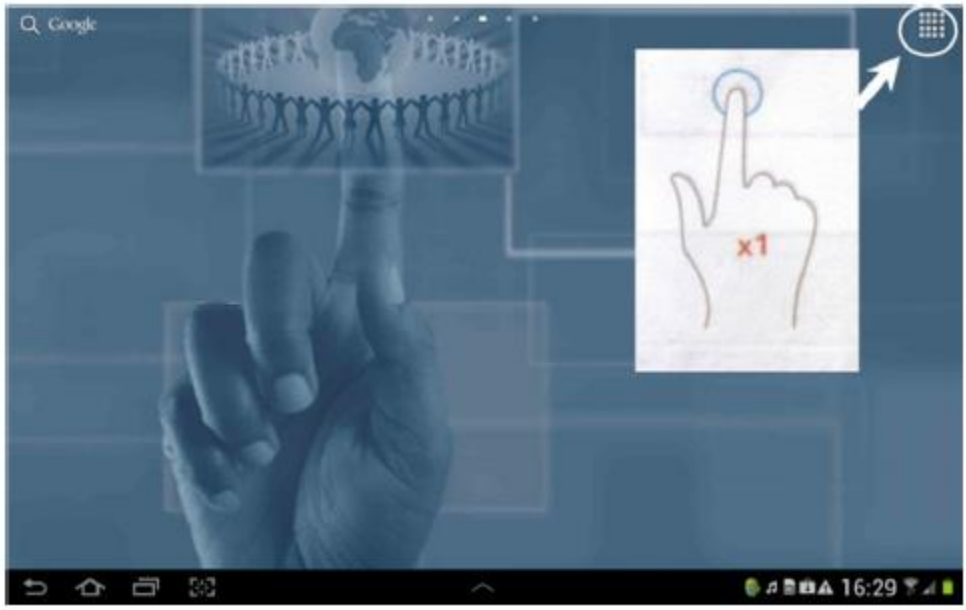


How to find and open files and folders on your tablet

1. Click on the **Apps page icon** to go to the apps screen.



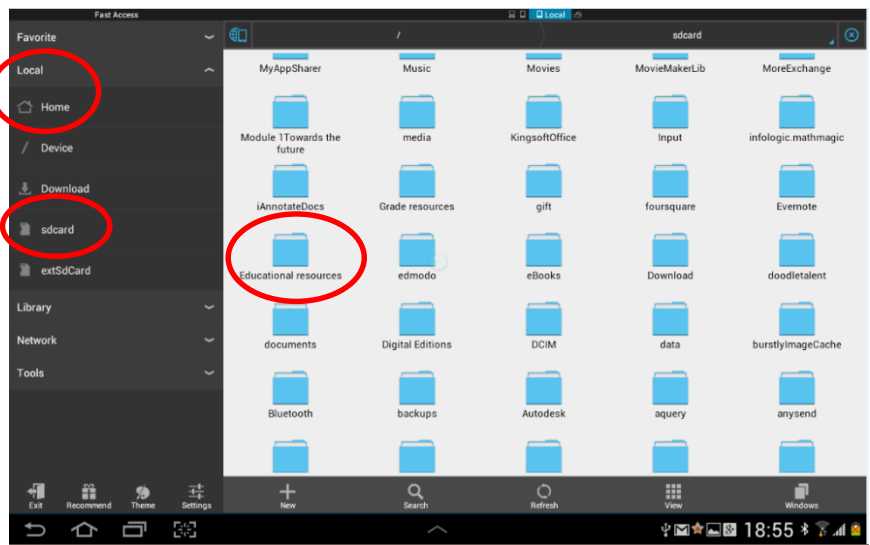
2. Touch on the apps menu on the top right of the apps screen. . Swipe your finger sideways to go to the correct screen if necessary.



3. Touch the **File Explorer** app

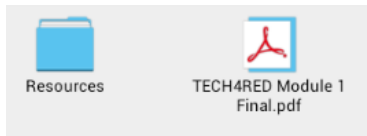


4. Touch **Local** → **Home** (or **sdcard**) on the left hand side of the screen (if the file is on your tablet).



5. Scroll down with your finger until you see the folder that you need on the right hand side (e.g. Educational resources)

6. Touch the folder/file to open it (**Educational Resources** → **Teacher Professional Development** → **Course** → **Module 1** → **Tech4Red Module1**)

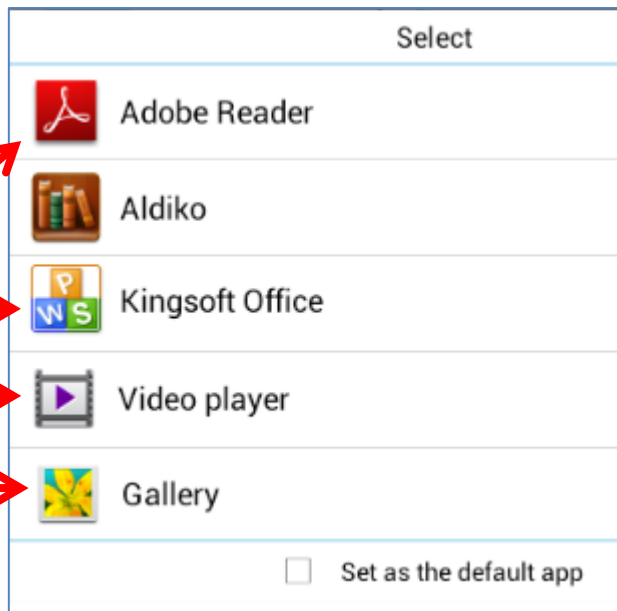


7. Depending on what kind of file it is, it will give you an option to choose which programme you want to use to open the file with. E.g.
PDF document → Use Adobe Reader

Word document → Kingsoft Office

Video → Video Player

Photos → Gallery



8. The file will open in the relevant app.

9. To close it, just keep pressing the back button.



10. As you will be using this app often it is a good idea to place it on your **Home** screen by pressing down on it and moving it into a suitable position. (See **How to open, use and manage apps** in your Howto tutorial folder)



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