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by **Dan Gookin**



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About the Author

Dan Gookin has been writing about technology for over 25 years. He combines his love of writing with his gizmo fascination to create books that are informative, entertaining, and not boring. Having written over 130 titles with 12 million copies in print translated into over 30 languages, Dan can attest that his method of crafting computer tomes seems to work.

Perhaps his most famous title is the original *DOS For Dummies*, published in 1991. It became the world's fastest-selling computer book, at one time moving more copies per week than the *New York Times* number-one bestseller (though, as a reference, it could not be listed on the *Times*' Best Sellers list). That book spawned the entire line of *For Dummies* books, which remains a publishing phenomenon to this day.

Dan's most popular titles include *PCs For Dummies*, *Word For Dummies*, *Laptops For Dummies*, and *Android Phones For Dummies*. He also maintains the vast and helpful website www.wambooli.com.

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Contents at a Glance

<i>Introduction</i>	1
<i>Part I: Introducing the Nexus 7</i>	7
Chapter 1: Behold the Nexus	9
Chapter 2: How It Works.....	23
Chapter 3: Text Typing and Editing.....	39
<i>Part II: Keep in Touch</i>	53
Chapter 4: Dealing with Your Friends.....	55
Chapter 5: Messages of the Electronic Kind	67
Chapter 6: On the Web	81
Chapter 7: Your Digital Social Life	93
Chapter 8: Text Chat, Video Chat, and Phone Calls.....	107
<i>Part III: But Wait — There’s More!</i>	121
Chapter 9: There’s a Map for That	123
Chapter 10: Name That Tune.....	135
Chapter 11: Other Amazing Feats.....	149
Chapter 12: More Apps at the Play Store	169
<i>Part IV: Nuts and Bolts</i>	181
Chapter 13: To Be Wireless	183
Chapter 14: Connect and Share	193
Chapter 15: On the Road	201
Chapter 16: Customize Your Nexus 7	205
Chapter 17: Maintenance and Troubleshooting.....	223
<i>Part V: The Part of Tens</i>	235
Chapter 18: Ten Tips, Tricks, and Shortcuts	237
Chapter 19: Ten Things to Remember	245
Chapter 20: Ten Great Apps.....	251
<i>Index</i>	257

Table of Contents

Introduction..... 1

About This Book	1
How to Use This Book	2
Foolish Assumptions	3
How This Book Is Organized	3
Part I: Introducing the Nexus 7	4
Part II: Keep in Touch.....	4
Part III: But Wait — There’s More!.....	4
Part IV: Nuts and Bolts	4
Part V: The Part of Tens.....	4
Icons Used in This Book.....	5
Where to Go from Here	5

Part 1: Introducing the Nexus 7..... 7

Chapter 1: Behold the Nexus......9

Nexus 7 Setup	9
Liberating your tablet	10
Charging the battery	10
Setting up your Nexus 7.....	11
Know Your Gizmo	14
It’s a Turn-On.....	16
Turning on your Nexus 7	17
Unlocking the Nexus 7.....	17
Working the various lock screens	18
It’s a Turn-Off.....	20
Locking the Nexus 7	20
Controlling the lock time-out	20
Turning off the Nexus 7.....	21
Where to Keep Your Nexus 7	22

Chapter 2: How It Works23

Basic Operations.....	23
Touching the screen.....	23
Changing the orientation	25
Controlling the volume	26
There’s No Place Like Home Screen.....	27
Touring the Home screen	27
Accessing multiple Home screens.....	29
Using the icon buttons	30

Common Activities.....	32
Starting an app.....	33
Working a widget.....	33
Reviewing notifications.....	33
Setting quick options.....	35
Visiting the All Apps screen.....	36
Reviewing recent apps.....	37

Chapter 3: Text Typing and Editing 39

The Old Hunt-and-Peck.....	39
Using the onscreen keyboard.....	40
Accessing symbols.....	42
Typing duties.....	44
Fixing your text automatically.....	44
Text Editing.....	46
Moving the cursor.....	46
Selecting text.....	46
Selecting text on a web page.....	47
Cutting, copying, and pasting.....	48
Voice Input.....	49
Activating voice input on the keyboard.....	49
Dictating to your tablet.....	49
Uttering b*** words.....	50
Commanding the Nexus 7 with your voice.....	50

Part II: Keep in Touch 53

Chapter 4: Dealing with Your Friends 55

Meet the People.....	55
Using the People app.....	56
Sorting your contacts.....	57
Even More Friends.....	58
Building a new contact from scratch.....	58
Creating a contact from an e-mail message.....	60
Importing contacts from your computer.....	60
Beaming contacts.....	61
Finding a new contact on the map.....	62
Manage Your Friends.....	62
Editing contact information.....	63
Taking a picture of a contact.....	63
Making a favorite.....	64
Joining identical contacts.....	65
Removing a contact.....	66

Chapter 5: Messages of the Electronic Kind67

Tablet E-Mail.....	67
Setting up an Email account.....	68
Adding even more e-mail accounts	70
You've Got E-Mail.....	71
Getting a new message.....	71
Checking the inbox.....	72
Reading an e-mail message.....	74
Replying to or forwarding a message.....	74
A Message That You Create.....	75
Composing a new message.....	75
Sending e-mail to a contact	77
E-Mail Configuration	77
Creating a signature	78
Configuring the e-mail delete option.....	79
Setting the primary e-mail account	80

Chapter 6: On the Web81

Nexus 7 Web Browsing.....	81
Viewing the web.....	82
Visiting a web page.....	83
Browsing back and forth.....	83
Working with bookmarks.....	83
Managing web pages in multiple tabs	85
Searching the web	86
Searching for something on a web page.....	86
Sharing a page.....	87
The Art of Downloading	88
Grabbing an image from a web page.....	89
Downloading a file	89
Reviewing your downloads	89
Chrome Controls and Settings	90
Changing the way the web looks	91
Setting privacy and security options	92

Chapter 7: Your Digital Social Life93

Google Wants You to Use Google+	93
Setting up Google+	94
Using Google+.....	95
Your Life on Facebook.....	96
Setting up your Facebook account.....	97
Getting the Facebook app.....	97
Running Facebook on your Nexus 7.....	97
Setting your status.....	98
Uploading a picture to Facebook.....	100
Configuring the Facebook app	101

The Tweet Life.....	102
Setting up Twitter	102
Tweeting	103
Even More Social Networking.....	105

Chapter 8: Text Chat, Video Chat, and Phone Calls. . . 107

We Can Talk.....	107
Using Google Talk	108
Setting your status and message	109
Getting friends on Google Talk	109
Typing at your friends.....	110
Talking and video chat.....	111
Google+ Hangouts	112
Connect to the World with Skype	115
Getting Skype for the Nexus 7.....	115
Chatting with another Skype user	115
Seeing on Skype (video call)	116
Sending a text message with Skype.....	116
Placing a Skype phone call	117

Part III: But Wait — There's More! 121

Chapter 9: There's a Map for That 123

A Map That Needs No Folding.....	123
Using the Maps app.....	124
Adding layers	125
Find Things	127
Finding out where you are.....	127
Looking for a specific address	129
Finding a business, restaurant, or point of interest.....	129
Searching for favorite or recent places	131
Locating a contact's address	131
Nexus 7 the Navigator	132
Getting directions	132
Navigating to your destination	134

Chapter 10: Name That Tune 135

Listen Here.....	135
Browsing your music library.....	135
Playing a tune.....	137
Being the life of the party	140
Add Some Music to Your Life	141
Using the Internet to access your tunes	144
Organize Your Music	144
Reviewing your playlists.....	144
Creating your own playlists.....	145

Making music available full-time..... 147
 Removing unwanted music 147
 Music from the Stream 148

Chapter 11: Other Amazing Feats 149

It's a Clock..... 149
 It's a Large Calculator..... 151
 It's a Calendar 152
 Browsing your schedule 153
 Reviewing appointments 154
 Creating a new event 155
 It's an eBook Reader 158
 Using the Play Books app 158
 Reading an eBook 159
 It's Google Now 161
 Summoning Google Now 161
 Barking various orders 163
 It's a Photo Album..... 164
 It's Your Video Entertainment..... 166
 Enjoying YouTube 166
 Buying and renting movies..... 167

Chapter 12: More Apps at the Play Store 169

Welcome to the Play Store..... 169
 Browsing the Google Play Store..... 170
 Obtaining an app..... 171
 Installing apps from your computer..... 174
 App Management 175
 Reviewing your apps 175
 Sharing an app 177
 Updating an app..... 177
 Removing downloaded apps 178

Part IV: Nuts and Bolts 181

Chapter 13: To Be Wireless 183

Wi-Fi? Why Not! 183
 Understanding Wi-Fi..... 183
 Activating and deactivating Wi-Fi..... 184
 Connecting to a Wi-Fi network 184
 The Bluetooth Experience 186
 Understanding Bluetooth 187
 Activating Bluetooth 188
 Pairing with a Bluetooth device..... 188
 Printing to a Bluetooth printer 190

Android Beam It to Me	191
Turning on NFC	191
Using Android Beam.....	192
Using Jim Beam	192
Chapter 14: Connect and Share	193
The USB Connection.....	193
Connecting the Nexus 7 to your computer	194
Dealing with the USB connection in Windows.....	194
Connecting the Nexus 7 to a Mac	196
Configuring the USB connection.....	196
Disconnecting the Nexus 7	197
Files Back and Forth	197
Transferring files to the Nexus 7	197
Copying files to your computer	200
Chapter 15: On the Road	201
You Can Take It with You	201
Preparing to leave.....	201
Going to the airport.....	202
Flying with the Nexus 7	203
The Nexus 7 Travels Abroad	204
Chapter 16: Customize Your Nexus 7	205
Home Screen Decorating.....	205
Hanging new wallpaper	205
Adding apps to the Home screen	206
Building app folders	208
Putting an app on the Favorites bar.....	210
Slapping down widgets	210
Resizing widgets	211
Moving and removing icons and widgets	212
Nexus 7 Security.....	213
Finding the lock screens	213
Removing the screen lock	214
Unlocking the tablet with your face	214
Creating an unlock pattern	215
Setting a PIN	217
Assigning a password.....	218
Setting the owner info text	218
Various Adjustments	219
Singing a different tune	219
Changing visual settings	221

Chapter 17: Maintenance and Troubleshooting223

The Maintenance Chore	223
Keeping it clean.....	224
Backing up your stuff	224
Updating the system	225
Battery Care and Feeding.....	226
Monitoring the battery.....	226
Determining what is sucking up power	228
Extending battery life	229
Help and Troubleshooting.....	230
Fixing random and annoying problems	230
Using the “manual”	232
Getting support.....	232
Valuable Nexus 7 Q&A.....	233
“I can’t turn the tablet on (or off)!”	233
“The touchscreen doesn’t work!”	233
“The battery doesn’t charge!”	234
“The tablet gets so hot that it turns itself off!”	234
“The tablet doesn’t do Landscape mode!”	234

Part V: The Part of Tens..... 235**Chapter 18: Ten Tips, Tricks, and Shortcuts.237**

Rotate That Home Screen	237
Summon a Recently Opened App	238
Friendly Friend Buttons	238
Add a Contact Screen Widget.....	239
Keep the Tablet Awake.....	240
Add Settings Shortcut Widgets	241
Add Spice to Dictation.....	241
Enter Location Information for Your Events	242
Use the Task Manager	242
Find Your Lost Nexus 7	243

Chapter 19: Ten Things to Remember245

Use Dictation	245
Landscape Orientation.....	246
Orientation Lock	246
Use the Keyboard Suggestions.....	246
Things That Consume Lots of Battery Juice.....	247
Use a Docking Stand	247

Make Phone Calls	248
Mind Your Schedule	248
Snap a Pic of That Contact.....	248
The Search Command	249

Chapter 20: Ten Great Apps 251

AK Notepad.....	251
ASTRO File Manager	252
Dropbox	252
Google Finance.....	253
Google Sky Map.....	253
Movies	254
SportsTap.....	254
TuneIn Radio	254
Voice Recorder.....	254
Zedge	255

Index..... 257

Introduction

Welcome to the 21st century. Computers? Forget them! They're old, heavy, and clunky and not designed with the modern lifestyle in mind. Instead, you need to follow the trends and get a *tablet*, a mobile communications gizmo — something you can take with you and stay connected wherever you are.

Avoiding temptation to follow the trendy crowd, you've selected something unique. The Nexus 7 is not your normal tablet. It lacks a digital cellular connection and the monthly bills that come with it. It also lacks a rear-facing camera because, let's face it, tablets make lousy cameras. No, the Nexus 7 is truly different.

As a Nexus 7 owner, or someone who's interested in purchasing the device, you obviously want to get the most from your technology. It can be intimidating. It can be frustrating. No matter what, your experience can be made better by leisurely reading the book you have in your hands.

About This Book

This book was written to help you get the most from the Nexus 7's potential. It's a reference. Each chapter covers a specific topic, and the sections within each chapter address an issue related to the topic. Definitely, you don't have to read this book from front to back. In fact, I forbid you to do so.

The overall idea for this book is to show how things are done on the Nexus 7 and to help you get the most from the device without overwhelming you with information or intimidating you into despair.

Sample sections in this book include

- ✓ Locking the Nexus 7
- ✓ Activating voice input on the keyboard
- ✓ Importing contacts from your computer
- ✓ Setting up an Email account
- ✓ Running Facebook on your Nexus 7

- ✓ Talking and video chat
- ✓ Placing a Skype phone call
- ✓ Helping others find your location
- ✓ Flying with the Nexus 7

You have nothing to memorize, no sacred utterances or animal sacrifices, and definitely no PowerPoint presentations. Instead, every section explains a topic as though it's the first thing you read in this book. Nothing is assumed, and everything is cross-referenced. Technical terms and topics, when they come up, are neatly shoved to the side, where they're easily avoided. The idea here isn't to learn anything. This book's philosophy is to help you look it up, figure it out, and get on with your life.

How to Use This Book

This book follows a few conventions for using the Nexus 7. First of all, the Nexus 7 is referred to as the *Nexus 7* throughout the book. I might also refer to it as your *tablet*, for short.

The way you interact with the Nexus 7 is by using its *touchscreen*, the glassy part of the device as it's facing you. The device also has some physical buttons, as well as some holes and connectors. All these items are described in Chapter 1.

The various ways to touch the screen are explained and named in Chapter 2.

Chapter 3 discusses text input on the Nexus 7, which involves using an onscreen keyboard. You can also input text by speaking to the Nexus 7, which is also covered in Chapter 3.

This book directs you to do things by following numbered steps. Each step involves a specific activity, such as touching something on the screen; for example:

3. Choose Downloads.

This step directs you to touch the text or item labeled *Downloads* on the screen. You might also be told to do this:

3. Touch Downloads.



Some options can be turned off or on, as indicated by a gray box with a blue check mark in it, as shown in the margin. By touching the box on the screen, you add or remove the blue check mark. When the blue check mark appears, the option is on; otherwise, it's off.

Foolish Assumptions

Even though this book is written with the gentle hand-holding required by anyone who is just starting out, or who is easily intimidated, I've made a few assumptions. For example, I assume that you're a human being and not a colony creature from the planet Zontar.

My biggest assumption: You have a Nexus 7, manufactured by Asus and distributed by Google on the Internet as well as in various stores in the real world. As this book goes to press, the Nexus 7 has only two variations — the 8GB model and the 16GB model. The differences between these models aren't great enough to warrant separate coverage in this book.

I also assume that you have a computer, either a desktop or laptop. The computer can be a PC or Windows computer or a Macintosh. Oh, I suppose it could also be a Linux computer. In any event, I refer to your computer as *your computer* throughout this book. When directions are specific to a PC or Mac, the book says so.

Programs that run on the Nexus 7 are *apps*, which is short for *applications*. A single program is an app.

Finally, this book doesn't assume that you have a Google account, but already having one helps. Information is provided in Chapter 1 about setting up a Google account — an extremely important part of using the Nexus 7. Having a Google account opens up a slew of useful features, information, and programs that make using your tablet more productive.

How This Book Is Organized

This book is divided into five parts, each of which covers a certain aspect of the Nexus 7 or how it's used.

Part I: Introducing the Nexus 7

This part of the book covers setup and orientation to familiarize you with how the device works. It's a good place to start if you're completely new to the concept of tablet computing, mobile devices, or the Android operating system.

Part II: Keep in Touch

In this part of the book, you read about various ways that the Nexus 7 can electronically communicate with your online friends. There's texting, e-mail, the web, social networking, and even the much-wanted trick of using the non-phone Nexus 7 to make phone calls and do video chat.

Part III: But Wait — There's More!

The Nexus 7 is pretty much a limitless gizmo. To prove it, the chapters in this part of the book cover all the various and wonderful things the tablet does: It's an eBook reader, a map, a navigator, a photo album, a portable music player, a calendar, a calculator, and potentially much more.

Part IV: Nuts and Bolts

Part IV of this book covers a lot of different topics. Up first is how to connect the Nexus 7 wirelessly to the Internet as well as to other gizmos, such as a Bluetooth printer. There's a chapter on sharing and exchanging files with your computer. Then come the maintenance, customization, and troubleshooting chapters.

Part V: The Part of Tens

Things are wrapped up in this book with the traditional *For Dummies* Part of Tens. Each chapter in this part lists ten items or topics. The chapters include tips, tricks, shortcuts, things to remember, and things not to forget — plus, a smattering of useful apps that no Nexus 7 should be without.

Icons Used in This Book



This icon flags useful, helpful tips or shortcuts.



This icon marks a friendly reminder to do something.



This icon marks a friendly reminder not to do something.



This icon alerts you to overly nerdy information and technical discussions of the topic at hand. Reading the information is optional, though it may win you the Daily Double on *Jeopardy!*

Where to Go from Here

Start reading! Observe the table of contents and find something that interests you. Or look up your puzzle in the index. When these suggestions don't cut it, just start reading Chapter 1.

My e-mail address is dgookin@wambooli.com. Yes, that's my real address. I reply to all e-mail I get, and you'll get a quick reply if you keep your question short and specific to this book. Although I do enjoy saying Hi, I cannot answer technical support questions, resolve billing issues, or help you troubleshoot your Nexus 7. Thanks for understanding.

You can also visit my web page for more information or as a diversion: www.wambooli.com.

Enjoy this book and your Nexus 7!

Part I

Introducing the Nexus 7

The 5th Wave

By Rich Tennant



“What I’m doing should clear your sinuses, take away your headache, and charge your Nexus 7.”

In this part . . .

After several thousand years, tablets are once again all the rage. Babylonians wrote on them. Moses brought them down from Mount Sinai. Ancient Roman schoolboys did their homework on them. Tablets are nothing new.

Then again, those ancient tablets aren't really the same as modern mobile computing devices. Ancient tablets didn't use batteries. They didn't communicate wirelessly with the Internet. They didn't let you update your social networking status, read books, play music, find tacos, or do any of the wonderful things a modern tablet is capable of. So maybe the Nexus 7 is something new and different. Consider this part of the book your introduction to the 21st century tablet.

Chapter 1

Behold the Nexus

In This Chapter

- ▶ Unboxing your Nexus 7
 - ▶ Charging the battery
 - ▶ Locating important things
 - ▶ Setting up and configuring the tablet
 - ▶ Unlocking the screen
 - ▶ Controlling lock time-out
 - ▶ Shutting down the Nexus 7
 - ▶ Storing your tablet
-

Your tablet adventures with the Nexus 7 begin by opening its box. Sure, you've probably already done that. I don't blame you: I opened the box and played with my Nexus 7 before I read this chapter, too. No problem. To help you relive the experience, or to get yourself oriented if you found the experience daunting — or to simply prepare you for that out-of-the-box experience yet to come — this chapter provides you with a gentle introduction to your new Google tablet, the Nexus 7.

Nexus 7 Setup

Fortunately, setting up your Nexus 7 tablet isn't complex or time-consuming. It doesn't bother gathering a goat and waiting for a full moon, nor do you need to hire a man with a long beard and pointy hat. You pretty much have to liberate the tablet, assemble it, charge the battery, and then set up your Google account. That's it.

Well, yeah, I can write "That's it," but obviously the process can be intimidating. This section offers some pointers.

Liberating your tablet

The Nexus 7 works best outside of its box: Lift the device from its container, and merrily remove the plastic sheeting that cocoons the gizmo. Root around inside the box, and locate the following items:

- ✓ **A USB cable:** You can use it to connect the Nexus 7 to a computer or a wall charger.
- ✓ **A wall charger:** Use this thing to charge the tablet. The USB cable plugs into the wall charger, and then it connects to the Nexus 7, as described in the next section.
- ✓ **Useless pamphlets:** Two booklets come with the Nexus 7 — a warranty that you can avoid reading and a *Quick Start Guide*, which is heavy on the quick and light on the guide.
- ✓ **Golden Ticket:** Rumor has it that five of the millions of Nexus 7s out there come with a special Golden Ticket. The winners receive a tour of Google's secret facilities and a lifetime supply of Wi-Fi.



TIP Keep the box for as long as you own your Nexus 7. If you ever need to return the thing or ship it somewhere, the original box is the ideal container. You can shove the useless pamphlets back into the box as well.

Your Nexus 7 isn't limited to the paltry assortment of items included in the box. There exists a bounty of additional goodies you can get for your tablet, including earbud-style earphones for listening to music; a headset for making phone calls; a car charger for taking the tablet on the road; numerous handsome carrying cases; and other assorted goodies. You can find these accessories at the Google Play Store on the Internet, at other various online vendors, or wherever you purchased the tablet.

Charging the battery

The first thing that I recommend you do with your Nexus 7 is give it a full charge. Obey these steps:

1. Connect the USB cable to the wall adapter.

The cable plugs in only one way.

2. Connect the other end of the USB cable to the Nexus 7.

The cable attaches to the bottom of the tablet. Again, it plugs in only one way.

3. Plug the wall adapter into the wall.

Upon success, you may see a large battery-charging icon appear on the touchscreen. Yes, it happens even though the Nexus 7 isn't turned on yet. The battery-charging icon lets you know that the Nexus 7 is functioning properly, though you shouldn't be alarmed if it fails to appear.



- ✓ Your Nexus 7 most likely comes partially charged from the factory, though I still recommend giving it an initial charge, just in case, as well as to familiarize yourself with the process.
- ✓ The USB cable is used for charging the Nexus 7 and for connecting it to a computer to share information or exchange files. (Read more about exchanging files in Chapter 14.)
- ✓ You can also charge the Nexus 7 by connecting it to a computer's USB port. As long as the computer is on, the tablet charges. Even so:
- ✓ The battery charges more efficiently if you plug it into a wall rather than charge it from a computer's USB port.
- ✓ The Nexus 7 doesn't feature a removable battery.

Setting up your Nexus 7

The final act of getting your new tablet ready for use is to tell it a bit about yourself. Specifically, you need to coordinate your Google account with the tablet. Doing so gives you mobile access to your Gmail, Calendar, YouTube, and other, myriad Google accounts. Further, you need to set up some other tablet features, such as your language, the Wi-Fi networking connection, and location services.

If initial setup was already done for you by the friendly salespeople where you bought your Nexus 7, you're good to go. Skip on over to the next section. Otherwise, the account setup adventure begins by turning on the Nexus 7 for the first time. Heed these directions:

1. Press the Power Lock button.

You may have to press it longer than you think. When you see the text *Google* appear on the screen, the Nexus 7 has started. (You can release the button.)

2. Unlock the Nexus by dragging the Unlock button out toward the unlocking ring, as shown in Figure 1-1.

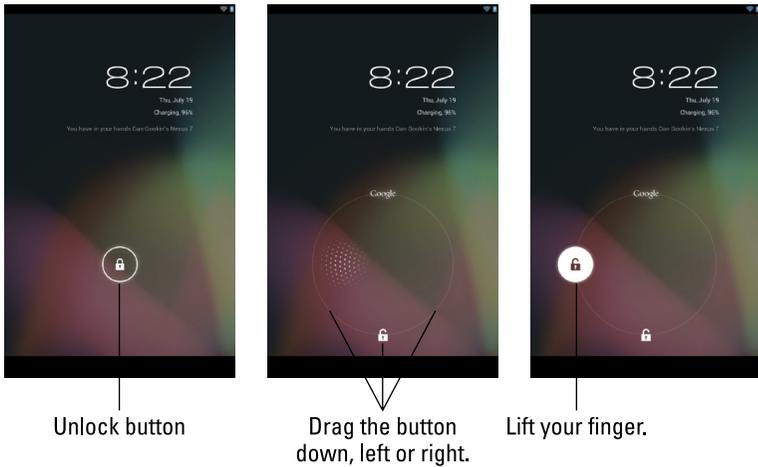


Figure 1-1: Unlock the Nexus 7.

To drag the button, touch it with your finger. Keep your finger on the touchscreen and drag down, left, or right, as illustrated in Figure 1-1. The unlocking ring doesn't appear until you move the Unlock button. Lift your finger when the Unlock button changes, as shown in the figure.

Normally when you unlock the Nexus 7, you can start doing things. (That discussion comes later.) Because you're starting the tablet for the first time, you have to run through the setup process. The first thing to do is to tell the Nexus 7 which language to use.

3. Optionally, choose your language.



On my tablet's screen, it says *English (United States)*. If you need to change the language, touch the Menu triangle (shown in the margin, and found in the lower-right corner of the Language button) to choose another language.

4. Touch the Big Triangle button to proceed.



The triangle button is shown in the margin.

The next step is to set up the Wi-Fi connection.

5. Choose a Wi-Fi network.

Assuming that a Wi-Fi network is in range, select it on the screen. Or when you see multiple Wi-Fi networks available, pick the one you use most often. On my screen, I chose the Imperial Wambooli network, my local wireless network.