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Google For Beginners

Special Digital Edition

Jargon-free Tips & Advice

Step-by-step Tutorials

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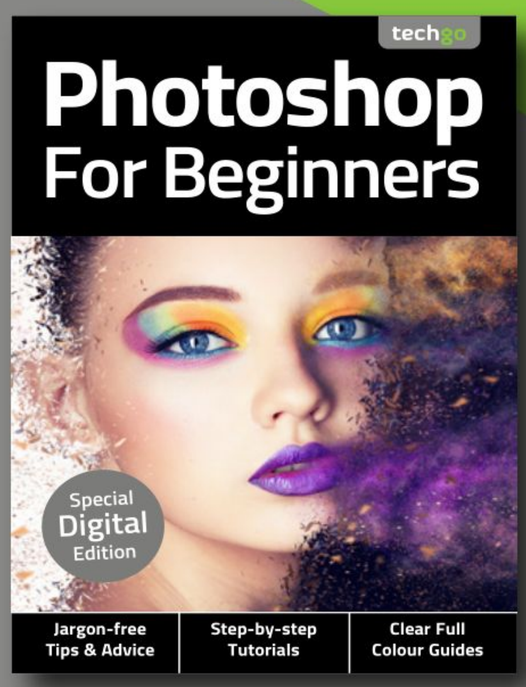

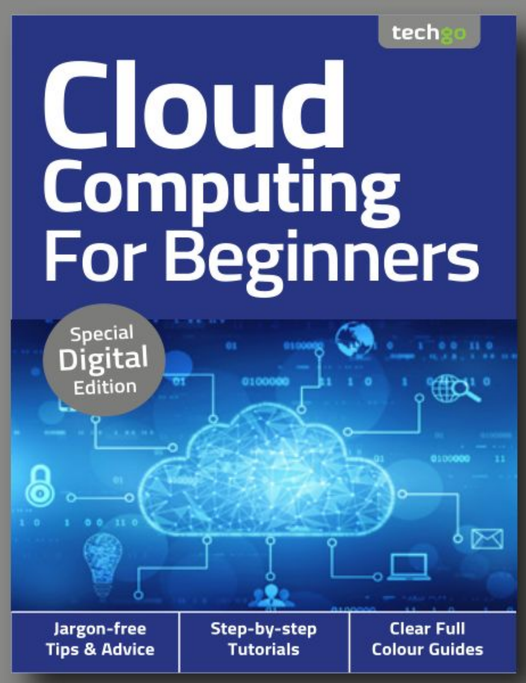

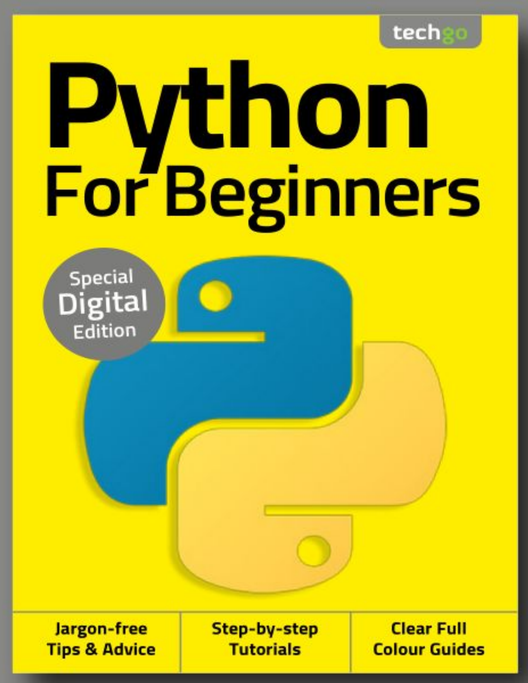

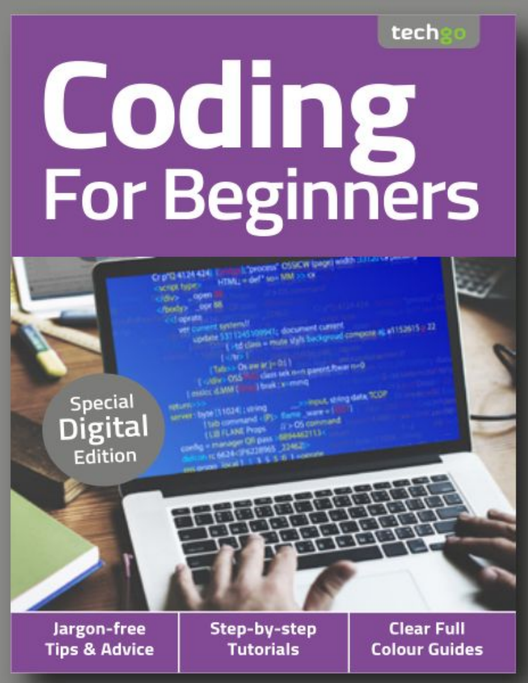

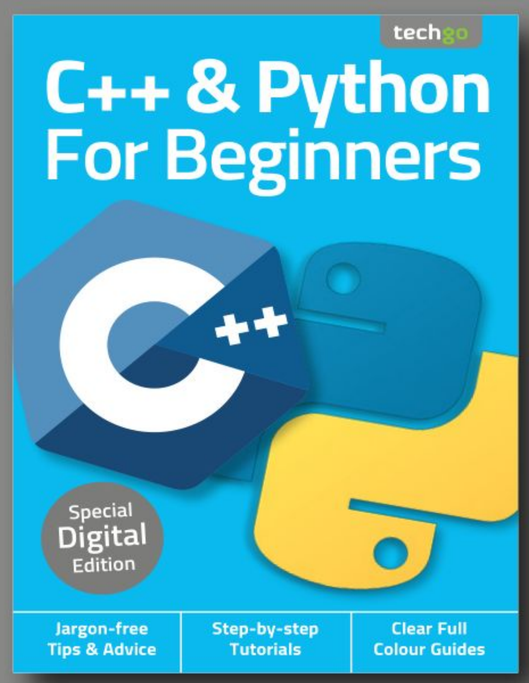

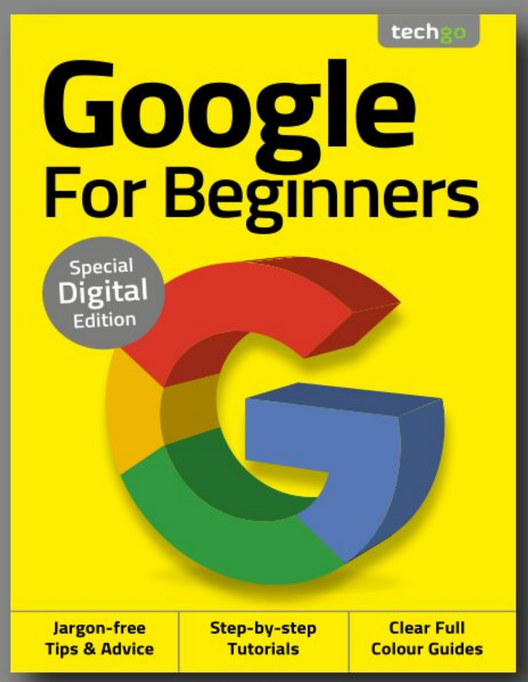

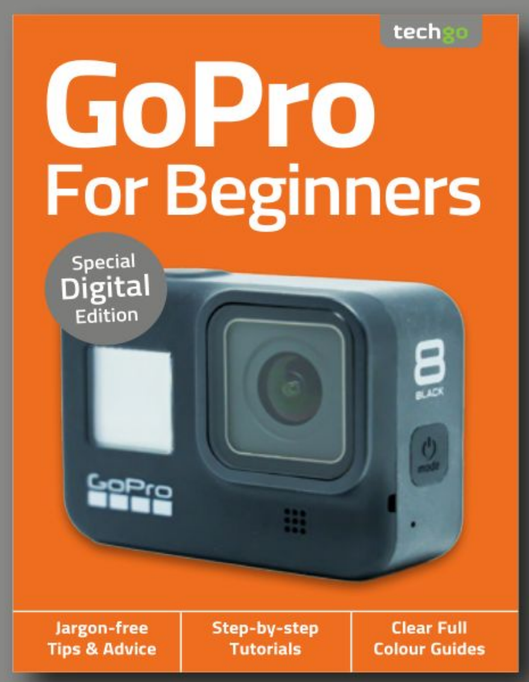

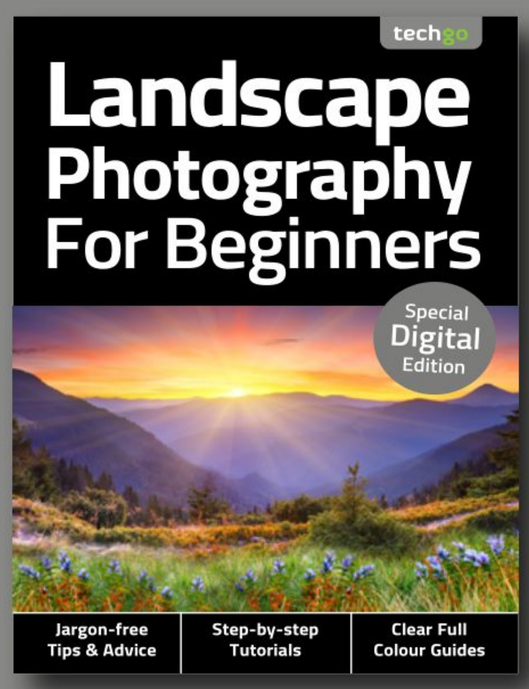

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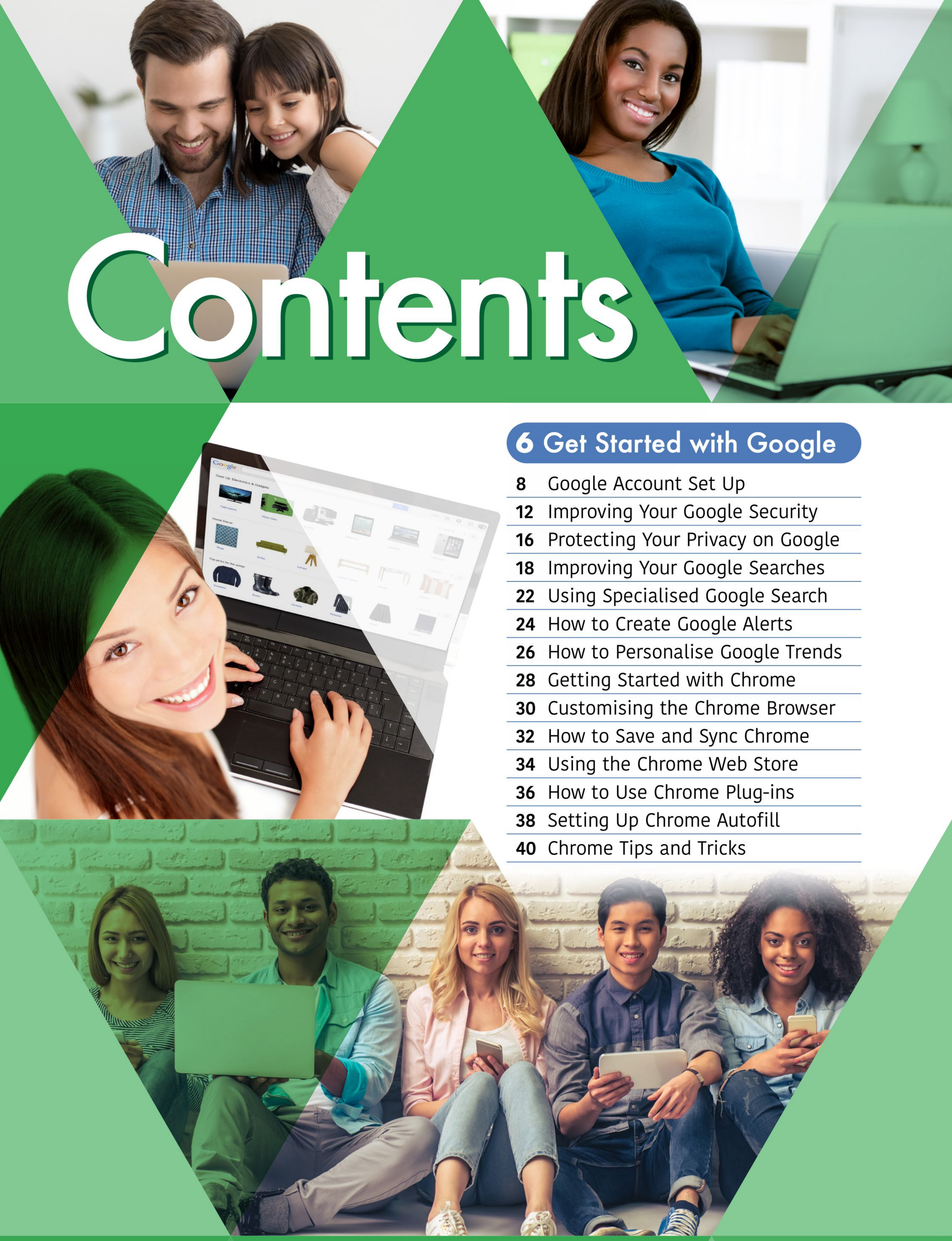
Google For Beginners

Starting something new can be daunting. Learning a skill or mastering a new piece of hardware is tough. Even tougher if you have no-one at hand to help. Conversely as the complexity of our consumer technology increases, the size of the requisite instruction manual decreases or in some cases it simply disappears. At numerous times in our lives we have all been “beginners”, there is no shame in that fact and rightly so. How many times have you asked aloud, “What does this button do?”. “Why doesn’t that work?”. “What do you mean it doesn’t do that?”. “HELP!”. At the start of any new journey or adventure we are all beginners but fortunately for you we are here to stand beside you at every stage.

Over this extensive series of titles we will be looking in great depth at the latest consumer electronics, software, hobbies and trends out of the box! We will guide you step-by-step through using all aspects of the technology that you may have been previously apprehensive at attempting. Let our expert guide help you build your technology understanding and skills, taking you from a novice to a confident and experienced user.

Over the page our journey begins. We would wish you luck but we’re sure with our support you won’t need it.



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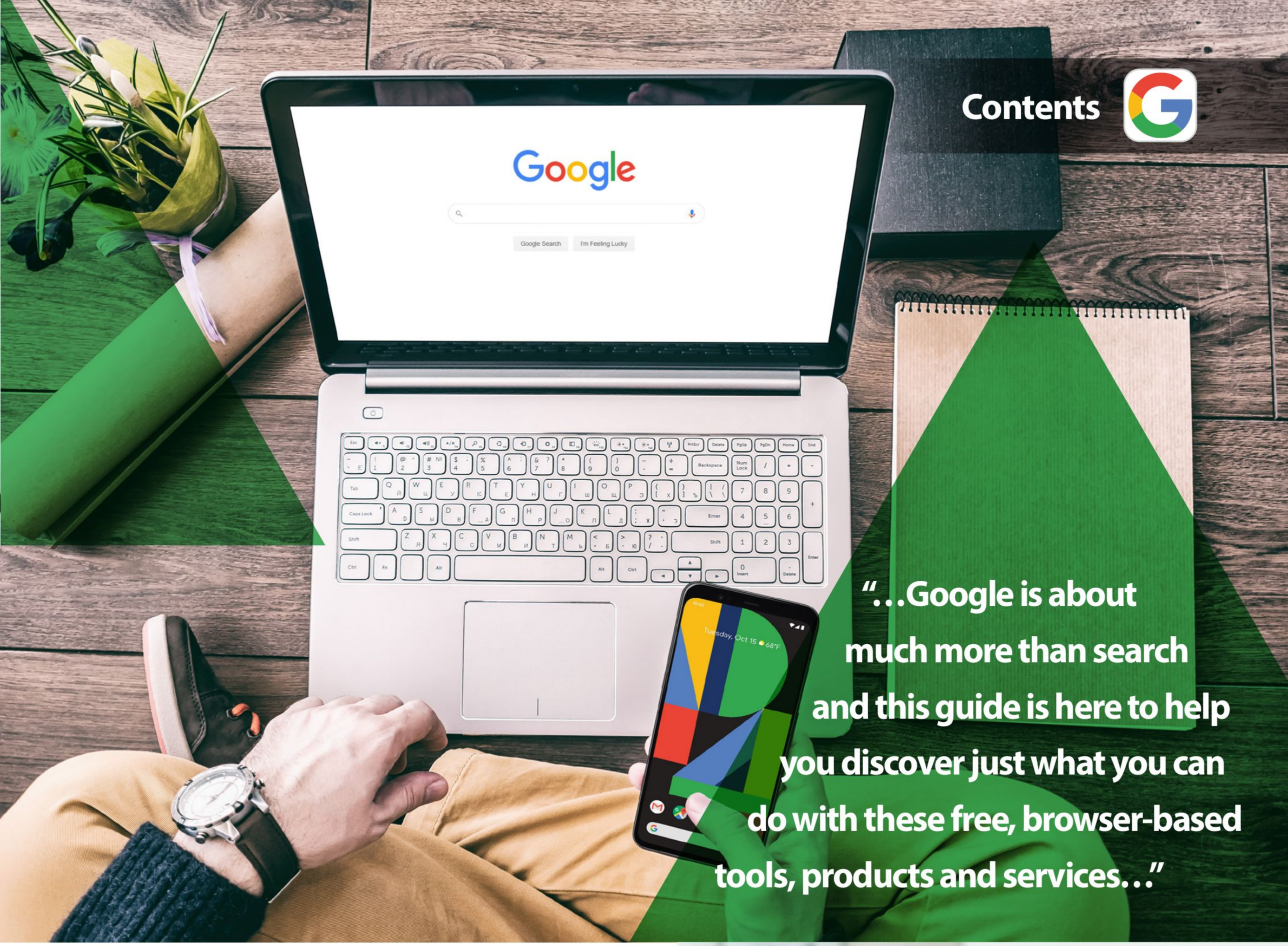

"…Google is about much more than search and this guide is here to help you discover just what you can do with these free, browser-based tools, products and services…"

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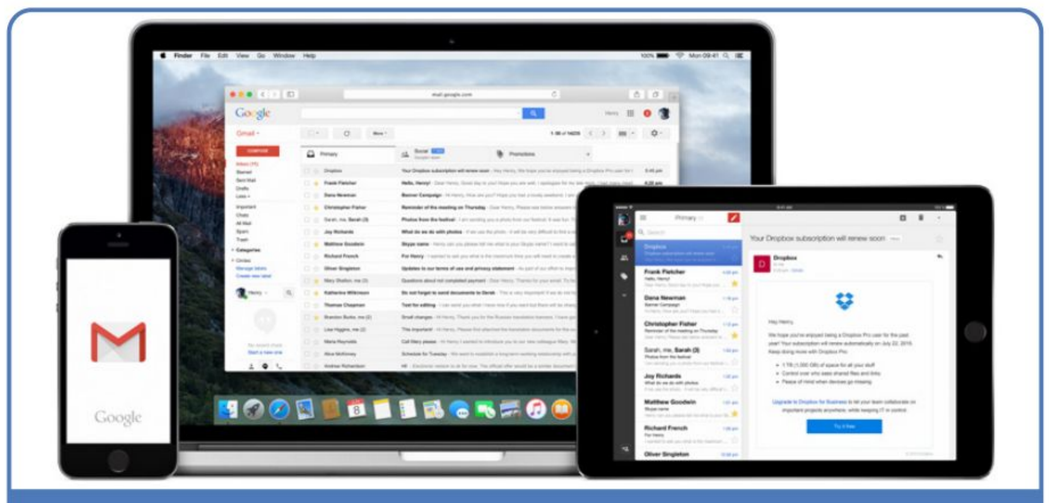
Get Started with Google

Get Started with Google

There are many reasons (all of which are covered in this publication) to delve into the Google app suite. Yet before you start to explore these amazing tools and discover just how much you can do with them, you need to get to grips with the basics. What follows details how to set up your all-important Google account and also teaches you some important safety tips to ensure all of your online Google adventures are secure ones.

Google Account Set Up

In the past, using several different Google apps would have meant having several different usernames and passwords. Thankfully, Google took steps to merge all of these different accounts into one main Google account. This means that you only have to remember one username and password to access almost any Google product, plus it is much easier to share information, images and other data between your devices.



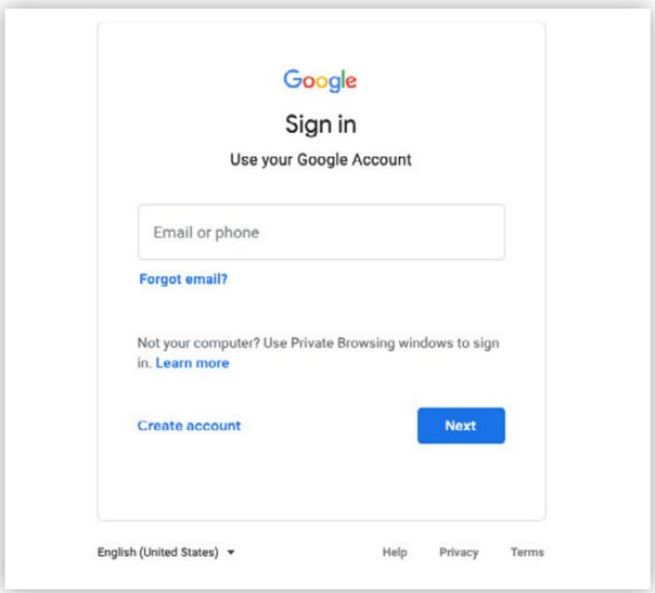
Use Across Devices

One of the regular questions we receive regarding Google's applications is: "Can I use my Google account sign in details on both my smartphone and my computer? Thankfully, the answer to that question is yes, follow the information below to set up your Google Account details and then you will be able to use them on all compatible devices and apps.

Creating a Google Account

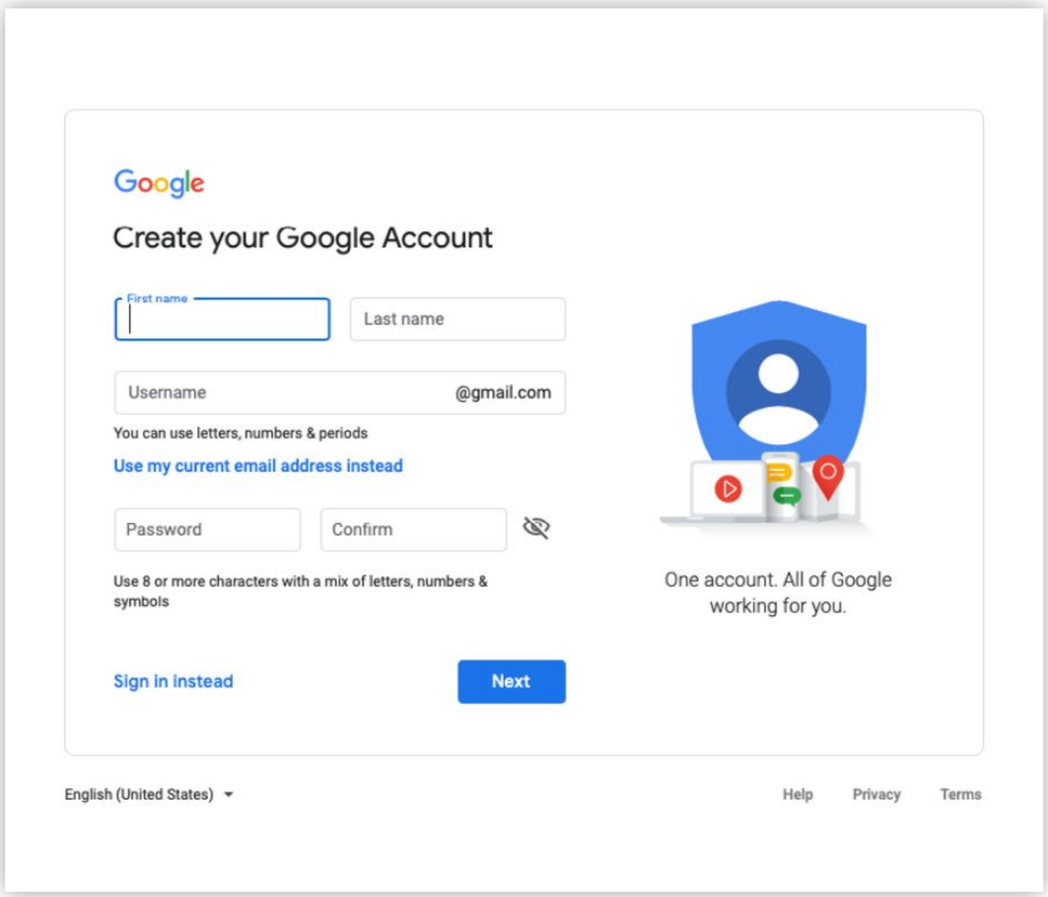
Step 1

Using any Internet browser, navigate to www.accounts.google.com and click on Create account in the bottom left corner of the screen. Now choose to set up either an individual or a business account.



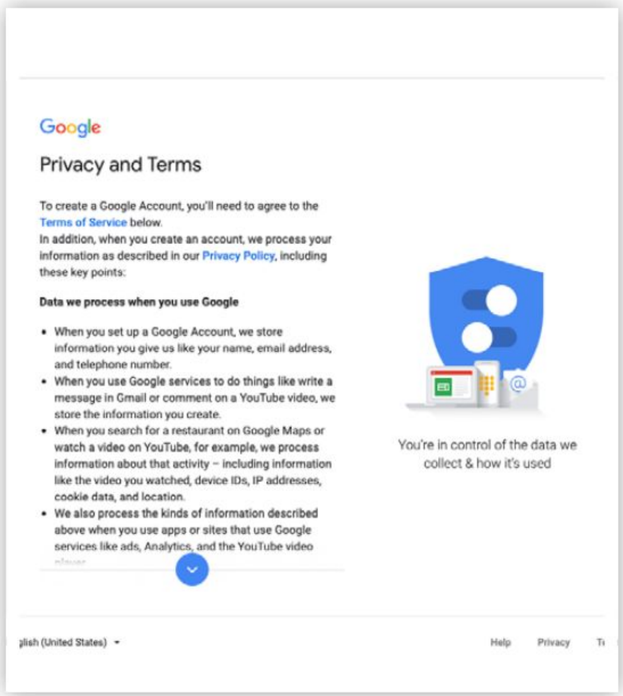
Step 2

Enter your name into the boxes provided and choose your preferred gmail.com email address. If the name you want is already taken, you will be shown some alternatives; or you can try another of your own.



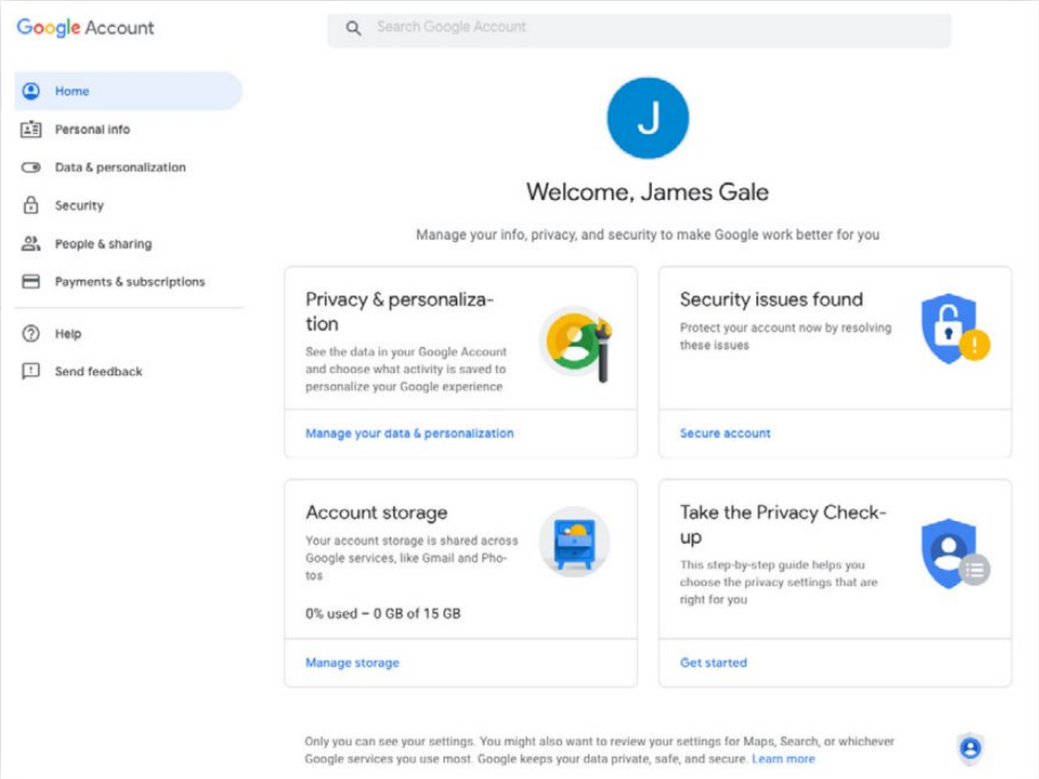
Step 3

Complete the remainder of the information, including a phone number and alternative email address; useful if you need to recover your login info. You will also need to complete the entire form and agree to Google Terms of Service to progress.



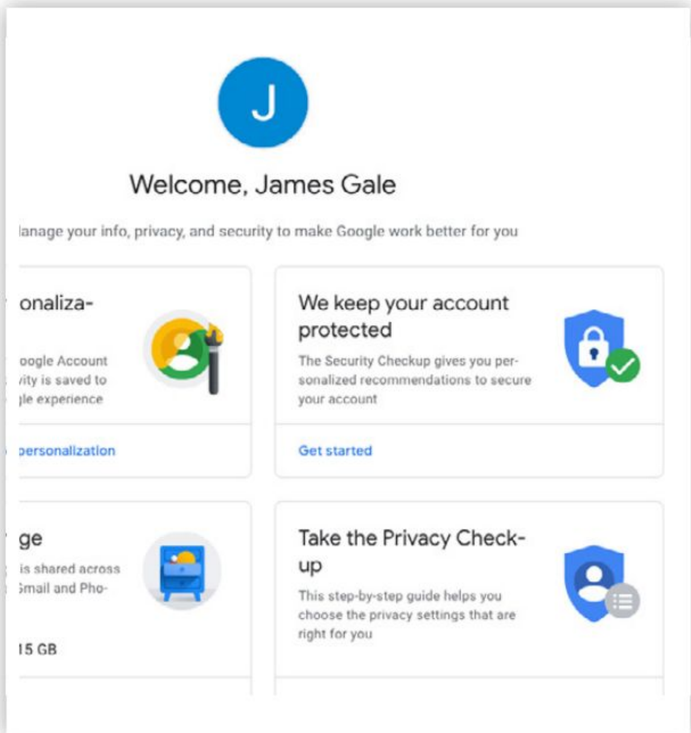
Step 4

After completed the initial sign up process, you are taken to the core My Account page. From this page you can customise your entire Google user experience as follows.



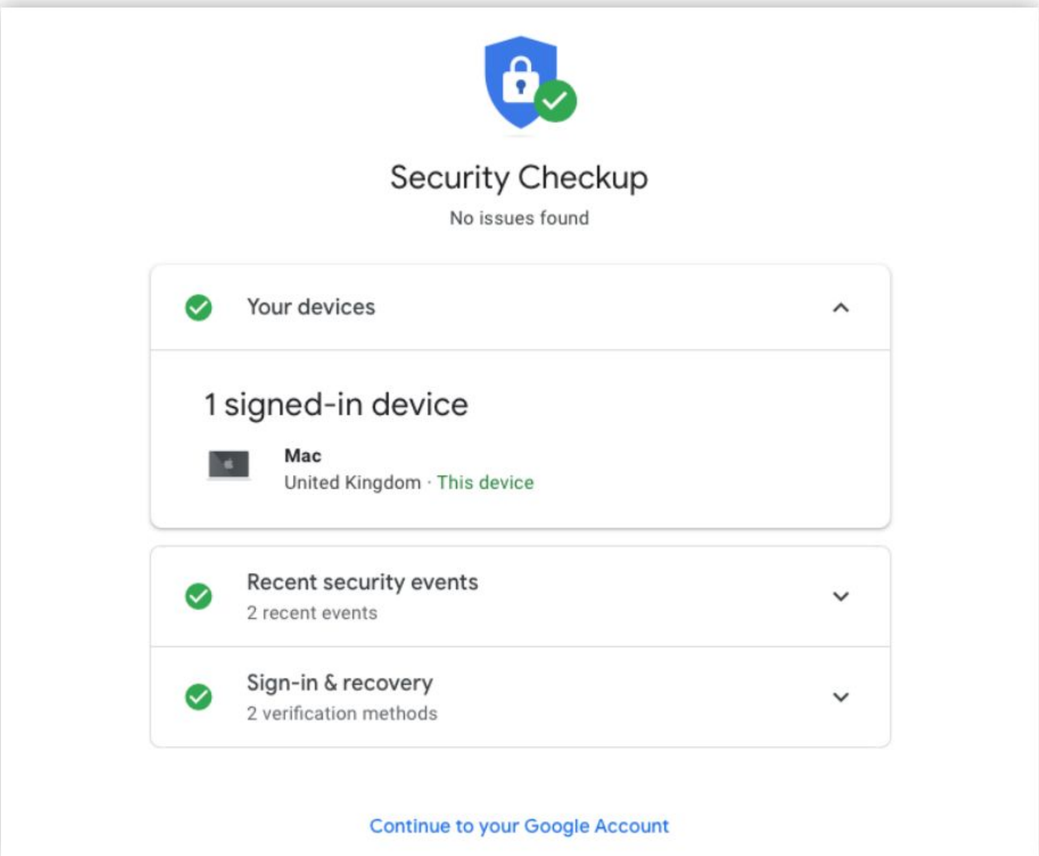
Step 5

Starting with the Account Protected option, you can, from here, check the activity of your account, confirming that you are the only user, list devices that are logged in via your account and explore recovery options.



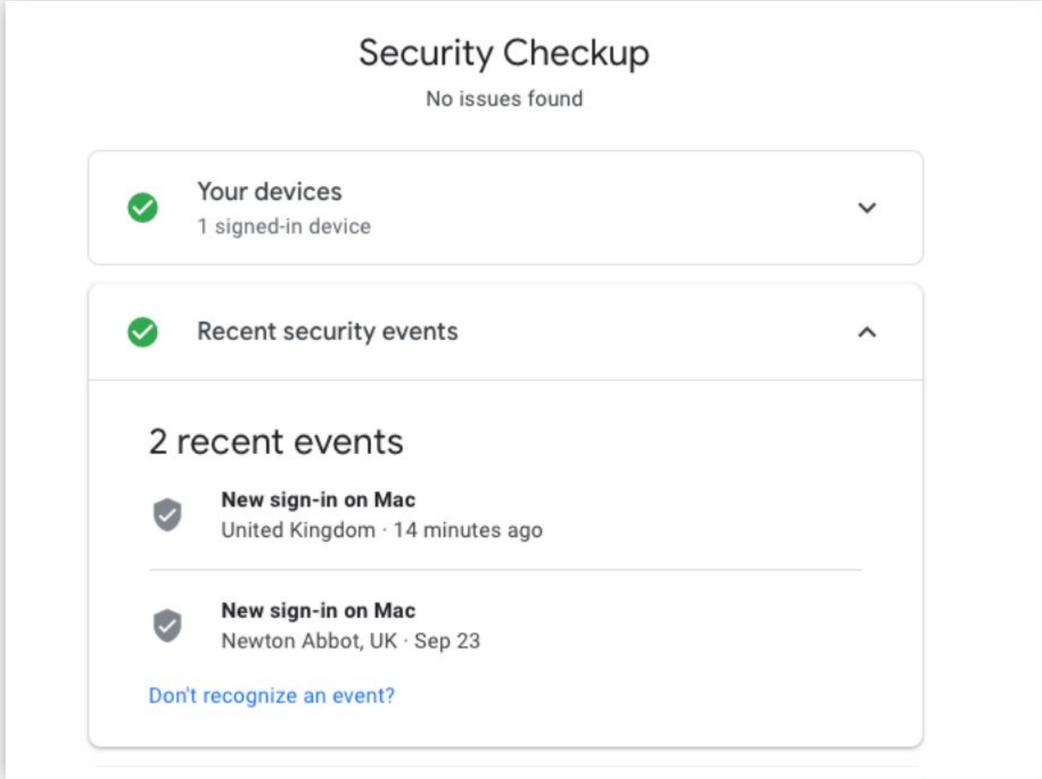
Step 6

There are key areas of the Security options available that can rapidly give you an insight into the uses of your account. Beginning with the Your Devices option, which is very important.



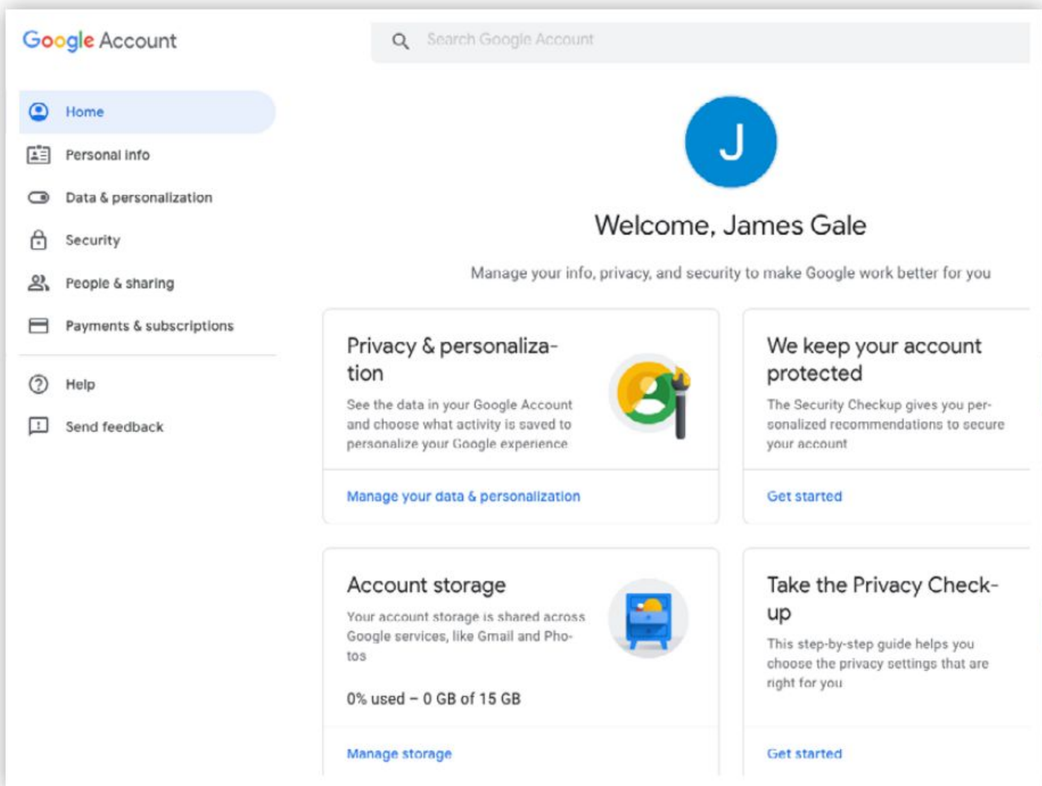
Step 7

These links show any devices that have, or are currently, accessing your account. If these details don't match your records, you can change your password using the Personal Info link.



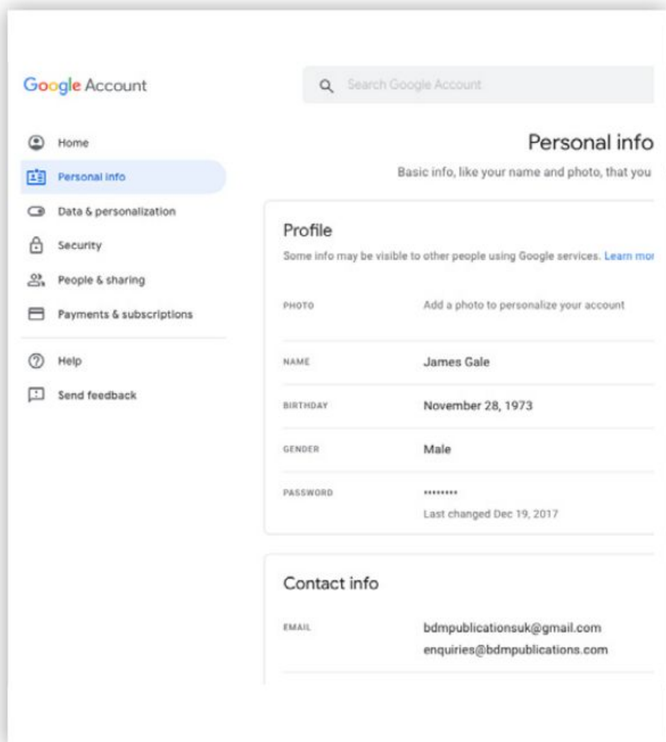
Step 8

Return to the Google account page where the next option, Privacy & Personalisation link, enables you to manage and edit all of your data and details used during this initial setup process.



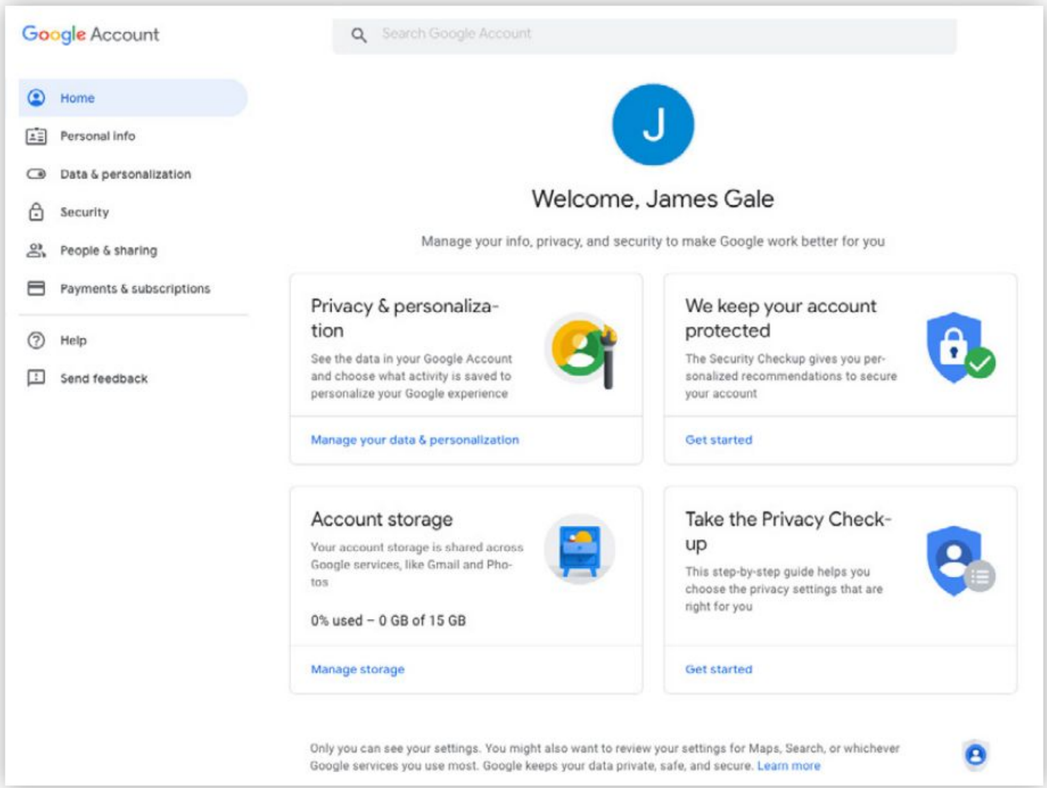
Step 9

The Personal info link, left side bar, opens a page that holds a complete record of the information you have shared with Google. Check to ensure it is correct. Any issues are shown as a triangle symbol containing a "!" icon, click or tap to correct them.



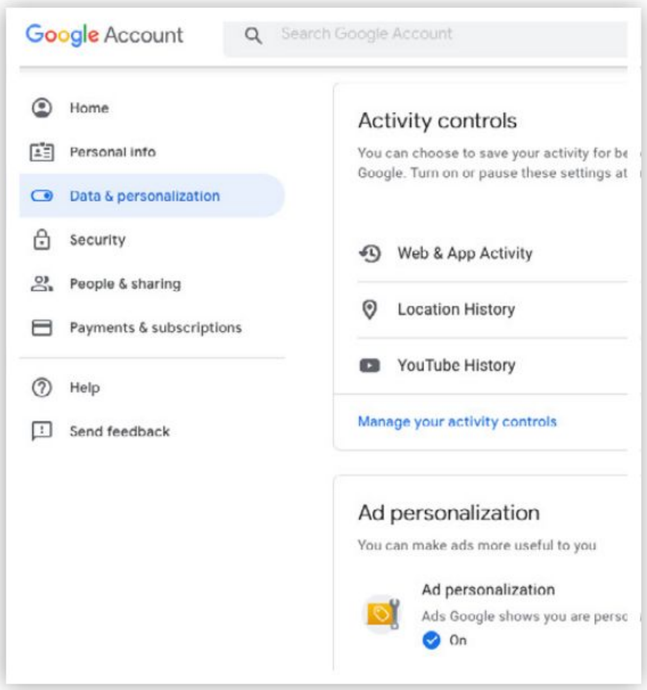
Step 10

For now, we are going to move past the Privacy & personalisation options as, due to their importance and complexity, they are covered in greater depth in this guide.



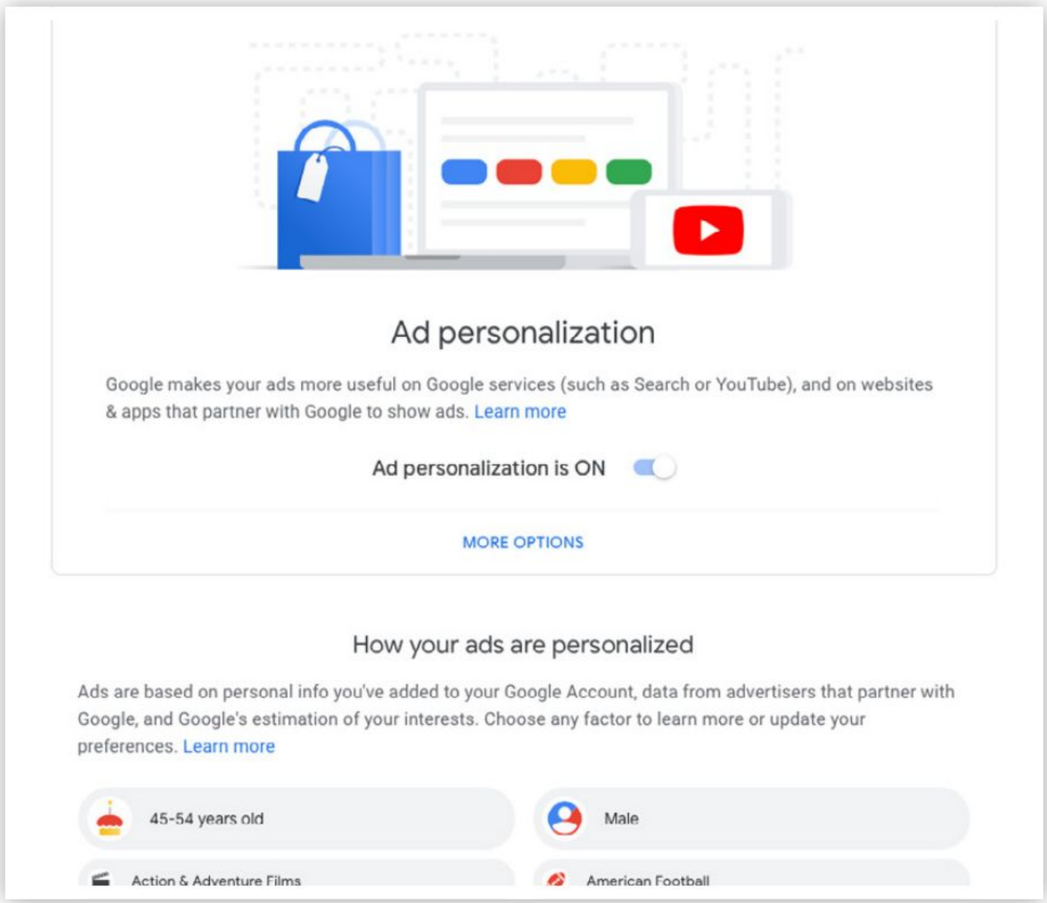
Step 11

Select the Data & personalisation option to view a quick access listing of all your current and historic Google uses. Each section acts as a shortcut link to the app itself, such as Gmail.



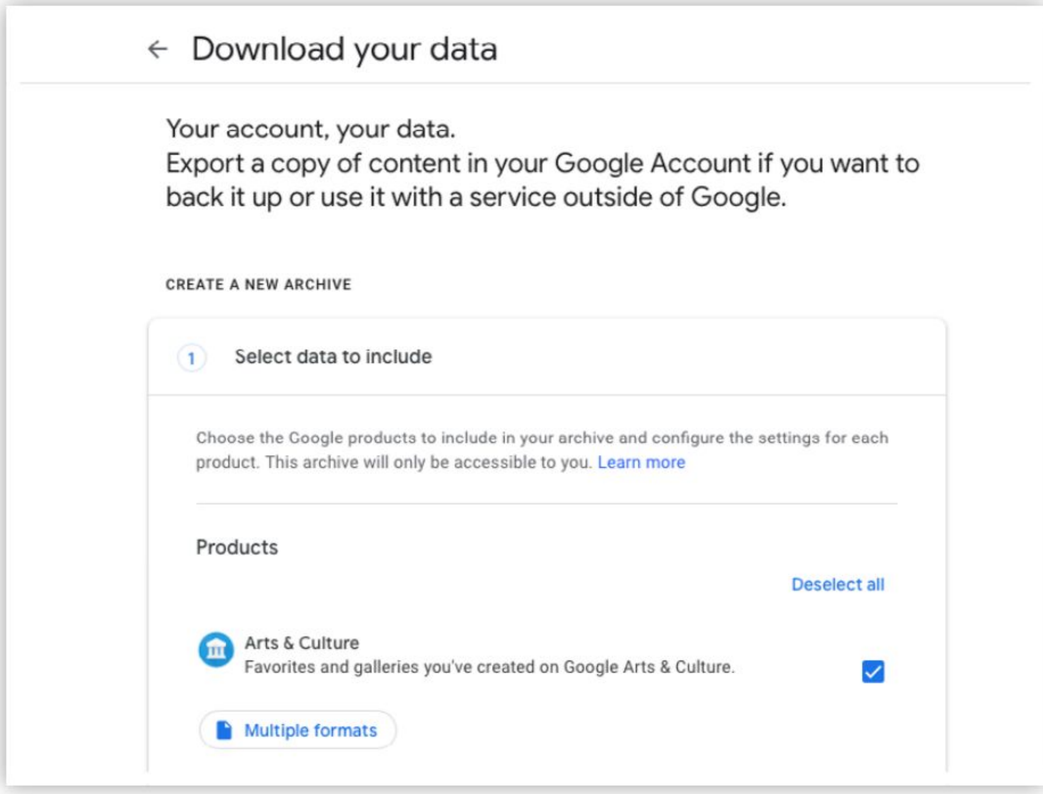
Step 12

Ad personalisation can't completely block any adverts from your Google experience but you can edit the type of adverts you are exposed to, by selecting the topics you like or dislike from the listings.



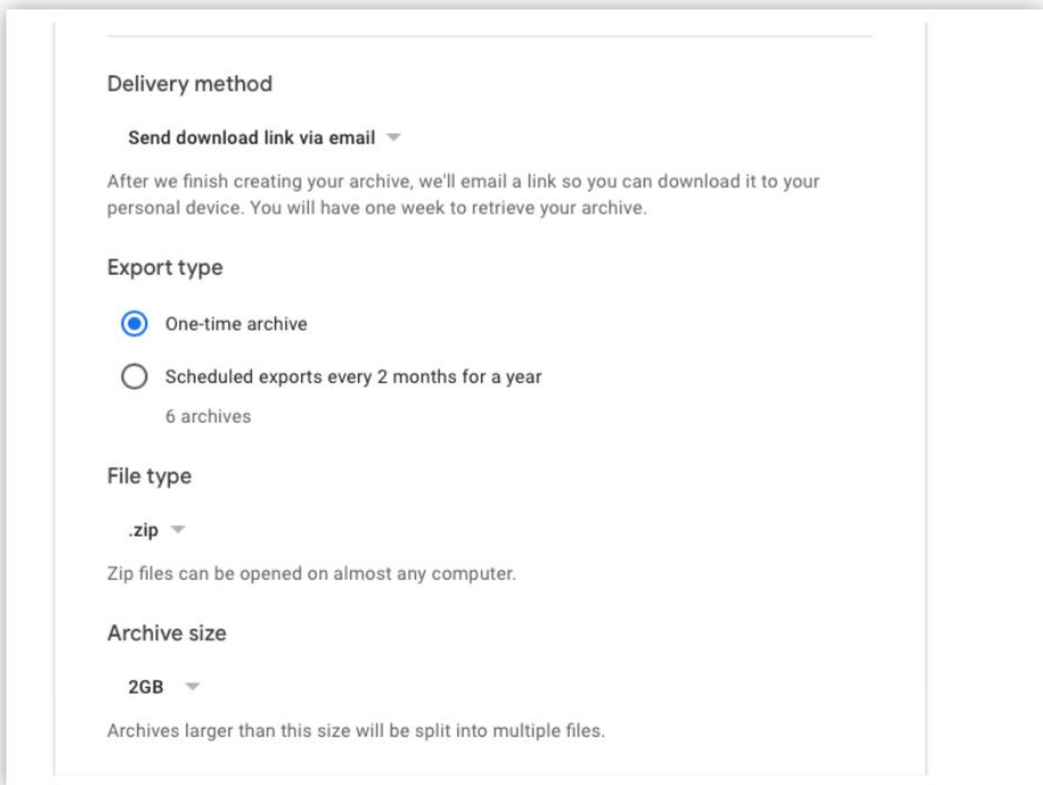
Step 13

You can download or transfer your Google account content such as Internet bookmarks, contents, stored files on Google Drive, etc., should you wish to close your Google account.



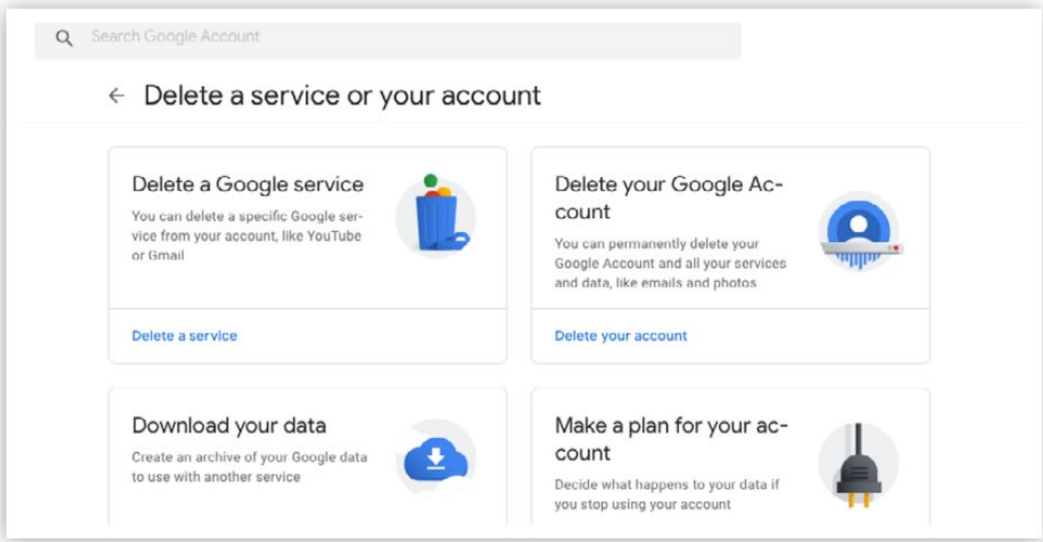
Step 14

Although better suited to a long term user, even as a new user it is advisable to keep an updated archive of your Google data and files should the worst happen to your hardware.



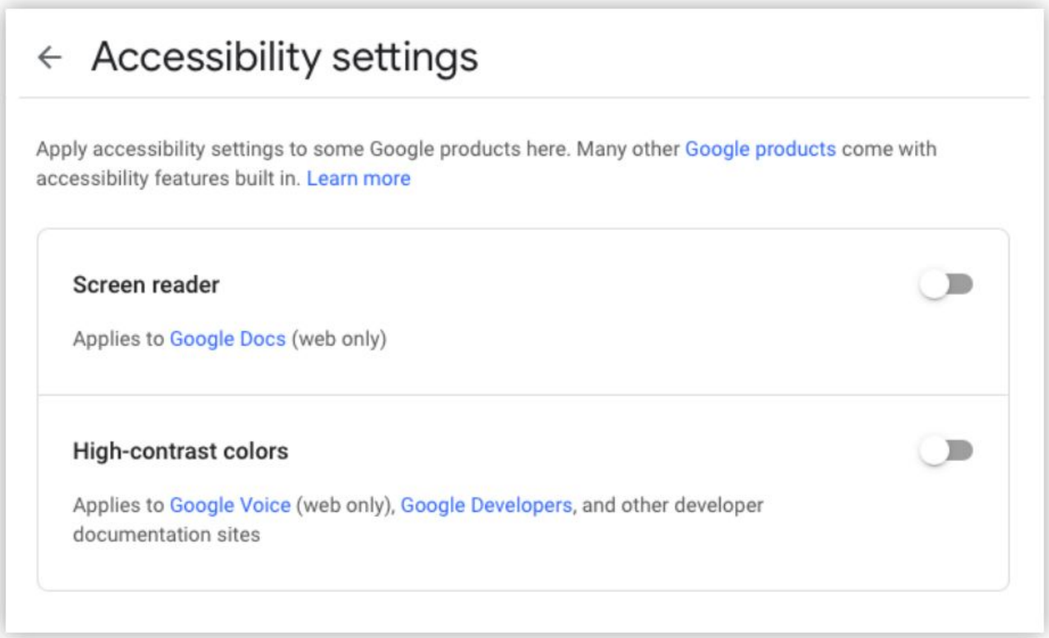
Step 15

Finally, we have the Delete a service or your account option. Here you can customise everything from how you use your Google account to ultimately deleting your Google account entirely.



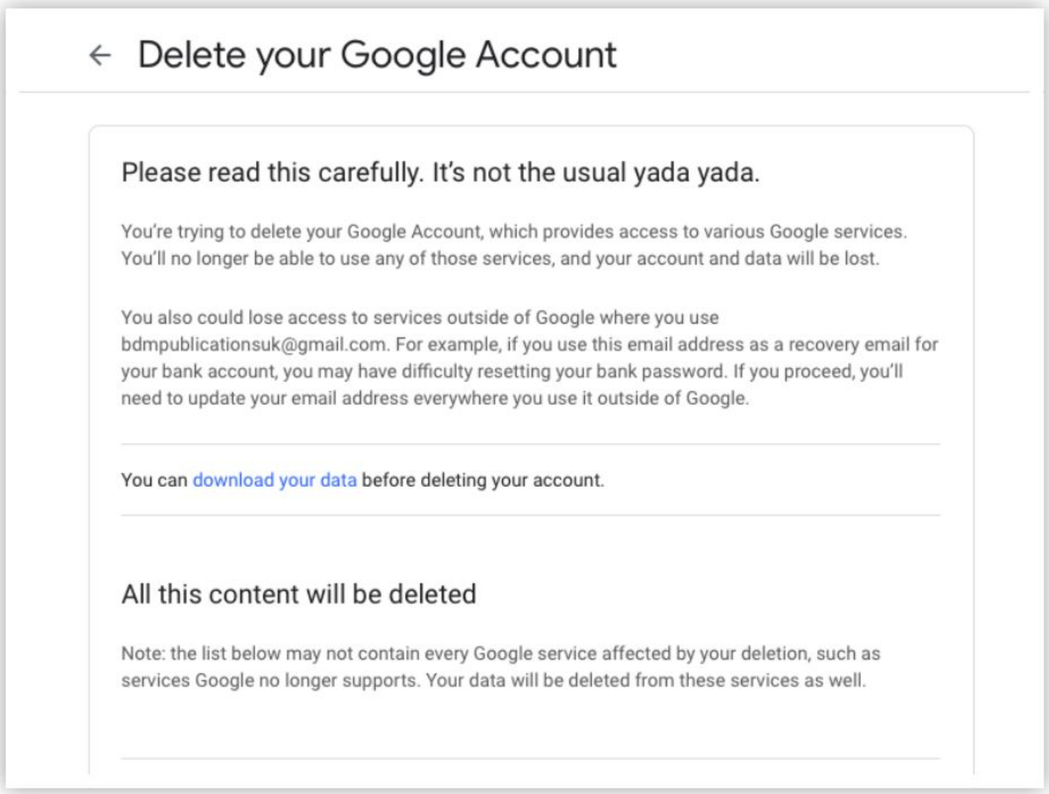
Step 16

You can change the language of your account using the Language & Input Tools and change the way Google is displayed via the Accessibility tools, from increased contrast to a text reading.



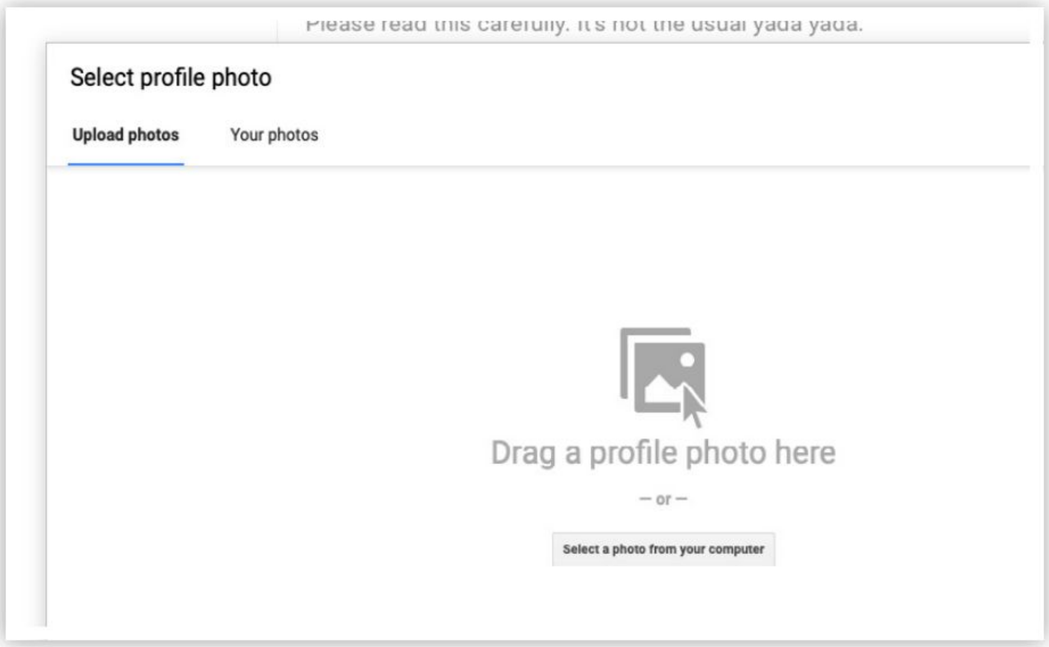
Step 17

If you wish to give up on Google, we would advise you not to, you can delete your apps and account itself by ticking the two Yes boxes at the bottom of this page.



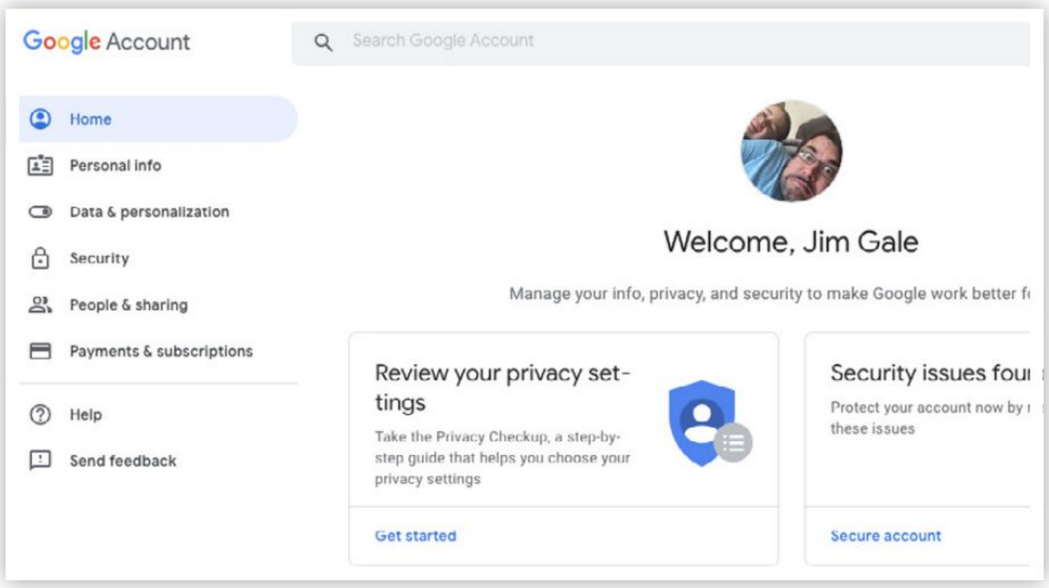
Step 18

Finally, return to the main Google accounts page. By tapping the icon, top right, you can add a profile picture if you wish. Having a profile picture of yourself will help friends and family find you on their own Google apps.



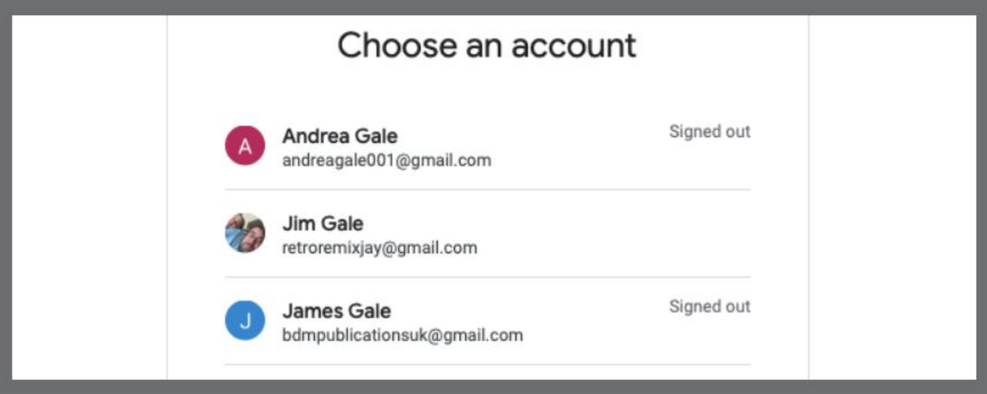
Step 19

Having set up your Google account, you can return to check/change any settings via the account home page located at: myaccount.google.com.

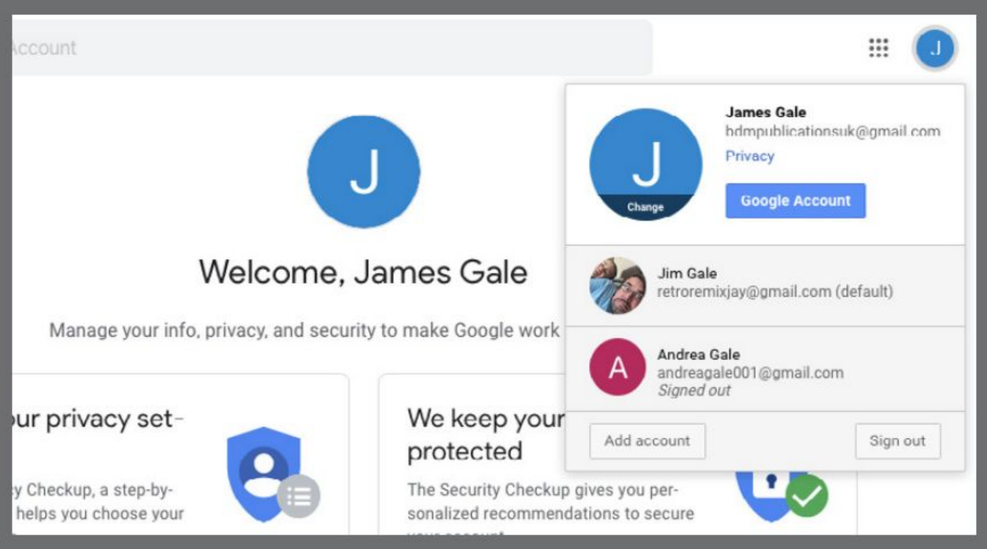


Multiple Google Accounts

It is possible to have more than one Google account and then sync those accounts on your Android phone or tablet.



Adding and syncing a second account will not merge those two accounts anywhere but on your phone (and even here, only in certain apps). Nothing is ever synced between your Google accounts, allowing you to keep things nicely separate for personal and work accounts, for example.



To add another account via your phone or tablet, go to Settings > Accounts and then tap the Add Account button. This screen shows all accounts associated with the device. Choose what sort of account you wish to add from the options on the screen; as you can see, it is not just multiple Google accounts that you can add.

Improving Your Google Security

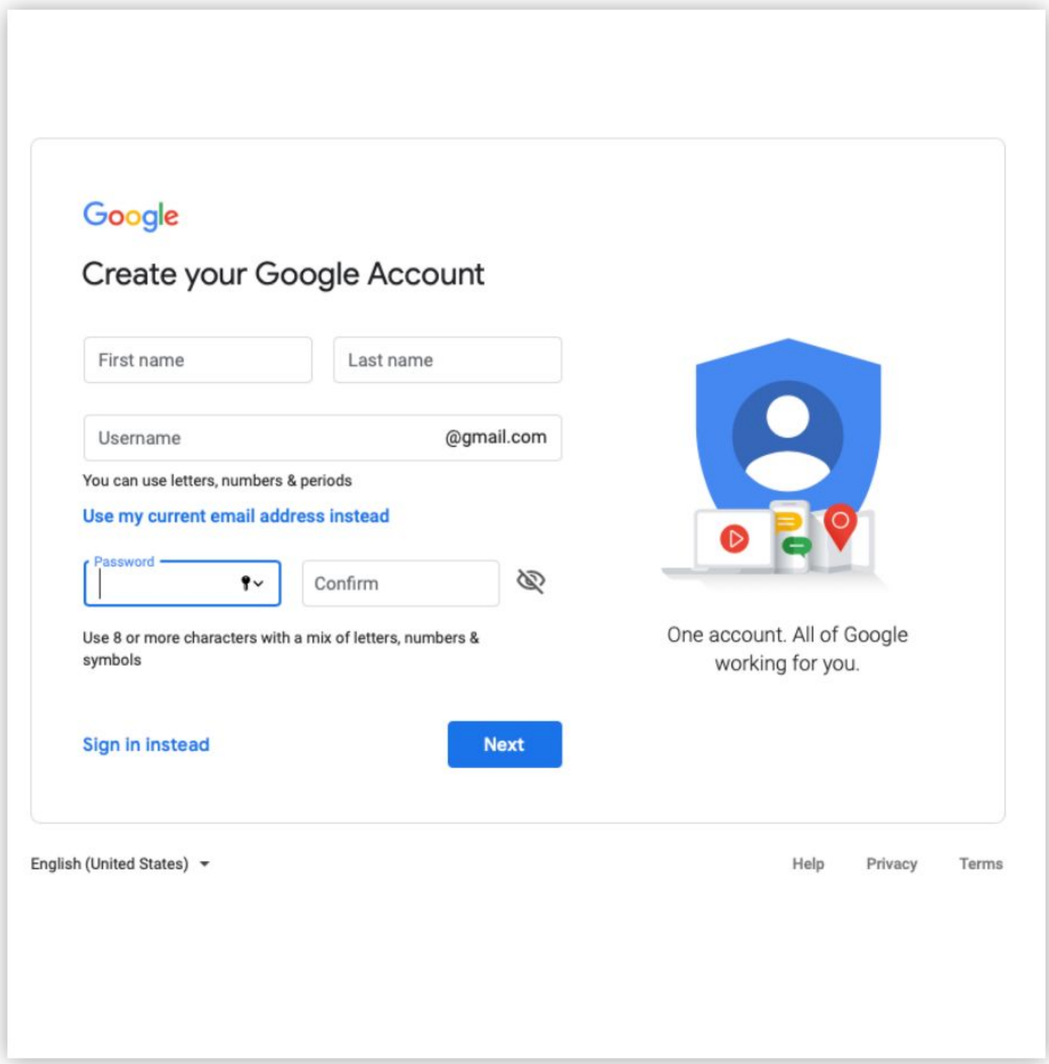
Keeping yourself and your family safe whilst using your Google apps is just as important as it is when you are sharing your details and your files online. That said it doesn't need to be difficult. While using the Internet and social networks can have its problems, you can reduce them to a minimal level by following a few simple pieces of advice.

Online Passwords

If you are anything like us, the number of passwords that you need to remember grows on an almost daily basis and because of this, it can be tempting to use the same or similar passwords for several different websites. This is a bad idea, particularly if your chosen password is something easy to guess such as your name or date of birth. Here are a few tips to consider when creating passwords.

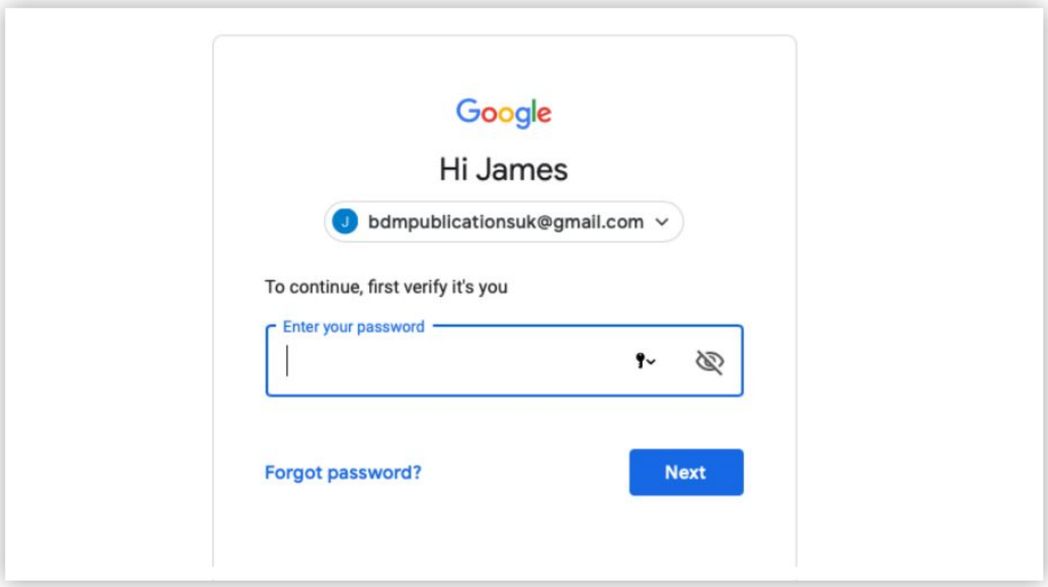
Keep them Unique

Having a unique password for each website you are required to log in to is a very good idea, particularly for things like email and online banking. Although security on a banking website is likely to be very good, if you use the same password on a website with less stringent security, you risk it being compromised on one and used to gain access to the other. It is not unusual for criminals to harvest passwords from a weak website and then randomly try them on more secure sites.



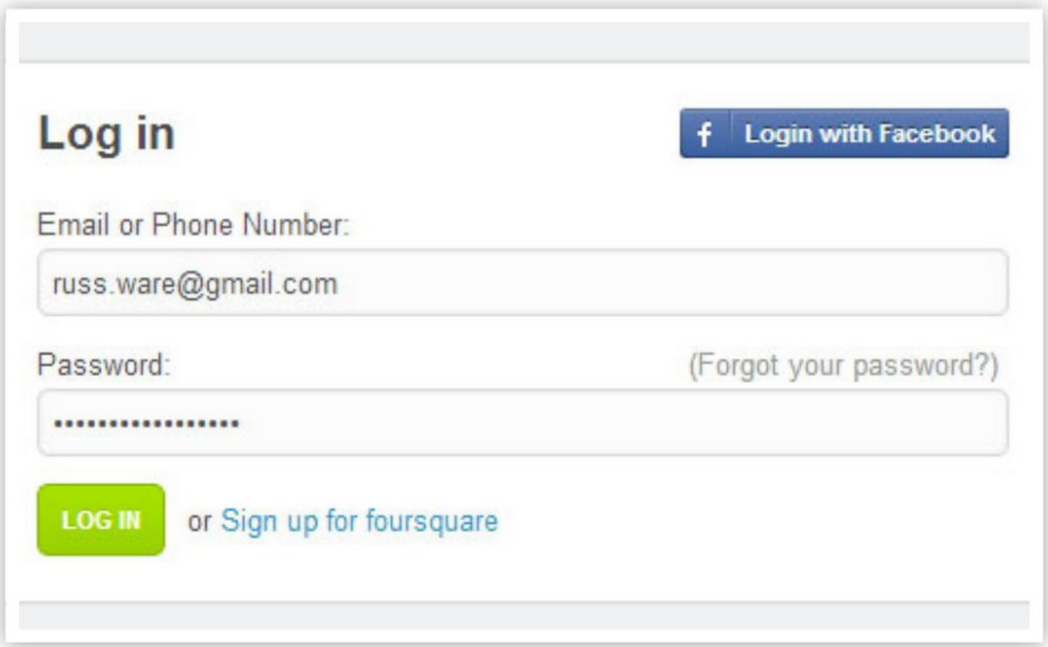
Keep them Random

Try to avoid using anything that is easy to guess, including personal information like your name, date of birth or address. These things are all very easy to discover and often the first things someone will try to get into your accounts. Also avoid, if possible, using real words or sequential strings of numbers, e.g. 123456789.



The Longer, the Better

Short passwords are much easier to crack than long ones, so be sure to avoid anything less than eight characters and, if possible, go for something ten characters long at least. There are 4000 times more possible combinations of ten letters and numbers, than there are for eight letters and numbers. Most good websites require at least eight character passwords nowadays.

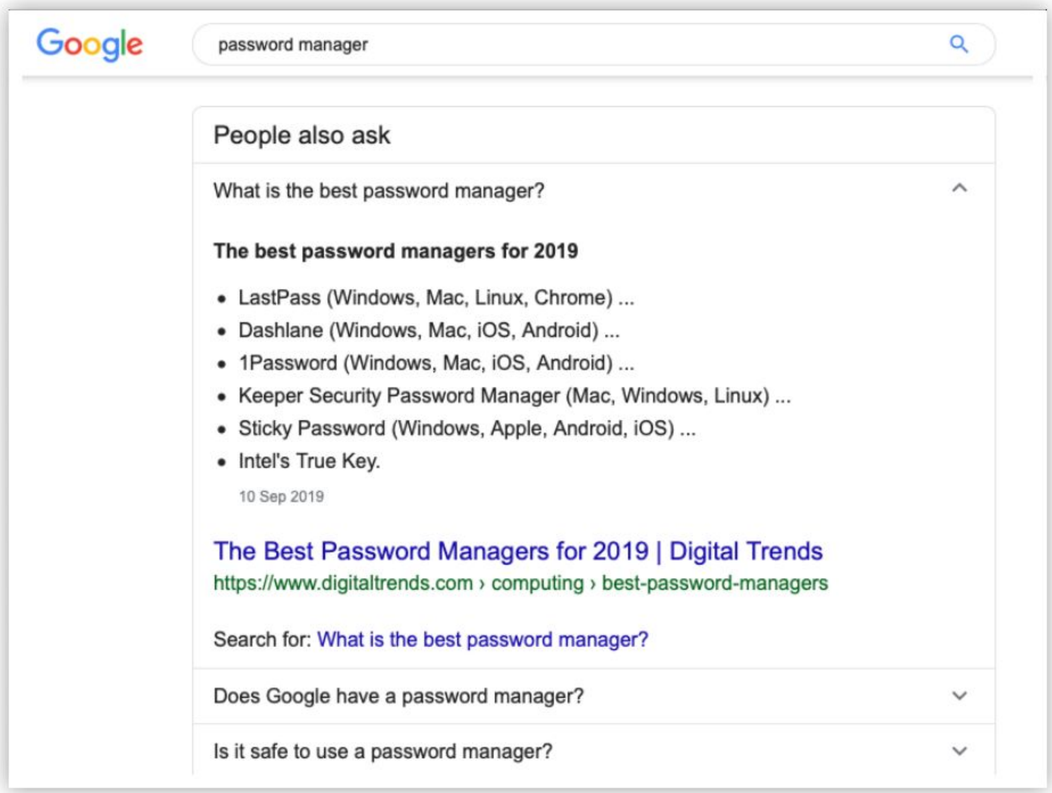


Mix it Up

Once you start adding in symbols and mixed case letters, along with numbers, into your passwords, the possible variations rise to over six quadrillion (for an eight character password). The password A1z7yDbP is many thousands of times more secure than a1z7ydbp.

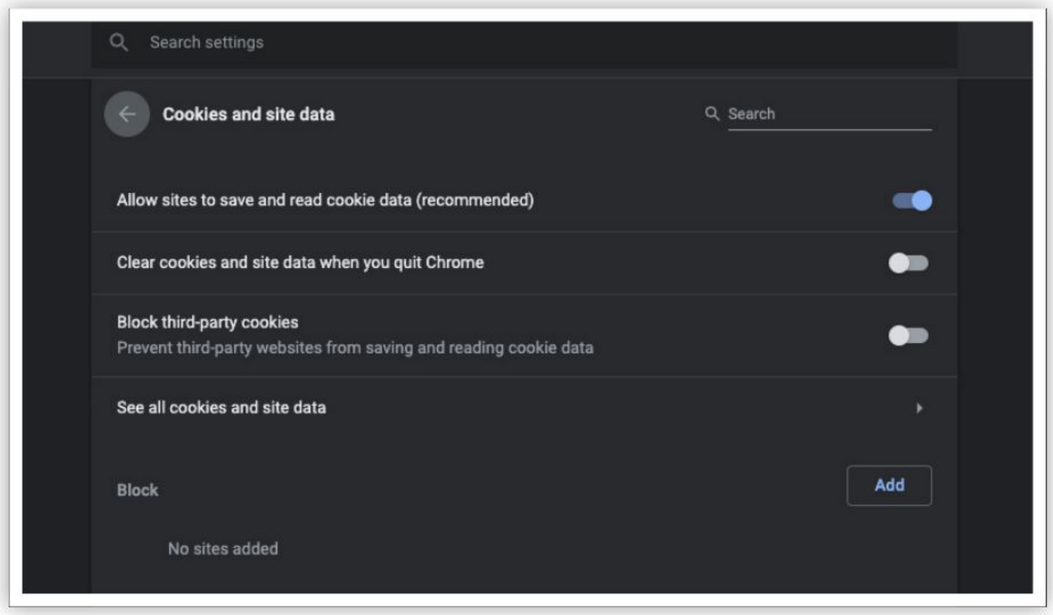
Use a Password Manager

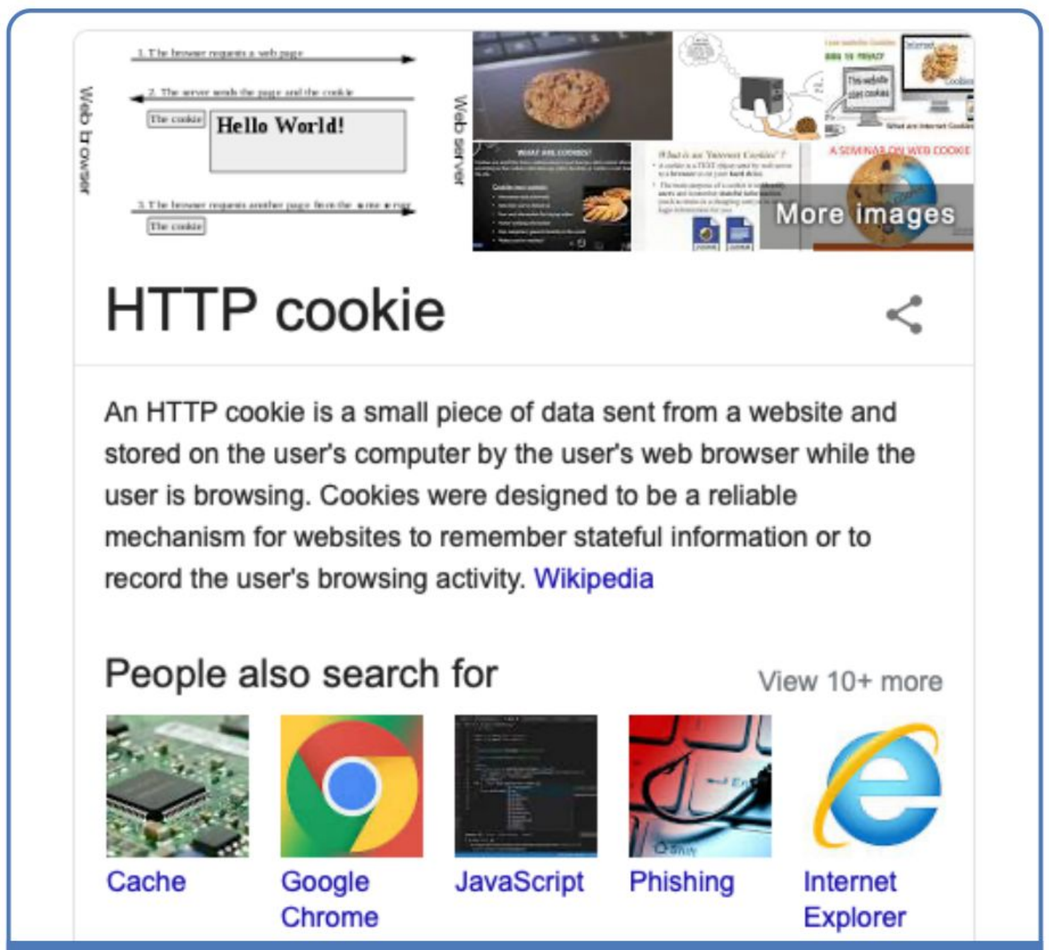
For most people, keeping a written list of their passwords is perfectly okay as long as you make sure that it is not left in plain sight on your desk, etc. Even keeping a text document on your computer with your passwords listed is not usually a risk. Just don't call the file 'Passwords' and leave in on the desktop. A much safer way, however, is to use a good Password Manager. These simple bits of software let you store your passwords in a locked file on your computer. Just as long as you have a very good password to get into the manager, your other passwords will be safe. You then only need to remember one password, instead of 10 or 20.



Enable/Disable Cookies in Chrome

To disable cookies in Chrome web browser, click the Three dots icon or Menu button in the top right corner of the browser window. Select Settings, scroll to the bottom and click Advanced settings. Now click Site settings, in the Privacy section, and then Cookies.



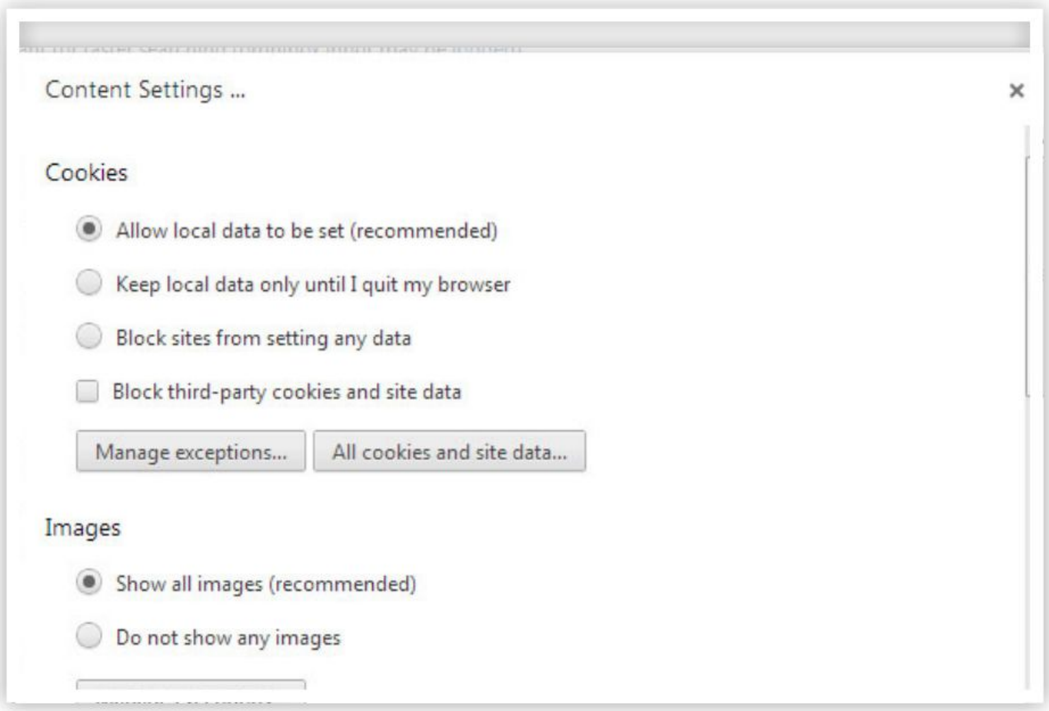


What are Cookies?

Cookies (or HTML Cookies) are small files used by websites to recognise individual users (or rather, recognise their computer). When you visit a website, a cookie is stored in a temporary folder on your computer. When you next visit that site, the cookie will be checked for. Different sites use cookies to store different information but a good example is information in a form being automatically filled when visiting a site you have used recently to order something.

Almost all modern browsers, including Internet Explorer, Chrome and Safari, allow you to block cookies from being downloaded. However, it is worth remembering that many websites now need cookies to work properly, and so blocking them could mean your browsing experience is a frustrating one. Cookies are nothing to be afraid of, they are simply used to make the Internet work better.

Select Allow local data to be set to allow both first-party and third-party cookies. If you only want to accept first-party cookies, check the box next to "Block all third-party cookies without exception."



Cyber Bullying

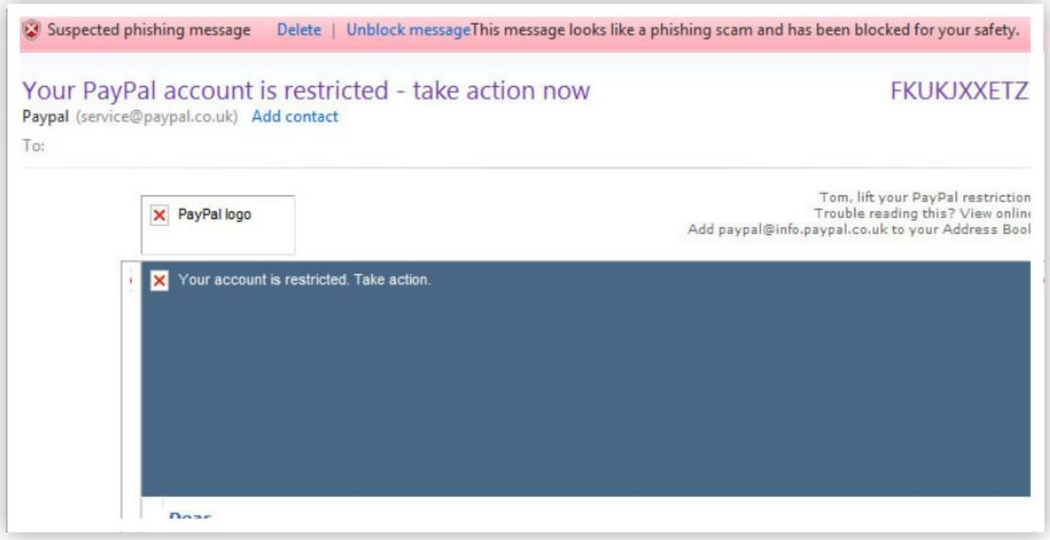
Sadly, bullying isn't confined to the playground or classroom any more. Cyber bullying is when a child, or even an adult, is bullied via text message, email, social networks or other online means.

The best way to deal with a cyber bully on a social network is to simply block that person, or not accept the friend request of someone who bullies you in real life. Although it may be tempting to reply to rude or abusive comments, etc. it is usually better to just ignore the person. In some cases, bullies have created fake accounts on social networks, pretending to be their victim. If you discover someone has created an account pretending to be you, report it immediately to the network's administrators. There is usually a Report button on the user profile page.

What is Phishing?

Phishing is the process of trying to find private information such as PIN numbers, passwords and usernames by trickery. Sometimes spammers create fake websites that look like the Facebook login page. When you enter your email and password on one of these pages, the spammer records your information and keeps it.

When someone has been phished, their account will often start automatically sending messages or links to a large number of their friends. These messages or links are often advertisements telling friends to check out videos or products. If you think your friend's account was phished, tell them to change their password and run anti-virus software on their computer.



Social Networks – Advice for Parents

Being parents ourselves, we understand the pressure that many people feel to let their children use the Internet and social networks in particular. Many social networking sites, including Facebook, don't allow children under 13 years of age to have accounts. Unfortunately there is little they can do to stop a child below that age entering false details. Rather than a blanket ban on using the Internet and social networks, and potentially have your child visit them behind your back, perhaps a better way to keep your child safe online is to understand the dangers yourself and make sure your children understand them as well.

Do Some Research

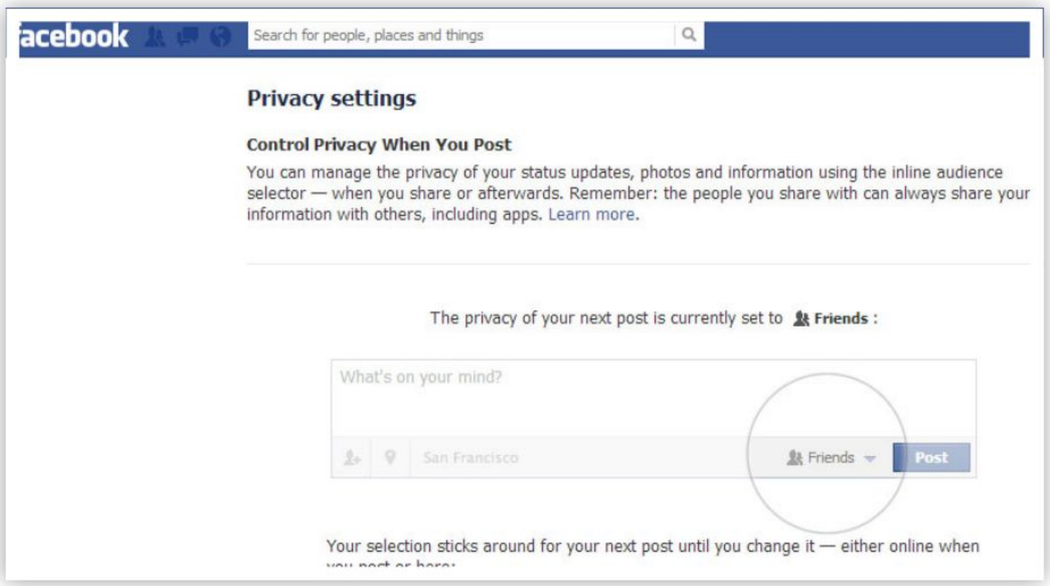
Hopefully, if you are reading this, you already want to learn more about social networking and networks. This guide is a great place to start increasing your understanding of what you can do (and therefore what your child can do) on sites such as Facebook, Twitter and Google+. Read as much as you can about the networks your children use and remember that one of the best sources of information is often the children themselves.

Get Involved

Take the next step and create an account for yourself on the social networks your child uses. This not only helps you to understand how things work and what features could be a potential problem but it also allows you to more easily see what your child is doing on there. You will be far better informed when asking questions about the site, than if you simply read about it.

Privacy Settings

Nearly all the well known social networking sites offer several levels of privacy settings. Ensure your child selects the strongest privacy setting available when they create their account. This will help to make sure that their personal information is only seen by people they want to share it with. Be aware, however, that some sites are totally open to the public.



Internet Safety Tips

- Make sure that your child doesn't publish personal information like their location, email address, phone number or date of birth.
- Make sure they are very careful about what images and messages they post, even among trusted friends: once they are online they can be shared widely and are extremely difficult to get removed.

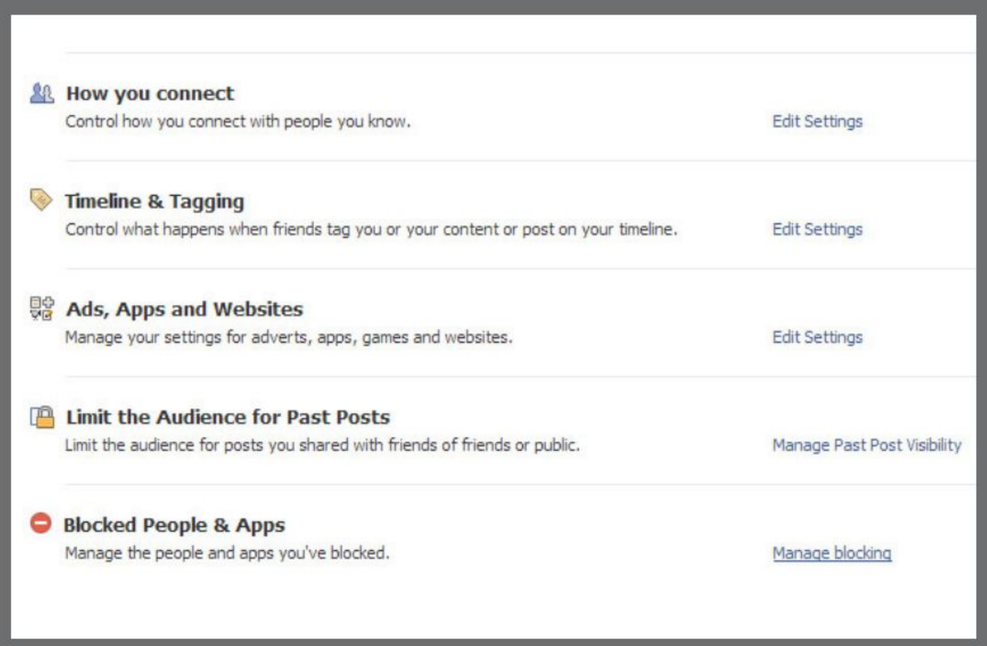
- Encourage your child to talk to you if they come across anything they find offensive or upsetting. Keep a record of anything abusive or offensive they've received and report any trouble to the site management: most sites have a simple reporting procedure, normally activated by clicking on a link on the page.
- If your child makes an online friend and wants to meet up with them in real life, you should go along with them to check the person is who they say they are.
- Tell them to be aware of online scams. Offers which seem too good to be true usually are. Make them aware also that clicking links they are unsure about can be unwise.

Blocking People on Facebook

There may be a time when you want to block another Facebook user. There are several reasons why you might want to do this, from unwanted messages and rude status updates, to phishing attempts or spam.

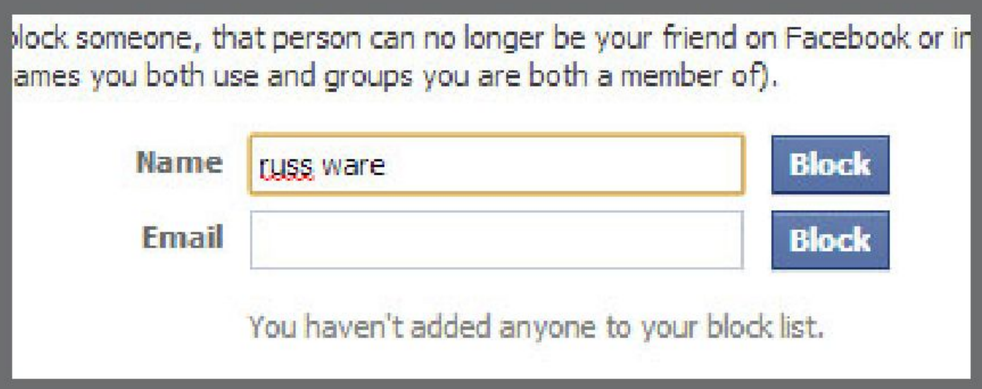
Step 1

Click on the account menu at the top of your profile and select Privacy Settings. Scroll down to Blocked People and Apps and click Manage Blocking.



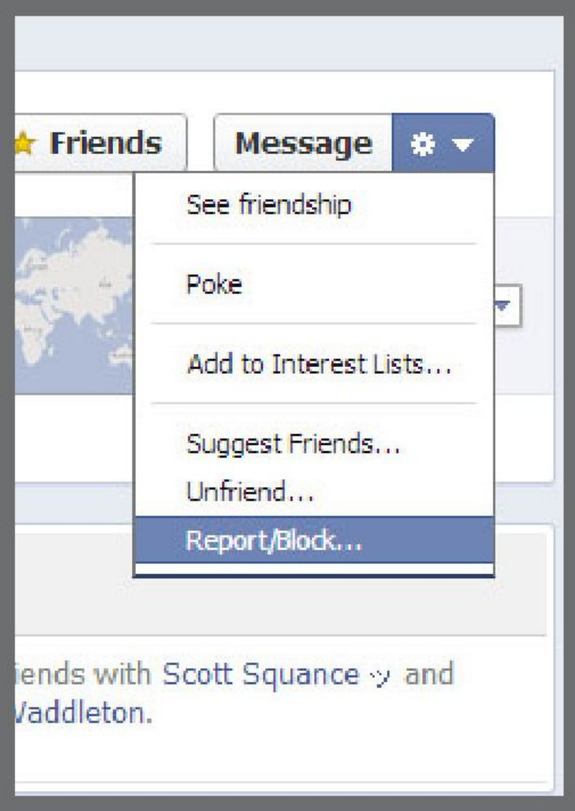
Step 2

Enter the name or email address of the person you want to block and click Block. People will not be notified when you block them.



Step 3

If you can't find someone using this method, try going to the person's profile (timeline) and selecting Report/Block This Person from the drop-down menu at the top of the page.



WHAT IS AVAXHOME?

AVAXHOME-

the biggest Internet portal, providing you various content: brand new books, trending movies, fresh magazines, hot games, recent software, latest music releases.

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

18 years of seamless operation and our users' satisfaction

All languages
Brand new content
One site

AVXLIVE.ICU

AvaxHome - Your End Place

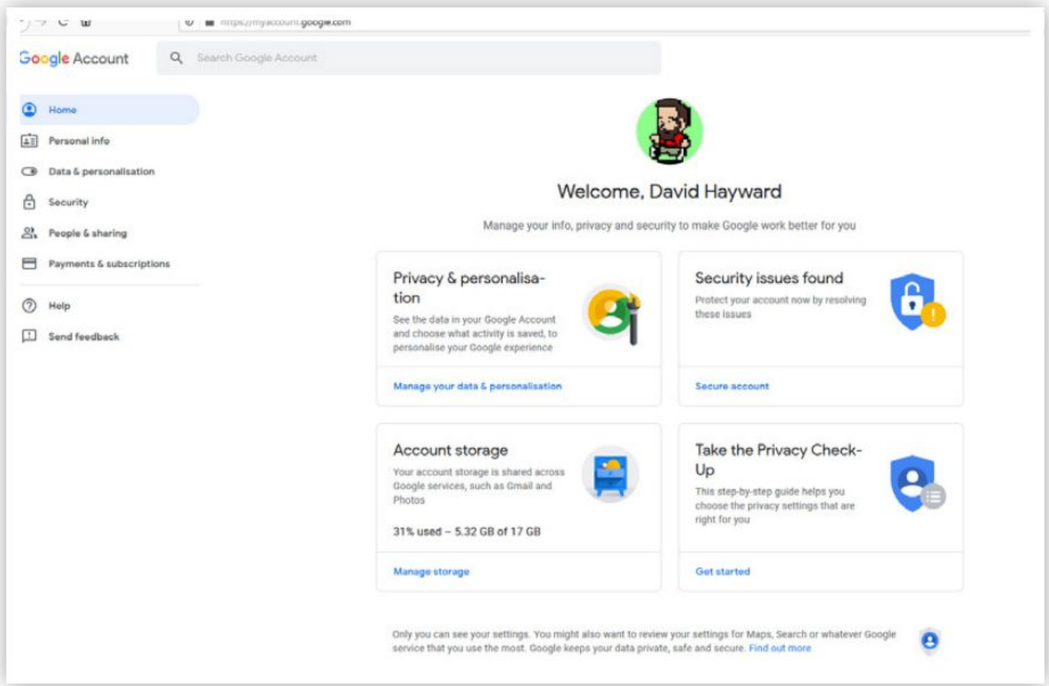
We have everything for all of your needs. Just open https://avxlive.icu

Protecting Your Privacy on Google

Online privacy is an extremely important issue when it comes to using your Google apps. Google has included a comprehensive privacy tool to help you take control of, and monitor, how the company uses your information. This guide will reinforce your privacy rules when using Google.

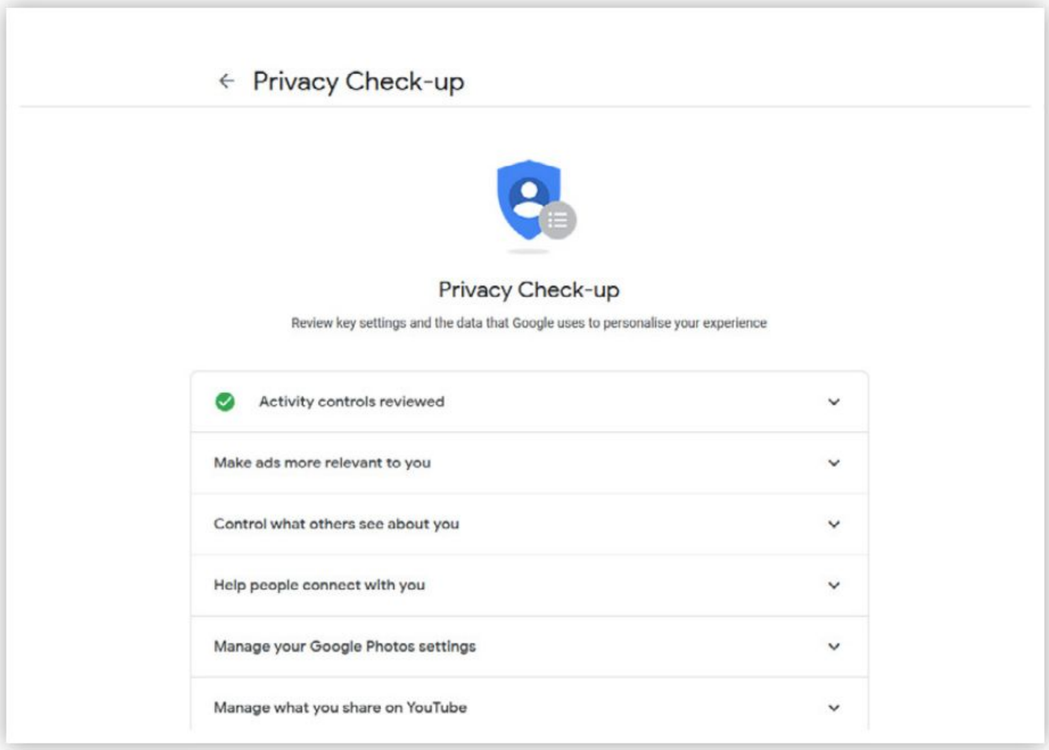
Step 1

Start by opening your main Google Accounts page, this can be accessed by entering https://myaccount.google.com into a browser. From the main account home page, you're able to check on the current levels of privacy, your information and security.



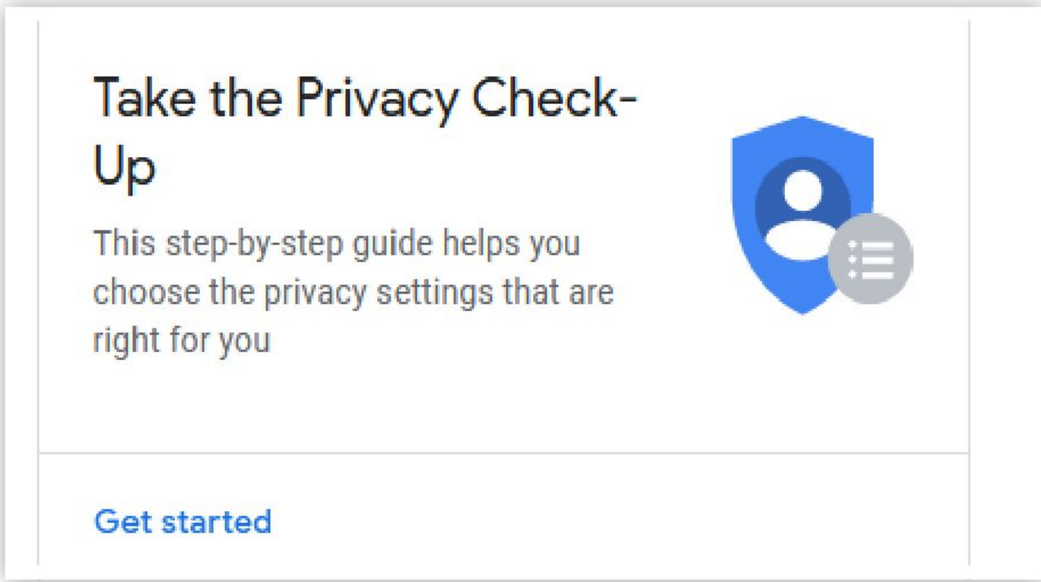
Step 2

The Take the Privacy Check-Up box, located in the lower right of the four available boxes, is a good place to start. Simply click on the Get Started link, at the bottom of the box, to initiate a step-by-step guide on helping you choose the right privacy settings.



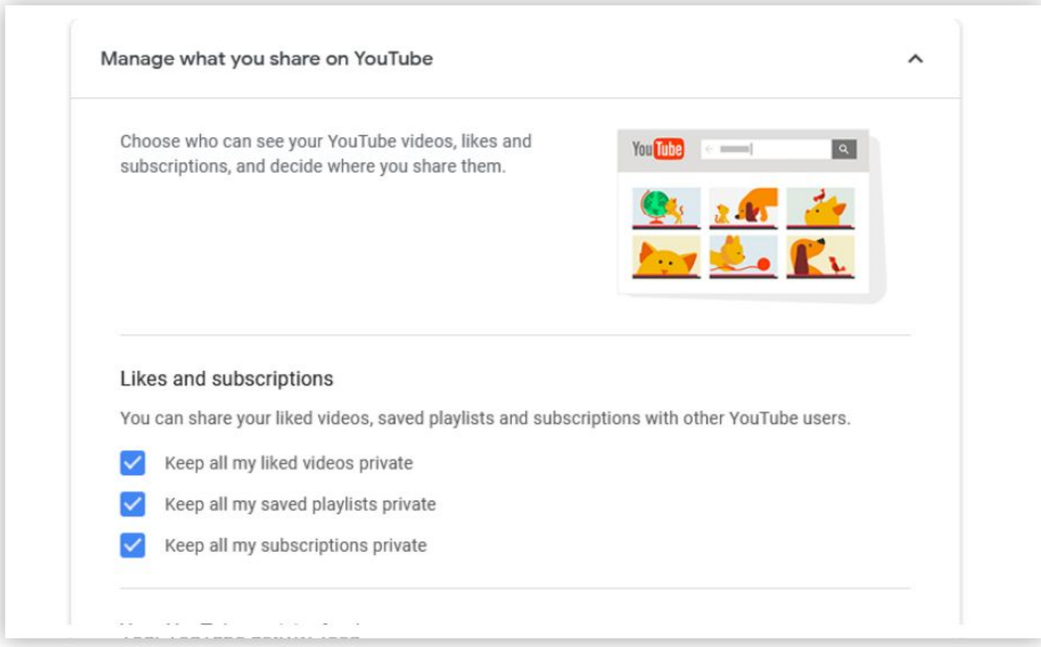
Step 3

The Privacy Check-Up section is broken down into several sub-categories, offering you the chance to review the key settings that determine how Google controls its activity toward you, what ads are displayed, how others will connect to you, what Google Photo settings are available and what you share on YouTube. Click the YouTube category, for example.



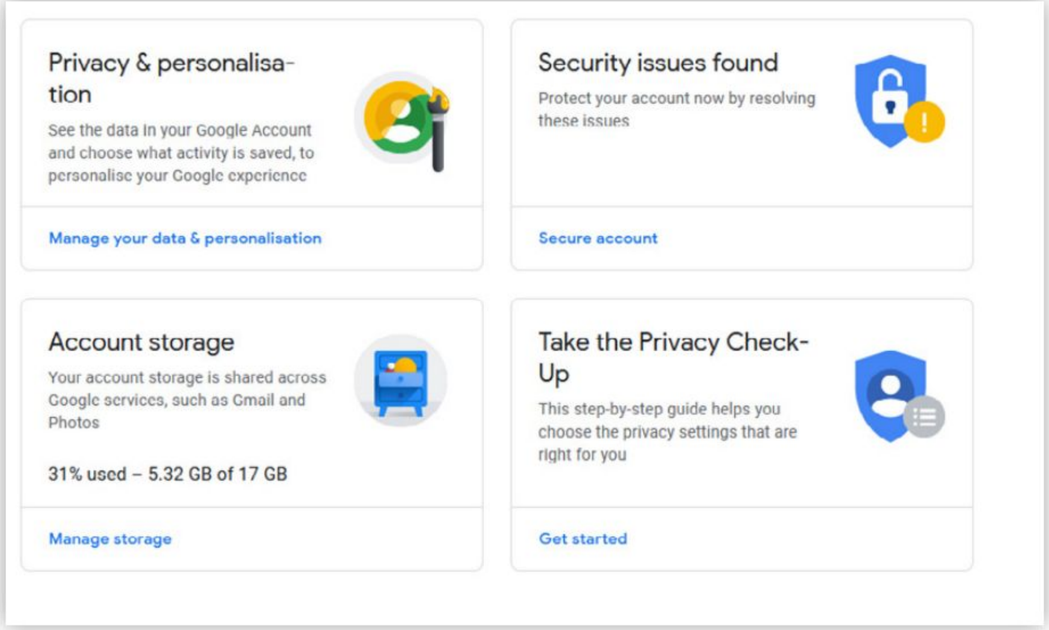
Step 4

The category options are displayed as tick boxes, so, using the YouTube category as the example, you're able to control how your YouTube video likes, saved playlists and subscriptions remain private, or are available for others to view when they click on your YouTube/Google account. Read each element of the categories carefully to enhance or lower your online privacy.



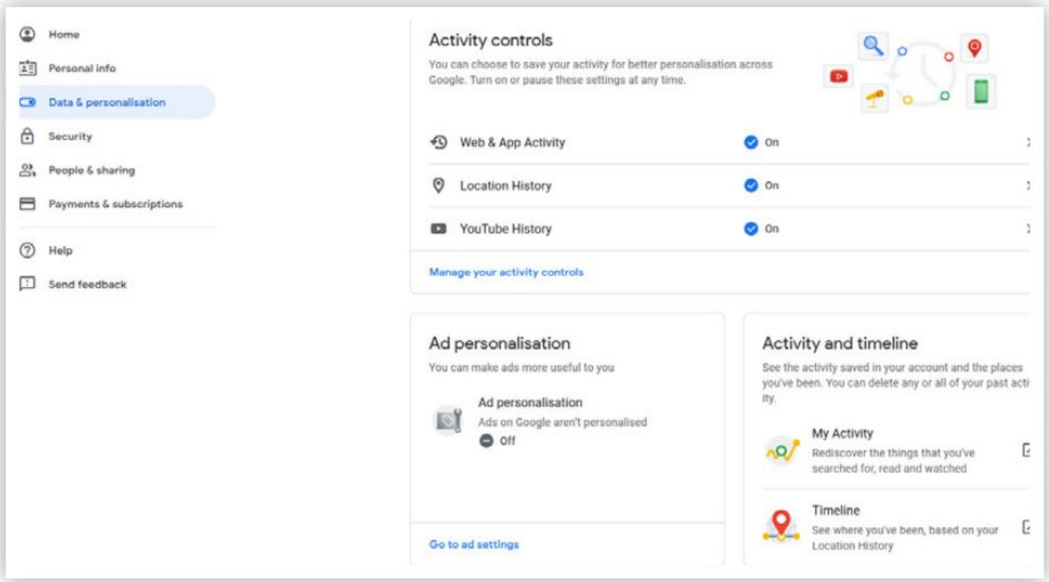
Step 5

Going back to the main Google Account home page, by first clicking the back arrow and then Home on the left column, take a moment to look through the other options available. Check on the Privacy & Personalisation box; click the Manage your Data & Personalisation link in the bottom of the box.



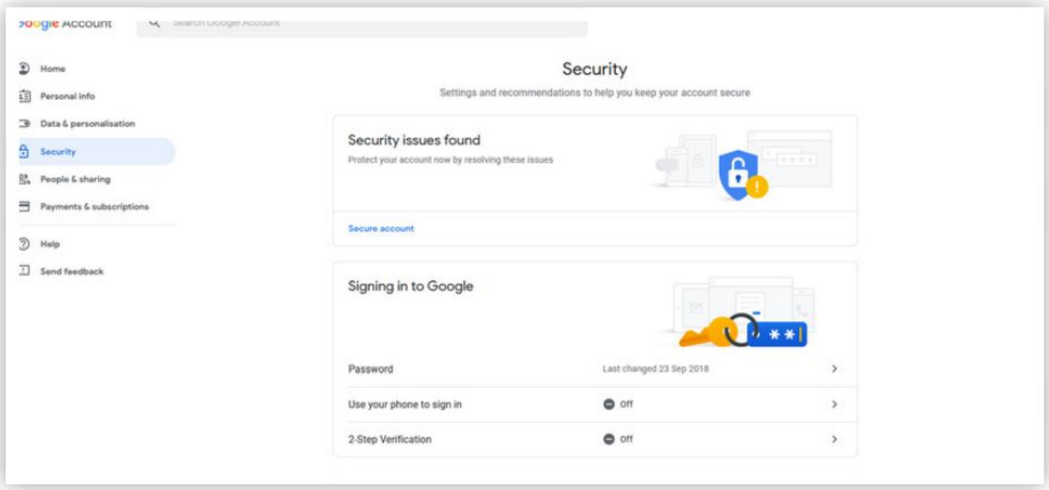
Step 6

The Data & Personalisation category is quite expansive and covers a lot of the content that transpires between you and Google's many services and apps. Each area within this category can be expanded further, such as Web & App Activity, Location History and so on. It's important to take the time to trawl through these sections to fine-tune your privacy settings.



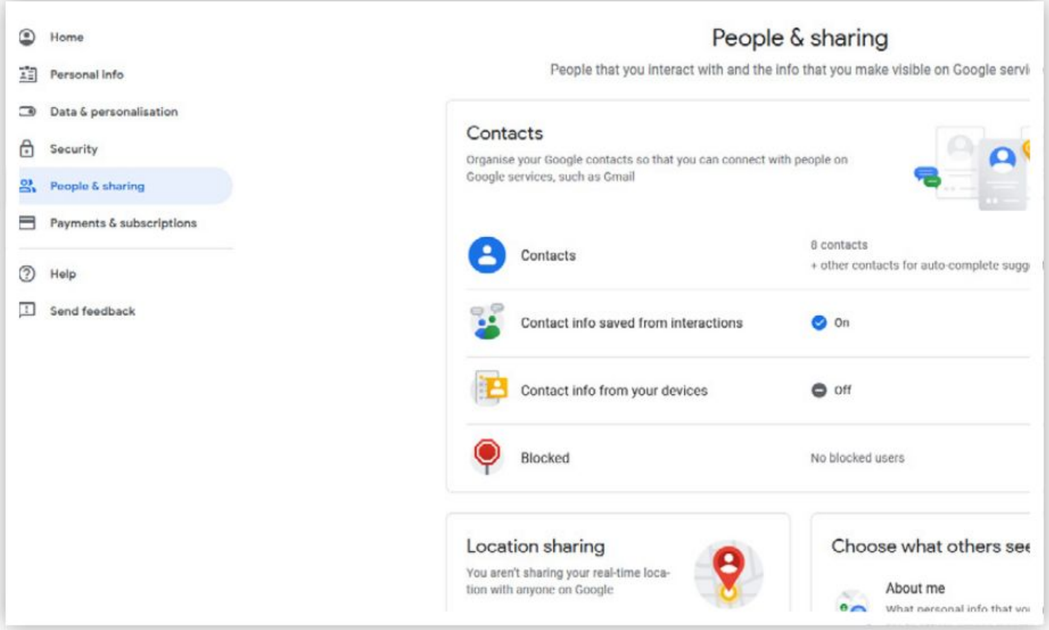
Step 7

To the left you'll see the quick access column, where you're able to navigate back to the Account Home page; click on the Security link. This will open the Security page where, in the event of someone gaining access to your Google password, you're able to lock down your account. Here you can opt for 2-Step Verification, create an Account recovery option and protect your account and its privacy.



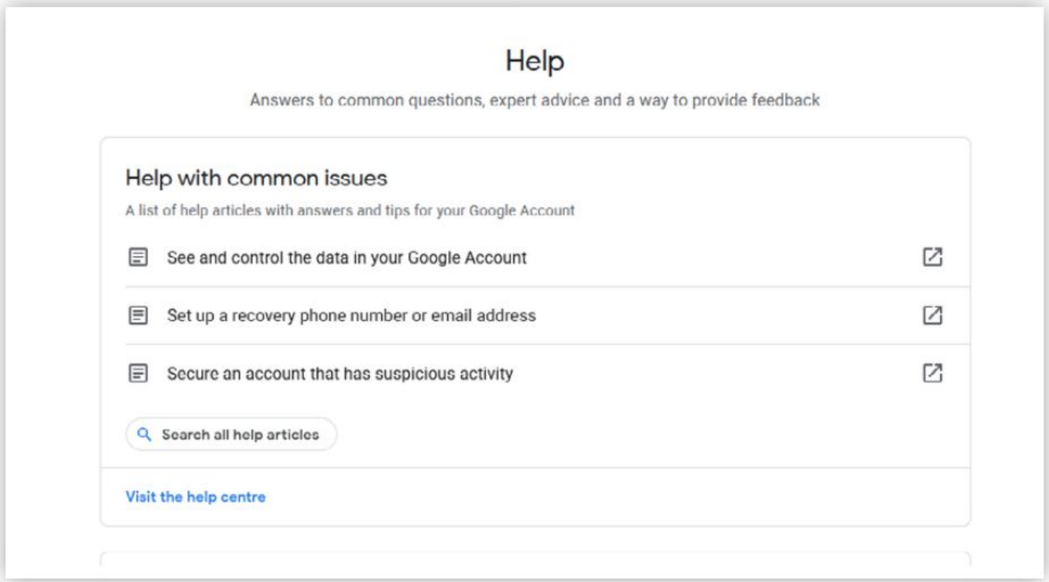
Step 8

The People & Sharing option, found via the left-hand column again, is also worth investigating. In here, you're able to define your contacts, block any users and, most importantly, manage your location sharing, as well as choose what personal information about you is visible to others across the Google services.



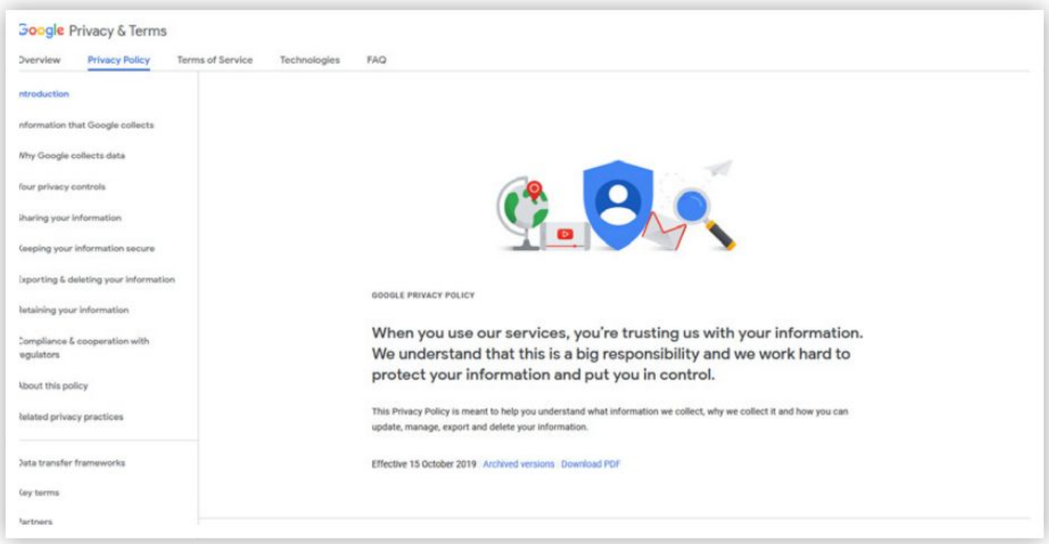
Step 9

When dealing with your privacy via Google's apps and services there's a lot to take in, which isn't surprising considering the reach Google has across the Internet as a whole. If you ever become confused over any questions, or simply don't know where to turn next, the Help option will walk you through common issues and offer guided steps on how to proceed.



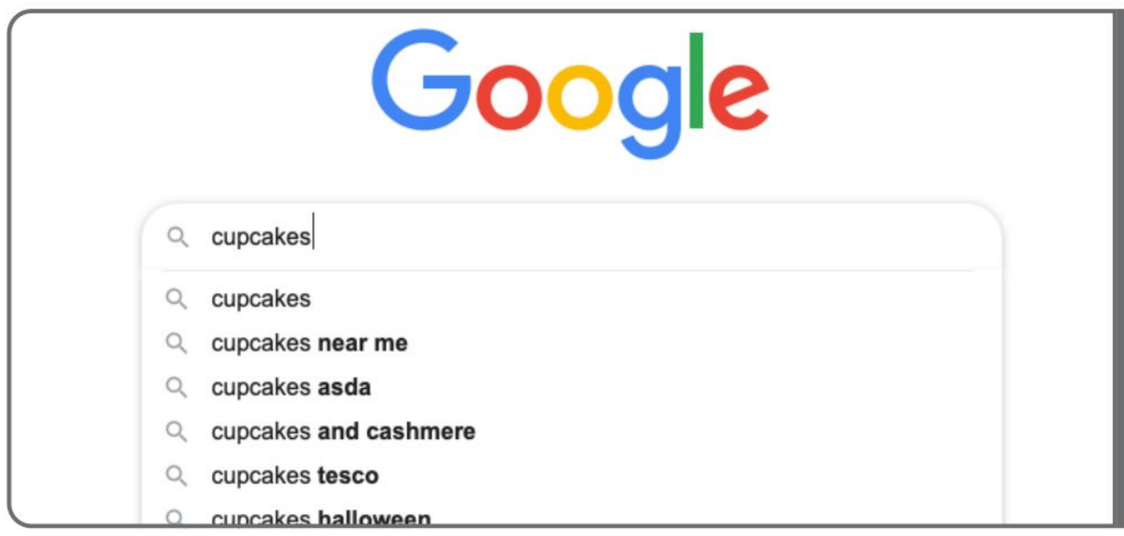
Step 10

One final aspect of privacy that's worth looking up is the Google Privacy & Terms. These are in a constant state of flux and will change depending on the laws of the country in which you're currently resident. Navigate to https://policies.google.com/privacy, to view the latest Google Privacy Policy and see how it affects you.



Improving Your Google Searches

Google has the ability to search through billions of pages to supply you with the most relevant results for any search you desire. Google has different versions for different countries and, while they all work in basically the same way, by using the version for your home country you can be sure of both local and international results.



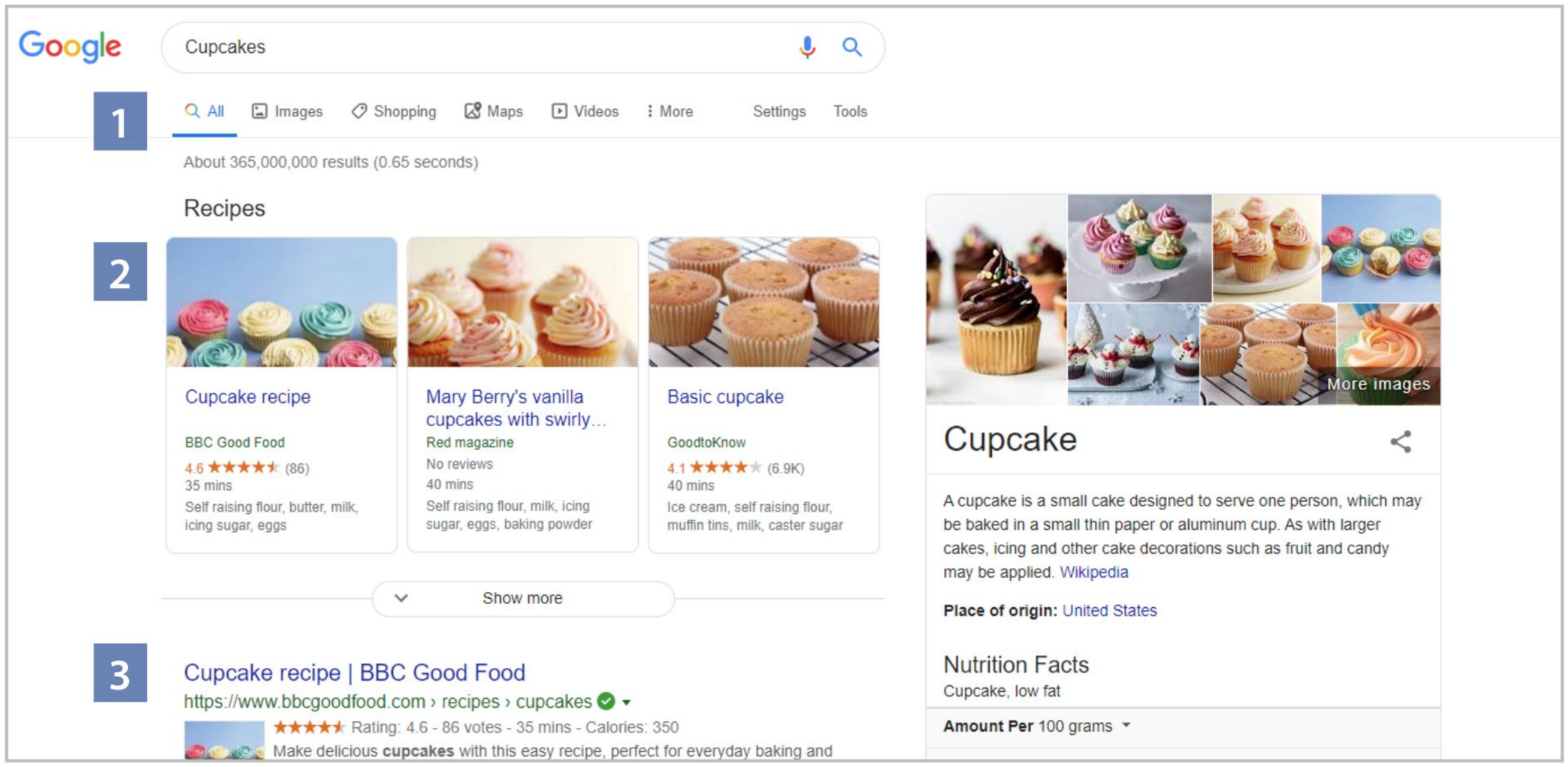
Google Search

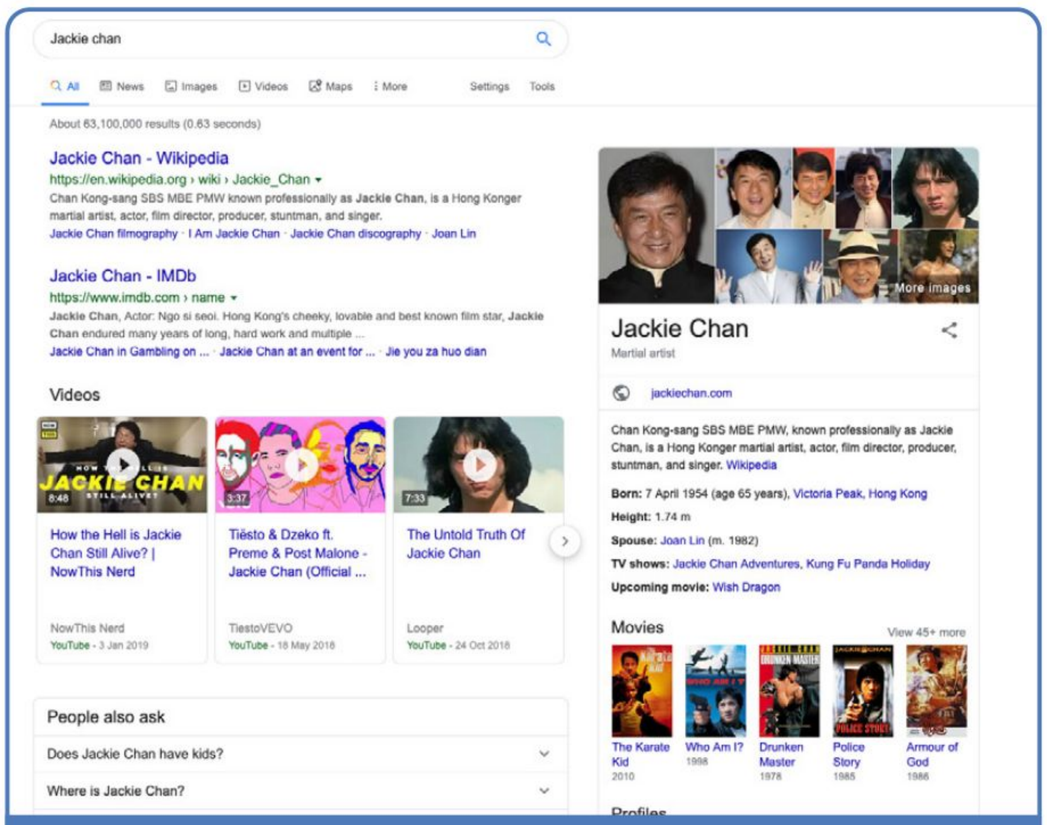
Searching with Google is easy! You simply enter your search term, e.g. "cupcake recipes", on the Google page for your country and click the search button. Google will then display the results of the search in order of relevance. There are, however, several ways to refine and target your search for even better results.

Understanding Google Search Results

When you perform a search on Google the results are split into two categories: Paid and Organic results. Paid results can be thought of more like adverts, with their position on the results page determined by how much the advertiser has paid. The organic results are those which are most relevant, respected or popular for your search term.

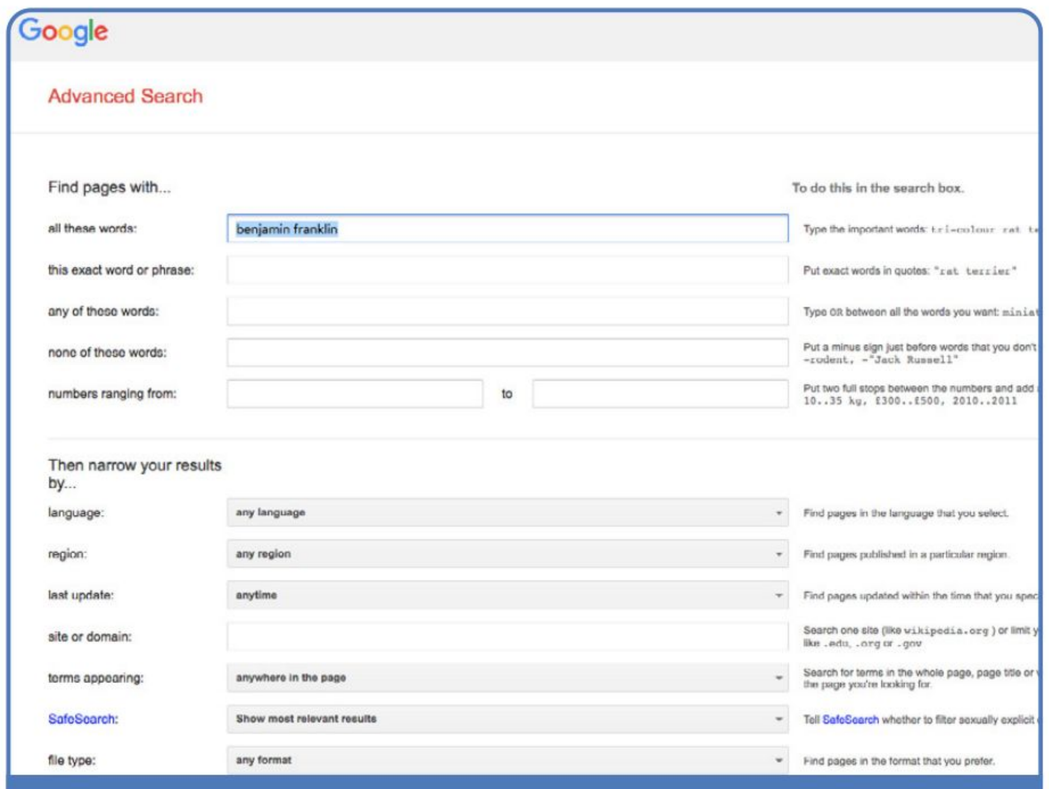
1 **Search Options** **2** **Paid Results** **3** **Organic Results**





The Knowledge Graph

Certain search terms (people, places or animals, for example) will activate the Google Knowledge Graph. This boxout, shown on the left of the standard search results, highlights facts, photos and other snippets of information about your search. Use this section to find quick information and facts about the subject or to start exploring related subjects. Knowledge Graph results are gathered from a variety of sources, including Wikipedia, World Bank, Freebase and Weather Underground, to name but a few.

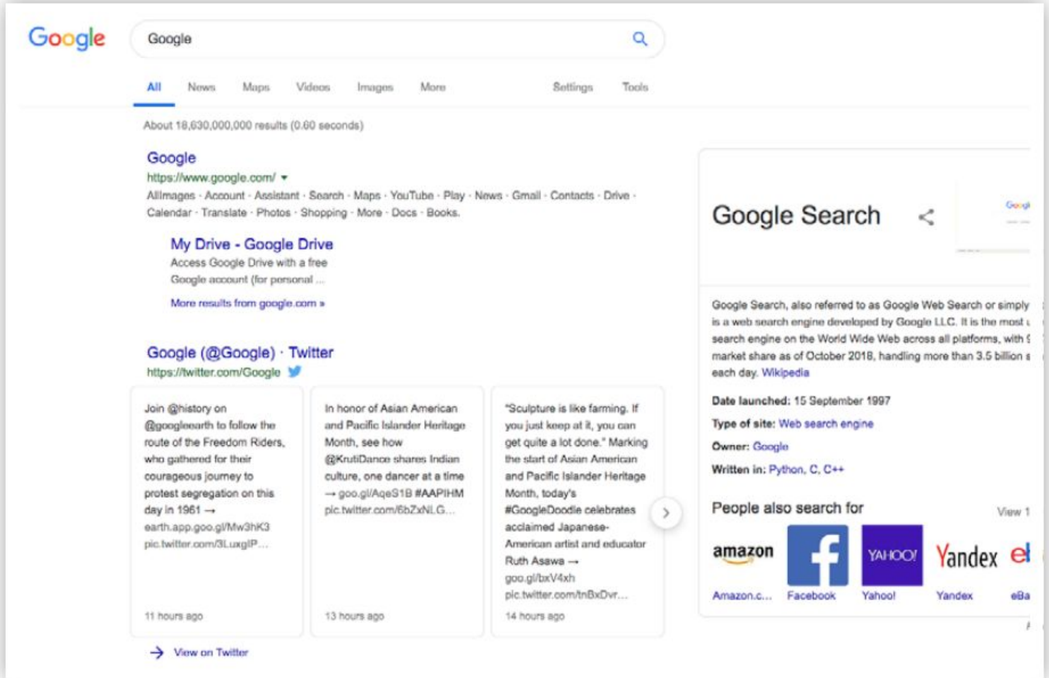


Advanced Search

After searching, while on the results page, notice the Settings link under the search bar. Clicking this allows you to select Advanced Search from the dropdown menu. On the advanced search screen you can refine your search even further so that the results only show pages which feature all the words in your search term, or by country and language. Once you have selected your advanced search options, scroll to the bottom of the page and click the blue Advanced Search button.

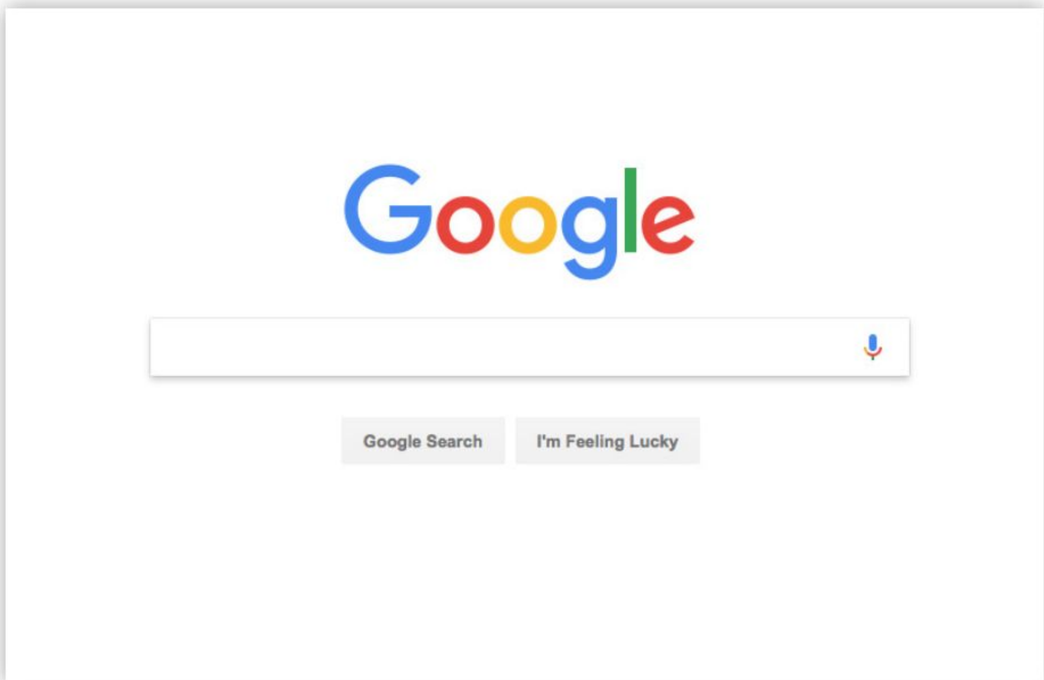
Searching Images and Videos

As well as being able to search for text in web pages, you can also search for images and videos amongst other things.



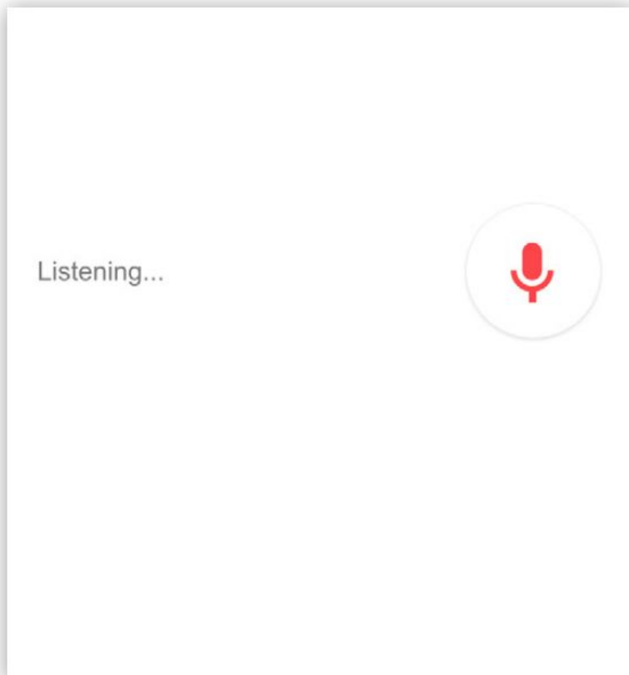
Step 1

Open the Google search page for your country in your Internet browser. To perform a standard search, type your search term in the box and click Google Search.



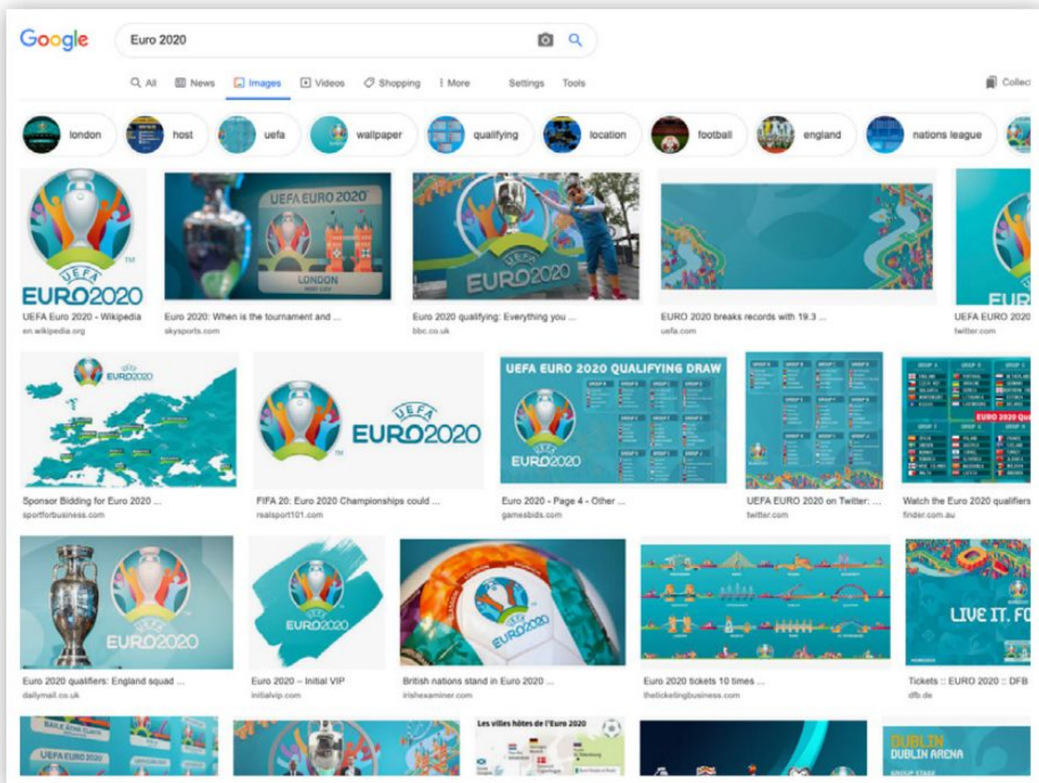
Step 2

To perform a Voice search, using dictation, click the Microphone icon on the right side of the Search bar and then simply say the subject you wish to search for on this screen, your speech will appear on screen and the search will start.



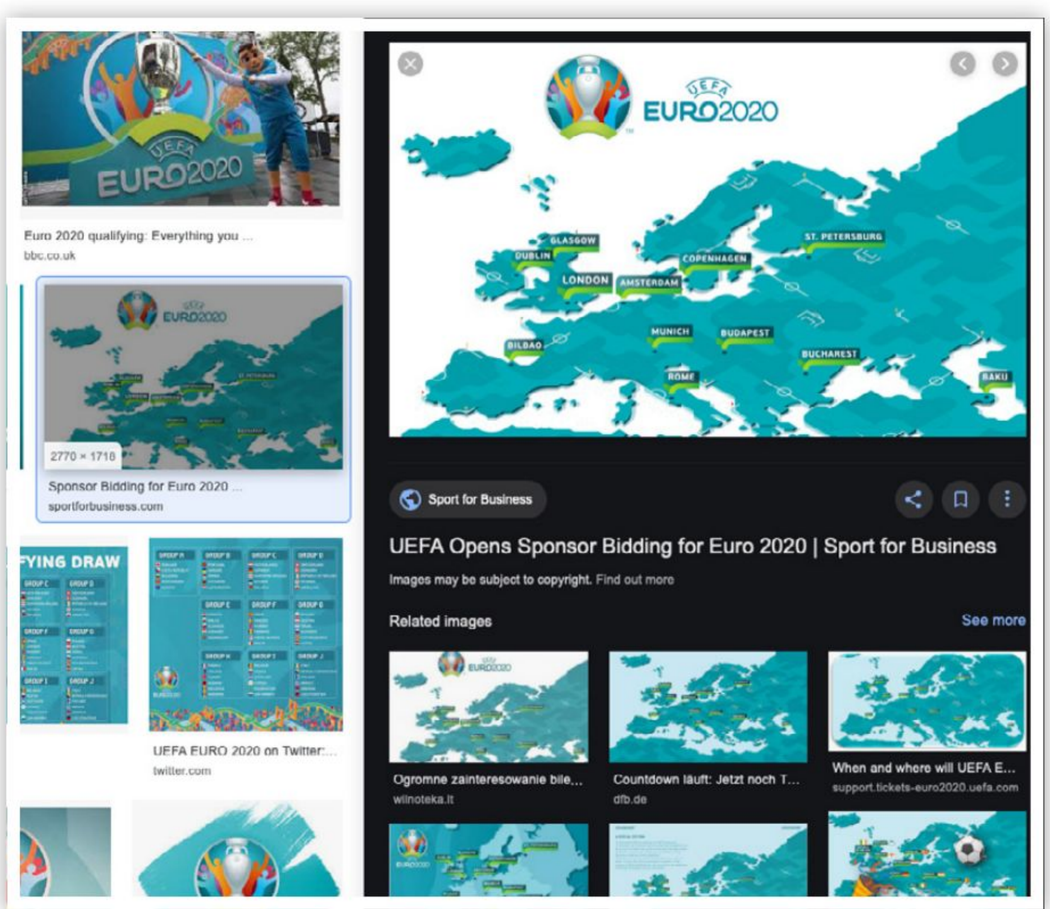
Step 3

The results will now be displayed on screen. At the top of the results page there are several links including Maps, News and Images. Click on the Images link.



Step 4

Image results for the original search term will now be displayed. Move the mouse over any of the images to see a short description, image dimensions and other image details.



Step 5

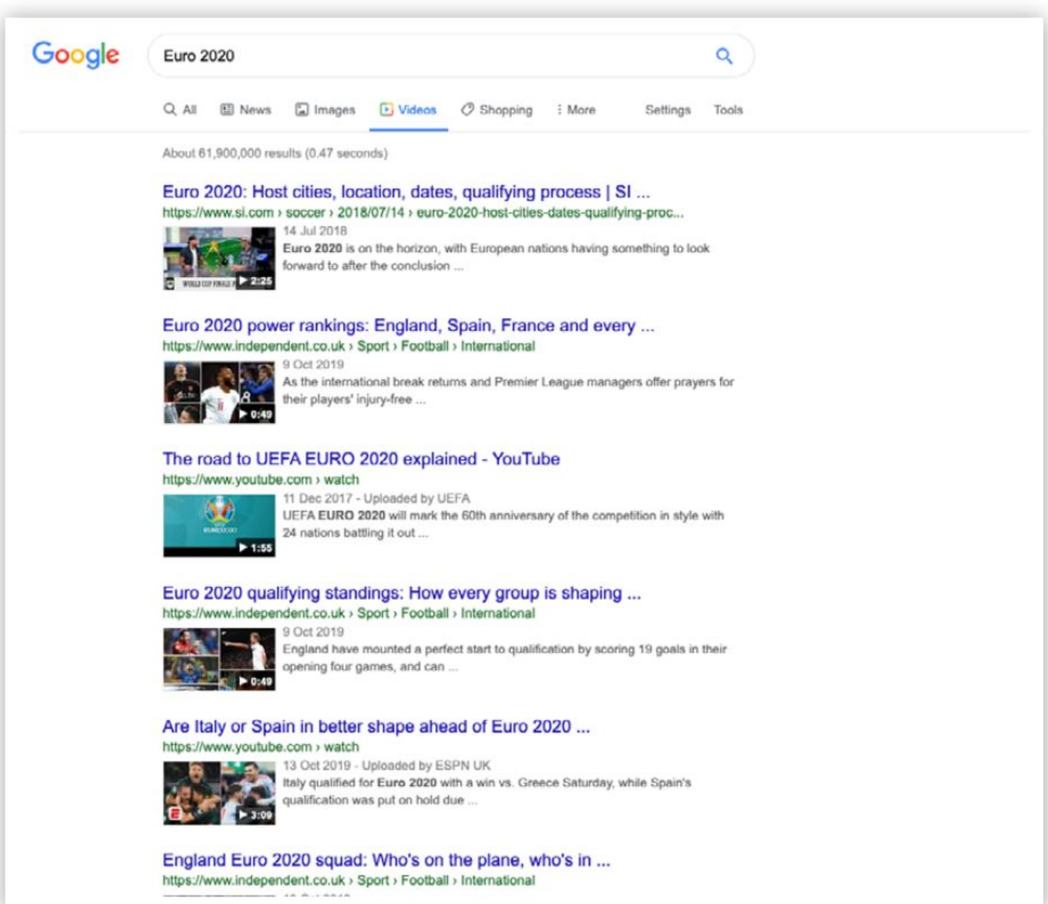
Alongside the search links (Web, Images, etc.) you will see a link for Search Tools. Clicking this will allow you to further refine your search by image size, date it was uploaded and image type.

Step 6

Clicking on the image will open it at a larger size and also display a link that will allow you to open the web page where the image was found. Click the image again to close the preview.

Step 7

To search for videos instead of images, click the More link and then select Videos from the menu that drops down. Videos have their own search tools, including duration and quality.

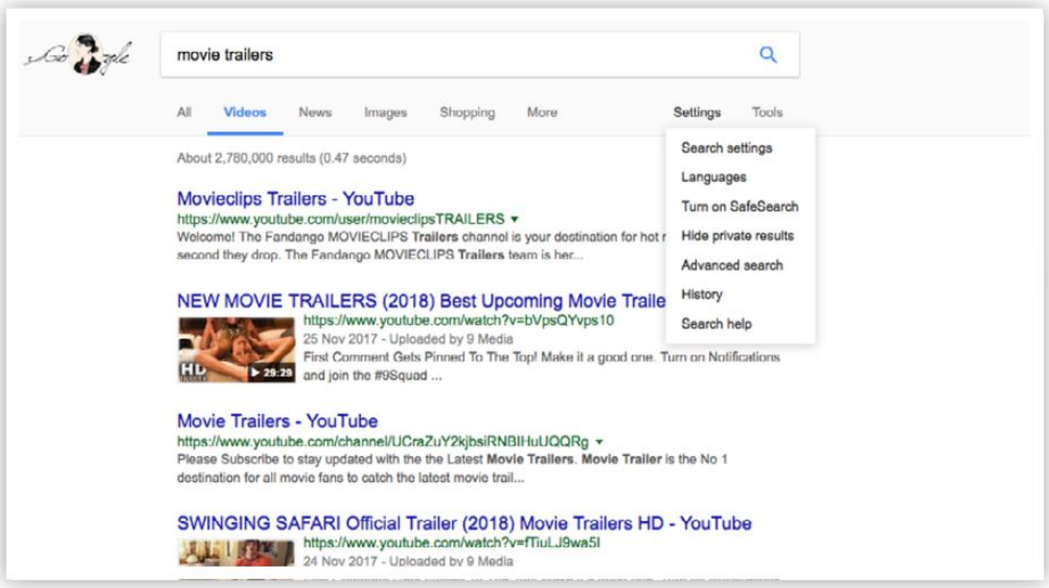


Safe Search

Google features a Safe Search option which allows you to select the age rating of the search results. This applies to web search results, as well as images, videos and books and can help to remove sexually explicit content. No filter is 100 per cent accurate, but Safe Search should help you avoid most of this type of material.

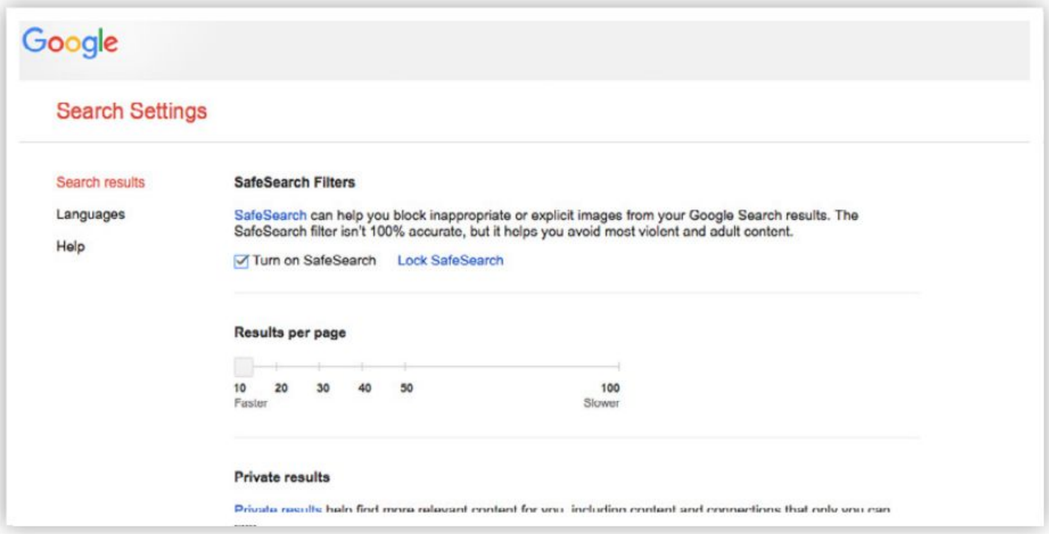
Step 1

Perform a search and check the results. If there are websites listed that you think are inappropriate, click the Setting link in the top right beneath the search bar and select Search Settings.



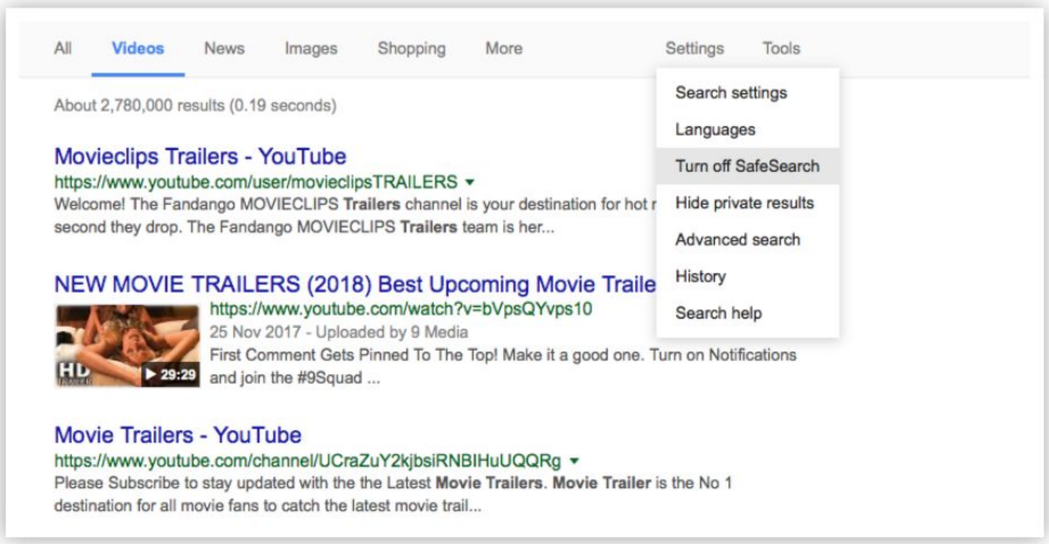
Step 2

At the top of the search settings screen you should see a Safe Search on/off link. Click the turn on Safe Search link to activate it. You can lock Safe Search on by selecting this option too.



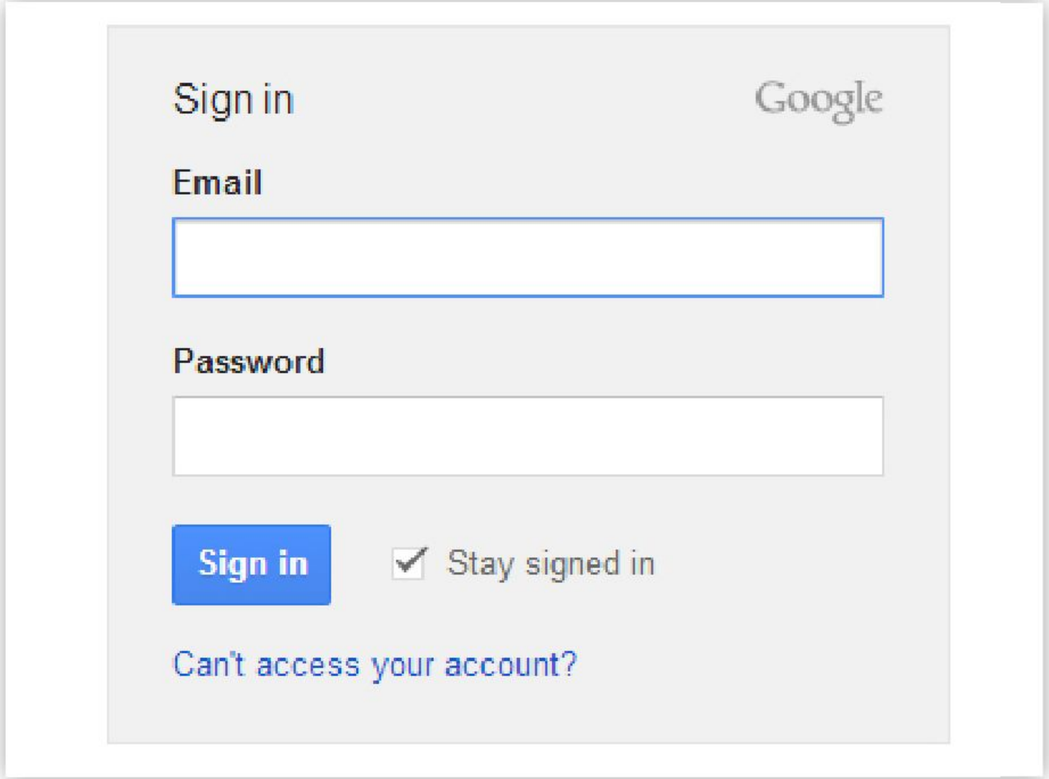
Step 3

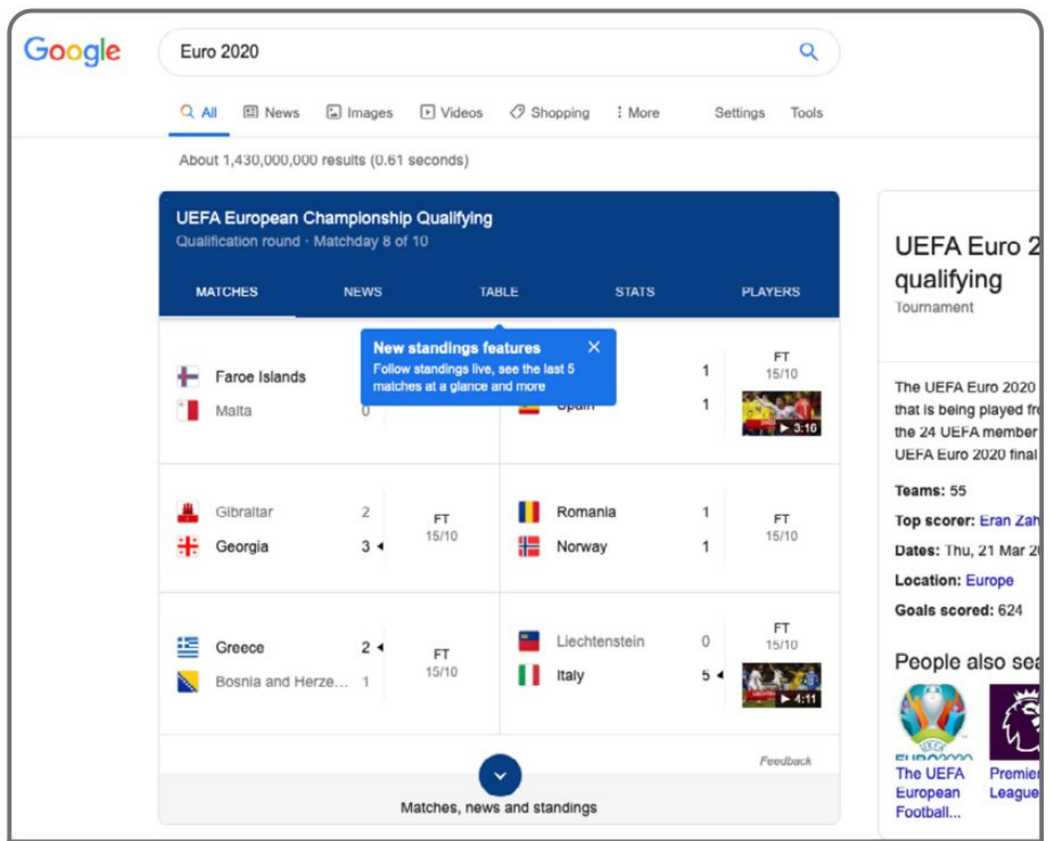
If you want the page to display all results, regardless of content, DO NOT activate Safe Search. If you have changed your mind you can deactivate via the Settings link at the top of the page.



Step 4

Your browser should remember the setting when you next use Google search. If you want to make sure that the safe search setting is not changed, you will have to sign in to a Google account.





Instant Updates

Based upon your search results, you will receive additional information that is relevant to the subject. For this example we searched for a sports team and results also shows their latest fixtures and results.
Specific search results also contain a downward pointing arrow at the end of the web link, click to show these.

Cached: Google trawls the web and takes snapshots of each page. When you click Cached, you will see the web page as it looked when last indexed by Google. The "Cached" link won't appear for sites that haven't been indexed or for any sites whose owners requested that their content isn't cached.

Similar: Click Similar to see other websites that are related to that result.

Using Specialised Google Search

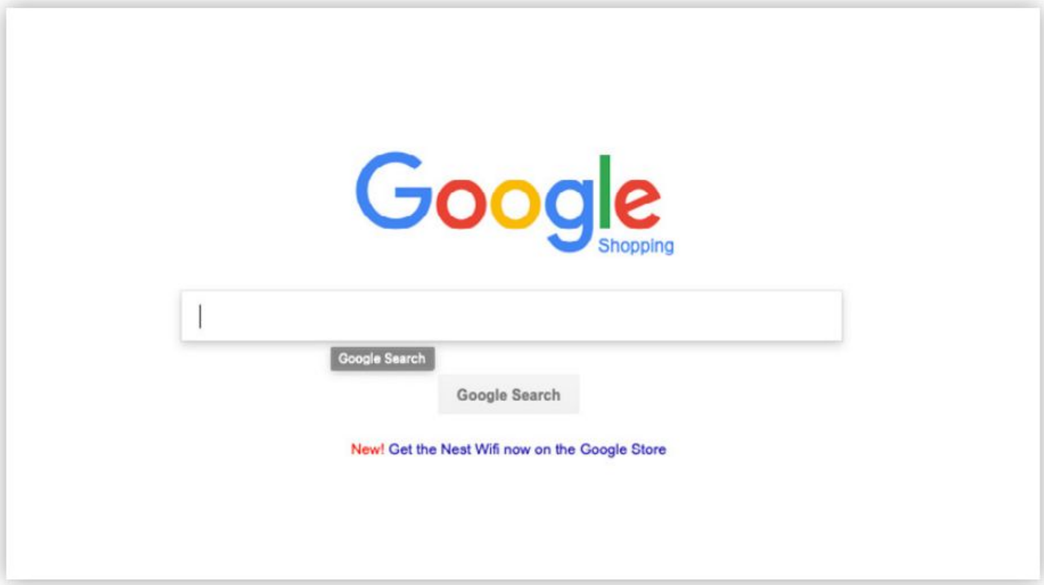
There are several specialised search tools, letting you cut through all the unwanted information and just see results from, for example, blogs, shopping sites or scholarly papers. You can access these search pages at any time from the Chrome browser or Google Home page.

Shopping Search

This feature allows you to search only shopping results for any term you enter into the search box on Google.

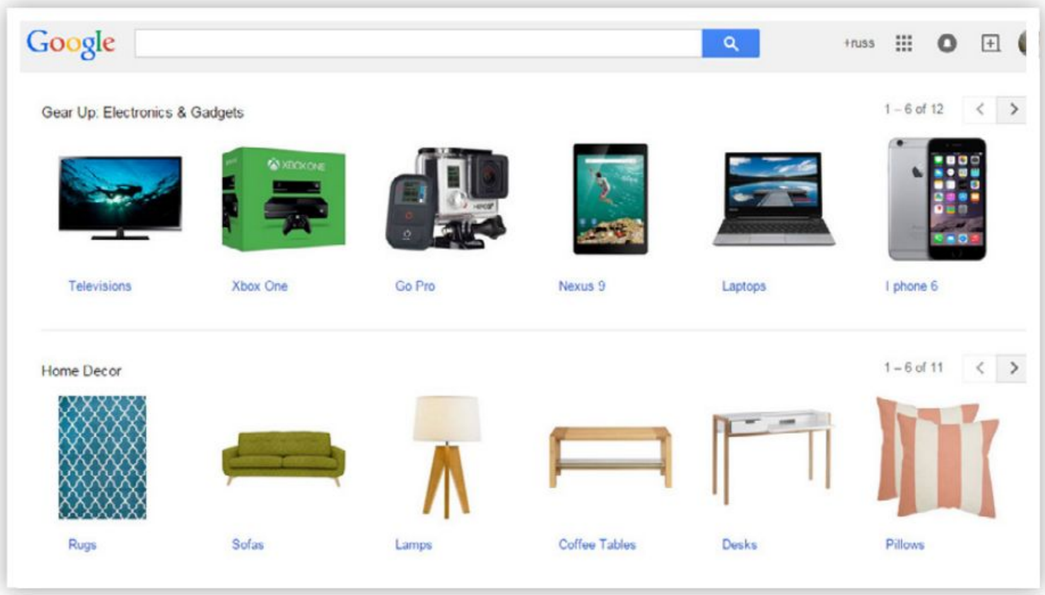
Step 1

You can open the Shopping search screen by typing www.google.co.uk/shopping into your browser address field. Your browser should automatically detect your location and filter any results to your own currency.



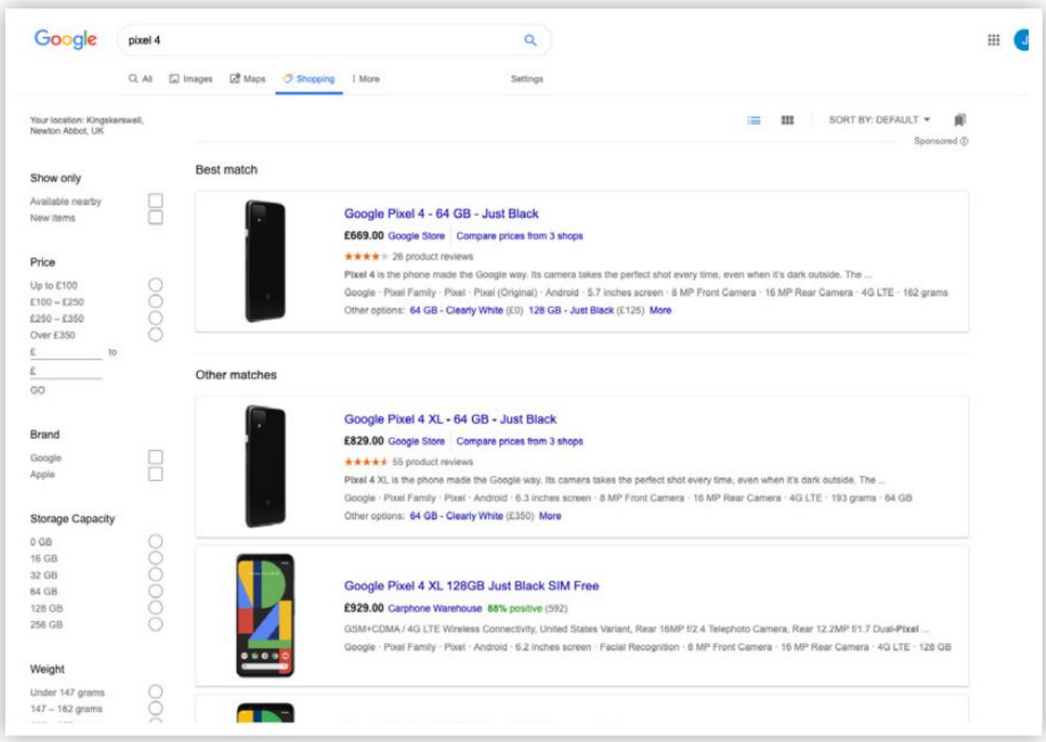
Step 2

You will see that the shopping search screen is very different from a standard Google search screen, with products shown in sections such as electronics, clothing and even as specific as Nexus 6. What is shown depends on your search history in Google.



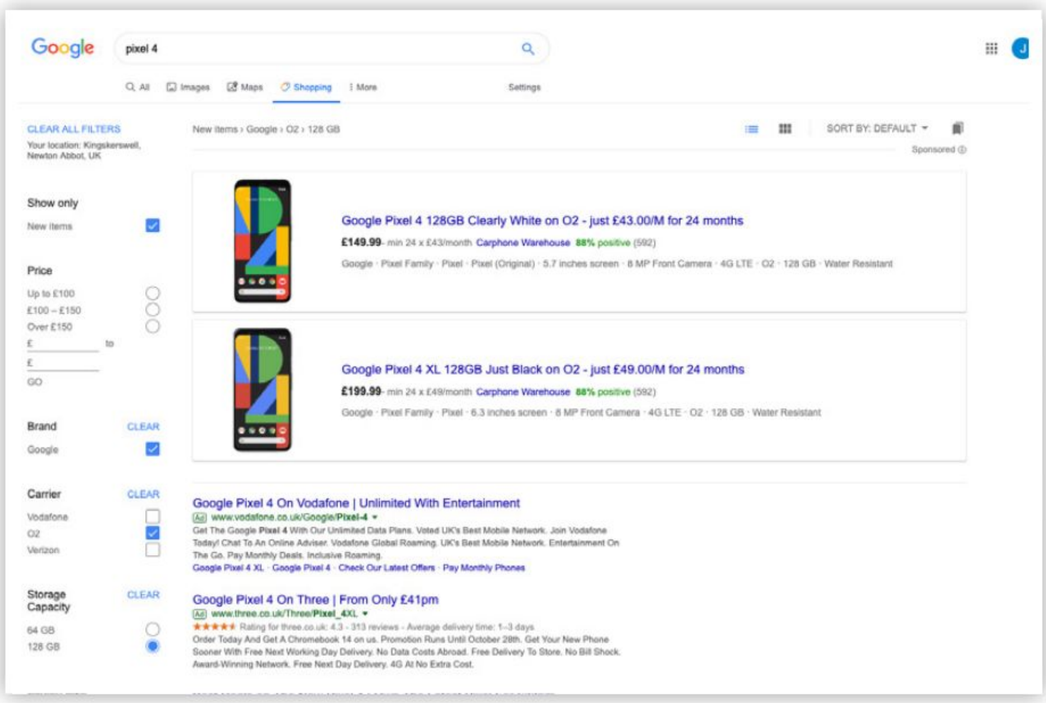
Step 3

Clicking on one of the product sections will display a list of results for that type of product. Alternatively, you can type a search term into the search field at the top as you would normally in Google.



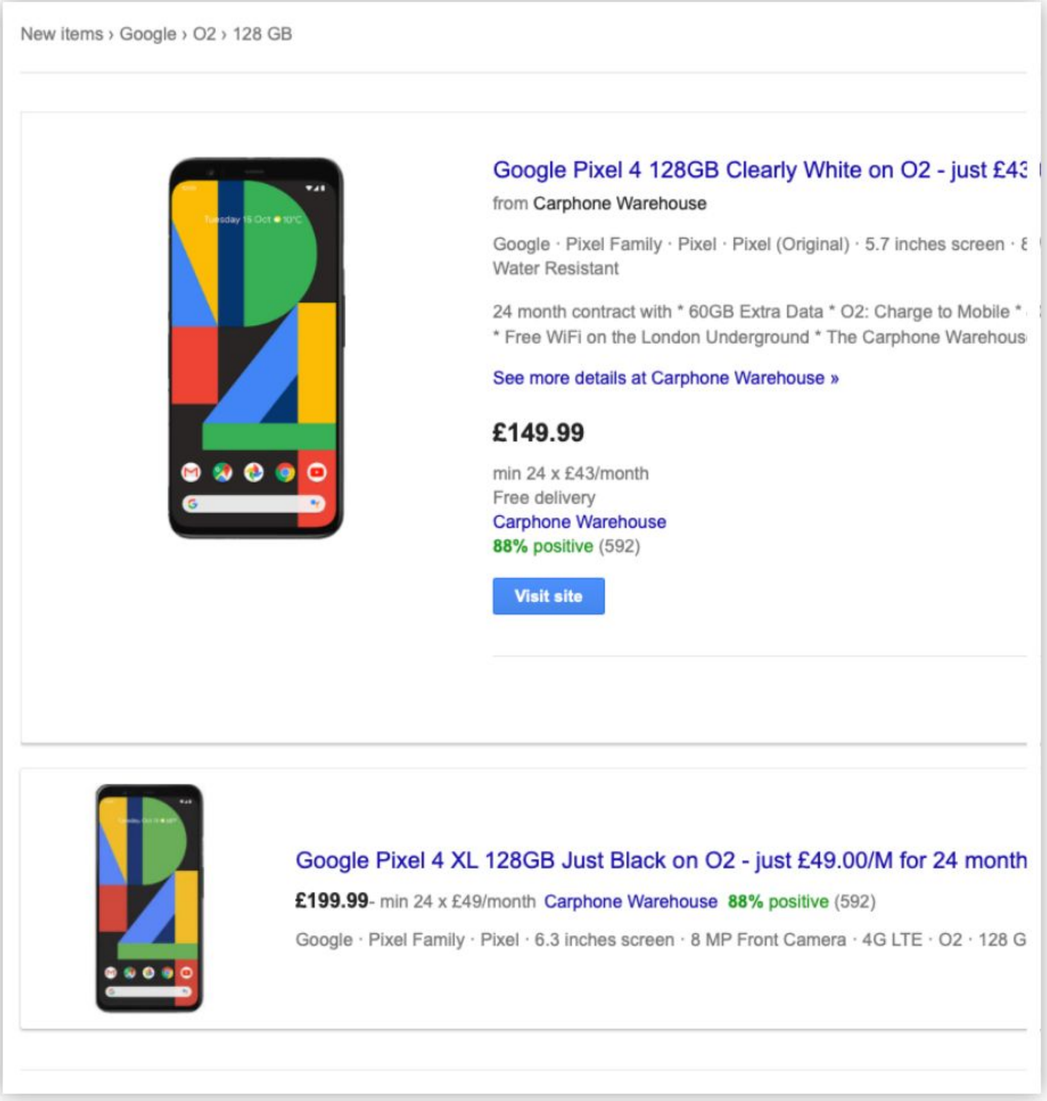
Step 4

Once the results are shown, you will see that there are several filters down the left-hand side of the screen. These allow you to filter results by specific manufacturer, price, size (depending on the product type) and several others.



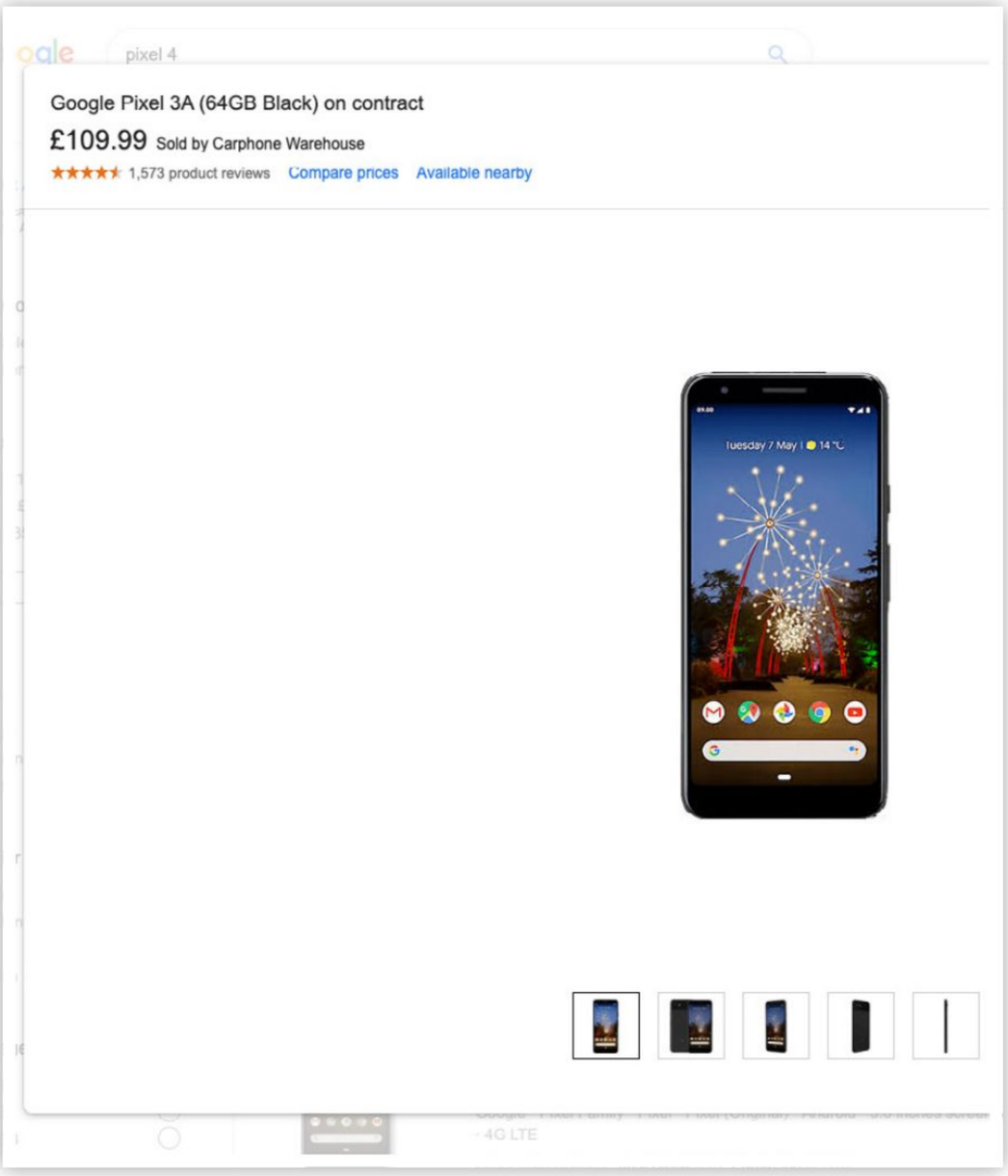
Step 5

Click the title of a product you are interested in and a box will expand to show more information, including a range of prices. You can then add the item to a shortlist by clicking the Shortlist button. This allows you to refer back to it easily later.



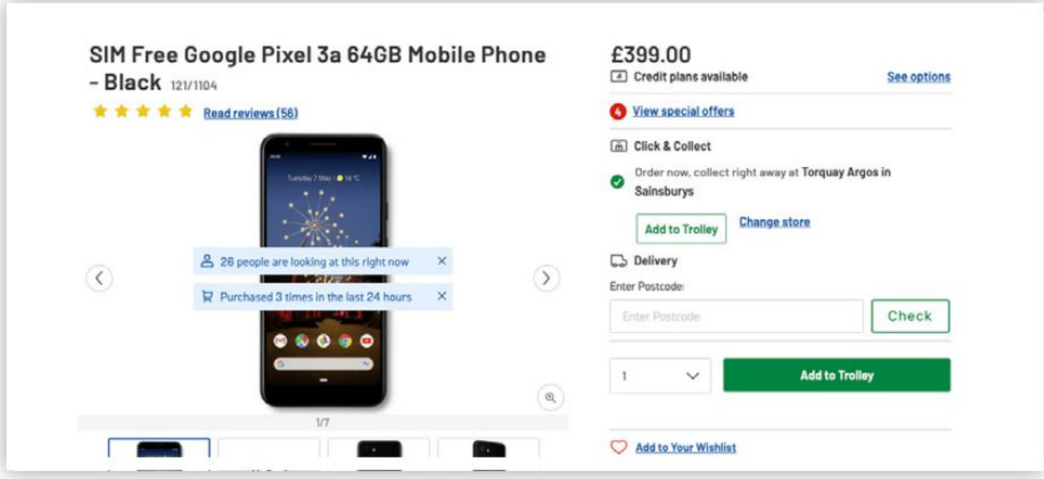
Step 6

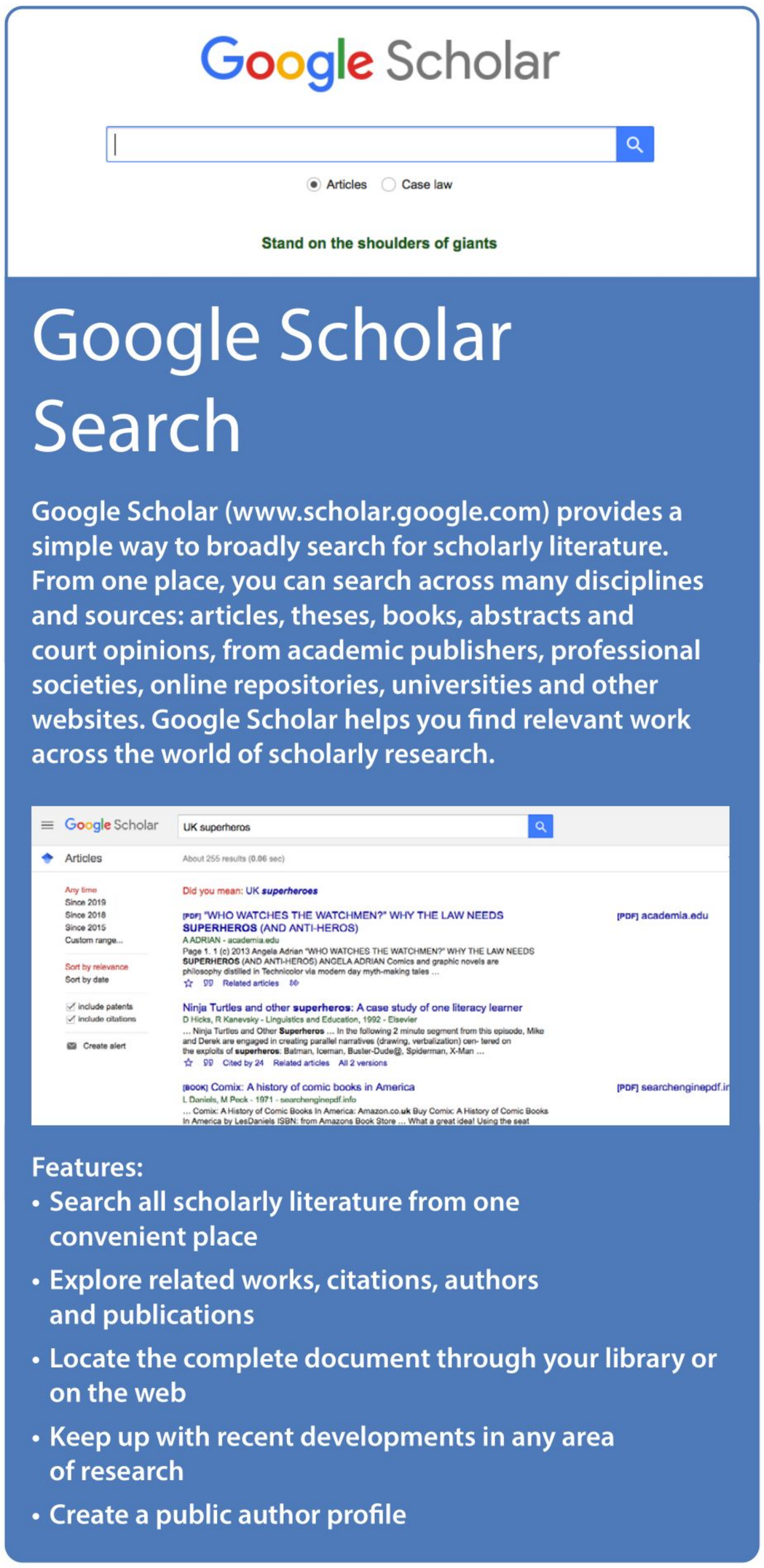
If you click the product title a second time when the box is open, it will expand into a full screen page. This page lists all available prices and sellers, along with reviews of the product if they are available online.



Step 7

You can click directly to the item, via your preferred retailer, by clicking the link from the list at the bottom of the page. NOTE: On rare occasions the price linked may not match that of the retailer, so take care to check.





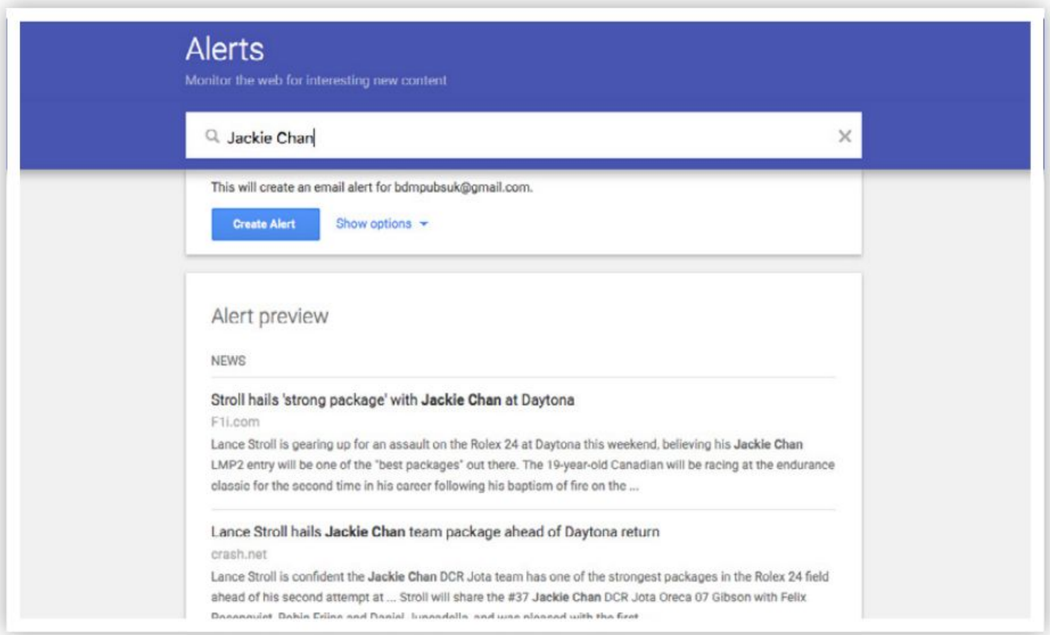
How to Create Google Alerts

You can use Google Alerts to monitor anything on the web and then have links to any matching content sent directly to your email address each day, or when new content is available.

Setting Up Alerts

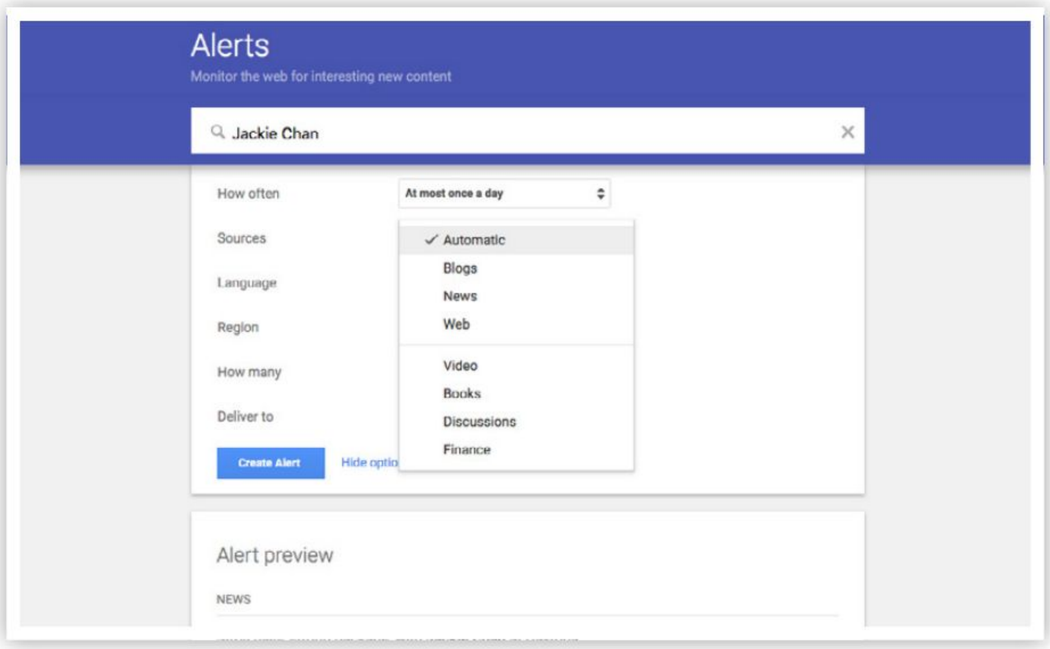
Step 1

To get started setting up an alert, navigate to www.google.co.uk/alerts. Enter your query just as if you were doing a normal Google search. You can use the various Google search options, including quotes, minus sign, to exclude words and the site prefix to find specific types of website.



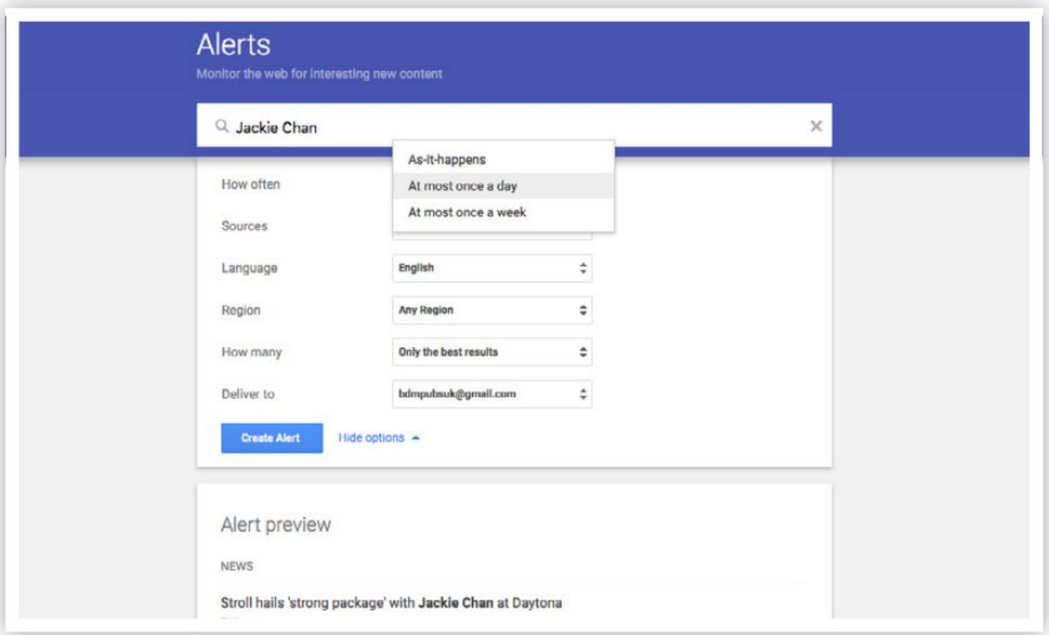
Step 2

Using the Show options menu, you can choose to tell Google to only provide content of a specific type (videos, for example) or you can request that every type of result is sent to you. Everything alerts include results from Google Web Search, Google Blog Search and Google News.



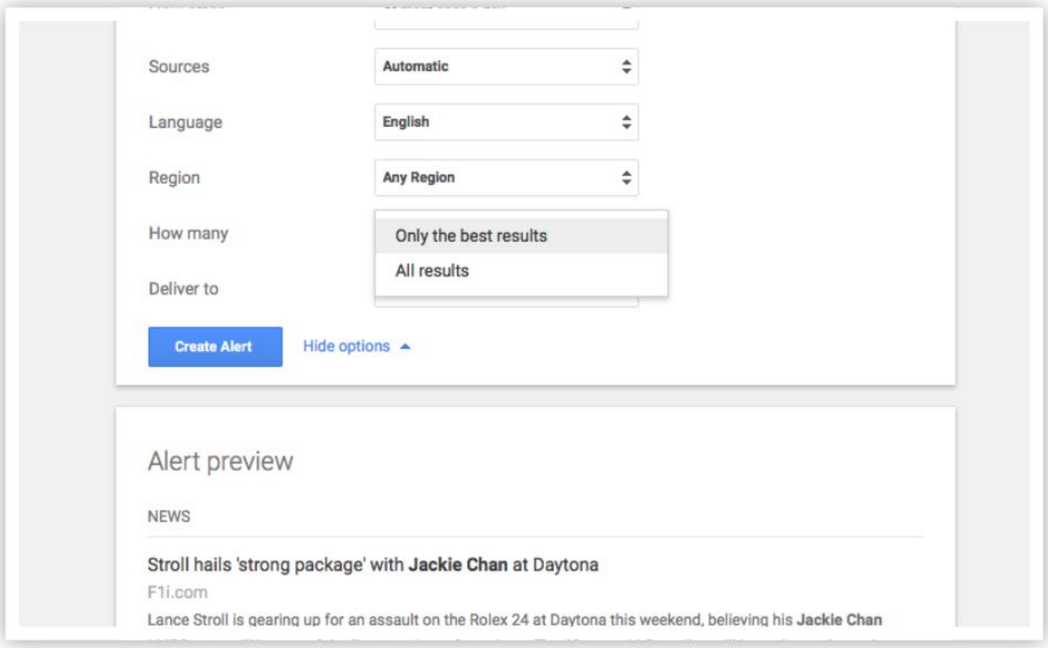
Step 3

The next step is to choose a delivery rate. The default is once a day: Google Alerts checks for new results once per day and emails you if it finds new results. Depending on the subject, Google may not be able to deliver alerts daily. Alerts on these subjects will be sent, when they are available for you.



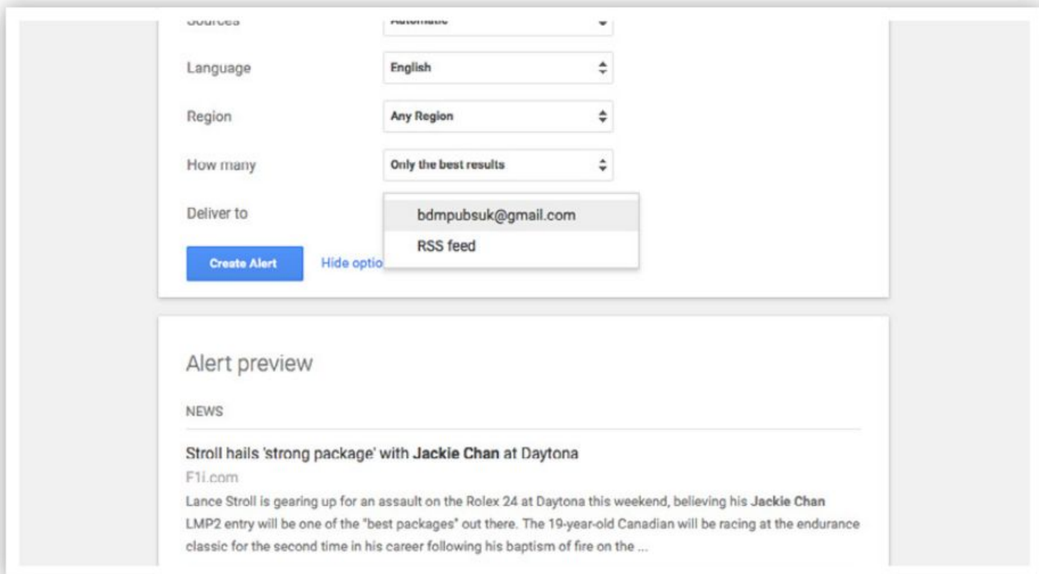
Step 4

To help you avoid an alert email full of low quality results, you can change the volume of the alerts to "Only the best results". This allows Google to filter results to those most relevant to your query and those of high quality. If you prefer, you can change this setting to "All results".



Step 5

Enter the email address to which you want your alerts delivered. Google will protect your email address and will not use it to spam you with offers for any other product or service. If you aren't signed in to a Google Account when you create an alert, Google will send you a verification email.

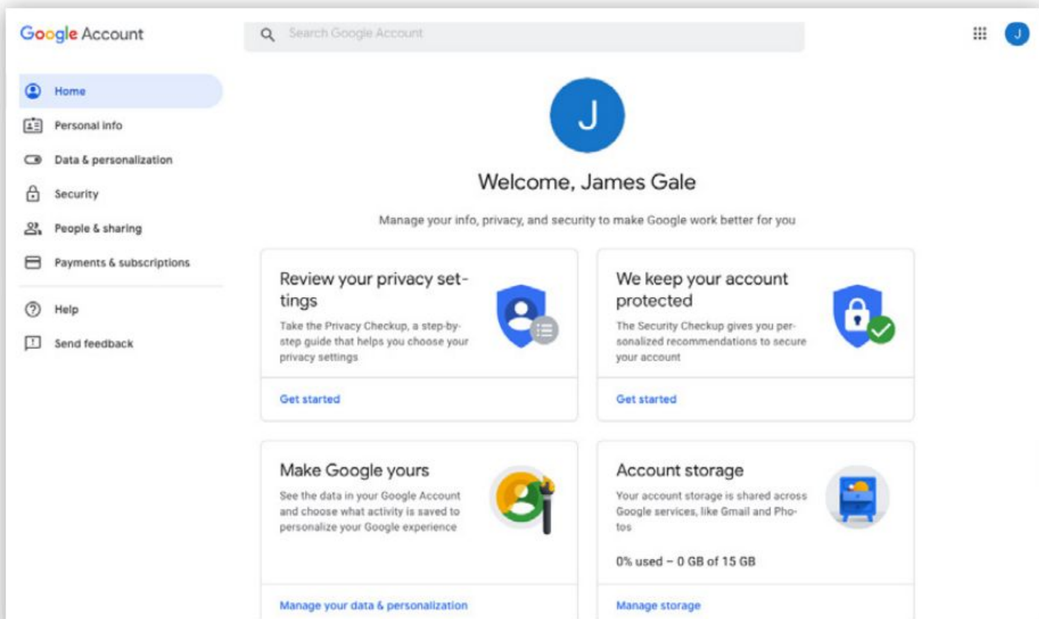


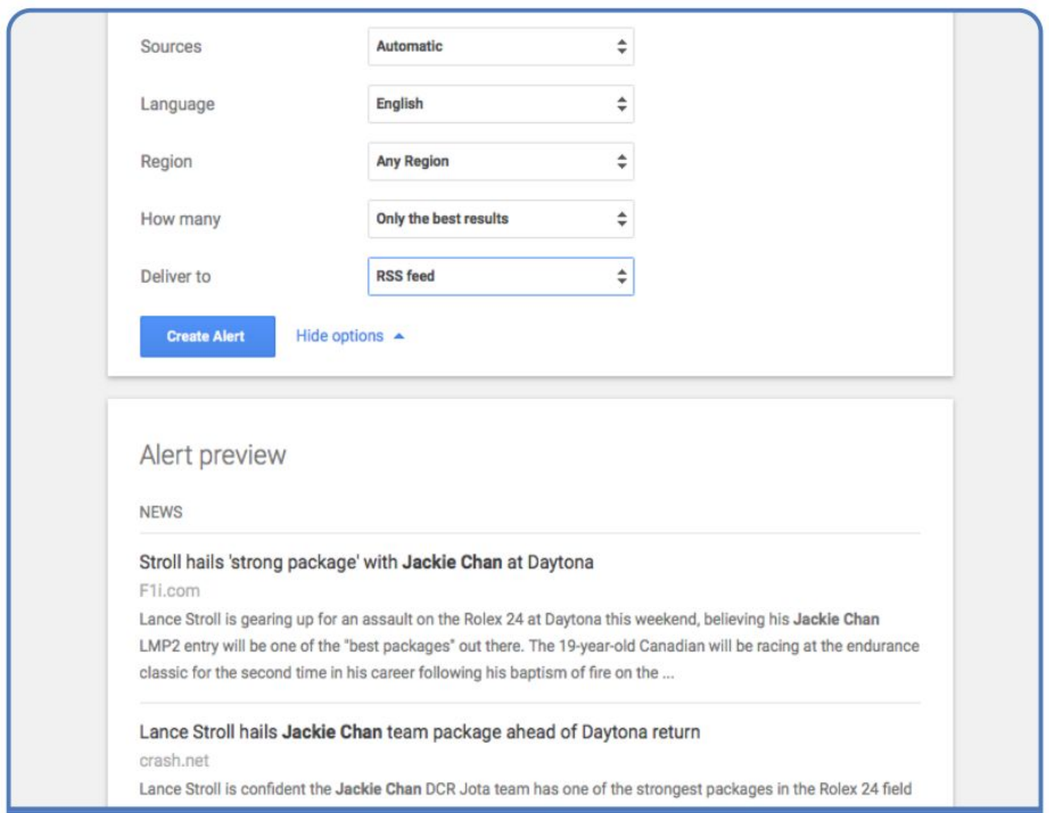
Step 6

If you prefer, and if you are signed in to a Google account when creating the alert, you can choose to have the results sent via an RSS feed. Simply sign in and choose the Feed option in the Deliver to field. You can read your feed in any RSS feed reader.

Step 7

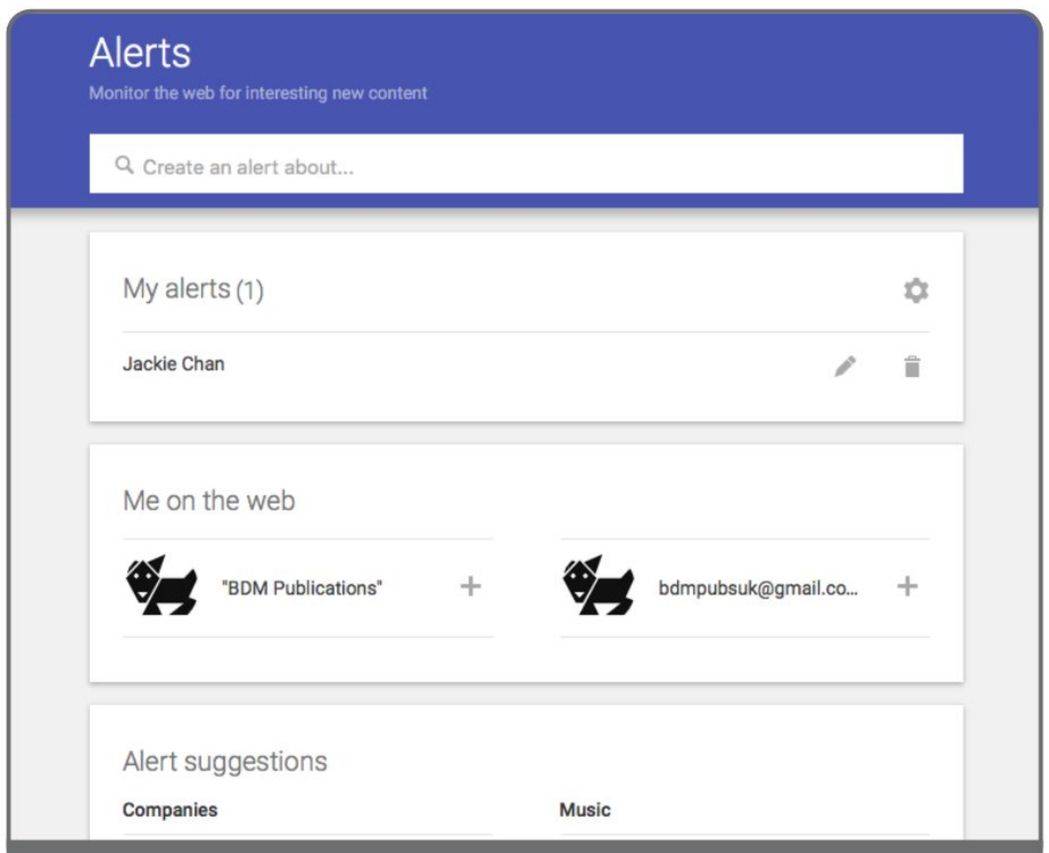
To view any of these Google Alerts, you have to open your email application and check the email addresses that you linked to your Google Account during initial set up. You can check this information at anytime via your account link, top right of your browser.





Manage Google Alerts

Users with Google Accounts can view, create, edit and delete their alerts using the Manage your Alerts page. Click on the Edit button and you will be able to alter any of the original settings using the simple drop-down menus. You can manage alerts for more than one email address by adding your other email address to your existing Google Account. To add an email address to your Google Account, visit your Google account page and use the Email addresses section.



Delete Google Alerts

Should you find the info you are looking for or simply tire of the subject matter of your alerts, you can delete your alerts subjects, one by one. To do this open the main Google Alerts pages via this link: www.google.com/alerts.

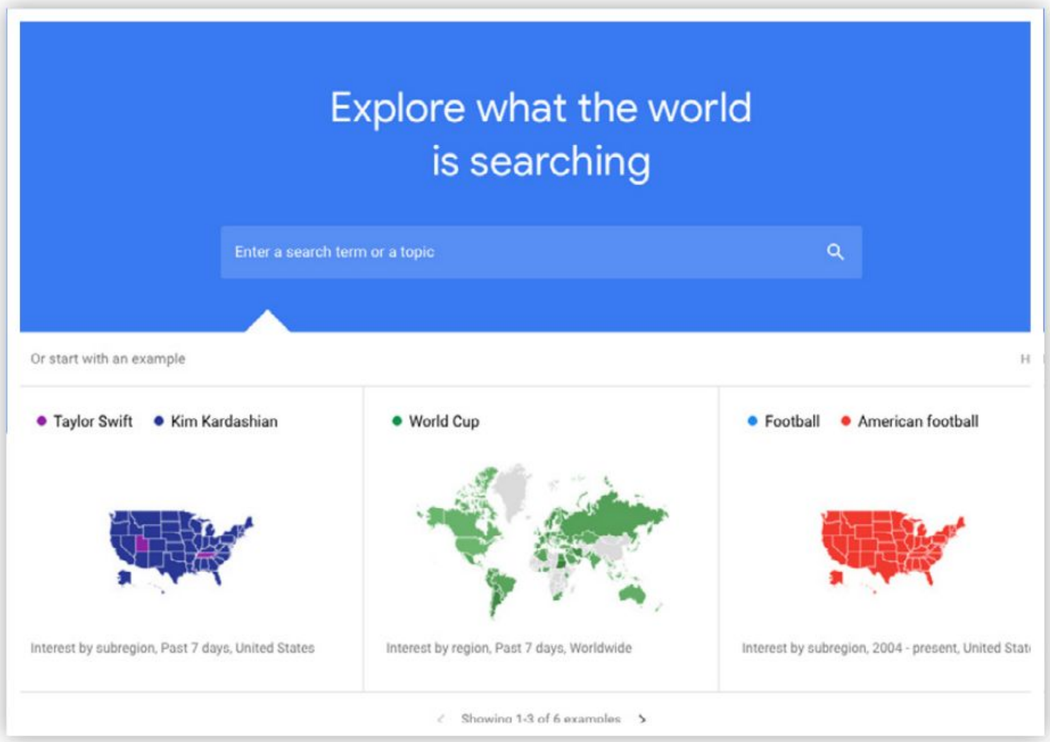
At the top of the page notice your alert subjects. You can edit these by tapping the pencil icon or delete them by tapping the Bin icon. Please note you are not given any confirmation window, the alerts are deleted instantly.

How to Personalise Google Trends

The Google Trends app brings you the world's most popular search terms or topics. Breaking down the results by country and region, while also offering insights and keeping you updated to the latest trends. Users can also browse history data giving you a clearer view of the world's online habits.

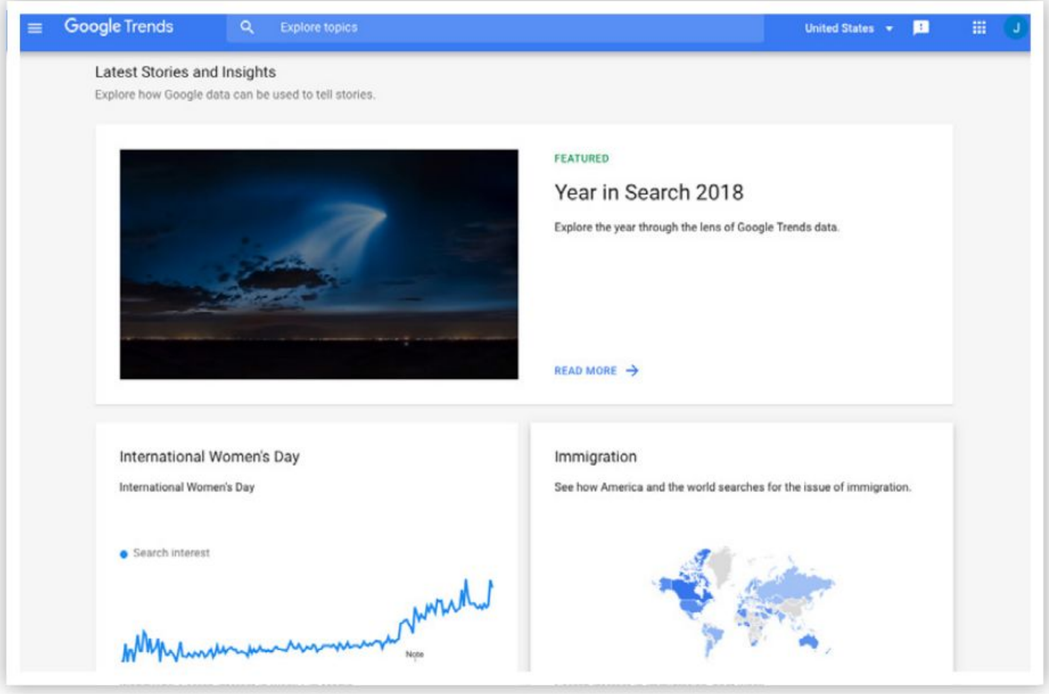
Step 1

Navigate to the Google trends website trends.google.com to be presented with this home page. This is a far complex application so be advised to take a few moments to get used to the layout and the control options you will find here.



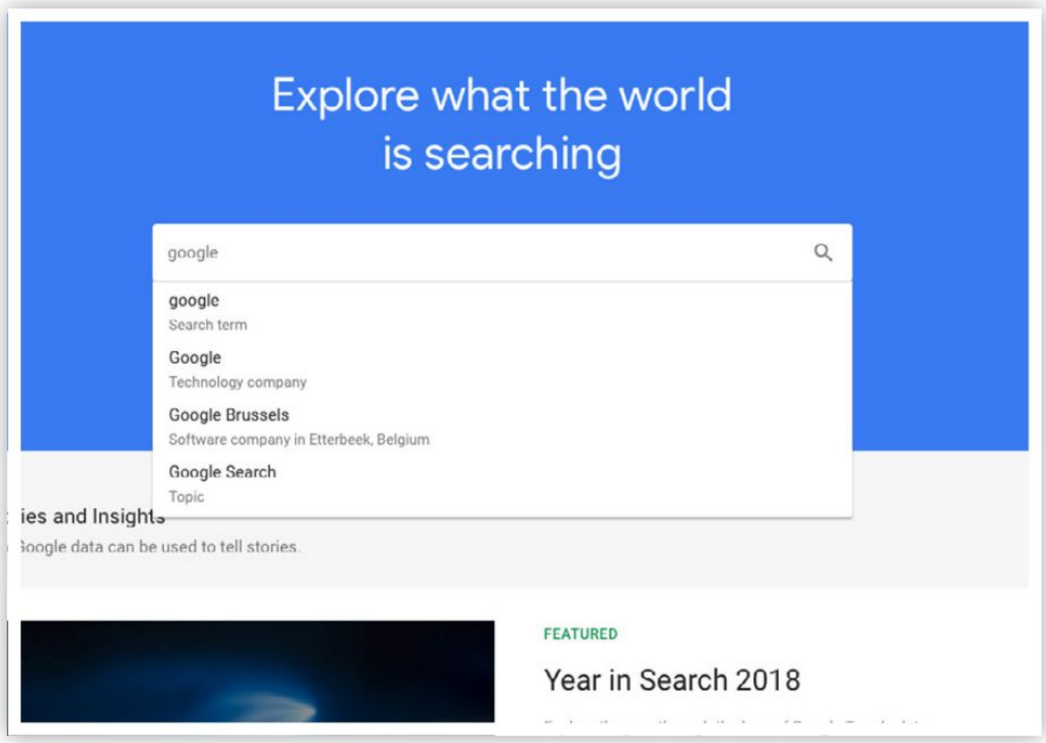
Step 2

Scrolling down through the home page you will find the various options including latest stories, insights and updates, historical data and recently trending search results. We will look at all of these but to start let's focus on the main search bar.



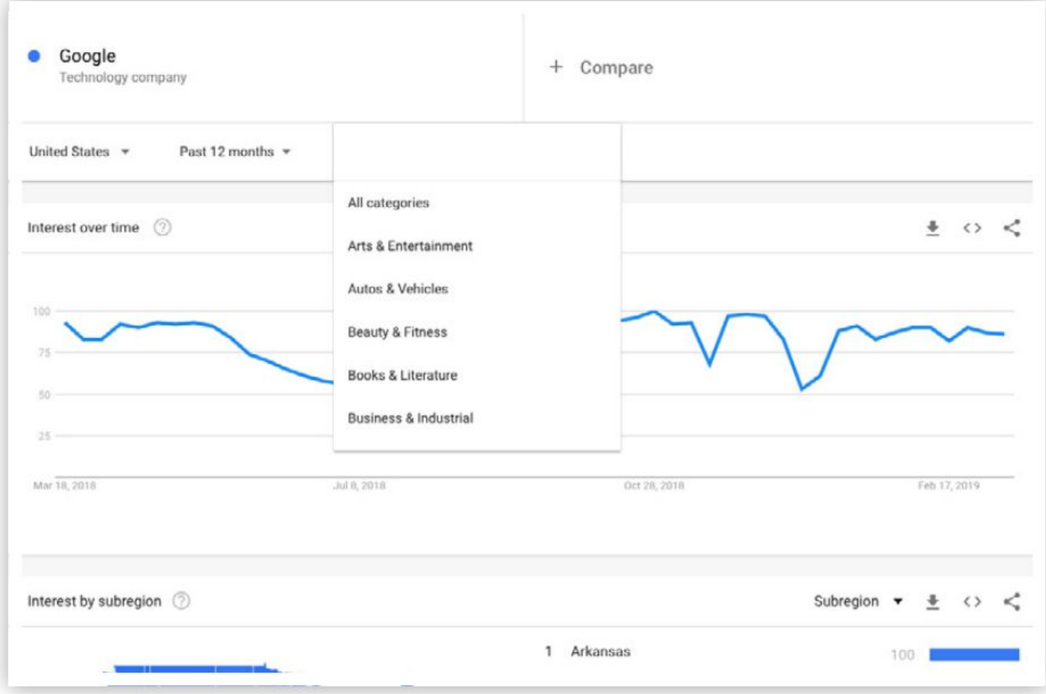
Step 3

In the search bar, enter your term and click on the magnifying glass to activate your search. Some will bring a variety of different searches or similar terms, if this is the case a drop down menu will appear enabling you to select specifically for your choice.



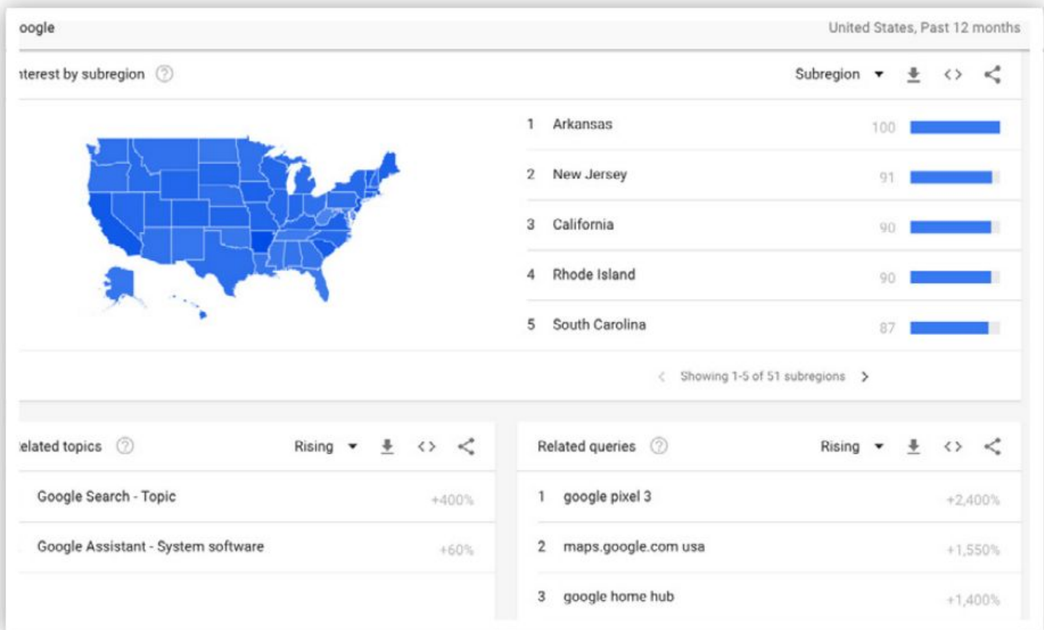
Step 4

Your search will show your results as follows; location, time period, search type and category. You can adjust each of these as you wish to further focus your results. For example you may wish to check Shopping when looking for most popular selling item etc.



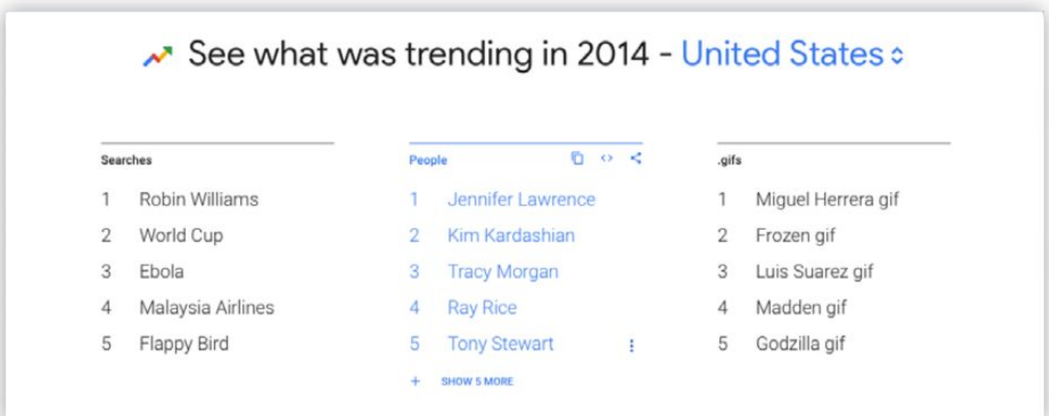
Step 5

Your results will also be broken down by sub region for your area of search. With the most popular area listed first and so on. Notice that related searches and queries are also listed here. You can share each of these search results by clicking the top right share icon.



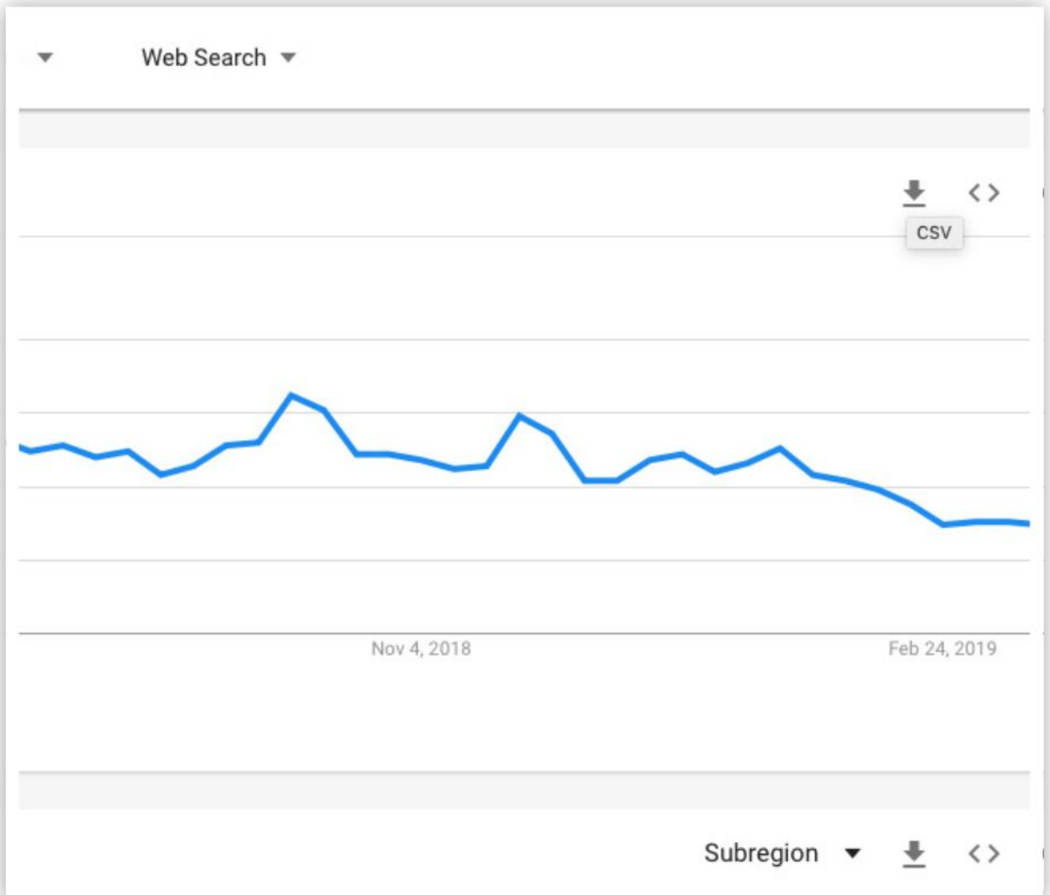
Step 6

If you are looking for an online time machine, Google have one right here for you. On the home screen, scroll down and select the year you wish visit and you will be given the most popular search terms from that time period, spread across numerous categories.



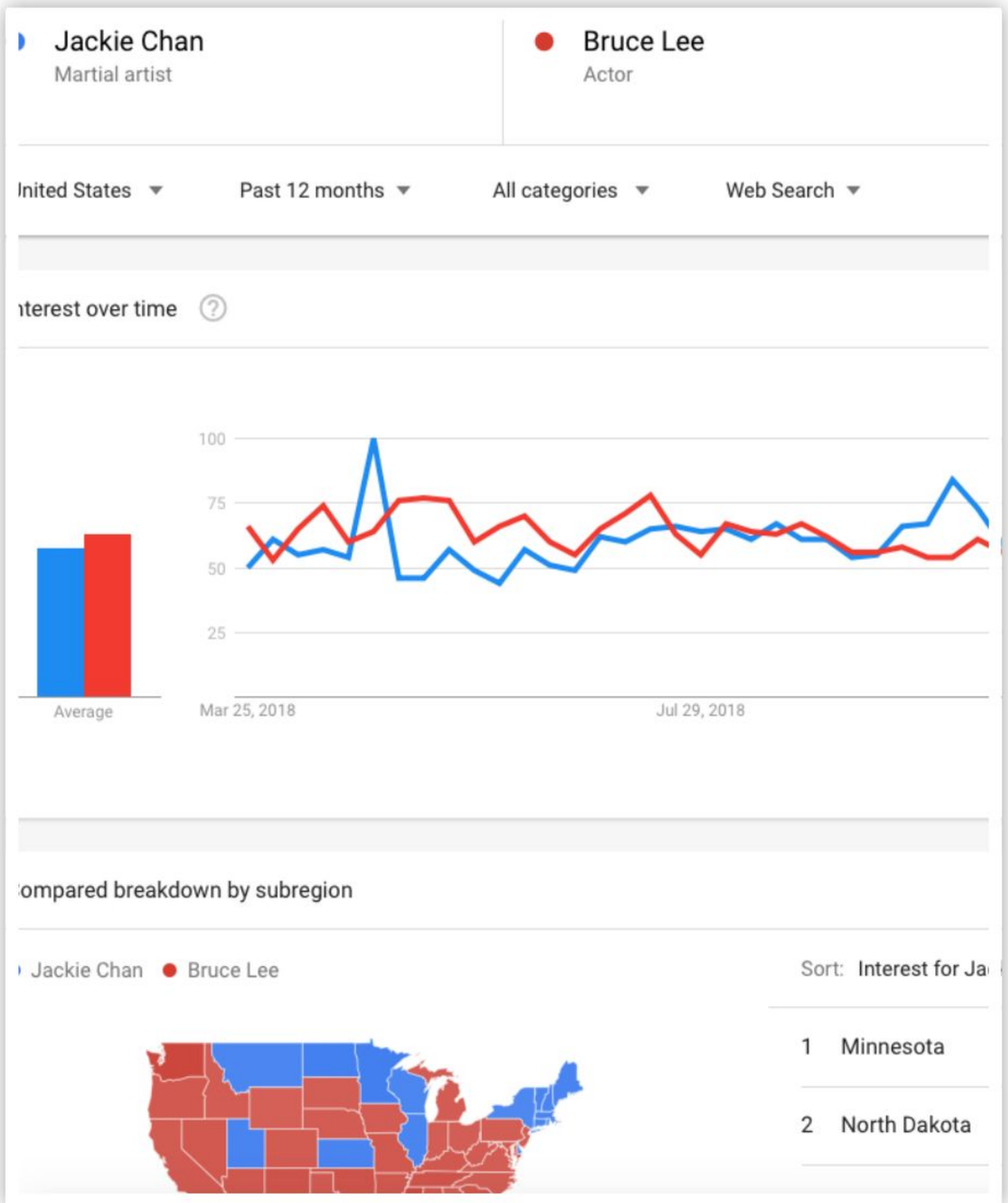
Step 7

All the information found via this app can exported from the web browser to a large variety of spreadsheet software, including Microsoft Excel and Apple's Pages. To save your information as a csv doc click the download icon (an underlined down arrow).



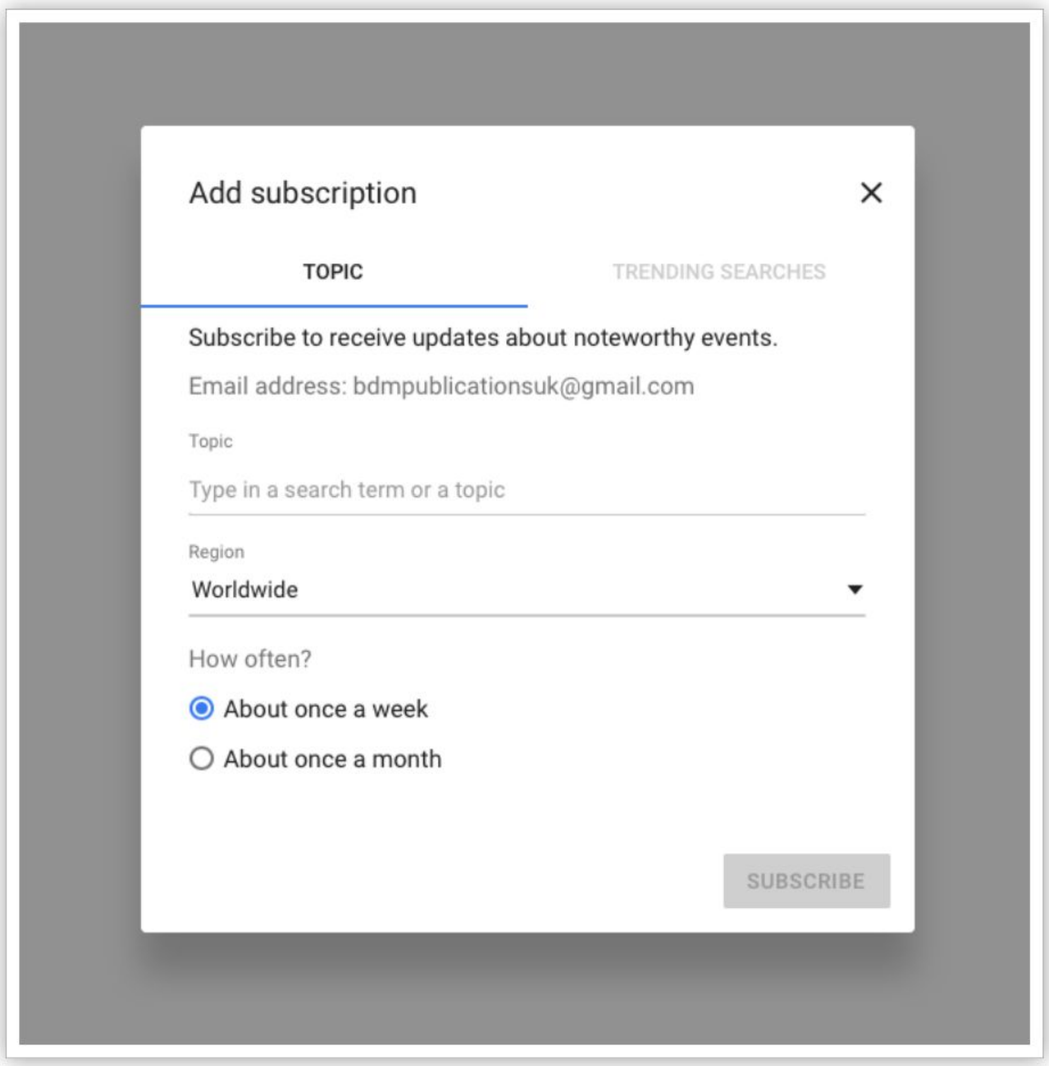
Step 8

One of the best features of this app is the ability to compare two topics and how the results match up with one another. You can add various terms to compare and once again these results can be downloaded as a csv doc or shared via the linked icons.



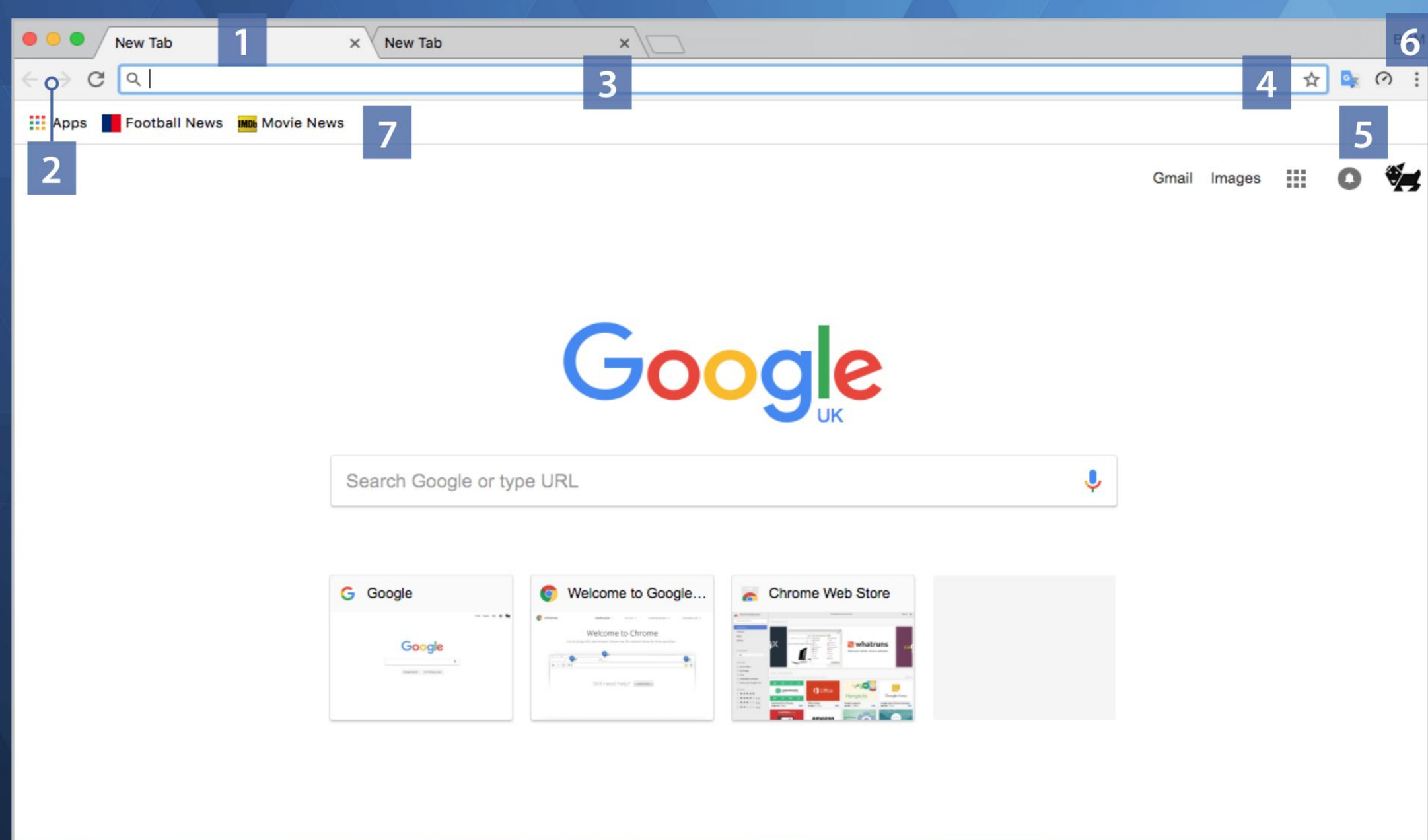
Step 9

You can also subscribe to a regular (weekly or monthly) email which will send you updated data based your key search terms, to sign up click the + icon bottom left and enter the terms you wish to follow. Now simply wait for your email update to arrive.



Getting Started with Chrome

Google Chrome is much more than an alternative web browser. If you are looking to use the Google app suite to any degree we strongly advise you to download Chrome now!



1 Tabs

Just like almost all other browsers, Chrome lets you open multiple web pages at once and display them in tabs. Simply click on any tab to display the page. To add a new tab, click on the small tab to the right of the last one. To remove a tab, click the small X on the right of the tab you want to close. You can also manage tabs from the Chrome options menu.

2 Navigation Controls

From left to right, the main buttons you use when navigating web pages using Chrome are: Back, Forward, Refresh and Home. Click and hold on both the Back and Forward buttons to see your recent navigation history. The Home button may not be displayed here on a brand new install of Chrome but you can turn it on in the settings (Appearance > Show Home Button).

3 Omni Box/Address Box

This is where the URL of the current website is shown. You can use the Omni box to either type a full URL or type a search term. Type a URL and press Return and that web page will open. If you type a search term, Google search results will be shown instead. You can change the default search engine that is used in Settings > Search.

4 Bookmark Button

Clicking on the star while viewing any web page will open a small bookmark option window. This allows you to choose a name for the bookmark, as well as selecting where to save it. If the star is golden, that means you have already bookmarked the page you are viewing. By using the Bookmark Button you will be able to compile a listing of all your favourite websites in a single place.

5 Extensions

Many different pieces of software will add extensions to the browser, allowing you to perform specific tasks while viewing websites. The extension shown here is the AVG toolbar, installed as part of the AVG antivirus software. You can disable or remove Chrome browser extensions simply by right-clicking on the icon and choosing from the Action menu.

6 Chrome Options

This is where you will find all of the controls and settings for Chrome, from basic display settings to advanced developer tools. You can also manage your bookmarks, extensions and search history from here. We will look at the Chrome Options in more detail later.

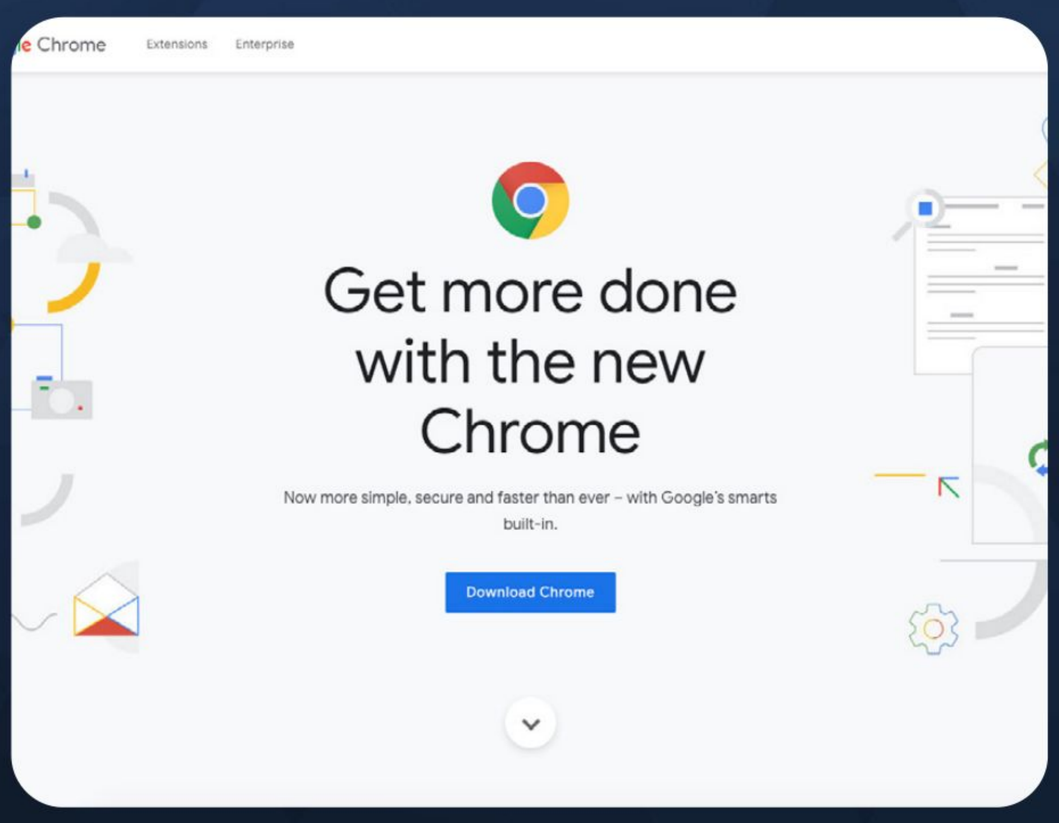
7 Bookmarks Bar

This bar is turned off by default, so must be activated in the Settings if you want to use it. When saving bookmarks, you have the option to Save to Bookmarks Bar. Any pages saved to this will be shown as quick links in the bar. This is very useful for saving those websites you use most often. Depending on the length of the title you give the bookmarks, only about five or six links will be visible here; the remainder are displayed in a drop-down menu.

Chrome Requirements

Chrome is fairly lightweight, so it should run happily even on an old computer. Here are the bare minimum requirements for PC users.

Operating System:	Windows XP, Vista, 7 or 8
Processor:	Intel Pentium 4/Athlon 64 or later
Free Disk Space:	100MB
RAM:	128MB

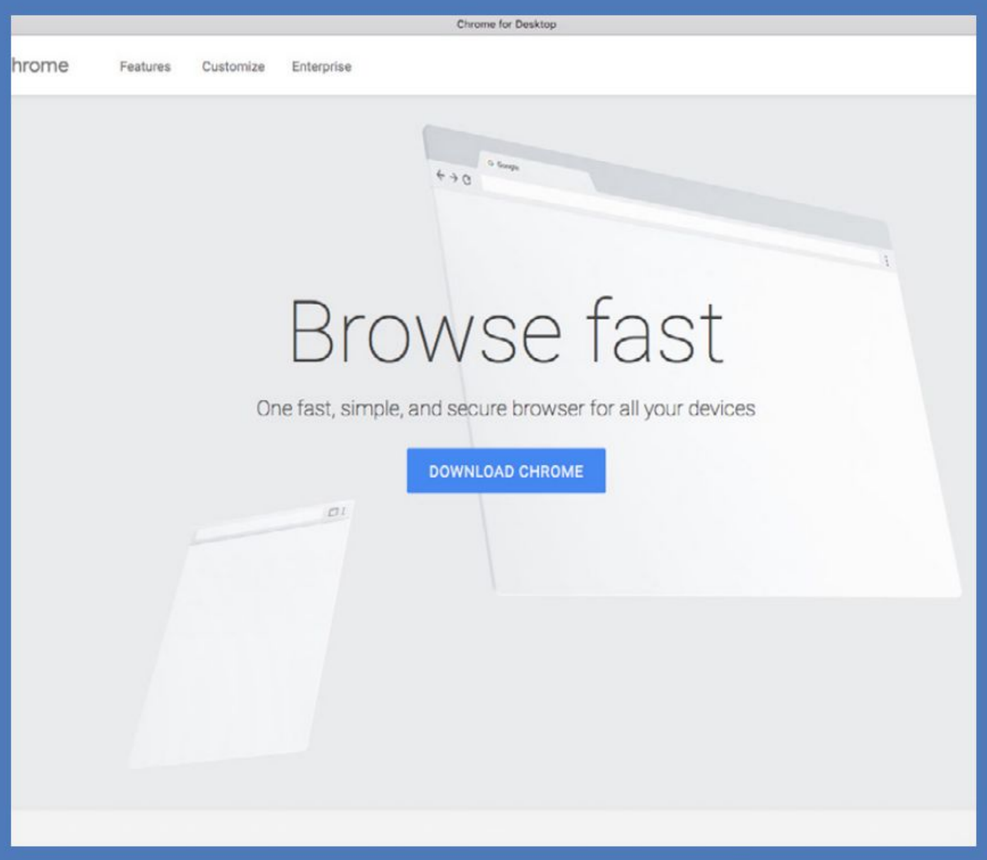


Installing Chrome

You may find that Chrome is preinstalled on many new computers but if not, here is how to install it yourself.

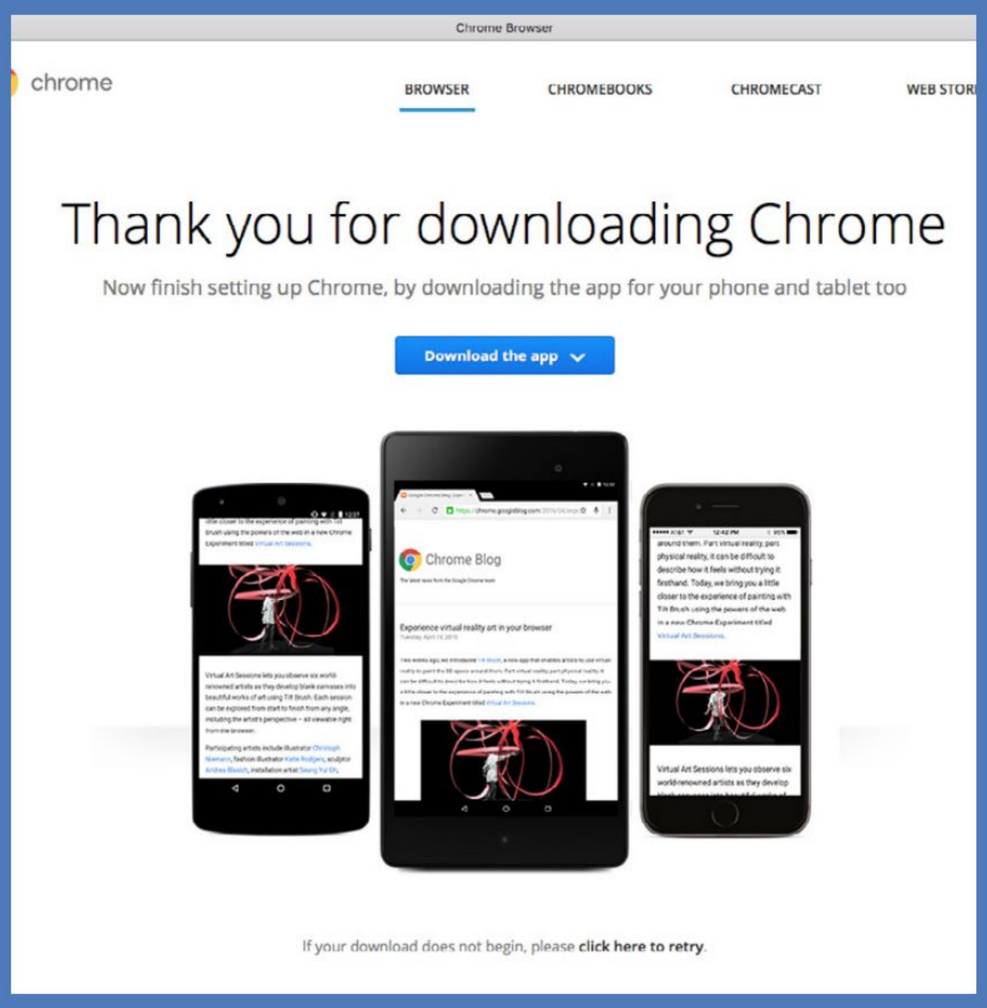
Step 1

Visit www.google.co.uk/chrome/browser/desktop/index.html and click on the Download Now button to get the Chrome installer. You can choose to make Chrome your default browser at this point or you can change that setting later.



Step 2

Once the download is complete, Chrome will install automatically. When the installation is complete, a Chrome browser window will open, giving you the opportunity to take a tour of Chrome's main features; and that's it, simple eh?



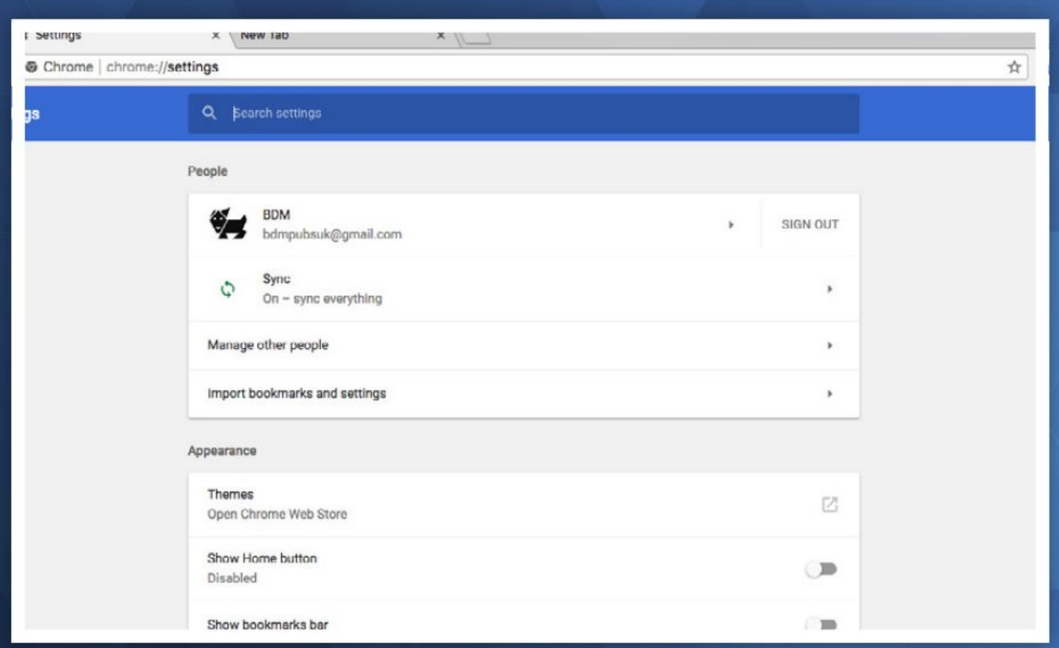
Customising the Chrome Browser

There are many different ways you can customise your Chrome experience, from adding extensions to setting the default home page. If you really want to make Chrome personal to you, there is no better way than adding a theme.

Changing the Theme

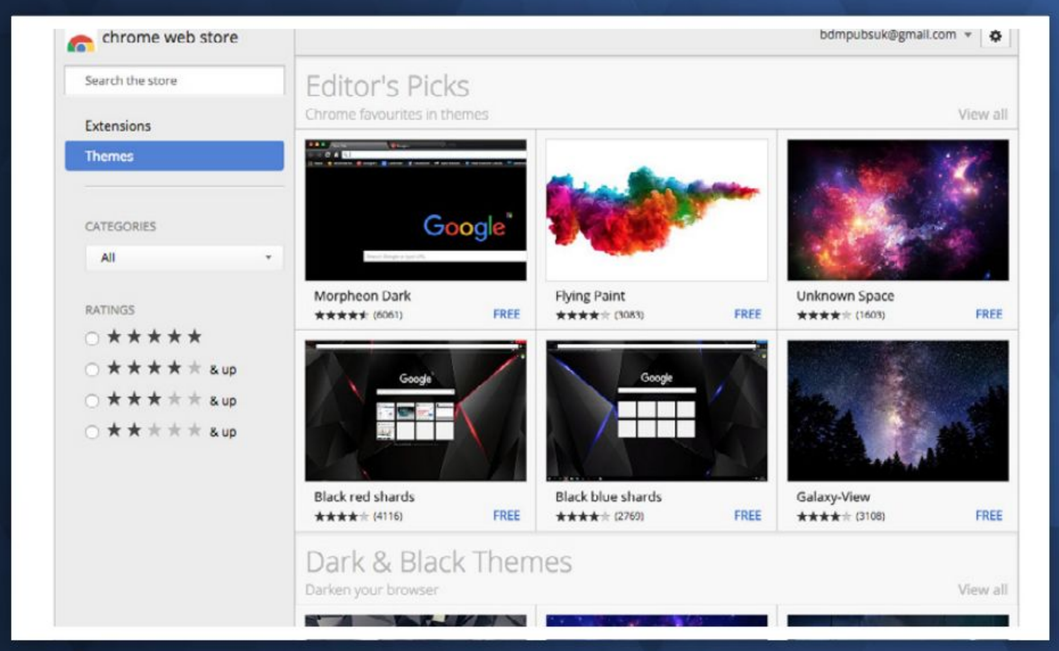
Step 1

Open Chrome on your computer and click on the Chrome Menu button in the top right corner. Look for the Chrome options link, click this and select Settings and this window will open.



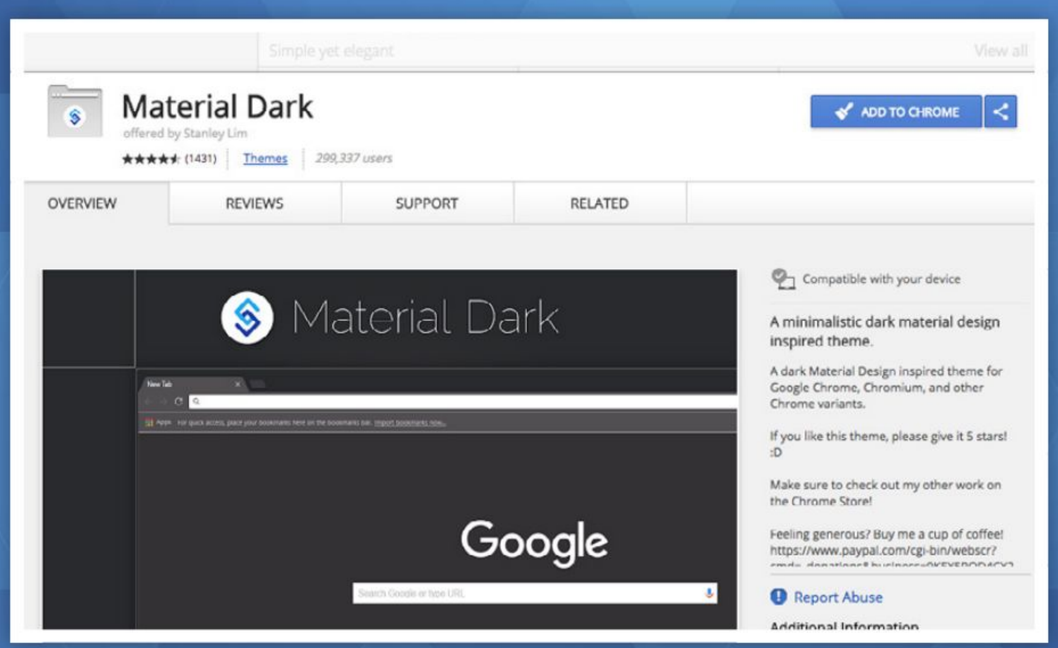
Step 2

From the Settings screen click on Themes from the Appearance options. This will take you to the Chrome Web Store, which shows web apps and extensions. To view the available themes, scroll down to the left-hand menu and click the Themes link. A selection of themes will now be displayed on screen.



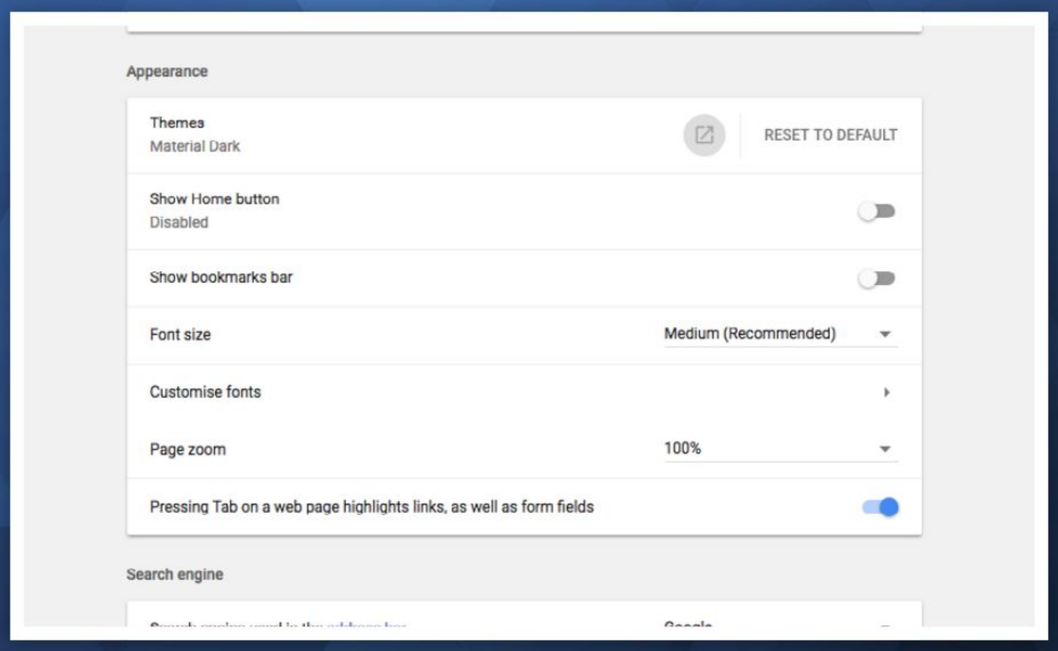
Step 3

To select and activate a theme, simply roll over the thumbnail and click the Add to Chrome button. Your chosen theme is automatically downloaded, installed and activated in a few seconds (depending on your broadband connection speed). If you want to read more about a theme, roll over the thumbnail and then click on the text.



Step 4

Themes you download aren't saved on your computer, so applying a new theme will overwrite the previous one. You can remove a custom theme at any time by clicking the Chrome options button, then selecting Settings. Under the Appearance heading you will see the option to Reset to Default Theme.

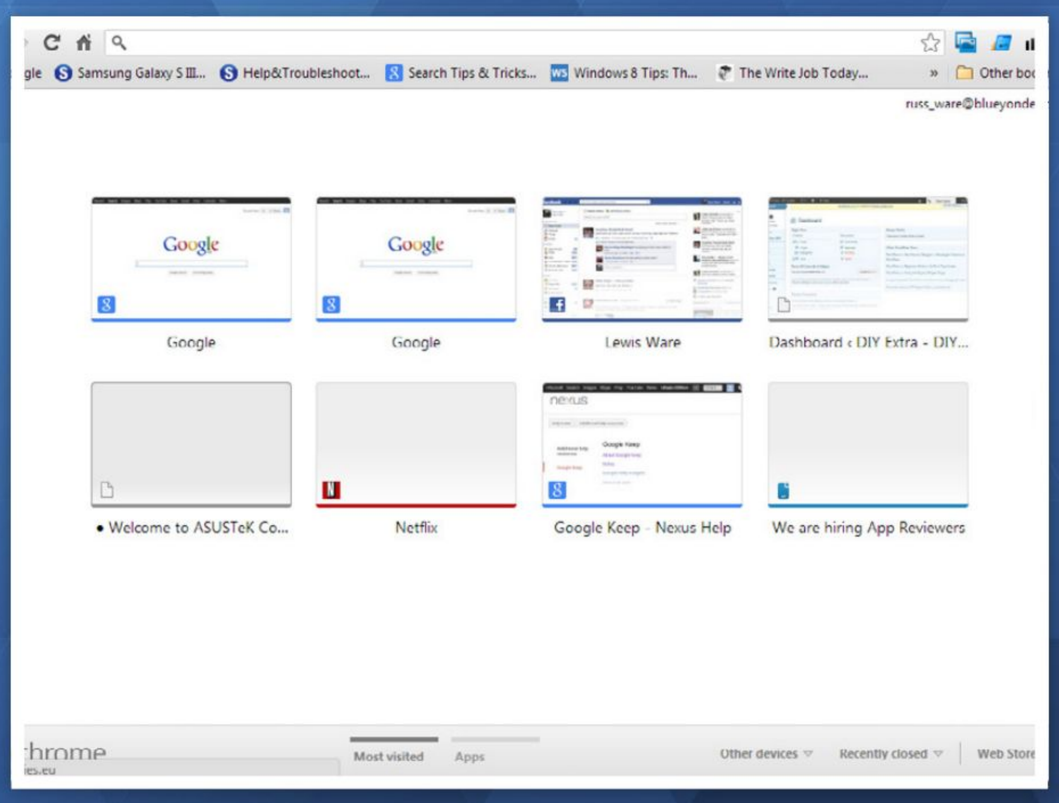


Change the Default Home Page

Chrome gives you several choices for what you see when you start it up. You may decide that you want to always open with the Google home page or you may want to show a selection of your most visited sites. All of these options are accessed through Options > Settings > On Startup.

Open the New Tab Page

This option will display a grid of eight website thumbnails. Each thumbnail relates to one of your eight most visited web pages. Click on any of the thumbnails to go to the page. You can remove any of the thumbnails by hovering the mouse pointer over it and then clicking the X that appears in the top right corner.

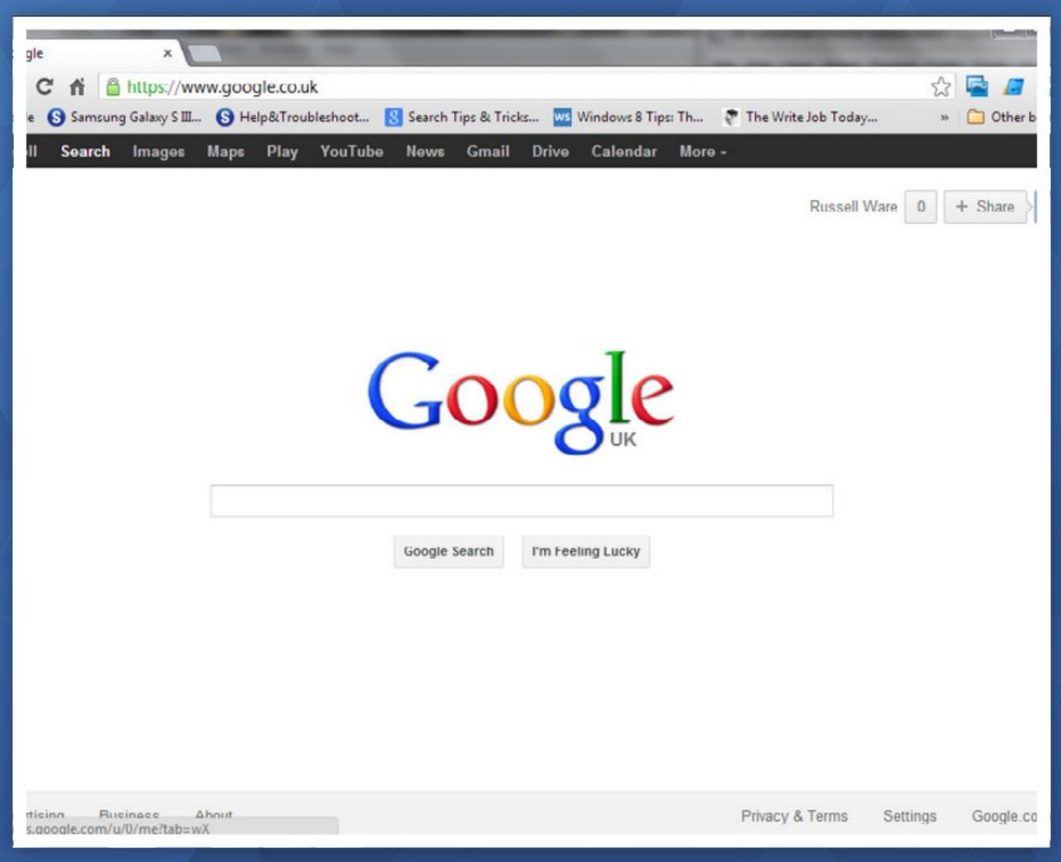


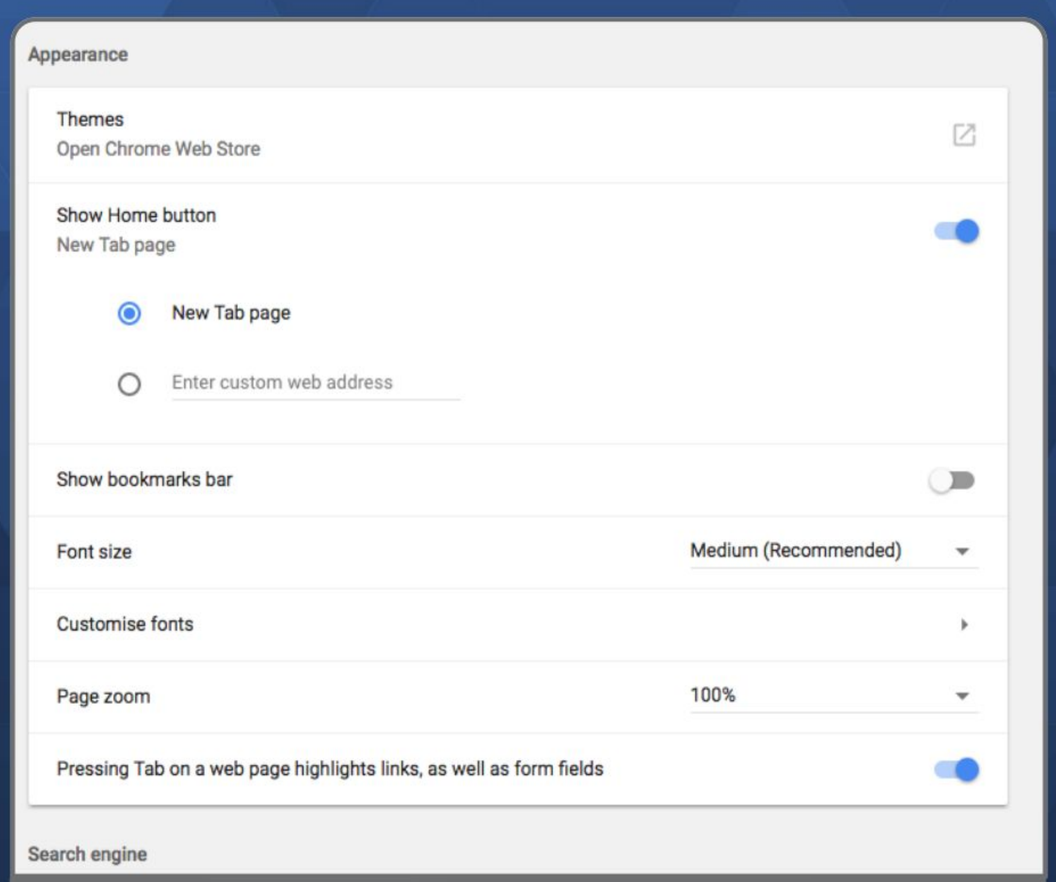
Continue Where I Left Off

If this option is enabled, Chrome will always start up showing the website and tabs you were viewing when you last closed the browser. If you close all of the open tabs individually, rather than clicking the X at the top right to close the entire browser window, when you open Chrome again it will display the New Tab page.

Open a Specific Page or Set of Pages

You can use this option to set a single web page to open whenever you start Chrome. This could be the Google home page for your country, the Facebook login or any other web page you choose. You can also choose a set of pages to open. Click Set Pages and enter the URLs of the sites you want to open. They will each open in a separate tab when you start Chrome.





Show the Home Button

When you first install and use Chrome, you will probably notice that there is no Home button in the toolbar. We don't really understand why Google chose to hide the Home button but you can activate it easily, so it's not too much of a problem. To activate the Home button, click the Options button and select Settings. Under the Appearance heading, check the box next to Show Home Button. You can choose which page is displayed when the Home button is clicked (the New Tabs page or another of your choice).

How to Save and Sync Chrome

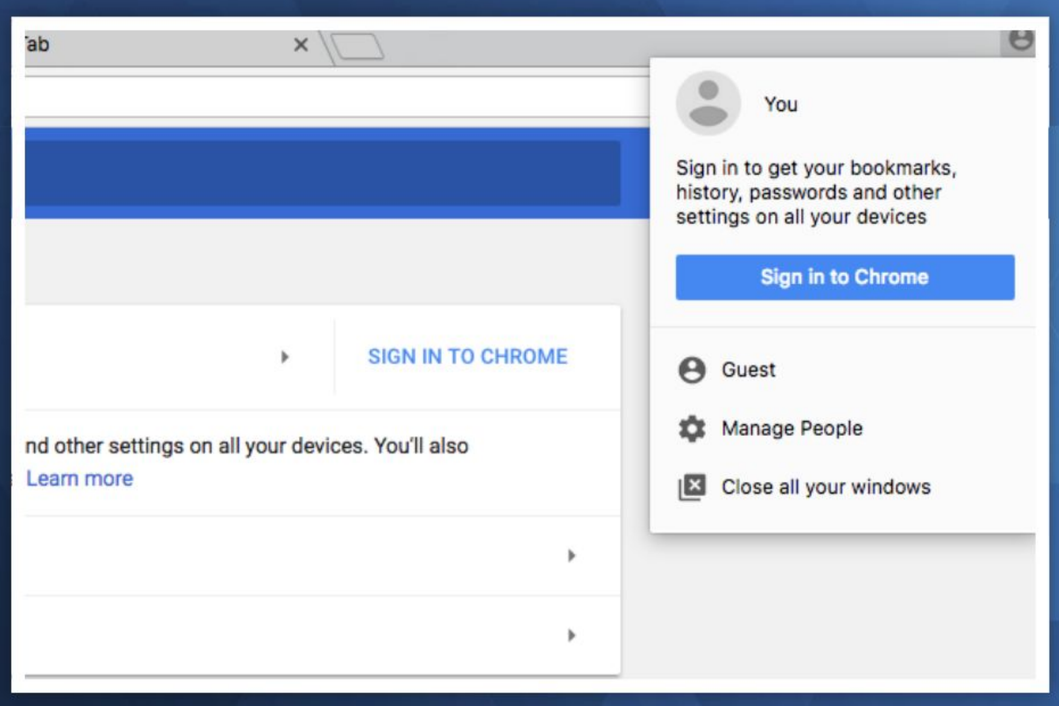
If you use Google Chrome on any device other than just your computer, the ability to sync the browser is a great feature. Chrome lets you save bookmarks, preferences, themes and even extensions and then share those changes with all your mobile devices quickly and easily.

Signing in to Chrome

Before you can sync your Chrome settings, you will need to sign in using a common Google account.

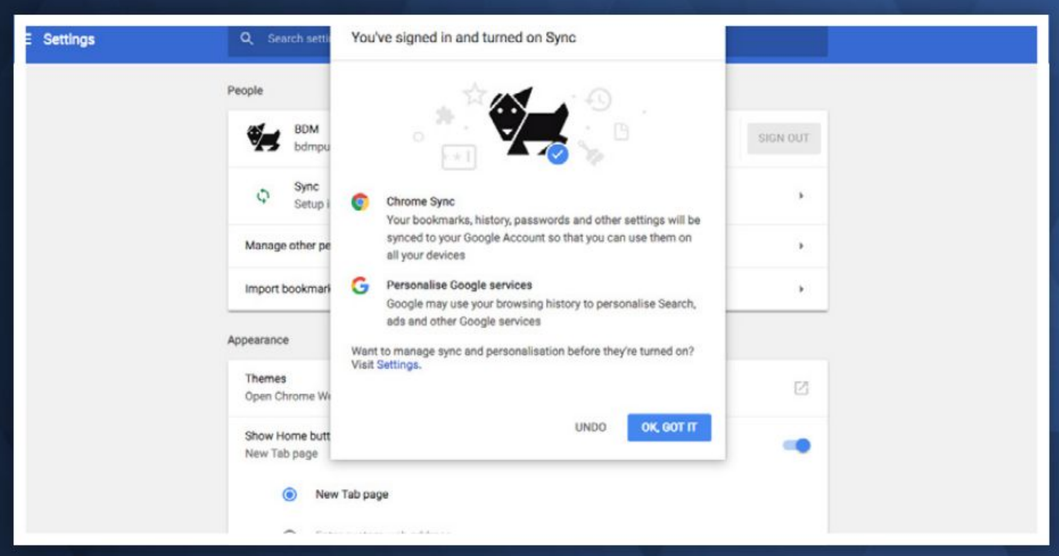
Step 1

Open Chrome on your computer and click on the Chrome User button in the top right corner. Now follow the on-screen instructions and sign into your account. Click this and a new window will open.



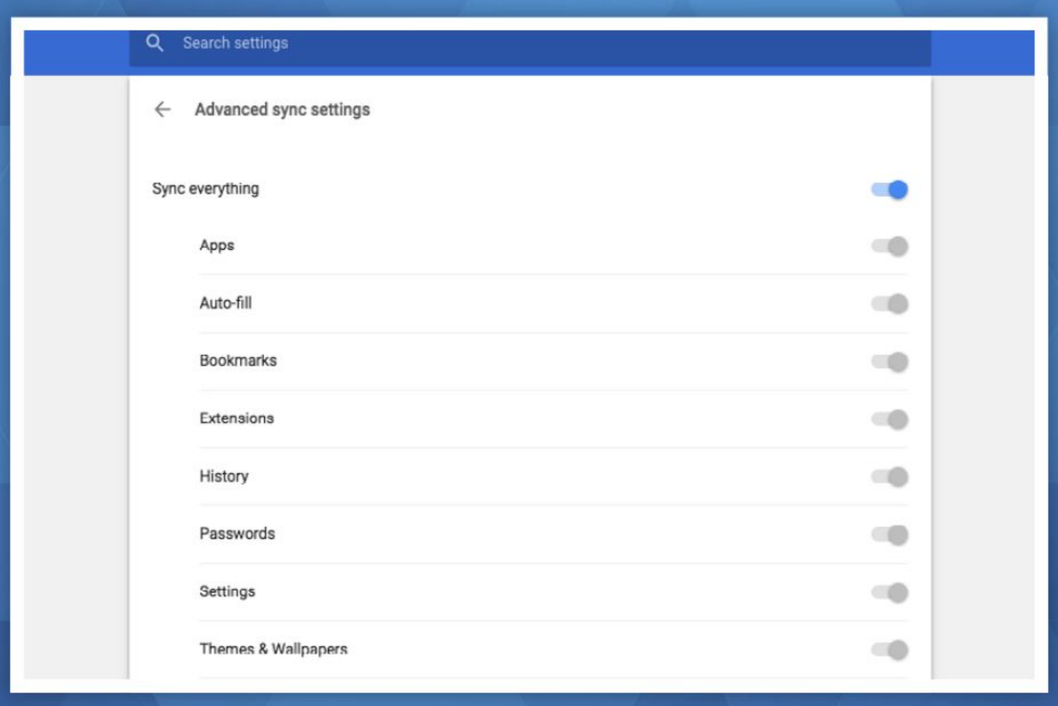
Step 2

You will now need to sign in using the Google account that you use on your other devices (smartphones, tablets, etc.). You probably only have one account but if you have more than one, make sure you check this.



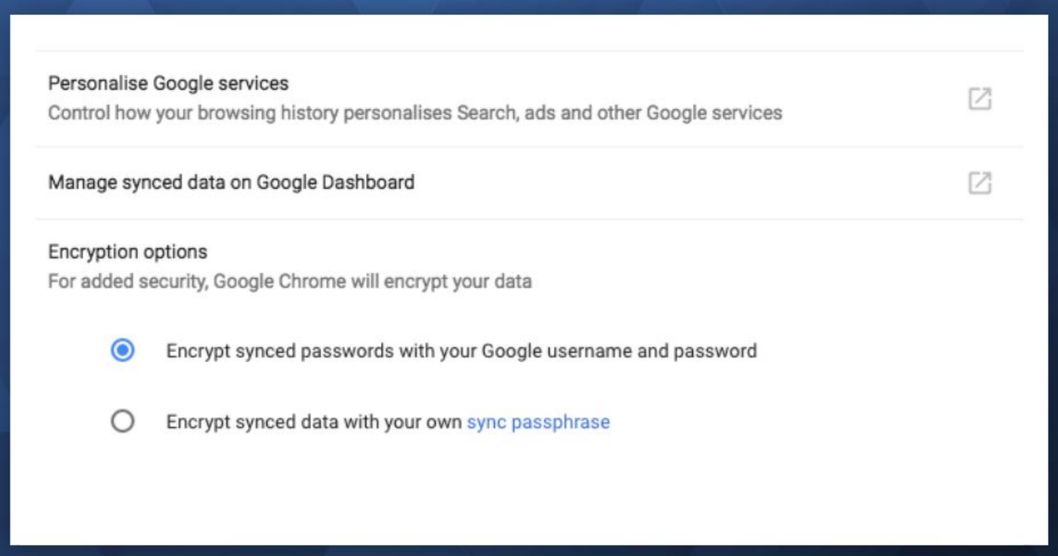
Step 3

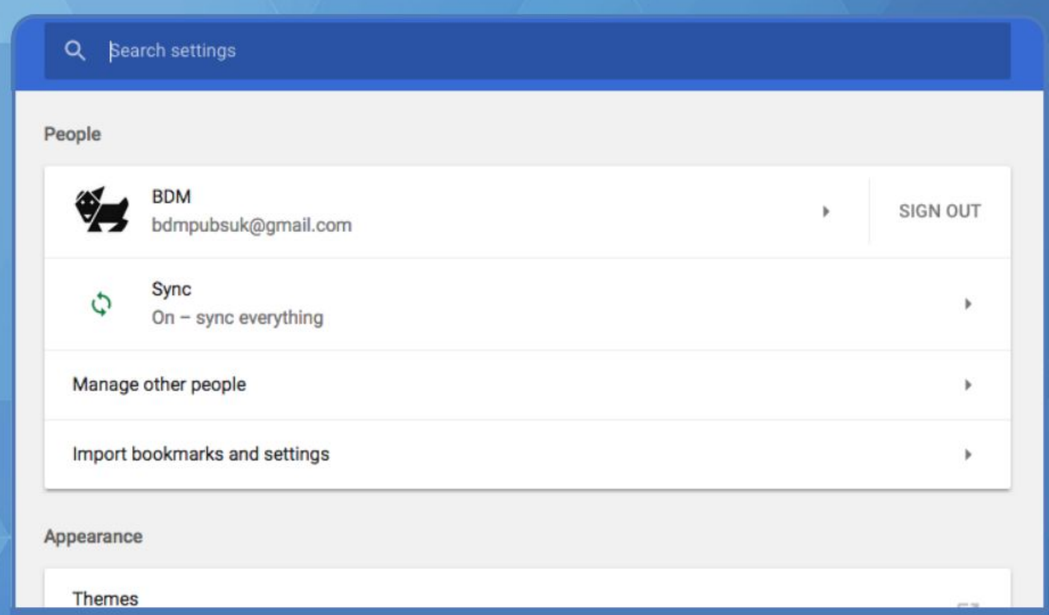
A Sync Settings windows should now open but if not, go to Chrome Menu > Settings > Advanced Sync Settings. Here you can select what is synced between devices. Click on Sync Everything and choose what to sync.



Step 4

You can also choose to encrypt your synced data. By default, your Google Account password is used to encrypt saved passwords. If you want, change this to encrypt all your synced data and then create a custom passphrase for encryption.





Signing Out of Chrome

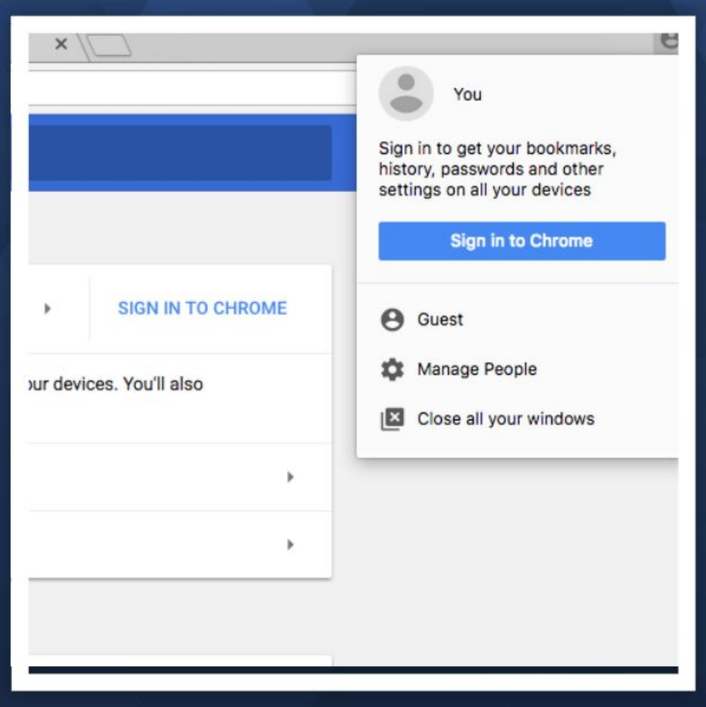
You can disconnect your Google account from Chrome and stop syncing with your other devices at any time. Disconnecting your Google account won't wipe the data stored on your computer or in your Google account. However, any future changes you make on your computer will not be reflected on other computers or devices that you have signed in to Chrome on.

Syncing Open Tabs

You can disconnect your Google account from Chrome and stop syncing with your other devices at any time. Disconnecting your Google account won't wipe the data stored on your computer or in your Google account. However, any future changes you make on your computer will not be reflected on other computers or devices that you have signed in to Chrome on.

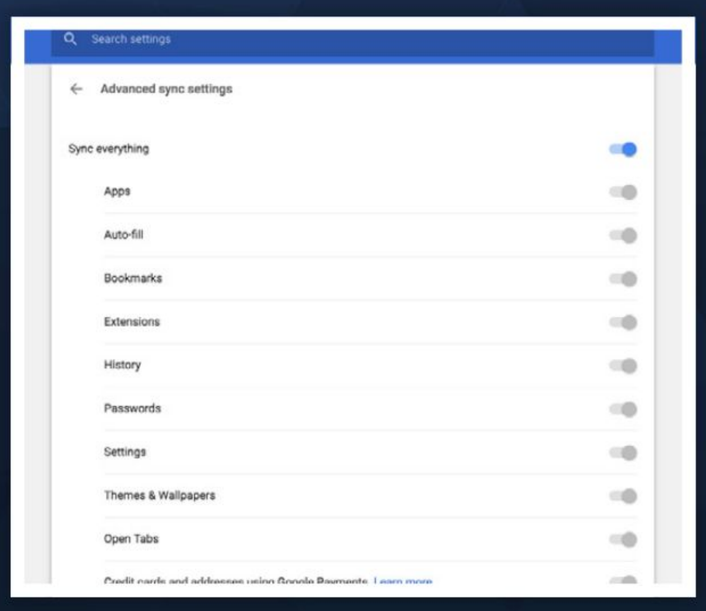
Step 1

❯ Before you can sync open tabs between devices, you will need to make sure that the setting is enabled on both devices. Sign in to Chrome using the same Google account on the devices you want to sync.



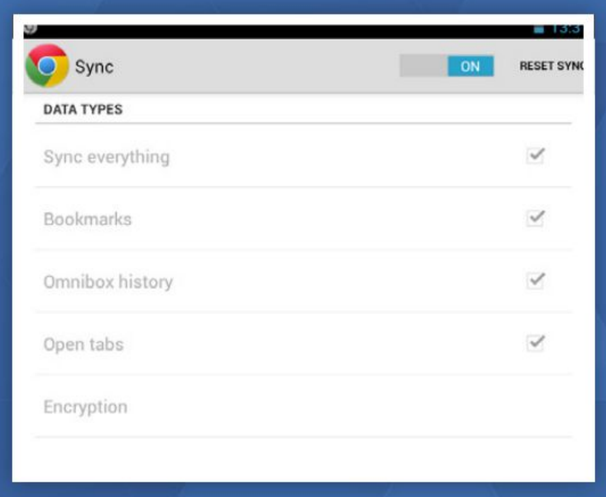
Step 2

❯ Check your sync settings on each device. Open the Chrome Menu > Settings, click the icon to the right of the Sync opinion and then check Open Tabs.



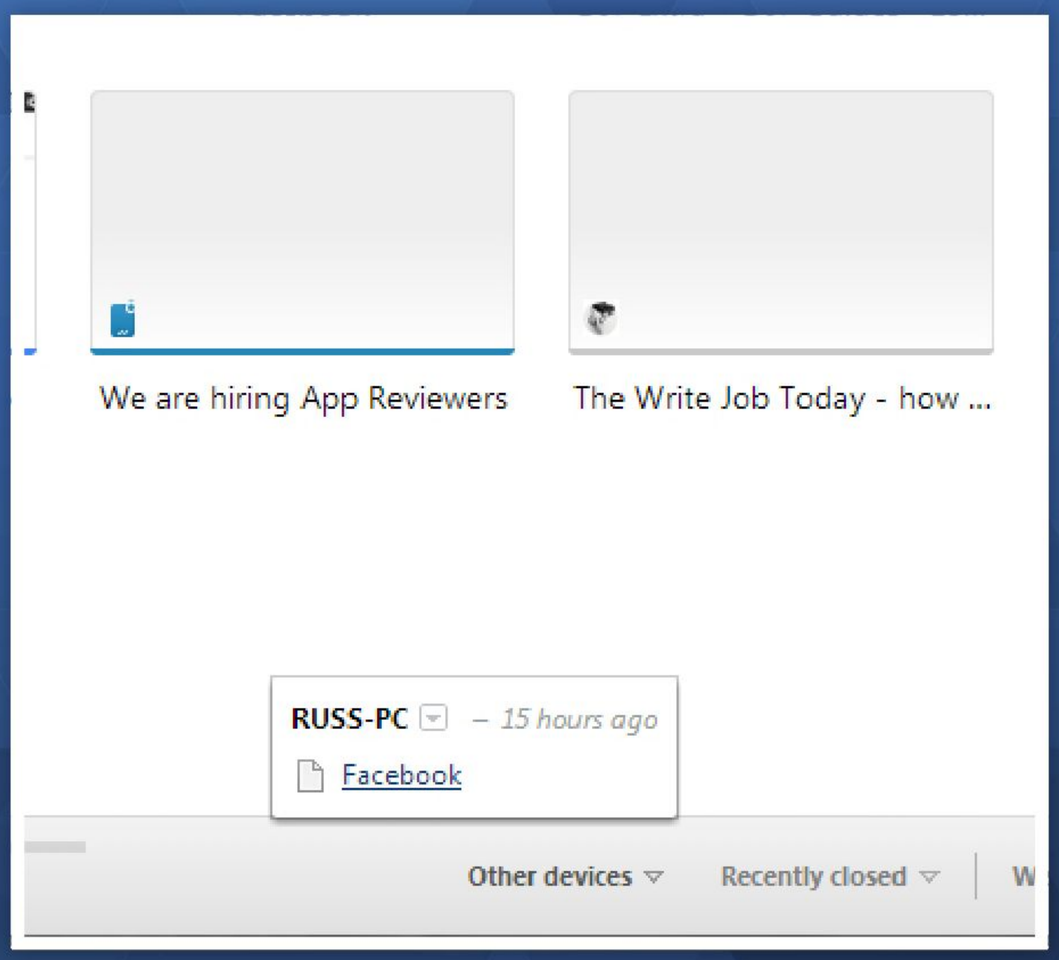
Step 3

❯ On Chrome for Android, tap the Menu button > Settings > Sign in to Chrome. Once signed in, tap Sync and make sure the Open tabs checkbox is selected. You should now be ready to go.



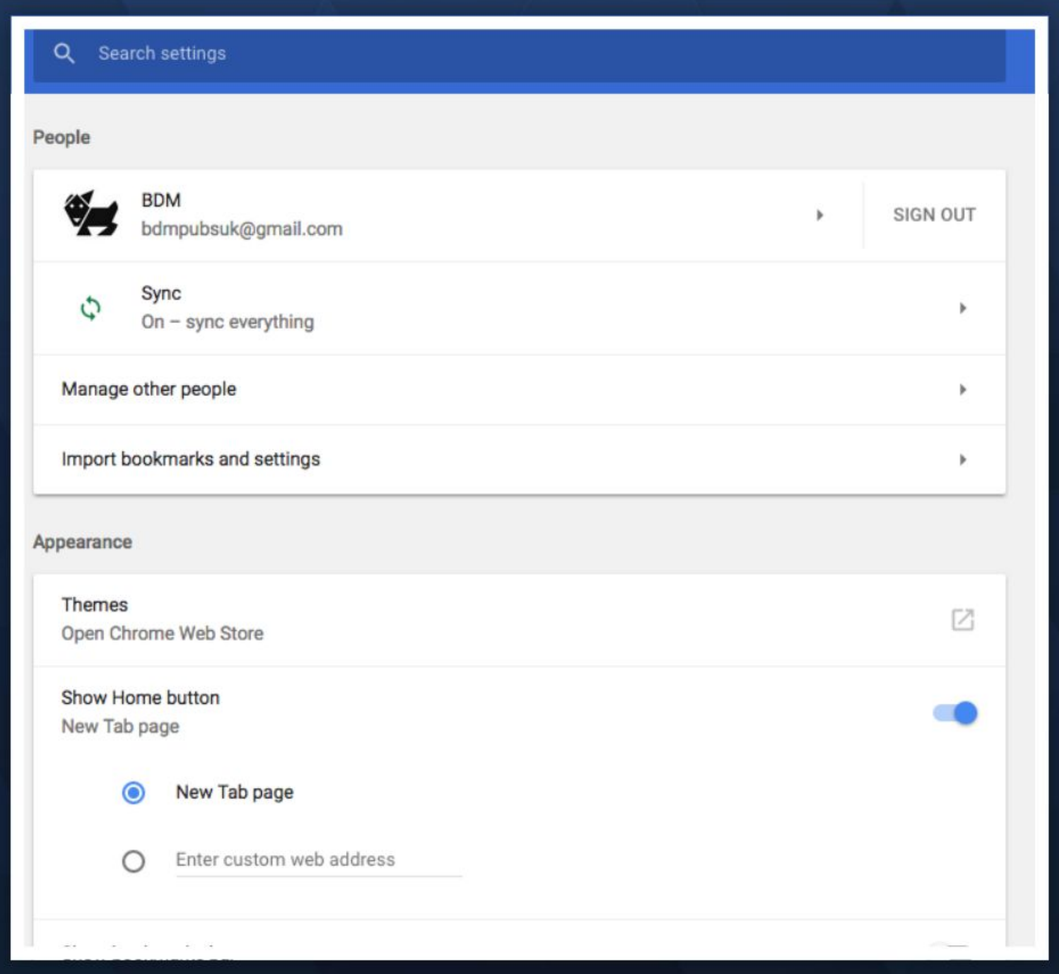
Step 4

❯ Open a new tab on your computer by clicking the New Tab button or Ctrl+T. In the lower right corner of the screen, click Other devices and click the tab you want to open on the current device.



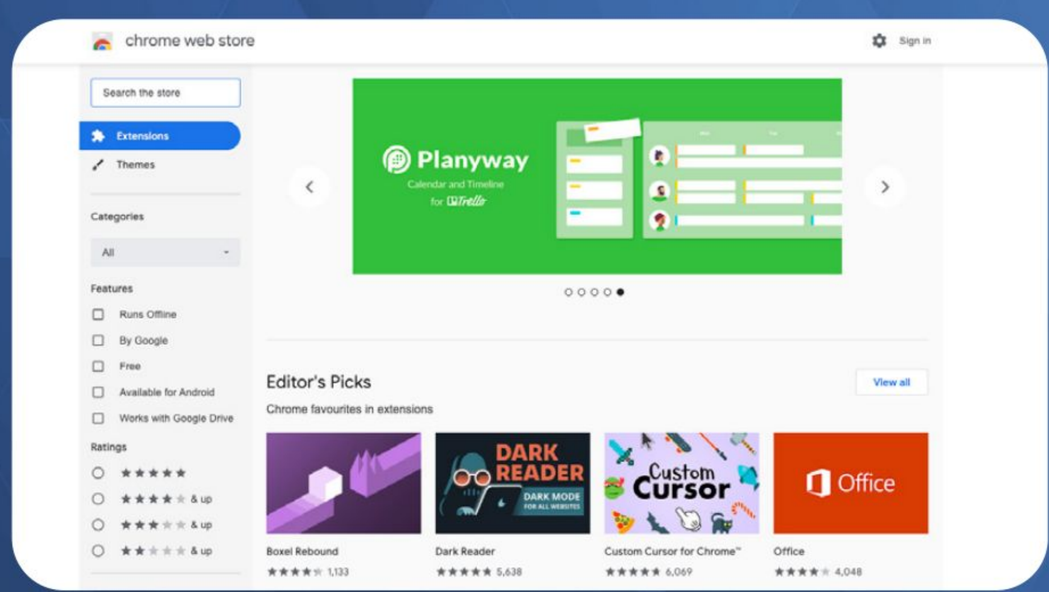
Step 5

❯ Open tabs are grouped together by devices. You can hide a specific one by disabling tab syncing on that particular device. To temporarily hide a device, right-click its name and select Hide.



Using the Chrome Web Store

The Chrome Web Store gives you the option of adding thousands of different themes and extensions to your browser. Here's how to get started with apps and extensions on Chrome.

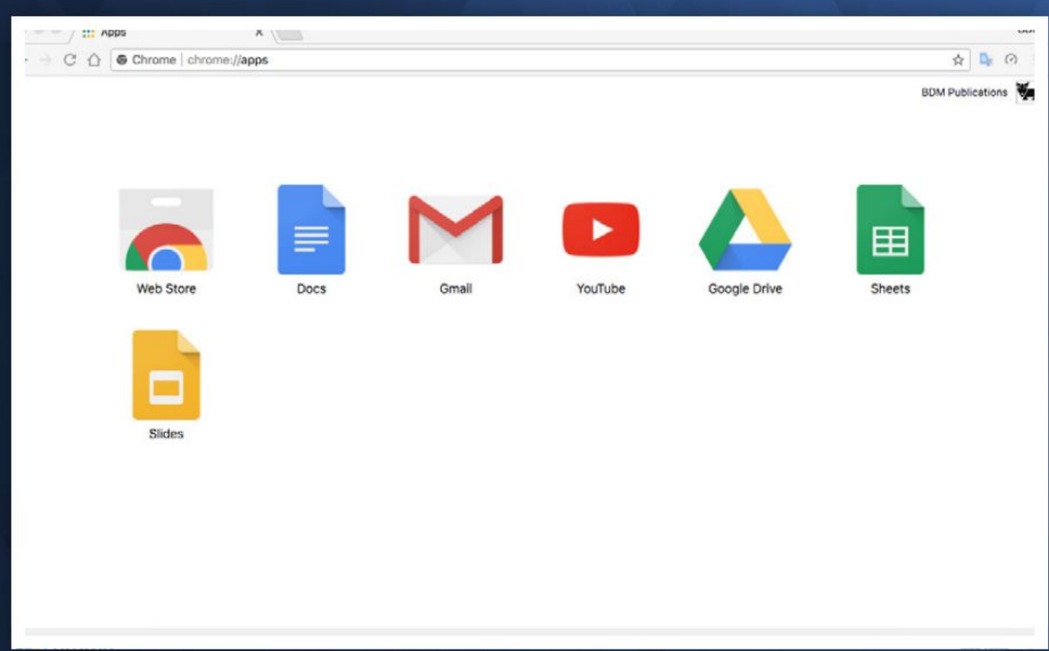


Chrome Themes

Chrome Extensions are web-based programmes that are designed to be used entirely within the browser. Using apps, you can do things like create documents, edit photos and listen to music, without having to install complicated third-party software on your computer. Themes on the other hand are purely aesthetic as they change the look of the Chrome browser and do not add any further functionality. Think of Themes as a way of injecting a little extra bit of your personality into your web browser.

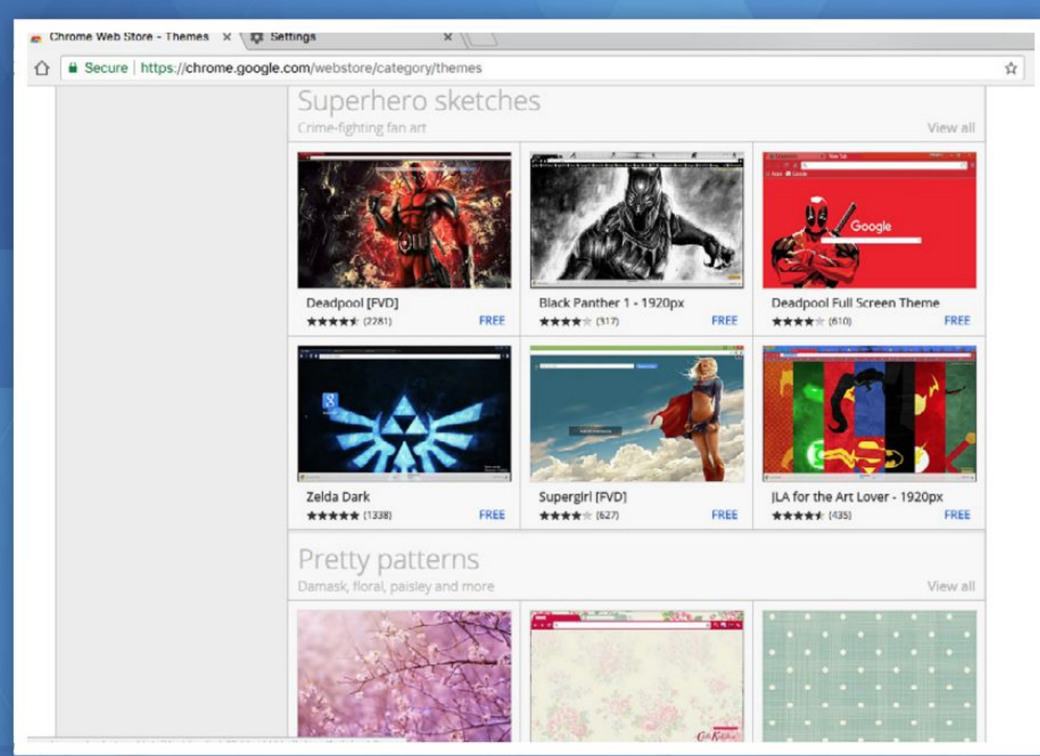
Step 1

❯ You can access the Web Store easily by clicking on the Apps Icon in the top left area of the page when you start Chrome. The Apps page will slide into view, displaying any apps you currently have installed (Gmail and YouTube for example).



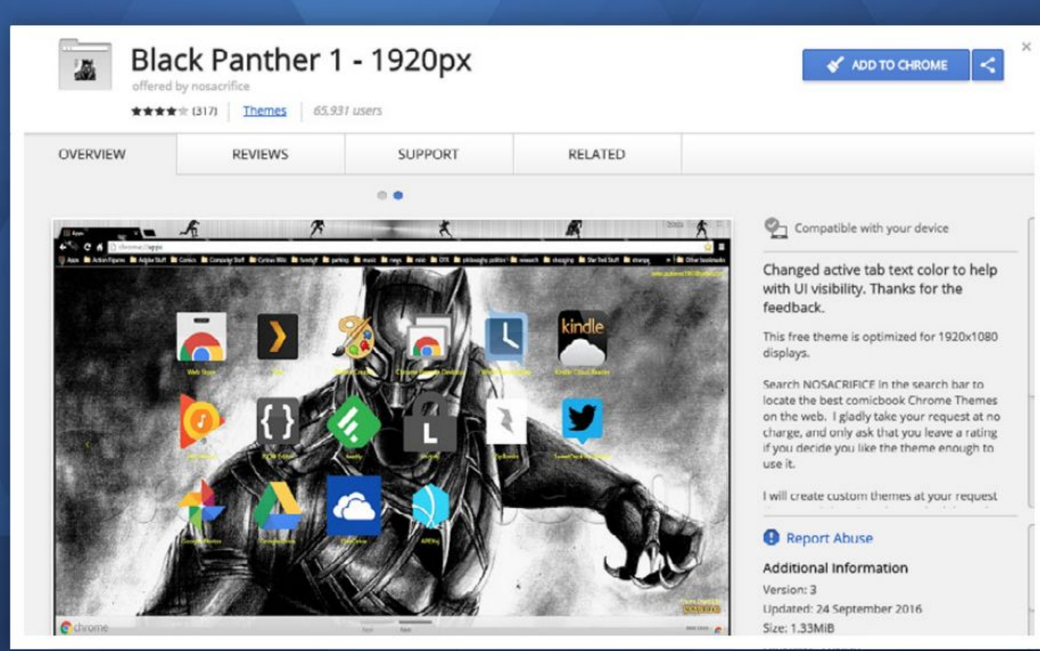
Step 2

❯ Click on the lower right side of the Chrome Web Store icon to open it. The web store home screen shows a selection of popular and trending themes. Roll over any of the images to read a short description. To see more details, click anywhere on the description or theme title.



Step 3

❯ To install a theme, click on the Add to Chrome button. Your new theme will instantly install and be present within your current Chrome Browser window. You can also share themes with others by clicking on the Share button next to the Add to Chrome button; or Launch Theme button if already installed. Choose the Share method from the list.

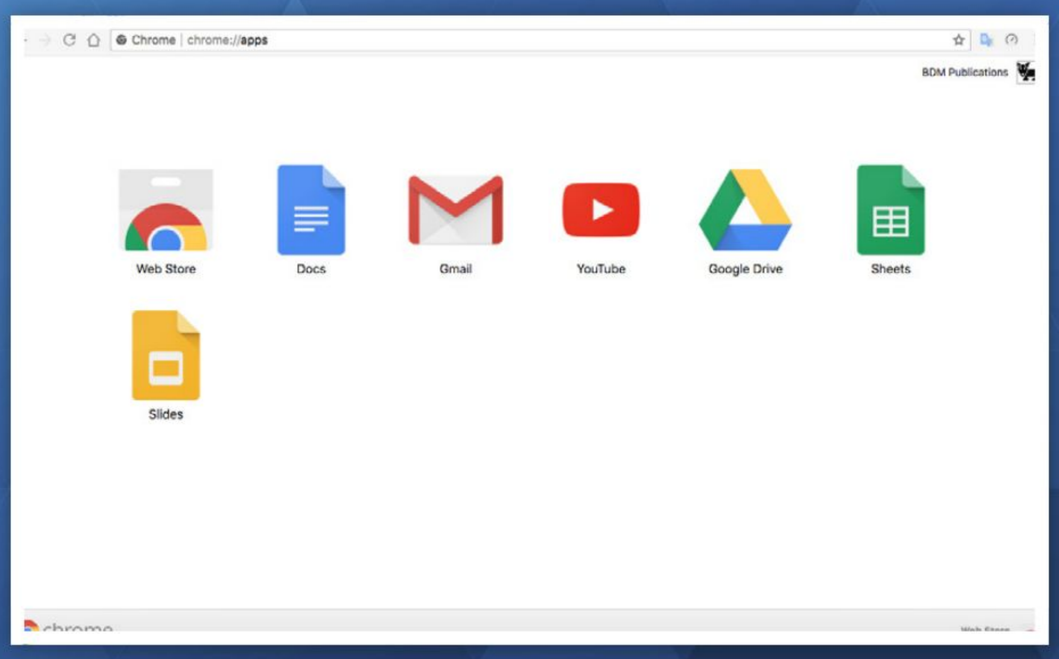


Chrome Extensions

Extensions are extra features and tools that you can add to Google Chrome. Using extensions, you can customise Chrome with the features you want or need, while keeping your browser free of things that you don't. Some extensions add buttons next to the address bar to let you know about certain events. For instance, you can use the Google Mail Checker to get alerts about new emails. Some extensions act like shortcuts. For example, if you use a feed reader, the RSS Subscription Extension lets you know if there's a feed for the site you're on. Click the small icon that appears in the address bar to quickly subscribe to the feed. Here's how to find and install extensions to Google Chrome.

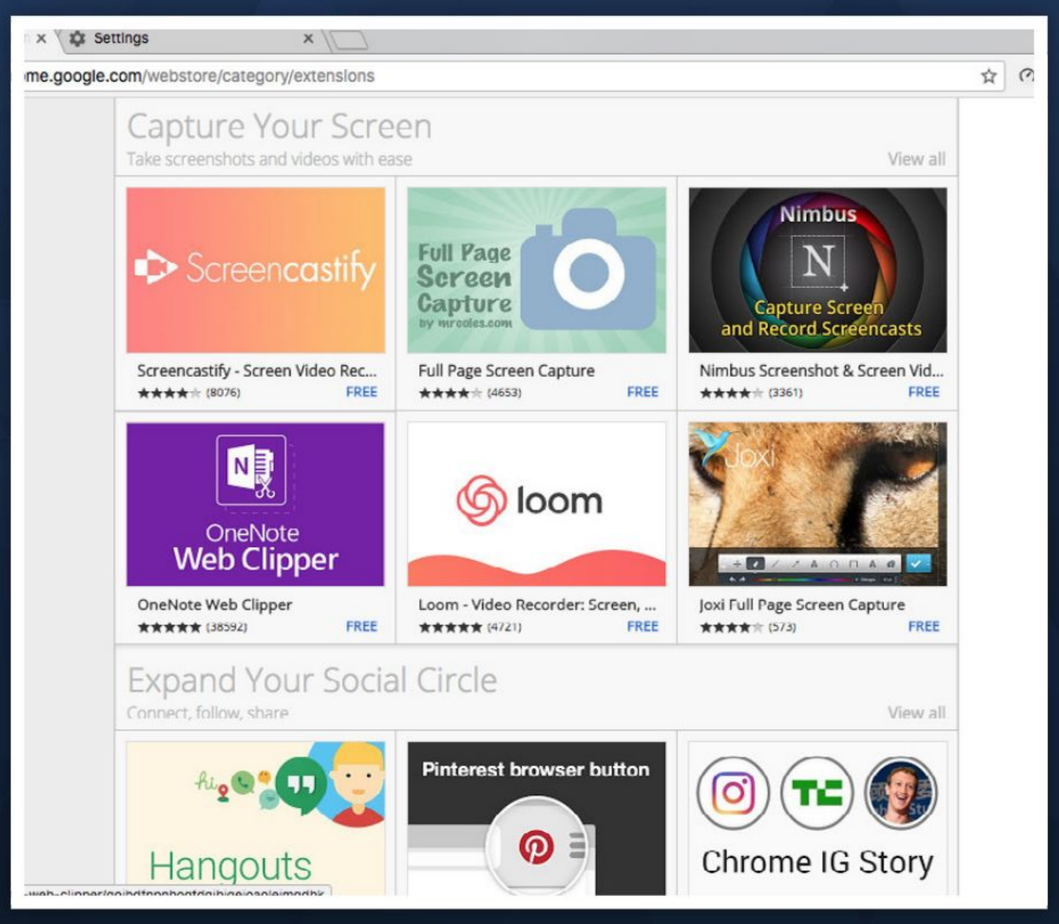
Step 1

❯ You need to return to the Web Store, following the same process as previously covered. Once again the Apps page will be the first thing you view, displaying any apps you currently have installed. Unlike apps, extensions will not be displayed here.



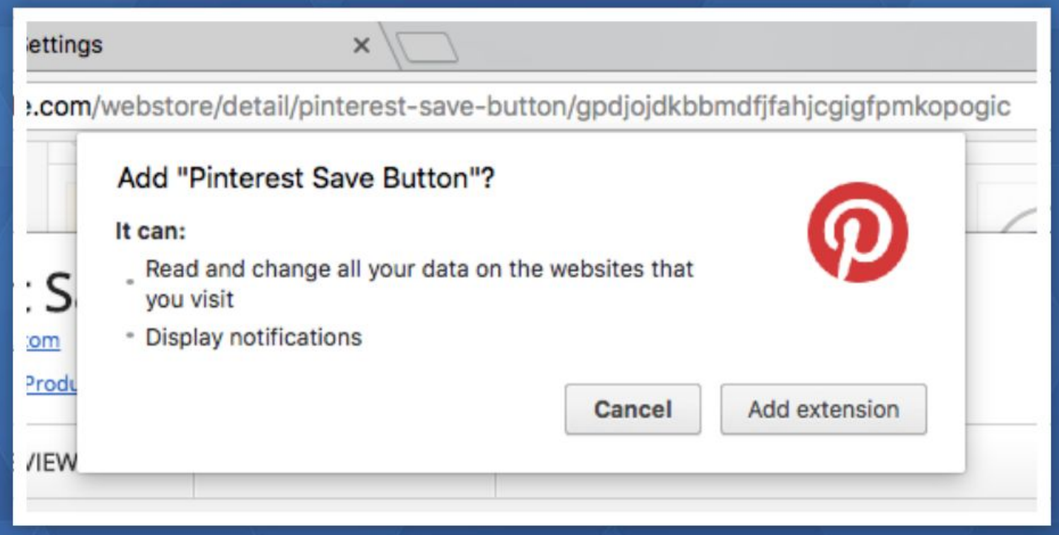
Step 2

❯ Click on the Chrome Web Store icon to open it. The web store Home screen shows a selection of popular and trending extensions and themes. To view available extensions, click the Extensions link at top left. An extended menu will then allow you to choose a category.



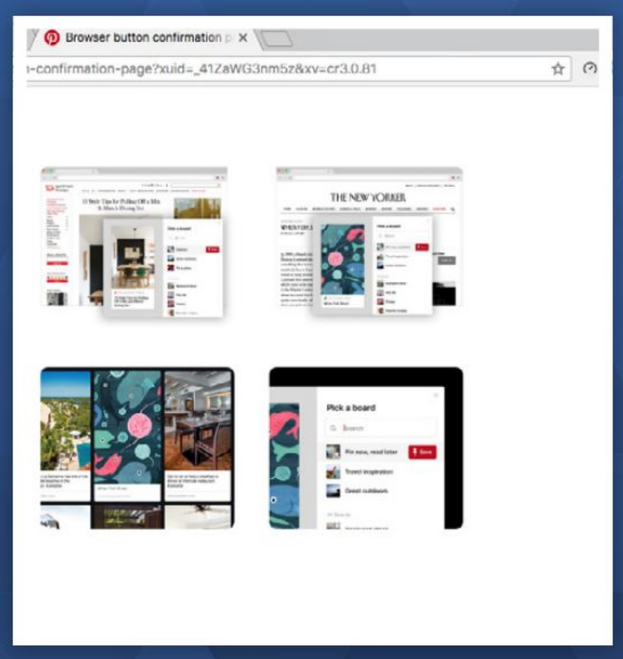
Step 3

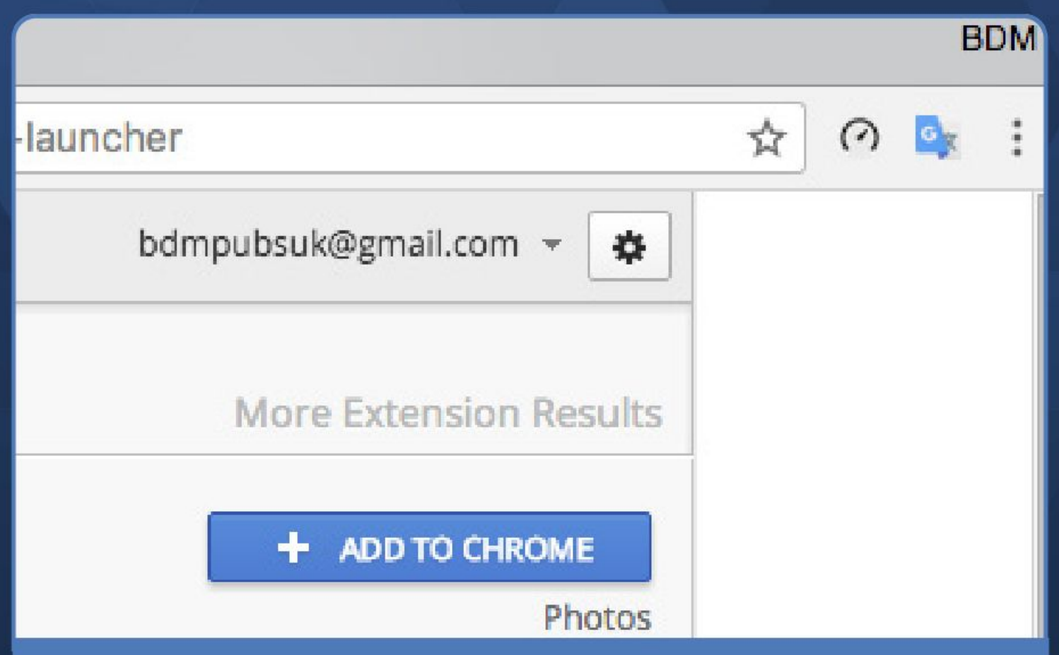
❯ Roll over any of the extension images to read a short description. To see more details, click anywhere on the description or extension title. You can then read an overview, details, reviews and see related software. To install an extension, click on the Add to Chrome button.



Step 4

❯ When you have confirmed you wish to save it, your new extension will be downloaded and appears as a small icon at the top right of the screen. To open this simply click on the icon.





Manage the Toolbar

You can rearrange and customise how the extensions are displayed in the toolbar. To rearrange the icons, simply drag extension icons next to the address bar to rearrange them on the browser toolbar. If you want to see more extension icons on the browser toolbar, you can expand the extension icon area. Click the right border of the address bar and drag it to the left. Similarly, to hide extra extensions, extend the address bar by dragging its right border to the right. You can click the arrow button next to the Chrome menu to see your extra extensions (if they display icons).

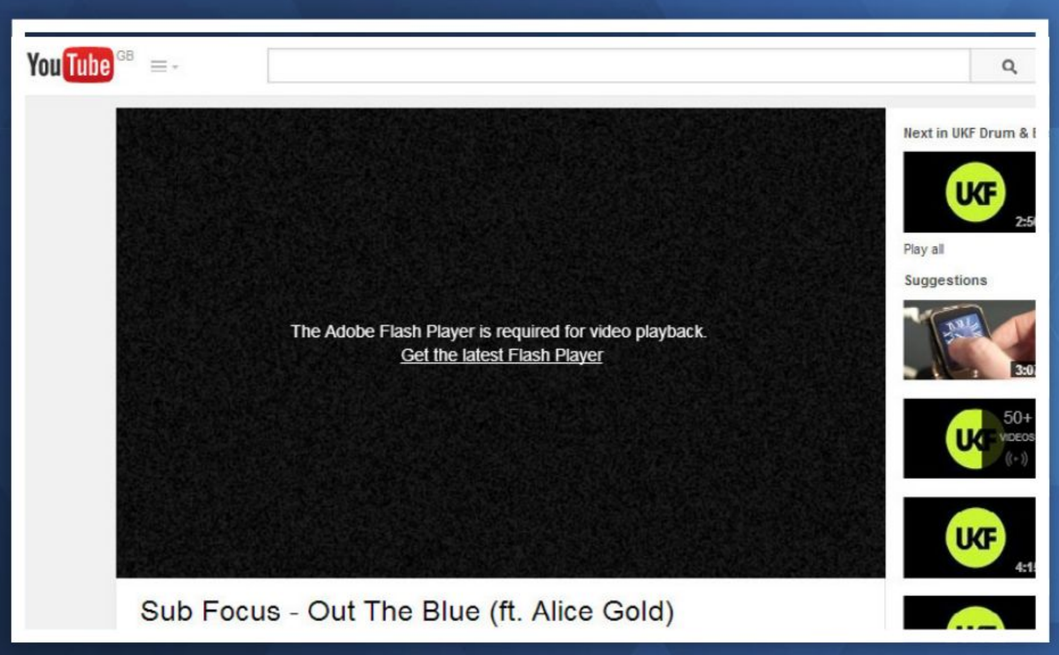
How to Use Chrome Plug-ins

Plug-ins are essential pieces of software that help the browser to read and display certain types of content. Unlike extensions, which add extra features to Chrome, plug-ins are essential to the smooth running of the browser. Here's how to check, install, block and disable plug-ins for Chrome.

Installing Plug-ins

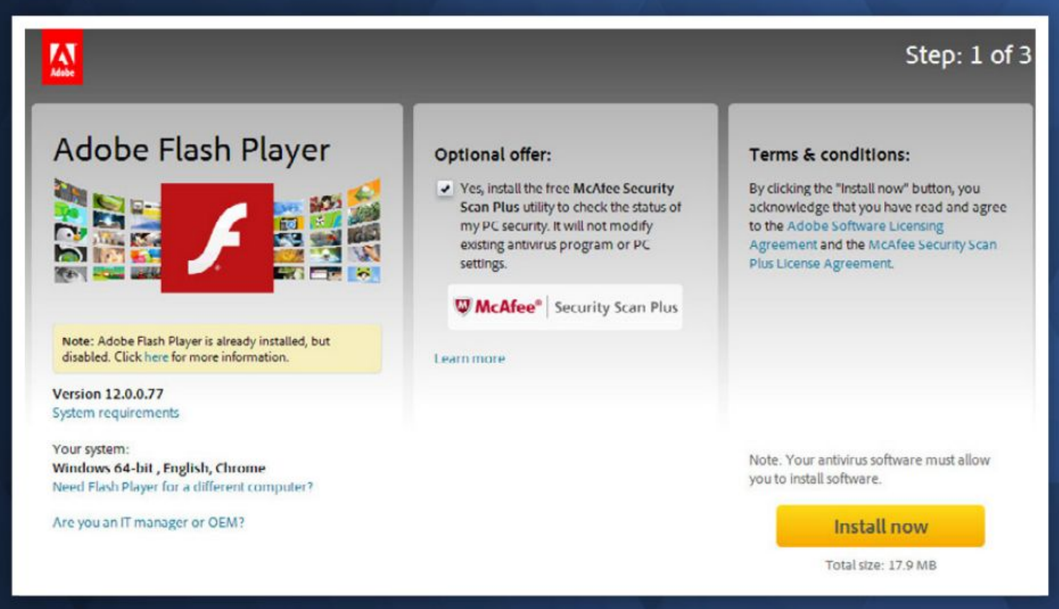
Step 1

Assuming that you allow websites to use plug-ins, if Google Chrome detects that you're missing a particular plug-in for a page you are trying to view, you will see a prompt to install the plug-in at the top of the web page.



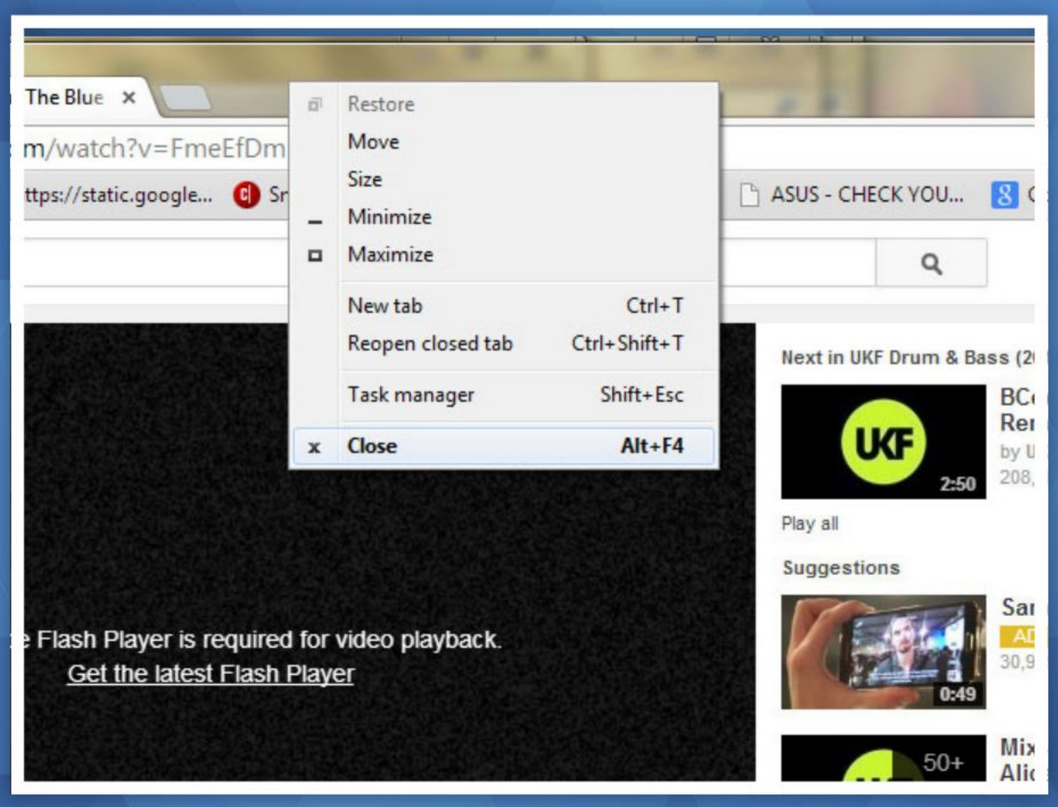
Step 2

Click Install plug-in in the message dialog. Some plug-ins begin the installation process by downloading a setup file to your computer. For those plug-ins, make sure that you confirm the download by clicking Save in the downloads bar that appears.



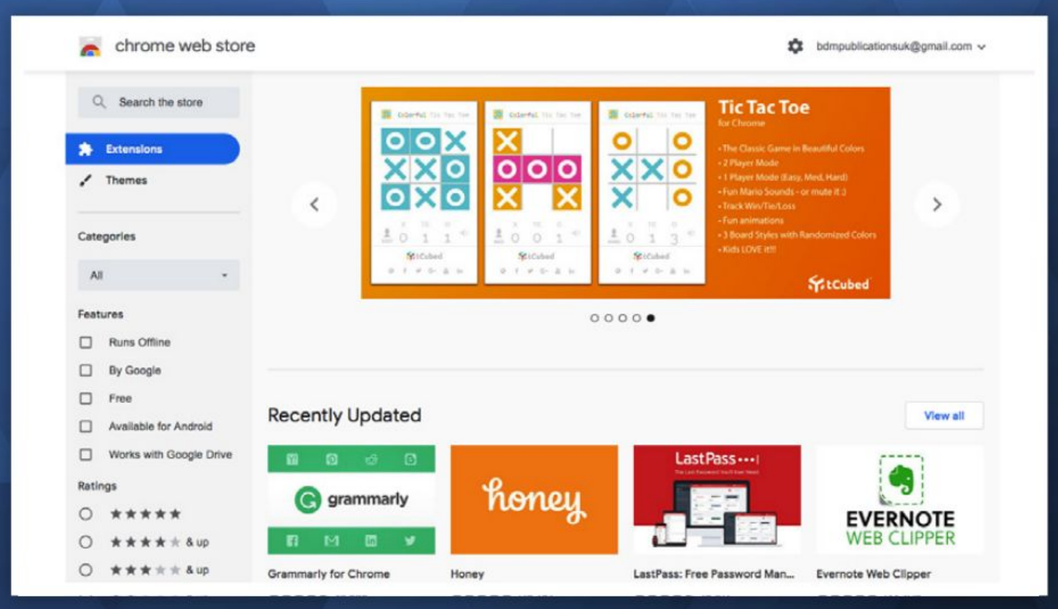
Step 3

Once the download has finished, restart Google Chrome by closing all open windows to complete the installation process. This is an important step as Chrome needs to be restarted or it will continue to look for the plug-in you just downloaded.



Step 4

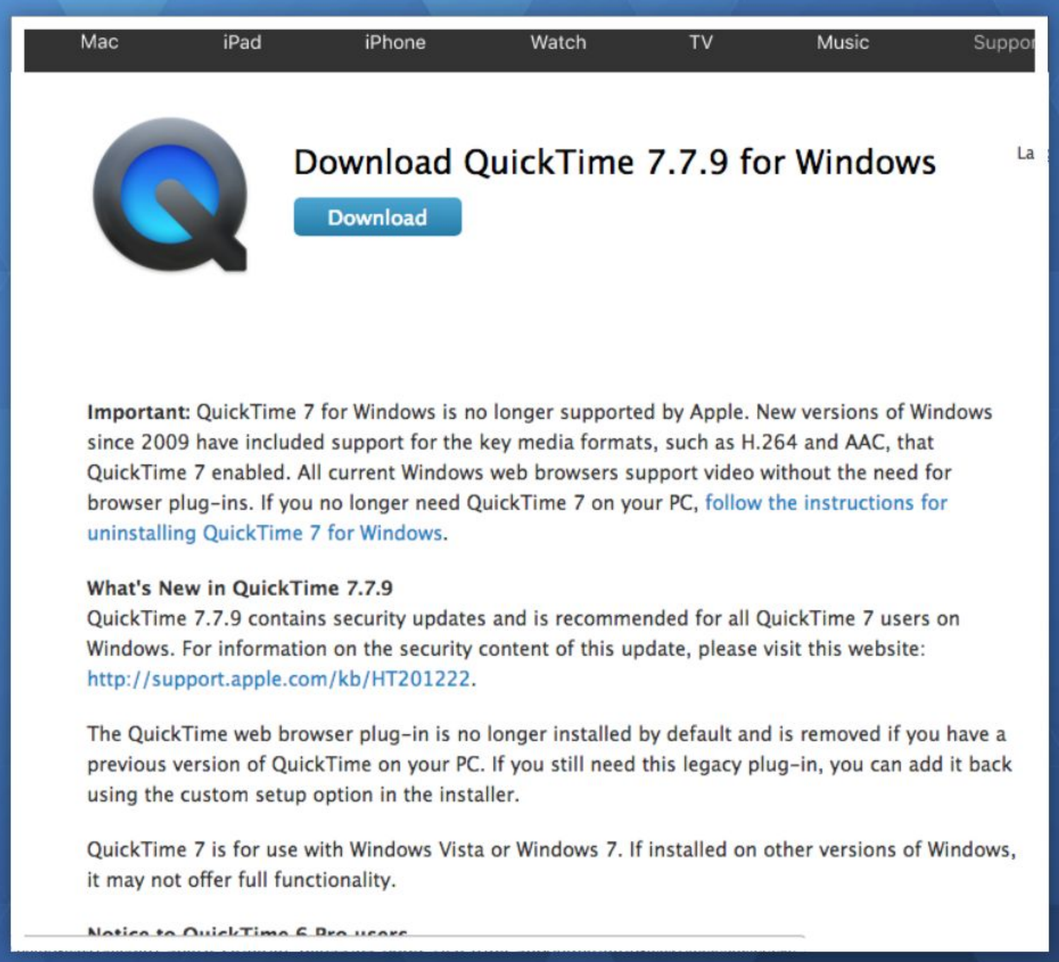
NOTE: It is not unusual that a previously installed Chrome Plug-in will require an update to enable functionality. These updates will require you to manually agree to re-install the plug-in, by downloading the new version, via the same process detailed above.



Blocking Chrome's Plug-ins

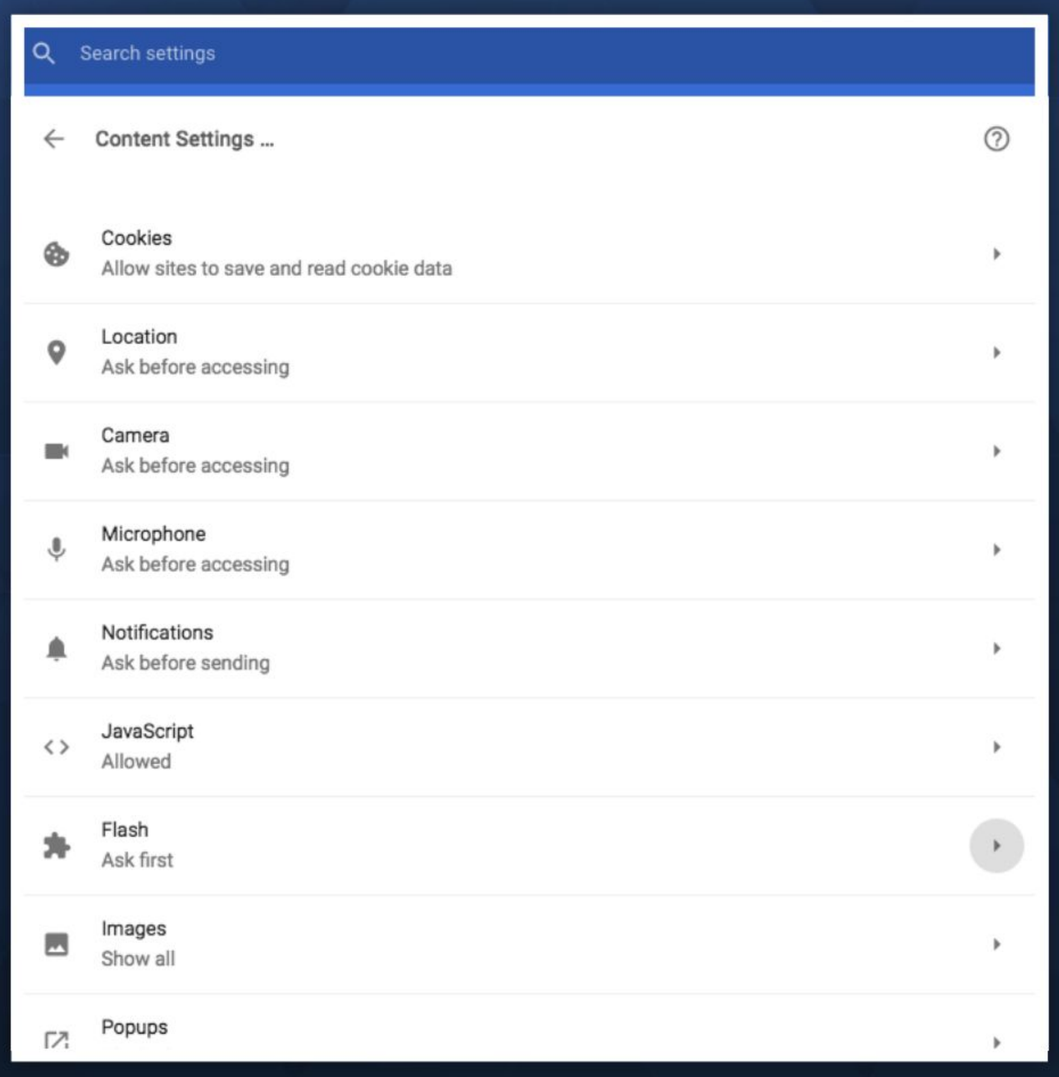
Step 1

Plug-ins are allowed by default. However, since they can occasionally be a security risk, Google Chrome blocks plug-ins that are outdated or not widely used. Examples include Java, RealPlayer, QuickTime and Shockwave. You can also block all plug-ins on a one by one basis.



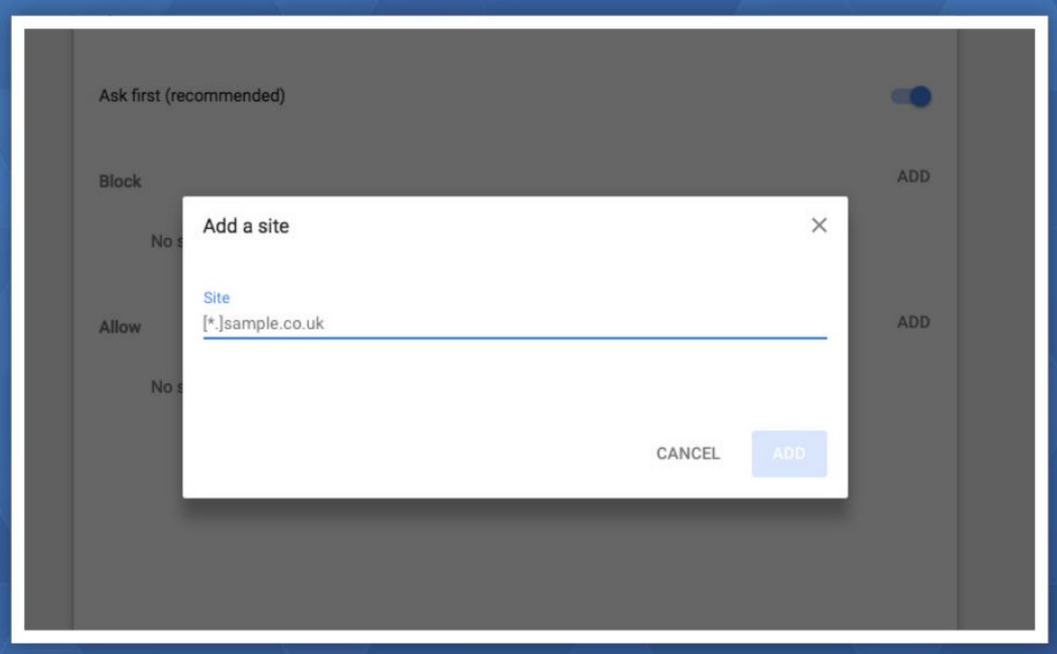
Step 2

To block plug-ins, click the Chrome menu and select Settings. Click Show advanced settings and in the Privacy section click the Content settings button. Click the arrow to the right of the plug-in and select which sites you wish to block from its use.



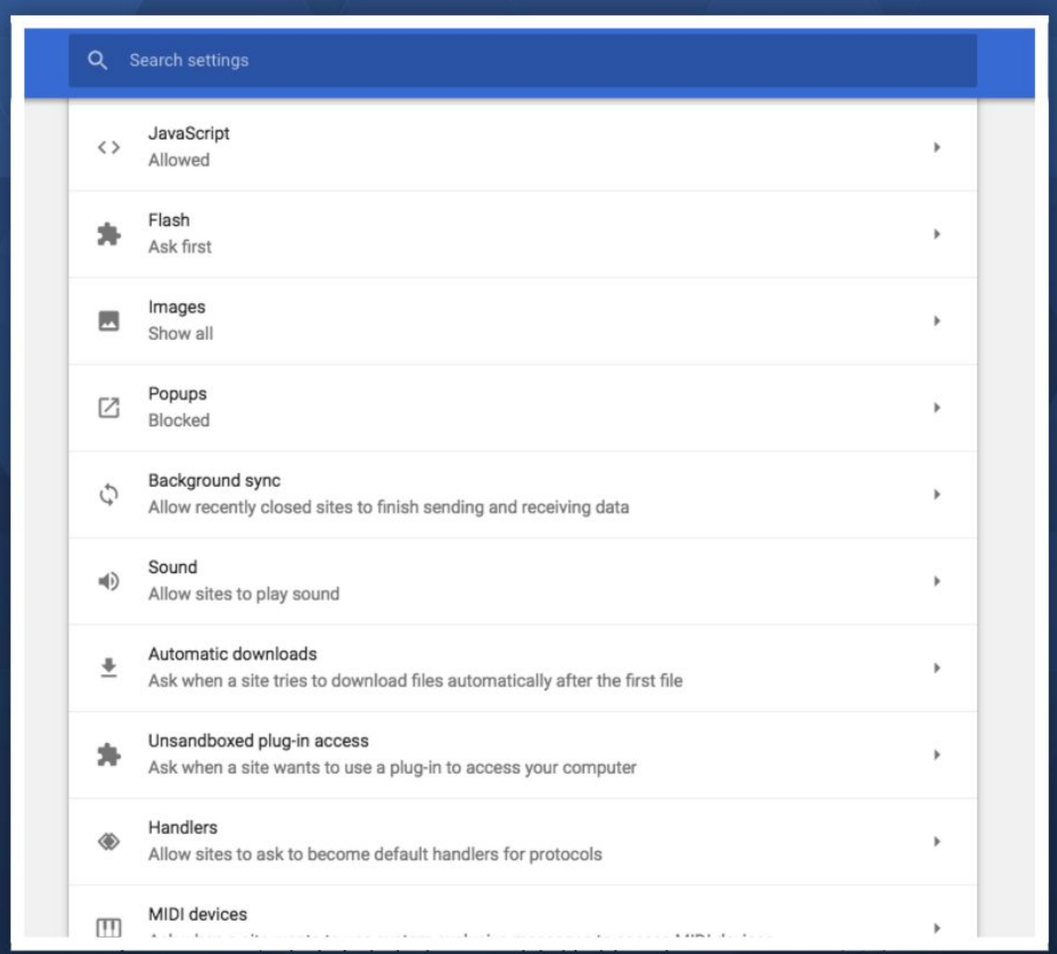
Step 3

To block the website(s) that are causing you an issue with the a specific plug, such as Flash Player for example, click the Add button and enter the URL of the site that has issues and then Click Add again to complete the process.



Step 4

If you have used previous versions of the Chrome browser you may notice that you are unable to completely disable a plug-in in the current Chrome build. You are able to block plug-ins as detailed here and there is no limit on the number of sites you can add to the blocked list.



Chrome Plug-ins

Whether using Windows, Linux or Mac, Chrome supports many of the most popular and widely used plug-ins.

These include:

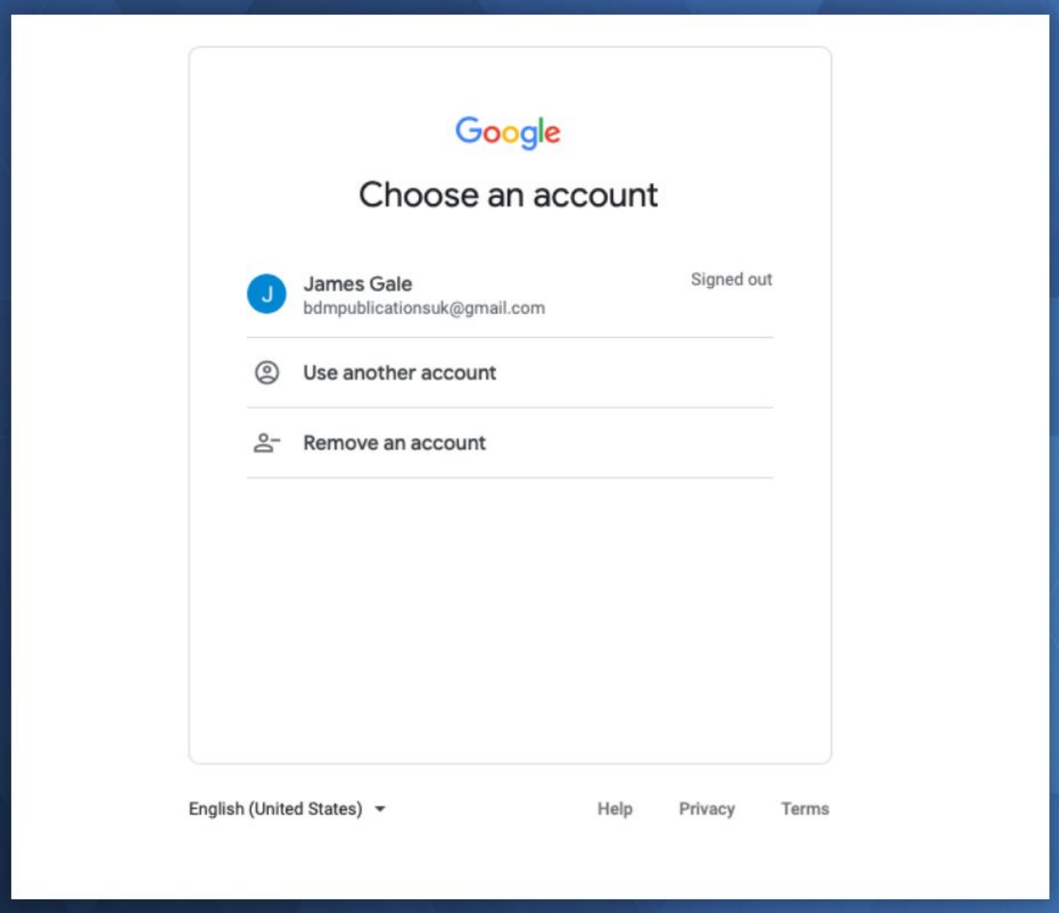
- Adobe Flash Player
- Java
- Real PlayerQuickTime
- Microsoft Silverlight
- Adobe Reader
- Windows Media Player
- QuickTime

Setting Up Chrome Autofill

Some of the most useful features of Chrome, like Chrome Autofill, are easy to set up and can make browsing the Internet a much quicker experience, particularly if you find yourself forever filling out online forms.

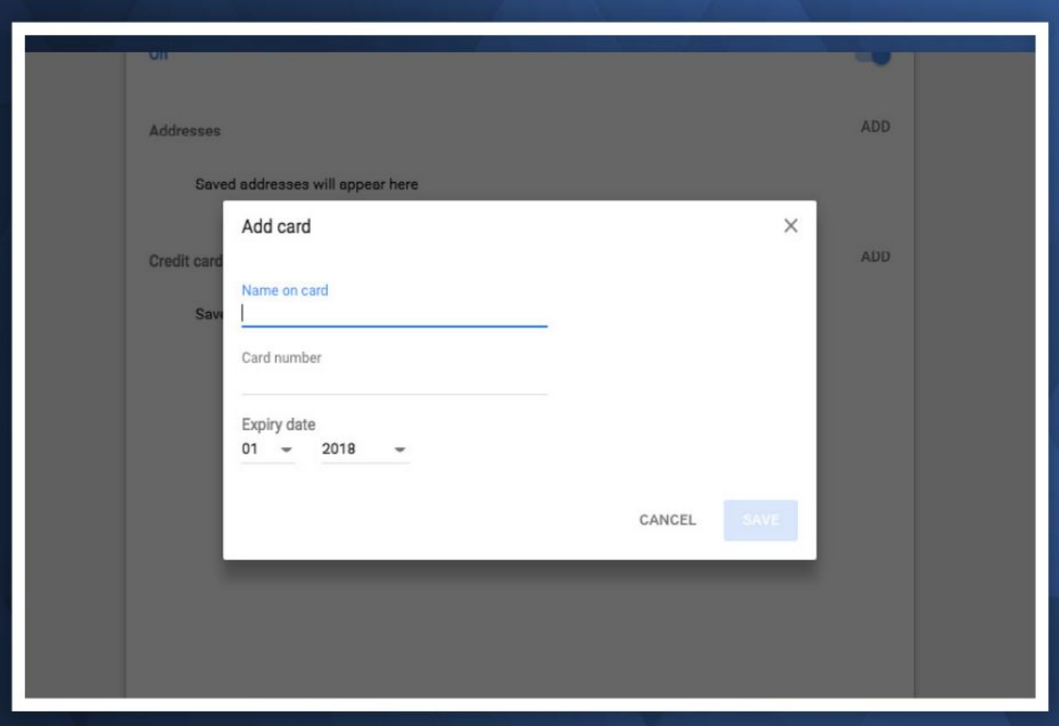
Step 1

The first time you fill out a form, Google Chrome automatically saves the contact information that you enter, like your name, address, phone number or email address, as an Autofill entry. You can store multiple addresses as separate entries.



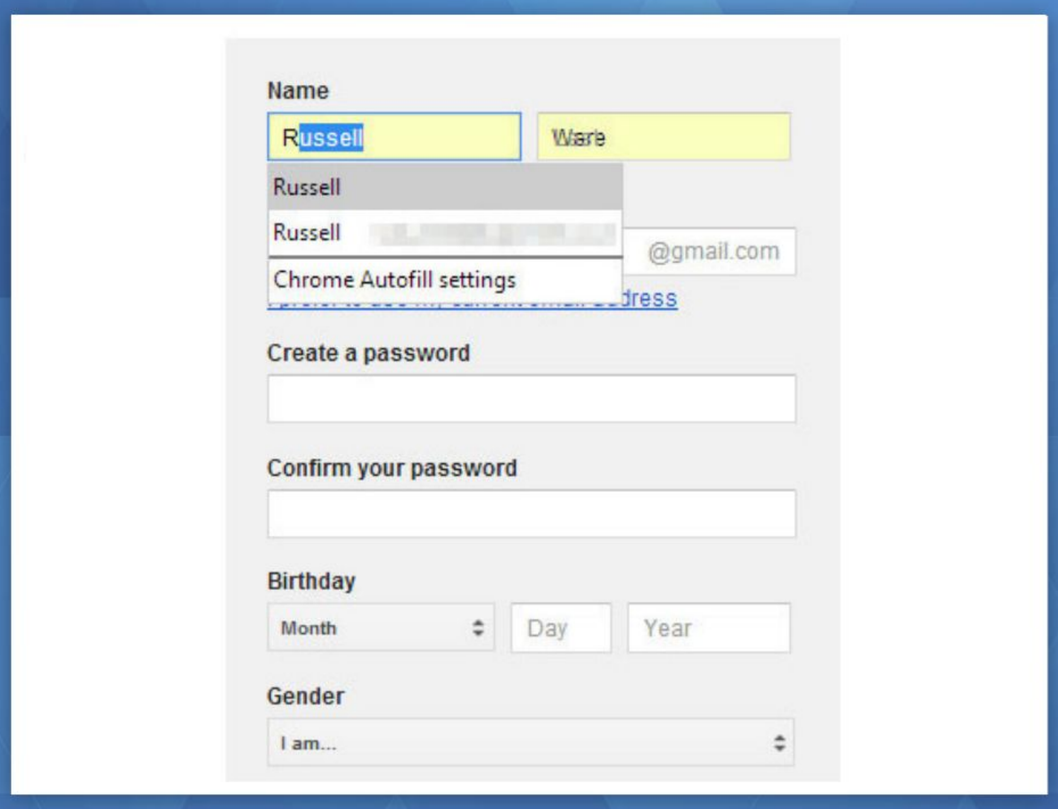
Step 2

Chrome can also save your credit card information, with your permission. When you do this on a form, Chrome asks you at the top of the page whether you'd like to save the information.



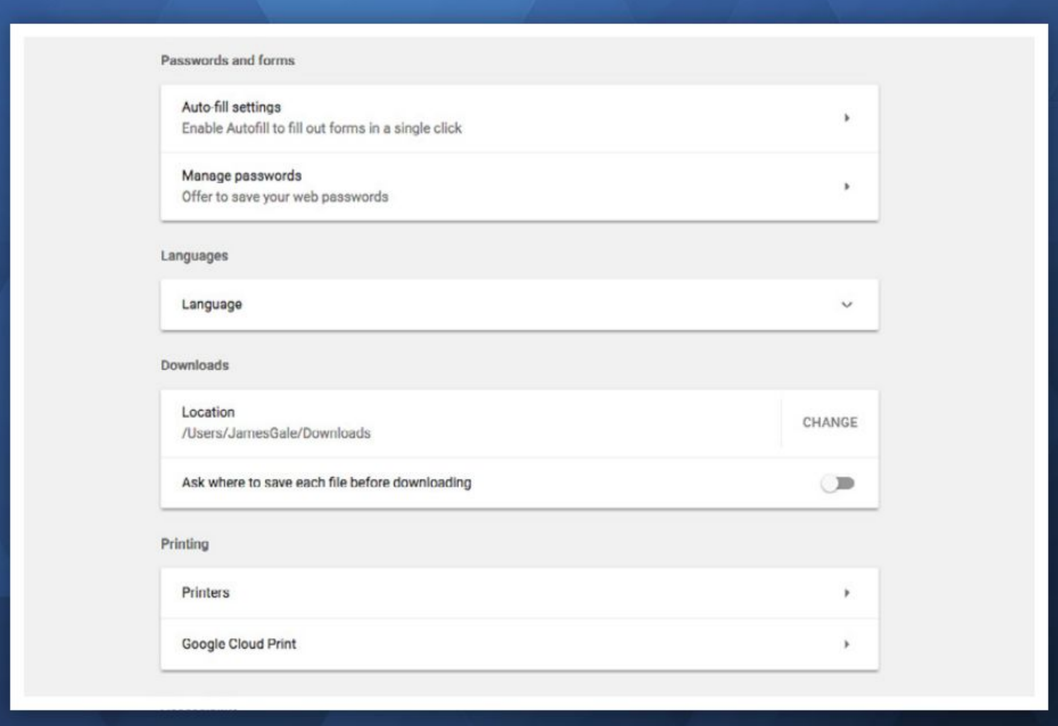
Step 3

If your Chrome Autofill information is correct, you don't need to do anything more. If you have changed address recently, or some of the other information has changed, it can be frustrating for Chrome to keep suggesting the wrong info.



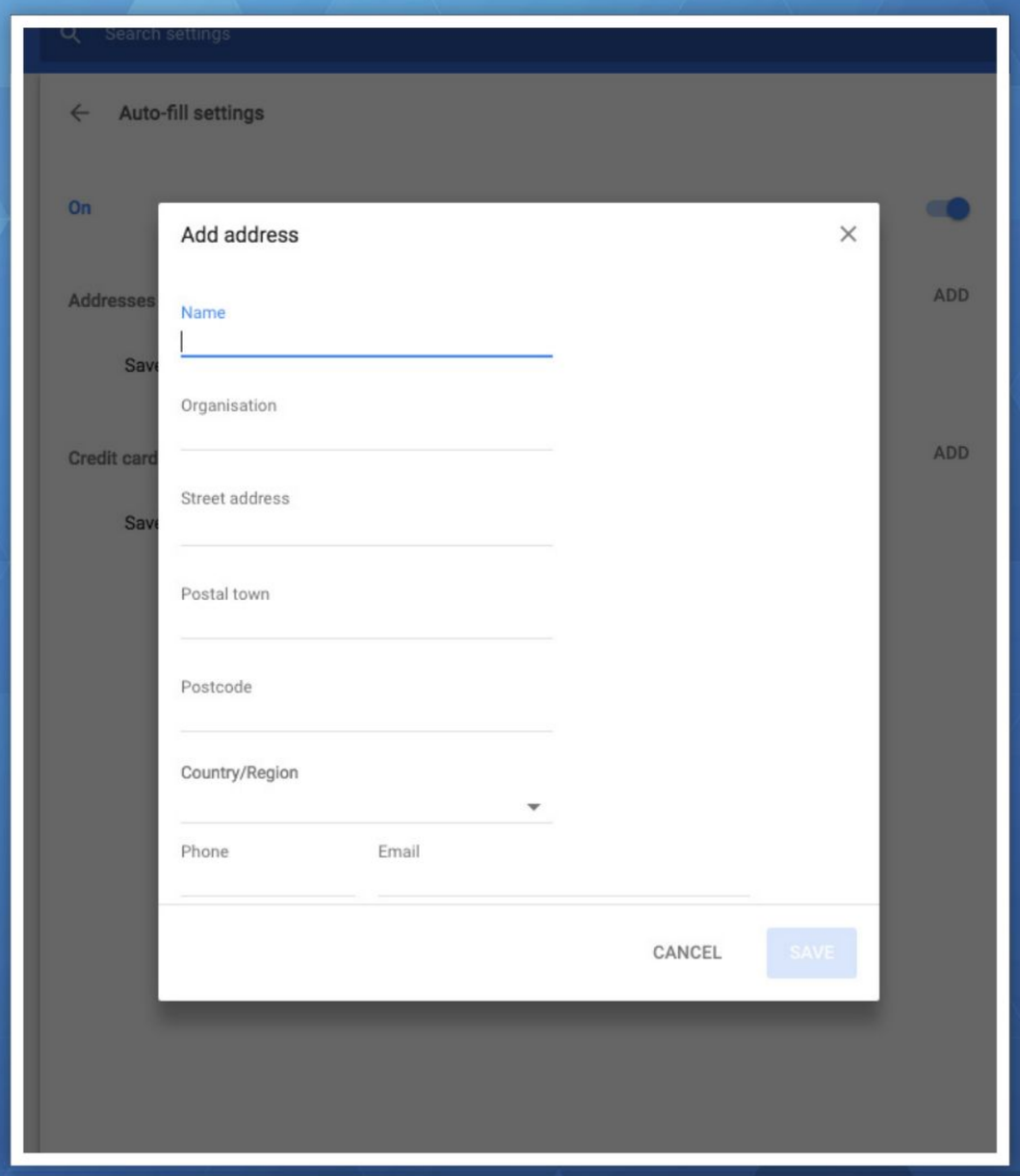
Step 4

To manage your Autofill entries, open Chrome and click on the menu button in the top right corner (icon with the three dots in a column). Select Settings and then click Advanced at the bottom of the page. Find the Passwords and forms section and click Autofill settings.



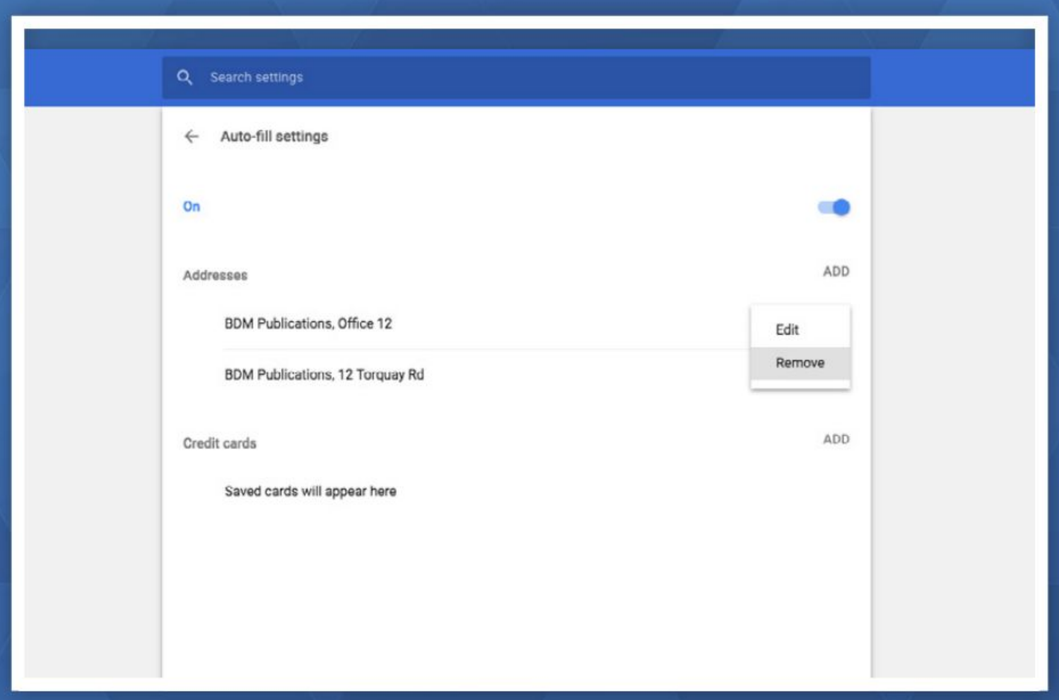
Step 5

❯ If you have more than one Autofill entry, click the one you want to edit and then click the Edit button that appears to the right of it. Complete or edit the information form and then click OK to finish. You can also Add a completely new address using the button here.



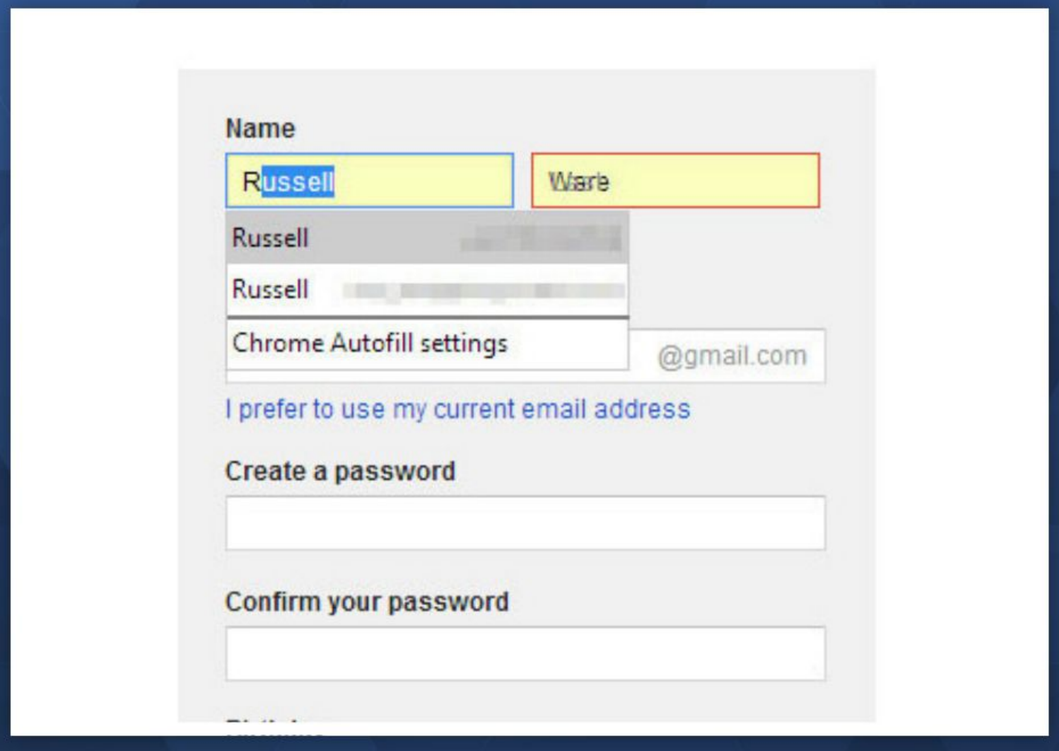
Step 6

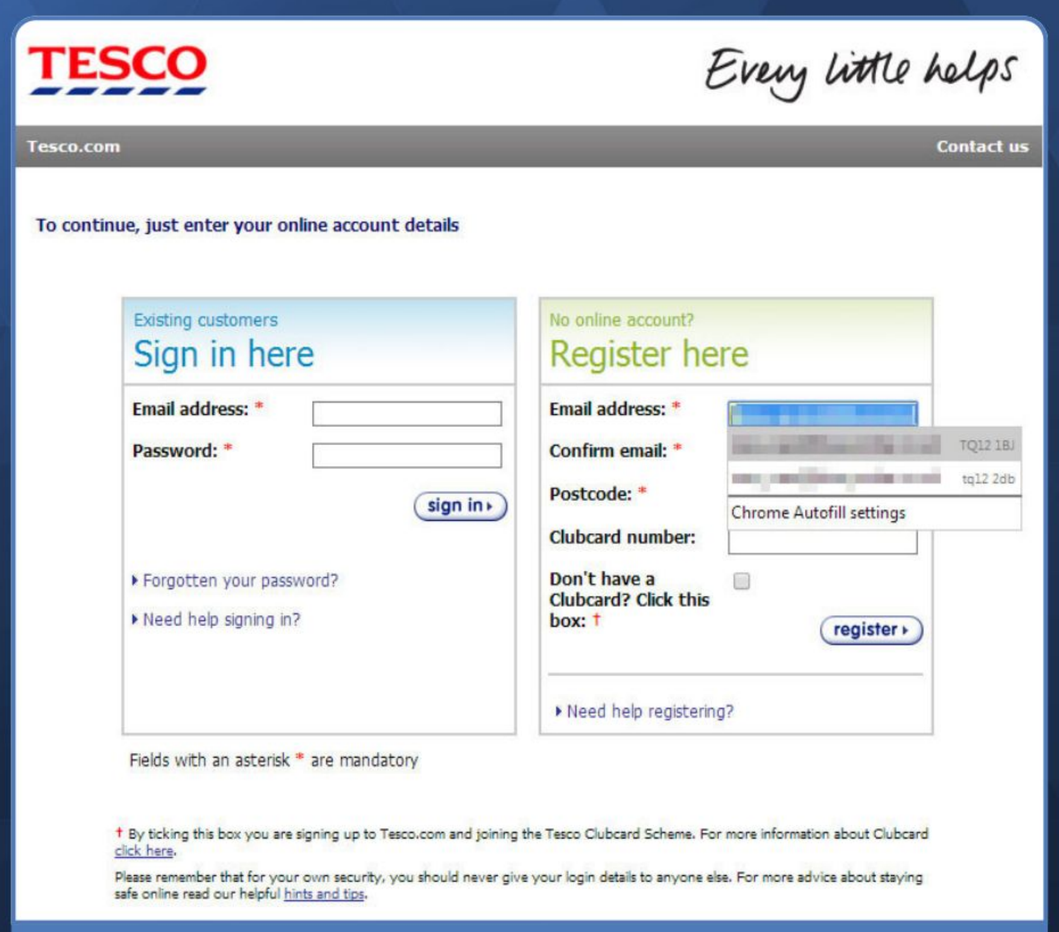
❯ To remove an entry, click on it in the Autofill settings and then click the X that appears to the right of the entry. If you want to disable Chrome Autofill altogether, you can do so by unchecking the box next to the option in the Chrome settings.



Step 7

❯ Now, when you start filling out a form, the Autofill entries that match what you're typing appear in a menu. Select an entry to automatically complete the form with information from it. This allows you to have multiple entries in Autofill.





Trusted Sites

It's important that you use Autofill only on websites you trust, as certain websites might try to capture your information in hidden or hard to see fields. Some websites prevent browsers from saving text that you've entered, so Google Chrome won't be able to complete forms on those sites.

Chrome Tips and Tricks

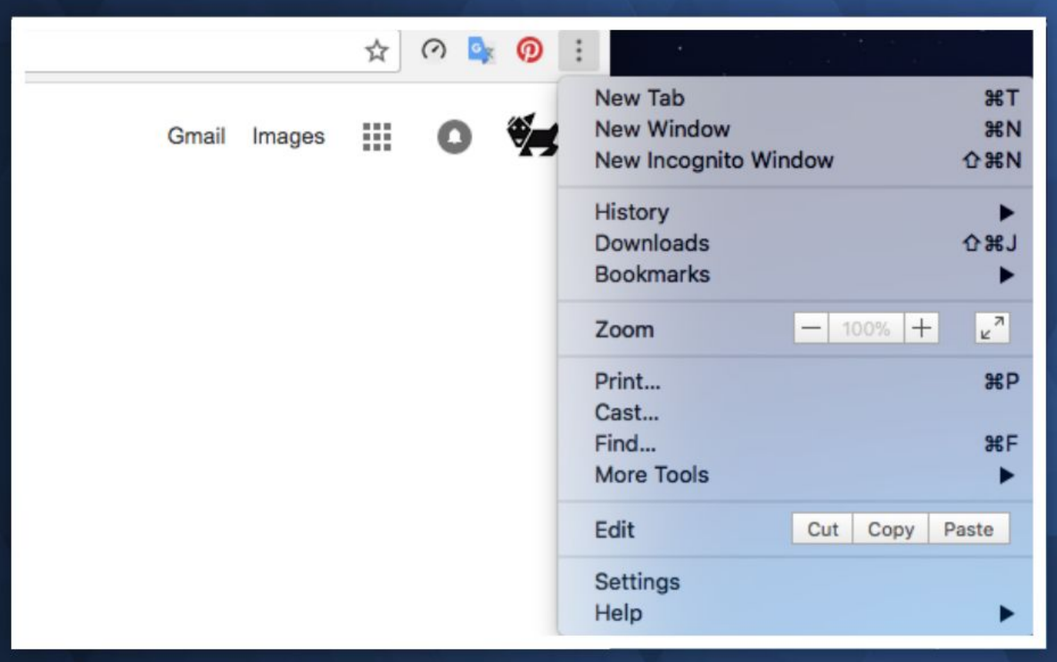
Even if you have been using Chrome for a while, there are probably dozens of tricks that you never even knew were possible. Here are a few tips and tricks to get you started.

Chrome-Casting Your Screen

Have you ever been browsing online and stumbled upon a video, or photograph, that you want to share with those around you on the big screen of your family TV? With the additional purchase of a Google Chromecast you will be able to do just that, by casting content from your Chrome browser, on your desktop or mobile devices, to your TV. The quickest way to do this, on your desktop device, is by right-clicking on the Chrome window and then clicking on "Cast". On a mobile, tap the Three dot icon, top right of the Chrome app, and tap "Cast".

Incognito Window

There are several ways to open a new incognito window for Chrome. If you have a Chrome shortcut pinned to the task bar, you can right-click it and select New Incognito Window. You can also click the Settings menu button at the top right of the browser window and select the same. The quickest way to do it however, is to use the keyboard shortcut Ctrl + Shift + N. Content displayed in an incognito window will not show up in your browser history, nor will cookies be saved.



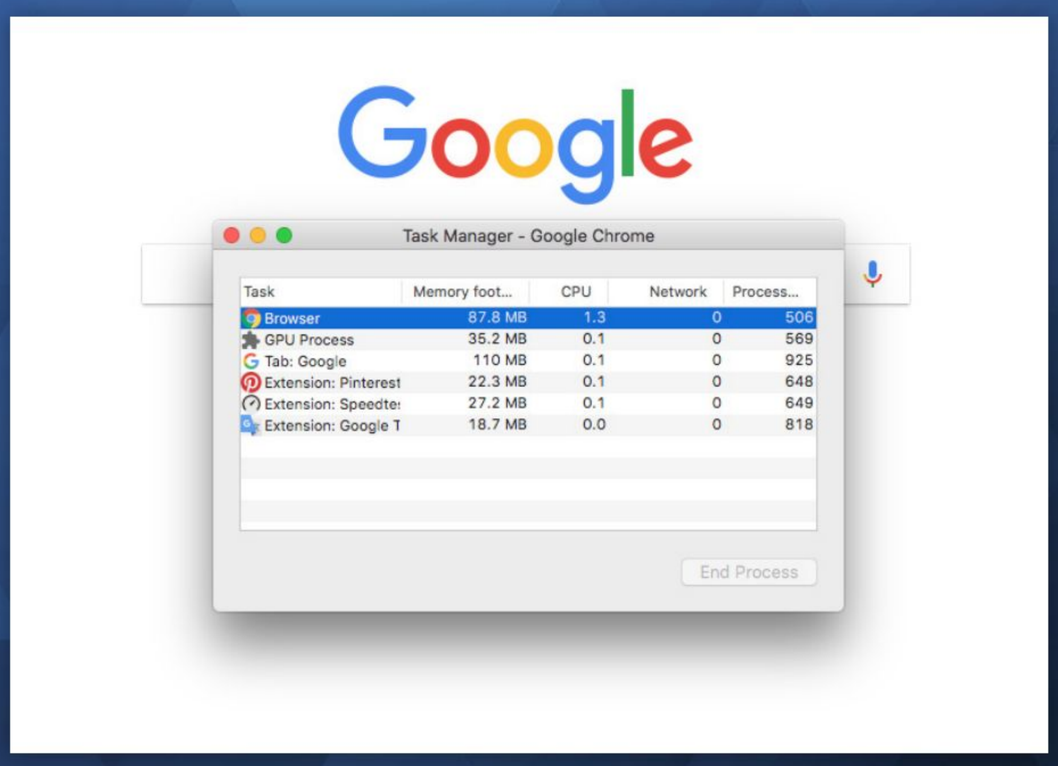
Chrome Keyboard Shortcuts

There are several useful keyboard shortcuts for Chrome. Remember that the browser window must be currently selected for these to work.

Ctrl+Shift+N	New Incognito Window
Alt+Home	Load your Home Page
Ctrl+T	Open a new tab
Ctrl+Shift+T	Open most recently closed tab
Ctrl+Tab	Scroll through open tabs
Ctrl+J	Opens your downloads screen

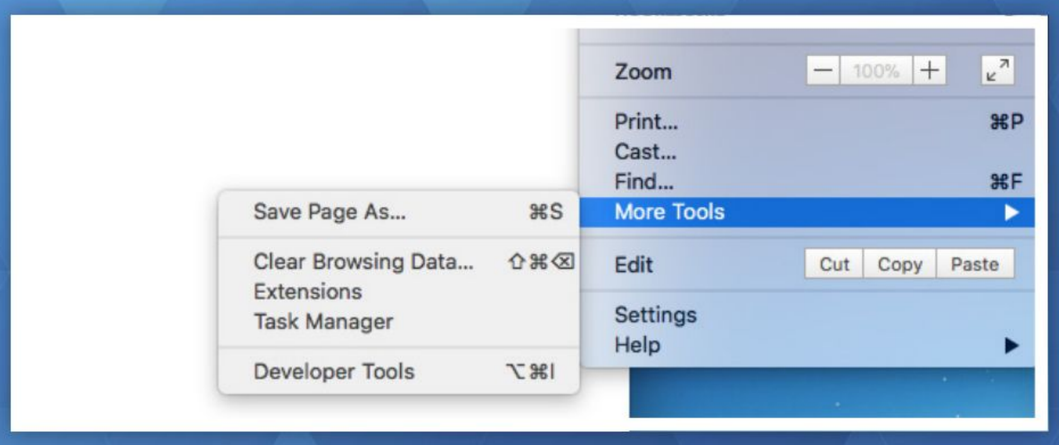
Chrome Task Manager

The Task Manager is a useful tool to see how much memory your currently open tabs and browser plug-ins are using. To open the task manager, right-click the top of the browser window and select Task Manager from the menu. Highlight one and click End Process to stop it running. You can also press Shift + Esc as a quicker way to bring up the Google Chrome Task Manager.



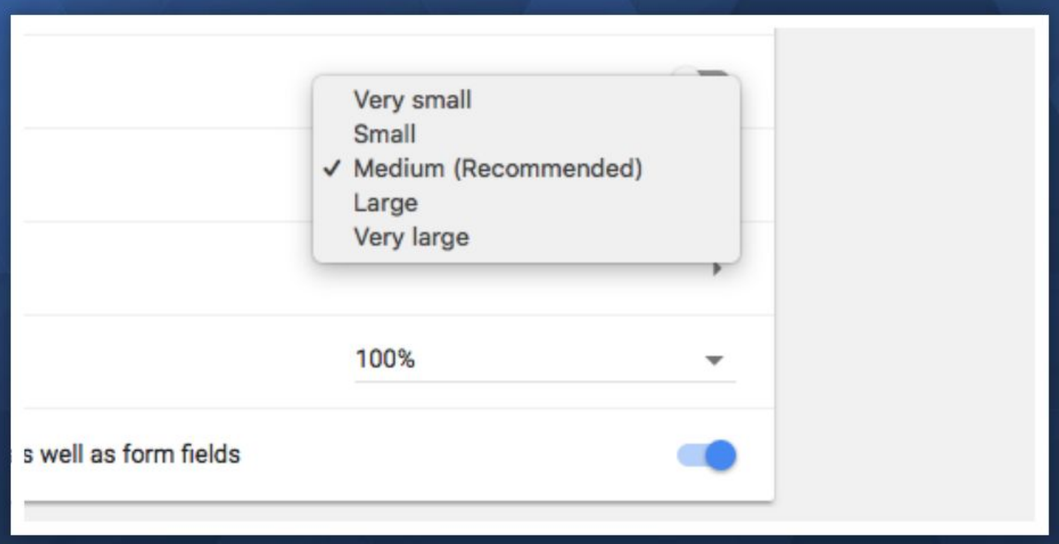
Spring Cleaning

To delete cookies, click on the menu button and go to Settings. Scroll down to the Privacy section, and click Content Settings. Now you can click Remove All or Remove Individual Cookies. To clear more data such as the Google Chrome browsing history and cache, click the Tools icon and select Clear Browsing Data. To clear the most visited websites that appear on your Google Chrome Start page, you must clear your browsing history using the method already described. Clearing your Google Chrome browser history will also stop matches from previously browsed sites appearing as suggestions in your address bar.



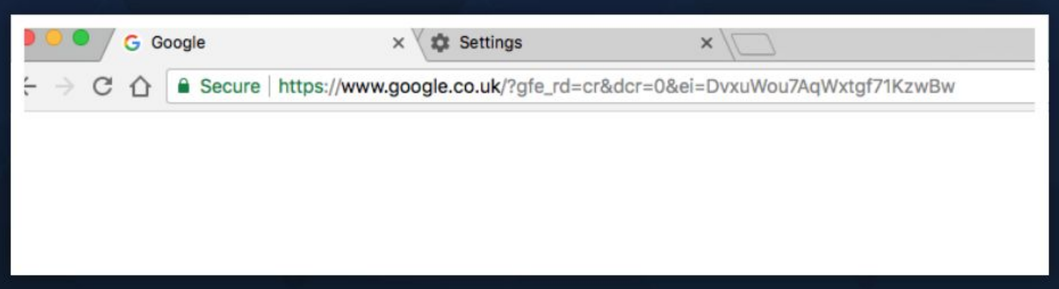
Adjust Text Size

Having trouble reading small text on a page in Chrome? No problem! Chrome lets you easily zoom both in and out, increasing or decreasing the size of both text and images. You can do this a couple of ways. The first is to click the Settings menu button and use the Zoom controls you find there. An easier way to do it is to hold Ctrl and use the scroll wheel on your mouse to zoom in and out; as you do this, a small window will pop out of the address bar to show you the level of zoom.



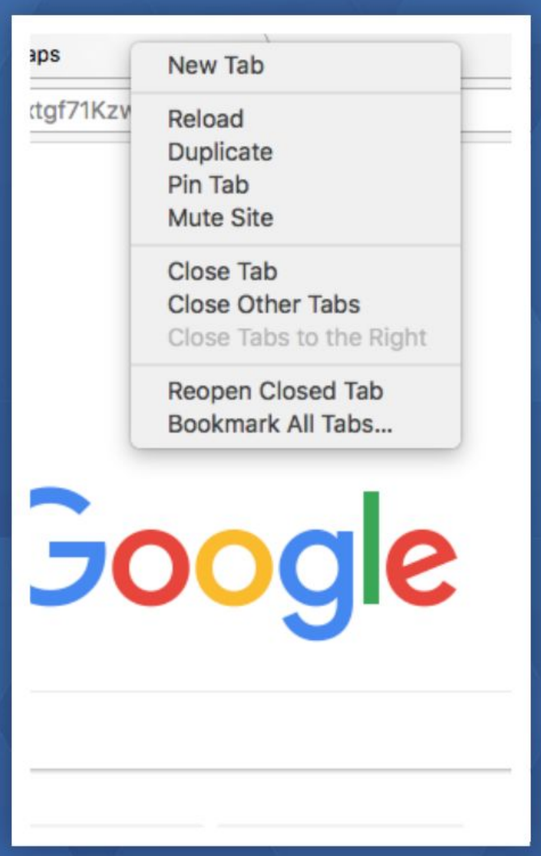
Rearrange Tabs

If you have several tabs open in Chrome, you can rearrange them easily by simply clicking on a tab and dragging it along the row to the position you want. If you want to open one of the tabs as a separate window, click on it and drag it to the desktop. Release the mouse button and a new window will open. Right-click on any tab to see the tab options menu. Here you can reload tabs, close all tabs to the right of the selected one and even reopen closed tabs (Chrome remembers the last ten closed tabs).



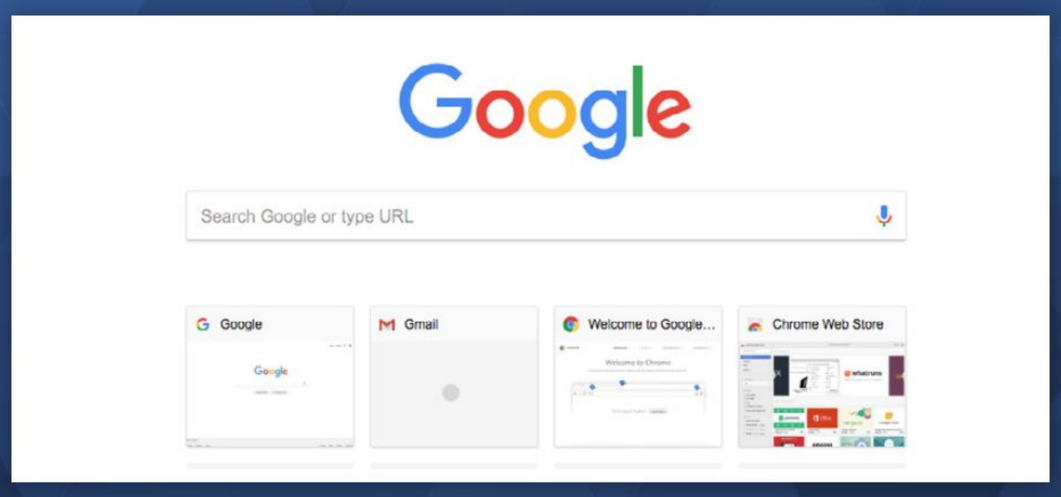
Pinning Tabs

Another useful thing you can do with tabs is pin them. Pinning tabs means that whatever is shown on the tab when it is pinned will automatically be loaded when you next open a new Chrome browser window. To pin a tab, right-click on it and select Pin Tab from the menu. Pinned tabs appear smaller in the row than unpinned tabs. To unpin a tab, simply repeat the process and select Unpin Tab from the menu.



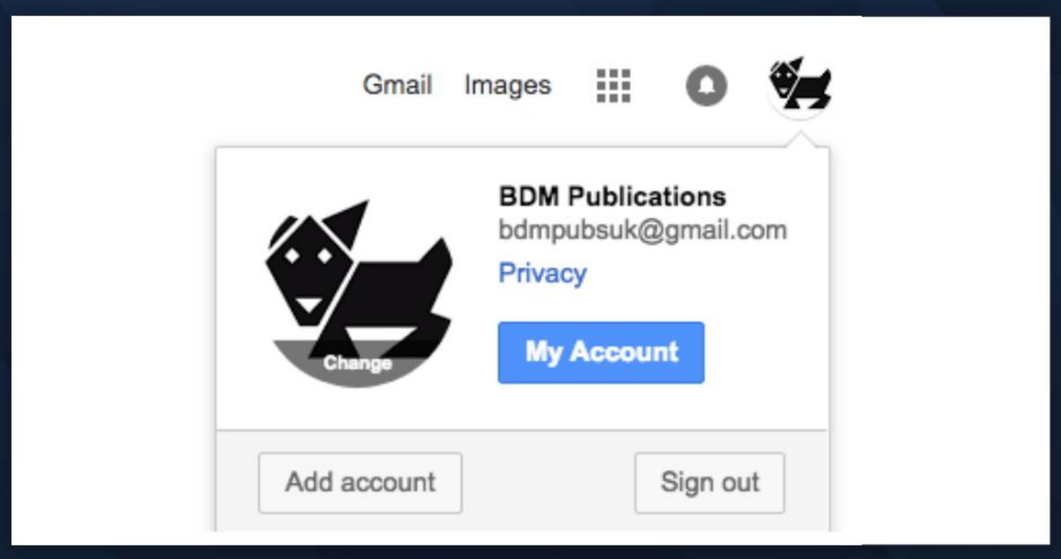
Start-up Preferences

By default, when launching a new window in Chrome, the browser displays the New Tab page, which is a blank tab with links to your most visited websites. It is possible to customise this. Click the Settings icon and select Settings. Under the On start-up section, choose the 'Open a specific page or set of pages' radio button and click the Set pages link next to it. Then, either click 'Use current pages' or type an address to set an alternative home page.



Syncing Chrome

With Chrome's sign in feature, you no longer need to fret about your bookmarks or apps being stuck on one computer. When you sign in to the Chrome browser or a Chrome device, your bookmarks, extensions, apps, theme and other browser preferences are saved and synced to your Google Account. You can then load these settings any time you use Chrome on other computers and devices. Signing into Chrome also makes using Google services, like Gmail, YouTube and Maps easier since you generally only need to sign in once from your browser.



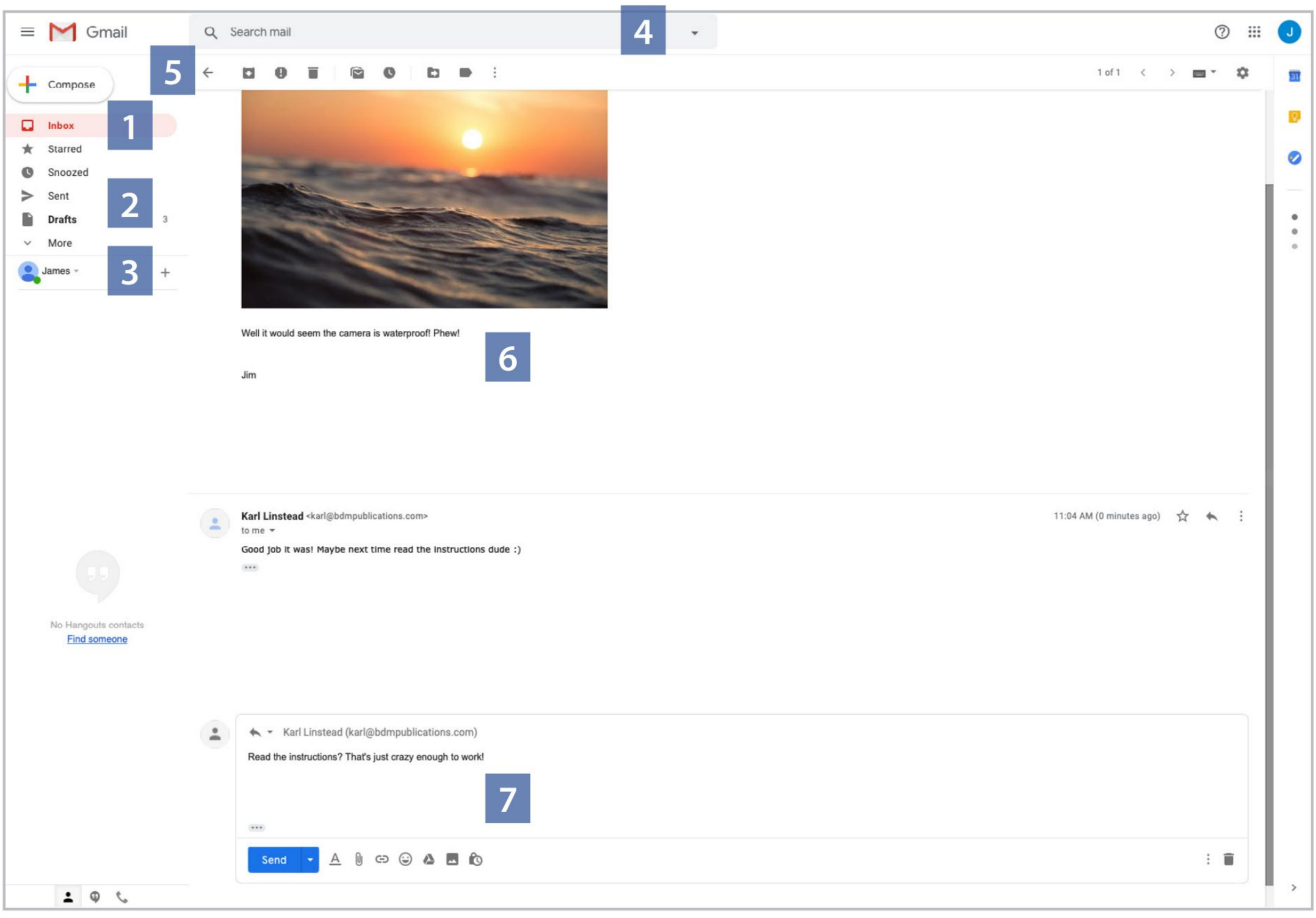
Google
Chrome
Google

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.

Get Started with Gmail

Gmail is an integral element of the Google app suite, an email platform that works seamlessly on whichever OS you use, quickly becoming a key part of your daily routine.



Creating a Gmail Account

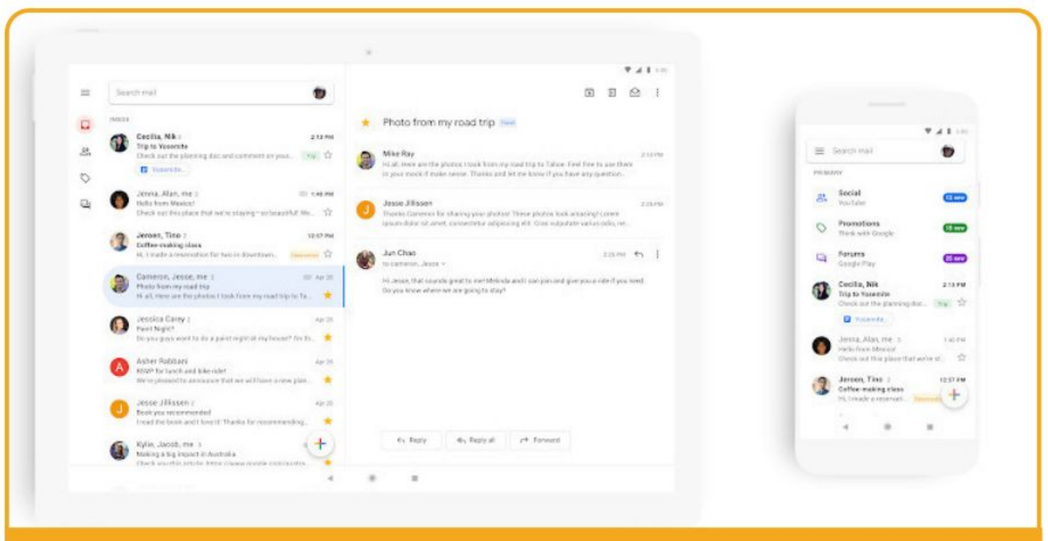
You can either connect a Gmail account to your main Google account or you can create a completely new account from scratch. If you connect an account, you will be able to use your new Gmail address or your original Google account email to sign in.

1 Mailboxes

These links let you display the messages in those mailboxes. A number next to any mailbox shows the amount of unread messages, rather than the total amount in the mailbox.

2 Labels

Labels allow you to categorise your messages into various pre-set or custom folders. You can save messages under more than one label for better cross-referencing.



Gmail on Android & iOS

You can download the Gmail app for mobile devices, free of charge, from the Play Store or App Store. This allows you to use Gmail on the go.

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

You will now be able to see all of the folders and emails you use and have sent/received on your computer, albeit on your smartphone or tablet.

3 Chat Controls

This section shows a list of your available Chat contacts, as well as containing the various chat controls: Add Contact, Status Update, etc. You can read more about Gmail Chat later in this section.

4 Search Box

Search for any message or contact in your Gmail inbox. Clicking on the small arrow at the end of the search box allows you to refine your search in several different ways.

5 Message Controls

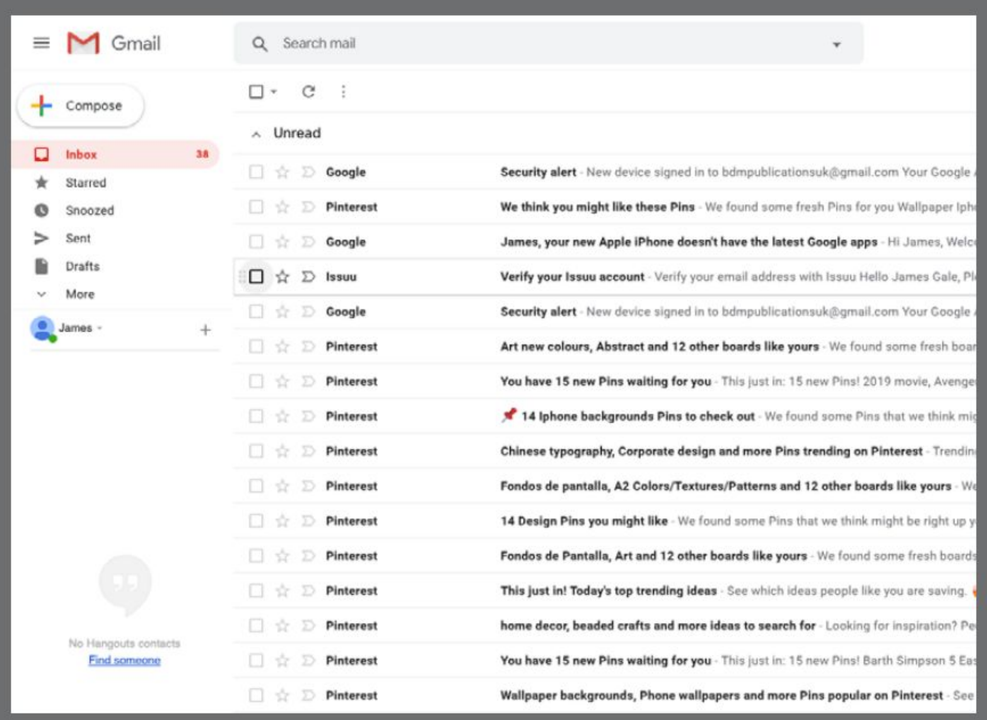
This set of buttons only appears when viewing a message. They allow you to archive, delete or report the message as spam, as well as letting you move the message to a particular mailbox or apply a label. The More button reveals even more controls.

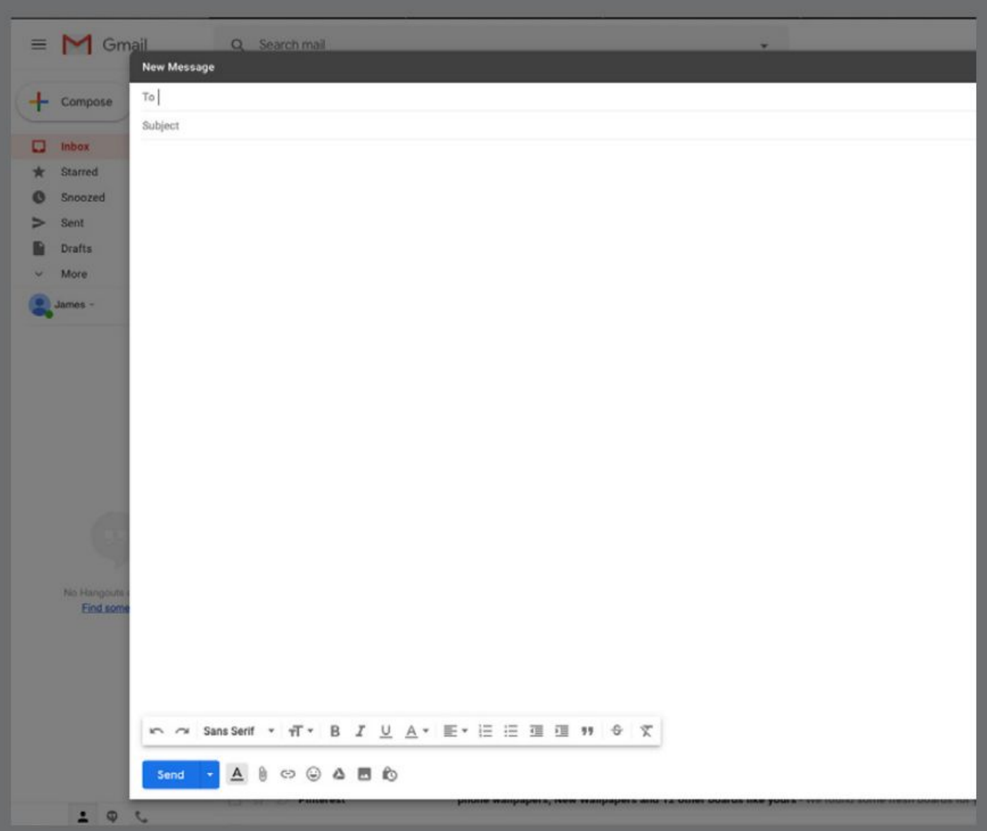
6 Conversation

Gmail displays multiple messages from a contact in a conversation format. If someone replies to your message, both the reply and the original message are shown stacked in the window. You can expand the conversation to make it easier to read.

7 Quick Reply

Click anywhere in this box to start a quick reply to the last message in the conversation. To Forward a message, click the Forward tab in the quick reply window that opens. Quick reply offers the same formatting options as creating a new message does.





How to Compose a New Mail

Google has incorporated a unique way to compose a message in Gmail which allows you to retain on screen whatever you were looking at, inbox, a message, etc. while composing a new message in a separate window. At the time of writing, this was still an optional feature but could be made standard at any time.

To activate this compose window, click the Compose button and a new window will open at the bottom right of the Gmail window. Whatever you were viewing before you clicked Compose will remain on screen but you can click through into a different mailbox or open a message without the compose window disappearing.

The new compose window contains many of the options. Click in the To field and start to type a name or email address to see a list of known contacts. The icons at the bottom let you control formatting and attachments. If you want to switch back to the old compose method, click the Send icon at the bottom of the window.

How to Customise Gmail

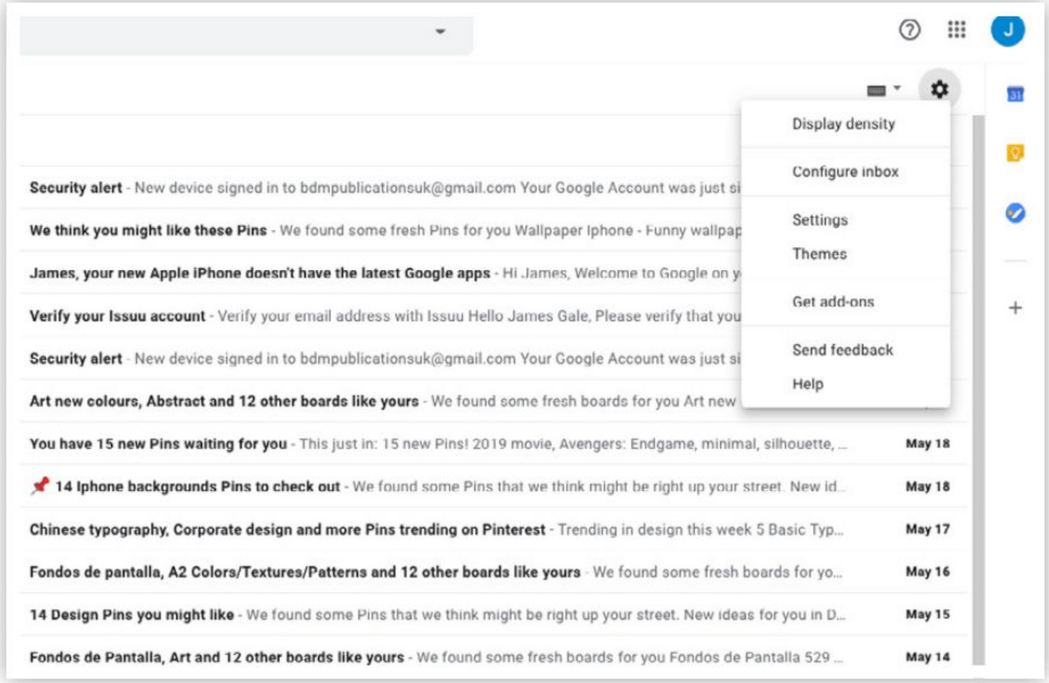
Gmail works brilliantly straight out of the box. There are, however, several things you can do to Gmail to make it suit your personal preferences more closely, from adding a theme to customising the layout of the inbox.

Apply a Theme

OK, so this isn't going to make Gmail work any better, run any faster or deliver emails in a different way but it does brighten things up a bit and makes Gmail more personal to you.

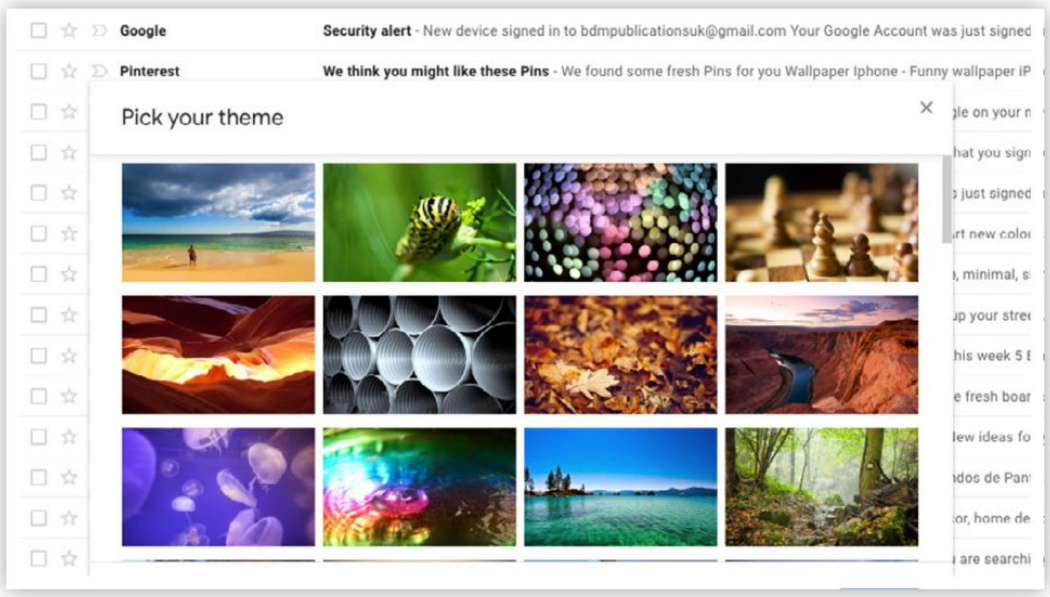
Step 1

Sign in to Gmail on your computer and open the main inbox. In the top right corner of the page you will see the Settings icon (the gear icon). Click this and select Themes from the listings displayed on this page.



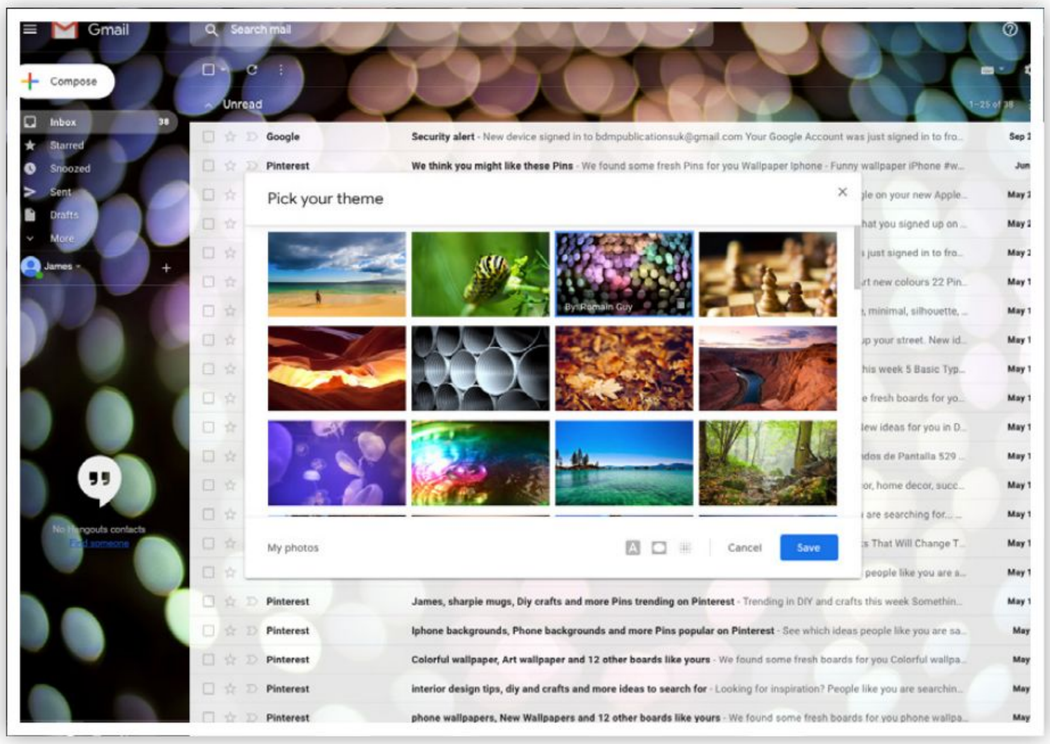
Step 2

The available themes are split up into categories, with basic colour themes at the top of the page, then HD themes that use background images, custom themes and classic Gmail themes.



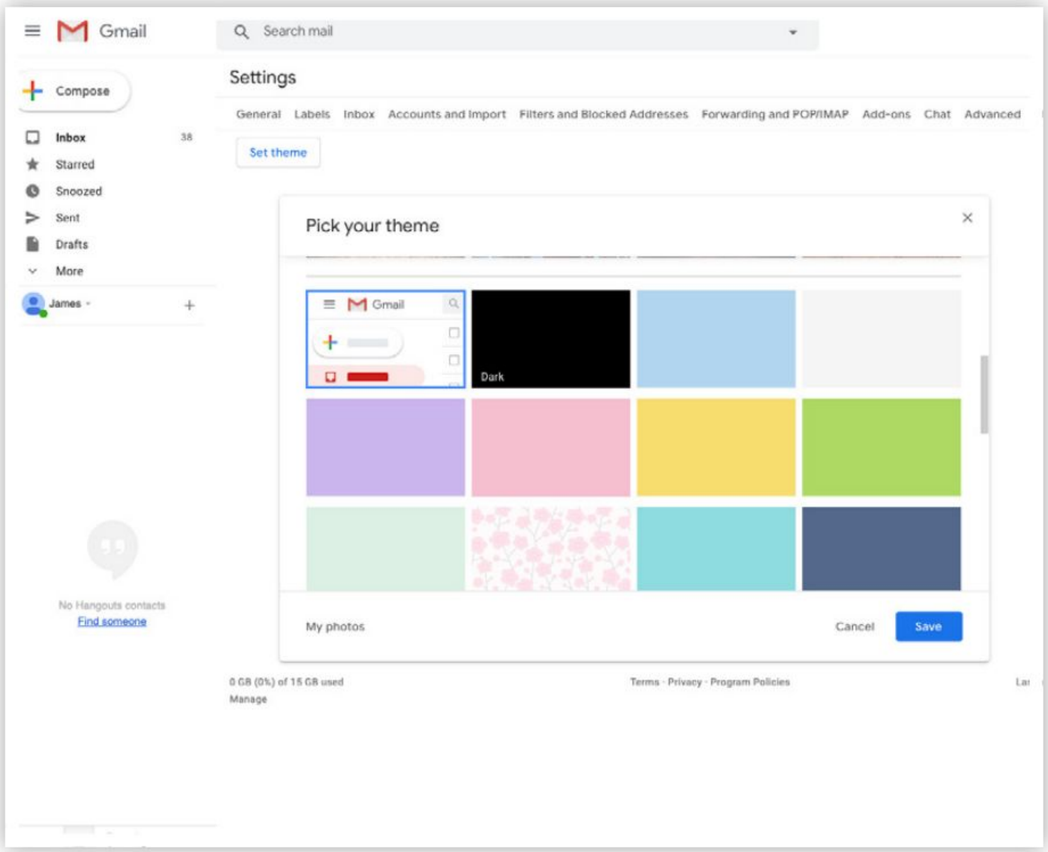
Step 3

Click on any theme to activate it. You will see the background change, allowing you to preview the theme without leaving the themes page. If you find one you like, simply select it and then click back to the inbox.



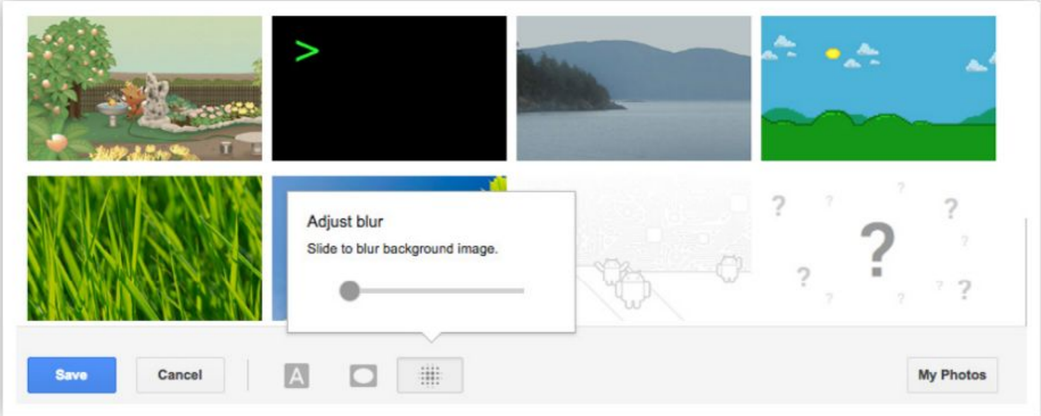
Step 4

Custom themes let you get a bit more creative. Click on either Light or Dark custom and then choose an image. You can use a preselected image or use one of your own by clicking My Photos.



Step 5

Once you have Chosen the Theme you wish to show on your Google Mail page, you can also add a customisable level of blur to the image which may make some text easier to read. To do this click the third icon to the right of the Cancel button.

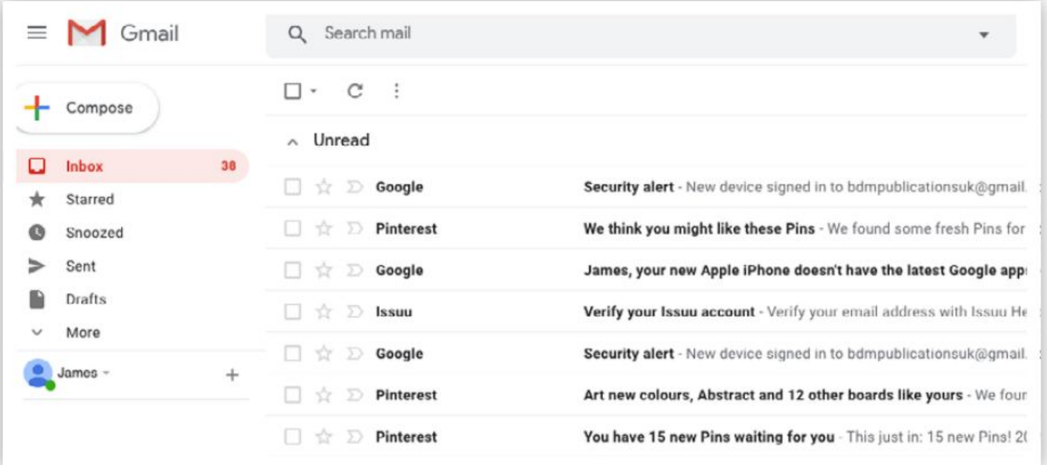


Customise the Inbox

You can easily customise the main inbox to show important or starred emails in a separate section at the top of the page.

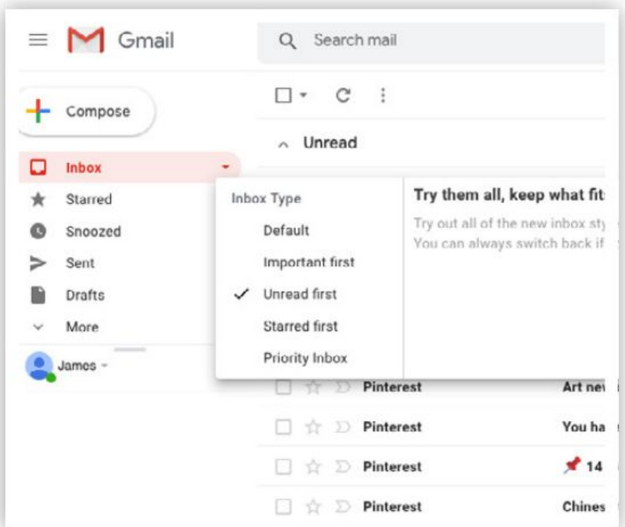
Step 1

Log in to Gmail and click on the main inbox to select it. With the main inbox displayed, hover the mouse pointer over the inbox label and you should see a small, downward-pointing arrow.



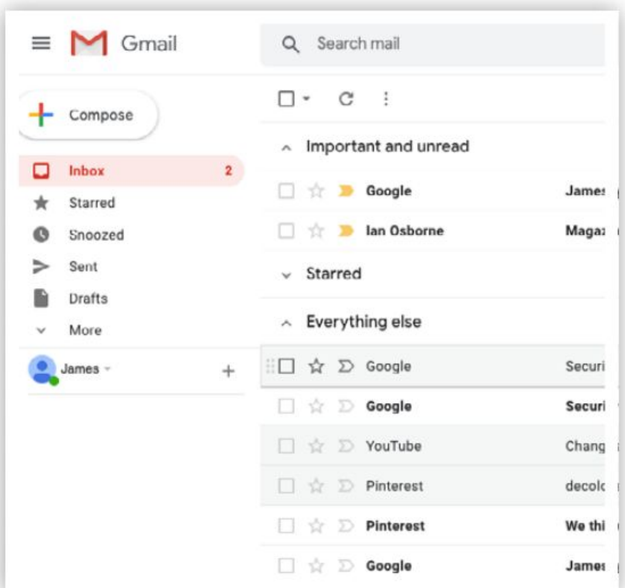
Step 2

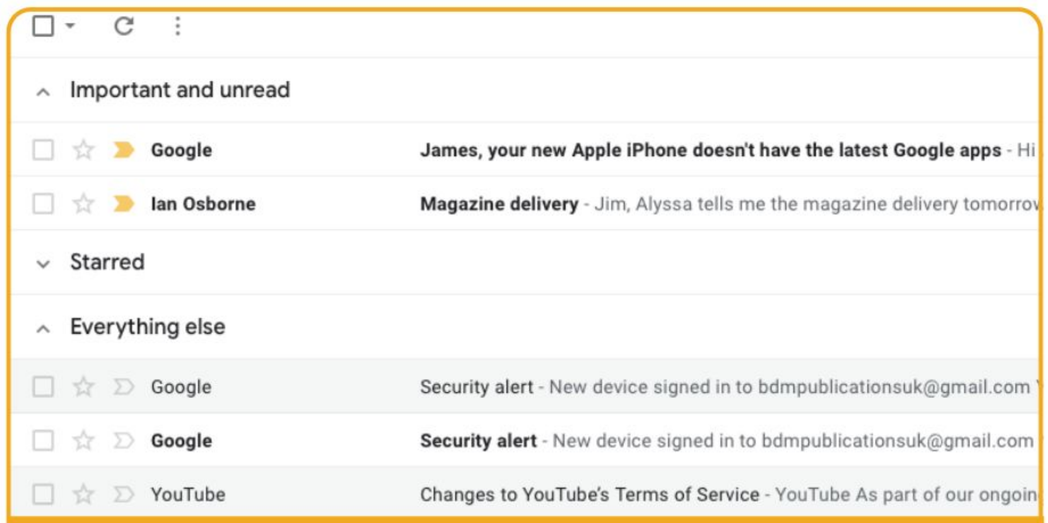
Click on the arrow to see a small menu. Here you can choose the way emails are displayed in the inbox. Roll over each of the settings to read a short description of how they work.



Step 3

Choose a display option and you will see the inbox split into sections. At the right-hand side of each section heading, another drop-down menu lets you further customise the section: number of emails to display, etc.

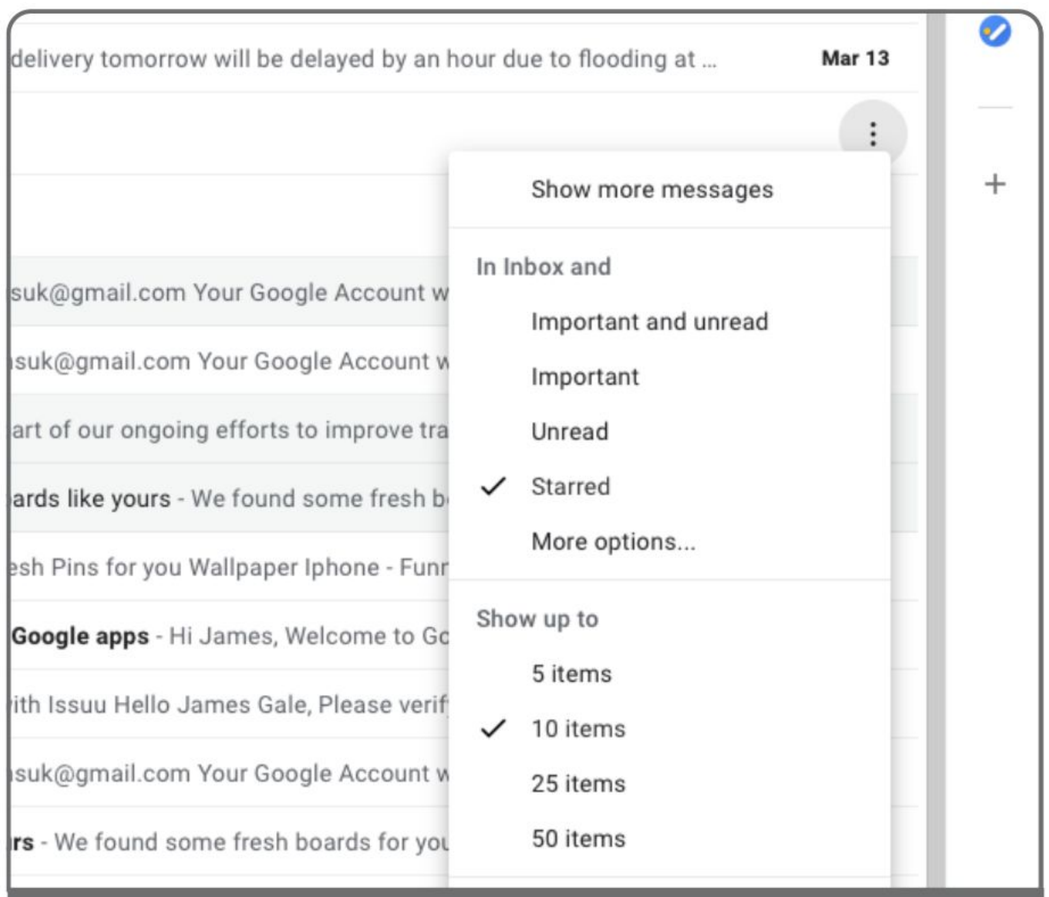




Importance Markers

How exactly does Gmail decide if an email is important to you or not? The answer, is very cleverly and sometimes with a bit of help from you. Gmail displays different coloured markers next to emails to indicate different types of messages. A yellow marker means that a message is important. An empty (white) marker means that the message is not seen as important.

If you want to know why a message was classified as important, you can hover your mouse over the importance marker in order to see the main reason why. To teach Gmail that messages from a certain contact are important, all you need to do is find an email from that person and click on the unfilled importance marker.



Show or Hide Labels

On the left-hand side of the Gmail interface is a list of your different mailboxes and labels. Preset mailboxes (or System Labels) include Important, Starred, Sent Mail and Drafts. It is useful to have links to your labels displayed here, but you can hide them if you wish. Click on Settings and then click on the Labels tab at the top of the page. You will see a full list of all your labels, with a show and hide link next to each. You can simply go down the list hiding those labels you don't wish to see in the sidebar.

Dealing with Gmail Spam

If you find that spam emails are still getting through the built-in filters and being displayed with your other emails, you can do several things to improve detection and removal of these unwanted messages.

Do I Need to Worry About Spam Emails?

That's a good question with a potentially very long answer, but in short, yes, spam email is best avoided. Junk or spam emails are unsolicited/requested messages sent in bulk by email.

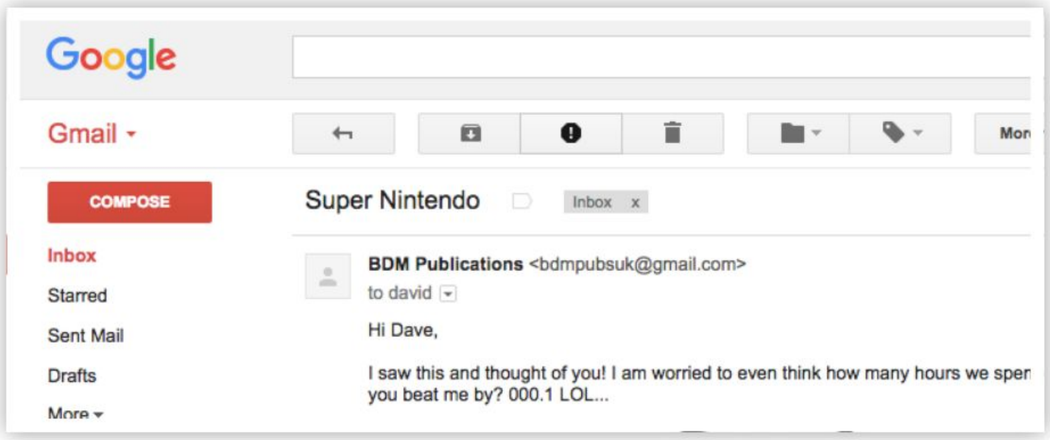
Email spam has steadily grown since the early 1990s and by 2014 were estimated to make up around 90% of email messages sent. Most spam email messages are commercial in nature and albeit harmless, they are annoying. However, some can also be dangerous because they may contain links that lead to phishing web sites, or sites that are hosting malware, or include malware as file attachments.

With this in mind, it is always best to approach spam with caution and following this guide will better equip you to avoid spam as a whole.

Report and Remove Spam

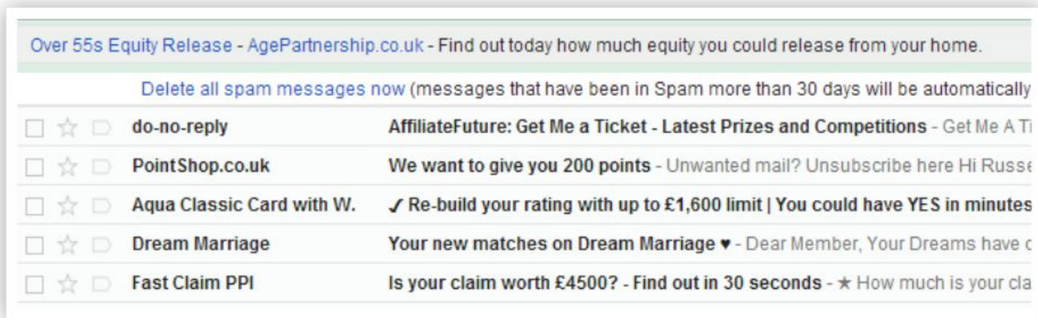
Step 1

Removing spam from your inbox is easy. Click on the message you want to remove and look for the ! button above the message box. Clicking this will remove the spam message and report it to Google.



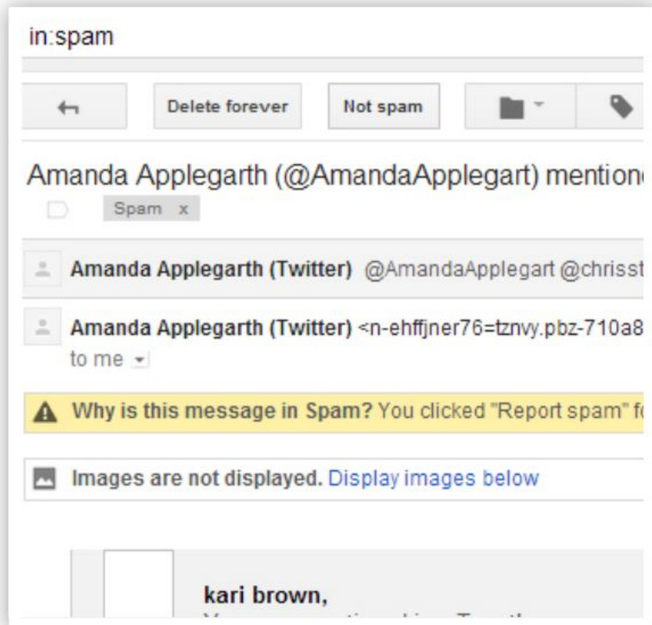
Step 2

If you want to remove the spam that is collecting in the spam mailbox, the spam mailbox will only appear in your labels when spam has been detected and moved into it, click the mailbox and then click "Delete all spam messages now".



Step 3

If you see a message in the spam mailbox which has been moved there incorrectly (i.e. it is not spam), you can correct the mistake by selecting it and clicking Not Spam from the options above it.

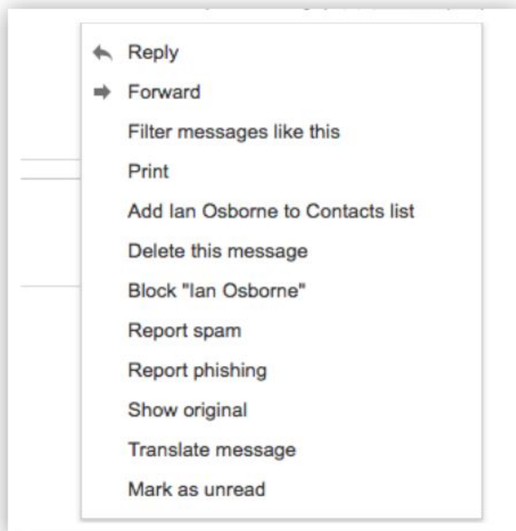


Creating Filters

Another way to deal with unwanted emails, particularly if you are getting lots of emails from one particular address, is to set up a filter.

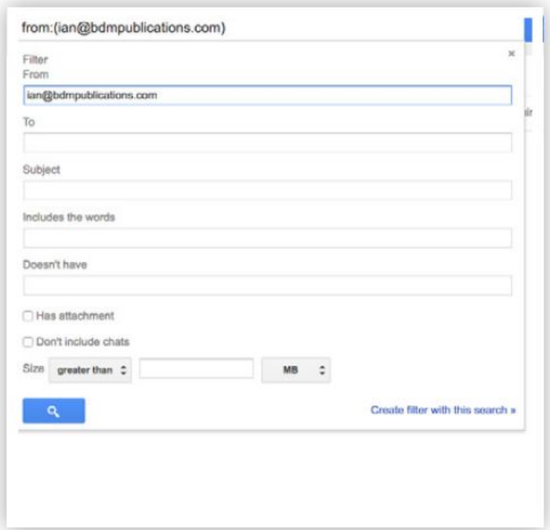
Step 1

Open the inbox and find a message from the contact you want to filter. Click on the message to open it. Click on the More button to the right of the buttons above the message, and select Filter Messages Like These from the menu.



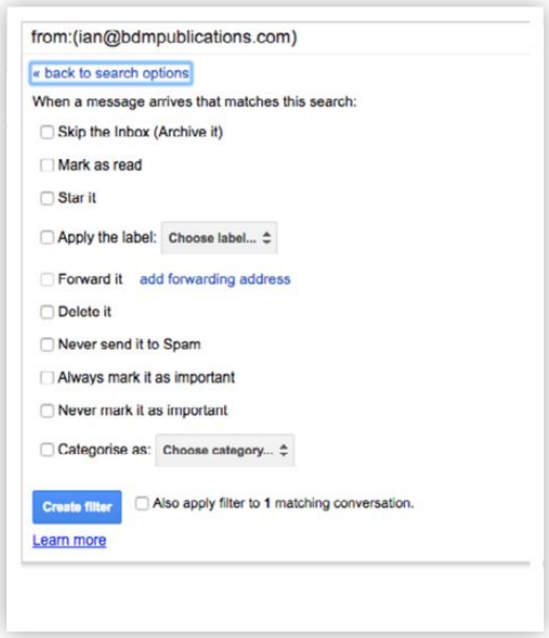
Step 2

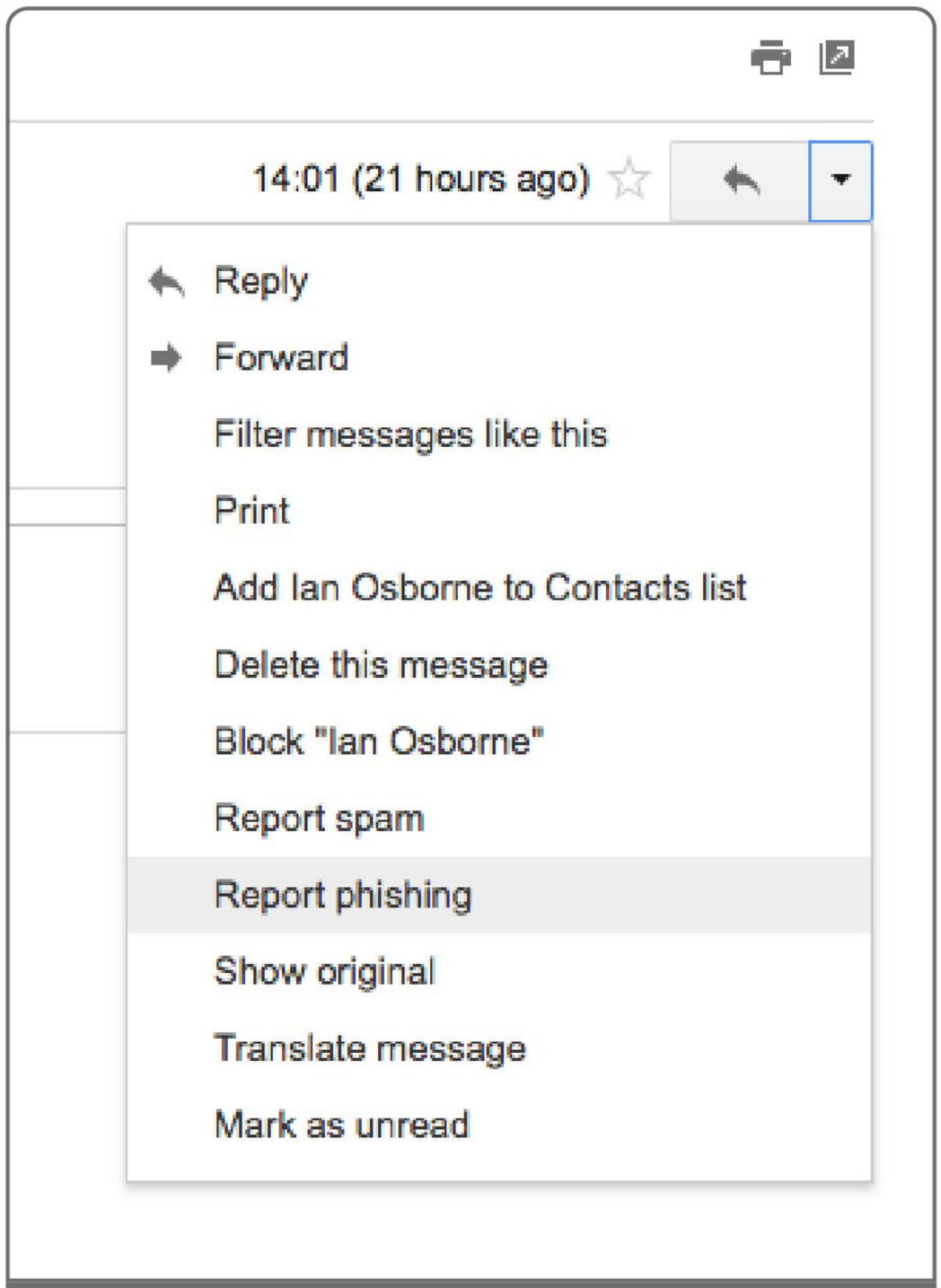
In the box that appears, the email address of the sender will be automatically entered. You can add extra triggers to the filter such as certain words or recipient addresses. Next, click Create filter with this search.

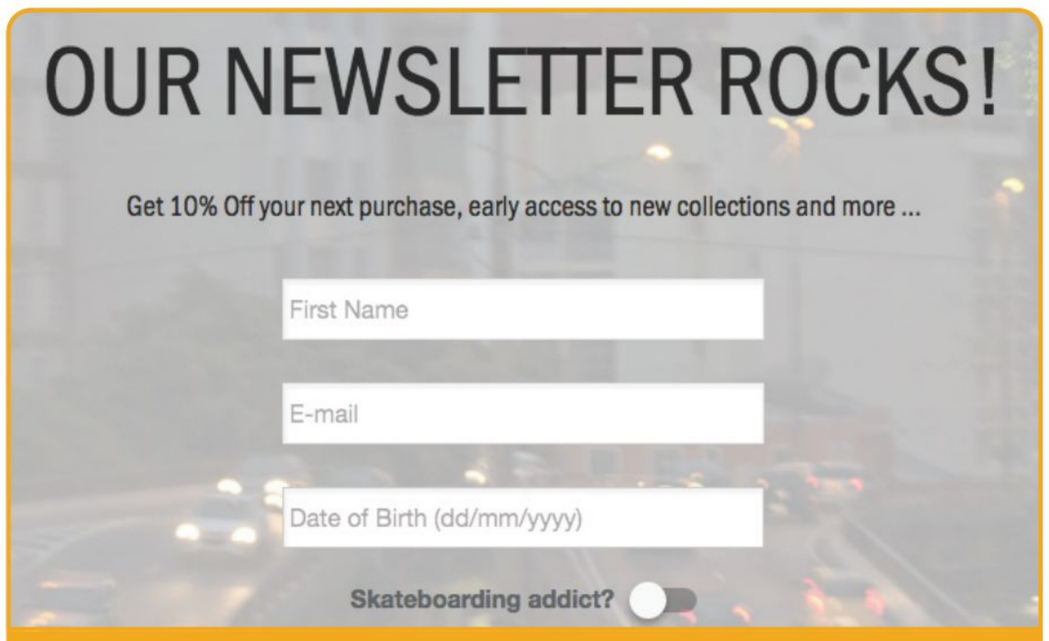


Step 3

You can now decide what to do with messages that trigger this filter. There are numerous options, and not just options for spam messages. For the purpose of this guide, choose Delete it. Click Create Filter to finish.







Protect Your Email Address

One of the very best ways of ensuring that spam does not become the bane of your life is to protect your email at all times. Entering your email address onto websites that you don't fully trust or posting the address on blogs and forums, will almost certainly lead to a whole heap of spam heading your way. Automated software (bots) scan through millions of web pages to find email addresses, which are then used by spammers to flood your inbox with unwanted emails.

If you do need to write your email on a blog or forum (in the signature for example), write it in a way that a non-human reader would not understand. For example, you could write it as john dot doe at gmail dot com (instead of john.doe@gmail.com). A human should understand how to write that email address properly.

What is Phishing?

Phishing is the process of trying to find private information such as PIN numbers, passwords and user names by trickery. Sometimes spammers create fake websites that look for example, like a well-known bank's login page. You will then get an email pretending to be from that bank, asking you to confirm your login or change some settings by clicking a link to the fake website. When you enter your email and password on one of these pages, the spammer records your information and keeps it.

Remember that banks or credit card companies will never ask you to email them your password or click on links in emails. If you are in any doubt as to the legitimacy of an email and the links within, the first thing to check is the link. Without clicking it, roll your mouse pointer over the link and look at the information that appears at the bottom of the browser window. This will show you the actual link address, letting you check whether it looks OK. If you really want to check your online bank, open a new browser window and navigate to your bank's page normally.

If the message seems like an attempt to get your personal information, click Report Phishing from the message options menu (arrow to the right of the Reply button) to help Gmail and Google learn from such attempts.

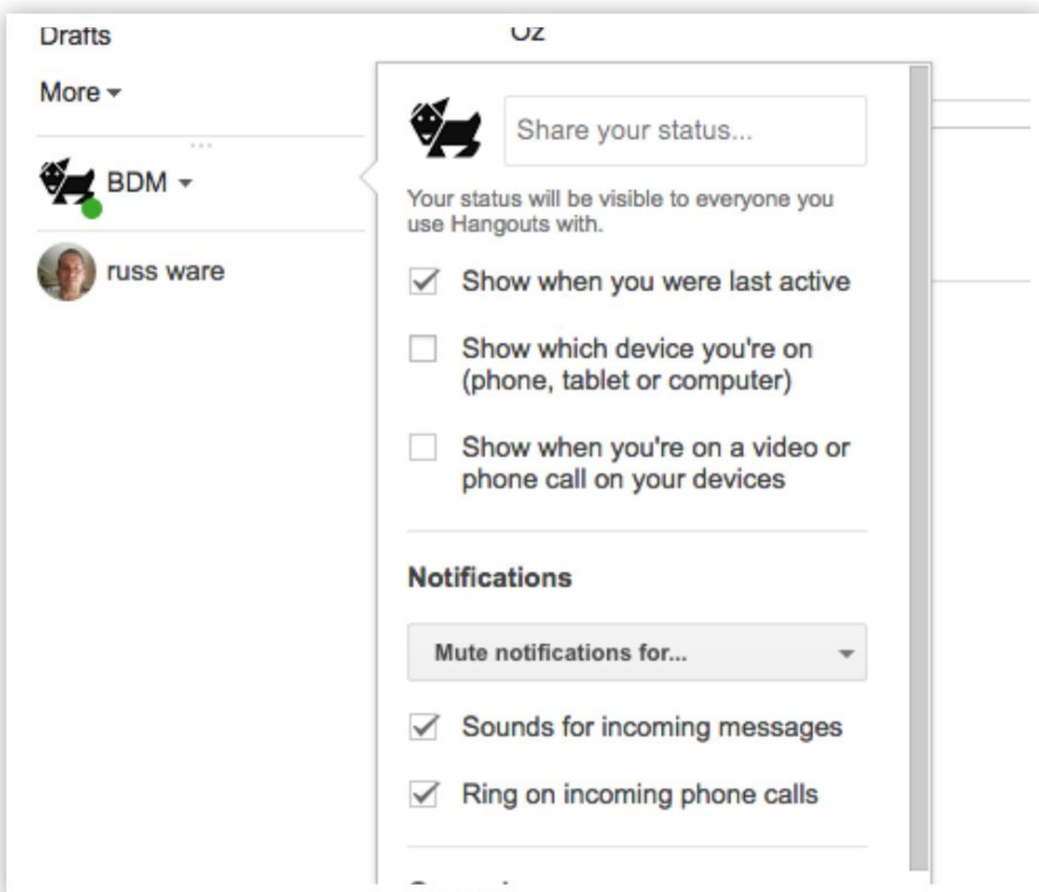
Instant Chat in Gmail

You can add and chat to anyone on the Google network as long as they are using Gmail, iGoogle, Google Talk, Google+ or a third-party client. You can find the Google Chat controls on the left side of the Gmail window.

Using Chat in Gmail

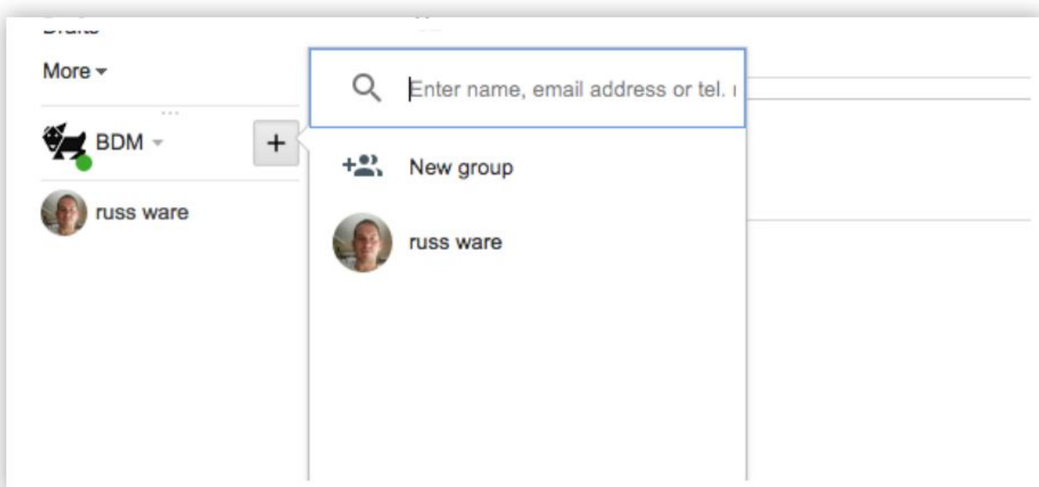
Step 1

Before you can chat with someone, you need to invite them and they will need to accept the invitation. The people you invite will see the invitation above their chat list asking if they'd like to be able to chat with you.



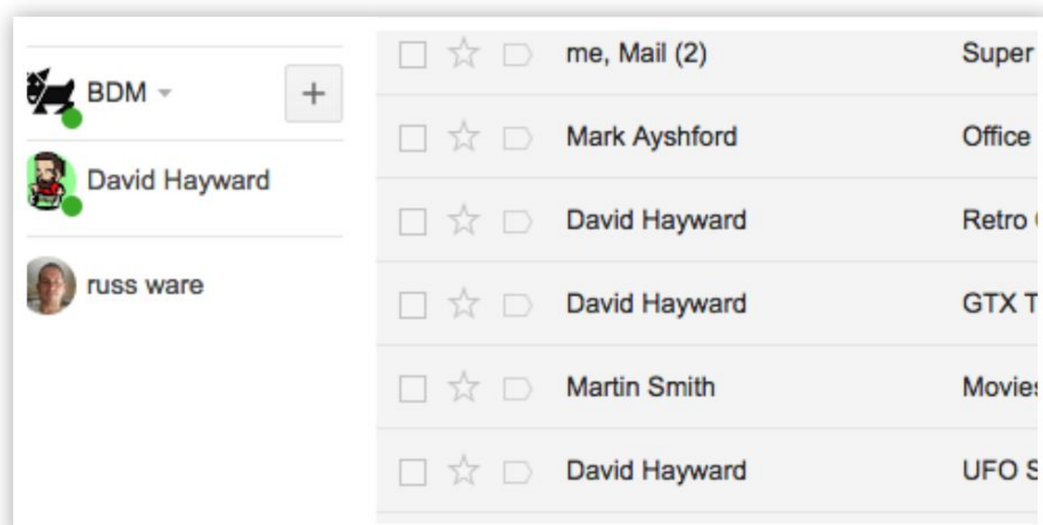
Step 2

Press the + icon, then in the search box at the top of this menu, type your friend's username. If they're already in your Contacts, Gmail will prepopulate their username. If they are not in your contacts, type their email address and click Invite to Chat.



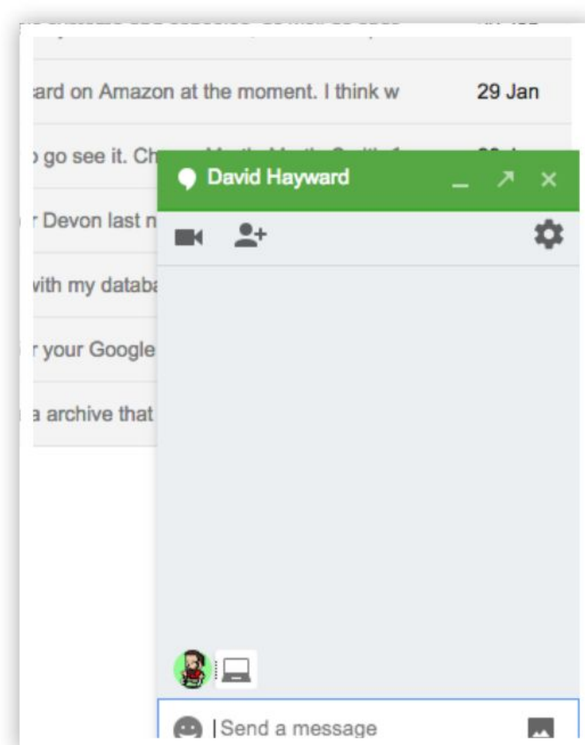
Step 3

Once someone has accepted your invitation (and if they are online) you will see a status button to the left of their name in your chat list, which indicates whether they're available (green); their name will show in bold if they have sent you a message.



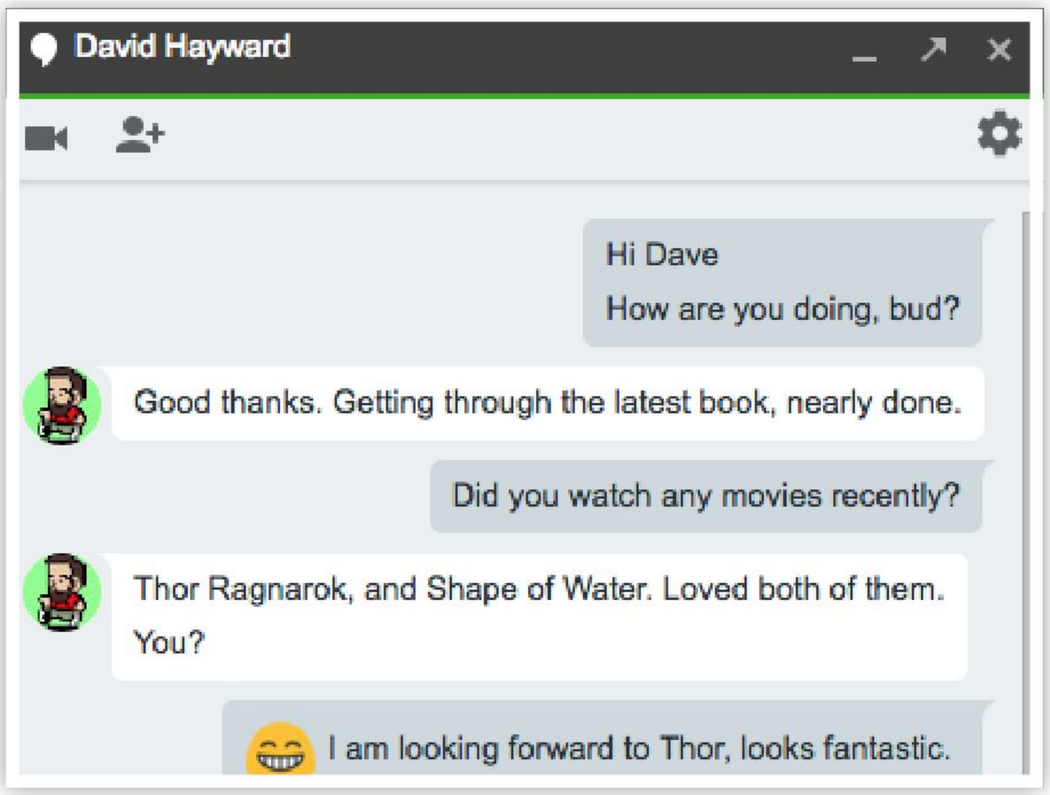
Step 4

To chat with someone who is available in your list, click on their name and a small chat window will open in the bottom right corner of the Gmail window. Click the arrow to the right of the contact's name to undock the chat window.



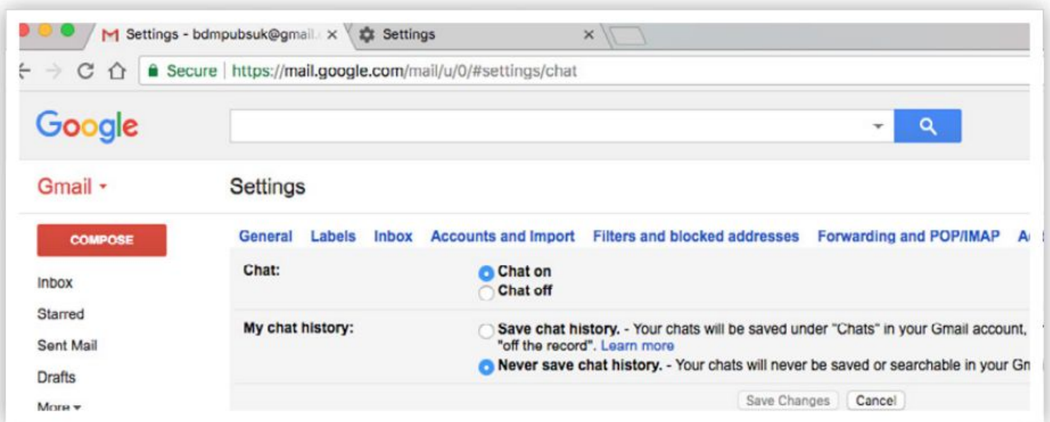
Step 5

Click in the text box at the bottom of the chat window to start typing. You can type as much as you like, the window will just expand. To add emoticons, either type a recognised emoticon symbol or click the smiley face in the chat box.



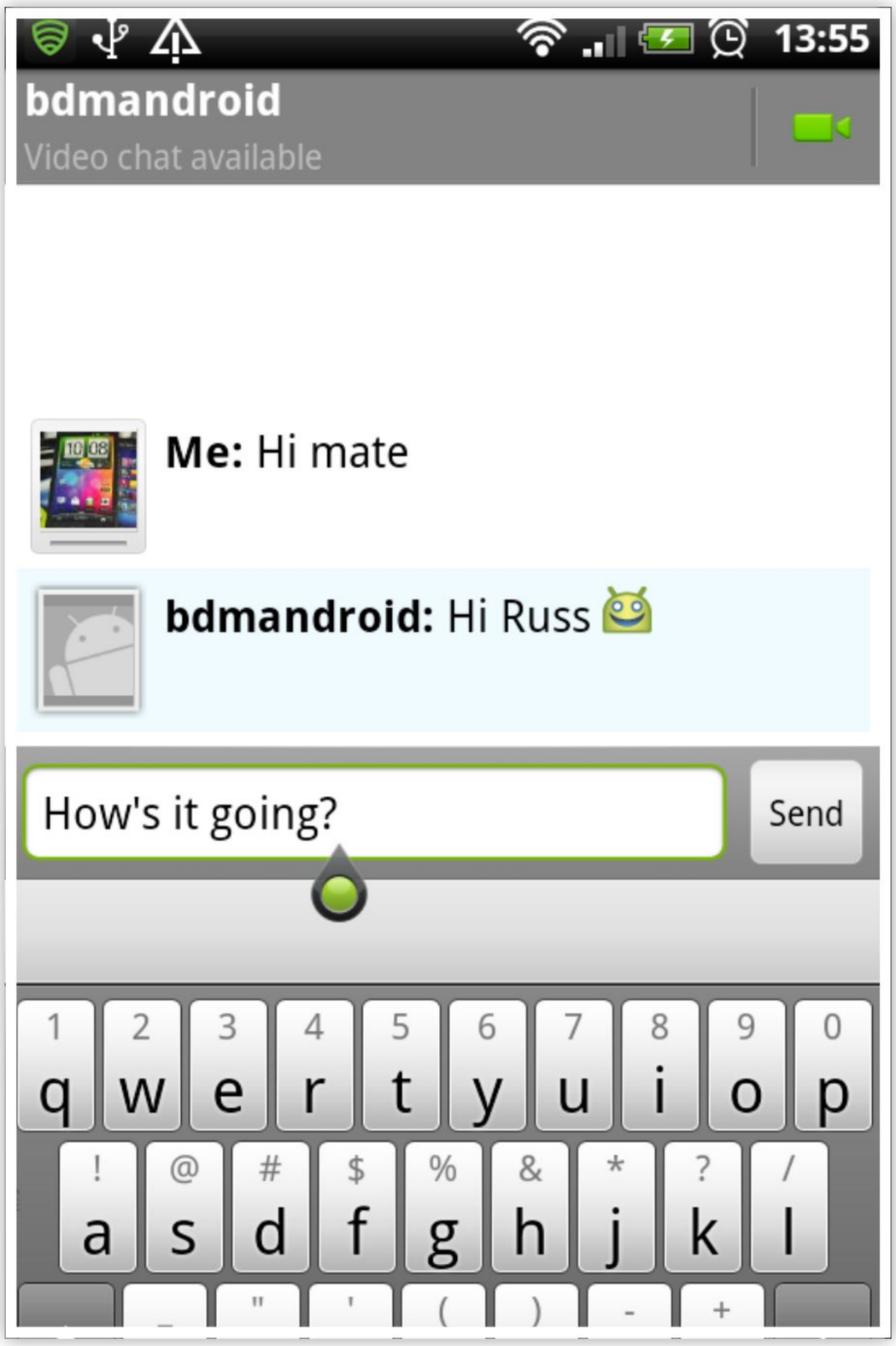
Step 6

By default, Gmail will store a copy of your chats in the chat history label. These are searchable in exactly the same way as emails. If you prefer not to keep a record of your chats, go to Settings > Chat and turn off the option.



Step 7

Just as we said previously, you can chat using a variety of Google products. If, for example, you have an Android phone, you will probably also have Google Talk. As long as they use the same Google account, they will share contacts.

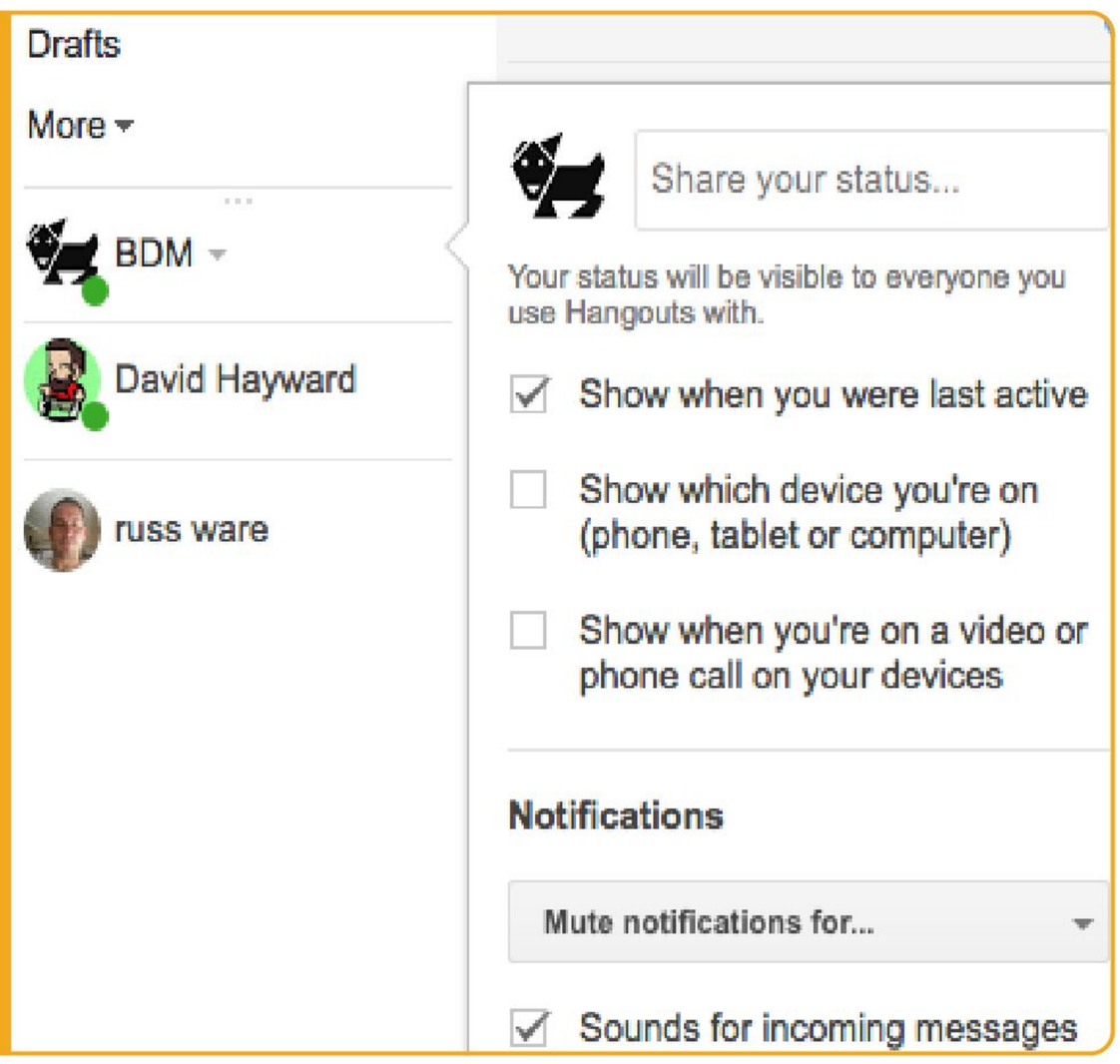


Chat Status

Your chat status controls your availability to chat with your friends. You can manually enter your status which can be viewed by all of your Chat contacts.

To change your status, click the down arrow next to your picture in the Chat list. Select the status you'd like to appear next to your name in your friends' chat lists. By creating a new status message, which appears beneath your name in your contacts chat list, select Custom messages from the status menu.

Your status message can be anything you want, from your favourite quote to a simple note to say you're hard at work or away from the computer. To clear your custom message, click the text under your name in Chat and delete it or select another message from the status drop-down menu.

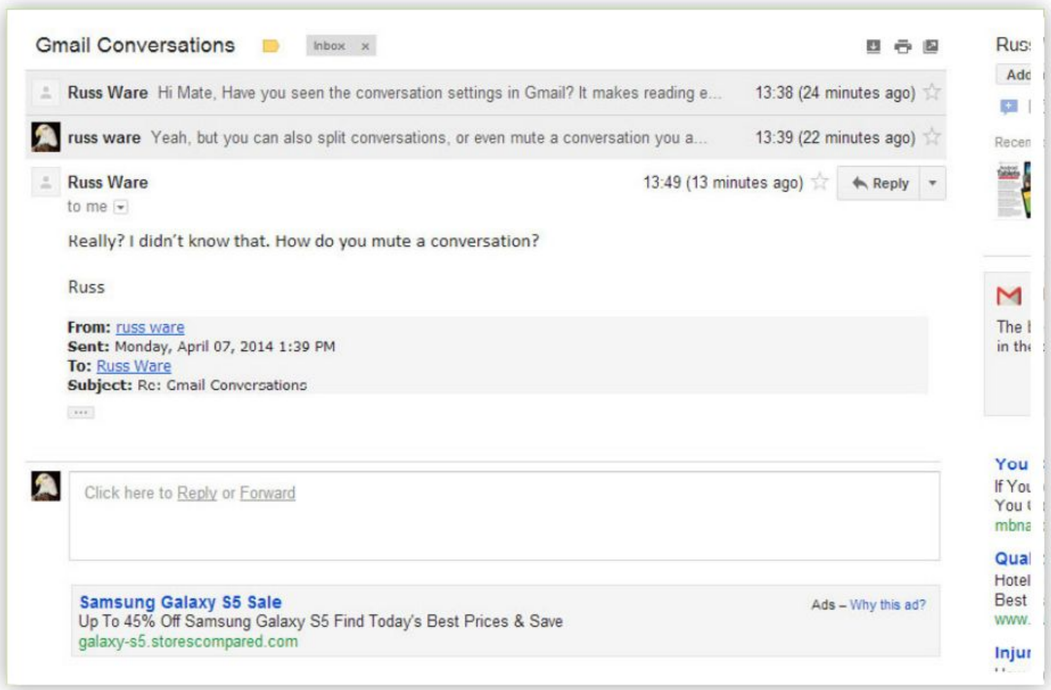


How to Use Gmail Conversations

Gmail groups all replies with their original message, creating a single conversation or thread. In Gmail, replies to emails (and replies to those replies) are displayed in one place. Here's how to use Gmail conversations to their best advantage.

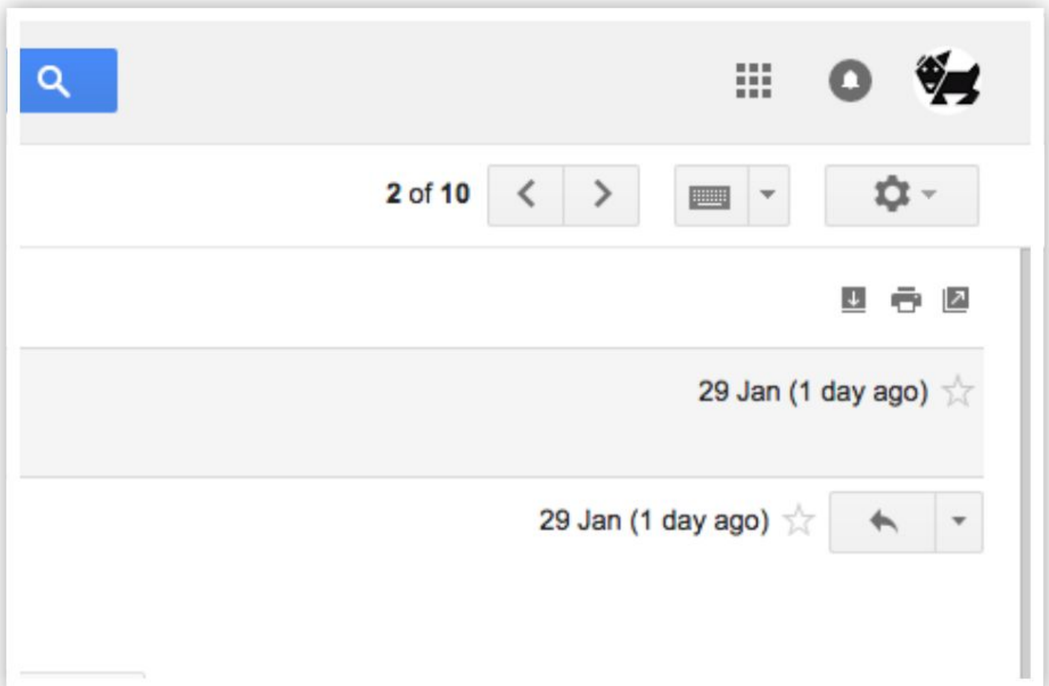
Step 1

When you open one message in a conversation, all of your related messages are stacked neatly on top of each other, called Conversation View. In Conversation View, each new message is stacked on top of the ones that arrived before it, so that the newest message is always the one you see first.



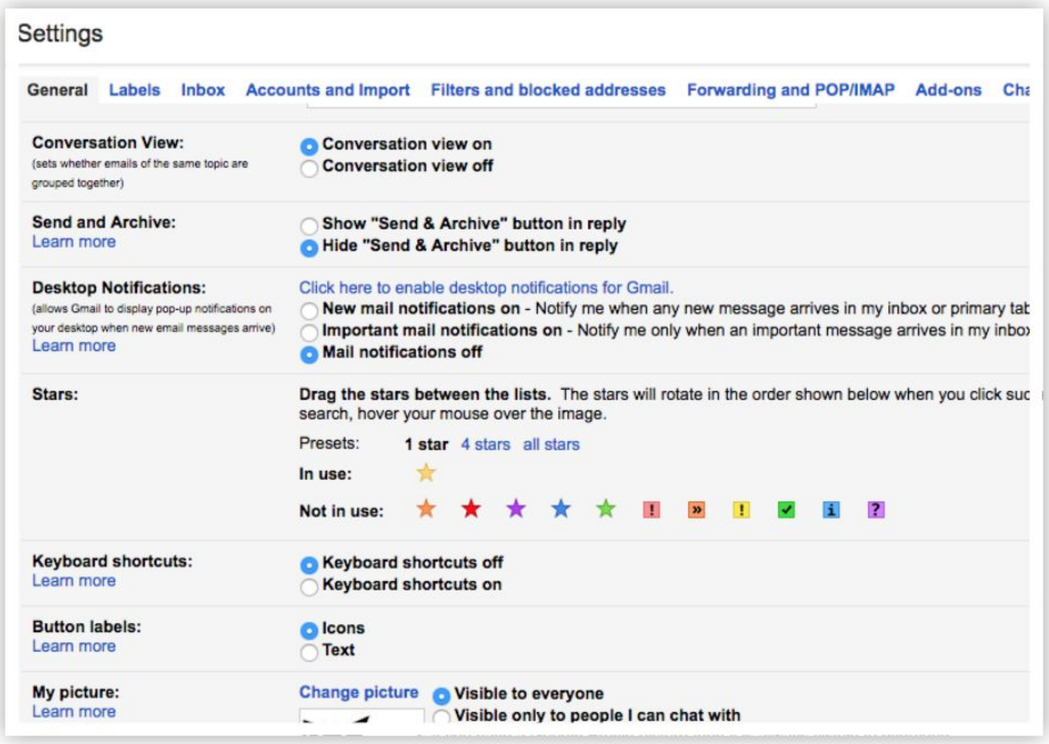
Step 2

To see all the messages in a conversation, just click the Expand all button. A conversation will break off into a new thread if the subject line of the conversation is changed, or if the conversation reaches over 100 messages.



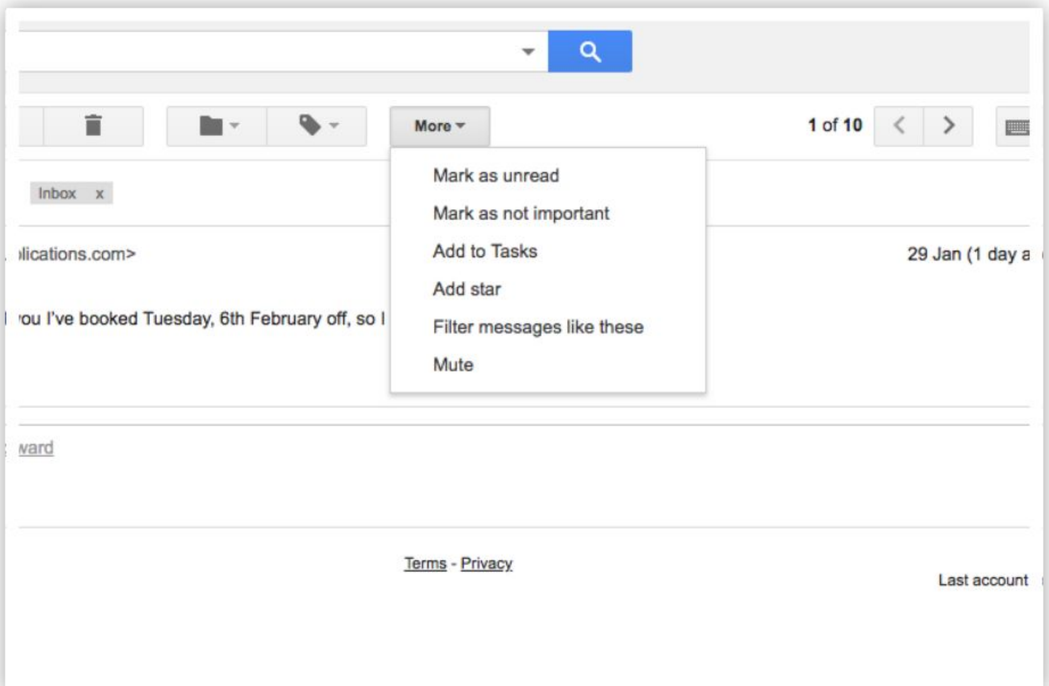
Step 3

If you like, you can change this setting so that replies aren't threaded into conversations but appear as individual messages in your inbox. To do so, go to the General tab of your Gmail Settings and check the box next to Conversation view off.



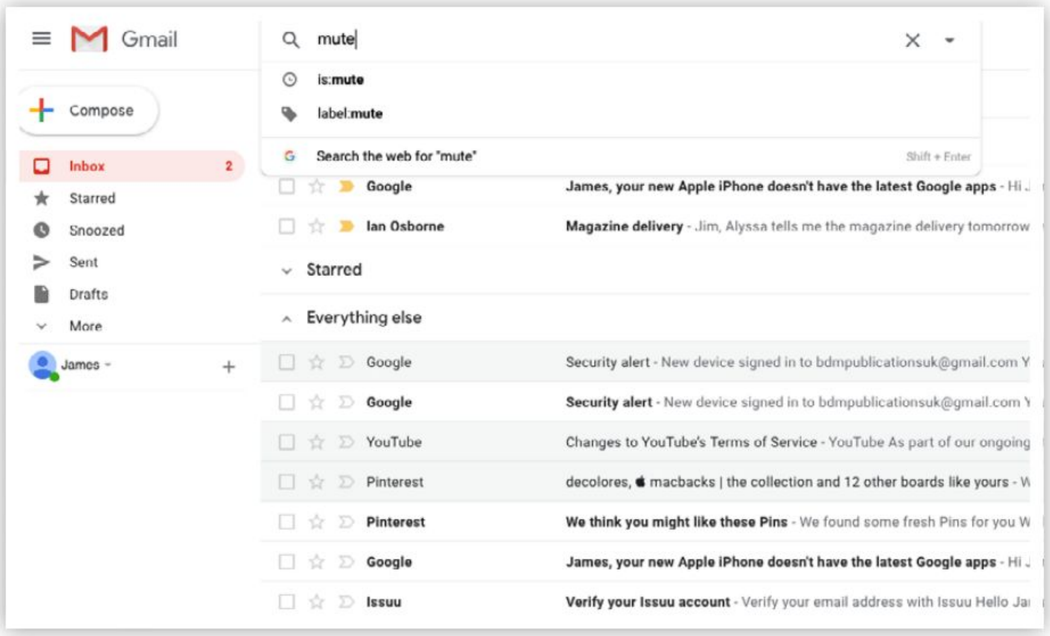
Step 4

If you're part of a long message conversation that isn't relevant, you can mute the conversation to keep all future additions out of your inbox. Open or select the conversation and click the More button above your messages. Select Mute from the options.



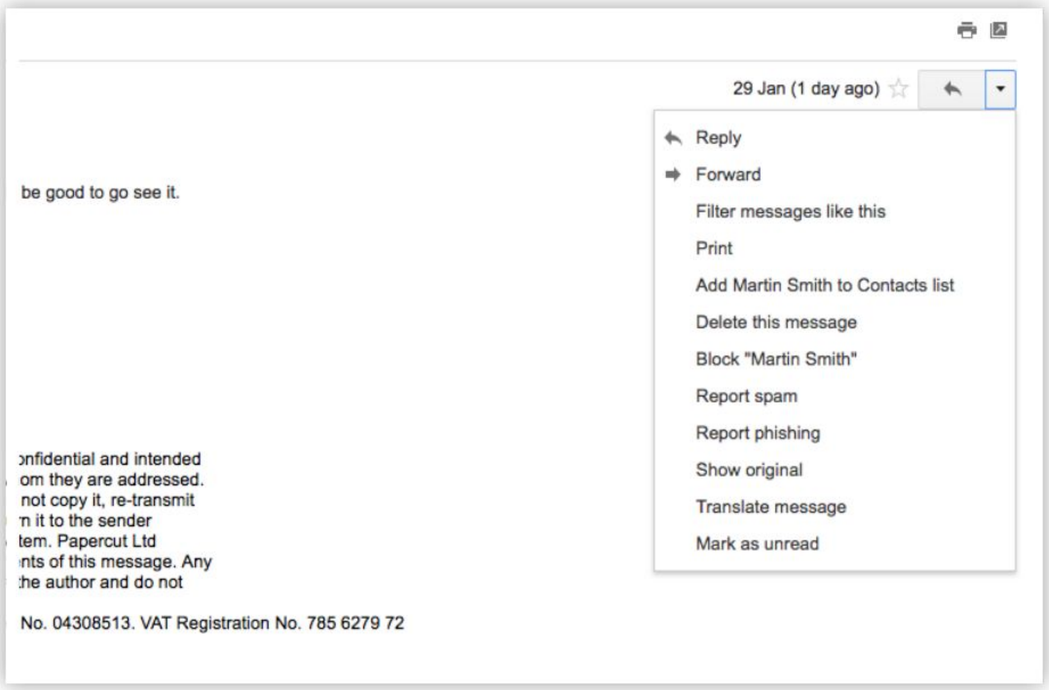
Step 5

If you need to find a muted conversation or if you accidentally muted a thread, don't worry. Muted messages are not marked as read and are still searchable. You can type is:muted into your Gmail search box to find all muted conversations.



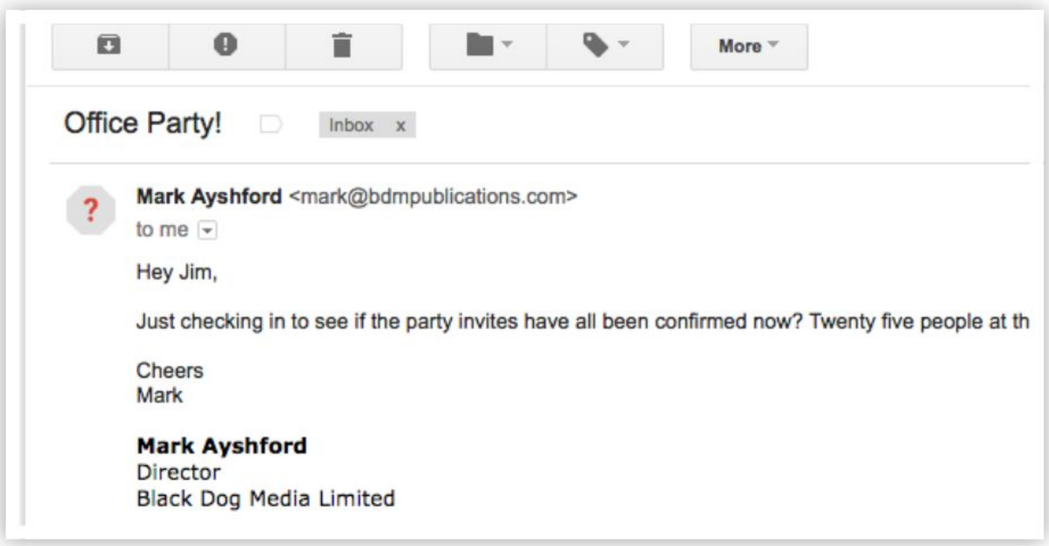
Step 6

Conversation View in Gmail can be confusing at times. To make things clearer and focus on a single reply, you can open a single email from a conversation string. To do this, open the Conversation and click on the top-right options Arrow (next to the Reply button).



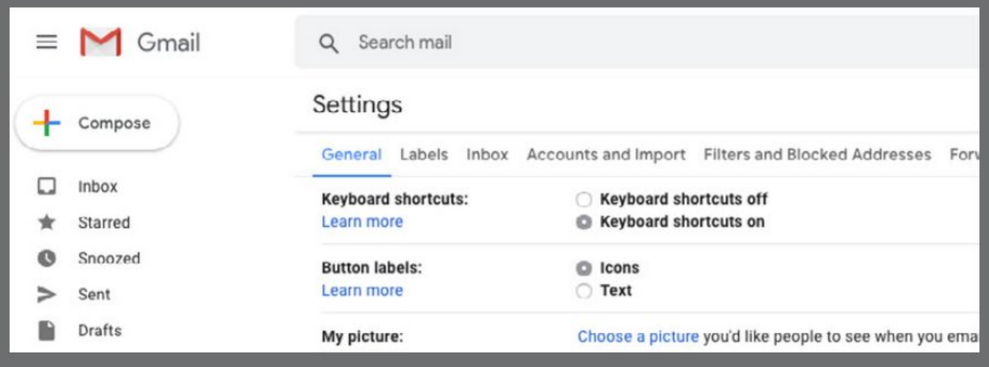
Step 7

From the menu choose Print. This will open a single email in a new tab or window. Close the print dialog window or press escape. The tab stays open so you can refer to the email and keep it open. To open a whole email conversation in a new tab, press Ctrl when you click on the email.



Using Gmail Keyboard Shortcuts

As you become more accustomed to Gmail and its many features, the use of keyboard shorts will vastly increase your productivity and make your Gmail user experience far easier.



How to turn on Gmail keyboard shortcuts

Click the gear in the top right corner of Gmail and, from there, select the Settings link. Then click on General, scroll down to the Keyboard shortcuts section and switch them on. Finally, select Save Changes at the bottom of the page.

Gmail Keyboard Shortcuts

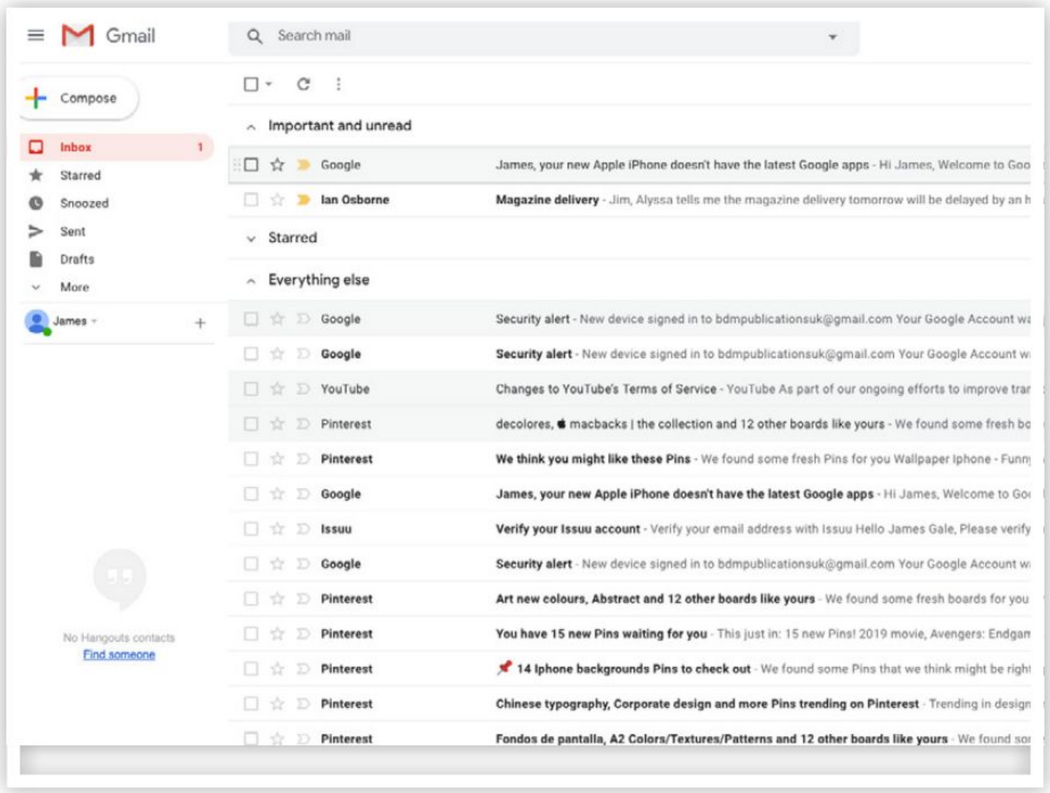
Shift + Esc:	Focus on the main window
Esc:	Focus on the latest chat or compose
Ctrl/Cmd +.:	Advance to next chat or compose
Ctrl +,:	Advance to previous chat or compose
Ctrl/Cmd + Enter :	Send
Ctrl/Cmd + Shift + c :	Add Cc recipients
Ctrl/Cmd + Shift + b:	Add Bcc recipients
Ctrl/Cmd + Shift + f:	Access custom from
Ctrl/Cmd + Shift + d:	Discard draft
Ctrl/Cmd + k:	Insert a link
Ctrl/Cmd + ; :	Go to previous misspelled word
Ctrl/Cmd + ' :	Go to next misspelled word
Ctrl/Cmd + Shift + ' :	Open spelling suggestions
Ctrl/Cmd + Alt + . :	Go to next section
Ctrl/Cmd + Alt + , :	Go to previous section
Ctrl/Cmd + z :	Undo
Ctrl/Cmd + y :	Redo
Ctrl/Cmd + Shift + - :	Decrease text size
Ctrl/Cmd + Shift + +:	Increase text size
Ctrl/Cmd + b :	Bold text
Ctrl/Cmd + i :	Italics text
Ctrl/Cmd + u :	Underline text
Ctrl/Cmd + Shift + 8:	Bulleted list
Ctrl/Cmd + Shift + 9:	Quote
Ctrl/Cmd + Shift + l :	Align text left
Ctrl/Cmd + Shift + e :	Align text centre
Ctrl/Cmd + Shift + r:	Align text right
Ctrl/Cmd + Shift + x:	Strikethrough
Ctrl/Cmd + \:	Remove formatting
g + I:	Go to InBox
g + t:	Go to Sent messages
g + d:	Go to Drafts
g + c:	Go to Contacts
g + k:	Go to Tasks

Create Tasks from Gmail

One of the most useful planning tools Gmail includes is the ability to create tasks from any message you receive. This tutorial will show you how to use this little known feature of the Gmail application to its full potential.

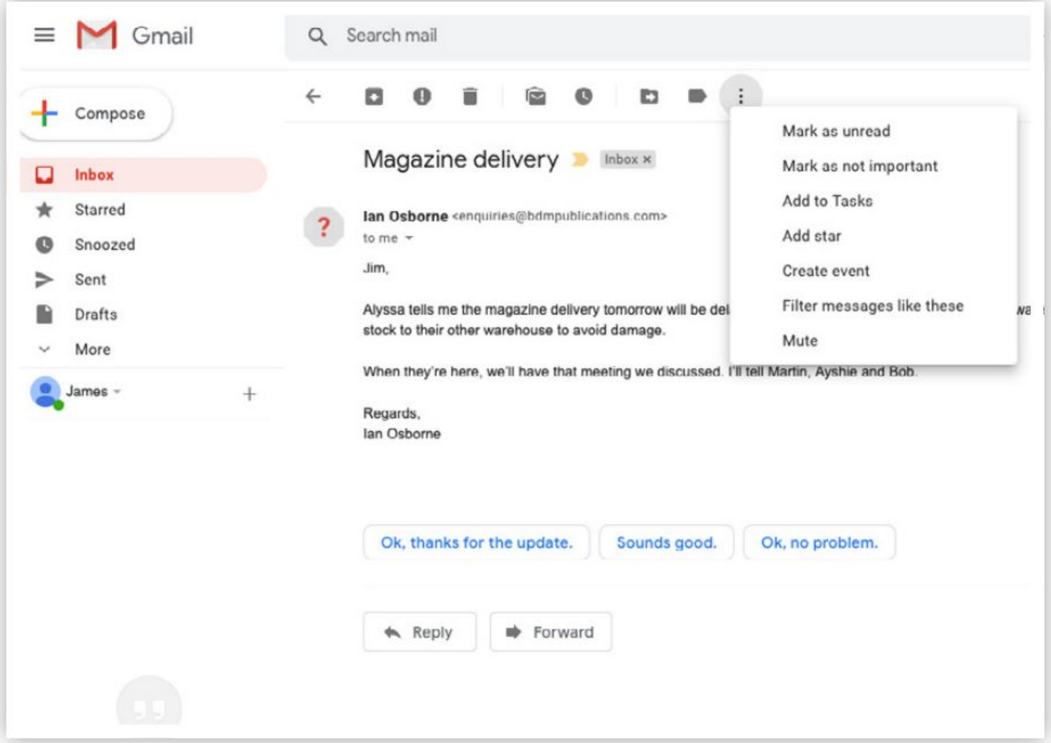
Step 1

Open Gmail on your computer and find the email you want to create the task from. Open the email or select it by checking the box next to it in the main inbox list. Both actions will bring up several new options along the top of the email pane.



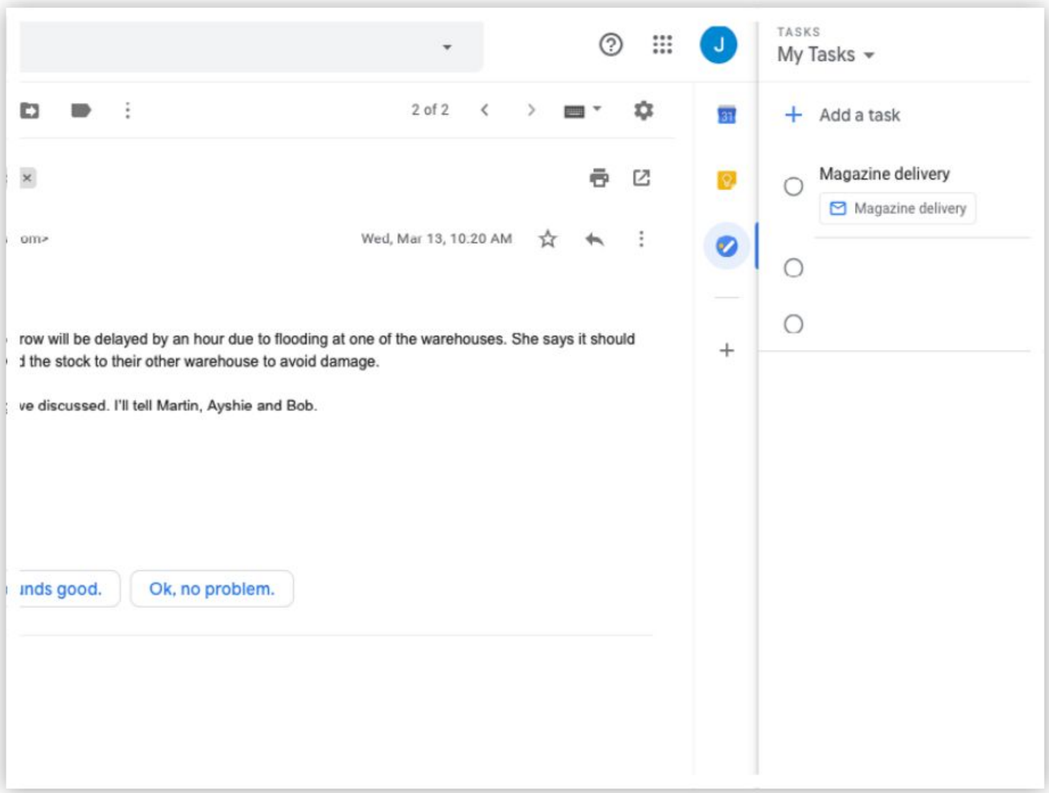
Step 2

Click the More button at the top and then click Add to Tasks. You can also use Shift-T. When you do this a tasks list panel will appear in the bottom right corner of Gmail. Any tasks you have added, from any source, will be listed here.



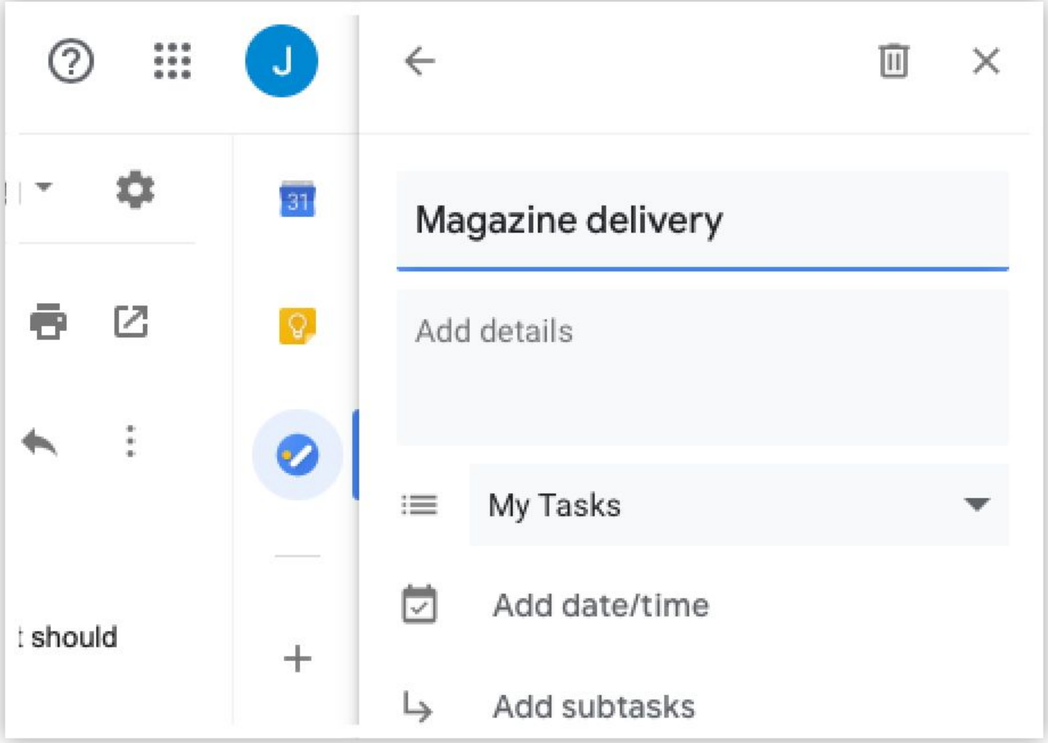
Step 3

The latest task will be shown at the top, labelled using the subject of the email. Click on the arrow next to the task title and you can change details such as the due date, add notes and move it to a different task list if you have one.



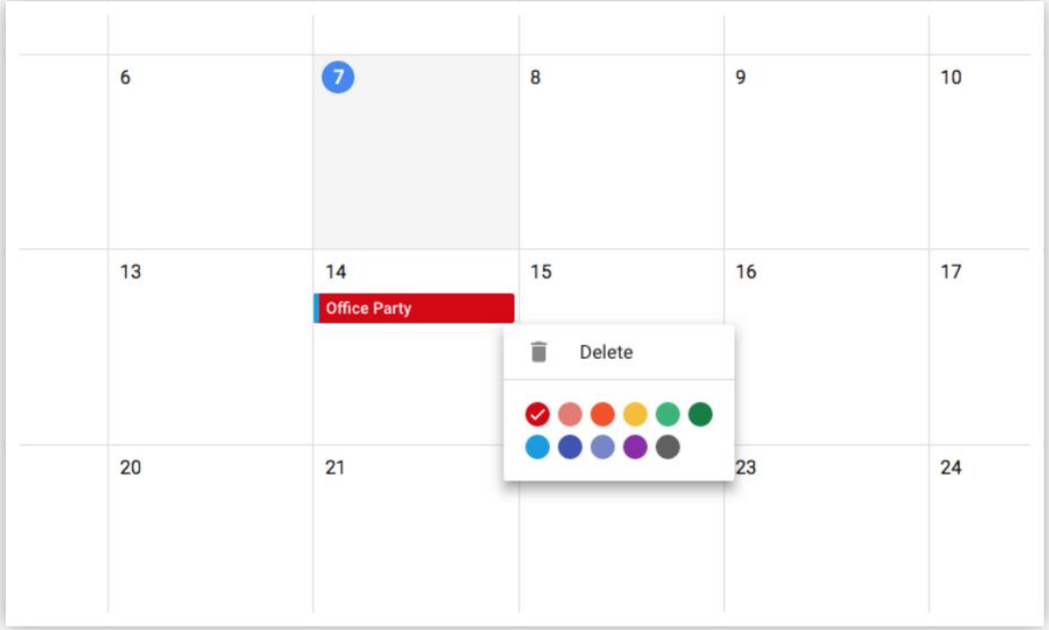
Step 4

To show a task as completed in the list, check the box next to it. The task will stay in the list as a reminder. If you want to remove a task from the list, select it and click the trash icon at the bottom of the Tasks pane. Once a task is removed, it cannot be restored.



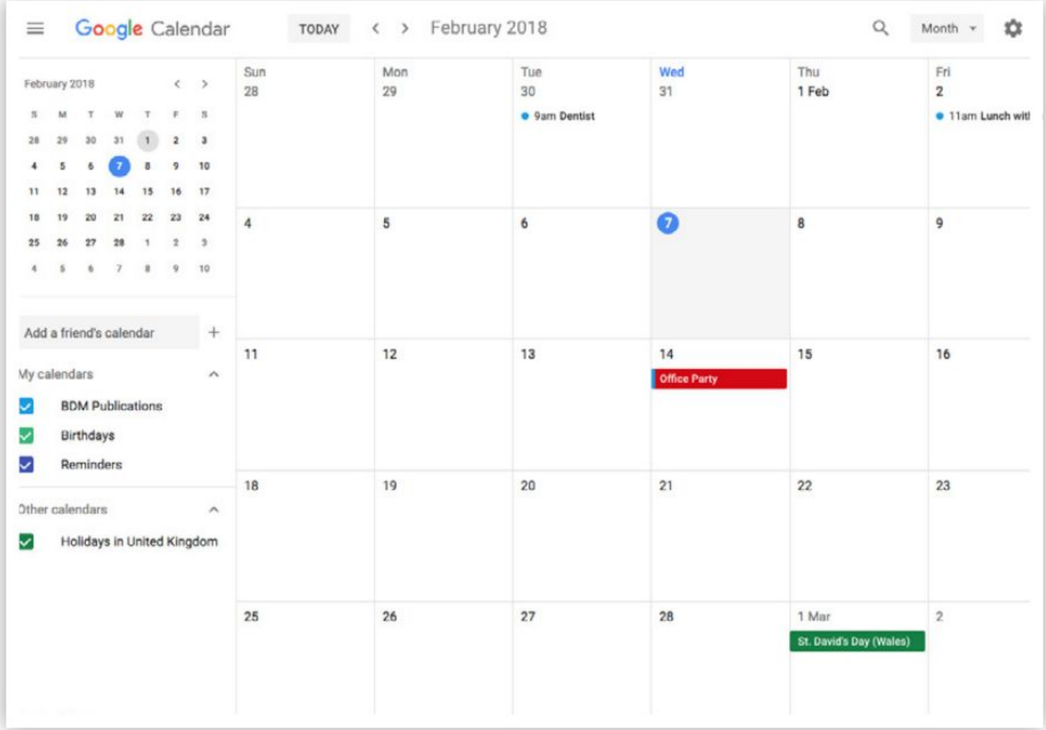
Step 5

Once you add a due date to a created task, it will appear in your Google Calendar on that date. If you go into Calendar and can't see the task, make sure that the Tasks option is highlighted in the left-hand sidebar. You can change the colour of shown tasks using the drop down menu.



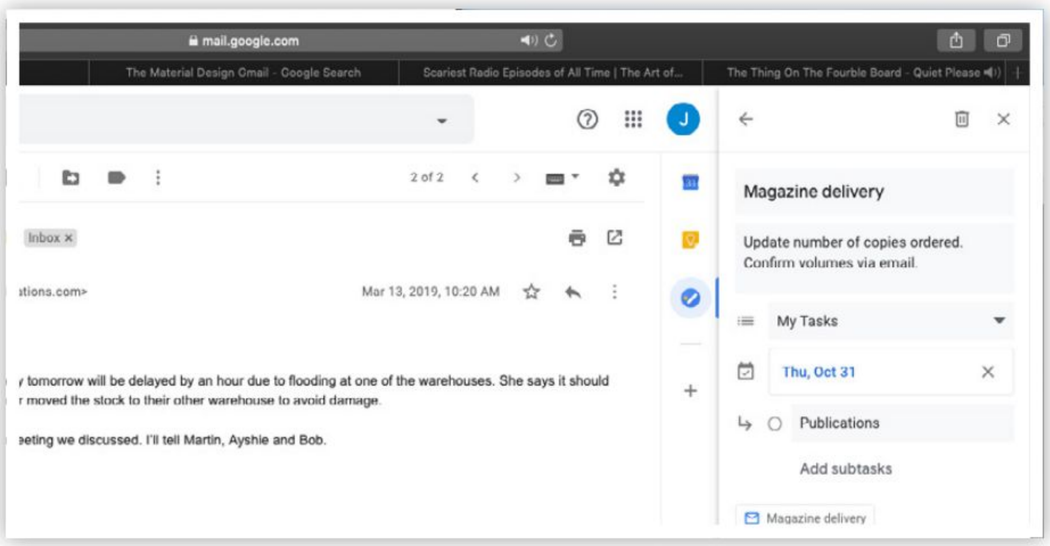
Step 6

When the Tasks option is selected in Calendar, a new sidebar will open on the right to show all tasks. You can manage tasks from here or from in the main Calendar panel. If you don't want the sidebar to be displayed, click the X to close it.



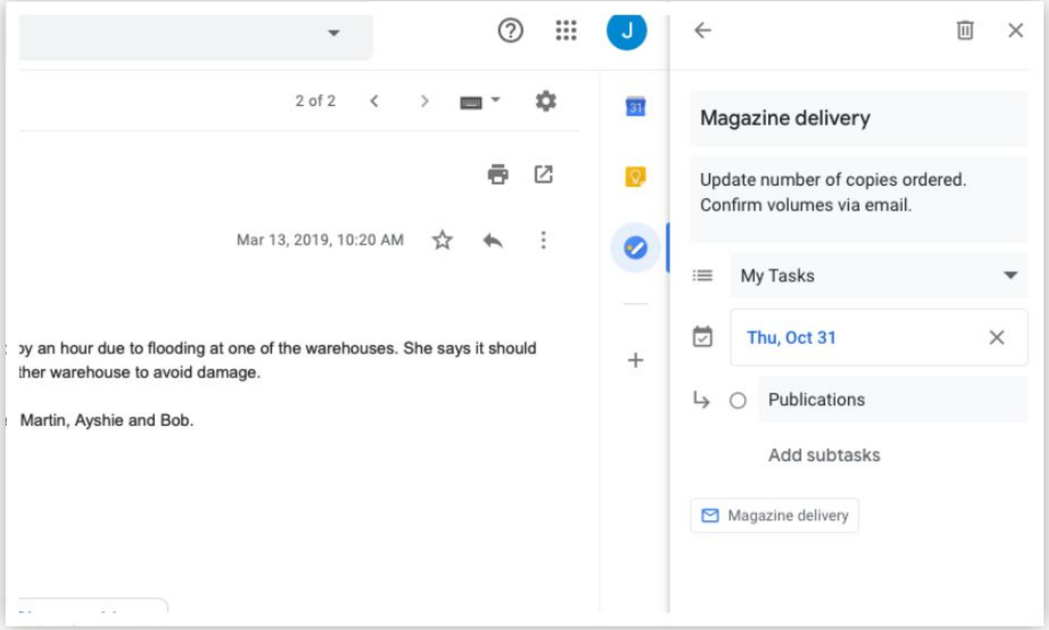
Step 7

Once you have created a task from an email, go back to the Tasks panel in Gmail where you can add additional tasks as part of that main task. To show that the task is a sub-task, you can indent it. Click anywhere in the tasks panel and hit Enter to add a task.



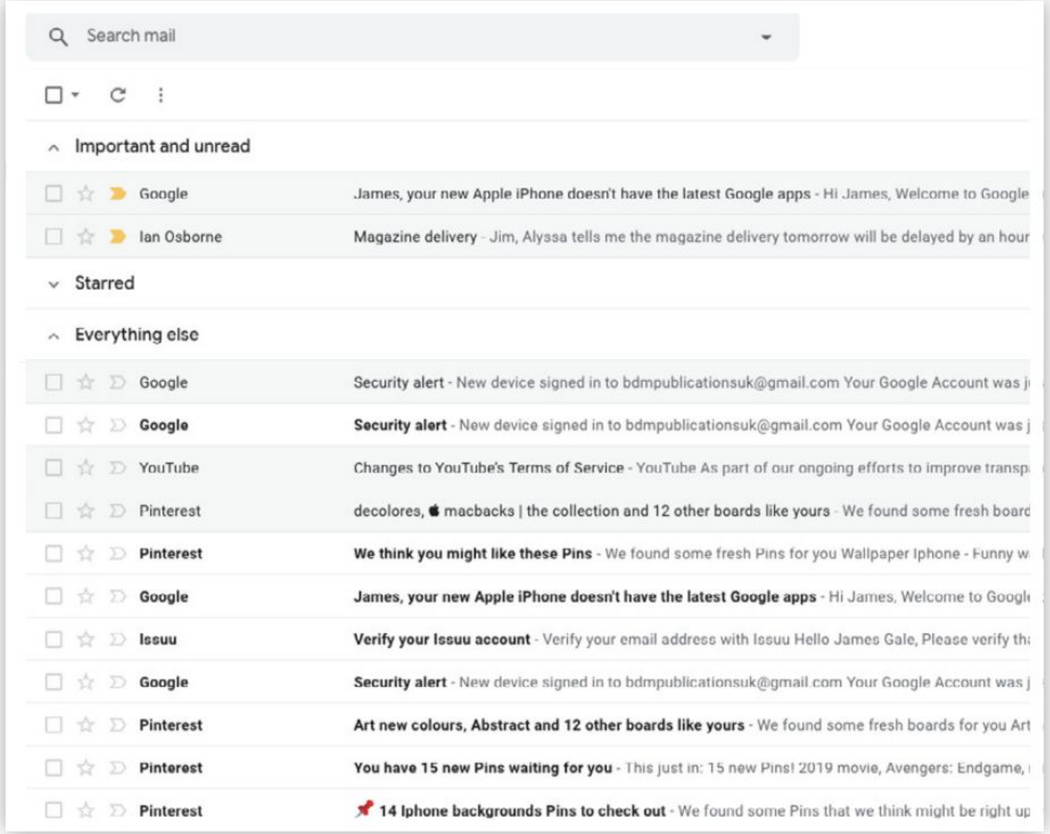
Step 8

Select the new task and type a title. Like any other task, you can use the arrow to go in and set a due date and notes. Go back to the list and highlight the sub-task. Click Actions and then select Indent. The title will indent, showing that it is part of the task above it.



Step 9

To remove an email association from a to-do item in Gmail Tasks, highlight the desired task (click anywhere in its title, for example). Press Shift-Enter and then click the X next to Related email option. Once the related email is removed, it can't be added again.



Tasks Shortcuts

Using the following keyboard shortcuts can speed up the processes above.

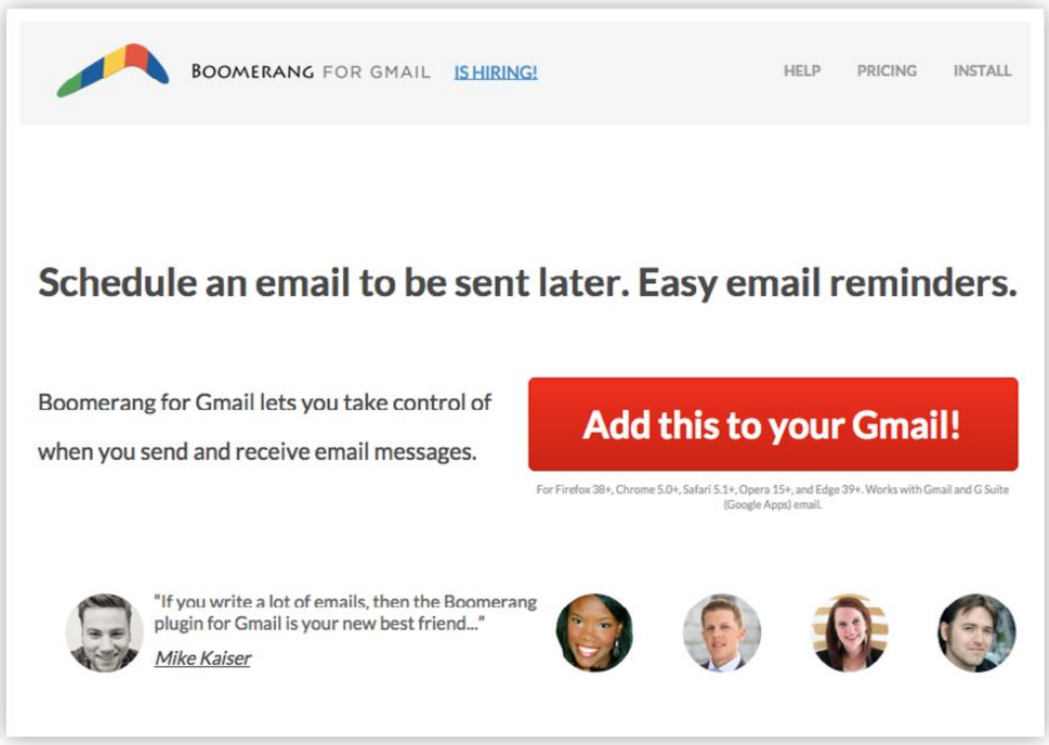
Shift + Enter:	Enters task detail view
Esc:	Exits task detail view
Space:	Marks a task complete or incomplete
Enter:	Enters inline edit mode
Backspace:	Deletes a task
Alt + Up:	Moves selected task up
Alt + Down:	Moves selected task down

Schedule Your Gmail Messages

With an additional bit of software, Gmail can be set up to send specific emails at scheduled times. This is particularly useful if you are sending emails to recipients in different time zones.

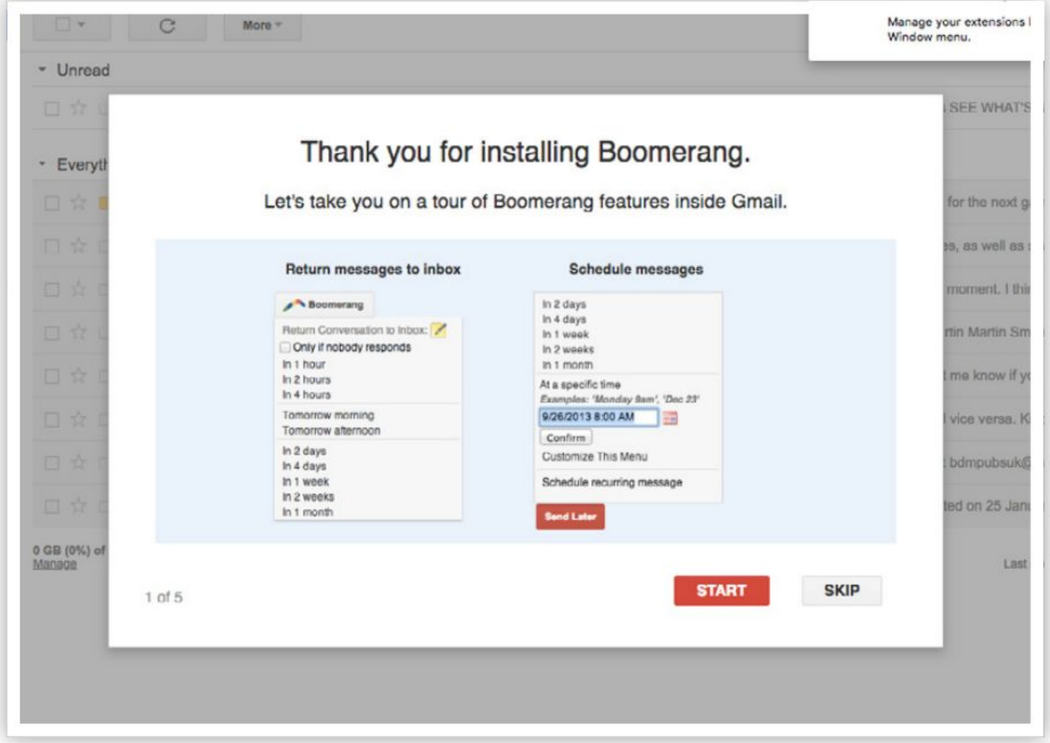
Step 1

The first thing you need to do is download and install the Boomerang software for Gmail. Open your Chrome browser and search for "Boomerang for gmail" or point your browser to www.boomeranggmail.com. In addition to letting you schedule emails, Boomerang offers several other features that we will look at here.



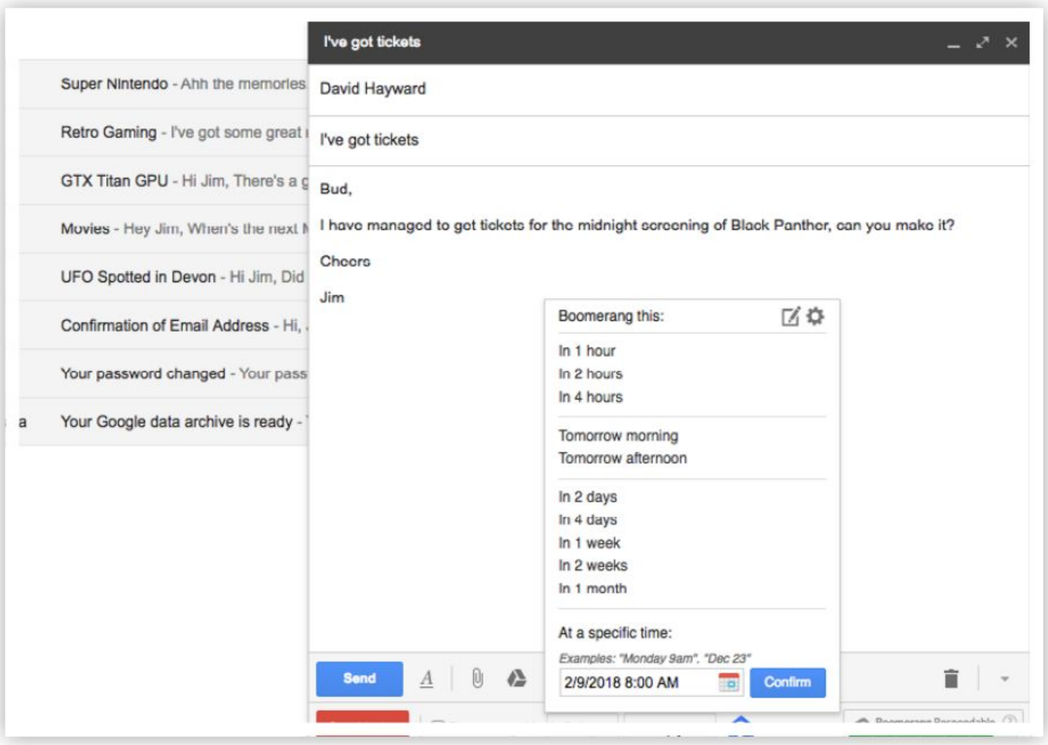
Step 2

With Boomerang installed you will see a new Send Later button with a Boomerang icon. You can now write an email when it's convenient, then schedule it to send automatically. Just write the message as you normally would, then click the Send Later button.



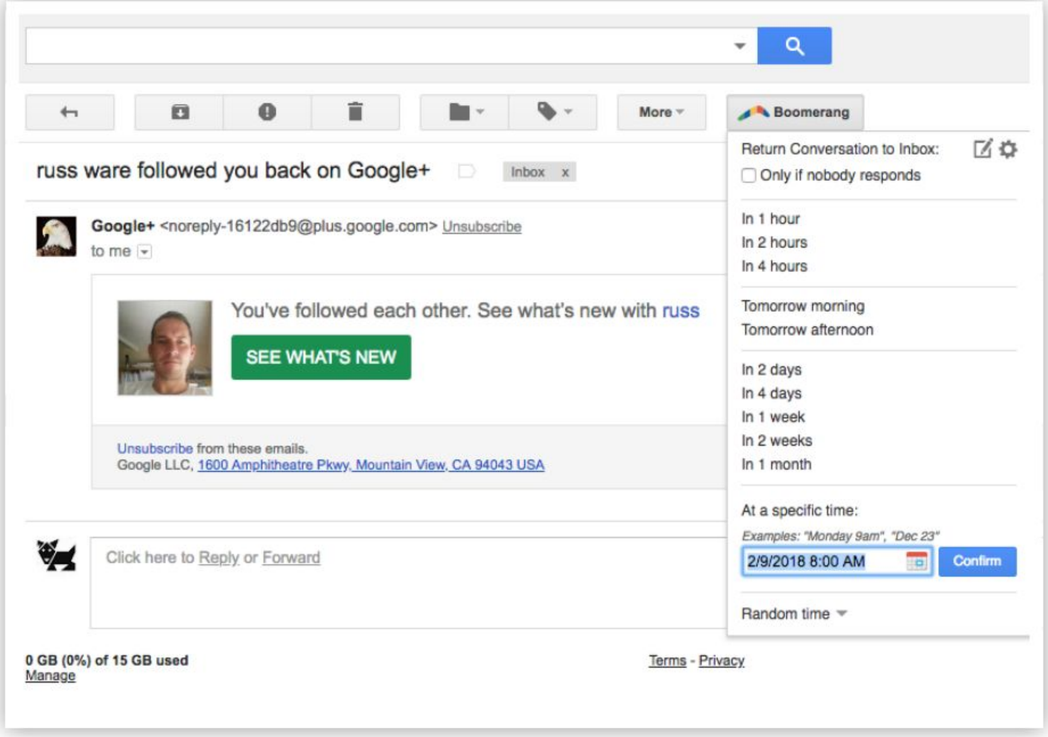
Step 3

From the popup menu, schedule the sending time with either the handy calendar picker or text box. The smart menus display your most frequently used scheduling times for easy access. Boomerang will then automatically send your message at the chosen time, without you having to worry about it.



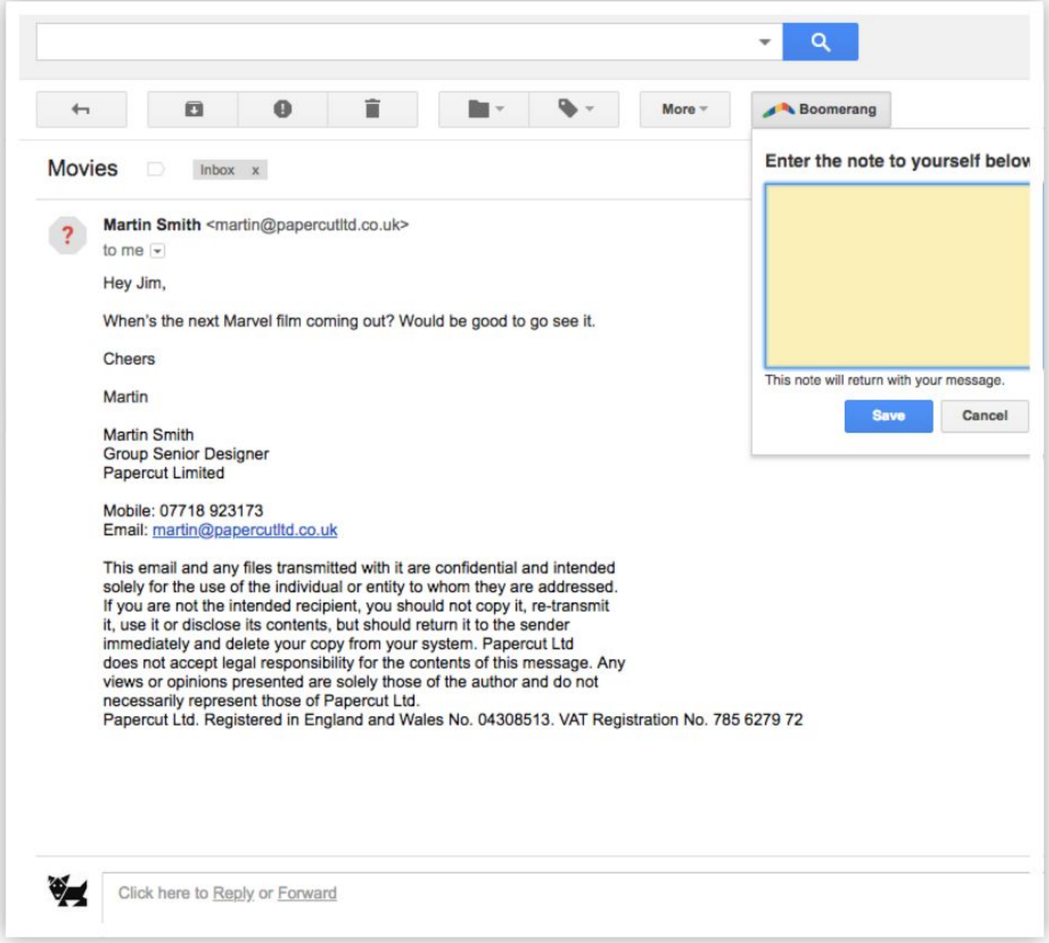
Step 4

You can also set up email reminders. This means taking messages out of your inbox until you actually need them. At the scheduled time you chose, the software will bring it back to your inbox, marked unread, starred or even at the top of your message list.



Step 5

This function is useful to remind yourself about stuff that is weeks or months away but you may forget why you wanted to keep it in the first place. You can attach a note to the message as you schedule it. When the message returns to your inbox, your note will be added to the email thread.

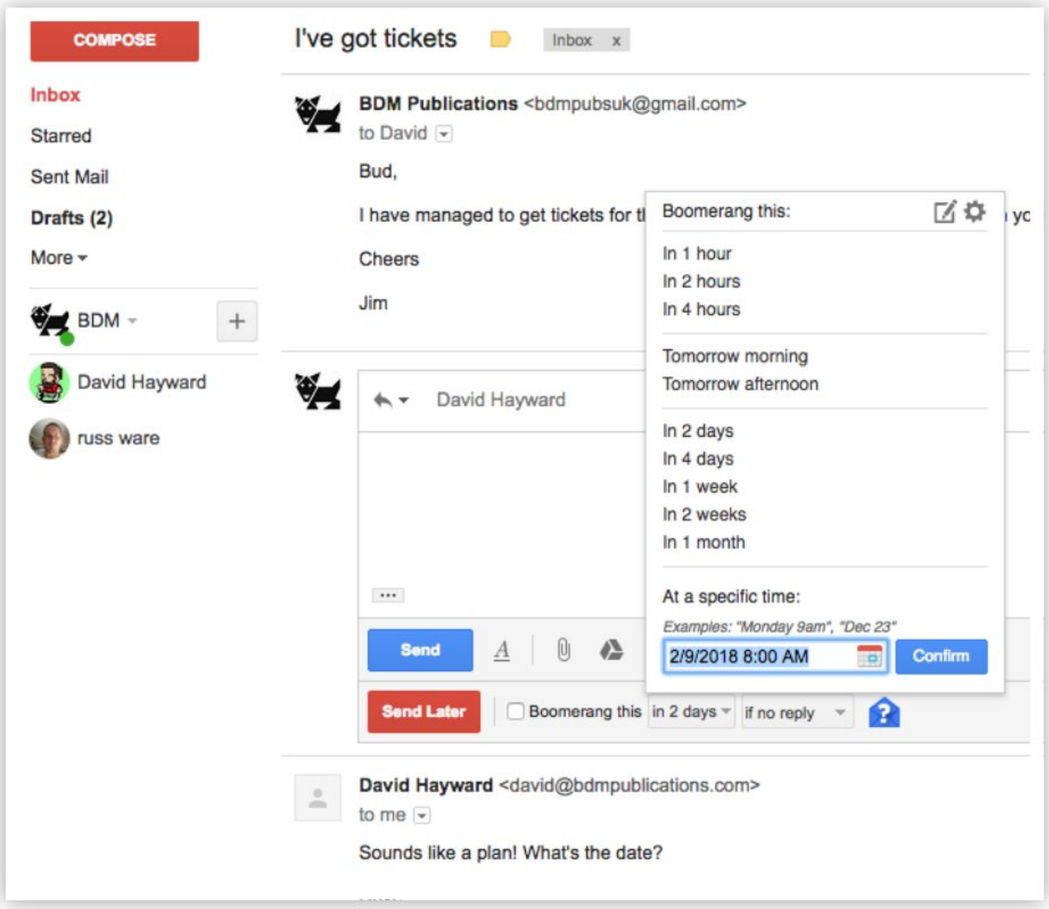


Boomerang Extras

Boomerang is a useful and rather powerful tool that can play an increasingly important part in how you use your Gmail account. Here we will be looking at some of the extra functionality it offers.

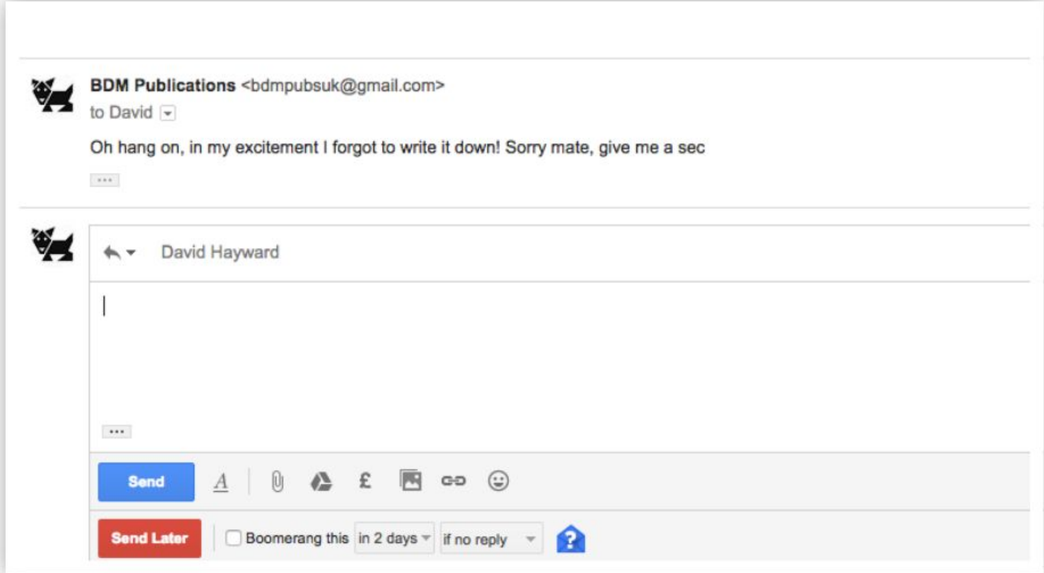
Step 1

One of Boomerang's other useful features is tracking responses. When writing an email, you can set Boomerang to give you a reminder if you don't get a reply after a certain amount of days. If the message comes back to your inbox without a response, you can then react by sending another email to follow up.



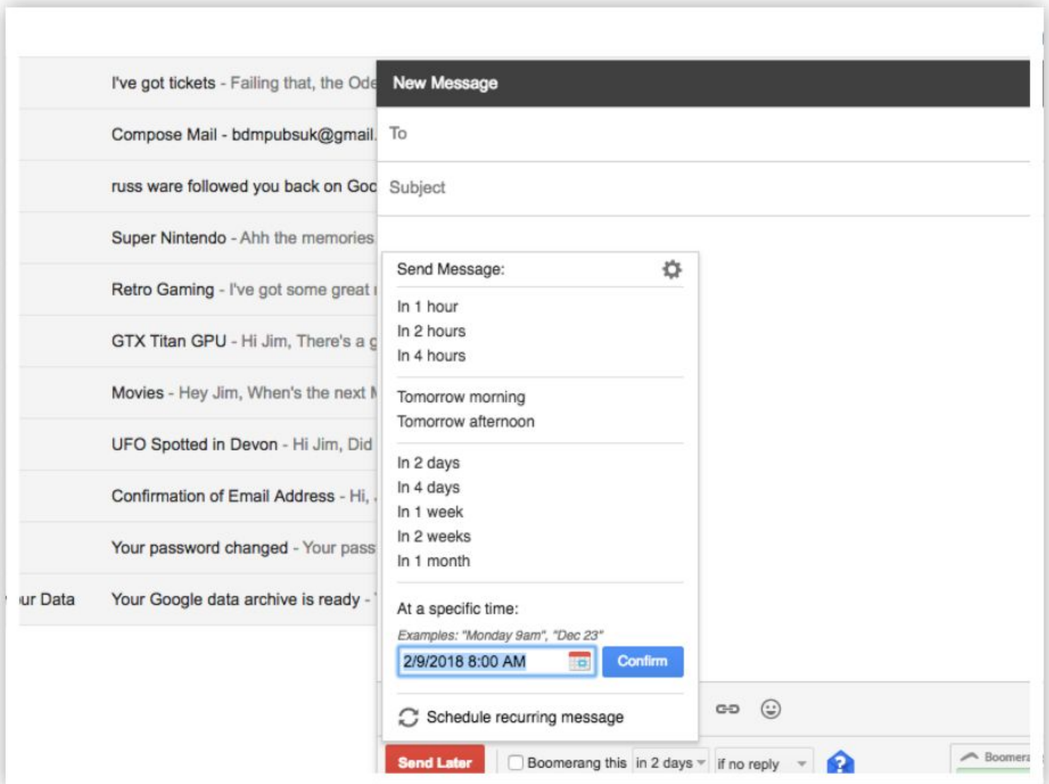
Step 2

You can schedule your follow-up message as you're writing the original email. If the person replies to your original email, Boomerang will detect the response, and will not send the second email. If they don't reply, the software will send the follow-up message automatically, without you having to think about it.



Step 3

You can also send recurring emails. All you have to do is write a message as you normally would, then click Schedule Recurring Message from the bottom of the Send Later menu. From the menu, you can then choose the start date, frequency, day of the week to send and end date.



Step 4

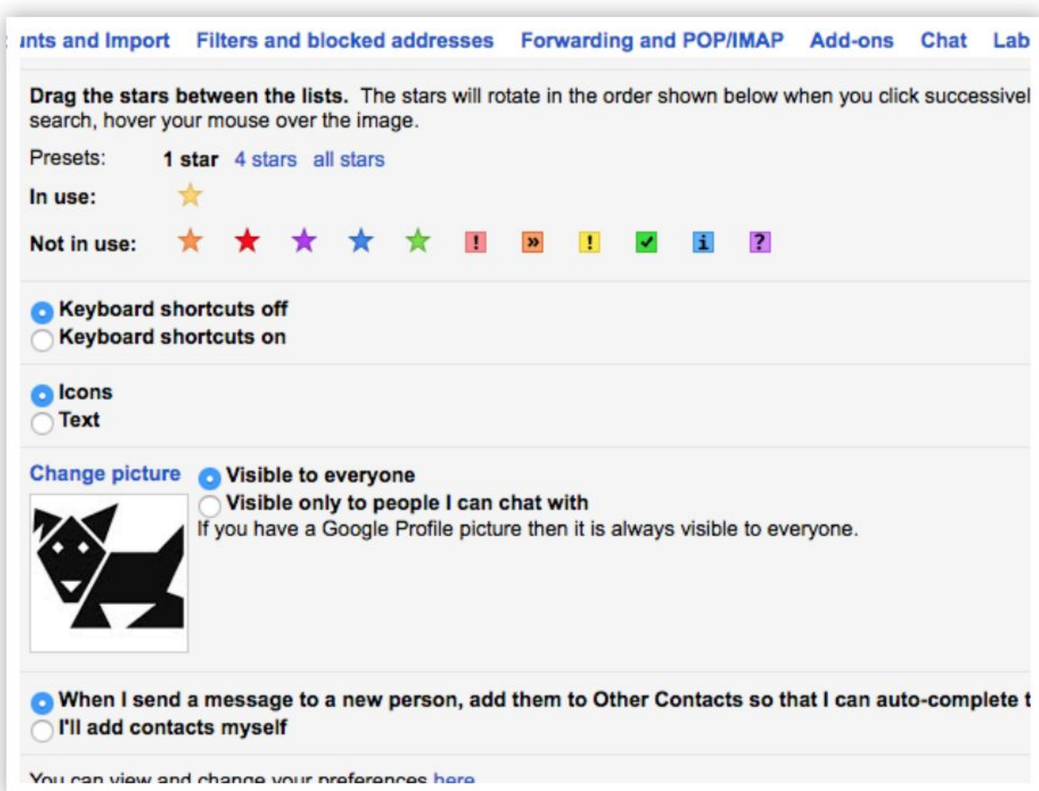
To remove Boomerang from your computer, first uninstall the plug-in from your browser. Now revoke Boomerang's access to Gmail data. Right click the Boomerang icon in your browser and click Manage Extensions. Now disable Boomerang and then click the Bin icon to delete it.

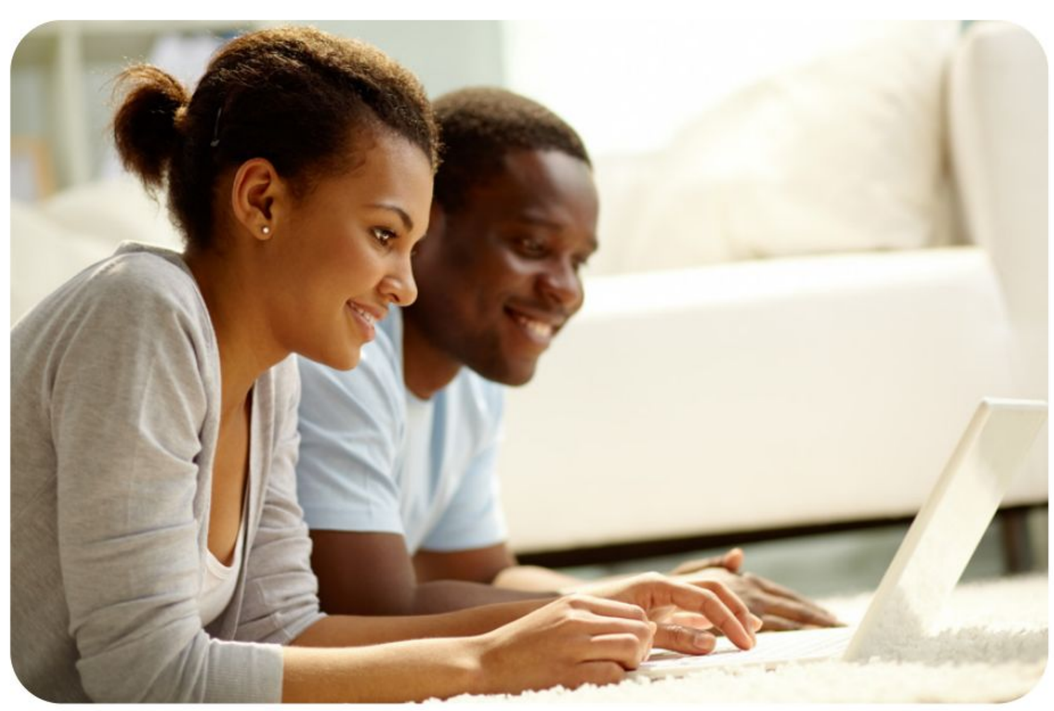
Gmail User Tips and Tricks

You can be up and running with the basic Gmail in seconds, or you can spend ages customising it and getting it set up in several different ways. Even if you have been using Gmail for a while, there are probably dozens of tricks that you never even knew were possible.

Add Stars to Messages

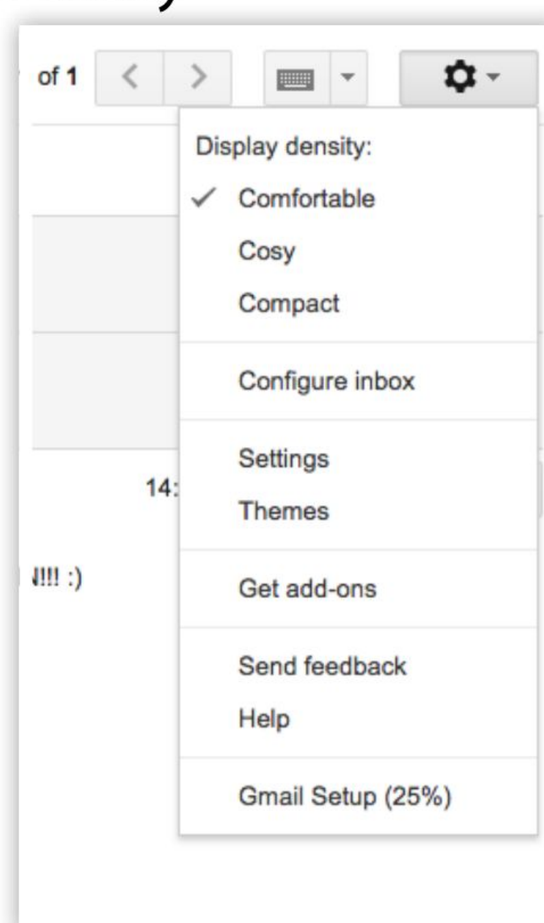
You can mark a conversation or message that appears next to the item in your inbox with a star. Stars can be an eye catching way to mark a special message or even a great visual reminder to follow up on an item later. Stars will only appear to you and not to anyone else, so you won't offend your friends by starring their messages rather than reading them. To star a message from your inbox, just click the Star icon next to the sender's name. You can also add a star when reading a message by clicking the icon on the top right of the message.





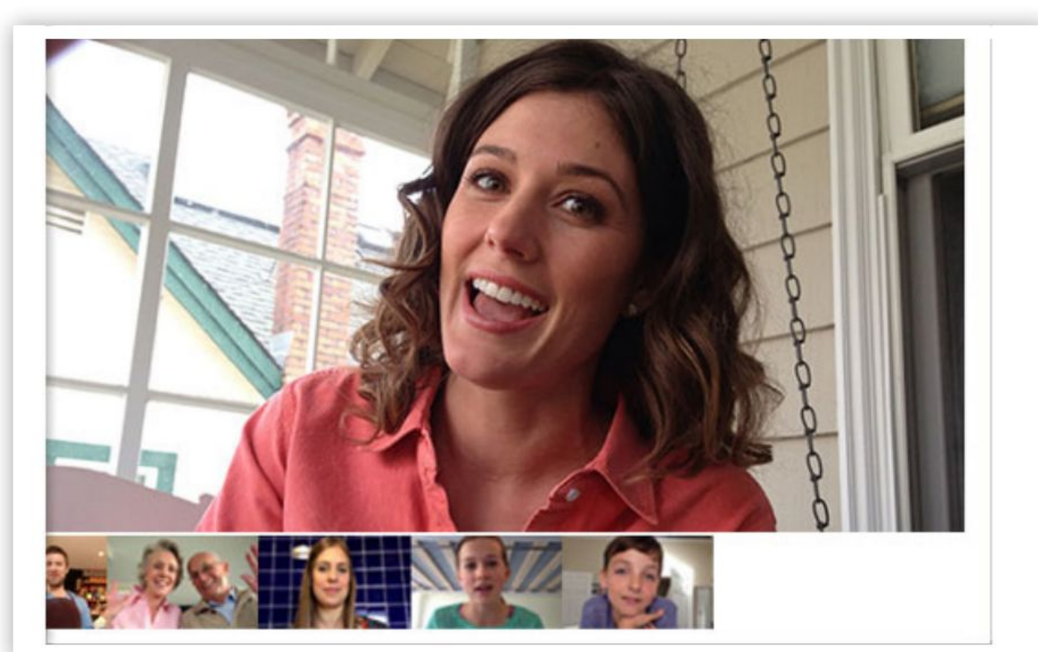
Customise Display Density

Gmail automatically adjusts the amount or "density" of information on a page when you adjust your browser window or when you use different sized screens. If you prefer a denser view whatever size your monitor, you can set a limit on your Default Density. This setting reflects the lowest density (the most space) permitted for your account. Choose how many messages are on your screen at a time by clicking on the gear icon and then selecting from Comfortable, Cosy or Compact.



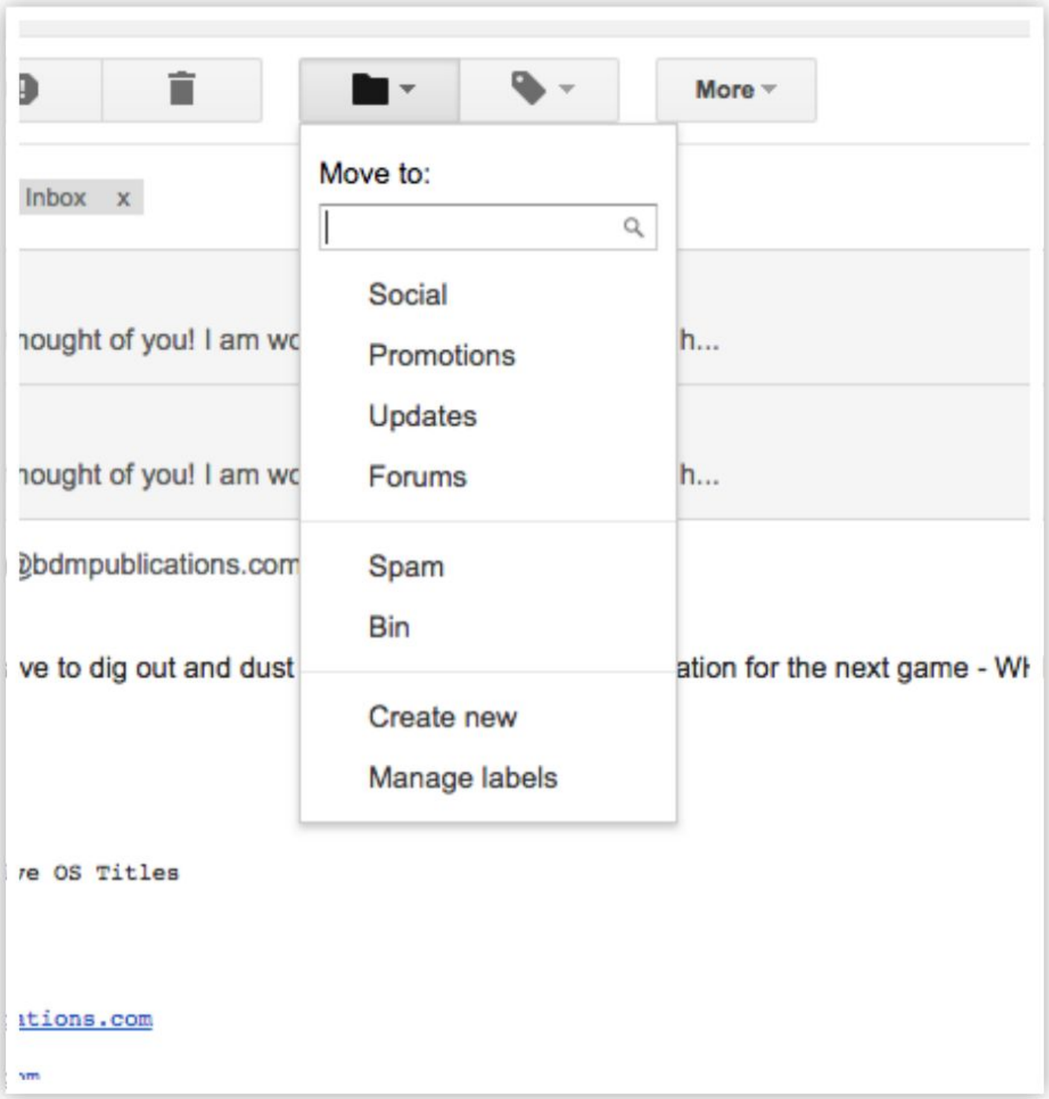
Voice and Video Chat

With Gmail, you can now use voice and video chat services such as Google+. From within these services, you can have an actual conversation with someone or even chat face-to-face over video. To get started, download the voice and video chat plug-in from www.google.com/chat/video, quit all open browser windows and install the plug-in. Sign in to Gmail, Google+ or Chrome OS device.



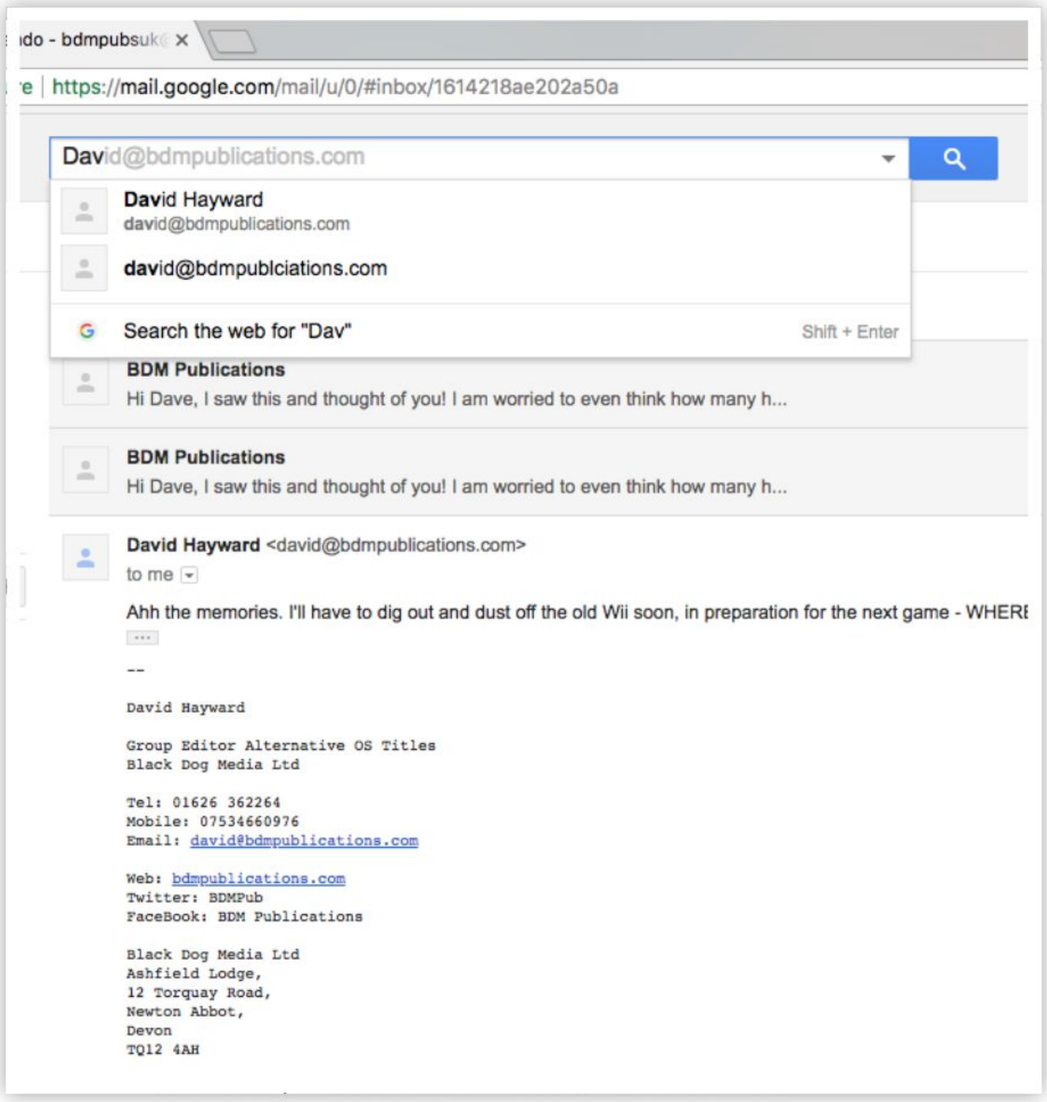
Labelling Your Emails

Labels help you organise your messages into categories such as work, family, to-do, read later, jokes, recipes, etc. Labels do all the work that folders do but with the added bonus that you can add more than one to a message. Only you can see your labels, so whether you mark a message with "Best friend" or "Read later", the sender will never know. You can create a new label for a message in your inbox by selecting the box next to the message, clicking the Label button above your message list and then clicking Create New.



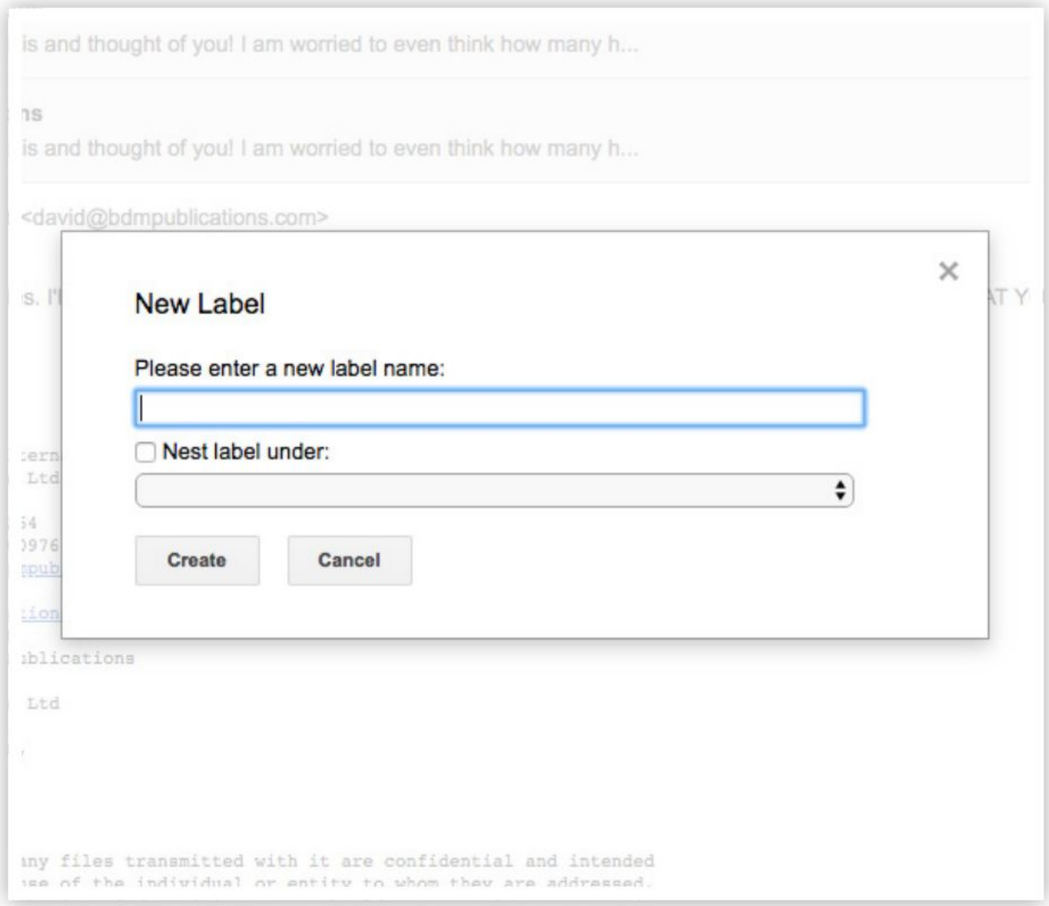
Search Your Mail

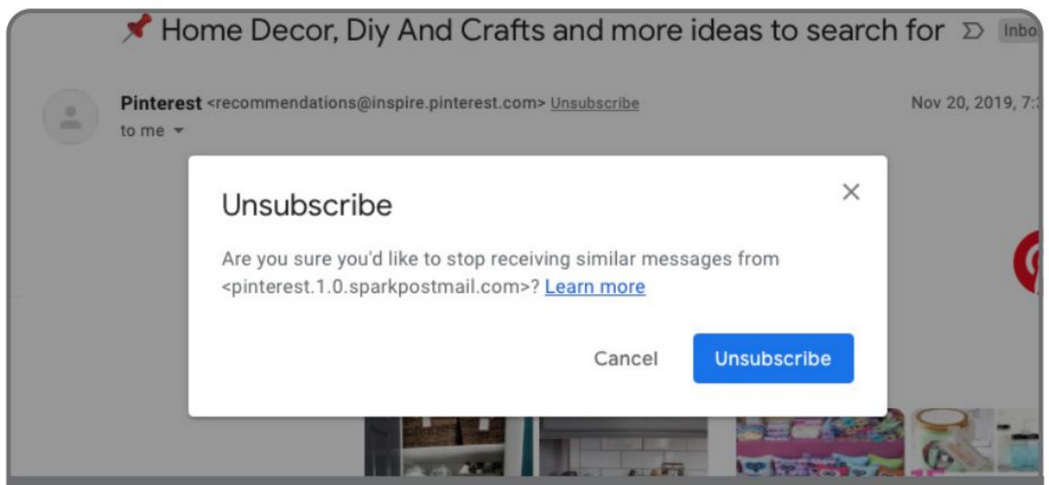
It can be a pain to scroll through hundreds of old emails just to find the one you need, which is why you might want to try searching for it instead. For example, if you're looking for a message that contains the word "shopping", simply type "shopping" in the search field and click the Search button. Your results will be displayed with your search results and within the message highlighted in yellow. If you're having trouble finding the result you want, you can refine your query by clicking the small arrow in the search box and entering your criteria in the appropriate fields.



Clean Up Your Inbox

You can use the Move To button at the top of your inbox to easily move a message out of your inbox and add a label at the same time. If you have lots of labels, you can pick the one you want by typing the first couple of characters and letting auto-complete find the right one, or alternatively create a new one.





Instant Unsubscribe

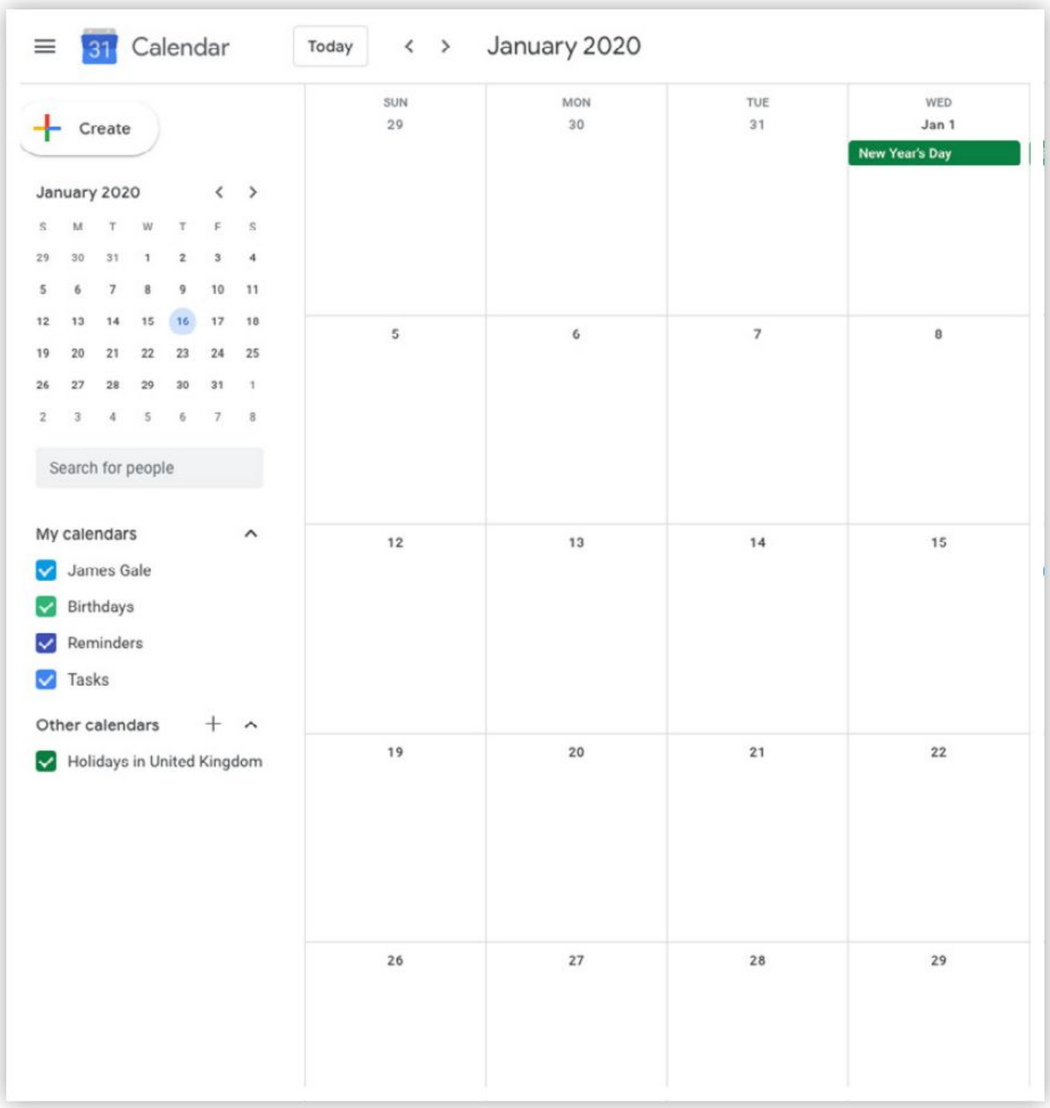
No matter how much you try to stop them, if you have purchased something online or sign up for something free you will be most likely added to a mailing list. Said lists are often a very valuable tool, alerting you to possible special offers and updates on a subject that interests you. Alas most are not and are simply random filler for your inbox. When you receive such an email, and you wish to make it your last from the sender, look to the sender address at the top of the email. Here you will notice the Unsubscribe link. Click this link and confirm by pressing the blue button to stop receiving email from this sender.

Improving the Google Calendar

Google's free online calendar app is perfect for keeping track of all the important events in your life. And if you use other Google products such as Android or Gmail, you can set things up so that everything integrates and syncs perfectly and with barely any effort.

Creating Events

There are three ways to create a new event on the desktop version of Google Calendar. Which method you use depends entirely on which you find easiest or most convenient.

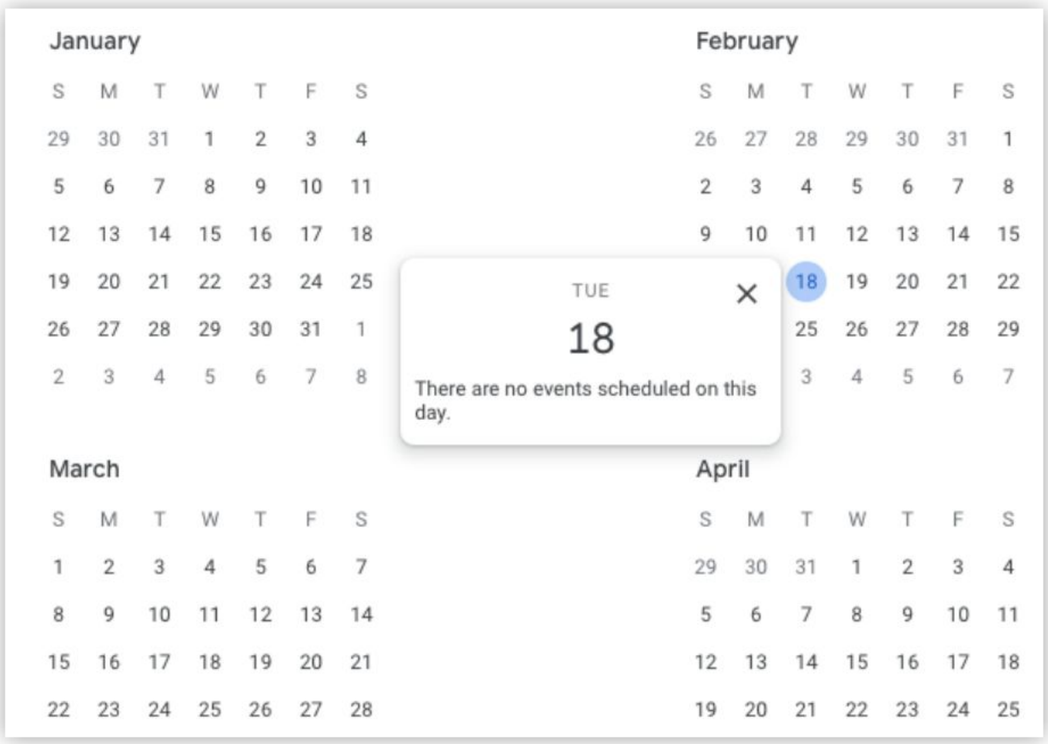


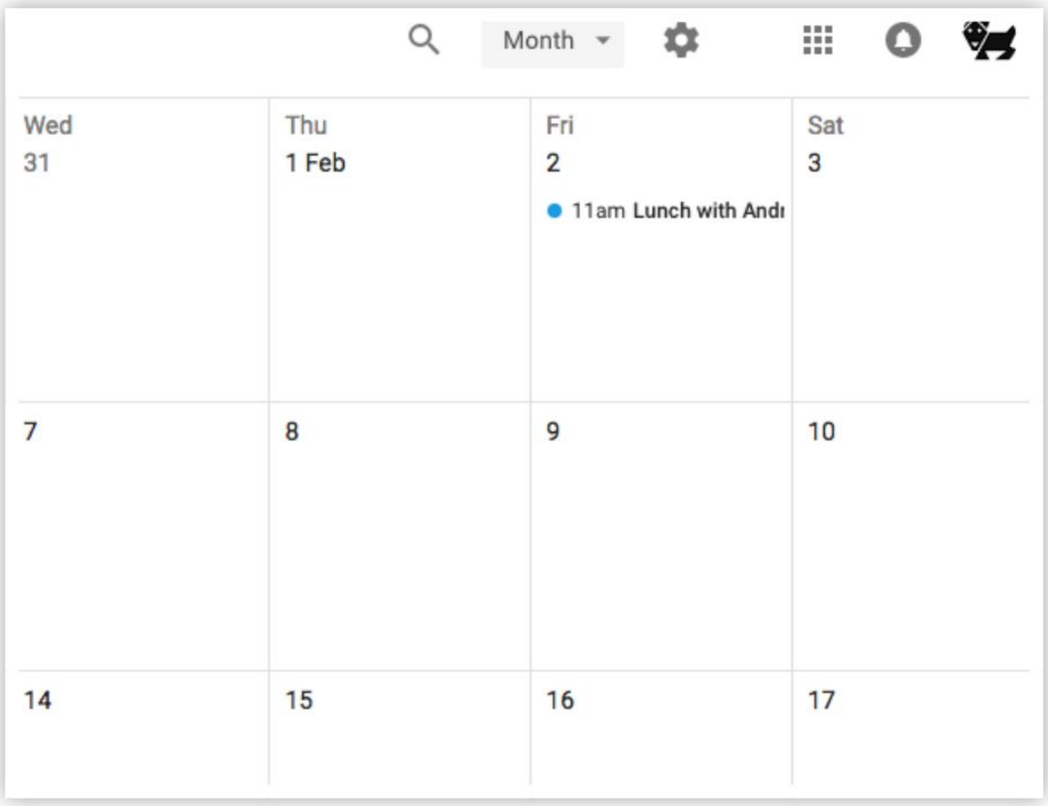
Click on the Date

Open the Google Calendar screen and scroll to the date and time where you want to mark an event. If you need to look far ahead, click on the month view button at the top of the screen. You can then scroll through whole months by clicking the forward and back arrows, also at the top. If in Week view, you can click and drag on the event location if you want it to spread over more than a single hour. If in Month view, you only have the option to click, although you can change the length of the event afterwards. Type the title and event time for your new event in the box. Finally, click Create event to publish the event to your calendar immediately or click Edit event details to add additional information.

Using Quick Add

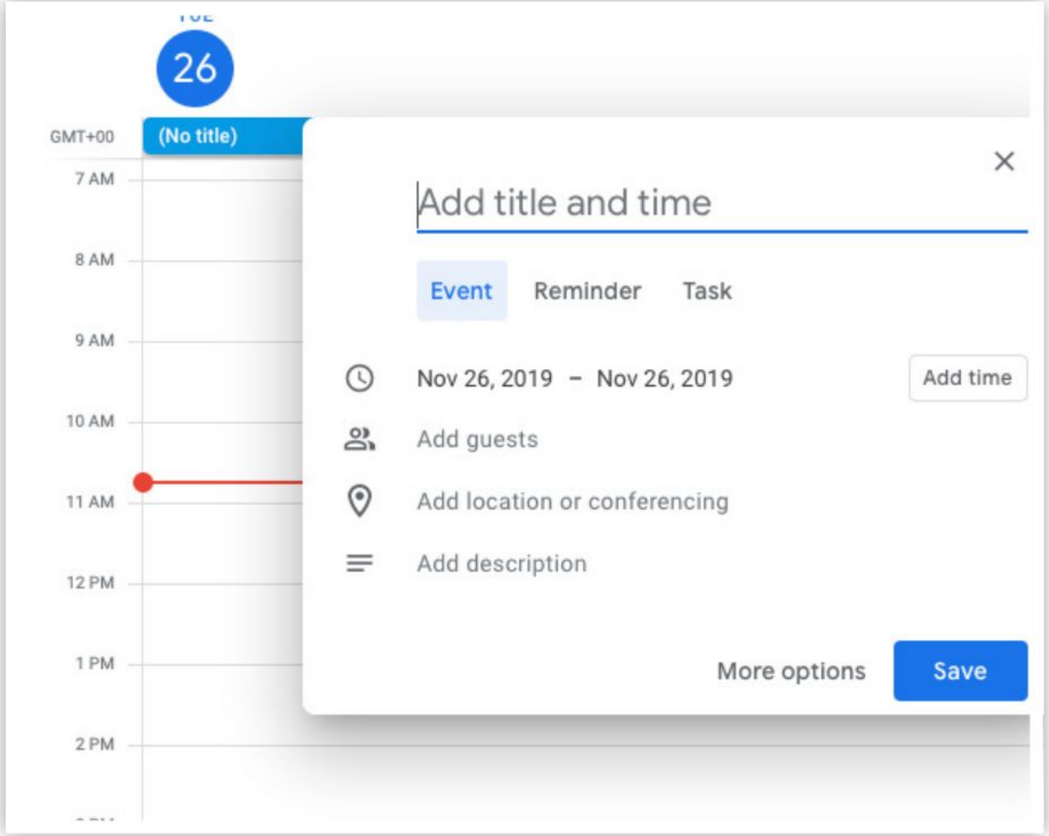
To use Quick Add simply type "Q" while you're in Calendar. Quick Add can almost read your mind. If you type in something like "Lunch with Dad at The Ivy 1pm Friday", Quick Add can figure out what you mean and pop the new event right onto your calendar. Just remember that for Quick Add to work at its best, you need to include: what, event title, e.g. lunch; when, time and date or day; who, if there is anyone else to include in the event; and where, location of the event.





Click the Create Button

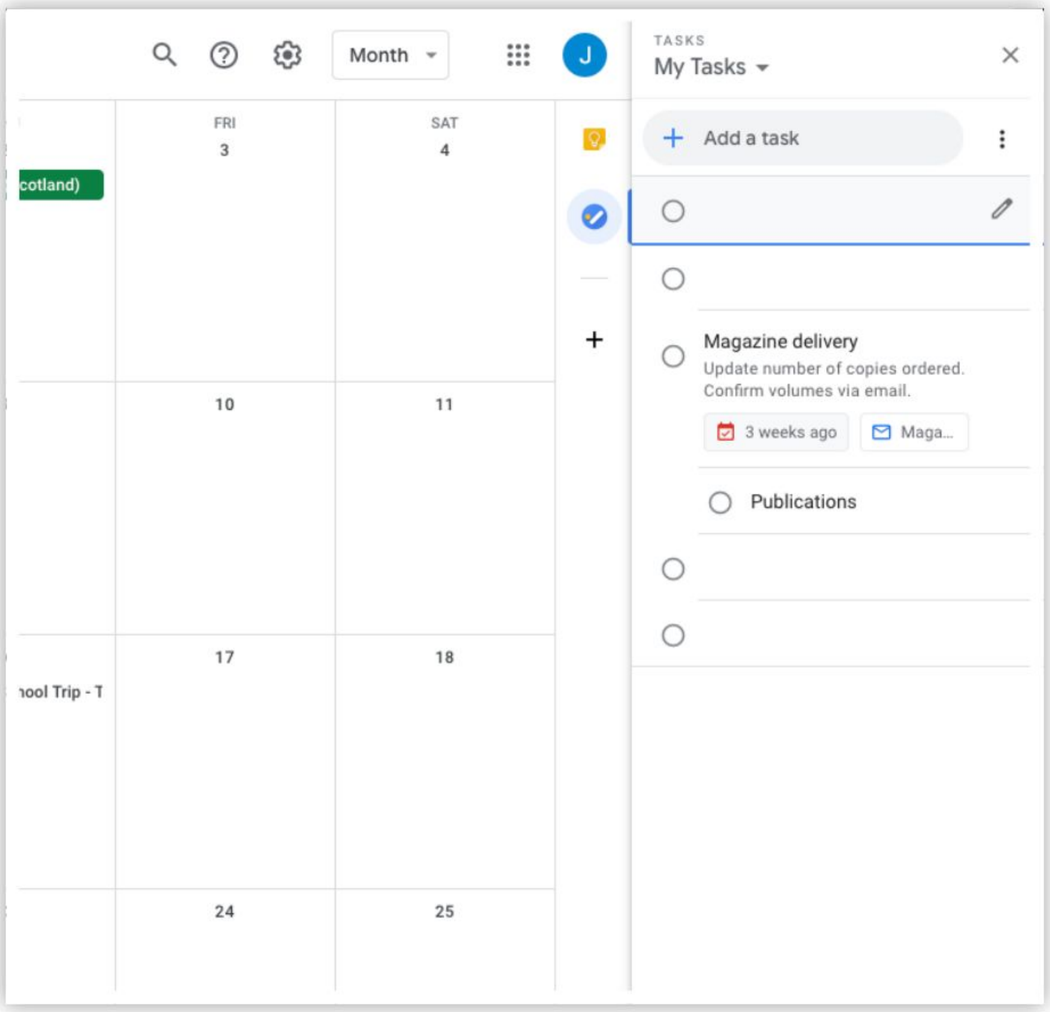
Just click on the Plus sign in the bottom right of your Calendar window, this will bring you to a page where you can enter as much information as you'd like about your event. On this page, you can also add guests, change a reminder setting and publish your event to other users. Once you've entered the appropriate information and selected the desired settings, click Save.



Using Google Tasks

You can access Google Tasks directly from the Calendar application. By linking these apps together you can quickly work between the two as follows. Open Google Calendar and log in if required. Now click the Tasks icon from the sidebar found on the right hand side of the window. Click Add a task and then start to enter your details via the new task link in Google Calendar.

You can now add tasks to this listing. You can directly add an item from this list to your Calendar by choosing a date in the properties of the task itself. You can edit a task directly from the Calendar app by clicking the pencil icon. From this link you can add a description, change the details and move or delete it.

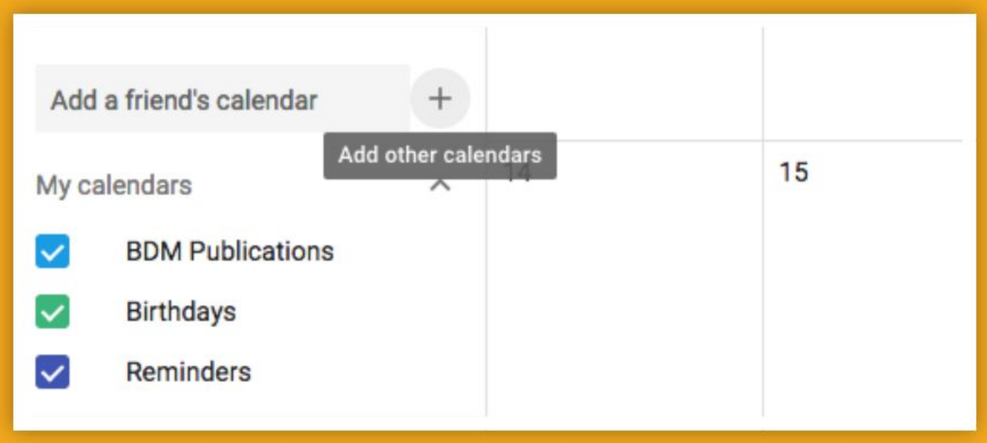


Create a New Calendar

With Google Calendar you are not restricted to having one calendar crammed with all your birthdays, events, appointments and holidays. To make things less messy, it is possible to create several calendars if, for example, you want to keep personal and business entries completely separate.

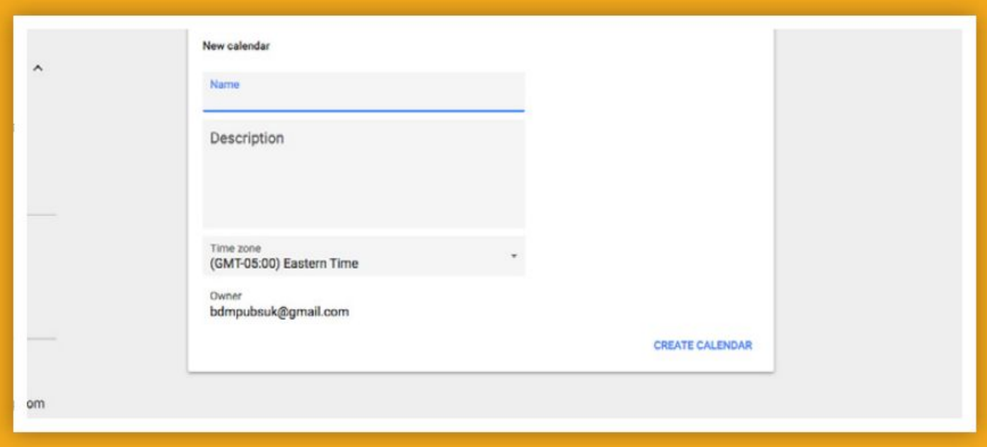
Step 1

At the left-hand side of the Google Calendars screen, look for the section labelled My Calendars. Click on the small arrow button and select Create New Calendar.



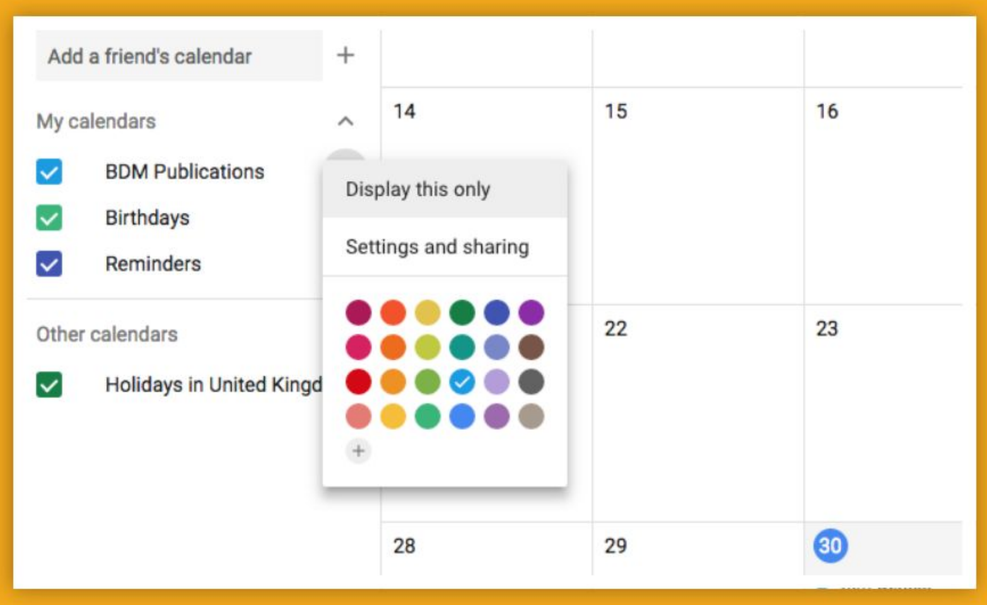
Step 2

Give your new calendar a title and write a description if you wish. The location box is useful if the calendar is to be public, as it makes it easier for your friends or family to find events on it.



Step 3

All of the calendars you create will be listed under My Calendars on the left side of your page. Just click on the name to select it. For each of the calendars, you can add, delete and edit events any time you like.

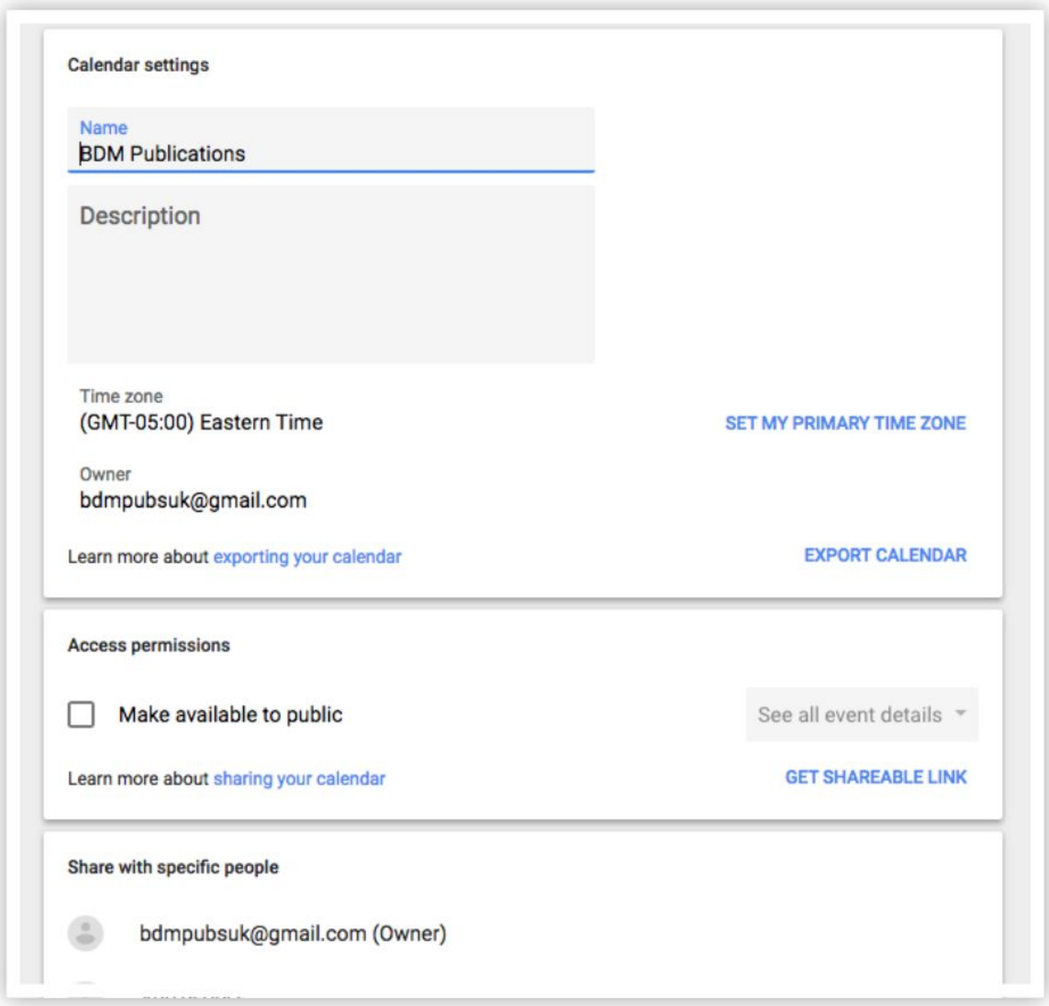


Sharing Your Calendar

It is possible to share your different calendars with individuals or groups. An email invitation is sent and the contact will be able to view your calendar alongside theirs.

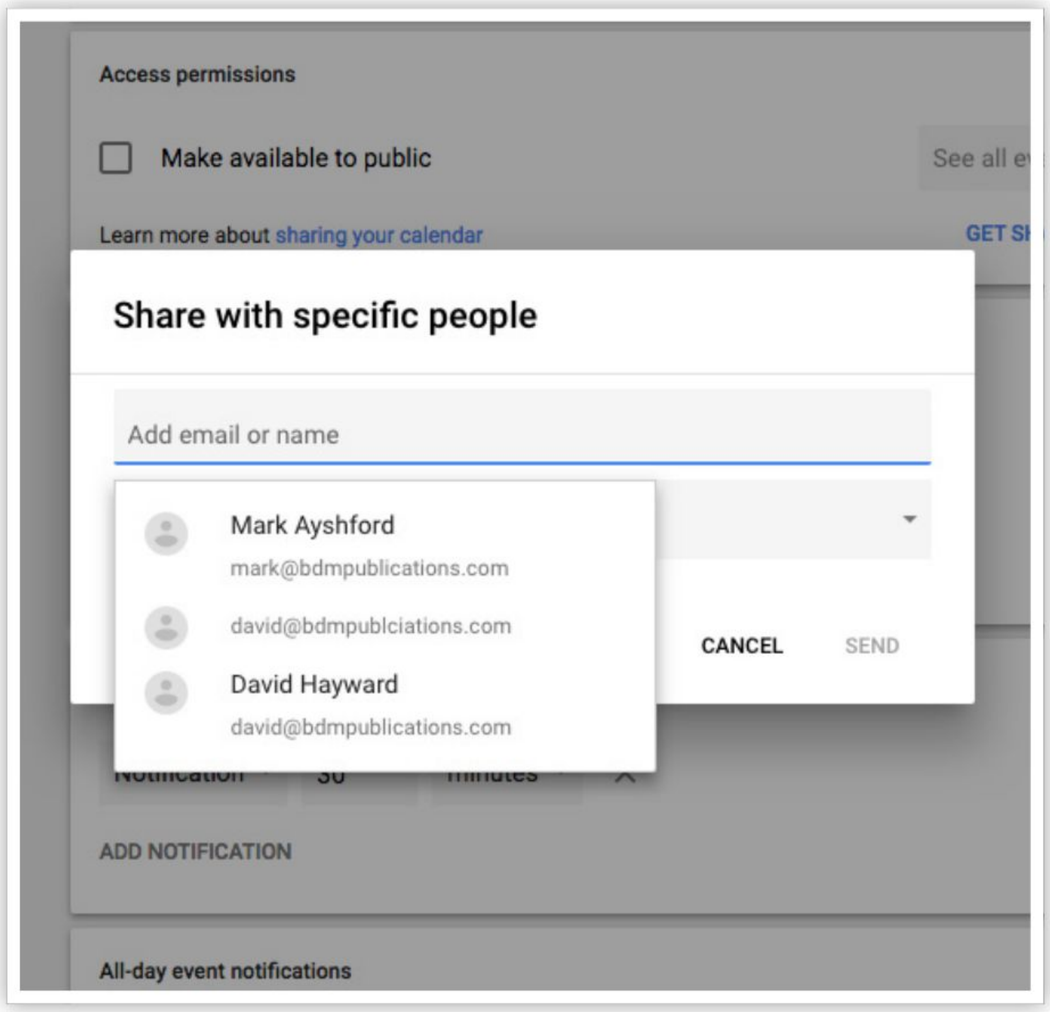
Step 1

Log in to your Google Calendar and look for the calendar list on the left-hand side of the screen. Roll the mouse over the calendar you want to share and click the small arrow button. Select Share this Calendar from the drop-down menu.



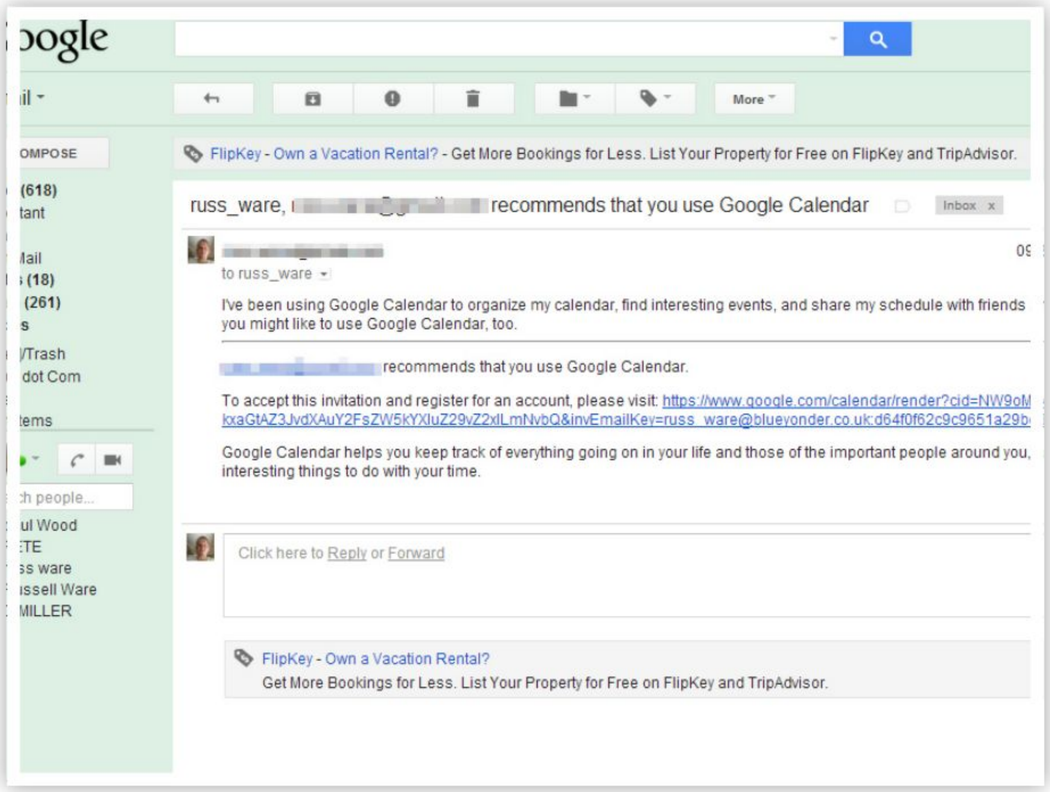
Step 2

Enter the email address of the person with whom you want to share your calendar. From the drop-down menu on the right side, select a level of permission (view only or view and make changes), then click Add Person. Click Save to finish.



Step 3

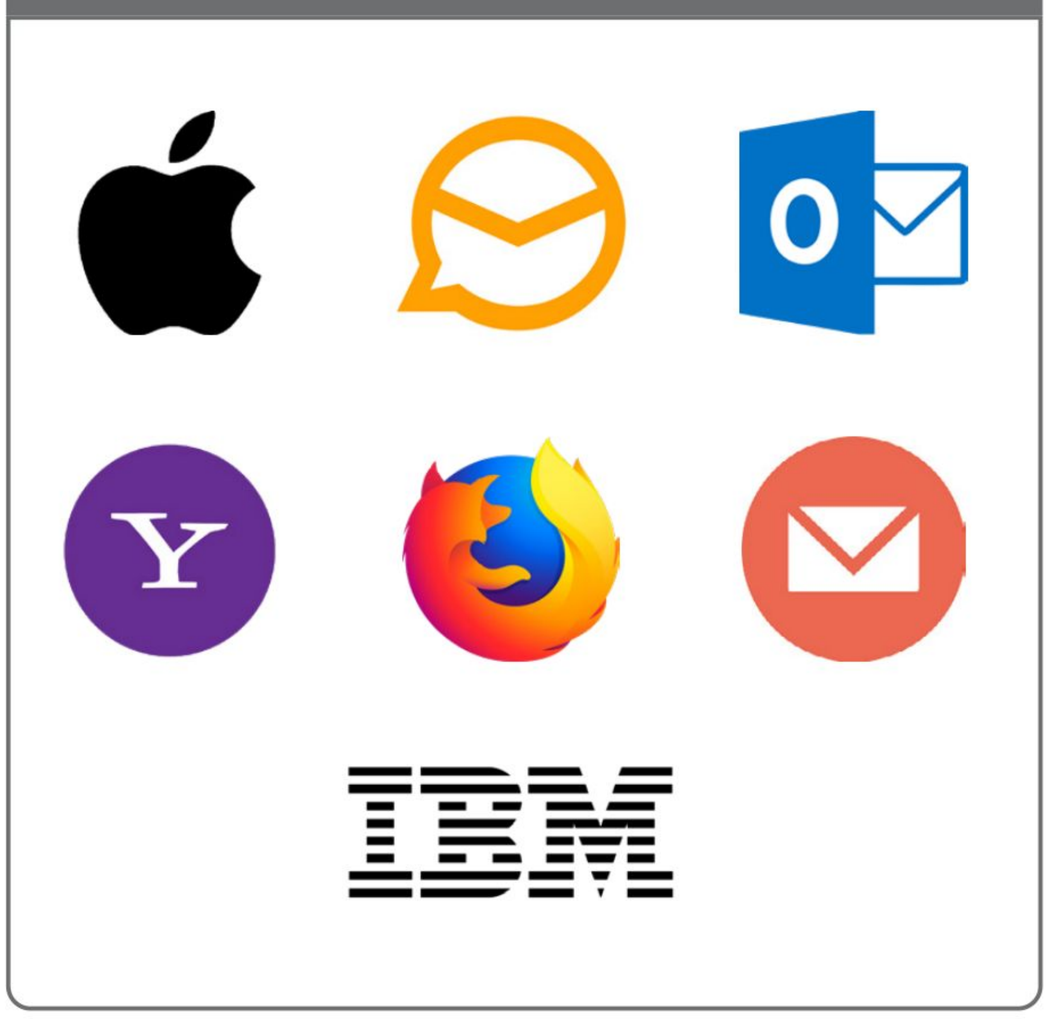
Once you click Save, the person with whom you selected to share the calendar will receive an email invitation to view your calendar. The person will need to click on the link contained in the email to add the calendar to his/her Other calendars list.



What Platforms are Compatible?

Google Calendar uses the iCalendar (iCal) file format to save/share its calendars and the relevant information. Having been created in 1988, this open source software was quickly adopted by a wide array of developers for use in their platform specific calendar apps. What follows is a listing of the platforms and applications that will be compatible with Google Calendar files.

- Apple
- Yahoo!
- eM Client
- Mozilla
- IBM
- Microsoft Outlook
- Novell GroupWise

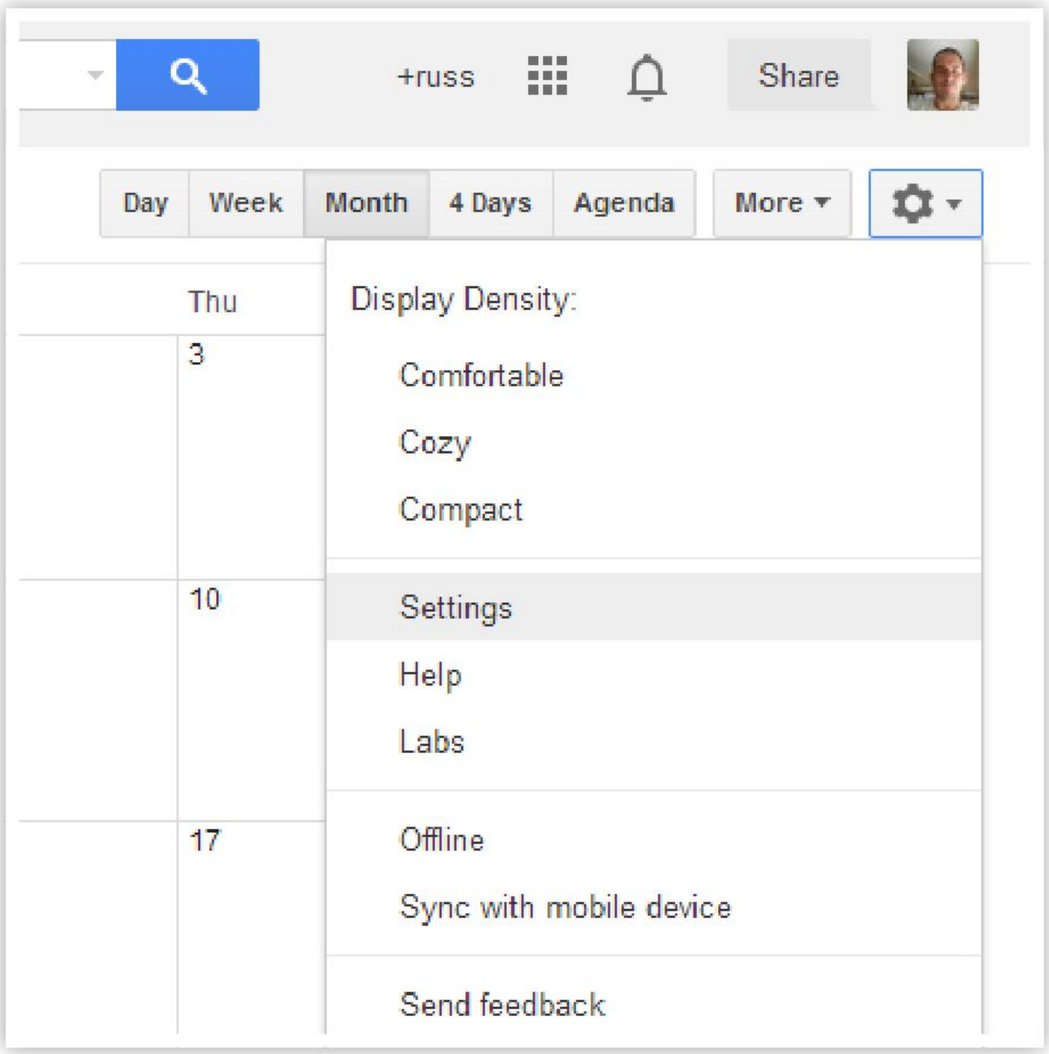


SMS Reminders

If you have Google Calendar on your Android smartphone, your events and reminders can be automatically synced between desktop and mobile. If you don't have Google Calendar on your phone, it is still possible to receive reminders on your mobile.

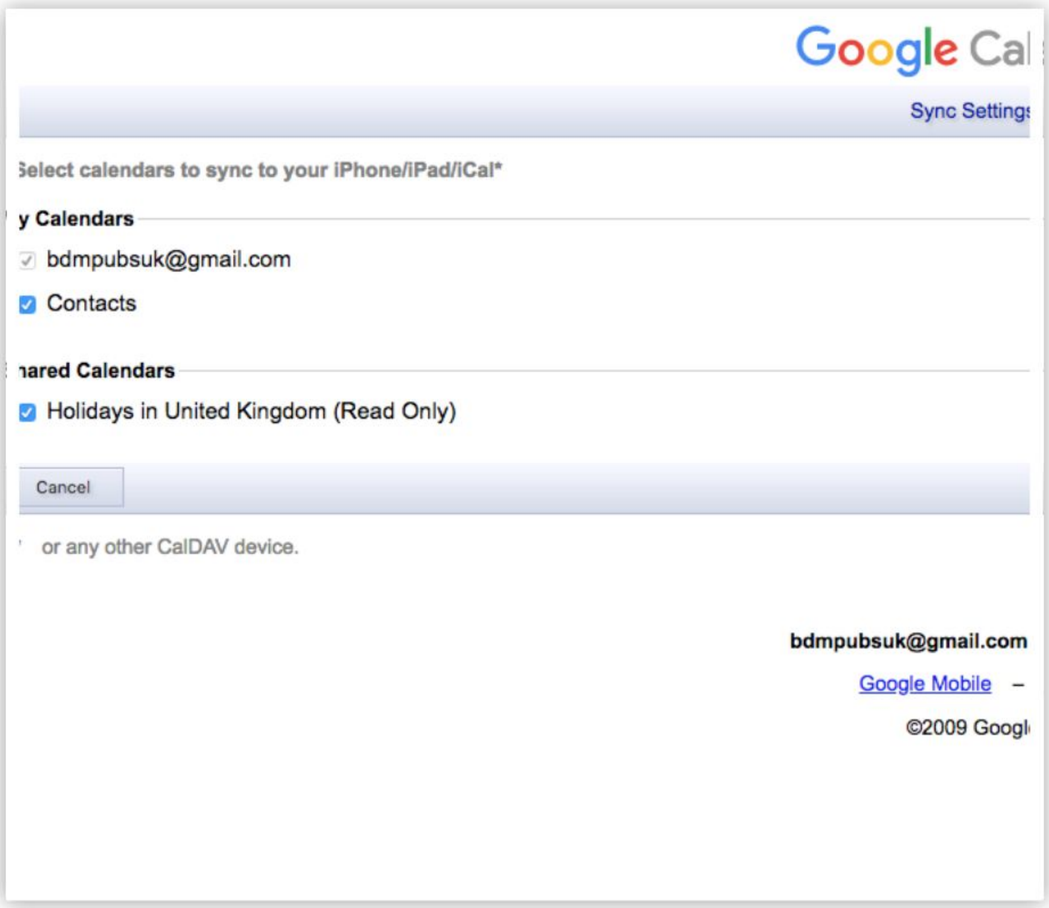
Step 1

The first thing you need to do is obtain a verification code. This will show you that your phone and carrier is capable of receiving SMS reminders from Google Calendar. Click on the gear icon at the top of the page and select Settings from the menu.



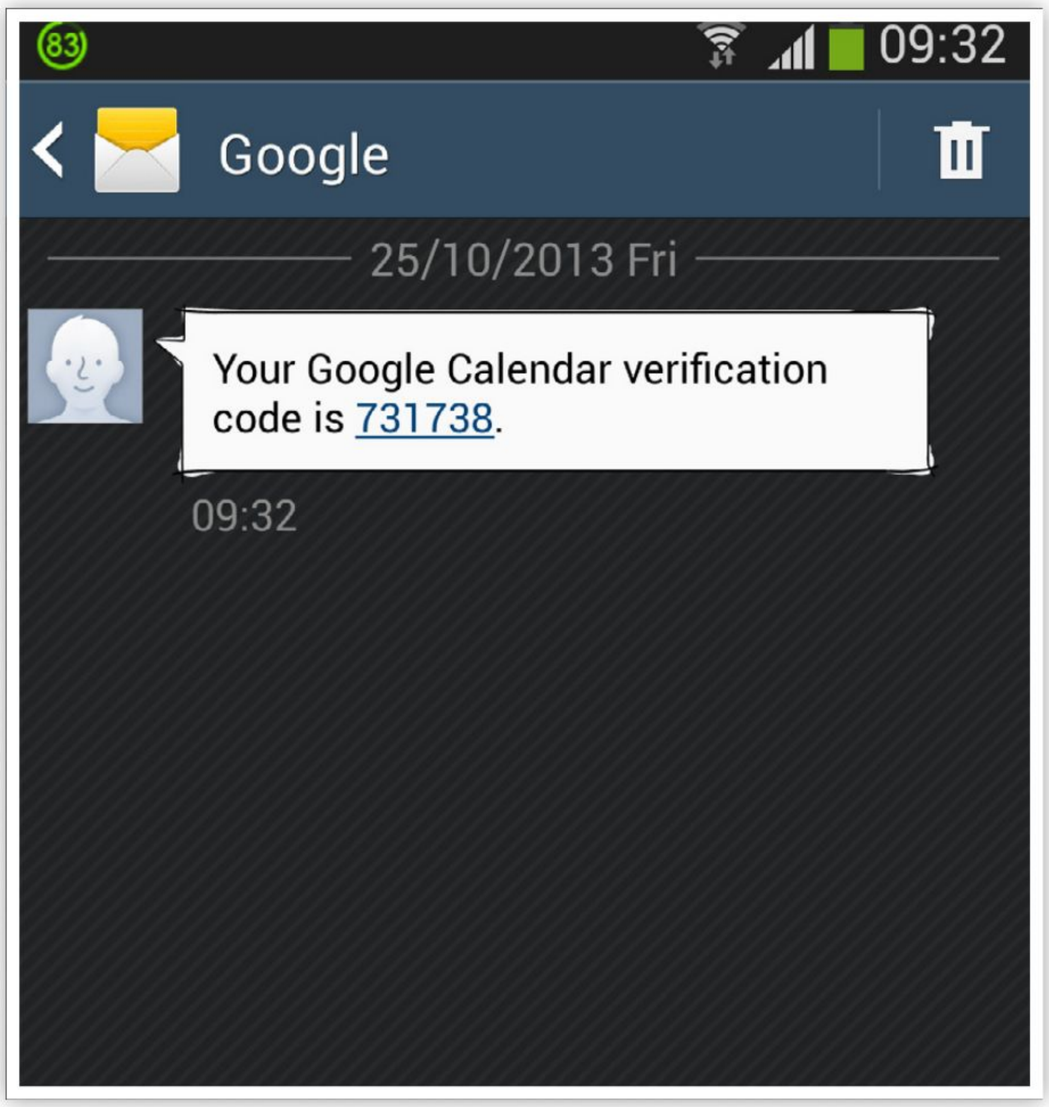
Step 2

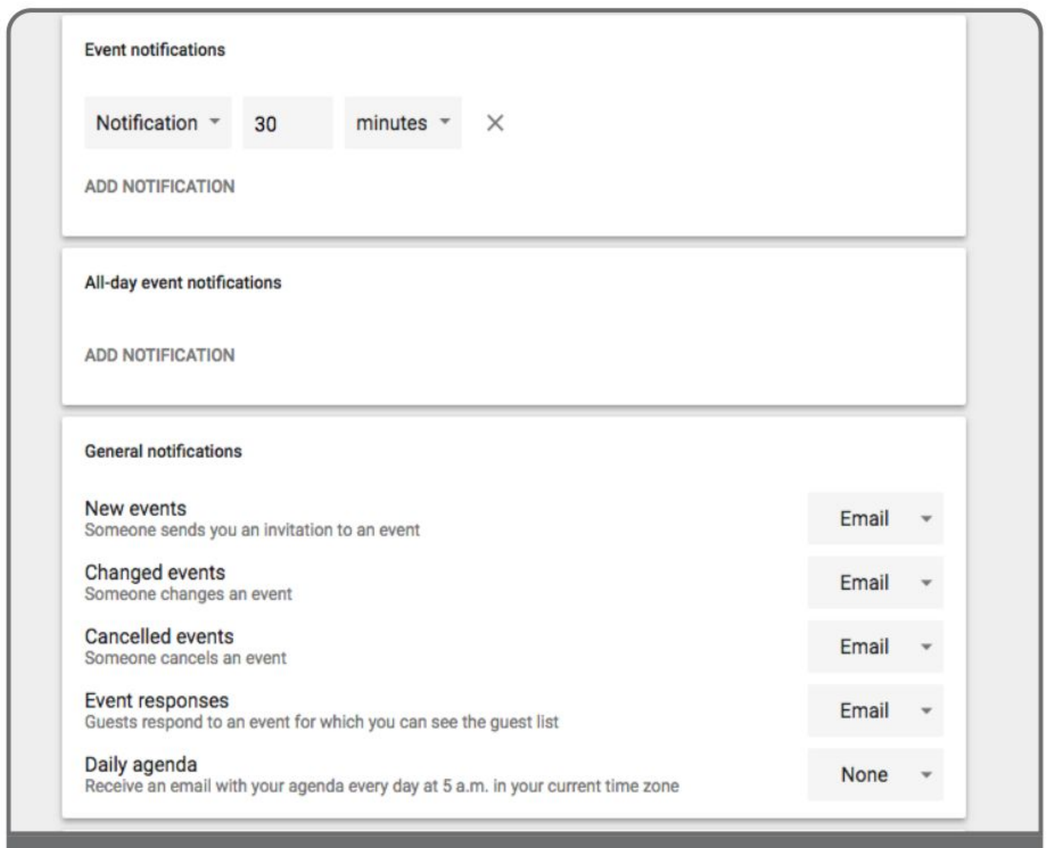
Click on the Mobile Setup tab at the top of the settings page. Select your country from the drop-down list and then enter your full mobile phone number. You may also need to select your carrier from the menu that appears.



Step 3

If your carrier is supported, click the Send Verification Code button and you receive a text message on your phone. Once you receive this message, enter the code you received in the Verification code field and click the Finish setup button. Click Save.





Notifications

Google Calendar offers a variety of notification options for both email and SMS. When selected, you receive notifications when somebody sends you invitations, updates, replies, or cancellation messages to events. Event organisers however may still choose not to send these notifications when they create or change events. If you deselect the notification options in these settings, you won't receive the respective notifications, even when event creators explicitly click to send invitations or updates.

Get Started with Google Maps

Google Maps is a great service that you view in your web browser or via the app. Depending on your location, you can view basic or custom maps and local business information, and that's just the start. Here's how to get started using Google Maps.

1 Search Maps

You can search for places (towns, cities, addresses) and businesses using the search box at the top of the page. Search for a location and the view will switch to show that location. Search for businesses and the view will remain the same but red dots will appear to show individual businesses. If you search for "railway stations Devon" the map will zoom to the location (Devon) and show all known railway stations in that area.

You can also search for individual businesses by name. If there is more than one business with that name, a list will appear to the left of the map, showing the addresses of each of the businesses. Click on the business in the list to be taken there.

2 Pan Controls

You can use this control to move the view up, down, left and right. You can also scroll around the map by clicking anywhere on it (you will see the mouse pointer change to a hand) and dragging the map in the direction you want to move.

This is a quick and easy way, not only to show off the impressive visuals this app contains but also make navigating easier too.

To navigate around the world with even greater ease; press and hold the mouse button or press your finger on the touch screen, then move the mouse or swipe around the screen. You can also press the hold the SHIFT key to hold the central position and move on a point.

3 Street View

❯ Click on the little man and drag him onto the map. Any road or street that is overlaid in blue can be viewed in Street View. You simply drop the man at the location you want to view. Once in Street View, you can split the map screen so that half shows the map view and half shows the Street View. To do this, click on the box in the bottom right corner of Street View.

4 Zoom Controls

❯ Click the + and – buttons to zoom in and out of the map. You can also click on the slider and drag it up and down to zoom more quickly. If you have a mouse with a scroll wheel on it, you can use this to zoom in and out of the map much more easily.

5 Information Box

❯ Many businesses are shown on the map with an icon next to the name, particularly restaurants, hotels and pubs. Click on the icon to pop up the information box. This will show you the address details, links to reviews and to a website if applicable. You can also click the Directions link to quickly open the Route Planner menu.

6 Map Layers/Map View

❯ These controls let you switch to a flat map view, as well as add layers of information that can be overlaid on the map. These layers include traffic, weather, webcams, photos, public transport information and many others.

MapsGL

You now also have the option to use MapsGL. MapsGL uses new 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 Google to provide seamless transitions between various levels of imagery and different map views. You can view some buildings in 3D and parts of the map using 45 degree aerial images. This is still a beta test of the feature, so it doesn't work everywhere you want to look.

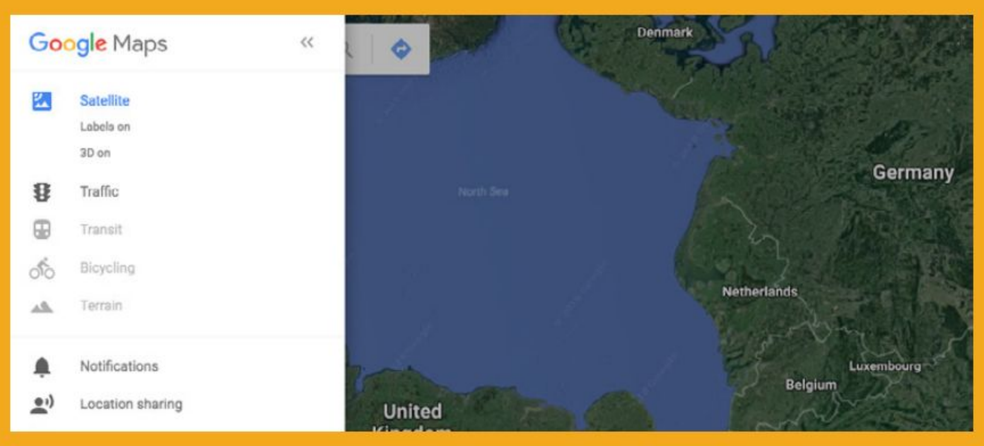
MapsGL requires a certain level of specification in your computer to work. You can check out the recommended specifications at www.maps.google.com.

Your Places

Your Places makes it easy for you to organise content relevant to you on Maps, including maps you have created with My Maps, businesses you have rated in Google+ Local and locations and directions you have previously searched for.

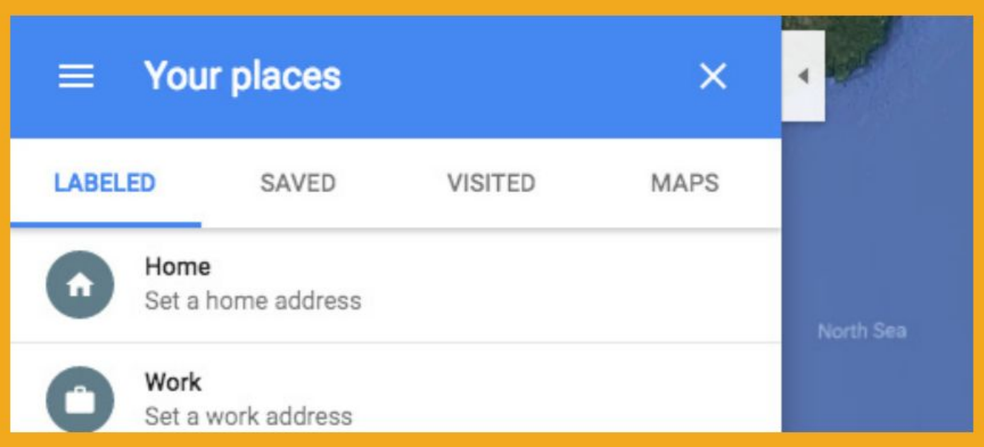
Step 1

❯ To access your content, open Google Maps and click on the Your Places link. If you're not logged in to your Google account, you'll be prompted to sign in before continuing. Your content will appear in the left panel.



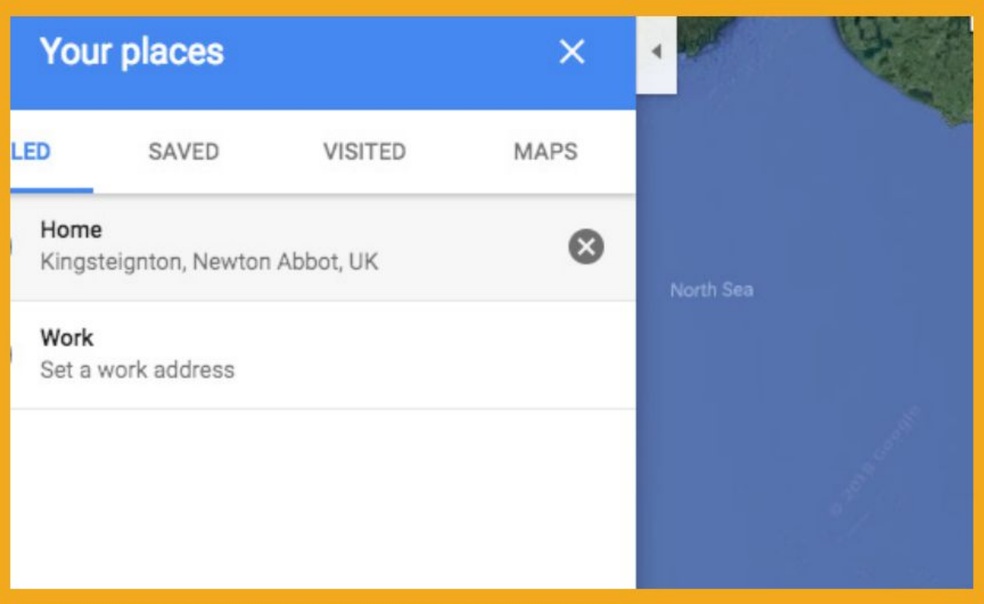
Step 2

❯ Click the tabs at the top to see specific types of information. Your ratings, check-ins, and directions will appear under the More menu. To add a Home and Work location, click on the relevant button.



Step 3

❯ To delete content, click on the "X" icon to the right of any item. Note that deleting information from the Your Places tab will also permanently remove it from any related activities.

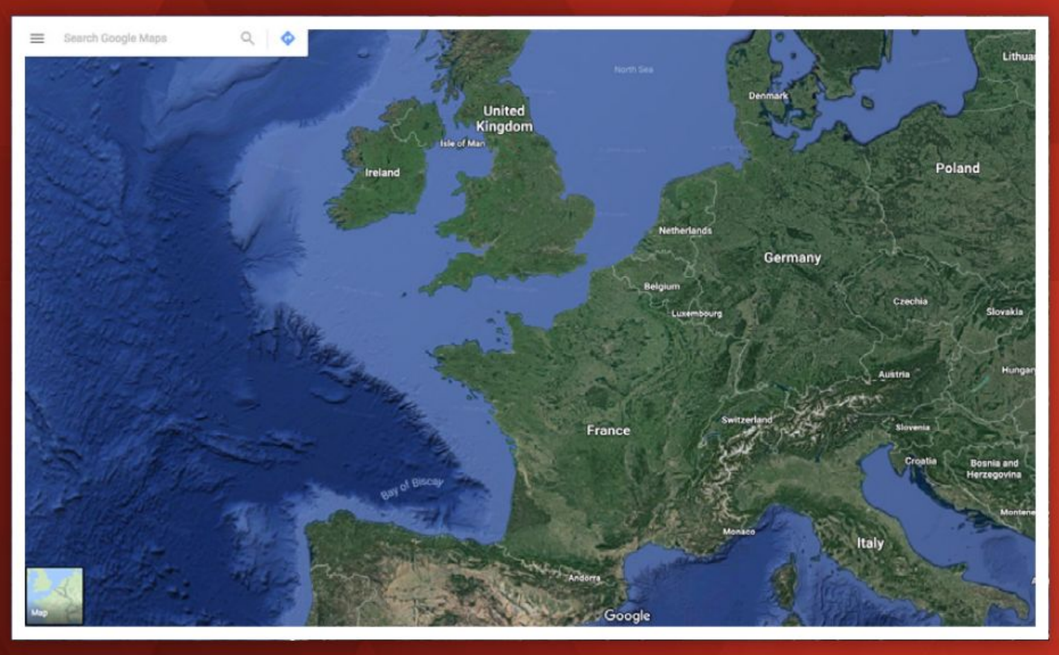


Planning a Route with Maps

Google Maps features a very powerful, and normally very accurate, route planner. You can plan a route by car, on foot or even using public transport. If you save your route to My Maps, you can easily access it again on your mobile device.

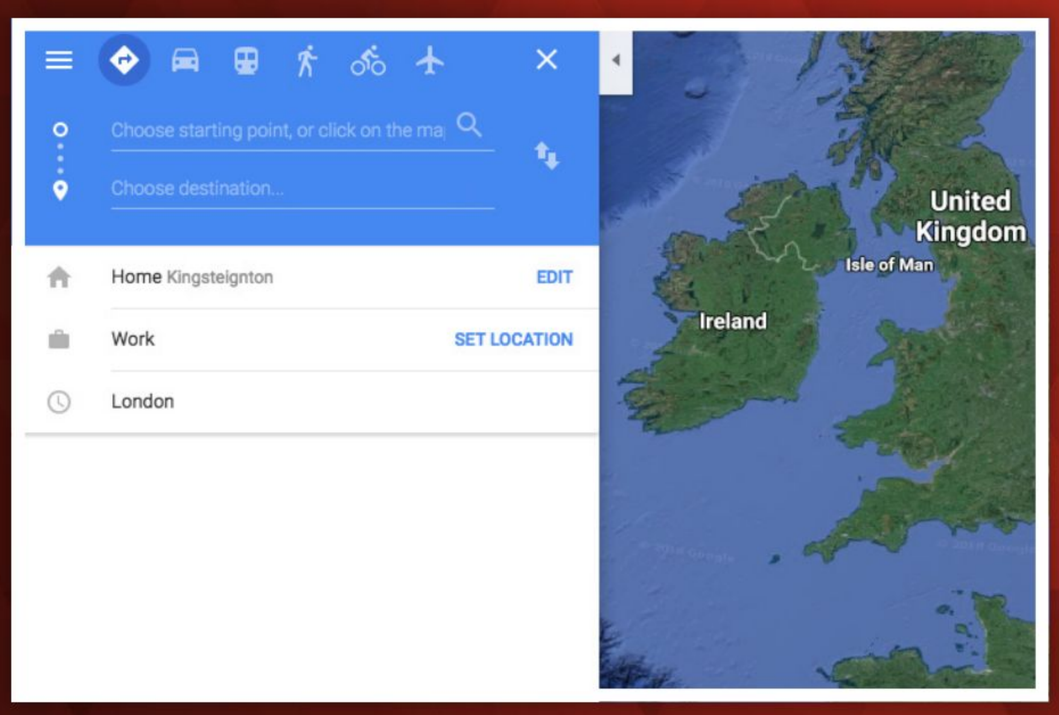
Step 1

❯ Click on the Apps icon at the top right of the Google Search home page and select Maps. The map, normally zoomed out on the country you live in, will be shown on the page and a search box, which will act as your navigation hub. Note: If you aren't signed in to your Google account, do so now.



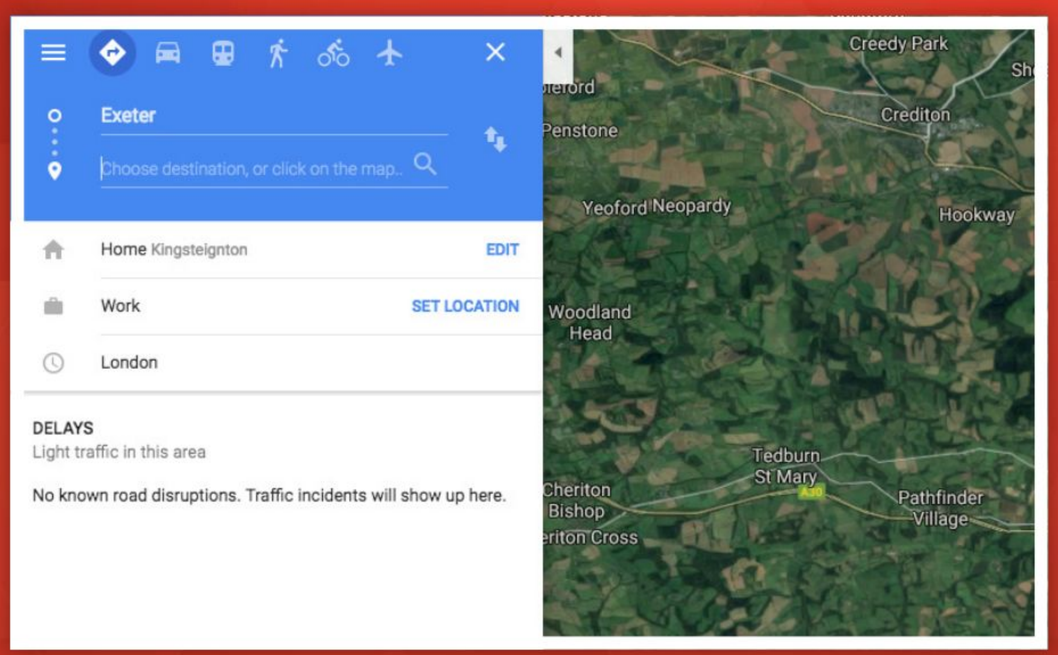
Step 2

❯ Click on the blue arrow on the search box. Two boxes will appear in the blue bar, these are start and destination input points, along with buttons to choose your mode of transport. These include travelling by car, on foot, by public transport or by bicycle. Click on the mode of transport you will be using.



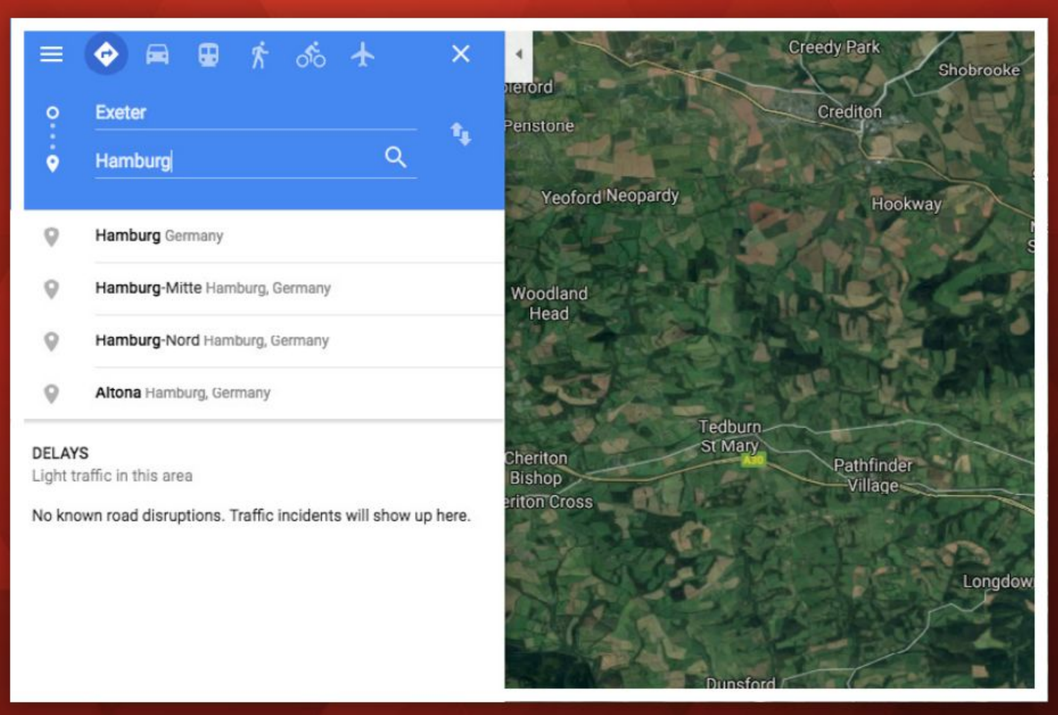
Step 3

❯ In the start box, type the starting point for your journey. If you have added a home address to My Places, and if your journey starts at home, you can simply type Home in the first box. If not, type your preferred starting locations. This can be an address or even just a town or city.



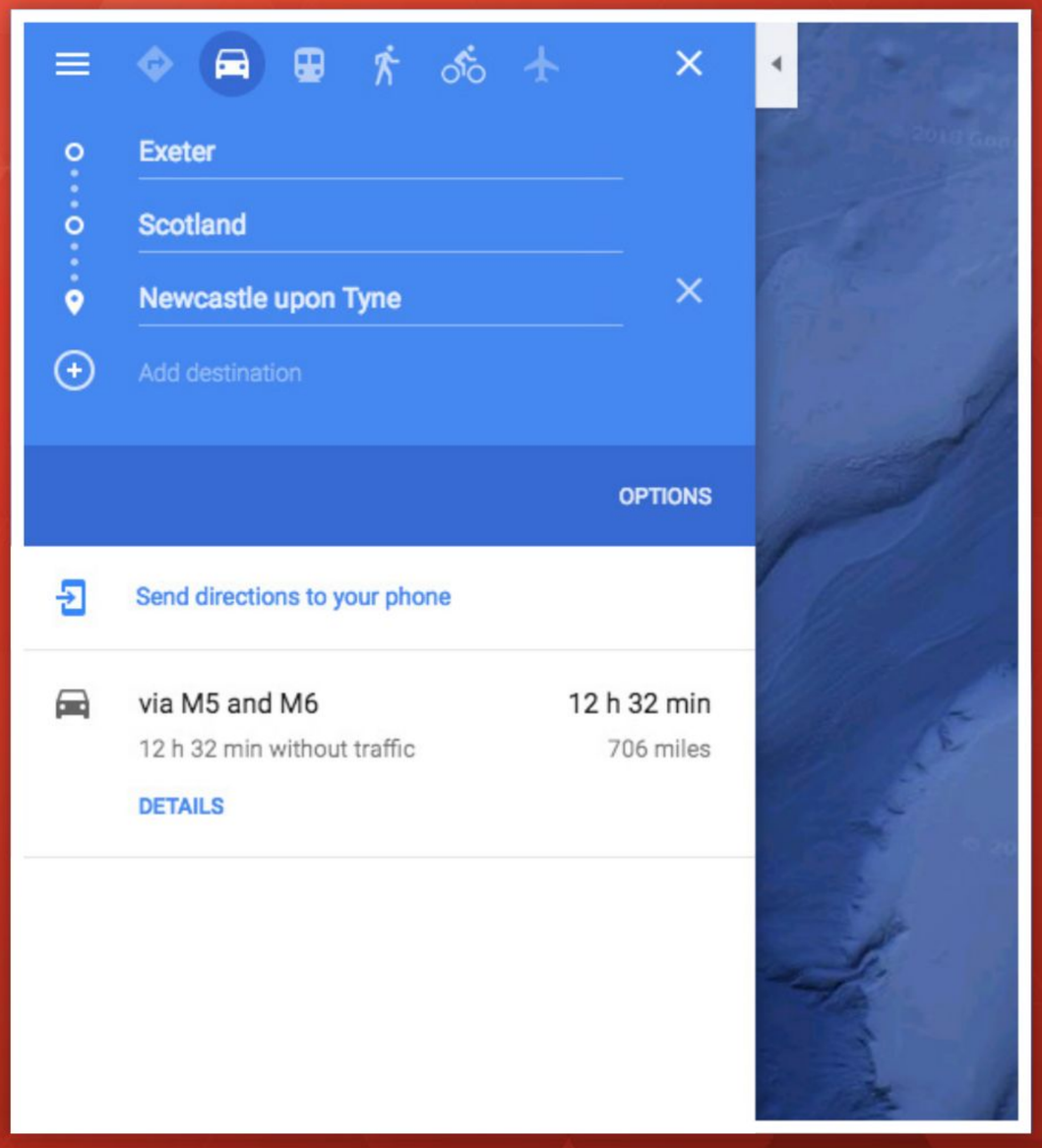
Step 4

❯ Type your destination in the second box. Again, this can be an exact address or a town or city. Suggestions will appear as you type, so make sure you select the correct address; there will almost certainly be more than one instance of your street name to be found.



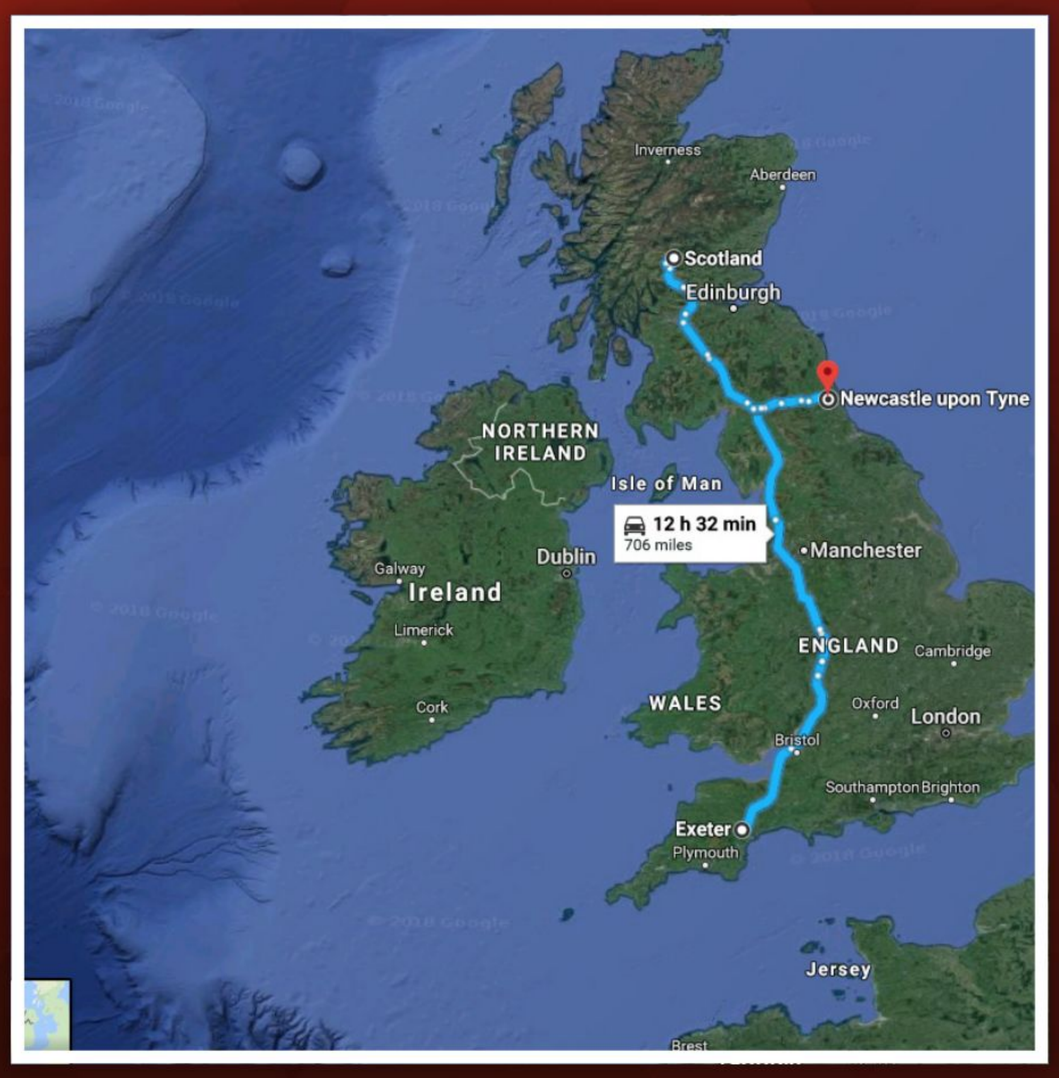
Step 5

With both starting point and destination completed, Google Maps will automatically generate your route. If you want to include additional stopping points to your journey, click on Add Destination and a third box will appear. Remove this box by clicking the X next to it.



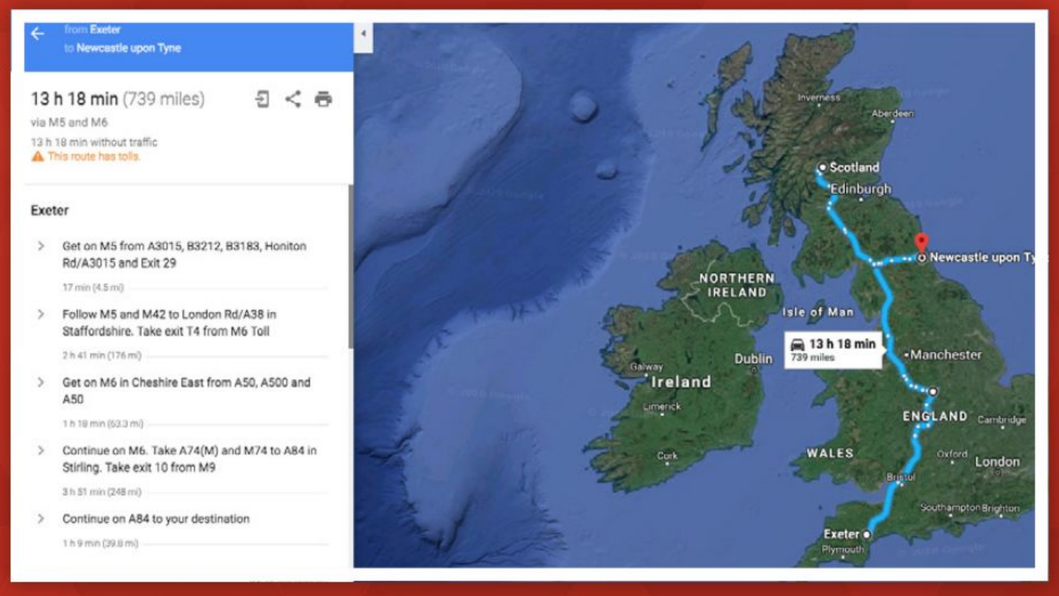
Step 6

Having generated your route, the map screen will zoom in to show the complete journey highlighted in blue. You can zoom in and out as normal if you want to get a closer look at the route. You can also alter the route by clicking on any part of it and dragging the blue line.



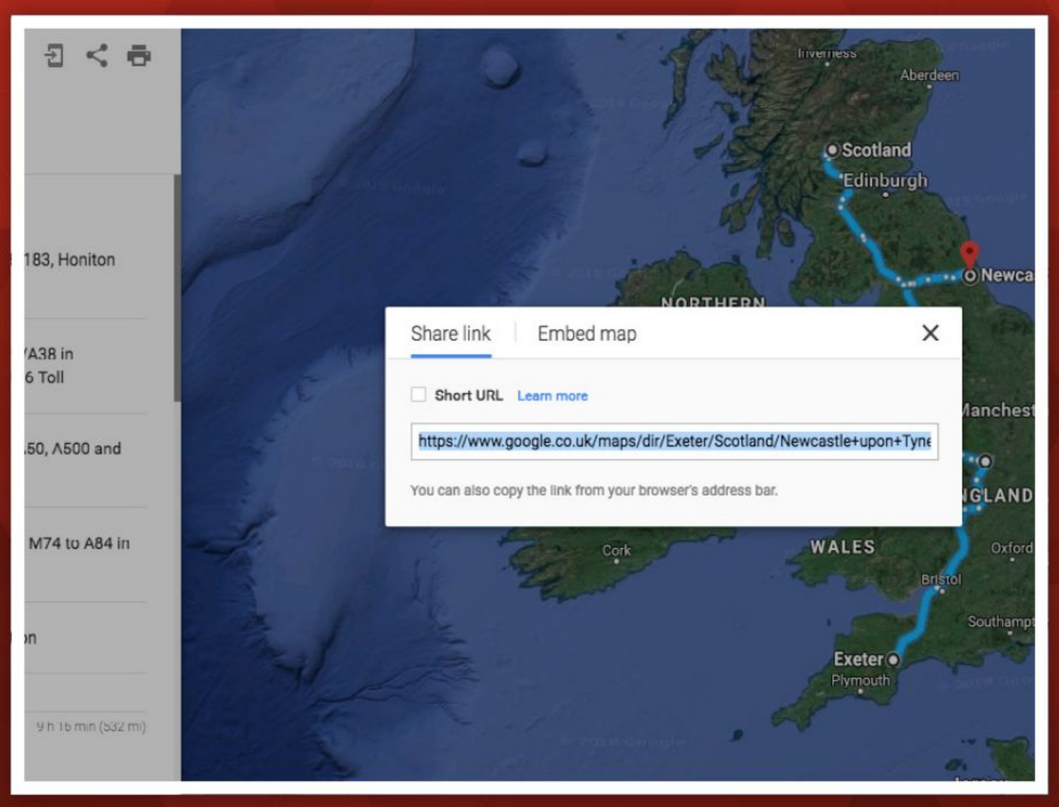
Step 7

The route is shown as a list of directions in the left-hand column which is accessed by clicking the Details icon. At the top of the list the distance and the estimated journey time is displayed. Roll your mouse over the list and you will see a marker displayed on the map at different junctions, roundabouts, etc.



Step 8

Scroll to the top of the directions list and you will see three icons, a link to save the route to My Maps. Share the details and you can also print directions directly by clicking the printer button. You can choose to show the map or just the directions on your printout.

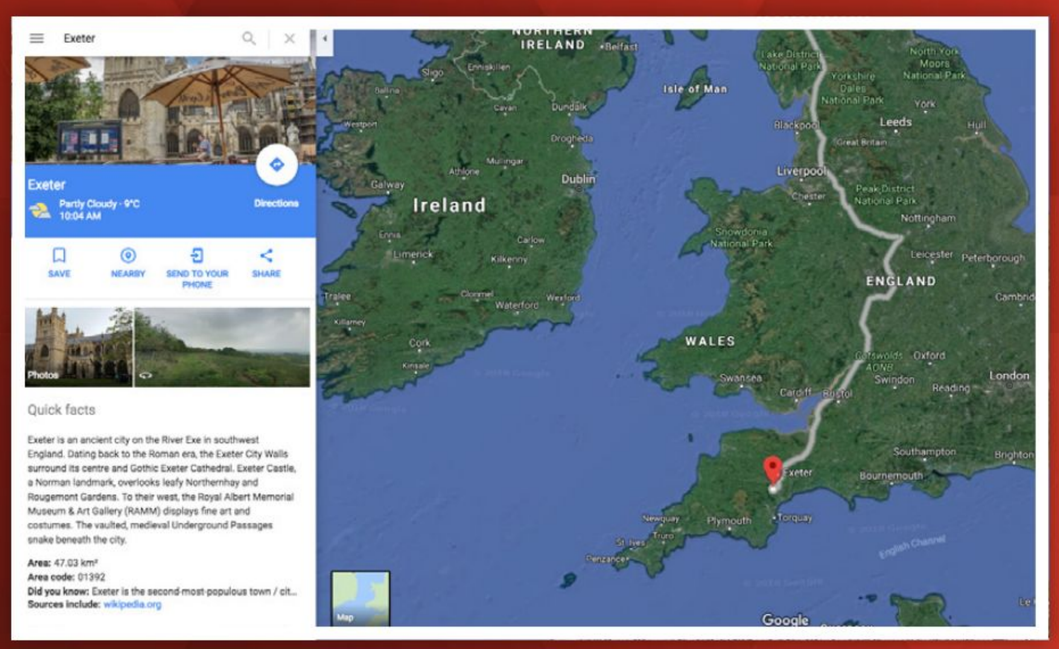


Using Google Street View

Street View is a feature of Google Maps that allows you to quickly and easily view and navigate high-resolution, 360-degree street level images of various cities around the world. With this guide you can learn the new ways to enter Street View.

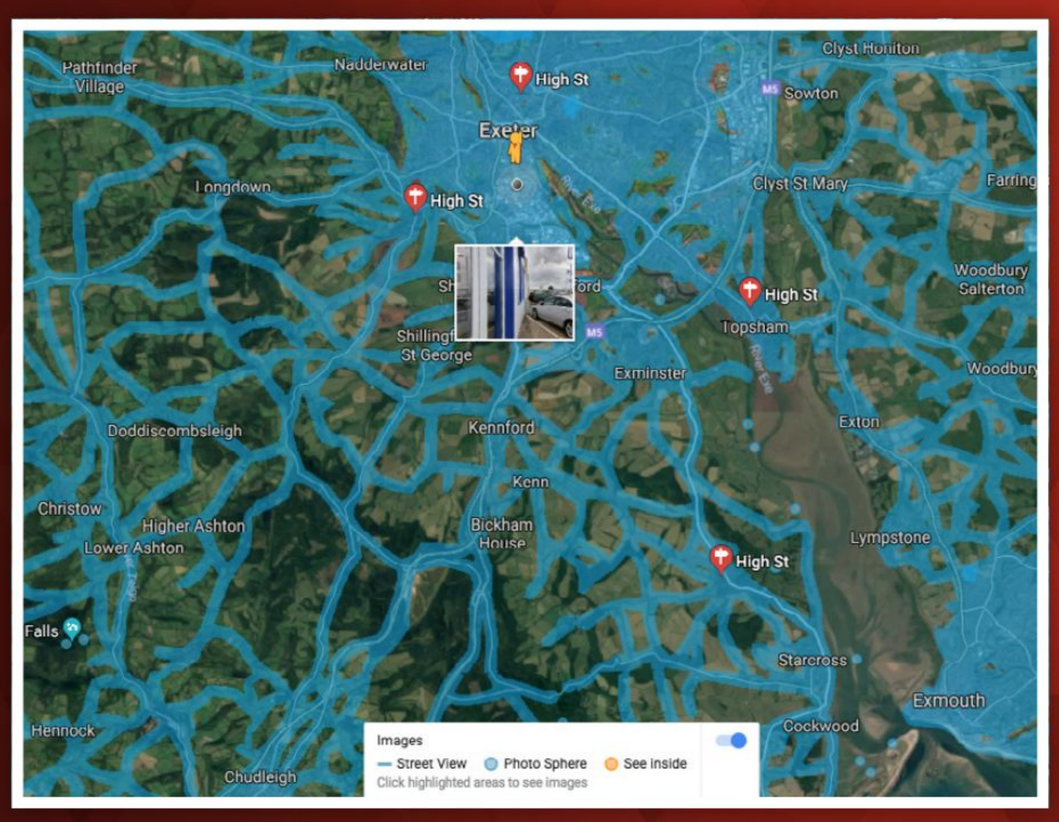
Step 1

❯ To start using Street View, open the Google Maps page by clicking on the Maps link on the Google Search home page. Type the name of the street, town or city you want to start viewing in the search box at the top of the screen.



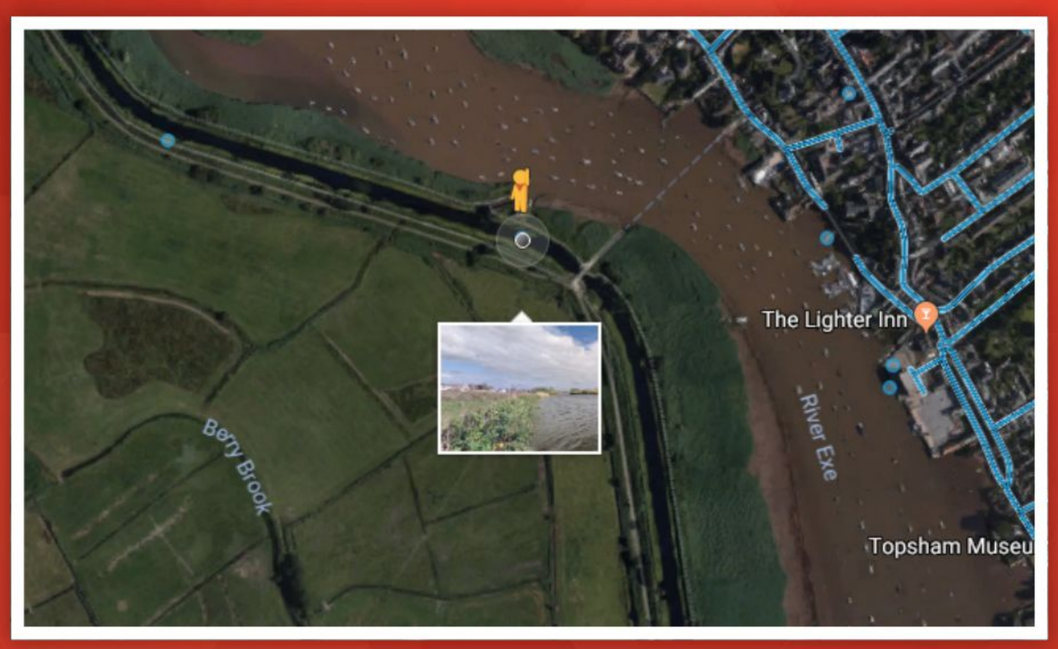
Step 2

❯ When the map has zoomed in to show the area you searched for, click and drag the little yellow man from the bottom of the map zoom controls, onto the map. Blue lines will appear to show which streets and roads have been captured for Street View.



Step 3

❯ Drop the yellow man icon onto any of these blue lines to see that road in Street View. As you hold the man over a marked location, Street View image will remain static, but if you slowly move it you will get additional Street View previews.



Step 4

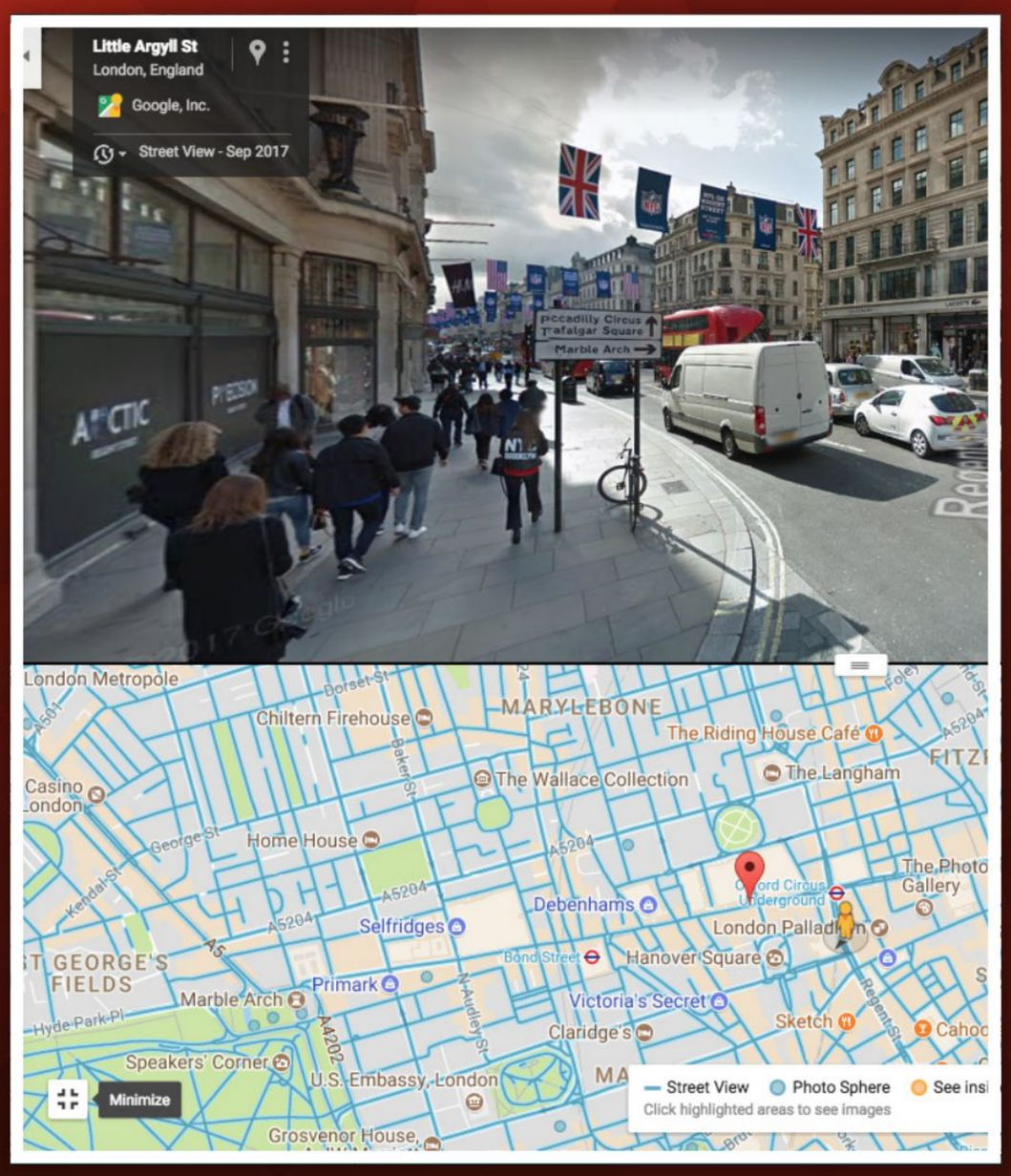
❯ With Street View now showing, you can move around by moving the mouse pointer onto the road so that it becomes a circle and then clicking. The camera will pan forward to that position. Repeating this action lets you follow roads and streets along their length.

Step 5

Move the mouse pointer up onto the side of a building and it turns into a rectangle. Click the mouse and the camera will rotate to show the building centred on the screen. If, when you move the pointer onto a building, it shows a magnifying glass, you can zoom in to the image.

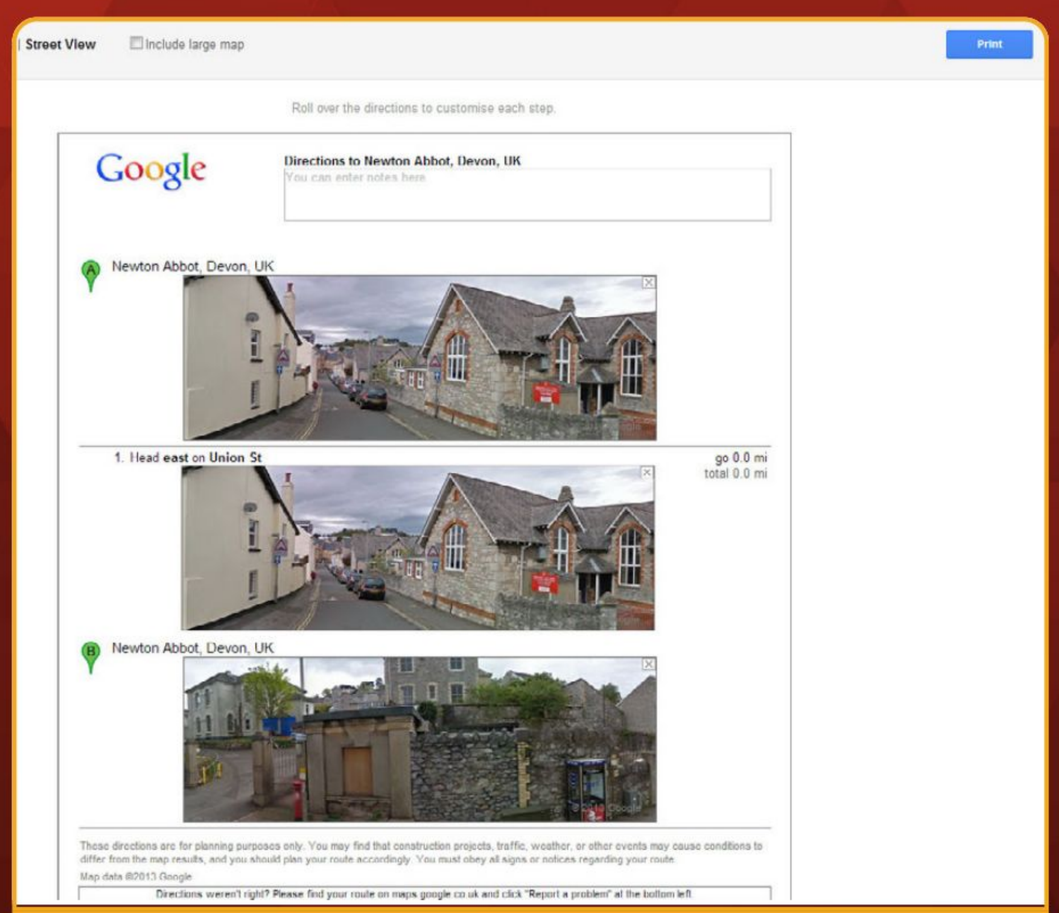
Step 6

In the corner of the Street View window is a small box showing your position on the map. You can expand or minimise it by clicking the icon to the bottom left. When you expand the map box, it will split the screen with Street View. You can also quick navigate your location by double tapping on the desired location.



Step 7

You can also use the mouse wheel to zoom in and out of the image in Street View. If you want to view the image in full screen, click in the button with four arrows in the top corner of the window. Click the X next to that to close Street View and return to the normal map view.



Route Plan with Street View

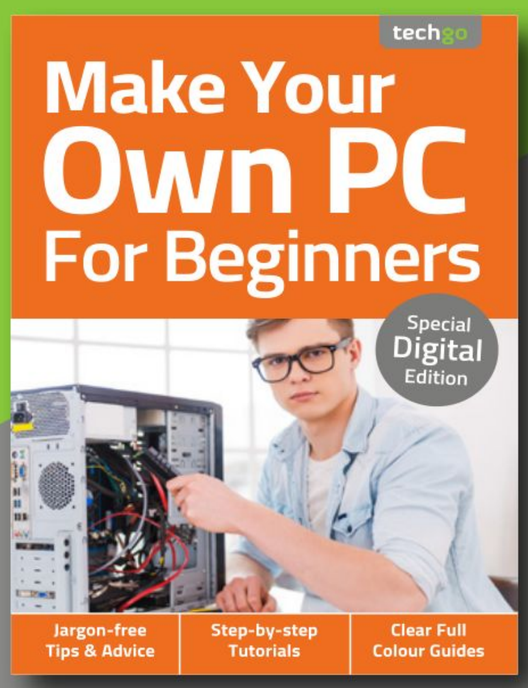
When using the route planner feature of Google Maps, it is possible to have the route displayed with a Street View image for each junction, roundabout or major change of direction. To activate this option, plan your route using the steps shown previously, click to print the route and then click the Street View link at the top of the Print screen.

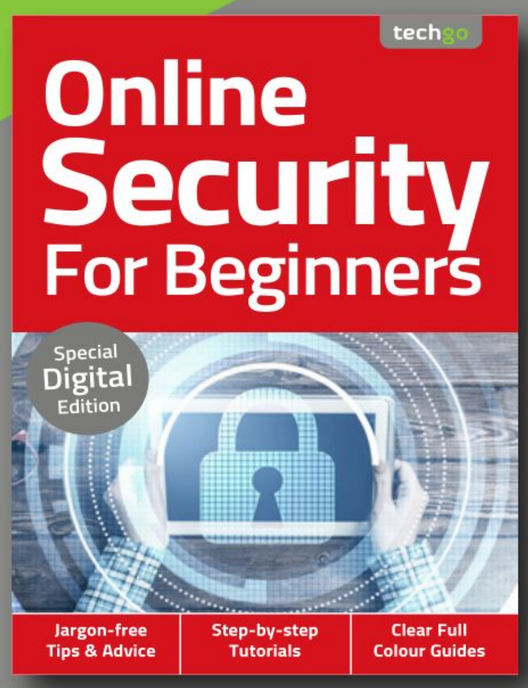
Now you've got the basics down, you can improve and learn more essential skills in our next guide...

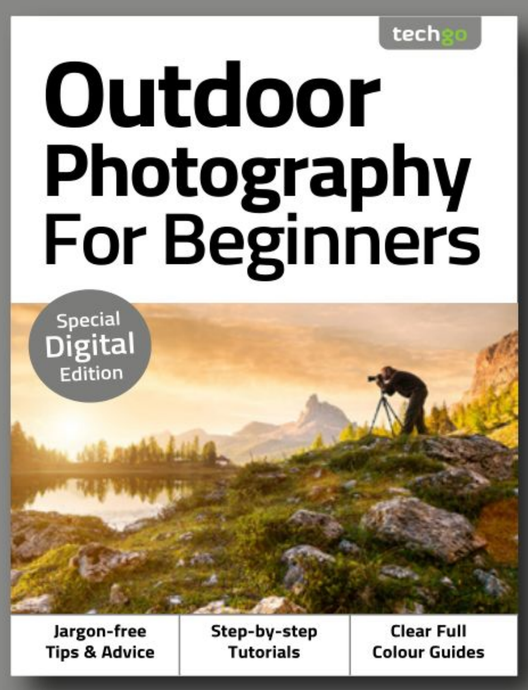
Google Tricks and Tips

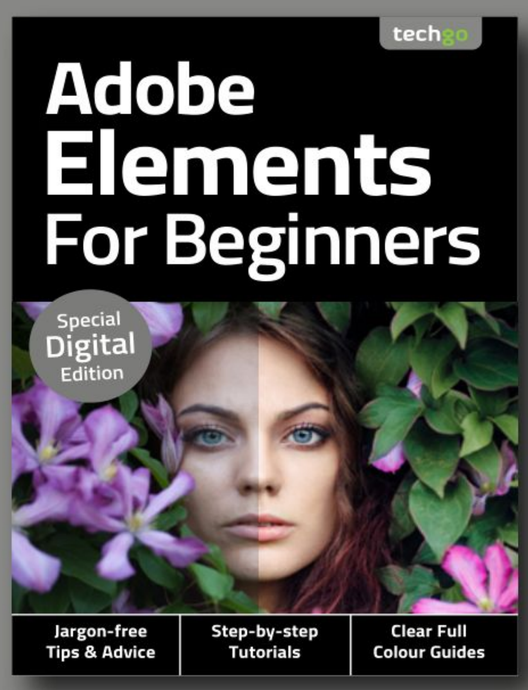
Coming soon!

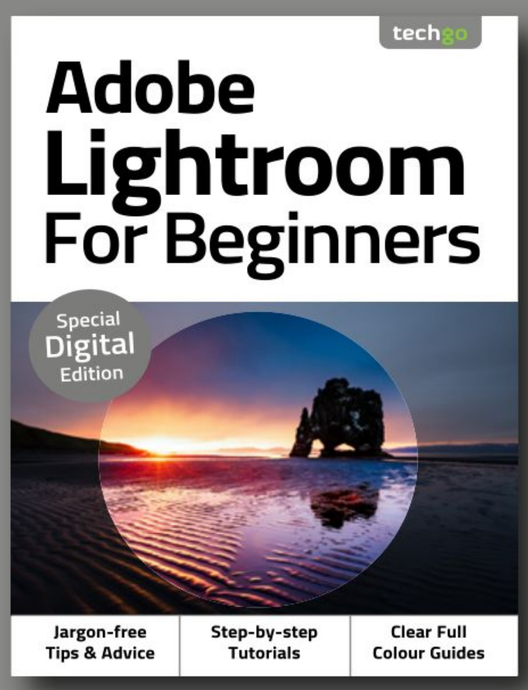
Discover more of our guides...

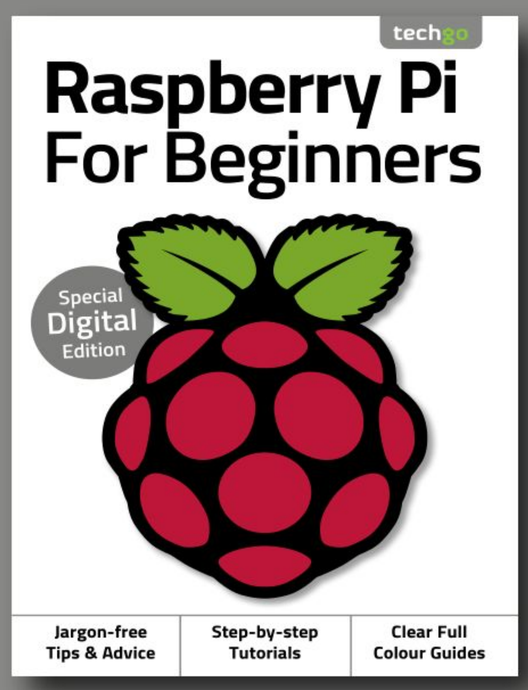


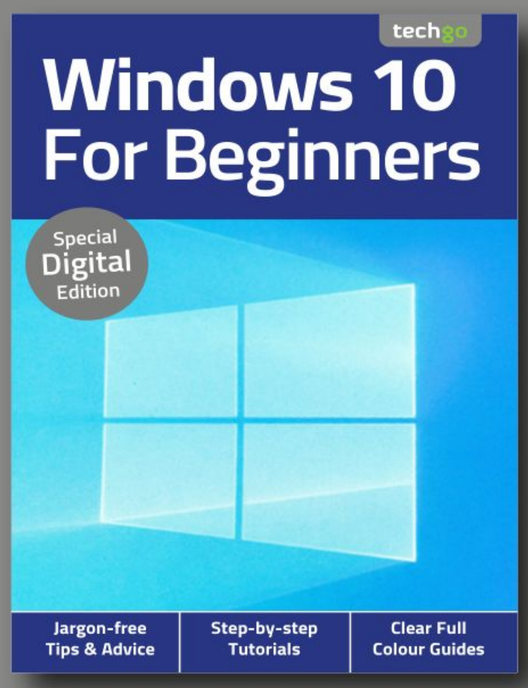


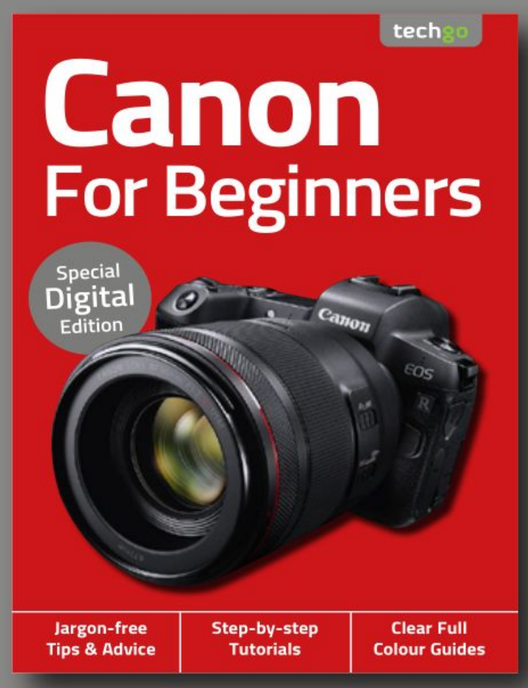


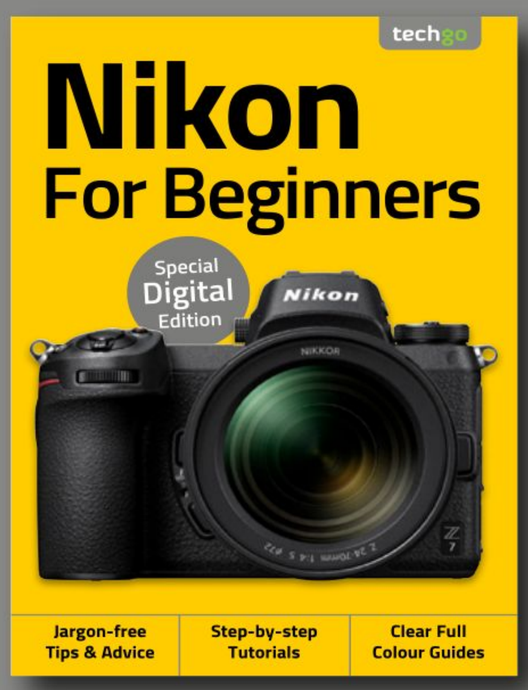


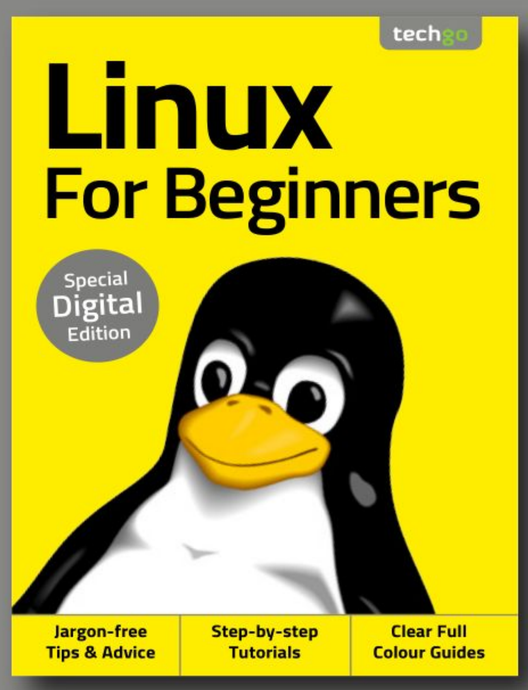












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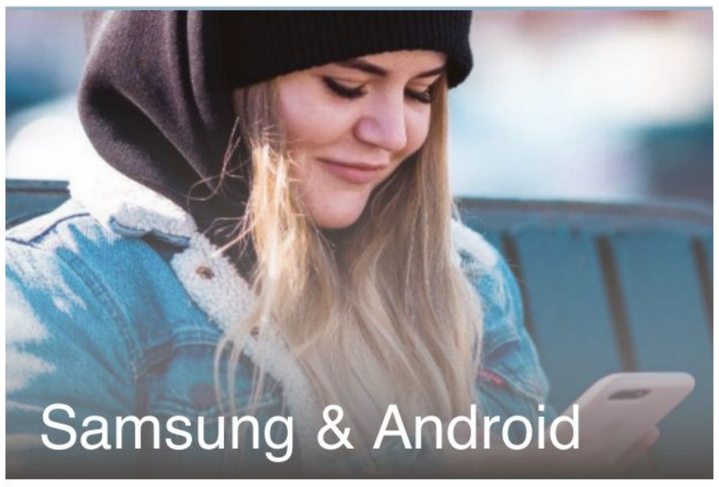

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ISBN: 978-1-912847-16-7

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