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Dan Gookin

*Bestselling author of
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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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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.



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.

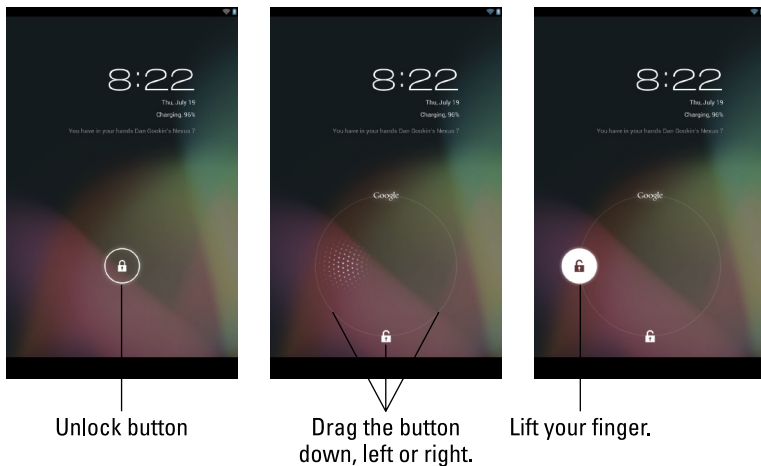


Figure 1-1: Unlock the Nexus 7.

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.

