

Google This and Google That

Create Account

1. <https://www.google.com/accounts/NewAccount>
2. Fill out the required information with a current e-mail account
3. Accept and Create Account

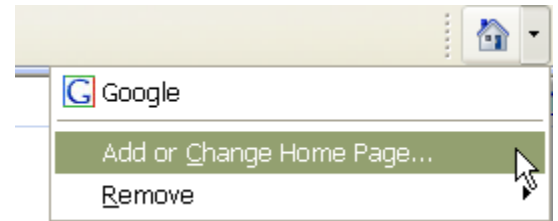
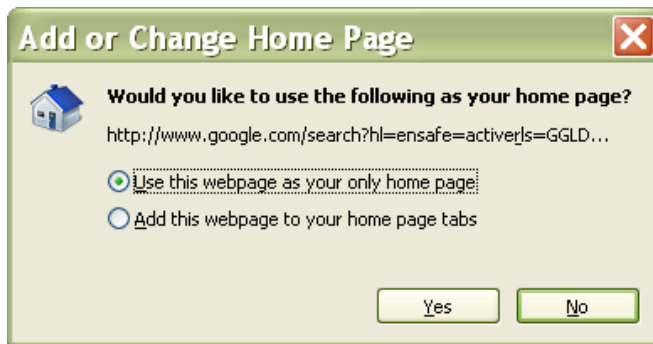
iGoogle Homepage

[it.umesd@gmail.com](#) | [iGoogle](#) | [My Account](#) | [Sign out](#)

1. Once you are logged in, you see your account name, iGoogle | My Account | Sign Out along the top of the window.
2. Click **iGoogle** to view your personalized homepage

Setting iGoogle as your Home Page

1. IE 6 and Firefox– Click **Tools, Internet Options**. On the **General** tab, click **Use Current** button.
2. IE 7 – Click the arrow next to the **Home** button, select **Add or Change Home Page...** Click Use this webpage as your only home page or add a new home page tab by selecting **Add this webpage to your home page tabs**.



Personalizing iGoogle

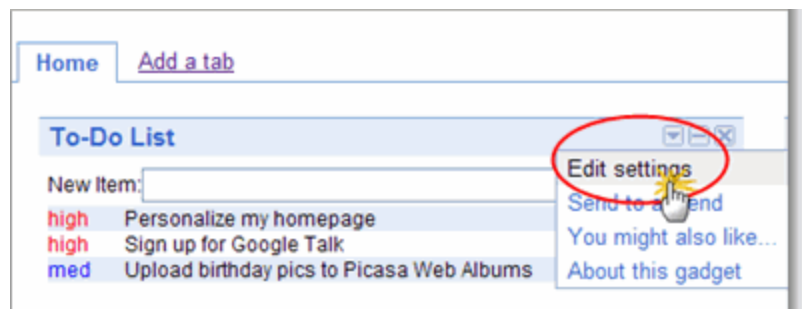
1. Visit the Google homepage and click the "iGoogle" link in the top-right corner of the page.
2. Click **Add Stuff** [New! Select theme | Add stuff »](#) This will allow you to add gadgets from the directory to your iGoogle page.

Add it now

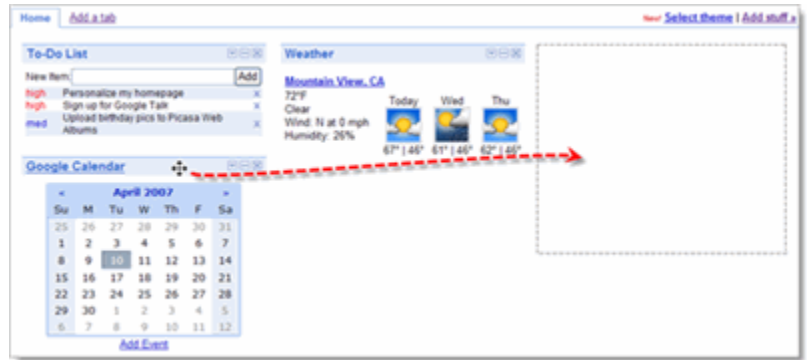
3. Browse to find gadgets that you'd like to add and click
4. OR you can add RSS Feeds by URL.....Click [Add by URL](#)
5. Copy and paste the URL in the text

box, click **Add**

6. Click [« Back to homepage](#) to view homepage again.

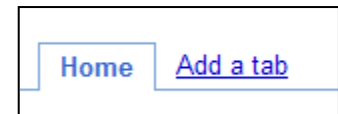


- Once a gadget appears on your iGoogle page, click its downward-facing arrow and select "Edit settings" to adjust the gadget's settings.
- To move a gadget on your iGoogle page, just click the gadget's blue bar and drag it to your preferred location.



Using the tabs on my iGoogle page?

When you visit your iGoogle page, you'll see a "Home" tab and an "Add a tab" link on the left side of the page below the Google search box.



- If you haven't yet added additional tabs, all of your gadgets will appear on the "Home" tab.
- You can have up to six tabs on your iGoogle page
- To move a gadget to a different tab, click on the gadget's name and drag it over the name of the tab on which you'd like it to appear. Once your cursor is over the name of the desired tab and that tab's name appears highlighted, release-or drop-the gadget.
- To delete a tab, click on the tab to bring it into focus, click on the tab's name, then click on the word "delete" that appears next to the tab's name.

[Advanced Search](#)
[Preferences](#)
[Language Tools](#)

Searching Tips

Advanced Search – offers numerous options for making your searches more precise and getting more useful results.

Preferences – use this link to refine your search. Available here is SafeSearch Filtering, Number of results, Language options, and New results window.

Language Tools – Search pages written in any language. For a laugh check out Pig Latin and Klingon

[Web](#) [Images](#) [Video](#) [News](#) [Maps](#) [Gmail](#) [more](#) ▼

Specialized Searches

The top left corner of your Google home page has links for specialized searches.

Useful searches for educators include:

- Images
- Video
- Maps
- News
- Scholar
- Finance
- Books

[Blog Search](#)
[Blogger](#)
[Books](#)
[Calendar](#)
[Documents](#)
[Finance](#)
[Groups](#)
[Labs](#)
[Orkut](#)
[Patents](#)
[Photos](#)
[Products](#)
[Reader](#)
[Scholar](#)

Enhanced Searching

In addition to providing easy access to billions of web pages, Google has many special features to help you to find exactly what you're looking for. Try some of these “searches” from the Google Toolbar:

- **Calculator** – type in any mathematical expression
- **Book Search** – search full text of books
- **Currency Conversion** – try these conversions; 3.5 USD in GBP, 5 British pounds in South Korean money, 2.2 USD per gallon in INR per litre
- **Definitions** – type the word “define,” then a space, and then the words you want defined
- **File Types** – form 1040 filetype:doc
- **Phone Book** - type in any combination of a name: first name (or first initial), last name, city (state is optional); first name (or first initial), last name, state; first name (or first initial), last name, area code; first name (or first initial), last name, zip code; phone number, including area code; last name, city, state; last name, zip code
- **Q & A** – ask a question: population of Japan, birthplace of Bono
- **Weather** – type “weather for” and the name of city, state, or zip
- **Maps** – enter a U.S. street address, including zip code or city/state.
- **Stocks** – just enter the symbol into the search box

Customized Toolbar

You can add or remove buttons from your Toolbar from the Toolbar's Options page. To access the Toolbar Options page with the latest version of the Google Toolbar installed, click the “Settings” button on your Google Toolbar and select "Options" from the drop-down menu.



If you have a previous version Google Toolbar installed, you can find the Google Toolbar's Options page by clicking the "Options" button on your Toolbar. If you don't see the "Options" button, click the Google logo on the Toolbar and select "Options" from the drop-down menu. Here, you can customize your Toolbar.



To add buttons, check the boxes next to the buttons you'd like to appear on your Toolbar. To remove buttons, un-check the buttons you no longer want. You can click the tabs at the top of the "Options" menu to see more button choices.

Bookmarks

Google has a login-based bookmark feature that allows you to organize and access your preferred webpage from any computer because the bookmarks are stored through your Google Account.

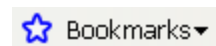
Importing Favorites from IE

1. Sign in to your Google Account using the Google Toolbar or by clicking "Sign in" on the Google homepage.
2. Click on the star or "Bookmarks" button on the Google Toolbar and select "Import IE Favorites..." at the bottom of the drop-down menu.
3. You can now select and edit the bookmarks you'd like to import.

Importing Favorites from Firefox

1. Sign in to your Google Account using the Google Toolbar or by clicking "Sign in" on the Google homepage.
2. Click on the star or "Bookmarks" button on the Google Toolbar and select "Import Firefox Favorites" at the bottom of the drop-down menu.
3. You can now select and edit the bookmarks you'd like to import.

Managing Bookmarks



Create a Bookmark - Click on the star next to the "Bookmarks" button on your Toolbar. **OR**, click on the "Bookmarks" button itself and select "Bookmark this page."

Delete a Bookmark – click the drop-down arrow on the "Bookmarks" button and then right-click a bookmark and select "Remove bookmark." **OR** Select "Manage bookmarks...", then click on the "remove" link next to a bookmark. **OR** Visit the page in question, click on the yellow star in the Toolbar, and select "Remove this bookmark."

Labels - If you've installed the Google Toolbar and you'd like to create a label for a page that you're currently on, just follow these steps:

1. Click on the star next to the "Bookmarks" button on your Toolbar.
2. Select "New label."
3. Enter a label name in the "Categorize this bookmark with labels" field.
4. Click "OK."

To create a label for one of your older bookmarks, just follow these steps:

1. Click the "Bookmarks" button on your Toolbar.
2. Right-click on a bookmark.
3. Select "Edit bookmark."
4. Enter a label name in the "Categorize this bookmark with labels" field.
5. Click "OK."

Please note that deleting all of the bookmarks under one label will also delete the label.




My Accounts

A Google Account gives you access to a variety of free Google services including Docs & Spreadsheets, Calendar, Web Albums, Notebook, Talk, iGoogle, Page Creator and more. Click on My Account from the toolbar along the top right of the web browser to access and add services.

it.umesd@gmail.com | [Classic Home](#) | [Web History](#) | [My Account](#) | [Sign out](#)

Adding Services

1. Services listed under “**My Services**” are the ones you are already subscribed to. To add a new service click [More>>](#) under “**Try Something New**”
2. Click on the service you’d like to add, for example Calendar 
3. Then all you need to do is sign in using your Google Account username and password
4. That service is now added to the list under “**My Services**”

➔ Valuable Services for Educators ←

Gmail

Creating a Google Account won't automatically give you Gmail; creating a Gmail account allows you to access all of the above mentioned Google services and more with your Gmail login information.

1. Visit the Gmail homepage at <http://www.mail.google.com>
2. Click the "Sign up for Gmail" link under the sign-in box
3. If you'd like to add Gmail to your current account, make sure you click this link: "If you already have a Google Account, you can sign in here."

Talk

Google’s instant communications service that helps you communicate effectively and efficiently. See this web page for instructions on how to use Talk in a variety of ways:

<http://www.google.com/talk/start.html>

1. Download Talk Client onto your computer
2. Launch Google Talk through a web browser
3. Add the gadget to your iGoogle personalized home page, webpage or blog
4. OR you can communicate with Talk right through Gmail.

Notebook

With Google Notebook, you can browse, clip, and organize information from across the web in a single online location that's accessible from any computer. This could be your next favorite teaching and learning tool! Take this Google Notebook Tour to find out all you need to know:

<http://www.google.com/googlenotebook/tour1.html>

Calendar

Keep track of all the events in your lessons, schedules, events in one place AND coordinate schedules with other Google users all in one place. View, share, plan, remind instantly!

Take the tour - <http://www.google.com/intl/en/googlecalendar/tour.html>

Docs & Spreadsheets -

Google Docs & Spreadsheets is a web-based word processing and spreadsheet program that keeps documents current and lets the people you choose update files from their own computers. You can, for example, coordinate your student group's homework assignments, access, or collaborate with remote colleagues on a new lesson plan. You can import your existing documents and spreadsheets, or create new ones from scratch. Don't forget to invite people to your documents/spreadsheets and make changes together, at the same time.

View the online tour: <http://www.google.com/google-d-s/intl/en/tour1.html>

Translate

Translate text, view web pages in other languages, or get translator browser buttons.

Maps

Use the dynamic, interactive maps to locate your target. See what the location looks like in real-life using the Satellite view or use the Hybrid view to superimpose the map data onto the satellite image.

Create and share personalized, annotated maps! Mark historical routes, geographic points of interest, community information, and state landmarks on your map. Draw lines and shapes to highlight paths and areas. Add text, photos, and videos. Publish to the web. Share with friends and family.

Sketch-up

Google Sketch Up is a powerful yet easy-to-learn 3D software tool that combines a simple, yet robust tool-set with an intelligent drawing system that streamlines and simplifies 3D design. From simple to complex, conceptual to realistic, Google Sketch Up enables you to build and modify 3D models quickly and easily. If you use Google Earth, Google Sketch Up allows you to place your models using real-world coordinates and share them with the world using the Google 3D Warehouse.

<http://sketchup.google.com/3dwarehouse>

Google Reader - Labs

Websites publish lists of updates—called "feeds"—that indicate when new content has been posted. When you subscribe to a feed, Google Reader starts monitoring that feed for updates. You don't have to give any personal information, it doesn't cost a dime, and it's easy to unsubscribe.

Reader FAQs - <http://www.google.com/help/reader/help.html>

Page Creator – Labs

Page Creator lets you create web pages right in your browser and publish them to the web with one click. There's no software to download and no web designer to hire. The pages you create are hosted on Google servers and are available at <http://yoursitename.googlepages.com> for the world to see.