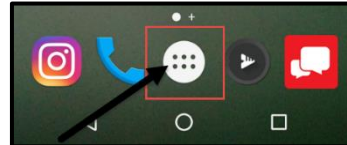


Use this documentation to become more familiar with how to navigate and operate your Android smartphone.

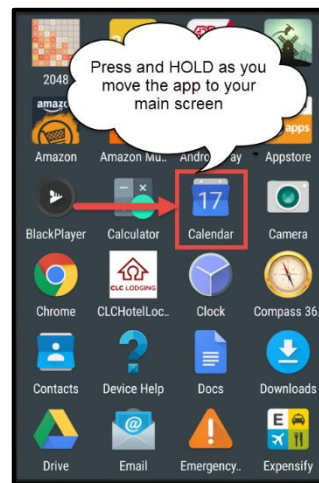
ADD APPS TO YOUR SCREEN

Android phones come with many apps that are not displayed on the main screen of your phone. To add these apps to the main screen, follow these steps:

1. Tap the **Apps** button on your phone.

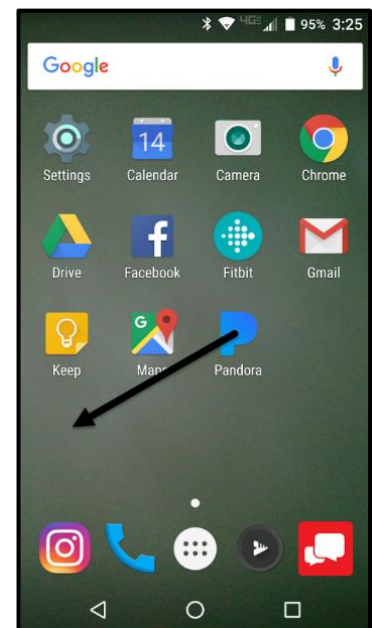


2. Press and hold the app you wish to add to your main screen and drag your finger (along with the app) to the main screen.



REARRANGE APPS:

1. Press and hold an icon (app) on your screen for 1-2 seconds. Continue to hold as you move the app to a new location on your screen.

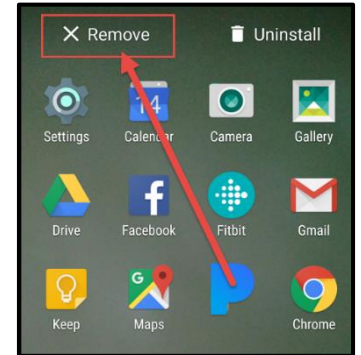


REMOVE AN APP:

Removing an app simply takes it off the main screen of your phone. It does not DELETE or UNINSTALL the app from your phone. That process will be covered shortly.

1. Press and hold an icon (app) on your screen for 1-2 seconds. Continue to hold as you drag the app to to the **Remove** section in the upper left corner of your phone.

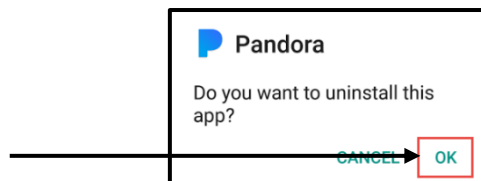
NOTE: You can always move the app back to the main screen if you decide you need it.



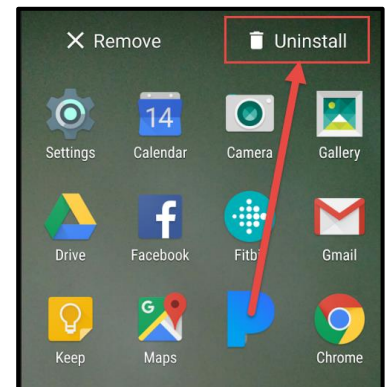
UNINSTALL AN APP

1. Press and hold an icon (app) on your screen for 1-2 seconds. Continue to hold as you drag the app to to the **Uninstall** section in the upper left corner of your phone.

2. Click **OK**.



NOTE: You can always reinstall the app at a later date if you decide you want to use it again.



ORGANIZE APPS TOGETHER IN FOLDERS

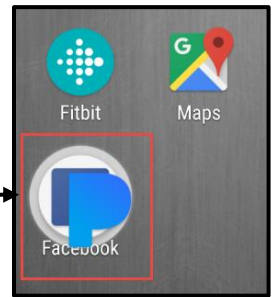
You can group apps together to organize them to clear up some space on your screen of your Smartphone. Here's how:

1. Press and hold an icon (app) on your screen for 1- seconds and drag it onto another app.

NOTE: If the folder is already created, just drag and drop an app onto the existing folder.



2. You will see your newly created folder once you drag the app onto the other.



3. Tap the newly created folder, then tap on the folder name to rename it.



4. Tap an area outside the folder area then tap once again to see the newly created folder.

NOTE: To “open” the folder to access an app from within, tap the folder.

