HUAWEI MatePad Paper

User Guide

Contents

Direct Your Device with a Wave of the Hand

Navigate on your tablet with a few simple hand gestures.

Try it out

Notification Panel: Swipe down from the upper left edge of the screen to view and manage app notifications.

Control Panel: Swipe down from the upper right edge of the screen to display control panel, to quickly enable or disable frequently-used features.

Gestures: Go to ⚙ > **System & updates** > **System navigation** and select **Gestures**. You'll then be able to use the following hand gestures:

· **Back**: Swipe inward from the left or right edge.

· **Return to the home screen**: Swipe up from the bottom of the screen.

· **Access recent tasks**: Swipe up from the bottom of the screen and hold for a short while.

Transfer Files in an Instant, with Huawei Share

Send files between your Huawei phone, tablet, and laptop, without the hassle or expense of using mobile data or a data cable.

Try it out

1 Enable **Huawei Share** on both the sending and receiving devices.

- For Huawei phones and tablets: Swipe down from the upper right edge to display **Control Panel**, and enable **Huawei Share** in the shortcut switches panel.

- For Huawei laptops: Open **Huawei PC Manager** and enable **Huawei Share**.

2 When sharing from a phone or tablet, touch and hold to select the file you wish to share, touch **Share**, and select the receiving device. When sharing from a laptop, drag the file you wish to share onto the receiving device name listed on the **Huawei Share** screen.

3 On the receiving device, touch **ACCEPT**.

Sign Off on Your Lock Screen

Put a personal stamp on your lock screen, by using an image as the wallpaper, and even adding your signature!

⚫ **Try it out**

1 Touch ⚙ in the lower left corner of the screen, and go to **Home screen & wallpaper** > **Wallpaper** to select a wallpaper.

2 When setting the wallpaper, you can touch **Set signature** in the top right corner, and then use your stylus to sign your signature, or scribble away in the signature zone. When you're finished, touch ☑ to save your edits.

3 Touch **Set as lock screen**.

Turn Your Scribbles into Legible Text

Handwrite content into handy text boxes to have it converted into tidy font – talk about thinking outside-the-box!

Before using this feature, pair your stylus with the tablet by attaching the notch area on your stylus to the right side of the tablet, and following the onscreen instructions to complete the connection.

💡 Try it out

1 Go to ⚙️ > **Accessibility features** > **Stylus** > **FreeScript** and make sure that **FreeScript** is enabled. You can also touch your HUAWEI ID profile picture, and go to **My stylus** to enable this feature.

2 Touch a search or text box, and begin writing in it. Your handwriting will be automatically converted into typed text. You can also use your stylus to:

- **Select:** By drawing a straight horizontal line through the desired text.

- **Delete:** By drawing a wavy line through the word or words you wish to delete.

- **Add or delete spaces**: By drawing a vertical line between text or in the spaces between text.

ℹ️ Note

Some text boxes do not support this feature.

Take and Share Notes with Newfound Ease

Create eye-catching notes with the dazzling templates at your disposal – then share your insights with others, or have them sent to your other devices.

Try it out

Open **Notes**, touch ╋, and select a template to start editing using your stylus.

· Touch the lasso ⟳ and circle the area of interest. Then feel free to hold down and drag on the selected area to relocate it as needed.

· Go to •• > **Handwriting-to-text** to convert your handwriting into typed text, and to have it inserted into your notes.

· Go to •• > **Share** to send your notes as images or PDF files to others or your other devices.

Note

Once you've saved a note, you can categorize it in your notebook, by going to • > **Move**.

Put Your Work on Full Display, with Wireless Projection

Project your tablet screen to a large display in a heartbeat, and without having to run a cable between the two devices!

Try it out

1 Turn on the large display, and make sure that its wireless projection feature is enabled.

2 Swipe down from the upper right edge of the tablet to display **Control Panel**, enable **Wireless Projection**, and follow the onscreen instructions to complete the connection.

To exit wireless projection, swipe down from the upper left edge to display Notification Panel, and touch **Disconnect**.

Take Notes to Make Your Mark

Effortless handwriting annotations allow you to jot down whatever comes to mind, when you're reading on your tablet.

Try it out

While reading, swipe left or right, tap near either edge of the screen, or press the Volume up or down buttons, to turn the page. You can also use your stylus to write annotations wherever you like.

Touch and hold down to select a passage of text. Then feel free to:

Touch **Thought** to write a note, or touch **Underline** to underline the selected text.

Tap the center of the screen to display a floating toolbar, where you can:

Touch to insert bookmarks, and to view bookmarked pages or previous notes and annotations.

Instant Text Translations

See something in another language, and curious to learn what it says? Just select the words or text, and get a direct onscreen translation... just like that!

Try it out

Translate individual words: Touch and hold down to select paragraphs, sentences, or words that you wish to translate. Then touch **Translate**.

Translate the full text: Tap the center of the screen to display the floating toolbar. Then touch to translate all of the text onscreen.

Note

The system will automatically detect the source language, but you can also manually select the source and target languages for translation.

Only e-books from **Bookstore** can be translated. More languages will be supported in future versions.

Transfer Books Between Devices

Send e-books in the **Books** app from your phone to your tablet, to switch reading devices in the blink of an eye.

Try it out

1 Enable Wi-Fi and **Bluetooth**, and log in with the same HUAWEI ID on both your phone and tablet.

2 While reading on your phone, swipe down from the upper right edge to display **Control Panel**, and select your tablet in the **Super Device** or **Device+** section to transfer the page there.

Note

If **Books** is not installed on your phone, you can download the app via **AppGallery**. Make sure the app is up to date.

A Split Screen to Take Note of

Open an app and a note window side-by-side, to browse while doodling away, or take notes while reading – there's so much more you can do with the power of two!

Try it out

- **Enable split-screen mode**: Swipe inward from the top right corner of the screen with your stylus, to display the menu. Then touch **Split-screen note**. A note window will appear onscreen alongside the app you have already opened.
- **Exit split-screen mode**: Swipe inward from the right edge of the screen with your finger. You can also use your stylus to open the menu once again, and touch **Exit**.

Note

Touch your profile picture, go to **My stylus** > **Double-tap**, enable **Double-tap** and select **Open shortcut menu**. From there you can double-tap the virtual key on the stylus to display the split-screen menu.

Turn Your Tablet into a Secondary Laptop Display

Extend your laptop screen to the tablet, to open office apps and notes on both screens, and enjoy seamless, anytime multi-tasking.

💡 Try it out

1 Enable Bluetooth and Wi-Fi on both the tablet and laptop.

2 On the tablet, go to ⚙️ > **Accessibility features** > **Experimental features** and enable **PC collaboration**.

3 On the laptop, open **Huawei PC Manager**, go to **My devices** > **My tablet** > **Connect**, and select your tablet from the list of available devices. Then follow the onscreen instructions to complete the connection.

ℹ️ Note

Before using this feature, make sure that your laptop is running **Huawei PC Manager** 12.0 or a later version.

Add Markers to Recordings

Add markers to voice memos and conference recordings to highlight important moments.

Try it out

1 On the note-taking screen, touch 🎙 > ⏺ to begin recording.

2 Touch 🔖 to add markers to your audio track, and ⏹ to stop recording.

Note

Touch a marker to jump directly to that point in the recording, or touch and hold down on a marker to drag or delete it.

A Whole New Home Screen Design

Touch the icons in the navigation bar on the left, to switch between frequently-used features like **Notes**, **Bookstore**, and **Apps**. You'll also find widgets in **Home** that take you directly to your favorite apps.

- **HUAWEI ID**: Touch your profile picture in the top left corner to go to the **Me** screen. From there, you can log in with your HUAWEI ID, and adjust your stylus, reading, and other settings.
- **Home**: Displays frequently used apps in widget form, including calendar, notepad, and mail, for easy content browsing and editing.

ⓘ Note

To turn the page while reading, touch **Previous** or **Next** at the bottom of the screen, or slide up and down.

Light Mode and Refresh Mode

Set **Refresh mode** and **Light mode** based on the time of day and lighting environment, to enjoy the best possible display effects at all hours.

Try it out

Swipe down from the upper right edge of the screen to display **Control Panel**. From there, you can set the following:

- **Refresh mode**: Select **Smart** for an auto-adjusting display that balances display quality with smoothness in real time, and select **Normal** to give priority to display quality. For the latter, frame freezing and screen flickering may occur in certain apps. **Smart** is recommended for daily use, since it's designed to cover the most common conditions. If you notice that there are residual images onscreen, you can touch **Refresh now** to have them removed.

- **Light mode**: Select **Day**, **Night**, and other options based on the ambient lighting conditions. You can also touch ⊜ to manually adjust the screen brightness.

Note

Setting **Light mode** as **Off** can help extend your device's battery life.

Mark Up Your Screen

Scribble while you scroll, with Annotate, and turn a cherished book or article into a dog-eared digital masterpiece!

Try it out

1 Use your stylus to swipe inward from the top right corner, to display the menu. Then touch **Annotate**.

2 Scribble on any area of the screen. You can switch between brush effects and colors as needed.

3 Once you're finished, touch ⊟ to save your edits as an image or PDF. You'll find the edited files in **Files**.

Note

Touch your profile picture, go to **My stylus** > **Double-tap**, and enable **Double-tap** and select **Open shortcut menu**. Double-tapping the virtual key on the stylus will display the menu.

Cross-Device File Management

Connect your tablet to your laptop to view and edit tablet files directly on the laptop screen, and turn your two favorite devices into a seamless efficiency machine!

Try it out

1 During Multi-Screen Collaboration, double-click on **This PC** on your laptop, and open the drive letter with the name of your tablet model to view its folders by category.

2 This feature makes it easy to attach tablet files to laptop emails, or save edited files directly in tablet folders.

A Navigation Dock for All Your Needs

With the navigation dock, all of your most frequently-used shortcuts are just a touch away! Get exactly where left off in a favorite book or article, without having to flip through different settings screens, to read and browse with newfound ease!

💡 Try it out

Swipe down from the top right edge of the screen to display **Control Panel**, and enable **Navigation Dock** in the shortcut switch panel. From there, feel free to:

- **Expand the navigation dock:** Tap on the navigation dock to expand it, and perform the following: switch between screen refresh modes, return to home screen, return to the previous screen, and more.
- **Refresh the current screen:** Double-tap on the navigation dock to immediately refresh the current screen and remove any residual images.
- **Move the navigation dock:** Touch and hold down on the navigation dock and drag it to your desired location.

ℹ️ Note

The navigation dock will be hidden along the edge of the screen when this feature is idle for more than five seconds. Just tap on the dock when you want to use it again.

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.

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