


Fall 2008

# Google Tools: Google's not just for searching anymore

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The logo for GoogleTools, featuring the word "Google" in its signature multi-colored font (G: green, O: red, O: green, g: yellow, l: green, e: yellow) followed by "Tools" in a blue, sans-serif font. The entire logo is set against a light green rectangular background with a subtle drop shadow.

GoogleTools

Google's not just for searching  
anymore

C.O.D. Part-Time Faculty Expo  
August 19, 2009  
Jenn Kelley, Reference Librarian

# Get started with Google

- Create a Google account
- Choose your tool

Don't have a Google Account?

[Get started](#)



[Calendar](#)  
Organize y



[Docs](#)  
Create and  
spreadshe



[Gmail](#)  
Fast, sear



[Groups](#)  
Create ma

orkut

[Orkut](#)  
Meet new



[Picasa](#)  
Find, edit &



[Reader](#)  
Get all you

It's just that easy to get started!

# Google Docs

- Replacement/substitute for Microsoft Office (Word, PowerPoint, Excel)
- Work online or off
- Work collaboratively
- Publish documents online
- Share documents via email



[Google Docs in Plain English](#)



[go to Google Docs](#)

Create documents, spreadsheets or presentations

Organzie by folders

[Search Docs](#) [Show search options](#) [Saved searches](#)

[New](#)
[Upload](#)
[Share](#)
[Move to](#)
[Hide](#)
[Delete](#)
[Rename](#)
[More actions](#)

- All items
- Owned by me
- Opened by me
- Starred
- Hidden
- Trash
- Saved searches
- All folders
- Items by type
- Shared with...

Name	Folders / Sharing	Date
EARLIER THIS MOIITH		
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<input type="checkbox"/> <a href="#">MARIL presentation</a>	me	Aug 2 me
<input type="checkbox"/> <a href="#">TLC Workshop Proposal: Facebook</a>	Published me	Aug 1 me
EARLIER THIS YEAR		
<input type="checkbox"/> <a href="#">TLC Facebook Bibliography</a>	me	Jul 31 me
<input type="checkbox"/> <a href="#">ELL Newsletter</a>	me	Jul 31 me
<input type="checkbox"/> <a href="#">Newsletter</a>	me	Jul 30 me
<input type="checkbox"/> <a href="#">NPR Technology Podcast</a>	First Monday me, Jaustria730	Jul 29 Jaustria730
<input type="checkbox"/> <a href="#">corn and potatoes with mustard seeds</a>	Published me	Jul 28 me
<input type="checkbox"/> <a href="#">Dignation</a>	me	Jul 25 me
<input type="checkbox"/> <a href="#">Google To</a>	Google Tools Published me	Jul 24 me
<input type="checkbox"/> <a href="#">Good Morn</a>	Published me, Mygarden1589, Jtertz	Jul 24 me
<input type="checkbox"/> <a href="#">LOEX</a>	Conference Papers Library Secrets Published me	Jul 23 me
<input type="checkbox"/> <a href="#">PRI:The World - Audio</a>	First Monday Jaustria730, Ahannah7, me, Kelleyj, Rory.br	Jun 29 Jaustria730
<input type="checkbox"/> <a href="#">Research in the Information Age</a>	Jtertz, Fitzwate, me, Kelleyj, Ertzja, Wagnerj, Stockl, Smithk:	Jun 25 Jtertz
<input type="checkbox"/> <a href="#">First Monday Podcast Evaluation: PRI...</a>	First Monday me, Ahannah7, Rory.brown, Jaustria730	Jun 17 Jaustria730

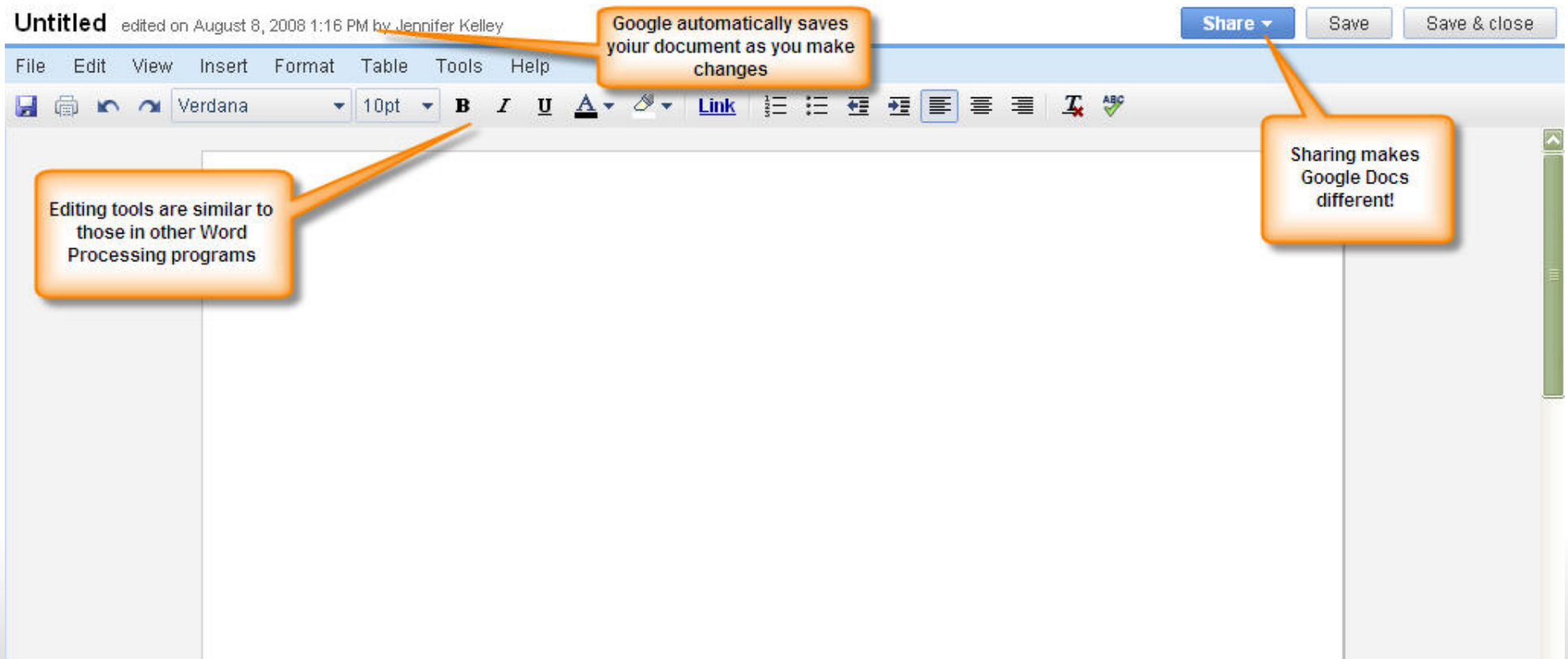
Date document was last edited and by whom

View Status of documents: Multiple folders, Published, Shared

Select: All 33, None

Showing items 1-33 of 33

# Google Docs works like other Word Processing programs



[go to Google Docs](#)



# Google Calendar

- Make a public calendar
- Share calendars with other Gcal users
- Add public calendars (weather, team schedules, events)
- Use Gcal to send invitations for scheduled events
- Sync you Google Calendar with Outlook & vice versa



[Go to GCal](#)

# Google Calendar has easy to use features

The image shows a screenshot of the Google Calendar web interface. At the top left is the Google logo with 'Calendar BETA' underneath. To the right are search boxes for 'Search My Calendars' and 'Search Public Calendars', along with a link for 'Show Search Options'. Below the search area are navigation buttons for 'Today', 'Oct 12 - 18 2008', and 'Refresh'. On the far right are view options: 'Print', 'Day', 'Week', 'Month', '4 Days', and 'Agenda'. The main calendar area shows a week view for October 12-18, 2008, with 'Columbus Day' highlighted on Monday. A time slot from 1:00pm to 3:00pm on Wednesday contains an event titled 'Social Software: Blogs, Wikis & More'. Other events are visible on Friday and Saturday. On the left side, there is a 'Create Event' link and a 'Quick Add' button. Below these is a monthly calendar grid for October 2008. Further down are sections for 'My calendars' (listing 'Jenn' and 'Jesh') and 'Other calendars' (listing 'Chicago White Sox', 'Library Closings', 'Phases of the Moon', and 'S.O.S. Workshops'). Three blue callout boxes with white text and arrows point to specific features: one points to the 'Quick Add' button, another points to the 'Search My Calendars' and 'Search Public Calendars' buttons, and a third points to the 'Library Closings' calendar in the 'Other calendars' list.

**Quick Add**  
Easily create events or add dates with the click of a button

**Search My Calendars** **Search Public Calendars**  
Search your own calendar, or find public calendars

**Library Closings**  
Add public calendars to your personal calendar



# Schedule events for yourself or for groups

**Google Calendar BETA**

Search My Calendars Search Public Calendars [Show Search Options](#)

[Create Event](#)  
[Quick Add](#)

October 2008

S	M	T	W	T	F	S
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

My calendars: Jenn, Josh

Other calendars: Chicago White Sox, Library Closings, Phases of the Moon, S.O.S. Workshops

**Event Form:**

What: [ ]

When: 10/18/2008 4:30pm to 5:30pm 10/18/2008  All day

Repeats: Does not repeat

Where: [ ]

Calendar: Jenn

Description: [ ]

**Options:**

Reminder: Pop-up 10 minutes remove

**Guests:**


Guests on  invite others  see guest list

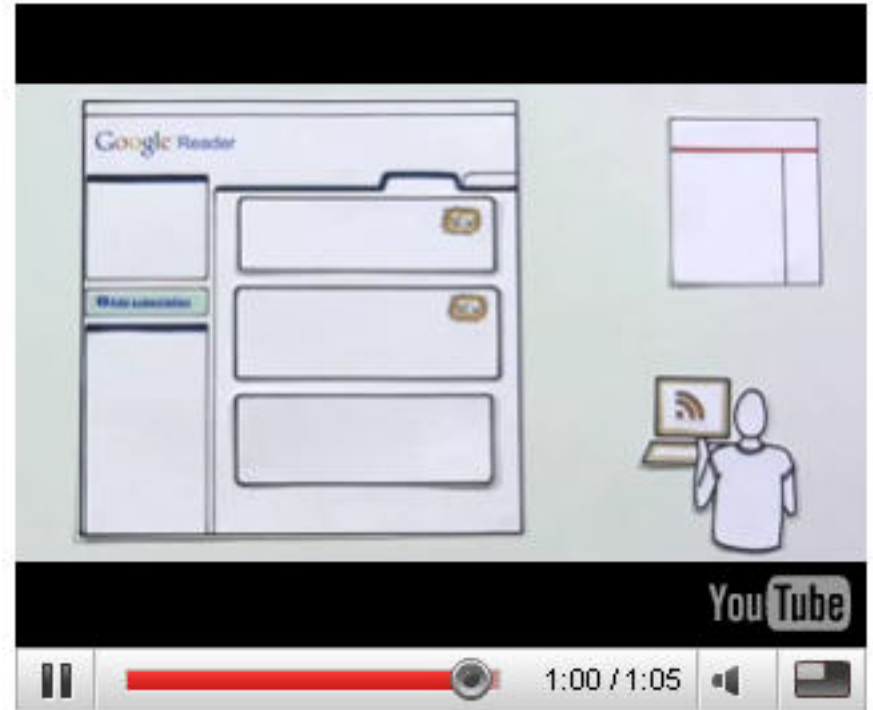
Use Google Calendar to create events and invite others



[Go to GCal](#)

# Google Reader

- An easy to use feed aggregator
- Subscribe to blogs, podcasts, videos: any content with an RSS feed 
- Organize your subscriptions easily
- Share items with friends and colleagues



[Google Reader in Plain English](#)



[Go to Google Reader](#)

# Google Reader Collects Everything You Want to Keep Track of in One Place

The image shows a screenshot of the Google Reader web interface. On the left is a sidebar with navigation links like 'Home', 'All items (574)', 'Starred items', and 'Your stuff'. The main content area displays a feed of articles from 'NYT Dining and Wine'. Three callout boxes are overlaid on the interface:

- Just Click "Add"**: A callout pointing to the 'Add' button in the 'Add subscription' dialog box, stating 'Easily add new subscriptions using website names or URLs'.
- Share and Save**: A callout pointing to the 'Share' and 'Add star' buttons for an article, stating 'Google Reader works with other Google tools to help you spread the word when you find something good'.
- One Stop Shopping**: A callout pointing to the 'NYT Dining and Wine' subscription link in the sidebar, stating 'Read online content from multiple sources in one convenient place'.

At the bottom right, there is a green arrow pointing to the text 'Go to Google Reader'.



[Go to Google Reader](#)

# Bonus Tool: iGoogle

The image shows a screenshot of the iGoogle homepage. At the top, there is a search bar with the "iGoogle" logo to its left. Below the search bar are two buttons: "Google Search" and "I'm Feeling Lucky". To the right of the search bar are links for "Advanced Search", "Search Preferences", and "Language Tools". The background features a cartoon illustration of two figures sitting at a table under a thatched roof, with a boat in the water. Below the search bar, there is a navigation bar with links: "Welcome to the new iGoogle! [Learn more](#)", "Get artist themes", "Select theme", and "Add stuff »".

The main content area is divided into several widgets:

- Home:** A sidebar menu with links to Google Calendar, How to of the Day, Top Stories, Date & Time, Google Reader, Wikipedia, Live Weather, Joke of the Day, Spanish Word A Day, Current Moon Phase, Free iTunes Store Do..., NPR Topics: News, Animoto.com, and Google Docs.
- Google Docs:** A widget with a search bar for recent docs and a list of documents: "Google Tools Handout", "Google Tools", "Google Tools", "NPR Technology Podcast", and "First Monday Podcast Evaluation: PRI...".
- Google Reader (1000+):** A widget showing a list of articles with titles like "CTA Finishes O'Hare Work Early", "Just for fun", "the first three panels are all that remain of", "Zittrain's 'The Future of the Internet' -- how", and "Things You Should Memorize If Flying".
- Date & Time:** A widget displaying a clock and the date "Wed JUL 23".
- Live Weather:** A widget showing weather information for "Glen Ellyn" with a temperature of "63.0°" and a forecast of "Sunny, Highs around 80, North winds 10 to 15 mph, more...".
- Spanish Word A Day:** A widget showing the word "estrellar = crash" with its pronunciation and an example sentence.
- Google Calendar:** A partially visible widget at the bottom.

When you are signed in, iGoogle can be your homepage, your repository for all Google tools, and a collection of fun widgets. You can also easily customize the page and make it your own.

iGoogle

Google Search

I'm Feeling Lucky

Advanced Search  
Search Preferences  
Language Tools

iGoogle

Google Search

I'm Feeling Lucky

Advanced Search  
Search Preferences  
Language Tools



THE PIG OF HAPPINESS

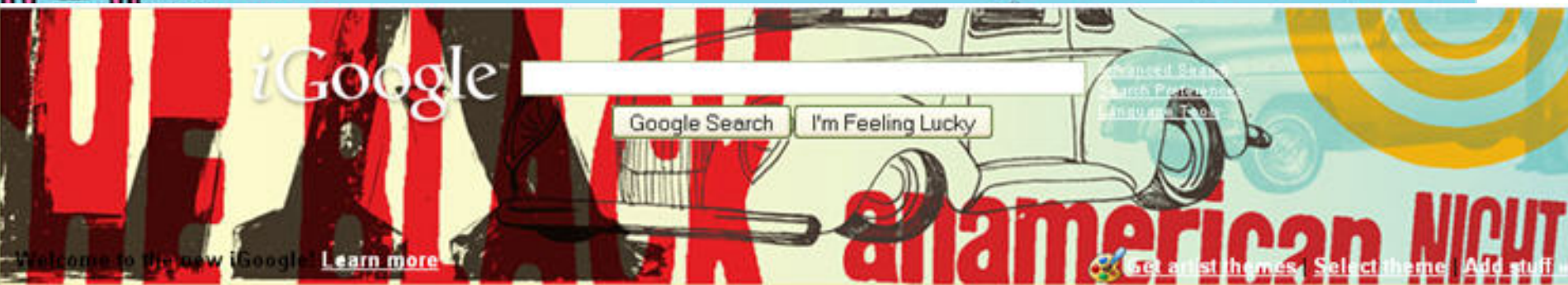


iGoogle

Google Search

I'm Feeling Lucky

Advanced Search  
Search Preferences  
Language Tools



Welcome to the new iGoogle! [Learn more](#)

[Get artist homes](#) | [Select theme](#) | [Add stuff](#)

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- Home
- Google
- How to
- Top Stories
- Date & Time
- Google Reader
- Wikipedia
- Live Weather
- Joke of the Day
- Spanish Word A Day
- Current Moon Phase
- Free iTunes Store Downloads
- NPR Topics: News
- Animoto.com
- Google Docs

- Home
- Google Calendar
- How to of the Day
- Top Stories
- Date & Time
- Google Reader
- Wikipedia
- Live Weather
- Joke of the Day
- Spanish Word A Day
- Current Moon Phase
- Free iTunes Store Do...
- NPR Topics: News
- Animoto.com
- Google Docs

Google Docs

Search recent docs

- Google Tools
- Google Tools Handout
- Google Tools
- NPR Technology Podcast
- First Monday Podcast Evaluation: PRI...

Spanish Word A Day

estrellar = crash  
Pronounced: eh-streh-YáhrType: verbExample: El avión se estrelló cuando

proyecto = project  
Pronounced: proh-yéh-c-tohType: nounExample: Actualmente tengo dos

Google Reader (1000+)

All items (1000+) [refresh all as read](#)

- before and after lindsey's chair from Design\*Sponge
- CTA Finishes O'Hare Work Early from Merge
- just for fun from Design\*Sponge
- the first three panels are all that remain of from Dinosaur Comics
- Zittrain's "The Future of the Internet" -- how from Going Boing

Google Calendar

July 2008

Date & Time

Wed JUL 23

Live Weather

Glen Ellyn edit

Hi: 79° F Sunny, Highs around 80. North winds 10 to 15 mph. [more...](#)

63.0°  
Lo: 58° F

Thu Fri Sat

# Google Tools Resources

- [7 Things You Should Know about Google Apps](#)
- [Useful Google Tools You've Never Heard Of](#)
- [Getting Started with Google Docs \(tutorial\)](#)
- [Google Reader in Plain English \(video\)](#)
- [Google Docs in Plain English \(video\)](#)