
Table of Contents

Foreword	11
Visual Steps Newsletter	12
Introduction to Visual Steps™	12
What You Will Need	13
How to Use This Book	13
Website	14
For Teachers	14
The Screenshots	15
1. Getting Started with Your Tablet	17
1.1 Turning On or Unlocking Your Tablet	18
1.2 Setting Up the Tablet	19
1.3 The Main Components of a Tablet	25
1.4 Basic Operations on Your Tablet	29
1.5 Connecting to the Internet Through Wi-Fi	32
1.6 Connecting to the Internet Through the Mobile Data Network	34
1.7 Creating and Adding a <i>Google</i> Account	37
1.8 Manually Updating Your Tablet	43
1.9 Locking or Turning Off Your Tablet	44
1.10 Background Information	45
1.11 Tips	48
2. Using Email on Your Tablet	53
2.1 Adding an Email Account to the <i>Email</i> App	54
2.2 Writing and Sending an Email Message	59
2.3 Receiving an Email Message	65
2.4 Deleting an Email Message	67
2.5 Background Information	69
2.6 Tips	70

3. Surfing with Your Tablet	75
3.1 Opening the <i>Chrome</i> App	76
3.2 Opening a Web Page	78
3.3 Zooming In and Out	79
3.4 Scrolling	81
3.5 Opening a Link on a Web Page	83
3.6 Opening a Link on a New Tab	84
3.7 Adding a Bookmark	87
3.8 Searching	89
3.9 Switching Between Recently Used Apps	90
3.10 Background Information	92
3.11 Tips	93
4. The Standard Apps on Your Tablet	97
4.1 Adding a Contact	98
4.2 Editing a Contact	103
4.3 <i>Calendar</i>	104
4.4 Adding an Event	106
4.5 <i>Maps</i>	111
4.6 Finding a Location	116
4.7 Planning a Trip	119
4.8 <i>Google Search</i>	123
4.9 Closing an App	126
4.10 Background Information	128
4.11 Tips	129
5. Downloading Apps	145
5.1 Downloading a Free App	146
5.2 Downloading a Paid App	150
5.3 Setting Up a Password for Purchases	156
5.4 Managing Apps	158
5.5 Deleting an App	162
5.6 Background Information	164
5.7 Tips	165

6. Photos and Video	175
6.1 Taking Photos and Recording Videos	176
6.2 Copying Photos and Videos to Your Tablet	180
6.3 Viewing Photos on Your Tablet	184
6.4 Editing a Photo	189
6.5 Sending a Photo by Email	193
6.6 Playing a Video	195
6.7 Background Information	198
6.8 Tips	199
7. Music	213
7.1 Copying Music to Your Tablet	214
7.2 Playing Music	217
7.3 Creating a Playlist	222
7.4 Visual Steps Website and More Books	228
7.5 Background Information	229
7.6 Tips	230
Appendices	
A. How Do I Do That Again?	233
B. Index	236