# HUAWEI MatePad Pro 12.2”

# User Guide

HUAWEI

# Contents


## Essentials

Live View 1
Basic Gestures 2
Lock and Unlock Your Screen 5
Get Familiar with the Home Screen 6
Control Panel 13
Screenshots & Screen Recording 22
Enter Text 29
Multi-Window 30
Show Date and Time When the Screen Is Off 39
Charging 40
Stylus 41

## Smart Features

AI Voice 45
Super Device 46
Easy Projection 50
Multi-screen Collaboration 51
Huawei Share 57
Easy Print 57

## Camera and Gallery

Take Photos 60
Take Photos with Various Zoom Settings 63
Pro Mode 64
Record Videos 67
Adjust Camera Settings 68
Manage Gallery 69
Edit Pictures and Videos 73
Highlights 75

## Apps

Notepad 77
HiNote 83
Email 90

## Settings

More Connections 91
Home screen & style 92
Display & Brightness 93
Notifications & status bar 94
Biometrics & Password 97

Security 100
Privacy 102
Accessibility Features 104
About Tablet 109

# Essentials

## Live View

### Display Real-Time Service Info

Live view shows you the real-time status of ongoing services and tasks. For example, you can view real-time information about tasks such as a timer, during a call.




The figures are for reference only.

**Live capsule**:

When you switch from an app to the home screen or another app, a Live capsule will display in the status bar, with a brief real-time summary of the current task, for example, call duration and timer countdown duration.

Tasks will be sorted by task priority and creation time in the Live capsule, if there are multiple tasks.

If a real-time task from an app is not synced to the Live view, go to **Settings** > **Notifications & status bar** and check whether the notification permission has been enabled for the app.

**Live card**:

Touch a Live capsule to expand it into a Live card, where you can view the details or perform other operations. Touch any area in the card except for the buttons, to visit the corresponding app and perform other operations.

Touch any blank area or swipe up on the Live card to collapse it to the capsule.

Swipe down from the upper left corner of the screen to display Notification Center, which shows all current tasks. Once a task has completed, it will be automatically deleted.

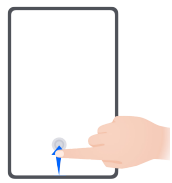
If you do not wish to enable Live view for an app, go to **Settings** > **Notifications & status bar** > **Status bar** > **Live view** and toggle off the switch next to the corresponding app.

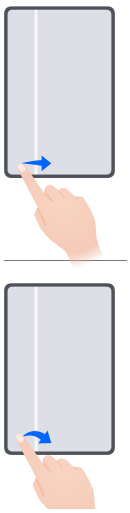
# Basic Gestures

## 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**<br>Swipe in from the left or right edges to return to the previous screen. |
|  | **Back to home screen**<br>Swipe up from the bottom to go to the home screen. |
|  | **Recent tasks**<br>Swipe up from the bottom of the screen and hold to view recent tasks. |
|  | **Close an app**<br>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.

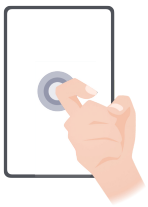
  If your device does not have the **Slide across bottom to switch apps** switch, it indicates that the corresponding feature is not supported.

- Swipe across the bottom of the screen in an arc to switch between apps.

## 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**.



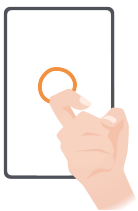
**Take a screenshot**

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



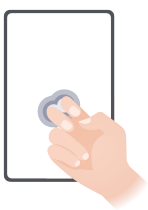
**Take a scrollshot**

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



**Capture part of the screen**

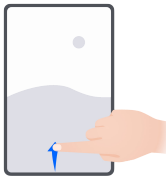
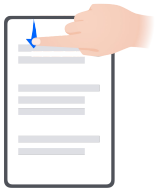
Knock and draw an enclosed area with a knuckle to capture part of the screen.



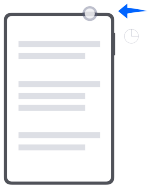
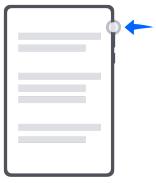
**Record screen**

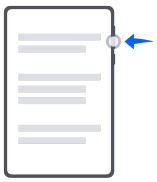
Knock twice on the screen with two knuckles to start or end a screen recording.

## More Gestures

| | |
|---|---|
|  | **Access Home screen editing mode**<br>Pinch two fingers together on the home screen. |
|  | **Display the shortcut panel on the lock screen**<br>Turn on the screen and swipe up from the bottom of the lock screen. |
|  | **Display the search bar**<br>Swipe down from the middle of the home screen. |
|  | **Display the notification panel**<br>Swipe down from the upper left corner of the screen. |
|  | **Turn on a shortcut switch**<br>Swipe down from the upper right corner of the screen to display Control Panel for shortcuts.<br>Touch your desired feature to enable it. |

## Button Shortcuts

| | |
|---|---|
|  | **Power off and restart**<br>Press and hold the Power button until your tablet displays the **Power off** and **Restart** menus. |
|  | **Turn up the volume**<br>Press the Volume up button. |

| | |
|---|---|
|  | **Turn down the volume**<br>Press the Volume down button. |
|  | **Take a screenshot**<br>Press the Volume down and Power buttons simultaneously. |

Some products do not have volume buttons.

# Lock and Unlock Your Screen

## Lock and Unlock Your Screen

### Lock the Screen

**Auto-lock:**

Your tablet 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:**

You can manually lock the screen using either of the following methods:

- Press the Power button.
- Pinch two fingers on the home screen, touch **Service widgets**, add the one-touch lock screen widget to the home screen, and touch the .
- Pinch two fingers on the home screen, touch **Service widgets**, swipe down to the bottom, touch **Widgets**, touch and hold down on **Screen Lock**, touch **Add to home screen**, and touch **Screen Lock**.

### 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 tablet 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. Then, enter your lock screen password.

**Face unlock:** Once the screen is turned on, bring your face in front of the screen of your tablet. Your tablet will unlock automatically after it recognizes your face.

# Get Familiar with the Home Screen

## Home Screen Overview

The new setup allows you to customize your tablet home screen and group important content in easy-to-access locations with service widgets, large folders, and other features.

#### Get a Grip on the Revamped Home Screen

- **Status bar:** Shows the status of your tablet and notifications at the top of the screen.
- **Large folders:** Directly opens an app when you touch the corresponding app icon, without expanding the folder. The folder size can be adjusted as needed.
- **Service widgets:** Previews services and provides direct access to frequently-used app features without requiring you to open each corresponding app. You can stack or combine multiple service widgets as needed.
- **Screen navigation bar:** Swipe left or right to view apps and widgets on different screens. The indicator shows which screen you are currently on.
- **Shortcut bar:** Displays frequently used and recent apps. Drag the slider in the middle of the shortcut bar to adjust the number of recently-used apps you'd like to display.

## 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 customize 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 & style** > **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.

- 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 favorite service widgets to customize 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.

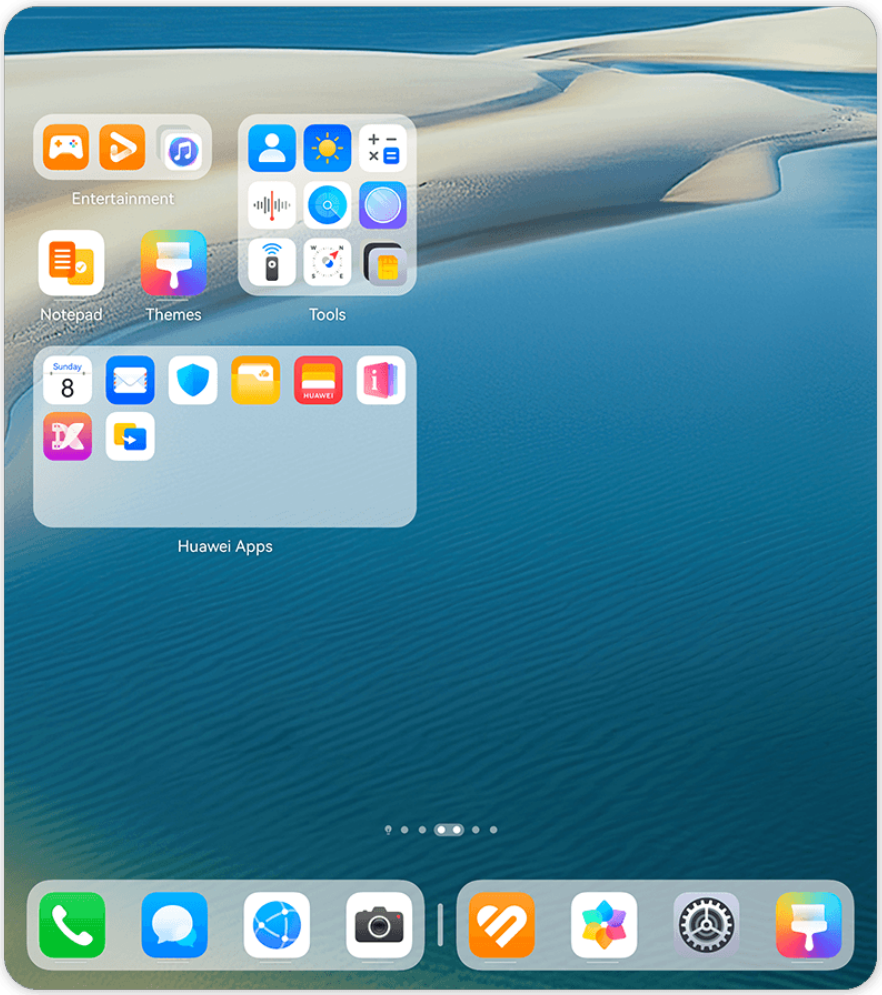
**Remove service widgets:**

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 tablet.

| | | | |
|---|---|---|---|
|  | 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+ 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+ |  | NFC enabled |

| | | | |
|---|---|---|---|
|  | 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 mode enabled |
|  | Driving mode enabled |  | Performance mode enabled |
|  | Headset connected |  | Projection device connected |
|  | Calling |  | VoLTE enabled |
|  | Missed call |  | Calling service not available on the current network |
|  | New message |  | Alarm set |
|  | Silent mode |  | Vibration mode |
|  | Syncing data |  | Data syncing failed |
|  | New email |  | Event reminder |
|  | Apps using the camera |  | Apps using the microphone |
|  | More notifications | | |

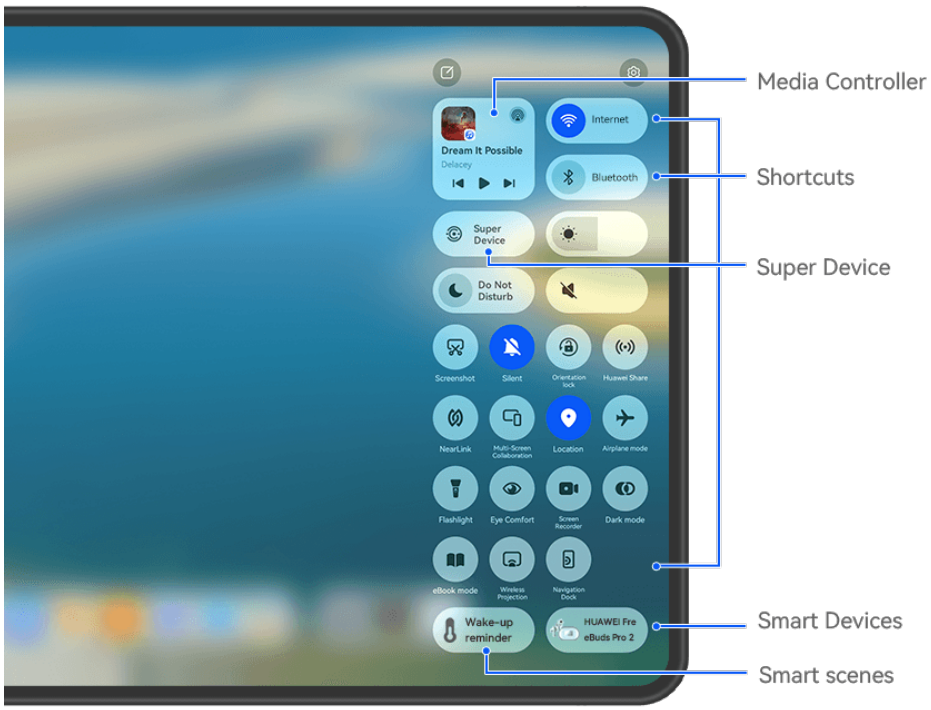
# Control Panel

## 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 corner of the screen to display **Control Panel** to access the following features:




The figures are for reference only.

- **Media Controller**: Controls audio playback and allows you to adjust the playback progress and 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 that have been added in **AI Life**.

If your tablet 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, edit smart scenes and smart devices, so that you can manage your devices with greater ease.

Swipe down from the upper right corner of the screen to display **Control Panel**, and touch . From there, feel free to:

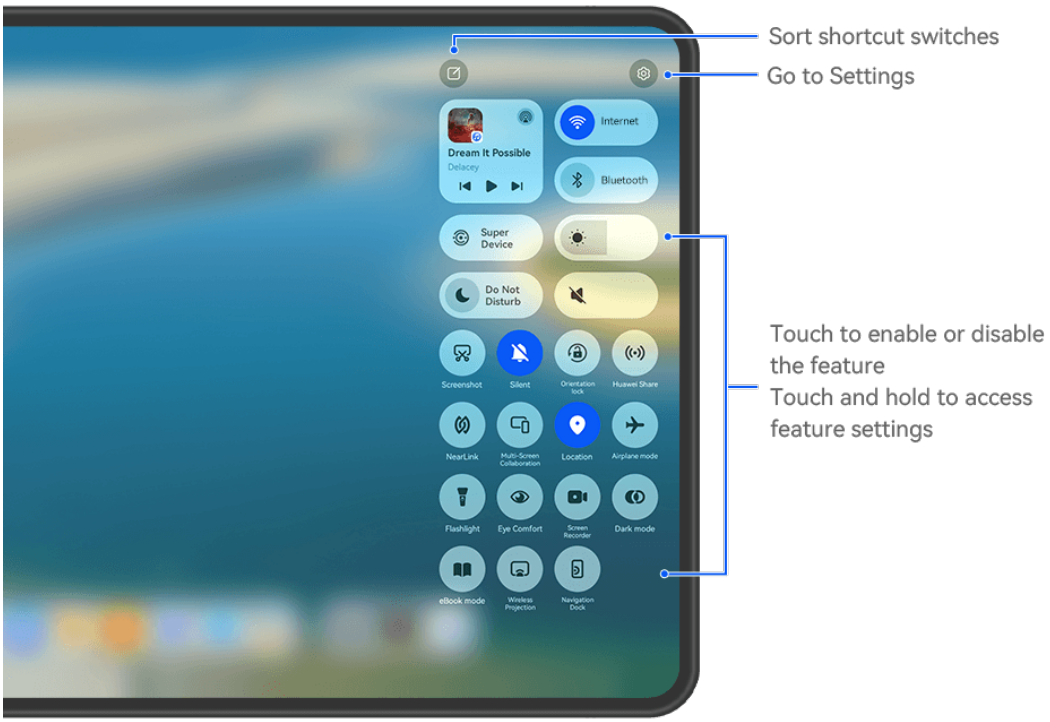
- **Edit shortcut switches**: Hold and drag a shortcut switch to relocate it, or tap to hide the shortcut switch. You can also tap and then on a hidden shortcut switch to add it to the Control Panel.
- **Edit smart devices**: Tap on the Devices or Scenes panel, and tap on a device card that has been added to **AI Life**. The device card will then be displayed in the Control Panel. Tap on an added device card to remove it from the Control Panel.

If your tablet 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 corner of the screen to display **Control Panel** for shortcuts.




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 (or pop-up) of the corresponding feature.
- Touch to access the settings screen.

### Customize Shortcut Switches

You can add, remove, and re-order shortcut switches based on your preference. Swipe down from the upper right corner of the screen to display **Control Panel**, and touch to access the editing screen.

**Move:** Hold and drag a shortcut switch to relocate it.

**Remove:** Touch in the upper right corner of the shortcut switches to remove.

**Add:** Touch to add shortcut switches for different features.

Touch to save the settings.

## Use Media Controller

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




The figures are for reference only.

### Manage and Switch Between Audio and Video Apps

When multiple audio and video apps (such as **Music**) are opened, you can quickly manage and switch between these apps in **Media Controller** with ease.

**Media Controller** is only supported for certain apps, and certain apps need to be updated to the latest version .

1 Swipe down from the upper right corner on your tablet to display **Control Panel** and touch any blank area in **Media Controller** at the top of the screen, to enter the **Media Controller** screen.

2 **Media Controller** displays currently running and recently used audio and video apps. From there, feel free to:

- **Manage running apps**: Touch to pause playback or switch tracks, or swipe to adjust the playback progress or volume.
- **Switch to other recently used apps**: Touch another app on the screen.

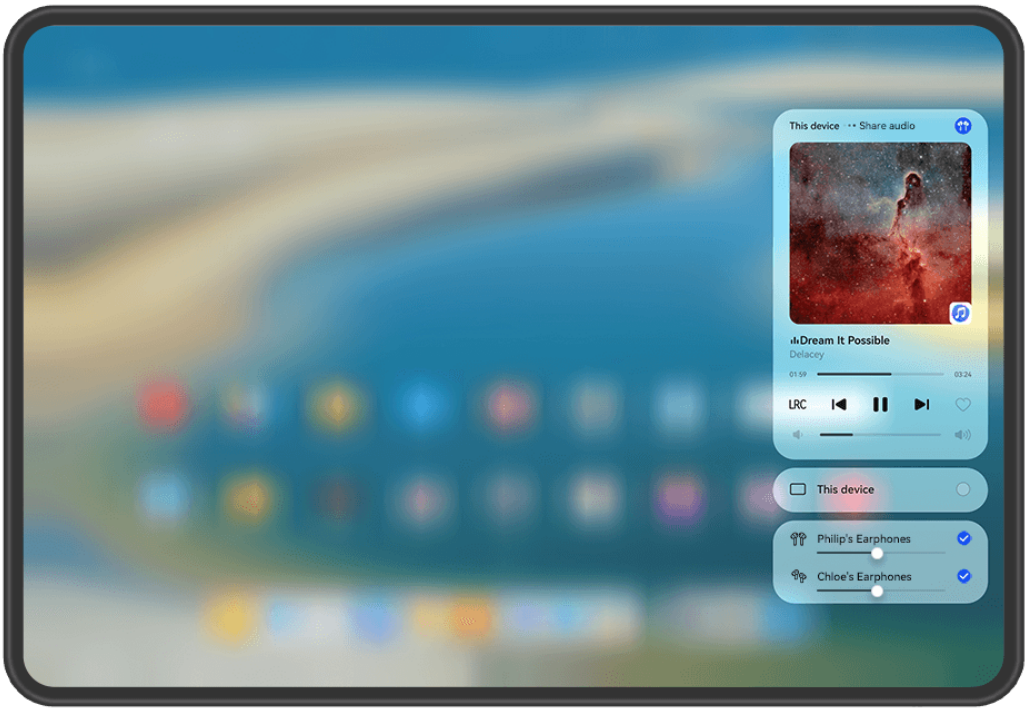
### Share Audio with Friends via Two Pairs of Bluetooth Earphones

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

- 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 **Media Controller** in **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.




The figures are for reference only.

**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 connected to any device**: Place the other pair of earphones in the charging case, open the case, place it close to this device, and follow the onscreen instructions to complete the connection. If your tablet does not detect any earphones, hold down on the Function button on the charging case, and place the earphones close to this device to initiate pairing.
- **The other pair of earphones has been connected to other devices**: For example, if the other pair of earphones has been connected to other phones/tablets (HarmonyOS 3 or later), turn on the phone/tablet screen, place the phone/tablet close to this device, and follow the onscreen instructions to initiate pairing.

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  in **Media Controller**, touch the shared earphones, and deselect it.

### Transfer Audio to Another Device

When your tablet is connected to a device, such as a headset, speaker, or Vision product, you can send the audio playing, such as audio and video playback, video calls, and game sound effects, on your tablet to the listening device, and continue to manage playback in **Media Controller**.

To connect to your tablet, the corresponding apps will need to be installed on certain devices.If your tablet is not pre-installed with some relevant apps, download it from **AppGallery**.

#### Transfer audio to another device

1 Connect your tablet to a listening device, such as a headset, speaker, or device added to **AI Life**. For details, see the product manual.

2 Touch  in the upper right corner of **Media Controller** in **Control Panel** and select a listening device from the list to transfer the audio playing on your tablet to the listening device.

If there is no device list in **Media Controller**, touch  to display the list.

### Transfer Calls to Another Device

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

1 Connect your tablet to a wired headset, or connect your tablet to a wireless headset or speaker via Bluetooth.

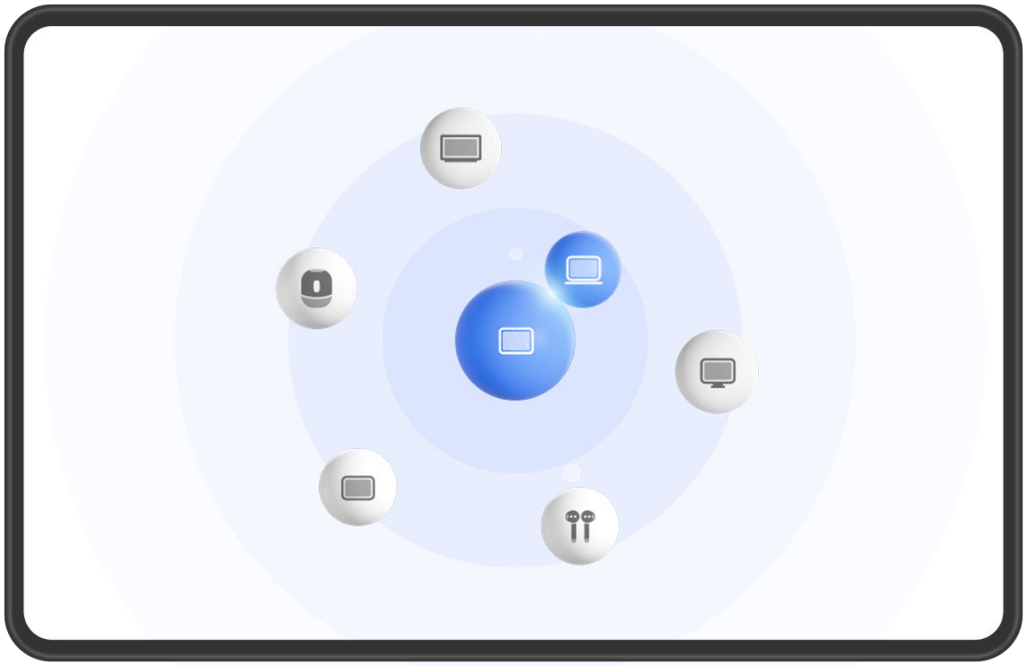
2 During a call, swipe down from the upper right edge of your tablet to display **Control Panel**, touch in the upper right corner of **Media Controller**, and select the wired or Bluetooth listening device from the list to transfer the call there.

If there is no device list in **Media Controller**, 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 come home, you can have an ongoing MeeTime call transferred to your HUAWEI Vision for a more immersive experience; when you return to the office, you can continue editing the same documents on your computer, by picking up right from where you had left off on your tablet.



The figures are for reference only.

### Set Super Device Before Getting Started

Before using **Super Device**, enable Bluetooth and Wi-Fi on your tablet, 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 tablet.
- **Vision or Monitor**: Enable Bluetooth and Wi-Fi.
- **Smart speaker or printer**: Make sure that it is connected to the same LAN as your tablet, paired in AI Life with your tablet, 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 tablet via Bluetooth.
- **Watch or band**: Make sure that it is paired with your tablet via Huawei Health, and logged in to the same HUAWEI ID.

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

### Create Your Super Device by Connecting to Nearby Devices

#### If the devices are logged in to the same HUAWEI ID

1. Log in to the same **HUAWEI ID** on this device and the device to be connected.
2. Go to **Control Panel** > **Super Device** and touch the icon of the device to be connected to initiate the default collaboration.

   Alternatively, you can touch and then the icon of the device to be connected, and select your desired collaboration scenario from the menu as needed.

If there are multiple collaboration scenarios available, go to **Super Device**, and touch and then the icon of the device to be connected, to switch between collaboration scenarios from the menu.

#### If the devices are not logged in to the same HUAWEI ID

1. On the phone/tablet that you wish to connect to, go to **Settings** > **Super Device** > **This device** > **Visible to**, and select **All nearby devices**.
2. Swipe down from the upper right corner of this device to display **Control Panel**, and touch in **Super Device**.

3 Touch +, select the device that you wish to connect to, and follow the onscreen instructions to complete the connection.

To unlink a device that is logged in to a different HUAWEI ID, touch in **Super Device**, touch and hold down on the device, and touch **Delete**. You can also go to **Settings** > **Super Device**, select the device that you wish to unlink in **Other devices**, and touch **Delete**.

4 Touch the icon of the device to be connected and select a collaboration scenario from the menu to initiate collaboration.

If there are multiple collaboration scenarios available, go to **Super Device**, and touch and then the icon of the device to be connected, to switch between collaboration scenarios from the menu.

### Transfer MeeTime Calls and Streaming Audio to Connected Devices

Use **Super Device** to transfer a 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 (screen off).

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

1 To complete the settings on the tablet and the device to be connected, please refer to Super Device Required Settings.

2 Swipe down from the upper right corner of your tablet to display **Control Panel**, and touch in **Super Device** to search for nearby available devices, or go to > + to link a new device.

3 Open an app (such as HUAWEI Video or HUAWEI Music) on your tablet.

4 Go to **Control Panel** on your tablet, touch the icon of the target device in **Super Device**, and follow the onscreen instructions to complete the transfer.

Alternatively, touch , drag the target device to this device, and follow the onscreen instructions to complete the transfer.

### 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 tablet files on your computer, drag and drop files between devices, copy and paste text, navigate on your tablet with a mouse and keyboard, or even write on your computer with a tablet stylus.

1 To complete the settings on the tablet and the device to be connected, please refer to Super Device Required Settings.

2 In **Super Device** of **Control Panel** on your tablet, touch the computer that you wish to connect to, to initiate the connection.

You can also touch  and then the icon of the computer to be connected, and select **Multi-Screen Collaboration** from the menu.

To end the collaboration, touch the icon of the connected computer on the **Super Device** screen on your tablet.

# Screenshots & Screen Recording

## Take a Screenshot

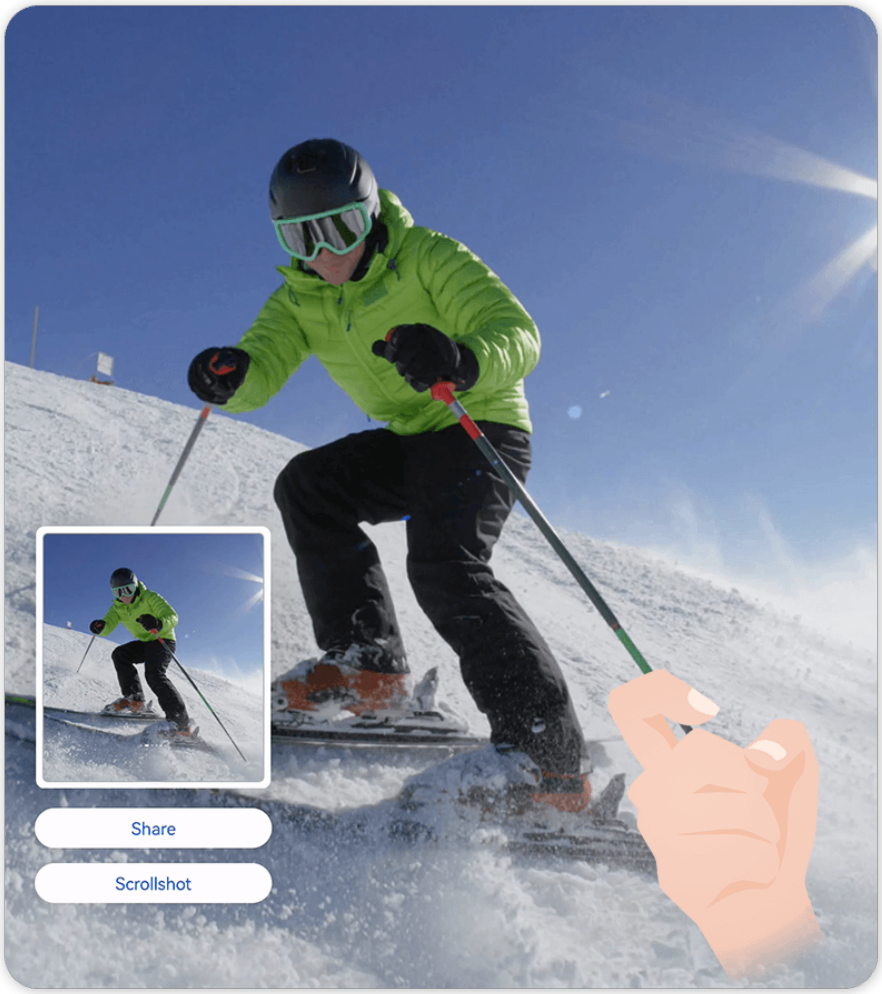
Capture your screen with ease, and on your own terms.

### 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.

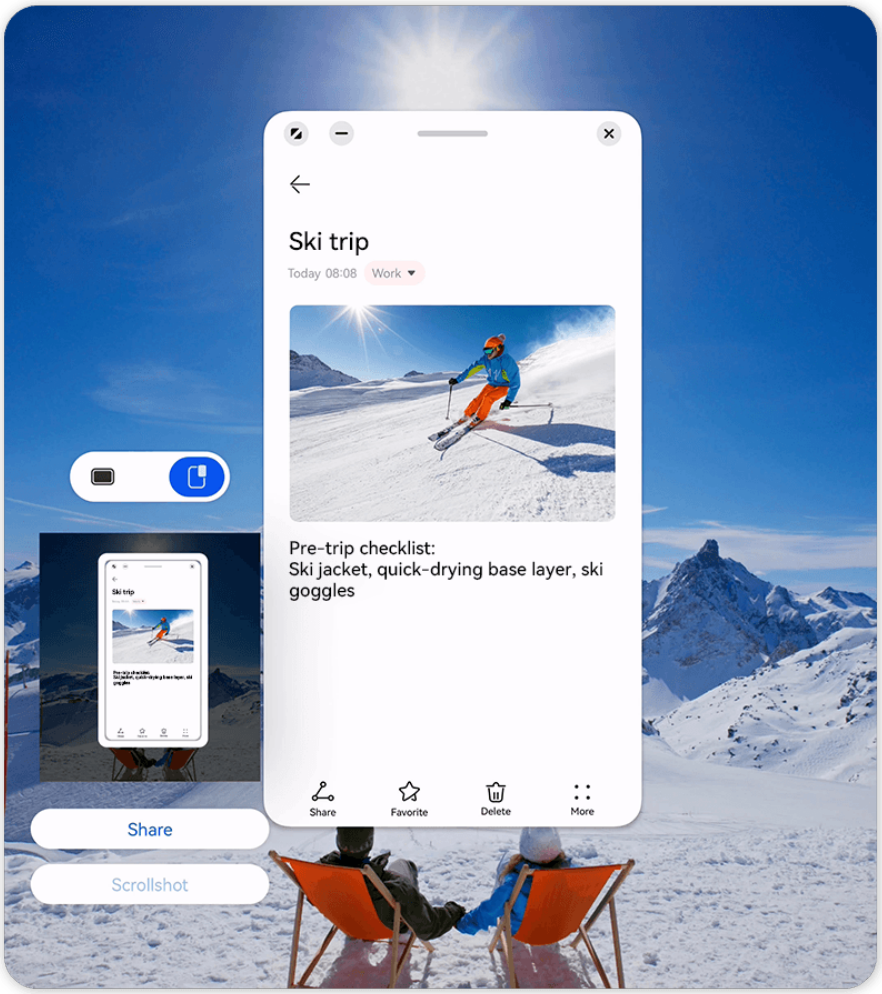
### Use a Shortcut to Take a Screenshot

Swipe down from the upper right corner of the screen to display **Control Panel**, and touch **Screenshot** to take a screenshot of the entire screen.

### Capture the Screen in Split-Screen or Floating Window Mode

When your tablet is in split-screen mode or floating window mode, you can capture individual windows or the entire screen, depending on your need.

Once a screenshot is taken, a thumbnail will display in the lower left corner of the screen. Touch the icon on the top of the thumbnail to select the capture area.




The figures are for reference only.

Here we'll use a screenshot in the floating window as an example:

- : Captures the contents of all current windows.
- : Captures only the contents in the floating window.

### Share and Edit a Screenshot or Switch to Scrollshot

Once you take a screenshot, a thumbnail will appear in the lower left corner of the screen. From there, feel free to:

- Touch **Share** at the bottom of the thumbnail to select a method for sharing the screenshot with others.
- Touch **Scrollshot** at the bottom of the thumbnail to continue taking a scrolling screenshot.
- Tap on the thumbnail to edit, delete, or do more with the screenshot.

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

## 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



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, hold down on the Screenshot icon, 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:

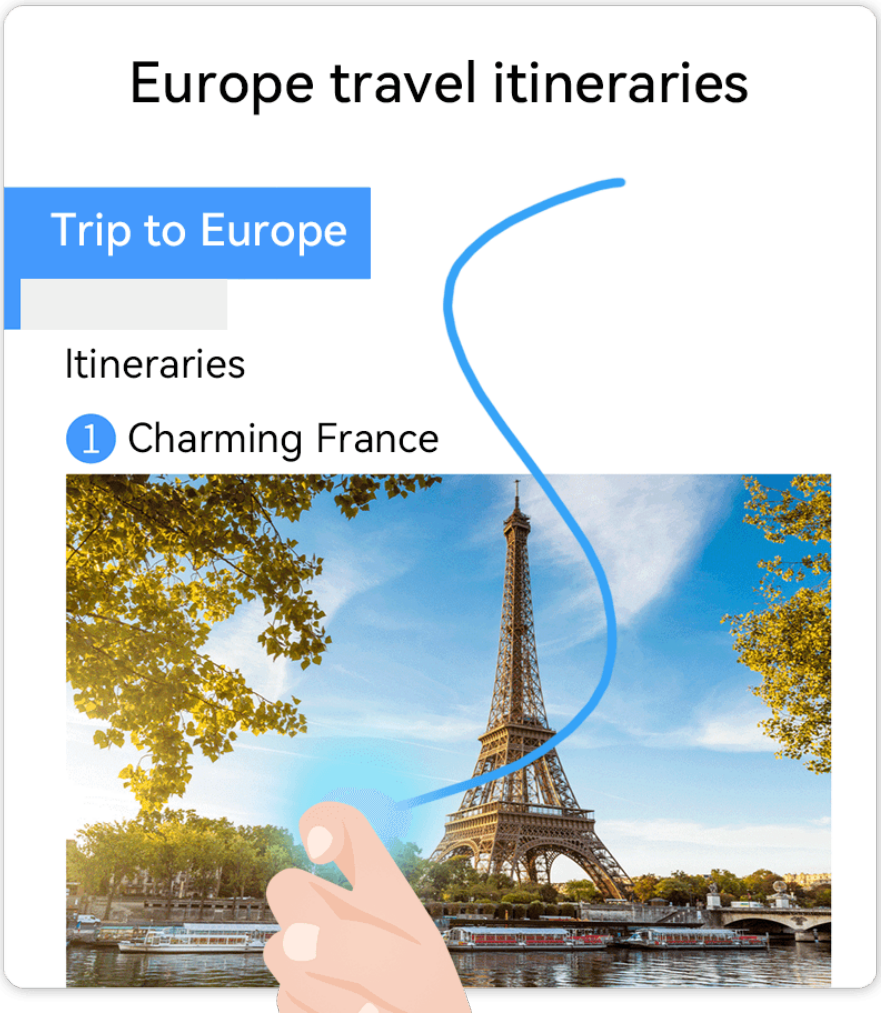
- Drag the frame to the desired position, or resize it.
- Touch any of the shape options on the toolbar to change the shape of the captured area.

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, hold down on the Screenshot icon, 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.

### Take a Scrolling Screenshot

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

1. Touch **Scrollshot** at the bottom of the thumbnail to automatically scroll down on the screen.
2. You can touch the screen at any time to stop the scrolling.

## Record the Screen

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

If you wish to enable Live view for screen recording, go to **Settings** > **Notifications & status bar** > **Status bar** > **Live view** and toggle on the switch next to **Screen Recorder**.

### 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 corner of the screen to display **Control Panel** and touch **Screen Recorder** to start screen recording.
2. To stop the recording, touch the timer at the top of the screen.
3. Go to **Gallery** to view the recording.

### 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.

**If Live view is not enabled for screen recording**: Touch next to the red timer at the top of the screen, and enable or disable **Show touches**, during the recording.

**If Live view is enabled for screen recording**: Touch the Live view at the top of the screen, and then touch or to show or hide touches, during the recording.

- indicates that the feature is enabled.

-  indicates that the feature is disabled.

# Enter Text

## Keyboard Usage Tips

### Shortcut Keys on a Physical Keyboard

Once you've connected your tablet to a physical keyboard, you'll be able to use the keyboard to perform a wide range of operations.

Go to **Settings** > **Accessibility features** > **Keyboard**. From there, feel free to:

- Touch the keyboard name under **Keyboard layouts** and then **Add** to select a language, and touch .
- Touch the switch next to **Show virtual keyboard** to enable or disable the virtual keyboard.
- Touch **Keyboard shortcuts** to view keyboard shortcuts.

To learn more about shortcut keys, please refer to the table below:

| Category | Function | Shortcut Keys |
|---|---|---|
| System functions | Return to the home screen |  + [D] |
| | Lock the screen |  + [L] |
| | Notification Panel |  + [N] |
| | Control Panel |  + [C] |
| | Keyboard shortcuts |  + [/] |
| | Partial screenshot |  + [Shift] + [S] |
| | AI Search |  + [S] |
| | File Manager |  + [F] |
| | Switch the input method | [Ctrl] + [Shift] |
| | Return |  +  |
| | Recent tasks screen |  + [Tab] |

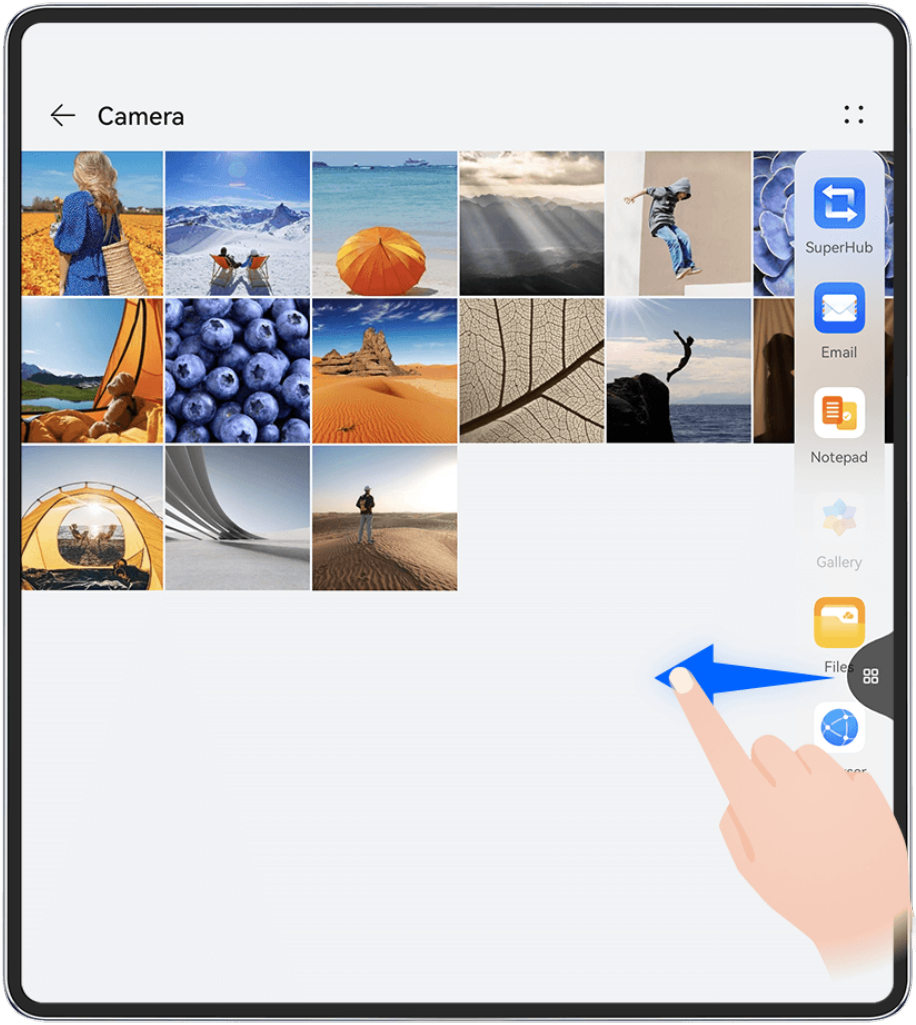
| | | |
|---|---|---|
| | Switch between full-screen apps | HM OS + [←]/[→] |
| Focus navigation | Move the focus to the next item | [Tab] |
| | Move the focus to the previous item | [Shift] + [Tab] |
| | Activate the current focus operation | [Space] |
| | Enter the focus | [Enter] |
| General editing | Copy | [Ctrl] + [C] |
| | Paste | [Ctrl] + [V] |
| | Cut | [Ctrl] + [X] |
| | Undo | [Ctrl] + [Z] |
| | Select all | [Ctrl] + [A] |
| | Find | [Ctrl] + [F] |

- For more information about shortcut keys, press HM OS + [/].
- Please make sure your device has been updated to the latest system version.
- Certain keys or operations may vary by product or usage scenario. The language on the keyboard varies by language.

# Multi-Window

## Multi-Window Dock

Multi-Window dock makes it quick and easy to open other apps when an app is running, add or remove apps, rearrange the order of apps, or create a custom dock that meets your every need.




The figures are for reference only.

Before you get started, go to **Settings** > **Accessibility features** > **Multi-Window**, and make sure that **Multi-Window dock** is enabled.

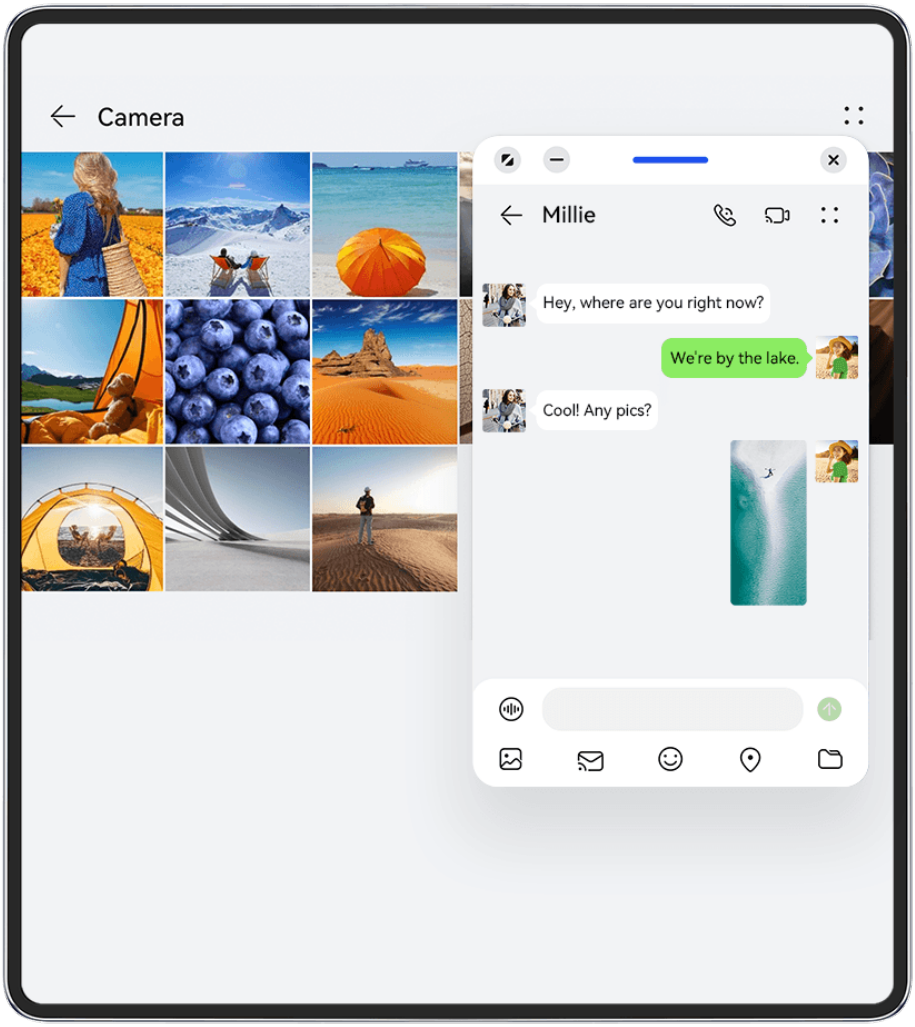
Swipe inward from the left or right edge of your tablet and hold to bring up the Multi-Window dock. From there, feel free to:

- **Check whether an app supports Multi-Window**: Touch and view **More apps**.
- **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 recommended apps in the Multi-Window dock can't be removed.

## 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.

### Open a Floating Window

Before you get started, go to **Settings** > **Accessibility features** > **Multi-Window**, and make sure that **Multi-Window dock** is enabled.

You can open a floating window in any of the following ways (depending on your device model):

- 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.
- Swipe inward from the left or right edge of your tablet and hold to bring up the Multi-Window dock. Then touch any app in the dock to open it as a floating window.

### Common Operations in Floating Window Mode

Once a floating window is opened, feel free to:

### Relocate the floating window

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

### 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.

### Minimize the floating window

You can use either of the following methods:

- 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.

### Return to full-screen display

You can use either of the following methods:

- 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.

### Close the floating window

You can use either of the following methods:

- 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.

### Switch to split-screen mode

If you are not on the home screen, touch and hold down on the bar 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.

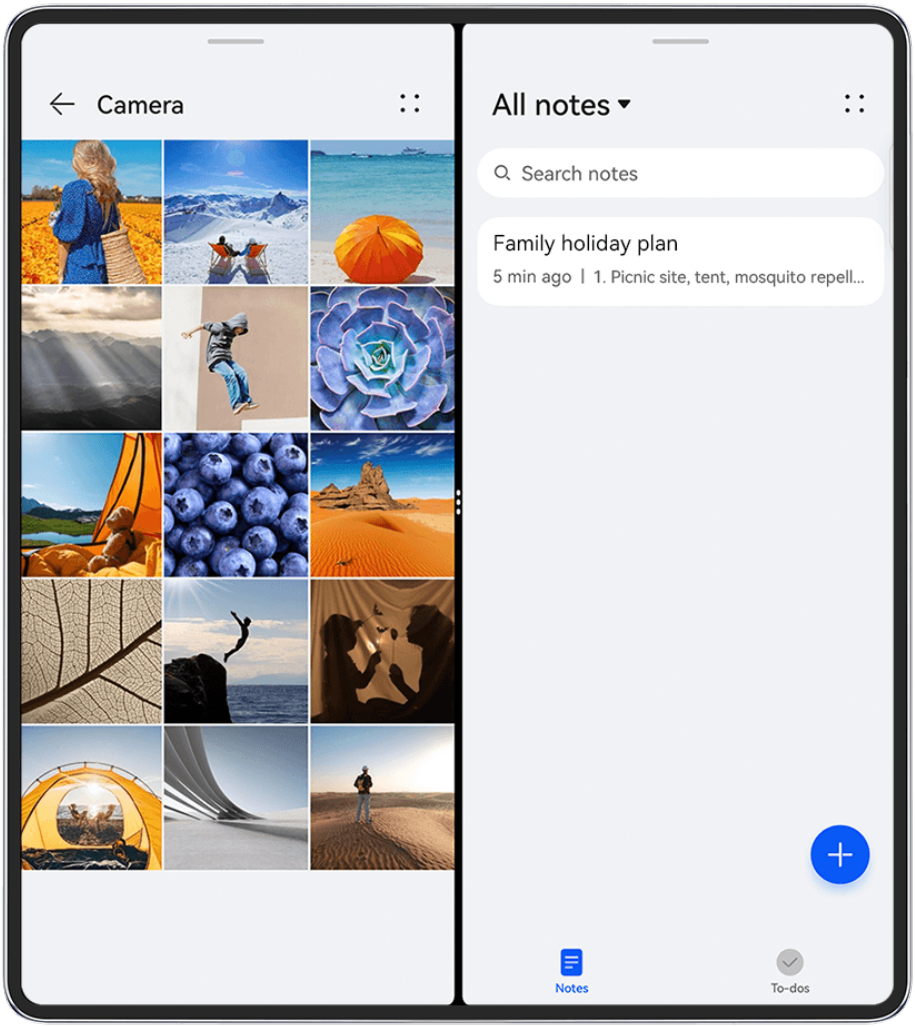
1 Make sure that you have opened floating windows for multiple apps and minimized them into the floating ball.

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.

## 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

Before you get started, go to **Settings** > **Accessibility features** > **Multi-Window**, and make sure that **Multi-Window dock** is enabled.

You can enable split-screen mode in any of the following ways (depending on your device model):

- When an app is open and displayed in full-screen mode, swipe up from the bottom to  or  in the top left corner of the screen. Then open another app that supports split-screen mode.
- When an app is opened and displayed in full-screen mode, swipe inward from the left or right edge of your tablet and hold, to bring up the Multi-Window dock. 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  or  between the two split screens, and then touch **Flip top/bottom** or **Flip left/right**.

  You can also 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.

- **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.

### Save Split-Screen Combinations

In Split-screen mode, you can save common split-screen combinations to the home screen, and touch 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.

### 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.

## Multi-Window View for a Single App

Create multiple task windows for the same app, such as **Notes**, and drag text between the windows.

This feature is unavailable in some apps.

The following uses **Notes** as an example.

**To enable multi-window view for a single app:**

1. On the home screen, open **Notes**.
2. Swipe inward from the left or right edge of your tablet and hold to bring up the Multi-Window dock.
3. Hold down on and drag the **Notes** app icon in the dock to the screen, to enable Split-screen mode and open multiple windows for the **Notes** app.

   If **Notes** is unavailable in the Multi-Window dock, touch  >  to enter the editing screen. Then touch the app you wish to add to the Multi-Window dock, touch the **Notes** app icon to add the app to the dock, and touch  to save the settings.

**To drag text between a single app's split-screen windows:**

**Drag text**: Touch and hold down on the text and select the desired text, from one of the Notes app's split-screen windows, then touch and hold down on the text once again, and drag it to another 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.

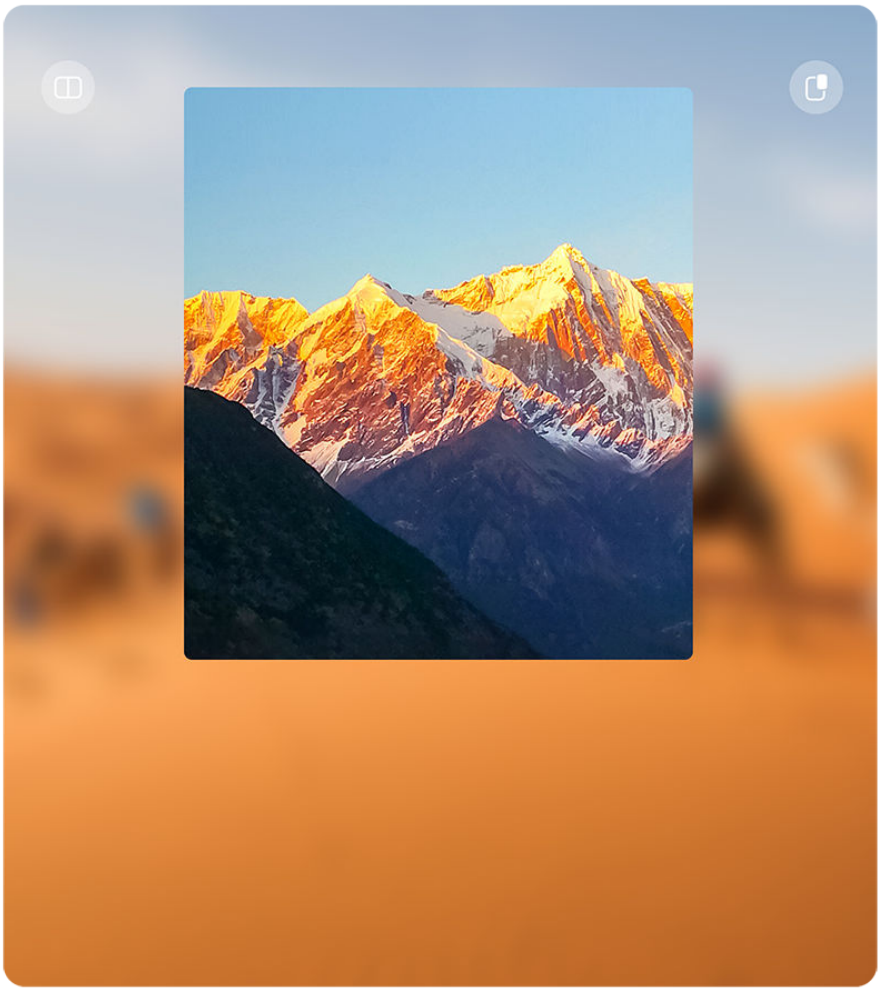
This feature is unavailable in some apps.

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 minimize 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 center 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 center 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.

# Show Date and Time When the Screen Is Off

## Always On Display

With **Always On Display** enabled, the lock screen will show the date, time, and more when the screen is off. You can customize the display style for Always On Display on your tablet to suit your needs.

Go to **Settings** > **Home screen & style** > **Always On Display** and select your favorite Always On Display.

### Enable Always On Display

1. Go to **Settings** > **Home screen & style** > **Always On Display**, touch in the upper right corner, and enable **Always On Display**.
2. Follow the onscreen instructions to set **Display mode**.

### Select a GIF Image or Moving Picture

You can select a local image (such as a GIF image or moving picture) for Always On Display to make your display stand out.

1. From under **Images** on the **Always On Display** screen, go to > **Select image** > . After selecting a GIF image or moving picture, you can go to **Edit** > **Edit** to edit it.
2. Set other options available on the screen as needed, and touch **Apply**.

### Add Graffiti

Personalize your Always On Display (AOD) by having certain text display, selecting a preferred color scheme, and adding stickers.

1 On the **Always On Display** screen, select the graffiti style from the **Graffiti** section.

2 Enter the text in **Enter text**, and set the style options, such as **Color**, by following the prompt.

You can also add **Stickers**, drag a sticker to relocate it, drag  to adjust the size and direction of the sticker, or touch  to delete the sticker.

3 Touch **Apply**.

### Create an Artistic Image for Always On Display

You can choose from multiple modern art styles. You can also specify the color scheme for the artistic image, by taking a photo or choosing from your favorite photos. The colors in the photo will form a color palette for the artistic image.

1 From under **Artistic** on the **Always On Display** screen, touch the style you would like to use.

2 Set the related options for the **Artistic** style, such as **Layout**.
When setting **Color**, your tablet can parse the colors in your specified photo and apply the abstracted color palette to the artistic image.

Touch , take a photo or select a photo from Gallery, and then go to  > **Extract colors**.

3 Touch **Apply**.

### Clock Styles

You can select an **Analog** or **Digital** clock style for Always On Display.

1 From under **Analog** or **Digital** on the **Always On Display** screen, swipe left or right to browse the clock styles and select your preferred clock style.

2 Set the related options for the selected clock style, such as **Show date**.

3 Touch **Apply**.

### Get More Styles for Always On Display

On the **Always On Display** screen, touch **My AODs** or **More AODs**.

### Disable Always On Display

Go to **Settings** > **Home screen & style** > **Always On Display**, touch  in the upper right corner, and disable **Always On Display**.

# Charging

## Charge in Turbo charging Mode

Enable **Turbo charging** to give your tablet a quick boost when you need it most.

1 Go to **Settings** > **Apps & services**, touch **Optimizer** in **APP SETTINGS**, and make sure that **Smart tune-up** is enabled.

2 Charge your tablet using the SuperCharge charger and data cable that comes with it.

3 You can enable **Turbo charging** in any of the following ways:

- Before the charging animation effects disappear, when **Touch & hold the center of the screen to Turbo charge** displays, touch and hold down on the center of the screen, until your tablet vibrates and **Turbo charging** displays.
- Unlock the screen, swipe down from the upper left corner of the screen to display Notification Panel, and touch **Turbo charge** in the **Turbo charge** message box.

If you wish to disable **Turbo charging** mode, touch **Stop Turbo charging** in the **Turbo charging in progress** message box on Notification Panel, or remove and re-insert the data cable. If you select **Ignore**, the **Turbo charging in progress** message box will appear after your tablet has restarted.

When your tablet is charging in **Turbo charging** mode, its temperature may increase slightly. This is normal and does not indicate any issue with your device.

# Stylus

## 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, attach its notch area to the top right area on your tablet, and then follow the onscreen instructions to pair the stylus with your tablet.

## Use Quick Note

You'll need to pair your stylus with your tablet before using this feature.

With the stylus paired with your table, you'll be able to use the stylus to tap or write on the screen to quickly open Notes or Notepad when the screen is off.

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

- Go to **Settings** > **Accessibility features** > **Stylus** > **Quickly take notes**, enable **Quick note**, and select **Notes** or **Notepad**.
- Go to **Settings** > **Accessibility features** > **Shortcuts & gestures** > **Wake screen**, and enable **Double-tap to wake**.

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

- Go to **Settings** > **Accessibility features** > **Stylus** > **Quickly take notes**, and disable **Quick note**.

- Go to **Settings** > **Accessibility features** > **Shortcuts & gestures** > **Wake screen**, and disable **Double-tap to wake**.

## Turn Your Scribbles into Legible Text

You'll need to pair your stylus with your tablet before using this feature.

With FreeScript, you can handwrite content in text boxes and edit the text using your stylus.

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

Supported languages in FreeScript are subject to actual conditions .

- **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 customized text boxes in apps such as Quark Browser.

## Draw Standard Lines and Shapes in One Stroke

You'll need to pair your stylus with your tablet before using this feature.

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 recognized, including straight lines, parabolas, triangles, rectangles, parallelograms, circles, ellipses, diamonds, arrows, five-pointed stars, pentagons, hearts, and clouds. However, not all shapes can be recognized.
- 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

You'll need to pair your stylus with your tablet before using this feature.

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 or later), 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**.

With Annotate enabled, feel free to:

- **Make annotations**: Use the stylus to make annotations on the screen. Your annotations will display above content in the app. 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 color.
- **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

You'll need to pair your stylus with your tablet before using this feature.

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.

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 colors 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.

# Smart Features

## AI Voice

### AI Voice

**AI Voice** allows you to communicate verbally with your tablet .

To operate hands-free on your tablet wake up **AI Voice** and give a voice command.

This feature is only available in some countries and regions.

### AI Voice Skills

AI Voice allows you to navigate on your tablet with simple voice commands. You can use AI Voice to:

- Make phone calls
- Send SMS messages
- Launch apps
- Add calendar events and reminders
- Check the weather and more
- Enable AI Lens, and identify content onscreen

To use the voice assistant, wake up **AI Voice** and say your command, such as "Call Zichen", "Set an alarm for 8 AM", and "Open Camera".

Calling services are not supported on Wi-Fi only tablets.

#### View AI Voice Skills

You can view the skills incorporated into the **AI Voice** feature in either of the following ways:

Wake up **AI Voice** and ask: "What can you do?". **AI Voice** will display the Skill center, where its skills are listed.

- This feature is only available in some countries and regions.
- Please make sure your device has been updated to the latest system version.

### Speech Translation

**AI Voice** allows you to translate your voice or text input so you can communicate with foreign friends easily.

- This feature is only available in some countries and regions.
- Please make sure your device has been updated to the latest system version.

#### Speech Translation

You can use **AI Voice** to translate your voice or text input into the target language you have set.

1 Wake up **AI Voice** and give the voice command "Translate".

2 Say or type in what you want to be translated.

3 **AI Voice** will display the translated result and broadcast it for you.

#### Communicate Easily with Face-to-Face Translation

Face-to-face translation allows you to overcome language barriers when you are traveling abroad or in an international conference.

1 Wake up **AI Voice**, and give the voice command "Face-to-face translation" to enter the translation screen.

2 Touch , so the text on each of the two sections can be read from each side of the device.

3 Press the button on your side of the section, say what you want to be translated, and release the button for **AI Voice** to display the translated result in real time and broadcast it.

### Enable AI Lens with AI Voice

You can use **AI Voice** to wake up **AI Lens**.

- This feature is only available in some countries and regions.
- Please make sure your device has been updated to the latest system version.

#### Scan and Shop with AI Voice

1 Wake up **AI Voice**, and give voice commands such as "I want to buy this" or "Find similar items".

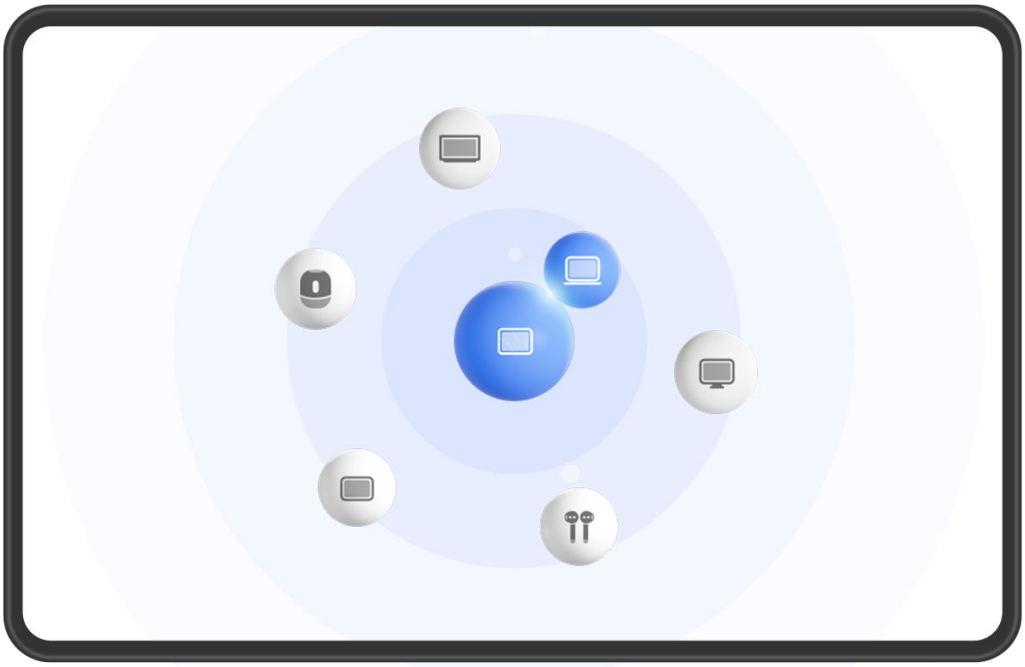
2 Position the object you wish to buy within the viewfinder, and touch the shutter button.

3 After the item has been identified by AI Lens, links to purchase it on different shopping platforms will be displayed.

## 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 come home, you can have an ongoing MeeTime call transferred to your HUAWEI Vision for a more immersive experience; when you return to the office, you can continue editing the same documents on your computer, by picking up right from where you had left off on your tablet.



The figures are for reference only.

### Set Super Device Before Getting Started

Before using **Super Device**, enable Bluetooth and Wi-Fi on your tablet, 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 tablet.
- **Vision or Monitor**: Enable Bluetooth and Wi-Fi.
- **Smart speaker or printer**: Make sure that it is connected to the same LAN as your tablet, paired in AI Life with your tablet, 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 tablet via Bluetooth.

- **Watch or band**: Make sure that it is paired with your tablet via Huawei Health, and logged in to the same HUAWEI ID.

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

### Create Your Super Device by Connecting to Nearby Devices

#### If the devices are logged in to the same HUAWEI ID

1. Log in to the same **HUAWEI ID** on this device and the device to be connected.
2. Go to **Control Panel** > **Super Device** and touch the icon of the device to be connected to initiate the default collaboration.

   Alternatively, you can touch and then the icon of the device to be connected, and select your desired collaboration scenario from the menu as needed.

If there are multiple collaboration scenarios available, go to **Super Device**, and touch and then the icon of the device to be connected, to switch between collaboration scenarios from the menu.

#### If the devices are not logged in to the same HUAWEI ID

1. On the phone/tablet that you wish to connect to, go to **Settings** > **Super Device** > **This device** > **Visible to**, and select **All nearby devices**.
2. Swipe down from the upper right corner of this device to display **Control Panel**, and touch in **Super Device**.
3. Touch , select the device that you wish to connect to, and follow the onscreen instructions to complete the connection.

   To unlink a device that is logged in to a different HUAWEI ID, touch in **Super Device**, touch and hold down on the device, and touch **Delete**. You can also go to **Settings** > **Super Device**, select the device that you wish to unlink in **Other devices**, and touch **Delete**.
4. Touch the icon of the device to be connected and select a collaboration scenario from the menu to initiate collaboration.

If there are multiple collaboration scenarios available, go to **Super Device**, and touch and then the icon of the device to be connected, to switch between collaboration scenarios from the menu.

### Transfer MeeTime Calls and Streaming Audio to Connected Devices

Use **Super Device** to transfer a 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 (screen off).

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

1 To complete the settings on the tablet and the device to be connected, please refer to Super Device Required Settings.

2 Swipe down from the upper right corner of your tablet to display **Control Panel**, and touch  in **Super Device** to search for nearby available devices, or go to  >  to link a new device.

3 Open an app (such as HUAWEI Video or HUAWEI Music) on your tablet.

4 Go to **Control Panel** on your tablet, touch the icon of the target device in **Super Device**, and follow the onscreen instructions to complete the transfer.

Alternatively, touch , drag the target device to this device, and follow the onscreen instructions to complete the transfer.

### 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 tablet files on your computer, drag and drop files between devices, copy and paste text, navigate on your tablet with a mouse and keyboard, or even write on your computer with a tablet stylus.

1 To complete the settings on the tablet and the device to be connected, please refer to Super Device Required Settings.

2 In **Super Device** of **Control Panel** on your tablet, touch the computer that you wish to connect to, to initiate the connection.

You can also touch  and then the icon of the computer to be connected, and select **Multi-Screen Collaboration** from the menu.

To end the collaboration, touch the icon of the connected computer on the **Super Device** screen on your tablet.

## Clip Text or Images Across Devices

Copy-and-paste images, text, and other materials between your phone and tablet, using the shared clipboard, to craft stunning posters that put the world on notice!

### Enable Cross-device Clipboard

1 Log in to the same **HUAWEI ID** on your phone and tablet, and connect both devices to the same Wi-Fi network.

2 Go to **Settings** > **Super Device** > **Cross-Device Clipboard**, and make sure that **Cross-Device Clipboard** is enabled.

3 Copy text or a picture from one device to another.

This feature is supported in HUAWEI Notepad, Email, Gallery, Browser, and select 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**.

## Easy Projection

### Project the Current App to a Large-screen Device

You can project the current app on your tablet to a large-screen device (for example, a Huawei Vision), while continuing to use and browse other apps on your tablet.

App projection is supported on large-screen devices that support the Cast+/Miracast protocol.

**To project an app**, perform the following steps:

- If projection is not enabled and you wish to project the current video to a large-screen device, turn on the large-screen device, swipe down from the upper right corner of the tablet screen to display **Control Panel**, and touch **Wireless Projection** to project the app to the large-screen device.
- If projection is enabled, open the app you wish to project on your tablet, touch the  capsule at the top of the screen, and follow the onscreen instructions in the Live view, to project the app to the large-screen device.

Once the projection is successful, the projected app will be minimized and appear as a floating window on the tablet screen. Touch  to minimize the floating window to a floating bubble.

**To control a projected app**, you can touch the projected app in the floating bubble to display the app's floating window, which can be used for controls. You can also adjust the volume on the large-screen device from the floating window.

- Apps in split-screen or floating-window mode can't be projected.
- To safeguard your privacy, this feature can't be used once your device screen has been locked.

You can **exit app projection** in any of the following ways:

- Touch the capsule at the top of the tablet screen, then touch in the Live view to switch to mirror projection, or touch to exit wireless projection.
- Touch the floating bubble for your device to display the app's floating window, then touch in the floating window to exit wireless projection.
- Touch and hold the floating bubble and drag it to the at the bottom of the screen, to switch to mirror projection.

# 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 your tablet to display **Control Panel**, enable **Wi-Fi** and **Bluetooth**, and make sure 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 your tablet to display **Control Panel**, and enable **Wi-Fi** and **Bluetooth**.

3 Touch the icon of the computer to be connected in **Super Device** to initiate a connection.

Alternatively, touch , touch the icon of the computer to be connected, and select **Multi-Screen Collaboration** from the menu.

**Connect via a USB cable:**

1 Swipe down from the upper right corner of your tablet to display **Control Panel**, enable **Wi-Fi** and **Bluetooth**, and make sure 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 filing 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:**

Touch the  capsule at the top of the tablet screen, then touch any blank area in the live window. In the displayed dialog box, you can select whether the audio and video will play from the computer.

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

### Disconnect Your Tablet from the Computer

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

**On the computer:**

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

**On the tablet:**

- Touch the  capsule at the top of the tablet screen, and touch  in the Live view.
- Swipe down from the upper left corner of the tablet to display the Notification Panel, and touch  in the **Multi-Screen Collaboration** notification bar.
- Swipe down from the upper right corner of the tablet to display **Control Panel**, and touch the device icon in **Super Device**.
- Touch  on the sidebar of the tablet.

## 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

This feature is only supported on certain phone models.

You can choose a proper connection method based on the version of your phone.

**Auto-detect (device nearby):**

1. Swipe down from the upper right corner of the tablet to display **Control Panel**, and touch **Multi-Screen Collaboration**.
2. Swipe down from the upper right corner of your 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**.
2. Make sure that your phone is connected to the Internet, and then connect your phone and tablet by following the instructions on the Scan to connect screen on your tablet.

**Connect via Super Device:**

1. Enable Bluetooth and Wi-Fi, and log in to your HUAWEI ID on your phone and tablet.
2. In **Super Device** on your tablet, touch the phone icon to complete the connection.

   You can also touch , then touch the phone icon, and select **Multi-Screen Collaboration** from the menu.

### 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 dialing 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.
- Touch the capsule at the top of your phone screen, and touch any blank area in the Live view. In the displayed dialog box, you can select whether the audio and video will play from the phone or the tablet.
- 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 Tablet and Phone

1. Open **Gallery** or **Files** in the mirror window on your tablet or phone, and touch and hold down on a picture, video, or other file to visit the multi-selection screen.
2. Select more files if needed, touch and hold down on any selected files once again, wait for a dragging icon to display, and drag the files.

For example, you can:

- Drag pictures and videos from **Gallery** or **Files** on your tablet to **Files** on your phone, or vice versa.
- Drag other types of files from **Files** on your tablet to **Files** on your phone, or vice versa.
- 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 phone mirror window on your tablet, touch .
- Touch the capsule at the top of your phone screen, and touch in the Live view.
- Swipe down from the upper left corner of your tablet to display the Notification Panel, and touch **Disconnect** in the collaboration notification.
- Swipe down from the upper right corner of your phone to display **Control Panel**, and touch your tablet icon 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 go to  or **All** >  (depending on your device model) to enter the editing screen.
3. Tap the sharing mode to pin to the top. Some apps include multiple sharing methods. You can also add a sharing method as needed.
4. In the pinning area, hold and drag a pinned sharing mode to sort the sharing modes.

   Touch  to unpin unwanted sharing modes. Then touch  or **Done** (depending on your device model).

# Easy Print

## Print Files with Huawei Print

Your tablet 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 tablet, and make sure that the target printer is connected to the same Wi-Fi network as your tablet, or that Wi-Fi Direct is enabled.

2 To print files stored in different locations on your tablet:

- **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, color, 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, the print capsule will display on your tablet screen. To add a print task while printing, open the images and documents to be printed, touch the print capsule , and then touch in the Live view 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 tablet, via **Huawei Print**.

1 Add a printer to the **AI Life** app on your tablet.

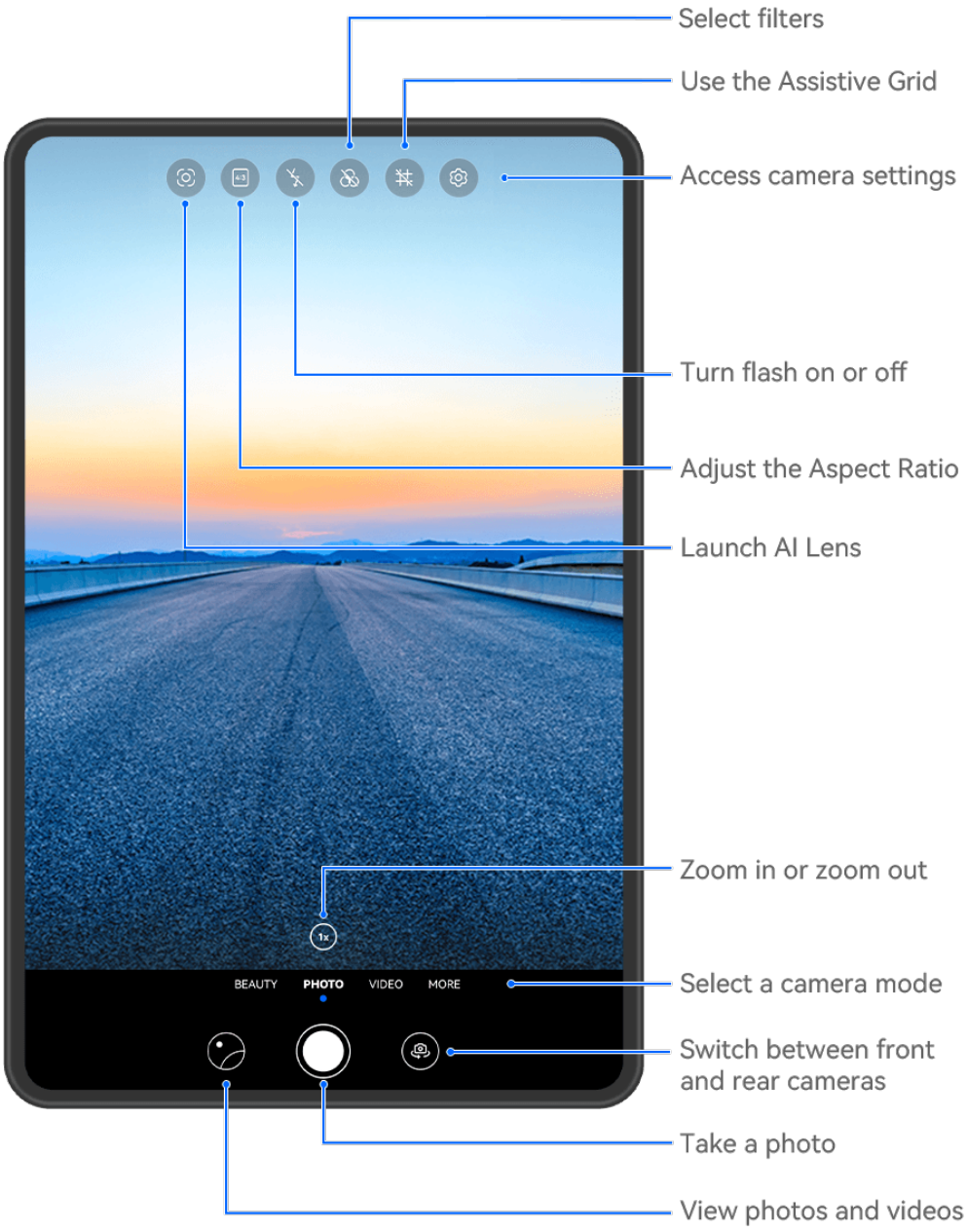
2 When you are away from your printer, you can remotely print files by referring to Effortless File Printing, with Huawei Print.

If your tablet 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.

### Adjust the Camera Zoom Level

While shooting, adjust the zoom level of the camera to zoom in or out on a scene in front of you.

**1** Open **Camera**, and touch your preferred shooting mode.

**2** Adjust the zoom level in the viewfinder in any of the following ways:

- Pinch in or out on the viewfinder to adjust the zoom level.
- Touch the zoom level shortcuts above the zoom ring to switch between zoom levels.
- Touch and hold down on the zoom ring to expand it, and swipe left and right (in Portrait mode) or up and down (in Landscape mode) until your desired zoom level on the zoom ring matches the dot in the center. Once you release your finger, the zoom ring and zoom level shortcuts will both display in this area.
  For example, if you wish to take photos from a distance and adjust the zoom level from 1x to 5x, touch and hold down on the zoom ring, and swipe left (in Portrait mode) or down (in Landscape mode) until the 5x zoom level on the zoom ring matches the dot in the center. You can also touch to instantly switch to your desired zoom level.




- The figures are for reference only.
- Zoom level adjustment is only supported in certain shooting modes. Available zoom levels may vary depending on the product model.

### 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 Burst Photos

Use Burst mode to take a sequence of photos in quick succession so you can choose the best one.

1 Open **Camera**, select **Photo** mode, and make sure the rear camera is in use.

2 Press and hold the shutter button or one of the Volume buttons to take burst photos. When shooting, you'll see a number in the viewfinder, which indicates how many photos you've taken so far.

Burst shooting via Volume button pressing is only supported on certain tablet models.

3 Release your finger to stop shooting.

### Select the Burst Photos You Want to Keep

1 Open **Gallery**. Touch a burst photo (which is tagged with ), then touch .

2 Swipe through the burst photos, select the ones you want to keep, then touch and follow the onscreen instructions.

To delete the whole burst photo, touch and hold to select the photo, then touch .

### 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 tablet 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.

# Take Photos with Various Zoom Settings

## Take Photos with Various Zoom Settings

The zoom capabilities of your device's camera allow you to capture more of a scene, or distant vistas.

### Take Wide-Angle Photos

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

2 Point the camera at the subject and zoom in or out using the side bar, or by pinching or spreading two fingers on the screen. The smaller the value, the wider the angle of view.

3 Touch to take a photo.

### Take Photos from Far Away

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

2 Point the camera at a distant subject and zoom in or out using the side bar or by pinching or spreading two fingers on the screen.
If your tablet supports zooming in more than 15X, a picture-in-picture preview frame will be displayed in the viewfinder to help you focus on your subject when you zoom in more than 15X.

Some products do not support the picture-in-picture preview frame.

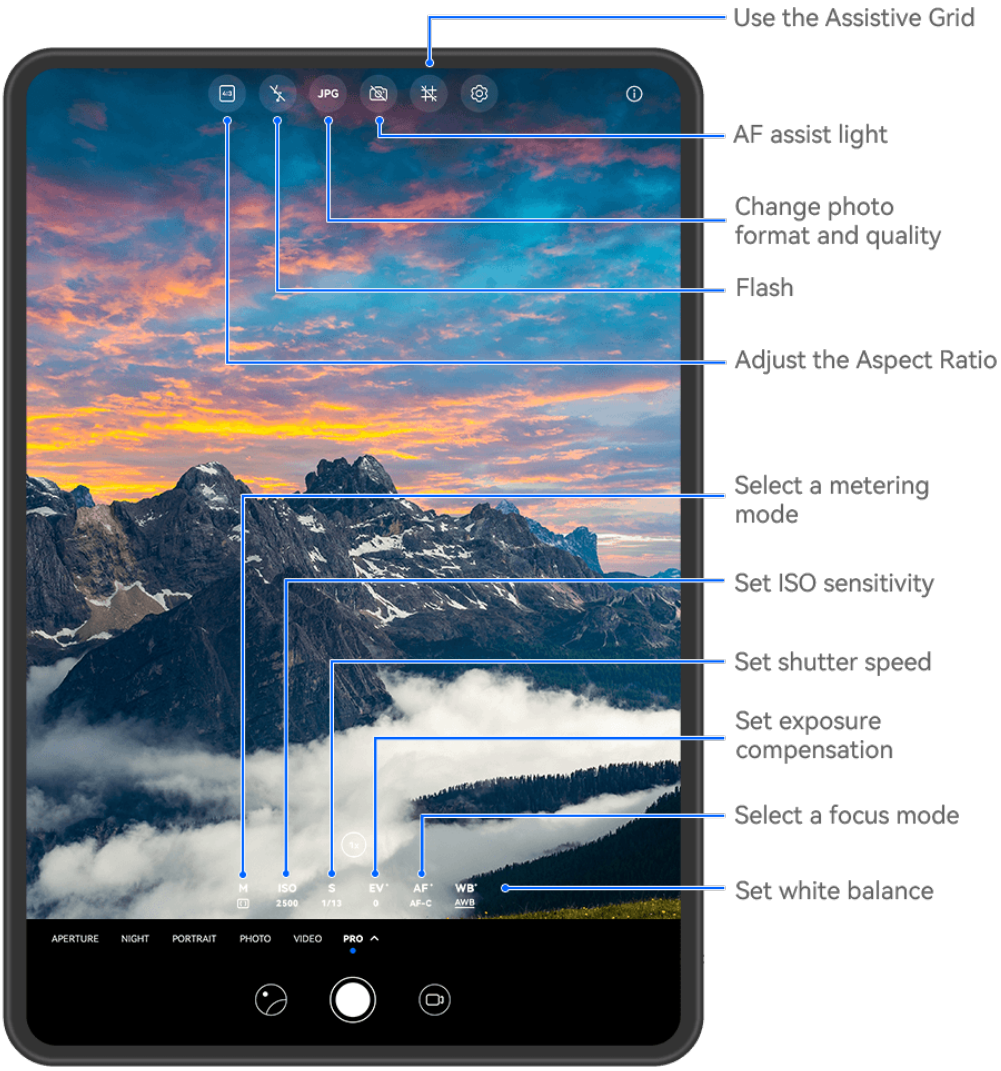
3 In the viewfinder, touch where you want to focus, and touch to shoot when the subject is in focus.

# Pro Mode

## Use Pro Mode to Shoot Like a Pro

Pro mode lets you fine-tune photos and videos and gives you full control over ISO sensitivity, focus mode, and more when taking photos or recording videos.

### Shoot to Stun, with Pro Mode



The figures are for reference only.

1 Open **Camera** or go to **Camera** > **More** (depending on your device model), and select **Pro** mode.

2 From there, you can:

- Adjust the metering mode: Touch **M** and select a metering mode.

| Metering mode | Overview |
| --- | --- |
| **Matrix** | Measures light across the entire frame; ideal for shooting natural landscapes. |
| **Center** | Focuses on light near the center of the screen; ideal for shooting portraits. |
| **Spot** | Focuses on light from a specific region, such as a subject's eyes. |

- Adjust the ISO sensitivity: Touch **ISO** and drag the slider.
  In low-light settings, you'll generally want to increase the ISO sensitivity. In well-lit settings, you'll want to reduce it to avoid image noise.
- Adjust the shutter speed: Touch **S** and drag the slider.
  The shutter speed determines the amount of light that is able to enter the camera lens. When shooting stationary scenes or portraits, it's recommended that you use a slower shutter speed. Likewise, when shooting fast-moving scenes or objects, you'll want to increase the shutter speed.
- Adjust EV exposure compensation: Touch **EV·** and drag the slider.
  It's recommended that you increase the EV value in low-light environments, and decrease it in well-lit environments.
- Adjust the focus: Touch **AF·** and select a focus mode.

| Focus Mode | Usage scenarios |
| --- | --- |
| **AF-S (single)** | Stationary subjects |
| **AF-C (continuous)** | Moving subjects |
| **MF (manual)** | Touch the subject of interest to focus in on them, such as the subject's face. |

- Adjust the color cast: Touch **WB·** and select a mode.
  When shooting in bright daylight, select . When shooting in overcast conditions or low-light environments, select .
  Touch to adjust the color temperature.
- Select the storage format: **Pro** mode allows you to save the photo in different formats.
  Touch JPG in the viewfinder to select your preferred format.

**3** Touch the shutter button to take a photo.

- These features are only supported on certain device models.
- Changing a specific setting will sometimes cause other settings to change as well. Adjust them according to your actual requirements.

### Use Pro Mode to Record Videos

**1** In **Pro** mode, touch to switch to Video mode. You can then:

- Adjust the metering mode: Touch **M** and select a metering mode.

| Metering Mode | Description |
|---|---|
| **Matrix** | Measures the light in the whole frame. Applicable when shooting natural landscapes. |
| **Center** | Concentrates on the light at the center of the screen. Applicable when shooting portraits. |
| **Spot** | Concentrates on the light in a small area of the screen, such as the subject's eyes. |

- Adjust the ISO sensitivity: Touch **ISO** and drag the slider.
  In low-light conditions, increase the ISO sensitivity. In well-lit environments, decrease the ISO sensitivity to avoid image noise.
- Adjust the shutter speed: Touch **S** and drag the slider.
  The shutter speed affects the amount of light allowed to enter the camera lens. When you are shooting stationary scenes or portraits, decrease the shutter speed. When you are shooting moving scenes or objects, increase the shutter speed.
- Adjust EV exposure compensation: Touch **EV·** and drag the slider.
  Increase the EV value in low-light conditions and decrease the EV value in well-lit environments.
- Adjust the focus: Touch **AF·** and select a focus mode.

| Focus Mode | Description |
|---|---|
| **AF-S (single)** | Applicable to stationary subjects |
| **AF-C (continuous)** | Applicable to moving subjects |
| **MF (manual)** | Touch the subject on which you want to focus, such as the subject's face. |

- Adjust the color cast: Touch **WB·** and select a mode.
  When shooting in bright sunlight, select . In dimly-lit environments, select .
  Touch to adjust the color temperature.

2 Touch to start recording.

- Not all devices support these features.
- Changing a specific setting will sometimes cause other settings to change as well. Adjust them according to your actual requirements.

# 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.
- Select a space-saving video format: Touch , and enable **High efficiency format**. Once this feature is enabled, your tablet 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.

Touch to take a shot of the current frame.

4 Touch to pause, and touch to stop recording.

### Shoot 4K UHD Videos

Your tablet 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.

# Adjust Camera Settings

## Adjust Camera Settings

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

Open **Camera**, touch , and adjust the settings at will.

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 tablet 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 tablet:

- Swipe down from the upper right edge of the tablet to display **Control Panel**, 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.

## Custom Camera Mode

You can customize the layout of the Camera mode screen as you prefer, by moving the frequently used modes to the camera home screen, or adjust the mode sequence.

**Photo**, **Video**, or **Portrait** (or **Beauty**) cannot be moved to **More**. Actual usage shall prevail.

1 Go to **Camera** > **More**, 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, or move a mode on the home screen to **More**, or adjust the layout of the mode screen based on the use frequency of the modes.

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

3 Touch to save the layout.

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

# Manage Gallery

## Compares Images

Compare similar images, and zoom in or out to compare details, to pick your favorite image of the bunch.

- Comparison is not supported for certain image formats.
- Please make sure your device has been updated to the latest system version.

1 Open **Gallery**, hold down on an image in the **Photos** or **Albums** tab, and touch .

2 On the comparison screen, feel free to:

- **Change the display range of an image**: Hold down on the image with one finger to adjust the display range. Spread or pinch your fingers on an image to zoom in or out. By default, the syncing feature is enabled on your tablet. When you zoom in or out or move an image, the images on the comparison screen will change accordingly. To disable the syncing feature, touch .
- **Add the selected image to favorites**: Touch under the desired image.
- **Delete an image**: Touch under the unwanted image.
- **Change the images being compared**: Touch the selected images in the list below to cancel the comparison, and select an unselected image to have it compared.
- **Re-select an image**: Touch in the lower left corner, select or deselect an image, and touch **Done**.

## Make Quick Searches in Gallery

### Quickly Search for Images in Gallery

Quickly locate an image 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 images 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 tablet automatically analyzes and categorizes 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 analyzed.

## Organize Albums

Organize images 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 images 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 hold down to select the photos and videos you wish to move.

2 Go to  > **Move to album** and select the album to be moved to.

3 Once the items are moved, they will no longer be in their original album.

The **All photos** album collects all of the pictures in Gallery. If you move the pictures to another album, the pictures will continue to display in **All photos** (except for hidden, blocked, and deleted pictures).

### 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 favorites**, **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 Images 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 Images and Videos to Favorites

Open an image or video, then touch .

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

Go to **Gallery** > **Albums**. From there, feel free to:

- **Hide images or videos**: Touch 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**: Touch 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**.

  In **Hidden items**, you can switch the view as needed, to find your desired items. Touch • • and select **Photo view** or **Album view**.
- **Set the album lock**: In **Hidden items**, go to • • > **Add lock**, and enter the lock screen password. If fingerprint or face unlock has been enabled on your tablet, you can use your fingerprint or facial data to access locked albums.

- **Unhide a single album**: Touch the album that you wish to unhide in **Hidden items**, 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 image you want to edit, and then touch . You can then:

- To crop and rotate the image, touch **Crop**, select a frame, then drag the grid or its corners to select which part you want to keep. You can drag the image in the frame, or use two fingers to zoom in or out to adjust the displayed part of the image.
  To rotate the image, go to **Crop** and drag the angle wheel to the desired orientation.
  To rotate the image by 90 degrees or mirror the image, touch or .
- To adjust image effects, touch **Adjust** to adjust the brightness, contrast, saturation, and other aspects of the image.
- To add filter effects, touch **Filter** to select a filter.
- Other image editing: You can also create graffiti images and add annotations.

Once you are done editing, such as **Adjust** and **Filter**, you can touch **Compare** to compare the before and after effects. Comparison is not supported in some editing modes.

2 Touch or to save the edits.

### Add Stickers to Images

1 In Gallery, touch the image you wish to edit, and go to > **Stickers** to add stickers.

2 Select a sticker and drag it wherever you like. Touch and hold the dot on the corner of the sticker and drag it to shrink or enlarge the sticker. Touch to delete the sticker.
You can also edit the text in certain types of stickers. Touch the area that can be edited, which is typically encircled with dash lines, to enter any new text.

3 Touch to save the changes and touch to save the edited image.

### Pixelate Images

1 In Gallery, touch the image you wish to edit, and go to > **Mosaic** to pixelate the image.

2 Select a mosaic style and size to cover certain areas of the image.

3 To remove the mosaic, touch and wipe it off the image.

4 Touch to save the changes and touch to save the edited image.

### Rename Images

1 In Gallery, touch the image 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 images 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 images, then touch **Create**.
- On the **Photos** or **Albums** tab, touch and hold to select some images, then go to > **Collage**.

2 Select a template. You can then:

- Relocate an image: Touch and hold the image and drag it to a different position.
- Adjust the displayed portion of an image: Slide on the image, or pinch in or out on it so that only the part you want to see is displayed in the grid.
- Rotate an image: Touch the image, then touch to rotate it or to flip it.
- Add or remove borders: By default, borders are displayed between images 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**.

### Add Frames to Your Images

1 In Gallery, touch the image you wish to edit, and go to > **Frame**.

2 Select a frame, and touch to save the edited image as prompted.

# Highlights

## Introduction to Highlights

Gallery automatically creates **Highlights** albums from your best photos and videos based on time, location, or theme information, and even generates a short video clip so you can walk down memory lane and instantly relive the good times.

The following conditions need to be met to create a **Highlights** album:

- Before taking a photo or video, go to **Camera** > , and enable **Location tag**. Your tablet will create a **Highlights** album based on time and location.
- When taking a photo, you'll need to take multiple photos of the same scene at different times. **Highlights** albums will not be automatically generated if there are not enough relevant photos, the shooting times are too close, or the photos are too similar.
- **Highlights** albums are created automatically when your tablet is connected to a Wi-Fi network, the screen is turned off, the device is being charged, and the battery has sufficient power. It may take a while for the albums to be created.

### View Highlights Videos

1 Go to **Gallery** > **Highlights** and touch an album.

2 Touch to play the video.

### Edit Highlights Videos

1 Touch to play a **Highlights** video.

2 On the playback screen, touch , select your favorite theme template, check the preview, and touch .

3 Touch to export the video.

### Change the Highlights Album Cover

1 On the **Highlights** tab, touch an album.

2 Go to > **Change cover**, select a photo, then touch .

### Add or Remove Images or Videos from a Highlights Album

1 In the **Highlights** tab, select a **Highlights** album.

2 You can then:

- Add images or videos: Touch + and follow the onscreen instructions to select images or videos to be added to the album.
- Remove images or videos: Touch and hold to select the images or videos you want to remove from the album, touch , then touch **Remove**.

### Share Highlights

You can share **Highlights** as videos, full-length images, or covers.

#### Share Highlights as videos

1 If you have edited and exported a **Highlights** video, the exported video can be found in **Gallery** > **Albums** > **Video Editor**.

2 You can touch and hold to select the video in **Video Editor** and touch to share it.

#### Share Highlights as full-length images or covers

Touch the **Highlights** album you wish to share, touch , and select **Full-length image** or **Cover only**.

- If you select **Full-length image**, your tablet will generate a full-length **Highlights** image. You can follow the onscreen instructions to share it.
- If you select **Cover only**, your tablet will generate an image (including the cover and text) based on the Highlights cover. You can follow the onscreen instructions to share it.

You can also share the photo under **Gallery** > **Albums** > **Collages**, where the full-length images and covers created for **Highlights** albums are saved by default.

### Rename Highlights Albums

1 On the **Highlights** tab, touch an album.

2 Go to ••• > **Rename** and enter a new name.

### Delete Highlights Albums

1 On the **Highlights** tab, select a **Highlights** album.

2 Go to ••• > **Delete** and then touch **Delete**.

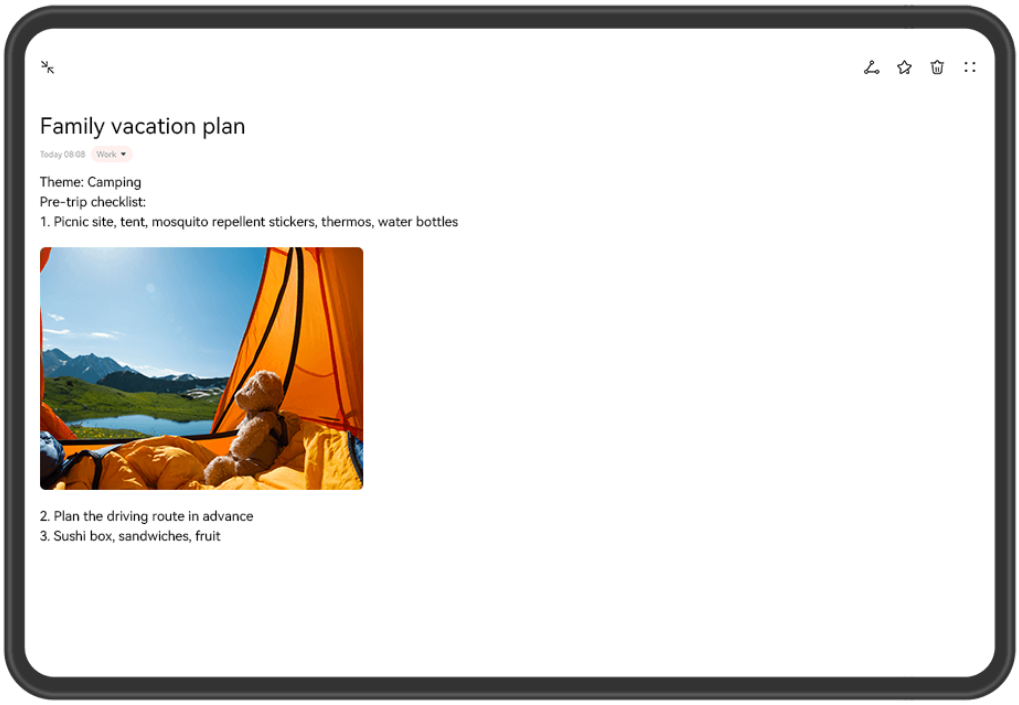
After you delete a **Highlights** album, it cannot be restored, and the photos and videos in the **Highlights** album will remain in Gallery.

# Apps

## Notepad

### Create and Edit a Note in Notepad

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.




The figures are for reference only.

#### 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 organize 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, and touch again to cancel the operation.

### Add Images and Video Files to a Note

1 When creating a note in **Notepad**, feel free to:

- 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.
- Touch , and select **Document**, **Audio**, **Video**, or **More** to insert an attachment. Hold and drag to adjust the position of the added attachment within the note. Touch the attachment to preview it.

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

Touch and hold down on the attachment inserted in the note, and select **Copy**, **Delete**, **Save**, or **Share**.

### 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 can 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 color.
- Touch ✒ or 🖋 (depending on your device model) to select the 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 tablet 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 💾, select **Move to My cards** or **Add lock**, then touch **OK** and follow the screen prompts to complete card collection.

## Search for and Sort Notes in Notepad

### 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.

### Sort Notes by Time

Sort notes by editing or creation time, to find what you're looking for right away.

Open **Notepad**. On the **Notes** tab, go to ••• > **Sort**, and select **Date edited** or **Date added**.

If you select **Date edited**, the notes will be sorted in real time. That is, each time you edit a note, the edited note will be placed at the top.

If you select **Date added**, the notes will be sorted by creation time. That is, any newly-created note will be placed at the top. Edits of existing notes will not change the note order.

### Add a Folder or Notebook

Create folders or notebooks to store different types of notes, and even add color-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 color 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 favorites**.
- **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 Notepad or notes in Notepad

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 **Notes** or **Picture**.
- **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**, and open the note that you wish to export. From there, feel free to:

- **Export it as an image**: Touch , swipe left or right on the thumbnail at the top of the screen, select **Picture**, and touch  to save the image. You can 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 touch **Documents**.

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 in Notepad

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 personalized settings to help you organize your thoughts.

Only tablets are pre-installed with the Notes app. For other Huawei devices, please go to AppGallery to download the Notes app. If the Notes app cannot be found in AppGallery, it indicates that your device does not support the app.

#### Create or Add a Note

##### Create a note

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

- **Quickly creating a note**: Double-tap .
- **Using a template**: Touch , and select **New note** to enter the settings screen.

  To set **Cover**: Touch to select a desired cover. You can also go to **Custom** > to use a custom image as the cover as prompted. To change the cover of a note, go to > **Edit cover** under the note.

  To set **Paper**: Touch a paper template and then touch , set the paper direction to **Portrait** or **Landscape**, select different types of paper templates, specifications, and colors as required, and touch . To change the paper type, touch on the note editing screen and change the settings as prompted.

- **Importing to create a note**: Touch , select **Import images**, **Import PDF**, or **Import HiNote**, and follow the onscreen instructions to complete the process. You can select multiple PDF files to import them in batches.

**Add content to a note**

On the editing screen, touch  in the upper right corner. From there, feel free to:

- **Add an attachment**: Touch **Add attachment**, select an attachment format as required, and follow the onscreen instructions to select an attachment, which will display as a card in the note.
- **Import new contents**: Select **Import images** or **Import PDF**, and follow the onscreen instructions.

## Apply Custom Writing Styles Using the Notes App

The Notes app supports a wide 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 and favorite brushes**: Touch  to use a brush, and touch the color or size icon on the toolbar on the right twice to customize the settings. Touch  again to enter the brush settings screen. Touch  to open **Show favorites bar**, and a brush favorites bar will display on the left of the screen. Touch a brush in the favorites bar to switch to it. To delete a brush from favorites, press and hold the brush in the favorites bar, and touch .
- **Use Color Capture**: This feature allows you to pick colors from other apps when doodling on the screen or editing notes. In split-screen or floating window mode, touch , touch the color icon on the toolbar on the right twice, and touch  to pick your desired color from the target app, for example, picking a color from an image in Gallery or Browser.
- **Use a highlighter and marker**: Touch  to directly use **Marker**. Touch the color or size icon on the toolbar on the right twice to customize the settings. Touch  again to enter the settings screen. Touch  to switch to **Highlighter**. The highlighter effects will not obstruct your handwriting. When **Highlighter** is enabled, turn on the **Straight lines** switch to draw a straight line.
- **Use eraser**: Touch  to manually erase graffiti or handwriting. Touch the eraser icon on the toolbar on the right twice and drag the slider below to adjust the eraser size. Touch  again to access the eraser settings screen. Toggle on the **Erase strokes** switch to erase

all strokes. Touch **Clear strokes** to clear all handwritten content. To restore the content, touch the .

- **Use pressure-sensitive eraser**: After connecting to your stylus, touch  twice to enter the eraser settings screen, turn on the **Pressure sensitive** switch, and adjust **Sensitivity**. While drawing graffiti or writing with the stylus, hold down on the screen and pause to activate the eraser. Once you're done erasing, lift the stylus to continue writing.
- **Enter text**: Select  and touch the text editing icon on the shortcut toolbar on the right. You can then enter text in the displayed text box. You can touch and hold down on the text to perform operations such as **Copy** and **Add to outline**.
- **Use Instant Shape**: This feature allows you to draw a perfect shape by hand, using a single stroke, to mark key points. Touch , and touch the color or size icon on the toolbar on the right twice to customize the settings. Draw your desired shape (such as an arrow, circle, rectangle, or heart), in a single stroke. Once you've finished drawing the shape, lift the stylus to have the hand-drawn shape replaced with a standardized shape. Touch  to further adjust the shape.

  Secondary adjustments are not supported for certain shapes. Actual usage shall prevail.
- **Magnify**: Touch  to zoom in on the editing screen. Drag the triangle icon in the lower right corner of the display box to adjust the level of magnification, or move the display box to select the magnification range.
- **Laser pointer**: Touch  to use the laser pointer to make an annotation. Touch the style icon on the toolbar on the right to customize the settings. The handwriting will not block the text and will disappear after a few seconds.
- **Enable mistouch prevention**: Touch  to avoid accidentally editing notes when you're sketching or drawing a shape.
- **Change the template**: Touch  and follow the onscreen instructions to change the cover and paper templates.

The feature availability varies by device.

## Typeset Notes

The Notes app supports combining images and text, 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 tap the content in the circle, to:

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

Select **Color**, touch the color block to change the color, and touch  to pick a color on the screen.

Select **Convert to text**, and select **Copy text** or **Insert** to relocate it to any location on the screen.

- **Edit an image**: Touch . The most recent image in Gallery will display on the toolbar on the right. You can touch the image to insert it into the note. Pinch two fingers together to rotate and zoom in or out on the image. You can also touch the image to use the **Custom crop** and **Copy** features. 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 , touch and hold on a note thumbnail, and then **Copy**, **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.
- **Set page turning**: Go to  > **Page turning** and set **Scroll direction** and **Page turning**.
- **Shortcut gestures**: Touch  to turn on the **Quick gestures** switch. During writing, tap with two fingers to undo and tap with three fingers to redo.

### Add and Edit a Recording

Open the **Notes** app, go to the note editing screen, and touch  to start recording. During the recording, you can touch  and enable **Note replay** to play your handwriting while playing back the recording. Touch  to end the recording.

### Edit a recording

You can make further edits to the recorded audio file, by touching , touching  next to the audio file, selecting **Rename**, **Share**, or **Export**, and following the onscreen instructions to edit the audio file.

## Manage Notes

Manage and retrieve notes with any of the easy methods at your fingertips.

### Switch the Note Display Style

Open the **Notes** app, touch  or  on the Notes home screen, and select your preferred note display style.

### Manage Notes Using Folders

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

Open **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  >  under a note to add notes or folders to your favorites. You can also touch  to enter keywords (such as titles or text) to find and reference notes with greater ease.

### Add and Manage Outlines

Outlines help you preview and manage your notes with greater ease.

#### Import and add an outline

Open the **Notes** app and create an outline in either of the following ways:

- **Automatically import a PDF outline**: Touch  and select **Import PDF**. The PDF outline will be automatically imported.
- **Manually add an outline**: On the note editing screen, open the page for which you want to add an outline, go to  > **Add to outline**, enter the outline title as prompted, and touch **OK**.

#### Edit and manage outlines

Open the **Notes** app and open the note for which an outline has been added. From there, feel free to:

- **Preview the outline**: Go to  >  to view the added **Outline**. Touch an outline name to go to the corresponding note.
- **Edit the outline**: Go to  > , touch  next to the outline name, and edit the outline by, for example, touching **New heading** or **New sub-heading**.
- **Manage the outlines**: Go to  > **Manage outline** to manage the outlines on the **Outline** screen.

### Display Notes on the Home Screen

Add Notes service widgets to the home screen, to view your frequently-used notes at a glance.

1 Touch and hold down on **Notes**, touch **Service widgets**, select your desired Notes widget style, and touch **Add to home screen**.

2 Touch and hold down on the added Notes service widget, touch **Edit**, and follow the onscreen instructions, to select the notes you wish to display on the home screen.

Touch and hold down on the added Notes service widget, select **Remove**, and follow the onscreen instructions, to remove it from the home screen.

### Sync a Note

Enable Cloud, and log in to any Huawei device that supports **Notes** to view and share notes at any time.

Only tablets are pre-installed with the Notes app. For other Huawei devices, please go to AppGallery to download the Notes app. If the Notes app cannot be found in AppGallery, it indicates that your device does not support the app.

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 any device that supports **Notes**. Changes will be synced across all your devices.

### Delete a Note

Go to the **All notes** screen to:

- Delete a single note: Under the note to be deleted, touch ⋮ > **Delete** > **Delete**.
- Delete multiple notes: Touch ⋮ > **Select notes**, select the notes to be deleted, and then touch 🗑 > **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 ☰ > **Recently deleted** and touch ⋮ > **Permanently delete** > **Permanently delete** under the note to be deleted.

### Restore a Note

Touch ☰ > **Recently deleted**. You can then:

- Restore a single note: Under the note to be restored, touch ⋮ > **Restore**.
- Restore multiple notes: Touch ⋮ > **Select notes**, select the notes to be restored, and touch ↻.

## Share and Export a Note

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:

**Share a note**

- **Share 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**, **PDF**, or **HiNote**.

- **Share a single page of a note**: On the note editing screen, go to  > . Touch and hold the thumbnail of the page that you wish to share, touch **Share page**, and select **Image**, **PDF**, or **HiNote**.

**Export a note**

- **Export 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**, **PDF**, or **HiNote**.

- **Export a single page of a note**: On the note editing screen, go to  > . Touch and hold the thumbnail of the page that you wish to export, touch **Export page**, and select **Image**, **PDF**, or **HiNote**.

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

## Print a Note

1 Open **Notes**. On the **All notes** screen, open the note you wish to print.

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

## Lock a Note

Applying a lock to the Notes app or a single note gives an additional layer of protection, and unmatched peace of match.

- **Lock the Notes 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 **Notes**.

- **Lock a single note**: Open **Notes**, go to the note editing screen, touch  > **Add lock**, follow the onscreen instructions to set a screen lock password and link a HUAWEI ID, and touch .

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

If you have already enrolled facial information on your device, facial recognition will automatically be activated when you touch **Unlock** to unlock notes.

# Email

## Logging in to iCloud Mail

1 Visit https://appleid.apple.com/ via a browser, and log in to your Apple ID.

2 Go to > **Sign-In and Security** > **App-Specific Passwords** > **Generate an app-specific password** or **Sign-In and Security** > **App-Specific Passwords** > **Generate an app-specific password** (depending on your device model).

3 Enter the password usage (for example, iCloud login) and touch **Create** to generate a password.

4 Once successful, use the email account and dedicated password to log in to iCloud Mail.

The web page on your phone or tablet may be different from that on your computer.

# Settings

## More Connections

### Project the Current App to a Large-screen Device

You can project the current app on your tablet to a large-screen device (for example, a Huawei Vision), while continuing to use and browse other apps on your tablet.

App projection is supported on large-screen devices that support the Cast+/Miracast protocol.

**To project an app**, perform the following steps:

- If projection is not enabled and you wish to project the current video to a large-screen device, turn on the large-screen device, swipe down from the upper right corner of the tablet screen to display **Control Panel**, and touch **Wireless Projection** to project the app to the large-screen device.
- If projection is enabled, open the app you wish to project on your tablet, touch the capsule at the top of the screen, and follow the onscreen instructions in the Live view, to project the app to the large-screen device.

Once the projection is successful, the projected app will be minimized and appear as a floating window on the tablet screen. Touch to minimize the floating window to a floating bubble.

**To control a projected app**, you can touch the projected app in the floating bubble to display the app's floating window, which can be used for controls. You can also adjust the volume on the large-screen device from the floating window.

- Apps in split-screen or floating-window mode can't be projected.
- To safeguard your privacy, this feature can't be used once your device screen has been locked.

You can **exit app projection** in any of the following ways:

- Touch the capsule at the top of the tablet screen, then touch in the Live view to switch to mirror projection, or touch to exit wireless projection.
- Touch the floating bubble for your device to display the app's floating window, then touch in the floating window to exit wireless projection.
- Touch and hold the floating bubble and drag it to the at the bottom of the screen, to switch to mirror projection.

# Home screen & style

## Set a Stunning Theme

Select your preferred theme and apply it to the Always On Display, lock screen wallpaper, home screen wallpaper, and icons in one go. You can also set a preferred image, display style, and personalized icon colors to create your own unique look.

The AOD feature is only supported on certain device models. Actual usage shall prevail.

### Set Emoji Crush Theme




The figures are for reference only.

Make the balls bounce and fall by tilting your tablet, and shake your tablet to change ball emojis in fun new ways on your lock screen.

1 Go to **Settings** > **Home screen & style** > **Themes** and select **Emoji Crush** under **Interactive**.

2 Touch **Personalize** to access the editing screen. On this screen, you can customize emojis and the background color.

3 Touch **Apply** to apply the Emoji Crush theme.

If you're using face recognition to unlock your device, go to **Settings** > **Biometrics & password** > **Face Recognition** > **Unlock device** and select **Swipe to unlock**.

### Set the Movin' Emojis Theme

Tilt your tablet when it is locked, and watch as the balls jostle in fun new ways.

1. Go to **Settings** > **Home screen & style** > **Themes** and select **Movin' Emojis** in **Interactive**.
2. Touch **Personalize** to access the editing screen. On this screen, you can customize emojis and the background color.
3. Touch **Apply** to apply the Movin' Emojis theme.

If you're using face recognition to unlock your device, go to **Settings** > **Biometrics & password** > **Face Recognition** > **Unlock device** and select **Swipe to unlock**.

### Set Art Star Theme

Choose a portrait or picture of a pet with a **Pattern** or **Gradient** background, to create a unique theme full of fun and flair.

1. Go to **Settings** > **Home screen & style** > **Themes**, and select **Art Star** in **Magazine**. When using the Art Star theme for the first time, follow the onscreen instructions to download and install the theme.
2. Touch **Personalize** to visit the editing screen. From there, you can:
   - Touch  to select your preferred portrait or pet photo.
   - Touch **Edit**, then hold down and drag on the photo and move it to a new location.
   - Feel free to adjust the settings, such as **Pattern style** and **Icon colors**.
3. Touch **Apply**.

# Display & Brightness

## Use Eye Comfort Mode

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

### Enable or Disable Eye Comfort Mode

- Swipe down from the upper right corner of the screen to display **Control Panel**, and enable or disable **Eye Comfort**. Touch and hold down on **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 some blue light is filtered.

#### 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 customize how much blue light you would like to be filtered.

### eBook mode

Enjoy a paper-like view that's easy on the eyes, and perfect for reading books and lengthy articles.

#### Enable or Disable eBook Mode

You can enable or disable **eBook mode** in the following ways (depending on your device model):

- Swipe down from the upper right corner of the screen to display **Control Panel**, you can enable or disable **eBook mode** on the shortcut switch panel. Touch and hold down on **eBook mode** to access the settings screen.
- Go to **Settings** > **Display & brightness** and enable or disable **eBook mode**.
- Go to **Settings** > **Display & brightness** > **eBook mode**, select **Color** or **Black & white** style, and toggle on or off the corresponding switch.

  If **eBook mode** and **Eye Comfort** are enabled at the same time, **eBook mode** will take effect. Your device will display in **eBook mode**.

  If **eBook mode** and **Dark mode** are enabled at the same time, the two modes will both take effect. Your device will display the eBook effects under **Dark mode**.

  Only certain models support **Color**. Actual usage shall prevail.

## 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 tablet.

| | | | |
|---|---|---|---|
| | 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+ 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+ |  | NFC enabled |
|  | 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 mode enabled |
|  | Driving mode enabled |  | Performance mode enabled |
|  | Headset connected |  | Projection device connected |
|  | Calling |  | VoLTE enabled |

| | | | |
|---|---|---|---|
|  | Missed call |  | Calling service not available on the current network |
|  | New message |  | Alarm set |
|  | Silent mode |  | Vibration mode |
|  | Syncing data |  | Data syncing failed |
|  | New email |  | Event reminder |
|  | Apps using the camera |  | Apps using the microphone |
|  | 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 tablet 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.

### Intelligently Hide Content of Notifications on the Lock Screen

If Face unlock has been set up on your tablet, the **Hide notification content** feature in **Settings** > **Notifications & status bar** can offer increased security. It hides notification content while your tablet is locked, and only shows the banner notification content when it identifies your face and no one else is around.

Face recognition will be affected if the ambient light is too strong or weak, or when the Swing Gesture Sensor is blocked.

### Notifications Turn on Screen

Go to **Settings** > **Notifications & status bar**, and enable **Wake screen**. Your tablet 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 tablet status bar by default: time, Wi-Fi network, mobile signal, and battery level.

## Biometrics & Password

## Set Fingerprints

You can enroll a fingerprint and then use it to unlock the screen and access your Safe, App Lock, and more.

### Add a Fingerprint

1. Go to **Settings** > **Biometrics & password** > **Fingerprint ID** or **Settings** > **Biometrics & password** > **Fingerprint ID** > **Fingerprint management** (depending on your device model), and follow the onscreen instructions to set or enter the lock screen password.
2. Touch **New fingerprint** or **New rear fingerprint** (depending on your device model) to begin enrolling your fingerprint.
3. Place your fingertip on the fingerprint sensor, move your finger around until the entire fingerprint is captured, and follow the onscreen instructions to complete the enrollment.

You can now place your finger on the fingerprint sensor to unlock the screen.

### Rename or Delete a Fingerprint

1. Go to **Settings** > **Biometrics & password** > **Fingerprint ID** or **Settings** > **Biometrics & password** > **Fingerprint ID** > **Fingerprint management**(depending on your device model) and enter your lock screen password.
2. In the **Fingerprint list** section, touch an enrolled fingerprint to rename or delete it.

### Fingerprint Identification

Fingerprint identification allows you to match your fingers with the enrolled fingerprints.

1. Go to **Settings** > **Biometrics & password** > **Fingerprint ID** or **Settings** > **Biometrics & password** > **Fingerprint ID** > **Fingerprint management**(depending on your device model) and enter the lock screen password.
2. In the **Fingerprint list** section, touch **Identify fingerprint**.
3. Touch the fingerprint sensor with your finger. The recognized fingerprint will be highlighted.

### Use Your Fingerprint to Access a Locked App

1. Go to **Settings** > **Biometrics & password** > **Fingerprint ID** or **Settings** > **Biometrics & password** > **Fingerprint ID** > **Fingerprint management**(depending on your device model) and enter the lock screen password.
2. Turn on the **Access App Lock** switch and follow the onscreen instructions to link your fingerprint with App Lock.

You can then touch a locked app on your home screen and use your fingerprint to access it.

### Enable and Use Fingerprint Payment

You can use your fingerprint to verify your payments in a payment app.

Go to the payment app and follow the onscreen instructions to enable this feature.

# Face Recognition

Face Recognition allows you to unlock your tablet 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 password type** to set up another type of password.

2 Touch **Add facial profile**.

3 Enable **Raise to wake**.
The settings items vary by device. If your tablet 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 enroll your facial data.

## Add More Facial Profiles

You can add a maximum of five facial profiles on your tablet 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.

- 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 tablet 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

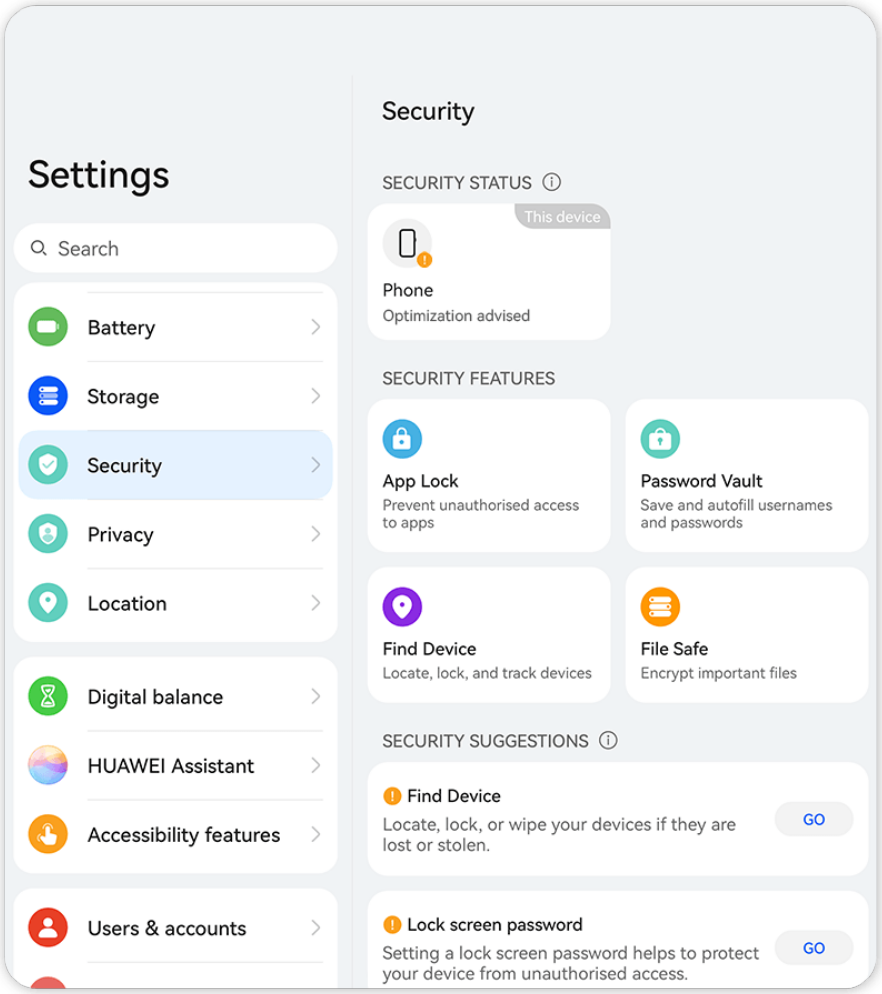
Go to the **Face Recognition** screen to:

- **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 Tablet Under Lock-and-Key with Security Center

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




The figures are for reference only.

### Check the Security Status of Your Device

Your tablet will display its own security status, and the security status of other devices found in **Super Device** and logged in to the same **HUAWEI ID**. 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 tablet will display the security status of this device and devices found in **Super Device** and logged in to the same **HUAWEI ID**.

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 optimized as soon as possible.

Touch this device in **Security status** and feel free 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 optimize 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.

You can also touch another displayed 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 Tablet

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 Tablet

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

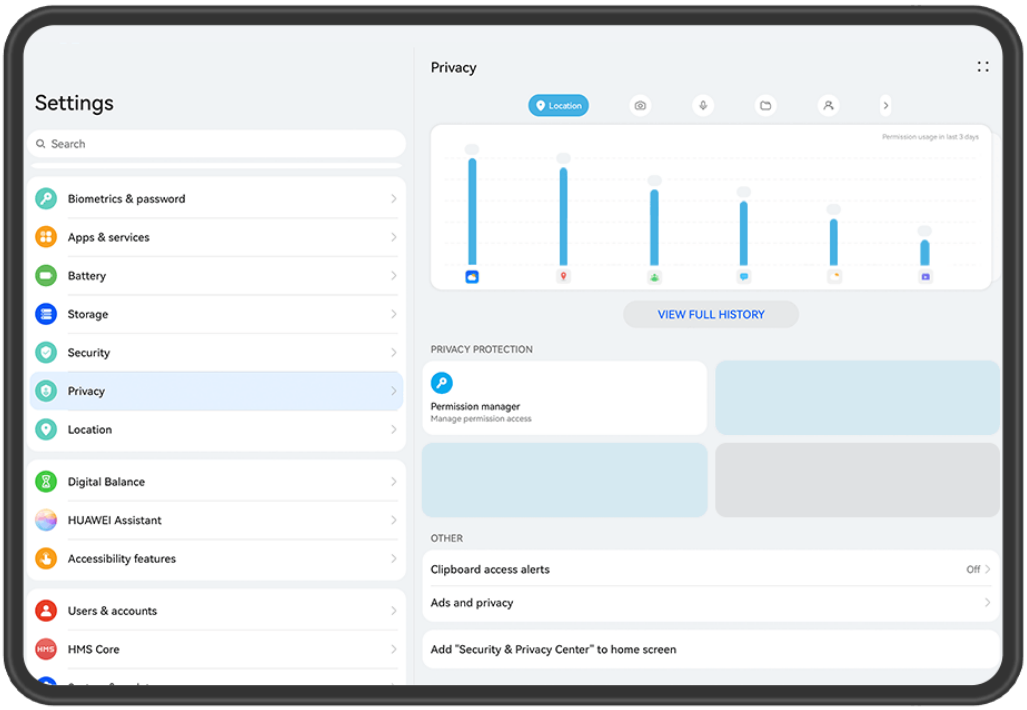
To do so, go to **Settings** > **Security**, and touch the switch next to the suggestion you wish to optimize, or follow the onscreen instructions to go to the corresponding screen and optimize the settings.

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 Tablet

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




- The figures are for reference only.
- Privacy behavior logs are analyzed and displayed solely on your tablet, 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 tablet 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 tablet 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 behavior 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 behavior.

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 tablet detects that your privacy settings are risky or can be optimized, it will provide handy tips for levelling up the protection.

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.

### Clipboard Access Alerts

When clipboard access alerts is enabled, a pop-up window will display after your tablet detects that an app is accessing the clipboard.

Go to **Settings** > **Privacy** > **Clipboard access alerts**, and enable **Clipboard access alerts**.

# Accessibility Features

## Use the Accessibility Features on Your Tablet

Accessibility features, like screen-reading apps, magnification gestures, and screen color corrections, make the tablet easier to navigate and more friendly to visually-impaired users.

### Enable Color Correction to Customize the Screen Color

Color correction helps people with poor eyesight see the screen content more easily.

1 Go to **Settings** > **Accessibility features** > **Accessibility** > **Color correction** and enable **Color correction**.

2 Touch **Correction mode** to select a color correction mode.

### Magnification

Use magnification gestures to zoom in on the screen.

Go to **Accessibility** > **Magnification**, and enable **Magnification** on its settings screen.

**Magnification**

Zoom in by touching the screen three times in a row. Then, feel free to:

- View other parts of the screen: Drag the screen with two fingers.
- Zoom: Spread two fingers to further zoom in, or pinch two fingers together to zoom out.

While zoomed in, touch the screen with one finger three times in a row to restore the screen to the previous state.

**Zoom**

You can select full-screen zoom or partial zoom as required. If you select partial zoom, a rectangle will display on the screen. You can drag the rectangle with two fingers to zoom in on the content on the screen.

After the **Magnification** feature is enabled, other apps such as Phone and Calculator may respond slowly.

### Enable Color Inversion

Color inversion allows you to invert the color of the text and the background. When Color inversion is enabled, your tablet will display text in white and the background in black.

On the **Accessibility** screen, enable **Color inversion**.

### Enable or Disable an Accessibility Feature, by Using a Shortcut

Enable or disable an accessibility feature just by pressing the Volume buttons.

1 To do so, on the **Accessibility** screen, touch **Accessibility shortcut**, and enable **Accessibility shortcut**.

2 Touch **Select feature** to select the feature that you wish to enable with the shortcut, like **Color correction**.

3 Then press and hold the Volume up and down buttons simultaneously for 3 seconds to enable the feature. Do the same to disable the feature.

### Adjust the Screen Touch Duration

You can adjust the touch duration and long touch duration, and set the time within which repeated touches will be ignored.

On the **Accessibility** settings screen, touch **Touchscreen settings**, then you can perform the following:

- Touch **Touch duration**, and set the touch duration as required.
- Touch **Touch & hold duration**, and set the long touch duration as required.

- Enable **Ignore repeated touches**, and drag the slider to set the time interval for repeated screen touches as required.

  Some products do not support the **Ignore repeated touches** feature. The actual product prevails.

## 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.

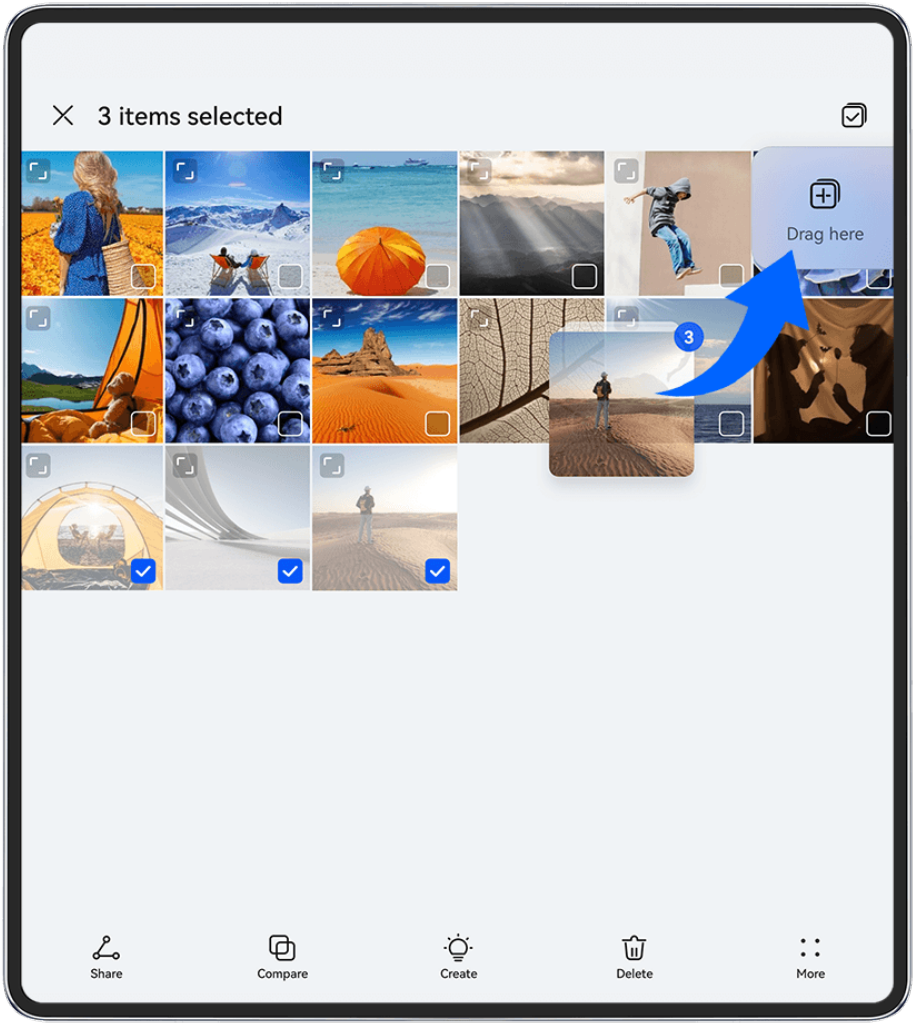
### Pool Content from Different Screens

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.

You can also touch and hold down on the screen with two fingers to enter AI Touch, select text or images that have been recognized, 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.

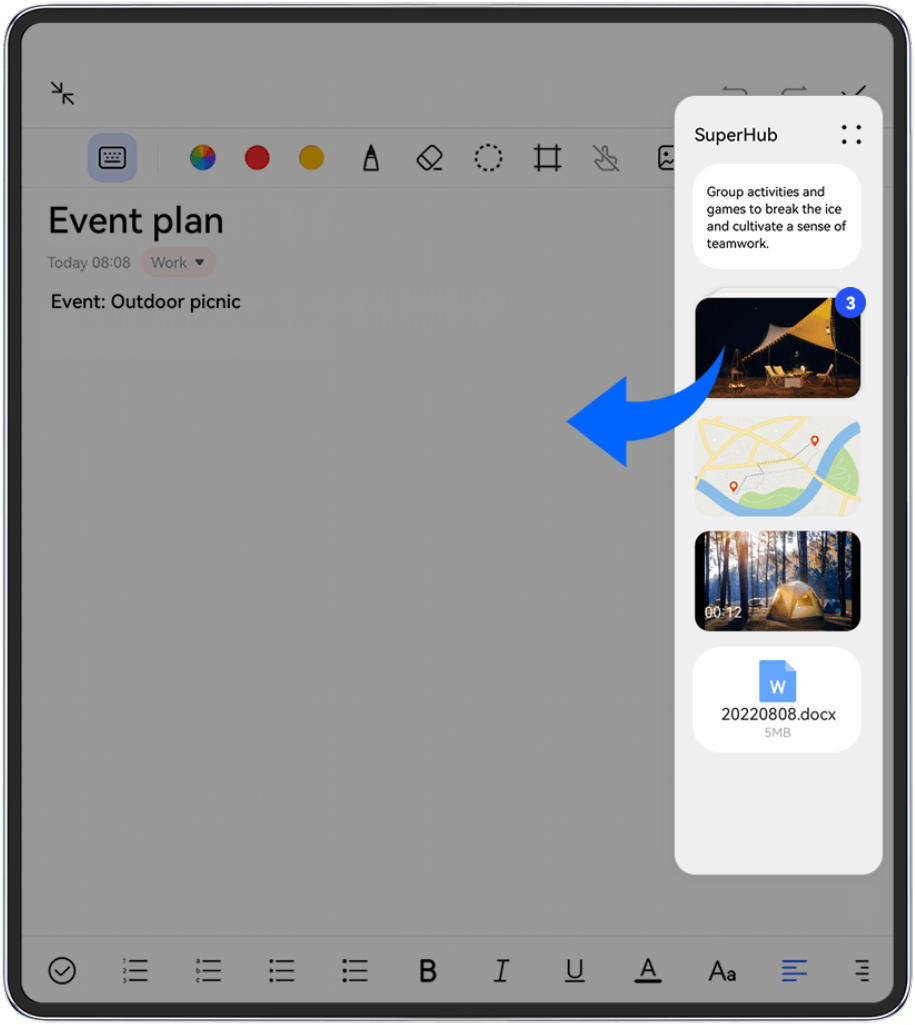
- If the **SuperHub** floating window does not pop up after you touch and hold down on the content, go to **Settings** > **Accessibility features** > **SuperHub**, and enable **Show on drag**.
- Drag-and-drop operations are only supported in certain apps.




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, 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.)

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**.

Transfer files to a computer: Make sure that Huawei PC Manager has been updated to version 13.0.3.320 or later.

If the **SuperHub** option is not available on the tablet/phone after you go to **Settings** > **Accessibility features**, it indicates that this feature is not supported by the tablet/phone.

If the **SuperHub** icon is not available in Control Panel on the computer, it indicates that this feature is not supported by the computer.

# About Tablet

## Legal Notice

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This guide is for reference only. The actual product, including but not limited to the color, size, and screen layout, may vary. All statements, information, and recommendations in this guide do not constitute a warranty of any kind, express or implied.

Please visit https://consumer.huawei.com/en/support/hotline for recently updated hotline and email address in your country or region.

Model: MRDI-W09

HarmonyOS 4.3_01