



Control & customise

Control & customise

Quick start: control & customise

Controls and gestures

On, off, lock & unlock

Customise sounds and appearance

Redecorate your Home screen

Quick settings

Accessibility

- **Overview:** tap Overview  to see your recent apps (or browser tabs), and tap an app to reopen it. To remove an app from the list, swipe it left or right. To scroll the list, swipe up or down.

Tip: you don't need to remove apps from Overview for your phone to run efficiently.

- **Menus:** when  or  appears on a screen, you can tap it to open options for the current screen.

- **Close keyboard:** to close a touchscreen keyboard, tap .

- **Reboot:** to reboot your phone, press and hold the Power button until the screen goes dark and your phone restarts.

Press

Power button

Your power button helps in a few ways:

- **Power off:** press and hold the Power button to choose **Power off**.
- **Sleeps:** to conserve battery power, prevent accidental touches or when you want to wipe smudges off your touchscreen, put the touchscreen to sleep by pressing the Power button.
- **Wake up:** press the Power button again.



Tip: to add security to your phone, see **"Protect"**.

Volume buttons

Your volume buttons help in a few ways:

- **Ring volume:** press the buttons when your phone is ringing to silence it.
- **Carriage volume:** press the buttons during a call.
- **Music/video volume:** press the buttons during a song or video.

Tip: for more on volume control, see **"Volume"**.

Speak

Just tell your phone what you want.

Tip: speak naturally but clearly, like using a speakerphone.

- **Search:** tap  on the Home screen to search by voice, or say, "OK Google" to speak your search.

To change your voice input and text-to-speech settings, tap Apps  •  **Settings** • **Language & input**.

- **Dialling and commands:** tap . To dial, say "Call" and then a contact name or phone number. Or, say a command such as "Send text", "Go to" an app or "Help" for voice command help.

Tip: if a contact has more than one number, you can say which number to call. For example, "Call Joe Black Mobile" or "Call Suzi Smith Work".

- **Text entry:** on a touchscreen keyboard, tap , then speak your message or search text. You can also say punctuation.

Tip: to make your phone read out loud, see **"TalkBack"**.



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Moto G User Guide

Jicheng Xie



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