Tips and Tricks

BASICS

Slide to the three different panels of your Home screen

Yes, basically you have three Home screens. Slide your finger left across the screen and then right to see the different panels. Bonus Tip: To move items/icons between panels, touch and hold the item, then drag it to the panel where you want it.

Switch between your six most recent apps from anywhere

If you're surfing the Web and want to quickly bring up your music player to switch songs, press and hold the Home button. This quickly brings up the six most recent apps you've been using so you can switch to another.

Pressing and holding 🏠 works on any screen!

Press ↩ to return to where you were. If you want to go directly to the Home screen, press 🏠 .

Flick to scroll quickly

To scroll through a list or move quickly, flick across the touchscreen (drag quickly and release). When you flick a long list, tap the screen to stop it from scrolling.

Bonus Tips:

- To move to the top of a list, press ALT and ⊹ up.
- To move to the bottom of a list, press ALT and ⊹ down.

Check out notifications to stay informed

Whenever you get a message, email, or alert, you see it in the Notifications bar. That's that small white bar at the top of your screen where your battery life is located. It opens. Touch and slide your finger down over it to view your notifications.

When you receive text messages and emails, those icons appear on the left side of the bar to alert you of their arrival. Open the bar and tap an item to open it.

Bonus Tip: Once you've viewed your notifications, just tap **Clear**.

Use the touchscreen keyboard

If you don't want to open your phone to use the physical keyboard, you can use the touchscreen keyboard. To open it, tap inside a text field. To make the keyboard disappear, press and hold the Back key.

Use Options and Settings

It's easy to access options and settings for any screen or item on that screen. For screen options and settings, press the Menu key. For an item on the screen, touch and hold the item to view its options. For example, in the Email Inbox, touch and hold a message to see a menu for opening or deleting the message. In Contacts, touch and hold a contact to call, text, or delete.

Say it and search

Google Search by Voice lets you tell your phone what you're looking for instead of typing it! Just go to the Google Search widget, touch the Microphone icon, wait for the prompt, and speak your search term into the phone. Then check out your results.

Lock your screen, lock your phone

Because you don't always want to touch your touch-screen, you can easily lock your screen to prevent accidental key presses. And, because you don't always want someone else touching your phone, you can easily set security codes that only you can crack.

To lock your screen manually, press the power key quickly. To unlock, press the power key quickly to take the phone out of sleep mode, and then slide the lock icon to the right.

To set a pattern to use as a security code required to unlock the phone:

1 Press ⊞ > **Settings**.

2 Tap **Location & security** > **Set unlock pattern**.

3 Read the explanation of unlock patterns, watch the demo, and tap **Next**.

4 Set your unlock pattern, connecting at least four dots, and tap **Continue**.

5 Draw your unlock pattern again, then tap **Confirm**.

When the screen times out and locks, press the power key to unlock and then enter the unlock pattern you specified. If you enter an incorrect pattern five times consecutively, the phone requires you to wait 30 seconds before trying again.

Note: You can make emergency calls on a locked phone. A locked phone still rings and can be easily answered.

Cut, copy, and paste

To cut, copy, and paste over the entire contents of a text box, just touch and hold the text box, then select your option.

Here are some other ways to select text, cut, copy, and paste, using your physical keyboard:

- Select text: Press ⬆ + ⬥ left/right

- Select pages: Press ⬆ + ⬥ down

- Cut selected text: Press ⊞ + X

- Copy selected text: Press ⊞ + C

- Paste cut or copied text: Press ⊞ + V

PHONE AND CONTACTS

Make a phone call

There are lots of convenient ways to make a call:

- On your Home screen, tap the Phone icon. Then enter a number using the touch pad, or select from your call log or your Favorites list.

- Or, on your Home screen, tap the Contacts icon, find the person you want to call; then touch and hold the name and tap **Call contact**.

- To dial by voice, from the Home screen, tap the microphone icon on the Google Search widget, then say your contact's name. Tap your selection from a list of possible matches to initiate the phone call.

Redial last or recent number

Your recently dialed numbers are saved on the **Call log** tab.

To redial a number, tap **Phone** > **Call log** and tap the entry you want to call.

Bonus Tip: To add a new contact from your Call log, touch and hold the number you want to add and tap **Add to contacts**.

Use speed dial

Add contacts to your Favorites list so they're immediately accessible.

You can open the list by tapping the Phone icon > **Favorites**.

To add a contact, find and tap the contact in your Contacts list, then tap the star next to the contact's name.

To call a number, simply tap the number in your list.

Your microphone

Keep your conversations crystal clear by keeping your fingers clear of your microphone. Your microphone is located just below the Home key on your phone.

Find your phone number

Forgot your new phone number? Just consult your phone.

If you need to find your phone number,

1 Press 🔡 > **Settings**.

2 Tap **About phone** > **Status** > **My phone number**.

Just start typing to find a contact

No need to open any other screens when you want to send a quick message or make a call. It's easy to search for a contact from your Home screen. Simply open your keyboard and start typing the first name, last name, or email address of the contact. A list of possible matches displays.

Add a new contact

It's easy to add a new contact to your phone, and the more information you add, the more ways you can make contact.

To add a contact:

1 Tap **Contacts**.

2 Press 🔡 > **New contact**.

3 If you have more than one account, select the account where you want the contact to appear.

4 Fill in information about the contact.

5 Press 🔡 > **Done**.

Check your voicemail

When you have a new voicemail, the recording icon shows at the top of your screen in the Notifications bar. Touch and slide to view the notification, and tap the notification to call your voicemail.

You can also access your voicemail by tapping the Phone icon, then tapping the voicemail icon.

MESSAGES

Typing tips

To make your physical keyboard experience even easier, check out these tips.

To insert special character, press **ALT** , then the Symbols key

To delete entire line of text, press **ALT** + Delete

To turn on all caps, press ⇧ twice

To move cursor to end or beginning of text,

press **ALT** while pressing ✧ left or right.

To highlight text, press ⇧ while pressing ✧ left or right.

Forward pictures and text messages

You're just a tap away from forwarding that great pic you took or passing along some hot info. To forward a picture, select it from the **Media Gallery** and tap **Share**; then select the way you want to share it. To forward a message, touch and hold it, and tap **Forward**.

Delete email

To delete an entire conversation (all related emails) in Gmail, touch and hold the item in your inbox and tap **Delete**. To delete an individual email message, tap the item to open it and tap **Delete**.

APPLICATIONS

Access recently-used apps

Want quick access to your six most recent apps? Just press and hold the Home key! This works on any screen.

To return to where you were previously, press ↰ .

Search your phone

No need to scroll through your app tray to find what you want. Just open the app tray and start typing the name of the app to get a list of matches. For example, type "goo" to bring up your Google applications.

Download new apps from Market™

Android lets you download and install just about any app you can find on Market™ . Here's how.

1. On the Home screen, tap the Market icon.
2. Tap a heading to browse applications or game, or tap **Search**, enter search keywords (for example, "sky map") and press 🔍 .
3. Tap an application if you want to download it.
4. To start the download, tap **Install**. When it's done, a notification appears in the Notifications bar.

Delete an app or widget

Once in a while you may download something you decide you don't want. Well, it's easy to delete.

1. From the Home screen, press ▦ > **Settings**.
2. Tap **Applications** > **Manage applications**. An entire list of all that you have installed and downloaded appears.
3. Find the application you no longer want and tap it to get the detailed screen about that app.
4. Simply tap **Uninstall** to remove it from your phone.

Magnify browser view

Don't squint! Your browser comes with a magnify window you can drag over the Web page you're viewing.

To activate the magnify window on the browser, tap the screen and tap ⊠ .

Save pictures from the Web

Touch and hold the image for three seconds, and options to save or view the image pop-up. More selections are available if the image contains a link.

Browse the Web

Use the Google Search widget on your Home screen to search the Internet. If you don't see it, slide to another panel on your Home screen to find it.

Tap the search field to enter a search item (slide open the keyboard and start typing, or use the touchscreen keyboard), then tap 🔍 . A browser opens with your search results. Tap links to follow them.

Things to note: You can move around the Web page pretty easily (if it is larger than one screen size). Use your finger and drag it around, and the page moves with you. To zoom in or out, touch and hold the + or – sign.

Recover your Market™ apps

If you lose your phone or for any reason need to reinstall an application you purchased from Market, it's easy. To reinstall any downloaded items, press the Home key > **Market**. All previously purchased apps are listed and available for download. To restore your free apps, just search for them and reinstall.

CUSTOMIZATION

Add stuff to your Home screen

You can add shortcuts to applications or contacts, widgets, folders, browser bookmarks, and a whole ton of stuff to your Home screen panels (yes, all of them). Touch and hold anywhere on your Home screen, and there are your choices!

Bonus Tip: Decided you don't want to add anything to your Home screen but that weird 'Add to Home screen' window is still there? Press ↰ . This works for ALL screens and menus in your phone - you can always use it to move backward.

Delete stuff from your Home screen

Want to get rid of something on your Home screen? Drag it into the handy trash can. Just touch and hold the shortcut/widget/folder you want to remove from your Home screen, and the arrow at the bottom of the screen turns into a trash can. Drag the item over the trash can and let go. While it's no longer cluttering your home screen, it has not been deleted from your phone (except for folders). If you change your mind, you can add a widget or shortcut to your Home screen again or drag an app from the main menu back onto your Home screen.

Change the wallpaper on your Home screen

Need a change of scenery? Change your wallpaper whenever you like. You can select from preloaded wallpapers, or use pictures of your own.

1   From the Home screen, press 🎛 > **Wallpaper**.

2   Browse through the choices, tap the picture to use, and then tap **Set wallpaper**.

Another way to access this option is to touch and hold a blank area on your Home screen, then tap **Wallpaper**.

Change phone and notification ringtones

You can change the default ringtone for all calls, and can adjust the sounds used to notify you of incoming messages.

From the Home screen, press 🎛 > **Settings** > **Sound & display** > **Phone ringtone** or **Notification ringtone**.

To download tons of additional ringtones, visit Market.

Bonus Tip: You can use custom ringtones for each contact, too! Just open the contact and then press 🎛 > **Edit contact** and scroll down to **Ringtone**.

Rename a Home screen folder

To rename a folder on the Home screen, tap the folder to open it, then touch and hold the title bar at the top. Enter the new name. Bonus Tip: To delete a folder from the Home screen, just tap and drag it into the garbage can that appears at the bottom of the screen.

Shhh…turn off keyboard and screen selection sounds

Or if you prefer them, turn them on! Whether or not you want your touchscreen taps heard, here's how to set this option.

1   From the Home screen press 🎛 > **Settings** > **Sound & display**.

2   Tap the checkboxes for **Audible touch tones** and **Audible selection**.

Set messaging alert tones and vibrations

Set your tones so that you know what you've received without peeking. To set alerts, tap **Messaging**, then press the Menu key > **Settings**. Tap the message type and then **Notifications** to select your options.

Turn off screen animation

If screen animation makes you dizzy, you can easily turn it off or reduce the amount used. Here's how.

To turn off screen animation:

1   From the Home screen, press ⊞ > **Settings**.

2   Tap **Sound & display** > **Animation**.

Set date & time

Set the time and date on your phone manually, or let your network handle it. To set date, time, time zone and format, press the Menu key > **Settings** > **Date & time**. If you prefer, choose to automatically sync the date and time with your network.

Set a picture for a contact

You can choose a picture to see in your contact list for your friends.

1   Tap Contacts and choose the contact you want to add a picture to.

2   Press ⊞ > **Edit contact**.

3   Tap the picture icon and select a photo.

4   Press ⊞ > **Done**.

PERFORMANCE

Save your battery power

Because you want the best performance from your battery, here are some ways you can save battery power...

- Turn Bluetooth off when not in use.

- Turn Wi-Fi off when not in use.

- Lower the display brightness.

- Set **Get new email** to greater than 15 minutes (default) or **Manually**.

- Turn off GPS when not in use.

For easy access to these options, add the Power Control widget to your Home screen. To add the widget:

1 Touch and hold a blank area of your Home screen, then tap **Widgts**.

2 Select **Power Control**.

3 Touch and hold the widget to drag it to the desired location on your Home screen.

Clear your cache!

If you've been using the browser a lot, the cache can quickly get big. Here's how to clear your cache.

Tap **Settings** > **Applications** > **Manage applications** > **Browser** > **Clear cache**.

Train your battery

Train the battery by fully charging it and draining the battery until it shuts off.

1 With the device turned off, fully charge the battery until the LED no longer flashes and remains on.

2 Let the battery charge for an additional TWO hours.

3 Repeat the process again (perform twice in a row) and you should experience improved battery life.

Use your phone as a portable hard drive

Your phone supports high capacity microSD cards, which means you can add up to 32GB of storage to it. That's as good as carrying a portable hard drive around with you. To treat your phone as a portable storage device, you need to turn on mass storage. Here's how.

1 Plug your phone into your computer using a USB cable.

2 When your phone chimes and/or a notification USB icon appears on your Notifications bar, open it.

3 You must tap the USB notification to allow for files to be copied back and forth between the phone and your computer.

4 Tap **Memory Card Management** > **OK**.

Your phone is now available as a disk drive on your computer.

Keep your phone updated

Software updates may be available for your phone. Here's how to check right from your phone. Press the Menu key > **Settings** > **About phone** > **System updates** to see if your phone is up to date. If it isn't, tap **Update**.

Check your memory

In order to get the best, hassle-free performance from your phone, be sure to check your memory card capacity regularly before adding anything to it, and ALWAYS leave some space on it. If you don't, your phone may freeze. Check it now.

To check the available memory on your memory card,

press ▦ > **Settings** > **SD card & phone storage**.

If you run out of memory and your phone freezes, just pull out the battery and reinsert it--it'll be fine.

Prevent malware attacks

To prevent viruses and other disruptive files from damaging your phone, use apps from Market. Here are some other tips.

- Before downloading an app, read reviews from other Market users who have downloaded it to help you decide if it's right for you.

- When installing an app, be sure to read the alerts that tell you what information the app will access. If you disagree with allowing access to that information, cancel the installation.

- Finally, do not install apps that you are not sure about.

CONNECTIONS

Turn on Wi-Fi

Phones don't automatically have Wi-Fi capabilities turned on, so turn it on when you need it, and turn it off when you don't (this saves battery power). Here's how.

From the Home screen press ▦ > **Settings** > **Wireless & networks** > **Wi-Fi**.

If you need to search for networks in your range, tap **Wi-Fi settings**.

Use GPS wisely

GPS is cool. Turn it on when you need it, and turn it off when you don't to save battery life. Here are some of the things you'll want to use GPS for and how to set it up.

Google Maps Navigation™

Beta

uses GPS to give you turn by turn directions, map your exact location, or find the next restaurant on your trip. It puts customized information right at your fingertips. To use it, you'll first need to set up GPS on your phone.

So to turn on GPS for the first time, go outside and find a direct line of sight to the sky (you only need to do this the very first time). Then on your phone,

press ▦ > **Settings** > **Location & security**.

It may take up to 40 seconds to register the very first time, but the next time it will take only seconds to automatically fix your location. Be cautious--GPS can drain your battery. So to save battery life, you should probably leave it off until you need it. If you don't want your location known, turn off GPS so that programs like Google Latitude and others that work with GPS will not find you (most programs, like Latitude, only find you if you accept a privacy agreement).

Connect with Wi-Fi

To connect to a Wi-Fi network, you need to find some in your range. Here's how.

1. Press ▦ > **Settings**.

2. Tap **Wireless & networks** > **Wi-Fi settings**.

3. Tap **Wi-Fi** to turn on and scan. If Wi-Fi is already on, press ▦ > **Scan**. Your phone lists the networks it finds within range.

4. Tap a network to connect.

5. If necessary, enter Network SSID, Security, and Wireless password, and tap **Connect** (obtain this information from the network provider or administrator). When your phone is connected to the network, the wireless indicator appears in the status bar.

Bonus Tip: When you are in range and Wi-Fi is on, you will automatically reconnect to available networks you've connected to before.