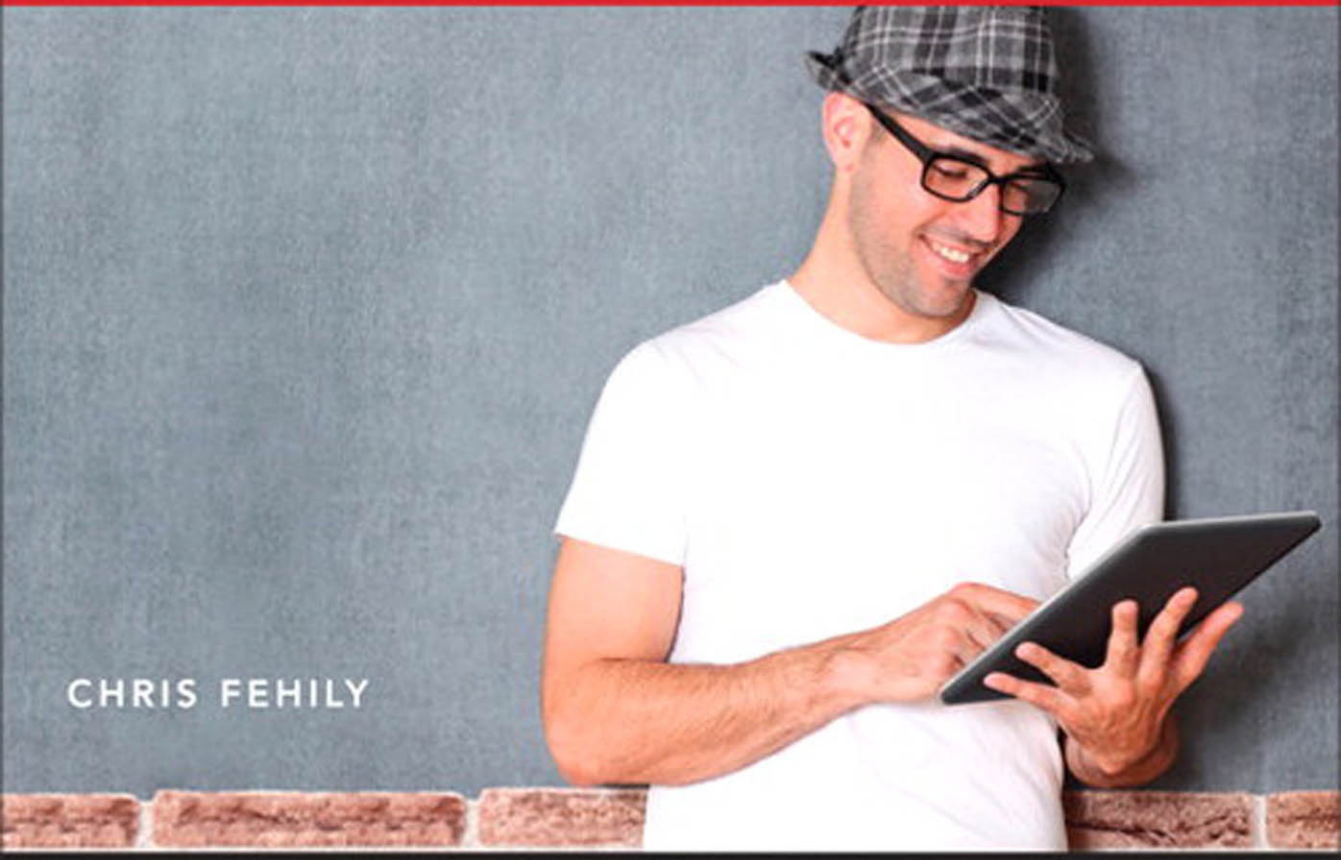
VISUAL QUICKSTART GUIDE

Google Nexus 7 Tablet



CHRIS FEHILY

LEARN THE QUICK AND EASY WAY!

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Peachpit Press

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Working with Text

The Nexus isn't all scrolling, dragging, and zooming; it also offers an onscreen keyboard and other tools for working with text. This chapter shows you how to

- Use onscreen or physical keyboards
- Type in other languages
- Cut, copy, and paste text
- Dictate text

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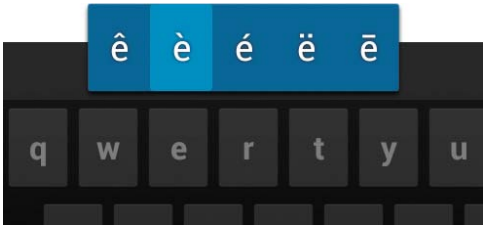
Using the Onscreen Keyboard

An onscreen keyboard (A) pops up automatically when you tap any area that accepts text. Use the keyboard to type notes, email, messages, Web addresses, passwords, search terms, contact information, or any other text. Typing is straightforward: Tap a character to make it appear in the editing area. The target key turns blue when you tap it.

The onscreen keyboard has much in common with its physical counterpart, plus a few tricks:

- **Keyboard orientation.** The keyboard reorients for portrait (tall) and landscape (wide) views. The latter view is roomier for typing. For details, see "Changing Screen Orientation" in Chapter 2.
- **Uppercase letters.** To type an uppercase letter, tap the Shift key. This key changes to when it's active and then back to normal after you type a letter. To turn on Caps Lock, double-tap or touch and hold . Tap again to return to lowercase.
- **Character deletion.** To delete the last character that you typed, tap the Backspace key . To delete multiple characters quickly, touch and hold the Backspace key.
- **Keyboard hiding.** To hide the keyboard, tap the modified Back button below the keyboard, or tap off an editable area.

(A) The Nexus offers alphabetic, numbers-and-punctuation, and symbols keyboards, which you can switch among as you type.



B Touch and hold a key to see whether it offers additional letters or symbols. The E key, for example, lets you type not only the standard e, but also ê, è, é, and other diacriticals.

- **End-of-sentence shortcut.** Double-tap the spacebar at the end of a sentence to end it with a period, move one space to the right, and start the next sentence with an uppercase letter.
- **Accents and diacritical marks.** You can touch and hold certain keys to see variants of their characters in a pop-up box B. Slide your finger to the target character in the box and then lift your finger to type it.
- **Alternative key characters.** Some keys have tiny characters in their top-right corners. Touch and hold one of these keys to type its alternative character. Touch and hold the period key , for example, to type a question mark.
- **Keyboard switching.** On the alphabetic keyboard, tap the ?123 key to see numbers and most punctuation. Within that layout, tap the ~\{ key to see less-common symbols, tap ?123 to return to the numbers-and-punctuation layout, or tap ABC to return to the alphabetic keys.
- **Momentary keyboard switching.** You can quickly type a character in a different keyboard without switching away from the current one. On the alphabetic keyboard, for example, touch and hold the ?123 key; still touching the screen, slide your finger up to the numeric character that you want; and then lift your finger. Characters are typed only when you lift your finger.

continues on next page

- **Context-sensitive Return key.** The Return key changes to Go, Done, Next, , or , depending on whether you're typing ordinary text, a Web or email address, a password, a search term, and so on. If a tiny ellipsis (...) appears on the Return key, you can tap (or touch and hold) the key to jump to the previous or next text field.
- **Web addresses.** When you type a Web address (URL) in Chrome, the Nexus's Web browser, the keyboard includes a .com key. Touch and hold the .com key to get your choice of .net, .org, .edu, and other top-level domains C, depending on what country or region you've set your Nexus for.
- **Smileys.** In email, messaging, Chrome, and some other apps, you can tap the :-) key to type a smiley (emoticon) D.

C When you're typing a Web address in Chrome, touch and hold the .com key to type a different suffix.

D Emoticons represent facial expressions by using punctuation marks and letters, usually written to express a person's mood. Emoticons are read sideways, most commonly with the eyes on the left, followed by an (optional) nose and then a mouth.

Using Other Input Devices

You can connect joysticks, gamepads, and other input devices to your Nexus. If they work without special drivers or adapters on your computer, they will likely work with your tablet. To take advantage of any special controls (such as dedicated buttons) on an input device, games and apps must be designed explicitly to support them.

Using a Physical Keyboard

If you type a lot of text, work with large documents, or just don't like typing on glass, you can use a physical keyboard. You can connect the keyboard to your Nexus via USB or Bluetooth and then use it just as you would with a computer. For USB connections, you may need an adapter to connect the keyboard to the Nexus's Micro-USB port. To connect a Bluetooth keyboard, see "Bluetooth Devices" in Chapter 5. Bluetooth and unpowered USB connections drain the battery quickly. To connect multiple USB devices, use a powered USB hub.

When you connect a keyboard to your Nexus, you can use it to navigate as well as type text:

- Use the arrow keys to select items.
- Pressing Return when an item is selected is equivalent to tapping that item.
- Pressing Escape is equivalent to tapping Back.
- Pressing Tab or Shift+Tab jumps to the next or previous text field.

Setting Typing Options

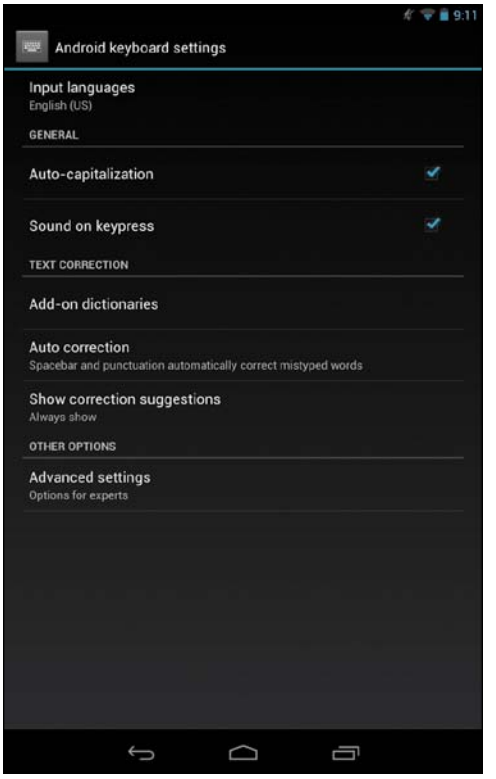
The onscreen keyboard has several built-in shortcuts and tricks that you can turn on or off. Tap Settings > Language & Input and then tap next to Android Keyboard. The Android Keyboard Settings screen opens A.

TIP You can also open the Android Keyboard Settings screen directly from the keyboard: Tap the key (if it appears) or touch and hold the microphone key until the Settings icon appears, and then tap Android Keyboard Settings.

You can set the following options:

- **Auto-Capitalization.** Capitalize the first letter after a period automatically.
- **Sound on Keypress.** Play a sound each time you press a key. To adjust the keypress volume, tap Advanced Settings A > Keypress Sound Volume Settings. See also "Adjusting the Volume" in Chapter 2.
- **Add-On Dictionaries.** Install, disable, or delete autocorrection dictionaries for various languages.

TIP Emoji dictionaries add suggestions for smiley faces and other picture characters.



A The Android Keyboard Settings screen. After you get the hang of typing on the onscreen keyboard, you'll know whether a particular typing option is helpful or irritating.

B Auto Correction suggestions appear at the top of the keyboard as you type. Touch and hold the center suggestion for even more suggestions.

- **Auto Correction.** Suggest words and corrections on the keyboard automatically as you type B. In modest mode, tap a suggestion to accept it; to reject it, finish typing the word. In aggressive mode, Auto Correction replaces typos with suggestions automatically when you tap a space or punctuation character at the end of a word. Touch and hold the center suggestion to see additional suggestions.

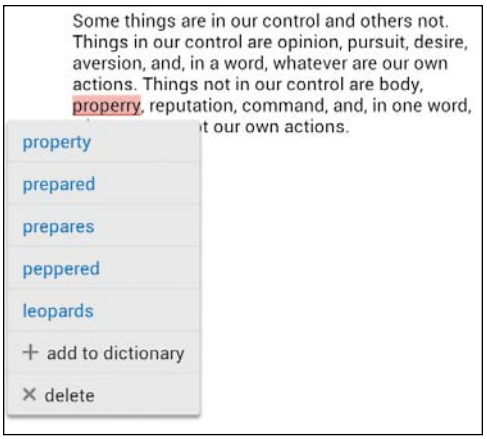
TIP Auto Correction can make word suggestions based on the last word you typed. To toggle this feature, tap Advanced Settings A > Next Word Prediction. While you're on the Advanced Settings screen, you can also toggle whether contact names (from the People app) are suggested.

- **Show Correction Suggestions.** Determines whether Auto Correction suggestions appear.

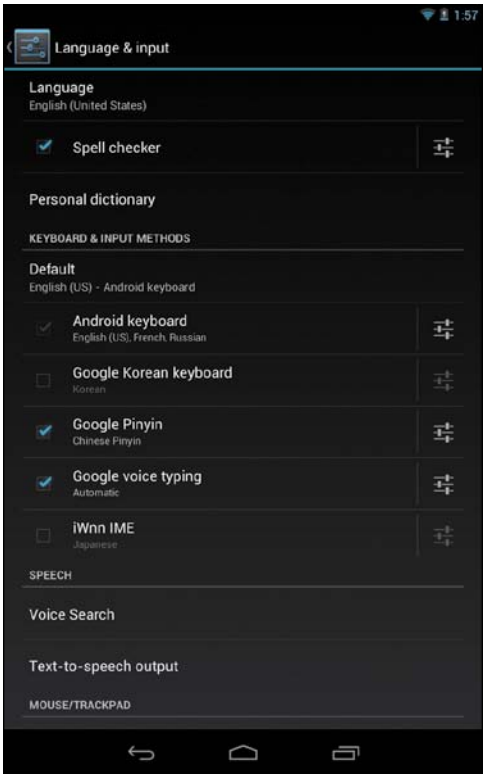
Checking Spelling

If a misspelled word is flagged with a red underline, tap it to see replacement options A. To configure the spell checker, tap Settings > Language & Input > Spell Checker. You can toggle the spell checker or set additional options by tapping ⚙.

Your *personal dictionary* contains a list of words that you don't want to be autocorrected or flagged as misspellings. The dictionary starts out empty. Words are added to it when you tap Add to Dictionary in the spell checker A, but you can also edit the dictionary manually: Tap Settings > Language & Input > Personal Dictionary.



A Tap one of the alternative spellings to replace the misspelled word. If the word you want doesn't appear, just retype it.



A The Language & Input screen. In the Keyboard & Input Methods section, you can toggle keyboards and change their settings by tapping next to the keyboard name.

Using International Keyboards

If you communicate in more than one language, you can add keyboards to type in Spanish, Italian, French, German, Chinese, Japanese, Russian, and many more. You can switch keyboards at any time.

TIP The system language, which you chose when you set up your Nexus, is used for the screens, keyboard, and interface. Switching keyboards doesn't affect the system language, which you can view or change by tapping Settings > Language & Input > Language.

To add an international keyboard:

1. Tap Settings > Language & Input to open the Language & Input screen A.

2. To add a Korean, Chinese, or Japanese keyboard, turn on Google Korean Keyboard, Google Pinyin, or iWnn IME.

   or

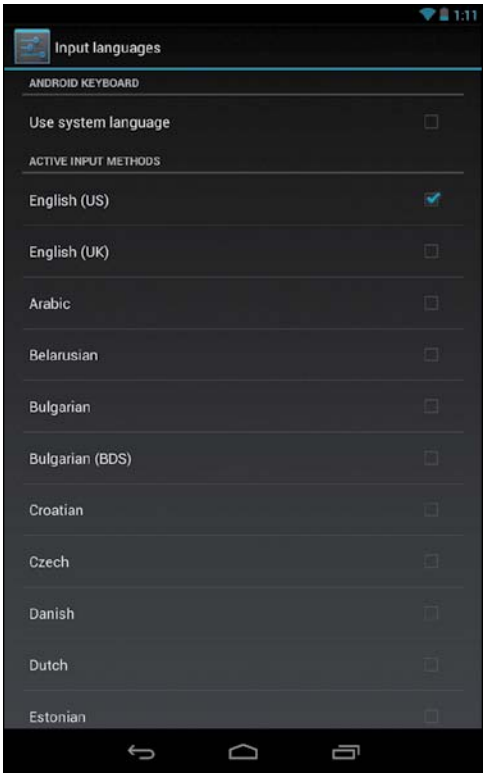
   To add keyboards for other languages, tap next to Android Keyboard; tap Input Languages; turn off Use System Language; and then select the desired keyboard language(s) B.

To switch keyboards:

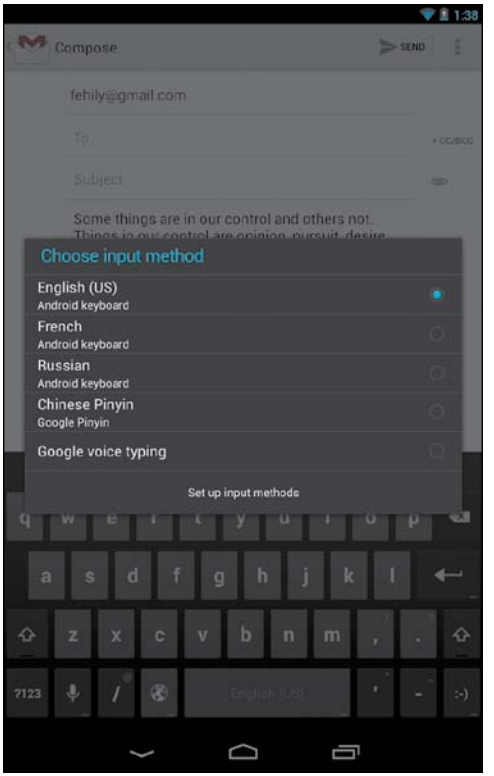
Tap the Globe key repeatedly to cycle through your keyboards. Stop when you see the name of the desired keyboard on the spacebar.

or

Touch and hold the Globe key, and then tap the desired keyboard in the pop-up list C.



B Language variants are listed by country, region, or dialect—English (UK) or French (Canada), for example.



C Go to the globe when you want to switch keyboard languages. The Globe key (next to the spacebar) appears only if you've added multiple keyboards.

The Clipboard

The *clipboard* is the invisible area of memory where the Nexus stores cut or copied content until it's overwritten when you cut or copy something else. This scheme lets you paste the same thing multiple times in different places. You can transfer content from one app to another, provided that the second app can read content generated by the first.

Note that you can't paste something that you've deleted (as opposed to cut), because the Nexus doesn't place the deleted content in the clipboard.

Selecting and Editing Text

The basic text-editing operations are

- **Select.** Highlights text to edit, cut, copy, or format.
- **Cut and paste.** Removes (cuts) content and places it in the clipboard so that it can be moved (pasted) elsewhere. Cutting deletes the content from its original location.
- **Copy and paste.** Copies content to the clipboard so that it can be duplicated (pasted) elsewhere. Copying leaves the original content intact—that is, nothing visible happens.

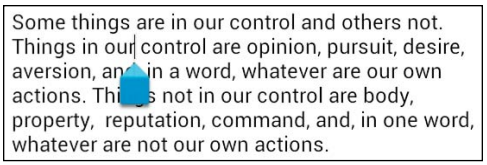
TIP **Apps have no manual Save command. Changes are saved automatically every few seconds, or when you switch away from or close the app.**

You can select any portion of text within an editable area and then edit it by typing or by using the standard cut, copy, and paste operations.

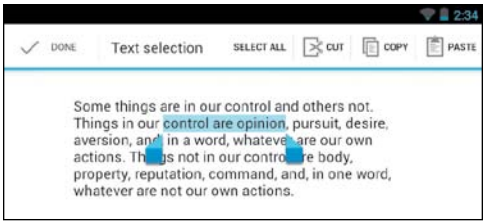
Selecting and editing text can work differently, depending on which app you're using. In most cases, the rules are

- When you tap text in an editable area, a blinking *insertion point* indicates where new text will appear when you type or paste.
- To move the insertion point, tap near where you want to place it and then drag the blue tab below it A. The tab disappears after a few moments; tap again to make it reappear.
- To select text, touch and hold or double-tap it. The nearest word is selected, with a blue tab at each end of the selection. To extend or shorten the range of selected text, drag the tabs to encompass the characters or paragraphs that you want to select. To select all the text in the field or page, tap the Select All button in the top toolbar B.
- To cut or copy text, select a range of text and then tap Cut or Copy in the top toolbar B. To paste text, move the insertion point (or select some text to replace) and then tap Paste, or touch and hold the target area and then tap the Paste button that appears.

TIP In read-only areas—such as in incoming emails and Web pages—the Cut and Paste commands aren't available.



A Drag the blue tab to position the insertion point where you need it to be.



B Toolbar buttons let you select all, cut, copy, or paste text.

Dictating Text

Google Voice Typing lets you dictate text instead of typing on the onscreen keyboard. Dictation works with text areas in any app, without special setup or voice training. (For third-party apps, no additional developer support is required.) To practice, try dictating a message in Gmail.

To turn on and configure dictation:

1. Tap Settings > Languages & Input.
2. To toggle dictation, tap Google Voice Typing.

   When dictation is turned on, the key appears on the onscreen keyboard.
3. To configure dictation, tap next to Google Voice Typing.

   You can enable other dictation languages, replace naughty words with asterisks, and enable offline dictation.

TIP When you dictate while you're connected to the Internet, what you say is sent to Google's speech-recognition service for conversion to text. Offline dictation is less accurate then online dictation.

To dictate text:

1. Place the insertion point where you want the dictated text to appear.

   Dictation works in most places that you can enter text by using the keyboard.

2. Tap on the keyboard and then speak calmly A.

   The Nexus hears you through its built-in microphone. The icon glows to show your speaking volume.

3. When you're finished, tap or pause for a few seconds.

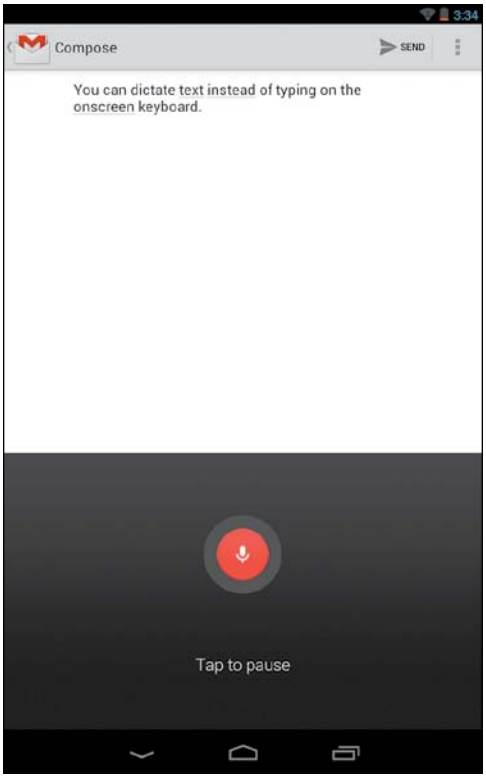
   When you pause, what you spoke is transcribed by the speech-recognition service and entered in the text field. You can tap the pop-up Delete button to erase the text (handy for comically wrong transcriptions), or tap underlined text to replace or delete it.

4. To add more text, tap again and then continue speaking.

To enter punctuation, say the punctuation mark. Suppose that you want to dictate "Without me, you're nothing." Say this:

Without me comma you're nothing period

Besides punctuation, dictation offers very few commands that let you edit or format text.



A When you're dictating, the onscreen keyboard is replaced by the microphone icon.

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