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Intro to Google Tools

Note: **this class will not cover creating a Google account**, but will explain what you can do both with and without one.

What are Google Tools?

- Google Tools are dozens of free or low-cost web services offered by Google—some of these tools include Google Maps, Google Calendar, Gmail, and of course, Google Search.
- Only a few Google products require software to be downloaded to your computer (Chrome, SketchUp, Earth, Picassa).
- Most Google Tools require a Google account, but there are a lot you can use without an account, too (translate, search, maps, alerts, news, books, etc.).

How do I find all the different products and tools?

• Explore all the Google Tools by visiting **google.com** and clicking on **more** in the header:

+You	Search	Images	Maps	Play	YouTube	News	Gmail	Drive	Calendar	More -				
			C e	ioogle ingine!	is way mo	re than	a search	5			Google Search Mr Feeling Lucky	٢	SIGN IN A faster way to browse the web Install Google Chrome	×

...and again...

Tube	News	Gmail	Drive	Calendar	More -
					Translate Mobile Books Offers Wallet Shopping Blogger
					Photos Videos
					Even more Google Search I'm Feeling Lucky

• Click on even more to get to the full page of Google Tools and products:

Google							
About G	eogle Products						
Web							
٩	Web Search Search billions of web pages	0	Chrome A browser built for speed, simplicity and security				
	iGoogle Add news, games and more to your Google homepage	0	Toolbar Add a search box to your browser				
	Bookmarks Access your bookmarks and starred items						
Mobil	e						
	Mobile Get Google products on your mobile phone		Maps for mobile View maps, your location and get directions on your phone				
2	Search for mobile Search Google wherever you are						
Media							
	YouTube Watch, upload and share videos		Google Play Your music, movies, books, and Android apps available anywhere				
	Books Search the full text of books	0.	Image Search Search for images on the web				
6	News Search thousands of news stories	•>>>	Video Search Search for videos on the web				
0	Picasa Find, edit and share your photos		Picnik Fast, easy and fun photo-editing				

• Next to each tool is a description of what it is.

Google search: specialized search in lots of different categories, including:

• web, images, shopping, blogs, videos, news and more.

Hands On with Search:

- Go back to google.com
- For a regular web search, just enter your keywords in the main search box. For other types of search, see the top menu.
- Note that most of these services can be directly accessed by simply putting the category in front of 'google.com', for example, images.google.com and maps.google.com.

Search	Images	Maps	Play	YouTube	News	Gmail	Drive	Calendar	More +
	*			Othsea	ner typ Irches	es of			
				'Regu	lar' we	b sear	ch		Google
									Google Search I'm Feeling Lucky

• Enter in a search term in the main search box. Let's try libraries.



- Google will find websites related to the word **libraries**, but you can easily get to the other types of searches from the top.
- Clicking on another type of search—say **images**—will show you image results for the word **libraries**, since that's what's still in the search box.
- Go ahead and try clicking on different types of searches—news, images, etc.

Google Maps

- Get directions, see **street level** view of places near and far.
- Easily find services next to locations (e.g. restaurants near your hotel).
- Only need an account if you want to save your maps.
- Easily print, send links to locations or embed maps in website/blog.
- Choose multiple destinations and transportation types (by car, train, walking or bike).

Hands On with Google Maps:

- Get to Maps from the top of the main **google.com** page, or by entering **maps.google.com** in your browser.
- Enter an address.
- Drag orange person to a street to view street level.
- Zoom out and explore places you've been or want to go.
- Click on get directions for detailed directions and map.

Why Should I Create a Google Account?

• Create blogs, personalized homepage, email, free website, documents, calendars and so much more!

How Do I Get a Google Account?

• Navigate to any Google service page (google.com, etc.), and in the upper right-hand corner, click on **sign in**.

Search Images Maps Play YouTube News Gmail Drive Calendar More-

Google

• On the next screen, Sign Up:

		SIGN UP
Sign in	Google	
Email		
Password		
Sign in 📝 Stay signed in		
Can't access your account?		
-		

• Fill in the required fields, and congrats! You can now access ALL Google Tools!

A Closer Look at Gmail and Google Calendar

<u>Gmail</u>

- Totally free email you can access from any computer.
- Lots of storage so you'll never have to delete emails to make room in your inbox.
- Easy to navigate with minimal intrusive ads, versus Yahoo! and other free email services.

Demo-what Gmail looks like:

+You Search Images Maps Play YouTube News Gmail Drive Calendar More -	
Google Always easy access to	
Gmail - C More - other Google tools	
COMPOSE Primary Social Prom	tions +
More * Mail is separated into pre-determined categories by default. They can all also	
be combined into the 'Primary' category under 'settings>configure inbox' if you prefer just 1 inbox.	Your primary tab is empty. Nothing to see here.
0.01 GB (0%) of 15 GB used Tons of free space!	©2013 Google - <u>Terms & Privacy</u>

Google Calendar

- calendar.google.com
- Free web-based application, accessible from anywhere.
- Create and share events and entire calendars.
- Share changes in real time.
- Send event reminders to your email or phone.

Demo-What Google Calendar looks like:



• To share events, simply enter an email when you create the event. You can also set reminders.

<u>« Back to</u>	calendar SAVE Discard changes Delete More Actions -	
test		
8/25/201	to 8/25/2011	
🗹 All day	Repeat	
Event de	alls Find a time	
Wh	re	Add guests
Calen	ar Test 🗸	Enter email addresses Add
Descript	Invite others to event	Guests can ■ modify event
Event co	or 🔽 🗖 🗖 🗖 🗖 🗖 🗖 👘	nders
Remind	rs Email ▼ 10 minutes ▼ × Pop-up ▼ 10 minutes ▼ ×	

- To share entire calendars, click the drop-down menu next to the calendar name.
- Toggle calendar visibility by clicking on the calendar name.