenish blue, has a magnifying glass, and is at the screen’s bottom-right corner.

**Current location** To see your current location, tap the **Current Location button** (which is at the screen’s right edge and shows a black dot in a black circle in a white circle).

**Directions** Here’s how to get directions about how to drive (or walk) to a destination.

Type the destination’s address into the “Search here” box (and at the end of your typing tap the keyboard’s Search key).

**Tablet** Then tap “DIRECTIONS” (which is at the screen’s left edge).

**Phone** Then tap “Directions” (which is at the screen’s bottom-left corner). If the screen says “Welcome to Google Maps Navigation”, tap “GOT IT”.

You see a map. On the map is a blue route, showing how to get to the destination.

Above the map you can see icons for 5 ways to travel: car, bus, walk, Lyft, or bicycle. Next to each icon, you see how long it will take. Tap the icon you wish. (The most popular icon is the car.)

**Tablet** If you put your finger on “Traffic” and swipe up, you see step-by-step instructions about each turn to make.

**Phone** If you tap “Steps & more” (which is at the screen’s bottom), you start seeing step-by-step instructions about each turn to make. (Swipe up to see all the instructions.)

**If you tap “Start”** (at the screen’s bottom), a woman’s voice will start talking to you. She’ll tell you how to start. When you get near the next turn, she’ll warn you and tell you what to do. If you have trouble understanding her voice, don’t worry: her main words & map appear on the screen. The screen’s bottom shows when you’ll probably arrive at your final destination (such as “2:37 PM”). If you want her to shut up and forget about the rest of the trip, tap the X near the screen’s bottom-left corner.

**Ending** When you finish using Maps, tap the Home button (at the screen’s bottom), to return to the Home screen again.

## Alarm clock

Here’s how to make the device imitate an alarm clock, to warn you when it’s time to get out of bed or go to a meeting or end a meeting.

Tap the time (on the Home screen) or “Clock” (on the Apps screen). Then tap the “Alarm” at the screen’s bottom-left corner.

### Set the alarm

For what time do you want to set the alarm?

You see a list of suggested alarm times. (If you haven’t used the alarm clock before, the list has two suggestions: “8:30 AM every Monday through Friday” and “9:00 AM every Saturday & Sunday”.)

If you want to use one of those alarm times, tap its slider (white circle). That sets the alarm (and makes the time and its circle both become blue). If you change your mind and want to cancel the alarm, you can use 2 methods. Quick method: tap the blue circle (or slightly left of it but *not* slightly right of it); that makes the circle & time both become white again. Thorough method: tap that time’s “V” then “Delete”; that erases all mention of that time.

If you want a totally different alarm time instead, tap the “+” (which is at the screen’s bottom). You see a clock (with hours 1 through 12 in a circle); tap the hour you want. Then you see minutes (00 through 55, in a circle); tap the one you want (or drag the blue circle to an in-between number). Then tap “AM” or “PM”, whichever you want. Tap “OK”.

If you want to edit a time on that list, tap it then edit it then tap “OK”.

Then tap the Home button and run any other apps you wish.

### Hear the ring

At the time you requested, the alarm will suddenly ring (if the device is turned on or in sleep mode but not totally turned off). The alarm will keep ringing until you turn it off (or 10 minutes have elapsed).

To turn it off, tap “DISMISS” (to turn it off completely) or “SNOOZE” (which postpones the alarm for another 10 minutes). If you see a ringing-alarm icon instead (because the device was sleeping), put your finger on that icon and swipe right (to dismiss) or left (to snooze).

# Play Store

To copy programs and data from the Internet to your phone, tap “Play Store” (which is on the Home screen).

**Tablet** If the tablet says “Introducing Google Play Points”, tap “Not now”.  
**Phone** If the phone asks “Want to stay in the loop?” tap “YES, I’M IN”.

## Google Account

If the screen says “Add your account”, you must establish a Google Account. Here’s how.

If you established a Google Account on another device, remind the computer by doing this:

Tap “Enter your email”. Type just the part of your Gmail address that should come left of “@gmail”. (For example, if you Gmail address is “JoanSmith@gmail.com”, type just “JoanSmith”).

Tap “NEXT”.

Type your Gmail password. Tap “NEXT” then “ACCEPT”.

If you did NOT establish a Google Account on another device, invent a new Google Account by doing this:

Tap “create a new account”.

Type your first name. (The device will automatically capitalize the first letter.)

Tap “Last name”. Type your last name. (The first letter is capitalized automatically.) Tap “NEXT”.

When were you born? Tap “Month” then your birth month (such as “May”). Tap “Day” then type your birthday (such as “24”). Tap “Year” then type your birth year (such as “1947”).

Tap “Gender” then your gender (such as “Male”). Tap “NEXT”.

What email address do you want for yourself? Invent it. The device has already typed “@gmail”; to the left of “@gmail”, type what you want. (For example, I typed “TrickyLiving”). Your typing can include small letters, capital letters, and numbers, but not blank spaces. At the end of your typing, tap “NEXT”. If the device says “That username is taken”, type a different username instead then tap “NEXT” again.

Invent a password (at least 8 characters). Type it then tap the Enter key (which says “Go”). Type the password again; at the end of your typing, tap “NEXT”.

For now, tap “Skip”.

Tap “MORE” twice for the tablet, thrice for the phone.

Tap “I AGREE” then “NEXT” then “NEXT. Tap “No thanks” for now then “CONTINUE”.

Tap the Home button. Then try again to tap “Play Store”.

## Categories

### Use landscape mode.

The screen’s bottom should show 4 choices:

Games      Apps      Movies & TV      Books

(If you don’t see those choices yet, make them appear by tapping the Back button once or twice.) Tap your favorite choice.

**Games** If you tap “Games”, the screen’s top shows 8 choices:

For you   Top charts   New Events   Premium   Categories   Kids   Editors’ Choice

(On the phone, you see the last choice just if you put your finger in the middle of that menu and swipe left.)

For example, if you tap “Categories”, you can see these 17 categories:

action, adventure, arcade, board, card, casino, casual, educational, music, puzzle, racing, role playing, simulation, sports, strategy, trivia, word

(To see the last few, put your finger in the screen’s middle and swipe up.)

**Apps** If you tap “Apps”, the screen’s top shows 6 choices:

For you   Top charts   Categories   Editors’ Choice   Kids   Early access

For example, if you tap “Categories”, you can see these 36 categories:

art (& design), auto (& vehicles), beauty, books (& reference), business, comics, communication, dating, education, entertainment, events, family, finance, food (& drink), games, Google Cast, health (& fitness), house (& home), libraries (& demo), lifestyle, maps (& navigation), medical, music (& audio), news (& magazines), parenting, personalization, photography, productivity, shopping, social, sports, tools, travel (& local), video players (& editors), Wear OS by Google, weather

(To see the last few, put your finger in the screen’s middle and swipe up.)

**Movies & TV** If you tap “Movies & TV”, the screen’s top shows 7 choices:

For you   TV   Top selling   New releases   Genres   Family   Studios

For example, if you tap “Genres”, you can see these 21 genres:

action (& adventure), animation, anime, classics, comedy, crime, documentary, drama, family, horror, independent, Indian cinema, music, mystery (& suspense), romance, sci-fi (& fantasy), short films, sports, thriller, TV, world cinema

(To see the last few, put your finger in the screen’s middle and swipe up.)

**Books** If you tap “Books”, the screen’s top shows 8 choices:

Ebooks   Audiobooks   Comics   Genres   Top selling   New releases   Children’s books   Top free

(You see the last choice or two just if you put your finger in the middle of that menu and swipe left.)

For example, if you tap “Genres”, you see this lower menu:

Ebooks   Audiobooks   Comics

If you then tap “Ebooks” (and swipe up), you see 27 choices:

arts (& entertainment), biographies (& memoirs), books in Spanish, business (& investing), children’s books, comics, computers (& technology), cooking (& food & wine), education, engineering, fiction (& literature), health (& mind & body), history, home (& garden), law, medicine, mystery (& thrillers), parenting (& families), politics (& current events), religion (& spirituality), romance, science (& math), science fiction (& fantasy), sports, textbooks, travel, young adult

If you tap “Audiobooks” instead on that lower menu (and swipe up), you see 17 choices:

arts (& entertainment), biographies (& memoirs), business (& investing), children’s audiobooks, fiction (& literature), health (& mind & body), history, language instruction, mystery (& thrillers), religion (& spirituality), romance, science (& technology), science fiction (& fantasy), self-help, sports, travel, young adult

If you tap “Comics” instead on that lower menu (and swipe up), you see 9 choices:

crime (& mystery), fantasy, general, horror, literary, manga, media tie-in, science fiction, superheroes

## Discover

Tap your favorite choice.

Go explore! To see more choices, put your finger in the screen's middle and swipe up. If you see an interesting choice, swipe to the left to see similar choices. If you see an interesting category, tap its name to see more choices in that category.

In each listing of movies & books, you see the prices immediately.

For games, apps, and TV, you don't see price info until you tap an item. The typical item is free but hits you with ads to buy add-ons.

Go experiment! Tap an item and see what happens to you! (You won't pay any money unless you confirm.)

After you've tapped an item, you can read more about it by doing this:

Put your finger in the screen's middle and swipe up. You see critical reviews of the item, written by other users like you. When you finish looking at the item's reviews, put your finger in the screen's middle and swipe down.

When you find an item you want, do this:

If the item is a game or app, tap "Install" (which is in the green box).

If the item is a movie or TV show, tap "Buy" (which is in the red box) or "Rent" (which is cheaper).

If the item is a normal book, tap "Ebook" (in the blue box) or "Free sample".

If the item is an audiobook, tap "Audiobook" (in the blue box) or "Preview" (which is free).

That copies ("**downloads**") the item from the Internet to your device (after resolving any questions about pay).

## Customize

Here's how to customize your device easily, so it fits your personal needs. (If you share the device with your friends, get their permission before you customize.)

### Mute

Here's how to temporarily **mute the ringer** (so the device doesn't ring when someone tries to phone you or text you or email you or Android tries to notify you).

Tablet:

Tap the part of the Volume button that's closest to the Power button.

Next to the Volume button, the screen shows a picture of a **bell**. If you tap that picture, it becomes a **crossed-out bell**. That means the ringer will be silent.

If you tap the crossed-out bell, it becomes a **regular bell** again. That means the ringer will make normal sounds again.

Phone:

Tap the part of the Volume button that's closest to the Power button.

Next to the Volume button, the screen shows a picture of a **bell**. If you tap that picture once, the bell becomes a **vibrating box**. That means the phone will vibrate instead of making noise.

If you tap the vibrating box, the vibrating box becomes a **crossed-out bell**. That means the ringer will be *very* silent, and not even vibrating.

If you tap the crossed-out bell, it becomes a **regular bell** again. That means the ringer will make normal sounds again.

If you want to temporarily **mute other sounds (such as music & movies)**, do this:

Tap the part of the Volume button that's closest to the Power button.

Near to the Volume button, the screen shows a **musical note**. Tap that note. That makes the note be crossed out, so you won't hear any music or movies.

If you tap the crossed-out musical note, it becomes a regular musical note again. That means the device will make musical sounds again.

## Copy to the Home screen

You can copy your favorite app to the Home screen, so you can access that app more easily. Here's how:

Go to the Apps screen (by going to the Home screen then swiping up). You see the apps.

Rest your finger on your favorite app's icon awhile, then slide your finger slightly. That makes the Home screen appear and puts your app's icon onto the Home screen. Lift your finger from the screen.

On the Home screen, rest your finger on the app's icon awhile, then slide it wherever you wish on the Home screen.

If you change your mind, do this:

**Tablet** Rest your finger on that icon on the Home screen awhile. Then slide (drag) that icon wherever you wish on the Home screen or drag it to the "X" at the screen's top-left corner (which removes that icon from the Home screen but still keeps it on the Apps screen).

**Phone** Rest your finger on that icon on the Home screen awhile. Then slide (drag) that icon wherever you wish on the Home screen or drag it to "Remove" (which removes that icon from the Home screen but still keeps it on the Apps screen).

## Uninstall

You can't erase basic apps that came with your device; they stay on your device permanently. But you can erase advanced apps (and extra apps you installed), so they no longer clutter your device's screen, memory, and attention). Here's how.

Rest your finger awhile on the app's icon (on the Apps screen or Home screen), then slide your finger slightly. That makes the Home screen appear; but keep sliding your finger to the trash can.

**Tablet** The trash can is at the screen's left edge.

**Phone** The trash can is at the screen's top and labeled "Uninstall".

Then tap "OK".

## Bypass the Lock screen

Here's how to change the device, so when you turn it on you can use it immediately, without having to see the Lock screen first.

**Tablet** Tap "Settings" (which is on the Apps screen). If the screen's top-left corner has a left-arrow, tap that arrow, to make it go away. Tap "Security" (which you see after you swipe up) then "Screen lock" then "None".

**Phone** Tap "Settings" (which is on the Apps screen's bottom line, which you can see after you swipe up). If the screen's top-left corner has a left-arrow, tap that arrow, to make it go away. Tap "Security & location" (which you see after you swipe up) then "Screen lock" then "None".

If you change your mind and want to have a Lock screen again, repeat that procedure but instead of "None" choose "Swipe".

## Further help

For free help using your device, you can phone me at **603-666-6644** (day or night, I'm usually in).

**Phone** Motorola's free 218-page manual about that phone (Moto e6) is at:

<https://help.motorola.com/hc/1760/90/pdf/help-moto-e6-90-ss-en-us.pdf>

You can see that same info by tapping "Settings" (which is on the Apps screen's bottom line) then "Help" (which you see when you flick your finger up). A 33-page abridged version is at:

[https://download.lenovo.com/Motorola/Manuals/141760/4442752/moto%20e6\\_UG\\_NA%20Retail\\_EN-US\\_SSC8C52846-A.pdf](https://download.lenovo.com/Motorola/Manuals/141760/4442752/moto%20e6_UG_NA%20Retail_EN-US_SSC8C52846-A.pdf)

# Samsung's Android

The most popular manufacturer of Android devices is **Samsung**. Most of Samsung's Android devices are called **Samsung Galaxy**. They use Android (invented by Google) but modified by Samsung.

This chapter explains how to use the Samsung Galaxy **Tab A** (a tablet) and **A51** (a phone).

**Tablet** the **Tab A** is Samsung's inexpensive tablet. It comes in several versions. This chapter describes the modest version, which Walmart sells for just \$219.

This version includes a big screen (10.1-inch, not 8-inch) but small RAM (2 gigabytes, not 3), small flash memory (32 gigabytes, not 128), and older Android (Android 9, not 10). It's fine for most purposes!

**Phone** The **A51** is Samsung's best inexpensive phone:

It includes Android 10 and 128G of flash memory. Its screen is 6.5-inch (measured diagonally).

This chapter describes its **Verizon Wireless version**:

It lists for **\$400**, which you can pay in installments (\$16.67 per month, for 24 months).

Most retailers offer discounts. For example, I bought mine at Walmart.com for **\$249** (billed from Verizon at \$10.38 per month for 24 months, plus \$40 activation fee to upgrade from my older phone). Other carriers, such as AT&T, charge less.

You can choose a color, but black is cheapest, so I chose black.

## Starting

In the rest of this chapter, **when I say "device," I mean "tablet or phone"**.

### Unpack

The device comes in a white box. Open the box and put the contents on your desk (or table).

**Tablet** The box contains 3 electronic items:

the **tablet itself** (9 $\frac{3}{4}$  inches tall, 5 $\frac{7}{8}$  inches wide, and  $\frac{1}{4}$  inch thick)  
a **charger** (white box, 2"×1 $\frac{3}{8}$ "× $\frac{7}{8}$ ", to plug into an electrical outlet)  
a **USB cable** (for connecting your tablet to the charger or a computer)

The tablet and USB cable are each enclosed in their own protective sheaths. Remove the sheaths. The box also contains 2 pamphlets:

quick reference, warranty& safety

The box also contains a silver prong to help insert a SIM card.

**Phone** The box contains 3 electronic items:

the **phone itself** (6 $\frac{1}{4}$  inches tall, 2 $\frac{7}{8}$  inches wide, and  $\frac{1}{4}$  inch thick)  
a **charger** (black box, 2 $\frac{1}{4}$ "×1 $\frac{3}{8}$ "× $\frac{7}{8}$ ", to plug into an electrical outlet)  
a **USB cable** (for connecting your phone to the charger or a computer)

Each item is enclosed in its own protective sheath, made of see-through plastic. Remove the sheaths and throw them away. Peel off the clear plastic stuck to the phone's edges. The box also contains 3 pamphlets:

quick reference, warranty&safety, and further safety

The box also contains a silver prong to help insert a SIM card.

### Position the device

The device's **backside** says "SAMSUNG".

**Tablet** The tablet's backside has a circle in its corner.

**Phone** The phone's backside has 5 circles in its corner.

The device's **front side** is a black **screen**. In the screen, you see a circle near the screen's edge. That circle is the **selfie camera**.

Lay the device on your desk so the device lies on its backside and its front side is facing up at you. Then position the device so the selfie camera is far from your tummy.

The device's **top edge** is the edge near the selfie camera. The opposite edge (near your tummy) is called the **bottom edge**.

### Charge the battery

Before using the device, charge its battery. Here's how.

Plus the USB cable's thin end into the device's bottom edge. Plug the USB cable's wide end into the charger. Plug the charger into your home's electrical outlet.

The screen will briefly show a white lightning bolt then a percentage, showing what percent of the battery has been charged so far. Then the screen will turn black again.

If the percentage is less than 100%, the device isn't fully charged yet. **The device will work better if it's fully charged.**

**Tablet** Charging can take up to 4 hours.

**Phone** Charging can take up to 2 hours.

To check whether the device is fully charged yet, try this experiment:

Unplug the charger from your home's electrical socket, then plug it back in. You see the white lightning bolt again, then a percentage. If the percentage is 100%, the battery is fully charged; hooray!

Then unplug:

Unplug the device from the USB cable (because the device works better when unplugged). Unplug the charger from your home's electrical outlet (because the charger consumes electricity and gets hotter whenever plugged in).

### Turn on the device

Sticking out of the device's right-hand edge, you see two buttons. The long button is the **Volume button**; the short button is the **Power button**.

**Tablet** The button closest to the top edge is the Power button.

**Phone** The button closest to the top edge is the Volume button.

(Samsung sometimes calls the Volume button the "Volume key" and calls the Power button the "Side key".)

Press the Power button until the screen lights up. Then release the Power button.

**Tablet** The screen says "SAMSUNG Galaxy Tab A" then just "SAMSUNG".

**Phone** The screen says "SAMSUNG Galaxy A51" then just "SAMSUNG" then "Hello" then "verizon".

During the following procedures, if you pause (act too slowly), **the screen turns black until you tap the Power button.**

If this is the first time the device is being used, it does the following **setup procedure**.

Tablet:

The screen says "Let's go!" Tap the blue circle.  
 Tap "I have read and agree to all of the above" then "Next" then "Skip this for now" then "Next".  
 You see a list of your neighborhood's Wi-Fi networks. Tap the symbol to the left of the Wi-Fi network you want to use (such as the Wi-Fi router in your home). If the screen says "Password" (because that network's router has a password), type the password (which is probably on a sticker under the router). Tap "Connect".  
 The screen says "Connected". Tap "Next". The screen says "Checking for updates".  
 The screen says "Sign in". To keep things simple for now, tap "Skip" then "Skip" again then "More" then "Accept" then "Not now" then "Skip anyway" then "OK" then "Skip" then "Skip" again then "Finish".

Phone:

Press the Power key awhile, until the screen says "Samsung".  
 You hear a woman's voice then see "Let's go." Tap the blue circle.  
 Tap "I have read and agree to all of the above" then "Next" then "Use Wi-Fi" then "Next".  
 You see a list of your neighborhood's Wi-Fi networks. Tap the name of the Wi-Fi network you want to use (such as the Wi-Fi router in your home). If the screen says "Password" (because that network's router has a password), type the password (which is probably on a sticker under the router). Tap "Connect".  
 The screen says "Connected". Tap "Next". To keep things simple for now, tap "Don't copy" then "Skip" then "Skip" again then "More" then "Accept" then "Skip" then "Skip anyway".  
 Tap "Accept".  
 The screen says "Verizon Cloud". To keep things simple for now, tap "Skip" then "Not Now" then "Skip".  
 The screen says "Setup Wizard is complete". Tap "Done".

The screen says the time & date.

## Unlock

Near the screen's bottom edge, you see "Swipe to unlock". That means the screen is locked and you're seeing the **Lock screen**. The next step is to unlock the screen. Here's how. Put your finger on the screen's middle and **swipe** (slide) your finger toward the screen's top edge. (If you don't do that within 10 seconds on the tablet, 4 seconds on the phone, the screen will turn black and you must try again to press the Power button and swipe.)

Then the screen shows you whatever you saw before the device turned off, so you can resume your work where you'd left off.

When the device is turned on and acting normally (unlocked), here's what you see:

At the screen's bottom-right corner, you see "<". That's the **Back button**. At the screen's bottom-left corner, you see "|||". That's the **Recent Apps button**. Between those buttons, you see the **Home button** (a circle).

That row of 3 buttons is called the **Navigation Bar** (or **System Bar**).

## See the Home screen

Tap the **Home button** (which is at the screen's bottom, in the Navigation Bar, and is a circle).

That makes sure the device shows you the **Home screen**, which shows **icons** (little pictures) for many choices.

**Tablet** You typically see these 12 icons:

Calculator	Samsung Notes	Clock	Galaxy Store	Play Store	Google
My Files	Gallery	Camera	Email	Internet	Calendar

**Phone** You typically see these 8 icons:

Galaxy Store	Gallery	Play Store	Google
Phone	Message+	Chrome	Camera

## Home screen 2

While you're looking at the Home screen, try this experiment: put your finger on the screen's middle and swipe to the *left*. Then you see **Home screen 2**, which resembles the Home screen but has a different first line. The tablet's first line typically becomes this:

Office	OneDrive
--------	----------

The phone's first line typically becomes this:

			Microsoft
Disney+	Netflix	My Verizon	Verizon

When you finish admiring Home screen 2, return to the *main* Home screen by doing this: tap the Home button again.

## See the Apps screen

Your device can run many **application programs (apps)**. Here's how to see a list of all the apps.

While looking at the Home screen, put your finger on the screen's middle and swipe up. Then you see the **Apps screen**.

**Tablet** The Apps screen typically shows these 16 apps:

Samsung	Google	Microsoft Apps	PlayStore	Camera	Gallery
Clock	Contacts	Settings	Calendar	Calculator	Play Music
Samsung Notes	Spotify	Audible	Samsung Kids		

**Phone** The Apps screen typically shows these 20 apps:

Google	Microsoft	Samsung	Verizon
Calculator	Calendar	Camera	Clock
Contacts	Disney+	Galaxy Store	Galaxy Wearable
Gallery	Game Launcher	Google Play	Internet
Messages	Netflix	Phone	Play Store

They're in alphabetical order, except for the top line (which shows the 4 main companies). While you're looking at the Apps screen, try this experiment: put your finger on the screen's middle and swipe to the *left*. Then you see Apps screen 2, which typically shows these 20 apps:

Samsung Global Goals	Samsung Notes	Samsung Pay	Settings
Spotify	Tips	Voicemail	YT Music
Apple Music	Big Farm	Candy Crush Saga	Credit Sesame
Facebook	Finance	House of Fun	Pluto TV
Smart Family	SmartNews	Sports	Toy Blast

The top 2 lines are in alphabetical order. So are the bottom 3 lines. If you swipe to the left *again*, you see Apps screen 3, which typically shows these 5 apps:

Yahoo Mail	Yahoo News	Solitaire	News Break
Live Transcribe			

When you finish admiring Apps screen 2 or 3, return to the *main* Apps screen by doing this: put your finger on the screen's middle and swipe to the *right* once or twice.

**Return to Home** If you want to return to the Home screen, tap the Home button (the circle on the Navigation Bar). Then tap that Home button again (to make sure you see the main Home screen, not Home screen 2).

## Blackout

If you don't touch the device awhile for 4 seconds while viewing the phone's Lock screen (or 10 seconds while viewing the tablet's Lock screen or 30 seconds while viewing the device's other screens), the screen will go black, to save electricity and prevent your enemies from peeking at what you were doing.

If the screen's gone black, here's how to make it return to normal:

Tap the Power button. Then put your finger on the screen's middle and **swipe up** (slide your finger toward the screen's top edge).

If the screen is on and you want the screen to go black, you can use 3 methods:

**Wait method** Wait awhile, without touching the screen, until the screen goes automatically black.

**Tap method** Tap the Power button. That makes the screen go black immediately.

**Hold method** On the tablet, hold down the Power button; on the phone, hold down the Power button and the bottom part of the Volume button simultaneously. Wait until you see a menu that includes “Power off”. Tap the red “Power off” button. Tap it again.

The hold method is the only one that turns the device off *completely*, so it uses no electricity. The other methods just put the phone into **sleep mode**, which means the phone is consuming a little electricity while waiting for you to press the Power button again to reactivate the screen and resume your work where you left off.

You might get angry when the device automatically blackens after 30 seconds. Here’s how to pick a longer time than “30 seconds”:

**Tablet** Go to the Apps screen. Tap “Settings” then “Display” then “Screen timeout”. You see these choices: 15 seconds, 30 seconds, 1 minute, 2 minutes, 5 minutes, 10 minutes, 30 minutes.

**Phone** Go to Apps screen 2. Tap “Settings” then “Display” then “Screen timeout” (which you see after you swipe up). You see these choices: 15 seconds, 30 seconds, 1 minute, 2 minutes, 5 minutes, 10 minutes.

Tap how long you want instead of “30 seconds”. For example, tap “5 minutes” (which is the time I prefer).

That change affects most screens but not the Lock screen. The Lock screen still blackens after just 10 seconds on the tablet, 4 seconds on the phone.

## Update

Software improves often. Make sure your device has the newest updated software available. Here’s how.

**Tablet** Go to the Apps screen. Tap “Settings” then “Software update” (which you see after you swipe up) then “Download and install”.

If the screen says “Your software is up to date”, you don’t need to do anything. If instead you see “System Update Available”, do this:

Tap “Yes” (which is at the screen’s bottom). The tablet will copy (“download”) updates from the Internet.

Wait a few minutes, then try “Software update” again. When you finally see “System Update Ready to Install”, tap “Install now”.

The tablet will say “Installing system update” then restart then say “Tablet is updating” then turn off. Press the Power button.

**Phone** Go to Apps screen 2. Tap “Settings” then “System updates” (which you see after you swipe up) then “Check for system updates”.

If the screen says “You’re all set!”, you don’t need to do anything. If instead you see “No update is necessary at this time”, tap “OK”. If instead you see “System Update Available”, do this:

Tap “Yes” (which is at the screen’s bottom). The phone will copy (“download”) updates from the Internet.

Wait a few minutes, then try “System updates” again. When you finally see “System Update Ready to Install”, tap “Install now”.

The phone will say “Installing system update” then restart then say “Phone is updating” then turn off. Press the Power button.

## Calculator

The device has a built-in calculator.

To use the calculator, tap “**Calculator**” (which is on the Apps screen). Then you see a full-screen calculator (with big keys and consuming most of the screen).

**Basic keys** The calculator includes 21 basic keys:

⌫			
C	()	%	÷
7	8	9	×
4	5	6	-
1	2	3	+
+/-	0	.	=

To compute  $42+5$ , tap the calculator’s 4 key, then tap 2, then +, then 5. The screen shows what you’ve typed ( $42+5$ ).

If you make a mistake, tap the ⌫, which backspaces. It erases your last tap.

Below your typing, you immediately see the answer (47).

If you then tap the =, the phone hides your typing, so you see just the answer.

**After the computer does a calculation, it’s a good habit to tap the C key**, to clear (erase) that calculation and start fresh on a new calculation. (But you don’t have to bother pressing the C key if you pressed the = and the new calculation begins with a digit or decimal point.)

To type negative 3, you can tap 3 then the +/- key. (Tapping the +/- key makes the previous number become negative and also makes the calculator type parentheses.)

**Order of operations** The calculator does operations in the order used by mathematicians & scientists. For example, if you type “ $2+3\times 4$ ”, the calculator will assume you mean “2 plus three fours”, which is “ $2+12$ ”, which is 14, so the calculator will say the answer is 14 (not 20). Here’s the rule: the calculator does multiplication & division before doing addition & subtraction.

## Landscape mode

While using the calculator, try switching to **landscape mode**, by doing this:

Lift the device’s top edge off the desk, until the device is vertical instead of horizontal. Then **rotate** the device counterclockwise, 90 degrees, so the device looks wider and not as tall.

All writing on the screen rotates 90 degrees clockwise to compensate, so you can still read what’s on the screen without turning your head.

When the device is wider than its height, you’re in **landscape mode**; the **orientation** is landscape (and good for viewing a landscape painting or a typical video).

In landscape mode, where’s the Home button (the tiny circle on the screen)?

**Tablet** The Home button is at the screen’s bottom (which is now the screen’s longest edge).

**Phone** The Home button is now at the screen’s rightmost edge (the screen’s short edge).

To return to normal (which is called **portrait mode**), lift the device’s top edge off the desk again then rotate the device clockwise, 90 degrees. Then the device is taller than it is wide; you’re in **portrait mode**; the **orientation** is portrait (and good for viewing a portrait of a person).

## Advanced calculation

While using the calculator, the screen's left edge can show these 15 advanced keys:

$\frac{\square}{\square}$	Rad	$\sqrt{\square}$
sin	cos	tan
ln	log	1/x
$e^x$	$x^2$	$x^y$
x	$\pi$	e

On the tablet, those advanced keys appear automatically. On the phone, they appear just if you switch to **landscape mode** (by rotating the phone 90 degrees).

If you then tap " $\frac{\square}{\square}$ " you see these keys instead:

$\frac{\square}{\square}$	Rad	$\sqrt[3]{\square}$
$\sin^{-1}$	$\cos^{-1}$	$\tan^{-1}$
sinh	cosh	tanh
$\sinh^{-1}$	$\cosh^{-1}$	$\tanh^{-1}$
$2^x$	$x^3$	x!

Here's how to compute  $3^2$  (which means "3 times 3"). Tap 3 then the  $x^2$  key. That makes the screen type " $3^2$ " (and parentheses) and also show the answer: 9.

Here's how to compute  $3^4$  (which means "3 times 3 times 3 times 3"). Tap 3 then the  $x^y$  key then 4. That makes the screen type " $3^4$ " (and a parenthesis) and show the answer: 81.

To type "3 times  $10^5$ " (which is written " $3 \times 10^5$ "), type " $3 \times 10$ " then tap the  $x^y$  key then 5. That makes the screen type " $3 \times 10^5$ " (and a parenthesis) and show the answer: 300,000.

Here's how to compute "4!" (which is pronounced "4 factorial" and means "1 times 2 times 3 times 4"). Tap 4 then the "x!" key (which appears just if you tap " $\frac{\square}{\square}$ ".) That makes the screen type "4!" and show the answer: 24.

Advanced keys assume you're a beginner, not an advanced mathematician:

The trigonometry keys (sin, cos, and tan) assume the angles are measured in degrees, not radians. (If you want to measure in radians, tap the Rad key.)

The log key assumes the base is 10, not e. (If you want the base to be e, tap the ln key instead.)

On the phone, when you finish playing with the advanced keys (in landscape mode), return to portrait mode (by lifting the phone's top edge then rotating the phone clockwise, 90 degrees).

## Calendar

To use the device's built-in calendar, do this:

**Tablet** Tap the Calendar icon (which is at the Home screen's bottom-right corner and shows the current date).

**Phone** Tap the word "Calendar" (which is on the Apps screen and has an icon saying the current date).

To make sure the calendar is normal, do this:

If you don't see a calendar for a whole month yet (because you were previously using the calendar for something else), tap " $\equiv$ " (which is in the screen's top-left corner) then "Month".

If you see a calendar for a different month (because you were looking at a different month before), tap the Today icon. (It's a box at the screen's top-right corner and contains today's date.)

You see a calendar of the current month. Today's date is a white number in a green box.

To see the next month, put your finger in the screen's middle and swipe left.

To see the previous month, put your finger in the screen's middle and swipe right.

To return to the current month, tap the Today icon. (It's a box near the screen's top-right corner and contains a blue dot.)

When you finish using the calendar, tap the Home button, so you see the Home screen again.

## Using the Navigation Bar

Here are more details about using the Navigation Bar.

**Home** The **Home button** is a circle. If you tap it, you see a Home screen again.

**Back** The **Back button** is at the screen's bottom-right corner (on the tablet or in the phone's portrait mode). It shows an arrowhead pointing back toward the left (" $<$ ").

Tapping the Back button makes the phone try to go back to the previous screen or menu. So if you regret your last tap, try tapping the Back button.

The Back button doesn't work while you're already seeing the Home screen.

**Recent Apps** The **Recent Apps button** is at the screen's bottom-left corner (on the tablet or in the phone's portrait mode). It shows 3 sticks (" $\equiv$ ").

If you tap that button, the screen starts showing a list of apps you ran recently. (To see the rest of the list, put your finger in the screen's middle and swipe to the right, repeatedly.) To run one of those apps again, tap its **tile** (miniature picture of itself).

You should shorten that list of recent apps. Shortening the list will consume less electricity & RAM and make the device run faster & more reliably.

To shorten that list of apps (and use less electricity), do this:

Look at that list. Put your finger on a tile you want to remove from that list, and swipe up. To remove *all* tiles from that list (and make the device run *much* better), tap "Close all".

# Notes

Samsung's built-in word processor is called **Samsung Notes**. Using it is a good way to practice typing, so try it!

To use it, tap "**Samsung Notes**". (It's on the tablet's App screen. It's on the phone's Apps 2 screen.)

If the screen asks —

Allow Samsung Notes to access photos, media, and files on your device?

Tap "Allow". If the screen asks "Got notes", tap the "x" for now.

## Create a note

Start a new note by doing this: tap the "+" (which is at the screen's bottom-right corner).

You see a keyboard at the screen's bottom. To type a note, type on the keyboard, using just 1 or 2 fingers.

The device normally makes the letters be small (uncapitalized), but it automatically capitalizes the first word in each sentence & paragraph. To change how a letter will be capitalized, tap a **Shift key** (which shows an up-arrow) before tapping the letter.

To **Shift-lock** (capitalize *several* letters), tap the Shift key *twice* (so its arrow turns white), then tap the letters you want to capitalize, then tap the Shift key.

To erase a mistake, tap the **Backspace key** (which shows ☒).

At the end of a paragraph, twice tap the **Enter key** (which shows "↵").

At the end of a sentence, instead of tapping the period key then the Space bar, do this shortcut, which is faster: **double-tap the Space bar** (by tapping it twice rapidly, without a long pause between taps). That makes the device type the period and space.

## Predictive text

Here's the fast way to type the word "business".

Type just the "busi". The device will try to **predict** what word you're trying to type. Above the keyboard, it will show 2 suggestions, in black and blue letters. One of the suggestions will be "business". Tap that suggestion. Then the phone will type the word "business" for you.

Here are extra tricks:

If one of the suggestions is **blue**, the device thinks that's the *best* suggestion. To choose that suggestion, tap it *or tap the keyboard's Space bar*.

Whenever you tap the Space bar, **the device assumes you want the blue suggestion**, unless you **tap the checkmark** before tapping the Space bar. The checkmark means: I don't want your suggestion.

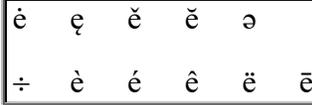
To the right of the list of suggestions, you see "...". If you tap the "...", you see even more suggestions. For example, if you type "busi" then tap "...", the tablet shows "business, businesses, businessmen, businessman, businessweek, busing, busily, businesswom..." but the phone shows "business, businesses, busy, busier, busiest, businessman, businessmen, business's, busily".

The device keeps watching you, to see which suggestions you like. It will emphasize those suggestions in the future. That's why your device will sometimes give different suggestions than a friend's device: the suggestions are matched to your personality.

To have fun, try typing nothing yourself: just keep picking the blue suggestion or first suggestion, and see what the device writes for you! For example, if you haven't typed much yet but type the letters "The", the device might assume you want to begin with the word "The". If you tap "The", here's what happens. The **phone** assumes you want the next word to be "only". If you tap that suggestion and keep tapping the later suggestions, the phone writes a note that begins: "The only thing I can think of is that I have a few questions about the job and the fact that I am not a good fit for the position I am looking for and I am very interested in the position and would like to know more about the position". The **tablet** writes gibberish that makes even less sense. What does *your* device write?

## Touch & hold

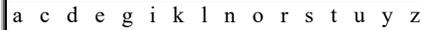
Try this experiment: when you're in the middle of typing a word, rest your finger on the "e" key awhile. (Resting your finger on a key is called **touch & hold**.) Then you see these extra symbols:



To type one of those symbols, slide your finger from the "e" to the symbol you want.

Similarly, to type the symbol "ñ", rest your finger on the "n" key awhile then slide to the "ñ".

These letters offer accents:



## Alternate keyboards

To type a symbol, tap the **!#1 key**. Then you see a keyboard full of symbols. Type any symbol you want.

You're seeing the first set of symbols out of 2 sets, so the keyboard says "1/2". If you tap the "1/2", it becomes "2/2" and you see the 2<sup>nd</sup> set of symbols.

To return to the usual keyboard, which includes the alphabet, tap the **ABC key**.

Here's a faster but weirder way to type the "1/2" symbols:

On each letter key, its top-right corner has a tiny symbol (so tiny that it's hard to see). To type that symbol, **touch & hold** that key (by resting your finger on the key for at least half a second) then lift your finger. You'll be typing the same symbol shown on the 1/2 keyboard.

If you switch to **landscape mode** (by lifting the device's top edge then rotating 90 degrees counterclockwise), the keys become wider (so they're easier to type on) but you see fewer lines of text.

## Fonts

Here's how to type in **boldface** (like **this**):

Tap the "**B**" that's above the keyboard's right edge. Type the words you want boldfaced. Then tap the "**B**" again (to end boldfacing).

Here's how to type in **italics** (like *this*):

(For a phone, go to landscape mode, by rotating the screen.) Tap the "*I*" that's above the keyboard's right edge. Type the words you want italicized. Then tap the "*I*" again (to end italicizing).

Here's how to type **underlined** (like this):

(For a phone, go to landscape mode, by rotating the screen.) Tap the "U" that's above the keyboard's right edge. Type the words you want underlined. Then tap the "U" again (to end underlining).

## Emoji

Here's how to type an **emoji** (emotional symbol, such as a smiley face).

**Tablet** Switch to **landscape mode** (by lifting the device's top edge then rotating 90 degrees counterclockwise), so the keys become wider. Above the keyboard's "1", if you see a smiley surrounded by curved arrows, tap it.

Tap "😊", which is above the keyboard's "2". You start seeing some emoji. **You see 39 at a time.**

The emoji are organized into **8 categories**:

smileys (& people), animals (& nature), food (& drink), activities, travel (& places), objects, symbols, flags

To see more emoji in the same category, put your finger in the middle of the 39 and swipe *up*. To see emoji in the next category, put your finger in the middle of the 39 and swipe *left*. To see again the emoji you saw before, do the opposite (swipe *down* or *right*).

**Phone** If you see “<” above the keyboard’s left edge, tap it.

Tap “☺”, which is above the keyboard’s left edge. You start seeing some emoji. **You see 40 at a time.**

The emoji are organized into 8 **categories**:

smileys (& people), animals (& nature), food (& drink), travel (& places), activities, objects, symbols, flags

To see more emoji in the same category, put your finger in the middle of the 40 and swipe *up*. To see emoji in the next category, put your finger in the middle of the 40 and swipe *left*. To see again the emoji you saw before, do the opposite (swipe *down* or *right*).

**Final steps** When you see an emoji you like, tap it. That copies the emoji into your document. To put *several* emoji into your document, tap them.

When you finish typing emoji, tap the keyboard icon at the screen’s bottom-*left* corner. Then you see a normal keyboard again, so you can type words and numbers again.

## Hide the keyboard

If you want to hide the keyboard (so your screen shows more of what you typed), tap the **Down button** (which is at the screen’s bottom and shows “√”).

To make the keyboard reappear, tap the screen’s middle.

## Dictation

Instead of typing on the keyboard, you can dictate the document by speaking into the microphone. Here’s how.

**Tablet** Above the keyboard’s left edge, if you see a smiley with arrows circling around it, tap it. Tap the microphone icon (picture of a microphone), which is above the keyboard’s “9”.

You see a blue microphone icon and “Try saying something”.

*Immediately* speak the English words you want the phone to type. (Don’t pause. If you pause for more than 4 seconds, you might see “Tap to speak,” which means you must tap that.)

Speak clearly, like a newscaster on American TV. (Foreign accents confuse it.) The phone will analyze your speech and figure out how to type it in English. The phone will type the words soon after you say them.

At the end of each sentence, you should probably say “period” (or “question mark”, “exclamation point”, or “exclamation mark”). The phone also understands “comma”, “colon”, “semicolon”, “dash”, and “quotation mark”. Say them *immediately* after the preceding word, without pause.

Keep your paragraphs short. Long paragraphs confuse it.

The microphone is in the top edge, slightly to the left of center.

When you finish dictating, tap the X at the screen’s right edge. Then you see a keyboard again, so you can type words and numbers again.

If the dictation system made a typing mistake, edit it.

**Phone** If you see “<” above the keyboard’s left edge, tap it. Tap the microphone icon (picture of a microphone), which is above the keyboard’s “7”. (If the phone gives you a choice between “Allow” and “Deny”, tap “Allow” twice then the microphone icon again then “Agree”.)

You see a blue microphone icon and “Tap to talk”. Tap the blue microphone icon, so you see “Tap to pause”.

*Immediately* speak the English words you want the phone to type. (Don’t pause. If you pause for more than 4 seconds, you might see “Tap to talk,” which means you must tap the blue microphone icon again.)

Speak clearly, like a newscaster on American TV. (Foreign accents confuse it.) The phone will analyze your speech and figure out how to type it in English. The phone will type the words soon after you say them.

At the end of each sentence, you should probably say “period” (or “question mark”, “exclamation point”, or “exclamation mark”). The phone also understands “comma”, “colon”, “dash”, and “quotation mark” (but not “semicolon”). Say them *immediately* after the preceding word, without pause. If you prefer, do this instead: tap the period key, comma key, or Enter key (which are near the screen’s bottom), but then you must tap the blue microphone icon again.

Keep your paragraphs short. Long paragraphs confuse it.

The main microphone is a tiny pinhole in the bottom edge, slightly to the right of center. An extra microphone is in the top edge, slightly left of center.

When you finish dictating, tap the keyboard icon at the screen’s bottom-*left* corner. Then you see a normal keyboard again, so you can type words and numbers again.

If the dictation system made a typing mistake, edit it.

## Selections

To select a word to edit, press your finger on it until it “turns blue” (gets a blue highlight). Then you’ll also see fat blue pointers before and after the word. To make the selection include more words, slide (drag) the fat blue pointers until the blue highlight includes all the words you want to select.

Then say what to do to the selected words:

If you want to **delete** the words, tap the **Backspace key** (which is on the keyboard).

If you want to **move** the words, tap “**Cut**” (which is above the selected words). Then try to tap the blank space where you want the words to appear. Adjust where you tapped (by dragging the fat blue pointer, which appears for 4 seconds). Tap the fat blue pointer. Tap “**Paste**”.

## Scroll

If you type more lines than can fit on the screen, the screen will show just part of your note (document). To see the rest of your note, put your finger in the screen’s middle and slide **down** (to drag the note down, so you can see the note’s top) or slide **up** (to drag the note up, so you can see the note’s bottom). Sliding the note is called **scrolling**.

## Final steps

If you wish to give the note a title, tap “Title” (which is above your note) then type the title you want.

When you finish typing the note (and optional title), tap “Save” (which is at the screen’s top-right corner) then “<” (which is at the screen’s top-left corner and also bottom-right corner).

Then you see a list of all the notes you’ve created. (The newest is at the top.) That list gives you 3 popular choices:

To **use** one of those notes, tap it.

If instead you want to **create another** note, tap the “+” (which is at the screen’s bottom-right corner) then type that note.

If instead you want to **delete** some of the notes, do the following. Tap the **menu button** (the column of 3 dots at the screen’s right edge) then “Edit”. If you have more than 1 note, tap the notes you want to delete. Tap “Delete” (which is at the screen’s bottom-right corner). For the tablet, tap “Delete” again; for the phone, tap “Move to Trash”. (Those notes stay in the Trash folder for 15 days then disappear.)

## Return to Home

When you finish writing and reading your notes, tap the Home button (the circle at the screen’s bottom), so you see the Home screen again.

## Phone calls (just on phone)

(If you have a tablet, skip to the next topic, “Cameras”.)

If this is the first time the phone is being used to make phone calls, make sure the phone was set up properly by the salesperson — or get help from me.

Hint: if you’re transferring a phone number from an old Verizon phone to a new Verizon phone, just move the Verizon SIM card from the old phone to the new phone!

### Smart Switch

To copy all info from your old phone to the new phone (including a list of your friends’ phone numbers, plus more), do this procedure:

Tap “Settings” then “Accounts and backup” then “Smart Switch”. The phone asks “Download Smart Switch?” Tap “Download” then “Agree” then “Allow” then “Receive data” then “Galaxy/Android” then “Wireless”. On old phone, tap “Play Store”. Tap “Search for apps & games”. Start typing “Smart Switch” then tap “Smart Switch”. Tap “Install” then “Skip” then “Open” then “Agree” then “Allow” then “ALLOW” 8 times then “Let’s go” then “Wireless”. Make sure the new phone is still turned on. On the old phone, tap “ACCEPT”. On new phone, tap “Transfer” (which you see when you scroll up). On old phone, tap “Copy”. On new phone, type your Google password then tap “SIGN IN”. After a few minutes, the new phone says “Done copying your stuff”. Tap “Go to the Home screen”.

### Make a phone call

To make a phone call, start the Phone app by using one of these methods:

**Home-screen method** While you’re looking at the Home screen, tap the Phone icon (which is at the screen’s bottom-left corner).

**Apps-screen method** While you’re looking at the Apps screen, tap “Phone”.

**Lock-screen method** While you’re looking at the Lock screen, put your finger on the Phone icon (which is at the screen’s bottom-left corner) and swipe up.

You should see this **keypad**:

1 Voicemail	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
* +	0 +	#

(If you don’t see that keypad yet, make it appear by tapping “Keypad”, which is at the screen’s bottom-right corner.)

On the keypad, tap the phone number you want to call. To experiment, call another number in your home, or call a friend’s number, or call me at 603-666-6644.

If you’ve never used a cell phone before, surprise! All U.S. cell phones let you take these shortcuts:

You don’t have to tap 1 first.

If the number you’re calling has the same area code as your phone, you don’t have to tap the area code.

If you make a mistake, erase it by tapping the **Backspace key** (which is at the screen’s right edge and shows ☒).

When you finish tapping the number, tap the **Phone key** (which is at the screen’s bottom, above the Home button, green, and shows ☎).

Put the phone near your cheek, so the phone’s top is near your ear and the phone’s bottom is near your mouth.

The **main microphone** is tiny hole in the phone’s bottom edge, to the right of the USB cable. Put it next to your mouth.

The **earpiece** (speaker) is a tiny hole in the phone’s top edge, above and to the left of the selfie camera (which is a bigger hole). Put it next to your ear.

(If the phone touches your cheek, the screen goes black, so your cheek can’t accidentally tap an icon.)

Then chat!

To finish chatting, move the phone away from your cheek. The screen lights up again. Tap the **End Call button** (the red circle, which shows ☎). The call ends.

### Recent calls

To see a list of recent calls, tap “Recents” (which is near the screen’s bottom). You see the phone numbers of recent calls.

Calls **you made** show a red arrow going **out** of a gray phone.

Calls **you received** show a green arrow going **into** a gray phone.

Calls **you missed** show a red bent arrow **bouncing** off a red phone.

Calls **you refused** show a blue circle, **crossed out**, next to a gray phone.

If several similar calls came in a row, you see just the last one. For each call shown, you see the time the call began.

If you want to call one of the list’s numbers again, use one of these methods:

**Double-tap method** Tap that number then the green Phone icon.

**Swipe-right method** Put your finger on that number and swipe toward the *right*.

When you finish looking at the recent-call list, make the screen return to normal by tapping “Keypad” (which is at the screen’s bottom-left corner).

While you’re tapping a number on the keypad, the computer shows a phone number (from the recent calls) that begins with what you’ve tapped. If that’s the phone number you want, tap that phone number then the Phone key (☎).

### Answer a phone call

Same as pure Android, except for capitalization (Samsung says “Answer” instead of “ANSWER”, “Decline” instead of “DECLINE”), so see page 157.

### Voicemail system

Same as pure Android, so see pages 157-158.

### Name your callers

Try this experiment.

In your list of recent calls, if one of the calls involves a person you plan to call again, teach the phone that person’s name. Here’s how.

Tap that person’s phone number then the “Information” icon (an “i” in a gray circle) then “Add” then “Create new contact” then “Create contact”. If you see “Phone”, tap that then “Set as default”.

You see a typewriter keyboard. On that keyboard, type the person’s name.

## The typewriter keyboard uses tricks:

The phone **automatically capitalizes** the first letter of each word or name. If you make a mistake, tap the **Backspace key** (which is .

To type an **accented letter** (such as é), press down on the letter's key awhile, until you see accents nearby; then **drag** (slide your finger) to the accent you want.

When you finish typing, tap "Save" (which near the screen's top-right corner). Then tap the Home button.

In the future, to call that number, you can use 2 methods. Here's the **contact-list method**:

Tap the Phone icon (which is on the Home screen) then "Contacts".

You see the **Contacts list**, which is an alphabetical list of people (and Verizon services, which begin with "#"). To see the whole list, scroll down (by putting your finger in the screen's middle and flicking up).

Tap the person you wish to call then the green Phone icon.

Here's the **type-name method**:

While looking at the phone keypad (as if you were going to tap a phone number), start typing the person's name instead of a number. (For example, to type the letter A, tap the key having the letter A; that key also has the letters B and C and the number 2.)

The screen will show a person that matches what you've typed so far. If that's not the person you want, type more of the person's name.

When the screen finally shows the correct name of the person you want to call, tap that name then the **Phone key** (which is at the screen's bottom, above the Home button, and shows .

## Speakerphone

While you're chatting on the phone, try this experiment:

Instead of putting the phone next to your cheek, put the phone on your desk then tap "Speaker", so the Speaker icon turns green.

That makes the volume very loud, so you can hear the other person clearly — and so can any friends sitting next to you. It also makes the microphone very sensitive, so the person you're calling can hear what your friends say.

## Volume button

Same as pure Android, so see page 158.

## 3-way call

Same as pure Android, except for capitalization (Samsung says "Add call" instead of "ADD CALL"), so see page 158.

## Speed dial

Here's how to give a person a special digit, so you can phone that person by pressing just that digit:

While looking at the phone's keypad (where you type numbers), tap the **Menu icon** (the column of 3 dots near the screen's top-right corner) then "Speed dial numbers".

Which digit do you want to give that person? The phone assumes you want the lowest unused digit, such as 2. (If you want a different digit instead, tap the 2 then the digit you prefer. Don't tap 1, which is assigned to voicemail.)

At the screen's right edge, you see an icon that looks like a person. Tap it. You see the contacts list. Tap the person you want to give the digit to.

You see the next number (such as 3). Tap the person icon then the person you want to give that digit.

You see the next number (such as 4). Continue assigning digits to people. (To keep things simple, don't assign numbers bigger than 9.) When you finish, tap the Home button.

Then to phone a person, do this: using the Phone app's keypad, press your finger on that person's digit awhile, until that person's name appears at the screen's top.

## Send a text message

To send a text message, start the Messages app by using one of these methods:

**Home-screen method** While you're looking at the Home screen, tap the Messages icon. It's the blue circle at the screen's bottom and shows "...".

**Apps-screen method** While you're looking at the Apps screen, tap "Messages".

**Make sure the screen's top says "Messages"**. If you don't see that yet, make it appear by tapping the "<" at the screen's top-left corner.

The person who'll get your message is called the **recipient**. **Say who the recipient is**, by using one of these methods:

**Type-the-number method** Tap the New Message icon (the blue circle, which is now at the screen's bottom-right corner and shows "..."). You see a keyboard. Tap "Recipient" (which is at the screen's top-left corner). Type the recipient's phone number.

**Choose-the-person method** Tap "Contacts" (which is near the screen's bottom-right corner). You see a list of people (or phone numbers) you previously communicated with (by text messaging or phone calls). To see the whole list, scroll down (by swiping up). If you want one of those people to be the recipient of your new message, tap that person.

**Type-the-name method** Tap the New Message icon (the blue circle, which is now at the screen's bottom-right corner and shows "..."). You see a keyboard. Tap "Recipient" (which is at the screen's top-left corner). Start typing the recipient's name. You'll see a list of names (from your contact list) that match what you've typed so far. When you see the name you want, tap it. If you want to send the same message to another person also, start typing that person's name, so you see a list of names again, then tap the name you want. You can do that several times, to send a message to a whole group of people.

**Phone-app method** Start the Phone app (instead of the Messages app). Tap "Recents" (which shows a list of recent phone calls) or "Contacts" (which shows a list of people you named). Scroll down until you find the person (or phone number) you want to send the message to. Put your finger on that person and immediately swipe to the left (instead of the right).

**How to type the message** Tap the rounded gray box (which is above the keyboard and to the right of "+").

Then that box says "Enter message". Type the text message you want to send.

For best results, keep the message short (no longer than 160 characters), so your phone will send the message by the **Short Message Service (SMS)**. If the message is longer, your phone will send the message by **concatenated SMS** or the **Multimedia Messaging Service (MMS)**; those methods are slower and less reliable than SMS.

**Send** Tap the **Send button** (which is at the screen's right edge, to the right of the last word you typed, and looks like a paper airplane pointing to the right).

If all goes well, the screen will show your message in a green box and show the time it was sent (such as "9:14 PM").

If you want to send another message to the same person, type it then tap the Send button again.

## Receive a text message

If somebody sends you a text message, here's what happens.

While the phone is turned on (or sleeping), it occasionally asks Verizon Wireless whether anybody has tried to send the phone any messages. If it detects a message, here's what happens.

The phone suddenly gives you 2 quick whistles and vibrates. The screen's top edge briefly flashes the sender's name (or phone number) and the message's first few words.

Run the Messages app. You see a list of messages that came in. Tap the message that interests you. Then you see more details about messages from that person.

Messages received are at the left, in gray boxes.

Messages you sent are at the right, in green boxes.

(The boxes have rounded corners, so they almost look like ovals.)

If you want to **reply**, do this:

Tap the empty gray box. Type your reply. Tap the Send button (the paper airplane pointing to the right).

## Fancy texting

When sending a text message, you can include the following goodies, but be aware that these goodies will make your message ineligible for SMS and force your phone to use MMS (which is slower and less reliable than SMS).

**Many emoji** Here's how to type an **emoji** (emotional symbol, such as a smiley face).

Tap the smiling black box (which is to the right of your typing) then "☺" (which is at the screen's left edge).

You start seeing some emoji. **You see 40 at a time.**

The emoji are organized into 8 **categories**:

smileys (& people), animals (& nature), food (& drink), travel (& places), activities, objects, symbols, flags

To see more emoji in the same category, put your finger in the middle of the 40 and swipe *up*. To see emoji in the next category, put your finger in the middle of the 40 and swipe *left*. To see again the emoji you saw before, do the opposite (swipe *down* or *right*).

When you see an emoji you like, tap it. That copies the emoji into your text. To put *several* emoji into your document, tap them.

When you finish typing emoji, tap the keyboard icon at the screen's bottom-*left* corner. Then you see a normal keyboard again, so you can type words and numbers again.

**Suggested word** If you start typing a word, the screen will show, below your typing, 3 words you might be trying to type. If you like one of the suggestions, tap it, and the phone will type that word for you.

**Word emoji** If you type a word such as "girl" or "love", the screen will show, below your typing, the word's emoji. If you tap that emoji, your message will include the emoji (instead of the typed word).

**Dictation** Instead of typing a message, you can transmit your voice. Here's how:

For the message, make sure you haven't typed any words or emoji yet.

At the screen's right edge, next to the gray box where you'd type your message, you see the Wavelength icon (which is 6 vertical lines). Put your finger on it awhile. While you keep your finger on it, talk (or sing a song). When you lift your finger, the screen will flash "Converting to multimedia message".

Tap the Send button (which looks like a paper airplane). Your voice will be sent to the recipient, who'll hear it.

## Cameras

Near the device's top edge are some **holes**. 5 of them are the device's **cameras**. They work best when you lift the device off your desk and hold it in front of your face, so the screen faces you, like a mirror.

The **front camera** (which is also called the **front-facing camera** and the **selfie camera**) is a small hole in the screen, near the top edge. It can take pictures of you while you face the screen, so it acts like a "mirror with a memory".

The **back camera** (which is also called the **rear-facing camera** and the **main camera**) is on the device's backside, near the top edge and the Volume button. It's 1 black hole in the tablet, 4 black holes in the phone. Instead of taking pictures of *you*, it takes pictures of *what your eye sees*, when the phone is off your desk and near your eye.

## Start

To start the Camera app, choose one of these methods:

**Apps-screen method** On the Apps screen, tap "Camera".

**Home-screen method** On the Home screen, tap the Camera icon (which is near the screen's bottom).

**Lock-screen method** Put your finger on the Lock screen's bottom-right corner (which shows a picture of a camera) and swipe up.

**Power-button method (just on phone)** Press the phone's Power button twice quickly, without much pause between the presses.

If the device asks "Turn on Location tags?", tap "Turn on". If the device asks "Allow Camera to access this device's location?" tap "Allow".

Pick up the device and put it in front of your face, as if the device were a mirror. For your first experiment, keep the device upright, not tilted (so it's in portrait mode, taller than wide).

## Unblock

If the screen is dark, it's probably because your hand or desk is blocking the camera's lens.

## Switch cameras

To **toggle** (switch back and forth) between using the front camera and the back camera, tap the **Switch Cameras button**. (It's on the screen and shows 2 arrows chasing each other around a circle. It's at the tablet's right edge. It's near the phone's bottom-right corner.)

## Zoom

While using the back camera, you can zoom in by doing this:

Put 2 fingers on the screen then **stretch** (slide your fingers apart).

**Zooming in makes the camera act as a magnifying glass!**

To zoom back out, put 2 fingers in the screen's middle then **pinch** (slide your fingers together).

## Create a photo

When you're ready to take your shot, tap the **Capture button**.

**Tablet** It's the BIG white circle at the screen's right edge.

**Phone** It's the BIG white circle near the screen's bottom.

That tap makes the camera snap the photo. If you want to take another shot, tap that button again.

## View photos

To see the most recent shot you made, do this:

**Tablet** Tap the bottom circle at the screen's right edge.  
**Phone** Tap the circle near the screen's bottom-left corner.

If the device asks "Allow location information to be shown?" tap "Allow".

To see earlier shots, put your finger in the screen's middle and keep flicking toward the left. To return to newer shots, flick to the right.

To enlarge a photo slightly, double-tap it. To enlarge it even more, put 2 fingers where you want to zoom in, then **stretch** (slide your fingers apart). To return to normal size, put 2 fingers near the photo's middle then **pinch** your fingers together.

To delete the shot you're looking at, tap the trash can (which is near the screen's bottom-right corner) then "Move to Trash". (While doing that, if the device asks "Turn on Trash?" say yes.)

To return to making new photos, tap the Back button (the "<" at the screen's *bottom-right* corner).

If you hesitate a long time before taking a shot, the device stops using the camera and returns to the Home screen, to use less electricity.

## Create a movie

To create a movie, do this:

**Tablet** Tap "Video"  
**Phone** Tap "VIDEO"

That puts a red dot in the Capture button (the big white circle).

Tap the Capture button. That makes the camera start recording the movie (with sound), and the red dot becomes a black square.

To stop recording (end the movie), tap the black square.

## View movies

To watch the movie you just made, do this:

**Tablet** Tap the bottom circle at the screen's right edge.  
**Phone** Tap the circle near the screen's bottom-left corner.

You'll start seeing the movie without hearing the sound. To see the movie from its beginning, with sound, tap "Play video". If the device asks "Allow Video Player to access photos, media, and files on your device?", tap "Allow".

The movie will play repeatedly, until you tap the Back button (the "<" at the screen's *bottom-right* corner).

To raise a movie's volume (so you can hear the movie's sounds better), press the **Volume button** (which sticks out of the device's right side) at the end closest to the phone's top edge.

## Return to Home

When you finish playing with cameras and your shots, tap the Home button, so you see the Home screen again.

## Gallery

To see a list of all the photos & movies you created, do this:

**Tablet** Tap the Gallery icon (the starburst on the Home screen's bottom row) or "Gallery" (which is on the Apps screen).

**Phone** Tap "Gallery" (which is on the Apps screen).

Tap the photo or movie you want to see.

## Tilt

If you tilt the device, you can create a tilted photo or movie. For example, you can record a landscape (wide) instead of a portrait (tall).

While the device is tilted, the icon positions are tilted also, of course. For example, the Home button is at the phone's side instead of at the bottom.

## Screenshot

Here's how to make & save a photo (take a shot) of whatever's on the screen at the moment.

Quickly tap the Power and the bottom part of the Volume button simultaneously. (If the device asks "Allow Samsung capture to access photos, media, and files on your device?" tap "Allow".)

The device will take a photo of your screen's appearance. The device will put the photo into your Gallery. (To see a list of all the photos & movies you created, tap "Gallery", which is on the Apps screen.)

## Internet

Your device can access the Internet.

### Web

To access the Web, run **Chrome** (the Web browser invented by Google), by doing this:

**Tablet** On the Home screen, tap "Google" then "Chrome".

**Phone** On the Home screen, tap the Chrome icon (the multicolored circle near the screen's bottom).

If the screen says "Welcome to Chrome", tap "Accept & continue" and then, for the moment, tap "No thanks".

**Go to a Web page** At the screen's top, above the word "Google", you see a wide gray box that contains some text (such as "google.com/?gws\_rd=ssl"). Tap that text. Then the words in the box say:

Search or type web address

Using the keyboard, type the Web address you want to visit. For example, if you want to visit [www.yahoo.com](http://www.yahoo.com), type:

[www.yahoo.com](http://www.yahoo.com)

(The "www." is optional. To type the ".com" quickly, just tap the ".com" key.)

At the end of your typing, tap the **Enter key**, which is also called the **Go key**.

**Tablet** It's at the keyboard's right edge and says "Go".

**Phone** It's at the keyboard's bottom-right corner and says "Go".

To switch to a different Web page, repeat that procedure: tap in the gray box (which shows what you typed), then type the new Web address you want to visit, such as:

[www.cnn.com](http://www.cnn.com)

**Flick up** Same as pure Android, so see page 161.

**Magnify** To magnify the Web page (so you can read it more easily), you can try these techniques:

You can **zoom in** (by putting 2 fingers in the screen's middle, then spreading them apart). To make the writing return to its normal size, **zoom out** (by putting 2 fingers near each other, in the screen's middle, then pinching them together).

You can switch to landscape mode. (But in landscape mode, you see just the Web page's top part, until you swipe to see the rest; so you'll probably prefer portrait mode.)

Those techniques work on some Web pages but not others. They work *usually*. For example, they usually work on [cnn.com](http://cnn.com) but not [yahoo.com](http://yahoo.com).

**Back** After viewing several Web pages, you can go back to the previous Web page by tapping the Back button (the "<" at the screen's bottom-right corner).

**Return to Home** When you finish using the Web, tap the Home button (the circle at the screen's bottom), so you see the Home screen again.

## YouTube

To get a version of YouTube, customized for display on the Android screen, tap "Google" (which is on the Home screen) then "YouTube".

**Go to YouTube's home** Stop any video in progress:

If a video in progress consumes the whole screen (because you got into landscape mode), rotate the screen 90 degrees, so the video consumes just the screen's *top* part.

Next, if the screen's bottom part shows a video in progress, make it disappear by tapping the video's X (which is at the screen's right edge, near the bottom edge).

At the screen's bottom-left corner, you see "Home" and a house. Make sure they're red. (If they're black, make them turn red by tapping there.)

**Discover a video** You see a list of videos. To see more choices, put your finger in the screen's middle and swipe up, so you see videos below. The videos you see depend on what you previously chose.

**Specialized choices** Which of those videos would you like to watch? Tap the video you want — or get a more specialized list of videos by doing this:

Put your finger in the screen's middle and swipe down, so you see a magnifying glass at the screen's top. Tap the magnifying glass.

A keyboard appears. Using the keyboard, type what you want to search for. You can type a light-hearted topic or a heavy topic (such as an advanced math topic).

At the end of your typing, tap the **Enter key**. (It's at the keyboard's right edge and shows a magnifying glass.)

You start seeing a list of videos that resemble your request. (To see the rest of the list, put your finger in the screen's middle and swipe up.) Tap the video you want.

To return to the previous screenful, tap the Back button (the "<" at the screen's bottom-right corner).

**Play a video** When you find a video you like, tap it. Then the video starts playing, usually preceded by an ad. (If you see "Skip ads", tap that.)

Enjoy the show!

**Adjust the volume** Same as pure Android, so see page 162.

**Enlarge the video** To make the video look bigger, **switch to landscape mode**.

**Tablet** Switching to landscape mode makes the video consume most of the screen. Then, if you want the video to consume *all* of the screen, **do this**: tap the video then the broken box at the video's bottom-right corner, and do that *again* when you want to return the video to its previous size.

**Phone** Switching to landscape mode makes the video consume the whole screen.

**Ending** If you want to switch back to the previous screen (because the video has ended or you're tired of watching it), tap the Back button (the "<" at the screen's bottom-right corner). To return to the Home screen, tap the Home button. (To make those buttons appear, go to portrait mode.)

If the video continues playing afterwards (at the screen's bottom), stop it by doing this:

Tap the video then its X.

## Gmail

To send and receive email messages on your device, use Google's email system (called **Gmail**).

To use Gmail, tap "Google" (which is on the Home screen and Apps screen) then "Gmail".

**Setup** If your device hasn't been set up properly for email yet, here's what happens.

The device says "New in Gmail". Tap "GOT IT".

Tap "Add an email address". The device says "Set up email".

What email address have you been using on your other devices?

If it ends in "@gmail", do this:

Tap "Google" then "Email or phone".

Type the **email address** you've been using on your other computers (such as "TrickyLiving"). At the end of typing the address, tap "Next".

Type your Gmail **password**. At the end of typing the password, tap "Next" then "I agree" then "More" then "Accept" then "TAKE ME TO GMAIL".

If it doesn't end in "@gmail", do this:

Tap "Personal" then "NEXT".

Type the **email address** you've been using on your other computers (such as "SecretGuide@comcast.net"). At the end of typing the address, tap the Enter key (which has a white checkmark in a green circle).

Type the **password** that you registered with your email provider. (To type a number, tap the "?123" then the number then the "ABC" key.) At the end of typing the password, tap "NEXT", 3 times.

Tap "TAKE ME TO GMAIL".

If you want to invent a new "@gmail" account, do this:

Tap "Google" then "NEXT" then "create a new account".

Type your first name. (The phone will automatically capitalize the first letter.) At the end of typing the first name, tap the Enter key (which has "↵" in a green circle).

Type your last name. (The first letter is capitalized automatically.) Tap the Enter key (green circle).

Tap the bottom "Phone number". Type your cellphone number (just the digits, including area code). Tap the Enter key (green circle) then "VERIFY".

On your cellphone, read the text message from "22000", which says your Google verification code. On your phone, tap "Enter code" then type your Google verification code then tap the Enter key.

When were you born? Tap "Month" then your birth month (such as "May"). Tap "Day" then type your birthday (such as "24"). Tap "Year" then type your birth year (such as "1947").

Tap "Gender" then your gender (such as "Male"). Tap "NEXT".

What email address do you want for yourself? Invent it. The phone has already typed "@gmail"; to the left of "@gmail", type what you want. (For example, I typed "TrickyLiving".) Your typing can include small letters, capital letters, and numbers, but not blank spaces. (If you want to type a number, tap the "?123" key then the number then the "ABC" key.) At the end of your typing, tap the Enter key (the green circle). If the phone says "That username is taken", type a different username instead then tap the Enter key again.

Invent a password (at least 8 characters). Type it then tap the Enter key. Type the password again; at the end of your typing, tap "NEXT" twice then "VERIFY". On your cellphone, read the text message from "22000", which says your Google verification code. On your phone, tap "Enter code" then type your Google verification code then tap the Enter key.

Tap the "I AGREE" that's at the screen's bottom-right corner then "NEXT" then "NEXT" again.

If the screen says "Try Gmailify", for now tap "NO THANKS".

**Read** Look at the screen's top-left corner. Make sure it says "PRIMARY". (If that corner has a left arrow instead, tap it or the Navigation Bar's Back button, then put your finger in the screen's middle and swipe down, until you see "PRIMARY".

Then you see a list of messages that came in.

**To read a message**, do this:

Tap the message's name. You see the message's details. (Above them, you might also see previous messages with that person.) When you finish reading that message, tap the Navigation Bar's Back button.

Then you see the list of messages again. In that list, each message you've read has a headline that's gray; each message you haven't read has a headline that's black & bold.

**To double-check whether any new messages came in** during the last few minutes, do this:

While you look at the list of messages that came in, put your finger in the screen's middle and swipe down.

**Write** Here's how to write an email message to a friend.

Tap "Compose" (which is at the screen's bottom-right corner). If the screen says "Smart Compose", tap "Got it".

A keyboard appears. The screen says "To". Using the keyboard, type your friend's email address (or, to experiment, send a message to yourself by typing your own email address). At the end of your typing, tap the Enter key. (It's blue, at the keyboard's bottom-right corner, and shows a checkmark).

Tap "Subject". Invent a subject for your message. Type it.

Tap "Compose email".

Type the message. (If you want to type a symbol instead of a letter, tap the "?123" key then the symbol then the "ABC" key.) At the end of each paragraph, twice tap the Enter key (the blue box containing "↵").

When you've finished typing the whole message, tap the **Send button** (which is near the screen's top-right corner and looks like a blue paper airplane). The device will send the message to your friend.

**Dictate** Instead of typing on the keyboard, you can dictate the document by speaking into the microphone. Here's how.

Look at the screen's right edge, above the keyboard. You see a picture of a microphone; tap it.

The microphone gets surrounded by a blue box. If you tap that box, it disappears, so you see just the microphone. If you tap there again, you see the blue box again.

**While you see the blue box, speak the English words** you want the device to type. Speak clearly, like a newscaster on American TV. (Foreign accents confuse it.) Your device will analyze your speech and figure out how to type it in English. The device will type the words after you say them (and after a delay).

**At the end of each sentence, say "period" or "question mark" or "exclamation mark" or "exclamation point".** The device also understands "comma", "colon", "semicolon", and "quotation mark". The device doesn't understand "colon" or "semicolon" or "quotation mark" or "quote".

The actual microphone, which hears you, is a tiny pinhole in the phone's bottom edge, to the right of where the USB power-cable plugs in.

If you tap the blue microphone box (or pause awhile), the blue disappears and the computer stops listening to you. To resume, tap the microphone icon so it gets surrounded by a blue box again, then start speaking again.

If your speech is long, divide it into paragraphs by doing this:

At the end of each paragraph, say a punctuation mark then press the Enter key twice then tap the microphone icon again.

If the voice system made a typing mistake, edit it.

**Manipulate** Same as pure Android, so see page 163.

**Finish** When you finish dealing with Gmail, tap the Home button.

## Maps

To see maps, tap "Google" (which is on the Home screen) then "Maps".

**Phone** If the phone says "Maps is now faster and works offline", tap "MAKE MAPS FASTER".

**Zoom in** Same as pure Android, so see page 164.

**Zoom out** Same as pure Android, so see page 164.

**Search** To search for a particular place in the world, tap **"Search here"**, which should be at the screen's top-left corner. (If you don't see "Search here" yet, make it appear by tapping the X near the screen's top-right corner).

Type a location (such as "196 Tiffany Lane, Manchester NH" or "Los Angeles airport" or "White House"). At the end of your typing, tap the keyboard's **Search key**.

**Tablet** The Search key is at the keyboard's right edge and has a magnifying glass).

**Phone** The Search key is at the keyboard's bottom-right corner and shows a blue magnifying glass.

**Current location** To see your current location, tap the **Current Location button** (which is at the screen's right edge and shows a black dot in a black circle in a white circle).

**Directions** Here's how to get directions about how to drive (or walk) to a destination.

Type the destination's address into the "Search here" box (and at the end of your typing tap the keyboard's Search key). Then tap "Directions" (which is at the screen's bottom-left corner).

If the screen says "Welcome to Google Maps Navigation", tap "GOT IT".

You see a map. On the map is a blue route, showing how to get to the destination.

Above the map you can see icons for 5 ways to travel: car, bus, walk, Lyft, or bicycle. Next to each icon, you see how long it will take. Tap the icon you wish. (The most popular icon is the car.)

**If you tap "Steps & more"** (which is at the screen's bottom), you'll start seeing step-by-step instructions about each turn to make. (Swipe up to see all the instructions.)

**If you tap "Start"** (at the screen's bottom-left corner), a woman's voice will start talking to you. She'll tell you how to start. When you get near the next turn, she'll warn you and tell you what to do. If you have trouble understanding her voice, don't worry: her main words & map appear on the screen. The screen's bottom shows when you'll probably arrive at your final destination (such as "2:37 PM"). If you want her to shut up and forget about the rest of the trip, tap the X at the screen's bottom-left corner.

**Ending** When you finish using Maps, tap the Home button (at the screen's bottom), to return to the Home screen again.

## Alarm clock

Here's how to make the device imitate an alarm clock, to warn you when it's time to get out of bed or go to a meeting or end a meeting.

On the Apps screen, tap **"Clock"** then **"Alarm"** (at the screen's bottom-left corner). Then do this:

**Tablet** Tap "+". In big digits you see 6:00AM, because the alarm clock guesses you should get up then.

**Phone** In big digits, you can see 6:00AM, because the alarm clock guesses you should get up then. (If you don't see 6:00AM yet, make it appear by tapping "+".)

Adjust that time by swiping its parts up or down, until it becomes the alarm time you want. Tap "Save" (which is at the screen's bottom-right corner).

Then tap the Home button and run any other apps you wish.

At the time you requested, the alarm will suddenly play music (if the device is turned on or in sleep mode but not totally turned off). Then you have 3 choices:

The usual choice is to tap "Dismiss" (which cancels the alarm).

If you tap "Snooze" instead, the device resets the alarm for 5 minutes later.

If you do nothing, the device keeps playing music for a minute. Then it automatically taps "Snooze" for you (unless you already chose "Snooze" 3 times, in which case it taps "Dismiss" for you).

# Play Store

To copy programs and data from the Internet to your device, tap “Play Store” (which is on the Home screen).

(If the phone asks “Want to stay in the loop?” tap “YES, I’M IN”.)

## Google Account

Same as pure Android, so see page 165.

## Categories

Use landscape mode.

The screen should show 4 choices:

Games      Apps      Movies & TV      Books

If you don’t see those choices yet, make them appear by tapping the Back button once or twice.

**Tablet** Those choices appear at the screen’s left edge.

**Phone** Those choices appear at the screen’s bottom.

Tap your favorite choice.

**Games** If you tap “Games”, the screen’s top shows 8 choices:

For you   Top charts   New Events   Premium   Categories   Kids   Editors’ Choice

(On the phone, you see the last choice fully just if you put your finger in the middle of that menu and swipe left.)

For example, if you tap “Categories”, you can see these 17 categories:

action, adventure, arcade, board, card, casino, casual, educational, music, puzzle, racing, role playing, simulation, sports, strategy, trivia, word

(To see the last few, put your finger in the screen’s middle and swipe up.)

**Apps** If you tap “Apps”, the screen’s top shows 6 choices:

For you   Top charts   Categories   Editors’ Choice   Kids   Early access

For example, if you tap “Categories”, you can see these 36 categories on the tablet, 38 categories on the phone:

art (& design), augmented reality [just on the phone], auto (& vehicles), beauty, books (& reference), business, comics, communication, dating, education, entertainment, events, family, finance, food (& drink), games, Google Cast, health (& fitness), house (& home), libraries (& demo), lifestyle, maps (& navigation), medical, music (& audio), news (& magazines), parenting, personalization, photography, productivity, shopping, social, sports, tools, travel (& local), video players (& editors), Wear OS by Google, weather, Verizon [just on the phone]

(To see the last few, put your finger in the screen’s middle and swipe up.)

**Movies & TV** If you tap “Movies & TV”, the screen’s top shows 7 choices:

For you   TV   Top selling   New releases   Genres   Family   Studios

For example, if you tap “Genres”, you can see these 21 genres:

action (& adventure), animation, anime, classics, comedy, crime, documentary, drama, family, horror, independent, Indian cinema, music, mystery (& suspense), romance, sci-fi (& fantasy), short films, sports, thriller, TV, world cinema

(To see the last few, put your finger in the screen’s middle and swipe up.)

**Books** If you tap “Books”, the screen’s top shows 8 choices:

Ebooks   Audiobooks   Comics   Genres   Top selling   New releases   Children’s books   Top free

(To see the last few, put your finger in the middle of that menu and swipe left.)

For example, if you tap “Genres”, you see this lower menu:

Ebooks   Audiobooks   Comics

If you then tap “Ebooks” on that lower menu (and swipe up), you see 27 choices:

arts (& entertainment), biographies (& memoirs), books in Spanish, business (& investing), children’s books, comics, computers (& technology), cooking (& food & wine), education, engineering, fiction (& literature), health (& mind & body), history, home (& garden), law, medicine, mystery (& thrillers), parenting (& families), politics (& current events), religion (& spirituality), romance, science (& math), science fiction (& fantasy), sports, textbooks, travel, young adult

If you tap “Audiobooks” instead on that lower menu (and swipe up), you see 17 choices:

arts (& entertainment), biographies (& memoirs), business (& investing), children’s audiobooks, fiction (& literature), health (& mind & body), history, language instruction, mystery (& thrillers), religion (& spirituality), romance, science (& technology), science fiction (& fantasy), self-help, sports, travel, young adult

If you tap “Comics” instead on that lower menu (and swipe up), you see 9 choices:

crime (& mystery), fantasy, general, horror, literary, manga, media tie-in, science fiction, superheroes

## Discover

Same as pure Android, so see page 166.

# Customize

Here’s how to customize your phone easily, so it fits your personal needs. (If you share the phone with your friends, get their permission before you customize.)

## Quick Settings

Put your finger at the screen’s top edge and swipe down. You see the **Quick Settings panel**.

**Tablet** You see a row of 8 circles, whose names are:

Wi-Fi   Sound   Bluetooth   Auto rotate   Airplane mode   Flashlight   Power mode   Blue light filter

If you put your finger in the middle of that row and swipe down, you see these 15 circles instead:

Wi-Fi   Sound   Bluetooth   Auto rotate   Airplane mode  
Power mode   Blue light filter   Location   Smart View   Do not disturb  
Secure Folder   Sync   Dolby Atmos   Kids Home   Night mode

Each circle is gray or blue. To switch the circle’s color, tap it. **If the circle is gray, the feature is OFF; if the circle is blue, the feature is ON.**

These circles are the most interesting:

**Auto rotate** When you rotate the screen 90 degrees, the screen normally changes from portrait to landscape mode or back to portrait again. That’s what happens if the feature is on (blue). If you turn the feature off, the screen stays in the same mode as the moment you turned it off, so rotation no longer changes the mode. When the feature is on, the circle is blue and shows swirling arrows. When the feature is off, the circle is gray and shows a lock.

**Sound** The Sound circle is normally blue, so Sound is on (and its icon is a loudspeaker). If you tap that circle (so it becomes gray), the tablet becomes Mute (whose icon is a crossed-out loudspeaker).

If you put your finger in the middle of that group of 15 circles and swipe left, you temporarily see these 2 circles instead:

Navigation bar	Daily Board
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To return to seeing the normal 15 circles, swipe right.

**Phone** You see a row of 6 circles, whose names are:

Wi-Fi	Sound	Bluetooth	Auto rotate	Airplane mode	Flashlight
-------	-------	-----------	-------------	---------------	------------

If you put your finger in the middle of that row and swipe down, you see these 16 circles instead:

Wi-Fi	Sound	Bluetooth	Auto rotate
Airplane mode	Flashlight	Power mode	Mobile data
Mobile hotspot	Link to Windows	Scan QR code	Blue light filter
Location	Smart View	Do not disturb	Secure Folder

Each circle is gray or blue. **If the circle is gray, the feature is OFF; if the circle is blue, the feature is ON.**

These circles are the most interesting:

**Flashlight** The Flashlight is normally off (so its circle is gray). If you tap that circle (so it becomes blue), your phone acts like a flashlight: it shines a bright light from the phone's backside, so you can walk through the woods at night.

**Auto rotate** When you rotate the screen 90 degrees, the screen normally changes from portrait to landscape mode or back to portrait again. That's what happens if the feature is on (blue). If you turn the feature off, the screen stays in the same mode as the moment you turned it off, so rotation no longer changes the mode. When the feature is on, the circle is blue and shows swirling arrows. When the feature is off, the circle is gray and shows a lock.

**Bluetooth** Bluetooth is a way to communicate wirelessly with a nearby device (such as a headphone or keyboard). Your phone probably isn't using Bluetooth, so you should **turn off Bluetooth** (to save electricity), by making its circle gray.

**Sound** The Sound circle is always blue, no matter how often you tap it. But tapping it changes the icon inside the circle and changes what sounds your phone makes. Normally, Sound is on (and its icon is a loudspeaker). If you tap it, the phone's speaker turns off but the phone can Vibrate. If you tap it again, the phone becomes totally Mute. If you tap it again, the sound returns to normal.

If you put your finger in the middle of that group of 16 circles and swipe left, you temporarily see these 11 circles instead:

NFC	Always On Display	Screen recorder	Quick Share
Sync	Edge lighting	Music Share	Dolby Atmos
Dark mode	Bixby Routines	Focus mode	

Normally, 5 of those are turned on (NFC, Always On Display, Sync, Edge lighting, and Bixby Routines), but you probably won't use those features, so you can turn them off (to save electricity). These are the most interesting:

**NFC** Near-field communication (NFC) is a way to communicate with another NFC device (such as another Samsung phone) by pressing the devices together, back-to-back. You probably won't use that feature, so you should **turn off NFC** (to save electricity), by making its circle gray.

**Always On Display** While the phone is sleeping, what happens? If this feature is on (blue), the sleeping screen might show the date, time, and battery percentage. If this feature is off (gray), the sleeping screen is completely black. Samsung assumes you want this feature on (so the phone, like your watch, shows the time *always*), but I prefer this feature off (so the sleeping phone consumes less electricity and doesn't distract us). Up to you!

To return to seeing the normal 16 circles, swipe right.

**Brightness** Below all the circles, you see a slider with a blue circle. If you drag that blue circle toward the right, the screen gets brighter; if you drag toward the left, the screen gets dimmer. Normal is somewhere in the middle.

**Finish** When you finish playing with the Quick Settings panel, make it disappear by tapping the Back button.

## Copy to the Home screen

You can copy your favorite app to the Home screen, so you can access that app more easily. Here's how:

Go to an App screen, so you see your favorite app's icon. Rest your finger on that icon. That makes the Home screen appear and puts your app's icon onto the Home screen. Lift your finger from the screen.

On the Home screen, put your finger on the app's icon again and drag it to any big unused place on the Home screen. (Don't drag to the Home screen's bottom 2 rows, which are full already.)

If you change your mind, do this:

Rest your finger on that icon on the Home screen. Then drag that icon to your favorite big unused place on the Home screen (or tap "Remove from Home", which removes that icon from the Home screen but still keeps it on the App screen).

## Uninstall

The device's fundamental apps can't be erased. Here's how to erase a non-fundamental app completely, so it no longer clutters your device's screen, memory, and attention:

Rest your finger awhile on the app's original icon on an App screen. When you see "Uninstall", immediately tap "Uninstall". Then tap "OK".

## Bypass the Lock screen

Here's how to change your device, so when you turn it on you can use it immediately, without having to see the Lock screen first.

Tap "Settings". (It's on the tablet's App screen. It's on the phone's App screen 2).

Make sure the screen's top says "Settings". (If the top has "<" instead, tap the "<".)

Tap "Lock screen". (On the tablet, you see that immediately. On the phone, you see that when you swipe up.)

Tap "Screen lock type" then "None".

If you change your mind and want to have a Lock screen again, repeat that procedure but instead of "None" choose "Swipe". ("Swipe" is marked "Swipe: No security" because it's less secure than "Pattern", "PIN", or "Password" but easier.)

## Further help

For free help using your phone, you can phone me at **603-666-6644** (day or night, I'm usually in).

**Tablet** Here's how to see Samsung's free 116-page manual about that tablet (Galaxy Tab A 10.1-inch). Go to:

[samsung.com/us/support/owners/product/galaxy-tab-a-10-1-2019-wi-fi](https://samsung.com/us/support/owners/product/galaxy-tab-a-10-1-2019-wi-fi)

Click "MANUALS AND DOWNLOADS". Then click the "DOWNLOAD" to the right of "User Manual Version P 9.0 WAC".

**Phone** Here's how to see Samsung's free 169-page manual about that phone (Galaxy A51 for Verizon Wireless). Go to:

[verizon.com/support/samsung-galaxy-a51](https://verizon.com/support/samsung-galaxy-a51)

Click "View your User Guide (PDF)", which is under "Samsung info" and visible when you scroll down.

# iPad

Apple makes a tablet computer called the **iPad**. This chapter explains how to use it.

The iPad resembles Apple's smartphone, which is called the **iPhone**.

The iPhone costs more than phones made by Motorola & Samsung and in some ways is worse, so I don't recommend buying an iPhone now.

If you have an iPhone already, you can keep using it rather than go through the trouble of switching to Android. To learn how to use an iPhone, read my previous edition (the 33<sup>rd</sup> edition), available by calling me at 603-666-6644.

The iPad and iPhone both use an operating system called **iOS**. Now the iPad's version of iOS is called **iPadOS**. This chapter explains how to use iPadOS.

Apple has improved iOS and the iPhone:

iOS 1	was invented in 2008 to handle the iPhone 1.	
iOS 2	was invented in 2008 to handle the iPhone 3G.	
iOS 3	was invented in 2009 to handle the iPhone 3GS.	
iOS 4	was invented in 2010 to handle the iPhone 4.	
iOS 5	was invented in 2011 to handle the iPhone 4s.	
iOS 6	was invented in 2012 to handle the iPhone 5.	
iOS 7	was invented in 2013 to handle the iPhone 5c	and iPhone 5s.
iOS 8	was invented in 2014 to handle the iPhone 6	and iPhone 6 Plus.
iOS 9	was invented in 2015 to handle the iPhone 6s	and iPhone 6s Plus.
iOS 10	was invented in 2016 to handle the iPhone 7	and iPhone 7 Plus.
iOS 11	was invented in 2017 to handle the iPhone 8	and iPhone 8 Plus.
iOS 12	was invented in 2018 to handle the iPhone XR	and iPhone XS.
iOS 13	was invented in 2019 to handle the iPhone 11	and iPhone 11 Pro.
iOS 14	was invented in 2020 to handle the iPhone 12.	
iOS 15	was invented in 2021 to handle the iPhone 13.	

Apple's improved the iPad:

Apple began selling the **iPad 1** in April 2010 with iOS 3.2. Apple called it the **original iPad**.

Apple began selling the **iPad 2** in March 2011 with iOS 4.2.1.

Apple began selling the **iPad 3** in March 2012 with iOS 5.1. Apple called it the **iPad 3rd generation** and the **new iPad**.

Apple began selling the **iPad 4** in November 2012 with iOS 6. Apple called it the **iPad 4th generation** and the **iPad with Retina Display**. Apple also sold a smaller version (called the **iPad mini**).

Apple began selling the **iPad 5** in November 2013 with iOS 7.0.3. Apple called it the **iPad 5th generation** and the **iPad Air**. Apple also sold a smaller version (called the **iPad mini 2** and the **iPad mini with Retina Display**).

Later, Apple began selling many other iPads and changed the name of the iPad's operating system from "iOS" to "iPadOS."

This chapter explains how to use the cheapest recent iPad, which was invented in November 2020. It's called the **iPad 8** (or **iPad 8th generation**). The 32-gigabyte version lists for \$329, but Walmart sells it for \$299. It uses the iPad's version of iOS 14, which is called **iPadOS 14**. If you have an older iPad (iPad 6 or later), you can upgrade its operating system to iPadOS 14, free! If you have a newer iPad or a newer iPadOS, its commands are similar.

# Starting

Here's how to start using the tablet (iPad 8<sup>th</sup> generation). Other iPads are similar.

## Unpack

The tablet comes in a white box. Open the box and put the contents on your desk (or table).

The box contains 3 electronic items:

the **tablet itself** (9 $\frac{7}{8}$  inches tall, 6 $\frac{7}{8}$  inches wide, and  $\frac{1}{4}$  inch thick)  
a **charger** (white box, 1 $\frac{5}{8}$ " $\times$ 1 $\frac{1}{8}$ " $\times$ 1 $\frac{1}{8}$ ", to plug into an electrical outlet)  
a **USB cable** (for connecting your tablet to the charger or a computer)

Each item is enclosed in its own protective sheath. Remove the sheaths and throw them away.

The box also contains:

2 **Apple decals** (so you can brag you have an Apple product)  
an **instruction sheet** (saying how to start your tablet and get more info)  
a **safety sheet** (saying how to avoid hurting your tablet and yourself)

## Position the tablet

The tablet's **backside** says "iPad" and shows a solid color. The color depends on which model you bought: it's either dark gray (which Apple calls "Space Gray") or light gray (which Apple calls "Silver") or pink (which Apple calls "Gold").

The tablet's **front side** is black screen, surrounded by a border that's white (unless you bought the dark-gray backside, which comes with a border that's black).

Lay the tablet on your desk so the tablet lies on its backside and its front side is facing up at you.

On the front side's border, you see a big circle (the **Home button**). Position the tablet so the Home button is close to your tummy. The edge containing the Home button is called the **bottom edge**.

The opposite edge, which is far from your tummy, contains a tiny black circle (the **selfie camera**). That edge is called the **top edge**.

## Plug in the tablet

Plus the USB cable's small end into the tablet's bottom edge. Plug the USB cable's big end into the charger. Plug the charger into your home's electrical outlet.

## Turn on the tablet

If this is the first time the tablet is being used, it does this **setup procedure**:

The screen lights up. It shows the Apple logo (a partly eaten apple) then "Hello".

Press the Home button. To use the tablet normally, tap "English" then "United States" then "Set Up Manually".

You see a list of your neighborhood's Wi-Fi networks. Tap the name of the Wi-Fi network you want to use (such as the Wi-Fi router in your home). If the screen says "Password" (because that network's router has a password), type the password (which is probably on a sticker under the router). If the password includes a special symbol (such as a digit), do this: while holding down the ".?123" key, tap that symbol. When you finish typing the password, tap the "Join" key.

Tap "Next" then "Continue".

To keep things simple for now, tap "Set Up Touch ID Later" then "Don't Use" then "Passcode Options" then "Don't Use Passcode" then "Don't Use Passcode" again then "Don't Transfer Apps & Data" then "Forgot password or don't have an Apple ID" then "Set Up Later in Settings" then "Don't Use".

Tap "Agree" then "Continue" then "Continue" again.

To keep things simple for now, decline "Siri".

The screen will say "Screen Time". To keep things simple, tap "Set Up Later in Settings".

Tap "Share with App Developers" then "Continue" then "Get Started".

Then you see the **Home screen**.

If the tablet was used previously, the tablet skips that procedure, so do this:

Your goal is to make the screen light up. If the screen is lit up already, hooray! If the screen isn't lit up yet, press the **Power button** (which is also called the **Sleep/Wake button**). That button sticks out of the top edge, at the right. Press that button, and keep holding it in until the screen lights up. Then take your finger off that button.

## See the Home screen

The screen's top shows the time.

The rest of the screen might be the **Home screen**. To make sure the Home screen appears, do this:

Tap the **Home button** (the big circle on the screen's bottom edge). Then pause (for at least half a second). Then press the Home button again.

The Home screen typically shows these 20 choices:

FaceTime	Calendar	Clock	Home	Photos	Camera
Reminders	Notes	Voice Memos	Contacts	Maps	Find My
App Store	Books	Podcasts	TV	News	Stocks
Measure	Settings				

Above each choice is a tiny symbol (a drawing), called an **icon**. For example, above "Settings" you see a gear (bumpy circles); that's the **Settings icon**.

## The Dock

At the screen's bottom (near the Home button), you see an extra row of icons. That row is called the **Dock**.

The first time the tablet is used, the Dock contains just 5 icons:

Messages	Safari	Apple Music	Mail	Files
----------	--------	-------------	------	-------

But later the Dock expands, to include whatever icons the Dock thinks you want to see.

## Home screen 2

If you put your finger on the Home screen's middle and immediately swipe to the left, you see **Home screen 2**, which has extra choices. It typically shows these 11 choices:

Photo Booth	Shortcuts	iTunes Store	Tips	Apple Store	Clips
GarageBand	iMovie	Keynote	Numbers	Pages	

To return to the main Home screen, tap the Home screen button (or swipe to the right).

## Blackout

If you don't touch the tablet for 5 seconds while viewing the Lock screen (or for 2 minutes while viewing the other screens), the screen will go black, to save electricity and prevent your enemies from peeking at what you were doing.

If the screen's gone black, here's how to make it return to normal:

Tap the Power button then the Home button.

If the screen is on and you want the screen to go black, you can use 3 methods:

**Wait method** Wait awhile, without touching the screen, until the screen goes automatically black.

**Tap method** Tap the Power button. That makes the screen go black immediately.

**Hold method** Hold down the Power button. Wait until you see "slide to power off". Put your finger on the red circle and slide it to the right.

The hold method is the only one that turns the tablet off *completely*, so it uses no electricity. The other methods just put the tablet into **sleep mode**, which means the tablet is consuming a little electricity while waiting for you to press the Power button again to reactivate the screen and resume your work where you left off.

You might get angry when the tablet automatically blackens after 2 minutes. Here's how to pick a longer time than "2 minutes":

Go to the Home screen. Tap "Settings" then "Display & Brightness" then "Auto-Lock". You see these choices: 2 minutes, 5 minutes, 10 minutes, 15 minutes, never.

Tap how long you want instead of "2 minutes". For example, tap "5 minutes" (which is the time I prefer).

That change affects most screens but not the Lock screen. The Lock screen still blackens after just 5 seconds.

**Dim screen** If the tablet plans to go to sleep because you haven't touched it awhile, the tablet will warn you by making the screen become dim (instead of bright). That warning occurs 15 seconds before the tablet goes to sleep.

To prevent the tablet from going to sleep, give the tablet a nudge by touching its screen. For example, touch a blank area on the screen, or tap the time, which is at the screen's top-left corner. (Tapping the time has no major effect except keeping the tablet away.) Then the screen becomes bright again.

## Choose Wi-Fi

If you moved the tablet recently, tell it which Wi-Fi network to use, by doing this procedure (if you haven't done it previously):

Tap the Settings icon, which is on the Home screen.

Tap "Wi-Fi", which should be at the screen's left edge. (If you don't see "Wi-Fi" yet, make it appear by doing this: put your finger on the screen, near the left edge, and swipe down.)

You see a list of your neighborhood's Wi-Fi networks. Tap the name of the Wi-Fi network you want to use (such as the Wi-Fi router in your home). If the screen says "Password", type the router's password then tap "Join".

Then tap the Home button (to return the screen to normal).

## Update

Here's how to update from an old iPadOS to the newest iPadOS:

Plug your tablet into the wall (or make sure you have at least 50% of the battery power left).

On the Home screen, tap the Settings icon.

Tap "General", which should be at the screen's left edge. (If you don't see "General" yet, make it appear by doing this: put your finger on the screen, near the left edge, and swipe down.)

If the screen's top says "< General", make that disappear (by tapping it).

Tap "Software Update" (which is the 2<sup>nd</sup> choice in the screen's right-hand column).

If you see "Install Now", tap that. The screen goes black. Then you see a black apple. Below the black apple, you see a gray horizontal line that gradually becomes black. Then the screen goes black. (Then you might see the black apple again with the gray horizontal line that gradually becomes black again, then the screen go black again.)

Press the Home button once or twice, until you see "Update Completed".

You see the Home screen.

If you want to arrange the Home screen's icons the way Apple recommends (and the way this book assumes), do this:

On the Home screen, tap the "Settings" icon. Tap "General" (which is at the screen's left edge). Tap "Reset" (which you see near the screen's right edge, after you put your finger near the screen's right edge and swipe up) then "Reset Home Screen Layout" then the red "Reset" then the Home button.

**The rest of this chapter assumes you're using an updated iPadOS 14 version** (such as iPadOS 14.0.1).

## Battery icon

The screen's top-right corner shows a picture of a **battery**.

Look at the battery picture's *left* part:

If it's green, the battery's in a good mood because it's charging and the tablet is plugged in.

If it's white, the tablet is not plugged in.

If it's black, the tablet is not plugged in and you're in the middle of running an app (such as Notes).

If it's red, the battery's charge is almost gone.

How long is that *left* part? If it's long, the battery has lots of charge in it; if it's short, the battery has little charge in it.

The percentage of the battery's picture that's in the left part is the percentage of the battery that's charged. You also see the percentage number, such as "78%".

## Notes

Apple's built-in word processor is called **Notes**. Using it is a good way to practice typing, so try it!

To use it tap the "Notes" icon (which is on the Home screen).

If you see "Continue", tap it. If you see "Turn on iCloud", tap "Not Now" (to keep things simple).

### Create a note

Tap the **New Note** icon (which is at the screen's top-right corner and looks like a pencil writing on a square sheet of paper).

Tap in the screen's middle. Then you see a keyboard at the screen's bottom.

Invent a title for your note, such as —

Love

or —

Why I love school

or something more cynical. Type it on the keyboard, using just one or two fingers. At the end of the title, tap the **return key**. Then type your note's details.

To type, use these tricks:

To erase a mistake, tap the **Backspace key** (which shows "⌫").

The tablet normally makes the letters be small (uncapitalized), but it automatically capitalizes the first word in the title and in each sentence & paragraph. To change how a letter will be capitalized, tap a **Shift key** (which shows an up-arrow) before tapping the letter.

To **Shift-lock** (capitalize *several* letters), *double-tap* the Shift key (by tapping it twice without much pause between the taps), then tap the letters you want to capitalize, then tap the Shift key again.

To type a **period** then a space, just **double-tap** the space bar (by tapping the space bar then quickly tapping it again).

At the end of the title and each paragraph, tap the **return key**.

To type a number or symbol, tap the **Number key** (which is at the screen's bottom-left corner and shows ".?123"), so you see numbers & symbols. Tap any numbers or symbols you want. (To see more symbols, then tap the **Symbol key**, which shows "#+="). To return to the usual keyboard, tap the **Alpha key** (which shows "ABC"). But instead of "tapping the Number key then the number then the Alpha key," you can do this shortcut: while holding down the Number key, tap the number. Here's another shortcut: while looking at the normal keyboard (which shows letters in black and numbers in gray), rest your finger on the number and swipe down (toward the screen's bottom edge).

### Predictive text

To type a long word, type its beginning. The keyboard's top row shows 3 guesses about what word you're trying to type. If one of those guesses is correct, tap it; then the computer will finish typing the word for you.

To have fun, try typing nothing yourself: just keep picking the first guess, and see what the tablet writes for you! For example, if you haven't typed much yet but type the letters "The", the tablet might assume you want to begin with the word "The". If you tap "The", the tablet assumes you want the next word to be "only". If you tap that suggestion and keep tapping the later suggestions, the tablet writes a note that begins: "The only thing I can do is that I have to be able to get a hold of the kids and I don't have to

be there for a while and I don't know if I can get them to you or not but I don't know". What does *your* tablet write?

### Undo

If you make a mistake, here's how to undo it:

**Keyboard method** At the keyboard's top-left corner, you see a curved arrow pointing to the left. Tap it.

**Shake method** Lift the tablet off the desk. Shake the tablet back and forth (repeatedly & rapidly move it "toward you then away from you"). Tap the yellow "Undo".

### Accents

To type the symbol "é", rest your finger on the "e" key awhile. You'll see 7 kinds of "e", each having a different accent. Slide your finger to the "é" (or whatever other accented "e" you prefer).

Similarly, to type the symbol "ñ", rest your finger on the "n" key awhile. You'll see 2 kinds of "n", each having a different accent. Slide your finger to the "ñ" (or whatever other accented "n" you prefer).

These letters offer accents:

a c e i l n o s u y z

### Fonts

Here's how to change the font:

Tap the "Aa" (which is at the keyboard's top right corner). Tap "B" for boldface, "I" for italics, "U" for underline, "S" for strikethrough, or any combination of those, so their background becomes yellow. Then type what you want in that font.

When you finish typing in that font, here's how to return to normal:

Tap the "Aa" key again. Then tap the font features until their backgrounds are no longer yellow.

### Hide the keyboard

If you want to hide the keyboard (so your screen shows more of what you typed), tap the **Keyboard key** (which is at the bottom-right corner).

To make the keyboard reappear, tap the screen's middle.

### Emoji

Here's how to type an **emoji** (emotional symbol, such as a smiley face).

Tap "😊", which is near the screen's bottom-left corner. You see 27 emoji. To see others, you can put your finger in the middle of the 27 and repeatedly swipe to the left, or tap one of these 9 **categories** (which are on the screen's bottom row):

frequently used, smileys (& people), animals (& nature), food (& drink), activity, travel (& places), objects, symbols, flags

If you tap one of those categories, swipe left afterwards to see more emoji in that category.

When you see an emoji you like, tap it. That copies the emoji into your document. To put *several* emoji into your document, tap them.

When you finish typing emoji, tap the "ABC" at the screen's bottom-left corner. Then you see a normal keyboard again, so you can type words and numbers again.

### Dictation

Instead of typing on the keyboard, you can dictate the document by speaking into the microphone. To do that, tap the keyboard's **microphone button** (which is left of the space bar). If the tablet asks "Enable Dictation?", tap the blue "Enable Dictation".

Speak the English words you want the computer to type. (While you speak, the computer won't type; the computer will do the typing later.) Also speak the punctuation marks, by saying:

"period" or "comma" or "question mark" or "exclamation point" or "colon" or "semicolon" or "dash" or "new line" or "new paragraph"

To create fancier punctuation, do this:

To capitalize a word's first letter, say "cap" then the word.

To capitalize all letters in a word, say "all caps" then the word.

To capitalize all letters in a phrase, say "all caps on" then the phrase then "all caps off".

To put quotation marks around a phrase, say "quote" then the phrase then "end quote".

The *main* microphone is a tiny pinhole in the top edge's center, above the selfie camera (which is a slightly bigger hole). An *extra* microphone is a pinhole in the tablet's backside.

Speak clearly, like a newscaster on American TV. (Foreign accents confuse it.)

You can speak for up to 1 minute. When you finish speaking, tap the **keyboard icon** (which is at the screen's bottom, above the Home button).

Then the computer will try to finish typing what you said. (If you don't like the computer's typing, edit it.)

## Selections

To select a word to edit, **double-tap** it. (To do that, tap the word then immediately tap it again, so the pause between taps is less than a third of a second.)

That makes the word have a yellow background.

You also see a **grab point** (yellow dot) before the word and another grab point after the word. To make the selection include more words, **slide** (drag) the grab points until the colored background includes all the words you want to select.

Then tell the tablet what to do to the selected words.

If you want to **delete** the words, tap the **Backspace key**.

If you want to **move** the words, do this: tap **Cut**, then tap the blank space where you want the words to appear, then (after a pause) tap that space again, then tap **Paste**.

While you're editing, you can position your finger more accurately by using this trick:

Instead of pointing by using a finger, use a fingernail (because it's smaller).

## Scroll

If you type more lines than can fit on the screen, the screen will show just part of your note (document). To see the rest of the note, put your finger in the screen's middle and slide **down** (to drag the note down, so you can see the note's top) or slide **up** (to drag the note up, so you can see the note's bottom). Sliding the note is called **scrolling**.

## Extra notes

To create an extra note, tap the New Note icon (which is at the screen's top-right corner and looks like a pencil writing on a sheet of paper).

If you've created more than one note, here's how to switch from note to note: if you see an orange "Notes" at the screen's top-left corner, tap it. Then you see a list of all your notes. Tap whichever note interests you.

## Delete a note

Here's how to delete an entire note.

Get that note onto the screen. Tap the **Menu button** (which is near the screen's top-right corner and shows "... in a circle). Tap "Delete". If you see "OK", tap it.

## Portrait versus landscape

Normally, the tablet lies flat (horizontally) on your desk (or table).

Try this experiment. While using the Notes app, lift the tablet's top edge off the desk, until the tablet is vertical instead of horizontal. Then rotate the tablet clockwise, 90 degrees, so the tablet looks wider and not as tall. When you do that, all the writing on the screen rotates 90 degrees counterclockwise to compensate, so you can still read what's on the screen without turning your head.

When the tablet is wider than its height, you're in **landscape mode**; the **orientation** is landscape (and good for viewing a painting of a landscape). **In landscape mode, the keyboard's keys are bigger**, so you can type on them more easily (but less space remains on the screen to show what you've typed).

To return to normal (which is called **portrait mode**), lift the tablet's top edge off the desk again then rotate the tablet counterclockwise, 90 degrees, so the Home button is at the tablet's bottom again. Then the tablet is taller than it is wide; you're in **portrait mode**; the **orientation** is portrait (and good for viewing a portrait of a person).

Landscape mode is available usually. For example, it's available for the Home screen and Notes.

## Return to Home

When you finish writing and reading your notes, tap the Home button (at the screen's bottom), so you see the Home screen again.

## Calendar

When you're looking at the Home screen, you see the word "**Calendar**". Above that word, you see the day of the week (such as "FRI", which means "Friday") and the date (such as "27").

To see a bigger calendar, tap the date (which is above the word "Calendar").

If the screen says "What's New in Calendar", tap "Continue". If the screen asks "Allow Calendar to use your location?", tap "Allow While Using App".

## Make the calendar normal

To make sure the calendar is normal, tap the word "**Month**" (which is near the screen's top). To make sure the calendar includes today, tap the word "**Today**" (which is red and near the screen's top-right corner).

## Different months

After you've admired the current month, here's how to see a different month instead.

**Swipe method** Put your finger in the screen's middle then slide up (to see later months) or slide down (to see earlier months).

**Tap method** Tap "Year" (which is at the screen's top). Then tap the month you want.

## Return to Home

When you finish using the calendar, tap the Home button (at the screen's bottom), so you see the Home screen again.

## Reminders

To write a to-do list and let the computer remind you of what you haven't done yet, go to the Home screen then tap the Reminders icon (which is above the word "Reminders").

If the screen asks "Allow Reminders to use your location?", tap "Allow While Using App". If the screen says "Welcome to Reminders", tap "Continue".

### Create a task list

A keyboard appears. Type a reminder (such as "Buy milk"). At the end of your typing, tap the "return" key.

Type another reminder (such as "Wash the car") then tap "return" again. Type another reminder (such as "Phone grandma") then tap "return" again. Type other reminders (such as "Pay bills", "Study for exam", "Write report", "Become a more loving person", "Arrange good-bye party", and "Commit suicide"); tap Return after each.

You've created a list of tasks to do.

### Mark what you've accomplished

To the left of each task is a circle. When you've accomplished a task, tap its circle, so a purple dot appears there.

### Adjust your view

If the keyboard's blocking your view and preventing you from seeing many tasks, **make the keyboard disappear** by tapping "Done" (which is near the screen's top-right corner) or by swiping up or down in the list of tasks. To make the keyboard reappear, tap "New Reminder" (which is at the screen's bottom).

Here's how to control whether you **still see tasks you've completed**:

While the keyboard's *not* on the screen, tap the Menu button (which near the screen's top-right corner and shows "...") in a circle). Then choose "Show Completed" or "Hide Completed".

### Alter a task

You can alter a task in several ways.

**To change the task's name**, do this:

Tap the task's name. Then use the keyboard to edit the name.

**To make the tablet ring an alarm when the task is due**, do this:

Tap the task's name. Tap the "i" that's to the right of the task's name. Tap the circle that's to the right of "Time", so you see green next to that circle.

The tablet assumes you want the alarm to ring at the next hour. (For example, if the time is now 7:03 PM, the tablet assumes you want the alarm to ring today at 8:00 PM.) To adjust that assumption, tap the gray or white buttons; here's how: tap "AM" or "PM" (whichever you want) then the time you see (such as "8:00") then the digits you want instead (you don't have to type the ":",) then "Done" then "Date" then (on the calendar) the date you want (after tapping the rightmost ">" if you want a later month).

Tap "Done".

Later, whenever the tablet is on and realizes the alarm moment has come (or passed), the tablet gives you the alarm by waking up (if it was sleeping), playing a musical sound, and telling you the task's name.

**To delete the task**, do this:

Make the keyboard disappear. Put your finger in the middle of the task's name and *immediately* slide the task's name to the left.

## Cameras

Near the tablet's top edge are some **holes**. 2 of them are the tablet's **cameras**. They work best when you lift the tablet off your desk and hold it in front of your face, so the screen faces you, like a mirror.

The **front camera** (which is also called the **front-facing camera**, the **selfie camera**, and the **FaceTime camera**) is a hole between the screen and the tablet's top edge. It can take pictures of you while you face the screen, so it takes pictures of your face and acts like a "mirror with a memory". Its quality is low: just 1.2 megapixels.

The **back camera** (which is also called the **rear-facing camera**, the **main camera**, and the **iSight camera**) is a big black hole on the tablet's backside, near the top edge and the Power button. Instead of taking pictures of *you*, it takes pictures of *what your eye sees*, when the tablet is off your desk and near your eye. Its quality is high: 8 megapixels.

### Start

To use the cameras, choose one of these methods:

**Home-screen method** On the Home screen, tap the Camera icon.

**Lock-screen method** When the screen says "Press home to open" (because you just woke the tablet), put your finger in the screen's middle and swipe to the left.

**Anytime method** Put your finger on the screen's top-right corner then swipe down. You see the **Control Center** (a square full of icons at the screen's top-right corner). Tap the Camera icon (which is the Control Center's last icon).

If the tablet asks "Allow Camera to use your location?", tap "Allow While Using App".

Pick up the tablet and put it in front of your face, as if the tablet were a mirror. For your first experiment, keep the tablet upright, not tilted (so it's in portrait mode, taller than wide).

### Unblock

If the screen is dark, it's probably because your hand or desk is blocking the camera's lens.

### Switch cameras

To **toggle** (switch back and forth) between using the front camera and the back camera, tap the **Switch Camera button**, which is at the screen's right edge and shows 2 arrows chasing each other around a circle.

### Zoom

While using the back camera, you can zoom in by doing this:

Put 2 fingers on the screen then **stretch** (slide your fingers apart).

**Zooming in makes the camera act as a magnifying glass!**

To zoom back out, put 2 fingers in the screen's middle then **pinch** (slide your fingers together).

### Photo or movie?

At the screen's right edge, you normally see the words "VIDEO" and "PHOTO" and "SQUARE".

What kind of shot do you want?

If "PHOTO" is yellow, the tablet acts as a **simple camera** to take a photo. If "VIDEO" is yellow, the tablet acts as a **movie camera** to make a movie. If "SQUARE" is yellow, the tablet will take a photo that's square.

Tap which of those words you want yellow.

If you chose “PHOTO”, the screen’s right edge shows a target (circles inside circles). If the target is white, the photo will be normal; that’s probably what you want! If the target is yellow instead, the “photo” will be a **live photo**, which is a short movie (including sound), lasting 3 seconds (including 1½ seconds before you snap the photo and 1½ seconds after). Warning: a live photo consumes twice as much memory as a normal photo.

## Take your shot

When you’re ready to take your shot, tap the **Capture button** (the BIG white circle at the screen’s right edge).

Here’s what happens:

If you chose simple camera, that tap makes the computer snap the photo.

If you chose movie camera, that tap makes the computer start recording the movie, with sound, and the icon’s red circle becomes a square. To stop recording (end the movie), tap that icon again.

To take another shot, repeat that procedure.

## See what you’ve shot

To see what you’ve shot, tap the little photo at the screen’s right edge.

Then the photo becomes huge, consuming most of the screen. It’s your most recent shot. (If the tablet says “Explore”, tap “Got it”.)

If the shot was a movie, you see & hear the whole movie play.

If the shot was a live photo, rest your finger in the screen’s middle, to see & hear the live photo play.

If you want to increase the volume, press the **Volume Up button** (the top button sticking out of the tablet’s right edge).

If you **double-tap** a shot (tap, then *immediately* tap again in the same place), you see the shot enlarged, so it won’t fit on the screen, but you can scroll around it by swiping your fingers. To cancel the enlargement, double-tap again.

## Ending

When you’re tired of admiring your shot, choose one of these activities:

To **see the previous shot** (if you took more than one), put your finger in the screen’s middle and swipe to the right.

To **see the next shot** (if you were looking at an older one), put your finger in the screen’s middle and swipe to the left.

To **delete that shot**, tap its middle then the trash can (which appears at the screen’s top). Then tap “Delete Photo” or “Delete Video”. You see the previous shot.

To **shoot more pictures**, tap “<” (which appears at the screen’s top-left corner, after tapping the screen once or twice).

To **return to the Home screen**, tap the Home button.

## Return to Home

When you finish playing with cameras and your shots, tap the Home button, so you see the Home screen again.

## Photos list

To see a list of all the photos & movies you created, do this:

Tap the Photos icon (on the Home screen). If the tablet says “What’s New in Photos”, tap “Continue”. If the screen’s top-left corner says “<”, tap that.

Tap the photo or movie you want to see. When you finish viewing that photo or movie, tap the “<” at the screen’s top-left corner.

If the screen’s top shows a crossed-out microphone, the movie’s sound is turned off until you do this:

Tap the crossed-out microphone then “<” then the movie.

## Tilt

If you tilt the tablet, you can create a tilted photo or movie. For example, you can record a landscape (wide) instead of a portrait (tall).

While the tablet is tilted, the Home button is at the tablet’s side instead of at the bottom.

## Screenshot

Here’s how to make & save a photo (take a shot) of whatever’s on the screen at the moment.

Quickly tap the Power and Home buttons simultaneously

The tablet will take a photo of your screen’s appearance. The tablet will put the photo into your Photos list. (To see the Photos list, tap the Home screen’s Photos icon.)

## Internet

Here’s how to use the Internet.

## Web

To access the Web, run **Safari** (the Web browser invented by Apple), by tapping the Safari icon. It’s in the Dock (the Home screen’s bottom row) and looks like a compass.

**Go to a Web page** At the screen’s top, you see a wide gray box that contains some text (such as “Search or enter website name”). That box is called the **address field**. Tap in that gray box, so a keyboard appears. (If the tablet says “Safari search now”, tap “Continue” then tap in the gray box again.)

Using the keyboard, type the Web address you want to visit. For example, if you want to visit [www.cnn.com](http://www.cnn.com), type:

[www.cnn.com](http://www.cnn.com)

(The “www.” is optional.)

At the end of your typing, tap the **Enter key**, which is also called the **Go key**. (It’s blue, at the keyboard’s right edge, and says “go”).

To switch to a different Web page, repeat that procedure: tap in the gray box (which shows what you typed), then type the new Web address you want to visit, such as —

[www.YouTube.com](http://www.YouTube.com)

then tap the Go button again.

If a Web page (such as [www.yahoo.com](http://www.yahoo.com) or [www.NyTimes.com](http://www.NyTimes.com) or [www.SecretFun.com](http://www.SecretFun.com)) is too long to fit on the screen, here’s how to see the page’s bottom. Put your finger in the screen’s middle, then **slide up** (or, to move faster, **flick** your finger up, as if you were flicking an insect off your screen). To return to the Web page’s top, **slide down** or **flick** your finger down or twice **tap** the time (which is at the screen’s top).

**Magnify** To magnify the Web page (so you can read it more easily), you can try these techniques:

You can **zoom in** (by putting 2 fingers in the screen’s middle, then spreading them apart). To make the writing return to its normal size, **zoom out** (by putting 2 fingers near each other, in the screen’s middle, then pinching them together).

You can switch to landscape mode. (But in landscape mode, you see just the Web page’s top part, until you swipe to see the rest; so you’ll probably prefer portrait mode.)

Those techniques work on some Web pages (such as [cnn.com](http://cnn.com) and [YouTube.com](http://YouTube.com)) but not others. They work *usually*.

**Back** After viewing several Web pages, you can go back to the previous Web page by tapping the **Back** button, which is the “<” at the screen’s top-left corner. (If you don’t see the Back button yet, make it reappear by tapping the time, which is at the screen’s top-left corner.)

**Favorites** If you find a Web page that you like a lot, do this while you’re viewing it: tap the **Action button**, which is right of the address field and shows an arrow hop out of a box. (If you don’t see the Action button yet, make it reappear by tapping the time, which is at the screen’s top.)

Then tap “Add to Favorites” then “Save”.

In the future, whenever you’re using Safari and want to return to that Web page, do this:

Tap the **Bookmark** icon (which is left of the address field and looks like an open book). If the screen’s left edge then shows “★ Favorites”, tap that.

Then you see a list of **favorite** Web pages. Tap the Web page you want.

In the list of favorite Web pages, you see the Web pages you bookmarked plus these 4 Web pages, which Apple has already bookmarked for you:

Apple, Bing, Google, Yahoo

To delete a bookmark, look at the list of favorites then tap “Edit” (which is at the screen’s bottom) then the bad bookmark’s red circle then “Delete”. When you finish deleting bookmarks, tap “Done” (which is at the screen’s bottom).

**Return to Home** When you finish using the Web, tap the Home button (at the screen’s bottom), so you see the Home screen again.

## Mail

To send or receive email messages on your tablet, tap the **Mail** icon. It’s in the Dock (the Home screen’s bottom row) and looks like an envelope.

If your tablet hasn’t been set up properly for email yet, here’s what happens:

What email address have you been using on your other computers? You see this list of email types: iCloud, Microsoft Exchange, Google Gmail, Yahoo, AOL, Microsoft Hotmail Outlook, Other. Tap the correct type.

You’ll see a form. Fill it in, by typing on the keyboard. For example, if you chose Google Gmail or Yahoo or AOL or Other, do this: type **your name** (as you’d like it to appear in all email messages you send (such as “Russ Walter”), tap the “return” key, type the **email address** that was assigned to you by your email provider (such as “SecretGuide@comcast.net”), tap the “return” key, type the **password** that you registered with your email provider.

When you finish filling in the form, tap the blue Next button then “Save”. Then start fresh, by pressing the Home button then the Mail icon.

Once your tablet’s been set up properly for email, here’s what happens...

**Read** Near the screen’s top-left corner, you see “Inbox”. Tap “Inbox” (to make sure you’re seeing what’s in the Inbox). Then the screen’s left column shows a list of messages that came in.

**To read a message**, do this:

Tap the message. Then you see the message’s details. (Then if you want to delete that message, tap the trash can, which is near the tablet’s top-right corner. That moves the message to the trash folder for a week, after which the message will vanish.)

When you finish reading (and maybe deleting) that message, tap “Back” (at the screen’s top-left corner). Then you see the list of messages again, so you can examine them.

A blue dot appears before each message you haven’t read yet.

**To double-check whether any new messages came in** during the last few minutes, put your finger in the screen’s left column and swipe down.

**Write** Here’s how to write an email message to a friend.

Tap the pencil-in-a-box (near the screen’s top-right corner) once or twice, until a keyboard appears.

Type your friend’s email address (or, to experiment, send a message to yourself by typing your own email address).

Tap “Subject:” (which is at the screen’s left edge). Invent a subject for your message. Type it, then tap the “return” key.

Type the message. (If you want to type a symbol instead of a letter, tap the “?123” key then the symbol then the “ABC” key.) At the end of each paragraph, tap the “return” key twice.

When you’ve finished typing the whole message, tap the **Send button** (which is near the screen’s top-right corner and looks like a blue paper airplane). You hear a whoosh, as the tablet flies the message to your friend.

**Dictation** Instead of typing on the keyboard, you can dictate the document by speaking into the microphone. To do that, tap the keyboard’s **microphone button** (which is left of the space bar). For details, see “Dictation” on pages 183-184.

**Manipulate** While you’re reading a message you received, here’s how to manipulate it.

Tap the arrow that curves to the left. (That arrow is near the screen’s bottom-right corner.)

If you want to **reply** to the message, tap “Reply” then type your reply then tap the blue Send button.

If instead you want to **forward** the message to another friend, do this:

Tap “Forward”. Type the friend’s email address; at the end, tap the “return” key. Tap the white space above “Sent from my iPad”. Type a comment, such as “Here’s the joke Mary sent me.” Below “Begin forwarded message”, the computer automatically puts a copy of the message you’re forwarding. (The copy might temporarily hide under the keyboard, but you can see it by swiping up.) Tap the blue Send button.

**Finish** When you finish dealing with email, tap the Home button again.

## Maps

When you’re looking at the Home screen, try tapping the Maps icon. That gets you the Apple Maps program.

If the screen says “What’s New in Maps” tap “Continue”.

If the screen asks “Allow Maps to use your location?” tap “Allow While Using App”.

**Zoom in** You see a map of part of the world. If you want to zoom in (so you see more details), use one of these methods:

**Double-tap method** Double-tap where you want to zoom in.

**Stretch method** Put two fingers where you want to zoom in, then **stretch** (slide your fingers apart).

**Address method** Tap the address box (the wide dark-gray box near the screen’s top) then an X at the box’s right edge (if you see an X). Type a location (such as “196 Tiffany Lane, Manchester NH” or “Los Angeles airport” or “White House”). At the end of your typing, tap the keyboard’s “search” key.

**Zoom out** If you want to zoom out (so you see fewer details but see a bigger part of the world), shrink the map by using one of these methods:

**2-finger-tap method** Tap the screen by using 2 fingers simultaneously (at the same time) instead of just 1 finger.

**Pinch method** Pinch your fingers (by putting two fingers on the screen then sliding the fingers toward each other).

If you do that several times, you’ll see many countries on your screen. (To see a few more countries, switch to landscape mode.)

**Map types** At the screen’s top-right corner, you see an “i” in a circle. If you tap that “i”, you see this list of **map types**:

### Map type Meaning

simple Map a drawing of the streets  
 Satellite an aerial photo (taken by a satellite), with streets labeled  
 Transit a drawing of streets, plus bus&train&subway stops&routes

Tap whichever map type you prefer (but “Transit” bus routes are shown just in big cities) then “X”.

**Directions** Here’s how to get directions about how to drive (or walk) to a destination. Type the destination’s address into the address box search box (and at the end of your typing tap the keyboard’s “search” key). Tap “Directions” (which is near the screen’s top-left corner). If the screen says “Getting There Safely”, tap “OK”.

You see 4 icons:

car, walk, bus, bicycle

Tap the one that most closely resembles your travel method. You see how long the trip will take. Tap “Preview Route” (to get a list of turns to make) or “GO” (to make the tablet say your first turn, wait for you to accomplish it, then say your next turn, etc., until you reach your destination or you tap “End”, which makes the tablet shut up).

**Ending** When you finish using Maps, tap the Home button (at the screen’s bottom), to return to the Home screen again.

## Apple ID

To use your tablet’s most popular features, you must have an Apple ID.

The Apple ID is free. But to get it, you must give Apple a credit-card number, so Apple can charge your card for future purchases.

### How to have an Apple ID

When you’re looking at the Home screen, tap the Settings icon, then put your finger near the screen’s left edge, then flick down, so you see “iTunes & App Store” at the screen’s left edge. Tap that.

If you have an Apple ID already (because you already used other Apple products), do this:

Tap the black “Apple ID”. Type the email address you associated with that Apple ID.

Tap the black “Password”. Type the password you associated with that Apple ID.

Tap “Sign In” then “OK”. If the screen says “Security Code Required”, tap that then your credit card’s 3-digit code. Tap “Done”.

If you don’t have an Apple ID yet, do this procedure instead:

Tap “Create New Apple ID” then “Next”. Tap “Agree” (which appears when you scroll down by flicking your finger up). Then tap the bigger “Agree”.

Tap in the Email box. A keyboard appears. Using the keyboard, type whatever email address you’ve been using on your other computers. (You probably got that email address from your Internet service provider or Gmail or Yahoo Mail. For example, my email address is “SecretGuide@comcast.net”.) The email address you’ve typed will become your Apple ID.

At the end of that typing, tap in the Password box. Invent a password and type it. (It must be at least 8 characters long. It must include a digit, a capital letter, and a small letter. It must not contain spaces. It must not contain same character 3 times in a row.) While you type the password, each character you type is visible temporarily but earlier characters are hidden by dots (so your enemies can’t see them). So at the end of typing your password, just the password’s last character is visible; the earlier characters are hidden by dots.

At the end of that typing, tap in the Verify box and type the password again. (Your password’s final character will be temporarily visible.)

Tap the Question box’s right-arrow. You see 6 challenge questions. Tap your favorite question, then tap its Answer box and type the answer. Do the same for 2 more questions.

Tap in the Month box (which you see when you scroll down). Tap the month you were born (after scrolling to see it).

Tap in the Day box. Tap the day you were born (after scrolling to see it).

Tap in the Year box. A keyboard appears. Type the year you were born. At the end of your typing, tap the keyboard’s Go key.

Answer the questions about your credit card (which will be charged if you buy anything through Apple). When you’ve finished all your typing, tap the keyboard’s Go key, then tap the blue “Done” button.

**Go to your other computer**, where you’ll see an email from Apple. In that email, click “Verify Now”. You’ll see Apple’s ID Website. Type your email address, press the Tab key, type your password again, and click “Verify Address”. The computer will say “Email address verified”.

## App Store

The **App Store** lets you copy **application programs (apps)** from the Internet to your iPad. Some of the apps are free, others are not.

To use the App Store (which requires that you’ve created an Apple ID already), go to the Home screen then tap the App Store icon.

If the screen says “What’s New on the App Store & Arcade”, tap “Continue”.

If the screen asks “Allow App Store to use your approximate location?” tap “Allow While Using App”.

If you see “Allow”, tap “Allow” then “Not Now”, to keep things simple at the moment.

Get updates The screen’s bottom-right corner says “Updates”. If you see a red circle there, do this:

Tap the Updates icon. Tap “Update All” (at the screen’s top-left corner).

If the screen says “Apple Media Services Terms and Conditions have changed”, do the following. Tap “OK”. Put your finger in the screen’s middle and swipe up, then tap “Agree”. Tap the other “Agree” then “OK”. Tap “Update All” again.

**Find an app** At the screen’s bottom, you see these choices:

Featured	Categories	Top Charts	Purchased	Updates
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Tap “Featured” or “Categories” or “Top Charts”. Then you see lists of many apps. Browse through the lists. Here are hints about how to browse:

If you tap “**Top Charts**” (at the screen’s bottom), you can see 3 lists of popular apps. The **Paid** list shows the most popular apps that cost money; the **Free** list shows the most popular apps that are free; the **Top Grossing** list shows apps that made their inventors the most money (because those apps are expensive or many copies were sold or the apps seemed free but encouraged customers to pay later for add-ons). A tablet shows 2 columns: the right column is “Free”; the left column is “Paid” or “Top Grossing”, whichever is blue; to switch, tap the black choice instead.

If you tap “**Featured**” (at the screen’s bottom), you see lists of apps that Apple wants to emphasize.

If you tap “**Categories**” (at the screen’s bottom), you see 25 categories: books, business, catalogs, education, entertainment, finance, food (& drink), games, health (& fitness), kids, lifestyle, magazines (& newspapers), medical, music, navigation, news, photo (& video), productivity, reference, shopping, social networking, sports, travel, utilities, weather. Tap the category you wish.

When you see a list of apps or categories, put your finger in the list’s middle and **try swiping in all directions**. If you swipe your finger toward the left (or right), you might see more apps. If you swipe your finger up (or down), you might see more apps or categories or subcategories.

To **search** for a particular topic, tap “Top Charts” (at the screen’s bottom) then the magnifying glass near the screen’s top-right corner. Then a keyboard appears. Using the keyboard, type the topic you want to search for. At the end of your typing, tap the keyboard’s Search button.

**Tap an app** In the lists of apps, **when you see an app that interests you, tap its name.**

Explore it. If you change your mind and stop being interested in the app, tap one of the screen's corners. (Their background is gray, not white.)

**Download the app** You see a blue button. Inside the button, you see the app's price or "GET" (which means the app is free) or "OPEN" (which means you got the app already) or a cloud (which means the app was bought for one of your other devices but you can put it on this tablet too, at no extra charge).

To use the app, tap that blue button. Then you might see a green INSTALL button (if the app is free) or a green BUY button (if you must pay money first). To pay, you typically have to type your Apple ID's password then tap "OK". Then complete the rest of the process.

Then the tablet **downloads** the app (copies the app from the Internet) and tries to put the app's icon on Home screen 2. (If Home screen 2 is already full, the tablet puts the app's icon on Home screen 3 instead.)

**Run the app** To run the app, tap its icon (which is typically on Home screen 2).

**Updates** When programmers invent updates to the apps you had, the App Store icon's top-right corner shows how many updates that have been invented. To get the updates, do this:

Tap the App Store icon. Tap "Updates" (at the screen's bottom-right corner). Tap "Update All" (at the screen's top-left corner). If the computer asks for your Apple ID password, type it then tap "OK".

## News

To see news (from newspapers, magazines, TV networks, and Websites) on your tablet, go to the Home screen then tap the News icon.

If the screen says "Get Started", tap it. If the screen says "Next", do this:

Tap "Next". Tap "Next" again. Then, for the moment, tap "Not Now" then "Not Now" again. Tap "Allow".

To make sure your screen is normal, do this:

Tap the time (at the screen's top) twice. If the screen's top-left corner says "<", tap that repeatedly until it disappears, then tap the time again twice. If "For You" (at the screen's bottom-left corner) isn't blue yet, tap that then tap the time again twice.

You start seeing a story. To see more stories, put your finger in the screen's middle and swipe up.

To see more of today's top stories, tap ">" (which is to the right of "TOP STORIES") then put your finger in the screen's middle and swipe up.

When you see a story that interests you, tap it; then you see the story's details.

## iBooks

To read **books** on your tablet, go to the Home screen then tap the iBooks icon.

If the screen says "iCloud for iBooks", tap "Not Now" (to keep things simple). If the screen's top-left corner says "<", tap that repeatedly until it disappears.

**Find a book** At the screen's bottom, you see these choices:

My Books Featured NYTimes Top Charts Top Authors Purchased

If you tap "**Top Charts**", you see which books are most often copied to Apple's devices. (Most of those books cost money, but some are free.) If you then tap "Categories", you see these 28 categories:

arts (& entertainment), biographies (& memoirs), books in Spanish, business (& personal finance), comics (& graphic novels), computers (& Internet), cookbooks (& food & wine), education, fiction (& literature), health (& mind & body), history, humor, kids, lifestyle (& home), mysteries (& thrillers), nonfiction, parenting, politics (& current events), professional (& technical), reference, religion (& spirituality), romance, sci-fi (& fantasy), science (& nature), sports (& outdoors), textbooks, travel (& adventure), young adult

If you tap "**NYTimes**" (available just on the tablet), you see which books are most often bought in bookstores, according to the New York Times.

If you tap "**My Books**", you see bookshelves holding the books you already got.

Explore (using the same techniques as the App Store) and download the books you want. Have fun!

**Read the book** When you finally get into a book (by tapping it), here's how to read it:

To turn to the **next page**, tap the screen's right edge (or, for a more dramatic visual effect, put your finger at the screen's right edge and slowly swipe toward the left). Do that repeatedly to read the whole book. (The book's first few pages and last few pages are ads you can ignore.)

To turn back to the **previous page**, tap the screen's left edge (or put your finger at the screen's left edge and swipe toward the right). Do that repeatedly to go back to the book's preface and front cover.

Here's how to get a word's **definition**. Rest your finger on the word, until you see it magnified. Take your finger off the word. The word has a blue background. Tap "Look Up". You see the beginning of the word's definition. To see more of the word's definition, tap ">". When you finish looking at the definition, tap "Done".

To **enlarge** a picture (a drawing or photo), double-tap it. When you finish admiring the enlargement, tap "X" (at the screen's top-left corner).

**Controls** The screen's top and bottom can show **controls**. To make the controls appear or disappear, **tap the screen's middle**.

Here's how to use the controls:

To skip to a different **chapter**, tap the ≡ button (which is near the screen's top-left corner). You see a list of chapters (unless the book's iPad version was invented too crudely). Tap the chapter you want.

To skip to a different **page**, put your finger on the blue circle that's near the screen's bottom, and drag that circle until you see the page number you want.

To switch to a different **activity**, tap "<" (at the screen's top-left corner). You see the bookshelves again, holding the books you downloaded. Tap one of those other books — or tap again the book you were reading (to continue on the page where you left off) — or tap "Top Charts" (to download more books to read) — or tap the Home button (to return to the Home screen).

## iTunes Store

To get **music** and **videos** for your iPad, tap "**iTunes Store**" on the Home screen.

If the screen says "Set Up Family Sharing", tap "Not Now" for the moment.

The iTunes Store app resembles the Apps Store app and uses the same techniques. Go explore!

Here are some things to notice...

At the screen's bottom, you see these choices:

Music Movies TV Shows Top Charts Genius Purchased

**Music** Tap "**Music**" (at the screen's bottom). Then you see lists of music albums (and singles).

To see more music choices, swipe up (or down again), so you see these headings:

New Music  
Hot Tracks  
Recent Releases: \$7.99 or Less  
Pre-Orders  
Greatest Hits: Albums from \$7.99  
Hot Albums  
69¢ Songs

Under each of those headings, you see examples of such music. To see more examples, put your finger on one of those examples and swipe to the left (or right again).

If you tap “Genres” (at the screen’s top), you see these 27 genre choices —

alternative, blues, children’s music, Christian (& gospel), classical, comedy, country, dance, electronic, essentials, fitness (& workout), greatest hits, hip-hop/rap, holiday, indie, jazz, K-pop, Latino, metal, music videos, pop, R&B/soul, reggae, rock, singer/songwriter, soundtrack, world

plus “Tones” (which means “ringtones and other alerts”) and “All Genres”.

If you want that list of genres to disappear, tap “Cancel” (which is at the list’s top).

If you want to restrict yourself to one genre, tap the genre you want. Afterwards, if you want to remove that restriction, tap “Genres” again (at the screen’s top) then “All Genres”.

When you find an album that interests you, tap its name. Then you see a numbered list of the songs (tracks, compositions) on that album.

To hear part of a song, **free**, tap the song’s number. Then listen. (If you hate the song and want to interrupt it, tap the song’s blue circle or a different song’s number.)

To buy the whole album, tap the album’s price (which is typically \$9.99). To buy just one song, tap the song’s price (which is typically \$1.29 and to the right of the song’s name), unless you’re blocked by a message saying “Album Only”, which means you can’t buy just that song.

When you tap the price, the price’s box turns green. To confirm your purchase, tap that green box then type your Apple ID password then tap “OK”. The music will download from the Internet to your tablet.

To hear the music you bought, tap the Home button (so you see the Home screen) then tap the Music icon (which is at the screen’s bottom-right corner and shows musical notes). You see a list of the songs you bought. To hear a song, tap its name. To interrupt the playing, tap the “||” (which is near the screen’s bottom-right corner).

**Movies** Tap “**Movies**” (at the screen’s bottom). Then you see lists of movies.

To see more movie choices, swipe up (or down again), so you see these headings:

New & Noteworthy  
\$9.99 in HD: Recent Releases  
Browse by Genre  
Watch Today — 99¢ Rentals  
Under \$10 in HD: Editors’ Choice  
Bundles at Limited-Time Prices  
Top Kids & Family  
Under \$10 in HD: Family-Friendly Movies  
Top Pre-Orders

Under each of those headings, you see examples of such movies. To see more examples, put your finger on one of those examples and swipe to the left (or right again).

If you tap “Genres” (at the screen’s top), you see these 17 genre choices —

action (& adventure), classics, comedy, documentary, drama, essentials, foreign, horror, independent, kids (& family), music, romance, sci-fi (& fantasy), short films, sports, thriller, western

plus “All Genres”.

If you want that list of genres to disappear, tap “Cancel” (which is at the list’s top).

If you want to restrict yourself to one genre, tap the genre you want. Afterwards, if you want to remove that restriction, tap “Genres” again (at the screen’s top) then “All Genres”.

When you find a movie that interests you, tap its name.

To see part of the movie, **free**, tap a “▶” under “Trailers”. You’ll see the movie’s trailer (ad with scenes from the movie). Switch to landscape mode, for enlarged viewing. (If you hate what you see and want to interrupt it, tap the screen’s top-left corner then “Done”.)

To get the whole movie, tap “HD” (for “high definition”) or “SD” (for “standard definition”, which is cheaper). Then tap “BUY” (which usually costs \$14.99 for SD, \$19.99 for HD) or “RENT” (usually \$3.99 for SD, \$4.99 for HD, and giving you a 24-hour rental whose beginning you can delay for up to 30 days). Then the BUY or RENT box turns green. To confirm your purchase, tap that green box then type your Apple ID password then tap “OK”. Wait awhile for the movie to download from the Internet to your tablet.

To see the movie you bought, tap the Home button (so you see the Home screen) then tap the TV icon, because that icon handles TV shows & movies. (If the screen says “Welcome to the TV app”, tap “Continue”.) You see a list of TV shows & movies you bought. To watch a movie, tap its name. To interrupt the playing, tap the screen’s middle then the “||” (which is at the screen’s bottom).

**TV Shows** Tap “**TV Shows**” (at the screen’s button). Then you see a list of TV shows. To see more TV choices, swipe up (or down again), so you see many categories. In each category, swipe to the left (or right again), to see more choices.

If you tap “Genres” (at the screen’s top), you see these 9 genre choices —

animation, classic, comedy, drama, kids, nonfiction, reality TV, sci-fi (& fantasy), sports (& fitness)

plus “All Genres”.

If you want that list of genres to disappear, tap “Cancel” (which is at the list’s top).

If you want to restrict yourself to one genre, tap the genre you want. Afterwards, if you want to remove that restriction, tap “Genres” again (at the screen’s top) then “All Genres”.

When you find a TV show that interests you, tap its name. Then you see a numbered list of the episodes for that show’s season.

To see part of an episode, **free**, tap “▶”. Switch to landscape mode. Watch. (If you hate what you see and want to interrupt it, tap the screen’s top-left corner then “Done”.)

To buy, do this, tap “HD” (for “high definition”) or “SD” (for “standard definition”, which is cheaper).

Then tap the appropriate BUY button (which usually costs \$1.99 per SD episode, \$2.99 per HD episode, \$14.99 per SD season, \$19.99 per HD season). Then the BUY box turns green. To confirm your purchase, tap that green box then type your Apple ID password then tap “OK”. Wait awhile for the video to download from the Internet to your iPad.

To see the TV show you bought, tap the Home button (so you see the Home screen) then tap the TV icon. You see a list of TV shows & movies you bought. To watch a TV show, tap its name. To interrupt the playing, tap the screen’s middle then the “||” (which is at the screen’s bottom).

## Rearrange the icons

While you’re looking at Home screen 2 (which contains icons for the apps you downloaded), you can rearrange those icons, to put them in a different order. Here’s how:

Rest your finger *lightly* on one of the icons awhile, until all the icons on that page start jiggling.

Then drag each icon to where you want it. (Drag to a blank space, not to another icon. While you’re dragging an icon, the other icons rearrange themselves to fill the dragged icon’s old space.)

If an icon’s top-left corner has an X, you’re allowed to erase the icon (and uninstall its app). To erase & uninstall the app, tap the icon’s X then the red “Delete”.

When you finish dragging & erasing icons, press the Home button. Then the icons stop jiggling.

You can use the same method to rearrange the icons on the main Home screen:

Go to the main Home screen (by tapping the Home button). Put your finger *lightly* on one of the icons until all the icons jiggle. Rearrange the icons by dragging (but don't drag to another icon). When you've finished, press the Home button (to stop the jiggling).

## Settings

To customize your tablet so it fits your personal needs, tap “**Settings**” on the Home screen.

Then at the screen's left edge, you can see these choices:

Airplane Mode, Wi-Fi, Bluetooth, Notifications, Control Center, Do Not Disturb, General, Display & Brightness, Wallpaper, Sounds, Siri, Passcode, Battery, Privacy, iCloud, iTunes & App Store, Mail, Contacts, Calendar, Notes, Reminders, Messages, FaceTime, Maps, Safari, News, Music, TV, Photos & Camera, iBooks, Podcasts, iTunes U, Game Center, Twitter, Facebook, Flickr, Vimeo, TV Provider

**To see all those choices, scroll down by flicking your finger up.** You see more choices, too, if you got more apps!

### General

Tap “**General**” (at the screen's left edge). Then you can see these choices near the tablet's right edge:

About, Software Update, Spotlight Search, Handoff, Multitasking, Accessibility, Lock Rotation, Mute, Storage & iCloud Usage, Background App Refresh, Restrictions, Date & Time, Keyboard, Language & Region, Dictionary, iTunes Wi-Fi Sync, VPN, Regulatory, Reset

To see all those choices, scroll down by flicking your finger up.

These choices are particularly useful:

If you tap “**About**”, you get info about your tablet. For example, you find out your tablet's **Model** number, **Serial Number**, **iPadOS Version** number (such as 10.1.1), **Capacity** (how many gigabytes your tablet can hold, beyond the operating system), how many of those gigabytes are still **Available** (unused), and how many **Photos**, **Videos**, and **Songs** your tablet is storing.

If you tap “**Software Update**”, your tablet will say either “Your software is up to date” or “Install Now” or “Download and Install”. If it says “Install Now” or “Download and Install”, tap that to install a newer version of iOS, free!

If you tap “**Storage & iCloud Usage**”, you see a printout such as this:

**STORAGE**  
**Used** 10.8 GB  
**Available** 44.7 GB  
**Manage Storage** >

**ICLOUD**  
**Total Storage** 5.0 GB  
**Available** 1.1 GB  
**Manage Storage** >

Here's what that means. In your tablet, 10.8 gigabytes are already **Used** (by the operating system and apps), 44.7 gigabytes are unused and so still **Available**. Apple lets you also copy 5 gigabytes to the iCloud (Apple's own computers on the Internet) free, for backup storage and to share with your friends' computers, and you can buy extra gigabytes there if you wish; the printout means that in the iCloud, you're allowed to have 5 gigabytes of **Total Storage** (because you haven't bought any extra iCloud gigabytes yet); and of those 5 gigabytes, 1.1 gigabytes are unused so still **Available**. If you then tap the appropriate “**Manage Storage**” (for your tablet or for the iCloud), you see each app and how many gigabytes (or megabytes or kilobytes) it consumes; the biggest apps are listed first. To delete an app, tap its name then the red “Delete App” button then the next red “Delete App” button. To delete some music, tap “**Music**” then “**Edit**” (near the screen's top-right corner) then the red circle next to what you want to delete (such as “All Songs” or just one album) then the red “Delete” button; when you finish editing music, tap “Done”.

Sticking out of your tablet's right edge, close to the top corner, is a circular

switch (called the “**Side Switch**”), which you can slide up and down. The up position makes the tablet act normally. The down position usually disables the sound (mutes the volume); but if you want the down position to instead disable the gyroscope (so rotating the tablet won't switch the orientation between portrait and landscape modes), tap “**Lock Rotation**” instead of “**Mute**”.

**After tapping one of those choices, return to the previous menu by tapping the “<” at the screen's top.**

### Bluetooth

**Bluetooth** is way to communicate with a nearby device (such as a headphone or keyboard) wirelessly. Your tablet is probably not using Bluetooth, so you should **turn off Bluetooth** (to save electricity), by doing this: tap “**Bluetooth**” (at the screen's left edge) then the circle at the screen's right edge (so any green next to the circle disappears).

### Display & brightness

Here's how to adjust the screen's display & brightness.

Tap “**Display & Brightness**”, which is at the screen's left edge. Then do this:

Find the **brightness circle** (which is *above* “Auto-Brightness” and to the *right* of a blue line). If you slide that circle slightly toward the right, the screen will glow brighter (but unfortunately also consume more electricity, so your battery will run down faster). If you slide that circle toward the left, the screen will be dimmer.

If you don't touch the tablet for 2 minutes, it usually goes into sleep mode, so the screen goes black. To change to a different time length, tap “**Auto-Lock**” then choose from this menu: 2 minutes, 5 minutes, 10 minutes, 15 minutes, never. After choosing, tap “<” (at the screen's top).

### Mail

When you write an email (by using the Mail app), the tablet normally puts this **signature** below your writing:

Sent from my iPad

Here's how to create a signature that's more personal.

Tap “**Mail**”, which is at the screen's left edge.

Tap “**Signature**”, which is the bottom choice.

A keyboard appears. Type whatever signature you want.

For example, you might want the signature to include your name, address, and phone number. If you work for a company, you might want to include your company's name, your job title, and your company's Web address. You might also want to include your favorite saying, such as “Don't worry! Life will get better!”

After typing, tap “<” (at the screen's top).

### Contacts

If you tap “**Contacts**” (which you see when you scroll down), you can change whether your contacts are alphabetized (sorted) by first name or last name.

To alphabetize by first name, do this:

Tap “Sort Order” then “First, Last” then “<” then “Display Order” then “First, Last” then “<”.

To alphabetize by last name, do this:

Tap “Sort Order” then “Last, First” then “<” then “Display Order” then “Last, First” then “<”.

## Further help

For **free** help using your tablet, you can phone me at 603-666-6644 (day or night, I'm usually in). You can also get help from Apple's Website:

Go to <http://help.apple.com/ipad>