What you can ask Google to do for you

When you use Google Now, you can speak to your device to search, get directions, and create reminders. For example, say "Ok Google, do I need an umbrella tomorrow?" to see if there's rain in the weather forecast.

Turn "Ok Google" on or off

You can start a search or task by saying "Ok Google." To turn it off or on, open Google Now or the Google app and touch **Menu > Settings > Voice > OK Google detection**.

Display

Change the display settings on your device by following these steps:

1. Go to ⚙ **Settings > Device > Display**.
2. Choose from the following settings. Some of these settings may vary by your device and version of Android. All can affect battery life. See "Manage battery life" on page 8 for more information.
   - **Brightness level**: Move the ⚙ slider to set the brightness level on your device.
   - **Adaptive brightness:** Turn on adaptive brightness to automatically optimize the brightness level on your device based on the available light around you. Adaptive brightness is on by default. You can still adjust your brightness when needed.
   - **Sleep:** Change how long it takes for your device's screen to go black when you're not using it. Learn more about Sleep Settings.
   - **Daydream:** Set up screensavers that display photos, color-

ful backgrounds, and more when your device is charging or docked.

- if you want your tablet to wake up when you pick it up or when a notification arrives.

Sound & notification

You can change the sound and notification settings on your device by going to ⚙ **Settings > Device >** 🔔 **Sound & notification**.

Notifications alert you to the arrival of new messages, calendar events, and alarms, as well as ongoing events, such as downloads:

- **Interruptions.** Prioritize sound notifications so they don't interrupt you.
- **When device is locked.** Manage whether notifications can be seen when your tablet is locked, and whether sensitive content in a notification can be seen. Sensitive content includes

  things like the title of a song you downloaded, who sent you an email, or the details of a calendar event. For more information, visit the Help Center.
- **App Notifications.** Modify the notification settings individually for apps such as Gmail. The setting under **When device is locked** will always take precedence over the setting for an individual app.
- **Notification access.** See which apps can access your notifications.

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 the Wi-Fi signal, mobile carrier signal, or battery strength are on the right:

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, swipe it away. To dismiss all notifications, touch ≡ Dismiss at the very bottom of the notifications list.
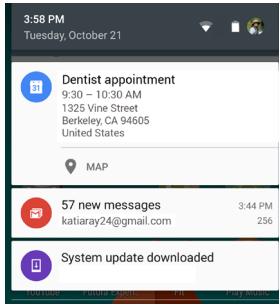
Manage accounts on your device

You can add accounts so that information associated with that account automatically syncs with your device. You'll need to set up an account on your device if you want to get email or get apps on Google Play.

You can also add multiple users for your device, like if several people share a tablet. Adding users is different from adding accounts. Each user has separate settings and can't access the accounts of other users, whereas a single user can have multiple accounts and switch between them anytime they're signed in. Make sure you're signed in as the correct user before adding or removing any account information.

Add an account

1. Go to ⚙ **Settings > Personal > Accounts**. Touch "Add account."
2. Touch the type of account you want to add. You may be able to choose from choices like "Google," "Personal (IMAP)," or "Personal (POP3)." If you're not sure whether to choose IMAP

or POP3, try IMAP first. Many email services use IMAP.

   i. Choose "Google" if you want to add your Google Account. When you sign in with a Google Account, all the email, contacts, calendar events, and other data associated with that account are automatically synced with your device.

   ii. Follow the on-screen instructions to add the account.

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

1. Go to ⚙ **Settings > Personal > Accounts**.
2. Select your account. If you're using a Google Account, touch Google and then your account.

Remove an account

When you remove an account that you've added to your device, everything associated with that account, including email, contacts, and settings is also deleted. You can't remove the account you used to initially set up your device.

To remove an account from your device, follow these steps:

1. Check to see if the account you want to remove is the account you used to set up your device.
   - If it's not, go to step 2 and follow the instructions.
   - If it is, reset your device to its factory settings instead of following the steps below. This erases all of the data from your device and you'll need a Google Account to set up your device again.

2. Open the ⚙ Settings menu on your device.

3. Under "Accounts," touch the name of the account you want to remove. If you're using a Google Account, touch Google and then the account.
   - When you sign out of your Google Account, all the email, contacts, Calendar events, and other data associated with that account will no longer automatically sync with your device.
4. Touch ⋮ **Menu** in the top right corner of the screen.
5. Touch **Remove account**.

Share your device with other users

You can easily share your device with family and friends by creating a separate user for each person. Each person has their own space on the device for custom Home screens, accounts, apps, settings, and more. You must be the device owner to add users.

To add a new user, follow these steps:

1. Go to ⚙ **Settings > Device > Users**.
2. Touch **Add user**, then touch **OK**.
   i. If you're with the new user: Touch "Set up now" and you'll be taken to the lock screen. Select the new user, unlock the screen, and allow them to set up their Google Account and other details.
   ii. If the new user isn't around: Touch "Not now." A "New user" will appear in the list. The next time you're with the user, go back to the user list and select "New user" or click the user image on the lock screen.

After a user is set up, when you go to the lock screen, you'll see a second user profile picture or avatar in the status bar. To choose a user, touch the picture and unlock the screen. Each user can set their own screen lock.

Switch users

To switch users, swipe down from the top of any screen twice to open Quick Settings. Touch the image of the current user in the top right corner of the screen, then touch another user's image.

Remove a user

The device's owner can delete any user that they added:

1. Go to ⚙ **Settings > Device > Users**.
2. Touch ⚙ Settings next to the user's name, then touch **Remove user**.

Other users can only delete their own space.

1. Go to ⚙ **Settings > Device > Users**.
2. Touch ⋮ **Menu > Delete** *username* **from this device**.

Guest user

If someone wants to temporarily use your device, but they don't need to be set up as a regular user, they can use it as a guest. Guest users don't have access to your mail, your apps, or any content on your device that's tied to your account, like photos or downloaded files. You must be the device's owner to add a guest.

1. Go to ⚙ **Settings > Device > Users**.
2. Touch **Guest**.

When your guest is finished using your device, you can switch back to another user.

To switch to another user: Swipe down from the top of any screen, and then touch the bar at the top to open Quick Settings. To choose another user, touch the image in the top right corner of the screen, then touch another user's image.

Security

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 Screen Lock settings:

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

Even when your screen is locked, you can perform certain activities.

- **Quick Settings:** Slide down from the top of the screen to open Quick Settings without entering your password.
- **Camera:** Slide from right to left to open the Camera.

If you have a device 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 locked screen.

For more information, visit Customize the screen lock.

Smart Lock

You can turn on Smart Lock to keep your device unlocked when it's clear that you have it with you—for example, when it's connected to your Bluetooth watch or when it recognizes your face.

Trusted devices and face matching

You can set your device to stay unlocked while connected to a Bluetooth device—like a watch, fitness tracker, headset, or car speaker system.

You can also have your device unlock when it recognizes your face. After setting a trusted face, every time you turn on your device, it will search for your face and unlock if it recognizes you. Keep in mind that someone who looks similar to you could unlock your tablet.

Note: Face matching doesn't store any photos of you. Data used to recognize your face is only stored on your device and is not accessible by apps or backed up on Google servers.

Protect against harmful apps

Apps from Google Play are always verified by Google to protect you and your device from harm. By default, your device doesn't allow the installation of apps from sources other than Google Play.

If you choose to allow the installation of apps from unknown sources and install apps from sources other than Google Play, it's more likely that apps will be installed that could harm you or your device.

If you allow the installation of apps from unknown sources, the Verify Apps feature protects you when installing apps outside of Google Play by continually checking your device to make sure that all apps installed are behaving in a safe manner, even after installation.

Chromecast

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

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

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

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

To display content from your tablet on your TV:

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

File storage

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

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

From here, you can view any of these sources:

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

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

In the Downloads app:

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

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

Screenshots

To take a screenshot:

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

The screenshot is automatically saved in your Photos.

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

3

Use the keyboard

Enter & edit text

Use the onscreen keyboard to enter text. Here's what it looks like:
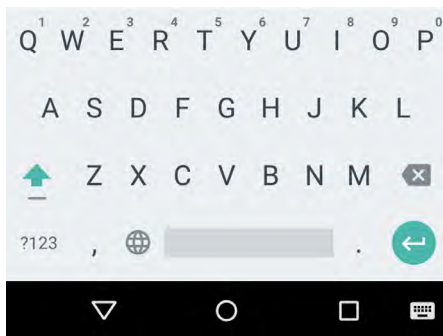
Keyboards on tablets work in a similar way. To make the keyboard go away, touch the Back button below it.

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

Basic editing

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

Change word capitalization	If you want to quickly change the capitalization of a word you've already typed, you can select it and touch the ⇧ Shift key. You'll have the option to select the capitalized word or the word in all capital letters.
Type a symbol or character	To switch to symbol keys for one word, touch the symbol key ?123 once. You can also touch and hold the symbol key ?123 while you type or you can touch thesymbol key ?123 and slide to another key. When you release the key, the letter keys reappear.
View more symbols and characters	Touch and hold symbols or characters to get accented characters or additional symbols.
Cut, copy, paste	Select the text you want to cut or copy. Then touch the Cut button ✂ or Copy button ⧉. To paste, touch the space where you want to paste your text and then touch **Paste**. If you want to replace other text with the text you copied, highlight the text, then touch the Paste button ⧉.

Emoji

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

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

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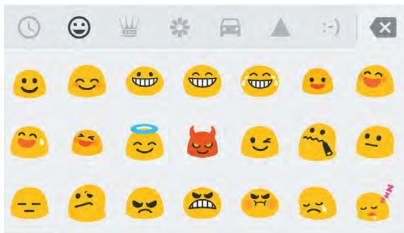
Use next-word suggestions

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

Android continues to suggest words as you type.

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

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

Gesture Typing

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

To input a word using Gesture Typing:

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

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

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

Use Gesture Typing without the space bar
When you use Gesture Typing, there's no need to use the space bar — just continue to slide your finger across the letters you want to input, then lift your finger to start the next word.

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

Keyboard dictionaries

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

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

Add-on dictionaries

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

Type by speaking

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

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

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