

## Kindle Users Step by Step to Basics Summary

January 11, 2011

You need to get comfortable using your KINDLE USER'S GUIDE.

To access, go to your HOME screen once you "wake up" your Kindle:

- Cursor down until the Kindle User's Guide is underlined and select it with the five way controller.
- When the book is open, push the MENU key located above the five way controller.
- From there, select the "Go To..."
- Cursor down to "table of contents." When it is highlighted black with white text, select that option and, choose the chapter by using the cursor to have the little hand pointing to the chapter that will answer your question.
- Example, if you want to learn how to change the Text, choose that chapter and read the step by step instructions. It will progress just like you are reading a book, turning the pages with your forward side arrows.

Entering Text in the search box or where you need to enter text:

- To use the Kindle keyboard, most people find it easiest to hold the device in both hands, and use the tips of their thumbs to press the keys.
- Lowercase and Uppercase Letters
  - To enter lowercase letters, press the appropriate letter key.
  - To enter uppercase letters, hold down the Shift key (arrow up key), and then press the desired letter key like you do on your computer keyboard. Alternatively, you can press and release the Shift key and then press the desired letter. Only the next letter will be capitalized. The Shift key is located at the bottom left corner of the keyboard.
- Numbers, Punctuation, and Symbols
  - While typing, to enter a punctuation mark, symbol, or number, press the Symbol key located in the second row from the bottom of the keyboard.

To do something with a book that is on your Kindle:

- Use your five-way controller, move right on the little tiny arrow to the right of the title, which will bring up choices where you can make a new collection, or remove from Device plus other options.
- When you choose to remove it from the device, the book will automatically go to the archives. You must have the WiFi or Whispernet on to move books back and forth from the archives. To get it back, you must be connected to the WiFi or Whispernet to access the archived items, which is the last on the list of all your books, periodicals on your Home page.
- This is also the pathway to create a Collection. Pick a book title from the Home page, move right choosing the tiny arrow with your five way controller, and then when the list comes up, choose Add to Collection. To create a New Collection, choose that option. If you have already made collections, choose the collection to which you want to move your book. Add to this collection by

choosing “Done” at the bottom of the page. Remember, the choice will be black with white letters.

- You are not going to hurt anything by practicing. Once you buy a book or download a free one, you will always have access to it, either from your Kindle device or from the Archives.

If you have not registered your Kindle, do so by going to your Kindle User’s Guide, Push the Menu key, choose GO TO... Choose Table of Contents, and cursor down to the chapter – Getting Registered, then following the directions in that chapter.

Next month, one of the topics we will cover is the mp3 player, moving music from the computer to your Kindle, how to play the music, stop it and start it and of course safely removing your Kindle from your computer.

If you have any specific questions, email me, Renee at [gadgetgal66@gmail.com](mailto:gadgetgal66@gmail.com). If my directions are unclear, or you have difficulty understanding, let me know, I will clarify for you and get you through the process! We will answer your specific questions.

Watch the newspaper for the location of our next Kindle User’s Group. We will also have it on our web page at [www.cchsv.com](http://www.cchsv.com) when we know.

Thank you for your interest in our “Kindle User Group.” We also have “Digital Camera User’s Group” as well as a “How do I ..... User’s Group,” which are all free. We invite you to join the Computer Club to have access to the many services we provide and to get special rates on class room instruction for small groups. This is a wonderful club. We have nearly 500 members. Check our web page for an application. Membership is only \$15 a year per household!!!