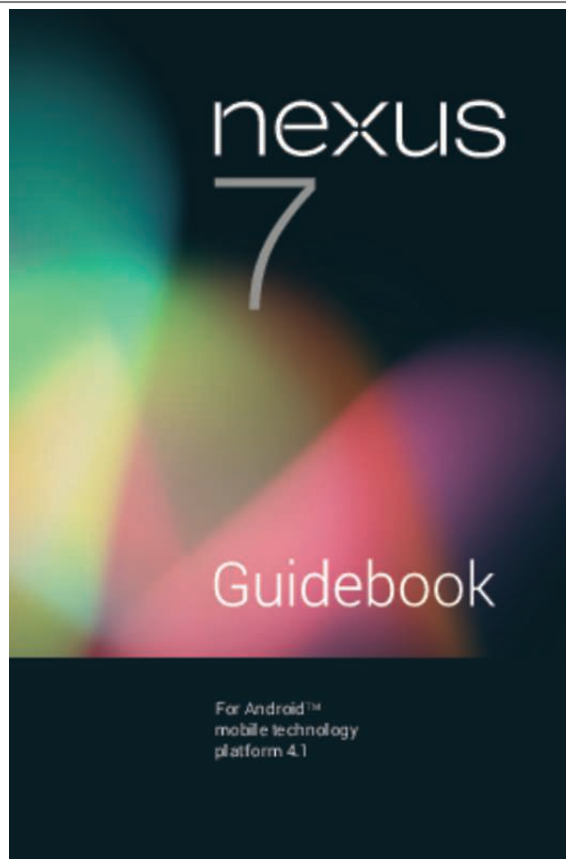




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Manual abstract:

@@@ASUS and the ASUS logo are trademarks of ASUSTek Computer Inc. @The content of this guide may differ in some details from the product or its software. All information in this document is subject to change without notice. The Nexus 7 tablet is certified by ASUS under the name ASUS Pad ME370T. For online help and support, visit support.google.com/nexus. Nexus 7 Guidebook ii Table of contents 1. Get started 1 Turn on & sign in Charge the battery Why use a Google Account? Jelly Bean tips 1 2 3 4 2. Play & explore 7 Browse Home screens Swipe up for Google Now Swipe down for notifications Get around Touch & type Try Face Unlock 7 8 10 12 14 15 3.

Make yourself at home 16 Relax with Google Play Manage downloads Use apps Organize your Home screens Start Gmail Find People Manage your Calendar Change sound settings Change the wallpaper 16 19 20 21 22 23 24 25 25 Nexus 7 Guidebook iii 4. Make Search personal 27 About Google Now Use Google Now Turn off Google Now Control location reporting, history, & services Search & Voice Actions basics Search tips & tricks Use Voice Actions Voice Actions commands Search settings Privacy and accounts 27 30 32 32 34 36 37 38 40 42 43 43 44 46 5. Tune performance Optimize battery life Optimize data usage Optimize memory usage 6. Enter & edit text 49 Use the keyboard Type text by speaking 49 51 Nexus 7 Guidebook iv 7. Connect to networks Connect to Wi-Fi networks Connect to virtual private networks Control airplane mode & other network settings 53 53 57 58 8. Connect to devices 60 Beam screen content Connect to Bluetooth devices Connect to keyboards, mice, & other devices Connect to a Windows computer via USB Connect to a Macintosh computer via USB 60 61 64 65 66 9. Manage accounts 68 Add or remove accounts Configure sync options Change backup & reset options 68 69 71 73 73 75 76 10. Secure your tablet Set screen lock Encrypt your tablet Work with certificates Nexus 7 Guidebook v 11. Accessibility 79 Accessibility overview Accessibility gestures for Android 4.1 Set up your tablet Use TalkBack Change TalkBack settings Use Explore by Touch with TalkBack Accessibility settings Navigate the Home screen Try Google Play Use Gmail Browse Chrome Use the lock screen 79 80 82 83 84 85 86 87 89 91 93 95 Appendix: Hardware reference 96 What's in the box Nexus 7 Battery Specs 96 97 98 100 Nexus 7 Guidebook vi 1 Get started Turn on & sign in To turn on your Nexus 7, press the Power button on the right edge near the top for a few seconds, then release it.

The first time you turn on the tablet, you'll see a Welcome screen. •To choose a different language, touch the menu. •To continue, touch Start and follow the instructions. When prompted, sign in using the email address and password for your Google Account. If you don't have one yet, create one. An email address that you use for any of the following counts as a Google Account: •••••Gmail YouTube Google Apps AdWords Any other Google product Nexus 7 Guidebook get started 1 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 tablet. If you have multiple Google Accounts, you can add the others later. Charge the battery The printed Quick Start Guide that comes with Nexus 7 contains basic operating instructions for your new tablet. The battery may not be fully charged at first. It's a good idea to fully charge it as soon as you can.

Connect the micro USB cable to Nexus 7 and to the charging unit, and the charging unit to a power outlet: a Important: Use the charging unit and micro USB cable that come with your Nexus 7. Other charging units and USB cables may charge more slowly or not at all. Nexus 7 Guidebook get started 2 Why use a Google Account? A Google Account lets you organize and access your personal information from any computer or mobile device: • Use Google Play. Google Play brings together all your favorite content in one place: movies, TV shows, books, music, magazines, apps, and more. When you sign in with your Google Account, you can reach any of this content from any of your devices – as long as you have a network connection. You can also shop for more in the Google Play store. •Synchronize and back up everything. Whether you draft an email, add an event to your calendar, or add a friend's address, your work gets backed up continuously by Google and synchronized with any computer where you use the same Google Account. •Access from anywhere. Check your latest calendar, email, text messages, or social stream, no matter what computer or mobile device you're using. •Keep your stuff secure and available. Google works round the clock to protect your personal data from unauthorized access and to ensure that you get it when you need it, wherever you need it. •Simplify shopping. You can connect your Google account with Google Wallet, which makes it easy to purchase music, books, apps, and more on Google Play and other online stores. •Use other Google services.

Your Google Account also lets you take full advantage of other Google apps and services that you may want to use, such as Gmail, Google Maps, Navigation, Google Play, YouTube, Google Talk, Messaging, and more. Nexus 7 Guidebook get started 3 Jelly Bean tips Whether you're new to Android or an old hand, check out these new features in Android 4.1 (Jelly Bean). Home screen Google Play widgets New widgets on your Home screens display recently used apps, music, movies, books, or games you already have – including free content that comes with your Nexus 7. Other widgets offer suggestions for browsing Google Play.

Slide an icon slowly to move other icons or widgets gently aside. This makes it much easier to change your Home screen layout. Touch a widget to access content on Google Play. Touch & hold a widget to resize or remove it. Rearrange Home screens Touch & hold an icon and slide slowly to the location of your choice. Slide an icon quickly to drop it into a folder. Google Search Google Now Google Now gets you just the right information, at just the right time – such as today's weather before you start your day, how much traffic to expect before you leave for work, and even your favorite team's score while they're playing. Swipe up from the bottom center of any screen. Touch the Google Search bar at the top of any Home screen. Nexus 7 Guidebook get started 4 Say "Google" When the Google Now screen is open, Touch the Google you can just say "Google" to activate Search bar at the top of any Home screen, a voice search.

or swipe up from the bottom of any screen. Say "Google" and your query to search.



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Notifications Notification shade Supports expandable notifications that let you perform additional actions right from the notification itself. Swipe one finger from the top of any screen to open the notification shade. Swipe two fingers vertically or pinch-zoom to expand or collapse a notification. Touch an icon inside certain notifications to handle a task directly. Swipe to dismiss a notification. Email guests for a calendar event You can email attendees from the Calendar app, or send a canned or custom response directly from a calendar notification. You can now control the volume for notifications separately from your tablet's main volume. Touch Email guests in the calendar event or notification.

From the notification, you'll have the option to choose a canned or custom response. Press the volume button on the side of your tablet, then touch the Settings icon. Drag slider to change the volume for notifications. Swipe one finger from the top of any screen to open the notification shade, and touch the Rotation icon. Notification volume Rotation lock Lock your screen to keep it in portrait mode.

Nexus 7 Guidebook get started 5 Other improvements Chrome Chrome for Android includes unlimited tabs, incognito tabs, and syncs your tabs across your devices when you sign in to your Google Account. Swipe left or right to navigate through tabs. Touch, hold, & drag a tab to a different position. Touch the tab switcher icon to switch back and forth between incognito mode tabs and regular tabs. Accessibility Gesture Mode supports navigation by using touch and swipe gestures in combination with speech output.

Platform supports external Braille input and output devices via USB and Bluetooth. To try shortcut gestures in TalkBack, swipe using a single motion: Up then right: Open notifications Up then left: Home button Down then right: Recent apps button Down then left: Back button Blink for For improved security, you can Face Unlock now set Face Unlock to request a blink when you unlock your tablet. Add an account Easily add an email account to your device from the main Settings screen. Settings > Security > Screen lock. Settings > Accounts > Add account. Nexus 7 Guidebook get started 6 2 Play & explore Browse Home screens To move between Home screens, swipe left or right. The My Library widget displays apps, music, movies, magazines, books, and games you already have – including free content that comes with your Nexus 7: Touch any title to open it Nexus 7 Guidebook Play & explore 7 When you're ready to shop for more, try the suggestions in one of the Play Recommendations widgets: Touch to learn more Touch to avoid future suggestions like this Touch to see a different suggestion To resize a widget, touch & hold, then let go and drag the blue dots. To remove it, touch & hold, then drag it to the Remove icon at the top of the screen. Swipe up for Google Now Google Now is about getting you just the right information, at just the right time. It tells you today's weather before you start your day, how much traffic to expect before you leave for work, and even your favorite team's score while they're playing.

All of this happens automatically. Google Now intelligently brings you the information you want to see, when you want to see it. No digging required. For example, here's a Google Now card that appears when you're about to start your commute home: Nexus 7 Guidebook Play & explore 8 Give it a try! Swipe your finger up from the bottom of any screen, or touch the Google Search bar at the top of the screen. When you want to see more cards, touch Show more cards at the bottom of the screen. When you don't need them any more, swipe them out of the way. You're in control When you decide to use Google Now, you're turning on location reporting and location history. Google Now also uses location information provided by Google's location service and GPS, if those are currently turned on. Google Now also uses data that you may have stored in other Google products. For example, if you have searches stored in your Web History, Google Now can show cards based on sports scores, flight status, and so on.

Similarly, Google Now can use data that you may have stored in third-party products that you allow Google to access. For example, your tablet's synced calendar may include entries from non-Google calendar products. If you have such an entry for a dentist appointment that includes the dentist's address, Google Now can check traffic and suggest when to leave. Nexus 7 Guidebook Play & explore 9 You're in control. You can choose exactly which cards you'd like to see, adjust the details of what they display, and adjust your privacy settings.

For more information about Google Now and your location information, see "Chapter 4, Make Search personal," on page 27. Swipe down for notifications Notifications alert you to the arrival of new messages, calendar events, and alarms, as well as ongoing events, such as video downloads. When a notification arrives, its icon appears at the top of the screen. Icons for pending notifications appear on the left, and system icons showing things like Wi-Fi signal or battery strength on the right: Pending notifications Bluetooth, Wi-Fi, & battery status Nexus 7 Guidebook Play & explore 10 To open r (to zoom out) or spreading them apart (to zoom in). • Rotate the screen.

The orientation of most screens (excluding Home screens) rotates with your device as you turn it. To lock or unlock the screen's vertical orientation, touch the Rotation icon at the top of the notification shade. Nexus 7 Guidebook Play & explore 14 To change your tablet's notification sounds, volSettings > Device > umes, and more, go to Sound. Settings To change your tablet's brightness, font size, and Settings > Device > Display. more, go to Try Face Unlock Depending how you use your tablet, you may want to set some form of automatic screen lock to prevent unauthorized access. If a lock has been set, the screen locks when your tablet's display goes to sleep. When you touch the power button to wake up a locked tablet, you must take some action, ranging from a simple swipe to typing a lengthy password, to unlock it. You can set locks of different strengths using your tablet's lock Settings > Personal > Security > settings. To do so, go to Screen lock and touch the type of lock you'd like to use. Face Unlock is one of the options available.

After you've set it up, you can unlock your tablet simply by looking at it. Although Face Unlock is not very secure, it can be convenient and fun to use. Give it a try. Go to the Screen lock setting described above, touch Face Unlock, and follow the instructions. Tip: After you set up Face Unlock, look under Settings > Personal > Security for two additional settings: Improve face matching and Liveness check.



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Use these to make Face Unlock more reliable and secure. Nexus 7 Guidebook Play & explore 15 3 Make yourself at home Relax with Google Play Google Play brings together all your favorite content in one place – movies, TV shows, books, music, magazines, apps, and more – so you can reach it from any of your devices. Use Google Play widgets These widgets are available on your Home screens: • My Library. Displays your most recently used music, books, and so on. Touch any of the images to see your content – plus free gifts from Google.

• Recommended on Play. Suggests music, movies, and other content that may interest you. Touch the suggestion to learn more about it. • Recommended apps. Recommends apps that you can add to your Home screen.

Touch the recommendation to learn more about it. Nexus 7 Guidebook Make yourself at home 16 All Google Play recommendation widgets work the same way: Touch to learn more Touch to avoid future suggestions like this Touch to see a different suggestion To resize a widget, touch & hold, then let go and drag the blue dots. To remove it, touch & hold, then drag it to the Remove icon at the top of the screen. All Apps icon, then To add another Play widget, touch the Widgets, and swipe from right to left until you see the one you want. Then touch & hold, and let go in the Home screen location you want.

Shop on Google Play To open the Google Play Store app, touch the Play Store icon in your Favorites tray at the bottom of every Home screen. Most things you purchase on Google Play are available from your computer as well as from any of your Android mobile devices. (Android apps are one exception – they run only on Android devices.) Sign in to play.google.com to get your entertainment from anywhere. Play Store Nexus 7 Guidebook Make yourself at home 17

Find your content If you purchased on Google Play in the past, you'll automatically have access to this content on your Nexus 7 — just make sure you're signed in using the same account that you used to purchase it. You can get to your content using any of the Google Play icons in your Favorites tray, including Books, Magazines, Movies, and Music. Play Store icon to open Google Play. In the top Or, touch the right corner, to the left of the Menu and Search icons, you'll find a My Library icon corresponding to the section of Google Play you're currently viewing.

For example, while browsing the Movies & TV section, you'll see the Google Play Movies app icon, which will take you to My Movies & TV: Touch icon in this location to see your content of that type You can quickly access your content this way, from the Google Play Store app, even if you originally purchased it on Google Play using a different phone or tablet. If you get a new device, all your media will automatically be waiting for you here when you turn on and sign in. Google Play settings To adjust your Google Play settings, switch accounts, or get help, Menu in the top right choose the option you want from the corner.

Nexus 7 Guidebook Make yourself at home 18 The Google Play Settings screen lets you control when you're notified about updates to apps and games, clear your search history, and enable user controls. To filter Android apps based on maturity level or require a PIN before completing any purchase, touch Content filtering or Set or change PIN. Google Play support For more detailed information about Google Play, including phone and email support options, visit support.google.com/googleplay. Manage downloads To manage most downloads, touch the Downloads icon on the All Apps screen. Note that movies and some other content can be downloaded to your tablet but won't show up in the Downloads app.

Downloads Unless you pin (download) content such as books or movies to your tablet so you can access it offline, Google Play streams your purchases and rentals from Google servers while you're playing them – so they don't occupy any permanent storage space. In addition to downloading content from Google Play, you can download files from Gmail messages or a variety of other sources. Use the Downloads app to view, reopen, or delete what you've downloaded in this way. From the Downloads app: • Touch an item to open it. • Touch headings for earlier downloads to view them.

Share • Check items you want to share. Then touch the icon and choose a sharing method from the list. Trash icon. • Check items you want to delete. Then touch the Nexus 7 Guidebook Make yourself at home 19 • At the bottom of the screen, touch Sort by size or Sort by date to switch back and forth.

Files available in the Download app can also be viewed in the Download directory that's visible when your tablet is connected to a computer. You can view and copy files from this directory. Use apps To see all your apps, touch any Home screen. All Apps in the Favorites tray on The main All Apps screen opens. This is where you can see all your apps, including those 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 in place. • Browse widgets. Touch the Widgets tab at the top of any All Apps screen. • Get more apps. Touch the Play Store icon in the list of app icons, or the Shop icon at the upper right. To remove an app icon from the Home screen, touch & hold it, slide your finger toward the top of the screen, and drop the app Remove icon . over the To view info about an app from an All App screen, touch & hold it, slide your finger toward the top of the screen, and drop the app App Info icon . over the Nexus 7 Guidebook Make yourself at home 20 Most apps include a Menu icon near the top or bottom of the screen that lets you control the app's settings. Organize your Home screens To add a widget to a Home screen: 1.

Go to the Home screen where you want to place the widget. All Apps icon. 2. Touch the 3. Swipe right to the Widgets tab and keep swiping, if necessary, to find the widget.

4. Touch & hold the widget until the Home screen appears, slide it into place, and lift your finger. To move an app or widget icon to a different location on a Home screen: 1. Touch & hold the icon. 2.

Slide your finger to the new position. To move between Home screens, slide toward the edge of the screen. To bump another icon out of the way, slide slowly into it. 3. Lift your finger. The icon drops into its new position. To combine two icons in a folder, slide one quickly over the other. To open a folder, touch it. To rename a folder, touch its name. Nexus 7 Guidebook Make yourself at home 21 Start Gmail The Gmail app lets you read and write email from any mobile device or browser.



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To open it, touch the Gmail icon on a Home or All Apps screen. But Gmail isn't just about email. You can use your Gmail account to sign in to all Google apps and services, including Google Now, for getting just the right information at just the right time; Calendar; People, for keeping track of your contacts; Google Documents, for working with documents, spreadsheets, or drawings; and many more. The first time you open Gmail, you're asked to sign in or create an account, if you didn't already do so when you first set up your tablet. Then the Inbox opens. From here, touch a message to read it. Unread messages are bold. While you're reading a message: • Touch the icons and menu along the top of the screen to archive, throw away, label, or perform other actions on that message. • Swipe left or right to read the previous or next conversation. To organize your email, check the box beside a message 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. No matter where you are within Gmail, you can always get back Gmail icon at the top left corner to the Inbox by touching the of the screen. Gmail Nexus 7 Guidebook Make yourself at home 22 Find People The People app gives you quick access to everyone you want to reach. To open it, touch the People icon on a Home or All Apps screen.

When you first turn on your tablet and sign into a Google Account, any existing contacts from that account are synced with your People app. After that, all your contacts stay in sync automatically, whether you make changes on your tablet, from another device, or from any Web browser. If you use Exchange, you can also sync that contact information with People. All your People information is available from Gmail, Google Talk, and other apps where it's useful. As you add contacts from different sources, they're synced automatically across all the places you need them.

The first time you open People, you're asked to sign in or create an account. Then the app opens to the main list of your contacts on the left. Select a contact to display it on the right. Or: • View all contacts, favorites, or groups. Choose from the top left of the screen. • Read details. Touch a name to see details for a contact or group. • View recent activity. When viewing a contact, swipe to the right to see recent updates. • Edit details.

While viewing a contact, touch icons at the top of Menu icon to search contacts, add a conthe screen or the tact, edit or share contact details, delete a contact, and so on. You can also touch the star beside the contact's name to add that contact to your Favorites list. • Change your settings. While viewing the main list screen, Nexus 7 Guidebook Make yourself at home 23 People touch the Menu icon to import or export contacts, choose display options for the Groups and All tabs, and add or edit accounts. No matter where you are within People, you can always get back People icon at the top left to the main lists by touching the corner of the screen. Manage your Calendar The Calendar app lets you view and edit your schedule. To open it, touch the Calendar icon on a Home or All Apps screen. When you first set up your tablet, you configured it to use an existing Google Account (such as Gmail), or you created a new one. 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 from any mobile device or web browser, they're synced automatically across all the places you need them.

To change the Calendar view, choose Day, Week, Month, or Agenda from the top left of the screen. Swipe to scroll vertically or horizontally. In the Day or Week views, spread your fingers apart or pinch them together to zoom in or out. 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 Menu to search or create events, return to tothe screen or day, or adjust settings. To email everyone who's invited to an event, you have two options: Nexus 7 Guidebook Make yourself at home 24 Calendar • Open the event from the Calendar app at any time and touch Email guests. • When a notification of the event arrives just before the meeting starts, swipe down the notification shade, spread the event notification apart with your fingers if necessary, and touch Email guests. Change sound settings Your tablet uses sounds to communicate, including notifications, alarms, and navigation feedback.

To customize the sounds your tablet makes, go to Device > Sound: Settings > • Volumes sets the master volume separately for music, notifications, and alarms. You can still use the physical volume control on the tablet to raise or lower volume of whatever sound is currently playing. • Default notification announces the arrival of notifications unless you specify a different sound in an individual app. • Touch sounds give audible feedback when you touch active icons or buttons on the screen. • Screen lock sound is triggered when you unlock the screen. Change the wallpaper Wallpapers can include images from Gallery, still images included with the system, and live images, such as an animation or a map that centers on your location. They take the place of the default background for your Home screens. 1. Touch & hold anywhere on a Home screen that's not occupied. A list of options appears.

Nexus 7 Guidebook Make yourself at home 25 2. Touch a wallpaper source: Gallery. Choose from pictures that you've synced with your tablet. Live Wallpapers. Choose from a scrolling list of animated wallpapers. Wallpapers. Choose from thumbnails of default images, or touch a thumbnail for a larger version. You can download additional wallpapers on Google Play. 3. To set a wallpaper, touch Set wallpaper or, for Gallery images, determine the cropping and touch Crop.

To change your tablet's wallpaper, go to Settings > Device > Display > Wallpaper. Settings Nexus 7 Guidebook Make yourself at home 26 4 Make Search personal About Google Now Google Now gives you just the right information at just the right time. Just swipe up from the bottom of your tablet to get commute traffic before work, popular nearby places, your favorite team's current score, and more. You can turn Google Now on or off at any time. Swipe up the same Menu > Settings > Google Now.

If the keyboard's way and touch Back button to lower it. covering the menu, touch the modified After you decide to start using Google Now, you don't need to do anything else. If you like, you can fine-tune some settings, but Google Now doesn't need any elaborate setup. The information you need is always at your fingertips. To know when to display what information, Google Now uses contextual data from your tablet and from other Google products, plus data from third-party products that you allow Google Now to access.



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Nexus 7 Guidebook Make Search personal 27 For example, Google Now uses the time of day, your current location, and your location history to show you what the traffic on your commute is like when you wake up in the morning. It also uses information from Google services such as your Web History for sports or flight updates, or from your synced calendar entries for appointment reminders. About Google Now cards A Google Now card is a short snippet of useful information that slides into view right when you're most likely to need it. For example, here's a traffic card: To see some sample cards from the main Google

Now screen, Menu > Sample cards. When you're finished and want touch to get back to the main Google Now screen, touch Hide sample cards. About location reporting, history, & services Location reporting refers to your tablet's ability to report your current location for the purposes of recording your location history. Location history refers to your tablet's ability to store your past locations, including home and work. Nexus 7 Guidebook Make Search personal 28 Location services allow your tablet to obtain your current location. Location services provide the locations used by location reporting and history. Important: Turning off location reporting does not turn off location services or delete any location history that Google has already stored.

When you decide to use Google Now, you'll start reporting your location and turn on your location history. Google won't share this information with other users or marketers without your permission. If you opted in to location history in the past, Google Now uses your previously recorded locations as well as ongoing details when making suggestions. Turning off location history pauses the collection of location information, but doesn't delete your history. To manage or delete your location details, visit <http://google.com/locationhistory>. Along with location history, Google Now uses Google's location service and GPS. To manage these settings from the Google Now Menu > Settings > Privacy and accounts > Location services, touch Location services. For more details, see "Control location reporting, history, & services" on page 32. About Web History & other data Google Now uses data from multiple sources to help predict what you need.

For example, if you have a synced calendar entry for a dentist appointment, Google Now can check traffic and suggest when to leave. And if you have relevant searches saved in your Web History, such as for your favorite sports team or for upcoming flights, Google Now can also show cards for sports scores, flight status, and more. To manage your Web History, visit google.com/history. You can delete or pause your Web History and still use Google Now, but certain kinds of information, such as flight details, won't show up.

Use Google Now To view the Google Now cards that are waiting for you at any particular time, swipe up from the bottom of your tablet, or touch the Google Search bar on any Home screen. Google Now displays cards when they're most likely to be useful and relevant based on the current time and your current location. To expand that search and get additional ones, touch Show more cards at the bottom of the main Google Now screen. When you're finished with a card, just swipe it away to dismiss it from the Google Now screen. Don't worry – it appears again when a new update is available.

Edit card settings To change the settings for an individual Google Now card: • Touch OR • From the lower right corner of the Google Now screen, touch Menu > Settings > Google Now. Menu > Settings on the card. Nexus 7 Guidebook Make Search personal 30 The Google Now settings screen appears, where you can turn a specific card On or Off or adjust its settings. After you turn off a card, it won't appear when you open Google Now. Dismiss cards To dismiss a card from the Google Now screen, swipe it away. The card will return the next time it's relevant, which may be hours or days from now. Adjust notifications When a card has a new update, you'll receive a notification at the top of your screen. You can pull down the notifications shade to open the card or dismiss the notification. Most notifications for Google Now cards can be turned off or set to low or standard priority. Low priority notifications appear at the bottom of the notifications shade without any additional signal.

Standard notifications appear like the others, in chronological order, and you can set vibration and a ringtone to accompany them. To set notifications to low or standard priority for an individual card that supports both options: • Touch OR • From the lower right corner of the Google Now screen, touch Menu > Settings > Google Now > card name > Notifications. To change ringtone and vibrate options for all standard notifications, start from the Google Now screen, touch Menu > Settings when the card appears. Nexus 7 Guidebook Make Search personal 31 Settings > Google Now, and adjust the options under Standard Notifications. Turn off Google Now Turning off Google Now stops the display of cards and returns Google Now settings to their defaults. 1. Open the Google Now screen. Touch the Search bar at the top of a Home screen, or swipe up from the bottom of your tablet while viewing any screen. 2. Touch Menu > Settings > Google Now, then slide the switch at the top right to Off.

3. In the Turn off Now cards dialog, decide whether you also want to turn off location history. If you do, check Also turn off Location history. Turning off location history may affect the way other Google products work. 4.

Touch Turn off. Turning off Google Now and location history doesn't delete existing history or turn off location reporting. For more information, see the next section, "Control location reporting & history." Control location reporting, history, & services This section describes how to set your home and work addresses and manage other location-related features used by Google Now. Define home & work As you use Google Now, you may be asked to confirm your home or work address to get commute traffic information, travel help, and more.

You can change these addresses in several other ways: Nexus 7 Guidebook Make Search personal 32 • When a Traffic card appears for home or work, touch Menu > Edit. • Open the Latitude app, find your own location, touch your name on the map, and then Location history > Change home location / Change work location. • Visit maps.google.com from a browser and open My Places. • Visit <https://www.google.com/latitude/b/0/history/dashboard> from a browser, click Change next to Time at Work or Time at Home, edit the address, and click Save. You can turn off and delete your location history and still use Google Now, but certain kinds of information, such as commute traffic, may be limited or won't show up at all.



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Turn off location reporting & history To turn off both location reporting and location history from the Google Now screen: 1.

Touch Menu > Settings > Privacy and accounts > Manage location settings. This brings you to the Settings screen for Google Maps. You may have to sign in to Google Maps if you haven't done so already. 2. Touch Location settings. 3. To turn off location reporting, touch Location reporting > Do not update your location. 4. To turn off location history, uncheck Enable location history. Delete location history details Even if you turn off both location reporting and location history, your previously recorded history is still available to Google services such as Google Now.

Nexus 7 Guidebook Make Search personal 33 To delete location history details, follow these steps from a desktop computer: 1. Open a web browser and make sure you're signed in with the account whose location history you want to manage. 2. Visit <http://google.com/locationhistory>.

A page appears that allows you to view your location history for any date. 3. To delete all your recorded location history, click Delete all history.

Alternatively, from this screen you can delete a portion of your location history starting from a date you choose in the calendar. 4.

Click OK. Turn off Google's location service & GPS support Even when location reporting and location history are turned off, Google periodically reports data for use by various apps from sources such as Wi-Fi, mobile networks, and GPS to determine your approximate location at any given time. To turn off these services from the Google Now screen, touch Menu > Settings > Privacy and accounts > Location services and uncheck both Google's location service and GPS satellites. Doing so will disable Google Now as well as many other useful features of your tablet. Search & Voice Actions basics To use Google Search, touch the search bar at the top of any Home screen or swipe up from the bottom of your tablet. You can use Voice Actions with Google Search to get directions, send messages, and perform a number of other common tasks. Nexus 7 Guidebook Make Search personal 34 Voice Search & Voice Actions You can initiate a Voice Search or Voice Action in several ways: Microphone icon in the Google Chrome omnibox. • Touch the Microphone icon on the Home screen or Google • Touch the Now screen and speak. • Touch the search bar on the Home screen and say "Google". • When you're viewing the Google Now screen, you don't have to touch anything.

Just say "Google." Next, speak the terms to search for or the Voice Action to perform. For more details on Voice Actions, see "Use Voice Actions" on page 37. The ability to trigger a search or action by saying "Google" is called hotword detection. To turn it off or on, start from the Google Now screen and touch Menu > Settings > Voice > Hotword detection. Important: To detect when you say "Google" to launch Voice Search or Voice Actions, Google analyzes sound picked up by your tablet's microphone in intervals of a few seconds or less. The sound is immediately discarded after analysis and is not stored on the device or sent to Google. For more information about Voice Actions, see "Use Voice Actions" on page 37 and "Voice Actions commands" on page 38. Search by typing Type your query in the search box on the Home or Google Now screen, or in Google Chrome's omnibox. Nexus 7 Guidebook Make Search personal 35 As you type, suggestions appear below the Search box.

The first few suggestions attempt to complete what you're typing: • To search for a suggestion immediately, touch it. • To search for the contents of the search field, touch the Search icon on the right side of the keyboard. Search tips & tricks What you want Sports information Pictures What to type or say [team's name] Examples San Francisco Giants Pictures of [topic] images of [topic] Pictures of San Francisco Images of cats 30 degrees Celsius in Fahrenheit Movie Movie Chicago The Horse's Mouth Define campanile Weather WeatherDetroit Area code 215 Convert measurements Movie showtimes [original measurement] in [new measurement] Movie Movie [location] [movie name] Word definition Weather forecast Identify an area code Identify zip code Define [word] Weather Weather [location] Area code [####] Zip code [#####] Zip code 46202 Nexus 7 Guidebook Make Search personal 36 Time Time Time [location] Time Time in London American airlines flight 390 Translate to Spanish, Where is the Palace Hotel?' 75 divided by 6 Mexican food Mexican food in Urbana, Illinois Flight information Translation [Airline] [flight number] Translate to [language] [phrase] Calculator Food [A math phrase] [Type of food] [Type of food] in [location] Use Voice Actions You can use Voice Actions with Google Search to get directions, send messages, and perform a number of other common tasks. You initiate a Voice Action the same way you initiate a voice Microphone icon in a search box or the search, by touching a Chrome omnibox, or by saying "Google" when the Google Now screen is open. For details, see "Search & Voice Actions basics" on page 34.

Next, speak the Voice Action you want to use. Here are some typical examples: • "Set alarm for 8:30 a.m." • "Send email to Marcus Foster. Subject: Coming tonight? Message: Hope to see you later."

• "Navigate to Mike's Bikes in Palo Alto." Nexus 7 Guidebook Make Search personal 37 As you speak, Voice Search analyzes your speech and initiates the action. If Voice Search doesn't understand you, it lists a set of possible meanings. Just touch the one you want. Some Voice Actions, such as "send email" and "note to self," open a panel that prompts you to complete the action by speaking or typing more information. • Touch any text already entered in the panel to add or edit the text by typing. Microphone To speak text instead of typing, first touch the key near the bottom right of the onscreen keyboard. • Touch underlined words or phrases or drag across multiple words to view a list of alternate transcriptions, or to edit by speaking or typing. When confident that the transcription is accurate, Voice Search displays transcribed words as regular text. Words or phrases for which it has provided alternate transcriptions are underlined.

• Touch a button at the bottom of the window to add any optional fields (you can also speak the name and content of any of these fields in your original voice action). • When you're done, touch the button appropriate to complete the action, such as Send. Voice Actions commands You can search and control your tablet with the following Voice Action commands.



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For details, see "Use Voice Actions" on page 37. Nexus 7 Guidebook Make Search personal 38 Say Words you want to search for "Map of" Followed by Examples "bike shoes" Address, name, business name, type of business, or other location Address, name, business name, type of business, or other destination "Map of Golden Gate Park, San Francisco." "Directions to" or "Navigate to" "Directions to 1299 Colusa Avenue, Berkeley, California" or "Navigate to Union Square, San Francisco." Contact name "Mike LeBeau" (opens Mike's contact card) Search string or URL One or more of: "To" & contact names, "Cc" & contact names, "Bcc" & contact names, "Subject" & subject text "Message" & message text (speak punctuation) "Go to Google.com" "Send email to Hugh Briss, subject, new shoes, message, I can't wait to show you my new shoes, period." "Go to" "Send email" "Note to self" Message text "Note to self: remember the milk" Nexus 7 Guidebook Make Search personal 39 "Set alarm" "Time" or "for" & time, such as "10:45 a.m.

"or "20 minutes from now," "Label" & name of alarm Words to search YouTube for, such as the name of a song, artist, or album. "Set alarm for 7:45 p.m., label, switch the laundry" "Listen to" "Listen to: Smells Like Teen Spirit" Search settings To view Google Search settings, including those for Google Now. Menu scroll to the bottom of the Google Now screen and touch > Settings. The first three types of settings are described here.

For Privacy & accounts, see the next section. Google Now Google Now settings let you turn Google Now on or off. If you turn it on, you're taken through a brief introduction and given the chance to opt in. While Google Now is on, you can also set your preferences for individual Google Now cards and related notifications from the Google Now settings screen. Options for each card vary.

Most include a Notifications section that lets you control how you're informed when a card changes. Typically, you can choose between Off, Low priority, or Standard notifications. Nexus 7 Guidebook Make Search personal 40 Low priority notifications appear at the bottom of the notifications shade without any additional signal. Standard notifications appear like the others, in chronological order, and you can set vibration and a ringtone. To set the ringtone and vibrate options for standard notifications, Menu > Settings > Google Now and look at the end go to touch of the list. Voice settings Voice settings control different aspects of speech input and output when you search by voice or use voice actions: • Language. The language you select here for Voice Search input and output can be different from the language displayed by your tablet. • Speech output. To turn on speech output only when you've got a headset attached to your tablet, select Hands-free only. • Block offensive words.

Check to ensure that search results with offensive language are blocked. • Hotword detection. When this is checked, you can say "Google" when viewing the Google Now screen rather than touching the Microphone icon to initiate a voice search or action. • Download offline speech recognition. Check to select one or more additional languages for speech recognition when you don't have a network connection. Important: To detect when you say "Google" to launch Voice

Search or Voice Actions, Google analyzes sound picked up by your tablet's microphone in intervals of a few seconds or less. The sound is immediately discarded after analysis and is not stored on the device or sent to Google. Nexus 7 Guidebook Make Search personal 41 Tablet search Tablet search settings let you select which apps on your tablet are included in Google searches. Privacy and accounts These settings control the account for use with Google Search and search-related privacy options for that account. You can view them in two ways: Menu > Settings > Privacy & • From the Google Now screen: accounts. Settings > Accounts • From your tablet's main Settings app: > Google > Privacy > Search. Touch each setting to learn more: • Google Account. The account used with Google Search and Google Now. • Manage location history. Opens Google Maps settings, where you can turn location settings related to Google Maps on or off.

• Location services. Opens your tablet's Settings screen for these services, including Google's location service and GPS. • Show recent searches. Check if you want search suggestions based on your recent searches. • Manage Web History.

Opens your Web History settings in a browser. You may have to sign in to reach them. Nexus 7 Guidebook Make Search personal 42 5 Tune performance Optimize battery life To control Battery settings, go to Settings > Device > Battery. 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 • If you aren't using Wi-Fi, Bluetooth, or GPS, use the Settings app to turn them off. The GPS setting is located in Settings > Personal > Location services. • Don't leave the Maps or Navigation apps open on the screen when you're not using them. They use GPS (and thus more power) only when they're running. • Turn down screen brightness and set a shorter Sleep timeout: Settings > Device > Display.

• If you don't need it, turn off automatic syncing for all apps: Settings > Accounts > Google account-name. This means you Nexus 7 Guidebook Tune performance 43 need to sync manually to collect messages, email, and other recent information, and won't receive notifications when updates occur. • If you know you won't be near a Wi-Fi network for a while, switch to Airplane mode: press and hold the Power button, or go to Settings > Wireless & Networks > More > Airplane mode. Check battery level and usage details Open Settings > Device > Battery. The list at the bottom of the screen shows the breakdown of battery usage for individual apps and services. Touch a graph for more details. The details screen for some apps includes buttons that allow you to adjust settings affecting power usage, or stop the app completely. Warning: If you stop some apps or services, your device may not work correctly. Battery status (charging, discharging) and level (as a percentage of fully charged) are displayed at the top of the screen.



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The discharge graph shows battery level over time since you last charged the device, and how long you've been running on battery power. Optimize data usage Data usage refers to the amount of data uploaded or downloaded by your device during a given period. To monitor your data usage, Settings > Wireless & networks > Data usage. go to Nexus 7 Guidebook Tune performance 44 Data usage settings allow you to: • View data usage by app and access app settings. • Identify mobile hotspots and restrict background downloads that may result in extra charges. To view mobile hotspot settings, touch hotspots.

Menu > Mobile Near the top of the screen, note the data usage cycle. Touch it to choose a different cycle. This date range is the period of time for which the graph displays data usage. The vertical white lines on the graph show a period of time within the data usage cycle. This range determines the usage amount displayed just below the graph.

Drag lines to change the period. View data usage by app Some apps transfer data in the background — that is, when you're not actually using the app, it may download data for future reference. Some apps allow you to restrict background data usage from the app's own settings. Touch the graph for any app in the bottom part of the screen for more usage details and access to its settings. Set auto-sync You can also conserve data usage by syncing your apps manually, only when you need the data, rather than relying on auto-sync. Menu > Auto-sync data. To turn auto-sync off or on, touch Nexus 7 Guidebook Tune performance 45 Optimize memory usage You typically don't need to worry about managing apps beyond installing, opening, and using them. But there may be times when you want to know more about what's happening behind the scenes. Apps use two kinds of memory: internal storage and RAM. They use internal storage for themselves and any files, settings, and other data they use.

They also use RAM (memory designed for temporary storage and fast access) when they're running. Android manages and carefully guards the portion of internal storage where the system, apps, and most data for those apps are stored, because this area may contain your private information. It's not possible to view this portion of internal storage when you connect your device to a computer with a USB cable. The other portion of internal storage, where music, downloaded files, and so on are stored, remains visible for your convenience. Android also manages how apps use RAM. It may cache some things you've been using recently, for quicker access if you need them again, but it will erase the cache if it needs the RAM for new activities. You affect the way apps use internal storage directly and indirectly in many ways — for example, by: •••• Installing or uninstalling apps. Downloading files in Chrome, Gmail, and other apps. Creating files (for example, by taking pictures). Deleting downloaded files or files you created.

Copying files between your device and a computer via USB or Bluetooth. Nexus 7 Guidebook Tune performance 46 You rarely need to manage the way apps use RAM. But you can monitor apps' RAM usage and stop them if they misbehave. Use the Apps screen The Apps screen allows you to adjust several aspects of the way your device uses memory. To view these settings, go to Settings > Device > Apps.

Settings You'll see three tabs at the top of the screen, each displaying a list of apps or their components: • Downloaded. Displays apps you've downloaded on Google Play or other sources. • Running. Displays all 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 Running tab shows the total RAM in use and the amount free.

At the top right of the screen, touch Show cached processes or Show running services to switch back and forth. • All. Displays all apps that came with Android and all apps you downloaded on Google Play or other sources. To switch the order of the lists displayed in the Downloaded or All Menu > Sort by name or Sort by size. tabs, touch To view details about an app or other item listed under any tab, touch its name. The information and controls available vary among different types of apps, but commonly include: • Force stop button. Stops an app that is misbehaving. Stopping an app, process, or service may cause your device to stop working correctly. You may need to restart your device after doing this. Nexus 7 Guidebook Tune performance 47 • Uninstall button.

Deletes the app and all of its data and settings. • Disable button. Prevents the app from running, but does not uninstall it. This option is available for some apps and services that can't be uninstalled. • Clear data button. Delete an app's settings and other data without removing the app itself. • Clear cache button.

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. Nexus 7 Guidebook Tune performance 48 6 Enter & edit text Use the keyboard You can enter text using the onscreen keyboard. Some apps open it automatically. In others, you open it by touching where you want to type.

Touch a suggestion to type it Touch & hold to type this character Touch & hold to see input and keyboard settings Touch & hold to choose a smiley face Nexus 7 Guidebook enter & edit text 49 To make the keyboard go away, touch the modified icon below it. Back button- Basic editing • Move the insertion point.

Touch where you want to type. The cursor blinks in the new position, and a blue tab appears below it. Drag the tab to move the cursor. • Select text. Touch & 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. The tab disappears after a few moments. To make it reappear, touch the text again. to delete selected text or the character • Delete text. Touch text before the cursor. • Type capital letters. Touch the Shift key once to switch to capital letters for one letter.

Shift key while you type. When you release Or touch & hold the key, the lowercase letters reappear. Shift key, so it • Turn caps lock on. Double-tap or touch & hold Shift key again to return to lowercase. changes to . Touch • Cut, copy, paste. Select the text you want to manipulate. Then Cut, Copy or Paste button: touch Nexus 7 Guidebook enter & edit text 50 To change your tablet's keyboard and input methods, go to Settings > Personal > Language & input.



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Settings Type text by speaking You can use voice input to type text by speaking. This feature uses Google's speech-recognition service, so your tablet must be connected to a Wi-Fi network to use it.

Text that you enter by speaking is underlined. You can continue entering text to keep it, or delete it. You can speak to enter text in most places that you can enter text with the onscreen keyboard. • Touch a text field, or a location in text you've already entered in a text field. Microphone key on the onscreen keyboard.

• Touch the • When you see the microphone image, speak what you want to type. Say "comma," "period," "question mark," "exclamation mark," or "exclamation point" to enter punctuation. When you pause, what you spoke is transcribed by the speechrecognition service and entered in the text field, underlined. You can touch the Delete key to erase the underlined text. @@@@ Settings > Wireless & networks > Wi-Fi. 1. Touch 2. Slide the Wi-Fi switch to the On position. @@Secured networks are indicated with a Lock icon. @@@@1. Turn on Wi-Fi, if it's not already on. Plus icon at the top of the screen. 2. Touch the 3. Enter the SSID (name) of the network.

If necessary, enter security or other network configuration details. @@@@1. Turn on Wi-Fi, if it's not already on. 2. In the Wi-Fi settings screen, touch the name of the network. @@@@Proxy settings are used by Browser but may not be used by other apps. @@2. Touch Modify network in the dialog that opens. 3. Select Show advanced options.

@@@5. Enter the proxy settings supplied by your network admini strator. 6. Touch Save. Nexus 7 Guidebook Connect to networks 55 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. Set Wi-Fi notifications, disconnect policy, & other advanced options To work with advanced Wi-Fi settings: 1. Turn on Wi-Fi, if it's not already on. 2. In the Wi-Fi settings screen, touch These are the settings you can adjust: • Network notification.

By default, when Wi-Fi is on, you receive notifications in the Status bar when your device detects an open Wi-Fi network. Uncheck this option to turn off notifications. • Keep Wi-Fi during sleep. To conserve mobile data usage, your device stays connected to Wi-Fi when the screen goes to sleep. Touch this option to change this default behavior: either to stay connected to Wi-Fi only when the device is connected to a charger (when battery life isn't a problem), or never to stay connected to Wi-Fi during sleep. This screen also displays the following information: • MAC address. The Media Access Control (MAC) address of your device when connected to a Wi-Fi network. • IP address. The Internet Protocol (IP) address assigned to the device by the Wi-Fi network you are connected to (unless you used the IP settings to assign it a static IP address). Menu > Advanced.

Nexus 7 Guidebook Connect to networks 56 To turn Wi-Fi on or off, go to & networks > Wi-Fi. Settings Settings > Wireless To manage data usage and mobile hotspots, go to Settings > Wireless & networks > Data usage. Connect to virtual private networks 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 to let people access local network resources when not on campus, or when connected to a wireless network. To configure VPN access, you must first obtain the details from your network administrator. Depending on your organization's solution, you may need to obtain a VPN app, either from your administrator or on Google Play. The VPN settings screen allows you to add VPN networks and adjust their settings. To view this screen and perform the tasks described here, go to Settings > Wireless & networks > More > VPN. Settings Add a VPN 1. From the VPN screen, touch Add VPN profile.

2. In the form that appears, fill in the information provided by your network administrator 3. Touch Save. The VPN is added to the list on the VPN screen. Nexus 7 Guidebook Connect to networks 57 Connect to a VPN 1.

From the VPN screen, touch the name of the VPN. 2. In the dialog that opens, enter any requested credentials. 3. Touch Connect.

When you're connected to a VPN, a Status icon and notification are displayed continuously. To disconnect, touch the notification for the VPN connection. Edit a VPN 1. 2. 3. 4. From the VPN screen, touch & hold the name of the VPN profile. In the dialog that opens, touch Edit profile. Edit the VPN settings you want. Touch Save.

Delete a VPN 1. From the VPN screen, touch & hold the name of the VPN profile. 2. Touch & hold the VPN you want to delete. 3. In the dialog that opens, touch Delete profile. Control airplane mode & other network settings These settings are available under Settings > Wireless & networks > More. Follow the links for detailed instructions: • Airplane mode. Check to turn off all data transmission from the device. • VPN.

Touch to adjust settings that allow you to connect to websites and other resources within a secured local network from outside that network. See "Connect to virtual private networks" on page 57. Nexus 7 Guidebook Connect to networks 58 • NFC. Check to turn on Near Frequency Communication (NFC) feature (required for Android Beam). • Android Beam.

Touch to turn Android Beam off or on. When NFC is checked and Android Beam is on, you can touch your tablet to other devices to exchange web pages, contact info, and other data. See "Beam screen content" on page 60. Nexus 7 Guidebook Connect to networks 59 8 Connect to devices Beam screen content You can beam a web page, a video, or other content from your screen to another device by bringing the devices together (typically back to back). Before you begin: Make sure both devices are unlocked, support Near Field Communication (NFC), and have both NFC and Android Beam turned on.

Follow these steps: 1. Open a screen that contains something you'd like to share, such as a Browser page, YouTube video, or place page in Maps. 2. Move the back of your tablet toward the back of the other device. When the devices connect, you hear a sound, the image on your screen reduces in size, and you see the message Touch to beam. 3. Touch your screen anywhere. Nexus 7 Guidebook Connect to devices 60 Your friend's device displays the transferred content. Or, if the necessary app isn't installed, Google Play opens to a screen where your friend can download the app. TIP: When you touch another device to the back of your Nexus 7, make sure it's near the "u" in "nexus" to successfully beam content.

To turn on NFC, go to Settings > Wireless & networks > More > NFC.



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