

# Your **HTC** XXXX

## User guide



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## Keyboard

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## Conventions used in this guide

In this user guide, we use the following symbols to indicate useful and important information:



This is a note. A note often gives additional information, such as what happens when you choose to do or not to do a certain action. A note also provides information that may only be applicable to some situations.



This is a tip. A tip gives you an alternative way to do a particular step or procedure, or lets you know of an option that you may find helpful.



This indicates important information that you need in order to accomplish a certain task or to get a feature to work properly.



This provides safety precaution information, that is, information that you need to be careful about to prevent potential problems.

## Other helpful resources

For health, safety, and regulatory information, please read the Safety and regulatory guide that's included in the box.

In addition to this user guide, you can find help information, FAQs, and more in [www.htc.com/us/support](http://www.htc.com/us/support).

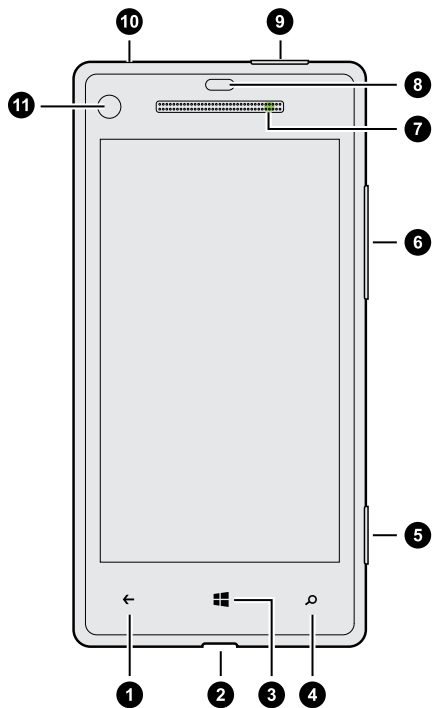
To learn a lot more about using Windows® Phone, open **Help+Tips** on your phone. Or use your web browser and go to [windowsphone.com](http://windowsphone.com).



Certain Windows Phone features or Microsoft® services may not be available in some countries or regions.

# Getting started

## Your phone



1. BACK
2. USB connector
3. START
4. SEARCH
5. Camera button
6. VOLUME
7. Notification LED
8. Proximity sensor
9. POWER
10. 3.5mm headset jack
11. Front camera



If you want to use a screen protector, please don't cover and block the proximity sensor. You can purchase the dedicated screen protector for your phone that already has a small opening for the sensor.

## SIM card

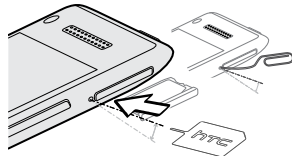
The SIM card contains your phone number, service details, and memory for storing phonebook contacts and/or text messages.

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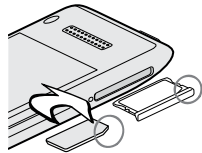
### Inserting the SIM card

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1. Insert the SIM eject tool (or a small bent paperclip) into the small hole next to the SIM card tray.



2. Pull the SIM card tray out, and place the SIM card (contacts facing down) into the tray.



3. Insert the SIM card tray into its slot.

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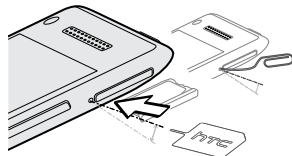
### Removing the SIM card

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Make sure to switch off your phone before removing your SIM card.

1. Insert the SIM eject tool (or a small bent paperclip) into the small hole next to the SIM card tray.
2. Pull the SIM card tray out and remove the SIM card.



## Battery


Your phone uses a rechargeable, non-removable battery. How long the battery can last before it needs recharging depends on how you use your phone. The features and accessories you use can affect battery life. For example, leaving your Bluetooth® connection always on uses more power. Long phone calls and frequent web browsing use up a lot of battery power. Also, consider your location: poor signal strength from your mobile network and extreme temperature make the battery work harder.

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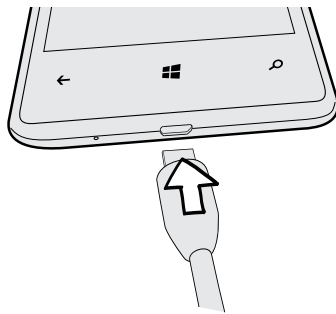
### Charging the battery

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Before you turn on and start using your phone, it is recommended that you charge the battery.



 Only the power adapter and USB cable provided in the box must be used to charge the battery.

1. Insert the small end of the USB cable into the USB connector.



2. Insert the other end of the USB cable into the power adapter.
3. Plug in the power adapter to an electrical outlet to start charging the battery.

As the battery is being charged, the notification LED shows a solid red light. The light turns to solid green when the battery is fully charged.

When you charge the battery and the phone is on, the charging battery icon  is displayed in the status bar. After the battery has been fully charged, the charging battery icon turns to a full battery icon .



As a safety precaution, the battery stops charging when it overheats.



## Switching the power on or off

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### Switching the power on

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Press the POWER button. Easy.



When you turn on your phone for the first time, you'll need to set it up.

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### Switching the power off

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1. If the display is off, press the POWER button to turn it back on, then unlock the screen.
2. Press and hold the POWER button until you see the message, `slide down to power off`.
3. Swipe your finger down the screen.

#### Phone not responding?

Restart your phone if it doesn't respond when you touch the screen or press the buttons.

Press and hold the POWER button for at least 12 seconds. Your phone turns off and then turns back on.

## Entering your PIN

Some SIM cards come with a PIN (personal identification number) set by your mobile operator.

If you're asked for a PIN, enter it and then tap **enter**.



If you enter the wrong PIN three times, the SIM card is blocked. If this happens, you can unblock it with the PUK (PIN Unlocking Key) obtained from your mobile operator.

## Finger gestures

<b>Tap</b>	When you want to type using the keyboard, select items onscreen such as apps and settings, or press onscreen buttons, simply tap them with your finger.
<b>Press and hold</b>	To open the available options for an item (for example, a contact or link in a web page), simply press and hold the item.
<b>Swipe or slide</b>	To swipe or slide means to quickly drag your finger vertically or horizontally across the screen.
<b>Drag</b>	Press and hold your finger with some pressure before you start to drag. While dragging, don't release your finger until you have reached the target position.
<b>Flick</b>	Flicking the screen is similar to swiping, except that you need to swipe your finger in light, quicker strokes. This finger gesture is always in a vertical direction, such as when flicking the contacts or message list.
<b>Rotate</b>	On most screens, you can automatically change the screen orientation from portrait to landscape by turning your phone sideways. When entering text, you can turn your phone sideways to bring up a bigger onscreen keyboard.
<b>Pinch</b>	In some apps, like Pictures or the web browser, you can "pinch" the screen using two fingers (for example, thumb and index finger) to zoom in or zoom out when viewing a picture or web page.


## Setting up your phone for the first time

When you switch on your phone for the first time, you'll be asked to set it up. Just follow the onscreen instructions and you'll be up and running in no time.

Be sure to sign in with your Microsoft account so you can use services such as Windows Store, Xbox LIVE®, and more.

## Start screen



Up front on the Start screen, you'll see live tiles that continuously update and show what's most personal to you. You'll see things like your photo album, how many new text and email messages you have, and more.

- Simply swipe your finger up or down to scroll through the tiles.
- On the Start screen, swipe your finger left to access apps and settings.
- Tap a letter tile to see all of the alphabet tiles.
- Tap a highlighted tile to jump to that section.
- To return to the Start screen, press .

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## Rearranging and resizing tiles

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1. Press and hold the tile you want to move until it floats.
2. Tap the arrow in the lower right corner to resize the tile.
3. Drag the tile where you want it to go.
4. When you're done moving tiles, press  or .

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## Pinning items to the Start screen

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You can pin just about anything you want to the Start screen: apps, pictures, songs, favorite websites, documents, and even contacts.


For example, when you pin a contact to the Start screen, you'll get all of that person's updates — feeds, email, text messages, and call notifications — right from that tile.

1. To pin something, press and hold it until a menu appears.
2. Tap **pin to start**.

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## Unpinning a tile

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1. Press and hold the tile you want to remove.
2. Tap .

# Basics

## Adjusting the volume

1. Press the VOLUME UP or VOLUME DOWN button to make the volume bar appear.
2. Keep pressing until you get the volume level that you want.

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### Silencing your ringer

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1. Press the VOLUME UP or VOLUME DOWN button to make the volume bar appear.
2. Tap .

If the **Vibrate** option is on in the settings, your phone will change to vibrate mode. If it's not, your phone will change to silent mode.

## Sleep mode

Sleep mode saves battery power by putting your phone into a low power state while the display is off. It also stops accidental button presses when your phone is in your bag or pocket. You'll still receive messages and calls though.

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### Switching to Sleep mode

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Briefly press the POWER button to turn off the display and switch to Sleep mode. Your phone also automatically goes into Sleep mode when it's idle for a while.

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### Waking up from Sleep mode

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To wake your phone up manually, press the POWER button. You'll need to unlock the screen.

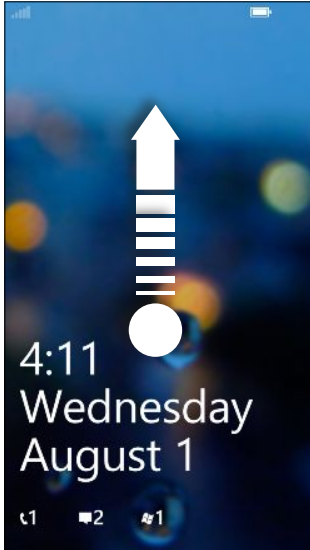


Your phone automatically wakes up when you have an incoming call.

## Lock screen

### Unlocking the screen


Swipe your finger up to unlock the screen or answer an incoming call.




If you've set up a password in the settings, you'll need to enter it to unlock the screen.

### Changing your lock screen wallpaper

Browse the collection of preset wallpapers or choose from photos that you've taken with the camera.


1. On the Start screen, slide to the left.
2. Tap **Settings** > **lock screen**.
3. Tap the **Background** box and then choose photo.
4. Tap **change photo** and select a photo from your albums or tap  to take a new photo.
5. If the photo you selected is bigger than the allowable wallpaper size, crop the photo.

To crop, drag the photo and position the part that you want to be your wallpaper inside the crop box, and then tap .

### Customizing your lock screen notifications

Get a quick glance of important notifications right on your lock screen.

1. On the Start screen, slide to the left.
2. Tap **Settings** > **lock screen**.
3. Choose an app for detailed notifications.

4. Choose up to five apps for quick notifications.
5. When you're done, press ← or .

## Changing the ringtone

Choose from the preset ringtones.

1. On the Start screen, slide to the left.
2. Tap **Settings** > **ringtones+sounds**.
3. Tap the **Ringtone** box.
4. Listen to a ringtone by tapping the play icon beside its name.
5. Tap the ringtone you want to use.

## Changing the theme

Feeling a little blue? You can change the screen's background and accent colors to match your mood. The accent color you choose will appear in various places, like the tiles on the Start screen, app icons, on web links, in messages, and more.

1. On the Start screen, slide to the left.
2. Tap **Settings** > **theme**.
3. Choose the background and accent colors that you like by tapping their respective boxes.

## Account setup

Set up your online accounts so you can send and receive email, and more.

Depending on the type of email account that you set up, other items such as contacts, calendar, or other information can appear on your phone as well. And when you sign in to your social networking accounts, you'll also get your friends' status updates and see the pictures they've posted.

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### Setting up an account

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1. On the Start screen, slide to the left.
2. Tap **Settings** > **email+accounts**.
3. Tap **add an account**, and then tap the type of account you want to set up.

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## Syncing an account

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If you're not seeing your most recent email messages or status updates in an account, you can manually sync the account to download them.

1. On the Start screen, slide to the left.
2. Tap **Settings** > **email+accounts**.
3. Press and hold the account whose information you want to download, and then tap **sync**.

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## Deleting an account

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1. On the Start screen, slide to the left.
2. Tap **Settings** > **email+accounts**.
3. Press and hold the account you want to delete, and then tap **delete**.



Your primary Microsoft account cannot be deleted. You'll need to do a factory reset to remove it.

## Switching between apps

Many apps can run at the same time, and there's an easy way to switch between them all.

1. Press and hold **←** to see what apps are currently running.
2. Slide left or right across the screen to see all of the open apps, and then tap the one you want to use.

## Windows Store

In Windows Store, it's easy to download and purchase apps that fit your needs. A wide collection of free and paid apps is available, from everyday apps, powerful business apps, to fun games. You can also purchase songs.

From the Start screen, slide to the left and tap **Store** to start shopping.

## Using speech on your phone

Make a call, send a text, or find a place by simply using your voice.



The speech feature may not be available in some countries or regions.

1. Press and hold .

If this is your first time using the speech feature, the screen will display some examples of things you can say. After reading the examples, tap **accept** (or tap **speak**).

2. Say an instruction, for example:
  - To call someone in your contact list, you can say *Call Jennifer Singer, mobile.*
  - To open an app such as Calendar, say *Open Calendar.*
  - To search for something on the Web such as pizza parlors, you can say *Find pizza parlors.*
  - If you need help, say *What can I say?* to view or listen to the various types of voice instructions you can use.

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### Turning on more speech commands

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You can turn on additional speech commands in the settings, such as saving and dialing speed dial numbers. You can also set your phone to read aloud text messages and allow you to dictate your reply message without typing.

1. On the Start screen, slide to the left.
2. Tap **Settings** > **ease of access**.
3. Tap the **Speech for phone accessibility On/Off** switch to turn on additional speech commands for phone calls. You'll be able to use these commands:

Save speed dial	To assign a speed dial number
Call <i>number</i>	To call a speed dial number
Turn call forwarding on/off	To turn call forwarding on or off

4. Press  to return to the settings list.





5. Tap **speech**.
6. Make sure the **Play audio confirmations** switch is turned on. This makes your phone speak aloud to inform you of incoming phone calls.
7. To make your phone read text messages to you, tap the **Read aloud incoming text messages** box. Choose whether you want your phone to read text messages all the time, or only when you're using a Bluetooth or wired headset.

# Phone calls

## Making a call



Some SIM cards come with a PIN (personal identification number) set by your mobile operator. If you're asked for a PIN, enter it and then tap **OK**. If you enter the wrong PIN three times, your SIM card is blocked. Don't worry. Just contact your mobile operator and ask for the PUK (PIN Unblocking Key).

1. On the Start screen, tap .
2. Tap  to open the keypad.
3. Enter the number you want to call and then tap **call**.

To hang up, tap **end call**.





If you're ready to hang up but the Phone dialer screen isn't displayed anymore, tap the notification at the top of the screen, and then tap **end call**.

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## Making an emergency call

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In some regions, you can make emergency calls even if you don't have a SIM card installed or your SIM card has been blocked.

1. On the Start screen, tap .
2. Tap  to open the keypad.
3. Dial the emergency number for your locale and then tap **call**.





If you enabled your password but forgot it, you can still make an emergency call without entering the password by tapping **emergency call** on the lock screen and then dialing the local emergency number.

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## Making an international call

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1. On the Start screen, tap .
2. Tap  to open the keypad.
3. Press and hold the **0** key until the + sign appears.

The plus sign (+) shows that you're making an international call (instead of entering the international access number for the country you're in).

4. Enter the following on the keypad:
  - Country or region code
  - Area code (without the 0 at the beginning)
  - Phone number
5. Tap **call**.

## Receiving calls

When you receive a phone call, the **Incoming call** screen appears.

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### Answering a call

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- Tap **answer**.
- Or if the display is off and wakes up when you get a call, slide up from the bottom to unlock the screen first and then tap **answer**.

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### Rejecting a call

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- Tap **ignore**.
- Or if the display is off and wakes up when you get a call, slide up from the bottom to unlock the screen first and then tap **ignore**.

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### Muting the ringing sound without rejecting the call

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Do one of the following:

- Place your phone face down on a level surface.



If your phone is already facing down, it will still ring when there are subsequent incoming calls.

- Press the VOLUME UP or VOLUME DOWN button.
- Press the POWER button to silence the ringer and turn the display off.

## What can I do during a call?

When a call is in progress, use the onscreen buttons to turn the speaker on, put the call on hold, and more.

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### Turning the speaker on during a call

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To decrease potential damage to your hearing, do not hold your phone against your ear when the speaker is on.

On the call screen, tap **speaker**.

To turn the speaker off, just tap **speaker** again.

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## Putting a call on hold

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On the call screen, tap **hold**.

To resume the call, tap **hold** again.

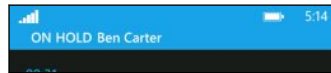
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## Switching between calls

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If you're already in a call and accept another call, you can choose to switch between the two calls.

1. When you receive another call, tap **answer** to accept the second call and put the first call on hold.
2. To switch between the calls, tap the bar at the top of the screen.



3. To end the current call and return to the other call, tap **end call**.

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## Muting the microphone during a call

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On the call screen, tap **mute**.

To turn the microphone back on, tap **mute** again.

## Starting a conference call

Conference calling with your friends, family, or co-workers is easy. Make the first call (or accept a call), and then simply dial each subsequent call to add it to the conference.



- Make sure your SIM card has conference calling service enabled. Contact your mobile operator for details.
- The maximum number of people you can have on a conference call varies by mobile operator.

1. Make a call to the first conference call participant.
2. When connected, tap **add call**, and then call the second participant.  
The first participant is then put on hold.
3. When connected to the second participant, tap **merge calls**.
4. To add another participant, tap **add call**, and then call the person you want to invite.


5. When connected, tap **merge calls**.
6. To have a private conversation with someone in the call, tap **private**, and then tap the person's name or number.
  - Tap **merge calls** to merge the other people back and continue the conference call.
  - Or to end the private conversation, tap **end call**.

To end the conference call, tap **end call**.






## Call history

Access the call history to check missed calls, your dialed numbers, and received calls.

### Checking calls in the call history

1. On the Start screen, tap .
2. In the **history** list, you can:
  - Press and hold a number or contact name and delete it.
  - Tap a number or contact name to go to the **profile** list where you can choose to return the call, send a text message, save the number (if it's not yet stored in your contacts), and more.

### Adding a new phone number from the call history to your contacts

1. On the Start screen, tap .
2. Tap the phone number that you want to save and then tap .
3. Tap  to create a new contact.
4. Edit the number if you need to, select the phone number type, and then tap .
5. Add the contact name and other information and then tap .



You can also save a phone number from the call history to an existing contact.

### Clearing the call history

In the **history** list, you can:

Remove a number or name	Press and hold the number or name, and then tap <b>delete item</b> .
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Clear the entire history	Tap  > <b>delete all</b> .
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## Turning airplane mode on or off

In many countries, you are required by law to turn off wireless devices while on board an aircraft. A quick way to turn off wireless functions is to switch your phone to airplane mode.

When you enable airplane mode, all wireless radios are turned off, including the call function, data services, Bluetooth, and Wi-Fi®. When you disable airplane mode, the call function is turned back on and the previous states of Bluetooth and Wi-Fi are restored.

1. On the Start screen, slide to the left.
2. Tap **Settings > flight mode**.
3. Tap the **Status** switch to turn it on or off.

When airplane mode is on, you'll see the  icon in the status bar.

# People

## Keeping in touch


The People hub is more than just your address book. It's also where you can keep up with your social networks and stay in touch with the people you care about most.

1. On the Start screen, tap the **People** tile.
2. Slide left and right across the screen to access your contacts list and see what's happening with your contacts.


<b>all</b>	Your contacts list. Just tap a contact to call, text, chat, or view that person's updates and pictures. Tap a group to send a group message and see updates and pictures from the group members
<b>what's new</b>	Here's where you can check out your contacts' latest updates, all handily rolled together from your various social network accounts.
<b>recent</b>	Here you'll see and get quick access to the contacts you've viewed or communicated with most recently.
<b>together</b>	Here's where you can create private Rooms to chat and share photos, videos, calendars, and more. You can also create Groups to make it easier to follow your friends' status updates, send group text messages, and more.



## Importing contacts from your SIM card

When you import contacts from your SIM card, they're automatically synced to your Microsoft account. They won't be deleted from the SIM card. If you haven't set up a Microsoft account, your contacts are saved to your phone.

1. On the Start screen, tap the **People** tile.
2. Tap  > settings > import SIM contacts.

## Adding a new contact

1. On the Start screen, tap the **People** tile.
2. In the **all** contacts list, tap .
3. If you have more than one account set up on your phone, tap the account you want to create the contact in.



4. Tap each item (such as **name**, **phone**, **email**) and then enter the information.  
After entering information for each item, make sure to tap  to save it.
5. Tap **add photo** to assign a picture or use the camera to take a picture of your contact.
6. When you're done, tap  to save the new contact.

## Jumping to a section in the contacts list

1. In the **all** contacts list, tap a letter tile to display all the alphabet tiles.
2. Tap a letter to quickly jump to the section that has contact names beginning with that letter.


## Filtering your contacts list

You can filter the list to show contacts only from the accounts you choose.

1. In People, tap  > **settings**.
2. Tap **filter my contact list**.
3. Select the accounts from which you want to show contacts, and then tap .

## Merging contact profiles


In People, you might have two or more versions of the same contact. This is usually because you have the contact's profile on different social network or email accounts. In most cases, your phone will combine contact profiles automatically. For those that are not combined, you can link them manually.

1. Tap a contact that has one or more duplicate entries in the **all** contacts list.
2. Tap .
3. You can:
  - Under **suggested links** (if available), tap the one that you want to link to the contact.
  - Tap **choose a contact** and then tap one that's a duplicate entry.

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## Unlinking contact profiles

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1. In the **all** contacts list, tap the contact that has linked profiles.
2. Tap the link icon that shows the number of links .
3. Under **linked profiles**, tap the one that you want to unlink.
4. Tap **unlink**.



## Searching, editing or deleting

### Searching for a contact





If your contacts list is especially long, search is probably the quickest way to find a contact.

1. In the **all** contacts list, tap .
2. In the search bar, enter the first few letters of the first or last name of the contact you're looking for.  
Matching contacts are then displayed.
3. Tap the contact to view the person's contact information.

### Editing a contact's information




Contacts from Facebook®, Twitter™, or LinkedIn® cannot be edited. But you can add information, and then save it to a different account (such as your Microsoft account).

1. In the **all** contacts list, tap the contact whose information you want to change.
2. Tap .
3. If this is a linked contact (someone with multiple accounts that show up as one entry in your contacts list), tap the account you want to edit (for example, tap **edit Microsoft account**).
4. Edit or add new information for the contact.  
After entering new information for an item, remember to tap  to apply the changes.
5. When you're done, press  or .

### Deleting a contact



While you can't delete a Facebook, Twitter, or LinkedIn contact on your phone, you can delete contacts from other services. When you do this, the contact will be deleted both from your phone and from the online service where it's stored.

1. In the **all** contacts list, tap the contact you want to delete.
2. Tap  > **delete**.
3. If the contact is a linked contact (someone with multiple accounts), choose which account to remove the contact from.



You can also press and hold a contact and then tap **delete**.

## Sharing with a group of contacts in real-time

Rooms are places where you can have a group chat, and share photos, videos, calendars, and more. .

### Creating a new room



Only contacts with Windows Phone 8 can participate in a room. When you create a room, you are the owner of the room. All other room members are guests.

1. On the Start screen, tap the **People** tile.
2. In the **together** screen, tap > **Room**.
3. Enter a name for the room and tap .
4. Tap and then choose a contact to invite to the room.  
Repeat this to invite more contacts to the room.



Invites to the room are sent by text message.

5. When you're done, tap .

### Inviting contacts to a room

1. Tap the room you want to invite contacts to.



You can't invite unless you are the owner of the room.

2. Tap > .
3. Tap the contact you want to invite.
4. To invite another contact, tap .
5. When you're done, tap .


### Rearranging room tiles

Mix things up a bit. You can rearrange the room member tiles any way you like.

1. Tap the room you want to change.
2. Press and hold a contact until the tile floats.
3. Drag the tile to a new location.
4. When you're done, press .

### Removing a contact from a room

1. Tap the room you want to remove a contact from.
2. Tap .

3. Tap the contact you want to remove.
4. Tap **remove**.
5. When you're done, tap .

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### Leaving a room

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1. Tap the room you want to leave.





You can't leave a room if you are the owner.

2. Tap  > **leave room** > **leave**.

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### Renaming a room

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1. Tap the room you want to rename.
2. Tap  > **rename**.
3. Enter a new name for the room.
4. When you're done, tap .


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### Deleting a room

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You can only delete a room you created.

1. Tap the room you want to delete.
2. Tap  > **delete room** > **delete**.

## Organizing your contacts into groups



Groups help you to filter social networking clutter into manageable portions. Groups also make it easier to send out the same email and text message to more than one contact. When you create a group, it shows up in the **together** screen.



Tap it, and you'll see the group members and their social networking updates, along with options for group email, texting, and chat.

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### Creating a new group

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1. On the Start screen, tap the **People** tile.
2. In the **together** screen, tap  > **Group**.
3. Enter a group name and tap .

4. Tap  and then choose a contact to add to the group.  
Repeat this to add more contacts to the group.
5. When you're done, tap .





Press and hold a group to pin it to the Start screen.

### Adding contacts to a group




1. Tap the group you want to add contacts to.
2. Tap  > .
3. Tap the contact you want to add.
4. To add another contact, tap .
5. When you're done, tap .

### Removing a contact from a group

1. Tap the group you want to remove a contact from.
2. Tap .
3. Tap the contact you want to remove.
4. Tap **remove from group**.
5. When you're done, tap .

### Changing a member's contact preference


Sometimes your contacts have more than one email address or phone number. You can select a the email address and phone number to use when you send a group email or text message.

1. Tap the group with the member whose contact preference you want to change.
2. Tap .
3. Tap the member you want to change.
4. Tap the **Phone number** box or **Email address** box to change the information.
5. When you're done, tap .
6. Tap  to return to the group screen.

### Rearranging group tiles

Don't want to view the group members in alphabetical order? You can arrange the group member tiles any way you like.



1. Tap the group you want to change.
2. Press and hold a contact until the tile floats.

3. Drag the tile to a new location.
4. When you're done, press .

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### Renaming a group


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1. Tap the group you want to rename.
2. Tap  > **rename**.
3. Enter a new name for the group.
4. When you're done, tap .

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### Deleting a group

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1. Tap the group you want to delete.
2. Tap  > **delete**.

## What is the Me card?

The Me card is your profile. It's also your one-stop shop for social networking. You can access the Me card either from the Start screen or the People hub.

- On the Start screen, tap the **Me** tile.
- On the Start screen, tap the **People** tile. Tap your profile picture.

Here are some things you can do:

- Post a new message on your social networks.
- See and comment on social network posts.
- Like social network posts.
- Reply to or retweet updates on Twitter.
- Update your profile picture on Facebook.
- Update your profile picture on your Microsoft account.
- Set your chat status. Let other people see when you're available on instant messaging.

## Posting to social networks



You can post messages to your social networks and comment or like other people's posts. You can also check in to share your location with friends.

Go to **Settings** > **email + accounts** to check what types of social network accounts can be set up on your phone.

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## Posting a message



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1. On the Start screen, tap the **Me** tile.
2. Tap **post an update** and then type your message.
3. If you have more than one social network account, tap the **Post to** text box, choose which accounts to post to, and then tap .
4. Tap .

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## Commenting on a post

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1. On the Start screen, tap the **People** tile.
2. Slide left or right to go to **what's new** so you can see recent posts from your contacts.
3. When you see a post you want to comment on or like, tap .
4. Tap the box that says **add a comment**, type your comment, and then tap .








To like a post, tap  (or tap  to unlike).

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## Checking in


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When you check in to a place, you share your location with your contacts by posting it on one or more of your social networks. You can find nearby locations, or you can add one yourself.

1. On the Start screen, tap the **Me** tile.
2. Tap **check in**.
3. Do one of the following:
  - Tap a place in the list to check in from there.
  - If you don't see your location listed, tap  to make the app find your location. Type the name of the place where you're at, and then tap .
  - To search for a nearby place, tap , type the name of the place, and then tap .
4. Once you've found the place you want to check in from, tap the **Post to** box to choose each account you want to check in on.
5. Tap the **Share on Facebook with** box to set your Facebook privacy level.
6. Tap  to check in.

## Filtering social updates

Flooded with updates? Try viewing posts from one social network at a time. Or you can hide the updates from one or more of your social networks.

- In People, slide left or right to go to **what's new**. Tap **all accounts**, and then tap the account you want to view posts from.
- Or tap  > **settings**, and then select **Hide posts from the contacts I've filtered**.  
Posts from the social networks you've filtered out of your contacts list will no longer be visible.



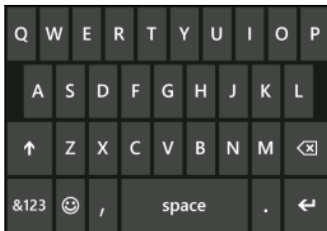
You can also create a group to only see updates from contacts in that group.

# Keyboard

## Using the onscreen keyboard

When you start an app or select a field that requires text or numbers, the onscreen keyboard becomes available.

Tap anywhere onscreen where you can type and the keyboard appears automatically.



After you've finished using the keyboard, press  to close it.

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### Turning caps lock on



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Press and hold the shift key  for about 1 second or double-tap it. Tap it again to turn caps lock off.

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### Entering numbers and symbols

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1. Tap  to switch to the numeric and symbol keyboard. You'll find numbers, common punctuation marks, and symbols on the keyboard.
2. To use more symbols, tap .
3. Some of the symbol keys can bring up even more symbols. Press and hold a symbol for about 1 second to see more.

For example:

- Press and hold a symbol key such as the left parenthesis key, and then tap the symbol that you want.



- Press and hold the period key to bring up some of the common punctuation options, and then tap the one that you want.
- Press and hold the \$ key to see more options for currency symbols, and then tap another currency symbol.



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## Moving the cursor

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To place the cursor in the middle of the text you've already entered, press and hold near the text you want to change until a cursor appears, and then drag your finger to move the cursor exactly where you want it.

## Entering words with predictive text


The onscreen keyboard has predictive text to help you type quickly and accurately. Predictive text input is enabled by default, and word suggestions are displayed as you type.

To enter a word in predictive mode:

- If you see the word you want highlighted in bold, just tap the space bar to insert the word into your text.
- If you see the word you want shown in the suggestions before you have finished typing the entire word, tap the word to insert it into your text.
- Slide across the suggestion bar to see more words.
- If you mistyped something or chose the wrong word, just tap that word to display the suggestion bar and choose the right word.



## Changing the keyboard language

You can choose between a variety of languages, layouts, and regions for your keyboard. Your phone can provide word suggestions and spelling corrections based on the language you choose.

1. On the Start screen, slide to the left.
2. Tap **Settings > keyboard**.
3. Tap **add keyboards**.
4. Select the languages you'd like to be able to use from the onscreen keyboard. The next time you use the keyboard, you'll see the language key .



The language key will look different depending on the keyboard.

5. When you're done, tap .
6. While using the onscreen keyboard, tap the language key  to switch between the languages you've selected.



You can also press and hold the language key to see all of the available keyboard choices.