

Tablet Tips

Basics

Add items to home screens

- App drawer
- Press & hold
- Drag & drop where you want it

Add widgets (App that performs specific functions- sample, time date weather

- Touch & hold area of home screen
- Tap widget icon
- Touch & hold widget to add
- Drag & drop to home screen

Create Folders

- Tap app icon
- Drag & drop to top of screen
- Create Folder
- Drag additional items to same folder

Remove apps from Home Screen

- Press & hold
- Drag to trash can icon at top of screen
- This removes from home screen but NOT your device
- Go to all apps folder and drag & drop to trash to remove from device
- Some apps are built in and cannot be removed

Change wallpaper or desktop background

- Long press empty spot on desktop
- A wallpaper menu will appear
- You can choose from pre-installed choices
- Or from one of your photos in the gallery

Organize with folders – create folder

- Long press icon, create folder option at top of screen
- Drag other icons into existing folder

Icon management

- Press, hold and drag to another screen
- Or drag to trash can to delete from screen
- However, must go to apps and drag to trash to actually remove from device

Multi Window Tray

- Swipe left to open
- Purpose to work with 2 apps at once (copy and paste)
- More on this next time

Update Your Device

- Go to settings
- About device
- Tap update now
- Or enable auto update to keep updated
- Can choose to do it over WiFi only

Adding Music

- Easiest Way
- Connect Tablet to PC with USB charging cable
- Select Windows Media Player on PC
- Choose Sync
- Drag songs to sync list
- Begin sync
- Listen on tablet

Add Photo from email to Gallery

- Open email on tablet
- Select photo attachment
- Look for download icon (usually down arrow)
- Or Tap the 3dot menu in the upper right & tap save. It appears in my gallery under downloads in my albums.
- Go to gallery and look for folder (or album) called downloads
- Can view photo there or create a new album and move