

Sample Pages



Non-fiction
Author & Instructor

Basics

- Power-up
- Screen time-out
- Screen rotation
- Home screen

Reading Experience

- Navigation
- Text
- Bookmarks

Sideloadng

- Connect to computer
- Load pictures

Apps for writers

- Microsoft Word
- Chrome
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Power

The first thing you need to do is charge your new Kindle. Charge time varies from 2 to 4 hours, depending on the device model and cable.

Charge

1. Connect the Kindle and charger via a power outlet. The charger insert is generally located at the bottom of the Kindle.
3. Power light is amber while charging and green when fully charged.
4. Unlock the screen after the battery is fully charged (see page 8).



Charging



Full charge

Battery indicator

On screen battery indicator is located in the upper light-hand corner.



Shutdown

1. Press and hold the *power button* for 20 seconds.
2. Message appears: *Do you want to shutdown?*
3. Tap *yes*.
4. You may need to shutdown and restart if your Kindle it is not functioning properly.

Power on

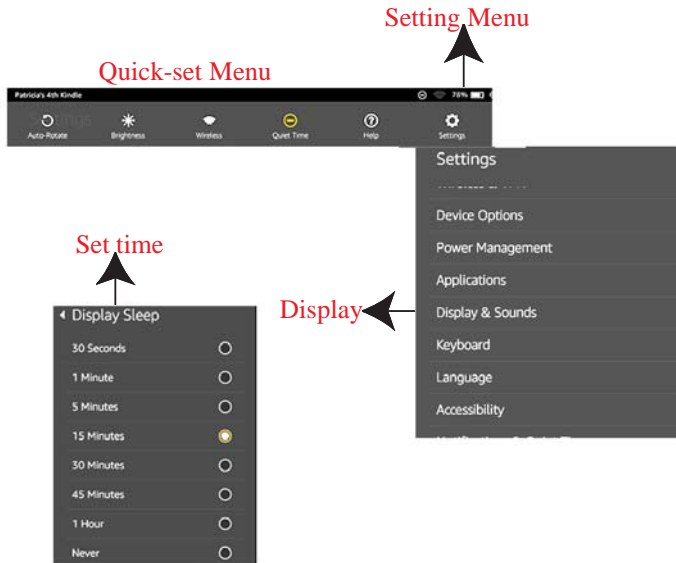
1. Press and hold down *the power button* 20 seconds.
2. Kindle will power up.

Time-Out

The sleep feature is designed to save battery power. The Kindle automatically turns off the screen and power when the *Kindle is not in use* and the set-time has been reached.

Set-time limit

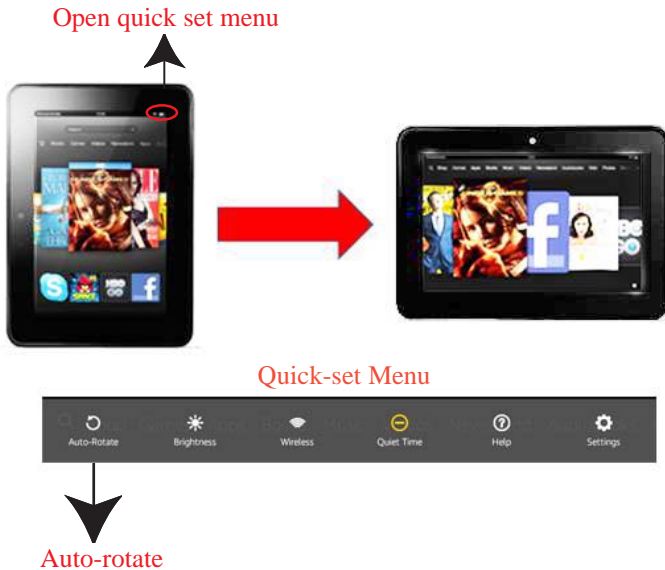
1. Flick your finger at the top right-corner of the home screen.
 2. Tap *the gear* from the Quick-set menu.
 3. Tap *Display & sounds*.
 4. Tap *display sleep*.
 5. Adjust the sleep time from 5 minutes to never (default is 15 min).
- Caution: the *never option* eats up your battery.



Screen Rotation

Auto rotate

1. Tap or flick your finger downward from the upper right-hand corner of the home screen to open the quick-set menu.
2. Tap on the *rotate icon* to lock screen in current position; portrait or landscape.
3. Tap *icon* again to unlock screen position or change orientation.

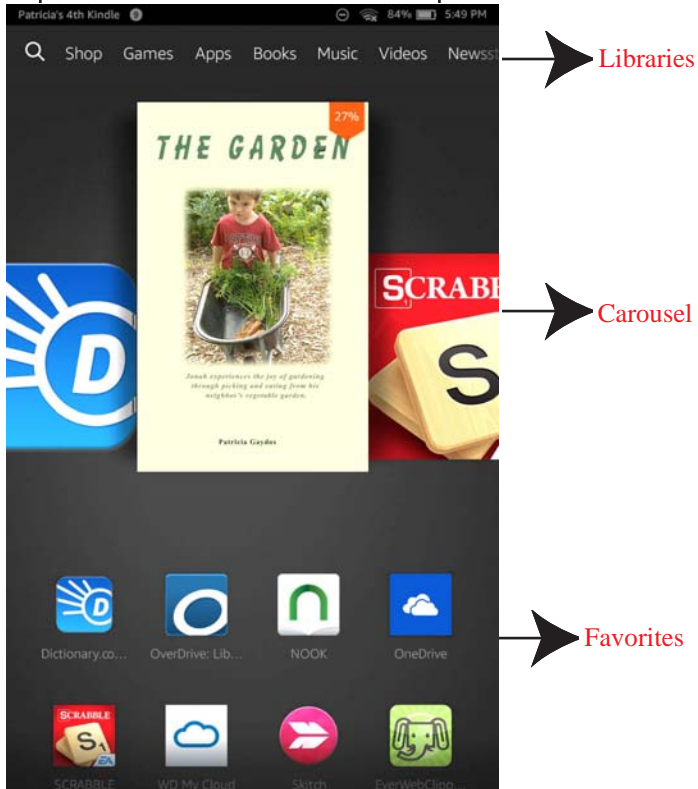


Home Screen

The Home Screen contains Content Libraries, Favorite items, the Carousel, access to the Quick-set menu and the Search engine.

Search icon

Quick-set menu



Libraries

Carousel

Favorites

The Reading Experience



Navigation

Turn Pages

1. Tap or swipe from the left corner of screen or tap the bottom right corner to go to next page.
2. Tap or swipe finger from the right-corner of screen or tap the bottom-left corner.

Top Menu

1. Tap the top-center of the screen to view the *option menu*.
2. X-ray: Synopsis of book.
3. Notes: List of highlights and notes created.
4. Share: List of options.
5. Bookmarks: specific place in book; auto saves last page read.
Note: You can bookmark multiple pages.

Bottom icons

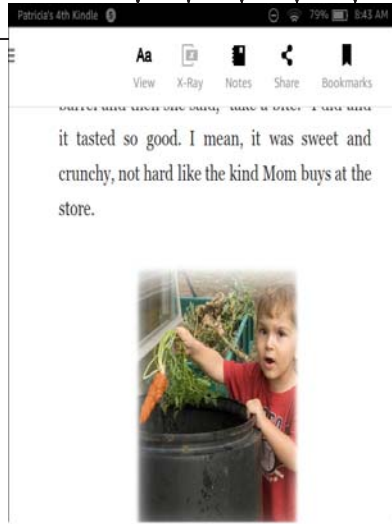
1. Location: Marks specify positions in book (page numbers).
2. Back: Returns to the page you are reading.
2. Home: Go to *Home screen*.
3. Search: Find phrases or words in book.

Menu

(Tap top-center of screen)

Text X-ray Notes Share Bookmark

Top menu



Bottom menu



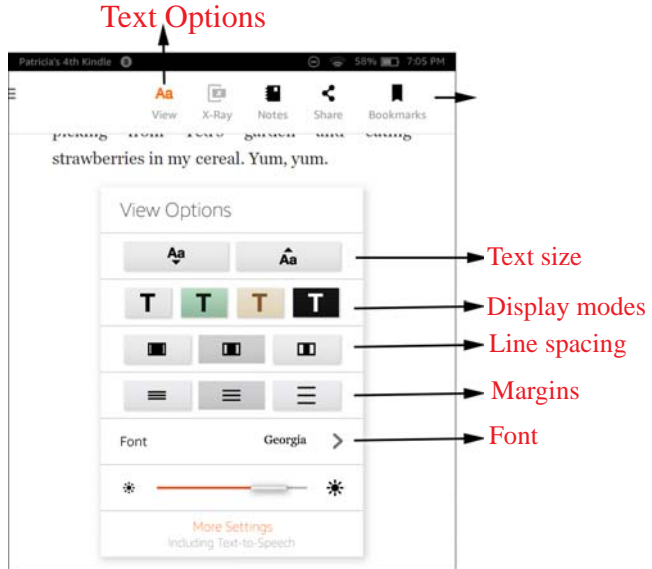
Locate Return Home Search

(Tap bottom-center of screen)

Text

Adjust reading screen

1. Tap a book located on the Carousel or in the Book Library.
2. Tap in the top-center of screen to open the text menu.
3. Tap the text icon (**Aa**) to view options.
4. Tap *options* to adjust the text attributes.
 - * Font: Choose font preference.
 - * Size: Tap (**a**) to decrease size. Tap (**Aa**) to increase size.
 - * Line Spacing: Adjust space between lines of text.
 - * Margins: Adjust the space surrounding text on screen.
 - * Display mode: Background and text colors: Black on white, white on black, or green or sepia background.

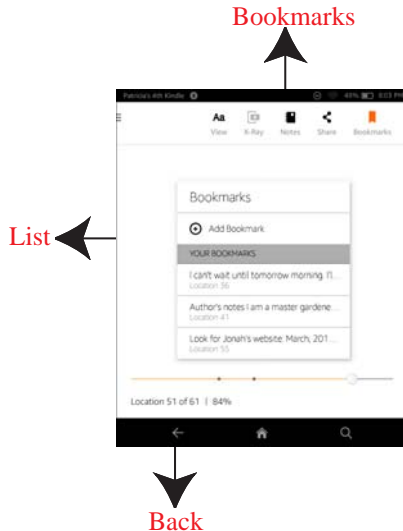


Bookmarks

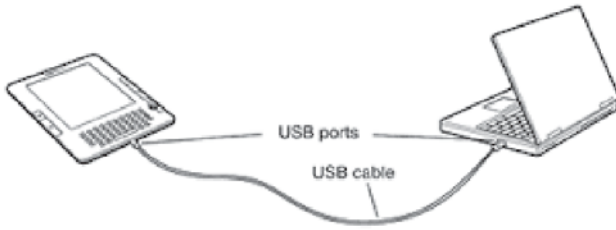
The Kindle automatically creates a bookmark on the last page you read. You can also bookmark and save other pages as you are reading.

Bookmarks

1. Tap the top-center of the screen to open the menu.
2. Tap on the bookmark icon.
3. List of bookmarks will appear.
4. Tap on the specific bookmark to go to its location.
5. Tap the back icon located at the bottom of the screen to go back to the place you were reading.



Sideload Files



Sideload Basics

Manual transfer of files to your Kindle is referred to as sideloading. Files that are manually transferred will not appear in your Amazon cloud.

Transfer

1. Connect the larger end of the USB cable into an USB port on computer>connect the other end to the bottom of your Kindle.
2. Unlock Kindle (drag arrow on screen to the left).
3. Click the start icon>select computer menu>select Kindle icon>open folder to view files.
4. Locate the file folder from the kindle: document, music, video, or pictures.
5. Locate the files that you want to transfer from your computer.
6. Drag and drop the file from computer to the folder on the Kindle.
7. Tap *disconnect* on the Kindle icon to before removing USB cord.



Sideload Pictures

Transfer pictures to or from Kindle

Picture formats are JPG and PNG.

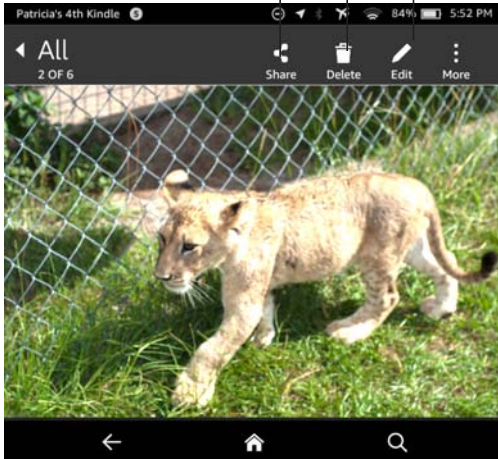
1. Connect computer to Kindle via USB cord.
2. Drag and drop selected *JPEG* pictures into the picture folder.
3. Disconnect USB cord.
4. Tap the *Photo icon* on the *library menu*.
5. Tap *picture* to view.

Library Menu



Photo

Share Delete Edit



More options

- Slideshow → Slideshow
- Print → Print
- Info → Info

Apps for the Writer, editor, and researcher

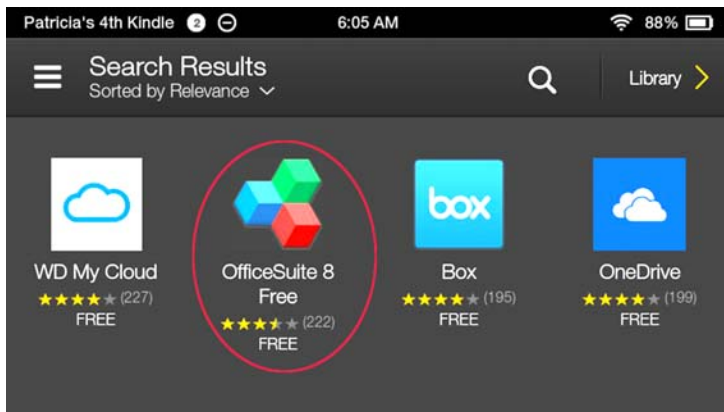


Microsoft Word App

An author, editor, researcher or student has the ability to work anywhere, anytime using the Kindle. The Microsoft Word App is capable of opening, editing and creating new documents. All documents can then be transferred to the Evernote App, Amazon Coud, Microsoft Surface Cloud, Drop box, or transferred via e-mail.

Download the Word app

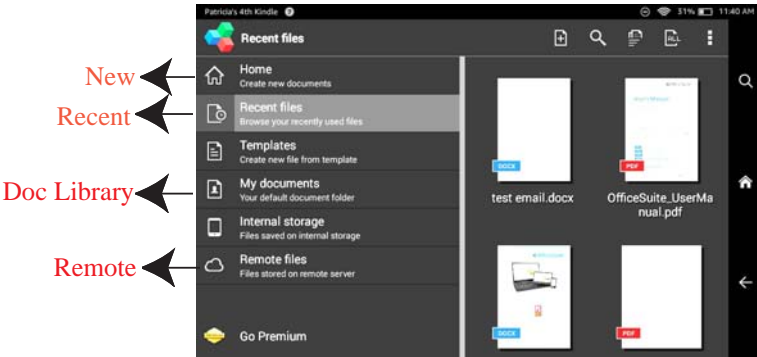
1. Tap the app store icon on your Kindle Home screen.
2. Find the free *Microsoft Word App*.
3. Download the app to your Kindle.
4. It will appear on your Carousel and in the Apps folder.



Open or create a file on your Kindle

1. Tap the Microsoft Word App located on the Kindle Home screen or in the *App library*.
2. Select and tap the *open* option from the file menu.
 - a. Tap *Home* if creating new document.
 - b. Tap *Recent* if the file is on your Kindle.
 - c. Tap *Remote* if file is on a cloud server.

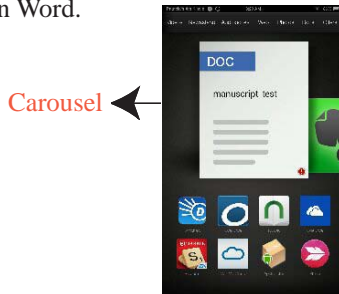
File Menu



E-mail attachment

When you e-mail a document file to your Kindle, it will automatically appear on the Home Screen Carousel and in the Doc folder.

1. Tap on document to open it in Word.



Chrome Web Clipper

The Evernote Web Clipper enables you to save, mark up and share website addresses, full articles and highlights to multiple sources.

Clipping options

1. Article: The Web Clipper automatically detects the article content
2. Simplified Article: Remove all distractions from the page for a cleaner, more readable clip.
3. Full page: Save the entire page.
4. Bookmark: Saves the main image and a brief excerpt from the page.
5. Screenshots: Take a screenshot of a page to enables mark-up and share options.
6. Location to save: Select a notebook.

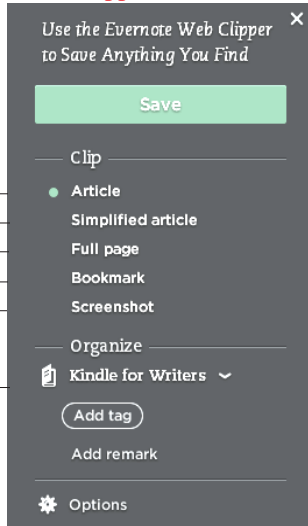
Mark-up screenshot

1. Use the highlighter to draw attention to any text in the webpage or in a screenshot.
2. Mark screenshots with text, shapes, arrows, stamps, and more.
3. Share clips to Twitter and Facebook.
4. Share a link to your clip.
5. Email the clip or annotated page.
6. Save content directly into Evernote Notebook.
7. Clip and continue browsing.

Chrome Accessory Bar



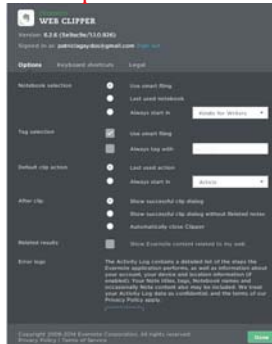
Clipper



Full Article
No images
Full page
http bookmark
Screenshot

Evernote
Notebook

Option Default



Notebook

Clip options

Save options

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Website: <http://PatriciaGaydos.com>
Facebook: [facebook.com/kindleworkshops](https://www.facebook.com/kindleworkshops)
Blog: kindleusers.blogspot.com