

Going Google

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- Creating Your Account (if you don't have one)
 - go to google.com
 - click on the "Sign In" button
 - click on "Create an account"
 - this one username and password will work in all Google services
 - some may require a username specific to that service (like Panoramio)
- MCSD Issues
 - A new filter was recently installed, and we have since experienced problems accessing some Google services.
 - The issue is affecting all districts with new hardware and is being dealt with by techs in Albany and Google.
 - In the meantime, to access services at school, use the format mail.google.com, calendar.google.com, drive.google.com, etc.
- Gmail
 - conversations
 - adding labels → Settings → Labels
 - archive vs. delete
 - Gmail as storage
 - Google's filter
 - integration with Calendar, Drive, etc.
 - Settings → Labs
 - collect and send from multiple accounts
 - adding accounts → Settings → Accounts
 - access on your phone or tablet
- Calendar
 - When you click on the Calendar button on the google.com page, it will open a new tab with your calendar.
 - Use the mini calendar or blue arrow buttons to navigate to the day you want to add an event to.
 - Click on the approximate time in the appropriate day, and a new event window will pop up.
 - Click on "Edit event" in this pop up, and you will be taken to a more detailed view of the calendar event.
 - You can now modify the time, name of the event (this is what shows up on the calendar), and the description (this is the additional information people will get when they click on the event in the calendar).
 - When you are finished, click save.
 - You'll automatically be taken back to the weekly calendar view, and your event will now be there.
 - Add more events if you need to, once you're finished, click on the downward pointing arrow next to the account email in the upper right corner and sign out. You're done.
 - Use the sharing settings to make it available publicly or to specific people.
 - Calendars can be embedded in your site.
 - access on your phone or tablet

- Drive
 - Drive lets you create or import word processing documents, spreadsheets, PowerPoint style presentations, or forms for collecting information.
 - To edit an existing document, like the one embedded on the FA website, simply click on the name of the document, and start typing once it appears in the window.
 - Any changes you make to the document will appear on the website. (It takes a few minutes for it to refresh.)
 - If you have another document you would like me to embed (a spreadsheet you create with practice times, etc.), just let me know what it's called and where you'd like it on the page and I'll take care of the rest.
 - There is no save button in Drive documents because it is constantly saving as you're working. So as soon as you're done, you can simply close out the tab that has the document.
 - As with Calendar, once you're done, just log out on the main Drive page, and you're finished.
 - Use the sharing settings to make it available publicly or to specific people.
 - access on your phone or tablet
- Google Search: Beyond the Basics
 - Settings
 - Search settings
 - Search results lets you customize several aspects
 - Location will narrow down or direct certain results
 - Help is self-explanatory, and has videos worth checking out
 - Advanced search
 - you can really narrow your search here
 - Web history
 - see all of your Google searches and activity (Big Brother is watching...when you're signed in!)
 - Boolean Techniques (<http://eduscapes.com/tap/topic74.htm>)
 - Tips from Google (google.com/intl/en/insidesearch/tipstricks)
- Other Services (In the grid, click on "More," and then click on "Even more from Google.")
 - Media
 - YouTube & Google Videos
 - web-based
 - use your Google account to upload your own videos
 - can be embedded in your site
 - Books
 - search for bibliographic info, view excerpts if the book has a copyright, or view the entire book if it is in the public domain and part of their Library Project
 - partners in the Library Project include Harvard, New York Public Library, Stanford, University of Michigan, Oxford, Columbia, and more.
 - News
 - aggregates news stories from many sources and lists them in an easy to use, chronological list
 - Picasa
 - requires a free download and installation, but will allow cloud storage of photos and sharing.

- Images
 - search for images by keyword, or actually search by image
 - tip: in school, make sure you've got the safe search filter on, and still don't search up on the overhead
- Geo
 - Earth
 - requires a free download and installation
 - Maps
 - now incorporates some of the features of Earth
 - can be embedded on your site.
 - Panoramio
 - combines Maps with uploaded photos from Earth - think photo atlas
 - the photos are moderated before being put up
 - virtual field trips, research, etc.
- Specialized Search
 - Finance
 - Alerts
 - Custom Search
 - create a search engine that only searches specified sites
 - Scholar
 - Trends
- Home & Office
 - Drive
 - incorporates Docs, Slides, Drawings, Sheets, and Forms
 - Voice
 - web-based phone # - no longer free
 - Cloud Print
 - print to your printer from all your computers & devices
 - allow others to print to your printer as well
 - Sites
 - free websites
 - Keep
 - online notebook/scrapbook
- Social
 - Groups
 - create a discussion group
 - Blogger
 - Hangouts
 - alternative to Skype