ANDROID™
Quick Start Guide

Android Mobile
Technology Platform
4.4, KitKat®

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Edition 1.05.

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This book introduces Android 4.4 for Nexus and Google Play edition devices. Its content may differ in some details from some of the products described or the software that runs on them. All information provided here is subject to change without notice.

For best results, make sure you're running the latest Android system update. To find your device's version number or check for the latest system update, go to **Settings > System > About phone** or **About tablet** and look for **Android version** or **System updates**.

If you don't have a Nexus or Google Play edition phone or tablet and are running Android 4.4 on some other device, some details of the system as described in this book may vary.

For comprehensive online help and support, including details about Nexus and Google Play edition hardware running the software described in this book and links to information about other Android devices, visit support.google.com/android.

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Welcome to Android

About Android 4.4

Android 4.4 (KitKat®) is the latest version of the world's favorite operating system for mobile phones and tablets.

This guide introduces the Android 4.4 software available on Nexus and Google Play edition mobile devices. It doesn't describe hardware details such as SIM card instructions, battery information, specs, and so on.

For comprehensive information about all types of Android phones and tablets, including more details about Nexus and Google Play edition devices, visit support.google.com/android.

Set up your device

When you first turn on your phone or tablet, you'll see a Welcome screen. Choose the language you want and touch Start or the Start icon.

IMPORTANT: To complete the setup process, you must have a Wi-Fi or mobile Internet connection.

When prompted, you can sign in with your Google Account or create one at that time. You can also choose to skip this step and create one later.

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

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. If you have more than one Android device, they are all kept in sync.

For example, if you change a friend's phone number on your phone, that change also appears on your tablet and on any computers where you're logged into your Google Account.

If you have multiple Google Accounts, you can add others later from **Settings > Accounts > Add account**.

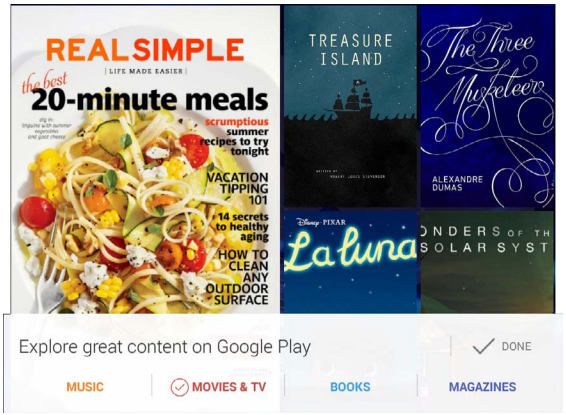
Make yourself at home

After you finish setting up your device, the Home screen appears for the first time:

- To move between Home screens, swipe left or right.
- To use Google Now, swipe up from the bottom of the screen or, on some Google Play edition devices, press and hold the Home button. On Nexus 5, you can also swipe to the leftmost Home screen.

- To send an SMS message from a phone, use Hangouts.
- From the Home screen, say “Ok Google” to search your phone or the Internet and start telling Google what to do (Nexus 5 only). Or touch **Google** at the top of the screen to do the same thing.

On brand new devices, you may also see your Google Play library widget on one of your Home screens.



This widget displays some of the Google Play content that you already own or that’s available in your library for free. Touch the item you want to view or play, or touch the categories to explore.

Get around

At the bottom of every Home screen you’ll find the Favorites tray: another quick way to get to your apps. Here’s what it looks like on a Nexus 7.

To open an app, touch it. To drag an app in or out of the Favorites tray or anywhere else on a Home screen, touch & hold it, then move it with your finger into position.

Nexus navigation buttons

At the bottom of every Nexus screen, no matter what you're doing, you'll always find the navigation bar with three buttons:

	Back Opens the previous screen you were working in, even if it was in a different app. Once you back up to the Home screen, you can't go back any further.
	Home Opens the central Home screen. To open Google Now, swipe up.
	Recent apps Opens a list of thumbnail images of apps you've worked with recently. To open an app, touch it. To remove a thumbnail from the list, swipe it left or right.

Some apps hide these buttons temporarily, or fade them to small dots in the same position. To bring them back, touch the dots, touch the screen in the middle, or swipe up from the bottom.

Google Play edition navigation buttons

Some Google Play edition devices have two or three physical buttons just below the screen:

- **Menu:** This button opens options depending on the screen you're on.
- **Home:** Opens Home. If you're viewing a left or right Home screen, opens the main Home screen. To open Google Now, touch & hold this button.
- **Back:** Opens the previous screen you were working in, even if it was in a different app. Once you back up to the Home screen, you can't go back any further in your history.

Menus

Many screens in apps and Settings include either a Menu icon (for example, on Nexus devices) or items in the permanent Menu button at the bottom of the screen (on some Google Play edition devices). Touch it to explore additional options, including help.

Organize your Home screens

To change the wallpaper for your Home screens, touch & hold the background.

To add an app icon to a Home screen:

1. Go to the Home screen where you want to place the app.
2. Touch the All Apps icon.
3. Swipe from right to left, if necessary, to find the app you want.
4. Touch & hold the app until the Home screen appears, slide it into place, and lift your finger.

NEXUS 5 TIPS: The Home screens on Nexus 5 work differently from Home screens on the other Nexus devices.

- To change your wallpaper, add a widget, adjust Search settings, or change screen order, touch & hold the background of any Home screen.
- You can have any number of Home screens to the right. To add one, swipe to the rightmost screen and drag an app or widget to the right edge.
- The screen to the left of the main Home screen is reserved for Google Now, and is available only when Google Now is turned on.

To add a widget to the Home screen on a Nexus 4, 7, or 10, follow the same steps, and keep swiping right through the All Apps screens to find the widget you want.

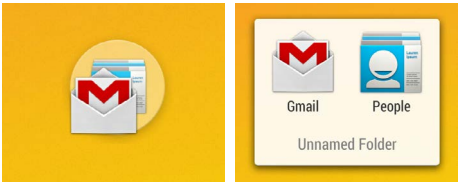
On Nexus 5, touch & hold the background of any home screen to reveal the widgets control.

To move an app or widget to another position:

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.

To create a folder, slide one icon quickly over another.

To name or rename a folder, open it and touch its name.



Touch & type

To select or activate something, touch it.

To type something, such as a name, password, or search terms, just touch where you want to type. A keyboard pops up that lets you type into the field.

Other common gestures include:

- **Touch & hold.** Touch & hold an item on the screen by touching it and not lifting your finger until it responds. For example, this is how you access accent and other special characters on the keyboard.
- **Touch, hold, & drag.** Touch & hold an item for a moment and then, without lifting your finger, move your finger on the screen until you reach the target position. For example, you can move apps around on the Home screen.
- **Swipe or slide.** Quickly move your finger across the surface of the screen, without pausing when you first touch (so you don't drag something instead). For example, you can slide a Home screen left or right to view the other Home screens.

- **Double-tap.** Tap quickly twice on a webpage, map, or other screen to zoom. For example, double-tap a picture in Chrome to zoom in, and double-tap again to zoom out.
- **Scale.** In some apps (such as Maps, Chrome, and Gallery), you can scale by placing two or more fingers on the screen at once and pinching them together (to enlarge scale) or spreading them apart (to reduce it). Alternatively, in some apps you can double-tap and then, without lifting your finger, drag up to reduce or down to enlarge the scale of the image.
- **Rotate the screen.** The orientation of most screens rotates with your device as you turn it. To lock or unlock a tablet's vertical orientation, swipe down from the top right of any screen and touch the Rotation icon in Quick Settings. To do the same thing on a phone, go to **Settings > Device > Display**.

Settings

You can open your device's Settings app from the All Apps screen or from Quick Settings.

For example, to change notification sounds, volumes, and more, go to **Settings > Device > Sound** To change brightness, font size, and more, go to **Settings > Device > Display**.

Help & support

Most Nexus screens include a Menu icon that you can touch for additional options, usually including help for that screen. On Google Play edition phones, this menu may be available from a button below the main screen.

This book introduces just a few of the key features and apps that come with Android 4.4. For more details about Android software

and apps, Nexus and Google Play edition devices available on Google Play, and all forms of support, visit:

- support.google.com/nexus
- support.google.com/playedition

Android version & updates

To check your version number or get the latest system update for a Nexus or Google Play edition phone, first go to **Settings > System > About phone** or **About tablet.** Then look for these labels:

- **System updates.** Touch to check whether you have any pending system updates.
- **Android version.** Look partway down the list for this heading and the number just below it.

If you don't have a Nexus or Google Play edition phone or tablet and are running Android 4.4 on some other device, some details of the system as described in this book may vary.

For comprehensive online help and support, including details about Nexus and Google Play edition hardware running the software described in this book and links to information about other Android devices, visit support.google.com/android.

2

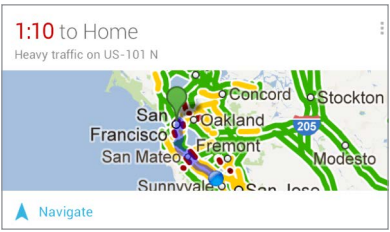
Essentials

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.

For example, here's a Google Now card that appears when you're about to start your commute home:



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.

How it works

When you decide to use Google Now, you're also turning on Location Reporting and Location History:

- **Location Reporting** allows Google to periodically store and use your device's most recent location data in connection with your Google Account. Location Reporting is a per-device setting.
- **Location History** allows Google to store a history of your location data from all devices where you're logged into your Google Account and have enabled Location Reporting.

Google won't share this information with other users or marketers without your permission.

You can control how Google Now uses your current location. To view the relevant settings, go to **Settings > Personal > Location.** When location services are turned on for your account on a given device, certain apps can use them to give you more relevant information, such as nearby restaurants or commute traffic.

If you opted in to Location History in the past, Google Now uses your previously recorded locations as well as ongoing locations when making suggestions. Turning off Location History pauses the collection of location information, but it doesn't delete your history.

To know when to display what information, Google Now uses contextual data from your device and from other Google products, plus data from third-party products that you allow Google Now to access.

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. 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.

Similarly, Google Now can use data that you may have stored in third-party products that you allow Google to access. For example, your device's synced calendar may include entries from non-Google calendar products. If you have a synced calendar entry for a dentist appointment that includes the dentist's address, Google Now can check traffic and suggest when to leave.

Give it a try

You have a chance to turn on Google Now when you first set up your phone or tablet. You can turn also turn it on or off at any time:

1. Touch the Google search bar on a Home screen.
2. Touch Get Google Now if you don't already have it. Or, to access the menu for the next step, perform a Google search for anything.
3. Open ⋮ **Menu > Settings** and turn it on (or off) from there.

To open Google Now, follow the steps for your device:

- **All Nexus devices:** Swipe your finger up from the bottom of any screen.
- **Nexus 5:** In addition to swiping up from any screen, you can swipe to the leftmost Home screen.
- **Google Play edition devices:** Touch & hold the Home button.

When you want to see more cards, touch **More** at the bottom of the screen. When you don't need them any more, swipe them out of the way.

NEXUS 5 TIP: To dismiss a card on Nexus 5, swipe from left to right. Swiping from right to left returns you to the main Home screen.

Updates appear in the form of Google Now cards. When you don't need a card any more, swipe it out of the way.

That's all there is to it. Google Now is always working for you as you go through your day. If you want, you can adjust the way certain cards get updated:

- Set reminders: Touch the Reminders icon.
- Specify your sports teams, stocks, places, and more: Touch the Customize icon.
- Answer questions about an individual card: Touch the Menu icon.

For more details, visit Google Now. For a complete list of cards available, visit google.com/now.

Tell Google what to do

You can speak to your phone or tablet to search, get directions, send messages, and perform other common tasks. To initiate a Voice Action or Voice Search from Google Now or a Home screen, say "Ok Google" or touch the Microphone icon.

Note: For devices other than Nexus 5, saying "Ok Google" works in Google Now, but not on Home screens. This feature is currently available in English only.

IMPORTANT: To detect when you say “Ok Google” to launch Voice Search or Voice Actions, Google analyzes sound picked up by your device’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.

To see some examples of what you can tell Google to do, say or type “help”.

Turn hotword detection on or off

The ability to trigger a search or action by saying “Ok Google” is called hotword detection. To turn it off or on, open Google Now or the Google app and touch **Menu > Settings > Voice > Hotword detection**.

Voice Search

Spoken answers are supported for English only at this time.

After you touch the Microphone icon or say “Ok Google,” Google listens as you speak and initiates the search or action you describe. If Voice Search doesn’t understand you, it lists some suggestions. Just touch the one you want.

If you ask Google a question by speaking, the answer may be spoken back to you. The answer can be a fact, weather condition, stock price, flight status, sports score, currency conversion, mathematical calculation, and more. Spoken answers are turned on by default for Voice Search.

For examples and more details, visit Voice Search.

Voice Actions

Voice Actions are supported only in English, French, German, Spanish, and Italian.

You can use Voice Actions to perform common tasks, such as sending an email or opening an app.

After touching the Microphone icon or saying “Ok Google,” speak the Voice Action you want to use. Or say “help” to see examples of the kinds of things you can tell Google to do for you.

Examples include:

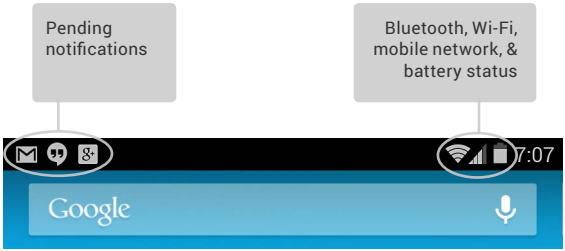
- “Set alarm for 8:30 a.m.”
- “Send email to Marcus Foster. Subject: Coming tonight? Message: Hope to see you later.”
- “Navigate to Mike’s Bikes in Palo Alto.”

For a list of Voice Actions you can try, visit Voice Action commands.

Notifications & settings

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 , mobile carrier signal, or battery strength on the right:



TIP: Wi-Fi and mobile signal strength are indicated at the top of the screen by white bars. To see whether the selected Wi-Fi network has a full Internet connection, open Quick Settings: swipe down from the top right on tablets, or with two fingers on phones.

In Quick Settings only, white bars in the Wi-Fi or mobile signal indicators indicate the signal strength of a normal Internet connection, while orange bars indicate that some web services may not be functioning normally. For example, sometimes the mobile signal bars turn orange briefly when you turn on your device, until a full connection is established.

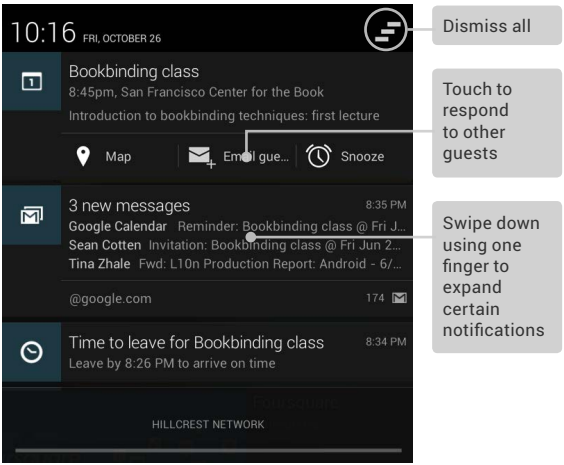
Also in Quick Settings only, you may notice small up or down arrows just to the right of the Wi-Fi or mobile signal indicators. The up arrow indicates data streaming from your device to the Internet, and the down arrow data streaming from the Internet to your device.

Certain notifications can be expanded to show more information, such as email previews or calendar events. The one at the

top is always expanded when possible. To expand a notification, position one finger inside it and swipe down slowly.

To open the related app, touch the notification icon on the left. Some notifications also allow you to take specific actions by touching icons within the notification. For example, Calendar notifications allow you to Snooze (remind you later) or send email to other guests.

When you're finished with a notification, just swipe it away. To dismiss all notifications, touch the Dismiss icon at the top right.

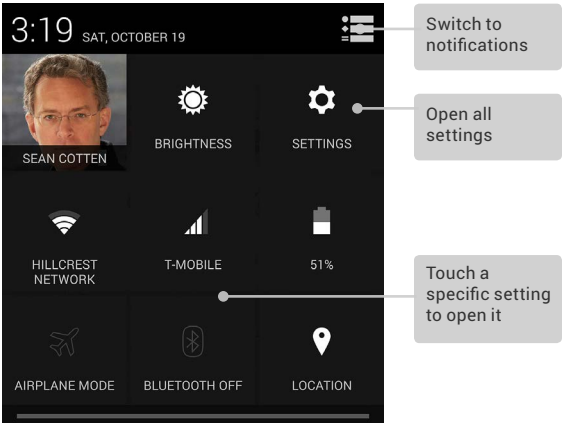


Quick Settings

Use Quick Settings to easily access Wi-Fi settings, manage display brightness, open the main Settings menu, and more. To open Quick Settings:

- On tablets: Swipe down from the top right corner of any screen
- On phones: Swipe down from the top of the screen with two fingers

On a Nexus 4 or Nexus 5, Quick Settings look like this.



If you have a signal but no Internet connection, the bars indicating the strength of the Wi-Fi or mobile signal turn orange.

On tablets, you can also set Auto Rotate from Quick Settings, to lock or unlock automatic screen rotation.

Lock screen

If a lock is set for your screen, the screen goes dark and locks when the display goes to sleep or if you press the Power button.

You can set locks of different strengths using lock settings:

1. Go to **Settings > Personal > Security > Screen lock**.
2. Touch the type of lock you'd like to use.

Lock screen actions

From the lock screen:

- If you have a tablet that's set up for more than one user, you may need to touch your image at the bottom of the screen to see your own lock screen.
- On a phone, regardless of the lock you choose, it's always easy to take a picture. Swipe left from the right edge to bring Camera into view.
- To open Google Now from the lock screen, swipe up from the bottom of the lock screen. Enter your PIN, pattern, or password if prompted.

For more information, visit Customize the lock screen.

Face Unlock

Face Unlock is one of the locks available. After you've set it up, you can unlock your device just by looking at it. Although Face Unlock is not as secure as Pattern, PIN, or Password, it can be convenient and fun to use.

TIP: After you set up Face Unlock, look under **Settings > Personal > Security** for two additional settings: **Improve face matching** and **Liveness check**. Use these to make Face Unlock more reliable and secure.

Android Beam

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. To check, go to **Settings > Wireless & networks > More**. Also make sure you know where the NFC area is on the back of both devices – typically in the center.

1. Open a screen that contains something you'd like to share, such as a webpage, YouTube video, or place page in Maps.
2. Move the back of your device 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.
   The other 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.

Settings

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

To turn on Android Beam, go to **Settings > Wireless & networks > More > Android Beam**.

Tap & pay

When NFC is turned on, you can use the tap & pay feature to pay for items just by touching your phone to a reader at a register. To manage your tap & pay apps:

1. Go to **Settings > Device > Tap & pay.**
2. Touch an app to make it your default payment app.

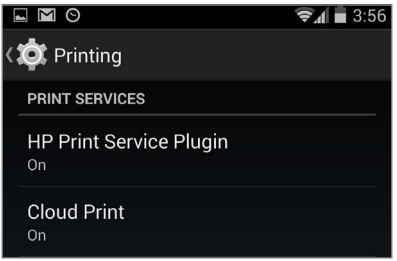
If your device doesn't have a default payment app, such as Google Wallet, you can browse Google Play for other payment apps.

IMPORTANT: Tap & pay manages payment apps like Google Wallet. The tap & pay setting doesn't apply to Android Beam and won't include certain apps, such as money transfer apps.

Printing

WIth Android 4.4, you can print the content of certain screens (such as web pages displayed in Chrome) to a printer on the same Wi-FI network as your Android device.

Before you can print, you need a printing service installed on your device. To check what services are currently available, go to **Settings > System > Printing**.



From here, you can open each available service to turn it on or off, check which printers it makes available, add new printers, and adjust the service's settings.

To print a document, such as a webpage in Chrome:

1. Touch **Menu > Print**.
2. In the dialog that appears, adjust settings such as printer, copies, orientation, and so on.
3. Touch Print.

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 phone or tablet to your TV. Supported apps currently include:

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

Make sure your phone or 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 phone or tablet on your TV:

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

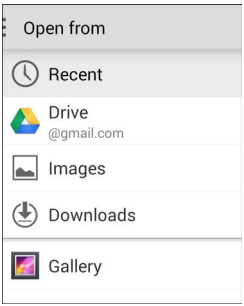
For more information, see Cast from apps to your TV.

File storage

Android 4.4 makes it easy to store and browse through pictures, videos, and other files on your device and attach them to an email, Hangout messsage, 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, choose **Menu > Attach picture** or **Attach video**.

A set of thumbnails appears. To view more choices, touch the Drawer icon at the top left. You'll see something like this:



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 Drive documents associated with your account.**
- **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

- **Gallery** lets you browse all the images and videos that have been uploaded to your account.

Downloads

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.
- Touch headings for earlier downloads to view them.
- Check items you want to share. Then touch the Share icon and choose a sharing method from the list.
- Check items you want to delete. Then touch the Trash icon.
- At the bottom of the screen, touch **Sort by size** or **Sort by date** to switch back and forth.

Because Google Play streams your purchases and rentals from Google servers while you're playing them, they don't occupy storage space persistently. Although you can pin (download) books, movies, and other content in your Google Play apps so you can access it offline, Google Play content never appears in Downloads .

Android Device Manager

If you lose your phone or tablet, the Android Device Manager can help you find its approximate location, make it ring, lock it, or erase its data.

These options are turned on by default. To view or change them, open the Google Settings app and touch **Android Device Manager**.

Then, if you lose your device, go to Android Device Manager and follow the instructions.

Screenshots

To take a screenshot from Nexus or Google Play edition devices:

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 Gallery.

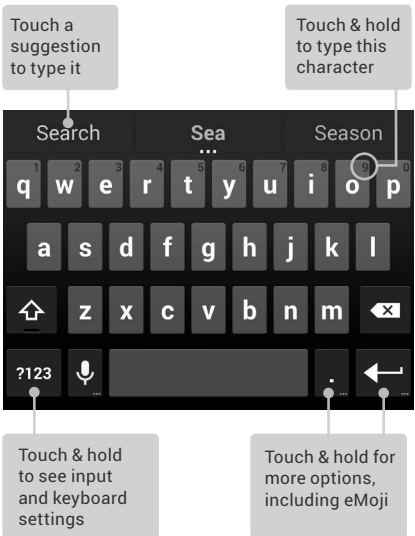
TIP: To easily share your screenshot via Gmail, Google+, and more, swipe down the notification shade and touch the Share icon below the preview of your screenshot.

3

Use the keyboard

Enter & edit text

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

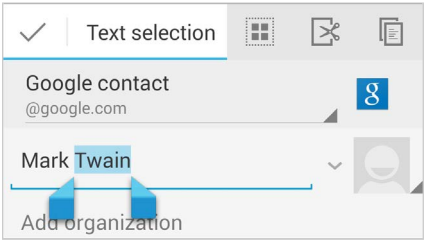


Keyboards on tablets work in a similar way. To make the keyboard go away, touch the Back button below it.

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

Basic editing

- **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.
- **Delete text.** Touch to delete selected text or the characters before the cursor.
- **Type capital letters.** Touch the Shift key once to switch to capital letters for one letter. Or touch & hold Shift key while you type. When you release the key, the lowercase letters reappear.
- **Turn caps lock on.** Double-tap or touch & hold Shift key, so it changes to . Touch Shift key again to return to lowercase.
- **Cut, copy, paste.** Select the text you want to manipulate. Then touch the **Cut** or **Copy** icons. If there's something on the clipboard to paste, you'll also see a **Paste** button:



Emoji

Android 4.4 vastly expands the variety of emoji available at your fingertips. On a phone, touch and hold the Return key to display emoji. On a tablet, just touch the emjoi 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.

Settings

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 > Android keyboard**. Touch the Settings icon, then check the box next to **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 — for instance, if the keyboard displays a similar word instead of the one you want — pause over it 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.

Settings

To change Gesture Typing settings, go to **Settings > Language & input > Keyboard & input methods > Android keyboard**. Then touch **Settings** and look under **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, touch **Personal Dictionary**, then the Add icon.

Add-on dictionaries

1. Touch the Settings icon next to **Android keyboard**.
2. Touch **Add-on dictionaries**.
   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 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 English only, you can also say "comma," "period," "question mark," "exclamation mark," or "exclamation point" to enter punctuation.

When you pause, what you spoke is transcribed by the speech-recognition service and entered in the text field, underlined. You can touch the Delete key to erase the underlined text. If you start typing or entering more text by speaking, the underline disappears.

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

Settings

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

4

Try some apps

All Apps

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

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

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 over the App Info icon.

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

To control app verification, go to **Google Settings > Verify apps.** For more details, visit Protect against harmful apps.

Google Play

Play Store

Google Play brings together all your favorite movies, TV shows, books, music, magazines, apps, and more in one place, so you can reach it from any of your devices. To open the Google Play Store app, touch the Play Store icon.

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 Play Store app.
2. Touch the Drawer icon 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 Android

apps based on maturity level or require a PIN before completing any purchase, touch **Content filtering** or **Password**.

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

Google Play support

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

Phone

Phone

Using a Nexus or Google Play edition phone, you can place calls from the Phone app, the People app, or other apps or widgets that display contact information. Wherever you see a phone number, you can usually touch it to dial.

To place a call to one of your contacts:

1. Touch the Phone icon on a Home or All Apps screen.
2. To choose someone to call, scroll or search.
   If the keypad's in the way, touch the Back button to lower it.
3. To place a call, touch the contact's name.

To view recent calls, touch the call log icon at the bottom of the screen. To use the keypad, touch keypad icon.

TIP: On Nexus 4 and Nexus 5 only, Caller ID by Google identifies inbound and outbound numbers, even for callers not saved as contacts in the People app.

For more details, visit Use your phone.

Gmail

Gmail

Use the Gmail app to read and write email from any mobile device. 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 these and many more:

- Google Now, for getting just the right information 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 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.

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 Gmail icon at the top of the screen.

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

For more information, visit Gmail help.

TIP: If you're using Microsoft Exchange, you need to set up the Email app, which is available in All Apps.

Camera

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

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.

The shutter and other controls float above the framed image at the bottom of the screen.

The camera icon indicates Camera mode. To take a picture in this mode:

1. Frame your subject and watch for the focus ring:

   To focus on a different part of the image, touch it.
2. When the focus ring brackets change color, touch the shutter.
3. To see the image you just took, swipe from right to left. Keep swiping to see other images in your Gallery.

To change to a different mode, touch the Mode icon:

Video
To start recording a video, touch the red shutter button. Touch it again to stop.

Panorama
To take a panoramic photo, touch the blue shutter button, slowly pan across the scene, and touch the button again to stop.

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 white dot and records that portion of the image. Keep moving over the dots until you're finished, and then touch the shutter button to finish.

To change camera settings such as flash, exposure, and so on, touch the circle to the right of the shutter.

NEXUS 5 TIP: HDR+ on Nexus 5 automatically snaps a rapid burst of photos and combines them to give you the best possible single shot. Daytime shots are vivid with clean shadows, and nighttime shots are sharp with less noise.

To turn on HDR+, touch the circle to the right of the shutter, then **HDR**.

For more details, visit Camera & Gallery help.

Gallery

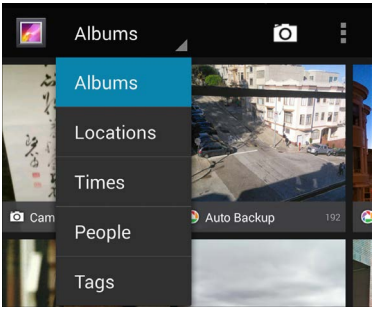
Gallery

The Gallery app gives you an easy way to browse pictures and videos you've taken with Camera. It also displays screenshots, synced G+ or Picasa albums, and auto backups from other devices.

To open Gallery from the:

- Camera app. Swipe from right to left.
- Home screen. Touch the Gallery icon.

To get to the top level of the Gallery app, touch the icon at the upper left. From there, open the drop-down menu to view the available categories.



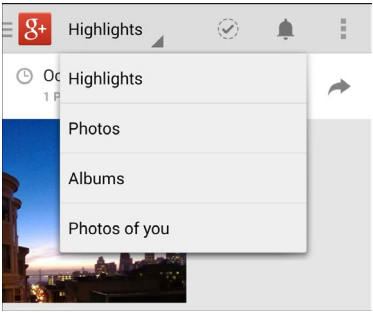
Within each category you can browse groups of images, crop, edit, and tag them, create slideshows, make pictures or videos available offline, and share with friends.

For more details, visit Camera & Gallery help.

Photos

The G+ Photos gives you instant access to all your photos and videos associated with any Google Account set up on your phone or tablet. To open it, touch the G+ Photos icon.

G+ Photos makes it easy to auto-backup all the photos and videos you take, organize them, and share with friends.



You can browse, search, crop, edit, and tag photos, create albums, and use Google+ to share with circles of friends. To share a photo, video, or album, touch the Share icon.

For more details, visit Photos help.

People

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 device 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 on your different devices or a 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. As you add contacts from different sources, they're synced automatically across all the places you need them.

When you open the People app, you can:

- **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 the screen or the Menu icon to 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, touch the menu 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 to the main lists by touching the People icon at the top of the screen.

For more information, visit People help.

Hangouts & SMS

The Hangouts app lets you send and receive instant messages and video calls, including SMS messages. To open it, touch the Hangouts icon on a Home or All Apps screen.

To start a Hangout or SMS message, touch the Add icon at the top of the main Hangouts screen and start typing a name,

email address, or phone number. Matching names and numbers from your contacts appear as you type.

What you do next depends on the type of Hangout you want to start:

- SMS message: touch a phone number.
- Text hangout: touch a name.
- Video call: touch a name, then touch the Video icon at the top of the screen.

To switch from one type of message to another, or in the case of SMS to a different phone number, touch the drop-down menu at the top of the screen.

To adjust notification preferences and other settings, touch **Menu > Settings.**

For more details, visit Hangouts help.

Calendar

Calendar

Use the Calendar app to 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 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 phone or 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, choose **Day**, **Week**, **Month**, or **Agenda** 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's invited to an event, you have two options:

- 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. Then swipe using one finger to expand the notification if necessary, and touch **Email guests**.

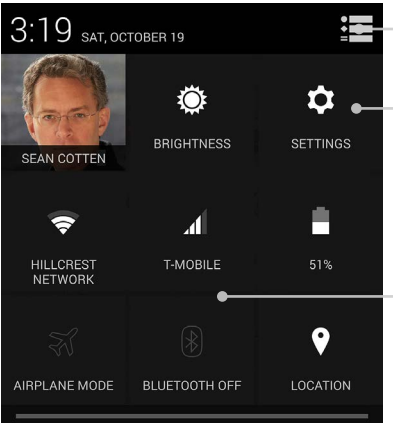
For more information, visit Calendar help.

5

Settings

Most apps include their own settings, typically available from **Menu > Settings o**n Nexus devices or from the Menu button on some Google Play edition devices.

The fastest way to adjust system settings that you access frequently, such as Wi-Fi or brightness, is through Quick Settings. Here are the Quick Settings for a Nexus phone:



To open Quick Settings:

- On tablets: Swipe down from the top right corner of any screen.
- On phones: Swipe down from the top of the screen with two fingers.

To open the Settings app from Quick Settings, touch the Settings icon.

Settings

The Settings app controls the core Android settings for networks, hardware, location, security, language, accounts, and so on.

You can also open the Settings app from All Apps. To get more information about most Settings screens, choose Help from the screen's menu.

These are the main types of system settings available. Click the links to see related help articles.

- **Wireless & networks.** Wi-Fi, Bluetooth, data usage, Android Beam, and related settings.
- **Device.** Sound, battery, sleep, and other display settings.
- **Personal.** Location, language, and backup/reset options.
- **Personal > Security.** Passwords and certificates, app verification, screen lock, and encryption.
- **Accounts.** Sync and other account settings.
- **System.** Date, time, accessibility, and device information.

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

Settings

Google Settings 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 its icon in All Apps.

From here, you can also:

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

6

Accessibility

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

To view detailed information about setting up these options, visit Nexus Accessibility. Options for people with visual impairments include the following:

- **TalkBack** is a pre-installed screen reader from Google. It uses spoken feedback to describe events, such as notifications, and the results of your actions, such as opening an app.
- **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. This feature is helpful to people with no vision.
- **Accessibility settings** let you modify your device's display and sound options, such as increasing the text size, changing the speed at which text is spoken, and more.

If you have low vision and don't plan to use Explore by Touch, visit support.google.com/nexus 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**.