

iPad & iPhone

Apple makes a tablet computer called the **iPad** and a smartphone called the **iPhone**. This chapter explains how to use them. They both use an operating system called **iOS**.

Apple's 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.

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**. It listed for \$499 but is now reduced to \$399. Apple also sold a smaller version (called the **iPad mini 2** and the **iPad mini with Retina Display**), which listed for \$399 but is now reduced to \$269.

Apple began selling the **iPad 6** in October 2014 with iOS 8.1.
Apple called it the **iPad 6th generation** and the **iPad Air 2**. It lists for \$399. Apple also sold a smaller version (called the **iPad mini 3**). Apple began selling the **iPad mini 4** in September 2015; it lists for \$399. Apple began selling an extra-large version, the **12.9-inch iPad Pro**, in November 2015; it lists for \$799.

This chapter explains how to use iOS 10 on the most reasonably priced modern devices: the **iPad Air** and **iPhone 6s**.

If you have an iPad 2 or 3 or 4 or 5, you can upgrade its operating system to iOS 10, free. That upgrade makes its software imitate an iPad 6.

If you have an iPhone 4s or 5 or 5c or 5s or 6 or 6 Plus, you can upgrade its operating system to iOS 10, free. That upgrade makes its software imitate an iPhone 7.

Start

Here's how to start using the tablet (iPad Air) and phone (iPhone 6s for Verizon). Other tablets and phones are similar.

Unpack

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

The box contains these 3 electronic devices:

the device itself

tablet: 9½ inches tall, 6⅞ inches wide, and ¼ inch thick
phone: 5⅝ inches tall, 2⅝ inches wide, and ¼ inch thick

a **power adapter** (white box to plug into an electric outlet)
tablet: 1¾"×1¼"×1⅛"
phone: 1"×1"×1⅛"

a **USB cable** (for connecting your device to the power adapter or a computer)

The phone's box contains these extra electronic device:

an **earbud set** (to put in your ears, so you can listen to music privately)
an **prong** (to push into the phone's side pinhole, to insert a SIM card)

Each device is enclosed in its own protective sheath, made of clear plastic. 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 device and get more info)
a **safety sheet** (saying how to avoid hurting your device and yourself)

Position the device

Here's how to position the tablet or phone.

Tablet The tablet's **backside** is silver and says "iPad". The tablet's **front side** is a black screen, surrounded by a **border** that's black or white (depending on which color border you bought).

Phone The phone's **backside** is pink, gold, silver, or gray (depending on which color you bought) and says "iPhone S". The phone's **front side** is a black screen, surrounded by a **border** that's white (unless you bought the gray backside, which comes with a border that's black).

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

On the front side's border, you see the **Home button**.

Tablet The Home button is a square (with rounded corners) in a circle.
Phone The Home button is a circle.

Position the device so the Home button is close to your tummy.

Turn on the device

The device's **bottom edge** is the edge that's near the Home button and your tummy. The opposite edge is called the **top edge**.

The **Sleep/Wake button** is wide.

Tablet The Sleep/Wake button sticks out of the top edge, at the right.
Phone The Sleep/Wake button sticks out of the right edge, near the top.

Press that button, and keep holding it in.

If you have a phone, the salesperson should have set it up for you already (by inserting a SIM card from Verizon or a competitor and then helping you answer questions about permissions). But if you have a tablet and this is the first time the tablet is being used, it does this **setup procedure**:

The screen shows the Apple logo (a white eaten apple). Then take your finger off the Sleep/Wake button. Put your finger in the screen's middle and **swipe** to the right. (If you don't do that soon enough, the screen will turn black and you must try again to press the Sleep/Wake button and slide your finger to the right.)

After you've done that successfully, the screen shows a list of languages. To use the tablet normally, tap "English" then "United States".

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) then "Enable Location Services" then "Set Up as New iPad".

The screen says "Apple ID". For now, tap "Skip This Step" then "Skip" then "Agree" (which is at the screen's bottom-right corner) then "Agree" again (in the screen's middle) then "Don't Add Passcode" then "Continue" then "Use Siri" then "Automatically Send" then "Get Started".

Then you see the **Home screen**.

If the device (tablet or phone) was set up previously, here's what happens instead:

When the screen lights up, take your finger off the Sleep/Wake button. If you see the Apple logo (an eaten apple), wait.

When you finally see the time & date, do this: if the screen's bottom says "Press home to open" (because your device was upgraded to OS 10), tap the Home button; otherwise, immediately put your finger on the screen's middle and **swipe** to the right.

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

See the Home screen

The screen's top shows the time.

The rest of the screen might be the **Home screen**. On the tablet using iOS 10.2, the Home screen typically shows these 20 choices:

FaceTime	Calendar	Photos	Camera
Contacts	Clock	Maps	Home
TV	Notes	Reminders	News
iTunes Store	App Store	iBooks	Settings
Messages	Safari	Mail	Music

(If the tablet is using an iOS lower than 10.2, you see "TV" instead of "Video". If the tablet is still using iOS 7.1, you see "Photo Booth" instead of "Home", "Newsstand" instead of "News", and "Game Center" instead of "iBooks".)

On the phone using iOS 10.2, the Home screen typically shows these 23 choices:

Mail	Calendar	Photos	Camera
Maps	Clock	Weather	Stocks
Wallet	Notes	Reminders	News
iTunes Store	Apps Store	iBooks	TV
Home	Health	Settings	
Phone	Safari	Messages	Music

(If the phone is using an iOS lower than 10.2, you see "TV" instead of "Video", and the other choices are arranged differently. If the phone is still using iOS 9, the "Home" choice is missing.)

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**.

If you're not seeing the Home screen, you can make it appear by tapping the **Home button**, which is on the screen's bottom border, near your tummy. (If tapping the Home button makes the screen look worse instead, tap the Home button again.)

Choose Wi-Fi

If you moved the device 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.

Phone: if the screen's top-left corner says "<", tap that several times until it disappears.

Tap "Wi-Fi". (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 iOS (such as iOS 7.1 or iOS 9) to an iOS 10 version (such as iOS 10.2):

Plug your device 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". (To find that on a phone, put your finger on the screen and swipe up or down.)

Tap "Software Update".

If the device says "Preparing Update", above that you see a gray horizontal bar that gradually turns blue, then "Downloaded" and "iOS 10.2 is now available for your iPad." If you see "Close", tap it.

Follow instructions on the screen, until you see "Install Now". Then tap "Install Now".

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.)

Tap the Home button once or twice, until you see "Update Completed".

Tap "Continue" then "Enable location Services" (if you see that choice) then "Passcode Options" then "Don't Add Passcode" (to keep things simple) then "Continue".

If you have an Apple ID, type your Apple ID then tap the "return" key. (If you don't have an Apple ID yet, tap "Don't have an Apple ID" and follow the instructions for creating one.)

If you see "Diagnostics", tap "Send to Apple".

If you see "Siri", tap "Don't Use Siri" for now.

Tap "Get Started".

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...

Tablet On the Home screen, tap the icon above "Settings". 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.

Phone On the Home screen, tap the icon above "Settings". If the screen's top-left corner says "<", tap that several times, until the "<" disappears. Tap "General" (which you see after you put your finger in the screen's middle and swipe up or down). Tap "Reset" (which you see after you put your finger in the screen's middle and swipe up). Tap "Reset Home Screen Layout" then the red "Reset" then the Home button.

The rest of this chapter assumes you've updated to an iOS 10 version (such as iOS 10.2).

Notes

For your first experiment, try using the device's built-in word processor, which is called **Notes**. To do that, make the Home screen appear then tap the icon above "Notes".

If you see "Continue", tap it. If you see "Turn on iCloud", tap "Not Now" (to keep things simple).

Then do this:

Tablet 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).

Phone If you see "Notes" under "ON MY IPHONE", tap that "Notes". Tap the **New Note** icon (which is at the screen's bottom-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 device 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" on the phone, ".?123" on the tablet), 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").

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.

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 colored background.

Tablet The background is yellow.

Phone The background is blue.

You also see a **grab point** (colored 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 device 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**.

Accurate positioning While you're editing, you can position your fingers more accurately by using these tricks:

Instead of pointing by using a finger, use a fingernail (because it's smaller).

If you press your finger (or fingernail) onto the screen for at least a half second, you'll see a magnifying glass that shows more clearly where you're pressing. Drag your finger (or fingernail) to the exact position you want.

Undo If you make a mistake, here's how to undo it:

Lift the device off the desk (or table). Shake the device. Tap the blue "Undo".

Accents To type the symbol "é", rest your finger on the "e" key awhile. You'll see several kinds of "e" (7 kinds on the tablet, 8 kinds on the phone), 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 several kinds of "n" (2 kinds on the tablet, 3 kinds on the phone), 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

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 device asks "Enable Dictation?", tap the blue "Enable Dictation". Then you see the word "Done".

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".

Where's the microphone?

Tablet The microphone is a tiny slit in the top edge's center.

Phone The *main* microphone is a horizontal slit in the phone's top border (between the screen and the phone's top edge). An *extra* microphone is a pinhole in the phone's backside.

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

Your speaking will be transmitted by Internet to Apple's computers, which will analyze your speech and figure out how to type it in English. (Warning: if you're connected to the Internet by a cell-phone company instead of Wi-Fi, you might be charged for your Internet time.)

You can speak for up to 40 seconds. When you finish speaking, tap "Done".

Then the computer will try to finish typing what you said. (If you don't like the computer's typing, edit it.)

Hide the keyboard If you want to hide the keyboard, do this:

Tablet Tap the **Keyboard key** (which is at the bottom-right corner).

Phone Tap "Done" (which is at the screen's top-right corner).

To make the keyboard reappear, tap the screen's middle again.

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, do this:

Tablet 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).

Phone If you see the keyboard, hide it (by tapping "Done"). Tap the New Note icon (which is at the screen's bottom-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. Then tap the **Trash Can**.

Tablet The Trash Can is near the screen's top-right-corner.

Phone You'll see the Trash Can at the screen's bottom-left corner, after you hide the keyboard.

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.

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 is in a good mood because it's charging and the device is plugged in.

If it's white, the device is not plugged in.

If it's black, the device 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. On a tablet, you also see the percentage number, such as "78%".

Keeping the device on

Keeping the device on can be tricky.

Sleep & wake The device will go to **sleep** (make the screen be all black and use very little electricity) if you don't touch the phone for 1 minute or the tablet for 2 minutes or you **tap** the **Sleep/Wake button** (which sticks out of the tablet's top edge, the phone's right edge).

To wake the device back up, do this:

Tap the Sleep/Wake button again (or tap the Home button or, for the phone, just lift the phone from your table). Then, when the screen's bottom says "press home to open", tap the Home button again.

That makes the device continue where you left off. For example, if you'd been writing a note when the device went to sleep, the device's screen will show that note again when waking up.

Dim screen If the device plans to go to sleep because you haven't touched it awhile, the device will warn you by making the screen become dim (instead of bright). That warning occurs 15 seconds before the device goes to sleep.

To prevent the device from going to sleep, give the device 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. (Tapping the time has no major effect except keeping the device awake.) Then the screen becomes bright again.

Turn off & on To turn the device off completely (so it consumes no electricity at all), do this:

Hold down the **Sleep/Wake button** (which sticks out of the tablet's top edge, the phone's right edge), until you see "slide to power off". Left of "slide to power off", you see a red circle. Drag the red circle toward the right, until it disappears.

To turn the device back on, do this:

Hold down the Sleep/Wake button until the screen lights up. Then release your finger.

You see an eaten black apple. Wait. Several seconds later, you'll see the Home screen.

Recharge the battery Here's how to recharge the device's battery.

Grab the USB cable's narrow end. Plug the USB cable's narrow end into the device's bottom edge, which is near the Home button and your tummy.

Plug the USB cable's other end into the power adapter.

Plug the power adapter into your home's electrical outlet. (To do that on a tablet, pry the power adapter's plug outward).

Portrait versus landscape

Normally, the device lies flat (horizontally) on your desk (or table).

Try this experiment. While using the Notes app, lift the device's top edge off the desk, until the device is vertical instead of horizontal. Then rotate the device clockwise, 90 degrees, so the device 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 device 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 device's top edge off the desk again then rotate the device counterclockwise, 90 degrees, so the Home button is at the device's bottom again. 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).

Here's when landscape mode is available:

Tablet Landscape mode is available usually. For example, it's available for the Home screen and Notes.

Phone Landscape mode is available for most apps (such as "Notes") but not for fundamentals (such as the Home screen).

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 apps. To return to the main Home screen, tap the Home screen button (or swipe to the right).

Phone calls

This section explains how a phone makes phone calls. (A tablet cannot make phone calls. If you have a tablet, skip to the next topic, “Calendar”.)

To make a phone call, go to the Home screen (by pressing the Home button) then tap the “Phone” icon. (That icon is at the screen’s bottom-left corner, just above the word “Phone”. It’s a green square that includes a picture of a white phone handset.)

You should see this **keypad**:

1	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 “Keypad” icon, which is at the screen’s bottom.)

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 near the screen’s top-right corner and shows .

When you finish tapping the number, tap the **Start Call button** (a green circle that includes a picture of a white phone handset).

Put the phone near your cheek, so the phone’s top is near your ear and the phone’s bottom is near your mouth. When the phone realizes it’s next to your cheek, the screen goes completely 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** (a red circle).

Recent-call list

To see a list of recent calls, tap the “Recents” icon (which is at the screen’s bottom). You see the **recent-call list**, which lists phone numbers of recent calls.

Calls **you made** are black and show an arrow coming out of a phone.

Calls **you received** are black and show no arrow.

Calls **you missed or refused** are red.

For each phone number and each day, the list usually mentions just the day’s **last** call involving that phone number.

If you want to call one of the list’s numbers again, tap that number.

When you finish looking at the recent-call list, make the screen return to normal by tapping the “Keypad” icon (at the screen’s bottom).

Answer a phone call

If somebody calls you, here’s what happens.

If the phone’s been on and normal, the phone suddenly plays music, vibrates, and shows who called (the phone number or person). Tap the “Accept” icon (which is a green circle). Put the phone next to your cheek. Chat. Then tap the red circle (which means “End”).

If the phone’s been sleeping, (so the screen is entirely black but the phone is still using a trickle of electricity), the phone suddenly plays music and vibrates, and shows the Lock screen & phone number. Put your finger on the green circle next to “slide to answer” and swipe to the right. Put the phone next to your cheek. Chat. Then tap the red circle (which means “End”).

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 ignoring it or tapping the “Decline” icon, which is a red circle), 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 and shows the phone number. Tell the previous person, “Excuse me a moment”. Tap the “Hold & Accept” icon. Chat with the second person briefly (while the previous person is on hold). Then end that call (by tapping the red circle). Return to chatting with the previous person.

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.”

Here’s how to set up the voicemail system:

Tap the “Voicemail” icon (which is at the Phone screen’s bottom-right corner and shows a picture of a cassette tape). Verizon’s female robot will talk to you. 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, do this:

If the screen says “Swipe to listen”, put your finger on that and swipe to the right.

Otherwise, if the screen says “Listen”, tap that.

Otherwise, tap the “Voicemail” icon (at the Phone screen’s bottom-right corner). If you see a list of messages that came in, tap the message you want to hear, then tap “▶”.

The message will play.

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:

To the right of that phone number, you see a circled “i”. Tap that “i” then “Create New Contact”. (If you don’t see “Create New Contact” yet, make it appear by doing this: put your finger in the screen’s middle and swipe up.)

You see a typewriter keyboard. On that keyboard, type the person’s first name (if you know it). Then tap the “return” key. Type the person’s last name (if you know it). Tap the “return” key. Tap the name of the company (if any).

When you finish typing, tap “Done” (which is at the screen’s top-right corner). If the screen says “Enter the Facebook password”, tap “Cancel”.

Tap the “Recents” icon (at the screen’s bottom).

In the future, to call that number, do this:

Tap the “Contacts” icon (which is at the Phone screen’s bottom).

You see the **contacts list**, which is a list of people (and companies), normally alphabetized by the person’s *last* name. If the list is too long to fit on the screen, scroll down (by putting your finger in the screen’s middle and flicking up).

Tap the person you want to call. You see the person’s phone number. Tap it.

Favorites

If you call somebody *very* often, put that person on your **favorites list**, which is an abridged contacts list. Here's how:

Tap the "Contacts" icon (so you see the contacts list). Find that person on the contacts list. Tap that person then "Add to Favorites" (which you see after you put your finger in the screen's middle and swipe up) then "Call".

In the future, to call that number easily, do this:

Tap the "Favorites" icon (which is at the Phone screen's bottom-left corner and looks like a star). You see the favorites list (which is shorter than the contacts list). Tap the person you want to call.

While looking at the favorites list, here's how to delete somebody (such as your ex-lover):

Tap "Edit" (which is at the screen's top-right corner) then the person's red circle then "Delete" then "Done".

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 the "speaker" icon.

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 buttons

Find the 2 **Volume buttons**. They're the 2 *big* buttons that stick out of the phone's left edge.

If you press the top Volume button (the *big* button nearer the phone's top edge), you increase the volume.

If you press the bottom Volume button (the button nearer the phone's bottom edge), you decrease the volume.

If you press a 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 a 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 tap a 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.

Ring/Silent switch

Find the **Ring/Silent switch**. It sticks out of the phone's left edge and is close to the top edge.

Its normal position is up (near the phone's screen). **If you flick it down** toward the phone's backside (by using your fingernail), **the ringtone will be mute (silent)**, so when a phone call comes in the phone won't make any immediate noise (and won't interrupt any meeting you're in), though the phone will still light up, show who's calling, and let you answer or reject the call.

If you flick the switch down, remember to flick it back up when your meeting is over!

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 the "add call" icon (which is a "+" sign) when it becomes bright (instead of dim).

Phone the second friend. When the second friend answers, say "Wait a moment while I set up a 3-way call." Tap the "merge calls" icon (which shows two highways merging) when it becomes bright (instead of dim).

Enjoy your 3-way call! When you finish chatting, tap "End".

Send a text message

To send a text message to a person in your contacts list, use one of these methods:

Contacts-list method Make the contacts list appear. (To do that, tap the "Contacts" icon, which is at the Phone screen's bottom. If the screen's top-left corner says "<", tap the "Contacts" icon again, to make the "<" disappear.) Swipe up or down, until you find the person you want. Tap that person. At the screen's left edge, you see a chat bubble ("•") in a blue circle. Tap that bubble.

Messages-app method Tap the "Messages" icon. It's at the Home screen's bottom, just above the word "Messages", and shows a chat bubble ("•") in a green box.

Then make sure the screen's top-left corner says "Edit". (If the screen's top-left corner says "<" instead, tap that to make "Edit" appear.)

You see a list of people you recently communicated with by text messages. If the person you want is on that list, tap the person; otherwise, do the following.... Tap the "New message" icon (which is near the screen's top-right corner and looks like a pencil writing on a sheet of paper). Start typing the person's first name (or last name); you'll see a list of matching people; tap the person you want.

Next, tap "Text Message" (or "Text Me...", which then becomes "Text Message"). Type the message you want to send. Tap the up-arrow (which is in a green circle).

Receive a text message

When somebody sends you a text message, your phone might be in 5 stages:

Text stage If you were in the middle of texting with that person, you see the person's message to you immediately.

List stage If you were in the middle of looking at a list of people you've been texting with, the computer rings its bell. You see a blue dot in front of that person's name. Tap the person's name. Then you're in text stage.

Other-app stage If you were in the middle of another app (or looking at the Home screen), the computer rings its bell. You see "now" at the screen's top, briefly. Try to tap "now" (which will put you in text stage). If you fail to tap "now", tap the Messages icon (which is on the Home screen and has a red circle indicating a message came in); then you'll be in text stage or list stage.

Sleep stage If the phone was sleeping, it wakes up, rings its bell, and says who called. Put your finger on that caller info and swipe to the right (because if you don't, the phone will ring its bell occasionally until you do). When you've finally swiped, you'll be in text stage or list stage.

Off stage If the phone was completely off (so it used no electricity), the phone will check for text messages when you turn it back on. It will realize a text message had been sent. You'll be in Other-app stage.

When you finally get to text stage, you see the message that was sent to you. It has a gray background. If you want to reply, do this:

Tap "Text Message" (or "Text Me...", which then becomes "Text Message"). Type your reply then tap "Send".

The screen shows the conversation.

Messages written by friends have a gray background and appear at the screen's left edge.

Messages written by you have a green background and appear at the screen's right edge.

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 "Wednesday") 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".

Make the calendar normal

To make sure the calendar is normal, do this:

Tablet Tap the word "Month" (which is near the screen's top). To make sure the calendar includes today, tap the word "Today" (which is at the screen's bottom-left corner).

Phone Make sure the phone is in portrait mode (not landscape). To make sure the calendar includes today, tap the word "Today" (which is at the screen's bottom-left corner). Tap this month's name.

Different months

After you've admired the current month, here's how to see a different month instead.

For a tablet:

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 near the screen's top). Then tap the month you want.

For a phone:

Swipe method Put *two* fingers in the screen's middle then slide up (to see later months) or slide down (to see earlier months).

Tap method Tap the year (which is near the screen's top-left corner). 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").

Create a task list

Tap the "+" (or the blank space to the right of "+"). 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.

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 hide the tasks you've completed, tap "Hide Completed" (which appears at the screen's bottom when the keyboard's not blocking your view). To see those tasks again, tap "Show Completed" (when the keyboard's not blocking your view).

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 device ring an alarm when the task is due, do this:

Tap the task's name, then tap the "i" that's to the right of the task's name. Tap the circle that's to the right of "Remind me on a day", so you see green next to the circle. Tap "Alarm".

Scroll (through the suggested date, hour, minutes, and AM/PM, by flicking your finger) until the moment you want the alarm to ring is highlighted. Tap "Done" (which is at the tablet screen's top, the phone screen's top-right corner).

Later, whenever the device is on and realizes the alarm moment has come (or passed), the device gives you the alarm by waking up (if it was sleeping), beeping at you, and telling you the task's name.

To delete the task, do this:

Make the keyboard disappear. Put your finger at the end of the task's name, pressing just lightly, and immediately slide the task's name to the left. Tap "Delete" (which is at the screen's right edge).

Cameras

Near the device's top edge are two **holes**. They're 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**, the **selfie camera**, and the **FaceTime camera**) is a rather small hole between the screen and the device's top edge. (On the iPhone 6s, that camera hole is *left* of center.) 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.

Tablet The camera has 1280×960 pixels, 1.2 megapixels.

Phone The camera has super-HD, 2592×1936 pixels, 5 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 device's backside, near the top edge and the Power Button. Its quality is higher:

Tablet The camera has super-HD, 2592×1936 pixels, 5 megapixels.

Phone The camera has 12 megapixels.

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.

Starting

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 device), put your finger in the screen’s middle and swipe to the left.

Anytime method Put your finger on the device’s bottom border, to the right of the Home button, then swipe up. If the screen says “Continue”, tap that. You see the **Control Center** (a box full of icons at the screen’s bottom). Tap the Camera icon, which should be at the screen’s bottom-right corner; if it’s not there yet, make it appear by putting your finger in the Control Center’s middle and swiping to the right.

If you haven’t used “Camera” before, a tablet asks “Allow Camera to access your location while you use the app?”; to reply, tap “Allow”.

Arrange your shot

Pick up the device and put it in front of your face, as if the device were a mirror.

Rotating the tablet 90 degrees will switch between portrait and landscape modes. To photograph a wide scene, choose landscape mode; to photograph a tall object, choose portrait mode. For your first experiments, **stay in portrait mode**. (Don’t switch to landscape mode yet.) The following instructions assume you’re in portrait mode.

To **toggle** (switch back and forth) between using the front camera and the back camera, tap the **Switch Camera button**, which is on the screen and shows a camera with rotating arrows.

Tablet That button is at the screen’s right edge.

Phone That button is at the screen’s bottom-right corner.

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

While using the back camera, you can zoom in by doing this: put 2 fingers on the screen then **stretch** (slide your fingers apart).

You see the words “VIDEO” and “PHOTO” and “SQUARE”.

Tablet Those words are on the screen’s right edge.

Phone Those words are near the Home button.

What kind of shot do you want?

If “PHOTO” is yellow, the device acts as a **simple camera** to take a photo.

If “VIDEO” is yellow, the device acts as a **movie camera** to make a movie.

If “SQUARE” is yellow, the device will take a photo that’s square.

Choose which of those words you want yellow. To make a word yellow, tap it.

Phone If you chose “PHOTO”, the screen’s top 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

Tap the big circle.

Tablet That circle is halfway up the screen’s right side.

Phone That circle is next to the Home button.

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, do this:

Tablet Tap the little photo at the screen’s right edge.

Phone Tap the screen’s bottom-left corner, which shows a little photo.

Then the photo becomes huge, consuming most of the screen. It’s your most recent shot.

If your most recent shot is a movie, the photo shows the movie’s first frame. To watch the entire movie, tap the triangle in the photo’s middle; if you want to increase the volume, press the top Volume button (the top tall button sticking out of the tablet’s right edge, the phone’s left edge).

Phone If your most recent shot is a **live photo**, press the screen’s middle awhile, to see the whole 3-second live photo instead of just its main shot.

If you **double-tap** a shot (tap, then *immediately* tap again in the same place, but not on a movie’s triangle), 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 the trash can (which appears on the screen after tapping the screen’s middle once or twice). Then tap “Delete Photo” or “Delete Video”. You see the previous shot.

To **shoot more pictures**, tap “< Camera” (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.

Web

Here’s how to use the Internet.

Safari

Here’s how to use the Web.

On the Home screen, tap the Safari icon (which is at the screen’s bottom and looks like a compass).

At the screen’s top, you should see a gray box. It’s called the **address field**. (If you don’t see that box yet, make it appear by tapping “<” or “Done”.)

Tap in that gray box (so a keyboard appears).

That box should say “Search or enter website name”. (If you don’t see those words yet, make them appear by tapping the box’s X.)

Using the keyboard, type the Web address you want to visit. For example, if you want to visit www.yahoo.com, type:

www.yahoo.com

At the end of your typing, tap the keyboard’s “Go” button, which is blue.

Tablet The Go button is at the keyboard’s right edge.

Phone The Go button is at the screen’s bottom-right corner.

If the screen says “Would Like to Use Your Current Location”, tap “OK”.

To switch to a different Web page, tap in the address field again, then tap the box’s X, then type the new Web address you want to visit, such as —

www.NyTimes.com

then tap the Go button again.

If a Web page (such as www.yahoo.com or www.NyTimes.com or 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 use several methods.

For example, you can switch to landscape mode. (But in landscape mode, you see just the Web page's top part, until you scroll down to see the rest; so you'll probably prefer portrait mode.)

If a Web page (such as www.NyTimes.com on the tablet) shows several columns of type, try **double-tapping** a column. That magnifies the column, so it fills more of the screen (and you don't see the other columns as much.) To make that column return to its normal size, double-tap it again.

Back After viewing several Web pages, you can go back to the previous Web page by tapping the **Back** button.

Tablet The Back button is the "<" at the screen's top-left corner.

Phone The Back button is the "<" at the screen's bottom-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.)

Look Up To find a word's definition, do this (if the word is not a link to a different Webpage):

Press your finger on the word until the word turns blue. Tap "Look Up". If you see "Continue", click that. You see the definition (plus other info about the word).

When you finish reading the definition, tap "Done" (which is blue and near the screen's top-right corner).

Bookmark If you find a Web page that you like a lot, do this while you're viewing it: tap the **Action button** (which shows an arrow hop out of a box).

Tablet The Action button is right of the address field.

Phone The Action button is at the screen's bottom, just above the Home button.

(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 Bookmark" then "Save".

In the future, whenever you're using Safari and want to return to that Web page, tap the **Bookmark** icon, which looks like an open book.

Tablet The Bookmark icon is just left of the address field.

Phone The Bookmark icon is just right of the Action button.

Then you see a list of **bookmarked** Web pages. Tap the Web page you want.

In the list of bookmarked Web pages, you see the Web pages you bookmarked plus these Web pages, which Apple has already bookmarked for you:

Tablet	Google	www.google.com
	Bing	www.bing.com/?pc=APPT
	iPad User Guide	help.apple.com/ipad
Phone	Google	www.google.com
	Bing	www.bing.com/?pc=APPM
	iPhone User Guide	help.apple.com/iphone
	iPhone Quick Start	help.apple.com/iosquickstart/iphone
	My Verizon	login.VerizonWireless.com

To delete a bookmark, look at the list of bookmarks then tap "Edit" then the bad bookmark's red circle then "Delete". When you finish deleting bookmarks, tap "Done".

Ending When you finish using Safari, tap the Home button (at the screen's bottom), so you see the Home screen 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 asks "Help Improve Maps?" tap "Allow".

If the screen says "Turn On Location Services", do this:

Tap "Settings". Tap the white circle to the right of a "Location Services", so you see green. Tap "Maps" then "While Using the App" then the Home button. Tap the Maps icon again.

If you see an "X", tap it.

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 should see an "i" in a circle. (If the phone doesn't show the "i" yet, make the "i" appear by tapping the screen's top.)

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). Then do this:

Tablet Tap "Directions" (which is at the screen's top-left corner). At the screen's bottom, tap "Drive" (if you're going by car) or "Walk" (if you have good legs & patience) or "Transit" (if you're in a city and going by public transportation). You see how long the trip will take. Tap "Details" (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).

Phone Tap "Directions" (which is at the screen's bottom). Tap "Drive" (if you're going by car) or "Walk" (if you have good legs & patience) or "Transit" (if you're in a city and going by public transportation) or "Ride" (if you're using a ride-booking app). You see how long the trip will take and the total distance. Tap "GO". 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 words appear on the screen. The screen's bottom-left corner shows when you'll probably arrive at your final destination (such as "2:37"). If you tap the screen's top, she'll repeat what she said. If you want her to shut up and forget about the rest of the trip, tap "End" then "End Route".

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

Mail

To send or receive e-mail messages on your device, go to the Home screen then tap the Mail icon, which is blue and shows a picture of an envelope.

Tablet The Mail icon is typically at the screen's bottom.

Phone The Mail icon is typically at the screen's top-left corner.

If your device hasn't been set up properly for e-mail yet, here's what happens:

What e-mail address have you been using on your other computers? You see this list of e-mail 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: tap "Name", type **your name** (as you'd like it to appear in all e-mail messages you send (such as "Russ Walter")), tap the Return key, type the **e-mail address** that was assigned to you by your e-mail provider (such as "SecretGuide@comcast.net"), tap the Return key, and type the **password** that you registered with your e-mail provider.

When you finish filling in the form, tap the blue Next button.

Then start fresh, by pressing the Home button then tapping "Mail".

Once your device has been set up properly for e-mail, here's what happens....

Read

Near the screen's top corner, you see "Inbox". Tap "Inbox" (to make sure you're seeing what's in the Inbox).

Tablet Then the screen's left column shows a list of messages that came in.

Phone Then the screen shows a list of messages that came in.

(You see *copies* of every message that your e-mail provider's computer has for you. Seeing those copies does *not* erase them from your e-mail provider's computer: your e-mail provider's computer still contains the originals, so your device *and all your other computers* can still access them. Your device adds those copies to whatever was in your device's inbox already, so you see those new copies plus your device's old messages.)

To read a message, do this:

Tap the message. Then you see the message's details.

(Then if you want to delete that message from your device, tap the trash can, which is near the phone's bottom but tablet's top-right corner. That moves the message to the trash folder for a week, after which the message will vanish from your device. But the message is still in your e-mail provider's computer, so your other computers can still access it.)

When you finish reading (and maybe deleting) that message, tap "Inbox" again.

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, do this:

Tablet Put your finger in the screen's left column and swipe down.

Phone Put your finger in the screen's middle and swipe down.

Write

Here's how to write an e-mail message to a friend.

Tablet Tap the pencil-in-a-box (which is near the screen's top-right corner) twice.

Phone Tap the pencil-in-a box (which is at the screen's bottom-right corner).

A keyboard appears. The computer says "To:". Using the keyboard, type your friend's e-mail address (or, to experiment, send a message to yourself by typing your own e-mail address), then tap the "return" key.

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. (To do that, tap the alphabetic & numeric keys, or dictate the message by using the microphone button). Tap the return key at the end of each paragraph.

When you've finished typing the whole message, tap the blue Send button (which is near the screen's top-right corner). The device sends the message to your friend. You hear a happy sound.

Manipulate

While you're reading a message you received, here's how to manipulate it.

Tap the arrow that curves to the left.

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

Phone 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 e-mail address; at the end, tap the return key. Tap the white space above "Sent from my". 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 e-mail, tap the Home button again.

Apple ID

To use your device'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 do this:

Tablet 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.

Phone Put your finger in the screen's middle, then swipe up or down, until you see "iTunes & App Store". 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".

For a phone, tap "Settings" (which is at the screen's top-left corner).

If you don't have an Apple ID yet, do this procedure instead:

Tap "Create New Apple ID" then "Next". Tap "Agree" (which appears on a phone immediately, on a tablet 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 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 tablet's top-left corner, phone's top-right 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:

Tablet	Featured	Categories	Top Charts	Purchased	Updates
Phone	Featured	Categories	Top Charts	Search	Updates

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. A phone shows just one list at a time; tap "Paid" or "Free" or "Top Grossing" to see another.

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, do this:

Tablet Tap "Top Charts" (at the screen's bottom) then the magnifying glass near the screen's top-right corner.

Phone Tap "Search" (at the screen's bottom) then the magnifying glass near the screen's top-left 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, do this:

Tablet Tap one of the screen's corners. (Their background is gray, not white.)

Phone Tap the "<" (which is at the screen's top-left corner).

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 device 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 device **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 device 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 tablet's top-left corner, phone's top-right 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 device, 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 device, 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:

Tablet
My Books Featured NYTimes Top Charts Top Authors Purchased
Phone
My Books Featured Top Charts Search 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:

Tablet
Music Movies TV Shows Top Charts Genius Purchased
Phone
Music Movies TV Shows Search More

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 device.

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, do this:

Tablet Tap "HD" (for "high definition") or "SD" (for "standard definition", which is cheaper).

Phone The phone assumes you want HD (high definition). If you want to switch to SD (standard definition, which is cheaper), put your finger in the screen's middle and flick up until you see the bottom line ("Also Available in SD"); tap that line.

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 device.

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:

Tablet Tap "HD" (for "high definition") or "SD" (for "standard definition", which is cheaper).

Phone The phone assumes you want HD (high definition). If you want to switch to SD (standard definition, which is cheaper), tap "Also Available in SD", which is the bottom line. (If you don't see that line yet, make it appear by doing this: put your finger in the screen's middle and flick up.)

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. (On the phone, make sure you rest your finger *lightly*, because resting heavily has a different meaning.)

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 device so it fits your personal needs, tap "**Settings**" on the Home screen.

Phone If the phone's top-left corner says "<", tap the "<" repeatedly until it disappears.

Then at the screen's left edge, you can see these choices:

Airplane Mode, Wi-Fi, Bluetooth, Cellular (just on phone), Notifications, Control Center, Do Not Disturb, General, Display & Brightness, Wallpaper, Sounds, Siri, Passcode (just on tablet), Touch ID & Passcode (just on phone), Battery, Privacy, iCloud, iTunes & App Store, Wallet & Apple Pay (just on phone), Mail, Contacts, Calendar, Notes, Reminders, Phone (just on phone), Messages, FaceTime, Maps, Compass (just on phone), 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, the phone’s left edge):

About, Software Update, Spotlight Search, Handoff, Multitasking (just on tablet), CarPlay (just on phone), Accessibility, Lock Rotation (just on tablet), Mute (just on tablet), 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 device. For example, you find out your device’s **Model** number, **Serial Number**, **iOS Version** number (such as 10.1.1), **Capacity** (how many gigabytes your device can hold, beyond the operating system), how many of those gigabytes are still **Available** (unused), and how many **Photos**, **Videos**, and **Songs** your device is storing. (If you’re using a phone, scroll down to see all that.)

If you tap “**Software Update**”, your device 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 device, 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 device 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”.

Tablet Sticking out of a 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 device 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**”.

Tablet “Display & Brightness” is at the screen’s left edge.

Phone “Display & Brightness” is on the screen after you scroll down by flicking your finger up.

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 phone for 1 minute or 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 a menu. (A phone has this menu: 30 seconds, 1 minute, 2 minutes, 3 minutes, 4 minutes, 5 minutes, never. A tablet has 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 device normally puts this **signature** below your writing:

Tablet Sent from my iPad
Phone Sent from my iPhone

Here’s how to create a signature that’s more personal.

Tap “**Mail**”.

Tablet “Mail” is at the screen’s left edge.

Phone “Mail” is on the screen after you scroll down by flicking your finger up.

Tap “**Signature**”, which is the bottom choice. (On the phone, “Signature” appears just after you put your finger in the screen’s middle and flick up.)

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 you alphabetized (sorted) by first name or last name. (The list of contacts is useful mainly on the phone but can also be used on the tablet.)

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 device, you can phone me at 603-666-6644 (day or night, I’m usually in). You can also get help from Apple’s Website:

Tablet Go to <http://help.apple.com/ipad>

Phone Go to <http://help.apple.com/iphone>

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”; the next was called “Bender”. Those versions were unappetizing; later versions were named after desserts:

Android version	When invented	Code name
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

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.

Manufacturers

The most fascinating manufacturers of Android tablets & phones are:

Samsung, which is based in Korea and means “3 stars” in Korean
Best Buy, which is based in Minnesota and manufactures the Insignia brand

This chapter

This chapter explains the cheapest tablet manufactured by Best Buy. It’s called **Model NS-P08A7100**. It’s also called the **Insignia Flex 8" Android Tablet**. It’s manufactured in China for Best Buy, which sells it in Best Buy stores.

It’s a good deal, because it costs just \$70 and includes:

Android 6 Marshmallow (not just Android 4.4, 5, or 5.1)
16 gigabytes of storage (not just 8 gigabytes)
an 8-inch screen (not just 7-inch)
lots of pixels on the screen (1280×800, not just 1024×600)

It uses standard, pure Android, as invented by Google (unlike Samsung’s Android, which Samsung modified heavily and is explained in the *next* chapter).

So here’s how to use Model NS-P08A7100....

Start

The tablet comes in a blue-and-white cardboard box. Open the box and put the contents on your desk (or table).

The box contains 3 electronic devices:

the **tablet itself** (8½ inches tall, 5 inches wide, and ½ inch thick)
a **charger** (black box, 1¼"×1⅜"×⅞", to convert AC power to DC)
a **USB cable** (for connecting your tablet to the power adapter or a computer)

The tablet itself comes in a white plastic bag, which you can throw away. You can also peel off the clear plastic **screen protector** that covers the tablet’s front.

The box also contains a quick-setup guide and a pamphlet (about safety, troubleshooting, specifications, legal notices, and warranty).

Position the tablet

The tablet’s **backside** says “INSIGNIA”. The tablet’s **front side** is a black **screen**, surrounded by a black **border**.

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 actually a camera. (The backside includes a camera also.) Position the tablet so the front side’s camera (circle) is far from your tummy.

The tablet’s **top edge** is the edge that’s near the circle. The opposite edge is called the **bottom edge**.

Charge the battery

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

Plug the USB cable’s small end into the tablet’s top edge. Plug the cable’s other end into the charger. Plug the charger into your home’s electrical outlet.

If the tablet hasn’t been used before, wait 3½ hours to make sure the battery gets fully charged before first using the tablet.

Then unplug the tablet (because it works better while unplugged). Try this experiment:

Plug the tablet back in. The screen will eventually show a picture of a white battery, briefly. If that picture is solid white, the battery is fully charged, so you can unplug the tablet. (A thunderbolt in the picture or a black line across the picture means the battery isn’t fully charged yet and should be plugged in longer.)

Turn on the tablet

Sticking out of the tablet’s right-hand edge, you see two long buttons. The button closest to the top edge is the **Power button**.

Press the Power button until you see something light up. Then release the Power button.

If this is the first time the tablet is being used, it does this **setup procedure**:

The screen says "Welcome!"
Tap the right-arrow (which is on the screen, in a yellow circle).
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 that network's router has a password, type that password; the simplest way to type a number is to tap the "?123" key then the number then the "ABC" key. Tap "CONNECT".
The tablet says "Got another device?" For now, tap "No thanks" then "NEXT".
The screen says "Add your account". For now, tap "SKIP" then "SKIP" again then "First".
You see a keyboard. Type your first name; the tablet will automatically capitalize the first letter. When you finish typing your first name, tap ">" then type your last name. When you finish typing your last name, tap "✓" then "NEXT".
The screen says "Set up email". For now, tap "Not now" then "NEXT".
The screen says "Protect your tablet". For now, remove the checkmark (by tapping it) then tap "SKIP" then "SKIP ANYWAY".
Tap the screen's bottom-right corner then "NEXT" then "GOT IT".
Then you see the **Home screen**.

If the tablet was set up before, it does this procedure instead:

The screen says the time and date. It also 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. 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 tablet turned off, so you can resume your work where you'd left off.

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

At 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).

That row of 3 buttons is called the **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 tablet shows you the **Home screen**, which shows **icons** (little pictures) for many choices. You typically see these 11 icons:

Settings	Help	Play Store	Google			
Google+	Maps	YouTube	Apps	Chrome	Gmail	Hangouts

See the Apps screen

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

Tap the **Apps icon**. (It's at the screen's bottom, just above the Home button. It's a white circle containing 6 dots.)

That makes the computer show you the **Apps screen**, which shows these 26 apps in alphabetical order:

Battery saver	Calculator	Calendar	Camera	Chrome	Clock
Contacts	Downloads	Drive	File Explorer	FM Radio	Gmail
Google	Google+	Hangouts	Help	Maps	Photos
Play Movies & T.	Play Music	Play Store	Settings	Sound Recorder	Video
Voice Search	YouTube				

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 tablet for 2 minutes, 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:

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 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 (or the Apps screen). Tap "Settings" then "Display" 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 "2 minutes". For example, tap "5 minutes".

Time zone

Fix the time zone, by doing this:

Go to the Home screen (or the Apps screen). Tap "Settings".

Put your finger in the screen's middle and **swipe up** (slide your finger toward the screen's top edge). Then you see "Date & time". Tap it.

Tap "Select time zone". You see a list of time zones. Put your finger in the screen's middle and swipe up, until you see your time zone, then tap your time zone. (For most of the United States, choose Pacific Time, Mountain Time, Central Time, or Eastern Time.)

Calendar

To use the tablet's built-in calendar, tap "**Calendar**" (which is on the Apps screen).

To make sure the calendar is normal, do this:

If the word at the screen's top-left corner isn't "Month" yet, tap the word then "Month".

Tap "TODAY". You see a calendar of the current month. Today's date is in boldface, with a white background.

To see the next month, put your finger in the screen's middle and swipe up (towards the screen's top edge).

To see the previous month, put your finger in the screen's middle and swipe down (towards the screen's bottom edge).

To return to the current month, tap "TODAY" again.

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

Tricks

The tablet can do tricks.

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 tablet 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 System Bar's third button (which is to the right of the Home button) is the **Recent Apps button** (which looks like a box).

If you tap that button, the screen's left edge shows a list of apps you ran recently. To run one of those apps again, tap its **tile** (miniature picture of itself).

Landscape mode The tablet can do a trick called **rotate**. Try this experiment. While using the Calendar 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. Then the tiny circle (which is the camera) is at the right instead of the top.

When you do that, 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 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 keyboard's keys are wider**, 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 device counterclockwise, 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).

Calculator

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

The calculator includes 32 keys. In portrait mode, they're arranged like this:

INV	DEG	sin	cos	tan
%	ln	log	!	^
π	e	()	$\sqrt{\quad}$
7	8	9	\div	DEL
4	5	6	\times	
1	2	3	-	=
.	0		+	

(In landscape mode, you see the same keys, but rearranged.)

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 DEL key, which deletes your last tap. **The DEL key acts as a backspace key.**

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

If you tapped =, the DEL key temporarily becomes a CLR key. **Tapping the CLR 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.**

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.

Advanced math

Here's how to compute 2^3 (which means "2 times 2 times 2"). Tap 2 then the ^ key then 3, 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, so you've typed "4!". The screen will show the answer, 24.

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 radians (not degrees). To remind you of that, the screen's top-left corner says RAD. If you want angles to be measured in degrees, tap the DEG key; that makes the screen's top-left corner say DEG. To switch back to radians, tap the RAD key (which the DEG 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

$\sqrt{\quad}$ 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.

Alarm clock

Here's how to make the tablet 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**".

You see the current time, in a big font. You also see the current date.

Tap the **Set-alarm button** (which is at the screen's top-left corner and looks like a ringing alarm clock).

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-Friday" and "9:00 AM every Saturday & Sunday".)

If you want to use one of those alarm times, drag its slider (white circle) toward the right. That sets the alarm. If you change your mind and want to cancel the alarm, drag its slider back toward the left.

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 red 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.

At the time you requested, the alarm will suddenly ring (if the tablet 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 computer was sleeping, put your finger on that icon and swipe right (to dismiss) or left (to snooze).

Cameras

Near the tablet's top edge are some **holes**. Two of them are the device'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** and the **selfie camera**) is a small hole between the screen and the tablet's 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 a big hole on the tablet's backside, near the top edge. 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.

Each camera's resolution is 2 megapixels. The back camera has automatic focus, so it can take better pictures than the front camera.

Starting

To start the Camera app, choose one of these methods:

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

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 tablet asks "Allow Camera to access this device's location?" tap "ALLOW" then "NEXT".

Go to landscape mode properly (by lifting the tablet's top edge off the desk then rotating the device **clockwise**, 90 degrees).

Pick up the tablet and put it in front of your face, as if the device were a mirror.

To switch between using the front camera and the back camera, do this:

Tap the **Menu button** (the column of 3 dots, near the screen's top-right corner). Then at the screen's left side, you see 2 columns of buttons. Tap the **Switch Camera button** (which is the 2nd button in the left column and has a right-arrow on a picture of the tablet). When you're done using the Menu button, tap the screen's middle, which makes the menu disappear.

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

To zoom in, put two fingers on the screen then **stretch** (slide your fingers apart).

Simple photo

Here's how to create a simple photo.

At the screen's right edge, make sure you see the Photo Camera icon. If you see the Movie Camera icon instead, do this:

Put your finger in the screen's middle and swipe to the right. Tap "Camera".

When you're ready to take your shot, tap the Photo Camera icon. That tap makes the camera snap the photo.

If you want to take another shot, tap the Photo Camera icon again.

View To see the most recent shot you made, put your finger in the screen's middle and flick toward the left.

To see earlier shots, 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 shot then the trash can (which is at the screen's bottom).

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

Movie

Here's how to create a movie.

At the screen's right edge, make sure you see the Movie Camera icon. If you see the Photo Camera icon instead, do this:

Put your finger in the screen's middle and swipe to the right. Tap "Video".

When you're ready to record your movie, tap the Movie Camera icon. That tap makes the camera start recording the movie (with sound), and the Movie Camera icon becomes a white square. To stop recording (end the movie), tap the white square.

View To watch the movie you just made, put your finger in the screen's middle and flick to the left. 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. If the screen says "Open with", tap "Video" then "ALWAYS".

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 X (which is at the screen's top-right corner).

To raise a movie's volume (so you can hear the movie's sounds better), press the **Volume button** (which is next to the Power button) at the end closest to the Power button.

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, keep flicking to the right until you see the movie-making screen again.

System Bar shrunk

The System Bar is a row of 3 buttons at the screen's bottom:

Back	Home	Recent Apps
------	------	-------------

Usually those buttons have cute icons on them; but while you're using the Camera app, those buttons shrink, so each button becomes just a light-gray dot, and the System Bar becomes just 3 light-gray dots. The middle dot is the Home button; tap it whenever you tire of the Camera app and want to return to the Home screen.

Web

Your tablet can access the Web.

Go to the 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 at 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

Near the screen’s top, you should see a **star**. (If you don’t see the star yet, make it appear by doing this: put your finger in the screen’s middle and flick your finger down toward the screen’s bottom.)

Left of the star, you see some text. (For example, you might see “Search or type URL” or “www”.) 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, type:

www.yahoo.com

To type the “.com” part, tap the “.com” key (which is at the keyboard’s bottom-right corner).

At the end of your typing, tap the **Enter key**, which is also called the **Go key**. (It’s a green circle at the keyboard’s right edge and shows a right-arrow).

To switch to a different Web page, repeat that procedure: make sure you see a star, tap the Web address that’s left of the star, then type the new Web address you want to visit, such as:

www.NyTimes.com

While typing, here’s how to type a number:

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).

Magnify

To magnify the Web page (so you can read it more easily), you can try these techniques:

You can switch to landscape mode. (But in landscape mode, you see just the Web page’s top part, until you scroll down to see the rest; so you’ll probably prefer portrait mode.)

If a Web page shows *several* columns of type, try **double-tapping** a column. That magnifies the column, so it fills more of the screen (and you don’t see the other columns as much.) To make that column return to its normal size, double-tap it again.

Those techniques work on some Web pages but not others. They work *usually*.

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.

Back

After viewing several Web pages, you can go back to the previous Web page by tapping a Back button.

Tap the System Bar’s Back button (the left-pointing triangle at the screen’s bottom-left corner) or the Internet’s Back button (the left-arrow near the screen’s top-left corner).

Forward

After going back to the previous Web page, here’s how to go forward (undo the “back”): tap the **Forward button** (the right-arrow near the screen’s top-left corner).

Bookmarks

If you find a Web page you like a lot, do this while you’re viewing it: tap the star. That makes the star turn blue.

In the future, whenever you’re using the Internet and want to return to that Web page, tap the **Menu button** (which is at the screen’s right edge, near the top, and looks like a vertical column of 3 dots) then tap “Bookmarks”. (If the screen says “Sync your bookmarks”, for now tap “NO, THANKS”.) You see a list of Web pages you bookmarked. Tap the Web page you want.

To delete a bad Web page from the list of bookmarks, get the list on the screen then hold your finger down on the bad Web page’s name awhile, until you see a blue bar. Tap the trash can (which is at the blue bar’s right edge).

Return to Home

When you finish using the Internet, tap the Home button (at the screen’s bottom), so you see the Home screen again.

Gmail

To send and receive email messages on your tablet, use Google’s e-mail system (called **Gmail**).

To use Gmail, tap the red “M” (which is on the Home screen).

Setup

If your tablet hasn’t been set up properly for e-mail yet, here’s what happens.

The tablet says “New in Gmail”. Tap “GOT IT”.

Tap “Add an email address”. The tablet says “Set up email”.

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

If it ends in “@gmail”, do this:

Tap “Google” then “NEXT”.

Type the **email address** you’ve been using on your other computers (such as “TrickyLiving”). At the end of typing the address, tap the Enter key (which has a white right-arrow in a green circle).

Type your Gmail **password**. (To type a number, tap the “?123” then the number then the “ABC” key.) At the end of typing the password, tap “NEXT” twice.

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 tablet 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 tablet, 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 tablet 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 tablet 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 tablet, 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” or “Inbox” (or “Priority Inbox” or “All inboxes”). If that corner has a left-arrow instead, tap it.

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 System 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 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 the **white pencil in a red circle** (which is at the screen’s bottom-right corner).

A keyboard appears. The computer 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 (green circle containing a white checkmark).

Invent a subject for your message. Type it.

Tap “Compose email”.

Type the message. To do that, tap the alphabetic keys (or type a number by tapping the “?123” key then the number then the “ABC” key). At the end of each paragraph, twice tap the Enter key (the green circle containing “↵”).

When you’ve finished typing the whole message, tap the **Send button** (which is at the screen’s top and looks like a paper airplane). The computer will send the message to your friend.

Dictation

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.

You see a green circle (containing a picture of a microphone). If you tap the green circle, it turns white. If you tap it again, it turns green again.

While the circle is green, speak the English words you want the device to type. Speak clearly, like a newscaster on American TV. (Foreign accents confuse it.) Your tablet will analyze your speech and figure out how to type it in English. The tablet 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”. The tablet also understands “comma” and “colon” but just if you say them *immediately* after the preceding word, without pause.

The tablet understands “exclamation mark” but not “exclamation point”. The tablet doesn’t understand “quotation mark”.

The microphone is a tiny pinhole in the top edge.

If you tap the green circle (or pause awhile on the phone), the circle turns white and the computer stops listening to you. To resume, tap the circle so it turns green again, then start speaking again.

When you finish speaking, tap the X. Then you see the keyboard again.

If your speech is long, do this:

At the end of each paragraph, say a punctuation mark then say “Enter” then pause briefly until the tablet presses the Enter key for you.

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

Manipulate

While you’re reading an e-mail 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. Tap When you’ve finished typing the whole message, tap the **Send button** (which is at the screen’s top and looks like a paper airplane). The computer 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 e-mail address.

Tap “Compose email”. Type a comment, such as “Here’s the joke Mary sent me.” Below your typing, the computer automatically shows a copy of the message you’re forwarding.

Tap the **Send button** (which is at the screen’s top and looks like a paper airplane).

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 will say “Archived.”

Finish

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

YouTube

To get a version of YouTube, customized for display on the Android screen, tap the **YouTube icon** (which is at the Home screen's bottom and shows a white triangle in a red box).

Go to YouTube's home

Stop any videos in progress:

If the whole screen shows a video in progress, make it disappear by putting your finger on its middle and swiping down.

If the screen's bottom-right corner shows a video in progress, make it disappear by putting your finger on it and swiping to the right.

At the screen's top-left corner, you should see "Home" and a white house. (If you see a black house instead, tap it to make it white and make "Home" appear.)

Near the screen's top-left corner, make sure you see **YouTube's Home button** (a house). If you don't see it yet, put your finger on the screen's middle and swipe down.

Tap that house. (That makes sure the house is white, not black, and the screen's top-left corner says "Home".)

Discover a video

At the screen's left edge, you see this topic:

Trending

To see more topics, put your finger in the screen's middle and swipe up, so you see topics below. The topics you see depend on what you previously chose.

Below each topic, you see 3 videos about that topic. To see *more* videos about that topic, tap the topic's name (such as "Trending"), then put your finger in the screen's middle and swipe up.

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:

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** (which is a green circle at the keyboard's right edge and shows a magnifying glass).

You see a list of videos that resemble your request. Tap the video you want.

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

Adjust the volume

Find the **Volume button**. It's the longest black button sticking out of the tablet'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 slightly bigger, switch to landscape mode. Then to make the video consume the whole screen, tap the video's middle then the **Full Screen button** (the burst square in the video's bottom-right corner).

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 or tap the video's middle.)

Play Store

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

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 your 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 tablet 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 tablet 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".

Explore the choices

The screen's top-left corner should say "**Google Play**". (If that corner doesn't say "Google Play" yet, make "Google Play" appear by tapping any left-arrow there (or the System Bar's Back button) repeatedly.)

Use landscape mode.

You can see 2 choices:

APPS & GAMES

MOVIES, MUSIC, BOOKS

(If you don't see those 2 choices yet, try making them appear by doing this: put your finger in the screen's middle and swipe down.)

Tap either of those 2 choices. If you tap "APPS & GAMES", you see 6 choices:

TOP CHARTS GAMES CATEGORIES FAMILY EDITORS CHOICE EARLY ACCESS

If you tap "MOVIES, MUSIC, BOOKS", you see 4 choices:

MOVIES & TV MUSIC BOOKS NEWSSTAND

Go explore! To see more choices, 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.

For example, if you tap “**APPS & GAMES**” then “**CATEGORIES**”, you can see these 36 subcategories:

Android wear, 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), weather

(To see them all, put your finger in the screen’s middle and swipe up.) Similarly, if you tap “**MOVIES & TV**” then “**GENRES**”, you can see these 20 genres:

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

If you tap “**MUSIC**” then “**GENRES**”, you can see these 22 genres:

alternative (& indie), blues, children’s music, Christian (& gospel), classical, comedy (& spoken word & other), country, dance (& electronic), folk, hip-hop (& rap), holiday, jazz, Latin, metal, new age, pop, r&b (& soul), reggae, rock, soundtracks, vocal (& easy listening), world

If you tap “**BOOKS**” then “**GENRES**”, you can see these 27 genres:

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 “**NEWSSTAND**” then “**CATEGORIES**”, you see these 10 categories:

entertainment, food (& drink), health (& fitness), home (& garden), men’s lifestyle, news (& politics), science (& technology), special interest, sports, women’s lifestyle

When you find a particular item you like, notice its price. (Some items are free.) Then **tap it**.

Explore it. (If you change your mind, press the System Bar’s Back button.)

What happens next depends on which of the 5 categories you’re in: apps (including games), movies (including TV), music, books, or newsstand.

Apps (including games)

Try to download the app that interests you (copy it from the Internet), by doing this:

If the app is free, tap “**INSTALL**” (which is in a green box).

If the app isn’t free, tap the price that’s in a green box.

Google will check whether you have a valid credit card (even if the book is free). If the screen says “needs access”, tap “**ACCEPT**”.

The app will be copied to your tablet. Use landscape mode. Tap “**OPEN**”. Then you’re running the app!

When you tire of the app, put your finger on the screen’s bottom edge and swipe up. Then you see the Home button; tap it.

The app’s icon is in the Apps screen (where all the apps are in alphabetical order). To use the app again, tap its icon.

Books

Before installing any books, you must **install the “Google Play Books” app** (which is temporarily the first item in the “**BOOKS**” category), by tapping it. That makes the “Play Books” app appear on the Apps screen.

Then to use books easily, do this: **on the Apps screen, tap the “Play Books” app**.

Look at the library Make sure the screen’s top-left corner says “Search Google Play Books”. If you don’t see “Search Google Play Books” yet, make that appear by doing this:

If the screen shows an inside page from a book (because you were reading that page before), tap the screen’s middle then the System Bar’s Back button.

If you still don’t see “Search Google Play Books”, put your finger in the screen’s middle and swipe down.

Tap “≡” (which is in the screen’s top-left corner) then “My library”.

You start seeing the books that are in your tablet’s library. (If the library has more than 6 books, see the rest by doing this: put your finger in the screen’s middle and swipe to the left.)

That library includes these 3 free books —

“Alice’s Adventures in Wonderland” by Lewis Carroll

“The Three Musketeers” by Alexandre Dumas

“Treasure Island” by Robert Louis Stevenson

plus any other books that you acquired.

Open a book Tap the book you want to read. (I recommend you start with “Alice’s Adventures in Wonderland” because it’s the easiest.)

Make sure you’re in **portrait mode**.

Turn the pages If you’ve read the book before, you see the page where you left off. If you *haven’t* read the book before, you see its first main page (which is mainly a chapter title).

To turn to the **next page**, tap in the book’s right-hand margin (or, better yet, put your finger in the page’s middle and flick your finger toward the left). Do that repeatedly to read the whole book.

To turn back to the **previous page**, tap in the book’s left margin (or, better yet, put your finger in the page’s middle and flick toward the right). Do that repeatedly to go back to the book’s preface and front cover.

Do tricks While you’re reading the book, **try tapping the screen’s middle** (or top or bottom). That makes the page shrink. Then you can perform these tricks:

Chapter To skip to a different **chapter**, tap the “≡” (which is near the screen’s top-right corner). You see a list of chapters. Tap the chapter you want.

Page Near the screen’s top, you see a slash (“/”) between two numbers (such as “5/202”). The number before the slash is the **page number** you’re on; the number after the slash is the total number of pages in the book. To skip to a different page, choose one of these methods:

Typing method Tap the page number (the number before the slash). Type the page number you want to go to. Tap the Enter key (the green circle containing a right-arrow).

Circle method Slide (drag) the blue circle (near the screen’s bottom) *slowly*, until you see the desired page number.

Swipe method Repeatedly swipe the screen’s middle, right (to go to the next page) or left (to go back to the previous page).

Voice To make the tablet’s **voice** read the book to you out loud, tap the **Menu button** (column of 3 dots near the screen’s top-right corner) then tap “Read aloud”. The tablet will try to read the book aloud, using its robot voice, which makes occasional mistakes but is fun to listen to. To adjust the volume, press the **Volume button** (the long black button sticking out of the tablet’s right edge, near the Power button). When you finish using the voice, stop it by doing this: tap the screen’s middle then the Menu button (column of 3 dots) then “Stop reading aloud”. To switch to a higher quality voice (which requires communication with Google’s computer), try this: tap the screen’s middle then the Menu button (column of 3 dots) then “Settings”; put a check mark to the right of “High-quality voice” (by tapping there); tap the Back button (on the System Bar); turn the voice on (by tapping the Menu button then “Read aloud”; if you change your mind, remove the check mark from “High-quality voice”).

Finish tricks When you finish experimenting with those tricks, tap the screen’s middle again, to return to normal reading.

Stop To stop reading that book, tap the screen's middle then the System Bar's Back button.

Again you see a list of books you can read. 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 the Home button (to return to the Home screen) — or get more books to read by doing the following procedure....

How to get more books While you see "My library", tap the "≡" (which is at the screen's top-left corner, left of "My library") then "Shop".

Near the screen's top, you can see these choices:

TOPSELLING DEALS NEW RELEASES GENRES COMICS CHILDREN'S BOOKS TOP FREE

(To see all those choices, put your finger in that list's middle and flick to the left, so you're scrolling to the right.)

If you tap one of those choices, you see a list of books — except that if you tap "GENRES", you see the list of 27 book genres instead, and you can tap your favorite genre.

If you want to find a particular kind of book instead, tap the magnifying glass (at the screen's top-right corner) then type what interests you (such as a particular title or author or subject) then tap the **Enter key** (a green circle containing a magnifying glass).

To see more books, scroll down (by swiping up) or scroll to the right (by swiping left).

Tap the book that interests you. You see the book's description, reviews, and price (which might be "FREE").

Here's how to finally get the book:

If the book is free, tap "ADD TO LIBRARY" (to get the whole book) or "FREE SAMPLE" (to get just part of the book).

If the book is *not* free, get either the whole book (by tapping "BUY") or a free part of the book (by tapping "FREE SAMPLE").

Google will check whether you have a valid credit card (even if the book is free). Then the book will be copied to your tablet's library. To read the book, tap the Home button then the Apps icon then "Play Books" then the book's cover.

Movies (including TV)

Find a likeable movie (or TV show) in the Play Store and **tap it**.

Trailer If you see a white triangle (in a black circle in the screen's upper half), that's the movie's trailer (free ad). Go watch it, by tapping the triangle. (The trailer will automatically switch to landscape mode.)

If you tap a **movie** in the Play Store, you typically see this menu:

RENT FROM \$2.99 BUY FROM \$9.99

A few movies cost more or less than that. To find movies and TV shows that are free, do this:

Tap the magnifying glass (which is at the screen's top-right corner). Type "free" then tap the **Enter key** (the green circle at the keyboard's right edge).

Exact price If you tap "RENT FROM \$2.99", you see this menu:

Rent HD \$3.99
Rent SD \$2.99

If you tap "BUY FROM \$9.99", you see this menu instead:

Buy HD \$12.99
Buy SD \$9.99

If you tap a **TV show** instead, you typically can buy 1 episode for \$1.99 or a whole **season** (a year of episodes) for \$14.99.

Finalize your decision Choose one of these actions:

If you're ready to get the whole movie (or TV show) and pay for it, tap your payment choice.

If you're ready to get the whole movie and it's free, tap "ADD TO LIBRARY".

If you want to cancel, tap the System Bar's Back Button.

Confirm your purchase and answer any questions about how you'll pay.

Your tablet will automatically go to landscape mode, and you'll see the whole movie.

While watching the movie (or TV show), use these techniques:

Adjust the volume by pressing the volume switch, which sticks out of the tablet's edge.

Don't let your hands accidentally cover the speakers.

If you want to interrupt the movie, tap the movie's middle: that makes you see the movie's controls.

If you want to see the movie again (before any rental period expires), do this:

On the Apps screen, tap "Play Movies & TV" then tap the movie.

Music

Before dealing with music, try apps, books, and movies, which are simpler to buy (or get free) and manage.

In the Play Store, tap the music you want to acquire. No song is free, though some radio stations are. You'll be asked to buy whole albums and monthly subscriptions.

To hear again the music you bought, go to the "Play Music" app, which is on the Apps screen.

Newsstand

Before installing any newspapers or magazines, you must **install the "Google Play Newsstand" app** (which is the first item in the "NEWSSTAND" category), by tapping it (then tap "INSTALL"). That makes the "Play Newsstand" app appear on the Apps screen.

Then to use newspapers & magazines easily, do this: **on the Apps screen, tap the "Play Newsstand" app**. Then tap "Library" (which is at the screen's bottom).

The library includes these 6 topics:

top news, business, entertainment, sports, technology, world

It also includes these 3 publications:

The New York Times, The Wall Street Journal, CNN

To add more publications to your library, tap "Add more".

Customize

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

Mute

If you want to mute the volume (so the tablet is silent), do this:

Hold down the Power button until you see "Silent mode: Sound is ON". Tap that. That switches the sound off.

To return to normal volume, hold down the Power button again until you see "Silent mode: Sound is OFF". Tap that. That switches the sound back on.

Close all apps

When you tap an app, the tablet starts running that app. Pressing the Home button does *not* make the tablet stop running the app; it just makes the tablet *hide* the app.

To make the tablet act better, stop ("close") all the apps you're not using at the moment. Here's how:

Tap the System Bar's **Recent Apps button** (the square that's to the right of the Home button). You see a list of all apps that are running. Tap the bottom X (which is close to the Home button and in front of "≡").

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 tapping the Home button then the Apps icon). You see the apps.

Rest your finger on your favorite app's 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 wherever you wish on the Home screen (except that you can't drag it to the Home screen's bottom row of apps).

If you change your mind, do this:

Rest your finger on that icon on the Home screen. Then drag that icon wherever you wish on the Home screen (except the bottom row of apps) 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 the apps that came with your tablet; they stay on your tablet permanently. But if you installed an *extra* app, you can erase it (so it no longer clutters your tablet's screen, memory, and attention), by doing this:

Make sure you're in portrait mode (not landscape). Put your finger awhile on the app's icon (on the Apps screen or Home screen). When you see "Uninstall" (below a trash can), drag the app's icon to "Uninstall", without lifting your finger, until the app's icon and trash can both turn red.

Afterwards, lift your finger from the screen. Tap "OK".

Bypass the Lock screen

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

Go to the Home screen. Tap "Settings".

Make sure the screen's top-left corner says "Settings". (If that corner has a left-arrow instead, tap the left-arrow.)

Tap "Security" 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 tablet, you can phone me at **603-666-6644** (day or night, I'm usually in).

Best Buy's free 61-page manual about that tablet (the Insignia Flex NS-P08A7100) is at:

<http://s3.AmazonAWS.com/productdocs.inbound.bbycontent.com/aad91f875d79b710b01981228d7bde5a>

Samsung's Android

The most popular manufacturer of Android devices is **Samsung**. This chapter explains how to use Android on these popular Samsung devices:

the **Tab A 7.0 tablet**
the **S7 smartphone**

Those devices use Android, modified to include Samsung's extra commands, which Samsung calls **TouchWiz**.

Here are more details about those devices:

The **Tab A 7.0** (whose official name is the **Galaxy Tab A 7.0**) is a **tablet** whose screen is 7-inch (measured diagonally). It normally includes 8G of flash memory. It's Samsung's cheapest tablet: it lists for **\$150**, but Best Buy occasionally sells it for just \$120. It includes Android 5.1 (Lollipop improved). You can choose black or white; I chose white.

The **S7** (whose official name is the **Galaxy S7**) is a **smartphone** whose screen is 5.1-inch (measured diagonally). It normally includes 32G of flash memory. It's Samsung's best reasonably priced phone. (2 variants, the **S7 Edge** and the **Note 7**, are fancier but not worth the extra cost; Samsung stopped selling the Note 7 because it can overheat and start a fire.) The S7 includes Android 6 (Marshmallow). This chapter describes the S7's **Verizon Wireless version**. It lists for **\$672**, which you can pay in installments (\$28 per month, for 24 months). Samsung occasionally includes a free extra, such as a 256G memory card. Sam's Club occasionally includes a free extra also, such as a \$150 Sam's Club gift card. Verizon Wireless occasionally gives a free extra also, such as a free refund of the \$20 activation fee. I picked the right day to buy, so I got all 3 of those free extras! Lucky me! I wish you good luck also: check for weekly deals. Other carriers, such as AT&T, occasionally charge less. You can choose black or gold; I chose gold.

The tablet doesn't make phone calls and doesn't need a phone contract; but to access the Internet, it needs to be near a **hotspot** (Internet Wi-Fi router, which you probably have already, if you're using a laptop in your home or office).

Start

The tablet or phone comes in a cardboard box. Open the box and put the contents on your desk (or table).

Electronic devices

The box contains electronic devices.

Tablet The box contains 3 electronic devices:

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

Phone The box contains 5 electronic devices for you to handle:

the **phone itself** (5 $\frac{5}{8}$ inches tall, 2 $\frac{3}{4}$ inches wide, and $\frac{1}{4}$ inch thick)
a **charger** (white 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 power adapter or a computer)
a **USB adapter** (for connecting that USB cable to an older smartphone)
an **earbud set** (to put in your ears, so you can listen to music privately)

The box also contains 2 extra devices (a **battery** and a **SIM card**), which the salesperson will probably put into the phone for you (by popping off the phone's back cover).

Extra goodies

Each device is enclosed in its own protective sheath, made of see-through plastic. Remove the sheaths and throw them away.

Phone The phone itself comes in a white bag, which you can throw away. You can also peel off the clear plastic **screen protector** that covers the phone's front, the similar clear plastic that covers the phone's rear, the clear plastic that surrounds the power adapter, and the 2 paper labels stuck to the phone's backside.

The box also contains these 3 instruction pamphlets:

Tablet quick start, safety&warranty, and extras&support
Phone quick start, safety&warranty, and further safety

The phone's box also contains a silver prong to help insert the SIM card.

Position the device

Here's how to position the tablet or phone.

Tablet The tablet's **backside** is white (or very dark gray, depending on which color you bought). The tablet's **front side** is a black **screen**, surrounded by a white (or very dark gray) **border**.

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 "SAMSUNG". Position the tablet so "SAMSUNG" is far from your tummy.

The tablet's **top edge** is the edge that's near "SAMSUNG". The opposite edge is called the **bottom edge**.

Phone The phone's **backside** is gold (or very dark gray, depending on which color you bought). The phone's **front side** is a black **screen**, surrounded by a gold (or very dark gray) **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 "SAMSUNG". Position the phone so "SAMSUNG" is far from your tummy.

The phone's **top edge** is the edge that's near "SAMSUNG". The opposite edge is called the **bottom edge**.

Charge the battery

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

Tablet Plug the USB cable's thin end into the tablet's top edge. Plug the USB cable's wide end into the charger. Plug the charger into your home's electrical outlet.

If the tablet hasn't been used before, wait 3 hours to make sure the battery gets fully charged before first using the tablet.

Then unplug the tablet (because it works better while unplugged). If the battery is fully charged, the tablet's screen will say "100%". (If it doesn't say "100%" yet, plug the tablet back in, wait for it to recharge, and try again.)

Phone Plus the USB cable's thin end into the phone's bottom edge. Plug the USB cable's other end into the charger. Plug the charger into your home's electrical outlet.

Near the phone's top edge, a red light will glow. Wait until the light turns green. (That can take up to 1 $\frac{1}{2}$ hours.)

Then unplug the phone (because it works better while unplugged).

Turn on the device

The device has a **Power button**.

Tablet Sticking out of the tablet's right-hand edge, you see two long buttons. The button closest to the top edge is the Power button. Press the Power button until you see something light up. Then release the Power button.

Phone The Power button sticks out of the phone's right-hand edge. Press the Power button until the info on the screen changes. Then release the Power button.

Finish booting up the device

Here's what happens next.

Tablet If this is the first time the tablet is being used, it does this **setup procedure**:

The screen says "Welcome!"
 Tap the right-arrow (which is on the screen, in a yellow circle).
 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 that network's router has a password, type that password. Tap "CONNECT" then "NEXT" then "ACCEPT" then "NEXT" then "AGREE".
 The screen says "Add your account". For now, tap "SKIP" then "SKIP" again.
 Tap "NEXT" then "First".
 You see a keyboard. Type your first name; the tablet will automatically capitalize the first letter. When you finish typing your first name, tap "Last" then type your last name. When you finish typing your last name, tap the "Done" key (which is on the keyboard) then "NEXT".
 The screen says "Protect". For now, tap "SKIP" then "SKIP ANYWAY".
 Tap "MORE" then "NEXT".
 The screen says "Samsung account". For now, tap "SKIP" then the "SKIP" that's next to "BACK".
 Then you see the **Home screen**.

If the tablet was set up before, it does this procedure instead:

The screen says the time and date. It also says "Swipe screen to unlock", which 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 center (not near the edges) and **swipe** (slide) your finger across the screen. (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 across the screen.)
 Then the screen shows you whatever you saw before the tablet turned off, so you can resume your work where you'd left off.

If the screen says "INSTALL NOW", tap that, which makes the tablet get free improvements (copied from Samsung's Website).

Phone If the phone had been turned off completely, the screen says "SAMSUNG Galaxy S7" awhile. Eventually, the screen says the time & date and the percentage of battery power remaining.

If the screen doesn't say "Swipe screen to unlock" yet, make those words appear by pressing the **Home button** (the wide button near the phone's bottom edge).

When the screen finally says "Swipe screen to unlock", the screen is locked and you're seeing the **Lock screen**.

If the screen says "Wi-Fi networks available", tap that.

The next step is to **unlock** the screen. Here's how:

Put your finger on the screen's center (not near the edges) and **swipe** (slide) your finger across the screen. If you don't do that soon enough, "Swipe screen to unlock" will disappear and you must press the Home button again (the wide button near the phone's bottom edge).

If you had tapped "Wi-Fi networks available", you see a list of your neighborhood's Wi-Fi networks. To reply, do this:

Tap the name of the Wi-Fi network you want to use (such as the Wi-Fi router in your home). If that network's router has a password, type that password. Tap "CONNECT".

If this is the first time the phone is being used, it runs the **Setup wizard** — but the salesperson probably handled most the setup for you already. To finish the setup, answer any questions on the screen. If you need help doing that setup procedure, phone me at 603-666-6644.

If the phone was set up properly, the screen shows you whatever you saw before the phone turned off, so you can resume your work where you'd left off.

See the System Bar

At the device's bottom, you can see the **System Bar**.

Tablet The screen is surrounded by a border (which is white or dark gray, depending on which color you bought). The screen's top border says "SAMSUNG". The screen's bottom border (which is close to your tummy) is the **System Bar**. The System Bar includes 3 buttons:

The rightmost button (which shows an arrow curving back to the left) is the **Back button**. Press it whenever you make a mistake and want to go back to what you saw before.

The middle button (which is wide) is the **Home button**. Press it whenever you want to see the main screen (the **Home screen**) again.

The left button (which shows a box before another box) is the **Recent Apps button**. Press it whenever you want to see a list of the apps you used recently, so you can pick one of them again.

Phone The **Home button** is the wide button near the phone's bottom edge, close to the USB cable. Press it whenever you want to see the main screen (the **Home screen**) again.

Next to the Home button are two **secret buttons** that are usually invisible but sometimes light up (to remind you they're there).

The secret button that's to the right of the Home button is the **Back button**. Press it whenever you make a mistake and want to go back to what you saw before.

The secret button that's left of the Home button is the **Recent Apps button**. Press it whenever you want to see a list of the apps you used recently, so you can pick one of them again.

Those secret buttons work even when they're not lit up. That row of 3 buttons (the Home button and the two secret buttons) is called the **System Bar**.

See the Home screen

Your next step is to get to the **Home screen**.

Press the **Home button** (the wide button near the device's bottom edge). That encourages the device to show you the **Home screen**, whose top shows the time and battery percentage, and whose bottom typically shows these choices on the tablet —

CNN for Samsung	Radio	Samsung Kids	Chrome	Play Store	Google
My Files	Gallery	Camera	Email	Calendar	Apps

but these choices on the phone:

Email	Camera	Play Store	Google
Phone	Message+	Chrome	Apps

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 first line typically becomes this on the tablet —

Samsung Milk Music	Settings
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but this on the phone:

Gallery	Samsung Milk Music	Amazon	go90
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Exception: Samsung recently discontinued "Samsung Milk Music" and "go90".

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

Tablet Tap "Apps" (which is at the Home screen's bottom-right corner). Then you see the **Apps screen**, which typically shows these 19 apps:

Contacts	Gallery	Camera	Video	Calculator
Clock	My Files	Memo	Smart Manager	Calendar
Email	Settings	Radio	Samsung Milk Music	Samsung Kids
Galaxy Apps	Play Store	Google	CNN for Samsung	

(Exception: Samsung recently discontinued "Samsung Milk Music".) If you want to return to the Home screen, press the Home button (the wide button near the screen's bottom edge).

Phone Tap the Apps icon (the 9 dots above the word "Apps"). Then you see the **Apps screen**, which typically shows these 20 apps:

Amazon	Google	Samsung	Verizon
Calculator	Calendar	Camera	Clock
Contacts	Gallery	go90	Help
Memo	Messages	Phone	Play Music
Play Store	Samsung Gear	Settings	Voice Mail

(Exception: Samsung recently discontinued go90.) 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 6 apps:

Big Fish Casino	Cookie Jam	eBay	Empire
Mobile Strike	Panda Pop		

When you finish admiring Apps screen 2, return to the *main* Apps screen by doing this: put your finger on the screen's middle and swipe to the *right*. If you want to return to the Home screen, press the Home button (the wide button near the screen's bottom edge).

Blackout

If you don't touch the device for 30 seconds, 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:

Press the Power button until the screen lights up. Then swipe your finger across the screen.

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

Wait method Wait 30 seconds, 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". Then confirm, by doing this: on the tablet, tap "POWER OFF" again; on the phone, tap the "Power off" icon.

The hold method is the only one that turns the device off *completely*, so it uses no electricity. The other 2 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 (or a phone's Home button) 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 Home screen (by pressing the Home button). Tap "Apps" then "Settings".

At the screen's left edge, you should see the word "Display". (If you don't see it yet, make it appear by doing this: put your finger in the screen's left column, then swipe down.)

Tap "Display" then "Screen timeout".

You see these choices: 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 "2 minutes" or "5 minutes".

Phone Go to the Home screen (by pressing the Home button). Tap the Apps icon.

You should see "Settings", which is on the Apps screen's first page. (If you don't see "Settings" yet, make the Apps screen's first page appear by putting your finger in the screen's middle and swiping to the right.)

Tap "Settings". Then the screen's top-left corner should say "Settings". (If that corner shows a left-arrow instead, tap the left-arrow until "Settings" appears.)

You should see "Display and wallpaper". (If you don't see that yet, make it appear by doing this: put your finger in the screen's middle, then try swiping up or down.)

Tap "Display and wallpaper" then "Screen timeout".

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 "2 minutes" or "5 minutes".

Updates

Android and its devices often improve. Make sure you have the newest updated software available for your device. Here's how.

Tablet On the Apps screen, tap "Settings".

You start seeing the **Settings menu**. Put your finger halfway down the screen's left column and flick up. Then you see menu's bottom entry, which is "About device". Tap that.

Tap "Software update" then "Download updates manually".

If the screen says "The latest updates have already been installed", great! If the screen says otherwise, follow the instructions on the screen.

Phone On the Apps screen's first page, tap "Settings".

Then the screen's top-left corner should say "Settings". The screen's top-left corner should say "Settings". (If that corner shows a left-arrow instead, tap the left-arrow until "Settings" appears.)

You see part of the **Settings menu**. Put your finger in the screen's middle and swipe up, until you see the menu's bottom choice, which is "System updates". Tap that. Then tap "Check for system updates".

If the screen says "No update is necessary", tap "OK".

If the screen says otherwise, follow the instructions on the screen.

Phone calls

This section explains how a phone makes phone calls. (A plain tablet can't make phone calls. If you have a tablet, skip to the next topic, "Memo".)

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

Home-screen method Go to the Home screen (by pressing 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's first page, 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 to the right (or 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 the **Show Keypad button**, which is a green circle 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 **t**).

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 the row of 15 tiny holes above "SAMSUNG". Put it next to your ear.

The **main microphone** is tiny hole on the phone's bottom edge next to 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 **t**). The call ends.

Recent-call list

To see a list of recent calls, tap "RECENT" (which is near the screen's top-left corner). You see the **recent-call list**, which lists 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, **drag** that number towards the screen's right edge. (To do that, put your finger on the number and then, *without pausing*, move your finger toward the screen's right edge.)

When you finish looking at the recent-call list, make the screen return to normal by tapping the **Show Keypad button** (the green 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-call list) that begins with what you've tapped. If that's the phone number you want, tap that phone number then the Phone key (**t**).

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 "ACCEPT", tap it; if you don't see that word, accept the call by swiping the green Phone icon (**t**). Put the phone next to your cheek. Chat. Then tap the End Call button (the red circle, which shows **t**). 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 "REJECT" 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 **t**); 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 "CREATE CONTACT".

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 a **symbol** (instead of a letter), find the key that shows the symbol and press down on the key awhile, until the symbol's in a blue box; then lift your finger.

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 3 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 the phone icon (which is green).

Here's the **beginner 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").

Favorites

If you tap "FAVORITES" (instead of "CONTACTS"), you see an abridged contacts list, showing just the people you've called often. To call someone on that list, tap that person.

Here's how to force somebody to be at the top of the favorites list, even if you didn't call that person often:

Tap "CONTACTS" (so you see the contacts list). Find that person on the contacts list. Tap that person. Tap the star (at the screen's right edge), so the star lights up. You've made that person a favorite star!

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 the "Speaker" icon, so it 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

Find the **Volume buttons**. They stick out of the phone's left edge.

If you press the top Volume button, you increase the volume.

If you press the bottom Volume button, you decrease the volume.

If you press a 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 a 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 a 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.

Memo

Samsung's built-in word processor is called **Memo**. Using it is a good way to practice typing, so try it! To run that app, go to the Apps screen (by tapping the Home button then the Apps icon) then tap "Memo".

Start a new memo by doing this: tap the "+" (which is at the screen's bottom-right corner). If the screen says "Attention", tap "OK".

You see a keyboard at the screen's bottom. To type a memo, 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), put your finger on the Shift key awhile (for at least half a second), 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 "↵").

Phone 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 phone 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 white and blue letters. One of the suggestions will be "business". Tap that suggestion. Then the device will type the word "business" for you.

Here are extra tricks:

One of the suggestions is **blue**. That's what the device thinks is 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.

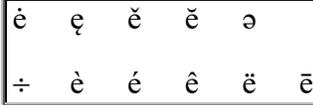
To the right of the list of suggestions, you see ">". If you tap the ">", you see even more suggestions. For example, if you type "busi" then ">", you see this list of suggestions: business, businesses, businessman, busiest, businessmen, busier, business's, busily, businesswoman.

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, the device assumes you want to begin with "The". If you tap "The", the device assumes you want the next word to be "first". If you tap that suggestion and keep doing that, the device writes a memo that begins: "The first one is the most important to you, but the other day, but the other day, but the other day". On my phone, where I previously typed a lot about newspaper articles, the phone writes a memo that begins with my vocabulary: "The articles are the most part I am not a big fan and the rest of". 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:



(The tablet is missing the "÷".)

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:



In a key's top-right corner, you might see a tiny symbol.

Tablet A tiny symbol is on each number key.

Phone A tiny symbol is on each letter key.

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.

Alternate keyboards

To type a symbol, tap the **Sym 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 2nd set of symbols.

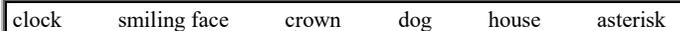
To return to the usual keyboard, which includes the alphabet, tap the **ABC key**.

Emoji

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

Look at the keyboard's bottom row, left of the Space bar. If you see a "☺" key, tap it; if you see a different shape instead (a gear, microphone, or sheet of paper), touch & hold that key then tap the "☺" that appears.

At the screen's bottom edge, tap one of these symbols:



Then you see lots of emoji related to that symbol.

Tap this symbol	See this group of emoji
clock	the emoji you used recently
smiling face	faces
crown	tablet: clothing & things you carry phone: bells, speakers, and other royally loud sounds
dog	animals
house	tablet: buildings, statues, and construction phone: buildings, maps, and beaches
asterisk	tablet: alarm clocks and signs to put on walls & boxes phone: flags and warning signs to put on walls

To see even more emoji, put your finger in the middle of the group of emoji then do this:

Tablet swipe up

Phone swipe to the left

When you've finished using emoji, return to a normal keyboard by tapping the "ABC" button (which is at the screen's bottom-left corner).

Dictation

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

Look at the keyboard's bottom row, left of the Space bar. If you see a picture of a microphone, tap it; if you see a different shape instead (a gear, smiling face, or sheet of paper), touch & hold that shape then tap the microphone that appears.

You see a green circle (containing a picture of a microphone). If you tap the green circle, it turns white. If you tap it again, it turns green again.

While the circle is green, 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. (The phone types the words soon after you say them; the tablet is slower and types the words after a longer delay.)

At the end of each sentence, say "period" or "question mark" or "exclamation mark". The device also understands "comma" and "colon" but just if you say them *immediately* after the preceding word, without pause.

The device understands "exclamation mark" but not "exclamation point". The device doesn't understand "quotation mark".

The microphone is a tiny pinhole.

Tablet The microphone is in the bottom edge.

Phone The main microphone is in the bottom edge. An extra microphone is in the top edge. Each microphone is one tiny pinhole, slightly to the right of center.

If you tap the green circle (or pause awhile on the phone), the circle turns white and the computer stops listening to you. To resume, tap the circle so it turns green again, then start speaking again.

When you finish speaking, do this:

Tablet Tap the words.

Phone Tap the X.

Then you see the keyboard again.

If your speech is long, do this:

At the end of each paragraph, say a punctuation mark then say "Enter" then pause briefly until the device presses the Enter key for you.

If the voice 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**. If you want to **move** the words, do this:

Tap "**Cut**". 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 briefly). Tap the fat blue pointer. Tap "**Paste**".

Hide the Keyboard

To hide the keyboard, tap the **Back button**.

Tablet The Back button is to the right of the Home button.

Phone The Back button is the secret button that's to the right of the Home button.

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

Scroll

If you type more lines than can fit on the screen, the screen will show just part of your memo (document). To see the rest of the memo, put your finger in the screen's middle and slide **down** (to

drag the memo down, so you can see the memo's top) or slide **up** (to drag the memo up, so you can see the memo's bottom). Sliding the memo is called **scrolling**.

Done

When you finish typing the memo, tap "SAVE" (which is at the screen's top-right corner).

Then you see all the memos you've created. (The newest is at the top.)

To use one of those memos, tap it.

If instead you want to create *another* memo, tap the "+" (which is at the screen's bottom-right corner). That makes the device say "Enter memo", show a blank sheet of paper, and wait for you to type a new memo. When you finish typing the new memo, tap "SAVE".

To delete some of the memos, tap "MORE" (which is at the screen's top-right corner) then "Edit" then the unwanted memos then the white "DELETE" then the orange "DELETE".

Return to Home

When you finish writing and reading your memos, tap the Home button, so you see the Home screen again.

Text messages

This section explains how a phone handles text messages. (A plain tablet can't handle text messages. If you have a tablet, skip to the next topic, "Tricks".)

Send a text message

To send a text message, tap the "Message+" icon (which is at the Home screen's bottom and is Verizon Wireless's fancy version of "Messages").

In the screen's top-left corner, make sure you see "≡ Conversations". If you don't see that yet, make it appear by choosing one of these methods:

Safe method Press the Back button (the secret button that's to the right of the Home button).

Alternative method If the screen's top-left corner says "←", tap that but make sure you *don't* tap the name (or number) next to it.

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 Start the Message+ app, so you see "≡ Conversations". Tap the New Message icon (which is a red circle near the screen's bottom-right corner and looks like a pencil writing on a sheet of paper). You see a keyboard. Tap "To" (which is at the screen's top-left corner). Type the recipient's cell-phone number.

Choose-the-person method Start the Message+ app, so you see "≡ Conversations". You see a list of people (or phone numbers) you previously communicated with by text-messaging. (Scroll down to see the whole list.) If you want one of those people to be the recipient of your new message, tap that person.

Choose-the-group method Start the Message+ app, so you see "≡ Conversations". Tap the New Message icon (which is a red circle near the screen's bottom-right corner and looks like a pencil writing on a sheet of paper). You see a list of people you recently communicated with by text-messaging. (Scroll down to see the whole list.) Tap each person you want to send the message to.

Phone-app method Start the Phone app (instead of the Message+ app). Tap "RECENT" (which shows a list of recent phone calls) or "CONTACTS" (which shows a list of people you named) or "FAVORITES" (which shows a list of people you called often). 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).

Then tap “Type a message” (or “Type a Group 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 briefly say “Sending” then “Sent” then “Delivered”.

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 whistles at you. The screen’s top-left corner shows an envelope. The screen’s top edge flashes the message briefly.

(If the phone goes back to sleep, its blue light flashes to warn you a message came in; wake the phone up by tapping the Power button.)

If you’re not in the middle of running the Message+ app, do this:

Put your finger on the envelope (at the screen’s top-left corner) and swipe down. You see the message. Tap it. That runs the Messaging app.

While the Message+ app is running, the messages you’ve received are at the left and have a red line; messages you’ve sent are at the right and have a blue line.

If you want to reply, do this:

Tap “Type a message”. Type your message then tap the Send button (the paper airplane pointing to the right).

Fancy sending

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 “☺” (which is near the screen’s right edge).

At the screen’s bottom edge, tap one of these symbols:

heart	smiling face	flower	bell	house	?!
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Then you see lots of emoji related to that symbol.

Tap this symbol See this group of emoji

heart	emotional faces
smiling face	faces of humans & animals, body parts, clothing
flower	plants, animals, sun, moon, weather, maps
bell	bells, music, loud sounds, holidays, sports, food
dog	animals
house	buildings, vehicles, flags
?!	signs (to put on walls & boxes), clocks, card games

To see even more emoji, put your finger in the middle of the group of emoji then swipe to the left.

When you’ve finished using emoji, return to a normal keyboard by tapping the white area where your words appear.

Word emoji If a word (such as “girl” or “love”) turns dark, tap it to see its emoji. If you tap one of its emoji, the 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, so the typing area still says “Type a message”.

At that area’s right edge, you see a picture of a microphone. Put your finger on it awhile. (If the phone says “Message+ will now request permission”, tap “OK” then “ALLOW” then “ALLOW” again then put your finger on the microphone picture awhile.)

While you keep your finger on the microphone picture, talk (or sing a song). When you lift your finger, your voice will be sent to the recipient, who’ll hear it.

Tricks

Your device can do tricks.

Calendar

Your device has a built-in calendar.

Tablet On the Home screen, tap “**Calendar**”. You see a calendar. To make sure the calendar is normal, tap “MONTH” then “TODAY”.

You see a calendar of the current month. Today’s date is green.

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

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

To return to the current month, tap “TODAY”.

To see a calendar of the whole year, tap “YEAR”. Then to switch to a different year, put your finger in the screen’s middle and swipe left (for the next year) or right (for the previous year) or tap “TODAY” (to return to the current year. To switch back to seeing just one month, tap “MONTH”.

When you finish using the calendar, tap the Home button (at the screen’s bottom), so you see the Home screen again.

Phone On the Apps screen, you see “**Calendar**”. Above “Calendar”, you see the 3-letter day (such as “TUE”) and date (such as “27”).

To see a bigger calendar, tap “Calendar”. If the screen says “What’s New in Calendar”, tap “Continue”.

To make sure the calendar is normal, tap the green triangle then “Month” then “TODAY”.

You see a calendar of the current month. Today’s date is green.

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

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

To return to the current month, tap “TODAY”.

To see a calendar of the whole year, tap the green triangle then “Year”. Then to switch to a different year, put your finger in the screen’s middle and swipe left (for the next year) or right (for the previous year) or tap “TODAY” (to return to the current year. To switch back to seeing just one month, tap the green triangle then “Month”.

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

Back

Locate the **Back button**.

Tablet The Back button is to the right of the Home button. It shows an arrow bending toward the left.

Phone The Back button is the secret button that's to the right of the Home button.

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 normal Home screen.

Recent Apps

Locate the **Recent Apps button**.

Tablet The Recent Apps button is left of the Home button. It shows a box in front of a box.

Phone The Recent Apps button is the secret button that's left of Home button.

To see a list of apps you ran recently, tap the Recent Apps button. Then the screen's left edge shows a list of apps you ran recently. To run one of those apps again, tap its **tile** (miniature picture of itself).

Landscape mode

The device can do a trick called **rotate**.

Try this experiment. While using the Calendar app, 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. Then you see "SAMSUNG" at the left instead of the top.

When you do that, 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 it is tall, you're in **landscape mode**; the **orientation** is landscape (and good for viewing a landscape painting or a typical video). **In landscape mode, the keyboard's keys are wider**, 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 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).

Here's when landscape mode is available:

Tablet Landscape mode is available usually. For example, it's available for the Lock screen, Home screen, Apps screen, Memo app, and Calendar app.

Phone Landscape mode is available for most apps (such as Memo and Calendar) but not for fundamentals (the Lock screen, Home screen, Apps screen, and Phone app).

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).

Simple Keys The calculator includes 21 simple 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 $\langle X \rangle$, which backspaces and erase your last tap.

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

If you then tap the =, here's what happens:

Phone The computer hides your typing, so you see just the answer.

Tablet The computer hides your typing, so you see just the answer there, but another part of the screen shows an equation, like this:

$$\begin{array}{l} 42+5 \\ =47 \end{array}$$

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.

Advanced Keys To the left of those 21 simple keys, you can see 15 advanced keys.

On the tablet you see:

Rad	x!	√
sin	cos	tan
ln	log	1/x
e ^x	x ²	y ^x
x	π	e

On the phone in landscape mode, you see —

2 nd	Rad	√
sin	cos	tan
ln	log	1/x
e ^x	x ²	x ^y
x	π	e

but if you tap "2nd" you see this 2nd set of keys instead:

1 st	Rad	³ √x
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 a parenthesis) 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 phone's x^y key (or tablet's y^x 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 " 3×10^5 "), type " 3×10 " then tap the x^y or y^x key then 5. That makes the screen type " 3×10^5 " (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 on the phone appears just if you tap "2nd."). 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.)

Return to Home When you finish doing your calculations, tap the Home button, so you see 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 top-left corner).

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 putting your finger in the screen's middle and swiping down.) Adjust that time by swiping its parts up or down, until it becomes the alarm time you want. Tap "SAVE".

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

At the time you requested, the alarm will suddenly play music (if the tablet or phone is turned on or in sleep mode but not totally turned off). Then you have 2 choices:

One choice is to tap "SNOOZE" (which temporarily resets the alarm for 5 minutes later).

The other choice is usually to tap "DISMISS" (which cancels the alarm). But if the tablet or phone was sleeping, it says "X" instead of "DISMISS"; to choose the "X", put your finger on it and swipe to the right.

Weather

The Home screen normally shows you the weather.

Setup If the Home screen shows "+" in front of a cloud & sun, the weather's not set up yet, so do this:

Tap the "+" then "AGREE". (For the phone, then tap "TURN ON".) Press the Home button.

Normal operation The Home screen's main part shows the city, temperature outside, and a symbolic picture of the weather now, such as a cloud. (The tablet also shows today's highest & lowest temperature.)

The Home screen tells you when that weather report was last updated. After that info, you see a circling arrow. Tap it. You get a new update.

Tap the city. You see info about the next few hours.

Tablet Tap "DAILY" to see info about the next 6 days. Tap "HOURLY" to see info about the next few hours again.

Phone Put your finger on "Daily" and swipe up, to see more info about today and the next 5 days.

To get more details about a particular hour or day, tap it. (If the screen says "Welcome to Chrome", tap "ACCEPT & CONTINUE" and then, for the moment, tap "NO THANKS". If the tablet's bottom-right corner says "ALLOW", tap it.)

To return to the previous screen, tap the Back button. (On the phone, the Back button is the secret button to the right of the Home button.)

To return to the Home screen, press the Home button.

Cameras

Near the device's top edge are some **holes**. Two 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 takes pictures of your face and acts like a "mirror with a memory". Its quality is low:

Tablet just 1616×1212 pixels (which make 1.96 megapixels)

Phone just 2592×1944 pixels (which make 5.04 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 Power button. Its quality is higher:

Tablet 2576×1932 pixels (which make 4.98 megapixels)

Phone 4032×3024 pixels (which make 12.19 megapixels)

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.

Starting

To start the Camera app, choose one of these methods:

Home-screen method On the Home screen, tap "Camera".

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

Double-tap method (just on the phone) Double-tap the Home button (tap the Home button twice, without much pause between taps)

If the device says "Location tags will be turned on", tap "OK".

Go to landscape mode properly (by lifting the device's top edge off the desk then rotating the device **counterclockwise**, 90 degrees). Then you see "SAMSUNG" at the left instead of the top.

Pick up the device and put it in front of your face, as if the device were a mirror.

To switch between using the front camera and the back camera, tap the **Switch Camera button** (which is on the screen's right edge and has 2 arrows surrounding a picture of a camera).

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

While using the back camera, you can zoom in by doing this: put two fingers on the screen then **stretch** (slide your fingers apart).

Simple photo

Here's how to create a simple photo.

When you're ready to take your shot, choose one of these methods:

Obvious method (always works) Tap the **Photo Camera icon**. (It's on the screen's right edge, near the Home button, and shows a picture of a black camera in a white circle.)

Fast method (works just if using the front camera) Tap the screen's middle.

Verbal method (works just on the phone, using the front camera) Say "cheese" or "smile" or "shoot" or "capture", then wait 2 seconds.

That makes the camera snap the photo. If you want to take another shot, do it again.

View To see the most recent shot you made, choose one of these methods:

Tap method Tap the miniature photo that's in the screen's top-right corner.

Flick method Put your finger in the screen's middle and flick toward the left.

To see earlier shots, 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 shot then "Delete" then "DELETE".

To return to making new photos, choose one of these methods:

Press method Press the System Bar's Back button. (In the preferred landscape mode, that button is above the Home button.)

Flick method Keep flicking to the right until you see the photo-making screen again.

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.

Movie

Here's how to create a movie.

When you're ready to record your movie, choose one of these methods:

Obvious method (always works) Tap the red dot (which is at the screen's right edge).

Verbal method (works just on the phone, using the front camera) Say "record video", then wait 2 seconds.

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 To watch the movie you just made, choose one of these methods:

Tap method Tap the miniature photo that's in the screen's top-right corner.

Flick method Put your finger in the screen's middle and flick toward the left.

You see the movie's first frame. In the frame's middle, you see a triangle in a white circle. To watch the whole movie, tap the triangle. If the screen says "Open with", tap "Video" then "ALWAYS" then "OK".

The movie will play. To raise a movie's volume (so you can hear the movie's sounds better), do this:

Tablet Press the **Volume button** (which is next to the Power button) at the end closest to the Power button.

Phone Press the volume button that's closest to "SAMSUNG".

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, choose one of these methods:

Press method Press the System Bar's Back button. (In the preferred landscape mode, that button is above the Home button.)

Flick method Keep flicking to the right until you see the movie-making screen again.

Fancy features

Immediately before you take a photo or record a movie, the screen shows these words (or their icons) on the tablet —

Effect	Previous Shot
Timer	Movie
Beauty	Photo Camera
Resolution	Switch Cameras
Settings	Mode

but these on the phone:

Effect	Previous Shot
HDR	Movie
Timer	Photo Camera
Flash	Switch Cameras
Resolution	Mode
Settings	

I already explained the top 4 icons on the right:

If you tap the **Previous Shot** icon, you see the newest photo or movie you made.
If you tap the **Movie** icon, you start recording a movie.
If you tap the **Photo Camera** icon, you snap a photo.
If you tap the **Switch Cameras** icon, you switch between the front & back cameras.

These others are the most interesting:

Flash is just on the phone. The usual setting is "Off". If you tap it, it changes to "Auto". If you tap it again, it changes to "On". If you tap it again, it changes back to "Off". The usual setting is "Off" because the camera takes extremely good pictures even in very dark rooms without a flash. Turning flash on will usually make the picture too bright, too gaudy.

Resolution lets you choose between the highest resolution (the most pixels) and the lowest. The highest resolution gives you the highest quality but consumes the most bytes, so it eats up more room in your device and takes longer to transmit to friends using the Internet. For the tablet, the usual setting is the maximum, 2 megapixels, and you typically want to keep it there. For the phone, you have a wide variety of choices (up to 5 megapixels for the front camera, up to 12 megapixels for the back camera); choose whatever you prefer.

Return to Home

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

Web

Your tablet can access the Web.

Go to the Web

To access the Web, run **Chrome** (the Web browser invented by Google), by doing this:

Tablet On the Home screen, tap "Chrome".

Phone On the Home screen, tap the Chrome icon (the multicolored circle at 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

Look at the screen's top-left corner, you see a symbol for a house. (If you don't see that house symbol yet, make it appear by doing this: put your finger in the screen's middle and flick your finger down toward the screen's bottom.)

To the right of that symbol, you see some text. (For example, you might see "Search or type URL" or "www".)

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, type:

www.yahoo.com

Here's how to type that:

Tap the "www." key (which is near the keyboard's bottom-right corner). Then type "yahoo". Then tap the ".com" key (which the "www." key has become).

At the end of your typing, tap the **Go key** (which says "Go" on it).

Tablet That key is at the keyboard's right edge.

Phone That key is at the screen's bottom-right corner.

To switch to a different Web page, repeat that procedure: make sure you see a house, tap the Web address that's to the right of the house, then type the new Web address you want to visit, such as:

www.NyTimes.com

Magnify

To magnify the Web page (so you can read it more easily), you can try these techniques:

You can switch to landscape mode. (But in landscape mode, you see just the Web page's top part, until you scroll down to see the rest; so you'll probably prefer portrait mode.)

If a Web page shows *several* columns of type, try **double-tapping** a column. That magnifies the column, so it fills more of the screen (and you don't see the other columns as much.) To make that column return to its normal size, double-tap it again.

Those techniques work on some Web pages but not others. They work *usually*.

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.

Back

After viewing several Web pages, you can go back to the previous Web page by pressing a **Back button**.

Tablet Press the System Bar's Back button (which is to the right of the Home button) or the Internet's Back button (the left-arrow near the screen's top-left corner).

Phone Press the System Bar's Back button (the secret button to the right of the Home button).

Forward

After going back to the previous Web page, here's how to go forward (undo the "back"):

Tablet Tap the **Forward button** (the right-arrow near the screen's top-left corner).

Phone Tap the Internet's **Menu button** (which is at the screen's right edge, near the top, and looks like a vertical column of 3 dots). Then tap the **Forward button** (the right-arrow).

Bookmarks

If you find a Web page you like a lot, do this while you're viewing it:

Tablet Tap the star then "Save".

Phone Tap the Internet's **Menu button** (which is at the screen's right edge, near the top, and looks like a vertical column of 3 dots). Then tap the star.

That makes the star turn blue.

In the future, whenever you're using the Internet and want to return to that Web page, tap the **Menu button** (which is at the screen's right edge, near the top, and looks like a vertical column of 3 dots) then tap "Bookmarks". (If the screen says "Sync your bookmarks", for now tap "NO, THANKS".) You see a list of Web pages you bookmarked. Tap the Web page you want.

To delete a bad Web page from the list of bookmarks, get the list on the screen then hold your finger down on the bad Web page's name awhile, until you see a blue bar. Tap the trash can (which is at the blue bar's right edge.)

Return to Home

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

Email

To send or receive e-mail messages on your device, you can do this: on the Home screen, tap "**Email**".

Setup

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

Tablet The tablet says "Register email accounts". You see a keyboard.

Type the **email address** that you've been using on your other computers and that your e-mail provider assigned you (such as "SecretGuide@comcast.net"). At the end of typing the address, tap the Next key (which is at the keyboard's right edge).

Type the **password** that you registered with your e-mail provider. At the end of typing the password, tap the Done key (which is at the keyboard's right edge) then the screen top-right corner (which says "Next").

Phone The phone says "Set up account". Tap "ADD OTHER ACCOUNT". You see a keyboard.

Type the **email address** that you've been using on your other computers and that your e-mail provider assigned you (such as "SecretGuide@comcast.net"). At the end of typing the address, tap the Next key (which is at the keyboard's bottom-right corner).

Type the **password** that you registered with your email provider. At the end of typing the password, tap "SIGN IN".

Read

Make sure the screen's top-left corner says "Inbox".

If it has a left-arrow instead, tap the left-arrow.

If it says "Mailbox" instead, tap "Inbox".

If it has a different word instead, tap that word then "Inbox".

Then you see the list of emails that were sent to you. To see them best, do this:

Tablet Put the tablet in portrait mode.

Phone Put the phone in landscape mode.

You see *copies* of every message that's on your e-mail provider's computer for you. Seeing those copies does *not* erase them from your e-mail provider's computer: your e-mail provider's computer still contains the originals, so your device *and all your other computers* can still access them. Your device shows just those copies; any e-mails that vanished from your e-mail provider's computer have vanished from your device, even if your device showed them to you recently.

To read a message, do this:

Tap the message's name. Then you see the message's details.

When you finish reading that message, tap the left-arrow at the screen's top-left corner.

Then you see the list of messages again. Left of each message, you see an envelope, which is gray if you've read the message, orange if you haven't.

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

While 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 the **white pencil in an orange circle** (which is at the screen's bottom-right corner).

A keyboard appears. The computer 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).

Tap "Subject". Invent a subject for your message. Type it. At the end of your typing, tap the "Next" key.

Type the message. (While typing, you can use the same tricks as for the Memo app. For example, you can use predictive text, accents, the Sym key, emoji, and dictation.) At the end of each paragraph, twice tap the Enter key (which shows "↵").

When you've finished typing the whole message, tap "SEND" (which is at the screen's top). The computer will send the message to your friend.

Manipulate

While you're reading an e-mail message you received, you can manipulate it. Here's how.

If you want to **reply** to the message, tap "Reply" (which is at the screen's bottom-left corner) then type your reply.

Phone If you want to see the Subject (so you can edit it), switch to portrait mode or "put your finger in the screen's middle and swipe down".

When you finish typing, tap "SEND" (which is at the screen's top).

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

Tablet Tap the Forward button (a right-arrow at the screen's top) then "OK".

Phone Tap "Forward" (which is at the screen's bottom). Switch to portrait mode.

Type the friend's e-mail address then do this:

Tablet Tap the white space above "Sent from my Galaxy Tab A". Type a comment, such as "Here's the joke Mary sent me." Below your typing, the computer automatically shows a copy of the message you're forwarding.

Phone Tap the white space above the keyboard. Type a comment, such as "Here's the joke Mary sent me." Below your typing, the computer automatically shows "Sent from my Verizon, Samsung Galaxy smartphone". It also shows a copy of the message you're forwarding (if you flick your finger up to see it).

Tap "SEND" (which is at the screen's top).

If you want to **delete** the message from your device, tap "Delete".

Tablet "Delete" is at the screen's bottom-right corner.

Phone "Delete" is at the screen's bottom.

Then tap "DELETE". **That moves the message to the trash folder.** But the message is still in your e-mail provider's computer, so your other computers can still access it. You see the Inbox again.

While you're looking at the list of messages in your Inbox, here's how to **delete many** messages, tap "MORE" (which is at the screen's top-right corner) then "Edit". Left of each message, you see a box. For each message you want to delete, tap its box. (If you want to delete *all* the Inbox messages, tap the All box, which is at the screen's top-left corner.) Tap "DELETE" then the other "DELETE". **That moves the messages to the trash folder.**

Later, when you want to **empty the trash folder**, do this:

Tap "Inbox" then "Trash" then "MORE" then "Edit" then the All box (which is at the screen's top-left corner) then "DELETE" then the other "DELETE". Then see the Inbox again (by tapping "Trash" then "Inbox").

Finish

When you finish dealing with e-mail, tap the Home button.

Play Store

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

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 screen already says "@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 screen 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".

For the tablet, tap "Remind me later" then "NEXT". For the phone, tap "No thanks" for now then "CONTINUE".

Press the Home button. Then try again to tap "Play Store".

For the tablet, tap "GET STARTED".

Choices

The screen's top-left corner should say "**Google Play**". (If that corner doesn't say "Google Play" yet, make "Google Play" appear by tapping any left-arrow there (or the System Bar's Back button) repeatedly.)

Use landscape mode.

You can see 2 choices. Tablet:

APPS & GAMES ENTERTAINMENT

Phone:

APPS & GAMES MOVIES, MUSIC, BOOKS

(If you don't see those 2 choices yet, try making them appear by doing this: put your finger in the screen's middle and swipe down.)

Tap either of those 2 choices. If you tap "APPS & GAMES", you see 6 choices:

TOP CHARTS GAMES CATEGORIES FAMILY EDITORS CHOICE EARLY ACCESS

If you tap "ENTERTAINMENT" or "MOVIES, MUSIC, BOOKS", you see 4 choices:

MOVIES & TV MUSIC BOOKS NEWSSTAND

Go explore! To see more choices, 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.

For example, if you tap “**APPS & GAMES**” then “**CATEGORIES**”, you can see these 36 subcategories:

Android wear, 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), weather

(To see them all, put your finger in the screen’s middle and swipe up.) Similarly, if you tap “**MOVIES & TV**” then “**GENRES**”, you can see these 20 genres:

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

If you tap “**MUSIC**” then “**GENRES**”, you can see these 22 genres:

alternative (& indie), blues, children’s music, Christian (& gospel), classical, comedy (& spoken word & other), country, dance (& electronic), folk, hip-hop (& rap), holiday, jazz, Latin, metal, new age, pop, r&b (& soul), reggae, rock, soundtracks, vocal (& easy listening), world

If you tap “**BOOKS**” then “**GENRES**”, you can see these 27 genres:

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 “**NEWSSTAND**” then “**CATEGORIES**”, you see these 10 categories:

entertainment, food (& drink), health (& fitness), home (& garden), men’s lifestyle, news (& politics), science (& technology), special interest, sports, women’s lifestyle

When you find a particular item you like, notice its price. (Some items are free.) Then **tap it**.

Explore it. (If you change your mind, press the System Bar’s Back button.)

What happens next depends on which of the 5 categories you’re in: apps (including games), movies (including TV), music, books, or newsstand.

Apps (including games)

Try to download the app that interests you (copy it from the Internet), by doing this:

If the app is free, tap “**INSTALL**” (which is in a green box).

If the app isn’t free, tap the price that’s in a green box.

Google will check whether you have a valid credit card (even if the book is free). If the screen says “needs access”, tap “**ACCEPT**”.

The app will be copied to your tablet. Use landscape mode. Tap “**OPEN**”. Then you’re running the app!

When you tire of the app, press the Home button.

Tablet The app’s icon is the last icon in the Apps screen.

Phone The app’s icon is the last icon in Apps screen 2.

A copy of the app’s icon is on the Home screen.

To use the app again, tap its icon.

Books

After you’ve tapped “**BOOKS**”, you can see these choices:

TOPSELLING DEALS NEW RELEASES GENRES COMICS CHILDREN’S BOOKS TOP FREE

(To see all those choices, put your finger in that list’s middle and flick to the left, so you’re scrolling to the right.)

If you tap one of those choices, you see a list of books — except that if you tap “**GENRES**”, you see the list of 27 book genres instead, and you can tap your favorite genre.

If you want to find a particular kind of book instead, tap the magnifying glass (at the screen’s top-right corner) then type what interests you (such as a particular title or author or subject) then tap the **Enter key** (which is at the screen’s bottom-right corner and contains a magnifying glass).

To see more books, scroll down (by swiping up) or scroll to the right (by swiping left).

Tap the book that interests you. You see the book’s description, reviews, and price (which might be “**FREE**”).

Here’s how to finally get the book:

If the book is free, tap “**ADD TO LIBRARY**”.

If the book is *not* free, get either the whole book (by tapping “**BUY**”) or a free part of the book (by tapping “**FREE SAMPLE**”).

Google will check whether you have a valid credit card (even if the book is free).

Finally, to read the book, **go to portrait mode** then tap “**READ**”.

If the screen says “you need the latest Play Books app”, do this:

Tap “**OK**” then “**INSTALL**”. For the tablet, tap “**ACCEPT**”; for the phone, tap “**CONTINUE**”.

That copies the Play Books app from the Internet to the tablet’s App screen, the phone’s App 2 screen.

Tap “**OPEN**” then “**GOT IT**” then “**TURN SYNC ON**”. Go to portrait mode. Tap the book’s cover.

Turn the pages If you’ve read the book before, you see the page where you left off. If you *haven’t* read the book before, you see its first main page (which is mainly a chapter title).

To turn to the **next page**, tap in the book’s right-hand margin (or, better yet, put your finger in the page’s middle and flick your finger toward the left). Do that repeatedly to read the whole book.

To turn back to the **previous page**, tap in the book’s left margin (or, better yet, put your finger in the page’s middle and flick toward the right). Do that repeatedly to go back to the book’s preface and front cover.

Do tricks While you’re reading the book, **try tapping the screen’s middle** (or top or bottom). That makes the page shrink. Then you can perform these tricks:

Chapter To skip to a different **chapter**, tap the “≡” (which is near the screen’s top-right corner). You see a list of chapters. Tap the chapter you want.

Page Near the screen’s top, you see a slash (“/”) between two numbers (such as “5/202”). The number before the slash is the **page number** you’re on; the number after the slash is the total number of pages in the book. To skip to a different page, choose one of these methods:

Typing method Tap the page number (the number before the slash). Type the page number you want to go to. Tap the Enter key (which says “Go”).

Circle method Slide (drag) the blue circle (near the screen’s bottom), until you see the desired page number.

Swipe method Repeatedly swipe the screen’s middle, right (to go to the next page) or left (to go back to the previous page).

Voice To make the tablet’s **voice** read the book to you out loud, tap the **Menu button** (column of 3 dots near the screen’s top-right corner) then tap “Read aloud”. The tablet will try to read the book aloud, using its robot voice, which makes occasional mistakes but is fun to listen to. To adjust the volume, press the **Volume button** (the long black button sticking out of the tablet’s right edge, near the Power button). When you finish using the voice, stop it by doing this: tap the screen’s middle then the Menu button (column of 3 dots) then “Stop reading aloud”.

Finish tricks When you finish experimenting with those tricks, tap the screen’s middle again, to return to normal reading.

Stop To stop reading the book, press the Home button. You see the Home screen.

Return To return to reading the book, do this:

Tap “Play Books”. (It’s on the tablet’s App screen, the phone’s App screen 2. A copy is also on the Home screen.)

If you see the book’s cover, tap it; if you don’t see the book’s cover, tap “≡” (which is in the screen’s top-left corner) then “My library” then the book’s cover (which you’ll see after swiping left or up).

Movies (including TV)

Find a likeable movie (or TV show) in the Play Store and **tap it**.

Trailer If you see a white triangle (in a black circle in the screen’s upper half), that’s the movie’s trailer (free ad). Go watch it, by tapping the triangle. (The trailer will automatically switch to landscape mode.)

If you tap a **movie** in the Play Store, you typically see this menu:

RENT FROM \$2.99	BUY FROM \$9.99
------------------	-----------------

A few movies cost more or less than that. To find movies and TV shows that are free, do this:

Tap the magnifying glass (which is at the screen’s top-right corner). Type “free” then tap the **Enter key** (the green circle at the keyboard’s right edge).

Exact price If you tap “RENT FROM \$2.99”, you see this menu:

Rent HD	\$3.99
Rent SD	\$2.99

If you tap “BUY FROM \$9.99”, you see this menu instead:

Buy HD	\$12.99
Buy SD	\$9.99

If you tap a **TV show** instead, you typically can buy 1 episode for \$1.99 or a whole **season** (a year of episodes) for \$14.99.

Finalize your decision Choose one of these actions:

If you’re ready to get the whole movie (or TV show) and pay for it, tap your payment choice.

If you’re ready to get the whole movie and it’s free, tap “ADD TO LIBRARY”.

If you want to cancel, tap the System Bar’s Back Button.

Confirm your purchase and answer any questions about how you’ll pay.

Your screen will automatically go to landscape mode, and you’ll see the whole movie.

While watching the movie (or TV show), use these techniques:

Adjust the volume by pressing a volume switch, which sticks out of the device’s edge.

Don’t let your hands accidentally cover the speakers.

If you want to interrupt the movie, tap the movie’s middle: that makes you see the movie’s controls.

If you want to see the movie again (before any rental period expires), do this:

On the Home screen (or Apps screen), tap “Google” then “Play Movies & TV” then tap the movie.

Music

Before dealing with music, try apps, books, and movies, which are simpler to buy (or get free) and manage.

In the Play Store, tap the music you want to acquire. No song is free, though some radio stations are. You’ll be asked to buy whole albums and monthly subscriptions.

To hear again the music you bought, run the “Play Music” app, by choosing one of these methods:

Home-screen method Go to the Home screen. Tap “Google” then “Play Music”.

Apps-screen method Go to the Apps screen. (For the tablet, then tap “Google”.) Tap “Play Music”.

Newsstand

Before installing any newspapers or magazines, you must **install the “Google Play Newsstand” app** (which is the first item in the “NEWSSTAND” category), by tapping it (then tap “INSTALL” then, on the tablet “ACCEPT”). That makes “Play Newsstand” app appear on the tablet’s Apps screen, the phone’s Apps 2 screen. A copy also appears on the Home screen.

Then to use newspapers & magazines easily, do this: **tap “Play Newsstand”**. Then tap “Library” (which is at the screen’s bottom).

If the screen says “Welcome to your Library”, tap “GOT IT”.

The library includes these 6 topics:

top news, business, entertainment, sports, technology, world
--

It also includes these 3 publications:

The New York Times, The Wall Street Journal, CNN
--

(The phone lists those 9 items in that order. The tablet lists them in reverse order but is missing CNN.)

To add more publications to your library, tap “Add more”.

YouTube

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

Go to the Home screen. Tap “Google” then “YouTube”.

Go to YouTube’s home

Stop any videos in progress:

If the whole screen shows a video in progress, make it disappear by pressing the Back button (which is next to the Home button — and on the phone is a secret button).

If the screen’s bottom-right corner shows a video in progress, make it disappear by putting your finger on it and swiping to the right.

At the screen’s top-left corner, you should see “Home” and a white house. (If you see a black house instead, tap it to make it white and make “Home” appear.)

Near the screen’s top-left corner, make sure you see **YouTube’s Home button** (a house). If you don’t see it yet, put your finger on the screen’s middle and swipe down.

Tap that house. (That makes sure the house is white, not black, and the screen’s top-left corner says “Home”.)

Discover a video

Here’s how to discover a video.

Tablet At the screen’s left edge, you see this topic:

Trending

At the phone’s left edge, you see a video.

To see more choices, put your finger in the screen’s middle and swipe up, so you see topics below. The topics you see depend on what you previously chose.

Below each topic, you see 3 videos about that topic. To see *more* videos about that topic, tap the topic’s name (such as “Trending”), then put your finger in the screen’s middle and swipe up.

Phone You see 2 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:

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** (which is at the keyboard's right edge and shows a magnifying glass).
You see a list of videos that resemble your request. Tap the video you want.

To return to the previous screenful, tap the Back button (which is next to the Home button — and on the phone is a secret button).

Play a video

When you find a video you like, tap it. Then the video starts playing (usually preceded by an ad). Enjoy the show!

To adjust the volume, press a volume button (which sticks out of the device's edge.)

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

Phone That makes the video consume the whole screen.

Tablet That makes the video slightly bigger. To make the video consume the whole screen, tap the video's middle then the Full Screen button (the burst square in the video's bottom-right corner).

Ending

If you want to switch back to the previous screen (because the video has ended or you're tired of watching it), press the Back button (which is next to the Home button). To return to the Home screen, press the Home button.

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.)

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 6 circles, whose names are:

Wi-Fi Location Sound Screen rotation Bluetooth Power saving

If you put your finger in the middle of that row and swipe left, you see these 5 extra circles:

Airplane mode Do not disturb Reading mode U. power saving Sync

Each circle contains an icon, which is yellow or gray. To switch the icon's color, tap it. **If the icon is yellow, the feature is ON; if the icon is gray, the feature is OFF.**

These icons are the most interesting:

Screen rotation 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 (yellow). 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.

Bluetooth 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 icon gray.

Sound Sound is normally on (yellow). If you tap it so it becomes gray, it becomes Mute.

Below those circles, you see a slider with a yellow circle. If you drag the yellow circle toward the right, the screen gets brighter; if you drag toward the left, the screen gets dimmer. Normal is somewhere in the middle. Normal is to have the "Outdoors" box unchecked.

Phone You see a row of 5 white circles, whose names are:

Wi-Fi Location Sound Auto rotate Bluetooth

If you put your finger in the middle of that row and swipe left, you see these 5 extra white circles:

Airplane mode Mobile hotspot Do not disturb U. power saving Flashlight

Each white circle contains an icon, which is blue or gray. To switch the icon's color, tap it. **If the icon is blue, the feature is ON; if the icon is gray, the feature is OFF.**

These icons are the most interesting:

Flash This Flash icon is normally off (gray). If you tap it (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.

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 icon gray.

Sound Sound is normally on. If you tap it, it becomes Vibrate instead. If you tap it again, it becomes Mute. If you tap it again, it returns to normal (Sound).

Screen rotation When you rotate the screen 90 degrees, the screen normally changes from portrait to landscape mode or back to portrait again, if possible. (Not possible for the Lock, Home, Apps, and Phone screens, which are locked into portrait mode.) That's what happens if the feature says "Auto rotate". If you tap it, it becomes "Portrait" instead, which means it's locked into portrait mode and refuses to do landscape. If you tap it again, it returns to normal (Auto rotate).

Below those circles, at the screen's right edge, you see an Auto box. Normally that box is checked, which means the screen will automatically adjust its brightness to match the room's. If you prefer, remove the checkmark (by tapping it) then slide the blue circle toward the right (to make the screen brighter) or left (to make the screen dimmer).

At the screen's top-right corner, you see "V". If you tap it, you see these extra white circles:

Mobile data Power saving Private mode Smart view NFC
Sync Always-on display S Finder

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 icon gray.

Always-on display While the phone is sleeping, what happens? If this feature is on (blue), the sleeping screen shows 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!

When you finish playing with the Quick Settings panel, make it disappear by tapping the Back button.

Close all apps

When you tap an app, the tablet starts running that app. Pressing the Home button does *not* make the tablet stop running the app; it just makes the tablet *hide* the app.

To make the tablet act better, stop ("close") all the apps you're not using at the moment. Here's how:

Press the System Bar's **Recent Apps button**. (It's left of the Home button. On the tablet, it's a square in front of a square; on the phone, it's a secret button.)

You see a list of all apps that are running. Tap "CLOSE ALL" (which is at the screen's bottom.)

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 (or the phone's Apps screen 2), 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. On the tablet, stay within the screen's big box.)

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 drag to the trash can (which the phone calls "Remove" but the tablet calls "Delete"), which removes that icon from the Home screen but still keeps it on the Apps 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:

Tablet Put your finger awhile on the app's original icon on the Apps screen (not the Home screen). When you see "Uninstall" (at the screen's top), drag the app's icon to "Uninstall", without lifting your finger.

Phone Put your finger awhile on the app's original icon on Apps screen 2 (not the main Apps screen, not the Home screen). When you see "Uninstall" (at the screen's top), drag the app's icon to "Uninstall", without lifting your finger.

Afterwards, lift your finger from the screen. 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 have to see the Lock screen first.

Tap "Settings" (which is on the Apps screen).

Make sure the screen's top-left corner says "Settings". (If that corner has a left-arrow instead, tap the left-arrow.)

Then do this:

Tablet Tap "Lock screen", which is at the screen's left edge.

Phone Tap "Lock screen and security" (which you'll see when you put your finger in the screen's middle and 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 device, you can phone me at **603-666-6644** (day or night, I'm usually in).

Tablet To see the 85-page manual about the tablet I described (Samsung's model SM-T210RZWYXAR), go to:

www.samsung.com/us/support/owners/product/SM-T280NZWAXAR.

Scroll down until you see "Manuals & Downloads". Click the "View all" that's to the right of "Manuals". Click the "Manuals" that's under "View all".

You see "User Manual ver. Lollipop 5.1". Click the first "DOWNLOAD (PDF)" *under* that. (Don't click the "DOWNLOAD (PDF)" that's under "User Manual ver. Marshmallow 6.0", because that describes a weird tablet sold just by Barnes & Noble's Nook.)

Click "CONTINUE".

Phone To get free help from Verizon Wireless about the phone, choose one of these methods:

Apps-screen method Tap "Help" (which is on the Apps screen).

You see 9 choices (by swiping up): new features, how-to videos, useful tips, user guide, My Verizon mobile, icon glossary, getting started, applications, settings. Tap your favorite.

Internet method For help about the phone I've been describing (Samsung's Galaxy S7), go to:

www.VerizonWireless.com/support/samsung-galaxy-s7

You see many help topics. (If you want to see even more topics, scroll down, by putting your finger in the screen's middle and swiping up.) Click one of those topics; for example, to see the 194-page manual, click "View your User Guide" (which is below the heading "Device-Specific Support").