Android 3.1

User's Guide

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Android™ mobile technology platform 3.1

Google™

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For more information about the Android mobile technology platform, visit http://www.android.com

Contents

About this guide

This guide describes how to use release 3.1 of the Android™ mobile technology platform, including updates to Android applications that have been released on the Android Market™ downloadable applications service.

This guide does not describe the physical features of your tablet (its parts and accessories, how to turn it on, and so on) or its specifications; for that information, refer to your tablet's owner's guide.

Starting Android the first time

When you first turn on your tablet, you have the opportunity to activate your mobile data service, to sign into your Google Account, and to decide how you want to use some Google services.

In this section

Welcome to Android!

The first time you power on your tablet (after setting it up, as described in your tablet's owner's guide), you're welcomed to Android and invited to pick a language to work in and to start setting up and using your tablet.

▶ Touch **English** if you want to work in a different language.

▶ Touch **Start** to start setting up your tablet.

Touch to use a different language.
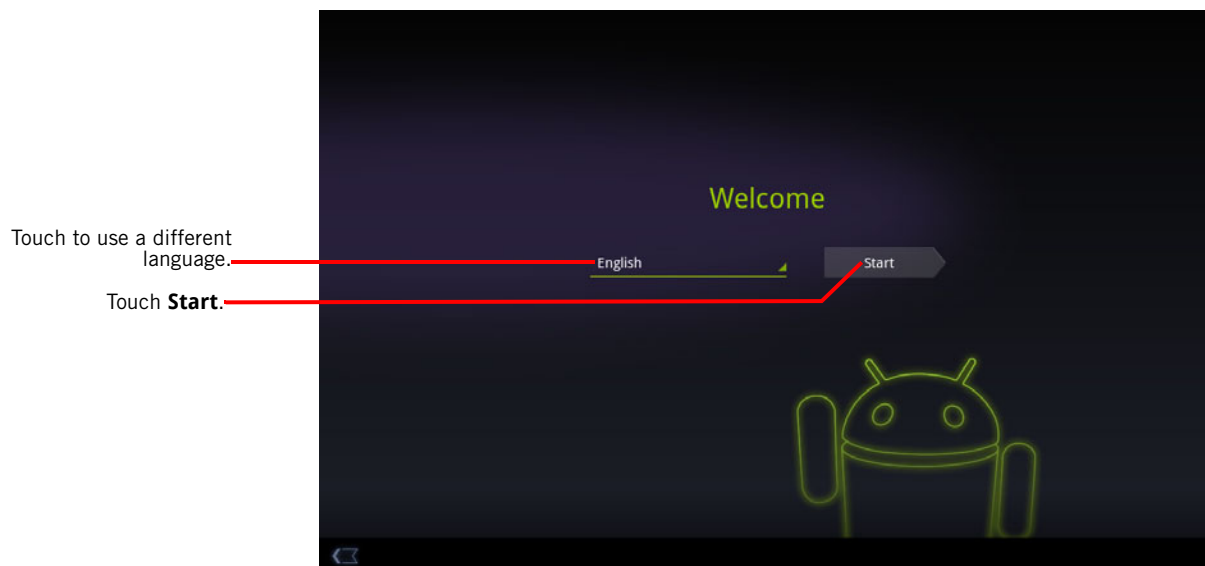
Touch **Start**.

Activating your mobile data service

On some mobile data networks, you must activate mobile data service on your tablet before you can use it to connect to the Internet. As soon as you touch **Start** on the Welcome! screen, your tablet starts the activation process.

If your mobile network doesn't require activation, or if your tablet only connects to Wi-Fi networks, it skips this step and prompts you to connect to a Wi-Fi network instead (see "Connecting to Wi-Fi networks" on page 60).

Then you can use that mobile data network Internet connection to sign into your Google Account and finish setting up your tablet.

If you prefer not to activate you mobile data service now or if you are setting up your tablet in a location without access to your carrier's mobile network, you can touch **Skip** to set up your tablet using Wi-Fi instead: you're prompted to connect to a local Wi-Fi network. See "Connecting to Wi-Fi networks" on page 60.

You can activate your mobile data service later using the Settings app; see "Wireless & networks settings" on page 269.

Setting your location preferences

Google's location service uses the Wi-Fi and mobile data networks near you to make your approximate location available to your apps. This location information can make finding your precise location by GPS much faster; it can also provide your location to apps when GPS isn't available.

When you use Google's location service, Google collects data about your location and local networks, without associating the information it gathers with you or your Google Account, to improve the service.

You can also choose whether to use your location in your Google Search results and other Google services.

You can change these settings after setup; see "Location & security settings" on page 275.
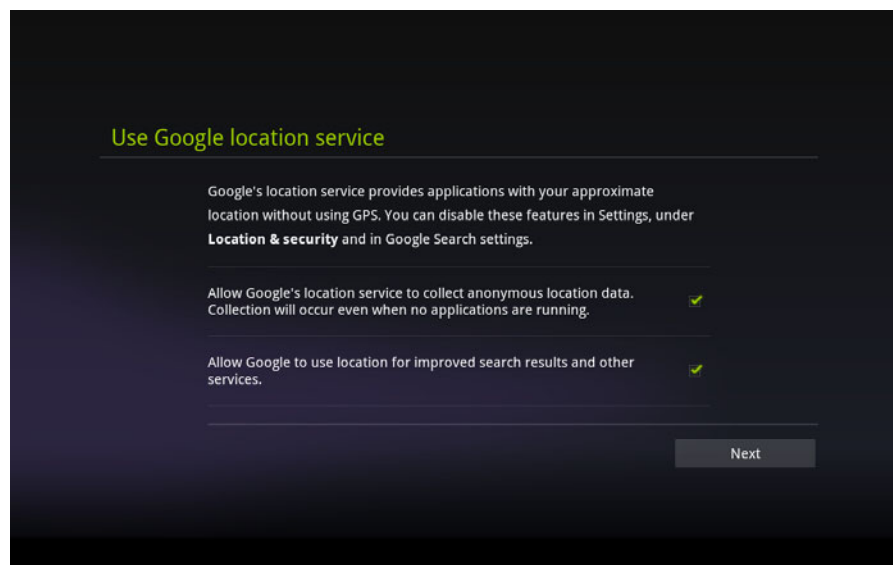
Signing into your Google Account

You must sign into a Google Account to use Gmail, Google Talk, and other Google Apps; to download apps from Android Market; to back up your settings and other data to Google servers; and to take advantage of other Google services on your tablet.

Important   If you have backed up your Android settings using a Google Account in the past and you want to restore those settings to your tablet, you must sign into that account now, during setup: If you sign in after setup, you can't restore your settings.

If you don't have a Google Account, you can also create one by touching **Create account**.

Enter your Gmail account.

Touch to enter your password.

Then touch Sign in.

Touch to create a new Google Account.
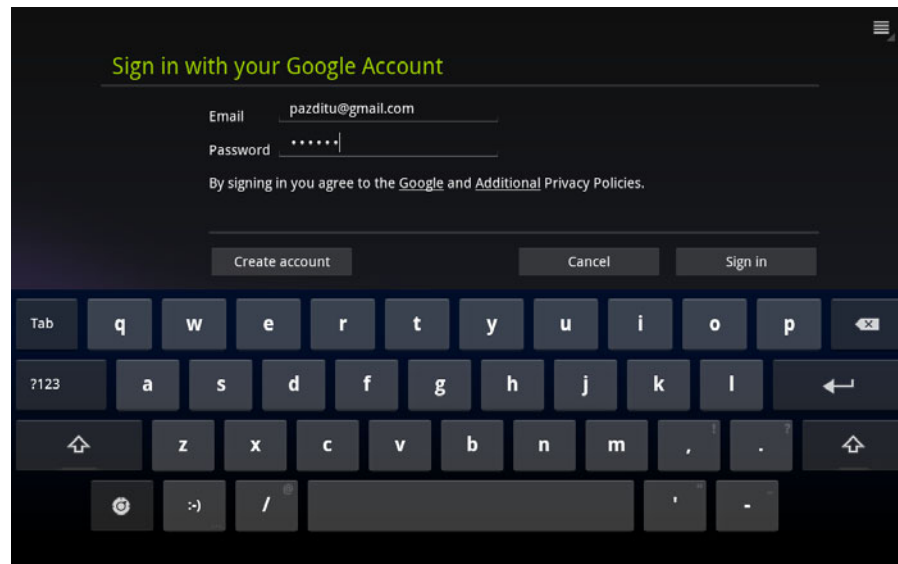
When you sign in, you're prompted to enter your username and password, using the onscreen keyboard. For information about navigating the touchscreen and entering text, see "Using the touchscreen" on page 21 and "Entering and editing text" on page 47.

If you have an enterprise Gmail account through your company or other organization, your IT department may have special instructions on how to sign into that account.

When you sign in, your contacts, Gmail messages, Calendar events, and other information from these apps and services on the web are synchronized with your tablet.

If you don't sign into a Google Account during setup, you are prompted to sign in or to create a Google Account the first time you start an app that requires one, such as Gmail or Android Market.

Resetting your Google Account password

If you have a Google Account but forget your password, you must reset it before you can sign in. Go to http://www.google.com, click Sign In, click "Can't access your account?" in the sign-in box, and then follow the instructions for resetting your password.

Additional accounts

After setup, you can add Google and other kinds of accounts to your tablet, and sync some or all of their data, as described in "Accounts" on page 99. However, only the first Google Account you sign into is backed up to Google servers. Some apps that only work with a single account display data only from the first account that you sign into.

Backing up and restoring your data

You can back up your settings and other data with your Google Account, so if you ever replace your tablet, you can restore your data on the new one. If you choose to use this service, your data is backed up automatically.

If you previously used the backup service with the Google Account you just used to sign in, you can also choose to restore your settings from your Google Account to your tablet now.

Important   If you want to restore your settings, you must do that now during setup. You can't restore data after setup is complete.
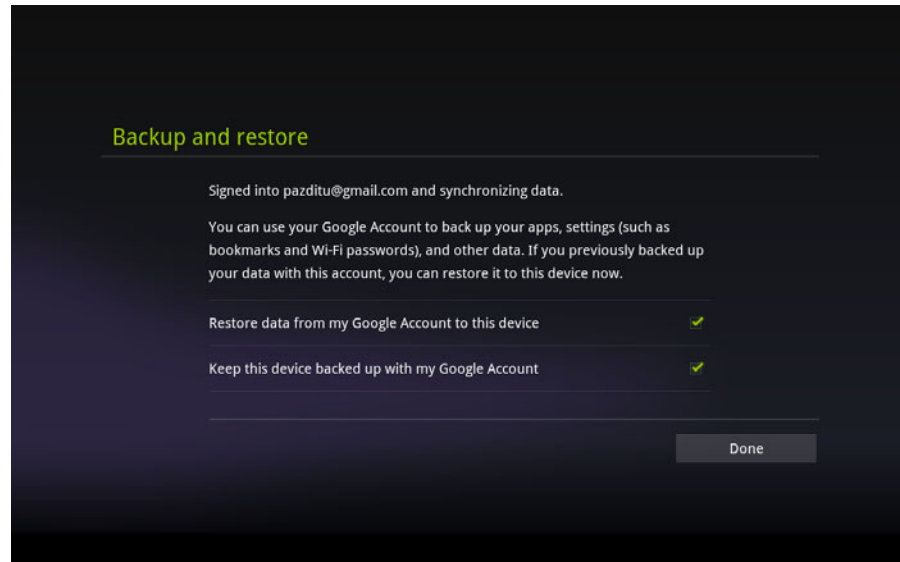
Many kinds of data are backed up, including:

● Your Android settings, such as your Wi-Fi networks and passwords, user diction-ary, and so on

● Many Google application settings, such as your Browser bookmarks

● The apps you download from Android Market

Some third-party apps also make use of the backup service, so if you reinstall one, its settings and data are restored.

You can change your backup settings after you finishing setting up your tablet, see "Privacy settings" on page 280.

Finishing setup

If you aren't connected to a mobile network, you're prompted to set the date and time on your tablet. See "Date & time settings" on page 287.

Otherwise, when setup is complete, Home opens, displaying your main Home screen.

To learn more about Home and the basics of using Android, see "Home and Android basics" on page 19.

Home and Android basics

Once you've finished setting up your tablet, Home opens. It's a good idea to become familiar with the basics of your tablet and how to use it—Home and its Home screens, the touchscreen, securing your tablet, monitoring and responding to status and notification messages, and so on.

In this section

Getting to know Home

After you finish setting up your tablet, Home opens.

Home is your starting point for all the features of your tablet. You can use the Customize button ╋ to add shortcuts to apps, widgets, and other features to your Home screens, and to change the wallpaper (see "Customizing Home screens" on page 33.)

At the top of the screen, Home displays:

● Search Q Google and Voice Search 🎤 buttons to search your tablet and the web by typing or speaking (see "Google Search" on page 83)

● The Apps button ▦ Apps to find all your installed apps (see "Opening and switching apps" on page 40)

● The Customize button ╋ for adding items to your Home screens (see "Customizing Home screens" on page 33

At the bottom of the screen, the System bar displays:

● The Back ◀, Home ▲, and Recent Apps ▭ buttons, for navigating among your apps (see "Using the Navigation buttons" on page 22)

● Notification icons, the time, and Status icons (see "Monitoring your tablet's status" on page 25 and "Managing notifications" on page 26).

Return Home   ▶ Touch the Home button ▲ in the System bar at any time, in any app.

View other Home screens   ▶ Slide your finger left or right across the current Home screen.

The other Home screens provide more space for widgets, shortcuts, and other items. For more on sliding, see "Using the touchscreen" on page 21.

▶ Touch the Home button ▲ to return to the central Home screen.

Using the touchscreen

The main way to control Android features is by using your finger to manipulate icons, buttons, menu items, the onscreen keyboard, and other items on the touchscreen. You can also change the screen's orientation.

Touch   To act on items on the screen, such as app and settings icons, to type letters and symbols using the onscreen keyboard, or to pres onscreen buttons, you simply touch them with your finger.

Touch & hold   Touch & hold an item on the screen by touching it and not lifting your finger until an action occurs.

Drag   Touch & hold an item for a moment and then, without lifting your finger, move your finger on the screen until you reach the target position. For example, you drag items on the Home screen to reposition them, as described in "Customizing Home screens" on page 33.

Swipe or slide   To swipe or slide, you quickly move your finger across the surface of the screen, without pausing when you first touch it (so you don't drag an item instead). For example, you slide the Home screen left or right to view the other parts, and in some Calendar views you slide to view earlier or later periods.

Double-tap   Tap quickly twice on a webpage, map, or other screen to zoom. For example, you double-tap a section of a webpage in Browser to zoom that section to fit the width of the screen. Double-tapping after pinching to zoom in some apps reflows a column of text to fit the width of the screen.

Pinch   In some apps (such as Maps, Browser, and Gallery), you can zoom in and out by placing two fingers on the screen at once and pinching them together (to zoom out) or spreading them apart (to zoom in).

Rotate the screen   On most screens, the orientation of the screen rotates with the tablet as you turn it. You can turn this feature on and off, as described in "Screen settings" on page 274.

Using the Navigation buttons

The System bar's Navigation buttons make it easy to quickly switch among Android apps.

In some media apps, the System bar controls are replaced by dim dots when you're watching a movie, slide show, and so on, so you can better enjoy them without the distraction of the System bar. You can touch a dot as it if were the control it stands for, or touch a blank area of the System bar to restore it to full view.

Back	Opens the previous screen you were working in. If the onscreen keyboard is open, the button changes to a down arrow and touching it closes the keyboard.
Home	Opens Home. If you're viewing a left or right Home screen, opens the central Home screen.
Recent Apps	Opens a list of thumbnail images of apps you've worked with recently; touch an app to open it.
Legacy	Opens the options menu for applications designed for previous versions of Android.

Waking the tablet

If you don't use the tablet for a while, the screen dims and then darkens, to conserve the battery.

1 Press the **Power** button.

The lock screen opens (unless you've turned it off; see "Securing your tablet" on page 31).

2 Touch & hold the lock icon and when it turns into a circle, drag it to the edge of the larger circle that surrounds it. Or if you've secured the lock screen, enter a pattern, PIN, or password.

See "Securing your tablet" on page 31.
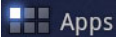
The last screen you were viewing opens.

Finding your apps

The Apps screen displays all the apps on your tablet. It's your starting point for opening and managing the apps that came with the system and that your downloaded from Android Market or other locations.

See "Working with apps" on page 39 for details about opening apps, switching among them, and more.

Open and work with the Apps screen

▶ Touch the Apps button ▦ Apps at the top-right of any Home screen to open the Apps screen.

The Apps screen closes when you open an app.

You can also close it by touching Home ⬒ .

▶ Touch **My apps** to view just the apps you've downloaded from Android Market.

See "Market" on page 265.

▶ Swipe left or right to bring more apps into view.

If you have more apps installed than can fit on one screen, you can see outlines of additional apps on adjacent screens.

▶ Touch an app on the Apps screen to open it.

See "Opening and switching apps" on page 40.

▶ Drag an app down so you can add a shortcut for it to a Home screen.

Thumbnails of your Home screens appear when you drag an app; you can pause on one to place the shortcut where you want.

See "Customizing Home screens" on page 33.

▶ Drag an app to the Information icon to open a screen with details about the app.

▶ Drag an app on the My Apps tab to the Uninstall icon to uninstall the app from your tablet.

You can't uninstall the apps that are included with Android: only the apps you've downloaded.

Monitoring your tablet's status

The right side of the System bar displays icons indicating that you've received notifications, the current time, and icons indicating the tablet's status.

Notification icons   Status icons

If you have more notifications than can fit in the System bar, a plus icon prompts you to open the Notifications panel to view them all. See "Managing notifications" on page 26. <Is this still true?>>

Status icons

Status icons indicate the status of your tablet at the right edge of the System bar and in the Status Details panel (which opens if you touch the time).

To learn more about the different kinds of mobile networks, see "Connecting to networks and devices" on page 57.

Network status icons turn blue if you have a Google Account added to your tablet and the tablet is connected to Google services, for syncing your Gmail, Calendar events, contacts, for backing up your settings, and so on. If you don't have a Google Account or if, for example, you're connected to a Wi-Fi network that is not connected to the Internet, the network icons are gray.

Notification icons

Notification icons indicate that you've received a notification from the system or form an application. They appear to the left of the time in the System bar. See "Managing notifications" on page 26 for information about responding to these notifications. In addition these icons, apps you install on your tablet may use their own notification icons.

Managing notifications

Notifications report the arrival of new messages, calendar events, and alarms, as well as ongoing events, such as when you have configured your tablet as a Wi-Fi hotspot.

When you receive a notification, its icon appears in the System bar, to the left of the time, along with a summary that appears briefly (see "Notification icons" on page 25).

Depending on your settings and the model of your tablet, you may also hear a notification sound, a light may blink, and so on. These settings and adjusting sound volume and other general notification settings are described in "Sound settings" on page 273.

You can open the Notifications list to view all of your current notifications.

Most apps that send notifications, such as Gmail and Google Talk, have their own settings, which you can use to configure whether and how they send notifications, whether they sound a ringtone, and so on. See the documentation for those apps for details.

Open the Notifications list

1 Touch the time in the System bar.
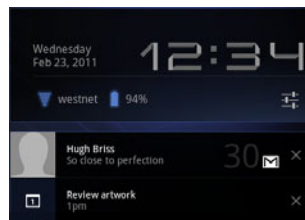
2 Touch a notification summary to respond to it.

You can also touch a notification's Close button to remove it from the Notifications list, or touch elsewhere on the screen to close the list.

**Respond to a
Notification**

1 Touch a Notification icon in the System bar.

The notification's summary panel opens.

Notification panels can contain a great variety of information and controls, including:

● A summary of a message, along with the date and even a picture of the sender.

● Controls, such as buttons to pause a playing song or to skip to the next or previous track.

● Progress bars, such as those that indicate how much of an app you've down-loaded from Market.

2 Touch the summary to open it in its app.

You can also just touch its Close button to remove the notification.

Status Details and Quick Settings

You can get more details about the current date and time, networking, and battery status in with the Status Details. You can also open the Quick Settings to view and control the most common settings for your tablet, as well as accessing the complete Settings application.

Open Status Details   ▶   Touch the time in the System bar.
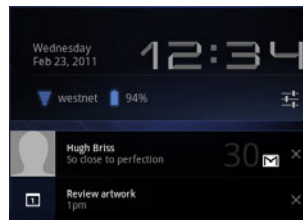
If you have any current notifications, their summaries are listed below the Status Details: touch one to respond to it. See "Managing notifications" on page 26.

Close the Status Details by touching any other part of the screen.

Work with Quick Settings   The Quick Settings make it convenient to view or change the most common tablet settings and to open the full Settings app.

1   Open the Status Details.

2   Touch anywhere in the Status Details.

The Quick Settings open below the Status Details, replacing the list of current notifications.
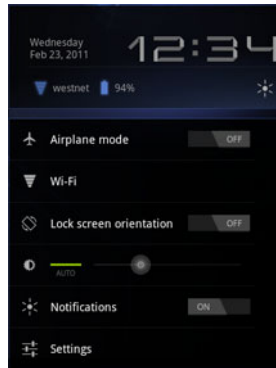
3 View or change the settings you want.

You can close the Quick Settings again by touching anywhere else on the screen.

The Quick Settings are:

Airplane mode   Drag the switch to **On** to turn off all the tablet's radios that transmit data, including mobile data and Wi-Fi. See "Wireless & Network settings screen" on page 269.

Wi-Fi   Touch to open the Wi-Fi settings. See "Connecting to Wi-Fi networks" on page 60.

Lock screen orientation   Drag the switch to **On** to lock the screen in landscape orientation, so it doesn't rotate when you turn the tablet. See "Using the touchscreen" on page 21.

Brightness   Drag the slider to change the brightness of the screen. Or touch **Auto** to have the tablet set screen brightness automatically, using its sensors to measure the amount of light in your surroundings.

Notifications   Drag the slider to **Off** if you don't want to be disturbed by system or application notifications about new mail, invitations to chat, and so on. See "Managing notifications" on page 26.

Settings   Touch to open the Settings application. See "Settings" on page 267.

Securing your tablet

Initially, when you turn on or wake the tablet, the lock screen requires you to drag a lock icon to unlock the screen. But you can secure the lock screen by requiring that you draw a pattern or enter a numeric PIN or password, so only you can access your data, buy apps from Market, and so on. You may also be required to secure you lock screen by a policy set by an email account or other account you add to your tablet.

See "Location & security settings" on page 275 for other ways to protect your tablet and privacy, and for details about other lock screen settings.

You can also encrypt the data on your tablet, so you must enter a numeric PIN or a password to decrypt it each time you power it on.

Secure your lock screen

1 Touch the time in the System bar, touch the time in the Status Details panel, and touch **Settings** at the bottom of the Quick Settings.

You can also open Settings by touching its icon in the Apps screen or on a Home screen (if you placed a shortcut to it there).

2 Touch **Location & security**.

3 Touch **Configure lock screen**.

4 Touch **Pattern**, **PIN**, or **Password**.

If you touch **Pattern**, you're guided to create a pattern you must draw to unlock the screen. The first time you do this, a short tutorial about creating an unlock pattern appears. Then you're prompted to draw and redraw your own pattern.

If you touch PIN or Password, you're prompted to set a numeric PIN or a password you must enter to unlock your screen.

The next time you turn on your tablet or wake up the screen, you must draw your unlock pattern or to enter your PIN or password to unlock it.

Encrypt your tablet

You can encrypt all the data on your tablet: Google Accounts, application data, music and other media, downloaded information, and so on. If you do, you must enter a numeric PIN or password each time you power on your tablet.

Warning!   Encryption is irreversible. The only way to revert to an unencrypted tablet is to perform a a factory data reset, which erases all your data (see "Privacy settings" on page 280).

1 Prepare for encryption.

Before you can start encrypting your tablet, you must:

- Set a lock screen PIN or password (see "Secure your lock screen" on page 31)
- Charge your tablet's battery
- Plug in your tablet
- Schedule an hour or more for the encryption process: you must not interrupt it or you will lose some or all of your data

2 Open Settings and touch **Location & security** > **Encrypt tablet**.

Read the information on the Encrypt Tablet screen carefully.

Warning!   You must not interrupt the encryption process or you will lose data.

The **Encrypt tablet** button is dimmed if your battery is not charged or if your tablet is not plugged in.

If you change your mind about encrypting your tablet, touch Back .

3 Touch the **Encrypt tablet** button.

4 Enter your lock screen PIN or password and touch **Continue**.

5 Touch the **Encrypt tablet** button again, to confirm you want to continue.

The encryption process starts and displays its progress.

Encryption can take an hour or more, during which time your tablet may restart several times.

When encryption is complete, you're prompted to enter your PIN or password.

Subsequently, you must enter your PIN or password each time you power on your tablet, to decrypt it.

Customizing Home screens

You can add app icons, shortcuts, widgets, and other items to any part of any Home screen where there's free space. You can also change the wallpaper.

For an introduction to Home, see "Getting to know Home" on page 20.

Add an item to a Home screen

1 Open the Home screen where you want to add the item.

For an introduction to working with Home, including how to switch Home screens, see "Getting to know Home" on page 20.

2 Touch the Customize button ⊞ at the top-right of the screen.

3 Touch the category of item you want to add.

If there are no empty spots on the Home screen, **Add** is dimmed; you must delete or move an item before you can add another item, or switch to another Home screen.

4 In the menu that opens, touch the tab for the category of item you want to add.

- **Widgets** are miniature apps. They are described in detail in "Working with widgets" on page 36.

- **App shortcuts** are app icons you can place on your Home screens, so you can touch them to open those apps without opening the Apps screen first.

- **Wallpapers** are images from Gallery (pictures you shot with Camera, synced from Picasa, and so on), still images included with the system, and live wall-papers (such as a map that centers on your location or an animated scene).

They take the place of the default background to your Home screens. See "Change Home screen wallpaper" on page 35.

● **More** includes shortcuts to Browser bookmarks, to directions in Maps, and an assortment of other useful items.

If there are more items in the category than can fit on one screen, outlines of additional items appear to the left or right. You can slide the screen left or right to see the additional items.

5 Drag an item onto the Home screen where you want to add it.

If you pause before lifting your finger, the Home screen enlarges so you can place the item where you want it. Otherwise, it gets placed in the first available spot.

Some items prompt you for more information before they are added to a Home screen. For example, bookmarks prompt you to pick the Browser bookmark you want to add, Contacts shortcuts prompt you to pick the contact you want, and so on.

Move a a Home screen item

1 Touch & hold the item you want to move, until the Home screen grid appears. Don't lift your finger.

2 Drag the item to a new location on the same Home screen, or drag the item to the outline of another Home screen to the left or right to move it to another Home screen.

3 When the item is where you want it, lift your finger.

Remove an item from the Home screen

1 Touch & hold the item you want to remove, until the Home screen grid appears. Don't lift your finger.

The Remove button appears in the top-right of the screen.

2 Drag the item to the Remove button.

3 When the icon turns red, lift your finger.

The item is removed from the Home screen, but it's not deleted from your tablet. You can always put it back; see "Add an item to a Home screen" on page 33.

Change Home screen
wallpaper

1 Touch the Customize button ✚ at the top-right of a Home screen.

2 Touch **Wallpapers**.

3 Touch **Gallery**, **Live wallpapers**, or **Wallpapers**.

Touch **Gallery** to use a picture that you have captured using the camera or copied to your tablet. You can crop the picture before setting it as a wallpaper. Working with pictures is described in "Gallery" on page 231.

Touch **Live wallpapers** to open a scrolling list of animated wallpapers installed on your tablet. Some live wallpapers change according to the time of day, in response to touching the screen, tell the time, or offer other information. Some live wallpapers have a **Settings** button.

Touch **Wallpapers** to open a screen where you can sample the wallpaper images that come with the tablet. Slide the miniature images left and right to view the samples. Touch a sample to view a larger version.

You can download additional wallpapers from Android Market. See "Market" on page 265.

4 Touch **Save** or **Set wallpaper**.

Working with widgets

Widgets are miniature apps that you can place on your Home screens. Some widgets are standalone applications, some open a related application when you touch them, and others provide a subset of useful information or controls for their related applications.

Stock widgets include a clock, a Gmail widget that displays recent messages, a music player, a picture frame, a calendar that shows upcoming appointments, and so on. You can also download widgets from Android Market.

Browsing among available widgets and adding, moving, and removing them from you Home screens is described in "Customizing Home screens" on page 33.

Some widgets simply display information and or act as shortcuts for opening their applications, such as the Picture Frame widget.

Some widgets give you controls to view and manage their application's content, such as the Clock widget or the Music Player widget.

Other widgets, such as the Calendar and Gmail and Email widgets, are like miniature applications.

You can scroll information displayed by different widgets in different ways, for example, you can scroll up or down among events in the Calendar widget, or with a carousel effect in the Books widget.

If you touch & hold some widgets, such as the Gmail widget, handles appear at its edges so you can resize it.

Optimizing battery life

You can extend your battery's life between charges by turning off features that you don't need. You can also monitor how apps and system resources consume battery power.

Extend the life of your battery

▶ Turn off radios that you aren't using.

If you aren't using Wi-Fi, Bluetooth, or GPS, use the Settings app to turn them off. See "Wireless & networks settings" on page 269 and "Location & security settings" on page 275. (The GPS receiver is only turned on when you're using an app that makes use of it.)

▶ Turn down screen brightness and set a shorter screen timeout.

See "Screen settings" on page 274.

▶ If you don't need them, turn off automatic syncing for Gmail, Calendar, Contacts, and other apps.

See "Configuring account sync and display options" on page 103.

▶ Use the Quick Settings to check and control the status of radios, the display brightness, and syncing.

See "Status Details and Quick Settings" on page 28.

▶ If you know you won't be near a mobile or Wi-Fi network for a while, switch to Airplane mode.

You tablet uses extra power to search for mobile networks. See "Status Details and Quick Settings" on page 28.

Check the battery charge level

▶ Open the Settings app and touch **About tablet** > **Status**.

The battery status (charging, discharging) and level (as a percentage of fully charged) are displayed at the top of the screen.

Monitor and control what uses the battery

The Battery Use screen shows which apps consume the most battery power. You can also use it to turn off apps that you've downloaded, if they are consuming too much power.

▶ Open the Settings app and touch **Applications** > **Battery use**.

The Battery Use screen lists the apps that have been using the battery, from greatest to least battery use.

The discharge graph at the top of the screen shows battery level over time, since you last charged the tablet, and how long you've been running on battery power. Thin green lines below the chart indicate short periods of time when you were connected to a charger. The thin blue line shows when the tablet was active.

▶ Touch an app in the Battery Use screen to learn details about its power consumption.

Different apps offer different kinds of information. Some apps include buttons that open screens with settings to adjust power use.

▶ Touch the discharge graph to open a screen with details about when the tablet's radios, screen, and other features were using the battery.

Working with apps

You can open and switch among numerous apps: Android manages your tablet's resources for you so you don't need to quit one to get the most out of another one. You can learn about how your apps memory. You can also view and work with the files and other items you've downloaded in such apps as Browser and Gmail.

In this section

Opening and switching apps

Home's Apps screen has icons for all of the apps on your tablet, including any apps that you downloaded and installed from Android Market or other sources.

When you open an app, the other apps you've been using don't stop; they keep on running: playing music, opening webpages, and so on. You can quickly switch among your apps, to work with several at once. The Android operating system and apps work together to ensure that apps you aren't using don't consume resources unnecessarily, stopping and starting them as needed. For this reason, there's no need to stop apps unless you're certain that one you downloaded is misbehaving. For details about how apps use memory and how you can manage them, see "Managing how apps use memory" on page 42.

See "Market" on page 265 to learn how to discover and install additional apps (including productivity tools, utilities, games, references, and many other kinds of apps) on your tablet.

Open the Apps screen
▶ In Home, touch the **Apps** button ⊞ Apps to (at the top right).

If you have more apps than can fit on the Apps screen, you can slide the screen left or right to view more.

You can add shortcut to an app to a Home screen by touching & holding the app on the Apps screen until outlines of the Home screens appear below the app icons. Then drag the app icon to a the Home screen. If you pause before releasing your finger on a Home screen, that Home screen enlarges, so you can place the shortcut where you want it.

You can also add shortcuts using the Customize screen; see "Customizing Home screens" on page 33.

▶ Touch the Home button ⬒ to close the Apps screen and return Home.

The Launcher closes automatically if you touch an icon to open its app.

Open an app
▶ Touch an app's icon on the Apps screen.

OR

▶ Touch an app's shortcut icon on a Home screen (if you added one there).

Switch to a recently used app

1 Touch the Recent Apps button ▬ in the System bar.

A list of the names and thumbnails of apps you've used recently opens.

If you've been using more apps recently than can fit on the screen, you can scroll the list up and down.

2 Touch a name or thumbnail to open that app.

You can also touch the Back button ◄ or touch away from the Recent Apps list to return to your current app.

Switch to the previous app you were using

▶ Touch the Back button ◄ in the System bar.

Managing how apps use memory

As described in "Opening and switching apps" on page 40, you typically don't need to worry about managing apps beyond installing, opening, and using them. The operating system manages how they use memory and other resources automatically. But there are times when you may want to know more about how apps are using the memory and other resources in your tablet.

Apps use two kinds of memory in your tablet: internal storage and RAM. Apps use internal storage for themselves and any files, settings, and other data they use. They also use RAM (memory that is designed for temporary storage and fast access) when they are running.

All tablets have internal storage. The operating system manages and carefully guards the portion of internal storage where the system image, apps, and some kinds of files and other data for those apps are stored, because it can contain your private information; you can't view its contents when you connect the tablet to a computer with a USB cable. The other portion of internal storage, where music, files you download in Browser or Gmail, and so on, is visible when you connect the tablet to a computer (see "Connecting to networks and devices" on page 57).

The operating system also manages how apps use your tablet's RAM. It only allows apps and their component processes and services to use RAM when they need it. It may cache processes that you've been using recently in RAM, so they restart more quickly when you open them again, but it will erase the cache if it needs the RAM for new activities.

You manage how apps use internal storage directly and indirectly in many ways as you use your tablet, for example, by:

● Installing or uninstalling apps (see "Market" on page 265 and "Uninstall an app" on page 45)

● Downloading files in Browser, Gmail, and other apps

● Creating files (for example, by taking pictures)

● Deleting downloaded files or files you created (see "Managing downloads" on page 46 and the documentation for the apps you use)

● Copying files to or from your tablet and a computer, via USB or Bluetooth (see "Connecting to networks and devices" on page 57)

You rarely need to manage how apps use RAM: the operating system does this for you. But you can monitor how apps use RAM and stop them if they misbehave as described in "Stop a misbehaving app" on page 44.

Open the Manage Applications screen

▶ Open the Settings app and touch **Applications** > **Manage applications**.

The Manage Applications screen has three tabs, with lists of apps and their components in each. At the bottom of each tab is a graph of the memory used by the items in the list and amount of free memory.

▶ Touch an app, process, or service in a list to open a screen with details about it and, depending on the item, to change its settings, stop it, uninstall it, and so on.

Most of these tasks are described in this section.

▶ Touch the **Downloaded** tab to view the apps you've downloaded from Market or other sources.

▶ Touch the **All** tab to view all the apps installed on your tablet.

The list includes apps that are bundled with your release of Android and apps you downloaded from Market or other sources.

▶ Touch the **Running** tab to view the apps and their processes and services that are running or cached.

See "Stop a misbehaving app" on page 44.

▶ When viewing the **Downloaded** or **All** tab, touch the By Size icon or the Alphabetical icon to switch the order of the list.

Get details about an app

1 Open the Manage Applications screen.

2 Touch an app, process, or service.

You can also open the Application Info screen from Home's Apps screen, by touching & holding an app and then dragging it to the Info icon.

The Application Info screen for each app lists its name and version, along with details about the app. Depending on the app and where it came from, it may also include buttons for managing the app's data, forcing the app to stop, and uninstalling the app. It also lists details about the kinds of information about your tablet and data that the app has access to.

DIfferent kinds of apps have different kinds of information and controls, but commonly include:

● Use the **Force stop** button to stop an app that is misbehaving (see "Stop a misbehaving app" on page 44).

● If you installed the app from Android Market or another source, you can use the **Uninstall** button to remove the app and all of its data and settings from the tablet. See "Market" on page 265 and "Uninstall an app" on page 45 for more information about uninstalling and reinstalling apps.

● **Storage** Gives details about the amount of tablet storage that an app uses.

● You can delete an app's settings and other data by touching the **Clear data** button.

● **Cache** If the app stores data in a temporary area of the tablet's memory, lists how much information is stored, and includes a button for clearing it.

● **Launch by default** If you have configured an app to launch certain file types by default, you can clear that setting here.

● **Permissions** Lists the kinds of information about your tablet and data the app has access to.

Stop a misbehaving app

You can monitor how much RAM running apps and cached processes are using and if necessary, stop them.

1 Open the Manage Applications screen.

2 Touch the **Running** tab.

3 At the top-right of the screen, touch **Show cached processes** or **Show running services** to switch back and forth.

The Running tab shows the apps, processes, and services that are currently running or that have cached processes and how much RAM they are using. The graph at the bottom of the screen shows the total RAM in use and the amount free.

You can touch a misbehaving app, process, or service and in the screen that opens touch the **Stop** button. You can also touch the **Report** button, to send the developer information about how the app misbehaved on your tablet.

Important   Stopping an app or operating system processes and services disables one or more dependant functions on your tablet. You may need to restart your tablet to restore full functionality.

Uninstall an app

You can uninstall apps you downloaded from Market and other sources. (You can also use Market to uninstall apps you downloaded from there; see "Managing downloads" on page 46)

1 Open the Manage Applications screen.

2 Touch the **Downloads** tab.

3 Touch the app you want to uninstall.

4 Touch the **Uninstall** button.

5 Touch **OK** in the screen that asks you to confirm you want to uninstall the app.

Managing downloads

Files, apps, and other items you download in Browser, Gmail, Email, or in other ways, are stored on your tablet's internal storage. You can use the Downloads app to view, reopen, or delete what you've downloaded.

Some mobile networks place restrictions on the size of the files you can download, to manage the demands on their networks or to help you avoid unexpected charges. When you try to download an oversized-file when connected to such networks, you're asked or required to delay downloading the file, until you are next connected to a Wi-Fi network, when the download will resume automatically. You can view and manage these queued files in the Downloads app as well.

Downloaded files are stored in the **Download** directory in your tablet's internal storage. You can view and copy files from this directory when connected to a computer, as described in "Connecting to networks and devices" on page 57.

Open Downloads and manage downloaded files

▶ Touch the Downloads icon 📥 in Home: on the Apps screen or a shortcut on a Home screen (if you added one there).

See "Opening and switching apps" on page 40.

▶ Touch an item to reopen it.

▶ Touch headings for earlier downloads to view them.

▶ Check items you want to delete; then touch **Delete**.

The item is deleted from your tablet.

▶ Touch the Menu button ≡ and touch **Sort by size** or **Sort by time** to switch back and forth.

Entering and editing text

You can use the onscreen keyboard to enter text in web pages, when composing mail, and anyplace else with a text field, or you can enter text by speaking instead of typing. You can also edit text: insert, delete, copy, and even paste between applications.

In this section   "Using the onscreen keyboard" on page 48

"Entering text by speaking" on page 52

"Editing text" on page 54

Using the onscreen keyboard

You can enter text using the onscreen keyboard. Some apps open the keyboard automatically. In others, you touch a text field where you want to enter text to open the keyboard.

The onscreen keyboard has a number of settings, as described in "Language & input settings" on page 282. You can also open the Android keyboard settings by touching the Settings key ⚙.

You can enter text by speaking instead of by typing. See "Entering text by speaking" on page 52.

Enter text by typing   ▶ Touch a text field to open the keyboard.

The onscreen keyboard opens.
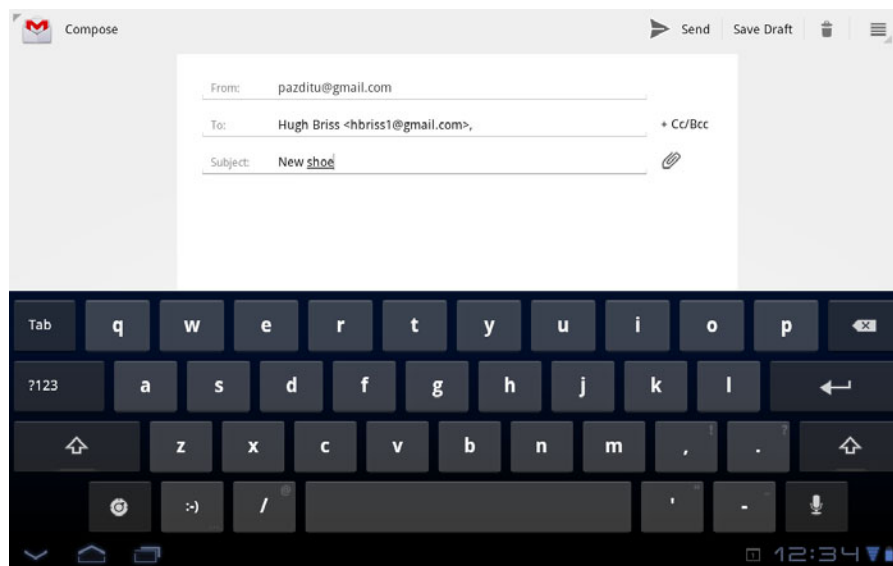
Touch space or a punctuation mark to enter Android's best guess at the word you mean to enter.

Touch the Shift key once to capitalize the next letter you type. Double-tap for ALL CAPS.

If you touch in a text field where there is already text entered, the insertion point is set where you touch and the insertion point tab 🔖 appears. You can

drag the insertion point by its tab to move the insertion point, to pick exactly where you want to add more text. You can also select a word or more at a time and copy, cut, and paste text. See "Editing text" on page 54.

Touch a suggestion to enter it in place of the underlined word in the text field.
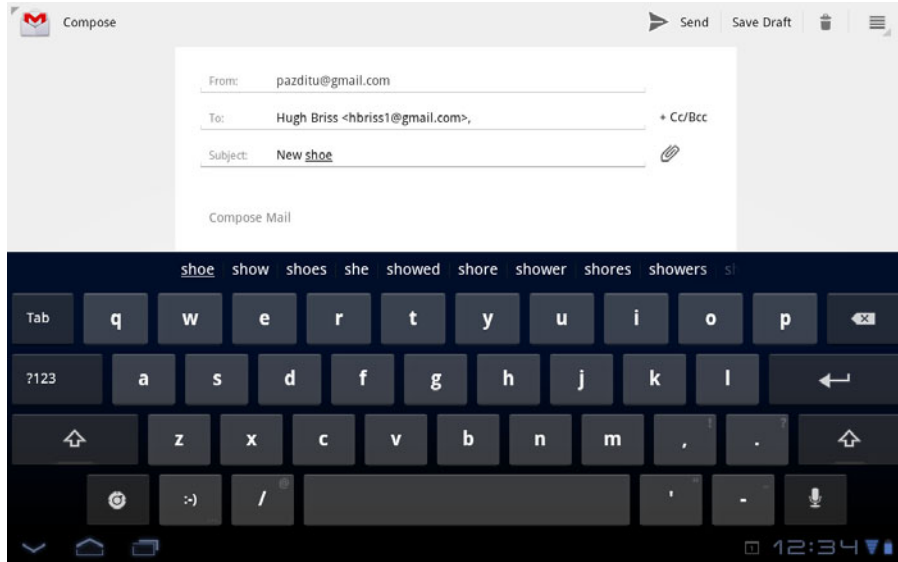
▶ Touch the keys on the keyboard to enter text.

As you type, words that the keyboard has suggestions for are underlined.

If you set the keyboard to show correction suggestions, they appear in a strip above the keyboard. The underlined word in the strip is the suggested word. You can also touch another word in the strip to enter it instead.

You turn the suggestion feature on or off and change whether suggestions are shown with the Android keyboard settings.

▶ Touch space or a punctuation mark to enter a suggested word in place of the underlined word.

If you mistype a word that the keyboard recognizes, it corrects it automatically (unless you turn that feature off).

If you touch the space key, the suggestion strip offers a series of punctuation marks you can touch, to replace the space with.

▶ Use the Delete key ⌫ to erase characters to the left of the cursor.

▶ When you're finished typing, touch the Close Keyboard button ⌄ .

Enter capital letters

▶ Touch & hold the Shift key while you type, to enter capital letters: when you release the Shift key, the lowercase letters reappear.

▶ Touch Shift once to switch to capital letters for one letter.

▶ Double-tap Shift to switch to ALL CAPS; touch Shift again to restore lowercase letters.

Enter numbers, symbols, and other characters

▶ Touch the Numbers and Symbols key ?123 to enter numbers, symbols, and other special characters.

▶ Touch the **More** key for more special characters.

▶ Touch a key that has a gray ellipsis ⋮ in its corner to open a small panel where you can drag to enter a different character.

▶ Touch & hold the shift key while you touch a key with a gray character in its corner · to enter the gray character (the gray character turns white to indicate on the key). Or just touch & hold that key to enter the gray character.

▶ Touch & hold a vowel or the C, N, or S key to open a small panel where you can drag onto the accented vowel or other alternate letter or number you want to enter.

Change the input language

If you've used the Input Method settings to make more than one language or input method available, the Input Method button ⌨ appears in the System bar when the onscreen keyboard, voice input panel, or other input method is open.

You can open the Input Method settings by touching the Keyboard Settings key on the onscreen keyboard, by touching **Configure input methods** in the panel that opens when you touch the Input Method button , or in Settings.

1 Touch the Input Method button in the System bar.

2 Touch the language or other input method you want to use.

Entering text by speaking

You can use voice input to enter text by speaking. Voice input is an experimental feature that uses Google's speech-recognition service, so you must have a data connection on a mobile or Wi-Fi network to use it.

Enter text by speaking

You can enter text by speaking, in most places that you can enter text with the onscreen keyboard.

1 Touch a text field, or a location in text you've already entered in a text field.

2 Touch the Microphone key ![mic] on the onscreen keyboard.

3 When prompted to "Speak now," speak what you want to enter.

Say "comma," "period," "question mark," "exclamation mark," or "exclamation point" to enter punctuation.

Text that you enter by speaking is underlined. You can continue entering text to keep it, or delete it.
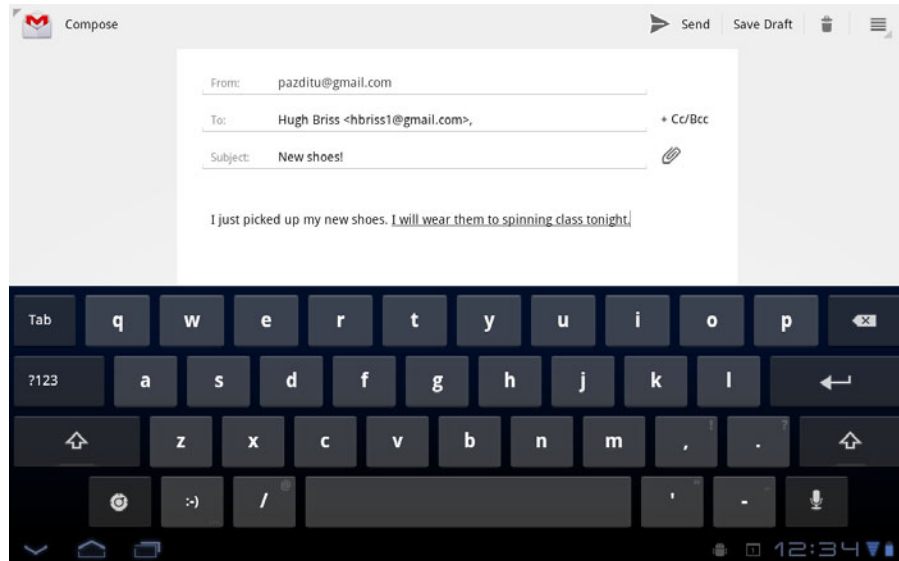
When you pause, what you spoke is transcribed by the speech-recognition service and entered in the text field, underlined. You can touch the Delete

key to erase the underlined text. If you start typing or entering more text by speaking, the underline disappears.

You can edit the text that you enter by typing or speaking. See "Editing text" on page 54.

You can change the language you want to use for voice input by touching the Input Method button just as you do for the onscreen keyboard. See "Change the input language" on page 50.

Editing text

You can edit the text you enter in text fields and cut, copy, or paste text, within or across apps. Some apps don't support editing some or all of the text they display; others may offer their own way to select text you want to work with.

Edit text

1   Touch the text you want to edit.

The cursor is inserted where you touched.

The cursor is a blinking vertical bar that indicates where text you type or paste will be inserted. When it first appears, it has an tab you can use to drag the cursor, to move it where you want.

I just picked up my new shoes. I will wear them to spinning class tonight.

If you previously copied text, the Paste panel appears briefly above the cursor: touch the panel to paste (see "Paste text" on page 56)

2   Drag the cursor by its tab to the location where you want to edit text.

The tab disappears after a few moments, to get out of your way. To make it reappear, just touch the text again.

3   Type, cut, paste, or delete text (as described in this section)

4   Touch the Close Keyboard button ⌄ when you're done.

Select text

You select text that you want to cut, copy, delete, or replace.

1   Touch & hold the text or word you want to select.

The selected text is highlighted, with a tab at each end of the selection.

Drag a selection tab to expand or reduce the range of selected text.
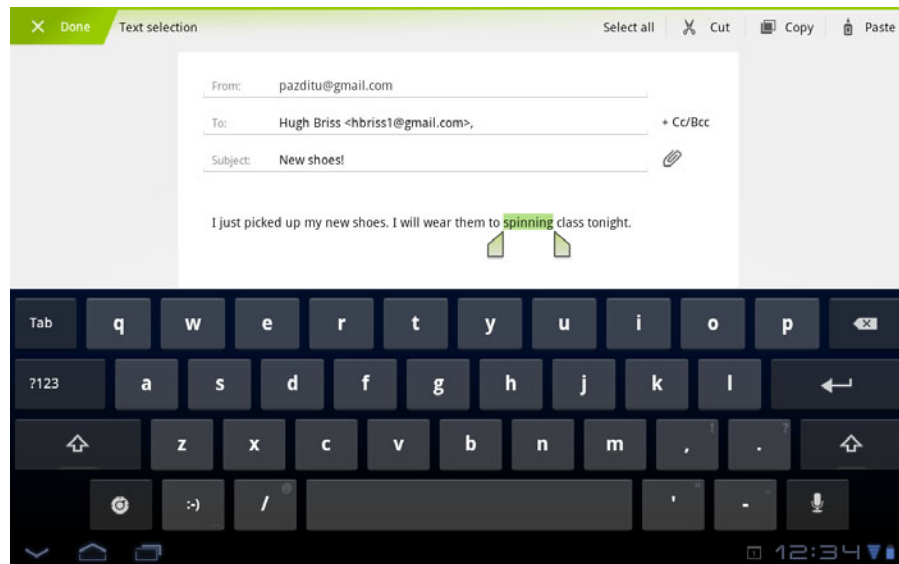
2 Drag either selection tab to expand or reduce the range of selected text. Or touch **Select all** in the Application bar.

If you change your mind, you can unselect the text by touching elsewhere on screen.

3 Use the tools in the Application bar to cut, copy, or paste to replace the selected text.

You can also simply enter text by typing or speaking, to replace the selection with what you type, or touch the Delete key [⌫] to deleted the selected text.

Cut or copy text **1** Select the text to cut or copy.

See "Select text" on page 54.

2 Touch **Cut** or **Copy** in the Application bar.

If you touch **Cut**, the selected text is removed from the text field. In either case, the text is stored so that you can paste it into another text field.

Paste text   **1**   Cut or copy the text to paste.

See "Cut or copy text" on page 55.

2   Place the cursor in the text field where you want to paste the text, or select text you want to replace by pasting.

You can paste text that you copied from one app into a text field in any app.

3   Touch **Paste** in the Application bar.

You can also touch the Paste panel that opens above the cursor.

The text is inserted at the cursor. The text that you pasted also remains in a temporary area on the tablet, so you can paste that same text in another location.

Connecting to networks and devices

Your tablet can connect to a variety of networks and devices, including mobile networks for data transmission, Wi-Fi data networks, and Bluetooth devices, such as headsets. You can connect your tablet to a computer, to transfer files from your tablet, using a USB connection or Bluetooth, or to a keyboard, mouse, other input devices, or to a camera to import its photos. You can also share your tablet's mobile data connection via USB, Bluetooth, or as a portable Wi-Fi hotspot.

In this section

Connecting to mobile networks

Your tablet is configured to use mobile networks to transmit data (unless your tablet is configured for Wi-Fi only). Depending on your model of tablet and how you purchased it, it may simply connect to your carrier's network when you turn it on. Or you may need to insert a SIM card or configure details about how to connect to a specific carrier. Be sure to consult your tablet's vendor and its owner's guide for details.

Different locations may have different mobile networks available. Initially, your tablet is configured to use the fastest mobile network available for data. But depending on your model of tablet, you may be able to configure your tablet to use slower networks for data, to extend the life of your battery between charges. You can also configure your tablet to access a different set of networks entirely, or to behave in special ways when roaming.

Icons in the System bar, to the right of the time, indicate which kind of data network you're connected to and the network signal strength.

Network status icons turn blue if you have a Google Account added to your tablet and the tablet is connected to Google services, for syncing your Gmail, Calendar events, contacts, for backing up your settings, and so on. If you don't have a Google Account or if, for example, you're connected to a Wi-Fi network that is not connected to the Internet, the network icons are gray.

When you're connected to slower networks, you may want to postpone using your tablet for data-intensive tasks until you are connected to a faster network again, or find a Wi-Fi network to connect to. See "Connecting to Wi-Fi networks" on page 60.

Determine what network you're using

On some kinds of networks, you can view the name of the network you're connected to.

1 Open the Settings application.

See "Opening Settings" on page 268.

2 Touch **Wireless & networks** > **Mobile networks**.

Disable data when roaming

You can prevent your tablet from transmitting data over other carriers' mobile networks when you leave an area that is covered by your carrier's networks. This is useful for controlling expenses if your mobile data contract doesn't include data roaming.

1 Open the Settings application.

2 Touch **Wireless & networks** > **Mobile networks** and uncheck **Data roaming**.

With **Data roaming** unchecked, you can still transmit data with a Wi-Fi connection. See "Connecting to Wi-Fi networks" on page 60.

Limit your data connection to slower networks

If your tablet connects to GSM mobile networks, you can extend your battery life by limiting your data connections to slower, 2G networks (GPRS or EDGE). When you are connected to a 2G network, you may want to postpone activities that transmit a lot of data, such as sending, uploading, or downloading pictures or video, until you are connected to a faster mobile or other wireless network.

1 Open the Settings application.

2 Touch **Wireless & networks** > **Mobile networks** and check **Use only 2G networks**.

Edit or create a new access point

If your tablet connects to GSM mobile networks, and if you and your GSM carrier determine that you need to change the settings of your current access point name (APN) or to create a new one, you must obtain the APN and detailed settings from your provider.

1 Open the Settings application.

2 Touch **Wireless & networks** > **Mobile networks** > **Access Point Names**.

3 Touch an existing APN to edit it. Or touch **New APN**.

Enter the APN settings that you obtained from your carrier by touching each setting that you need to edit.

4 When you're finished, touch **Save**.

5 If you created a new APN, touch it in the APNs screen to start using it.

Connecting to Wi-Fi networks

Wi-Fi is a wireless networking technology that can provide Internet access at distances of up to 100 meters, depending on the Wi-Fi router and your surroundings.

To use Wi-Fi on your tablet, you connect to a wireless access point, or "hotspot." Some hotspots are open and you can simply connect to them. Others implement security features, so you must configure your tablet so it can connect to them.

There are numerous systems for securing Wi-Fi connections, including some that rely on secure certificates or other schemes to ensure that only authorized users can connect. See "Working with secure certificates" on page 81.

Turn off Wi-Fi when you're not using it, to extend the life of your battery between charges. You can also set whether you want to disconnect from Wi-Fi networks when your tablet is sleeping (see "Set a Wi-Fi disconnect policy" on page 64).

The Status bar displays icons that indicate Wi-Fi status.

Network status icons turn blue if you have a Google Account added to your tablet and the tablet is connected to Google services, for syncing your Gmail, Calendar events, contacts, for backing up your settings, and so on. If you don't have a Google Account or if, for example, you're connected to a Wi-Fi network that is not connected to the Internet, the network icons are gray.

▼	Connected to a Wi-Fi network (waves indicate connection strength)
?	Notification that an open Wi-Fi network is in range

Turn Wi-Fi on and connect to a Wi-Fi network

If you're adding a Wi-Fi network when first setting up your tablet, Wi-Fi is turned on automatically, so you can skip to step 4.

1 Open the Settings app.

See "Opening Settings" on page 268.

2 Touch **Wireless & networks** > **Wi-Fi settings**.

3 Check **Wi-Fi** to turn it on.

The tablet scans for available Wi-Fi networks and displays the names of those it finds. Secured networks are indicated with a Lock icon.

If the tablet finds a network that you connected to previously, it connects to it.

4 Touch a network to connect to it.

If the network is open, you are prompted to confirm that you want to connect to that network by touching **Connect**.

If the network is secured, you're prompted to enter a password or other credentials. (Ask your network administrator for details.)

By default, you obtain an address on the network from the network itself, using the DHCP protocol.

You can touch **DHCP** to change the IP settings to **Static**, so you can enter an address and other network details manually, if you or your network administrator require it. If you do, you must enter:

● An IP address for your tablet that is valid and unique for your Wi-Fi network

● The Gateway for the network

● The network prefix length (a number between 0 and 32, such as 24 for a Class C network, 16 for a Class B network, or 8 for a Class A network)

● At least one DNS server for the network

When you're connected to a network, you can touch its name in the Wi-Fi settings screen for details about the speed, security, address, and related settings.

Modify how you connect to a Wi-Fi network

You can change the password and network settings for a Wi-Fi network listed in the Wi-Fi settings.

1 Touch & hold a network in the list

2 Touch **Modify network** in the dialog that opens.

3 Change the settings you want.

See "Turn Wi-Fi on and connect to a Wi-Fi network" on page 60 and "Configure proxy settings for a Wi-Fi network" on page 62.

4 Touch **Save**.

Configure proxy settings for a Wi-Fi network

Some network administrators require you to connect to internal or external network resources via a proxy server. By default, the Wi-Fi networks you add are not configured to connect via a proxy, but you can change that for each Wi-Fi network you've added.

Proxy settings are used by Browser but may not be used by other apps.

1 Touch & hold a network in the list of Wi-Fi networks you've added.

2 Touch **Modify network** in the dialog that opens.

3 If the network has no proxy settings, touch the **None** proxy setting and in the menu that opens, touch **Manual**.

Enter the proxy settings required for your network:

● The hostname of the proxy server

● The port on which the proxy server listens for connections

● Any domains you want to connect to directly, bypassing the proxy server

You may need to refer to your network administrator for details about these settings.

4 Touch **Save**.

The proxy settings apply only to the Wi-Fi network you modified. To change the proxy settings for other Wi-Fi networks, modify them individually.

Receive notifications when open networks are in range

By default, when Wi-Fi is on, you receive notifications in the Status bar when your tablet detects an open Wi-Fi network.

1 Turn on Wi-Fi, if it's not already on.

2 In the Wi-Fi settings screen, check **Network notification**.

You can uncheck this option to stop receiving notifications.

Add a Wi-Fi network

You can add a Wi-Fi network so the tablet will remember it, along with any security credentials, and connect to it automatically when it is in range. You must also add a Wi-Fi network to connect to it, if the network does not broadcast its name (SSID), or to add a Wi-Fi network when you are out of range of it.

To join a secured network, you need to contact the network's administrator to learn what security scheme is deployed on it and to obtain the password or other required security credentials. For more information about installing secure certificates, see "Working with secure certificates" on page 81.

1 Turn on Wi-Fi, if it's not already on.

If you're adding a Wi-Fi network when first setting up your tablet, Wi-Fi is turned on automatically.

2 In the Wi-Fi settings screen, touch **Add Wi-Fi network** (at the bottom of the list of discovered networks).

3 Enter the SSID (name) of the network.

If necessary, enter security or other network configuration details.

See "Turn Wi-Fi on and connect to a Wi-Fi network" on page 60.

4 Touch **Save**.

The information about the network is saved, so you are connected automatically the next time you come within range of this network.

Forget a Wi-Fi network

You can make the tablet forget about the details of a Wi-Fi network that you added— for example, if you don't want the tablet to connect to it automatically or if it is a network that you no longer use.

1 Turn on Wi-Fi, if it's not already on.

2 In the Wi-Fi settings screen, touch the name of the network.

3 Touch **Forget** in the dialog that opens.

Set a Wi-Fi disconnect policy

By default, the tablet disconnects from Wi-Fi when the screen turns off and connects to a mobile data network instead. It does this to conserve battery power, and reconnects to Wi-Fi again when you wake it.

You can change this policy to stay connected to Wi-Fi when the tablet is connected to a charger (when battery life isn't a problem), or never to disconnect from Wi-Fi, which trades battery life for reduced mobile network data use.

1 On the Wi-Fi settings screen, touch Wi-Fi disconnect policy.

2 Touch the policy you want.

Connecting to Bluetooth devices

Bluetooth is a short-range wireless communications technology that devices can use to exchange information over a distance of about 8 meters. The most common Bluetooth devices are headsets for making calls or listening to music, hands-free kits for cars, and other portable devices, including laptops.

There are several Bluetooth profiles that define the features and communications standards for Bluetooth devices. For a list of the profiles supported by your tablet, refer to your tablet's owner's guide.

To connect to a Bluetooth device, you must turn on your tablet's Bluetooth radio. The first time you use a new device with your tablet, you must "pair" the device with your tablet, so that both devices know how to connect securely to each other. After that, you can simply connect to a paired device.

Turn off Bluetooth when you're not using it, to extend the life of your battery between charges. You may also be required to turn Bluetooth off in some locations. Bluetooth is turned off when you switch to Airplane mode.

System bar icons indicate Bluetooth status.

Turn Bluetooth on or off

1 Open the Settings application.

   See "Opening Settings" on page 268.

2 Touch **Wireless & networks**.

3 Check or uncheck **Bluetooth**.

Change your tablet's Bluetooth name

Your tablet has a generic Bluetooth name by default, which is visible to other devices when you connect them. You can change the name so that it is more recognizable.

1 Open the Settings application.

   See "Opening Settings" on page 268.

2 Touch **Wireless & networks** > **Bluetooth settings**.

3 Check **Bluetooth** to turn it on.

4 Touch **Device name**, enter a name, and touch **OK**.

Pair your tablet with a Bluetooth device

You must pair your tablet with a device before you can connect to it. Once you pair your tablet with a device, they stay paired unless you unpair them.

1 Open the Settings application.

   See "Opening Settings" on page 268.

2 Touch **Wireless & networks** > **Bluetooth settings**.

3 Check **Bluetooth** to turn it on.

   Your tablet scans for and displays the IDs of all available Bluetooth devices in range.

4 If the device you want to pair with isn't in the list, ensure that the other device is turned on and set to be discoverable.

   See the documentation that came with your device to learn how to make it discoverable by your tablet, and for other instructions for pairing.

5 If your tablet stops scanning before your other device is ready, touch **Find nearby devices** and then **Scan for devices**.

6 Touch the ID of the other device in the list in the Found list to pair them.

   The devices pair with each other. If you're prompted to enter a passcode, try entering 0000 or 1234 (the most common passcodes), or consult the documentation that came with the device to learn its passcode, or what other procedures it requires for pairing.

   If the pairing is successful, your tablet connects to the device.

Connect to a Bluetooth device

Once paired, you can connect to a Bluetooth device—for example, to switch devices or to reconnect after the tablet and the device come back into range.

1   Open the Settings application.

    See "Opening Settings" on page 268.

2   Touch **Wireless & networks** > **Bluetooth settings**.

3   Check **Bluetooth** to turn it on.

4   In the list of devices, touch a paired but unconnected device in the list.

    If the device you expected isn't displayed, touch **Scan for devices**.

    When the tablet and the device are connected, the device is displayed as connected in the list.

Configure the Bluetooth features you want to use

Some Bluetooth devices have multiple profiles. Profiles can includes the ability to transmit your tablet conversations, to play music in stereo, or to transfer files or other data. You can select which profiles you want to use with your tablet. You can also change the name of the Bluetooth device as it appears on your tablet.

1   In the Bluetooth settings, touch the Wrench icon for the Bluetooth device you want to configure.

    A screen opens with information about the device, including its profiles.

2   Touch rename device to change the name of the device as it appears on your tablet.

3   Touch the More icon to open options for that profile, then check or uncheck the features of that profile to use them or not.

4   When you're done, touch Back .

Disconnect from a Bluetooth device

1   Touch the device in the Bluetooth settings screen.

2   Touch **OK** to confirm that you want to disconnect.

Unpair a Bluetooth device

You can unpair a Bluetooth device to erase all pairing information about it.

1   In the Bluetooth settings, touch the Wrench icon for the Bluetooth device you want to unpair.

2   Touch **Unpair**.

Obtain a network connection via Bluetooth tethering

If you have a computer or other device that can share its network connection via Bluetooth, you can configure your tablet to obtain a network connection by Bluetooth tethering (sometimes called reverse tethering).

For details about sharing your tablet's Internet connection with a computer or other device, see "Sharing your mobile data connection" on page 75.

1 Configure your computer to share it's network connection via Bluetooth.

See your computer's documentation for details on how to do this, but it typically means making your computer discoverable via Bluetooth and allowing incoming PAN connections.

2 Pair and connect your tablet to your computer via Bluetooth.

See "Pair your tablet with a Bluetooth device" on page 66 and "Connect to a Bluetooth device" on page 66.

3 Touch the Wrench icon for the Bluetooth connection and in the screen that opens, touch the **Internet access** profile.

Your tablet connects to the Internet via Bluetooth and your computer and a Bluetooth icon appears in place of the mobile or Wi-Fi network indicator in the System bar, to the right of the time and the Status Details panel displays **Bluetooth tethering**.
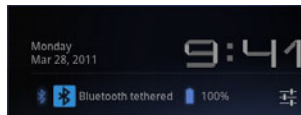
Connecting to keyboards, mice, and other input devices

You can connect a keyboard, mouse, or even a joystick or other input device to your tablet via USB or Bluetooth and use it with your tablet just as you would with a PC.

Depending on your model of tablet and USB input device, you may need an adapter to connect your device to the tablet's USB port: See your tablet's owner's guide for more information. To connect more than one USB device at a time, use a USB hub: use a powered hub to reduce the drain on your tablet's battery.

You pair and connect Bluetooth input devices to your tablet in the same way as any other Bluetooth device: see "Connecting to Bluetooth devices" on page 65.

Keyboards

In addition to entering text, you can use your keyboard to navigate your tablet's features:

● Use the arrow keys to select items on screen

● Pressing Return when an item is selected is equivalent to touching that item

● Pressing Escape is equivalent to touching Back

● Press Tab or Shift-Tab to move from field to field in a form or other screen with multiple text fields

Mice

When you connect a mouse to your tablet and move the mouse, an arrow-shaped cursor appears: just like on a PC:

● Use the mouse to move the cursor.

● Clicking, pressing, and dragging with the mouse button is equivalent to touching, touching & holding, and dragging with your finger.

● Only one mouse button is supported.

● If your muse has a trackball or scroll wheel, you can use it to scroll both vertically and horizontally.

Other input devices   You can connect joysticks, gamepads, and other input devices to your tablet: if
they work without special drivers or adapters on your PC, they will likely work with
your tablet. However, games and other apps must be designed to support any
special features of an input device, such as dedicated buttons or other controls, to
take full advantage of them.

Connecting to cameras

If you have a camera or other device that supports the PTP protocol, you can connect it to your tablet's USB port and import the pictures on the camera into Gallery your tablet.

Be sure to read the owner's guide for your camera to learn what protocols it supports and whether it can use PTP over USB. You may need an adapter cable to connect your camera's USB cable to your tablet: see your tablet's owner's guide.

1 Connect your camera to your tablet using your camera's USB cable and, if necessary, an adapter from your tablet's manufacturer for its USB port.

Gallery opens, with your cameras' photos added as an album, labeled **Touch to import**.

2 Touch the album of your camera's photos.

The album opens with all of your camera's photos selected for importing to Gallery on your tablet.

3 Select the photos you want to import.

The number of photos selected (initially, all) is displayed as the title of a menu in the Application bar.

You can touch the menu and touch **Deselect all** if you want to select just the photos you want to import. If all photos aren't selected, **Deselect all** changes to **Select all** in the menu.

You can also touch individual photos to select or deselect them.

4 Touch **Import** at the top-right of the Application bar.

A dialog displays the progress of importing the photos you selected.

5 Touch **Done** in the Application bar and disconnect your camera.

Connecting to a Windows computer via USB

You can use the USB cable that came with your tablet to connect it to a Windows computer, to transfer music, pictures, and other files between your tablet and the computer. This connection uses the MTP protocol, which is supported by most recent versions of Windows.

Depending on the version of Windows you are using and your model of tablet, you may need may need to obtain and install a Windows driver to work with your tablet on your computer. For more information, speak with your tablet's vendor.

For information on connecting your tablet to a Macintosh computer, see "Connecting to a Macintosh computer via USB" on page 73.

If you are using USB tethering, you must turn that off before you can use USB to transfer files between your tablet and computer. See "Sharing your mobile data connection" on page 75.

Connect your tablet to a computer via USB

▶ Use the USB cable that came with your tablet to connect the tablet to a USB port on your computer.

Your tablet's USB storage or SD card is mounted as a drive on your computer. You can now copy files back and forth as you would using any other external device. For more information, see the documentation for your computer.

▶ When you're done, simply disconnect the tablet from your computer by unplugging the USB cable.

Connecting to a Macintosh computer via USB

You can connect your tablet to a computer running Mac OS X with a USB cable, to transfer music, pictures, and other files between your tablet and the computer.

This connection uses the MTP protocol, which is not supported by Mac OS X natively, so you first need to install the free Android File Transfer application on your Macintosh. It's available from http://www.android.com/filetransfer, along with instructions on how to install it.

You don't need to install the Android File Transfer application to connect to a Windows computer; see "Connecting to a Windows computer via USB" on page 72.

Transfer files to or from a Macintosh computer

Once you have installed Android File Transfer on your Macintosh, you can connect your tablet to your computer using the USB cable that came with your tablet, so you can view and copy files.

1 If you are using Android File Transfer for the first time, double-click it to open it.

After you start Android File Transfer once, it opens automatically whenever you connect your tablet to your computer.

2 Connect your tablet to your computer using its USB cable.

Android File Transfer starts, if it's not already running, and opens a window that displays the contents of your tablet. Details about the amount of space on your tablet are at the bottom of the window.

You work with this window much as if it were a Finder window: opening and closing folders, creating new folders, and dragging files to or from it and other Finder windows.

You can copy files up to 4GB onto the tablet.

Touch to add a new folder in the current folder.

Drag items to or from this window and Finder windows.
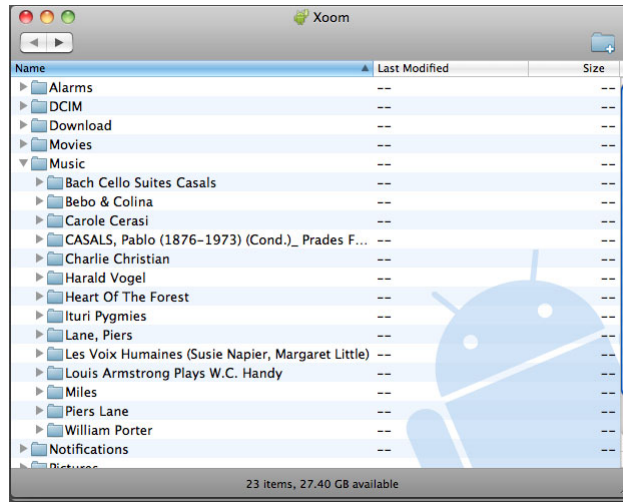
▶ Click or Shift-click on files or folders to select them, just as you do in the Finder.

▶ Double-click folders or touch their arrow icons to view their contents.

▶ Use the commands in the Go menu open and close folders and to navigate back and forth among the folders you've opened.

▶ Touch the **New folder** button or choose **New Folder** from the File menu to create a folder in the current folder.

▶ Select one or more files or folders and choose **Delete** from the File menu to delete the selected files or folders from your tablet.

▶ Drag one or more files to a folder in Android File Transfer or in the Finder to copy files back and forth.

▶ Disconnect your tablet's USB cable from the Macintosh when you're done.

It's best to wait until any file transfers or deletions are complete before disconnecting, but you can simply disconnect your tablet at any time (any tasks in progress are simply abandoned).

Sharing your mobile data connection

You can share your tablet's mobile data connection with a single computer via a USB cable or via Bluetooth: USB tethering or Bluetooth tethering. You can also share your tablet's data connection with up to eight devices at once, by turning your tablet into a portable Wi-Fi hotspot. (Not all carriers and tablets support these features.)

When your tablet is sharing its data connection, an icon appears in the Status bar and as an ongoing notification in the Notifications panel (see "Managing notifications" on page 26).

You can also obtain a network connection for your tablet from a computer via Bluetooth: see "Obtain a network connection via Bluetooth tethering" on page 68.

⟨⟩	USB tethering is active
⟨⟩	Bluetooth tethering is active
⟨⟩	Portable Wi-Fi hotspot is active
⟨⟩	Multiple tethering or hotspot connections are active

For the latest information about tethering and portable hotspots, including supported operating systems and other details, visit android.com/tether.

Share your tablet's data connection via USB

If your computer is running Windows 7 or a recent distribution of some flavors of Linux (such as Ubuntu), you typically don't need to prepare your computer for tethering. But if you're running an earlier version of Windows or another operating system, you may need to prepare your computer to establish a network connection via USB. For the most current information about which operating systems support USB tethering and how to configure them, visit android.com/tether.

1 Use the USB cable that came with your tablet to connect your tablet to your computer.

2 Open the Settings application.

See "Opening Settings" on page 268.

3 Touch **Wireless & networks** > **Tethering & portable hotspot**.

4 Check **USB tethering**.

The tablet starts sharing its mobile network data connection with your computer, via USB connection. An ongoing notification icon is added to the System bar, to the left of the time.

5 Uncheck **USB tethering** to stop sharing your data connection. Or just disconnect the USB cable.

Share your tablet's data connection via Bluetooth

If your computer can obtain an Internet connection via Bluetooth, you can configure your tablet to share it's mobile data connection with your computer.

1 Pair your tablet with your computer.

See "Connecting to Bluetooth devices" on page 65.

2 Configure your computer to obtain its network connection via Bluetooth.

For more information, see your computer's documentation.

3 Open the Settings application.

See "Opening Settings" on page 268.

4 Touch **Wireless & networks** > **Tethering & portable hotspot**.

5 Check **Bluetooth tethering**.

Share your tablet's data connection as a portable Wi-Fi hotspot

1 Open the Settings application.

See "Opening Settings" on page 268.

2 Touch **Wireless & networks** > **Tethering & portable hotspot**.

3 Check **Portable Wi-Fi hotspot**.

After a moment, the tablet starts broadcasting its Wi-Fi network name (SSID), so you can connect to it with up to 8 computers or other devices. An ongoing notification is added to the System bar, to the left of the time.

When **Portable Wi-Fi hotspot** is checked, you can change its network name or secure it. See "Rename or secure your portable hotspot" on page 77.

4 Uncheck **Portable Wi-Fi hotspot** to stop sharing your data connection via Wi-Fi.

Rename or secure your portable hotspot

You can change the name of your tablet's Wi-Fi network name (SSID) and secure its Wi-Fi network.

1 Open the Settings application.

See "Opening Settings" on page 268.

2 Touch **Wireless & networks** > **Tethering & portable hotspot**.

3 Ensure **Portable Wi-Fi hotspot** is checked.

4 Touch **Portable Wi-Fi hotspot settings**.

5 Touch **Configure Wi-Fi hotspot**.

The Configure Wi-Fi hotspot dialog opens.

You can change the network SSID (name) that other computers see when scanning for Wi-Fi networks.

You can also touch the Security menu to configure the network with Wi-Fi Protected Access 2 (WPA2) security, with a preshared key (PSK).

If you touch the **WPA2 PSK** security option, a password field is added to the Configure Wi-Fi hotspot dialog. If you enter a password, you will need to enter that password when you connect to the tablet's hotspot with a computer or

other device. Or touch **Open** in the Security menu to remove security from your Wi-Fi network.

6 Touch **Save**.

Connecting to virtual private networks (VPNs)

Virtual private networks (VPNs) allow you to connect to the resources inside a secured local network, from outside that network. VPNs are commonly deployed by corporations, schools, and other institutions so that their users can access local network resources when not on campus, or when connected to a wireless network.

There are numerous systems for securing VPN connections, including some that rely on secure certificates or other schemes to ensure that only authorized users can connect. For information about installing secure certificates, see "Working with secure certificates" on page 81.

To configure VPN access from your tablet, you must obtain the details from your network administrator.

Add a VPN

1 Open the Settings application.

   See "Opening Settings" on page 268.

2 Touch **Wireless & networks** > **VPN settings**.

3 Touch **Add VPN**.

4 Touch the type of VPN to add.

5 In the screen that opens, follow the instructions from your network administrator to configure each component of the VPN settings.

6 Touch the Menu button ≡ in the top-right of the Application bar and touch **Save**.

   The VPN is added to the list on the VPN settings screen.

Connect to a VPN   **1**   Open the Settings application.

2   Touch **Wireless & networks** > **VPN settings**.

The VPNs you've added are listed on the VPN settings screen.

3   Touch the VPN to which you want to connect.

4   In the dialog that opens, enter any requested credentials and touch **Connect**.

When you're connected to a VPN, you receive an ongoing notification in the System bar, to the left of the time. If you are disconnected, you receive a notification that you can use to return to the VPN settings screen so that you can reconnect to it. See "Managing notifications" on page 26.

Disconnect from a VPN   ▶   Touch the notification for the VPN connection in the System bar.

Edit a VPN   **1**   Open the Settings application.

2   Touch **Wireless & networks** > **VPN settings**.

The VPNs you've added are listed on the VPN settings screen.

3   Touch & hold the VPN whose settings you want to edit.

4   In the dialog that opens, touch **Edit network**.

5   Edit the VPN settings you want.

6   Touch the Menu button ≡ in the top-right of the Application bar and touch **Save**.

Delete a VPN   **1**   Open the Settings application.

2   Touch **Wireless & networks** > **VPN settings**.

The VPNs you've added are listed on the VPN settings screen.

3   Touch & hold the VPN you want to delete.

4   In the dialog that opens, touch **Delete network**.

5   Touch **OK** in the dialog that asks you to confirm you want to delete the VPN.

Working with secure certificates

If your organization's VPN or Wi-Fi networks rely on secure certificates, you must obtain the certificates and store them in your tablet's secure credential storage, before you can configure access to those VPN or Wi-Fi networks on your tablet.

If your network administrator instructs you to download the certificates from a website, you're prompted to set a password for the credential storage when you download the certificates. For more information about working with credential storage, see "Location & security settings" on page 275.

Android supports DER-encoded X.509 certificates, saved in files with a .crt file extension (if your certificate file has a .cer, .der, or other extension, you must change it to .crt or you won't be able to install it).

Android also supports X.509 certificates saved in PKCS#12 key store files with a .p12 extension (if your key store has a .pfx or other extension, you much change it to .p12 or you won't be able to install it). When you install a certificate from a PKCS#12 key store, Android also installs any accompanying private key or certificate authority certificates contained in the key store.

Install a secure certificate from your tablet's internal storage

1 Copy the certificate or keystore from your computer to the root of its internal storage (that is, not in a folder).

See "Connecting to a Windows computer via USB" on page 72 or "Connecting to a Macintosh computer via USB" on page 73 for information about connecting your tablet to a computer and copying files.

2 Open the Settings application.

See "Opening Settings" on page 268.

3 Touch **Location & security**.

4 Touch **Install from tablet storage**.

5 Touch the file name of the certificate or key store to install.

Only the names of certificates that you have not already installed on your tablet are displayed.

6 If prompted, enter the certificate's password and touch **OK**.

7 Enter a name for the certificate and touch **OK**.

If you have not already set a password for your tablet's credential storage, you're prompted to enter a password for it twice and then touch **OK**. For more information about credential storage, see "Location & security settings" on page 275.

You can now use the certificate that you installed when connecting to a secure network. For security, the certificate is deleted from the USB storage or SD card.

Google Search

You can search for information on your tablet and on the web using Google Search. You can also search the web by speaking, instead of typing: see "Voice Search and Voice Actions" on page 91.

In this section

Searching your tablet and the web

You can use Google Search to find information on your tablet and the web.

Search your tablet and the web by typing

1 Return Home .

2 Touch the Google Search button at the top-left of the screen.

3 Start typing what you want to search for.

Touch to search the web. Or just touch the Return key.

Touch to enter the text of a suggestion in the Search box, to quickly refine your search.

As you type, search results from your tablet, previously chosen search results and Voice Actions, and web search suggestions appear. Touch one to search for it again or to open a result or voice action.
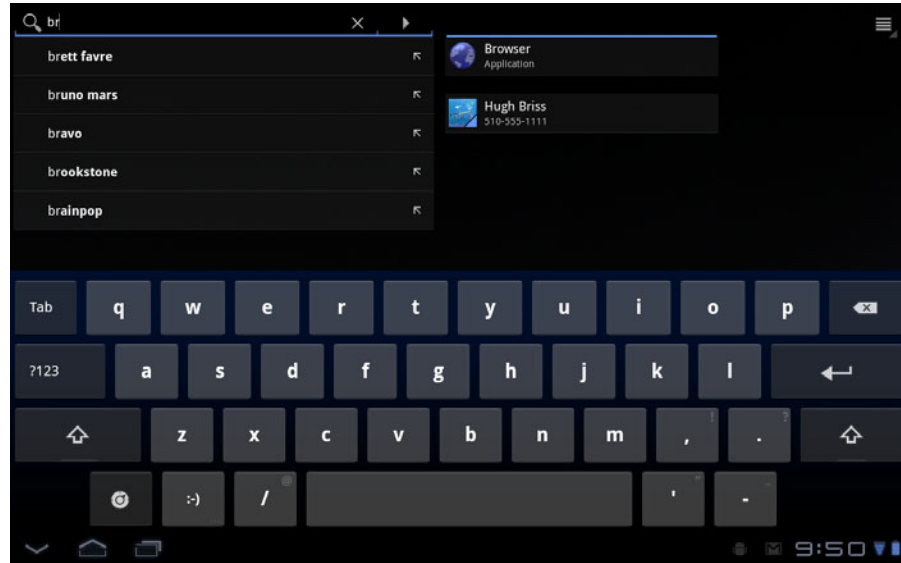
As you type, suggestions from Google web search appear below the Search box, and results from your tablet and local searches appear to the right.

You can touch a suggestion's arrow icon to enter it in the Search box. If you do, new suggestions appear and you can enter more text or touch the arrow icon next subsequent suggestions to quickly refine your search.

Business listings are indicated by a Maps marker icon . Touch one to open a business listing panel, with icons you can touch to call, map, get details about, or add the business to your contacts.

In applications such as Gmail and Contacts, the application's own search box opens when you touch the Search button . These search boxes are identified

by the application's own icon in the search box. See the documentation for those applications for information about searching in them.

You can use the Search settings to configure some aspects of Google web search (for example, whether it personalizes search results for you), and what tablet features you want to include in searches. See "Changing Google Search settings" on page 90.

4 If what you're searching for is in the list of suggestions, tablet search results, or previously chosen search results, touch it in the list.

The item opens in the appropriate application, such as Contacts or the Browser.

5 If what you're searching for is not in the list, touch the arrow icon in the Search box or touch the Return key on the onscreen keyboard to search the web.

The Browser opens, displaying results of a Google Search on the web. See "Browser" on page 207.

Change what you target when searching the tablet

Many applications can make some or all of their information searchable from the Google Search box. Search results are displayed below and to the right of the Search box as you enter text.

You can change which applications are targetable by Google Search.

1 Open Google Search.

2 Touch the Menu button ☰ at the top right and touch **Search settings**.

3 Touch **Searchable items**.

The Searchable Items settings list the applications you can target when searching, along with a description of information they make searchable.

4 Check or uncheck the applications whose information you want to be able to search.

Manage your search privacy

You can control how your search history is stored and used on your tablet and the web in a number of ways.

1   Open Google Search.

2   Touch the Menu button ≡ at the top right and touch **Search settings**.

3   Touch **Google Search**.

4   Check or uncheck **Use My Location** depending on whether you want to inform Google of your location when using Google Search, to see local results.

5   Check or uncheck **Personalized search** depending on whether you want Google servers to make search suggestions based on your interests and previous searches.

6   Touch **Manage search history** to open Browser with a web-based interface for viewing and managing the web search history associated with your Google Account.

Using Google Search tips and tricks

The following techniques are examples of shortcuts to getting the most out of Google Search and Voice Search. For the latest list of tips and tricks, visit the Google Help Center.

What you want	What to type or say	Examples
Sports information	[team's name]	San Francisco Giants
Pictures	Pictures of [topic] images of [topic]	Pictures of San Francisco Images of cats
Convert measurements	[original measurement] in [new measurement]	30 degrees Celsius in Fahrenheit
Movie showtimes	Movie" Movie [location] [movie name]	Movie Movie Chicago The Horse's Mouth
Word definition	Define [word]	Define campanile
Weather forecast	Weather Weather [location]	Weather Weather Detroit
Identify an area code	Area code [###]	Area code 215
Identify a Zip code	Zip code [#####]	Zip code 46202
Time	Time Time [location]	Time Time in London
Flight information	[Airline] [flight number]	American airlines flight 390
Translation	Translate to [language] [phrase]	Translate to Spanish, Where is the Palace Hotel?'
Calculator	[A math phrase]	75 divided by 6

What you want	What to type or say	Examples
Food	[Type of food] [Type of food] in [location]	Mexican food Mexican food in Urbana, Illinois

Changing Google Search settings

You use the Google Search settings to configure which data on your tablet you want to be able to search, manage your privacy, and to configure a number of other settings.

▶ To change Google Search settings, touch in the Google Search box on the Home screen to open Google Search, touch the Menu button ≡ at the top right, and touch **Search settings**.

Searchable items settings

The Searchable items settings list the applications on your tablet whose data you can search when using Google Search. You can check and uncheck the kinds of data you can search for on your tablet. See "Change what you target when searching the tablet" on page 86.

Google Search settings

Use My Location   Check to include your location when using Google Search and other Google services. When you check this option, you're asked whether you consent to allowing Google to use your location when providing these services.

Personalized search   Check to use information Google stores about your past searches to see search results personalized for you.

Google Account   The Google Account used for personalized search results and other Google Search settings. Touch to switch to another Google Account.

Manage search history   Opens Browser with a web-based interface for viewing and managing the web search history and other information associated with your Google Account.

Always use google.com   Check to view web search results on http://www.google.com, instead of your country's local Google Search web site.

Terms of Service   Opens Browser with the Google Search terms of service.

Voice Search and Voice Actions

You can search for information on the web and control your tablet by speaking, with Voice Search. You can also use Voice Actions to control your tablet in a number of ways, such as sending messages or setting Clock alarms.

In this section

Searching the web by speaking

You can use Voice Search to search the web by speaking, instead of by typing.

To learn about searching the web and your tablet by typing, see "Google Search" on page 83.

Search the web by speaking

1 Return Home.

2 Touch the Microphone button at the top-left of the screen.

The first few times you open Voice Search, it offers hints about how to use it and offers to play an introductory video. You can touch **Speak now** to start using Voice Search at any time.

Subsequently, a dialog opens, prompting you to speak now. You can touch **Help** to open the hints screen again.
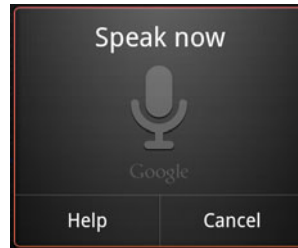
3   Speak the words you want to search for on the web.

You can simply say words you want to search for, or you can use the techniques described in "Using Google Search tips and tricks" on page 88.

You can also speak Voice Actions, which are detailed in "Using Voice Actions" on page 94.

When you're finished speaking, Voice Search analyzes your speech and Browser opens, displaying results of a Google Search on the web. See "Browser" on page 207.

If you have the **Use My Location** setting checked in the Google Search settings, local results are featured in your search results (see "Changing Google Search settings" on page 90).

If Google Search didn't understand what you said, it presents a list of similar-sounding search terms and actions, which you can touch to continue with that action.

Some Voice Actions open another application, where you're prompted to confirm and complete the action, for example, sending messages opens Gmail and setting an alarm opens Clock.

Using Voice Actions

You can use Voice Actions in Voice Search to text your contacts, get directions, send email, and to perform a number of other common tasks, in addition to searching the web.

For example, you can say:

● "Set alarm for 8:30am"

● "Send email to Marcus Foster. Subject: Coming tonight? Message: Hope to see you later."

● "Navigate to Mike's bikes in Palo Alto"

For the current list of languages and locations supported by Voice Actions, visit the Google Mobile Help Center at http://www.google.com/support/mobile

You can search and control your tablet with the following Voice Action commands.

Say	Followed by one or more optional words	Results	Examples
Words you want to search for		Browser opens with the result of your search.	"bike shoes"
"Map of" followed by an address, name, business name, type of business, or other location		Maps opens with the result of a Maps search for the words you spoke.	"Map of Golden Gate Park, San Francisco."
"Directions to" followed by an address, name, business name, type of business, or other destination		Maps opens with directions to your destination, or a list of possible matching destinations.	"Directions to 1299 Colusa Avenue, Berkeley, California."

Say	Followed by one or more optional words	Results	Examples
"Navigate to," followed by an address, name, business name, type of business, or other destination		Maps opens with spoken, turn-by-turn directions to your destination, or a list of possible matching destinations.	"Navigate to Union Square, San Francisco."
The name of one of your contacts.		If there is a single match, Contacts opens with details about your contact. Or if there is more than one match, you're prompted to pick a contact.	"Mike LeBeau"
"Go to" followed by a search string or URL		Voice Search searches for a matching web site and if it finds one, opens its URL in Browser. Otherwise, it opens the result of a Google search in the Browser.	"Go to Google.com"
"Send email"	"To" one or more contacts "Cc" one or more contacts "Bcc" one or more contacts "Subject" followed by a subject "Message" followed by the message you want to send (speak any punctuation you want to include)	Gmail opens where you can complete the message before sending it.	"Send email to Hugh Briss, subject, new shoes, message, I can't wait to show you my new shoes, period."

Say	Followed by one or more optional words	Results	Examples
"Note to self" followed by the message you want to send to yourself		Gmail opens where you can complete a message to yourself before sending it.	"Note to self: remember the milk"
"Set alarm"	"Time" or "for" followed by a time, such as "10:45am" or "20 minutes from now" "Label" followed by a label for the alarm	Clock opens, prompting you to confirm the details before setting the alarm.	"Set alarm for 7:45pm, label, switch the laundry"
"Listen to" followed by words for music you want to search for, such as the name of a song, artist, or album		YouTube opens with the results of your search for music. If you install another application that works with the "Listen to" Voice Action, you're prompted to pick which application you want to open.	"Listen to: smells like teen spirit"

Changing Voice Search settings

You use the Voice Search settings to configure which data on your tablet you want to be able to search, manage your privacy, and to configure a number of other settings.

▶ To change Voice Search settings, touch the Voice Search icon on the Home screen to open Voice Search, touch the Menu button ≣ at the top right, and touch **Settings**.

Language   Displays the language you want Voice Search to recognize. Touch to change languages.

SafeSearch   Opens a dialog where you can set whether you want Google SafeSearch filtering to block some results when you search: Block no search results (off), only explicit or offensive content (moderate), or both explicit or offensive content (strict).

Block offensive words   Check to replace offensive words that Voice Search correctly or incorrectly recognizes with symbols in place of text.

Personalized recognition   Check to have Voice Search tailor results to your voice, by recording and then learning from your searches and results over time, storing the results with your Google Account. Uncheck to stop Google from recording and learning from your searches.

Google Account dashboard   Touch to open Browser with a page that you can use to review and manage the details about what information Google stores about you and your activities with your Google Account.

Accounts

You can sync contacts, email, calendar events, and other information with your tablet from multiple Google Accounts or other kinds of accounts, depending on the applications installed on your tablet.

For example, you could start by adding your personal Google Account, so your personal email, contacts, and calendar are always available. Then you could add an account from work, so you can read your work email and have your work contacts handy.

You configure how your account interacts with the applications on your tablet using the Account & Sync settings and the setting s in Gmail, Calendar, Email, and other applications. Use a web browser to change your password and other general account settings.

In this section
"Adding and removing accounts" on page 100

"Configuring account sync and display options" on page 103

Adding and removing accounts

You can add multiple Google Accounts. You may also be able to add other kinds of accounts, depending on your applications. Some you can add in the Accounts & Sync settings, as described in this section. Others you add using an application that works with those kinds of accounts; for example, you can add IMAP and POP3 email accounts with the Email application (see "Adding and changing email accounts" on page 200).

Add an account

To add some accounts, you may need to obtain details from an IT support representative about the service to which the account connects. For example, you may need to know the account's domain or server address.

1 Open the Accounts & Sync settings.

You can do this by opening the Settings application and touching **Accounts & sync**. Many applications also have an Accounts button or menu item on the screens where you work with accounts. For example, in the Contacts application you can touch the Menu button ☰ in the top-right of the Application bar and then touch **Accounts**.

The Accounts & Sync Settings screen displays your current sync settings and a list of your current accounts.

See "Configuring account sync and display options" on page 103.

Touch Add account.
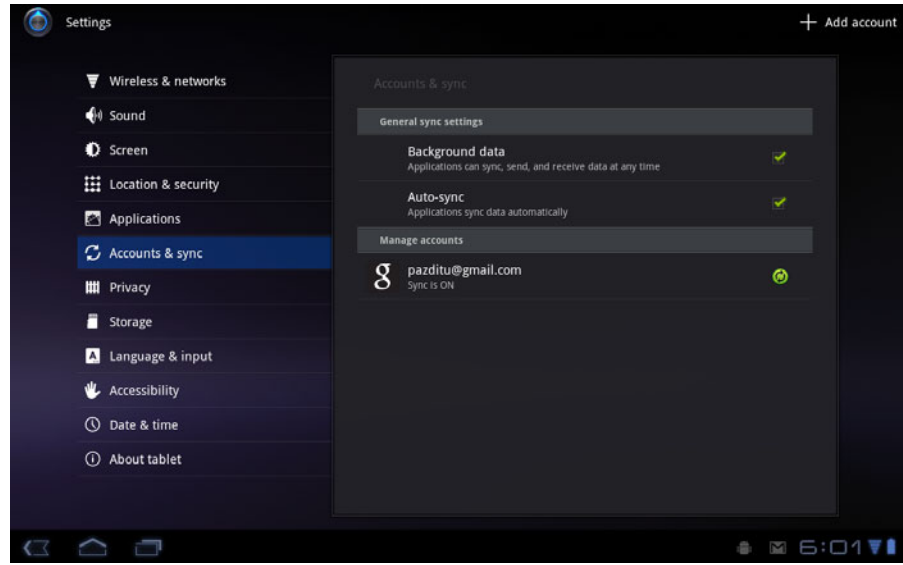
2 Touch **Add account**.

3 Touch the kind of account to add.

4 Follow the onscreen steps to enter the required and optional information about the account.

Most accounts require a username and password, but the details depend on the kind of account and the configuration of the service you're connecting to.

"Adding and changing email accounts" on page 200 and the detailed tables in "Email account settings" on page 202 describe how to add an email account based on IMAP, POP3, or SMTP, using the Email application.

5 Configure the account.

Depending on the kind of account, you may be asked to configure what kinds of data you want to sync to the tablet, name the account, and other details.

When you're finished, the account is added to the list in the Accounts & Sync settings. Depending on how you configured the account, email, contacts, and other information start syncing to your tablet.

See "Configuring account sync and display options" on page 103 for details about changing how the account is configured.

Remove an account   You can remove an account to delete it and all information associated with it from your tablet, including email, contacts, settings, and so on.

1 Open the Accounts & Sync settings.

The Accounts & Sync Settings screen displays your current sync settings and a list of your current accounts.

2 Touch the account to delete.

3 Touch **Remove account**.

4 Confirm that you want to remove the account.

Configuring account sync and display options

You can configure background data use and synchronization options for all of the applications on your tablet. You can also configure what kinds of data you synchronize for each account. Some applications, such as Gmail and Calendar, have their own synchronization settings.

For some accounts, syncing is two-directional; changes that you make to the information on your tablet are made to the copy of that information on the web. Your Google Account works this way. Other accounts support only one-way sync: the information on your tablet is read-only.

Configure general sync settings

1   Open the Accounts & Sync settings.

You can do this by opening the Settings application and touching **Accounts & sync**. Many applications also have an Accounts button or menu item on the screens where you work with accounts. For example, in the Contacts application

you can touch the Menu button ☰ in the top-right of the Application bar and then touch **Accounts**.

The screen displays your current sync settings and a list of your current accounts.

🔄 indicates that some or all of an account's information is configured to sync automatically with your tablet.

🔄 indicates that none of an account's information is configured to sync automatically with your tablet.

2   Check or uncheck **Background data** to control whether applications and services can transmit data when you are not working with them directly (that is, when they are running in the background).

If you uncheck this option, Gmail stops receiving new mail, Calendar stops syncing events, and so on, until you touch the **Refresh** menu item or send an email.

3   Check or uncheck **Auto-sync** to control whether changes you make to information on the tablet or on the web are automatically synced with each other.

For example, when this option is checked, changes that you make in Contacts on the tablet are automatically made in Google Contacts on the web.

If you uncheck this option, you may be able to use an application's tools to sync data manually. See "Sync information manually" on page 104.

Sync information manually

1   Open the Accounts & Sync settings.

2   Touch the account whose data you want to sync.

3   Touch the Sync Now button at the top-right of the Application bar.

**Change an account's
sync settings**

1 Open the Accounts & Sync settings.

2 Touch the account whose sync settings you want to change.

   The Sync Settings screen opens, displaying a list of the kinds of information the account can sync.

   Checked items are configured to sync to your tablet.

3 Check or uncheck the kinds of information you want to sync to the tablet.

   Unchecking an option does not remove the information from your tablet; it simply stops it from being kept in sync with the version on the web. To remove the information previously synced for the account, you must remove the account.

Contacts

Contacts gives you quick and easy access to the people you want to reach. When you first turn on your tablet and sign into a Google Account, any existing contacts from that account are downloaded to your tablet. After that, your contacts are synchronized: any changes you make to your contacts on the tablet, on the web, or on another device are made everywhere the next time you sync.

Information about your contacts is shared with other applications, such a Gmail, Google Talk, and so on.

If you have more than one account with contact information, Contacts joins duplicates into a single entry. You can also manage that process manually.

In this section

Opening your contacts

Open Contacts to add, view, and communicate with your friends and acquaintances.

Open your contacts   ▶ Touch the Contacts icon on the Apps screen or touch a shortcut icon on a Home screen.

See "Opening and switching apps" on page 40.

You can also open Contacts via Quick Contacts. See "Connecting quickly with your contacts" on page 120.

Your contacts are displayed alphabetically at left, in a scrolling list, with the details of the currently selected contact in the main part of the screen.

You can drag the list of contacts up or down to scroll it, or drag the scroll knob to scroll quickly.

View details about a contact   ▶ Touch the contact whose details you want to view.

The details you have about that contact are displayed in the central part of the screen.

You can touch a communication method to start communicating with the contact in that way, for example, by Gmail or Google Talk.

You can touch an address to view it on Google Maps. See "Maps, Navigation, Places, and Latitude" on page 227.

Touch & hold an address or other element of a contact to copy it, so you can paste it into another application. See "Entering and editing text" on page 47.

Changing which contacts are displayed

By default, all the contacts from all your accounts are displayed in the scrolling list in Contacts. But you can view just contacts from one account, from one group, only starred contacts, or a custom set of contacts.

For related details, see:

"Adding and removing accounts" on page 100

"Adding contacts" on page 111

"Starring a contact" on page 116

Change which contacts are displayed

1   Touch **All contacts** (or the current setting) at the top-left, in the Application bar.

2   In the menu that opens, touch the account or groups whose contacts you want to view.

    Only matching contacts are displayed.

3   When you're done, touch the current setting at the top-left and then touch **All contacts** in the menu.

    All your contacts are shown again.

Create a custom list of contacts to display

You can create a custom combination of accounts and groups to display in Contacts.

1   Touch **All contacts** (or the current setting) at the top-left, in the Application bar.

2   In the menu that opens, touch **Customize**.

3   In the Define Custom View dialog, touch the arrow icon next to each account, to view the account's groups, and then check the groups you want to view.

4   Touch **OK**.

Change how contacts are displayed

1 Open Contacts and touch the Menu button ≡ at the top-right of the Application bar and then touch **Settings**.

2 Touch **Sort list by** to set whether contacts are listed in order of their last name or first name.

3 Touch **View contact names as** to set whether you want to view contacts with their last name or first name first.

Adding contacts

You can add contacts on your tablet and synchronize them with the contacts in your Google Account or other accounts that support syncing contacts. (For details about adding accounts, see "Adding and removing accounts" on page 100.)

When you add a new Google Account or other kind of account, Contacts looks for new contacts that are duplicates of existing contacts and tries to join them into a single entry. You're also asked if you want to merge contacts if you add a contact that matches an existing one. See "Joining contacts" on page 121 and "Separating contact information" on page 122.

Add a new contact

1 Open your contacts.

2 Touch the New button in the Application bar.

3 If you have more than one account with contacts, touch the account to which you want to add the contact.

4 Enter the contact's name and other information in the labeled fields, by touching in a field and typing.

Scroll the page to view all categories.

5 Touch a category's plus button to add more than one entry for that category—for example, to add both work and personal email addresses.

Touch the label to the right of the item of contact information to open a menu with preset labels, such as **Home** or **Work** for an email address, or touch **Custom** in the menu to create your own label.

6 Touch the Picture Frame icon, to the left of the contact's name, to shoot or select a picture to display next to the name in your lists of contacts and in other applications.

7 Touch the **Groups** field to add the contact to one or more Contacts groups. Or touch **Create new group** in the menu to add the contact to a new group.

Groups are synced between Contacts on your tablet and Contacts on the web.

8 Touch **Add another field** to open a menu with a variety of other kinds of contact information you can add.

9 When you're finished, touch **Done** at the top-right of the Application bar.

Importing, exporting, and sharing contacts

If you copy contacts stored in vCard format to your tablet's internal storage you can import them into Contacts on your tablet. You can export all your contacts in vCard format onto internal storage, to back them up to a computer or other device. And you can send a contact via email.

Import contacts from internal storage

You can copy individual or group contacts in vCard format onto your tablet's internal storage and then import them into Contacts. See "Connecting to networks and devices" on page 57 for details about copying files from your computer.

1   Open Contacts.

2   Touch the Menu button ☰ in the top-right of the Application bar and touch **Import/Export**.

3   Touch **Import from storage**.

4   If you have more than one account on your tablet, touch the account into which you want to import the contacts.

5   If you have more than one vCard file on the SD card or USB storage, touch the option to import a single contact file, multiple contact files, or all of the contact files.

The contacts are imported.

Export contacts to internal storage

You can export all of the contacts on your tablet to your tablet's internal storage, as a group vCard file. You can then copy this file to a computer or another device that can work with files in this format, such as an address book application. See "Connecting to networks and devices" on page 57 for details about copying files to your computer.

1 Open Contacts.

2 Touch the Menu button ≡ in the top-right of the Application bar and touch **Import/Export**.

3 Touch **Export to storage**.

4 Touch **OK** to confirm.

Contacts creates a file with the .vcf extension on your tablet's internal storage. This file contains all of your contacts.

Import contacts from a SIM card

If your tablet uses a SIM card, your service provider may store some contacts on it, such as customer care and voicemail numbers. You may also have stored contacts on the SIM card if you're moving it from another device, such as a phone. You can add some or all of these contacts to the Contacts application.

1 Open Contacts.

2 Touch the Menu button ≡ in the top-right of the Application bar and touch **Import/Export**.

3 Touch **Import from SIM card**.

4 If you have more than one account on your tablet, touch the account into which you want to import the contacts.

A list of contacts on the SIM opens.

5 Touch each contact you want to import.

Share a contact

You can share a contact with someone by sharing it with them in vCard format.

1 Open Contacts.

2 Touch the contact you want to share, to view its details.

3 Touch Menu ☰ and touch **Share contact**.

4 Touch the way in which you want to share the vCard: Gmail, Bluetooth, and so on.

The list depends on the applications you have installed.

Use the application you picked to finish sharing the .vcf file (see the documentation for that application for details).

Starring a contact

You can star the contacts you communicate with most frequently. Then you can view only your starred contacts, to find them more quickly.

To learn how to view only starred contacts, see "Changing which contacts are displayed" on page 109.

Star a contact
1 Open your contacts.
2 Touch a contact to view its details.
3 Touch the star next to the contact's name.
   The star turns blue.

Unstarring a contact
1 View the details for a starred contact.
2 Touch the blue star next to the contact's name.
   The star turns gray and the contact is removed from the Starred group.

Searching for a contact

You can search for a contact by name.

Search for a contact

1 Open your contacts.

2 Touch the **Search** button 🔍.

3 Start entering the name of the contact you're searching for.

As you type, contacts with matching names appear below the search box.

Contacts looks for matches in your contacts. If you have a Google Apps or other account that makes your company or other institution's contacts available, Contacts also searches for matches there.

4 Touch a matching contact in the list to open its Details screen. Or touch the Magnifying Glass 🔍 icon to open a screen with a list of matching contacts.

Editing contact details

You can change or add details about your contacts.

Some contact entries contain information from multiple sources: information that you added manually, information that Contacts joined from duplicate contacts in different accounts, and so on. When you edit a contact entry, the information from each source is grouped in its own labeled section.

If you find duplicate entries in Contacts, you can join them into a single entry, as described in "Joining contacts" on page 121. If you that find information from unrelated contacts that were joined in error, you can separate them, as described in "Separating contact information" on page 122.

Changes that you make to information from one source do not affect the information from other sources. For example, if you have information about a contact from a Google Account and another account and both are configured to sync contacts, edits to the information from the Google Account are synced to that account on the web, but the information from the other account remains unchanged.

For more information about working with multiple accounts, see "Accounts" on page 99.

Edit contact details

1 Open your contacts.

2 Touch the contact you want to edit.

3 Touch the Edit button at the top-right of the Application bar.

4 Edit the contact information, using the same controls as when you create a contact.

   See "Adding contacts" on page 111.

5 Touch **Done**.

Delete a contact   **1**   Open your contacts.

2   Touch the contact you want to delete.

3   Touch the Menu button ≡ at the top-right of the Application bar and touch **Delete contact**.

If you delete a contact from Google Contacts (or another account with editable contacts), the contact is also deleted from Contacts on the web the next time you sync your tablet.

You can't delete contacts from a read-only account, such as a Skype or Twitter account. Instead, a dialog informs you that the contact will be hidden. To restore hidden contacts from a read-only account, you must delete that account from your tablet and then add it again.

If the contact contains information from both editable accounts (such as Contacts) and from a read-only account, a dialog informs you that the information from the read-only account will be hidden, not deleted.

4   Touch **OK** to confirm that you want to delete the contact.

Connecting quickly with your contacts

As you build up your list of contacts, you can use Quick Contact for Android in many apps to quickly start a chat, email, or to locate your contacts on a map.

▶ Identify a Quick Contact icon by its frame.

Contacts that you can access with Quick Contact are displayed differently in different apps, but usually with a picture frame that looks like this:

▶ Touch a Quick Contact icon to open a bubble with icons for all the ways you can communicate with the contact.

If there are more icons than can fit in the bubble, drag them left and right to view them all.

Touch an icon to start communicating with the contact in that app.

▶ Touch an icon to open its app, where you can start communicating with your contact right away.

You can also touch an icon to edit the contact's information in Contacts, to view the contact's address in Google Maps, and so on, depending on which apps and accounts are configured on your tablet.

You can add a shortcut for a contact to your Home screen, which you can then touch to open Quick Contact for Android for that contact. For more information about adding shortcuts to the Home screen, see "Customizing Home screens" on page 33.

Joining contacts

When you add a new Google Account or other kind of account, Contacts attempts to join duplicate contacts into a single entry. You can also join contacts manually.

The web-based version of Google Contacts offers another useful tool for eliminating duplicate contacts: the **Find & merge duplicates** command in the **More actions** menu. See Contacts on the web for more information.

Join contacts

1 Touch a contact to which you want to join one or more other contacts, to view the contact's details.

   This is the contact you will see in Contacts after the join.

2 Touch the Edit button at the top-right of the Application bar.

3 Touch Menu ☰ and touch **Join**.

   A dialog opens with a list of likely contacts to join. You can touch Show all contacts to pick a contact from your full list of contacts.

4 Touch the contact whose information you want to join with the first contact.

   The information from the second contact is added to the first contact, and the second contact is no longer displayed in the Contacts list.

   You can repeat these steps to join another contact to the main contact.

   See "Editing contact details" on page 118 for details about how to view where a contact's information came from, including automatic and manually joined information. See "Separating contact information" on page 122 for information about how to separate contacts joined in error.

Separating contact information

Each contact on your phone may contain information from a variety of sources—you may have entered it, Contacts may have joined information automatically when you added an account, you may have joined contacts manually, and so on.

If contact information from different sources was joined in error, you can separate the information back into individual contacts on your phone.

Separate contact information

1 Touch a contact you want to separate, to view its details.

2 Touch the Edit button at the top-right of the Application bar.

3 Touch Menu ☰ and touch **Separate**.

4 Touch **OK** in the dialog that asks you to confirm you want to separate the contact.

The contact information is separated into individual contacts in the list of contacts.

Gmail

Gmail is an Android application for working with Google's web-based email service.

When you first set up your tablet, you were prompted to sign into an existing Google Account or to create a new account (you can also do that later, at any time: see "Accounts" on page 99). When you open Gmail on your tablet, your Inbox contains the messages from your Gmail accounts on the web.

To learn more about Gmail, be sure to visit Gmail on the web.

In this section

Opening Gmail and your Inbox

When you open Gmail, your most recent conversations are displayed in your Inbox. When you return to Gmail after using other applications, the last screen you were working with is displayed.

Open Gmail ▶ Touch the Gmail icon 📧 on the Apps screen or touch a shortcut icon on a Home screen.

See "Opening and switching apps" on page 40.

The number of unread messages in your Inbox. Touch to open a list of conversations with a different label.

Touch a conversation to open it and read its messages.

Your account. Touch to switch accounts.

Bold subject lines indicate conversations with new (unread) messages.

There are 2 messages in this conversation.
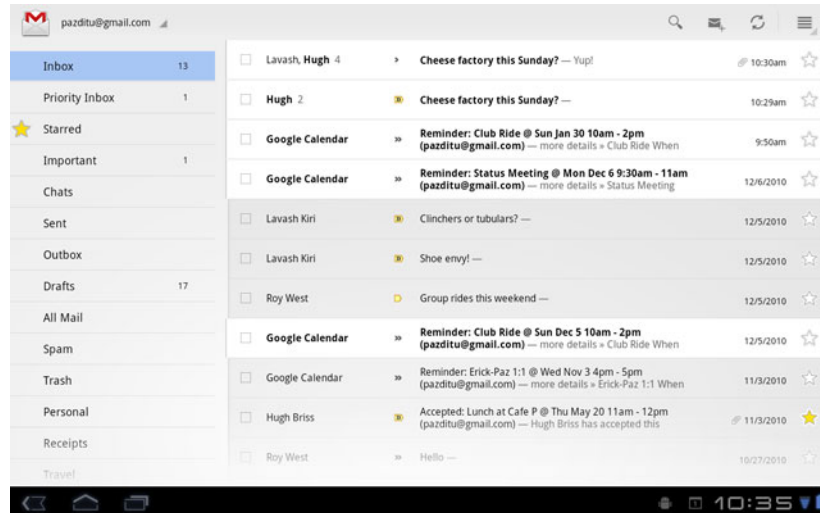
Gmail opens with a scrolling list of your labels on the left and the contents of your Inbox on the right, with the conversation with the newest messages at the

top. All of your conversations are displayed in your Inbox unless you delete, archive, or filter them.

If you change your preferred inbox to Priority Inbox in Gmail in the web, you can also use it as your default inbox in Gmail on your tablet. See "Working with Priority Inbox" on page 139.

The current Google Account is displayed above the list of labels, in the Application bar. If you have more than one account, you can touch the current account to switch accounts, as described in "Switch accounts" on page 125. Adding and working with accounts is described in "Accounts" on page 99.

Conversations with new messages have bold subject lines. To read a message in a conversation, touch the conversation. See "Reading your messages" on page 128.

➤➤ indicates messages sent directly to you.

➤ indicates messages that you were Cc'd on.

Other messages were sent to you as part of a group.

If you are using Priority Inbox, messages in conversation lists may also indicate whether Gmail or you have marked them as important (see "Working with Priority Inbox" on page 139):

Important messages are marked with a yellow icon:

➦ indicates important messages sent directly to you.

➦ indicates important messages that you were Cc'd on.

▯ indicates important messages that you received as part of a group.

Open your Inbox when Gmail is running

▶ Touch the Gmail icon at the top left of the screen until you return to your Inbox.

If you have Priority Inbox set as your default inbox, your Priority Inbox opens instead of your Inbox (see "Working with Priority Inbox" on page 139).

Switch accounts

Gmail displays conversations, messages, and settings for one Google Account at a time. If you have more than one account, you can switch accounts.

Adding and configuring accounts is described in "Accounts" on page 99.

1 From your Inbox, touch the current account at the top left of the screen.

2 Touch the account that contains the email you want to read.

The account's Inbox opens.

View conversations by label

You can view a list of the conversations that have the same label, including conversations with starred messages.

You can control how many conversations are kept current on your tablet, by label and by time, as described in "Synchronizing conversations by label" on page 146.

See "Labeling a conversation" on page 144 or "Starring a message" on page 143 for information about assigning labels and stars.

▶ When viewing your Inbox or another conversation list, touch the label in the left column.

You work with labeled conversation lists in the same way that you work with your Inbox (which is the conversation list with the Inbox label).

Add a Gmail widget to a Home screen

You can add a Gmail widget to one of your Home screens, to preview summaries of the conversations with recent new messages. You can scroll in the widget to view older conversations; touch a conversation to open it in Gmail. The widget also displays the number of new messages in your Inbox and includes a Compose button.

Adding widgets is described in "Customizing Home screens" on page 33.

If you added more than one Google Account to your tablet, you're prompted to pick which account's email you want to preview in the widget. To preview the email in another account, you can add another widget.

Use Gmail offline

If you aren't connected to a mobile data or Wi-Fi network (for example, if you're in Airplane mode), you can use Gmail to read or reread the messages currently synced to your tablet (see "Synchronizing conversations by label" on page 146) and to compose messages.

Messages that you send are stored on your tablet with the Outbox label, until your connection is restored, when they are sent automatically. You can view the

messages stored with the Outbox label; see "View conversations by label" on
page 126.

Reading your messages

When viewing a list of conversations, you can open a conversation to read its messages.

Gmail "pushes" new messages to your tablet automatically: you don't need to refresh your Inbox manually (but see "Synchronizing conversations by label" on page 146).

When you receive a new message, you also receive a notification in the Status bar, unless you've turned off Gmail notifications for that account (see "Changing Gmail settings" on page 156). If you're using Priority Inbox as your default inbox, you only receive notifications for important messages (see "Working with Priority Inbox" on page 139).

Read a message ▶ Touch a conversation that contains a message you want to read.

A conversation opens to the first new (unread) message, or to the first starred message, if you've previously starred a message in the conversation. See "Starring a message" on page 143.

This conversation has one label.

Touch to view the header and the first line of messages that you've already read.

Touch to archive the conversation.

Touch to delete the conversation.

Touch to read the next or previous conversation.
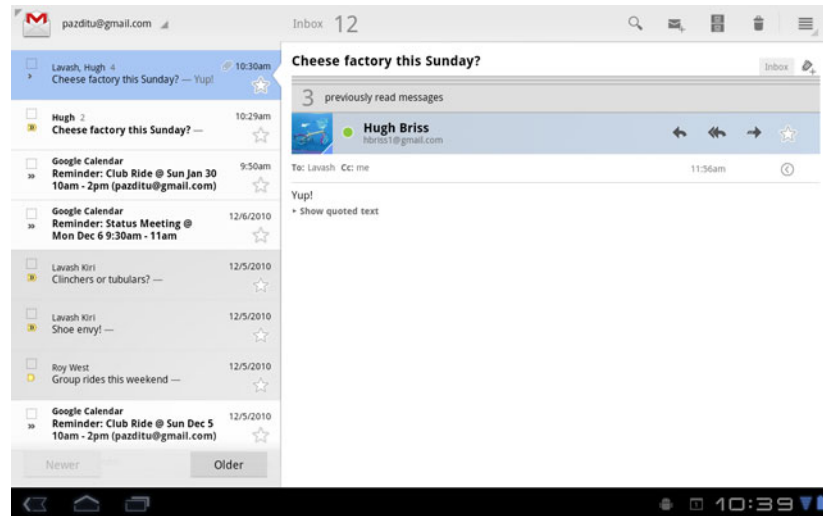
The message header shows who sent the message, when, who it was sent to, and other information. Icons indicate whether the message has an attachment and the sender's Google Talk online status. For more information, touch the Show Details button ⊘.

You can touch the message sender's Quick Contact icon to open a list of ways you can quickly contact the sender. See "Connecting quickly with your contacts" on page 120.

When reading messages in a conversation, you can use buttons at the top of the screen to archive the entire conversation (see "Archiving conversations" on page 151) or to delete it. If you do archive or delete a conversation, you can touch **Undo** in the bar at the top of the screen to undelete it.

Work with attachments

When a message has an attachment, Gmail displays information about that attachment at the top of the message.

You can set whether Gmail downloads some kinds of attachments automatically, depending on your network connection. See "Account settings" on page 157.

Depending on the kind of attachment, the applications you have installed, and your settings, Gmail may also display a thumbnail image and one or more of the following buttons:

Preview   Touch to download and view some kinds of attachments in a separate window. For documents with multiple pages, touching **Preview** downloads only the pages you view, so it can be faster and use less data than touching **View**, which downloads the entire file before opening it.

View or Play   Download the attachment (if necessary) and then view or play it using the appropriate application.

Info   View information about the attachment, if there is no installed application that can open it (you can download applications that open different kinds of files from Android Market).

Save   Download the attachment (if necessary) and save it on your tablet.

For details on viewing and working with downloaded items on your tablet, see "Managing downloads" on page 46.

Downloaded items are stored in the Downloads directory on your tablet. For information about copying files from your tablet to a computer, see "Connecting to networks and devices" on page 57.

Reread a message

When you open a conversation, messages that you've already read are hidden, in a tab that indicates the number of hidden messages.

1   Touch the tab that indicates the number of previously read messages.

The tab expands into tabs that list the sender and the first line of each read message.

2   Touch an expanded tab to reread the message.
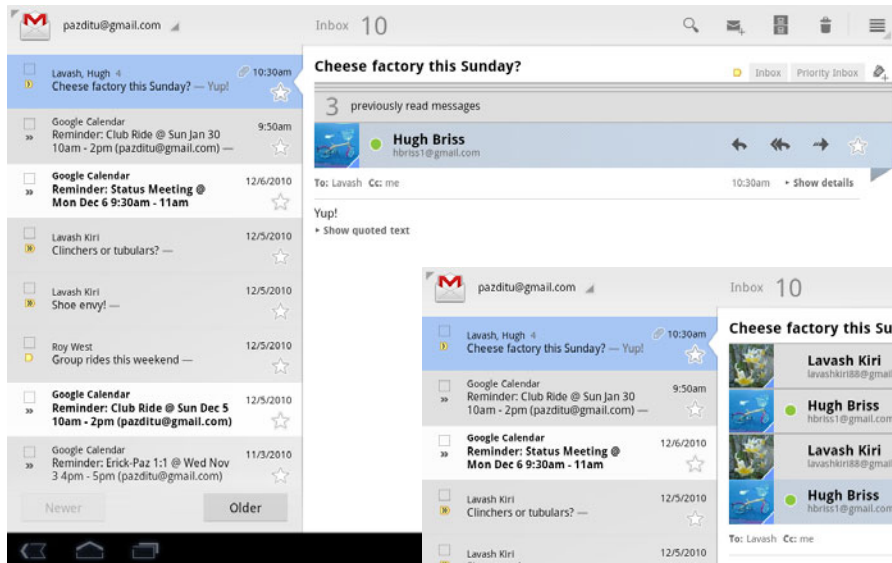
Touch the tab that indicates the number of unread messages to view their summary tabs.

Touch the tab of a message you've already read to open it, so you can read it again.
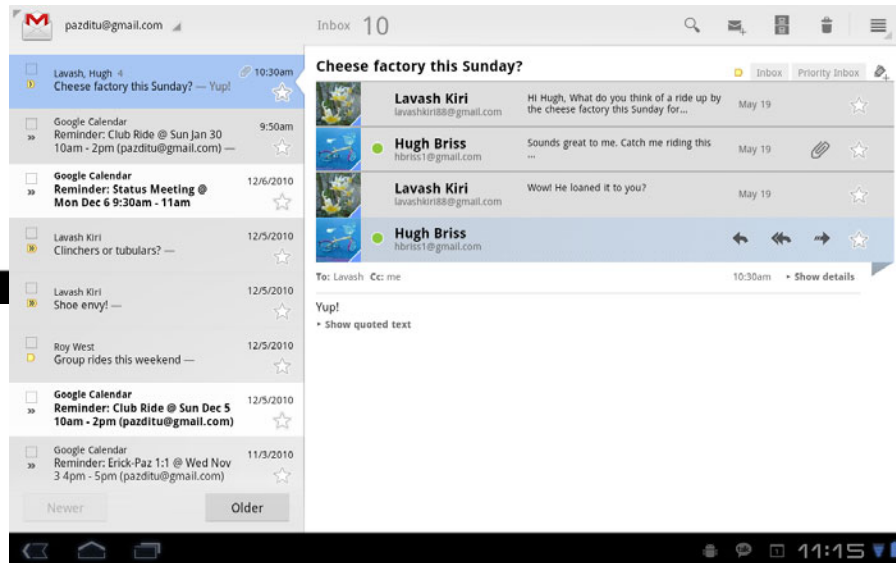
When reading a message or when its tab is selected, you can touch Menu ☰ and touch **Mark unread** to return a read message to the unread state—for example, to remind yourself to read it again later.

Copying text from a message

You can copy text from messages you receive, so you can paste it into a message you compose or into text fields in other applications.

Copy text from a message

1 Open a message and scroll to the text you want to copy.

See "Reading your messages" on page 128.

2 Touch & hold one of the words you want to copy.

The word you touched is selected and tools for working with text appear in the Application bar.
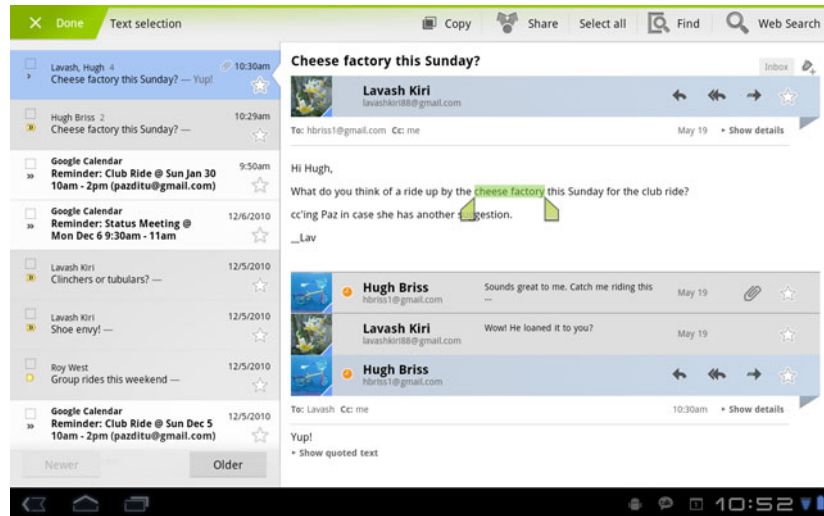
3 Drag the selection tabs to select the text you want to copy, or touch **Select all** in the Application bar.

See "Editing text" on page 54.

4 Touch Copy.

The text you selected is copied. You can now use the techniques described in "Entering and editing text" on page 47 to paste the copied text into a message you compose or into a text field in another application.

You can also touch:

- **Share** to open a panel where you can pick an application, such as Gmail, to share the selected text

- **Find** to find more occurrences of the selected text in the conversation

- **Web search** to search for the term using Google Search.

Composing and sending a message

You can compose and send a message to one or more people or groups with Gmail or other email addresses.

Compose and send a message

1 When reading mail, touch the Compose button.

Touch to send or to save a draft.

Touch to change sender.

Address the message.

Enter a subject.

Touch to remove an attachment.

Enter your message.

Send the message, save it as a draft, or discard it.
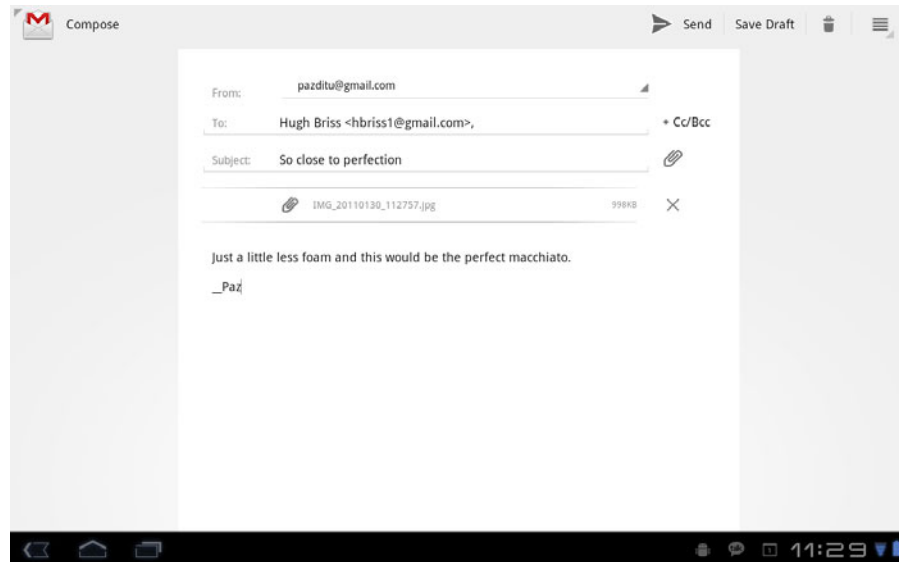
2 Set the address you want to send the email from.

The Gmail account you are sending the email from is displayed in the **From:** line. If you have more than one Gmail account, you can touch the displayed account to pick the one you want to send the message from. If you have configured a custom From address for your Gmail account on the web, you can

use that address (see Gmail on the web for more about configuring a custom From address).

3   Address the message.

As you enter email addresses, matching addresses from your contacts are suggested: touch one to enter it.

4   Enter a subject for the message.

You can use the Tab key to move from field to field.

5   Enter the text of the message.

See "Entering and editing text" on page 47.

6   Touch **Send** in the Application bar.

If you're not ready to send the message, touch **Save Draft** instead. You can read your drafts by opening messages with the Draft label. See "View conversations by label" on page 126.

You can also touch the Discard button to abandon the message, including any saved drafts.

If you aren't connected to a network—for example, if you're working in Airplane mode—the messages that you send are stored on your tablet with the Outbox label until you connect to a network again.

Send a copy or blind copy of a message

You can send a copy or blind copy of a message to one or more addresses.

▶   While addressing a message, touch **+Cc/Bcc** to add Cc and Bcc fields you can enter addresses in.

Attach a photo to a message

▶   While composing a message, touch the **Attach** button to send a photo with the message.

See "Gallery" on page 231 to learn about working with photos.

Important   Do not delete the original of an attachment before the message is completely sent (that is, it has the Sent label, not the Outbox label), or the attachment will not be sent.

▶ If you change your mind, touch the X button to the right of an attachment, to remove it from your message.

Replying to or forwarding a message

You can continue a conversation by replying to or forwarding one of its messages.

Reply to or forward a message

1 When reading a message, touch the Reply, Reply All, or Forward button in the message header.

Replying to or forwarding messages without changing the subject adds your reply to the current conversation. Changing the subject starts a new conversation.

The message opens in a new screen where you can add or remove addresses, edit the subject, and add or remove text or attachments, as described in "Composing and sending a message" on page 134. You can also touch the button at the top left to change whether you are replying, replying to all, or forwarding the message.

Attachments are included automatically in messages you forward, but not in messages you reply to.

If you want to interleave your message with the text of the old one, you can touch **Respond inline**. However, this removes any attachments or formatting in the original message.

You can uncheck **Include text** if you don't want to include the message you're replying to.

You can add one or more people to an ongoing conversation by replying to all and then adding the new people's addresses to the reply.

All of the messages in the conversation, up to the one you are replying to or forwarding, are included in the new message; any messages that follow the message you are responding to are omitted.

Touch to send your response or to save it as draft.

Touch to change whether you are replying, replying to all, or forwarding.

Enter your reply.

Touch to convert quoted text to text-only and interleave your response with the original.

Uncheck to send your reply without including the original message.
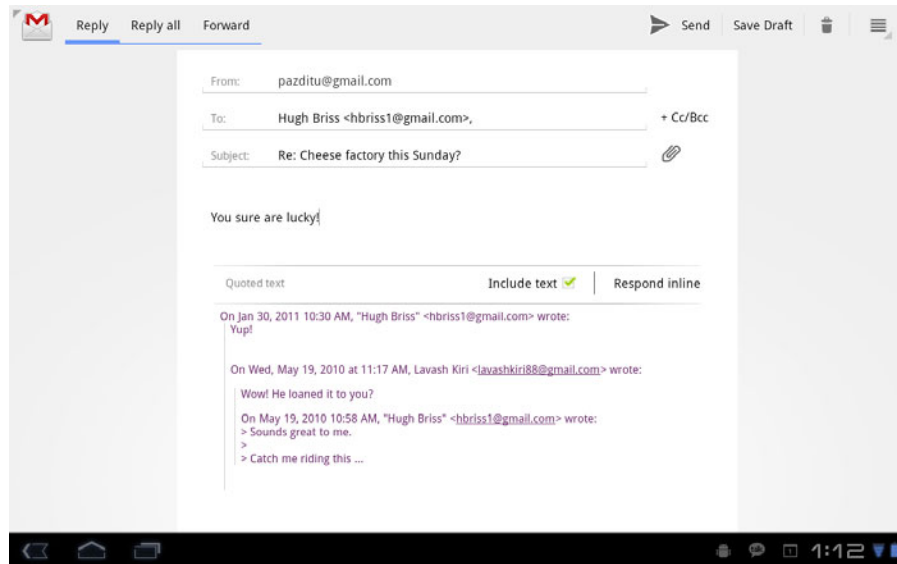
2 Touch **Send**.

Working with Priority Inbox

If you have configured Gmail on the web to show Priority Inbox, you can configure Gmail on your tablet to show it as well. You can also set Priority Inbox as your default inbox.

If you receive a great deal of email, Priority Inbox can help you get through it faster, by separating what's important from what's not so important. Gmail does this by analyzing your new messages to predict what's important, considering things like how you've treated similar messages in the past, how directly the message is addressed to you, and many other factors. You also teach Gmail what kinds of messages are important to you as you use it.

For more information about Priority Inbox, including how to show it in Gmail on the web so you can use it on your tablet, visit Gmail on the web.

Open Priority Inbox   Priority Inbox is a list of conversations that Gmail or you have labeled important and that are also in your Inbox: they are new or you haven't archived them or moved them to another label by hand or with a filter.

▶ If you've configured Priority Inbox as your default inbox, touch the Gmail icon at the top left of the screen until you return to Priority Inbox.

▶ If Priority Inbox isn't your default inbox, touch the Gmail icon at the top left of the screen until you return to your Inbox and then touch the Priority Inbox label.

See "View conversations by label" on page 126.
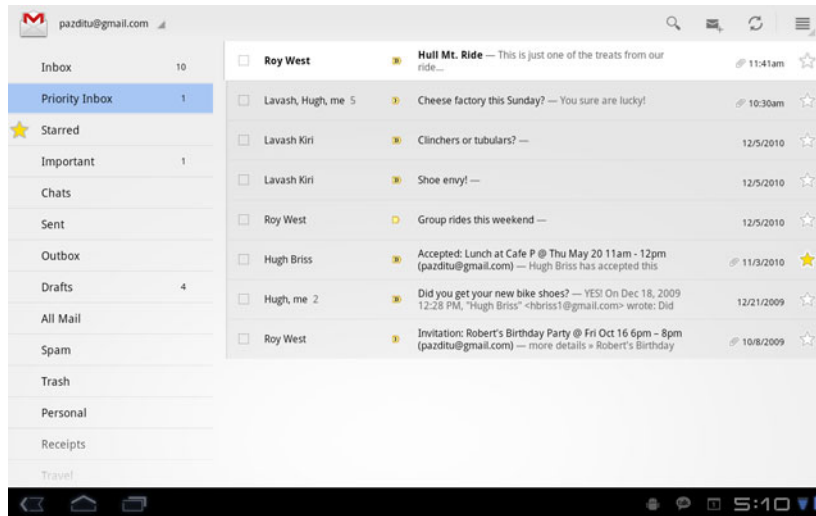
Important messages are marked with a yellow icon:

⟫ indicates important messages sent directly to you.

⟩ indicates important messages that you were Cc'd on.

▢ indicates important messages that you received as part of a group.

Set Priority Inbox as your default inbox

You can set Priority Inbox as the conversation list to open when you have new mail, rather than Inbox. This setting is only available in Gmail on your tablet if you have configured Gmail on the web to show Priority Inbox.

1 Touch the Menu button ≡ and touch **Settings**.

2 Touch the account you want to configure.

3 Check **Priority Inbox**.

Mark a conversation as important

1 In your Inbox or other conversation list, check one or a batch of conversations that are not marked important. Or open a conversation that is not marked important.

See "Working with conversations in batches" on page 142.

2 Touch the Menu button ≡ and touch the **Mark important**.

The messages are added to your Priority Inbox and Gmail learns about what conversations you consider important.

Mark a conversation as not important

1 In any conversation list, check one or more messages that are marked important. Or open a conversation that is marked important.

2 Touch the Menu button ≡ and touch the **Mark not important**.

The messages are removed form your Priority Inbox and Gmail learns about what conversations you consider less important.

Working with conversations in batches

You can archive, label, delete, and perform other actions on a batch of conversations at once, in your Inbox or in another conversation list.

1 In the Inbox or other conversation list, check the conversations that you want to work with as a batch.

Check conversations to add them to the batch.

Touch a button to act on the batch, or touch the Menu button to act on the batch in other ways.
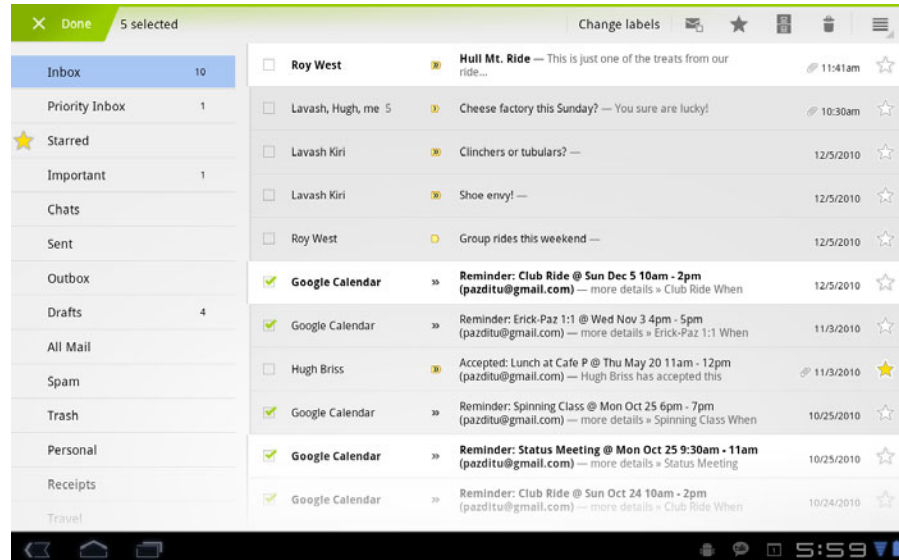
2 Take an action on all the checked conversations.

There are a number of actions you can take on a batch of conversations.:

● Touch **Change labels** to open the Labels dialog, where you can check the labels you want to apply to the conversations

● Touch the Mark Read, Star, Archive, or Delete button

● Touch the Menu button ☰ and touch **Mark important** (or **Mark unimportant)**, **Report spam**, or **Mute**

Your action affects the entire batch of messages.

Starring a message

You can star an important message to make it easy to locate again. Conversations with starred messages display a star in your Inbox and other conversation lists. To view just conversations with starred messages, see "View conversations by label" on page 126.

Star a message   ▶ While reading a message, touch the star in its header.

OR

▶ While viewing a list of messages in a conversation list, touch a message's star. The star turns gold ⭐ .

Unstar a message   ▶ Touch its star again.

**Unstar all messages in a   ▶ Touch the conversation's star in a conversation list.
conversation**

Labeling a conversation

You organize conversations by labeling them. Gmail has several built-in labels. You can add your own labels and assign them colors by using Gmail on the web.

Viewing labeled conversations is described in "View conversations by label" on page 126.

Label a conversation   ▶ When reading a conversation, touch the labels in its header and in the dialog that opens, check and uncheck the labels you want.
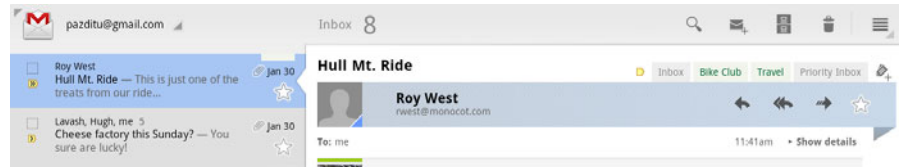
Change the label of one or more conversations   You can change the labels of one or more conversations at once. There are several ways to do that.

In a conversation list:

▶ Drag a conversation to a label in the left column.
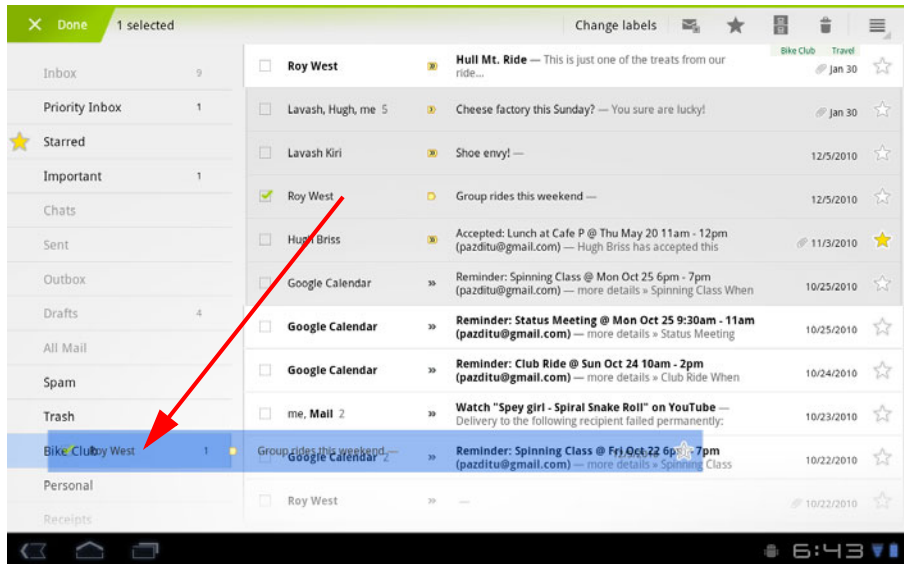
This changes the label, removing the label of the conversation you dragged it from and assigning the label you dragged it to.

▶ Check a batch of conversations and drag one to a label in the left column.

This changes the labels for the whole batch.

▶ Check a batch of conversations, touch Change labels in the bar above the conversation list, and in the dialog that opens, check and uncheck the labels you want for the whole batch.

Synchronizing conversations by label

The Gmail webmail service has the resources to store all the messages you've ever sent or received; your tablet does not. To keep from filling your tablet with all your email ever, Gmail downloads only some of your messages. You can set which conversations' messages are kept current on your tablet, by label, and what portion of those conversations, by time. You use the Accounts & Sync settings to set how and when Gmail synchronizes its data at all; see "Configuring account sync and display options" on page 103.

See "Troubleshooting sync issues" on page 158 for help diagnosing issues with Gmail sync.

Select which labels to synchronize

1   Touch Menu ≡ > **Settings**.

2   Touch the account whose labels you want to work with.

3   Touch **Labels to sync**.

The Synchronization settings screen opens, displaying a list of your Gmail labels, for the account listed at the top of the screen. Below each label is its current synchronization setting: **Sync all**, **Sync 4 days**, or no label (not synchronized).
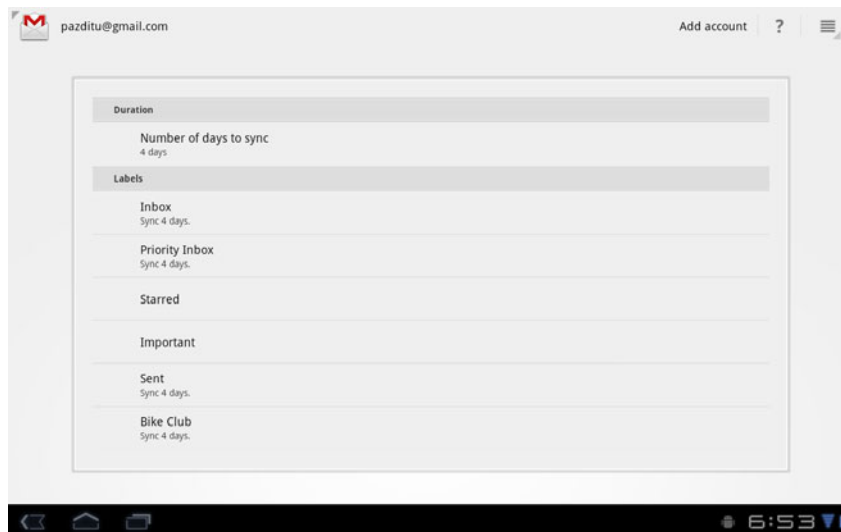
4 Touch a label to change whether or how many messages to sync.

A dialog for that label opens, with three options:

Sync none   Don't download any conversations that have only this label.

Sync 4 days   Download the previous 4 (or number of days you set) of conversations.

Sync all   Download all conversations with this label.

5 Touch the option you want and touch **OK**.

Set how many days to synchronize

1 Touch Menu ≡ > **Settings**.

2 Touch the account whose labels you want to work with.

3 Touch **Number of days to sync**.

4 Enter the number of days and touch **OK**.

Check or change your Gmail account sync settings

You use the Settings application to control how and when applications synchronize their data. But you can check whether you have synchronization on for Gmail and access the Account & Sync settings directly from Gmail settings.

1 Touch Menu ☰ > **Settings**.

2 Touch the account whose synchronization settings you want to check.

The Sync options indicate whether **Gmail sync for this account is ON** or **Gmail sync for this account is OFF**.

3 Touch **Gmail sync for this account** to open the Accounts & Sync settings.

See "Accounts & sync settings" on page 279 for details on how to change what applications data are synchronized for each account.

4 Touch a conversation label whose synchronization settings you want to change.

Searching for messages

You can search for messages that contain one or more words in their contents or in their addresses, subjects, labels, and so on.

When you search for messages, all of the messages in your Gmail account on the web are included (except those labeled Trash or Spam), not just those that you've synchronized onto your tablet. For this reason, you must have a data connection to search for messages in Gmail.

You can also use the advanced search features that are described on the Gmail website.

1 Touch the Search button.

2 Enter the word or words to search for and touch the Return key on the onscreen keyboard or the right-pointing arrow at the right of the search box.

You can also touch words you searched for previously, in the list below the search box, or matching addresses from your contacts.
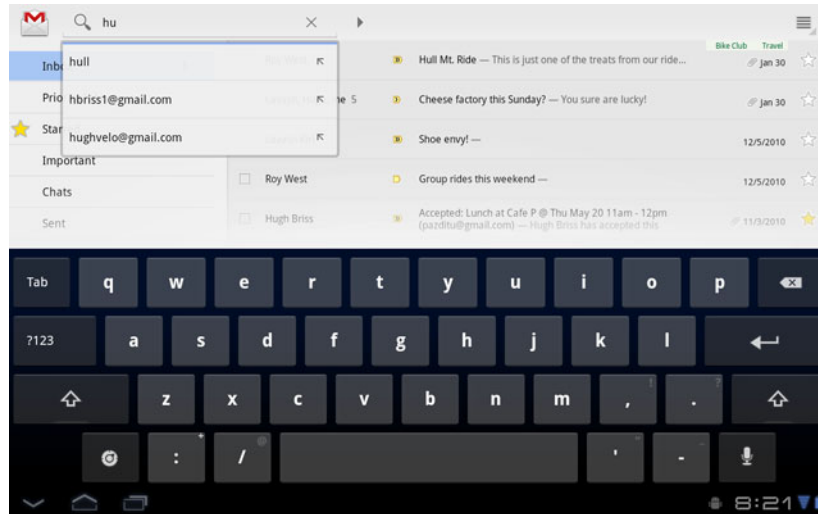
Matching conversations are listed in a conversation list in the left column. The words you searched for are displayed in the Application bar.

You work with the conversations in this list just as you would with the conversations in your Inbox or any other conversation list.

When you open a conversation in a search result list, the word you searched for is highlighted wherever it occurs in the conversation's messages.

Words you search for are stored by the tablet and suggested for later Gmail searches. You can erase these stored words with Gmail settings; see "Changing Gmail settings" on page 156.

3 When you're done, touch the close button at the right of the search box.

Archiving conversations

You can archive conversations, to move them out of your Inbox without deleting them. Archived conversations are assigned the All Mail label and they retain any other labels you've assigned to them. See "View conversations by label" on page 126. They're also included in search results. If someone replies to a message that you've archived, its conversation is restored to your Inbox.

▶ While reading a conversation's messages, touch the Archive button in the Application bar.

OR

▶ Check one or more conversations in your Inbox or other conversation list and touch the Archive button in the Application bar.

See "Working with conversations in batches" on page 142.

Muting a conversation

If you find yourself burdened by an ongoing conversation you don't want to keep seeing in your Inbox, you can mute it. Muted conversations are archived and any new messages bypass your Inbox and get archived automatically.

Mute a conversation   ▶ Check one or a batch of conversations in your Inbox and touch Menu ☰ > **Mute**.

OR

▶ When reading a message, touch Menu ☰ > **Mute**.

You can view conversations you have muted in by viewing messages with the All Mail label. See "View conversations by label" on page 126.

Reporting spam

The Gmail webmail service is quite effective at preventing spam (junk mail) from reaching your Inbox. But when spam does make it through, you can help improve the Gmail service by reporting the conversation as spam.

Report a conversation as spam

▶ Check one or a batch of conversations in your Inbox or other conversation list and touch Menu ≡ > **Report spam**.

OR

▶ While reading a conversation's messages, touch Menu ≡ > **Report spam**.

When you report a conversation as spam, the conversation and all its messages are removed from your Inbox. You can view the messages you've marked as spam by viewing messages with the Spam label. See "View conversations by label" on page 126.

Appending a signature to your messages

You can append one or a few lines of plain text to every message you send from your tablet, such as your name, contact information, or even "Sent by an android." This signature is independent of any signature you append to messages you send from Gmail on the web.

1 Touch Menu ☰ > **Settings**.

2 Touch the account whose signature you want to add or change.

3 Touch **Signature**.

4 Enter a signature.

5 Touch **OK**.

Using keyboard shortcuts

If you pair a Bluetooth keyboard with your tablet, you can use the following keyboard shortcuts to manage your conversations and messages.

Se "Connecting to Bluetooth devices" on page 65.

Conversation list shortcuts

You can use the following keyboard shortcuts when viewing a conversation list, such as your Inbox.

u	Refresh list
c	Compose
Enter	Open conversation
y	Archive conversation
Shift + Space	Page up
Space	Page down

Message shortcuts

You can use the following keyboard shortcuts when reading messages.

r	Reply to last message in conversation
a	Reply all to last message in conversation
f	Forward last message in conversation
y	Archive conversation

Changing Gmail settings

You can change a number of settings for Gmail. General settings apply to all Gmail accounts. Other settings apply only to a specific account.

Notification volumes and some synchronization settings are changed in the Settings application. See "Settings" on page 267.

▶ To change Gmail settings, touch the Menu button ☰ at the top-right of the Application bar and touch **Settings**.

General preferences

Confirm before deleting Check if you want a dialog to open when you delete messages, asking you to confirm that you want to delete them.

Confirm before archiving Check if you want a dialog to open when you archive messages, asking you to confirm that you want to archive them.

Confirm before sending Check if you want a dialog to open when you send messages, asking you to confirm that you want to send them.

Auto-advance Opens a dialog where you can set which screen opens when you delete or archive a conversation whose messages you are viewing: the messages in the next conversation, the previous conversation, or the Inbox or other conversation list you're working with.

Message text size Opens a dialog where you can select the size of text in the messages you read.

Clear search history Touch to remove the history of the words you've searched for previously in Gmail in any account. See "Searching for messages" on page 149.

Restore default for "Show pictures" Restores the default setting (don't show pictures automatically) for all the people who send you email, including those whose **Show pictures** setting you may have changed when reading messages from them.

Account settings

Each account has its independent settings.

Priority Inbox   Check to make Priority Inbox your default inbox, so it opens when you start Gmail with new messages (instead of Inbox), and you only receive notifications for new messages that are part of important conversations. This setting is not visible unless you have configured Gmail on the web to show Priority Inbox. See "Working with Priority Inbox" on page 139.

Gmail sync for this account is ON/OFF   Indicates whether you have Gmail synchronization turned on for this account in the Account & Sync setting. Touch to open those settings. See "Synchronizing conversations by label" on page 146

Labels to sync   Opens the a screen where you can manage which conversations are synchronized. See "Synchronizing conversations by label" on page 146.

Auto-download attachments   When checked, Gmail downloads attachments to messages when you receive them, rather than requiring you to explicitly download the attachments when you open the messages. Automatic downloads only occur when you are connected to a Wi-Fi network.

Email notifications   When checked, you receive a notification when you have new email. See "Managing notifications" on page 26.

Ringtone   Opens a dialog where you can select the ringtone to sound when you receive a new email notification, including the tablet's default ringtone and a silent option.

Notify once   Check to receive a notification from Gmail only the first time you have new email since you last read your messages, rather than each time a new message arrives.

Signature   Opens a dialog where you can enter text to append to every message you send. See "Appending a signature to your messages" on page 154.

Troubleshooting sync issues

If you find that your Gmail isn't syncing as you expect, you can try the following steps.

▶ Make sure you have an Internet connection.

Make sure you have an Internet connection via a mobile data network, Wi-Fi, or Bluetooth: try opening Browser and making sure you can open well-known web site.

See "Connecting to networks and devices" on page 57.

▶ Check that you have configured the labels you're working with to synchronize messages.

See "Synchronizing conversations by label" on page 146.

▶ Try turning sync on and off for Gmail for your Google Account.

You do this in the Settings application, under Accounts & sync. See "Configuring account sync and display options" on page 103.

▶ Restart your tablet.

Use the Power button to turn off your tablet and then turn it on again.

▶ Look for notifications about storage or sign-in problems.

Notifications will include instructions on how to correct the problems they notify you about.

See "Managing notifications" on page 26.

▶ Check your Gmail on the web.

If Gmail on the web is experiencing problems, they can affect the Gmail app as well.

▶ As a last resort, clear your Gmail application data.

When all else fails, you can delete the settings and other data stored by Gmail and start over.

Warning!   Clearing Gmail's data will permanently delete any draft messages you haven't sent yet (including those waiting in your Outbox), as well as ringtone settings, signatures, and other Gmail data.

You clear Gmail application data by opening the Settings application, touching **Applications** > **Manage applications**, touching **Gmail** in the **All** tab, and touching the **Clear data** button. Then it's best to restart your tablet.

Calendar

Calendar on your tablet works with the web-based Google Calendar calendaring service for creating and managing events, meetings, and appointments.

Calendar on the tablet is optimized for the tablet. Some Calendar features, such as creating Calendars, are only available in Google Calendar on the web (visit http://calendar.google.com to learn about the features of the web version of Calendar).

In this section

Viewing your calendar and events

Open Calendar to view events you've created or that others have invited you to.

When you first set up your tablet, you configured it to use an existing Google Account, or you created a new account. The first time you open the Calendar application on your tablet, it displays any existing calendar events from your Google Account on the web.

You can add additional accounts with Google Calendar or other calendars to your tablet, and configure them to display in Calendar. See "Accounts" on page 99.

When you first set up Calendar to synchronize events on your tablet, it includes events from the previous month through one year in the future. Subsequently, Calendar keeps a year's worth of future events synchronized between your tablet and the web, plus any later events that you add to your calendar using Calendar on your tablet.

Open Calendar ▶ Touch the Calendar icon on the Apps screen or touch a shortcut icon on a Home screen.

See "Opening and switching apps" on page 40.

Events from each account you've added to your tablet and configured to synchronize calendars are displayed in Calendar. For information about adding accounts, see "Accounts" on page 99.

Events from each calendar are displayed in a different color. For information about which calendars are displayed on your tablet, see "Synchronizing and displaying calendars" on page 171.

Calendar shows the current time (the blue horizontal line in some views) and the time for events using your local time zone by default, as provided by the mobile network you're connected to. If you're traveling, you can set a home time zone and use it in Calendar instead. See "Changing Calendar settings" on page 172.

Change your calendar view

▶ Touch **Day**, **Week**, or **Month** in the Application bar.

Each view displays the events in your calendar for the period of time that you specify. For details, see:

"Working in Day and Week views" on page 164

"Working in Month view" on page 165

Working in Day and Week views

Day and week views displays a chart of the events of one day or week, in a table of one-hour rows. A blue line indicates the current time. All-day and multiday events are displayed at the top of the day. The title of each event is displayed in the rows that correspond to when it occurs.

▶ When viewing a calendar, touch Day or Week in the Application bar to open that view.

▶ Swipe left or right to view other days.

▶ Touch a day in the small month calendar to view that day or week. Swipe the month up or down to switch months.

▶ Touch **Today** in the Application bar to return to today.

▶ Touch a synced calendar on the right to show or hide its events.

See "Synchronizing and displaying calendars" on page 171.

▶ Touch an event to view a summary of it. Touch Details in the summary to view or change details (or touch & hold the event to open this screen directly).

See "Editing or deleting an event" on page 168.

▶ You can pinch with two fingers or spread them apart to contract or expand the detail shown for each event.

▶ Touch & hold an empty spot or an event in a day to create a new event at that time or day.

See "Creating an event" on page 167.

Working in Month view

Month view displays a chart of the events of the month. The current day is highlighted in blue.

▶ When viewing a calendar, touch Month in the Application bar to open that view.

▶ Swipe up or down to view other months.

▶ Touch Today in the Application bar to return to today.

▶ Touch a day to view its events in Day view.

Viewing event details

You can view more information about an event in a number of ways, depending on the current view.

View information about an event

▶ In Day or Week view, touch an event to view a summary.

▶ In Month view, touch a day to switch to Day view. Then touch an event to view it as summary.

▶ In the summary dialog, touch **Details** to view or changes the details about the event. Or touch & hold the event to open this screen directly.

You can set or change whether you will attend the event by touching an **Attending?** option.

Other attendees' status is displayed below your own.

Event times are shown in the time zone set by your local mobile carrier, unless you configure Calendar to work in your home time zone; see "Changing Calendar settings" on page 172.

You can change any event reminders or touch the Plus button to add one. See "Setting an event reminder" on page 169.

If you have permission to change events, you can change other details or delete the event, as described in "Editing or deleting an event" on page 168.

Creating an event

You can use Calendar on your tablet to create events that appear on your tablet and in Google Calendar on the web.

Create an event   1   In any Calendar view, touch the New Event button.

You can also touch & hold a spot in Day or Week view.

2   Add details about the event.

Enter a name, time, and other details about the event.

When setting a date or time, you can use the plus and minus buttons in the dialog or touch the date or time and enter it, using the onscreen keyboard.

You can use the default time zone or set a different one for this event. The default time zone for your events is the one set by your local mobile carrier, unless you configure Calendar to work in your home time zone; see "Changing Calendar settings" on page 172.

If you have more than one calendar, you can choose the calendar to which to add the event.

Touch the Plus button to add more reminders. See "Setting an event reminder" on page 169.)

3   Invite guests to the event.

In the **Add guests** field, enter the email addresses of everyone you want to invite to the event. Separate multiple addresses with commas (,). If the people to whom you send invitations use Google Calendar, they'll receive an invitation in Calendar and by email.

4   Touch **Done** in the Application bar.

The event is added to your calendar.

Editing or deleting an event

You can an edit or delete an event that you created on the tablet or on the web. You can also edit or delete events created by others, if they have given you permission.

Edit an event   **1**   Open the summary of the event.

See "Viewing event details" on page 166.

2   Make your changes to the event.

3   Touch **Done** in the Application bar.

Delete an event   **1**   Open the summary of the event.

See "Viewing event details" on page 166.

2   Touch **Delete**.

3   In the dialog that opens, touch **OK**.

Setting an event reminder

You can set one or more reminders for an event, whether or not you created the event or have permission to edit its other details.

Set an event reminder

1 Open the event summary and touch **Details**.

See "Viewing event details" on page 166.

2 If you already have a reminder set, touch the Plus button to add a reminder.

A new reminder is added, for your default reminder time before the event. You can change the default time; see "Changing Calendar settings" on page 172.

3 Touch the reminder time, and in the dialog that opens, touch the length of time before the event that you want to be reminded of it.

When the time comes, you receive a notification about the event. See "Responding to event reminders" on page 170.

You can use Google Calendar on the web to configure additional reminder settings.

4 Touch **Done** in the Application bar.

Delete an event reminder

1 Open the event summary.

2 Touch the reminder's Minus button.

Responding to event reminders

If you set a reminder for an event, you receive a Notification in the System bar when the reminder time arrives. See "Managing notifications" on page 26.

Respond to an event reminder

▶ If you receive notifications in the System bar, touch the notification to open a summary about it. The number of current notifications is displayed in the summary.

▶ Touch a Calendar notification summary to open the Calendar Notifications list, which lists all Calendar notifications awaiting your response.

▶ Touch an event in the Calendar Notifications list to view more information about that event.

▶ Touch **Snooze all** in the Calendar Notifications list to turn off all event reminders for 5 minutes.

▶ Touch **Dismiss all** in the Calendar Notifications list to delete all reminders in the list.

▶ Touch Back when viewing the Calendar Notifications list to keep the reminders pending. The icon remains in the System bar and the reminders remain in the Notifications panel.

Synchronizing and displaying calendars

When you add an account to your tablet that includes a calendar service, and you configure that account to synchronize calendar events to the tablet, the events from that calendar are added and kept up to date in Calendar on the tablet.

You control whether an account synchronizes changes to calendar events between a Google or other calendar service with the Settings application's Accounts & Sync Settings screen (see "Accounts & sync settings" on page 279). You configure which calendars to store on the tablet (for quicker access) and which of those to show or hide on the tablet in Calendar.

Set whether calendars are stored on the tablet

1   Touch the Menu button ≡ in the Application bar and touch **Settings**.

2   Touch the name of the account whose calendars you want to work with.

All the calendars you've added or subscribed to for that account using Calendar on the web are listed.

3   Check or uncheck the calendars you want to view on the tablet.

You remain subscribed to Calendars that you configure not to store on the tablet and you can still work with them with Google Calendar on the web, or in other calendaring services.

Changing Calendar settings

You can change the following settings for how Calendar displays event and how it notifies you of upcoming events.

▶ To change Calendar settings, open a Calendar view, touch Menu ≡ , and touch **Settings**.

Hide declined events   Check if you don't want to see events to which you've declined invitations.

Show week number   Check to display the number of the week in the left column in Month view and in the small, month calendar in Day and Week views.

Week starts on   Opens a dialog where you can set whether you want the display of weeks to start on Saturday, Sunday, Monday, or on the standard day for your current location.

Use home time zone   Check to use your home time zone when viewing calendars and event information in Calendar when you're traveling, rather than the local time zone reported by the mobile network you're connected to.

Home time zone   Opens a dialog where you can set the time zone to use in Calendar when you're traveling, if you have the **Use home time zone** setting checked.

Clear search history   Touch to remove the history of the words you've searched for previously in Calendar.

Notifications   Check to receive notifications of event reminders.

Select ringtone   Opens a dialog where you can select the ringtone to sound when you receive an event reminder.

Pop-up notification   Check to open a dialog with upcoming events, when you receive a notification of an upcoming event from Calendar.

Default reminder time   Opens a dialog where you can select the default time before an event for event reminders.

Accounts   Opens the list of calendars you subscribe to for each account. See "Synchronizing and displaying calendars" on page 171.

Build version   The version of Calendar you are using.

Google Talk

Google Talk is Google's instant messaging and audio and video chat service. You can use it to communicate in real time with other people who also use Google Talk, on another Android tablet or phone or on a computer.

In this section

Signing in and opening your Friends list

You sign into Google Talk to chat with your friends.

Open Google Talk and sign in

1 Touch the Google Talk icon on the Apps screen or touch a shortcut icon on a Home screen.

See "Opening and switching apps" on page 40.

2 Sign into a Google Account.

If you are not already signed into Talk, you're prompted to sign into a Google Account you added to your tablet. You remain signed in, even when you're using other applications, until you deliberately sign out.

Touch to add an account.

Touch an account to sign in.
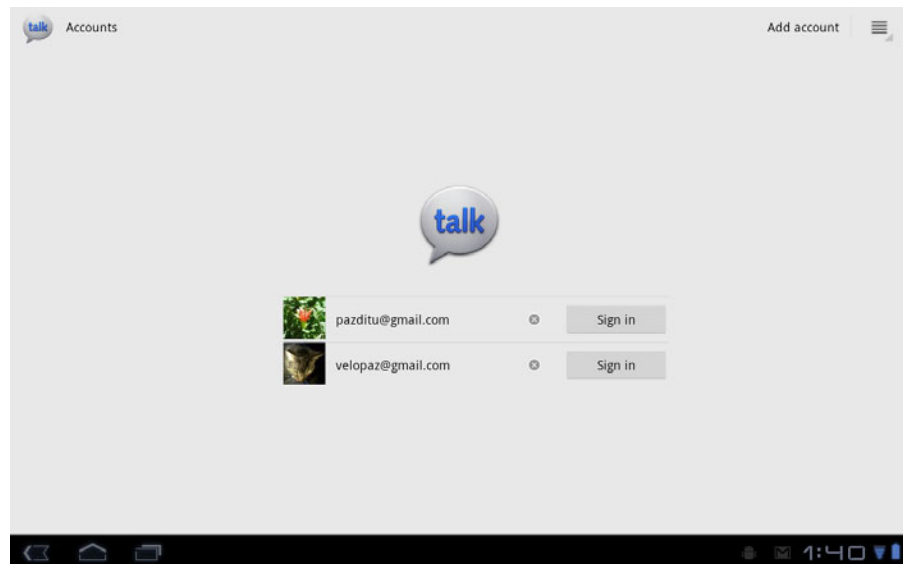
You can add a Google Account by touching the **Add account** button at the top-right of the Accounts screen, to open the Accounts & Sync settings. See "Adding and removing accounts" on page 100.

Once you sign into Google Talk, your Friends list is displayed on the left and your current status and other information is displayed in the main part of the screen. Your Friends list includes all of the friends you've added by using Google Talk on the web, on your tablet or other Android device, or with a desktop Talk application. Adding friends to this list so you can invite them to chat is described in "Managing your Friends list" on page 187.

Touch to return to the Account screen.

Touch to switch accounts (if you have more than one).

Touch to invite a friend to join your friends list and to chat

Your online status.

Touch a friend in your Friends list to invite them to chat, or to resume chatting.
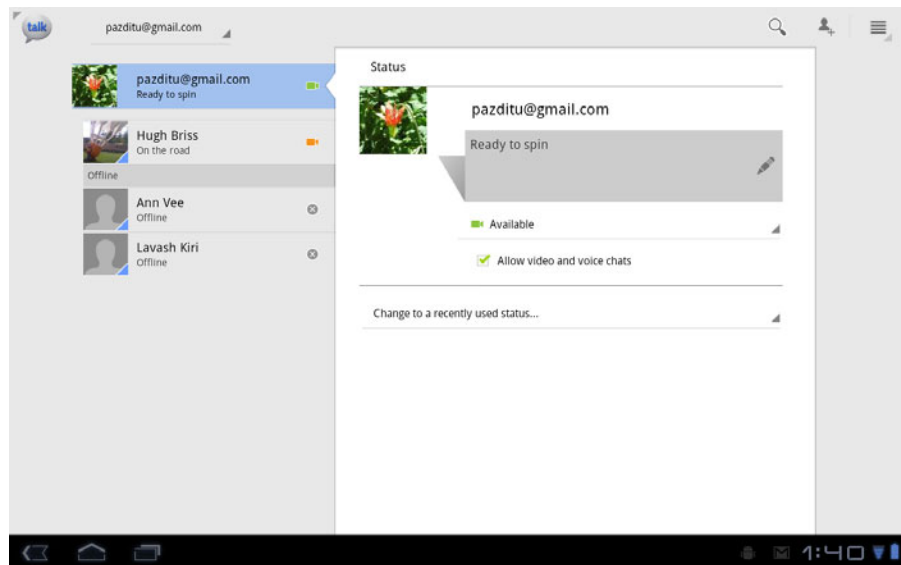
Inviting friends to chat and accepting invitations to chat is described in "Chatting by text" on page 179.

Return to your Friends list

You can return to your Friends list when chatting with a friend, so that you can invite another friend to chat, add a friend, and so on.

▶ Touch the Talk icon in the top-left corner of the Application bar.

If you go too far and open the Accounts screen, touch an account to open its Friends list.

Return to the Accounts screen   ▶ Touch the Talk icon in the top-left corner of the Application bar.

Sign into multiple accounts   You can sign into two or more Google Accounts, if you have added them to your tablet.

▶ On the Friends list, touch the current account at the top-left of the Application bar and then touch the account you want to sign into.

OR

▶ On the Accounts screen, touch an account to sign into it.

The Friends list for that account opens. You can now conduct and receive invitations to chat using each account.

Sign out of Google Talk   If you aren't planning on using Google Talk for a while, signing out can extend your battery life.

▶ On your Friends list, touch the Menu ≡ button and touch **Sign out**.

OR

▶ Touch **Sign out** on the Accounts screen.

You no longer receive chat notifications or share Google Talk status in other applications, such as Gmail.

Chatting by text

You can chat with friends by exchanging text messages.

If your friends have a microphone or camera on the device where they're using Google Talk, you can also invite them to chat by voice or by voice and video: "Chatting by voice or video" on page 182.

Invite a friend to chat

Before you can chat with one of your friends, you need to invite them to become a friend in Google Chat and they must accept your invitation.

1 Touch the Invite button in the Application bar.

2 Enter your friend's Gmail address.

3 Touch **Send invitation**.

Friends you invite to chat appear off line in your Friends list until they accept your invitation.

Chat with a friend 1 Touch a friend in your Friends list.

A friend must be online to start a chat with you; see "Changing and monitoring online status" on page 185

If you're already chatting with someone, you touch the Chat Menu button to the right of the main chat window and touch **Add to chat** to invite another friend to join your chat.

The chat screen opens.

2 Enter your message and touch the Return key on your keyboard (or touch the Send button).

The messages that you exchange are interleaved on the screen with information about the chat, such as whether it's on the record, the time a message was sent if there's no response after a short while, and so on.

You can enter a smiley icon (an emoticon) keyboard by touching & holding the Smiley key on the onscreen keyboard and then dragging to the smiley you want.

Your chat session remains open until you end it.

Friends you're chatting with are displayed at the top of your Friends list.

Accept an invitation to chat   When a friend sends you a Google Talk message, you receive a notification and the first words of the message appear below their names in your Friends list.

▶ Touch the friend in your Friends list.

OR

▶ Touch the chat notification.

See "Managing notifications" on page 26.

A chat window opens where you can exchange messages with your friend.

Switch between active chats   If you have more than one chat going, you can switch between them.

▶ In the Friends list, touch the name of the person you want to chat with.

Invite a friend to join a group chat   When you're text chatting, you can invite additional friends to join a group chat.

1 On a text chat screen, touch the Chat Menu button and touch **Add to chat**.

2 Touch the name of the friend to invite.

The friend you invited and the current participants receive an invitation to a group chat. Each one who accepts the invitation joins the group chat.

In a group chat, everyone can see everyone else's messages.

Group chats appear at the top of your Friends list, with a group chat icon.

Chat on or off the record

Your Google Talk text chats are stored with the Chats label in Gmail, so you can review them later and even search for them in Gmail. But if you'd rather not store a chat, you can go off the record.

▶ On a text chat screen, touch the Chat Menu button and touch **Go off record**.

To resume saving text chats, the Chat Menu button and touch **Stop chatting off the record**.

End a chat

You can end a chat so the friend your chatting with is no longer at the top of your Friends list. The text from text chats is not discarded—if you restart a text chat, the conversation is displayed in the new chat window where you left off.

▶ On the chat screen, touch the close button.

Search for text in a chat

You can search for text you exchanged with friends in any text chat that was on the record.

1 Touch the Search button in the Application bar.

2 Enter the text you want to search for.

3 Touch the Return key on the keyboard.

Chats that contain the text you searched for are listed on the left.

4 Touch a chat to open it.

5 Touch a button in the chat to reply by Talk, Gmail, or to forward the chat by Gmail.

Chatting by voice or video

If your friends use Google Talk on a computer, tablet, or other device with a microphone or camera that can connect to Talk, and they make themselves available for it, you can chat with them by voice and video.

Invite a friend to a voice chat

1 Touch your friend's name in the Friends list, to open a chat window.

2 Touch the Microphone button to the right of the chat window.

Your friend receives a voice chat invitation (touch the close button on your screen to withdraw the invitation). If your friend accepts your invitation, you can speak to each other using your tablet's built-in microphone and speakers, or a headset).

Use your tablet's Volume buttons to control your speakers' volume during the chat. You can touch the Mute button to the right of the chat window, to turn off your microphone.

You can also chat by text in the chat window, at the same time as the voice chat.

3 When you're done with the voice chat, touch the End Chat button.

Invite a friend to a video chat

1 Touch your friend's name in the Friends list, to open a chat window.

2 Touch the Video icon to the right of the chat window.

Your friend receives a video chat invitation. If your friend accepts your invitation, the video chat window opens, filling the screen.

You can now speak with and see each other each other using your tablet's built-in microphone, speakers, and camera. You can also use a wired or Bluetooth headset (see "Connecting to Bluetooth devices" on page 65).

During a video chat you can:

● Touch the screen to reveal the video chat buttons.

● Touch the Microphone video chat button to mute or unmute your micro-phone.

● Use your tablet's Volume buttons to control the volume of the speakers dur-ing your video chat.

● Touch the Text video chat button to switch to text chatting: you can chat by voice at the same time but video is paused.

● Touch the Camera video chat button to switch between your tablet's front and back cameras.

● Adjust the amount of image-stabilization by dragging the slider above your picture.

3 When you're done with the video chat, touch the End Chat button.

Accept an invitation to chat by voice or video

If you have the **Allow video and voice chats** option checked (see "Changing and monitoring online status" on page 185), your friends can invite you to a video or voice chat.

▶ Touch **Accept** in the invite window.
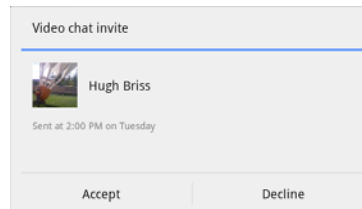
The audio or video chat window opens. See "Invite a friend to a voice chat" on page 182 and "Invite a friend to a video chat" on page 183.

Changing and monitoring online status

Icons in Google Talk, Gmail, Google Maps, and other applications indicate your and your friends' Google Talk status.

🟢	Available: Signed into Google Talk and available for text chats
🎤	Available: Signed into Google Talk and available for audio chats
📹	Available: Signed into Google Talk and available for video chats
🕐	Away: Signed into Google Talk but not active
⛔	Busy: Signed into Google Talk but too busy to chat
⊗	Signed out of Google Talk
⚫	Invisible: Signed into Google Talk but appear signed out to others

You can change your online status. You can also change the status message you share with other Google Talk users and the picture that others see.

Change your online status

▶ Touch your own entry at the top of your Friends list to open your Status screen.

▶ Touch your picture to add or change an image, by taking a picture or picking one from Gallery.

▶ Touch your current status message to enter a new status message.

▶ Touch **Change to a recently used status** to open a menu of recent status messages you can touch to replace your current message.

Touch **Clear history** in the menu to erase your recent status messages.

▶ Touch your current status to change it, or to sign out of Talk.

▶ Uncheck **Allow video and voice chats** if you only want to accept invitations to text chats.

Touch to change your picture.

Enter a status message.

Touch to change your online status.

Uncheck to accept invitations only for
text chats

Touch to use a recent status message.
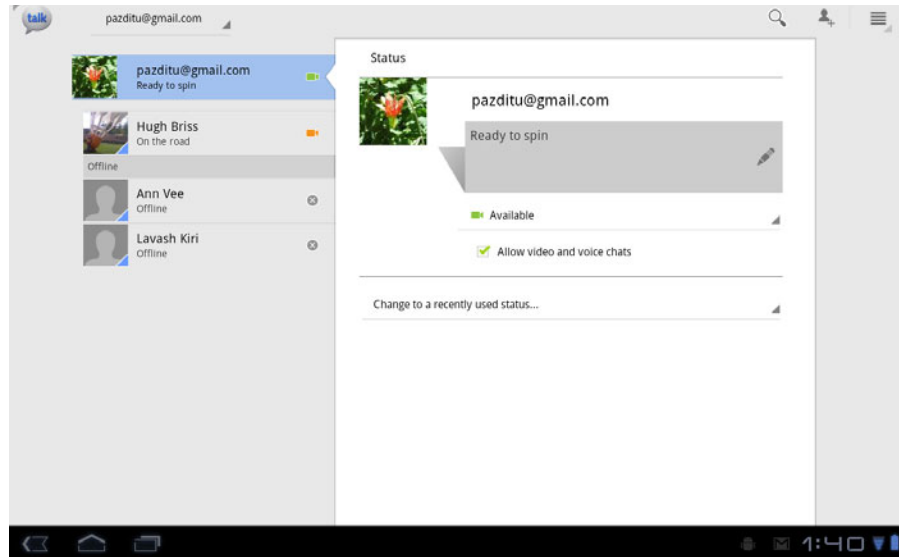
Managing your Friends list

Your Google Talk Friends list contains the friends you've invited or accepted invitations from, to become friends in Google Talk. Friends can invite each other to chat in Google Talk and see each others' online status in Google Talk and other applications, such as in Gmail and Maps.

The Google Talk Friends list is sorted by your friends' online status: active chats, online, busy, and offline. Within each status group, friends are listed alphabetically.

Add a friend to your Friends list

You can invite anyone with a Google Account to become your friend in Google Talk, so you can chat with each other and view each others' online status.

1   When viewing your Friends list, touch the Add friend button.

2   Enter your friend's address and touch **Send invitation**.

Your friend's address in Google Talk is a Gmail or other email address that is configured to connect to Google Talk.

If your friend accepts your invitation, they are added to your Friends list in Talk and you can share each others' status in Talk and other applications.

View and accept an invitation to become a friend

When a contact invites you to become a friend in Google Talk, you receive a notification in the System bar and the invitation appears in your Friends list.

1   Touch the invitation.

2   Touch **Accept**.

You can also touch **Decline** if you don't want to chat with and share your Google Talk status with the sender right now, or **Block** to prevent receiving any more invitations from that person.

If you touch Accept, they are added to your Friends list in Talk and you can share each others' status in Talk and other applications

View all friends or only those most popular with you

By default, only the friends that you frequently chat with—the most popular with you—are shown in the Friends list. But you can view all friends instead.

▶ In the Friends list, touch Menu ≡ in the Application bar and touch **All friends**.

To switch back to just the friends with whom you chat most frequently, touch **Most popular** in the menu.

Make a friend popular

You can set a friend to appear always in your Friends list.

1 Touch a friend in the Friends list.

If you don't see the friend's name, touch Menu ≡ in the Application bar and touch **All friends**.

2 Touch the Chat Menu button to the right of the chat window and touch **Friend info**.

3 In the Friend info window, touch the **Show in Friends list** menu and touch the option you want.

Always: Appear in the Friends list whether or not you have All friends showing.

Never: Never appear in the Friends list.

Automatically: Talk determines whether your friend is popular with you.

Block a friend

You can block a friend from sending you messages. When blocked, your friend is also removed from your Friends list.

1 Touch a friend in the Friends list.

If you don't see the friend's name, touch Menu ≡ in the Application bar and touch **All friends**.

2 Touch the Chat Menu button to the right of the chat window and touch **Block friend**.

You can view a list of friends you blocked and unblock them in the Talk settings; see "Changing Google Talk settings" on page 189.

Changing Google Talk settings

You can configure Google Talk to send you a notification with the contents of each text chat you receive and to sound a ringtone with notifications.

You can also configure Google Talk to sign you in automatically when you turn on your tablet, along with several other settings.

If you have more than one account, each maintains has its own Talk settings.

▶ To change Talk settings, touch the Menu button ☰ in the Application bar, touch **Settings**, and touch the account whose settings you want to change.

Sign in automatically   Check to sign into Google Talk automatically when you power on your tablet. Or uncheck to remain signed out of Talk until you open it and sign in.

Mobile indicator   When checked, your friends see an outline of an android next to your name in their Friends list when you're signed into Google Talk on a tablet or phone.

Set status to Away when the screen is turned off   When checked, your Talk status changes to Away when your screen turns off. When unchecked, your status is not changed.

IM notifications   Opens a dialog where you can set whether you prefer a dialog to open, a notification in the System bar, or neither, when you receive a text chat.

Notification ringtone   Opens a dialog where you can touch the ringtone to sound when you receive a text chat (or touch **Silent**).

Invitation notifications   Opens a dialog where you can set whether you prefer a dialog to open, a notification in the System bar, or neither, when you receive an invitation to become a friend in Talk.

Video chat notifications   Opens a dialog where you can set whether you prefer a dialog to open, a notification in the System bar, or neither, when you are invited to a video chat.

Video chat ringtone   Opens a dialog where you can touch the ringtone to sound when you receive a an invitation to a video chat (or touch **Silent**).

Blocked friends   Opens a list of friends you've blocked. Touch one to open a dialog where you can unblock the friend.

Clear search history   When you search in Talk, you see your previous searches, which you can touch as a quick way to search for those words again. You can touch this setting to erase that history, so no previous searches are shown until you search for new words.

Manage account   Opens the Accounts & Sync settings. See "Accounts & sync settings" on page 279.

Terms & privacy   Opens Browser to a page with information about the Google Talk terms of use and privacy policies.

Email

You use the Email application to read and send email from services other than Gmail. Email includes a wizard that makes it easy to configure it for several popular email service providers, including those based on IMAP and POP3.

In this section

Opening Email, your Inbox, and other folders

You use the Email application to read email from services other than Gmail.

Open Email ▶ Touch the Email icon on the Apps screen or touch a shortcut icon on a Home screen.

See "Opening and switching apps" on page 40.

The first time you open Email, a setup wizard opens to help you add an email account, as described in "Adding and changing email accounts" on page 200.

After the initial setup, Email opens to the last screen you were viewing or, if you have not used Email recently, it displays the contents of the Inbox for the account you picked to send email from by default.

You can also add an Email account shortcut to a Home screen, so that you can open that account directly from that Home screen. See "Customizing Home screens" on page 33 for details about adding shortcuts.

Open an account's folders Each account has Inbox, Outbox, Sent, and Drafts folders. Depending on the features supported by your account's service provider, you may have additional folders.

1 Switch to the account you want to work with.

See "Switch accounts" on page 192.

The accounts folders are listed in the left column.

2 Touch an account's folder.

The messages in that folder are displayed.

Switch accounts If you have more than one email account, the current account is displayed at the top-left in the Application bar when you are viewing your mail.

▶ Touch the name of the current account in the Application bar and then touch the account whose email you want to view.

Open Combined view   If you have configured Email to send and receive email from more than one
account, you can view all messages sent to all accounts in Combined view.

▶ Touch the name of the current account in the Application bar and then touch
Combined view.

Messages in the Combined Inbox are color-coded at right, by account, using the
same colors as mark your accounts in the left column.

You can also open a combined view of all your accounts' starred items or drafts.

You can touch an account in the left column to view the Inbox for just that
account.

The number of unread messages in the combined folders and for each account
is displayed next to its name in the left column.

Only some of your account's recent email is downloaded to your phone. To
download earlier messages in batches for IMAP or POP3 accounts, touch **Load
more messages** at the bottom of the list of email.

Reading your messages

You can read messages in your Combined view or in the Inbox or other folders for individual accounts.

When you receive a new message, you also receive a notification in the Status bar, unless you've turned off Email notifications using the Account settings, pick a ringtone for that account's notifications. See "Change an account's settings" on page 201.

Read a message   1   Open an account's Inbox, a Combined view, or another folder of messages.

2   Touch the message to read.

The message opens in a screen with information about who sent it, the date it was sent, and related information at the top, followed by the contents of the message.

Some attached images are displayed in the message; others have buttons for opening them. You can configure Email to download attachments automatically when you have a Wi-Fi connection; see "Email account settings" on page 202. Attachments you download are stored on your tablet's internal storage. Viewing, reopening, and deleting your downloaded files is described in "Managing downloads" on page 46.

The Google Talk online status is shown next to the name of the sender of each message. You can touch the picture of the sender to open Quick Contact; see "Connecting quickly with your contacts" on page 120.

You can reply to, forward, delete, or take other actions on a message, as described in "Responding to a message" on page 195.

Responding to a message

You can reply to or forward a message that you receive. You can also delete messages and manage them in other ways.

Reply to or forward a message

▶ While reading a message, touch the Reply, Reply All, or Forward button in the message header.

A Compose window opens with the addresses (when replying), subject, and a copy of the message you're responding to filled in.

You can send this message as you would a new message, as described in "Composing and sending email" on page 198.

Mark a message as unread

You can to return a read message to the unread state—for example, to remind yourself to read it again later. You can also mark a batch of messages as unread; see "Working with messages in batches" on page 197.

▶ While reading a message, touch the Menu button ≡ in the top-right of the Application bar and touch **Mark as unread**.

Delete a message

You can delete a message from its folder. You can also delete a batch of messages; see "Working with messages in batches" on page 197.

▶ While reading a message, the Delete button in the Application bar.

For most kinds of accounts, deleted messages are moved to a Trash folder, so you can retrieve them if you deleted them in error.

Starring messages

You can star an important message to make it easy to keep track of. Once you star a message, a Starred folder is added to the list of folders. You can also star a batch of messages (see "Working with messages in batches" on page 197).

Star a message   ▶ While reading a message, touch the star in its header.

OR

▶ While viewing a list of messages in a folder, touch a message's star.

The star turns gold ⭐ .

Unstar a message   ▶ Touch its star again.

View your starred messages   You can open a folder that contains the starred messages from all of your accounts.

1 Open Combined view.

See "Open Combined view" on page 193.

2 Touch **Starred**.

A folder opens with a list of your starred messages.

You can also open an account's individual Starred folder. See "Open an account's folders" on page 192.

Working with messages in batches

You can delete, star, or mark unread a batch of messages at once.

1 When viewing your **Inbox** or any other folder, check the messages that you want to work with as a batch.

When you check a batch of messages, the Move to Folder, Mark Unread or Mark Read, Star, and Delete buttons appear in the Application bar, along with the number of messages that you've checked.

2 Touch the button in the Application bar that corresponds to the action you want to take on the batch of messages.

You can also touch **Done** in the Application bar to uncheck the entire batch.

Your action affects each checked message.

Composing and sending email

You can send email to your contacts or to other people or groups.

Compose and send a message

1 Touch the Compose button in the Application bar.

2 Address the message.

As you type, matching addresses are offered from your Contacts. You can touch a suggested address or enter a new one. Separate multiple addresses with commas.

See "Contacts" on page 107 for more information.

3 Touch **+ Cc/Bcc** to send a copy or blind copy of the message.

4 Enter a subject for the message.

5 Enter the text of the message.

See "Entering and editing text" on page 47.

6 Touch the Attach button to send a photo with the message.

Gallery opens where you can select the photo you want to attach.

7 Touch **Send** in the Application bar

If you're not ready to send the message, touch **Save draft** to save it in your Drafts folder. You can open the combined Drafts folder for all accounts on the Combined view or just your account's Drafts folder. See "Open an account's folders" on page 192. Touch a draft message in a Drafts folder to resume working on it. Your message is also saved as a draft if you touch Back or switch applications before sending it.

Touch the Discard button to abandon a message, including any saved drafts.

If you aren't connected to a network, for example, if you're working in airplane mode, the messages that you send are stored in your Outbox folder until you're connected to a network again.

Appending a signature to your messages

You can append one or a few lines of text to every message you send from an account, such as your name, contact information, or even "Sent by an android."

1   Touch the Menu button ≡ in the Application bar and touch **Account settings**.

2   Touch the account you want to work with.

3   Touch **Signature**.

4   Enter a signature.

    "Entering and editing text" on page 47.

5   Touch **OK**.

6   When you're finished changing settings, touch Back ◄■ .

Adding and changing email accounts

The first time you open Email, you're prompted to set up an email account. After that, you can configure Email to send and receive email from additional accounts. The accounts that you configure are displayed in the Accounts screen. See "Opening Email, your Inbox, and other folders" on page 192.

The Email setup wizard helps you set up your account for many popular email systems, including those based on IMAP and POP3, so you can read and work with the same email as you do on a computer in Thunderbird, Mac Mail, in a web browser, or with another email application. If your service provider requires additional settings, or if your service provider is unknown to Email, you can enter the necessary details manually, though you will typically need to contact your email service provider to determine the right settings for your account.

Add an email account

1 Touch the Menu button ≡ in the Application bar and touch **Account settings**.

2 Touch **Add account** in the Application bar.

In the Setup Email screen, enter your email address and password.

If you're adding a second or subsequent email address, you can also check the option to use the new account to send outgoing messages by default.

3 Touch **Next**. Or, if you need to enter email account settings the wizard can't configure for you, touch **Manual setup**.

If you touch **Next**, Email attempts to communicate with your email service provider to validate your account for sending and receiving mail, using just your email address and password. This is sufficient for most email services.

Depending on the service provider, you may be asked what kind of email account you have. If you're not sure, check the settings in the application you

use to send and receive email on your computer, or ask your email service provider.

If the wizard determines that your service provider requires additional information, or if you touched **Manual setup**, you're prompted to enter your email account details.

The details you enter are different, depending on the email service type. These details are described in "Email account settings" on page 202. Contact your email service provider for the settings required for your account.

4 Enter any other information requested by the type of account you're adding and touch **Done**.

5 Enter a name for the account and touch **Done**.

Email starts downloading your email messages and you can start using it to send and receive messages using the new account.

Change an account's settings

You can change a number of settings for an account, including how often you check for email, how you're notified of new mail, and details about the servers the account uses to send and receive mail.

1 Touch the Menu button ≡ in the Application bar and touch **Account settings**.

2 Touch the name of the account whose settings you want to change.

For descriptions of the settings that you can change, see "Email account settings" on page 202.

3 When you're finished changing settings, touch Back ◁ .

Delete an email account

1 Touch the Menu button ≡ in the Application bar and touch **Account settings**.

2 Touch the name of the account you want to delete.

3 Touch **Remove account** at the bottom of the scrolling list of settings.

4 Touch **OK** in the dialog to confirm that you want to delete the account.

Email account settings

You can change some general preferences for how you navigate through the email you're reading and the size of text. You can also change a number of settings per account

General settings

Auto-advance   Opens a dialog where you can set which screen opens when you delete or archive a message: the next newer message, the previous older message, or the folder you were working in.

Message text size   Opens a dialog where you can select the size of text in the messages you read.

Account settings

The following settings for each email account when you create it or at any later time. See "Adding and changing email accounts" on page 200.

Account name   The name of the account as it appears in the Accounts and Folders screens.

Your name   Your name as it appears to others when they receive email from you.

Signature   Opens a dialog where you can enter a signature to append to the messages you send from this account. See "Appending a signature to your messages" on page 199.

Inbox check frequency   Opens a dialog where you can set how often Email checks for new email sent to this account.

Auto-download attachments   When checked, Email downloads attachments to messages when you receive them, rather than requiring you to explicitly download the attachments when you open the messages. Automatic downloads only occur when you are connected to a Wi-Fi network.

Amount to synchronize   For some accounts, opens a dialog where you can set how many days or weeks of email to store on the phone.

Default account   Use this account's outgoing email server for the email you compose and send when you are not currently viewing or working with email from a specific account.

Email notifications   Set whether you want to receive notifications when you receive new email sent to this account.

Select ringtone   Select a ringtone to sound when you receive an email notification for this account.

Incoming settings   Opens a screen where you can configure settings for how you receive email for this account. See "Incoming server settings" on page 204.

Outgoing settings   Opens a screen where you can configure settings for how you send email from this account. See "Outgoing server settings" on page 205.

Sync Email   For accounts that can sync different kinds of information, check to sync email between your tablet and the email service.

Sync contacts   For accounts that can sync contacts, check to sync contacts from between this account to your tablet. See "Configuring account sync and display options" on page 103.

Sync calendar   For accounts that can sync calendars, check to sync calendar events between this account to your tablet. See "Configuring account sync and display options" on page 103.

Incoming server settings

Your account's incoming settings are different, depending on the kind of email service for the account: IMAP POP3.

Settings for IMAP accounts:

Username	Depending on the requirements of your email service provider, your full email address or just your username (that is, the part before @example.com in your email address).
Password	The password for your email account.
IMAP server	The fully resolved domain name of your email service provider's IMAP server, for example, imap.example.com.
Port	Set the **Security type** first to enter the typical server port number in this field automatically. Or enter a different port number if your email service provider requires it.
Security type	Select the security type required by your email service provider. Select the **(Accept all certificates)** option for your security type to accept a server certificate from your IMAP server that is self-signed, out of date, or in some other way not accepted by the Email application.
IMAP path prefix	Leave blank unless instructed to enter a specific prefix by your email service provider.

Settings for POP3 accounts:

Username	Depending on the requirements of your email service provider, your full email address or just your username (that is, the part before @example.com in your email address).
Password	The password for your email account.
POP3 server	The fully resolved domain name of your email service provider's POP3 server, for example, pop3.example.com.
Port	Set the **Security type** first to enter the typical server port number in this field automatically. Or enter a different port number if your email service provider requires it.
Security type	Select the security type required by your email service provider. Select the **(Accept all certificates)** option for your security type to accept a server certificate from your POP3 server that is self-signed, out of date, or in some other way not accepted by the Email application.
Delete email from server	Use to configure Email to cause your email service provider to delete from its server any email you delete in the Email application, or to never delete email from the server.

Outgoing server settings

If you use an IMAP or POP3 account for receiving email, you typically use an SMTP server to send email from that account.

SMTP server	The fully resolved domain name of your email service provider's SMTP server, for example, smtp.example.com.
Port	Set the **Security type** first to enter the typical server port number in this field automatically. Or enter a different port number if your email service provider requires it.
Security type	Select the security type required by your email service provider. Select the **(Accept all certificates)** option for your security type to accept a server certificate from your SMTP server that is self-signed, out of date, or in some other way not accepted by the Email application.
Require sign-in	Check this option to enter a username and password for your SMTP server, if your email service provider requires that you enter them to send email.
Username	Your username on the SMTP server (this may not be the same as your username on the POP3 or IMAP server for incoming mail). Visible only if **Require sign-in** is checked.
Password	Your password on the SMTP server (this may not be the same as your username on the POP3 or IMAP server for incoming mail). Visible only if **Require sign-in** is checked.

Browser

You use Browser to open webpages and to search for information on the web.

In this section

Opening Browser

Use Browser to surf the web.

Some websites have two versions of their sites: full-size for computer-based web browsers and another for mobile devices. They may allow you to switch back and forth, typically with a link to their non-mobile sites at the bottoms of their pages.

Open Browser   ▶   Touch the Browser icon 🌐 on the Apps screen or touch a shortcut icon on a Home screen.

See "Opening and switching apps" on page 40.

Browser also opens when you touch a web link—for example, in an email or chat.

When you open Browser, the last webpage you were viewing is displayed. If you haven't used Browser recently, your homepage opens.

The web address (URL) of the current page is displayed at the top of the window, unless a site scrolls the URL bar off the top of the screen; if so, just touch the down-arrow in the tab to show it again.

The URL of the current page, some navigation buttons, and other controls are included in the URL bar.
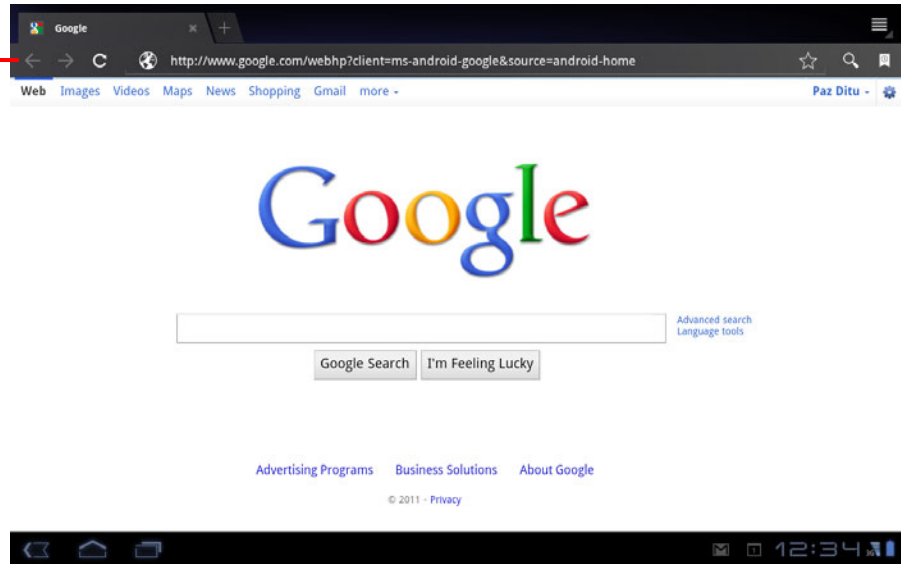
Open a webpage or search the web

1 Touch the URL box at the top of the Browser screen.

The current URL is selected and the onscreen keyboard opens.

If the URL box isn't visible, touch the down-pointing arrow in the tab to open it.

Touch the URL box in the URL bar and
enter a web address or search terms.
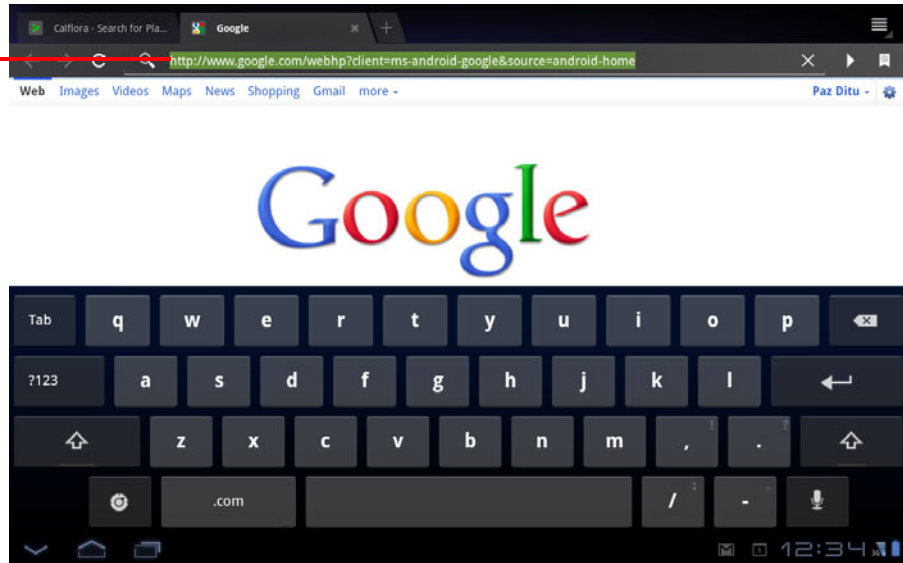
2 Enter the address (URL) of a webpage. Or enter terms you want to search for.

As you enter text, Browser offers matching suggestions from your web history, your bookmarks, and your web search engine makes suggestions of webpages and queries.
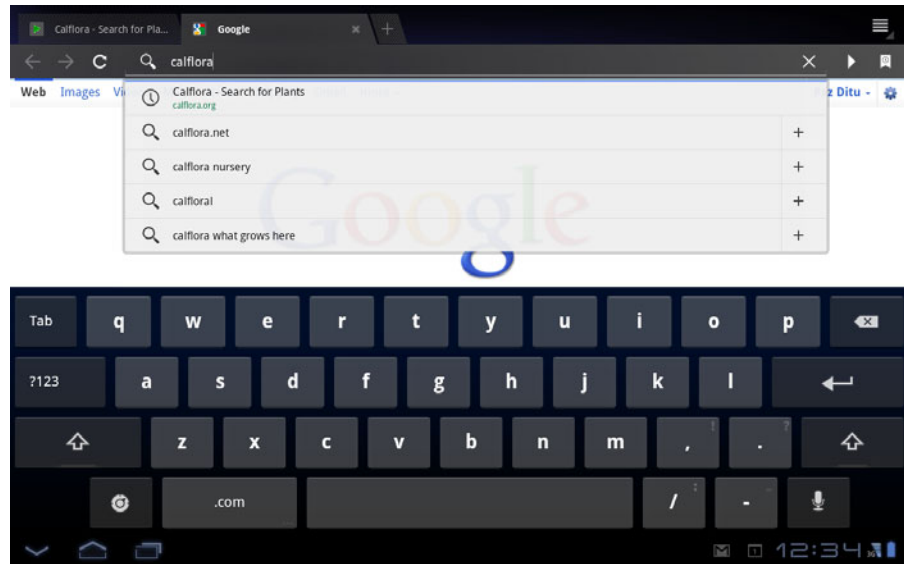
You can set the web search engine you want to use. See "Changing Browser settings" on page 222.

You can touch the Plus button + next to a suggestion to enter the suggestion into the URL box. You can do this several times in a row to quickly enter a specific set of words to search for on the web.

3 Touch a suggestion or enter an address and touch the arrow button ▶.

If you touch a suggested page or enter an address and touch the button ▶, that webpage opens.

If you touch a suggested query, your web search engine opens with the results.

Refresh the current page   ▶ Touch the Refresh button C, to the left of the URL bar.

The webpage is reopened, updating any content that changed.

Stop opening a page   If a webpage is taking a long time to open, or if you change your mind, you can stop it from opening.

▶ Touch the Cancel button ✖ to the right of the URL.

OR

▶ Touch the Menu button ≡ at the top-right of the Application bar and touch **Stop**.

Get more information about the current page

▶ Touch Menu ≡ and touch **More > Page info**.

A dialog opens with the page's title and full address (URL).

Set your homepage

Your homepage opens when you open a new Browser window, and when you start Browser after restarting your tablet or after not using it for a while.

1 Browse to the page you want to set as your homepage.

2 Touch Menu ≡ and touch **More** > **Settings** > **Set homepage**.

3 Touch Use current page. Or enter a different page's address (URL).

4 Touch **OK**

If you prefer to open new Browser windows without opening a webpage by default, leave this field blank. This can make new Browser windows open more quickly.

Navigating within a webpage

Webpages that are optimized for mobile devices typically open at a size appropriate for a mobile device. Often, you can't zoom or even scroll their contents (you may find it easier to look for a link that let's you switch to the non-mobile version of the site).

Webpages that aren't designed specifically for mobile devices typically open in overview mode—the page is zoomed out so you can get the big picture. You can change how pages open, as described in "Changing Browser settings" on page 222.

Scroll a webpage
▸ Slide your finger on the screen.

Blue scroll indicators along the bottom and right sides of the screen indicate your current position on the page.

Zoom in or out on a webpage
You may not be able to zoom in or out on webpages designed for mobile devices.

▸ Touch an area with two fingers at once and pinch them together to zoom out; spread them apart to zoom in.

▸ Double-tap on a section of a webpage you want to zoom in on. To return to the default zoom level, double-tap again.

If you adjust your zoom level in this view, Browser remembers your preference while you stay on that page.

▸ Double-tap after pinching or spreading apart your fingers, to reflow a column of text to fit the screen (if you have the Auto-fit pages setting checked, as described in "Changing Browser settings" on page 222).

Find text on a webpage

1 Touch the Menu button ☰ at the top-right of the Application bar and touch **Find on page**.

2 Enter the text you're looking for.

   As you type, the first word on the page with matching characters is highlighted on the screen, and subsequent matches are boxed.

3 Touch the left or right arrow to scroll to and highlight the previous or next matching word.
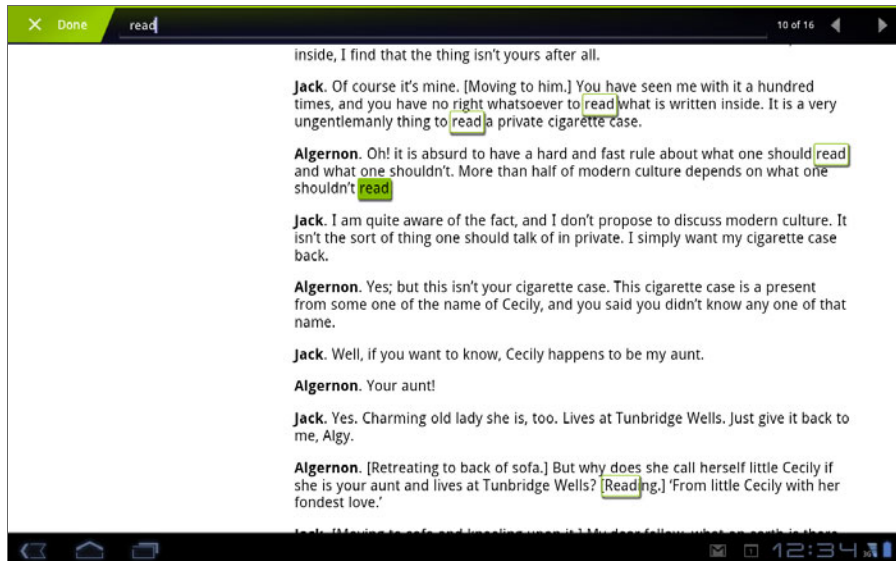
If you select text on a web page (see "Editing text" on page 54), you can touch **Find** in the Application bar to search for that word on the page.

Navigating across webpages

You can open links on a webpage, navigate back and forward between pages, and review your browsing history. You can also take advantage of some shortcuts for working with links and other kinds of information.

See "Working with tabs" on page 217 to learn about opening multiple pages in tabs and switching among them.

Open a link

▶ Touch a link to open it.

Go back and forward among the pages you've opened

▶ Touch the Back button ⬅ or Forward button ➡ in the URL bar.

View your Browser history

As you browse the web, Browser keeps track of the pages you visit, to help you find your way back later. "Changing Browser settings" on page 222 describes the setting that clears your history.

1 Touch the Bookmarks button ▣ at the top right of the URL bar.

2 Touch the **History** tab.

You can also touch & hold the Back button ◀▨ when viewing a webpage to open the History tab.

The pages you've visited are grouped chronologically. Bookmarked pages have a star. Touch a star to add or remove that page from your bookmarks.

3 Touch a time period to view the pages you've visited.

4 Touch & hold a page in the list to open a menu with options for opening the page, adding it or removing it form you bookmarks, sharing page, removing it from your history, and so on.

5 Touch a page in the history to reopen it.

View your most frequently visited pages

1 Touch the Bookmarks button ▣ at the top right of the URL bar.

2 Touch the **History** tab.

   Touch **Most visited**.

   The pages you've visited most frequently are listed in order. Bookmarked pages have a star. Touch a star to add or remove that page from your bookmarks.

3 Touch & hold a page in the list to open a menu with options for opening the page, adding it or removing it form you bookmarks, sharing page, removing it from your history, and so on.

4 Touch a page to open it.

Follow shortcuts for links and addresses

Browser recognizes links, as well as some phone numbers, addresses, and similar information, as information that you may want to act on directly.

▶ Touch & hold a link to open a menu with shortcuts for opening, bookmarking, saving, and sending the link via email.

▶ Touch a street address to open it in Maps.

   For more information, see "Maps, Navigation, Places, and Latitude" on page 227.

Working with tabs

You can open up to 16 web pages in their own tabs, so you can quickly switch among multiple open pages.

Open a new Browser tab
▶ Touch the Plus button ⊞ in the Application bar.

A new tab opens, displaying your homepage.

You can also open a link or a page in your history or bookmarks in a new tab by touching & holding it and then touching **Open in new tab**.

You can set your homepage and whether new tabs open in front of or behind current tabs; see "Changing Browser settings" on page 222.

Switch Browser tabs
1 Touch the tab you want to open.

If you have more tabs open than can fit onscreen, drag the Application bar left or right to bring more tabs into view.

Open an incognito tab
You can use incognito tabs to browse the web with more privacy than in normal tabs. When you're browsing incognito, Browser doesn't share your regular Browser cookies but creates a temporary set that it discards when you close all incognito tabs. In addition, pages you view in incognito tabs won't appear in your browser history or search history, and they won't leave other traces, like cookies, on your tablet. Any files you download or bookmarks you create will be preserved. Browsing in incognito mode is useful, for example, for allowing a friend to check her email on the web without using your identity or leaving her's behind.

▶ Touch Menu ≡ and touch **New incognito tab**.

A new tab opens with an incognito icon 🕵 and information about going incognito.

Close a tab
1 Touch a tab to switch to it.

2 Touch the Close button ✖ in the tab.

Downloading files

You can download files and even applications from webpages. The files that you download are stored on your tablet's internal storage. Viewing, reopening, and deleting your downloaded files is described in "Managing downloads" on page 46.

Allow installing applications from the web or email

By default, your tablet is configured to prevent you from installing applications that you download from the web or receive with an email message.

Warning! Applications downloaded from the web can be from unknown sources. To protect your tablet and personal data, download applications only from trusted sources, such as Android Market.

1 Open the Settings application.

2 Touch **Applications**.

3 Check **Unknown sources**.

4 Touch **OK** in the dialog, to confirm you want to allow downloading applications from sources other than Market.

Download a file

Different webpages offer different mechanisms for downloading pictures, documents, applications, and other files.

▶ Touch & hold an image or a link to a file or to another webpage. In the menu that opens, touch **Save**.

If the file is in a format supported by an installed application, it is downloaded to your tablet's internal storage.

View the files you've downloaded

▶ Touch Menu ≡ and touch **Downloads**.

The Downloads application opens, with a list of the files you've downloaded in Browser and other applications.

See "Managing downloads" on page 46.

Working with bookmarks

You can bookmark webpages so that you can quickly return to them.

Bookmark a webpage

1 Open the webpage to bookmark.

2 Touch the star at the right of the URL bar.

3 Edit the name and the address if necessary.

4 Touch **Bookmarks** or a folder in the Add To menu.

5 Touch **OK**.

The bookmark is added to your list of bookmarks.

Open a bookmark

1 Touch the Bookmarks button ▨ at the top right of the URL bar.

A window opens with a list of your bookmarks, sorted by how often you visit them or, if you are syncing bookmarks with Chrome, how you sorted them in Chrome.

Bookmarks are displayed in thumbnail view by default. To see them as a list, Touch Menu ≡ and touch **List**.

2 Touch a bookmark to open it.

The bookmark opens in the current tab. If you prefer to open it in a new tab, touch & hold the bookmark and touch **Open in new tab** in the menu.

Edit a bookmark

1 Touch the Bookmarks button ▨ at the top right of the URL bar.

2 Touch & hold the bookmark to edit.

3 Touch **Edit bookmark** in the menu

4 Edit the name, address, and other details in the dialog that opens.

5 Touch **OK**.

Organize bookmarks in folders

You can create a folders to organize your bookmarks. You do this when you create a bookmark.

▶ When adding a bookmark, touch **Other folder** in the **Add to** menu and in the dialog that opens, touch **New folder**, edit the folder name, and touch OK.

Synchronize your bookmarks with Google Chrome

If you use Google Chrome on a computer, you can synchronize the bookmarks between Chrome on your computer and Browser on your tablet.

1 Touch Menu ≡ and touch **Settings**.

2 Touch **General** and touch **Sync with Google Chrome**.

A dialog asks whether you want to add any existing bookmarks in Browser to your Chrome bookmarks before syncing, or to delete them so they are replaced by your Chrome bookmarks.

3 Touch the sync option you want and touch **Next**.

If you have added more than one Google Account to your tablet, a dialog asks which one you want to sync with Chrome.

4 Touch the account you want to sync and touch **Next**.

5 Touch **Done** in the dialog that asks you to confirm you want to sync bookmarks.

Subsequently, the **Sync with Google Chrome** setting opens a dialog where you can pick which account's synced bookmarks you want to work with.

Share a bookmark

1 Touch the Bookmarks button ▣ at the top right of the URL bar.

2 Touch & hold the bookmark to share.

3 Touch **Share link** in the menu.

4 Touch the application you want to use to send the bookmark.

The application opens with the bookmark's address entered.

Add a bookmark shortcut to the Home screen

You can add a shortcut to your one of your tablet's Home screens that you can touch to open one of your bookmarks in a Browser window.

1   Open the Home screen where you want to add the item.

    For an introduction to working with Home, including how to switch Home screens, see "Getting to know Home" on page 20.

2   Touch the Customize button ⊞ at the top-right of the screen.

3   Touch **More**.

4   Touch **Bookmark**.

5   Touch a bookmark in the scrolling list of your bookmarks.

    The bookmark icon is added to the Home screen.

Delete a bookmark 1   Touch the Bookmarks button ▣ at the top right of the URL bar.

2   Touch & hold a bookmark to delete.

3   Touch **Delete bookmark** in the menu.

4   Touch **OK**.

    You can also delete a bookmark by touching the star next to its URL when you're viewing the bookmark in a tab or in your Browser history.

Changing Browser settings

You can configure a number of Browser settings, including several that you can use to manage your privacy.

▶   To open the Browser settings screen, touch Menu ≡ and touch **Settings**.

General

Set homepage   Opens a dialog where you can enter the URL of a page that you want to open whenever you open a new Browser tab or touch the Home button on the Bookmarks or screen. If you prefer to open new Browser tabs more quickly, by not opening any page by default, leave the dialog blank.

Sync with Google Chrome   See "Synchronize your bookmarks with Google Chrome" on page 220.

Form auto-fill   Check to enter information in web forms by simply touching in fields, using the data saved with the **Auto-fill settings**.

Auto-fill data   Touch to open a screen of typical web form fields, where you can enter and save the data you'd like to enter in those fields simply by touching them, if you have **Form auto-fill** checked.

Privacy & security

Clear cache   The browser stores the text and images of the webpages you visit so that they open more quickly when you revisit them. Touch **Clear cache** to delete these temporary files.

Clear history   The browser keeps track of the webpages you visit, so you can quickly find them and open them again later. (See "View your Browser history" on page 215.) Touch **Clear history** to delete this record.

Show security warnings   Uncheck to prevent Browser from warning you about websites with common security problems, such as outdated or invalid certificates.

Accept cookies   Many webpages store, read, and update files called cookies on your tablet, for your convenience. For example, some password-protected sites use cookies so you don't have to sign in each time you visit. Other sites use cookies to

remember your preferences. Uncheck to prevent webpages from storing cookies on your tablet.

Clear all cookie data   Touch to delete all Browser cookies from your tablet.

Remember form data   Browser remembers what you enter in some form fields on a site and helps you reenter that text the next time you use that form. Uncheck to disable this feature.

Clear form data   Touch to delete all the information the Browser remembers about what you've entered in forms.

Enable location   Check to permit websites with location-specific content to ask whether you want to share your location, using your tablet's location information. To provide a website with your location, you must also have location sharing enabled in the Settings application. See "Privacy settings" on page 280.

Clear location access   Opens a dialog where you can clear the permissions you've granted to websites in the past, to access your location. If those websites want permission to access your location again, you must grant it again.

Remember passwords   Browser can remember your passwords for some webpages that require you to sign in, to make it quicker to sign into those pages on repeat visits. Uncheck to prevent Browser from storing passwords.

Clear passwords   Touch to delete any passwords that Browser has stored.

Advanced

Set search engine   Opens a dialog where you can select the web search engine you want to use when you enter web addresses (URLs) or search terms in the URL box. The search engines available depend on your location. The Microphone icon is available in the URL box only when you are using the Google search engine.

Open in background   Check to open new tabs in the background. This is useful when you are working with webpages that take a long time to download and display. See "Switch Browser tabs" on page 217.

Enable JavaScript   Uncheck to prevent JavaScript from running on webpages. Many webpages function correctly only if they can run JavaScript on your tablet.

Enable plug-ins   Uncheck to disable plug-ins from webpages.

Website settings   Opens a screen where you can view advanced settings for particular websites.

Text size   Opens a dialog where you can increase or decrease the size of the text that Browser uses when displaying webpages.

Default zoom   Opens a dialog where you can increase or decrease the magnification level that Browser uses when first opening a webpage.

Open pages in overview   Uncheck to open webpages displaying their top-left corners at 100% size. Check to open webpages zoomed out, in an overview.

Auto-fit pages   Check to have Browser optimize the presentation of text and other elements of webpages to fit your tablet's screen. Checking this option also causes the browser to reflow a column of text to fit the screen if you double-tap the screen directly after zooming with your fingers. Uncheck to view pages as designed for a computer screen, and to cause double-tapping to simply switch between zoomed-in and default view.

Block pop-ups   Check to prevent websites from opening tabs unless you request it.

Load images   Uncheck to omit images when Browser displays a webpage. This speeds webpage display, which can be useful if you have a slow connection, but many websites make little sense with text alone.

Text encoding   Opens a dialog where you can change the character-encoding standard that Browser uses when displaying text on a webpage.

Reset to default   Touch to delete all Browser data, including your browsing history, cookies, passwords, and bookmarks, and to restore all the Browser settings to their original values.

Labs

Quick controls   Check to hide the Application bar and URL bar and to access their controls by swiping your thumb into the screen from the left or right edge.

Most-visited homepage   Check to replace your homepage with a screen that displays thumbnails of the webpages you visit most frequently.

Google Instant   Check to use Google Instant when you search for information by typing in the Browser URL bar. Using Google Instant can increase your mobile data use.

Maps, Navigation, Places, and Latitude

You use Maps to find your current location; to view real-time traffic conditions, to get detailed directions by foot, public transportation, bicycle, or car; and to navigate by using spoken, turn-by-turn driving instructions through Google Maps Navigation (Beta).

You can find street addresses, landmarks, and places of business, and locate these points-of-interest directly on a street map or satellite image. In some areas, you can view street-level imagery of businesses and neighborhoods. With Google Latitude, you can view your friends' locations on your maps and share your location and other information with them.

The Maps app also contains three features that allow for quick access to Google Places, Navigation (Beta), and Latitude; these appear as app icons in the Launcher.

Maps does not have information about every location.

Camera

Camera is a combination camera and camcorder that you use to shoot and share pictures and videos.

Pictures and videos are stored on your tablet's internal storage. You can copy your pictures and videos to a computer, as described in "Connecting to networks and devices" on page 57.

You can view your pictures and videos on your tablet, edit them, share them, and so on with Gallery. See "Gallery" on page 231.

Gallery

You use Gallery to view pictures and play videos that you've taken with Camera, downloaded, or copied to your tablet. You can also view pictures in a Picasa web album. You can perform basic editing tasks on pictures and set them as your wallpaper or contact picture. You can also share your pictures and videos with friends, via email or messaging, or by uploading them to the Picasa and YouTube web sites.

Movie Studio

Use Movie Studio to edit the videos you take with Camera or copy onto your tablet into movies. You can cut and order scenes, add a sound track, and so on.

YouTube

YouTube is Google's online video streaming service for viewing, discovering, and sharing videos.

Opening YouTube and watching videos

You can browse, search for, view, upload, and rank YouTube videos on your tablet with the YouTube application.

Open YouTube

▶ Touch the YouTube icon on the Apps screen or touch a shortcut icon on a Home screen.

See "Opening and switching apps" on page 40.

The YouTube home screen opens.

If you're signed in (see "Sign into YouTube" on page 237), the home screen displays recent videos from the channels you subscribe to and other recommended videos. Otherwise, it displays popular videos from across YouTube.

▶ Touch a video in the YouTube home screen to watch it: see "Watch videos" on page 236.

▶ Touch **Browse** to look for videos by category: see "Browse for videos by category" on page 240.

▶ Touch **Your Channel** to open a screen with your favorites, uploads, and other YouTube information: see "Working with channels" on page 242.

▶ Touch **Search YouTube** to search for videos by typing or speaking: see "Search for videos" on page 239.

▶ Touch the YouTube icon at the top left of the screen and then touch **Home**, to return to the YouTube home screen from any other screen.

Watch videos

▶ On any YouTube screen, touch a video to start playing it.

The video starts playing in its Watch screen.

The Watch screen is where you interact with videos in many ways, in addition to watching them. See "Rating and commenting on videos" on page 241, "Uploading and sharing videos" on page 244, and the other sections in this chapter.

▶ On the Watch screen, touch the video to display the video controls. Touch again to pause.

▶ Browse in the Related videos tab or read comments in the Comments tab.

   See "Discovering videos" on page 239.

▶ Touch the Full Screen button to watch in full-screen view. Touch is again to return to the Watch screen.

   You can also switch back and forth by double-tapping the screen.

   In full-screen view, the System bar's buttons and other features are reduced to dim dots, to reduce distraction. The dots work like the features they replaced. Touch an empty area of the System bar to restore it.

▶ Drag the scrubber to jump to a different part of the video.

▶ Touch the **HQ** icon to change whether you're viewing a high-quality or regular-quality version of the video.

   You can set whether videos start in high or normal quality when you're connected to mobile data networks. See "Changing YouTube settings" on page 248.

▶ Touch the **CC** icon to show closed captions in the language you want, or to hide closed captions.

   Closed captions are available for videos only if the video owner provided them.

   You can change the caption size; see "Changing YouTube settings" on page 248.

▶ Touch Back to stop playback and return to the videos list.

Sign into YouTube   You can discover and watch YouTube videos without a YouTube account, but if you want to comment on videos, add them to your Favorites, upload videos, or take advantage of many other YouTube features, you must sign into your YouTube account.

▶ Touch the Menu button ≡ at the top-right of the screen and touch **Sign in**. Or touch any YouTube feature that requires you to be signed in, such as **Your Channel**.

If one of the Google Accounts on your tablet is already a YouTube account, you're prompted to use it to sign in. Otherwise, you can add a YouTube account.

If you're not already signed in the first time you use a YouTube feature that requires an account, you're prompted to sign in.

You can sign out of YouTube (for example, so you can sign in using another account) by touching the Menu button ≡ and touching **Sign out**.

For more information about YouTube accounts, visit YouTube on the web, and see "Working with channels" on page 242.

Discovering videos

You can discover YouTube videos in many different ways, including browsing by category, searching, and by exploring information about a video on its Watch screen.

Viewing the channels of people who have uploaded a video you like is also a great way to discover videos: see "Working with channels" on page 242.

Search for videos

1 Touch **Search YouTube** in the Application bar when YouTube is running.

2 Enter the text you want to search for, or touch the Microphone icon to search by voice.

3 Touch a suggestion below the search box or touch the magnifying glass icon Q to search for what you've entered.

4 Scroll through the search results and touch a video to watch it.

You can restrict the results to a certain period of time by touching **All time** (or the current time filter setting) at the top of the search results screen and picking the period of time you want.

You can set whether you want to filter out potentially offensive videos with SafeSearch. You can also clear your search history, so it is not included in suggestions when you search YouTube. See "Changing YouTube settings" on page 248.

Browse for videos by category

1 Return to the YouTube home screen and touch **Browse** in the Application bar.

2 Touch a category in the scrolling list of YouTube categories (or touch **All**).

The category screen opens for the category you touched, with a list of videos you can touch to watch.

You can limit the videos on the category screen to a more or less recent period of time, by touching **This week** (or the current time setting) at the top of the category list.

You can touch **Top rated** (or the current setting) just below the time setting, to view the most viewed, top rated, most discussed, or most favorited videos in that category.

Explore related videos

Each video's Watch screen includes information about that video that you can use to discover related videos.

▶ Touch the **Related videos** tab.

OR

▶ Touch the name of the uploader (just below the video), to open their channel and view a list of other videos they've uploaded.

OR

▶ Use one or more of the tags from the video description (below the video) in a YouTube search.

See "Search for videos" on page 239.

Rating and commenting on videos

You can rate videos by giving them a thumbs up or down and you can comment on videos. You can also add a video to your favorites and even report videos you think are inappropriate.

Give a video the thumbs-up or thumbs-down

▶ On a video's Watch screen, touch the thumbs-up or thumbs-down button.

Your vote is added to the tally of viewers who liked or disliked the video, on the video's Watch screen.

Add or remove a video to your Favorites

▶ On a video's Watch screen, touch the Menu button ≡ in the Application bar and touch **Favorite** or **Unfavorite**.

The video is added (or removed) from your favorites.

Your favorites are available on your Your Channel screen. See "Working with channels" on page 242.

Comment on a video

You can share your thoughts about a video with others.

1 On a video's Watch screen, touch the Comments tab.

2 Enter your comments in the text field at the top of the Comments tab.

See "Entering and editing text" on page 47

3 Touch the Return key on the onscreen keyboard.

Flag a video as inappropriate

▶ On a video's Watch screen, touch the Menu button ≡ in the Application bar at top-right and touch **Flag**.

Browser opens and after you sign into YouTube on the web, you're asked to pick a reason why you think the video is inappropriate, before passing your comments onto Google.

Working with channels

A channel is a collection of a person's videos, playlists, and other YouTube information. You can create you own channel and invite other people to subscribe to all or parts of it, so they can enjoy your contributions to YouTube. You can also view and subscribe to other people's channels.

On the tablet, Your Channel is where you find your uploads, playlists, favorites, and subscriptions. Visit YouTube on the web to learn more about configuring your channel.

Open Your Channel

▶ Touch the YouTube icon at the top-left of the screen to return to the YouTube home screen and touch **Your channel**.

The Your Channel screen presents information about your channel and tabs you can touch to view a list of the videos you've uploaded, your favorite videos, your playlists, and a list of other peoples' channels you're subscribed to.

Open another person's channel

▶ Touch the **Subscriptions** tab on the Your Channel screen.

OR

▶ On the Watch screen of a video uploaded by another person, touch the person's name in the description below the video.

The channel screen opens, with information about the channel.

You can touch a tab on the channel screen to view the channel's uploads, favorites, activities, or playlists.

Subscribe to a channel

1 Open another person's channel.

2 Touch **Subscribe** at the top of the channel screen.

3 Touch **All activity** or **Video uploads only** in the dialog.

The option you touch affects what tab opens when you open the channel screen.

You can view the list of channels you're subscribed to (and touch one to open it) in the **Subscriptions** tab in Your Channel.

If you're already subscribed to a channel, **Subscribe** changes to **Unsubscribe** at the top of that channel's screen.

Uploading and sharing videos

You can upload videos you shot with Camera to YouTube, where they appear on your Your Channel page. You can share videos that are already on YouTube by sending the video's web address (URL).

You can also share videos directly from Gallery after you shoot them with Camera: see "Gallery" on page 231 and "Camera" on page 229.

Upload a video to YouTube

1 On the Your Channel screen, touch **Upload** in the Application bar.

Gallery opens, with albums of your videos.

For more information about Gallery, including opening albums, selecting videos, and even starting an upload to YouTube, see "Gallery" on page 231.

2 Open an album and touch the video you want to upload.

3 Enter a title for the video and more details if you want, such as whether you want to make the video public or private.

4 Touch **Upload**.

The video is added to your channel.

Delete a video you uploaded

You can delete a video you uploaded to your channel on YouTube, whether you originally uploaded it from your tablet or with a web browser.

1 Open Your Channel.

2 Touch the **Uploads** tab.

3 Touch & hold the thumbnail of the video you want to delete.

4 Touch **Delete** in the Application bar.

Or touch **Done** if you change your mind.

Share a video **1** When watching a video, touch **Share** in the Application bar.

If you're watching full-screen, you may need to touch the video to display the video controls.

2 Touch the application you want to use to share the video.

See the documentation for the application you picked to learn how to finish sending information about the video to those you want to share it with.

Copy a video's web address You can copy a video's web address (URL) on YouTube, to paste into a message or other document.

▶ When viewing a video's Watch screen, touch the Menu button ≡ in Application bar and then touch **Copy URL**.

You can now paste the URL into a text field in any application (see "Editing text" on page 54).

Working with playlists

A playlist is a collection of videos you can watch on YouTube as a set. Your playlists are available on your Your Channel screen (see "Working with channels" on page 242). You can add videos to your playlists. You can also watch other people's playlists.

Visit YouTube on the web to learn how to create and edit playlists.

Add a video to a playlist

You create, edit, and delete playlists in YouTube on the web. But you can add videos to your existing playlists using YouTube on your tablet.

1 On a video's Watch screen, touch the Menu button ☰ in the Application bar and then touch **Save to**.

2 In the dialog that opens, touch the name of the playlist you want to add the video to.

View your own playlists

1 Open Your Channel.

See "Working with channels" on page 242.

2 Touch the **Playlists** tab.

3 Touch a playlist to view its videos.

You can touch one of the videos to view it. Or touch **Play all** in the Application bar, to play all the videos in the playlist without interruption.

When viewing all the videos in a playlist, you can swipe left or right in the video image to switch videos, or touch the Next or Previous controls.

View other people's playlists

1 Open another person's channel.

See "Working with channels" on page 242.

2 Touch the **Playlists** tab.

3 Touch a playlist to view its videos.

You can touch one of the videos to view it. Or touch **Play all** in the Application bar, to play all the videos in the playlist without interruption.

When viewing all the videos in a playlist, you can swipe left or right in the video image to switch videos, or touch the Next or Previous controls.

Changing YouTube settings

You can change the following settings for YouTube on your tablet.

▶ To change YouTube settings, touch the Menu button ≡ in the Application bar and then touch **Settings**. Then touch the tab for the settings you want to work with.

General settings

High quality on mobile   Check if you prefer to watch videos in high quality by default when connected to mobile networks; uncheck to start videos in normal quality, to reduce startup time and data use. This setting has no effect if you are connected to a Wi-Fi network, where videos always open in high quality.

Caption font size   Opens a dialog where you can set the size of text you prefer when viewing video captions with your videos.

Search settings

Clear search history   Touch to remove the history of video search terms you've pursued in the past, so they aren't presented as suggestions in future searches for YouTube videos.

SafeSearch filtering   Opens a dialog where you can set whether you want Google SafeSearch filtering to block some results when you search for videos: Block no search results (off), only explicit or offensive videos (moderate), or both explicit or offensive text and videos (strict).

About

Help   Opens the YouTube Help Center in Browser.

Feedback   Opens a YouTube feedback form in Browser.

Terms of service and mobile privacy policies   Displays the YouTube and Google terms of service and privacy policies.

Application version   The version of the YouTube application installed on your tablet.

Music

Use Music to listen to music and other audio files that you copy from your computer or download from the Internet.

In this section

Transferring music files to your tablet

Music plays audio files that are stored on your tablet's internal storage, so before you open Music, you must copy audio files from your computer.

Music supports a wide variety of audio file formats, so it can play music that you purchase from online stores, music that you copy from your CD collection, and so on.

Music supports audio files in numerous formats, including MP3, M4A (iTunes application AAC, DRM-free), AMR , MIDI, and OGG Vorbis.

Copy music files from your computer

1 Connect your tablet to your computer.

To learn how to connect your tablet to your kind of computer and how to view and copy items to and from it, see:

● "Connecting to a Windows computer via USB" on page 72

or

● "Connecting to a Macintosh computer via USB" on page 73

By default, tablet stores music in the Music folder at the root of its file system. But Music will find your music files in anywhere you put them on your tablet, except the Ringtones folder.

2 Copy music and other audio files form your computer to your tablet.

You can use subfolders to organize your music files.

3 If the music files have accompanying artwork in JPEG format, rename the art file albumart.jpg and include it in the same folder as the music files.

4 If you have created any playlists, create a subfolder for them in your music folder and copy the playlists into it.

5 Disconnect your tablet from your computer.

When you next start Music, it searches your tablet's storage and adds the music to your library.

Opening Music and working with your library

After you've copied some music onto your tablet's internal storage, as described in "Transferring music files to your tablet" on page 250, or downloaded music from another source, you can open Music and see your library of music files, sorted in one of four ways.

Open Music and view your music library

▶ Touch the Music icon 🎧 on the Apps screen or touch a shortcut icon on a Home screen.

See "Opening and switching apps" on page 40.

When you copy music to your tablet, Music searches it for music files and builds a catalog of your music, based on information about each file that is stored in the file itself. This can take from a few seconds to several minutes, depending on the number of files.

When the catalog is complete, the Music library screen opens, displaying a carousel view of your new and recent music, organized by album.
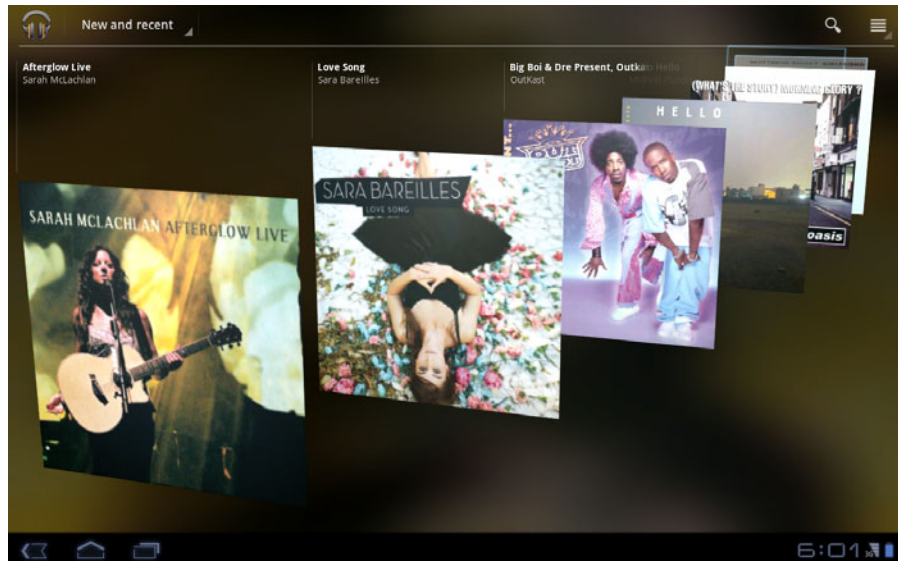
▶ Swipe left or right to spin the carousel and browse through your new and recent music.

You can return to Music's Library screen from most other screens in the Music application by touching the Music app icon at the top-left of the Application bar.

Change views of your library

You can view the contents of your library in a number of ways, including by album, artist, or genre.

▶ On the main Library screen, touch the name of the current view, near the top-left of the Application bar.

The contents of your library is displayed in a scrolling grid, list, or carousel, depending on the view.

▶ Touch an album, artist, playlist, or genre to view its contents.

▶ Touch a song to play it.

▶ Touch the triangular menu button ◢ next to an item to play it or add it to a playlist.

"Working with playlists" on page 255

Search for music in your library

1 Touch the Search button.

2 Start typing the name of the artist, album, or song you're looking for.

Matching songs are displayed in the list below the search box.

3 Touch a matching song to play it, touch a matching album or artist to view a list of its songs, or touch the triangular menu button ◢ next to play it or add it to a playlist.

Playing music

You can listen to music by using the tablet's built-in speakers, through a wired headset, or through a wireless Bluetooth stereo headset that supports the A2DP profile. See "Connecting to Bluetooth devices" on page 65 and refer to your tablet's owner's guide for more information about connecting headsets to your tablet.

Play music

▶ Touch a song in your library to listen to it.

OR

▶ While viewing a list of albums, artists, playlists, genres, or songs, touch the triangular menu button ◢ next to an item and touch **Play**.

The Playback screen opens and the song you touched or the first song in the album or other list starts to play. The tracks in the current list play in order until you reach the end of the playlist (unless you choose a repeat option). Otherwise, playback stops only if you stop it, even when you switch applications.

You can return to the Playback screen from most other screens in the Music application by touching **Now playing** near the top-left of the Application bar.

You can return to the Playback screen from any other application by opening the Notifications panel and touching the ongoing music notification. See "Managing notifications" on page 26.

Control playback

The Playback screen contains several icons that you can touch to control the playback of songs, albums, and playlists:

⏸	Touch to pause playback.
⏸	Touch to resume playback.
⏭	Touch to skip to the next track in the album, playlist, or shuffle.

⇄	Touch to skip to the previous track in the album, playlist, or shuffle.
⤨	Touch to play the current playlist in shuffle mode (tracks are played in random order).
⇄	Touch to toggle repeat mode: Don't repeat, repeat the current list, or repeat the current track.

Control playback volume   In addition to the techniques for setting media volume described in "Sound settings" on page 273, you can control the volume of music in the Music application.

▶ Press the tablet's **Volume Up** or **Volume Down** button.

A panel opens to show the current media volume; the indicator moves as you adjust the volume.

You can also drag the indicator in the panel to adjust the volume or touch the Settings icon to both the media and notification volume sliders.

Play a list of songs in a shuffle   You can play the songs in the current album, playlist, or other list in a shuffle: Music plays the songs in the list in random order, until you turn shuffle off.

▶ When viewing a list of songs in an album, playlist, or other list, touch **Shuffle**.

OR

▶ Touch the Shuffle button ⤨ on a Now Playing screen.

The songs in the list, or the list the current track is part of, are played in a shuffle until you touch the Shuffle button on a Now Playing screen.

Working with playlists

You can create playlists to organize your music into sets of songs, which you can play in the order you set or in a shuffle.

Create a new playlist   1   Touch the triangular menu button ◢ to the right of an album, artist, song, or genre, and touch **Add to playlist**.

You can also create a playlist starting from the Now Playing screen by touching Menu ≡ at the top-right of the Application bar and touching **Add to playlist**.

2   Touch **New**.

3   Enter a name and touch **Save**.

The new playlist is added to the Playlist library, containing the song or list of songs.

Add a song to a playlist   1   Touch the triangular menu button ◢ to the right of an album, artist, song, or genre, and touch **Add to playlist**.

You can also add the currently playing song from the Now Playing screen by touching Menu ≡ at the top-right of the Application bar and touching **Add to playlist**.

2   Touch the name of the playlist to add the song to.

The song is added to the playlist.

Rearrange songs in a   1   Open a playlist.
playlist   2   Drag the songs into the order you want, by dragging each song into place by the handle ▦ at its left side.

Remove a song from a playlist

1   Open a playlist.

2   Touch the triangular menu button to the right of the song you want to remove and touch **Remove from playlist**.

The song isn't deleted from your tablet or other playlists; it's removed only from the playlist you're working with.

Delete a playlist

1   Open the Playlist library.

2   Touch the triangular menu button to the right of the playlist you want to delete and touch **Delete**.

No songs are harmed by deleting a playlist.

Create playlists on your computer

You can create playlists on your computer to use in Music. Music can work with playlists in the M3U, WPL, and PLS file formats. You copy playlists onto your tablet in the same way as you copy music, as described in "Transferring music files to your tablet" on page 250. The best practice is to create a subfolder within your Music folder for playlists.

If you don't have a dedicated application on your computer that can create playlists, you can create a playlist in a text editor, using the following guidelines:

●   Enter each music file name to include in the playlist on its own line.

●   Use music file names as displayed on your computer. Music ignores all but the track names when displaying the playlist.

●   Save the file with the .m3u extension

Books

Use the Books app to read eBooks from the web-based Google Books service. You can read books online or mark them for availability offline, so you can read them when you don't have an Internet connection (such as on an airplane). You can also use Books as your starting point for browsing or searching for books on line.

Clock

The Clock application displays the date and time. You can also use it to turn your tablet into an alarm clock.

In this section

Viewing the date and time

You can open Clock to display the time in large characters with the date and the next set alarm underneath.

Open Clock ▶ Touch the clock icon on the Apps screen or touch a shortcut icon on a Home screen.

See "Opening and switching apps" on page 40.

Clock opens displaying the date and time, along with date and time of the next scheduled alarm.

If Clock is open when your screen darkens, it reopens when you wake the phone, instead of the lock screen. If you have secured your lock screen, touch Back ◀ to open the lock screen so you can unlock your tablet. See "Securing your tablet" on page 31.

Add an analog clock widget to a Home screen You can add an analog clock widget to your Home screens. If you touch the clock widget, it opens the alarms dialog.

See "Working with widgets" on page 36 and "Setting and changing alarms" on page 261.

Setting and changing alarms

You can set an alarm by modifying an existing alarm or by adding a new one.

Add an alarm

1   Touch **Set alarm** or **Alarm set** (if you have an alarm already set) on the Clock screen.

A list of current alarms opens. Set alarms are checked.

You can set or change an existing alarm. See "Set or change an existing alarm" on page 261.

2   Touch **Add alarm**.

3   Use the up and down arrows to set the time.Then touch **Set**.

A dialog with details about the alarm opens.

4   Touch **Repeat** to open a dialog where you can check the days on which you want the alarm to sound.

5   Touch **Ringtone** to select a ringtone for the alarm.

The ringtone plays briefly when you select it.

6   Touch **Label** to open a dialog where you can type a label for the alarm.

7   Touch **Done**.

Set or change an existing alarm

1   Touch **Set alarm** or **Alarm set** (if you have an alarm already set) on the Clock screen.

A list of current alarms opens. Set alarms are checked.

You can add an a new alarm to the list. See "Add an alarm" on page 261.

2   Check an existing alarm to set it and touch **Done**. Or touch an existing alarm to change it.

3   If you touched an existing alarm, touch **Time**, **Repeat**, **Ringtone**, or **Label** to change it. Then touch **Done**.

Respond to an alarm   When an alarm sounds, a dialog opens where you can turn the alarm off or snooze it.

▶ Touch **Dismiss** or press one of your tablet's buttons to turn off the alarm.

OR

▶ Touch **Snooze** to set the alarm to sound again in ten minutes.

When you have an alarm snoozed, a notification is added to the System bar. You can open the notification and touch it to turn the alarm off before it sounds again. See "Respond to a Notification" on page 27.

Delete an alarm   You can delete an alarm from the Alarms list.

1 Touch **Set alarm** or **Alarm set** (if you have an alarm already set) on the Clock screen.

A list of current alarms opens.

2 Touch the alarm you want to delete.

3 Touch **Delete**.

Calculator

Use Calculator to solve simple arithmetic problems or use its advanced operators to solve more complex equations.

In this section

Using the Calculator

Use Calculator to solve math problems.

Open and use the Calculator

▶ Touch the Calculator icon on the Apps screen or touch a shortcut icon on a Home screen.

See "Opening and switching apps" on page 40.

▶ Enter numbers or operators to figure arithmetic and trigonometric problems, just as on a pocket calculator.

▶ Touch & hold the Calculator's display to copy the contents of the display, so you can paste it into a text field in another app.

See "Entering and editing text" on page 47.

Market

Android Market provides direct access to free and paid applications, games, and books that you can download and install on your tablet.

Settings

You use the Settings application to configure how your tablet looks, sounds, communicates, protects your privacy, and operates in many other ways.

Many applications also have their own settings; for details, see the documentation for those applications.

In this section

Opening Settings

The Settings application contains most of the tools for customizing and configuring your tablet.

The Quick Settings also offers convenient access to several of the most commonly used settings. See "Status Details and Quick Settings" on page 28.

Open Settings ▶ Touch the time in the lower-right of the System bar to open the Status Details, touch in the Status Details to open Quick Settings, and then touch **Settings**.

See "Status Details and Quick Settings" on page 28.

OR

▶ Touch the Settings icon on the Apps screen or touch a shortcut icon on a Home screen.

See "Opening and switching apps" on page 40.

Wireless & networks settings

Use Wireless & Network settings to configure and manage connections to networks and devices via Wi-Fi, Bluetooth, mobile networks, and via a USB connection. You also use Wireless & Network settings to configure connections between your tablet and virtual private networks (VPNs), to connect other devices to the Internet using your tablet's mobile data connection, and to turn off all radios with Airplane mode.

Wireless & Network settings screen

Airplane mode   Check to turn off all the tablet's radios that transmit data.

Wi-Fi   Check to turn on Wi-Fi so you can connect to Wi-Fi networks.

Wi-Fi settings   See "Wi-Fi settings screen" on page 269.

Bluetooth   Check to turn on Bluetooth so you can connect to Bluetooth devices.

Bluetooth settings   See "Bluetooth settings screen" on page 270.

Tethering & portable hotspot   See "Tethering & portable hotspot settings screen" on page 271

VPN settings   See "VPN settings screen" on page 271.

Mobile networks   See "Mobile networks settings screen" on page 271.

Wi-Fi settings screen

For details about working with these settings, see "Connecting to Wi-Fi networks" on page 60.

In addition to the settings described in this section, you can touch the Menu button ☰ in this screen's Application bar and touch **Advanced** to configure the settings described in "Advanced Wi-Fi settings screen" on page 270.

Wi-Fi   Check to turn on Wi-Fi so you can connect to Wi-Fi networks. When connected to a network, displays the network's name.

Network notification   Check to receive a notification in the System bar when an open Wi-Fi network becomes available.

Wi-Fi disconnect policy   Opens a dialog where you can set when you want to disconnect from Wi-Fi networks and connect to mobile data networks: when the screen turns off (uses more mobile data), never when plugged in, or never (uses more battery power).

Wi-Fi networks   Displays a list of Wi-Fi networks you've previously configured and those detected when the tablet last scanned for Wi-Fi networks. See "Connecting to Wi-Fi networks" on page 60.

Add Wi-Fi network   Opens a dialog where you can add a Wi-Fi network by entering its SSID (the name it broadcasts), security type, and other properties. See "Connecting to Wi-Fi networks" on page 60.

Advanced Wi-Fi settings screen

MAC address   The Media Access Control (MAC) address of your tablet when connected to a Wi-Fi network.

IP address   The Internet Protocol (IP) address assigned to the tablet by the Wi-Fi network you are connected to (unless you used the IP settings to assign it a static IP address).

Bluetooth settings screen

For details about working with these settings, see "Connecting to Bluetooth devices" on page 65.

Bluetooth   Check to turn on Bluetooth so you can connect to Bluetooth devices.

Device name   Opens a dialog where you can give your tablet a name that is visible on some Bluetooth devices. The current name is displayed.

Discoverable   Check to make your tablet discoverable by other Bluetooth devices for 120 seconds.

Bluetooth devices   Displays a list of Bluetooth devices that you've previously configured and those detected when the tablet last scanned for Bluetooth devices.

Find nearby devices   Touch to search for and display information about nearby Bluetooth devices.

Tethering & portable hotspot settings screen

For details about these settings, see "Sharing your mobile data connection" on page 75.

USB tethering   Check to share your tablet's mobile network data connection with your computer, via a USB connection.

Portable Wi-Fi hotspot   Check to share your tablet's mobile network data connection as a portable Wi-Fi hotspot.

Portable Wi-Fi hotspot settings   Opens a screen with settings to turn the hotspot on and off and to set the its SSID (its broadcast name) and security.

Bluetooth tethering   Check to share your tablet's mobile network data connection with other devices, via a Bluetooth connection.

Help   Opens a dialog with information about USB tethering, portable Wi-Fi hotspots, Bluetooth tethering, as well as information about where to learn more.

VPN settings screen

For details about these settings, see "Connecting to virtual private networks (VPNs)" on page 79.

Add VPN   Opens a screen that prompts you to select the type of VPN to add. You are then prompted for VPN configuration details.

VPNs   The list of VPNs that you've previously configured.

Mobile networks settings screen

Data enabled   Uncheck to prevent your tablet from transmitting data on any mobile network. This is useful if you are traveling in an area where you do not have a mobile data plan and want to avoid charges for data use on local carriers' mobile networks. Unchecking this setting does not prevent your tablet from transmitting data on other wireless networks, such as Wi-Fi or Bluetooth.

Data roaming   Uncheck to prevent your tablet from transmitting data on other carriers' mobile networks when you can't access your own carrier's mobile networks. See "Disable data when roaming" on page 59.

Data usage   Only available if your carrier enforces a mobile network data use policy. Displays the amount of data you've transmitted over the mobile network in the current period, the data threshold (the amount of data you can transmit before the policy is enforced), and the time when the next period starts. If you touch this setting, the Data Usage screen opens, with more details about your mobile network data use, the period in which it's measured, and the way in which the carrier will enforce the policy if you exceed the data threshold for the period. Contact your carrier for more information about its mobile network data use policy.

System select   (CDMA mobile networks only.) Opens a dialog where you can configure your tablet to connect only to the carrier you have a contract with (Home), or to allow you to connect to other mobile networks (Automatic).

Activate device   Touch to activate your tablet on your carrier's mobile network, so you can connect to it. This feature is not used by all mobile networks.

Access Point Names   (GSM mobile networks only.) Opens the APNs screen, where you can select mobile access point configurations; or touch the Menu button ≡ in the Application bar to add a new APN. Consult your carrier about how to use the tools on this screen.

Use only 2G networks   (GSM mobile networks only.) Check to obtain slightly better battery life, by preventing your tablet from connecting to higher-speed networks.

Network operators   (GSM mobile networks only.) Opens a screen that searches for and displays mobile networks that are compatible with your tablet. Consult your carrier to understand the billing implications of selecting another carrier.

Sound settings

Use the Sound settings to configure how, and at what volume, the tablet plays music or other media with audio, notification ringtones, and alarms. You also use these settings to pick the notification ringtone you prefer and whether you hear audible feedback when touching or locking and unlocking the screen.

Volume   Opens a dialog with three sliders for adjusting the volume of music and other media audio, notification ringtones, and alarms.

Notification ringtone   Opens a dialog where you can select the ringtone to sound when you receive a notification. Touch a ringtone to listen to it.

Audible selection   Check to play a sound when you touch buttons, icons, and other onscreen items.

Screen lock sounds   Check to play a sound when the screen is locked or unlocked.

Screen settings

Use the Screen settings to configure brightness and other screen settings.

Brightness   Opens a dialog for adjusting the brightness of the screen. You can check **Automatic brightness** to set the tablet to adjust the brightness automatically, using the tablet's built-in light sensor. Or uncheck that option to use the slider to set a brightness level you want at all times when using the tablet. For the longest battery life between charges, use the dimmest comfortable brightness.

Auto-rotate screen   Check to automatically switch the orientation of the screen as you turn the tablet sideways or upright.

Animation   Opens a dialog where you can set whether you want to enjoy animated transitions for some effects (such as opening menus), for all supported effects (including when navigating from screen to screen), or to enjoy a tablet without any optional animation effects (this setting does not control animation in all applications).

Screen timeout   Opens a dialog where you can set how long to wait after you touch the screen or press a button before the screen darkens. For the longest battery life between charges, use the shortest convenient timeout.

Location & security settings

Use the Location & Security settings to configure how you want the tablet to determine your location (this affects accuracy) and how you want to share your location with Google and others. You can also configure settings that help secure your tablet and its data.

Use wireless networks   Check to use information from Wi-Fi and mobile networks to determine your approximate location, for use in Maps and other geographically aware applications, when you search, and so on. When you check this option, you're asked whether you consent to sharing your location anonymously with Google's location service, to help improve the service.

Use GPS satellites   Check to use your tablet's global positioning system (GPS) satellite receiver to pinpoint your location to within an accuracy as close as several meters ("street level"). Actual GPS accuracy depends on a clear view of the sky and other factors.

Use location for Google Search   Check to use include information about your location when you use Google Search, Voice Search, and so on.

Configure lock screen   Touch to configure your lock screen to require a pattern, PIN, or password to unlock your screen, or never to show the lock screen at all. For more information, see "Securing your tablet" on page 31.

Owner info   Opens a screen where you can set whether you want to display information about yourself (such as your contact information) on the lock screen and where you can enter the text you want to display.

Encrypt tablet   Touch to encrypt the contents of your tablet and to require a numeric PIN or password to decrypt your tablet each time you power it on. For details, see "Securing your tablet" on page 31.

Set up SIM card lock   (Only for tablets that use a SIM card.) Opens a screen where you can configure the tablet to require entering the SIM PIN to use the tablet, and where you can change the SIM PIN.

Visible passwords   Check to briefly show each character of passwords as you enter them, so that you can see what you enter.

Device administrators   Opens a screen with a list of the applications you have authorized to be administrators for your tablet. This is typically an email, calendar, or other enterprise application that you granted this authority to, when you added an account hosted by an enterprise service that requires the ability to implement security policies on any devices that connect to it. Touch an application in this list to disable its authority to be a device administrator; if you do, the account you added will typically lose some functionality in its applications, such as the ability to sync new email or calendar events, until you restore the application's authority as a device administrator. Applications whose device administration authority you disable in this way, but that have accounts that require them to be a device administrators, typically notify you how to restore their authority when you try to use them, unless you delete those accounts.

Use secure credentials   Check to allow applications to access your tablet's encrypted store of secure certificates and related passwords and other credentials. You use credential storage to establish some kinds of VPN and Wi-Fi connections, as described in "Connecting to networks and devices" on page 57. If you have not set a password for the credential storage, this setting is dimmed.

Install from storage   Touch to install a secure certificate from your tablet's storage, as described in "Working with secure certificates" on page 81.

Set password   Opens a dialog where you can set or change the password for your secure credential storage. Your password must have at least 8 characters. See "Working with secure certificates" on page 81.

Clear storage   Deletes all secure certificates and related credentials and erases the credential storage's own password, after prompting you to confirm that you want to do this.

Applications settings

You use the Applications settings to view details about the applications installed on your tablet, to manage their data, to force them to stop if they misbehave, and to set whether you want to permit installation of applications that you obtain from web sites and email.

Applications settings screen

Manage applications   Opens a list of all the applications and other software installed on your tablet, along with their sizes and tools for managing them. See "Managing how apps use memory" on page 42.

Running services   Opens a list of applications, processes, and services, services that are currently running or are cached. See "Managing how apps use memory" on page 42.

Storage use   Opens a list of all applications on your tablet with information about the storage they use. See "Managing how apps use memory" on page 42.

Battery use   Opens a list of the applications that have used battery power since you last charged your tablet. See "Optimizing battery life" on page 37.

Unknown sources   Check to permit installation of applications that you obtain from web sites, email, or other locations other than Android Market.

Warning!   To protect your tablet and personal data, download applications only from trusted sources, such as Android Market.

Development   See "Development screen" on page 277.

Development screen

The Development screen contains settings that are useful for developing Android applications. For full information, including documentation of the Android APIs and development tools, see the Android developer web site (http://developer.android.com).

USB debugging   Check to permit debugging tools on a computer to communicate with your tablet via a USB connection.

Stay awake   Check to prevent the screen from dimming and locking when the tablet is connected to a charger. Don't use this setting with a static image on the tablet for long periods of time, or the screen may become marked with that image.

Allow mock locations   Check to permit a development tool on a computer to control where the tablet believes it is located, rather than using the tablet's own internal tools for this purpose.

Accounts & sync settings

Use the Accounts & Sync settings to add, remove, and manage your Google Accounts and other accounts. You also use these settings to control how and whether applications send, receive, and sync data on their own schedules, and whether applications can synchronize user data automatically.

Gmail, Calendar, and other applications may also have their own settings to control how they synchronize data; see the documentation for those applications for details.

Accounts & sync settings screen

Background data   Check to permit applications to synchronize data in the background, whether or not you are actively working in them. Unchecking this setting can save battery power and lowers (but does not eliminate) data use.

Auto-sync   Check to permit applications to synchronize data on their own schedule. If you uncheck this setting, you must touch an account in the list on this screen and touch to synchronize data for that account. Synchronizing data automatically is disabled if **Background data** is unchecked. In that case, **Auto-sync** is dimmed.

Manage accounts   The rest of this screen lists the Google Accounts and other accounts you've added to the tablet. Adding accounts is described in "Accounts" on page 99.

If you touch an account in this screen, its account screen opens.

Account screen

This screen contains different options, depending on the kind of account.

For each Google Account, it lists the kinds of data you can synchronize to the tablet, with checkboxes so you can turn synchronizing on and off for each kind of data. You can also touch the Synchronize button at the top-right of the Application bar to synchronize data now. Touch **Remove account** to remove the account along with all its data (contacts, mail, settings, and so on). See "Privacy settings" on page 280.

Privacy settings

You use the Privacy settings to manage whether your settings and other data are backed up to Google servers, using your Google account. You also use these settings to erase all the data on your tablet by performing a factory data reset.

Back up my data   Check to back up some of your personal data to Google servers, with your Google Account. If you replace your tablet, you can restore the data you've backed up, the first time you sign in with your Google Account. If you check this option, a wide variety of your personal data is backed up, including your Wi-Fi passwords, Browser bookmarks, a list of the applications you've installed from Market, the words you've added to the user dictionary used by the onscreen keyboard, and most of the settings that you configure with the Settings application. Some third-party applications may also take advantage of this feature, so you can restore your data if you reinstall an application. If you uncheck this option, you stop backing up your data to your account, and any existing backups are deleted from Google servers.

Backup account   Displays the Google Account that your settings and other data are backed up with. This is the account you need to sign into on a new Android tablet or other device, if you want to restore the settings from this tablet to that device.

Automatic restore   Check this option to restore settings and other data when you reinstall an application. This feature requires that you are backing up your data with your Google Account and that the application is using the backup service.

Factory data reset   Opens a dialog where you can erase all of your personal data from internal tablet storage, including information about your Google Account, any other accounts, your system and application settings, any downloaded applications, as well as your music, photos, videos, and other files. If you reset the tablet in this way, the next time you turn on your tablet you're prompted to reenter the same kind of information as when you first started Android. See "Starting Android the first time" on page 9.

Storage settings

Use the Storage settings to monitor the used and available space on your tablet's internal storage.

You can also view and manage the storage used by applications; see "Managing how apps use memory" on page 42. You can view, reopen, and delete files you've downloaded with Browser, Gmail, or Email with the Downloads application; see "Managing downloads" on page 46.

Language & input settings

Use the Language & Input settings to select the language you want to work with on your tablet.

You can also configure the Android voice input feature, described in "Entering text by speaking" on page 52, and the text-to-speech synthesizer, for applications that can take advantage of it, such as TalkBack (see "Accessibility settings" on page 286).

You can configure the onscreen keyboard or other input methods. You can also add or remove words you've added to the user dictionary.

Language & input screen

Select language   Opens the Language screen, where you can select the language to use for the text on your tablet.

User dictionary   Opens a list of the words you've added to the dictionary, as described in "Using the onscreen keyboard" on page 48. Touch a word to edit it. Touch the red X next to a word to delete it. Touch the Plus button at the top-right of the Application bar to add a word.

Voice recognizer settings   See "Google Voice Recognition settings screen" on page 283.

Text-to-speech settings   See "Text-to-Speech settings screen" on page 283.

Current input method   Opens a dialog where you can select the input method you want to use, if you have more than one installed, or touch **Configure input methods** to open the screen where you can configure the current input method. You can download alternative keyboards and other input methods from Android Market.

Input method selector   Opens a dialog where can set whether you want the Input Selector button to appear in the System bar, to the left of the time.

Configure input methods   See "Configure input methods screen" on page 284.

Google Voice Recognition settings screen

Language   Opens a screen where you can set the language you use when entering text by speaking.

SafeSearch   Opens a dialog where you can set whether you want Google SafeSearch filtering to block some results when you use Google Voice Search: Block no search results (off), only explicit or offensive images (moderate), or both explicit or offensive text and images (strict).

Block offensive words   When unchecked, Google voice recognition will recognize and transcribe words many people consider offensive, when you enter text by speaking. When checked, Google voice recognition replaces those words in transcriptions with a placeholder comprised of hash symbols (#).

Personalized recognition   Check if you want Google to store and use recordings of what you speak when using Voice Search and when entering text by speaking, to improve voice recognition for your own voice. Touch **More information** in the dialog that opens to learn more.

Google Account dashboard   Touch to open your Google Account dashboard in Browser, where you can view and manage information stored on Google servers that is associated with your Google Account.

Text-to-Speech settings screen

If you don't have speech synthesizer data installed, only the **Install voice data** setting is available.

Listen to an example   Plays a brief sample of the speech synthesizer, using your current settings.

Always use my settings   Check to use the settings on this screen in place of speech synthesizer settings available in other applications.

Default engine   Opens a dialog where you can set the text-to-speech application you want to use, if you have more than one installed.

Install voice data   If your tablet does not have speech synthesizer data installed, connects to Android Market and guides you through the process of downloading and installing the data. This setting is not available if the data is already installed.

Speech rate   Opens a dialog where you can select how quickly you want the synthesizer to speak.

Language   Opens a dialog where you can select the language of the text you want the synthesizer to read. This is particularly useful in combination with the Always Use My Settings setting, to ensure that text is spoken correctly in a variety of applications.

Engines   Lists the text-to-speech engines installed on your tablet. Touch one to view or change its settings.

Configure input methods screen

This screen lists settings for the input methods you have installed. Initially, it lists settings only for the Android onscreen keyboard.

Physical keyboard settings   If your tablet is connected to a physical keyboard (see "Connecting to keyboards, mice, and other input devices" on page 69), you can set your preferences when using a physical keyboard for the same settings as the onscreen keyboard, described in "Android Keyboard settings screen" on page 284.

Android keyboard checkbox   For tablets with or connected to physical keyboards, uncheck to disable the onscreen keyboard. See "Android Keyboard settings screen" on page 284.

Active input methods   Touch to open a screen where you can check the languages you want available for typing and speaking when using the onscreen keyboard and voice input. If you check specific languages, the Input Method button appears in the System bar when the onscreen keyboard is open. See "Using the onscreen keyboard" on page 48.

Settings   See "Android Keyboard settings screen" on page 284.

Android Keyboard settings screen

The Android Keyboard settings apply to the onscreen keyboard that is included with your tablet. The correction and capitalization features affect only the English version of the keyboard.

Auto-capitalization   Check to have the onscreen keyboard automatically capitalize the first letter of the first word after a period, the first word in a text field, and each word in name fields.

Sound on keypress   Check to play a brief sound each time you touch a key on the onscreen keyboard.

Auto-correction   Check to automatically enter a suggested word, highlighted in the strip above the keyboard, when you enter a space or punctuation. See "Using the onscreen keyboard" on page 48.

Show correction suggestions   Check to show suggested words in a strip above the onscreen keyboard as you type. See "Using the onscreen keyboard" on page 48.

Accessibility settings

You use the Accessibility settings to configure any accessibility plug-ins you have installed on your tablet.

Accessibility   Check to enable all installed accessibility plug-ins.

KickBack   Check to have the tablet vibrate briefly as feedback as you navigate the user interface, touch buttons, and so on. This setting is only included if your tablet has a vibration feature.

TalkBack   Check to have an installed speech synthesizer speak the labels or names of items as you navigate the tablet's user interface.

SoundBack   Check to play a sound as you navigate the tablet's user interface.

Accessibility scripts   Check to allow applications to download accessibility scripts from Google.

Date & time settings

Use Date & Time settings to set your preferences for how dates are displayed. You can also use these settings to set your own time and time zone, rather than obtaining the current time from the mobile network.

Automatic date & time   Uncheck to set the date and time on the tablet manually, rather than obtaining the current time from the mobile network.

Automatic time zone   Uncheck to set the time zone on the tablet manually, rather than obtaining the local time zone from the mobile network.

Set date   If **Automatic date & time** is unchecked, opens a dialog where you can manually set the tablet's date.

Set time   If **Automatic** is unchecked, opens a dialog where you can set the tablet's time.

Select time zone   If **Automatic time zone** is unchecked, opens a dialog where you can set the tablet's time zone.

Use 24-hour format   Check to display the time using 24-hour time format—for example, 13:00 rather than 1:00 pm.

Select date format   Opens a dialog where you can select the format for displaying dates.

About tablet

About tablet includes information about your tablet.

About tablet screen

System updates   Opens a screen that reports on the availability of Android system software updates.

Status   Opens the Status screen with information about your battery, mobile network connection, and other details.

Battery use   Opens a list of the applications and operating system components you have used since you last charged the tablet, sorted by the amount of power they have used. See "Optimizing battery life" on page 37.

Legal information   Opens a screen where you can obtain legal information about the software included with your tablet.

Version information   Lists details about the model numbers and versions of your tablet's hardware and operating system software. This information is useful if you need to work with your carrier's support team.