

Tablets have a wide variety of settings through which it can be difficult to get around easily. This summary will allow users to learn more about the tablet's settings. They will learn how to find their way on the menu, find information and control the most commonly used settings.

## Buttons and touch commands on the Android tablet



### 1 HOME BUTTON

This “physical” button is present at the bottom of the touch screen. It allows you to go back to the home screen and/or to leave a menu or an app that is being used.

### 2 BACK BUTTON

This “physical” button is present on the right, at the bottom of the touch screen. It allows you to go back to the screen or the previous action on the menu or an app that is being used.

### 3 RECENT APPS BUTTON

This “physical” button is present on the left, at the bottom of the touch screen. When selected briefly, it allows the display of all the apps and windows that are opened. When selected for four seconds, it allows to see and use two apps at the same time on the screen. Warning: for the second manipulation to work, the **split screen view** must be activated in the **settings** menu under **advanced features** in the **multi window** section.



### SELECT

As you touch the screen with your fingertip and apply a slight pressure, you will be able to select an item displayed on the screen. For example, when selecting an app, it opens and appears on the screen.



### SCROLL UP

As you slightly touch the screen with your fingertip, make a vertical motion towards the top of your screen to scroll through a list, a menu or a web page, for example.



## SWIPE

As you slightly touch the screen with your fingertip, make a horizontal motion towards the right or the left of your screen.



## SCROLL DOWN

As you slightly touch the screen with your fingertip make a vertical motion towards the bottom of your screen to scroll through a list, a menu or a web page, for example.

## To access the settings menu



Press the home button to access your tablet's home screen. Then, select the icon that looks like a sprocket wheel or a gear wheel.

You will then have access to a variety of settings that you can adjust, such as:



### DISPLAY

Gives you access to settings related to the screen display such as brightness, display size (zoom), font size, etc.



### ACCESSIBILITY

Allows you to access specific settings to adapt the device to specific needs. Examples: connect a hearing device to the tablet, increase the contrast of the font or the keyboard, etc.



### SOUNDS

Offers you the possibility to adjust the sound emitted by the device when you receive messages, emails and other notifications. You can choose a specific sound for each of the elements that were mentioned before.



### WI-FI

Allows you to choose a WI-FI network to connect to the internet. From this menu, you can also enable or disable your device's WI-FI.



### ADVANCED FEATURES

Gives you the possibility to activate shortcuts through touch commands to perform some actions faster. For example, when activated, the easy mute option allows you to mute alarms by simply placing your hand on the screen.

## The search bar



### WHERE CAN I FIND THE SEARCH BAR?

It is accessible by selecting the magnifying glass symbol.



### HOW CAN I USE IT?

**Once selected**, write a keyword that corresponds to the desired setting. Now, **select** the result that corresponds to your needs!

## Possible manipulations to make an adjustment



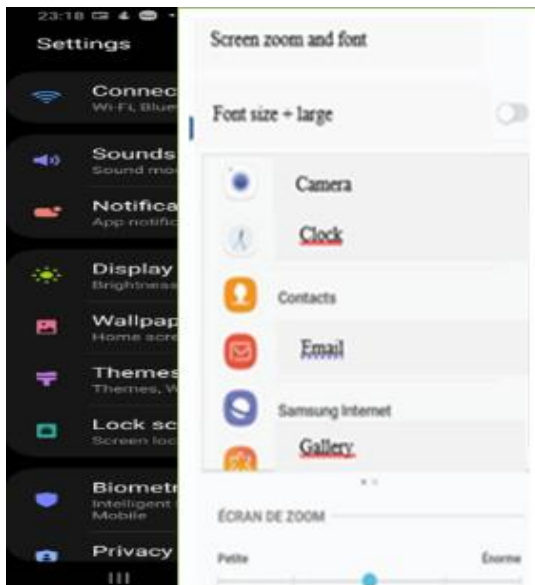
### CONTINUUM

Place your finger on the white circle and drag it across the screen by moving left or right depending on the desired result.



### ENABLE/DISABLE

When you press the white circle with your finger, it moves to the left or to the right. This allows to **enable** or **disable** a feature of the device. Please note that the feature is enabled when the white circle is on the right and shows a blue stripe.



### SUBMENU

This option is displayed on the screen when you select some features offered in the settings.

## Adjust the accessibility settings



The **accessibility** tab offers features for users that have specific needs regarding:



Sight



Dexterity and interaction



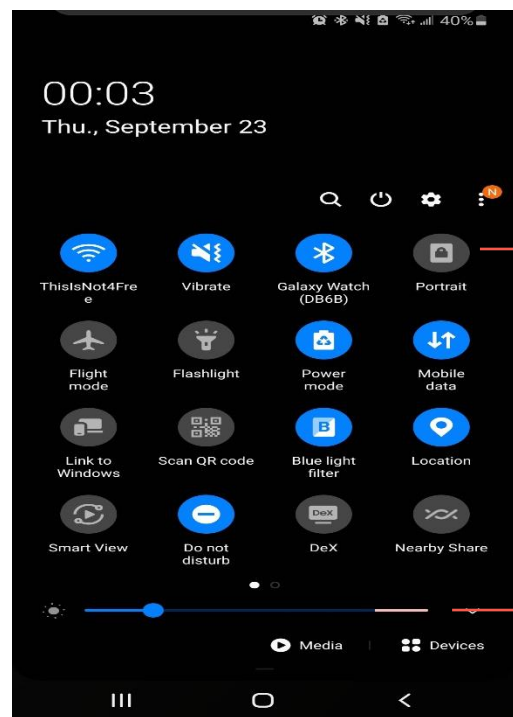
Hearing

1



2 times

2

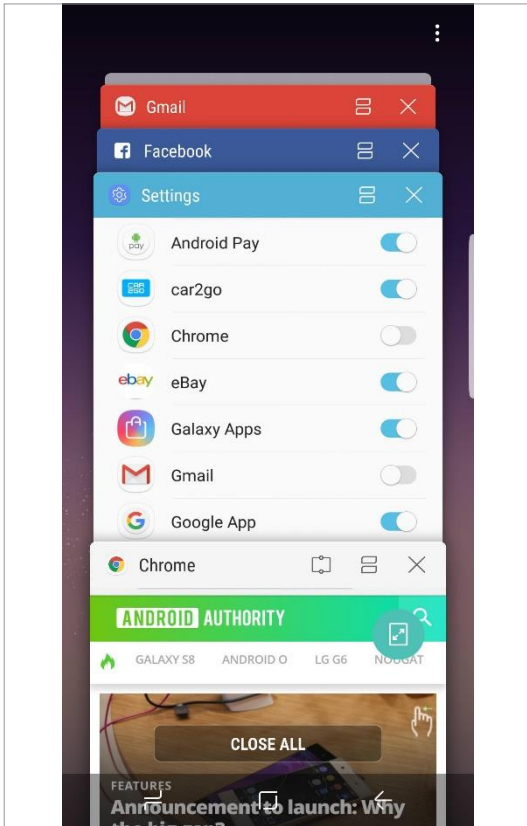


It gives you access to a simplified settings menu!

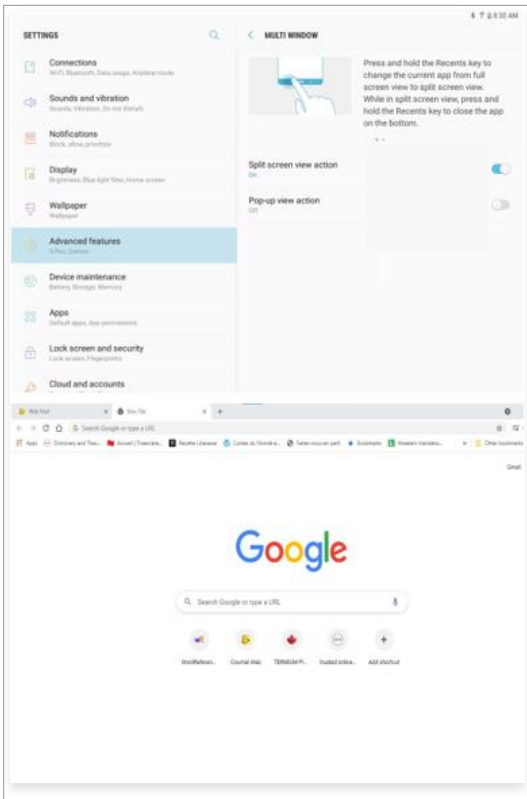
## Advanced features

This category allows you to configure some features to activate them with touch commands. For example, when activated, the **easy mute** option gives you the possibility to mute alarms by putting your hand on your screen.

## Recent apps




By pressing this button **briefly**, you can see all the apps that are opened at the same time. Select the one that you want to open or **swipe towards the left**, the one that you want to close. You can also close all apps by choosing the **CLOSE ALL** option, which is at the bottom.



## SPLIT SCREEN VIEW

Another interesting and useful setting of the multi window section is **split screen view action**.

When this function is activated by selecting the blue stripe, you can access the split screen by pressing the recent apps button  **for a while (4 seconds)**.

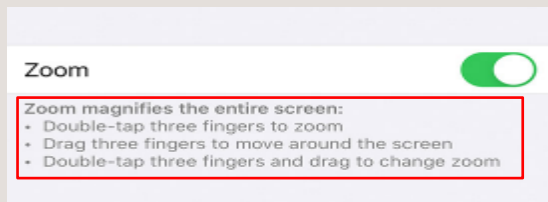
The split screen option allows you to split your screen in two sections so that you can perform two tasks at the same time. For example, you can watch a show while writing an email.

The procedure to use split screen view action is the following:

- 1 Activate the split screen view action option in the advanced features under the multi window section.
- 2 Press the recent apps button for 4 seconds.
- 3 Now, you can use two apps at the same time.
- 4 To return to the normal screen, all you have to do is to press the recent apps button for 4 seconds again.



**The answer is often closer than you think!**



**Take the time to read all the information that is displayed on the screen carefully!** Invaluable instructions are sometimes visible under the options. For example, in the red box, we can see information that clearly explains how to use the zoom feature.

**Keep learning on [alphanumeric.ca](http://alphanumeric.ca)!**

