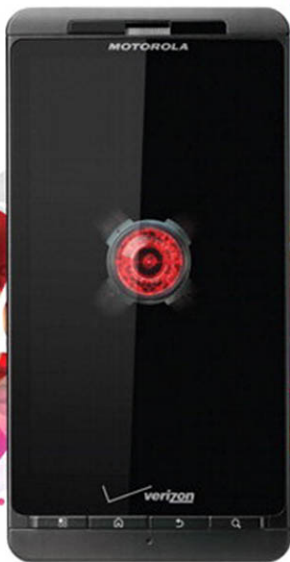


# My DROID™

SECOND EDITION



## Covers

- DROID 3/ Milestone<sup>®</sup> 3,  
DROID Pro, DROID X2,  
by Motorola<sup>®</sup>
- DROID Incredible<sup>®</sup> 2/  
Incredible S<sup>™</sup>,  
by HTC<sup>®</sup>
- DROID CHARGE  
by Samsung<sup>®</sup>

My  
**DROID**™  
SECOND EDITION



Craig James Johnston

**que**®

800 East 96th Street,  
Indianapolis, Indiana 46240 USA

# My DROID™, Second Edition

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# Contents at a Glance

<b>Prologue</b>	Getting to Know your DROID .....	<b>3</b>
<b>Chapter 1</b>	Contacts .....	<b>47</b>
<b>Chapter 2</b>	Using the Phone and Google Voice .....	<b>97</b>
<b>Chapter 3</b>	Audio and Video .....	<b>133</b>
<b>Chapter 4</b>	Connecting to Bluetooth, Wi-Fi, and VPNs .....	<b>177</b>
<b>Chapter 5</b>	Emailing .....	<b>205</b>
<b>Chapter 6</b>	Browsing the Web .....	<b>265</b>
<b>Chapter 7</b>	Text and Multimedia Messaging .....	<b>287</b>
<b>Chapter 8</b>	Date, Time, and Calendar .....	<b>307</b>
<b>Chapter 9</b>	Taking, Storing, and Viewing Pictures .....	<b>337</b>
<b>Chapter 10</b>	Working with Android Applications .....	<b>373</b>
<b>Chapter 11</b>	Customizing the DROID .....	<b>389</b>
<b>Chapter 12</b>	Maintaining DROID and Solving Problems .....	<b>411</b>
	Index .....	<b>422</b>

# Table of Contents

P

## Prologue: Getting to Know Your DROID ..... 3

What Is DROID? .....	3
Your DROID's External Features .....	4
DROID 3 and Motorola Milestone 3 .....	4
DROID Pro .....	9
DROID CHARGE .....	13
Motorola DROID X2 .....	16
DROID Incredible 2 and HTC Incredible S .....	20
Fundamentals of Android .....	23
The Unlock Screen .....	24
The Home Screen .....	26
Using Your DROID's Touchscreen .....	30
Using Your DROID's Keyboard .....	30
Editing Text—DROID 3, DROID X2, DROID Pro, and DROID CHARGE .....	36
Editing Text—DROID Incredible 2 .....	37
Starting Applications and Application Groups .....	39
Menus .....	41
Installing Synchronization Software .....	42
Installing doubleTwist on Windows .....	42
Installing doubleTwist on Mac OSX .....	43
Creating a doubleTwist Account .....	43

1

## Contacts ..... 47

Adding Accounts .....	47
Adding a Facebook Account .....	48
Adding a Work Email Account .....	50
Working with Contacts (DROID Pro and CHARGE) .....	52
Navigating Contacts .....	52
Using Contact History .....	54

Checking a Contact's Status .....	55
Editing a Contact .....	57
Adding and Managing Contacts .....	62
Adding Contacts from an Email .....	62
Adding a Contact Manually .....	64
Contacts Settings (DROID Pro Only) .....	66
Creating Contact Groups .....	67
Showing or Hiding Contacts .....	69
Linking and Separating Contacts .....	71
People (DROID Incredible 2) .....	74
Navigating People .....	74
Working with a Contact .....	75
Editing Contact Information .....	76
Editing a Contact Picture .....	77
Linking and Separating Contacts .....	79
Showing or Hiding Contacts .....	82
Dialer (DROID X2 and DROID 3) .....	83
Navigating Dialer Contacts .....	83
Adding a Contact .....	85
Editing a Contact .....	86
Adding a Contact Picture .....	87
Linking and Separating Contacts .....	89
Showing or Hiding Contacts .....	92
Adding a Contact to Your Home Screen .....	93
<b>2 Using the Phone and Google Voice .....</b>	<b>97</b>
Getting to Know the Phone Application (DROID 3, DROID Pro, DROID X2, and DROID CHARGE) .....	97
Getting to Know the Phone Application (DROID Incredible 2) .....	99
Receiving a Call (DROID 3, DROID Pro, and DROID X2) .....	101
Receiving a Call (DROID Incredible 2) .....	101
Receiving a Call (DROID CHARGE) .....	102
Handling Missed Calls .....	102

Placing a Call (DROID3, DROID Pro, DROID CHARGE, and DROID X2) .....	103
Dialing from a Contact Entry .....	104
Dialing Using Your Voice .....	105
Options While on a Call .....	106
Conference Calling .....	107
Placing a Call (DROID Incredible 2) .....	108
Dialing from a Contact Entry .....	108
Dialing Using Your Voice .....	109
Options While on a Call .....	110
Conference Calling .....	111
Configuring the Phone Application .....	112
Call Settings (DROID Incredible 2) .....	113
Sound Settings (DROID Incredible 2) .....	115
Call Settings (DROID3, Pro, X2, CHARGE) .....	116
Sound Settings (DROID3, Pro, X2, CHARGE) .....	119
Google Voice .....	120
Setting Up Google Voice .....	120
Upgrading Google Voice .....	126
Playing Back and Managing Google Voicemails .....	128
Send SMS and Check Your Balance .....	129
Google Voice Settings .....	130

**3****Audio and Video ..... 133**

The Music Application—Audio (DROID 2, Pro, X2, CHARGE) .....	133
Controlling Playback .....	136
Taking More Actions .....	137
Working and Listening to Music .....	138
Managing Playlists (DROID 3, Pro, X2, CHARGE) .....	138
Creating a New Playlist .....	139
Adding a Song to an Existing Playlist .....	140
Rearranging Songs in a Playlist .....	140

The Music Application—Audio (DROID Incredible 2) .....	141
Playing Music .....	142
Taking More Actions .....	143
Working and Listening to Music .....	144
Managing Playlists (DROID Incredible 2) .....	144
Creating a New Playlist .....	144
Adding a Song to an Existing Playlist .....	146
Rearranging Songs in a Playlist .....	146
Rename or Delete a Playlist .....	147
Playing and Sharing Videos with the Gallery Application (DROID CHARGE) .....	147
Sharing Videos .....	149
Deleting Videos .....	151
Playing and Sharing Videos with the Gallery Application (DROID Incredible 2) .....	152
Sharing Videos .....	153
Deleting Videos .....	154
Playing and Sharing Videos with the Gallery Application (DROID 3, X2, and Pro) .....	154
Deleting Videos .....	156
Editing Videos .....	156
Recording Videos with the Camera Application (DROID CHARGE) .....	158
Recording Video .....	158
Changing Video Settings .....	159
Recording Videos with the Camera Application (DROID X2 and Pro) .....	160
Recording Video .....	160
Changing Video Settings and Modes .....	162
Recording Videos with the Camera Application (DROID 3) .....	163
Recording Video .....	163
Changing Video Settings .....	165
Recording Videos with the Camera Application (DROID Incredible 2) .....	165
Recording Video .....	165
Changing Video Settings .....	166



YouTube .....	167
YouTube Main Screen .....	167
Playing a Video .....	168
Filtering Videos .....	169
Changing YouTube Settings .....	170
Amazon MP3 .....	170
Setting Up the Amazon MP3 Application .....	171
Amazon MP3 Store .....	172

## 4

**Connecting to Bluetooth, Wi-Fi, and VPNs ..... 177**

Connecting to Bluetooth Devices .....	177
Pairing with a New Bluetooth Device .....	178
Changing Bluetooth Options .....	180
Wi-Fi .....	181
Connecting to Wi-Fi .....	181
Wi-Fi Network Options .....	183
Advanced Wi-Fi Options .....	184
Cellular Networks (GSM—DROID Pro and Incredible 2) .....	186
Changing Mobile Settings .....	186
Cellular Networks (CDMA—All DROIDS) .....	188
Changing Mobile Settings .....	188
Virtual Private Networks (VPN) .....	189
Adding a VPN .....	189
Connecting to a VPN .....	191
3G Mobile Hotspot .....	192
3G Mobile Hotspot (DROID Incredible 2) .....	192
Mobile Hotspot (DROID X2) .....	195
Mobile Hotspot (DROID CHARGE) .....	196
3G Mobile Hotspot (DROID Pro) .....	200

## 5

**Emailing ..... 205**

Gmail .....	205
Adding a Gmail Account .....	206
Composing Gmail Email .....	209

Reading Gmail Email .....	211
Gmail Settings .....	213
Setting Up Email Accounts .....	215
Adding a New Corporate Email Account (DROID 3, X2, Pro, CHARGE) .....	215
Corporate Account Settings (DROID 3, X2, Pro) .....	222
Corporate Account Settings (DROID CHARGE) .....	226
Adding a New POP3 or IMAP Account (DROID 3, Pro, and X2) .....	229
Adding a New POP3 or IMAP Account (DROID CHARGE) .....	232
Adding a New Microsoft Exchange Account (DROID Incredible 2) .....	236
Exchange Account Settings (DROID Incredible 2) .....	238
Adding a New POP3 or IMAP Account (DROID Incredible 2) .....	240
Working with the Messaging Application (DROID 3, Pro, X2) .....	243
Using Combined or Separate Inboxes .....	243
Working in the Universal Inbox .....	244
Composing Email .....	245
Adding Attachments .....	246
Reading Email .....	247
Working with the Email Application (DROID CHARGE) .....	248
Navigating the Email Application .....	249
Composing Email .....	251
Reading Email .....	254
Working with the Email Application (DROID Incredible 2) .....	256
Navigating the Main Screen .....	256
Composing Email .....	259
Reading Email .....	262

<b>6</b>	<b>Browsing the Web</b> .....	<b>265</b>
	Navigating with the Browser .....	265
	Browser Tricks .....	268
	Managing Bookmarks, Most Visited, and History .....	269
	Adding a Bookmark (DROID 3, Pro, X2, CHARGE) .....	272
	Adding a Bookmark (DROID Incredible 2) .....	273
	Most Visited .....	275
	History .....	276
	Subscribing to News Feeds (DROID 3, Pro, X2) .....	277
	Subscribing to News Feeds (DROID CHARGE) .....	278
	Subscribing to News Feeds (DROID Incredible 2) .....	279
	Managing Multiple Windows .....	280
	Customizing Browser Settings .....	281
<b>7</b>	<b>Text and Multimedia Messaging</b> .....	<b>287</b>
	Text Messaging Application .....	287
	Text Messaging Application Settings (DROID 3, Pro, X2) .....	290
	Messaging Application Settings (DROID CHARGE) .....	292
	Messages Application Settings (DROID Incredible 2) .....	294
	Composing Messages .....	299
	Receiving Messages .....	302
<b>8</b>	<b>Date, Time, and Calendar</b> .....	<b>307</b>
	Setting the Date and Time .....	307
	Alarm & Timer Application (DROID 3, Pro, X2) .....	309
	Navigating the Alarm & Timer Application .....	309
	Managing Alarms .....	310
	Clock Application (DROID CHARGE and Incredible 2) .....	312
	Navigating the Alarm & Timer Application .....	312
	Managing Alarms (DROID CHARGE) .....	313
	Managing Alarms (DROID Incredible 2) .....	316
	Using the Timer .....	318
	Using the Stopwatch .....	319
	Using the World Clock .....	320

Using the Calendar Application .....	321
The Calendar Main Screen .....	321
Calendar Settings (DROID 3, Pro, X2) .....	323
Calendar Settings (DROID CHARGE) .....	325
Calendar Settings (DROID Incredible 2) .....	326
Adding a New Event/Appointment .....	328
Responding to a Gmail Event Invitation .....	331
Responding to a Corporate Event Invitation .....	333

## **9 Taking, Storing, and Viewing Pictures ..... 337**

Using the Camera .....	337
DROID Pro, X2 .....	338
DROID 3 .....	342
DROID CHARGE .....	344
DROID Incredible 2 .....	347
Viewing and Managing Your Photos .....	349
DROID CHARGE .....	350
DROID Incredible 2 .....	354
DROID 3 and DROID X .....	355
DROID Pro .....	360
Settings .....	360
Synchronizing Photos with Your Computer .....	363
Working with Pictures Manually .....	363
Working with doubleTwist .....	368

## **10 Working with Android Applications ..... 373**

Configuring Google Checkout .....	373
Navigating Android Market .....	375
Browsing Apps by Category .....	376
Downloading Free Applications .....	377
Buying Applications .....	379

Deleting Applications .....	381
Deleting an Application Using Settings .....	381
Deleting an Application Using Market .....	383
Deleting from the Launcher—DROID X2 Only .....	385
Keeping Applications Up to Date .....	386

**11****Customizing Your DROID ..... 389**

Change Your Wallpaper .....	389
Wallpaper from Gallery Pictures .....	391
Live Wallpaper .....	392
Using Scenes (HTC DROIDs only) .....	394
Changing the Scene .....	394
Creating Your Own Scene .....	395
Using Profiles (Motorola DROIDs Only) .....	396
Changing the Profile .....	396
Using Skins (HTC DROIDs only) .....	397
Changing the Skin .....	398
Changing Your Keyboard .....	399
Swype® Keyboard .....	401
Adding Widgets to Your Home Screens .....	402
Adding a Widget .....	402
Moving a Widget .....	404
Removing a Widget .....	404
Region and Language .....	405
Accessibility Settings .....	406
Search Settings .....	408

**12****Maintaining DROID and Solving Problems ..... 411**

Updating Android .....	411
Battery Optimizing .....	413
Looking After the Battery .....	413
Automatically Ending Applications—DROID 3, DROID X2, Pro, and CHARGE .....	413
Battery Optimization—DROID 3, X2, Pro, CHARGE .....	415
Battery Optimization—DROID Incredible 2 .....	417

Dealing with Misbehaving Applications ..... 418

Caring for DROID's Exterior ..... 420

Getting Help with Your DROID ..... 420

**Index ..... 422**

## About the Author

**Craig James Johnston** has been involved with technology since his high school days at Glenwood High in Durban, South Africa, when his school was given some Apple II Europluses. From that moment technology captivated him, and he has owned, supported, evangelized, and written about it.

Craig has been involved in designing and supporting large-scale enterprise networks with integrated email and directory services since 1989. He has held many different IT-related positions in his career ranging from sales support engineer to mobile architect for a 40,000-smartphone infrastructure at a large bank.

In addition to designing and supporting mobile computing environments, Craig writes about it for BYTE Magazine at [BYTE.com](http://BYTE.com) and [CrackBerry.com](http://CrackBerry.com), a leading BlackBerry blog. Craig also cohosts the [CrackBerry.com](http://CrackBerry.com), [BYTE Wireless Radio](http://BYTE.com), and [BYTE Apple Radio](http://BYTE.com) podcasts. You can see Craig's previously published work in his books *Professional BlackBerry*, *My BlackBerry Curve*, *My Palm Pre*, *My Nexus One*, *My Motorola Atrix 4G*, and *My BlackBerry PlayBook*.

Craig also enjoys high-horsepower, high-speed vehicles and tries very hard to keep to the speed limits while driving them.

Originally from Durban, South Africa, Craig has lived in the United Kingdom, the San Francisco Bay Area, and New Jersey where he now lives with his wife, Karen, and a couple of cats.

Craig would love to hear from you. Feel free to contact Craig about your experiences with *My DROID* at <http://www.CraigsBooks.info>.

All comments, suggestions, and feedback are welcome, including positive and negative.

## Dedication

*“Bullying consists of the least competent most aggressive employee projecting their incompetence on to the least aggressive most competent employee and winning.”*

—Tim Field

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## Reader Services

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In this chapter, you learn how to set the time, use the Clock application, and use the Calendar application. Topics include the following:

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- Synchronizing to the correct time
- Working with the Clock application
- Setting alarms
- Working with the Calendar

# 8

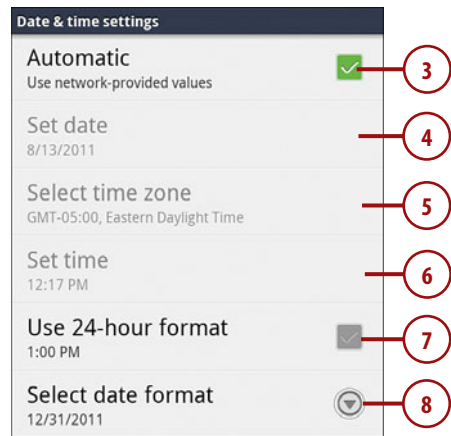
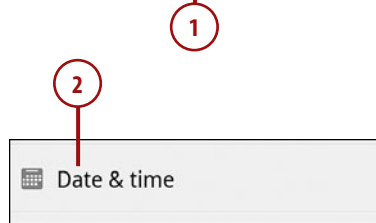
## Date, Time, and Calendar

With the exception of the DROID X, your DROID has a great Clock application that you can further enhance with the use of the optional Desktop Dock. The Calendar application synchronizes to your Google or Microsoft Exchange Calendars and enables you to create meetings while on the road and to always know where your next meeting is.

### Setting the Date and Time

Before we start working with the Clock and Calendar applications, we need to make sure that your DROID has the correct date and time.

1. Press the Menu button, and touch Settings.
2. Touch Date & Time.
3. Touch to enable or disable synchronizing time and date with the wireless carrier. It is best to leave this enabled as it automatically sets date, time, and time zone based on where you are travelling.
4. Touch to set the date if you choose to disable network synchronization.
5. Touch to set the time zone if you choose to disable network synchronization.
6. Touch to set the time if you choose to disable network synchronization.
7. Touch to enable or disable the use of 24-hour time format. This makes your DROID represent time without AM or PM. For example 1:00PM becomes 13:00.
8. Touch to change the way in which the date is represented. For example in the U.S. we normally write the date with the month first (12/31/2010). You can make your DROID display the date with day first (31/12/2010) or with the year first (2010/12/31).



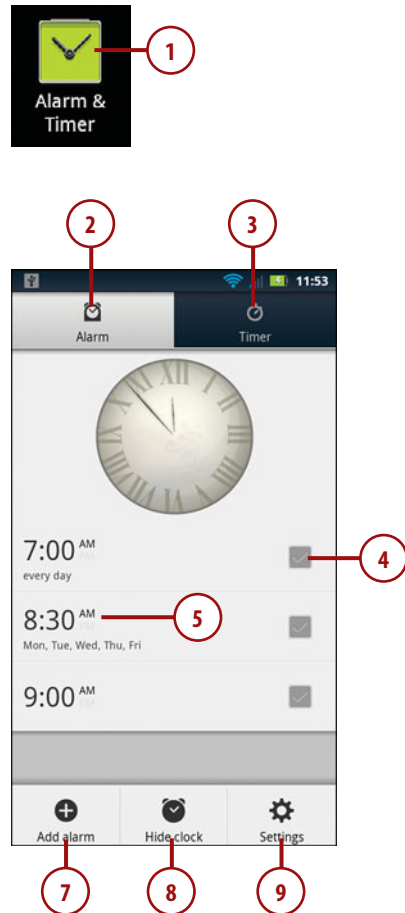
## Alarm & Timer Application (DROID 3, Pro, X2)

The Clock application is designed to be used as a bedside alarm clock. However unlike a regular alarm clock, the Clock application has some special features. It can display the weather, and it enables you to watch videos or listen to music. The Clock application is very useful, especially when used in conjunction with the optional Desktop Dock.

### Navigating the Alarm & Timer Application

There are two ways to launch the Clock application.

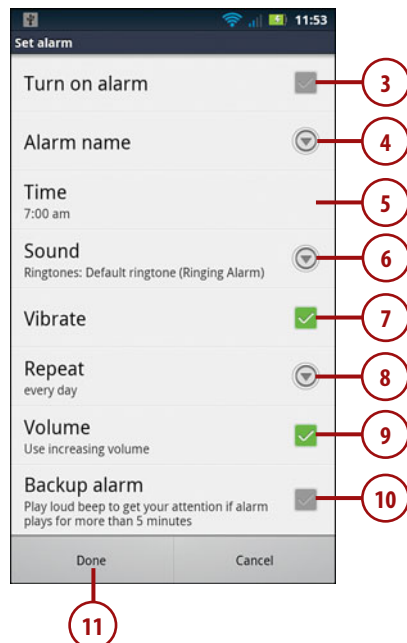
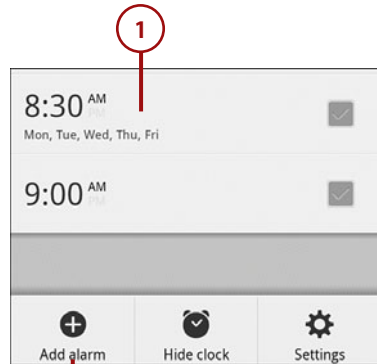
1. Touch the Alarm & Timer icon from the Launcher.
2. Touch to show the clock and alarm tab.
3. Touch to use the Timer.
4. Touch to enable or disable an alarm.
5. Touch to edit an alarm.
6. Press the Menu button to reveal options.
7. Touch to add a new alarm.
8. Touch to hide the clock and only show the alarms.
9. Touch to change the settings of the Alarm & Timer app.



## Managing Alarms

The Clock application enables you to set multiple alarms. These can be one-time alarms or recurring alarms. Even if you exit the Clock application, the alarms you set still trigger. Whether you are adding a new alarm or editing an existing one, the steps are the same.

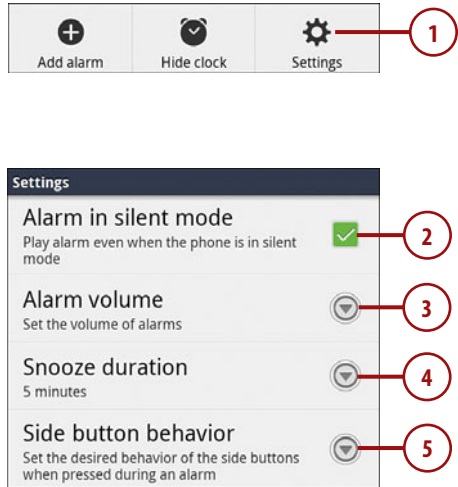
1. Touch to edit an alarm.
2. Touch to add a new alarm.
3. Touch to enable or disable the alarm. The line turns green when an alarm is enabled.
4. Touch to change the name of the alarm. For example you can change it to "Wake Up!"
5. Touch to set the time the alarm must trigger.
6. Touch to set the sound the alarm will make when it triggers.
7. Touch to make your DROID vibrate as well when the alarm triggers.
8. Touch to choose which days of the week the alarm must trigger. This is useful if you want one alarm to wake you up at a specific time on week days but need another alarm to wake you at a different time on the weekend.
9. Touch to enable or disable the option of making your DROID continually increase the volume of the alarm until you wake up.
10. Touch to enable or disable a backup alarm that sounds if you have not woken up from the main alarm after five minutes.
11. Touch Done.



## Overall Alarm Settings

Use the Settings to control how all alarms function.

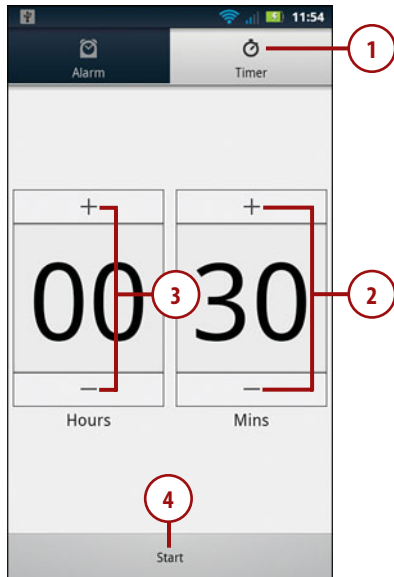
1. Press the Menu button and touch Settings.
2. Touch to enable or disable playing the alarm even if your DROID is in silent mode.
3. Touch to set the volume for all alarms.
4. Touch to set the duration of the snooze period. Your choices range between 5 and 30 minutes.
5. Touch to set how the side buttons behave if you press any of them when the alarm sounds. Your choices are Snooze and Dismiss.



## Using the Timer

The Timer function can be useful for keeping track of a period of time, for example if you are cooking.

1. Touch the Timer tab.
2. Use the + and – buttons to set how many minutes the timer must run for.
3. Use the + and – buttons to set how many hours the timer must run for.
4. Touch Start.



### Timer Settings

Press the Menu button and touch Settings to adjust the sound of the Timer end alarm.

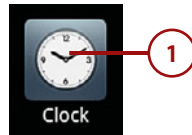
## Clock Application (DROID CHARGE and Incredible 2)

The Clock application is preinstalled on your DROID CHARGE and Incredible 2 and provides functionality similar to the Alarm & Timer app on the DROID X2.

### Navigating the Alarm & Timer Application

There are two ways to launch the Clock application.

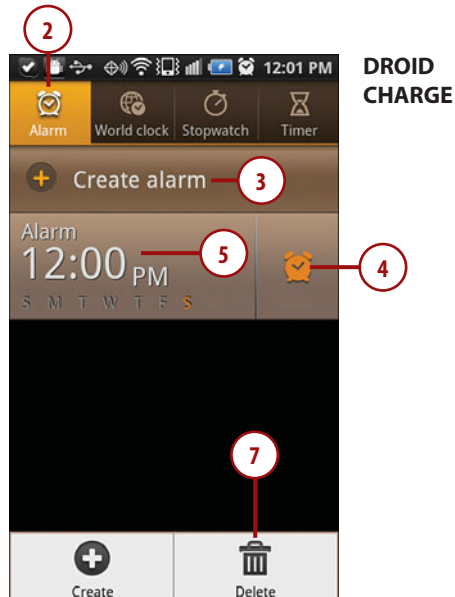
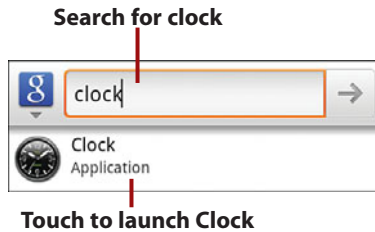
1. Touch the Clock icon from the Launcher.



### Finding the Clock App on Your Incredible 2

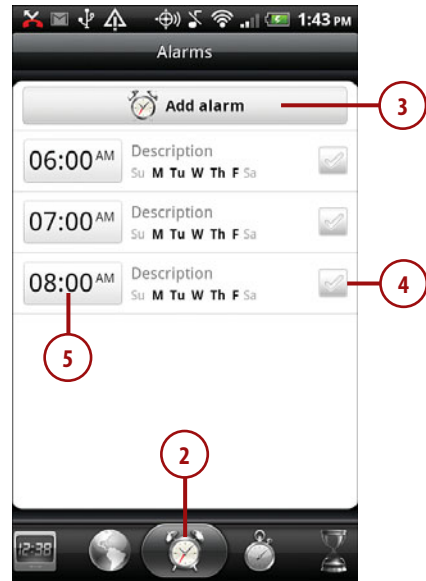
For some reason, the Clock application isn't visible in your DROID's Launcher, even though it is installed. To find it, touch the Google search widget on the Home screen. Type clock. Touch the Clock application.

2. Touch to show Alarm tab.
3. Touch to create a new alarm.
4. Touch to enable or disable an alarm.
5. Touch to edit an alarm.

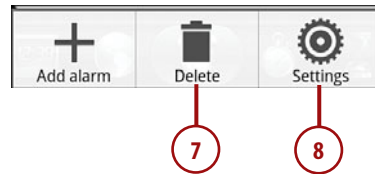


6. Press the Menu button to reveal options.
7. Touch to delete an alarm.
8. Touch to change the overall alarm settings (DROID Incredible 2 only).

### DROID Incredible 2



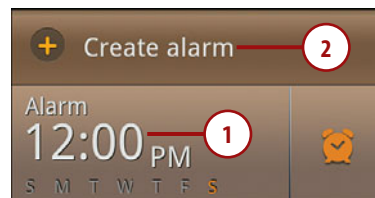
### DROID Incredible 2



## Managing Alarms (DROID CHARGE)

The Clock application enables you to set multiple alarms. These can be one-time alarms or recurring alarms. Even if you exit the Clock application, the alarms you set still trigger. Whether you are adding a new alarm or editing an existing one, the steps are the same.

1. Touch to edit an alarm.
2. Touch to add a new alarm.

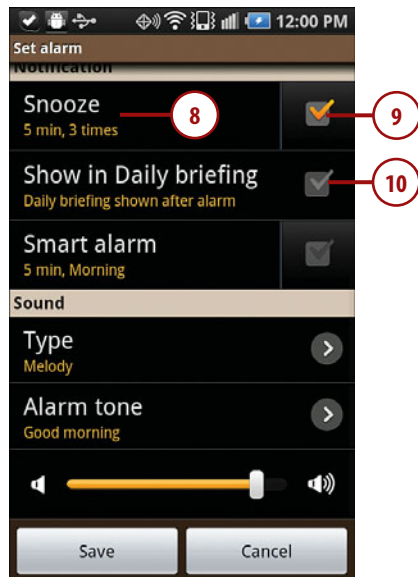
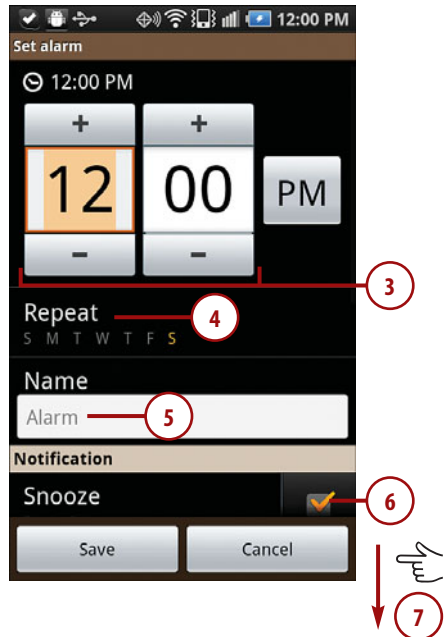




3. Set the time when the alarm must trigger. Don't forget to select AM or PM.
4. Touch to choose which days of the week the alarm must trigger. This is useful if you want one alarm to wake you up at a specific time on week days but need another alarm to wake you at a different time on the weekend.
5. Touch to change the name of the alarm. For example, you can change it to "Wake Up!"
6. Touch to enable or disable the snooze function for this alarm.
7. Scroll down for more options.
8. Touch to choose how the snooze function works for this alarm. You can choose how many times the snooze repeats and how many minutes between snooze alerts.
9. Touch to enable or disable the snooze function for this alarm
10. Touch to enable or disable the feature that displays the Daily Briefing screen after you have dismissed the alarm.

### Daily Briefing Screen

The Daily Briefing screen will show your weather, stocks, news, and any upcoming calendar appointments. Swipe from left to right to scroll through the screens.

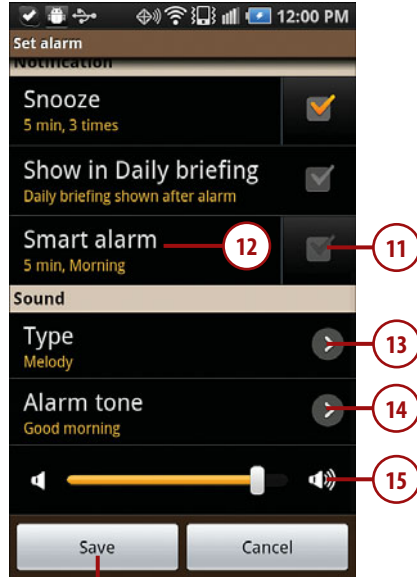


11. Touch to enable or disable the Smart Alarm.
12. Touch to choose what soothing sound and music to play, and how many minutes to start it before the alarm triggers.

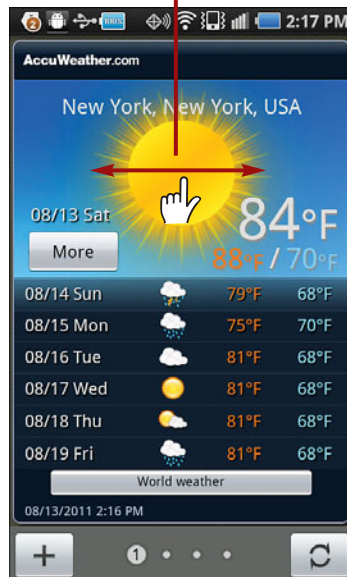
### What Is Smart Alarm?

The Smart Alarm is a feature on your DROID CHARGE that plays soothing sounds and music before the alarm goes off to slowly bring you out of your deep sleep.

13. Touch to select the type of alarm. You can choose Melody, vibration, or both.
14. Touch to choose the sound the alarm makes when it triggers.
15. Adjust the volume of the alarm.
16. Touch Save.



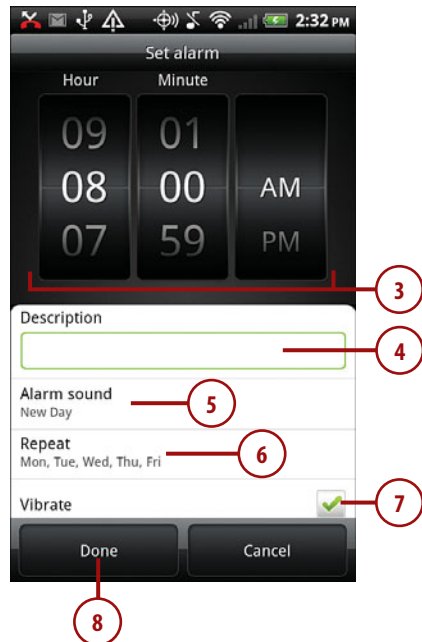
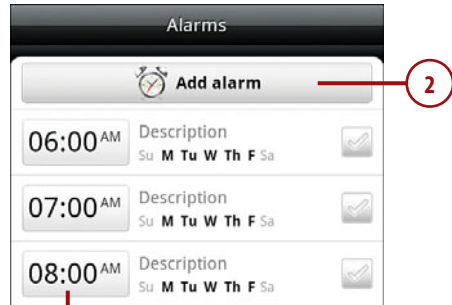
Swipe left and right to switch screens



## Managing Alarms (DROID Incredible 2)

The Clock application enables you to set multiple alarms. These can be one-time alarms or recurring alarms. Even if you exit the Clock application, the alarms you set still trigger. Whether you are adding a new alarm or editing an existing one, the steps are the same.

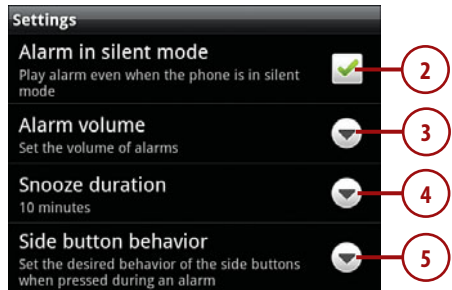
1. Touch to edit an alarm.
2. Touch to add a new alarm.
3. Set the time when the alarm must trigger. Don't forget to select AM or PM.
4. Touch to change the name of the alarm. For example you can change it to "Wake Up!"
5. Touch to choose the sound the alarm plays when it triggers.
6. Touch to choose which days of the week the alarm must trigger. This is useful if you want one alarm to wake you at a specific time on week days but need another alarm to wake you at a different time on the weekend.
7. Touch to enable or disable whether your DROID also vibrates when the alarm triggers.
8. Touch Done.



## Overall Alarm Settings (DROID Incredible 2)

Use the Settings to control how all alarms function.

1. Press the Menu button and touch Settings.
2. Touch to enable or disable playing the alarm even if your DROID is in silent mode.
3. Touch to set the volume for all alarms.
4. Touch to set the duration of the snooze period. Your choices range between 5 and 30 minutes.
5. Touch to set how the side buttons behave if you press any of them when the alarm sounds. Your choices are Snooze and Dismiss.

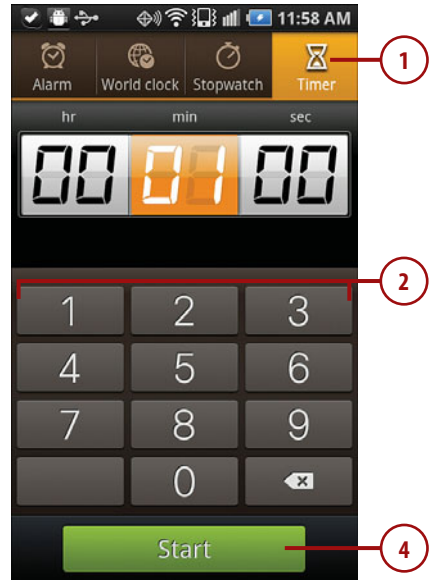


## Using the Timer

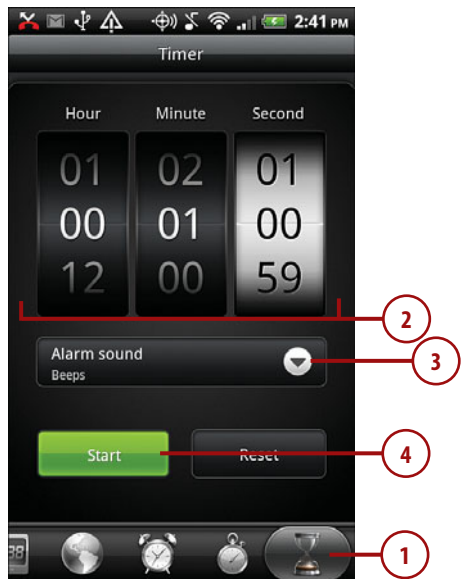
The Timer function can be useful for keeping track of a period of time, for example if you are cooking.

1. Touch the Timer tab.
2. Use keypad to set how many hours, minutes, and seconds the timer must run for.
3. Touch to choose the alarm sound that plays when the timer runs out (DROID Incredible 2 only).
4. Touch Start.

### DROID CHARGE

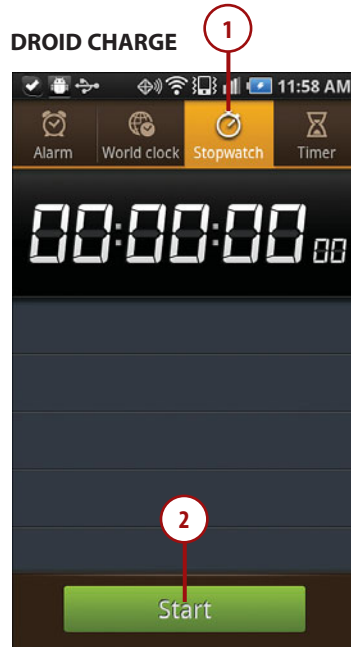


### DROID Incredible 2

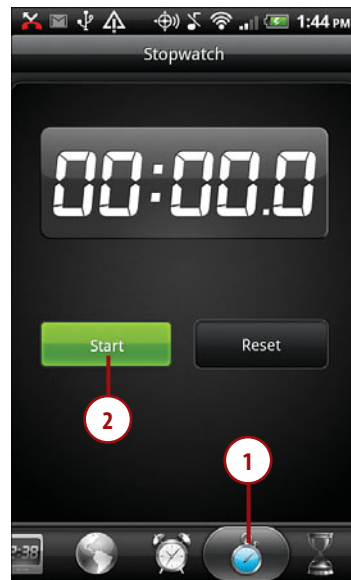


## Using the Stopwatch

1. Touch the Stopwatch tab.
2. Touch Start.



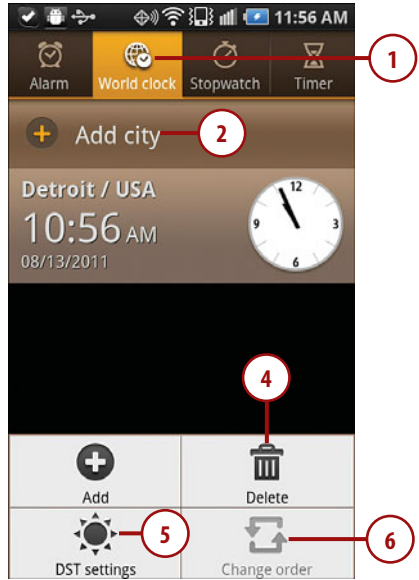
## DROID Incredible 2



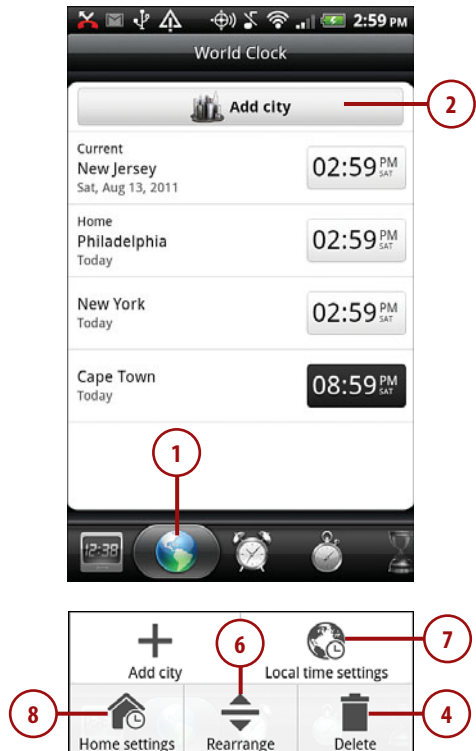
## Using the World Clock

1. Touch the World Clock tab.
2. Touch to add a city.
3. Press the Menu button to see more options.
4. Touch to delete cities.
5. Touch to manually set Daylight Savings Time for your chosen cities (DROID CHARGE only).
6. Touch to change the sort order of the list of cities you have chosen.
7. Touch to change your DROIDS date and time settings. Please see "Setting the Date and Time" earlier in this chapter for more information (DROID Incredible 2 only).
8. Touch to choose your home city (DROID Incredible 2 only).

### DROID CHARGE



### DROID Incredible 2



## Using the Calendar Application

The Calendar application enables you to synchronize all of your Google Calendars under your primary Google account to your DROID. You can accept appointments and create and modify appointments right on your phone. Any changes are automatically synchronized wirelessly back to your Google Calendar.

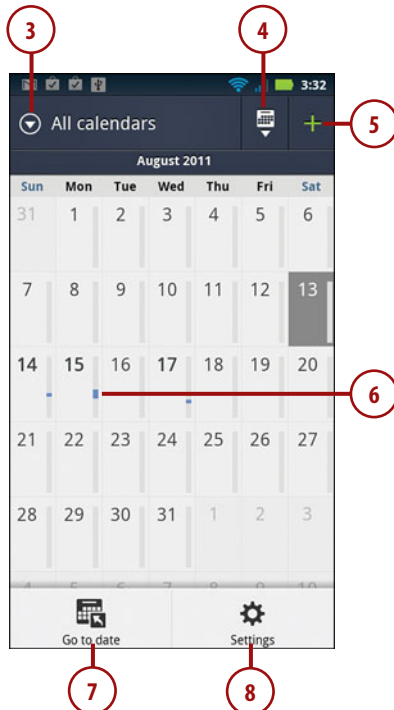
### The Calendar Main Screen

The main screen of the calendar shows a one-day, one-week, or one-month view of your appointments.

1. Launch the Calendar application.
2. Press the Menu button to reveal the options.
3. Touch to select the calendar to view or view all calendars.
4. Touch to see the day, week, month, or agenda (also known as list) views. On the DROID 3, Pro, and X2, this icon also enables you to jump to today's date.
5. Touch to add a new appointment.
6. Touch to see the appointments for a particular day.
7. Touch to jump to a particular date.
8. Touch to change the Calendar app settings.



#### DROID 3, Pro, X2



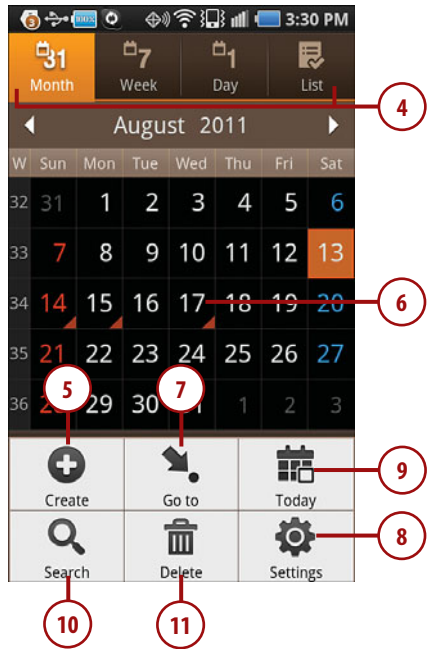


9. Touch to jump to today's date.
10. Touch to search for appointments.
11. Touch to delete appointments.
12. Touch to see more options (DROID Incredible 2 only).

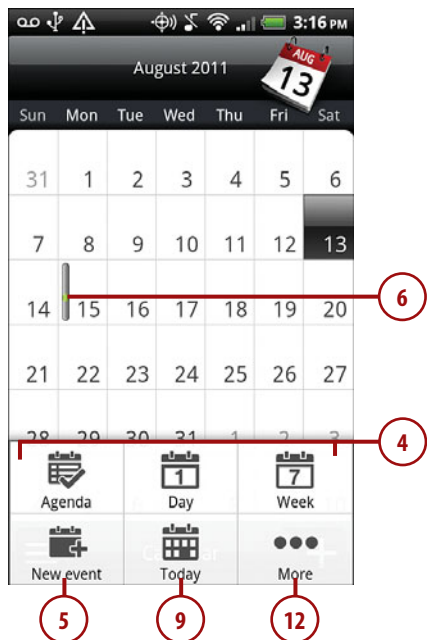
### Calendar Views

In the figure of Calendar's main screen we see the month view. This is where you see the entire month laid out on screen with indicators showing different appointments and where they appear in each day of the month. The week view shows the current week's seven days laid out from left to right. Appointments are visually represented during each day, but because there is more room, you can see the title for each appointment. Day view fills the screen with one day's appointments. Because there is even more room in the day view, the title and location of each appointment is visible. Agenda view displays your appointments in a list.

### DROID CHARGE



### DROID Incredible 2

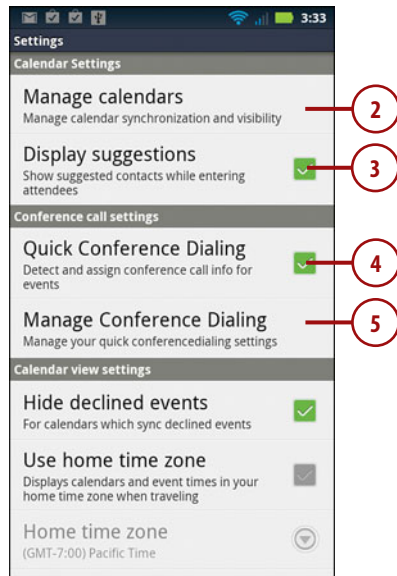
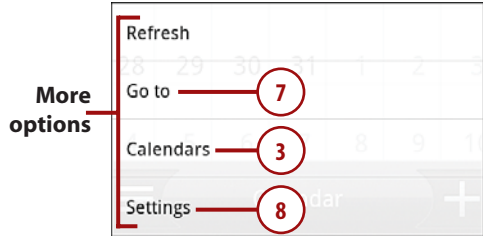


## Calendar Settings (DROID 3, Pro, X2)

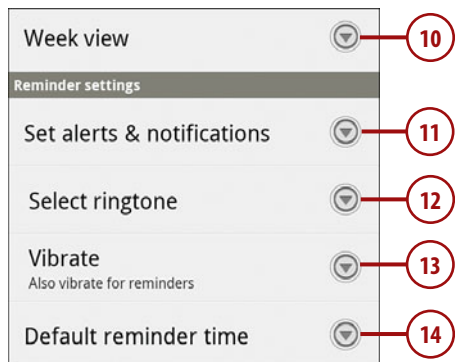
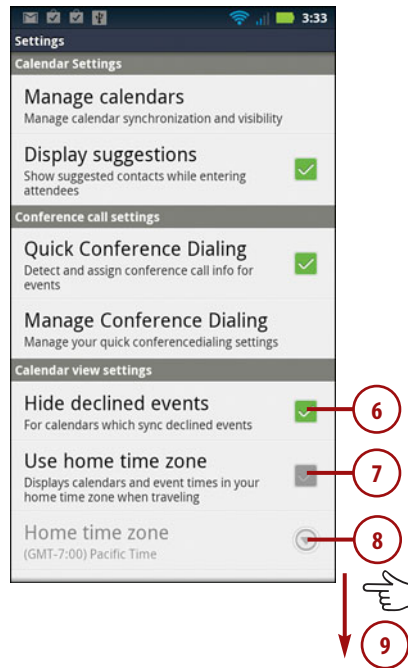
You can adjust how the Calendar application behaves and select which calendars you want to synchronize to your DROID.

1. From the Calendar main screen, press the Menu button and touch Settings.
2. Touch Manage Calendars to select which calendars you want to see in the calendar view and which ones you want to synchronize to your DROID.
3. Touch to enable or disable name suggestions when typing meeting attendees.
4. Touch to enable or disable Quick Conference Dialing. Quick Conference Dialing allows your DROID to automatically show your conference all information in a new meeting and enables you to select whether to include it or not.
5. Touch to manage which calendars your DROID will use Quick Conference Dialing, and enter your conference call information.

### DROID Incredible 2

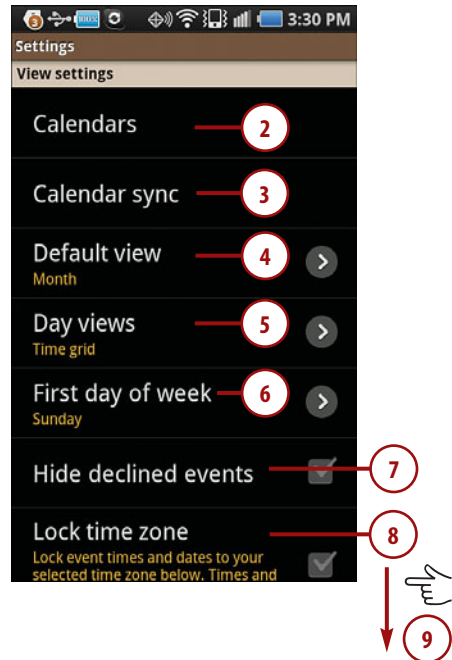


6. Touch to enable or disable hiding events that you have declined.
7. Touch to enable or disable showing meetings using your time zone only, even when you are travelling.
8. Touch to set your home time zone if you enabled home time zone in step 7.
9. Scroll down to see more settings.
10. Touch to set your week view to show only your work week, or all 7 days.
11. Touch to set how you are alerted for meeting reminders. Your choices are an alert in the status bar, an audible alert, or no reminder.
12. Touch to select the ringtone that plays when you receive a meeting reminder.
13. Touch to set whether your DROID also vibrates for meeting reminders.
14. Touch to set your default meeting reminder time.

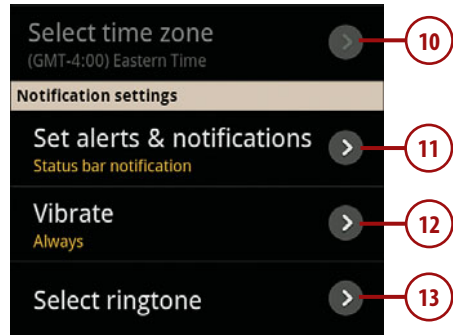


## Calendar Settings (DROID CHARGE)

1. From the Calendar main screen, press the Menu button and touch Settings.
2. Touch Calendars to select which calendars you want to see in the calendar view.
3. Touch Calendar sync to change general synchronization settings such as whether to synchronize in the background or whether to automatically synchronize your calendars.
4. Touch to select which calendar view to use when you first launch the calendar app. Your choices are Month, Week, Day, and List (or agenda).
5. Touch to select how the day view is displayed. Your choices are time grid and Event list.
6. Touch to set the first day of your week. You can choose Sunday or Monday.
7. Touch to enable or disable hiding events that you have declined.
8. Touch to enable or disable showing meetings using your time zone only, even when you are travelling.
9. Scroll down to see more settings.

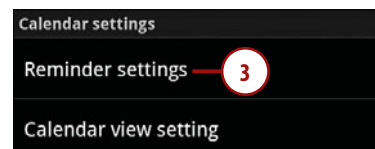
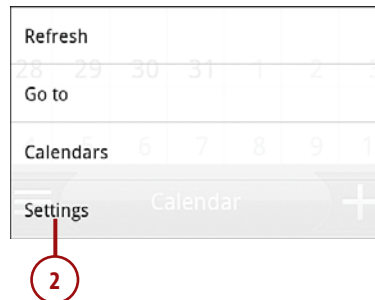
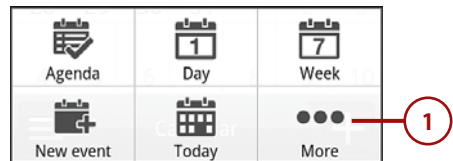


10. Touch to set your home time zone if you enabled home time zone in step 9.
11. Touch to set how you will be alerted for meeting reminders. Your choices are an alert in the status bar, an audible alert, or no reminder.
12. Touch to set whether your DROID also vibrates for meeting reminders.
13. Touch to select the ringtone that plays when you receive a meeting reminder.

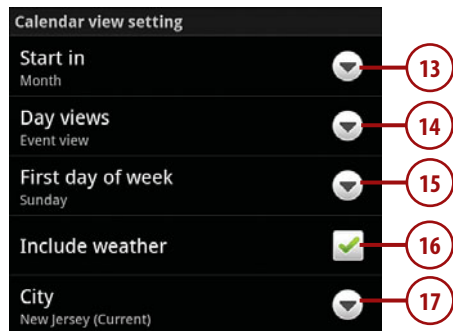
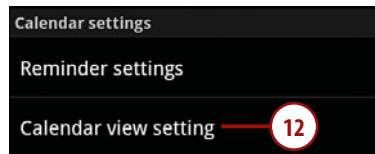
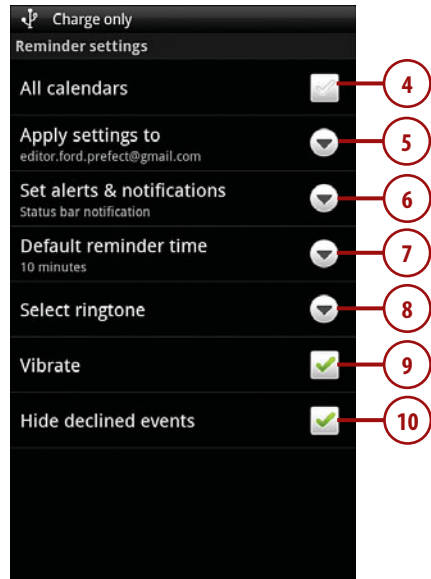


## Calendar Settings (DROID Incredible 2)

1. From the Calendar main screen, press the Menu button and touch More.
2. Touch Settings
3. Touch Reminder Settings.



4. Touch to enable or disable applying reminder settings to all calendars. If you enable this, the setting shown in step 5 is missing.
5. Touch to select which calendars to apply the reminder settings to.
6. This setting is only visible if you uncheck all calendars in step 4.
7. Touch to set how you should be alerted for meeting reminders. Your choices are an alert in the status bar, an audible alert, or no reminder.
8. Touch to set the default reminder time.
9. Touch to select the ringtone that plays when you receive a meeting reminder.
10. Touch to set whether your DROID also vibrates for meeting reminders.
11. Touch to enable or disable hiding events that you have declined.
12. Press the Back button to return to the main Settings screen.
13. Touch Calendar View Settings.
14. Touch to select which calendar view to use when you first launch the calendar app. Your choices are Month, Week, Day, and Agenda.
15. Touch to select how the Day view is displayed. Your choices are Time view and Event view.
16. Touch to set the first day of your week. You can choose Sunday or Monday.
17. Touch to enable or disable including the current weather when viewing appointments.
18. Touch to select the city or state to use when generating the weather view if you enabled it in step 16.



## Adding a New Event/Appointment

While you're on the road you can add a new appointment or event, and even invite people to it. Events you add synchronize to your Google and corporate calendars in real-time.

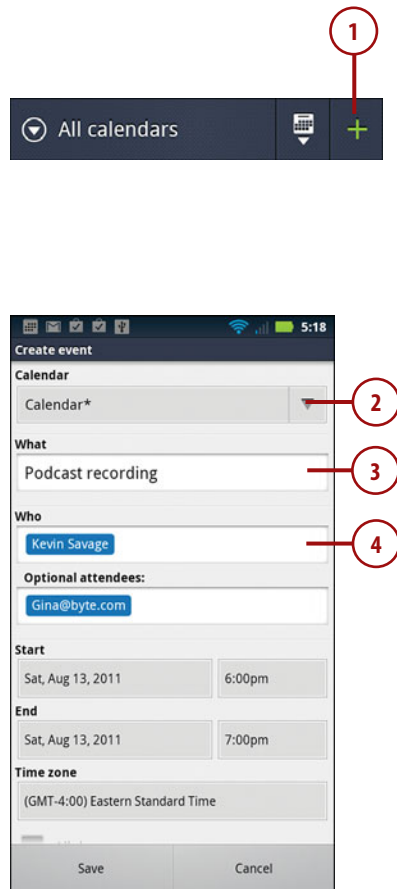
Depending on your model of DROID, some of the steps below are located on different parts of the screen.

1. Touch to add a new event/appointment.
2. Touch to select which calendar to add the event to.
3. Touch to enter a title for your event.

### Alternative Method to Add an Event

If you touch and hold on a specific hour on a specific day, you see a pop-up window that enables you to create a new event.

4. Add event attendees. If they are already in your Contacts, their names display. If not, type the attendees' full email addresses. You can add multiple attendees separated by a comma. If your DROID is set up to synchronize with your company mailbox, you should be able to add attendees from your company's address book.



## It's Not All Good

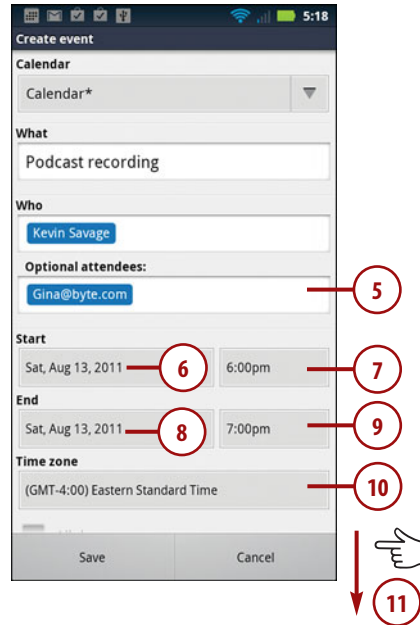
### DROID Incredible 2 Strange Behavior

If you select your corporate calendar to add a new event to, the Who field is mysteriously missing. This means you cannot add any attendees to the event while you are creating it. To add attendees when creating a new event in your corporate calendar, before you save it, press the Menu button and touch Meeting Invitation. This enables you to invite attendees.



Add attendees  
before you save

5. Enter any optional attendees.
6. Touch to enter the date the event starts.
7. Touch to enter the time the event starts.
8. Touch to enter the date the event ends.
9. Touch to enter the time the event ends.
10. Touch to select the time zone the meeting will be held in. This is useful if you will be travelling to the meeting in a different time zone.
11. Scroll down to set more details.

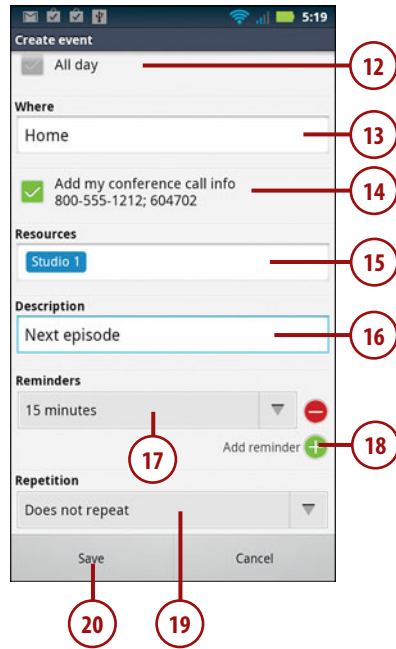




12. Touch to make this an all day event.
13. Enter where the event will be held. You can enter real addresses here.
14. Touch to include your Quick Conference information. Please see more about Quick Conference in the “Calendar Settings” section earlier in this chapter.

### Recurring Events Are Not Flexible

Unfortunately when you choose to make an event repeat the choices you are given are not flexible. For example if you want to set up an event that repeats every Thursday, you cannot do this unless you create the event on a Thursday. Let’s hope that this is addressed in a future release of Android.



15. Enter any meeting resources. This is only visible if you are adding an event to your corporate calendar.
16. Enter a description for the event.
17. Set how many minutes before the event the reminder should trigger.
18. Add an additional reminder. Additional reminders can be useful to remind yourself or others more than once of an upcoming appointment. For example, you might want to have a reminder the day before an event and a second reminder 30 minutes before the event. You can set up to five reminders in total.
19. Touch to set whether this meeting repeats, and if so, how does it repeat.
20. Touch Save. Any attendees you invited automatically receive a meeting invite via email.

## *It's Not All Good*

### Only Calendars from One Google Account

The Calendar application only synchronizes with the Google account you used to set up your DROID. Even if you add additional Google accounts in the Gmail application, the Calendar does not synchronize with them. So if you have multiple calendars under your primary Google account you should be okay, but if you use calendars from more than one Gmail account, you are not able to synchronize those additional calendars.

---

### Edit and Delete an Event

To edit or delete a calendar event, touch and hold the event, and touch either Edit event or Delete event. When you successfully delete an event, the Calendar application sends an event decline notice to the event organizer. So you don't have to first decline the meeting before deleting it because this is all taken care of automatically.

---

## Responding to a Gmail Event Invitation

There are actually two ways to respond to a Gmail event invitation. When you receive an email invitation in Gmail, you can either respond from the email itself or from the Calendar application.

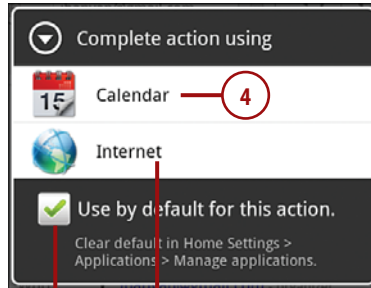
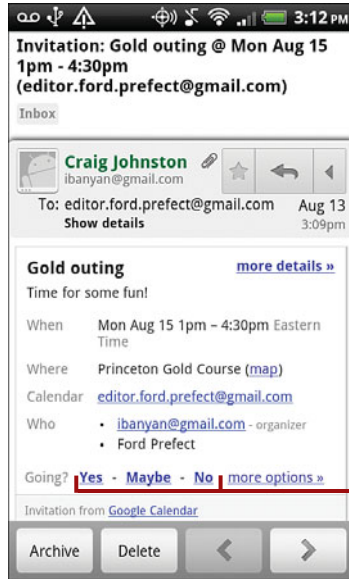
### Respond to an Event Invitation in Gmail

When someone invites you to a new event, you receive an email in your Gmail inbox with the details of that meeting.

1. Open the event invitation email in the Gmail application.



2. Touch Yes, Maybe, or No to indicate whether you will be attending.
3. Touch Use by Default for This Action. This tells your DROID that in the future when you respond to Gmail meeting invites, it must always launch the Calendar app.
4. Touch Calendar. You see the event in your Calendar view with your response already selected.

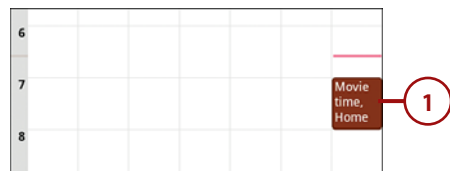


Touch to use  
the Google  
website instead

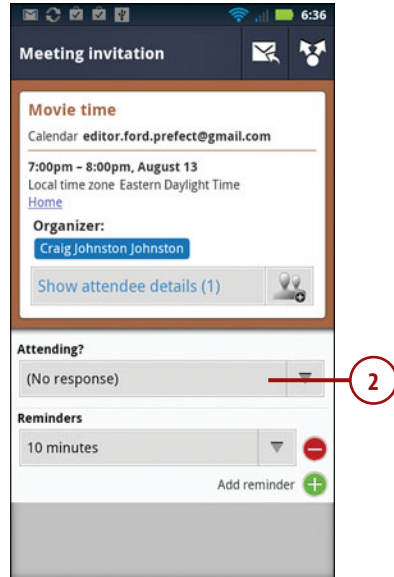
## Respond to a Gmail Event Invitation in Calendar

When you receive a new Gmail event invitation, it is automatically inserted into your calendar even if you have not yet accepted it. It is added and set to Tentatively Accepted (Maybe).

1. Open the Calendar application and look for a new event. Touch the event to open it.



2. Select your response to the event.
3. Press the Back button to save your meeting response.



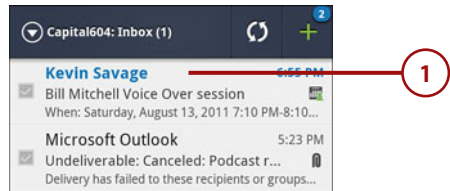
## Responding to a Corporate Event Invitation

There are actually two ways to respond to a corporate event invitation. When you receive an email invitation in your corporate mailbox, you can either respond from the email itself or from the Calendar application.

## Respond to an Event Invitation in Your Corporate Mailbox

When someone invites you to a new event, you receive an email in your corporate inbox with the details of that meeting.

1. Open the event invitation email.
2. Touch View Meeting.

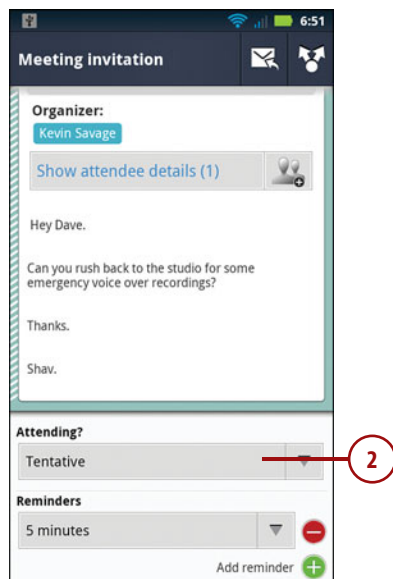
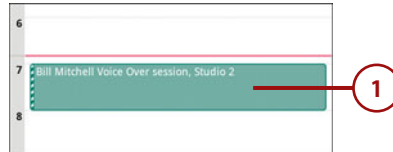
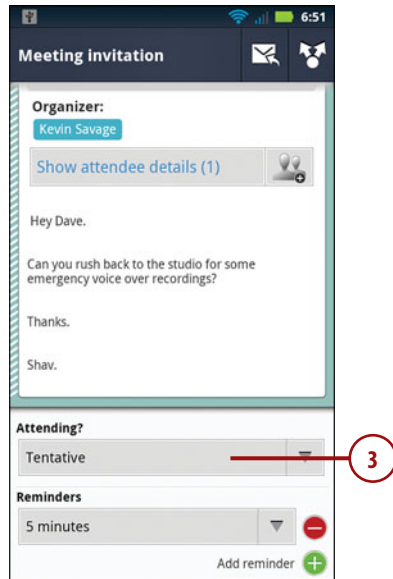


3. Select your response to the event.
4. Press the Back button to save your meeting response.

## Respond to a Gmail Event Invitation in Calendar

When you receive a new corporate event invitation, it is automatically inserted into your calendar even if you have not yet accepted it. It is added and set to Tentatively accepted (Maybe).

1. Open the Calendar application and look for a new event. Touch the event to open it.
2. Select your response to the event.
3. Press the Back button to save your meeting response.



# Index

## Numbers

- 3G Mobile Hotspot, 192
  - DROID CHARGE, 196, 200
  - DROID Incredible 2, 193-194
  - DROID Pro, 200
  - DROID X2, 195

## A

- Accessibility settings, 406-407
- accounts
  - adding to Contacts, 47-48
    - Facebook accounts, 48-50*
    - work email accounts, 50-51*
  - doubleTwist, creating, 43
  - removing, 52
- ActiveSync protocol, 215
  - adding
    - accounts to Contacts, 47-48
      - Facebook accounts, 48-50*
      - work email accounts, 50-51*
  - attachments
    - Email (DROID CHARGE), 253*
    - Email (DROID Incredible 2), 261*
    - Messaging, 246*
  - bookmarks, 272-273
  - contact pictures, Dialer, 87-89
  - contacts
    - Dialer, 85*
    - from email, 62*
    - manually, 64-66*
    - to home screen, 93-94*
  - corporate email accounts, 215, 220-221
  - custom ringtones, 115, 119
  - events/appointments to Calendar, 328-330
  - Gmail accounts, 206-208
  - hidden networks, 182
  - IMAP email accounts, 229
  - Microsoft Exchange email accounts, 236-238
  - photos of contacts, 59-61
  - POP3 email accounts, 229-235
  - VPNs, 189-191
  - widgets to Home screen, 402-403
- addresses
  - MAC, 185
  - static IP, 185
- adjusting volume, 136

- ADR6350, 110
- Agenda view, 322
- Alarm & Timer, 309
  - DROID CHARGE, 312
  - DROID Incredible 2, 312
- alarms, managing, 310
  - alarm settings, 311
  - DROID CHARGE, 313-315
  - DROID Incredible 2, 316-317
  - timers, 311
- album menu, DROID CHARGE, 351
- album sharing, DROID CHARGE, 351
- alternative views, DROID X2, 271
- always-on mobile data, disabling, 187-189
- Amazon MP3, 170
  - setting up, 171-172
- Android, 23
  - unlocking the screen, 24
  - updating, 411-412
- Android Market, navigating, 375
- Android Widgets, 403
- APN (Access Point Name), 186
- application groups
  - creating, 40
  - starting, 39
- application icon, 27
- applications
  - browsing by category, 376
  - buying, 379-380
  - dealing with misbehaving, 418
  - deleting, 381
    - Market*, 383-385
    - Settings*, 381
  - downloading free applications, 377
  - ending
    - automatically, 413
    - force quitting, 419
  - keeping up to date, 386
  - Music. *See* Music app
  - starting, 39
  - switching between, 40
  - uninstalling, 385
- appointments, adding to Calendar, 328-330
- assisted dialing, 114
- attaching files to text messages, 301
- attachments
  - adding
    - in Email*, 253
    - in Email (DROID Incredible 2)*, 261
    - with Messaging*, 246-248
  - previewing and downloading in Email, 256
- audio, Music app. *See* Music app
- automated picture importing
  - Mac OSX, 366
  - Windows, 366

## B

- batteries, optimizing, 413-416
  - DROID Incredible 2, 417
- Bluetooth
  - support for voice dialing, 105
  - voice dialing, 109
- Bluetooth devices
  - connecting to, 177
    - changing options*, 180
    - pairing*, 178
    - passkeys*, 179
  - disconnecting, 181
- Bluetooth profiles, 180
- bookmarks, 269-272
  - adding, 272-273
- bookmarks folder, DROID CHARGE, 273
- Bookmarks icon, DROID Incredible 2, 266
- browsers
  - bookmarks, 269, 272
  - customizing settings, 281-285
  - history, 276
  - managing multiple windows, 280
  - most visited sites, 275
  - navigating, 265-267
  - tricks, 268
- browsing apps by category, 376
- buying applications, 379-380

## C

- Calendar app, 321
  - adding events/appointments, 328-330
  - main screen, 321-322
  - responding to corporate event invitations, 333-334
  - responding to Gmail event invitations, 331-332
  - settings, 323-327
- Call Log, clearing, 103
- call settings
  - DROID 3, 116-118
  - DROID CHARGE, 116-118
  - DROID Incredible 2, 113-114
  - DROID Pro, 116-118
  - DROID X2, 116-118
- callback number, 291
- calling international numbers, 99
- calls
  - conference calling, 107
    - DROID Incredible 2*, 111
  - missed calls, 102-103
  - options for, 106
    - DROID Incredible 2*, 110-111
  - placing, 103-108
    - with DROID Incredible 2*, 108-109
  - receiving, 101-102
- Camera app, 337
  - camera modes, 339
  - camera settings, 341-342
- DROID 3
  - camera settings*, 342-343
  - changing video settings*, 165
  - recording videos*, 163-164
- DROID CHARGE
  - camera settings*, 344-347
  - changing video settings*, 159
  - recording videos*, 158
- DROID Incredible 2
  - camera settings*, 347-349
  - changing video settings*, 166
  - recording videos*, 165
- DROID Pro
  - camera settings*, 338
  - changing video settings*, 162
  - recording videos*, 160-161
- DROID X2
  - camera settings*, 338
  - changing video settings*, 162
  - recording videos*, 160-161
  - memory, 338
  - panoramic pictures, 339
  - picture tags, 340
  - settings, 343
  - taking pictures in spurts, 340
- camera modes, 339
- camera settings
  - Camera app, 341-343
  - DROID 3, 342-343
  - DROID CHARGE, 345-347
  - DROID Incredible 2, 347-349
  - DROID Pro, 338
  - DROID X2, 338
- caring for DROID's exterior, 420
- categories, browsing apps by, 376
- CDMA, 188
  - changing mobile settings, 188-189
- cellular networks, 186-188
  - changing mobile settings, 186-189
- changing
  - Bluetooth options, 180
  - sort order, 84
  - wallpaper, 389-390
    - from gallery pictures*, 391
    - live wallpaper*, 392
- CHARGE
  - ending apps automatically, 413
  - optimizing batteries, 415-416
- checking balances, Google Voice, 129
- clearing
  - Call Log, 103
  - History, 276



## Clock app, 309

Alarm &amp; Timer, 309

DROID CHARGE, 312

*Alarm & Timer, 312*  
*managing alarms,*  
*313-315*

DROID Incredible 2, 312

*Alarm & Timer, 312*  
*managing alarms,*  
*316-317*

*Stopwatch, 319**timers, 318**World Clock, 320*

managing alarms, 310

*alarm settings, 311**timers, 311*

combined inboxes,  
 Messaging, 243

composing

email

*in Email (DROID*  
*CHARGE), 251*

*in Email (DROID*  
*Incredible 2), 259-261*

*in Gmail, 209-210**Messaging, 245*

text messages, 299

conference calling, 107

DROID Incredible 2, 111

configuring Google

Checkout, 373-374

connecting

to Bluetooth  
 devices, 177

*changing options, 180**pairing, 178**passkeys, 179*

to Wi-Fi, 181-183

to VPNs, 191

Contact entry, dialing

from, 104

DROID Incredible 2, 108

contact groups, creating,

67-68

Contact history, 54

contact information, editing

in People app, 76

Contacts

accounts, removing, 52

adding

*with Dialer, 85**from email, 62**manually, 64-66**to home screen, 93-94*

adding accounts

47-48

*Facebook, 48-50*

*work email accounts,*  
*50-51*

checking status, 55-56

editing, 57-58

*with Dialer, 86-87*

hiding, 69

joining manually, 71

linking in Dialer, 89

navigating, 52-53

*with Dialer, 83-84*

People app, 75

photos, adding, 59-61

separating, 72

*in Dialer, 91*

showing, 69

showing/hiding in

Dialer, 92

Contacts settings, DROID  
 Pro, 66

conversations, Gmail, 215

copied text, 38

corporate email accounts

adding, 215, 220-221

settings, 222-228

corporate event invitations,

responding to, 333-334

cropping pictures, DROID

CHARGE, 353

custom ringtones, adding,

115-119

customizing browser

settings, 281-285

## D

date and time, setting,  
 307-308

default numbers,  
 setting, 105

deleting

apps, 381

*from Launcher, DROID*  
*X2, 385*

*Market, 383-385*  
*settings, 381*

events, 331

messages, 305

playlists, DROID

Incredible 2, 147

videos

*Gallery app*  
*(DROID 3), 156*

*Gallery app (DROID*  
*CHARGE), 151*

*Gallery app (DROID*  
*Incredible 2), 154*

- Gallery app (DROID Pro)*, 156
    - Gallery app (DROID X2)*, 156
  - VPNs, 192
- Dialer, 83
  - contacts
    - adding*, 85
    - adding pictures*, 87-89
    - editing*, 86-87
    - linking*, 89
    - navigating*, 83-84
    - separating*, 91
    - showing/hiding*, 92
- dialing
  - assisted dialing, 114
  - from Contact entry, 104
  - voice, DROID Incredible 2, 109
  - with your voice, 105
- disabling always-on mobile data, 187-189
- disconnecting Bluetooth devices, 181
- double tap, touch screens, 30
- doubleTwist, 368-370
  - creating accounts, 43
  - installing
    - on Mac OS X*, 43
    - on Windows*, 42
- downloading
  - attachments
    - Email*, 256
    - Messaging*, 248
  - free applications, 377
- dragging
  - status bars, 28
  - touchscreens, 30
- DROID, silencing, 24
- DROID 2
  - Music app, 133-134
    - controlling playback*, 136
    - taking actions*, 137
    - working and listening to music*, 138
  - silencing, 25
- DROID 3
  - adding
    - bookmarks*, 272
    - corporate email accounts*, 215, 220-221
  - Calendar app, settings, 323-324
  - call settings, 116-118
  - Camera app, 342-343
    - changing video settings*, 165
    - recording videos*, 163-164
  - Clock app, 309
    - Alarm & Timer*, 309
    - managing alarms*, 310-311
  - corporate email accounts, settings, 222-226
  - editing text, 36
  - ending apps automatically, 413
  - external features, 4-8
- Gallery app, 154
  - deleting videos*, 156
  - editing videos*, 156
- getting to know, 97-98
- IMAP email accounts, adding, 229
- managing photos, 355
  - reviewing, sharing, and editing photos*, 357-359
  - settings*, 356
- Messaging, 243
  - adding attachments*, 246
  - composing email*, 245
  - inboxes*, 243
  - previewing and downloading attachments*, 248
  - reading email*, 247
  - Universal inbox*, 244
- Music app
  - adding songs to playlists*, 140
  - creating playlists*, 139
  - rearranging songs in playlists*, 140
- optimizing batteries, 415-416
- placing calls, 103-108
- POP3 email accounts, adding, 229-232
- receiving calls, 101
- silencing, 25
- sound settings, 119-120
- subscribing to news feeds, 277
- Text Messaging app, settings, 290-292

DROID Bluetooth FTP, 179

DROID CHARGE

3G Mobile Hotspot,  
196, 200

adding

*bookmarks, 272*  
*corporate email*  
*accounts, 215,*  
*220-221*

bookmarks folder, 273

Calendar app, settings,  
325-326

call settings, 116-118

Camera app, 344

*camera settings,*  
*345-347*

*changing video*  
*settings, 159*

*recording videos, 158*

Clock app, 312

*Alarm & Timer, 312*  
*managing alarms,*  
*313-315*

corporate email  
accounts, settings,  
226-228

editing text, 36

Email, 248

*adding*  
*attachments, 253*

*adding birthday and*  
*other info, 252*

*composing email, 251*  
*formatting email*  
*text, 253*

*navigating, 249-250*

*previewing and*  
*downloading*  
*attachments, 256*  
*reading email, 254*

external features, 13-15

Gallery app, 147-148

*deleting videos, 151*  
*sharing videos,*  
*149-150*

getting to know, 97-98

groups, 68

managing photos, 50

*album menu, 351*  
*album sharing, 351*  
*reviewing, editing, and*  
*sharing pictures, 352*  
*rotating, cropping,*  
*and mapping*  
*pictures, 353*

Messaging app, settings,  
292-294

Music app, 133-134

*adding songs to*  
*playlists, 140*

*controlling*  
*playback, 136*

*creating playlists, 139*  
*rearranging songs in*  
*playlists, 140*

*taking actions, 137*  
*working and listening*  
*to music, 138*

placing calls, 103-108

POP3 email accounts,  
settings, 232-235

receiving calls, 102

silencing, 25

Smart Alarm, 315

social networking  
integration, 56

sound settings, 119-120

subscribing to news  
feeds, 278

DROID exterior, caring  
for, 420

DROID Incredible 2

3G Mobile Hotspot,  
193-194

adding bookmarks, 273

Bookmarks icon, 266

Calendar app, settings,  
326-327

call settings, 113-114

Camera app, 347-349

*camera settings, 348*

*changing video*  
*settings, 166*

*recording videos, 165*

cellular networks, 186

*changing mobile*  
*settings, 186-187*

Clock app, 312

*Alarm & Timer, 312*  
*managing alarms,*  
*316-317*

*Stopwatch, 319*

*timers, 318*

*World Clock, 320*

conference calling, 111

editing text, 37

Email, 256-257

*adding*  
*attachments, 261*

*composing email,*  
*259-261*

*reading email, 262-263*

external features, 20-23

Gallery app, 152

*deleting videos, 154*  
*sharing videos, 153*

getting to know, 99-100

groups, 39

IMAP email accounts,  
adding, 240

- managing photos, 354
  - reviewing, editing, and sharing photos, 354-355*
- Messages app, settings, 294-298
- Microsoft Exchange email accounts
  - adding, 236-238*
  - settings, 238-239*
- Music app, 141
  - adding songs to playlists, 146*
  - creating playlists, 144*
  - playing music, 142*
  - rearranging songs in playlists, 146*
  - renaming/deleting playlists, 147*
  - taking actions, 143*
  - working and listening to music, 144*
- optimizing batteries, 417
- options while on calls, 110-111
- People app, 74
  - contacts, 75*
  - editing contact information, 76*
  - editing contact pictures, 77*
  - joining contacts manually, 79*
  - linking contacts, 79*
  - navigating, 74-75*
  - separating contacts, 79-81*
  - showing/hiding contacts, 82*
- placing calls, 108-109
- POP3 email accounts,
  - adding, 240-242
- receiving calls, 101
- sound settings, 115-116
- subscribing to news feeds, 279
- tags, 275
- DROID Pro
  - 3G Mobile Hotspot, 200
  - adding
    - bookmarks, 272*
    - corporate email accounts, 215, 220-221*
  - Calendar app, settings, 323-324
  - call settings, 116-118
  - Camera app, 338
    - changing video settings, 162*
    - recording videos, 160-161*
  - cellular networks, 186
    - changing mobile settings, 186-187*
  - Clock app, 309
    - Alarm & Timer, 309*
    - managing alarms, 310-311*
  - Contacts settings, 66
  - corporate email accounts, settings, 222-226
  - editing text, 36
  - ending apps automatically, 413
  - external features, 9-12
  - Gallery app, 154
    - deleting videos, 156*
    - editing videos, 156*
- getting to know, 97-98
- IMAP email accounts,
  - adding, 229
- Messaging, 243
  - adding attachments, 246*
  - composing email, 245*
  - inboxes, 243*
  - previewing and downloading attachments, 248*
  - reading email, 247*
  - Universal inbox, 244*
- Music app, 133-134
  - adding songs to playlists, 140*
  - controlling playback, 136*
  - creating playlists, 139*
  - rearranging songs in playlists, 140*
  - taking actions, 137*
  - working and listening to music, 138*
- optimizing batteries, 415-416
- placing calls, 103-108
- POP3 email accounts,
  - adding, 229-232
- receiving calls, 101
- sound settings, 119-120
- subscribing to news feeds, 277
- Text Messaging app,
  - settings, 290-292
- DROID X2
  - alternative view, 271
  - corporate email accounts, settings, 222-226

3G Mobile Hotspot, 195  
 adding corporate email accounts, 215, 220-221  
 Calendar app, settings, 323-324  
 call settings, 116-118  
 Camera app, 338  
   *changing video settings*, 162  
   *recording videos*, 160-161  
 Clock app, 309  
   *Alarm & Timer*, 309  
   *managing alarms*, 310-311  
 deleting apps from Launcher, 385  
 Dialer app. *See* Dialer app  
 Dialer app  
 editing text, 36  
 ending apps automatically, 413  
 external features, 16-19  
 Gallery app, 154  
   *deleting videos*, 156  
   *editing videos*, 156  
 getting to know, 97-98  
 managing photos, 355, 360  
   *reviewing, sharing, and editing photos*, 357-363  
   *settings*, 356, 360  
 Messaging, 243  
   *adding attachments*, 246  
   *composing email*, 245  
   *inboxes*, 243  
   *previewing and downloading attachments*, 248

*reading email*, 247  
   *Universal Inbox*, 244  
 Music app, 133-134  
   *adding songs to playlists*, 140  
   *controlling playback*, 136  
   *creating playlists*, 139  
   *rearranging songs in playlists*, 140  
   *taking actions*, 137  
   *working and listening to music*, 138  
 optimizing batteries, 415-416  
 placing calls, 103-108  
 POP3 email accounts, adding, 229-232  
 receiving calls, 101  
 sound settings, 119-120  
 subscribing to news feeds, 277  
 Text Messaging app, settings, 290-292

## E

editing  
 contact information, People app, 76  
 contact photos, People app, 77  
 contacts, 57-58  
   *Dialer*, 86-87  
 Events, 331  
 pictures  
   *DROID 3*, 357-359  
   *DROID CHARGE*, 352  
   *DROID Incredible 2*, 354-355  
   *DROID Pro*, 361-363  
   *DROID X*, 357-359  
 text, 36-37  
 videos  
   *Gallery app (DROID 3)*, 156  
   *Gallery app (DROID Pro)*, 156  
   *Gallery app (DROID X2)*, 156  
 to VPNs, 192  
 email  
 adding contacts from, 62  
 composing  
   *in Email (DROID Incredible 2)*, 259-261  
   *in Gmail*, 209-210  
   *with Messaging*, 245  
 DROID CHARGE, 248  
   *adding attachments*, 253  
   *adding birthday and other info*, 252  
   *composing email*, 251  
   *formatting email text*, 253  
   *navigating*, 249-250  
   *previewing and downloading attachments*, 256  
   *reading email*, 254  
 DROID Incredible 2, 256-257  
   *adding attachments*, 261  
   *composing email*, 259-261  
   *reading email*, 262-263

reading  
*in Email (DROID CHARGE), 254*  
*in Email (DROID Incredible 2), 262-263*  
*with Messaging, 247*  
*in Gmail, 211-212*

email accounts  
 adding to Contacts, 50-51

corporate  
*adding, 215, 220-221*  
*settings, 222-228*

IMAP  
*adding, 229*  
*adding in DROID Incredible 2, 240*

Microsoft Exchange  
*adding, 236-238*  
*settings, 238-239*

POP3, adding, 229-235  
*adding in DROID Incredible 2, 240-242*

email signatures, 213

ending apps  
 automatically, 413

events  
 adding to Calendar, 328-330  
 deleting, 331  
 editing, 331

external features  
 DROID 3, 4-8  
 DROID CHARGE, 13-15  
 DROID Incredible 2, 20-23  
 DROID Pro, 9-12  
 DROID X2, 16-19

HTC Incredible S, 20-23  
 Motorola Milestone 3, 4-8

## F

Facebook  
 adding to Contacts, 48-50  
 sharing videos, 151

files, attaching to text messages, 301

filtering videos, YouTube, 169

force quitting, apps, 419

foreign currencies, buying apps, 379

formatting email text, Email (DROID CHARGE), 253

free applications, downloading, 377

## G

Gallery app  
 DROID 3, 154, 355  
*deleting videos, 156*  
*editing videos, 156*  
*reviewing, editing, and sharing photos, 357-359*  
*settings, 356*

DROID CHARGE,  
 147-148, 350  
*album menu, 351*  
*album sharing, 351*  
*deleting videos, 151*  
*sharing videos, 149-150*

DROID Incredible 2,  
 152, 354  
*deleting videos, 154*  
*sharing videos, 153*

DROID Pro, 154, 360  
*deleting videos, 156*  
*editing videos, 156*  
*reviewing, sharing, and editing photos, 361-363*  
*settings, 360*

DROID X, 355  
*reviewing, sharing, and editing photos, 357-359*  
*settings, 356*

DROID X2, 154  
*deleting videos, 156*  
*editing videos, 156*

Gallery pictures, wallpaper, 391

Gmail, 205

adding accounts, 206-208

composing emails, 209-210

conversations, 215

reading emails, 211-212

responding to Gmail event invitations, 331-332

settings, 213-215

spam, 212

Gmail event invitation, responding to in Calendar, 334

Google accounts, Calendar app, 331

Google Checkout, configuring, 373-374

Google Reader, 279

Google RSS Reader, 279

Google Voice, 120

- notifications, 131
- setting up, 120, 125
- settings, 130
- SMS, 129
- synchronizing, 131
- upgrading, 126
- voicemails, 128

Google's speech recognition, 35

GPS location, sharing, 279

groups

- application groups, creating, 40
- DROID CHARGE, 68
- DROID Incredible 2, 39

GSM, 186

- changing mobile settings, 186-187

## H

help for DROID, 420

hiding contacts, 69

- in Dialer, 92
- People app, 82

high CPU, warnings, 415

history

- browsers, 276
- clearing, 276

Home screen, 26, 29

- adding contacts, 93-94
- jumping between, 29
- widgets, 402-403

hotspots, 202

HTC DROIDs, skins, 397-398

HTC DROIDs, scenes, 394

- changing, 394
- creating, 395

HTC Incredible S, external features, 20-23

## I

IDROID, 3

IM account types, choosing, 65

IMAP email accounts, adding, 229

- in DROID Incredible 2, 240

importing photos

- Mac OSX, 366
- Windows, 366

inboxes, Messaging, 243

- Universal Inbox, 244

installing

- doubleTwist
  - on Mac OS X, 43
  - on Windows, 42
- synchronization software, 42

international numbers, calling, 99

## J

joining

- contacts manually, 71
  - in Dialer, 89
- People app, 79

jumping between Home screens, 29

## K

keyboards, 30-35

- changing, 399-400
- landscape keyboard, 35
- Swype, 401-402

## L

landscape orientation, 268

language, 405

Launcher, 27

- deleting apps from, DROID X2, 385

limits on messages, 301

linking contacts

- Dialer, 89
- People app, 79

live wallpaper, 392

## M

MAC addresses, 185

Mac OSX

- automated picture importing, 366
- configuring doubleTwist photo options, 369
- installing doubleTwist, 43
- moving pictures, 364

Mail, 205

managing multiple windows, 280

mapping pictures, DROID CHARGE, 353

Market, deleting apps, 383-385

memory, 338

memory usage, warnings, 415

menus, 41

message limits, 301

messages

- deleting, 305
- individual versus whole threads, 305
- options for, 304
- receiving, 302

Messages app, 287

- DROID Incredible 2, settings, 294-298

Messaging, 243, 287

- adding attachments, 246
- composing email, 245
- DROID CHARGE, settings, 292-294
- inboxes, 243
- previewing and downloading attachments, 248
- reading email, 247
- Universal inbox, 244

Microsoft Exchange email accounts

- adding, 236-238
- settings, 238-239

misbehaving apps, dealing with, 418

missed calls, handling, 102-103

mobile settings, changing cellular networks, 186-187

most visited sites, 275

Motorola DROIDS, profiles, 396

- changing, 396
- renaming, 397

Motorola Milestone 3, external features, 4-8

Motorola Widgets, 403

moving

- pictures
  - Mac OSX*, 364
  - Windows*, 365
- Widgets, 404

multiple Google accounts, 208

Music app, 133-134

- adding songs to playlists, 140
- adjusting volume, 136
- controlling playback, 136
- creating playlists, 139
- DROID Incredible 2, 141
  - adding songs to playlists*, 146
  - creating playlists*, 144
  - playing music*, 142
  - rearranging songs in playlists*, 146
  - renaming/deleting playlists*, 147
  - taking actions*, 143
  - working and listening to music*, 144
- rearranging songs in playlists, 140
- scrolling by letter, 135
- taking actions, 137
- working and listening to music, 138

## N

navigating

- Android Market, 375
- browsers, 265-267
- Contacts, 52-53
- Dialer*, 83-84
- Email
  - DROID CHARGE*, 249-250
  - DROID Incredible 2*, 257
- People app, 74-75

network options, Wi-Fi, 183-185

networks

- 3G Mobile Hotspot, 192
  - DROID CHARGE*, 196, 200
  - DROID Incredible 2*, 193-194
  - DROID Pro*, 200
  - DROID X2*, 195
- adding hidden networks, 182
- VPNs, 189
  - adding*, 189-191
  - connecting to*, 191
  - deleting*, 192
  - editing*, 92

news feeds, subscribing to, 277-279

notifications, Google Voice, 131



## O

- optimizing batteries, 413-416
  - DROID Incredible 2, 417
- options while on calls, 106
  - DROID Incredible 2, 110-111

## P-Q

- pairing with Bluetooth devices, 178
- panoramic pictures, 339
- passkeys, pairing with Bluetooth devices, 179
- pauses, 99
- People app, DROID Incredible 2, 74
  - contacts, 75
  - editing contact information, 76
  - editing contact pictures, 77
  - joining contacts manually, 79
  - linking contacts, 79
  - navigating, 74-75
  - separating contacts, 79-81
  - showing/hiding contacts, 82
- permissions, downloading free apps, 378
- photo albums, creating, 366
- photos
  - adding
    - in *Dialer*, 87-89
    - to contacts, 59-61
  - albums, creating, 366
  - DROID 3, 355
    - reviewing, sharing, and editing photos, 357-359
    - settings, 356
  - DROID CHARGE, 350
    - reviewing, editing, and sharing pictures, 352
    - album menu, 351
    - album sharing, 351
    - rotating, cropping, and mapping pictures, 353
  - DROID Incredible 2, 354
    - reviewing, editing, and sharing photos, 354-355
  - DROID Pro, 360
    - reviewing, sharing, and editing photos, 361-363
    - settings, 360
  - DROID X, 355
    - reviewing, sharing, and editing photos, 357-359
    - settings, 356
  - editing contact pictures, 77
  - moving
    - Mac OS X, 364
    - Windows, 365
  - synchronizing with computers, 363-366
    - doubleTwist*, 368-370
- picture tags, Camera app, 340
- pinching touchscreens, 30
- placing calls, 103-108
  - default numbers, 105
  - DROID Incredible 2, 108-109
- playback, controlling (Music app), 136
- playing
  - music, DROID Incredible 2, 142
  - videos, YouTube, 168-169
- playlists
  - adding songs to, 140
    - DROID Incredible 2, 146
  - creating in DROID Incredible 2, 144
  - creating in Music app, 139
  - rearranging songs in, DROID Incredible 2, 146
  - rearranging songs in Music app, 140
  - renaming/deleting, DROID Incredible 2, 147
- POP3 email accounts, adding, 229-235
  - in DROID Incredible 2, 240-242
- Power Saver feature, 418
- previewing attachments
  - Email (DROID CHARGE), 256
  - Messaging, 248
- profiles (Motorola DROIDS), 396
  - changing, 396
  - renaming, 397

## R

### reading

#### email

*Email (DROID CHARGE), 254*

*Email (DROID Incredible 2), 262-263*

*Gmail, 211-212*

*Messaging, 247*

### receiving

calls, 101-102

text messages, 302

### recording videos, Camera

#### app

DROID 3, 163-164

DROID CHARGE, 158

DROID Incredible 2, 165

DROID Pro, 160-161

DROID X2, 160-161

### removing

#### accounts from

Contacts, 52

widgets, 404

### renaming

playlists, DROID

Incredible 2, 147

profiles, Motorola

DROIDs, 397

### responding

to corporate event

invitations, 333-334

to Gmail event

invitations, 331-332

### reviewing photos

DROID 3, 357-359

DROID CHARGE, 352

DROID Incredible 2,  
354-355

DROID Pro, 361-363

DROID X, 357-359

### ringtones

adding custom ring-  
tones, 119

custom ringtones,  
adding, 15

roaming, auto-retrieval of  
messages, 292

### rotating

pictures, DROID  
CHARGE, 353

screens, 30

## S

Scenes (HTC DROIDs), 394

changing, 394

creating, 395

### screens

rotating, 30

unlocking, 24

scrolling by letter, Music  
app, 135

Search button, 135

Search settings, 408-409

sending SMS, Google  
Voice, 129

separating contacts, 72

Dialer, 91

People app, 79-81

Settings, deleting apps, 381

### sharing

albums, DROID  
CHARGE, 351

GPS location, 279

pictures

*DROID 3, 357-359*

*DROID CHARGE, 352*

*DROID Incredible 2,  
354-355*

*DROID Pro, 361-363*

*DROID X, 357-359*

Videos, Gallery app

*DROID CHARGE,  
149-150*

*DROID Incredible 2,  
153*

showing contacts, 69

Dialer, 92

People app, 82

signatures, email, 213

### silencing

DROID, 24

DROID 2, 25

DROID 3, 25

DROID CHARGE, 25

skins (HTC DROIDs),  
397-398

slide, touchscreens, 30

Smart Alarm, DROID  
CHARGE, 315

SMS (Short Message  
Service), 287. *See also text  
messages*

Google Voice, 129

sort order, changing, 84

### sound settings

DROID 3, 119-120

DROID CHARGE, 119-120

DROID Incredible 2,  
115-116

DROID Pro, 119-120

DROID X2, 119-120

SoundBack, 408

spam, Gmail, 212

speech recognition, 35

stars and labels, Gmail, 209

starting  
 applications, 39  
 application groups, 39

static IP addresses, 185

status bars, 28  
 dragging, 28

status of contacts, checking, 55-56

Stopwatch, DROID Incredible 2, 319

subscribing to news feeds, 277-279

swipe, touchscreens, 30

switching between applications, 40

Swype keyboard, 401-402

synchronizing photos with computers, 363-370

symbols, 34

synchronization software, installing, 42

synchronizing, Google Voice, 131

## T

tags, DROID Incredible 2, 275

TalkBack, 408

Task Manager, 413-414

text  
 copied, 38  
 editing, 36-37

text messages, 287  
 attaching files, 301  
 composing, 299  
 limits on, 301  
 options for, 304  
 receiving, 302

Text Messaging app, 287-288  
 settings, 290-292

tilt trick, 350

Timer function, 311  
 DROID Incredible 2, 318

touch, 30

touch and hold, 30

touch screens, 30

tricks for browsers, 268

troubleshooting Wi-Fi connections, 183

## U

uninstalling apps, 385

Universal Inbox, Messaging, 244

unlocking screen, 24

updating Android, 411-412

upgrading Google Voice, 126

## V

video focusing, 164

video settings, changing (Camera app)  
 DROID 3, 165  
 DROID CHARGE, 159  
 DROID Incredible 2, 166  
 DROID Pro, 162  
 DROID X2, 162

videos  
 changing video settings, Camera app (DROID X2), 162  
 deleting, Gallery app (DROID Incredible 2), 154

filtering in YouTube, 169

Gallery app (DROID 3), 154  
*deleting videos, 156*  
*editing videos, 156*

Gallery app (DROID CHARGE), 147-148  
*deleting videos, 151*  
*sharing videos, 149-150*

Gallery app (DROID Incredible 2), 152  
*deleting videos, 154*  
*sharing videos, 153*

Gallery app (DROID Pro), 154  
*deleting videos, 156*  
*editing videos, 156*

Gallery app (DROID X2), 154  
*deleting videos, 156*  
*editing videos, 56*

playing in YouTube, 168-169

recording (Camera app)  
 DROID 3, 163-164  
 DROID CHARGE, 58  
 DROID Incredible 2, 165  
 DROID Pro, 160-161  
 DROID X2, 160-161

sharing (Gallery app)  
 DROID Incredible 2, 153  
 DROID CHARGE, 149-151

voice dialing, 105  
 Bluetooth, 109  
 DROID Incredible 2, 109

voicemails, Google Voice, 128

volume, 408  
adjusting, 136

VPNs, 189  
adding, 189-191  
connecting to, 191  
deleting, 192  
editing, 192

## W-X

waits, 99

wallpaper, changing, 389-390  
from gallery pictures, 391  
live wallpaper, 392

warnings, high CPU or memory usage, 415

Wi-Fi, 181  
connecting to, 181-183  
efficiency of, 185  
network options, 183-185  
troubleshooting connections, 183

widgets, 27  
adding to Home screen, 402-403  
moving, 404  
removing, 404

Windows  
automated picture importing, 366  
configuring doubleTwist photo options, 370  
installing doubleTwist, 42  
moving pictures, 365

windows, managing multiple windows, 280

World Clock, DROID Incredible 2, 320

## Y-Z

YouTube, 167  
changing settings, 170  
filtering videos, 169  
main screen, 167  
playing videos, 168-169  
sharing videos, 150

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