# Accessing Files from Email or File-sharing Application

To access files sent through email or a file-sharing application, the MATT Connect will need to be operating in Advanced User Interface.

## Files sent through Dropbox:

* User must be signed in to Dropbox account on device.
* Dropbox can be accessed through the APH suite in the Prodigi software. If the user prefers to access Dropbox from Android, they will need to exit to Android through the settings menu or a four-finger hold within the Prodigi software.
* From Dropbox, select the textbook file. This will open the file within Dropbox. From the dropdown menu in the upper right-hand corner of the screen, select “Export”.
* Save the file to the device. This will download the file into the “Downloads” folder on the tablet.
* In order to access this file, the user will need to exit to Android.
* From the app list, select “Downloads”. The file that was recently exported to the device will be found in this folder. Select the file you wish to view.
* A dialog box will appear, asking how to open the file. Users may open with Prodigi or the preloaded PDF Viewer on the tablet.
* For OCR capability and voiced content, the user will need to open the file with Prodigi. When this is selected, the file will automatically be converted and a multipage document will be created within the Gallery.

## Files sent through email:

* User must exit to Android to access email.
* The file will need to be downloaded on to the device.
* From the app list, select “Downloads”. The file that was recently exported to the device will be found in this folder. Select the file you wish to view.
* A dialog box will appear, asking how to open the file. Users may open with Prodigi or the preloaded PDF Viewer on the tablet.
* For OCR capability and voiced content, the user will need to open the file with Prodigi. When this is selected, the file will automatically be converted and a multipage document will be created within the Gallery.

# Transferring and Accessing Files from Another Device

To transfer files from a PC, user will need to connect the unit to a computer using the data transfer cable.

* The MATT Connect will display in the list of Devices and drives as “Prodigi Connect 12”.
* Open this drive; Users can drag and drop files into the Internal Storage folder here.

To access files transferred from another device, users will need to exit the Prodigi software to Android.

* Within the apps list, select “Explorer”. Select “Internal Memory”.
* This will open the list of folders and files within the internal storage of the tablet. If the user dropped the file into the root “Internal storage” folder, it will be listed below the folders.
* A dialog box will appear, asking how to open the file. Users may open with Prodigi or the preloaded PDF Viewer on the tablet.
* For OCR capability and voiced content, the user will need to open the file with Prodigi. When this is selected, the file will automatically be converted and a multipage document will be created within the Gallery.

\*\*Please note that files will need to be deleted from the tablet, as well as the application used to transfer the file, when the student is no longer using the textbook.\*\*