



## Adroid Tablet: Tips for Using Your Tablet

### Introduction

This instruction sheet describes several tips to help you use your Android tablet.

### Moving or Deleting Icons from a Home Screen

You likely have many icons on one or more of the home screens on your tablet. In order to make them easier to find, you may want to move them around on the home screen and/or move them to other home screens.

To move an icon, do the following.

1. Touch it and hold the touch (long touch). Notice that lines appear on the left and right sides of the screen to outline areas representing the next screen to the left and the next screen to the right.
2. Move your finger to drag the icon to where you want the icon.
3. To move an icon to the home screen to the left or right of the current one, move it to the left or right of the screen and leave it within the outlined area on either side.

To delete an icon, do the following.

1. Move it to the area above the line at the top of the screen which has *X Remove*.
2. Notice that deleting an icon from a home screen does not uninstall the app that it represents.

### Book Mark a Web Page

You may have a web site that you need to visit often so it is useful to have an icon on one of the home screens of your tablet that you can touch to automatically start up the browser and show the page. You can create such an icon as follows.

1. Browse to find the web page you wish to create a shortcut for.
2. Create a bookmark for it.
  - a. Touch the *Edit Bookmark*  at the top right. (You may have to scroll up a line to see this icon.)
  - b. Use the drop down menu to make sure the *Add to* is to *Bookmarks* rather than something else.
  - c. Touch OK.
3. Go to bookmarks page by touching *Bookmarks* .
4. Long touch the bookmark for the page.
5. In the menu that appears select *Add shortcut to home*.
6. Touch the home icon at the bottom, left .
7. Move the shortcut by long touching it then dragging it to where you wish it to be on one of the home pages.

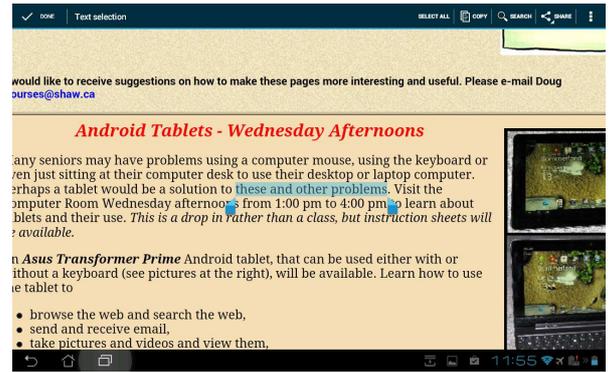
### Remove a Book Mark for a Web Page

1. Touch the icon for the page on the home screen or otherwise show the web page in the browser.
2. Touch the *Edit Bookmark*  at the top right.
3. Long touch the web page in the list of book marks.
4. From the menu shown touch the item *Delete bookmark*.

## How to Highlight Text in the Browser

When browsing the web with the Chrome browser on your tablet you may wish to highlight some text to, say, copy and paste. This can be done as follows.

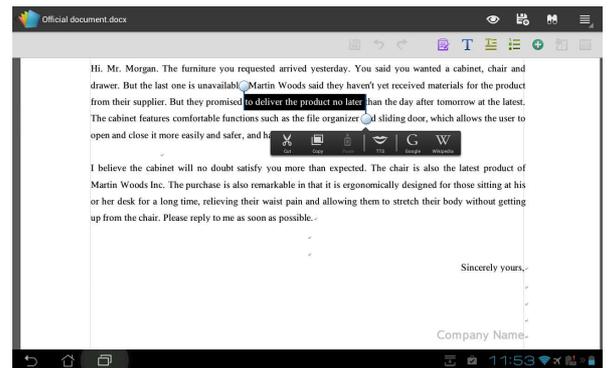
1. Long press on the text area that you want to highlight. Two arrows will show up.
2. Drag each of the arrows to the beginning and end of the text you want to highlight.
3. Click on the *Copy* (or other action) in the menu that appears along the top of the screen.



## How to Highlight Text in Polaris Office Documents

Your tablet comes with the *Polaris Office* app installed. This can be used to create, maintain and save documents in *Word* format. Sometimes you may wish to highlight and copy text in such a document. This can be done as follows.

1. Open the document, go into edit mode.
2. Double-tap into the text to be highlighted. Something like two pins enclosing selected text will show.
3. Drag each of the pins to the beginning and end of the text you want to highlight.
4. Touch the operation you wish to do on the highlighted text (copy/cut/paste) in the menu bar that appears below or above the highlighted text.



## How to View the Settings Screen (Needed for the following tips)

The *Settings Screen* contains a lot of information about your tablet and the apps installed on it. It can be used to do many things. The following is how to view the *Settings Screen* so that you can use it.

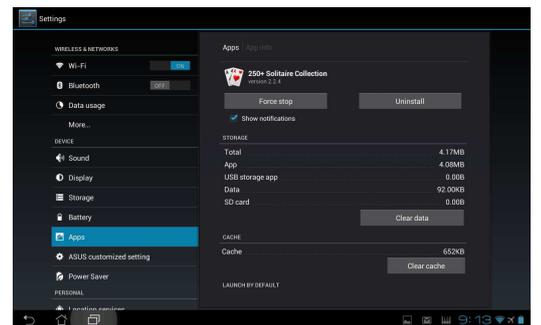
1. Find on one of your home screens the *Settings* icon . If it cannot be found, go to the *Apps Page* by clicking on the apps icon  at the top, right corner of the screen and find it there.
2. Touch the *Settings* icon to go to and view the *Settings Screen*.

## How to Stop an App That is Running

On an Android tablet once an app is started and running, then it

continues to run even if one clicks on the *Home* icon , goes to a home screen and starts another app. This is handy, for example, if one app is playing music and one wants to listen to it while running another app. It also enables one to use the multitasking icon  to switch from app to app. However, sometimes it is useful to stop an app from running. This can be done as follows.

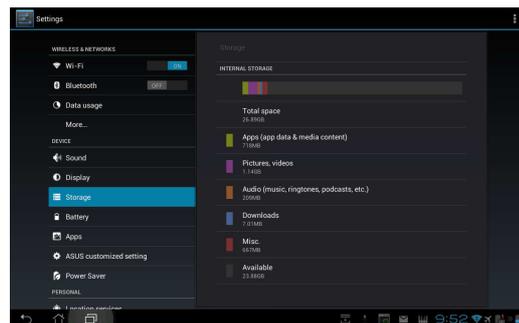
1. View the *Settings Screen* as described above.
2. On the left side of the screen scroll to find the *Apps* item and touch it. A list of installed apps will appear on the right side of the screen.
3. Touch the app that you wish to stop. The right side will now show information about that app.
4. Touch the Stop button to stop the app.



## How to See How Much Memory Is Available in Your Tablet

You may need to know how much memory is left for use in your tablet. This can be found as follows.

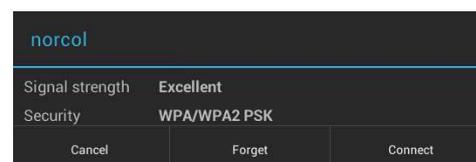
1. View the *Settings Screen* as described above.
2. On the left side of the screen scroll down to *Storage* and touch it.
3. The right side will now show how much storage is left and the amount used by the various items in the tablet.



## How to Connect to a Wi-Fi Source

In order to connect to the Internet to browse the web, send and receive email and perform other functions, the tablet needs to connect to a Wi-Fi source. Normally this source will be from a Wi-Fi device installed in your home and connected to the modem provided by your *Internet Service Provider*. When this device was installed, it was given a *name* and a *password*. These are needed in order to connect to the Wi-Fi. If this device is working, you can have your tablet connect to it as follows.

1. View the *Settings Screen* as described above.
2. Make sure you know the name of the Wi-Fi device that you wish to connect to and its password.
3. Touch the item *Wi-Fi* at the top, left.
4. To see the *Wi-Fi* devices that are available at your location make sure that the *Wi-Fi* is turned on by touching the button to the right of the *Wi-Fi* item.
5. Select the *Wi-Fi* device that you wish to connect to by touching it.
6. Below the device name a message should appear indicating that your tablet is being connected, and then finally that it is connected.



## How to Change How Long It Takes Before the Tablet Goes to Sleep

If you do not touch the screen of your tablet or type anything for a certain period of time (the sleep time), the tablet will go to sleep to save the battery. You can change this time as follows.

1. View the *Settings Screen* as described above.
2. Scroll down to find the *Display* item in the list at the left of the screen and touch it.
3. On the right side will appear display items that can be changed. Touch *Sleep*.
4. A list will appear to let you choose various sleep times. Select the time you want and touch it to select it.
5. Below the item *Sleep* will appear how long it will take for the tablet to go to sleep.

