

---

# Table of Contents

<b>Foreword</b>	<b>11</b>
<b>Introduction to Visual Steps™</b>	<b>12</b>
<b>Visual Steps Newsletter</b>	<b>12</b>
<b>What You Will Need</b>	<b>13</b>
<b>The Website Accompanying This Book</b>	<b>13</b>
<b>How to Use This Book</b>	<b>14</b>
<b>Test Your Knowledge</b>	<b>15</b>
<b>For Teachers</b>	<b>15</b>
<b>The Screen Shots</b>	<b>16</b>
<b>1. The Samsung Galaxy Tab</b>	<b>17</b>
1.1 Turning On or Unlocking the Samsung Galaxy Tab	18
1.2 Setting Up the Samsung Galaxy Tab	19
1.3 The Main Components of the Samsung Galaxy Tab	23
1.4 Basic Operations on a Samsung Galaxy Tab	26
1.5 Working with the Onscreen Keyboard	31
1.6 Automatically Updating the Samsung Galaxy Tab	36
1.7 Connect to the Internet through Wi-Fi	38
1.8 Connect to the Internet through a Mobile Data Network	40
1.9 Downloading and Installing <i>Samsung Kies 3</i>	44
1.10 Connecting the Samsung Galaxy Tab to the Computer	46
1.11 Safely Disconnecting the Samsung Galaxy Tab	49
1.12 Creating and Adding a <i>Google</i> account	50
1.13 Locking or Turning Off the Samsung Galaxy Tab	56
1.14 Background Information	57
1.15 Tips	61
<b>2. Using Email on Your Tablet</b>	<b>71</b>
2.1 Opening <i>Email</i> and Adding Email account	72
2.2 Sending an Email	75
2.3 Receiving an Email	79
2.4 Deleting an Email	80
2.5 Background Information	82
2.6 Tips	83

---

<b>3. Surfing with Your Tablet</b>	<b>89</b>
3.1 Opening the <i>Internet</i> app	90
3.2 Opening a Web Page	91
3.3 Zooming In and Out	92
3.4 Scrolling	95
3.5 Opening a Link on a Web Page	97
3.6 Opening a Link in a New Tab	98
3.7 Go to a Previous or Next Page	100
3.8 Adding a Bookmark	101
3.9 Searching	103
3.10 Switching between Recently Used Apps	104
3.11 Background Information	109
3.12 Tips	110
<b>4. Managing Your Contacts, Calendar, and Widgets</b>	<b>115</b>
4.1 Adding a Contact	116
4.2 Editing a Contact	122
4.3 Finding a Contact	123
4.4 Deleting a Contact	124
4.5 <i>S Planner</i>	125
4.6 Adding an Event to the Calendar	126
4.7 Editing or Deleting an Event	129
4.8 Working with Widgets	131
4.9 Background Information	136
4.10 Tips	137
<b>5. Maps, Google Search, and Managing Files</b>	<b>147</b>
5.1 Maps	148
5.2 Searching for a Location with <i>Street View</i>	151
5.3 Getting Directions	154
5.4 Searching	159
5.5 The <i>My Files</i> App	160
5.6 Closing Apps	164
5.7 Background Information	166
5.8 Tips	167

---

<b>6. Downloading Apps</b>	<b>175</b>
6.1 Downloading a Free App	176
6.2 Downloading a Purchased App	180
6.3 Managing Apps	186
6.4 Deleting an App	192
6.5 Background Information	194
6.6 Tips	195
<b>7. Photos and Video</b>	<b>205</b>
7.1 Taking Pictures	206
7.2 Filming	208
7.3 Viewing Photos in the <i>Gallery</i>	210
7.4 Sending a Photo by Email	213
7.5 Printing a Photo	216
7.6 Copying Photos and Videos to the Computer	218
7.7 Play a Recorded Video	220
7.8 Background Information	222
7.9 Tips	223
<b>8. Music</b>	<b>233</b>
8.1 Adding Music to <i>Samsung Kies 3</i>	234
8.2 Copying Music to Your Samsung Galaxy Tab	237
8.3 Playing Music	238
8.4 Visual Steps Website and Newsletter	242
8.5 Background Information	243
8.6 Tips	244
<b>Appendices</b>	
<b>A. How Do I Do That Again?</b>	<b>249</b>
<b>B. Index</b>	<b>255</b>