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BILL'S COMPLETE MANUALS

Google Gemini

Google's AI helper on your phone, in Search and in Gmail — what it does, what it costs, and how to use it safely

A plain-English guide for Android, iPhone and computer

Take your time — you can't break it

Written for you by Bill — Bill's Home Tech

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For the Gemini app, Google Search & Gmail · facts current November 2026

What's Inside

This is your plain-English guide to Google Gemini, the AI helper that now lives on Android phones, in an iPhone app, on the web, in Google Search and in Gmail. Read it in any order and at your own pace; there's no test, and you can't fall behind. Every chapter explains what Gemini does *for you*, with slow step-by-step directions and honest advice about privacy, cost and scams. Google updates Gemini often, so if a screen looks a little different on yours, the idea is still the same.

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PART 1

Meet Gemini

What Gemini is, where it shows up on your phone and computer, and what it costs. Start here and the rest will make sense.

CHAPTER 1

A Note from Bill

Hello, and welcome. If you've noticed a new sparkly star on your phone, a box of AI writing at the top of your Google searches, or a message saying "Gemini is here" and wondered what on earth changed, you're in exactly the right place. You haven't done anything wrong, and nothing is broken. Google has simply added a new helper to the things you already use.

I'm Bill. I've spent more than 30 years helping people feel at home with their technology, and these days I do it for folks right here in Portage County, Ohio. I wrote this manual the way I'd explain Gemini sitting at your kitchen table: slowly, in plain English, with no jargon and no rush. When I use a new word, I'll stop and explain it.

Gemini in one breath

Gemini is Google's AI helper. You ask it something in ordinary words, by typing or by talking, and it answers in ordinary words. It can explain a confusing letter, help you write a note, plan a trip, describe what your phone's camera is pointed at, or simply chat. It lives in its own app, and it also shows up inside Google Search, Gmail and, on most Android phones, in place of the old Google Assistant.

WHAT THIS DOES FOR YOU

What this manual does for you

By the end you'll know where Gemini lives on your devices, how to ask it for help by typing or talking, how to use it in Search and Gmail, what's free and what costs money, and, most important, how to keep your private information private and spot the new AI-flavored scams.

The big promise: you can't break it

Here's the most important thing in this manual. **You cannot break Gemini, your phone or your Google account by asking questions.** If Gemini gives an odd answer, you just ask again or start a new chat. If you wander onto a screen you don't recognize, the back arrow or the Home button always takes you somewhere familiar. Curiosity is how everyone learns.

I'll also be honest with you throughout. Gemini is useful, but it makes mistakes, and some of its fanciest features cost money. I'll tell you plainly when something is free, when it isn't, and when you should double-check an answer with a real person.

How to use this manual

- **Read in any order.** Each chapter stands on its own. If you only want Gmail help, jump to Chapter 16.
- **Follow the numbered steps** with your phone in hand. Go slowly; there's no timer.
- **Watch for the colored boxes.** Green tips save time, blue boxes are good to know, amber boxes say "heads up," and red boxes warn about scams.
- **Screens change.** Google updates Gemini often. If a button looks a little different on yours, the idea is still the same.

And you're never stuck alone. If you'd like a hand, call me at **(330) 200-8042** and we'll sort it out together, with no judgment. There's no such thing as a silly question.

— Bill

CHAPTER 2

What Gemini Is (and Isn't)

The word "AI" gets thrown around so much it has started to sound like magic or menace. Neither is right. Let's take the mystery out of it.

What Gemini actually is

Gemini is a computer program, made by Google, that has learned from an enormous amount of written material. Because of that, it's very good at understanding questions asked in everyday language and writing replies that sound natural. Google calls it an **AI assistant**. You can think of it as a patient helper who has read a great deal, never gets tired of your questions and is available any hour of the day.

What it's good at

- **Explaining things** in plain words: a medical term, a line on your bill, how a gadget works.
- **Writing help:** thank-you notes, emails, a letter to the insurance company, a toast for a birthday.
- **Planning:** a grocery list for the week, a day trip, a packing list.
- **Summarizing:** turning a long article or a long email thread into a few short points.
- **Looking at things with you:** a photo of a plant, a label you can't read, a confusing screen.
- **Just chatting:** trivia, memories, recipes, practicing a conversation before a doctor's visit.

What it isn't

- **It isn't a person.** It doesn't know you, care about you or remember you the way a friend does, even when it sounds warm.
- **It isn't always right.** Google's own help pages say Gemini can make mistakes and that you should double-check its answers and not rely on it for professional advice.
- **It isn't your doctor, lawyer or financial advisor.** It can help you prepare questions for them. It should never replace them.
- **It isn't a search engine in disguise.** It writes an answer rather than handing you a list of websites, which is handy but means you can't always see where the facts came from.

GOOD TO KNOW

Gemini and the old Google Assistant

For years, Android phones had **Google Assistant**, the voice that answered "Hey Google." Google has been replacing it with Gemini. On most Android phones today, pressing and holding the power button or saying "Hey Google" opens Gemini instead. Chapter 5 explains what changed and what to check on your phone.

The words you'll see

Word	What it means
Gemini	Google's AI helper. Also the name of the app.
Prompt	Whatever you type or say to Gemini. A question, a request, a few words.
Chat	One conversation with Gemini. You can have many, and come back to old ones.
Gemini Live	A spoken, back-and-forth conversation, like a phone call with Gemini.
AI Overview	The AI-written summary that sometimes appears at the top of Google Search results.
AI Mode	A separate part of Google Search where you can ask longer questions and follow up.
Google AI plan	Google's paid subscriptions (AI Plus, AI Pro and AI Ultra) that add more Gemini.

FROM BILL

My honest view

Gemini is a genuinely useful tool, the way a good dictionary or a handy neighbor is useful. Use it for what it's good at, check anything important, and never feel you have to use it at all. Plenty of happy people never touch it.

CHAPTER 3

Where You'll Find Gemini

One reason Gemini feels confusing is that it pops up in so many places. It's the same helper underneath, just reached through different doors. Here's the map.

Where	What you'll see
The Gemini app on Android	Comes on most newer Android phones. Also opens when you press and hold the power button, touch and hold Home, or say "Hey Google" (if turned on).
The Gemini app on iPhone and iPad	A free app from the App Store called **Google Gemini**.
On a computer	Go to **gemini.google.com** in your web browser and sign in. Google also offers Gemini apps for Mac and Windows.
Google Search	**AI Overviews** appear at the top of some results. **AI Mode** is a separate tab or button for longer questions.
Gmail	Short summaries of long email threads, and **Help me write** for drafting replies.
Google Messages (Android)	A chat with Gemini sits alongside your text conversations.
Nest speakers and displays	Google is upgrading these from Google Assistant to **Gemini for Home**.

Which door should you use?

Use whichever is closest at hand. For most people that's the Gemini app on their phone. If you're already searching Google, the AI Overview at the top may answer your question without opening anything else. If you're reading email, the Gmail features help right there. You don't have to learn them all at once.

What you need

- **A Google Account.** That's the same account you use for Gmail or the Play Store. If you have Gmail, you already have one. Chapter 7 covers signing in.
- **An internet connection.** Wi-Fi or cellular data. Gemini doesn't work offline.
- **A reasonably recent phone, tablet or computer.** Very old Android phones may not offer Gemini.

CHAPTER 4

Free or Paid? Google's AI Plans

Good news first: **the everyday Gemini is free.** You can chat, ask questions, talk to it out loud with Gemini Live, show it photos and use its help in Search and Gmail without paying a cent. Google also sells paid plans that add more. Here's what they cost in the United States as of November 2026.

Plan	Price (U.S.)	What it adds
Free	No cost with a Google Account	Everyday Gemini, Gemini Live, image making, Deep Research, 15 GB of Google storage
Google AI Plus	$4.99 a month	About twice the Free usage, more features such as video making, 400 GB of storage
Google AI Pro	$19.99 a month	About four times the Free usage, Google's more capable models, Gemini in Gmail and Docs, YouTube Premium Lite, Google Home Premium (Standard), 5 TB of storage
Google AI Ultra	From $99.99 a month ($199.99 for the highest tier)	Far higher limits and early access to new features. Aimed at heavy professional users.

GOOD TO KNOW

The storage is the same Google storage you already have

Every Google Account gets 15 GB of free space shared across Gmail, Google Drive and Google Photos. The paid AI plans include bigger storage. If you're already paying Google for extra storage, look at what you have now (at one.google.com) before you add another subscription, so you don't pay twice.

Do you need to pay?

For most of the people I help, **no**. The free Gemini handles the questions, letters, recipes, photos and explanations that make up everyday life. You'd mainly consider a paid plan if:

- You keep hitting a message saying you've reached a limit for the day.
- You want Gemini to answer questions about your own Gmail inbox (Google lists this for AI Pro and Ultra).
- You'd use the extra storage for photos anyway, so the AI features come along with it.
- You use Gemini for work every day.

How to see or change your plan

1. Open the **Gemini** app (or go to gemini.google.com).
2. Tap your **profile picture** or initial.
3. Look for an option to **upgrade** or to manage your Google AI plan. If you're on the free plan, you'll see an offer to upgrade; you don't have to accept it.
4. To cancel a paid plan later, go back to the same place, or manage it through Google One at **one.google.com**. If you subscribed through the App Store on an iPhone, you cancel it through your Apple subscriptions instead.

HEADS UP

Free trials turn into charges

Google sometimes offers free trials of its AI plans. That's fine to try, but a trial renews at the full price unless you cancel. If you start a trial, put a reminder on your calendar a few days before it ends.

SCAM ALERT

Nobody needs to "activate" Gemini for a fee

Gemini is free to start. If a caller, pop-up or email says you must pay to "unlock," "activate" or "keep" Gemini, especially with gift cards or a wire transfer, it's a scam. Google sells its plans only through its own apps and websites and the official app stores.

Prices and plan details change. Before you subscribe, check the current price on the upgrade screen itself. It always shows the real amount before you agree.

PART 2

Getting Started

Getting Gemini onto your Android phone, iPhone or computer, signing in, and finding your way around the screen. Then your very first questions.

CHAPTER 5

Gemini on an Android Phone

On most newer Android phones, including Samsung Galaxy and Google Pixel phones, Gemini is already there. You may never have installed anything. Here's how to tell, and how to open it.

Is Gemini already your phone's assistant?

Google's help pages say that on Android, Gemini works as your phone's assistant when the **Google app** is set as the phone's "digital assistant app." To check:

1. Open your phone's **Settings** app (the gear).
2. Tap **Apps**, then **Default apps**.
3. Look under **Digital assistant app**. It should say **Google**.
4. If it doesn't, tap **Digital assistant app**, then **Default digital assistant app**, and choose **Google**. (The wording varies a little from phone to phone.)

Three ways to open Gemini

- **Tap the Gemini app.** Look for an icon with a colorful four-pointed star. Swipe up on your home screen to see all your apps if it isn't on the front.
- **Press and hold the power button** (on many phones), **touch and hold Home**, or **swipe up from a bottom corner** of the screen. This opens a small Gemini panel over whatever you're doing.
- **Say "Hey Google"** if you've turned on hands-free listening (see Chapter 11).

GOOD TO KNOW

What happened to Google Assistant?

Google has been replacing Google Assistant with Gemini on phones. News reports from Android Authority and TechRepublic say Google began removing Assistant from Android phones and tablets on September 4, 2026, with no way to switch back once the change reaches a phone. Google's own help page still describes a **Switch to Google Assistant** option, so depending on your phone you may or may not still see it. Either way, the everyday things, like "Hey Google, set a timer," carry over to Gemini.

If you don't have the Gemini app

1. Open the **Play Store** (the colorful triangle).

2. Tap the search box and type **Gemini**.
3. Choose **Google Gemini**, made by **Google LLC**. Check the maker's name carefully.
4. Tap **Install**, then **Open**, and follow the welcome screens.

STAY SAFE

Only install Gemini from Google

The Play Store has lookalike "AI chat" apps that charge weekly fees or collect your information. The real one is free to install and is published by Google LLC. If an app asks for payment before you've even typed a question, back out.

The small Gemini panel

When you open Gemini with the power button or "Hey Google," it appears as a panel along the bottom of the screen rather than the full app. You can type or talk right there. If you opened it on top of another app, Gemini may offer a button like **Ask about screen** so you can ask about what you're looking at. Chapter 13 explains that, and how to keep it private.

TIP

Can't find the app?

Swipe down from the middle of your home screen and type **Gemini** into the search bar that appears. Touch and hold the icon and drag it onto your home screen so it's always handy.

CHAPTER 6

Gemini on an iPhone, iPad or Computer

Gemini isn't built into iPhones the way it is on Android, but the free app works well, and so does the website on any computer.

On an iPhone or iPad

1. Open the **App Store** (the blue icon with a white "A").
2. Tap **Search** and type **Google Gemini**.
3. Choose the app made by **Google** and tap **Get**. You may need to confirm with Face ID, Touch ID or your Apple Account password. The app is free.
4. Tap **Open**, then sign in with your Google Account (your Gmail address and password).
5. Allow the microphone if you'd like to talk to Gemini. You can say no and type instead.

GOOD TO KNOW

What's different on an iPhone

The iPhone app does chatting, talking, photos and Gemini Live. It's an app you open when you want it; it doesn't replace Siri. Some Android-only features, like Gemini in the Google Messages app and the power-button shortcut, don't apply.

On a computer

1. Open your web browser. Google's help lists Chrome, Safari, Firefox, Opera and Microsoft Edge.
2. Type **gemini.google.com** in the address bar and press **Enter**.
3. Click **Sign in** and use your Google Account.
4. Type your question in the box near the bottom and press **Enter**.

TIP

Bookmark it

Once Gemini is open in your browser, add it to your bookmarks or favorites so you can get back with one click. Google also offers Gemini apps for Mac and Windows, but the website does everything most people need.

Can I use it without signing in?

Sometimes. Google says that on some devices you can ask simple questions without signing in, but your chats won't be saved and many features (photos, files, Gemini's connections to your other Google apps) need an account. On an Android phone, the Gemini app always requires signing in. I recommend signing in so you can find your earlier conversations.

CHAPTER 7

Signing In: Accounts and Age Rules

Gemini uses your **Google Account**, the same one behind Gmail, YouTube and the Play Store. There's no separate Gemini password to remember.

Which accounts work

Account	Can it use Gemini?
A personal Google Account	Works. This is what most people have: an address ending in @gmail.com that you manage yourself.
A work Google Account	Works only if the employer's Google Workspace plan includes Gemini, and only for people 18 or over. Some features are missing.
A school Google Account	Works only if the school has turned Gemini on.
A child's supervised account	A parent decides, using the Google Family Link app. See Chapter 24.

Age rules in brief

- Children under 13 can use Gemini only if a parent allows it through Family Link, and some features (like "Hey Google" and saving activity) aren't available to them.
- Some newer features are for adults only. Google lists 18 and over for Gemini in Google Messages, for personalized answers in AI Mode, and for AI Mode experiments in Search Labs.
- If you're 18 or over, Gemini saves your activity by default. Chapter 20 shows how to change that.

Using more than one Google Account

If you have two Google Accounts, perhaps an old one and a new one, Gemini uses whichever is selected. To switch:

1. In the Gemini app, tap your **profile picture** or initial at the top.
2. Tap the account you want, or choose to add another account.

STAY SAFE

Protect the account, protect Gemini

Anyone who gets into your Google Account can read your Gemini chats along with your email. Use a strong password and turn on 2-Step Verification in your Google Account security settings. Never read a Google sign-in code to anyone who calls you, no matter who they say they are.

CHAPTER 8

A Tour of the Gemini Screen

The Gemini app looks a bit different on Android, iPhone and the web, and Google rearranges it now and then, but the main pieces are always the same.

What you see	What it does
The text box	Along the bottom. Usually says something like "Ask Gemini." Tap here to type.
Send	An arrow that appears once you've typed. Tap it to send your question.
Microphone	Tap it to speak your question instead of typing.
Live	A button (often a waveform shape) that starts a spoken, back-and-forth conversation. On Android you can also swipe left.
Add files (+)	Attach a photo, take a picture, or add a document.
Menu	Usually at the top left. Opens your list of earlier chats and the settings.
New chat	Starts a fresh conversation on a new topic.
Profile picture	Your Google Account picture or initial. Leads to settings, your activity and account switching.

Your earlier chats

Gemini keeps a list of your past conversations (as long as its activity setting is on). Tap **Menu** to see them. Tap one to pick up where you left off. This is handy for an ongoing project like planning a reunion.

Temporary chats

Google also offers a **Temporary chat** next to **New chat** in the menu. A temporary chat doesn't appear in your list of recent chats or your Gemini activity, which is useful for a private question. It doesn't remember anything about you, and when you leave, it's gone.

TIP

Make the words bigger

Gemini follows your phone's text size. On Android, open **Settings** and search for **font size**. On an iPhone, open **Settings** and search for **Text Size**. On a computer, hold **Ctrl** (or **Command** on a Mac) and press the plus key.

CHAPTER 9

Your First Conversations

Let's try it. There's no wrong way to start. Type the way you'd talk to a helpful librarian.

Ask your first question

1. Open **Gemini**.
2. Tap the text box at the bottom.
3. Type a question, for example: *What's a simple soup I can make with potatoes, carrots and onions?*
4. Tap **Send** (the arrow).
5. Read the answer. Scroll down if it's long.

Keep the conversation going

The magic is in the follow-up. You don't have to start over. Just type the next thing, as if you're continuing a conversation:

- *Make it serve two people.*
- *I don't have a blender. Is that a problem?*
- *Turn that into a shopping list.*

Gemini remembers what you were talking about within the same chat.

Ten good first questions

- *Explain what "deductible" means on my health insurance, in plain words.*
- *Help me write a short thank-you note to my neighbor who shoveled my driveway.*
- *What are some easy chair exercises I could ask my doctor about?*
- *Plan a relaxed day trip from Kent, Ohio, for someone who doesn't like long walks.*
- *Give me five questions to ask at my next eye appointment.*
- *What's the difference between a cold and the flu?* (Then check with your doctor.)
- *Suggest a birthday card message for my 10-year-old grandson who loves dinosaurs.*
- *How do I take a screenshot on my phone?*
- *Tell me a little history of the town of Ravenna, Ohio.*
- *Give me a word puzzle to do with my morning coffee.*

Other things you can do with an answer

- **Edit your question:** tap the small pencil (Edit) next to what you typed, change it and tap **Update**. Gemini writes a new answer.
- **Hear the answer read aloud:** look for a **Listen** (speaker) button next to the reply.
- **Copy it** to paste into an email or text.
- **Ask for a file:** Google says you can ask Gemini to put an answer into a document, PDF or spreadsheet, then download it or save it to Google Drive.

FROM BILL

Don't worry about being polite or perfect

You can say please and thank you if you like, but you don't have to. Spelling mistakes are fine. Short questions are fine. If the answer isn't what you wanted, say so: "That's too long" or "Try again, simpler." Gemini doesn't get offended.

PART 3

Talking With Gemini

How to ask well, how to talk instead of type, and how to have a real spoken conversation with Gemini Live. Plus showing Gemini photos, papers and what your camera sees.

CHAPTER 10

Asking Good Questions

Gemini does its best work when it knows what you want. You don't need special words. You just need to give it the same details you'd give a helpful person.

The simple recipe: who, what, how

Tell it	Example
Who it's for	"for my granddaughter, who is 8" or "for someone new to computers"
What you want	"a birthday message," "a list," "an explanation," "three choices"
How you want it	"short," "in plain words," "warm but not mushy," "in large steps I can follow"

Put them together and you get a request like this:

Write a short, warm birthday message for my granddaughter, who is 8 and loves horses. Keep it to two sentences.

Before and after

A vague question	A clearer question
Tell me about Medicare.	In plain words, what's the difference between Medicare Part A and Part B? Keep it under 150 words.
Recipe chicken.	Give me an easy baked chicken recipe for two people that uses no more than six ingredients.
Fix this email.	Make this email to my landlord sound polite but firm. Keep my main points. [paste your email]
Trip ideas.	Suggest three relaxed day trips within an hour of Akron for someone who uses a cane.

Handy phrases to steer the answer

- **"Explain it like I'm new to this."** Gets the jargon out.
- **"Shorter, please."** or **"In three bullet points."**
- **"Give me step-by-step instructions, one step per line."**
- **"Ask me questions first if you need more details."** Gemini will interview you.
- **"What are you unsure about?"** Encourages it to admit gaps.
- **"Where can I check this?"** Asks it to point you to sources.

TIP

Start a new chat for a new topic

If you switch from soup recipes to your car insurance, tap **New chat**. Gemini answers better when one chat sticks to one subject, and your list of chats stays tidy.

FROM BILL

It's a conversation, not a test

Most people get a so-so answer the first time and a great one after a follow-up or two. That's normal. Treat it like talking with a helpful clerk: "Not quite. I meant the paper form, not the website."

CHAPTER 11

Speaking Instead of Typing

If small keyboards are a nuisance, you'll like this: you can simply talk to Gemini. There are two ways. This chapter covers quick spoken questions. Chapter 12 covers Gemini Live, a full back-and-forth conversation.

Speak a single question

1. Open **Gemini**.
2. Tap the **microphone** in the text box.
3. Say your question in a normal voice. Google says the microphone stays open for up to 5 minutes, so take your time.
4. To pause, tap **Stop**. To keep going, tap the **microphone** again.
5. Tap **Send** when you're done.

Turn on "Hey Google" (Android)

On Android, you can wake Gemini without touching the phone by saying "Hey Google." It's off until you turn it on.

1. Open the **Gemini** app.
2. Tap **Menu** at the left, then your **profile picture** or initial, then **Settings**.
3. Tap **Talk to Gemini hands-free**.
4. Turn on **"Hey Google"** and follow the steps to set up **Voice Match**, which teaches the phone to recognize your voice.

GOOD TO KNOW

Things to say to Gemini

"Hey Google, set a timer for 20 minutes." "Hey Google, what's the weather tomorrow?" "Hey Google, remind me to call the pharmacy at 3." "Hey Google, how do you spell rhubarb?" Everyday requests like these work just as they did with Google Assistant.

HEADS UP

"Hey Google" isn't available everywhere

Google says "Hey Google" isn't offered in every language or country, or for supervised (child) accounts. If you don't see the setting, you can still tap the microphone and talk.

Have Gemini read its answer to you

Next to a written answer, look for a **Listen** button (a small speaker). Tap it and Gemini reads the answer aloud in its voice. You can choose which voice in settings; Chapter 12 shows where.

CHAPTER 12

Gemini Live: A Real Conversation

Gemini Live is like a phone call with Gemini. You talk, it talks back, and you can interrupt it mid-sentence the way you would a friend: "Wait, go back. What was that second thing?" It's wonderful for thinking out loud, practicing a conversation or getting help with your hands busy.

WHAT THIS DOES FOR YOU

Why people love Live

No typing and no reading small print. You can talk through a recipe while you cook, rehearse questions for a doctor's appointment, or brainstorm a gift idea out loud. Google lists Gemini Live as part of the free plan.

Start a Live conversation

1. Open the **Gemini** app on your phone or tablet.
2. At the bottom, tap **Live**. On Android you can also swipe left. (You can also say "Hey Google, let's talk Live.")
3. The first time, follow the short on-screen instructions.
4. Start talking. Gemini answers out loud.

HEADS UP

Live is a phone-and-tablet feature

Google says Gemini Live isn't available on the Gemini website or in Gemini in Google Messages. Use the Gemini app on a phone or tablet.

The buttons during a Live chat

Button	What it does
Hold	Pauses the conversation and turns off the microphone. Tap **Live** to continue.
Mute	Turns off your microphone but lets Gemini keep talking. Tap **Unmute** to talk again.
End	Finishes the Live chat and shows you a written transcript of what was said.
Camera	Shows Gemini what your camera sees (Chapter 13).

Button	What it does
Share screen	Shows Gemini what's on your screen (Chapter 13).

Switch between talking and typing

You can move an ongoing conversation between Live and ordinary typed chat. Tap **End** to switch to typing; in a typed chat, tap **Live** to go back to talking. To pick up an old Live chat later, open it from your chat list and tap **Live**.

Keep talking while you use other apps (Android)

On Android, you can leave Live running while you look at something else. Swipe up from the bottom of the screen to put it in the background. To bring it back, swipe down from the top and tap the **Live with Gemini** card. For this to work, Google says the **Live with Gemini** notification must be on, under **Settings** > **Notifications** > **App notifications** > **Google**.

Make Live easier to follow

- **Choose Gemini's voice:** in the Gemini app, tap **Menu** > your **profile picture** > **Settings** > **Gemini's Voice**, tap a voice to hear it, then **Confirm**.
- **Stop accidental interruptions:** if background noise keeps cutting Gemini off, turn off **Interrupt Live responses** in the same Settings. You can still interrupt by tapping the screen.

STAY SAFE

Ask before you include someone else

Google asks that you respect other people's privacy and get their permission before recording them or including them in a Live chat. If a family member is in the room, let them know Gemini is listening.

CHAPTER 13

Showing Gemini Your Camera or Screen

Sometimes it's easier to show than to describe. Gemini can look through your phone's camera, or at what's on your screen, and talk about it.

Share your camera during Gemini Live

1. Start a Live chat (Chapter 12).
2. Tap **Camera**. Point the phone at whatever you want help with: a plant, a thermostat, the back of a pill bottle, a recipe card.
3. Ask out loud: *"What kind of plant is this?"* or *"Which of these buttons sets the temperature?"*
4. To switch between the front and back cameras, tap **Switch camera**.
5. To stop sharing, tap **Camera** again.

GOOD TO KNOW

When the camera turns itself off

Google says the camera switches off if you put Live on hold, leave the Gemini app or your screen locks. After leaving the app or locking the phone, you'll need to tap **Camera** again.

Share your screen (Android)

If a settings page or a website has you confused, Gemini can look at the screen with you.

1. In a Live chat, tap **Share screen** and follow the instructions. Or, from any app, open Gemini (press and hold the power button or say "Hey Google") and tap **Share screen with Live**.
2. Go to the screen that's confusing you and ask your question out loud.
3. To stop, go back to Gemini and turn off screen sharing, or swipe down from the top of the screen and tap **Stop sharing** on the Screen Sharing card.

STAY SAFE

Your whole screen is shared

When you share your screen, Gemini sees everything on it: notifications that pop up, text messages, account numbers. Close banking apps and anything private first. Stop sharing as soon as you're done.

"Ask about screen" without Live (Android)

For a quick typed question about what's on your screen, open Gemini over another app and tap **Ask about screen**. For this to work, Google says two switches must be on: in the Gemini app, tap **Menu** > your **profile picture** > **Settings** > **Screen context**, then turn on **use text from screen** and **use screenshot**. If you'd rather Gemini never looks at your screen, leave them off.

TIP

For tired eyes: Guided Vision

On Android, Google offers **Guided Vision** in Gemini Live, which gives spoken cues to help with things like reading a small label or understanding what's around you. Google is still rolling it out, so you may not see it yet.

CHAPTER 14

Photos, Papers and Files

You can hand Gemini a photo or document and ask about it. It's like sliding a paper across the table and saying, "What does this mean?"

Add a photo or document to your question

1. In the Gemini app or website, tap **Add files** (usually a **+**).
2. Choose to take a photo with the camera, pick one from your photos, or choose a file.
3. Type your question, for example: *What is this letter asking me to do?*
4. Tap **Send**.

Good uses

- **A confusing letter or form:** *Explain this in plain words. Is there a deadline?*
- **A recipe card in faded handwriting:** *Type this recipe out for me.*
- **A product manual:** *How do I reset this thermostat? Use simple steps.*
- **A plant, a bird or a bug in the garden:** *What is this?*
- **An old photo:** *Suggest a caption for this picture of my parents' wedding.*

STAY SAFE

Cover the private parts first

Before you photograph a bill, statement or medical form, cover or crop out your account numbers, Social Security number, Medicare number and date of birth. Gemini can explain the page without them. Chapter 21 covers what never to share.

Ask Gemini to make a document for you

Google says Gemini can turn an answer into a file: a Google Doc or Sheet, a PDF, a Word document, a spreadsheet and more. Just ask, for example: *Put this packing list in a document I can print.* For most kinds of file you can then download it to your device or save it to Google Drive.

TIP

Make your own pictures

Gemini can also create images from a description, such as a cheerful card design with sunflowers for a get-well note. Try *Create an image of...* and describe what you'd like. Google lists image making as part of the free plan.

HEADS UP

Check the details it reads

Gemini is good at reading photos but not perfect, especially with handwriting, faded print and numbers. If an amount, date or dose matters, compare Gemini's answer with the paper itself.

PART 4

Gemini Around Google

Gemini isn't only an app. It's in Google Search, Gmail, Google Messages, your calendar and even your Nest speaker. Here's what it does in each place.

CHAPTER 15

AI Overviews and AI Mode in Google Search

If you've searched Google lately, you've probably noticed a box of AI-written text above the usual list of websites. That's Gemini at work inside Search. There are two pieces worth knowing.

AI Overviews: the summary at the top

For some searches, Google shows an **AI Overview** at the top: a short, AI-written answer with links to the websites it drew from. It appears on its own; you don't have to do anything.

- **Read it as a starting point,** not the final word. Tap the links to see the original sources.
- **Scroll down** for the regular list of websites, which is still there underneath.
- **Prefer plain links?** Google's help says AI Overviews are a core Search feature and can't be turned off, but after you search you can choose the **Web** filter (you may need to tap **More** to find it), which shows only text links.

AI Mode: for longer questions

AI Mode is a separate part of Google Search for questions that would normally take several searches, like comparing options or planning something. You can ask follow-up questions, just as in the Gemini app. Google says there are three ways in:

- Go to **google.com/ai**.
- Go to **google.com**, type your question and tap **AI Mode**.
- In the **Google app**, tap **AI Mode** on the home screen.

Asking in AI Mode

1. Type your question in the **Ask anything** bar near the bottom, or tap the **microphone** and say it.
2. Read the answer and tap the links to check the sources.
3. Ask a follow-up in the same **Ask anything** bar: *Which of those is closest to Kent?*
4. To add a photo or a PDF, tap the **+** in the Ask anything bar.

HEADS UP

Google says AI Mode can get it wrong

Google's own help page says AI Mode doesn't always get it right and may misread web content or miss context. Its advice: check important information in more than one place, click the source links, and try asking your question a different way.

Deleting what you asked in AI Mode

On a computer, open AI Mode and click **AI Mode history** on the left. Next to a search, click **More** > **Delete**, or use **Delete all** at the top of the history. Google notes that if a search started as an AI Overview, you may also need to delete it from your regular Search history at **myactivity.google.com**.

TIP

Search or Gemini app: which to use?

For a quick fact, plain Google Search is fine. For a research-style question with sources, try AI Mode. For writing help, a back-and-forth chat, or talking out loud, use the Gemini app.

CHAPTER 16

Gemini in Gmail

Gmail now has Gemini built in. In January 2026 Google announced that several features became free for everyone in the U.S., starting in English, with more countries and languages to follow.

Feature	What it does	Cost
Conversation summaries	When you open a long back-and-forth email thread, Gmail can show a short summary of the key points at the top.	Free
Help me write	Drafts an email for you from a few words, or polishes one you've written.	Free
Suggested Replies	Offers short replies that fit the conversation, which you can edit before sending.	Free
Proofread	Advanced grammar, tone and style checks.	Google AI Pro or Ultra
Ask your inbox a question	Type a question like "Who was the plumber who sent me a quote last year?" and get an answer pulled from your email.	Google AI Pro or Ultra

Using Help me write

1. In Gmail, start a new email or tap **Reply**.
2. Look for **Help me write** (it often has the sparkle shape).
3. Describe what you want in a few words: *Thank Carol for the casserole and say we'd love to have her over next month.*
4. Read the draft. Change anything that doesn't sound like you.
5. Check the **To** line, then tap **Send** only when you're happy.

> **FROM BILL**
>
> **Make it sound like you**
>
> AI drafts can sound a little stiff or overly cheerful. Your friends know how you write. Use the draft as a head start, then add a personal line or two.

HEADS UP

Summaries can miss things

A summary is handy for a long thread about the family reunion. For anything with money, dates or medical instructions, read the actual email too. Summaries can leave out a detail that matters.

SCAM ALERT

Gemini can't vouch for an email

A summary of a scam email is still a scam email. If a message says your account is locked, a package is held, or a grandchild needs money, don't act on it, even if Gemini summarizes it calmly. Check by calling the company or person at a number you already know.

Google says it was also testing an **AI Inbox** that highlights important to-dos, starting with a small group of testers. If you don't see it, nothing is wrong.

CHAPTER 17

Gemini in Google Messages

On Android phones that use Google's **Messages** app for texting, Gemini can appear as its own conversation in your list of chats. It's a quick way to ask a question without opening another app, or to get help wording a text.

What you need

- An Android phone with the latest version of **Google Messages** and RCS chats turned on.
- A personal Google Account you manage yourself, and you must be 18 or older. Google says Family Link and work or school accounts aren't included.

Start a chat with Gemini in Messages

1. Open **Messages**.
2. Tap the chat with **Gemini** if you see one, or tap **Start chat** and choose **Gemini**.
3. The first time, follow the on-screen prompts.
4. Type your question (you can add a photo) and tap **Send**.

HEADS UP

Not private like your texts

Google says chats with Gemini in Messages aren't end-to-end encrypted the way many of your RCS conversations with people are. Don't send it anything you wouldn't put in an email.

Don't want the Gemini button?

In Messages, tap your **profile picture** or initial, then **Messages settings** > **Gemini in Messages**, and turn off **Show Gemini button**.

CHAPTER 18

Connected Apps: Calendar, Keep, Maps and More

Gemini can do more than talk. With your permission, it can work with other apps: add an event to your Google Calendar, put milk on a Google Keep list, look up a place on Google Maps or play a song on YouTube Music. Google calls these **Connected Apps**.

Things to try

- *Add lunch with Joan to my calendar for next Tuesday at noon.*
- *Add eggs, bread and coffee to my grocery list in Keep.*
- *Find a pharmacy near me that's open late.*
- *Play some Glenn Miller on YouTube Music.*
- *Remind me to water the plants every Sunday.*

Google's list of apps Gemini Live can use includes Google Calendar, Google Keep, Google Tasks, Google Home, Google Flights, Google Hotels, YouTube, YouTube Music and Spotify, plus calendar and notes apps from phone makers such as Samsung. Gemini can also use public information from Google Maps.

Turn connected apps on or off

1. Open the **Gemini** app.
2. Tap **Menu**, then **Settings**.
3. Tap **Personal intelligence**, then **Connected apps**.
4. Find the app. Turn it on to connect it, or off to disconnect it.
5. Follow any on-screen instructions.

GOOD TO KNOW

Most connections need Keep Activity on

Google says that if Gemini's **Keep Activity** setting is off, only a few connected apps keep working (device controls, Gemini Notebook, Messages, Phone and WhatsApp). Chapter 20 explains Keep Activity and the trade-off.

TIP

Changed your mind? Say undo

If Gemini Live adds the wrong thing while it's open on your screen, tap **Undo** or just say "undo that." Google notes you can't undo from the background, or with Samsung's apps; in those cases, open the calendar or list and fix it there.

STAY SAFE

Connect only what you're comfortable with

Connecting Gmail or Google Photos lets Gemini read them to answer your questions. That can be handy, but it's your choice. Leave off anything you'd rather keep separate, and you can turn a connection off at any time.

CHAPTER 19

Gemini on Nest Speakers and Displays

If you have a Google Nest Mini, Nest Audio, Nest Hub or other Google speaker or display, Google is upgrading those too, from Google Assistant to **Gemini for Home**.

What to expect

- **It's rolling out gradually.** Google says early access started on Google speakers and displays in select countries and languages (the United States and English included) and will reach more homes over time. You'll get a notification in the **Google Home** app that says **Introducing Gemini for Home** when it's ready for you.
- **The basics are free.** Google lists smart-home controls, music and media, alarms and timers, calendars, notes, lists, reminders and general questions at no cost.
- **Some extras need a subscription.** A spoken back-and-forth conversation (Gemini Live, started by saying "Hey Google, let's chat") needs **Google Home Premium**. Camera-history search and the evening Home Brief need the Advanced Premium plan. Google AI Pro includes the Standard Home Premium plan.
- **Most Nest devices qualify.** Google lists the full experience on the Google Home Speaker (2026), Nest Hub (1st and 2nd gen), Nest Hub Max, Nest Audio, Nest Mini (2nd gen) and Home Mini (1st gen). Older devices like the original Google Home get most features but not Gemini Live.

Upgrading a home

1. When the notification arrives, tap it, then tap **Get started** and follow the prompts.
2. Missed it? Open the **Google Home** app, tap your **profile picture** at the top right, then **Home settings**. If you see a banner that says **Set up Gemini for Home**, tap **Get started**.
3. Along the way you can pick a voice and choose filtering for sensitive topics.

HEADS UP

There's no switching back

Google says that once you switch your home to Gemini for Home, it can't go back to Google Assistant, and the change applies to everyone in the home and every compatible speaker. If a voice command you relied on stops working afterward, try saying it a different way, or give me a call.

TIP

How to tell which one you have

In the Google Home app, open **Home settings**. If it shows **Gemini for Home voice assistant**, you've been upgraded; if it shows **Google Assistant**, you haven't. Google also notes that Gemini for Home's voices have plant names, while Google Assistant's have color names.

Cars and TVs

Google's Gemini help says other devices with Google Assistant built in, such as TVs and cars, keep using Google Assistant for now. News reports say cars with "Google built-in" continue with Assistant, while Android Auto running from your phone switches to Gemini.

PART 5

Privacy and Safety

What Gemini saves, how to delete it, what never to share, how to catch its mistakes, and how to stay a step ahead of the scammers who use AI too.

CHAPTER 20

Your Gemini Activity: What's Saved and How to Delete It

When you chat with Gemini, Google can save those conversations to your Google Account. That's what lets you scroll back to an old chat. Google calls this setting **Keep Activity**, and the saved chats are your **Gemini Apps Activity**. You're in charge of both.

The key facts

- **If you're 18 or over, Keep Activity is on by default.**
- Saved activity is deleted automatically after **18 months** unless you choose **3** or **36 months**, or turn auto-delete off.
- Even with Keep Activity off, Google says conversations are kept with your account for up to **72 hours** to provide the service and process feedback. They don't show in your activity.
- For Gemini Live chats, the transcript, audio and any camera video or screen sharing are saved in your activity if Keep Activity is on.
- A separate setting lets Google use your audio, Live video and screen sharing to improve its services. Google says it's **off by default**.

See your Gemini activity

1. Open the **Gemini** app.
2. Tap **Menu** at the left, then your **profile picture** or initial.
3. Tap **Gemini Apps Activity**.
4. On a computer, you can also go straight to **myactivity.google.com/product/gemini**.

Delete some or all of it

1. Open **Gemini Apps Activity** as above.
2. Above your activity, tap **Delete**.
3. Choose **Last hour**, **Last day**, **All time** or **Custom range**.
4. Or, to remove one item, tap the **X** (Delete activity item) next to it.

Turn Keep Activity off

1. Open **Gemini Apps Activity**.
2. Near the top, tap **On**.

3. Choose **Turn off**, or **Turn off and delete activity** to clear the history too.

GOOD TO KNOW

The trade-off

With Keep Activity off, Gemini still answers questions, but you lose your chat history, and most connected apps (Calendar, Keep, Gmail and so on) stop working with Gemini. Some features, like scheduled actions, need it on. Many people keep it on and simply set auto-delete to 3 months.

Change how long it's kept

1. Open **Gemini Apps Activity**.
2. Near the top, tap **Deleting activity older than ... months** or **Choose an auto-delete option**.
3. Pick **3**, **18** or **36 months**, or **Don't auto-delete activity**.
4. Tap **Next** and follow the instructions.

TIP

One private question? Use a temporary chat

For a one-off sensitive question, tap **Menu**, then **Temporary chat** next to **New chat**. It won't appear in your recent chats or your Gemini activity.

Where Gemini thinks you are

Gemini can use your location to give local answers, like the weather or a nearby pharmacy. On Android it uses the location permission of the **Google** app. To check: open **Settings** > **Location** > **App location permissions** > **Google**, and see whether **Use precise location** is on. Turning location off also affects weather and nearby results in Search.

CHAPTER 21

What Not to Tell Gemini

Treat Gemini like a helpful stranger at the library: friendly and useful, but not someone you hand your wallet to. A simple rule covers most situations: **if you wouldn't put it on a postcard, don't type it into Gemini.**

Never share

- Your **Social Security number**, **Medicare number** or driver's license number.
- **Bank, credit card or investment account numbers**, and PINs.
- **Passwords** or the **sign-in codes** that companies text you.
- Photos of the front or back of your cards.
- Other people's private details, such as a friend's diagnosis or a grandchild's school and schedule.

Fine to share, with care

- A general description of a health question, without your name or numbers: *What does an A1C of 6.1 mean?*
- A letter or bill with the account numbers and your address covered up.
- Your town or neighborhood for local suggestions.
- First names in a thank-you note you're writing.

STAY SAFE

Why it matters

Your chats can be saved to your Google Account (Chapter 20), and anyone who gets into that account could read them. Keeping the sensitive details out means there's nothing to steal.

HEADS UP

Never type a password or code into a chat

Gemini doesn't need your Google password, a bank login or a verification code to answer a question. If any chat, pop-up or "assistant" asks you for one, close it.

A quick privacy checklist

1. Set Gemini auto-delete to 3 months (Chapter 20).
2. Use a temporary chat for anything sensitive.
3. Turn on 2-Step Verification for your Google Account.
4. Connect only the apps you actually want Gemini to use (Chapter 18).
5. Cover account numbers before you share a photo of a document.

CHAPTER 22

When Gemini Gets It Wrong

Gemini is confident and well-spoken even when it's mistaken. AI researchers call made-up answers "hallucinations." I just call them mistakes, and Google's own help pages say plainly that Gemini can make them.

Where mistakes happen most

- **Recent events** and anything that changes quickly, like prices or opening hours.
- **Exact numbers:** dates, doses, phone numbers, addresses, amounts.
- **Local details:** whether a store is still open, what a township's rules are.
- **Quotes and sources:** it can name a book or article that doesn't exist.
- **Health, legal and money questions,** where a small error matters a lot.

Thirty-second fact check

1. Ask Gemini: *Where did that come from?* or *How sure are you?*
2. Search the key fact in regular Google Search and look at two different trustworthy websites.
3. For anything official, go to the source: your pharmacist, your doctor's office, the company's own website, a government site ending in **.gov**.
4. If it doesn't match, trust the source, not Gemini.

HEADS UP

Health and medicine

Gemini can help you understand a term or prepare questions. It can't examine you, doesn't know your full history and can be wrong about medications. Never change a medication or dose because of something Gemini said. Ask your doctor or pharmacist.

Tell Google when it's wrong

Below an answer you'll usually see a thumbs up and a thumbs down. Tapping thumbs down and picking a reason sends feedback to Google. You don't have to, but it helps.

FROM BILL

A good habit

Use Gemini to get started and to understand, then use a trusted source to confirm. That's exactly how I use it myself.

CHAPTER 23

AI Scams and Fakes: Staying a Step Ahead

Scammers use AI too. It helps them write convincing emails with no spelling mistakes, make fake photos and even imitate a voice. The good news: the old rules still protect you, and a few new habits close the gaps.

SCAM ALERT

The voice on the phone may not be your grandchild

AI can copy a person's voice from a short clip online. If a "grandchild," child or friend calls in a panic needing money for bail, a hospital or a lawyer, hang up and call them back at the number you already have. Agree on a family code word ahead of time that a real relative would know.

SCAM ALERT

Fake "Gemini" and "Google" support

Google doesn't call you about your Gemini account and doesn't offer phone support through pop-ups. If a screen says your Google account is "suspended" and to call a number, close it. Never give a caller remote access to your computer or your sign-in codes.

SCAM ALERT

Lookalike AI apps that charge weekly

Some app-store apps borrow AI names, then charge a weekly subscription. The real Gemini app is free to install and published by Google. Check your subscriptions regularly and cancel anything you don't recognize.

Fake photos and videos

AI can create pictures and videos of things that never happened: a celebrity endorsing a product, a disaster that isn't real, a relative in trouble. Google's tips for spotting AI images:

- Garbled or mismatched text in the picture, like a sign that's nearly but not quite words.
- Mistakes in small details: hands, teeth, ears, jewelry, background objects.
- Shadows and lighting that don't agree.
- Patterns that repeat unnaturally.

- A reverse image search (for example, in Google Images) to see where the picture first appeared.

Gemini itself can check whether a picture, video or audio clip was made with Google's AI tools. Google says it can spot the invisible watermark Google puts in content its AI makes, though it can't vouch for pictures made by other companies' tools. A "no" from Gemini doesn't prove a picture is real.

Using Gemini as your scam double-checker

Gemini can help you think through a suspicious message, as long as you don't share personal details. Copy the text (not your account info) and ask:

I got this text. What are the warning signs that it might be a scam?

It can point out pressure tactics, odd links and fake urgency. But it can't tell you for certain that something is safe. When money or accounts are involved, call the company at the number on your card or statement.

STAY SAFE

The rules that still work

Slow down. Never pay with gift cards, wire transfers or cryptocurrency because someone told you to. Never share codes texted to you. Hang up and call back using a number you already trust. And talk it over with someone before you send money.

CHAPTER 24

Grandkids and Gemini

Children and teenagers often know Gemini before their grandparents do. Here's what Google allows and what parents control.

Children under 13

- A child under 13 (or the age set by the country) can use Gemini only with a supervised Google Account, and a parent can turn that access on or off in the **Google Family Link** app.
- Google says "Hey Google" and Voice Match aren't available to them, and neither is the Keep Activity setting.
- Google says parents get an email the first time the child uses Gemini.
- Access is rolling out gradually, so a child may not see Gemini yet even when it's allowed.

GOOD TO KNOW

That's the parents' call

If your grandchild uses your phone or tablet, they're using *your* Google Account and your Gemini, with adult settings. If their parents prefer limits, set up a separate profile or device the parents manage with Family Link.

Fun, safe things to do together

- Make up a bedtime story together: *Tell a short story about a brave turtle named Pickles.*
- Plan a backyard scavenger hunt.
- Ask Gemini Live silly science questions and talk about the answers.
- Look at a bug or leaf on a walk with the camera in Gemini Live (Chapter 13).
- Practice a few phrases in Spanish before a trip.

FROM BILL

Talk about it, too

Use these moments to teach the same habits you're learning: AI can be wrong, don't share private details, and ask a grown-up when something seems off. That's a gift that lasts longer than any app.

PART 6

Fixes, Help & Your Cheat-Sheet

What to try when Gemini won't cooperate, an honest word about when a hand is worth it, and a one-page summary to keep by the phone.

CHAPTER 25

When Gemini Won't Work

Most Gemini hiccups have simple causes: the internet, an out-of-date app or a setting. Work down this list in order. Usually the first or second step fixes it.

The five-step fix

1. **Check the internet.** Open a website or YouTube. If nothing loads, the problem is Wi-Fi or cellular, not Gemini.
2. **Close and reopen the Gemini app.**
3. **Update the apps.** In the Play Store or App Store, update **Gemini** and, on Android, the **Google** app too. Google's help says Gemini Live needs the latest Google app.
4. **Restart the phone.** Turn it off, wait 30 seconds, turn it on.
5. **Check you're signed in** with the right Google Account (tap your profile picture).

Common problems

What's happening	What to try
"Hey Google" does nothing	In the Gemini app: Menu > profile picture > Settings > Talk to Gemini hands-free, and turn on "Hey Google." Redo Voice Match if asked. Check the Google app is your Digital assistant app (Chapter 5).
Holding the power button opens a power menu instead	That phone may be set to show the power menu. Search your phone's Settings for "side button" or "power button" and look for an option to open the digital assistant.
Live won't start or keeps pausing	Update the Google app. Live pauses when you lock the screen unless Gemini on lock screen is on. To use Live in the background, turn on the Live with Gemini notification.
Screen sharing won't start	Google says screen sharing needs the Live with Gemini notification turned on (Chapter 12).
"Ask about screen" is missing	Turn on Screen context in Gemini's Settings (Chapter 13).
A message says you've reached a limit	Free plans have daily limits. Wait and try later, or use a different Google feature for now.
My calendar or Keep request didn't work	Check that app is turned on in Connected apps, and that Keep Activity is on (Chapters 18 and 20).
Gemini doesn't know where I am	Check the Google app's location permission (Chapter 20).

HEADS UP

If Gemini answers in the wrong language

Gemini uses the language set on your phone and in your Google Account. Check your phone's language in Settings first. If it still answers oddly, start a new chat and ask it to answer in English.

Getting rid of Gemini (if you'd rather)

You don't have to use Gemini. On an iPhone, you can simply delete the app like any other. On Android, Google has a help page called "Manage or delete the Gemini app on your Android device"; the options vary by phone, and on some phones Gemini is part of the system. If you'd like Gemini out of your way, I can set it up so it stays quiet unless you call on it.

TIP

Google's own help

Google's help pages for Gemini are at **support.google.com/gemini**. They're written for a general audience but are the most up-to-date source for exact steps.

CHAPTER 26

When to Call Bill

I've written this manual so you can handle most of Gemini on your own. But part of being truly helpful is being honest about when a hand saves you time, worry or money, so here's my straight advice, with no pressure.

Times it's well worth a call

- **Setting it up the way you like:** "Hey Google," Voice Match, a comfortable voice, bigger text, and the privacy settings from Chapter 20.
- **Deciding about a paid plan.** I'll look at what you actually use and tell you honestly whether a Google AI plan or more storage is worth it.
- **Your Nest speakers are changing to Gemini for Home** and something you relied on stopped working.
- **Something looks like a scam,** or you've already shared a code or payment. Call quickly; the sooner we act, the more we can protect.
- **You'd simply rather have a patient person show you the ropes.** Always a good enough reason.

What working with me is like

I work at your pace: no rushing, no talking down, and no leaving you with settings you're afraid of. I explain what I'm doing in plain words, and I'll always tell you honestly when a service or subscription isn't worth your money. I've done this for more than 30 years, and I serve Portage County, Ohio.

How	Details
What it costs	$49 remote · $99 in your home.
Call or text	(330) 200-8042. If I can't pick up, Sophie, my AI receptionist, may answer.
Book online	billshometech.com/book

FROM BILL

How to reach me

Call or text **(330) 200-8042**, or book at **billshometech.com/book**. My help is $49 remote · $99 in your home. The guides and manuals are yours to keep and share. No question is too small; if it's keeping you from enjoying your technology, it's worth a call.

Thank you for letting me help you get to know Gemini. Take your time, ask it anything you're curious about, keep the private things private, and remember I'm only a phone call away.

— Bill

CHAPTER 27

Your Gemini Cheat-Sheet

Print just this page and keep it by the phone. The whole manual, boiled down.

Getting to Gemini

Where	How
Android	Open the **Gemini** app, press and hold the **power button**, or say **"Hey Google"**.
iPhone or iPad	Open the free **Google Gemini** app.
Computer	Go to **gemini.google.com** and sign in.
Google Search	AI Overviews appear on their own. For longer questions: **google.com/ai**.
Gmail	Look for **Help me write** and the summary at the top of long threads.

Everyday moves

To do this	Do this
Ask by typing	Tap the text box, type, tap **Send**.
Ask by talking	Tap the **microphone**.
Have a conversation	Tap **Live**. **Hold** to pause, **End** to finish.
Show it something	In Live, tap **Camera**. Or tap **+** to add a photo.
Start fresh	Tap **New chat**. For privacy, **Temporary chat**.
Delete history	Menu > profile picture > **Gemini Apps Activity** > **Delete**.

Safety rules

1. Never share Social Security, Medicare, bank or card numbers, passwords or codes.
2. Double-check anything about health, money or the law with a real professional.
3. A panicked call from family asking for money: hang up and call them back.
4. Gemini is free to start. Nobody legitimate charges a fee to "activate" it.
5. Install Gemini only from Google (Google LLC) in the official app store.

Keep handy

Item	Mine
My Google Account email	_____
Do I pay for a Google AI plan?	Yes / No. Which one: _____
Trial ends on	_____
Bill's Home Tech	(330) 200-8042 · billshometech.com/book

WHAT THIS DOES FOR YOU

You've got this

You can now find Gemini, ask it questions by typing or talking, have a real conversation with Gemini Live, use it in Search and Gmail, keep your privacy under control and spot the scams. That's everything you need to make Gemini a useful helper, on your terms.