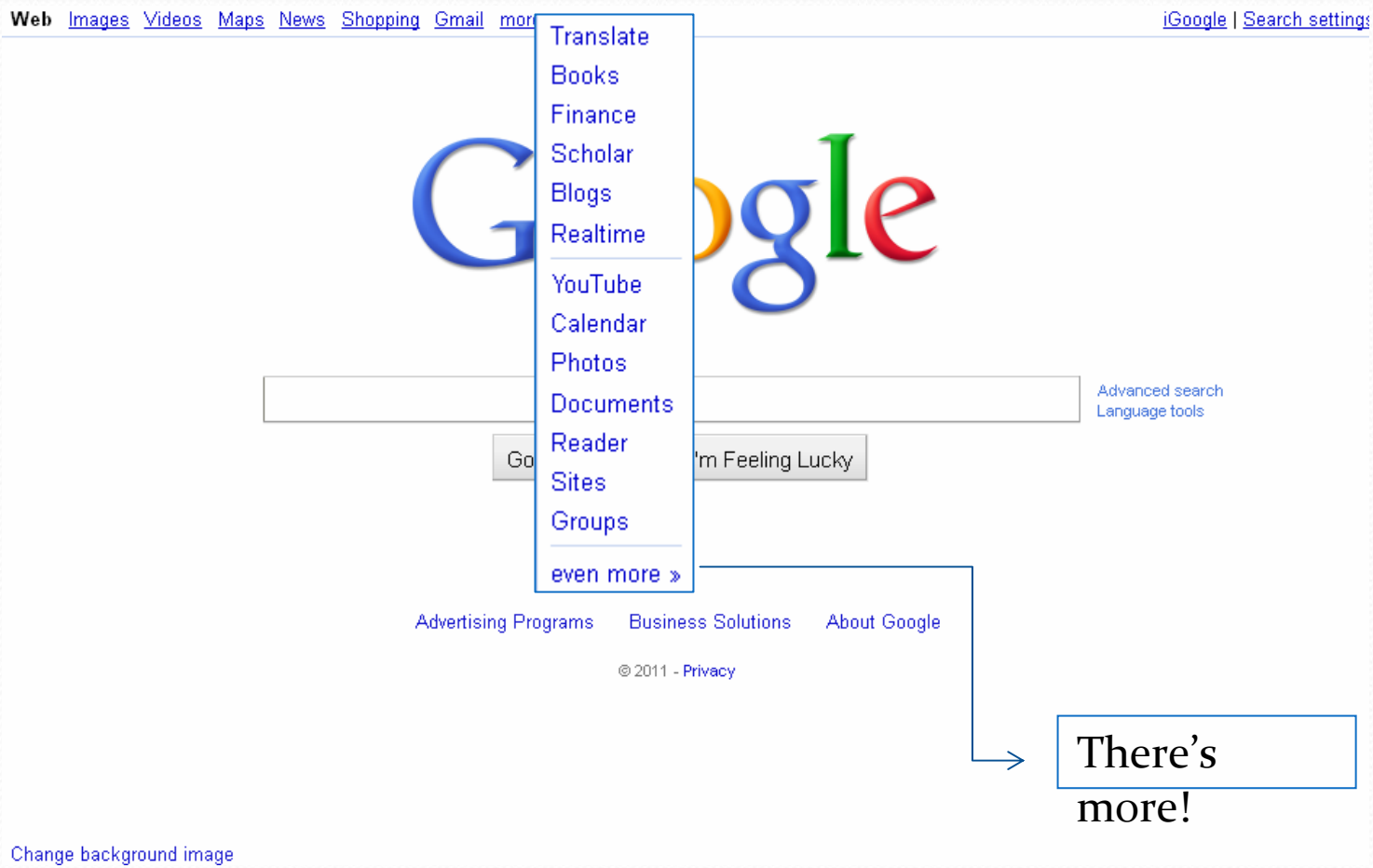
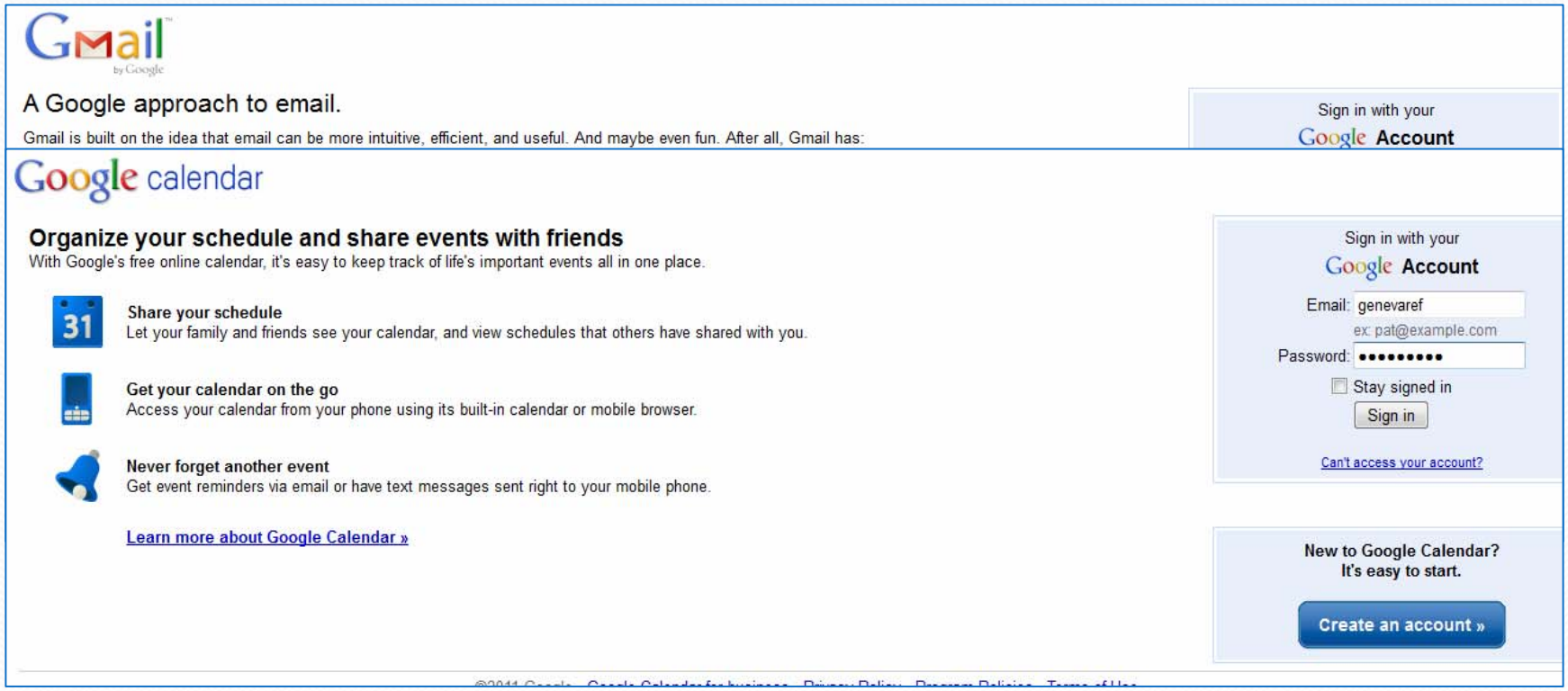
Exploring Google's Advanced Features

Brought to you by The GIG, the Geneva Public Library, and a NYS Library BTOP Grant.

The Many Layers of Google



Logging In


Gmail
by Google
A Google approach to email.
Gmail is built on the idea that email can be more intuitive, efficient, and useful. And maybe even fun. After all, Gmail has:
Sign in with your
Google Account
Google calendar
Organize your schedule and share events with friends
With Google's free online calendar, it's easy to keep track of life's important events all in one place.
Share your schedule
Let your family and friends see your calendar, and view schedules that others have shared with you.
Get your calendar on the go
Access your calendar from your phone using its built-in calendar or mobile browser.
Never forget another event
Get event reminders via email or have text messages sent right to your mobile phone.
Learn more about Google Calendar »
Sign in with your
Google Account
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ex: pat@example.com
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Sign in
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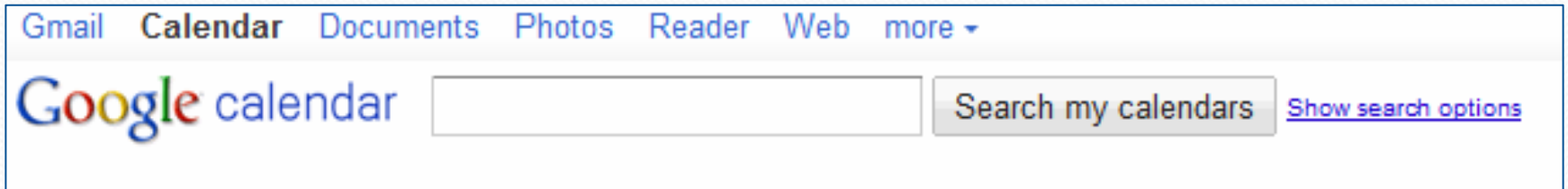
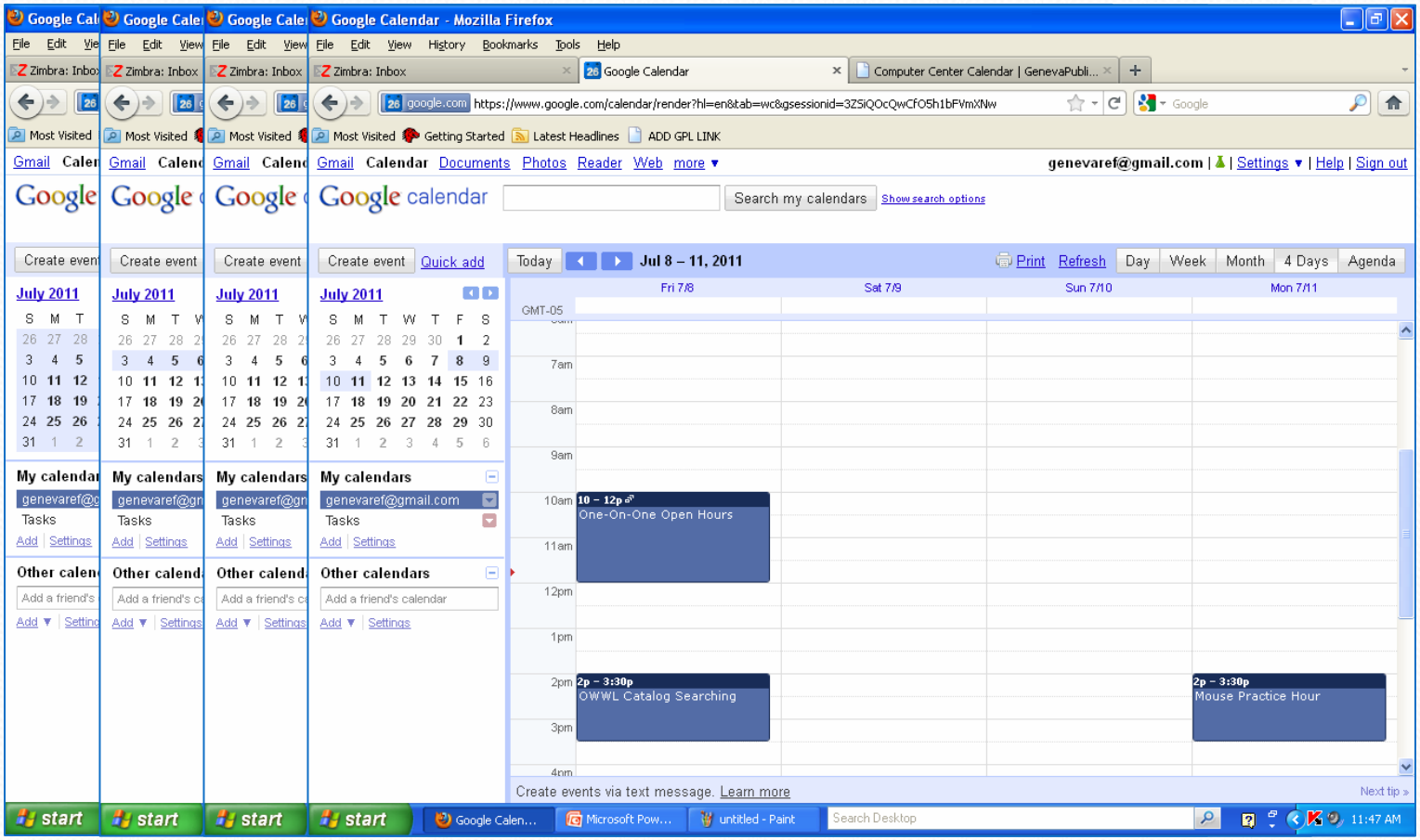
It's easy to start.
Create an account »

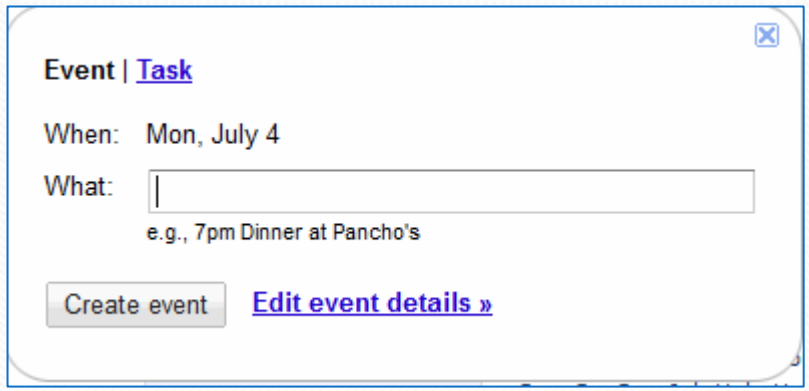

Gmail
Calendar
Documents
Photos
Reader
Web
more
Google calendar
Search my calendars
Show search options

Google Calendar

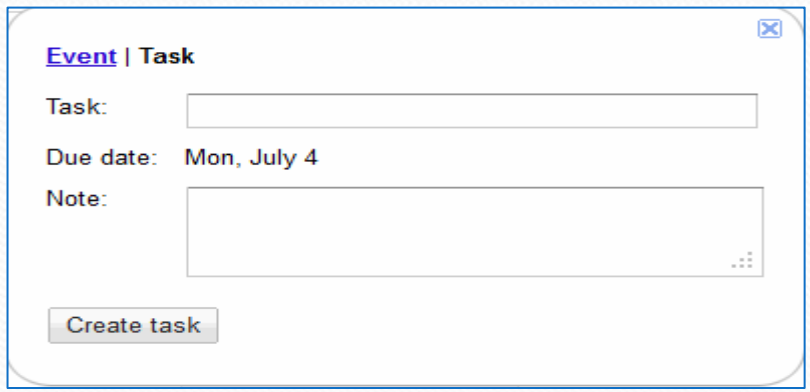


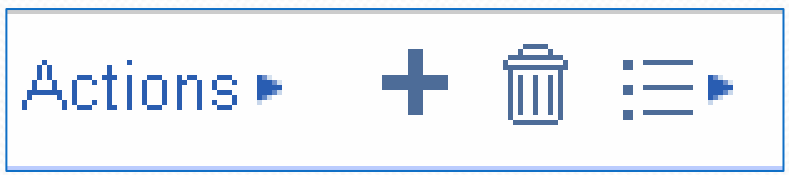
Adding a Event or Task

Double Click on the Date,
Add the “What”
and Create

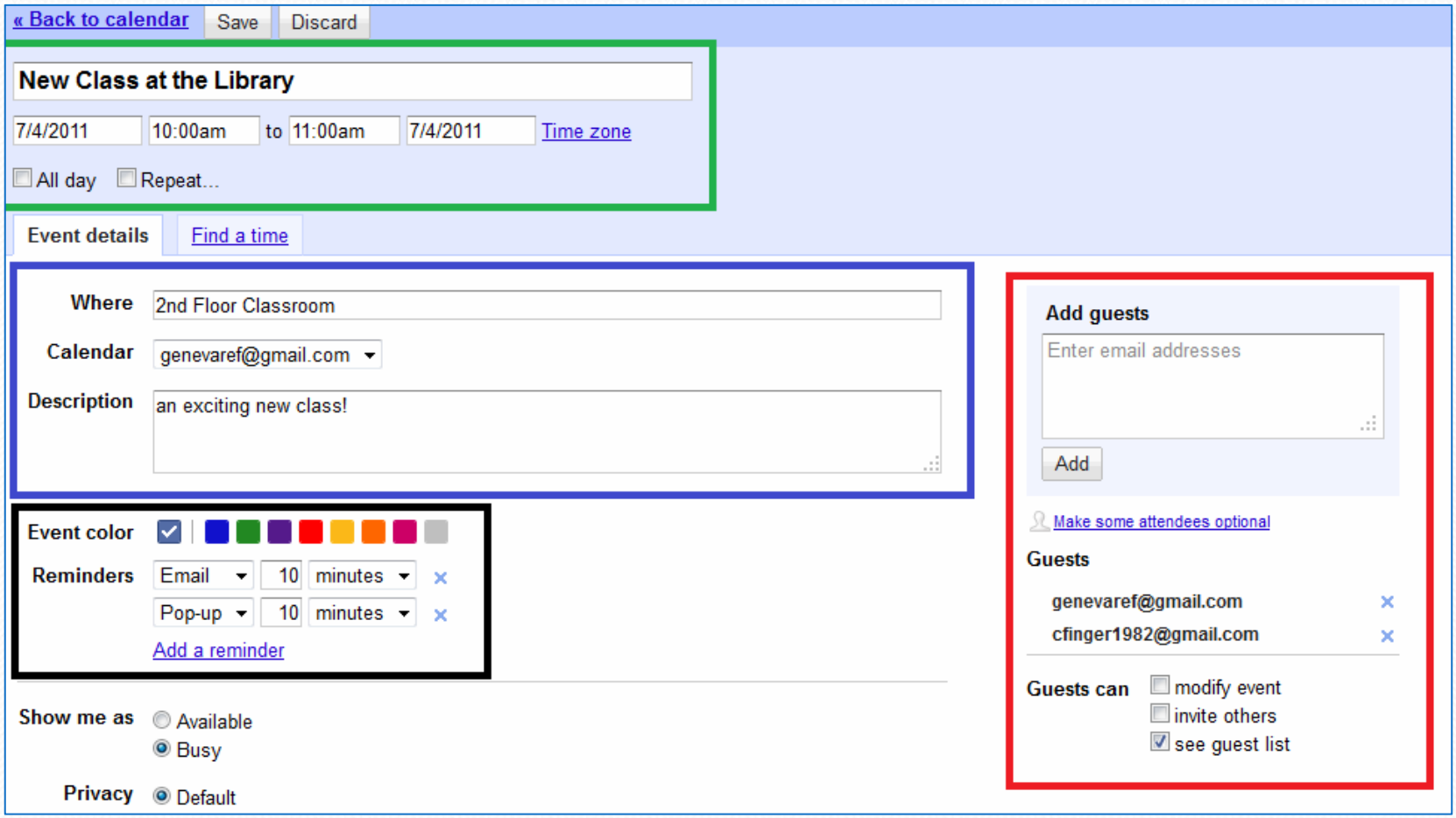


Or Click on Task and
Add “Task” and “Note”

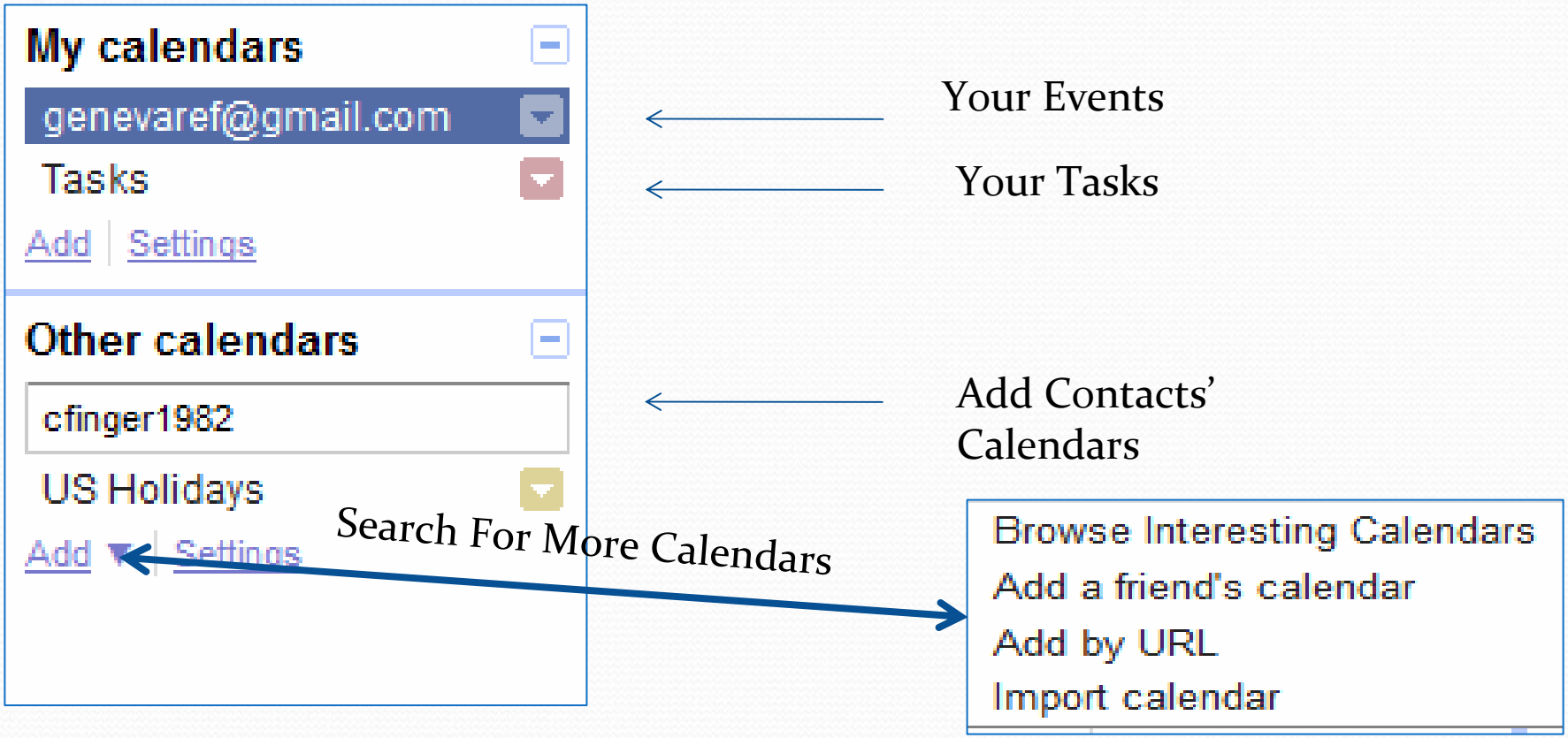




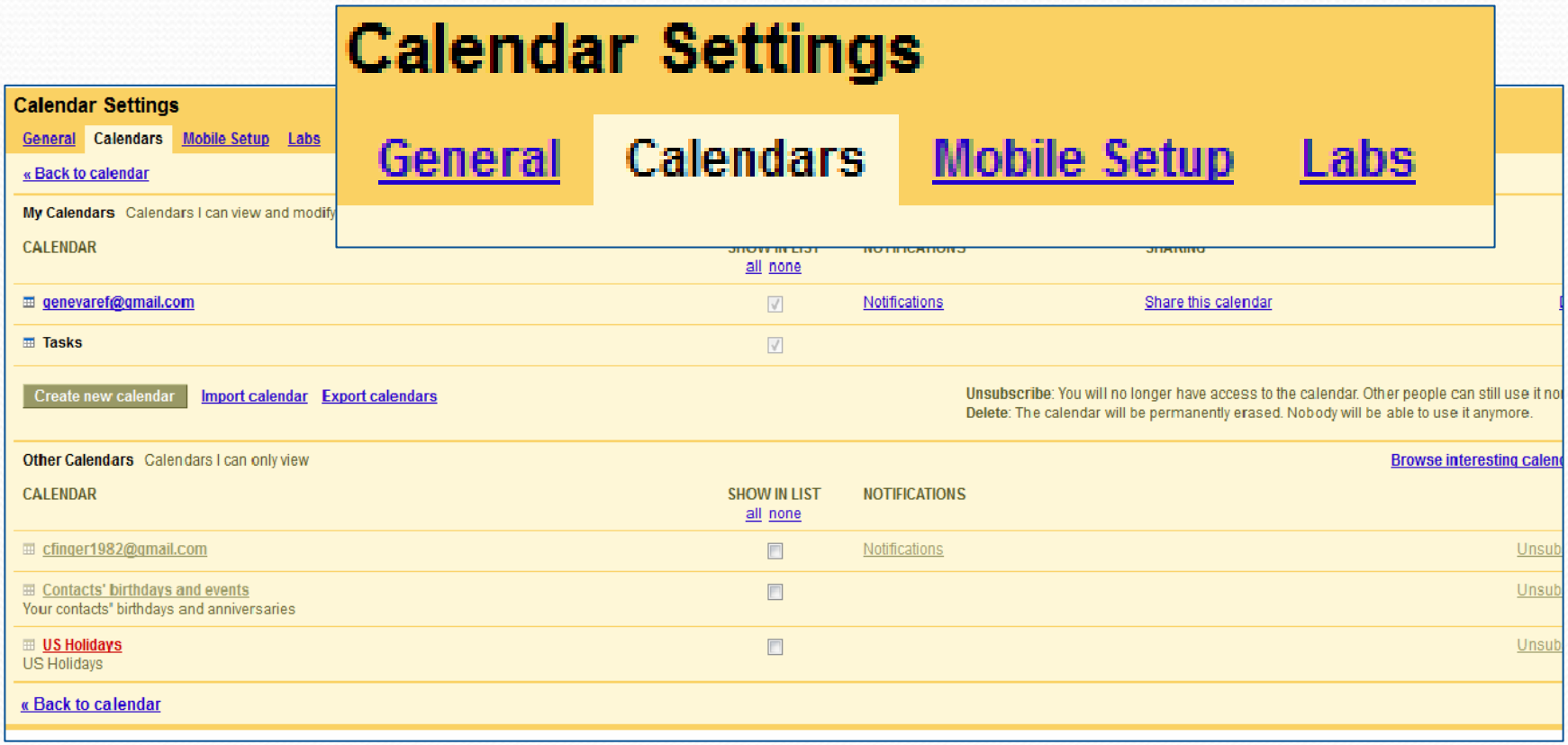
Edit Event Details



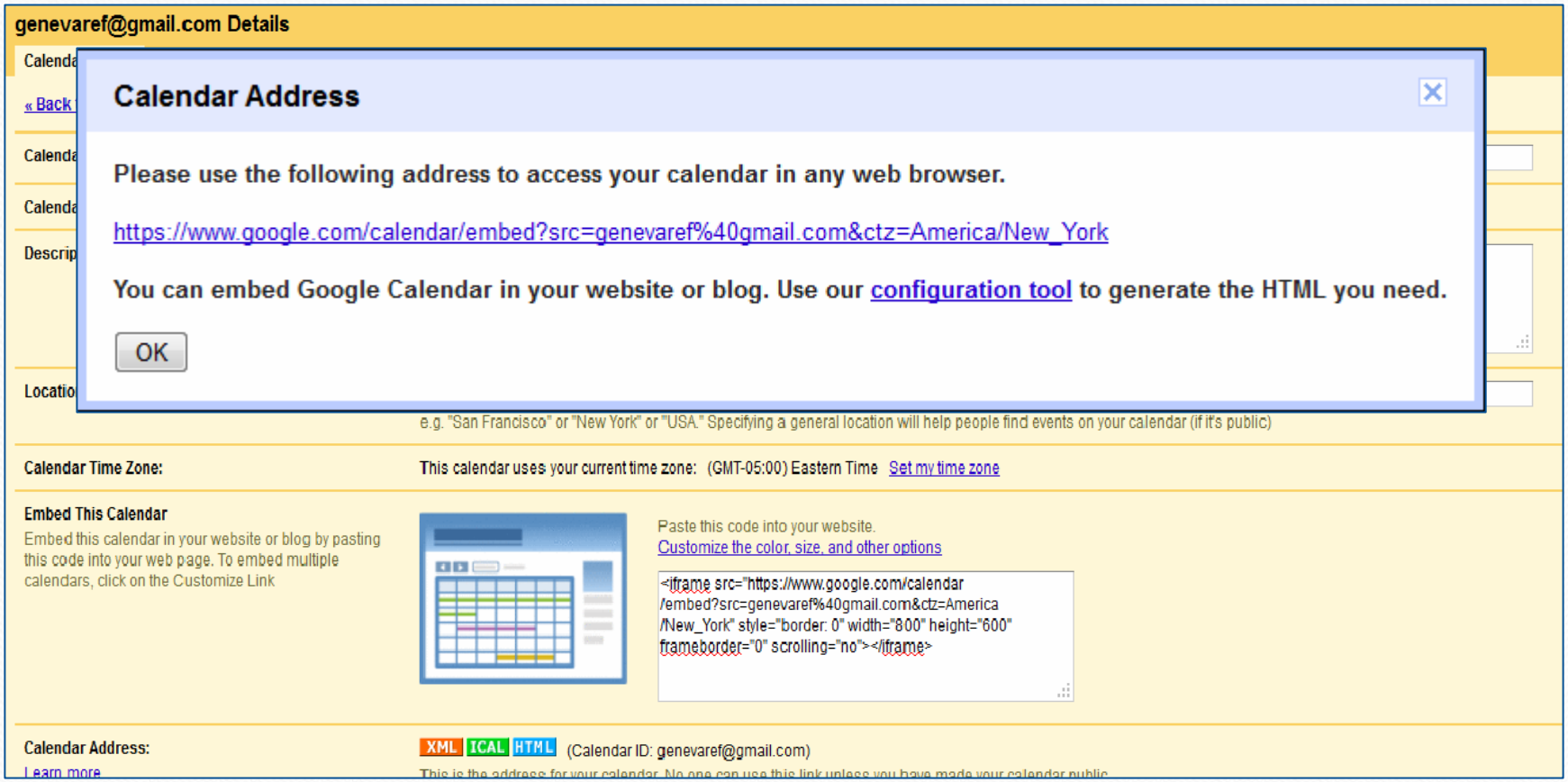
Adding Calendars



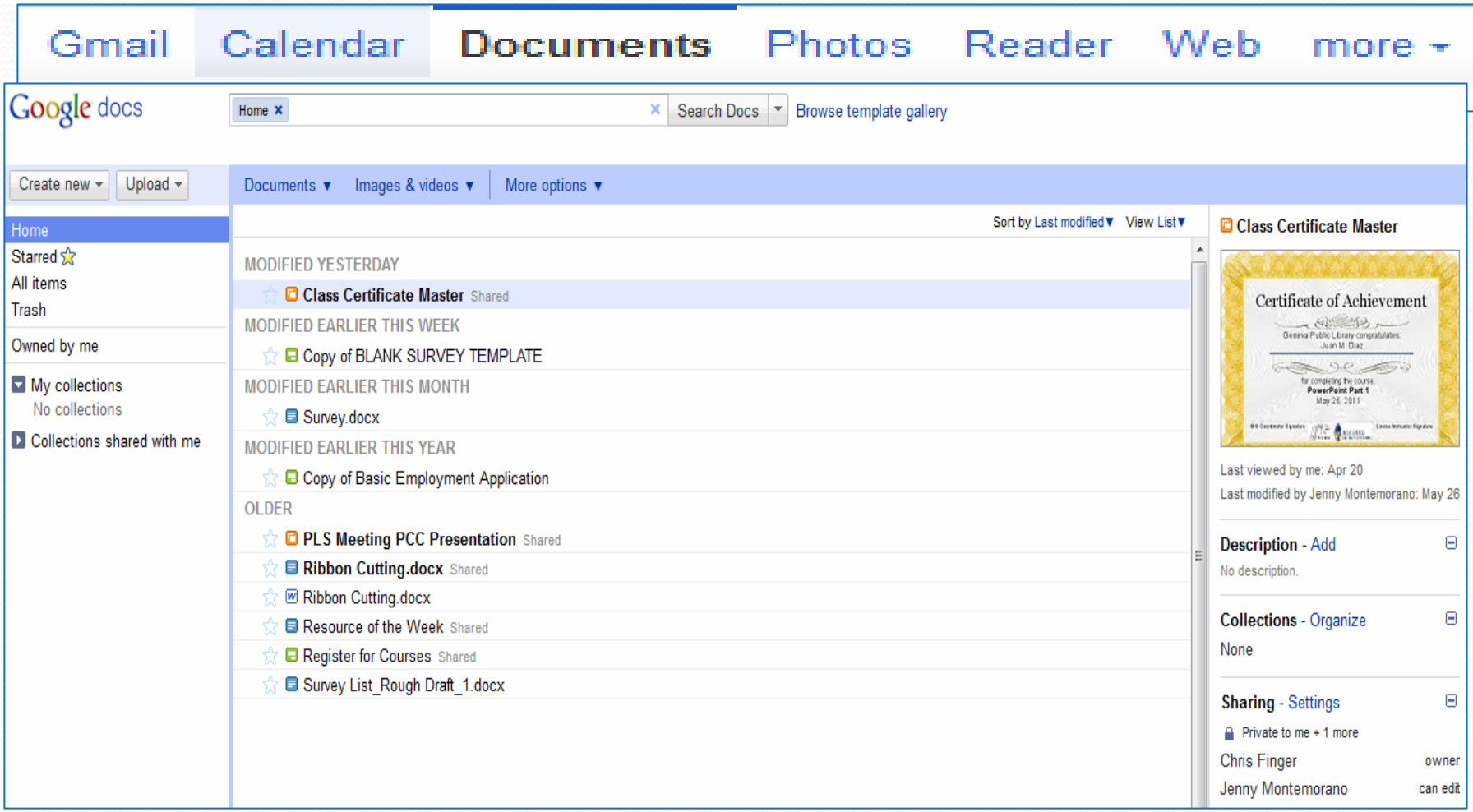
Calendar Settings



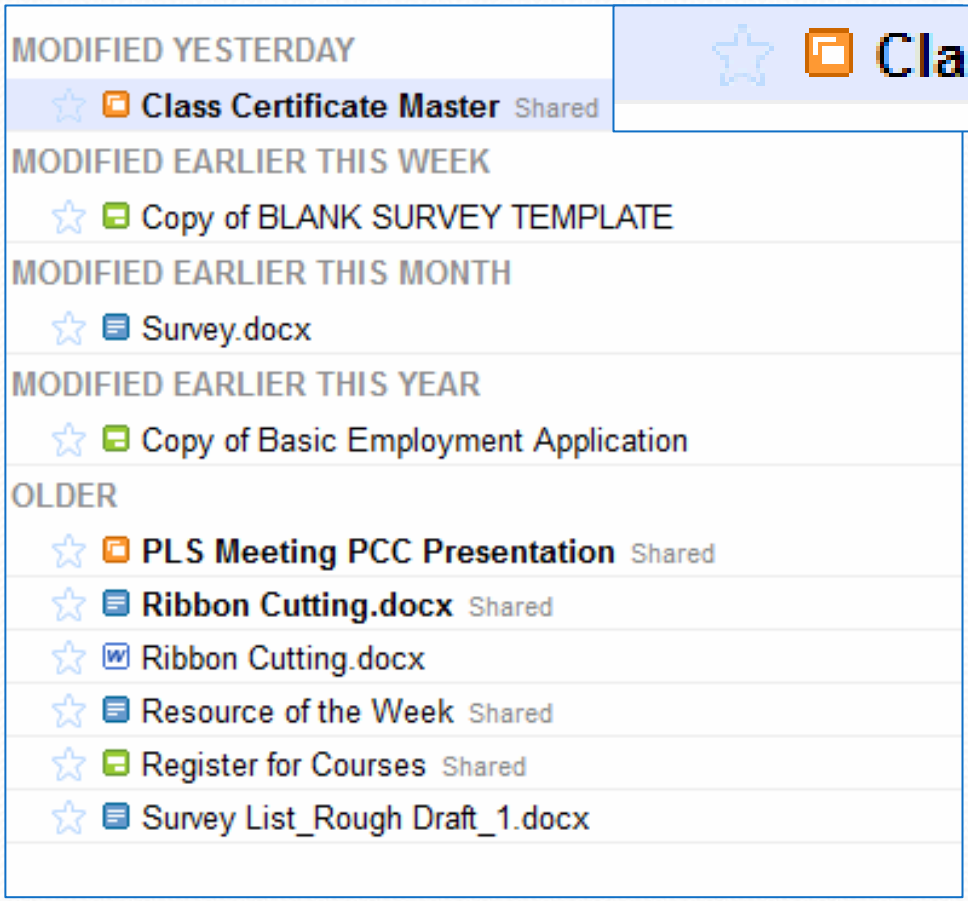
Sharing a Specific Calendar



Google Documents



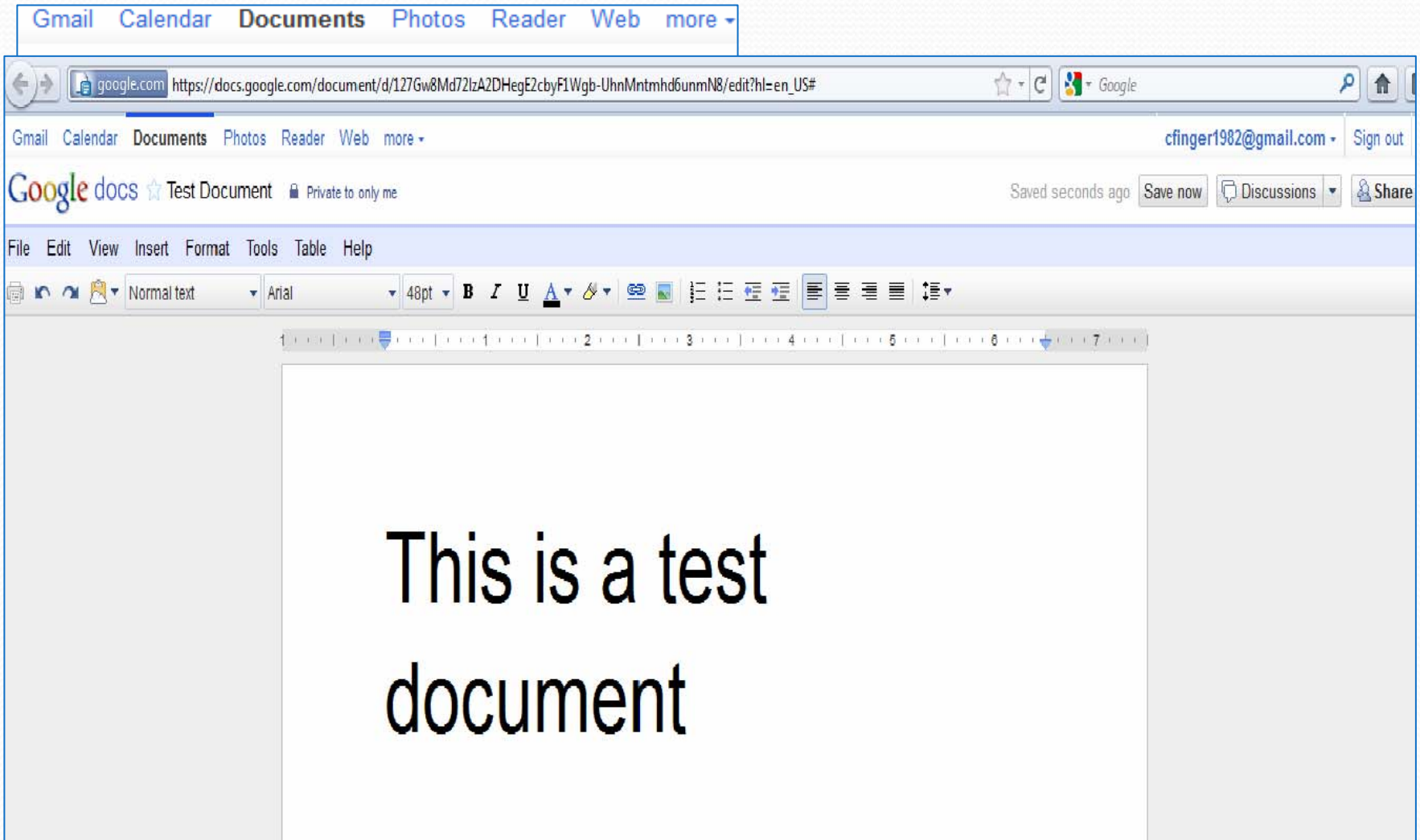
Your Documents



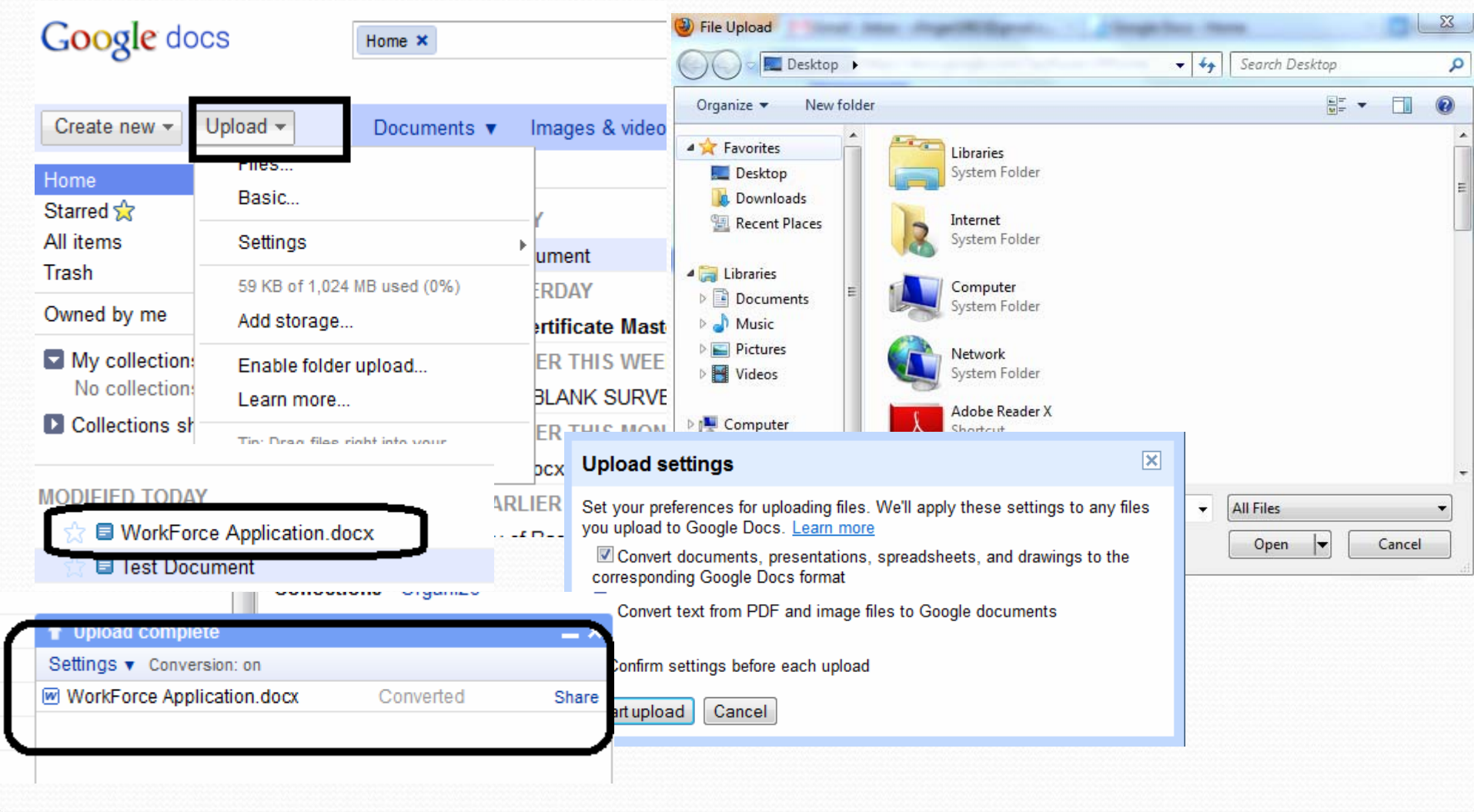
How they got here:

- Uploaded
- Created from scratch in Google
- Shared by someone

Creating New Document



Uploading


Google docs
Home
Create new
Upload
Documents
Images & video
Home
Starred
All items
Trash
Owned by me
My collection
No collection
Collections sh
Basic...
Settings
59 KB of 1,024 MB used (0%)
Add storage...
Enable folder upload...
Learn more...
MODIFIED TODAY
WorkForce Application.docx
Test Document
Upload complete
Settings
Conversion: on
WorkForce Application.docx
Converted
Share
File Upload
Desktop
Search Desktop
Organize
New folder
Favorites
Desktop
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Recent Places
Libraries
Documents
Music
Pictures
Videos
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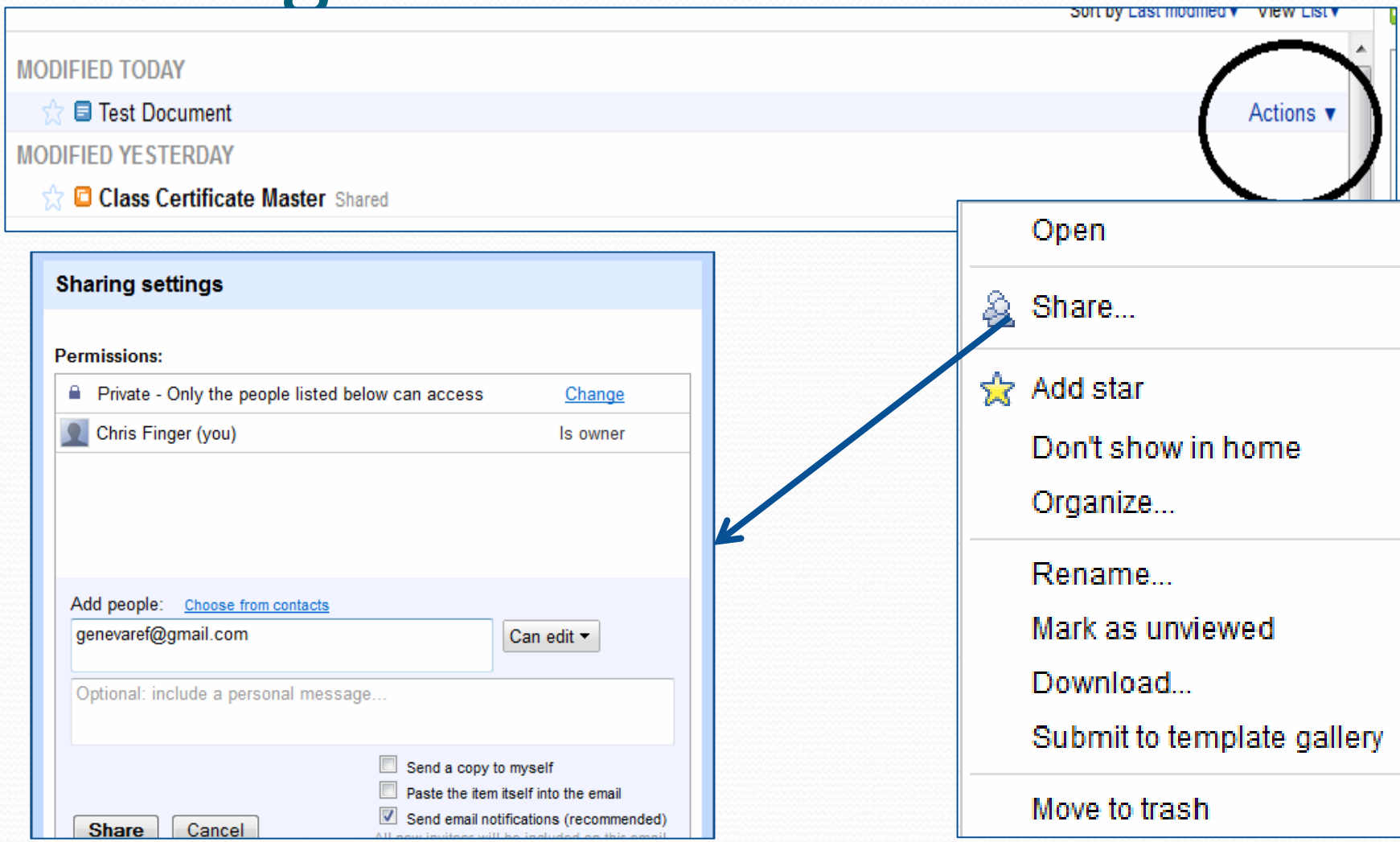
Sharing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Rename...
Mark as unviewed
Download...
Submit to template gallery
Move to trash
Sharing settings
Permissions:
Private - Only the people listed below can access
Change
Chris Finger (you)
Is owner
Add people:
Choose from contacts
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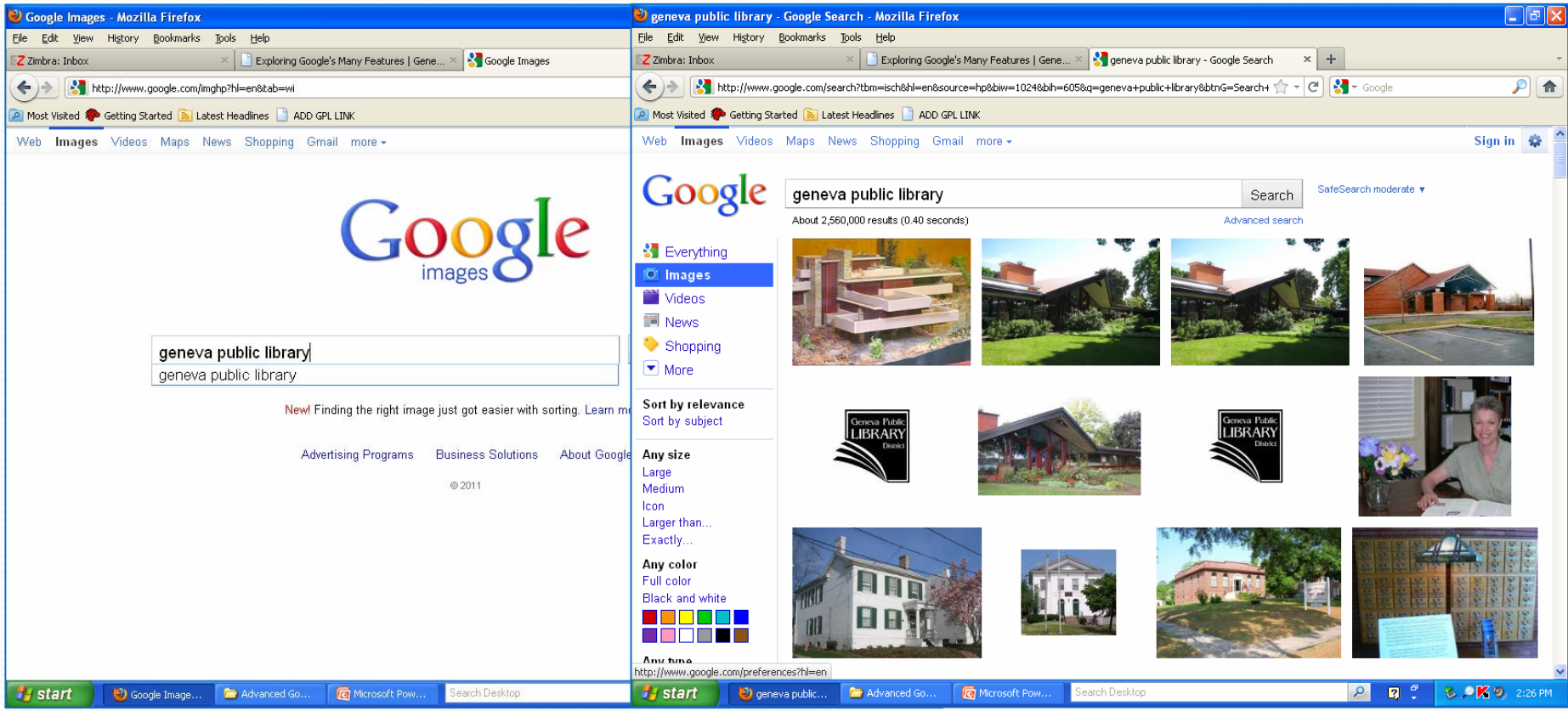
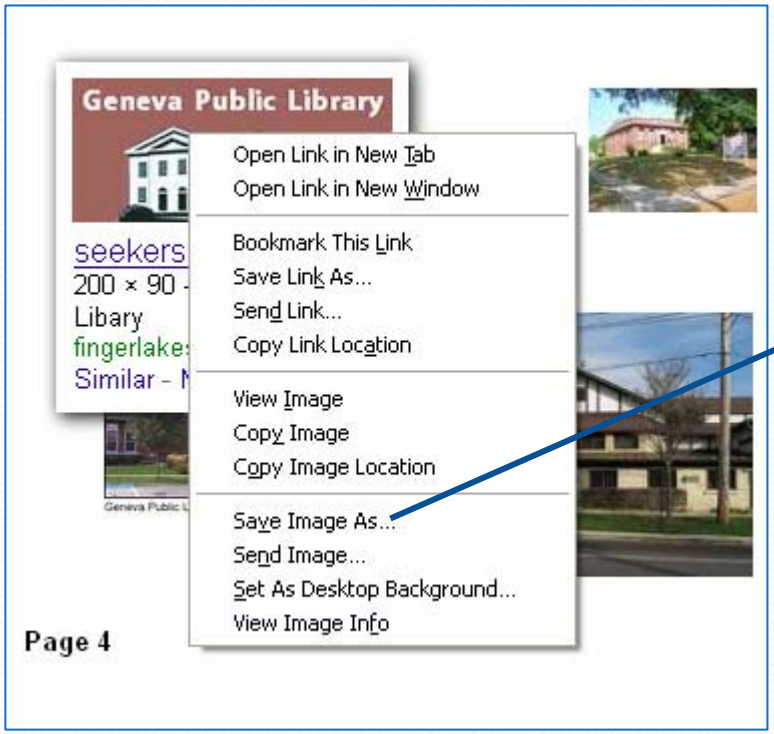
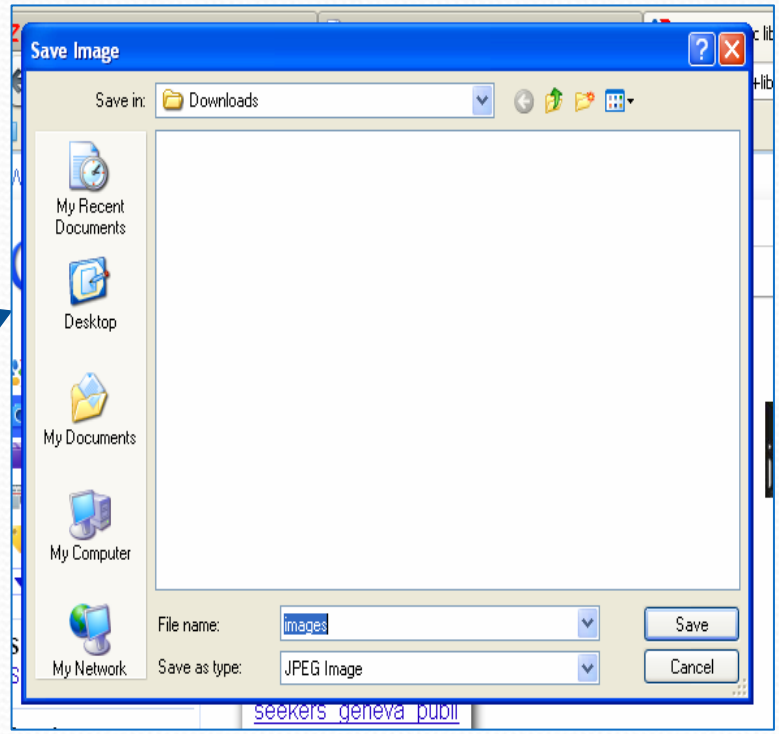
Can edit
Optional: include a personal message...
Send a copy to myself
Paste the item itself into the email
Send email notifications (recommended)
Share
Cancel

Google Images



Saving An Image





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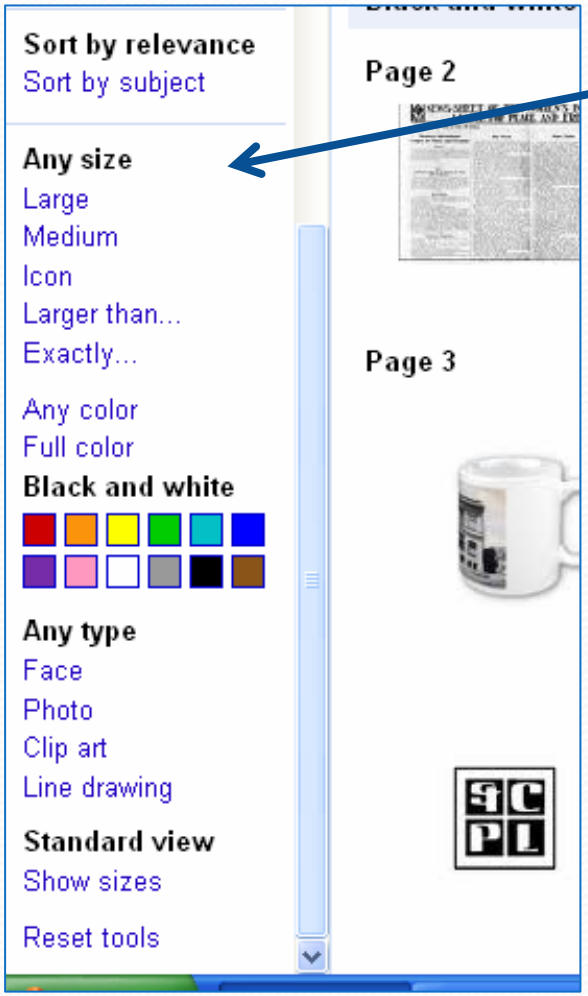
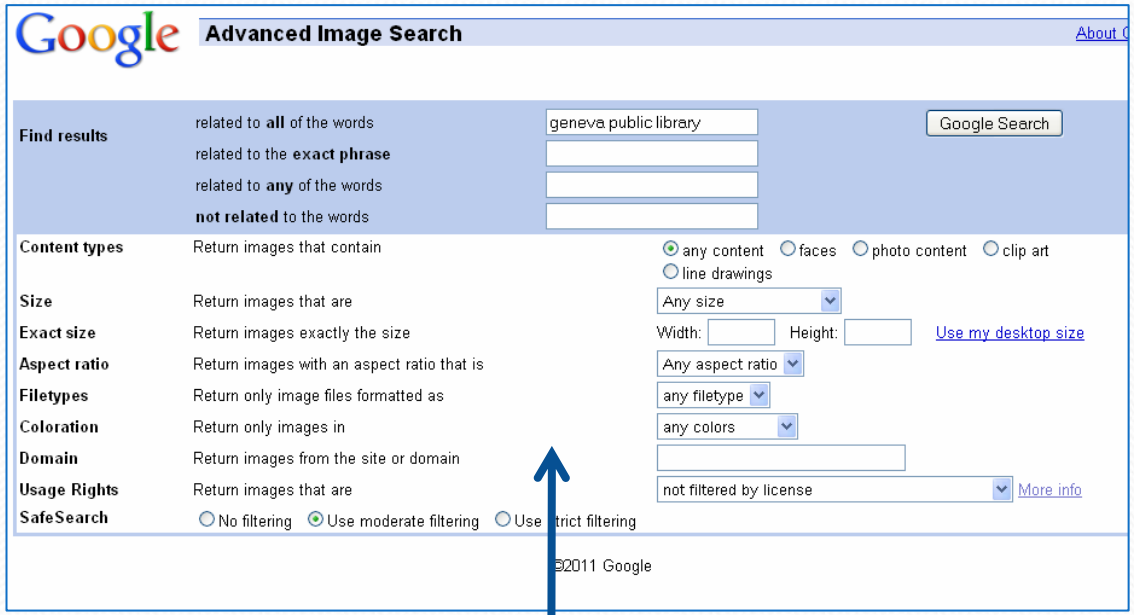
Advanced Image Searching

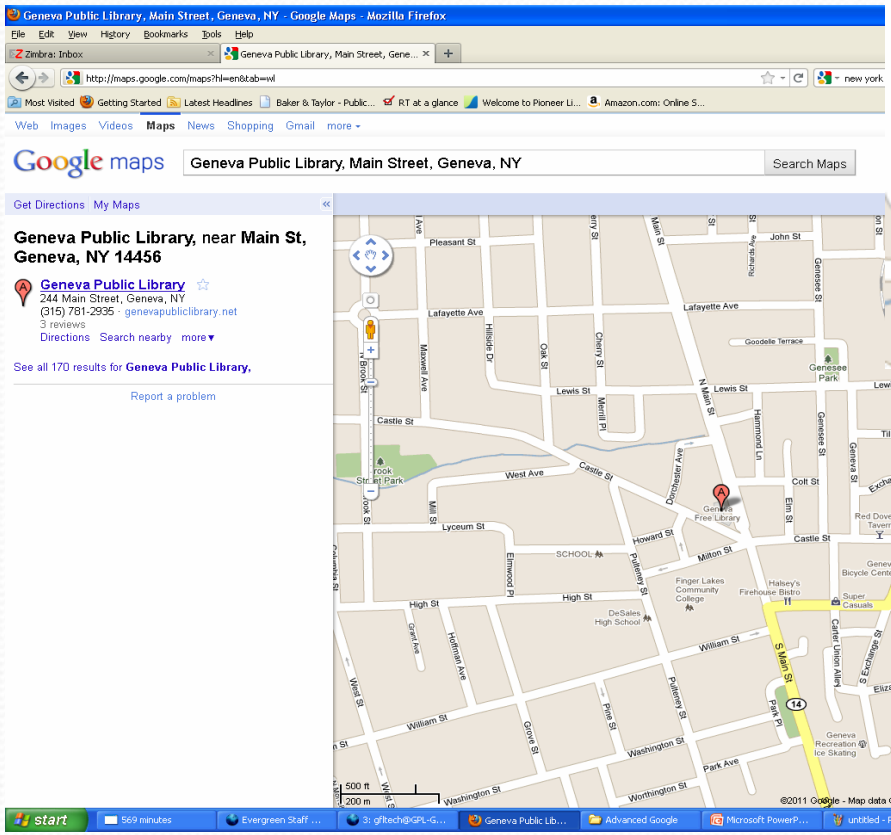


Sort Features- After Search



Advanced Image Search- Before Search

Google Maps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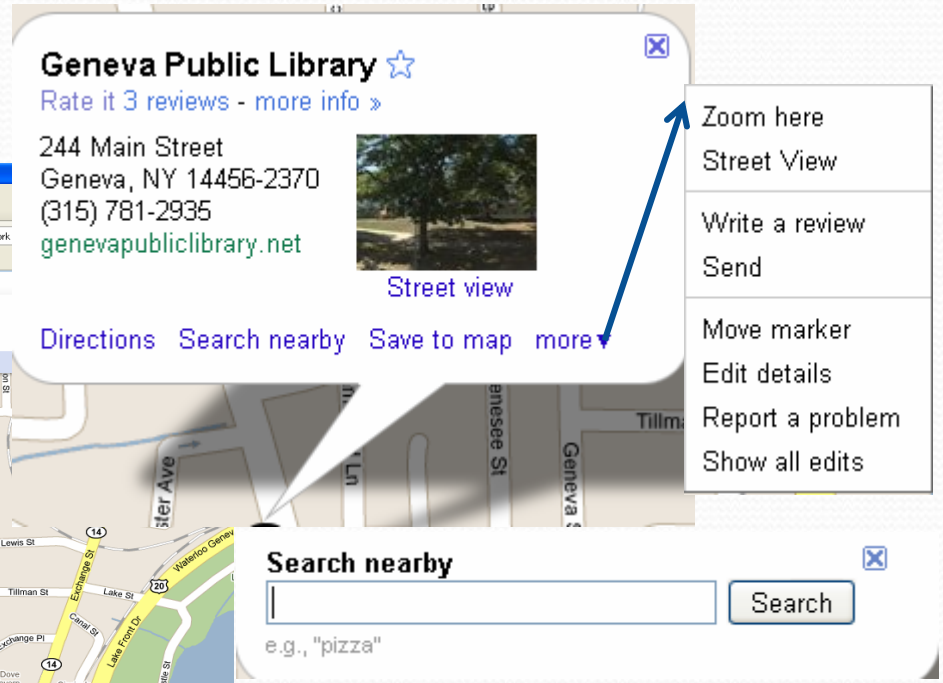
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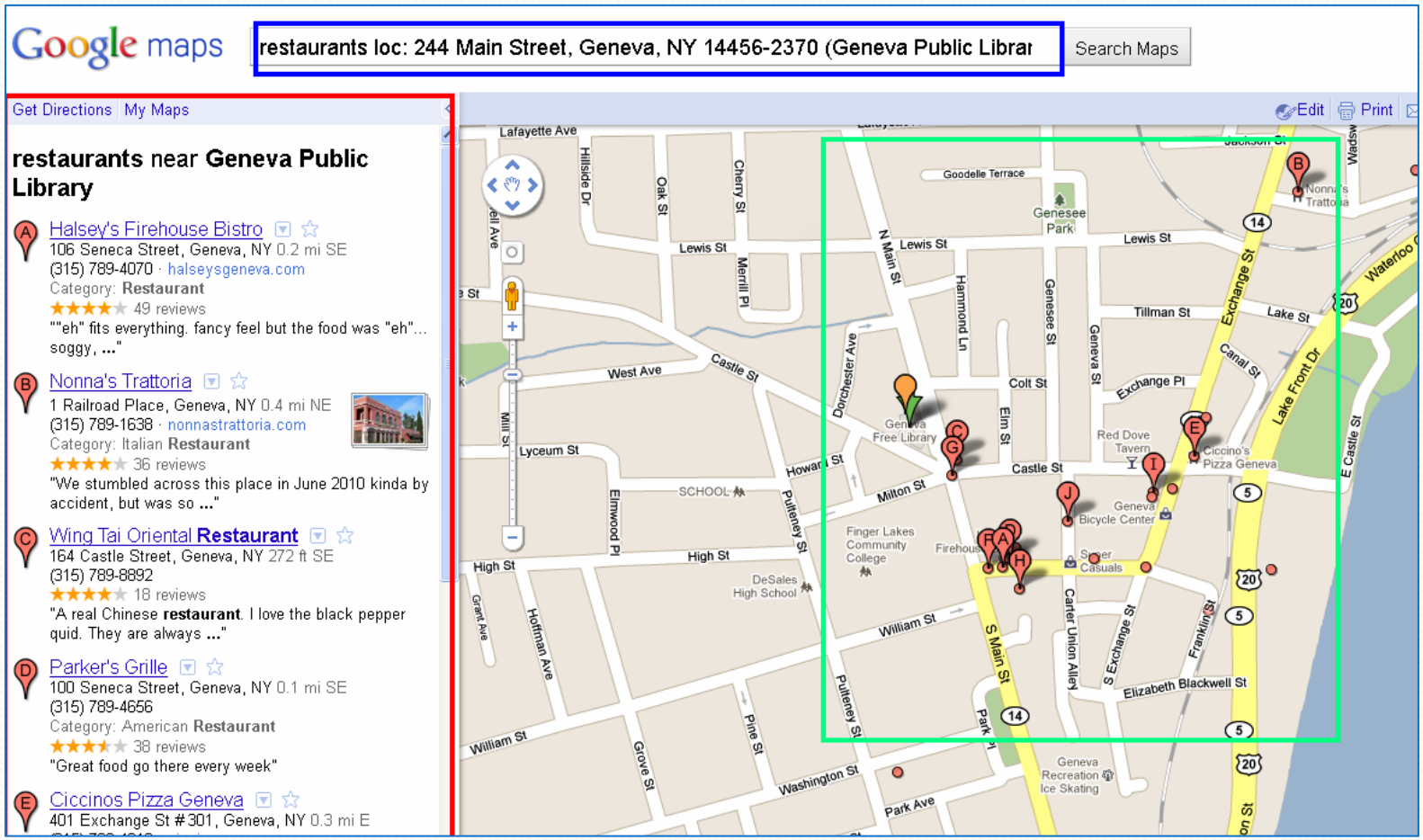


Directions

Driving directions to Geneva Public Library

Suggested routes

1. Hamilton St and Pulteney St **1.4 mi**	**5 mins**
2. Hamilton St and S Main St 1.5 mi	4 mins
3. NY-5 E/US-20 E 1.6 mi	5 mins

Wegmans - Geneva
300 Hamilton Street
Geneva, NY 14456

1. Head **east** on **Hamilton St** toward **S West St**
0.5 mi

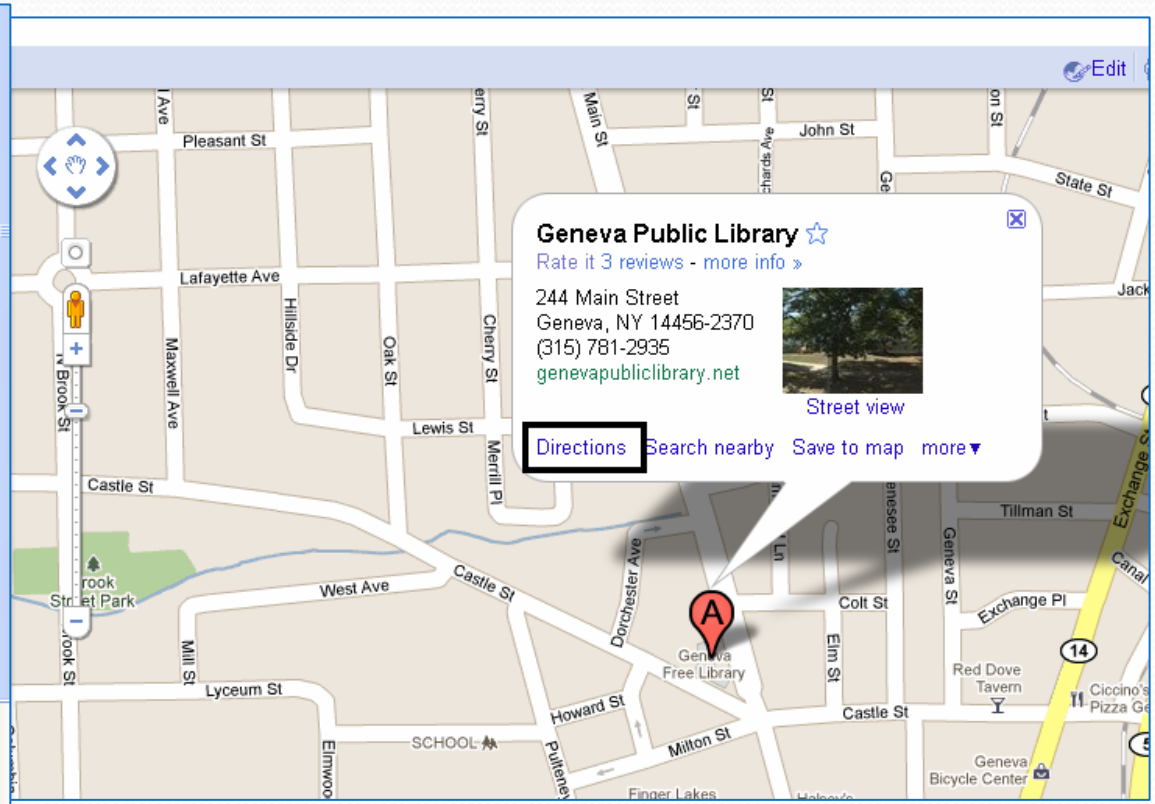
2. Turn left onto **Pulteney St**
0.6 mi

3. Turn right onto **Castle St**
397 ft

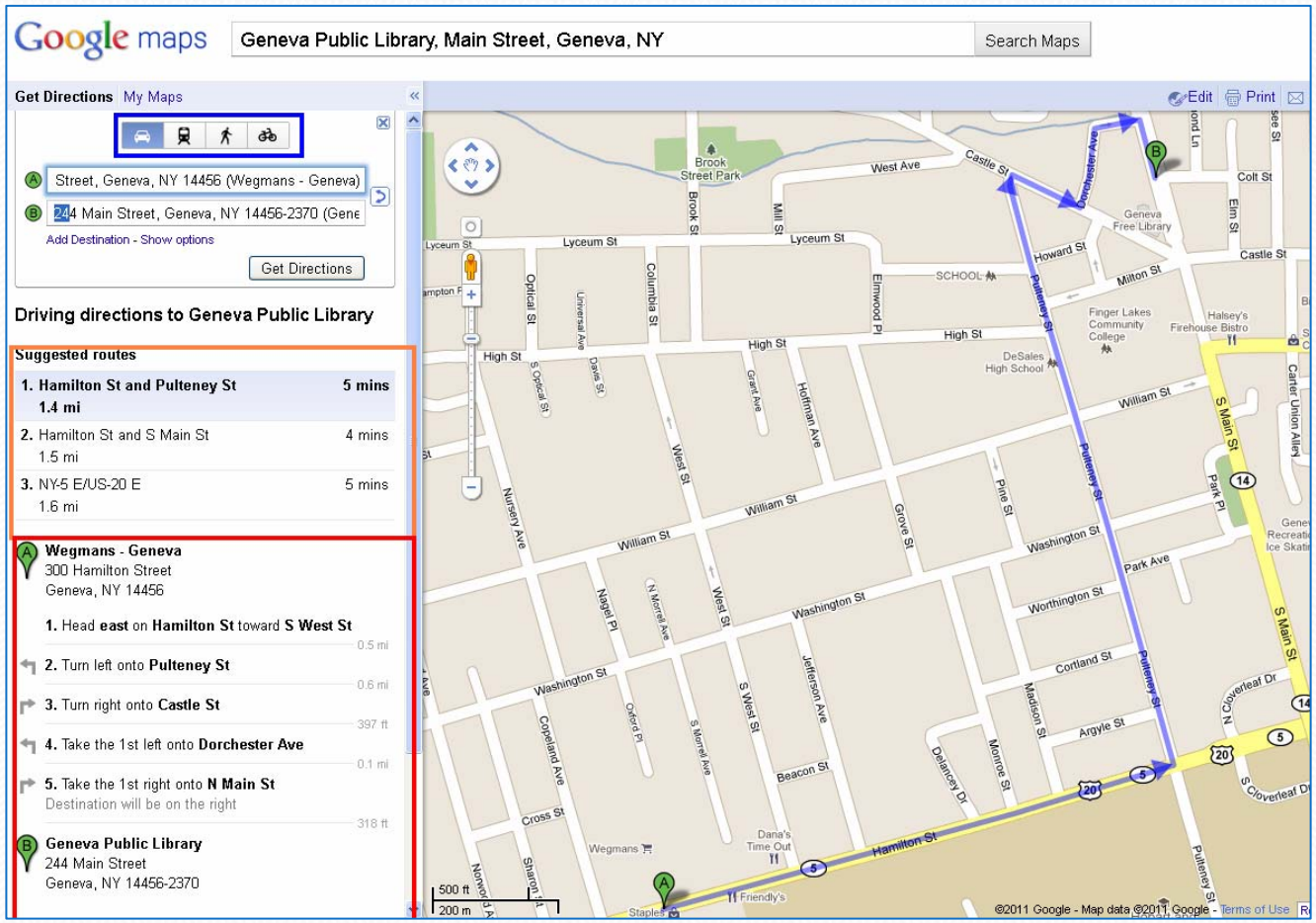
4. Take the 1st left onto **Dorchester Ave**
0.1 mi

5. Take the 1st right onto **N Main St**
Destination will be on the right
318 ft

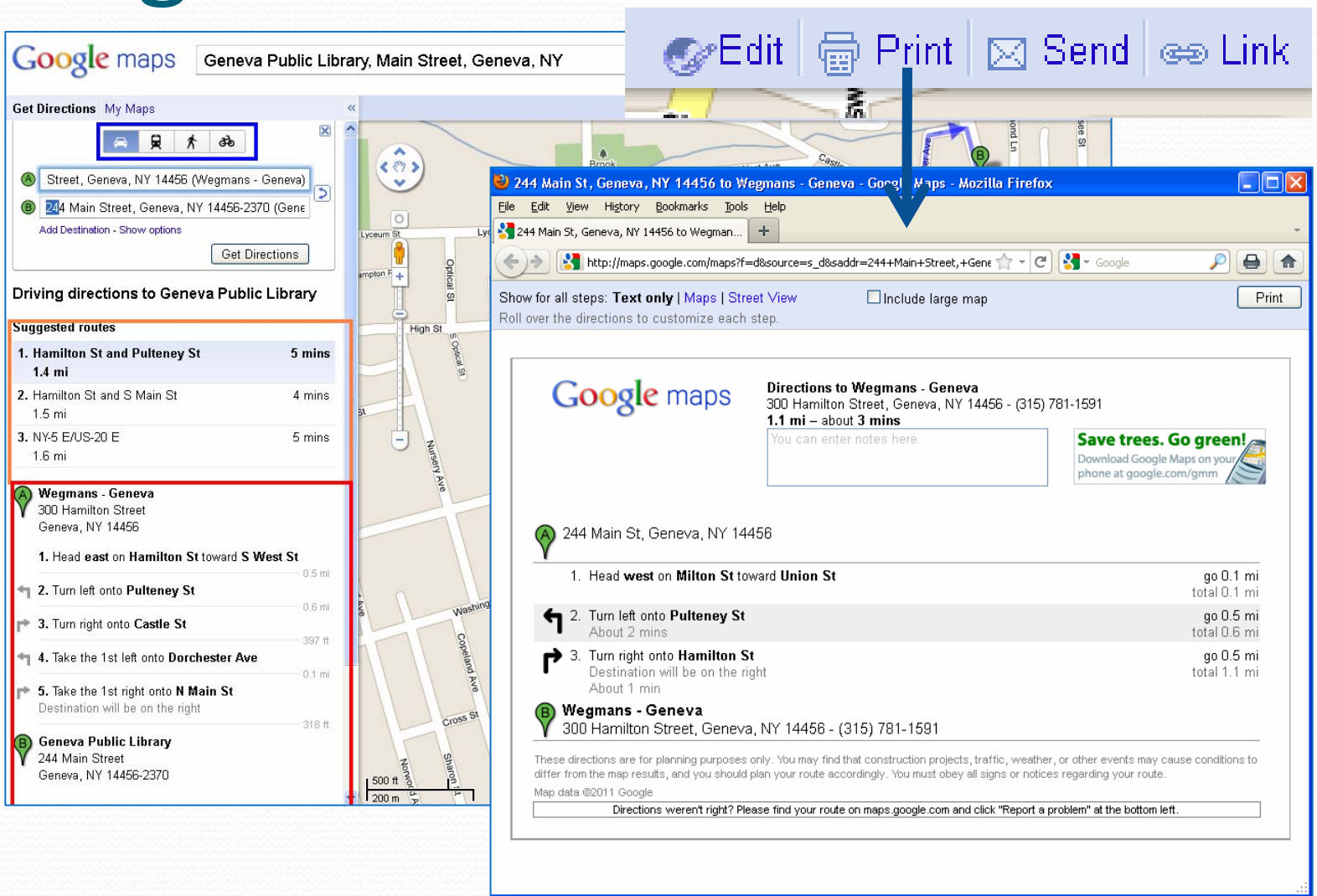
Geneva Public Library
244 Main Street
Geneva, NY 14456-2370



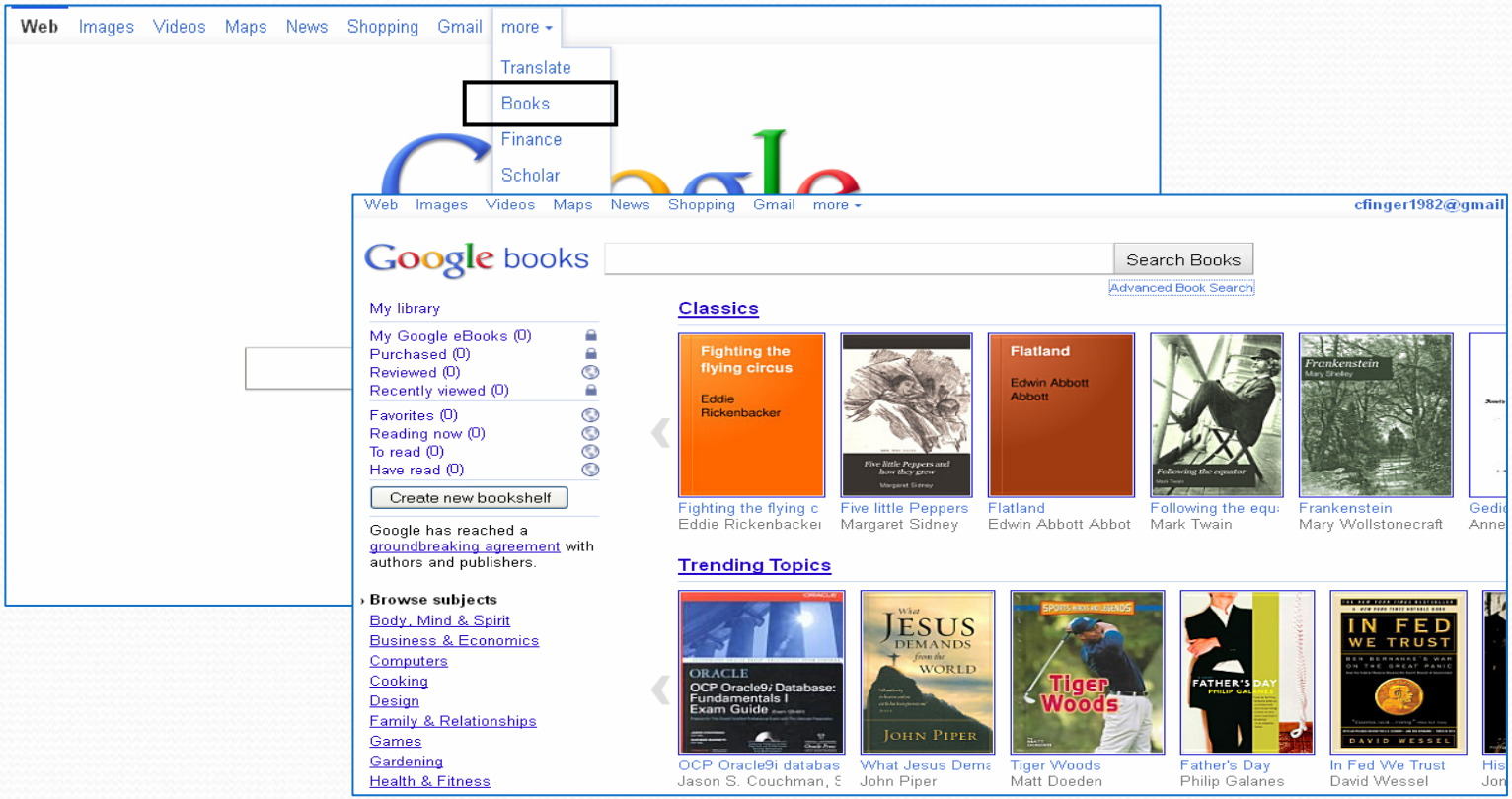
Refining the Directions



Printing Directions

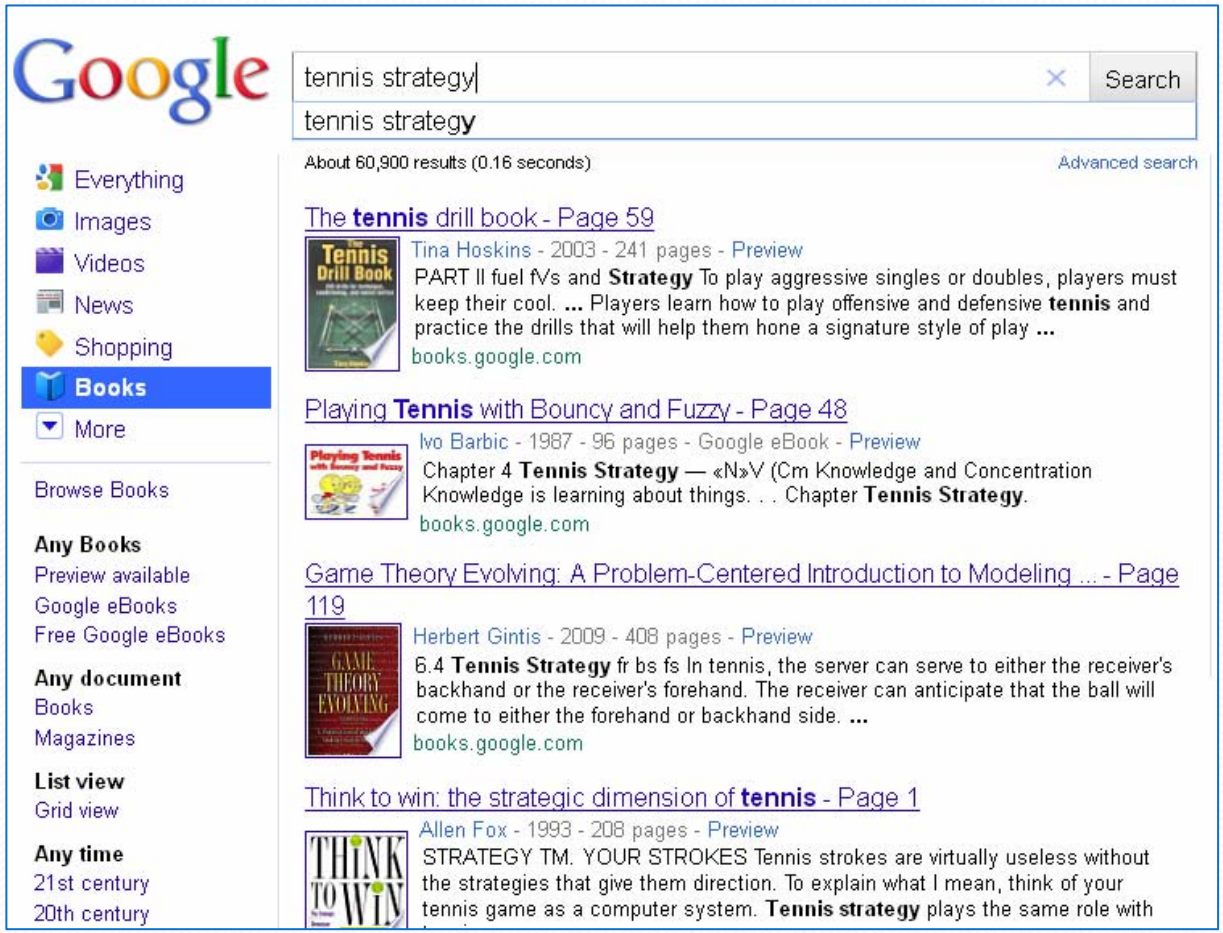


Google Books

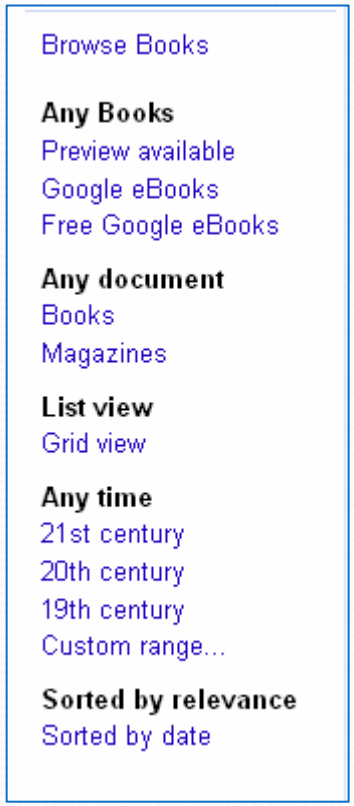


Searching

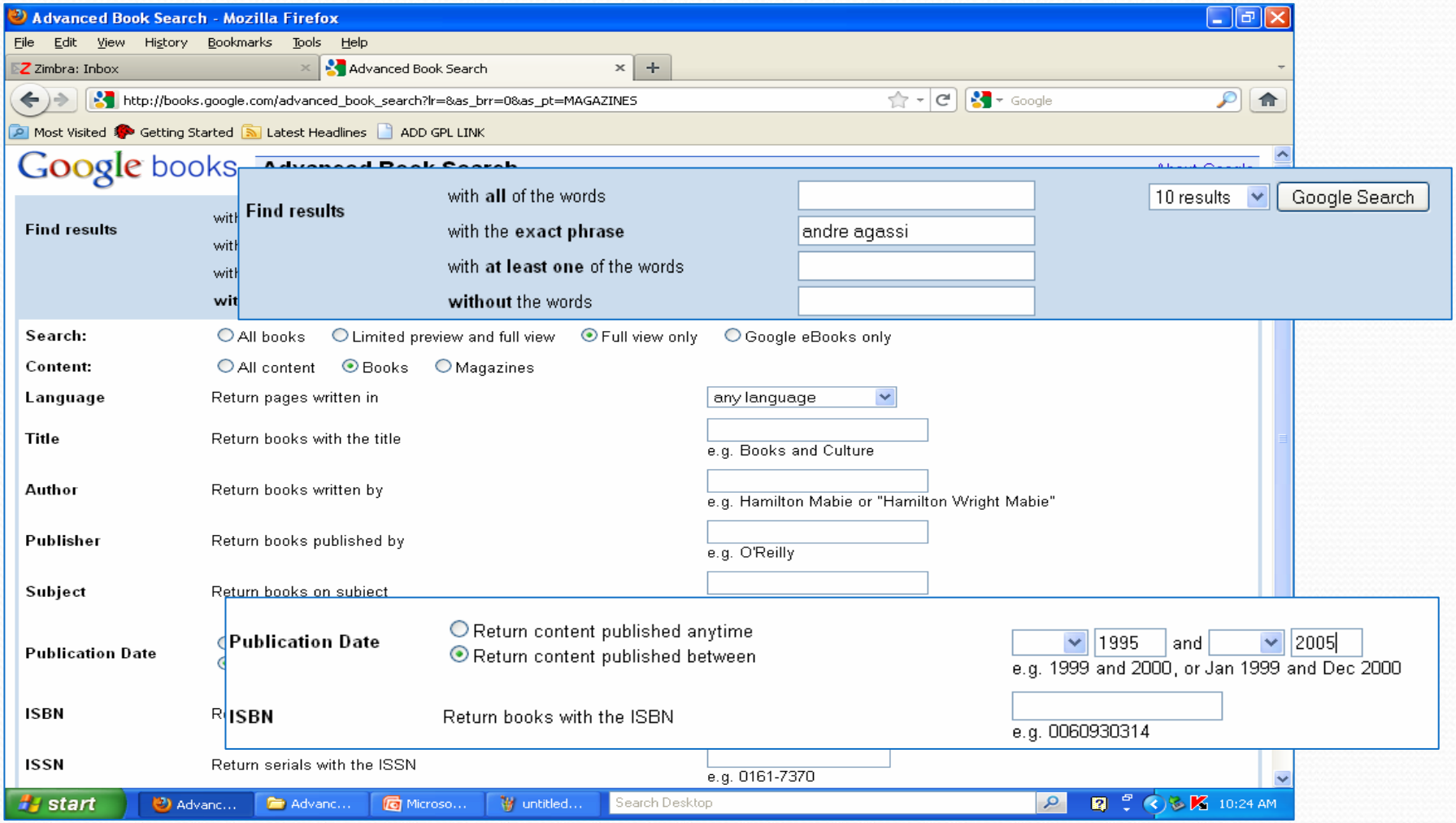
What is being searched?
- Titles
- Chapters
- Full text



Refining Your Search

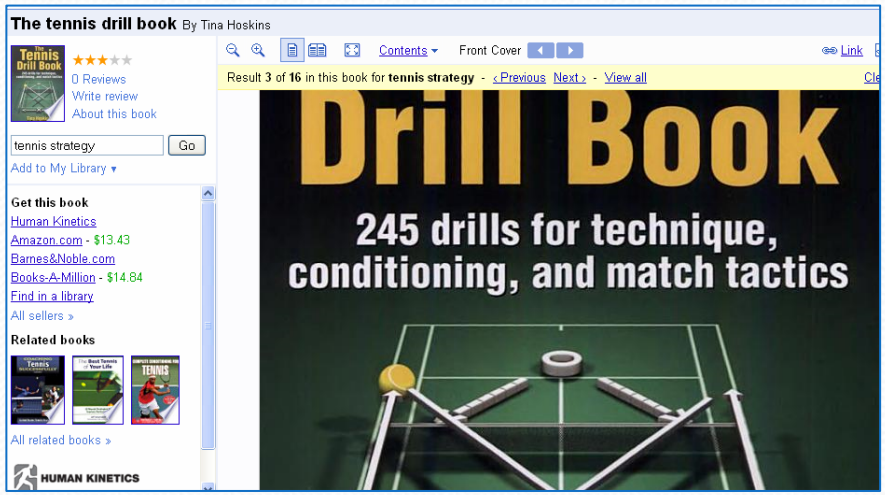


Advanced Searching

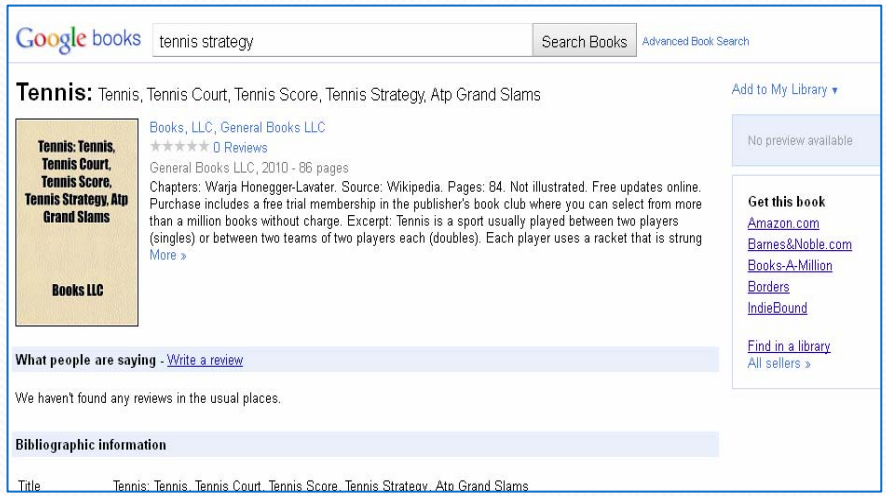


Item Previews and Pages

Preview Available:



Preview Not Available:



The Item Page Explored

What You Will Find:

Related Books

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References in other books and the web

Related books

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References to this book

From other books

Complex Sports Biodynamics: With Practical Applications in Tennis
Tijana T. Ivancevic,Bojan Jovanovic,Swetta Djukic,Milorad Djukic,Sasa Markovic
Limited preview - 2009

References from web pages

The Tennis Drill Book av Tina Hoskins » Bokkilden
This extensive manual features 245 drills that can be integrated into practice sessions to improve performance in every area of the game:..
www.bokkilden.no/SamboWeb/produkt.do?produktId=767952

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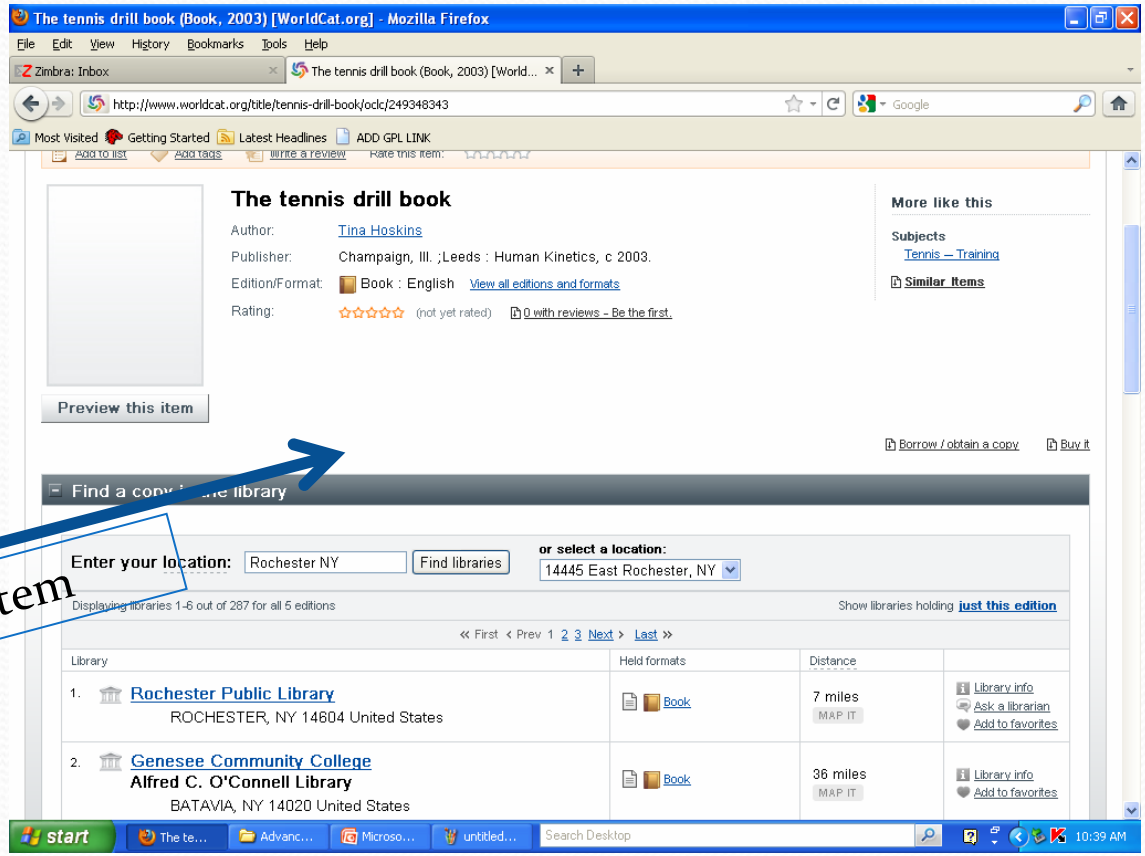
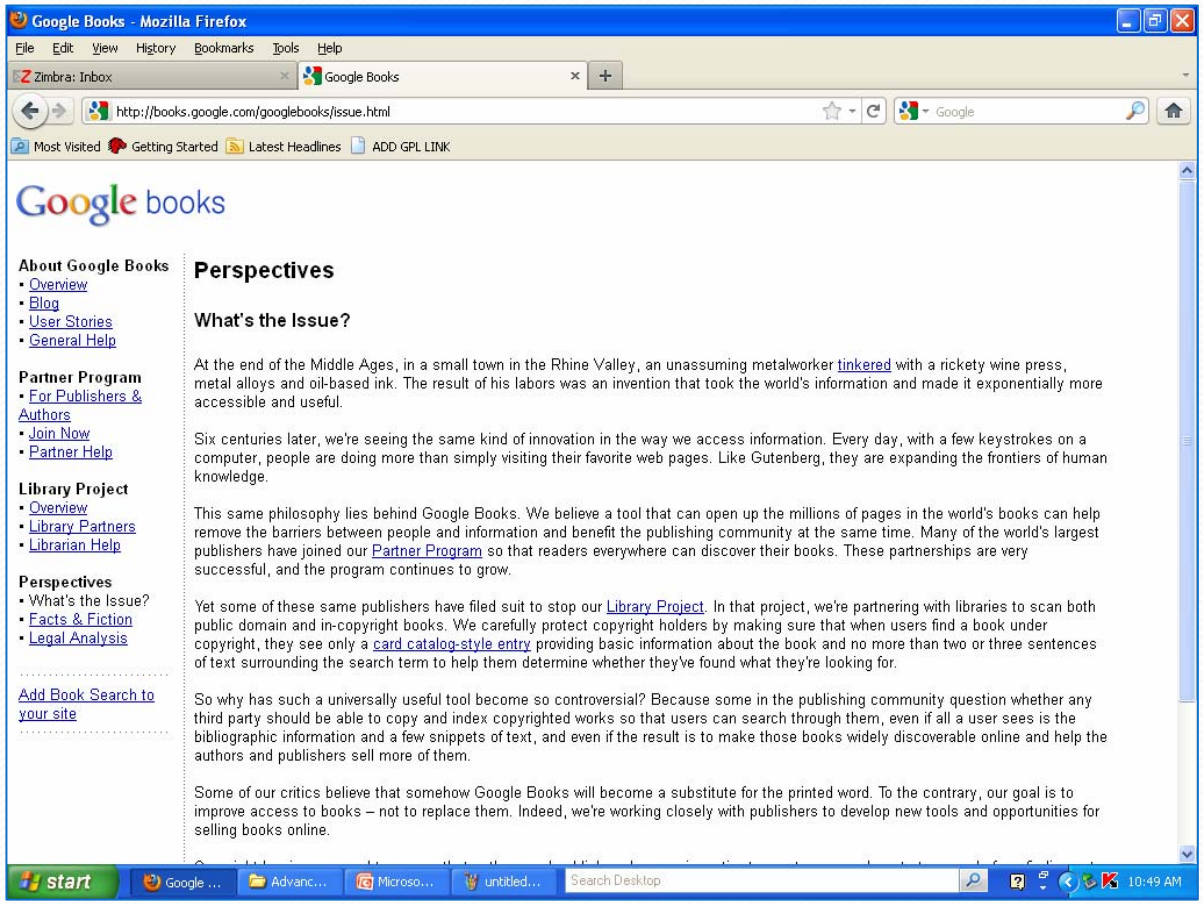


About Google Books

- Controversy, law, publishers, and libraries



The Tip of the Iceberg

There is so much more that Google has to offer and so much more that is around the bend

Thank You! Please help us out by filling out the class survey in front of you.