We want to put an incredibly great computer in a book that you can carry around with you and learn how to use in 20 minutes ... And we really want to do it with a radio link in it so you don’t have to hook up to anything and you’re in communication with all of these larger databases and other computers
1. Introduction to Tablet

Galaxy Tab is a touch-screen tablet that's changing the way many of us look at computers and mobile devices. It has a large, high-definition display; access to thousands of apps; and tons of different uses for everyday life from the fun to the practical. With so many great features, it's no surprise that you might want one of your own.

2. Device Layout

3. Keys

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power</td>
<td>Turn on the device (press and hold);</td>
</tr>
<tr>
<td>Reset</td>
<td>Access the device options (press and hold);</td>
</tr>
<tr>
<td>Lock</td>
<td>Reset the device (press and hold for 8-10 seconds);</td>
</tr>
<tr>
<td>Volume</td>
<td>Adjust the device’s volume.</td>
</tr>
</tbody>
</table>

3.1. Turn on or off your device

a. To turn on your device, press and hold the Power key.
   If you are turning on your device for the first time, follow the on-screen instructions to set up your device. You must sign in to Google or create a Google account to use applications that interact with the Google server.

b. To turn off your device, press and hold the Power key, and then select Power off → OK.
4. **Use the touch screen**

Control your touch screen with the following actions:

4.1. **Tap**

Touch once to select or launch a menu, option, or application.

4.2. **Tap and hold**

Tap an item and hold it for more than 2 seconds.

4.3. **Drag**

Tap an item and move it to a new location.

4.4. **Double-tap**

Tap an item twice quickly.

4.5. **Flick**

Briskly scroll up, down, left, or right to move through lists or screens.

4.6. **Pinch**

Place two of your fingers far apart, and then pinch them together.
5. **Basic Icon**

6. **Use the Quick Panel**

   To open the notifications panel, tap the right bottom of the screen. To hide the panel, select \( \square \).

   From the notifications panel, you can view your device’s current status and use the following options:
- Wi-Fi: Activate or deactivate the Wi-Fi feature.
- GPS: Activate or deactivate the GPS feature.
- Silent mode: Activate or deactivate Silent mode. You can mute your device or set it to vibrate in Silent mode.
- Mobile data: Activate or deactivate the data connection.
- Sync: Activate or deactivate auto-syncing of applications.
- Screen rotation: Allow or prevent the interface from rotating when you rotate the device.
- Bluetooth: Activate or deactivate the Bluetooth feature.
- Flight mode: Activate or deactivate Flight mode.
- Ongoing: show the active applications.
- Settings: contain a menu of the device’s specification.
- Notification: Hide or show notification icons.

7. **Apps and Widget Setup**

Apps are programs that are designed to run on your device. What makes them so much fun is the fact that they can be almost anything. They can be fun or serious. They can be a game, or something more essential (like an email client).
7.1. **Move an item on the Home screen**

Tap and hold an item, and then drag it to a new location. You can add an item to a new folder or move it to a new panel.

7.2. **Remove an item from the Home screen**

Tap and hold an item, and then drag it to the rubbish bin.

7.3. **Download an application**

- In the application list, select Play Shop or Samsung Apps.
- Search for an application and download it to the device. To install applications that you downloaded from other sources, you must select Settings → Security → Unknown sources.
7.4. **Uninstall an application**
- Setting → application and manager → choose Application → uninstall

7.5. **Access recently-used applications**
- Select 📲 to view the applications you have accessed recently.
- Select an application.

8. **Quick launch set up**

The multifunctional soft key can be set to open chosen applications among the following:

- Screen capture
- Applications
- Search
- Camera
1. **Quick panel** then *Setting* and from *Display* choose **Quick launch**

2. Select

9. **Enter text**

   You can enter text by speaking words into the microphone or selecting characters on the virtual keypad. Enter text with the Samsung keypad. Enter text by selecting alphanumeric keys.
9.1. Copy and paste text

From a text field, you can copy and paste text to another application.

1. Tap and hold a passage of text.
2. Drag or to select the text to be copied.
3. Select Copy or Cut to add the text to the clipboard.
4. In another application, place the cursor at the point where the text will be inserted.
5. Select → Paste to insert the text from the clipboard into the text field.

10. Communication and Personal Information:

1. Calling
2. Messaging
3. Google mailEmail
4. Talk
5. Chat ON
6. Messenger
7. Google +

10.1. Calling

In the application list, select Phone → Keypad, and then enter an area code and a phone number. Select Call to make a voice call. To make a video call, select Video call.

10.2. Messages

In the application list, select Messaging then add recipients or phone numbers and Select the text field and enter your message text, select Send.

10.3. Google+

In the application list, select Google+.
10.3.1. **Features of Google +**

1. "Circles" enable users to organize people into groups for sharing.
2. "Hangouts" are places used to facilitate group video chat.
3. "Messenger" for communicating through instant messaging within Circles.
4. "Instant Upload" that stores photos or videos in a private album for sharing later.
5. Google+ Communities: allow users to create ongoing conversations about particular topics.
6. Google+ Local: allow users to post photos and reviews of locations directly to its page on the service.

10.4. **S planner**

Tablets includes a powerful planner to help you organize your schedules more conveniently and effectively. Learn to create and manage events and tasks, and set alarms to remind yourself of important events and tasks.

**10.4.1. Create an event or task**

1. In the application list, select S Planner.
2. Select ☐.
3. Select an event type at the top of the screen.
4. Enter the details of the event and select Done.

10.5. **Samsung Account Set Up:**

Enjoy all Samsung services such as:

- Samsung Apps.
- Samsung Hub Services (Music Hub, Video Hub, Reader Hub, Game Hub, Learning Hub).
- AllShare Play.
- Other Samsung Services.
1. Go to Settings.
2. Accounts and Sync.
3. Add Account.
4. If you don’t have Samsung Account, Tab the ‘Create new account’ if you have Samsung Account, Tap the ‘Sign in’.
5. Agree to Samsung terms & conditions.
6. Fill in the required fields and submit. After verifying your email address, your account will be activated.

8. **Connectivity**
1. USB connections.
   - Connect with Samsung Kies.
   - Connect with Windows Media Player.
   - Connect as a mass storage device.
2. Wi-Fi
   • Wi-Fi Direct

3. AllShare.

4. Mobile network sharing.

5. Bluetooth.

9. **Tools**

9.1. **Polaris Office**
Learn to create or view documents with your device.

9.1.1. **Create a document**
In the application list, select Polaris Office.

- Select → a document type.
- Create the document.
- When you are finished, select → Save.
- Enter a name for the document and select a memory location for saving the document, and then select **Save**.

9.1.2. **Open a document**
In the application list, select Polaris Office.

- Select Browser → a document file.
From the document view, access the following options:
- To zoom in or out, place two fingers on the screen and slowly spread them apart or pinch them together.
- To undo your last action, select .
- To redo your last action, select .
- To add an item to the document, select .
To open the editing toolbar, select 📝.
To search for text in a Text document, select 🔍.
To use additional options with the document, select 📝.

9.1.3. Manage documents online
In the application list, select Polaris Office.
Select Clouds → Add account → a cloud service.
Enter your email address and password to access your account, and then select OK.
View and manage your documents on the server.
9.2. My files

1. In the application list, select **My files**.

2. Select a folder.
   - To move up one level in the file directory, select 🖼️.
   - To return to the Home directory, select 🌐.


   From the folder list, access the following options:
   - To search for files saved in your device, select 🔍.
   - To view the files in the thumbnail view, select 📊.
   - To create folders for managing files, select 📁.
   - To change the file manager settings, select 📁 → Settings.
   - To sort files or folders, select the Name drop-down menu and select an option.
   - To send a file to others, select the tick box and select 🔄.
   - To copy or move the files or folders to another file folder, select the tick boxes and select ☑️ or ✖️.
   - To delete files or folders, select the tick boxes and select ✖️.
   - To change the name of a file or a folder, select the tick box and select 📁 → Rename.
   - To view file or folder details, select the tick box and select 📁 → Details.