

## Intro to Google Tools

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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?

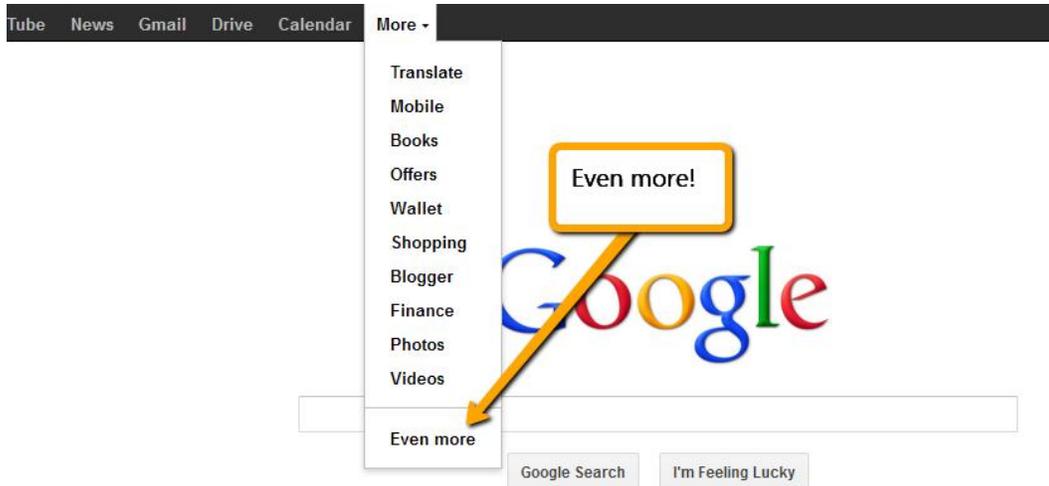
- Google Tools are dozens of free or low-cost web services offered by Google—some of these tools include Google Maps, Google Calendar, Gmail, and of course, Google Search.
- Only a few Google products require software to be downloaded to your computer (Chrome, SketchUp, Earth, Picassa).
- Most Google 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?

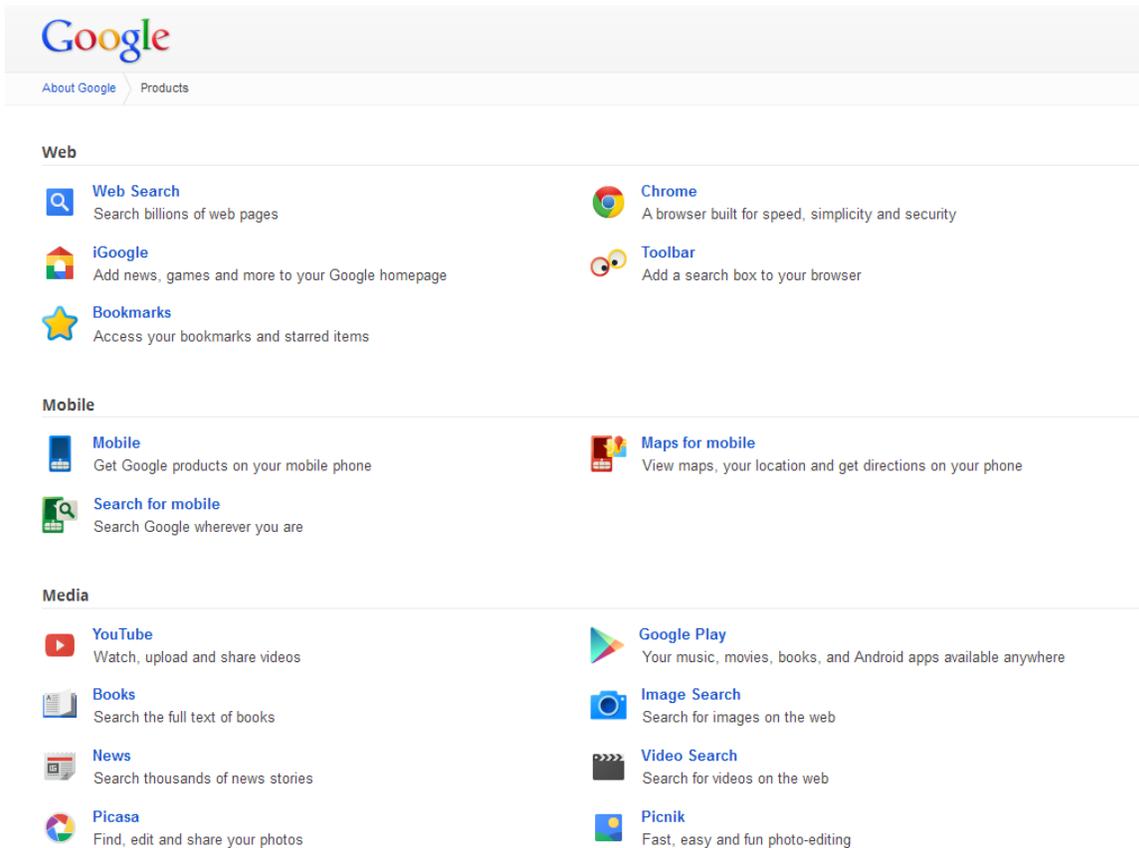
- Explore all the Google Tools by visiting **google.com** and clicking on **more** in the header:



...and again...



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



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

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

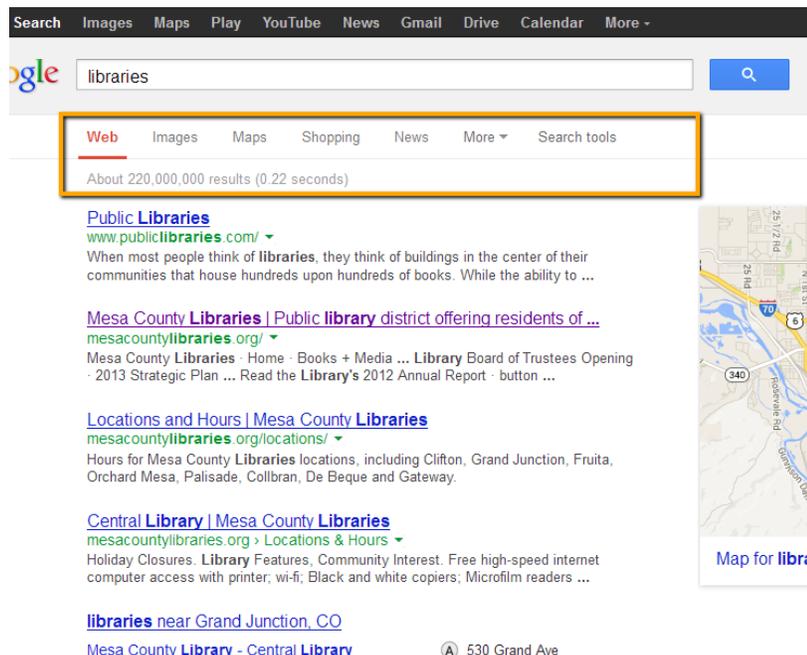
- web, images, shopping, blogs, videos, news and more.

## 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**.



- 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?

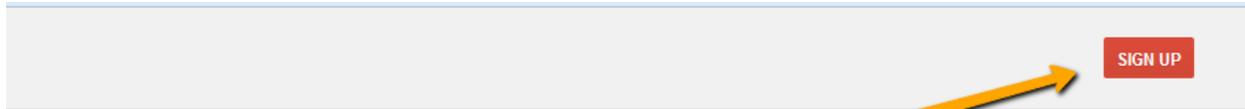
- Create blogs, personalized homepage, email, free website, documents, calendars and so much more!

### 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**.



- On the next screen, **Sign Up:**



Sign in Google

Email

Password

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

### Gmail

- 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:

The screenshot shows the Gmail interface with the following callouts:

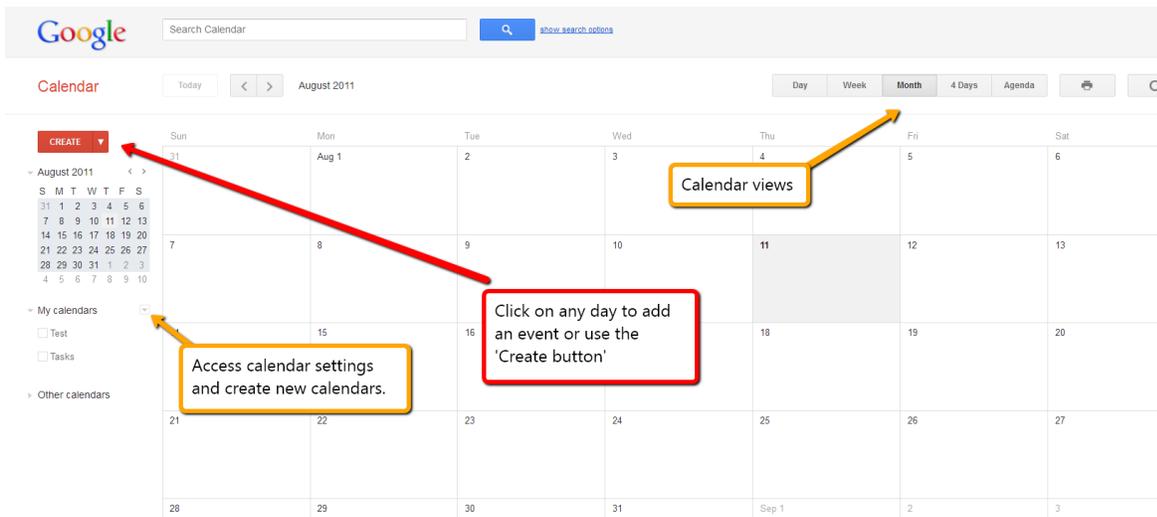
- Always easy access to other Google tools:** Points to the search bar at the top.
- Mail is separated into pre-determined categories by default. They can all also be combined into the 'Primary' category under 'settings-->configure inbox' if you prefer just 1 inbox.** Points to the 'Primary', 'Social', and 'Promotions' tabs.
- Tons of free space!** Points to the storage indicator showing '0.01 GB (0%) of 15 GB used'.

Other visible text includes: '+You Search Images Maps Play YouTube News Gmail Drive Calendar More -', 'COMPOSE', 'Inbox More ▾', 'Your primary tab is empty. Nothing to see here.', and '©2013 Google - Terms & Privacy'.

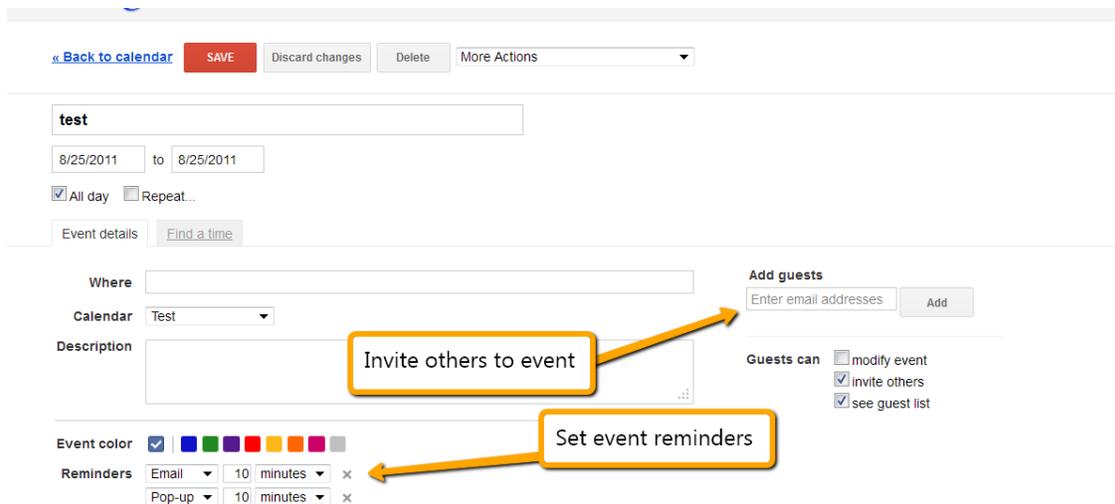
## Google Calendar

- **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.



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