- To **open** text messages, touch > **Messaging**, then touch the sender's name.

  When you see in the status bar at the top of your screen, flick down the status bar and touch the new message to open it.

- To **respond** to a text message, just open it and enter your response in the text box at the bottom.
- To **forward**, **copy**, and more, touch > **Messaging**, touch the sender's name, then touch and hold the message.

ATTACHMENTS

To send a file in a text message, touch > **Messaging** > **New message**, then touch Menu > **Attach**.

When you open a message with an attachment, touch **Download** to download it. Touch the downloaded attachment to open it, then touch it again to save it, share it, and more.

Tip: To send and receive large attachments faster, use "**WI-FI NETWORKS**" on page 25.

EMAIL

- To **set up** **Google** or **Corporate** (Microsoft™ Exchange server) accounts, touch Menu > **Settings** > **Accounts & sync** > **Add account**. For details, contact the account provider.

  To set up standard email accounts (not Gmail™ or Microsoft™ Exchange), touch > **Email** and follow the wizard. To add more standard accounts, open **Email** and touch Menu > **Accounts** > Menu > **Add account**. For details, contact the account provider.

- To **open** email, touch > **Email** or **Gmail**. Touch a message to open it.

  Tip: Touch Menu for options like **Refresh** or **Search**.

- To **create** an email, touch > **Email** or **Gmail**, then touch Menu > **Compose**.

  Tip: Touch Menu for options, like **Attach** or **Add Cc/Bcc**.

Gmail synchronizes with your Google™ account mail, which you can open from any computer at mail.google.com. To stop synchronizing with your account, touch Menu > **Settings** > **Accounts & sync**, touch your Google account, then uncheck **Sync Gmail**.

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VOICEMAIL

When you have a new voicemail, ∞ shows in the status bar at the top of your screen. To hear voicemails, touch then touch and hold **1**.

If you need to change your voicemail number, in the home screen touch Menu > **Settings** > **Call settings** > **Voicemail settings**. For your voicemail number or other details, contact your service provider.

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TEXT ENTRY

keys when you need them

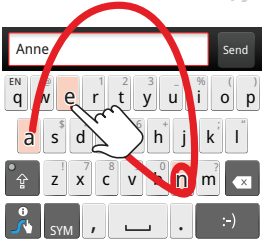
When you enter text, like in a message or search, you have keyboard options.

QUICK START: TEXT ENTRY

To **change the keyboard**, touch and hold a blank spot in a text box. A menu opens, where you can choose **Input Method** > **Moto keyboard**, **Swype**, or **Handwriting**.

Note: **Swype** and **Handwriting** are not available in all regions. Your keyboard might change depending on what you're entering.

Swype lets you drag your finger over the letters of a word, in one continuous motion.



To enter a word, just trace a path through the letters.
To capitalize, go above the keypad.
For double letters, circle the letter.

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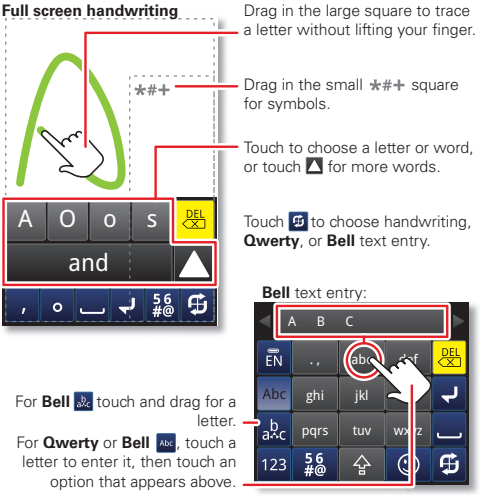
- To **move the cursor**, touch and hold a word you entered. This opens a magnifier where you can drag the cursor.
- To **copy and paste**, double-tap a word to highlight it (if needed, drag the ends of the highlight). Now touch and hold a blank spot for the copy and paste menu.
- To add a word to **your dictionary**, double-tap the word to highlight it. Now touch and hold a blank spot to open the menu where you can add the word.
- To enter the small **number or symbol** at the top of a key, touch and hold the key.

  To enter several numbers or symbols, touch **SYM**.
- To enter **apostrophes** in common words (like "I'll") in Swype, drag through the apostrophe key.
- If Swype doesn't know a word, touch individual letters to enter it. Swype remembers, so next time you can just drag over the letters.

Handwriting lets you enter letters by drawing them.



- Enter **numbers** and **symbols**, touch Alternate 56 #@. Touch to return to letters.
- Enter **one capital** letter, touch Shift (touch twice to enter capitals until you touch again).

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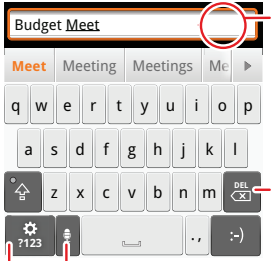
- **Cut** or **copy** selected text, touch and hold text to select it, then touch and hold an empty spot in the text box to choose **Cut** or **Copy**.
- **Paste** cut or copied text, touch and hold a blank spot in a text box to choose **Paste**.
- **Delete**, touch Delete (hold to delete more).
- To **close** the display keyboard, touch Back.

Moto keyboard lets you enter letters by touching them one at a time.



Touch and hold an empty spot to open a menu.

Delete

Voice Recognition
Touch this, then speak the recipient's name or the text message.

Symbols/Numbers

TEXT ENTRY DICTIONARY

Your phone's dictionary stores special words or names to recognize when you enter them.

To open your dictionary, from the home screen touch Menu > **Settings** > **Language & keyboard** > **User dictionary**.

- To **add** a word, touch Menu > **Add**.
- To **edit** or **delete** a word, touch and hold it.

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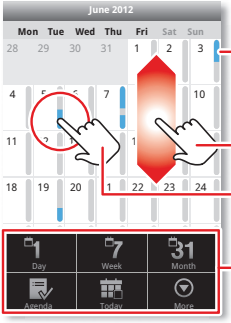
SCHEDULE

helping you stay in control

Your **Calendar** events can synchronize with your Google™ account, and the **Clock** can wake you up!

QUICK START: SCHEDULE

From the home screen, touch > **Calendar**.



Color indicates events.

Drag or flick to scroll.

Touch to open. Touch & hold to open options.

Touch to choose the calendar view. Choose **More** to create an event or change settings.

- To **create** an event, touch > **Calendar** > Menu > **More** > **New event**, then enter details (to close the display keyboard, touch Back).

  Calendar synchronizes with your Google™ account calendar, which you can open from any computer at calendar.google.com (or open your calendar within mail.google.com). To stop synchronizing with your account, touch Menu > **Settings** > **Accounts & sync**, touch your Google account, then uncheck **Sync Calendar**.

- To **edit** or **delete** an event, touch > **Calendar**, touch the event to open it, then touch Menu > **Edit event** or **Delete event**.

ALARM CLOCK

To set an alarm (like to wake up), touch > **Clock**, then touch the alarm.

- To turn an alarm **on** or **off**, touch next to it.
- To **add** an alarm, touch **Add alarm**, then enter alarm details.
- To **change** an alarm, touch the time.
- To set a **snooze** period, in the **Alarm Clock** list touch Menu > **Settings** > **Snooze duration**.

When an alarm sounds, touch **Dismiss** to turn it off or **Snooze** to delay it. To cancel a snoozed alarm, drag down the status bar bar and touch the alarm name.

DATE & TIME

To set the date, time, time zone, and formats, touch Menu > **Settings** > **Date & time**.

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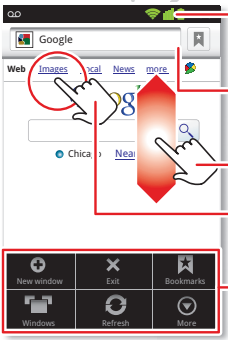
WEB

surf the web with your phone

Open **Browser** or just touch Search to find a page, then bookmark it, send it, or just explore.

QUICK START: WEB

From the home screen, touch > **Browser**.



Connection
Mobile Network:
Wi-Fi:

Enter a web page URL.

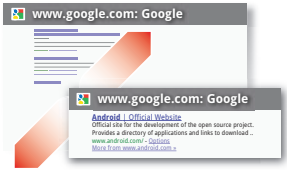
Drag or flick to scroll.

Touch to open. Touch & hold to open options.

Touch to open bookmarks, windows, and more.

- To enter a **website address** in the browser or your home screen, just touch Search.

- To **zoom** in or out, pinch two fingers together or apart.
- To **send** the website address in a message, touch Menu > **More** > **Share page**.



Note: Your phone automatically uses your mobile phone network to connect to the web. Your service provider may charge to surf the web or download data. If you can't connect, contact your service provider.

Tip: You can connect to the web with "**WI-FI NETWORKS**" on page 25.

DOWNLOADS

To download files in your browser, touch a file link or touch and hold a picture to choose **Save image**.

To show the files you downloaded, touch **Browser** > Menu > **More** > **Downloads**. Touch and hold an item to open it, see details, or remove it from the list.

You can download "**APPS**" on page 5.

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LOCATION

where you are, and where you're going

Open **Maps** or just touch Search to find an address, then get directions, check in, or save the location.

QUICK START: LOCATION

From the home screen, touch > **Maps**.

Show your location.

Show layers on the map.

Find nearby places.

Drag or flick to scroll.

Touch to open, then touch to add to **Starred Places**.

Touch to get directions, open your starred places, windows, and more.

Google Maps™ offers powerful, user-friendly mapping technology and local business information—including business locations, contact information, and driving directions.

- To find an **address**, enter it in the search box at the top. The map moves to show the address.

  Tip: You can touch and hold a spot on the map to show the nearest address.
- To find stores, restaurants, and other **places** near you, touch at the top.
- To get **directions**, find an address on the map, touch it, then touch .
- To **save** an address for later, touch it, then touch the star by its name to add it to your **Starred Places**.
- For **help**, touch Menu > **More** > **Help**.

GOOGLE MAPS' NAVIGATION

Google Maps Navigation is an Internet-connected GPS navigation system with voice guidance.

To open navigation, touch > **Navigation**. Follow the prompts to speak or type your destination.

For more, go to www.google.com/mobile/navigation.

GOOGLE LATITUDE'

Google Latitude lets you see where your friends and family are on Google Maps™. Plan to meet up, check that they got home safely, or just stay in touch. Don't worry, your location is not shared unless you agree to it. After you join Google Latitude, you can invite your

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