



### Gmail Video & Chat

### Calendar

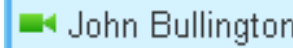
[www.gmail.com](http://www.gmail.com)



This is a free email service that is the gateway for giving you access to all of the services Google offers. You can create an account in the lower right. Don't forget while experimenting with Gmail to try the **Google labs beaker** icon in the upper right. It allows you to turn on extra features. Note: the features available through Goggle Labs differ from product to product.

[www.google.com/chat/video](http://www.google.com/chat/video)

In order to use the chat/video with Gmail contacts options you must 1<sup>st</sup> install a small plug-in. **Add Contact** > Use the search box in the Chat panel to look for a contact. If one isn't found, you can add them by Gmail address. **Chat with contact** > Mouse over the contact and go to more> then video chat.



[www.google.com/calendar](http://www.google.com/calendar)

This internet based calendar can be kept private or shared with others. You can sync your online Google calendar with your cell phone or Outlook, so that an appointment placed on one is available in all of them. You can create more than one calendar for each account. This allows you to have calendars for different committees or event planning.

### Alerts

### Images.google.com

### iGoogle

[www.google.com/alerts](http://www.google.com/alerts)

[images.google.com](http://images.google.com)

A google alert is an email or rss feed that pulls articles based on your search criteria from the daily news stories. Instead of you going out and searching the internet, Google will do it for you and aggregate the results into a email that goes out per occurrence, daily or weekly.

Just like Google searches the internet for text it now will search for images. When Google images returns results, you see thumbnails of the pictures available on other websites. Please note those pictures may be copyrighted so use appropriately. Click on the thumbnail to go to the page> at the top will be a link that says see full size image> right click on the full size image and choose save as.

This is one of the most fun Goggle tools. It allows you to save a large amount of time. Using iGoogle you can setup topical pages where Google will pull stories from other websites and place them in a handy summary page. So now instead of visit 10-15 different webpage each day, you can now just check your



### Search options

### Google Desktop

<http://desktop.google.com/>

- All results Images Videos Maps Slides Localities Chrome Extensions
- Any time Latest Past 24 hours Past week Past year Specific date range
- All results Social Trends
- All results Related images Not yet indexed
- Standard view Related searches Underneath Timeline
- Standard results Images from this page Exact matching sites More shopping sites Page options Translated search

This is a fairly new feature in the web and image search portions of Google. It allows you to filter your results by additional criteria. For instance with picture you can tell it to only display result where the pics are larger than a certain size. For websites you can tell it to only show you results from the last week. To access it click the "Show options" link under the Google logo on the results page.

You can choose from these features during installation: **Desktop search** • Search your computer as easily as you search the web with Google • Find and launch applications and files with just a few keystrokes **Sidebar with gadgets** • Add Google Gadgets customize your desktop • Get news, weather and more anywhere on your desktop

iGoogle page. 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). Instructions for setting up an iGoogle page can be found on the Google Extras tip card.


## Google Squared

[www.google.com/squared](http://www.google.com/squared)

This is a new Google Labs product. It is basically a table based search product. You run a search and it compiles data by categories and fills in a chart with your info. You can add columns or rows of data to what Google finds to start with. You can also start from a blank table, add your search categories and develop your data as you go. It works really well with broad categories giving basic facts. Try a search for "1980's sitcom series".

## Custom Search

<http://www.google.com/cse/>

Working with students doing searches in Google can be a frustrating process as the sheer volume of results becomes daunting. If the purpose of your project is content based skills and not researched based, try a custom search engine. You can now setup you own Google search engine that only searches the websites that you specify. Imagine a list of site that only contains accurate, relevant material.  See separate help card for more details.

## Docs.google.com

[www.google.com/docs](http://www.google.com/docs)

Google docs is an online suite similar to Microsoft Office. It contains a spreadsheet app, word processing app, presentation app and form maker. All of these application are accessed by going to the above website and clicking create new. When you save your documents, they are placed on the Google server so the can be accessed on the Internet. Docs saved here can be shared with others. See separate help card for more details.

## Google Voice

[www.google.com/voice](http://www.google.com/voice)

One of my favorite products from Google allows you to ring all of your phone numbers together under one umbrella. When signing up with Google voice you get a new local phone number. Calls to that phone number can be forwarded to any number of additional phone numbers, which will all ring. If none of those phones are picked up then a voicemail will be left which you can pick up on the internet. It can also be transcribe and texted or emailed to you.



## Maps.google.com

[Maps.google.com](http://Maps.google.com) – we've all used this tool to find directions, but now you can make your own custom maps with content.

Login in the upper right corner, then click my maps along the top left. You can now create a new map or edit an existing map. Every map you create you can share with colleagues/students who can make additions and edits.

Map Locations can include descriptive text, html links, pictures and video.

## Google Earth

Google Earth is a juiced up version of Google maps, that must be loaded on a computer in order to be used. Google Earth allows you to overlay data onto the top of your map. The data can be provided by 3<sup>rd</sup> party companies. For instance the Earth Science teachers love the volcano/earthquake overlays, the Latin teachers like the 3d virtual ancient Rome, etc.



## Chrome

[www.google.com/chrome](http://www.google.com/chrome)



Here are some reasons why you may switch from IE to Chrome.

- 1.) You can highlight text on a webpage then right click it to search Google.
- 2.) Extension – Chrome now supports browser extensions, these little plugin programs add functionality to the browser. ie: you can instantly see if I have gmail, voicemail, and many other things by using extensions.
- 3.) Tabs can be released and run as separate browser windows.
- 4.) If you accidently type text in the address bar it treats it as a search instead of an incorrect address.
- 5.) It's faster.
- 6.) Bookmarks sync across machines. (no matter how many machines you run chrome on they can all use the same bookmarks).

## Sketch up

[Sketchup.google.com](http://Sketchup.google.com)

Google SketchUp is software that you can use to create 3D models of anything you like.

### Get started right away.

Most people get rolling with SketchUp in just a few minutes. Dozens of video tutorials, an extensive Help Center and a worldwide user community mean that anyone who wants to make 3D models with SketchUp, can. [Check out Google's training videos »](#)

### Model anything you can imagine.

Redecorate your living room. Design a new piece of furniture. Model your city for Google Earth. Create a skatepark for your hometown, then export an animation and share it on YouTube. There's no limit to what you can create with SketchUp.

## Picasa

[www.picasaweb.com](http://www.picasaweb.com)

Picasa is a web based photo storage and sharing site. There is also a program you can download and install on your computer for organizing your pictures but it is not required.



Using Picasa web you can put together web slideshows of your pictures for viewing on your website.

Once logged in click upload to begin sending your pics to your account. (you may need to click the yellow ribbon to install the add in). To create a web slideshow ask for our help sheet entitled **USE PICASAWEB TO EMBED SLIDESHOWS IN YOUR WEBSITE**