

Chromecast

Chromecast is a small device that plugs into the back of your TV. It allows you to send videos and music straight from your tablet to your TV. You can use Chromecast with apps like:

- YouTube
- Netflix
- Google Play Movies & TV
- Google Play Music
- Hulu Plus

To see more apps, visit chromecast.com/apps.

When using Chromecast, make sure your tablet is using the same Wi-Fi network as your Chromecast, and that Chromecast is selected as your TV's source input.

To display content from your tablet on your TV:

1. Open the video or music in one of the apps listed above.
2. Touch  Cast.
3. Play the content as usual to stream it to your TV.

File storage

Android 5.0 makes it easy to store and browse through pictures, videos, and other files on your device and attach them to an email, Hangout message, and so on. You can also use stored images as your Home screen wallpaper.

For example, to attach an image to an email you're composing, touch the  Paper Clip in the top right and choose to either **Attach file** or **Insert from Drive** to select stored images in your Drive folder.

From here, you can view any of these sources:

- **Recent** shows you the photos or videos you've taken or opened most recently.
- **Drive** lets you attach any files stored in Google Drive.
- **Images** displays any photos, videos, or other images on your device.
- **Downloads** includes most files (excluding Play content) you've downloaded from emails or the Web
- **Photos** lets you browse all the images and videos that are on your device or have been uploaded to your Google account.



Use the Downloads app to view, reopen, or delete files you download from Gmail or other sources (excluding Google Play books, videos, magazines, and other media.)

In the Downloads app:

- Touch an item to open it.
- In your list of downloads, touch & hold an item to select it.
Touch  Share and choose a sharing method from the list.
Touch  to delete.

Google Play streams purchases and rentals via the Internet. So the purchases and rentals don't always occupy storage space when you play them. Although you can download content in Google Play apps to access offline, Google Play content never appears in Downloads.

Screenshots

To take a screenshot:

1. Make sure the image you want to capture is displayed on the screen.
2. Press the Power and Volume down buttons simultaneously.

The screenshot is automatically saved in your Photos.

TIP: To easily share your screenshot via Gmail, Google+, and more, select your screenshot in Photos and touch  Share at the bottom. Touch  Edit to modify. Touch  to delete. For Google Play edition devices, touch  Share.

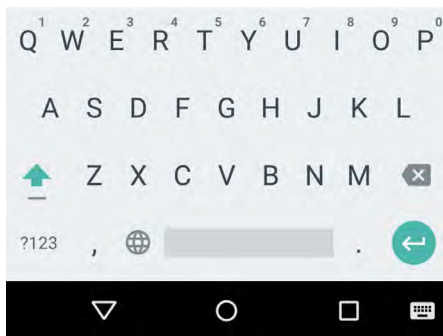
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Use the keyboard

TIP: To select a keyboard language other than English, go to  **Settings, Personal > Language & input**. For more details, visit the [Keyboard help](#).

Enter & edit text

Use the onscreen keyboard to enter text. Here's what it looks like:



Keyboards on tablets work in a similar way. To make the keyboard go away, touch the Back button below it.

Some apps open the keyboard automatically. In others, you first need to touch where you want to type.

Basic editing

Change where you want to type	Touch the cursor, then touch and drag the tab that appears below it to the new position.
Select text	Touch and hold or double-tap within the text. The nearest word highlights, with a tab at each end of the selection. Drag the tabs to change the selection.
Delete text	Touch the  Delete key to delete the characters before the cursor or selected text.
Type capital letters	To switch to capital letters for one letter, touch the  Shift key once. You can also touch and hold the  Shift key while you type or you can touch the  Shift key and slide to another key. When you release the key, the lowercase letters reappear.
Turn caps lock on	Double-tap or touch and hold the  Shift key so that it changes to. Touch the  Shift key again to return to lowercase.

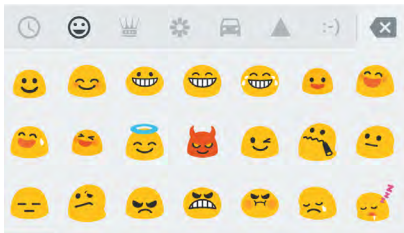
Change word capitalization	If you want to quickly change the capitalization of a word you've already typed, you can select it and touch the  Shift key. You'll have the option to select the capitalized word or the word in all capital letters.
Type a symbol or character	To switch to symbol keys for one word, touch the symbol key  once. You can also touch and hold the symbol key  while you type or you can touch the symbol key  and slide to another key. When you release the key, the letter keys reappear.
View more symbols and characters	Touch and hold symbols or characters to get accented characters or additional symbols.
Cut, copy, paste	Select the text you want to cut or copy. Then touch the Cut button  or Copy button . To paste, touch the space where you want to paste your text and then touch Paste. If you want to replace other text with the text you copied, highlight the text, then touch the Paste button .

Emoji

Use Google Keyboard to choose from a variety of small, colorful images used to express emotion (known as emoji) to add some fun to your messages.

Depending on your device, you may need to touch and hold the Return key and then slide your finger to the happy face to display emoji. On a tablet, just touch the emoji symbol at the lower right.

You'll see a panel like this. To move between categories, swipe left or right or touch the symbols in the top row. To type an emoji, touch it:



Use next-word suggestions

1. Touch the location where you want to input text.
2. Start typing out a word. When the word you want is displayed in a list above the keyboard, touch it.
3. Continue to touch words unless the one you want doesn't appear. If so, type it.

Android continues to suggest words as you type.



To change your keyboard and input methods, go to **Settings > Personal > Language & input**.

To turn next-word suggestions on or off, go to **Settings > Personal > Language & input > Keyboard & input methods > Google Keyboard > Text correction > Next-word suggestions**.

Gesture Typing

Gesture Typing works best for English. Quality varies for other languages, and some don't support it yet.

To input a word using Gesture Typing:

1. Touch the location where you want to type to open the keyboard.
2. Slide your finger slowly across the letters of the word you want to input.
3. Release your finger when the word you want is displayed in the floating preview or the middle of the suggestion strip. To select one of the other words in the suggestion strip, touch it.

If the word you want isn't shown while using Gesture Typing, you can type it out manually. If you gesture a word and want to change it, touch the word to see other choices in the suggestion strip.

TIP: If there are letters you want to emphasize, like repeated letters, such as the “e” in sleep, pause over the “e” slightly longer before moving on to the next letter.

Use Gesture Typing without the space bar

When you use Gesture Typing, there's no need to use the space bar — just continue to slide your finger across the letters you want to input, then lift your finger to start the next word.



To change Gesture Typing settings, go to  **Settings > Language & input > Keyboard & input methods > Google Keyboard > Gesture Typing.**

Keyboard dictionaries

To manage keyboard dictionaries, go to  **Settings > Personal > Language & input**.

Personal dictionary

You can add your own words to your personal dictionary so that your device remembers them. To add a word or phrase, including an optional shortcut, go to  **Settings > Personal > Language & input > Google Keyboard > Text Correction > Personal dictionary** and the language of the dictionary you want to modify, then choose **Add** and type in the word. When you use the optional shortcut when typing, your word or phrase appears as an option in the suggested words above the keyboard.

Add-on dictionaries

1. Go to  **Settings > Personal > Language & input > Google Keyboard > Text Correction > Add-on dictionaries**.
2. You'll see dictionaries for other languages that you can download to your device.
3. Touch the dictionary you want, then **Install**.

Type by speaking

You can speak to enter text in most places where you can enter text with the onscreen keyboard.

1. Touch a text field, or a location in the text you've already entered in a text field.
2. Touch the  Microphone key on the onscreen keyboard.
3. When you see the microphone image, speak what you want to type.

In some languages, you can also enter punctuation by speaking it, like "comma," "period," "question mark," "exclamation mark,"

or “exclamation point.” Supported languages include English, French, Italian, German, Spanish, and Russian.

To improve processing of your voice input, Google may record a few seconds of background noise in temporary memory at any time. This recording remains on the device only temporarily and is not sent to Google.



To change your speech settings, go to **Settings > Personal > Language & input**.

Try some apps

All Apps



To see all your apps, touch  All Apps in the Favorites tray on any Home screen.

This is where you can see all your apps, including those that come with your tablet and those you downloaded on Google Play. You can move app icons to any of your Home screens.

From All Apps, you can:

- **Move between screens.** Swipe left or right.
- **Open an app.** Touch its icon.
- **Place an app icon on a Home screen.** Touch & hold the app icon, slide your finger, and lift your finger to drop the icon into your desired Home screen.
- **Browse widgets.** Touch the Widgets tab at the top of any All Apps screen.
- **Get more apps.** Touch  Google Play in the list of app icons.

To remove an app icon from the Home screen without removing it permanently from your device, touch & hold it, slide your finger toward the top of the screen, and drop the app over  Remove.

To view info about an app from an All Apps screen, touch & hold it, slide your finger toward the top of the screen, and drop the app over ⓘ App Info.

TIP: Some apps can harm you or your device. However, you don't need to purchase anti-virus software for Google Play edition devices. Google can verify apps to help prevent harmful software from being installed.

Gmail



Use the Gmail app to read and write email from any mobile device. To open it, touch ✉ Gmail on a Home or ⋮ All Apps screen.

Gmail isn't just about email. You can use your Gmail account to sign in to all Google apps and services, including these and many more:

- Google Now, for getting the information you need at just the right time
- Calendar
- People, for keeping track of your contacts
- Google Drive, for working with documents

While you're reading a message:

- Touch the icons along the top of the screen to archive, throw away, and mark as read. Touch ✉ to mark a message as

unread. Look under the  Menu to move, change labels, mute, print and do other actions to the email.

- Swipe left or right to read the previous or next conversation.

Organize your conversations: From the Inbox, touch & hold a conversation to select it. Then use the icons and menu along the top of the screen to manage the selected messages.

To change your settings, add an account, or get help, touch the menu icon or button.

No matter where you are in Gmail, you can always get back to the Inbox by touching the  Back button at the top of the screen.

From the Inbox, touch Menu to open the drawer that reveals available accounts, labels, and so on.

TIP: You can access your email from other accounts, like Microsoft Exchange, in Gmail by adding the account in Gmail Settings.

To add a non-Gmail email account to Gmail:

1. Go to  **Settings > Personal > Accounts > Add account.**
2. Touch the type of account you want to add. You may be able to choose from choices like “Google,” “Personal,” or “Work.”
3. Choose “Google” if you want to add your Google Account. When you sign in with a Google Account, all the email, contacts, Calendar events, and other data associated with that account are automatically synced with your device.
4. Follow the on-screen instructions to add the account.

To change the settings of any of the accounts you added, follow these steps:

1. Open the  Settings menu on your device.
2. Under “Personal,” touch “Accounts” and select your account.
If you’re using a Google account, touch Google and then your account.

Google Play



Google Play brings together all your favorite apps & games, movies & TV shows, books, music, and news & magazines in one place, so you can reach it from any of your devices.

To open the Google Play app, touch  Google Play.

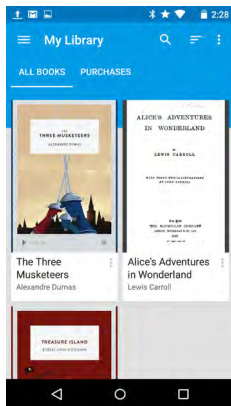
If you purchased content on Google Play in the past, you’ll automatically have access to this content on any Android device — just make sure you’re signed in using the same account that you used to purchase it. To check:

1. Open the  Google Play app.
2. Touch  Menu at the top left.

From here, you can view the current account or switch to another, view your purchased apps, check your wish list, and so on.

To set preferences, clear your search history, and turn on user controls, go to  **Menu > Settings**. For example, to filter apps based on maturity level or require a PIN for purchases, touch **Content filtering** or **Require authentication for purchases**.

To find your content, open any of the Google Play apps from the  All Apps screen and touch  Menu.



Google Play support

For more details about Google Play, including email support options, visit support.google.com/googleplay.

Camera



The Camera app lets you take photos, panoramic photos, videos, and immersive 360-degree photo sphere shots, including what's above and below you.

To open Camera:

- From the the lock screen, swipe from right to left.
- From the Home screen, touch  Camera.

The first time you open Camera, you may be asked if you want it to remember photo locations. This allows you, for example, to pinpoint the location of a particular photo with Google Maps.

When you open Camera, you can choose from five different camera modes. To see the modes, swipe left to right.

The  Camera icon indicates Camera mode. To take a picture:

1. Frame your subject and watch for the focus ring.
To focus on a different part of the image, touch it. To zoom in, pinch two fingers outwards. To zoom out, pinch two fingers inwards.
2. When the focus ring brackets disappear, touch the shutter button, which is the camera button.
3. To see the image you just took, swipe from right to left. To see stored photos, touch  Photos in the top right. When viewing stored photos, touch  to share,  Edit to modify photos and  to delete.

Keep swiping to see other images in Photos.

To change to a different mode, swipe left to right to show the list of camera modes:

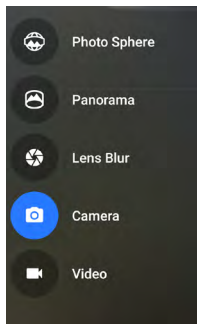


Photo Sphere	To capture a 360-degree or wide angle shot, pan or tilt until the circle in the center of the screen moves over a blue dot and records that portion of the image. Keep moving over the dots until you're finished, then touch the check mark at the bottom of the screen.
Panorama	Touch Panorama to begin taking a panoramic photo. Find your starting point, and touch the shutter to take the first picture in the panorama. To take the subsequent pictures, slowly swivel the tablet in place to move the target icon over each gray dot until the dot turns blue. Keep hovering over the dots until all of them are blue and your image is complete. Then touch the check mark at the bottom of the screen.
Lens Blur	Touch Lens Blur, then slowly raise the device following the arrow.
Camera	Touch Camera to take regular pictures.
Video	To start recording a video, touch the video button. Touch it again to stop.

To change settings for each mode such as flash, exposure, and so on, touch the circle with the three dots at the bottom right of the framed image.

Photos



The Photos app gives you instant access to all your photos and videos associated with any Google Account set up on your tablet. To open it, touch  Photos.

To open Photos from the:

- Camera app. Swipe from right to left.
- All Apps screen. Touch  Photos.

When you're signed into your device with your Google Account, the Photos app makes it easy to auto-backup all the photos and videos you take, organize them, and share with friends.

You can also browse, search, crop, edit, and tag photos, and create albums and movies.

Touch  **Menu** to:

- Switch to or from Google+.
- Organize and edit your photos and videos.
- Create and browse albums.
- Explore Auto Awesome animations, panoramas, or merged group shots created for you automatically.
- Browse photos of yourself.

Contacts



The **Contacts** app gives you quick access to everyone you want to reach. To open it, touch the **Contacts** icon on a Home or All Apps screen.

When you first turn on your device and sign into a Google Account, existing contacts from that account are synced with your Contacts app. After that, your contacts stay in sync automatically on your different devices or a Web browser.

If you use Exchange, you can also sync that contact information with **Contacts**.

All your **Contacts** information is available from Gmail, Google Talk, and other apps. As you add contacts from different sources, they're synced automatically across all the places you need them.

When you open the **Contacts** app, you can:

- **View all contacts or favorites.** Choose from the top of the screen.
- **Add a contact.** Touch  Add Contact.
- **Read details.** Touch a name to see details for a contact or group.
- **Share the contact** or place a frequently used contact on the Home screen. Touch  Menu.
- **Edit details.** While viewing a contact, touch  Edit at the top of the screen to edit the contact's information.
- **Change your settings.** While viewing the main list screen, touch  Menu to import or export contacts, choose display options and add or edit accounts.

Hangouts



With Hangouts, you can make video calls to anyone with a Google Account. You can share photos and your location with others. On some devices, Hangouts is also your default messaging app.

Calendar



Use the Calendar app to view and edit your schedule. To open it, touch **Calendar** on a Home or All Apps screen.

When you first set up your Android device, you have a chance to configure it to use a Google Account (such as Gmail). The first time you open the Calendar app on your tablet, it displays any existing calendar events from that Google Account on the web.

As you edit events, they're synced automatically across all the places you need them.

To change the Calendar view, touch the  **Menu** and choose **Schedule**, **Day**, or **Week** from the top of the screen.

From any of these views, you can:

- **Read or edit event details.** Touch an event to view its details.
- **Manage events and calendars.** Touch icons across the top of the screen or the menu to search or create events, return to today, or adjust settings.

To email everyone who is invited to an event, you have two options:

- Open the event from the Calendar app at any time and touch **Email guests**. You have a list of quick responses or you can write your own.
- When a notification of the event arrives just before the meeting starts, swipe down the notification shade. Then swipe using one finger to expand the notification if necessary, and touch **Email guests**.

Settings



Settings controls the core Android settings for networks, hardware, location, security, language, accounts, etc.

The fastest way to adjust system settings that you access frequently, such as Wi-Fi or brightness, is through Quick Settings. See [“Quick Settings”](#) on page 7.

You can control many other settings for your device and account by swiping down from the top of the screen twice and touching . These are the main types of device or account settings available.

- [Wireless & networks](#). Wi-Fi, Bluetooth, data usage, Android Beam, and related settings.
- [Device](#). Sound, battery, sleep, and other display settings.
- [Location](#).
- [Language](#).
- [Sync](#).
- [Backup/reset options](#).
- [Accounts](#).
- [Security](#). Passwords and certificates, screen lock, encryption, and app installation sources.
- System. [Date, time](#), [accessibility](#), and [device information](#).

Most apps also include their own settings, typically available from the ☰ menu on the upper left side of the app, or from the ⋮ **Menu > Settings**. On Google Play edition devices, settings may be in the Menu button.

Some useful settings are also available from the Google Settings app.



The Google Settings app let you adjust adjust preferences for commonly used Google apps and services in one place, including Google+, Location, Search, and the Android Device Manager.

To open Google Settings, touch the  in  All Apps.

From here, you can also:

- Control how interest-based Google ads are displayed in non-Google apps.
- Under Connected apps, you can view all the apps that have access to your Google Account information, including the type of access granted to each app.

Accessibility

To use the accessibility options, open  **Settings > System > Accessibility**.

To view detailed information about setting up these options, visit [Android Accessibility](#). Options for people with visual impairments include the following:

Captions: You can turn on captions for your device and specify the language, text size, and style. For some apps, you have to turn on the captions in the app itself.

TalkBack is a screen reader from Google that comes with your tablet. It uses spoken feedback to describe events, such as notifications, and the results of your actions, such as opening an app. When TalkBack is on, you have to double-tap in order to select something. TalkBack settings let you control the nature of TalkBack speech, feedback, and touch exploration (Explore by touch).

Explore by touch is a system feature that works with TalkBack, allowing you to touch your device's screen and hear what's under your finger via spoken feedback. It is helpful to people with low or no vision. In TalkBack settings, you can change the settings of Explore by touch, like managing gestures and how lists are scrolled.

Display and sound accessibility options include increasing the text size, changing the speed at which text is spoken, color inversion, color correction, and high contrast text.

If you have low vision and don't plan to use Explore by Touch, visit support.google.com/android to see Help content formatted for sighted users. You can make reading and navigating this material easier by increasing the text size – just open Chrome, go to **Menu > Settings > Accessibility**, and drag the slider to adjust the text size.

You can also try magnification gestures, which allow you to zoom in and out, as well as temporarily magnify what's under your finger. To try magnification gestures, go to  **Settings > Accessibility > Magnification gestures**.

FCC Compliance:

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

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

2. Changes or modifications not expressly approved by the party responsible for compliance Could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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



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