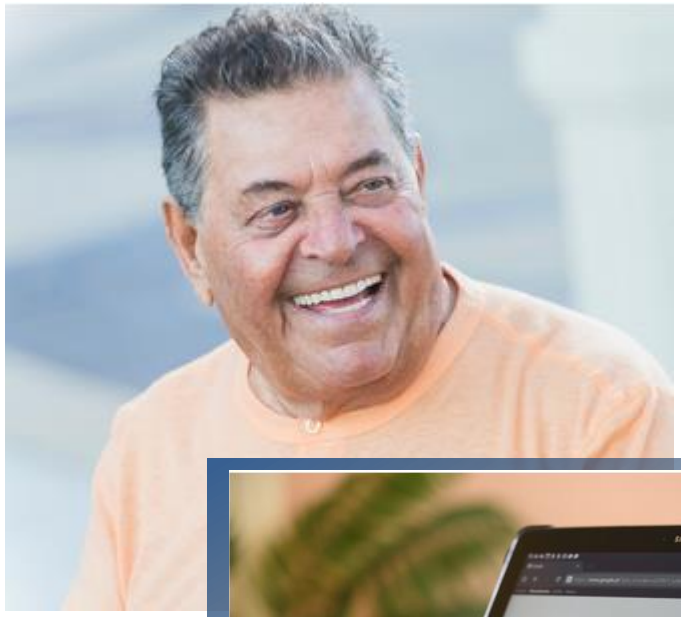

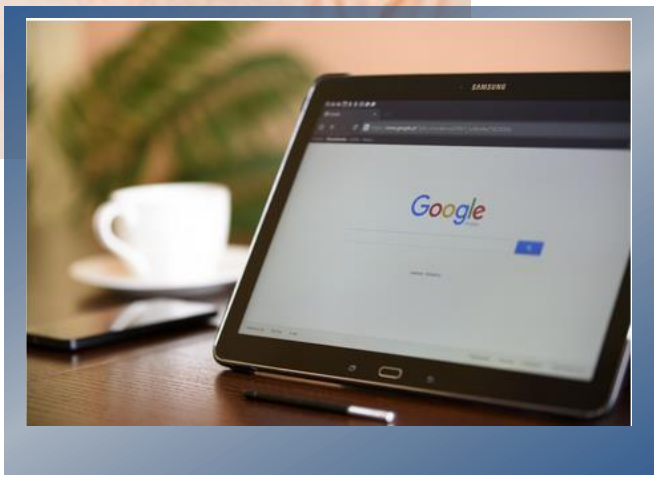

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Simplified Manual for Samsung Galaxy Tab A

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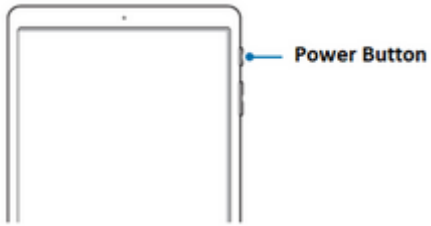
Basic Navigation

To Turn the Tablet on or off

1. Press and Hold the Power button



2. Swipe the screen

If you just press the power button without holding it or if you don't use the tablet for a certain period of time, your tablet will go to sleep. Going to sleep means that the screen is black but the tablet is still on.

To Turn on or Shut Down the Screen only

1. Just press the power button (without holding it down) Or Don't touch the tablet for a certain period of time.

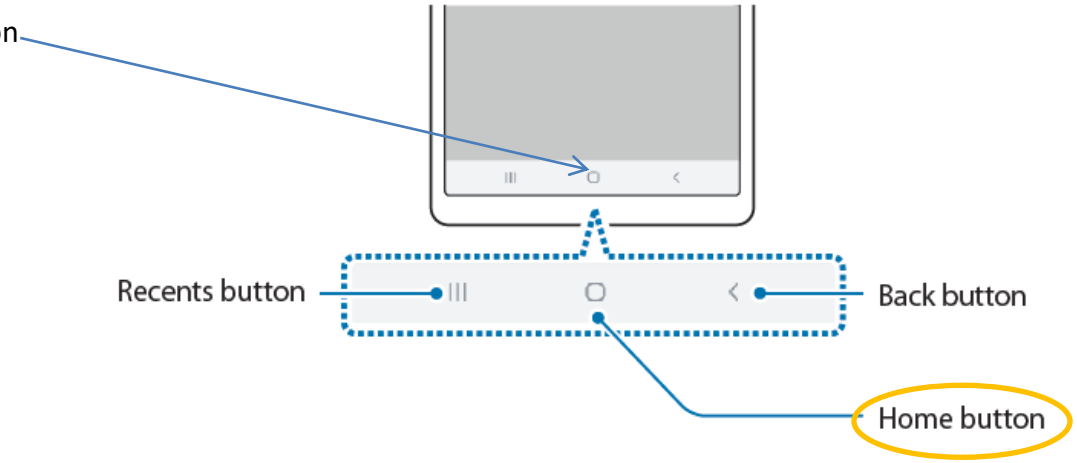
2. Swipe the screen

To go to the Home screen

The Home screen is the starting point for everything.

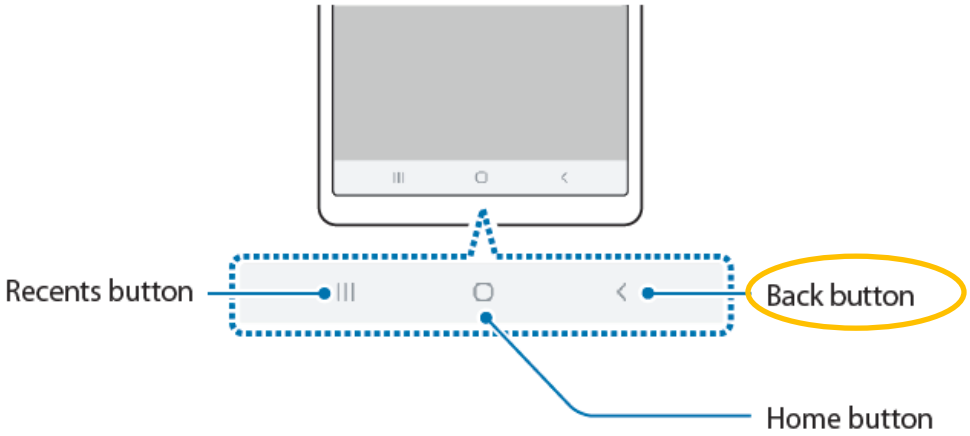
Go to the Home screen every time you want to start something new

Tap the **home button** (the home button appears only when the screen is on)



To Go Back to the previous screen

Tap the **back button** (it appears only when the screen is on)



To Enter Text

Tapping

1. Make the keyboard appear:

   Tap where you want to type

2. Type your text using the keyboard by taping on the keys

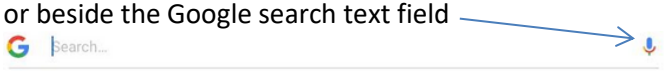
3. Tap the key 'Go' or this key to say you are done

Talking

1. Make the keyboard appear:

   Tap where you want to type

2. Tap on that you'll see at the top of the keyboard

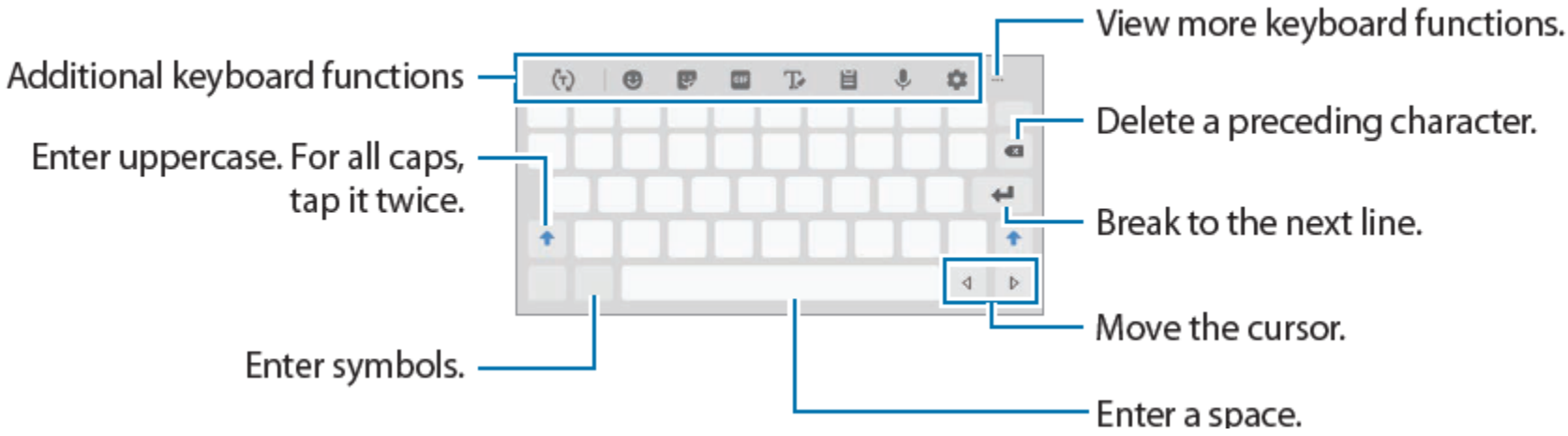
   or beside the Google search text field 

3. Say what you want to write

4. Check what was type (it happens that the tablet misunderstand what you say: start over)

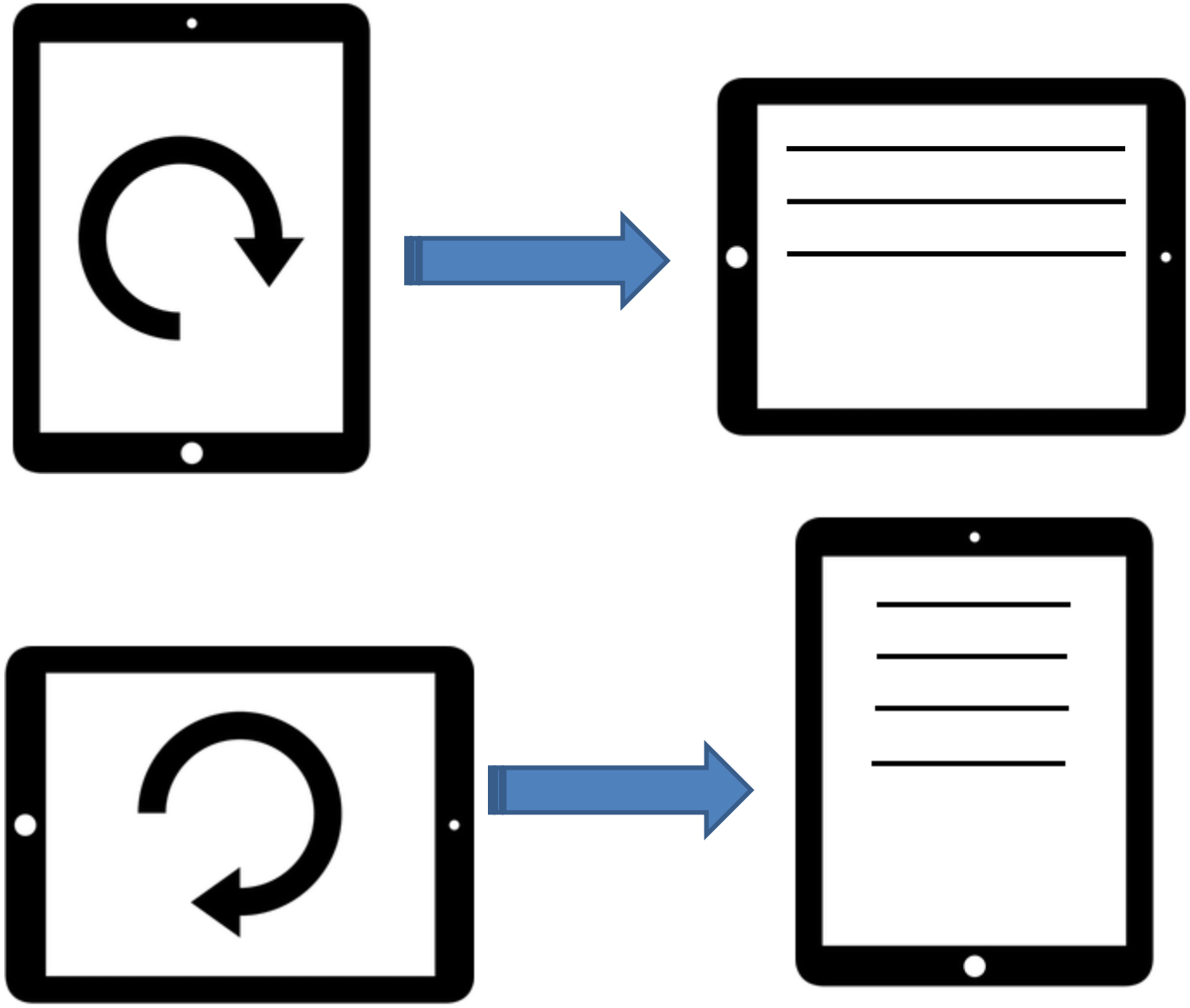
Everywhere you want to type some text, it works the same way.

Keyboard's Description



Change the Orientation of Your Screen

Turn the tablet physically and its content will turn on the screen. *(If it doesn't, the setting needs to changed: you can learn or ask for help)*



To Change the Size of What You See On Your Screen

If what you see on your screen is too small, start with your thumb and index pinched, and open your fingers ***.***

To make it smaller, start with open fingers and then pinch your fingers

WIFI or Data

What you can do without WIFI or Data: use an app or a program that is installed on your tablet. For example, you can use your timer, calendar, calculator, organize your screens, take a photo, look at your photos in the gallery, etc.

What you cannot do without WIFI or Data : download or update / install an app, send an email, search on the Internet, look for a book at the library. And certain apps need the WIFI or Data to work.

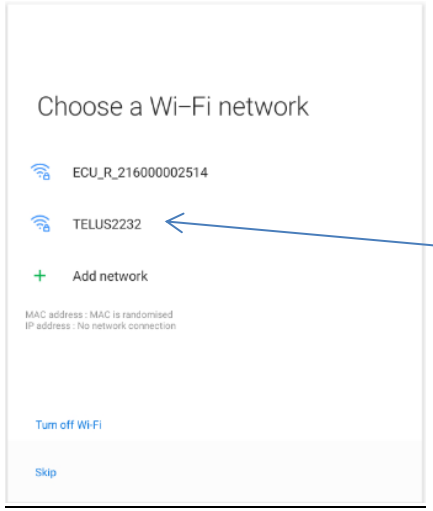
When to use WIFI

If you are somewhere where the internet is available, you use the WIFI to connect to the Internet (not the data on your phone).

How to connect to WIFI

For the first time

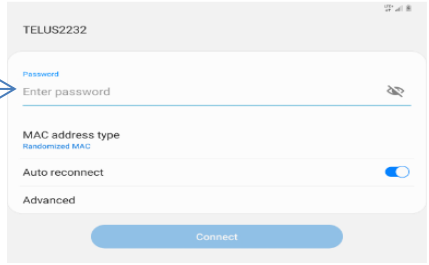
You have to know the name of the WI-FI network of the place you are and the password if there is one. If you see a lock with the WIFI symbol, it means that you need a password. It looks like that



1. Tap on the WI-FI network's name in the Choose the WI-FI screen

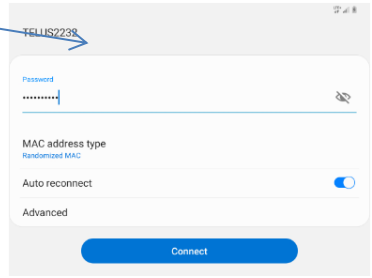
It opens the WI-FI network screen

2. Type the password



The Connect button becomes available (bright blue)

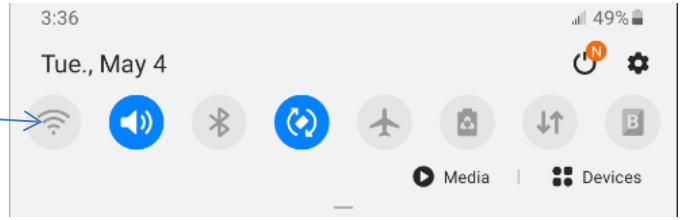
3. Tap the Connect button



Any other times

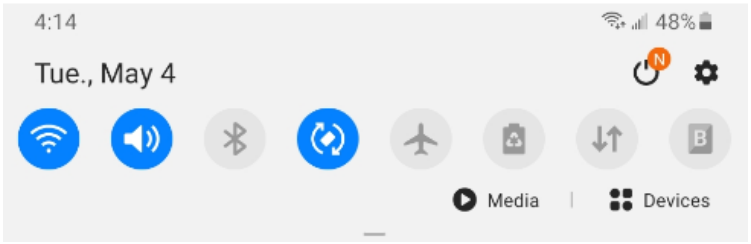
1. Swipe down <u>from the very top</u> of the screen

It opens the notification panel



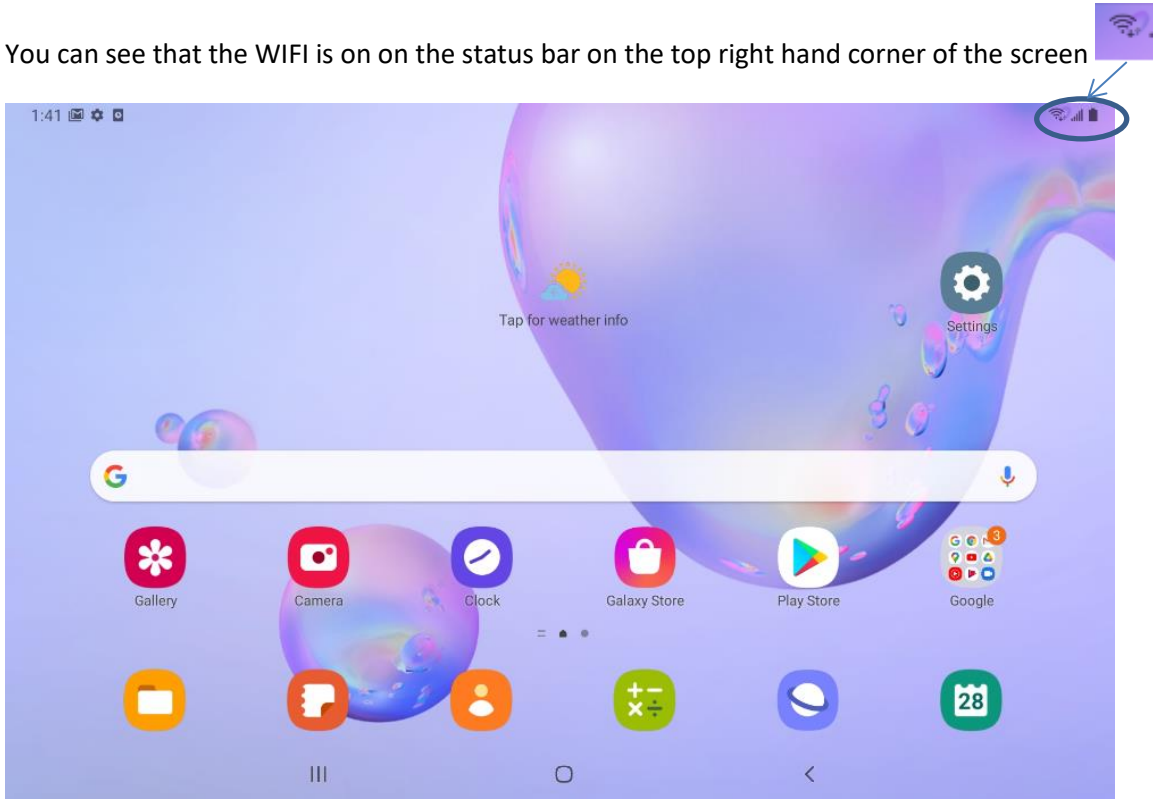
2. Tap the WIFI symbol

The WIFI symbol is blue. It means that the WIFI is on.



How to check that the WIFI is on without going to the notification panel

You can see that the WIFI is on on the status bar on the top right hand corner of the screen



WIFI signal strength

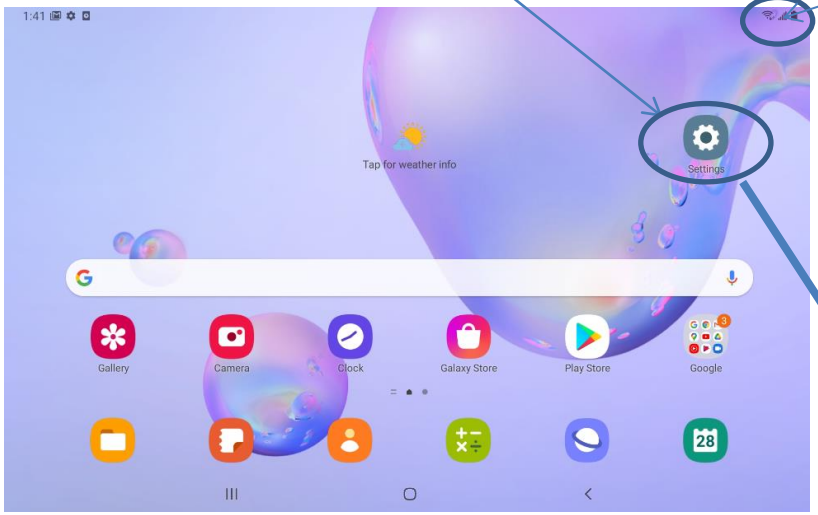
When to use the Mobile Data

Everywhere there is no WIFI and you need a connection to the internet (or the app you are using needs it).

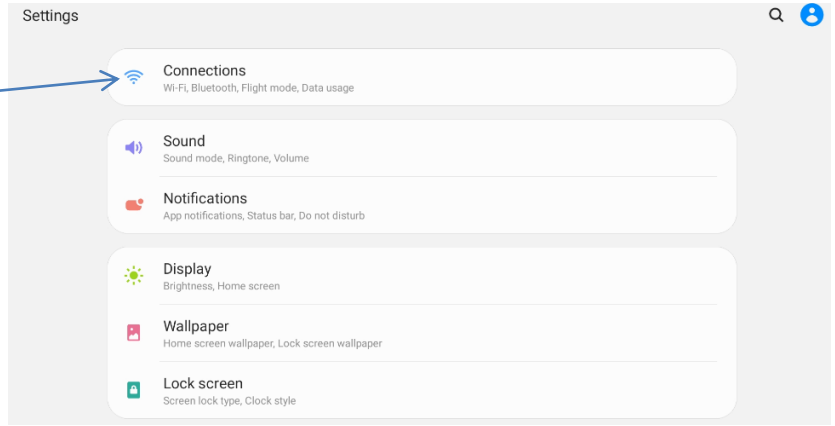
Cellular data lets you connect to the internet via your cell phone **signal.** The symbol that shows your cell phone signal is

How to turn on Mobile Data

1. **Tap the Settings icon on the Home screen**



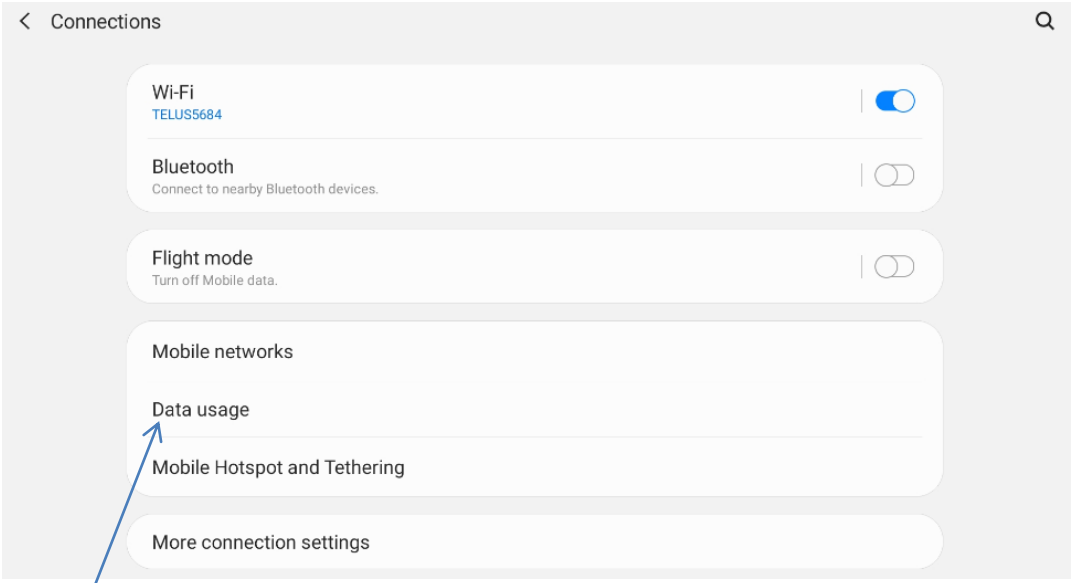
The Settings window opens:



2. **Tap 'Connections'**

The Connections window opens (see on next page)

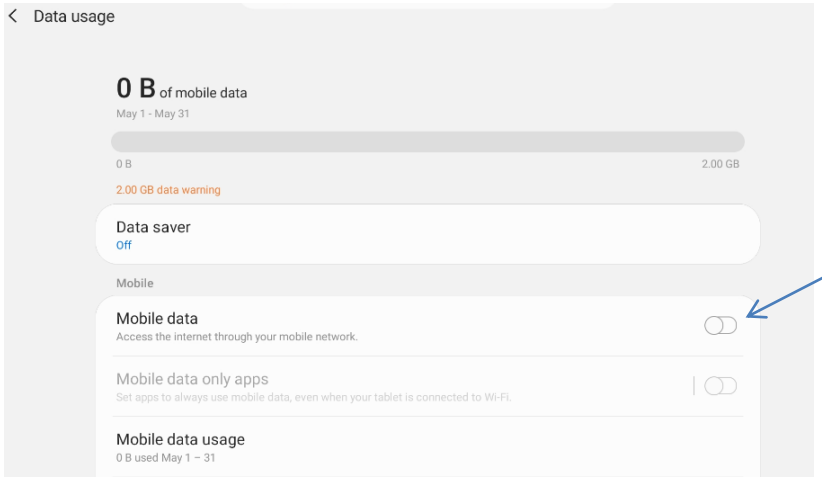
Connections window



3. **Tap Data Usage**

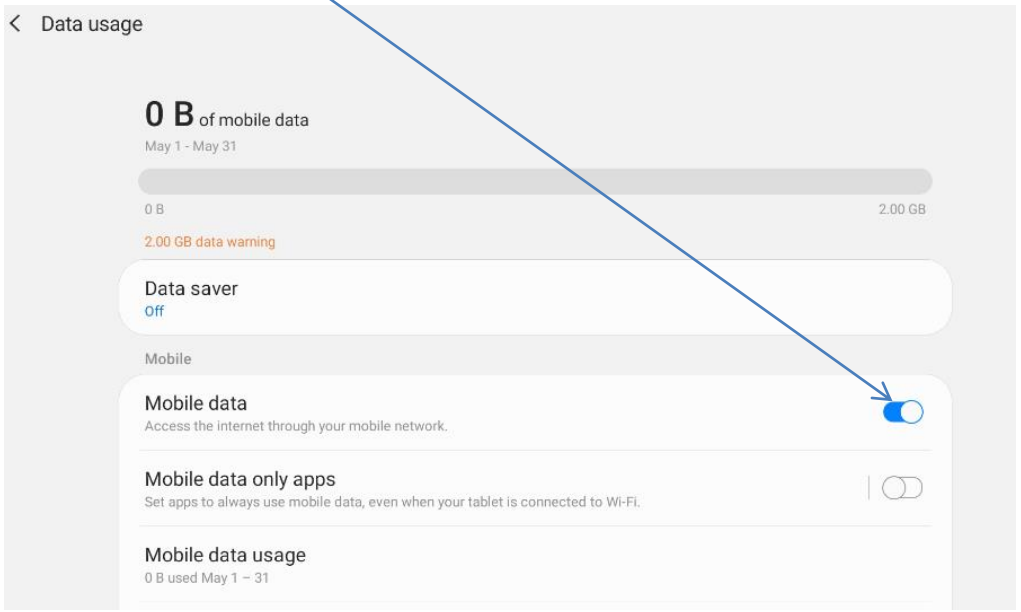
The Data usage window opens (see on next page)

Data Usage window



4. Tap 'Mobile Data'

Your Mobile data is on:



!! REMEMBER!! Do not leave your Data usage on when you can access the WIFI or when you don't need any connection

The Apps

Many apps are already installed on your tablet. For example, you'll find a Camera, Gallery (where the photos you take go), Clock, Calendar, Samsung Notes (to take notes without paper).

The Apps' Status on your Tablet

An app may be already installed on your tablet with a shortcut on your Home Screen.

An app may be already installed on your tablet but not displayed on your Home Screen.

An app may not be installed on your tablet, and you'd like to have it.

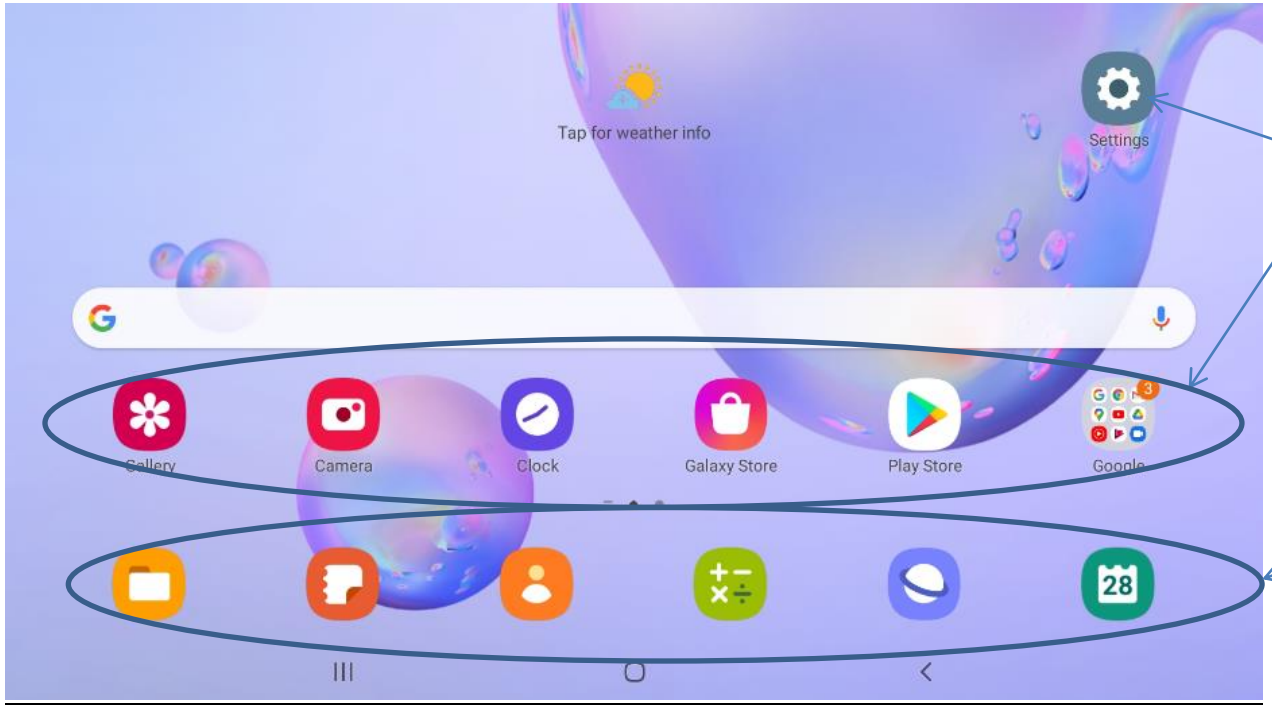
What you can do with an app that is already on your tablet

1. Open it (so you can actually use it!!)
2. Close it
3. Move it around
4. Add it to the Home screen
5. Remove it from the Home screen
6. Gather several apps in a folder
7. Uninstall it (or Disable it)

If it is not on your tablet yet, you can

8. Install it

The Apps on your Home Screen



Different apps that you choose to have on the Home screen (but not as favourite).

Your six favourite apps are here. They'll stay at the bottom of the Home screen even when you swipe from right to left to go to a different panel/page of the Home screen

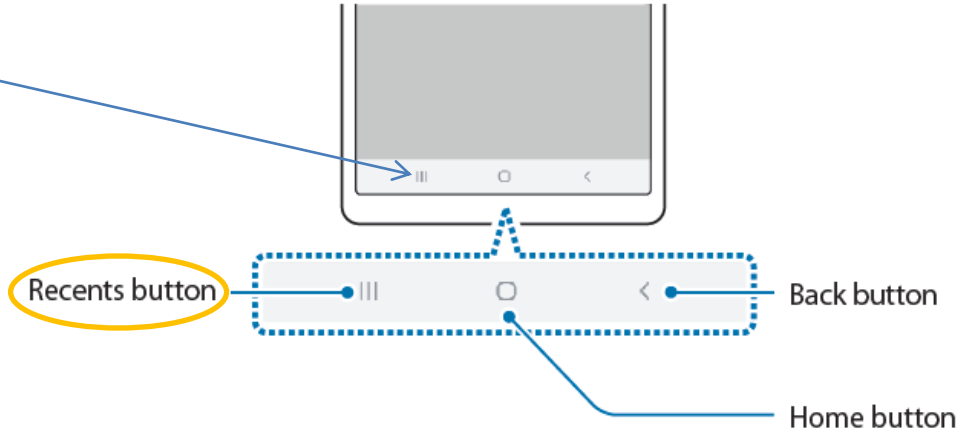
To open / launch an app

Tap on the app's shortcut (that you see on your Home screen)

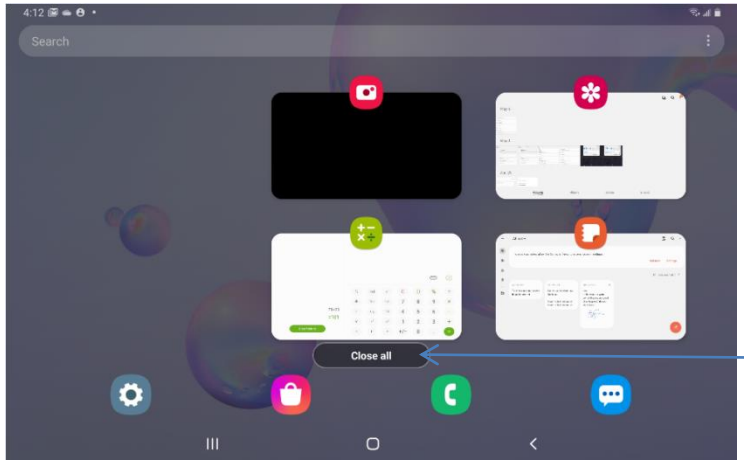
To close an app

You can start doing something else without closing the app you were using simply by going back to the Home page. But once in a while (once a day) you need to close the apps you have used. See on next page the different steps to close an app.

1. Tap the Recents button (the Recents button appears only when the screen is on)



The apps you have used and not closed yet appear as shown below.



2. Swipe up the apps you want to close

OR

Close all of them by tapping the ‘Close all’ button

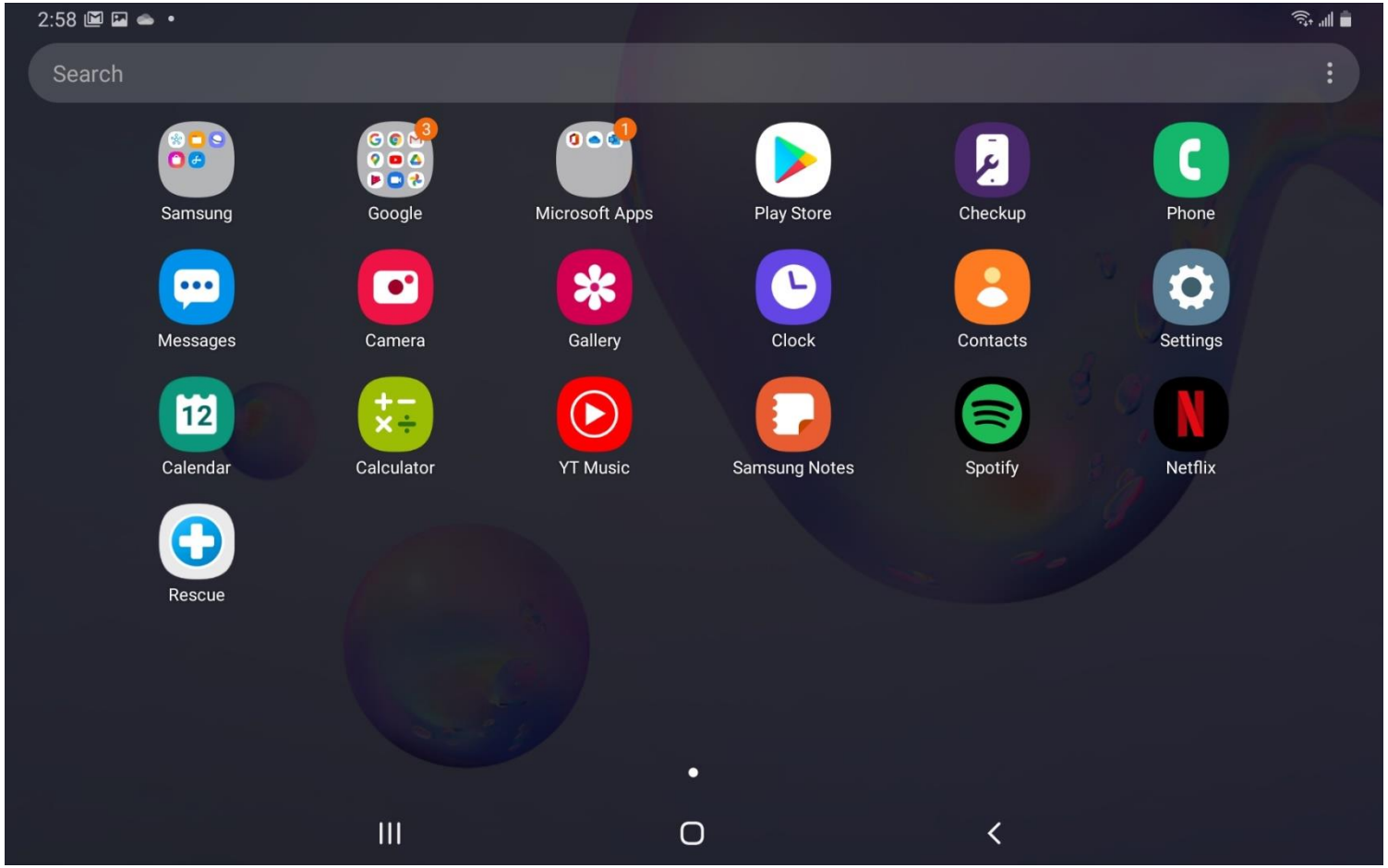
To move an app around on your Home screen

Tap, hold and drag (move your finger) the app wherever you want to move it on the Home screen. If you go to the right edge of the Home screen you will move the app to the next panel of the Home screen.

To add an app to the Home screen

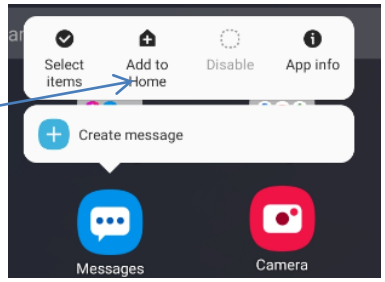
1. Swipe up or down on the Home screen (<u>but not from the very top</u>)

The Apps screen is displayed. It shows all the apps that are installed on your tablet. Some are on the Home screen, some are not.



2. Tap and hold an app (or a group of apps) until you see the different options available for this app, and let go

3. Tap the ‘Add to Home’ option

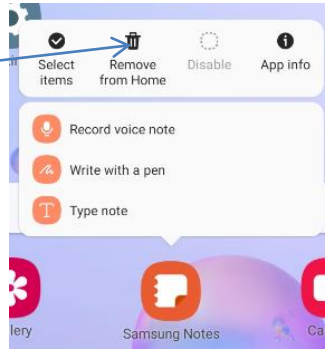


When you go back to the Home screen, you’ll see the app you chose to add there. An app can be added to the Home screen several times.

To Remove an App from the Home Screen

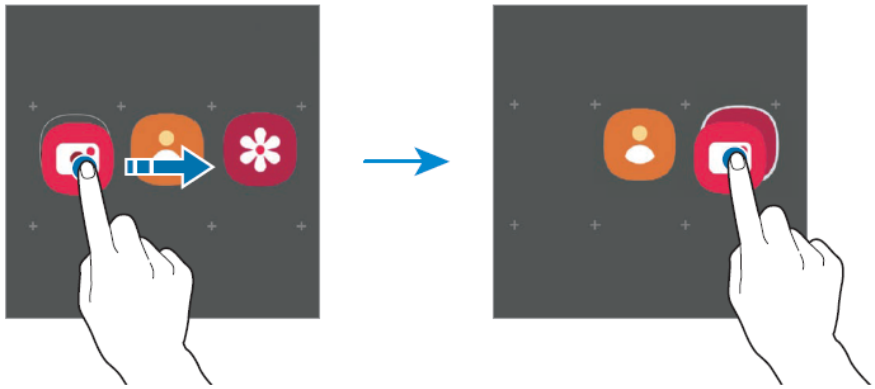
1. Tap and hold an app (or a group of apps)
   Different options to act on this app will be listed

2. Tap the ‘Remove from Home’ option



To Gather Several Apps in a Folder

1. On the Home screen or the Apps screen, tap and hold an app, and then drag it over another app.



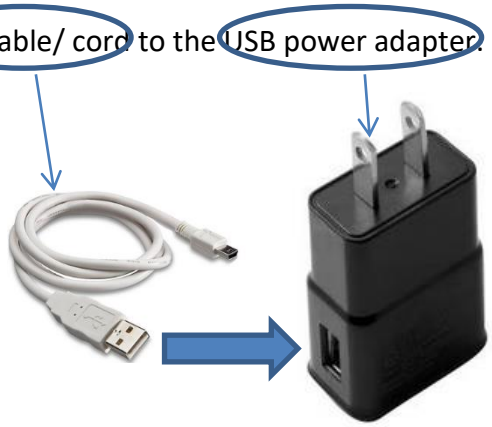
A new folder containing the selected apps will be created.

2. Tap F**older name** and enter a folder name.

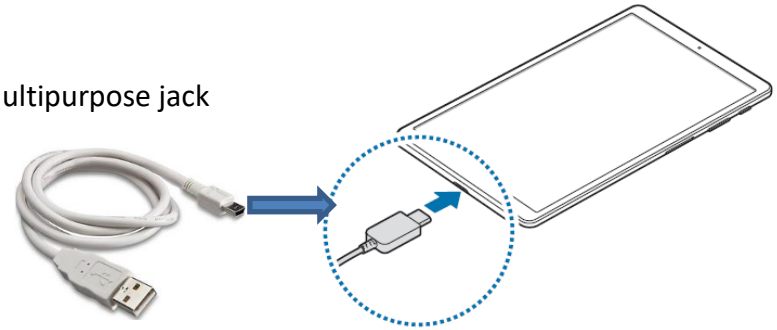
Taking Care of the Tablet

To Charge the Battery

1. Connect the USB cable/ cord to the USB power adapter.



2. Plug the USB cable / cord into the device's multipurpose jack

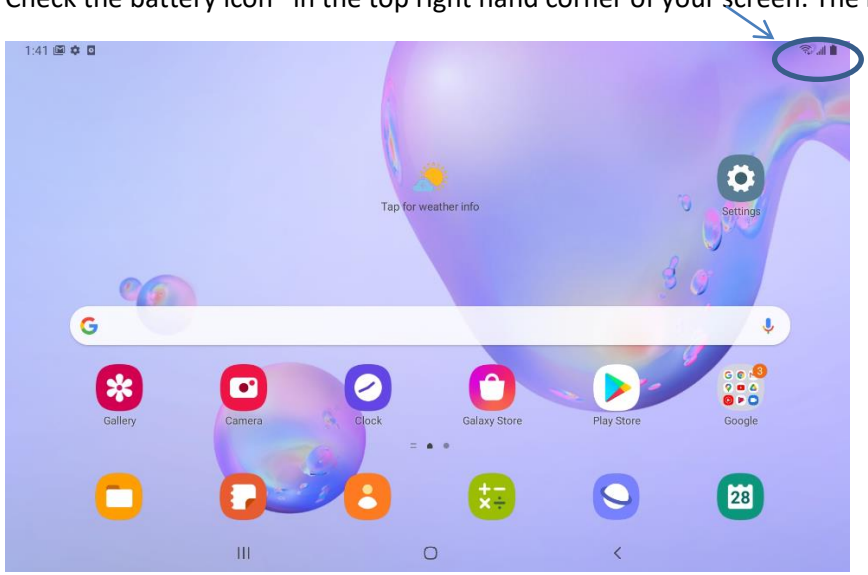


3. Plug the USB power adapter into an electric socket.

4. After fully charging, disconnect the charger from the device. Then, unplug the charger from the electric socket.

To see how full your battery is

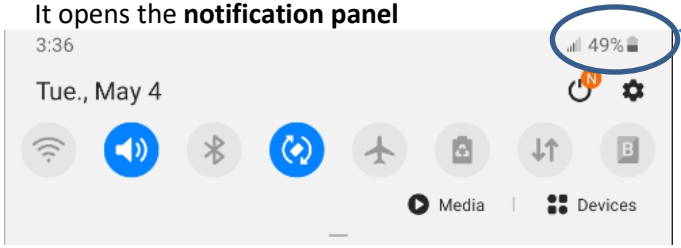
Check the battery icon in the top right hand corner of your screen. The battery icon looks like that when it is full.



To see exactly how full your battery is

Swipe down from the very top of the screen

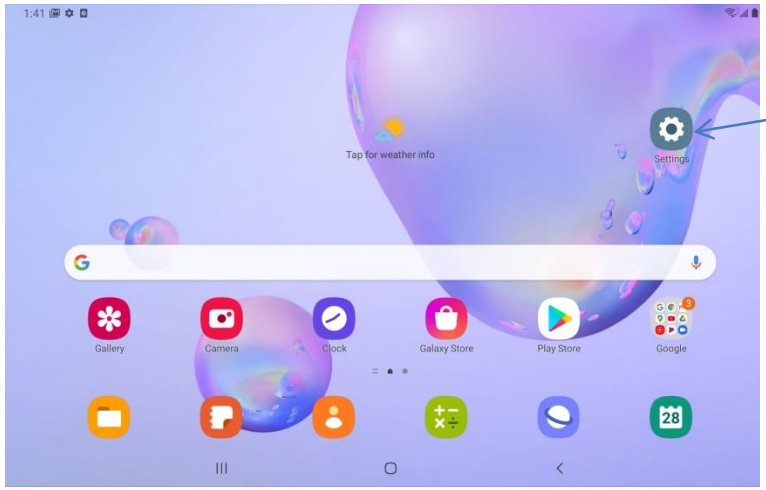
It opens the **notification panel**



You can see here that the battery is charged at 49% in this example.

To Manage the Memory

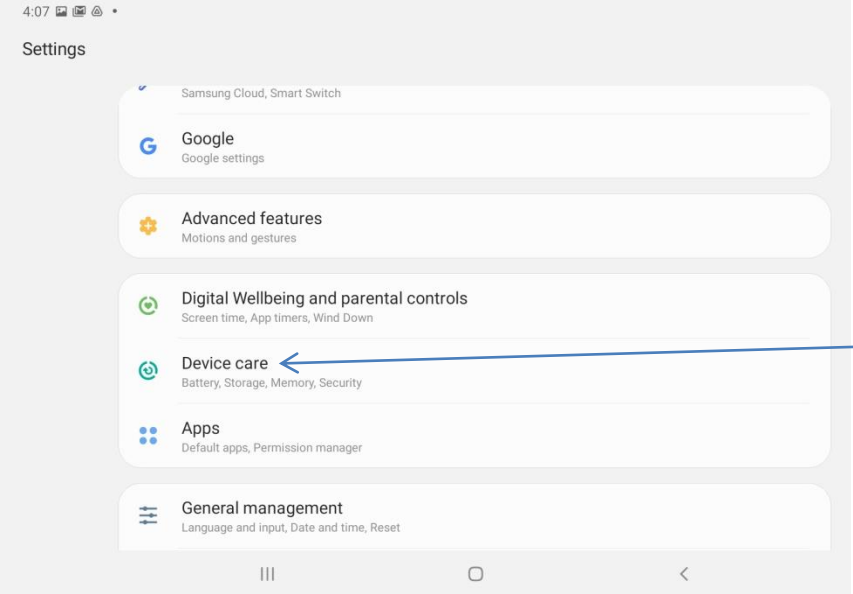
Somewhere, deep in your Android tablet's bosom, lies a storage device. That storage keeps apps, music, videos, pictures, and a host of other information for the long term. Those items occupy more storage space the more you use the tablet. It is why you need to clean up your tablet's memory and storage once in a while.



1. On the Home screen, tap the Settings icon

The Settings screen opens (see next page)

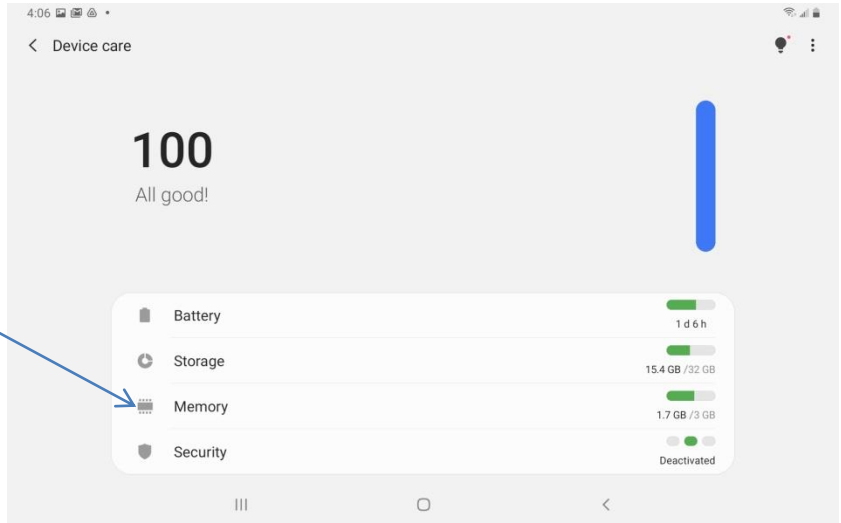
Setting Screen



2. When you first get to the Settings screen, swipe up until you see 'Device Care'

3. Tap on 'Device Care'

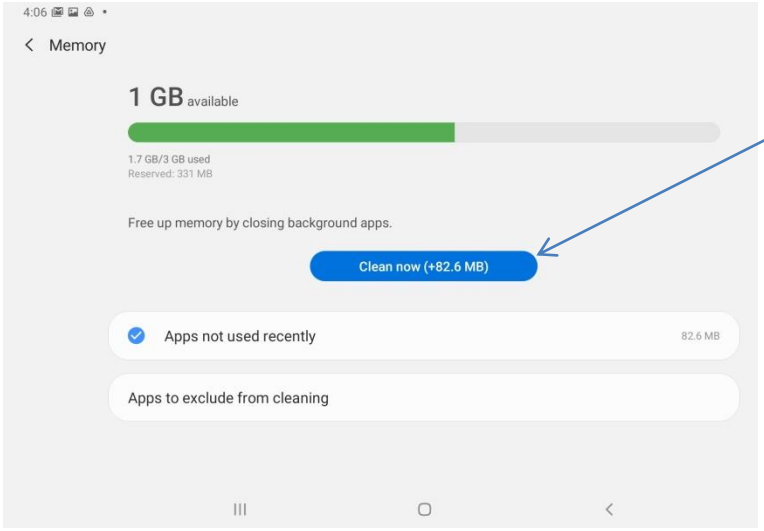
The Device Care screen opens



4. Tap on 'Memory'

The Memory screen opens (see next page)

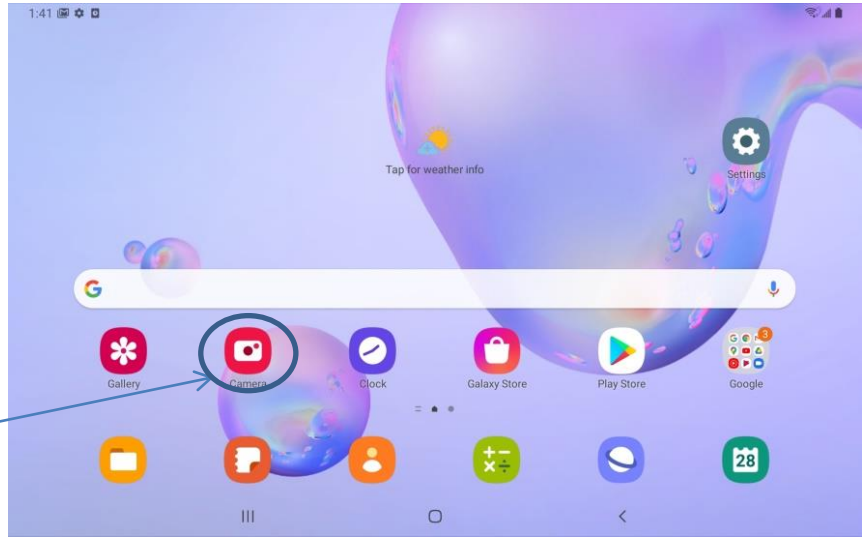
Memory screen



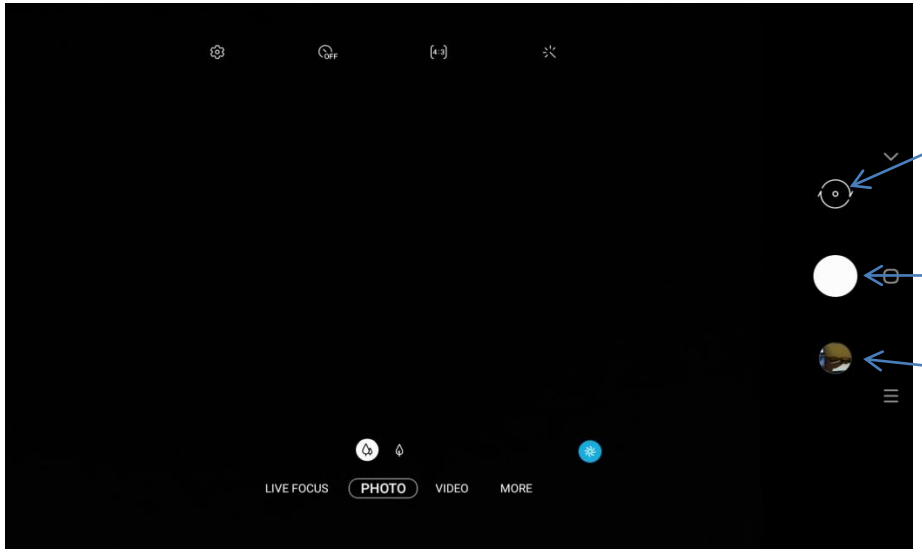
5. Tap on ‘Clean now’

Basic Use of the Camera

1. On the Home screen, tap the Camera icon



The Camera opens (see next page) set up either on front camera: selfie (You'll take a photo of yourself) or rear camera you'll take a photo of what is in front of you

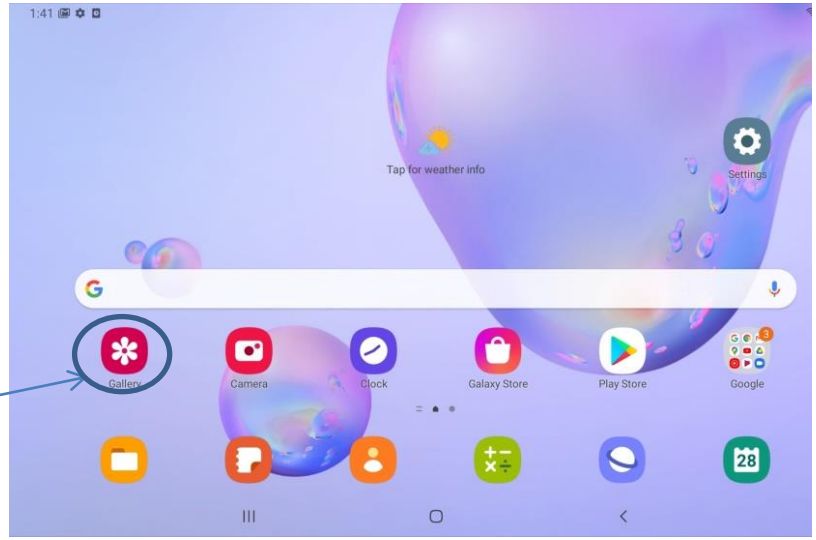


Tap to switch from rear to front camera. *Because of the tablet case, you may see only black when using the rear camera, so **REMEMBER** to push the case to take a photo of what is in front of the camera*

Tap to take the photo

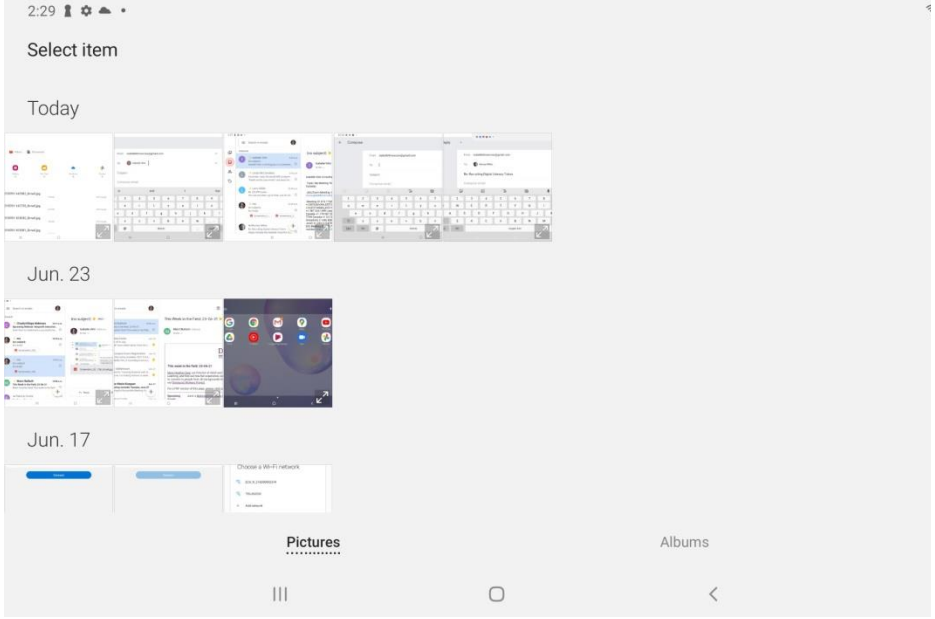
Tap to go to see the photo you just took

To See All Your Photos



1. On the Home screen, tap the Gallery icon

The Gallery opens

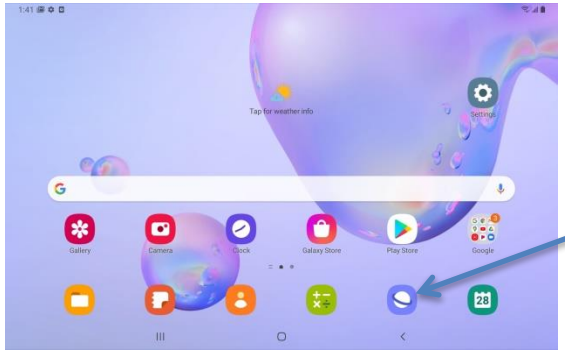


You can see here all the photos or screenshots you took with this tablet. They are organized by dates.

2. Tap the photo you want to see

Browse the Internet

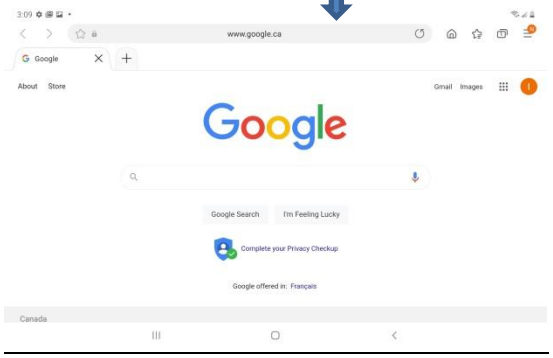
<u>Remember</u>: before you try to go on the Internet you have to connect to the Wifi (See page 13) or just check that you are connected (see page 15)



<u>To go to the Internet app screen</u>:

Tap the Internet app icon on the Home page

The Internet app screen will open with Google

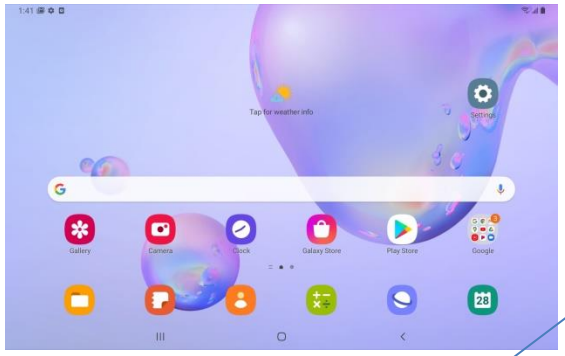


To go from one webpage to the other

You need to tap **hyperlink**.

Whenever you see a word or phrase that's blue or <u>underlined in blue</u> on a webpage (a page on the Internet app), it's a **hyperlink**, or **link** for short. When you tap it, it takes you to a different page.

To search on the Internet

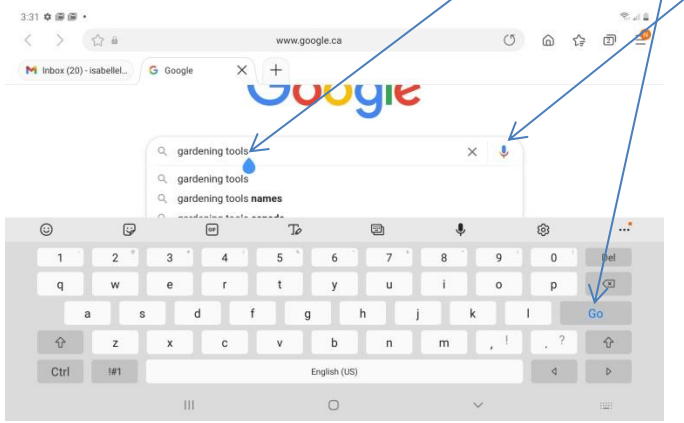


1.Tap Google search engine field on the Home page
or on the Internet app screen (see previous page)

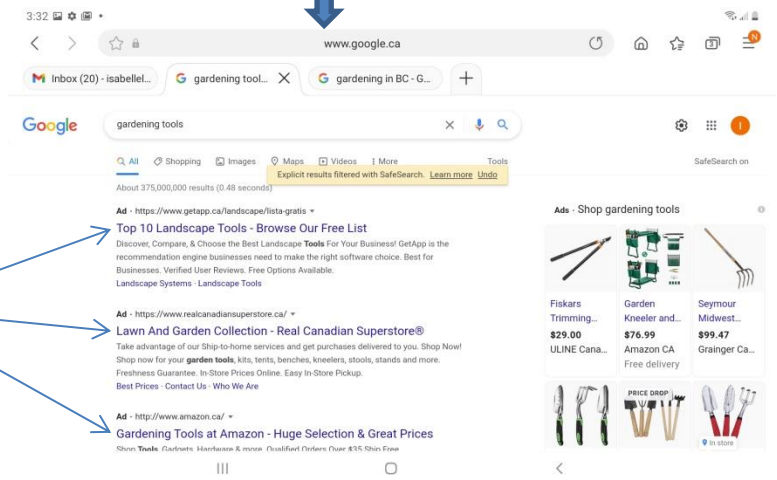
2.a. Type key words for the information you are looking for or a website address
3.a. Tap 'Go' or the magnified glass on the keyboard

Or

2.b. Tap the microphone
3.b. Wait until you see "Listening…"
4.b. Say keyword(s) for the information you are looking for



A screen with a list of results opens



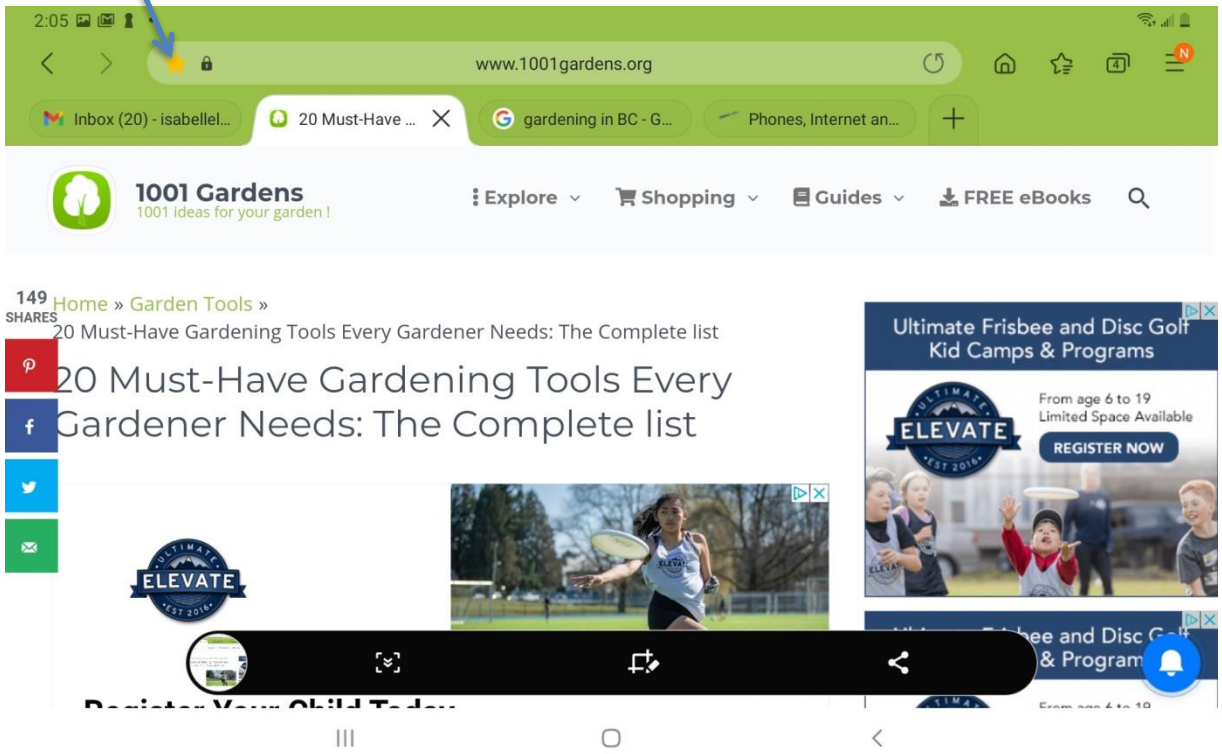
You can click on any hyperlink to open a related website

To Save Favorite Websites As Bookmarks

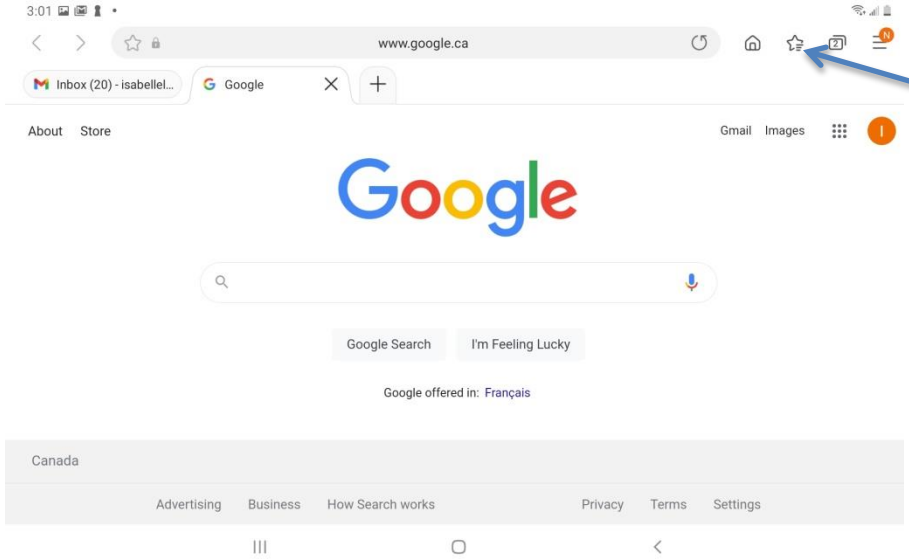
When you like a website and you want to use it regularly, you bookmark it,

A **bookmark** is a place holder for a web page that will allow you quick access to that page instead of having to browse to it or search for it.

Tap the star . It will get yellow to say that this website is in your bookmarks' list.

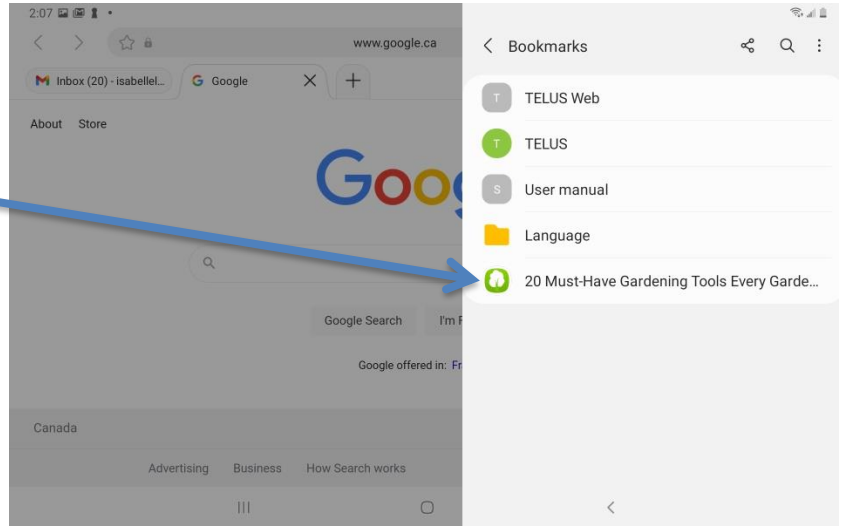


To find a bookmark



1. **Tap this star with a list**

The list of bookmarks is displayed



2. **Tap the bookmark of the website you want to open**

To Apply Internet Safety

Please note that these are just basic recommendations. We suggest that you attend an Internet Safety workshop before you start shopping online.

[1] **ALL WEB PAGES ASKING YOU FOR SENSITIVE INFORMATION SHOULD BE SECURED USING SSL (Secure Sockets Layers)!!!**

1. **Check the web page URL**

Over a secure connection the address displayed should begin with "https" - note the "s" at the end.

2. **Check for the "Lock" icon**

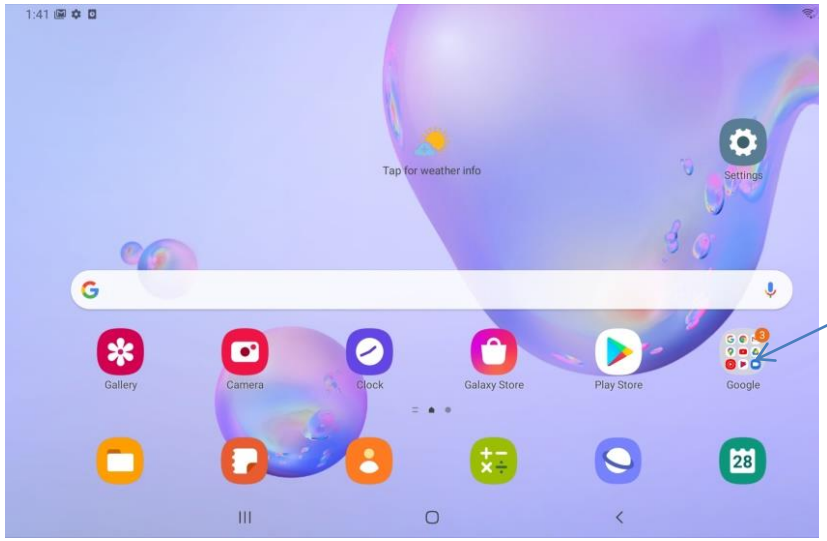
THE LOCK ICON IS NOT JUST A PICTURE!

Examples of a lock icon:

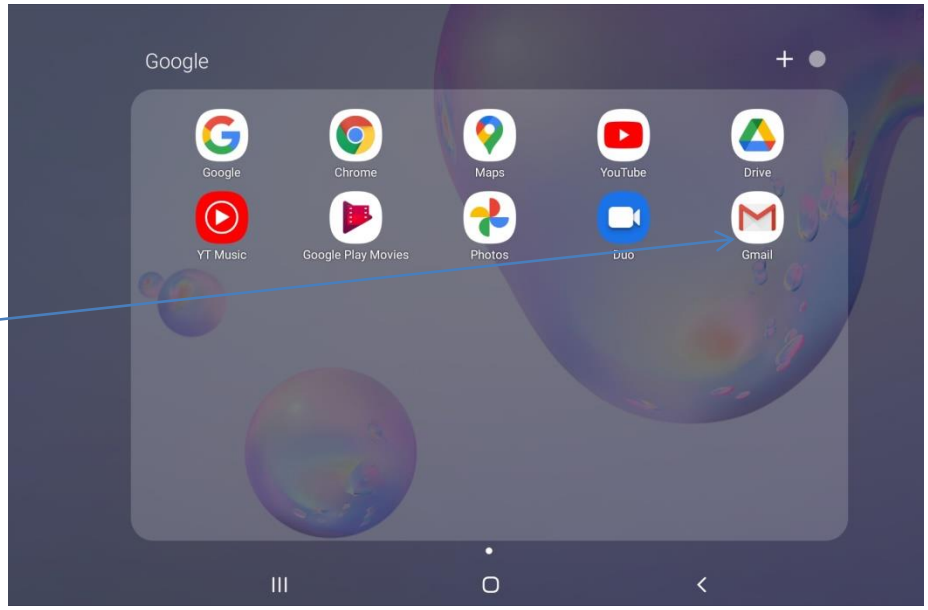
Gmail

Your Gmail account has been created. The Gmail app hooks directly into your Google Gmail account. It's a copy of all the Gmail you send, receive, and archive, just as you could access on the Internet by using a web browser.

To open your email account



1. Tap the Google folder on the Home screen



2. Tap the Gmail icon

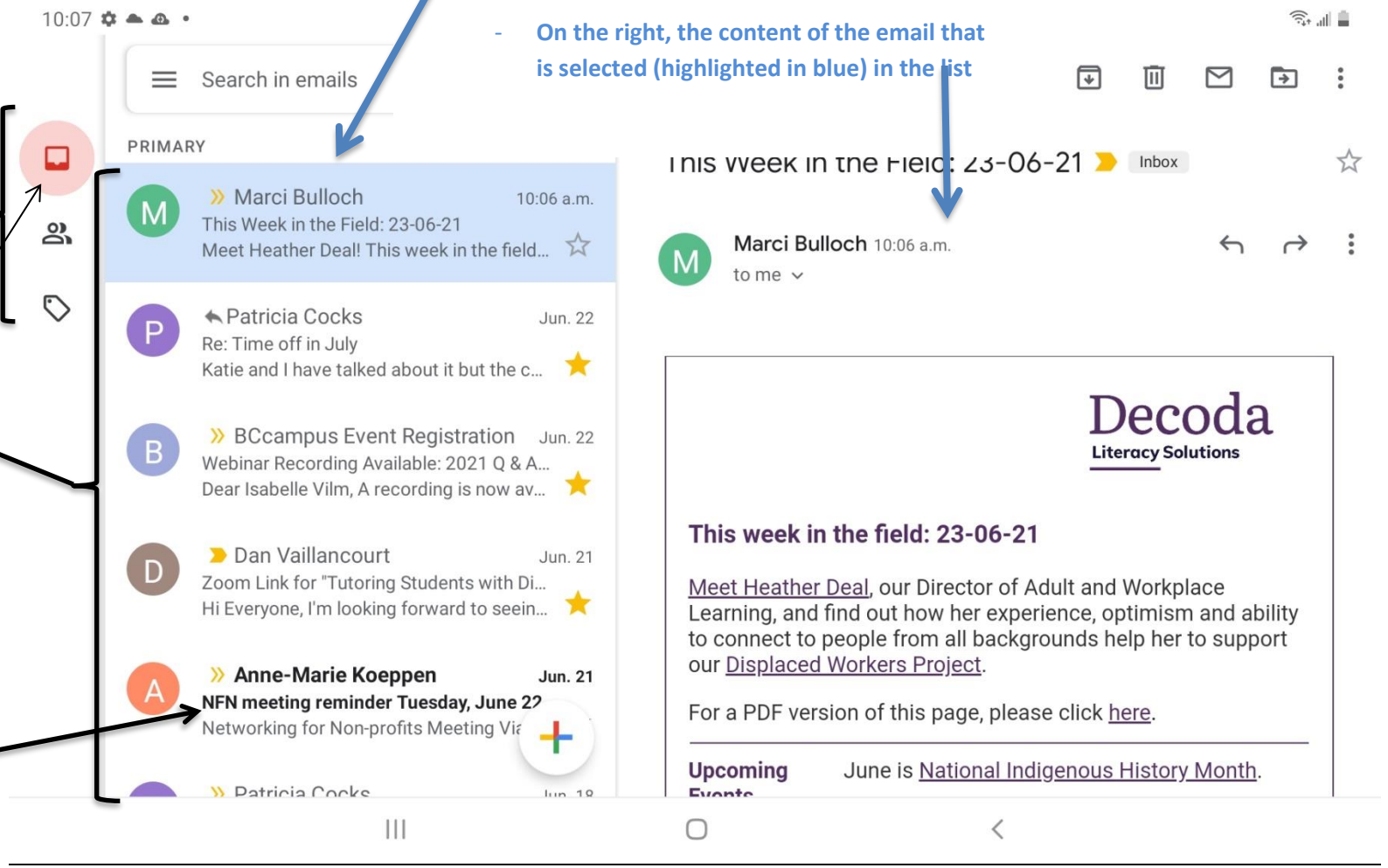
If you use your email account often, you may want to move the Gmail icon out of the Google folder on your Home screen:

A. Tap the Google folder
B. Tap, hold and drag the Gmail icon out of the Google folder

To Check your Email

When you open Gmail you see:

- On the left, the list of email received in your Inbox
- On the right, the content of the email that is selected (highlighted in blue) in the list



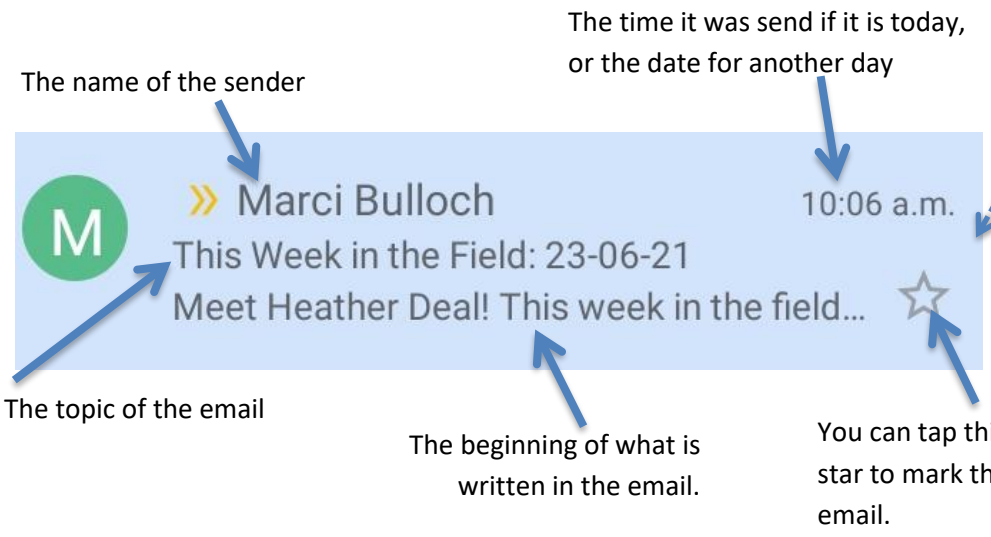
These 3 icons represent 3 kinds of email you receive. Primary, Social and Promotion.

The Primary kind is highlighted in red. It means that you are seeing the list of emails received in this Primary Inbox.

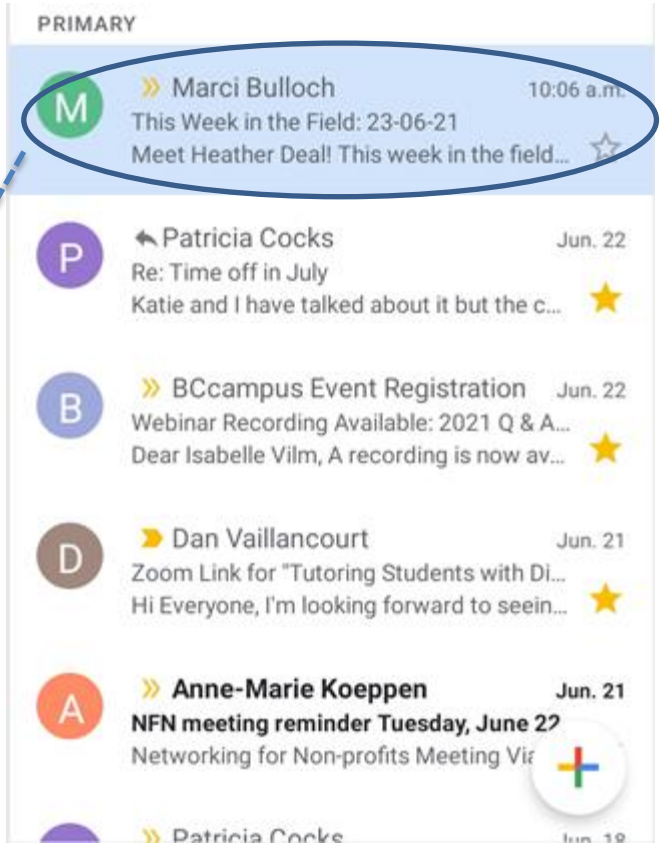
In bold are the emails you haven't open/read yet.

How to read each item of the Inbox list

For each email listed in your Inbox, you see:

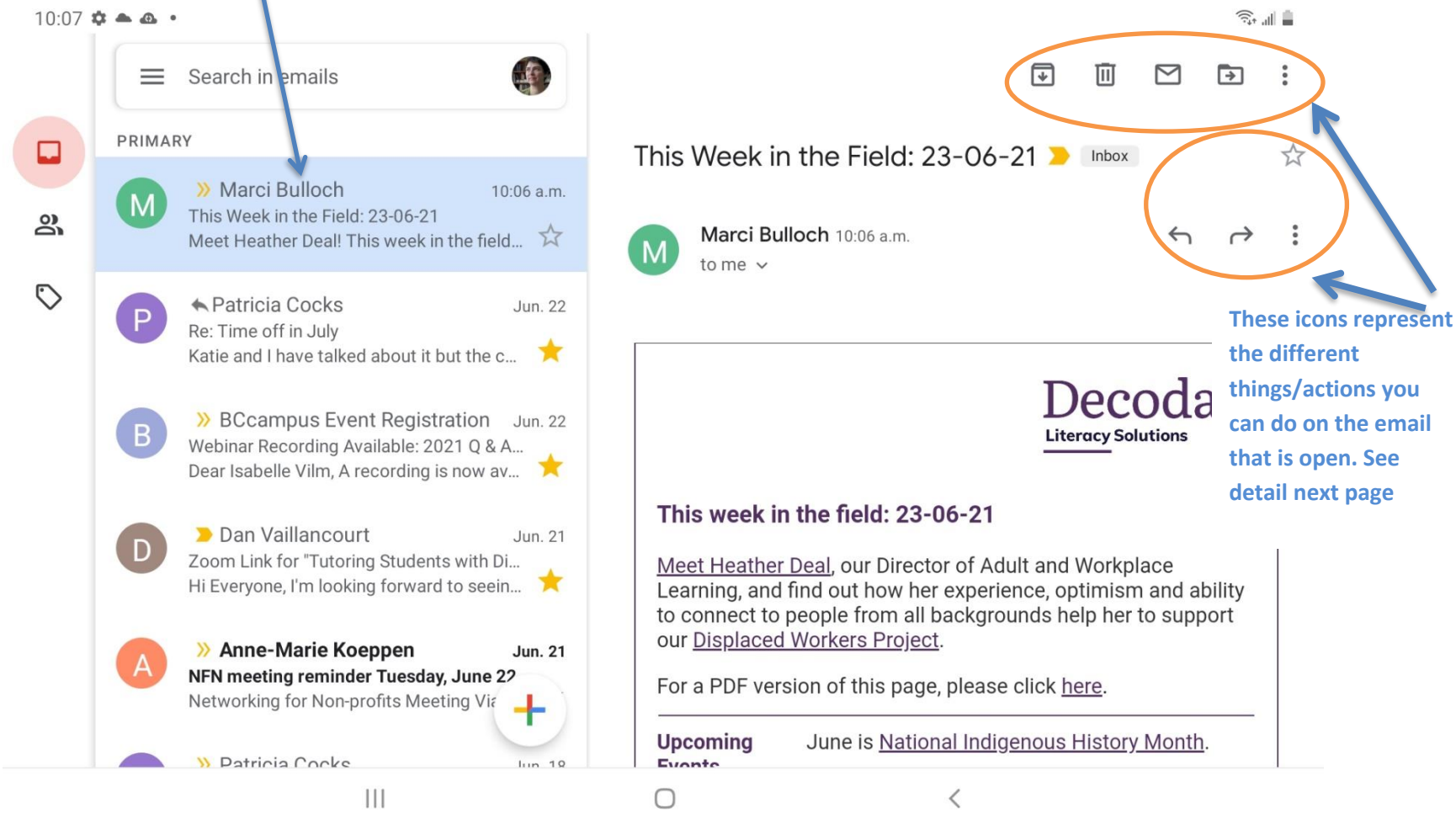


List on the left = list of emails in your Inbox



To Open an email to see the whole message

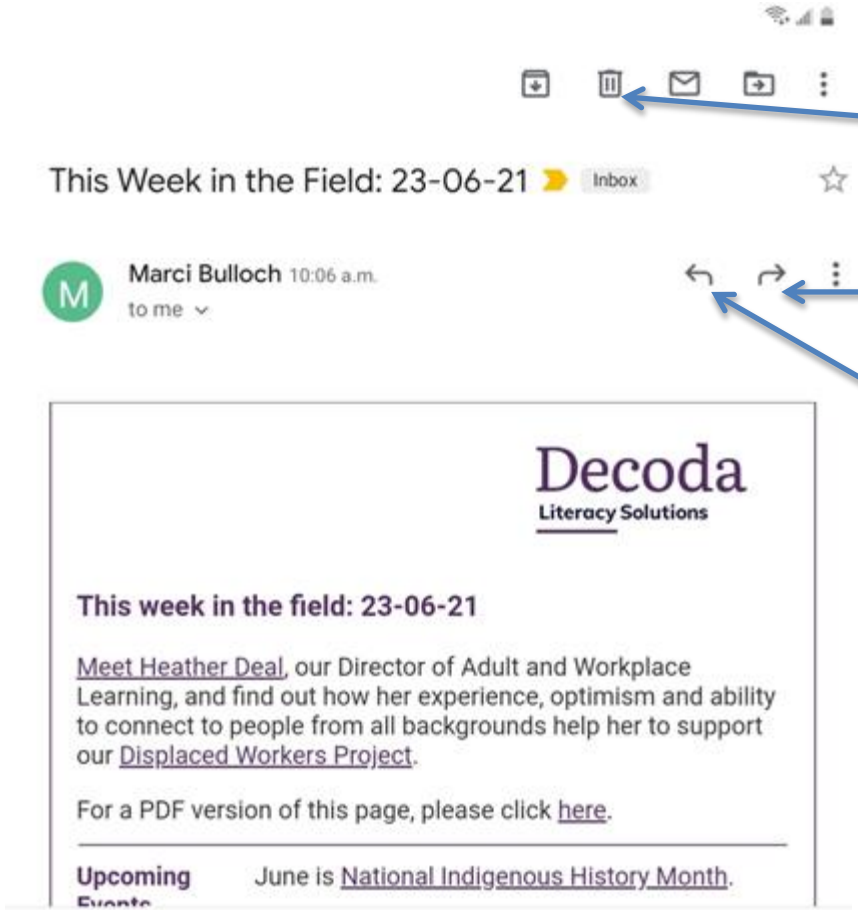
In the list on the left, tap the email that you want to open



What you can do with an email

If you want to see what each of these circled icon does, tap and hold down the icon, you'll see its label without activate it.

We are listing first **the most useful actions** you will have to apply to your emails:



Delete: moves the selected message to the Trash area, where it stays for 30 days before it is permanently deleted.

Forward: to send this message to another person or group

Reply: to send your response only to the person that sent you the mail. Tapping 'Reply' will open a screen to type your response (see page 32)

Other options

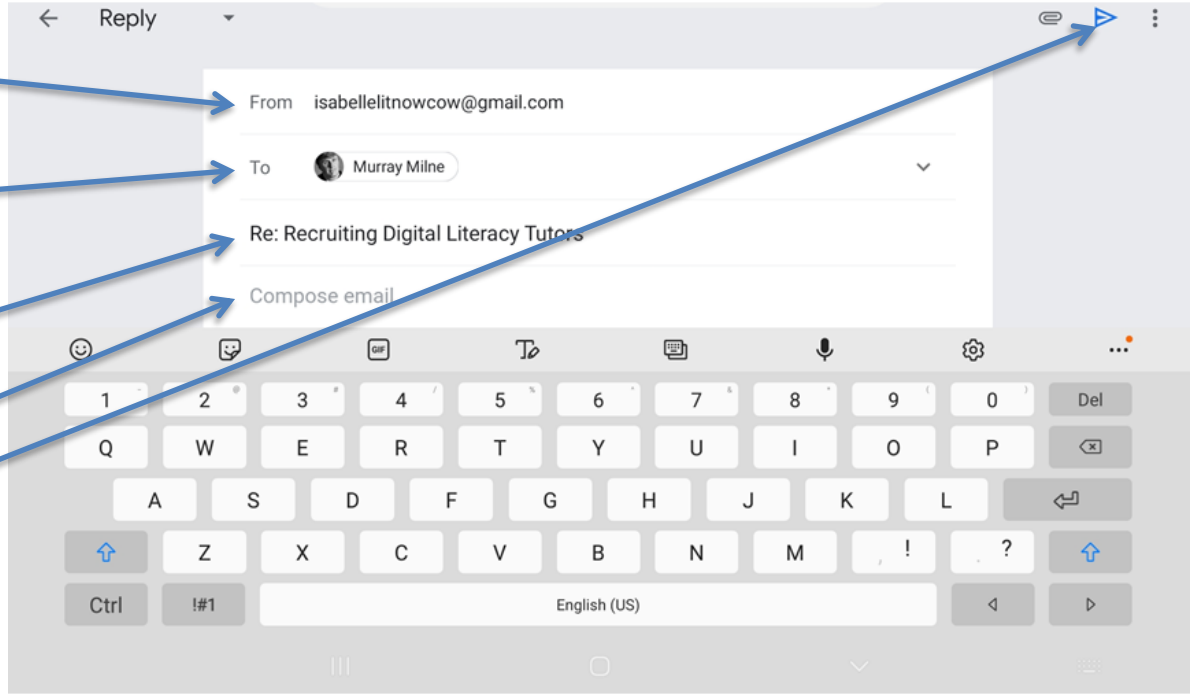
Archive: removes the message from view in the inbox and puts it in the All Mail area, in case you ever need it again. You can find archived messages by using Gmail's search function.

Mark: a message (that you have already open) **as unread** so you can remember to read it later. Or **mark** a message that you haven't open yet **as read**.

Move To: to move your email to a different folder

This ⋮ symbol always means that you have more options available.

Reply Screen



Your email address is indicated beside '**From**' as the **sender**

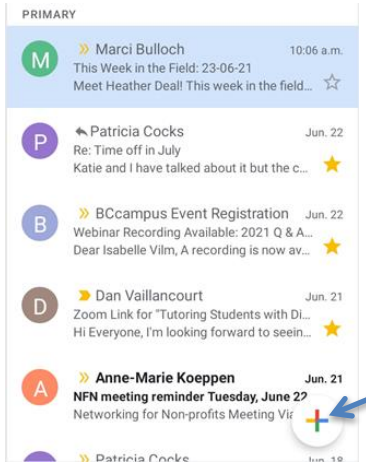
The **recipient** is already displayed beside '**To**' because you are replying to him/her

The **topic** ('**Re**') is also displayed because your reply has the same topic as the message you have received

To send a reply:

1. Tap on 'Compose email'
2. Type your message
3. Tap the 'Send' icon

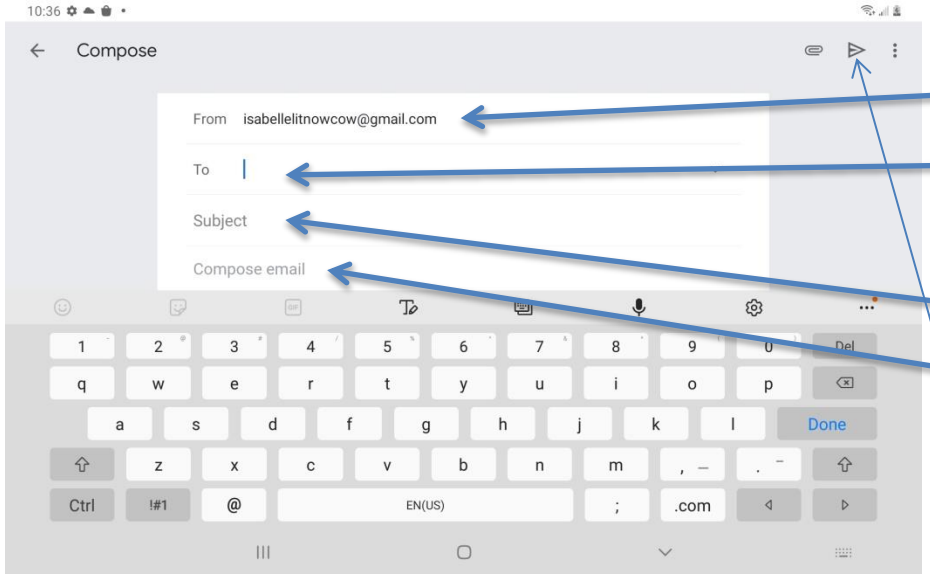
To Send / Compose a new email



1. Look for the multicolor '**+**' sign
2. Tap the multicolor '**+**' sign

It will open the Compose Screen

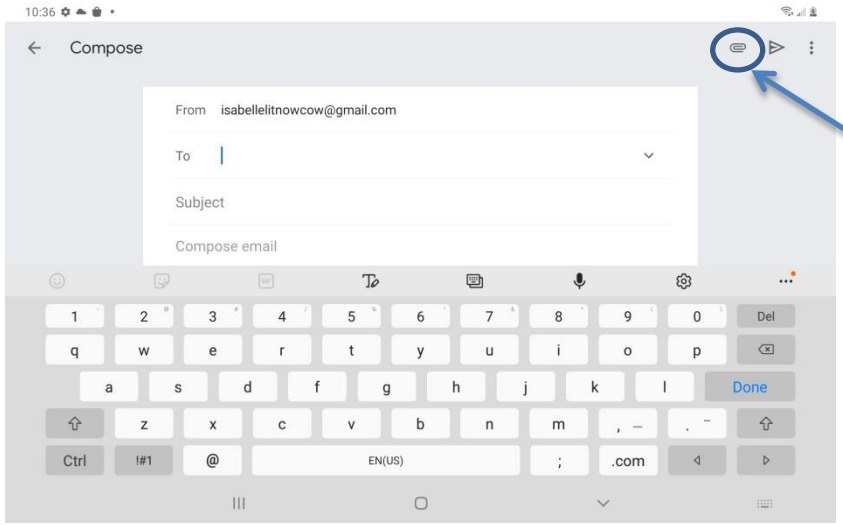
Compose Screen



Your email address is displayed automatically as the sender

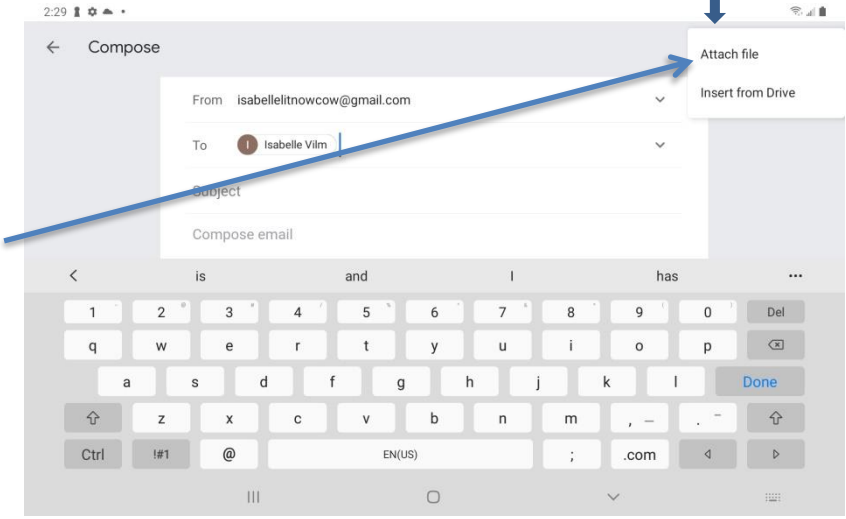
3. Tap here and type the recipient's email address (or just the first letter and find it in a list displayed). You can have as many recipients as you want
4. Tap on 'Subject' and type only a few words to say what your message is about
5. Tap on 'Compose email' and type the actual message
6. Tap the Send icon

To Send a Photo with your Email



1. Follow instructions 1 to 5 (**not 6)** for how to send / compose a new email
2. Tap the attachment icon

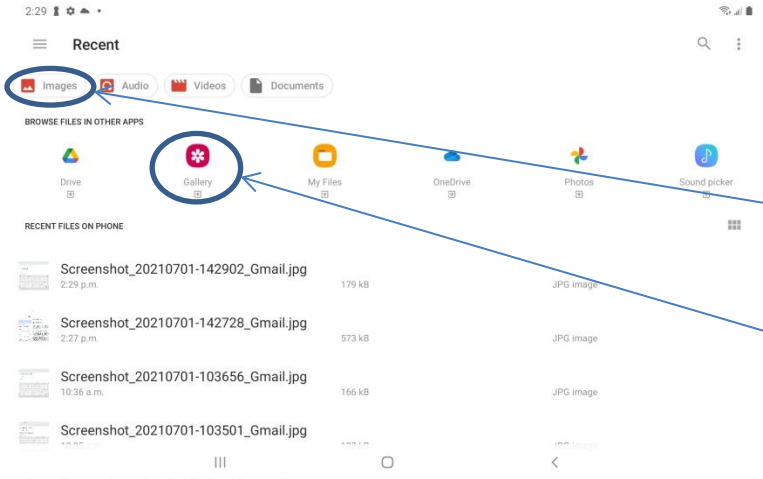
You'll see a menu with 2 options



3. Tap 'Attach File'

The Recent screen opens (see next page)

Recent Screen



4. Tap the photo or screenshot you want to attach to your email. *Repeat steps 2 to 4 if you want to send several photos (but there is a limit of how many photos you can send)*

If you don't see the photos you are looking for on the Recent Screen,

- Select Images

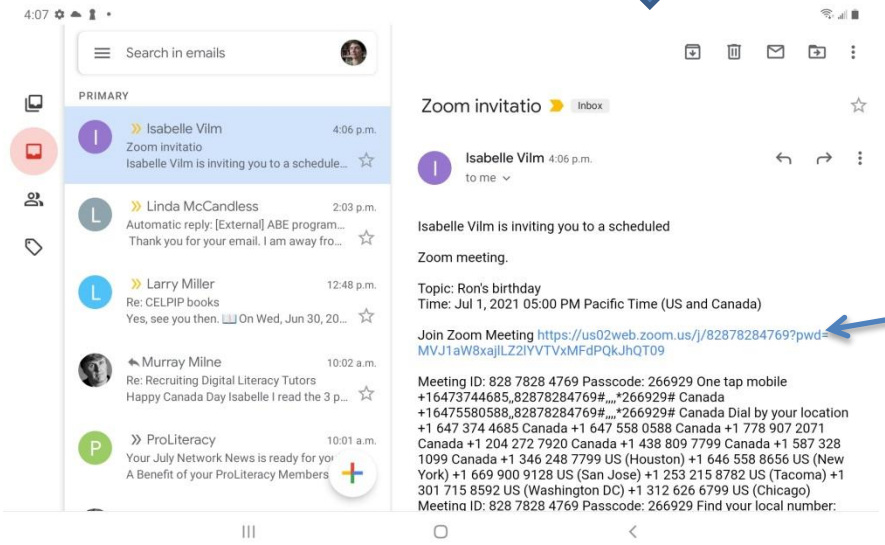
  OR

- Select Gallery

Zoom

To Join a Zoom Meeting You are Invited to Attend

1. Check Your Email (See page 38)
2. Open the email coming from the person who is sending you the Zoom invitation (See page 40)

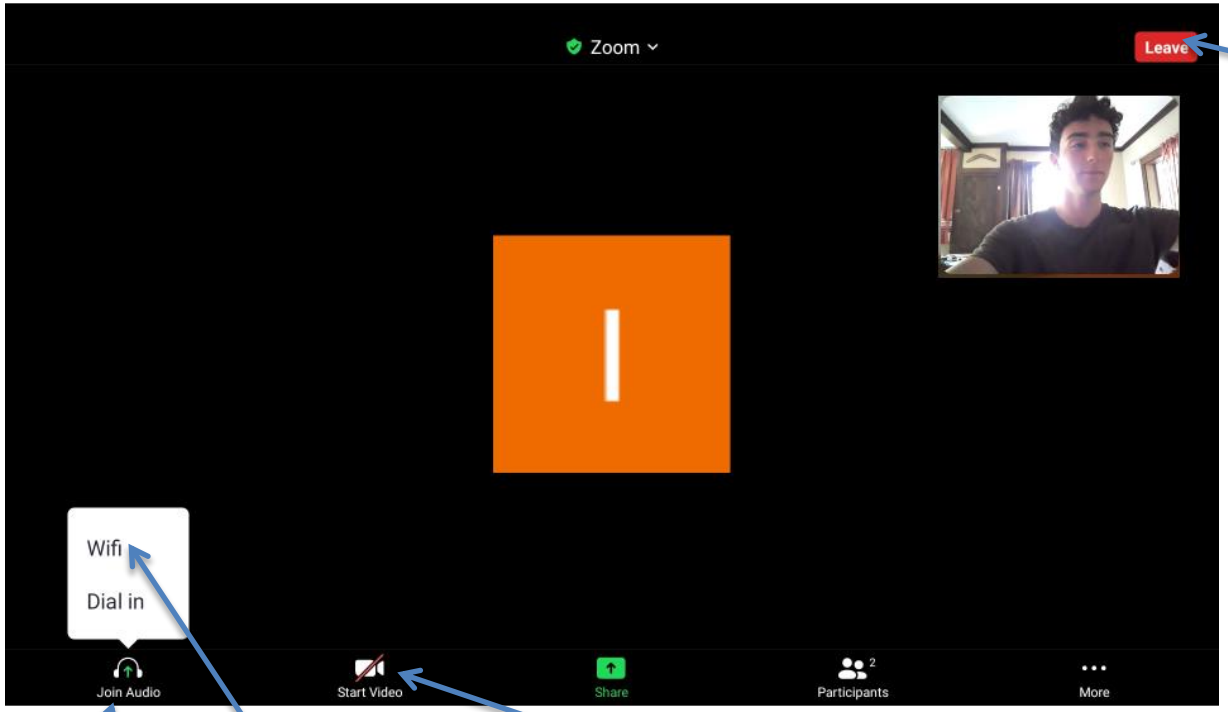


3. Click on the blue text introduced by 'Join Zoom Meeting'

You may see a screen asking you to enter your name, please do so.
Or you may see a screen asking you to wait for the host to start the meeting. In this case, you have nothing to do; just wait.

The Zoom Screen

Once you are in your Zoom meeting, if your camera is not on, you may see other participants but they cannot see you. If it is the case you'll see a screen that looks like that:



At any time, you can leave a Zoom meeting by tapping the red button 'Leave'

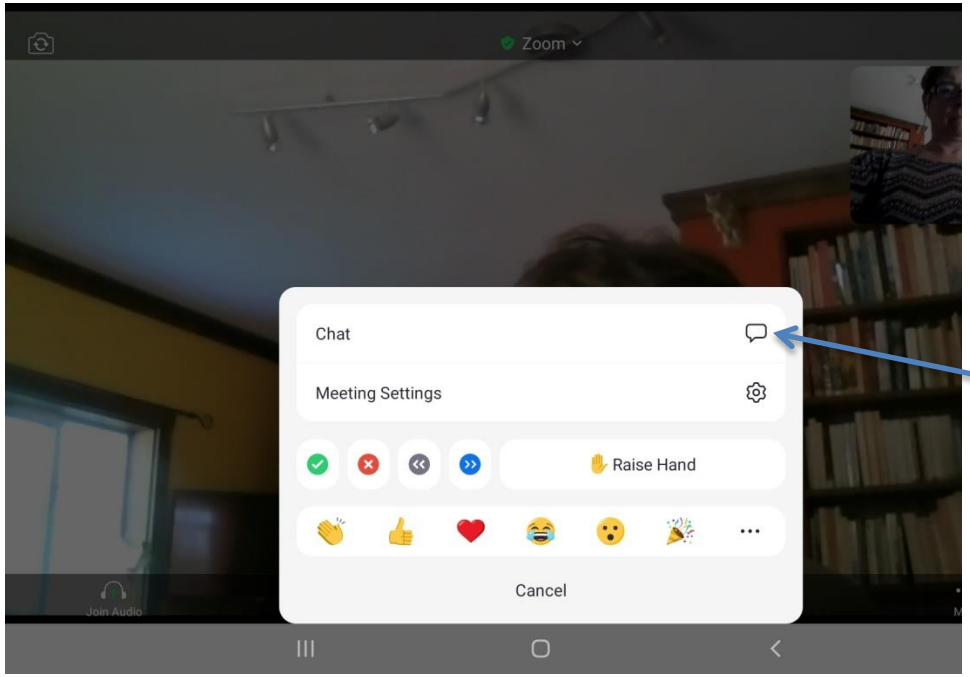
If you don't see the little icons at the bottom of the screen, just tap the screen anywhere to make them appear.

Tap 'Join Audio' then 'Wifi' to hear and be heard

Tap 'Start video' if you want to be seen

*Remember that if Zoom requires sound to connect with others, **you don't always have to use the camera**. You have to be comfortable with the fact that other participants will see you and your background before you turn the camera on.*

The Zoom Screen_ More



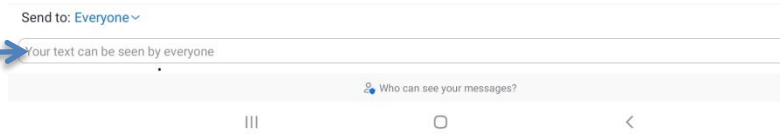
On Zoom, you can **communicate with other participants with the 'Chat'**.

1. Tap the 'More' and three dots
2. Tap the Speech balloon

It opens the Chat screen

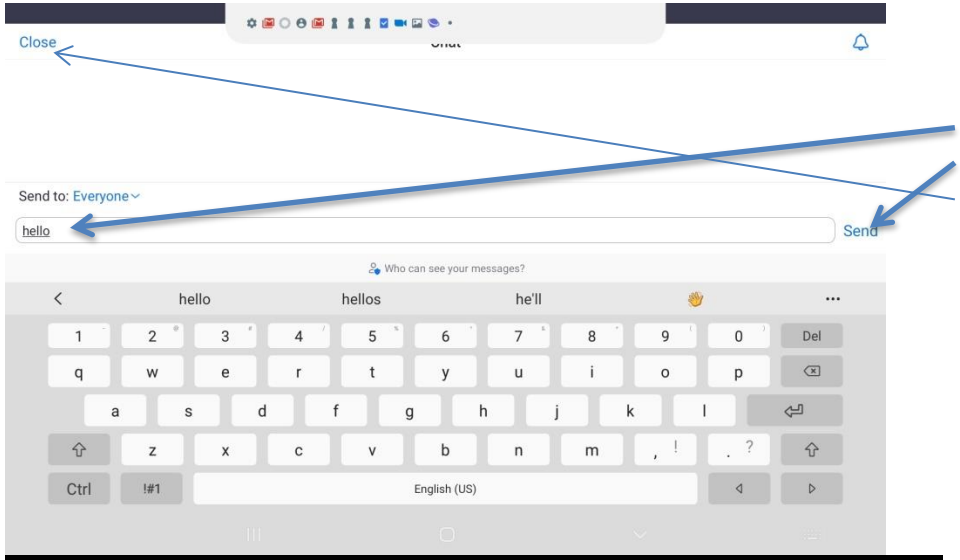
3. **Choose who you sent your message to** (if you don't want to send it to everybody in the group):
   - Tap 'Everyone'
   - Choose a name in the list

4. Tap the area marked 'Your text can be seen by…'

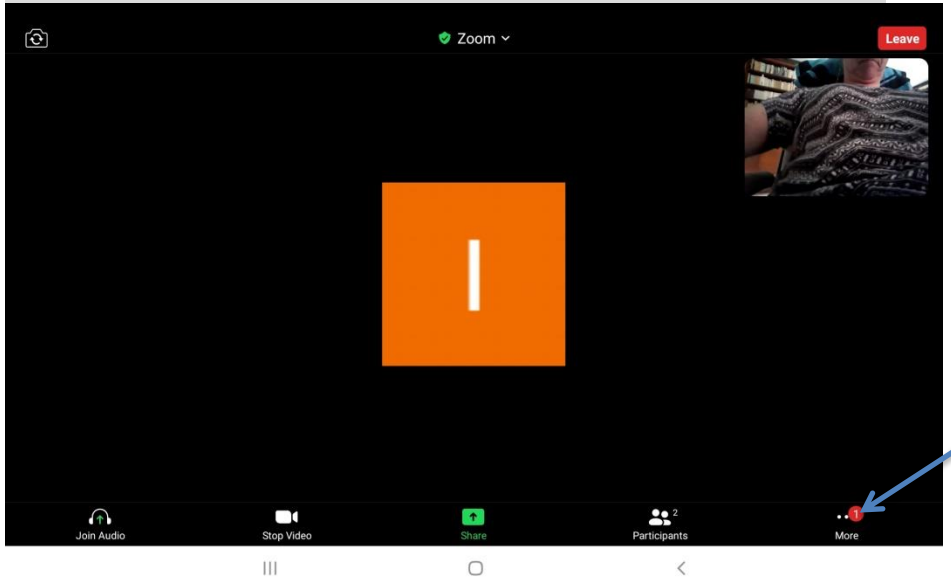


The keyboard appears (see next page)

Chat Screen with Keyboard



5. Type your message
6. Tap ‘Send’
7. Tap ‘Close’ to leave the chat



When you are back to Zoom main screen, you can see if you have received a message in the chat: above the word ‘More’ a number circle in red tells you how many messages you have received.