

My Android™ Tablet



COVERS
Android 5.0
"Lollipop"

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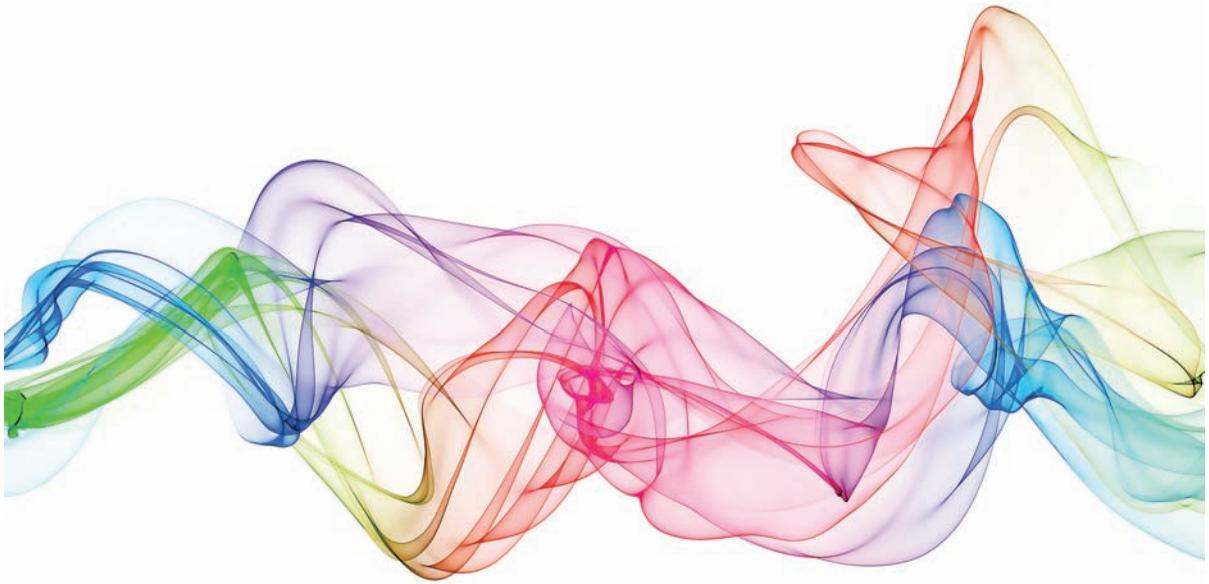
Craig James Johnston

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My Android™ Tablet



Craig James Johnston

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My Android Tablet

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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][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 co-hosts the CrackBerry.com podcast, as well as guest hosting on other podcasts including iPhone and iPad Live podcasts. You can see Craig's previously published work in his books *Professional BlackBerry*, and *My iMovie*, plus many other books in the *My* series, including books covering BlackBerry, Palm, and Android devices.

Craig also enjoys high-horsepower, high-speed vehicles and tries very hard to keep to the speed limit 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 cats.

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

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

Dedication

"I love deadlines. I like the whooshing sound they make as they fly by."
—Douglas Adams

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In this chapter, you become familiar with the external features of a typical Android tablet and the basics of getting started with the Android operating system. Topics include the following:

- Your Android tablet's external features
- Fundamentals of Android 5.0 (Lollipop)
- First-time setup
- Synchronization software



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Getting to Know Your Android Tablet

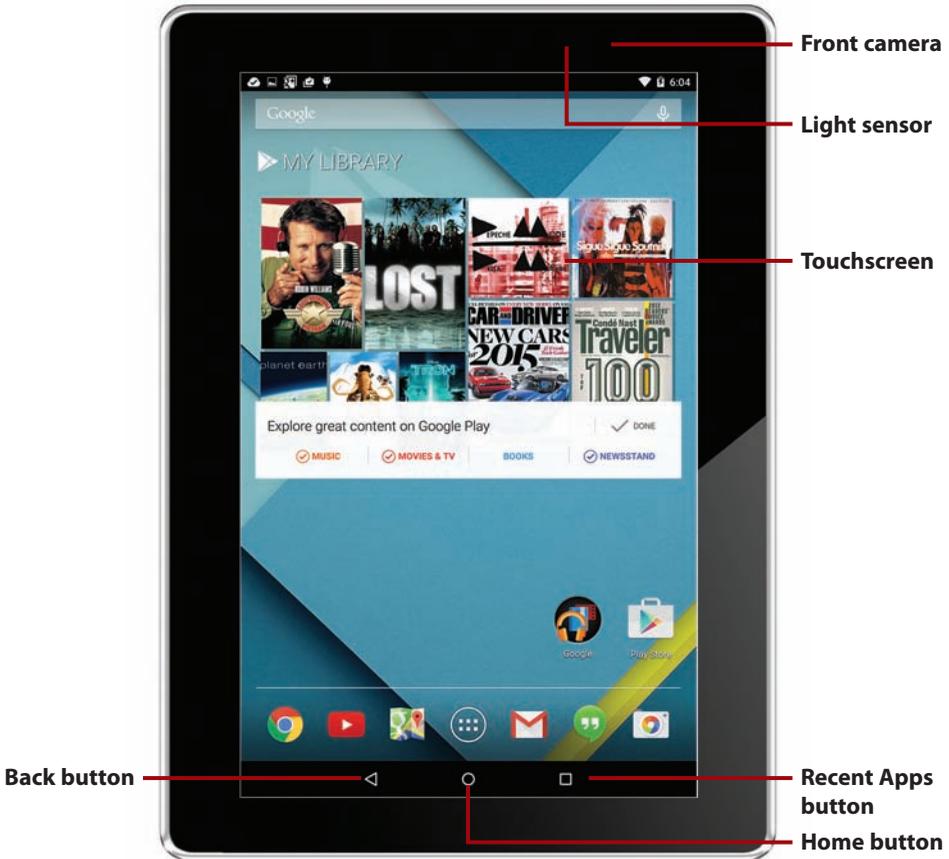
You can start to get to know more about your Android tablet by examining the external features, device features, and how Google's latest operating system—Android 5.0 (Lollipop)—works.

One important thing to remember about any Android tablet bearing the Nexus name is that it is a pure Android tablet with no wireless carrier or vendor modifications. This book refers to this unchanged version of Android, but where appropriate some vendor-specific information is also included.

Your Android Tablet's External Features

Becoming familiar with the external features of your Android tablet is a good place to start because you will be using them often.

Front



Light sensor Normally placed near the front camera, it adjusts the brightness of the screen based on the brightness of the ambient light.

Front camera Front-facing camera that you can use for video chat, taking self-portraits, and even unlocking your Android tablet using your face. Some tablets might not have a front-facing camera.

Touchscreen The Android tablet has a screen that incorporates 10-finger capacitive touch. The exact physical dimensions, technology used, and resolution of the screen differ depending on which vendor makes and sells the tablet.

Back button Tap to go back one screen when using an application or menu. This virtual button is actually on the screen; however some tablet vendors place a touch-sensitive Back button below the screen.

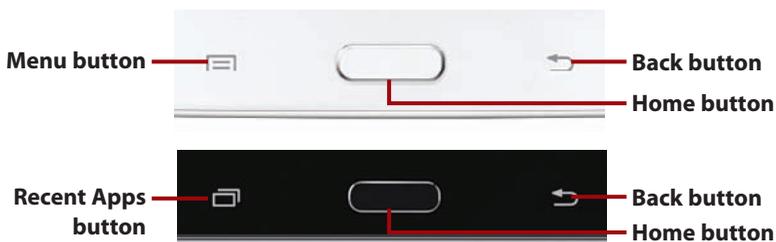
Recent Apps button Tap to see a list of recently used apps and switch between them. This virtual button is actually on the screen. Some vendors, such as Samsung, modify Android so that this virtual button is removed. These vendors normally require that you touch and hold the Home button to see recent apps.

Home button Tap to go to the Home screen. The application that you are using continues to run in the background. This virtual button is actually on the screen; however, some vendors, such as Samsung, place an actual physical Home button below the screen.

Menu button—Some vendors, such as Samsung, keep the Menu button even though it is a hold-over from a much older version of Android. Tap the Menu button to see a context-aware menu of options based on the screen or app you are using.

Button Placement

Google creates Android, and in older versions of Android, many devices that ran Android used physical buttons and even featured trackballs for navigation. More recent versions of Android have moved the physical buttons onto the screen as virtual buttons. Android also no longer has a Menu button (virtual or not), opting for a Menu icon in each app. However some vendors, such as Samsung, have chosen to implement buttons using their own design. Samsung has chosen to keep the physical Home button on all its devices. Samsung (as well as some other vendors) also has kept the Back and Recent Apps buttons below the screen. Depending on the model of Samsung tablet you own, you may have a Recent Apps button or a Menu button. These are some variations you might see.



Back



Micro-HDMI port Some tablets include a Micro-HDMI port that enables you to use a Micro-HDMI-to-HDMI cable to play videos from your tablet onto a television or monitor.

Microphone Used for video and audio calls (using apps such as Skype or Google Talk). The actual placement of this microphone differs between manufacturers; however, it is normally on the top edge of the tablet or on the back near the top.

3.5mm headphone jack Used with third-party headsets so that you can enjoy music and talk on the tablet. The actual placement of the headphone jack differs based on the manufacturer of the tablet.

Micro-USB port Used to synchronize your Android tablet to your desktop computer and charge it. The placement of the Micro-USB port differs based on the manufacturer of the tablet. Some manufacturers are starting to include a Micro-USB 3 port, which is slightly longer.

LED camera flash Illuminates the area when you're taking photos or recording video.

Rear camera Rear-facing camera. The exact lens type, sensor resolution, and aperture differ based on who makes and sells the tablet. Some tablets do not include a rear camera.

Other Buttons and Connectors



Docking pins Use with accessories and docks to automatically start certain applications and charge your Android tablet. For example, a vehicle dock could automatically launch the Navigation app. Not all tablets include this connector, and the location of it differs based on which company manufactures the tablet.



Power button Press once to wake your Android tablet. Press and hold for 1 second to reveal a menu of choices. The choices enable you to put your Android tablet into silent mode, airplane mode, or power it off completely. The location of the Power button differs based on the tablet manufacturer.

Volume up/down buttons Control the audio volume on calls and while playing audio and video. The location of the volume buttons differs based on the tablet manufacturer.

Other Sensors and Radios

Your Android tablet includes a Wi-Fi (WLAN) radio for connecting to your home or office networks or to Wi-Fi hotspots in airports, coffee shops, and even on planes. It also has a Bluetooth radio for connecting Bluetooth accessories such as headsets. Some tablets may include a Near Field Communications (NFC) radio for mobile payments and swapping information between other Android devices. On the sensor front your tablet probably has an accelerometer for detecting movement, a compass for directional awareness, a gyroscope for assisting with movement detection and gaming, a Global Positioning System (GPS) for detecting where you are on the planet, and, in some cases, a Hall Sensor for detecting a magnetic field.

First-Time Setup

Before setting up your new Android tablet, it is advisable that you have a Google account. This is because your Android tablet running Android is tightly integrated into Google and enables you to store your content in the Google cloud, including any books and music you buy or movies you rent. If you do not already have a Google account, go to <https://accounts.google.com> on your desktop computer and sign up for one.

You Need Wi-Fi to Set Up Your Android Tablet

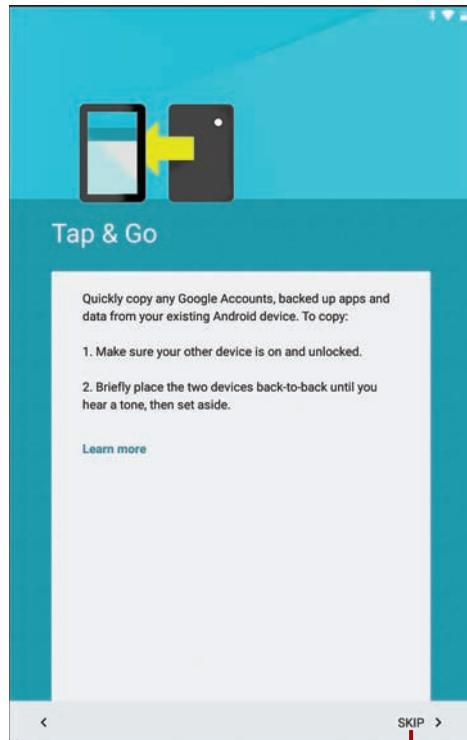
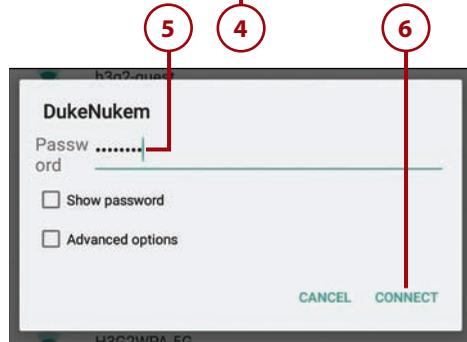
You need to connect to a Wi-Fi network when you set up your Android tablet.

Set Up Your Android Tablet

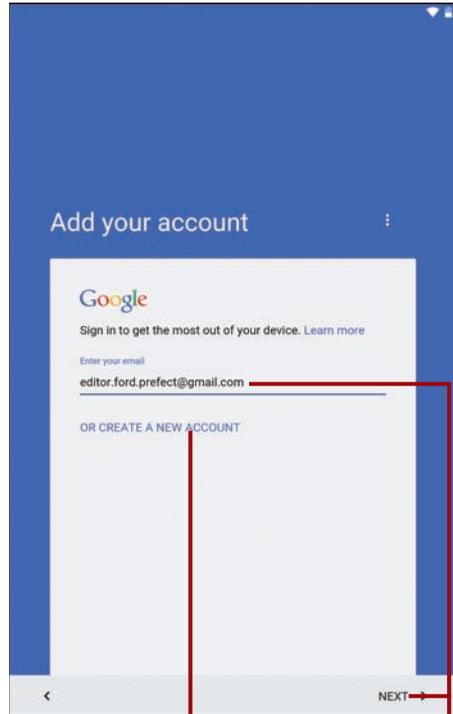
1. Press the Power button until you see the animation start playing.
2. Swipe up or down to change your location if needed.
3. Tap the arrow button to start the setup process.



4. Select a Wi-Fi network to connect to.
5. Type in the Wi-Fi network password.
6. Tap Connect.
7. If you have another Android device (tablet or smartphone) running Android 5.0 (Lollipop), and you want to transfer the data from it to your new tablet, follow the instructions on this screen, or tap Skip to continue.



8. Enter your Gmail email address if you already have a Gmail account, and tap Next.
9. Enter your Google account password.
10. Tap Next.

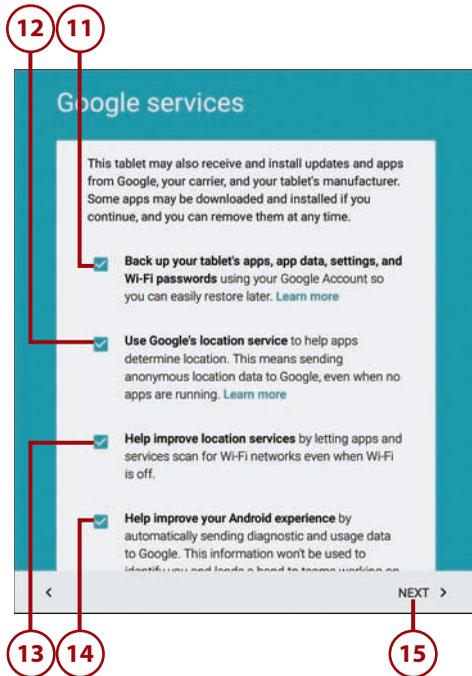


Tap to get a
Google account

8



11. Check this box if you want to back up your tablet's data so that it can be restored to a new tablet or smartphone in the future.
12. Check this box if you are okay with Google collecting information about your geographic location at any time. Although Google keeps this information safe, if you are concerned about privacy rights, you should uncheck this box.
13. Check this box if you are okay with your tablet scanning for Wi-Fi networks even if you have the Wi-Fi radio turned off. This helps improve location accuracy.
14. Check this box if you are okay letting Google collect diagnostic information about your tablet and the apps running on it.
15. Tap Next to complete your tablet setup.



Extra Setup Steps for Some Tablets

Many vendors that make Android tablets modify them so that they include special services and features unique to their brand of tablets—for example, separate app stores, special cloud services that provide backup and restore services, and other unique brand-only features. Normally, these features require that you have an account with the vendor itself in addition to having your Google account. Some tablet vendors include extra apps such as Dropbox and use those services to back up your tablet or store the pictures you take with the camera. During the tablet setup, you might be asked to enter your vendor-specific account details (or create a new account) or participate in extra services such as Dropbox. It's up to you whether you want to create this account or use only your Google account.

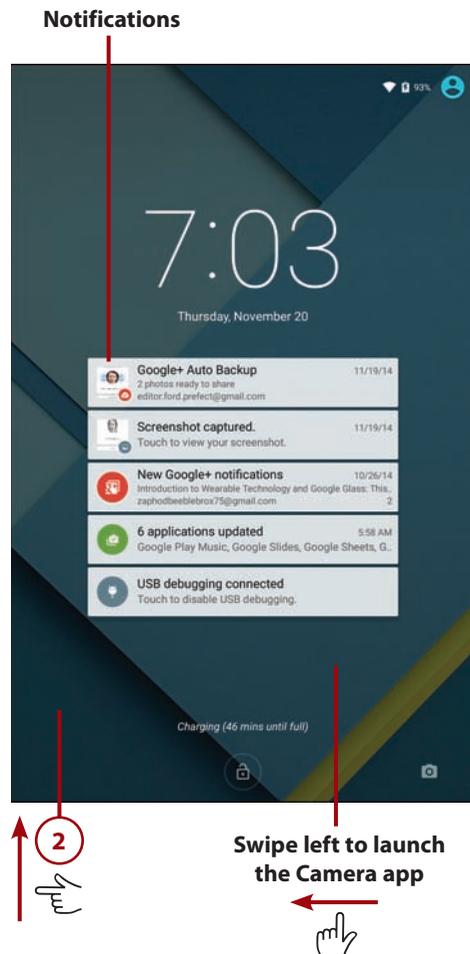
Fundamentals of Android 5.0 (Lollipop)

Your Android tablet is run by an operating system called Android. Android was created by Google to run on any tablet or smartphone, and quite a few tablets and smartphones run on Android today. This book covers the latest version of Android, called Android 5.0 (also called Android Lollipop).

The Lock Screen

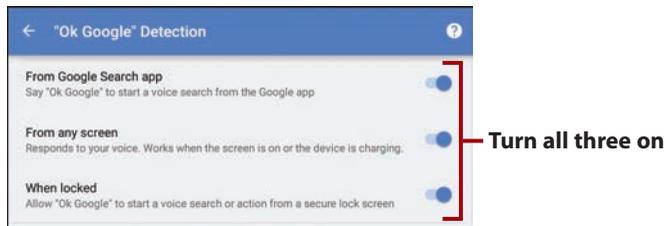
If you haven't used your Android tablet for a while, the screen goes blank to conserve battery power. Here is how to interact with the lock screen.

1. Press the Power button to wake up your Android tablet. Some tablets have a physical Home button (as discussed earlier) and in these instances, pressing the physical Home button also wakes up your tablet.
2. Swipe up anywhere on the screen to unlock your tablet.



Talk to Your Tablet While It's Sleeping

As long as it's plugged into power, you can speak to your tablet and give it commands, even while it is sleeping. Just say "OK Google," and it will wake up and listen for commands. You can search your tablet or the Internet, or give commands to send an email, add reminders, and many other things. To enable this feature, go to Settings, Language & Input, Voice Input, and tap the cog icon to the right of Enhanced Google services. Then tap "OK Google" Detection, and make sure all three switches are in the on position.

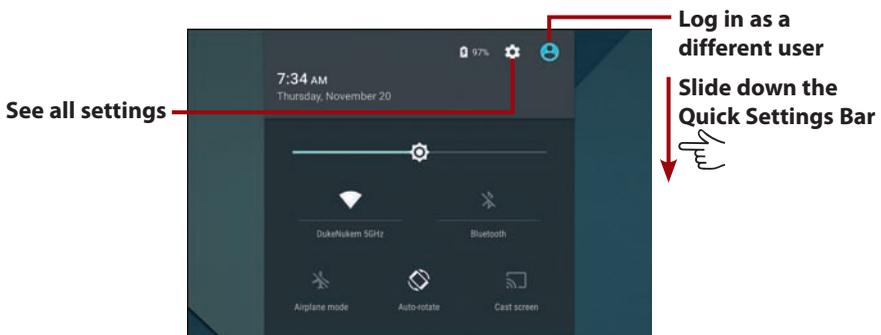


Work with Notifications on the Lock Screen

With Android 5.0 (Lollipop), you can work with notifications right on the lock screen. If you see notifications in the middle of the screen, touching one takes you straight to the app that created it. Read more about notifications later in this section.

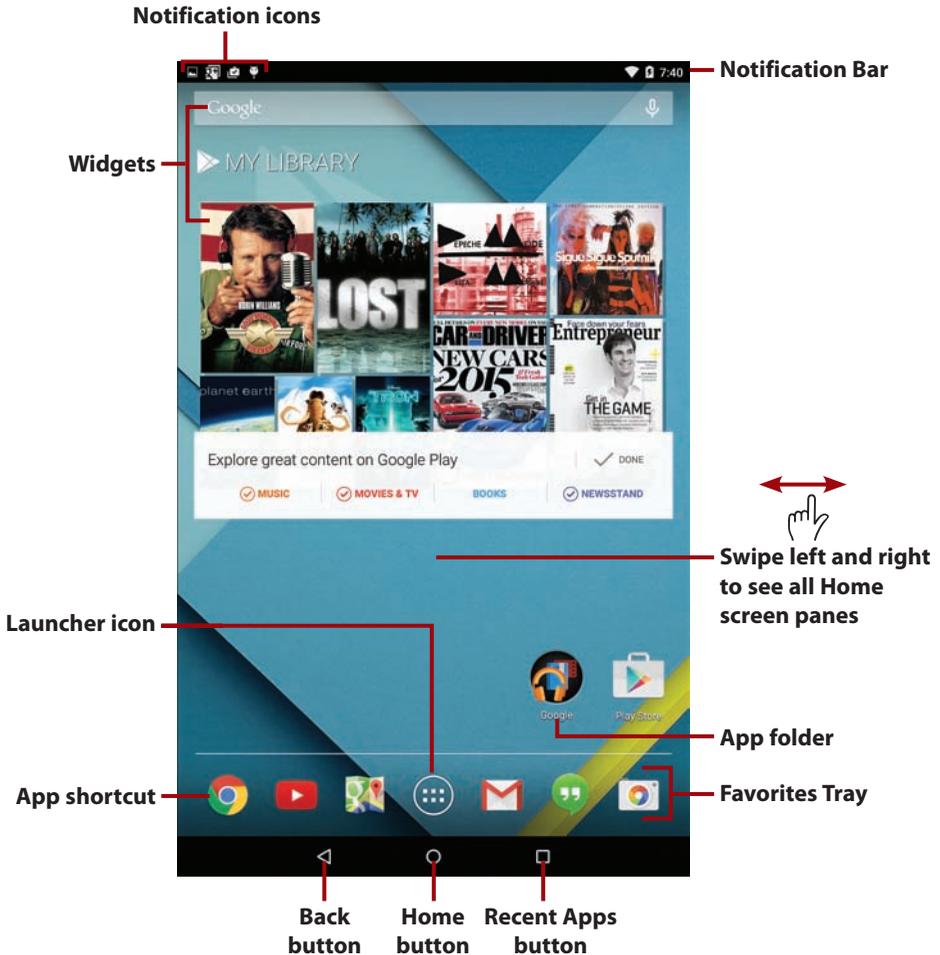
Work with Android Settings on the Lock Screen

With Android 5.0 (Lollipop), you can work with settings (such as Airplane Mode, turning Wi-Fi on or off, and so on) right on the lock screen. To work with settings, pull down the Quick Settings bar by sliding down from the top of the screen with two fingers to view and change commonly used settings. Tap the Settings icon to see a full list of settings. Tap the user icon to log in as a different tablet user, a guest tablet user, or create a new tablet user. Tablet user is covered later in this prologue.



The Home Screen

After you unlock your Android tablet, you are presented with the middle Home screen pane. Your Android tablet typically has five Home screen panes. The Home screen panes contain application shortcuts, a Launcher icon, a Notification Bar, Shortcuts, a Favorites Tray, and widgets.

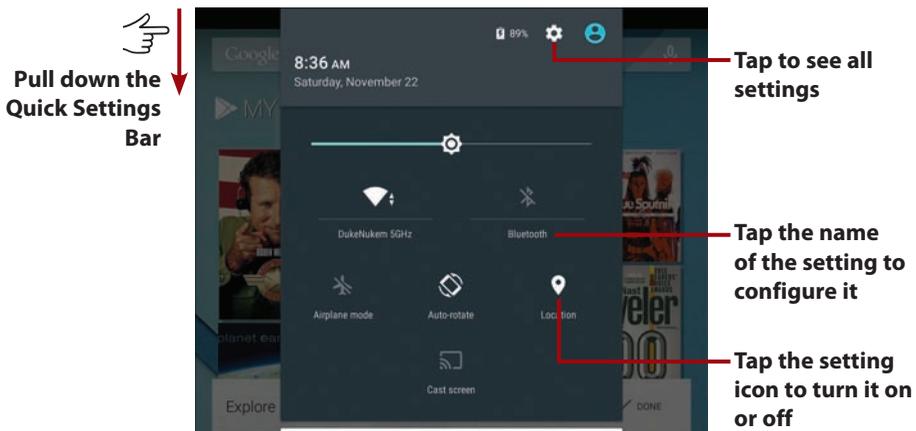
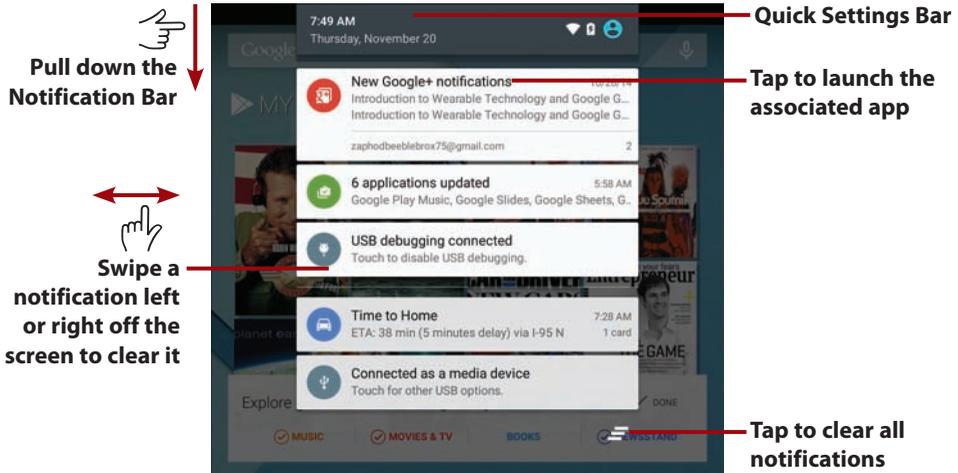


Notification Bar The Notification Bar shows information about Bluetooth, Wi-Fi, and cellular coverage, as well as the battery level and time. The Notification Bar also serves as a place in which apps can alert or notify you using notification icons.

Notification icons Notification icons appear in the Notification Bar when an app needs to alert or notify you of something. For example, the tablet app can show the new email icon indicating that you have new unread emails.

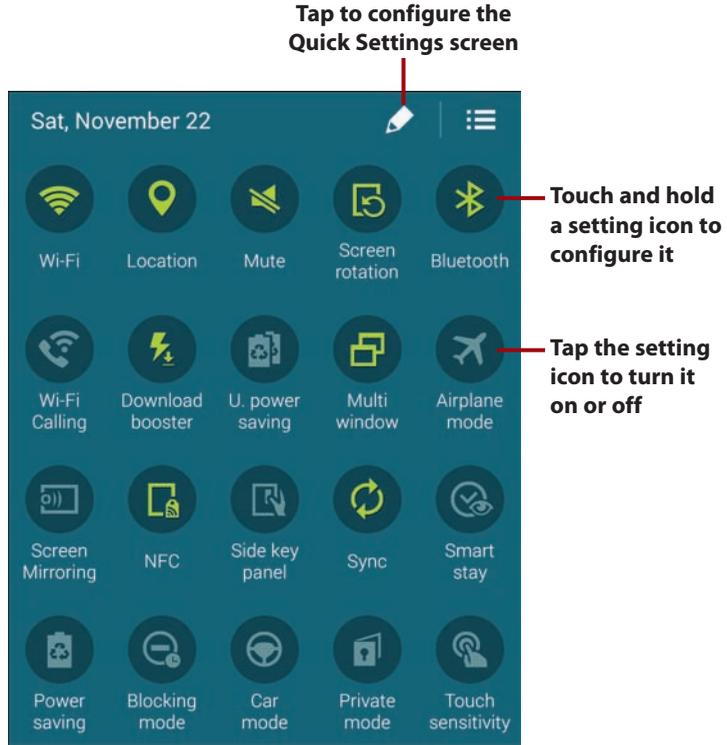
Working with Notifications and Quick Settings

To interact with notifications that appear in the Notification Bar, place one finger above the top of the screen and swipe down to reveal the notifications. Swipe each individual notification off the screen to the left or right to clear them one by one. Using two fingers, drag down on a notification to expand it. You can also work with settings (such as Airplane Mode or turning Wi-Fi on or off). To work with settings, tap the Quick Settings Bar to view and change commonly used settings. Tap the Settings icon to see a full list of settings. If you want to get to Quick Settings right away, use two fingers and swipe down from the top of the screen. The Quick Settings Bar will slide down, with the notifications underneath it. Swiping down to see notifications and Quick Settings works on any screen, and while running any app.



Differences Between Tablets

Some tablets modify the way that Quick Settings works. For example, when you swipe down with two fingers on a Samsung tablet, you see a lot more Quick Settings icons. To control how many you see, tap the pencil icon. To configure a setting like Bluetooth, touch and hold the setting icon. Tap the icon to turn the setting on or off.



Widgets Widgets are mini apps that run right on the Home screen panes. They are specially designed to provide functionality and real-time information. An example of a widget is one that shows the current weather or provides search capability. You can move and resize widgets.

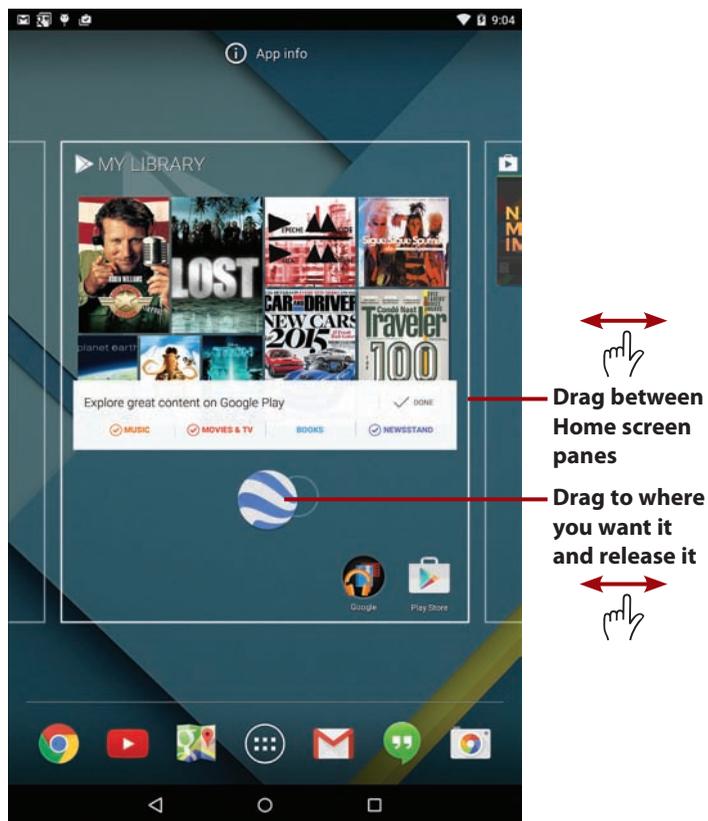
App shortcut Tapping an app shortcut launches the associated app.

Creating App Shortcuts

Tap the Launcher icon to see all your apps. Touch and hold on the app you want to make a shortcut for. After the Home screen appears, drag the app shortcut to where you want it on the Home screen, drag it to an app folder to add it to the folder, or drag it left or right off the screen to move it between Home screen panes. Release the icon to place it.



Touch and hold an app icon



Drag between Home screen panes

Drag to where you want it and release it

App folders App folders are groups of apps that you can use to organize and declutter your screen.

Creating App Folders

To create a new app folder, simply drag one app shortcut onto another one. An app folder is created automatically. To name your new app folder, tap the folder to open it, and tap Unnamed Folder to enter your custom name.



Favorites Tray The Favorites Tray is visible on all five Home screens. You can drag apps to the Favorites Tray so that they are available no matter which Home screen pane you are looking at. You can rearrange and move apps in the Favorites Tray.

Launcher icon Tap to show application icons for all applications that you have installed on your Android tablet.

The System Bar

Your Android tablet running Android 5.0 (Lollipop) has no physical buttons. Instead it has an area of the screen set aside for virtual buttons. This area is called the System bar. The System bar includes the Back, Home, and Recent Apps virtual buttons.

My Tablet Doesn't Have a System Bar

Although Google's Android operating system is designed to use virtual buttons in the System bar, some tablet vendors, such as Samsung, have chosen to use physical and touch-sensitive buttons below the screen. Because the buttons are below the screen, there is no need to have a System bar. Refer to the "Button Placement" margin note earlier in this prologue for more information.



System bar Reserved area of the screen where virtual buttons are displayed.

Back button Tap to go back one screen in an app or back one step while navigating Android.

Home button Tap to exit what you are doing and return to the Home screen. Your app continues to run in the background.

Recent Apps button Tap to see your recently used apps, switch between them, and close them.

Using Your Touchscreen

Interacting with your Android tablet is done mostly by touching the screen—what's known as making gestures on the screen. You can tap, touch and hold, swipe, pinch, double-tap, and type.

Tap To start an application, tap its icon. Tap a menu item to select it. Tap the letters of the onscreen keyboard to type.



Touch and hold Touch and hold to interact with an object. For example, if you tap and hold a blank area of the Home screen, a menu pops up. If you tap and hold an icon, you can reposition it with your finger.



Drag Dragging always starts with a tap and hold. For example, if you tap and hold the Notification Bar, you can drag it down to read all the notification messages.



Swipe or slide Swipe or slide the screen to scroll quickly. To swipe or slide, move your finger across the screen quickly. Be careful not to tap and hold before you swipe or you will reposition something. You can also swipe to clear notifications or close apps when viewing the recent apps.



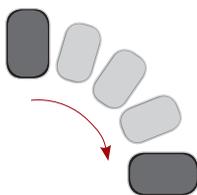
Double-tap Double-tapping is like double-clicking a mouse on a desktop computer. Tap the screen twice in quick succession. For example, you can double-tap a web page to zoom in to part of that page.



Pinch To zoom in and out of images and pages, place your thumb and forefinger on the screen. Pinch them together to zoom out or spread them apart (unpinch) to zoom in. Applications such as Browser, Photos, and Maps support pinching.



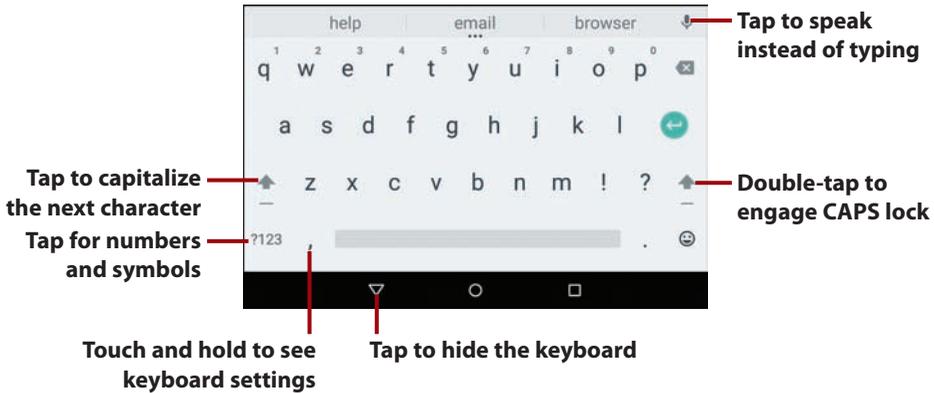
Rotate the screen If you rotate your Android tablet from an upright position to being on its left or right side, the screen switches from portrait view to landscape view. Most applications honor the screen orientation. The Home screens and Launcher do not.



Using Your Keyboard

Your Android tablet has a virtual (onscreen) keyboard for those times when you need to enter text. You might be a little wary of a keyboard that has no physical keys, but you will be pleasantly surprised at how well it works.

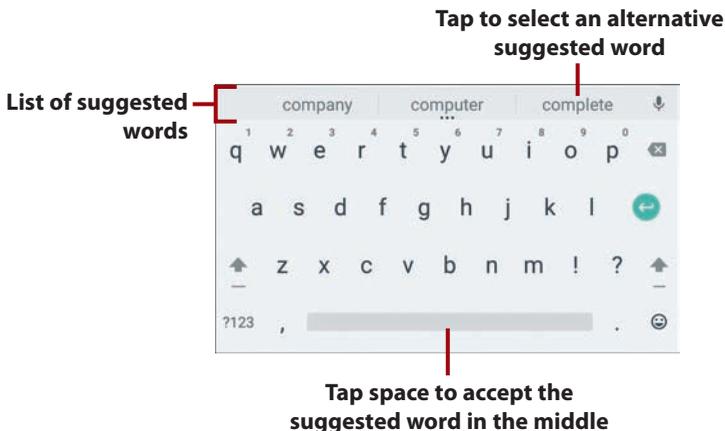
Most apps automatically show the keyboard when you need to enter text. If the keyboard does not appear, tap the area where you want to type and the keyboard slides up ready for use.



Keyboard Quick Tips

If you are typing an email address or a website address, the keyboard shows a button labeled .COM. If you tap it, you type .COM, but if you touch and hold it, you can choose between .EDU, .GOV, .ORG, and .NET. If you tap and hold the Return key, the cursor jumps to the next field. This is useful if you fill out forms on a website or move between fields in an app. If you touch and hold the comma key, you can change the language and keyboard settings.

Using the virtual keyboard as you type, your Android tablet makes word suggestions. Think of this as similar to the spell checker you would see in a word processor. Your Android tablet uses a dictionary of words to guess what you are typing. If the word you were going to type is highlighted, tap the space or period to select it. If you can see the word in the list but it is not highlighted, tap the word to select it.



Add Your Word

If you type a word that you know is correct, you can add it to your personal dictionary so that the next time you type it, your Android tablet won't try to correct it. To do this, after you type the word—but before you tap space—you'll notice that your word is underlined. Tap on the underlined word, and your word appears in the middle of the suggested words area. Tap the word to add it to your personal dictionary. Tap it once more to complete the action.

First, tap your word to add it to the dictionary.



Next, tap the word as it appears here.

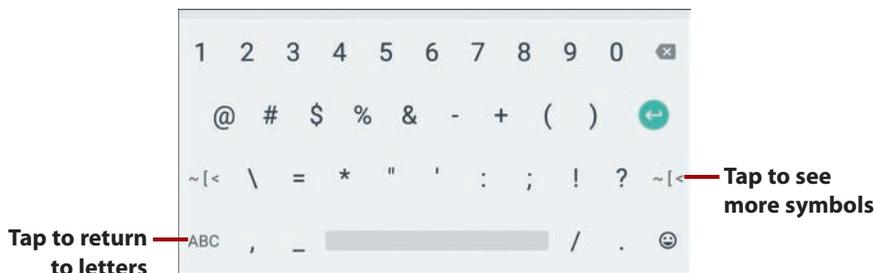


Tap your word again to complete the save

To make the next letter you type a capital letter, tap the Shift key. To make all letters capitals (or CAPS), double-tap the Shift key to engage CAPS Lock. Tap Shift again to disengage CAPS Lock.

To type numbers or symbols, tap the Symbols key.

When on the Numbers and Symbols screen, tap the Symbols key to see extra symbols. Tap the ABC key to return to the regular keyboard.



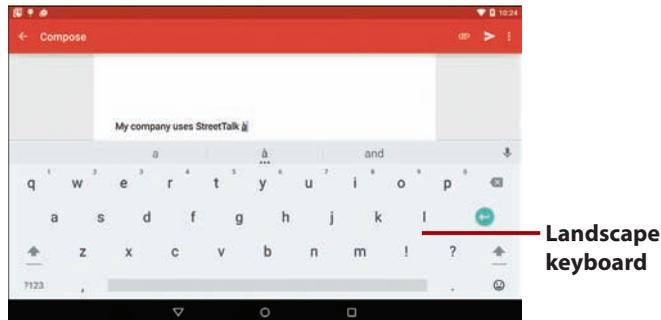
To enter an accented character, touch and hold any vowel or the C, N, or S keys. A small window opens enabling you to select an accented or alternative character. Slide your finger over the accented character, and lift your finger to type it.



To reveal other alternative characters, tap and hold any other letter, number, or symbol.

Want a Larger Keyboard?

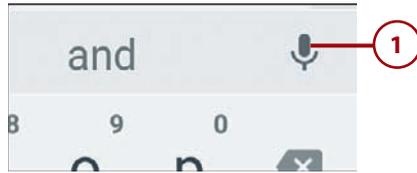
Turn your Android tablet sideways to switch to a landscape keyboard. The landscape keyboard has larger keys and is easier to type on.



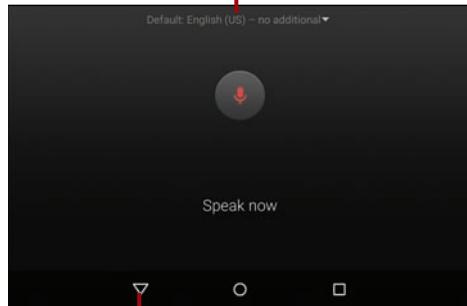
Dictation: Speak Instead of Typing

Your Android tablet can turn your voice into text. It uses Google's speech recognition service, which means that you must have a connection to the cellular network or a Wi-Fi network to use it.

1. Tap the microphone key.
2. Wait until you see **Speak Now**, and then start saying what you want to be typed. You can speak the punctuation by saying "comma," "question mark," "exclamation mark," or "exclamation point."
3. Stop speaking to finish dictation.



Tap to select a different dictation language



Tap to cancel voice dictation

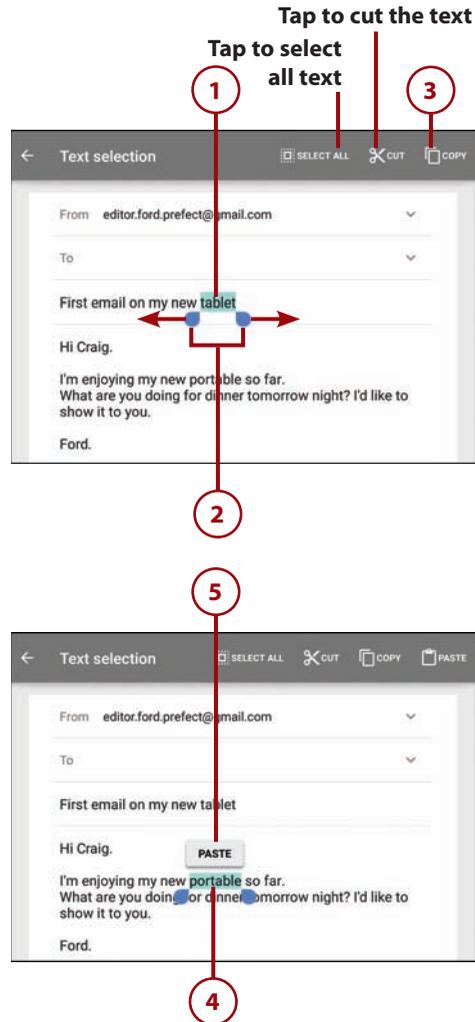
Swipe to Type

Instead of typing on the keyboard in the traditional way by tapping each letter individually, you can swipe over the letters in one continuous movement. This is called **Gesture Typing**. It is enabled by default; to use it, just start swiping your finger over the letters of the word you want to type. As you swipe your finger, you see a trail following your finger. Lift your finger after each word. To add a space, swipe over the space bar, or just start the next word and let the keyboard add the space for you. To type a double letter (as in the word "pool"), loop around that letter on the keyboard.

Edit Text

After you enter text, you can edit it by cutting, copying, or pasting the text. Here is how to select and copy text, and then paste over a word with the copied text.

1. While you are typing, tap and hold a word you want to copy. The word highlights in blue, and you see end markers on either side of the word.
2. Slide the blue end markers until you have selected all the text you want to copy. In this example, we just need the one word.
3. Tap to copy the text. You can also cut the text. This example demonstrates copying text.
4. Touch and hold the word you want to paste over.
5. Tap Paste.



Simpler Copy/Paste

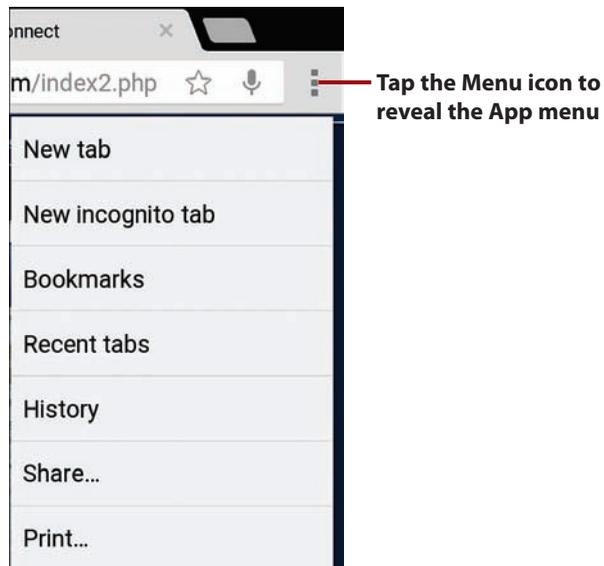
You might want to just copy some text and paste it somewhere else, instead of pasting it over a word. To do this, after you have copied the text, tap once in the text area, and move the single blue marker to where you want to paste the text. Tap the blue marker again, and tap Paste.



Menus

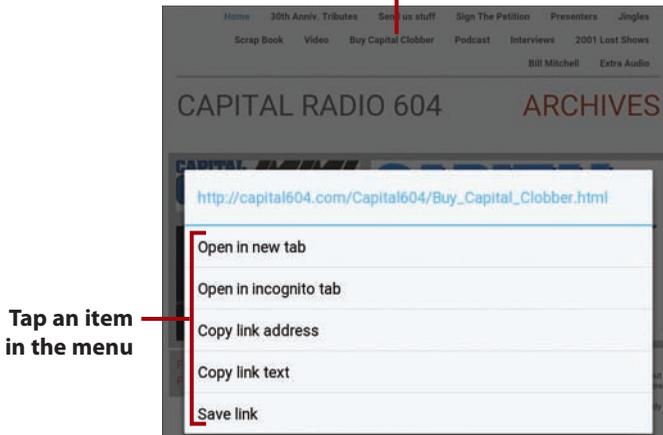
Your Android tablet has two types of menus: App menus and Context menus. Let's go over what each one does.

Most applications have a Menu icon, which enables you to make changes or take actions within that application. The Menu icon should always appear in the top-right corner of an app; however, it can sometimes appear in the System bar next to the Recent Apps button or elsewhere in the app. Remember that some tablets have a physical Menu button below the screen and might not have the onscreen Menu icon.



A context menu applies to an item on the screen. If you tap and hold something on the screen (in this example, a link on a web page), a context menu appears. The items on the context menu differ based on the type of object you tapped.

Touch and hold a link to reveal the link context menu



Switch Between Apps

Your Android tablet has an icon called the Recent Apps icon. This icon is always on the System bar at the bottom of your screen. You can use this icon to switch between apps, close apps, and force them to quit if they have stopped responding.

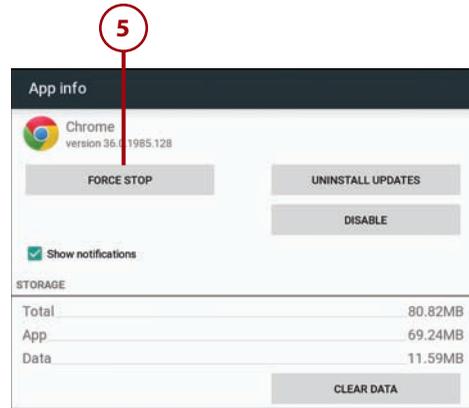
1. Tap the Recent Apps icon.
2. Scroll up and down the list of recent apps.
3. Swipe an app left or right off the screen to close it.
4. Tap and hold an app's icon to reveal the app's information screen.



5. Tap to force an app to close if it has stopped responding.

My Tablet Doesn't Have a Recent Apps Button

Tablets made by some vendors such as Samsung remove the Recent Apps button and replace it with a Menu button. In these cases, press and hold the Home button to reveal the Recent Apps screen.



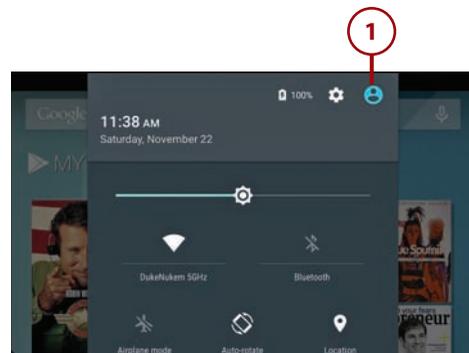
Setting Up Multiple Users on Your Tablet

Your Android tablet has the capability to support multiple users. This enables you to share your tablet among co-workers, family members, or friends, with each person having his own unique login, apps, photos, videos, and settings. Your tablet can support up to eight users. Some tablet vendors do not allow this option.

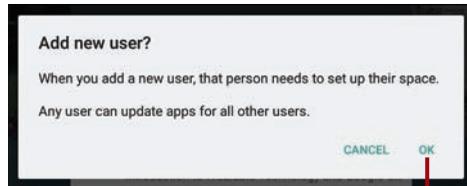
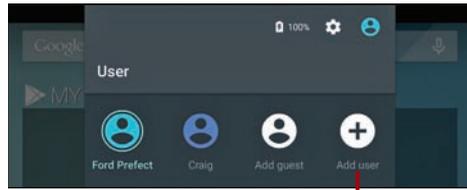
Add a New Tablet User

Tablet users can have their own apps, photos, videos, wallpapers, and do anything on the tablet with the exception of removing other users and factory resetting the tablet. To add other users, the original owner of the tablet must be logged in and needs to use the following steps. The user being added should also be present at the time the new user profile is created.

1. Pull down the Quick Settings pane, and tap the user icon.

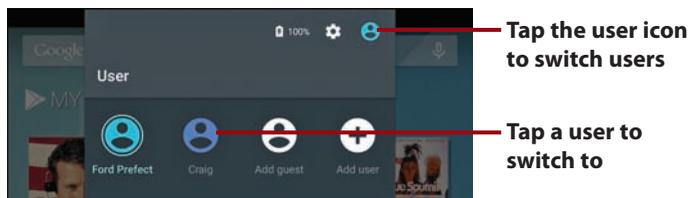


2. Tap Add User.
3. Tap OK.
4. Tap Set Up Now.
5. Hand the tablet to the person who will be setting up her account. She can now follow the steps in the section called “First-Time Setup,” earlier in this chapter.



How to Switch Between Tablet Users

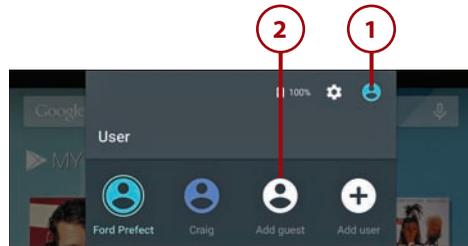
To switch between tablet users, pull down the Quick Settings Bar on the lock screen, Home screen, or while running any app, and tap the user icon. Tap the user you want to switch to.



Add a Tablet Guest User

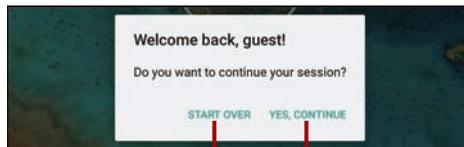
A tablet guest user can use the tablet like a regular user; however, the user's information is not permanently saved. There can only be one guest account, and it can either be reused by the same guest, or wiped for a new guest.

1. Pull down the Quick Settings pane, and tap the user icon.
2. Tap Add Guest.
3. Hand the tablet to the guest. No setup is required.



Continue as a Guest or Start Over

If you previously added a guest user and allowed someone to use it, the guest account will remain untouched until your guest wants to use it again. If the same person wants to continue where they left off, when they switch to the guest user they will be asked to either start over or continue. If they tap Continue, their guest session will continue where it left off. However, if you are allowing a new person to use the guest user, he must tap Start Over to wipe the previous guest session and start fresh.



**Tap to start as
a new guest**

**Tap to continue as
the previous guest**

>>>Go Further

LET YOUR CHILDREN USE YOUR TABLET SAFELY

When you add a new user, the user has his own Google account and full access to all apps that he installs while he is logged in to the tablet. A restricted profile is a copy of your own login profile but with apps and content restricted. You can imagine using restricted profiles for your children who may not have their own Google account and who should not have access to all apps. By creating a restricted profile, you can decide which apps and content the person may access, but you don't have to worry about having to set up a whole new user on your tablet. Restricted profiles appear like new users but actually function under your user account with restrictions in place. To add a restricted profile, go into Settings, tap Users, tap Add user or Profile, and tap Restricted Profile. If you haven't already, you will be asked to set a screen lock. This is to protect your account so nobody can just switch back to it. After you set your screen lock, you set up the restricted profile.



Name the restricted profile

Choose which apps and content the restricted profile has access to

Installing Synchronization Software

Because your Android tablet is tightly integrated with Google and its services, all media that you purchase on your tablet is stored in the Google cloud and accessible anywhere and anytime. However, you might have a lot of music on your computer already that you need to copy to your Google cloud, so you need to install the Google Music Manager software or the Android File Transfer app for your PC or Mac to copy any file back and forth.

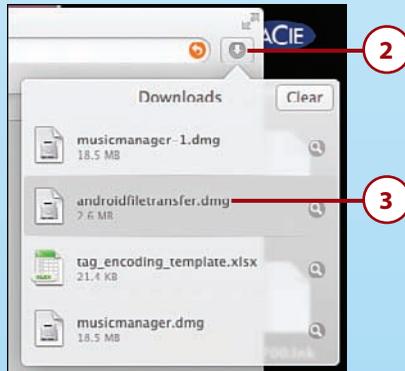
Install Android File Transfer (Apple Mac OS X)

You need only the Android File Transfer app when using an Android tablet on an Apple Mac running OS X, and only if you think you want to drag files to and from your tablet using Finder.

1. From your Mac, browse to <http://www.android.com/filetransfer/> and download the Android File Transfer app.



2. Click the downloads icon to reveal your downloaded files.
3. Double-click the androidfiletransfer.dmg file in your Safari Downloads.



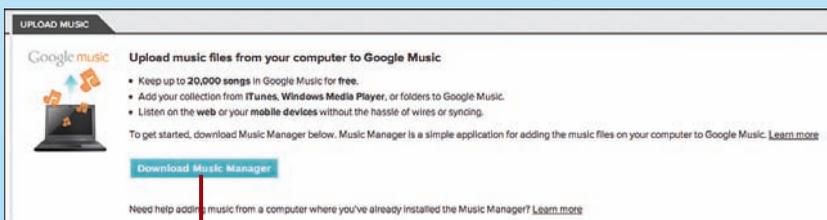
4. Drag the green Android to the Applications shortcut to install the app.



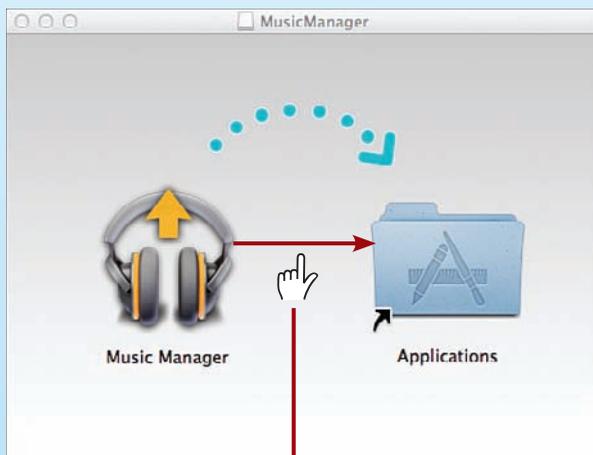
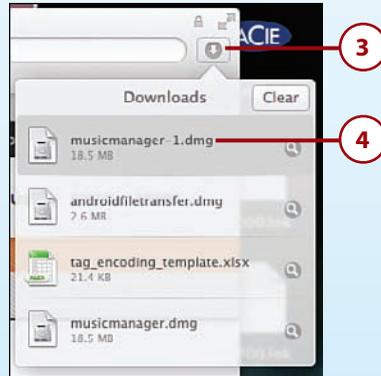
Install Google Music Manager (Apple Mac)

Don't install Google Music Manager unless you plan to upload files from your computer to the Google Music cloud.

1. Visit https://play.google.com/music/listen#manager_pl from your desktop web browser, and log in to your Google account if prompted.
2. Click Download Music Manager.



3. Click the downloads icon to reveal your downloaded files.
4. Double-click the musicmanager.dmg file in your Safari Downloads.



5. Drag the Music Manager icon to the Applications shortcut to install the app.

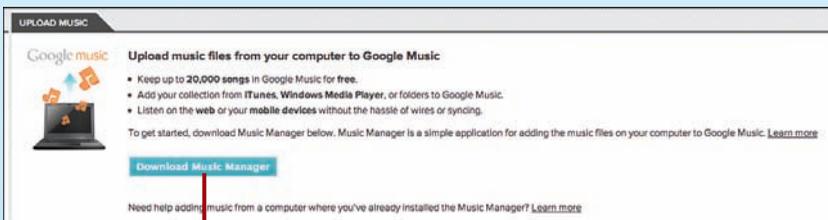


6. Double-click the Music Manager icon in the Applications folder.
7. Skip to the "Configure Music Manager" section later in the prologue to complete the installation.

Install Google Music Manager (Windows)

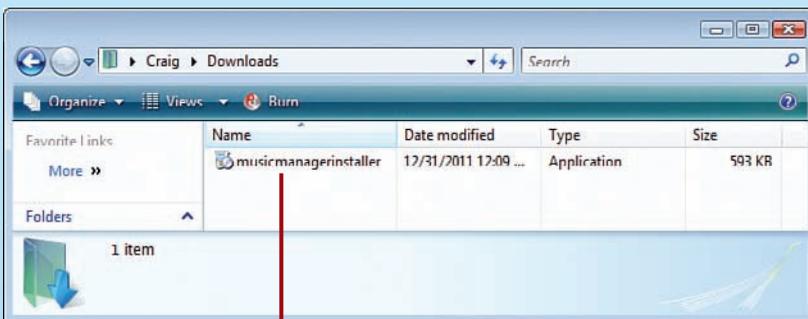
Don't install Google Music Manager unless you plan to upload files from your computer to the Google Music cloud.

1. Visit https://music.google.com/music/listen#manager_pl from your desktop web browser, and log in to your Google account if prompted.
2. Click Continue to download Music Manager.



2

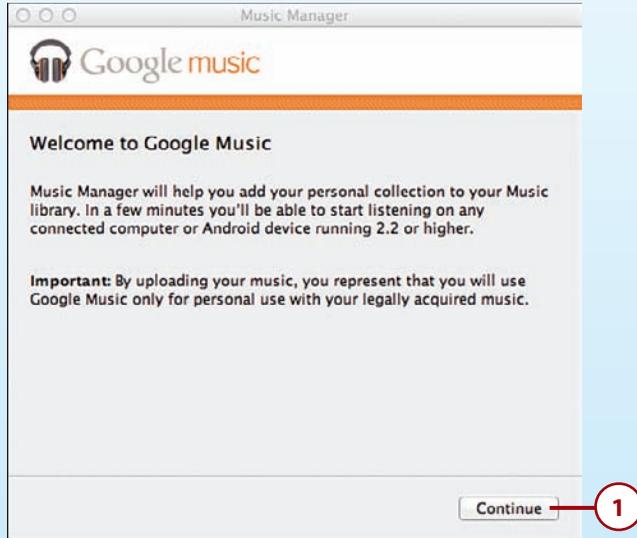
3. Double-click the musicmanagerinstaller app in your Downloads folder, and then follow the steps in the next section.



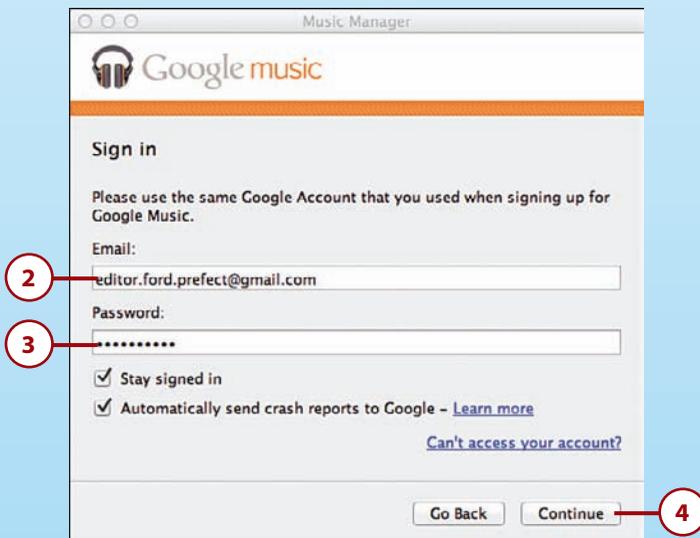
3

Configure Music Manager (Windows and Apple Mac)

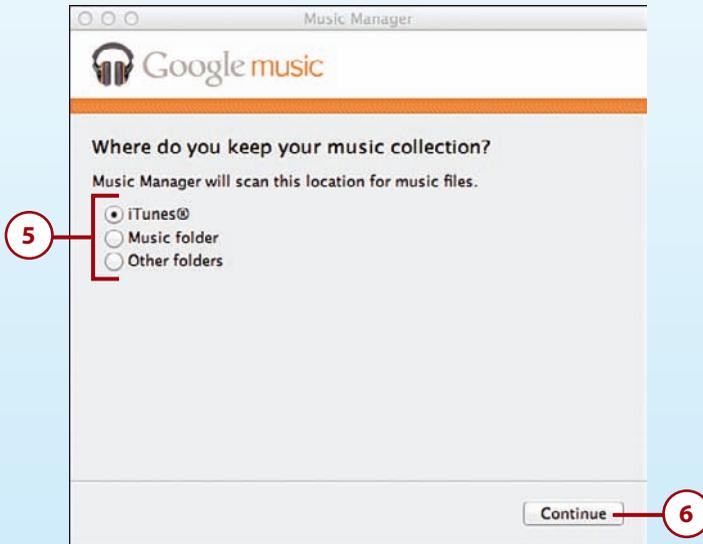
1. Click Continue.



2. Enter your Google (Gmail) email address.
3. Enter your Google (Gmail) password.
4. Click Continue.



5. Choose where you keep your music.
6. Click Continue.

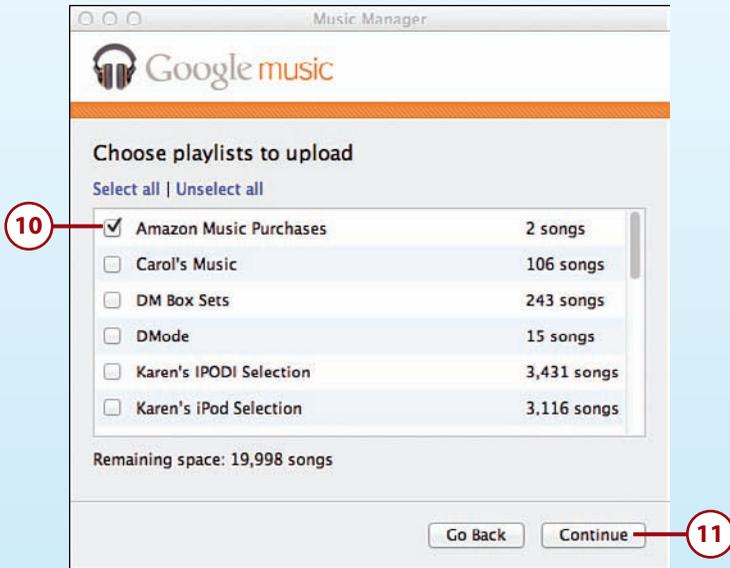


7. Choose whether to upload all your music or just some of your playlists. Remember that you can upload only 20,000 songs for free. Skip to Step 12 if you choose to upload all music.
8. Check if you want to also upload podcasts.
9. Click Continue.



10. Select one or more playlists of music.

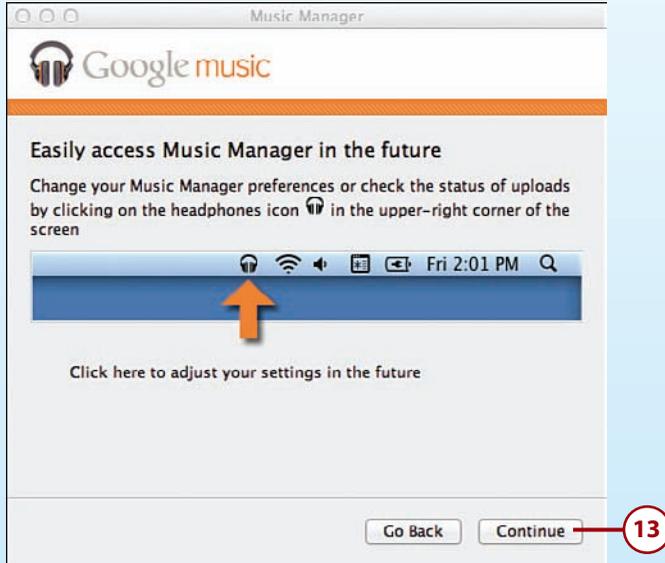
11. Click Continue.



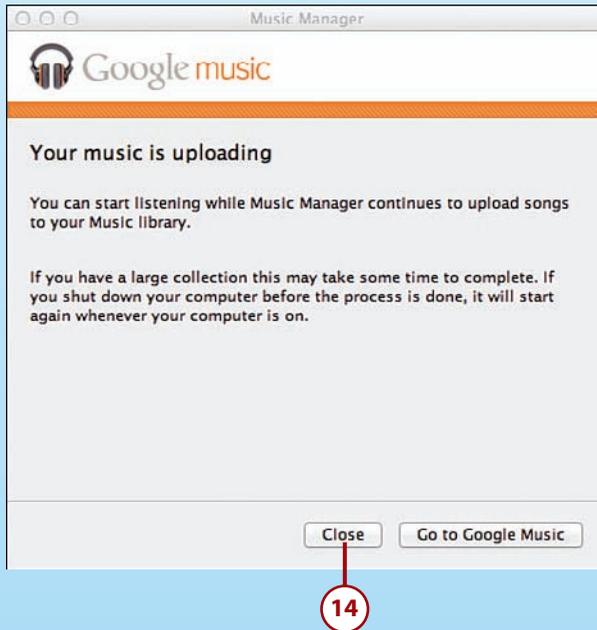
12. Choose whether you want to automatically upload any new music that is added to your computer.



13. Click Continue, and your files start uploading.



14. Click Close.



Take panoramas



In this chapter, you learn how to take pictures with your Android tablet, how to store them, and how to share them with friends. Topics include the following:

- Using the camera
- Taking panoramic pictures
- Taking Photo Sphere pictures
- Synchronizing pictures
- Viewing pictures

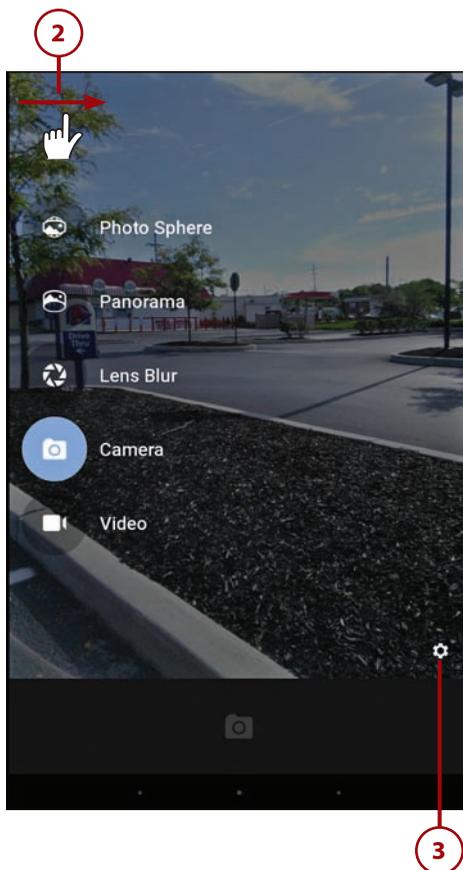
Taking and Editing Pictures

Most Android tablets have both front- and rear-facing cameras. The rear-facing camera is normally quite good, so taking pictures is not a disappointing experience. After you take those great pictures, you can share them with friends. You can also synchronize the pictures directly with your computer or using Google Photos in the cloud.

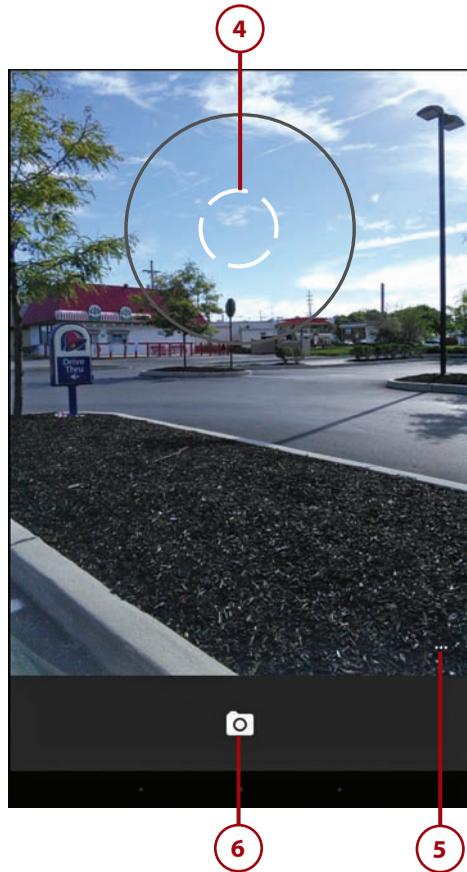
Using the Camera

Before you start taking photos, you should become familiar with the Camera application.

1. Tap to launch the Camera.
2. Swipe in from the left of the screen to change the camera mode between still camera, panoramic camera, Lens Blur, Photo Sphere, and video camera. (These modes are covered in more detail later in the chapter.)
3. Tap to change the camera settings. (See the next section for more information about the camera settings.)



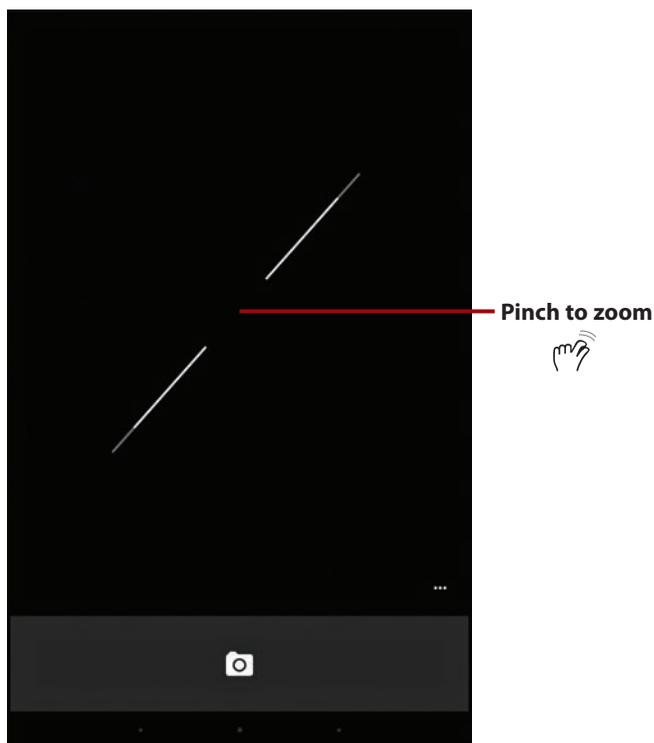
4. Tap anywhere in the frame to make the camera focus specifically in the area.
5. Tap to switch between the front-facing and rear-facing cameras, overlay a grid pattern on the screen, or manually adjust the exposure setting.
6. Tap to take a picture.



Zooming In—Is It Worth It?

Before you snap your picture or record a video (and also while you're recording a video), you can zoom in on the frame. To zoom in, place your thumb and forefinger on the screen and move them apart. To zoom out, move your thumb and forefinger back together. This is commonly called "pinch to zoom."

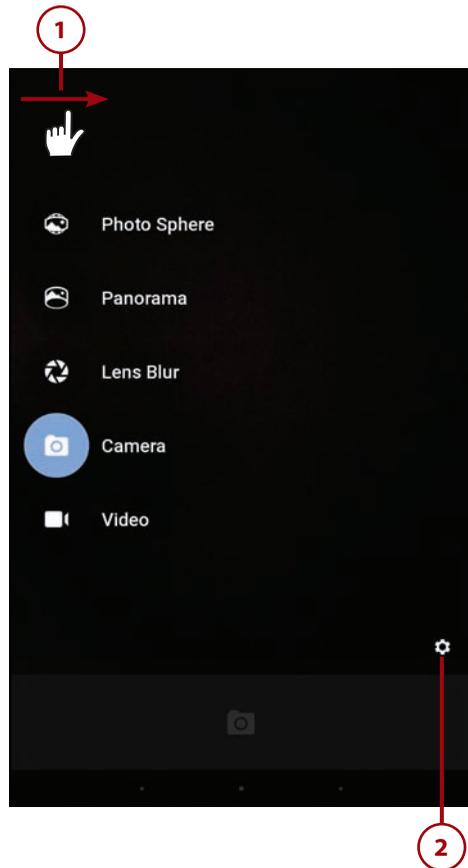
When you slide your thumb and forefinger apart to zoom in, the Camera app is faking the zoom. Although the image appears to get larger, what is actually happening is the image is simply manipulated to appear like it's zooming in. This is commonly called "digital zoom." Optical zoom is when the camera actually zooms using a lens movement, which is something that this camera cannot do.



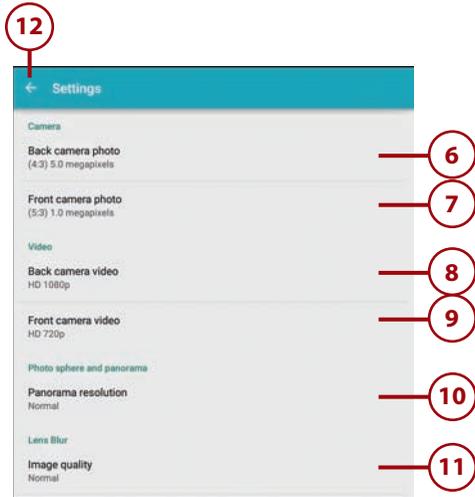
Adjust Camera Settings

Using camera settings, you can change things such as the resolution of each picture, picture review time, filters, scene mode, white balance, and more. The settings that are not available when you're in video mode are noted in the steps.

1. Swipe in from the left of the screen.
2. Tap to see Settings.
3. Tap to enable or disable embedding your GPS coordinates into pictures you take.
4. Tap to enable or disable showing the manual exposure setting on the main camera screen.
5. Tap Resolution & Quality.



6. Tap to adjust the resolution and format of the pictures taken with the rear-facing camera. Your choices range from a 5 megapixel 4:3 ratio image to a 0.9 megapixel 16:9 ratio image. The exact range depends on your tablet's camera capabilities.
7. Tap to adjust the resolution and format of the pictures taken with the front-facing camera. Your choices range from a 1 megapixel 5:3 ratio image to a 0.1 megapixel 4:3 ratio image. The exact range depends on your tablet's camera capabilities.
8. Tap to adjust the format of the video taken with the rear-facing camera. Your choices are HD 1080p, HD 720p, and SD 480p. The exact range depends on your tablet's camera capabilities.
9. Tap to adjust the format of the video taken with the front-facing camera. Your choices are HD 720p, SD 480p, and CIF. The exact range depends on your tablet's camera capabilities.
10. Tap to adjust the quality of the images taken with the rear-facing camera when shooting panoramas. Your choices are High, Normal, and Low.
11. Tap to adjust the quality of the images taken with the rear-facing camera when shooting Lens Blur pictures. Your choices are Normal and Low.
12. Tap to save your changes and return to the main Settings screen.
13. Tap to save your changes and return to the main Camera screen.



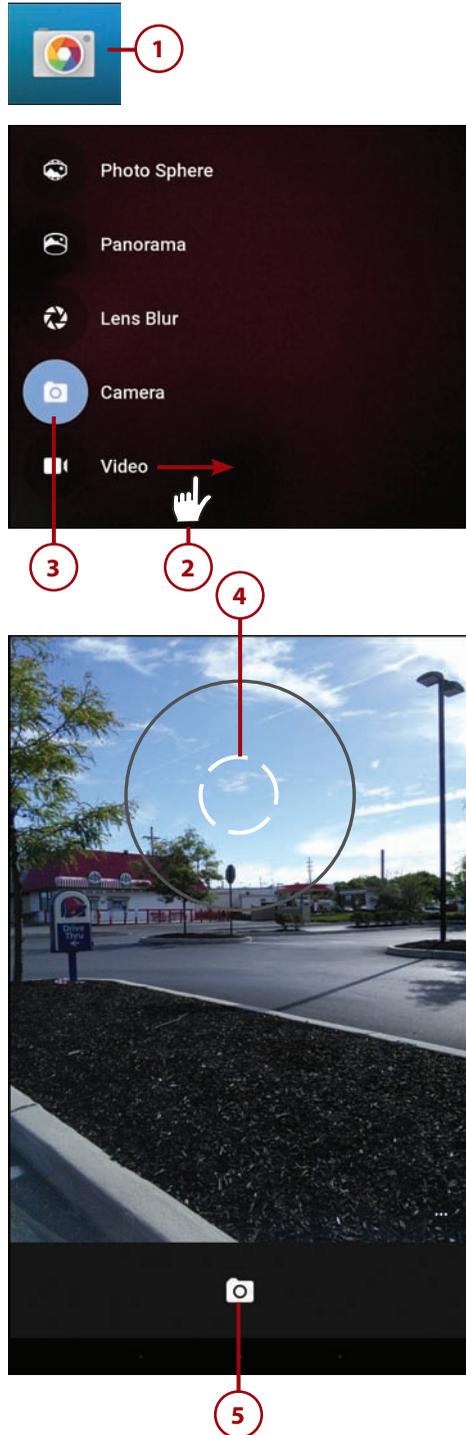
Take Regular Pictures

Now that you have the settings the way you want them, take a few pictures. You can jump to Step 5 and take the picture, but you might want to first set up your shot. Remember to always take pictures in landscape mode for the best results.

1. Tap the Camera icon.
2. Swipe in from the left of the screen to change the camera mode.
3. Tap to select regular camera mode.
4. Tap the area of the frame you want to focus on specifically. When you release your finger, the camera adjusts its focus.
5. Tap to take the picture.

Focus on Parts of a Picture

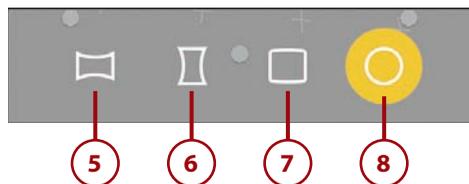
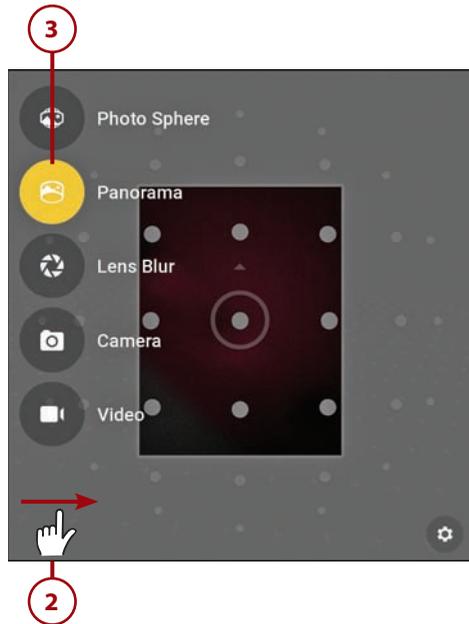
You can actually focus on a certain part of a scene. By tapping the part of the picture you want in focus, you see that the rest of the picture goes out of focus. Using this trick enables you to create depth in your photos.



Take Panoramic Pictures

Your Android tablet can take panoramic pictures. Panoramic pictures are achieved by taking multiple pictures from left to right or right to left and stitching them together in one long picture. Luckily your Android tablet does all that work for you.

1. Tap the Camera icon.
2. Swipe in from the left of the screen.
3. Tap to select Panorama.
4. Tap to select the type of panorama you want to take.
5. Tap to shoot a horizontal panorama (left to right or right to left).
6. Tap to shoot a vertical panorama (up/down or down/up).
7. Tap to shoot a wide angle panorama.
8. Tap to shoot a fish eye panorama.



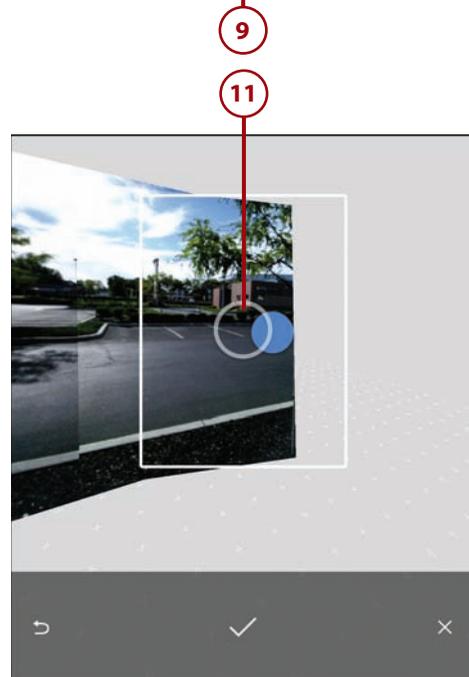
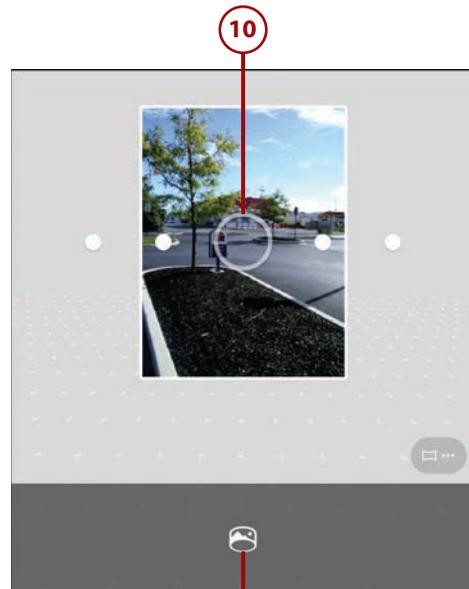
9. Tap to start the panorama.
10. Move your tablet until the circle is over the closest white dot. This is your starting off point. After the dot turns blue, more dots appear to guide you.
11. Slowly move your tablet around, and guide the circle over the blue dots. Each time you line them up, another image is captured for your panorama.
12. After you capture all the images necessary for the type of panorama you chose, the camera automatically stitches the pictures together into a panorama and saves it.

Can You Change the Width of the Panorama?

To create shorter horizontal or vertical panoramas, instead of rotating all the way from left to right, or up or down, you can tap the check mark icon to immediately stop the panorama process and save it as is.

Moving Too Fast

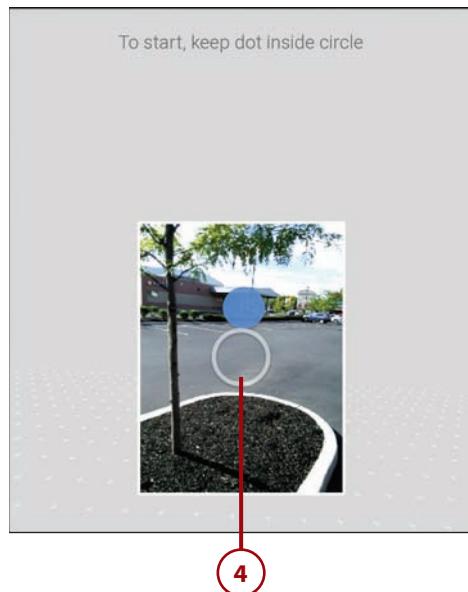
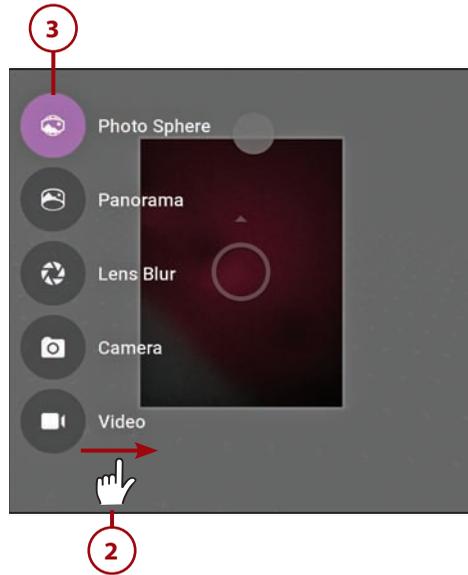
When you take panoramic pictures, you have to rotate slowly. If you start moving too fast, the camera indicates this to you. Slow down when this happens; otherwise the panorama will not look good.



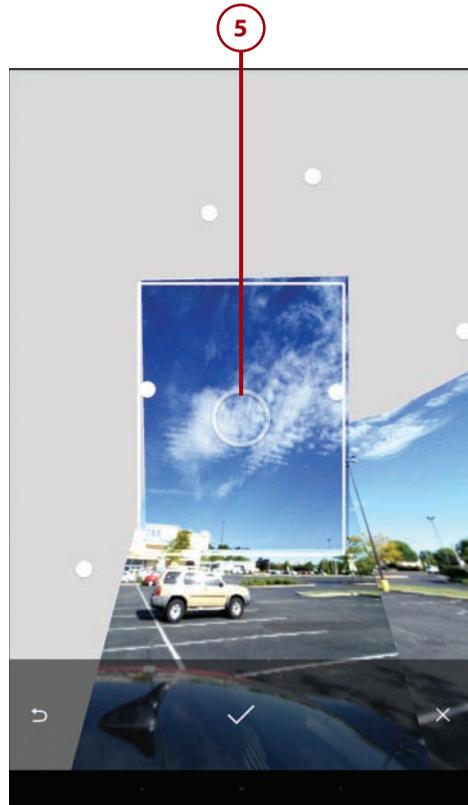
Take Photo Sphere (360 Panoramic) Pictures

Your tablet can take 360-degree panoramic pictures—or, as Google calls them, Photo Spheres. Photo Sphere pictures are achieved by taking multiple pictures in all directions around you and stitching them together in one large sphere image.

1. Tap the Camera icon.
2. Swipe in from the left of the screen.
3. Tap Photo Sphere.
4. Move your tablet until the circle is over the blue dot. After you have done that, wait until you see other white dots appear.



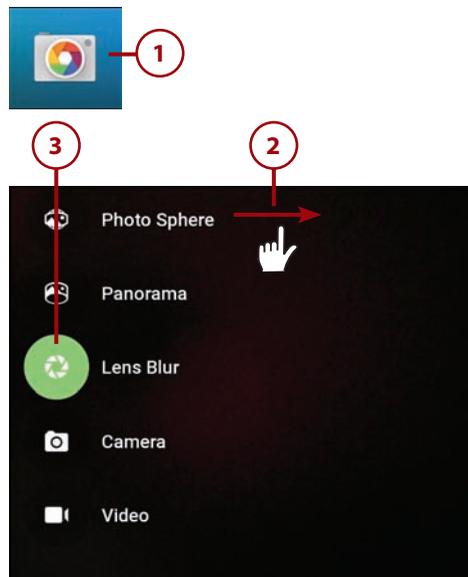
5. Slowly move your tablet around and guide the circle over the blue dots. Each time you line them up, another image is captured for your Photo Sphere.
6. When you have captured enough images, the images are stitched together in the background. You can view your Photo Sphere using the Photos app, which is covered later in this chapter.



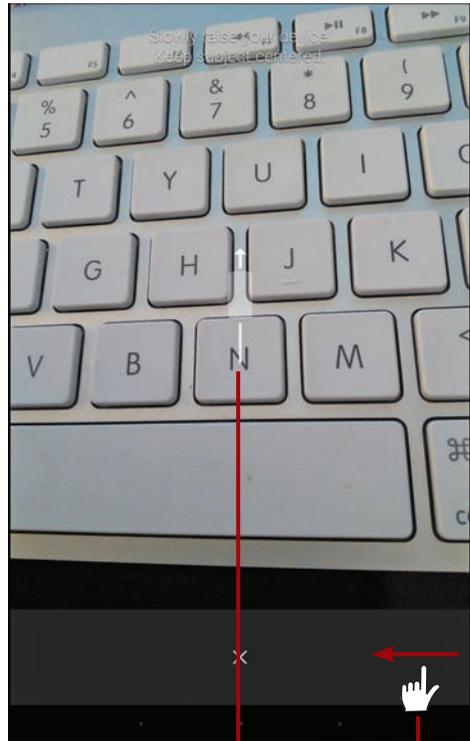
Take Lens Blur Pictures

When you take a Lens Blur picture, you can change the focus of the picture after the fact.

1. Tap the Camera icon.
2. Swipe in from the left of the screen.
3. Tap Lens Blur.



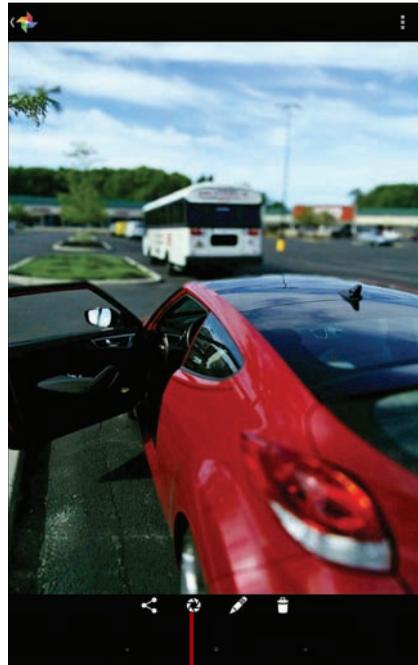
4. Tap to start the Lens Blur capture.
5. Slowly move your tablet up as indicated by the arrow.
6. After the picture has completed, swipe in from the right of the screen to see the image and adjust the blur.



5

6

7. Tap to edit the blur.
8. Tap the picture where you want it to be the clearest.
9. Drag the slider to change how blurry the rest of the picture appears.
10. Tap Done to save your changes.



Viewing and Managing Your Photos

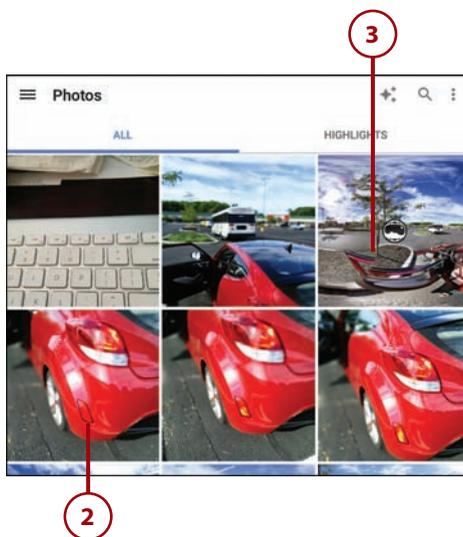
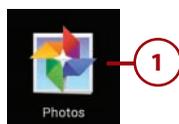
This section covers the photo-specific activities of the Photos app, such as viewing a Photo Sphere and editing photos. For more details about using the Photos app, read Chapter 2, “Audio, Video, and Movies.”

Navigate Photos

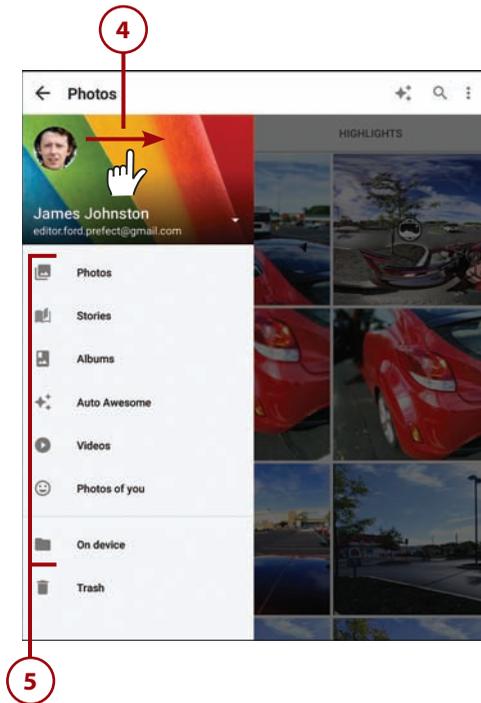
1. Tap to launch the Photos app.
2. Tap to open a photo.
3. Tap to open a Photo Sphere.

Where Are All My Photos and Videos Stored?

When you open the Photos app, in addition to allowing you to view photos and videos on your device, it shows you a lot of other options, so what are they? If you tap Google+ you see your Google+ profile. If you tap Photos you see all photos and videos on your device and also ones that have previously been copied to your Google Cloud account from this and all other devices you own. If you tap Stories you access a feature of Google+ that creates stories from photos and videos that have previously been copied to your Google+ Cloud account. Tapping Albums shows you all albums on your device and in the Google+ Cloud. Tapping Auto Awesome shows you any photos and video that have been automatically backed up to your Google Cloud account and turned into little movies. (You can also manually create them.) Tapping Videos shows you only videos on your device and in your Google Cloud account.



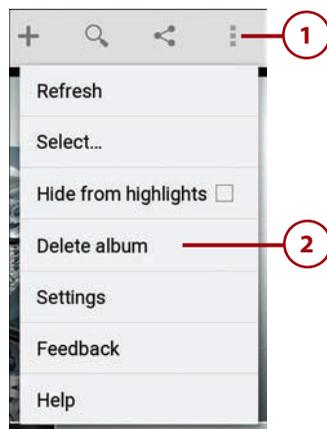
4. Swipe in from the left of the screen.
5. Select where you want to look for your photos, or just tap On Device to see only photos and videos you have recorded on this Android tablet.



Delete Photo Albums

You can delete one or many photo albums but only if they were created on your Android tablet. You cannot delete albums created on your desktop computer that you can also see on your tablet.

1. While you have an album open, tap the Menu icon.
2. Tap Delete Album.



Use a Photo as Wallpaper or Contact Picture

While viewing a photo, tap the Menu icon, and choose Set As. You can choose to use the photo as a contact picture for one of your contacts, or use it as the wallpaper on the Home screen.



Can I Share a Photo Sphere?

You can share a Photo Sphere in one of two ways: as an interactive Photo Sphere where the viewer can move around your sphere interactively, or as a static image. Google+ is currently the only place that supports interactive Photo Sphere uploads. All other photo-sharing services and social networks, such as Facebook and Twitter, support only static images.

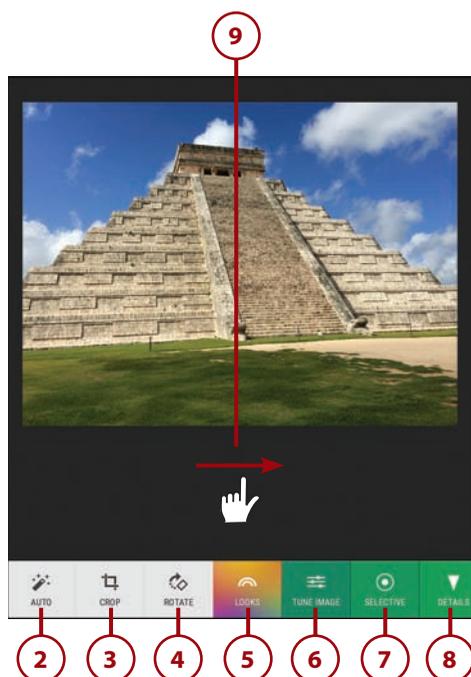
Edit Pictures

You can edit a picture by adding filters to it, enhancing it, or cropping it. These steps apply to still pictures, panoramic pictures, and Photo Sphere pictures.

1. With a photo open, tap the Edit icon.



2. Tap to let the Photos app automatically enhance your picture using changes it thinks will work best.
3. Tap to crop the picture. When cropping you can crop freely by dragging the crop box in any direction, choose to keep the original picture's aspect ratio as you drag the cropping box, or crop the picture always as a square image.
4. Tap to rotate the picture. When rotating the picture, you can rotate it freely using your fingers to make slight adjustments, or use icons to rotate it left or right.
5. Tap to add a filter to the picture.
6. Tap to fine-tune your picture by adjusting brightness, contrast, saturation, shadows, and so on.
7. Tap to do selective image tuning. This allows you to adjust selective parts of the image.
8. Tap to adjust the Structure and Sharpness of your picture.
9. Swipe right to see more picture adjustments.
10. Tap to make your picture look vintage.
11. Tap to add drama to your picture.
12. Tap to turn your picture into a black-and-white image.
13. Tap to enhance your picture to look like a High Dynamic Range (HDR) landscape.



14. Tap to enhance your picture using the Retrolux enhancement, which makes your photos look like they were taken with old camera equipment, complete with light streaks and scratches.
15. Tap to force focus on the center of your picture.
16. Tap to apply the Tilt Shift enhancement, which makes the objects in your picture look like they are miniature.
17. Swipe right to choose frames for your picture.
18. Touch to save your edited photo.



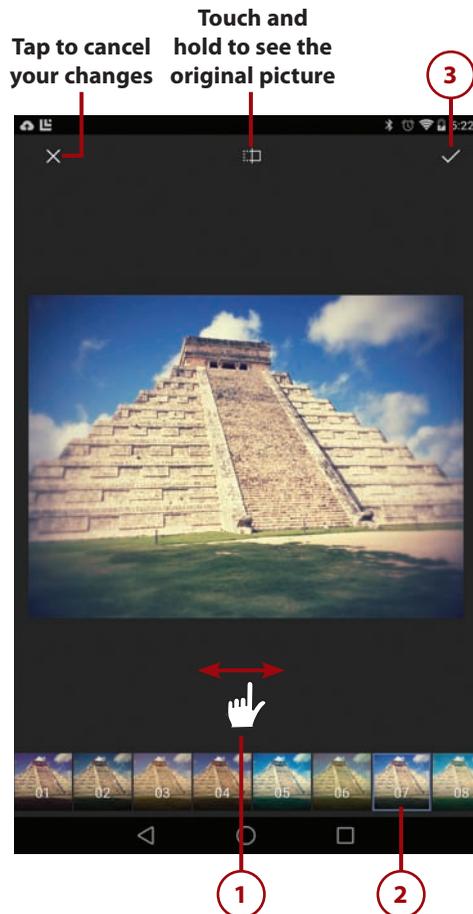
Get The Original Back

Even after you modify and save the picture, you can get the original picture back. To do this, edit the picture, tap the Menu icon, and choose Revert. The original version of the picture is loaded and the modified version is removed.

Picture Looks (Filters)

You can apply filters to your picture to change the way it looks.

1. Scroll left and right to see all the available filters (or looks).
2. Tap a look to preview how it changes your picture.
3. Tap the check mark icon to save your changes to the picture.



Tune Image

You can fine-tune the image by adjusting brightness, saturation, and contrast.

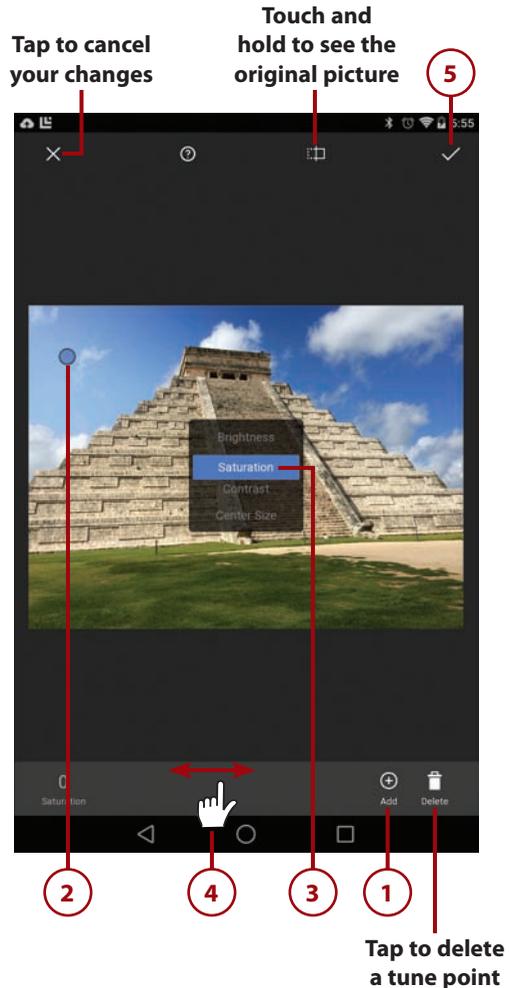
1. Touch and hold on the picture and swipe up and down to see the different settings. Release when you see the setting you want to change.
2. Swipe left and right over the setting value area to adjust the setting.
3. Tap the check mark icon to save your changes to the picture.



Selective Tune Image

You can fine-tune different parts of your image instead of the entire image at once.

1. Tap the Add icon to add a tune point.
2. Drag the tune point to the part of your image you want to fine-tune. The tune point appears as a blue dot.
3. Touch and hold on the picture and swipe up and down to see the different settings. Release when you see the setting you want to change.
4. Swipe left and right over the setting value area to adjust the setting.
5. Tap the check mark icon to save your changes to the picture.

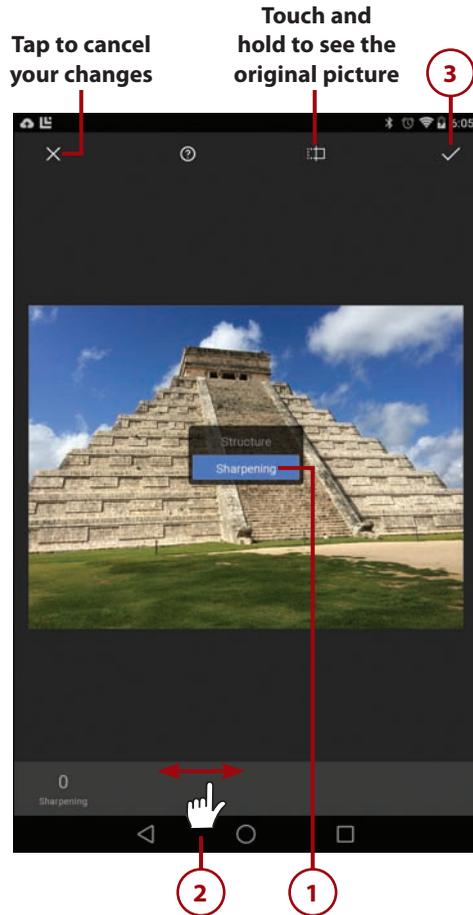


Adjusting Structure and Sharpness (Details)

1. Touch and hold on the picture and swipe up and down to see the different settings. Release when you see the setting you want to change.
2. Swipe left and right over the setting value area to adjust the setting.
3. Tap the check mark icon to save your changes to the picture.

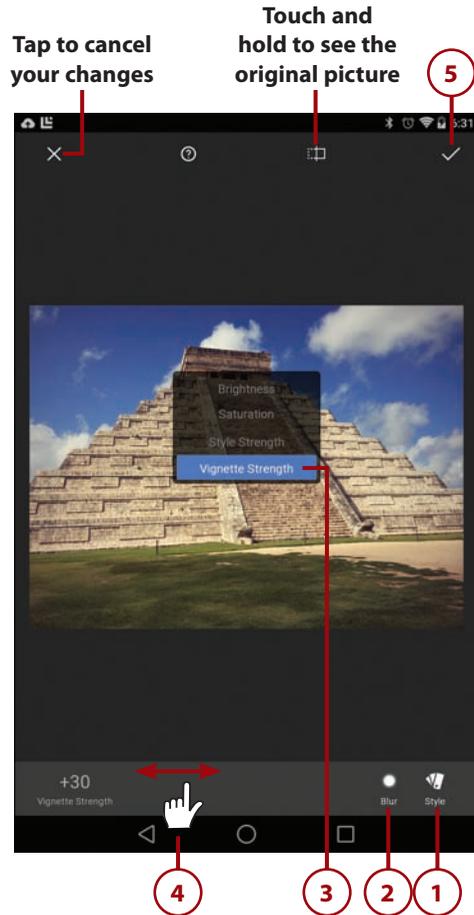
Adjusting Structure and Sharpness

To read more about the differences between the Structure and Sharpness enhancements, visit <http://blog.phaseone.com/how-to-enhance-details-with-structure/>.



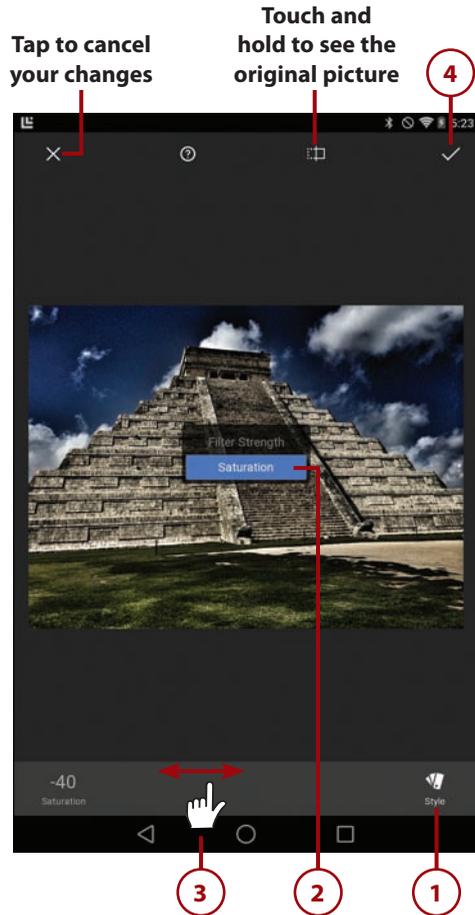
Vintage Pictures (Make Your Picture Look Aged)

1. Tap Style to choose a style of aging you want to apply.
2. Tap Blur if you want to make your picture look blurry.
3. Touch and hold on the picture and swipe up and down to see the different settings. Release when you see the setting you want to change.
4. Swipe left and right over the setting value area to adjust the setting.
5. Tap the check mark icon to save your changes to the picture.



Pictures with Drama

1. Tap Style to choose a style you want to apply.
2. Touch and hold on the picture and swipe up and down to see the different settings. Release when you see the setting you want to change.
3. Swipe left and right over the setting value area to adjust the setting.
4. Tap the check mark icon to save your changes to the picture.

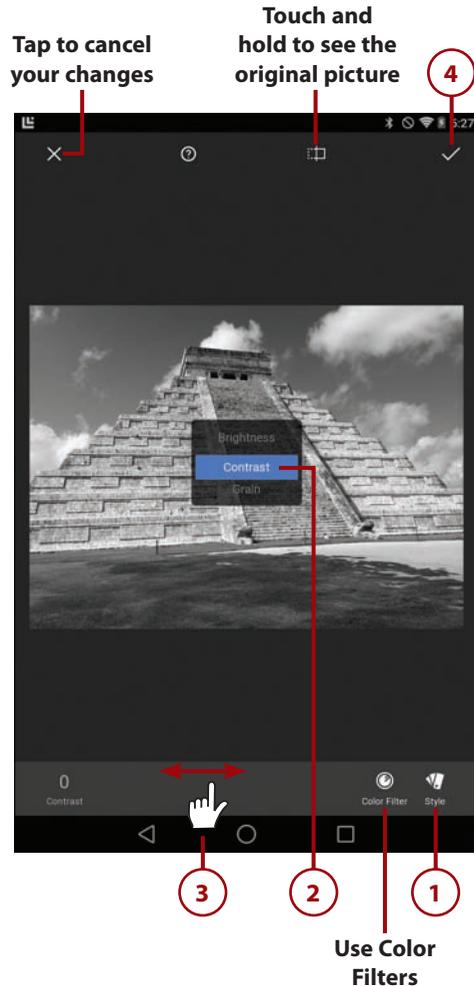


Black-and-White Pictures

1. Tap Style to choose a style you want to apply.
2. Touch and hold on the picture and swipe up and down to see the different settings. Release when you see the setting you want to change.
3. Swipe left and right over the setting value area to adjust the setting.
4. Tap the check mark icon to save your changes to the picture.

Color Filters and Black-and-White Pictures

Because some colors look the same when converted to black and white, you can use color filters to correct this. Tap the check mark icon to save your changes. Read more about using color filters for black-and-white pictures at <http://www.photographymad.com/pages/view/using-coloured-filters-in-black-and-white-photography>.



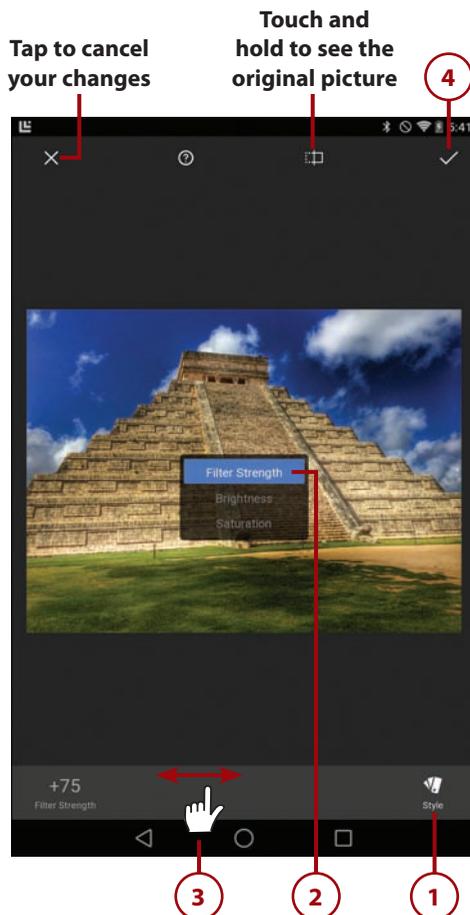
HDR Landscape Pictures

If your picture is of a landscape, you might want to enhance it using High Dynamic Range (HDR) processing.

1. Tap Style to choose a style you want to apply (for example, whether or not your picture has people in it).
2. Touch and hold on the picture and swipe up and down to see the different settings. Release when you see the setting you want to change.
3. Swipe left and right over the setting value area to adjust the setting.
4. Tap the check mark icon to save your changes to the picture.

HDR Landscape Pictures

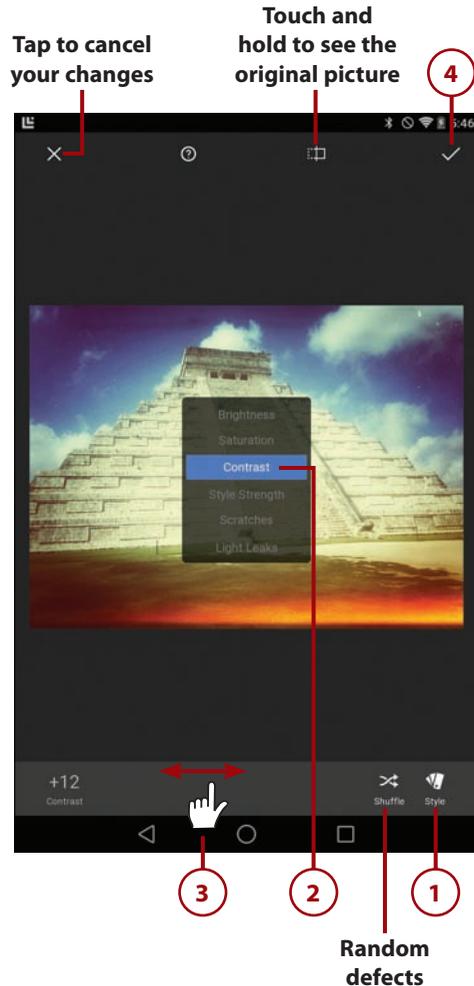
Read more about using HDR Landscape processing at <http://www.lightstalking.com/getting-started-in-hdr-landscape-photography/>.



Retrolux Pictures

Give your picture the appearance of being from film that has been damaged.

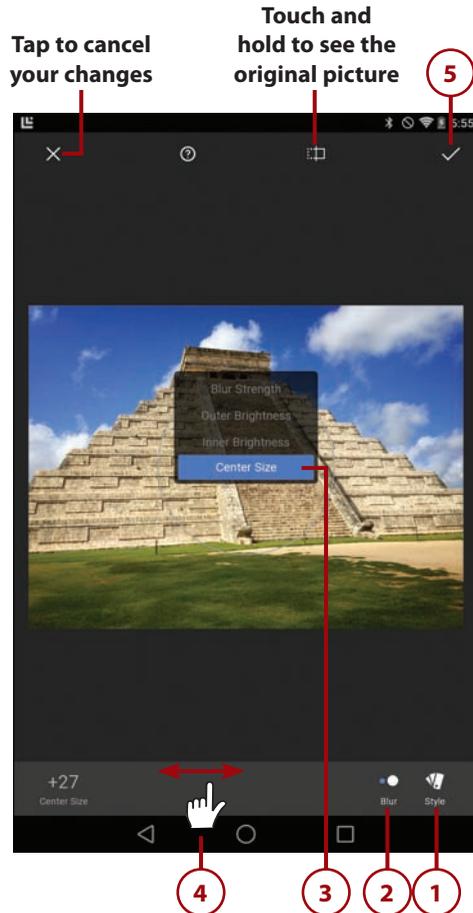
1. Tap Style to choose a style you want to apply. Tap the style multiple times to cycle through where the simulated defects should be added in your picture.
2. Touch and hold on the picture and swipe up and down to see the different settings. Release when you see the setting you want to change.
3. Swipe left and right over the setting value area to adjust the setting.
4. Tap the check mark icon to save your changes to the picture.



Center Focus

Give your picture the appearance of only being focused at the center.

1. Tap Style to choose a style you want to apply.
2. Tap Blur to choose if the blur is weak or strong.
3. Touch and hold on the picture and swipe up and down to see the different settings. Release when you see the setting you want to change.
4. Swipe left and right over the setting value area to adjust the setting.
5. Tap the check mark icon to save your changes to the picture.



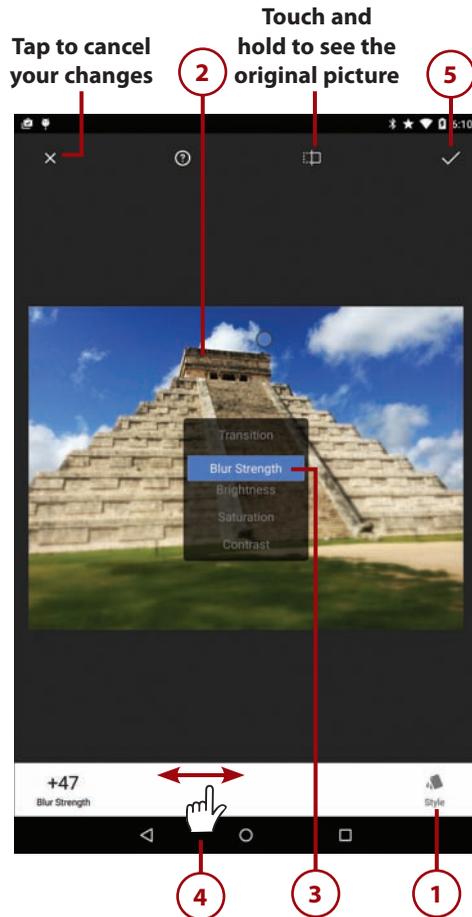
Tilt Shift Pictures

The Tilt Shift effect makes the objects in your picture look like they are miniatures.

1. Tap Style to choose a style you want to apply.
2. Drag the blue dot to where you want the Tilt Shift effect to be applied.
3. Touch and hold on the picture and swipe up and down to see the different settings. Release when you see the setting you want to change.
4. Swipe left and right over the setting value area to adjust the setting.
5. Tap the check mark icon to save your changes to the picture.

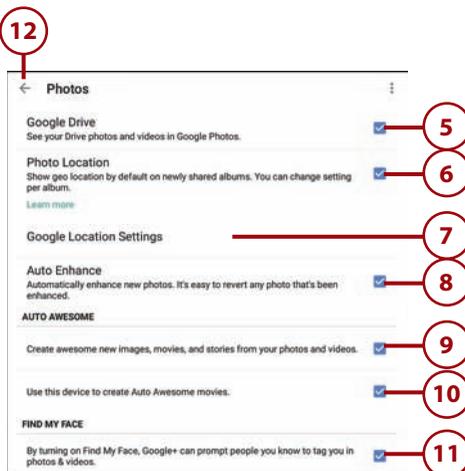
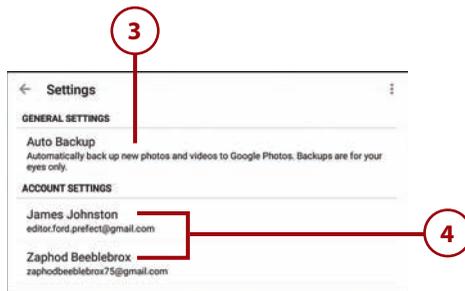
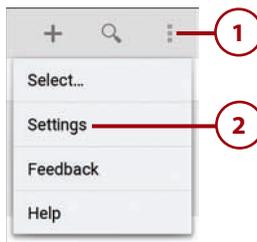
Tilt Shift Pictures

To read more about the Tilt Shift effect, visit <http://www.tiltshift-photography.net>.



Modify Photos App Settings

1. Tap the Menu icon.
2. Tap Settings.
3. Tap to manage automatically backing up your pictures and videos to your Google+ account.
4. Tap an account to edit settings for that specific Google account.
5. Check the box to see photos and videos you have stored in your Google Drive Cloud account, in Google Photos.
6. Check the box to show the location of where photos and videos were taken.
7. Tap to manage how Google handles location settings for this Google account.
8. Tap to let Google automatically enhance your pictures when they are uploaded.
9. Check the box to let Google create “auto awesome” images, movies, and stories from your photos and videos.
10. Check the box to allow your tablet to do the Auto awesome processing.
11. Check the box to let Google recognize your face in photos uploaded to Google by your friends, and prompt them to tag you.
12. Tap to save your changes and return to the previous screen.



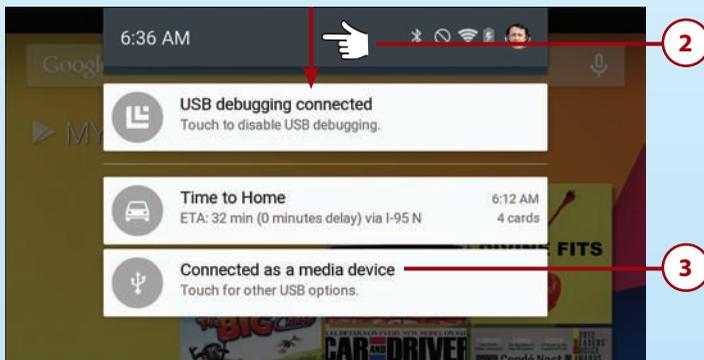
Managing Photos with Your Computer

When you connect your Android tablet to a computer, you can move pictures back and forth manually by using software such as Android File Transfer. If you have not yet installed Android File Transfer, follow the installation steps in the “Prologue.”

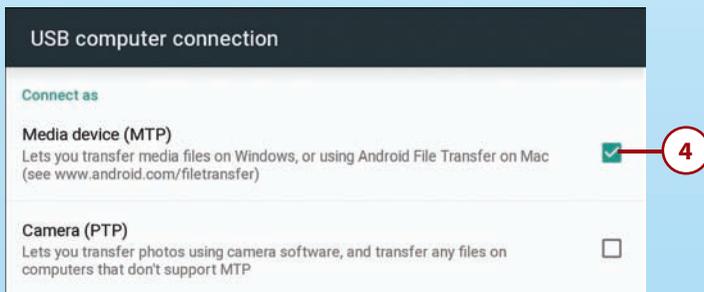
Manual Picture Management

This section covers moving pictures using the Android File Transfer app if you use a Mac or the media transfer functionality if you use Windows.

1. Plug your tablet into your computer using the supplied USB cable.
2. Pull down the Notification Bar to reveal the USB Connected notification.



3. Tap the Connected As a Media Device notification.



4. Tap to check the box next to Media Device (MTP) if it is not already checked.

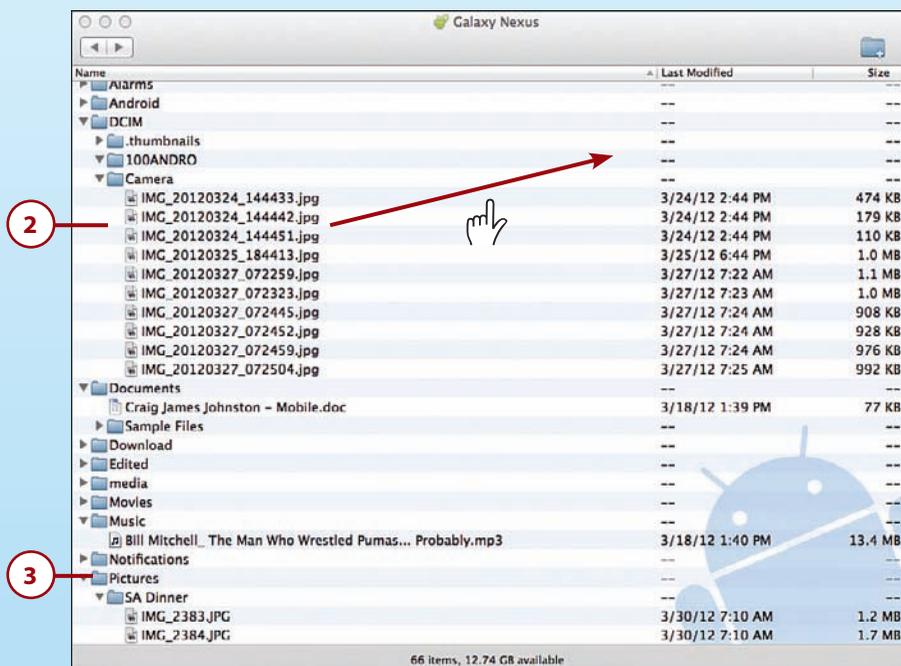
Moving Pictures (Mac OSX)

After your tablet is connected to your Mac, the Android File Transfer app automatically launches, so you can browse the files on your tablet as well as move or copy files between your Mac and your tablet.

1. Browse to your tablet to locate the pictures.

Where Are the Pictures?

Pictures taken with the tablet's camera are in the DCIM\Camera folder. All other pictures are in a Pictures folder.



2. Save folders from your tablet to your Mac by dragging one or more pictures from your tablet to a folder on your Mac.
3. Create a new photo album on your tablet by dragging one or more pictures, or a folder filled with pictures, on your Mac to the Pictures folder on your tablet.

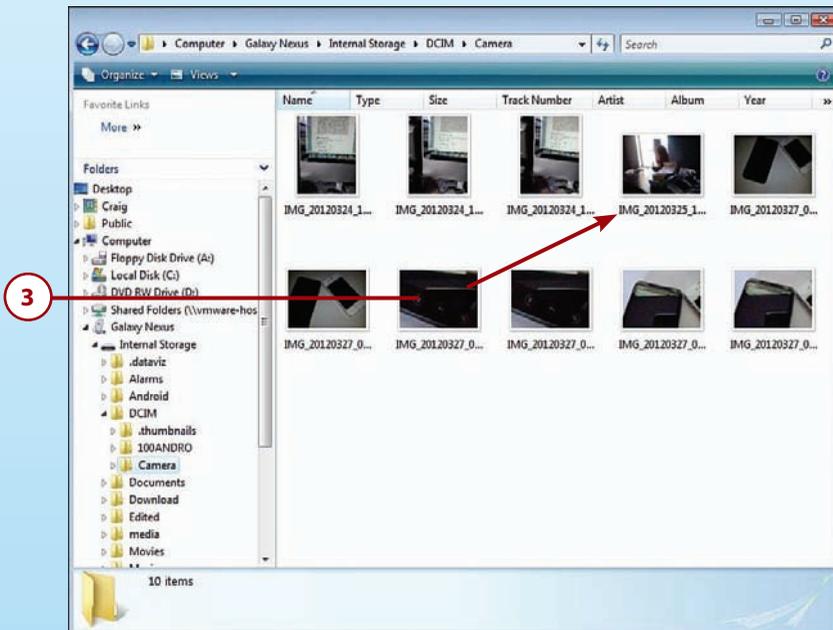
Moving Pictures (Windows)

After your tablet is connected to your Windows computer and mounted, you can browse the tablet just like any other drive on your computer.

1. Click if you want to import the pictures automatically.



2. Click to open an Explorer view and see the files on your tablet.



3. Save pictures from your tablet to your PC by dragging one or more pictures from your tablet to a folder on your PC.
4. Create a new photo album on your tablet by dragging one or more pictures, or a folder filled with pictures, on your PC to the Pictures folder on your tablet.

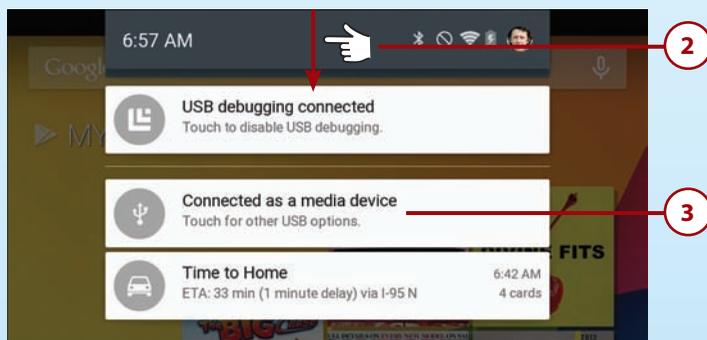
Where Are the Pictures?

Pictures taken with the tablet's camera are in the DCIM\Camera folder. All other pictures are in the Pictures folder.

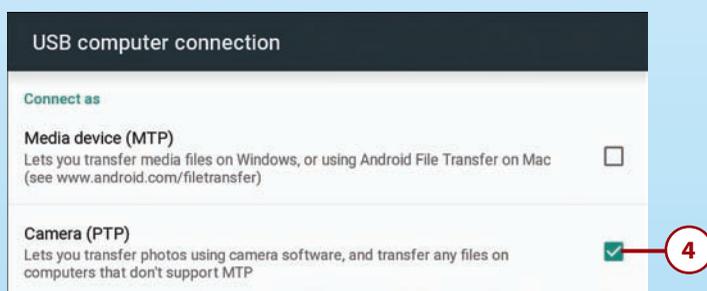
Automatic Picture Management on a Mac

By setting your tablet to connect as a Camera, your Mac automatically opens iPhoto.

1. Plug your tablet into your computer using the supplied USB cable.
2. Pull down the Notification Bar to reveal the USB Connected notification.



3. Tap the Connected As a Media Device notification.



4. Tap to check the box next to Camera (PTP), if it is not already checked.

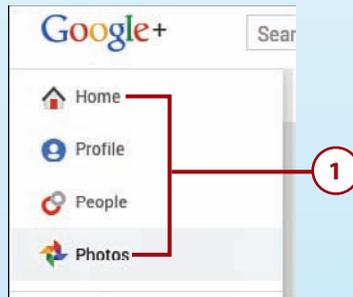


5. Your tablet appears in iPhoto under Devices so that you can import photos like you would with any other digital camera. In this example the tablet is a Nexus 7.

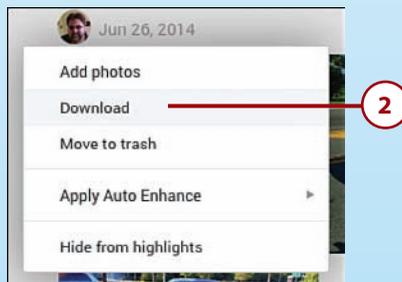
Synchronizing Pictures Using Your Google Cloud

You can synchronize pictures to your tablet from your computer without connecting your tablet to your computer. Just use your Google account's built-in cloud service. All photo albums that you create in the cloud are automatically synchronized to your tablet.

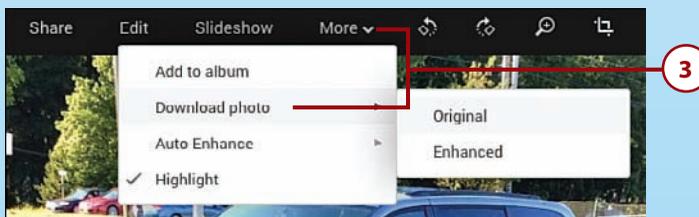
1. Log in to Google with your computer. Hover your mouse over the menu, and click Photos.



2. Download all photos from a specific day by clicking the down arrow to the right of the date and selecting Download.



3. Download a specific photo by opening the photo, clicking the More menu, and selecting Download Photo.



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