

HUAWEI MatePad 11.5"

User Guide



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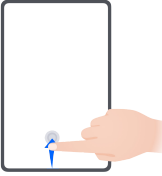
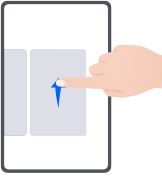
Essentials

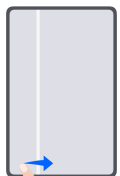
Basic Gestures

Basic Gestures and Shortcuts

System Navigation Gestures

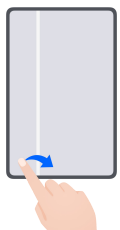
Go to **Settings > System & updates > System navigation** and make sure that **Gestures** is selected.

	Return to the previous screen Swipe in from the left or right edges to return to the previous screen.
	Back to home screen Swipe up from the bottom to go to the home screen.
	Recent tasks Swipe up from the bottom of the screen and hold to view recent tasks.
	Close an app When viewing recent tasks, swipe up on an app preview to close the app.



Switch between apps

- Slide across the bottom edge of the screen to switch between apps. Before using this gesture, touch **Settings** on the **System navigation** screen, and ensure that **Slide across bottom to switch apps** is enabled.
- Swipe across the bottom of the screen in an arc to switch between apps.

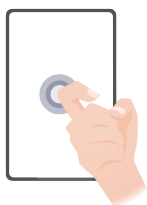


i If your device does not have the **Slide across bottom to switch apps** switch, it indicates that the corresponding feature is not supported.

Knuckle Gestures

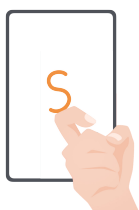
Before using knuckle gestures, use either of the following methods to make sure that all necessary features are enabled (depending on your device model):

- Go to **Settings > Accessibility features > Shortcuts & gestures**, and enable **Take screenshot** and **Record screen**.
- Go to **Settings > Accessibility features > Motion control > Take screenshot**, and enable **Smart screenshot**.



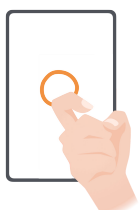
Take a screenshot

Knock twice on the screen with a knuckle to take a screenshot.



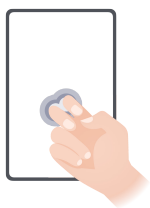
Take a scrollshot

Knock on the screen with a knuckle and draw an "S" to take a scrolling screenshot.



Capture part of the screen

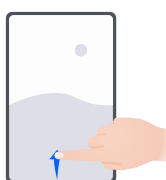
Knock and draw an enclosed area with a knuckle to capture part of the screen.

**Record screen**

Knock twice on the screen with two knuckles to start or end a screen recording.

More Gestures**Access Home screen editing mode**

Pinch two fingers together on the home screen.

**Display the shortcut panel on the lock screen**

Turn on the screen and swipe up from the bottom of the lock screen.

**Display the search bar**

Swipe down from the middle of the home screen.

**Display the notification panel**

Swipe down from the upper left edge of the screen.

**Turn on a shortcut switch**

Swipe down from the upper right edge of the screen to display **Control**

Panel and touch  to expand the shortcut switches panel (depending on your device model).

Lock and Unlock Your Screen

Lock and Unlock Your Screen

Lock the screen

Auto-lock:

Your device screen will be automatically locked if you haven't performed any operations on it for a period of time.

You can go to **Settings > Display & brightness > Sleep**, and set the screen timeout duration.

Manually lock the screen:

Press the Power button.

Turn On the Screen

You can turn on the screen in any of the following ways (depending on your device model):

- Press the Power button.
- Go to **Settings > Accessibility features > Shortcuts & gestures > Wake screen**, and enable and use **Raise to wake** and **Double-tap to wake**.

 If your device does not have this option, it indicates that this feature is not supported.

Unlock Your Screen

Password unlock: Once the screen is turned on, swipe up from the middle of the screen to display a panel where you can enter your lock screen password.

Face unlock: Once the screen is turned on, bring your face in front of the screen. Your device will unlock automatically after recognising your face.

Get Familiar with the Home Screen

Use Service Widgets

Service widgets allow you to:

- Preview or access apps, such as to view the weather forecast, or play music.
- Select from a range of service widget styles and layouts to customise your home screen.
- Stack and combine multiple service widgets to save home screen space, streamline your home screen, and navigate with greater ease.

Apps with a widget bar  at the bottom support service widgets.

To remove the widget bar, go to **Settings > Home screen & wallpaper > Home screen settings > Show widget bars**.

 This feature is not supported in certain scenarios. Actual usage shall prevail.

Add Service Widgets to Your Home Screen

You can add a service widget to the home screen in any of the following ways:

- Swipe up on an app icon to expand its service widget, and touch  to add the service widget to the home screen.

- Swipe up on an app icon to expand its service widget, touch and hold down on the service widget, touch **More service widgets**, select your desired style, and touch **Add to home screen**.
- Touch and hold down on an app icon, touch **Service widgets**, select your desired style, and touch **Add to home screen**.
- Pinch two fingers together on the home screen, touch **Service widgets**, select your desired service widget, and touch **Add to home screen**. You can also touch and hold down on your desired service widget, and drag it to any blank area on the home screen.

If there is no space available on the current screen, the widget will be pinned to the next screen. If neither screen has any space, a new screen will be created for the service widget, to the right of the current screen.

You can also touch and hold down on a service widget on the **More service widgets** screen, and drag it to any blank area on the home screen. If you decide not to add the service widget to the home screen while dragging it, drag it to the undo zone instead at the top of the screen.

-  Service widgets cannot be pinned to folders.
- Swiping up on the app icon will not expand the service widget in certain scenarios. Actual usage shall prevail.

Stack Service Widgets

Stack same-sized service widgets/widget combos to save home screen space, and streamline your home screen.



 The figures are for reference only.

Stacking service widgets:

Touch and hold down on a service widget/widget combo, drag it to another service widget/widget combo of the same size, and release to stack the two items, once they have completely overlapped.

Viewing widgets within a stack:

Swipe up or down on a stack to view all of its service widgets.

Managing service widgets:

1 Expand the stack in any of the following ways:

- Swipe down further to expand the stack.
- Touch and hold down on the stack, and touch **Expand stack**.

2 Then manage widgets in the stack as follows:

- **Adjusting the position of a service widget:** Touch and hold down on a service widget, and drag it to change its position.
- **Pinning a service widget to the top:** Touch a service widget to pin it to the top of the stack.

- **Removing a service widget from the stack:** Touch and hold down on a service widget, drag it to the edge of the screen and hold, wait for the service widget to be moved out of the stack, and drag the widget to any blank area on the home screen.
- **Deleting a service widget:** Swipe left on a service widget to delete it.
- **Deleting a widget stack:** Once all of the service widgets in a stack are removed, the stack will be automatically deleted.

Combine Service Widgets

Combine service widgets of all sizes, and add frequently-used shortcuts to widget combos, to create shortcuts for common features.



 The figures are for reference only.

Adding a widget combo:

- Hold and drag a service widget to another service widget of any size, until they partially overlap, and release to complete the combination, once the back panel has been expanded.
- Pinch two fingers together on the home screen, go to **Service widgets > Widget combos**, touch and hold down on the widget combo that you wish to add, and touch **Add to home**

screen. You can also touch , select your favourite service widgets to customise your own combo, and touch .

Editing a widget combo:

- **Adding a service widget to the widget combo:** Hold and drag a service widget on the home screen to the widget combo.
- **Removing a service widget from the widget combo:** Touch and hold down on the widget combo, and wait for the pop-up menu to display. Then hold and drag a service widget to any blank area on the home screen.
- **Deleting a service widget:** Touch and hold down on the widget combo, and wait for the pop-up menu to display. Then hold and drag a service widget to the  icon at the top of the screen.

After you're done with editing the widget combo, the system will automatically apply an optimal template size based on the items in the combo. Touch any area outside the service combo to exit the editing screen.

You can also touch and hold down on the service combo, and touch **Edit combo** to add or remove service widgets or shortcuts.

Removing a widget combo:

Touch and hold down on the widget combo, and touch **Remove combo** to remove the widget combo.

Renaming a widget combo:

Touch and hold down on the widget combo, and touch **Rename** to rename the widget combo.

You can also touch and hold down on a service widget to edit or remove it.

 Certain service widgets can't be edited.

Edit and Remove Service Widgets

Edit service widgets:

Touch and hold down on a service widget, and select **Edit** to set which information will display for the widget.

For example, you can set the cover of the Gallery service widget to a specified picture. To do this, you can touch and hold down on the Gallery service widget, go to **Edit > Select a photo**, and follow the onscreen instructions to set it.

Remove service widgets:

Touch and hold down on a service widget, and select **Remove** to remove it from the home screen.

- If you uninstall certain apps, the corresponding service widgets will also be removed.
- Certain service widgets can't be edited.

Create and Use Large Folders

Large folders make it easy to categorize app icons on the home screen. Directly open an app by touching the app icon, without expanding the folder, and adjust the folder size as needed, to craft your ideal home screen layout.



- The figures are for reference only.

Create a Large Folder

- 1 Touch and hold an app icon and drag it over another icon to create a new folder.
- 2 Touch and hold a folder to switch between display modes. For example, you can touch and hold a new folder and select **Enlarge** from the displayed menu to create a large folder.
- 3 You can touch the lower right corner of the large folder to open it and then touch the folder name to rename it.
You can also rename the folder by touching and holding it and selecting **Rename**.

Operations in a Large Folder

You can perform the following operations in large folders:

- **Adjust the folder size:** Touch and hold down on a large folder, and release your finger when the pop-up menu displays. Drag the blue edges or corners around the folder to adjust the folder size, and touch any blank area on the home screen to complete the operation.
- **Enter or exit folders:** Touch the lower right corner on a large folder to enter it. Touch a blank area in the folder to exit it.

When there are too many app icons to display on one page within a large folder, a stacked icon will appear in the folder's lower right corner. You can touch the stack icon to open the folder.

- **Add or remove apps:** Open a large folder, and touch , and add or remove apps as required. If you deselect all apps within the folder, the folder will be deleted.
- **Switch between display modes:** Touch and hold down on a folder to switch between a standard and large display. For example, you can touch and hold down on a standard folder, and select **Enlarge** from the displayed menu to create a large folder.

Notification and Status Icons

-  Network status icons may vary depending on your region or network service provider. Supported features vary depending on the device model. Some of the following icons may not be relevant to your device.

	5G network connected		4G network connected
	3G network connected		2G network connected
	Full signal strength		Roaming
	Data saver enabled		No SIM card inserted
	Hotspot enabled		Hotspot connected
	Hotspot disconnected		Switching networks via Wi-Fi+
	Wi-Fi connected		Wi-Fi network is faulty, unable to connect to the Internet
	Wi-Fi 6 connected		Wi-Fi 6 network is faulty, unable to connect to the Internet
	Wi-Fi 6+ connected		Wi-Fi 6+ network is faulty, unable to connect to the Internet

	Dual Wi-Fi connected		Dual Wi-Fi connected, with the main Wi-Fi supporting Wi-Fi 6
	Dual Wi-Fi connected, with the main Wi-Fi supporting Wi-Fi 6+		Alarm set
	Battery empty		Low battery
	Charging		Fast charging
	Super charging		Wireless super charging
	Wireless fast charging		Regular wireless charging
	Power Saving mode enabled		Digital Balance enabled
	Bluetooth enabled		Bluetooth device battery
	Bluetooth device connected		VPN connected
	Airplane mode enabled		Do Not Disturb mode enabled
	Location service enabled		Eye Comfort enabled
	Driving mode enabled		Performance mode enabled
	Headset connected		Projection device connected
	Calling		VoLTE enabled
	Missed call		New message
	Silent mode		Vibration pattern
	Syncing data		Data syncing failed
	New email		Event reminder
	Apps using the camera		Apps using the microphone
	NFC enabled		More notifications

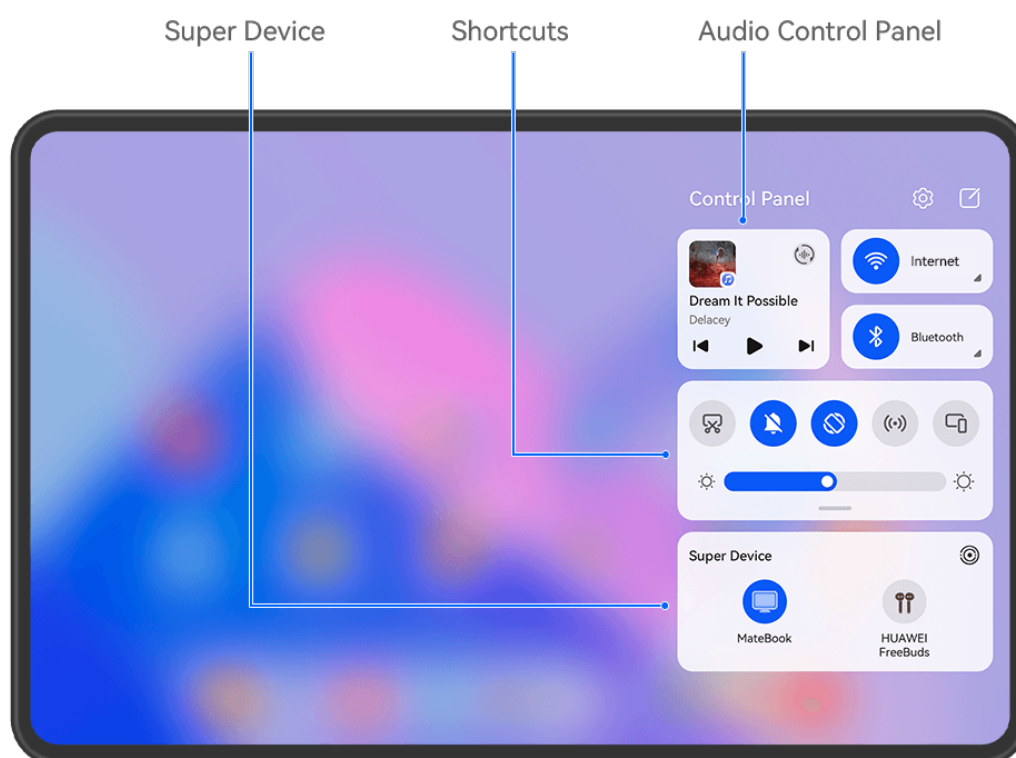
Control Panel

Introduction to Control Panel

Manage and control audio playback, shortcuts, and **Super Device**, with greater ease, in **Control Panel**.

Overview of Common Features in Control Panel

Swipe down from the upper right edge of the screen to display **Control Panel** to access the following features:



 The figures are for reference only.

- **Audio control panel:** Controls audio playback and allows you to switch between recently-used media apps, listening devices (such as Visions and Bluetooth headsets), and calling devices.
- **Shortcuts:** Enables, disables, or sets frequently-used features.
- **Super Device:** Collaborates with tablets, laptops, Visions, and other devices to facilitate seamless Multi-screen Collaboration, wireless projection, video transfers, and other cross-device features.

- **Smart devices:** Allows you to manage and control devices and scenes that have been added in **AI Life**.
-  If your device is not pre-installed with some relevant apps, download it from **AppGallery**.

Edit Control Panel

Control Panel allows you to edit features, such as relocate shortcut switches, hide **Super Device**, and edit smart scenes and smart devices, so that you can manage your devices with greater ease.

Swipe down from the upper right edge of the screen to display **Control Panel**, and touch



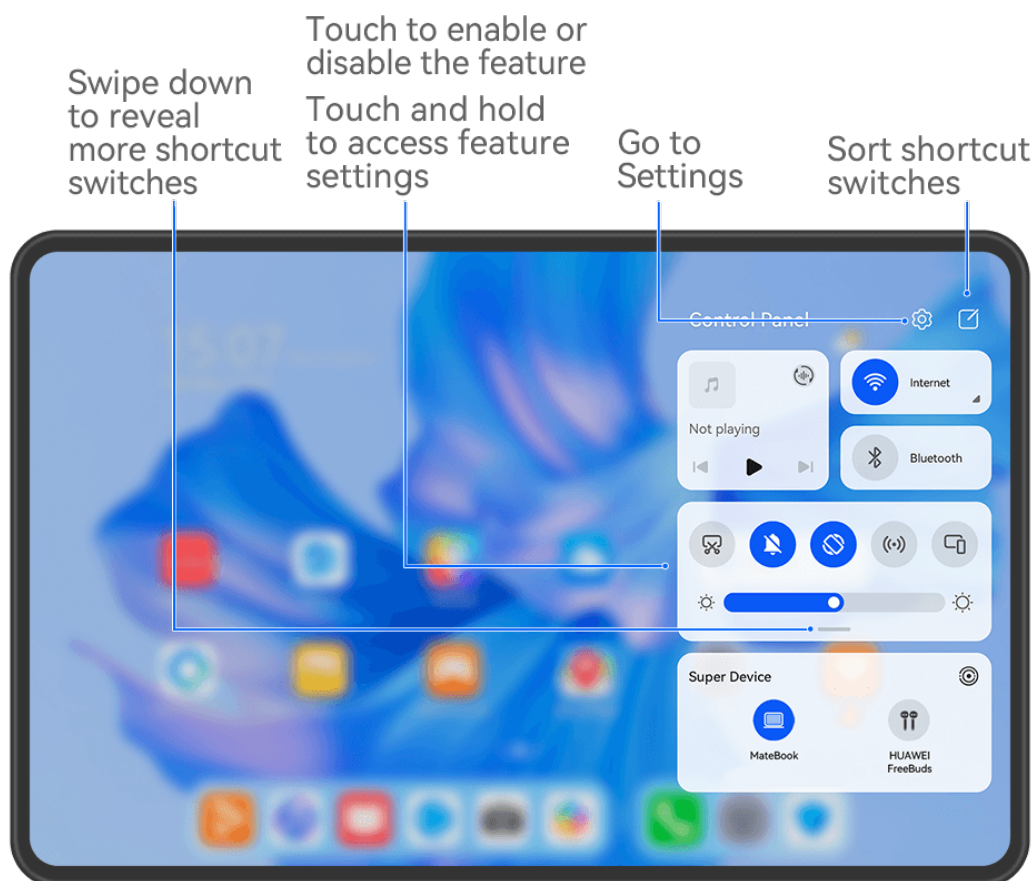
. From there, feel free to:

- **Edit shortcut switches:** Touch **Edit switches**, hold and drag a shortcut switch to relocate it. You can also drag a frequently-used hidden shortcut switch up to the unhidden part of the shortcut switch panel, or drag a less frequently-used shortcut switch down to the hidden part.
- **Hide Super Device:** Touch **Hide Super Device** to hide Super Device. Touch **Show Super Device** to show Super Device.
- **Edit smart devices:** Touch **Edit devices**, and touch  at the top of an added smart device to remove it from the Control Panel. Touch a smart device that you have linked to **AI Life** below to add it to the Control Panel.
-  If your device is not pre-installed with some relevant apps, download it from **AppGallery**.

Use Shortcut Switches

Turn on a Shortcut Switch

Swipe down from the upper right edge of the screen to display **Control Panel** and touch  to expand the shortcut switches panel (depending on your device model).



 The figures are for reference only.

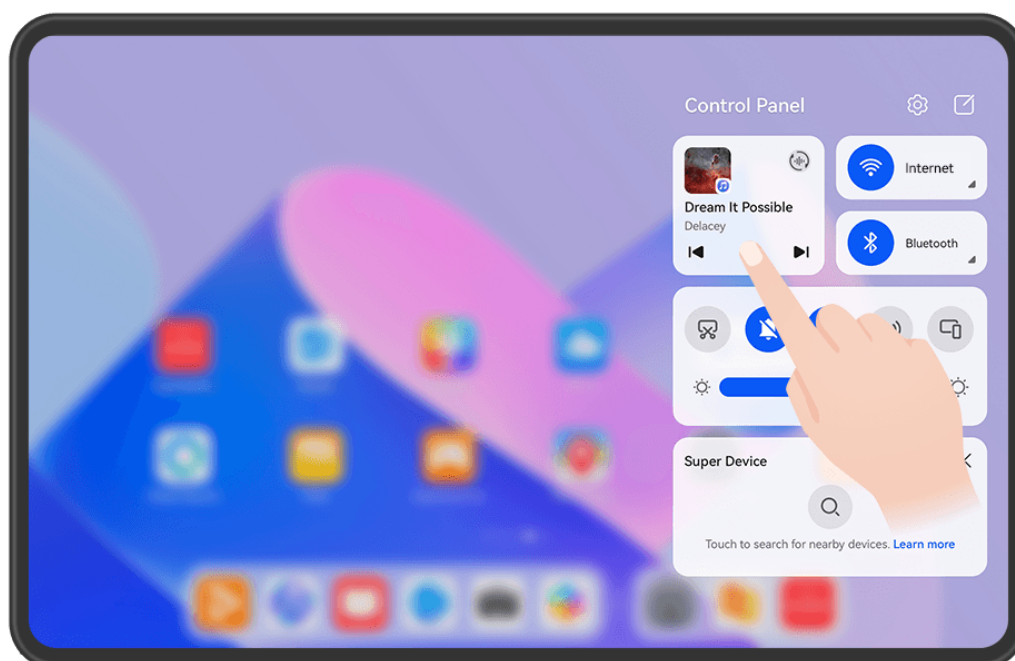
- Touch a shortcut switch to enable or disable the corresponding feature.
- Touch and hold a shortcut switch to access the settings screen of the corresponding feature (supported by some features).
- Touch  to access the system settings screen.

Customise Shortcuts

Swipe down from the upper right edge of the screen to display **Control Panel**, go to  > **Edit switches**, then touch and hold a shortcut switch to drag it to your preferred position, and touch **Done**.

Audio Control Panel

Manage playback and switch listening apps at any time, or even transfer streaming audio from your device to other devices, like a headset or speaker.



- i • The figures are for reference only.
- If your device is not pre-installed with some relevant apps, download it from **AppGallery**.

Manage Playback and Switch Seamlessly Between Audio Apps

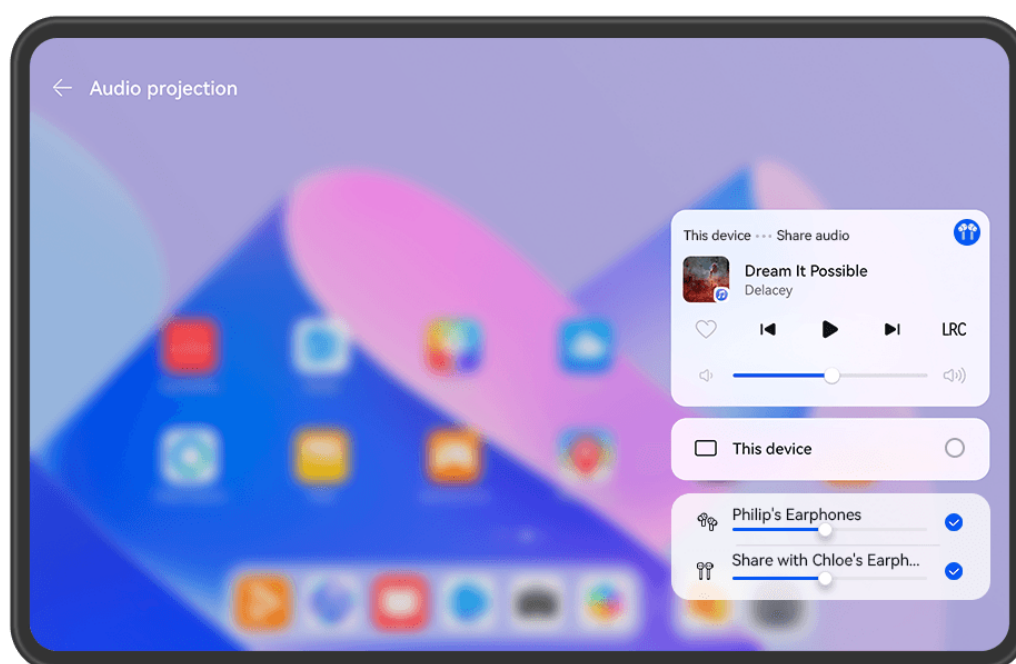
When multiple audio apps (such as **Music**) are open, use the audio control panel to manage playback and switch audio apps at any time.

- 1** Swipe down from the upper right edge of the device to display **Control Panel**, and touch the playback control card at the top.
- 2** Current and recently-used audio apps will display in the playback control card, where you can manage playback (such as playing, pausing, and switching tracks) in the app in use, or switch to another audio app.

- i • Some apps need to be updated to the latest version.
- The audio control panel is only supported for certain apps .

Sharing Audio with Friends via Bluetooth Earphones

Sharing audio allows you to connect multiple pairs of Bluetooth earphones to the same device, so that you can listen to music or watch videos along with a friend.



- The figures are for reference only.
- This feature is only supported on certain Bluetooth earphones.
- If your Bluetooth earphones support this feature, update them to their latest available version.

- 1 Pair your device with a pair of Bluetooth earphones, and touch  in the upper right corner of the playback control card for **Control Panel**.
- 2 Set a sharing mode based on the pairing status of the other pair of earphones:

Self sharing (the other pair of earphones has been paired with your device): The paired earphones will display in the device list. Select the two pairs of earphones that you wish to share audio with.

You can also go to **Control Panel > Super Device**, and drag the icons for the two pairs of earphones to the icon for this device, to initiate a connection.

Temporary sharing (the other pair of earphones has not been paired with this device): Select the paired earphones from the device list on this device, touch **Share audio** under the name of the earphones, and initiate sharing as follows:

 - **The other pair of earphones has not been paired with any device:** Place the earphones that you wish to share in the charging case, open the case, place it close to this device, and follow the onscreen instructions to complete the connection. If your device does not detect any earphones, touch and hold down on the button on the charging case, and place the earphones close to this device to initiate pairing.

- **The other pair of earphones has been paired with another tablet/phone:** Turn on the screen of the device that is paired with that earphones, and place that device close to this device, and follow the onscreen instructions to complete the connection.

3 Once the pairing is complete, you'll be able to share the audio on this device with the two pairs of earphones.

To stop audio sharing, touch  on the playback control card, touch the shared earphones, and deselect it.

Transfer Device Audio to Another Device

When your device is connected to a listening device (such as a headset, speaker, or Vision product), you can send the audio playing on your device to the listening device, and continue to manage playback in the audio control panel.

- 1** Connect your device to a listening device via Bluetooth, **AI Life**, or another method.
- 2** Touch  in the upper right corner of the playback control card in **Control Panel**, and select the listening device from the list to transfer the audio playing on your device to the listening device.

If there is no audio cast device list in the playback control card, touch  to display the list.

Transfer Device Calls to Another Device

When your device is connected to a listening device (like a headset or speaker), you can transfer an ongoing call on your device to the listening device.

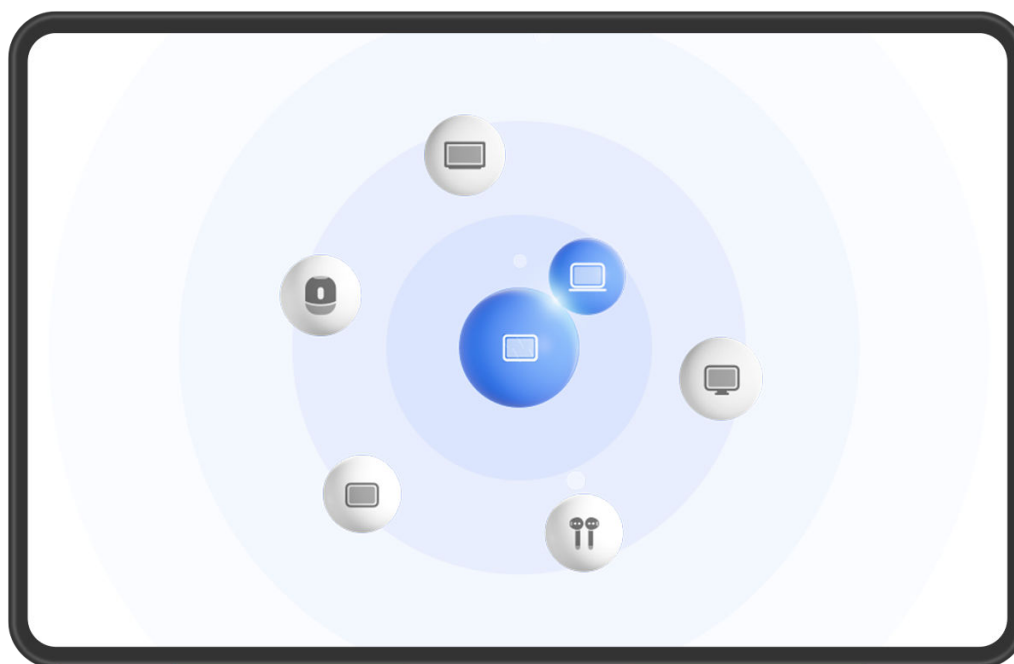
- 1** Connect your device to a wired headset, or connect your device to a wireless headset or speaker via Bluetooth.
- 2** During a call, swipe down from the upper right corner of your device to display **Control Panel**, touch  in the upper right corner of Audio Control Panel, and select the wired or Bluetooth listening device from the list to transfer the call there.

If there is no device list in Audio Control Panel, touch  to display the list.

-  • Calling services are not supported on Wi-Fi only tablets.
- This feature will be supported by more apps in the near future.

Switch Seamlessly Between Screens, with Super Device

Use **Super Device** for multi-device collaboration with just a tap, to turn all of your smart devices into one cohesive unit. For example, when you go home, you can continue watching a film on your HUAWEI Vision, by picking up right from where you had left off on your device; when you return to the office, you can continue to edit the same documents on your computer, by picking up right from where you had left off on your device.



 The figures are for reference only.

Set Super Device Before Getting Started

Before using **Super Device**, enable Bluetooth and Wi-Fi on your device, and log in to your HUAWEI ID.

Make sure that the screens of your other devices remain on, and apply the following settings on these devices:

 Device types supported by **Super Device** may vary by product.

- **Phone:** Enable Bluetooth and Wi-Fi.
- **Computer:** Enable Bluetooth and Wi-Fi, and make sure that it is logged in to the same HUAWEI ID as your device.
- **Vision or Monitor:** Enable Bluetooth and Wi-Fi.
- **Smart speaker or printer:** Make sure that it is connected to the same LAN as your device, paired in AI Life with your device, and logged in to the same HUAWEI ID.

 Enter the **AI Life** home screen, go to , and follow the onscreen instructions to complete the connection.

- **Earphones or glasses:** Make sure that they are paired and connected to your device via Bluetooth.

- **Watch or band:** Make sure that it is paired with your device via Huawei Health, and logged in to the same HUAWEI ID.
- **i** If your device is not pre-installed with some relevant apps, download it from **AppGallery**.

Create Your Super Device, by Connecting to Nearby Devices

- **i** If you can't find **Super Device** in Control Panel, touch  in the upper right corner, and touch **Show Super Device**.
- 1 Log in to the same HUAWEI ID on the device to be collaborated and your device.
 - 2 Swipe down from the upper right edge of your device to display **Control Panel**, and touch  or  in **Super Device** to search for nearby devices to connect with.
 - 3 Touch the device to be connected, or drag the device to be connected to this device, and follow the onscreen instructions to complete the connection.

Transfer MeeTime Calls and Streaming Audio to Connected Devices

Use **Super Device** to transfer a streaming song, or MeeTime call from your tablet to another device, and pick up from exactly where you had left off, without missing a beat.

- **i MeeTime:** This feature is only available in some countries and regions.
- For instance, you can:
- Transfer **MeeTime calls** to Visions.
 - Transfer **music** to Bluetooth earphones, speakers, glasses, and Visions.
 - **i** Device types and transfers supported by **Super Device** may vary by product.

- 1 Swipe down from the upper right edge of the device to display **Control Panel**, and touch  in **Super Device** to search for nearby available devices, or go to  >  to bind a new device.
- 2 Open an app running a task you wish to transfer (such as HUAWEI Video or HUAWEI Music) on your device.
- 3 In **Super Device** of **Control Panel** on your device, touch the target device to which you wish to transfer the task, or drag the target device to this device, and follow the onscreen instructions to complete the transfer.



 The figures are for reference only.

Multi-Screen Collaboration on a Computer

Connect your tablet to a computer via **Super Device** to make office work more efficient and collaborative. You can view and edit files, drag and drop files, copy and paste text, navigate on your tablet with a mouse and keyboard, or navigate on your computer via a stylus, from the Multi-screen Collaboration window on your computer or tablet.

- 1 Swipe down from the upper right edge of your device to display **Control Panel**, and touch  or  in **Super Device** to search for nearby devices to connect with.
- 2 Touch the name of the computer that you wish to connect to, or drag the icon for the computer to the icon for your device, and follow the onscreen instructions to complete the connection.

Once the connection is established, your device screen will display on the computer.

To end Multi-Screen Collaboration, touch the connected device on the **Super Device** screen on your device.

Screenshots & Screen Recording

Take a Screenshot

Take a Full Screenshot with a Knuckle Tap

- 1** Before using knuckle gestures, use either of the following methods to enable this feature (depending on your device model):
 - Go to **Settings > Accessibility features > Shortcuts & gestures > Take screenshot**, and enable **Knuckle screenshots**.
 - Go to **Settings > Accessibility features > Motion control > Take screenshot**, and enable **Smart screenshot**.
- 2** Tap twice in quick succession with one knuckle to take a screenshot of the entire screen.



 The figures are for reference only.

Take a Screenshot with a Key Shortcut

Press and hold down on the Power and Volume down buttons at the same time to take a screenshot.

Take a Screenshot with a Shortcut Switch

Swipe down from the upper right edge of the screen to display **Control Panel**, touch  to expand the shortcut switches panel (depending on your device model), and touch **Screenshot** to take a screenshot.

Share or Edit a Screenshot

After you take a screenshot, a thumbnail will appear in the lower left corner of the screen.

Feel free to:

- Swipe up on the thumbnail to select a method for sharing the screenshot with others.
- Tap on the thumbnail to edit, delete, or do more with the screenshot.

Screenshots are saved to **Gallery** by default.

Swipe Down with Three Fingers to Take a Screenshot

1 Go to **Settings > Accessibility features > Shortcuts & gestures > Take screenshot** or **Settings > Accessibility features > Motion control > Three-finger screenshot** (depending on your device model) and make sure that **Three-finger screenshot** is enabled.

2 Swipe down from the middle of the screen with three fingers to take the screenshot.

Take a Partial Screenshot

Use **Partial screenshot** to take a screenshot of a part of the screen. You can choose your preferred screenshot shape (such as a rectangle, oval, or heart).

Take a Partial Screenshot with Knuckle Gestures



i The figures are for reference only.

- 1** Knock on the screen with a single knuckle and hold to draw an enclosed shape around the part of the screen that you wish to capture. Make sure that your knuckle does not leave the screen.
- 2** The screen will display the motion of your knuckle. From there, feel free to:
 - Drag the frame to the desired position, or resize it.
 - Touch any of the shape options on the toolbar to change the shape of the captured area.
- 3** Touch  to save the screenshot.

Use a Shortcut to Take a Partial Screenshot

- 1** Swipe down from the upper right edge of the screen to display **Control Panel**, touch  to expand the shortcut switch panel (depending on your device model), touch the triangle icon next to **Screenshot**, and then touch **Partial screenshot** in the pop-up.
- 2** Follow the onscreen instructions to draw an enclosed shape with your finger around the part of the screen that you wish to capture.
- 3** The screen will display the motion of your finger. From there, feel free to:
 - Drag the frame to the desired position, or resize it.

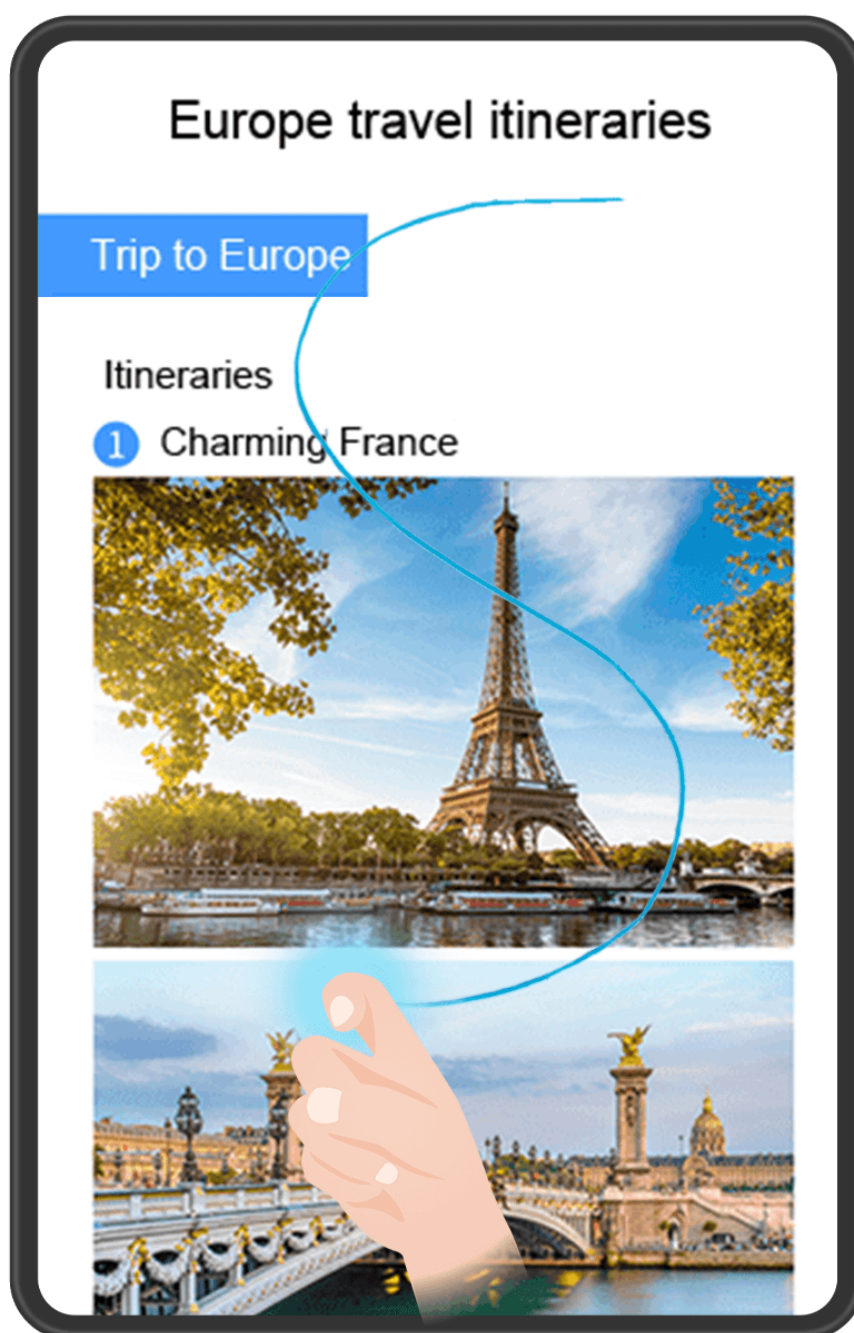
- Touch any of the shape options on the toolbar to change the shape of the captured area.

4 Touch  to save the screenshot.

Take a Scrolling Screenshot

Use **Scrollshot** to capture a memorable chat, article, or essential work document that can't display in full on the screen, and share with others.

Use a Knuckle to Take a Scrolling Screenshot



 The figures are for reference only.

- 1 Tap a single knuckle against the screen and hold to draw an "S". Your device will automatically scroll to the bottom of the page to capture all of the content in a single screenshot.
- 2 You can touch the screen at any time to stop the scrolling.

Use a Shortcut to Take a Scrolling Screenshot

- 1 Swipe down from the upper right edge of the screen to display **Control Panel**, touch to expand the shortcut switch panel (depending on your device model), touch the triangle icon next to **Screenshot**, and then touch **Scrollshot** in the pop-up. Your device will automatically scroll to the bottom of the screen to capture all of the content within a single screenshot.
- 2 You can touch the screen at any time to stop the scrolling.

Swipe down on the Thumbnail to Take a Scrolling Screenshot



 The figures are for reference only.

Once you take a screenshot, a thumbnail will appear in the lower left corner. You can continue to take a scrolling screenshot.

- 1 Swipe down on the thumbnail. Your device will automatically scroll to the bottom of the screen to capture all of the content within a single screenshot.

- 2 You can touch the screen at any time to stop the scrolling.

Record the Screen

Capture action onscreen to create shareable videos, to show off your gaming skills, compose tutorials, and do so much more.

Use a Key Combination to Start Screen Recording

Press and hold the Power and Volume up buttons simultaneously to start screen recording. To stop recording, press and hold both buttons again.

Use a Shortcut to Start Screen Recording

- 1 Swipe down from the upper right edge of the screen to display **Control Panel**, touch  to expand the shortcut switches panel (depending on your device model), and touch **Screen Recorder** to start screen recording.
- 2 To stop the recording, touch the timer at the top of the screen.
- 3 The recording will be saved in **Gallery**.

Use Two Knuckles to Start Screen Recording

- 1 Before using knuckle gestures, use either of the following methods to enable this feature (depending on your device model):
 - Go to **Settings > Accessibility features > Shortcuts & gestures > Record screen**, and enable **Record screen**.
 - Go to **Settings > Accessibility features > Motion control > Take screenshot**, and enable **Smart screenshot**.
- 2 Knock the screen twice in quick succession with two knuckles to start a screen recording. To stop recording, knock twice as before.



 The figures are for reference only.

Record Your Voice During Screen Recording

Touch the microphone icon to enable or disable the microphone while recording the screen.

- When the microphone is enabled (i.e. it is displayed as ), you can record your voice while recording the screen.
- When the microphone is disabled (i.e. it is displayed as ) you'll only be able to record system sounds, such as audio and video playback.

Show or Hide Touches During Screen Recordings

While recording your screen, you can choose whether or not you would like to show touches.

Touch  next to the red timer at the top of the screen, and enable or disable **Show touches**, during the recording.

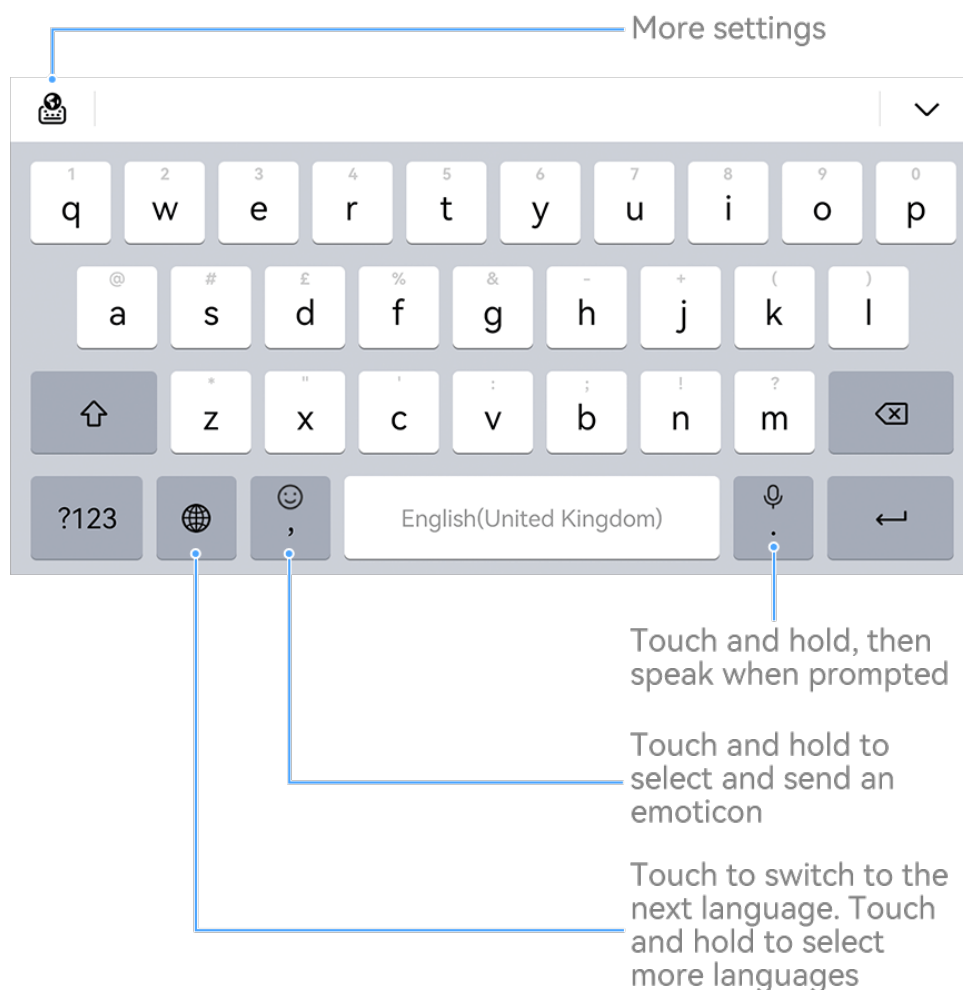
Enter Text

Use Celia Keyboard

Celia Keyboard is a secure and intuitive keyboard developed by Huawei. It supports efficient voice inputs, smooth handwriting, as well as 170+ input languages.

If **Celia Keyboard** is not yet installed on your device, search for and install it in **AppGallery**.

Go to **Settings > System & updates > Language & input** and set **Celia Keyboard** as the default keyboard.



 The figures are for reference only.

Text Input

Keyboard input

As you begin typing with **Celia Keyboard**, a text box will display, where you can select predicted words.

Voice input

Turn your speech into instant text.

- Touch and hold down on  to go to the voice input screen.
- On the voice input screen, touch  to select your preferred language.

 This feature is only available in some countries and regions.

Rich Media Input

- On the keyboard, touch and hold , then touch  and select different emojis.
- On the keyboard, touch and hold , then touch  and select different emoticons.

Switch to Another Input Language

Touch and hold  in the lower left corner and select **English(United States)** or **More languages...** in the pop-up menu. Alternatively, touch  to quickly switch input language.

Celia Keyboard Settings

Set the skin

On the input keyboard, go to  > **Theme** and select a skin.

Set the font

On the input keyboard, go to  > **Settings** > **Fonts** and select a font.

Set the Mechanical Keyboard

On the input keyboard, go to  > **Mechanical keyboard** and toggle on the **Mechanical keyboard** switch.

To switch back to the normal keyboard, toggle off the **Mechanical keyboard** switch.

 Some devices do not support the mechanical keyboard.

Multi-Window

Edit the Multi-Window Dock

Edit apps in the Multi-Window dock, by adding or removing them, or rearranging their order, to customise the dock to your heart's content!



 The figures are for reference only.

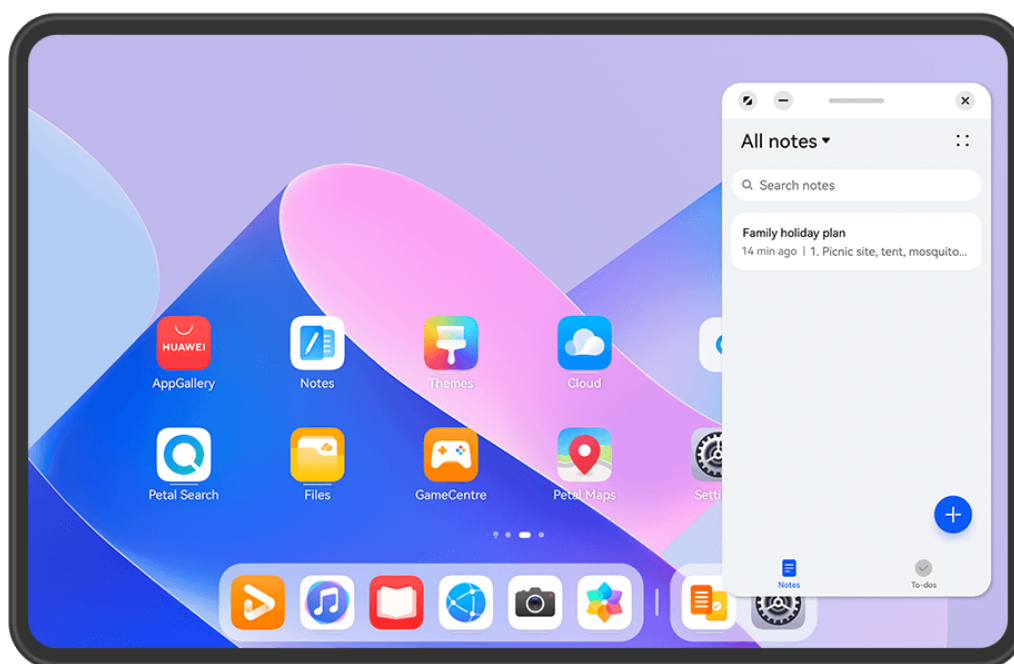
Swipe inward from the left or right edge of your device and hold to bring up the Multi-Window dock. From there, feel free to:

- **View apps that support Multi-Window:** Touch  to find apps that support Multi-Window in the **More apps** section.
- **Add apps:** Go to  >  to enter the editing screen. Then touch the apps you wish to add to the Multi-Window dock, and touch .
- **Move apps:** Go to  >  to enter the editing screen, touch and hold down on an app icon in the Multi-Window dock, drag it to your desired position in the dock, and touch .
- **Remove apps:** Go to  >  to enter the editing screen, touch  in the upper right corner of an app icon in the Multi-Window dock, and touch .

The Multi-Window dock is enabled by default. To disable it, go to **Settings > Accessibility features > Multi-Window**, and turn off the **Multi-Window dock** switch.

Use the Floating Window

Open a floating window while gaming, and you can chat with a friend without missing a second of the action.



 The figures are for reference only.

To open a floating window:

- Swipe inward from the left or right edge of your device and hold to bring up the Multi-Window dock. Then touch any app in the dock to open it as a floating window.
- Swipe up from the bottom of the screen to enter the Recent tasks screen, and touch the  icon in the top-right corner of an app preview to open the app as a floating window.

To relocate the floating window:

Drag the bar at the top of the floating window to move the window to the desired location.

To resize the floating window:

Drag the bottom edge, two sides, or bottom corners of the floating window to resize it.

-  If you reduce the floating window to the smallest possible size, and then release the window, it will automatically shrink into a small floating window that remains fixed to the upper right corner of the screen.

To **minimise a floating window**, perform any of the following:

- Touch  at the top of the floating window.
- Touch and hold down on the bar at the top of the floating window, and quickly drag it to the left or right.
- Touch and hold down on the bar at the top of the floating window, and drag it to the left or right screen edge.

To **return to full-screen mode**, perform any of the following:

- Touch  at the top of the floating window.
- Touch and hold down on the bar at the top of the floating window, and quickly drag it upwards.
- Touch and hold down on the bar at the top of the floating window, and drag it up to the status bar.

To **close a floating window**, perform any of the following:

- Touch  at the top of the floating window.
- Touch and hold down on the bar at the top of the floating window, and quickly drag it downwards.
- Touch and hold down on the bar at the top of the floating window, and drag it down to



at the bottom of the screen.

-  To switch to Split-screen mode: If you are not on the home screen, touch and hold down on  at the top of the floating window, and drag it to the left or right edge (in landscape mode) or the top or bottom edge (in portrait mode) of the screen.

Find and Switch Between Floating Windows for Apps

You can quickly find and switch between floating windows for apps using the floating window management function.

- 1 Make sure that you have opened floating windows for multiple apps and minimised them into the floating ball.
- 2 Touch the floating ball to display all floating window previews:
 - **Browse through the floating window previews:** Swipe up or down to find the floating window preview of the app you are looking for.
 - **Display the floating window for an app:** Touch the floating window preview of the app to display it in a floating window.
 - **Close the floating window for an app:** Touch  on the floating window preview to close it.

Open an Attachment in a Floating Window

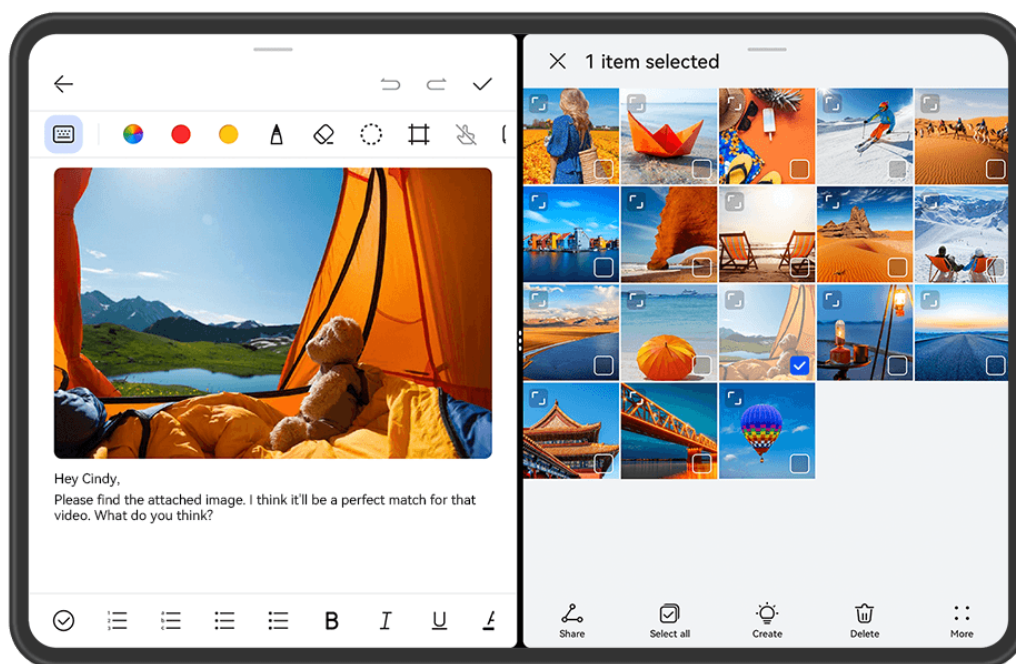
You can open a link or attachment within specific apps (such as Email and Notepad) in a floating window.

 This feature is unavailable in some apps.

- 1 Open the Email app.
- 2 Touch a link or attachment in the Email app to open it in the floating window.
 - **Open a link:** Touch a link in the Email app to display it in a floating window.
 - **Open an attachment:** Touch an attachment (such as a document, image, or video) in the Email app to display it in a floating window.

Split the Screen, to Multi-Task Away

Open apps in split-screen mode, for seamless multi-tasking at all times.



-  The figures are for reference only.
- Split-screen mode is only supported in certain apps.

Split the Screen

- 1 After opening an app from the home screen, swipe inward from the left or right edge of your device and hold, to bring up the Multi-Window dock.
- 2 Hold down on an app in the dock, drag it on to the screen, and release.

Common Operations in Split-Screen Mode

When in split-screen mode, feel free to:

- **Switch split screens:** Touch and hold down on  at the top of a split screen until this split screen shrinks, then drag this split screen to the other split screen and release, to switch split screens.
- **Adjust the split screen ratio:** Drag  or  between the two split screens to adjust the relative size of each split screen.
- **Save split-screen combinations:** Save common split-screen combinations to the home screen, and tap to apply them. Touch  or  between the two split screens, and touch **Save combo** to save the split-screen combination to your home screen. Touch the split-screen combination icon on the home screen to apply it right away.
- **Switch a split screen to a floating window:** Touch and hold down on  near the top of a split screen, and drag it to the left or right (in portrait mode) or downwards (in landscape mode).
- **Exit split-screen mode:** Drag  or  between the two split screens, until the other split screen disappears.

Drag and Drop Between Apps with Multi-Window

Use the Multi-Window feature to easily drag and drop images, text, and documents between apps.

- Drag and drop an image: When taking notes with **Notepad**, open **Files**, select the photo you want to add, and drag it into the **Notepad** editor.
- Drag and drop text: When sending an SMS message, open **Notepad**, touch and hold the text you want to send, and drag it into the message text input box.
- Drag and drop a document: When writing an email, open **Files**, select the document you want to attach, and drag it into the email editor.

 Not all apps fully support drag-and-drop with Multi-Window.

Shrink an App Window or Split the Screen

In full-screen mode, you can shrink the app screen to turn it into a floating window, or create a split screen with another app as well, at any time.

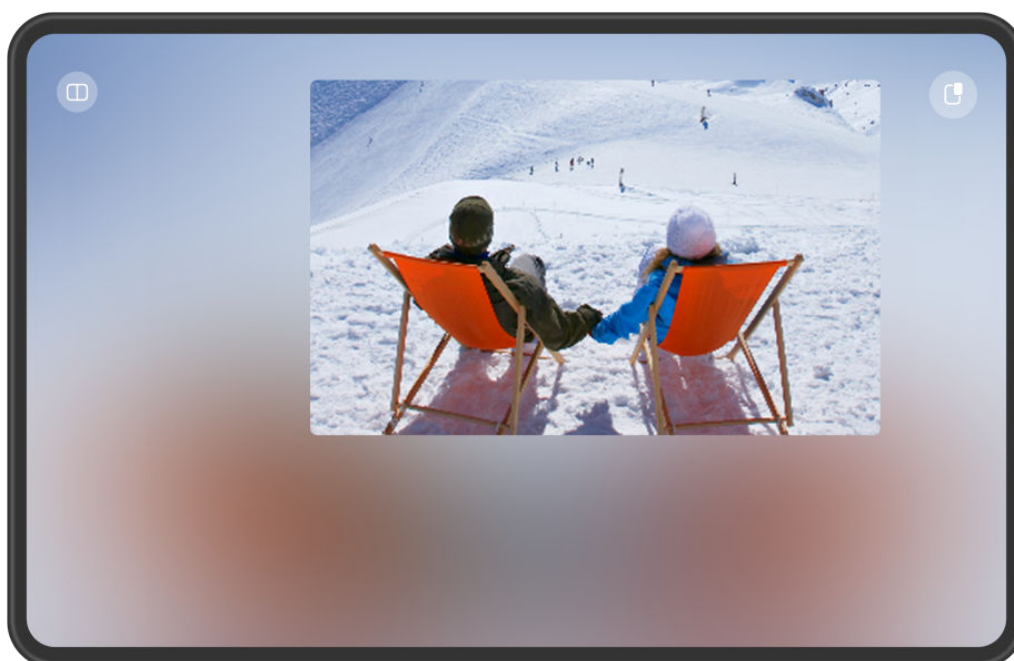
 This feature is unavailable in some apps.

Before using this feature, go to **Settings > System & updates > System navigation**, and select **Gestures**.

Shrink the app window

When an app is displayed in full-screen mode, swipe up from the bottom to  in the top right corner of the screen, to display the app as a small floating window. The small floating window will automatically display in Landscape mode, when you shrink a video or game app in landscape mode.

 Small floating windows in Landscape mode are only supported in certain apps.



 The figures are for reference only.

You can try the following:

- **To minimise a floating window**, hold down on the window, and drag it to the left or right edge of the screen, or quickly drag it to the left or right.
- **To close a floating window**, hold down on the window, drag it to  at the bottom of the screen, or quickly drag it downwards.
- **To open in full-screen mode**, hold down on the window, drag it to the top of the screen, or quickly drag it upwards.

- **To enlarge the small floating window**, tap on it.

 If you drag the bottom edge, two sides, or bottom corners of the standard-sized floating window to reduce the window to the smallest possible size, and then release the window, it will automatically shrink into a small floating window that remains fixed to the upper right corner of the screen.

Split the screen

- 1 When an app is displayed in full-screen mode, swipe up from the bottom to  or  in the top left corner of the screen.
- 2 Then open another split-screen-capable app to display both apps in split-screen mode.

Enable App Multiplier

App Multiplier displays two windows (home screen and content screen) within an app, for easier multi-tasking when your tablet is in landscape orientation.

-  Certain apps do not support App Multiplier.
- 1 Go to **Settings > Display & brightness > App Multiplier**, or **Settings > Apps & services > App Multiplier** (depending on your device model). Then turn on the switch next to the app you wish to enable **App Multiplier** for.
 - 2 Open the app that has **App Multiplier** enabled. The app home screen will then display in the centre of the screen.
 - 3 Touch any content on the app home screen. The home screen will be relocated to the left side of the screen, and the content screen within the app will display in a new window to the right.
-  If the home screen entry does not display any additional content, the app will continue to display as a single window. You can navigate by swiping up and down or left and right in any blank area on the screen.

Floating Window Display

Floating window display makes certain apps that do not support Landscape mode easier to use. To enable this feature:

- 1 Go to **Settings > Display & brightness > App Multiplier**, follow the onscreen instructions, and touch **Floating window display**.
 - 2 Enable **Floating window display**.
-  Please make sure your device has been updated to the latest system version.

Adjust App Multiplier Windows

When using **App Multiplier**, feel free to adjust the windows to suit your needs, such as switching the left and right panes, or turning a window into a floating window.

Switching the left and right panes: When **App Multiplier** mode is enabled with a dual-pane display, a slider  will appear above both the left and right windows. Holding and

dragging the slider to the left or right will switch the left and right panes. Any switching operation will only apply to the current task, and will not affect how other tasks are displayed.

Creating a floating window: When an app with **App Multiplier** enabled is displaying in dual-window mode, you can touch the slider  above a window, hold and drag it to move the window to the centre of the screen, and release once the floating window appears. Touching the slider above the floating window, and holding and dragging it back returns it to the parallel view.

Adjusting the window sizes: Touch and hold  between the windows, and slide left or right.

Unlinking the two windows: Touch  at the top of the screen.

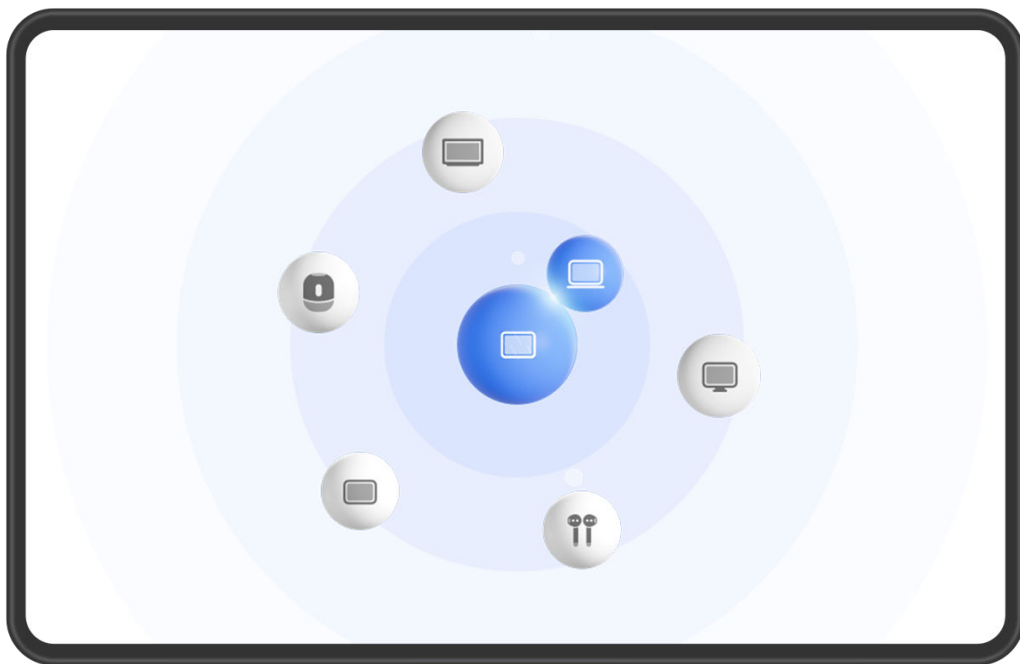
 Some products do not support adjusting the window sizes or unlinking the windows.

Smart Features

Super Device

Switch Seamlessly Between Screens, with Super Device

Use **Super Device** for multi-device collaboration with just a tap, to turn all of your smart devices into one cohesive unit. For example, when you go home, you can continue watching a film on your HUAWEI Vision, by picking up right from where you had left off on your device; when you return to the office, you can continue to edit the same documents on your computer, by picking up right from where you had left off on your device.



 The figures are for reference only.

Set Super Device Before Getting Started

Before using **Super Device**, enable Bluetooth and Wi-Fi on your device, and log in to your HUAWEI ID.

Make sure that the screens of your other devices remain on, and apply the following settings on these devices:

 Device types supported by **Super Device** may vary by product.

- **Phone:** Enable Bluetooth and Wi-Fi.
- **Computer:** Enable Bluetooth and Wi-Fi, and make sure that it is logged in to the same HUAWEI ID as your device.
- **Vision or Monitor:** Enable Bluetooth and Wi-Fi.
- **Smart speaker or printer:** Make sure that it is connected to the same LAN as your device, paired in AI Life with your device, and logged in to the same HUAWEI ID.

 Enter the **AI Life** home screen, go to , and follow the onscreen instructions to complete the connection.

- **Earphones or glasses:** Make sure that they are paired and connected to your device via Bluetooth.
- **Watch or band:** Make sure that it is paired with your device via Huawei Health, and logged in to the same HUAWEI ID.

 If your device is not pre-installed with some relevant apps, download it from **AppGallery**.

Create Your Super Device, by Connecting to Nearby Devices

 If you can't find **Super Device** in Control Panel, touch  in the upper right corner, and touch **Show Super Device**.

- 1 Log in to the same HUAWEI ID on the device to be collaborated and your device.
- 2 Swipe down from the upper right edge of your device to display **Control Panel**, and touch  or  in **Super Device** to search for nearby devices to connect with.
- 3 Touch the device to be connected, or drag the device to be connected to this device, and follow the onscreen instructions to complete the connection.

Transfer MeeTime Calls and Streaming Audio to Connected Devices

Use **Super Device** to transfer a streaming song, or MeeTime call from your tablet to another device, and pick up from exactly where you had left off, without missing a beat.

 **MeeTime:** This feature is only available in some countries and regions.

For instance, you can:

- Transfer **MeeTime calls** to Visions.
- Transfer **music** to Bluetooth earphones, speakers, glasses, and Visions.

 Device types and transfers supported by **Super Device** may vary by product.

- 1 Swipe down from the upper right edge of the device to display **Control Panel**, and touch  in **Super Device** to search for nearby available devices, or go to  >  to bind a new device.
- 2 Open an app running a task you wish to transfer (such as HUAWEI Video or HUAWEI Music) on your device.

- 3** In **Super Device** of **Control Panel** on your device, touch the target device to which you wish to transfer the task, or drag the target device to this device, and follow the onscreen instructions to complete the transfer.



 The figures are for reference only.

Multi-Screen Collaboration on a Computer

Connect your tablet to a computer via **Super Device** to make office work more efficient and collaborative. You can view and edit files, drag and drop files, copy and paste text, navigate on your tablet with a mouse and keyboard, or navigate on your computer via a stylus, from the Multi-screen Collaboration window on your computer or tablet.

- 1** Swipe down from the upper right edge of your device to display **Control Panel**, and touch  or  in **Super Device** to search for nearby devices to connect with.
- 2** Touch the name of the computer that you wish to connect to, or drag the icon for the computer to the icon for your device, and follow the onscreen instructions to complete the connection.

Once the connection is established, your device screen will display on the computer.

To end Multi-Screen Collaboration, touch the connected device on the **Super Device** screen on your device.

Copy and Paste Text or Pictures Across Devices

Copy and paste text or pictures between your phone and tablet using the shared clipboard to make writing and creating posters even easier.

Enable Cross-Device Clipboard

- 1 Log in to the same HUAWEI ID on your phone and tablet.
- 2 Enable Bluetooth and connect to the same Wi-Fi network on both devices.
- 3 Go to **Settings > Super Device > Cross-Device Clipboard** and make sure that **Cross-Device Clipboard** is enabled.
- 4 Copy text or a picture from one device to another.
 -  This feature is supported by HUAWEI Notepad, Email, Gallery, Browser, and certain third-party apps.

Copy and Paste Text or Pictures Across Devices

Copy and paste text

- 1 Touch and hold the text to be selected within an app (such as Notepad, Email, or Browser) on a device until  is displayed.
 -  What happens after you touch and hold the text may vary between apps. Perform operations as prompted.
- 2 Drag  and  to select just the words you want, or touch **Select all**.
- 3 Touch **Copy** or **Cut** as required.
- 4 On another device, touch and hold where you want to insert the text within an app (such as Notepad or Email) and touch **Paste**.

Copy and paste pictures

- 1 Touch and hold the picture you want to copy within an app (such as Notepad or Email) on a device and touch **Copy**.



You can also select a picture in your Gallery and go to  > **Copy to clipboard** to copy it.
- 2 On another device, touch and hold where you want to insert the picture within an app (such as Notepad or Email) and touch **Paste**.

Multi-screen Collaboration

Multi-Screen Collaboration Between Your Tablet and Computer

Connect your tablet to a HUAWEI computer, drag and drop content between them, and use your keyboard and mouse to control both devices, to enjoy seamless efficiency at all times.

 • Features and operations may vary depending on the PC Manager version.

- It is recommended that you update PC Manager to the latest version by going to    **Check for updates**.

Connect Your Tablet and Computer

Connect your tablet and computer, and enable Multi-Screen Collaboration using one of the following methods:

Connect via PC Manager:

- 1 Swipe down from the upper right corner of the tablet to display **Control Panel**, enable **Wi-Fi** and **Bluetooth**, and make sure that the tablet screen remains on.
- 2 Open PC Manager on the computer, and go to **My devices** > **My tablet** > **Connect**.
- 3 Place the tablet close to the computer, and select the tablet from the list of available devices.
- 4 Follow the onscreen instructions on the tablet and computer to complete the connection.

Connect via Super Device:

- 1 Enable **Wi-Fi** and **Bluetooth** on the computer, and log in to the same HUAWEI ID as that logged in to on your tablet.
- 2 Swipe down from the upper right corner of the tablet to display **Control Panel**, and enable **Wi-Fi** and **Bluetooth**. Touch  or  in **Super Device** to search for nearby devices.
- 3 Touch the target device you wish to connect to, or drag the target device to the local device, and follow the onscreen instructions to complete the connection.

Connect via a USB cable:

- 1 Swipe down from the upper right corner of the tablet to display **Control Panel**, enable **Wi-Fi** and **Bluetooth**, and make sure that the tablet screen remains on.
- 2 Use a USB cable to connect the tablet to the computer.
- 3 Follow the onscreen instructions on the tablet and computer to complete the connection.

On the collaboration settings screen of PC Manager, click on **Mirror**, **Extend**, or **Collaborate** to switch to the corresponding collaboration mode. **Mirror** is the default collaboration mode when the devices are connected for the first time.

Turn Your Tablet into a Second Computer Screen

Once your tablet is connected to your computer, the tablet will serve as a secondary display for your computer, giving you boundless room to work and browse. You can use the computer's keyboard and mouse to navigate on the tablet, or even control the computer by touch or stylus from the convenience of the tablet screen.

- 1 Open PC Manager on the computer, and go to **My devices** > **My tablet** to visit the collaboration screen.

- 2 Select **Mirror** or **Extend** to switch to the corresponding collaboration mode.

Mirror: Under this mode, the tablet will synchronously display the computer screen. You'll be able to access computer apps and files from the tablet screen.

 - **Opening an app:** Open File Explorer to view files and images.
 - **Browsing web pages:** Open the browser on the computer to begin web browsing.
 - If your tablet is connected to an external keyboard or stylus, you can use either to add handwritten notes/sketches, or leave comments in files.

Extend: Under this mode, the tablet will serve as a secondary display for the computer, with the two screens displaying different content. Feel free to drag an app window to the tablet (by clicking and holding down on the app title bar), for example, to view a reference document while composing a presentation.

Drag to Transfer Files Between Your Tablet and Computer

Once your tablet is connected to your computer, you'll be able to write and navigate on the tablet using the computer's keyboard and mouse, as well as drag and drop text, images, and files between the two devices.

- 1 Open PC Manager on the computer, and go to **My devices > My tablet** to visit the collaboration screen.
- 2 Select **Collaborate** to switch to the corresponding collaboration mode.
- 3 The computer's keyboard and mouse can then be used to perform the following operations on the tablet:

Accessing tablet apps and files

- **Opening an app:** Click on an app in the tablet window to open it.
- **Web browsing:** Use the mouse scroll wheel to browse web pages in the tablet window.
- **Inputting text:** Use the input method on your computer to enter text on the tablet.

Dragging and dropping files between your tablet and computer

- **From the computer to the tablet:** Use the mouse or touchpad to select the desired text, images, or files, and hold and drag them to the tablet.
For example: Drag and drop an image on your computer to an open note in the tablet window, and continue editing on your tablet.
- **From the tablet to the computer:** Use the mouse or touchpad to select the desired text, images, or files, hold down on the selected items until thumbnails float, and drag the items to the computer.
For example, drag an image or text from Notepad in the tablet window, drop it into an open document on your computer, and continue editing on your computer.

-  When the target window supports dragged files, the icon in the upper left corner of the floating window will change to a plus sign (+). If file dragging is not supported, the icon will change accordingly.

Modify Your Collaboration Settings

Once your tablet is connected to your computer, you'll be able to modify the settings to suit your needs:

Screen position: Open the PC Manager collaboration screen, and go to **Settings > Screen position** to change the settings for **Screen position**.

For example, if **Right** is selected, you'll need to drag from the right edge of the computer screen to the tablet, or drag from the left edge of the tablet screen to the computer, when you attempt to drag an app window, drag files, or use the mouse to navigate on both the computer and tablet.

Display settings: Open the PC Manager collaboration screen, go to **Settings > Display**, to change the settings for **Tablet sidebar** and **Resolution**. When you touch and hold down on sidebar buttons on the tablet, pop-ups will display.

Audio output: You can select an audio output device in any of the following ways:

On your computer:

- Open the PC Manager collaboration screen, go to **Settings > Audio output**, and select the audio output device name.
- Click on  in the lower right corner of the taskbar to enter **Control Panel**, click on the triangle icon next to **Multi-Screen Collaboration**, and select the audio output device name.

On your tablet:

- Swipe down from the upper left corner of the tablet to display Notification Panel, and touch **Play audio on tablet** or **Play audio on computer** in the **Multi-Screen Collaboration** section in Notification Panel.
- Swipe down from the upper edge of the tablet to display the status bar, touch the collaboration capsule , and select the audio output device name in **Audio output**.

 The above settings may vary by collaboration mode. If some options are greyed out, it means that the settings cannot be modified under the current collaboration mode.

Disconnect Your Tablet from Your Computer

Once you've finished using Multi-Screen Collaboration, you can end the connection between your devices in any of the following ways:

On your computer:

- Open PC Manager on the computer, and go to **My devices > My tablet > Disconnect**, or **My devices > My tablet > End collaboration**.
- Click on  in the lower right corner of the taskbar to enter **Control Panel**, and click on the **Multi-Screen Collaboration** icon to end the connection.

On your tablet:

- Swipe down from the upper edge of the tablet to display the status bar, touch  > **Disconnect**.
- Swipe down from the upper left corner of the tablet to display Notification Panel, and touch **Disconnect** in the **Multi-Screen Collaboration** section in Notification Panel.
- Swipe down from the upper right corner of your tablet to display **Control Panel**, and touch the device name in the **Super Device** panel.
- Touch  in the tablet sidebar.

If your tablet and computer are connected via a USB cable, simply remove the cable to end the connection.

Multi-screen Collaboration Between Your Phone and Tablet

Connect your phone and tablet to use Multi-screen Collaboration for cross-device operations, such as to display your phone screen on the tablet, use your phone apps on the tablet, drag files across the two devices, copy and paste text, and edit a file from your phone on the tablet.



 The figures are for reference only.

Connect Your Tablet and Phone

 Only certain phones support this feature.

Connect your phone and tablet and enable Multi-Screen Collaboration using one of the following methods (depending on your device model):

Connect over Bluetooth:

- 1 Swipe down from the upper right edge of your tablet to display **Control Panel**, touch  to expand the shortcut switch panel (depending on your device model), and enable **Multi-Screen Collaboration**.
- 2 Swipe down from the upper right edge of the phone to display **Control Panel**, and enable **Bluetooth**.
- 3 Hold your phone close to your tablet and follow the onscreen instructions to establish a connection.

Scan a QR code to connect:

- 1 Open **Multi-Screen Collaboration** on your tablet, and touch **Scan to connect** on the **Multi-Screen Collaboration** screen.
- 2 Ensure that your phone is connected to the Internet and connect your phone and tablet as prompted.

Connect by tapping against an NFC-capable keyboard:

You can tap your phone against the standard NFC-capable keyboard that comes with your tablet to enable Multi-screen Collaboration.

- 1 Make sure that your tablet has been paired with the keyboard.
- 2 Swipe down from the upper right edge of your phone to display **Control Panel**, touch  to expand the shortcut switch panel (depending on your device model), and enable **NFC**.
- 3 Tap the NFC area at the back of your phone (near the rear cameras) against the NFC area of the keyboard until your phone vibrates or plays a tone.
- 4 Follow the onscreen instructions on your phone and tablet to complete the connection.

Connect via Super Device:

- 1 Enable Bluetooth and Wi-Fi and log in to the HUAWEI ID on your phone.
- 2 Swipe down from the upper right edge of the tablet to display **Control Panel**, and enable **Wi-Fi** and **Bluetooth**.

 If you have not logged in to your HUAWEI ID on your tablet or you are not using the same HUAWEI ID, go to **Settings > Super Device > This device > Visible to**, and select **All nearby devices**.
- 3 Swipe down from the upper right edge of the phone to display **Control Panel**, and touch  in **Super Device** to search for nearby available devices or touch  >  to bind a new device.

- 4 Touch the name of the tablet or drag the tablet to the local device, and follow the onscreen instructions to complete the connection.

Access Phone Apps and Files from Your Tablet

After connecting your phone with your tablet, navigate on your phone from the convenience of the tablet screen, such as browsing phone apps and files, viewing phone notifications (such as SMS messages), and making or answering phone calls.

When your phone screen is unlocked, you can perform the following operations in the phone window on your tablet:

- Open **Phone** to make a call by dialling a number.
- Open **Messaging** to view and reply to SMS messages.
- Open **Gallery** or **Files** to view photos, videos, and files, as well as to play video or audio files from your phone.
- Swipe down from the upper left edge of your phone or tablet to display the notification panel or touch  to switch between playback devices.
- If your tablet is connected to an external keyboard or a stylus, you can use it to input text and control the phone window on your tablet.

Drag to Transfer Files Between Your Phone and Tablet

- 1 Open **Gallery** or **Files**, and touch and hold a picture, video, or document.
- 2 Select more files if needed, touch and hold any of the selected files, then drag them when an icon for dragging files appears.

For example, you can:

- Drag to transfer files in **Gallery** or **Files** between your phone and tablet.
- Drag to transfer files in **Files** between your phone and tablet.
- Drag a picture, text, or file from your phone to an open document on your tablet, such as a Microsoft Office document, memo, or email.

Disconnect Your Phone from Your Tablet

After you have finished using Multi-Screen Collaboration, you can disconnect your devices using the following methods:

- In the Multi-screen Collaboration window on your tablet, touch .
- Touch , and touch **Disconnect**.
- Swipe down from the upper left edge of your device to display the notification panel, and touch **Disconnect**.
- Swipe down from the upper right edge of your phone to display **Control Panel**, and touch the name of your tablet in **Super Device**.

Huawei Share

Pin Frequently-Used Sharing Methods to the Top

Pin your frequently-used sharing methods (such as Bluetooth or email) to the top of the system sharing box, to share files and content with friends, colleagues, and loved ones with greater ease.

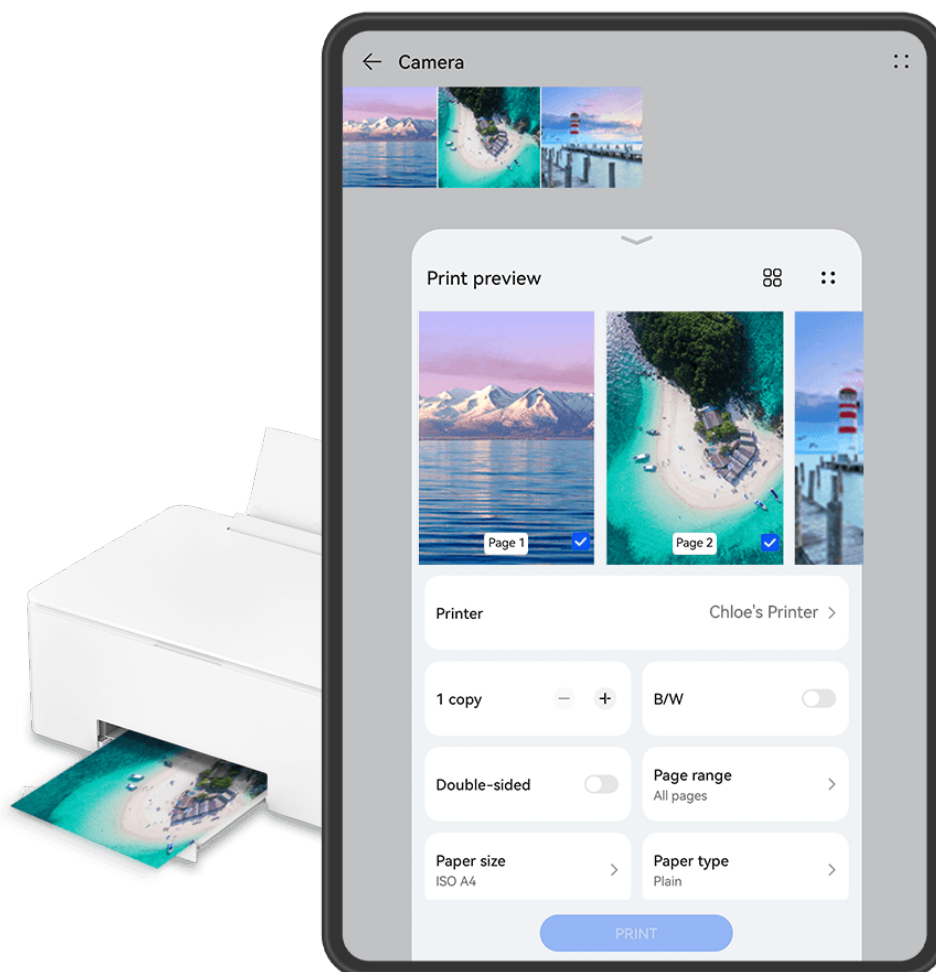
- 1 Touch and hold down on the file to be shared, and touch .
- 2 In the app sharing area, swipe left to the last screen, and touch  or go to **All** >  (depending on your device model).
- 3 Touch the sharing method to be pinned to the top. Some apps include multiple sharing methods. You can also add a sharing method as needed.
- 4 In the top area, drag to sort the sharing methods, and touch  or **Done** (depending on your device model).

You can also touch a sharing method pinned to the top to unpin it.

Easy Print

Print Files with Huawei Print

Your device comes with Huawei Print, which detects nearby printers, allowing you to touch to print images and documents from it!



 The figures are for reference only.

Effortless File Printing, with Huawei Print

- 1 Enable **Wi-Fi** on your device and make sure that the printer is connected to the same Wi-Fi network as your device or that Wi-Fi Direct is enabled.
- 2 To print files stored in different locations on your device:
 - **Gallery:** Open an image or select multiple images in **Gallery**, and go to **Share** >  or **More** > **Print or export as PDF**.
 - **Notepad:** Open a note in **Notepad**, and go to **More** > **Print**.
 - **Files:** Select one or more files in **Files**, and go to **Share** > **Print**.
- 3 Touch **Select**, and select your desired printer from the printer list. Then set the number of copies, colour, paper size, and other options on the preview screen, and touch **PRINT**. If you've used **Huawei Print**, the printer that has been used last time will automatically connect during printing.

Once printing starts, a print floating ball will display on your device screen . To continue printing, open the images and documents to be printed, and touch the print floating ball to add printing tasks to the queue.

Remotely Print Files with Huawei Print

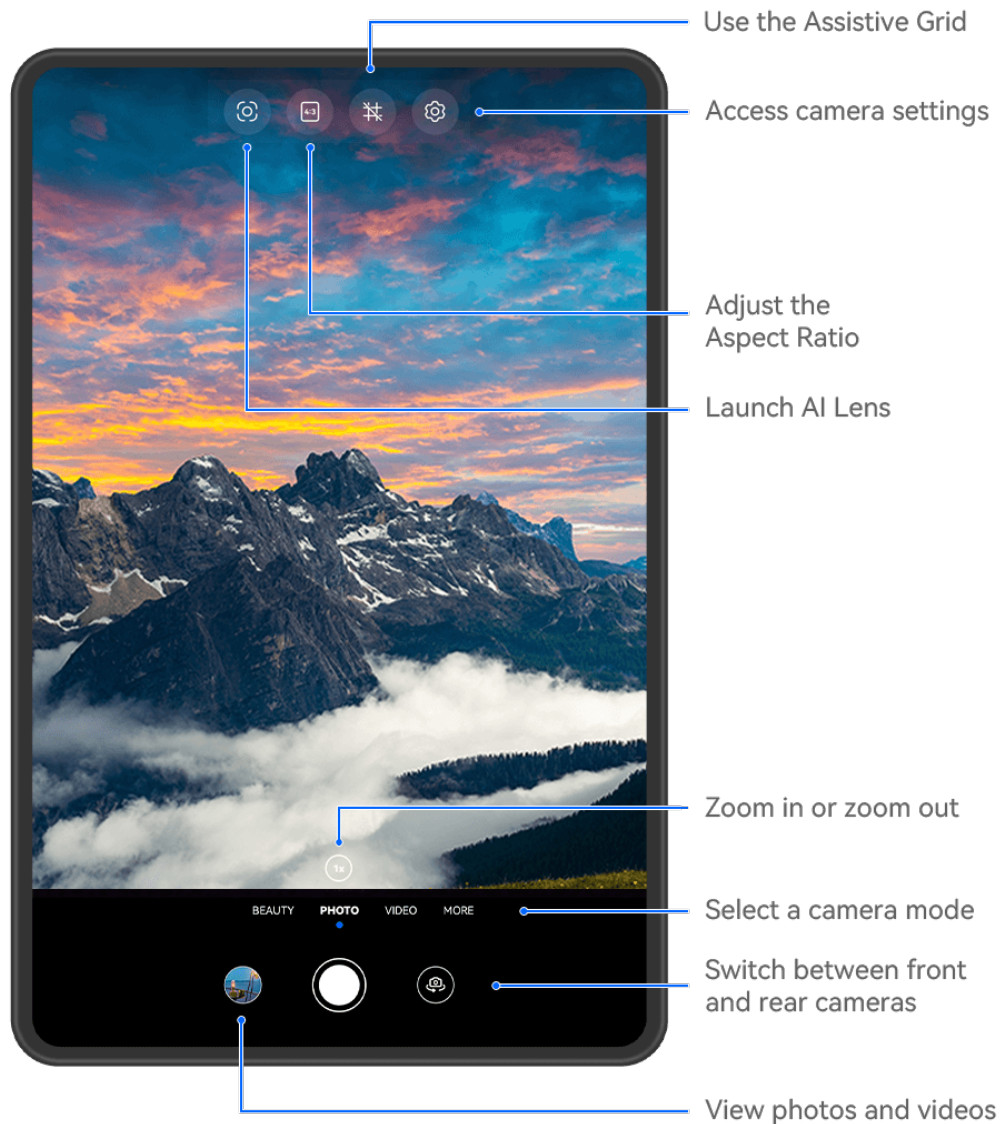
If you own a Huawei printer, you can remotely print files from your device, via **Huawei Print**.

- 1** Add a printer to the **AI Life** app on your device.
 - 2** When you are away from your printer, you can remotely print files by referring to [Effortless File Printing, with Huawei Print](#).
-  If your device is not pre-installed with some relevant apps, download it from **AppGallery**.

Camera and Gallery

Take Photos

Take Photos



 The figures are for reference only.

- 1 Open **Camera**.
- 2 You can then:
 - Focus: Touch the location you want to focus on.

To adjust focus and metering separately, touch and hold the viewfinder and drag the respective frame or ring to the desired location.

- Adjust brightness: Touch the viewfinder. When the  symbol appears next to the focus frame, drag it up or down.
- Zoom in or out: On the viewfinder, pinch in or out, or drag the zoom slider.
- Select a camera mode: Swipe up, down, left, or right across the camera mode options.
- Turn the flash on or off: Touch  and select  (Auto),  (On),  (Off), or  (Always on).

If you select  (Auto) and the camera detects that you are in a dimly lit environment, a flash icon will appear in the viewfinder and the flash will be automatically turned on when you take a photo.

 These features may not be available in some camera modes.

3 Touch the shutter button to take a photo.

Use the Floating Shutter to Take Photos

You can enable the floating shutter to display it in the camera viewfinder, and drag it anywhere you like to take photos quickly.

- 1** Go to **Camera** >  and enable **Floating shutter**.
- 2** The floating shutter will then be displayed in the viewfinder. You can drag it anywhere you like.
- 3** Touch the floating shutter to take a photo.

Take Timed Photos

The camera timer allows you to set a countdown so you can get into position after you have touched the shutter button.

- 1** Go to **Camera** >  > **Timer** and select a countdown.
- 2** Return to the viewfinder and touch the shutter button. Your device will take a photo when the countdown ends.

Use Audio Control to Take Photos

You can use your voice to take photos without having to touch the shutter button.

- 1** Go to **Camera** >  > **Audio control**, and select an option.
- 2** Go back to the viewfinder, then say your command to take a photo.

Record Videos

Record Videos

1 Open **Camera**, and select **Video** mode.

2 Adjust the following settings:

- Zoom in or out: Pinch in or out on the viewfinder, or drag the zoom slider.
- Focus: Touch the location that you wish to focus on. Touch and hold down on the viewfinder to lock the exposure and focus.
- Turn the flash on or off: Touch , and select  (steady on) or  (off).
When using the front camera to record a video in low-light conditions, you can set the flash to  (steady on). The camera will help compensate for the lack of light in your environment.
- Adjust the beauty effects: Touch  and drag the slider to adjust the beauty settings.
- Adjust the video resolution and frame rate: Go to  > **Video resolution**, and select your desired resolution. A higher resolution will result in a higher quality video with a larger file size.

You can go to  > **Frame rate** to select your desired frame rate.

- Enhance video colours and contrasts: Touch , and enable **HDR Vivid**.
Once this feature is enabled, the colours and contrasts in the video will be improved. However, playing the video on an incompatible device or using incompatible software may result in sub-optimal effects. Please exercise caution when enabling this feature.
- Select a space-saving video format: Touch , and enable **High efficiency format**.
Once this feature is enabled, your device will use a video format that takes up less storage space. However, this may result in other devices being unable to play the video. Please exercise caution when enabling this feature.

 Some of these features may not be supported on your device. Changing a specific setting will sometimes cause other settings to change as well.

3 Touch  to begin recording.

If you are using the rear camera to record a video, touch and hold down on  or  to gradually zoom in or out.

Touch  to take a shot of the current frame.

4 Touch  to pause, and touch  to stop recording.

Shoot 4K UHD Videos

Your device supports 4K Ultra HD (UHD) video recording, allowing you to record in even greater clarity.

1 Open **Camera** and select **Video** mode.

2 Go to  > **Video resolution** and select the 4K resolution. Beauty mode, filters, and special effects are not supported at 4K, and will be automatically disabled when you select the 4K resolution.

3 Return to the **Video** screen and touch  to start recording.

 A higher resolution will result in a higher quality video, but will also take up more storage space.

Time-Lapse Photography

Use Time-Lapse to Create a Short Video

You can use Time-lapse to capture images slowly over several minutes or even hours, then condense them into a short video. This allows you to capture the beauty of change – blooming flowers, drifting clouds, and more.

1 Go to **Camera** > **More** and select **Time-lapse** mode.

2 Place your device in position. To reduce camera shake, use a tripod to steady your device.

3 Touch  to start recording, then touch  to end the recording.

The recorded video is automatically saved to Gallery.

Adjust Camera Settings

Adjust Camera Settings

You can adjust the camera settings to take photos and videos more quickly.

 The following features may not be available in some camera modes.

Adjust the Aspect Ratio

Go to **Camera** >  > **Aspect ratio** and select an aspect ratio.

 This feature is not available in some modes.

Enable Location Tags

To enable **Location tag**, enable Location Services for your device first, then go to **Camera** >

. Your photos and videos will then be tagged with location information.

You can touch and swipe up on a photo or video in Gallery to view its shooting location.

To enable Location Services on your device:

- Swipe down from the upper right edge of the device to display **Control Panel**, touch  to expand the shortcut switches panel (depending on your device model), and enable **Location**.
- Go to **Settings > Location** and enable **Access my location**.

Use the Assistive Grid to Compose Your Photos

Use the assistive grid to help you line up the perfect shot.

- 1 Enable **Assistive grid**. Grid lines will then appear in the viewfinder.
- 2 Place the subject of your photo at one of the intersecting points, then touch the shutter button.

Use Mirror Reflection

When using the front camera, touch , then enable or disable **Mirror reflection**.

When **Mirror reflection** is enabled, the image will appear as you see yourself in the viewfinder, instead of flipped.

When **Mirror reflection** is disabled, the image will be flipped, so it's the opposite of what you see in the viewfinder.

Mute the Shutter Sound

Enable **Mute** to mute the camera shutter sound.

 This feature is only available in some countries and regions.

Use the Horizontal Level for Better Compositions

Enable **Horizontal level** to display a horizontal guiding line on the viewfinder.

When the dotted line overlaps with the solid line, it indicates that the camera is parallel with the horizontal level.

Customise Camera Mode Layout

You can customise the layout of the Camera mode screen based on your preferences by moving the frequently used modes to the camera home screen, or change the order of modes.

 **Photo**, **Portrait**, and **Video** modes cannot be moved to **More**.

- 1 Go to **Camera > More**, and touch  to enter the mode editing screen.
- 2 Touch and hold a mode and drag it to the desired position. You can move a mode on the **More** screen to the camera home screen, move the mode on the camera home screen to **More**, or adjust the layout of the mode screen based on how often you use certain modes.

Modes with a  icon can be deleted by simply touching this icon.

3 Touch  to save the layout.

To restore a deleted mode, go to **Camera** > **More**, touch , and then touch **ADD**.

Manage Gallery

Make Quick Searches in Gallery

Quickly Search for Photos in Gallery

Quickly locate a photo by searching with keywords, such as a date, food, or category, in Gallery.

- 1** Go to **Gallery**, touch the search bar at the top of the screen, then type in a keyword (such as "food" or "scenery") or touch a suggested word to start searching.
- 2** Thumbnails of photos related to that keyword will be displayed, and more keywords will be suggested. Touch a suggested keyword or enter more keywords for more precise results.

Quickly Search for Videos in Gallery

Your device automatically analyses and categorises videos in Gallery when charging and with the screen off. Suggested keywords will be displayed in the search bar for quick results on related topics.

- 1** Go to **Gallery**, touch the search bar at the top of the screen, then type in a keyword (such as "food" or "scenery") or touch a suggested word to start searching.
- 2** Thumbnails of videos related to that keyword will be displayed, and more keywords will be suggested. Touch a suggested keyword or enter more keywords for more precise results.
Key moments of videos in the search results will automatically be played in sequence for you to see a preview.

 **Screenshots** will not be analysed.

Organise Albums

Organise photos and videos into albums to easily sift through them.

Add Albums

- 1** Go to **Gallery** > **Albums**.
- 2** Touch , name the album, then touch **OK**.
- 3** Select the photos or videos you want to add, and then move or copy them to the album.

Sort Albums

- 1 Go to **Gallery** > **Albums** >  and touch **Sort albums**.
- 2 Hold and drag  next to the albums to adjust the order.
Touch **Reset** or go to  > **Reset** to restore the default order.

Adjust the Album Display Style

Go to **Gallery** > **Albums**, touch  or  at the top, and select an album display style.

Change Album Covers

- 1 Go to **Gallery** > **Albums** and touch the album you want to set.
- 2 Go to  > **Change album cover** and select the image you want to set as the album cover.

Move Photos and Videos

- 1 Open an album, then touch and hold to select the photos and videos you want to move.
 - 2 Touch  > **Move to album** to select the desired album.
 - 3 Once the items are moved, they will no longer be in their original album.
-  The **All photos** and **Videos** albums show all photos and videos stored on your device. Moving items across albums will not affect the view in these albums.

Delete Photos and Videos

Touch and hold to select the desired photos, videos, or albums and go to **Delete** > **Delete**.

-  Some preset albums cannot be deleted, including **All photos**, **My favourites**, **Videos**, and **Camera**.

Deleted photos and videos will be temporarily moved to the **Recently deleted** album for a period of time, after which they will be permanently deleted.

To permanently delete photos and videos before the retention period expires, touch and hold to select the desired photos or videos in the **Recently deleted** album and follow the onscreen instructions.

Recover Deleted Photos and Videos

In the **Recently deleted** album, touch and hold to select the items you want to recover, then touch  to restore them to their original albums.

If the original album has been deleted, a new one will be created.

Add Photos and Videos to Favorites

Open a photo or video, then touch .

The item will appear in both its original album and the **My favourites** album.

Block Albums

Block third-party app albums to prevent them from being displayed in Gallery.

1 In the **Others** list, touch the album you want to block.

2 Go to  > **Block this album?**.

Blocked albums can only be viewed in **Files**.

3 To unblock an album, open the **Others** list, touch **View blocked albums**, then touch **Unblock** next to the album.

 Only some albums in **Others** can be blocked.

Keep Gallery Images, Videos, and Albums Safe from Prying Eyes

Hide private images, videos, or albums in Gallery, for additional peace of mind.

First go to **Gallery > Albums**. From there, you can:

- **Hide images or videos:** Tap to open an album, touch and hold down to select images or videos you wish to hide, and go to  > **Hide** > **OK**.

- **Hide a single album:** Tap to open an album you wish to hide, and go to  > **Hide this album** > **OK**.

- **View hidden images, videos, or albums:** On the **Albums** tab, go to  > **Hidden items**.

You can switch the view as needed, to find your desired items. In **Hidden items**, touch , and select **Photo view** or **Album view**.

- **Unhide a single album:** Touch the album that you wish to unhide, and go to  > **Unhide**.

- **Unhide images or videos:** In **Hidden items**, go to  > **Photo view**, touch and hold down to select the images or videos that you wish to unhide, and touch **Unhide**. These images and videos will then be restored to their original albums.

Edit Pictures and Videos

Edit Images

Gallery offers a wide range of editing features for images.

Basic Editing

- 1 Open **Gallery**, touch the photo you want to edit, and then touch . You can then:
 - Crop and rotate: Touch **Crop**, select a frame, then drag the grid or its corners to select which part you want to keep. You can drag the photo in the frame, or use two fingers to zoom in or out to adjust the displayed part of the photo.
To rotate the photo, touch **Crop** and drag the angle wheel to the desired orientation.
To rotate the photo by a certain degree or mirror flip the photo, touch  or .
 - Add a filter effect: Touch **Filter** to select a filter.
 - Adjust photo effects: Touch **Adjust** to adjust the brightness, contrast, saturation, and other aspects of the photo.
 - Other: Touch **More** to edit the photo in other ways, such as by adding a colour splash, blur, doodle, or text element.

When using the **Adjust** or **Filter** feature, you can touch **Compare** to compare the photo before and after editing. Comparison is not supported in some editing modes.

- 2 Touch  or  to save the edits.

Add Stickers to Photos

- 1 In Gallery, touch a photo, then go to  > **More** > **Stickers**.
- 2 Select a sticker and drag it anywhere you like. Touch and hold the dot on the corner of the sticker and drag it to resize the sticker. Touch  to delete the sticker.
You can also edit the text in some types of stickers. Touch the editable area which is typically encircled with dash lines to enter the new text.

- 3 Touch  to save your edits and touch  to save the photo.

Pixelate Photos

- 1 In Gallery, touch a photo, then go to  > **More** > **Mosaic**.
- 2 Select a mosaic style and size to cover parts of the photo.
- 3 To remove the mosaic, touch **Eraser** and wipe it off the photo.
- 4 Touch  to save your edits and touch  to save the photo.

Rename Photos

- 1 In Gallery, touch the photo thumbnail you want to rename.
- 2 Go to  > **Rename** and enter a new name.
- 3 Touch **OK**.

Collage

You can use the collage feature in Gallery to quickly combine multiple photos into one for easier sharing.

- 1 You can access the collage feature in the following ways (depending on your device model):
 - On the **Discover** tab, touch **Create collage**, select some photos, then touch **Create**.
 - On the **Photos** or **Albums** tab, touch and hold to select some photos, then go to  **> Collage**.
- 2 Select a template. You can then:
 - Relocate a photo: Touch and hold the photo and drag it to a different position.
 - Adjust the displayed portion of a photo: Slide on the photo, or pinch in or out on it so that only the part you want to see is displayed in the grid.
 - Rotate a photo: Touch the photo, then touch  to rotate it or  to flip it.
 - Add or remove borders: By default, borders are displayed between photos and along the grid edges. To remove them, touch **Frame**.
- 3 Touch  to save the collage.
To view the saved collage, go to **Albums > Collages**.

Apps

MeeTime

Use MeeTime to Make Calls

Use MeeTime to make high-quality video or voice calls with contacts who have Huawei devices (such as phones and tablets), and share your screen during calls.

Thanks to the GPU Turbo technology, the video call resolution will be optimised automatically when the network signal is weak. With intelligent algorithms, the other party can see your face clearly even when making a video call at night or in dark environments.

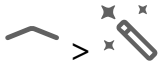
-  • Please make sure your device has been updated to the latest system version.
- This feature is only available in some countries and regions.
- If your device is not pre-installed with the **MeeTime** app, download it from **AppGallery**.

MeeTime Usage Tariff Instructions

- MeeTime only uses Wi-Fi or mobile data and will not be charged as calls by your network provider. It is recommended that you use this feature over a Wi-Fi network.
 - If you need to make a video call using mobile data, you can perform the following to save on the amount of mobile data you use: On the **MeeTime** screen, touch your profile picture in the upper right corner to access the **Settings** screen, then turn on the **Data saver** switch.
-  Data services are not supported on Wi-Fi only tablets.

Make a High-quality Video or Voice Call

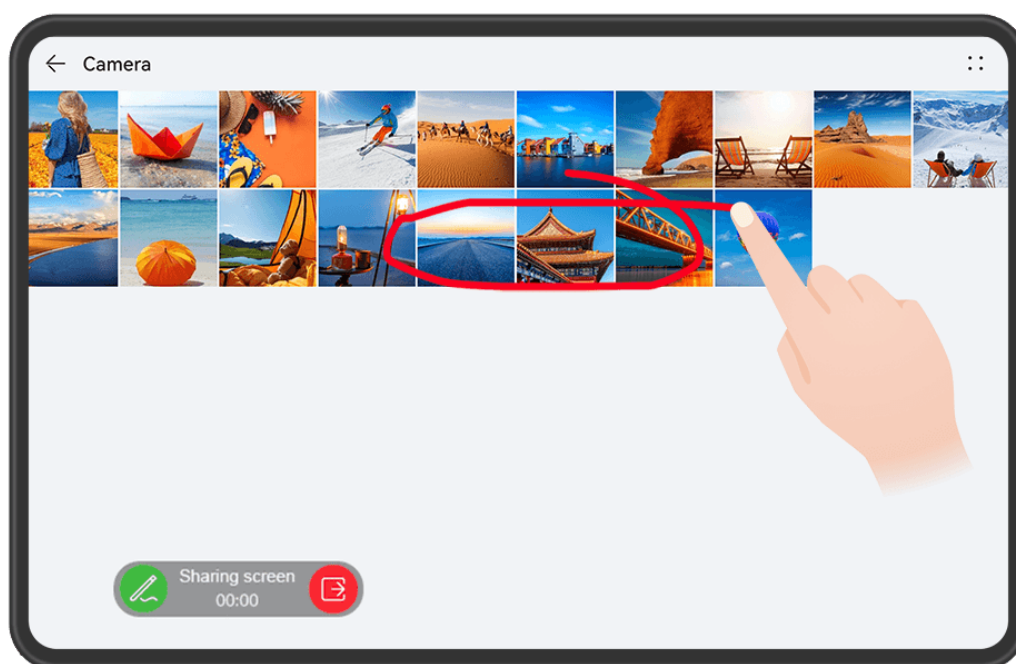
Use MeeTime to make smooth and high-quality calls between Huawei devices such as phones and tablets. You can enjoy clear video calls even in dark environments and adjust the beauty level during video calls.

- 1 Open **MeeTime** and follow the onscreen instructions to activate and enable it.
- 2 In the **MeeTime** app, go to **Contacts > MeeTime**, and touch  or  next to a contact who has enabled **MeeTime** on their devices to make a high-quality video or voice call.
- 3 During a video call, touch the screen and then touch  to access the **Soften** function. Drag the slider left or right to adjust the beauty level.
 -  • For better video calls, keep your device within 1 metre (3.3 feet) of you and ensure that you are in a bright environment.
 - The beauty level adjustment feature is only supported by some products.
- 4 You can perform the following:

- Touch  to mute MeeTime.
 - Touch  to use the speaker.
 - Touch  to switch to a voice call.
 - Touch  to share the screen.
-  To view or manage your call logs, touch **Calls**.

Share Your Device Screen During a MeeTime Call

During a MeeTime video call, you can share your screen with the other party and doodle on the screen. The other party will then be able to view your screen and your doodles on it.



- 1 During a video call, touch the screen, go to  > , and follow the onscreen instructions to share your screen.

While sharing your screen, touch  to start doodling on your screen.

- 2 Touch  to exit screen sharing.

Set MeeTime Phone Numbers

You can use MeeTime with more than one of your phone numbers.

- 1 On the **MeeTime** screen, touch your profile picture icon in the upper right corner to access the **Settings** screen.
- 2 Touch **Number settings**. You can then:
 - Touch  to add another phone number if only one phone number has been linked.
 - Touch  to delete any numbers or add new ones if multiple phone numbers have been linked.
 - In the list of **Outgoing number (this device)**, select one of the added phone numbers to set it as the default number.

Notepad

Create and Edit a Note

Capture an inspired idea before it's too late, with **Notepad**. You can also add checklists, images, and web links to notes to make them more detailed and enriching.

Create a Note

- 1 Go to **Notepad > Notes**, touch , and enter the title and content.
- 2 If you need to change the text style or content typesetting, you can find the corresponding feature in the editing toolbar at the bottom of the screen.
- 3 Once you're done editing, touch  to save the note.

Add a Checklist

Add the work content and items you wish to purchase to the checklist. Once the checklist is created, you can select annotations to organise your work and life with greater ease.

When you create a note in **Notepad**, touch . From there, feel free to:

- **Add an item to the list:** Enter text after the hollow circle, and go to the next line to enter another item.
- **Mark an item as completed:** Touch the hollow circle next to an item to mark the item as completed.

Add Images to a Note

- 1 When creating a note in **Notepad**, touch , and select **Take photo** or **Select from Gallery** to insert an image. Hold and drag to adjust the position of the added image within the note.

- 2 Once you're done editing, touch  to save the note.

Add Web Page Content to a Note

Add web page content or text to Notepad to quickly create a note. Touch the added web page link in the note to open the web page and view the details.

 Content sharing is not supported in all apps.

- 1 When browsing a web page, select the content you wish to share, such as a web page or text on the web page.
- 2 Touch the share button, and select **Notepad**.
- 3 Add the shared content to an existing note, or create a new note, by following the onscreen instructions.

Create Notes by Dragging Content from Other Apps

Drag text, images, and files to Notepad, from apps like HUAWEI Browser and Files, to create informative notes in little time. You can also select and drag individual items (such as text, images, audio and video files, and documents) all at a time within notes to create a new note.

 Drag-and-drop operations are only supported in certain apps.

- 1 Go to **Notepad > Notes**, and touch .
- 2 Select and drag the content that you wish to add (from the corresponding apps) to Notepad.
 - **Drag from other apps:** Open Files in either split-screen or floating window mode, select the text, images, or files, and hold and drag them to the desired note.
 - **Drag between notes:** Open another note in either split-screen or floating window mode, select the desired items (including text, images, audio and video files, and documents), and hold and drag them all at a time to the desired note.
- 3 When editing a note, you also select multiple types of items, and hold and drag these items to relocate them within the note.
- 4 Touch  to save the note.

Create To-dos

You can create to-dos to keep a track of day-to-day essentials, such as daily shopping lists, tasks at work, and household chores.

Add To-do Items and Set Reminders

Add to-do items and set time-based reminders for them.

- 1 Go to **Notepad > To-dos**, and touch .

- 2 Enter your to-do item, touch , specify a time for the to-do item, and touch **OK**.
- 3 Touch  to mark the to-do item as important. If you have marked the to-do item as important, you'll be prompted with a full-screen reminder when the screen is locked.
- 4 Touch **Save**.

Draw Graffiti and Handwrite Notes

Sketch and write to record sources of inspiration, and make your notes more vivid and informative.

- 1 Go to **Notepad > Notes**, and touch .
 - 2 Draw or write by following the instructions below:
 - Touch  to select a brush colour.
 - Touch  to select the pen type (such as ballpoint pen or pen) and tip size.
 - Touch  to manually erase specific graffiti or handwriting. Touch  again, and select **Clear** to clear all graffiti or handwriting.
 - Touch  to select the note background.
 - Touch  to display horizontal lines.
 - If your device is connected to a stylus, touch  to block drawing graffiti or handwriting by finger. After you do so, you'll only be able to edit the note with a stylus.
-  Not all devices support all of these features.
- 3 Once you're done editing, touch  to save the note.

Scan a Document or Card

In **Notepad**, you can use your device's camera to scan an image or document, such as an ID card, bank card, or other certificate, to save it as a note in Notepad, with an anti-theft watermark.

Scan Documents to Create Notes

- 1 Go to **Notepad > Notes**, and go to  >  > **Scan document**.
- 2 Point the camera to the images or documents you wish to scan, and touch  to scan them one at a time, or consecutively.

3 Then go to **Extract text > Save**, select **Save images and text** or **Save text only**, and touch ✓

 If your device does not have this option, it indicates that this feature is not supported.

Scan Cards and Certificates to Store Them Away

1 Go to **Notepad > Notes**, and go to  >  > **Add card**.

2 Point the camera to the certificates you wish to scan, and touch  to scan them one at a time, or consecutively. Touch  to preview the scanned copies.

3 (Optional) If you wish to adjust the photo, touch  in the upper left corner to return to the scanning screen. Then touch the thumbnail, manually adjust the photo, and touch ✓ to preview the scanned copy.

4 (Optional) To add a watermark to the scanned copy, touch **Full-screen watermark** or **Single watermark**.

5 Touch  to insert the modified scanned copy into the note.

6 Touch ✓ to save the note.

Search for and Sort Notes

Quickly Search for Notes

Use keywords, such as note titles, specific text content, or attachment names, to search for notes within Notepad with newfound ease.

1 Open **Notepad**, touch the search bar at the top of the screen, and type in a keyword to start searching.

2 Notes will display based on the keywords. You can continue to enter keywords for more accurate searches.

Add a Folder or Notebook

Create folders or notebooks to store different types of notes, and even add colour-coded labels to create digital notebooks in Notepad.

Go to **Notepad**, and touch **All notes** or **All to-dos**. From there, feel free to:

- **Create a folder:** Go to **Manage > New folder**, rename the folder, and touch **Save**.
- **Create a notebook:** Open any folder, touch **New**, select a colour label, rename the notebook, and touch **Save**.

To rename or delete a folder or notebook, go to **Manage > Edit**, and touch the folder or notebook name to rename or delete it.

 Folders and items in Exchange accounts cannot be edited.

Classify Notes and To-Dos by Category

Classify notes or to-dos into notebooks separated by folder and category, to reference content with greater ease.

- **Pin a note to the top:** In the **All notes** list, swipe left on a note, and touch  to pin it to the top.
- **Add a note to favourites:** In the **All notes** list, swipe left on a note, and touch  to add it to favourites.
To view favourite items, touch **All notes**, and go to **My favourites**.
- **Move a note or to-do to another notebook:** In the **All notes** or **All to-dos** list, swipe left on a note or to-do, touch , and select the target notebook.
Touch and hold down on a note or to-do item you wish to classify, select or swipe along the check boxes of multiple items, and touch  to move them by batch to the target category.

Lock Notes

You can apply App Lock to Notepad or set a password for a note to protect your privacy.

- **To lock the Notepad app,** go to **Settings > Security > App Lock**, follow the onscreen instructions to enter the screen lock password or custom app lock password, and enable the switch next to **Notepad**.
- **To lock a single note,** go to **Notepad > Notes**, open the note you wish to lock, go to    **> Add lock**, follow the onscreen instructions to set a password, and touch .

To remove the note lock, open the note, and go to   **> Remove lock**.

If your device supports fingerprint or face unlock, and you've enrolled your fingerprint or facial data, you can use fast authentication by performing the following steps: Go to

  **Notepad >   > Settings > Note lock**, and enable **Unlock with Fingerprint ID** and **Unlock with Face Recognition**.

Share and Export Notepad Items

Share notes or to-dos in **Notepad** with others, and even export notes in image, TXT, and other formats.

Share Notes or To-dos

- **To share a single note or to-do:** Open the note or to-do you wish to share in the **All notes** or **All to-dos** list, and touch . Then follow the onscreen instructions to complete the process.

You can share a note by touching **Image**, **Text**, or **Send to another device**.

- **To share multiple notes:** Touch and hold down on a note, select multiple notes you wish to share in the **All notes** list, and touch . Then follow the onscreen instructions to complete the process.

Export Notes

Go to **Notepad** > **Notes**, open the note you wish to export, and touch . From there, feel free to:

- **Export it as an image:** Go to **Image** > **Save image**. You'll find the exported image in **Gallery**.
- **Export it as a document:** Touch **Export as document**, and follow the instructions to select the document format you need and complete the process.
To view notes that you have saved, open **Files**, search for and access **Documents**, and touch **NotePad**.

 The **Export as document** feature is not available for handwritten-only notes. Other types of notes can be exported into TXT or HTML files when you select **Export as document**.

Delete Notes or To-dos

You can delete notes or to-dos in any of the following ways:

- In the **All notes** or **All to-dos** list, swipe left on a note or to-do, and touch  to delete it.
- Touch and hold down on the note or to-do you wish to delete, select or swipe along the check boxes of multiple notes or to-dos that you wish to delete, and touch .

Once deleted, you can touch **All notes** or **All to-dos** and go to **Recently deleted** to view the deletion records. To restore a deleted item, touch and hold down on it, or go to its details screen, and touch .

HiNote

Take Notes the Easy Way

The Notes app provides a seamless digital handwriting experience, with intuitive note management and personalised settings to help you organise your thoughts.

Create a Note

To create a note, open **Notes** and follow any of the methods below:

- **Quickly creating a note:** Touch  in **Quick note**.

- **Using a template:** Touch  in the upper right corner, touch **New note**, select **Cover** and **Paper**, and touch **Confirm**.
- **Importing to create a note:** Touch  in the upper right corner, select **Import images** or **Import PDF**, and follow the onscreen instructions to complete the process.

Write Down a Note

The Notes app supports a range of brush styles and easy-to-use auxiliary tools, which allow you to apply custom writing styles.

Open **Notes** to enter the note editing screen. From there, feel free to:

- **Set brushes, and add brushes to favourites:** Touch  to directly use a brush, touch  again to enter the brush settings screen. Set the brush based on your needs, and touch . To switch between brushes in favourites, open **Show favourites bar**.
- **Pick colours from other apps:** This feature allows you to pick up colours from other apps when doodling on the screen or editing notes. In split-screen or floating window mode, touch  twice to enter the brush settings screen, and touch  to pick the desired colour from the target app, for example, picking the colour from an image in Gallery or Browser.
- **Rubber:** Touch  to manually erase certain doodles or hand-written content. Touch  again to enter the rubber settings screen. Drag the slider below to adjust the rubber size, and turn on the **Erase strokes** switch to erase all hand-written/hand-drawn content. Touch **Clear strokes** to clear all hand-written/hand-drawn content. To restore this content, touch the  button at the top of the screen.
 To adjust the size of the rubber by dragging the slider, please make sure that the **Erase strokes** switch is turned off.
- **Pressure-sensitive rubber:** After connecting the stylus pen, touch  twice to enter the rubber settings screen, turn on the **Pressure sensitive** switch, and adjust the **Sensitivity** switch. While sketching or writing with the stylus pen, press the screen and pause for a moment to trigger the rubber tool. After erasing the content, lift the stylus pen to resume writing or sketching.
- **Convert handwriting to graphics:** This feature allows you to draw a perfect shape by hand, using a single stroke, to mark key points. Touch , and draw a desired shape (such as an arrow, circle, rectangle, or love), using a single stroke. When you finish the shape, pause for 0.5s, and then the shape will be replaced with a perfect one.

- **Magnify:** Touch  to zoom in on the editing screen. Drag the triangle icon in the lower right corner of the text box to adjust the level of magnification, or move the text box to select the magnification range.
- **Enable mistouch prevention:** Touch  to avoid accidentally editing notes when you're sketching, or drawing a shape with a single stroke.
-  The feature availability varies by device.

Typeset Notes

The Notes app supports mixed image and text content, making it remarkably easy to typeset notes.

Open **Notes** to enter the note editing screen. From there, feel free to:

- **Use the lasso tool:** Touch , draw a circle to select the content to be edited, and drag it freely to any location on the current page. You can also touch the content in the circle, to: Select **Convert to text**, and select **Copy text** or **Insert** to relocate it to any location onscreen.

Select **Cut** or **Copy**, and touch  in the upper right corner to move the content to any page in **Pages**.

- **Edit an image:** Touch  to insert an image. Pinch two fingers together to rotate and zoom in or out on the image. You can also touch the image to **Custom crop** it, **Copy** it, or perform other operations. For example, you can select **Custom crop** to crop the image to suit your needs.
- **Manage pages:** Swipe up with two fingers to add a page. You can also touch  to display a thumbnail, touch , and **Copy** then **Paste**, or **Insert blank page** to add a page. You're also free to touch and hold down on a thumbnail to adjust the page sequence.

Manage Notes Using Folders

Use folders to classify notes by category, so that they be referenced with greater ease.

Enable **Notes**, and create a folder using either of the following methods:

- Touch and hold down on a note, and drag it to another note. Doing so will create a new folder.
- Touch , select **New folder**, enter a title, and touch **OK**.

The Notes home screen can display folders and individual notes by category. Touch  >  to add notes or folders to your favourites. You can also touch  to enter keywords (such as titles or text) to find and reference notes with greater ease.

Sync Notes

Enable **Cloud sync**, and log in to any HUAWEI device to view and share notes at any time.

1 Open **Settings**, and log in to your **HUAWEI ID** on the device.

2 Open **Cloud**, enable Cloud sync for **Notes**, and upload data to the cloud.

All data in the Notes app will be automatically uploaded to the cloud. You can view and edit notes on the cloud or on any device. Changes will be synced across all your devices.

Share and Export Notes

The Notes app makes it easy to share your notes with friends. It also allows you to export notes as pictures, PDF files, and other file formats.

Open **Notes**. From there, feel free to share or export notes in any of the following ways:

• Sharing notes

Sharing an entire note: At the bottom of the note that you wish to share, go to  > .

Alternatively, on the note editing screen, go to  > . Then select **Image** or **PDF**.

Sharing a single page of a note: On the note editing screen, go to  > **Pages**. In the thumbnail of the page that you wish to share, go to  > **Share current page**, and select **Image** or **PDF**.

• Exporting notes

Exporting an entire note: At the bottom of the note that you wish to export, go to  > . Alternatively, on the note editing screen, go to  > . Then select **Image** or **PDF**.

Exporting a single page of a note: On the note editing screen, go to  > **Pages**. In the thumbnail of the page that you wish to share, go to  > **Export current page**, and select **Image** or **PDF**.

You can view the exported images in **Gallery**. For exported PDF files, you can open **Files**, and enter a file name keyword to search for and view exported notes.

Print Notes

1 On the note list screen, open the note you wish to print.

2 Go to  > , follow the onscreen instructions to set the printer and printing parameters, and touch **PRINT**.

Lock Notes

Applying a lock to the Notes app gives an additional layer of protection, and unmatched peace of mind.

1 Open **Notes** to enter the note editing screen.

2 Go to  > **Add lock**, follow the onscreen instructions to add the lock, and touch .

To remove the note lock, open the Notes app, and go to  > **Remove lock**.

Delete Notes

• Deleting a single note: Go to the **All notes** screen, and touch  > **Delete** > **Delete** under the note to be deleted.

• Deleting notes in batches: Go to the **All notes** screen, touch  > **Select notes**, select the notes to be deleted, and then touch **Delete** > **Delete**.

Deleted notes will be temporarily moved to **Recently deleted** for a period of time, after which they will be permanently deleted.

To permanently delete a note during the retention period, go to the **Recently deleted** screen, and touch  > **Permanently delete** > **Permanently delete** under the note to be deleted.

Restore Notes

• Restoring a single note: Go to the **Recently deleted** screen, and touch  > **Restore** under the note to be restored.

• Restoring notes in batches: Go to the **Recently deleted** screen, touch  > **Select notes**, select the notes to be restored, and touch **Restore**.

Settings

Display & Brightness

Use Eye Comfort Mode

Eye comfort mode can effectively reduce harmful blue light and adjust the screen to display warmer colours, relieving eye fatigue and protecting your eyesight.

Enable or Disable Eye Comfort Mode

- Swipe down from the upper right edge of the screen to display **Control Panel** and touch  to expand the shortcut switches panel (depending on your device model). Enable or disable **Eye Comfort**. Touch and hold **Eye Comfort** to access the settings screen.
- Go to **Settings > Display & brightness > Eye Comfort** and enable or disable **Enable all day**.

Once Eye Comfort mode is enabled,  will be displayed in the status bar, and the screen will take on a yellow tint since less blue light is being emitted.

Set a Schedule for Eye Comfort Mode

Go to **Settings > Display & brightness > Eye Comfort**, enable **Scheduled**, then set **Start** and **End** according to your preferences.

Adjust the Blue Light Filter in Eye Comfort Mode

Go to **Settings > Display & brightness > Eye Comfort**, enable **Enable all day** or set up **Scheduled**, and adjust the slider under **Filter level** to customise how much blue light you would like to be filtered.

Notifications & status bar

Notification and Status Icons

-  Network status icons may vary depending on your region or network service provider. Supported features vary depending on the device model. Some of the following icons may not be relevant to your device.

	5G network connected		4G network connected
	3G network connected		2G network connected
	Full signal strength		Roaming

	Data saver enabled		No SIM card inserted
	Hotspot enabled		Hotspot connected
	Hotspot disconnected		Switching networks via Wi-Fi+
	Wi-Fi connected		Wi-Fi network is faulty, unable to connect to the Internet
	Wi-Fi 6 connected		Wi-Fi 6 network is faulty, unable to connect to the Internet
	Wi-Fi 6+ connected		Wi-Fi 6+ network is faulty, unable to connect to the Internet
	Dual Wi-Fi connected		Dual Wi-Fi connected, with the main Wi-Fi supporting Wi-Fi 6
	Dual Wi-Fi connected, with the main Wi-Fi supporting Wi-Fi 6+		Alarm set
	Battery empty		Low battery
	Charging		Fast charging
	Super charging		Wireless super charging
	Wireless fast charging		Regular wireless charging
	Power Saving mode enabled		Digital Balance enabled
	Bluetooth enabled		Bluetooth device battery
	Bluetooth device connected		VPN connected
	Airplane mode enabled		Do Not Disturb mode enabled
	Location service enabled		Eye Comfort enabled
	Driving mode enabled		Performance mode enabled
	Headset connected		Projection device connected
	Calling		VoLTE enabled

	Missed call		New message
	Silent mode		Vibration pattern
	Syncing data		Data syncing failed
	New email		Event reminder
	Apps using the camera		Apps using the microphone
	NFC enabled		More notifications

Manage the Notifications and Status Bar

Pin App Notifications to the Top

You can pin app notifications to the top of the notification panel in either of the following ways:

- Swipe down from the upper left edge of the screen to display the notification panel, swipe left on a notification, and touch  > **Pin to top**.
- Go to **Settings > Notifications & status bar**, locate and touch the app for which you wish to pin notifications, and enable **Pin to top**.

Manage Notifications for Specific Apps

You can adjust the notification mode and ringtone of an app, or set the notification effect for a specific type of notification.

Go to **Settings > Notifications & status bar**, touch an app to go to the notification management details screen, and enable or disable notifications for the app. You can also set the notification mode within the app as follows:

- **Gentle notifications:** When this switch is turned on, notifications will only display in Notification Panel, and will not appear as banners, lock screen notifications, or status bar icons, nor will your device ring or vibrate.
- **Lock screen and Banners:** Allows you to select the notification display method.
- **Notification tone:** Change the ringtone and vibration mode, such as **Ring only** and **Vibrate only**.
- **Allow interruptions:** Once enabled for an app, your device will still be able to receive notifications from this app in Do Not Disturb mode.
- **Applying specific modes for different types of notifications:** In the NOTIFICATION TYPE section, touch an option (such as **Service notifications**) to enable or disable this type of notification for the app. You can also set specific notification tones and notification display methods for each type of notification.

 The notification types may vary by app.

You can also swipe down from the upper left corner of the screen to display Notification Panel, swipe left on a notification, and go to  > **More settings** to manage the app's notifications.

 Certain products do not support for the setting of vibration effects.

Hide Content of Notifications on the Lock Screen

After this feature is enabled, notifications will be displayed on the screen when the screen is locked, but specific content will not be displayed. To protect your privacy, you can view the content only after the screen is unlocked.

Use either of the following methods to enable this feature (depending on your device model):

- Go to **Settings > Notifications & status bar**, and enable **Hide notification content**.
- Go to **Settings > Notifications & status bar > Lock screen notifications**, and select **Hide notification content**.

Notifications Turn on Screen

Go to **Settings > Notifications & status bar**, and enable **Wake screen**. Your device will then automatically turn on the lock screen when it receives a notification.

Disable App Notifications

If you do not want to be disturbed by notifications from an app, perform either of the following:

- After you receive a notification from the app, swipe left on it in the notification panel, and go to  > **Disable notifications**.
- Go to **Settings > Notifications & status bar**, locate and touch the app for which you want to disable notifications, then disable **Allow notifications**.
- Go to **Settings > Notifications & status bar > Manage all**, and turn off the switch next to the app.

Set the Status Bar to Simple Display

Go to **Settings > Notifications & status bar > Status bar**, and enable **Simple display**. After doing so, only the following frequently-used icons will display on the device status bar by default: time, Wi-Fi network, mobile signal, and battery level.

Display the Network Provider's Name and Network Speed

Go to **Settings > Notifications & status bar > Status bar**, and enable **Show network provider name** and **Show network speed** as needed, to reveal the network provider's information and Internet access speed.

 This feature is not supported on Wi-Fi only tablets.

Biometrics & Password

Face Recognition

Face Recognition allows you to unlock your device or access locked apps with your facial data.

Set up Face Recognition

- 1 Go to **Settings > Biometrics & password > Face Recognition** and enter your lock screen password.
If you have not set a lock screen password, set a 6-digit PIN or touch **Change unlock method** to set up another type of password.
- 2 Touch **Add facial profile**.
- 3 Select **Enable raise to wake**.
 The settings items vary by device. If your device does not provide a specific item, it indicates that the corresponding feature is not supported.
- 4 Touch **Get started** and follow the onscreen instructions to enrol your facial data.

Add More Facial Profiles

You can add a maximum of five facial profiles on your device so that it's easy to share with loved ones.

On the **Face Recognition** screen, touch **Add facial profile**, and follow the onscreen instructions to add facial data.

Set Face Unlock

On the **Face Recognition** screen, touch **Unlock device** and select an unlock method.

- **Direct unlock:** The screen will unlock once facial recognition is successful.
- **Swipe to unlock:** Swipe on the screen to unlock the screen after facial recognition is successful.

Certain devices also support the **Require eye contact** feature, which can be enabled on the **Face Recognition** screen. Once enabled, you'll need to keep your eyes open while unlocking the device with your face.

-  • If you wish to disable face unlock, touch **Unlock device > Off**.
 - If you have enabled PrivateSpace, you'll only be able to use face unlock in MainSpace. If you have added multiple users, you'll only be able to use face unlock with the Owner account.

Access App Lock with Face Recognition

On the **Face Recognition** screen, enable **Access App Lock**, and follow the onscreen instructions to add your facial data to App lock.

You can then touch a locked app on your home screen and use face recognition to access the app.

Link Your Face with Password Vault

Access the **Face Recognition** screen and enable **Autofill usernames and passwords**.

When logging in to an app, you can use Face Recognition to automatically fill in the account name and password saved in Password Vault.

Bolster Your Device Security, with Face Recognition

Enable **Require trusted device** when using Face unlock to ensure that your device will only unlock when it detects your face and is connected to a trusted device.

This feature is disabled by default. To enable it, go to the **Face Recognition** settings screen, touch **Require trusted device**, turn on the **Require trusted device** switch, and follow the onscreen instructions to complete the settings.

-  A trusted device can be any Bluetooth device that can be used for unlocking purposes, such as earphones, a watch, or a band.

Disable or Delete Facial Data

Go to the **Face Recognition** screen to:

- **Prevent certain features from accessing your facial data:** Disable **Unlock device**, **Access App Lock**, or other features, to prevent them from using your facial data. Doing so won't delete your facial data.
- **Delete facial data:** Touch the name of the facial data to be deleted in **Facial profiles**, and then touch **Delete** > **Delete** to delete the data.

Security

Keep Your Device Under Lock-and-Key with Security Centre

Security Centre provides you with your device's real time security status, and handy tips, making it easy to set a wide range of high-level security safeguards.

Check the Security Status of Your Device

Your device will display the security status of this device and devices connected via **Super Device**, and logged in to the same HUAWEI ID as well. You can also view security tips and records for all of these devices.

-  This feature is currently supported on phones and tablets running HarmonyOS 3 or later. More devices will be supported in the future.

Go to **Settings > Security**. Your device will display the security status of this device and devices connected via **Super Device**, and logged in to the same HUAWEI ID as well.

A green sign indicates that your device is in good condition. A yellow sign indicates that your device has security risks. A red sign indicates that your device is at high risk, and should be optimised as soon as possible.

Touch this device, to do the following:

- **View and set security features:** This device will display its current security status. You can touch specific features to set or apply them. For example, you can touch **Lock screen password**, and follow the onscreen instructions to set it.
- **View security suggestions:** This device will provide you with security suggestions based on the device settings. Feel free to touch the button next to each suggestion, and follow the onscreen instructions to optimise your safeguards.
- **View recent security records:** You can find your recent security records in a list, for a better sense of how to protect your device.

Touch a connected device to view its security status. If you would like to modify the settings, follow the onscreen instructions on the corresponding device.

Set Security Features for Your Device

Go to **Settings > Security**, touch the features you wish to set, such as **App Lock** and **Password Vault**, and follow the onscreen instructions to complete the process.

View Security Suggestions on Your Device

Feel free to view the recommended safeguards on your device, and apply them on a case-by-case basis.

To do so, go to **Settings > Security**, and touch the switch next to the suggestion you wish to optimise, or follow the onscreen instructions to go to the corresponding screen and optimise the settings.

If you wish to ignore a suggestion, swipe left on the suggestion, and touch . The system will not continue to remind you, if you ignore the same suggestion twice.

Privacy

View and Manage the Privacy Settings on Your Device

Find privacy tips, privacy permissions, and app privacy behaviour logs on your device, by visiting the privacy centre. When an app uses a sensitive permission, your device will inform you in real time, so that you can make timely adjustments, when necessary.

- Privacy behaviour logs are analysed and displayed solely on your device, and will not be uploaded to the cloud.
- Some system apps will not display permission reminders or privacy suggestions when using permissions.

View Permission Access Notifications

Your device will inform you of any sensitive permissions that are being used on the status bar, and display the app information on Control Panel in real time. From there, you can choose to manage these permissions on a case-by-case basis.

For example, when an app uses the microphone permission, the microphone icon will display on the status bar. You can swipe down from the upper right edge of your device to display **Control Panel**, and check which app is using this permission at the top.

Touch the app name to view the recent sensitive permission logs for the app, or to disable specific permissions for the app.

- Real-time access notification is only supported for certain sensitive permissions.

View Sensitive Permission Records

You can find the records related to sensitive permission usage and recent app privacy behaviour in the privacy dashboard.

To do so, go to **Settings > Privacy**, and touch the permission icon, app icon, or  next to the permission icon on the privacy dashboard.

Touch **View full history** to view records of lock screen data access, frequent data access, and app privacy behaviour.

If you wish to disable the display of such records, go to   **> Disable privacy report** in the upper right corner of the **Privacy** screen.

Bolster Image Privacy Protections

Concerned that certain third-party apps might obtain sensitive information from images in the background, or the image information may be leaked when you share images on social media, just enable **Image privacy** for ultimate peace of mind.

Go to **Settings > Privacy**, touch **Image privacy**, and enable **Remove location info** and **Remove other info**.

Once this feature has been enabled, third-party apps, rather than system apps, for example **Gallery**, will not be able to obtain sensitive image information, such as the locations, device models, and times when the images were taken.

Get Tips on How to Protect Your Privacy

When your device detects that your privacy settings are risky or can be optimised, it will provide handy tips that are easy to apply.

Go to **Settings** > **Privacy**, and follow the onscreen instructions to touch the button next to each suggestion.

If you wish to ignore a suggestion, swipe left on the suggestion, and touch . The system will not continue to remind you, if you ignore the same suggestion twice.

Accessibility Features

Pool Text and Images with SuperHub

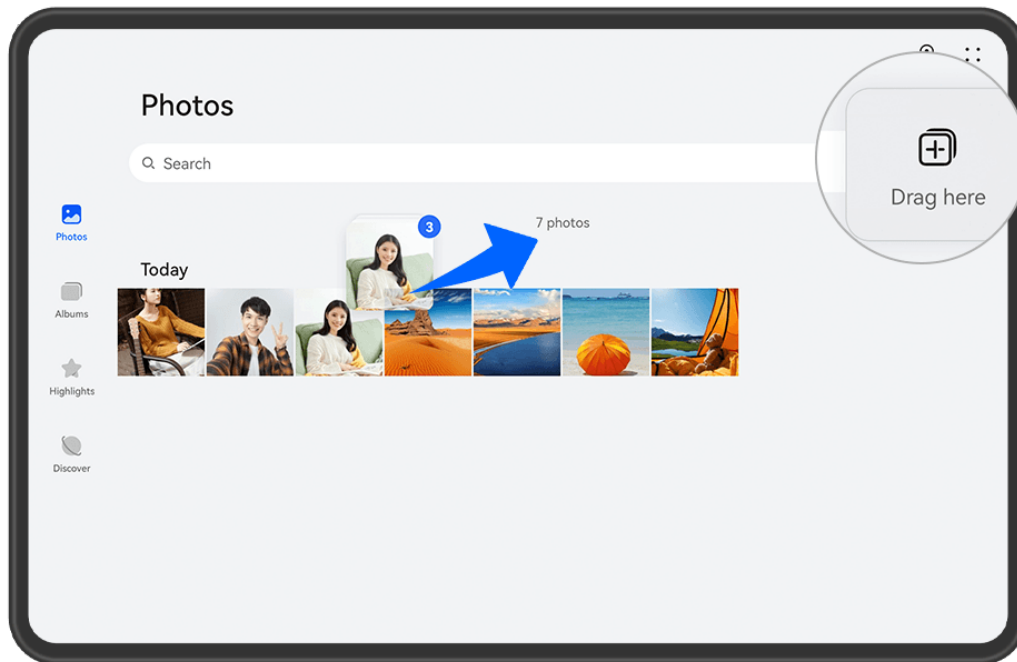
Drag text, images, and files on different screens to **SuperHub**, where they are temporarily stored, and then drag individual items, or multiple items, to other apps as needed.

Pool Content from Different Screens

Select text, images, or files within an app, touch and hold down on the content until it starts floating, and drag the content to the **SuperHub** floating window.

If you select multiple images or files at the same time, the selected content will stack up in **SuperHub**. You can touch the stacked content to view its details.

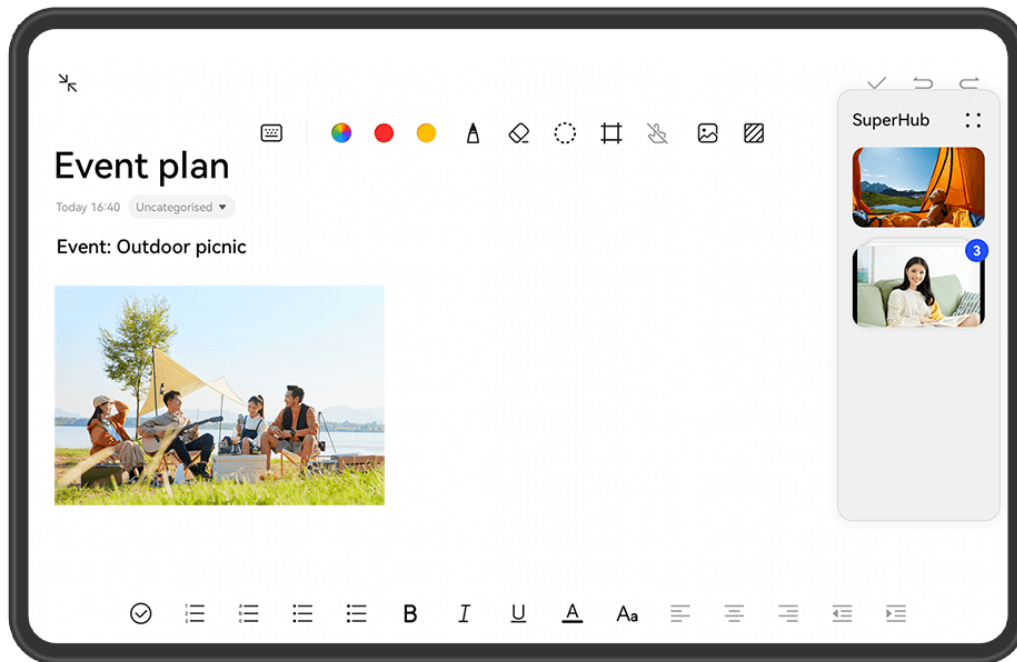
-  • If the **SuperHub** floating window does not pop up after you touch and hold down on the content, go to **Settings** > **Accessibility features** > **SuperHub**, and enable **Show on drag**.
- Drag-and-drop operations are only supported in certain apps.



 The figures are for reference only.

Drag Content to Other Apps

Drag content in **SuperHub** to apps like **Notepad** or **Email** for editing, or to apps like **Files** or **Gallery** for storage.



 The figures are for reference only.

For example, when editing a note in Notepad, feel free to:

- **Drag out all items:** Touch and hold down on the **SuperHub** floating window, wait for the content to start floating, and drag all items to the note at once.
- **Drag out individual items:** Touch the **SuperHub** floating window to expand **SuperHub**, touch and hold down on the item that you wish to transfer, wait for the item to start floating, and drag it to the note.

You can also touch the stacked content in **SuperHub** to view details, and drag individual items out as needed.

- **Drag out multiple items:** Touch the **SuperHub** floating window to expand **SuperHub**,
 touch and hold down on the content or go to  **> Select**, select the items that you wish to transfer, touch and hold down on these items, wait for them to start floating, and drag them to the note.

 Drag-and-drop operations are only supported in certain apps.

Manage SuperHub

Touch the **SuperHub** floating window to expand **SuperHub**. (If the floating window is hidden at the edge of the screen, swipe inward on the screen to bring up the floating window.) Then manage **SuperHub** as follows:

- **Deleting content from SuperHub:** Touch and hold down on the content, or go to  > **Select**, select the items that you wish to delete, and touch **Delete**.
- **Closing the SuperHub floating window:** Go to  > **Close**. Once closed, content in **SuperHub** will be transferred to **History**, which will overwrite the previously used content.
- **History:** Swipe up from the bottom of **SuperHub** to view and use **History**.
- **Clipboard:** Go to  > **Clipboard**, enable **Clipboard** as prompted. Once enabled, cut or copied text will display in **Clipboard**.
You can also enable or disable **Clipboard** by going to **Settings > Accessibility features > SuperHub**.

Drag Content to Other Devices

If you wish to complete an unfinished task on another device, you can transfer the content from **SuperHub** to another device capable of **SuperHub** with just a touch.

- 1 Make sure that **Wi-Fi** and **Bluetooth** are enabled on both this device and the target device, and that both devices are logged in to the same **HUAWEI ID**.
- 2 On this device, touch the **SuperHub** floating window to expand **SuperHub**, touch and hold down on the content or go to  > **Select**, select the items that you wish to transfer, touch **Hop**, and touch the name of the target device to transfer the items to **SuperHub** on the target device.

Requirements for File Hop Connections

To transfer content between devices, both of the following conditions must be met:

- 1 Make sure that both this device and the target device support **SuperHub**. (This feature will be made available on more models.)
Transferring to a phone/tablet: Make sure that both this device and the target device run HarmonyOS 3 or later.
 If the **SuperHub** option is not available on the tablet/phone, it indicates that this feature is not supported by the tablet/phone.
Transferring to a PC: Make sure that **SuperHub** on this device has been updated to version 3.0.0.440 or later, and that PC Manager has been updated to the most recent available version, by going to  > **Check for updates**.
 If the **SuperHub** icon is not available in the Control Panel on the PC, it indicates that this feature is not supported on the PC.
- 2 Make sure that **Wi-Fi** and **Bluetooth** are enabled on both this device and the target device, and that both devices are logged in to the same **HUAWEI ID**.

Write with a Stylus

A stylus can perfectly capture the unique character of your writing style and make you feel as if you are writing or painting on paper.

When using the stylus for the first time, connect the charger to the tablet, attach the stylus notch area to the charger, and follow the onscreen instructions to pair the stylus with your device via Bluetooth.

Once the pairing is complete, you'll be able to:

- **Quickly access Notepad:** When the screen is off, use the stylus to tap or write on the device screen to quickly open Notepad.

For some devices, you will need to go to **Settings > Accessibility features > Stylus > Quickly take notes** and enable **Quickly take notes**.

- **Switch functions:** On the **Double-tap** screen, select one of the following options: **Switch between current tool and eraser**, **Switch between current and previous tool**, **Open colour palette**, or **Open shortcut menu**. You can then enable specific features on the editing screen by double-tapping the lower half of the stylus body.

-  **HUAWEI M-Pencil** is only supported on certain devices.
 - The **Double-tap** feature only works when used with a HUAWEI M-Pencil (2nd generation) stylus.

FreeScript

With FreeScript, you can handwrite content in text boxes and edit the text using your stylus. FreeScript supports a mix of Chinese and English input.

Go to **Settings > Accessibility features > Stylus > FreeScript** and enable **FreeScript**.

- **Select text:** Draw a straight line on text to select it.
- **Delete text:** Draw a wavy line on text to delete it.
- **Insert space:** Draw a vertical line in the middle of text to insert a space.
- **Merge paragraphs:** Draw a vertical line between spaces to merge them.

Increasing the recognition success rate

- Avoid writing continuously without lifting the stylus.
- Maintain a tilt angle of less than 15 degrees, write neatly, and avoid skipping lines.
- Write horizontally instead of vertically and keep the same font size throughout the same paragraph.
- Write in or near the text box. Writing too far away from the input box will be deemed as a non-writing operation.

-  FreeScript is not supported in some text boxes such as security and password ones, those in game apps, as well as some customised text boxes in apps such as Quark Browser.

Draw Standard Lines and Shapes in One Stroke

Have the lines and shapes you draw get straight to the point.

- After drawing a figure, hold the stylus on the screen for 0.5–1 second for the figure to be straightened.

- More than 10 common shapes can be recognised, including straight lines, parabolas, triangles, rectangles, parallelograms, circles, ellipses, diamonds, arrows, five-pointed stars, pentagons, hearts, and clouds. However, not all shapes can be recognised.
- You need to draw a shape in one stroke. Do not use multiple strokes to form a shape. For example, draw an enclosed rectangle in one continuous motion and hold the stylus on the screen for a moment. The figure will automatically straighten out into a standard rectangle.
-  This feature is only supported in Huawei Notepad and certain apps that support the use of the stylus.

Make Annotations

The Annotate feature allows you to make annotations anywhere on any screen and save the annotations together with related content.

Use your stylus to swipe inward from the upper right corner on the screen and select **Annotate**.

-  If you're using a HUAWEI M-Pencil (2nd generation), you can enable the Annotate feature by double-tapping the body of the stylus.
Before using this feature, go to **Settings > Accessibility features > Stylus > Double-tap**, enable **Double-tap**, and select **Open shortcut menu**.

You can perform the following using the Annotate feature:

- **Make annotations:** Use the stylus to make annotations on the screen. Your annotations will be displayed above content in the app.
- **Browse content:** When you are making annotations, you can swipe up to continue browsing content (requires support by the app) and use the stylus to make annotations anywhere.
- **Set the brush:** When you use the Annotate feature for the first time, the ball-point pen will be used by default. You can touch the stylus toolbar and switch between different types of brushes and adjust the brush width and colour.
- **Write and edit:** When you are making annotations, you can modify an annotation at any time. Touch the stylus toolbar and select **Eraser** to erase your handwriting or use **Lasso** to select part of the content to copy, paste, delete, resize, and rotate it. You can also cancel or recover what you have edited.
- **Save annotations:** After making an annotation, you can touch  to save it as an image or a PDF file.
- **Share annotations:** After making an annotation, you can touch  to share it as an image or a PDF file.

In addition to the preceding basic functions, the Annotate feature also supports the smart shape feature for you to draw standard lines and graphics more conveniently. After you draw a graphic, you can hold down the stylus for between 0.5s and 1s for the graphic to become a standard shape.

Take Snippets

The Take snippet feature allows you to capture key information from any screen, by extracting text or taking a screenshot. After taking a snippet, you can drag it to an app that supports drag-and-drop.

- Before using the Take snippet feature, visit the Huawei official website to find the list of all supported devices.
- When using the stylus for the first time, attach the notch on the stylus to the top-right area of your tablet, and follow the onscreen instructions to pair the stylus with your tablet via Bluetooth.

Go to **Settings > Accessibility features > Stylus > Double-tap**, make sure that **Double-tap** is enabled, and select **Open shortcut menu**. Swipe inward from the upper right corner of the tablet or double-tap the stylus, and touch **Take snippet** to enter the extraction state.

Consecutive snippets



In the extraction state, touch • • on the toolbar, and enable **Consecutive snippets**, to take consecutive snippets without exiting this state. After entering the extraction state, you can use your finger to switch between screens.

Extracting text

In the extraction state, touch and hold down on any onscreen text to extract it. From there, feel free to:

- Drag the start and end cursors to adjust the text to be extracted. Touch any blank area on screen to cancel text extraction.
- Copy or drag the text to another app:

Copy text: Once the text is selected, touch .

Drag text: Open the target app, select the text, touch and hold down on it, and then drag it to the target app.

- Share text: Once the text is selected, touch .

Taking a screenshot

Use the stylus to draw something on screen. A rectangular area will form around your drawing. You can adjust the size of this area by dragging the edges of the rectangle. Touch the screen to cancel the selected area.

- Touch  to doodle on the screenshot. Feel free to switch brushes and colours as needed. After drawing something on screen, press and hold the stylus against your drawing to form a rectangular area around it.
- Touch  to save the screenshot. When you drag the screenshot to another app, the screenshot will be saved to the app, and will not be redundantly saved in Gallery.

- Touch  to share the screenshot.
- Touch  to pin the screenshot to the screen. Touch and hold down on the screenshot until it shrinks, before dragging it to another app.
- Touch  to exit the extraction state.

About Tablet

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