


Keyboard C:



To make the keyboard go away, touch the modified Back button  at the bottom of the screen.

Gesture Typing

Swipe your finger over letters you want to type, and lift after each word. The keyboard will anticipate and predict the next word in your sentence.





Basic Editing




Move the insertion point: Touch where you want to type. The cursor will blink in the new position and a blue tab will appear below it. Drag the tab to move the cursor.

Select text: Touch & hold or double-tap within the text. The nearest word will be highlighted and blue tabs will appear. Drag tabs to edit selection.

Delete text: Touch  to delete characters or selected text.

Insert Capital Letters: Tap the  key once to insert one capital letter. Or hold  key while you type.

Turn on caps lock: Double-tap  key. It will turn into . Tap again to return to lowercase.

Cut, Copy, Paste: Select the text you want to manipulate. When highlighted, touch  Cut,  Copy, or  Paste.



Keyboard Settings



Input languages: Select different languages to be included when typing.

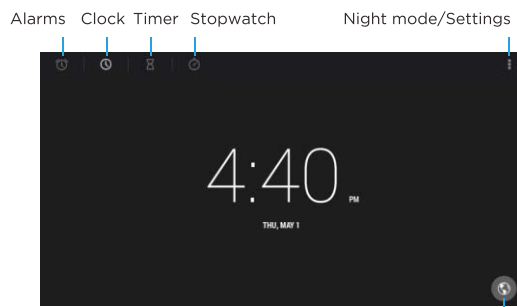
Google Keyboard Settings: Edit keyboard settings such as Auto-capitalization, Sound, Auto correction, and Input methods & styles.

7. Exploring Apps

Open up some Apps to better familiarize yourself with your new tablet.



Tap the Clock app to access your alarm clock, timer, or stopwatch.



Tap to add Time Zone



Tap the camera app to take pictures and videos to share with your friends and family.

Taking Photos:

- Make sure the small camera icon is selected
- Tap the blue lens icon to take a photo
- To zoom pinch two fingers together on the screen.
- Tap the small white circle for Camera Settings.

Recording Video:

- Make sure the small camcorder icon is selected
- Tap the red dot to start recording
- To zoom pinch two fingers together on the screen.
- Tap the red circle again to stop recording
- While recording you can tap anywhere on the screen to take a picture.
- Tap the small white circle to access Video Settings.

Included Apps



Calculator: Basic calculator functions



Calendar: Keep track of your schedule and set reminders



Camera: Take photos and record videos



Chrome™: Browse the web with Google Chrome.



Clock: Set the time and alarms



Downloads: Manage your downloads



Drive: Share your Google Docs and files



Email: Sync your email accounts



Evernote: Keep notes and to-do lists



File Manager: Browse for files to open, delete, etc.
















Flash Player: Provides flash compatibility



Gallery: View and edit your photos.



Gmail: Fast, searchable email from Google

- 
Google: Stay up to date with Google Now cards
- 
Google Settings: Edit your Google Account settings
- 
Google+™: Stay connected and share life as it happens with Google+
- 
Hangouts™: One-on-one and group conversations with photos, emoji, and video calls for free.
- 
Kingsoft Office: Type documents, make spreadsheets and presentations
- 
Maps™: Find directions and locations
- 
Movie Studio: Shoot and edit your own movies
- 
Photos: Share photos and back them up on Google.
- 
Play Books: Read your favorite e-books
- 
Play Games: Discover new games. Track achievements and scores
- 
Play Newsstand: Read magazines and the latest headlines
- 
Play Movies & TV: Stream movies & TV shows instantly
- 
Play Music: Discover, play, store and share the music you love



Play Store: Shop for music, books, magazines, movies, TV shows, games and apps



Pogoplug: Connect to the internet to access and share your files. Includes 5GB of cloud storage



Settings: Adjust settings on your tablet



Sound recorder: Record audio using the built-in microphone



UHD Player: Video Player



Voice Search: Search the web by speaking instead of typing



YouTube: Stream your favorite videos on the web

Uninstalling Apps

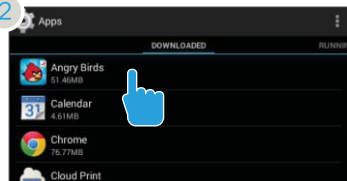
To Uninstall an unwanted App:

1



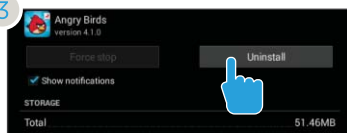
Tap Settings

2



Under Device, tap Apps. Then tap the App that you want to uninstall

3



Tap Uninstall

8. Google Accounts

Why use a Google Account?

Google Accounts let you organize and access your personal information from any computer or mobile device.

Sync & Back-up: Whether you draft an email, add a contact, or add an event to your calendar, your work continuously gets backed up and synchronizes with any computer with the same Google Account.

Accessibility: Check your latest emails, events, or text messages wherever you are on any computer or mobile device.

Security: Google works round the clock to ensure your private information stays secure.

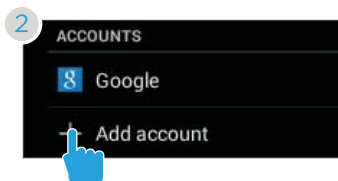
Shopping: Connect your Google Account with your Google Wallet™ to easily purchase music, books, apps, and more on Google Play and other online stores.

Services: Your Google Account also lets you take full advantage of other Google apps and services such as YouTube, Google Play, Hangouts, Google Maps, Messaging, and more.

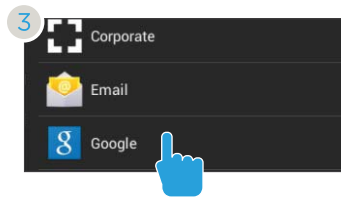
Add a Google Account



Tap Settings



Under Accounts, tap Add account



Tap what kind of account you want to add and sign in.

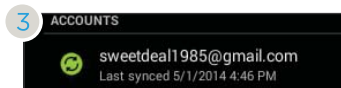
Remove a Google Account



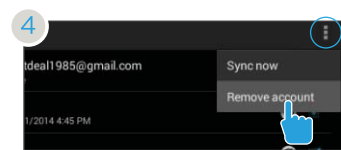
Tap Settings



Under Accounts, tap Google



Tap the account that you want to remove.



Tap Menu icon and then Remove account

Google Play



Google Play brings together all of your favorite content in one place. Access movies, TV shows, music, books, magazines, apps, and more when you sign in with your Google Account. You can also shop for more games, books, magazines, and more in the Google Play Store app.

Google Play

My Library: Displays your most recently used books, music, and so on. Tap any of the images to view your content.

Recommended Apps: Recommends apps that you can add to your home screen.

All Google Play recommendations work the same way:



Tap to see a different suggestion



Tap to avoid future suggestions like this



Hold and drag blue dots to resize

Google Play



Play Store

Purchase music, games, books, magazines, movies, TV shows, and apps on the Google Play Store app



Play Books

With Google Play, shop the world's largest eBookstore now with over 5 million books-available on web, tablet, and phone.



Play Newsstand

With Google Play Newsstand, discover more of the news and magazines you love with a newsstand made for you.



Play Movies & TV

Choose from thousands of movies and TV shows on Google Play and stream them instantly on your Android phone, tablet or the web.




Play Music

Buy now, listen now, sync never, with music on Google Play.

9. Google Now™

Google Now uses contextual data from your tablet and from other Google products to supply you with just the right information at just the right time.

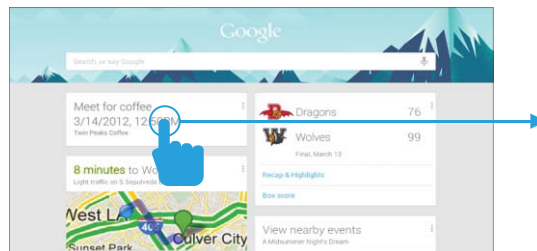
You can download the Google Search app on Google Play.

After you have downloaded and installed the Google Search app, tap the Google search bar on the Home screen or swipe up from the  icon to open Google Now.

Google Now Cards

Google Now displays cards when they're most likely to be useful and relevant based on the current time and your current location. Find out what the weather is like, how much traffic to expect before you leave for work, or how your favorite sports team is doing.

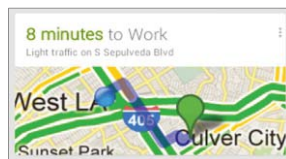
To dismiss a card from the Google Now screen, swipe it away. The card will return the next time it's relevant, which may be hours or days from now.



You can turn Google Now cards on or off at any time. To do so from the main Google Now screen go to Menu < Settings < Google Now and choose a specific card. You can then check or uncheck when you would like that card to appear.

Location Access

Find out what the weather is like or how the commute to work will be by confirming your home and work locations.



Google Now Settings

In order to get to your Google Now settings from the Google Now Main Screen, touch the Menu icon at the bottom right of the screen. Then touch Settings. 4 types of settings will be available.

Google Now: These settings allow you to turn Google Now On or Off. It will also take you through a brief introduction to Google Now and you will be given the chance to opt in. From the settings screen you can also change the priority of cards and also sound settings for notifications.

Voice settings: Voice settings control different aspects of speech input and output.

- **Language:** Select a language to use for Voice Searches. The Voice Search language can be different from the language displayed by your tablet.
- **Speech Output:** Select Hands-free only to turn on speech output only when using a headset.
- **Block offensive words:** Check to ensure that search results with offensive language are blocked.
- **Hotword detection:** When this is checked, you can say "Google" when viewing the Google Now screen to initiate a voice search or action.

Tablet Search: Select which apps in your tablet are included in Google searches.

Privacy & Accounts: Control search-related privacy options for your Google Account.

- Manage location history: Opens Google Maps settings, where you can turn location settings and location reporting on or off.
- Location services: Allows you to turn location access by all Google apps on or off.
- Show recent searches: Check if you want search suggestions based on your recent searches.
- Manage Web History: View your Web History after signing in

10. Voice Actions

After installing the Google Search app you can use Voice Actions to get directions, send messages, and perform a number of other common tasks.

To initiate a Voice Action you can:

- Tap the Microphone in the Google Search Bar on your Home Screen
- Tap the Microphone in your keyboard

Next, speak the Voice Action you want to use. Here are some typical examples:

“Set alarm for 8:30 a.m.”

“Send email to Marcus Foster. Subject: Coming to-night? Message: Hope to see you later.”

“Navigate to Mike’s Bikes in Palo Alto”

As you speak, Voice Search analyzes your speech and initiates the action. If Voice Search doesn’t understand you, it lists a set of possible meanings. Just tap the one you want.

Some Voice Actions, such as “send email” and “note to self,” open a panel that prompts you to complete the action by speaking or typing more information.

When prompted, you can:

- Touch any text already in the panel to add, or edit the text by typing. (You can tap the Microphone icon again to continue speaking instead of typing)
- Touch underlined words or phrases, drag across multiple words to view a list of alternate transcriptions, or edit by speaking or typing.
- Touch a button at the bottom of the window to add any optional fields (you can also speak the name and content of any of these fields)
- When you are done, touch the button appropriate to complete the action, such as Send.

Voice Commands



To initiate a Voice Action touch the Microphone icon

*Voice Actions will only be available after downloading the Google Search app.

Some handy voice commands are:

Say	Followed By	Examples
[Words you want to search for]		"bike shoes"
"Map of"	Address, name, business name, or other destination	"Navigate to Union Square" or "1299 Colusa Ave, Berkeley, CA"
"Go to"	Search string or URL	"Go to Google.com"
"Note to self"	Message text	"Note to self: remember to buy milk"
"Define"	Word to define	"Define campanile"
"Weather"	Location	"Weather Detroit"
"Movie"	Movie location and Movie name	"Movie, Los Angeles, London After Midnight"
"Pictures of"	Topic	"Pictures of cats"
"Translate to"	Language & Phrase	"Translate to French, Where is the restroom?"
[A math phrase]		"75 divided by 6"

11. Tablet Settings

Wi-Fi: Turn Wi-Fi on to see available networks and connect.

Data Usage: Provides data usage information.

Sound: Adjust the volume, notifications, and alarm sounds.

Display: Adjust brightness, change your wallpaper, turn on/off screen rotation, sleep settings, and font size.

Storage: Provides storage use data.

Battery: Provides battery usage data.

Apps: Tap an app to force stop, uninstall, clear data, move to SD card, or clear data.

Users: Add additional users to the tablet.

Location: Allow Google to use data to determine your location for improved search results.

Security: Adjust settings to make your tablet more secure. Allow installation of non-Market apps.

Language & input: Set language, spelling correction, keyboard and voice settings.

Backup & reset: Backup data and factory reset your tablet.

Accounts: Tap to add or remove Email accounts.

Date & time: Set the date, time, and time zone.

Accessibility: Adjust settings for users with poor vision.

Developer options: Advanced settings for developers.

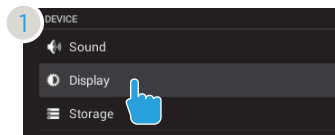
Printint: Set up Google Cloud Print to connect your printer to the web.

About tablet: Model number and general tablet information.

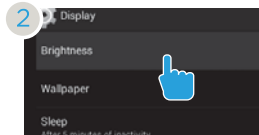
12. Tips & Tricks

Extending Battery Life

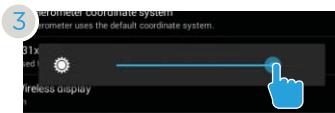
Reducing the Brightness of your screen can help extend your battery life.



In Settings tap Display.

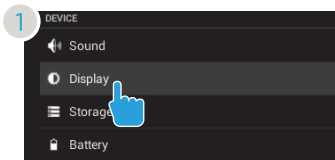


Tap Brightness.

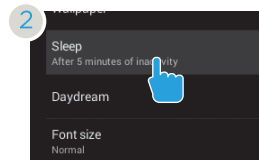


Use the slider to adjust the brightness. Then tap OK.

Use a Quick Screen Timeout.

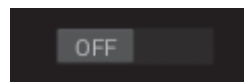


In Settings tap Display.

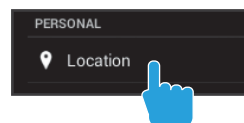


Tap Sleep.

Switch off Wi-Fi if you're not close to a strong signal.



Disable Location Services.

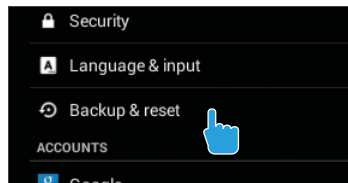


Reset/Restore



Reset Device

Reset the device by pressing the button with a small object such as a paperclip.



Factory Restore

Select Backup & reset in the settings app to restore factory settings. This will erase all data on the tablet.

Troubleshooting

Cannot turn on the tablet.

Check the tablet's power level. Please charge it before starting it. If your tablet still cannot be turned on, you may reset it before you turn it on.

No sound from earphones.

Check if volume is set to '0'. Or earphone may be broken, please try another one.

Loud static noise.

Check if there is dust in the earphone or speaker. Check if the file is broken.

Frozen to any operation.

Reset the device by pressing the reset button with a small object such as a paperclip.

Application is not working.

Possible reasons may be that this app is not compatible with your OS or the downloaded .apk file is broken. You may need to download a full version.

How do I delete a Google account?

If an account is added, the account is shown in Accounts of Settings, where you may also add another account. To delete an undesired account, tap the account, then tap the menu icon in the upper right hand corner and choose Remove account.

Federal Communications Commission (FCC) Interference Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generate, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

FCC Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

RF exposure warning

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment.

The equipment must not be co-located or operating in conjunction with any other antenna or transmitter.