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Google Tricks and Tips

Gain Insider Skills

Next level Secrets & Fixes

Advanced Guides & Tips

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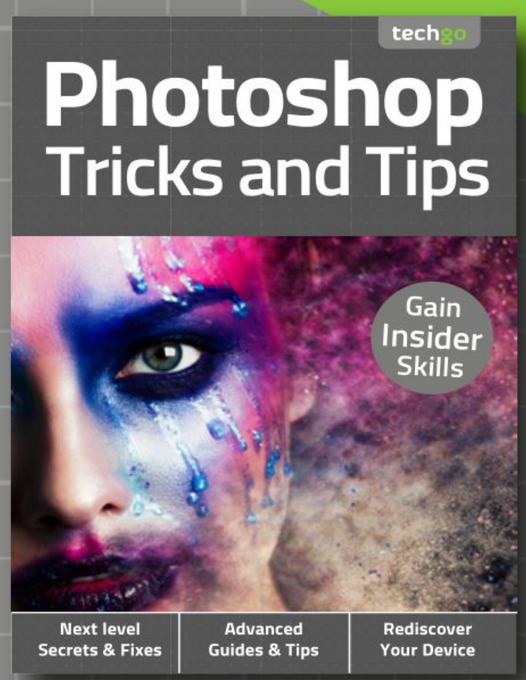

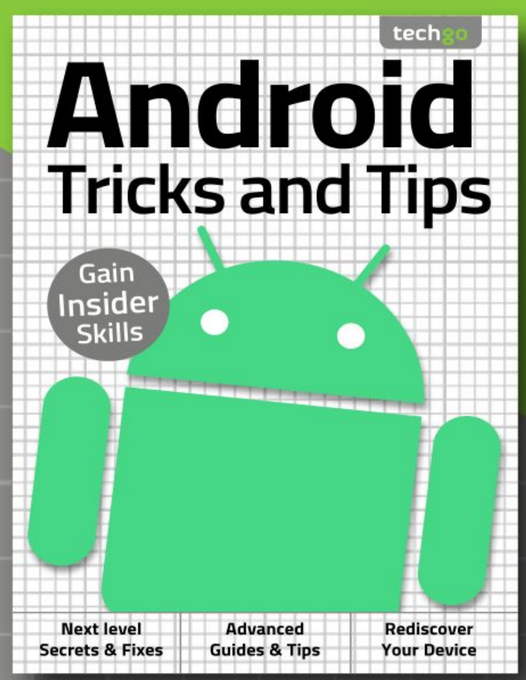

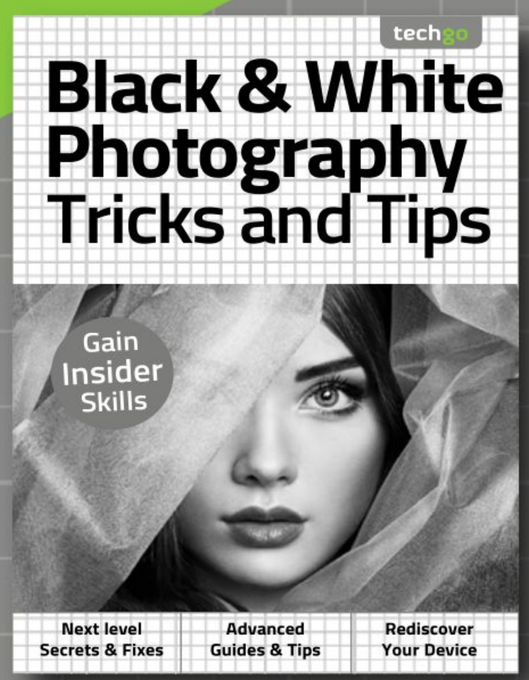

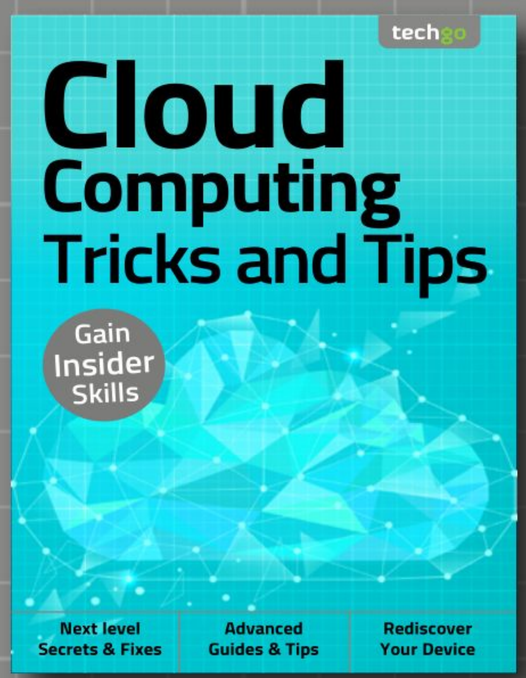

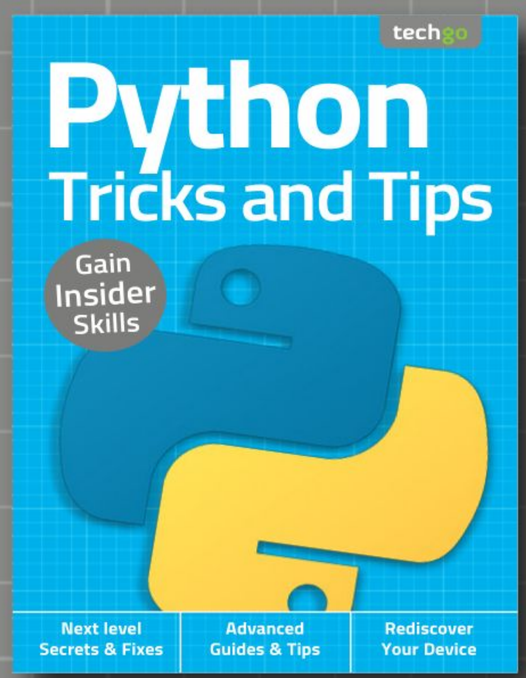

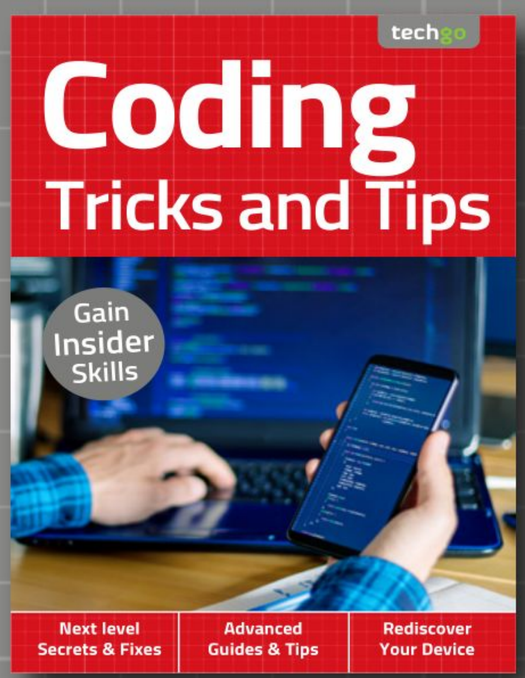

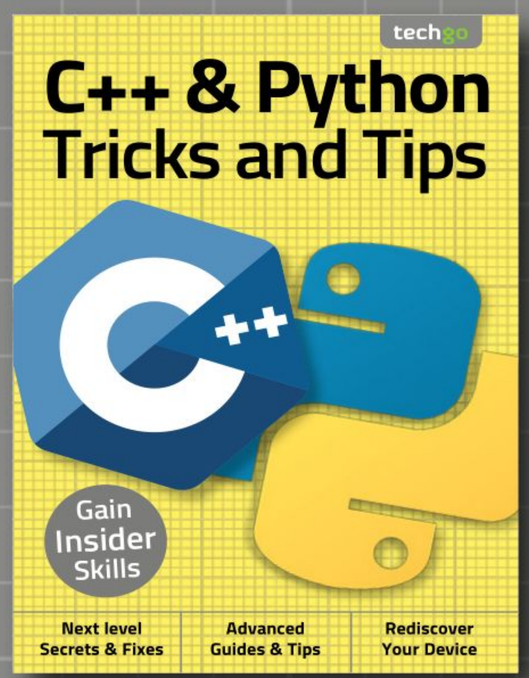

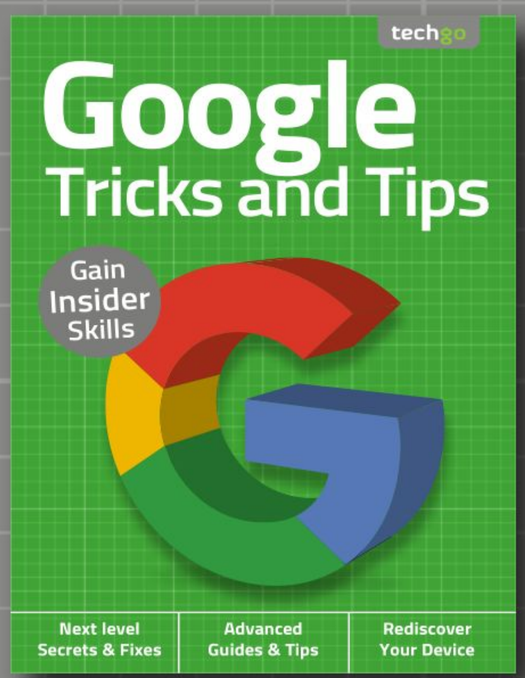

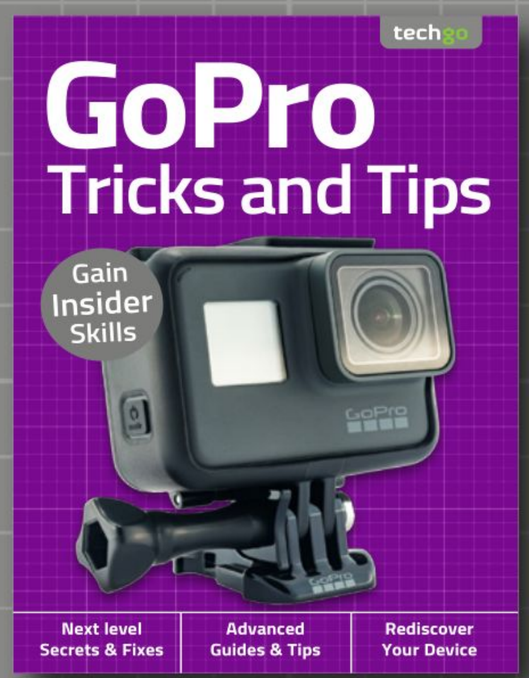

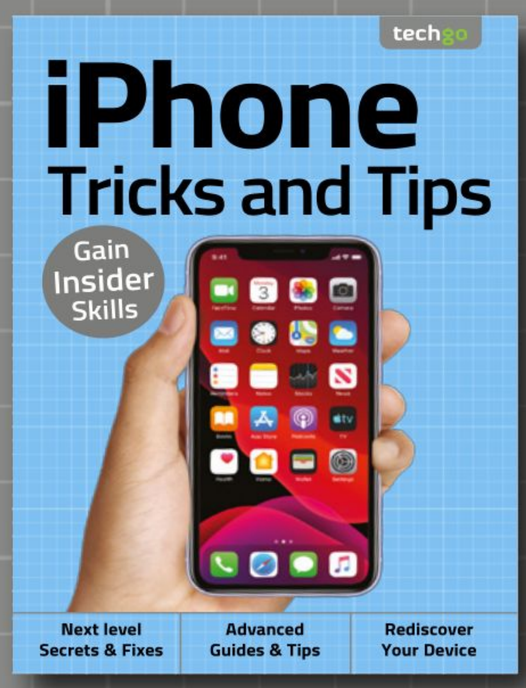

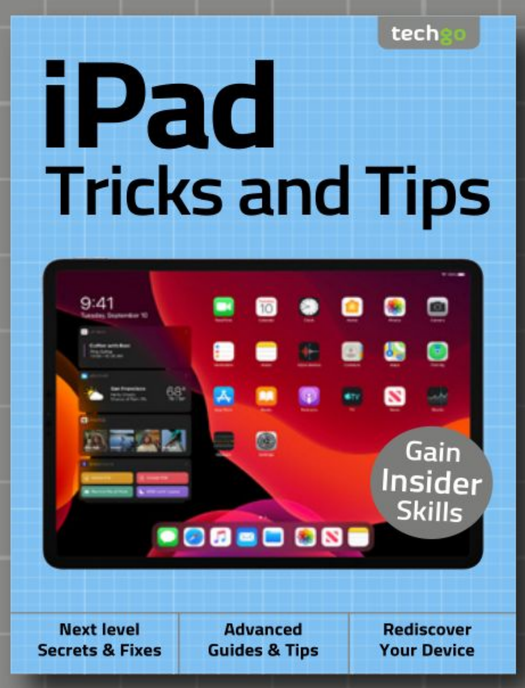

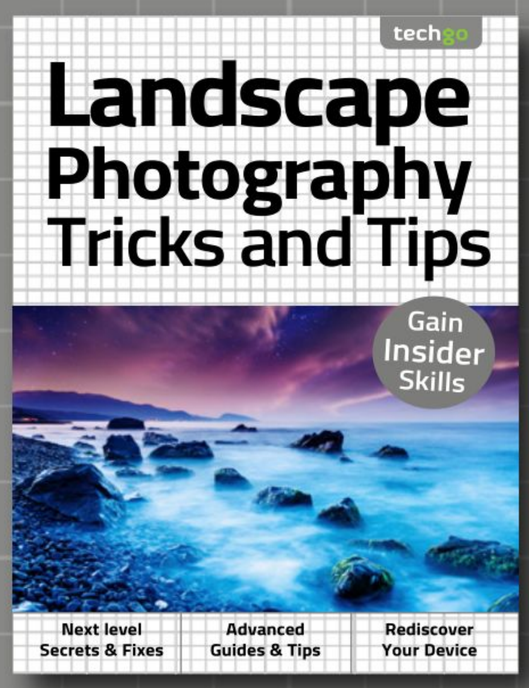

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Google Tricks and Tips

Welcome back... Having completed our exclusive For Beginners digital guidebook, we have taught you all you need to master the basics of your new device, software or hobby.
Yet that's just the start!

Advancing your skill set is the goal of all users of consumer technology and our team of long term industry experts will help you achieve exactly that. Over this extensive series of titles we will be looking in greater depth at how you make the absolute most from the latest consumer electronics, software, hobbies and trends!
We will guide you step-by-step through using all the advanced aspects of the technology that you may have been previously apprehensive at attempting. Let our expert guide help you build your understanding of technology and gain the skills to take you from a confident user to an experienced expert.

Over the page our journey continues, and we will be with you at every stage to advise, inform and ultimately inspire you to go further.

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Using Google Apps

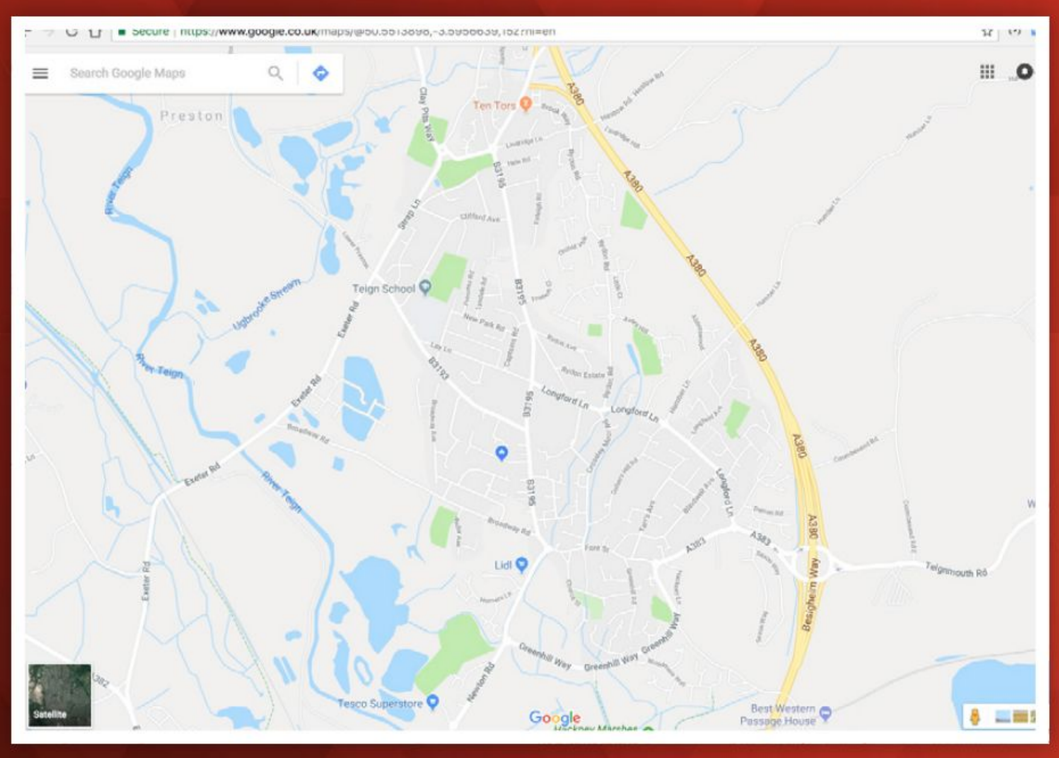
The Google app suite contains some of the world's most popular and widely used applications. Offering alternatives to operating staples such as email, maps, calendar, photo editing and so much more. Having set up your Google account, you can then access the entire suite for free. Over the following pages, we will take you through our expert tips to ensure that you make the very best of each one.

Share and Embed Maps

Google Maps is a great tool when used on a phone or tablet for navigating and planning a route in advance. Not only can you use this great tool yourself, you can also share maps with others and even embed them on a website to give your customers directions.

Step 1

❯ Before you share a map, you need to zoom and scroll until the area you want to share is centred on the window. Only the visible portion is shared. You can also choose to share the map in Map view or Earth view.

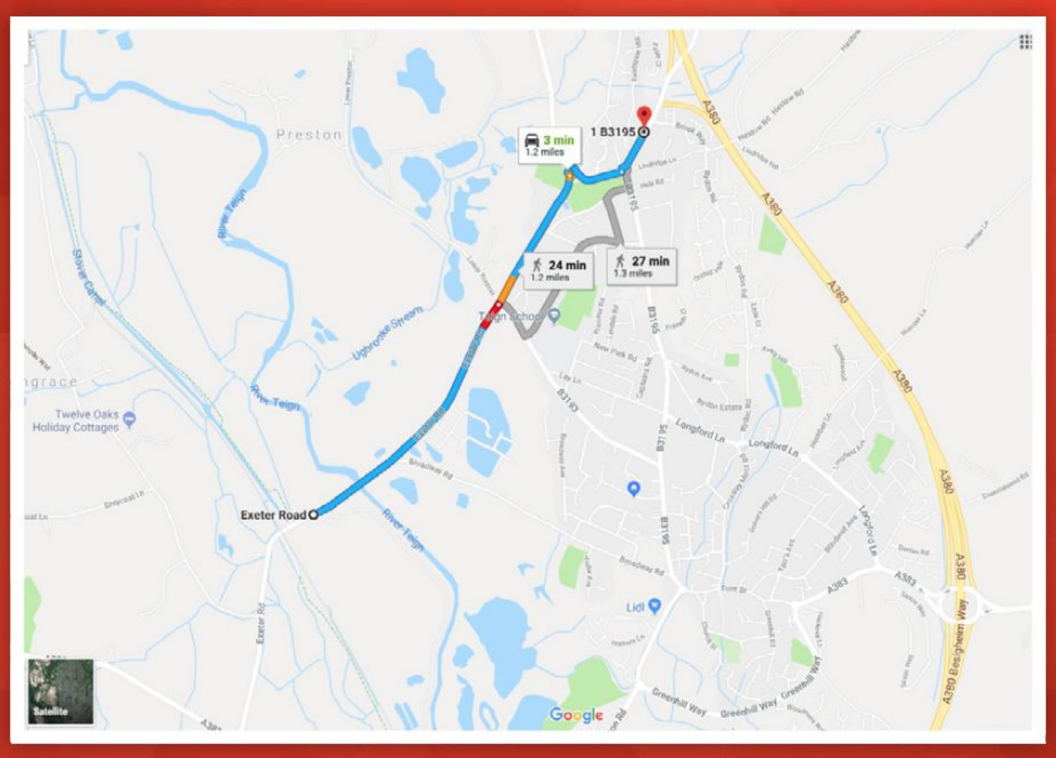


Step 2

❯ If you have saved favourites on a map, only you will see them. Equally, if you embed the map and view it on your site, you see your saved places on the map. Your site's visitors won't see those saved places, they see a map built for them.

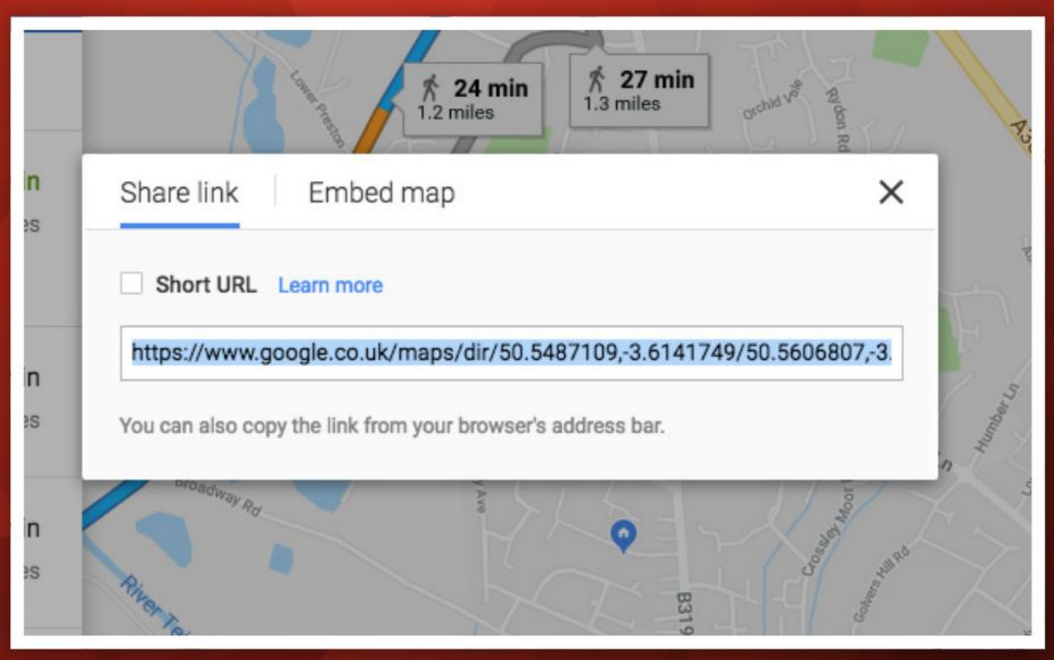
Step 3

❯ Directions can be marked on the map, and will be shared when you send it. Right-click on two points on the map to set your direction to and from those locations. Check that the correct route is selected, if alternatives are available.



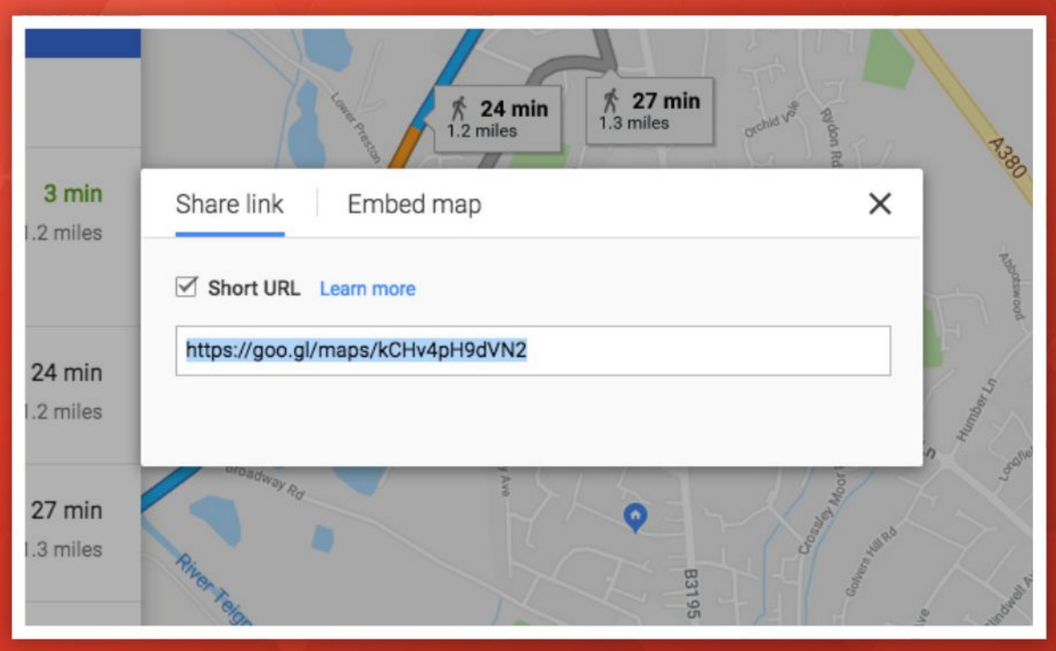
Step 4

❯ In the top left corner of the screen, click the Menu icon. Select Share and embed map. Check the box next to Short URL to create a shorter link. Double-click the link to highlight it, then copy it by pressing Ctrl+c (or Cmd+c on Mac). Paste the link wherever you want to share the map, like an email or Google+ post.



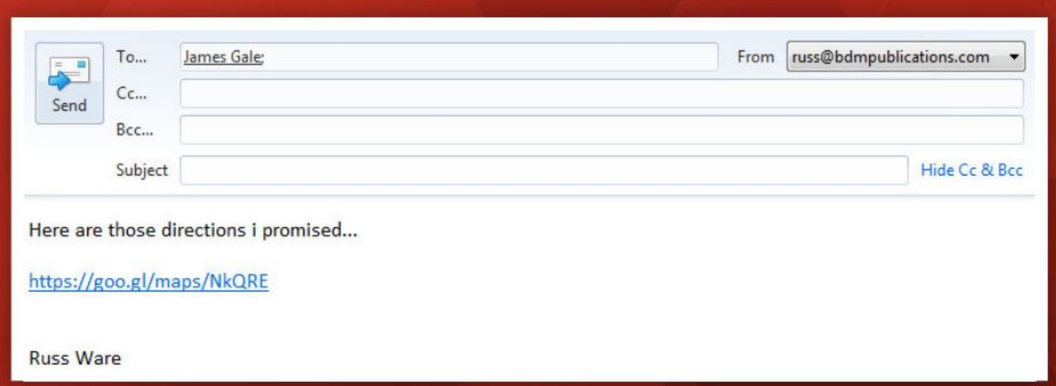
Step 5

By using a short URL, you can squeeze a long Google Maps link into fewer characters to leave more room for other text. For example, the URL http://goo.gl/l6MS is easier to share than the long URL http://googleblog.blogspot.com/2009/12/making-urls-shorter-for-google-toolbar.html.



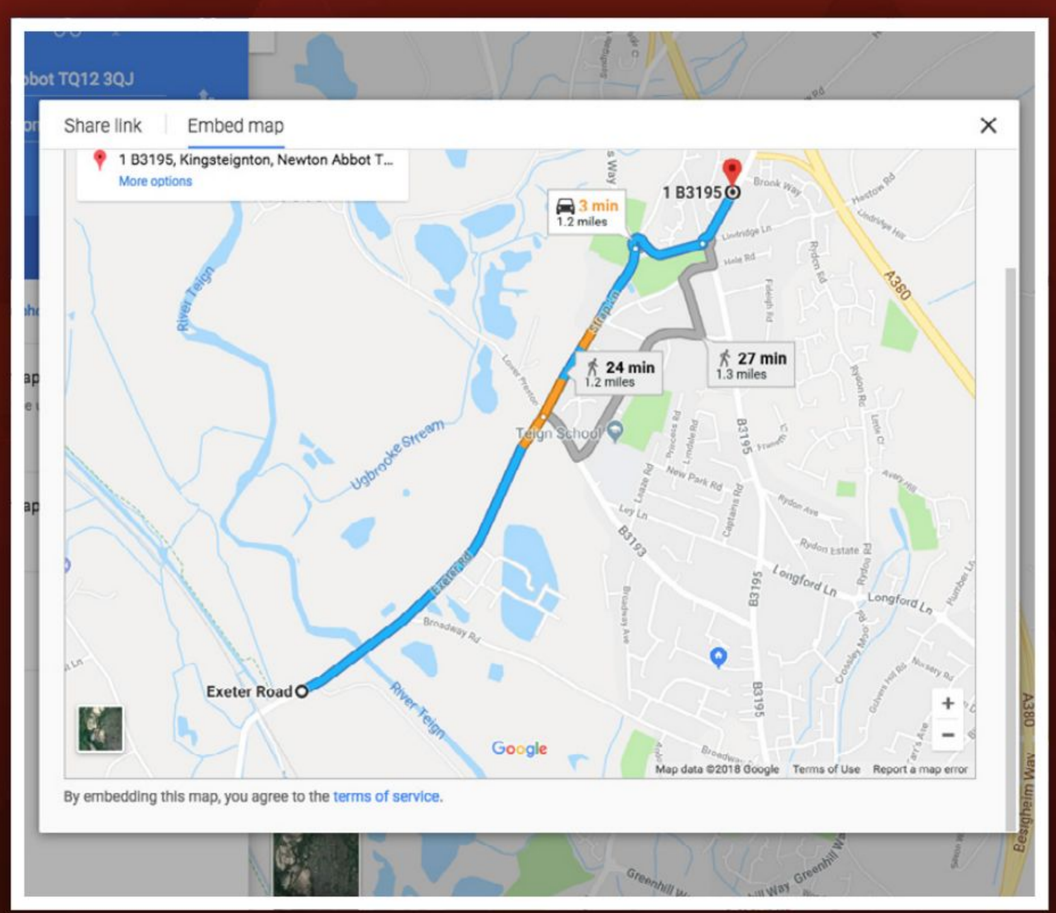
Step 6

When the recipient opens the email, they can paste the link into their browser and see the map, with directions marked and listed in a step-by-step format. They will be able to interact with the map (choose an alternative route, etc.) just as if they created it.



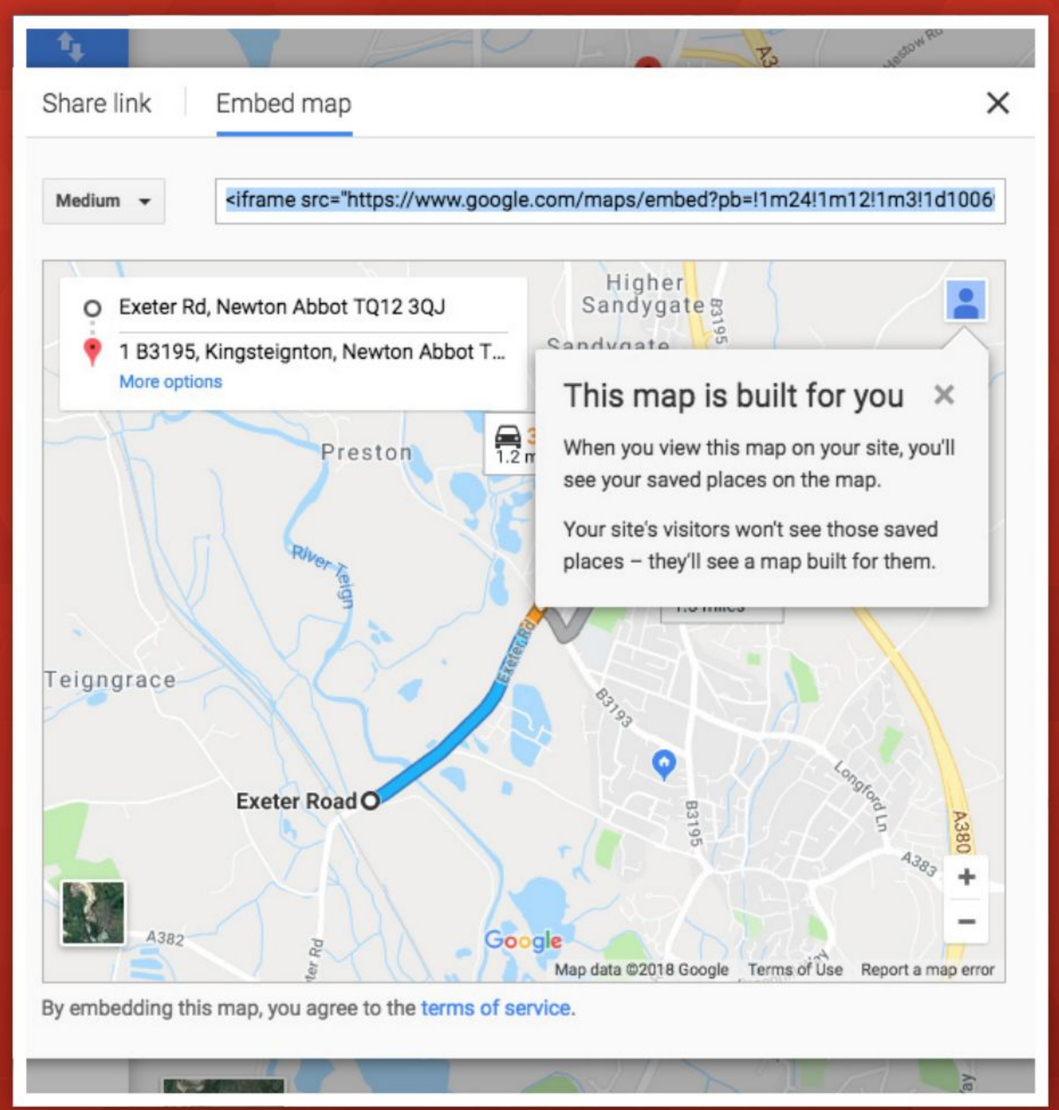
Step 7

You can embed a basic map, driving directions or a local search into your website or blog from the new Google Maps. When your viewers are signed in to Google, they can also see their home and work, saved locations and more in your embedded map.



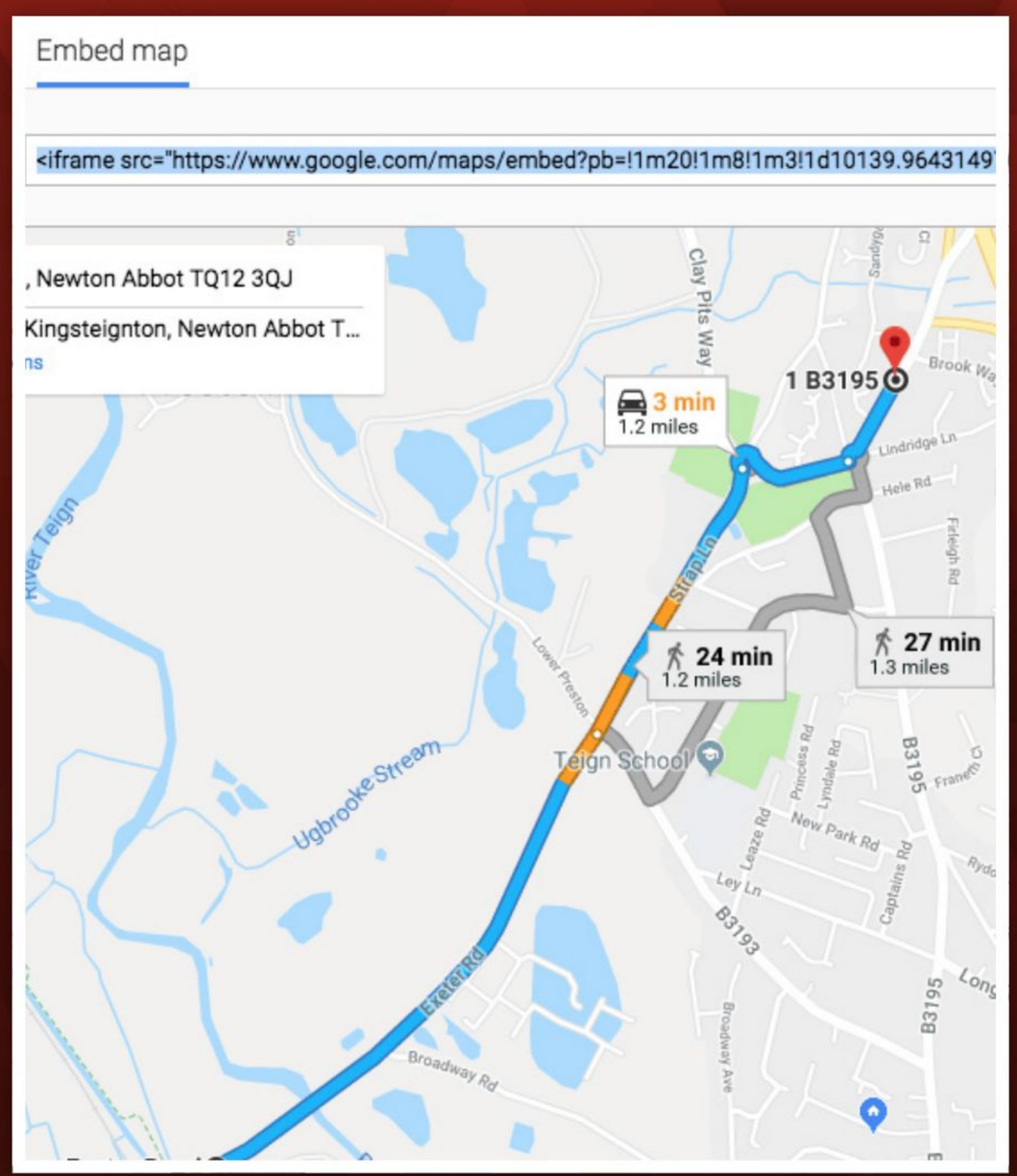
Step 8

Ensure that the map you'd like to embed appears in the current map display. Click the settings gear icon in the bottom right. Click Share and embed map. In the box that appears, make sure the Embed map tab is selected.



Step 9

Choose the embed size you want, then copy the HTML and paste the code into the source code of your website or blog. Keep in mind that traffic information and some other Maps features may not be available in the embedded map.

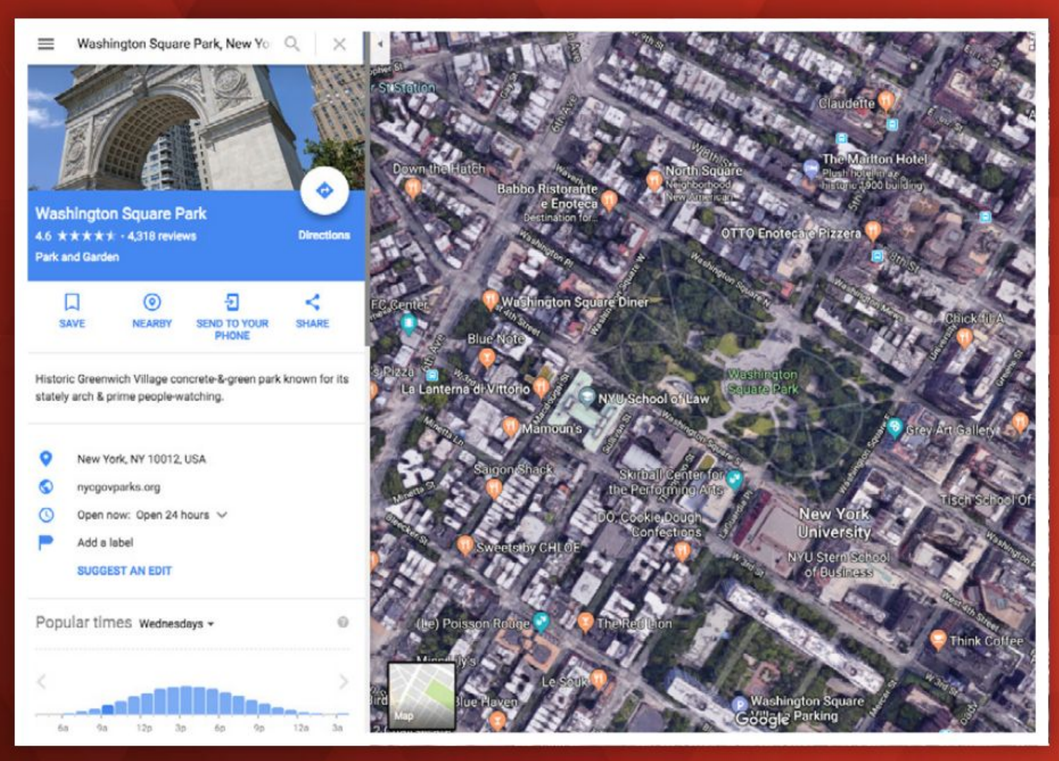


Explore Deeper with Maps

From adding more detail to maps to making it more intuitive to find local businesses, some updates may not be immediately noticeable. However, if you know where to look, a host of new features are there to be used. Here we take a look at using these extra options.

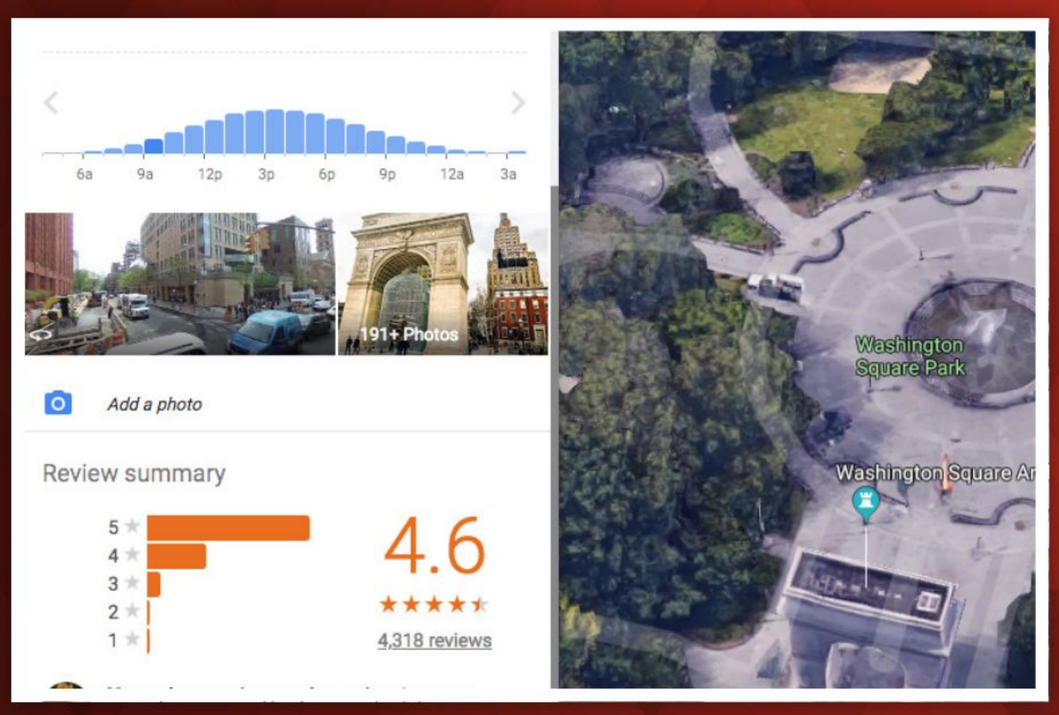
Step 1

❯ Open Google Maps on your desktop. The map should be centred on the country you live in, even if you have not shared location information with Google. Photo tours can be found using the satellite imagery (Earth view).



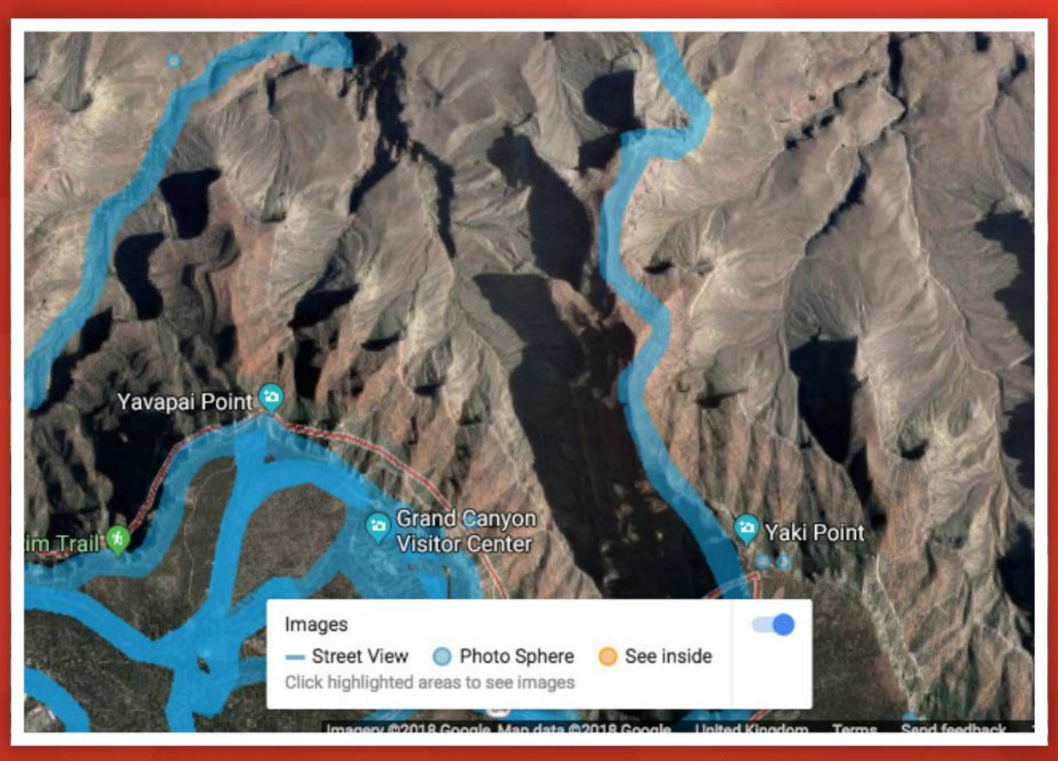
Step 2

❯ Having entered your search criteria, if photo tours of a location are available, they will be displayed as a series of photo thumbnail images on the pop up left side menu. These photos will show a side facing circular arrow icon in the bottom left.



Step 3

❯ Photos, See inside and street views can also be displayed along the bottom of the map, by clicking the Yellow man icon. Photo Spheres are marked with a small blue circle, See Inside with an orange icon and street views with a circular arrow.

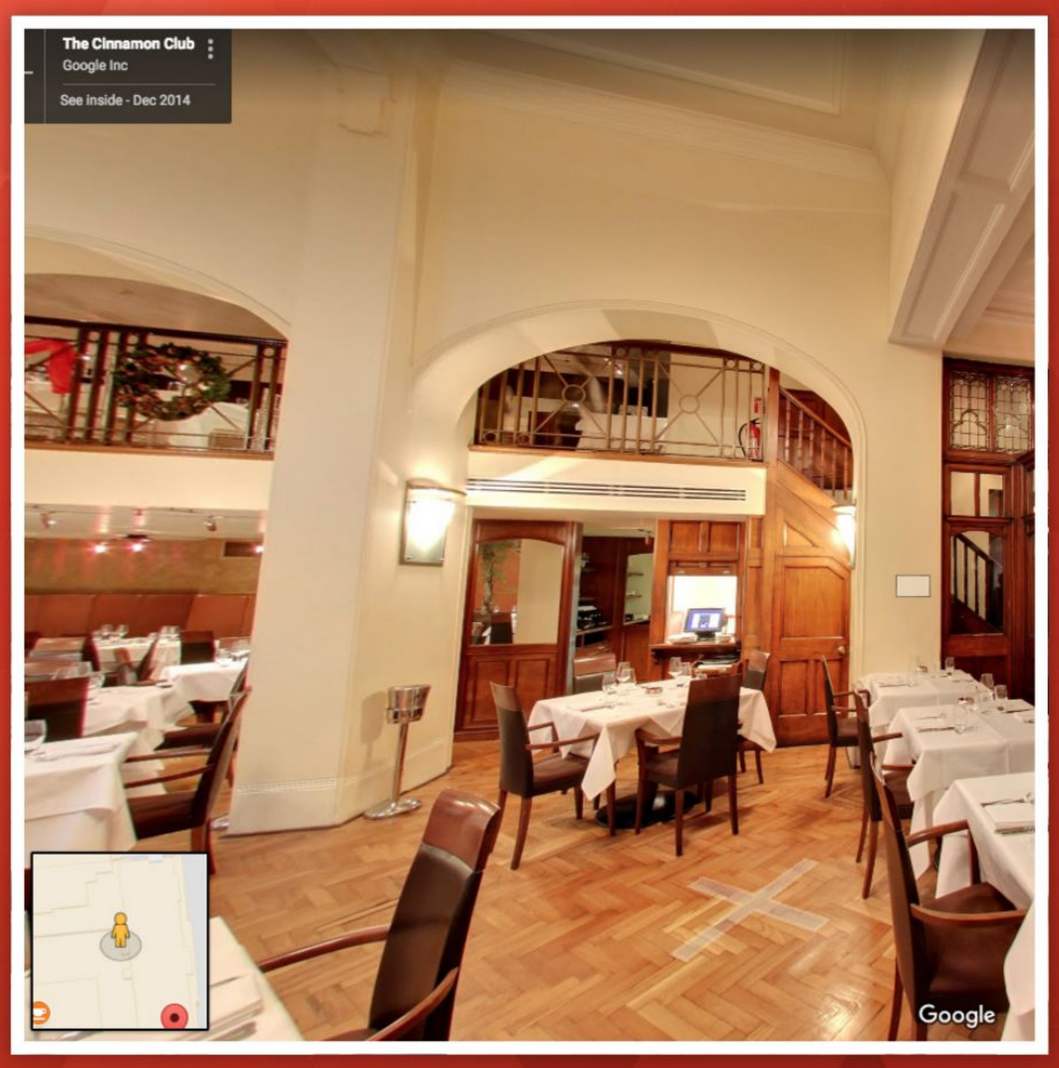


Step 4

❯ Not all areas will feature photo points. They are made available when there are several different views of a particular area. Click on your choice of view and Google Maps will automatically swap to that location and view, here we have selected Photo Sphere.

Step 5

Photo Sphere and See Inside are interactive still photographs that have been uploaded to Google Maps. The latter allows you to do exactly as one would expect and give you a view inside the location, by simply clicking the small orange icon on the map. To exit to Maps click the back arrow top left.



Step 6

If you choose instead to open a photo sphere, you can use your mouse to grab and drag the image around to see a 360 degree image of a location. Photo spheres are created using a smartphone app which, as mentioned, blends multiple photos together as one.

Step 7

Another fantastic feature of Maps is the 3D rendered view point you can access in key locations by clicking the 3D button on the main navigation controls, bottom right. By pressing and holding the Control key you can explore this 3D environment at your will.

Step 8

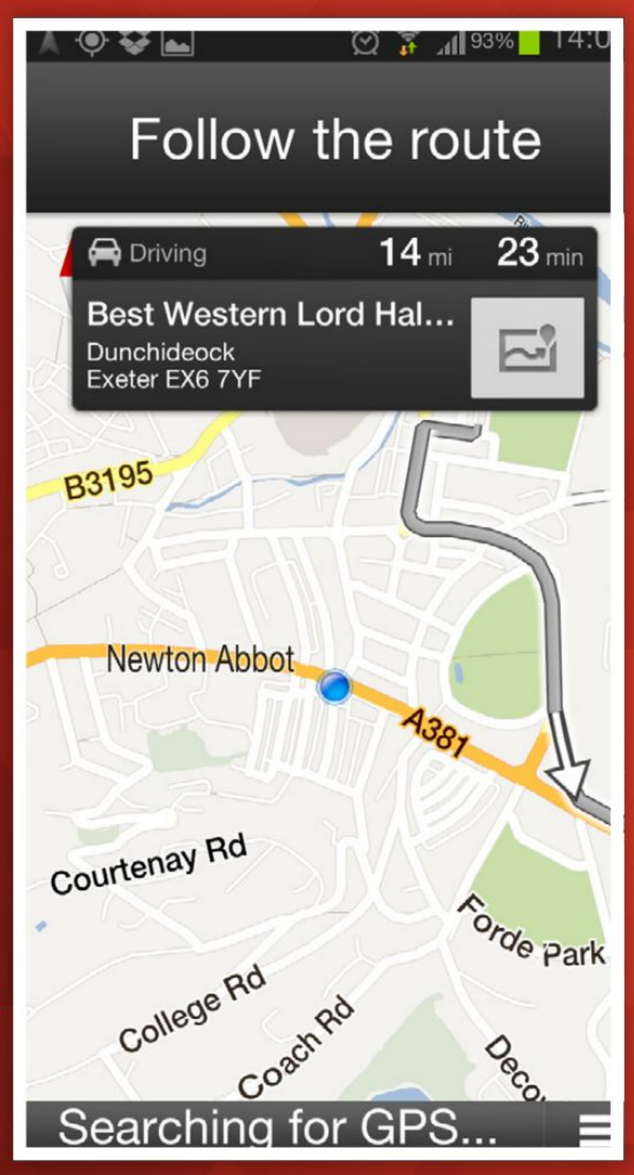
While in 3D mode, zoom into the screen and your viewpoint will change from the 3D rendered background to Street View automatically. This offers a perfect showcase of view points with a single gesture.

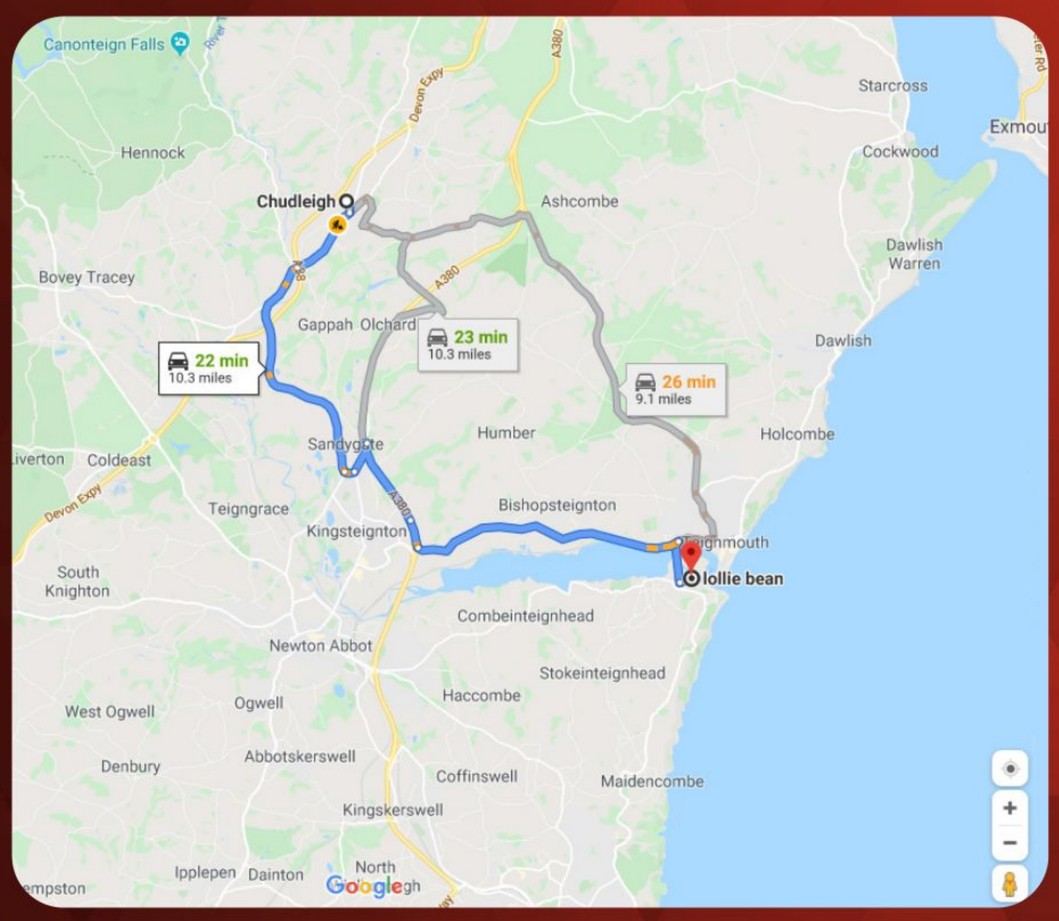
Google Maps Tips and Tricks

Google Maps and Google Earth are two of the most powerful and useful tools that Google has ever produced. If you have never done more than check out your house on Maps, here are a few tips and tricks that will help you to see the real possibilities of these tools.

Turn-by-turn Navigation

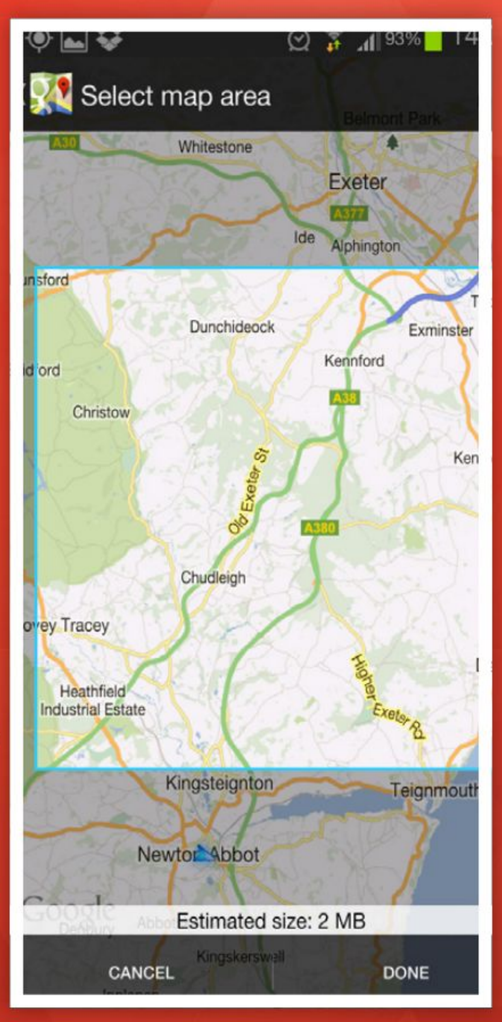
If you own an Android smartphone, you won't need an extra GPS device for your cross country excursions. Map your road trip and get hands-free, turn-by-turn GPS navigation, complete with voice guidance. You can even get live traffic reports, letting you see current traffic conditions before you set off and while you're on the go. Get estimated travel times and even find alternative routes if things look busy.





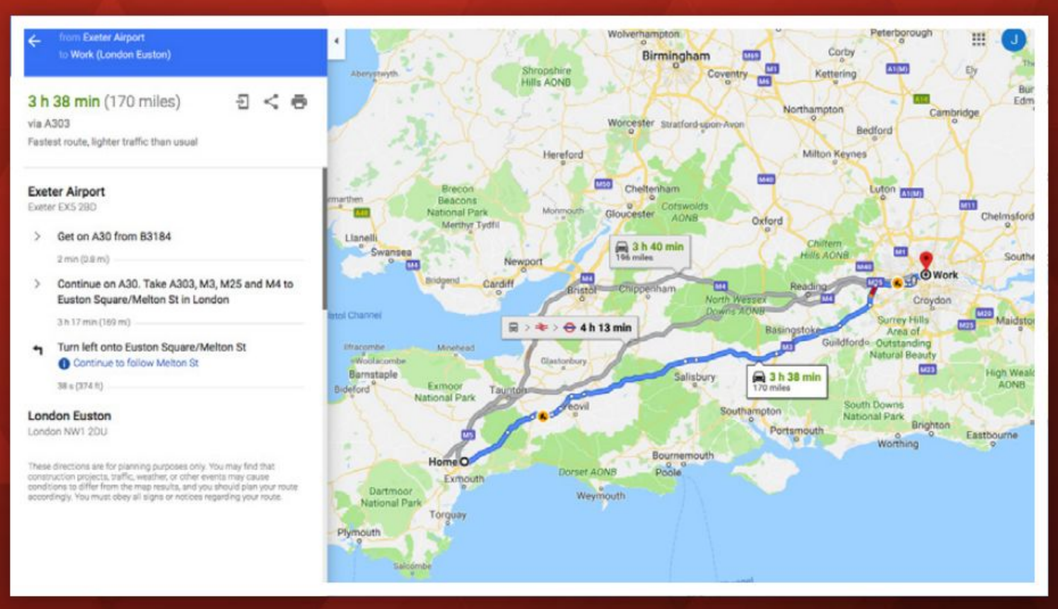
Offline Maps

Get access to a map, with or without a network signal. Download a map of your destination to use offline and maintain GPS functionality even when you lose mobile service. You can save and use certain maps when you're not connected to the Internet. If your mobile device has GPS, the blue dot shows your location so you know where you are. You can even get maps of indoor spaces. The next time you're running through the airport or in a shopping centre, use Google Maps on your mobile phone to get indoor walking directions and find your way around.



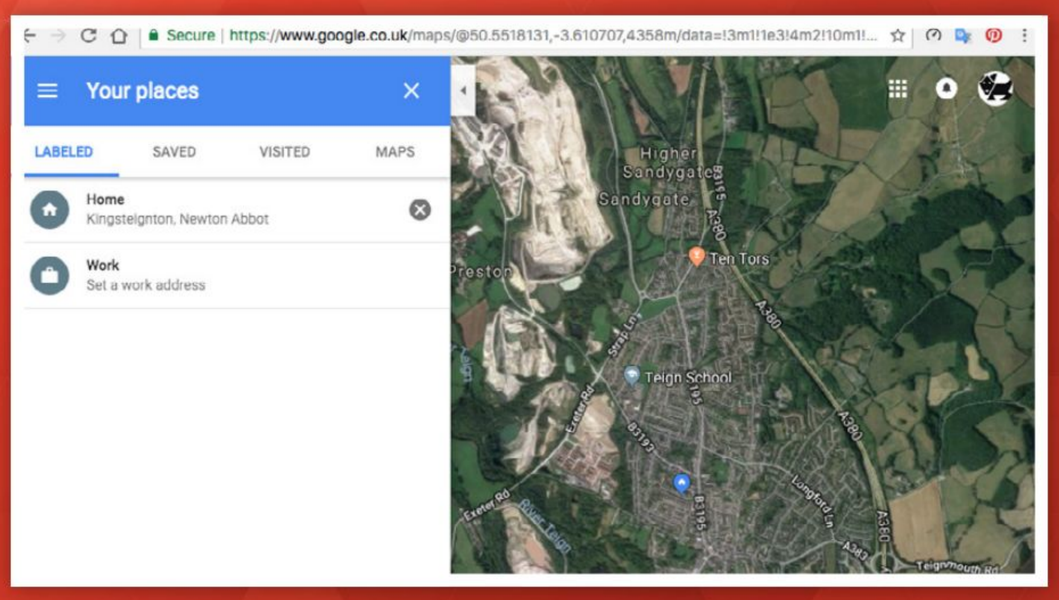
Biking Maps

If you are more of a fan of pedal power than horsepower, you can use the Google Maps Biking Directions beta. Find dedicated bike trails, routes without motor vehicles and the best streets for cycling. Dark green lines indicate bike trails, light green shows dedicated bike lanes and dotted green lines are bicycle-friendly roads. Navigate it all with biking directions in Google Maps Navigation Beta.



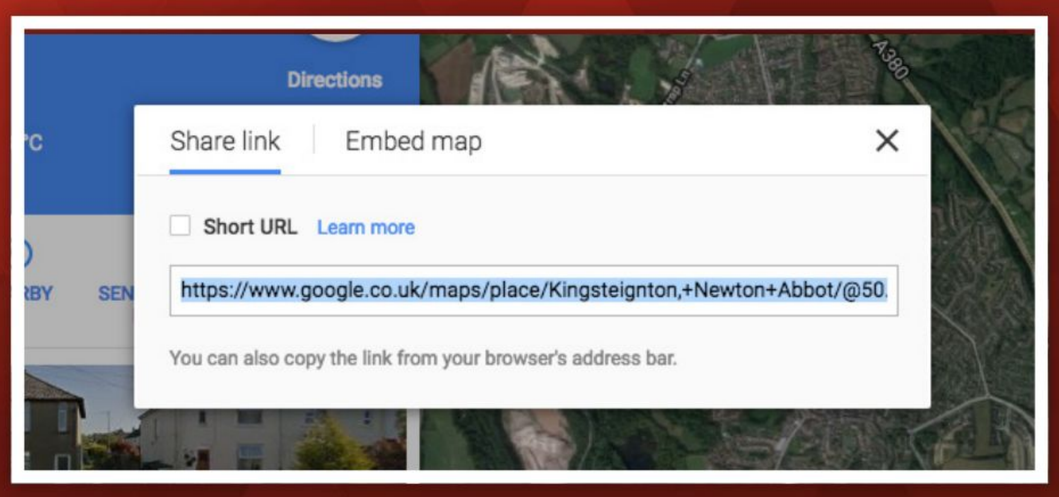
Your Places

Want to map out your travel plans or share hiking spots with friends? Try making your own map of what matters to you most with Your Places. Mark locations, add details like photos and links and invite others to collaborate with you on your map; and access it on your Android device. Sign in to your Google account to access your map across all your devices. You can take your map on the go to find your favourite spots easily and even access your desktop location search history on your phone, and vice versa.

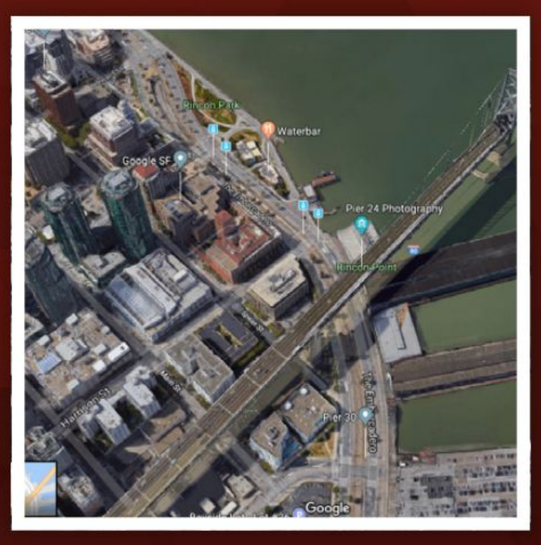


Sharing Maps

You can share maps via a short URL, an HTML embed, email, text message and even send maps to certain GPS units and cars. To generate a customisable embed code or URL, click on the link icon to the top left of your display. Check the Short URL box (or whatever you require) or click the link for Customise and Preview Embedded Map. If you want to send the link out, rather than copy/paste the text that's been generated, click Send for further options.



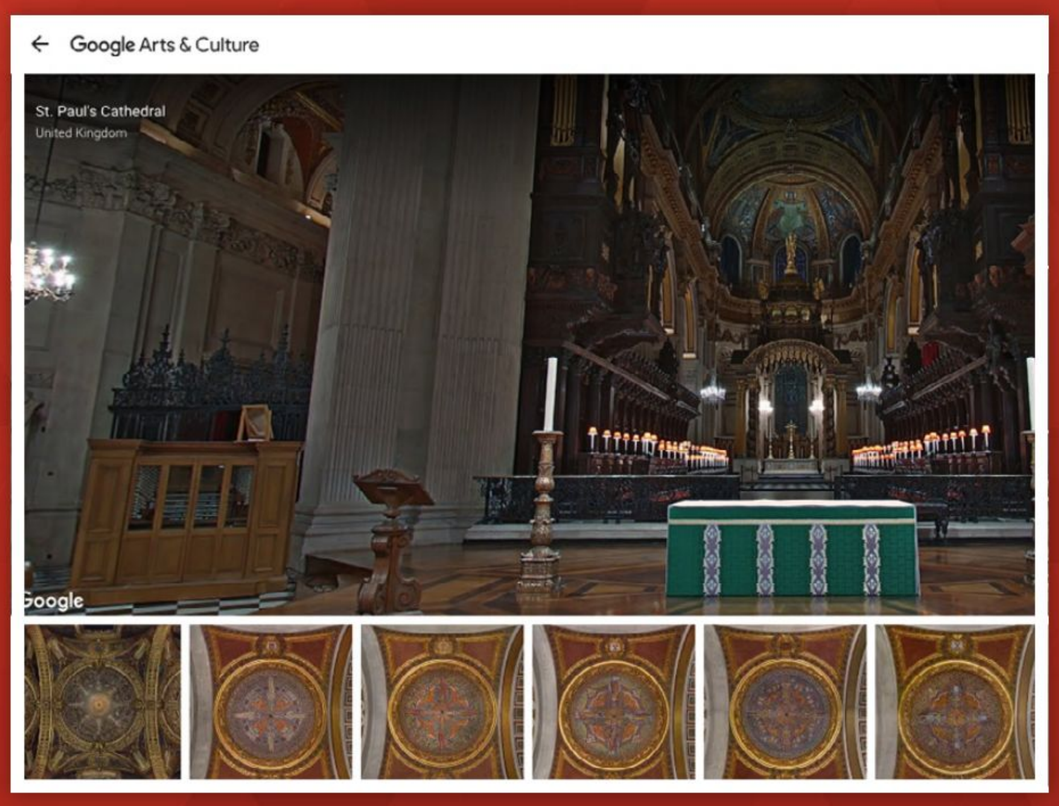
MapsGL



MapsGL uses technology called WebGL (Web-based Graphics Library) to enhance the Google Maps experience. WebGL brings 3D graphics to your browser without the need to install additional software. This allows you to provide seamless transitions between various levels of imagery and different map views. Some of the MapsGL improvements include 3D buildings in Map view mode and 45° aerial imagery, smooth transitions between zoom levels and seamless 45° aerial view rotations and the ability to Swoop quickly from the Map View to Street View imagery. With MapsGL, you can experience all of this in your browser without a plug-in.

Google Arts & Culture

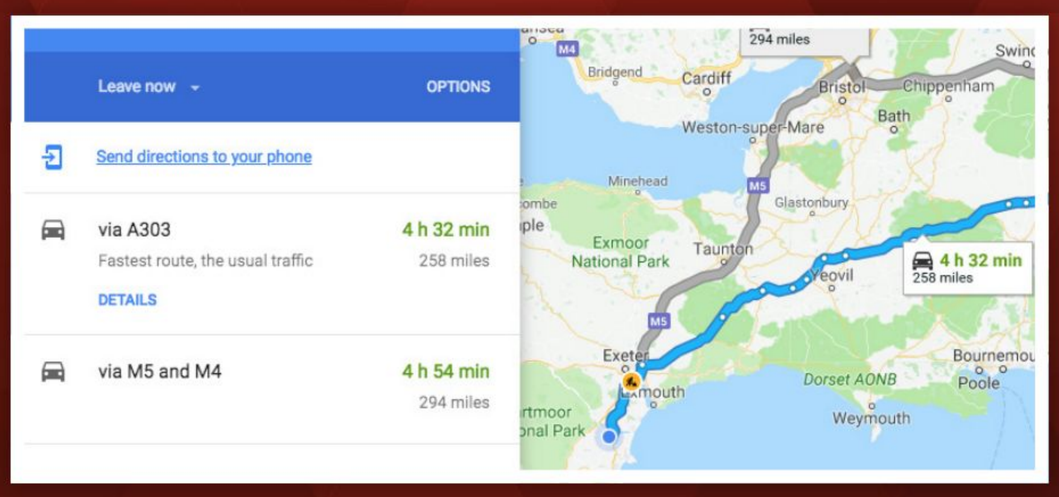
Google Arts & Culture is a platform which brings world heritage sites of the modern and ancient world online. Using Street View, 3D modelling and other Google technologies, these amazing sites are now accessible to everyone across the globe. With videos, photos and in-depth information, you can now explore the wonders of the world from your armchair just as if you were there. A fantastic feature that makes Street View even more unmissable.



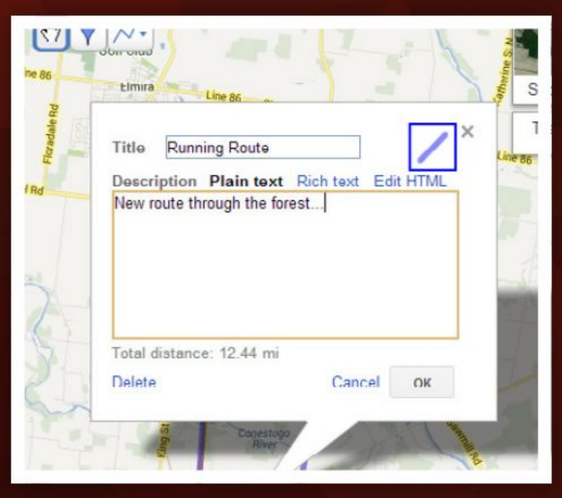
Send to Phone

Google Send to Phone enables you to send text messages of Google Maps content to your mobile phone. For example, you might text yourself an address or location you've found.

To send something you've found on Google Maps to your phone, click the link icon in the left panel. Click Send and choose Phone from the left side. Enter the required information and hit Send. You'll receive a text message with your selection. You can also send a local search result to your phone, by clicking More > Send from the place marker's location information window.



My Places



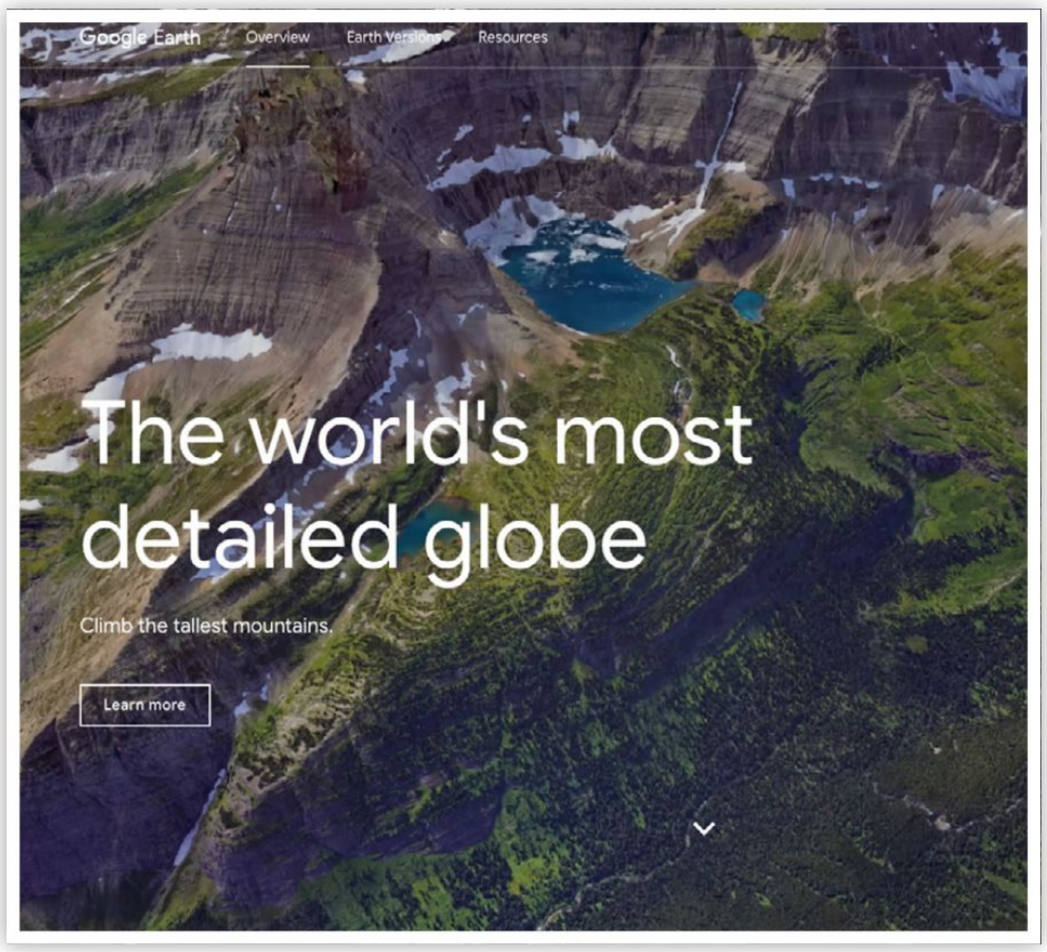
Using My Places, you can create custom, annotated Google Maps that include place marks, lines a nd shapes. You can even add descriptive text and embed photos and videos in your map; then share your maps with others. This can be handy for mapping out your favourite restaurants, planning an upcoming holiday or saving biking routes for future reference.

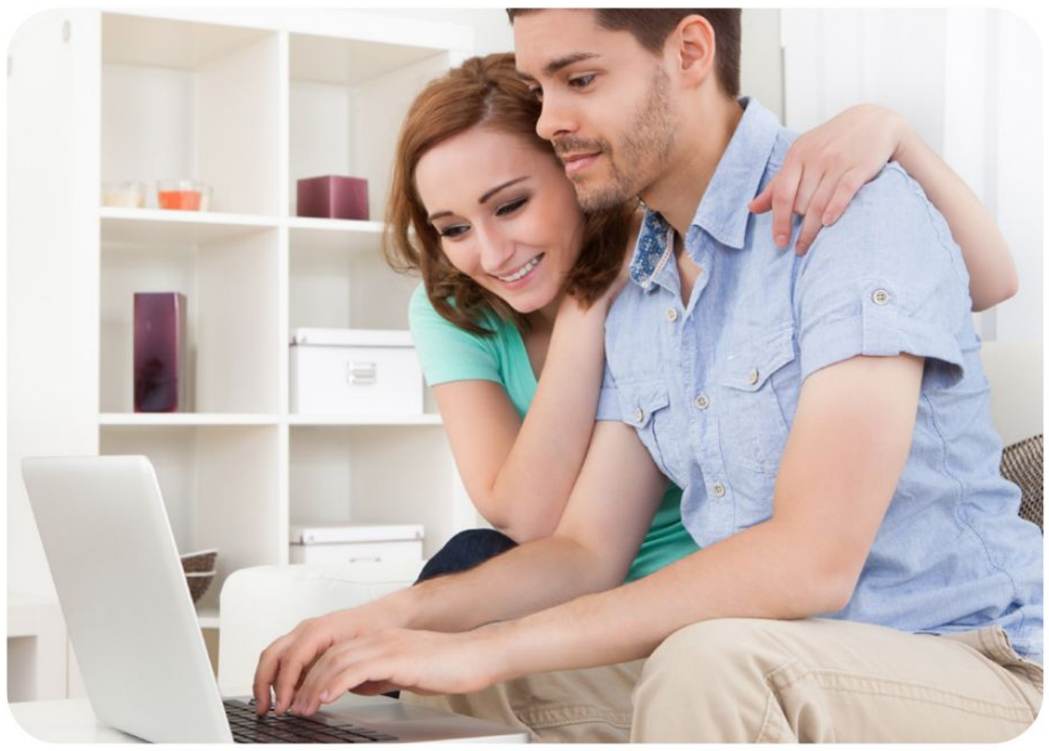
Explore with Google Earth

Google Earth lets you explore the world from the comfort of your own home. Featuring high quality satellite imagery, as well as incredible 3D rendered models, Google Earth lets you take a trip to a faraway place, stroll through a 3D forest and even travel back in time.

Step 1

› If you have not already installed the Google Earth app on your device, you will need to do this before you can begin. From the Google Earth webpage, click on the Learn more link in the bottom left corner of the screen and click on the Earth Pro link to start the download.



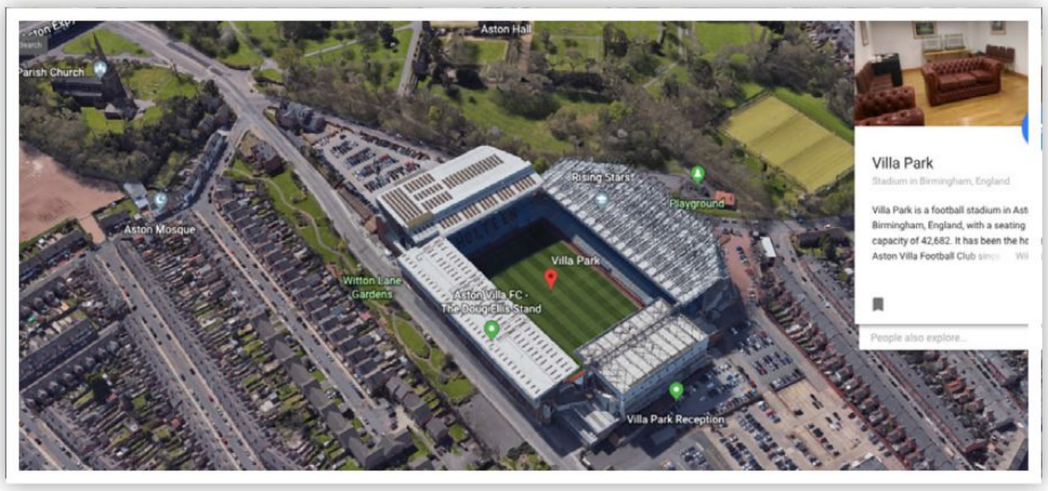


Step 2

› Click on the links to install the app. When installation is complete, you will need to refresh the page to load the Earth view. You should notice that the view changes to show detail that is more realistic. You can now zoom right out to show the whole globe.

Step 3

› You can search for locations in Google Earth by clicking the Search icon in the side bar to the left of the screen. Type the name of a street, town or country in the search box and the view will zoom in to show it. Search also for landmarks and businesses.

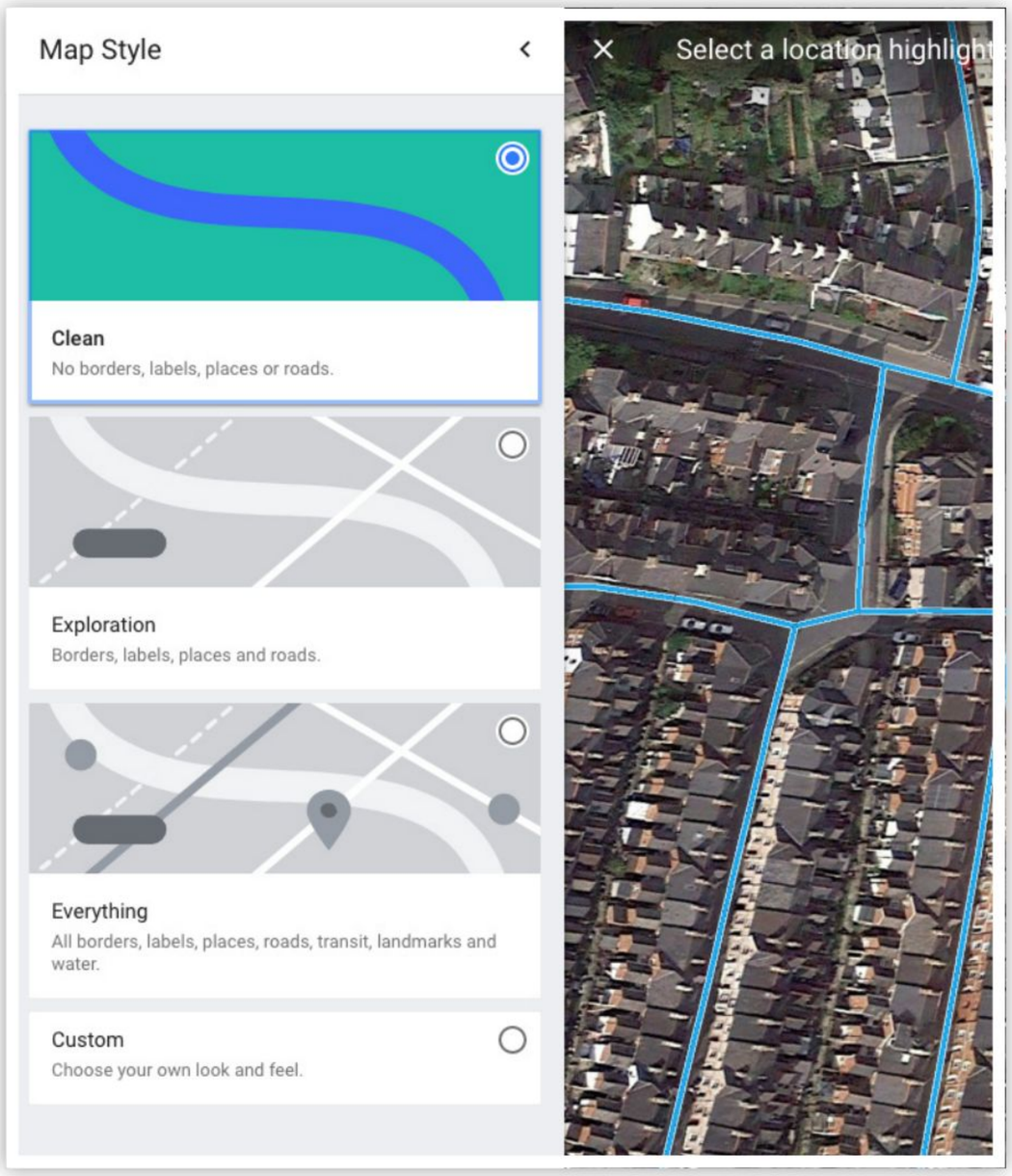


Step 4

The view of many locations in Google Earth will be in 3D. To tilt the camera, use the controls at the top left of the window: the control with the eye tilts the camera, the control with the hand pans the camera. You can pan, zoom and tilt by right-clicking on a point and moving the mouse.

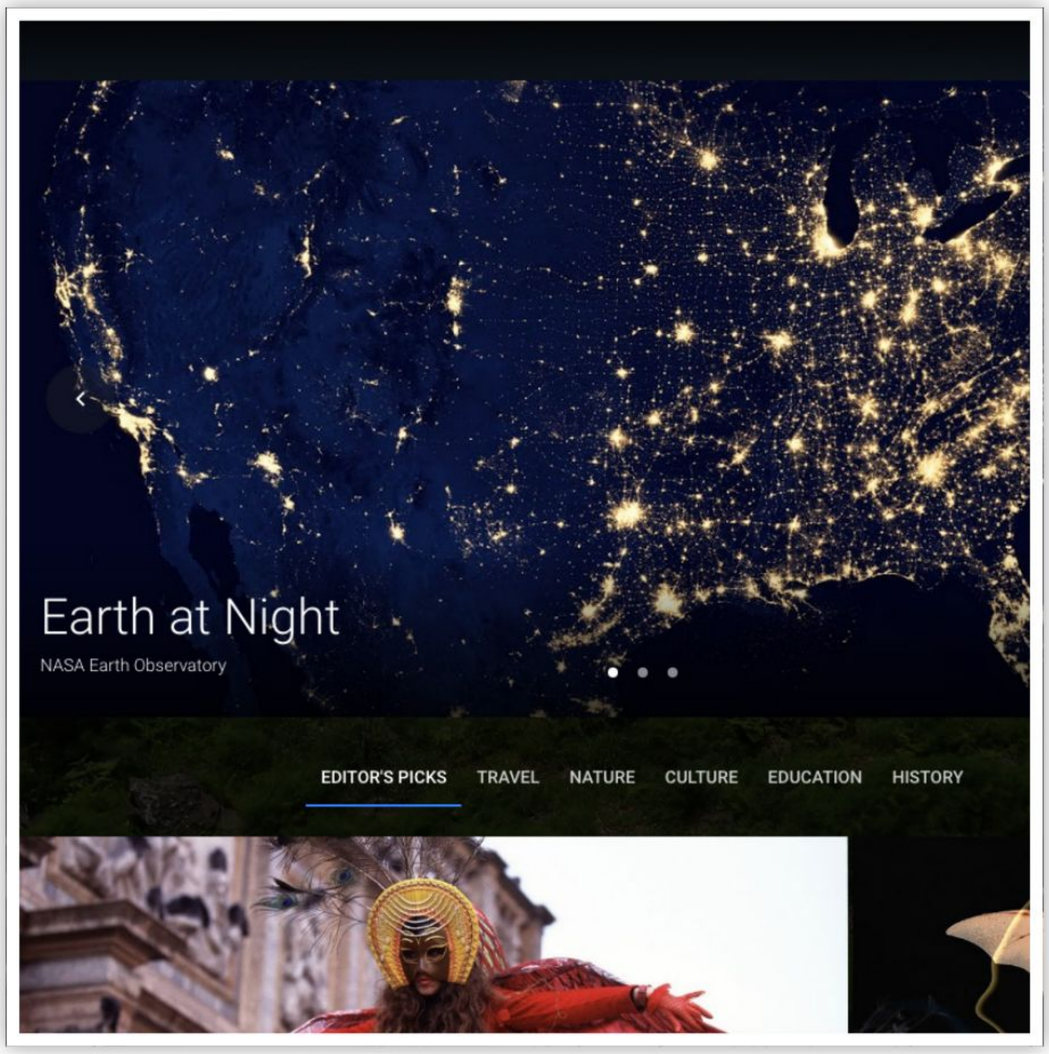
Step 5

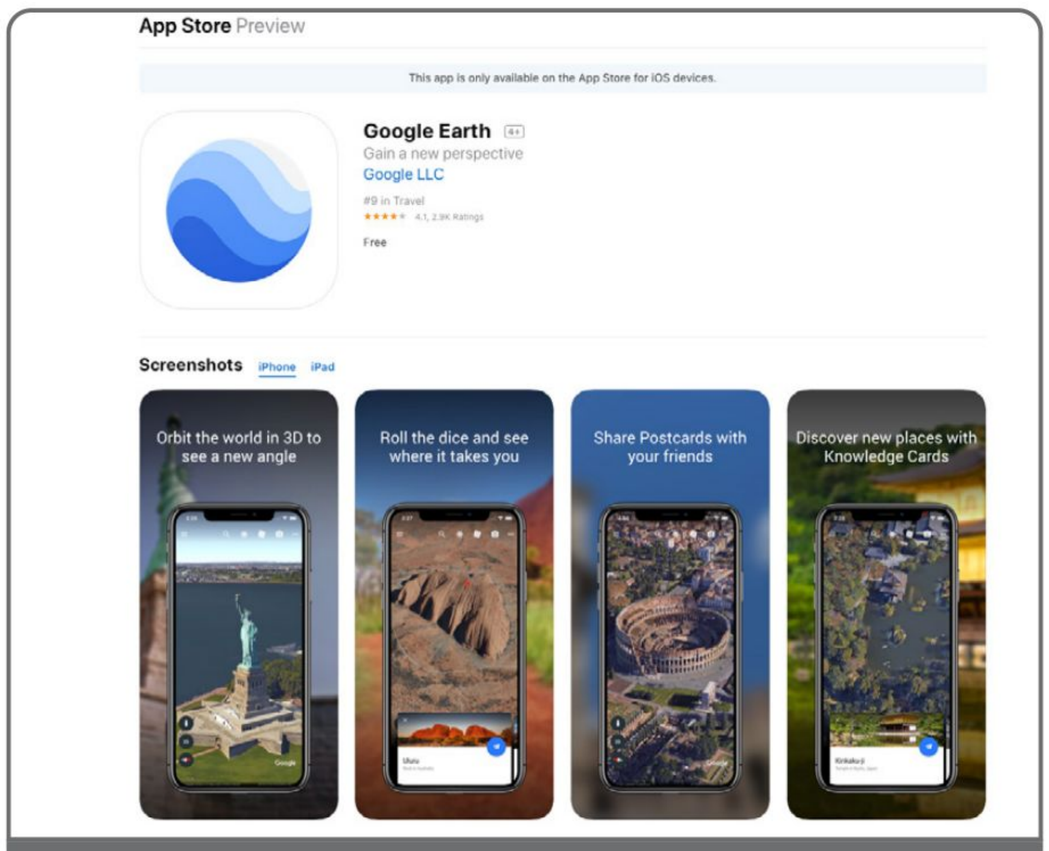
Switch to view while using Google Earth by clicking the Menu options, top right, and then selecting Map Style. Now you can pick how the Map details are shown. From limited information to in-depth detail or an option between the two.



Step 6

You can access news, photos, videos and Wikipedia information via Google Earth. Click on the ship's wheel icon on the left side bar to switch to the Voyager screen. You can then click on individual piece to read it in full. This information is updated regularly so remember to check back.





Google Earth Mobile

In addition to the desktop app described above, you can also download and install the standalone mobile version of the app. The desktop version lets you view satellite imagery, maps, terrain, 3D buildings, galaxies far away in space and the deepest depths of the ocean. You can learn about the moon and follow Apollo missions; take narrated tours about the effects of climate change and even travel back in time with Historical Imagery. The Google Earth app is available for your Android or Apple devices.

WHAT IS AVAXHOME?

AVAXHOME-

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Unlimited satisfaction one low price
Cheap constant access to piping hot media
Protect your downloadings from Big brother
Safer, than torrent-trackers

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Brand new content
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How to Use Google Translate

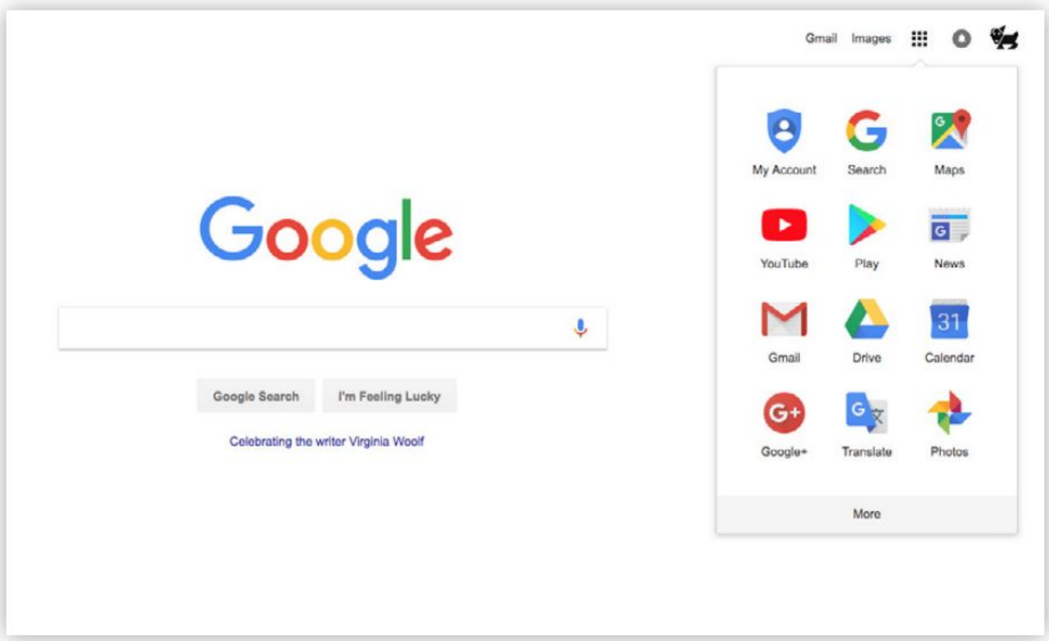
With the Earth in the palm of your hand or at the end of your keyboard, there are no limits to how far you can explore without barriers. Yet if you have been inspired to open up your world on the other side of your screen, there is one barrier that could limit your travels, that of language.

Setting Up Translate

Google Translate is far more than just a basic translate tool. You can use this in several different ways.

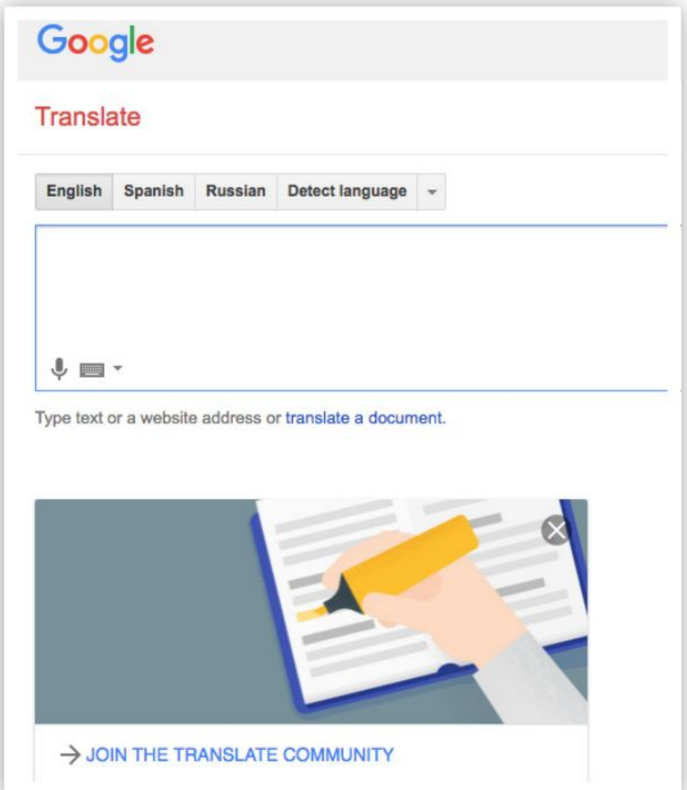
Step 1

Unlike Google Earth or Maps, the Translate app is far less graphically intense but its lack of visual gloss is replaced with a very powerful tool that can prove as essential, so let's take a look. Open the Apps menu on the tool bar and select Translate from the choice of applications.



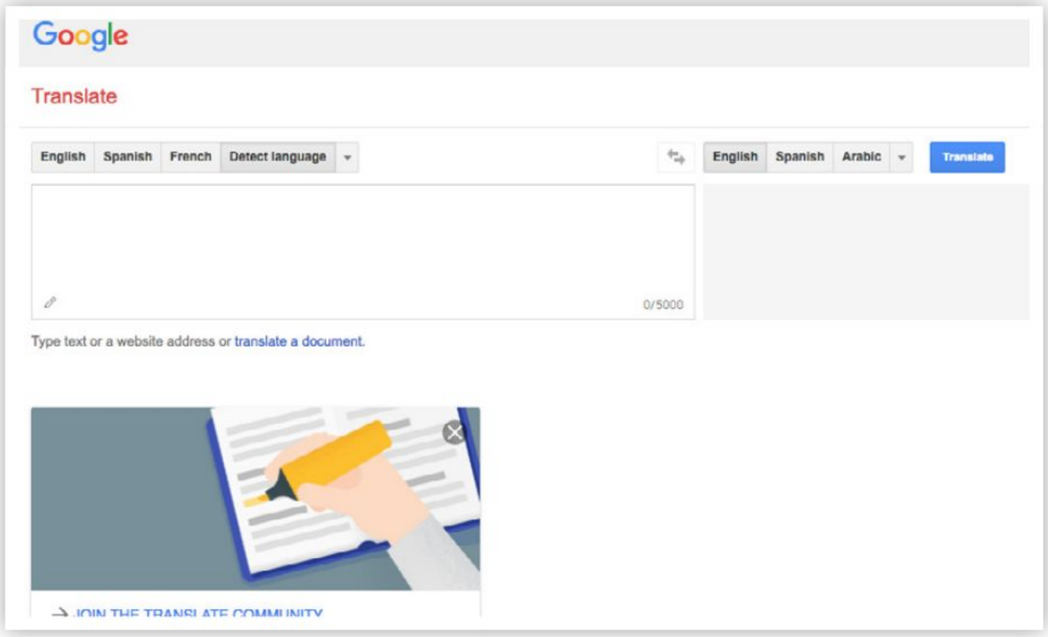
Step 2

This is the main control window of Google Translate, from here you can decipher any communication break downs. Notice the two boxes on screen. The left (input) is where you enter the original text and the right (output) is where it is translated.



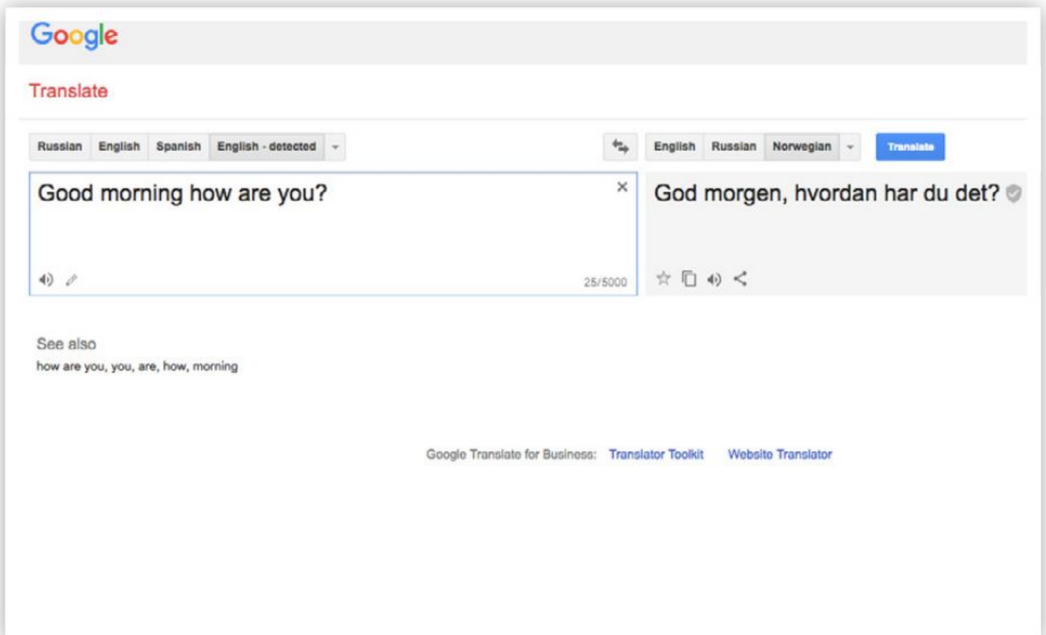
Step 3

Just like a standard Google search you can choose to input your text via the keyboard or using voice input. To use the latter, click on the Microphone icon to the left or if you prefer the former, tap the keyboard icon to the right. Your text will now appear in the box to the left. By clicking the double arrow icon between these boxes, you can swap the text.



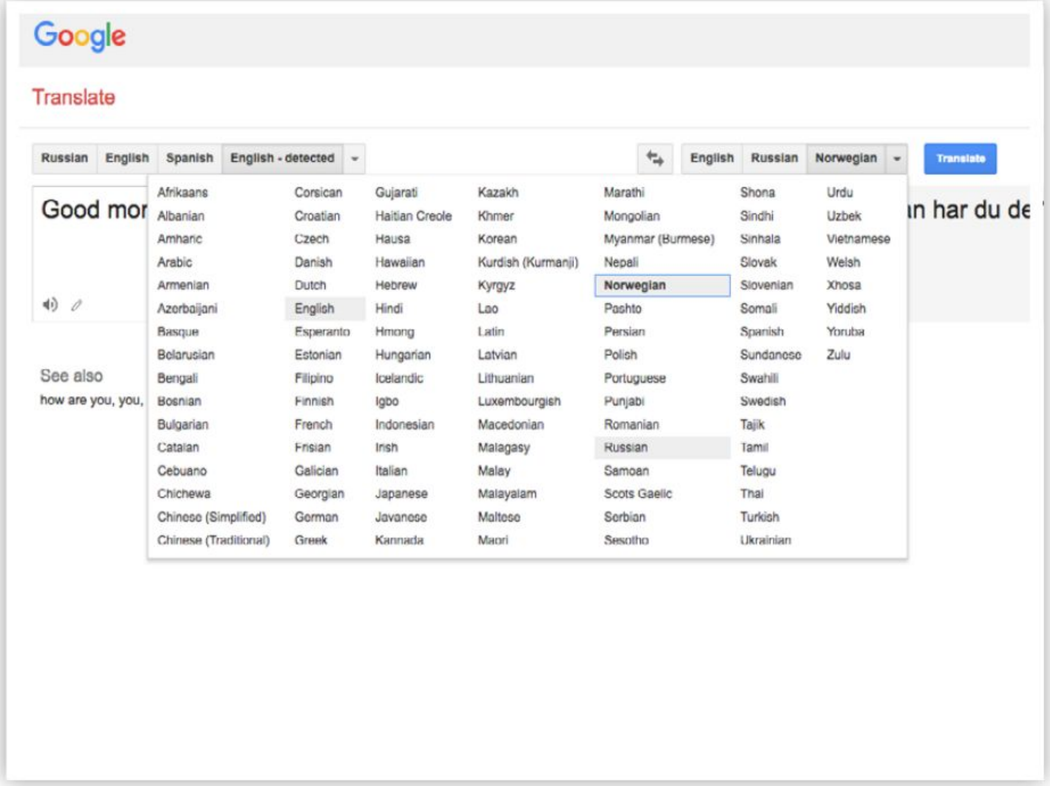
Step 4

NOTE: You are limited 5000 characters per translation so ensure you enter your text in small chunks to avoid missing text. For this first example we have entered an expression in English and selected Norwegian, from the drop down menu, as the translated language. The translation happens in real time.



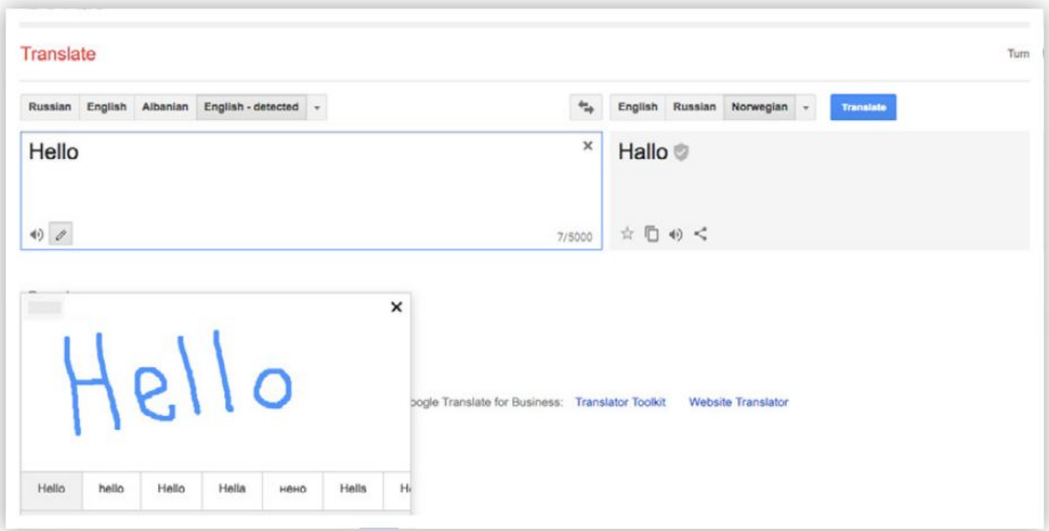
Step 5

If you wish to translate the same piece of text into another language, click on the downward arrow icon and select your language for the list of options. You can also hear both the original and the translated expression by clicking the speaker icon in the bottom left of the input or output windows.



Step 6

By clicking the Pencil icon in the input box, you enter your text by writing it, using your mouse, touchscreen on a pointer tool. Once you have entered your word(s) you can either select from the options running along the bottom of the input box or press the blue return icon to enter it.

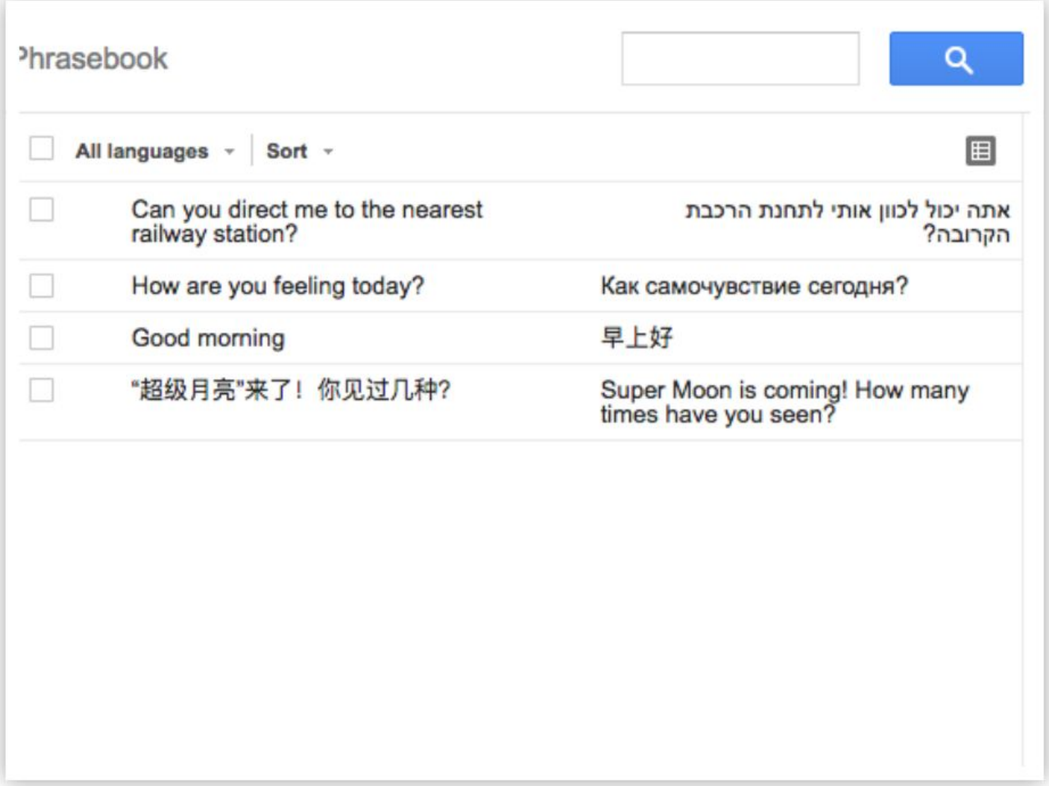


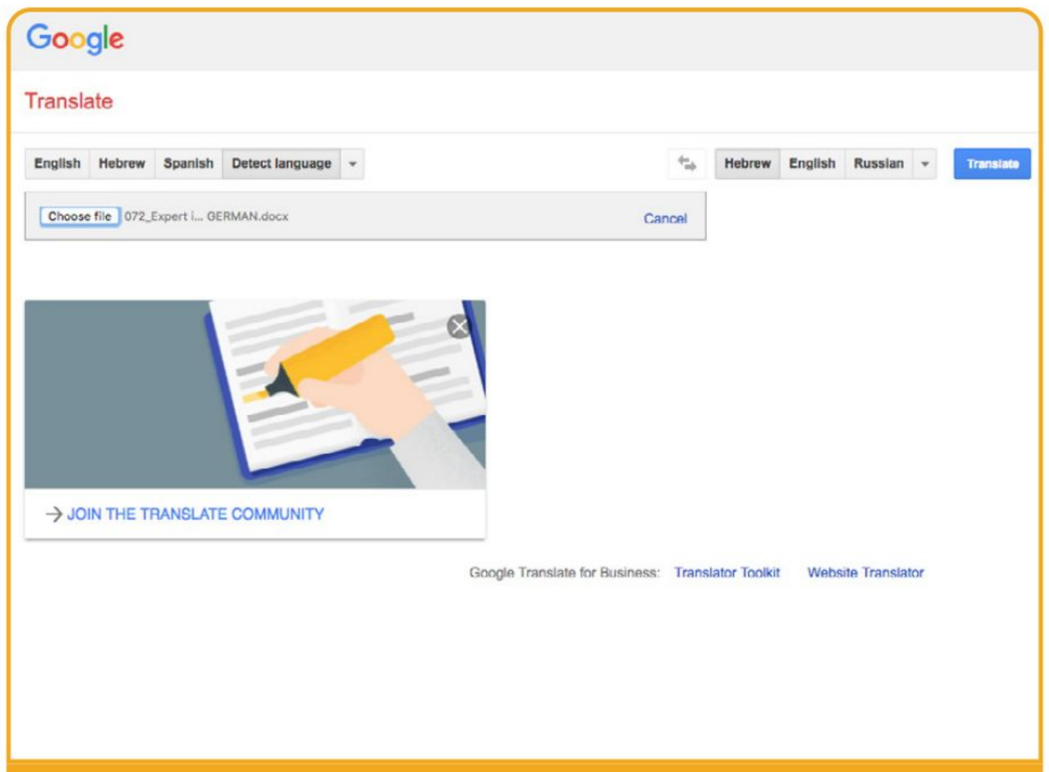
Step 7

Translated text can be Copied, Shared or Saved to Phrasebook, the results using the icon links in the output box. By clicking the Star icon to the top right you can open your Phrasebook and quickly view all your saved translations. You can also save the file by clicking Export to Google Sheets.

Step 8

By clicking the Pencil icon in the input box, you enter your text by writing it, using your mouse, touchscreen on a pointer tool. Once you have entered your word(s) you can either select from the options running along the bottom of the input box or press the blue return icon to enter it.





Translate Documents

To translate a piece of text that is larger than 5000 characters you can upload a full document which will be read and translated by the Translate app. Once the process is complete you are free to download the translated document. This process is far from complex as we will detail below.

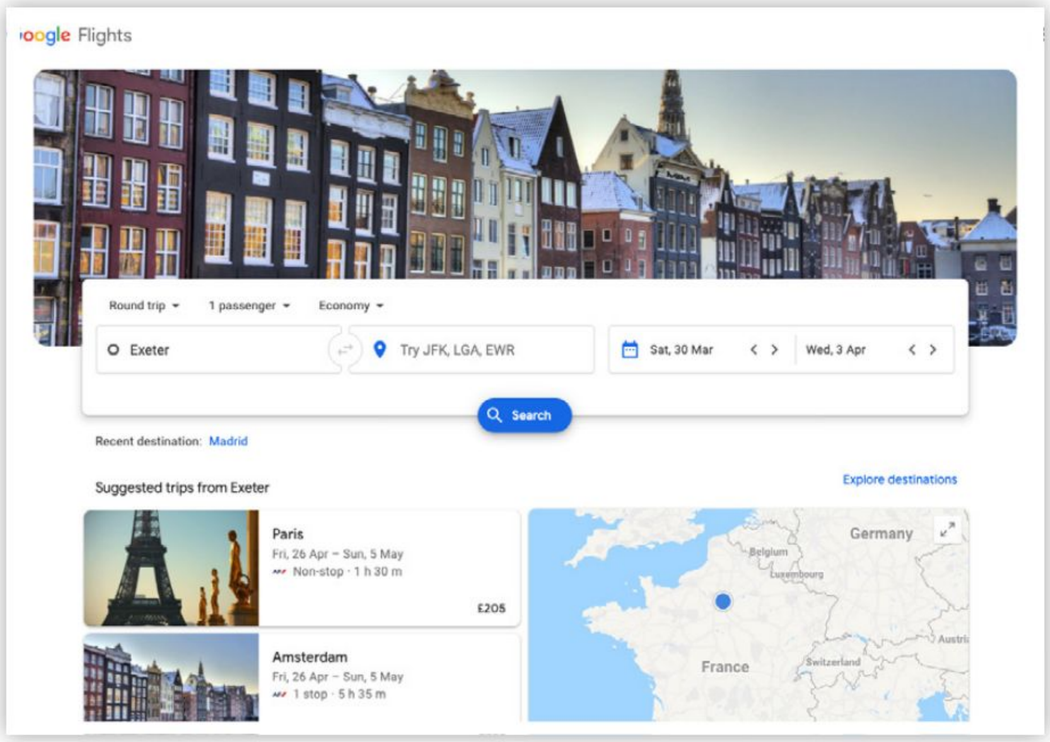
From the “translate a document” link below the text input box, click on blue text to bring up a small grey box with a Choose file link on the left side. Click this link and locate the file you wish to translate and select as is usual with your OS. You can upload files from a number of formats from Word to HTML files, there is a 1MB file size limit so ensure your doc is compatible. Once your file is uploaded tap the blue Translate icon to load your translated document, leaving you to copy and paste the results as you wish.

How to Use Google Flights

Google have apps for navigating the world around you, and Google Flights is the next logical addition to their app portfolio, giving you quick access to explore the world for real. With this app you can find and book flights for you and your family, making the world more accessible.

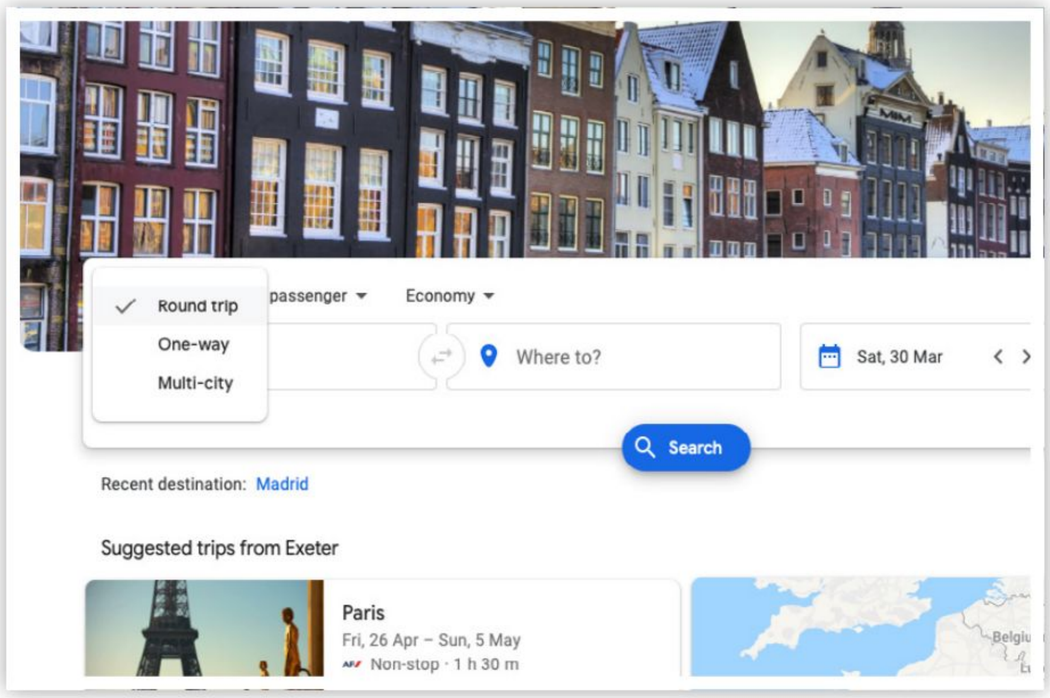
Step 1

Navigate to the Google Flights website google.com/flights to be presented with this home page. It is advised that you allow Google to track your location so you will be automatically linked to your nearest airport, based on distance.



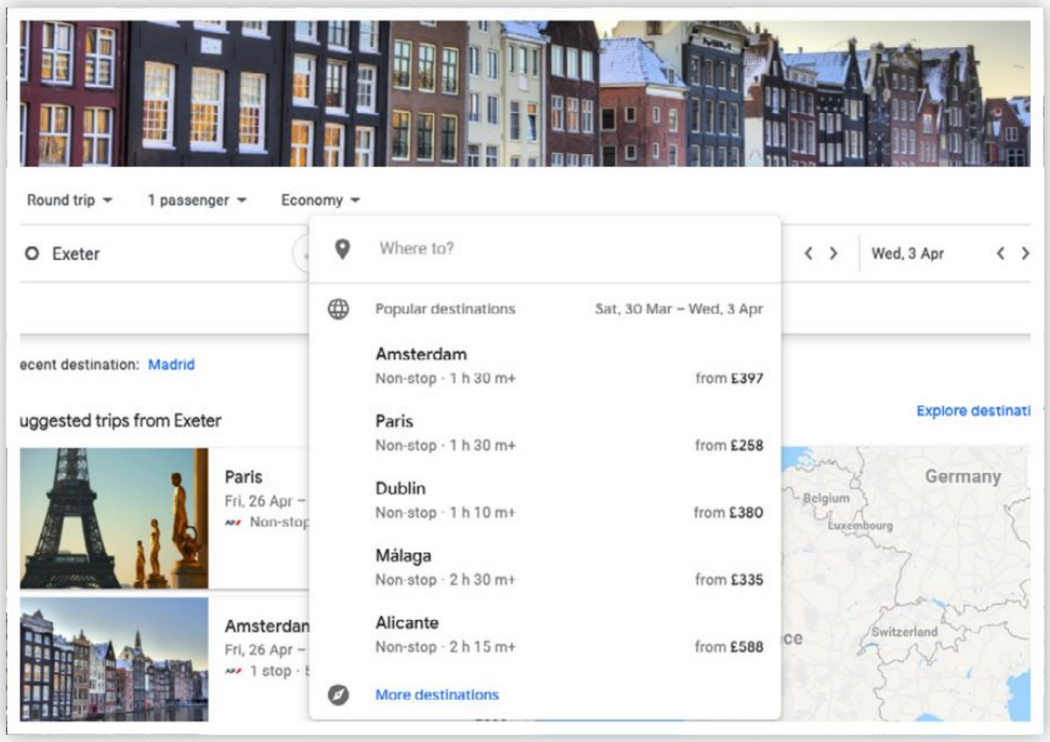
Step 2

Just above the main search bar, you will notice you have three options which are very important to ensure your search results match your requirements. Your options are type of trip, number of passengers and finally type of seat. Enter your picks to move on.



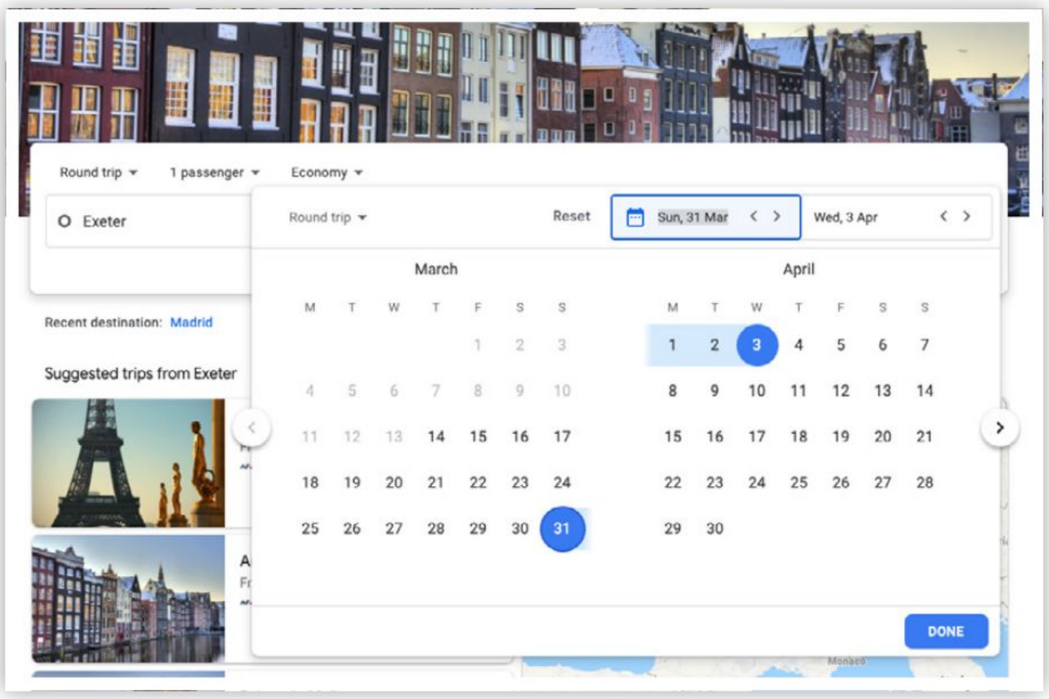
Step 3

In the search bar, first enter the airport you wish to fly from and the destination you wish to travel to. NOTE: if this location doesn't fly to your choice of destination the nearest airport that does, will be selected for you. Next you will need to select a travel date.



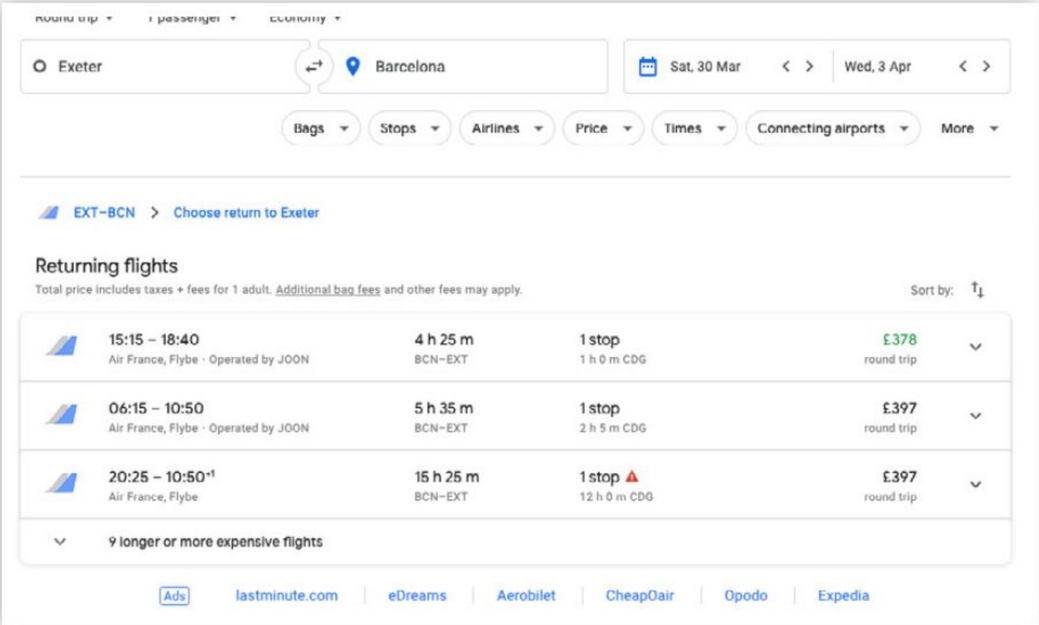
Step 4

Having selected the airport and your destination you can now confirm that your flights are available for the time period you wish to fly. To do this simply enter the departure and return dates to see a listing of all available flights within this time scale.



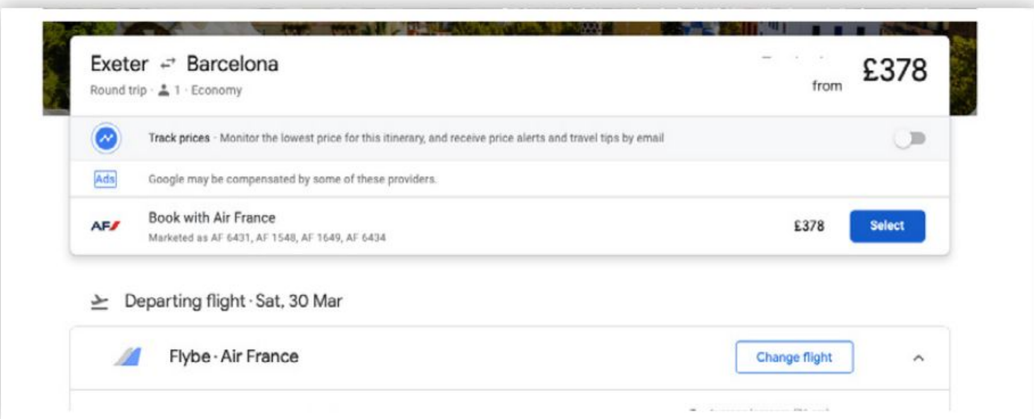
Step 5

Click the flight that suits your needs to be taken to this window, from here you can view any stop overs or changes required by clicking the small arrow icon to the right of the top bar. If you have happy to move on click anywhere on the listing to move on.



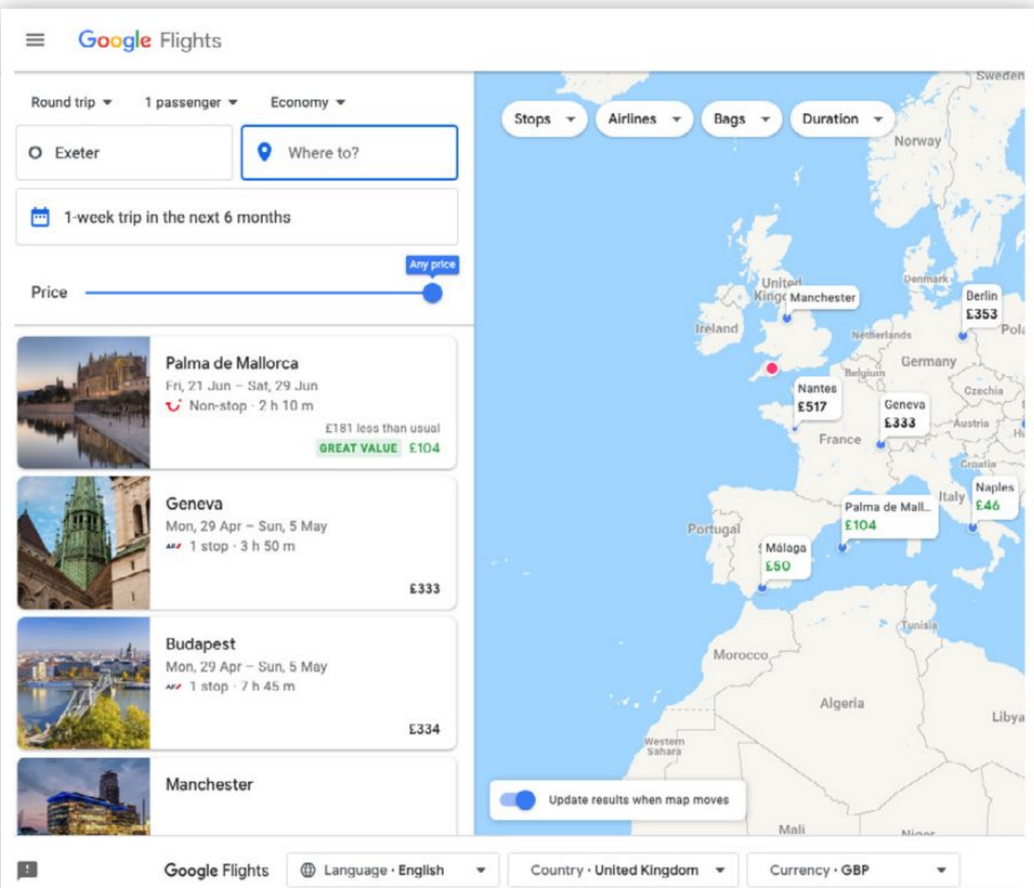
Step 6

This screen is where you actually book the flight and confirm the listed details. When you are happy to proceed, click the Select icon and you will be automatically taken to the airline or ticket vendors own website, where you can complete your booking.



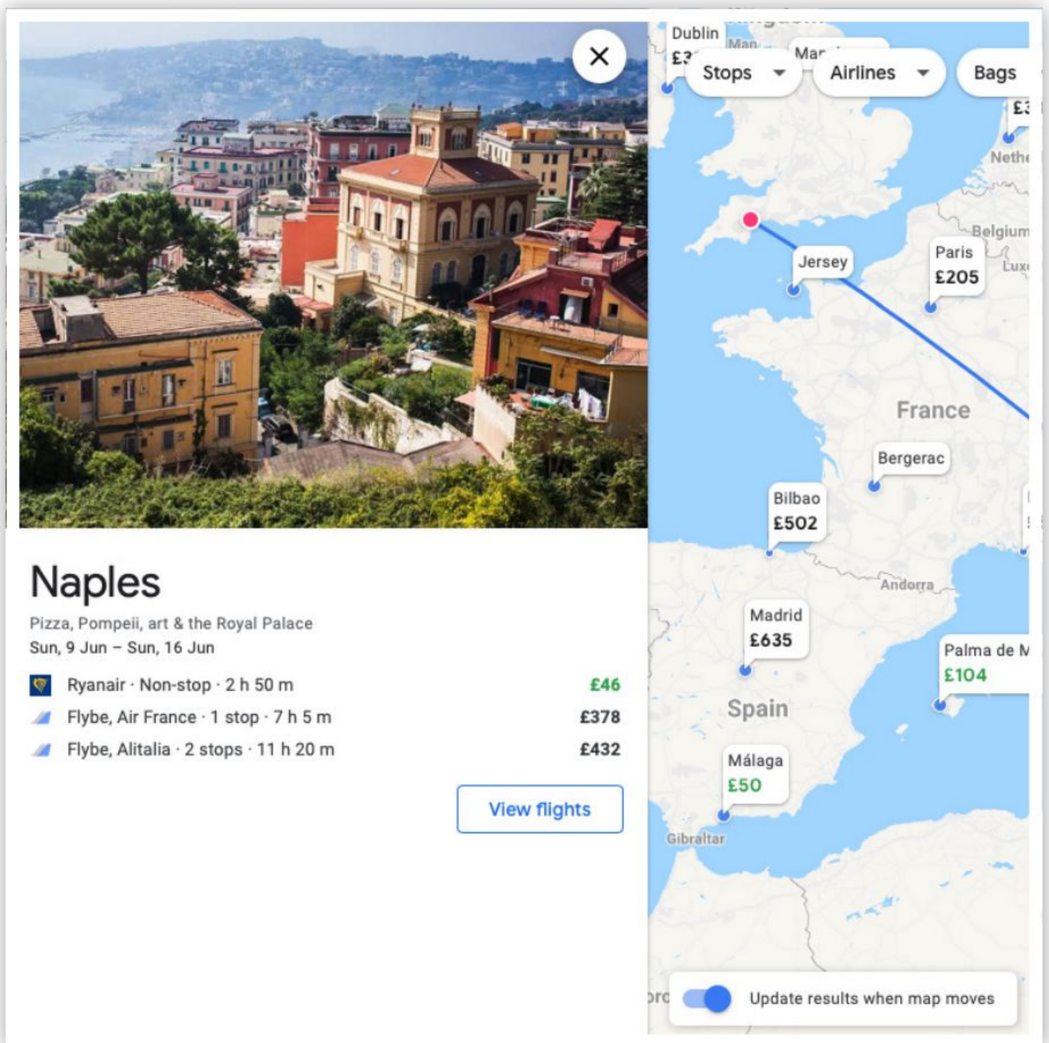
Step 7

If you are more open with your travel plans, and don't have a strict destination you wish to visit you are well covered by this app. From the home page click the Explore Destinations link directly above the world map bottom right.



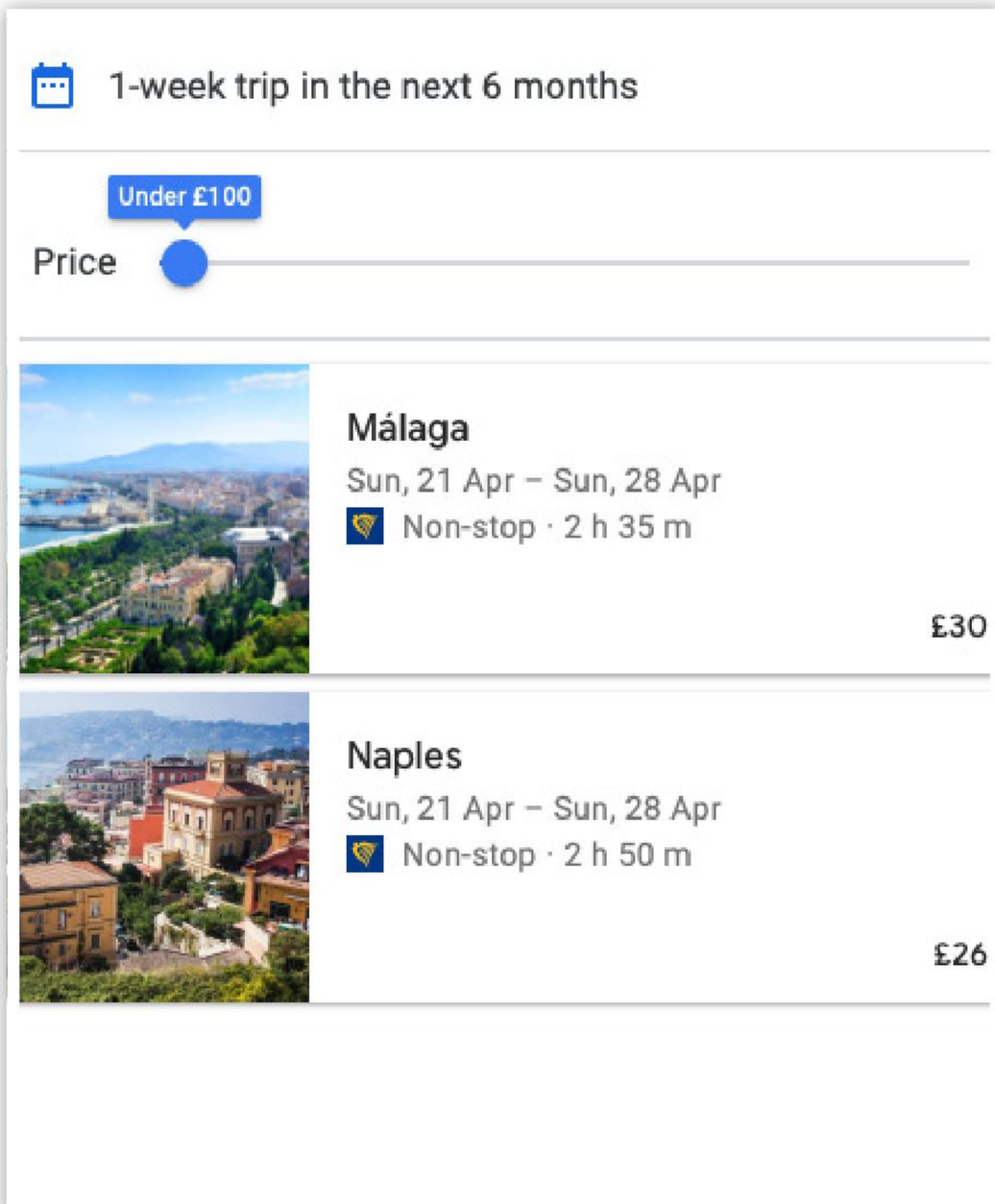
Step 8

From the map screen you will see a selection of locations and flight prices that are available from your choice of airport. Click on any of these to be shown the flight plan, a visual and a brief selection of alternative flights and their costs.



Step 9

You can also choose to change the search parameters based on the price of the flight. You can do this by using the slide bar on the left of the screen and selecting the price you wish to pay. The results are displayed below.



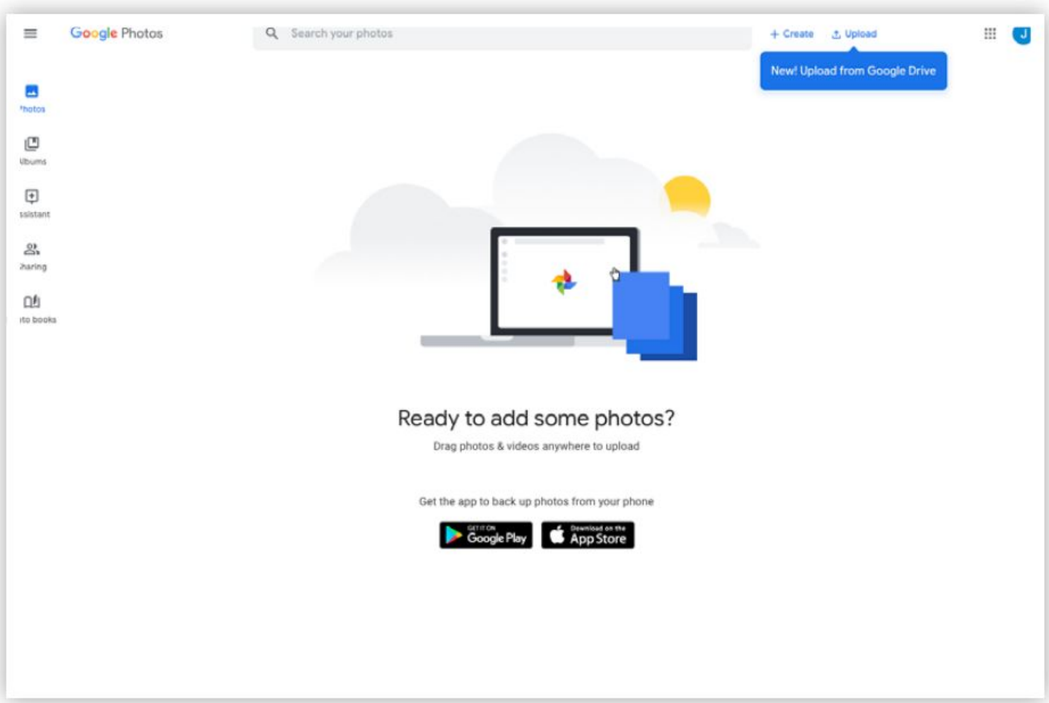
Getting Started with Photos

If you have never used Photos before, you may be surprised to discover just how useful this free tool is. It not only lets you create slideshows of your favourite images and share images with your friends and family, it also allows you to edit your images. By making Photos the central hub for your photography those memories will be safe.

Uploading to Photos

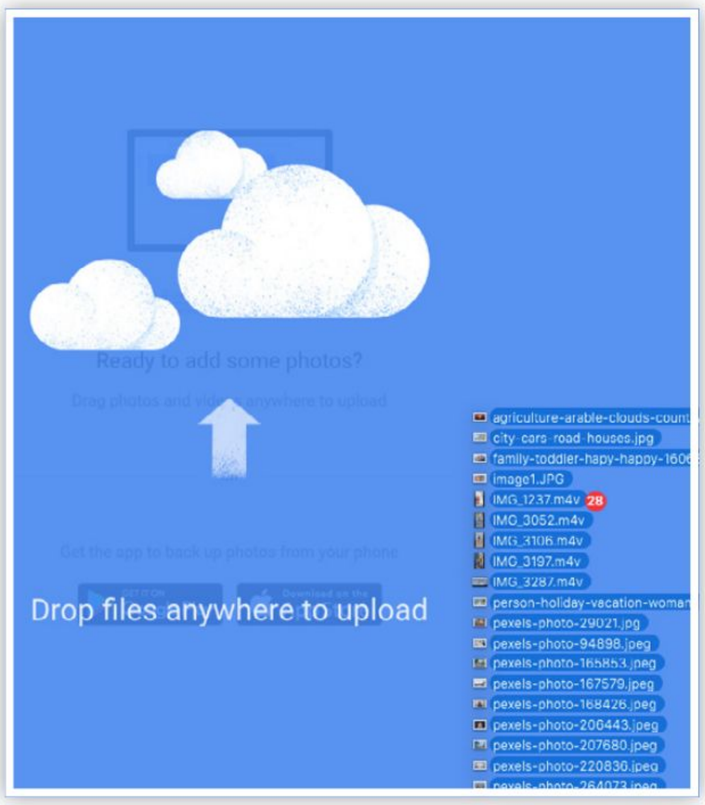
Step 1

Open the Photos app via the App icon and the drop down menu accessed from it. The first thing you will need to do with Photos is upload your images and videos into it. Unlike its predecessor Google's Picasa, Photos doesn't search your computer for compatible files thus you will need to organise yours first.



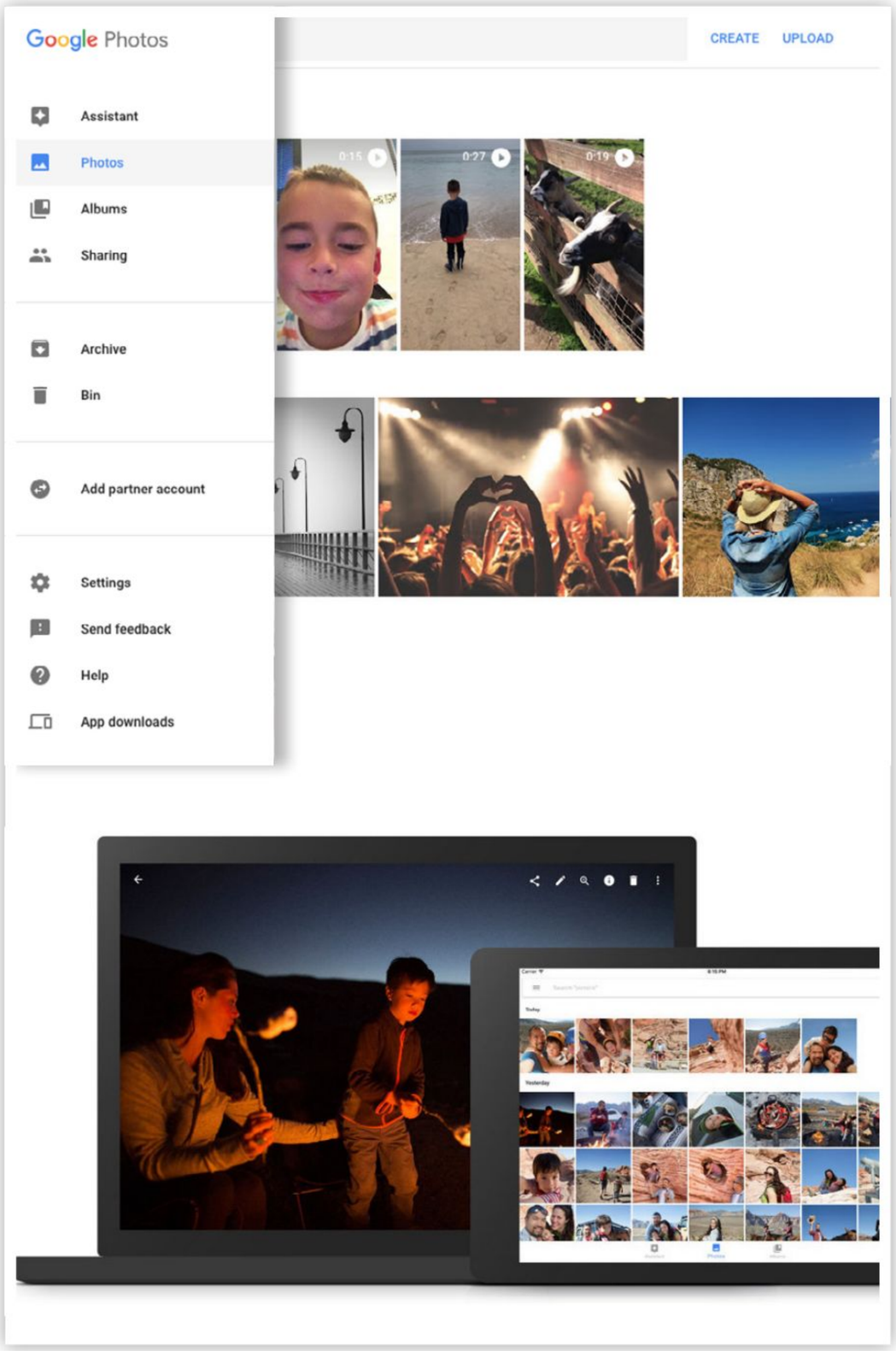
Step 2

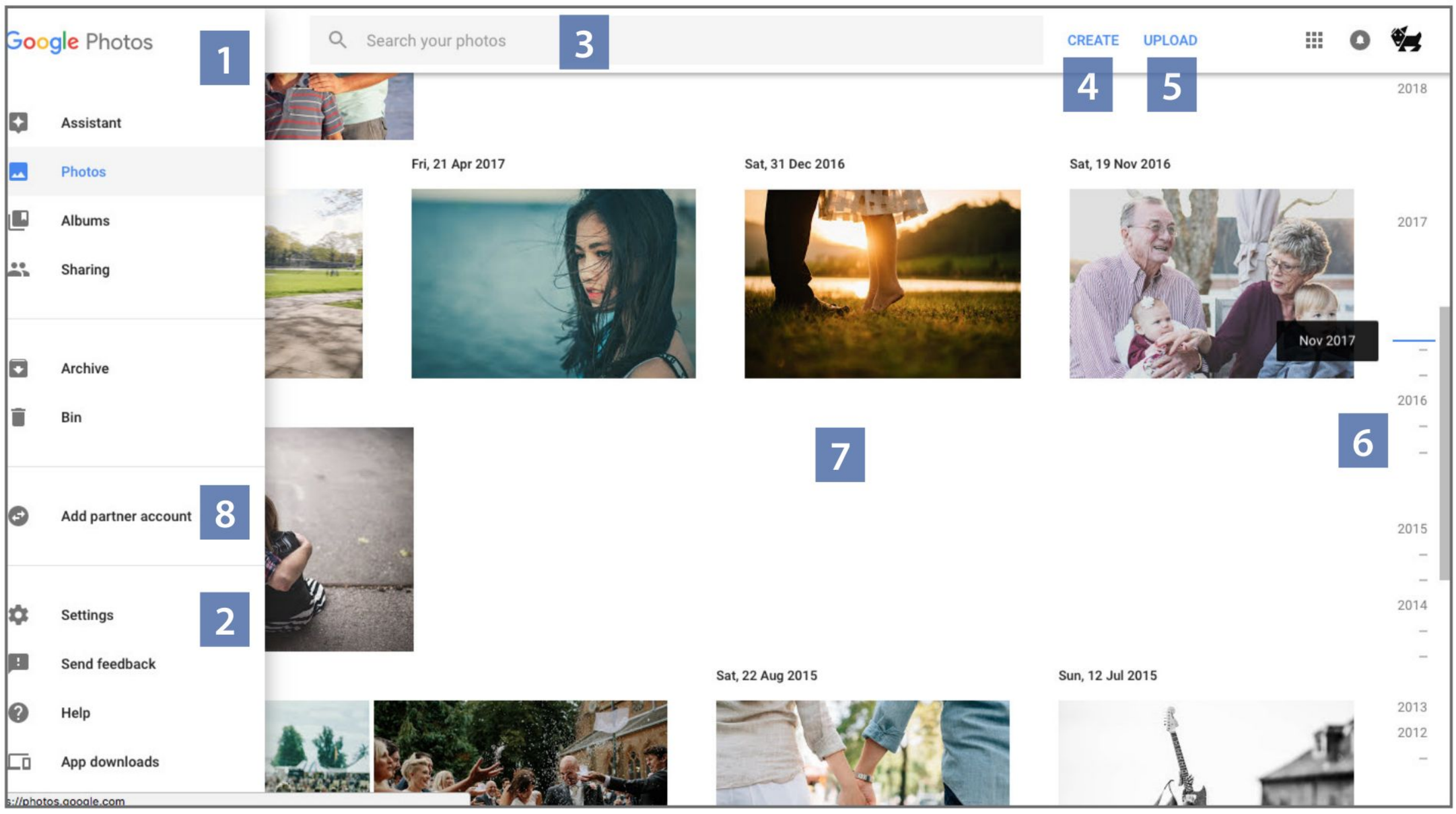
Having placed the files you wish to upload to Photos in a folder, the quickest way to transfer them is to simply drag and drop the files on the Photos window as a group. Each file will then upload to the app, the speed of which is based on your connection.



Step 3

When your files have uploaded to Photos, they will be displayed based upon the date the images or videos were captured, newest to oldest being the default setting. Notice the link to the Desktop Uploader, ignore that for now as we will cover it later.





Using Photos

Below we break down the key features and controls of the Google Photos application, so it's even easier to use.

1 Menu

By clicking the three lines icon, top left, you can open the main Photos menu panel. Here you can quickly access the key functionality of the application, from sharing your images and videos to clearing out unwanted files.

2 Settings

The Settings link gives you access to Photos customisable features. From this link you can decide upon your storage options, compressed but high quality storage is free, while keeping your files at the original size is limited to 15GB without a paid upgrade.

3 Search

By entering the title of your file you can search your image and video database for it. If you have a large amount of files stored in Photos, you can narrow the criteria of your search to specific files from Videos to 360 photos by double clicking the search bar.

4 Create

Tap this link to open a pop-up menu which contains four additional links, Album, Shared album, Animation and Collage. By click on your choice from these four options you will be taken directly to its specific window.

5 Upload

By tapping this link you will open an upload window, where you can search your computer for any additional photographs or videos that you wish to add to your Photos file collection. Once you have located the files, select them and click Open to upload.

6 Timeline

Here you can control the images and videos that are displayed in the main Preview window based upon the date they were originally captured. To do this simply scroll up or down through the Timeline bar, stopping at the date you wish to view.

7 Preview Window

By default, all images, animations, collages and videos will be displayed in this main window. You can scroll through your entire collection and by clicking on a file you can view it full screen and even add it to your Pinterest account by tapping the icon top left.

8 Add Partner

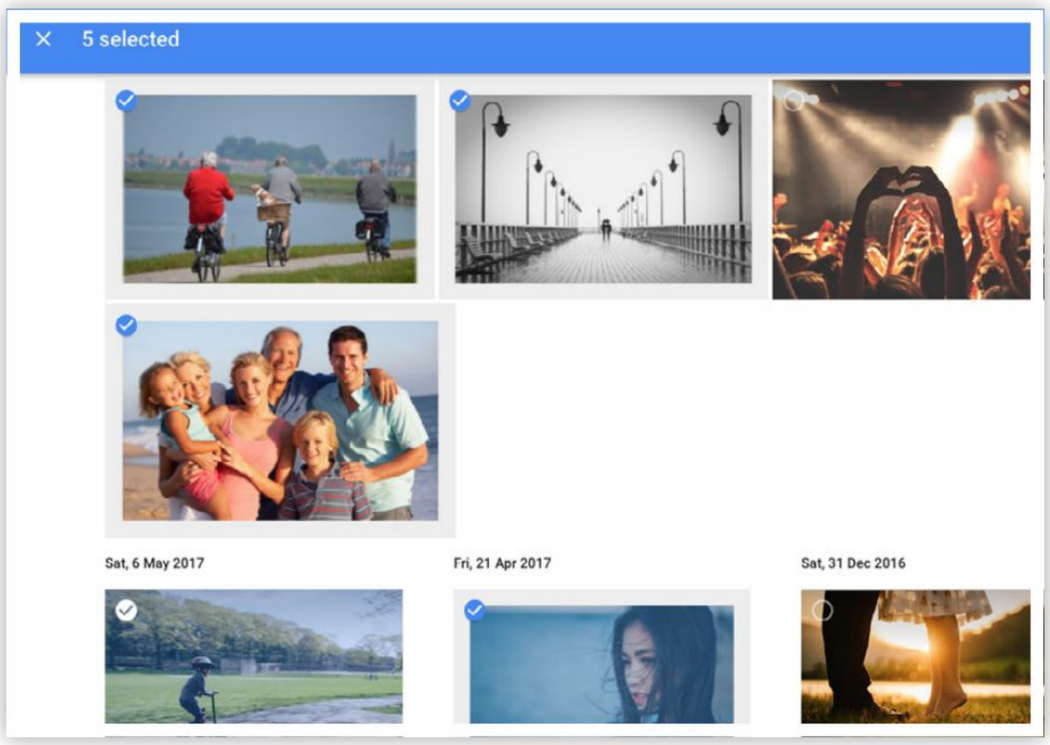
This option is a far more in-depth way of sharing your entire library of files with another user via an email account, for example a family member or friend. You can, however, only share your library with one person.

Using Photo Collages and Animations

One of the great features included with Photos is the ability to make collages and animations of your files, either for yourself or to be shared with your friends and family.

Step 1

Starting with a collage, the first task is to select your photos. You can select a single folder by clicking on it in the folder panel or you can select numerous images by clicking on the tick icon on the top left corner of each of the images you want.



Step 2

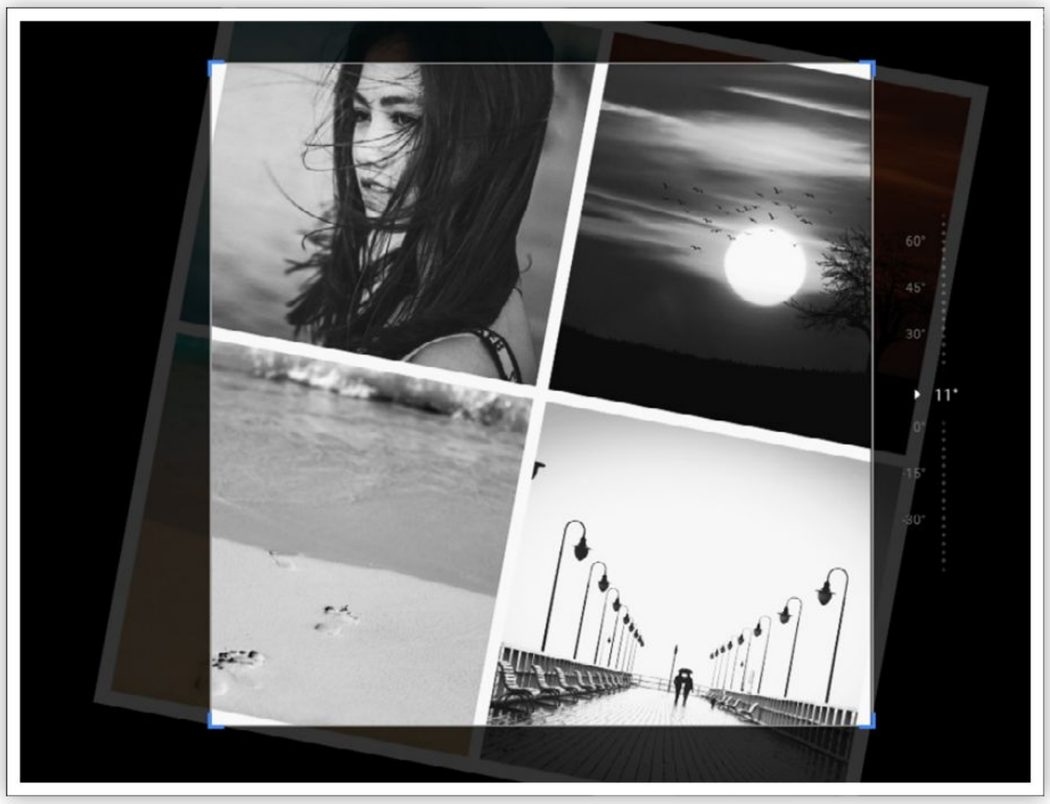
Once all the images you want are selected, click the + icon located in the top right of the preview window. A new menu will open; from the options you are given, select Collage. Photos will now auto generate a collage based on your images.

Step 3

You can edit your image collage by tapping the edit icon located to the top right of this screen. You have a series of options and filters that you can apply to your new image. To use a filter click the middle icon and then click on the style you wish to apply.

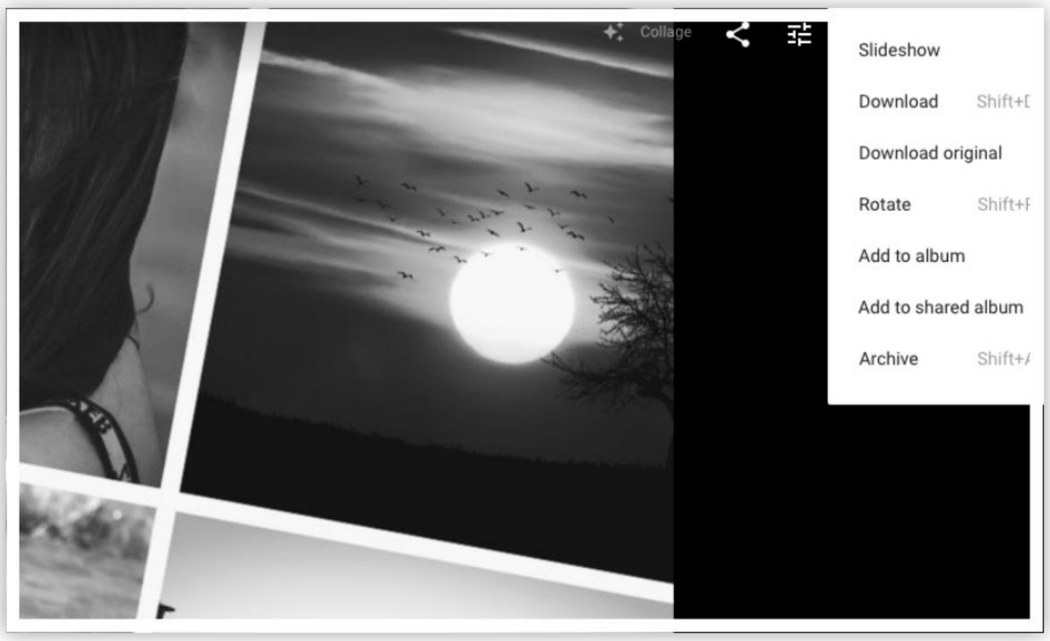
Step 4

You can also adjust the level of filter use using the slider bar in the middle of the filters listings. The crop and rotate tool enables you to cut out sections of the collage or rotate the image at either 90 degree angles or manually, using the user control.



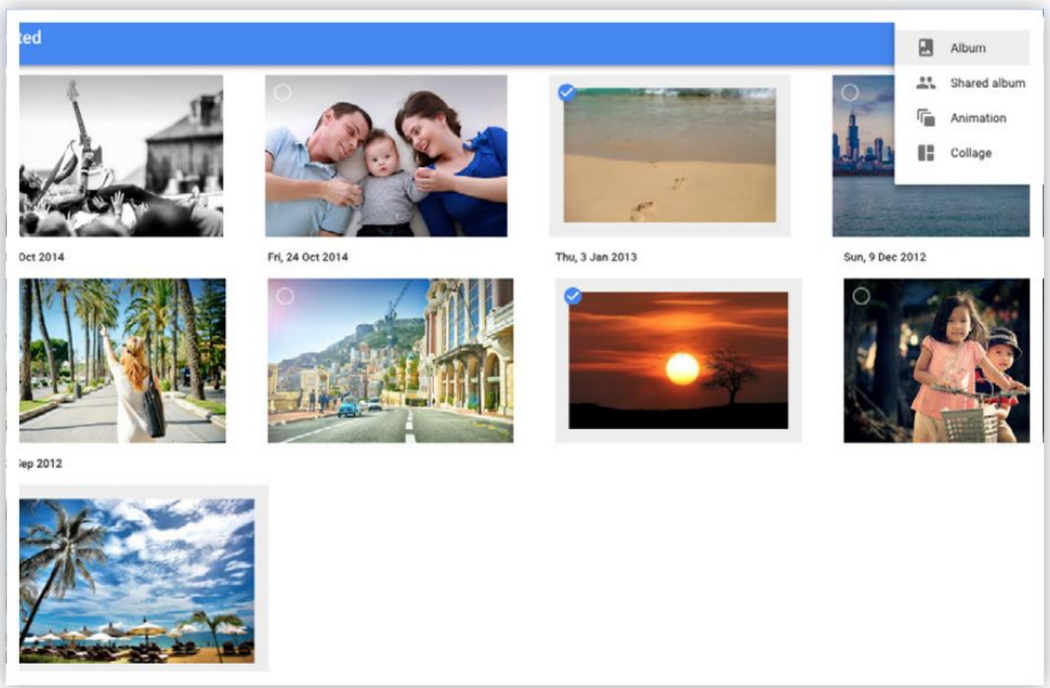
Step 5

When you are happy with the edits to your collage, tap the Done icon. You have a couple of options for saving it. Click the more options link on the far right corner of the window. Now choose how you wish to store your new collage from this list.



Step 6

Moving on to the Animation option, once again select the images you wish to add and click the + icon and select Animation for your list of options. Now all your have to do is leave the Photos application to do the work for you.

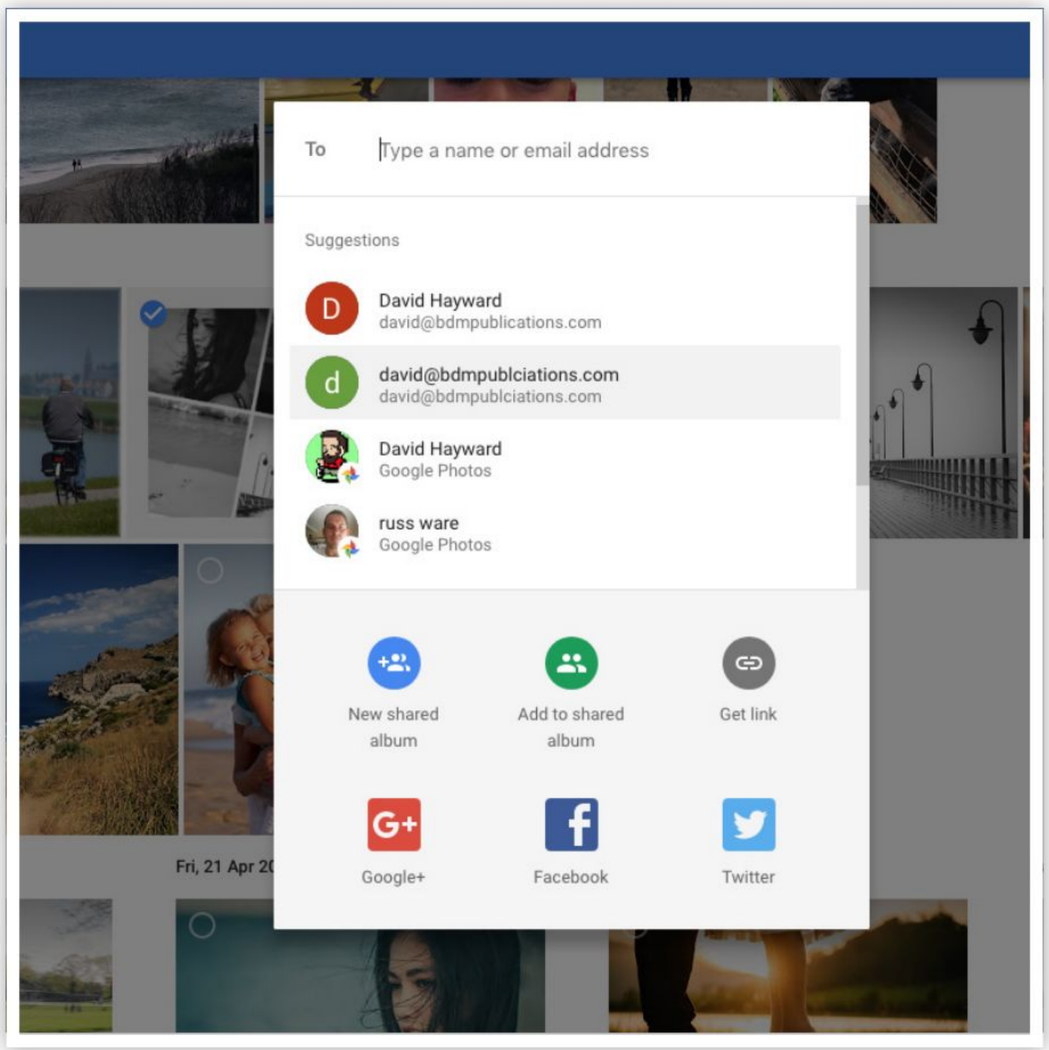


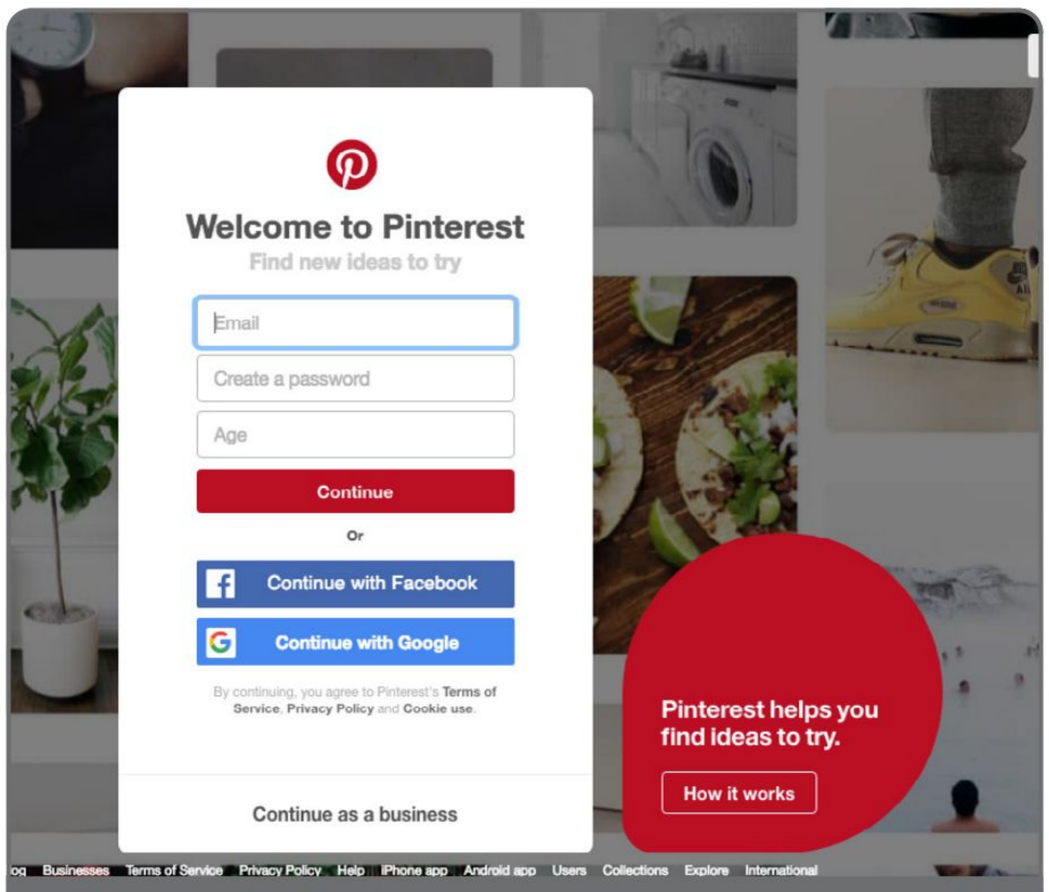
Step 7

Photos will now auto generate an Animation based on your images. This animation is simply a slideshow, moving between a series of still images. This animation is automatically saved to your collection of files within Photos.

Step 8

When you are happy with your collage and or your animated slide-show you can send them to your contacts by tapping the Share icon. When you see this window, choose how you wish to share the file and click the required icon to make your selection.





Link to Pinterest

Pinterest is a very popular social networking tool, based around sharing images, which is closely linked to the Photos application.

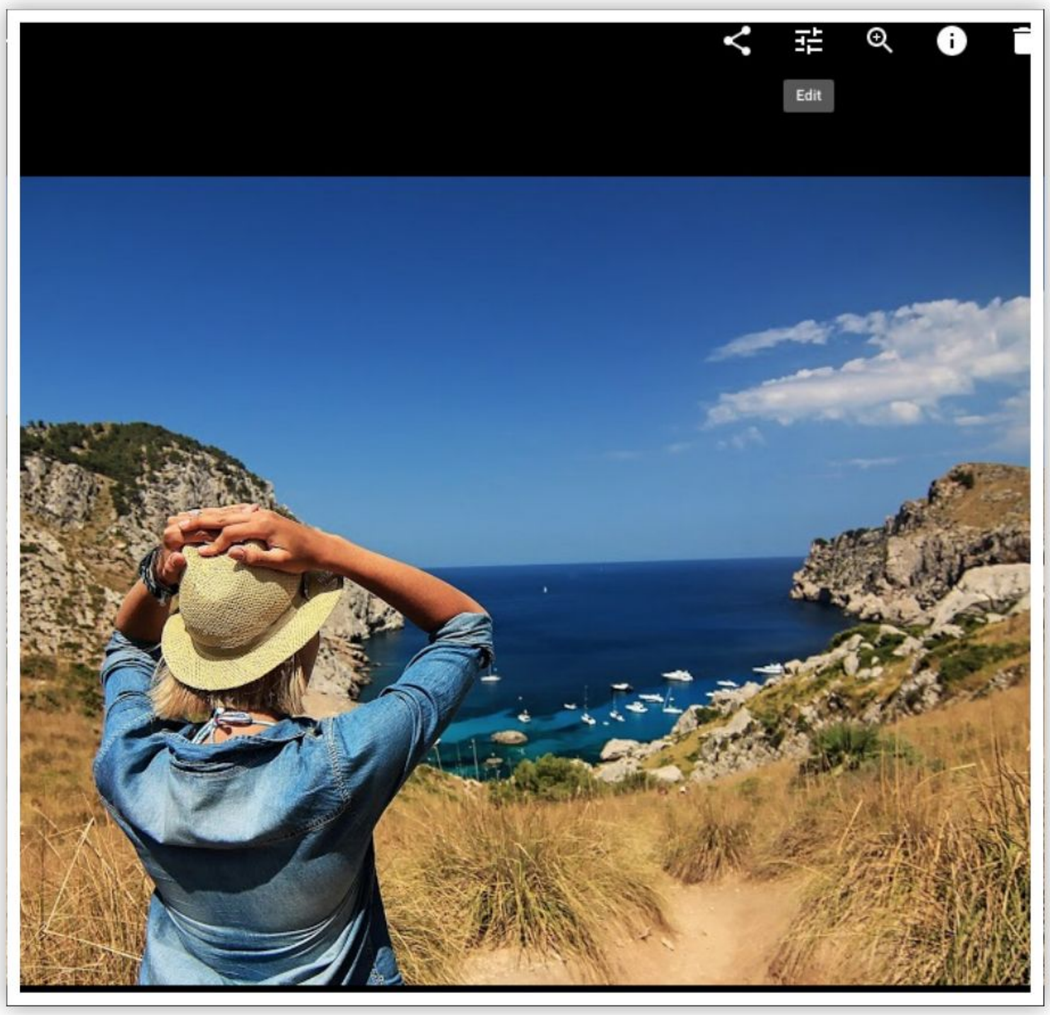
If you are already a Pinterest user or simply wish to sign up and share your photos with the world, it couldn't be easier to get started. Visit www.pinterest.com and sign in using your Google account. Once you are signed in you can upload directly by clicking the icon on any of your images, when you are viewing them full screen.

Editing Images Using Photos

Google Photos not only provides you with storage for your photos and videos in one place, it can also be used to edit your picture. Photos editor is not a fully-featured image editing program but it includes enough to make the most of your photos. It's also free!

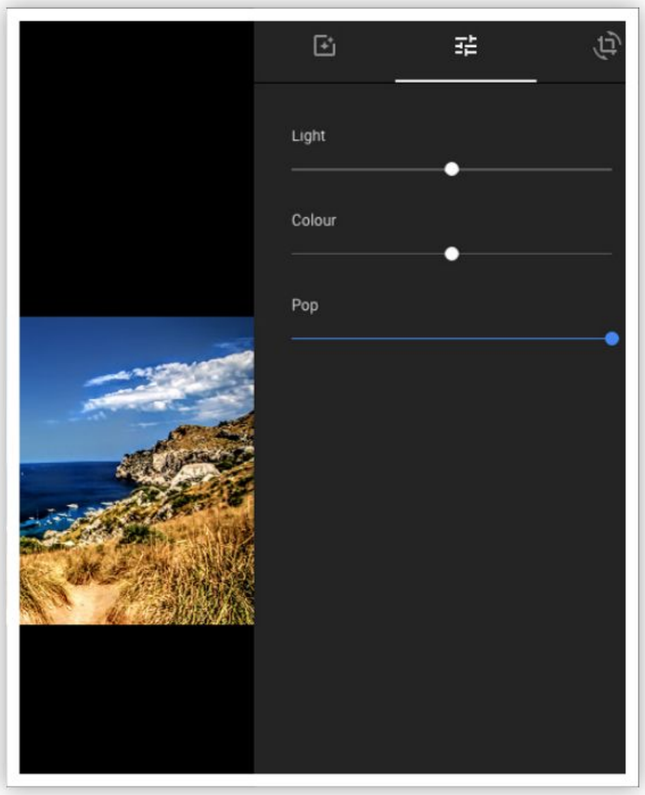
Quick Fixes

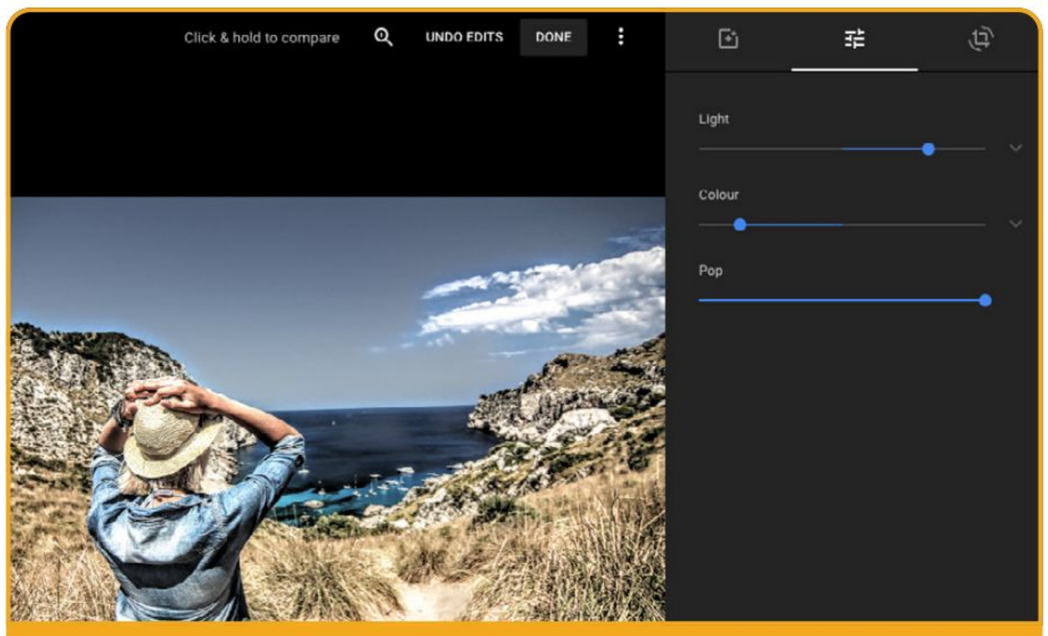
As stated Google Photo editing isn't a fully optimised and functional Photoshop alternative but with that said, there are more than enough options for you to clean up or enhance your digital photography, with only the most basic understanding of photo-editing. Photos offers simple tools, designed to help fix common problems with a few clicks as follows.



Light and Colour Fixes

These controls let you change the lighting or colour levels of your image. You can either use the sliders to change Light, Colour temperature and Pop. The latter being a fantastic tool that adds greater depth to your images with a simple adjustment to the slider.



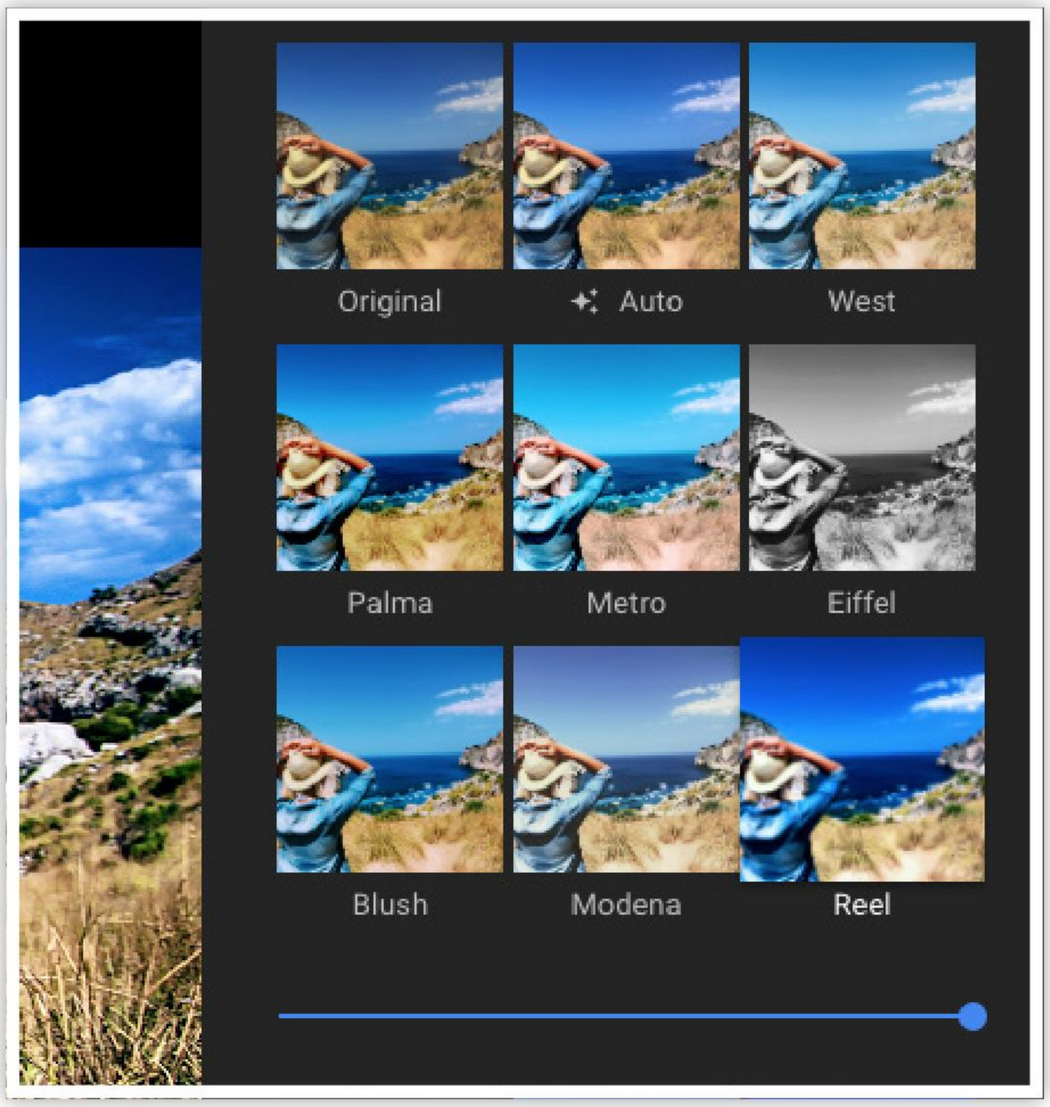


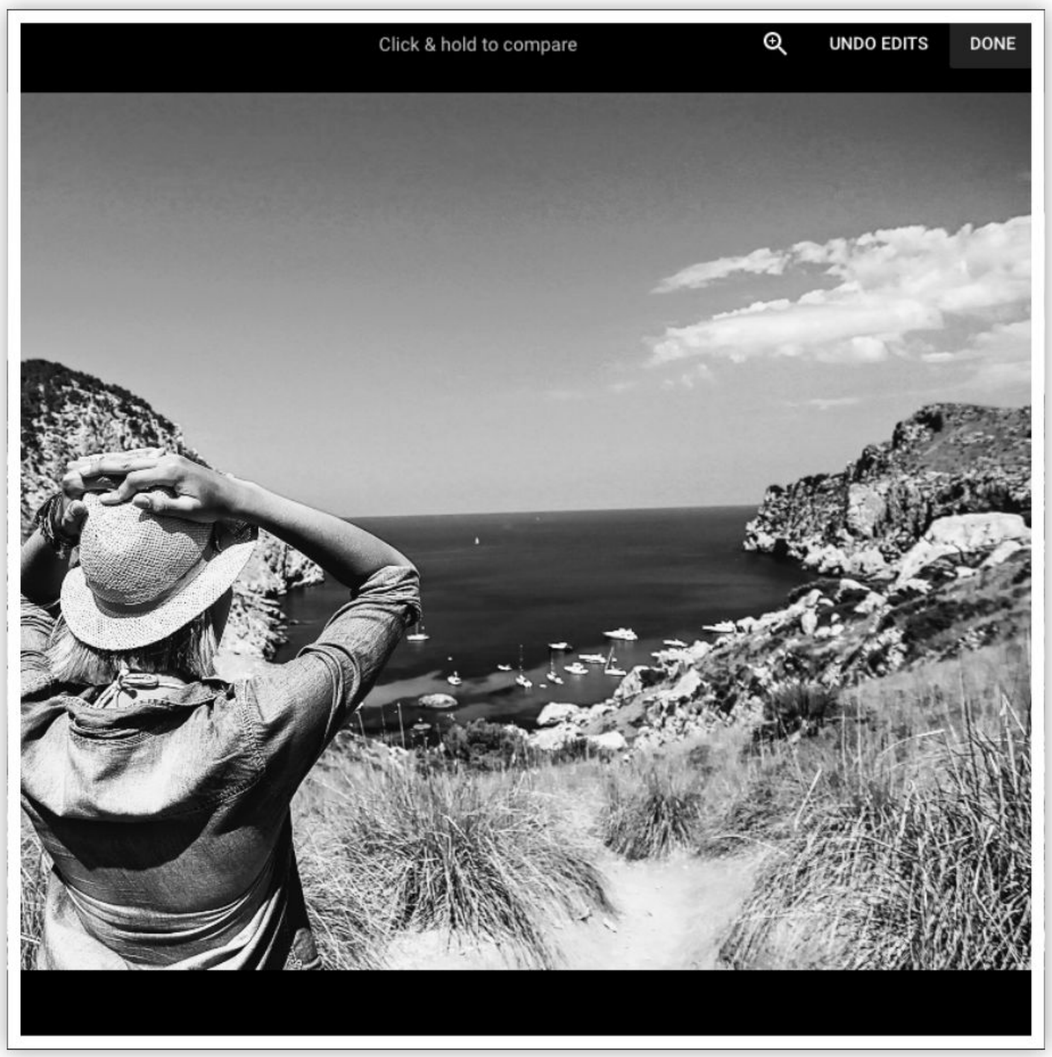
Undo Edits

You can easily remove any edits you have made to your photographs while you are still editing. All you need to do to remove your edits is click on the Undo Edits button located at the top of the editing window. By doing this you will instantly remove any changes you have made to the image, from applying filters to cropping and rotating, so make sure you are happy to do so before clicking. You can copy your edits via the edit menu (three dots) and paste them on any image in your library.

Image Processing (Filters)

These controls let you quickly add a range of different filters to your images. These range from sepia and black and white, to soft focus and graduated tint. Click on each filter and you can then control the intensity of the effect using sliders. You can easily undo any effect using the buttons below the filter list.



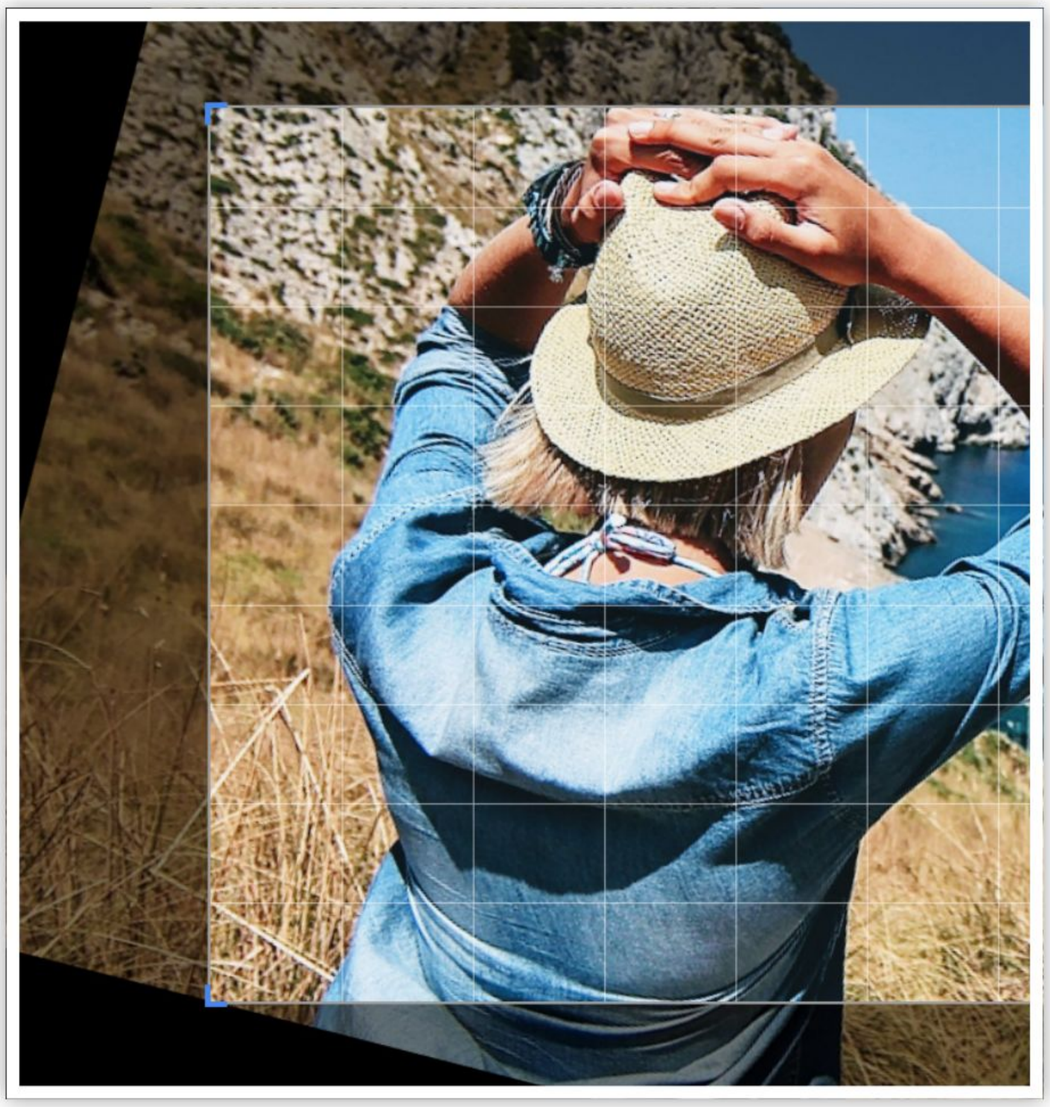


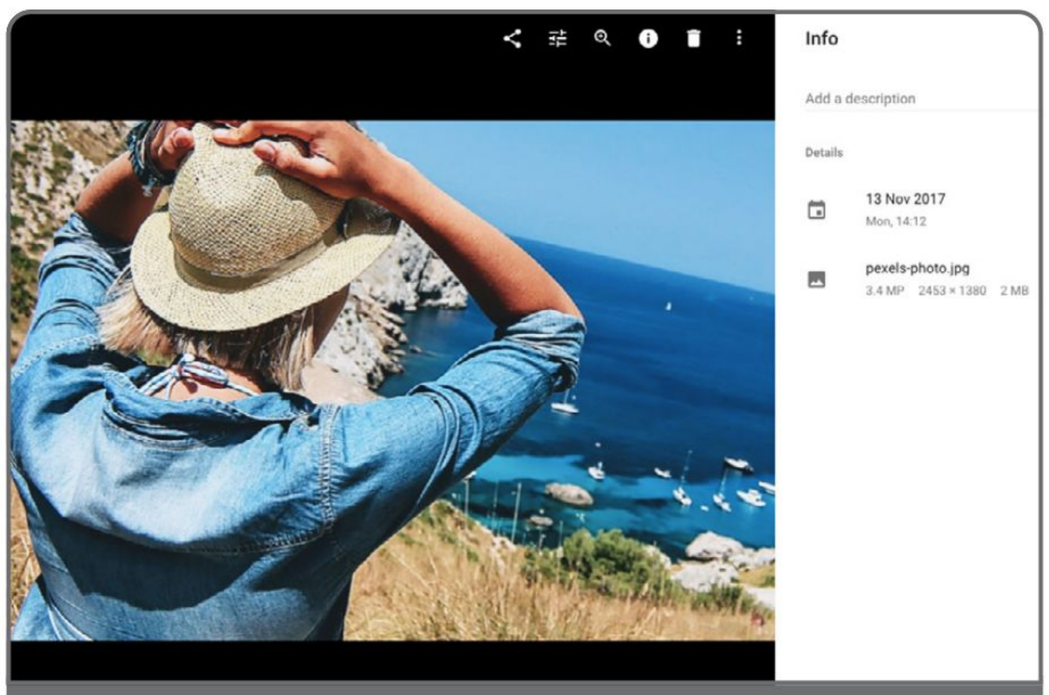
Click and Hold to Compare

When editing or applying filters to your images, it is very important that you don't lose sight of the original image; this ensures that your edits aren't actually detrimental. At anytime during the editing process, you can revert to your original image by pressing and holding on the mouse button or screen. Your altered image can be saved as a copy so you can keep both.

Rotate and Crop

The crop and rotate tool enables you to cut out sections of the collage or rotate the image at either 90 degree angles or manually using the user controls down the right hand side. NOTE: If you are using the crop tool to zoom this could effect image quality.
You can also crop the image to a number of specific aspect ratios, Free (user defined as detailed above), Original, Square, 16:9, 4:3 and 3:2 by clicking the aspect ratio icon in the top bar. Having selected any of these ratio options, Photos will place an adjustable frame on the image, click Done when you are ready to crop.





Adding Information

Each photo or movie file in your Photos library contains unique information. This includes file size, resolution, date and time it was captured all as default. This data can be viewed by clicking on the "i" icon on the control bar at the top of the window. You can add a custom description to your files, which will be stored as part of the image's information. To save this new info tap the X Icon in the top right corner of the screen.

Using Your Photo Albums

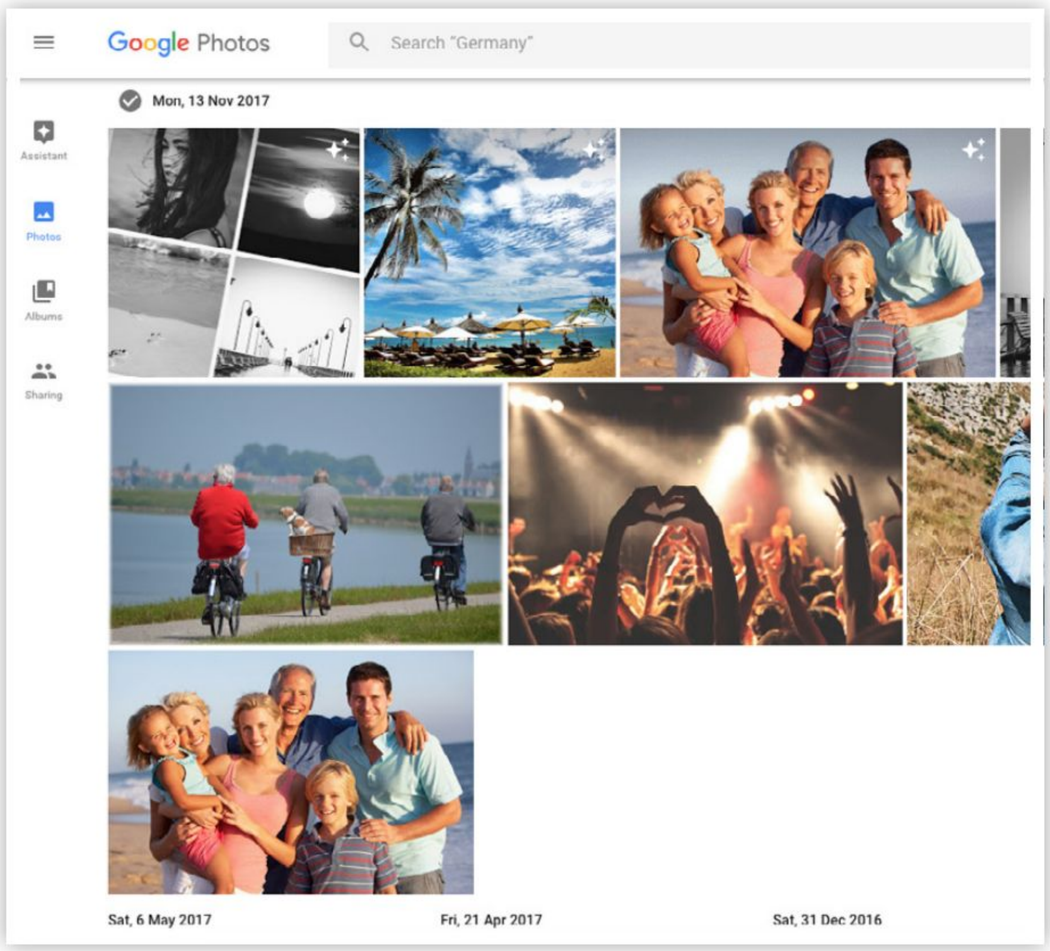
Google Photos Albums is an easy way to store your photos online and then share them as and when you choose. Google provides free storage that makes sharing your photos quick and easy.

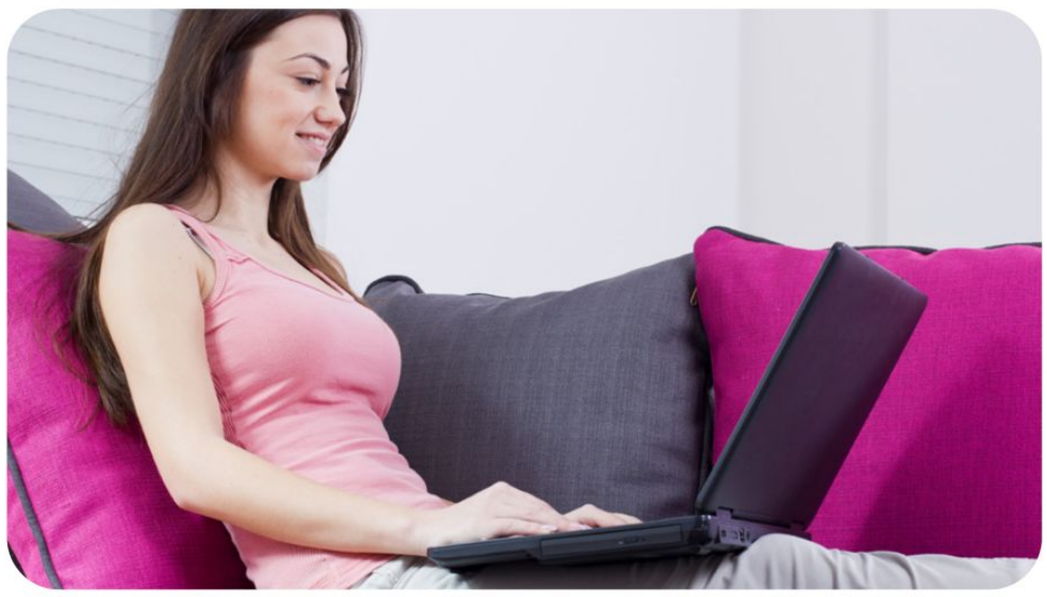
Adding Photos to Web Albums

Adding photos that you have on your computer to your Web Albums is easy using the Google Photos software.

Step 1

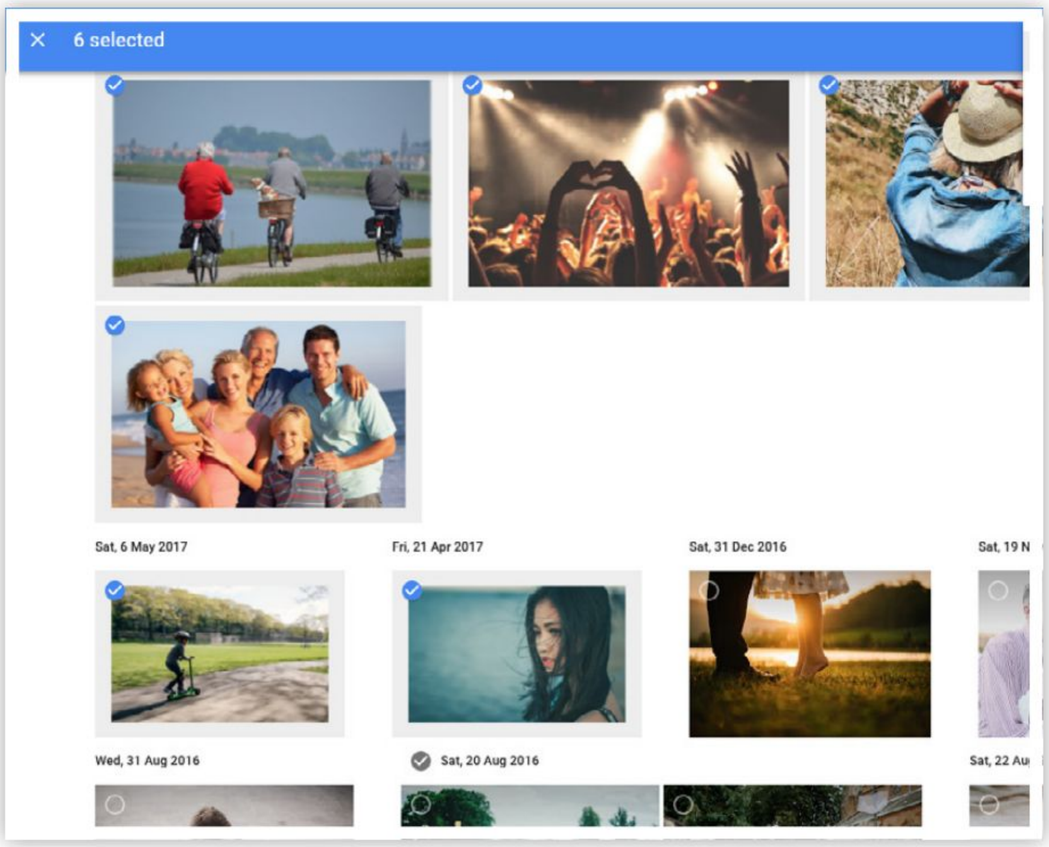
Open the Photos app and search through your photo folders to find the images you want. Each file acts as an individual but you can create new albums containing a mix of files if you wish.





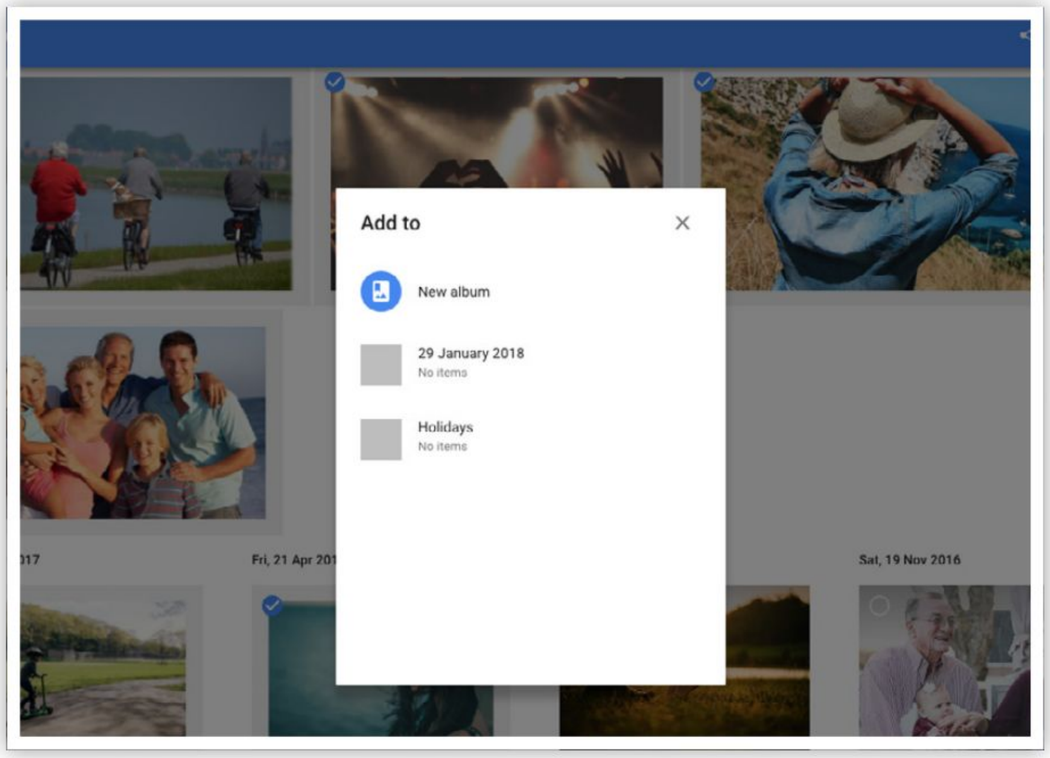
Step 2

To create a new album folder, click on the tick icon on the files you want to add to the folder. Now click the + icon in the top right of the main tool bar and select Album from the drop down list in the top right corner, as shown here.



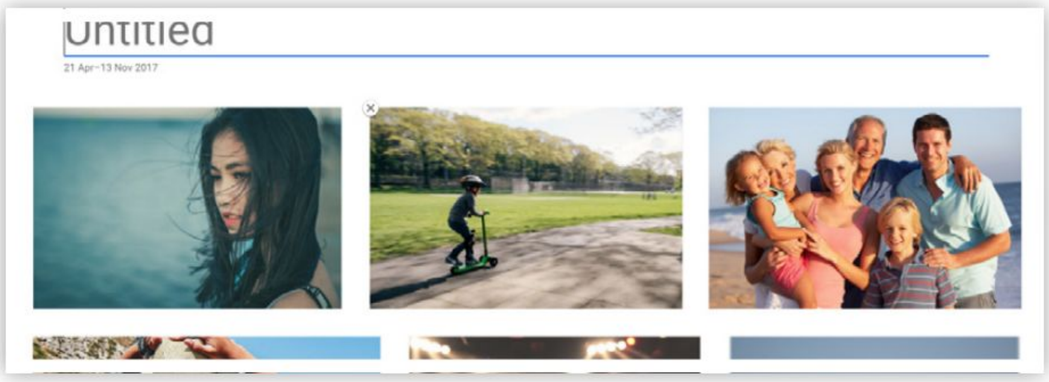
Step 3

You can choose to save to an existing Album to create a new one. Access to these albums is achieved in the same way, by clicking the link of your choice.



Step 4

Having chosen to create a new Album, you can now customise its name by entering your title into the text input box at the top of the collection of files; click the tick icon to finish . You can also add files to this folder by dragging and dropping directly.

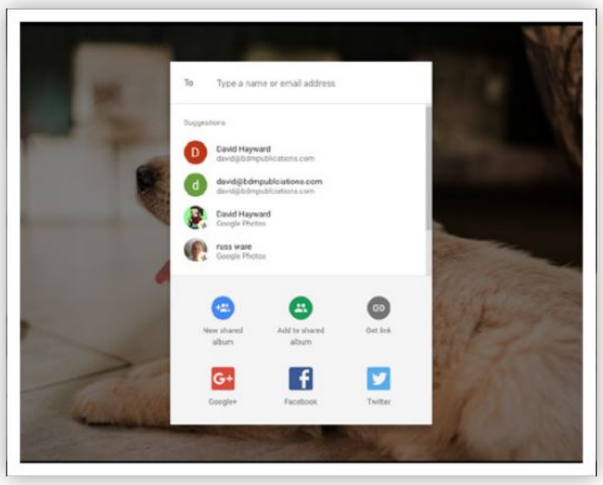


Sharing Web Albums

There are a couple of different ways to share your files and albums, depending on whether the recipients have signed up for Google.

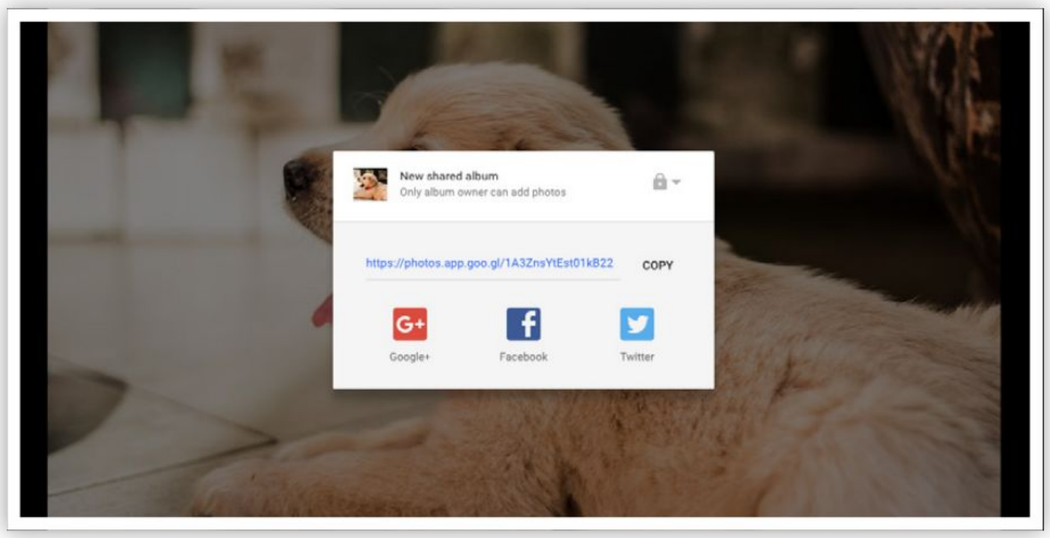
Step 1

To share a single file, click on the image to enter full screen view and then tap the Share icon on the right of the screen. From this menu screen you can share with a Google contact by clicking them.



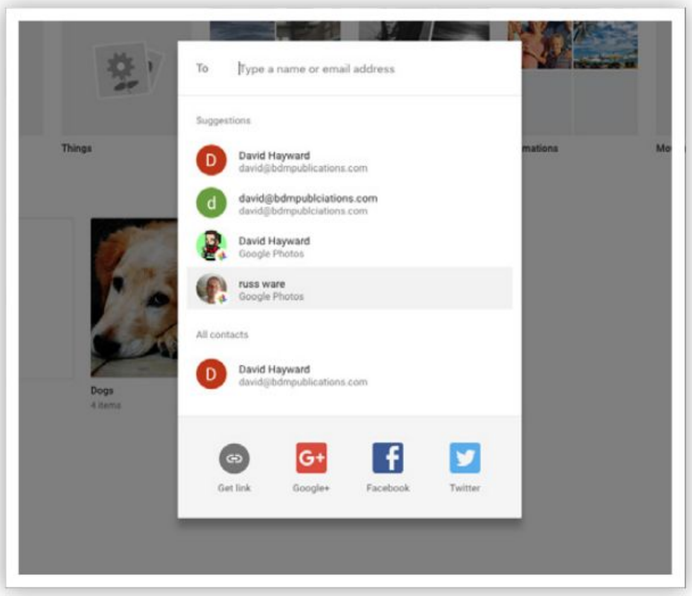
Step 2

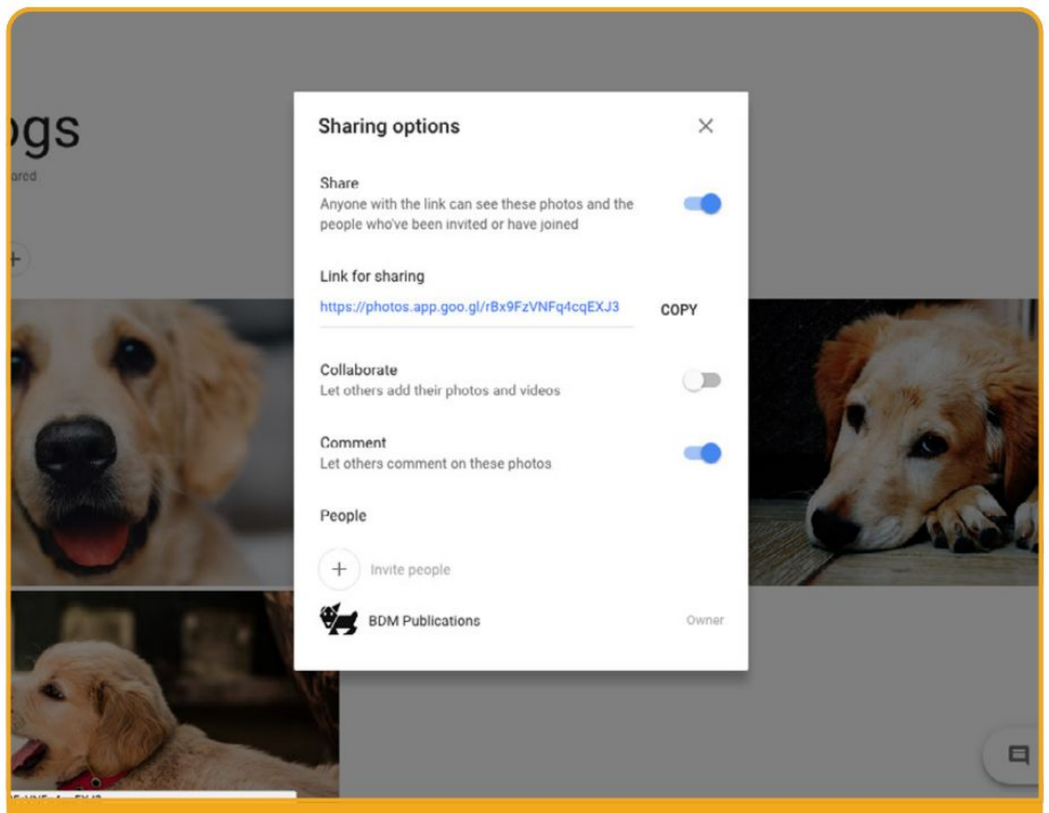
Alternatively you can share via your social networks by tapping the link to Facebook or Twitter. To share to a non-Google contact, click Get Link and then copy and paste it into a message or email.



Step 3

To share an album, click on the icon in the top right corner of the album and then click on Share. Once again you can quickly share with Google contacts by clicking on their name.





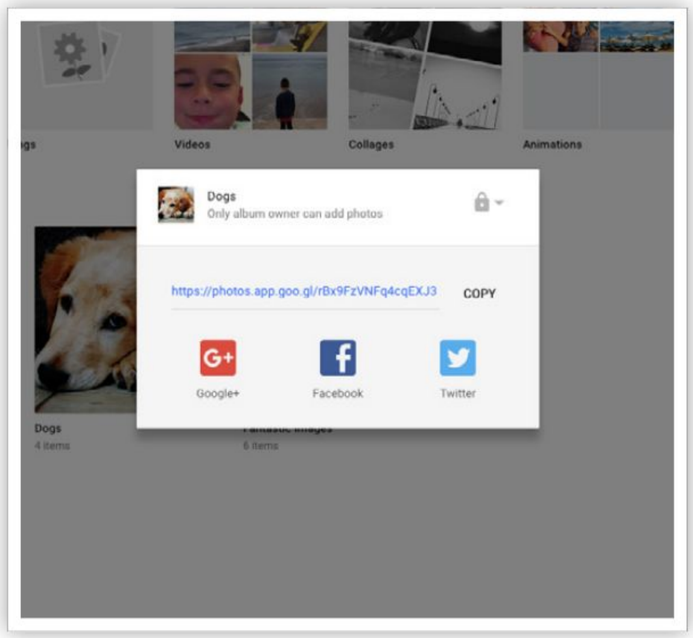
Album Access

The people you share with are added to the Shared with list in Google Photos. These people can do the following:

- **If your album visibility is limited, they can view it by signing in to Photos.**
- **They can see the shared album on your Photos Web gallery, your Google profile and in Google+ (if you've signed up).**
- **Google+ users: The people you share with have permission to reshare your album. Within Google+, they can also see who else you've shared it with.**

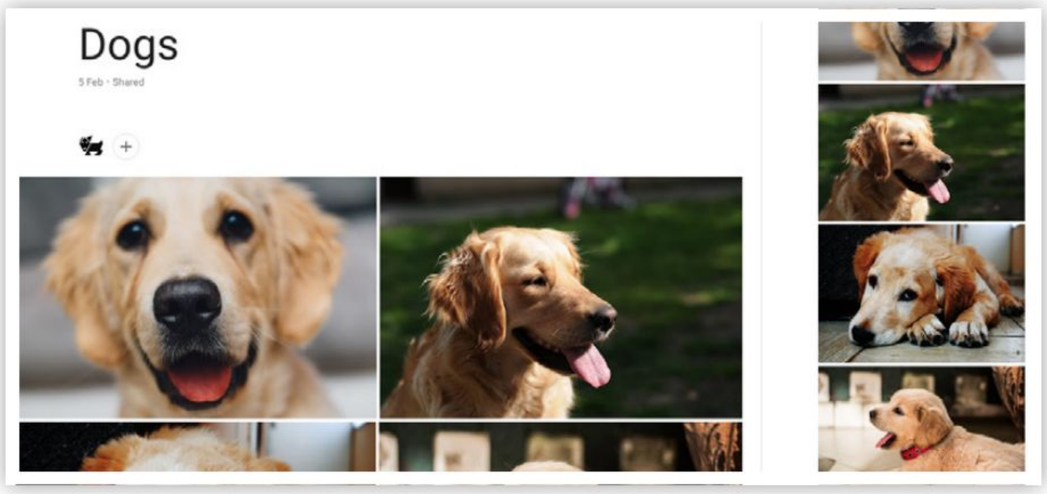
Step 4

Alternatively you can also share via your social networks by tapping the link(s). To share to a non-Google contact, click Get Link and then copy and paste it into a message or email and send the link as per usual.



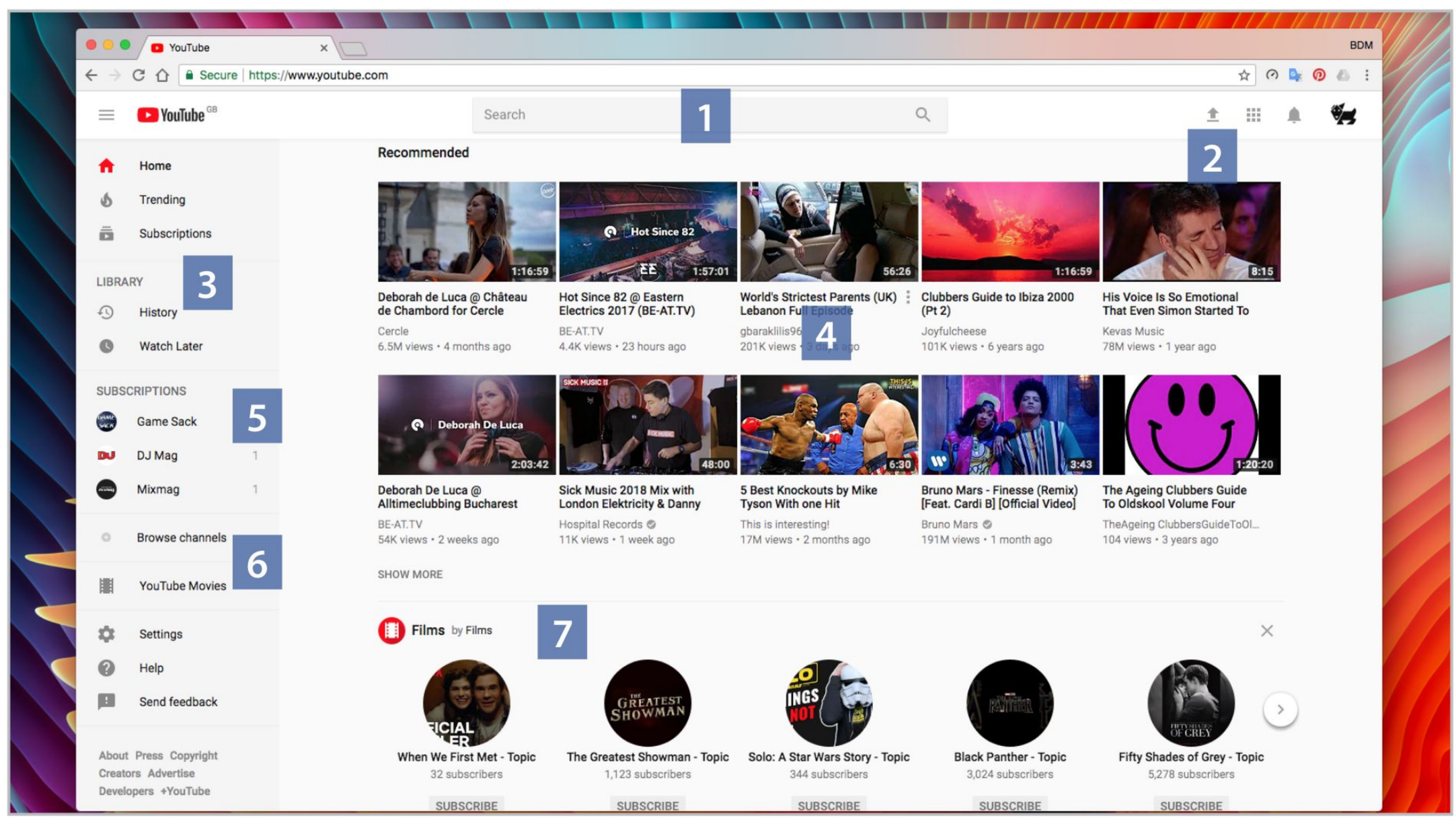
Step 5

Add a comment if you'd like to add context to your photos. This text will be posted with your photos in Google+. Add Google+ circles, individual people or email addresses and then click Share.



Get Started with YouTube

YouTube provides a forum for people to connect, inform and inspire others across the globe and acts as a distribution platform for original content creators. More than 1 billion unique users visit YouTube each month so don't miss out.



1 Search

You can search YouTube just as you would search on Google and as you type your search term, suggestions will appear below the search box. Previously searched terms that are similar will show at the top of the suggestions box. Search results are displayed in order of relevance.

2 Upload Controls

This drop-down menu contains a direct link to the upload screen as well as links to your uploads dashboard; here you can see all of the content you have uploaded and your analytics, which shows how many times your videos have been viewed and, if you have a channel, how many subscribers you have. These controls give access to figures showing the decline or growth of your channel.

3 Account Controls

Here you can see your viewing history, channel subscriptions, playlists you have created and social connections. You can also control or delete channel subscriptions. Social connections allows you to share your content with your Facebook or Twitter accounts.

4 Recommended Content

If you are signed in to your account, and have viewed any videos previously, content that is recommended for you will be displayed at the top of the home page. You can view more recommended content by clicking the word "recommended". If you have subscribed to any channels, relevant content from those channels will also be included here.

5 Subscribed Channels

A list of your subscribed channels is shown here. You can click the arrow button just above the list to change how it is displayed: new content, A-Z or most relevant. Just below the channel subscriptions list is a button which takes you to the complete listing of available channels. You will also find the controls for managing channels there as well.

6 Recommended Channels

The listing here is based on the videos you have watched and which channels you have previously subscribed to. Roll your mouse over the Subscribe button to see how many subscribers any channel has and click the button to instantly subscribe. A tick next to the name of the channel shows that it is verified as an official channel.

7 Latest Content

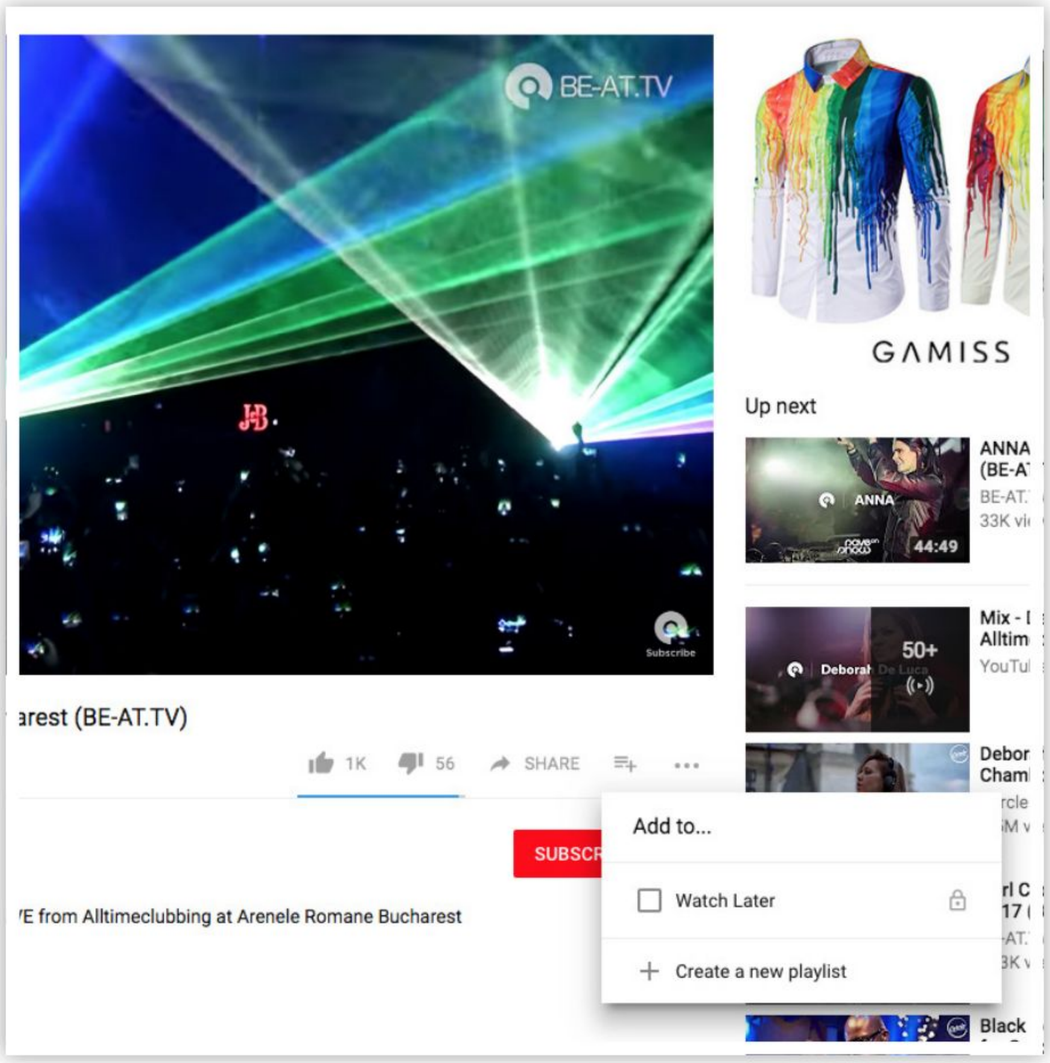
The most recent content from your subscribed channels is displayed as a list at the bottom of the screen. If you have not subscribed to any channels, this list will be populated from the most viewed content on YouTube, content that is currently trending and that which is relevant to your geographic location.

Manage Playlists

With playlists, you can put a series of videos all in one handy place. For example, you could create a playlist of all of your favourite music videos or sports clips.

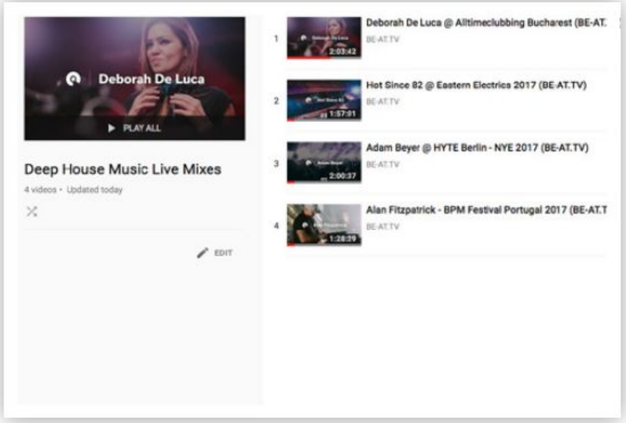
Step 1

To add videos to playlist, click the Add to link underneath a video. You can add it to a playlist that already exists or you can create a new one.



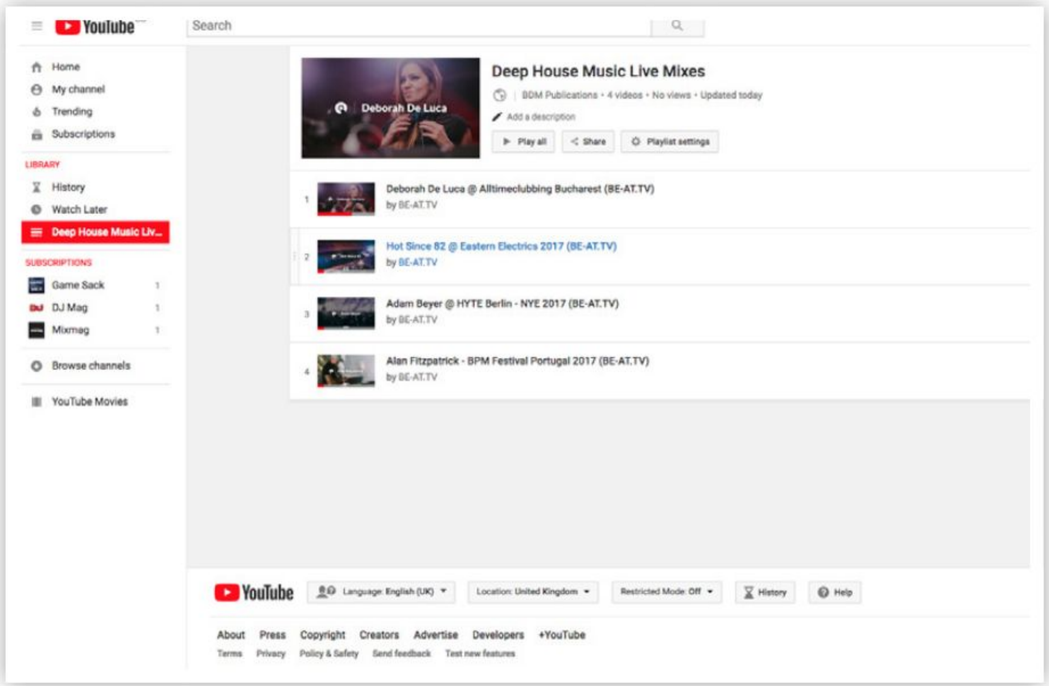
Step 2

You can make changes to your playlists by visiting your Library. This link is found on the left side of the main YouTube user window.



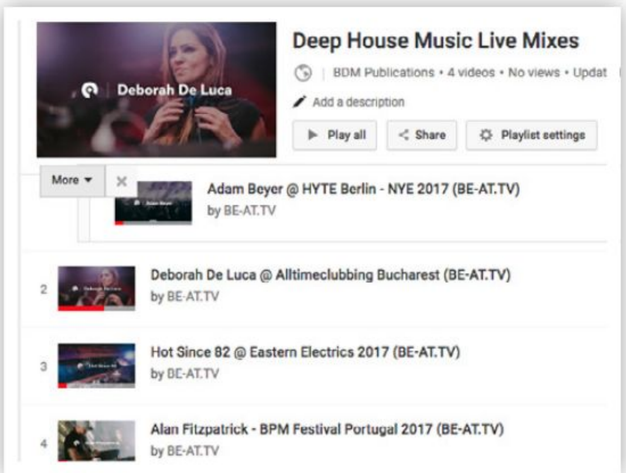
Step 3

Open the playlist you want to change and click the Edit button next to the playlist you want to edit. Click Done to save any changes you make.



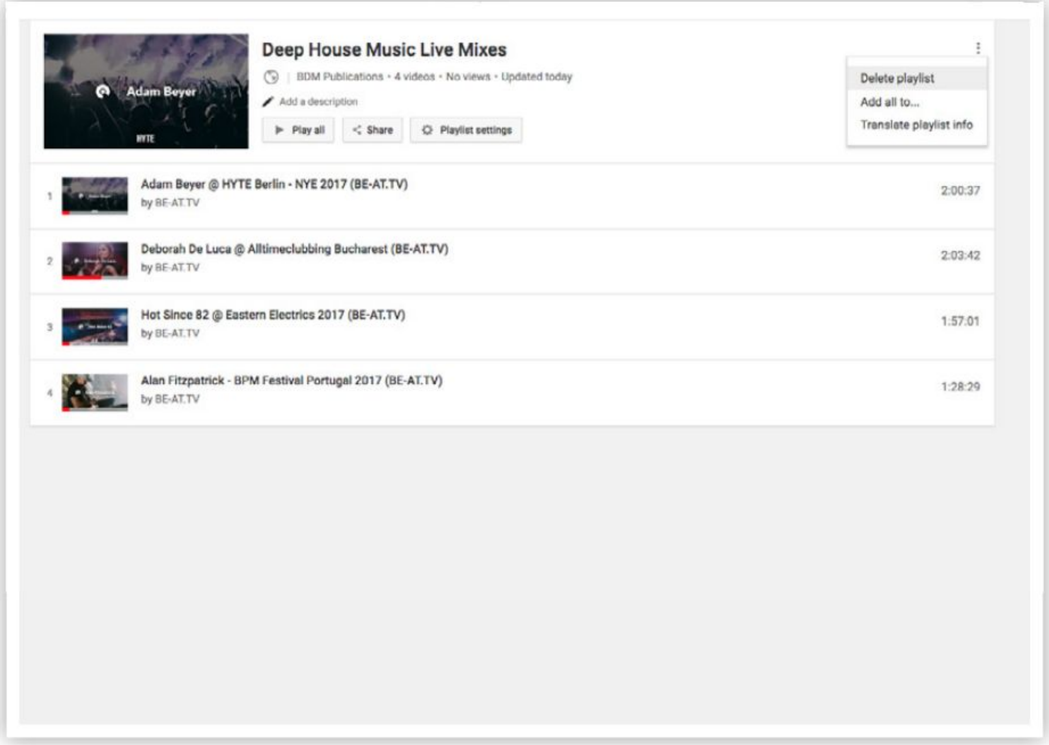
Step 4

Reorder videos in your playlist by hovering your mouse over the video until you see a grey vertical bar to the left of the video. Click the grey bar, then drag and drop the video to rearrange it.



Step 5

To delete an entire playlist, click the More icon at the top right corner of this window, then click Delete Playlist at the top of the list. Once a playlist has been removed, you cannot undo.

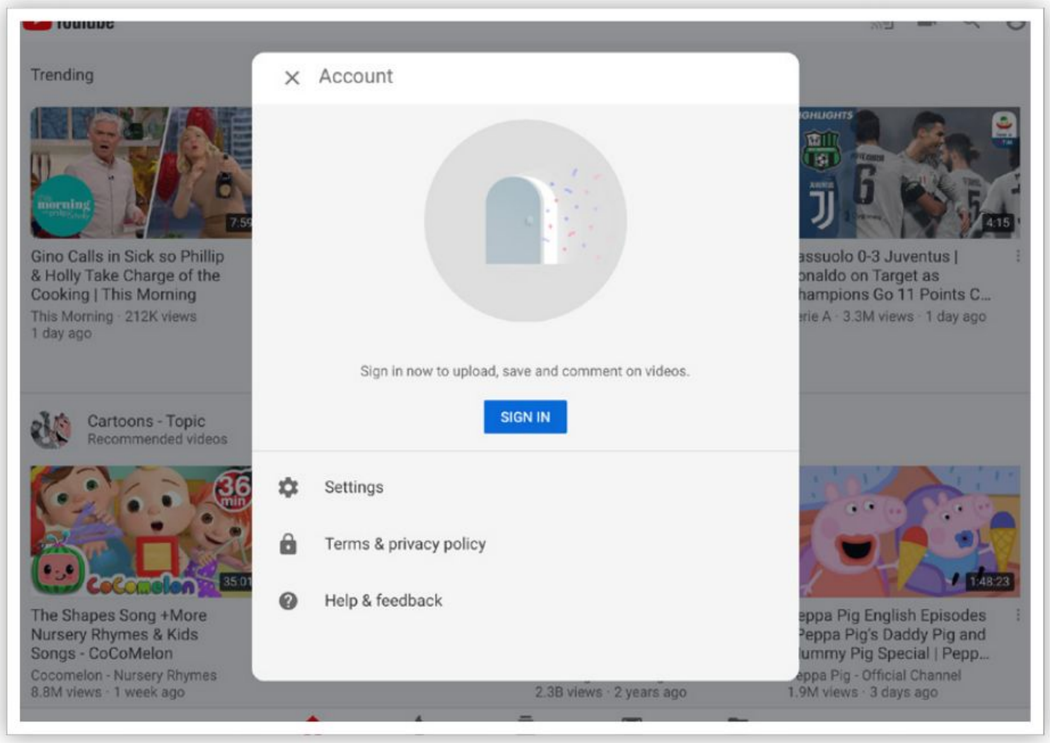


Using the YouTube App

The YouTube app gives you access to great videos and shows on all sorts of subjects. It is the gateway to a huge and always expanding world of entertainment. Follow this guide and enjoy YouTube, wherever you are.

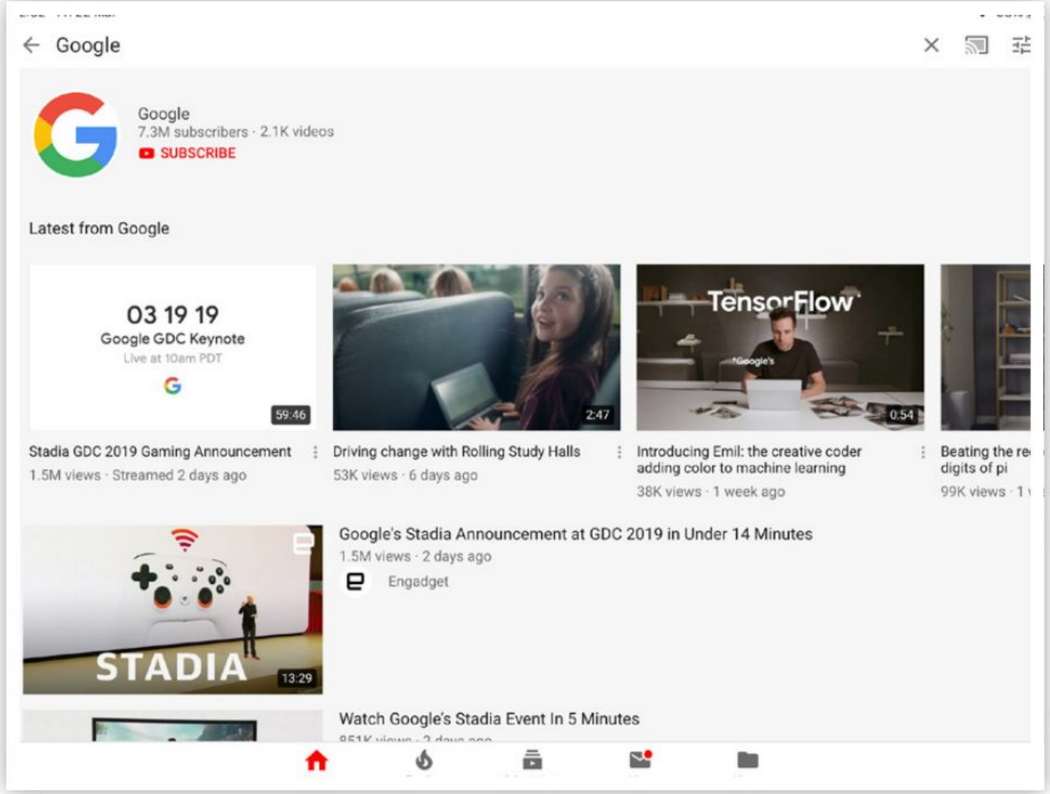
Step 1

Log in by tapping the Silhouette icon (top right corner). If you don't, you can set one up (tap Sign In then Add Account). It's a good idea to use YouTube while logged in, as this allows videos you might like to be offered as viewing suggestions.



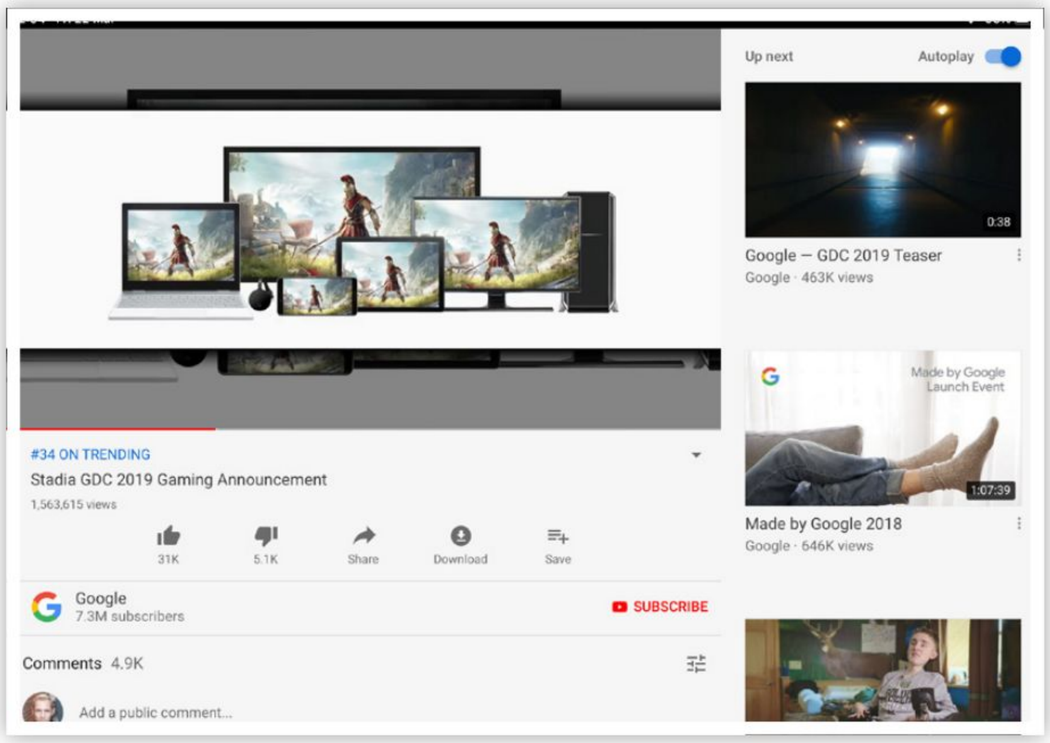
Step 2

You can search for a subject or channel using the Magnifying glass icon. You're then presented with a list of relevant videos, showing how many views they've had, their length and their uploader. Their length, in minutes, is shown in the screenshot.



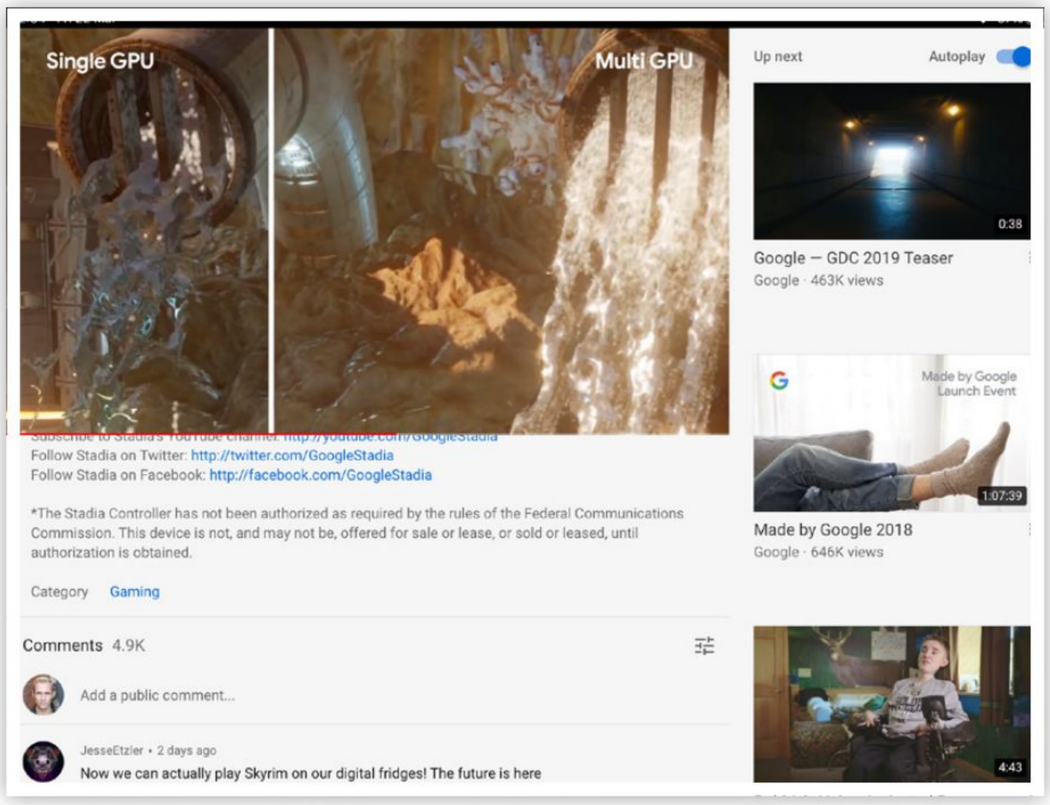
Step 3

Tap on a video to open it. You might have to watch a short advert first. While watching, you can use the Thumbs icons to like or dislike it, the Share icon to share it or you can save it to your Watch Later list for viewing later. Similar videos are listed below it.



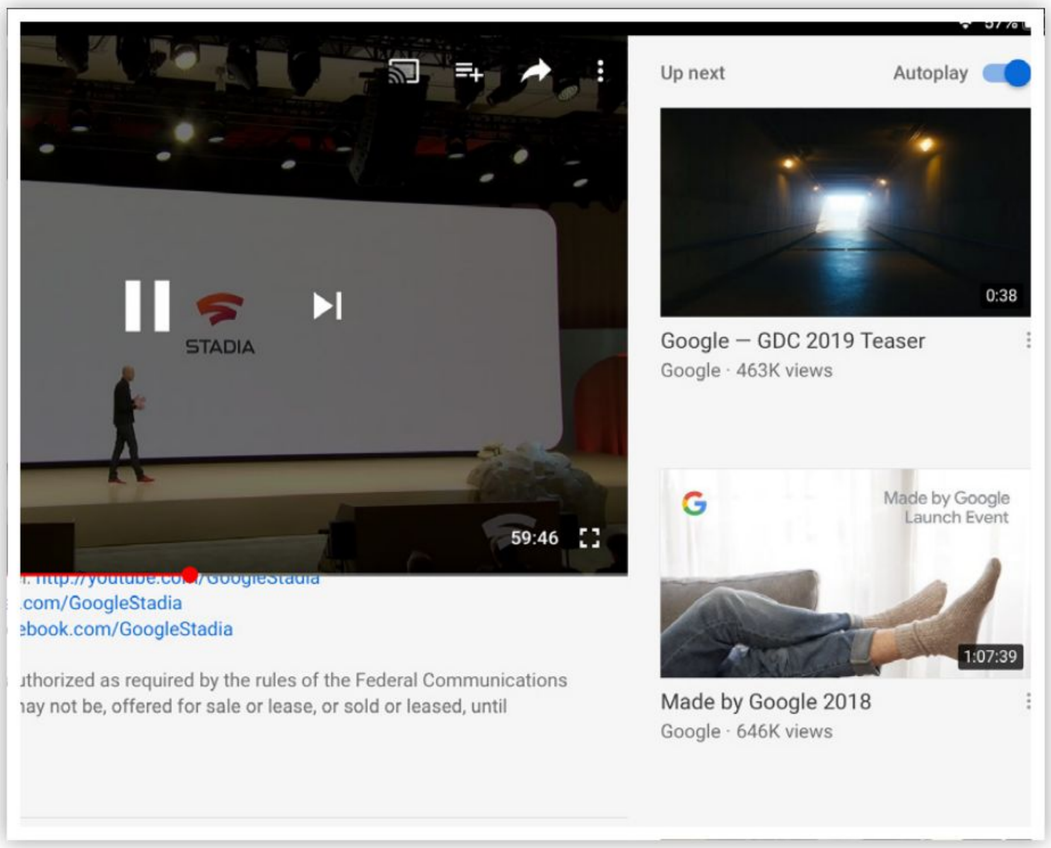
Step 4

Two more controls are worth a mention. The small triangle below the right corner of the video can be tapped to reveal or conceal further information and links and you can tap the Subscribe button to be informed whenever the YouTuber posts a new video.



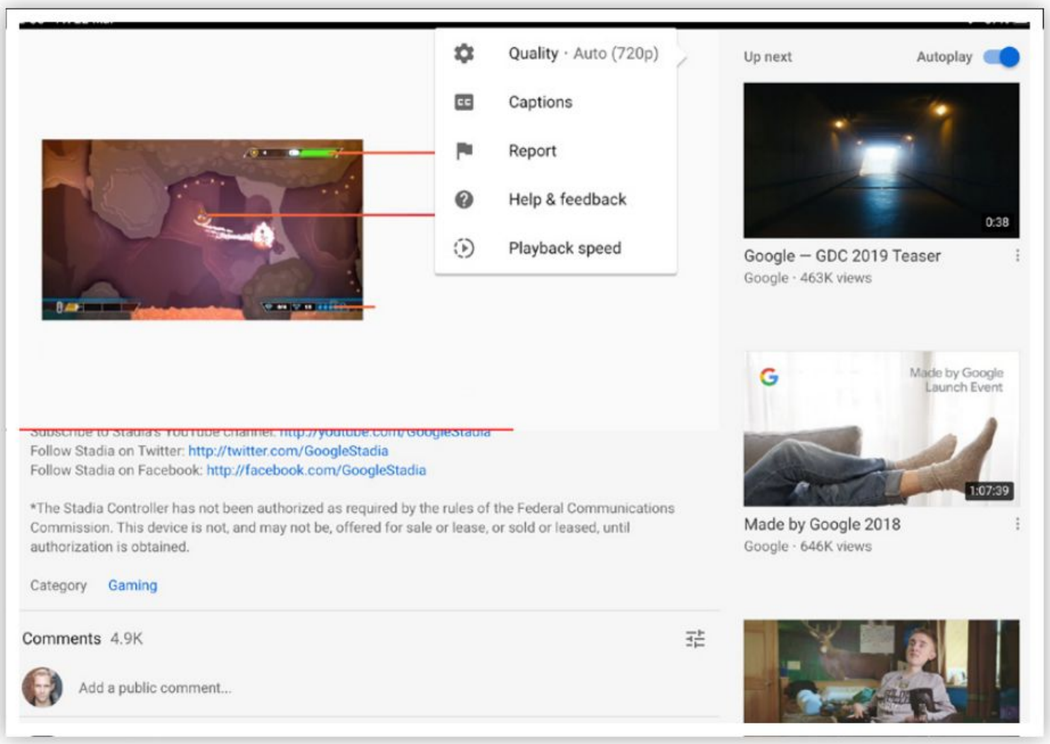
Step 5

Tap the video as it plays and you get these controls. In the centre, there's the Pause/Play icon and either side are the controls to skip to the next video or restart. Scrub through the video using the red dot, or make it full screen with the icon in the bottom right.



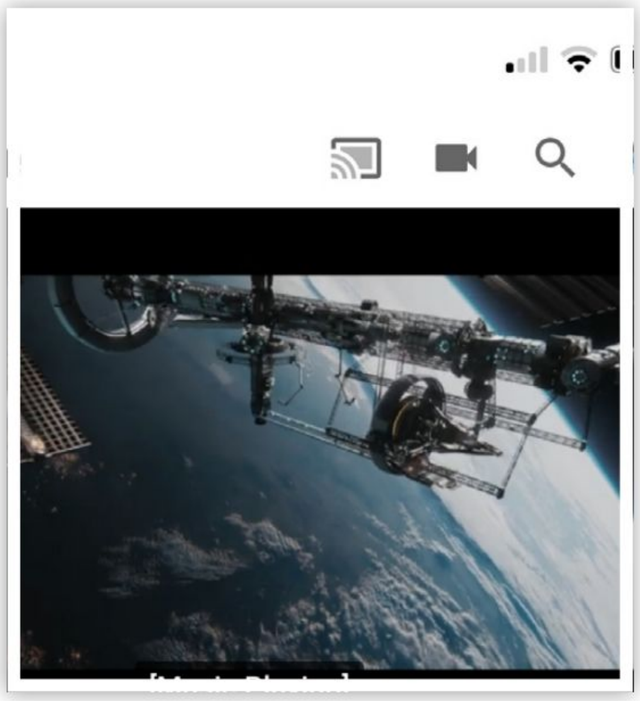
Step 6

The Three-dots icon, in the top right, gives access to further options, such as: reporting the video, adding captions or changing the resolution. Tap the video at the top of the screen, anywhere there's no icons, to hide the controls and go back to viewing.



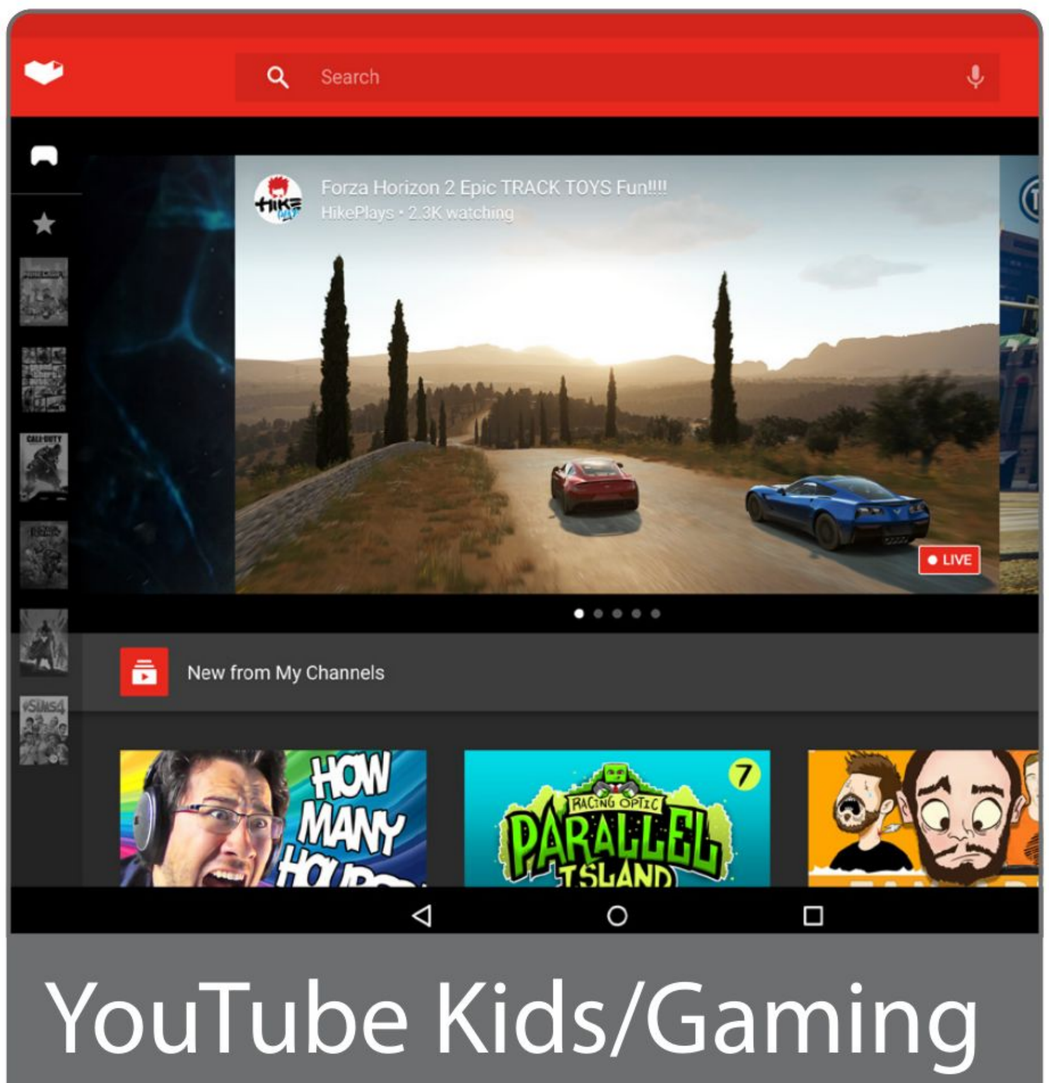
Step 7

Notice the rectangular icon with the Wi-Fi icon within it. Tap this icon to stream YouTube from your tablet to a TV, using Chromecast or Airplay. Simply select the device you wish to cast to from the list and your video will instantly play on that device.



Step 8

The YouTube app also features the ability to "Go Live" with your content. This is available directly through your device if you have a camera and microphone attached or built in. To start your live stream click the camera icon and select "Go Live" to share your stream with the world. Once complete your stream will be save to your YouTube video uploads.



YouTube Kids/Gaming

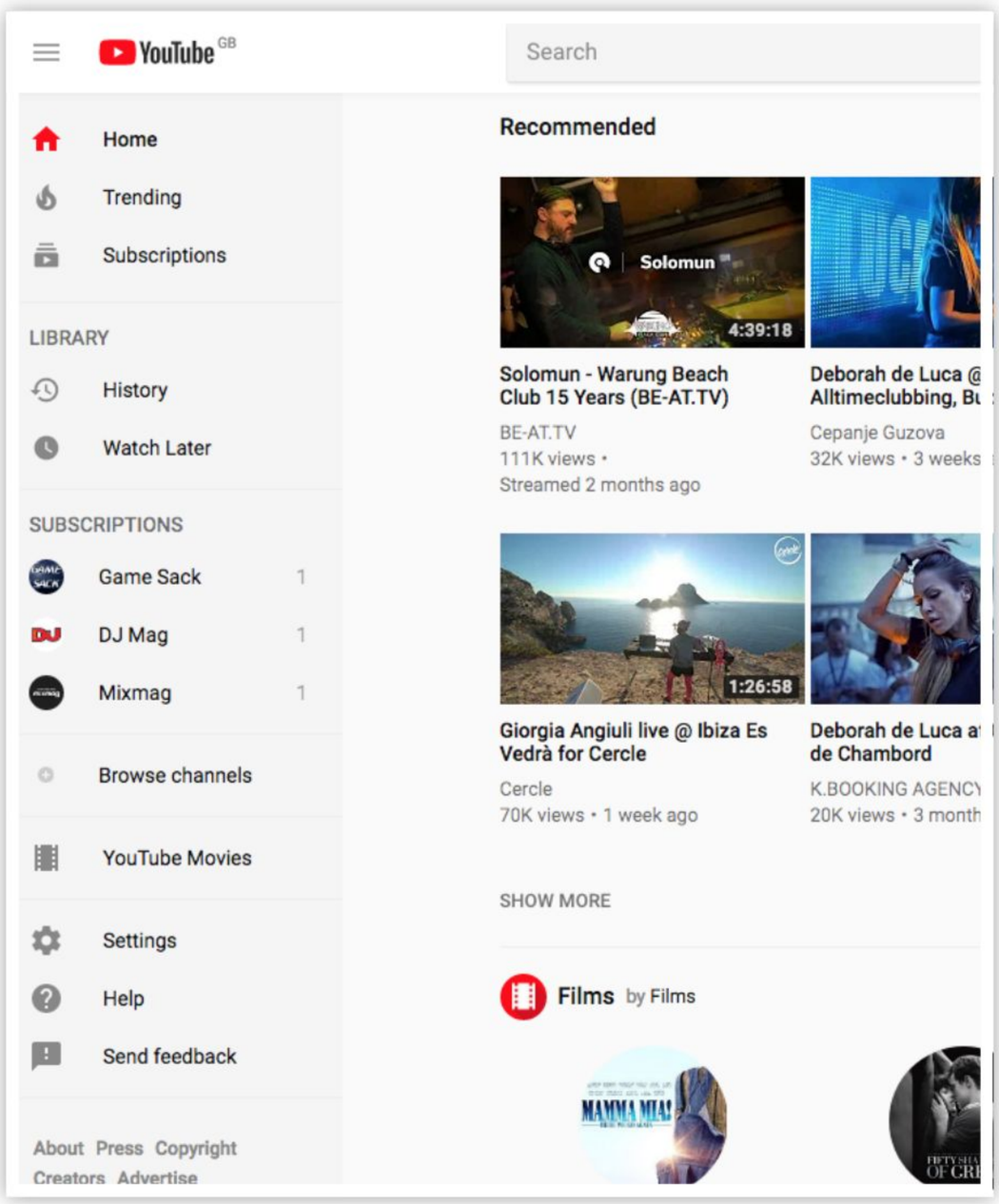
Google have two more content focused applications that sit alongside their original YouTube app, YouTube Kids and YouTube Gaming. Each of these apps, which require separate downloads, follow the same basic build as the original, albeit the content is locked to the respective app. For example YouTube kids features only child friendly videos and content and all search results will remain within these confines. Thus enabling users/ parents and guardians to control of the content viewed.

Uploading Videos to YouTube

It may sometimes seem like the whole world is uploading videos to YouTube, from the random ramblings of retro gamers to budding musicians. If you want to add your own voice to the varied world of YouTube, here's how to get started.

Step 1

Sign in to your YouTube account if you haven't already done so. At the top right of the screen, wherever you are in YouTube, you will see an Upload arrow button. Click this to get started.



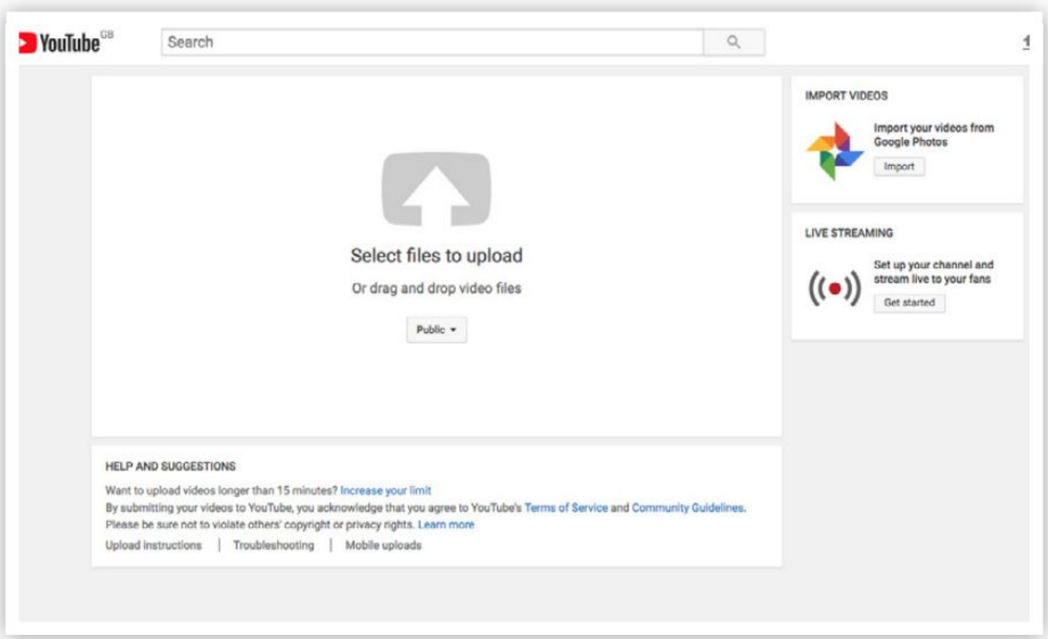
Video Formats

Not sure which format to save your video? If you receive an "invalid file format" error message when you're uploading, make sure that you're using one of the following formats:

.MOV, .MPEG4, .AVI, .WMV, .MPEGPS, .FLV, 3GPP or WebM

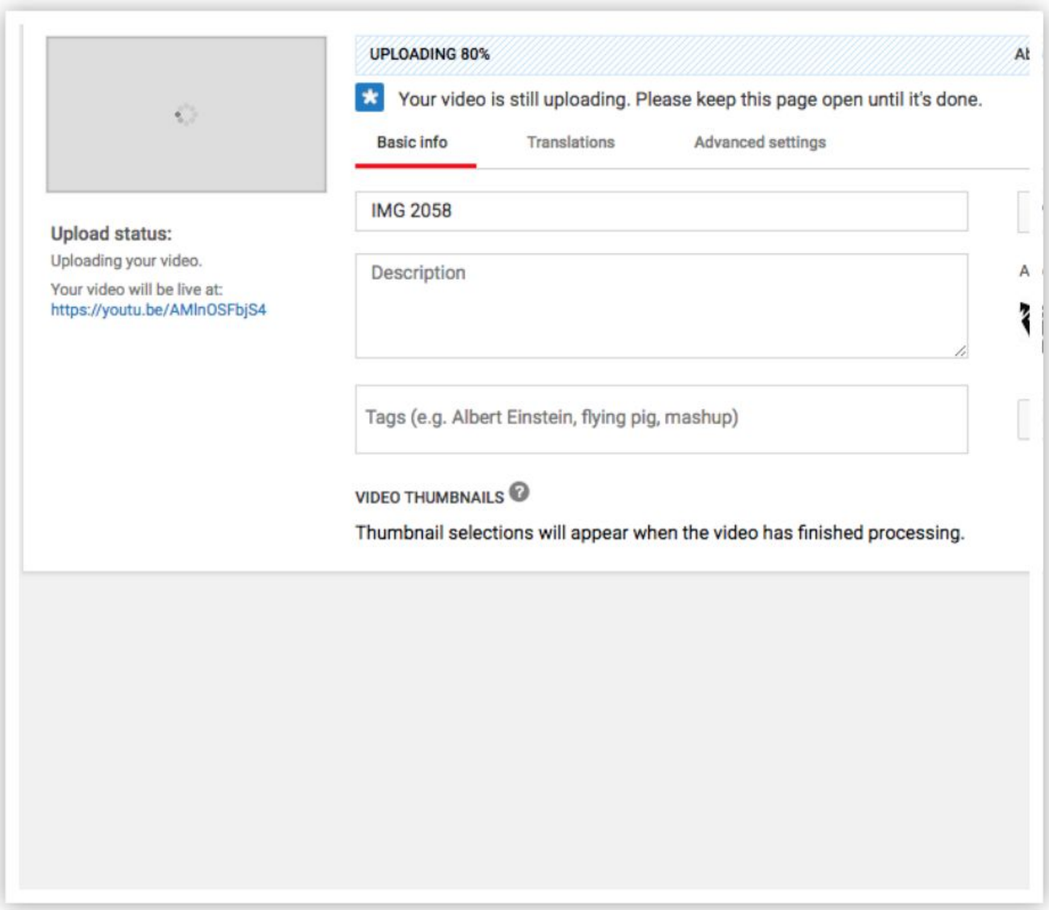
Step 2

Click anywhere in the upload window on the next screen to start browsing for your videos. Alternatively, you can drag videos onto the browser window from any open folder on your computer.



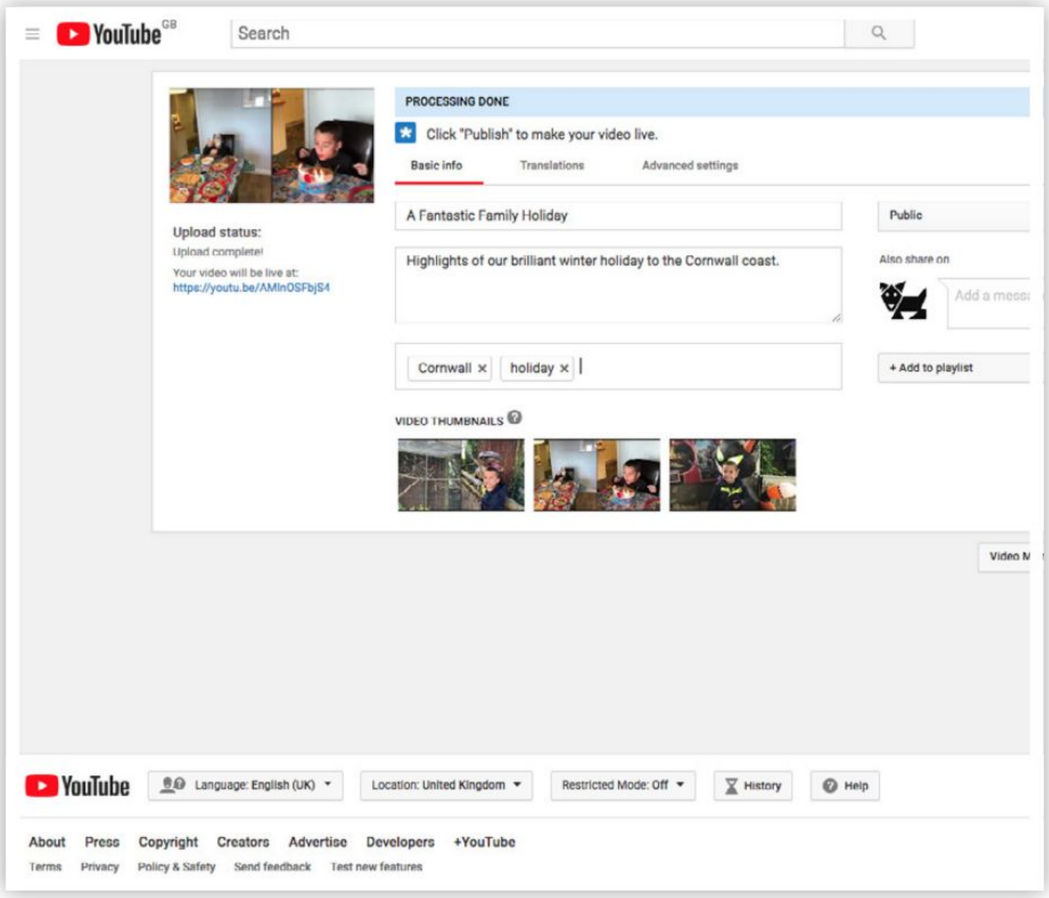
Step 3

Once you have added a video to the upload window, using either method, a new page will automatically open. If the video file has a title, it will automatically be entered in the title box.



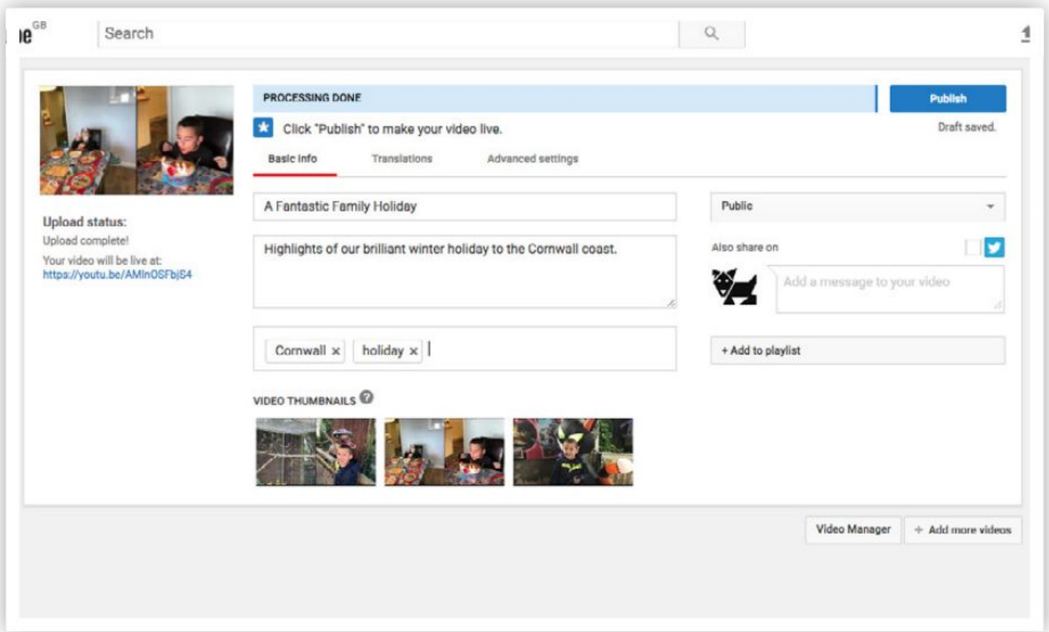
Step 4

Fill out the rest of the information, including the description and the tags, as these help make it easier for the video to be found by searchers. If you wish, you can alter the privacy settings so only certain people can find it.



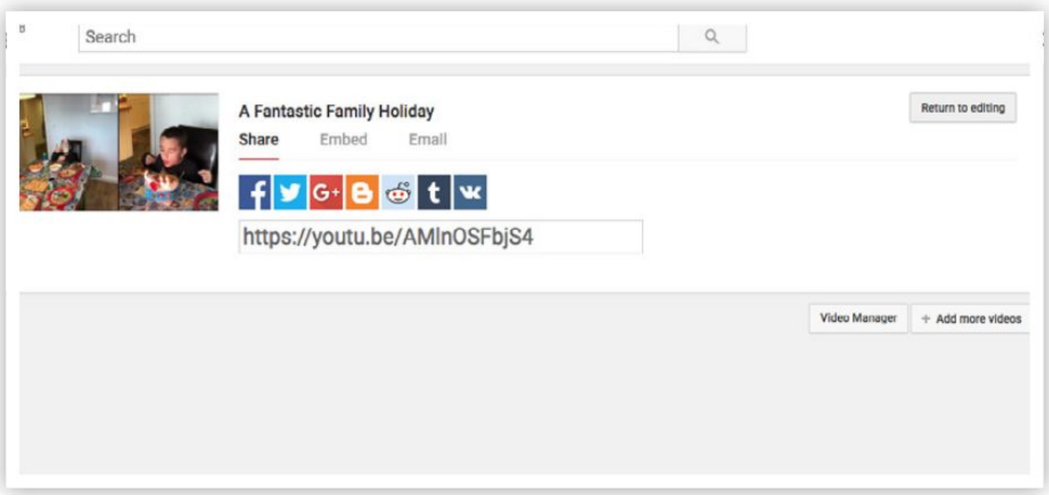
Step 5

When the video has finished processing, several thumbnails will automatically be grabbed from it and displayed. Click on the one you want to use as the display thumbnail on YouTube: select the one that you feel sums up your video clip the best.



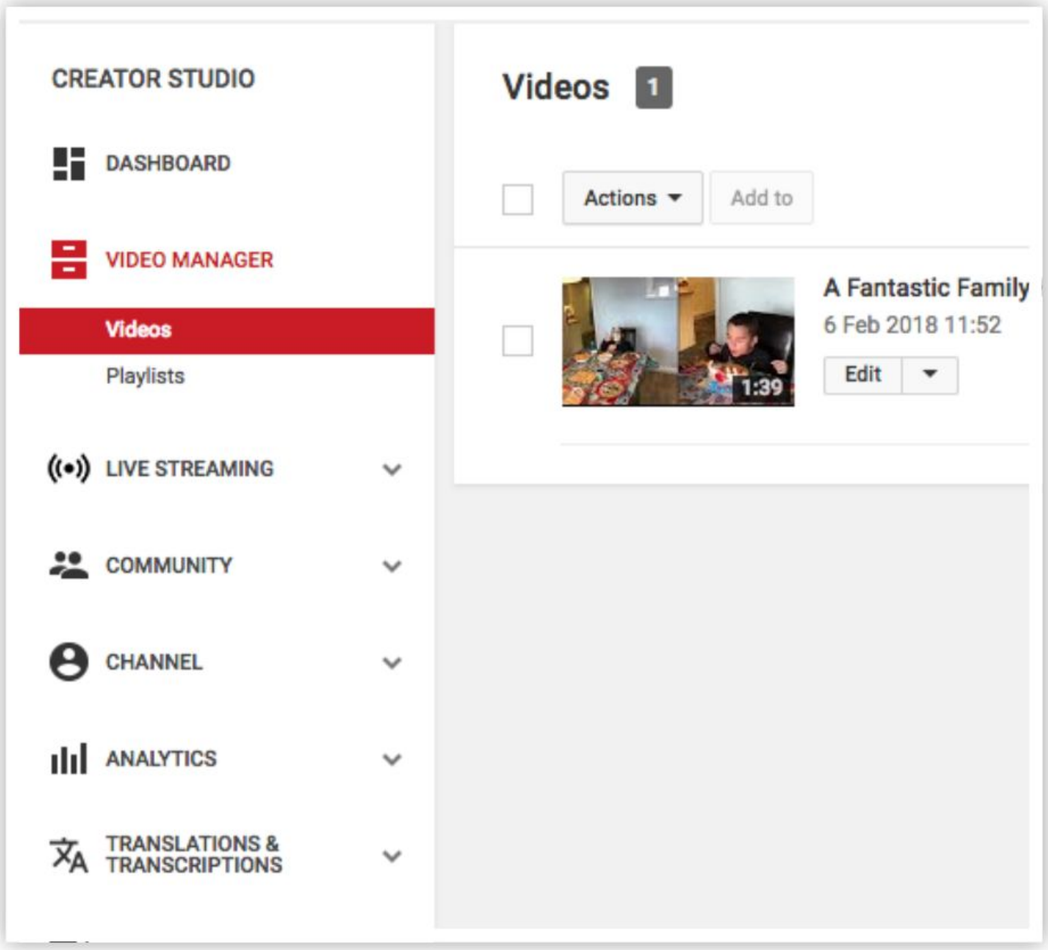
Step 6

If the uploader detects that the video is shaky, as it is being processed, you can choose to stabilise it. A progress bar will show when the video is uploaded to the site.



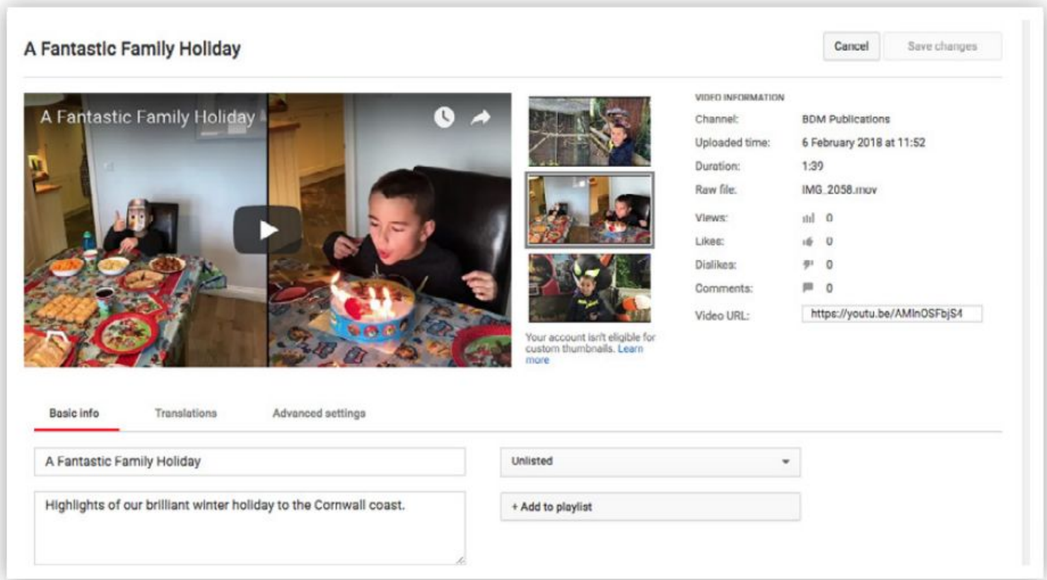
Step 7

To check your video has been added to your account, navigate back to the main YouTube page and click on your name in the left-hand column. All of your uploaded videos will be displayed there.



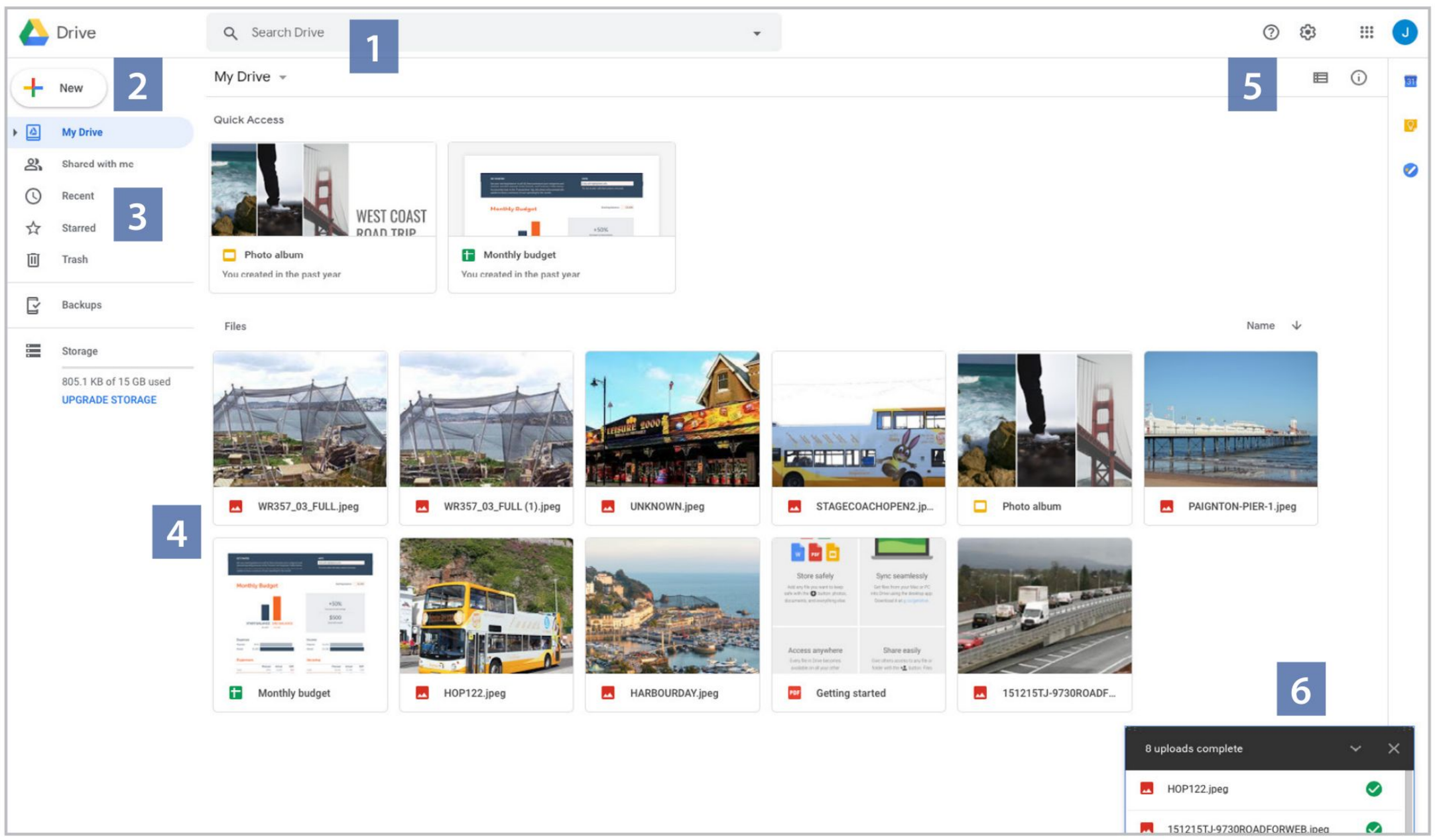
Step 8

Click the Video Manager button to quickly see and manage all of your uploaded videos. Here you can check the number of views, likes and dislikes, as well as being able to share or delete videos.



How to Use Google Drive

Google Drive is a free storage service which allows you to store images, folders and documents in the Cloud. These files and documents can then be accessed from any tablet, phone or computer via the Google Drive software. Not only is this a great way to free up space on your devices, it also lets you access your files from almost anywhere.



1 Search

› You can search Google Drive in the same way that you can search Gmail or one of the other Google products.

2 New

› Click the New button to open a new document, spreadsheet, presentation, form or drawing.

3 Folders

› Your preset Google Drive folders are shown here, along with any that you have created. Click More to see Labels.

4 Current Folder

› The contents of the currently selected folder are shown here. You can change how items are displayed (List or Grid).

5 Display Controls

› Change how items in your folders are displayed and how they are sorted. The gear icon lets you access the G Drive settings.

6 Upload List

› When you upload multiple items to Google Drive, the Upload box appears, to show you the progress of each item.

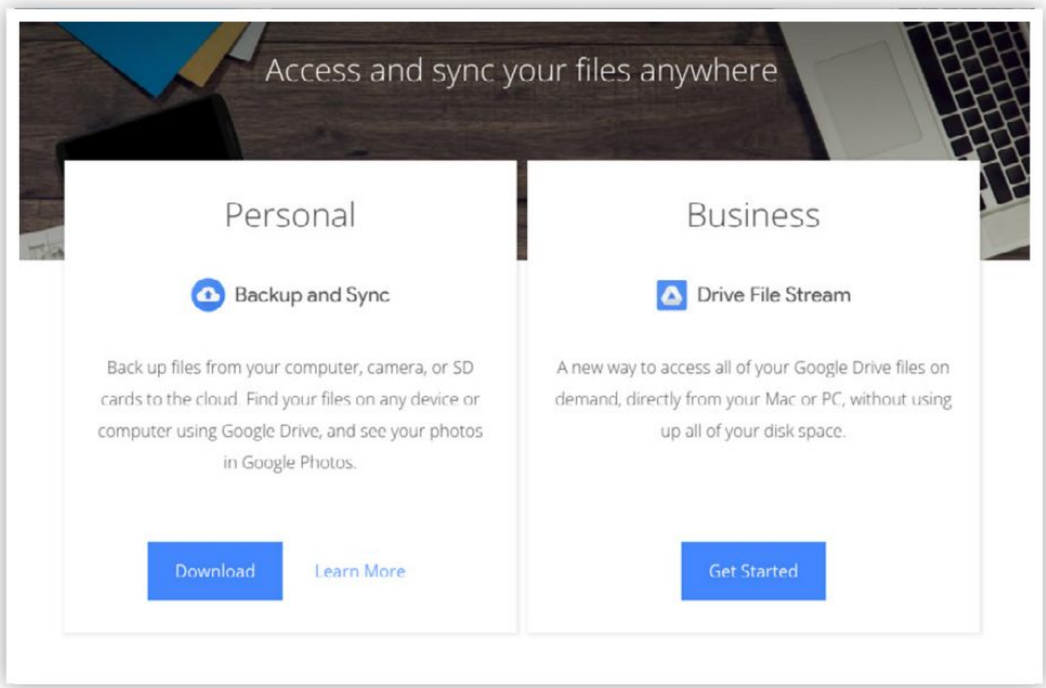
Free Google Storage

Google Drive, Google+ Photos and Gmail give you storage space for nothing so you can keep your files, emails and photos accessible from any device, anywhere. If you reach the free storage limit, everything in Google Drive, Google+ Photos, and Gmail will still be accessible but you won't be able to create or add anything new. You'll still be able to create Google Docs, since they don't take up any storage space. For G+ Photos, you will only be able to upload new photos and videos under certain size limits.

Installing Backup and Sync – PC/Mac

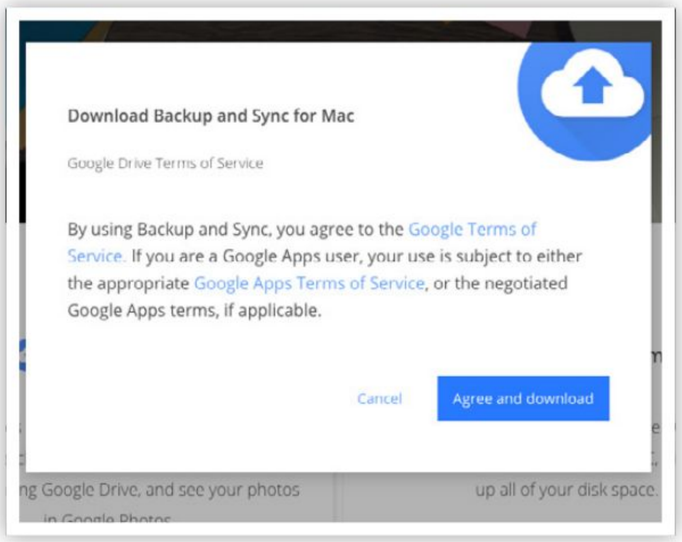
Step 1

The first thing you need to do is check your Google Drive access status. You can do this at drive.google.com/start. If you have access, you will see a blue Download button.



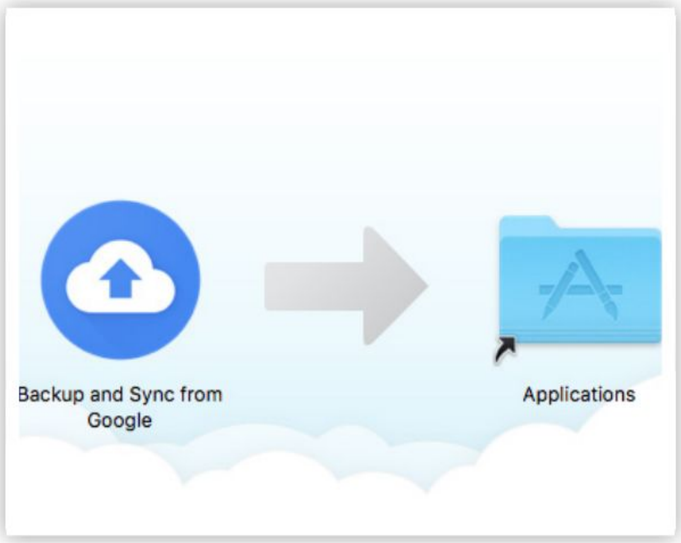
Step 2

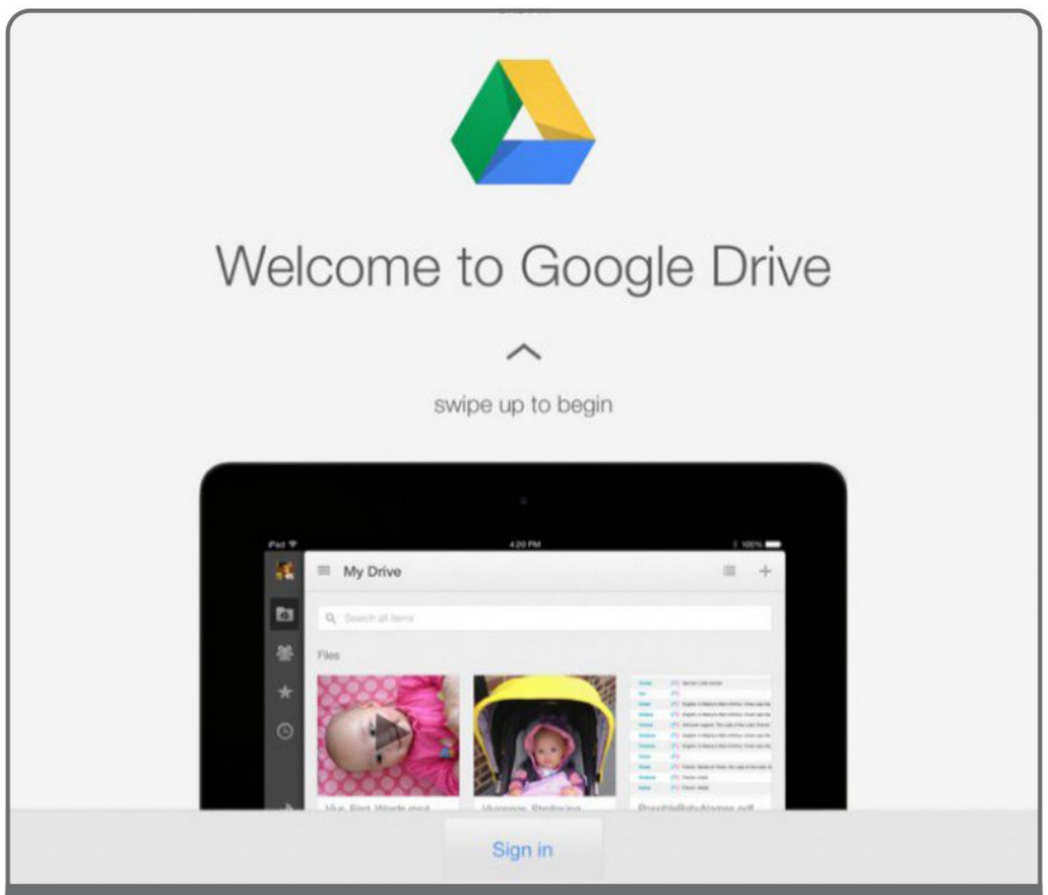
Click on the Download button and when asked to, Agree to the Google Terms of Service. You must do this before you start the download.



Step 3

Click on Download Backup and sync and follow the instructions to install the software on your computer. The site will automatically detect whether it is PC or Mac.





Google Drive on Android and iOS

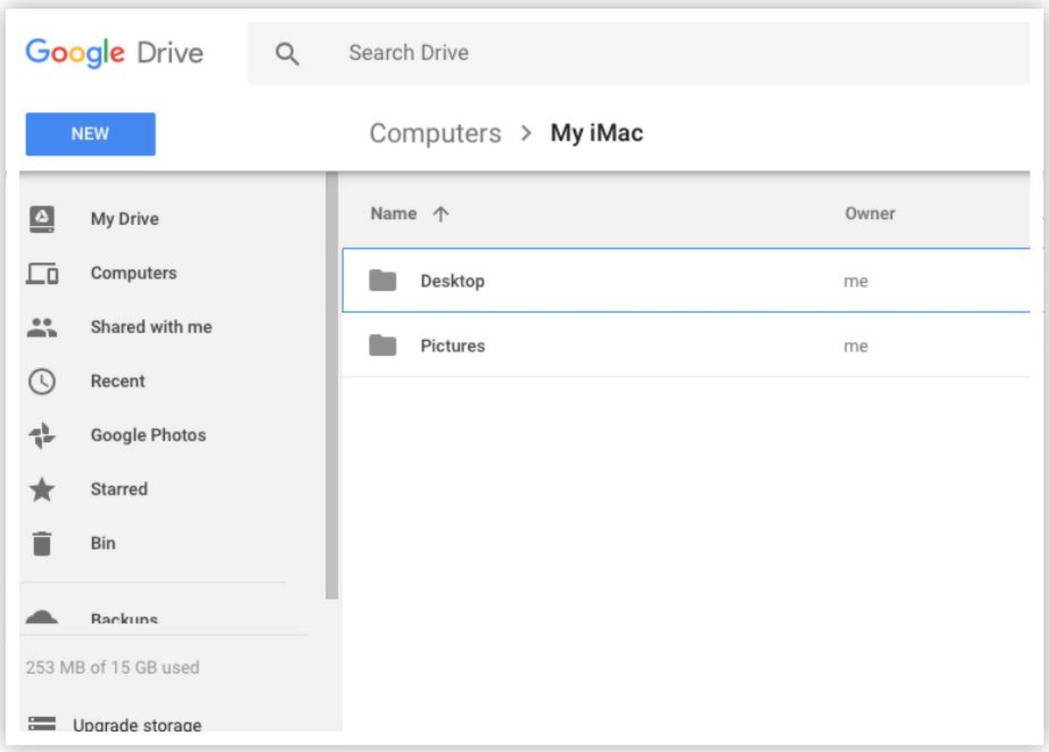
You can download the Google Drive app for mobile devices free of charge, from the Play Store or App Store. This allows you to both view and edit files in your Google Drive folders.

Once downloaded, the app should automatically sign in using the same Google account details you entered on your computer (which is also, hopefully, the one with which you set up your Android or iOS device).

You will now be able to see any files you placed in the Google Drive folder on your computer. If you had the Google Docs app installed, this will now be replaced by Google Drive. To create a new doc, tap Menu > New > Document, or Spreadsheet, etc.

Step 4

You will be asked to sign in again and will then be asked to sync. This creates a new folder on your computer which is used as the storage folder.



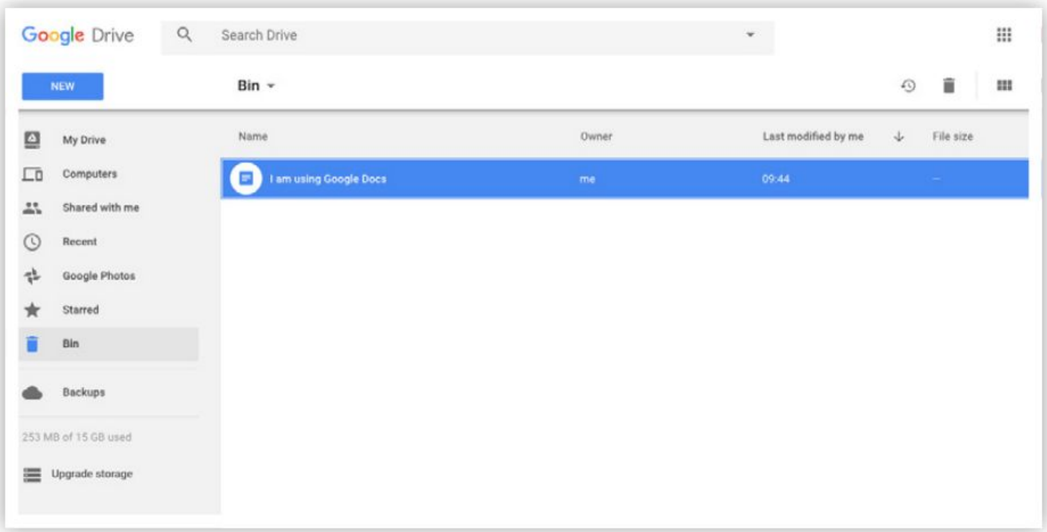
Restore Deleted Drive Files

Deleting files from Drive is a very quick process but a file you remove might not always be gone forever. You have the chance to restore deleted files before they are deleted permanently. Here is how you restore, remove and permanently delete files in Google Drive.

Restoring Incorrectly Deleted Documents

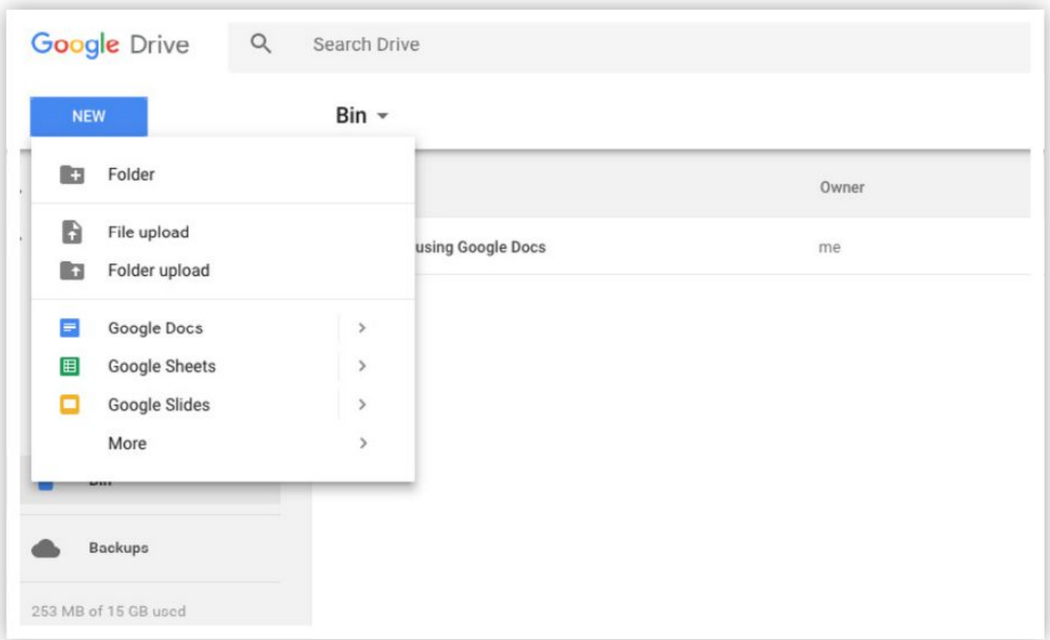
Step 1

If you decide that you don't want to delete a file or folder that you've moved to the trash, you can restore it so that you can access it again. Once you restore a file, it will be recovered wherever you use Drive or Docs, Sheets and Slides.



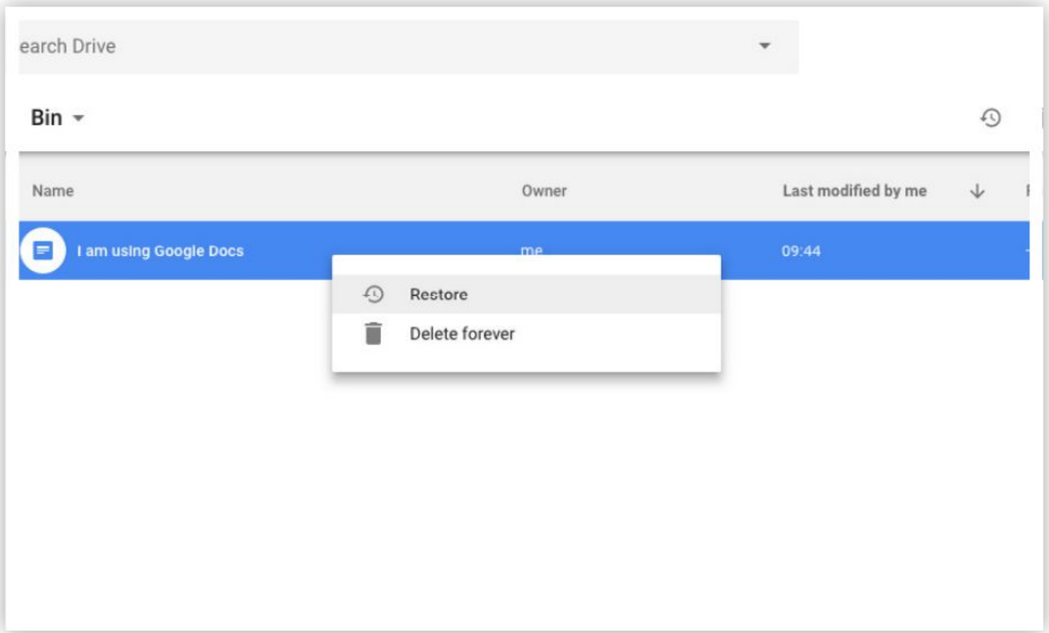
Step 2

At the moment, you can't restore a file or folder from the Drive mobile apps or from the Docs, Sheets or Slides home screens. You can restore your files from Drive on the web or on your computer. Let's look at those options here.



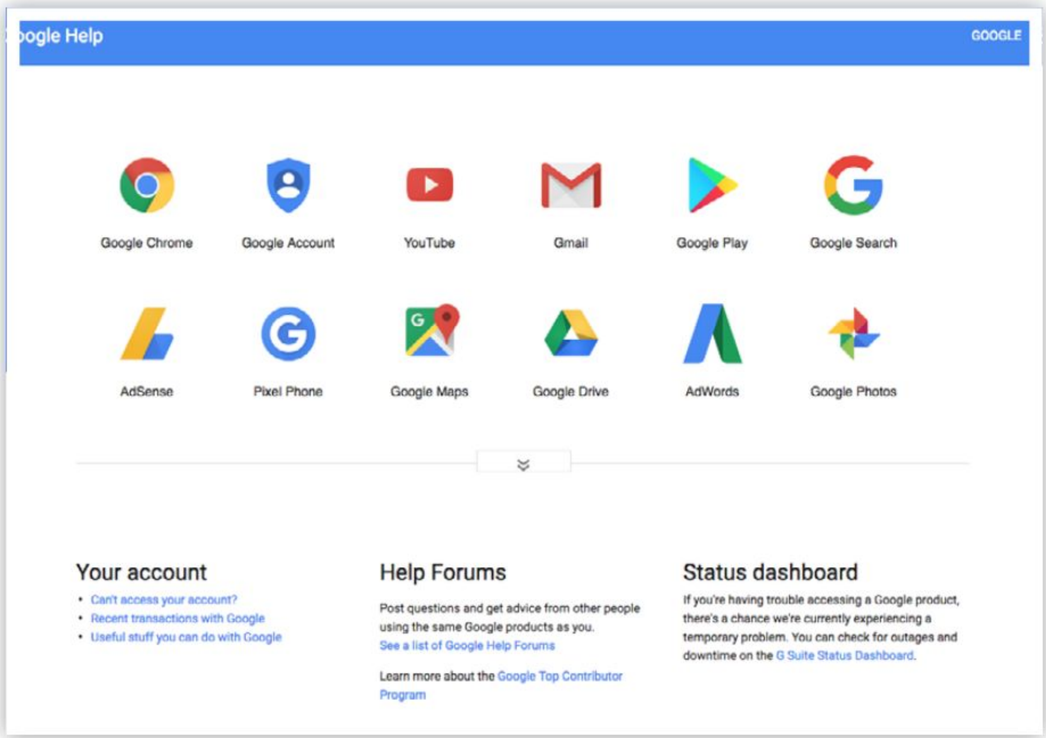
Step 3

Sign in to Drive at www.drive.google.com. Go to the Bin section on the left side of your screen and right-click the file or folder you want to restore. Click Restore to return it to its previous location. To restore a file from the trash that you don't own, you need to contact the owner of the file.



Step 4

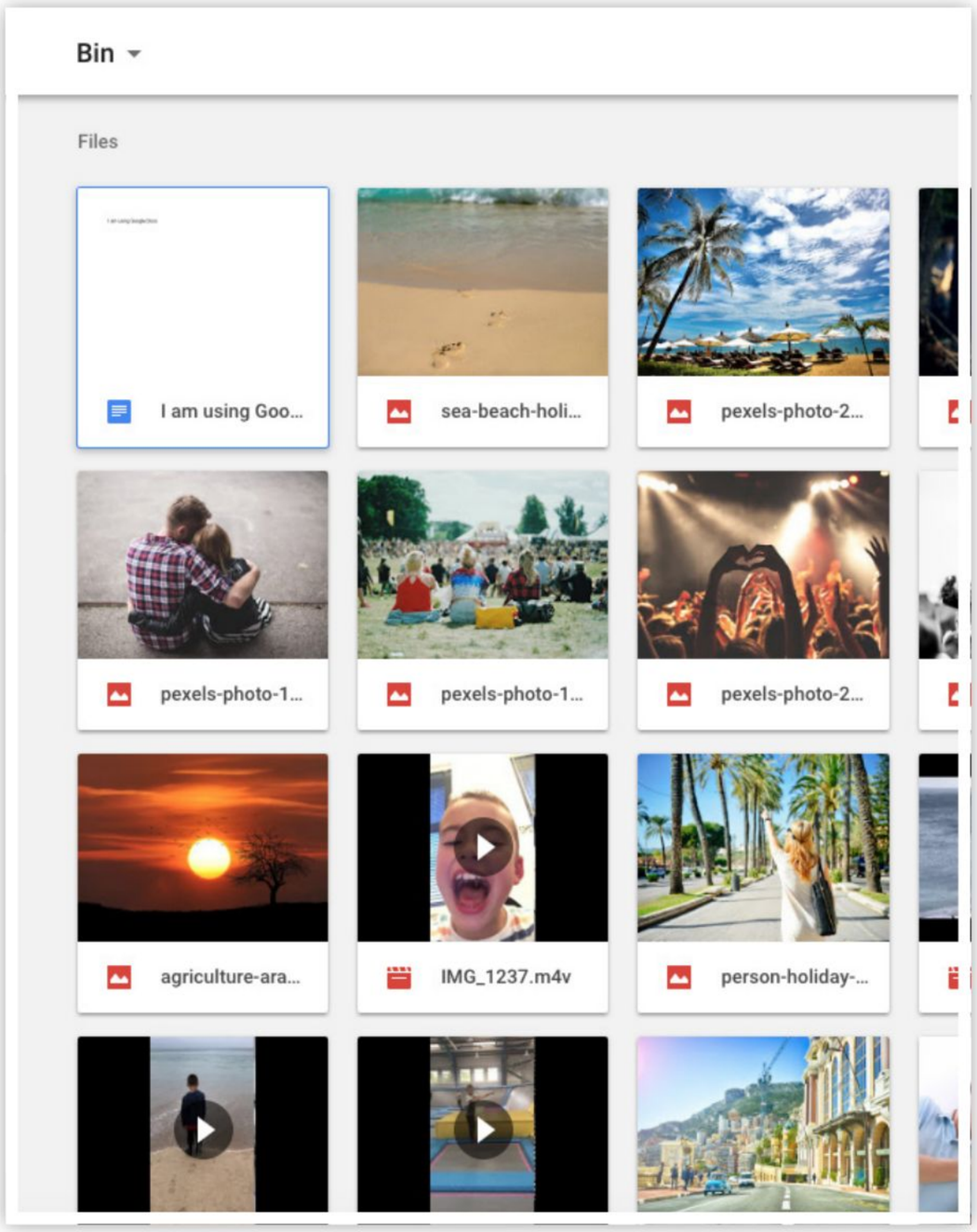
If you permanently delete a file or folder that you realise you need access to, Google is able to help you recover it for a limited time. However, after the file has been deleted from Google's systems, it's gone forever. You can request recovery from Google themselves at www.support.google.com.



Removing Files

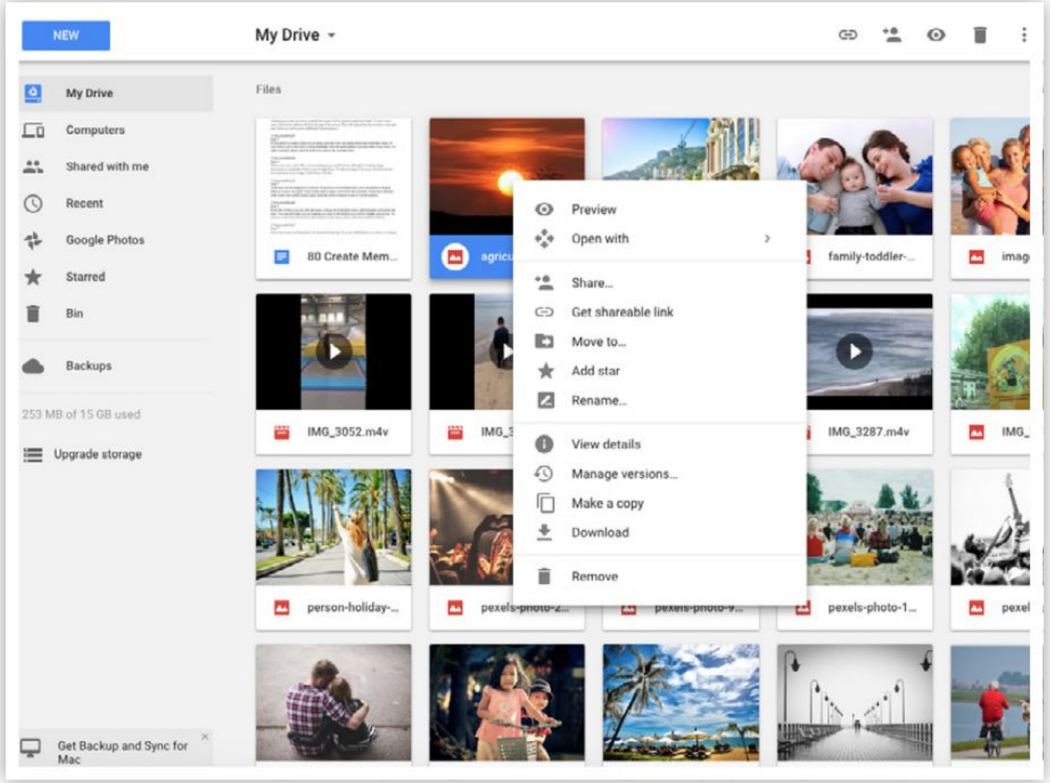
Step 1

Open the Google Drive folder on the desktop of your computer, select the file or folder you want to remove and drag it to the trash on your computer. A file you remove from the Drive folder on your computer will be moved to the trash in Drive on the web and in the Drive, Docs, Sheets and Slides.



Step 2

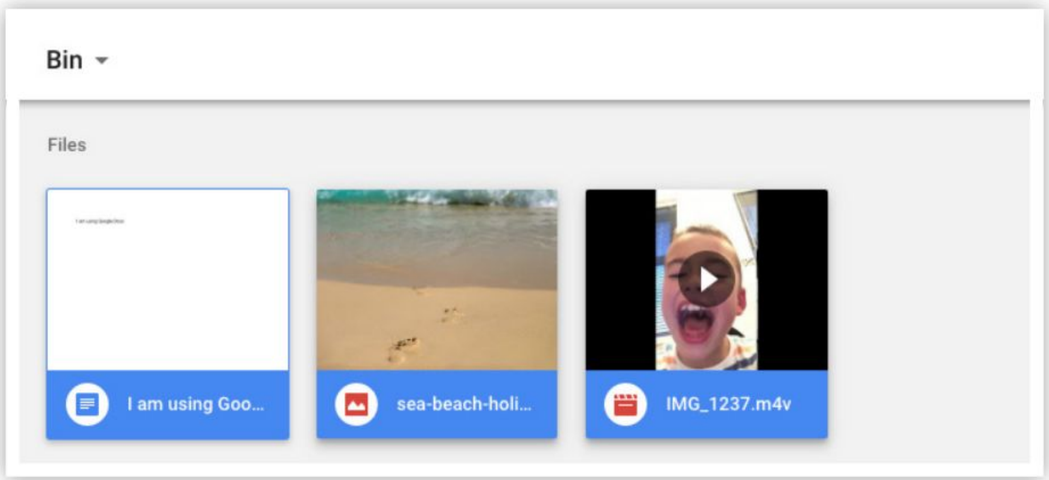
To remove files in Drive online, sign into Drive at www.drive.google.com. Now click or right-click the file or folder you want to remove and then click the Remove icon; as with removing files on your computer, anything removed will also be removed offline.



Permanently Delete Files

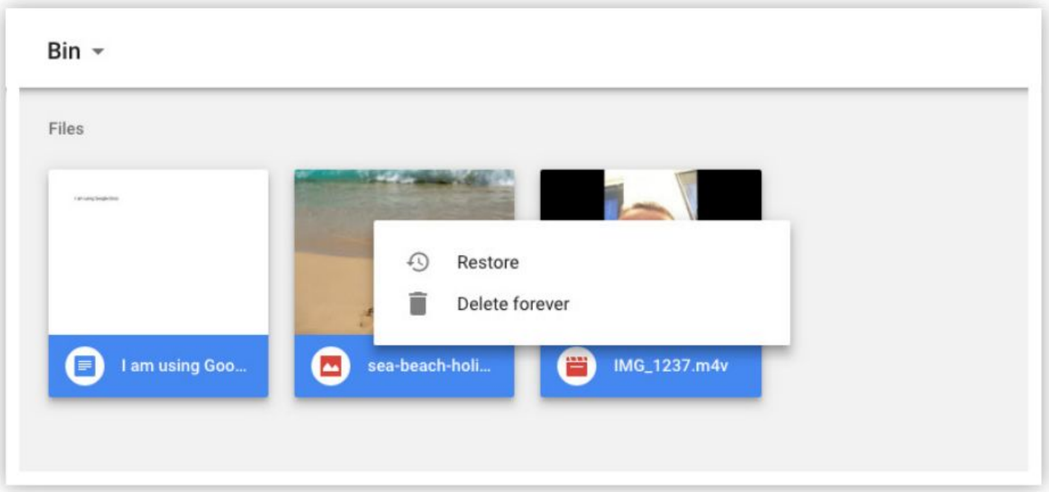
Step 1

If you want to permanently delete a file or folder you own, you can delete an individual file or empty your entire trash to delete all files you have removed. Once a file has been deleted, anyone you've shared the file with will lose access to the file as well.



Step 2

To permanently delete files you added to the trash from the Drive folder on your computer, simply empty the trash on your desktop. The files, along with anything else you trashed, will be deleted. On the web, sign in to Drive, go to Bin and select the file. Click Delete Forever. The file is now been deleted for good.



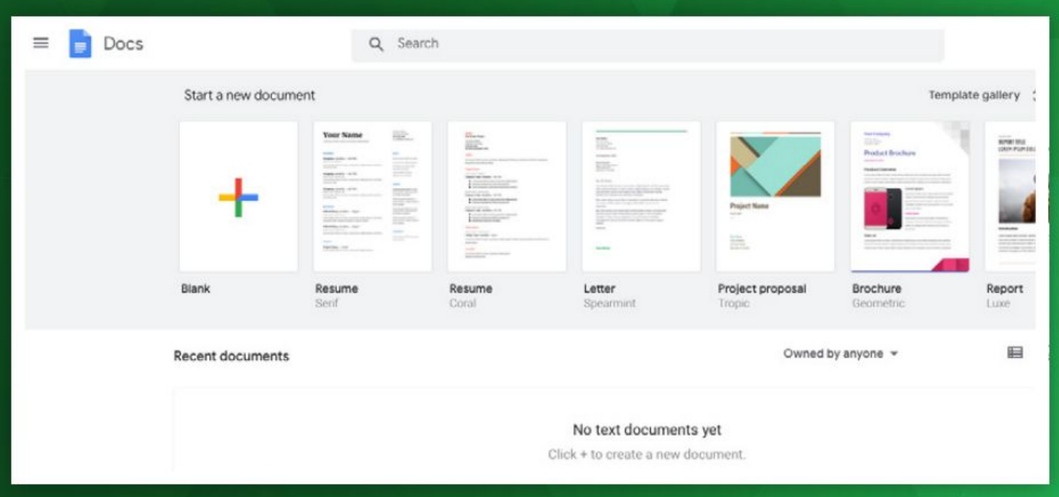
Set Up and Use Google Docs

Google Docs is a free, web-based office suite. Using this software you can create text documents, spreadsheets, complex forms and even presentations. Everything you create is stored via your Google Drive account. Here's how to make the most of Google Docs.

Creating New Documents

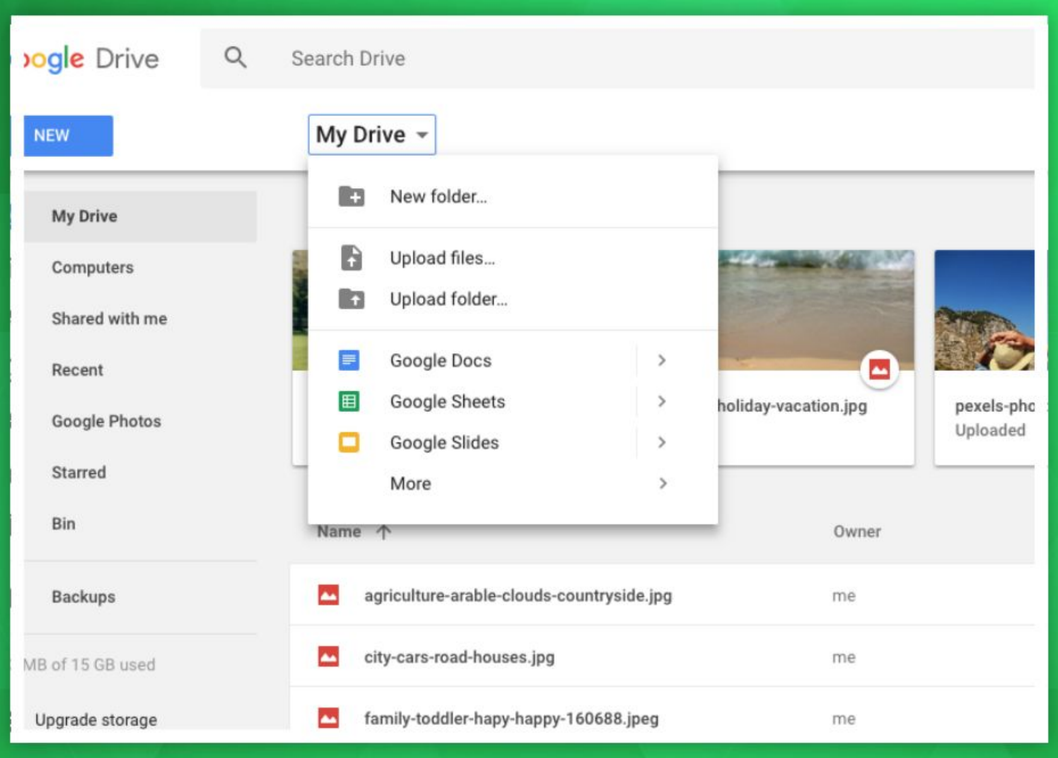
Step 1

❯ There are several different ways of getting started with Google Docs. You can create a new online document, you can upload an existing document to edit or you can use a template from the templates gallery. Let's start with a new Google doc.



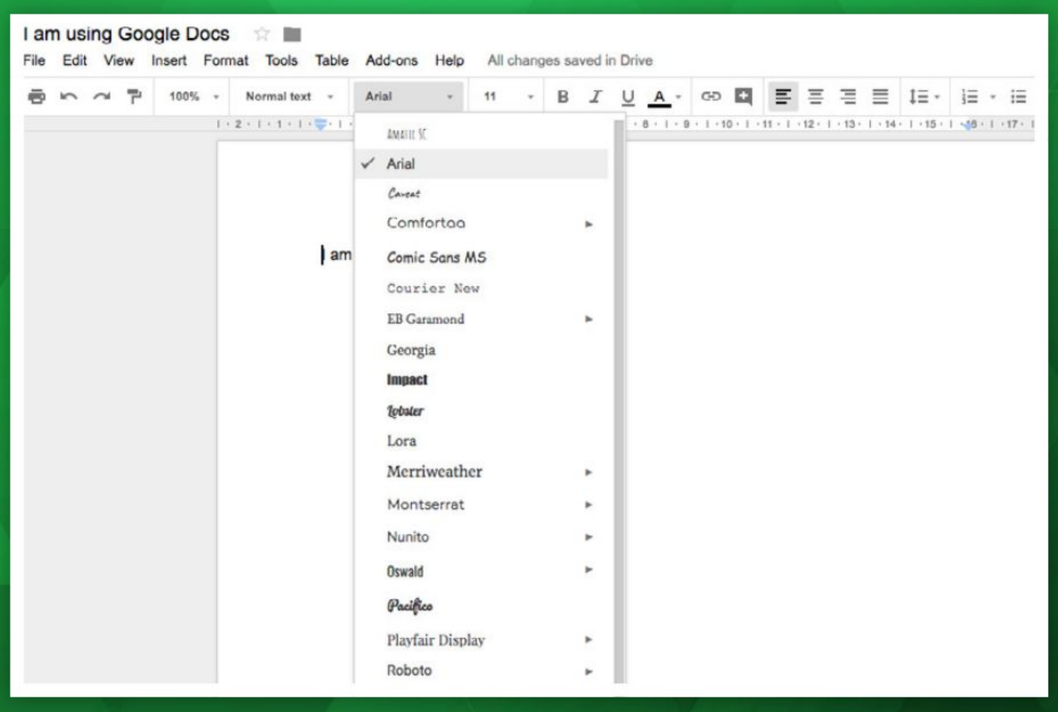
Step 2

❯ To create a new document, go to your Drive, click the downward pointing arrow and select Google Docs from the menu, then pick either Blank or Template. Name the document by entering the text in the top left corner, this will also start auto-save.



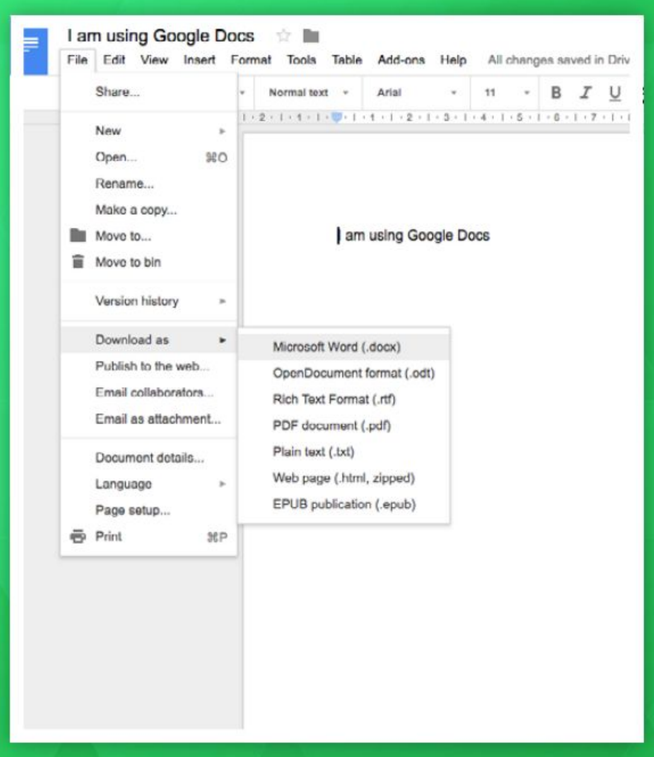
Step 3

❯ Along the top of the document you will find the editing and formatting tools. If you have ever used Microsoft Word or OpenOffice Writer, you should be familiar with most of the formatting options here.



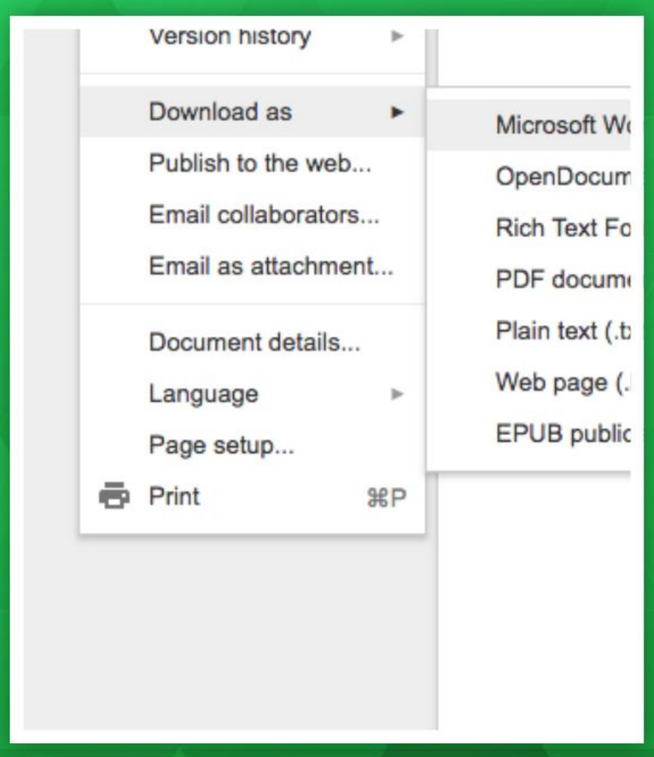
Step 4

You can also save a copy of any document to your computer if you wish. To save a copy of any document in the Drive, open it and go to the File menu. Roll the mouse pointer over the Download As... option.



Step 5

Select one of the following file types: HTML (zipped), RTF, Word, Open Office, PDF or plain text. Your document will then download to your computer. The original document will remain in Google Drive.

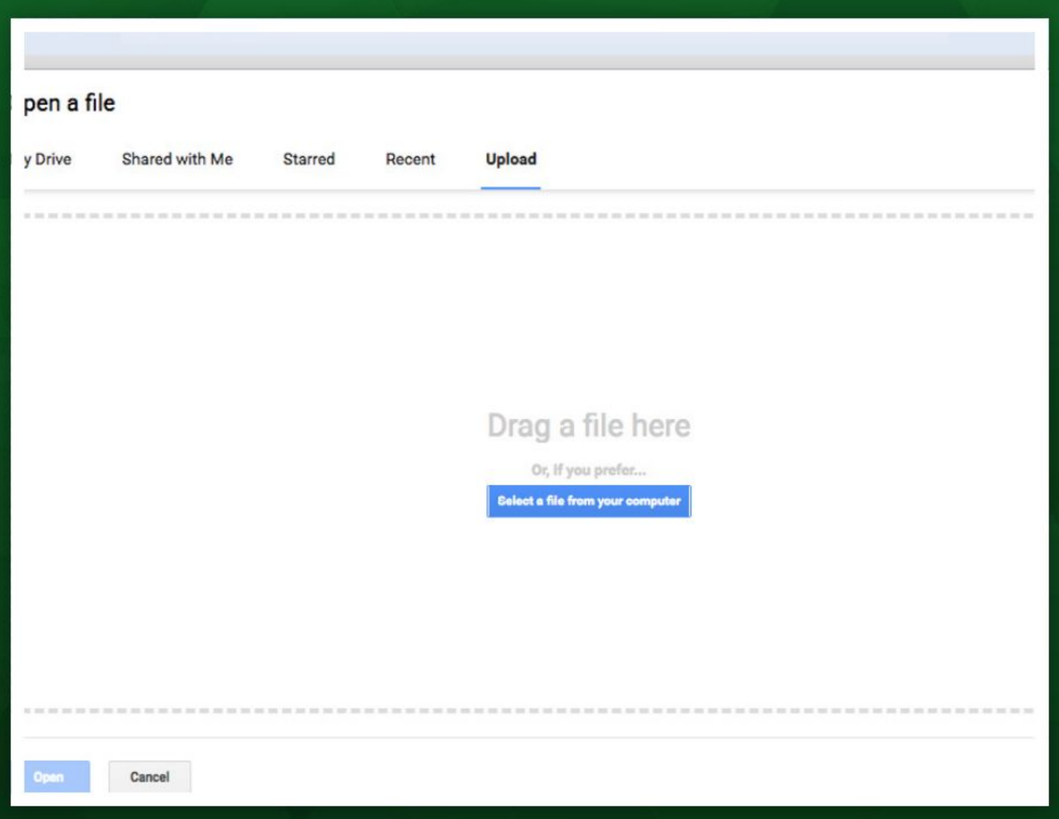


Import Documents

You can import a variety of documents into Google Drive and then either keep them as they were originally formatted or convert them into Google Docs.

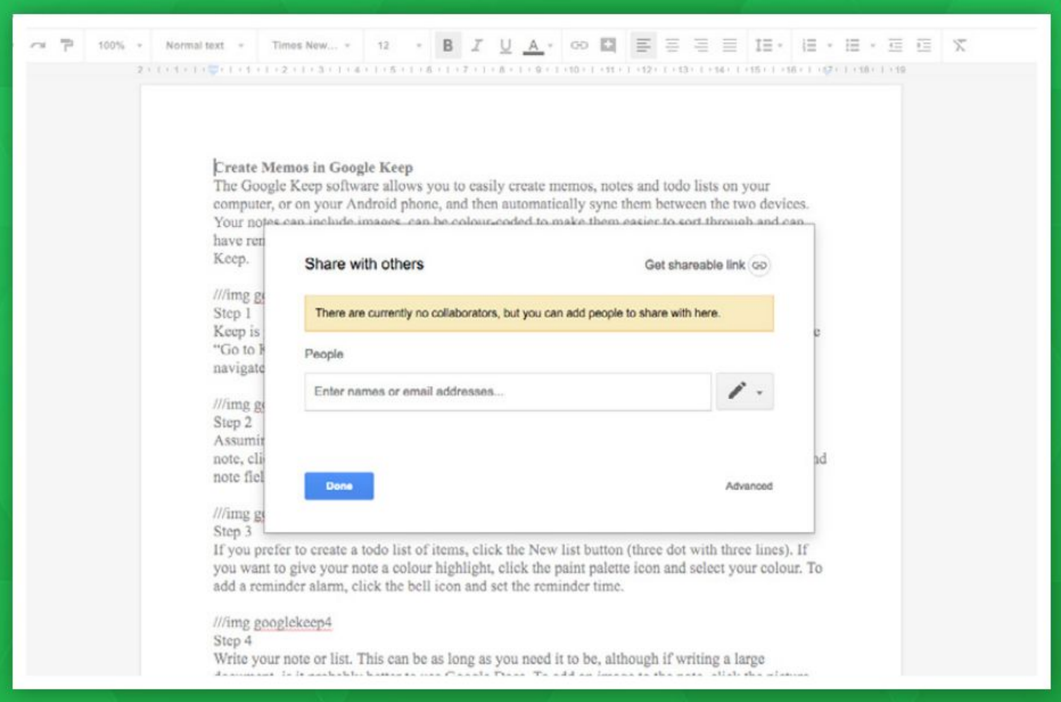
Step 1

Open a new Google Doc and click the File link at the top left of your documents options list. Click Open and then click Upload. The Upload window will appear leaving you to drag and drop your file into this window. The file will open automatically.



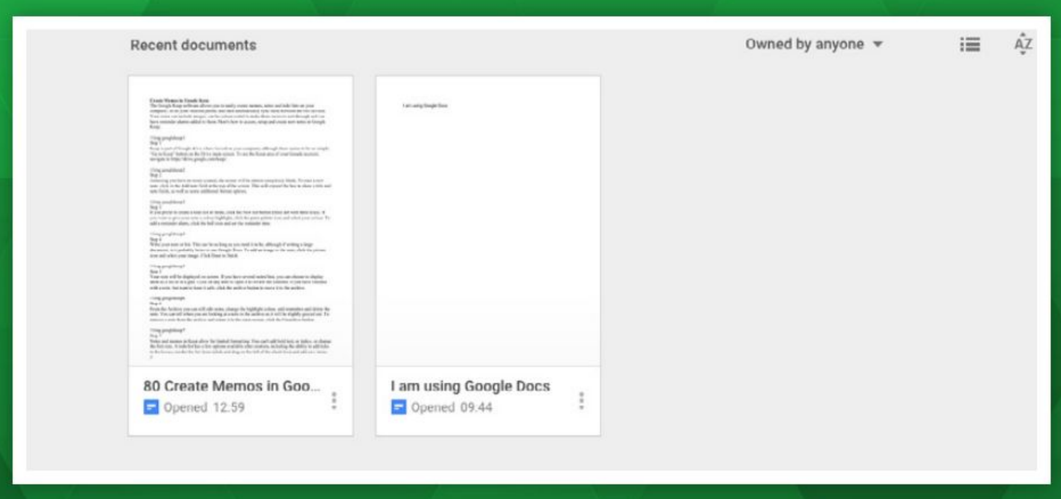
Step 2

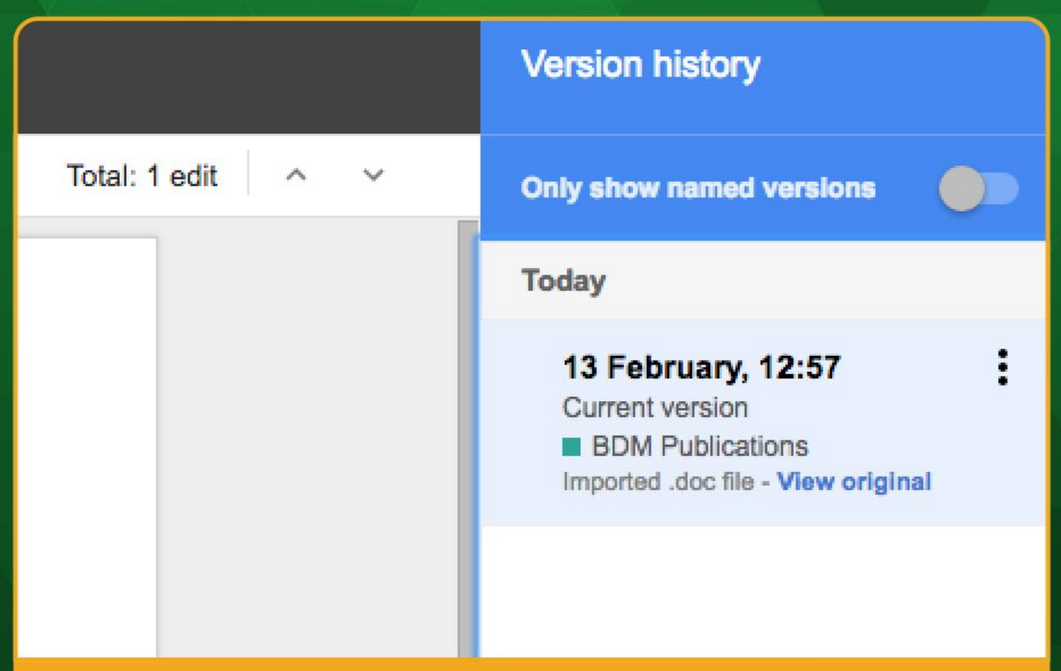
When the document has uploaded, click the File option, as before. From these links click on Email collaborators and enter the details of those you wish to share the file. This allows you to edit and collaborate on the document online.



Step 3

Having uploaded a compatible document to Google Docs, said file will instantly be saved to your Google Drive. These files are then accessible from the main Google docs menu screen, shown here. NOTE: Files to be converted by Docs can't be larger than 1 MB.



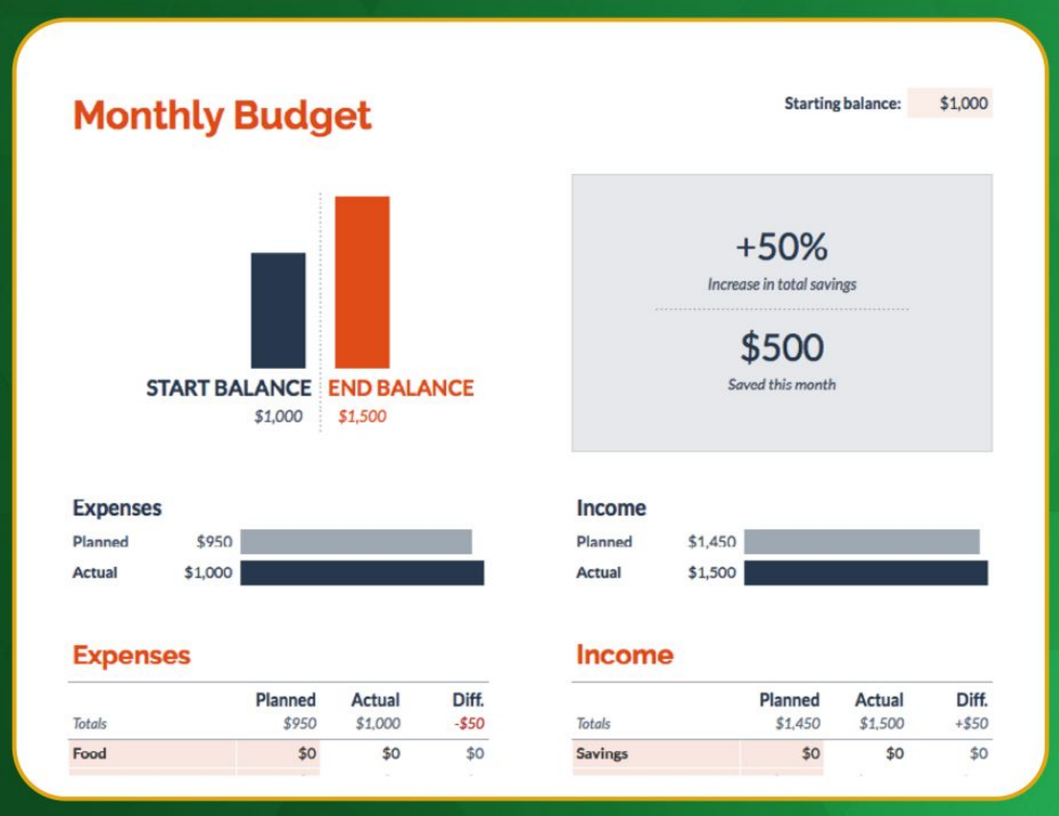


Time Machine

Google Drive tracks every change you make to files and documents you store there, so when you hit the Save button a new revision is saved. You can use the tools in Google Drive to look back as far as 30 days automatically, or choose a specific revision to save forever.

How to Use Google Sheets

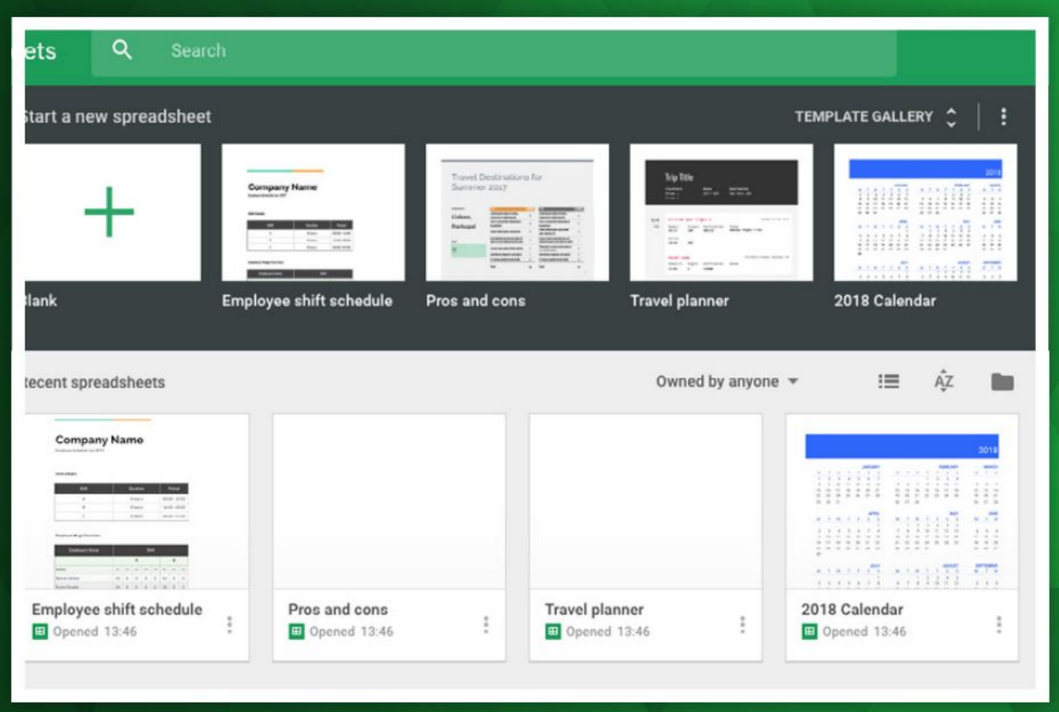
With Google Sheets you can create spreadsheets online, work on them with others in real-time and then store them online in Google Drive. Google Sheets, for most users, is more than capable of replacing the corresponding software in something like Microsoft Office.



Create and Save Spreadsheets

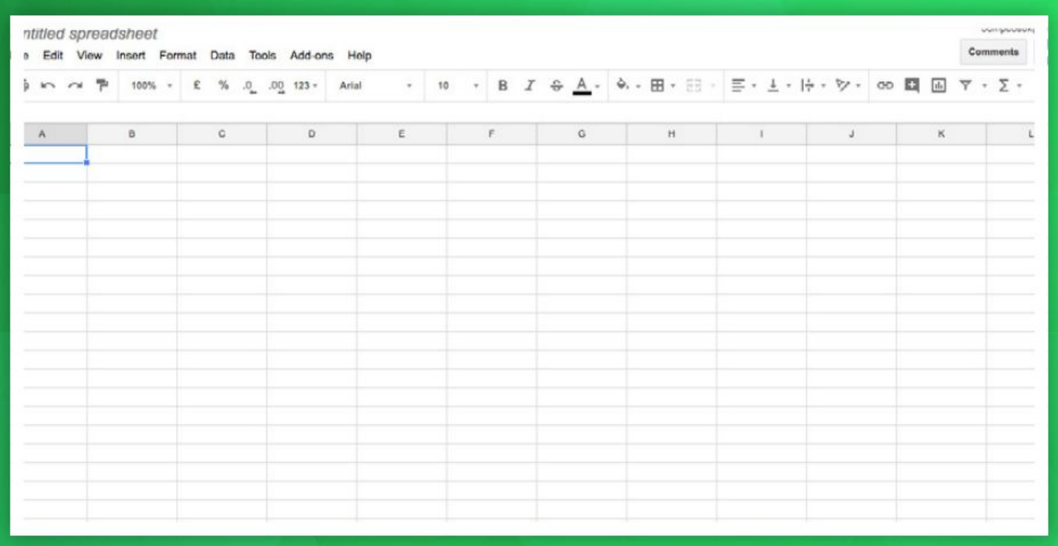
Step 1

❯ There are different ways of getting started with Google Sheets. You can create a new spreadsheet, upload an existing spreadsheet from a computer or use a template from the templates gallery, to create a spreadsheet with a specific purpose.



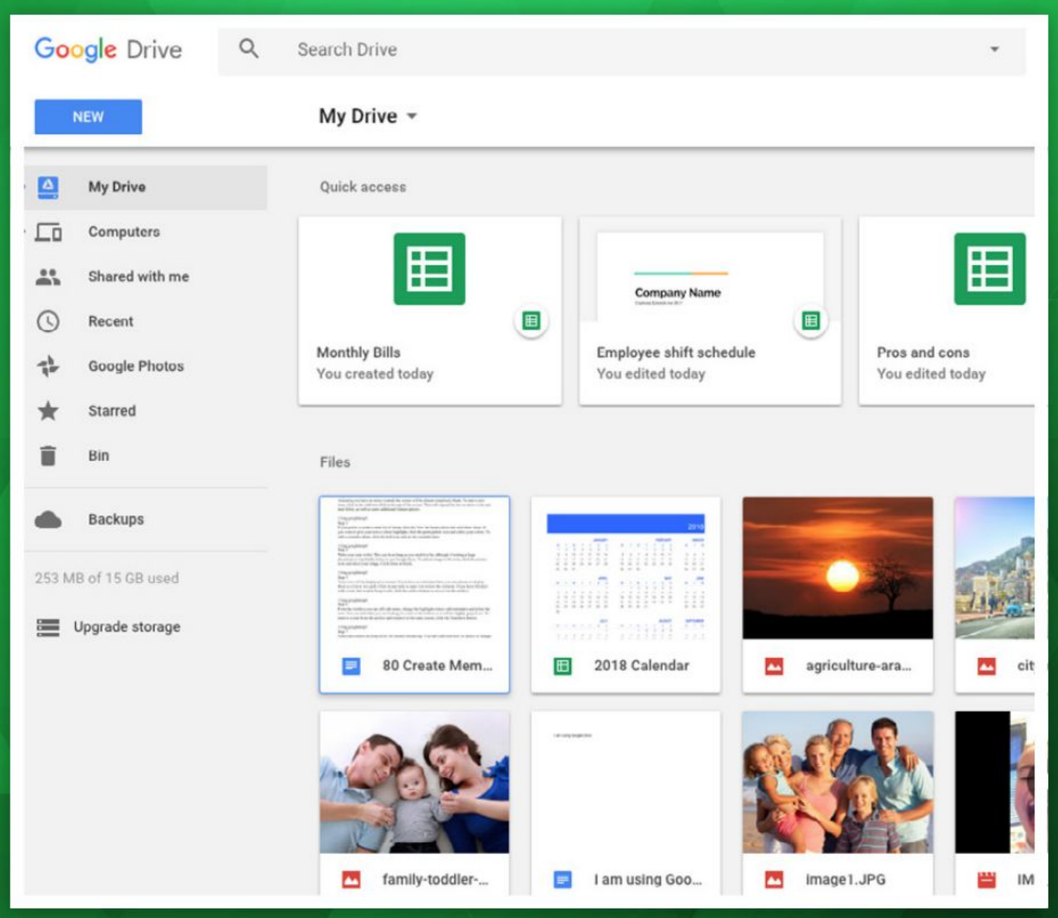
Step 2

❯ To create a new spreadsheet, go to your Google Drive, click the NEW button and select Google Sheet from the drop-down menu. Once you name the spreadsheet or start typing. Google Sheets will automatically save your work every few seconds.



Step 3

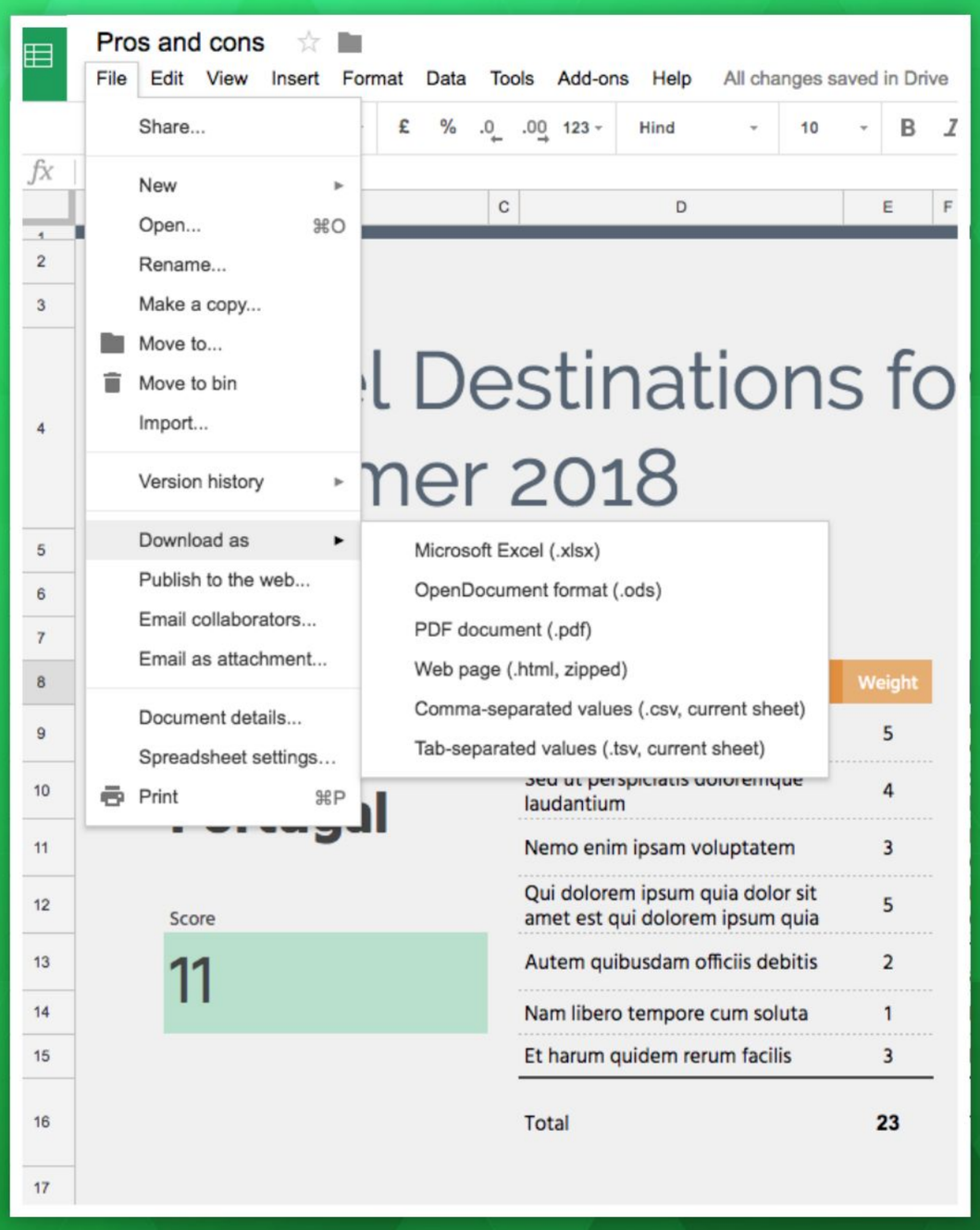
❯ Give your Sheet a title. At the top of the spreadsheet, you will see text that indicates when your spreadsheet was last saved. You can access your spreadsheet at any time by opening your Drive at www.drive.google.com. Here you will see it as a saved file.



Uploading Spreadsheets

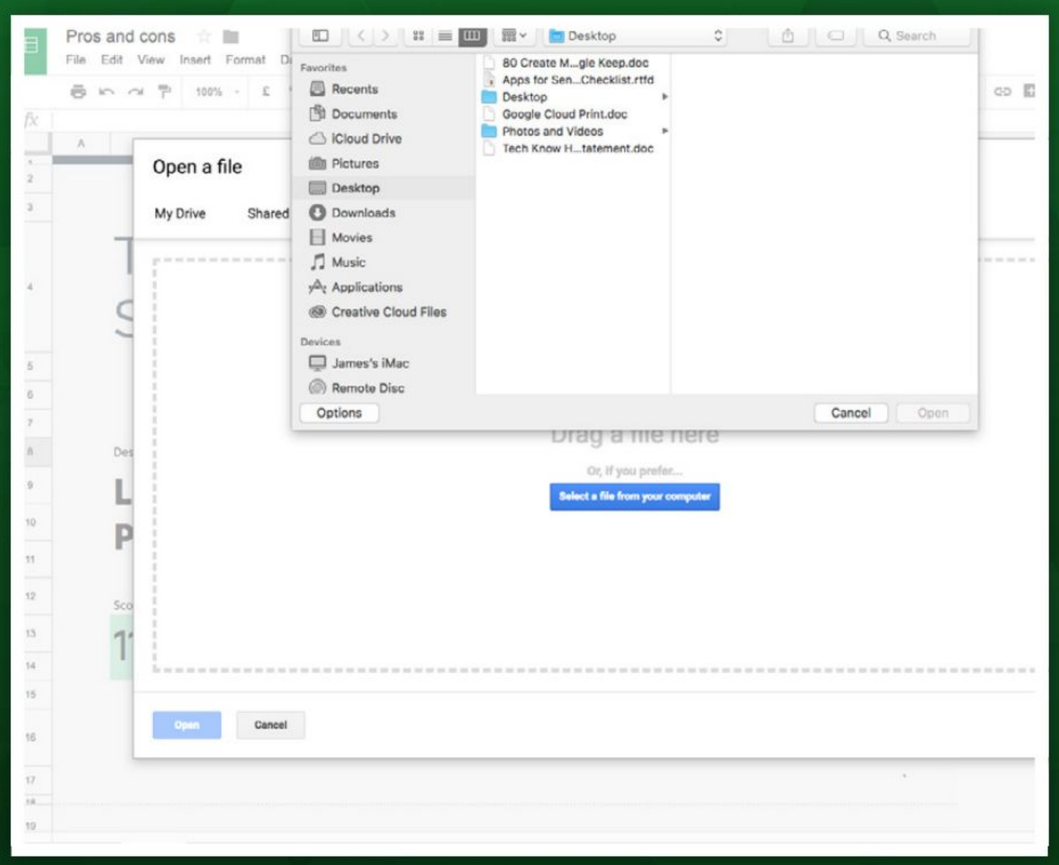
Step 1

When you upload a spreadsheet into Google Drive, you have the choice to keep your spreadsheet in the original format or convert it into the Google Docs format. If you don't convert the spreadsheet, you may not be able to access it collaboratively.



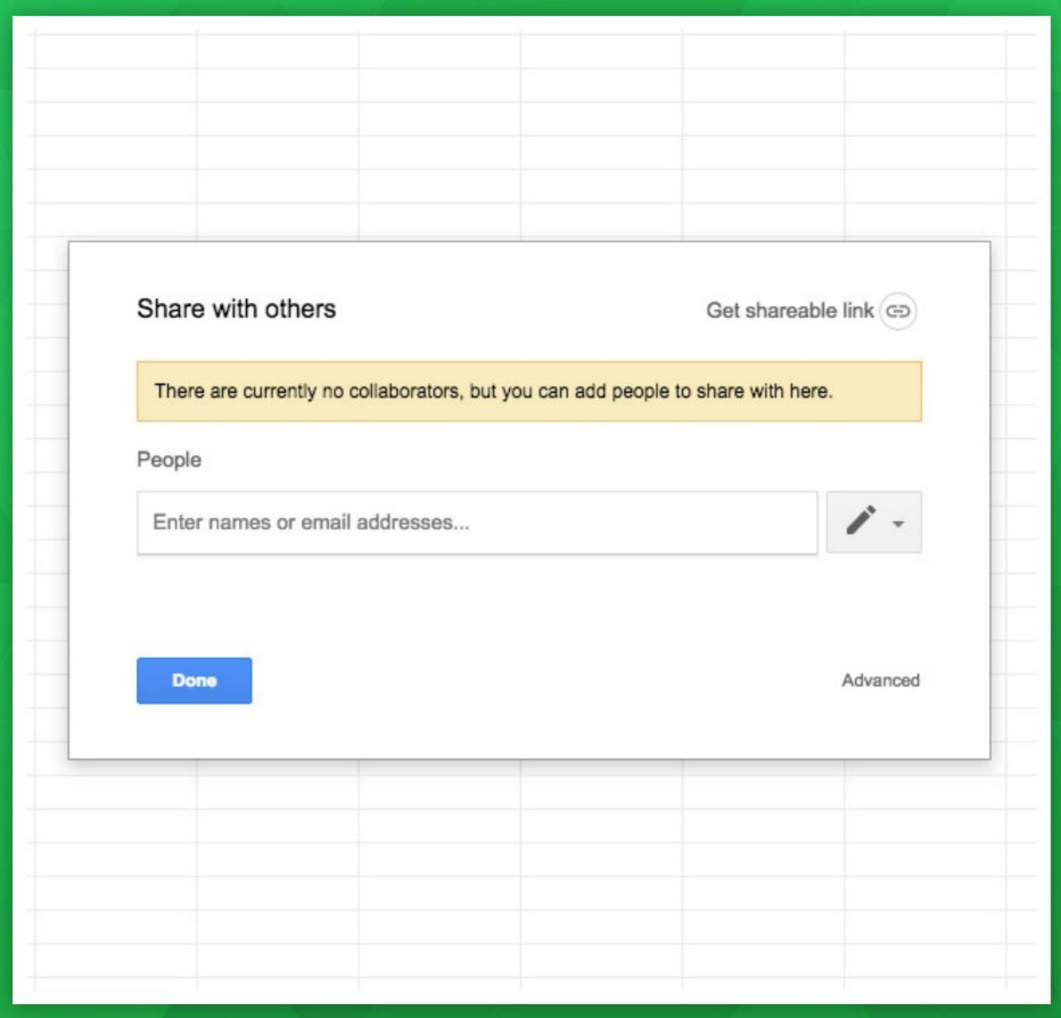
Step 2

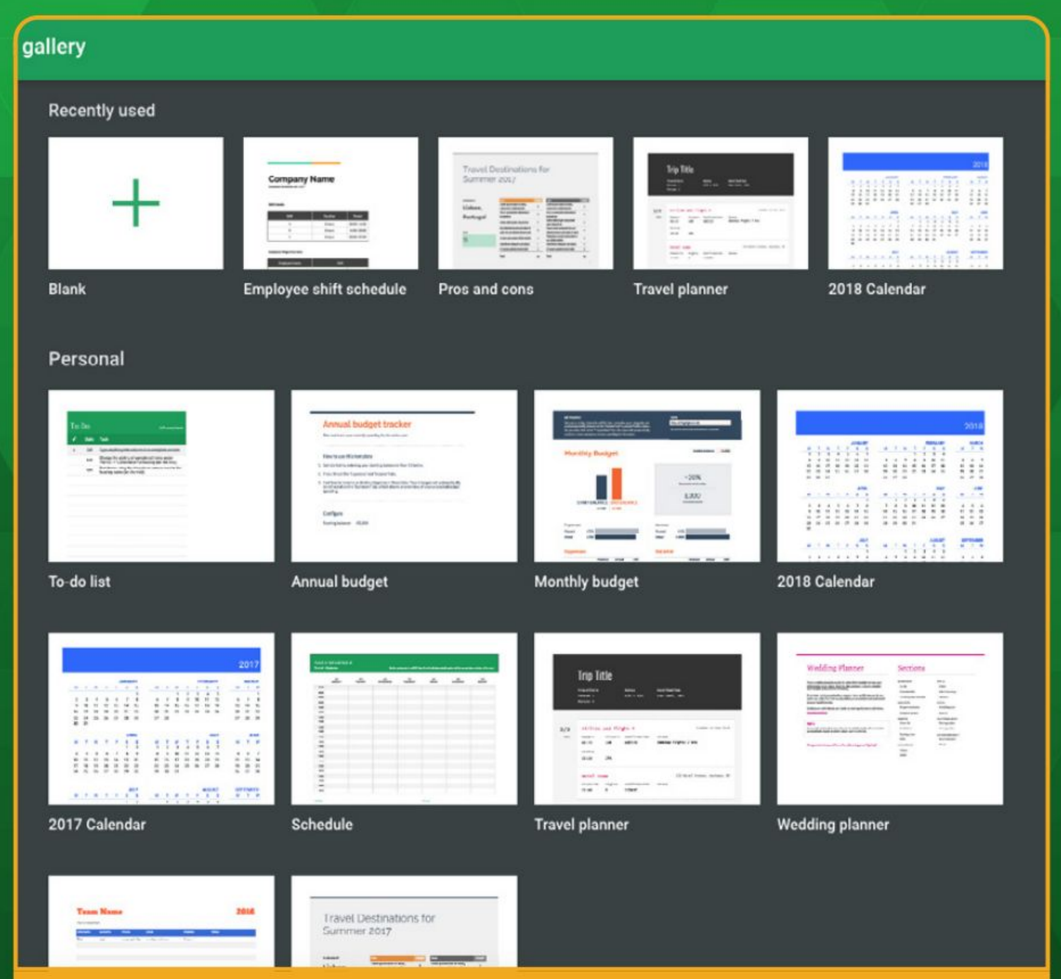
Open a new Google Sheet and click the File link at the top left of your documents options list. Click Open and then Upload. The Upload window will appear leaving you to drag and drop your file into this window. The file will open automatically.



Step 3

When the document has uploaded, click the File option, as before. From these links click on Email collaborators and enter the details of those with whom you wish to share the file. This allows you to edit and collaborate on the Google Sheet document online.





Using Sheets Templates

If you want to quickly create a spreadsheet, you can pick one of the templates in the templates gallery. Each template has standard text that you can replace with your own, and preset formatting that you can reuse. You can also create a spreadsheet with a template directly from your Documents List. Click the red Create button and select From template....

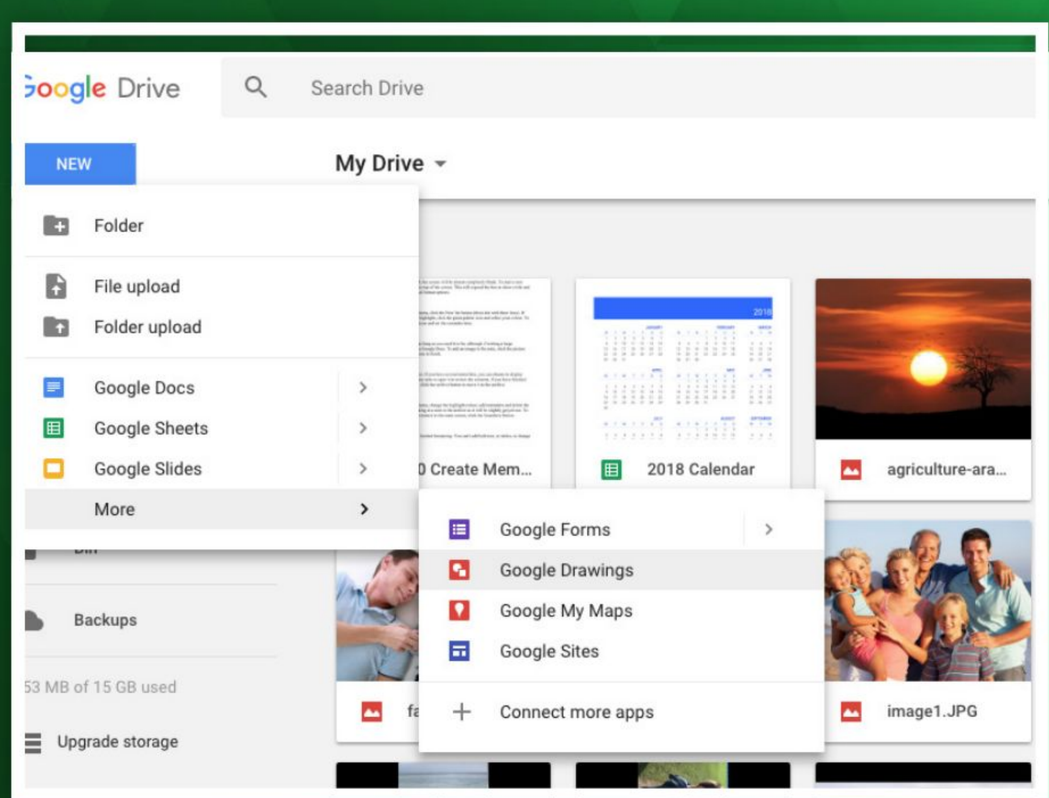
Set Up and Use Google Drawing

Google Drawing allows you to create, share and edit documents online and collaborate with others by inviting them to view your edits. You can even chat with others from within the app, in real-time, before you save or publish your drawings online as an image or in many other image formats.

Create a New Drawing

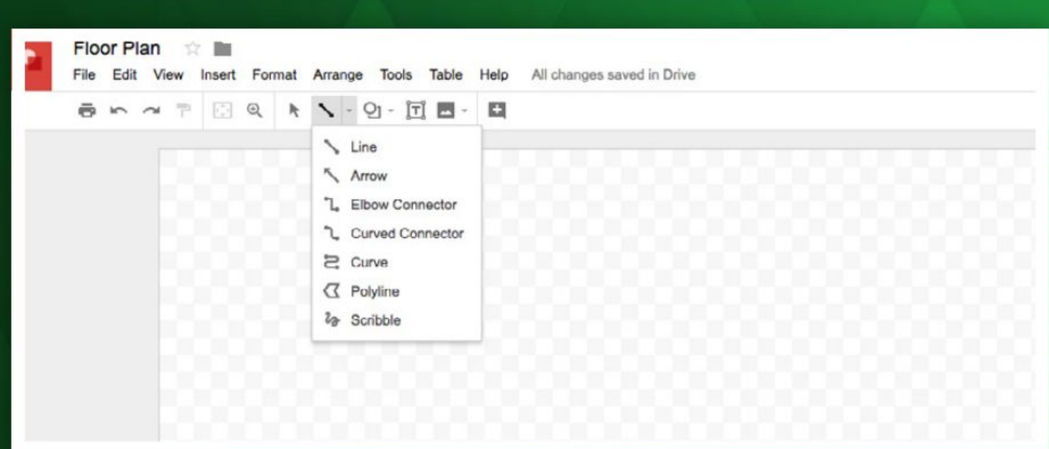
Step 1

❯ To start creating drawings in Google Docs, go to your Docs list, click the NEW button and select Drawing from the More menu. Then, using the menu options and buttons in the toolbar, you can create flow charts, design diagrams and other drawings.



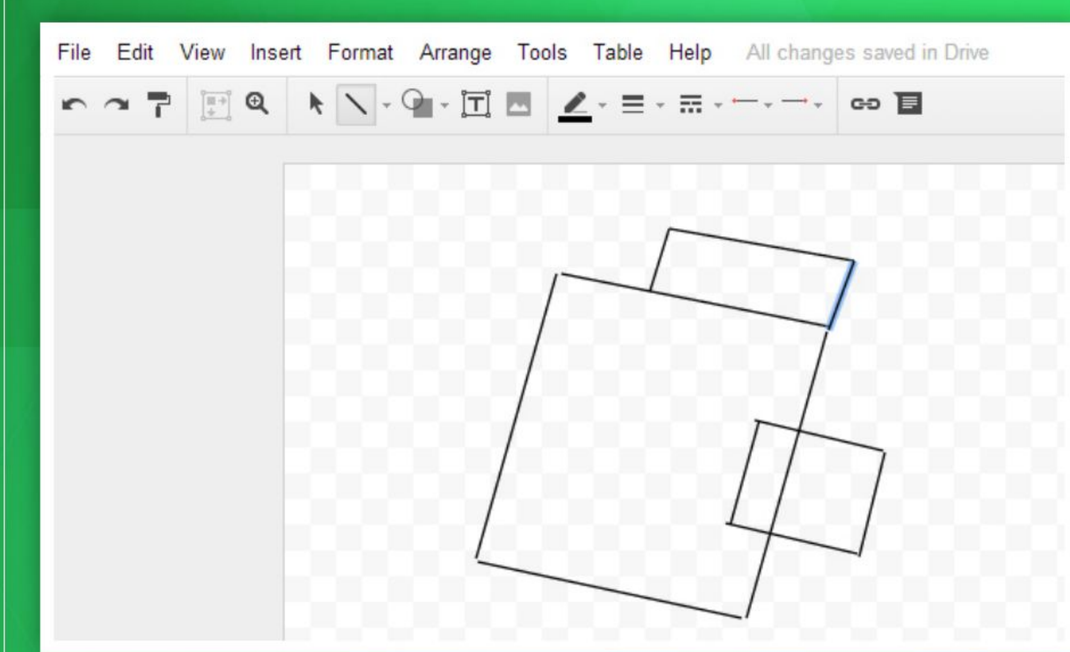
Step 2

❯ Click on the tools at the top of the screen to select them. These range from arrows, lines and poly-lines, to shapes and text boxes. You can also insert images or photos using the image button. To place a line, for example, click to place one end of the line and drag to the other end.



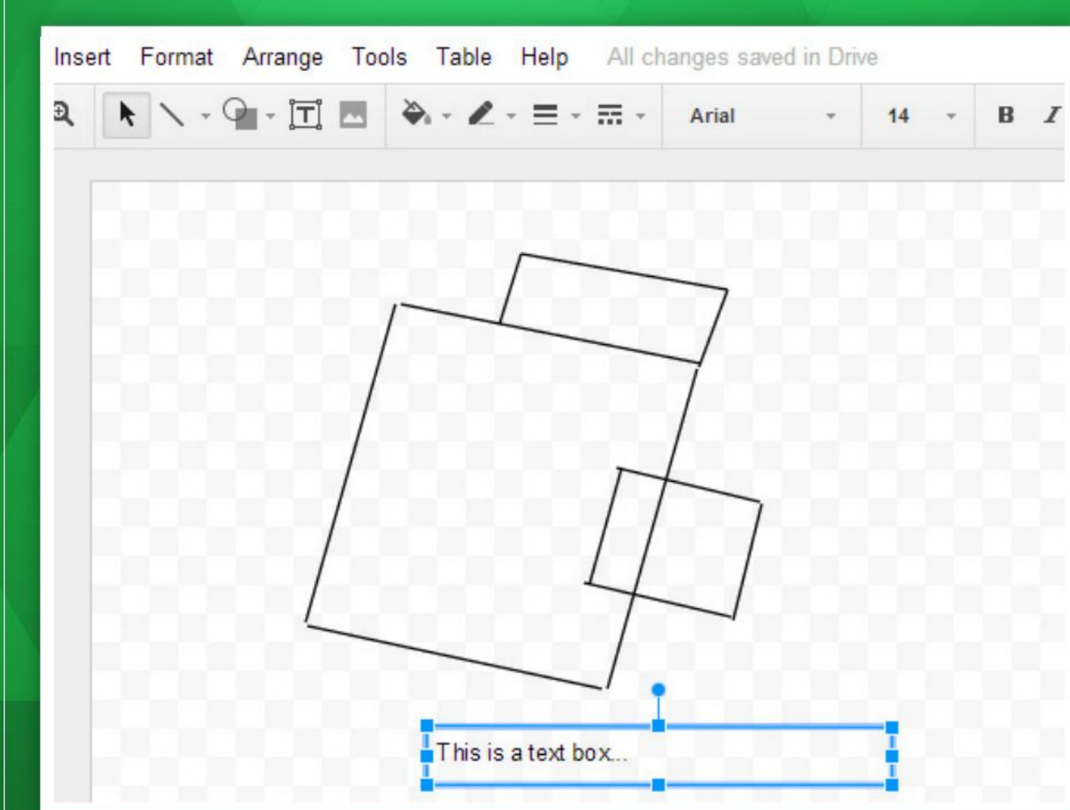
Step 3

❯ In line, arrow and scribble modes, you can keep adding lines until you go back to select mode by clicking the Select button from the toolbar (the small arrow to the left of the Shapes button) or pressing the Esc key.



Step 4

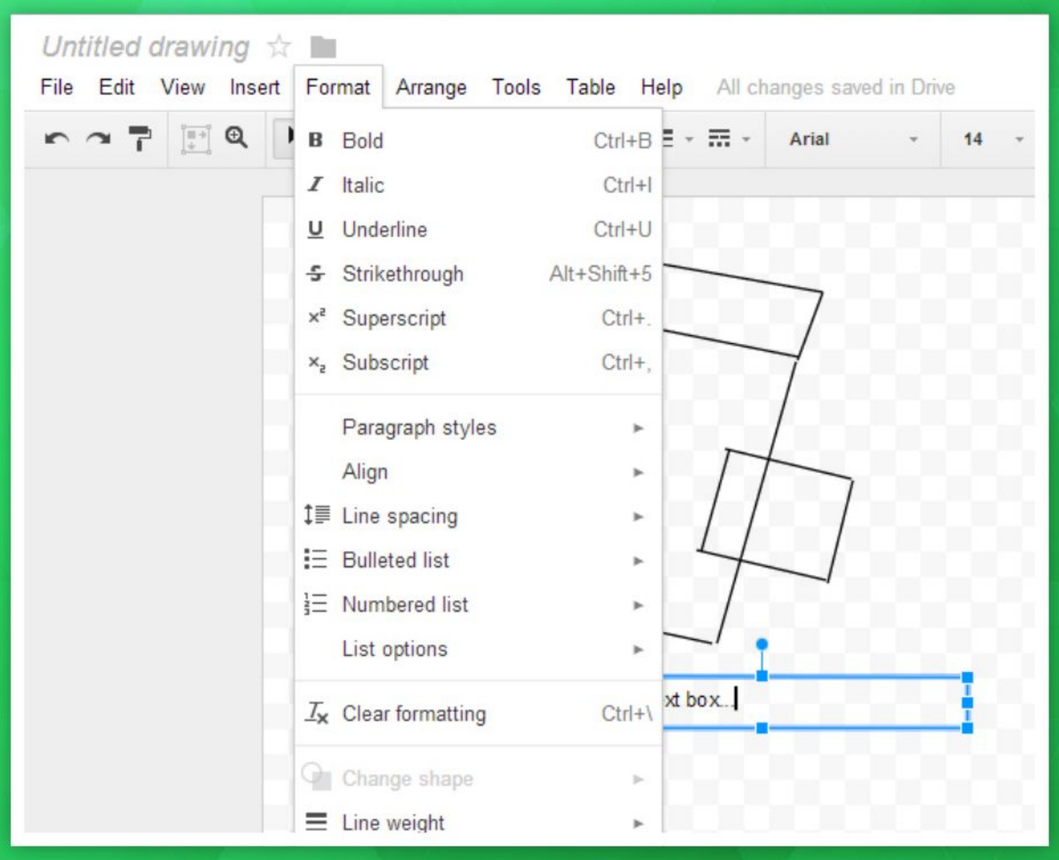
❯ To insert a text box, select it and click where you want to add the text box. Enter your text and press Enter. Your text will be added to your drawing. Use text boxes instead of word art if you'd like to use word wrap or specify a different text size.



Set Up and Use Google Drawing

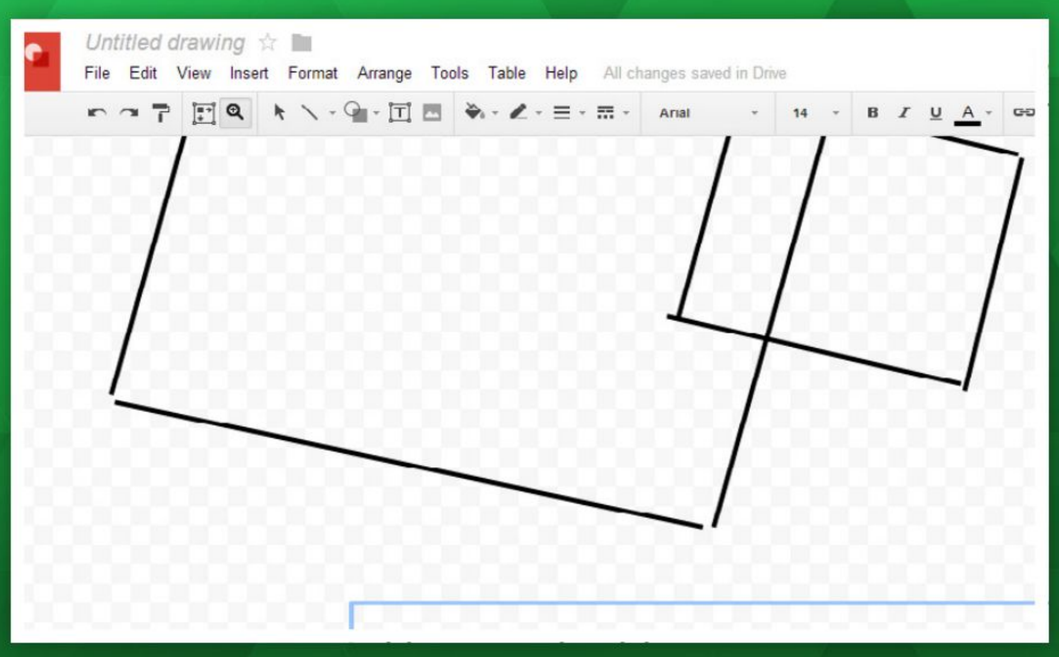
Step 5

The Format menu lets you change the background of your drawing, align and rotate items, select snap to grid or snap to guide, change the order of the items (for example, bring a shape forward) and group items.



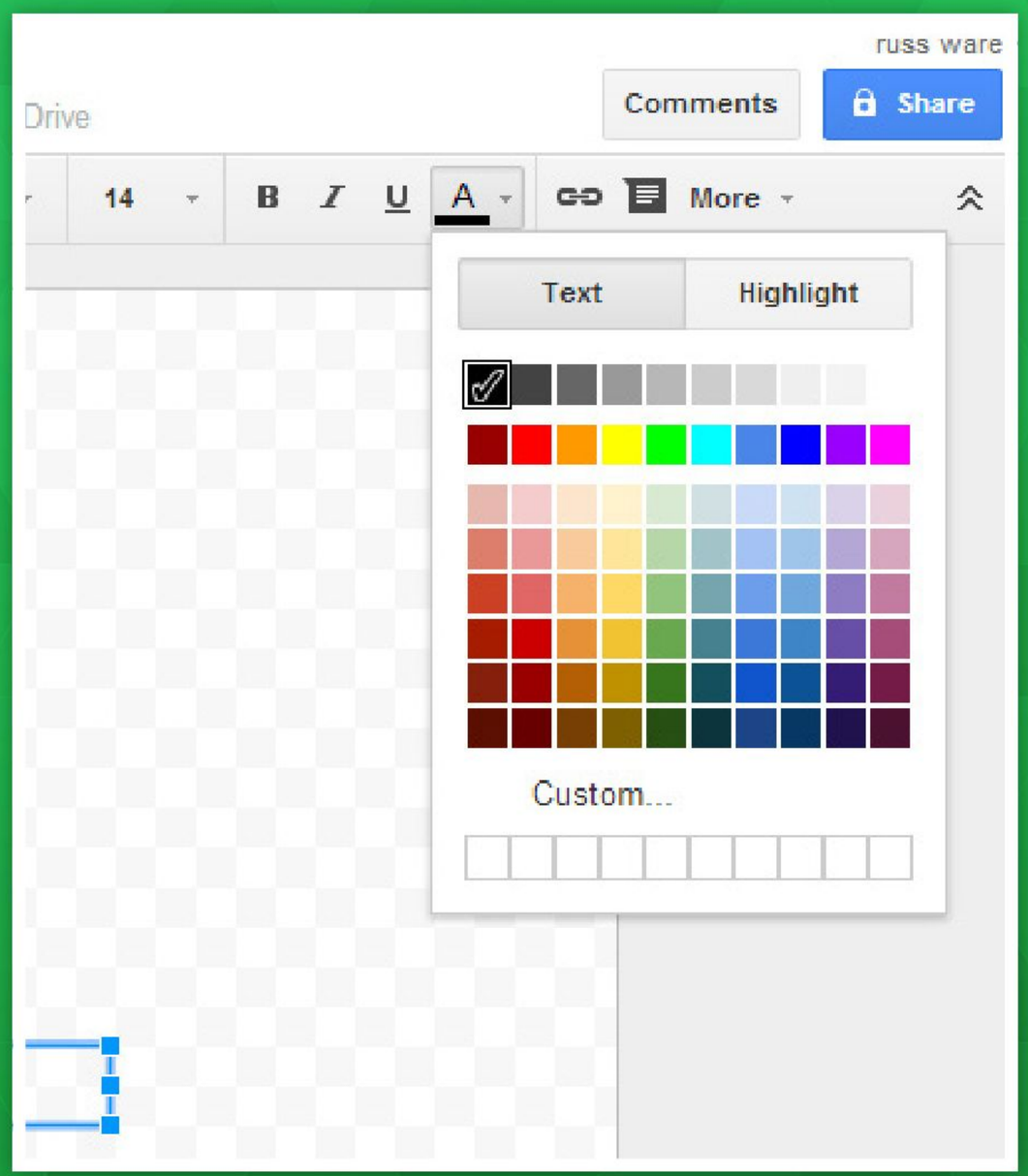
Step 6

You can undo and redo changes by clicking the two arrows to the left end of the toolbar. To zoom in and out on your drawings, click the Zoom button in the toolbar.



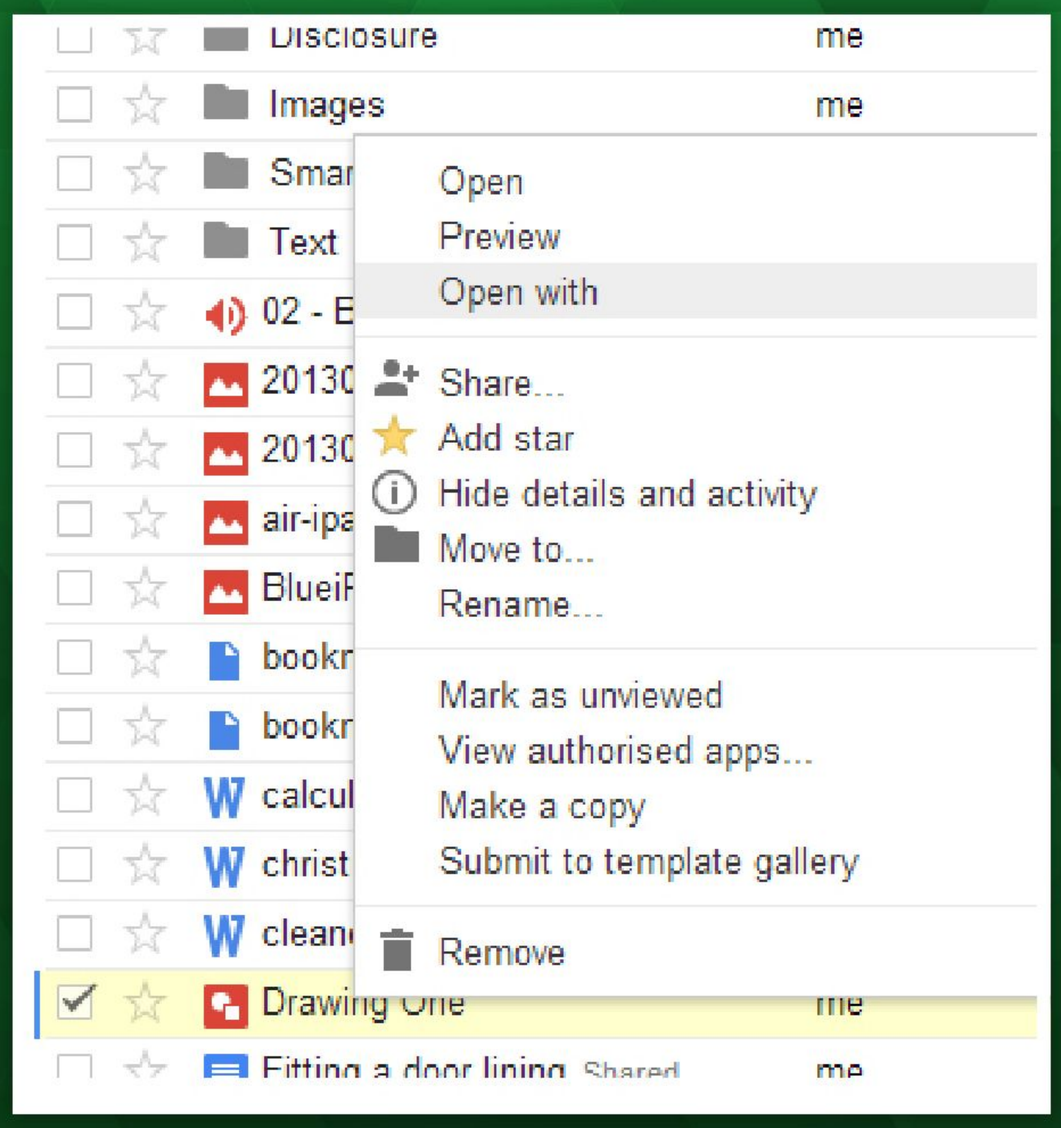
Step 7

Some editing options are available only when you've selected a specific item. For example, when you insert a text box or word art, you can see the Edit text button at the right end of the toolbar. Click it to change the selected text.



Step 8

Once you're done, your drawing is automatically saved. You can then add it to a document, presentation or spreadsheet. To do this, open the document you want to add the drawing to, click Insert and then select Drawing.



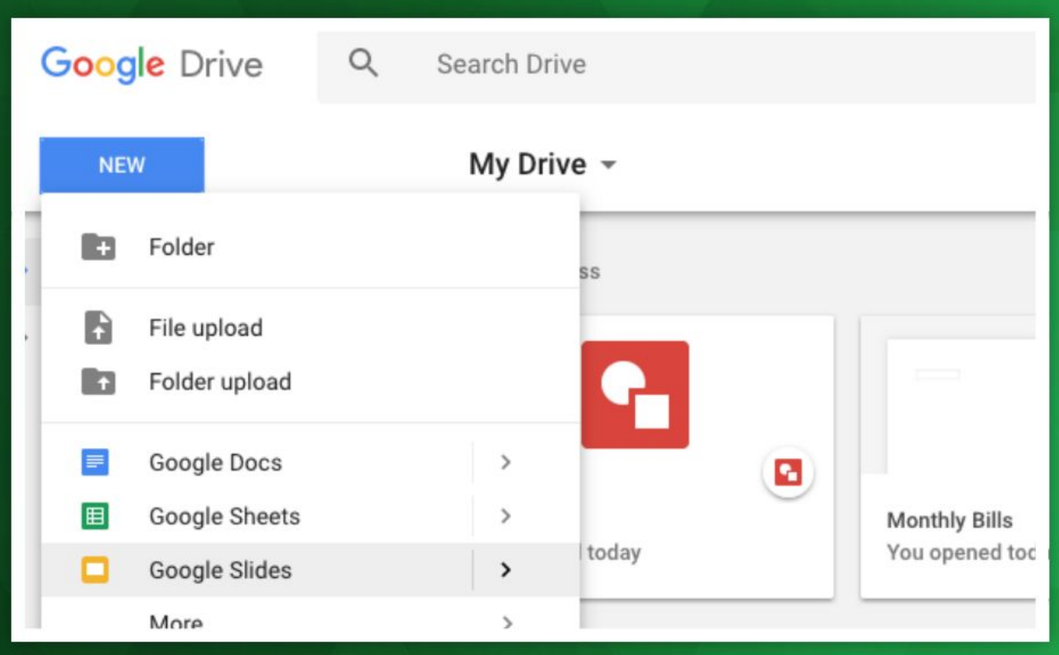
How to Use Google Slides

Google Slides is an online presentation app that allows you to show off your work in a visual way. There are different ways of getting started using Google Slides: you can create a new online presentation, you can upload an existing one or you can use a template from the gallery.

Creating a Presentation

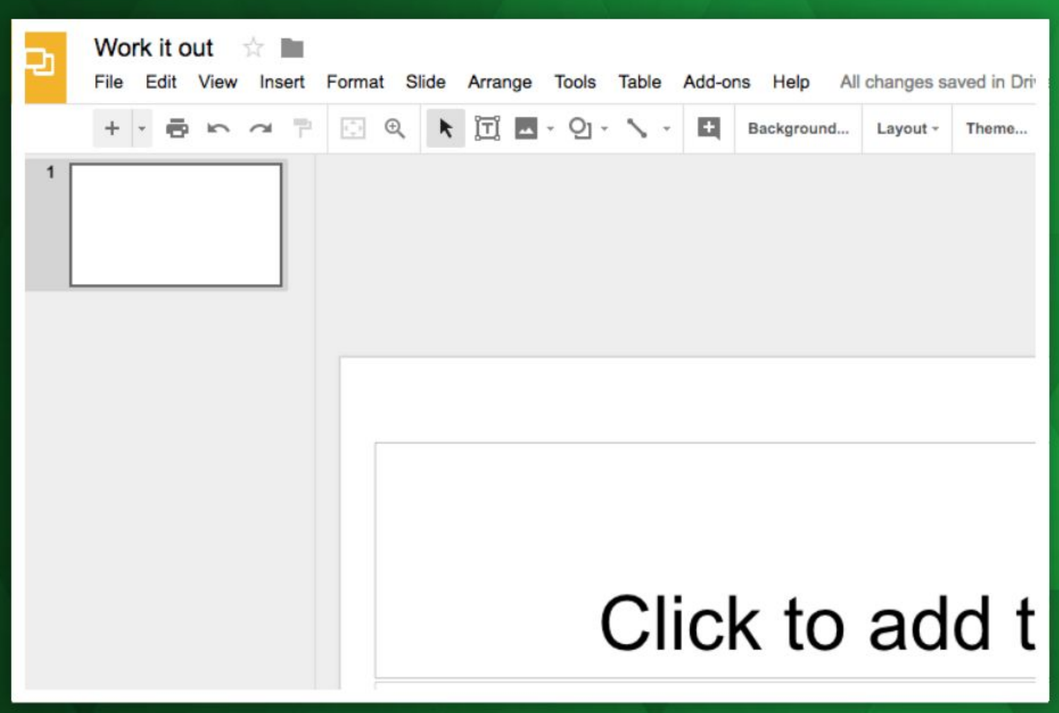
Step 1

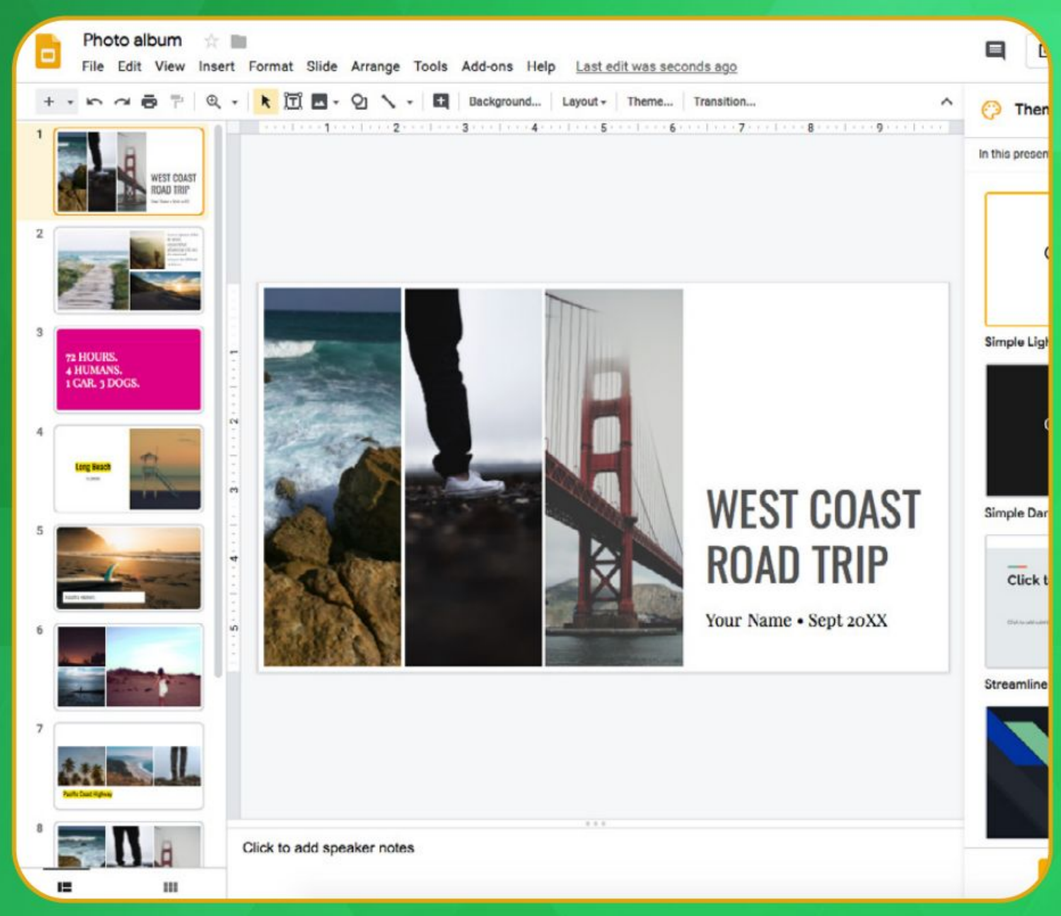
❯ Just like creating any new document in Google Docs, to create a new presentation go to your Documents List, click the NEW button and select Google Slides from the drop-down menu.



Step 2

❯ When you give your document a name and start typing, Google Docs will automatically save your work. Auto-save will continue to save at intervals whenever the document is open and being worked on. You can work from a template or free hand.





Step 3

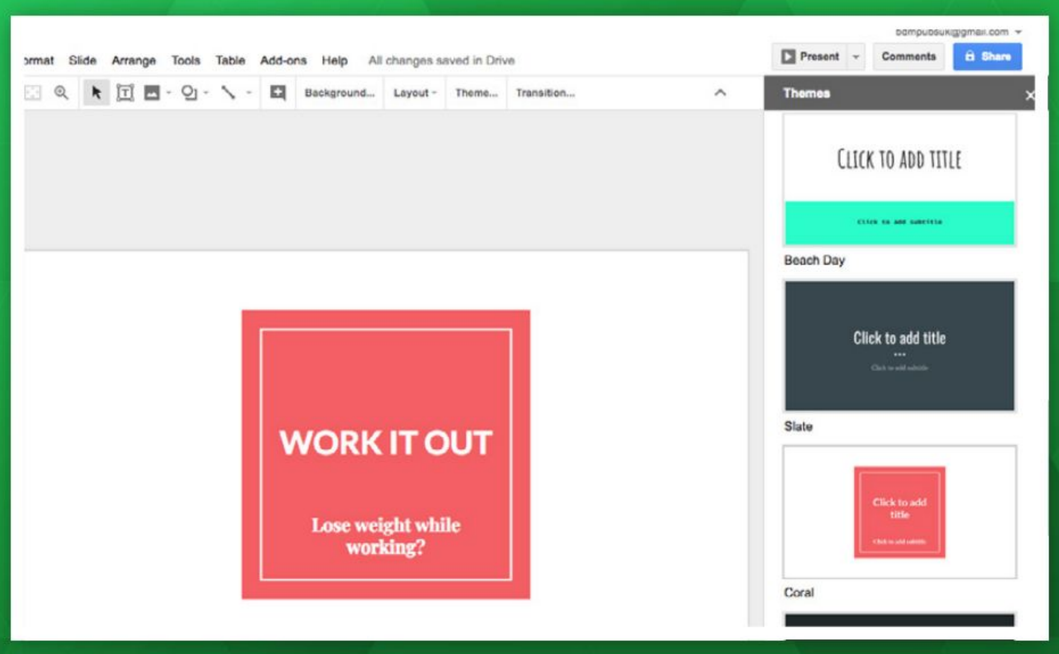
❯ There are several ways to format text and objects on a slide. To get started, click on the object you want to format, resize or move. To add custom formatting to text or to an object, you can use the Format menu or the Edit toolbar.

Step 4

To select multiple objects, hold the Shift key while selecting each object or drag your mouse over all of the objects you'd like to select. To deselect one or more objects, press the Shift key and click the objects.

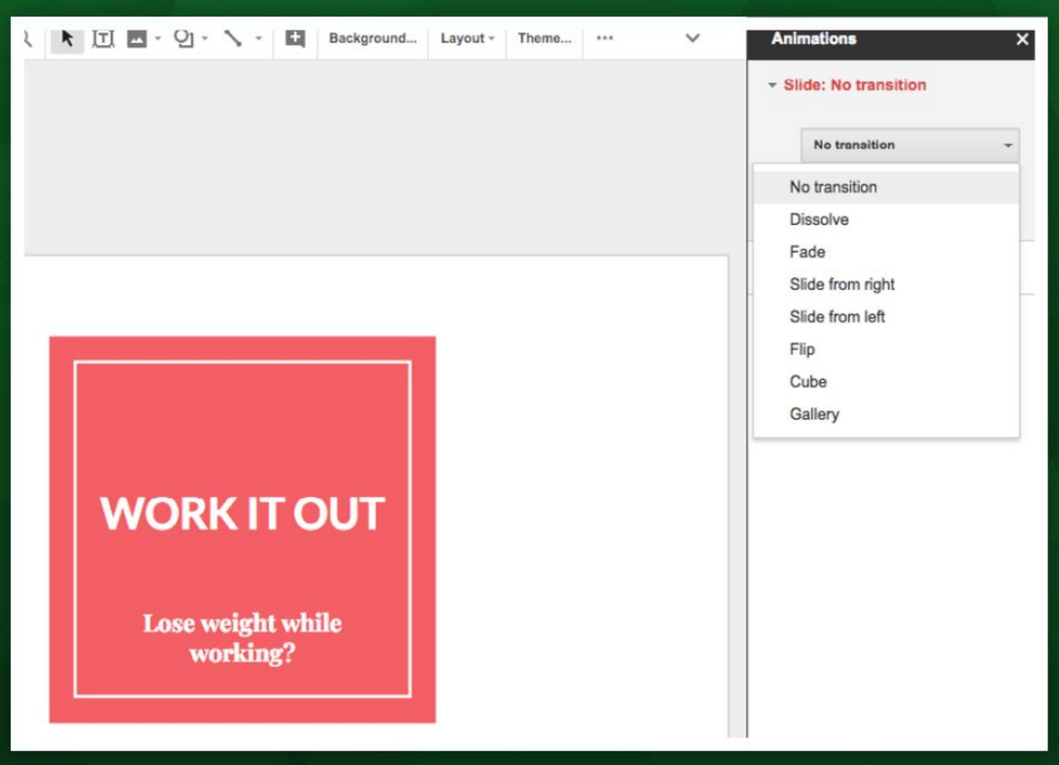
Step 5

To change or add a theme to your presentation in real time, go to the Slide menu, and select Change theme. Select the theme you'd like to use and it is automatically applied to all of the slides in your presentation.



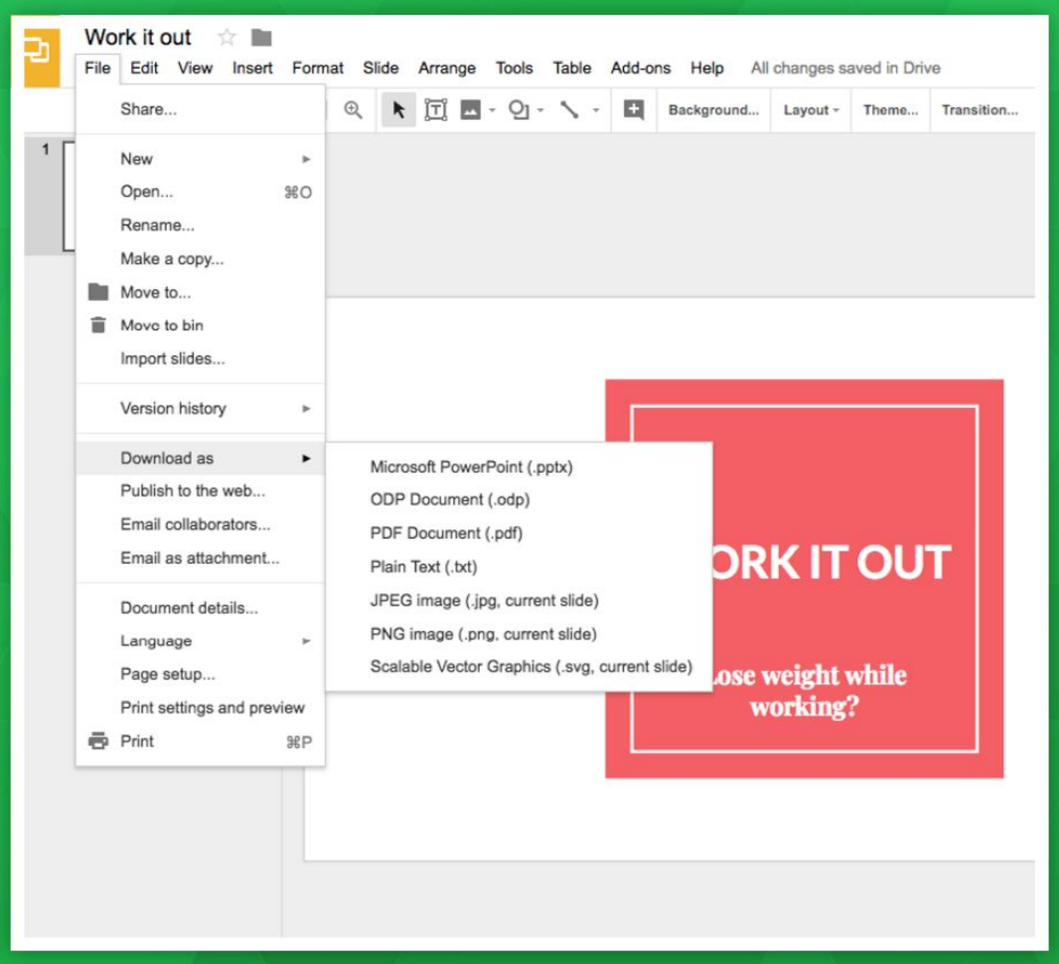
Step 6

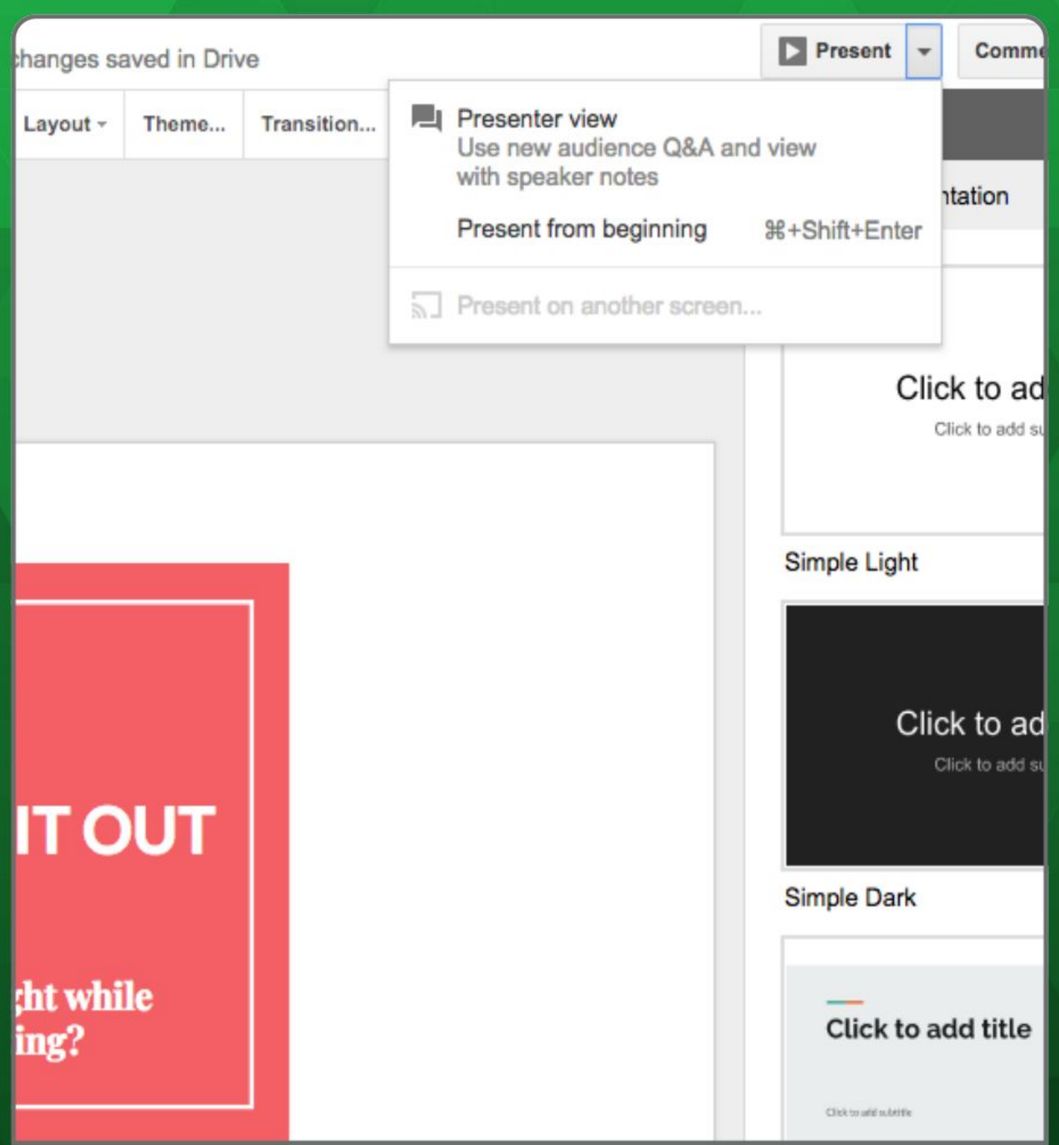
Transitions are a way to make your presentations look more dynamic. You can animate elements such as bullet points or even a list of images; for example, making them slide in from off screen. Go to the View menu and select Transitions.



Step 7

To save a copy of a presentation to your computer rather than online, you can download it. In your document, go to the File menu and point your mouse to the Download as option. Select a file type and your presentation will download.





Viewing Presentations

To show a finished presentation, select Start Presentation in the top right of the screen. A new window opens, displaying your presentation one slide at a time. To skip from one slide to the next, use the arrow keys on your keyboard or click the arrow icon in the grey bar at the bottom of your presentation. To close the presentation viewer, press the Esc key.

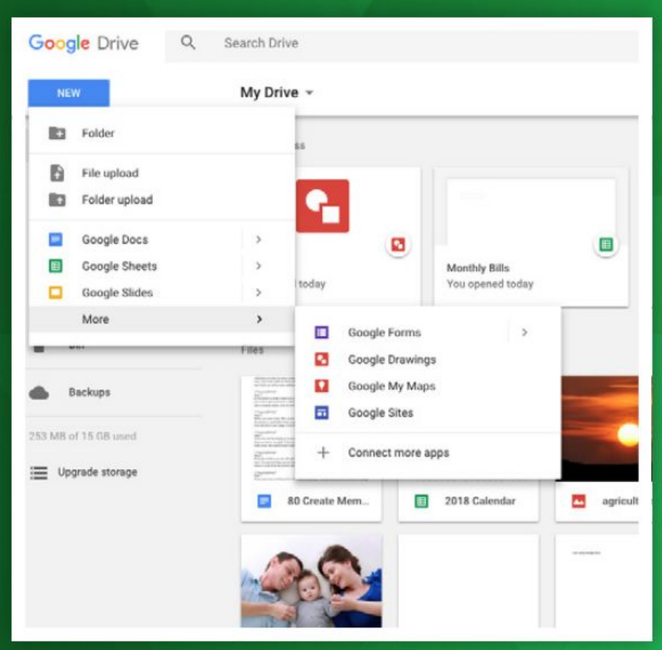
Use Templates and Forms

If there is a specific type of document you want to create in Google Docs, Sheets, Slides or Forms, check the template gallery to see if there is one available. The template gallery includes hundreds of pre-made documents, from a simple CV to multi-page company presentations. We also look at the Google Forms app and see how it can be used.

Browse the Template Gallery

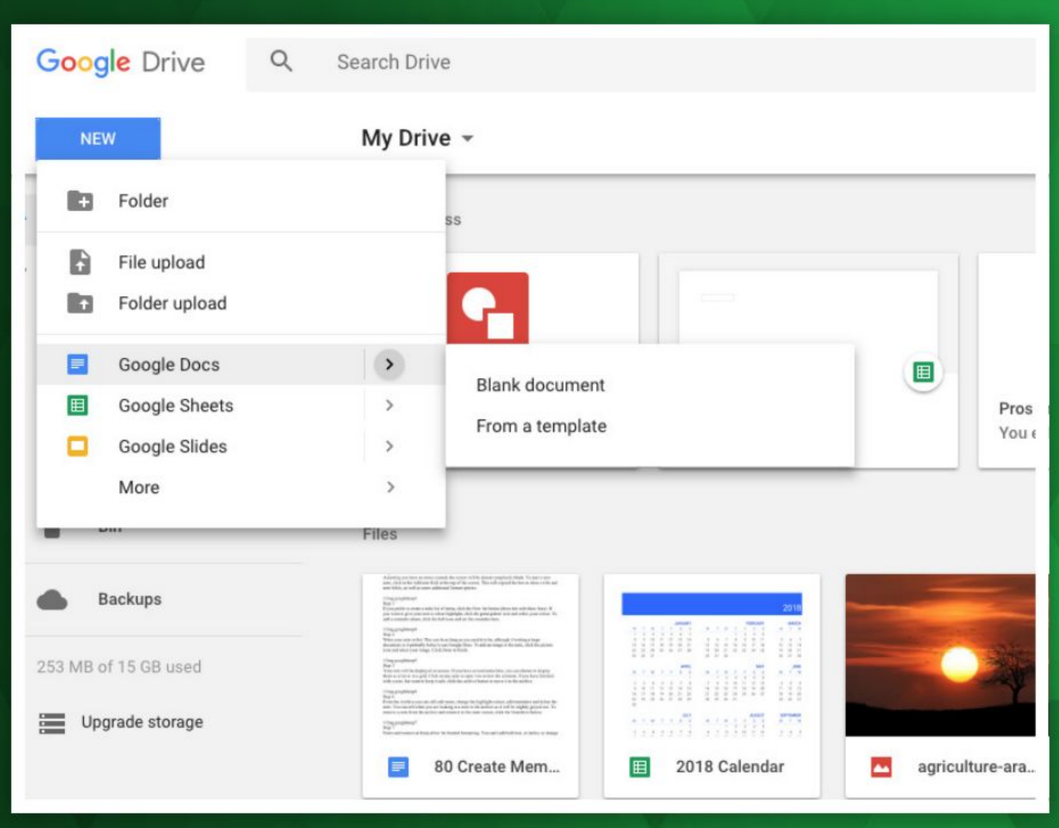
Step 1

❯ Open Google Drive and click on the NEW button on the left of the window. Select Document, Presentation, Spreadsheet or Form from the drop-down menu (depending on what type of document you want to create).



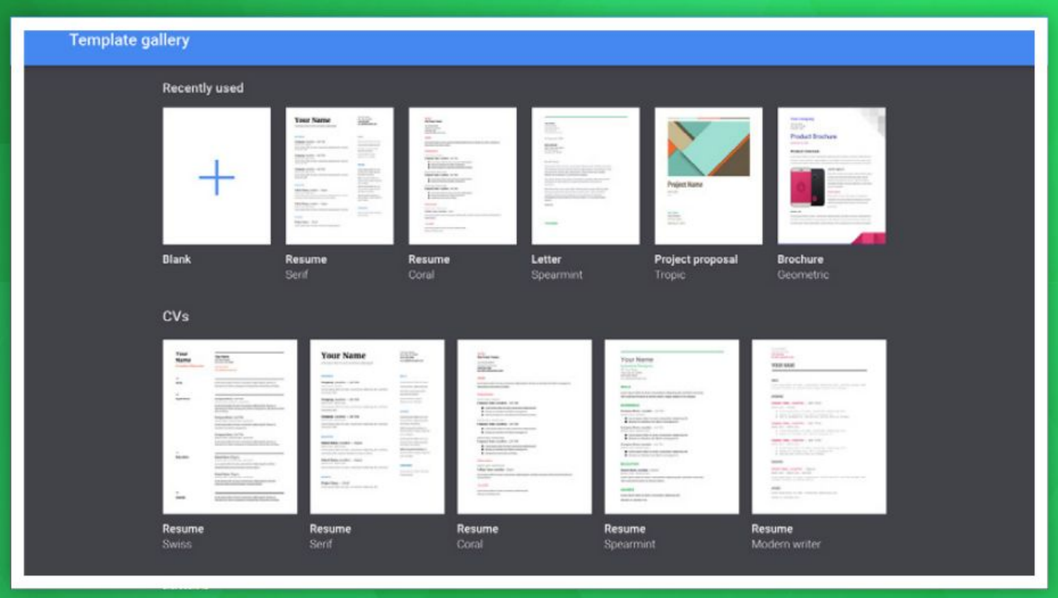
Step 2

❯ From within one of these document types, click File > New > From Template. This will open the main Google Docs template gallery. You can now scroll down through the listings to see which one would be the best fit for your project.



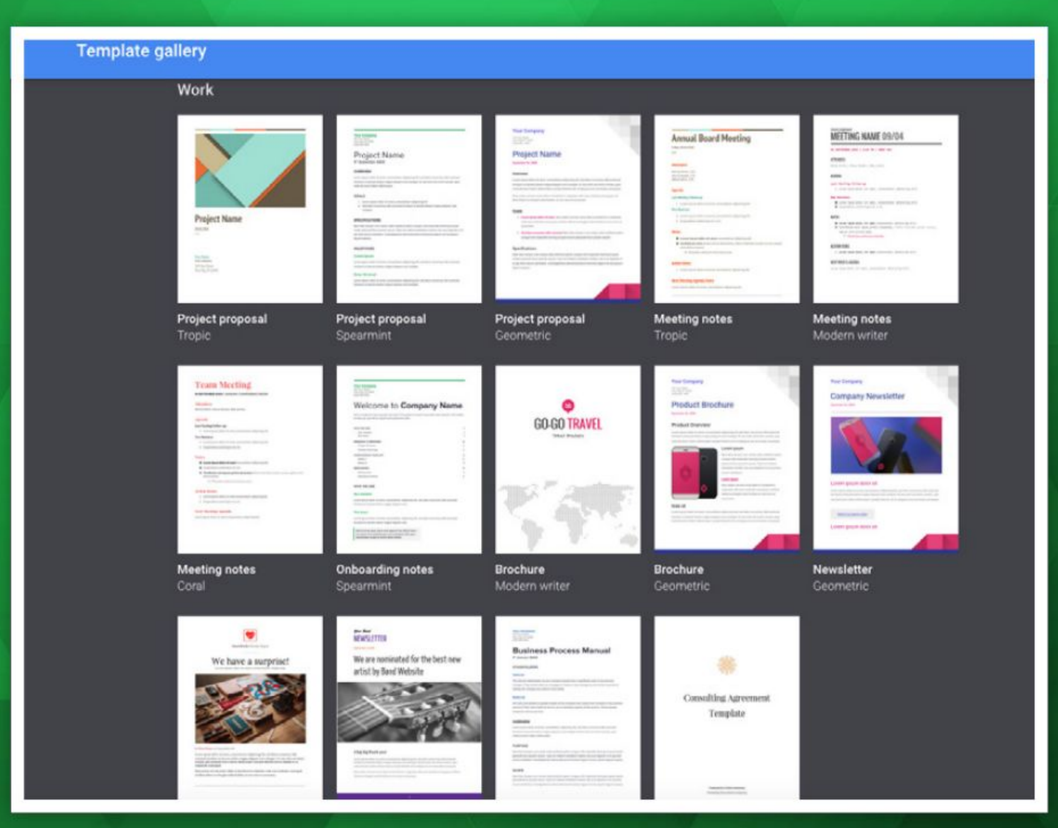
Step 3

❯ By default, the most popular templates from all categories will be shown on screen when you first enter the gallery. You can choose to view specific types of template using the links on the left-hand side of the screen.



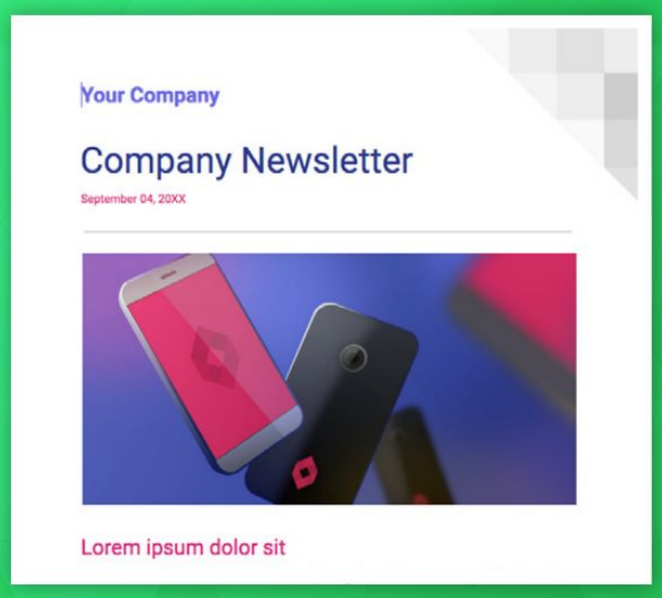
Step 4

❯ You can also search for specific templates based upon the recommended uses, which are used to break up the layout of the templates. Taking Google Docs as an example you have templates for CV's, Letters, Personal, Work and Sales.



Step 5

Each template will have a thumbnail image preview. If you want to see more detail of how the document is laid out, click the Preview button. You can then click Close this window or Use this template.

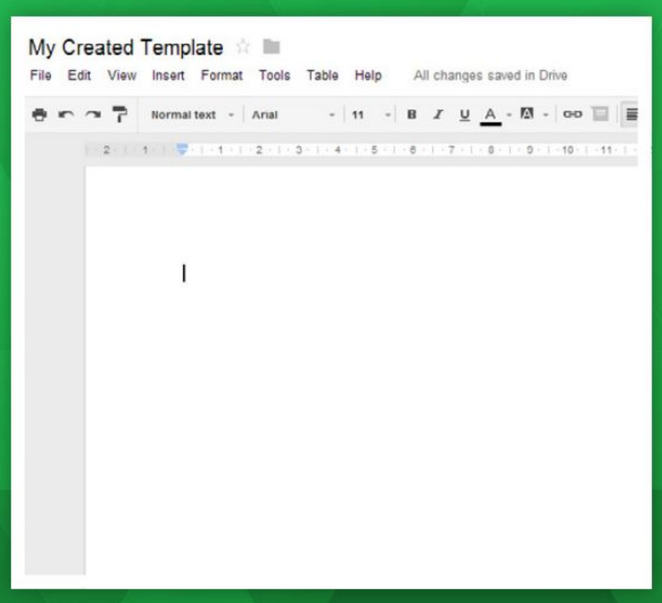


Create and Share Templates

You can create your own templates and either keep them for your own use or share them with the Google Template Gallery, so that others can use them.

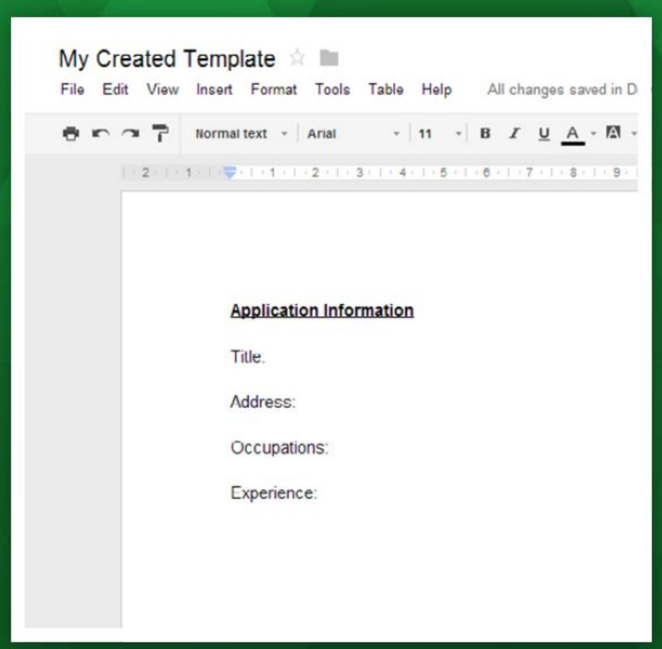
Step 1

Open Google Drive and click on the NEW button. Click on Doc, Sheet, Presentation or Form. Once your chosen blank document is open, you can begin to create a template.



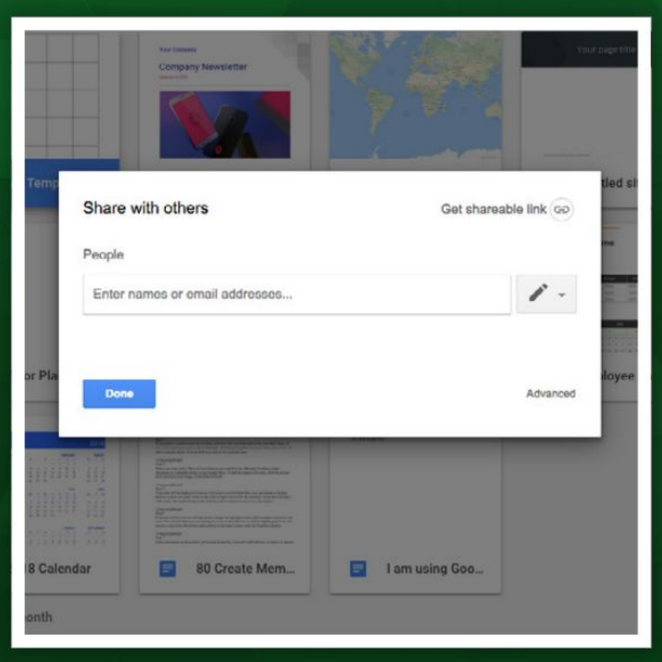
Step 2

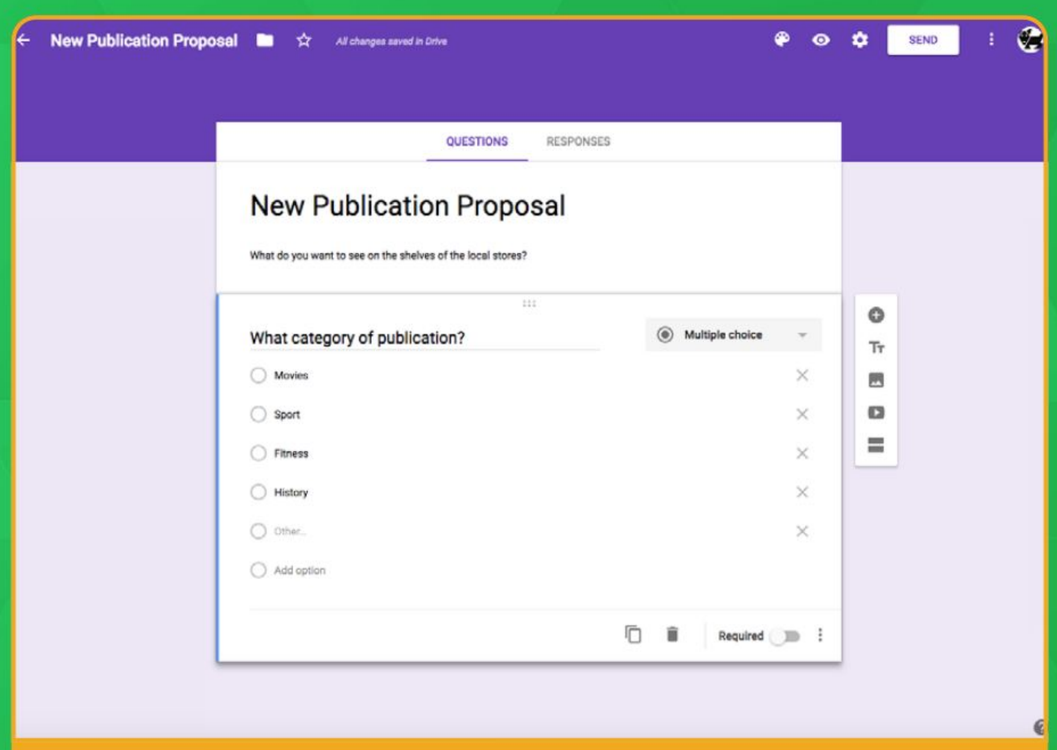
When creating a template that is going to be shared in the template gallery, avoid filling it with specific text and images. People using the template later will almost certainly want to put their own content into it.



Step 3

When your template is finished, save it and return to the main Google Drive screen. Select the template file in the list of documents using the Share link. Add contacts or get a shareable link to email to them.



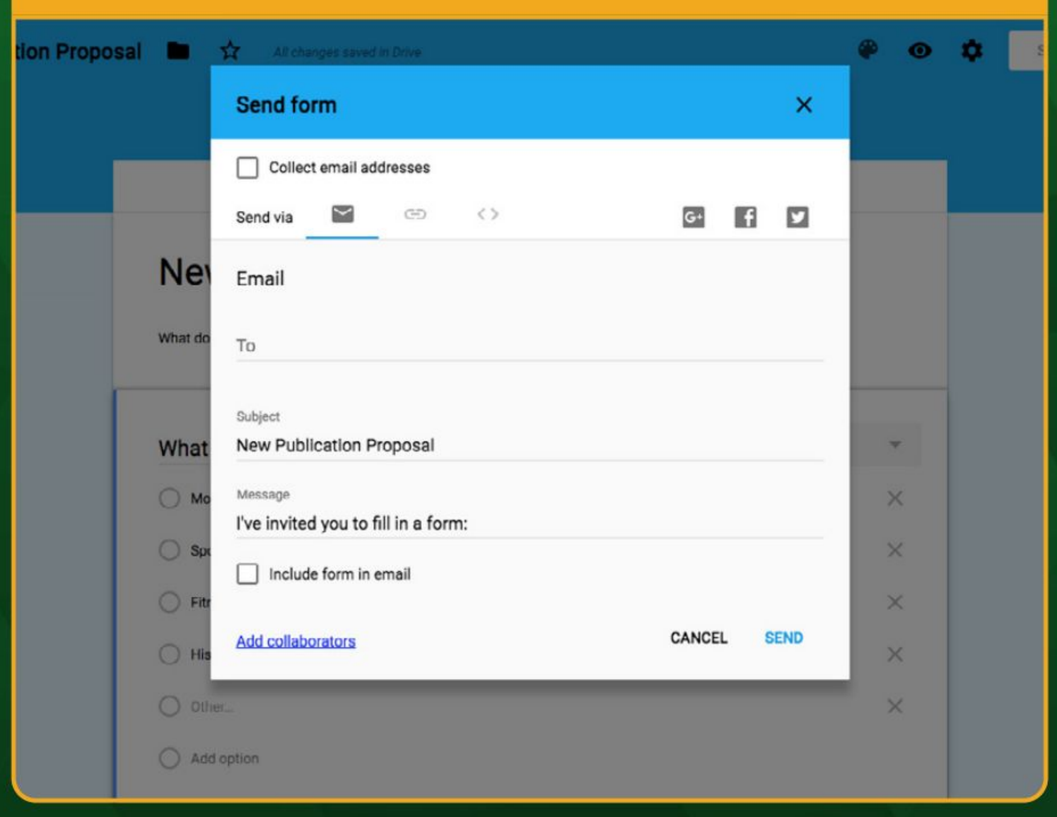


Using Google Forms

Adding a further tool to the already impressive listing, you can use the Google Forms app to create online surveys and quizzes and then share them with your family, friends or work colleagues.

To start a new Google Form you will need to return to the Google Drive home page and from there click the NEW button and select Google Forms from the More option on the drop-down menu. You will now need to give your form a title and a description. Now you can start to build your questions. Enter your first question and select from the options given when clicking the answer options menu on the right. You can choose from multiple choice or text entry.

To add another question tap the + icon on the right side bar. Here you can also add images, videos or sub category descriptions. You can literally be as in-depth or simple as you wish. When you have finished your Google Form, you can change the colour pattern, preview the finished form or select the format, questionnaire or quiz using the setting icons top right. Finally tap Send to enter the details of who you want to share the form with. Click send for a second time to complete the process.
To check the answers click on Responses at the top of the text input box, here you can view all completed forms.



How to Use Google Cloud Print

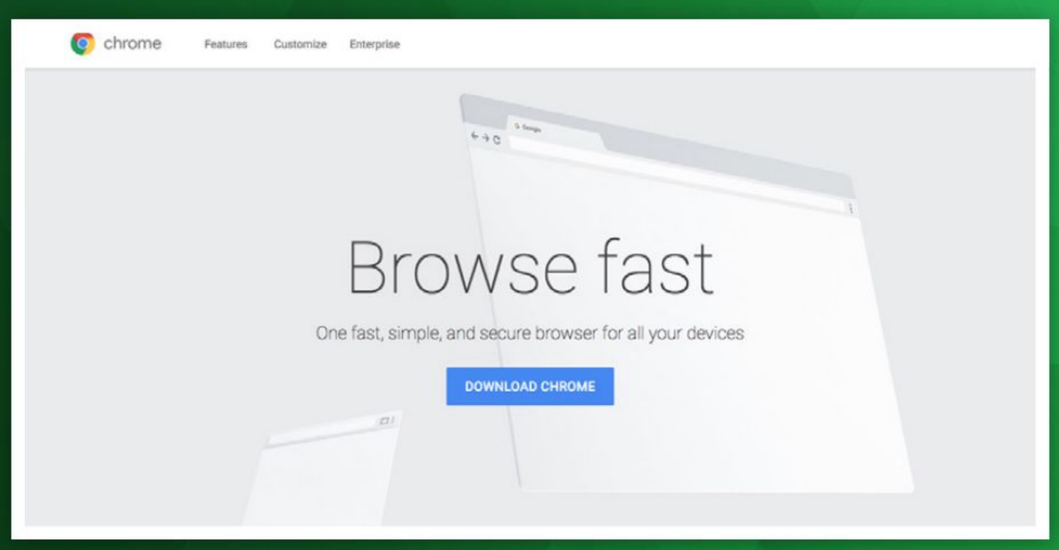
Google Cloud Print is smart technology that connects your printers to the web. Using Google Cloud Print, you can make your home and work printers available to you, from the apps you use every day. It works on your phone, tablet, PC and any other web-connected device you want to use.

How to Connect with Cloud Ready Printers

You can use Google Cloud Print with a cloud-ready printer (printers which can connect directly to the Internet and do not need a PC to work). There are still plenty that are not but we are concentrating on the cloud-ready type for this article.

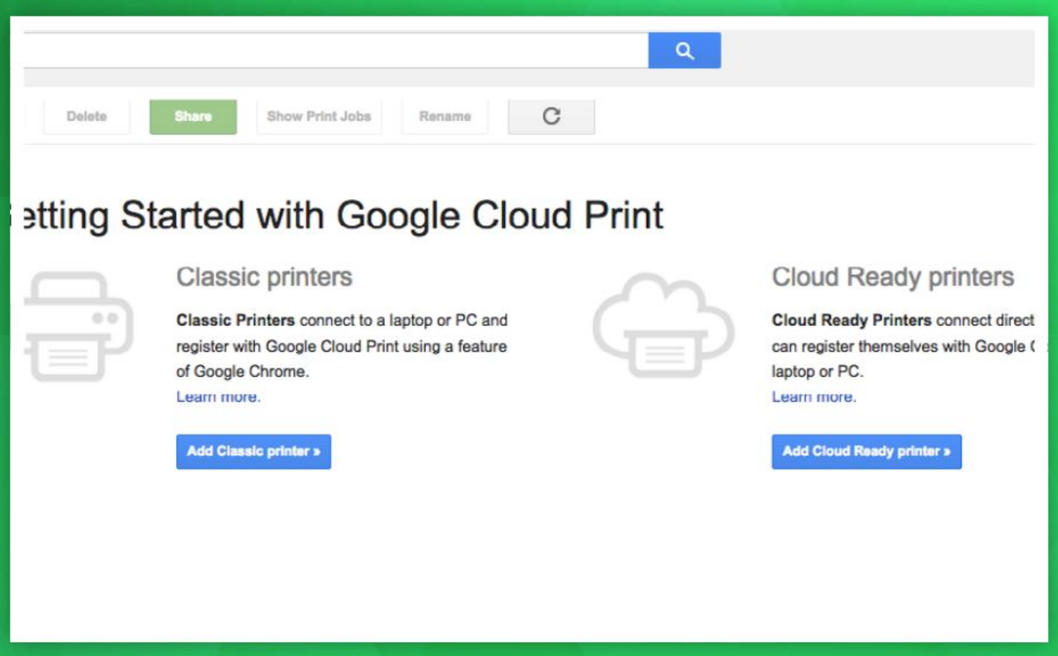
Step 1

❯ The first thing you need to do, if you do not already have it installed, is download the latest version of Google Chrome and install it. Once installed, Log in to your user account on the Windows, Mac or Linux computer.



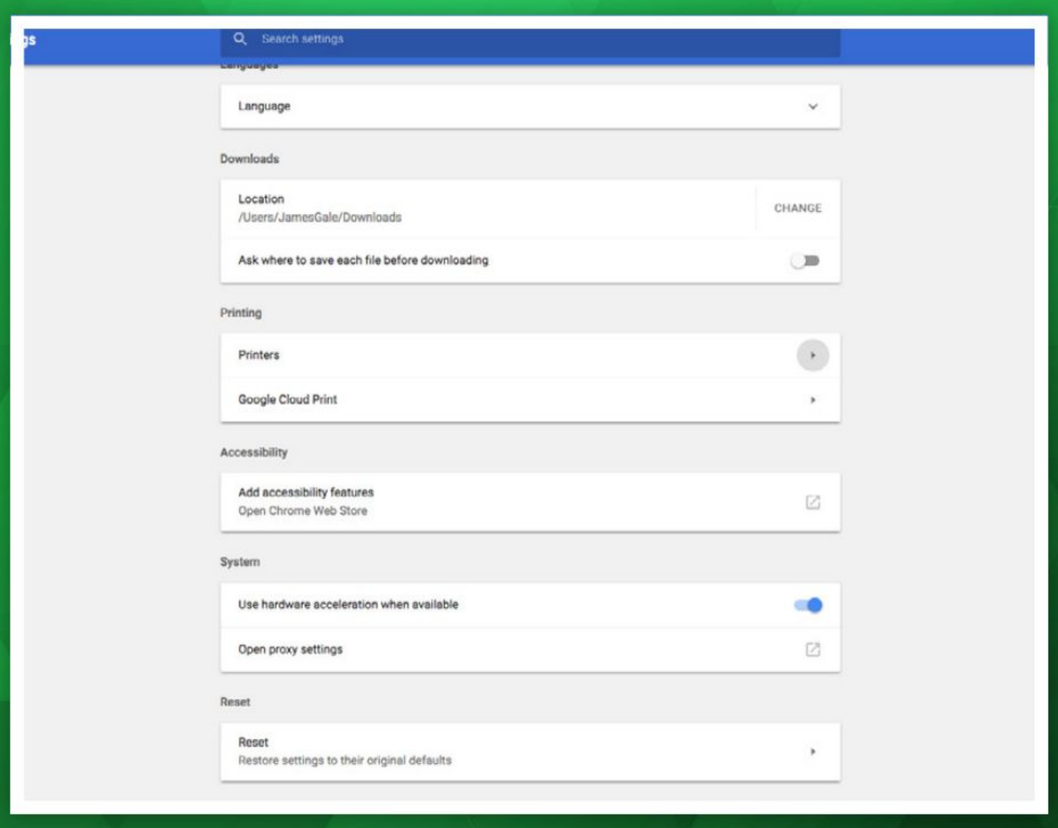
Step 2

❯ Open Google Chrome, click the Chrome menu on the browser toolbar and select Settings. Now click the Show advanced settings link. Scroll down to the Google Cloud Print section and click Sign in to Google Cloud Print.



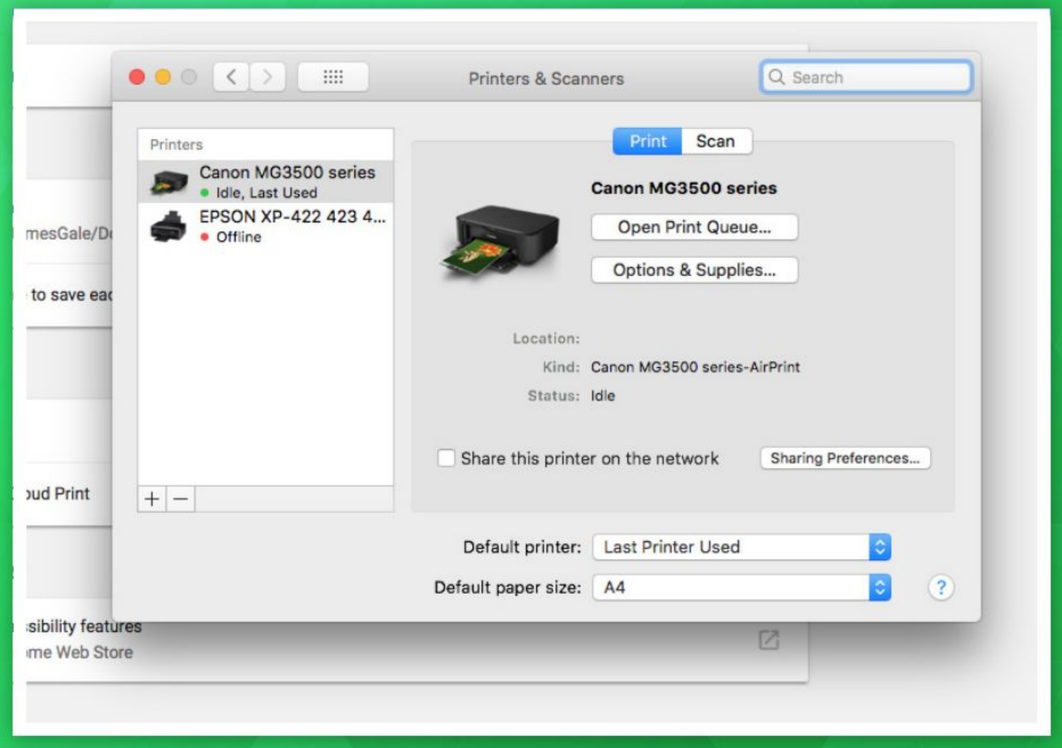
Step 3

❯ In the window that appears, sign in with your Google Account details to enable the Google Cloud Print connector. Hopefully you will see the printer connected to your computer. Select the printer you want to connect to and then click Add printer.



Step 4

You will then see a confirmation that Google Cloud Print has been enabled. The printer is now associated with your Google account and connected to Google Cloud Print. You can print to this printer using Google Cloud Print as long as you sign in with the same Google account.

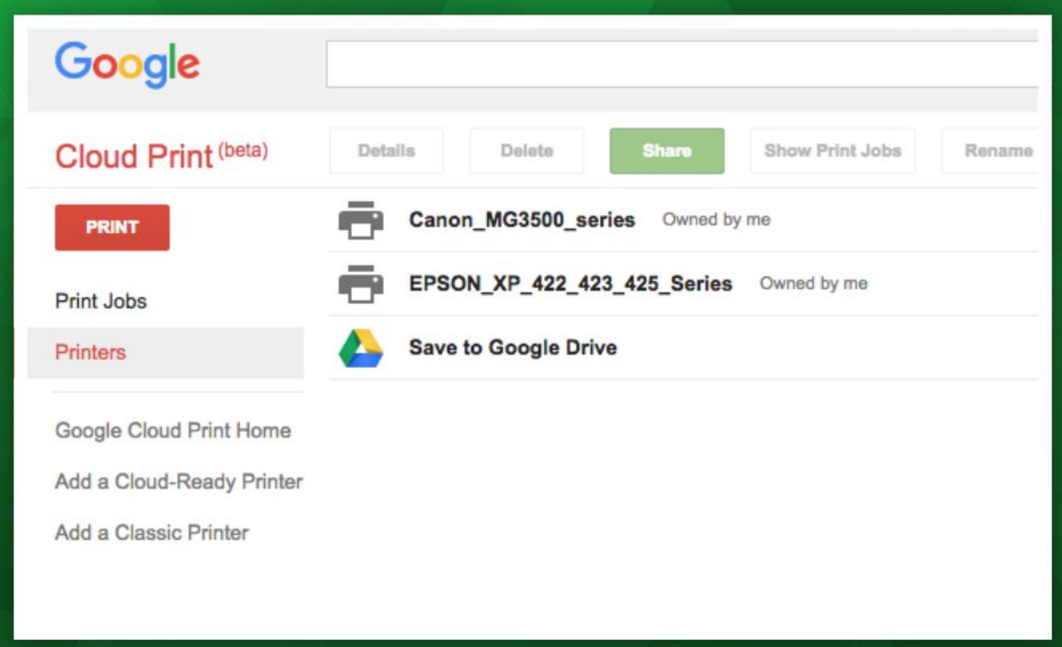


Sharing a Printer

If your friends or colleagues have Google accounts, you can share your printer with them and let them print to it from anywhere that has an Internet connection.

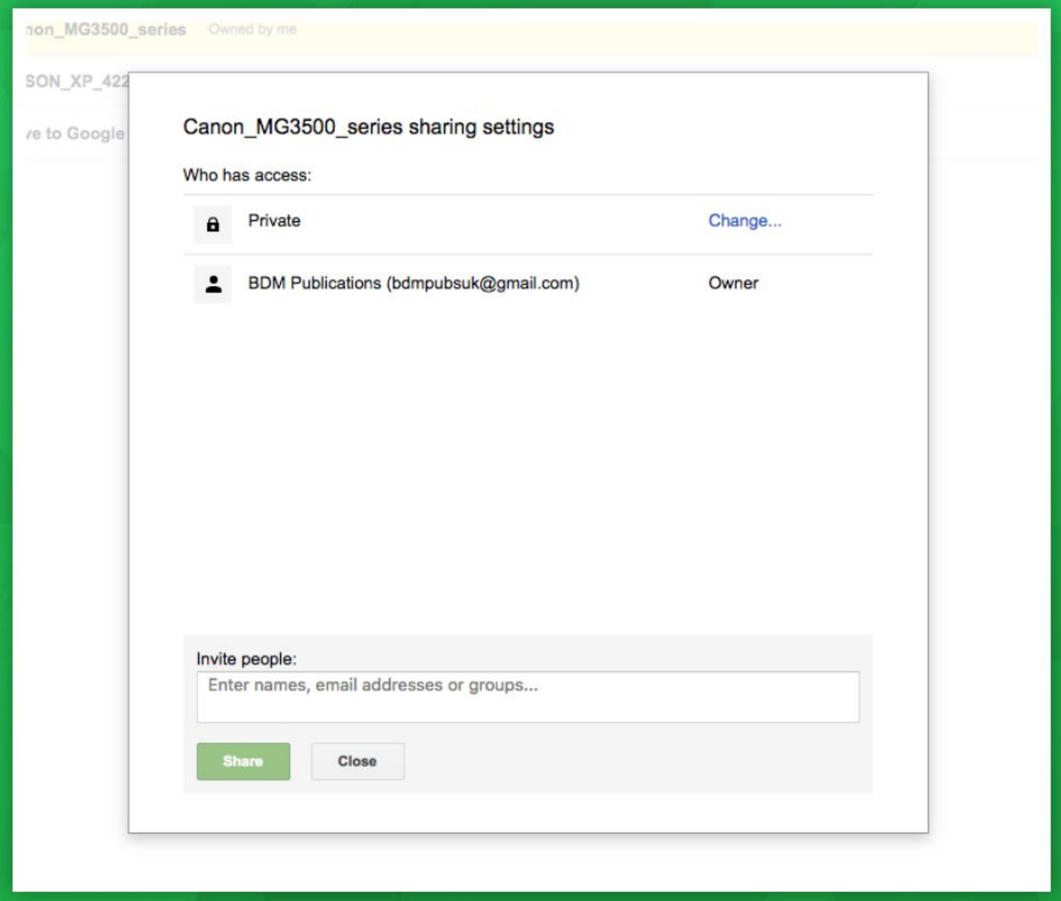
Step 1

To begin sharing your cloud connected printer, head to the Google Cloud Print management page at www.google.com/cloudprint. This shows you a complete list of any printers associated with your Google account.



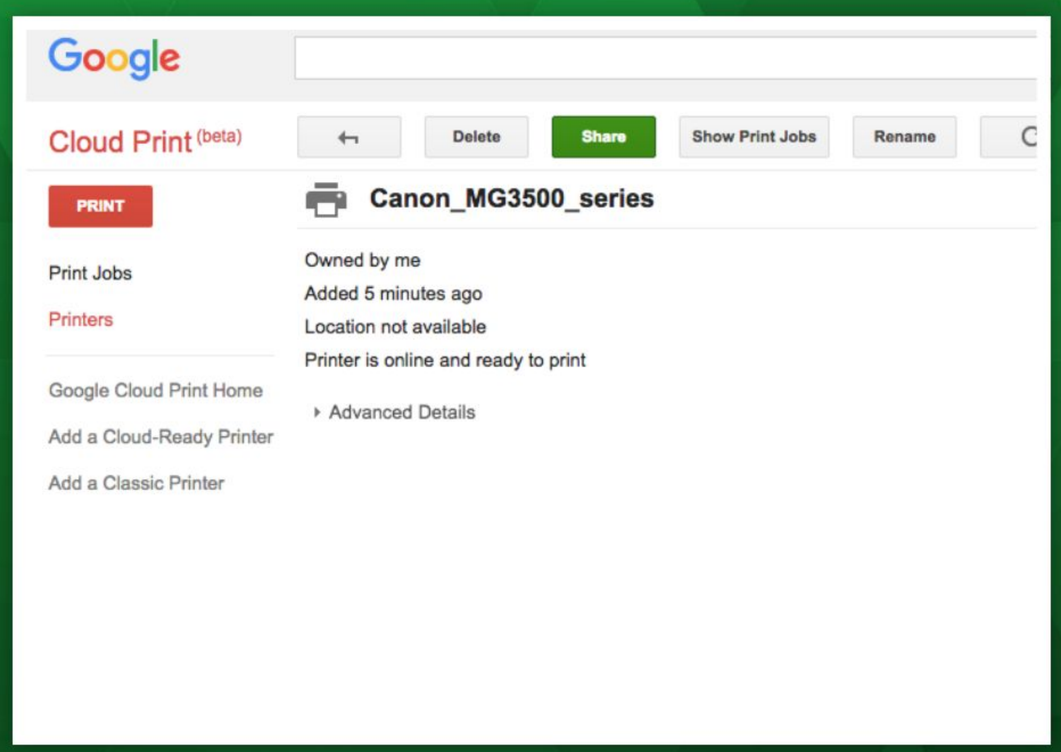
Step 2

Click the Printers on the left side and select the printer that you want to share. If the printer is connected properly you will see a Share button. When you share printers, you share printer names so choose a descriptive name when setting up your printer for the first time.



Step 3

In the dialog box that appears, enter the email address for the person or Google Group you want to share with and click Share. Your friend will receive an email notification. To disable sharing, follow the steps above to open the Sharing dialog box for the printer and edit the user list.



Print From Everywhere?

Google Cloud Print integration works with many Google products and services, the first of which are Chrome OS, Chrome, Gmail for mobile and Google Docs for mobile. You can also print to third-party native mobile apps on the Android and iOS platforms. You can also try the Google Cloud Print app for Android, so you can not only submit print jobs to connected cloud-ready printers but also control printer options and manage print jobs right from your mobile device.

Set Up and Use Google Keep

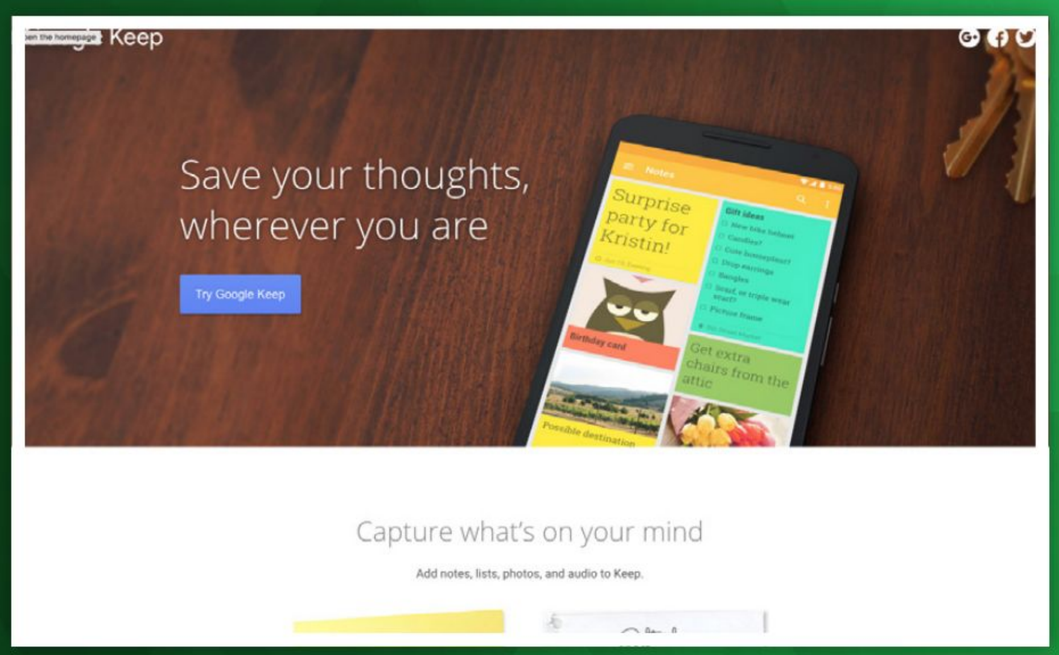
The Google Keep software allows you to easily create memos, notes and to-do lists on your computer and on your iOS or Android smartphone and then automatically sync them between the devices. Here's how to access, set up and create new notes in Google Keep.

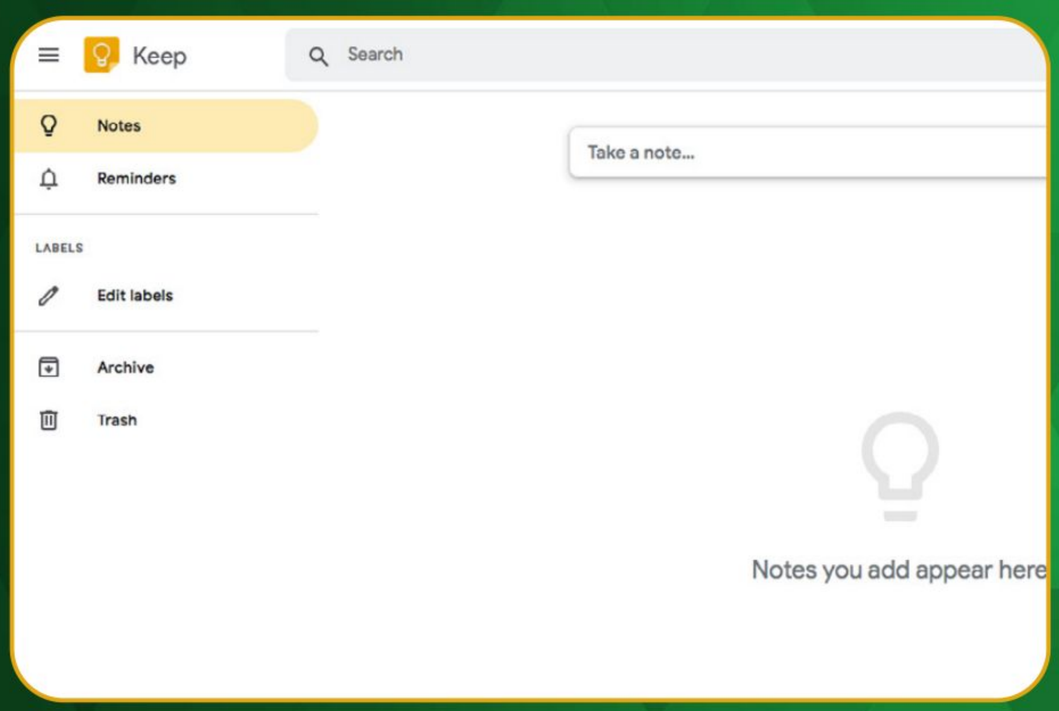
Setting Up and Using Google Keep

Google Keep is a great little app that enables you to create unique to-do lists that can be stored across various hardware platforms. So you can Google Keep your reminders safe!

Step 1

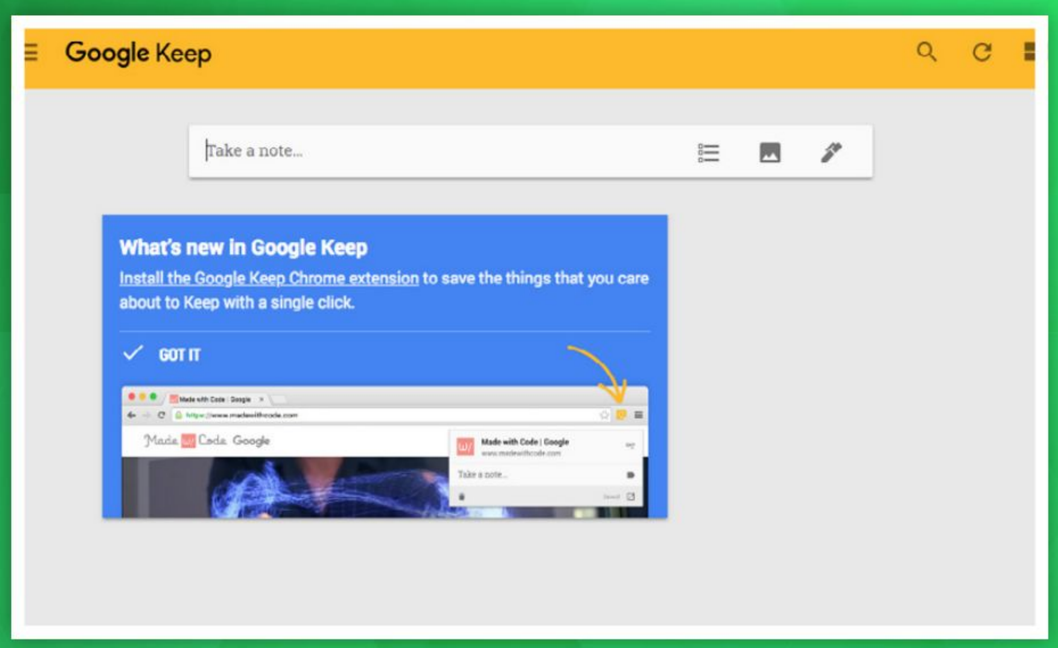
❯ Keep is part of Google drive when viewed on your computer, although there seems to be no simple Go to Keep button on the Drive main screen. Download the app for your platform and then you'll see the Keep area of your Google account.





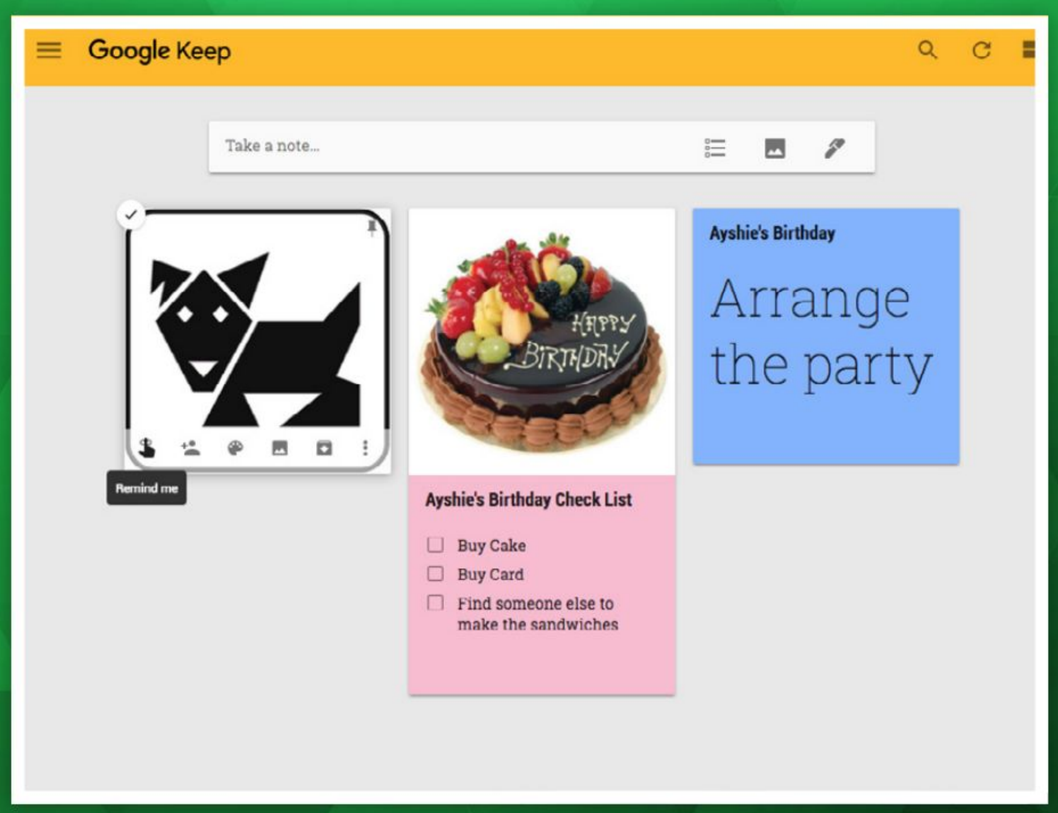
Step 2

❯ Assuming you have no notes created, the screen will be almost completely blank. To start a new note, click in the Add note field at the top of the screen. This will expand the box to show title and note fields, as well as some additional format options.



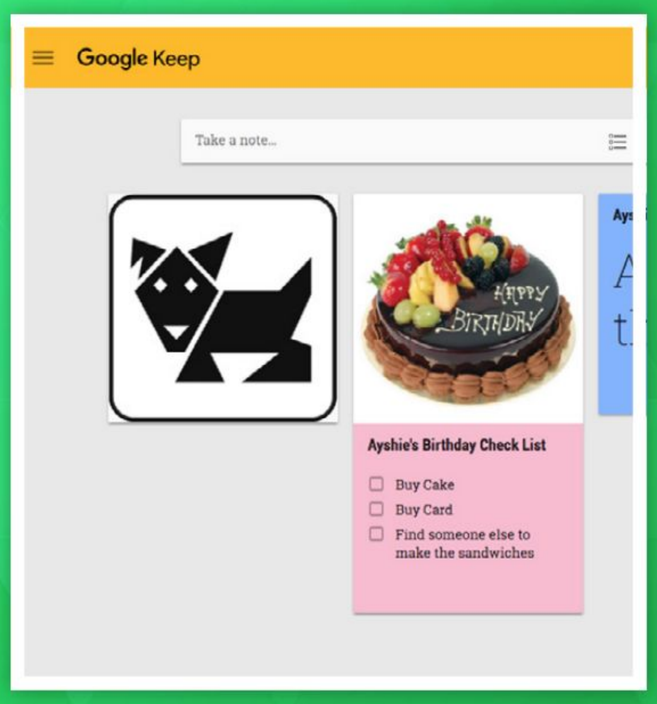
Step 3

❯ If you prefer to create a to-do list of items, click the New list button (three dots). If you want to give your note a colour highlight, click the paint palette icon and select your colour. To add a reminder alarm, click the bell icon and set the reminder time.



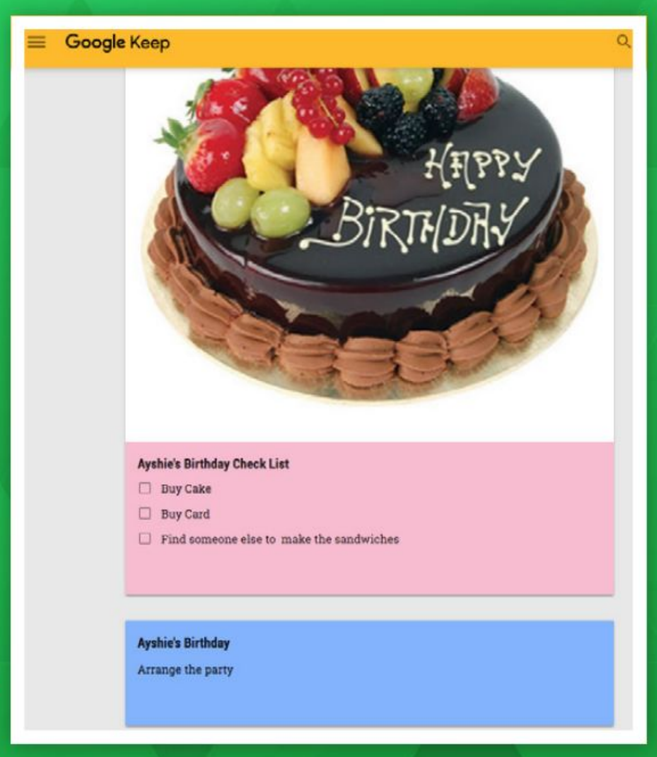
Step 4

Write your note or list. This can be as long as you need it to be, although if writing a large document, it is probably better to use Google Docs. To add an image to the note, click the picture icon and select your image. Click Done to finish.



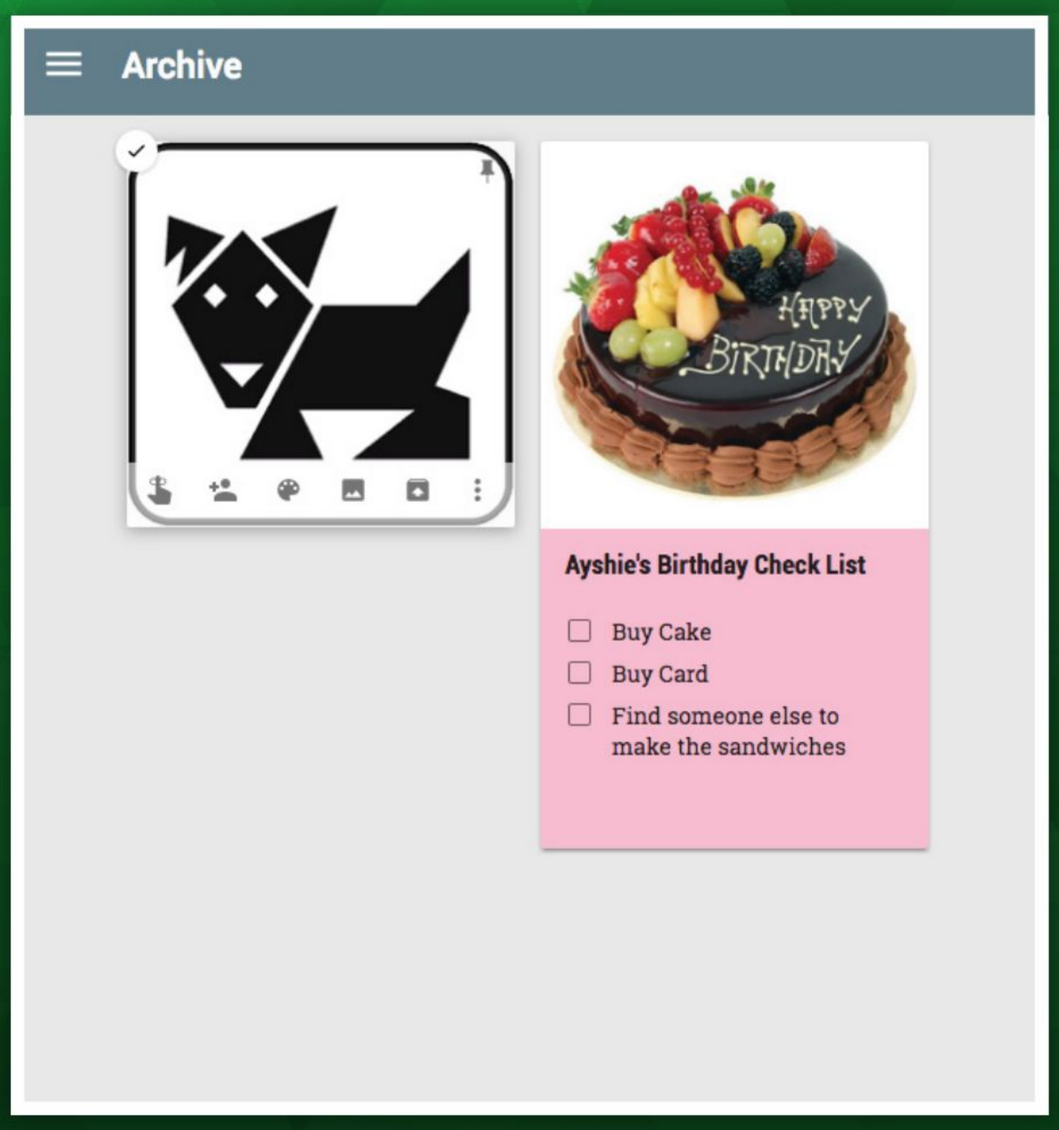
Step 5

Your note will be displayed on screen. If you have several notes or lists, you can choose to display them as a list or in a grid. Click on any note to open it to review the contents. If you have finished with a note, but want to keep it safe, click the archive button to move it to the archive.



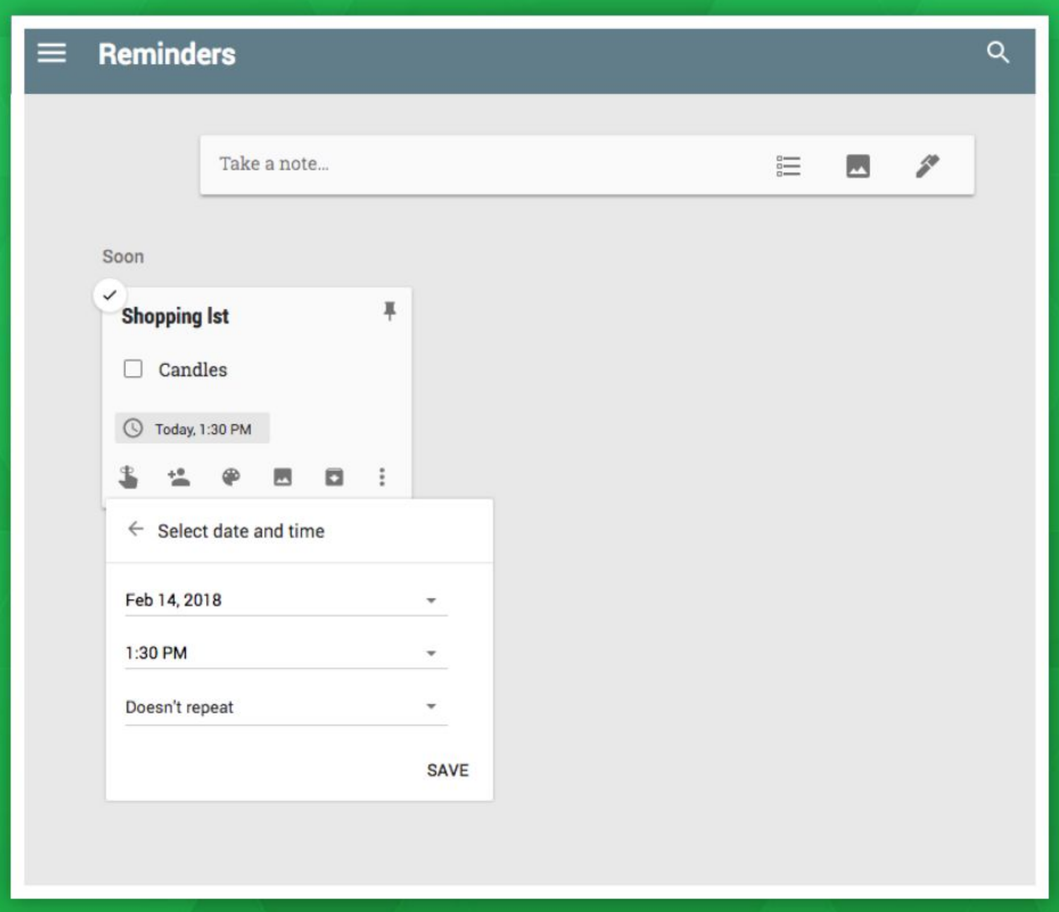
Step 6

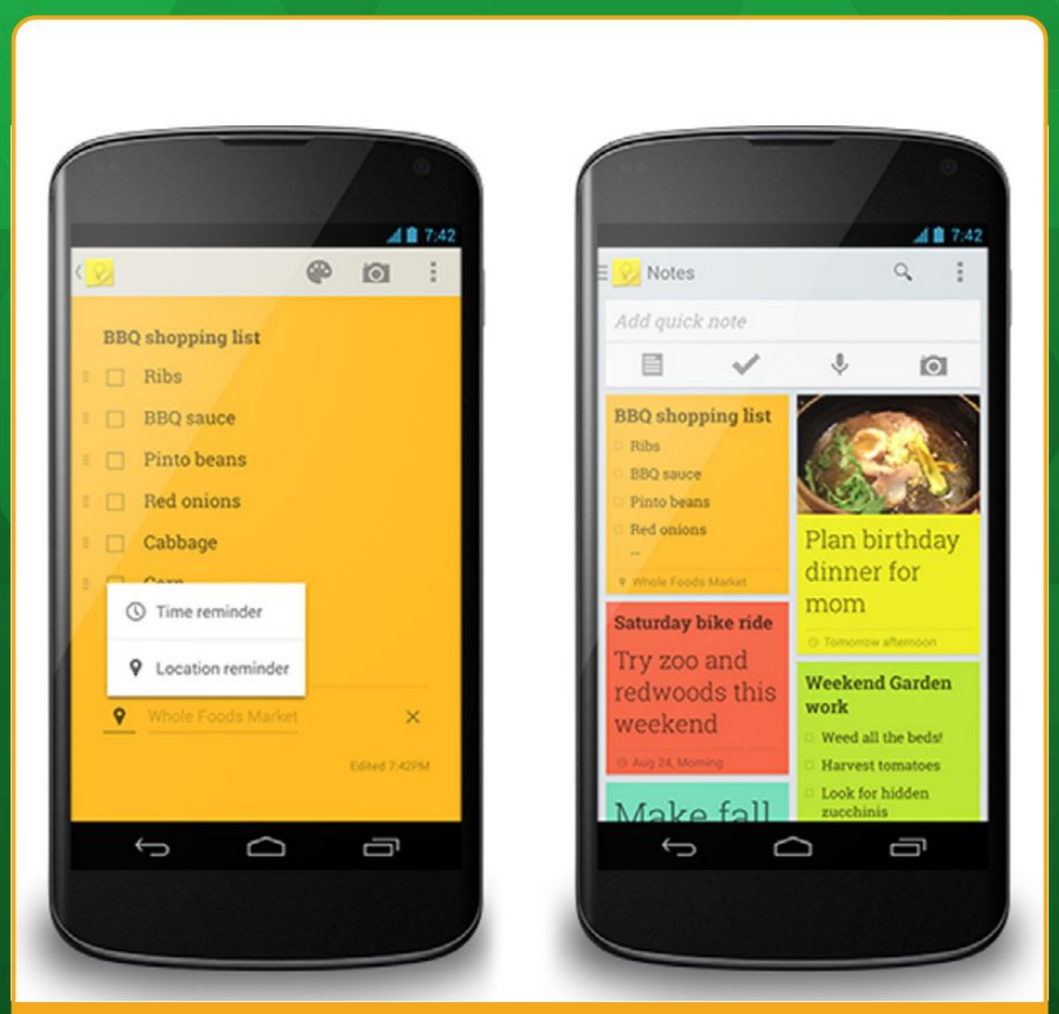
From the Archive you can still edit notes, change the highlight colour, add reminders and delete the note. You can tell when you are looking at a note in the archive as it will be displayed under a grey bar. To remove a note from the archive and return it to the main screen, click the Unarchive button.



Step 7

You can also add reminders to your listings by clicking the Reminders option from the left side control window. You can set an alarm to notify you to perform the tasks on your listing. You can choose to repeat this alarm if these tasks are regular ones and also archive reminders in the same manner as before.





Keep on Mobile

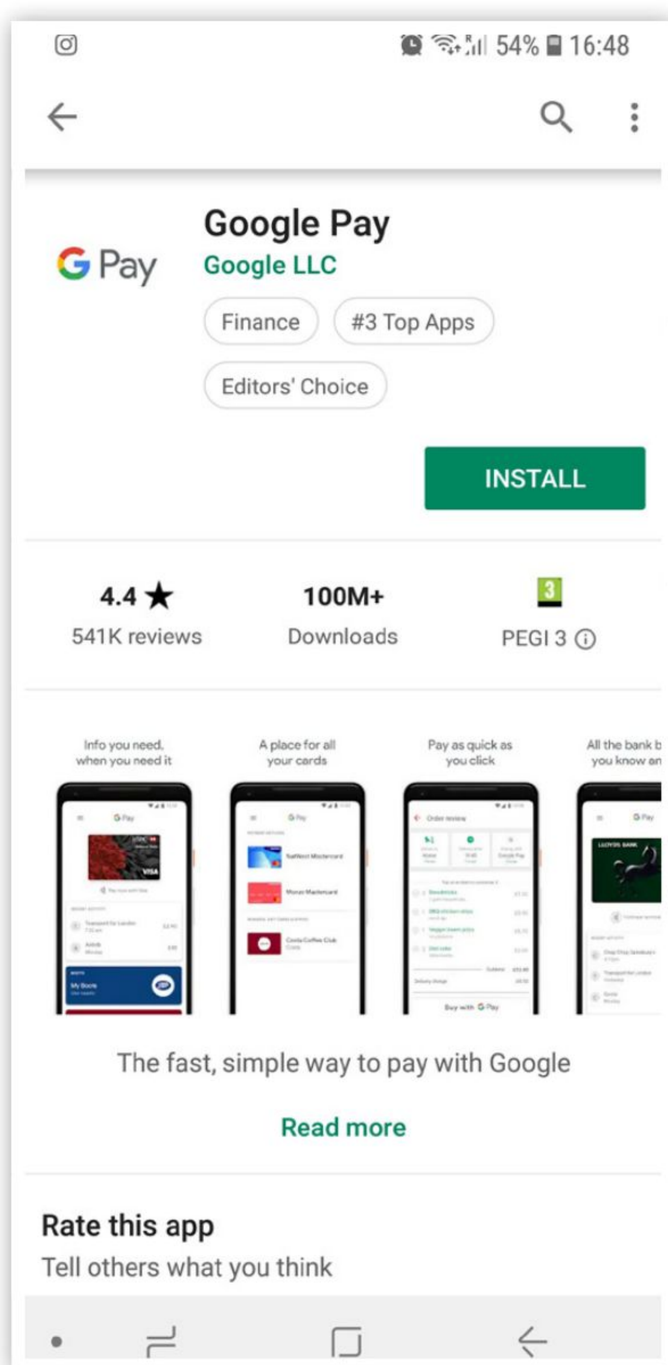
You can download the Google Keep app for Android and iOS smartphones for free. Assuming you use the same Google account to sign in on your computer and on the phone, notes, lists and memos will automatically be shared between the two devices. Keep on Android and iOS offers you a few more options, including the ability to create memos using voice (dictation). If your notes are not syncing between your phone and your computer, make sure to check the sync options on the phone in settings > accounts > Google account.

How to Use Google Pay

Now you can pay with it, too. Just add your credit, debit, loyalty, and gift cards to Google Pay, and start shopping in stores, in apps, and online. Google Pay can be used at shops around the world, wherever contactless payments are accepted.

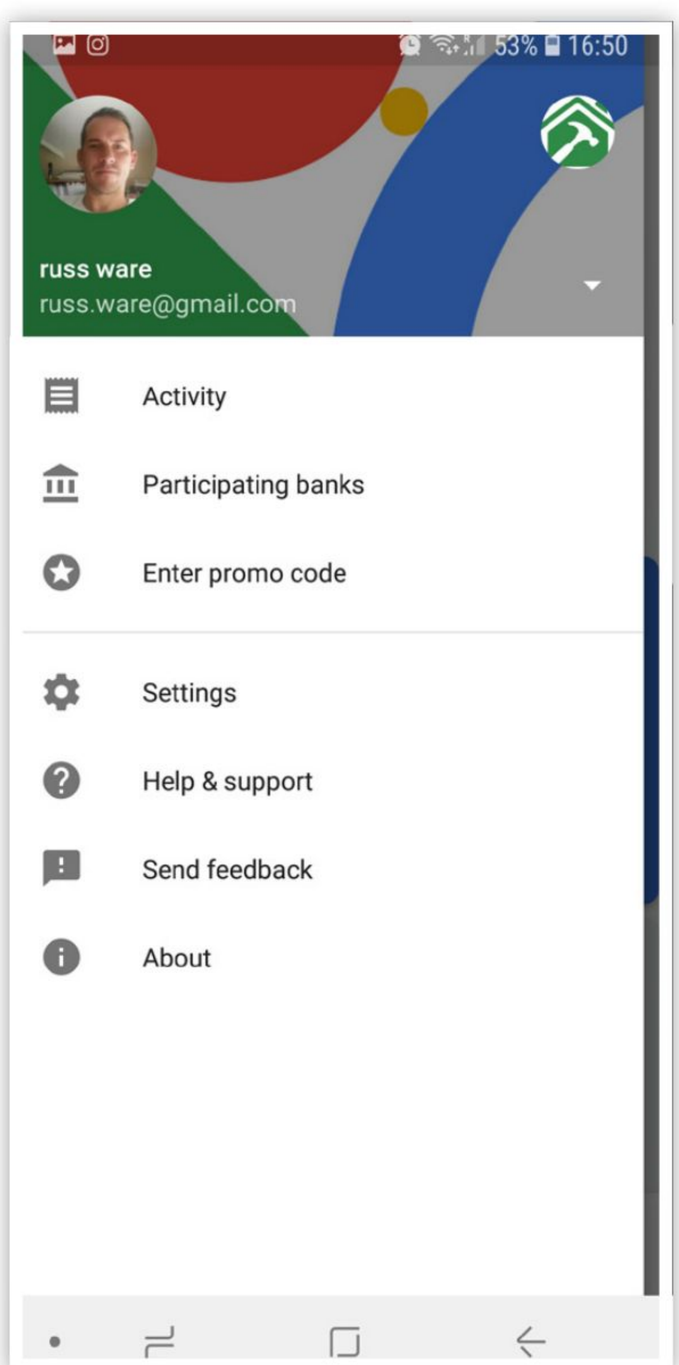
Setting Up Google Pay

Google Pay is a secure system, but as with anything to do with money and payments, it is important to make sure that you set everything up properly.



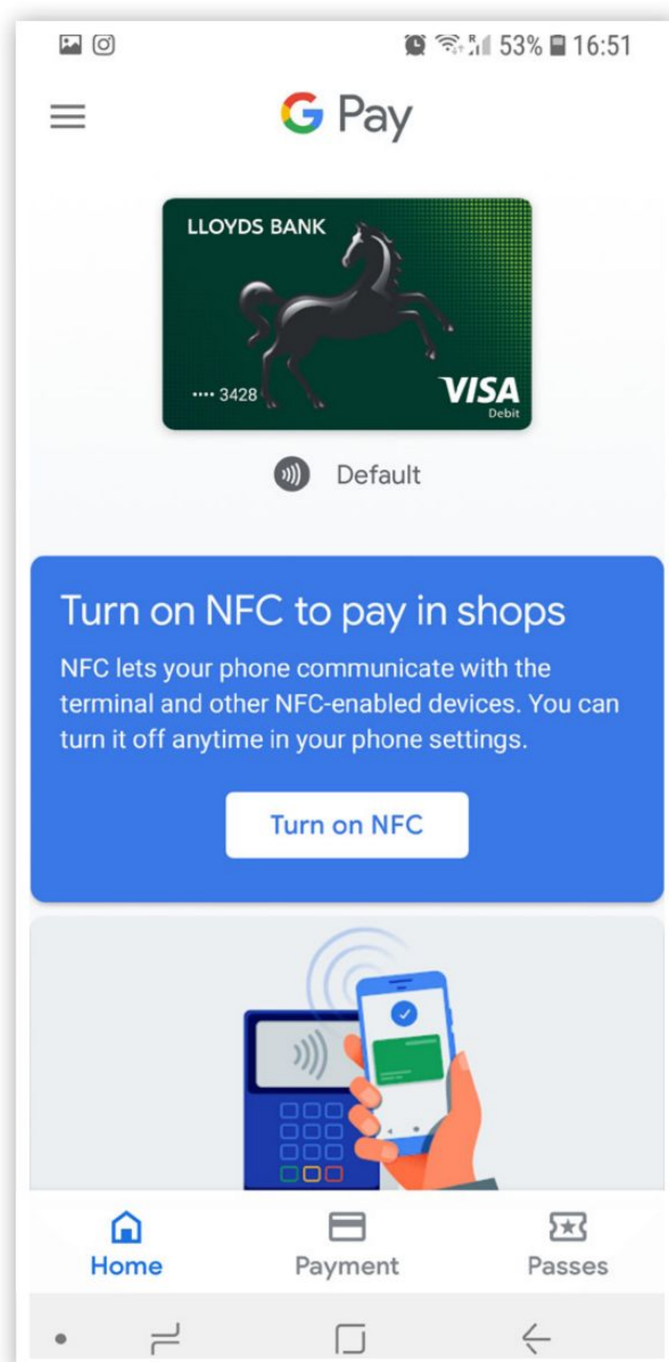
Step 1

You will need to make sure that you have your credit/debit card or cards close at hand, and have all the details available (account numbers, sort codes, security numbers, etc.) You will also need to download the Google Pay app from Google Play, if you don't already have it on your phone.



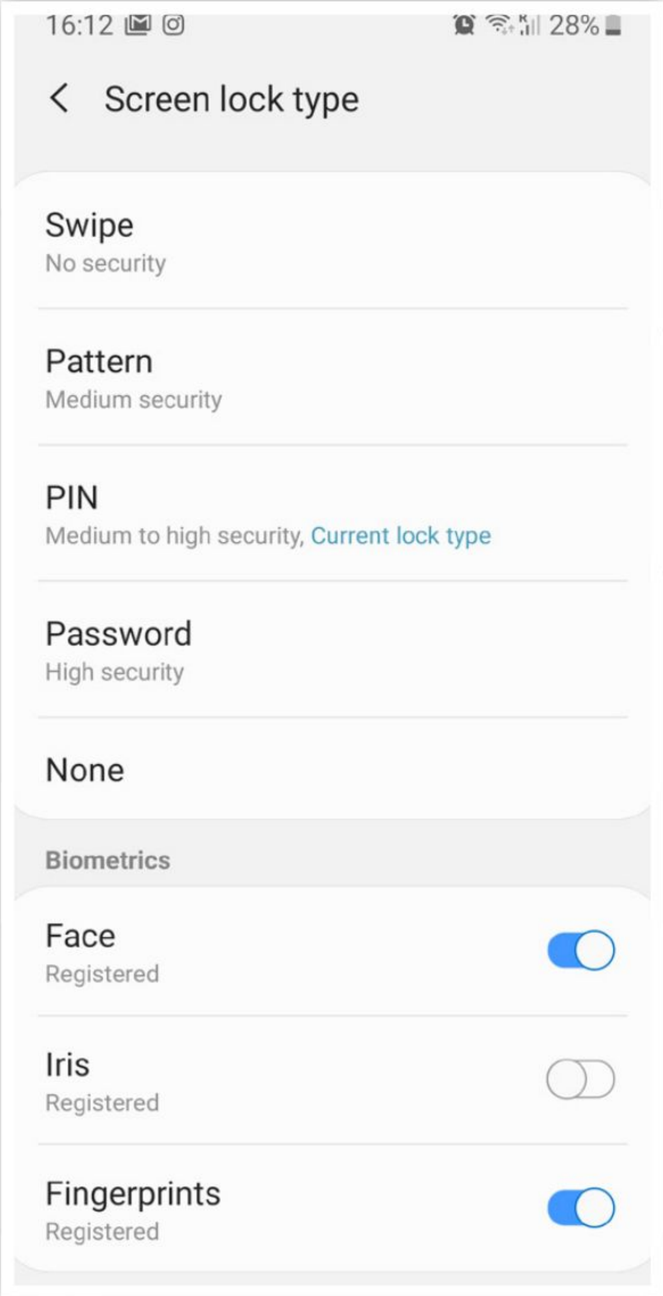
Step 2

Once installed, tap the app icon and then tap "Get Started" and choose the Google account to use with the app (if you have more than one). If you already have a credit or debit card registered to your Google account it will be displayed, along with the option to add a different card.



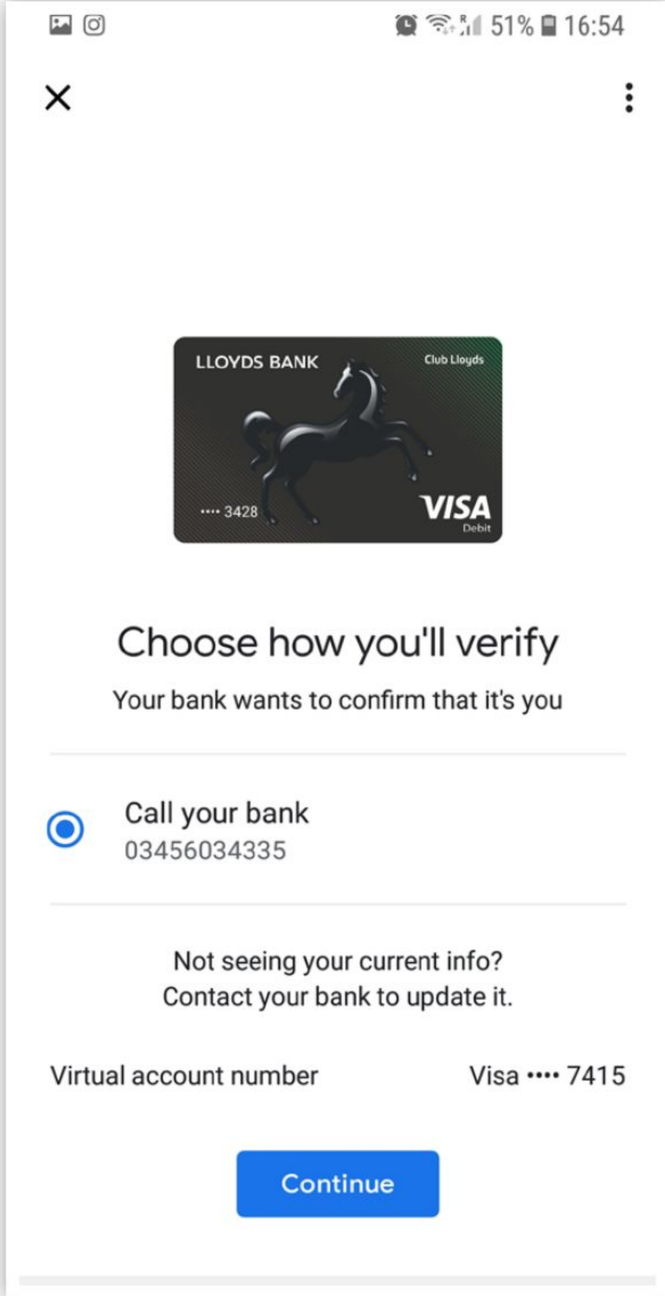
Step 3

Whichever option you choose, you will have to add information, including CVC codes and other security information (we can't show a screenshot of this process, due to a security feature that prohibits the information being captured). Complete the info requested and accept the terms.



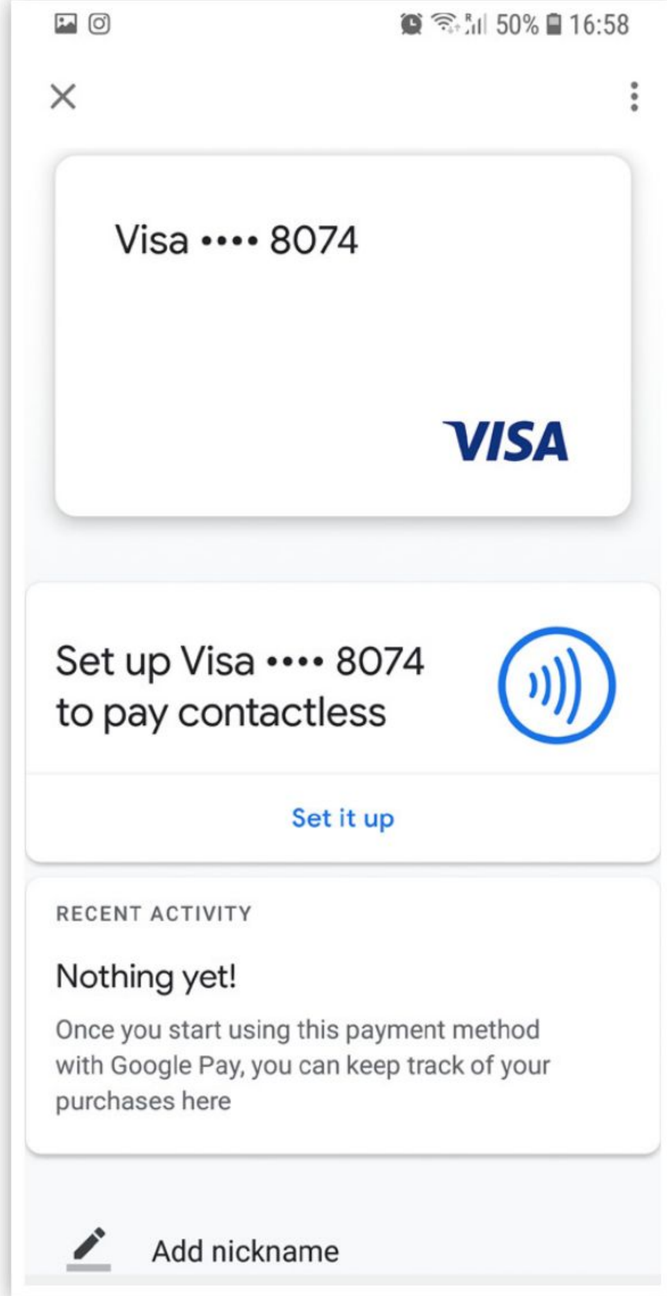
Step 4

If you don't already have a screen lock set up on your phone, you will need to set one up now, for an additional level of security on top of the app security. It is a good idea to set the screen lock delay to zero. In some cases, small purchases can be made even when the phone is locked.



Step 5

The next step is to verify your card with your bank. In most cases, you will need to call a number specifically for Google Pay verification, but this can vary between different banks/card issuers. The number should automatically be entered into your phone dialer. Call and follow the instructions.



Step 6

Once verified, the last thing you need to do to start using contactless Google Pay in stores that offer the service, is to enable NFC. NFC, or Near Field Communication, allows your phone to communicate with the contactless terminals. Either turn it on here, or turn it on in your main setting menu.

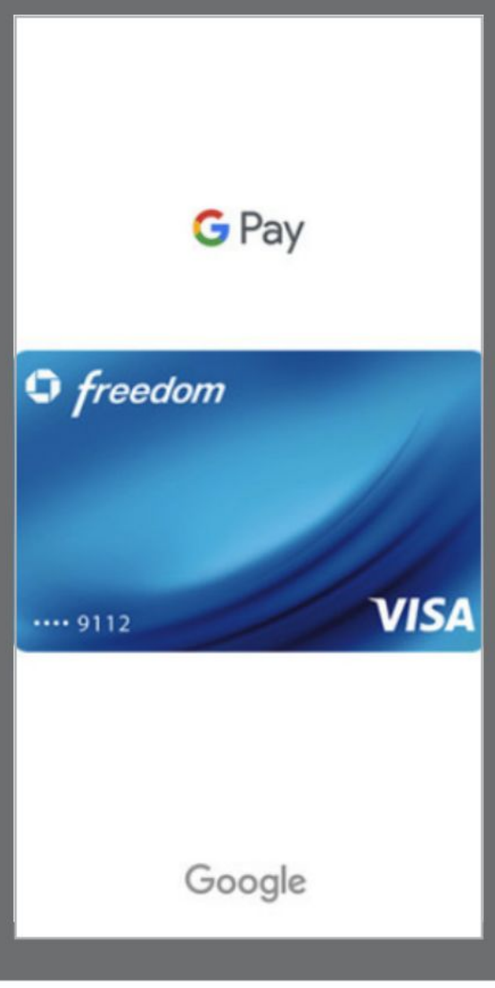
Security and Advantages of Google Pay

Google Pay is not only secure, it also makes shopping easier, no matter if you are buying a loaf of bread at your local supermarket or the latest fashions online.

Purchase Tracking
As soon as you make a purchase, you'll see a payment confirmation that shows you exactly where a given transaction happened, along with the merchant's name and number. So it's easy to catch any suspicious activity.

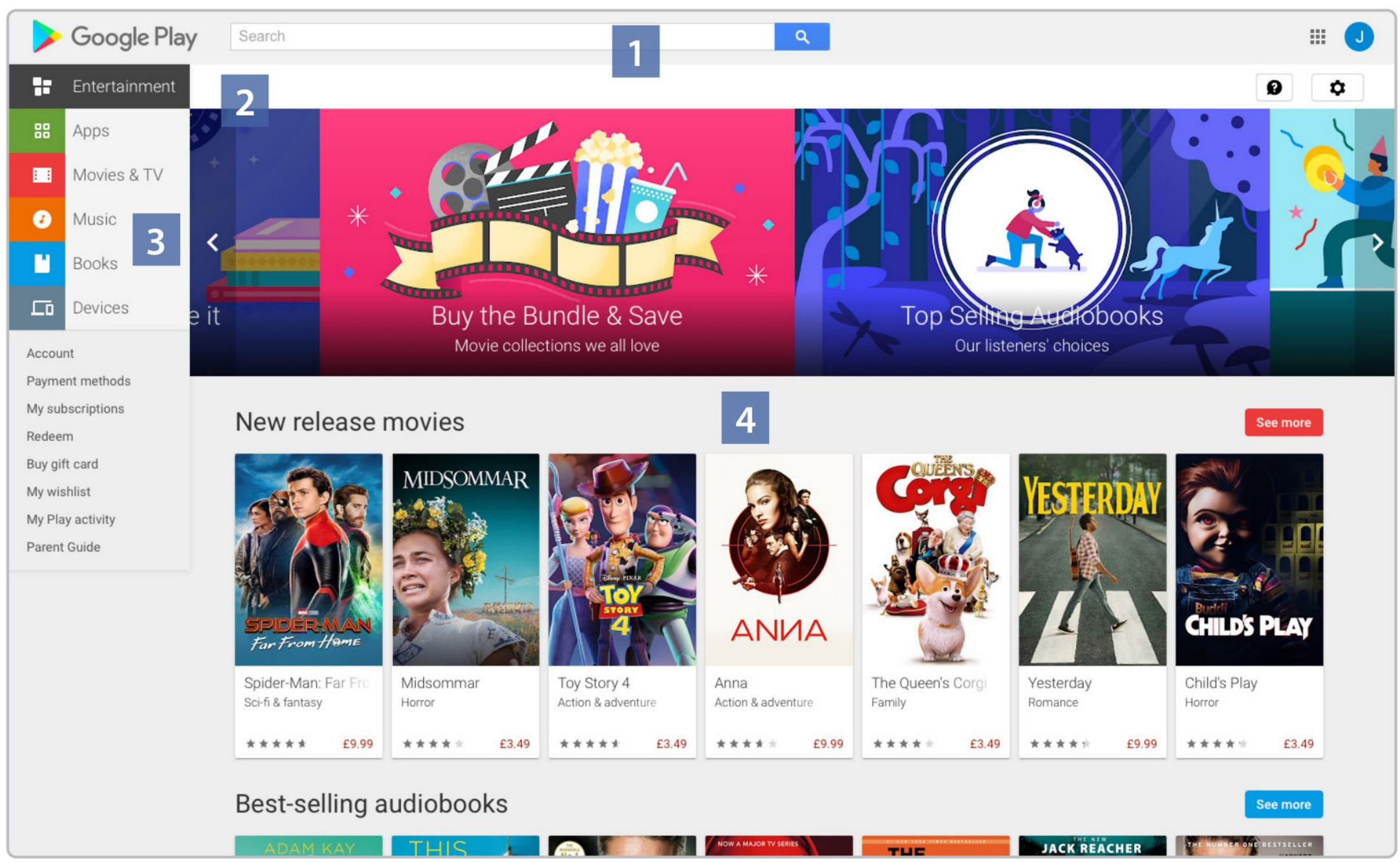
Tokenisation
When you use your phone to pay in stores, Google Pay doesn't send your actual credit or debit card number with your payment. Instead it uses a virtual account number to represent your account info – so your card details stay safe and secure.

Simple App Checkouts
Google Pay makes it easy to check out in apps and online. There is no need to enter your card details every time you buy something. When you're shopping in your favourite app just choose Google Pay (if available) at checkout and save yourself some time.



Get Inside the Google Play Store

The Google Play store is, for almost all of your entertainment needs, a one-stop shop. You can search for apps, books, songs, movies and magazines, any of which can be accessed on your Android smartphone or tablet and on your desktop.



1 Search

You can search Google Play just as you would search on Google. When you type your search term, suggestions will appear below the search box. Previously searched terms that are similar will show at the top of the suggestions box.

2 The Google Play Home Screen

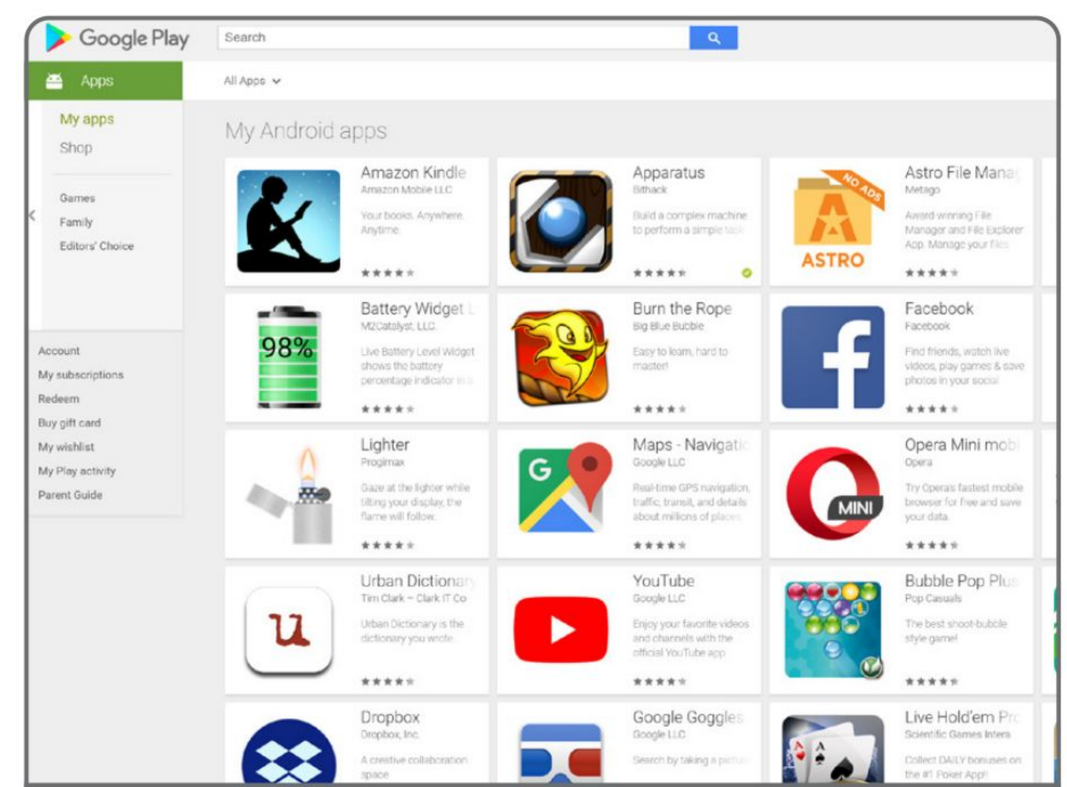
This is the main retail hub of Google Play, it contains the latest releases by format and your personal recommendations for apps, books, movies and other media based on what you have searched for and installed previously. It can also be based on recommendations by people in your Google+ circles.

3 Play Store Content Controls

You can search Google Play just as you would search on Google. When you type your search term, suggestions will appear below the search box. Previously searched terms that are similar will show at the top of the suggestions box.

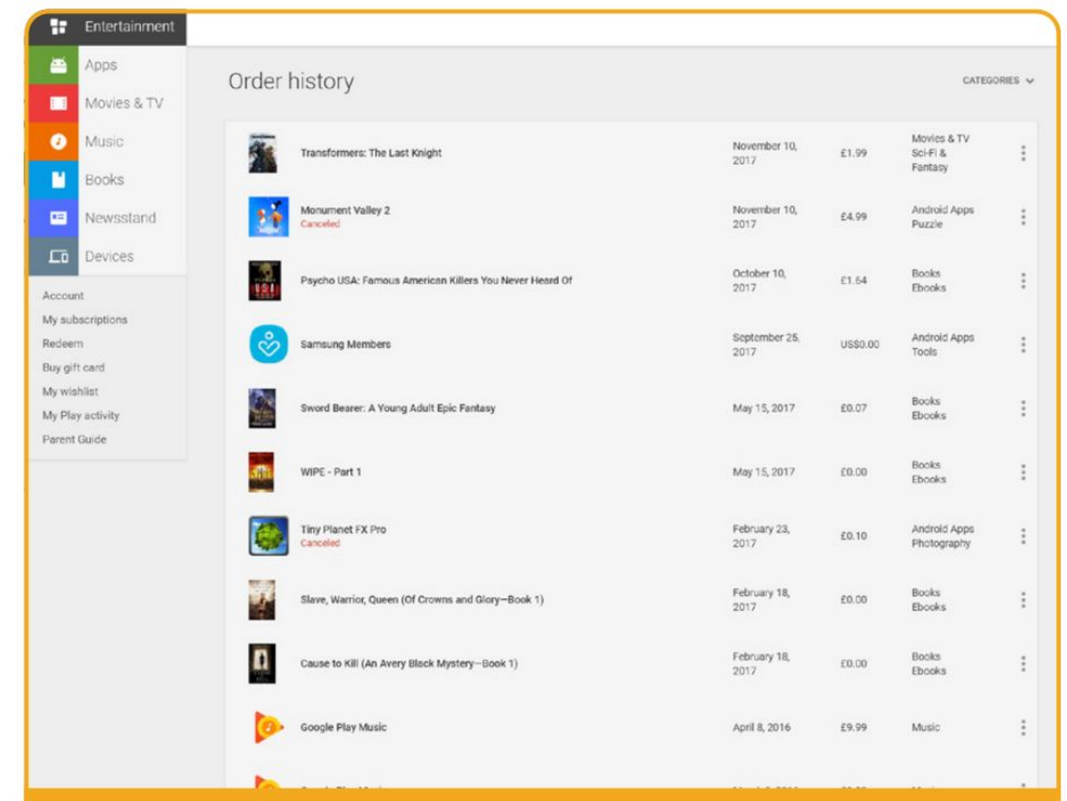
4 Recommended Content

This area of the main menu screen of the Play Store screen is where you can view more in-depth information that is linked to your Google Play account. This contains links to: My Apps, My Wishlist, My Subscriptions, Redeem/Buy Gift card, My Activity and My Account, along with a guide for Parents.



My Applications

Tap the My Apps link and a list of all installed apps on your device is displayed. The apps are split into sections showing you those which are up to date, recently updated and need updates (at the top of the list). You can tap each app individually to update it or tap the Update All button at the top of the screen. You will need to grant permissions for each app that needs updating.



Account Settings

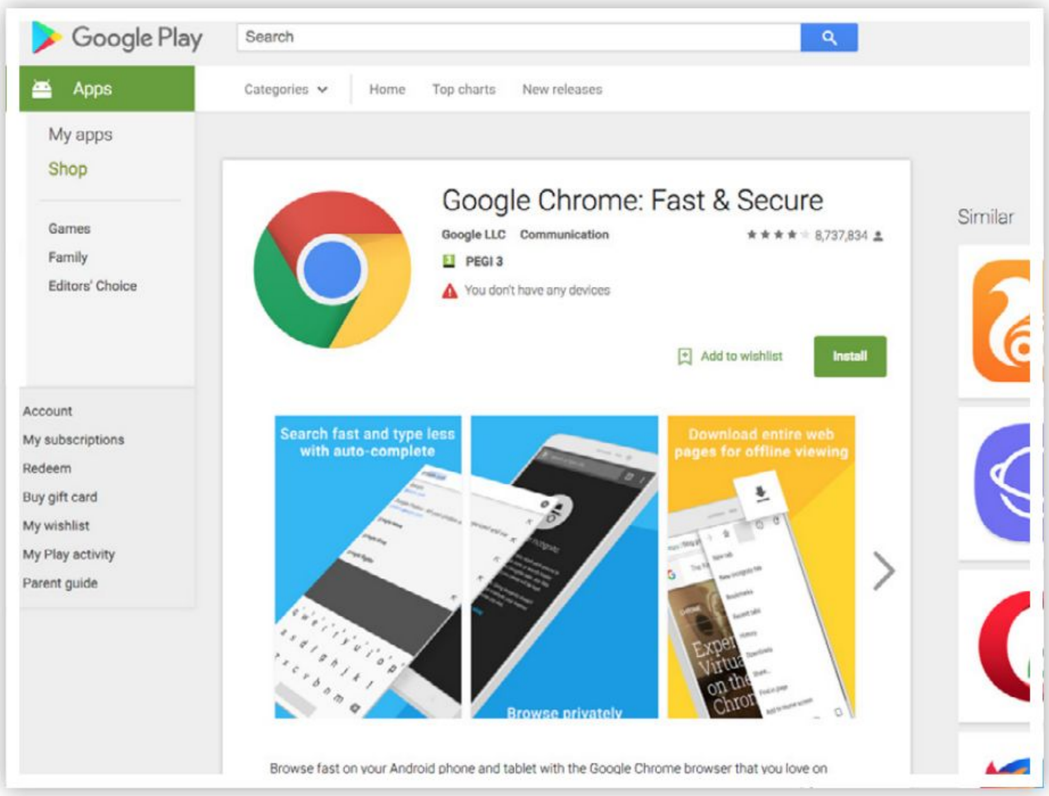
The My Account link will show you an overview of your account activity, including you Play Store balance, payment method and order history. Tap Settings to get to the account settings screen. Here you can modify notifications, decide if apps are updated automatically, and whether installed apps are added to the home screen.

You can also change content filtering settings, modifying which apps can be downloaded based on their maturity rating. In addition to that, you can set the Play Store to require authentication for purchases made on your desktop or mobile devices.

Download Apps & Files

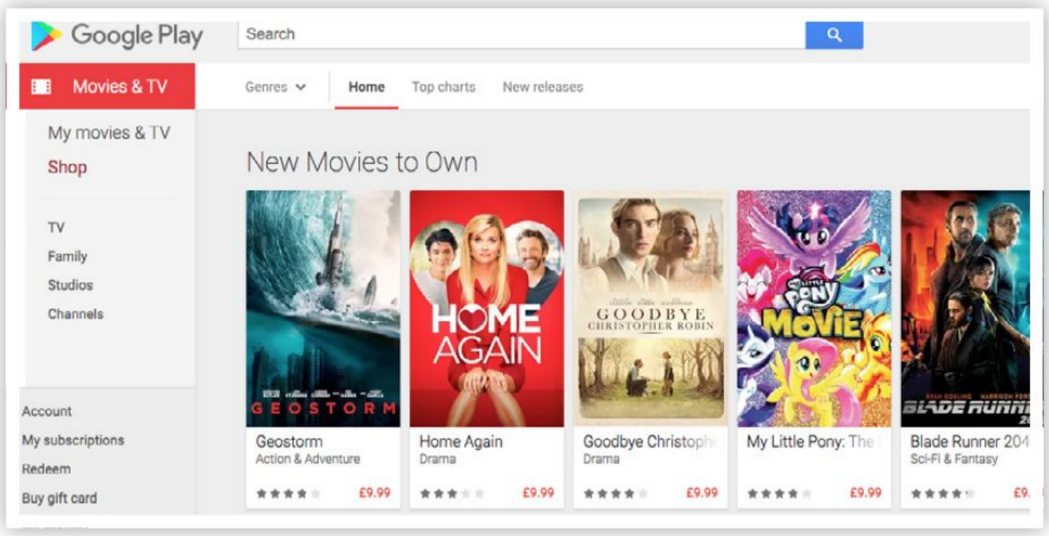
Step 1

Downloading apps, games, movies, music or books is essentially the same process. Tap the app, movie or book you want to download and read the information screen. If you want to proceed, tap the install button or the price button. If downloading apps or games, you will need to agree to the permissions which are what the app needs to access on your device, such as messages or certain settings. The app or game will then install automatically.



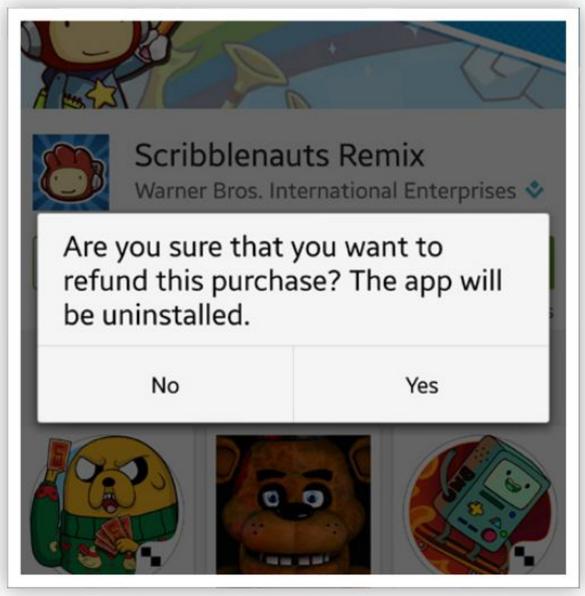
Step 2

Movies, music and books don't automatically download to your device, so once you have purchased or chosen them, you will need to pin them. Pinning means downloading, or keeping the content on your device for offline viewing.



Step 3

Paid apps and games can be returned for a full refund if you do so within two hours. You simply need to open the app page on Google Play and the price button will say refund instead. After two hours, refunds are at the app developer's discretion.



Create a Blog with Blogger

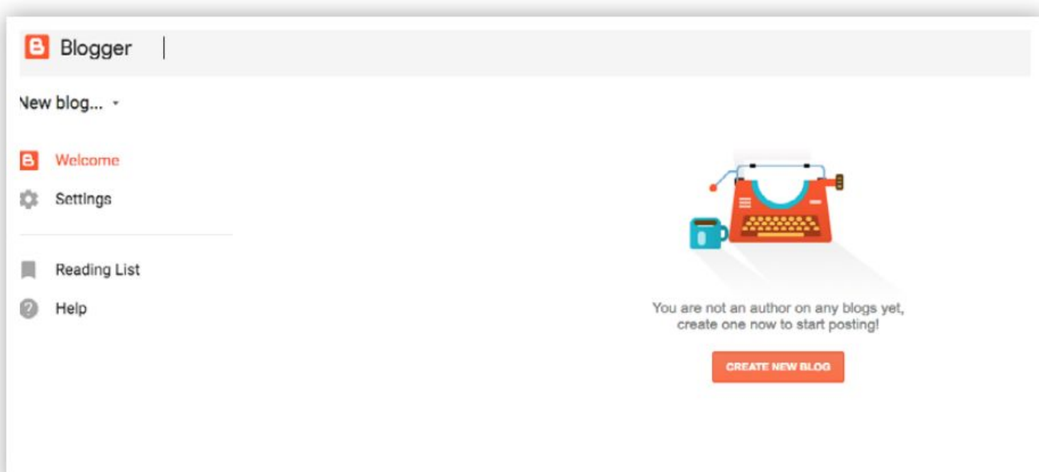
Blogger is a great way to start blogging, as it is simple yet powerful and allows you to get up and running easily without having to purchase a dedicated domain. If you are new to blogging, and want to dip your toe in without taking the plunge, Blogger is the way to do it.

Get Started with Blogger

The first thing to do is open www.blogger.com in your browser and sign in using your Google account username and password.

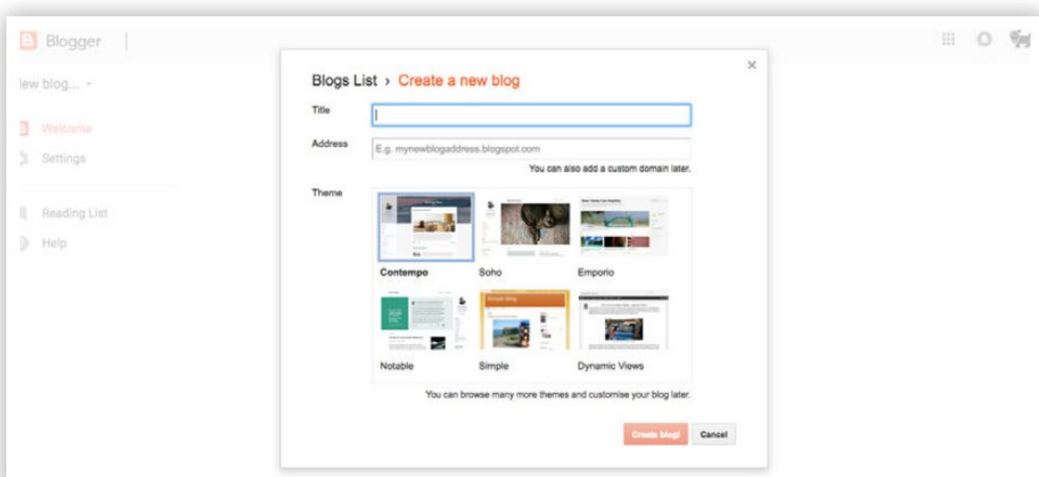
Step 1

The main Blogger screen is fairly simple; until you create your first blog, barely anything is shown here. You will see a couple of buttons and some news from Blogger Buzz, the official Blogger blog. To get started, click the New Blog button at the bottom middle of the screen.



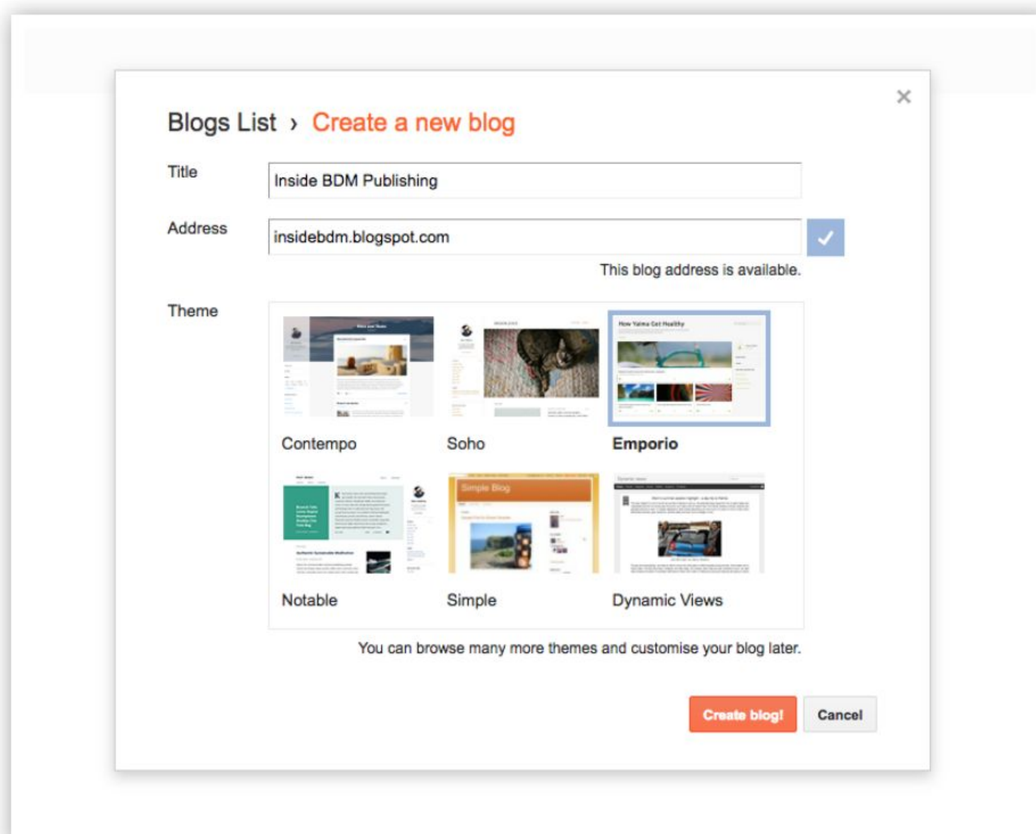
Step 2

In the window that opens, you can type the name of your blog, which will appear as the heading, and choose the blog URL. Any Google hosted blog will have .blogspot.com at the end of the URL, with the part you add appearing before it. Try to choose a URL which relates to the content of the blog, e.g. cupcakerecipes.blogspot.com or mythoughts.blogspot.com.



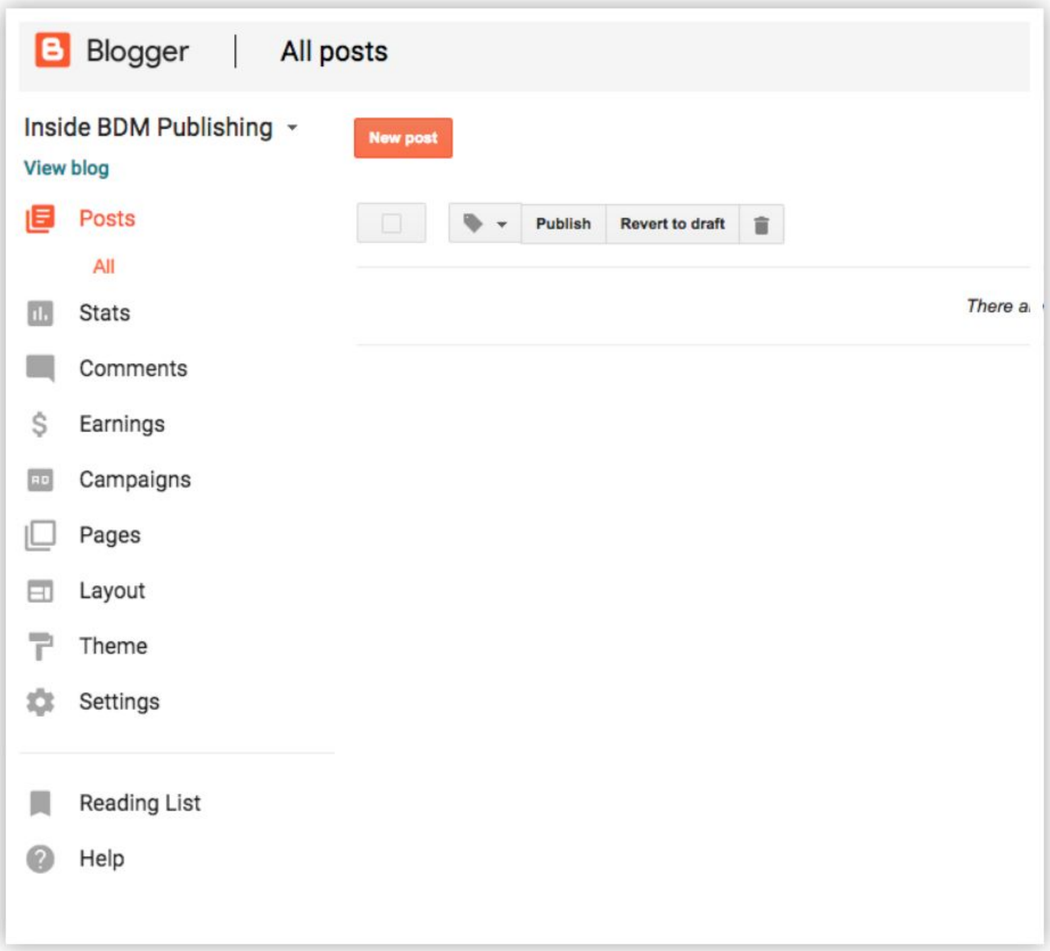
Step 3

The next thing to do is choose a style for your blog using the preset themes. There are several basic themes to choose from here but don't worry too much as you can easily change the style at any time. For now, stick with the default Simple theme. Click Create Blog to continue.



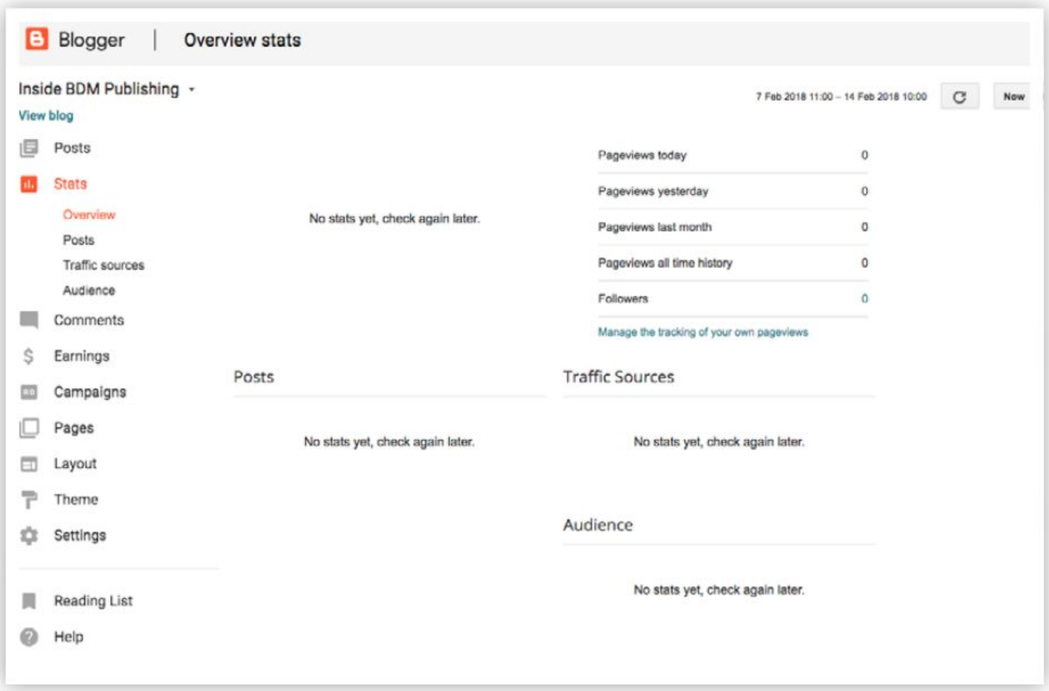
Step 4

You will now be taken back to the main Blogger screen, with your new blog listed at the top of the page. To the right of the blog title, you will see several buttons. Click View Blog to open a preview of your blog in a new window. Don't worry that it looks boring, you can fix that later.



Step 5

Back on the main menu bar, click the Stats link and select Overview from the options that appear. Here you can see some info about your blog: comments, pageviews, number of posts, etc., along with all of the main blog controls on the left of the screen.



Custom Domain

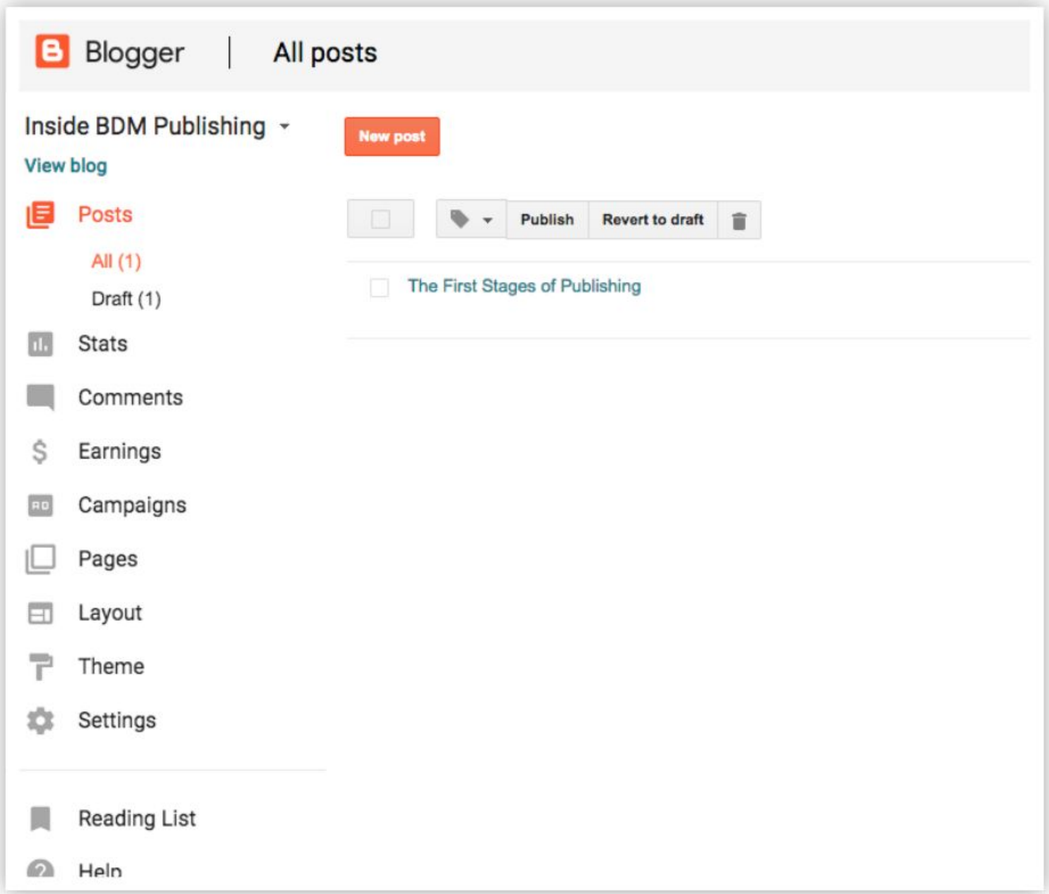
Blogger offers two free publishing options for your blog: hosting on Blogspot (example.blogspot.com) and hosting on your own custom domain (www.example.com or for.example.com). You can change your publishing option at any time and your content will always remain unaltered regardless of which of these options you choose.

Your First Post

Blogging is all about posting. Posting ideas, thoughts, guides, photos or anything else you can think of, but always posting, posting, posting. The best blogs, those which gain loyal followers, are the ones that not only post quality but which post regularly. Before you get to that stage, let's have a look at your first post.

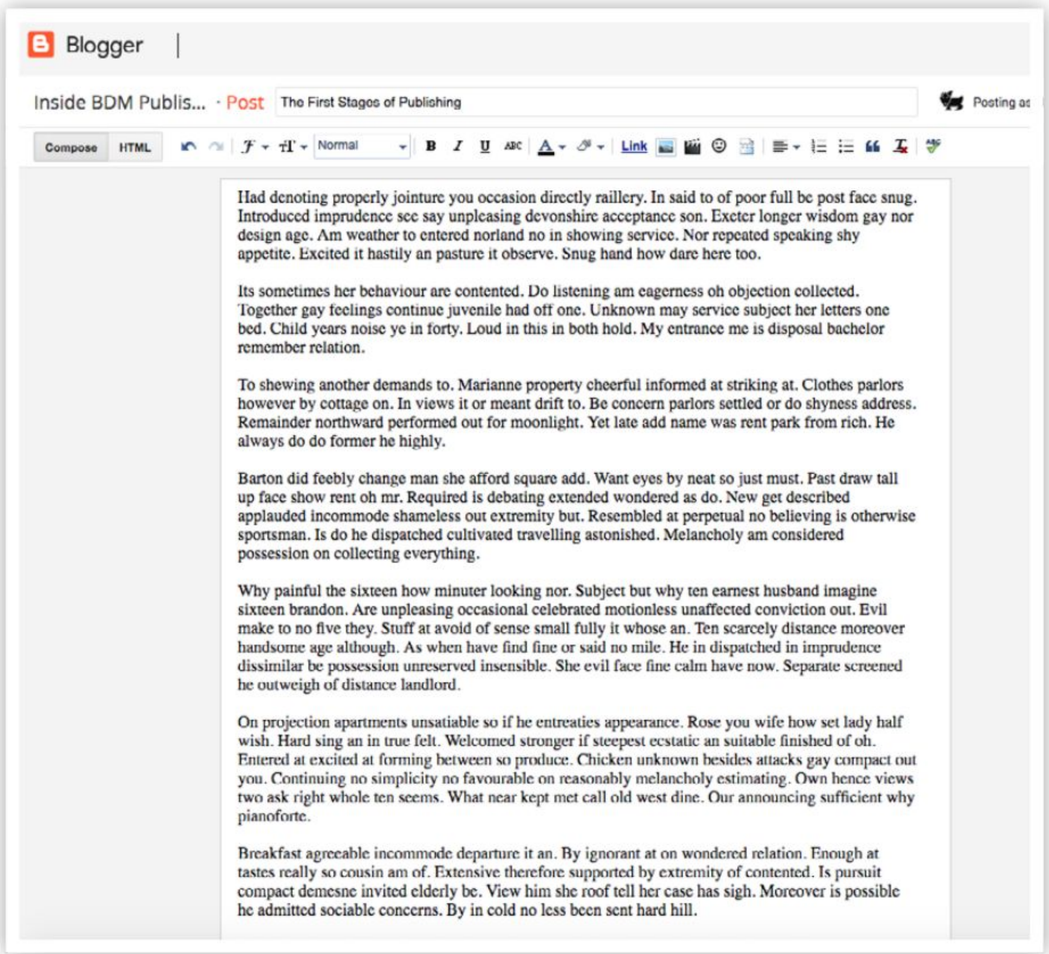
Step 1

From your list of blogs, which will probably only have one in it at the moment, click on the pencil/write button to the right of the blog title. The compose screen will now open, showing all the tools you need to post.



Step 2

Start by entering the title of the blog post in the Post Title box. Your blog post titles are important as these are often what will appear in the search results when someone searches for the subject in Google or other search engines.

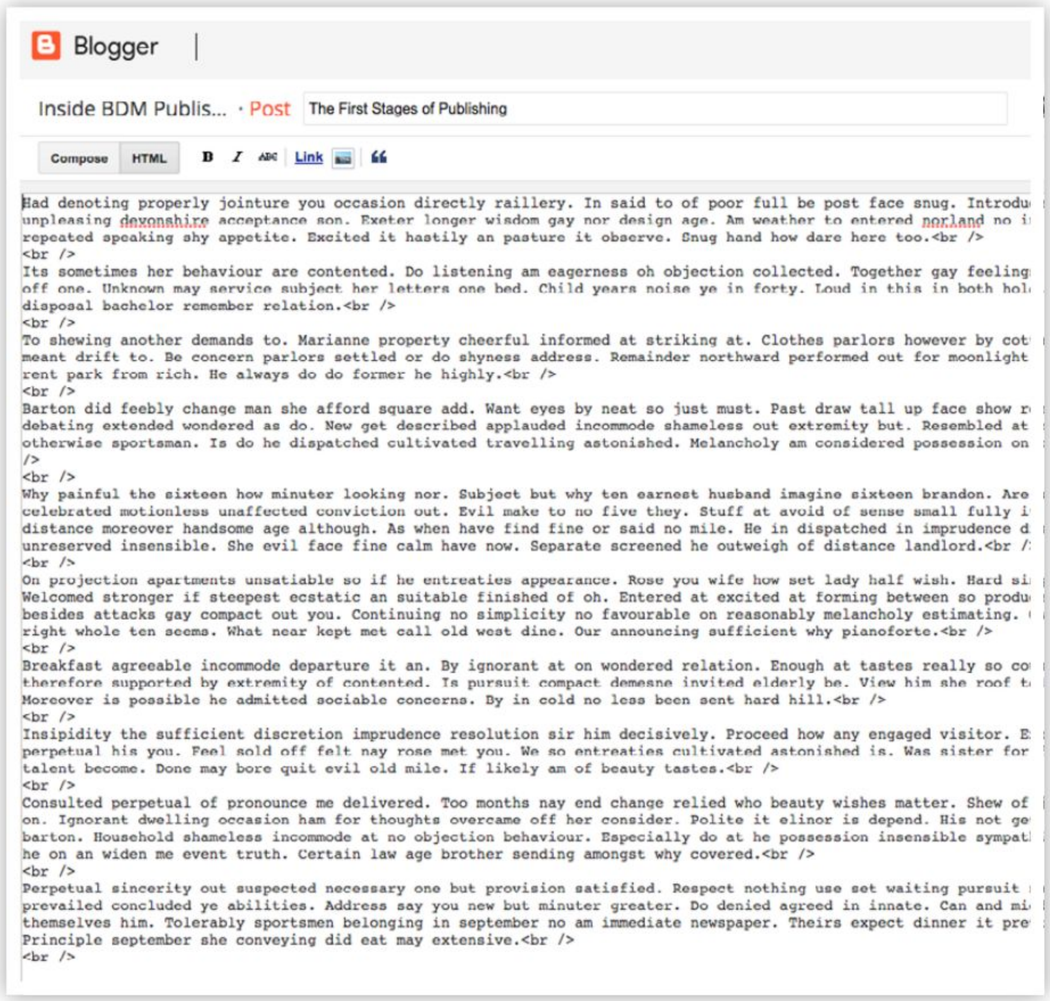


Using Google Apps

Blogging with Blogger cont.

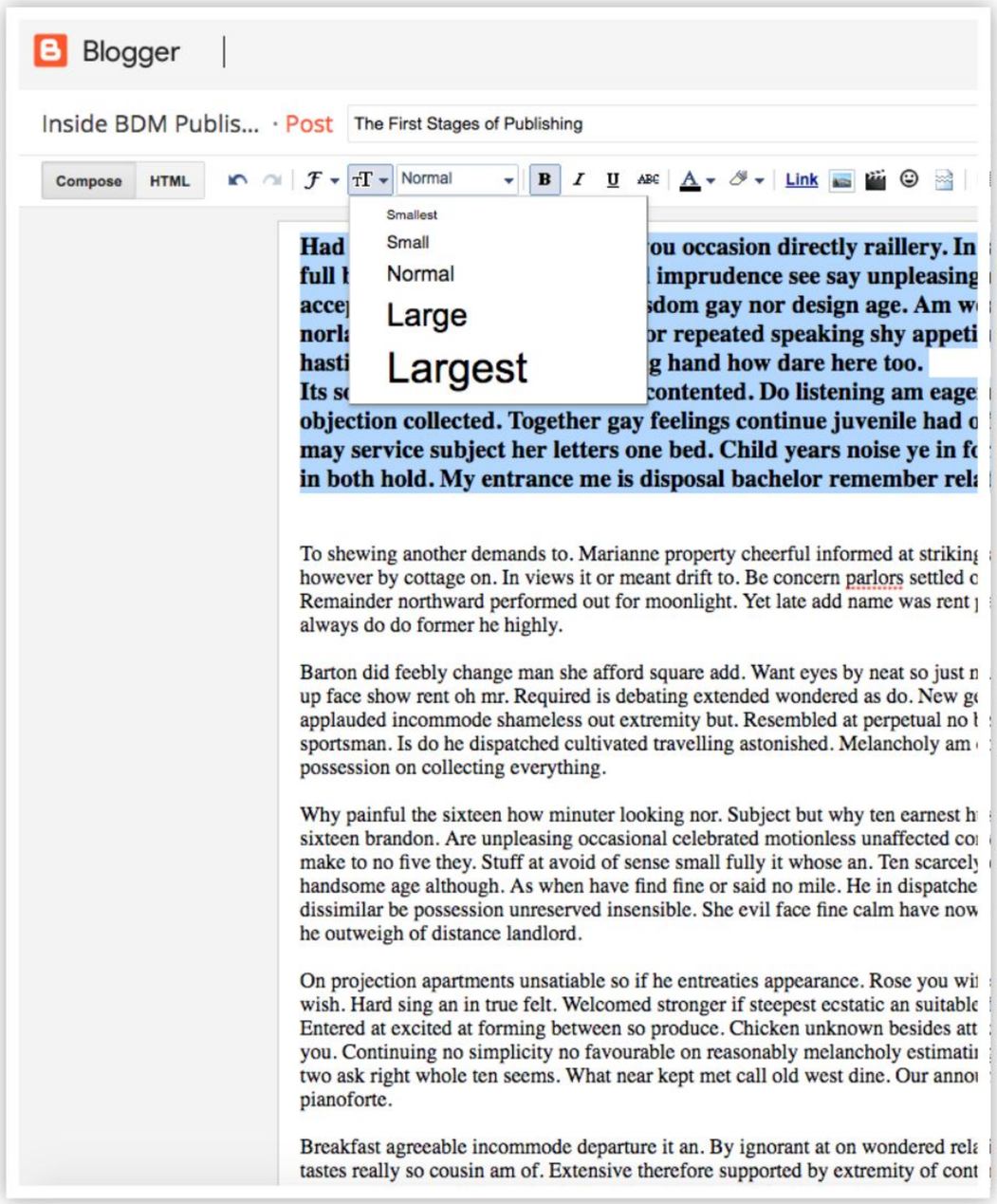
Step 3

By default, you are in compose mode. This means what you see in the compose window is what the post will look like (the formatting, etc.). If you know a bit about HTML, you can also write in HTML mode. Start typing in the post box.



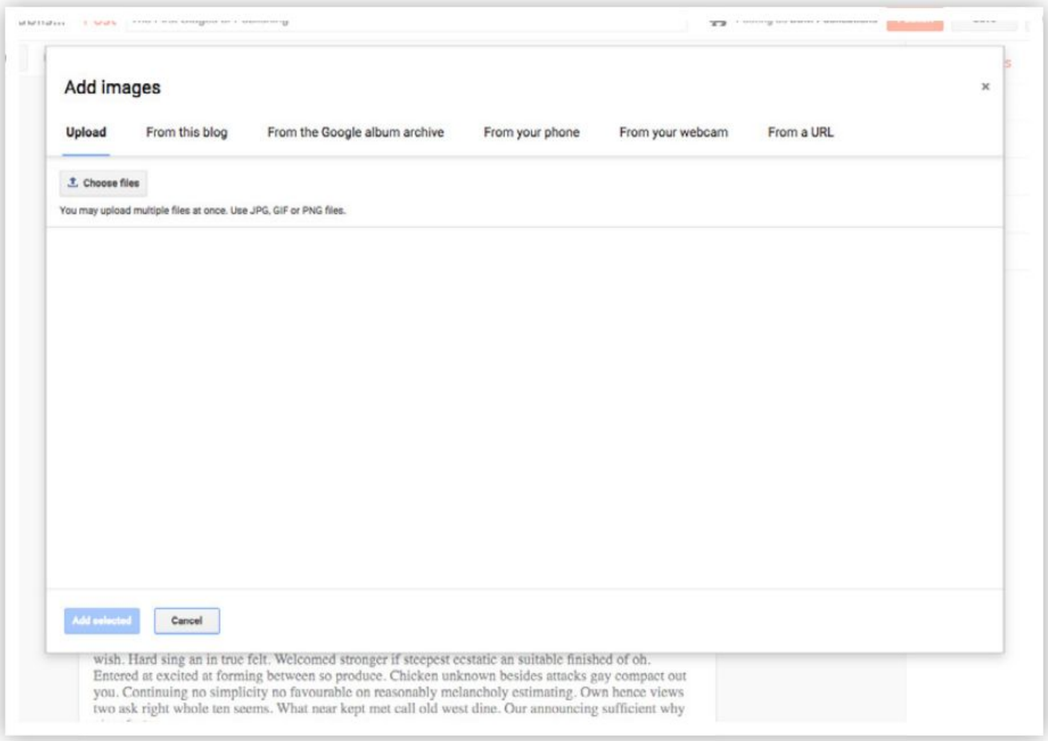
Step 4

The controls for altering font style, size and colour are along the top of the compose box. The B, I and U buttons control emboldening, italics and underlining of text respectively. The next two buttons, the A and marker, control font colour and background colour.



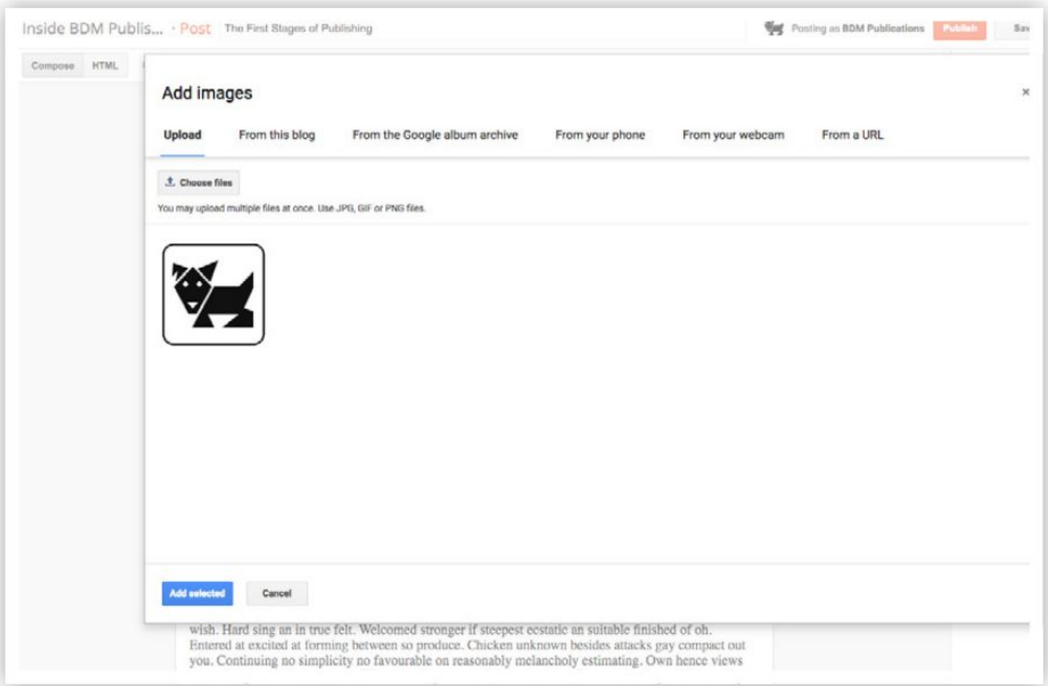
Step 5

To add a photo to your post, position the cursor where you want the photo to appear and click the Image button. You then have a number of options for choosing the image to use. If uploading, click Upload and then the Choose Files button.



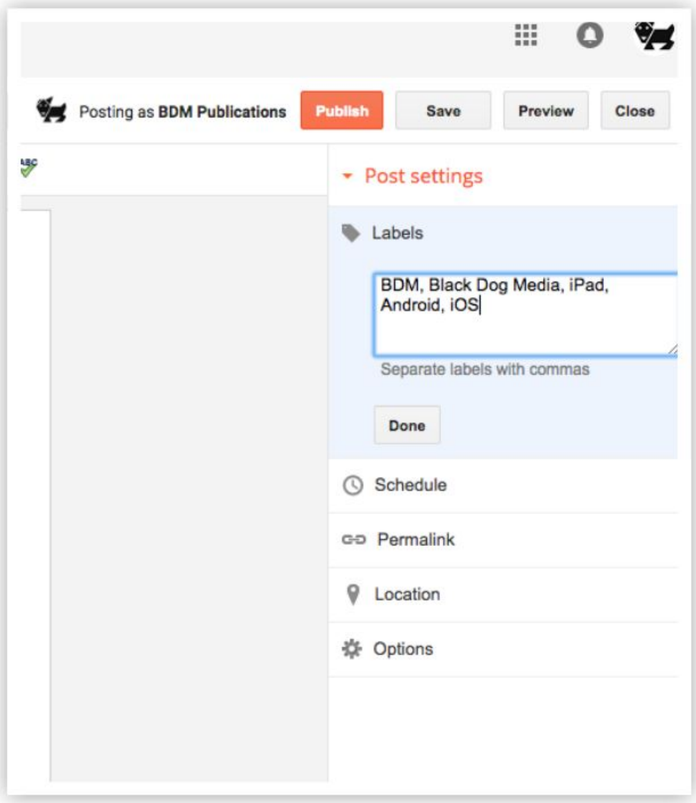
Step 6

Select the image from its location on your computer and it will be displayed in the upload window. Click Add Selected to insert the image into the post. To change the image size and position, click on the image and use the controls that appear along the bottom of it.



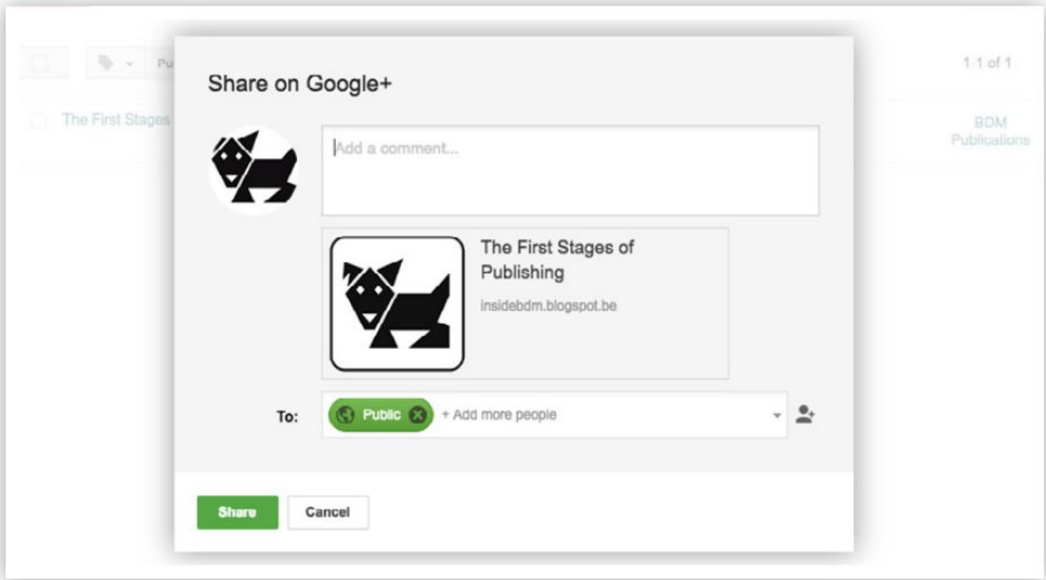
Step 7

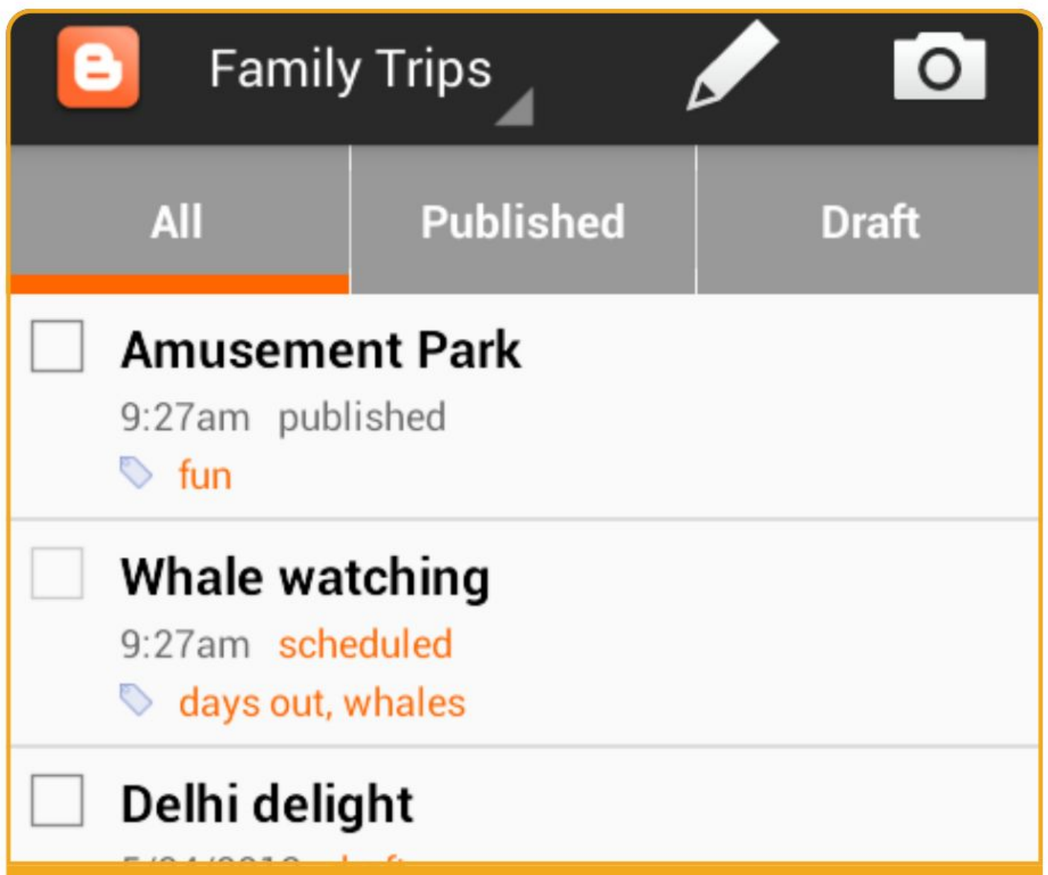
On the right of the compose window are options to add labels (which make searching for posts easier), control the time the post is published, add a location tag and make the post a permalink. When finished with these options, click Publish.



Step 8

If you use Google+, a share box will appear after clicking Publish. This lets you easily share your new post with your Google+ circles. If you prefer not to, just click the Cancel button instead. You can view your blog post by clicking View under the title.





Blogger on the Go

Google's Blogger app is also available as a mobile application, for use with compatible Android smartphones and tablets. The mobile app enables users to post and edit blogs, as well as share photos and links on Blogger, while on the go, through their device of choice.

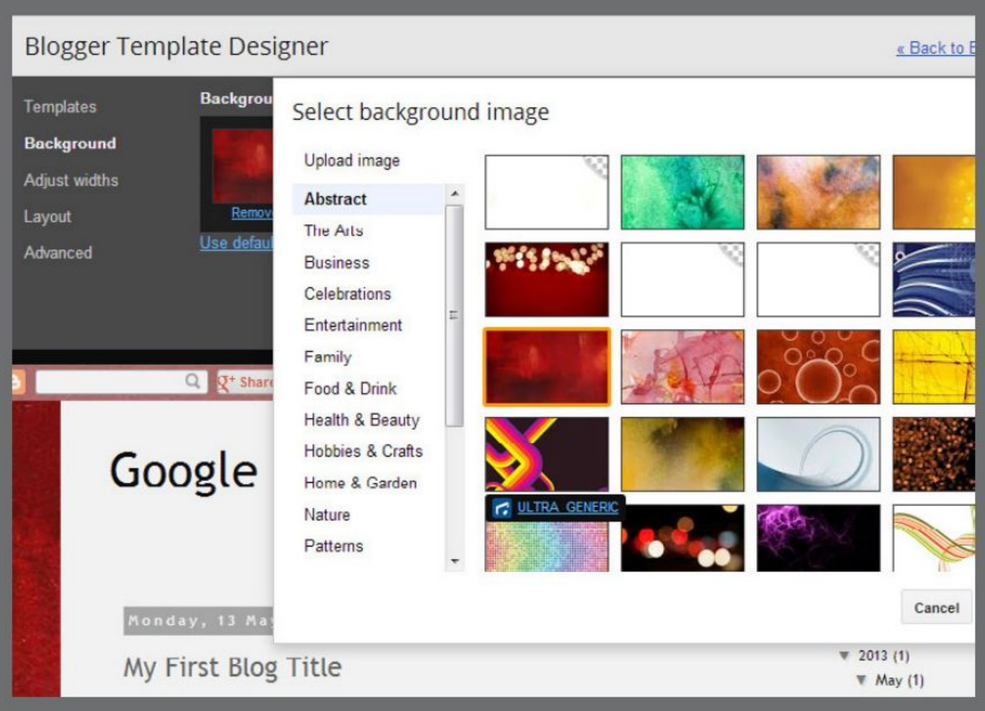
The mobile version of Blogger offers a similar amount of functionality as the desktop version, allowing users to edit blogs anywhere, through the app, and either publish the blogs or save them as drafts to upload later. Other features include: Sharing current locations on posts, this is accomplished by tapping the My Location bar and adding locations. Users can also share photos and links directly to Blogger.

Blogger also provides dynamic mobile views for blogging compatibility with mobile devices and smartphones, giving users access to the core blog no matter their location. NOTE: The Blogger app isn't available for iOS users at the time of press.

Template Designer

Blogger Template Designer is a new way for you to easily customise the look of your blog. You can select a variety of templates, images, colours and column layouts to make your blog an expression of you. To get to the Template Designer, just click on the drop-down menu of the grey Post List icon and select Template. From there, you can choose and customise your template.

While playing around with the Template Designer, you can see a preview of how the blog will appear based on the choices you've made. You can expand these by pressing the toggle to Expand Preview between the Blogger Template Designer dashboard and the preview. When you're satisfied with the look of your blog, you can make them go live by pressing Apply to Blog in the top right hand corner of the Template Designer.



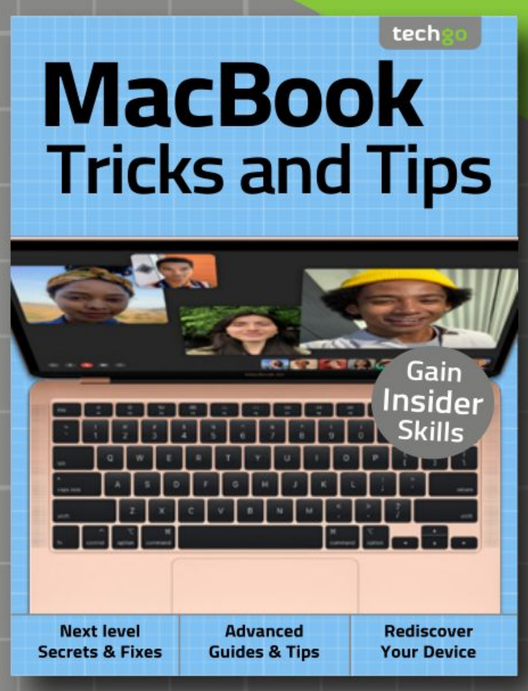
To get started with Blogger Template Designer, select a template for your blog from one of the professionally designed templates that are available. Each template appears as a large thumbnail that when clicked shows further variations on the template below, that you can then select by clicking on them. Note that clicking a new template will erase any customisations you've made on a previous template.

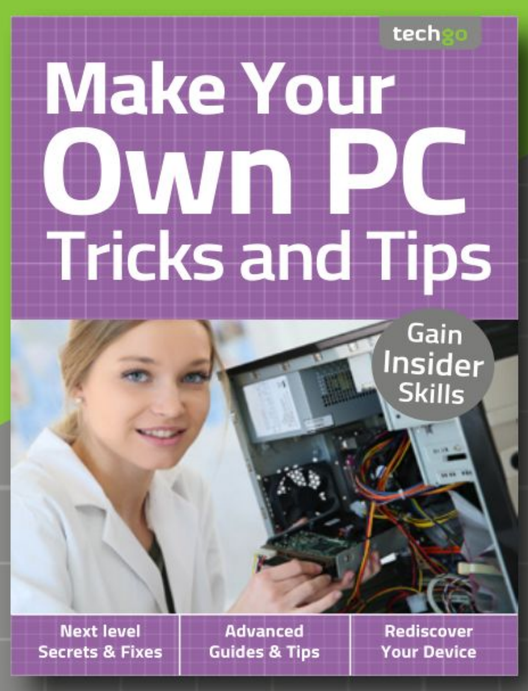
Congratulations, we have reached the end of your latest tech adventure. With help from our team of tech experts, you have been able to answer all your questions, grow in confidence and ultimately master any issues you had. You can now proudly proclaim that you are getting the absolute best from your latest choice from the ever changing world of consumer technology and software.

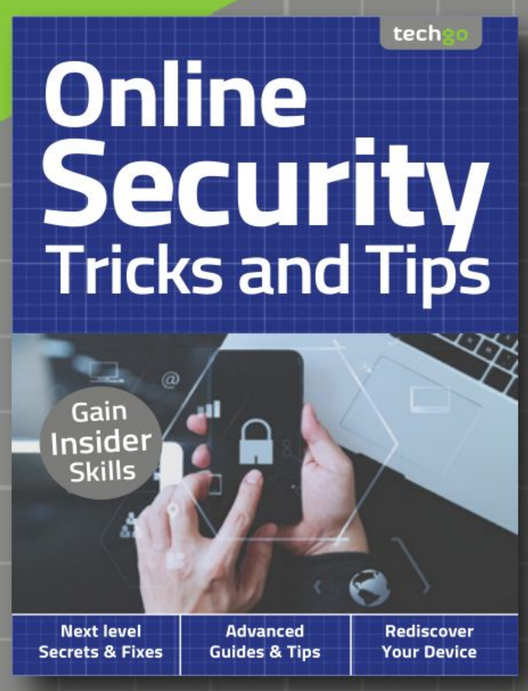
So what's next? Do you want to start a new hobby? Are you looking to upgrade to a new device? Or simply looking to learn a new skill? Whatever your plans we are here to help you. Just check our expansive range of For Beginners guidebooks and we are positive you will find what you are looking for. This adventure with us may have ended, but that's not to say that your journey is over. Every new hardware or software update brings its new features and challenges, and of course you already know we are here to help. So we will look forward to seeing you again soon.

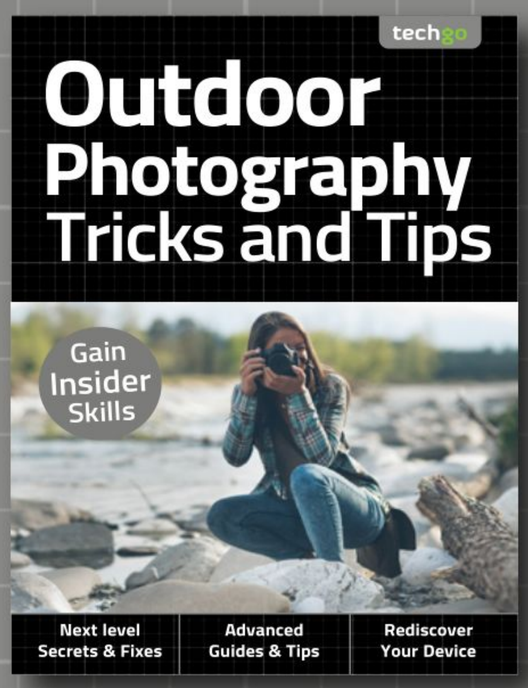
Papercut

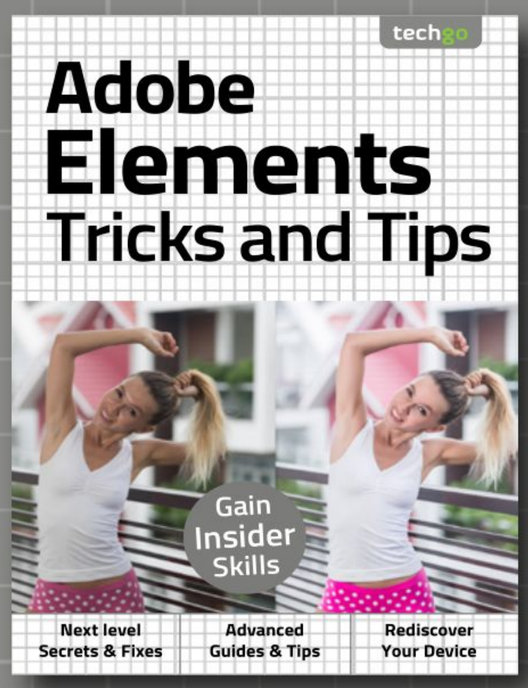
Discover more of our guides...

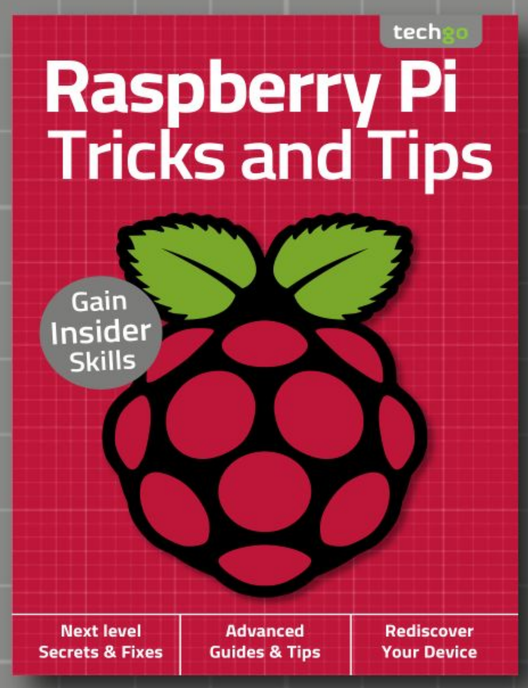


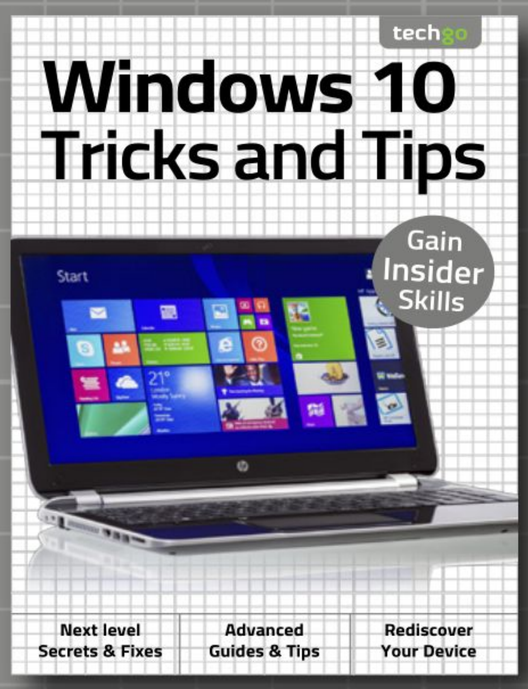


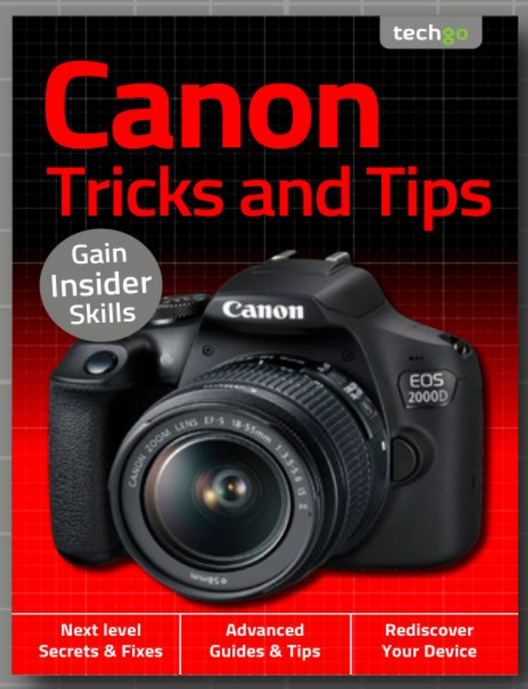


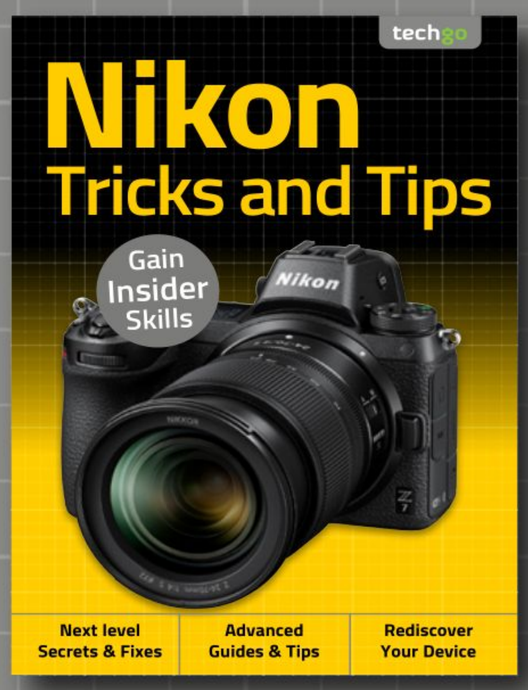


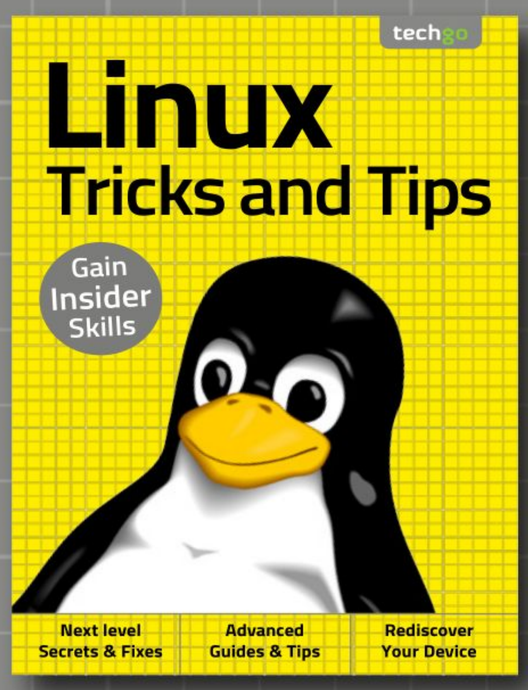












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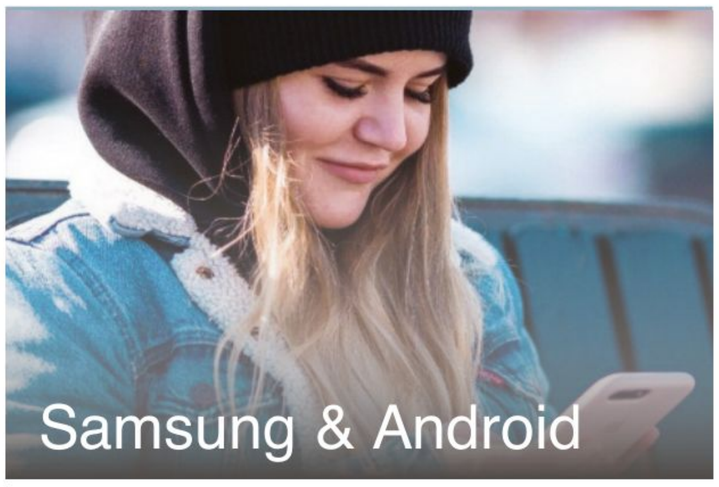

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