

### Setting up a Google account

<https://www.google.com/accounts/ManageAccount>

Setting up a Google account will give you access to the myriad of additional features offered by Google, including but not limited to: custom home page, email, online calendar, custom search engines, custom maps, etc.

After using the above url click on the "create a new account link". Enter the appropriate information. It's important that you use a valid email address as they will send a verification email that you must click on to activate your Google account.

### Setting up a Gmail account

Once you have your Google account all of the other accounts are automatically setup for you with one exception, Gmail.

Gmail is Google's branded free webmail application. It allows you to send, receive, store and search email.



To setup you gmail account, click the gmail link from your account management page or go to [gmail.google.com](http://gmail.google.com).

When setting up your Gmail account change the acct name from the email address you previously used to something you want people to use to email you at (e.g. username@gmail.com)

Gmail currently provides each user 7 gigs of email space and climbing, so deleting email isn't necessary. you can archive everything.

### iGoogle

iGoogle allows you to setup a Google homepage with customizable content as well as a search box. You can have multiple pages of content on your iGoogle site, and pull information from multiple sources. iGoogle is accessible from the account management page or type [www.google.com](http://www.google.com) and click the link in the upper right (you may need to sign in).

**Setup Pages** – On the left hand side of your page you will see a Home tab, click the down

arrow on the right side of that tab and select **New Tab**. Name the tab for whatever type of content you want to place on the page (Local News, World News, Games, Tools, Sports, Etc)

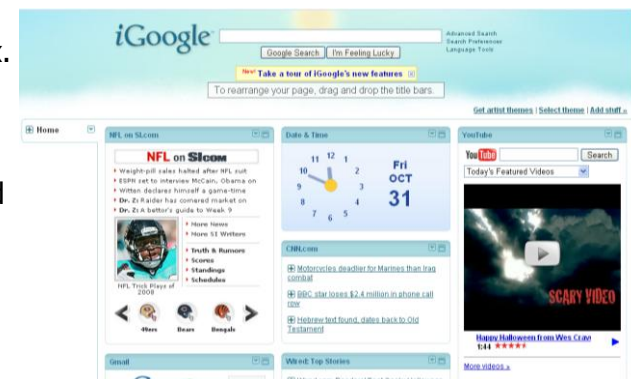
**Edit Pages and add Gadgets** – A gadget is a program or website that feeds information to your iGoogle page. Google has thousands of premade gadgets but any website that has RSS feeds can be added. Gadgets are added to the page you are currently editing by default.

An RSS feed is a notification from a website of new content. Every time an article is added to that website they update their feed. Feeds are a great way to keep track of a large number of websites without having to visit them regularly. Large websites also sometimes have feeds for different sections/pages of their website. To add a feed go to the originating website and look for the orange feed button, click on it and copy the address that appears in the location bar. Open your iGoogle page and click on edit on the tab and in the lower right click the add feed, paste the location you previously copied.

**Working with Gadgets** – Once you have installed the gadgets you want, you can drag and drop them onto different tabs or to different spots within the same tab.

**iGoogle Settings** – got to [www.google.com/ig/settings](http://www.google.com/ig/settings), from here you can reorder your tabs, change the style and theme for each tab, A theme is a banner, font and color style for the page. Each page can have a different theme.

**Sharing Gadgets** - From the Page settings screen you can also choose to share any gadget on your page with others, simply click the share link next to the gadget and type the email addresses of the people you'd like to send it to.



## My Account

The my account link on the top of the main Google search page allows you access to all of the Google services tied to your account. These include custom search engines, iGoogle, Gmail, Google Docs, maps and calendar. The my account link is a quick way to jump between these online applications.



## Web History

Remember to keep yourself logged in when doing searches in Google as it will keep a history of your searches for you. There is nothing worse than spending a half hour searching for a source except having to do it twice.

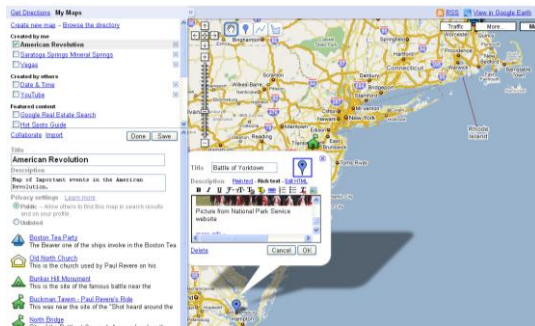
## Custom Maps

Google custom maps allow you to design and share maps with others. You may make a map of historical events such as the battles of the American Revolution, or chart the path of a novel. To begin customizing a map go to [maps.google.com](http://maps.google.com) – login, if you aren't already. Click the My Maps link below the logo, then click create a new map.

Type in a title and description for the map. Click in the search box to type in a location you would like to add to your map. When you correctly find the location you want click on the balloon and save to my maps, and select the correct custom map.

You can now type additional information about the site, including web links, pictures and even embed video clips.

Once you are done with your map and you want to share it with others, click the link button above the map and copy and paste the email url link. Send it whomever needs to use the map.



## Setting up your Custom Search Engine

Ever have a research based project where the kids just couldn't stay on task while searching for information on their topic? Google has the solution for you. You can now create you own customized Google search engine just for the project assigned to the students.

### Basic Information:

Click on the Create a Custom Search Engine button. Specify a name, description and keywords to describe your search engine. Separate keywords by a space, phrases should be grouped by quotes.

**What do you want to search?** Generally in this section you want to select the radio button for "only sites I select."

**Select some sites:** Place one web address per line in this box to begin populating your search engine. There are 4 ways to enter URL's in this box.

**Individual pages:** Specifying *www.mysite.com/mypage.html* will just include the *mypage.html* page on *www.mysite.com*.

**Entire sites:** Specifying *www.mysite.com/\** will include all the pages on *www.mysite.com*.

**Parts of sites:** You can use wildcard patterns to include just certain parts of a site. For example, *www.mysite.com/\*about\** will include only files on *www.mysite.com* that have *about* in their name.

**Entire domains:** You can also specify an entire domain using *\*.mydomain.com*. If you specify *mydomain.com*, we will automatically convert this to *\*.mydomain.com/\**. If this is not what you want, you can change it back in the control panel. (taken from Google help page)

Check the terms of service box and click next.

in the future, to make changes to that search engine or to add a new custom search engine, click my account then click the "my search engines" link. Click the control panel link next to the engine you wish to add to. You then get a plethora of settings and choices to customize it, but most important is the [Sites](#) link. This link will show you a list of the currently used websites and allow you to add new sites. Click the add sites button and you can now individually enter new sites and customize how they will be used in the search engine.

If you chose to have the search engine use all of the web but specialize with your links, you can specifically exclude websites that you don't want students to be able to use.

Note: A custom search engine provides results for students that you have already validated. It however does not prevent them from going out on the web and accessing other sites.

From the "My search engines" page you can click homepage to get the url to give to students for your custom search engine.