

## Samsung built in apps

### S planner

S planner is a calendar on your tablet which allows you to add events, birthdays ect.

### Changing the layout

There are several different layout options for S planner. These can be changed so that you can see a day at a time, month or year at a time ect. This can be changed in the top left hand Corner.

- Click the drop down menu and pick a style that you like the best, personally I prefer having mine set to seeing a month at a time.

### Adding an event

To add an event there is a + in the top right hand corner of the screen. This allows you to add an event to your calendar. You will then see the menu you fill in to add an event. Not all the fields have to be filled in depending on the event.

- Calendar – if you have more than one account this option allows you to set the event to the correct calendar. For example if you have a business you may want a business calendar and a personal one.
- Title – this is what the event will be called. Try adding: village market.

You can also add a sticker for this event by clicking the yellow circle next to the text box. Add a sticker of vegetables

- From – This is where you set the start date of the event. Set the date as 6<sup>th</sup> May And time as 10am
- To this is where you set the end of the event for. Set the date as 6<sup>th</sup> May and time as 12 Noon
- Time zone – This gives you the option to change the time zone.
- All day – this is a tick box in which will set the event for the whole day for example if it is someone's birthday.
- Repeat – this gives you the option to set the event as a repeat event. If you were entering someone's birthday you would set to repeat yearly,

so that you don't have to create the event each year. Other options in which you can pick from are daily, weekly, monthly ect.

- Reminder – you can set a reminder for the event this works much like an alarm.
- Location – here you can set a location for the event. For this event set the location to the boot & slipper.
- Description – here you can add a small description of what the event is. Add – the village market showcasing local produce.
- Participants – this gives you the option to add people from your tablets contacts to the event so you can see who else is going.
- Show me as – this gives you the option to set if you are busy or available, such as if you can't make it you can set it too busy.
- Privacy – this lets you make this event public, private or default. This is best just left as default.
- Images – this allows you to add any images relating to the event in which you may have.

When you have finished click the save button in the top right hand corner of the screen to save the event to the calendar.

### **Searching for an event**

The magnifying glass in the top right hand corner of the screen allows you to search for an event.

### **Now set these events below:**

1. Sally's birthday, 26<sup>th</sup> May, yearly.
2. Dentist appointment, 3pm on 16<sup>th</sup> September 2017
3. Molly's school panto 6pm on 17<sup>th</sup> December 2018

### **Alarms**

Here you can use your tablet as an alarm clock.

- The top right hand corner + allows you to add an alarm
- The first thing to set is the time of the alarm by using the up and down arrows on the time at the top of the page.

- Alarm repeat – this allows you to set one alarm on different days by simply clicking the days you want the alarm to be set on for example mon-fri for work.
- Repeat weekly – when this box is ticked it will set the same alarm each week.
- Alarm type – this lets you set a melody (tune) for your alarm or a briefing (it will read out the alarm time, today's tasks, weather and news headlines for the day)
- Volume – this slider bar allows you to set the volume of the alarm.
- Alarm tone – this lets you pick the melody in which you want the alarm to be by clicking the right facing arrow.
- Snooze – this allows you to set a snooze option for your alarm. When this is clicked you can set the interval of the snooze and how many times it will repeat.
- Smart alarm – this means the sound will start quiet and slowly get louder.
- Name – this is the name of the alarm such as work, school, meeting ect.

**When finished click the save in the top right hand corner.**

- When you have set an alarm it will then be listed on the screen, and the alarm icon on the right hand side will be green when the alarm is turned on. To turn the alarm off simply tap the green alarm icon to turn it on or off.
- To delete an alarm there is a dustbin in the top right hand corner. When clicked you can pick the alarms in which you want to delete.

## Memos

Creating memos is just like creating notes, this can be very useful when trying to make notes in lesson, shopping lists or things in which you need to remember.

- Open the memo app, if there is no memos already created then it will automatically create a new one. All you have to do is type what you are wanting to remember. Example: milk, bread, butter.
- Then simply click save in the top right hand corner of the memo.

- To create another new memo click the + button in the top right hand corner, type the memo and save.
- The rubbish bin in the top right hand corner is the button you use to delete any memos you no long need, try deleting the memo you just created.
- The magnifying glass in the top right hand corner is how you search for key words within the memos.
- The final button in the right hand corner is how you change the display, you can either see them as notes, or in a list form with the memo on the right.

**Try creating these memos below:**

Memo 1:

Milk  
Bread  
Butter

Memo 2:

Dentist 22 June 2pm

Memo 3:

Take bens card to  
post office 1<sup>st</sup> class

Memo 4:

Parents evening main hall  
Mike at 5.30pm 23<sup>rd</sup> April  
Ben at 6.30pm 24<sup>th</sup> April

**Now search for the key word ben and the two memos in which include ben should appear.**

## **Contacts**

This is a very similar app in which people have on mobiles to save all their contacts. This can be emails, phone numbers ect.

All the contacts are listed on the left of the screen and when you click on a contact there information is shown on the right hand side.

### **Adding a contact**

The adding contact is in the top right hand corner of the screen, the icon of a person with a + on the left. Simple click this icon to add a contact.

- Save the contact to the device.
- Image – you can add an image for a contact by clicking the image of a person on the left with the + in the left corner, going to images, and selecting an image.
- Name – enter the contacts name
- Phone – enter the mobile number
- Email – enter the contacts email address
- Groups – this is where you can add a contact to a group of people making it easier to send an email to all of them at once. To add a person to a group click the groups and then select the group you want to add them too. Or choose create group to create your own.

If you are wanting to add more than one phone number or email then simply click the green + button to the right of the input box.

### **Try adding the contacts below.**

Terry smith

Mark Walter

Home: 01568 254759

Home: 15626 248578

Mobile: 07485 657 952

Mobile: 01453 666 222

Email: [t.smith@outlook.com](mailto:t.smith@outlook.com)

Work: 01478 11 22 33

Group: Family

group: co-worker

### **Favourites**

Adding a contact to your favourites is to make it easier to find the contacts in which you use the most. In order to do this go to the contact that you want to add to your favourites and at the top there will be a star shape, simply click this icon and it will change to gold. This contact will then be in the favourite area of your contacts.

### **Groups**

The groups section on the top left of your screen is where all the different groups will be shown such as family, friends ect. If you look in the co-workers group you should see Mark Walter, And Terry Smith in the Family group.

### **Deleting a contact**

In order to delete a contact go to the contact in which you want to delete and click the rubbish bin then the top right hand corner.