

101 Google tools (well nearly)!

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Introduction

Google's mission is 'to organize the world's information and make it universally accessible and useful'.

Google now is not just about information, but about applications that can store, display and manipulate that information in various ways.

Google has been moving everyone on to its cloud servers for years. If you use Gmail, Google Drive, Google calendar, Picasa or You Tube you are already putting your data on to its cloud servers.

Reliability is quoted as being of most concern to those being encouraged to store their data on the cloud. Google is most reliable, not only with multiple backup in its worldwide server farms, but with a non-failure rate of 99.948 percent – approximately seven minutes of downtime a month.

Security is multiple.

This workshop will discuss the cloud tools - will not discuss Google Search tips as such (except where some of the tools are buried in the search function).

Note that Google now has 15 GB of free space that can be shared around (and altered) around your Google a/c e.g Google sites, Google drive and Gmail.

You can have more than one Google a/c if you exceed their individual storage limits.

Google accounts

To use many of these tools, mainly free, you will need to set up a free Google a/c. If you do not have a Google a/c go to [Google accounts](#) and follow the instructions.

IGoogle (disappearing late next year -2013)

A useful alternative is Symbaloo at www.symbaloo.com .

Google toolbar

On the Google pages you will see a toolbar outlined in black. Click one of these to take you to specific Google sites. When a tool is active it will turn white. You will note when you go into Google the word Web is outlined in white.

The toolbar also includes

- Images - a great collection of 'creative commons' images
- Videos – good and bad including You Tube (owned by Google)
- Maps – used for viewing and directions. See the Senionet guide at our site
- News – can be customized with your sources
- Gmail – up to 7 GB of free 'cloud' space. Can be used for file storage (send to your self at Gmail). Files can be tagged in groups.
- More (with a pull down menu containing a host of other tools. At the bottom of the 'More' list is an 'Even more' link). Click that link to see an extensive list of Google tools.

At this stage we have already reached more than 30 tools!

Gmail

As noted Gmail – gives you up to 15 GB of free 'cloud' (storage on someone else's hard drive somewhere in the world) space. Can be used for file storage (send to your self at Gmail). Files can be tagged in groups. Now also includes the ability to store attachments direct to Google drive. A major value is being able to redirect your email server messages to Gmail and also send from Gmail under your usual server address. 'Open Compose' is a new Google tool for calling up your Gmail compose screen without opening your Gmail a/c. For further information look at attending our hands on Gmail workshops

Google Drive (previously Docs)

One of the tools in the 'More' list is Drive. Click on that tool button to get an appreciation of this powerful set of tools. Google Drive allows you to work on line with interactive documents, spreadsheets, presentations, drawings and forms (including surveys). This is what is known as cloud computing as you do not need the hardware or software (other than your browser) on your machine. Again, to find a range of tutorials put the keywords 'Google Drive tutorial' in Google. A good tutorial can be found at [Google drive and Docs](#).

Scholar

Used to find scholarly or scientific articles. Many have to be paid for.

Google Calendar

A useful 'cloud' diary to which you can add notes. Also able to be connected to your email or cellphone to advise you of pending appointments. Link also, with permission to other persons diaries. A very powerful tool. Hopefully we will have this on our site as a 'one stop shop' for all Senionet events.

Google +

A new boy on the block as an alternative to Facebook and Twitter. Security does not seem to be a problem. Allows set up of 'circles' and 'friends'. When you're a/c is activated a header +you is set up

in the black Google bar. Has a powerful online photo editor and storage as replacement for Picasa web albums. See our web site display at top left.

Google Sites

Here you can set up a very simple web page (or several pages). SeniorNet Wellington uses this site for storing, in the cloud, all of the documents accessed through our web page.

Google Books

Books and magazines can be viewed in whole or in part and many can be downloaded.

Chrome

Google Chrome is the web browser used in this presentation. It is a Chromium based browser that is now regarded as the least cluttered but fastest browser. Google has a stand alone 'Chromium' browser, which allows a complete web based productivity experience without the need for external applications.

Picasa

Now owned by Google. Allows you to upload pictures stored on your computer, manipulate them with simple tools and even load to their 'web albums' on the cloud.

You Tube

Also owned by Google. You can up load your images (in a movie like format) or up load and edit videos. Good and bad examples can be sighted.

Blogger

See our SeniorNet web site, built entirely on the free Blogger platform, with free Google tools.

Alerts

You can sign up to receive a notice each time a specified web site is changed.

Feed Burner

On the SeniorNet site you can do the same s above with the FeedBurner tool.

Calclator

Is activated through the Google search and allows normal arithmetic calculation as well as conversions like \$NZ in USD, m in ft, lbs in kg, mph in kph, cup in tsp.

Google SketchUp

[A 3D sketching software for the conceptual phases of design](#)

The above are a snapshot of the more useful Google tools.

Android

Google operating systems drive android smarphones and tablets. These are a close competitor to the iPad, with more than 50,000 'apps' to choose from, the majority being free.

