



Google Tools

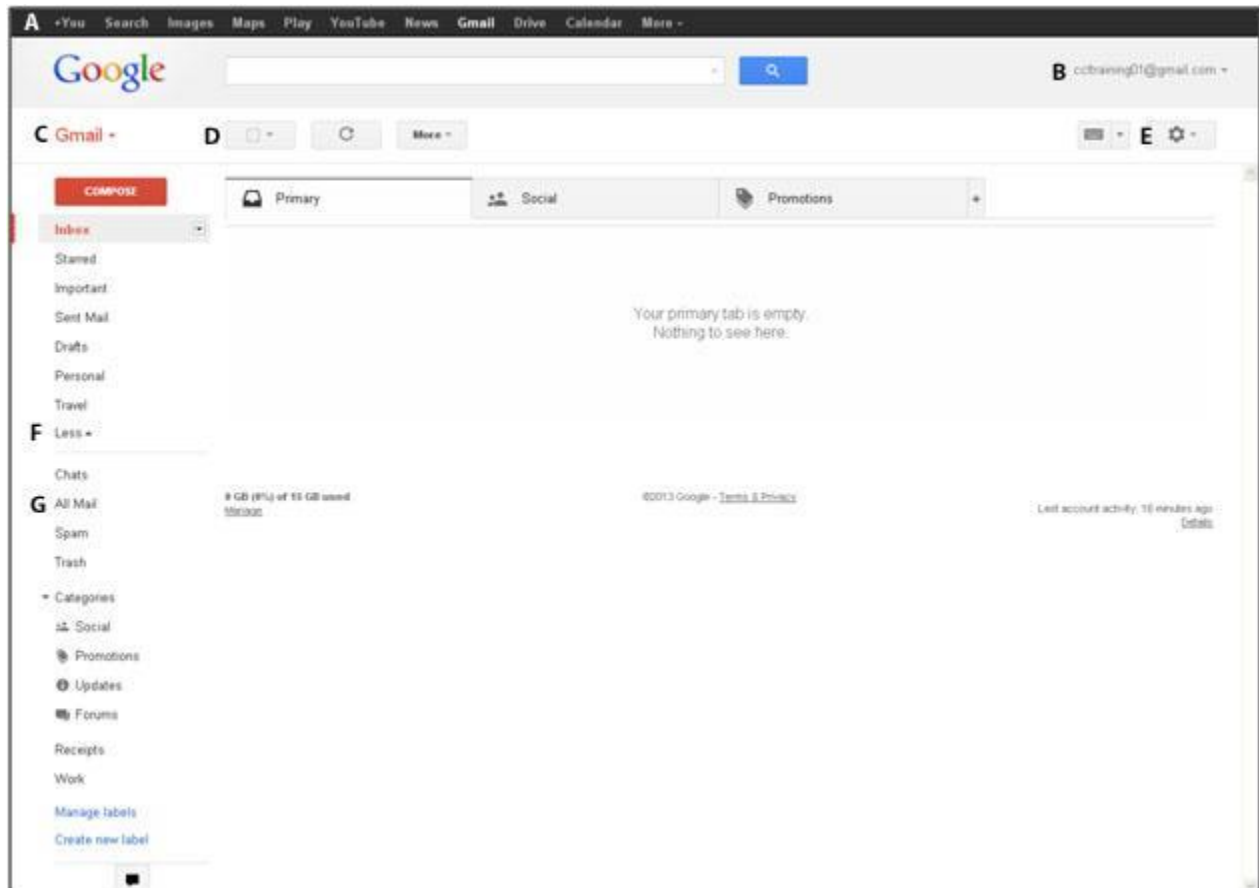
Chester County Library



Getting Started

In order to take advantage of the many tools Google has to offer, you need to have an account. Creating one is quick, easy and only takes a few minutes; for instructions on how to create a Gmail Account, please refer to Appendix A of this handout.)

To access and use Google Tools, all you need to do is log in. The easiest way is to log Gmail by visiting: www.gmail.com. Once in Gmail, you'll be able to access all of the other tools Google has to offer.

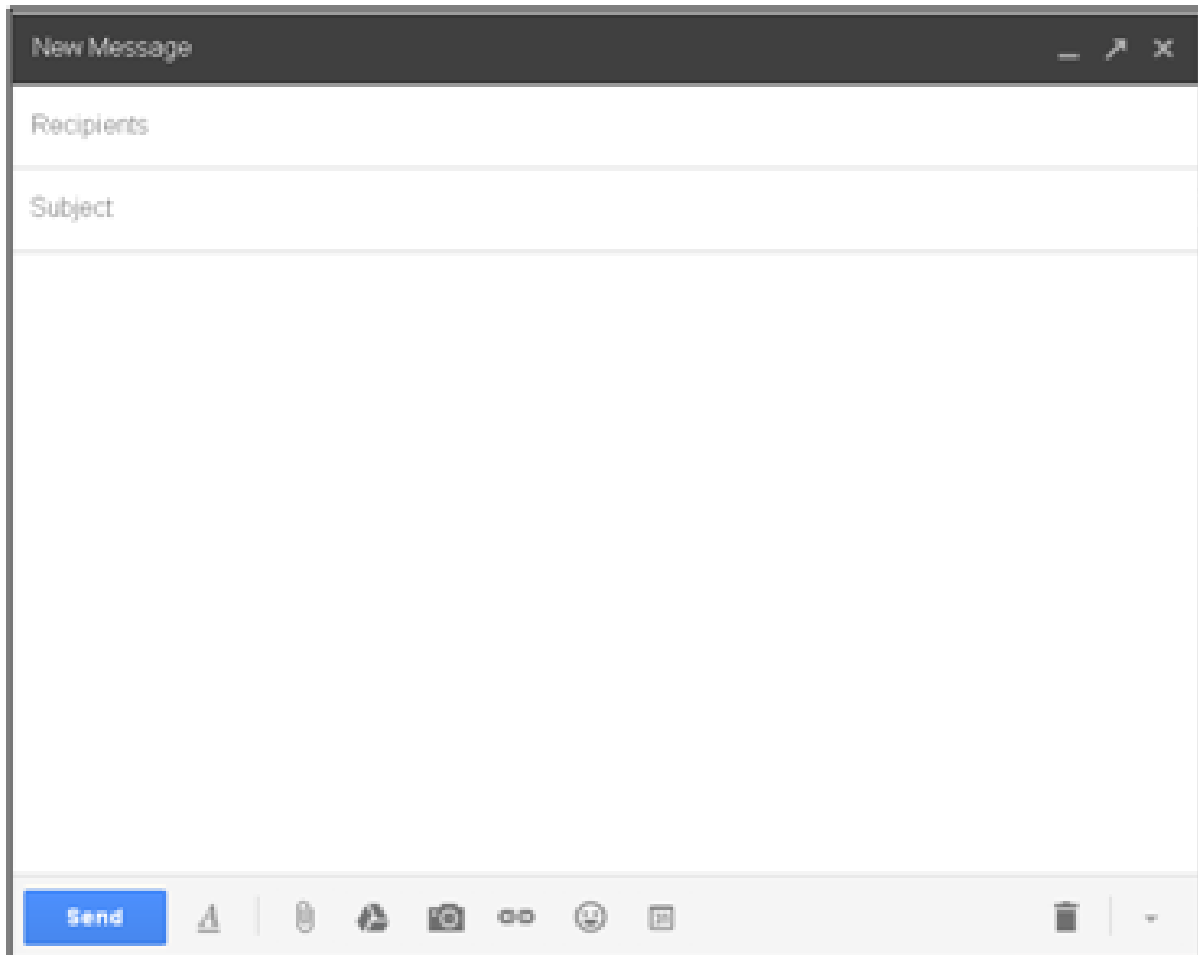


- A. Google Tools Bar- use this bar to access many of the tools Google has to offer
- B. Account Tooggle- click to sign out or log into multiple accounts
- C. Gmail/ Contact/ Task Toggle- click to access your inbox, contacts and task list
- D. Mail Management Buttons- Select all; Refresh; More (mark as read). (More buttons will appear when a message is selected: Archive, Report as Spam, Trash, Move to, Labels, and others).
- E. Settings button- manage the appearance of your inbox, chat sounds, etc
- F. More/Less- shows/ hides extra folders/ labels
- G. All Mail- shows all messages, including ones that have been archived.

Gmail

Gmail provides more than just a way to access Google Tools, it also supports email and chat functions. It provides users with a searchable inbox and automatically sends questionable emails to the spam folder.

Composing an email in Gmail looks a little different from other platforms. When you click 'compose' you will get a pop up window (as seen below) instead of the traditional screen. (Note: Only new messages come up in this form).

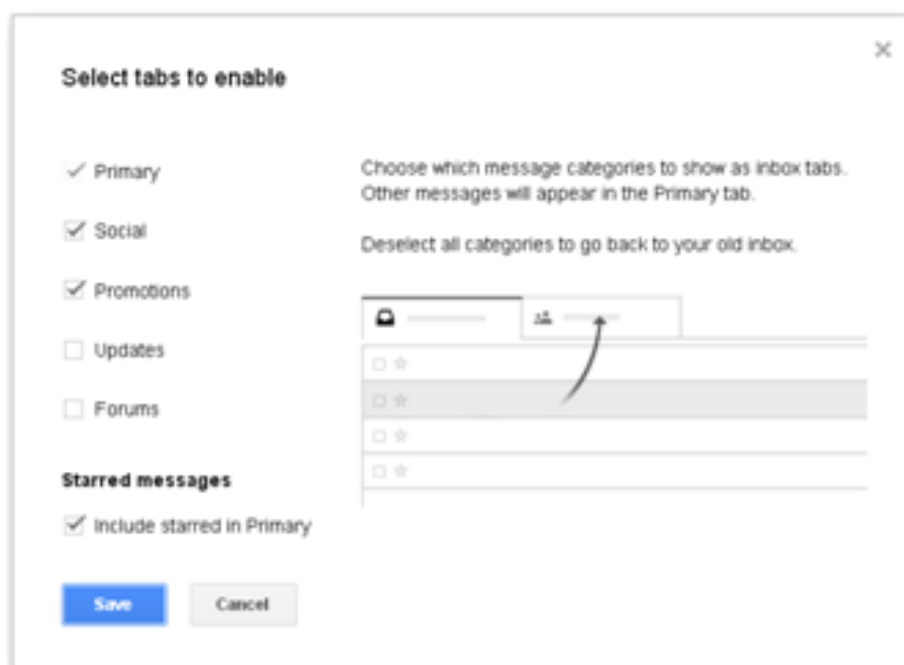
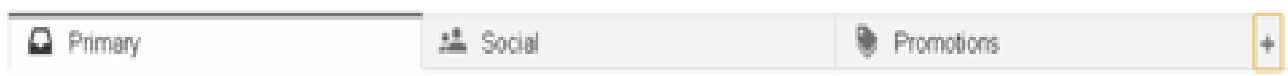


In addition to the traditional way of attaching files, Google give you the option to share files from your Drive which allows for easy collaboration (more on that later). You can also create and attach an invitation within the e-mail. (The guest list comes from the list of email recipients).

To run spell check, simply click on the down-facing arrow (next to the trash can icon) and select 'check spelling' from the menu that appears.

Keeping your inbox organized can seem like an overwhelming task when you have hundreds of emails, but Gmail has several features to keep your inbox manageable: categories, labels, archive and starring.

Categories: Gmail automatically sorts your incoming messages into 5 main categories: primary, social, promotions, updates and forums (Think of these like tabs in a filing cabinet). You can control which tabs you want to enable. To go back to your old inbox, simply deselect all categories. (If you change your mind, you can re-add them by clicking on the settings button in the upper right hand corner and selecting 'configure inbox')



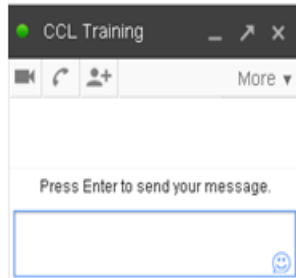
Labels: Think of Labels as folders to file your emails. By creating categories or 'Labels' you can group emails that are related together. Once labeled, you can view all related correspondence in one place. (Example: Recipes).

Archive: Another way to clear some visual space in your inbox is to archive emails. This means they won't show up in your inbox. If you archive a message accidentally, simply click on 'All Mail' or search for the email. (This feature is very useful if you've labeled a message.)

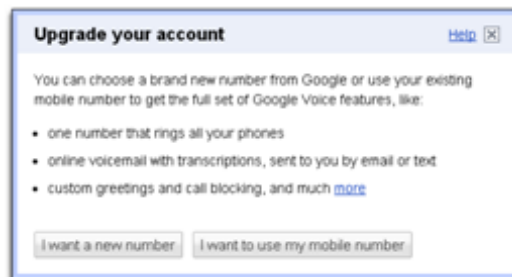
Star: Find important messages easily by starring them. In addition to having a star next to them, you can click on 'Starred' and you'll be able to see all messages you have starred.

Chat & Voice

In addition to email, Gmail also has a chat feature. It allows users to chat real time with contacts. It even supports audio/ voice chat and video chat and like Gmail, is simple to use. A list of contacts that are online appears on the left hand side of your screen with colored dots to let you know if a contact is available, busy or inactive. Simply double click on a online contact to start a chat.



Another useful tool is Voice which allows you to make calls to phones. You choose a number (either one provide by Google or you can use an existing mobile number) and call from your computer. Think of this as a prepaid phone type plan, just without the phone.



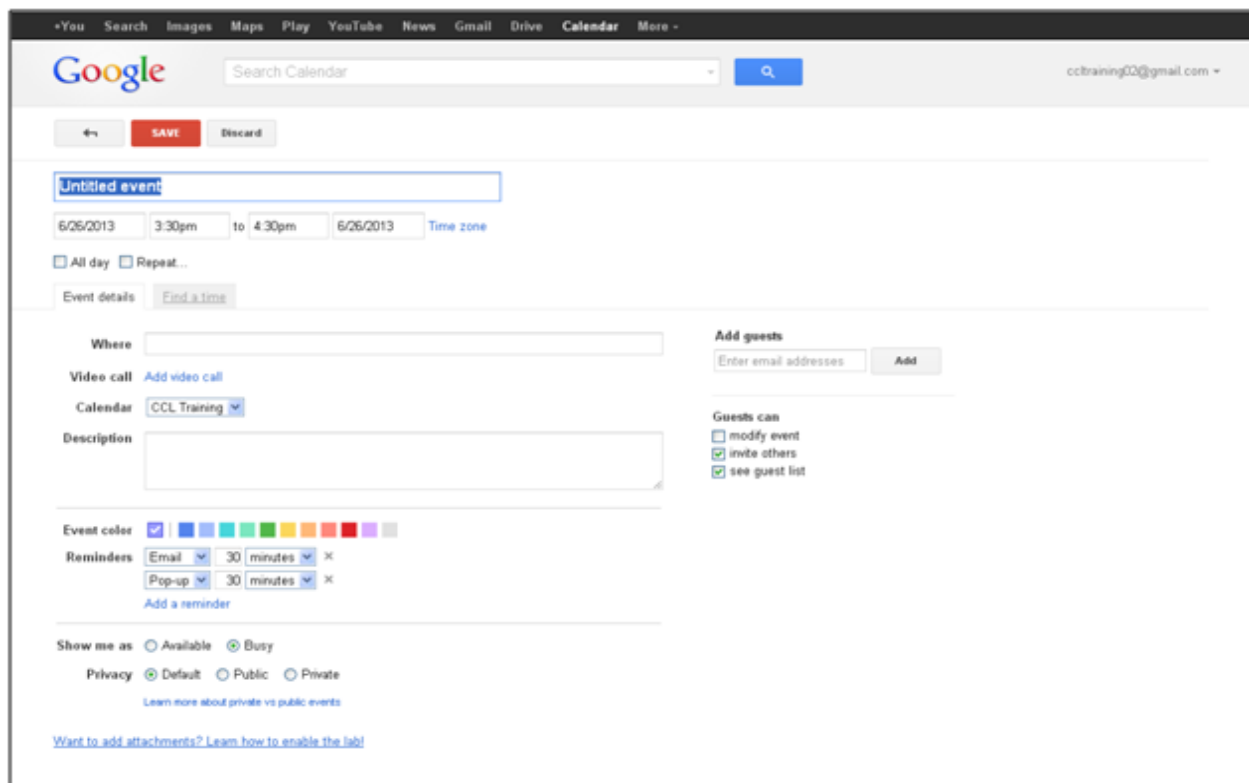
Google also allows anyone with the voice/video plug-in to call phones in the US and Canada for free. To call a phone, simply click the telephone icon above the chat contact list. (If you click the telephone icon in the chat window, the default is to begin a voice chat session).



Calendar

Google Calendar is a great tool for many reasons, but one of the advantages to using it, is because it's connected to your Gmail so you can create events and invite contacts. Like most calendars you have multiple viewing options for your calendar, by day, week, month, 4-day and agenda style. However with Google Calendar, you can create multiple calendars to further organize your events.

Adding an event to the calendar is easy, simply create a new event by double clicking on the calendar or clicking the create button and then fill in the proper information. You can set reminders, specify which calendar you'd like the event to appear on, and schedule repeating events. Another way to organize your schedule is to assign different colors to different types events.

The image shows a screenshot of the Google Calendar 'Create Event' interface. At the top, there's a navigation bar with links to 'You', 'Search', 'Images', 'Maps', 'Play', 'YouTube', 'News', 'Gmail', 'Drive', 'Calendar', and 'More'. Below this is the Google logo and a search bar. The main content area is titled 'Untitled event' and contains several input fields: a date and time range (6/25/2013 3:30pm to 4:30pm), a 'Time zone' dropdown, checkboxes for 'All day' and 'Repeat...', and a 'Where' field. There are also sections for 'Add guests' (with an 'Add' button), 'Event color' (with a color palette), 'Reminders' (with 'Email' and 'Pop-up' options), and 'Show me as' (with 'Available' and 'Busy' options). The 'Privacy' section is set to 'Default'. A link at the bottom says 'Want to add attachments? Learn how to enable the lab!'.

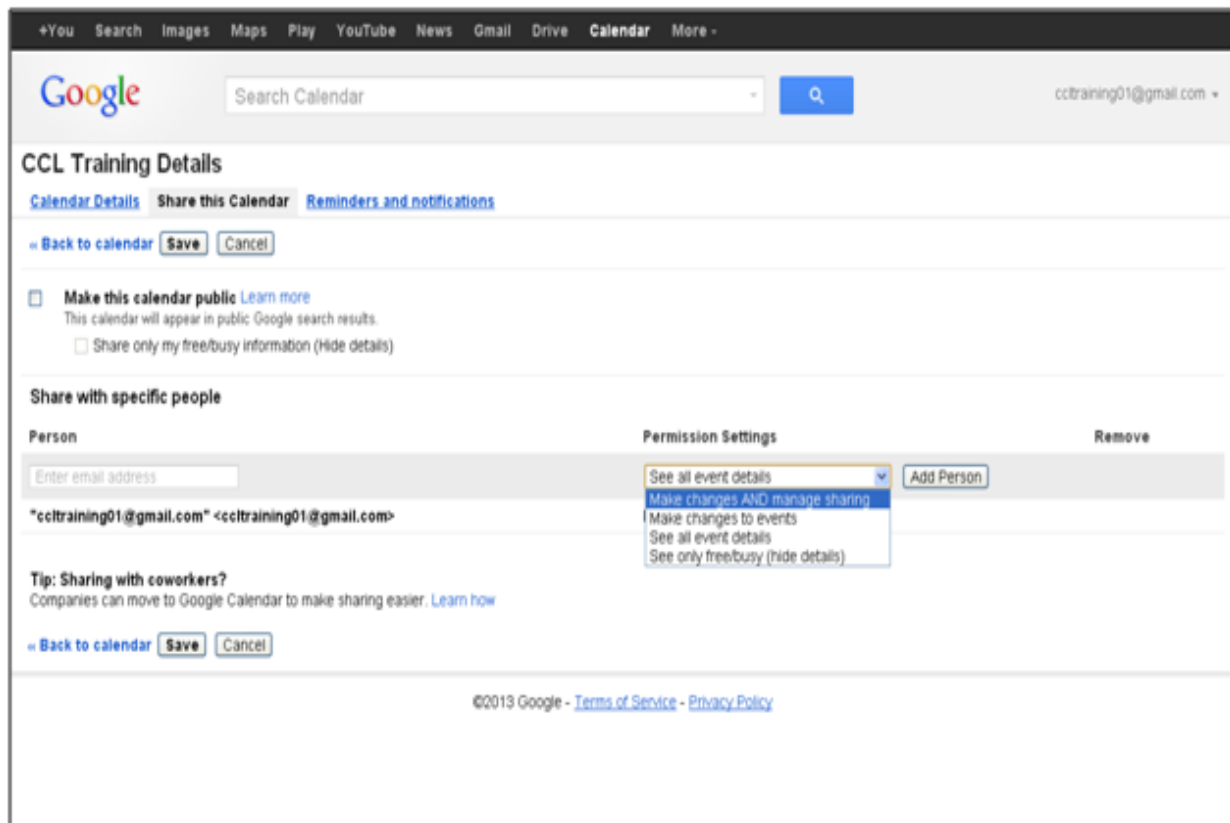
Inviting people to an event is easy. Simply enter the email of the guest (s), select/ deselect any permissions (modify the event, invite others and/or see the guest list) and click add. An email will be sent to the guest(s) notifying them of the invitation.

To create a new calendar or edit general calendar settings, simply click the down arrow to the right of 'My Calendars'. To edit settings for a specific calendar, click the down arrow next to the specific calendar.

Sharing your calendar is easy, simply click on the down arrow next to the calendar you wish to share, click 'Share this Calendar' then type the person's email and set the permissions accordingly. The permission settings range from basic (the person can only see if you're free or

busy, but not the details of the events) to open (the person can make changes to the shared calendar AND managing the share settings for the calendar).

(If you have multiple calendars, you want to share, you'll need to share each one individually with the person).



From the same page you can also edit the details of your calendar and your reminder and notification settings. Or by clicking the down arrow next to 'My Calendars' and choose 'Settings'.

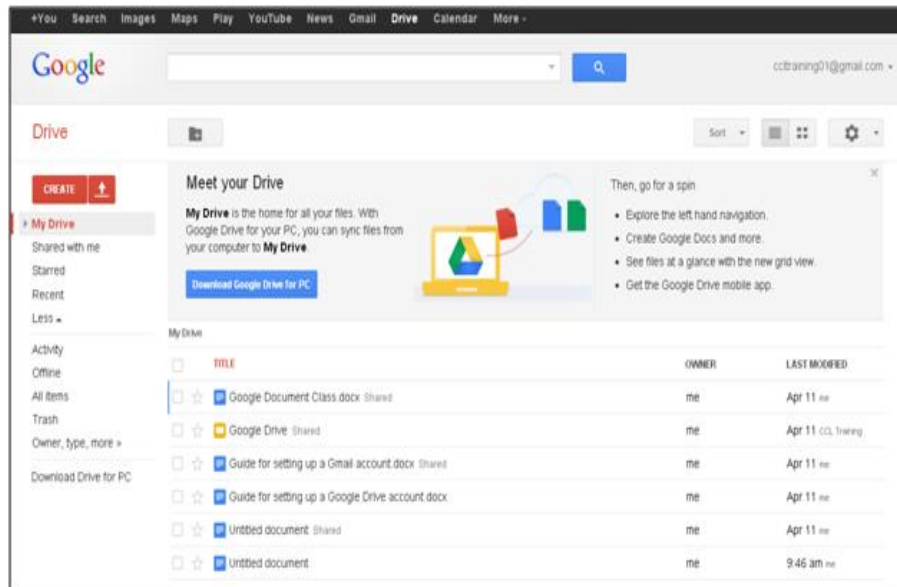
Calendar Details: Edit the settings for each calendar (ie. name, description or delete it)
Reminders and Notification: Control your reminder settings (if reminders are automatically created, how long before an event they occur and what kind of notification you will get when you create an event. You can also choose how you would like to be notified (email or SMS) about certain events (cancellations, invitations, etc). To receive SMS notifications, you'll need to enable your phone first).

(You can even opt to get an agenda of the day's events e-mailed to you daily!)

Drive & Documents

Drive allows you to store documents as well as create them. The advantage of creating and storing documents using Google Drive is that you can access them from anywhere. (There's

even an app for most phones and tablets!) You also have the option to view compatible files (Word, Excel, etc) you receive in emails using Drive. Simply click 'view'. To be able to edit them in Word, simply save them



In addition to creating new documents, another great way to take advantage of Drive is to upload documents, pictures and/or videos. To upload a file, simply click on the up arrow symbol next to the 'create' button. Google allows each user 5 GB of storage for free. (That's about 300,000 1-page text documents). If you need more storage space, you can upgrade for a monthly fee.

Another great aspect is the sharing capabilities because of the way it allows users to collaborate on a file. By sharing the file, each user can view the document as well as the changes that have been made. This also eliminates the issue of having multiple versions of the same file. To share a document with someone, simply click the blue 'share' button in the upper right hand corner. (Documents that have been shared with you will appear under the 'Shared with Me' tab in the menu on the left hand side of the page). While in a document, you can also use chat for real-time collaboration.

To create a new document, click create and choose a document type. (Example: to create a word processing document (compatible with Microsoft Word), click on 'Document' and begin typing). Your project will open in a new tab so when you're done with it, simply close the tab. As you type, Drive automatically saves after every change you make (typing, deleting, etc). (To view a file's revision history, simply click on the link 'All Changes saved in Drive' next to the 'Help' button on the menu bar).

Google Document Type	Microsoft Office Equivalent
Document	Word
Presentation	Powerpoint
Spreadsheet	Excel
Form	Access*
Drawing	Publisher

**In general, most Google Documents look and function very similarly to their Microsoft Office equivalent, except for Form. Form is most closely related to Access because both are used to collect data. Unlike Access, which can be tricky to set up, Form makes data collection easy with it's simple and straightforward approach.*

Form

When you're starting out Form can be a little overwhelming, but once you get the hang of it, you'll find it can be very useful in collecting and organizing data. First create a new file (Click the 'create' button and choose 'Form from the drop down menu). Select a theme and then begin creating questions.

There are many different types of questions to choose from to help you collect your data. There are simple question types like multiple choice, text, paragraph text, checkbox, and choose from a list. However, you can also use more advanced questions types like scale, grid, date and time for more specific and detailed responses. You can also choose 'Add "Other"' which allows responses other than stated options. You can also designate if questions are required or not.

In addition to controlling how someone responds by customizing the questions, you can also control what happens after the person submits his/her response. You can customize the message on the confirmation page (The default is: "Your response has been recorded"), control how many times someone can respond and whether responders can change responses after submitting. You can even let recipients see how others responded.

The image shows a 'Confirmation Page' settings window. At the top, it says 'Confirmation Page' and 'Your response has been recorded.' Below this, there are three checkboxes:

- Show link to submit another response
- Publish and show a link to the results of this form to all respondents ?
- Allow responders to edit responses after submitting

At the bottom left, there is a blue button labeled 'Send form'.

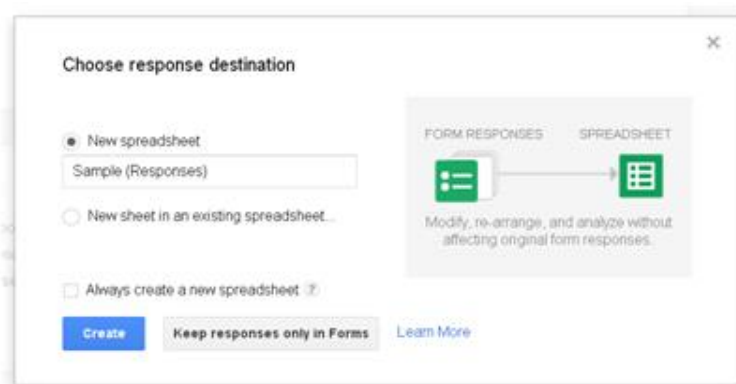
There are multiple ways to share your Form. The easiest is to email it, by adding entering names of your contacts and/or email addresses. You can also click on the icons to share the

Form on several social networking sites (Google+, Facebook & Twitter) or embed the link (for sharing on other websites).



*Note: Although you can still edit your Form after you send it, be aware that if you make any changes to your Form, you will have to re-send the Form for your recipients for them see the changes.

To edit a question, simply hover your pointer over the question), three icons should appear to the right of your question. The first allows you to edit the question, the second allows you to duplicate the question and the third deletes the question. You can also reorder the questions by the 'drag and drop' method (click, hold, and move to the desired spot). You can also view what your recipients are seeing, click 'view live form'.



Since the main purpose of Form is to collect information and data it only makes sense that you should be able to control where your collected data is recorded. Once you click 'Done' after sending your Form, you will see the window below. It gives you several options on how and where the collected responses will be stored. You can have them collected in a spreadsheet (new or as a new sheet within an existing spreadsheet) or you can keep the responses in the Form view. Once you begin to receive responses, a new tab, 'Responses' will appear in the menu (after 'Insert'). You can also control how the responses are displayed, change the response destination, unlink the form, and even delete responses.

Google+ (Google Plus)

If you want more ways to connect you can upgrade to Google+, which is essentially the Google version of social media. In addition to the standard features, it allows you to post, organize your contacts into circles and much more. Like any social networking site, you have the option to share as much or as little information as you would like. Example, instead of being limited to one on one video chatting, with Google+ you can have a video chat or 'Hangout' with up to 9 other people.

Profile: Here's where you can upload a picture of yourself, add your birthday, and other personal information. Again, you can add as much or as little information as you would like.

Hangout: In addition to having 10 users, you can view YouTube Videos, share a screen view. Other great features are sound effects, in-chat add-ons and access to special apps design with collaboration in mind.

Circles: Just like most social networking sites, you can easily post and share information with your contacts. Google+ makes it easy to control what you're sharing with whom, plus you can put contacts in multiple circles.

These are just a few of the main features of Google+ but there are many more to explore!

Other Google Tools

Please note the tools in this handout are just a handful of what Google offers. (The ones featured here are the most popular and commonly used). They offer everything from website building and development to creating your own blog to tools to a translating tool and so much more. Use as many or as few tools as you want, but there's something for just about everyone.

To access a list of other tools Google provides simply click on 'More' in the black Google Tools Bar at the top of the page and select the 'even more' option. Plus Google is constantly improving and updating the current tools and developing new ones.

Appendix A: Creating a Gmail Account

Guide for setting up a Gmail account

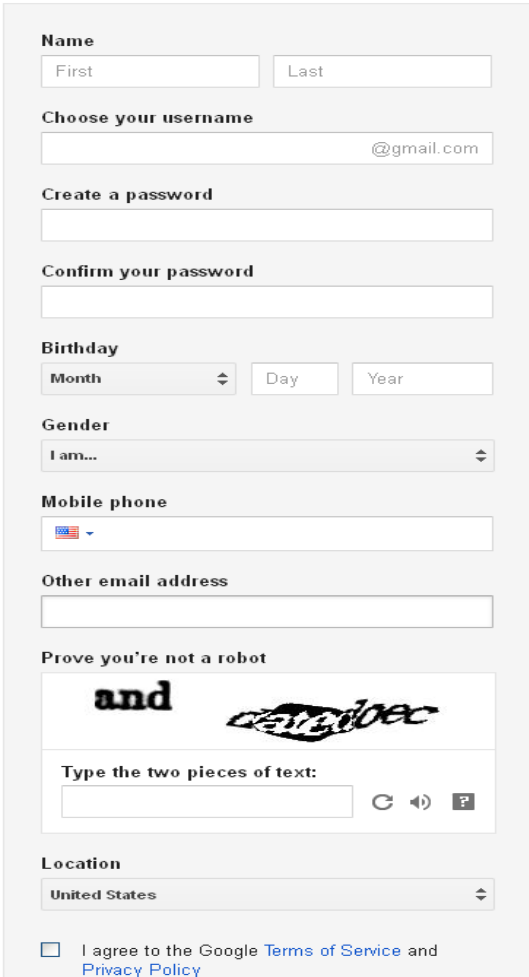
1. First go to www.gmail.com
2. Click on the button 'Create An Account' in the upper right hand corner
3. Complete the form and click 'submit'
4. Log into your account.

Note: Choose a Username (If someone already has the same name that you chose a message will appear and tell you that the name is already taken). If the name is taken, you will have to choose another username.

Password Tips:

- Create a password (Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name)
- Create a password that is easy for you to remember, but hard for others to guess.
- Use a unique password for all your important accounts.
- Use a password with a mix of letters, numbers, and symbols.
- Keep your passwords in a secret place that isn't easily visible

Entering your mobile phone number or "Other email address" is not necessary for creating an account, but it will help you recover your information if you forget your password or your account gets stolen.



The image shows a screenshot of the Gmail account creation form. The form is titled "Name" and has two input fields for "First" and "Last". Below this is a section for "Choose your username" with a text input field and a "@gmail.com" suffix. The next section is "Create a password" with a text input field. Below that is "Confirm your password" with another text input field. The "Birthday" section has a dropdown for "Month", and input fields for "Day" and "Year". The "Gender" section has a dropdown menu with "I am..." selected. The "Mobile phone" section has a dropdown for the country code (USA is selected) and a text input field. The "Other email address" section has a text input field. The "Prove you're not a robot" section shows a CAPTCHA with the word "and" and a distorted image of "data10ec". Below the CAPTCHA is a text input field and buttons for "Type the two pieces of text:", "C", "A", and "?". The "Location" section has a dropdown menu with "United States" selected. At the bottom, there is a checkbox for "I agree to the Google Terms of Service and Privacy Policy".