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Google

Tips & Tricks

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Digital Edition

FUTURE

TWENTY-THIRD EDITION

Google Tips & Tricks

The Google team is full of surprises. Just when you think it's gone and outdone itself, it rolls out another improvement that completely changes everything. The last big change was the logo, made with the 'Alphabet' font – it went from the old Times to a new and sleek look across the board. Now, however, Google has upped the ante, with its own mobile device, the Google Pixel, and the voice-controlled Nest Audio. The company that made the internet search what it is today has taken the OS it developed and produced its own hardware to go with it. Google Nest devices will completely change how the user interacts with their gadgets and day-to-day tasks, making even the most tedious processes that little bit easier.



FUTURE

Google Tips & Tricks

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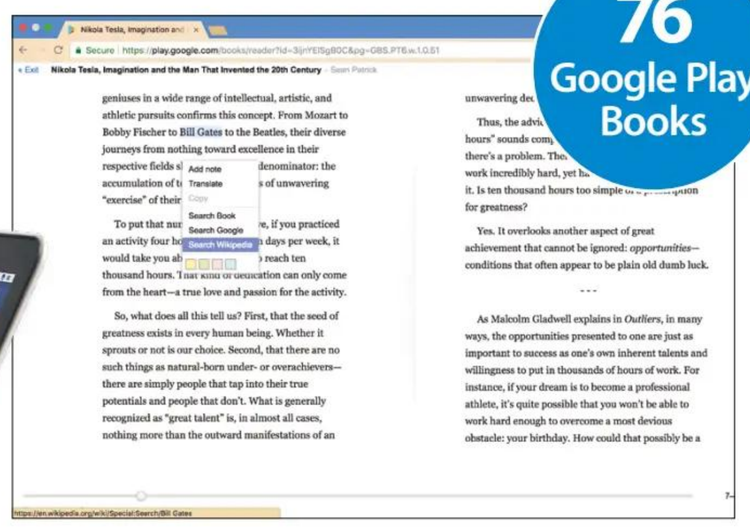
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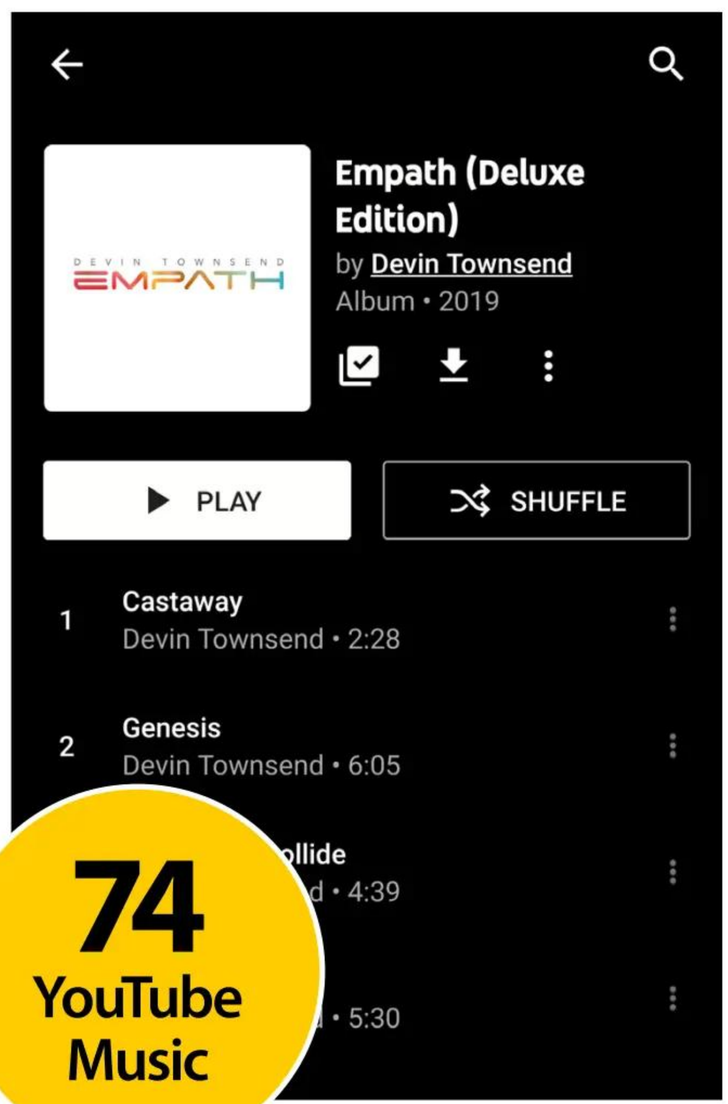
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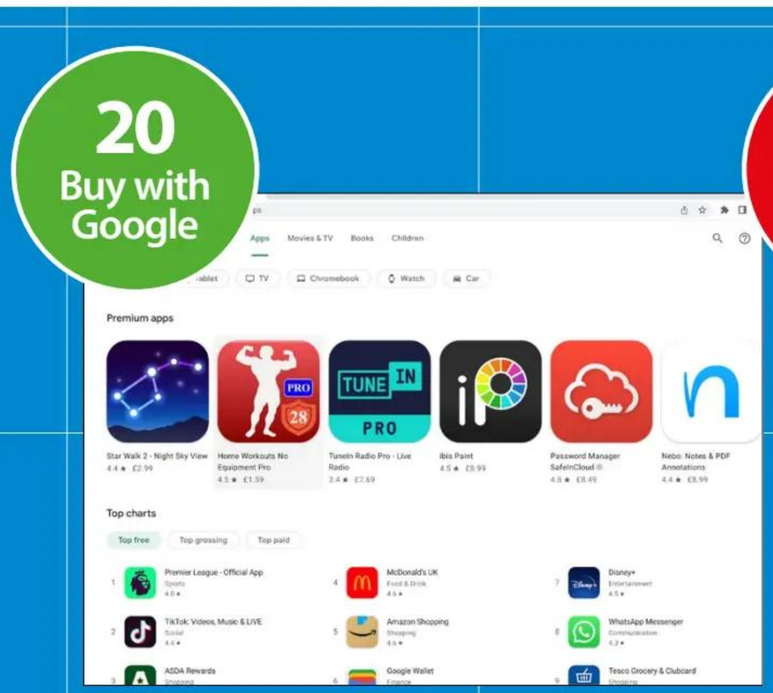


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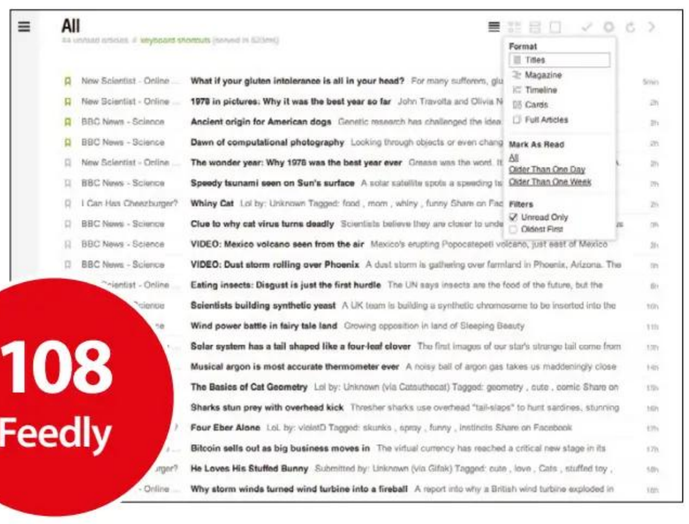






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"Google knows exactly what we want, and it delivers"








YouTube
NETFLIX

THE POWER OF Google

You can, in theory, use a computer and Google services to do everything you need on a daily basis

When you think of Google, search engines and emails may come to mind, but there is a lot more to the company than just these runaway successes. It is true that Google dominates search and email, but did you know that YouTube is owned and powered by Google and so are many other online services that you may already be aware of. Over time, Google has grown from a company that provides the best search engine on the internet to one that can power almost every aspect of our computing lives. Google now provides the most popular email service in the world and enables people to store billions of documents online. It provides ultra-fast broadband and the operating system for the most popular smartphones – it sometimes feels that everything it launches becomes a global success. Google is with us all of the time, in the background and at the forefront of our productivity, leisure and travelling. The network of apps and services come together to create an ecosystem that has naturally grown and feeds off each part. Google is much more than just a company and the products are much more than mere tools. Smartphones, smartwatches, tablets, computers, Google is everywhere.





Google's reach

There are three tech companies in the world that most of us will have heard of: Microsoft, Apple and Google. However, only Google has managed to infiltrate our lives in a complete way in a relatively short period and the reach is growing all of the time. Millions of us use Google services for email and even more utilise the company for web searches on desktop computers, laptops, phones and tablets.

It does not stop there, though, because the superbly reliable calendar software organises individuals and companies alike, and even online video is dominated by Google thanks to YouTube. All of this is incredibly impressive, but it is just the tip of an ever-growing iceberg and the more we think about Google, the more advantages we find. We can navigate for free anywhere in the world and view 3D re-creations of famous places using Google Maps. We can store and share our photos online whenever the mood strikes us and Google Now is there to automatically prompt us when an event is happening, or to offer information that is pertinent to what we are doing next.

Remarkably, the services that we have mentioned so far, which have a huge impact on our lives, are not even close to covering all of what Google offers – the list is never ending to the point that Google is no longer thought of as just a company. We say to 'Google it' when undertaking a web search. People describe their smartphone as their 'Android' and for many people 'Gmail' is the only word they use to describe email.

Google services are embedded in our subconscious to the point that we no longer even think about them as single entities. They are just there, being useful in their individual duties and empowering us to do more every minute of every day.



History of Google

20 years of greatness

1998
It's born
Larry Page and Sergey Brin founded Google on 4 September 1998.



1999
Google get their first office dog, Yoshka

2003
Google AdSense announced

2004
Gmail is born
Gmail was launched on 1st April 2004 and now has 900 million users.

2004
Time to go public
The company grew and became public in August 2004.

2006
YouTube acquired
Google bought YouTube for $1.65 billion in October 2006.

2009
Chrome announced



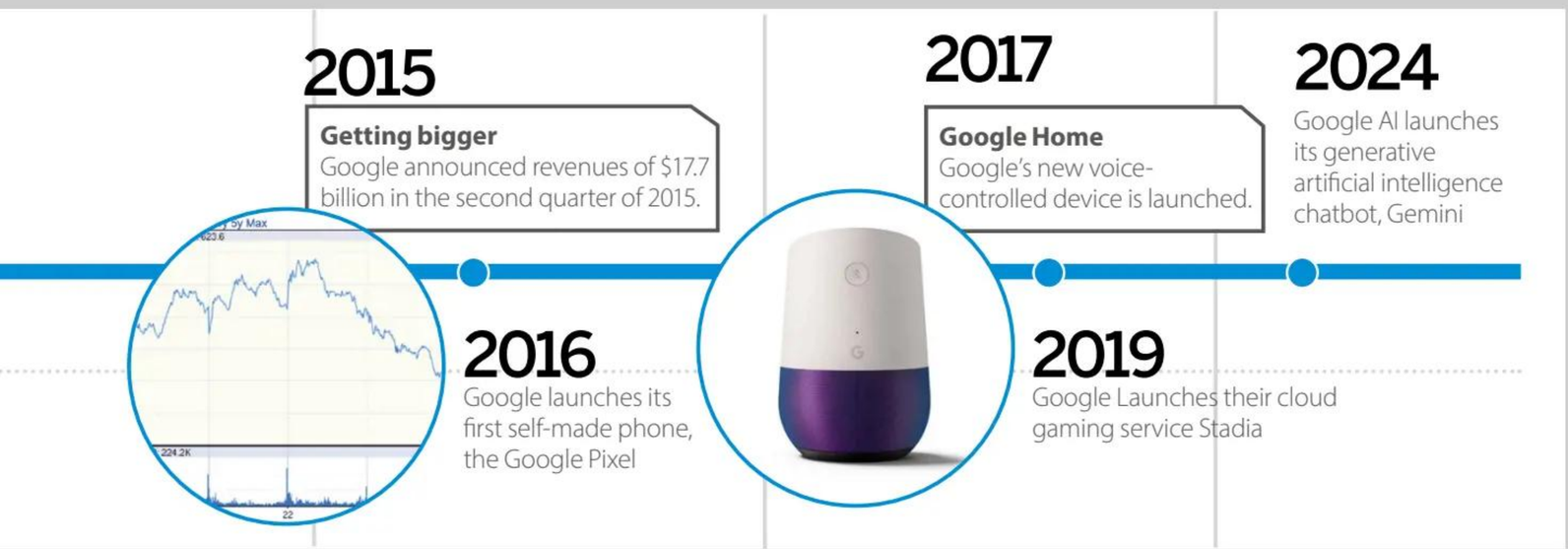
2012
Google Fibre
Google Fibre was launched in 2012 to provide ultra-high-speed broadband.



■ Above: The Googleplex is a uniquely fun and productive environment for Google employees.

And there's much more...

So, you now have an idea of how inventive Google is and the main services you can use, but there is so much more. If you want to create a presentation, word document or spreadsheet you can do so within an online service called Drive. All of your documents are saved in real-time as you create them and they sit in harmony next to your contacts, emails, photos, calendar events, notes and reminders so that they can all work together to help you succeed. You can spend hours watching videos on YouTube and share your thoughts by commenting. Millions of Android apps will keep your phone or tablet humming and a simple translation from and to every major language in the world is just a couple of clicks away. Video calling, panoramic photos, books, music, image editing, finance, trends, education and… well, the list could go on for a very long time indeed. All of these services work perfectly together and extremely efficiently without any cost, which is why Google is what it is today.



Google Doodles

Temporary alterations to the logo creates a sense of fun



A simple celebration of the 175th anniversary of the Penny Black stamp.



Many local holidays such as Saint Andrew's Day 2014 have been celebrated.



Even total eclipses are covered with superb customisable live animation.



The majesty of the football World Cup final in 2014 received due attention.

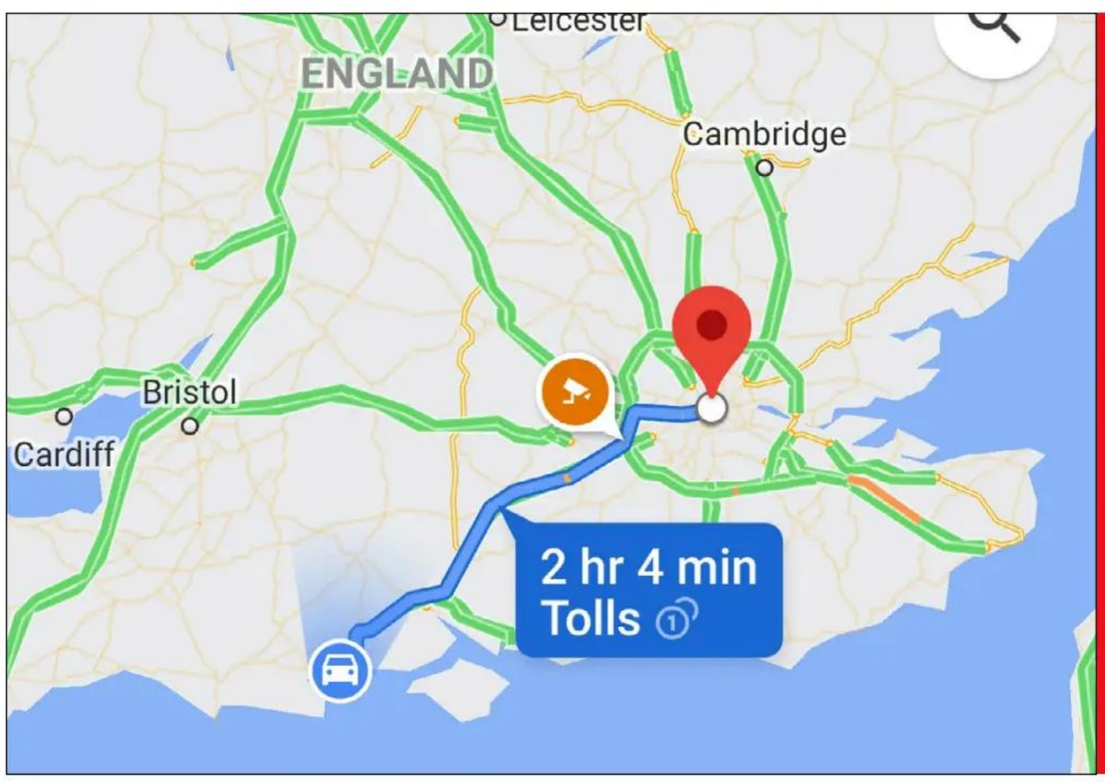


Amelia Earhart's 115th birthday was celebrated in truly artistic fashion.

Essential apps to use every day

Here are five excellent multi-platform Google apps that you will find vital to your daily life





Maps

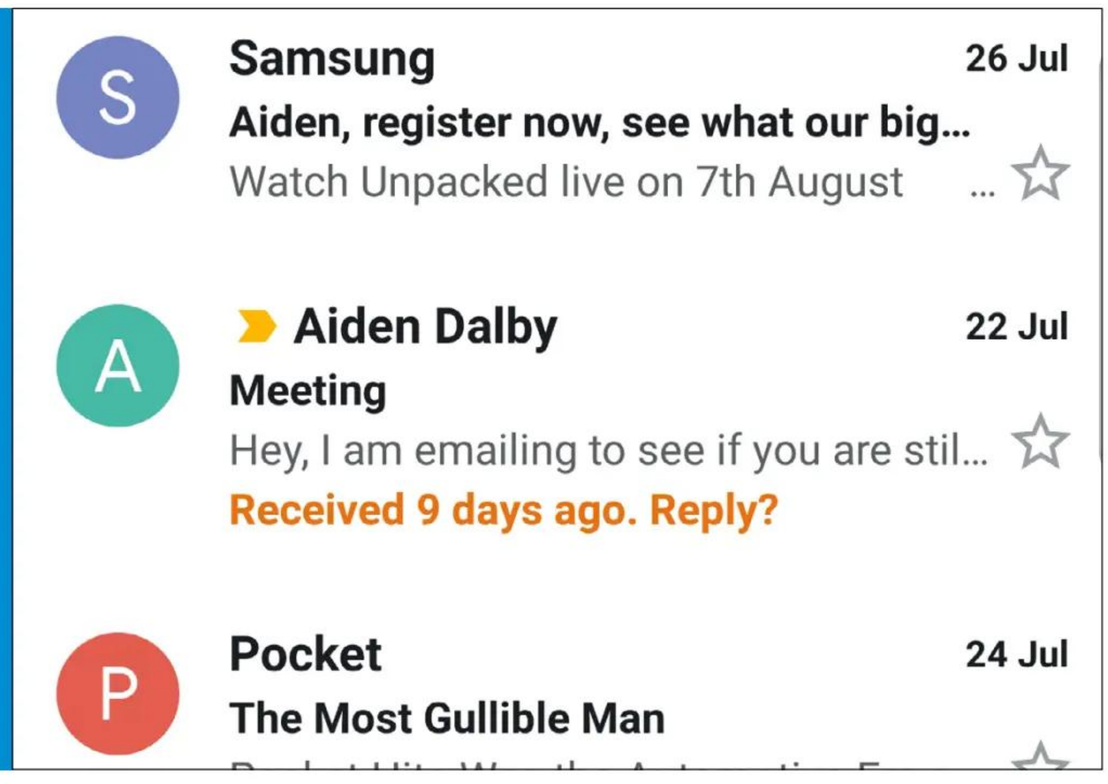
Travel anywhere

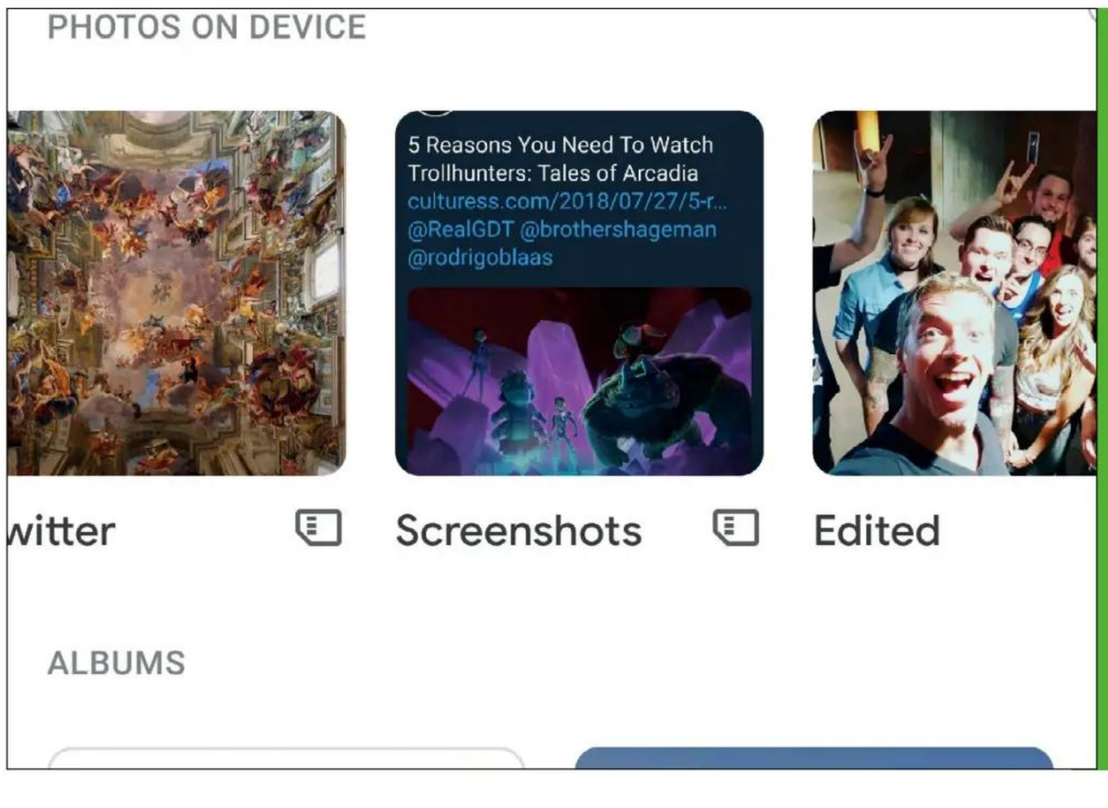
Google Maps offers some of the most accurate and complete online maps in the world. The coverage has improved over the years thanks to a huge investment by Google and you can also use it to navigate anywhere. Current traffic conditions are a feature and so it can also be used in place of a commercial navigation solution. The level of detail for each establishment you locate is impressive, thanks to the connection to Google Search, and the Street View feature adds even more realism to the experience. No matter what type of mapping requirement you have, this is the ultimate solution for any occasion. It is quite brilliant.

Gmail

Stay connected

If you use Gmail, you will want to download the associated app. It includes all of the major features you will find in the web version and is complementary in every way. When you send and receive messages on your phone, the entry is mirrored everywhere else and when you do the same on the web, your phone will immediately be updated. No longer will you be delayed when managing your email, no matter where you are, and it can make a huge difference to your productivity. Gmail works more efficiently that most competing products and this experience is mirrored perfectly on phones, tablets and other devices. Use Gmail anywhere.





Photos

Manage your photo collection

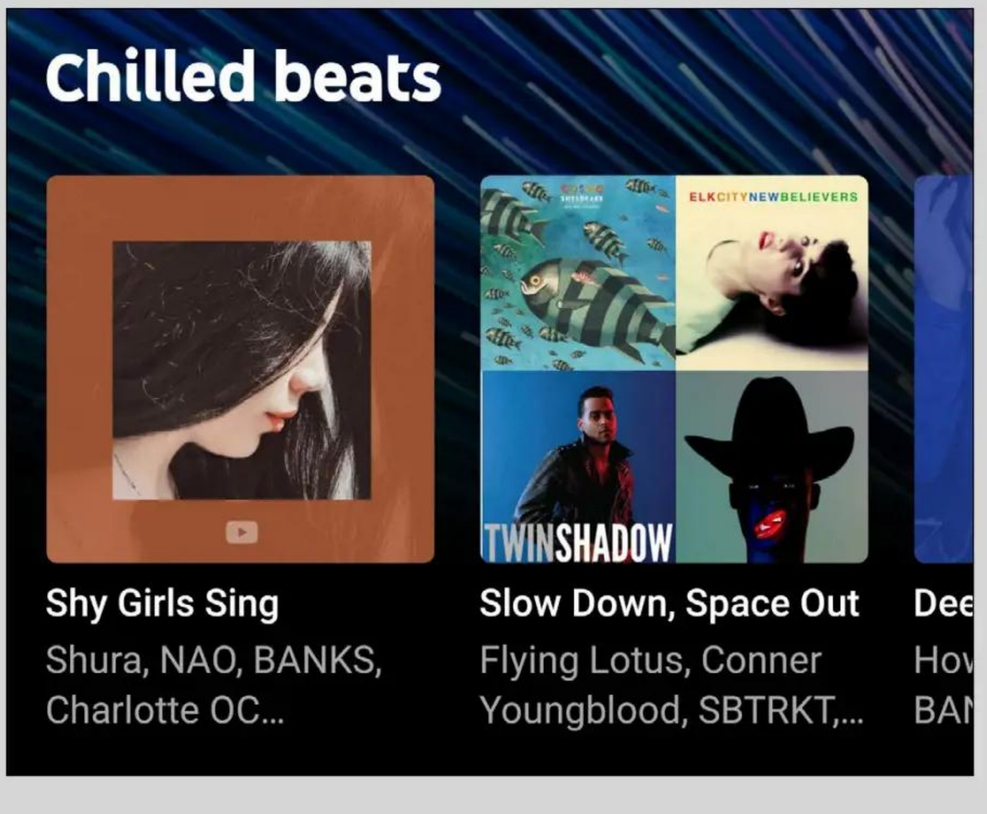
The Google Photos app gives you access to every image and video you have uploaded to the service and it is completely free provided each item falls below a specified size. You can sort your images to remember special occasions and you can even search using natural phrases such as colours and locations. This means that not only do you have a secure home for your precious memories, but you are much more likely to view photos from long ago thanks to the greater accessibility. The Photos app fits in perfectly and enables you to take advantage of every single feature when away from home. You will likely use it every day.



Search

Find anything

Search remains at the heart of the Google experience because the data it consumes and provides is utilised in many other prominent services. Whether you are using a mobile device or a desktop computer, you can search using just your voice and the results can be sorted and manipulated in a variety of ways. Images can be refined by size, articles can be set to only display for specific time frames and many other options are included such as location or media types. Ultimately, however, Google Search is still widely regarded as the very best in the business and once you start using it, it is hard to get used to competing options.



Music

Every song you want

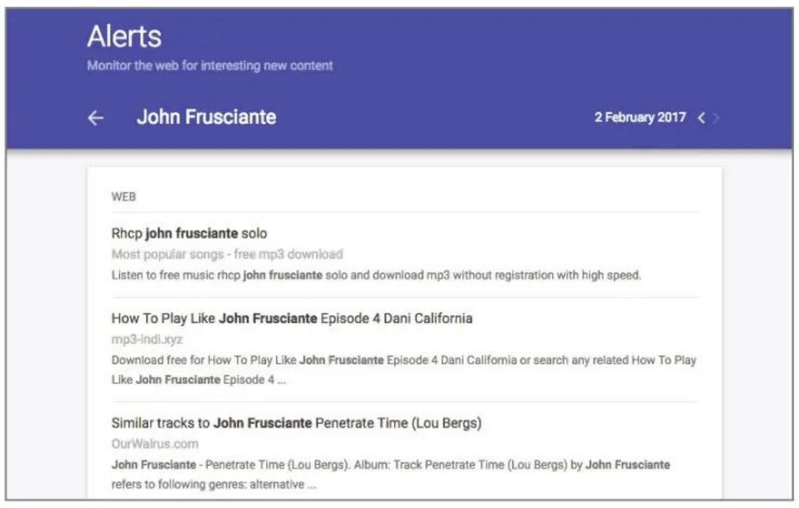
YouTube Music competes well with the likes of Spotify and Apple Music, and is perfectly capable of giving you access to any song you want to listen to. You can stream tracks from mobile devices and computers, and with the subscription service you are able to also download tracks for offline playback. Playlists, albums, artists and other tools are used to keep everything organised and, as expected, it works consistently over every platform. Finally, the performance is astonishingly quick and almost always feels as though every track is stored locally on your device. If you love music and want to discover artists, try this.

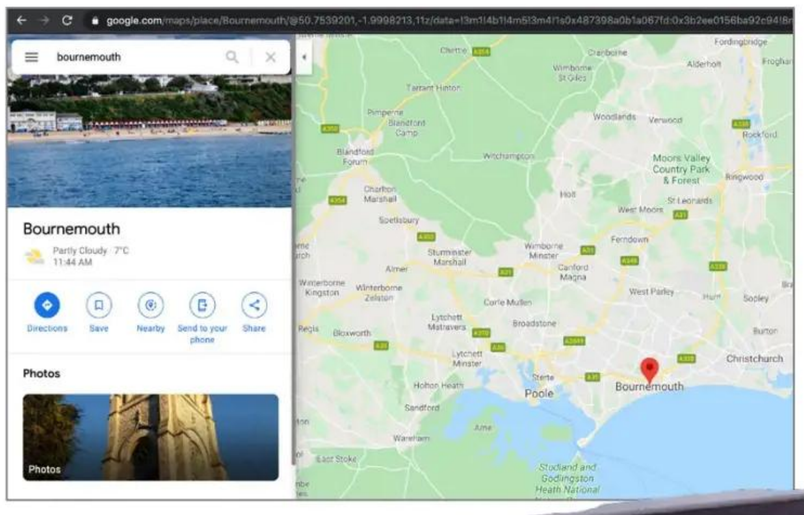
Google

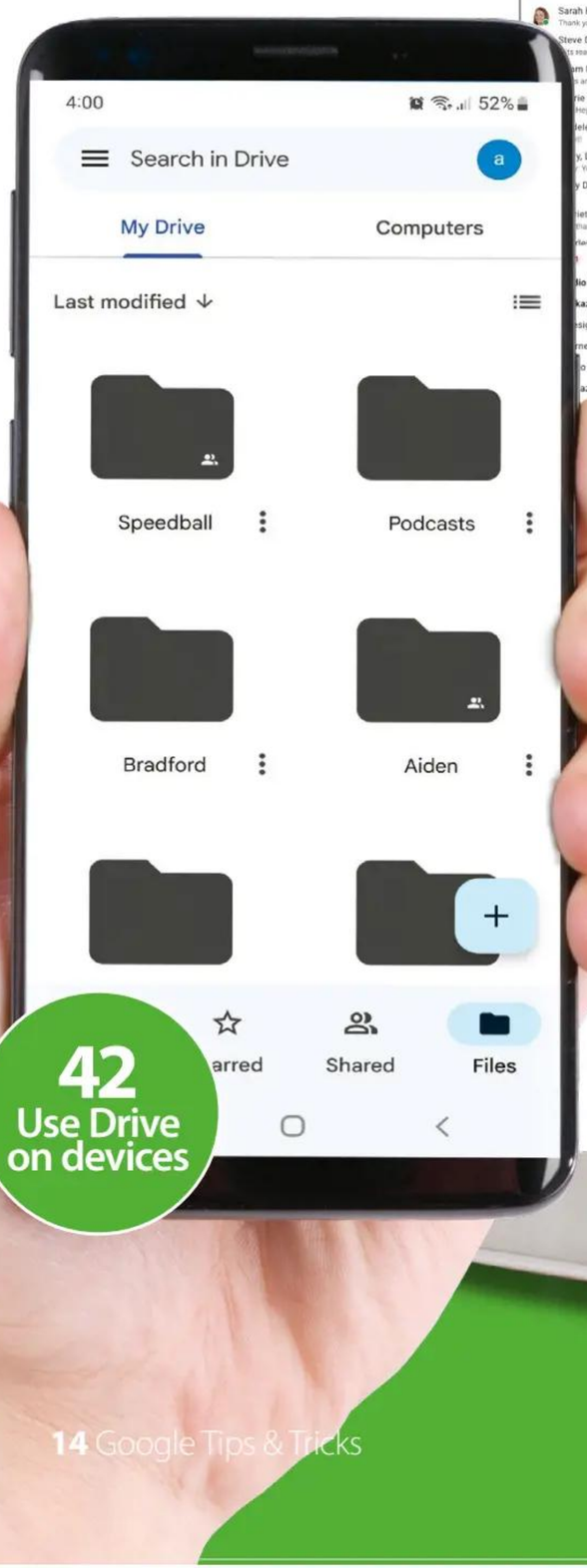
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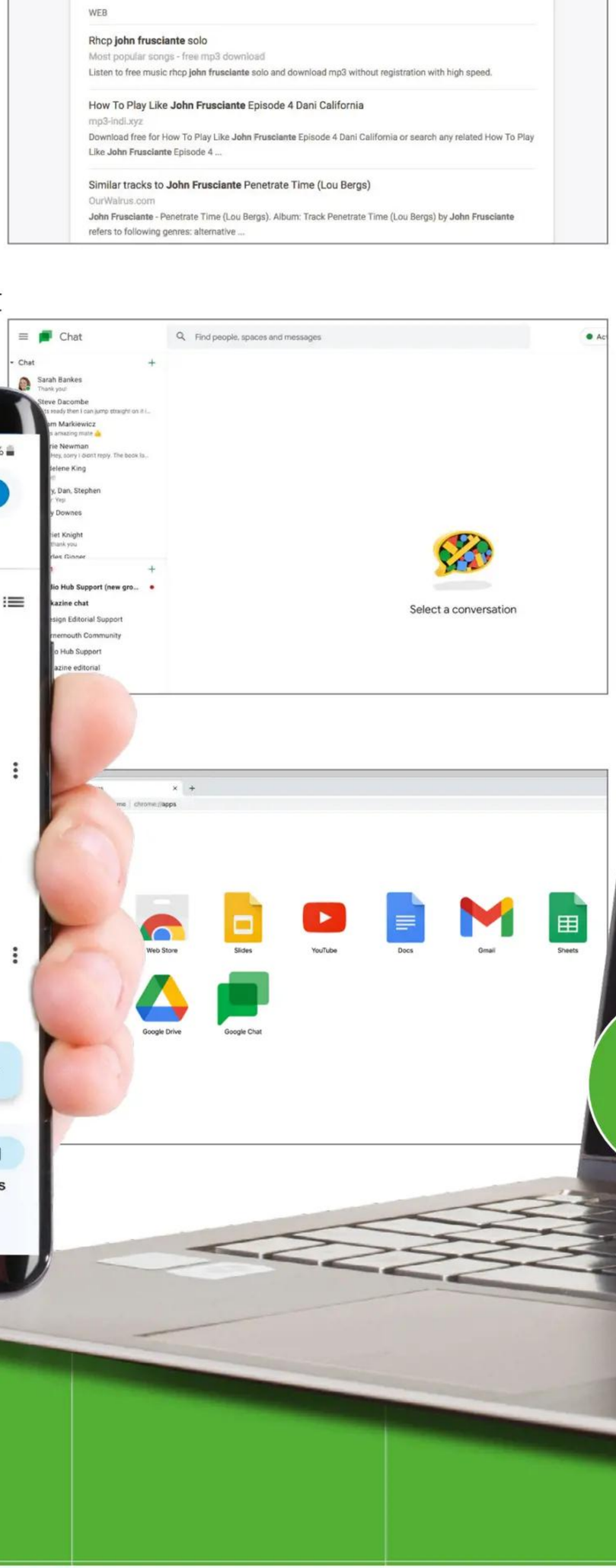
Learn to use Google's services more effectively in every area of your life

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"You can use Google for anything – finding deals and news, running sites, stargazing, you name it"

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Shop on Play

Communication

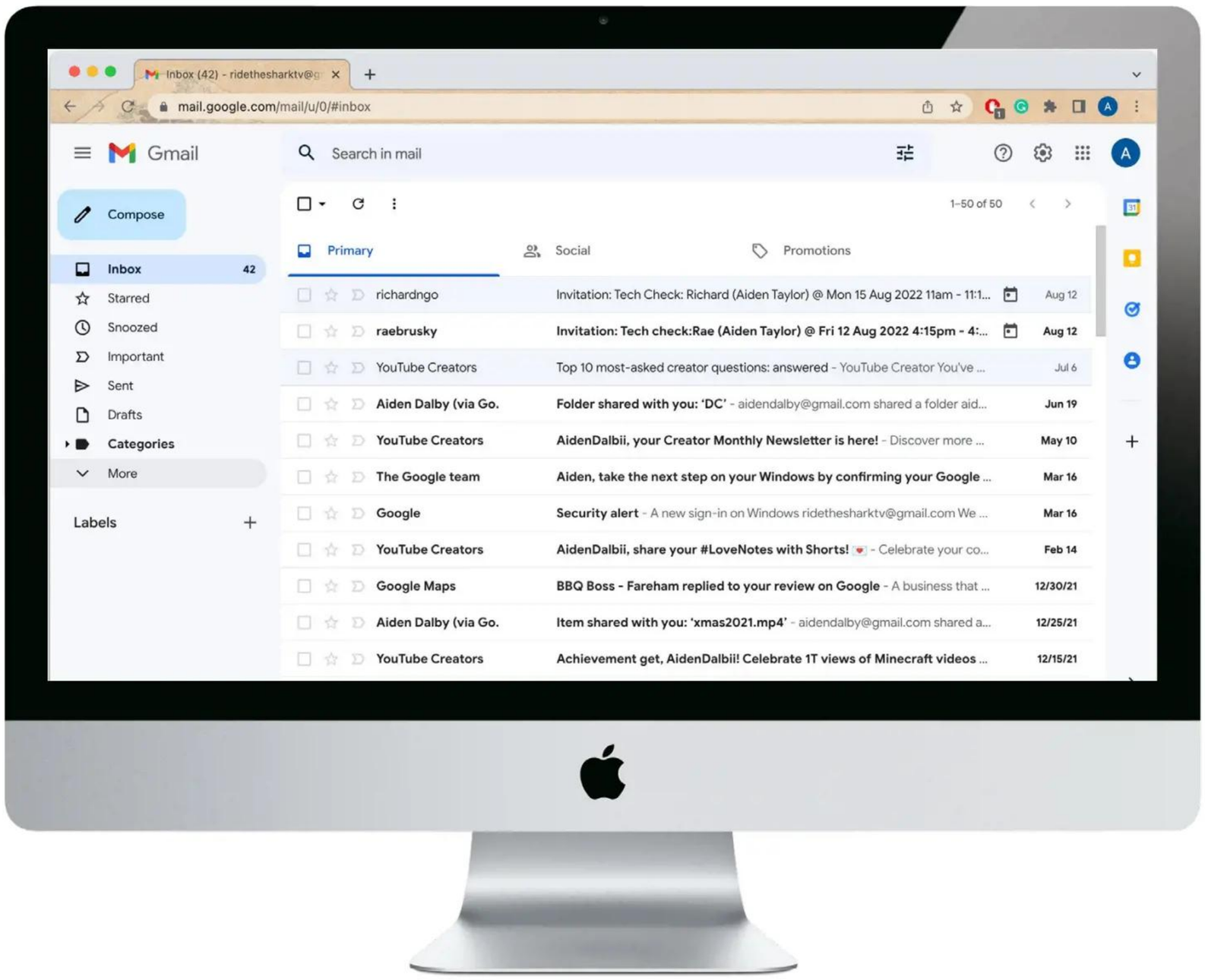
Google's services make it easy to communicate online, so let's delve in and explore them in depth

Whether it's sending basic messages through Gmail, uploading videos to YouTube, sharing photos or hooking up for a face-to-face video chat through Google Meet, communicating is made easy through the company's numerous free services.

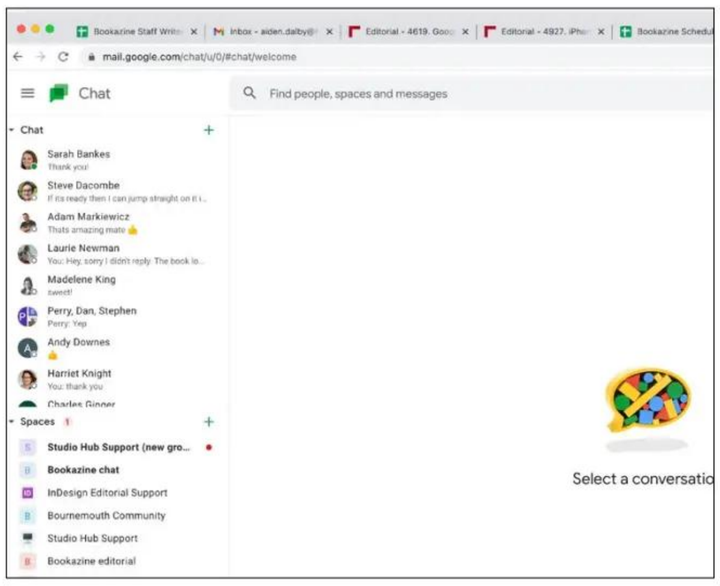
Later in this book, we will be taking a look at some of the main apps for communicating in more detail, but for now we thought it important for you to get accustomed with some of the respective services' lesser-known features, which can make using them even more intuitive and speed up your productivity no end.

Since Gmail is used by people at work and at home on a massive scale, we have focused mainly on cool tips for getting the most out of that service – such as interesting ways to manage your inbox and how to activate a truckload of keyboard shortcuts to cut the time you spend emailing people in half.

We also show you how to start a Google Chat, for a video (or text) chat, which is a fun and modern way to communicate without having to spend a penny. In addition, we present one or two top tips for getting the most out of the Google Photos service and keeping all of your friends in the loop.

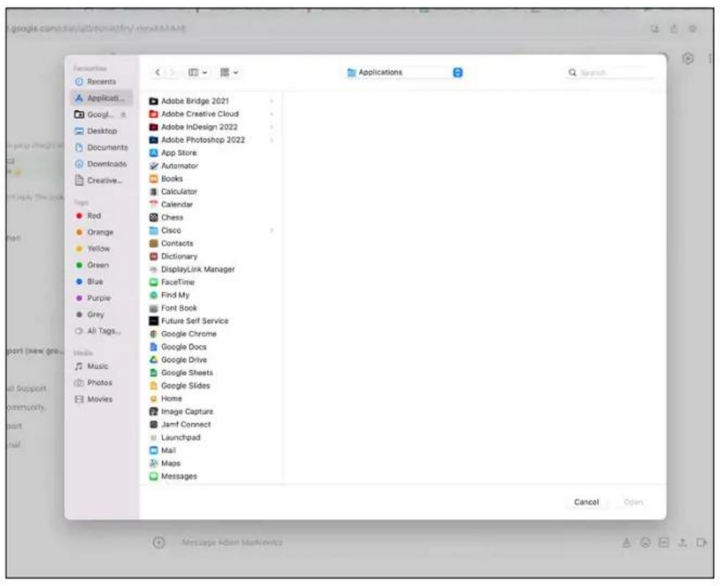


Chat | Communicate via text messages



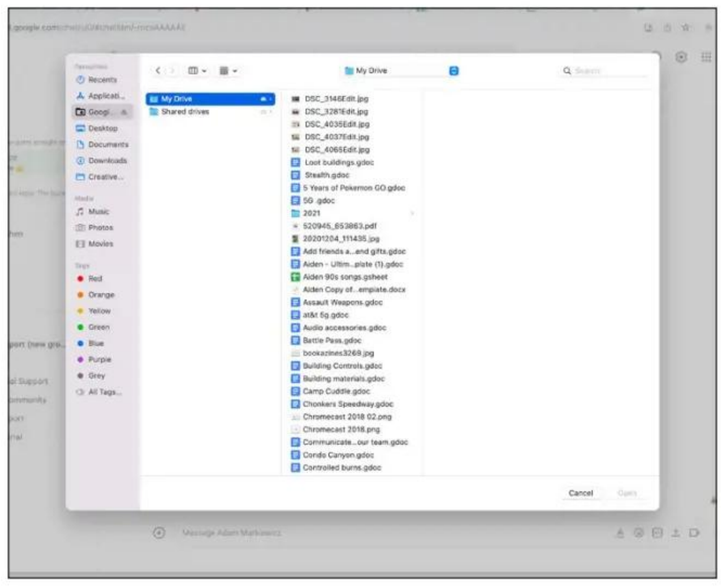
1: Your messages

When you open Chat, all of your conversations will be listed along the left-hand side. New messages will be highlighted as well as online statuses. Those online will have a green circle by their name.



2: Upload photos or videos

Click on the upwards-pointing arrow icon to upload something from your device. Simply find the file, image or video you would like to send and double-click on it.



3: Share from Drive

You can also share content from your Google Drive. Click the Drive icon and use the menus along the top to navigate. Click the item you want to send, then 'Select' and it will be added to your message.

Hang out on Google

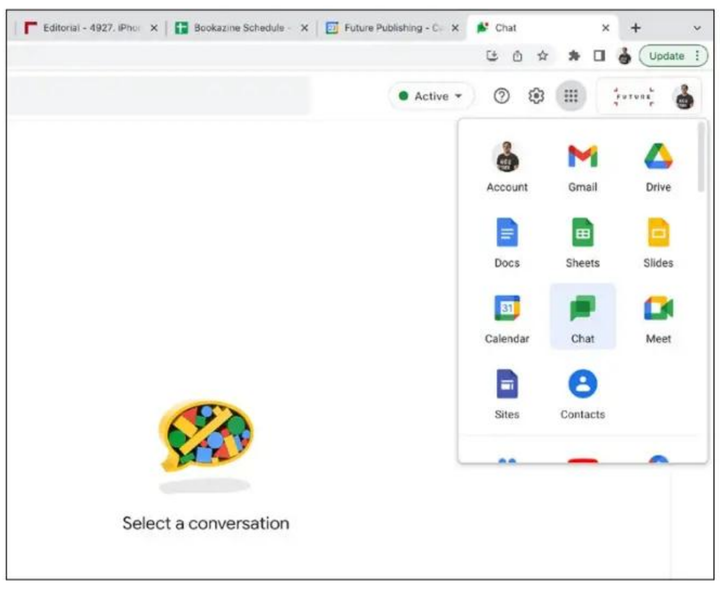
Hook up with your friends for face-to-face online chats

Google's product portfolio is packed full of services to help you communicate with others – be it via email through Google's Gmail service, via videos uploaded to your YouTube channel or via text messages through Chat. Also accessible through Google is the Hangouts service. This allows you to instantly hook up with people from your social circles using your computer's webcam and chat in real-time, which is the next best thing to meeting up in person.

Hangouts is an ever-present feature of Google and can be accessed by clicking on the Hangouts icon in the top-right corner of the interface. Here you can choose to create a new Hangout, hook up with people you have hung out with previously by selecting them from the list, or you can make yourself available to meet up should any of your friends be online.

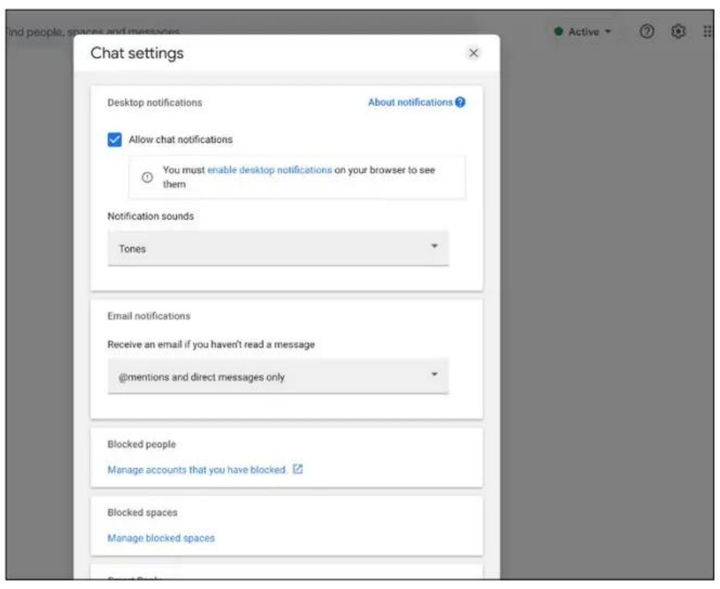
In this tutorial, we'll guide you through the process of starting your own Hangout. The more you use the service, the more natural a means of communication it will become, and before too long you'll be hosting your own online parties and pinging off quick-fire messages.

Chat | Start an open Chat



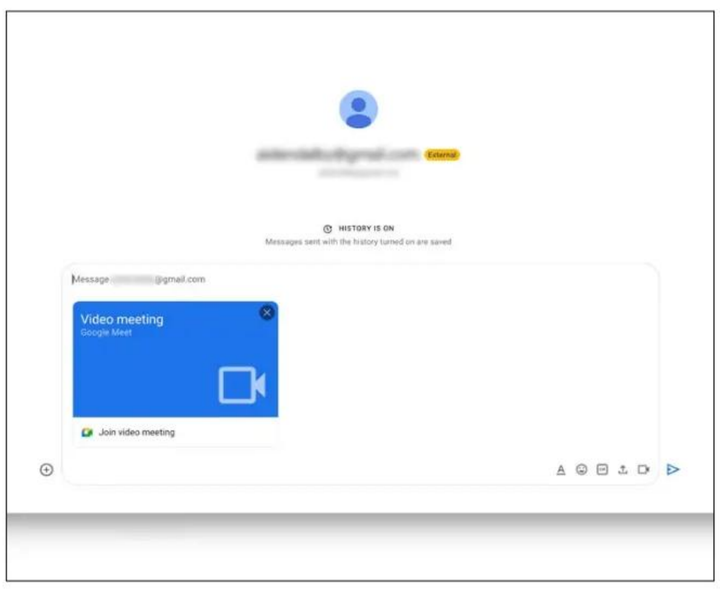
1: Go to Hangouts

Click on the grid icon in the top-right corner of the Google interface and then choose Hangouts. Once loaded all of the tools you need to text, call and video conference people will be available.



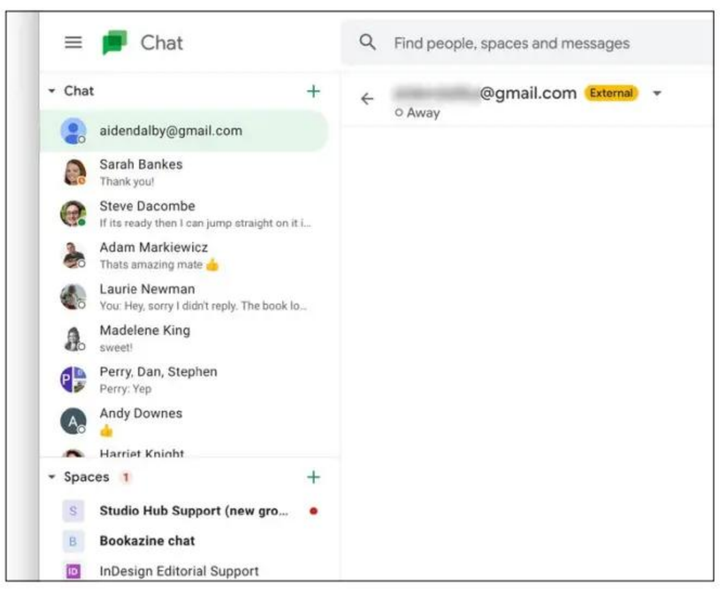
2: Explore the options

Click on the gear icon in the top corner to access the Settings. You will now be able to set notifications and set your status to let others know you are available to chat.



3: Post an invitation

Click on the Video Call icon to initiate a chat. You will then be able to invite people to your Hangout by entering names or phone numbers into the space provided.

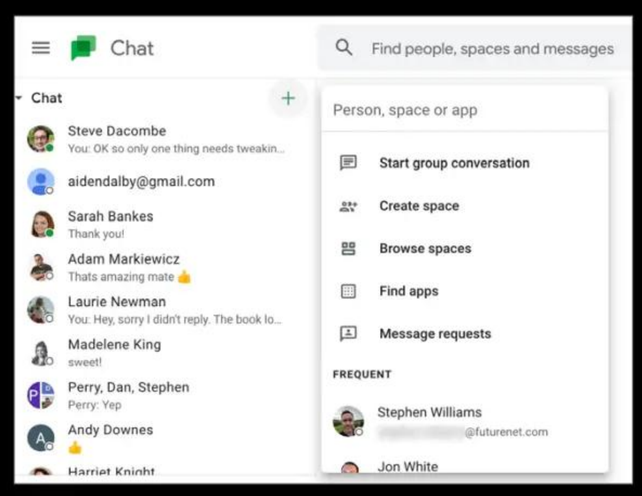


4: Quick hookup

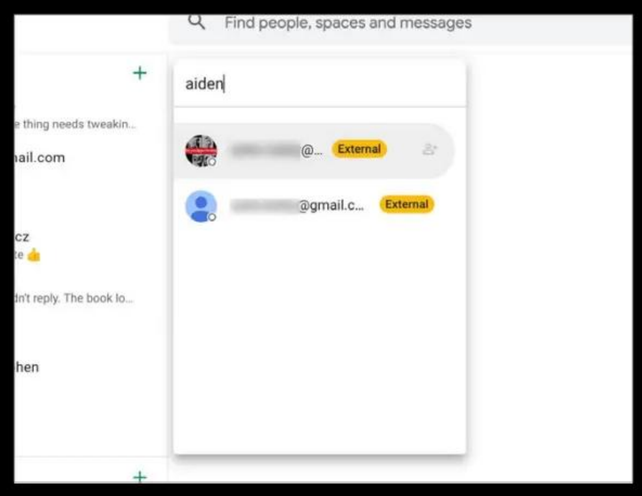
All of your previous Hangouts will be listed in the Hangouts column on the left, so you can hook up with the same bunch of people again quickly and easily by just clicking on them in the list.

Finding people to join you in a Chat

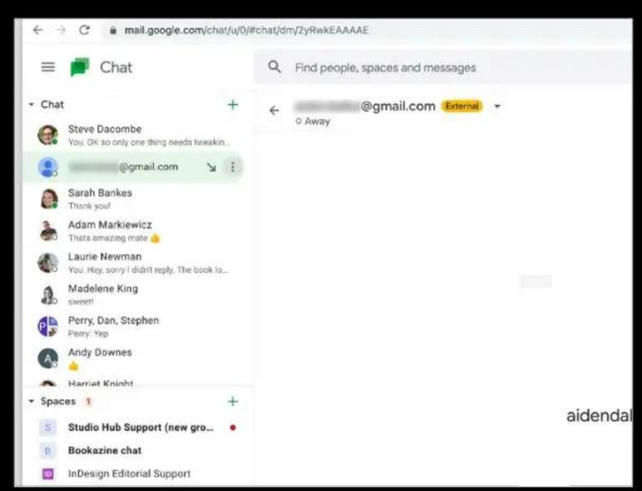
Here's how to add people and Circles to your Chat



1 Click on New conversation at the top of the Chat column and all of your current Google conversations will be listed. Tick a box and you can start a text or video chat.



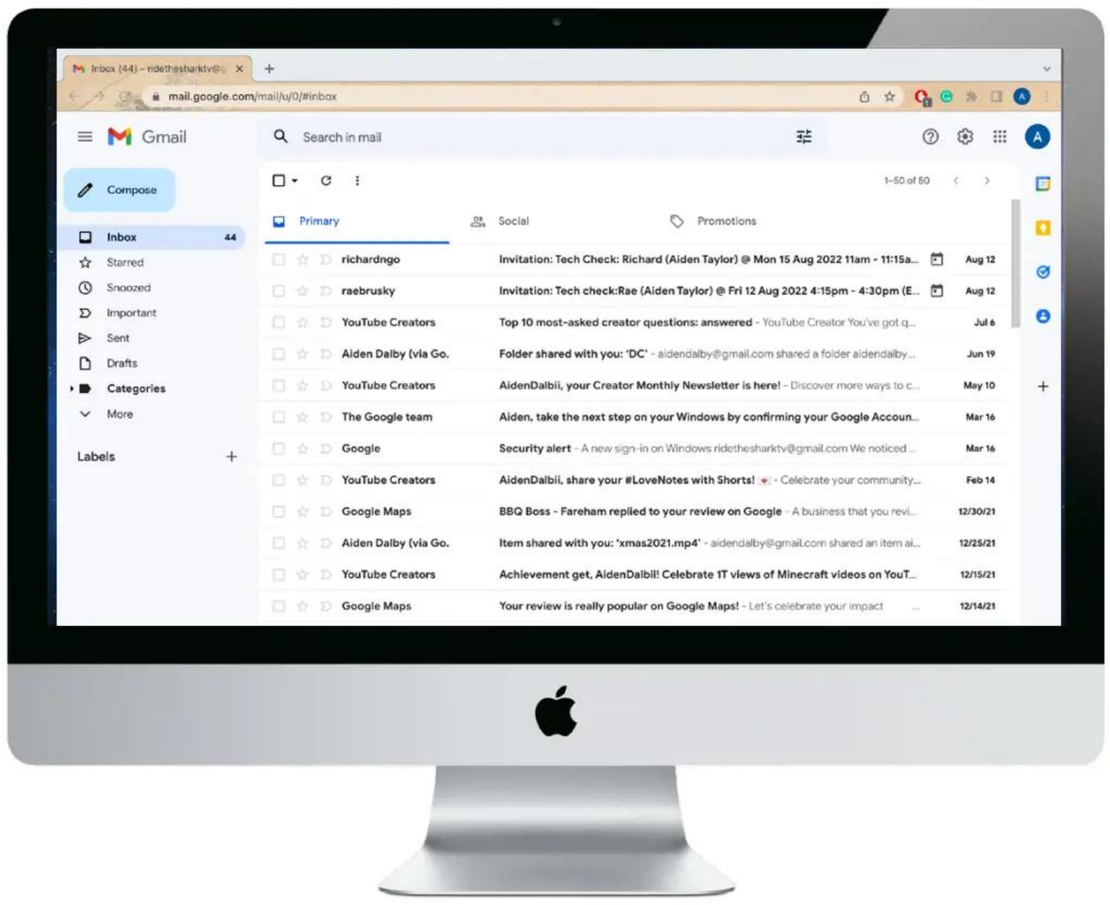
2 In the box at the top of the Hangouts menu, start typing in names. Google will match them with other people on Google, even if they aren't in your circles.



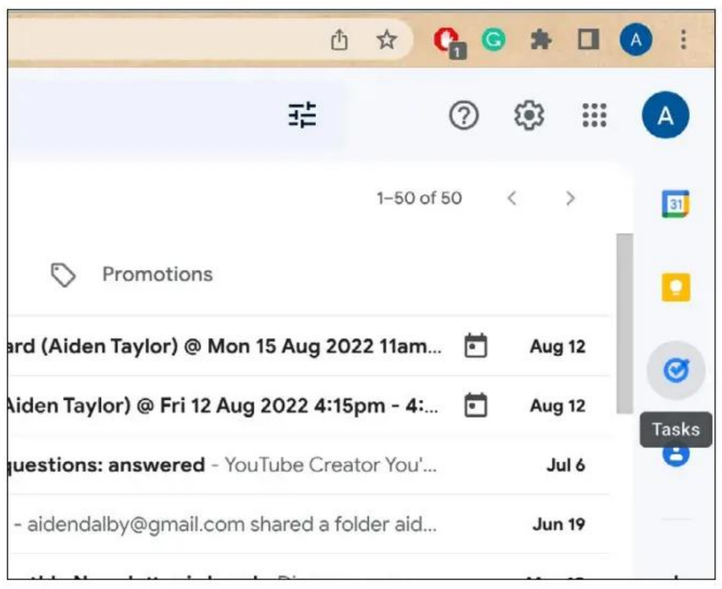
3 Click on the box beside a person's name and you will add them to your Hangout. You can either send them a text message or invite them to a video chat.

Save reminders and to-do lists

Give yourself a visual heads-up through Gmail

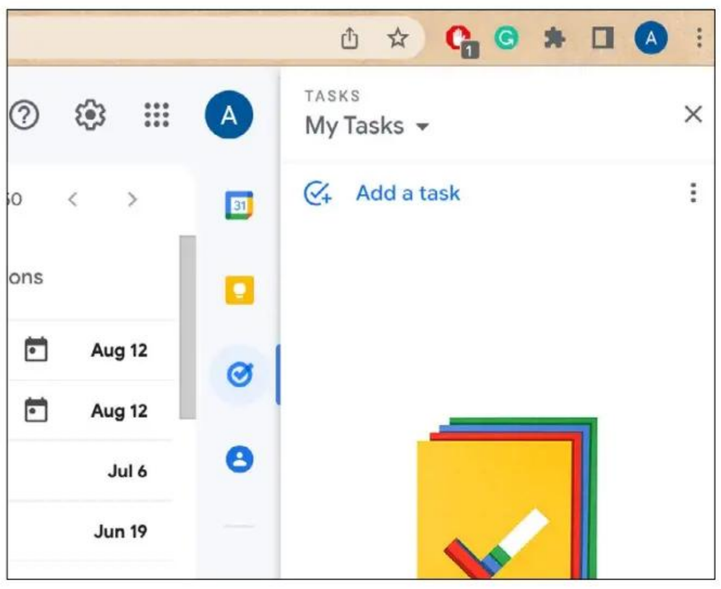


Gmail | Store your notes with Tasks



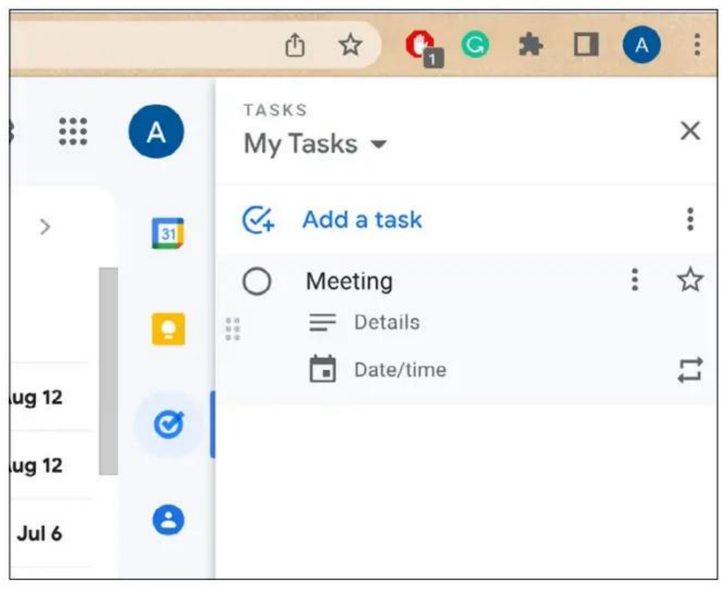
1: Click on 'Tasks'

Click on the 'Tasks' menu in the top-right corner of the Gmail interface and then a task window will now appear in the right side of the interface. It will take up about a fifth of the screen space.



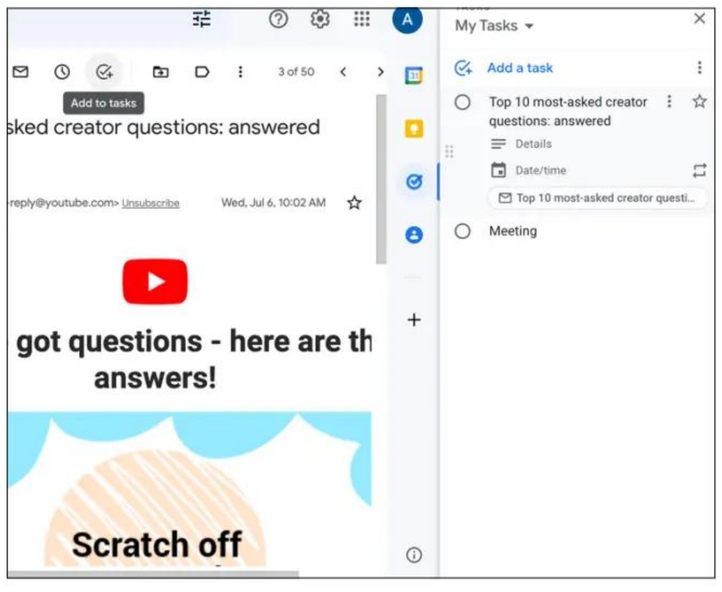
2: Creating tasks

Use the tasks window to create simple to-do lists. Click on '+' to create a new item and then give the task a name. Click on the Pencil icon to go into more detail.



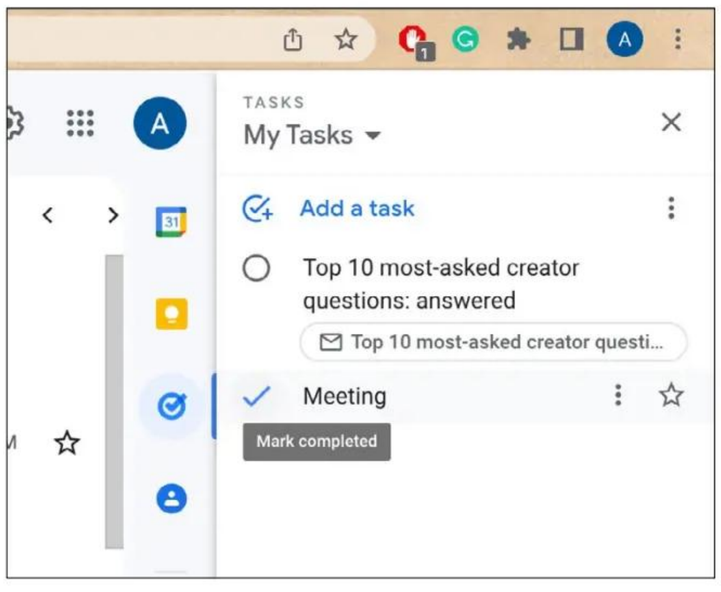
3: Add details

Click where it says 'Add details' and type any information relating to the task. You can also add Subtasks if you wish as well as put the tasks into categories from this menu.



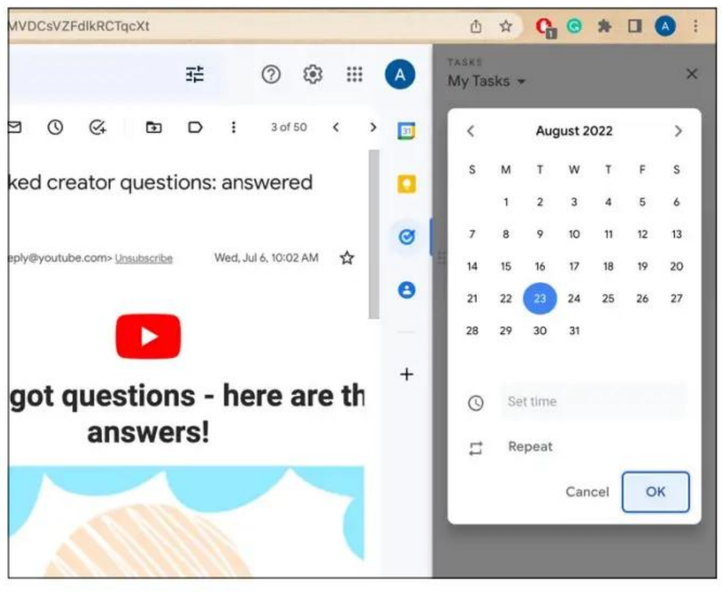
4: Convert emails to tasks

You can also convert emails into tasks on your list. To do this, open up an email message from your inbox and then click on the More menu at the top of the screen. Now simply choose 'Add to Tasks'.



5: Tick them off

Click on the circle next to a task and it will be removed and added to the 'Completed' folder. You can also delete tasks by going into the task details and clicking the bin icon.



6: Set reminders

To set yourself reminders to complete certain tasks in your list, click on a task, then the calendar icon and set the due date and time. It will then be marked on your Google Calendar.

Start labelling emails

How to create and manage a new Gmail label

The labels feature is a useful aspect of Gmail that helps you to organise your message into categories – such as work, family, sport, school, or any category that you want.

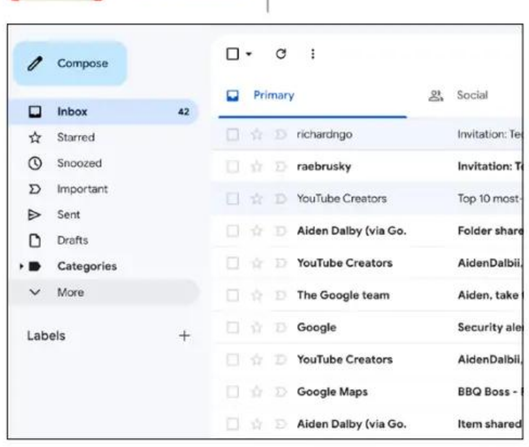
Essentially, labels do the same job as folders but with one major advantage: you can add more than one label to a message. Only you can see your created labels, so whether you mark a message with 'BFF' or 'Read when hell freezes over', the sender will never know.

Creating new labels is a quick and easy process, and once created they will sit in the sidebar to the left of the Gmail interface. From here you can click on their drop-down arrows to change aspects of them and adjust the settings, and then you can easily apply your labels to a message by opening it, clicking on the label icon and then selecting your new label.

In this tutorial, we will guide you through the whole process of creating and applying labels, and you'll soon come to appreciate how useful they can be.

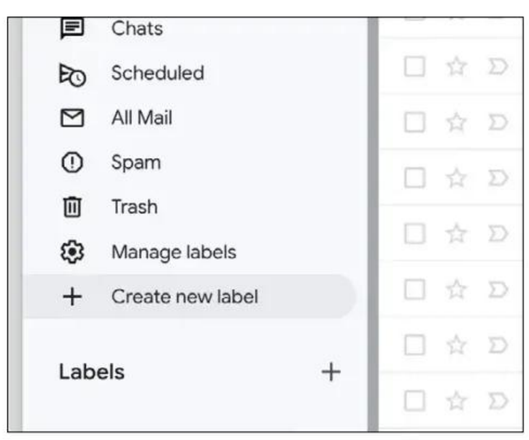


Gmail | Create and apply labels



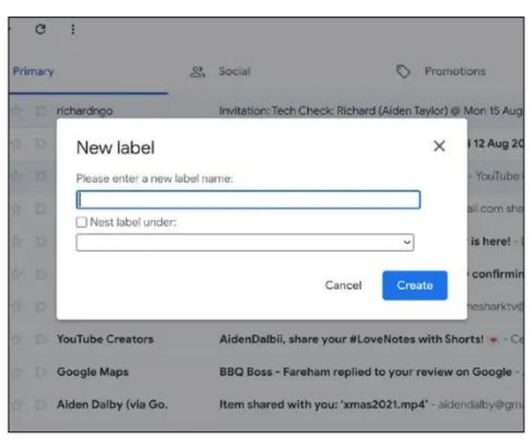
1: Click on 'More'

In your main Gmail interface, look at the column on the left-hand side and then scroll down to click on the 'More' option at the bottom.



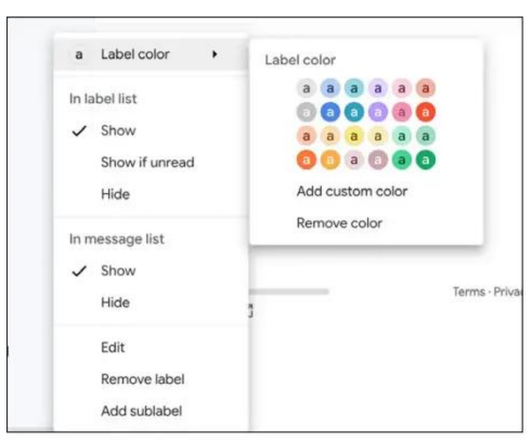
2: Create new label

Now scroll down further and click on the 'Create new label' option right at the bottom of the list. Drag the grey divider down if it is in the way.



3: Name label

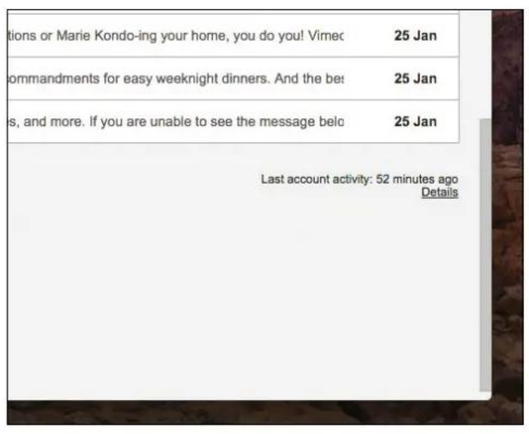
You will now be invited to enter a name for your label and determine where it will reside in the menu. Once done, click on 'Create'.



4: Manage label

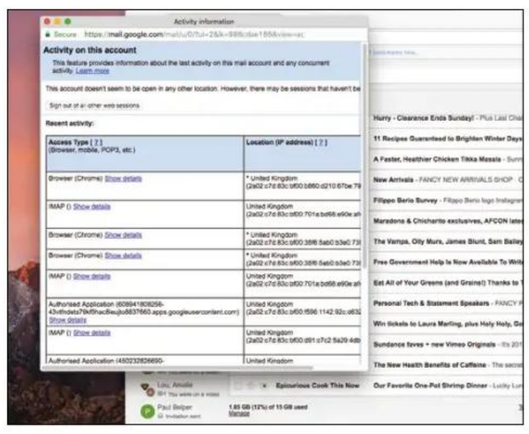
You can now click on your label in the menu and customise it. You can add emails to the label by clicking the label icon while reading through one.

Gmail | Sign out remotely



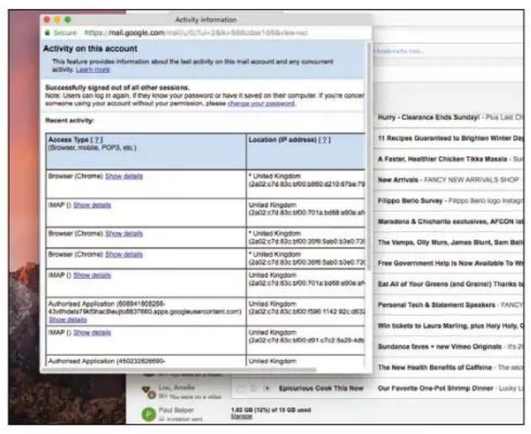
1: Click on 'Details'

If you forget to sign out of Gmail on another computer, you can do it remotely. Scroll down to the bottom of your inbox and click 'Details'.



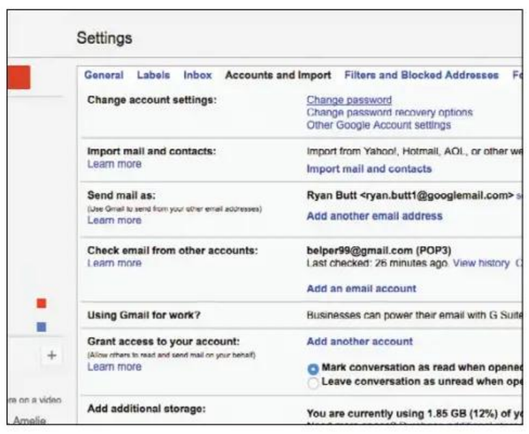
2: Monitor activity

All of your account activity will be shown in a list, so you can see when and where you have logged in and see if previous sessions are still open.



3: Sign out

At the top of the window you will see the option to 'Sign out all other sessions'. Click on this and a message will confirm that you have signed out.



4: Change password

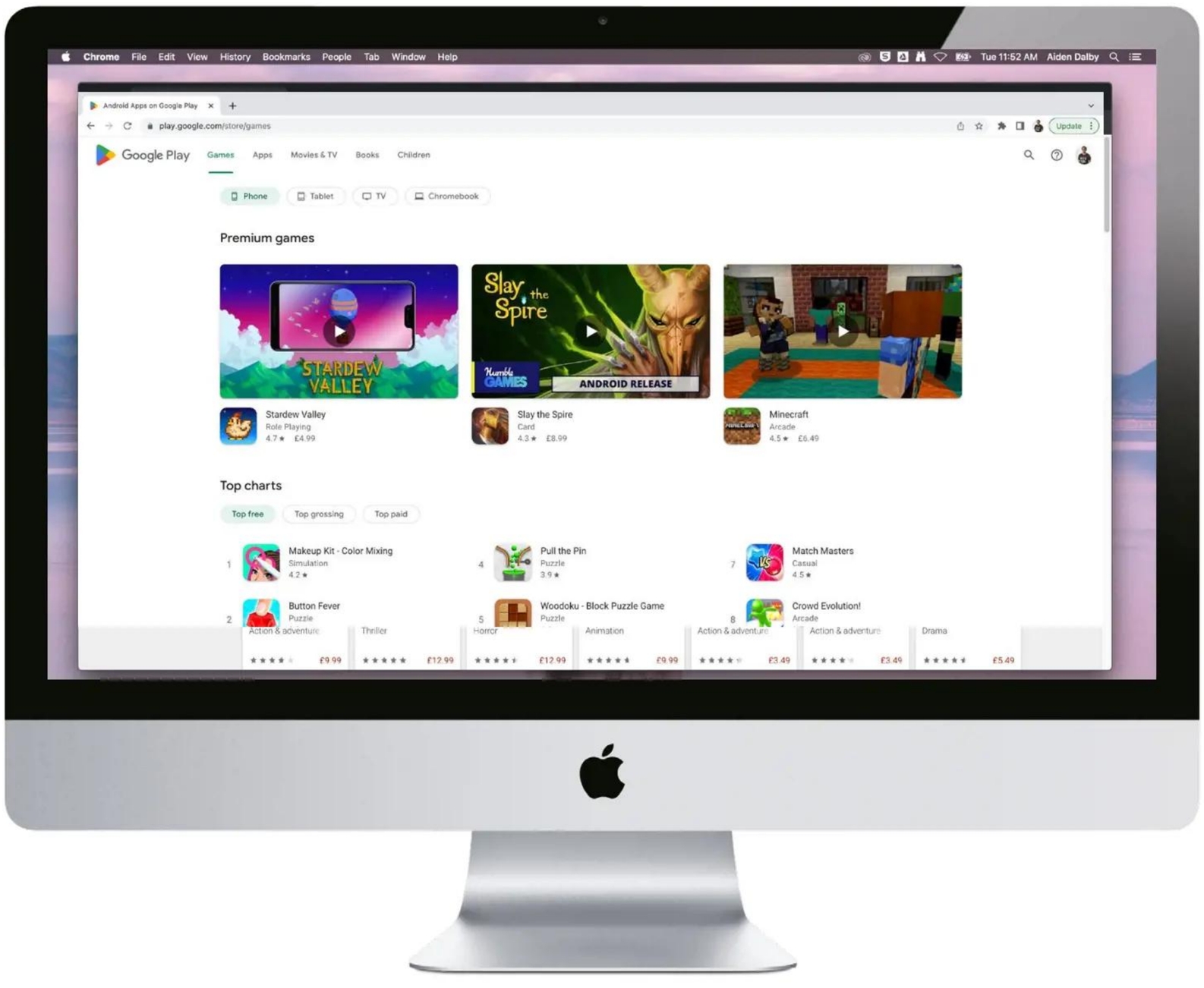
If you are worried that your password may have been stored on that other computer, head to Settings>Accounts and then click 'Change password'.

Shopping

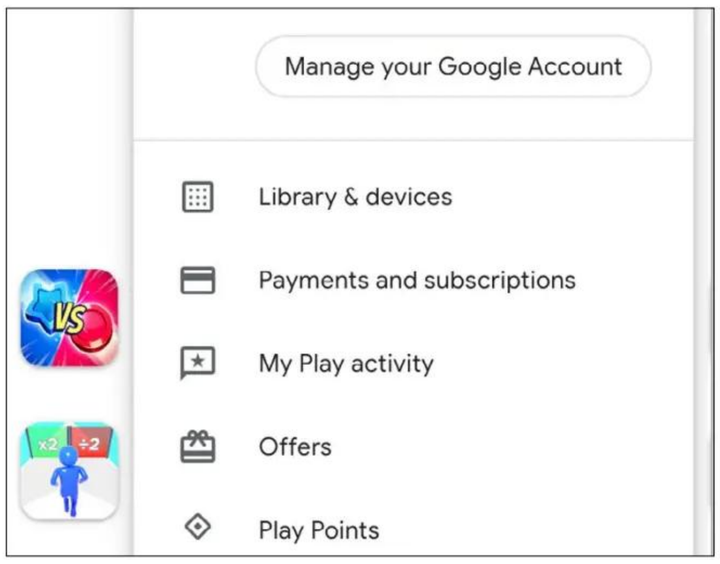
A world of purchasing possibilities is at your fingertips with Google's online shopping service

When you're a Google customer, movies, books and games are all within easy reach and can be yours in just a single click. Modern living often means that many of us have to make do with accommodation that is too small for our needs, which means that having truckloads of stuff that takes up space isn't the best situation. So why not compile an online library of movies instead of cluttering up the place with DVDs and Blu-rays? And why lose premium shelf space to physical books when you can get all of the latest bestsellers to read on your mobile phone?

Google Play is an online store that stocks movies, TV shows, books and Android apps. By logging into your Google account and setting up a secure payment method, you can download anything you need quickly and easily simply by searching for it, clicking on it and then downloading it to your computer or Android device. Each section of the Google Play store is packed full of sections that deliver the hottest content quickly so that you can get a taste for what's popular. You can then explore further by searching for individual items, sampling those products before you buy them, and discovering various other cool features tucked away – many of which we will talk about here.

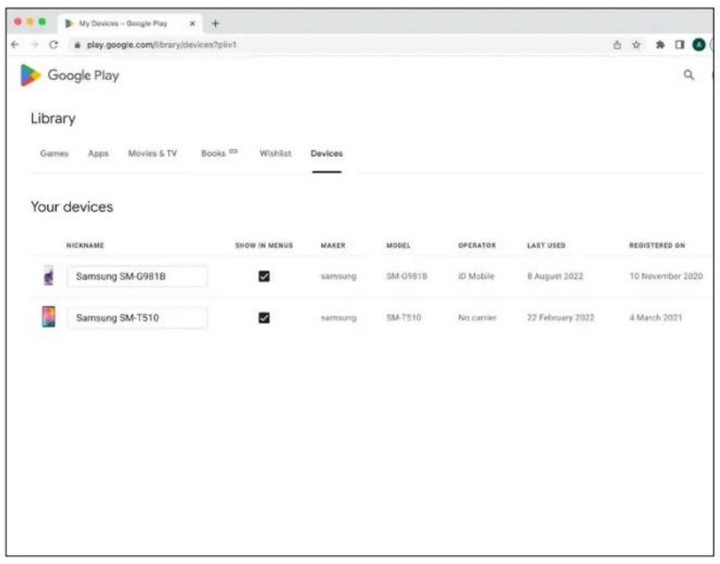


Google Play | Update devices and get notifications



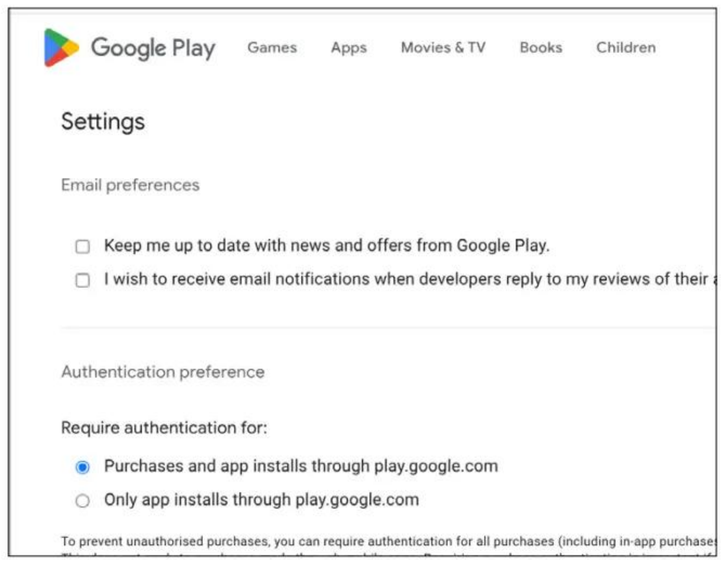
1: Go to Settings

While on the Google Play website, click on the account icon in the top-right corner of the interface and then choose 'Library and devices'. You can now see which Android-enabled devices you use.



2: Update devices

If one of your devices isn't named correctly, click on the Edit button next to the device in question and then type the new name into the text field. When you are done, click on the Update button.



3: Email preferences

Found under Settings, Email Preferences allow you to sign up for newsletters, including offers from Google Play and notifications when developers reply to reviews you've posted.

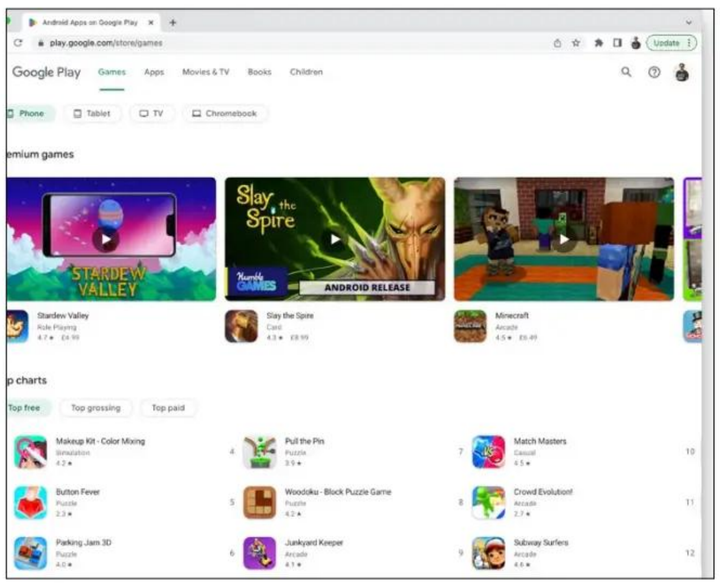
Add payment details

How to assign payment cards to your Google account

The Google Play store is a sprawling warehouse of virtual products – pretty much any album, film or book is right on hand for you to buy in an instant. To make purchases, you will first need to tether a payment method to your account so that you can then buy and download what you want with a single click. In this tutorial we'll guide you through the process of assigning a payment method to your Google account or, if you wish to add a new credit or debit card or simply edit the details of an existing one and show you how to update your payment details.

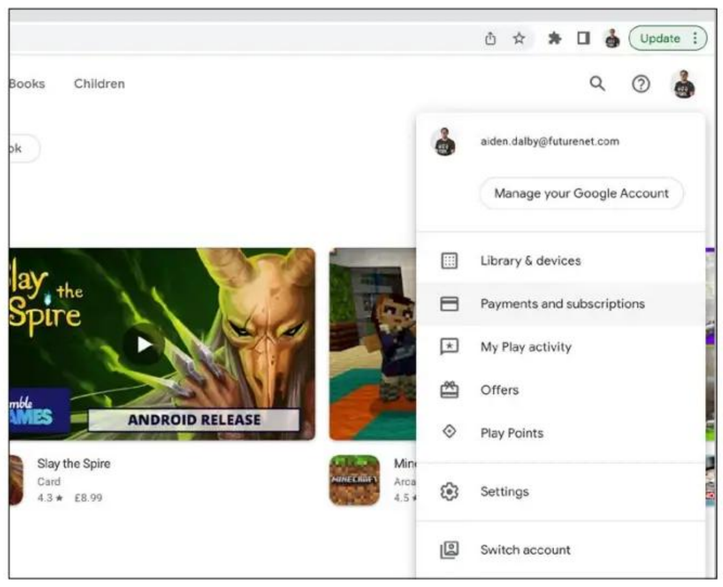
Although this process isn't perhaps as easy to fathom as you would think, it does require you to explore an area of Google that you may not be fully au fait with, namely your Accounts screen. You will access this screen for many purposes – which are explained in this book – but to get there, simply ensure that you are logged into your Google account and then click on your profile picture in the top-right corner of the screen. Once on the Accounts screen, you'll be able to access the Dashboard to review and edit any details that relate to any of the Google services that you use.

Accounts | Set up a new payment method



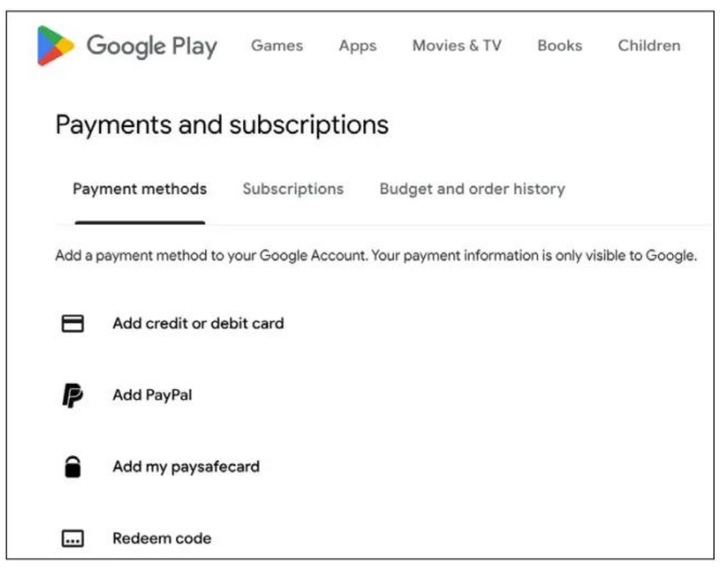
1: Go to accounts page

From the Google Play store front, look for the list of options in the top-right corner of the page. Click on the Google Account icon and this drop-down menu will appear.



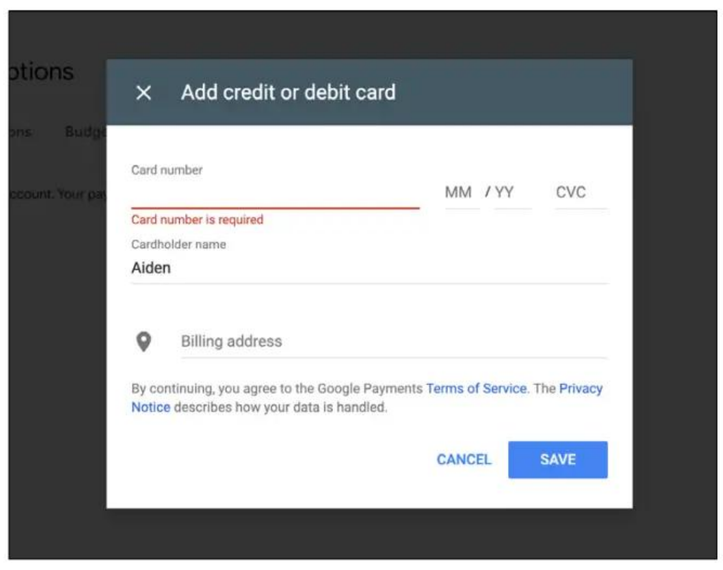
2: Add a payment method

Select the Payments and Subscriptions' option and you will have the option to 'Add a payment method' or edit an existing one. Click on this and have your card ready.



3: Select a method

You will now have four options to choose from. You can add a credit or debit card; add a paysafecard; add a PayPal account; or redeem a code from a Google Play gift card. Click on the first option.

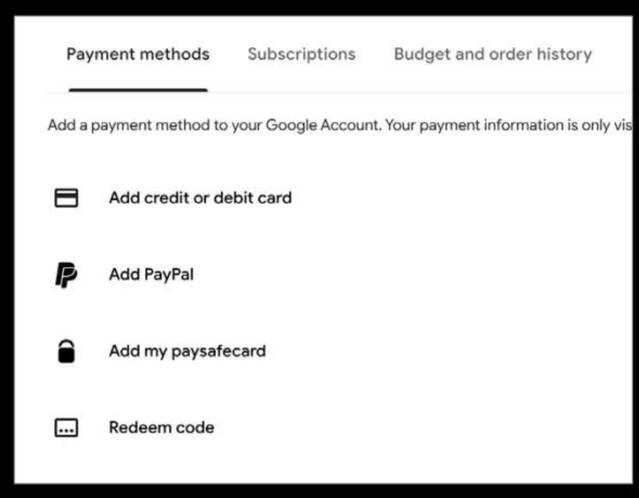


4: Add a card

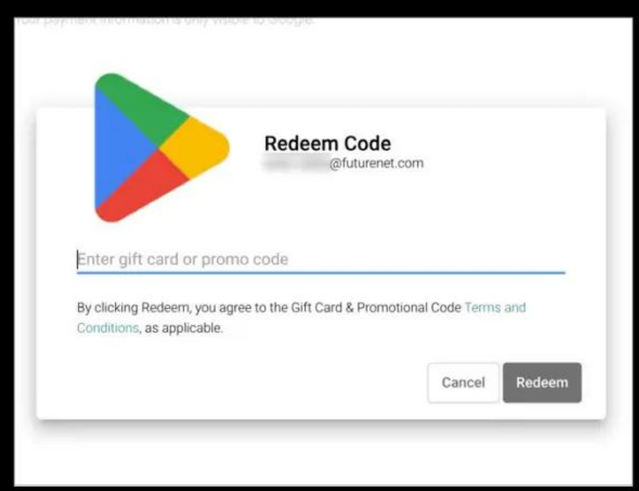
You will now be asked to fill in all of the required details in relation to the card that you wish to add, including number, expiry date and the billing address. Once entered, click 'Save'.

Redeeming gift codes inside Google Play

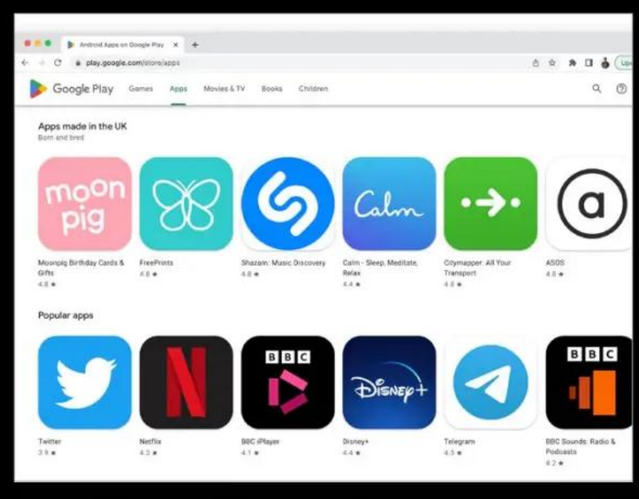
Enter the code to top-up your account balance



1 If you've received a Google Play gift card then, on the main Google Play home screen, click on the 'Redeem' link underneath the main shop categories.



2 Enter the gift card or promo code into the space provided. Once processed, the funds will be instantly credited to your account for use in the store.

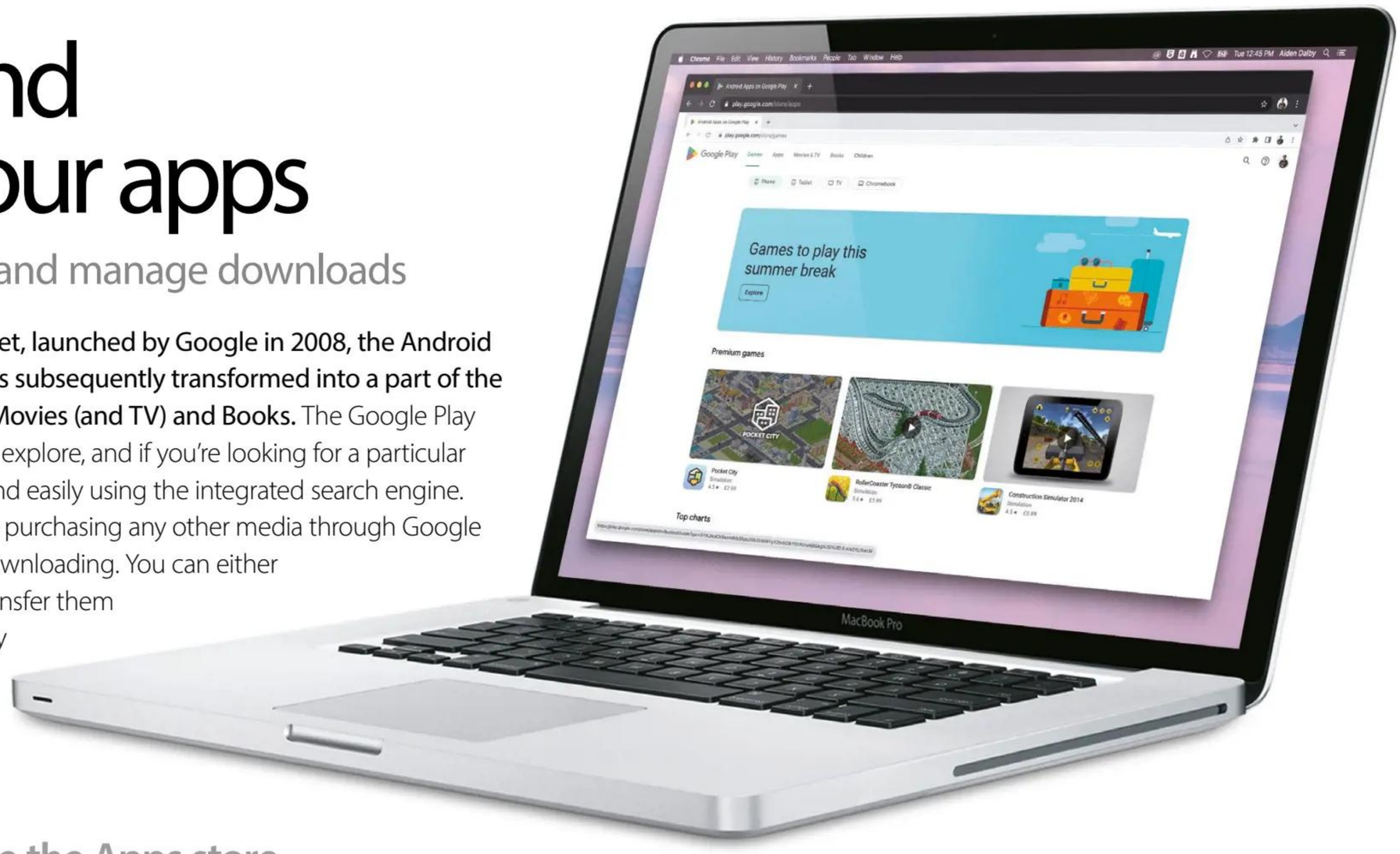


3 You can now continue to shop inside the Play store and spend your virtual cash on music, films, books or apps for your desktop or Android device.

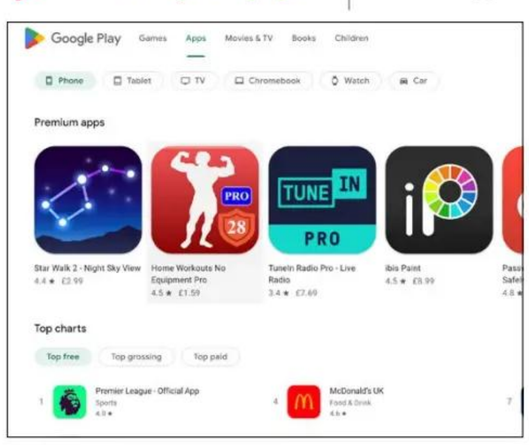
Shop for and manage your apps

Navigate the Apps store and manage downloads

Originally known as the Android Market, launched by Google in 2008, the Android operating system's main app store was subsequently transformed into a part of the Google Play store – alongside Music, Movies (and TV) and Books. The Google Play Apps area is packed full of categories to explore, and if you're looking for a particular app then you can search for it quickly and easily using the integrated search engine. Buying apps is just as straightforward as purchasing any other media through Google Play: one click and your app will start downloading. You can either download apps to your desktop and transfer them to your mobile device, or you can simply access Google Play on your Android device and then download and install on the fly.

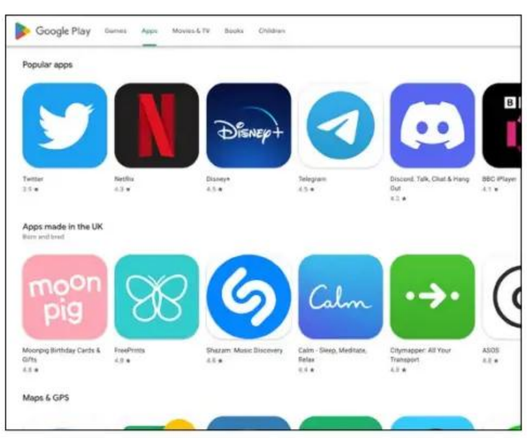


Play Apps | Navigate the Apps store



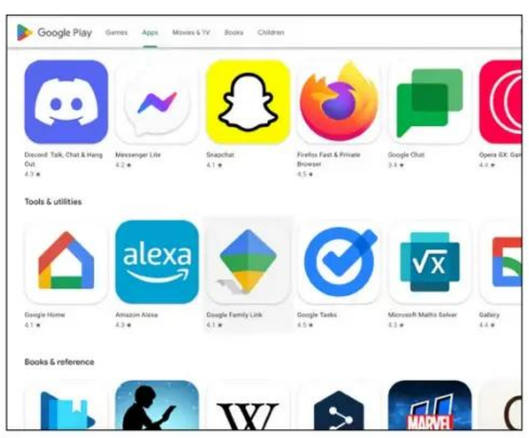
1: Go to the Apps store

From the main Google Play home screen, click on the Apps category in the menu in the top bar to be taken to the Apps store.



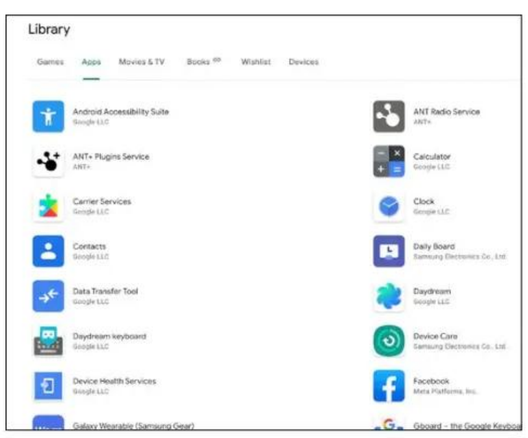
2: Buying new apps

The Apps store, like Music, is divided up into sections that are easily selectable by scrolling up and down the main screen.



3: Use the tabs

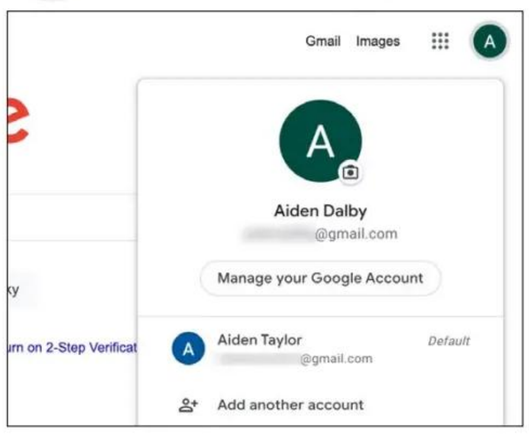
Scroll down the Apps page to browse them by category, check out what's hot in the charts and see what's new or trending.



4: Your apps

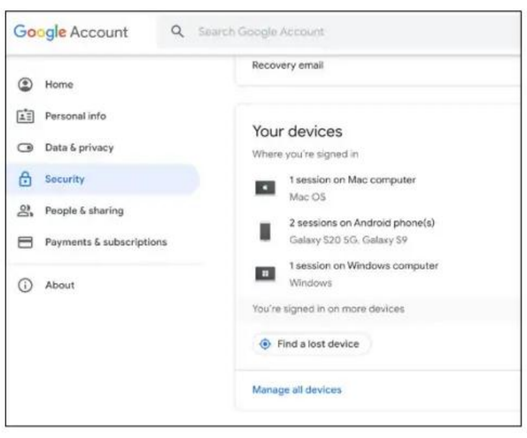
Click on the 'Apps' tab from the Library by clicking on the Account icon. You'll be able to get a rundown of all of the apps you have installed.

Accounts | Check your registered devices



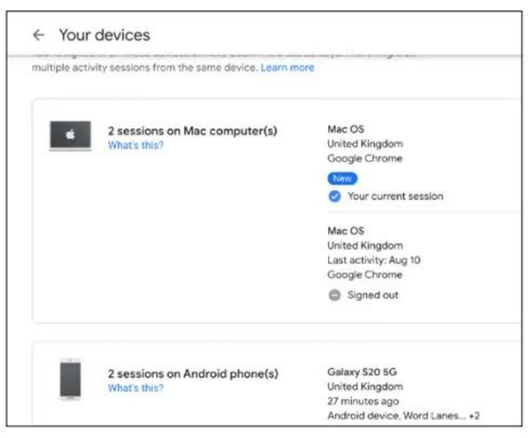
1: Go to Accounts screen

Click on your profile picture in the top-right corner of the screen and then click on the ' Manage your Google Account' link.



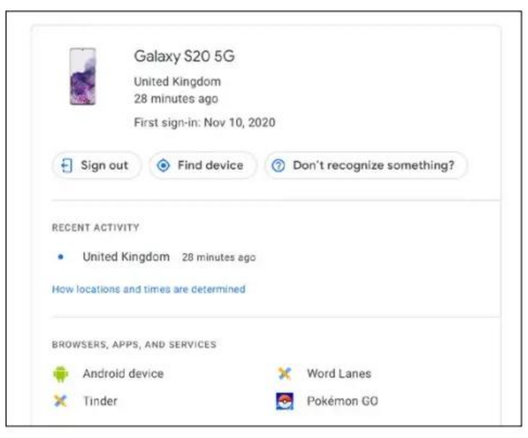
2: Click on Device…

Under the 'Security' section of the page you will see a link called 'Your devices'. Click on 'Manage all devices' at the bottom of the window.



3: Your devices

You will now see a list of all of your recently used devices that have access to your account. Click on 'More details'.



4: Check devices

From the menu you can see when the device was first signed into the account and when it was last used. You can remove unwanted devices.

Master Google Books

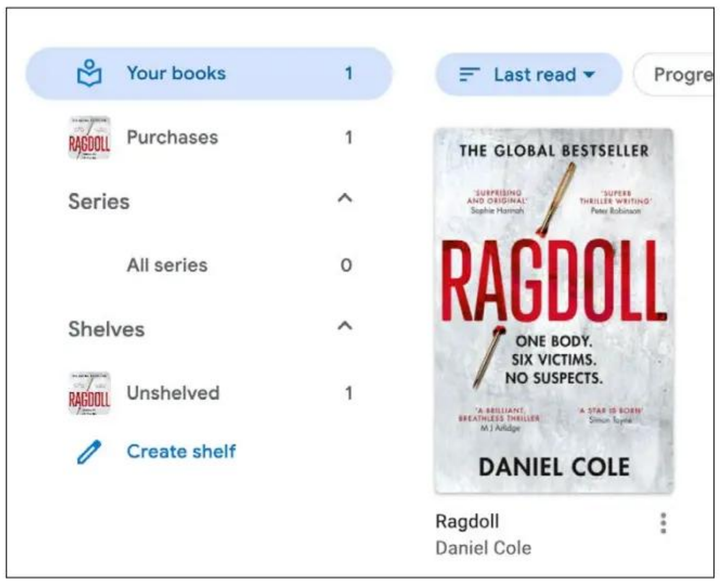
Make sure you're getting the most out of the Books store

As well as its App and Music wings, the Google Play store boasts an ever-swelling book store which, like the other sections, is packed full of features. By clicking on the Books section in the left column while on the main Google Play homepage, you'll be jetted straight to the book wing, where you can scroll down the screen to discover a plethora of books in a range of sections. Use the tabs to check out the current bestsellers and the new arrivals, and enter keywords, such as 'Free books', into the search engine to browse some literary bargains.

If you then click on 'My books', you will get a rundown of all of the books that you have downloaded on your account. These books will be accessible from the desktop library or via the Play Books app on your Android device.

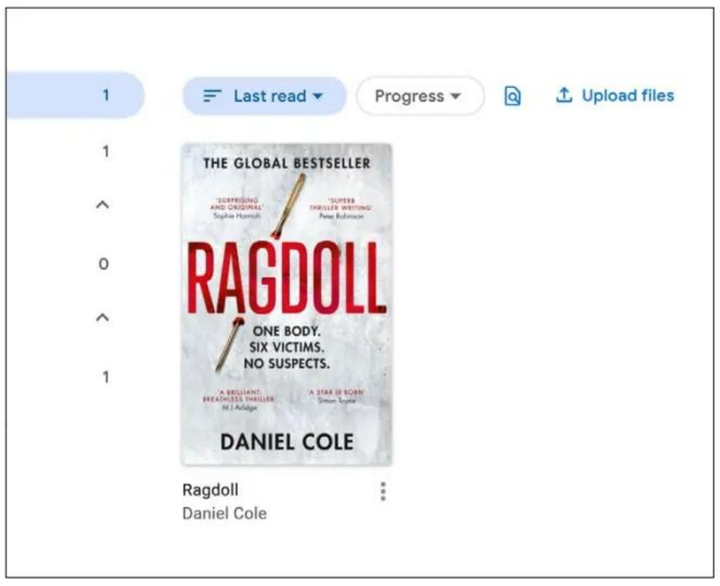
You can also browse your books by sections such as Purchases, Samples and Uploads – which brings us nicely onto a very cool feature of Books: the option to upload your own documents which you will then be able to access from anywhere, from any device. In the following tutorial we'll show you how it's done.

Play Books | Upload your documents to Play Books



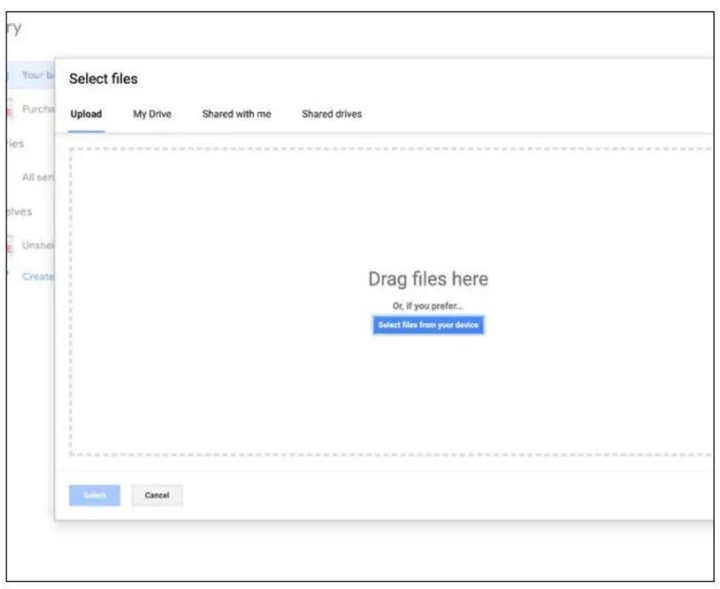
1: Click on 'My books'

From the main Books section of the Google Play store, you'll see a column on the top of the screen; in it is an option called 'Your library'. Click on this to access your collection.



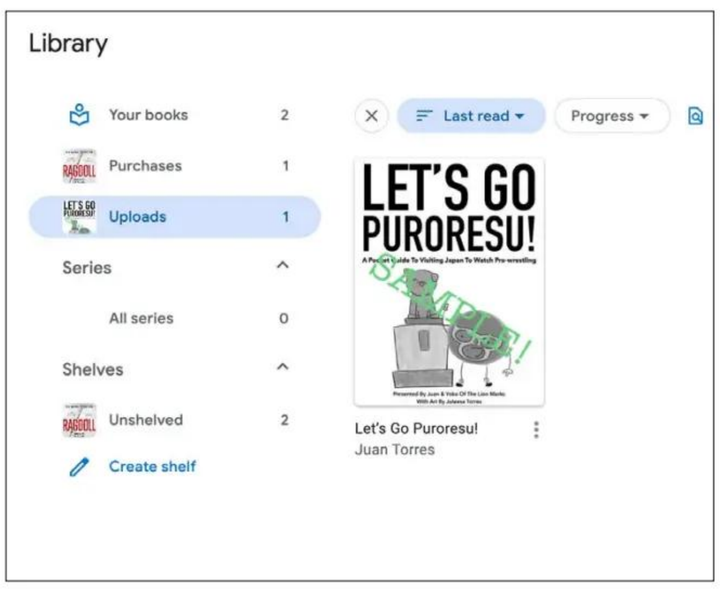
2: Click on 'Upload files'

In the middle of the screen will be a blue button labelled 'Upload files'. Click on this and a new window will appear that will invite you to drag your files into the space provided.



3: Select files

You can now either drag files from your desktop into the large space provided, or click on the 'Select files from your computer' option and then navigate through your computer to locate and select a file.

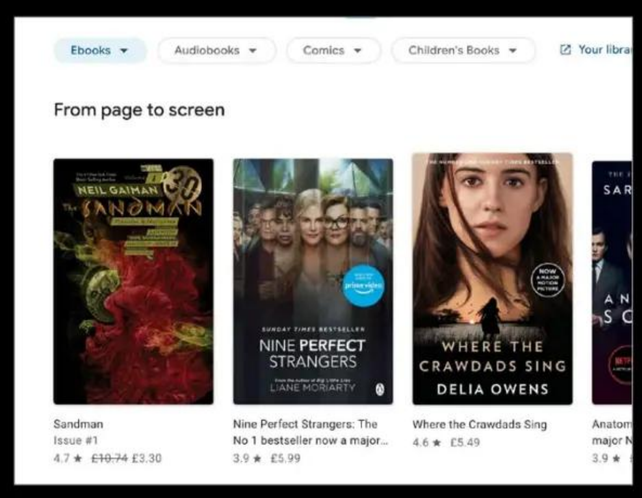


4: Access your document

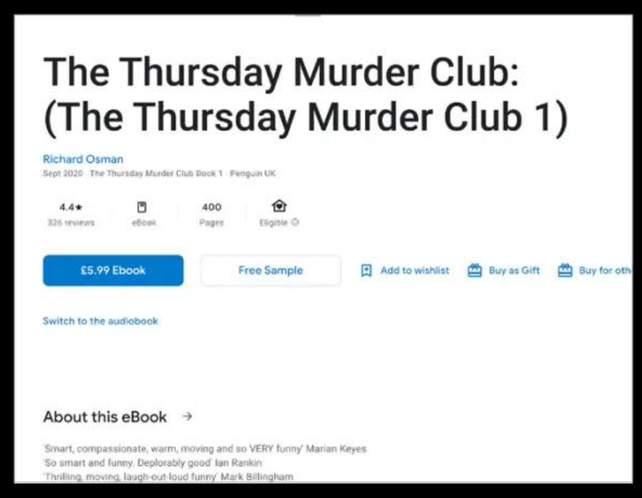
You'll now be able to click on the Uploads section of your library (from the left column) and open up your uploaded PDF or ePub files within the Books interface. You can also access them on your mobile.

Downloading samples from Google Books

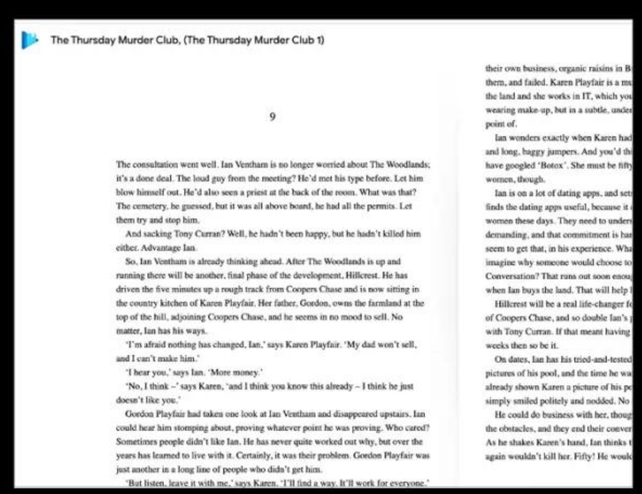
Google allows you to try before you buy



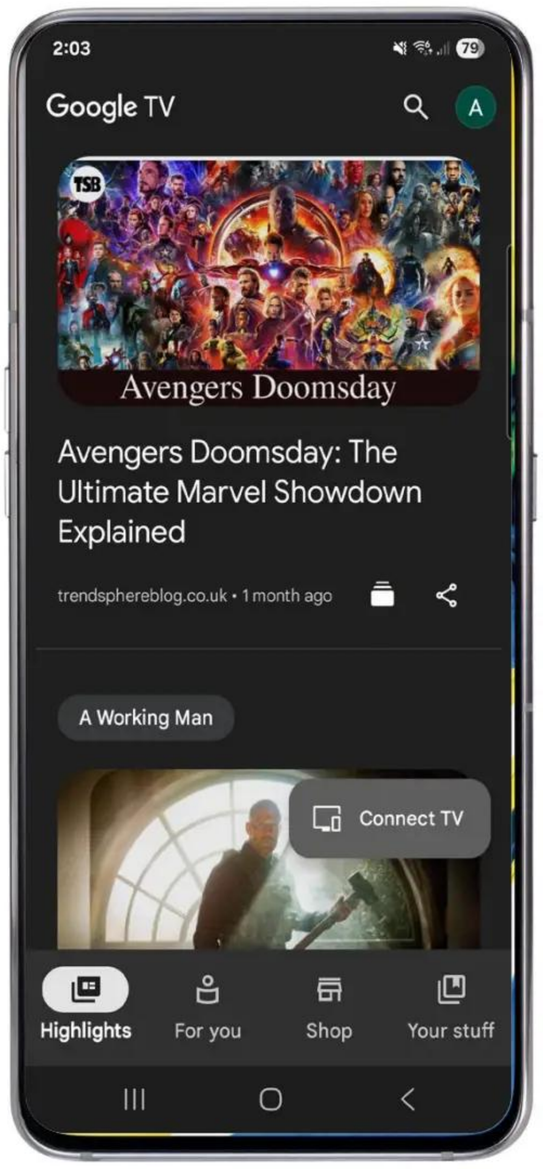
1 Navigate the Books store and then, when you find a book that you would like to sample, click on its cover to open up the respective book's main info page.



2 In the main window will be the various purchasing options, including a 'Free sample' option. Click on this and a small portion of the book will be downloaded.



3 You can now open the sample in the Books interface to read on your desktop or mobile device. When reading, you'll be given the option to buy the whole book.



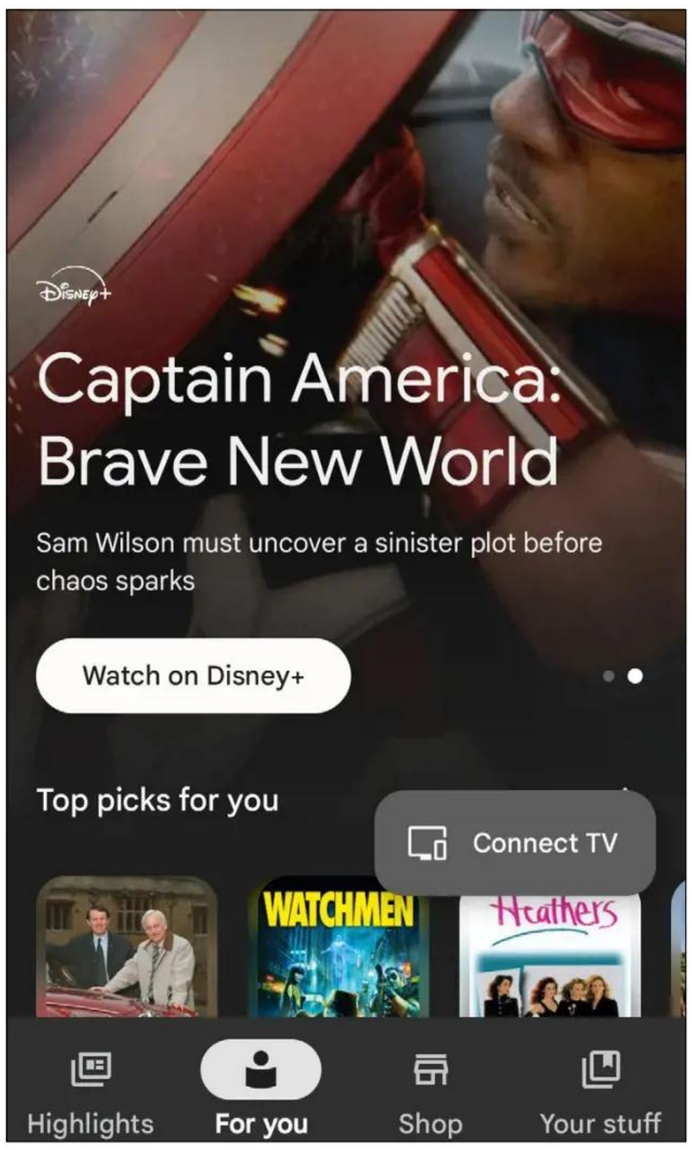
Enjoy movies and TV shows on Google TV

Discover what you can do with the intuitive and surprisingly versatile Google TV mobile app

Originally known as Android TV, the app was given a refresh in 2020, changing its name to Google TV and merging with Google Play TV & Movies. If you had made purchases through Google Play, don't worry, as anything you bought can still be found in Google TV. Today, Google TV is your device's one-stop shop for movies and television shows. From here, you can search for content and the app will connect you to the relevant streaming service (if available), such as Plex, ITVX, BBC iPlayer and much more. If the film isn't on one of these streaming platforms, or you prefer to own the title, then you have the option to purchase a digital copy from the Google TV Store.

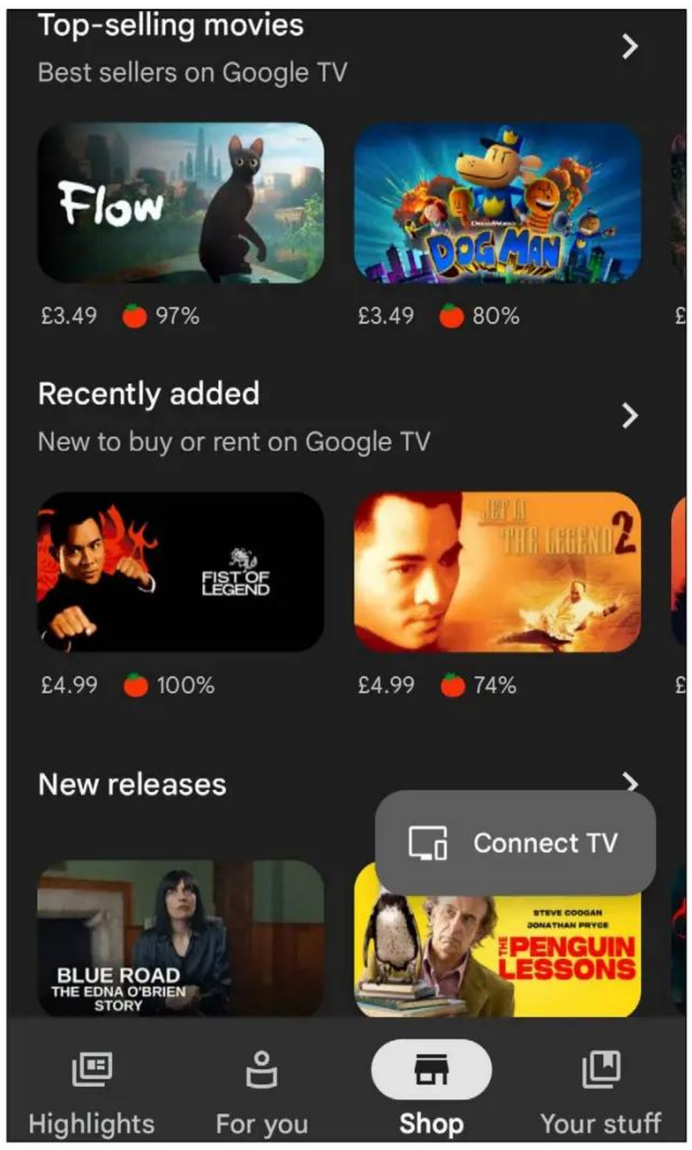
Tap on the Shop tab at the bottom of the screen and you will be presented with a range of content. These are organised into categories such as New Releases, Top Selling Movies and Top Picks For You, as well as by genre. To search for something, use the magnifying glass icon at the top of the page. Once you've found something, you can select whether you want to purchase or rent the content. If you choose to rent, you have 30 days to watch it after the purchase or 48 hours after you first press play. There are also options to purchase in Standard Definition or High Definition, with the latter costing a bit more but offering a better visual experience. All of your movies can be found in the Your Stuff tab.

Google TV | Navigate and purchase content



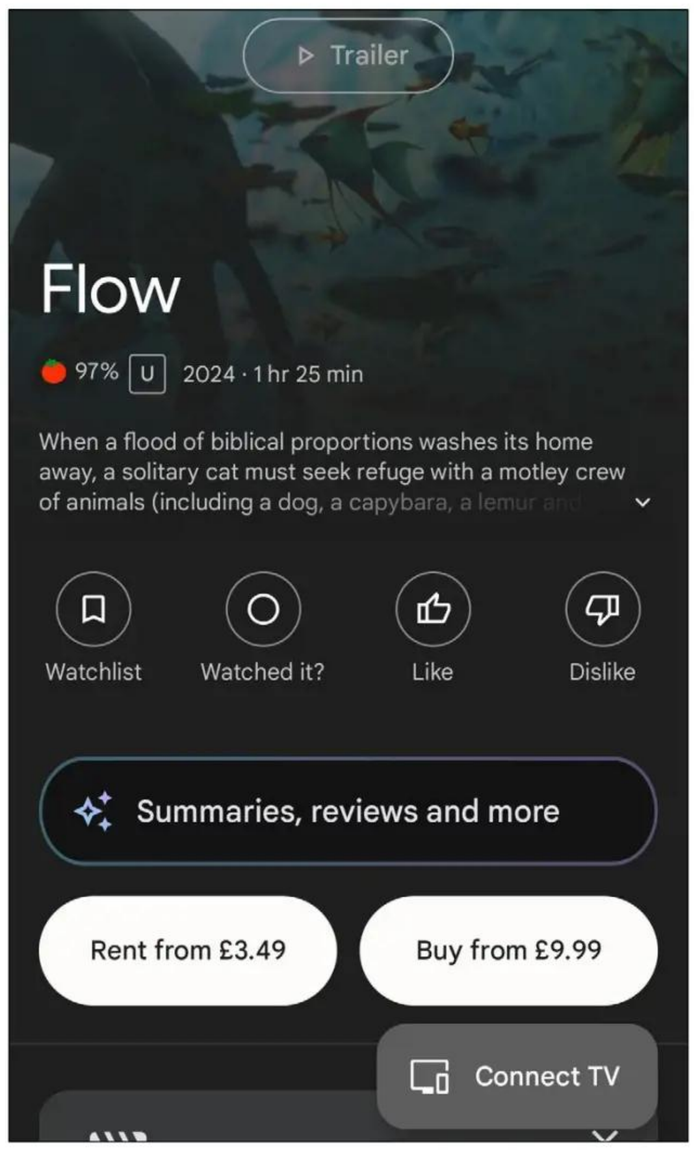
1: For you

At the top of this page will be the latest big releases with links to go and watch them. Scroll down to find recommendations.



2: Shop

Best-selling titles and new releases are displayed at the top. The prices shown are for rental. The purchase price will be more.

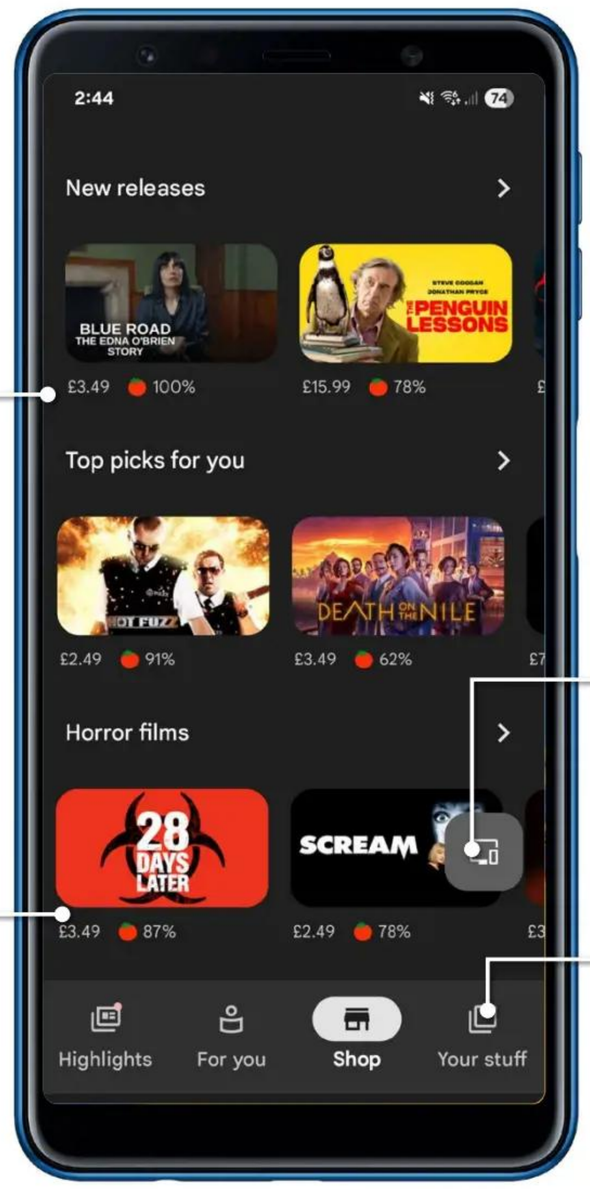


3: Summary

Click on a movie or TV show title and you'll find a plot summary and trailer. Scroll down to find cast details, as well as audio and subtitle options.

What is in the 'Shop' page

Discover new titles or find old favourites



Price

Don't be fooled into seeing the low price and assuming that this is the cost of purchasing the film. The price shown here will be for renting it in SD. Purchasing a film in HD can cost up to £14/$15.

See more

Swipe left to see more titles, or you can tap on the white arrow icon to have them displayed differently. These sections are updated frequently and the more you search and buy, the better the recommendations.

Highlights

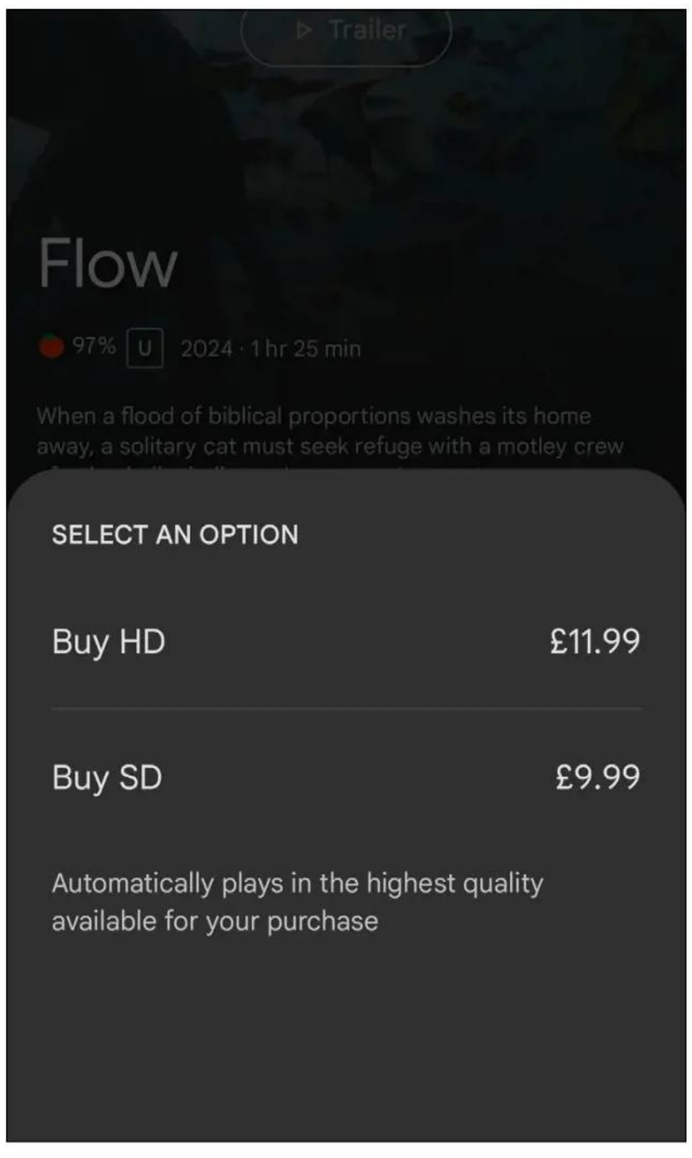
When you open the Google TV app for the first time you will be taken to the Highlights tab. This is where you will find entertainment news, as well as articles on the latest releases available on the app. Tapping on an article will open it within your device's internet browser. You may see a tab icon under certain articles, this will open a window of other related articles.

Stream to TV

Tap on this icon and your device will begin to scan for compatible appliances nearby. Once connected, the film or TV show will be shown on your smart TV and you can continue using your device as normal.

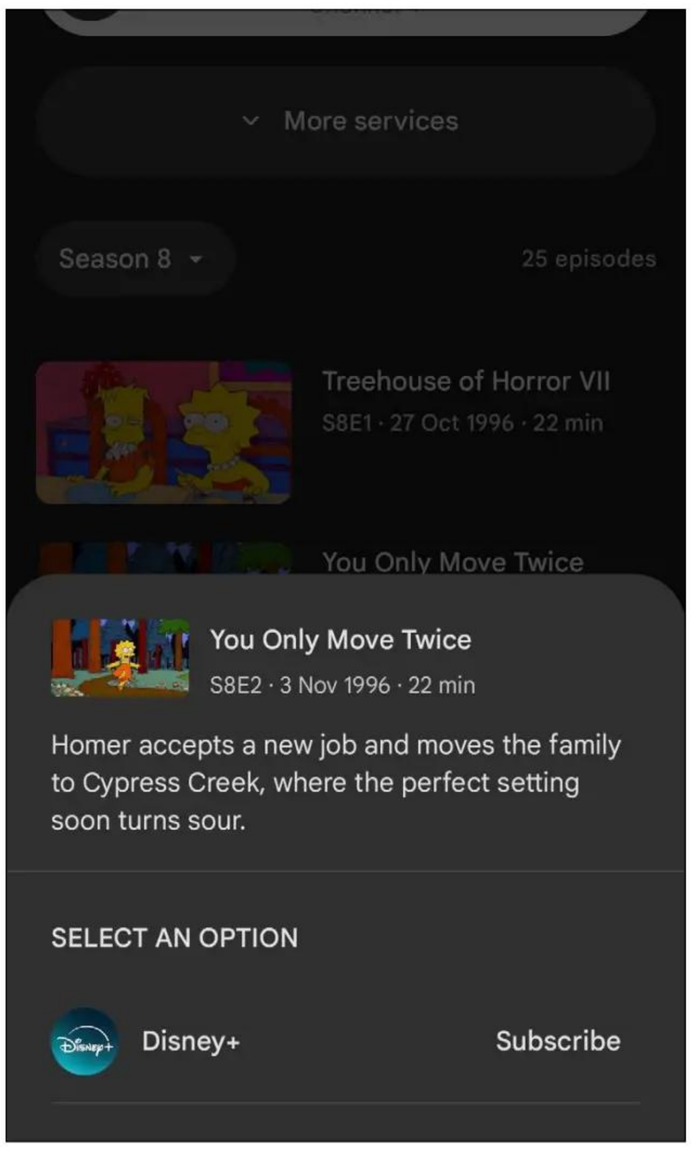
Your stuff

All of your purchases and rentals can be found in this tab. It is divided, with films and shows in separate tabs. If you stop watching something, you can come back to it and resume from where you left off.



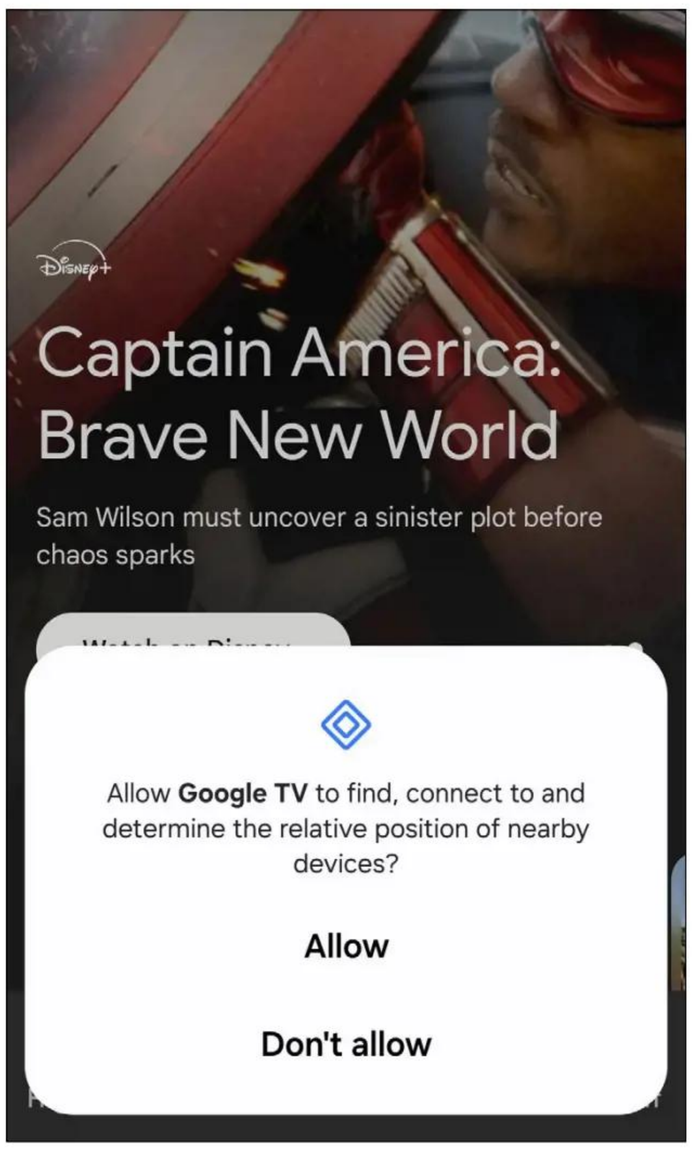
4: Purchase Options

You can choose to purchase or rent a film. When you tap on an option, you may be given the choice of the HD or SD version.



5: External apps

TV shows cannot be purchased on Google TV, but it will take you to streaming platforms that have the content.



6: Streaming to TV

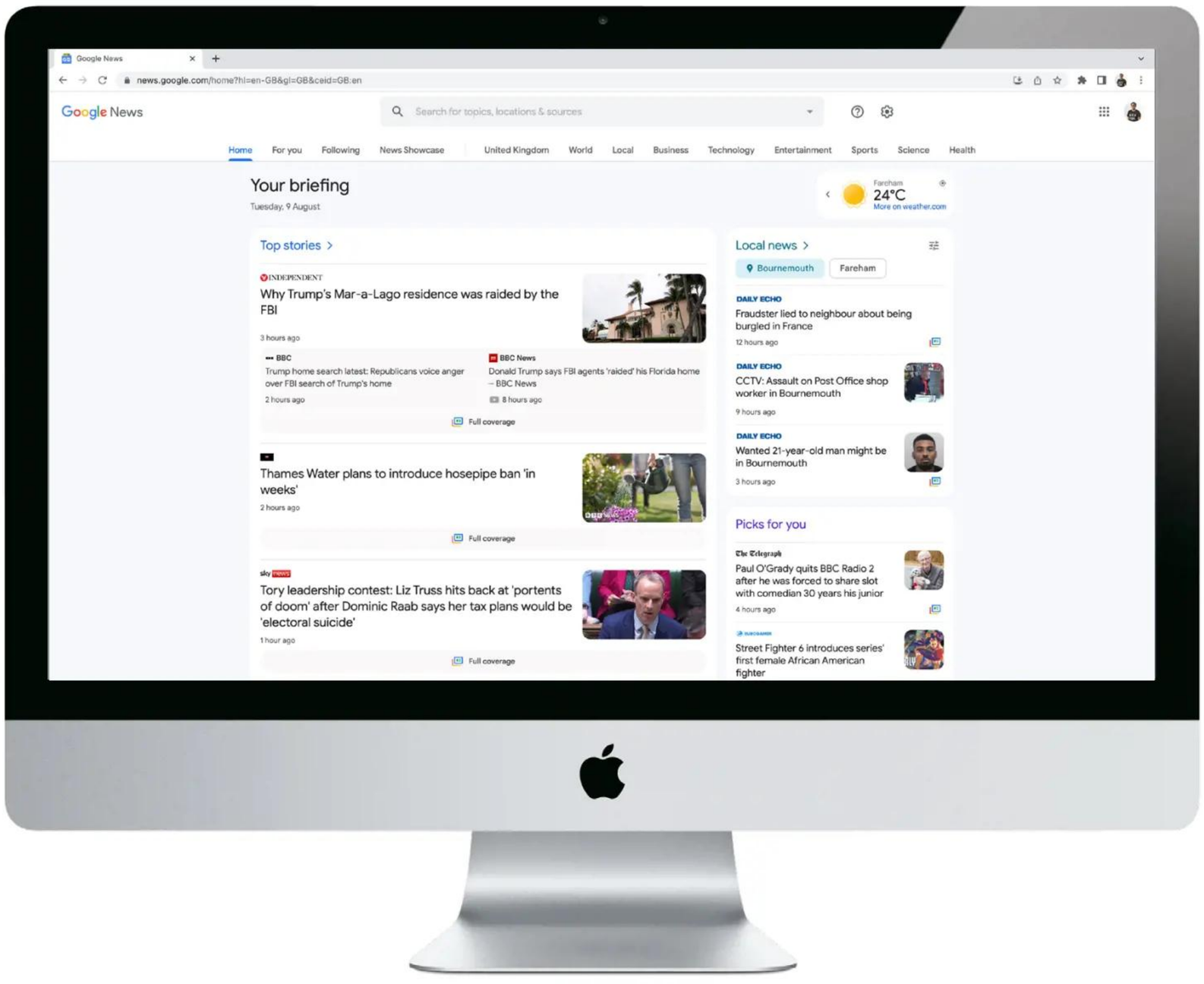
If you have a compatible smart TV or other smart device, you can connect your phone and stream the show or film from your device to the TV.

News

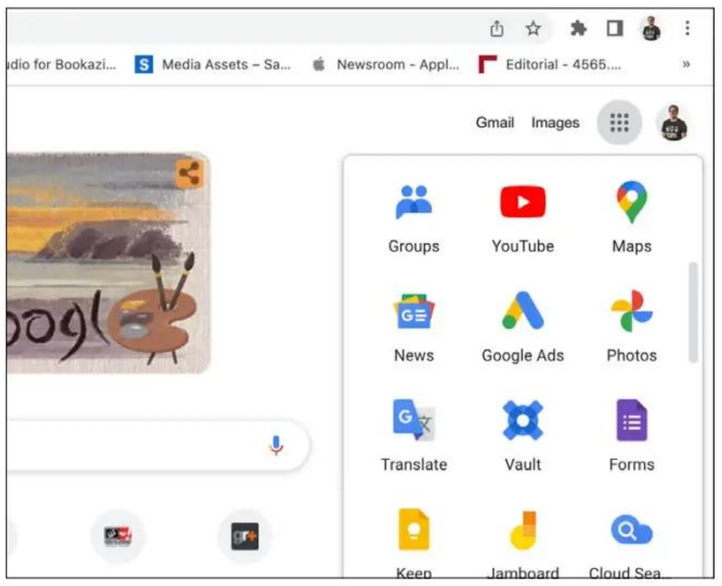
Getting the stories that matter most to you delivered quickly and efficiently by Google News

How often do you catch the headlines at the start of a major daily news bulletin, only to find that the story you were interested in is crudely tacked onto the end after you have endured half an hour of stories that don't matter to you? Google News eradicates this problem by only delivering the news that you are interested in. In fact, your news content is devised through various means, including your region and previous stories that you have clicked on. The more you use Google News, the better it gets at narrowing down your content and ensuring that superfluous stories are nowhere to be found.

In developing its News service, Google has strived to get the balance right between its algorithmic search efficiency and the needs of its publishing partners to push the hottest news to the forefront. You can customise Google News to suit your own needs, from the exact geographical location that you want to receive news from to the sources in which you see. In the News settings you are able to block the sources that you don't want and prioritise the ones you do want information from. The trending keyword bar is also a great way to see what is important and popular both from around the world and locally to you.

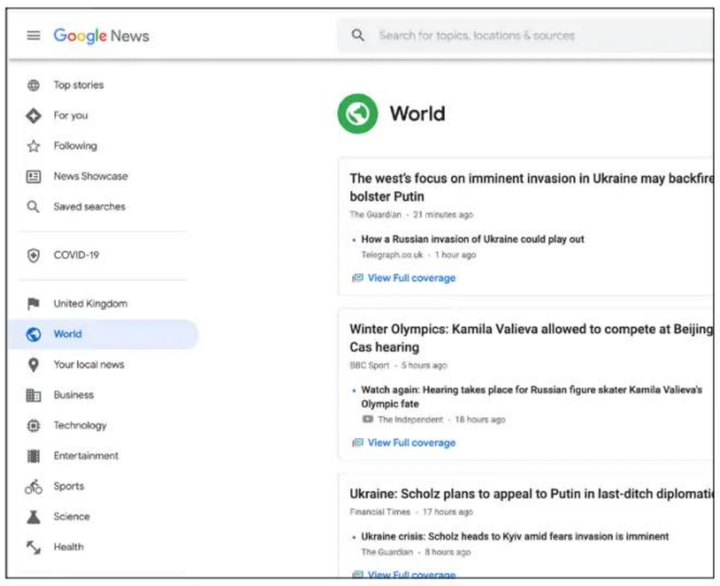


News | Navigate the News section of Google



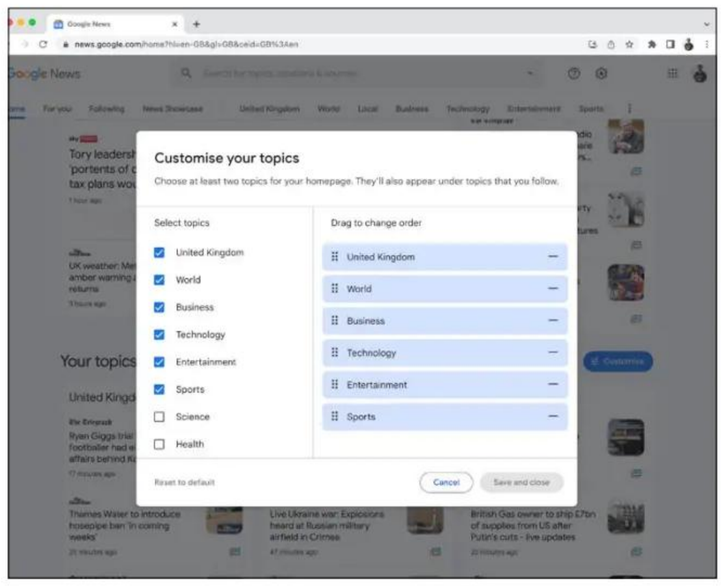
1: Go to Google News

On the Google homepage, click on the top right icon to expand the Google apps and select the News icon. This will take you to the main News homepage where you will see the top stories.



2: Choose a location

Along the top of the window you can select whether you see the headlines from around the world, local news or news from a specific location of your own choosing.



3: See your topics

To the right of 'You Topics' is the customise option. Click the boxes on the left-hand column to add or remove a topic and then use the right-hand tab to arrange their order.

Stay abreast of local news

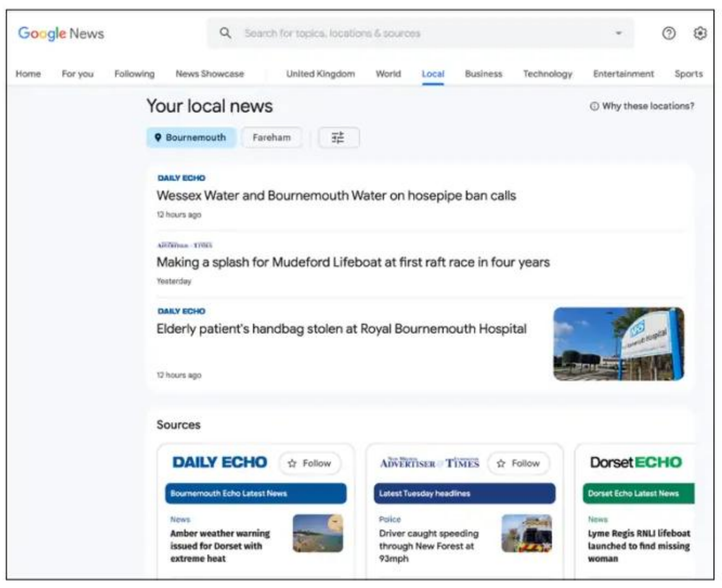
Get the latest local headlines delivered through Google News

Google News can provide all of the latest headlines for the area you are currently residing in, based on your Wi-Fi's IP address. However, if you're only using a town name to personalise this part of the news then you're potentially missing out on an even wider range of news stories.

If there are any news sources that you are not particularly fond off, Google allows you to prevent these from appearing in your feed. In the box over to the right, is a 'Local news' tab where the local stories will be presented in a list. However, by clicking on the search bar at the top of the screen, you can enter a location and a list of news stories relating to that place will appear in the results. You can then save these locations by clicking on the 'Follow' link and it will be saved in the 'Favourites' section. You can constantly stay abreast of local news without having to lift a finger to physically find it out.

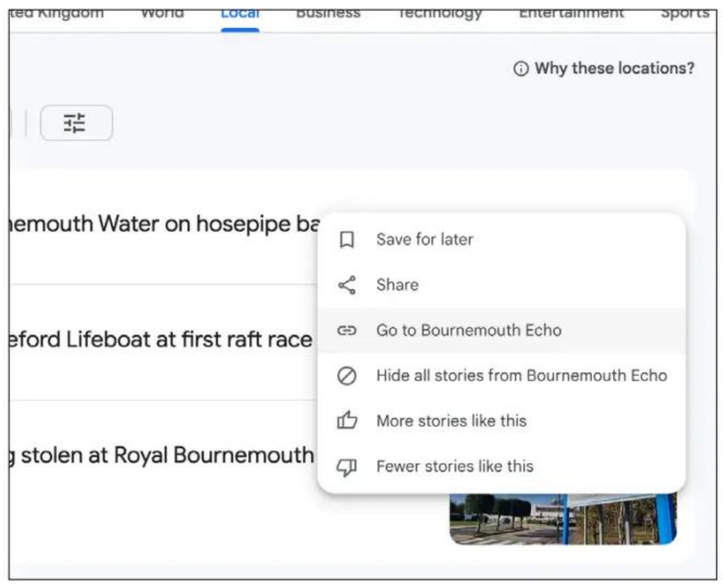
Here we guide you through the process of finding the news in your locations so that no local story passes you by. With Google news you will always know exactly what is going on, no matter where you are.

News | Widen your local news search



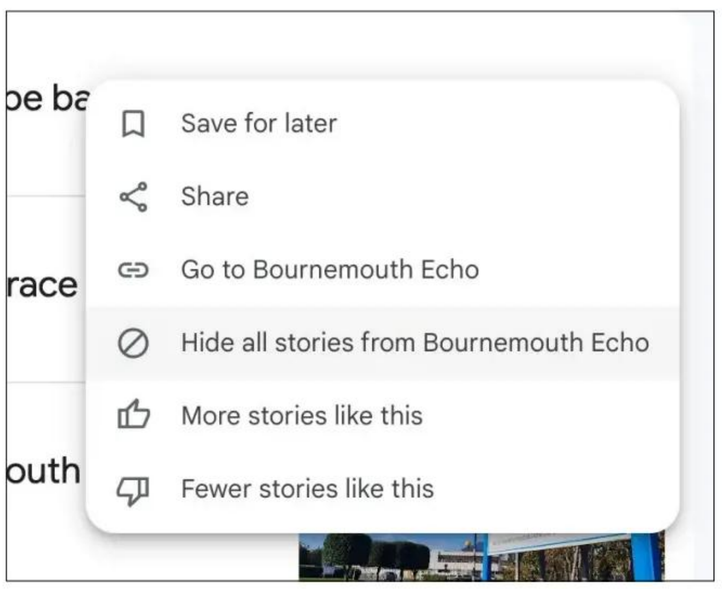
1: Find your local news

Google will automatically detect your location based on your IP Address. To find local new click on the 'Local' tab. You can also search for locations using the bar along the top of the screen.



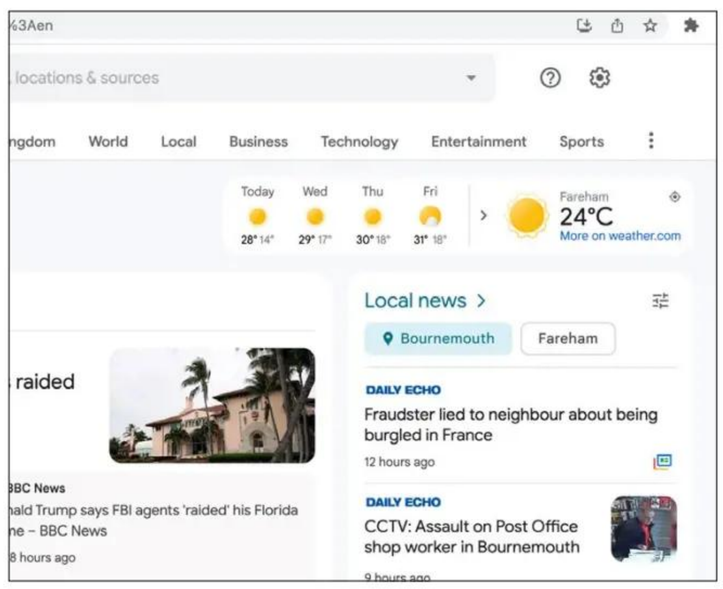
2: Go to news source

Move your mouse cursor over a news story and a series of icons will appear. Click on More and now you can go to the news source's website and read the article there.



3: Hide sources

If there is a local news source you do not want to appear in your 'Local' section, click on the More icon and then select 'Hide stories from [news source].' Go into the News settings to undo this.

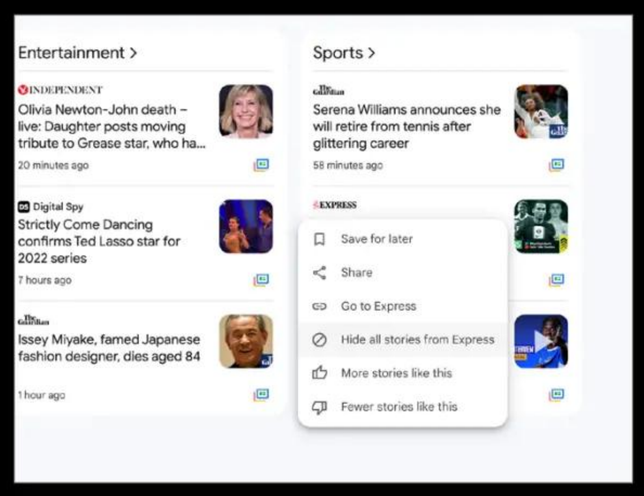


4: Access local weather

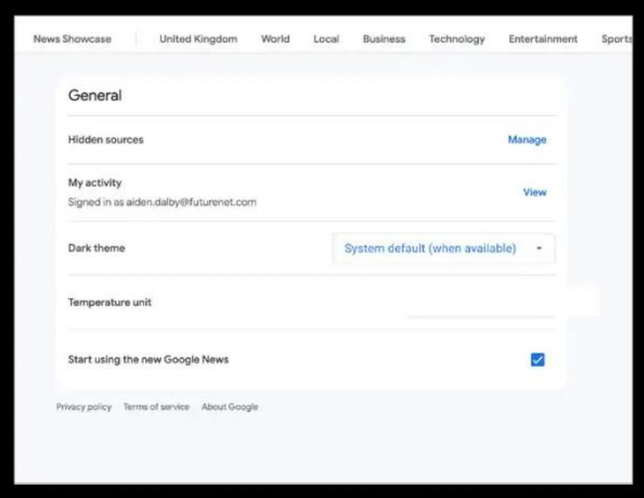
You would expect the local weather to be in the 'Local' section but it isn't. Go to the 'Home' section and on the right-hand side you can see the predicted weather for five days.

Fine-tuning sources to get pure news

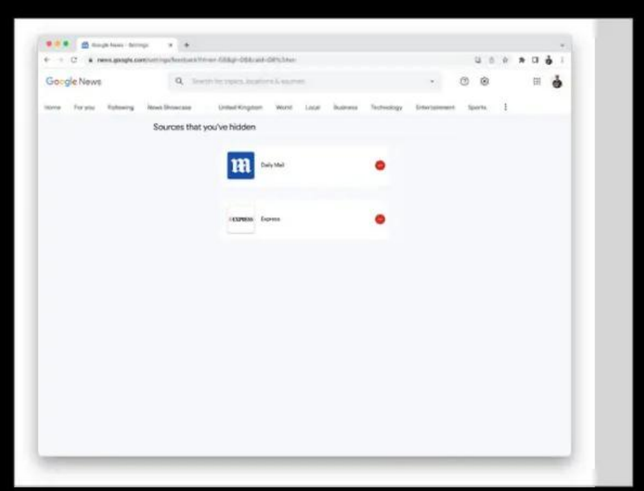
Hide stories from sources you not interested in



1 If you see a news stories from a source you're not interested in; move your mouse's cursor over it, click on the More icon and then [Hide stories from [source]'.



2 You can find a list of all the sources you have hidden by going into your settings. This is found by clicking on the gear icon at the top of the screen.

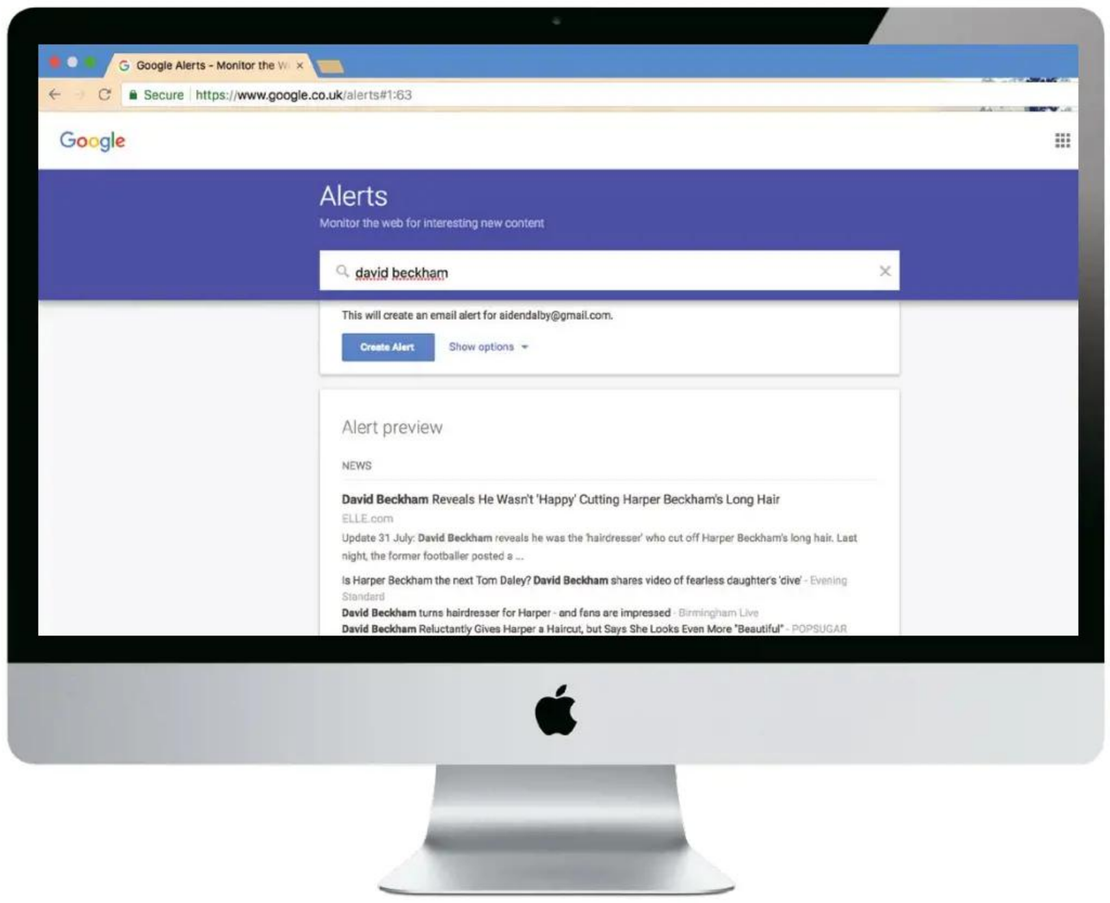


3 If you want to unblock a source, click on 'Manage' next to the hidden sources option. Click on the red circles and the source will no longer be hidden.

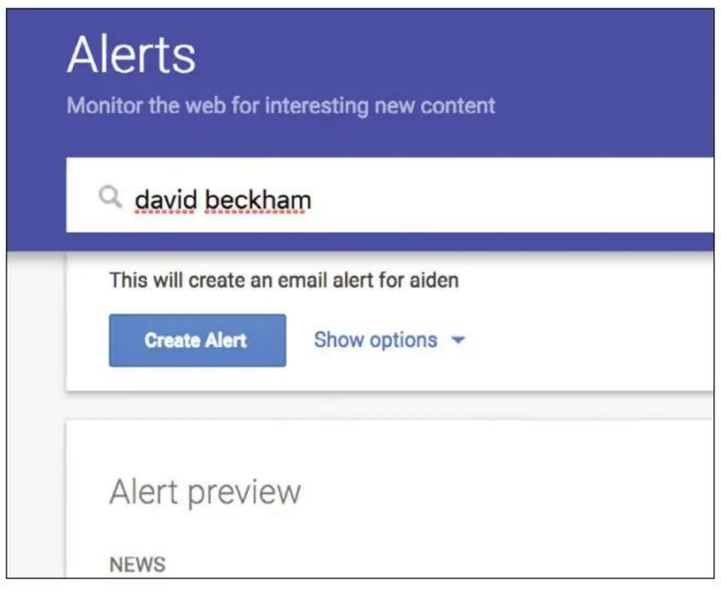
Use Google Alerts more effectively

Smart tips for tweaking Google's timely nudges

Google Alerts is a great way to get focused email alerts about pretty much any topic. Getting started is easy: you just go to **www.google.com/alerts** and then enter keyword phrases that relate to the stuff you want to receive info on. You can specify the type of content that you receive, which could be blog-based, news, videos discussion groups or everything. You can then determine how often you receive your alerts and to which email address. Used well, Google Alerts can be an effective means of tracking a product in your sector or for seeing what people are saying about you or your product online. Here we provide some handy hints for getting the most out of this service.

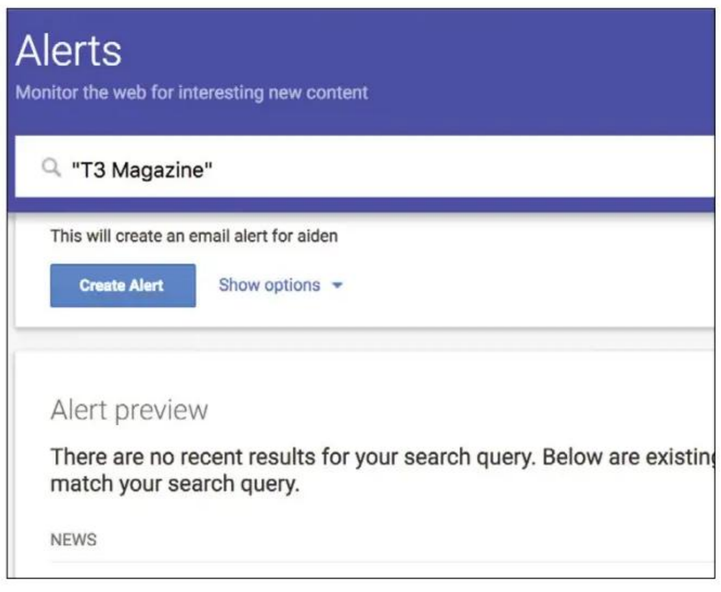


Alerts | Add operators to your Alerts settings



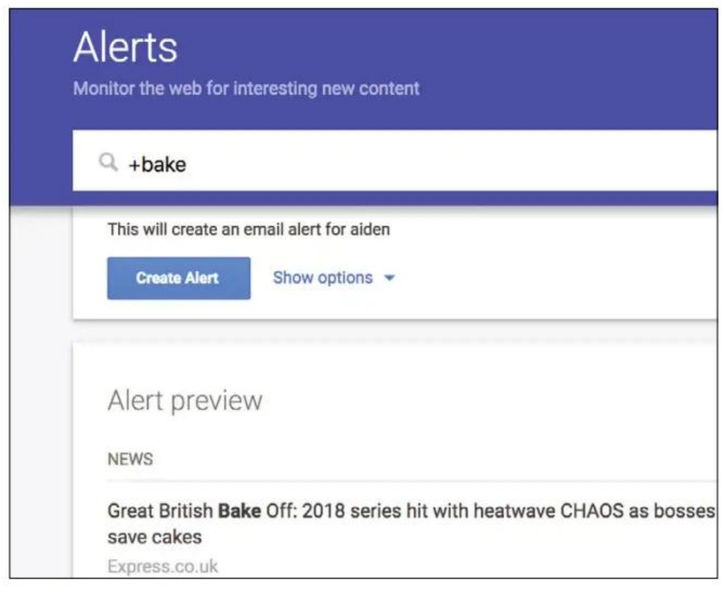
1: Ditch the 'www'

If you are setting up an alert for your website then lose the 'www' from the URL, as this will help you find out who is linking to and taking advantage of your website.



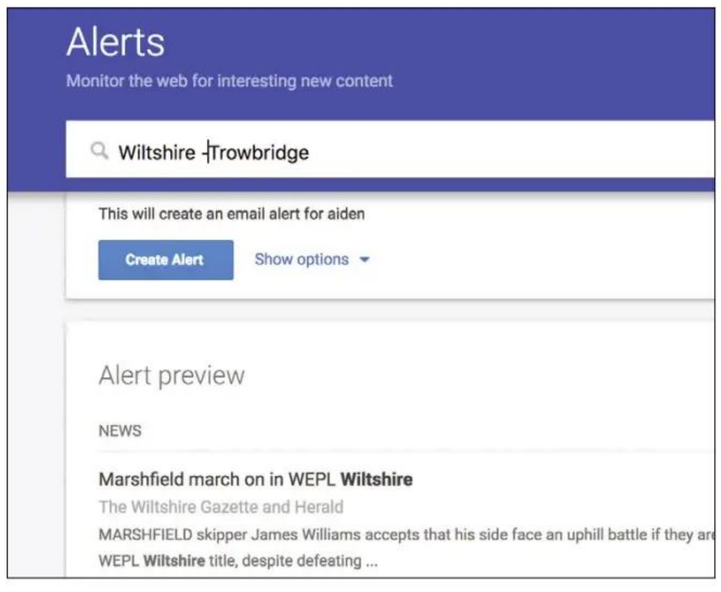
2: Use quotations

When entering your keywords, do so by putting them in quotes – for example, "Team GB". This is ideal for your business or personal name as you will receive alerts when the words appear together.



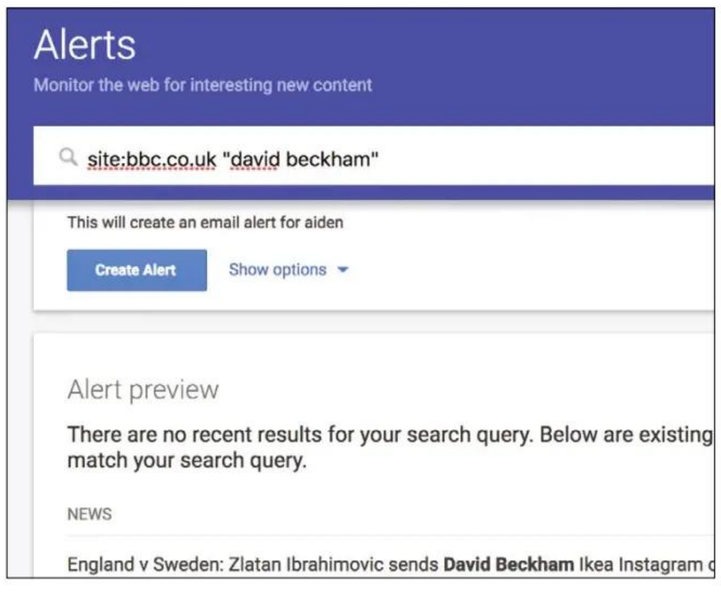
3: Put in a plus sign

If you put a '+' in front of your alert, this will avoid synonyms and variations in spelling. For example, if you type '+bake' you will avoid alerts for baker, bakery, baking, etc, thereby refining your alerts.



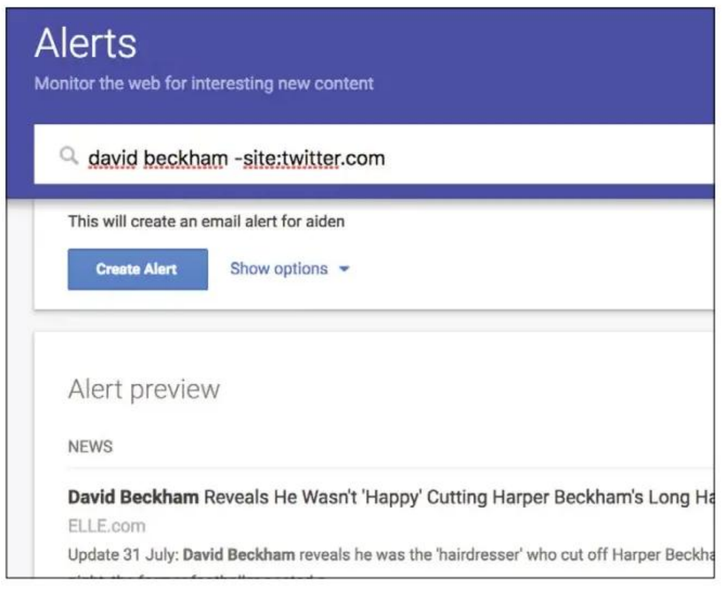
4: Exclude words with a minus

Exclude certain words from the search by putting a '–' symbol in front of the word – for example, 'Wiltshire -Trowbridge' – so you can search for some things and exclude other associated things.



5: Single site searches

You can utilise the site operator option to search specific sites for your target phrases; for example, 'site:bbc.co.uk "david beckham"'. The results will be any mention of David Beckham on the BBC website.



6: Exclude on sites

Or, if you want to search for something while excluding a certain site, use a '-' symbol. So '"david beckham" -site:twitter.com' will return results for David Beckham but exclude the Twitter site.

Produce your own Newsstand magazine

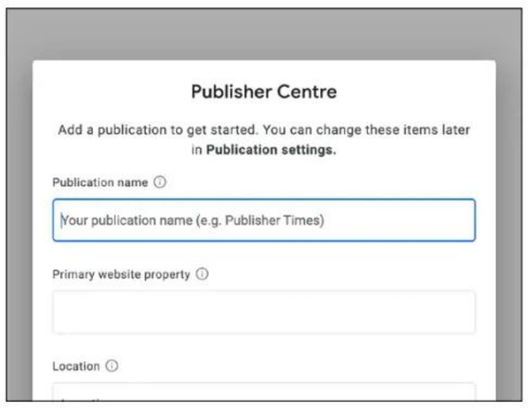
Learn how to set up your own stream of Google Newsstand content

Google News is an app for smartphones and tablets, running either Android or iOS, that allows you to consume content offline quickly and easily.

You can obtain a wide range of existing content from established sources or you can start publishing your own content, which is surprisingly easy. The main advantage that News has over conventional RSS readers is that you can pull content from all sorts of different sources, such as a Twitter feed or website, and present it to your readers in one neatly packaged application.

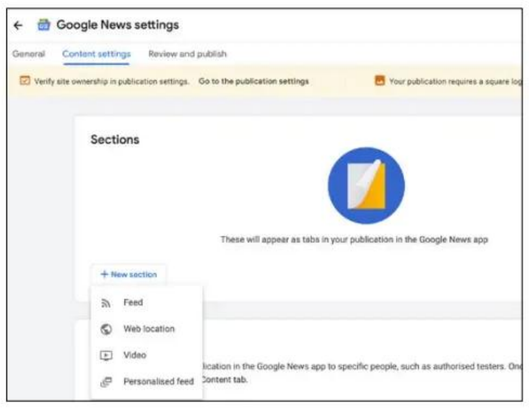
To start creating your own Google News content you will need a Google account, and also be running the Chrome web browser. Now just head to the **www.publishercenter.google.com** page and you can start producing your own digital magazine. In this tutorial we will help you get started creating your own content, but be sure to take time to fully explore the Producer page and the many options and features available.

News | Create your own content



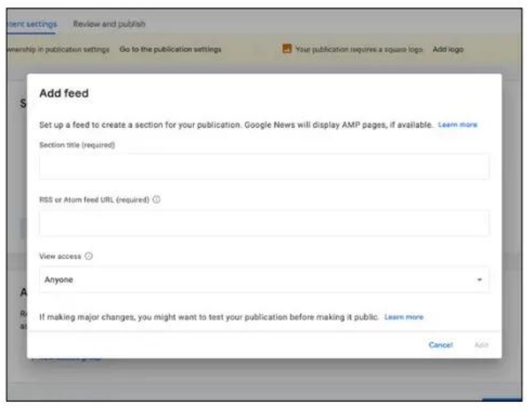
1: Go to website

While in Google Chrome (essential), go to **www.publishercenter.google.com** and then you will see a rather large 'Create a new edition' window. In here you can give your content a name and add in any additional RSS feeds or YouTube channels. When you are done click 'Create.'



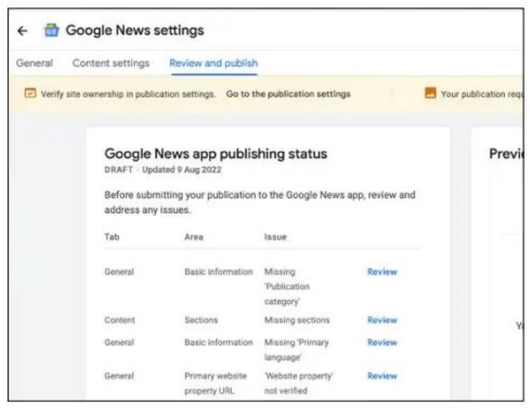
2: Edit addition

Any of the details you initially filled in can be changed by going into the 'Publication Settings' menu. You can also make additions such as inserting a cover image, backgrounds and setting up Google Analytics. After you have made your changes click on 'update' to save them.



3: Adding sections

This is where the real magic happens. Here you can add all of your content, from RSS feeds to social updates. If you have a blog with an RSS feed that you want to publish to Google Newsstand, click on 'Feed' and then enter a name, followed by the feed address.

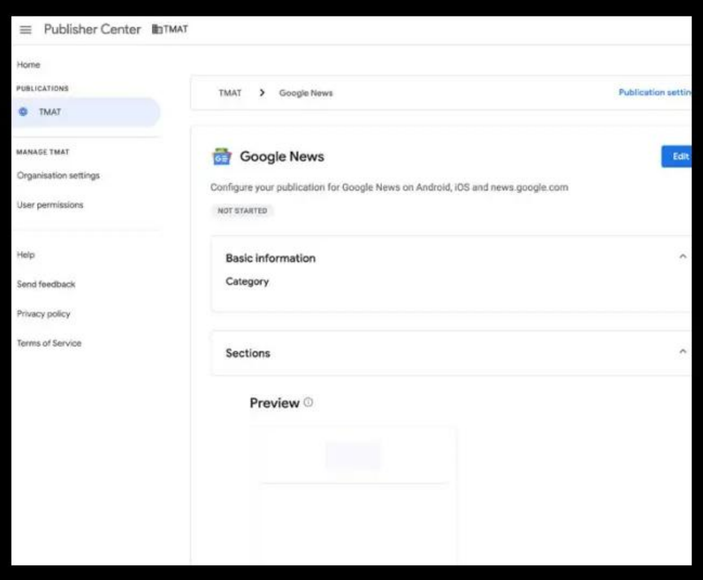


4: Create content

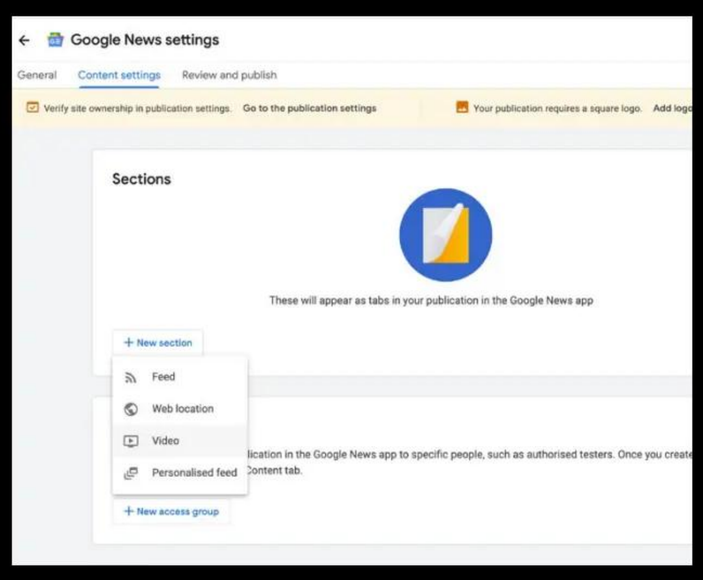
The last option, 'Feed options', lets you configure how Newsstand grabs your feed content. If you publish a full feed, the first option will be fine. If you only publish a partial feed, pick the second option, 'Generate articles from source url'. Once it's all filled in, hit 'Create'!

Adding YouTube content to Newsstand

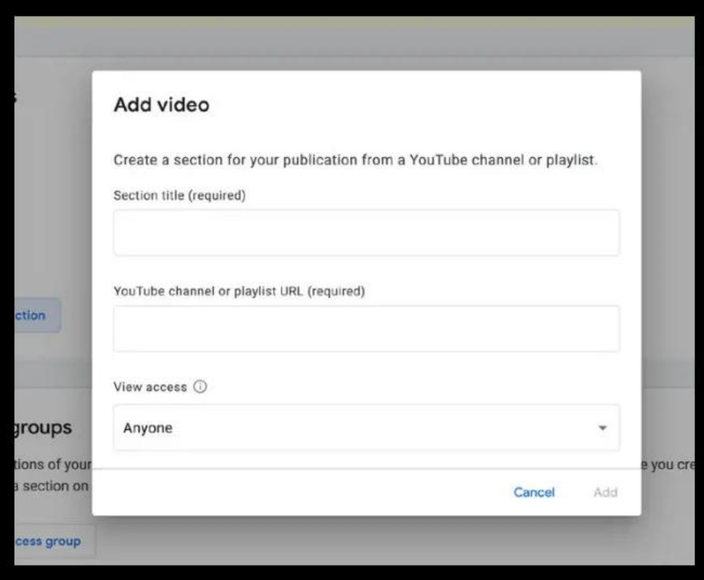
Incorporate your favourite channels into Newsstand



1 You'll first need to make sure that you've got a YouTube account up and running, a channel set up and at least one video inside it. After you've checked these off your list, head to **www.publishercenter.google.com.**



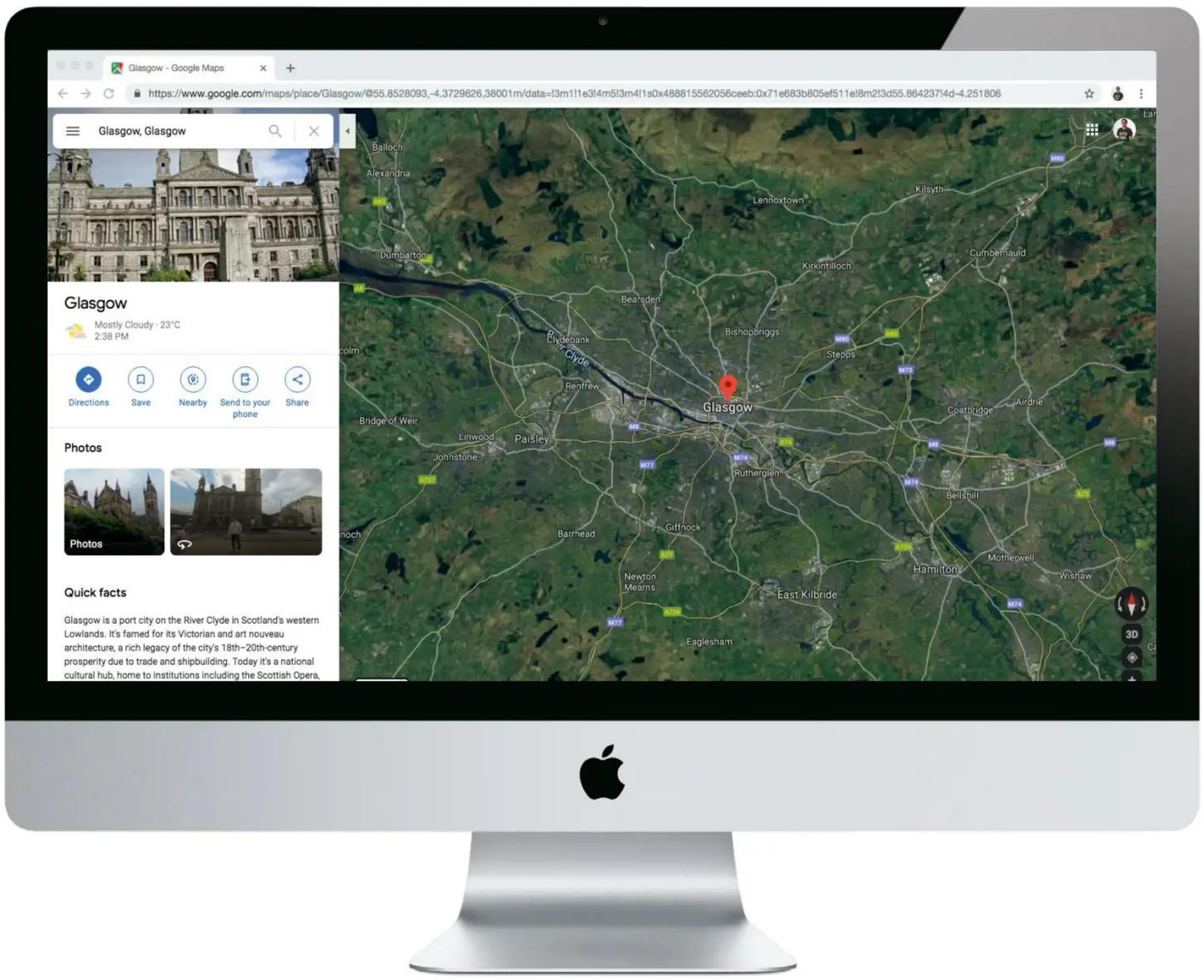
2 Either create new content (see the above tutorial) or carry on with an existing one. Next, click on 'Sections' and then the 'Add new section' button. Select 'Video', name it, then paste in your YouTube channel's URL.



3 Once you've done that, the live preview on the right-hand side will update with the videos inside your YouTube channel. You'll also see a bunch of options for controlling the layout and style of your video content.

Exploration

Use Google Maps, Earth and Sky Map to explore the world around you – and beyond

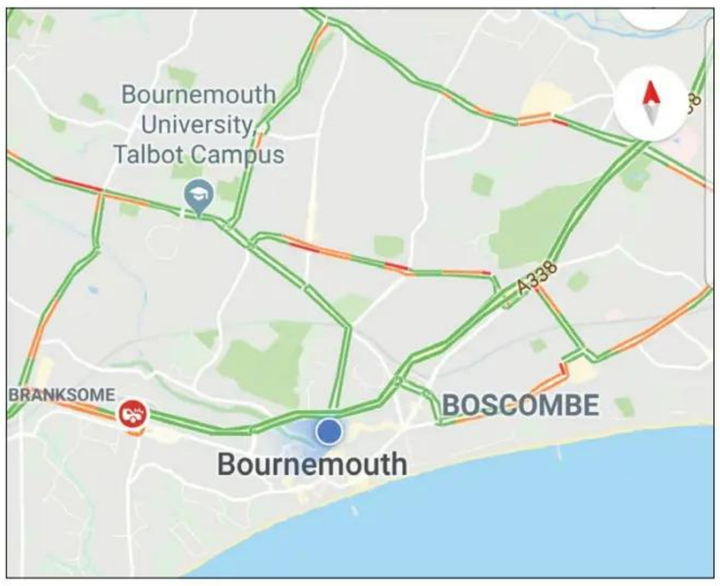


Google is a search engine giant, but it is not only concerned with helping you to discover what is available on the world wide web or what is contained within your emails. It wants you to discover things in the real world, work out how to get there and find out more about them when you do. It wants you to explore outer space too, and get a general understanding of Earth along with the other planets and moons in our solar system.

And it keeps improving. Google has rolled out a new Maps app for Android and it has recently revamped its desktop offering. Both combine to help you get more than just simple maps, and they draw on a social element with reviews, photographs and tours that all combine to provide a full, deep and enriched picture of a local area. In fact, you can often see and appreciate more when you are using Google's services than you would if you were actually out there in the location yourself.

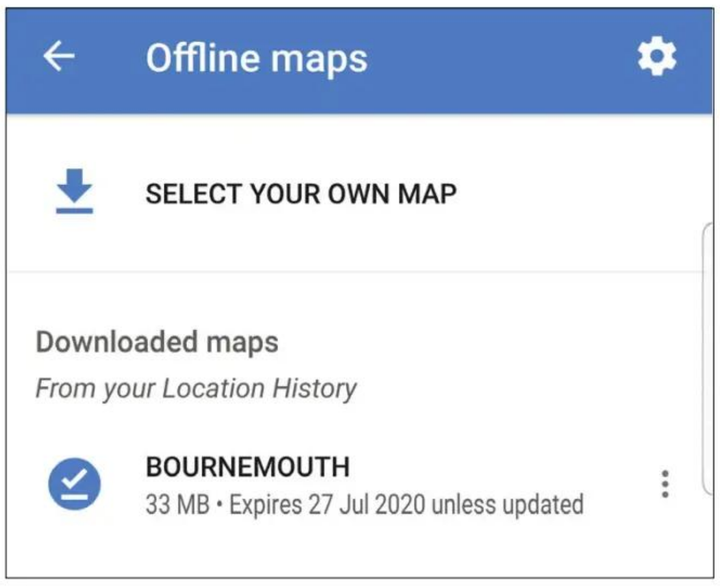
Over the course of the next few pages and in our tutorials, we will be exploring all of the various options in much greater depth so that, by the end of this piece, you'll not only have a flavour of what you can do with the mapping services, but you will be using them yourself to their full potential.

Maps | View mobile maps offline



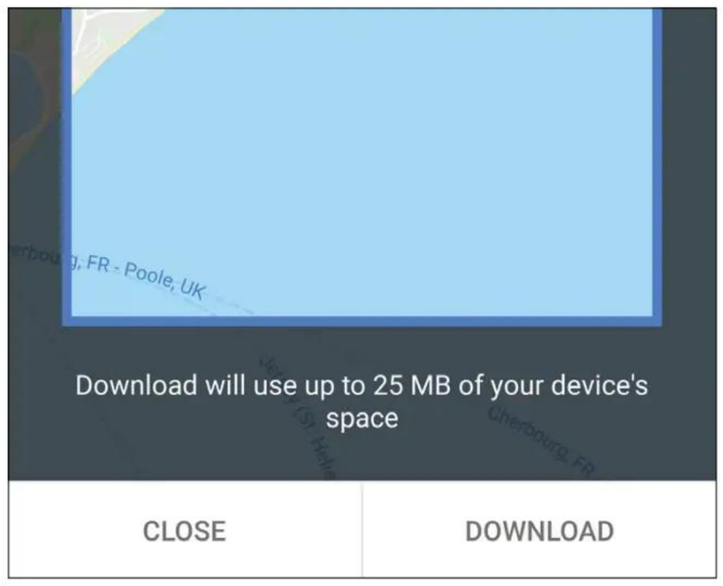
1: Find a map area

When you open Google Maps, find an area that you want to be able to view offline at a later time. Use your fingers to navigate the map until the screen shows the part that you need.



2: Tap the menu bar

Tap the menu in the top-left corner and choose the 'Offline areas' option. From the screen that appears, choose the 'Custom area' option from the selection of options.



3: Saving the area

Google Maps will then frame the area you previously selected. If you are happy, tap on the 'Download' option. If not, drag the highlighted area to reposition it.

Explore using Street View

Wander around an area and see it from eye level

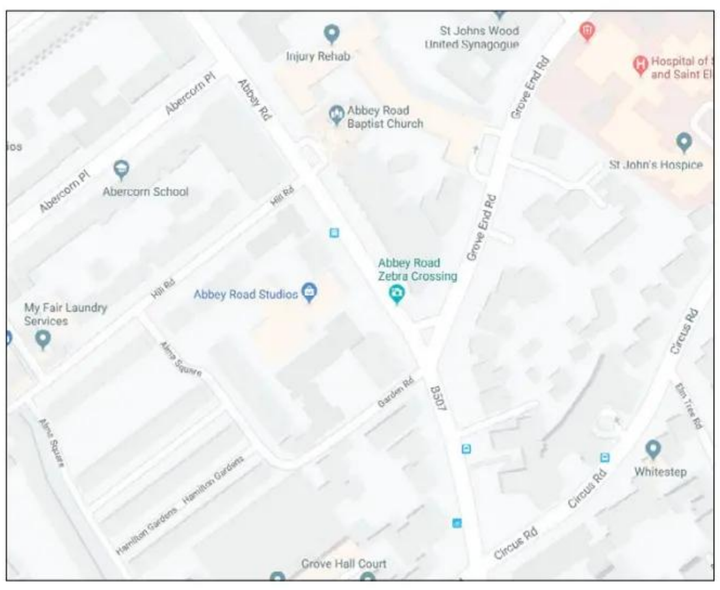
Google's Street View is a brilliant way to be able to explore the surroundings of an area in the way that it should be seen – in real-life 3D from the perspective of you walking around it.

You may well have heard of this feature since it has proven to be controversial – privacy-rights groups objected to Google driving around areas and taking images for the service. But it is a brilliant way of understanding an area before you visit it. You will certainly find a good use for the service.

Although some of the images are not completely up to date, it remains a solid resource. Things have changed slightly with the new Google Maps that has been rolled out. On the old version, there was a little yellow man that you would drag into the main map. Now you just have to click on a road and the option for Street View, plus a thumbnail of what you will see, will appear, and this makes for more precise viewing.

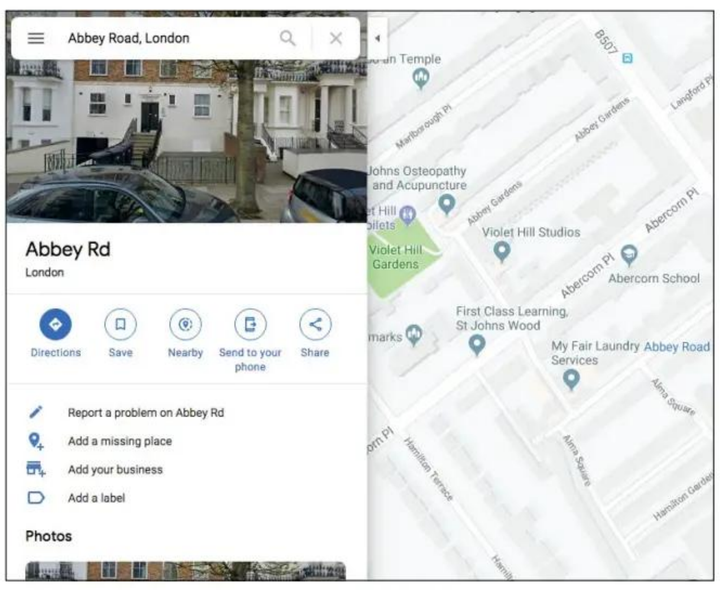
The old benefits and ways of moving around remain, however, and you can still zoom in and out of objects and explore without ever worrying about your feet getting tired. It really is a great way to do some virtual sightseeing.

Maps | Get a pedestrian perspective of an area



1: Navigate to area

Find the part of the map that you want to walk around. You can use the search box in the top left-hand corner or you can manually zoom in and pan around until you find it.



2: Click on a road

When you click on a road on the map, a box appears in the top-left corner of the screen. It shows the actual address you are looking at, as well as an option for Street View.



3: Select Street View

Click on the Street View icon. The thumbnail shows you what you will see. At the bottom of the screen you will see some local landmarks, which you can click to see them from a pedestrian viewpoint.



4: Move around the area

By using your mouse, you are able to pan around the area and see more of it. A box appears on the screen which aids this movement. Arrows appear on the ground so you can change direction.

Understanding the Street View navigation icons

Discover what the various Street View graphics do



1 When you hover the mouse over a road surface, an arrow in a circle will appear. This means you can move forward on the map as if you are walking or driving along.



2 A white box appears on the screen when you are in the main area of the view (that is, not on the road). This means you are able to pan around the landscape.



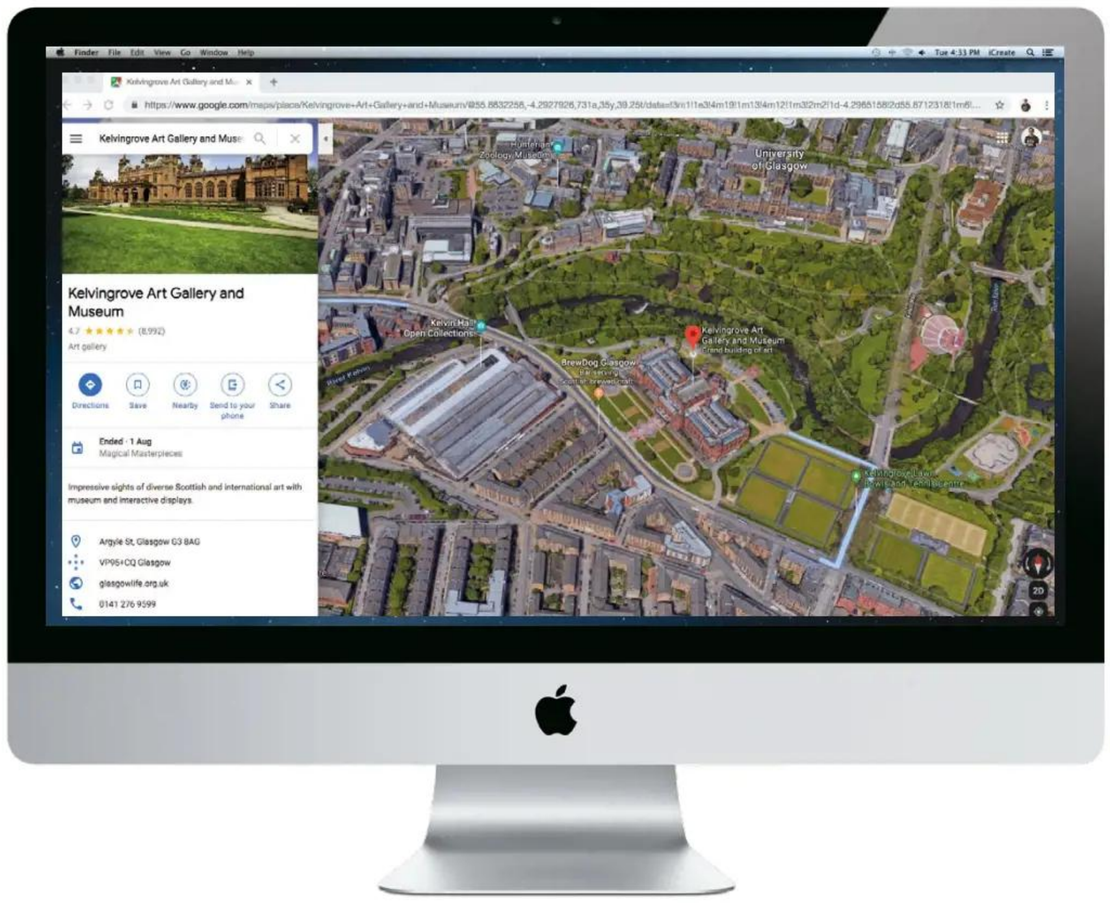
3 Do you need to know the name of the road that you are on? When you zoom out a little using the mouse, you can usually see the name overlaid on the road.

Find facilities and read reviews

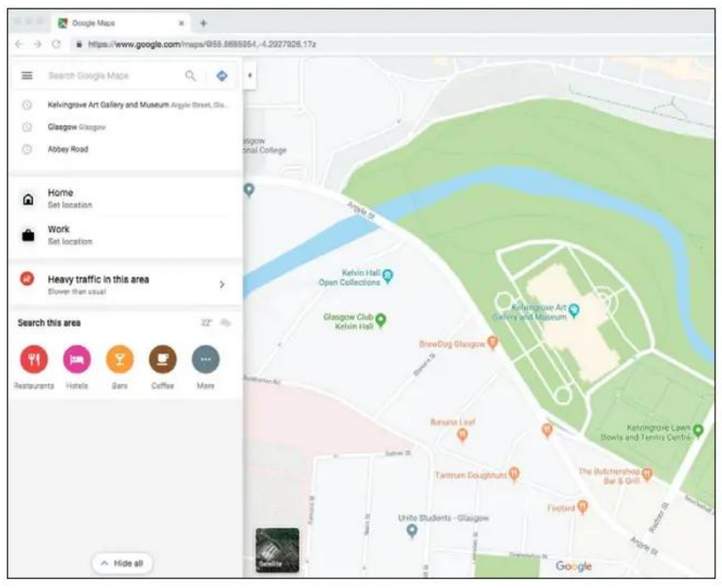
See how good the services around you are

Google Maps has made it even easier for you to find areas of interest. Instead of having to search for coffee shops and restaurants, for instance, you can see them instantly displayed on the map. All you have to do is click on them to begin engaging with them and to find out more.

New information cards display more about a business, giving you reviews and ratings. You can quickly find out how to get to its destination and you can also save it for later. If you want to see more, you can go straight to Street View or see photographs, and these will help you to build up a picture. Sometimes, people take photos of food and drink too, which can be very useful.

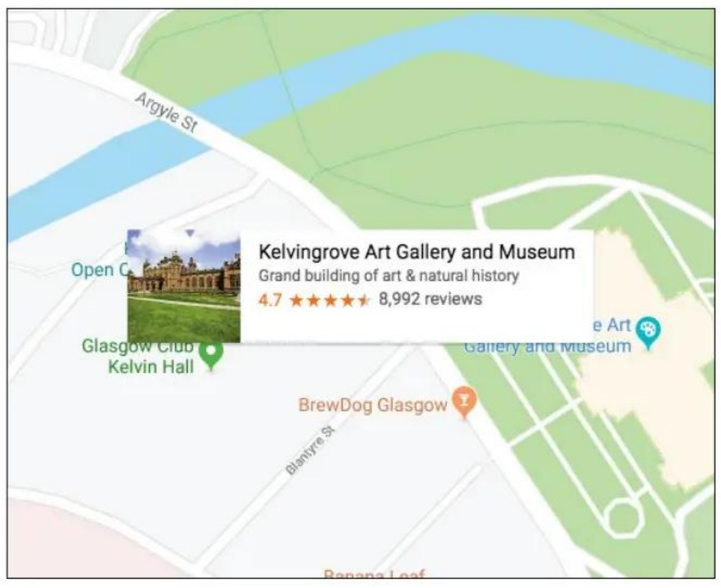


Maps | Read reviews and explore



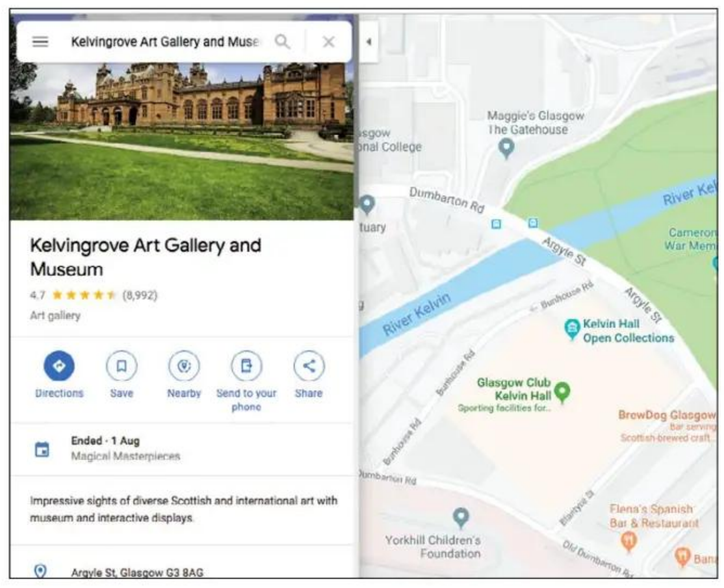
1: Go into the Map view

Ensure you are in the Map view as opposed to Earth and you will see loads of icons dotted around the surrounding streets showing restaurants, coffee shops, bars and so much more.



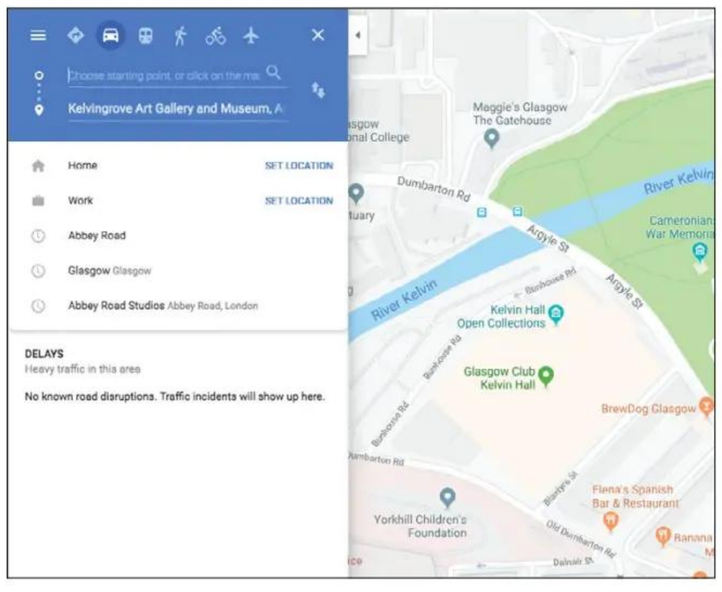
2: Instant analysis of a service

Click on any one of these icons and a small pop-up box will appear. It will tell you the name of the place together with a rating, price indicator and reviews, if there are any.



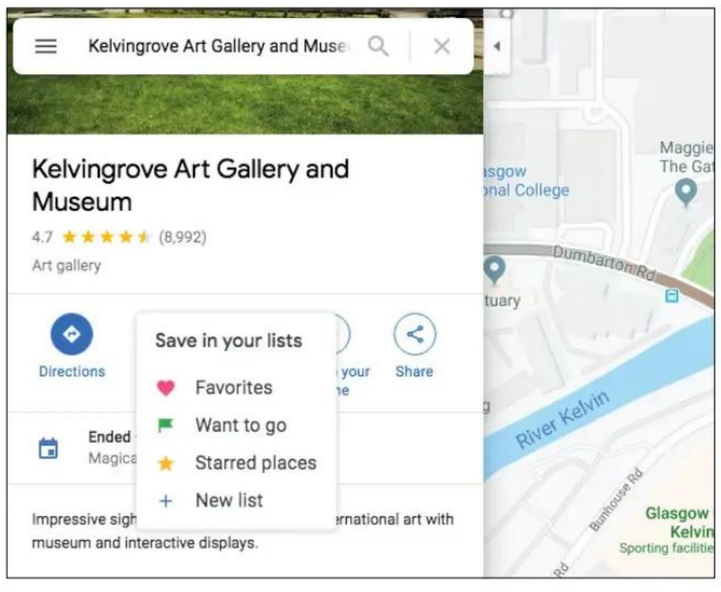
3: Discover even more

If you want to find out even more, then simply double-click on the icon and a larger box will appear. This will give you a Street View option and there may also be some photos.



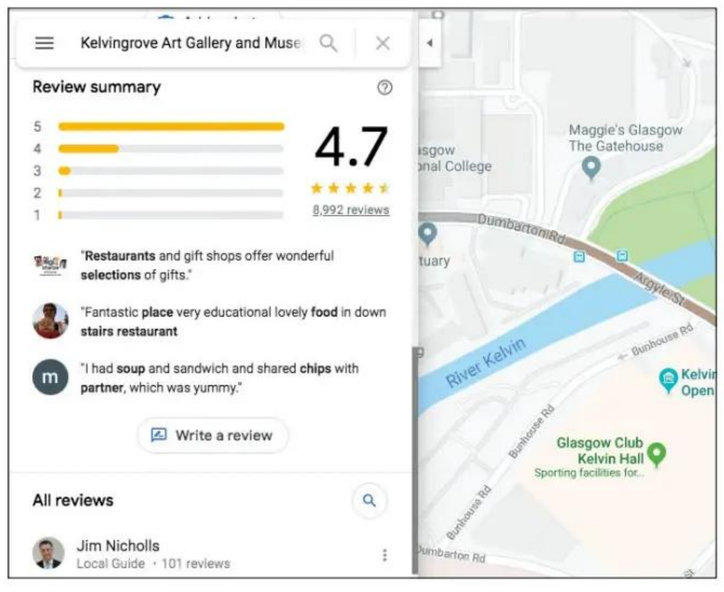
4: Get directions to building

If you tap Directions in the pop-up window, you can input where you are travelling from. Maps will then seek the easiest route for you to follow and display it on the map.



5: Save a favourite location

You can also save the location if you wish to flag it up for later. All you have to do is click on the Save icon within the pop-up window and then select which list you would like to add it to.



6: Read lots of reviews

By clicking on the review link, a new window will open and you will be taken to Google+. This will show you any reviews that have been written. You can upload your own images here too.

View extra layers in Google Earth

See extra information, from borders to names and coastlines

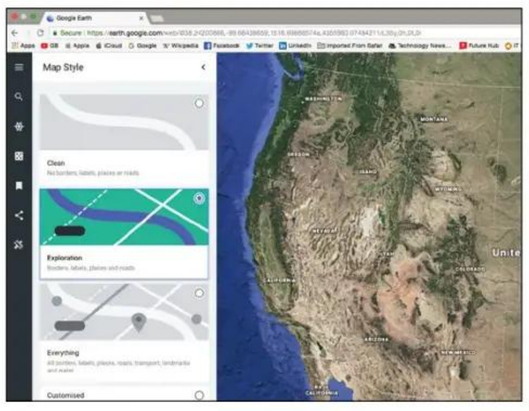
The map style option adds a whole new dimension to Google Earth's maps. It lets you clearly see a country's border, say, or the names of places and countries, view major landmarks and items of interest, and work your way around the coastlines. There is a lot to discover. Not only can you see a border between countries, but for some countries you can see the borders between states or provinces.

Roads, places of interest, landmarks and more can all be seen using Google Earth and you can click on them for more information.

One of the great thing about Google Earth is you can switch between different map styles, or customise you own by selecting what you do and do not want to be displayed.

The more you play around with the customisation options, the more you begin to learn about not only the geographical landscapes or places and it builds up into a much more rounded vision of Earth.

Earth | Bring up borders and labels



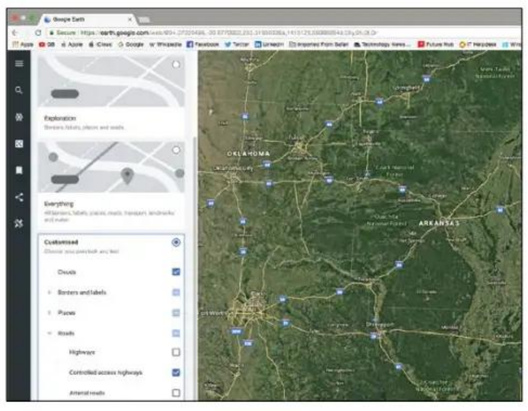
1: Viewing the map

Here we can see a default map in Google Earth. If you click on the menu icon on the left-hand side, you will see the Map Style option. Click on this and you will be presented with four options: Clean, Exploration, Everything and Customised. Exploration is set by default.



2: International borders

Click the Customised option and open the Borders and Labels layer tab. A solid white boundary is a border between countries. A dotted line is a border between provinces or states. Removing the borders from the map will also stop their names from appearing.



3: Add roads

Using the Roads tab you can select different road types to view. Highways, Arterial, Local and Controlled-access highways can all be viewed. To view local roads you will need zoom in quite close to see them and highways can be seen from a distance.

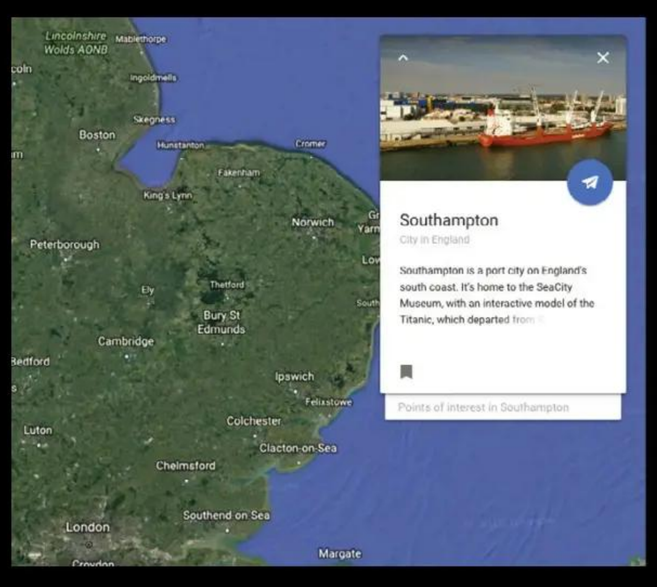


4: More labels

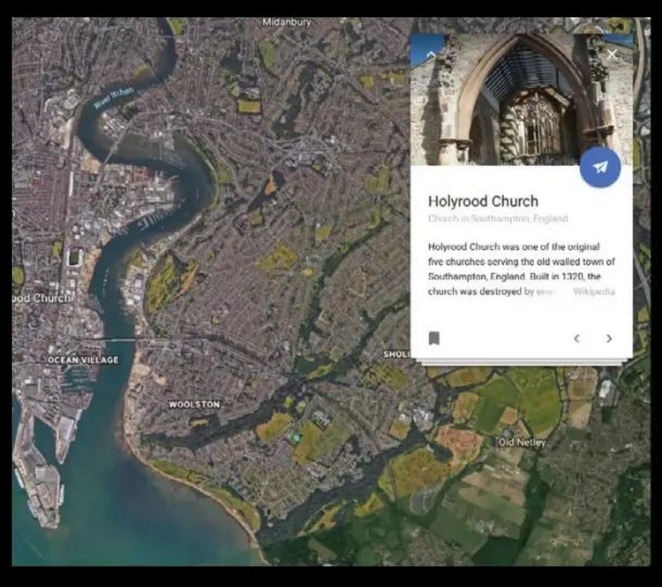
There are plenty more labels that you can also enable, including buildings, bodies of water and more. You can also trigger a layer for photos from the side menu, which will pepper the map with small picture icons that you can click on for additional insight into certain places.

Getting more from the layers in Earth

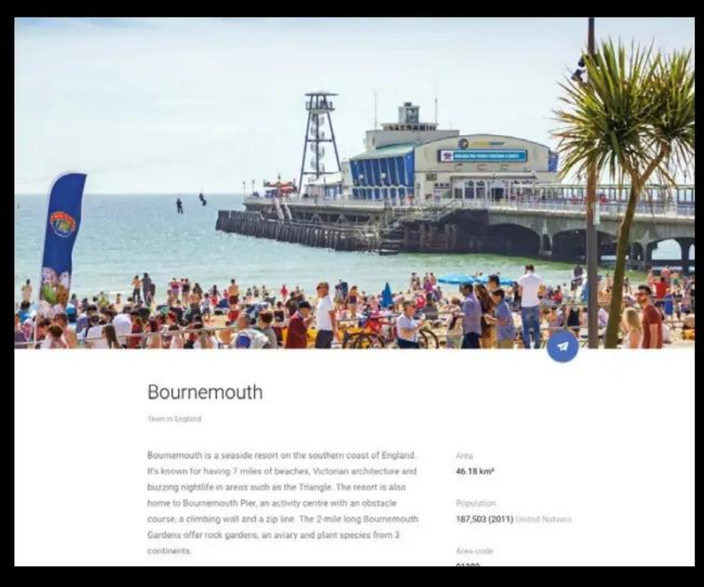
Find out how to learn even more about countries



1 When you are viewing the map, click on the name of a place and a window will appear in the top-right corner of the screen. Click on the blue icon to zoom in on the location or the tab icon to save the location to view later.



2 If you are interested in discovering the points of interest of a location, there is a link to do so at the bottom of the window. Click the arrows to scroll through different places and a red marker will appear on the map.



3 Click on the text in the top-right window and you will be taken to a new page with further information. Locations and Points of interest sometimes have links to Wikipedia articles and these will open in a separate tab.

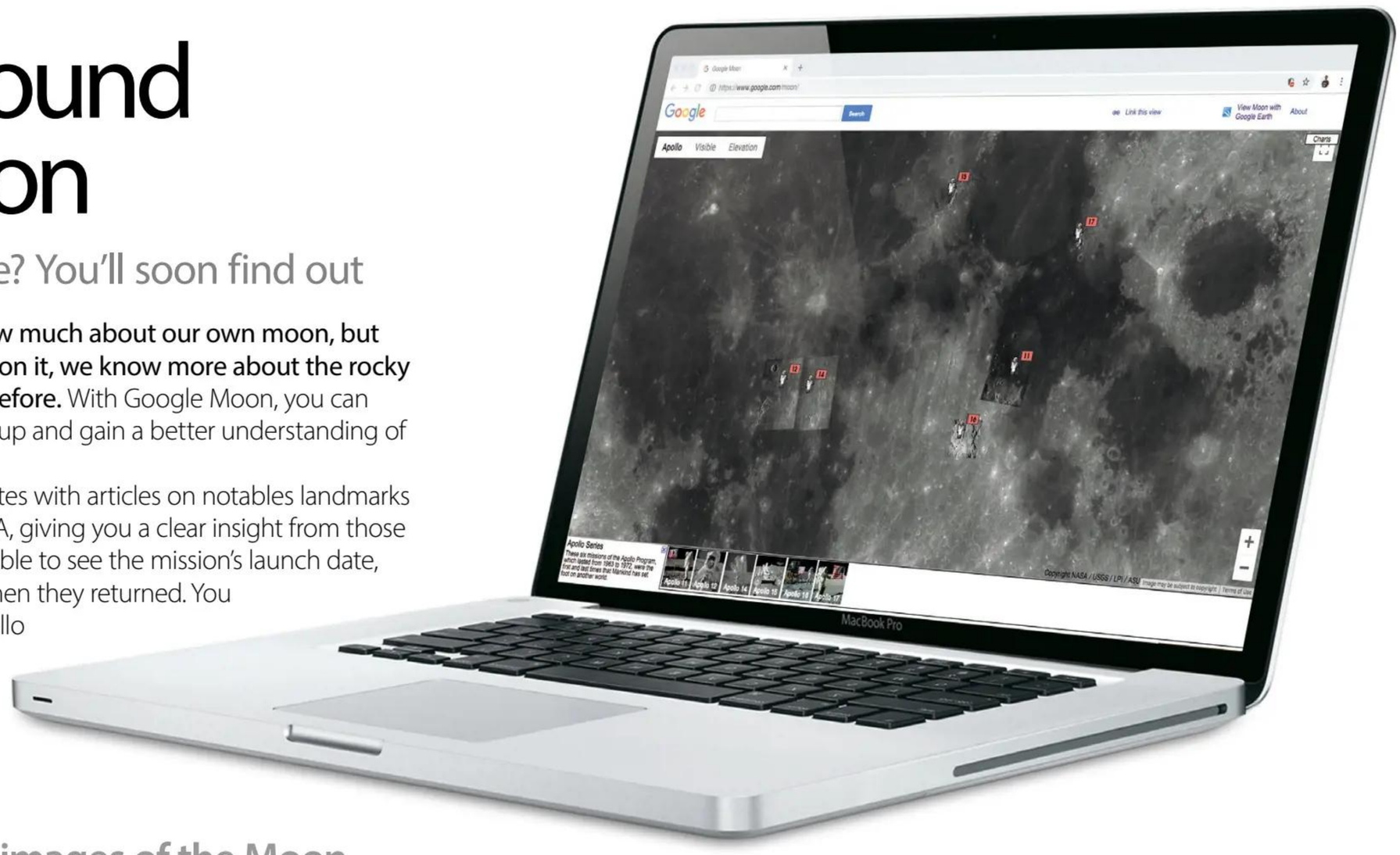
Google

Wander around on the Moon

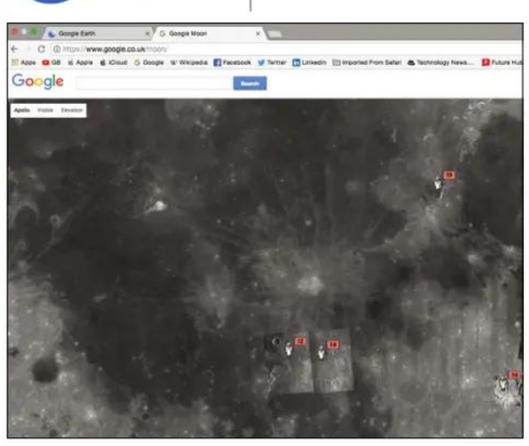
Is it really made of cheese? You'll soon find out

There was a time when we didn't know much about our own moon, but 50 years after Neil Armstrong set foot on it, we know more about the rocky satellite orbiting the Earth than ever before. With Google Moon, you can explore its surface, read up on its make-up and gain a better understanding of those who journeyed there.

There are tours of the lunar landing sites with articles on notables landmarks in the area and they are written by NASA, giving you a clear insight from those who know the Moon best. You will be able to see the mission's launch date, when they landed on the Moon and when they returned. You can even watch rare footage of the Apollo missions and zoom in on the map to see the surface in detail.



Earth | See satellite images of the Moon



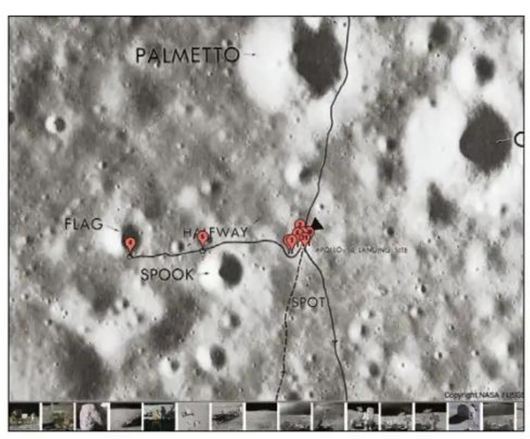
1: Find the Moon

Open Google Moon (google.com/moon) you will be presented with the six Apollo landing sites. These are represented by the red flags.



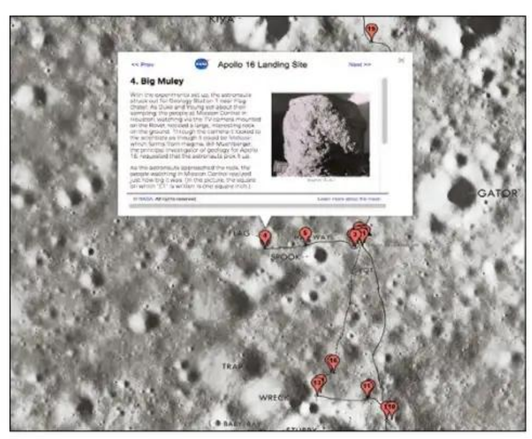
2: The red flags

Click on the red flag for information about the sites. Here we can see an image and explanation of the Apollo 11 mission.



3: Take a tour

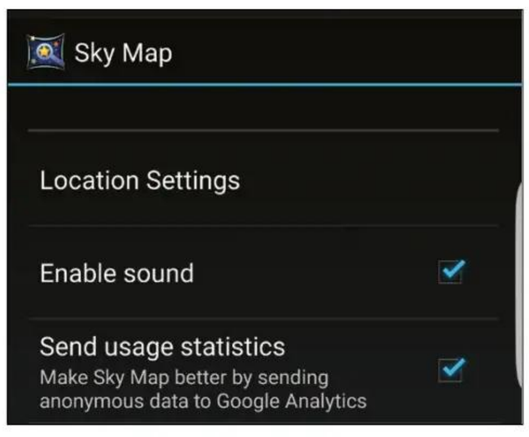
At the bottom of the text window is the 'Zoom in.' Click this to quickly get a closer look at the site, the landing spot and where they went.



4: Sites of interest

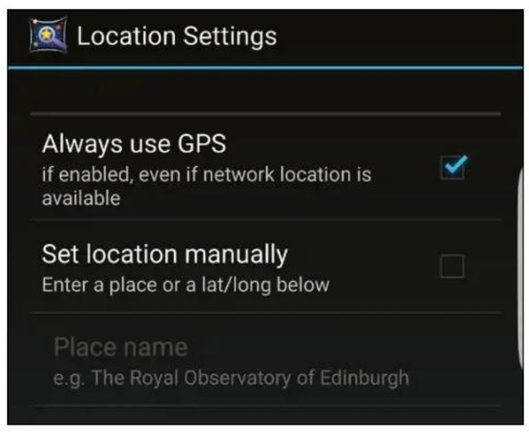
The landing area is shown in detail by a series of numbered markers. Clicking one will show you information on the sites.

Sky Map | Set a specific location



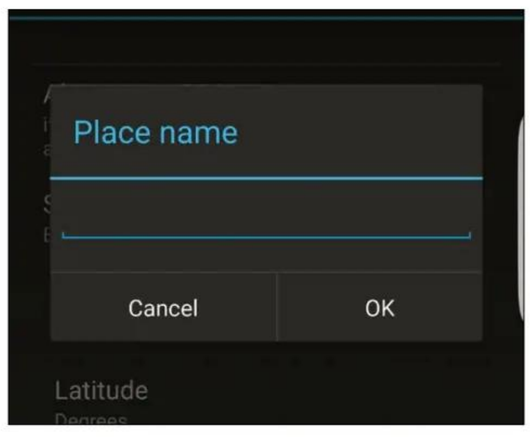
1: Location Settings

In Google's Sky Map on an Android device, tap Menu and then go to Settings. Now tap on 'Location Settings' to access this submenu.



2: Always use GPS

You may want the app to always use GPS, even if a network location is available, so that you get a more precise marker of your location.



3: Place names

It is also possible to specify a specific location. Tick the box for 'Set location manually' and then tap on 'Place name'. Input a location.



4: Latitude and longitude

You can pinpoint a location via its latitude and longitude. Tap the options within the settings and input the numbers before pressing OK.

Set home and work locations

Access your main locations quickly in searches

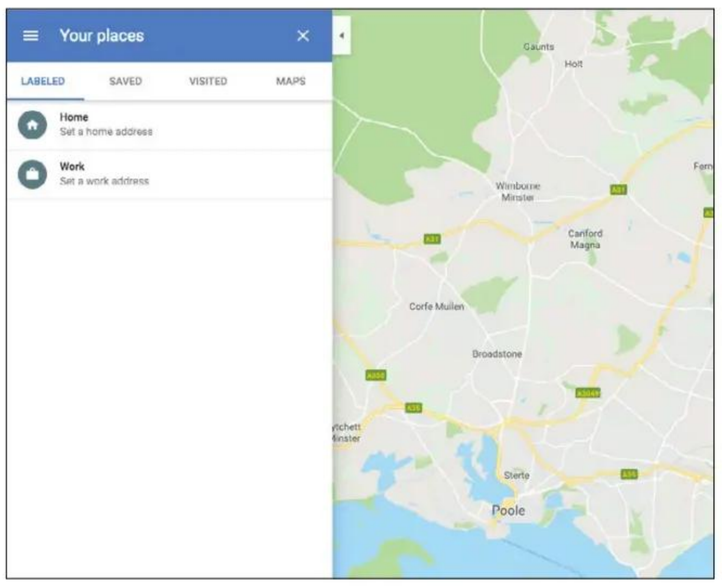
When you are searching for a destination or a location, you do not necessarily want Google Maps to start from the place where you are now. You may, for example, be away from home but still want to be able to get directions from your house. You may also need directions from work.

The 'My Places' option in Google maps lets you set your home and your work location, which means you are able to quickly access them by typing Home or Work into the directions feature or the search engine, without having to fiddle around with complicated addresses.

Of course, you don't have to stick with Home or Work. You may want to set somewhere else as a location and use Home or Work for that purpose instead. The main thing is that Google Maps suddenly understands your two most important locations and can work with them for your benefit.

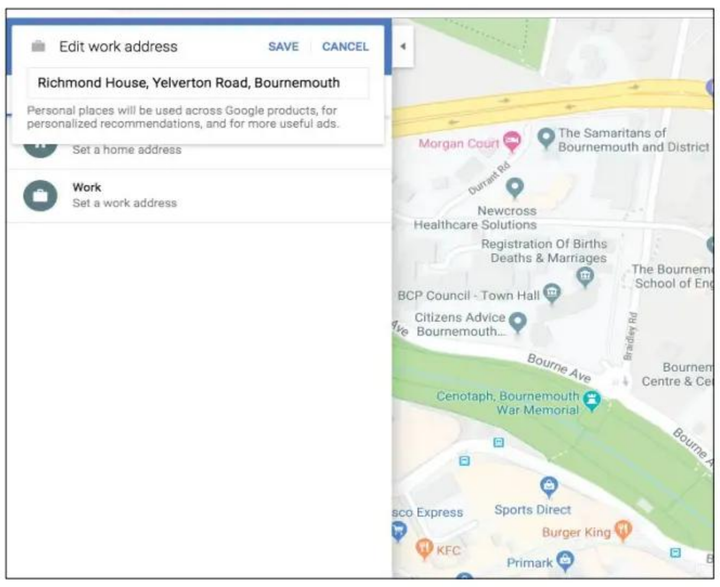
When you use Google Maps on Android too, these settings will be available to you – and others will be able to see them when they view your card within the app. They are relatively new settings and we do wonder why they were not implemented in the app much sooner.

Maps | Set a home and work location



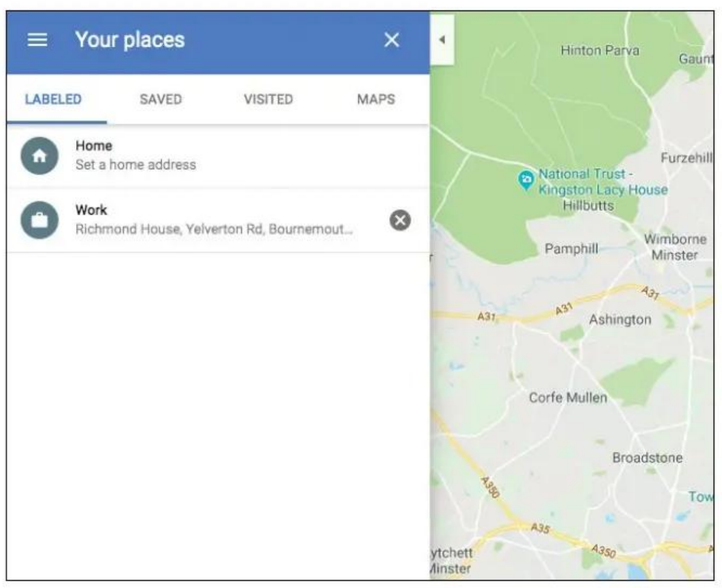
1: Set home location

There's an option in Google Maps, right up at the top of the left-hand sidebar, that takes you to My Places. This shows where you have been, but it also lets you set home and work locations.



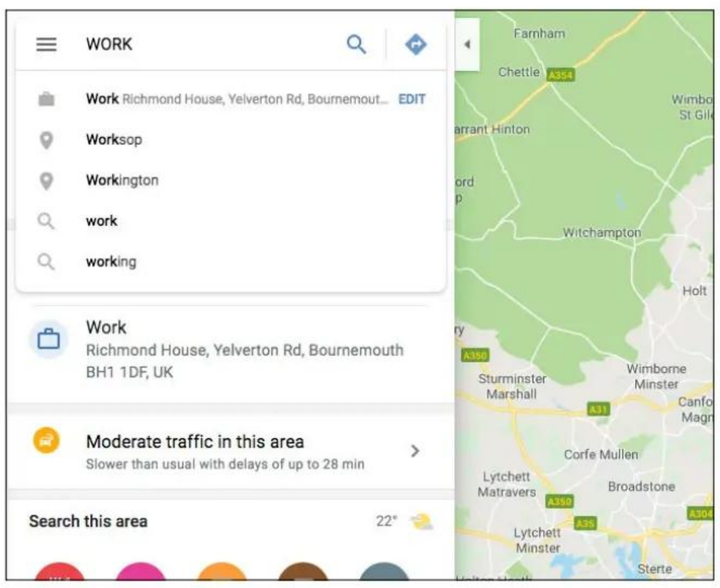
2: Inputting the location

Click on the link for either the work or home location and then type in the address that you wish to set. When you have finished, just click Save and that will then become the default.



3: Delete locations

Clicking on Work or Home when viewing Your places will take you to that location. There will be a large 'X' icon next to your locations. Tap this to remove it from your account.

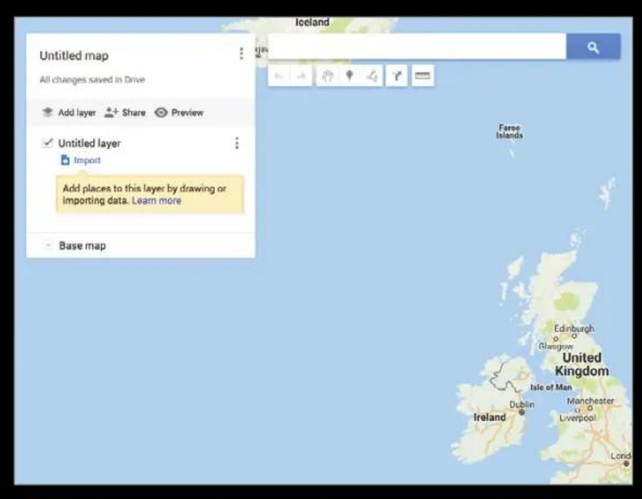


4: Using the locations

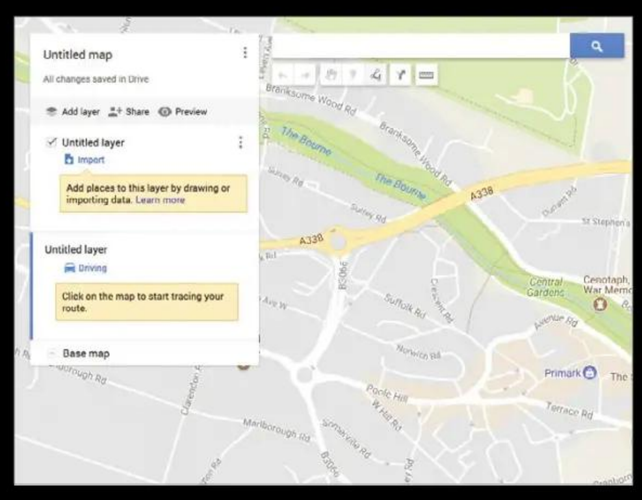
Now when we are searching for directions, for example, we can simply type in 'Home' and it will instantly call up our default location. Google will then use it as a start or end point.

Creating custom maps inside Google Maps

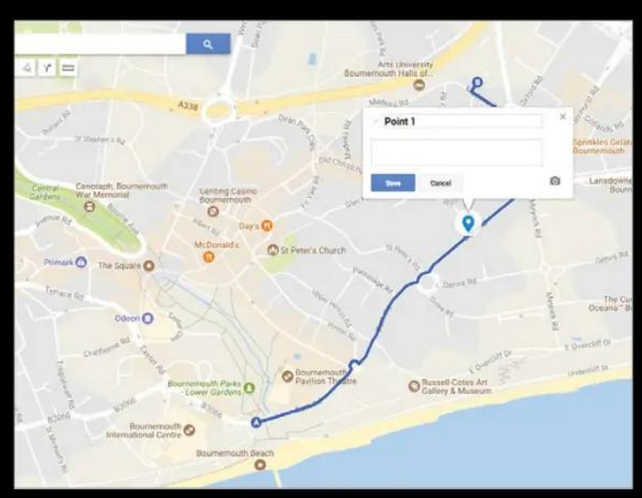
Customise, mark and draw on a map of your own



1 Go to google.com/mymaps and you can start creating your own map. Maps are layered, so you can add as many as you would like.



2 The drawing tools are just under the search box. Click on the hand to move around or click the draw button to draw lines or other shapes as desired.



3 Click on the marker icon to add a description to your line. The maps are auto-saved, and you will be able to share them with others when you are finished.

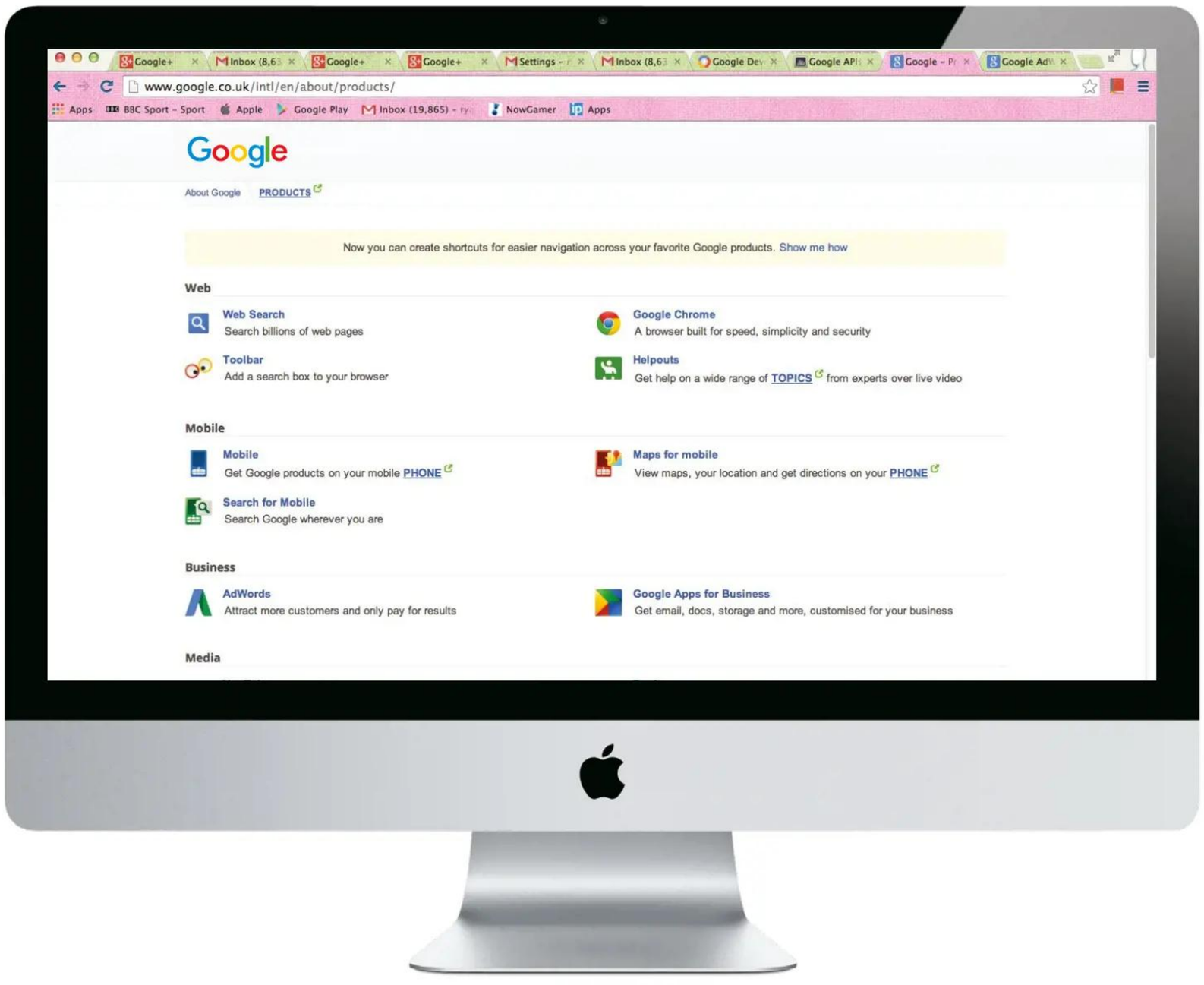
Information

A world of information is now available to you thanks to the many sophisticated Google services

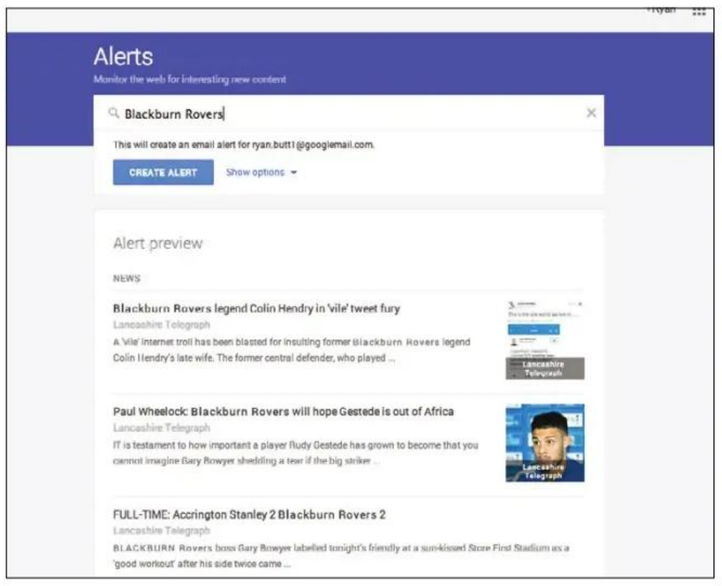
Information is a word that means many things to different people, depending on their exact needs. Google, however, has created a selection of services that offer almost everything you need if you are prepared to learn how they all work. Each service is designed to be easy to use and in many cases little instruction is required. But, as with everything, some useful tips and guides will help speed up the process, and open your eyes to what is possible with a group of services that are all free and extremely well implemented.

In this section, we have tutorials which will show you how to communicate in multiple languages, how to view your entire web history and how to research information using the most focused tools available. Discounted goods and services, advanced searching and use of these informational tools when mobile are also included, and together they create an ecosystem of solutions that can transform your life and end up saving you a lot of valuable time every day.

Information is key to the way we live today and having access to as much of it as possible in an instant will offer many advantages. If it is accurate and complete as well, the advantages only increase and with Google every area is covered with aplomb.

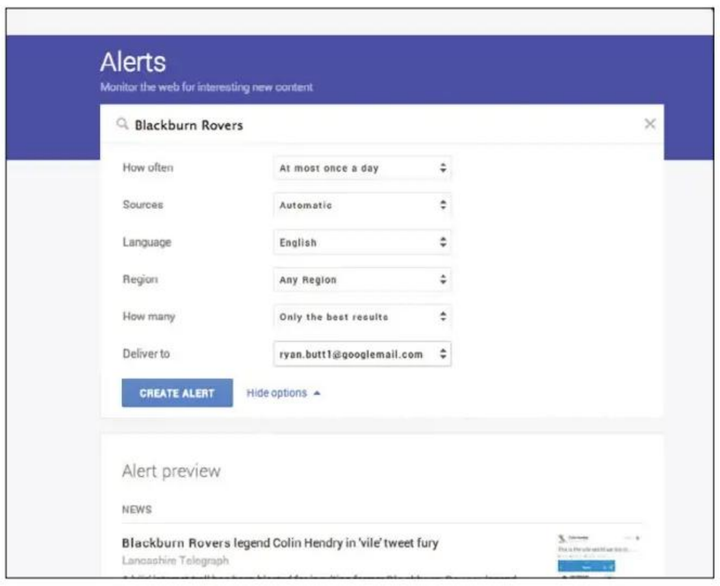


Alerts | Create email alerts for any topic



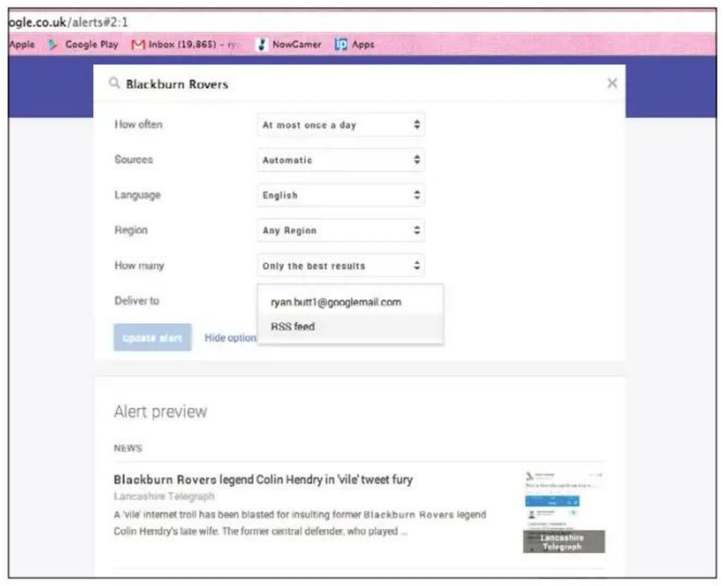
1: Search for anything

Go to **www.google.com/alerts**, where you will see a page asking you to add information. Think about what you need to know and input it into the top field. Results will appear immediately.



2: Set up your alert

You should now check each field and choose what type of result you want to see and also how often you want to be notified. Select 'Only the best results' to keep the alerts manageable.



3: Activate your new alert

As you activate each alert, you will see them listed in a simple page. They can be edited or deleted and you can also choose to have alerts sent as text only, for mobile devices.

Get info with your camera

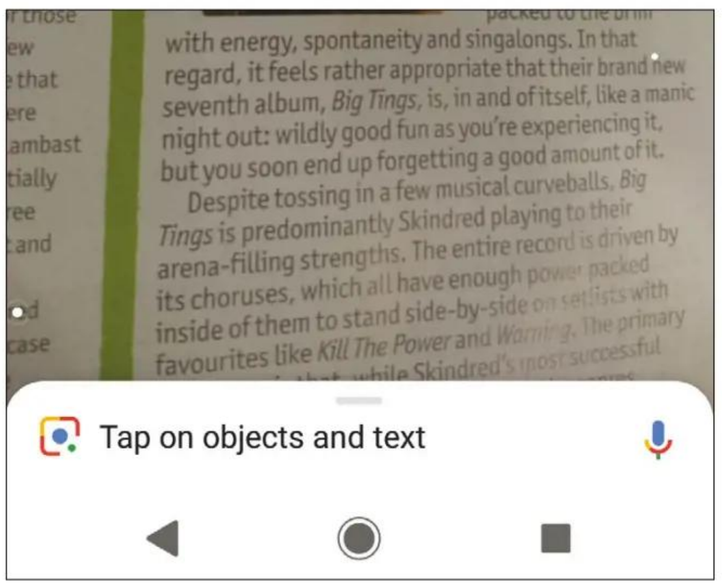
Use Google Assistant to find more information on any object

It might sound like science fiction, but you really can use your smartphone to get information from any object that is within your eye line. The camera is used on a smartphone to capture an image of the object and this information is immediately sent to Google's servers, where some clever analysis will attempt to identify it and then present back a selection of detailed results.

You may be curious as to how such a service could be useful, but if you think about it logically then the uses are almost unlimited. From snapping a movie poster to find cinema show times and the cast, through to photographing a product in a high-street shop to check up on the best deals – the opportunities for Google Assistant to benefit you go on and on. We don't live our lives in front of a computer screen, and so it makes sense to be able to take advantage of such a service when out and about without the need for data input and fiddling around with tiny keyboards.

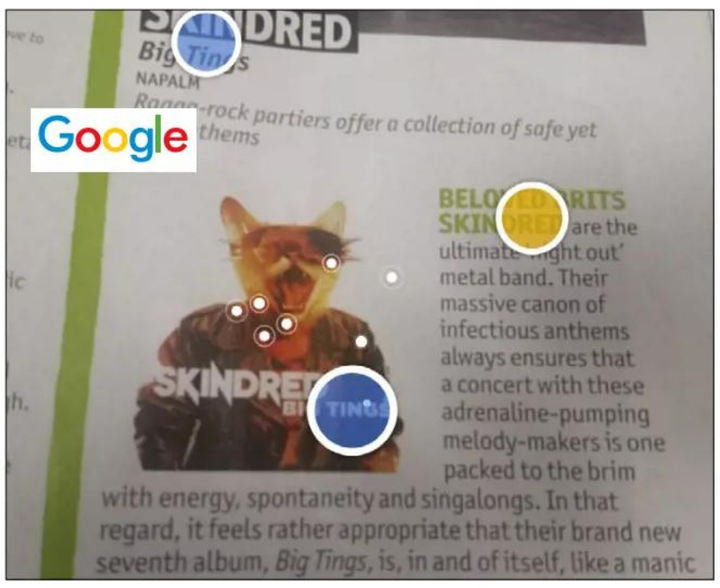
You can now look at any object, capture it in the blink of an eye and know everything you need to know about it in seconds. The future is already here, and it's time to use it.

Assistant | Understand the world around you in an instant



1: Find something to capture

No matter what it is, find an object or poster to photograph and open up Google Assistant. Tap the camera icon at the bottom of the screen and let the app do its work.



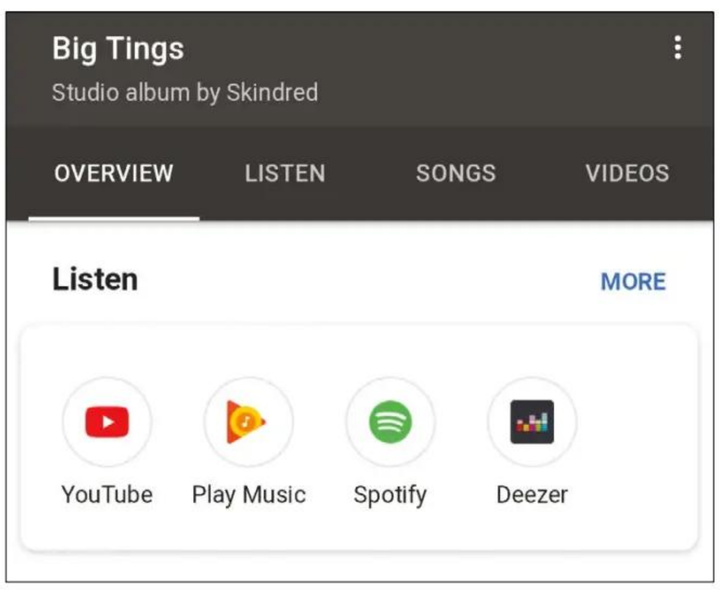
2: Getting results

You should see a bunch of white circles on the screen. When the Assistant recognises something the circles will turn to a colour. If it doesn't recognise anything, move the camera and try again.



3: See results

Tap on any of the coloured circles to see what Google Assistant believes the item to be. You can use the thumb icons at the bottom to tell Google if it is correct or not.

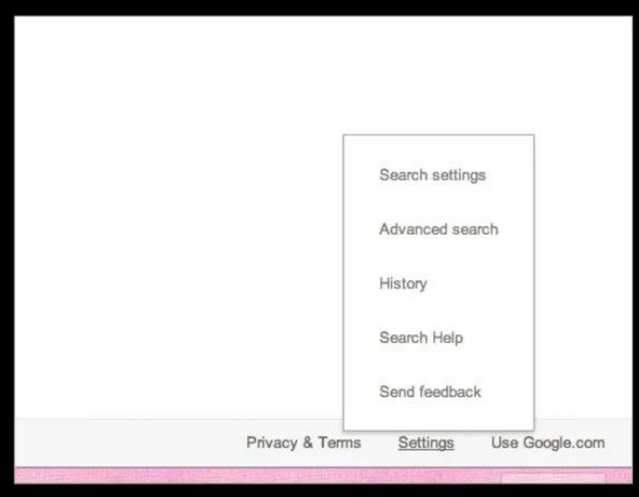


4: So much hidden detail

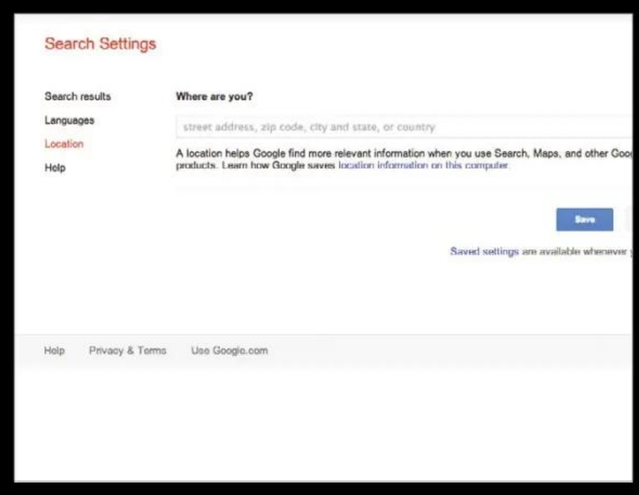
Using the links provided by Google Assistant, you can open a variety of apps or look for the item in a Google search. You may be surprised at the number of things Google can recognise.

Tweaking the search settings to your needs

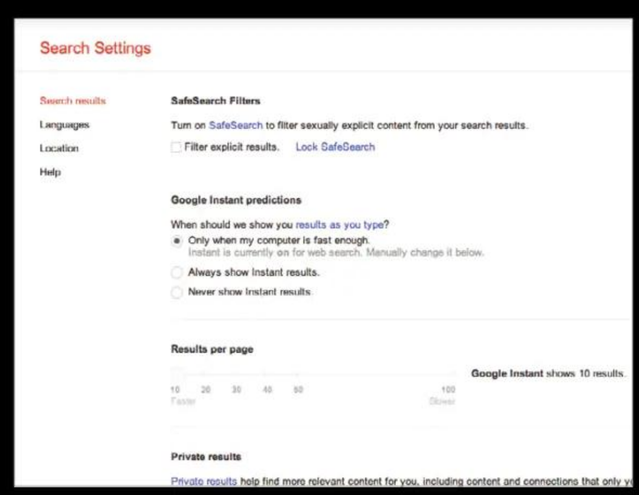
Changing the settings can save you hours



1 From the Google homepage, click Settings (bottom-right) to access your settings, web history and more. You can also access the advanced search here.



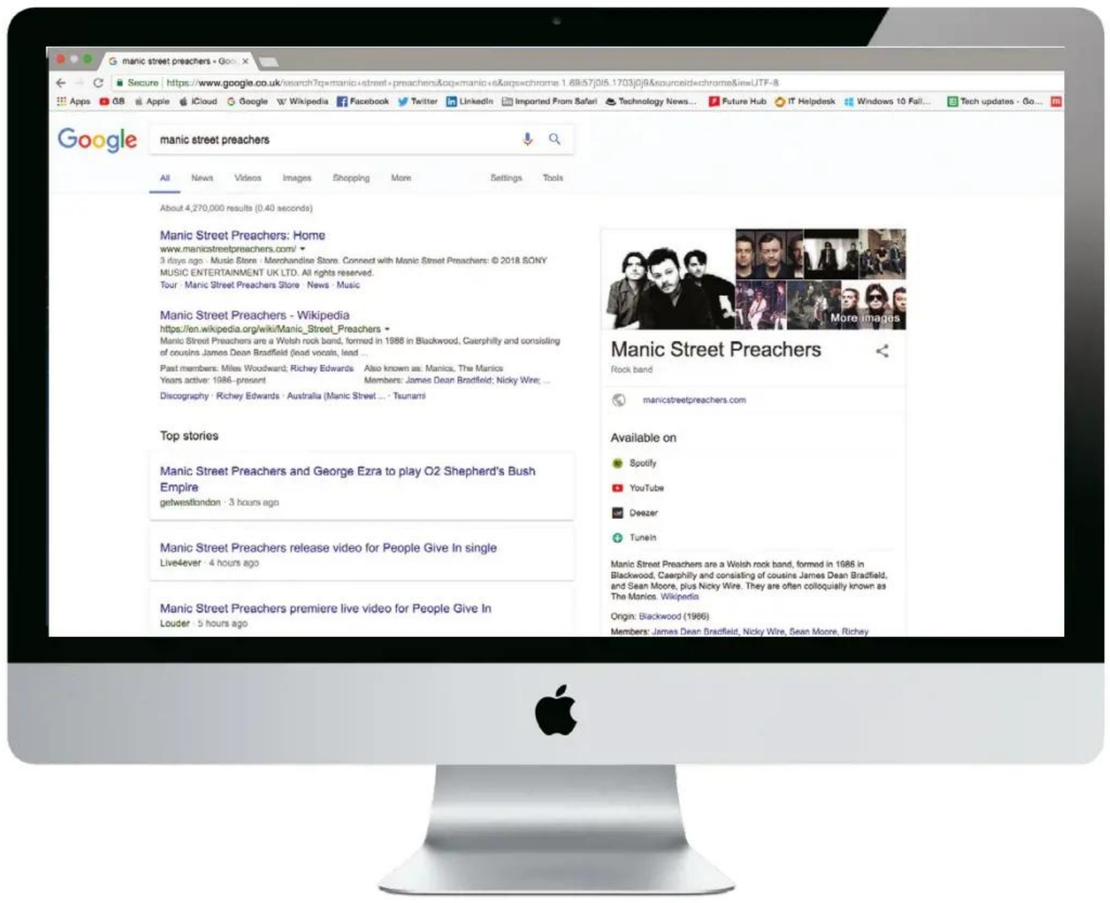
2 In the Settings screen, click Location on the left and enter your current town or postcode. This will not be obvious, but it helps a lot in a variety of searches.



3 You should also check the other options like Google Instant, which will predict results as you type, and choose if you want results to open in a new browser window.

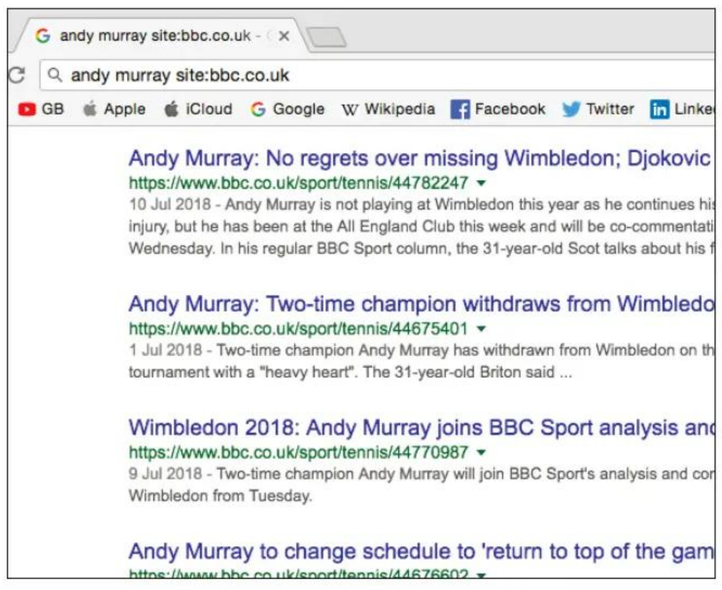
Improve results by using operators

Add search operators for more control



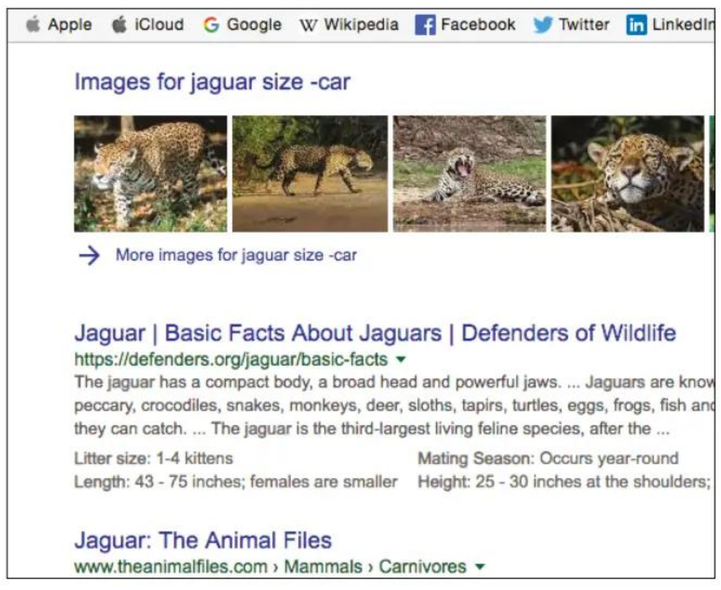
The vast majority of people use Google Search every day and click through lots of results to find what they are looking for. Despite Google being deadly accurate and very quick, there are some ways in which you can speed up your searching even further by using search operators. These simple terms let you specify individual criteria for each search and when used they really do make a difference. You can choose to search within a site or within specified ranges to narrow down the results and you can take these terms as far as you like. Here we will show you the most useful operators to use and it is likely that once you use them they will become a familiar feature of your online searching.

Search | Learn to use varied search operators



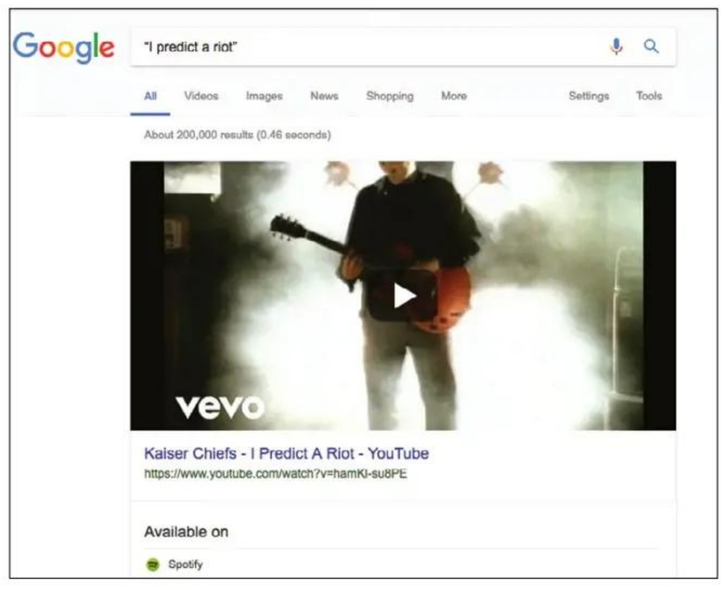
1: Search within a site

To search within a particular website without visiting it, just use the URL in your search query. For example, 'Andy Murray site:bbc.co.uk' will only bring back results for that term within the BBC site.



2: Exclude words from search results

You can exclude words or sites from your searches by placing a '-' before the word. As an example, 'jaguar size -car' will remove all results that include any mention of cars in them.



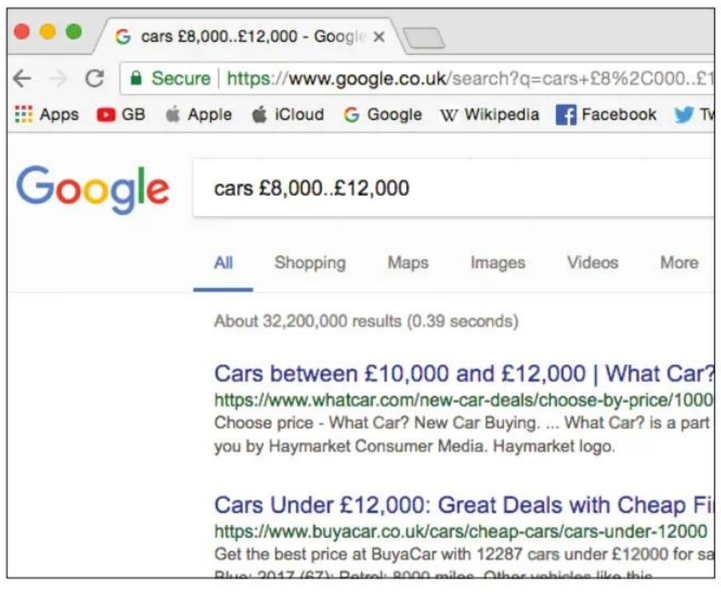
3: Find exact phrases

If you use quotation marks, you can search for an exact phrase and be much more likely to receive accurate results. For example "I predict a riot" should return results for the song.



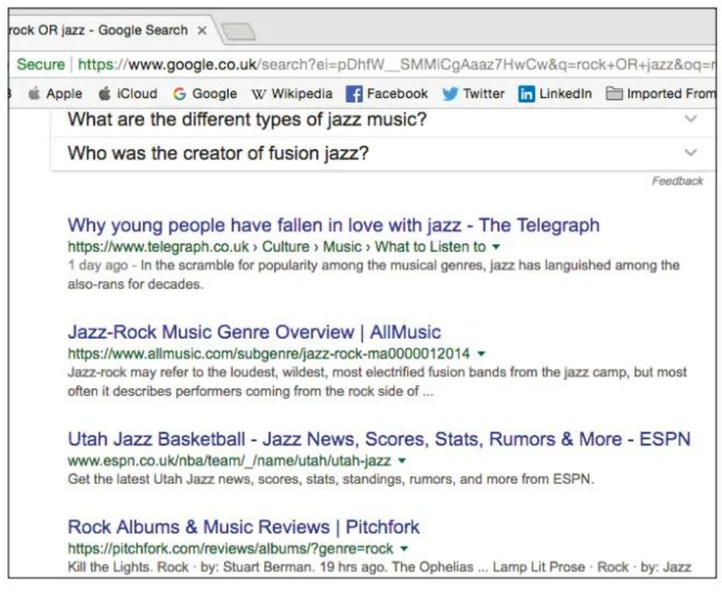
4: Fill in the blanks

You can place a '*' within any phrase to fill in the blanks if you need to know the missing words. Make sure you use quotations as well for well-known phrases or lyrics.



5: Search within a range

If you are looking for products within a particular price range, use two dots to specify this. For example 'cars £8,000..£12,000' will only bring back results in that range. It works for all numbers.



6: One or the other

Sometimes you want to search for two words and need to see results if one or both is mentioned. Use 'OR' to specify that you want to see both sets of results; for example, 'rock OR jazz'.

Create a search engine

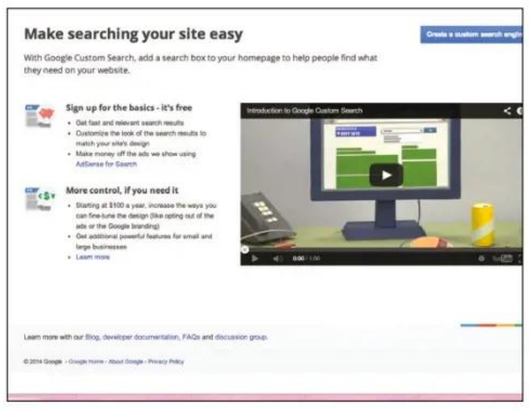
Build a custom search engine for your website in minutes

The Google Custom Search Engine is a tool that you can use to bring the power of Google to your own website. The setup process is fairly straightforward and the only tricky part is placing the required code in the right place, but even this should work fine if you follow the instructions carefully.

There are options available to tweak how the search engine looks and works and therefore you have the ability to match it to your current website design with ease. However, ultimately it is the sheer speed and power of the algorithms behind the Google Custom Search Engine that will make it such a positive addition to your site.

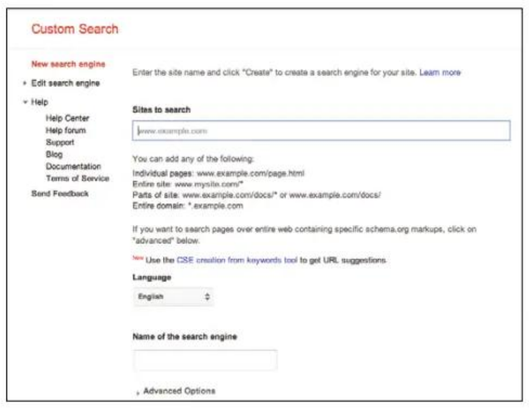
As a bonus, you can make money from the included advertising which is not too obtrusive, so there are few reasons to avoid trying it out. You are probably used to the ease of use Google Search offers you every day, so the least you can do is ensure you are doing the same for your site visitors. It gets your information out there in the right way.

Custom Search Engine | Create a personal search facility



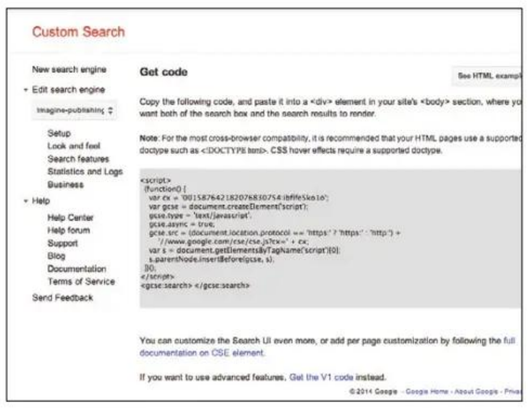
1: Where to start

Go to **www.google.com/cse/**, where you will see two options. The first is the basic offering which is free and the second lets you use more powerful features such as extra customisations and more detailed analytics. For this step-by-step, we will use the free offering.



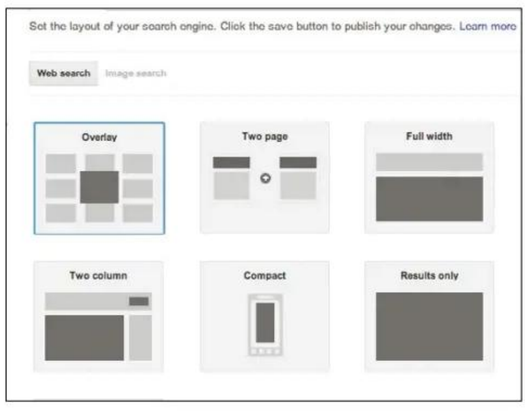
2: Click the button

Click the blue icon to start the process and then enter your web address to specify your site. Now tap Create. At this point the web address will be double-checked and if it is valid you will be taken to the next step. You should also set a name for the search engine.



3: Use the code

You will now be presented with some HTML code which needs to be pasted into your site. This is not only used to increase the effectiveness of the search engine, but to ensure that you are the rightful owner of the website. Follow the instructions carefully for this part.

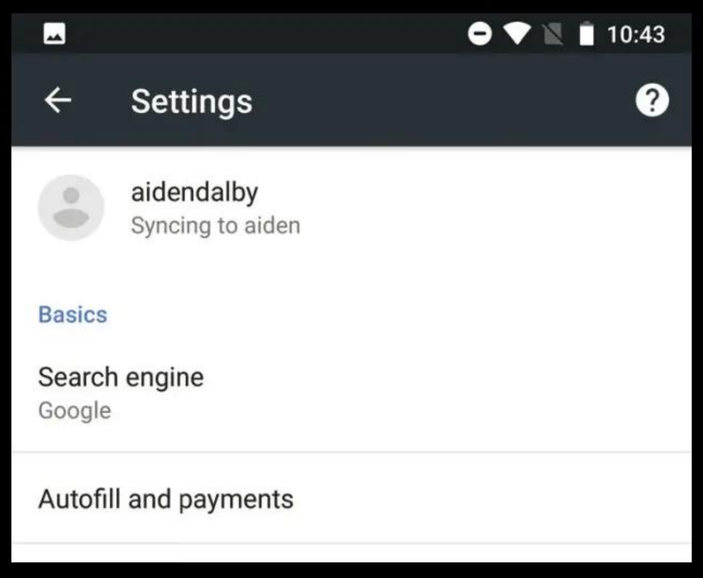


4: It's now live

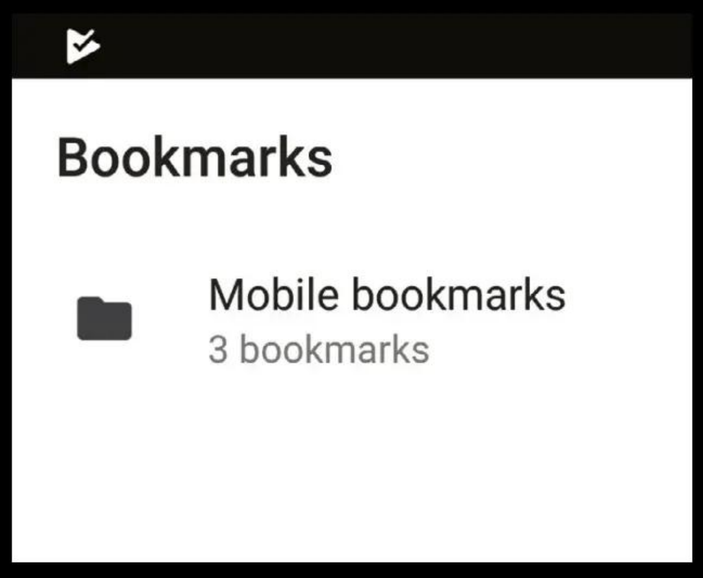
The custom search engine should now be live on your website, but you can make specific changes to make it fit your current design by selecting the Edit option in the sidebar. It should provide the kind of search facility you will want all of your readers to experience.

Synchronising your devices

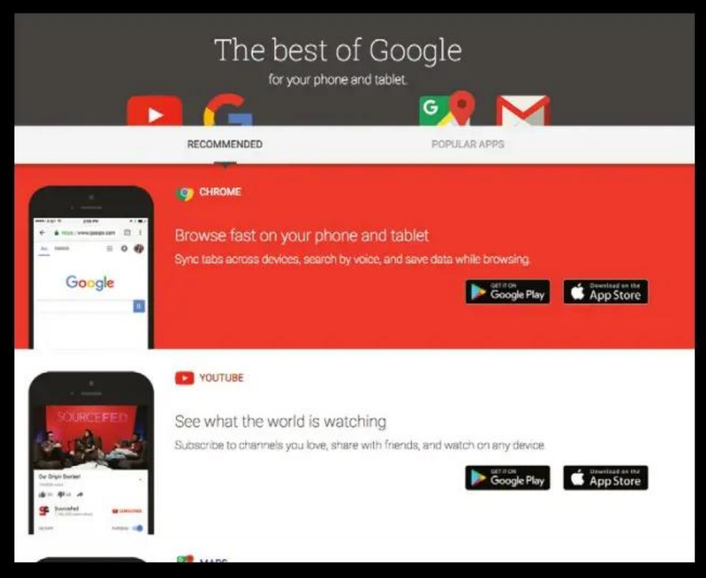
Use mobile and desktop Google services in partnership



1 If you use Google Chrome on your desktop PC and your smartphone, your latest searches and visited pages can be displayed in both browsers provided you are logged into your Google account on each.



2 Your bookmarks will also be synced automatically in both mobile and desktop browsers and kept up to date in real-time. They are always up to date and will be available no matter where you are.



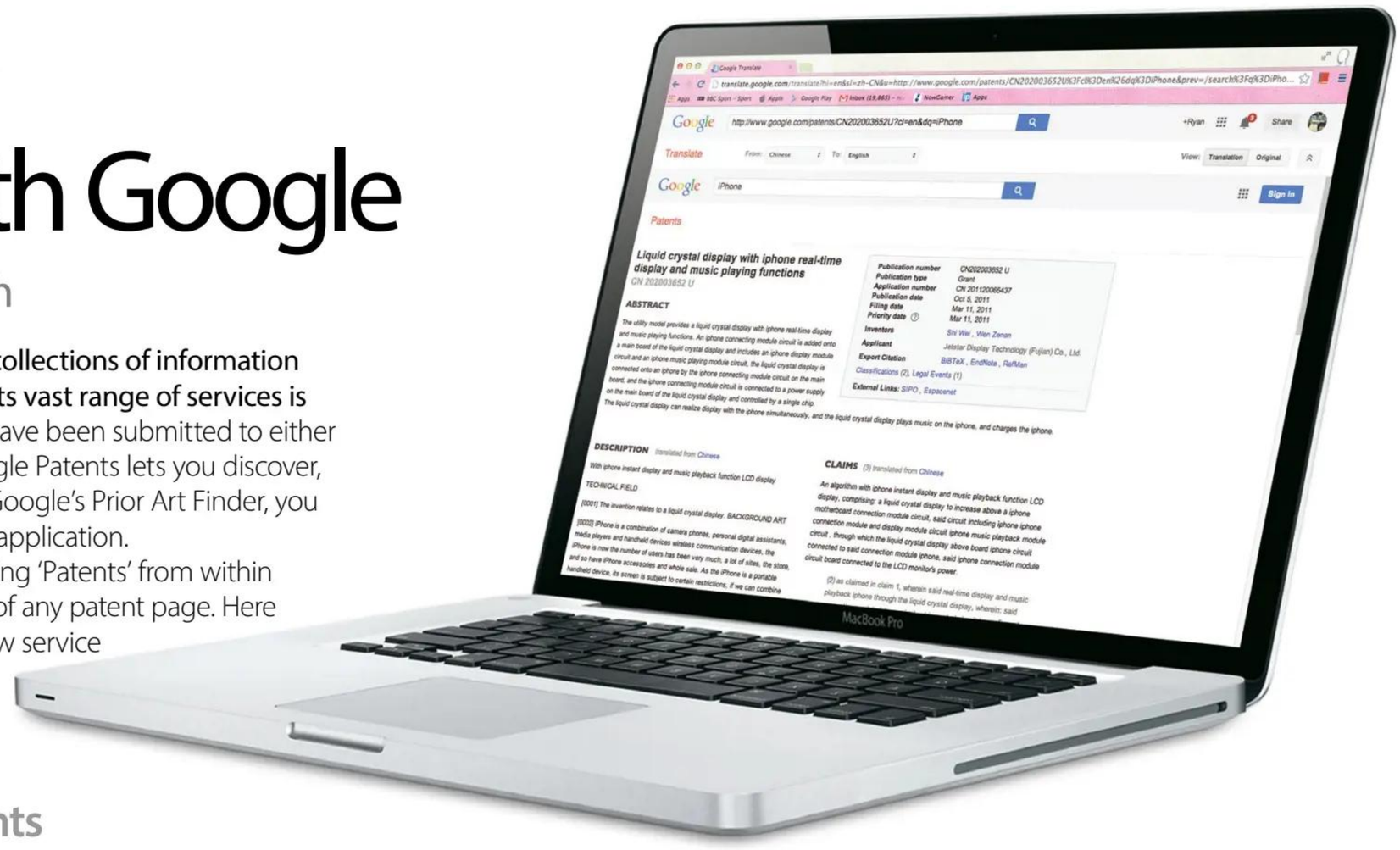
3 Many Google information services are also available on mobile devices via apps or webpages. Go to **www.google.com/mobile** to see what is available. Some will sync across devices automatically.

Discover new inventions with Google

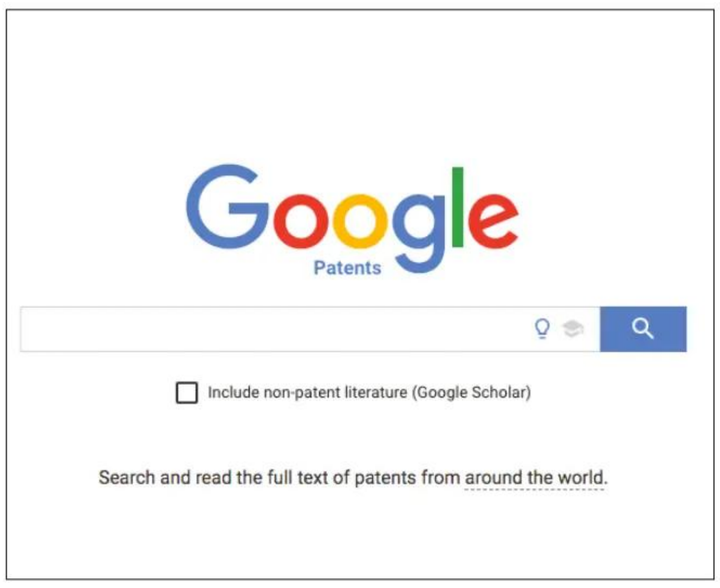
How to perform a patent search

Google is constantly trying to make important collections of information more accessible to all, and a recent addition to its vast range of services is Google Patent Search. For millions of ideas that have been submitted to either the United States or European patent offices, Google Patents lets you discover, search and read all about them online. And with Google's Prior Art Finder, you can find documents related to a particular patent application.

You can search the full text of patents by selecting 'Patents' from within Google Search, or from the search box at the top of any patent page. Here we help you get accustomed to this intriguing new service to see what wondrous new creations lurk just around the corner.

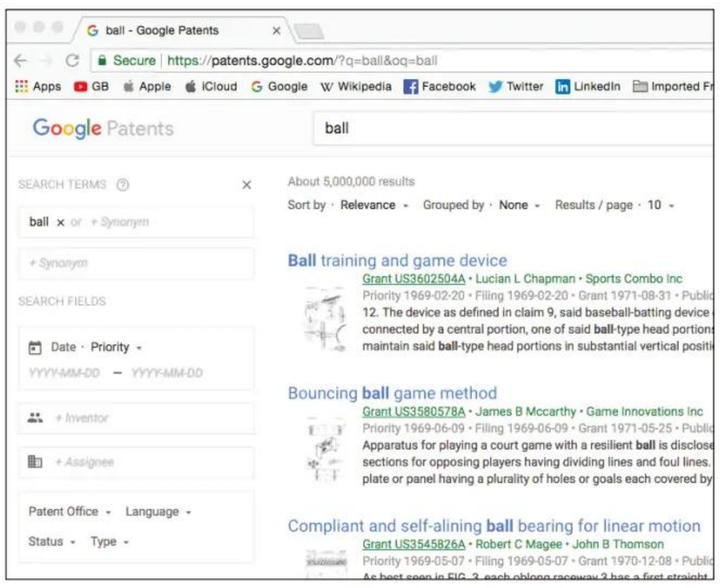


Patent Search | Find patents



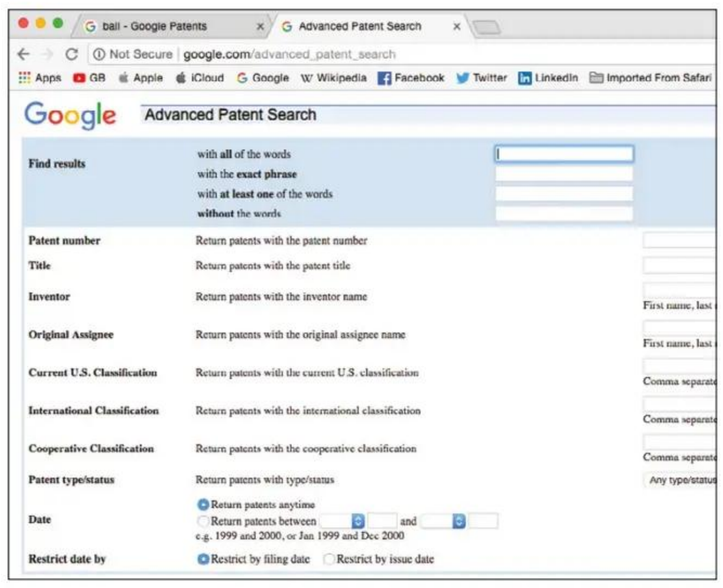
1: Start searching

Go to **patents.google.com**. This looks like a standard Google search page, but you will notice that it says 'Patents' under the Google Logo. Get started by entering simple terms into this field.



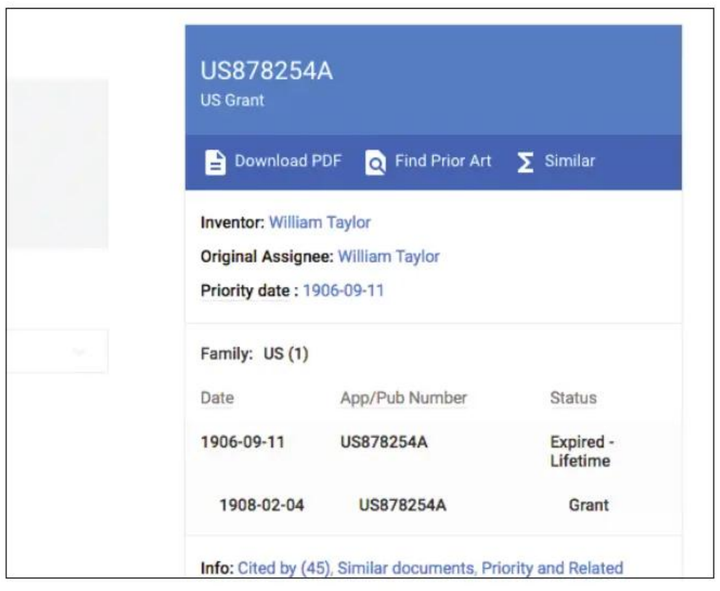
2: Results screen

All of the search results will be patent-related and can be a fascinating look back through time. For example, enter 'ball' into the Patent Search and you will see the origins of many different types of ball.



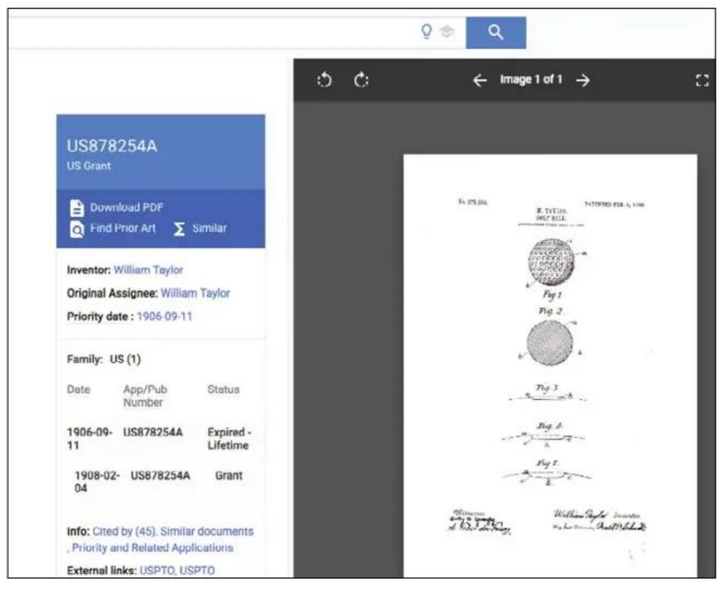
3: Be more specific

Go to the Advanced Patent Search page at **www.google.com/advanced_patent_search** to enter specific criteria into the various fields to help determine what you are looking for.



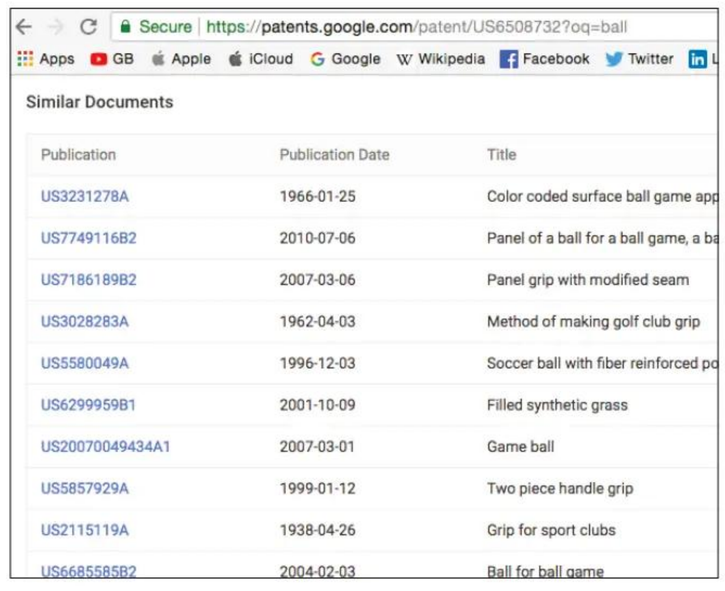
4: Prior Art Finder

Click on a search result to be taken to the overview page and click on the 'Find Prior Art' button at the top. Enter key words and date ranges.



5: View/download a PDF

If you'd like to view the patent as a PDF, go to a patent's overview page and then click on the Download PDF button.



6: Similar documents

Scroll down the page to find the 'Similar Documents' section. You can see the date, a brief description and Publication with a link to view it.

Profit from Google Finance

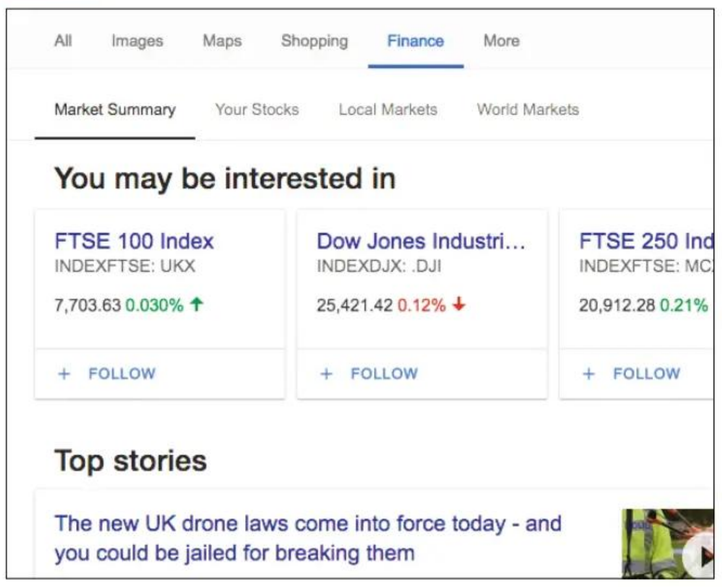
Keep your portfolio on track every day

Google Finance is an information portal that works in a similar way to Google News and Search, but the way it works is much more interactive than many Google services. The latest financial headlines are presented all of the time and you can choose exactly what you want to see using various customisation options. News for a particular market is included alongside the most important financial headlines and even news for individual companies. It is a treasure trove of financial information that puts many professional, and much more expensive, services to shame.

However, the real benefit of Google Finance is the ability to create a list of stocks that you can keep track of. You can keep a close eye on each company you invest in every second of the day and see the latest news regarding that stock.

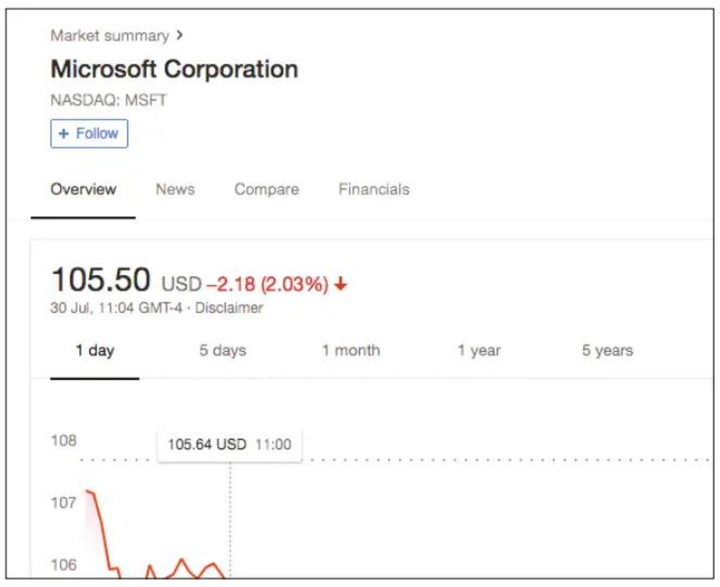
The ability to compare performance between companies and the ability to look back in time is also built in – there really is nothing missing that the budding investor will need. Google has always been viewed as a source of useful information, but this particular service takes it to a whole new level. So let's go make some money.

Finance | Harness the Google Finance service



1: All in one place

Go to **www.google.com/finance**, where you will see a page showing the top stories, world market pricing and a selection of options on the left-hand side. Click the 'Your Stocks' option first.



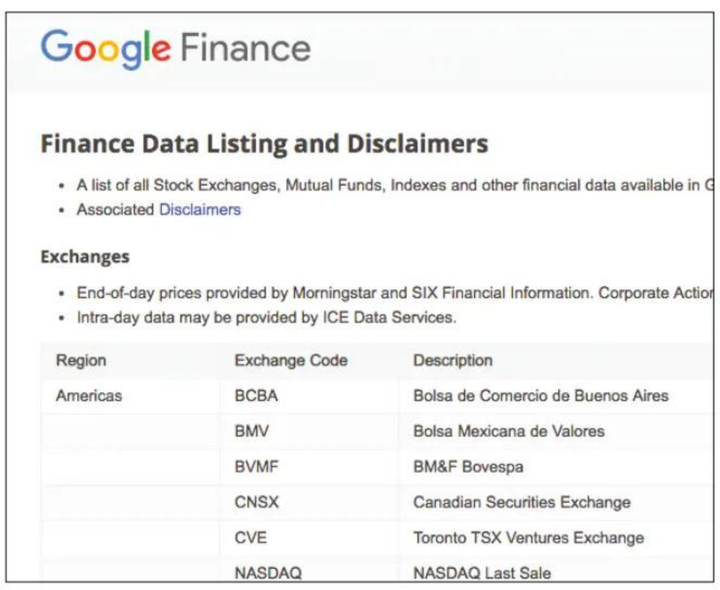
2: Find a company

Use the search bar at the top to search for a stock. Once you've found one, at the top of the screen will be options to see its latest news, financials or you can compare it to another stock.



3: Choose your bet

Just below the options mentioned in the previous step is the Stock Overview. You will be given the information you need to make an investment decision and you can go back through its history.

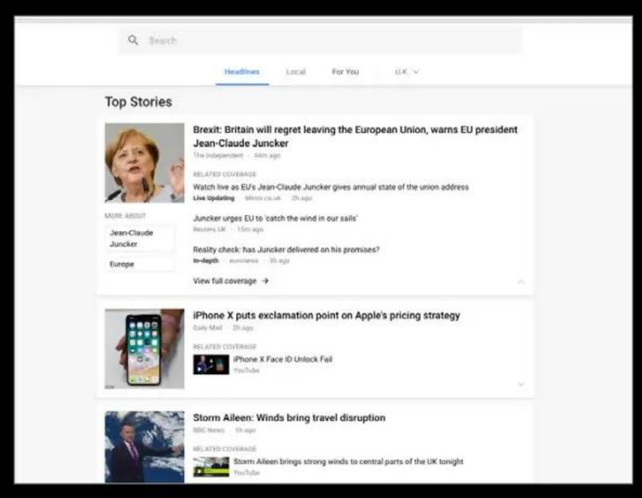


4: Disclaimers

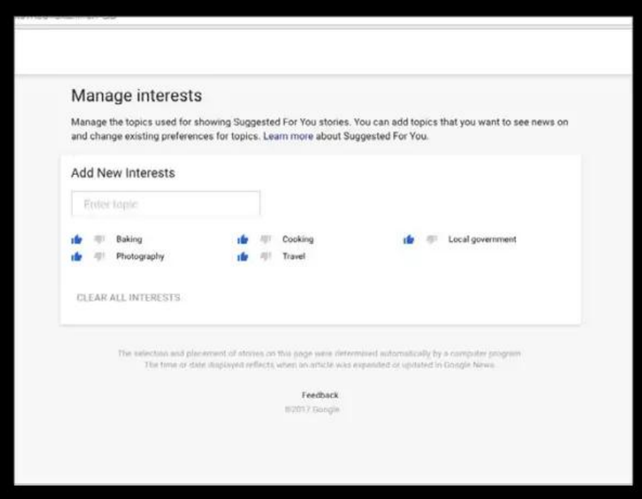
While using Google Finance you may see the word 'Disclaimer' underneath charts. You can click on this to see what the abbreviations stand for, time delay in stocks and more.

Personalise Google News to suit you

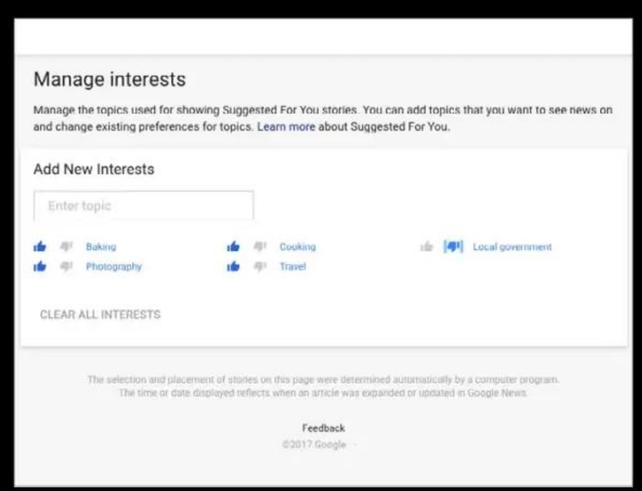
Read stories that match your interests



1 At the top of the News homepage click on 'For You' to navigate to a page of stories that have been specifically selected to match what interests you.



2 Move your mouse cursor over a news story and click on the more icon. Click the thumbs up to see more stories like it or the thumbs down to see fewer.



3 You can remove particular sources after tapping the more icon. If you change your mind, go to Settings and then 'Hidden Sources'.

Organisation

Harness the power of Google's online services to help get your life in order

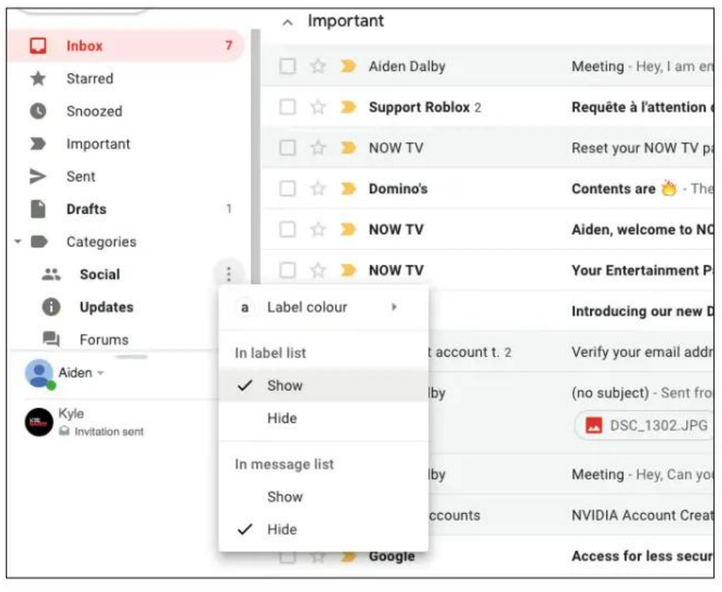


Getting organised with Google's huge array of web, mobile and tablet apps goes way beyond syncing your emails and calendars and setting up a few bookmarks for your favourite sites. It is now possible to shift your entire life onto Google, utilising its free services to better manage everything from everyday tasks, to the running of your business, and keeping up to date with your stocks. The key is how you implement these tools into your life.

A lot of what's available through Google's web browser, Chrome, is not always hugely advertised. There are a lot of great unknown tricks and tips for speeding up your workflow and streamlining the way you and your devices communicate with Google.

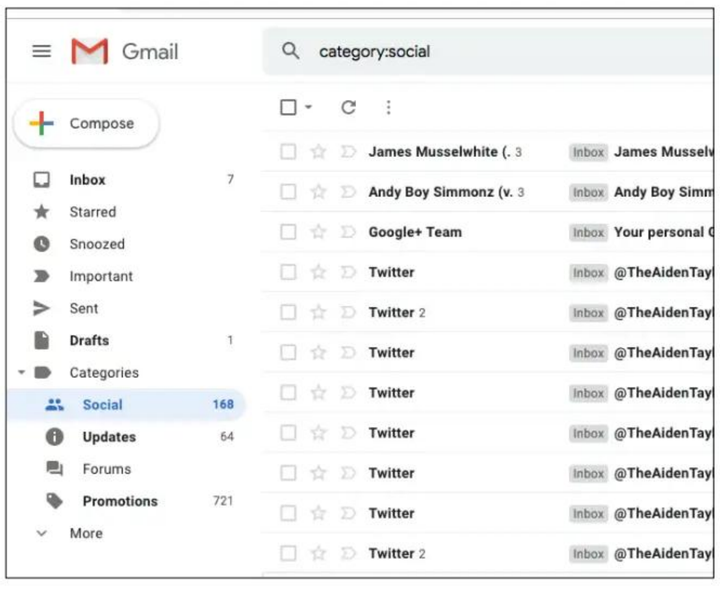
In the following tutorials you will learn how to make the most out of Google Drive; discover how to treat Chrome as your new desktop, giving you access to all your files, documents and favourite websites instantly, as well as a selection of tips on the various Chrome extensions that are available; and learn some great time-saving techniques for organising all of your online and offline content. Whether you want to play music from the cloud or receive phone notifications on your desktop, in these guides you are going to find out just how organised you can get.

Gmail | Organise your inbox with Google's category system



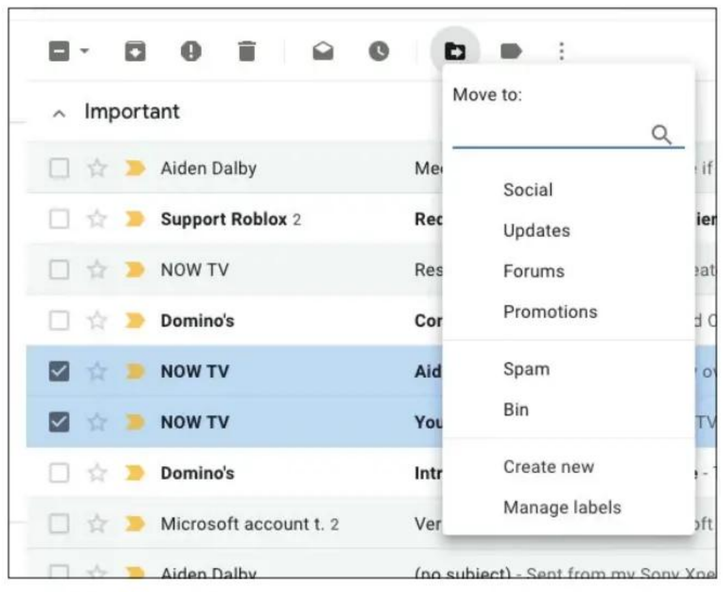
1: Display Categories

In Gmail, hover over the navigation menu to the left of the page. Scroll down to Categories and click the more icon to the right of a category. Under 'In Label List', check Show.



2: Browsing Categories

By default there are four categories: Social, Updates, promotions and Forum. Google will automatically allocate your emails to categories, depending on their content.



3: Moving emails

If an email has been added to a category that it isn't meant for, click the checkbox next to it. Then click 'Note Category Name'. Or click the tag icon and reallocate somewhere else.

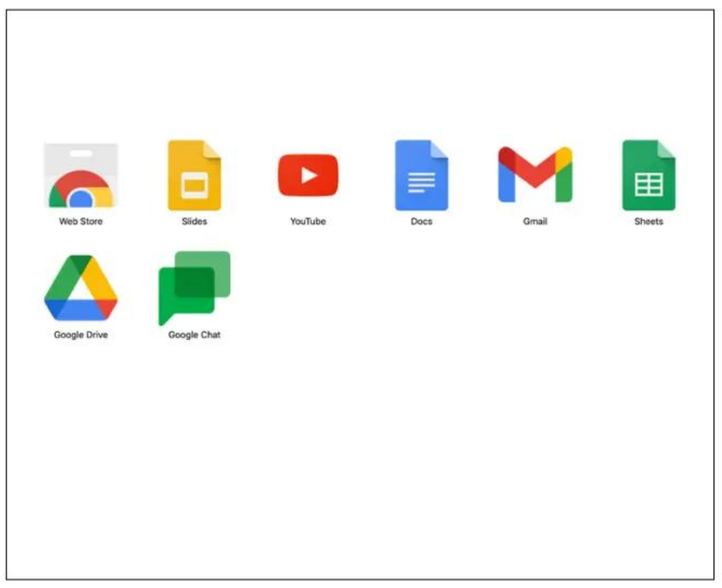
Use Chrome as your desktop

Set up a super-slick desktop in Chrome

Google is no longer just a search engine – it now offers a collection of high-quality web apps which are now in competition with software such as Microsoft Word, Excel and PowerPoint, as well a series of other brilliant web apps and services. A web app is just the same as an app you would have on your smartphone or tablet, but it runs through a web browser such as Firefox or Chrome. What can be a little jarring about this transition into web apps is the fact that you are no longer installing a piece of software onto your computer, nor are you opening up files as you would have done in the traditional way on your computer. Instead, everything is accessed through Chrome, although there is desktop software for Drive, which will locate all of your files into a folder format on your desktop. But as for running something like Google Docs or Sheets, all of this happens within a browser window.

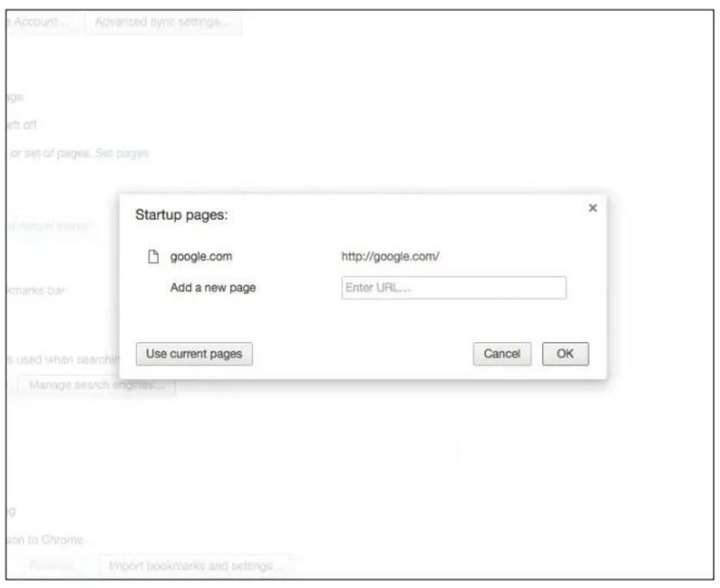
To help ease the transition into making your web browser your new desktop, follow these steps to set up your brand new Chrome-based desktop, offering easy access to all of your most important web apps and sites.

Chrome | Set up a Chrome-based desktop



1: Pin items from splash screen

Open a new tab in Chrome and then click on apps in the top-left corner. In the bottom-right corner will be a link to the Chrome web store where you can add more apps.



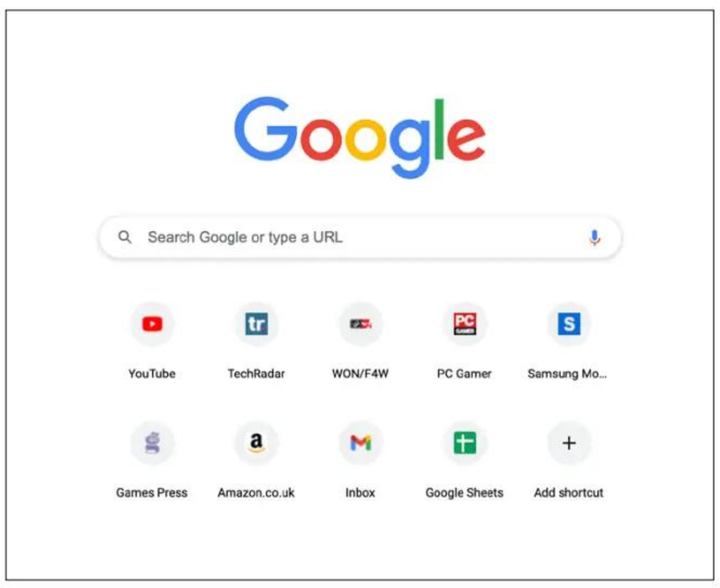
2: Startup pages

From the menu bar, click Chrome>Preferences. Under 'On Start-up', check 'Open a specific page or set of pages'. Then click 'Set Pages'. These pages will automatically open up when you start Chrome.



3: Set up your bookmarks

Add secondary sites to your bookmarks, which you may not want to open on startup but want quick access to. Click and drag the icon next to a site URL into the space below it to create a bookmark.

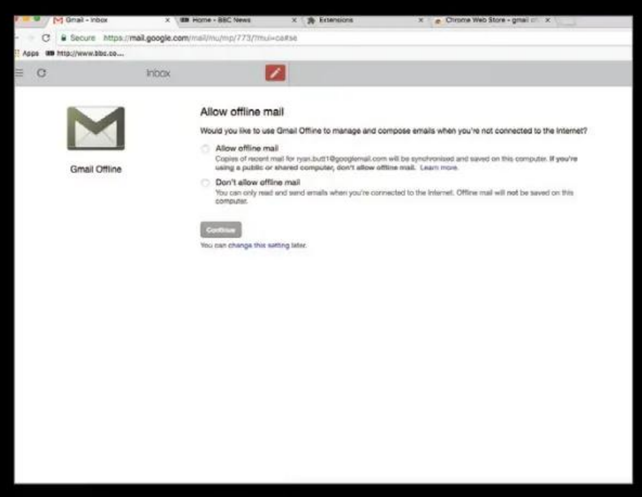


4: Add sites to splash screen

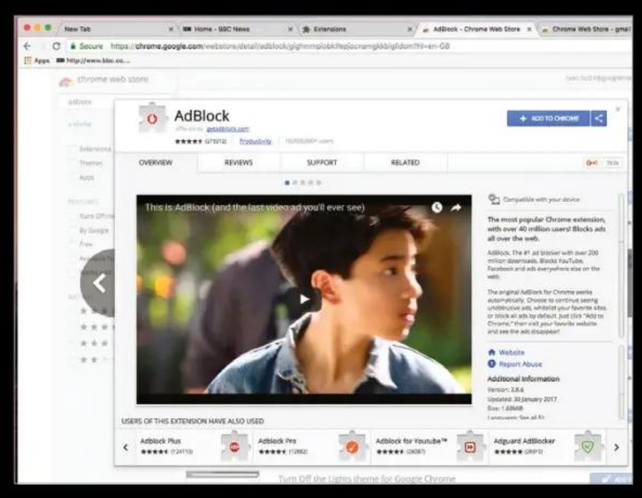
You can save URLs by dragging and dropping onto your splash screen. Now restart Chrome. All previously opened pinned web apps will open and all saved startup pages will display.

Improving Chrome with extensions

Some extensions you won't be able to do without



1 Gmail Offline lets you read and respond to emails offline by storing emails as they are received on your computer. Emails written offline are delivered when online.



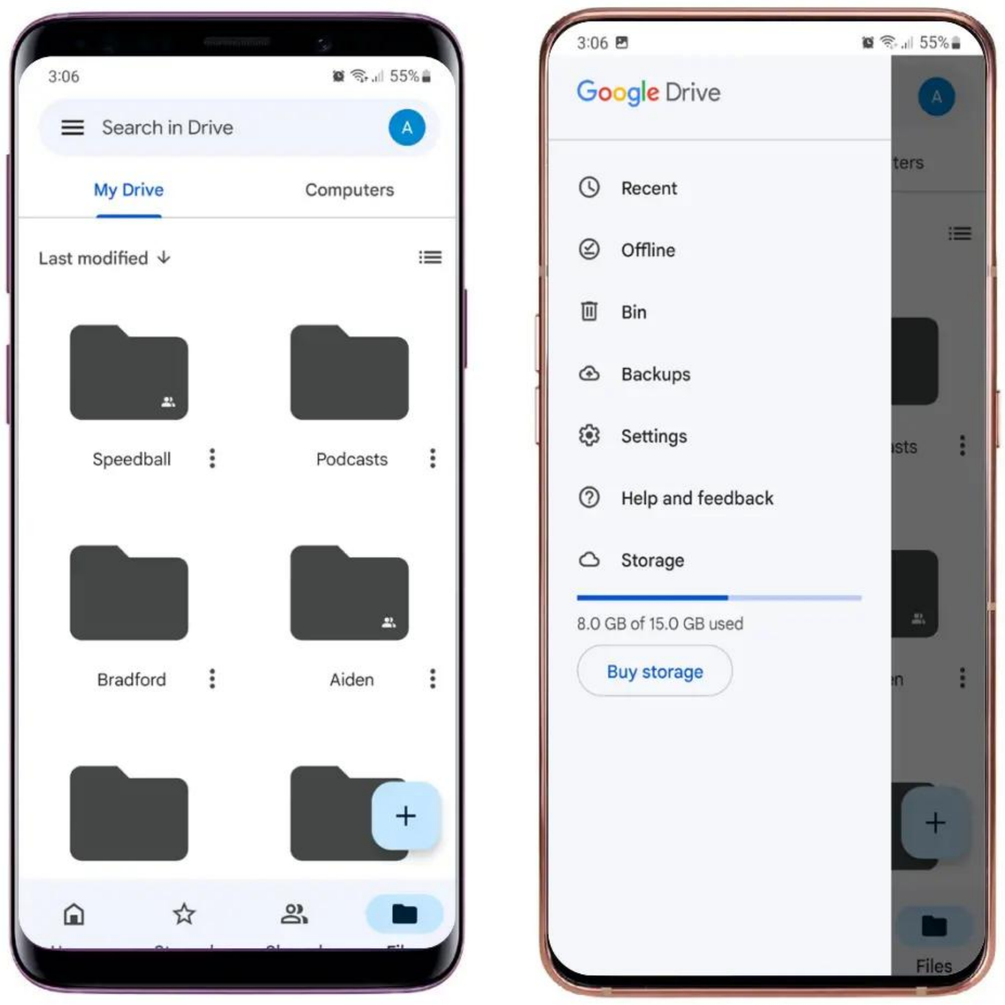
2 Ad Block prevents pop-ups and spam sites from disturbing you. It also has a great selection of filter options and the ability to hide sections of certain pages.



3 FVD makes downloading video files through your browser easy. Once a video is detected on a webpage, click the FVD widget and a download link appears.

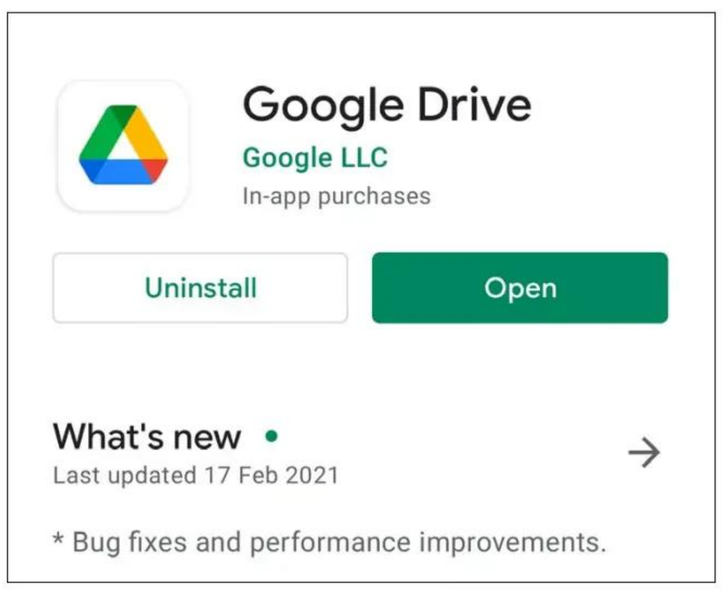
Organise your mobile device with Drive

Stay organised on the go with Drive Mobile



If you find yourself spending as much time on your smartphone or tablet as you do your computer then maybe it is time to get Google Drive set up on these devices as well. Doing this means no more having to email yourself documents to check over, or being away from your desk, because you will have a virtual one in your hand, as well as being able to edit and share content through Drive. To really get the benefit of Google on a device, download Google Calendars, Gmail, Google Finance and Google Keep to it. In this tutorial you will find out how to set up Drive to make the most of it on the go and prepare files to make them accessible anywhere, any time.

Drive | Set up Drive on your smartphone



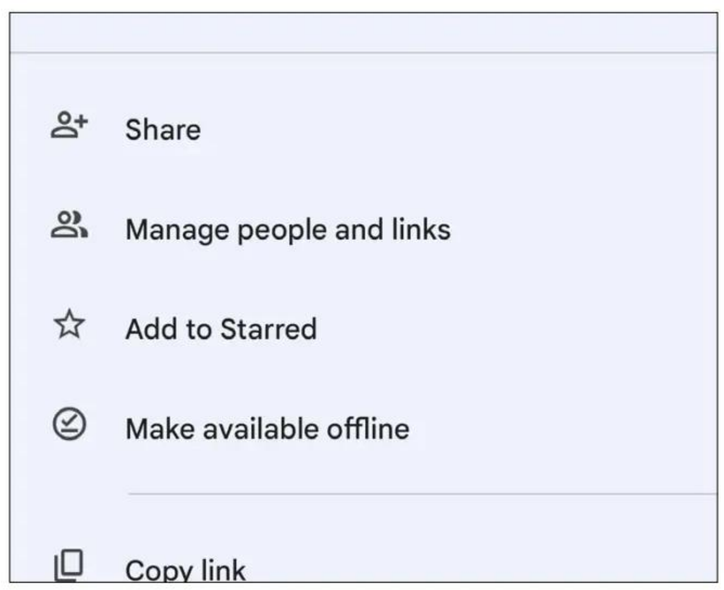
1: Download Drive

Visit your device's app store and search for Google Drive (not all devices are compatible). Download the app and sign into your Google account. All your Drive files will displayed within the app.



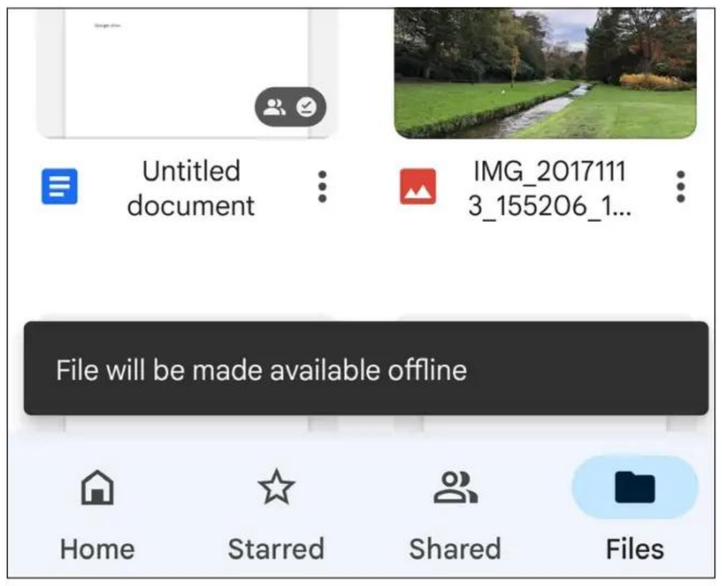
2: Working on a document

Open a Google Documents document. There are no restrictions within the Google Docs mobile app, other than its smaller interface. You can edit a document as you would on a computer.



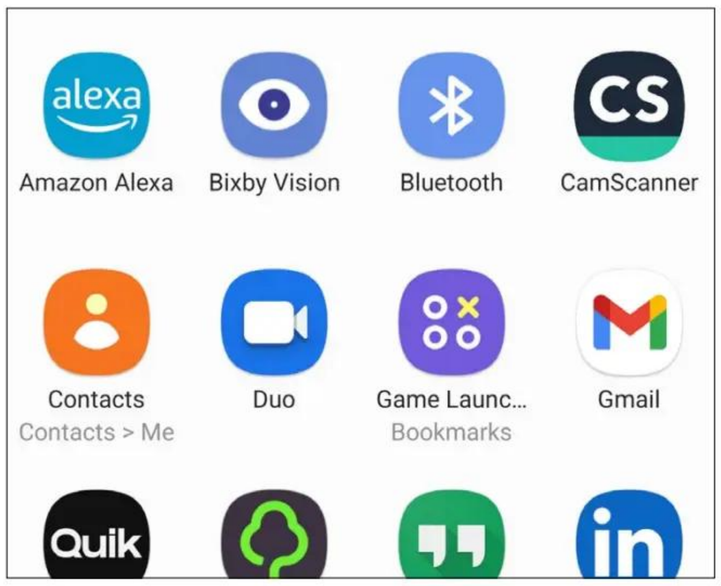
3: Offline mode

Tap on the three-dot icon next to any file in your Drive list. Here you can adjust your sharing permissions and see when a file was last modified. Under Offline, flick the switch to on.



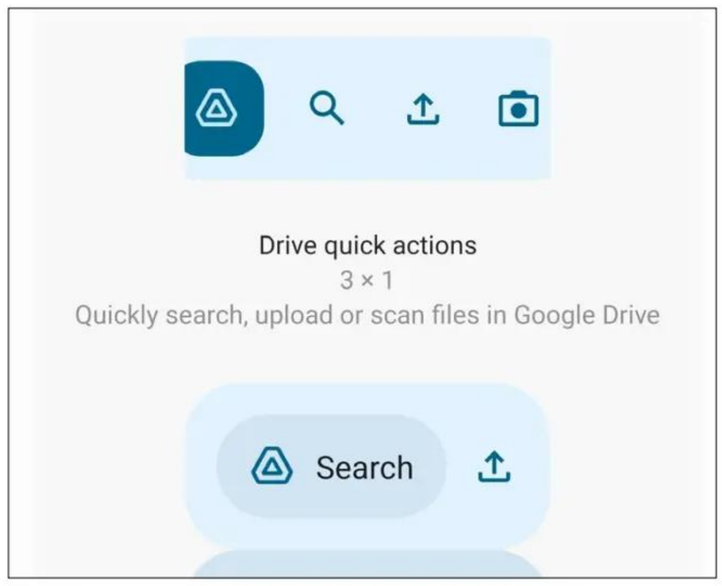
4: Accessing Offline files

From your Drive list, tap the menu icon, then 'Offline' to display all files that you have been allocated to Offline mode. To remove one from it, tap and hold a file, then tap 'Remove Offline'.



5: Upload device files

Open an app in your device for which you want its content uploaded to Drive. Tap and hold or tick all folders/ files you want to upload, tap the Share icon and select 'Drive' to upload.



6: Widgets

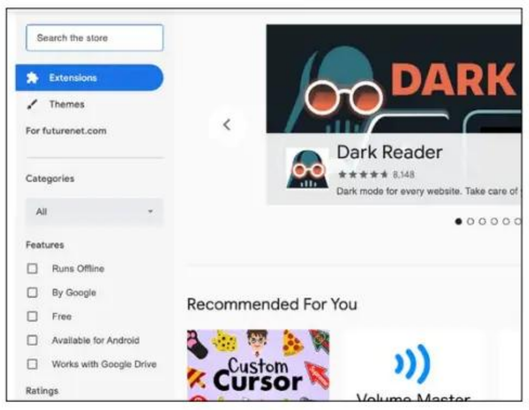
Open your Widgets window. Each Google app provides a widget and a shortcut. Drag the Drive widget and some Google app shortcuts to your home screen, creating a mobile Google desktop.

Access your computer anywhere

Control your computer remotely through Chrome

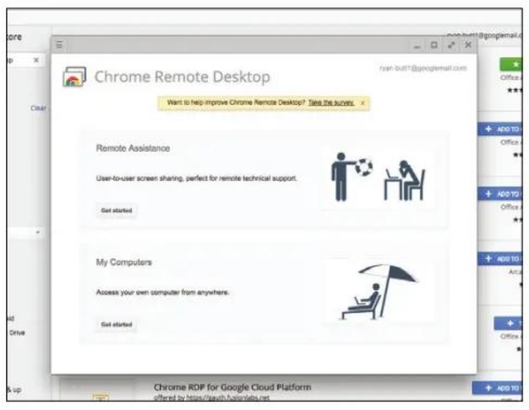
Google created the Drive online storage service to benefit users who wanted to access their files from various computers instantly. The cloud service for Drive is fantastic, and the web apps which allow you to run certain files from it make accessing your files from anywhere simple. As organised as you can be with Drive, it can be problematic if you find yourself away from your main computer and the files you need to access are not on Drive, or cannot be run on Drive or the computer that you are on. This can especially be the case for files that are specific to certain computer software, which won't run on Drive and may not be installed on the computer, such as a Photoshop .PSD file. To get round this, using the Chrome Desktop Remote app you can log into and control your main computer from any other computer in the world through Chrome, as if it were right in front of you, providing limitless control. Take a look at our steps to set up your own Remote Desktop service.

Chrome | Remotely control your home computer



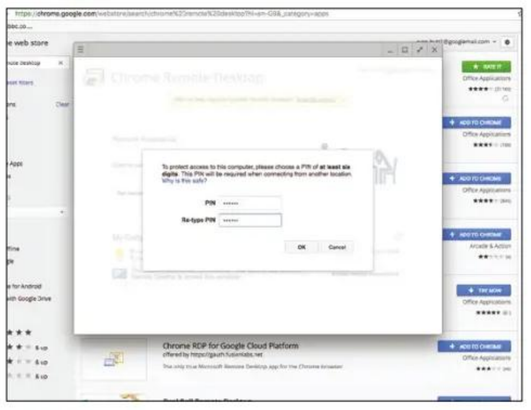
1: Install Remote Desktop

Visit the Chrome App Store, find and add Chrome Remote Desktop. Now open it, agreeing to the permission requests. Under 'My Computers', click 'Get Started'. Click 'Enable Remote Connection's to download the Chrome Remote Desktop Host installer. Begin the installation.



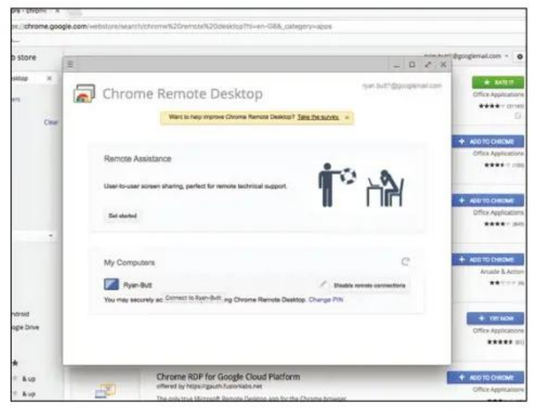
2: Creating a PIN

Now go back to the Chrome Remote Desktop app in Chrome and enter a secure PIN number, which will be used to gain access to your computer remotely. A preferences panel will open; unlock it if necessary, then input the PIN you just created to enable remote connections.



3: Access your computer

Log into Chrome on another PC/Mac and repeat steps 1 and 2 so Chrome Remote Desktop is enabled. Under My Computers, the computer you set up first should be visible. Click on it, and input your PIN number, then click Connect. You can now connect to and control the computer remotely.

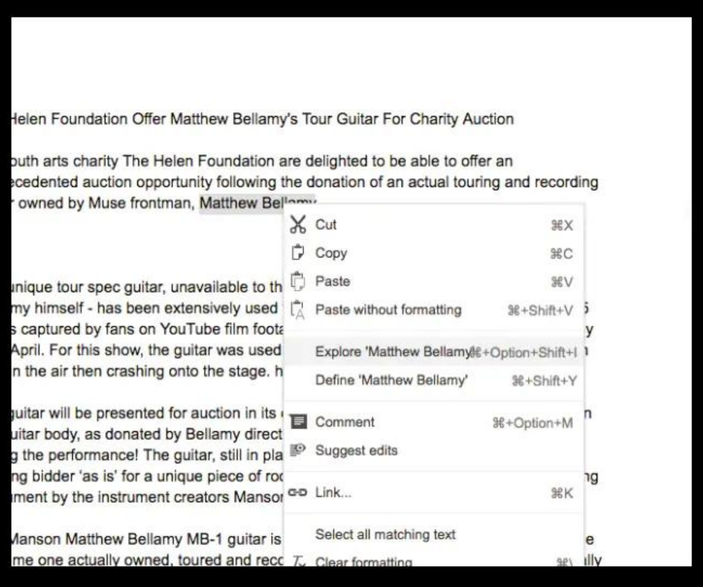


4: Share with others

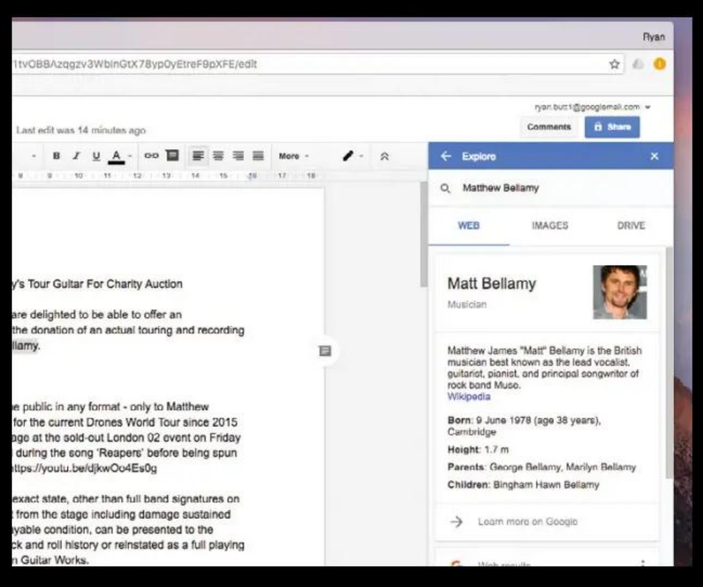
From the Chrome Remote Desktop menu, under 'Remote Assistance' click 'Share'. You will be given an access code that you can give to another Chrome user so they can access your computer: click Access and provide Chrome with a code to access another Chrome user's computer.

Researching with Google

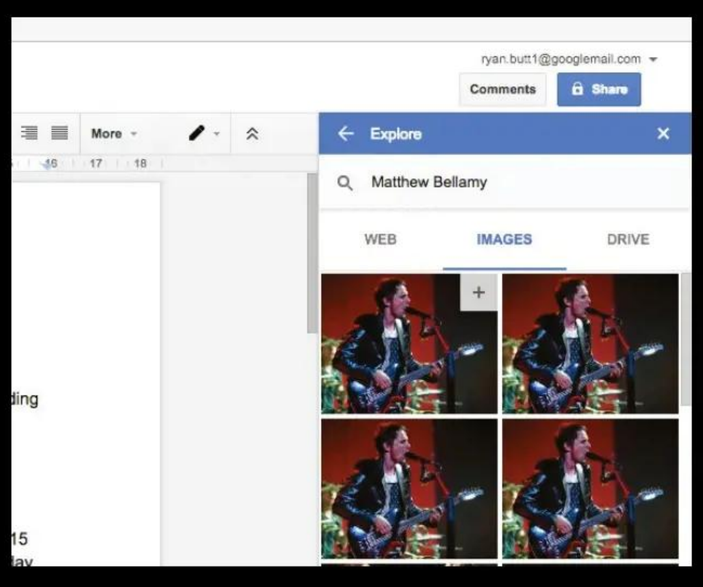
Start researching through Google Docs



1 In a Google Document, highlight a piece of text you'd like to get more information on. Right-click and click 'Explore Highlighted text'. This will open a research pop-up window within Google Docs.

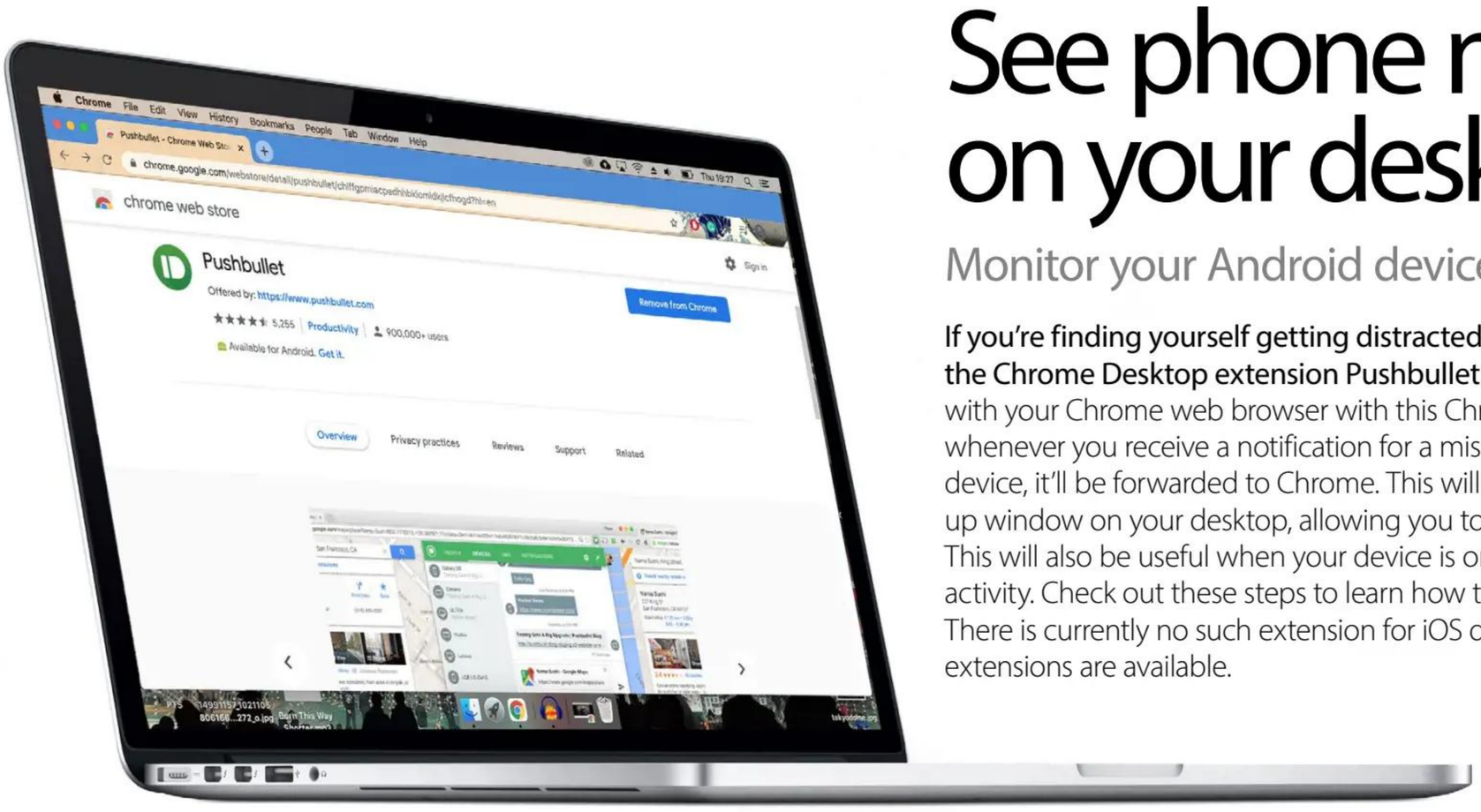


2 Depending on the content of the text you selected, you'll get varying results. At the top of the pop-up will be a summary of the wording as best compiled by Google, followed by web results.



3 Use the tabs at the top of the 'Explore' column to access web info, pictures and any related content from your Google Drive. It's a handy way to access key information quickly to help with any project.

Google

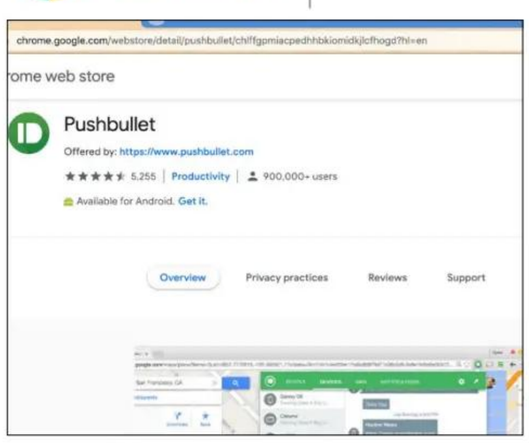


See phone notifications on your desktop

Monitor your Android device activity with Chrome

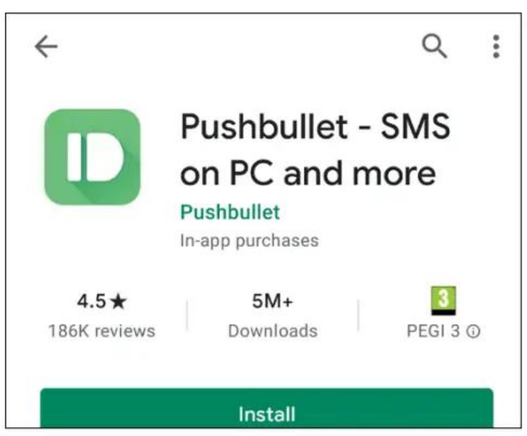
If you're finding yourself getting distracted by your phone at work then check out the Chrome Desktop extension Pushbullet. Sync your Android device's notifications with your Chrome web browser with this Chrome extension and Android app. So whenever you receive a notification for a missed call, for example, on your Android device, it'll be forwarded to Chrome. This will display the push notification in a pop-up window on your desktop, allowing you to screen calls and messages from there. This will also be useful when your device is on silent but you want to monitor its activity. Check out these steps to learn how to install and run the Pushbuller service. There is currently no such extension for iOS devices, but several other Chrome-to-iOS extensions are available.

Chrome | Forward phone notifications



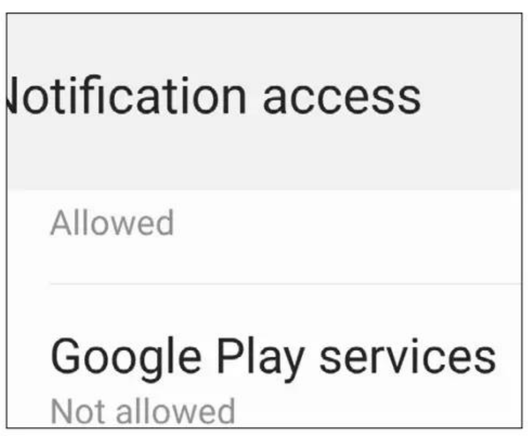
1: Desktop Notifications

In the Chrome Web Store, search for Pushbullet; add it to Chrome. Search Google Play for the same, installing it onto your device.



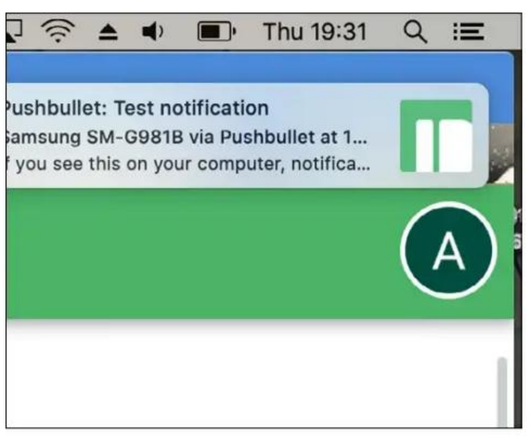
2: The Android app

Once the app has download the onto your devices, sign into your Google Account. Go to the Devices tab to see if both are synced.



3: Notification settings

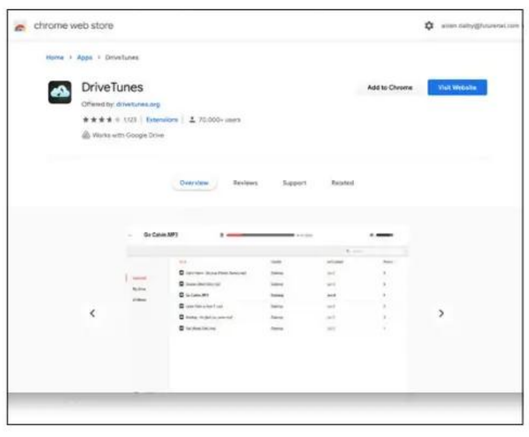
On your smartphone, you will see a pop up asking you to give the Pushbullet app permission to access your notification settings.



4: Test Notification

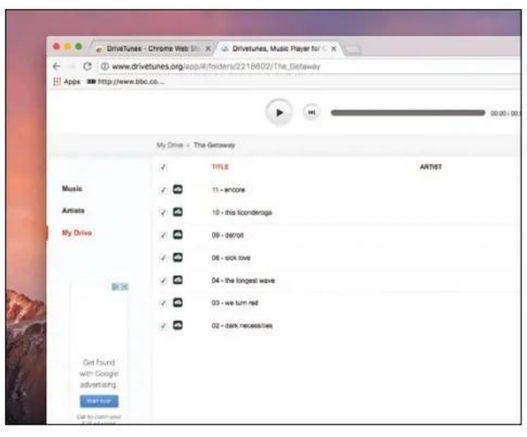
Under the 'Mirroring' tab, tap 'Send Test Notification.' The notification should appear on your desktop, as will future notifications.

Chrome | Play music through DriveTunes



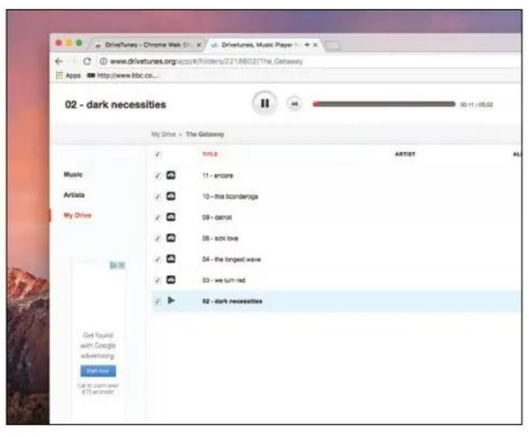
1: Add DriveTunes

Visit the Chrome Web Store, search for DriveTunes, open it and add the extension to Chrome. It will be added to the Chrome splash screen.



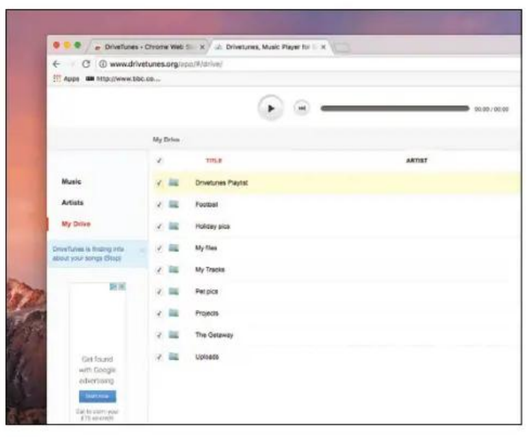
2: Running DriveTunes

Open DriveTunes from the splash screen, or visit **www.drivetunes.org**. All audio files from your Drive folders will be added to DriveTunes.



3: Playing your music

Use the search function to locate audio files, set up shuffle or repeat functionality and browse your new catalogue, all within DriveTunes.



4: Playlists in Drive

Open Drive, create a folder and add some songs to it. When you open DriveTunes, that folder will appear featuring those selected songs.

Work with tags in Feedly

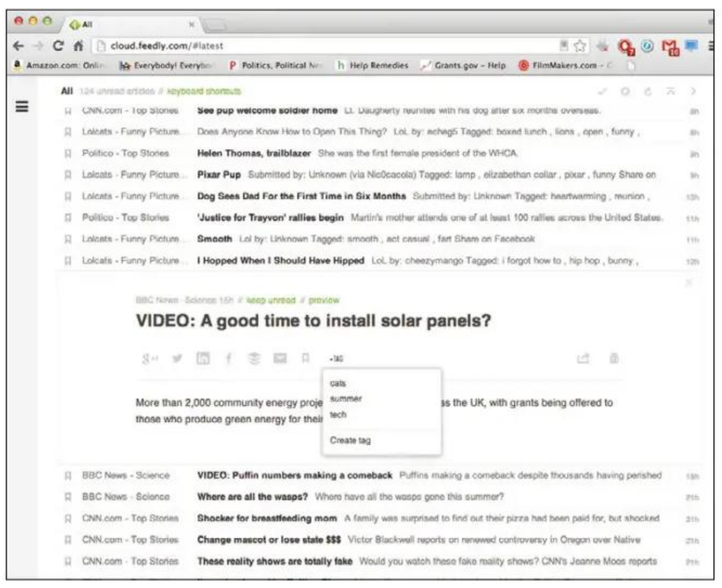
Create an article library in Feedly with tags

Since the discontinuation of Google Reader, Feedly is going to be your new home for all your favourite site and news feeds, compiling the articles you want to read into one tidy space.

Feedly comes with a fantastic categorising system, which allows you to set up news feeds under specific categories. The only downside of this category system is once you have read an article and want to save it, you can only save it to a single archiving folder, which cannot be categorised or ordered. However, what you can do instead is categorise articles by tags. A tag is a singular descriptive word which is somehow relevant to the content of an article. Tags are present in almost any kind of news article or blog post. They help categorise an article and give it better reach to the kind of people who are searching for tags specific to that article.

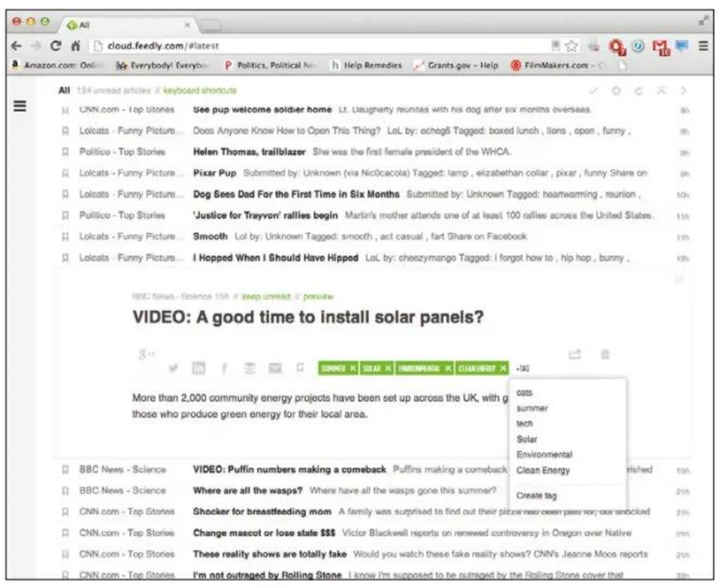
With the Feedly tagging system, you can now add as many tags as you like to an article. Each tag will then become its own category, which you can access through Feedly, creating an incredible vast and specific library of articles that can be accessed in an instance by selecting a tag.

Feedly | Organise archived articles with tags



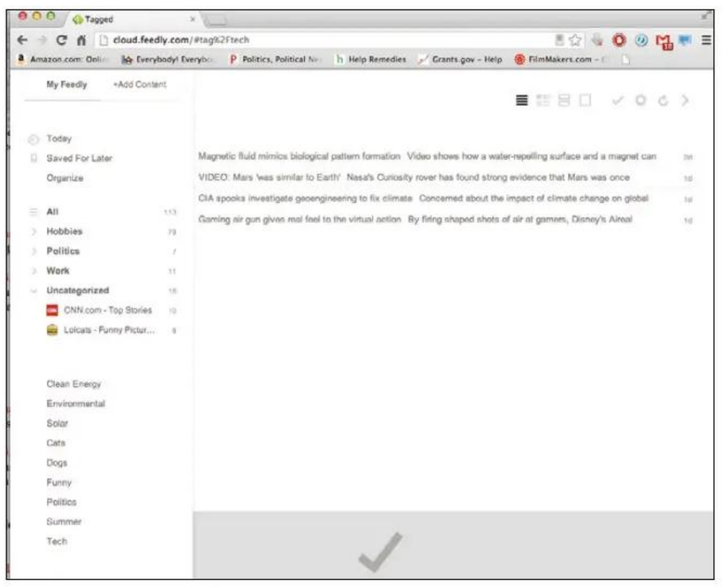
1: Access tagging options in Feedly

Opening your primary Feedly news feed, click on any article. Then a preview of the article will be shown with a selection of sharing options. Click the '+ Tag' icon to access your tagging options.



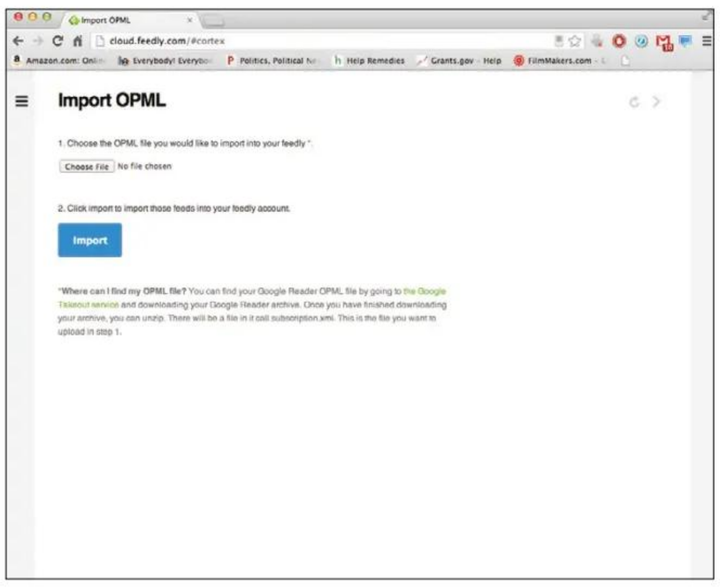
2: Adding tags

From the drop-down menu you can tag an article with pre-existing tags or create a new one. Added tags will appear in green below the article. You can add as many tags as you like.



3: Feedly tag categorisation

Click the menu icon to the top right of the page. Below your Feed categories will be a list of your created tags. Click one to access all articles that have been assigned that tag.

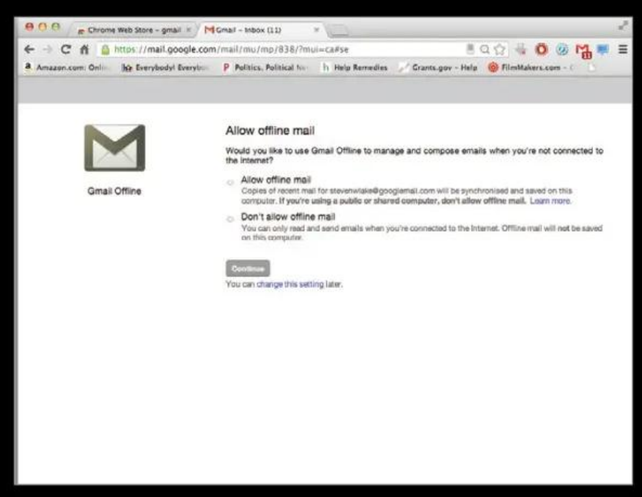


4: Importing tags

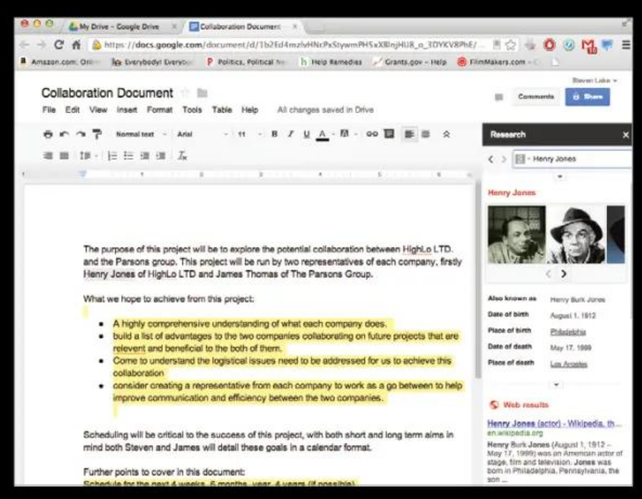
If you were a user of Google Reader, you can import your old tags (if you were using a tagging system) when you import an OMPL file. This is covered in our Feedly tutorial later in the book.

Harnessing the power of the Omnibox

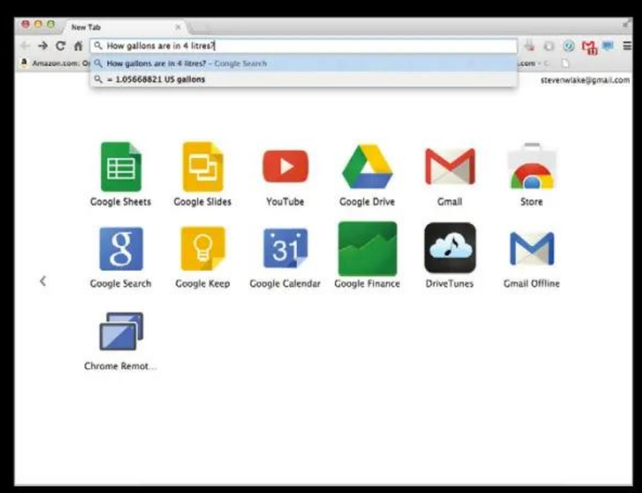
Using Omnibox, Chrome's intuitive address bar



1 Omnibox can do much more than access websites. If you don't know the name of the site you're after, type in some relevant keywords and let Google find it.



2 You can do equations in Omnibox, using the +, –, * (multiply) and / (divide) icons. Type in an equation for an instant result, then continue with more operations.



3 It can do weight and measurement conversions too. Phrase the conversion in the form of a question using numerals; eg 'How many gallons are in 4 litres?'

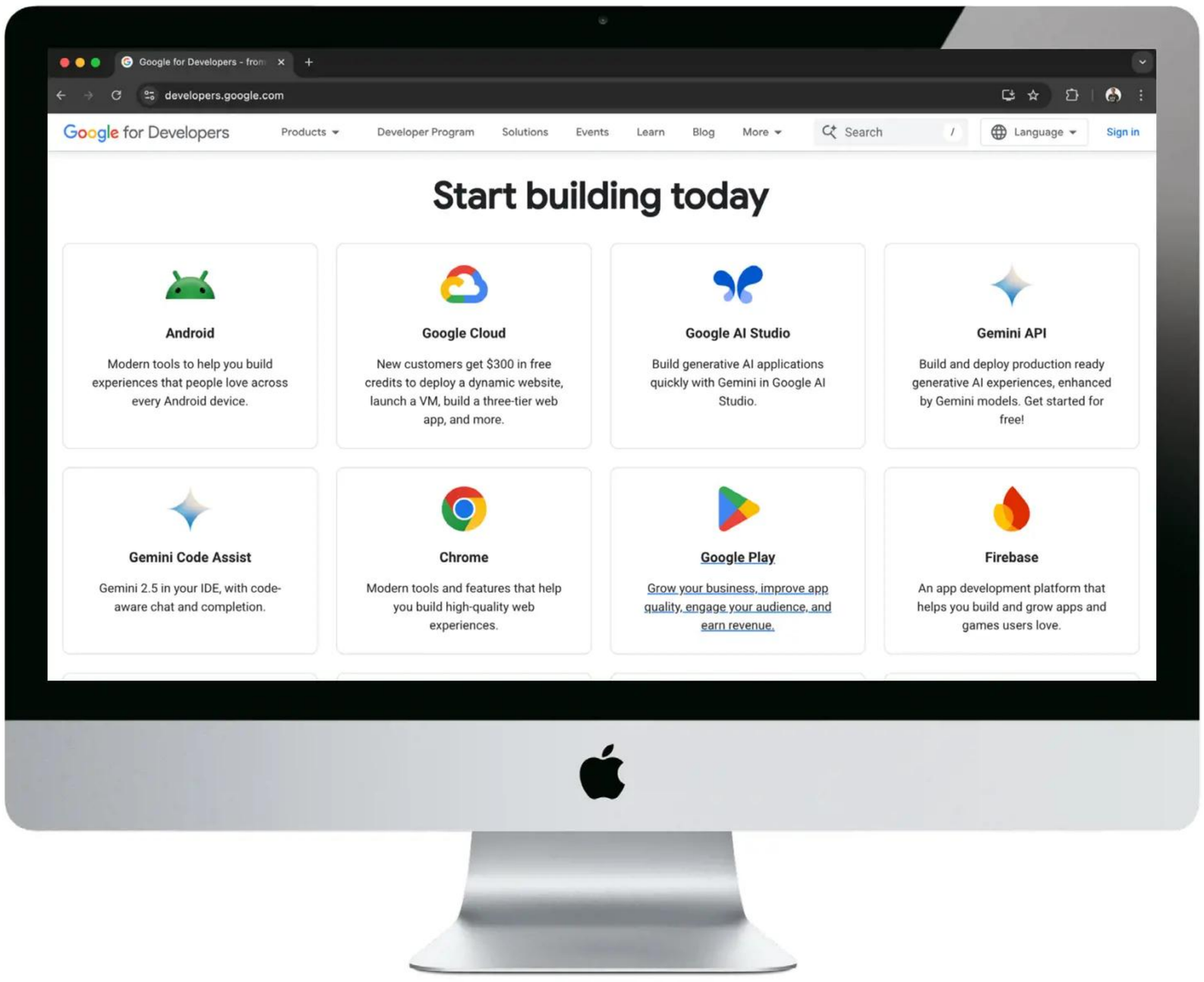
Websites

If you're running a website, Google has a lot more to offer you than simply sending visitors your way

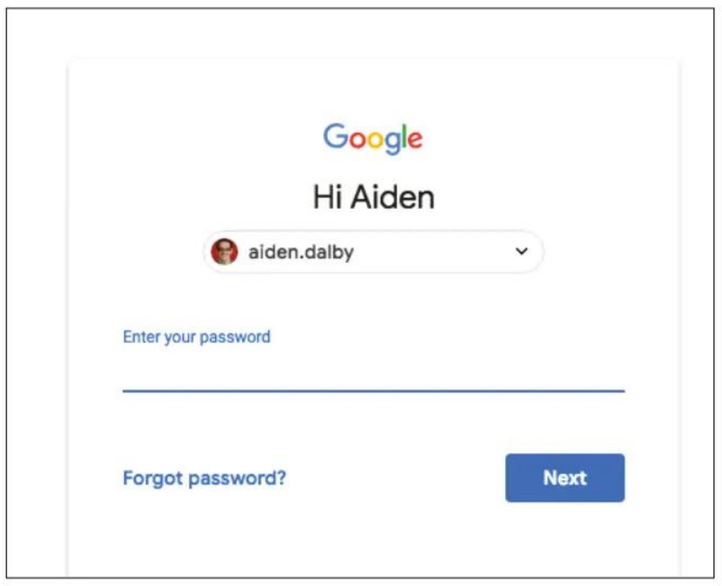
Google isn't just a search engine any more. Although search remains its core business, and the primary way that users interact with the software giant, behind the scenes there are a whole host of additional products and services offered by the company – many of which you'll probably encounter on a daily basis.

The most well known of these are YouTube and Google Maps, but there are many others that provide services to help you improve your website, and your users' experience. Google has also been acquiring services in recent years so that Blogger is now owned and operated by the firm, providing integration options that didn't previously exist. Not to mention that it produces one of the most popular web browsers: Chrome.

This section of the book provides you with a taste of some of these products and services, alongside a series of tips to help you get the most out of Google when it comes to running a website. We've got helpful tutorials on how you can set up a collaborative Google Hangout using Google+, use a high-quality selection of fonts on your pages, and optimise your website to achieve the best possible search engine results.

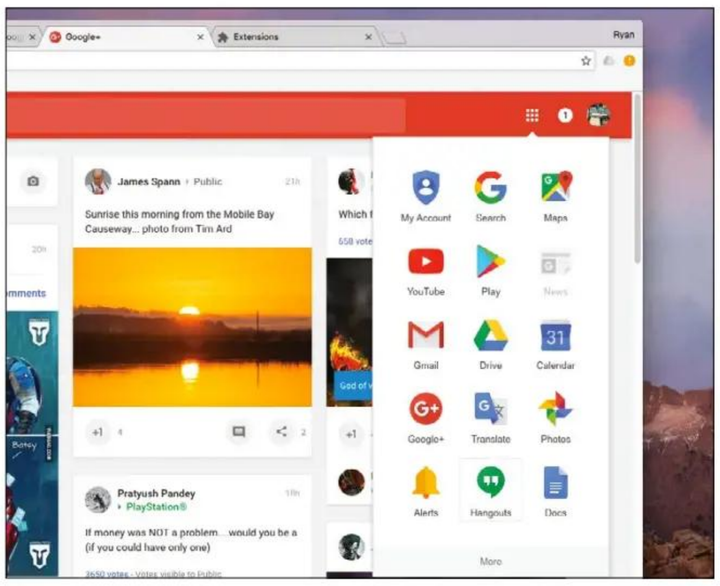


Hangouts | Host an online Hangout



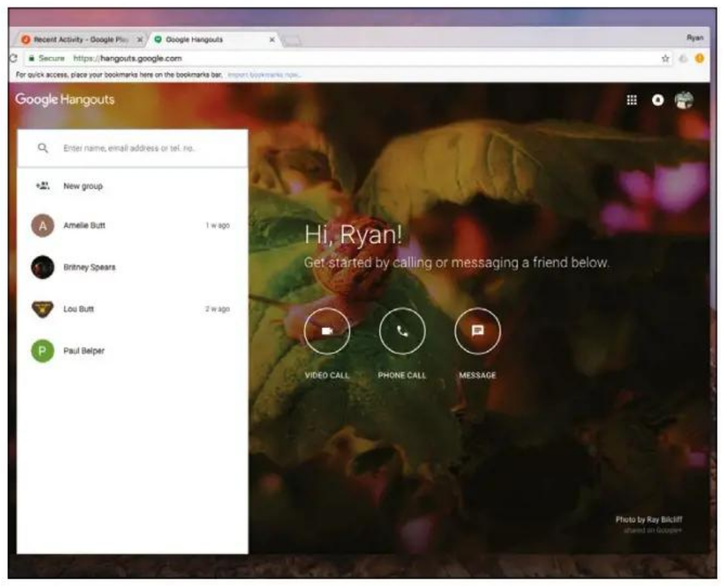
1: Sign in to Google account

In order to use Google Hangouts you'll need a Google account (which, as with all services provided by Google, can be the same one you use for Gmail, AdWords etc) and to be signed in.



2: Go to Hangouts

Click on the Google apps icon in the top-right corner the interface (the grid) and then select Hangouts from the menu. You can drag app icons within this space to reposition them.



3: Create a Hangout

Click on the 'New Hangout' button at the top of the Hangouts list to start a new one. You can select the people you'd like to invite from your contact list. Choose the format (video or text) and get going!

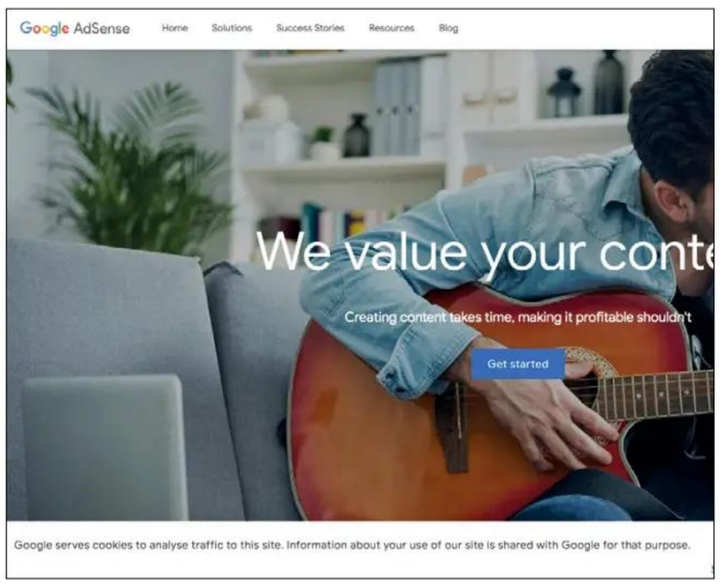
Make money with AdSense

Get your website earning by displaying text adverts

Google AdSense is arguably the most popular advertising service on the web. Working with Google's AdWords service, the system places adverts on websites across the globe in a simple text-based format that's non-intrusive to users, but allows webmasters to generate income when an ad is clicked. This isn't a licence to print money for website owners, and the amount of money raised will depend upon the type of advertisements and number of clicks, but there are other revenue-sharing options available that can help provide a small-but-steady income for popular websites.

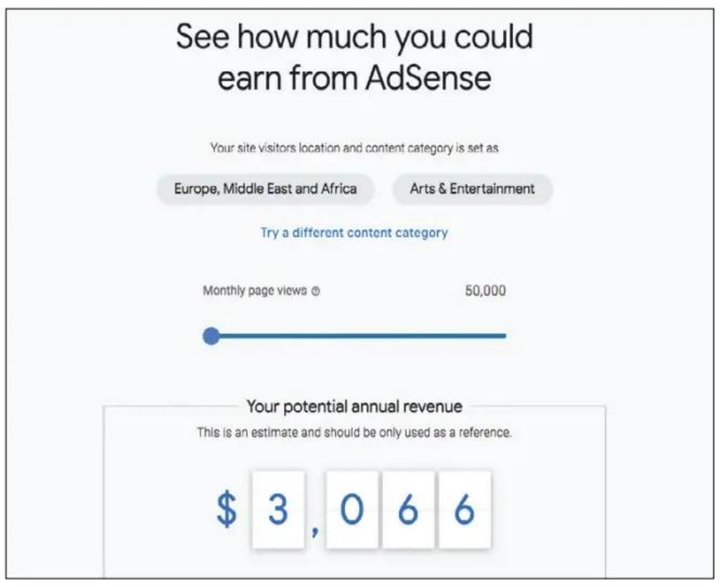
A webmaster's first instinct might be to reject the notion of showing adverts alongside their content, but the promise of some ad revenue, combined with the option to limit adverts to text-only, context-sensitive adverts makes the service popular. In this tutorial we'll show you how to set up your AdSense account ready to host your first set of adverts on your website. We're using the AdSense for Content service (there are also AdSense for Search, AdSense for domains and AdSense for Video), which allows you to choose the type of adverts you're willing to have.

AdSense | Set up your AdSense account



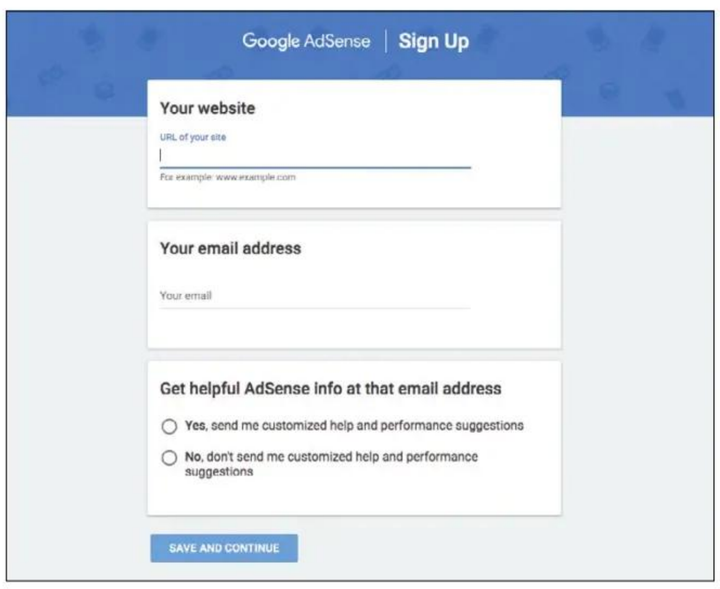
1: Sign in

Visit **www.google.com/adsense** to get started. You'll need a Google account, but your regular credentials won't automatically grant you access: you need to enrol in the AdSense programme.



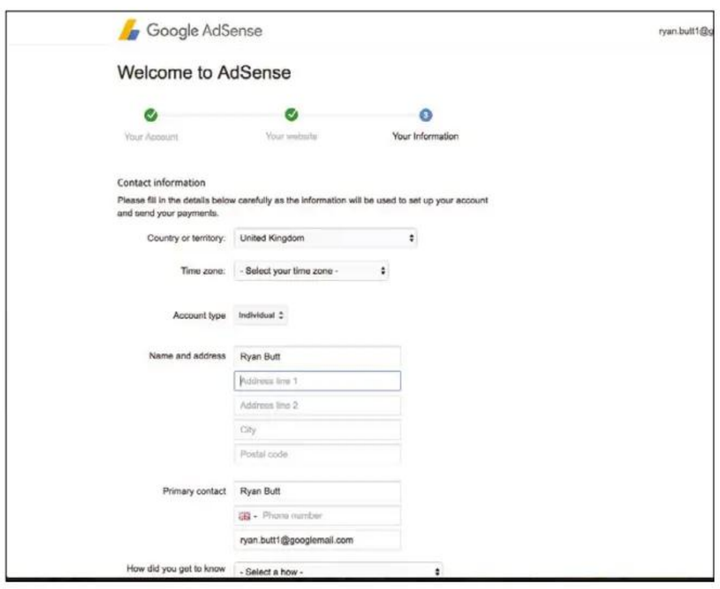
2: See the potential

Scroll down the page and there will be a section called 'Drive Revenue'. Enter your region, the type of website and average page views. Adsense will then calculate how much you could earn.



3: Provide details

One of the things Google wants to check is that your content is appropriate for its advertisers. Provide details of your domain (where you intend to show adverts) and an email address.

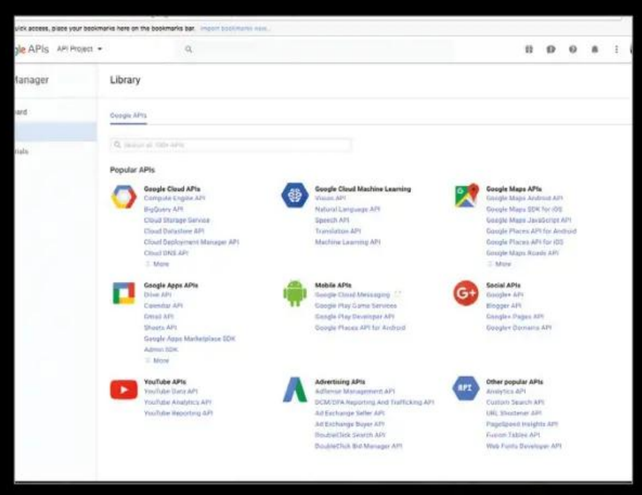


4: Personal details

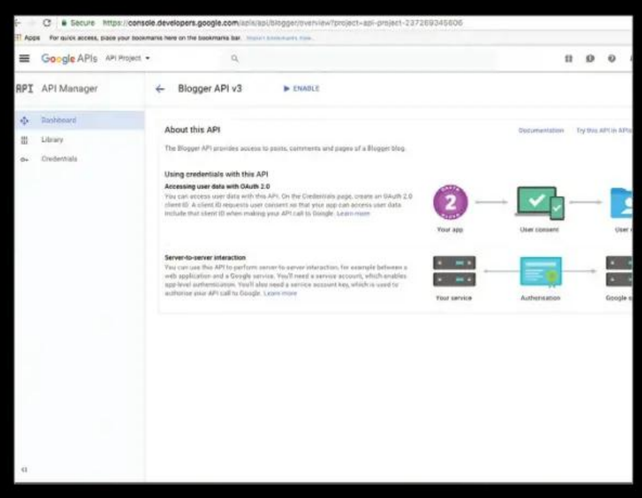
To receive your advert income you'll need to have a physical address and bank details. Complete the form and submit your application. Once approved, you're ready to start earning from your website!

Getting the most out of Google's APIs

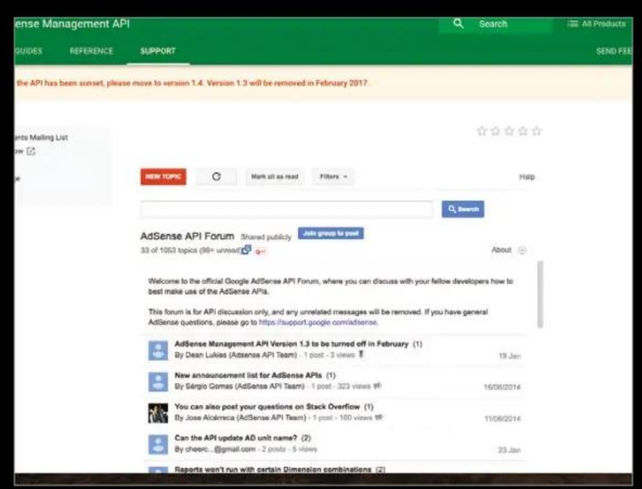
Google offers a host of APIs to access its services



1 The Maps API has various elements such as Places, Coordinates and GeoLocation (the latter is a paid-for API that charges per request). Only use what you need.



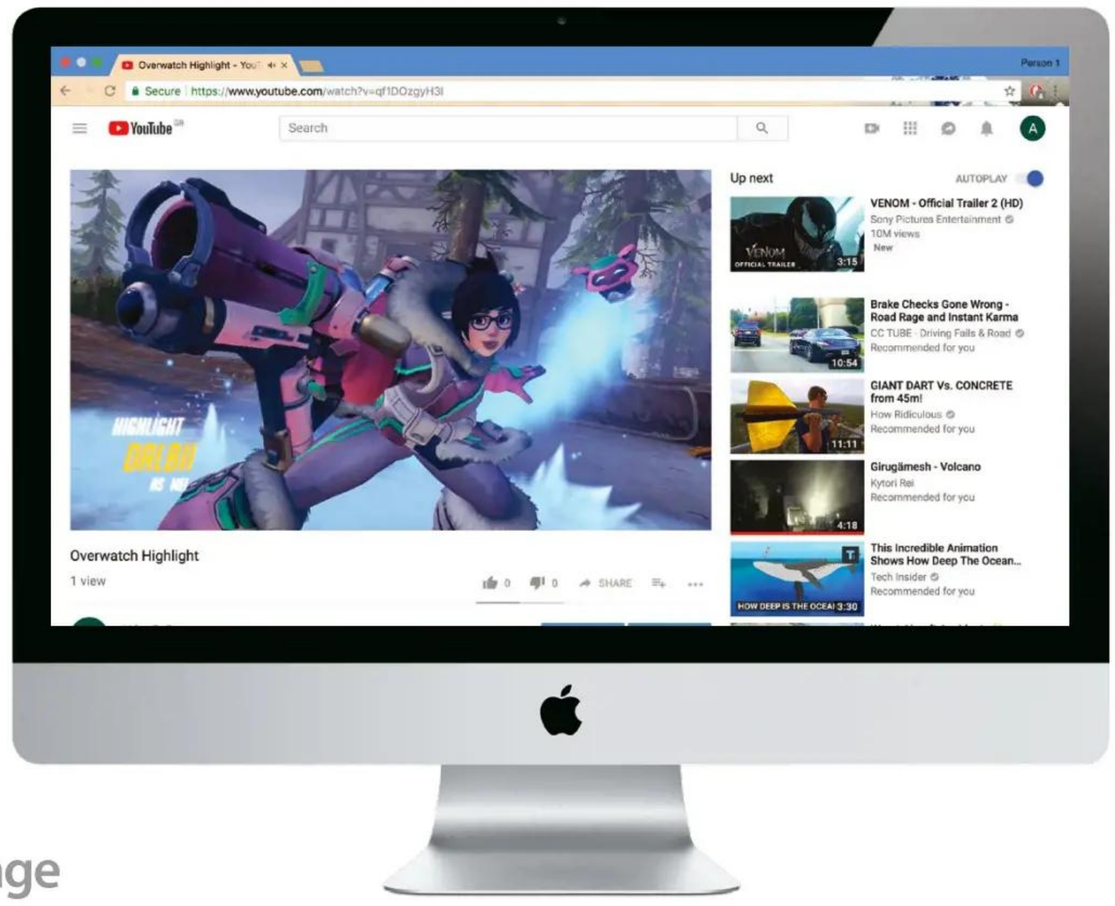
2 Each API has extensive documentation. It's well worth studying this in detail when you first use a new API, as you may save yourself headaches in the long run.



3 Google has a dedicated Google Groups forum for many of its APIs, such as the AdSense one. If you need help or advice, this is the best place to start.

Embed a YouTube video on your site

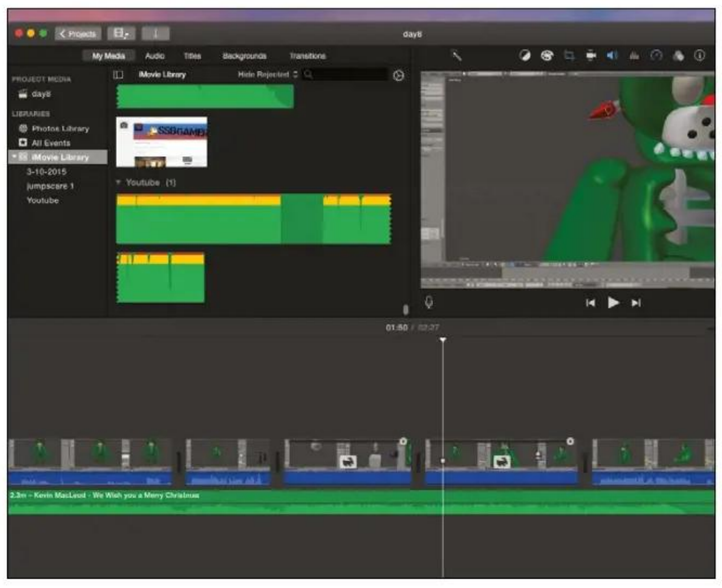
Upload your content and share it via your site



Over the past few years there's been an explosion of video content on the web as broadband speeds have improved and smartphones have put decent video cameras in the hands of everyone. YouTube, bought by Google in 2006, is the world's most popular video sharing platform, hosting millions of videos ranging from funny you've-been-framed clips to video blogs.

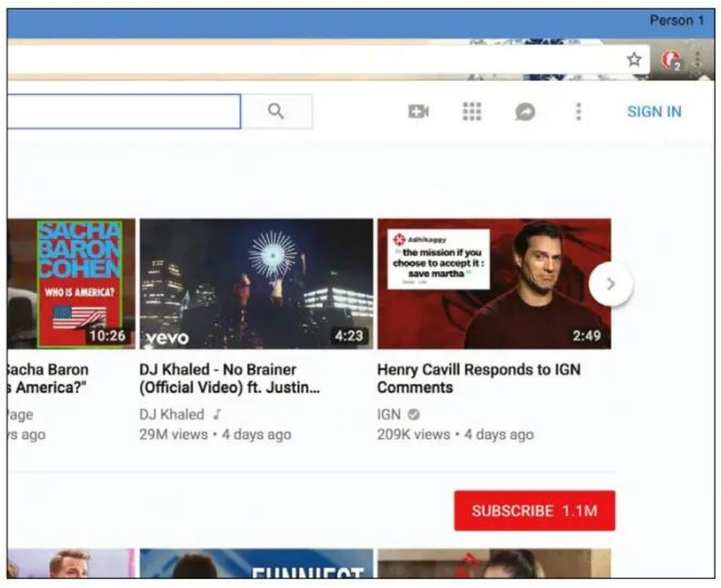
Video is an incredibly engaging way to interact with your website visitors. In this tutorial we'll show you how to upload a video to YouTube and embed it directly on your website, allowing you to leverage your content without having to worry about how to host and deliver video effectively.

YouTube | Upload a video and embed it in a page



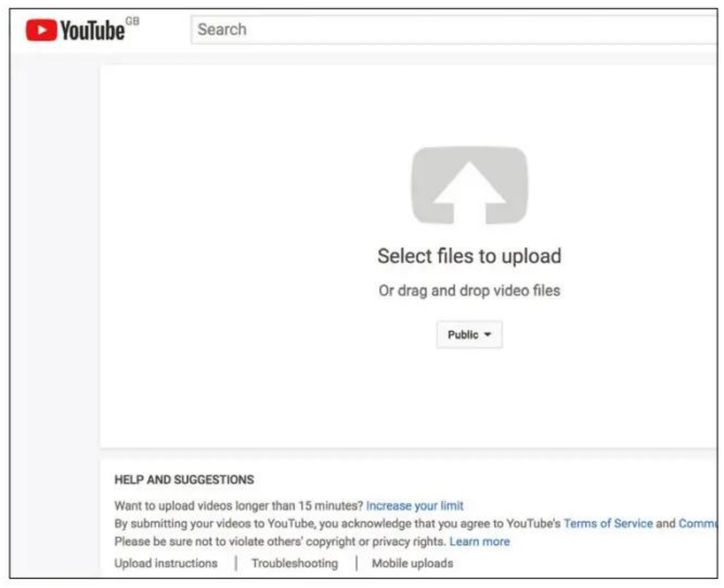
1: Create your video

Keep your video under ten minutes long (the starting limit for YouTube video until you're an established content provider) and have encoded it in a web-friendly format such as H.264.



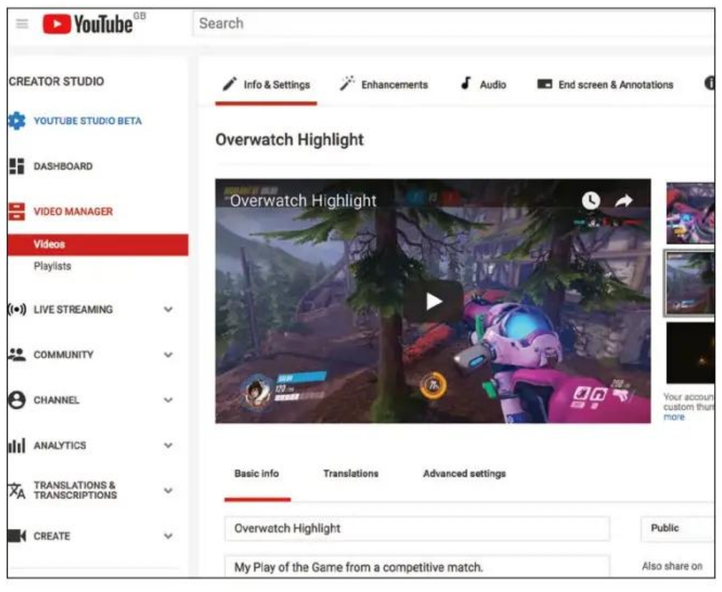
2: Sign into YouTube

Sign in using either your Google account or an old YouTube one (in which case Google may prompt you to join your accounts). Once logged in, click on the Upload link at the top of the page.



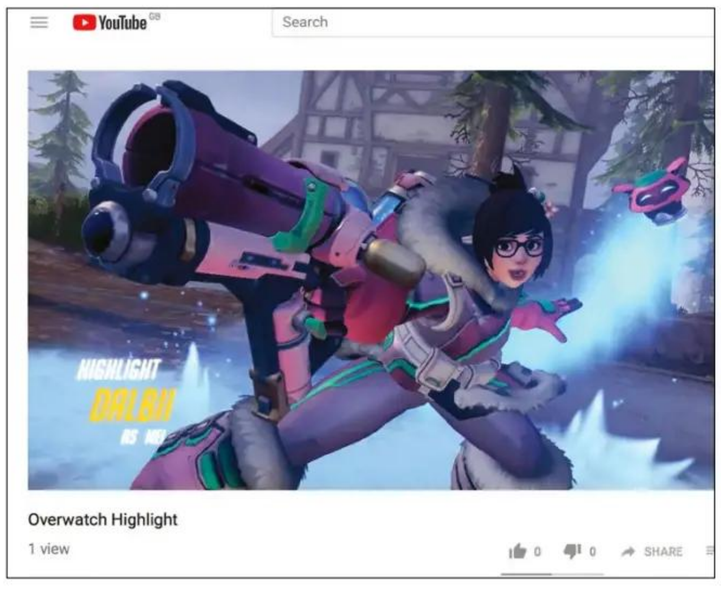
3: Upload

Upload your video using the YouTube uploader. As it's uploading, you can assign characteristics to the video, including your choice of still poster image to represent it before the play button is pressed.



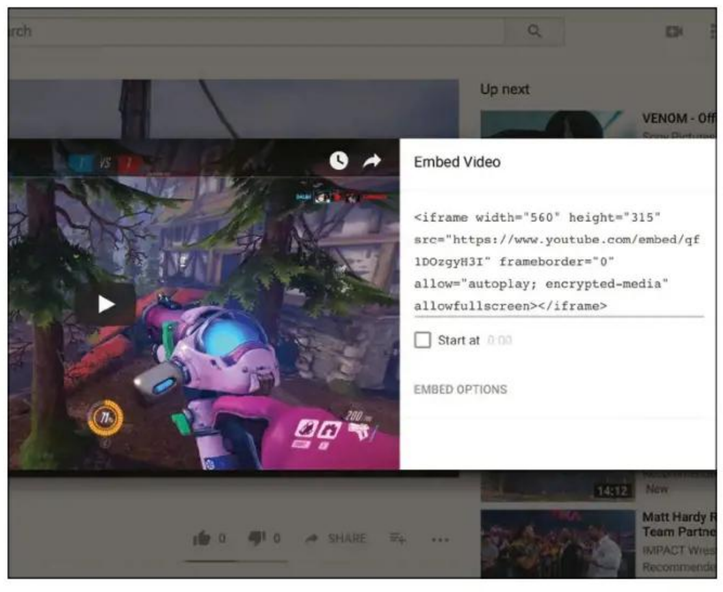
4: Tag and describe

This is important if you want users to find your video on YouTube itself, but less so if you're primarily interested in showing it on your website. At least make sure you've given the video a title.



5: Preview

Preview your video on YouTube to ensure it plays correctly and hasn't developed any artefacts during encoding. Note that YouTube will re-encode your video if it's not in the service's preferred format.



6: Embed the video

To embed a YouTube video, click on the 'Share' option when viewing the video. Select the 'embed' option then copy and paste the code into your site's source code.

Manage sites with Google Search Console

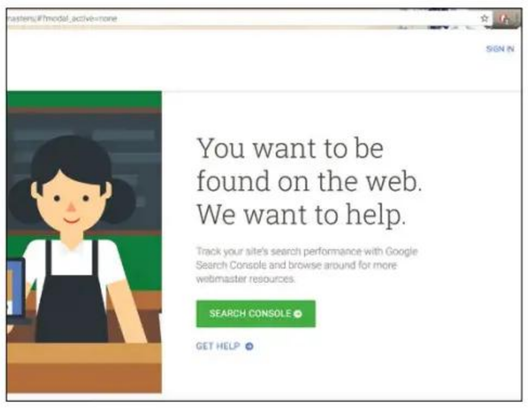
Tell Google about your website by using the Search Console

Google's Search Console offers a series of useful services for web developers and site owners to help manage search engine results, optimise websites and identify any issues. At its core, Search Console is a simple method for alerting Google to your website and any changes that have happened.

You can do this by uploading an XML sitemap – a simple text-based document that allows you to let Google know which documents/pages exist on your website, when they were last altered, and the relative importance of each.

This is used by Google's search spiders to help index your website ready for search results, but is a useful way of prioritising particular pages. You'll also get a suite of reporting options that allow you to examine which keywords your site is performing well for, see who's linking to your site and identify any issues with your content. In this tutorial we'll show you how to set up Search Engine for your website.

Search Console | Add your site to manage its data on Google



1: Sign up or sign in

To use Search Console you'll need to log in using your existing account (or sign up for one). Start by visiting **www.google.com/webmasters** and clicking on the Sign In To Webmaster Tools button. If you don't already have an account, you'll be able to create one at this point.



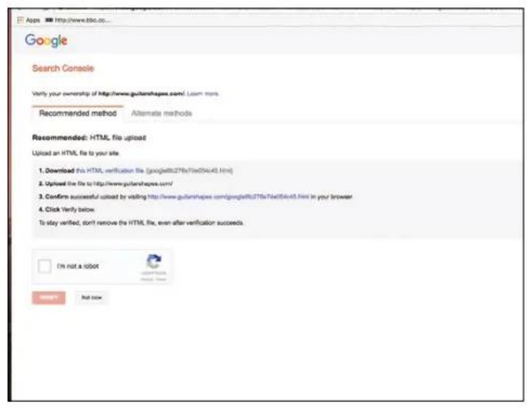
2: Site view

Once signed in, you'll see a list of any websites you've previously added to Webmaster Tools. We're going to add a new site to the service, so click the 'Add a Site' button on the right-hand side of the page, but remember this view – you'll want to return to it when you're all set up!



3: Enter the domain

Adding a site is simple. Just enter its web address and Google will pick up all the details automatically. Note that if you have multiple domains pointing to the same site (for instance, yourdomain.com and yourdomain.co.uk), there's no need to repeat this process for each one.

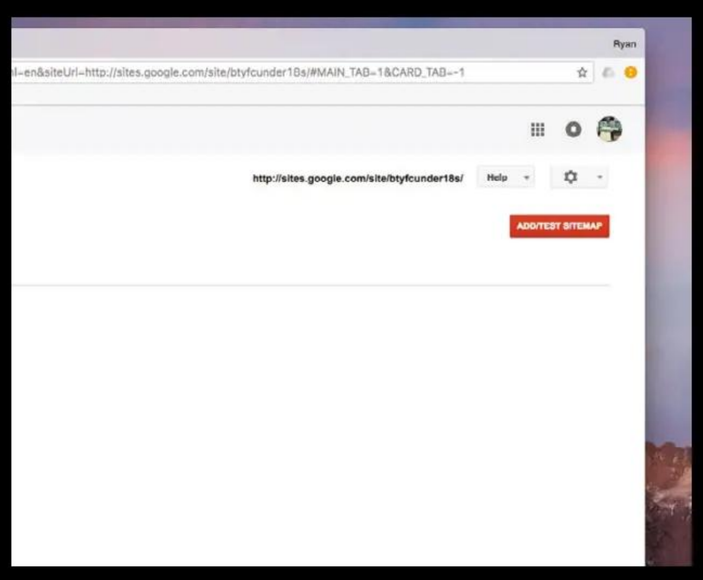


4: Verify your site

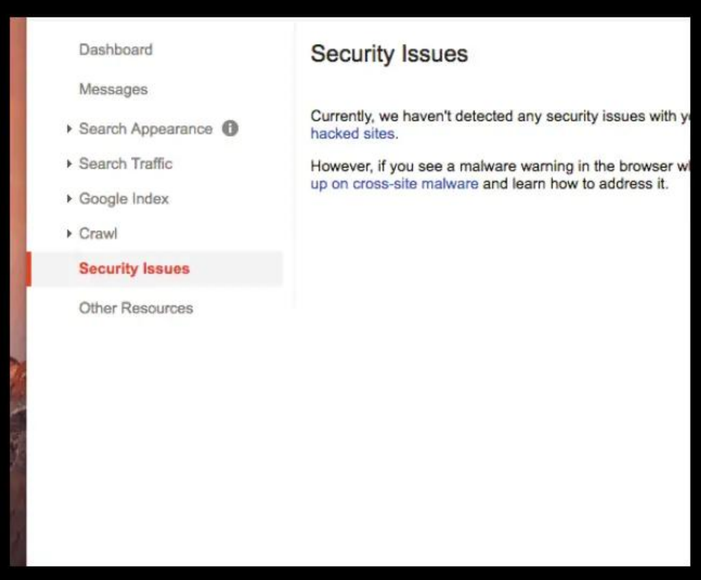
Google requires that you verify your ability to manage the website. There are several ways to do this, but the most common two are to either upload a specific HTML file that Google provides, or to add a meta tag to your site code. Complete verification and you're all set up!

Optimising sites with Search Console

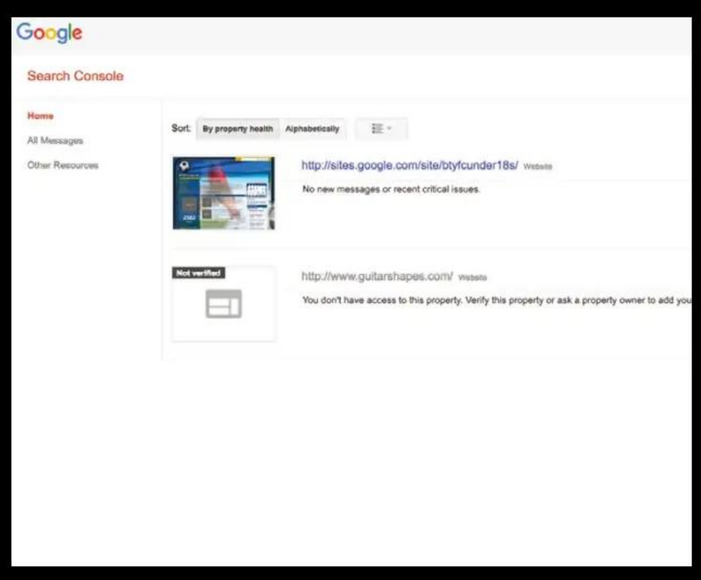
Get the most from Search Console with these tips



1 When you change the structure of your site, you can let Google know by uploading a new XML sitemap. This enables the search engine spider to revisit your site and capture the new information.



2 When you're signed up to Search Console, Google will alert you to any issues with your website, such as hacking attacks, and give you the opportunity to resolve the problem before it affects your listings.



3 The very best way to ensure your website performs well in Google (and other search engines) is to make your site unique; your content should be your own, and not copy another website.

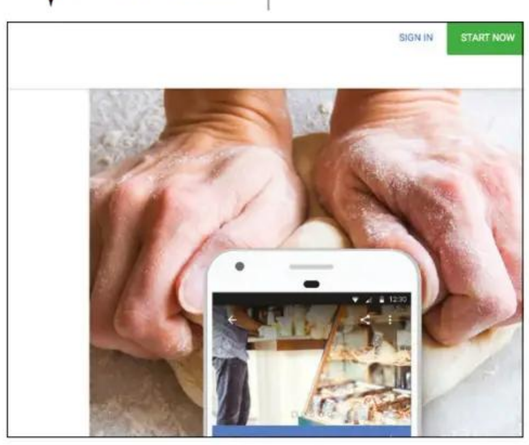
Add a Google Places listing for your site

A Places listing helps customers find your business

Google Places is a useful way to list your business in Google so that when a user runs a search that includes geographical terms, the results can be tailored for the locality. As well as improving the end-user experience, it provides webmasters with the opportunity to further promote their business with a set of additional information that wouldn't normally appear in standard search engine results. This can bring big rewards in customer acquisition. You can also choose to advertise using AdWords on a set of geographical criteria, allowing users to see locally relevant adverts alongside search engine results. In this tutorial we'll show you how to created a Google Places listing for your business and upload info to help potential customers locate and identify your business.

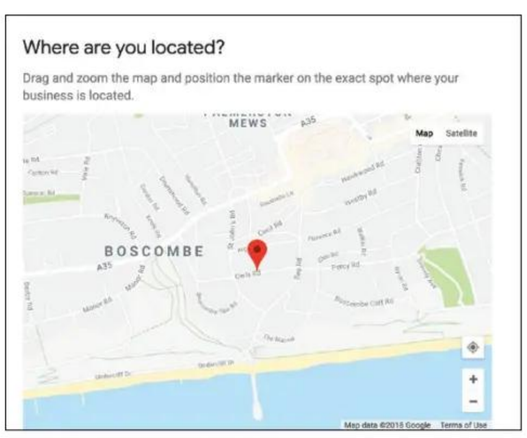


Places | Add a Places listing for your business



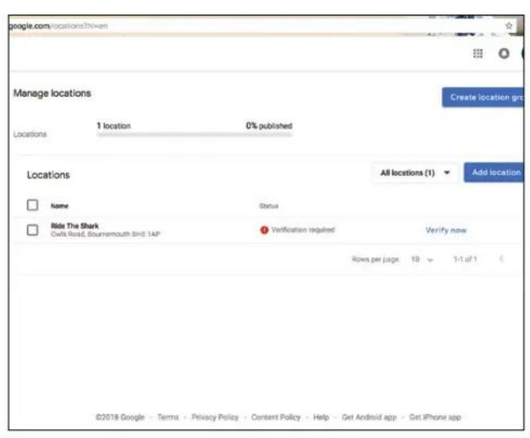
1: Browse places

Start by pointing your web browser towards **www.google.com/places**, where you can find out more about the service and also sign up.



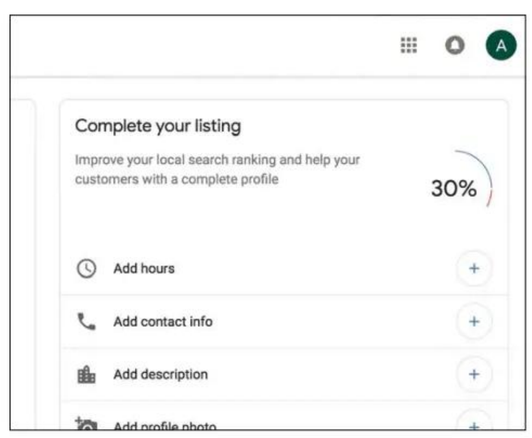
2: Sign in

Sign into your Google account, or create a new one for your business (useful if you're going to be sharing access with other employees).



3: Your places

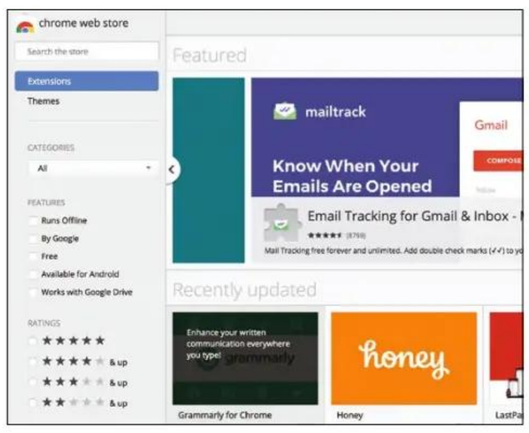
Google will show you all your current Places listings. Click on 'Add business' (or 'Add another business') to create your new listing.



4: Complete the info

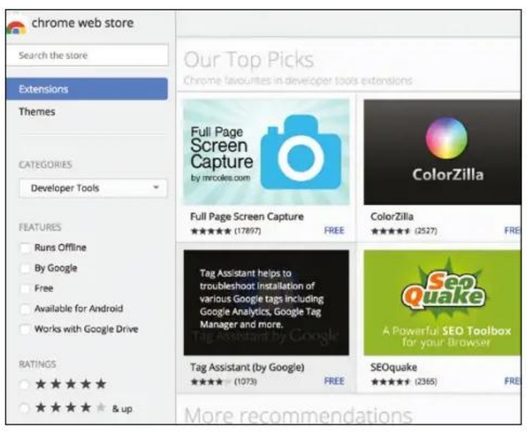
This is a long form, with the option to add business details, photos, opening hours and videos. Complete all relevant fields, then submit!

Chrome | Extend Chrome for use as a development tool



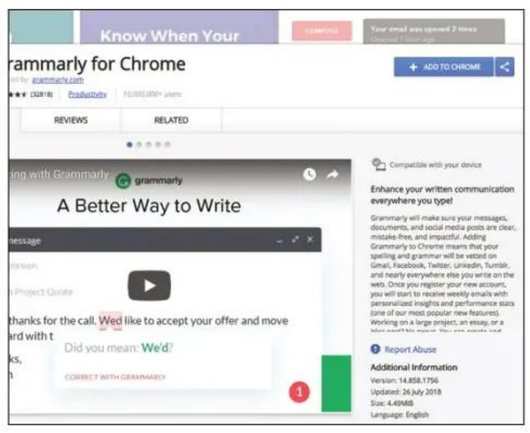
1: Find extensions

Go to **chrome.google.com/webstore/** for a useful library of extensions to choose from. Use the Extensions section to find plug-ins.



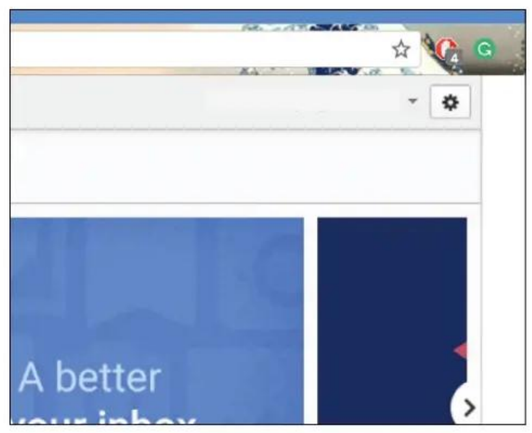
2: Go to developer

The developer category within the Extensions section contains all the web developer tools, including some handy ones from Google itself.



3: Install at will

To install an extension, just click '+Add to Chrome'. You can disable and uninstall plug-ins by returning to the **chrome://extensions** page.



4: Find your extension

After you've installed an extension, its icon will appear in the top-right corner of the screen. Click on this to go into its settings.

Add Photo to a site

Share your pictures stored in Photos directly on your website

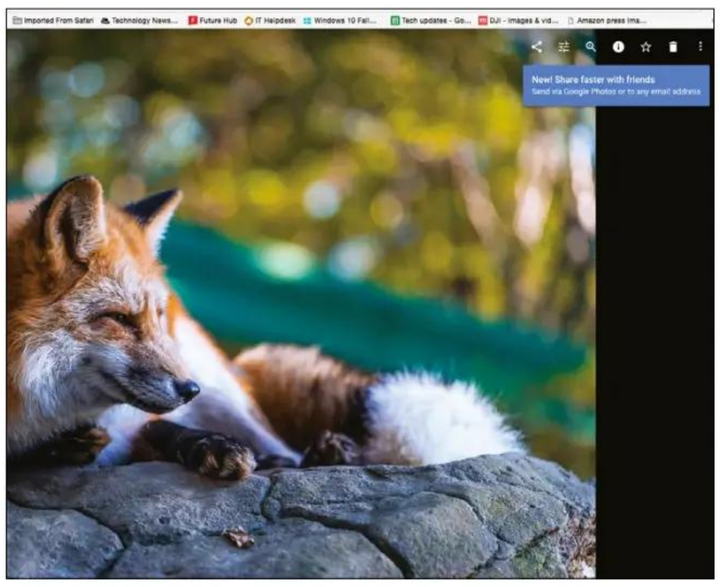
Google's Photos, which has replaced the old Picasa service, is a great desktop application and cloud-based storage solution for all your photos.

Google Photos is a handy service that lets you back up all of your digital photos to the cloud and there are no storage restrictions, which means you can upload images as well as videos.

The service also provides the means to edit photos (including adding special effects), and find images quickly and easily by searching for people or things within the images. Any of you images can be shored with someone else using a simple link, but unfortunately Google Photos doesn't offer the option to embed existing images into a website once it has already been uploaded to Google Photos. However, there is a simple work-around courtesy of the CTRLQ.org website. Unfortunately, embedding entire albums into a website – which we used to be able to do with the now defunct Picasa service – isn't possible at present, but we're sure that this is something that will be rectified soon.

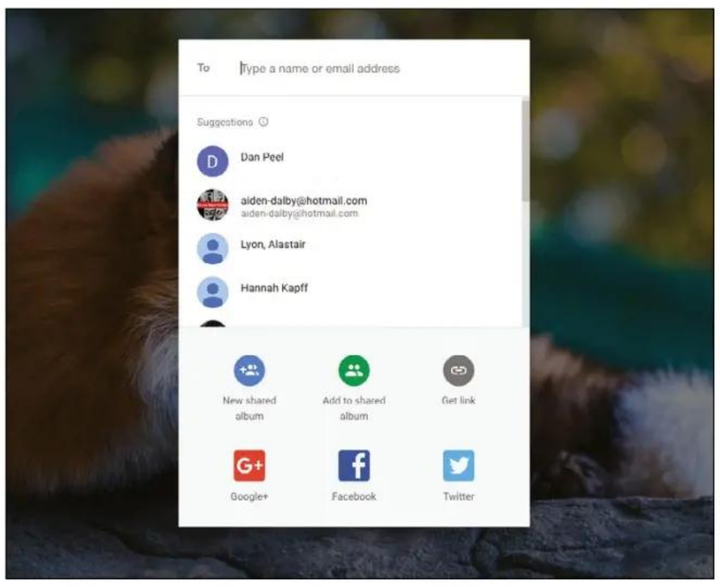
For now though, here we'll guide you through the process of embedding images.

Photos | Create and share a photo online



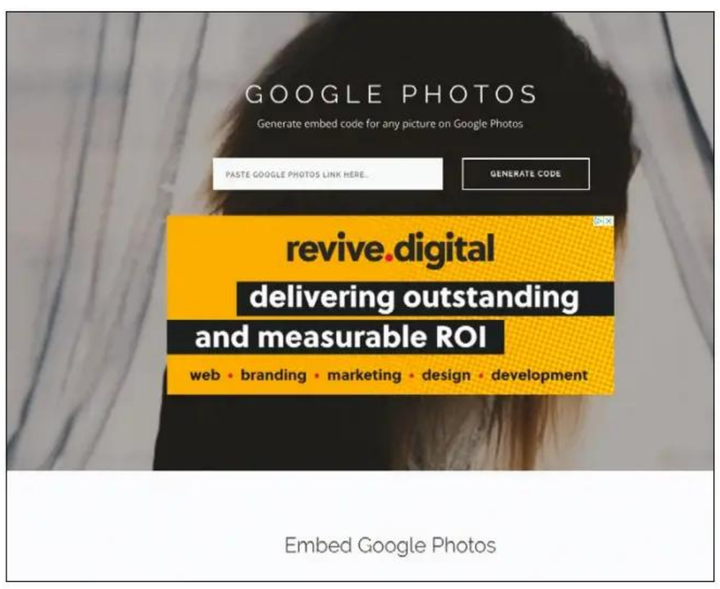
1: Locate an image

Go to **google.com** and then click on the grid icon in the top-right corner and select the Google Photos web application. Open any image that you would like to embed in your website.



2: Click to share

Click on the share (molecular) icon in the top-right corner of the image viewer and then choose the 'Get Link' option to generate a shareable link for that particular image.



3: Copy the link

Now simply go to **ctrlq.org/google/photos/** and paste the link into the space provided. It will instantly generate the embed code for that picture for your to use on your site.

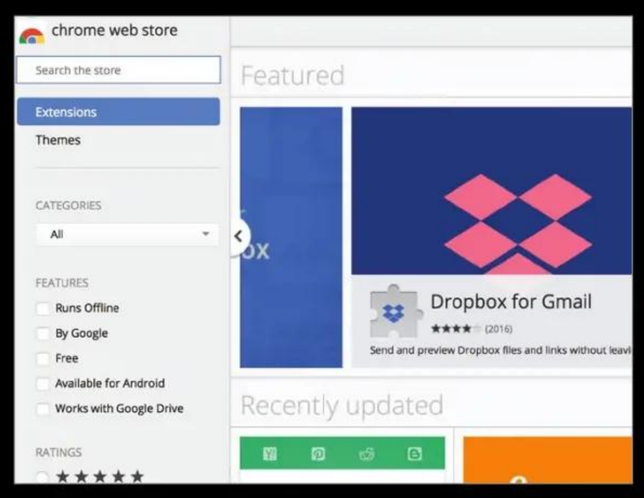


4: Add the embed code

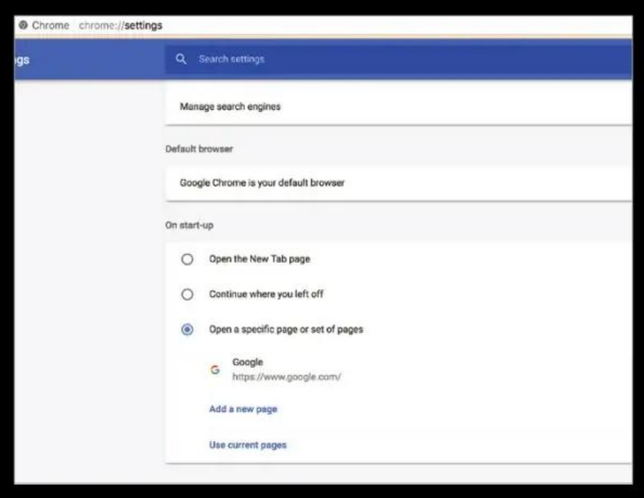
Finally, open your website template and paste the generated embed code then save. The image will now serve directly from your Google Photos account to your website.

Tuning Google Chrome to work more effectively

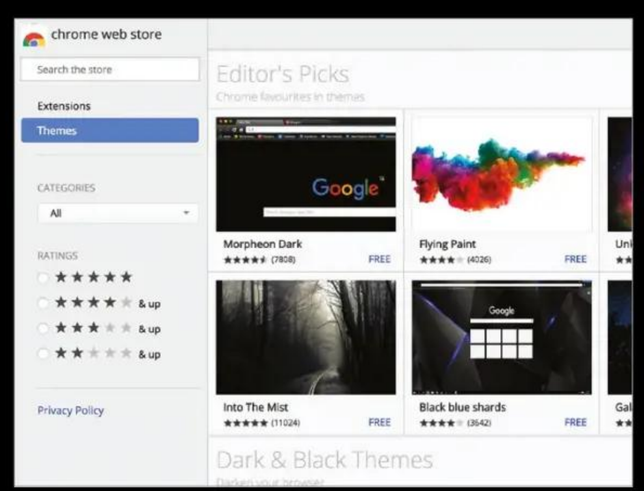
Configure Chrome to work better for you



1 To keep Chrome at its best, ensure you regularly check your extensions are up to date and remove any you no longer need. Go to **chrome://extensions** to do so.



2 Go to **chrome://settings** to control basic settings. For instance, you can set the homepage and whether Chrome will remember the last page(s) when reopened.



3 You can change the look of Google Chrome by going into the 'Theme' section of the Chrome Web Store. The majority of these are free too!

Manage your Google Account

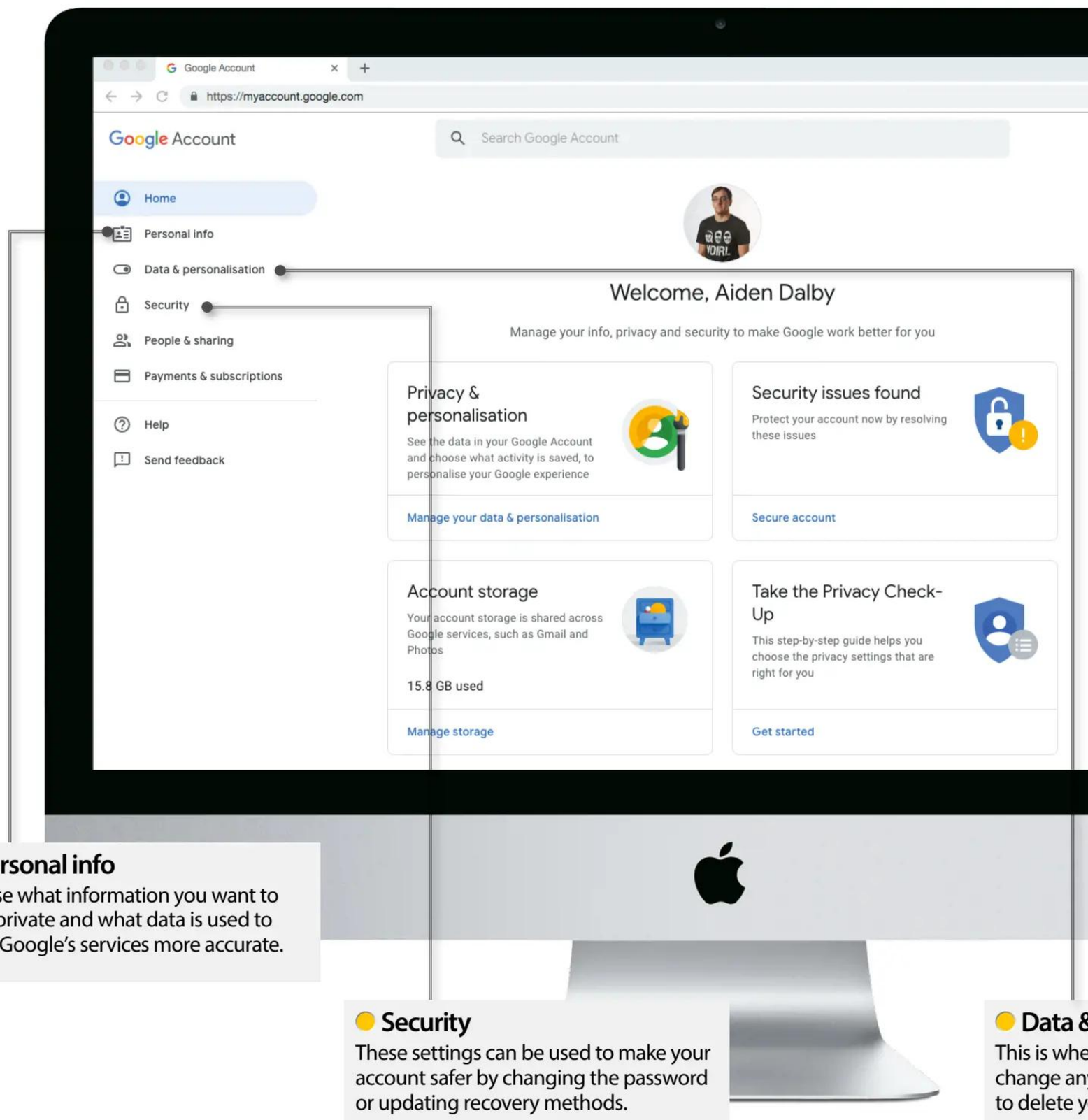
The Google Account screen allows you to access every part of Google from one place

Google offers an email service, video streaming site, cloud storage, online shopping centre and more, all from one account. As there are so many different things you can control across your account, navigating the menus may seem daunting. Fortunately, Google's navigation bar helps make things much easier.

You can access this account hub on any Google website by clicking on the profile picture in the top-right corner of the page and selecting 'My Account'. From here you will have access to all the settings and options for Google's services, such as privacy settings, sign-in options and personal information. We suggest going to Account preferences first and selecting your preferred language. This is also where you will go if you wish to delete your account completely, and erase all of the data associated with it in the process.

During your time using a Google account, certain things will be tracked, such as the websites you visit, what you search for and what devices you access the account from. This is all so Google can tailor its advertising and search results, though this tracking can be changed or turned off if you'd prefer.

In the following pages we will take you through all the account settings in greater detail so you will know your account inside out.



Google apps
This icon will bring up shortcuts to other parts of your Google account such as Calendar, Photos or Gmail.

Access your account
To access your account page simply click on your profile picture in the top-right corner and select 'My Account'.

Personal info
Choose what information you want to keep private and what data is used to make Google's services more accurate.

Security
These settings can be used to make your account safer by changing the password or updating recovery methods.

Data & personalisation
This is where you will need to go to change any of your account's settings or to delete your account.

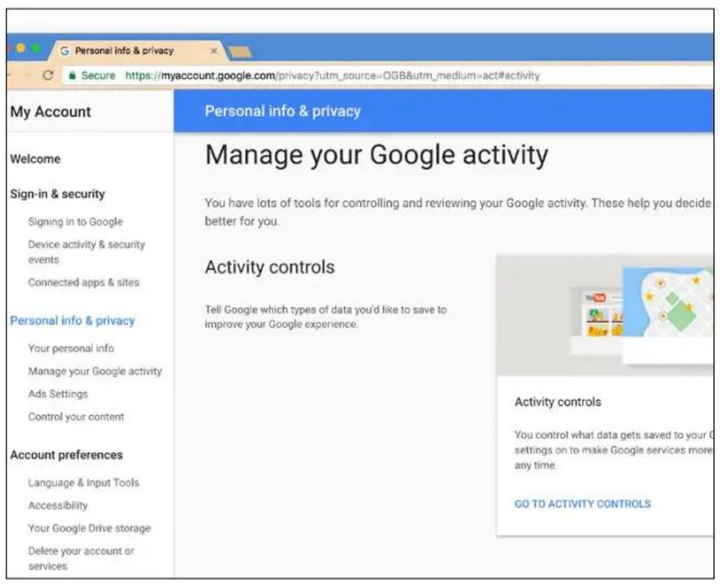
View your Google activity and navigate menus

See your account history and manage what Google tracks

Going to 'My Activity' allows you to see a summary of all of your account's activity across all of Google's Services. You can filter these by date or by service (Chrome, Android, YouTube etc.) and see when your account was used and on what device. This can be helpful if you want to know if anyone else is using your account.

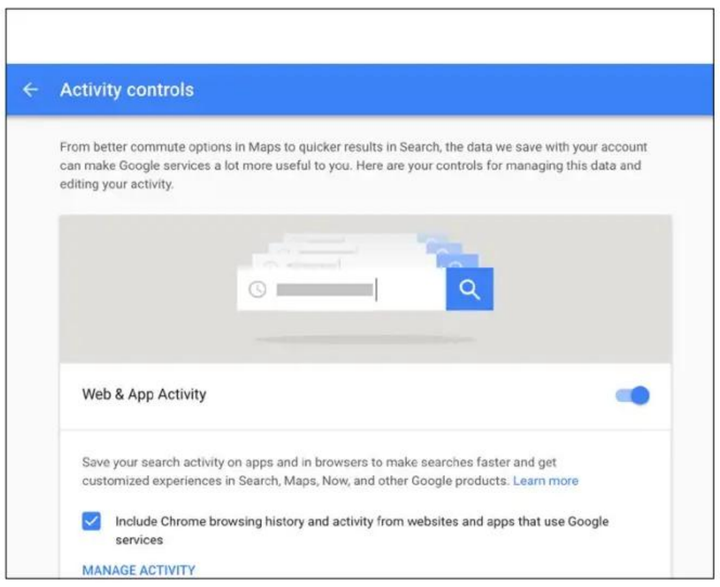
If there are certain things you don't want Google to track, such as your location, then go to Activity controls on the left-hand bar of your activity page. Here you can choose what data Google saves. All of your account activity is kept private and can be deleted at any point. Each day will have its own summary of what you used and when, and if you select the three-dot icon you can delete it. In this tutorial we will show you how to view your account activity, navigate the menus, and choose which data you want Google to track.

Accounts | Control your account's activity



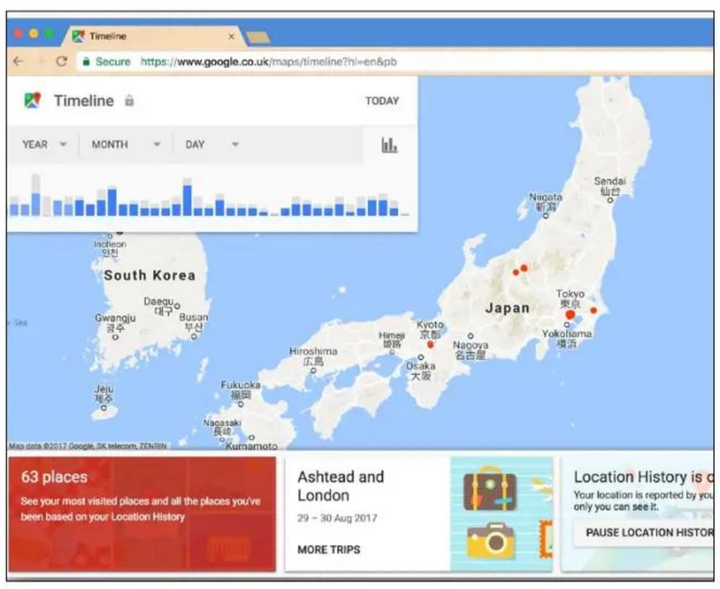
1: Go to Activity

From the main account page click on 'Manage your Google activity.' Do not be confused with the other option of 'Device activity & security events'.



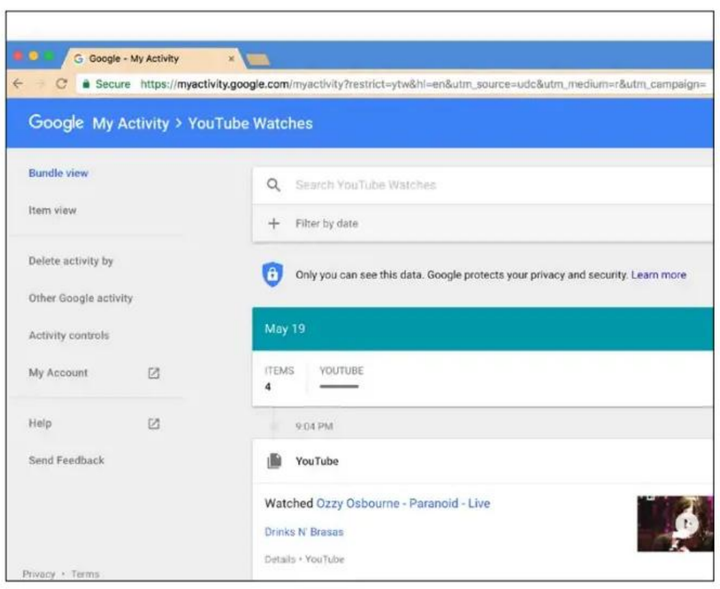
2: Activity controls

Click on 'Go to Activity Controls' and you will be taken to a new set of options, where you can turn off certain features or go into more detail.



3: Location Activity

Scroll down to 'Location History' and you can turn this off. Click on 'Manage Activity' and you can see where you have been with your signed-in devices.

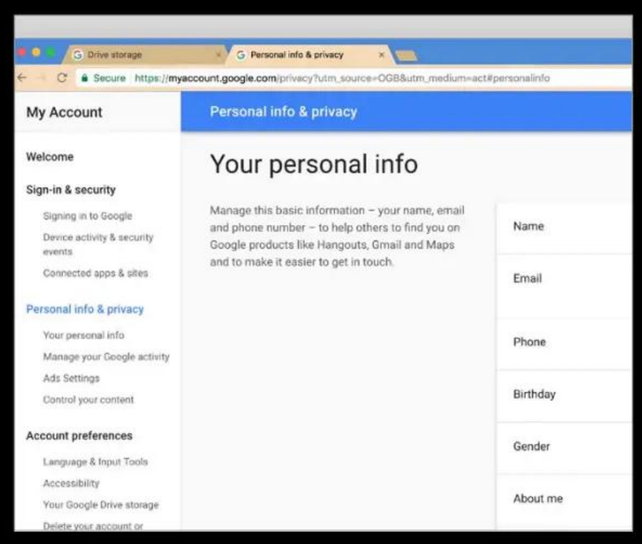


4: YouTube Watch History

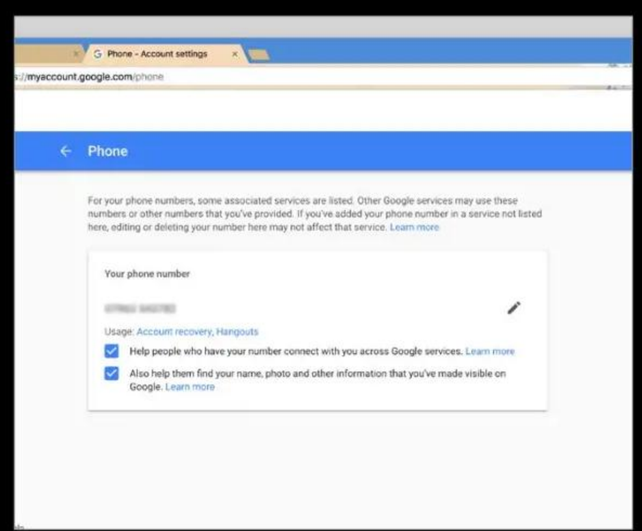
You can go through your search and watch history on YouTube to either find that video you recently viewed or to erase it all.

Manage your personal info

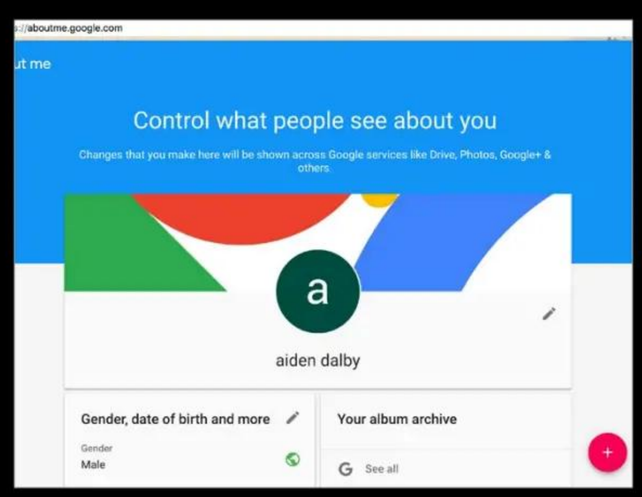
Change your basic Google account information



1 From the main Google Account page, click on 'Your personal info' and you will be taken to a page with all of your relevant details listed.



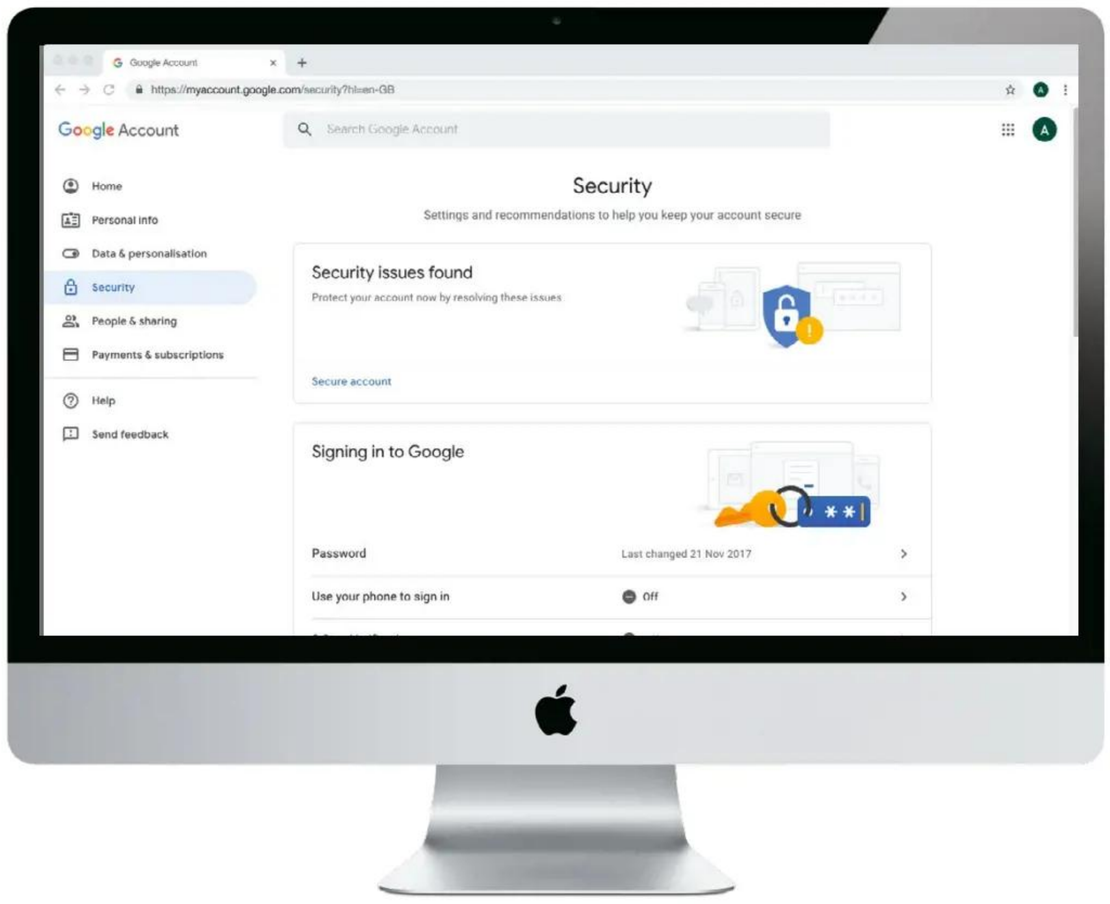
2 Click on any of the information listed and you will be shown a short explanation of the reasons why Google needs this information for its services.



3 If you click on 'About me' you can select what information you wish to keep private, and what you're happy to be published publicly.

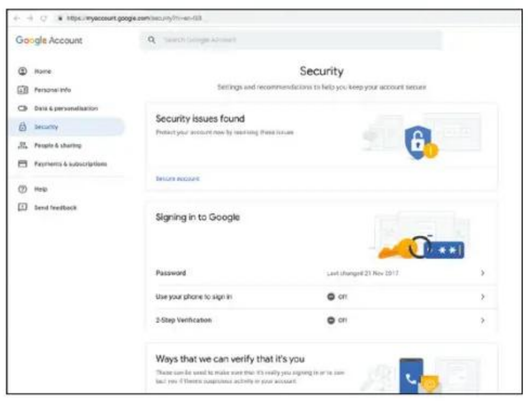
Monitor your privacy and security settings

Make sure your information is safe across Google



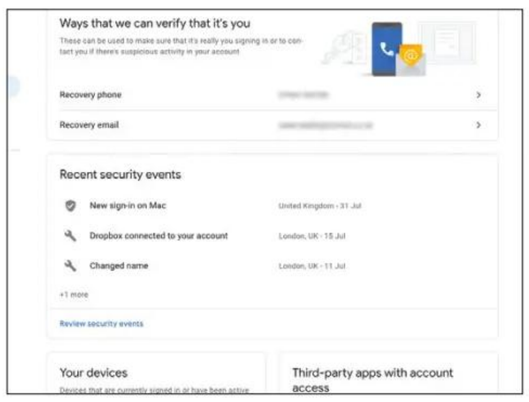
Privacy on the internet is something that should be taken very seriously. You'll need to keep an eye on what information is posted online, otherwise you may find your details being passed on to people you don't know. Fortunately, Google has a place you can go to review and manage your profile and privacy settings across all of its sites. This is under 'Sign-in & security' in the account page. These settings show you what devices have been used to access the account, when your password was last changed, and what options you have if you forget the password. If you want to learn more about Google's security then scroll down to the very bottom of the Sign-in & security menu and click 'Learn more.' Here everything will be explained to help you understand how Google keeps your information secure and why it is necessary.

Accounts | Privacy setting features



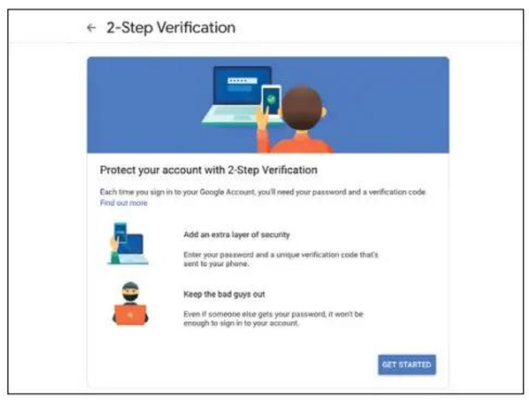
1: Go to Security

From the main Account screen click on 'Security.' From here you can either scroll through the various options or select one from the left-hand menu.



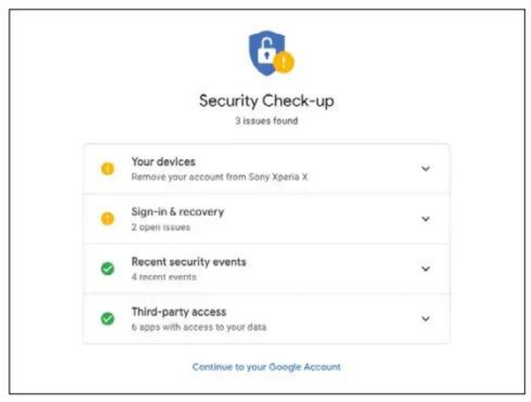
2: Recovery options

Scroll down to see your recovery options. Google will use these if someone accesses your account from a new device or if you need to reset your password.



3: Two-step verification

Turning this on will make Google send a verification code via text message to your phone when you log in, so even if someone has your password they can't log in.

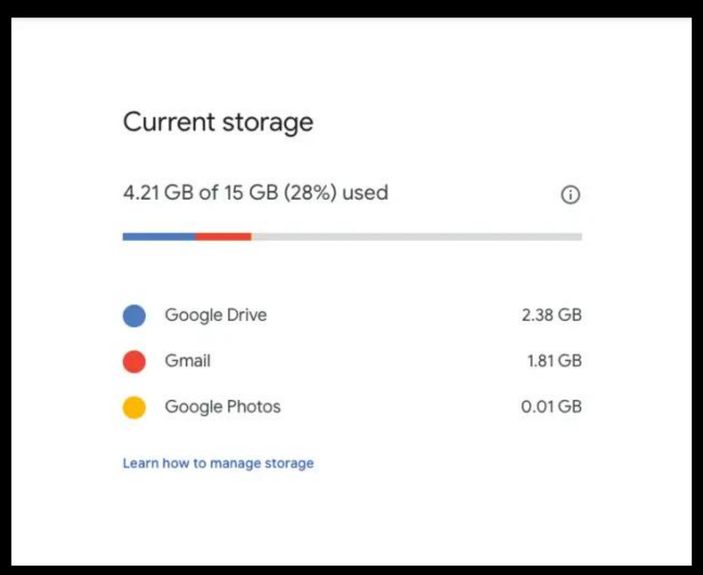


4: Check security events

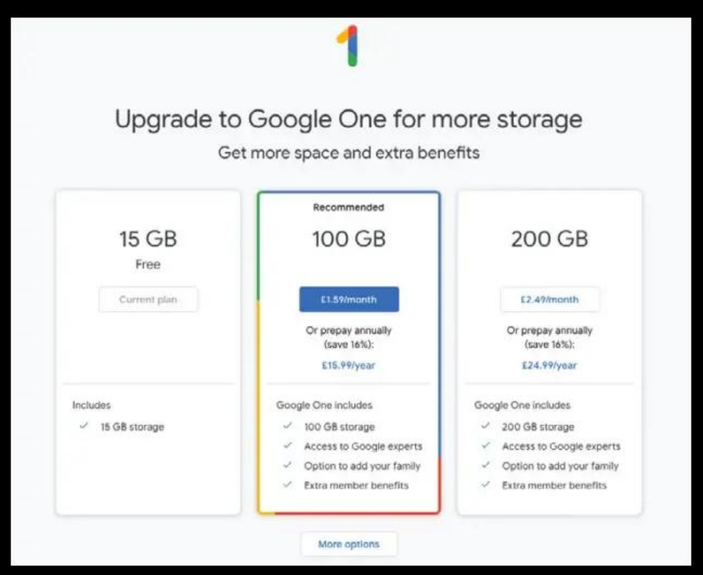
See any security-related actions that might be of interest to you. If there are any, click on 'Secure your account' to see Google's recommendations on tightening your security.

Monitor and expand your Drive storage

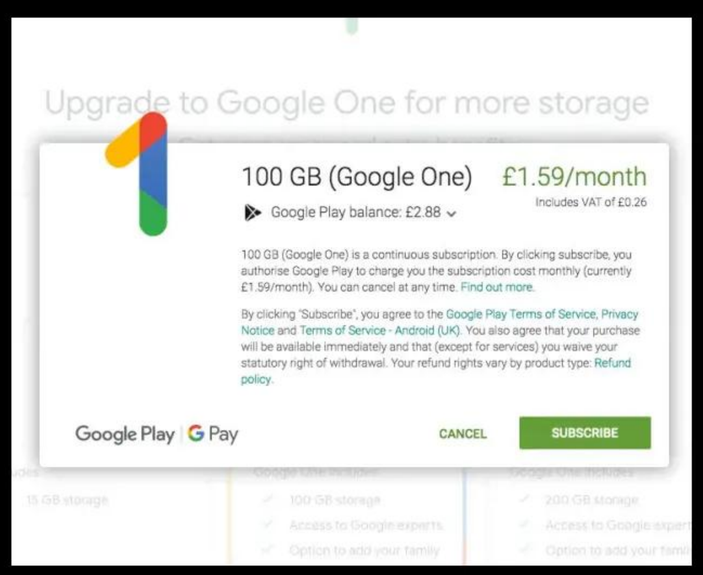
Check your Google Drive usage and buy more space



1 Go to one.google.com and your remaining storage space will be shown. You can also see what services are using the data.



2 Scroll down to see what plans are available and what benefits they offer. Plans start at 100GB and go up to 30TB.



3 Select the plan that you think suits you, confirm the payment method you wish to use, and click 'Subscribe'.

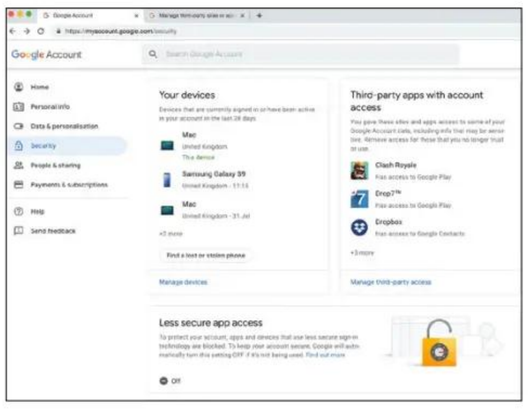
Manage connected apps and sites

Check what information third-party apps are gathering from your account

There are sites and apps that you may have permitted to access information from your Google account without realising. This could be an app that you downloaded to your smartphone or a password to a website you access on your PC. With the Connected apps & sites page, you can see information such as what data these services have access to, when they were authorised, and change these settings if you wish. For example, you may have downloaded an app to your smartphone that tracks your fitness. This may use your location data, as well as information from your Google calendar.

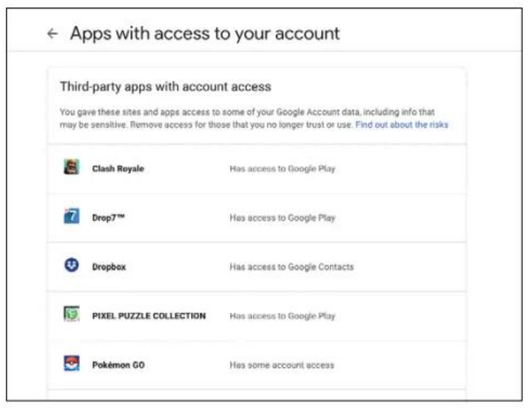
Whenever you sign into a website for the first time on Google Chrome, it will ask you if you want the browser to remember the password so you don't have to sign-in again later. In these menus you can see what passwords are saved, delete saved ones and stop Chrome from asking this again.

Accounts | Control apps and passwords



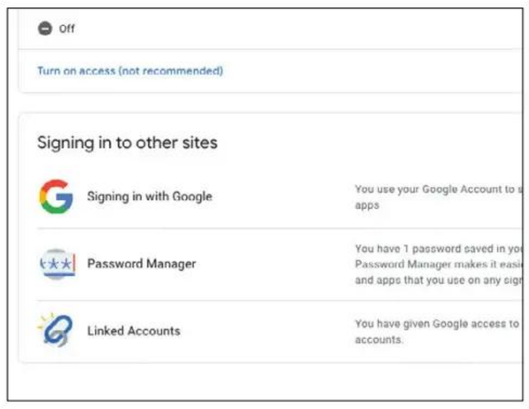
1: Find the menu

Scroll down to 'Third-party apps with account access' from the Security page. Click on 'Manage third-party access' on the left-hand side of the screen to see all of the apps.



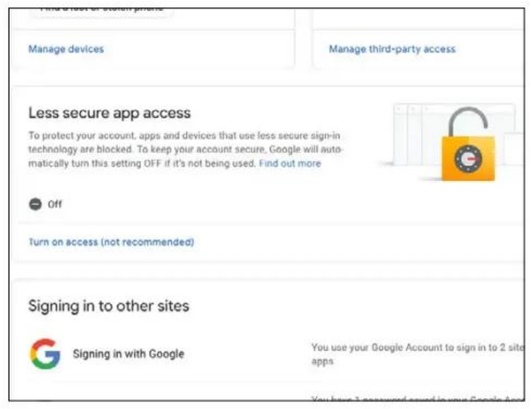
2: Manage app permissions

You can see what applications have access to your Google account information. Click on the app to see more detail such as when permission was given.



3: Manage saved passwords

Go to 'Password Manager' and you will need to confirm your password. Here you can see which websites have passwords saved, and which websites will never save passwords.



4: Less secure apps

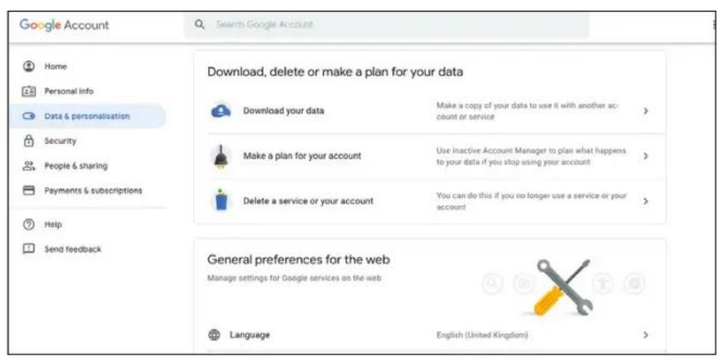
Some apps aren't as secure as the more well-known ones. Google will block these as a safety precaution, but you can click on this switch to override this block.

Close your Google account

Done with Google? Shut it down and walk away

A time may come when you decide to close a particular Google account and erase all the data associated with it. It could be that you set up a work account that you no longer use or have set up an account for somebody else who, for whatever reason, no longer requires it. In which case it makes sense to close it down. Fortunately, this is a quick and easy process. The easiest way to delete an account is by going to the main account screen and then navigating to 'Account preferences'. Before you confirm that you want to delete your account and erase all data associated with it, Google will list everything that will be erased, as well as giving you a link to download the data. This can be a file saved in the cloud, your emails or any other data saved by Google's apps. In this tutorial we'll explain how to permanently remove a Google account.

Accounts | Delete your Google account



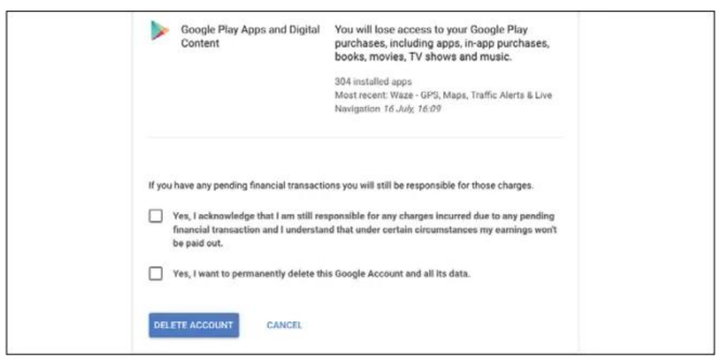
1: Go to settings

From the main account page click on 'Data & personalisation' on the right of the page and then scroll to 'Delete a service or your account'.



2: Confirm your account

To make sure that someone else doesn't delete your account without your permission, you will need to enter your password.



3: Delete the account

Scroll down to the bottom of the page, tick the boxes to confirm that you want to erase all data, and then click 'Delete account'.

Google

Lifestyle Tricks

Find out how to live life the Google way, and discover some of its best secrets

60 Organise your mail with Gmail's new tabs

62 Link multiple email accounts together through Gmail

64 Converse with a little help from Google Assistant

66 Upload and edit using Google Photos

68 Find holiday destinations with Google Travel

70 Upload your own videos to YouTube

72 Find exactly what you want in Google Play

74 Listen anywhere with YouTube Music Premium

76 Search through and take notes in Play Books

78 Set up and start using Google Chromecast

80 Set up Google Pay in order to pay for purchases

82 Use the Google Search app to go shopping

84 Searching for content using the Google News Archive

86 Set up your own community with Google Groups

88 Video chat with Google Meet

90 Familiarise yourself with the new Google Maps

92 Take a tour of famous places using Google Earth



92 Google Earth

"Google organises your photos, puts your music in the cloud and shows you the entire world"

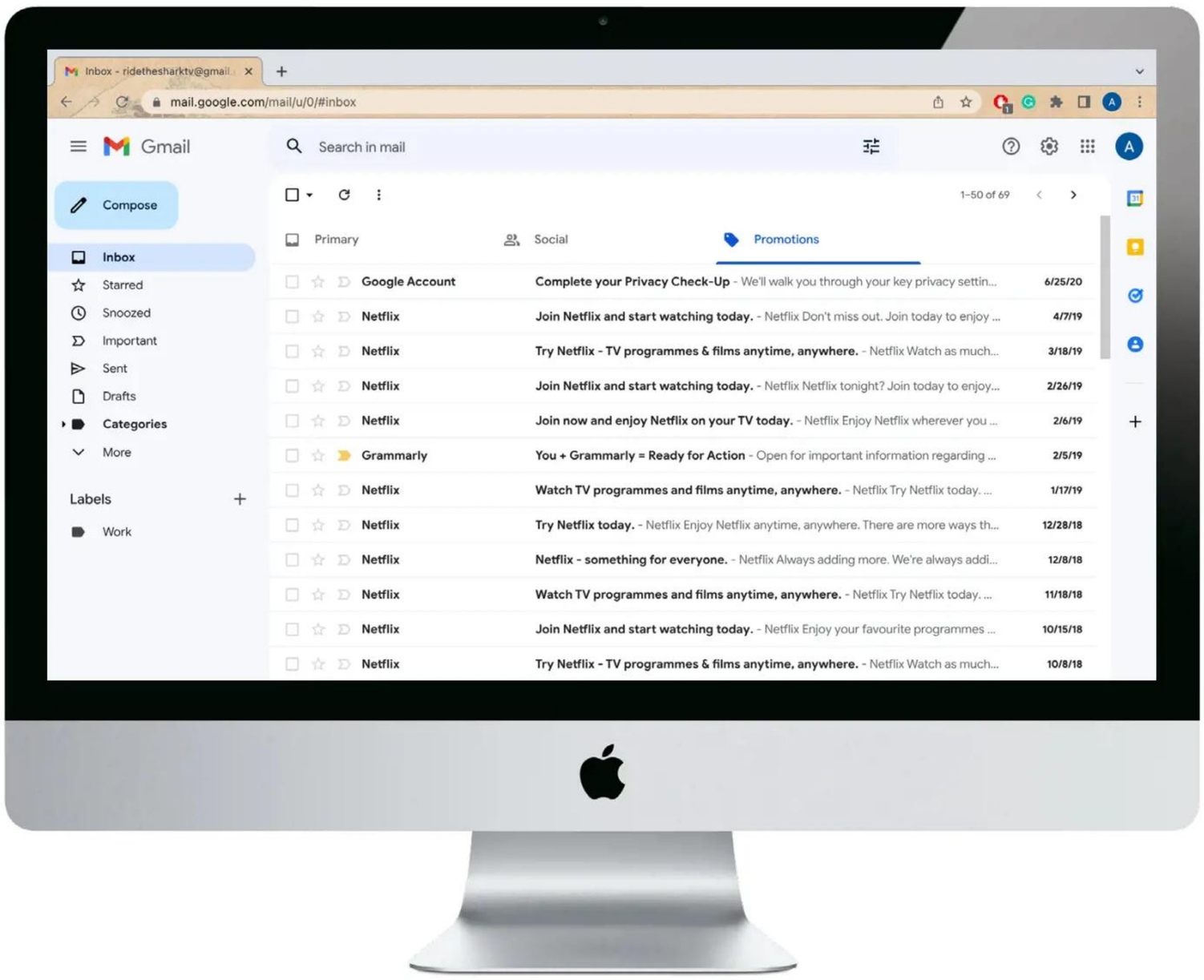


Organise your mail with Gmail's new tabs

Meet the new-look inbox, packed with features to help filter your messages

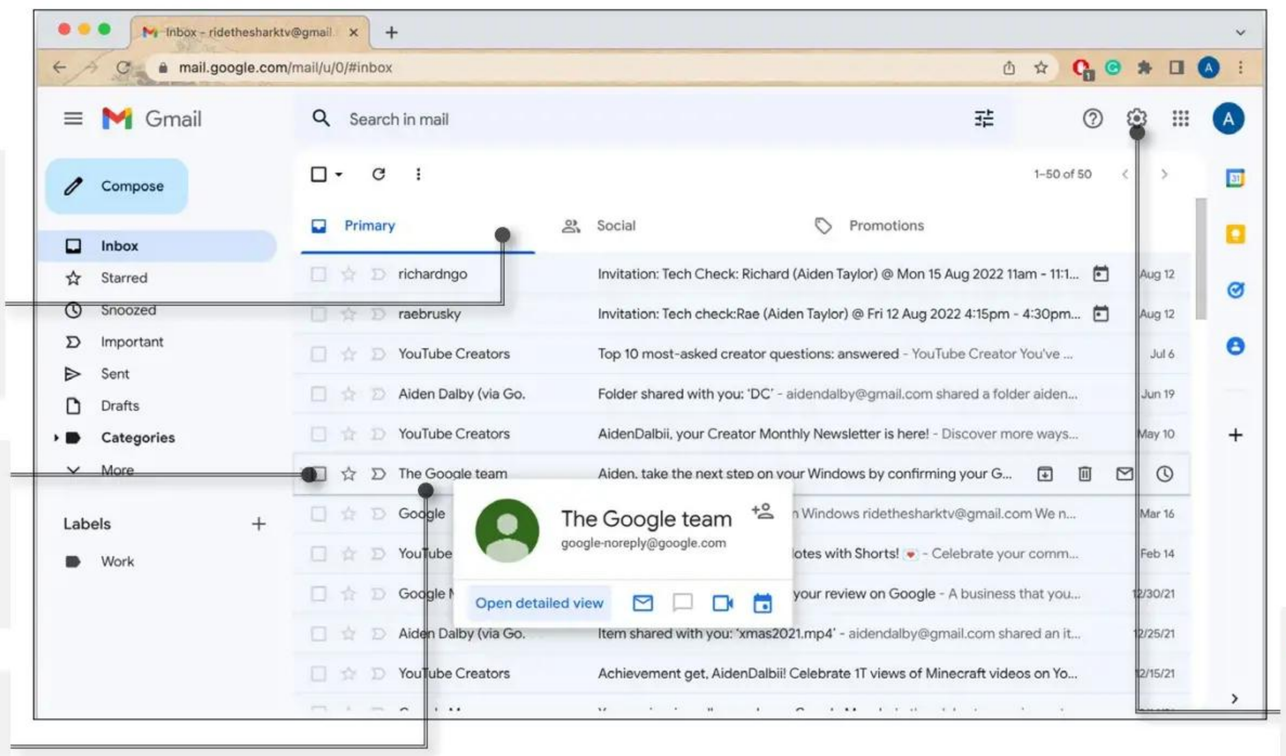
The Gmail service is constantly recieving tweaks – and we've never been happier with how it works. One of the most useful feature revolves around tabs, though strangely this addition isn't instantly apparent. To access it you have to open the Settings menu (via cog icon) – here you'll find the option to 'Configure inbox', which is where the magic happens.

You can add various categories of tabs to the top of your primary inbox and all the emails relating to these will be automatically filtered into their respective tabbed inbox, instantly de-cluttering your primary inbox. This makes it far easier to find certain emails and never miss the important ones. You can also move messages between tabs if you find something filed incorrectly and the system is intelligent enough to learn from its mistakes and perform better for you over time. If you operate mainly through your primary inbox, Gmail will notify you when you have new mail in the other tabbed categories. These notifications take the form of non-intrusive coloured boxes on the tabs. The new-look Gmail is also packed with plenty of other cool features to make labelling, managing and organising your emails easier than ever. We'll guide you through some of them here.



The new Gmail

Exploring your new-look Gmail inbox



Your tabs

You can set up tabs by clicking on the Settings icon and then choosing the 'Configure inbox' option. Your emails will be divided up into sections, which you access with these tabs.

Message options

Click the checkbox next to any email and new options allow you to move the message, label it, delete it and more.

Contact options

Hover your mouse over a contact's name and you will see options to send an email, start an Allo chat and more.

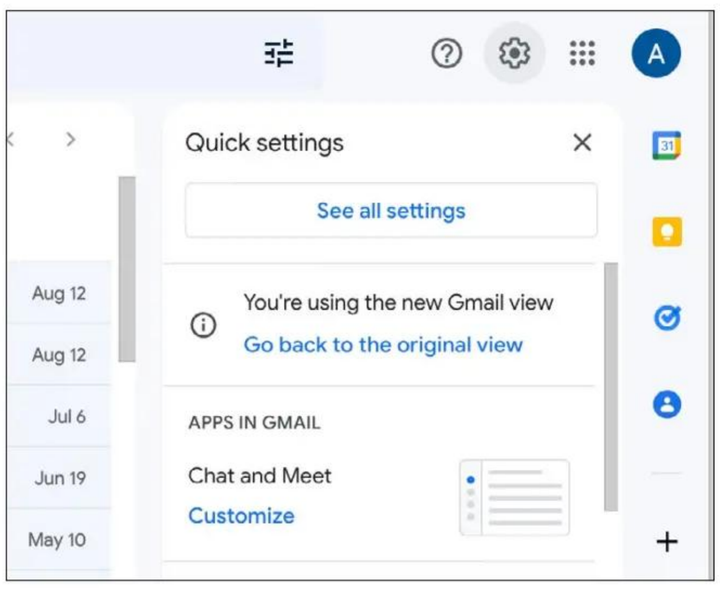
Adding themes

If you click on the cog icon in the top-right corner and then choose the Themes option, you'll be able to apply an attractive new theme to your inbox. There are plenty to choose from and they can really add some spice to your interface. You can also adjust further settings by using the links along the top of the window.

Your settings

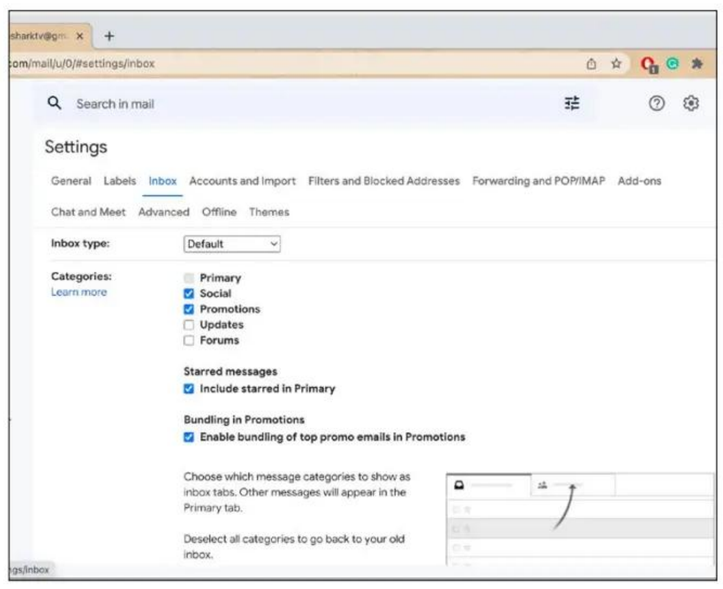
Click on this icon to bring up options to change the display of your inbox, apply themes and configure your inbox to facilitate the tabs.

Gmail | Configure your inbox



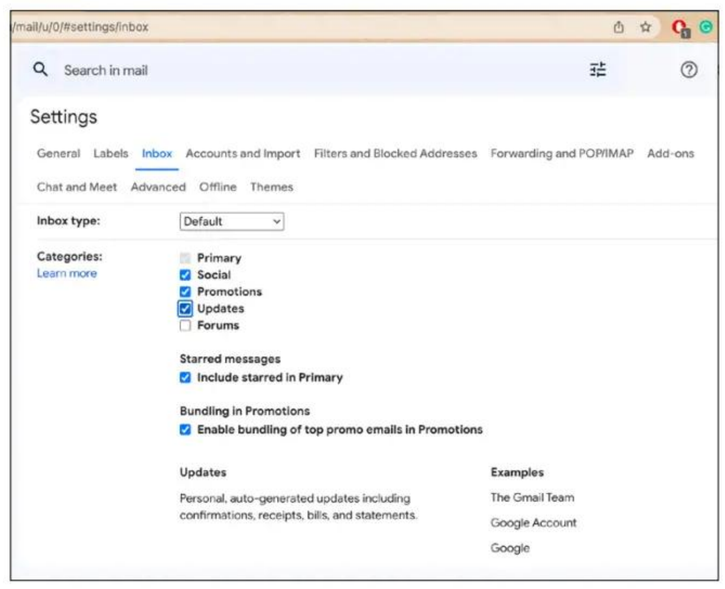
1: Go to Settings

In your new-look Gmail interface, click on the cog icon over to the right and in the menu you should see the Settings option. Click on this followed by the Inbox tab at the top of the Settings screen.



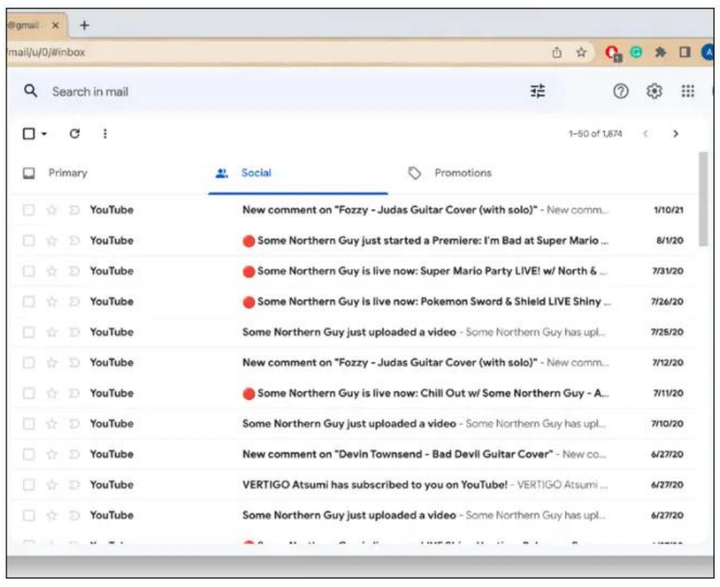
2: Set up your tabs

From the floating window that appears, you can choose which tabs sit atop your inbox by clicking on each checkbox. You can also hover your mouse over each tab and get a brief overview of it.



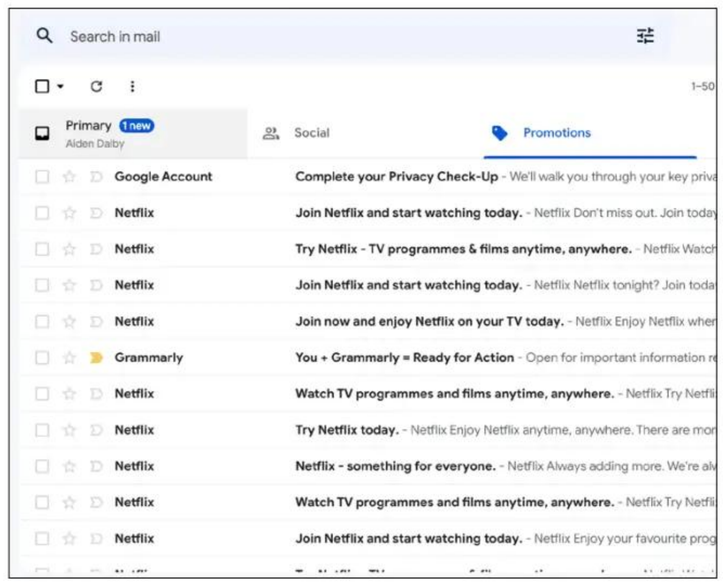
3: Explore your new inbox

When you are happy with the tab layout, click on Save and you will be welcomed to your new-look inbox and learn more about how your emails will be organised. Click on 'Okay, got it!' to proceed.



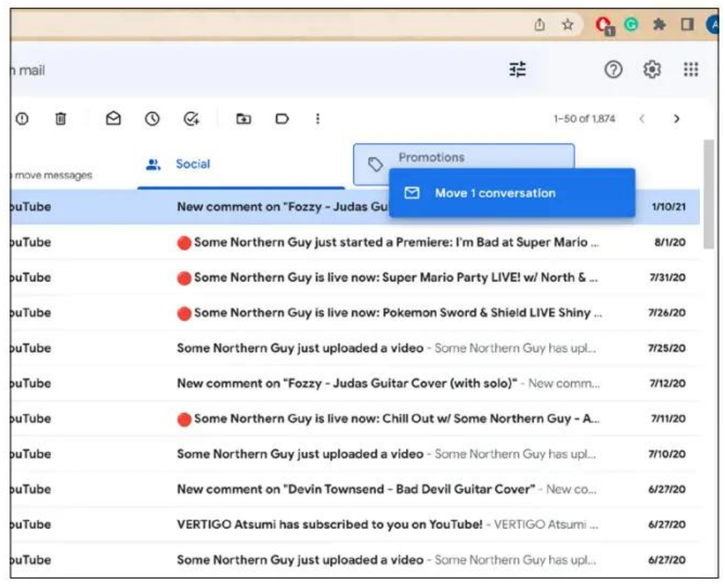
4: Using your tabs

Gmail will handily filter certain emails into their related tabbed section, instantly unclogging your primary inbox of all promotions, unfiltered junk and social-network-related emails.



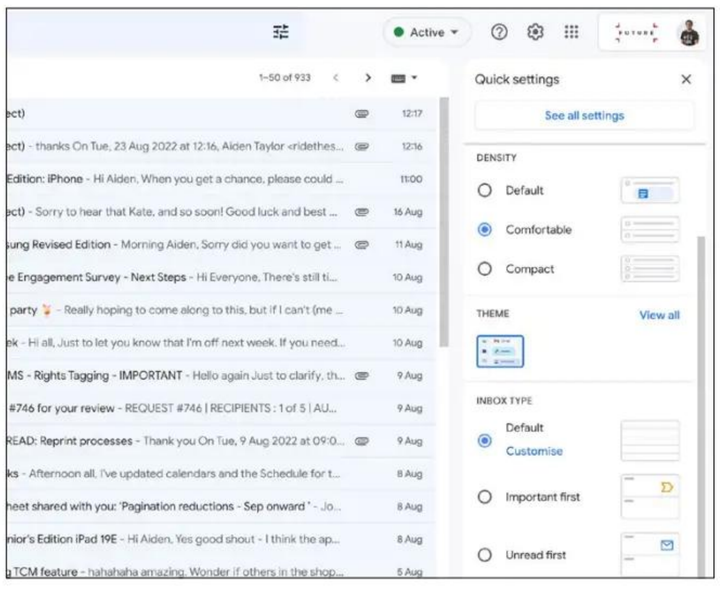
5: Notifications

Whenever a new message is filtered into one of your tabs, a little green notification will appear on top of the tab. Simply click on the tab in question and you'll be able to read your new message.



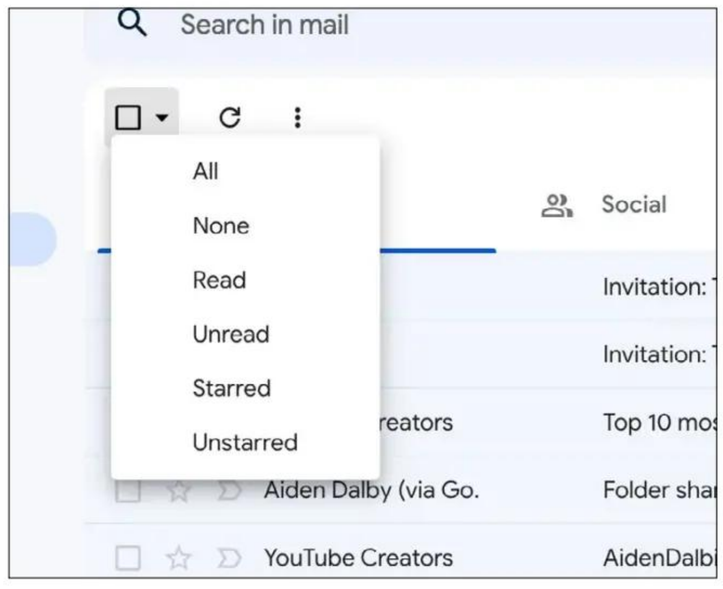
6: Move messages between tabs

If you have a message delivered to one tab that you're sure belongs in another, click and hold on it and then drag it from tab to tab. Alternatively, right-click on a message and then choose 'Move to tab'.



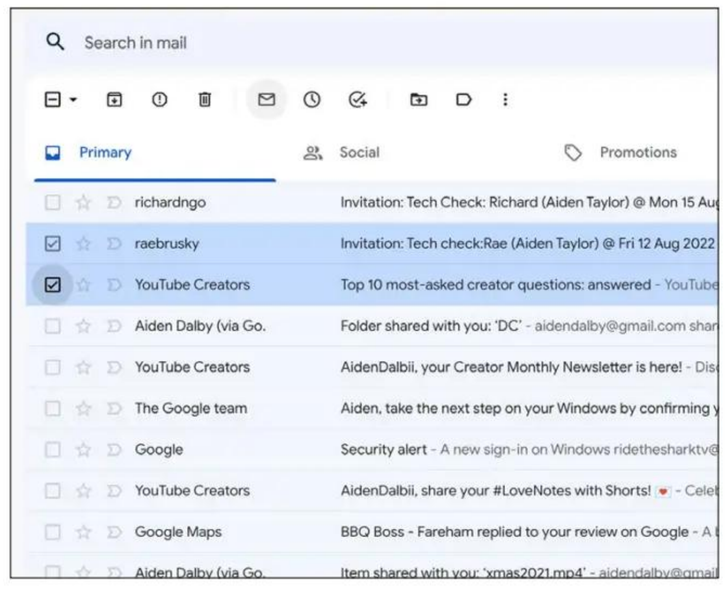
7: Change display

If you'd like to change how your inbox is displayed, tap on the Settings icon in the top-right corner and select 'Display density. Select which of the three you prefer then click 'OK.'



8: Quick filtering

If you want to further filter your emails then you can do this quickly and easily by clicking on the drop-down menu represented by the page icon and then select which emails you want to view.



9: Marking emails

You can mark your emails using the bar at the top of your emails. Click the ribbon to mark an email as being important, click the star to mark the sender a VIP or click the folder to choose another destination.

Link multiple email accounts together through Gmail

Discover how to get the most out of your Gmail settings and make your life that much easier

It's becoming increasingly rare for people to operate on just one email account. We all tend to have separate accounts for work and personal, and maybe more on the go as well. So how time-consuming is it to have to switch between accounts in order to check all of our inboxes? Mercifully, Gmail comes with the built-in option to link Gmail accounts together so that all of the new emails are streamed into one place, making it simple to check them on the fly and easy to reply to them from whichever email address you choose.

There is much more to Gmail than meets the eye too, because you can then really start to explore the main options available to you through the Settings screen (accessible by clicking on the cog icon in the top-right corner of the interface) and personalise your setup to make like as easy as possible. For example, you can also get emails easily forwarded to any account and set up an auto-reply message that is automatically emailed out if you are away from your desk or otherwise engaged. Use the tabs at the top of the Settings interface to navigate through sections and make sure you click on Save Changes at the bottom of the screen when you're happy with your alterations.



Your settings

Explore your Gmail settings to expand your possibilities

Settings tabs

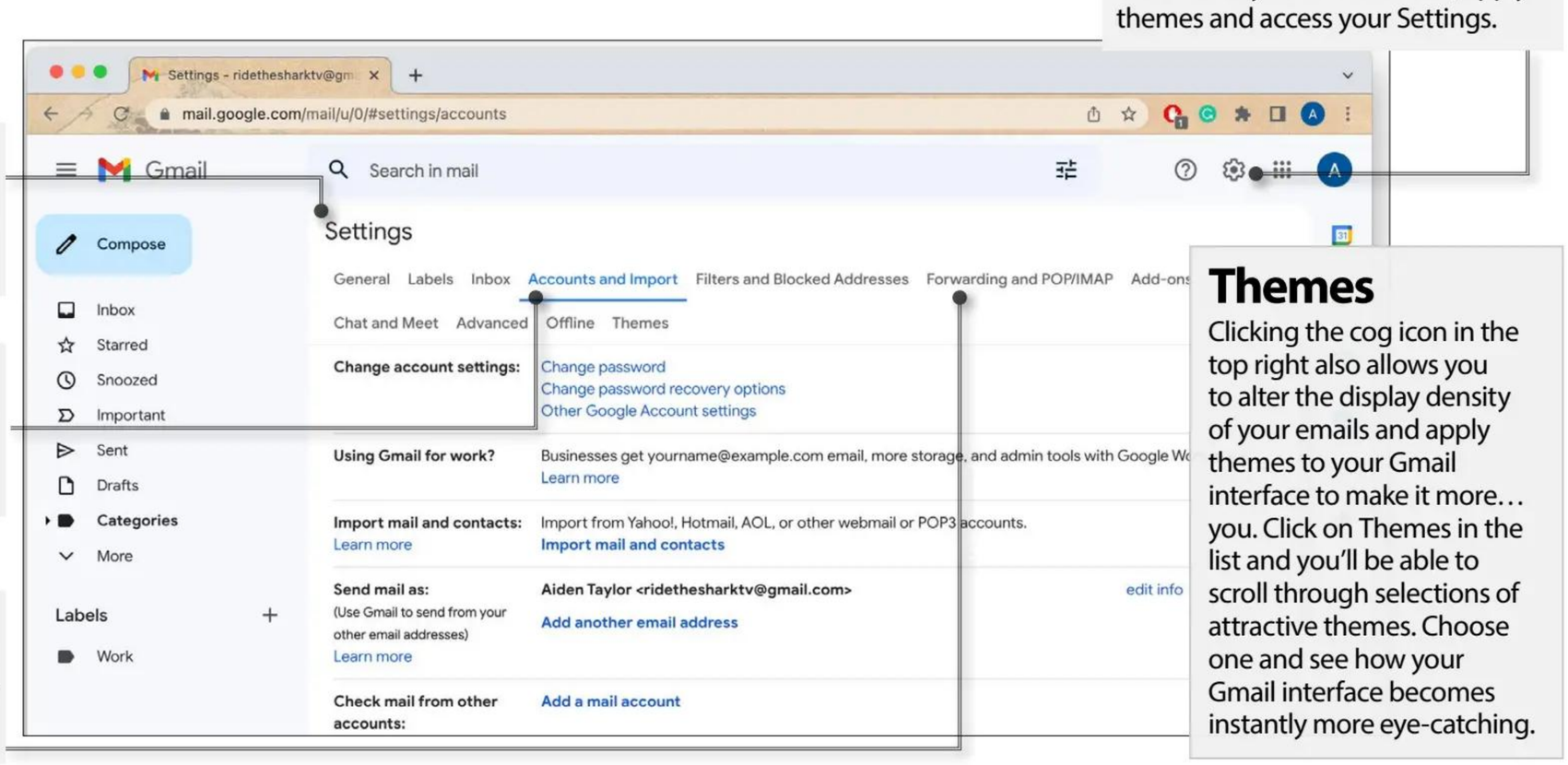
Tabs that apply to every aspect of your mail are here. Explore each section to see what options are available.

Adding accounts

You can link other email accounts to your main Gmail account via the Accounts tab and get all emails delivered to that.

Forwarding emails

Forward emails between linked accounts by clicking on 'Forwarding and POP/IMAP' and then 'Add a forwarding address'.



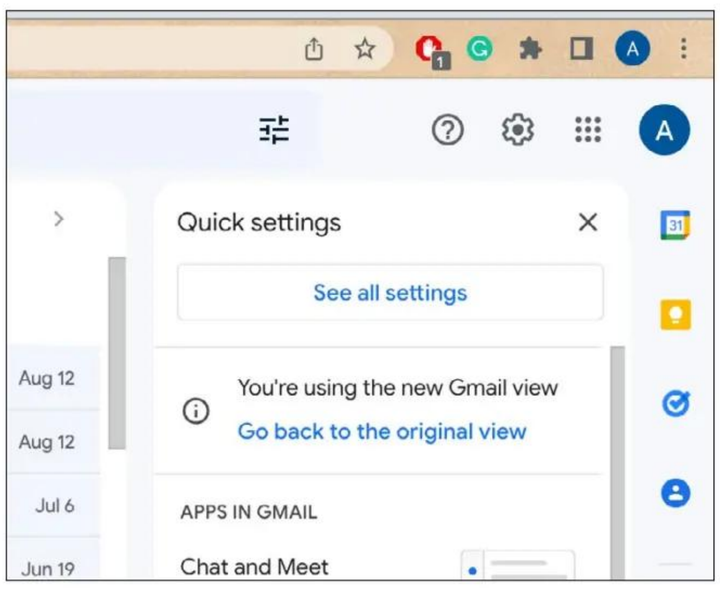
Accessing settings

Click on this cog icon to see a drop-down menu. From this menu you can alter the way Gmail is laid out, apply themes and access your Settings.

Themes

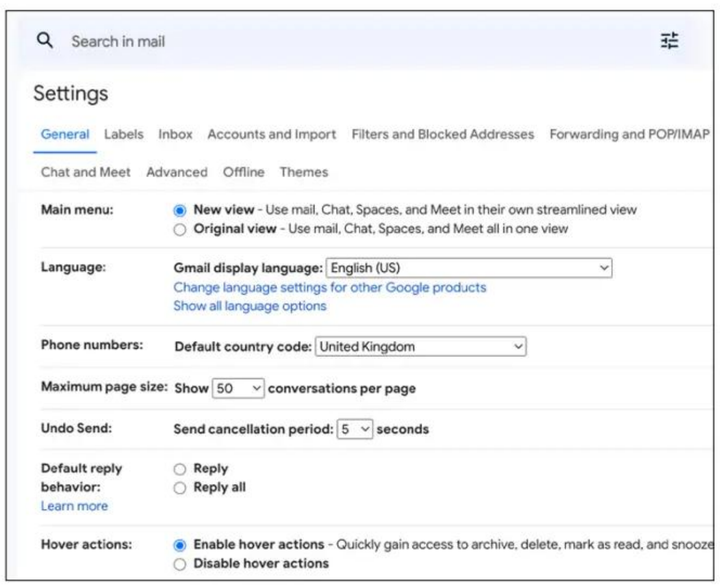
Clicking the cog icon in the top right also allows you to alter the display density of your emails and apply themes to your Gmail interface to make it more… you. Click on Themes in the list and you'll be able to scroll through selections of attractive themes. Choose one and see how your Gmail interface becomes instantly more eye-catching.

Gmail | Link your Gmail accounts together



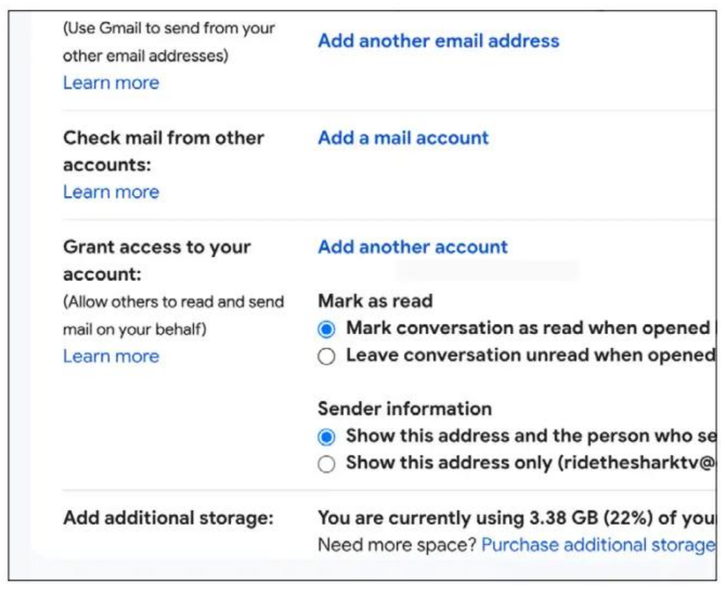
1: Go to Settings

From your main Gmail inbox screen, click on the cog icon drop-down menu in the top-right corner and then scroll down the list of available options and select Settings.



2: Explore your options

You'll be taken to the General Settings page. Start exploring the various options. For example, on this page you can disable Conversation View to stop messages getting bunched together.



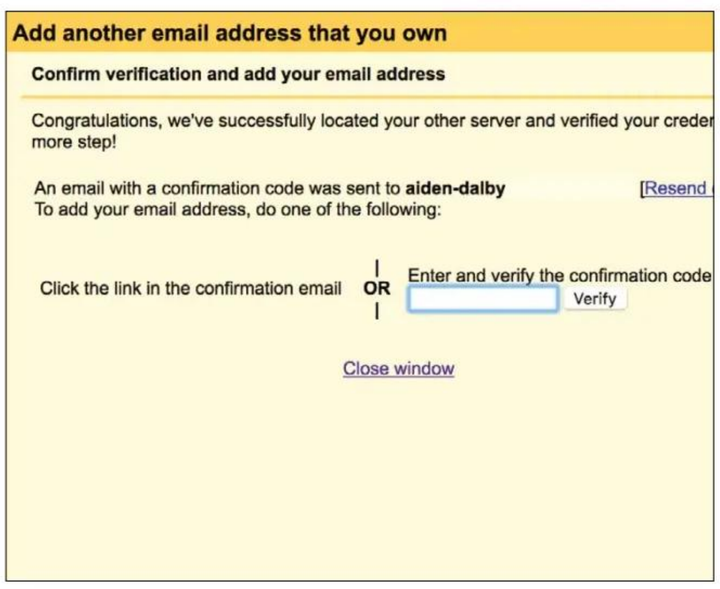
3: Adding another account

Click on the Accounts tab at the top of the settings screen and look at the section called 'Check email from other accounts'. Here you will see a link to 'Add another email address' – click on this.



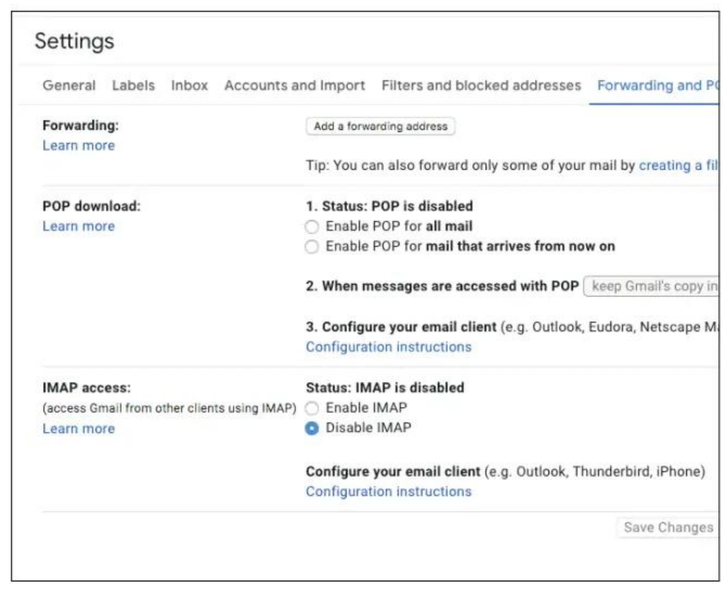
4: Enter new email address

In a new window, you will be prompted to enter the email address of the additional account. Once done, the next stage will involve supplying the password and reviewing the settings.



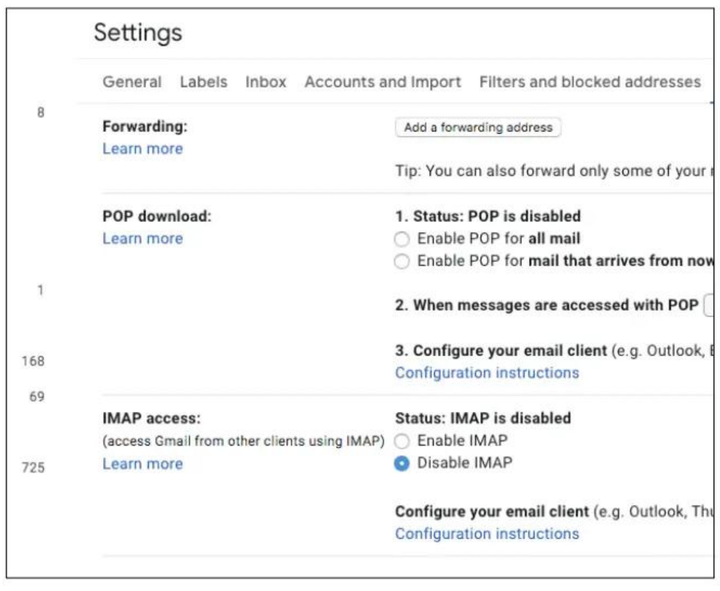
5: Account added

Next you will be asked to enter a verification code sent to the second email address. You will also be asked if you wish to send mail as your secondary account. When done, click on Next Step.



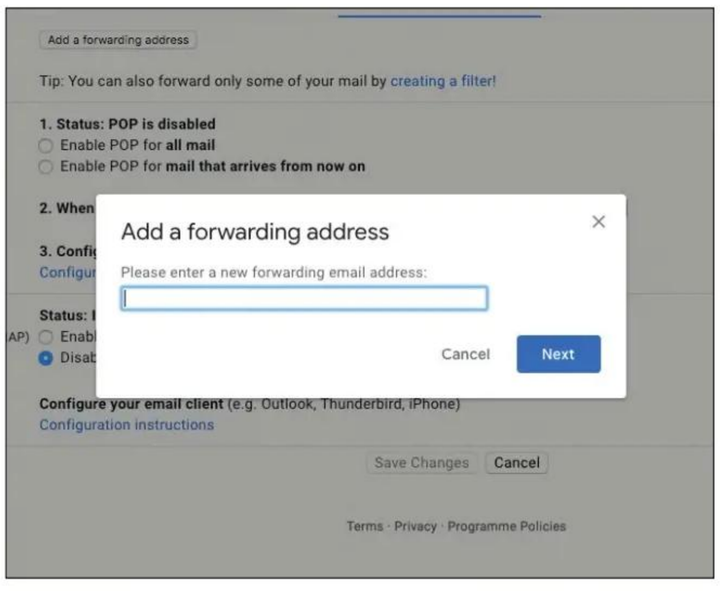
6: Changing senders

If you declined the option to be able to send mail from your main account from your secondary account, you can change it here later by clicking on 'Add another email address you own'.



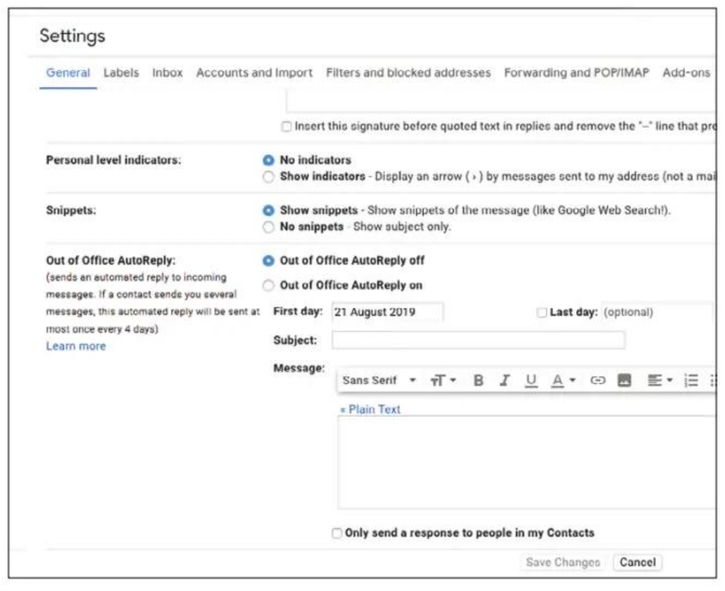
7: Forwarding emails

To start forwarding messages automatically between accounts, go to the Settings screen and click on 'Forwarding and POP/IMAP' at the top of the screen. Click on 'Add a forwarding address'.



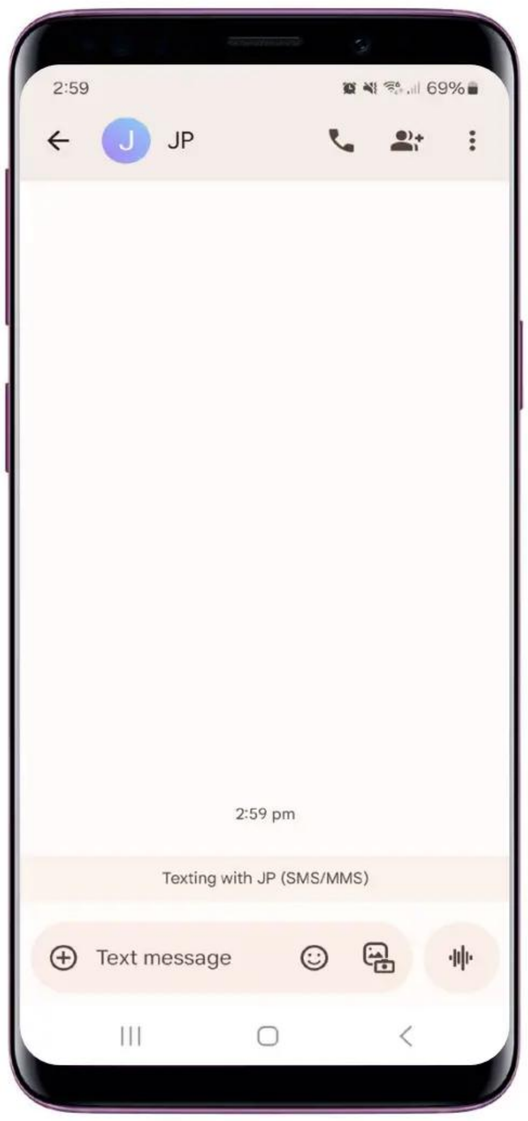
8: Confirm address

Enter the forwarding email address and go through the confirmation process. A message will be sent to the forwarding address that will also need to be verified. Once done, the setup is complete.



9: AutoReply

To set up an Out of Office AutoReply, go to Settings and then scroll down to the bottom of the General section. Here you can activate the feature and type in a message to be sent in your absence.



Converse with a little help from Google Gemini

Google's Messages app offers restaurant or movies recommendations while chatting with friends

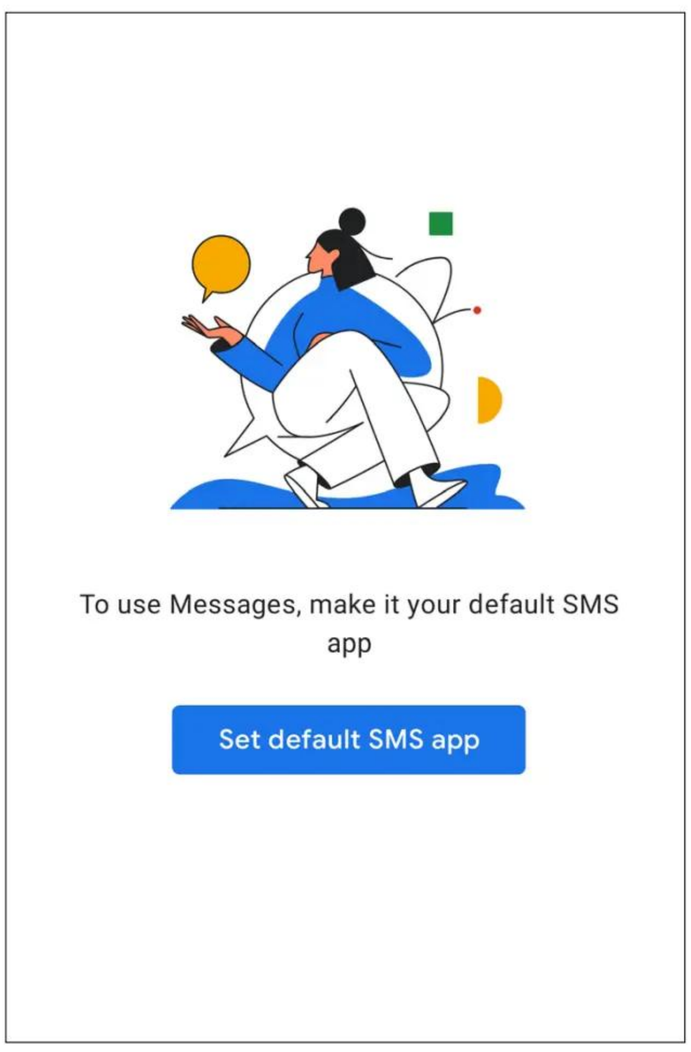
Google Messages may seem like the latest in an endless sea of messaging apps. However, the inclusion of Google's AI assistant, Gemini and the smart reply feature make it stand out amongst its competition.

Messaging on the app is a bit easier than on others and in some cases it can even make replying quicker. The app can be downloaded to Android and iOS devices or if you have a Google Pixel phone, then it comes pre-installed. Photos can be doodled on before sending but if that isn't your thing then Messages has a variety of stickers, for when an emoji doesn't say enough.

There are some other helpful features. For example, at the home screen is a search icon, so if you remember a conversation but not whom it was with, as long as it is saved then you can look for words to try and find the chat. At any point during a conversation Google Gemini may make an appearance. The artificial intelligence will offer to help find restaurants, directions and much more and it will be shared to both users. If you receive a message and want to respond quickly the AI assistant can help with that as well. After every message you will see recommended responses above the keyboard and these will be based upon the last message you received.

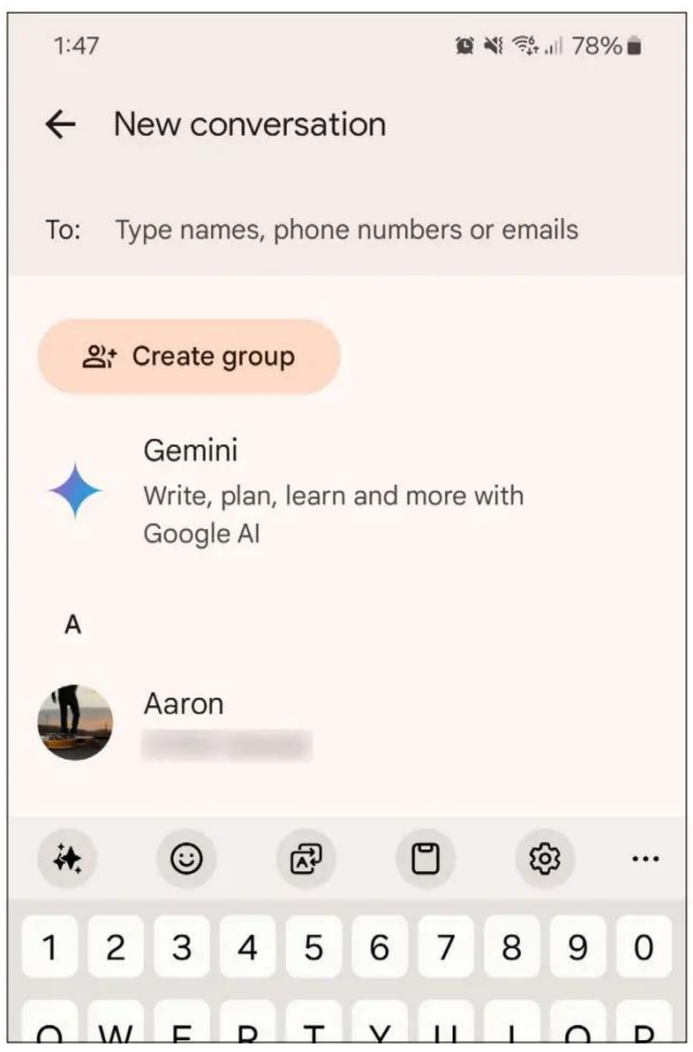
Messages has an uphill battle ahead but with some smart and useful features it may be worth switching to. We have tried out all of the app's key features, and here is what you need to know.

Messages | Learn the key features



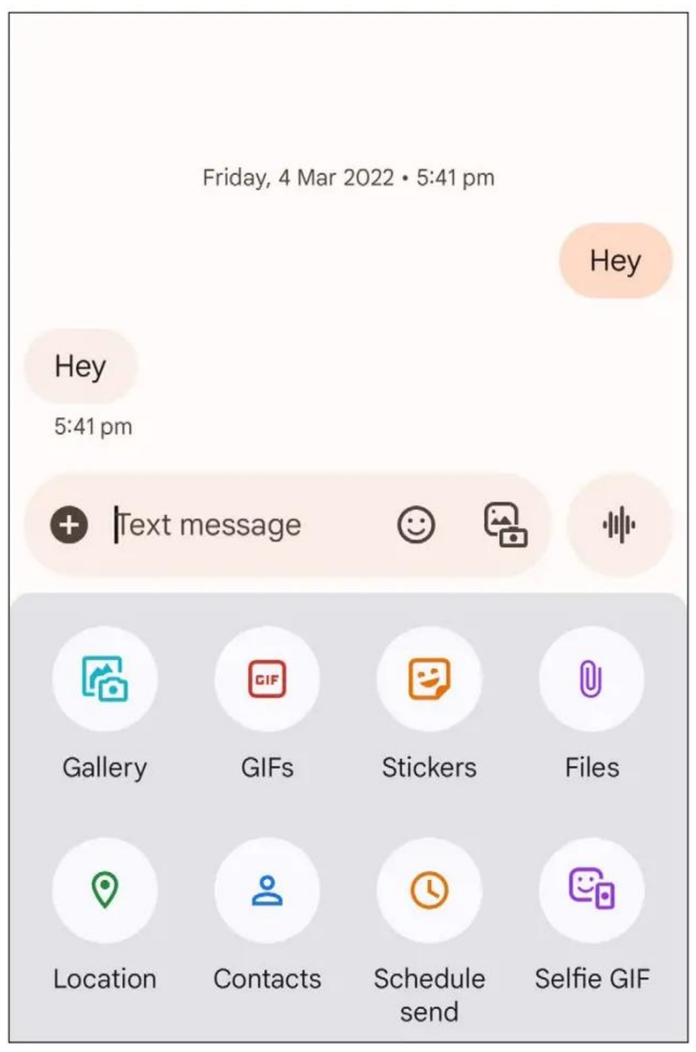
1: Select your default

To start using Google Messages you must make it your default messaging app. Tap on 'Set as default' in the bottom-right corner of the screen and after confirming you will be taken to the Messages home screen.



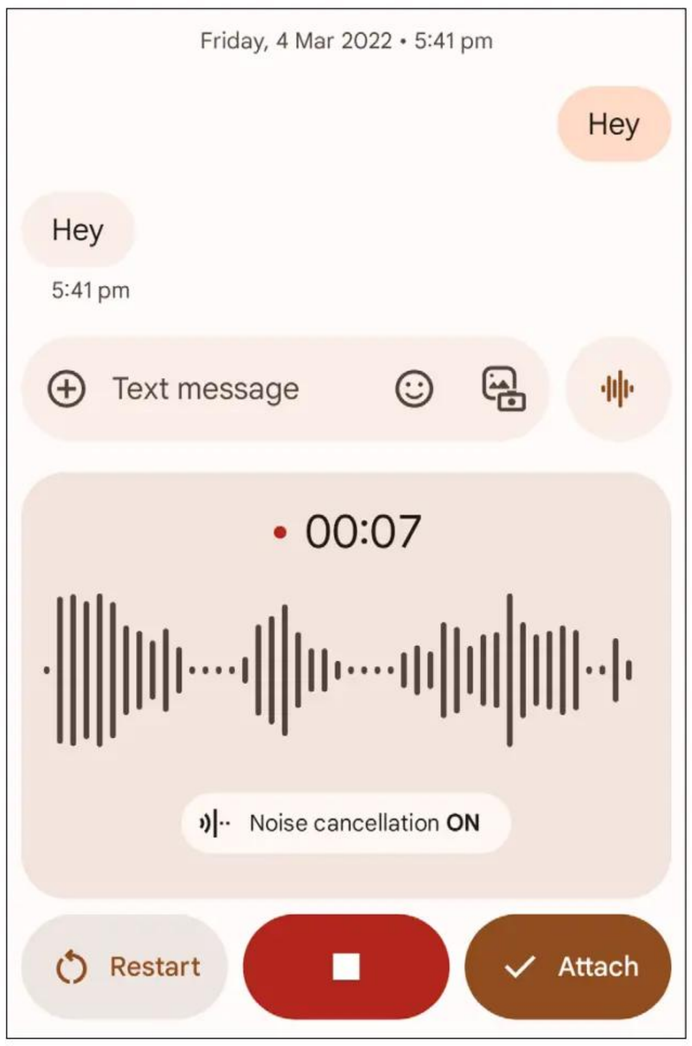
2: Start a conversation

Any messages you received in other text apps will be transferred to Google Messages. To start a new conversation tap on 'Start chat' then tap on a contact to start a chat or tap 'Start group conversation' and select multiple contacts.



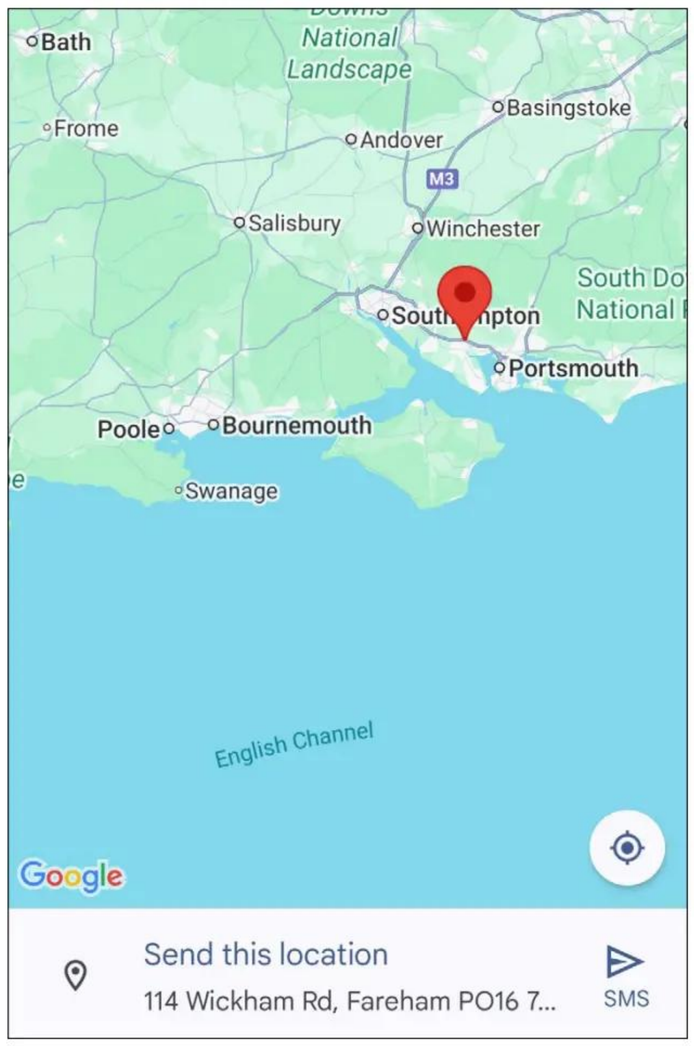
3: Adding media

Tap the plus icon to the left of the Text box and a list of media will be shown. From here you can attach files, add emojis, GIFs and more to your messages. Swipe left on some items to scroll through the available options.



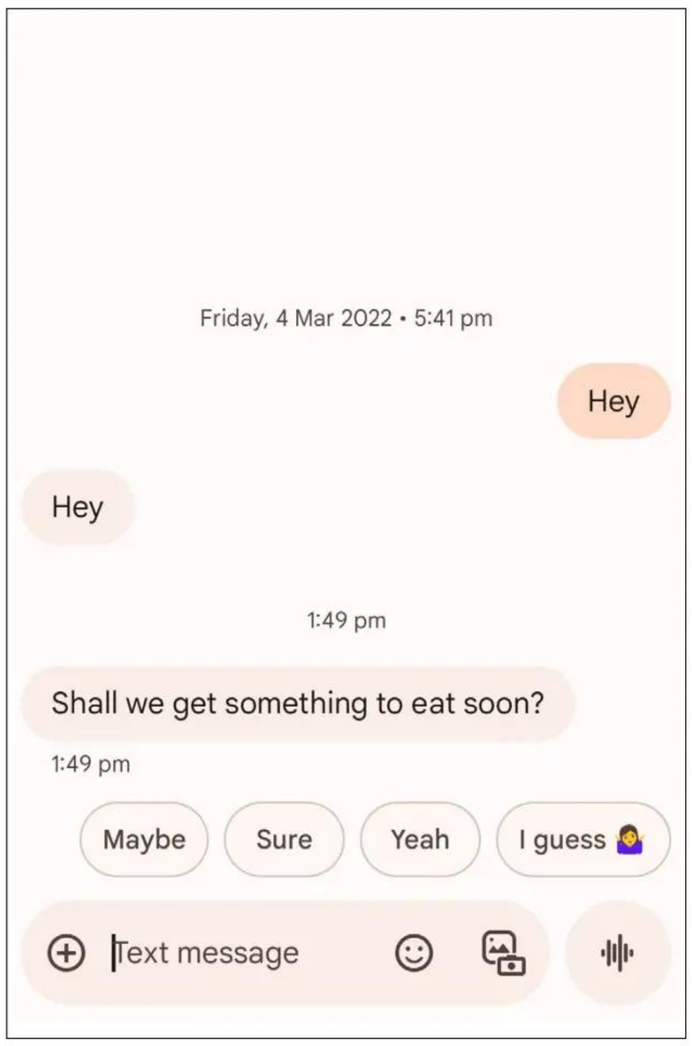
4: Send audio message

Find the microphone icon in the text field then tap and hold it to record an audio message. When you're done let go and it will be added to your message. Press play to hear it back or the 'X' icon to delete it.



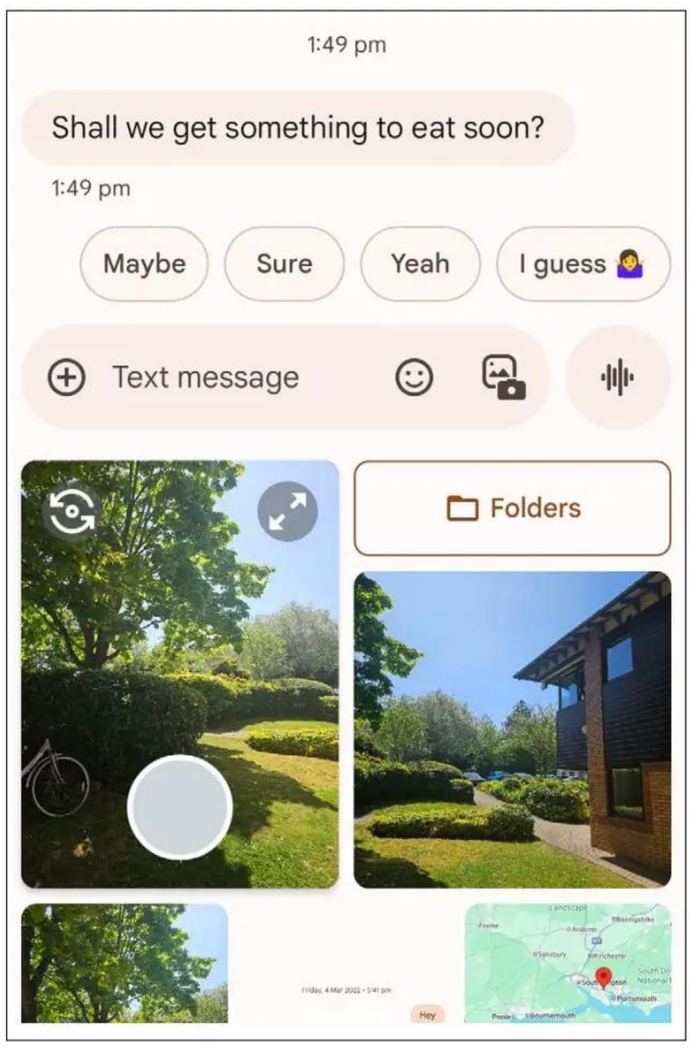
5: Add location

Tap the Maps icon and a Google Maps screen will open. Messages will find your location if you give it permission and it lists nearby places below. Tap on the location you want to share and tap the send icon.



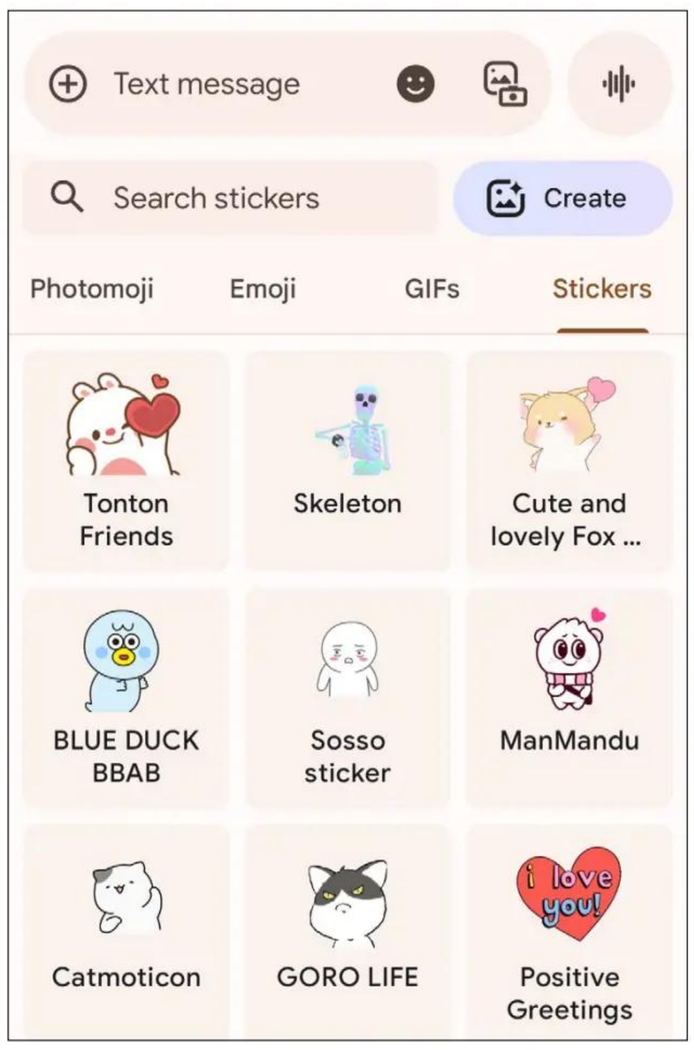
6: Responses

When you receive a message you can use a suggested response from Google Gemini. These suggestions are based on what the previous message said, and tapping a response will immediately send it.



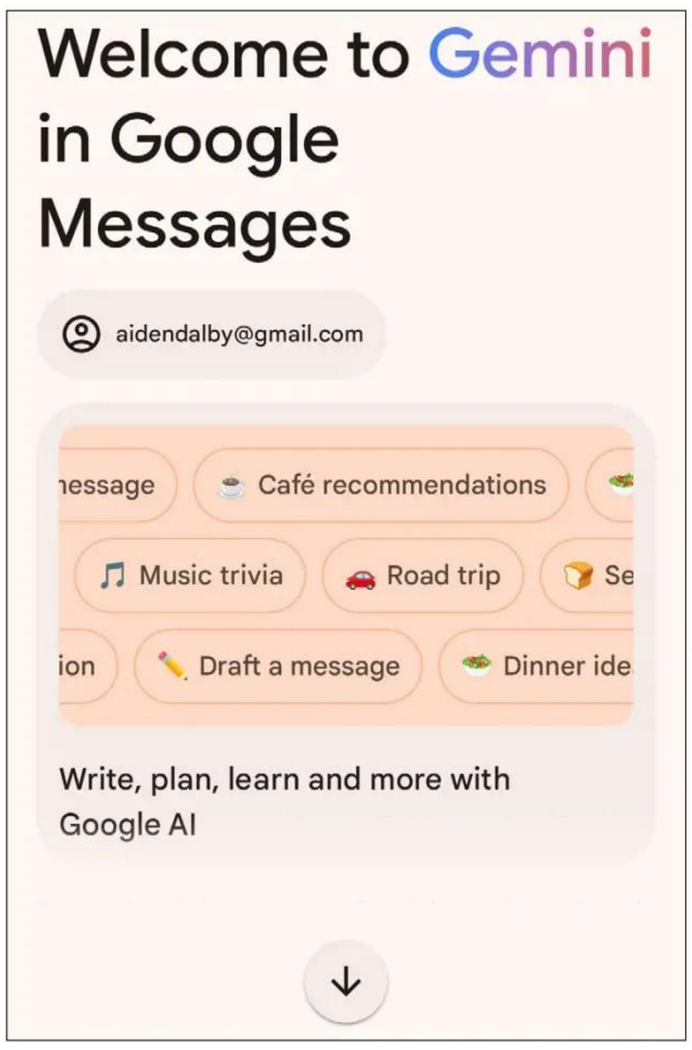
7: Take pictures

The camera icon opens a small window where you can take a photo. You can expand the window's size or change to the front-facing camera. You can also attach photos from your device's storage using the Gallery icon.



8: Stickers

As well as your standard emojis, Google Message has a variety of stickers designed by independent artists from around the world. There is the option to add more sticker packs or remove any that you have no interest in using.



9: Google Gemini

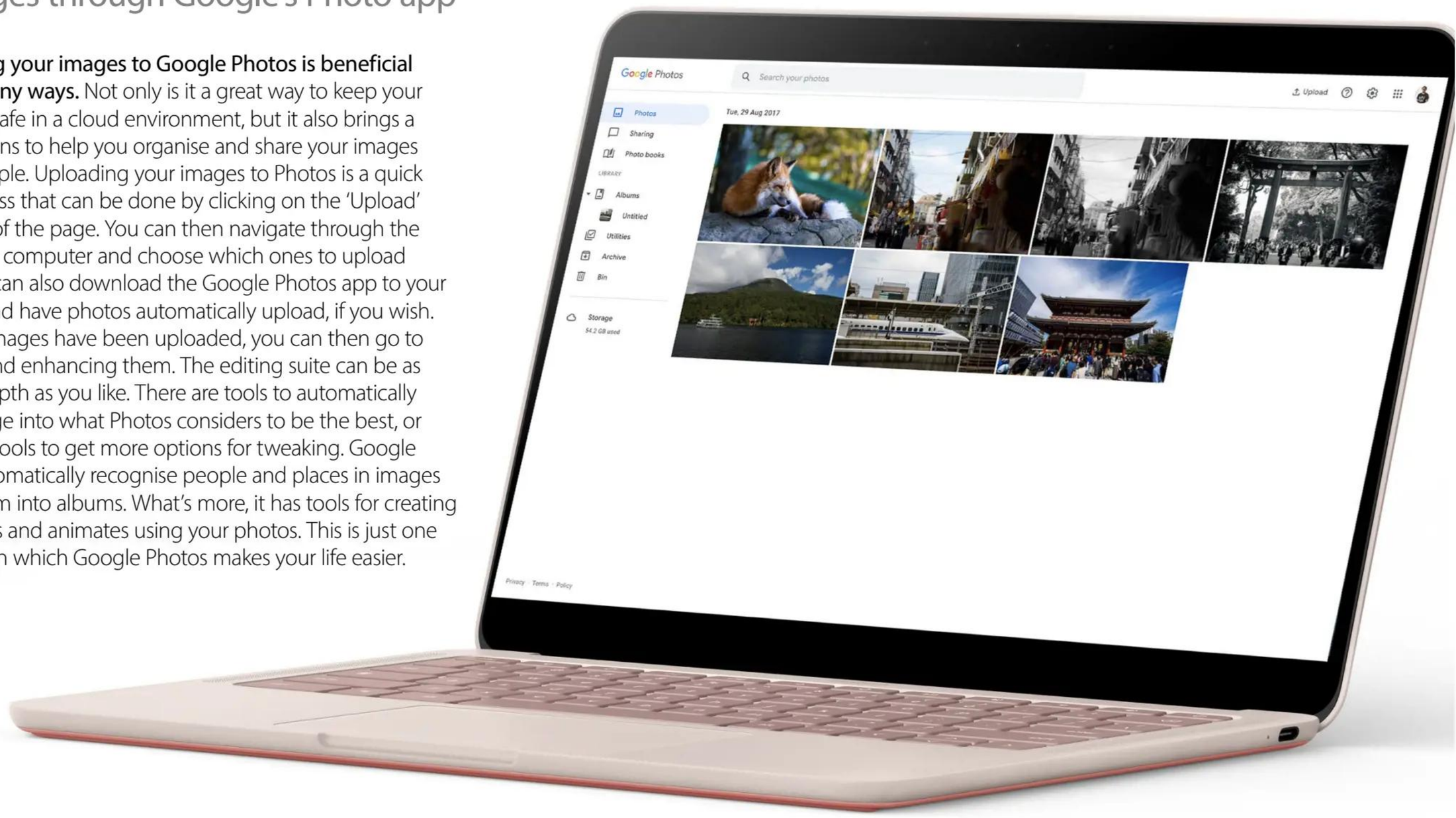
When starting a new chat, you will see the option to start one with Gemini. This Google's AI system. You can ask Gemini to create messages for you, brainstorm ideas, or just send texts to the AI and see what responses you get back.

Upload and edit using Google Photos

Discover how to upload, organise, edit and share your images through Google's Photo app

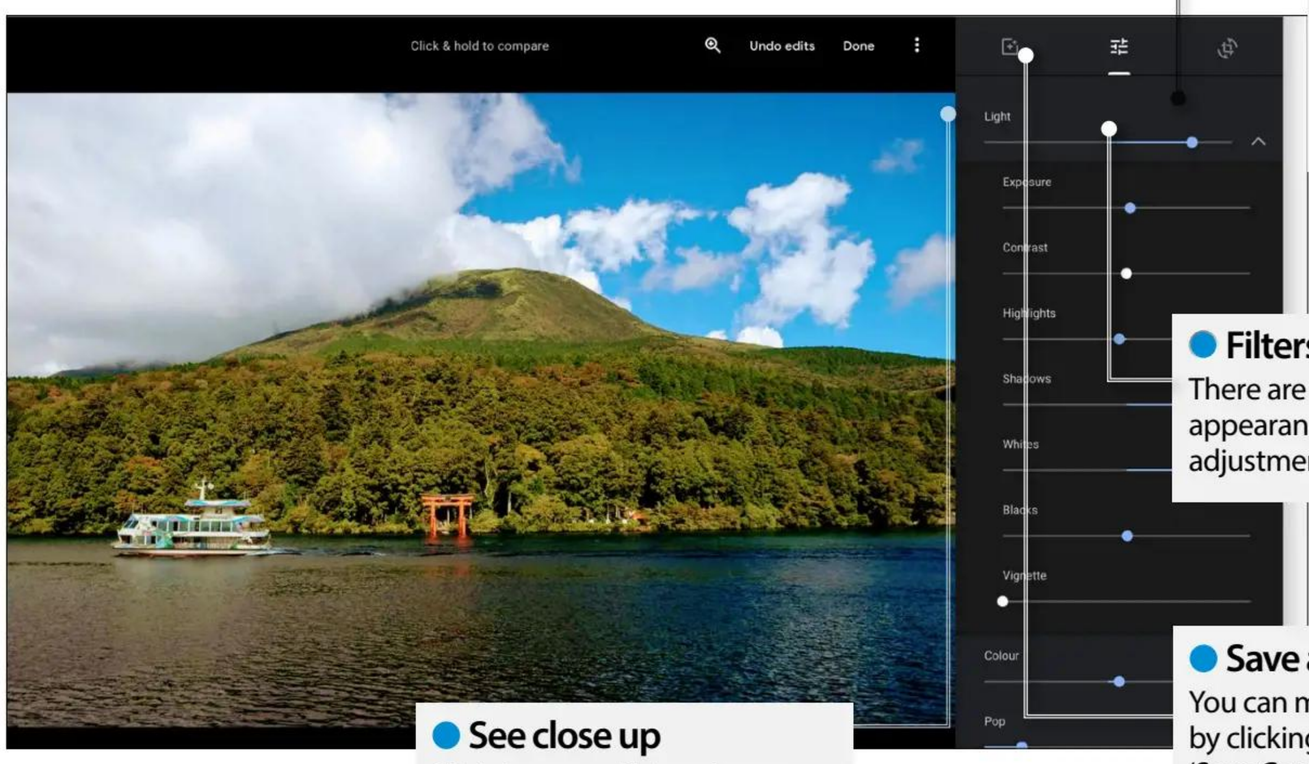
Uploading your images to Google Photos is beneficial in so many ways. Not only is it a great way to keep your images safe in a cloud environment, but it also brings a wealth of options to help you organise and share your images with other people. Uploading your images to Photos is a quick and easy process that can be done by clicking on the 'Upload' link at the top of the page. You can then navigate through the folders on your computer and choose which ones to upload manually. You can also download the Google Photos app to your smartphone and have photos automatically upload, if you wish.

Once your images have been uploaded, you can then go to work editing and enhancing them. The editing suite can be as simple or in-depth as you like. There are tools to automatically adjust the image into what Photos considers to be the best, or you can open tools to get more options for tweaking. Google Photos will automatically recognise people and places in images and group them into albums. What's more, it has tools for creating videos, collages and animates using your photos. This is just one of many ways in which Google Photos makes your life easier.



Editing Suite

You have plenty of options to tweak your image



Mobile uploads

You can automatically upload pictures taken on your smartphone to Google Photos via the mobile app available for both iOS and Android. You get free unlimited storage and it has all of the same editing tools as the desktop version. The photos will be automatically organised into albums according to date and locations.

More options

Clicking this arrow will access a drop-down menu with more editing options. Just click and drag the sliders to make adjustments.

Filters

There are 13 filters to change the image's appearance. The 'Auto' filter calculates adjustments to make it look its best.

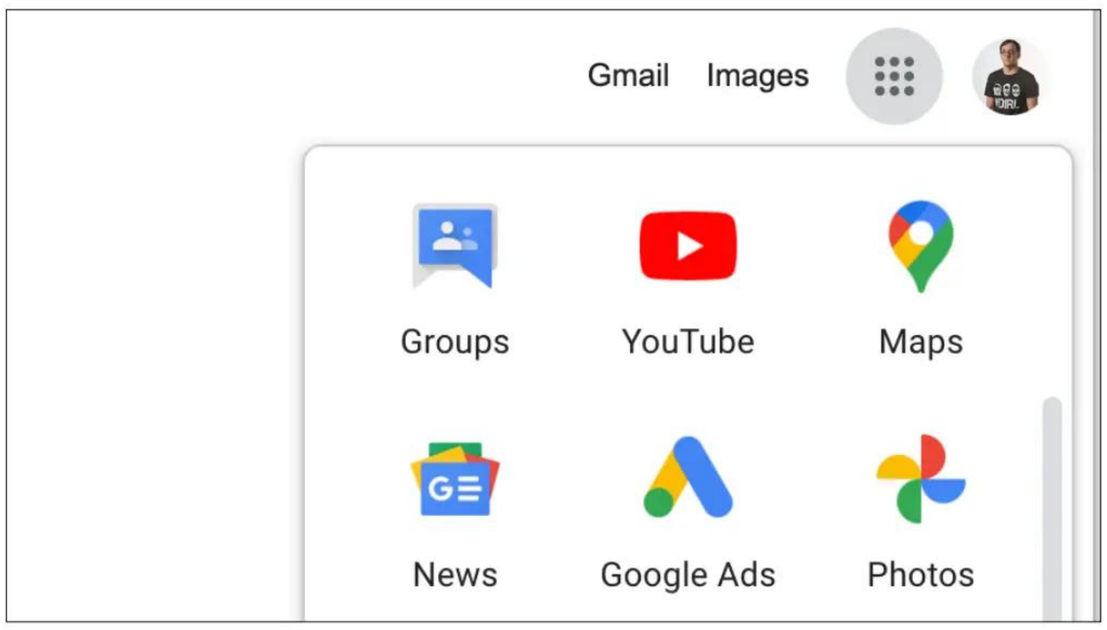
See close up

Click the magnifying glass to zoom in on the image. A slider will appear so you can change how far in the zoom is.

Save a copy

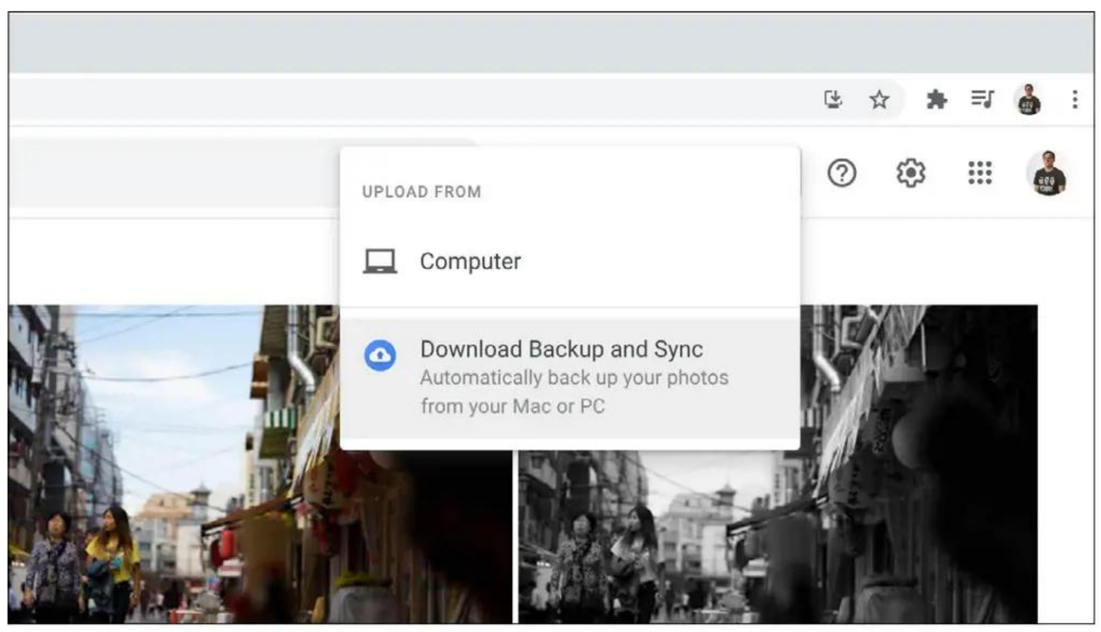
You can make a duplicate of your photo by clicking the more icon and selecting 'Save Copy.' You can also copy changes made to one photo and apply them to others using the copy and paste tools.

Photos | Upload and edit



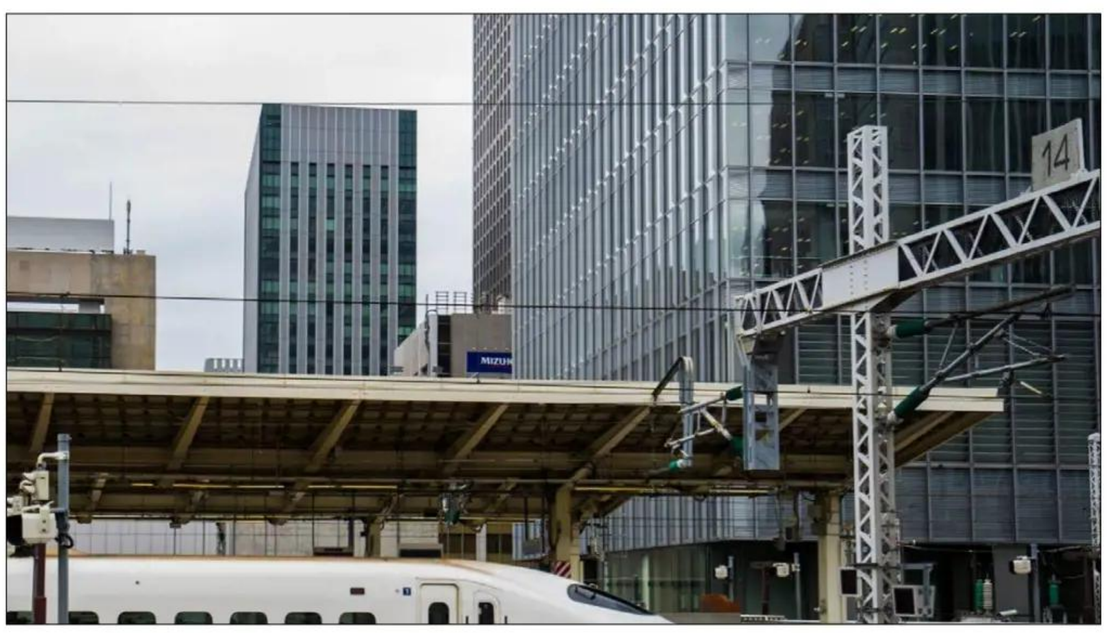
1: Go to Photos

Sign in to your Google account and then while on the main Google page click on the menu in the top-right corner, and when the drop-down menu appears, select the 'Photos' option.



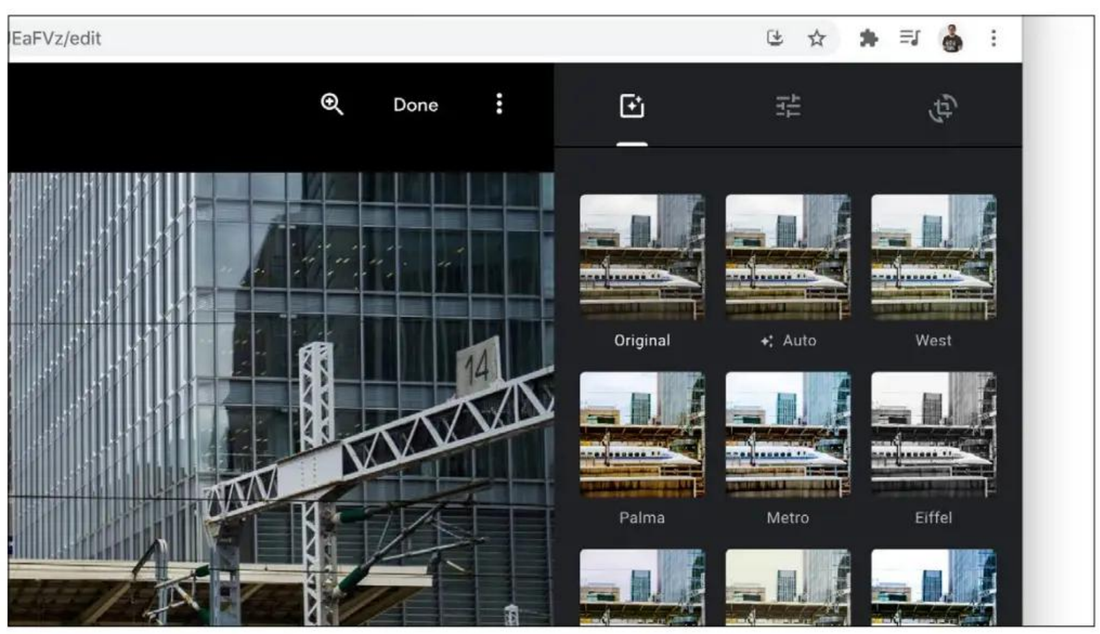
2: Click on Upload

In the top-right corner of the screen will be the link to upload photos from your computer. Click on this and a window will appear. Select the images you will like to add and then select 'Open.'



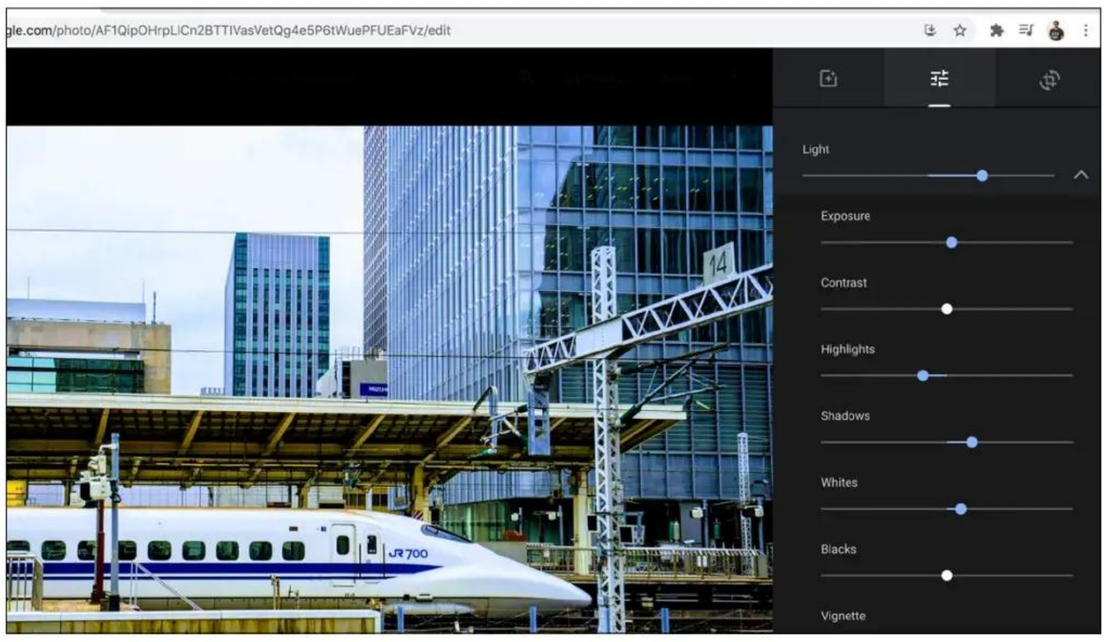
3: Open an image

After you've uploaded all of your photos, click on them to view in greater detail. In the top-right corner will be an icon of sliders, click on this to open Google Photos' editing tools.



4: Filters

The first set of editing tools you will be given are filters. Select 'Auto' and the Photos app will calculate the best settings for the image and apply it. Select 'None' to undo any changes made by filters.



5: Make adjustments

Go to the Adjustments menu and you will be presented with three sliders. Two of them will have a down arrow at the end, tap these to bring up more options for tweaking the image.



6: Rotate and crop

The last section of the editing suite has three tools. You can rotate the image 90-degrees, adjust the angle slightly or change the aspect ratio. You can put the photo back to it's original position by clicking on 'Undo' in the corner.

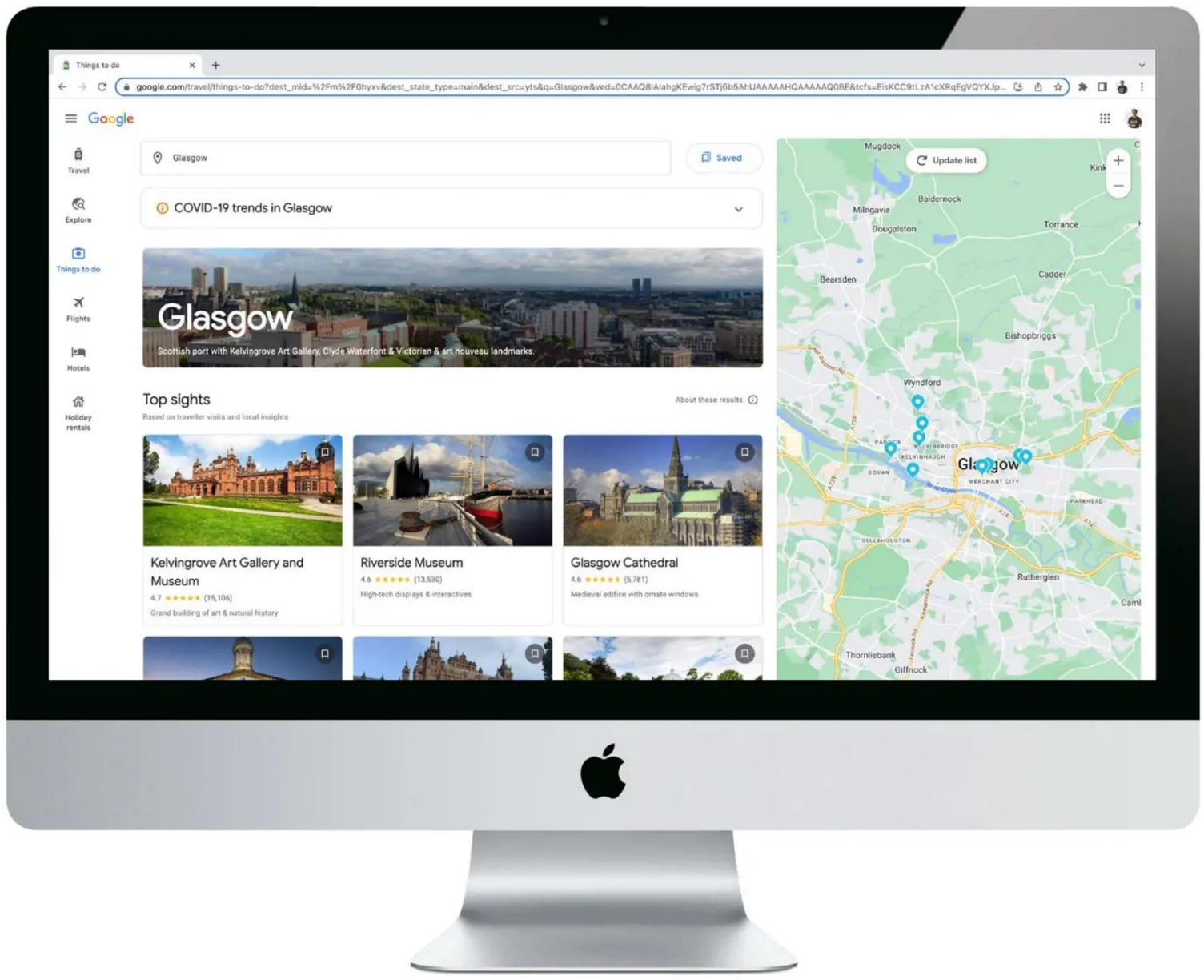
Find holiday destinations with Google Travel

Read guides, plan trips and book flights or hotels using Google's trip planning app

You may use Google to search for services that help you plan holidays, but not many know that Google itself has a service for this. Search by destination and Google Travel will offer travel advice, things to see as well as find prices for hotels and flights.

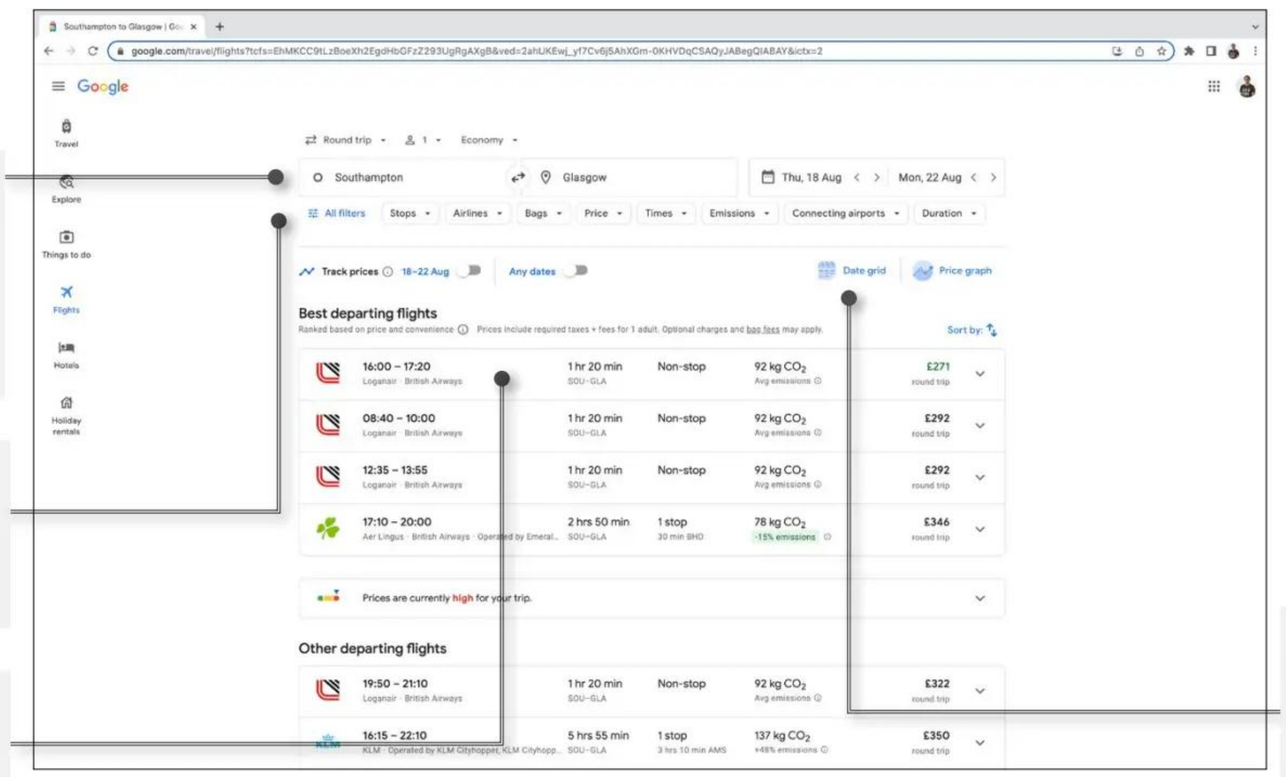
This service was originally known as Google Trips and was an app for smartphones and tablets, but this was shut down in 2019, its name changed to Google Travel, and it is now only accessible using an internet browser. Google has made the service intuitive, with everything you'd need accessible from the front page. Go to **travel.google.com** and on the main page will be five options: Explore, Things to do, Flights, Hotels and Holiday Rentals. These five shortcuts are also available on the left-hand tab of every page. The service has up-to-date information on COVID-19-related travel restrictions such as whether documents or quarantine is required upon arrival in a country.

These services aren't solely for use abroad. It is possible to plan a road trip, and Google will recommend worthwhile stops along the way. Whether you're planning a trip or just getting ideas, Travel can help.



The flight page

Find the right flight for you with these tools



Locations

Enter your departure and arrival location. You can swap the two by clicking on the arrow icon in between the two locations. You can enter towns or specific airports and Google will offer recommendations.

Filters

If you have specific requirements for your flight, apply these filters to narrow down the search.

Flight information

Flight time, stops, emissions and price are all shown, and you can see more details by clicking on the down arrow.

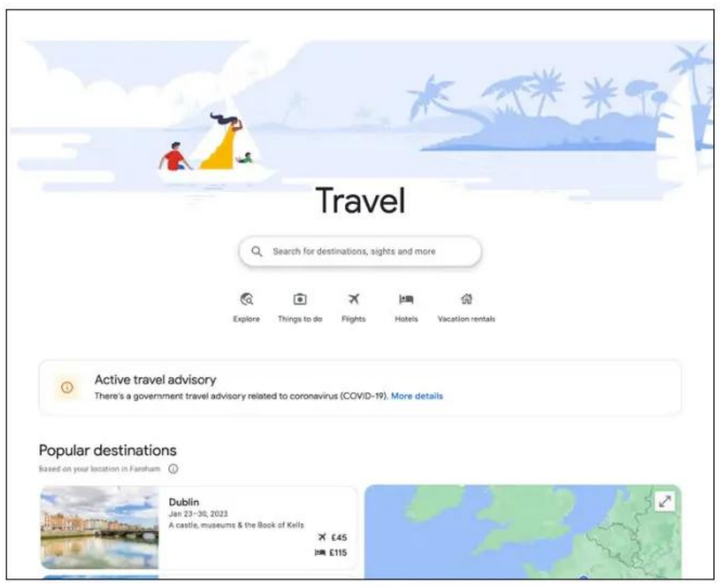
Track flight prices

If you are in no rush to book a flight we recommend using Google Travel to monitor prices. Search for a flight, enter information such as number of tickets, stops, etc and above the results will be the option to track prices. If you enable this Google will email you when there is a price change in these flights and offer other tips too.

Date Grid

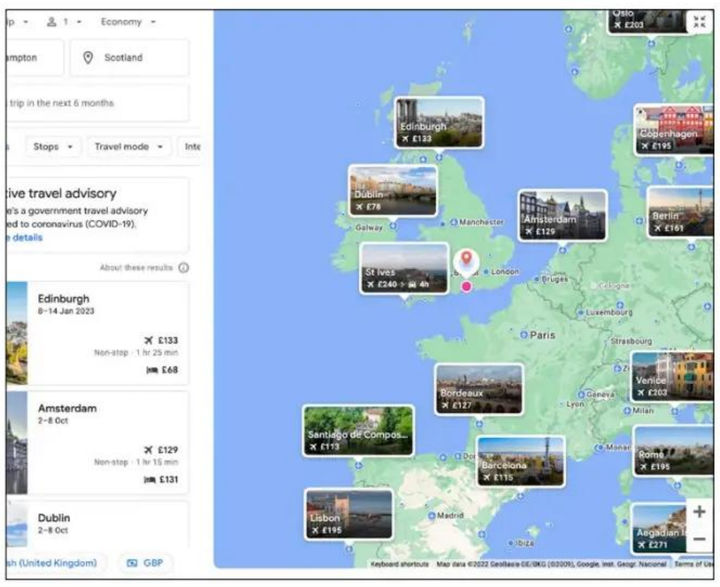
This tool helps find cheaper flights. Travel displays the prices for each day in chosen weeks, with the cheapest marked with a star icon.

Travel | Use Google Travel's tools



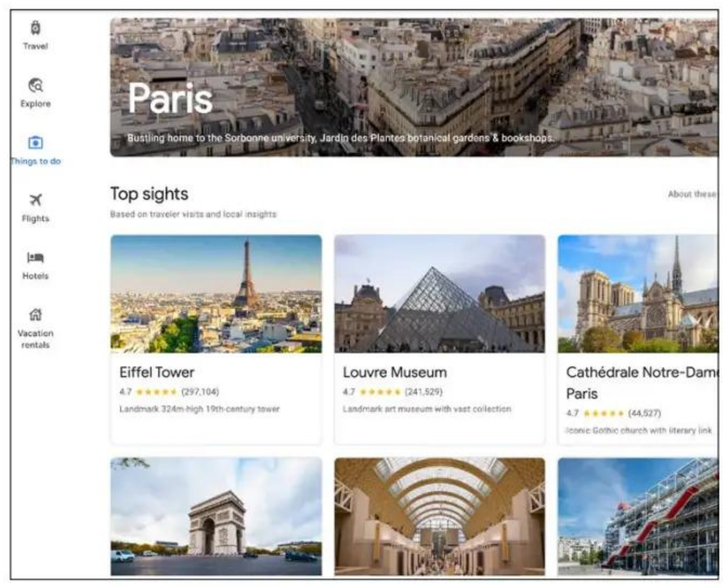
1: The home page

When your arrive at **travel.google.com** you will be presented with five main options as well as a search bar. Choose what you think would be the best for what you're planning.



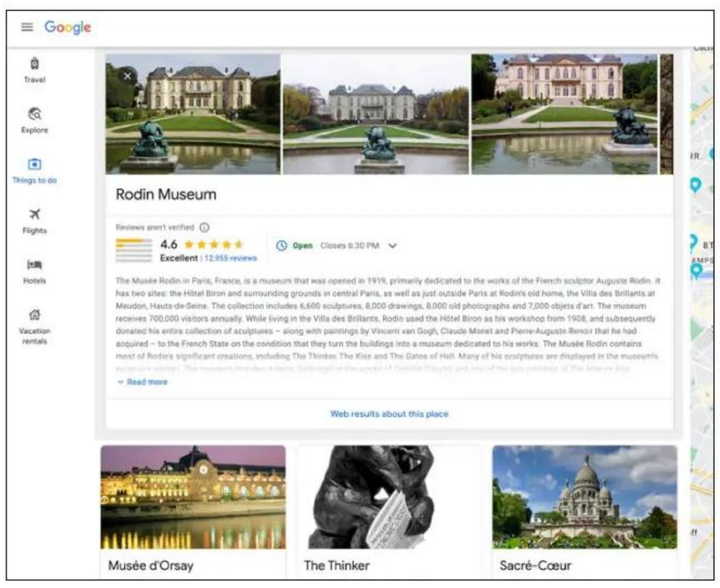
2: Explore

Use Google's map tool to scroll across the globe, seeing the price of flights to each airport. Click on a location to see information such as the best time to visit.



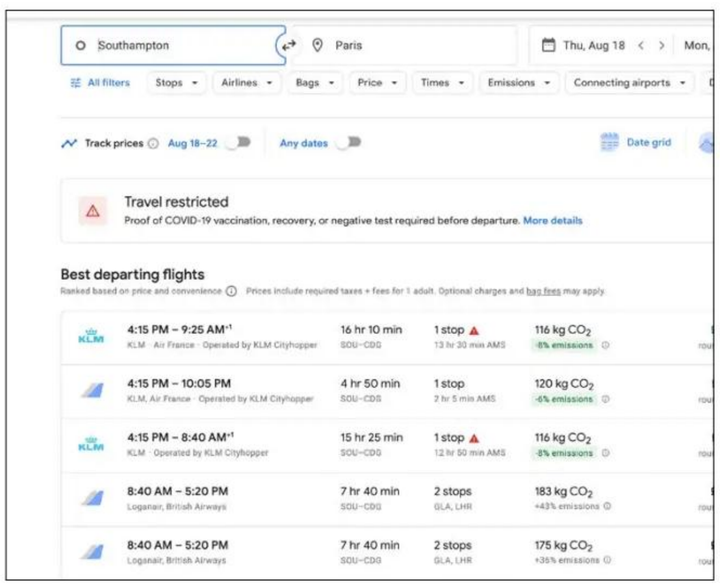
3: Things to do

Search a location and top sights, experiences and travel articles will all be listed. These results have tab icons, click these to add them to your Saved collection if you would like to refer to them later.



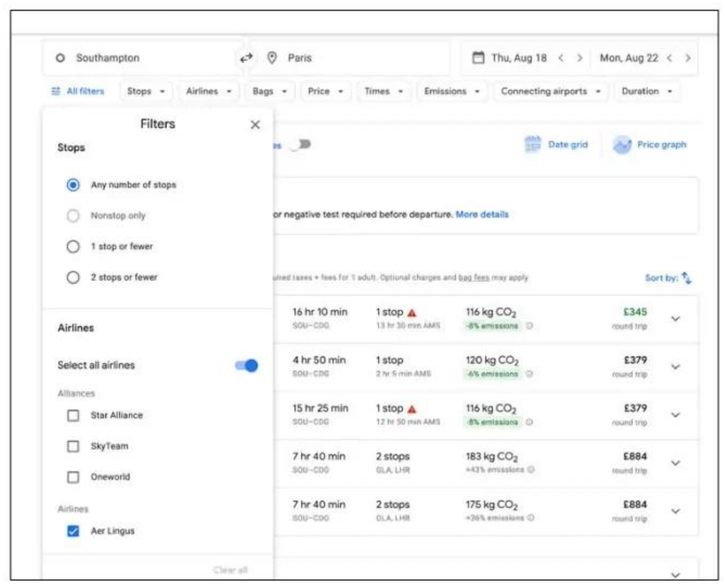
4: Sights to see

Click on a sight to see more reviews, opening times and web results . Reviews are created by other users but Google will remove any if they contain fake information.



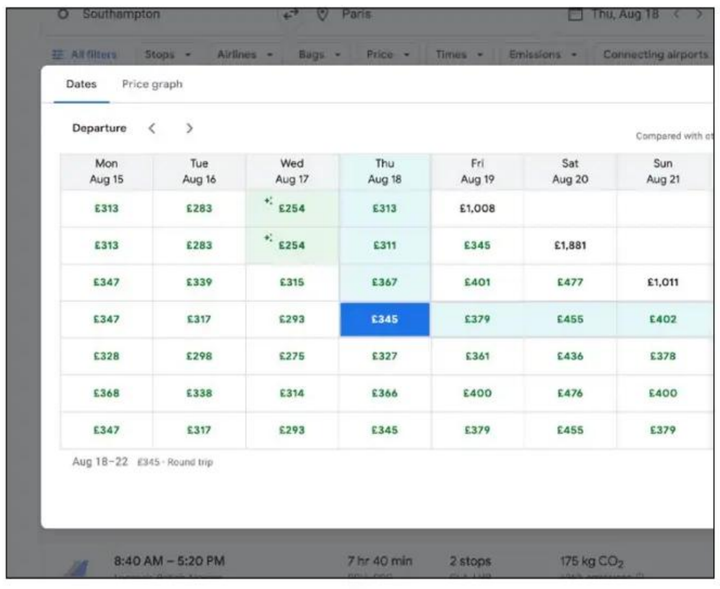
5: Flights

Enter the cities you would like to go to and from as well as departure dates and flights will be displayed along with any COVID-19 restrictions. Flights can be arranged by price or times.



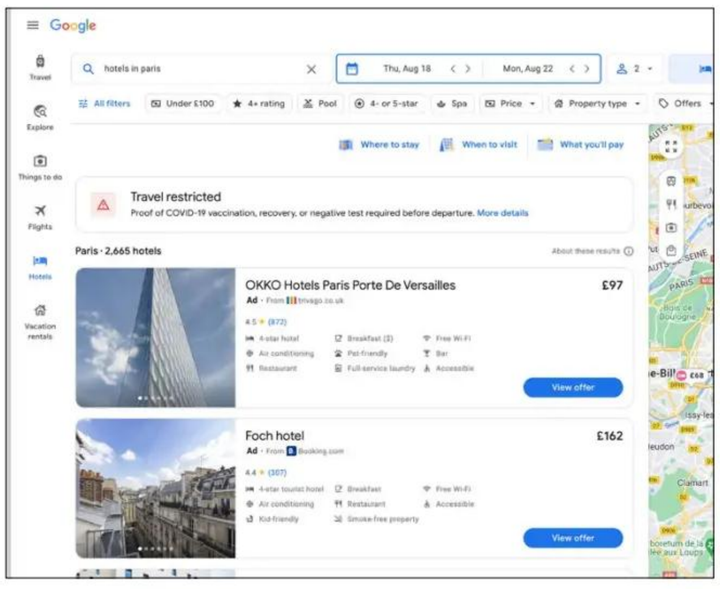
6: More flight options

There are a range of filters that you can apply to Google Travel searches. Stops, Airlines, Price, connection and more can be applied. Click on All filters to see more options.



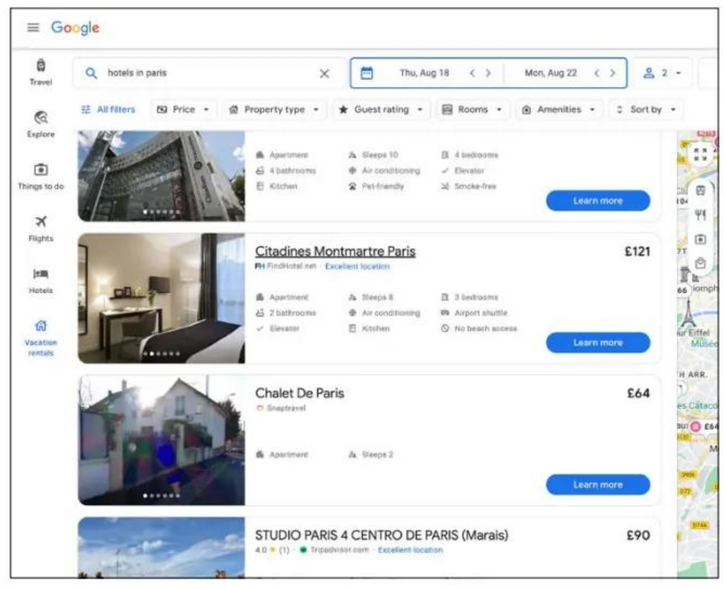
7: Date Grid

If you can be flexible with dates and want to save money, use the Date grid and Price graph. The Date grid shows prices across the week while the graph shows the average cost in the month.



8: Search for hotels

Enter the city and dates to see what is available. There are many filters so if you're looking for a hotel with a pool or spa, you can add that and then sort by relevance, price or reviews.



9: Vacation rentals

If you would rather rent an apartment than stay at a hotel, you can do that using Google Travel. Use the map to see where each rental is located as well as its price.

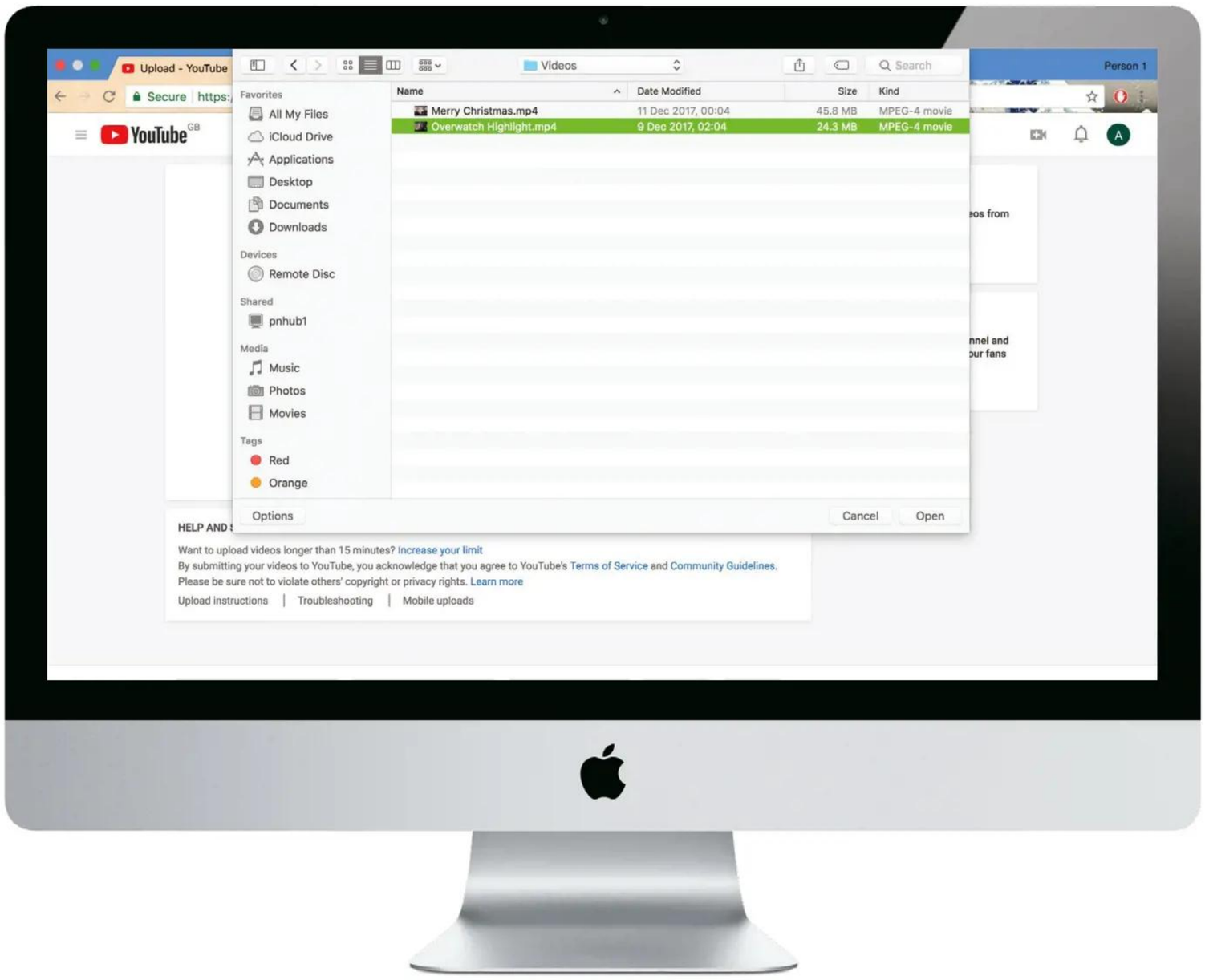
Upload your own videos to YouTube

Here's what you need to do and be aware of when you're sharing your first video with the world

The modern age of the smartphone, which doubles up as a very adept video recording device, means that everything in life can be documented and shared with the world. The ever-surging popularity of the YouTube web video service means that it is often people's first stop for entertainment as you can find pretty much anything you want, within reason, uploaded and ready for you to enjoy.

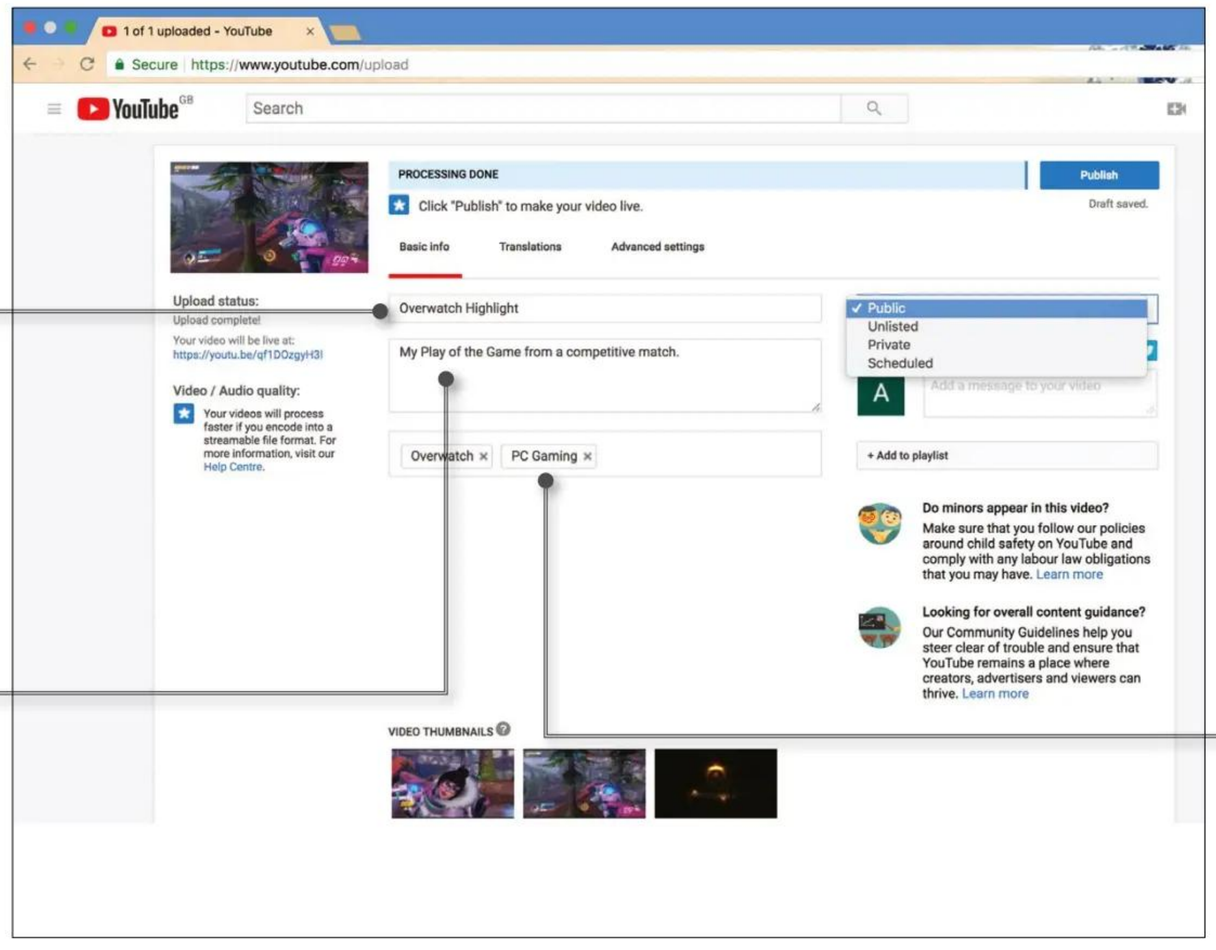
Uploading your own videos is a quick and easy task and you have full control over who sees the videos that you uploaded and the promotional process to get them seen by as many people as possible, which could also mean an unexpected source of revenue for yourself as a result. When you upload a video, you must give it a title and a description to best present it to other people and then you can go about adding tags, which are keywords that people are likely to search for – so adding enough relevant tags will help ensure that your movie is pushed to the front of the pecking order when searched for.

In this tutorial we will guide you through the process of uploading your first video to YouTube and detailing the important steps that you must go through to ensure it goes global!



Upload videos

Adding info and tags to get your video seen



Adding a title

Giving your video a title is a vital part of uploading as this will describe your video, in a nutshell, to others. Your title will also generate suggested tags that you can use to flag it up.

Describing your video

Giving your video a description will also help viewer traffic as it can serve as a brief overview to describe what the viewers can expect to see so that they can make an informed decision on whether to watch.

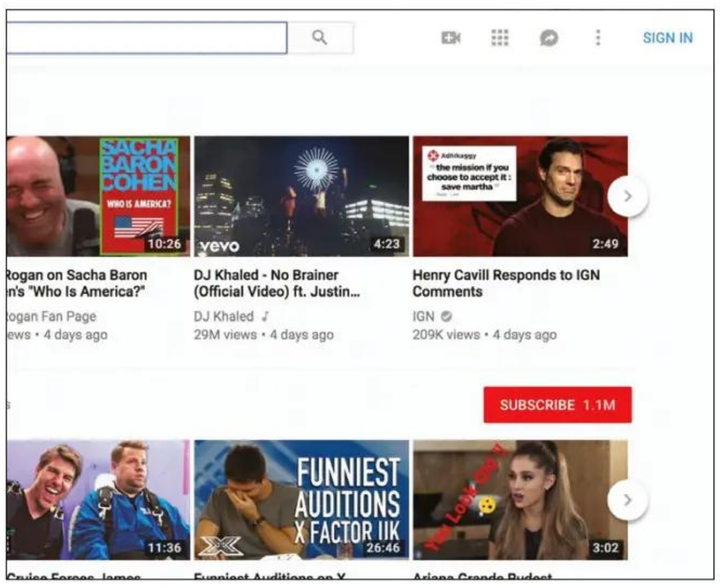
Suggested video tags

We have already stressed the importance of assigning tags to your videos to give them more of a presence in the search engine. YouTube will even offer suggested tags that relate to the title of your video and its possible content. Simply click on these to instantly assign them to your video and make it infinitely easier to find.

Tagging your video

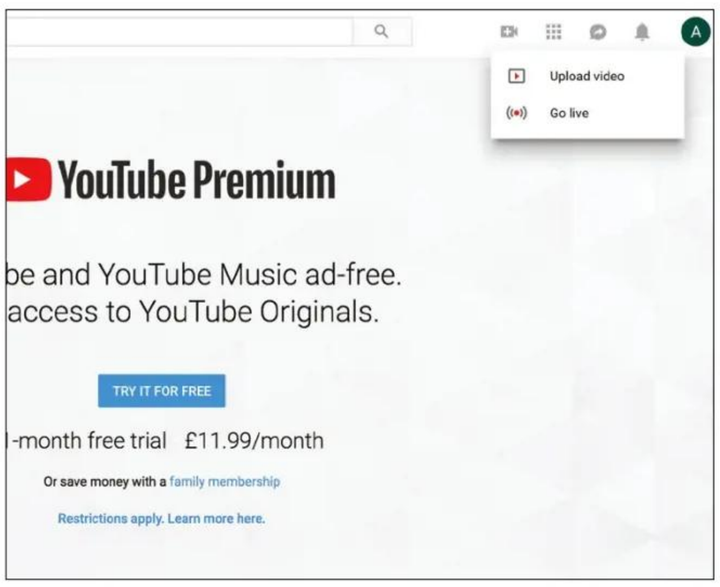
Tags are keywords that, when typed into YouTube's search engine will people find your video. Try to think of as many links as possible.

YouTube | Put your home-grown videos on the net



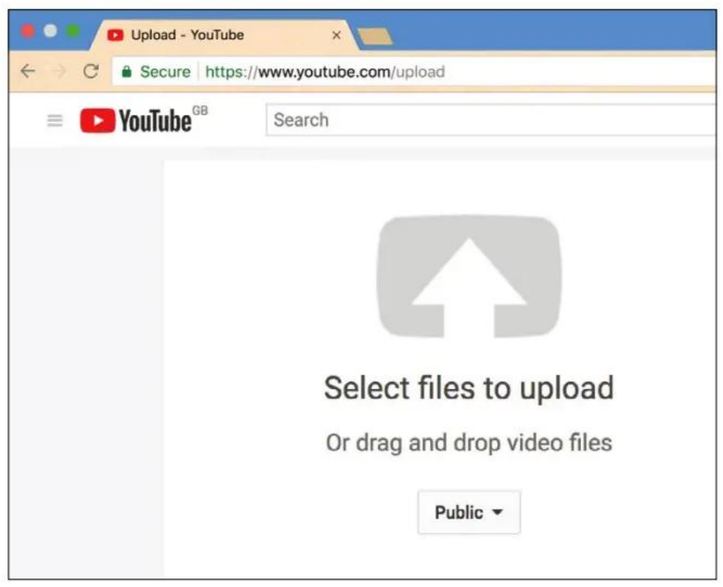
1: Sign in

On the YouTube site, click on the 'Sign In' button (top right) and then sign into your account. This can be your Gmail address and password; or if you have a pre-existing YouTube account, use those details.



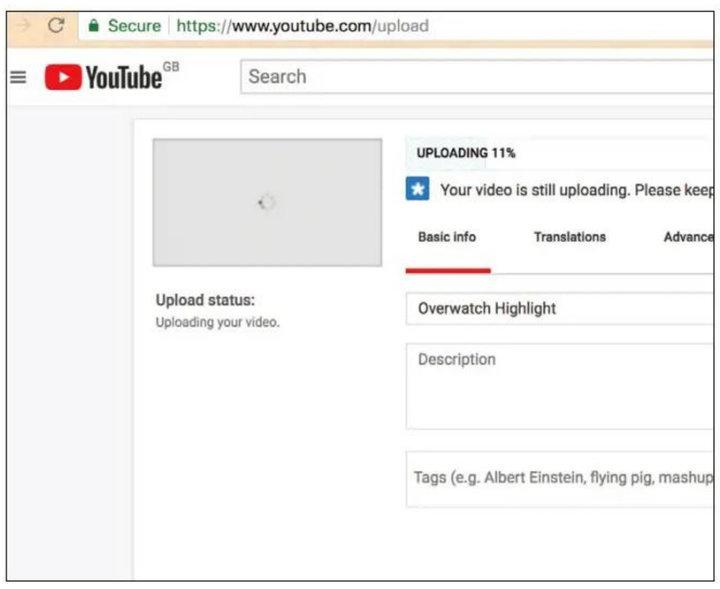
2: Click on Upload

When you have successfully logged into your YouTube account, click on the Upload button to the right of the search bar and then you'll be taken through to the main video upload screen.



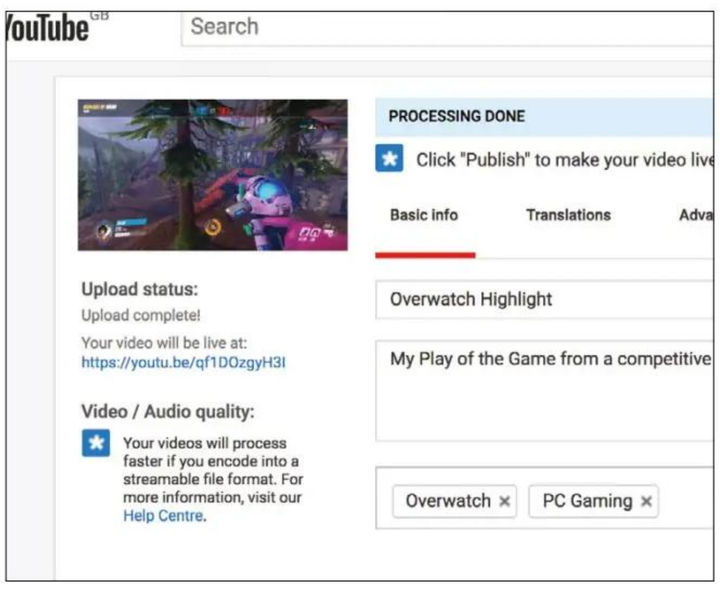
3: Select files

Click on the big arrow in the middle (which turns red) to start navigating to the video you want to upload. Alternatively, if you have it to hand, simply drag it into the space provided to start the process.



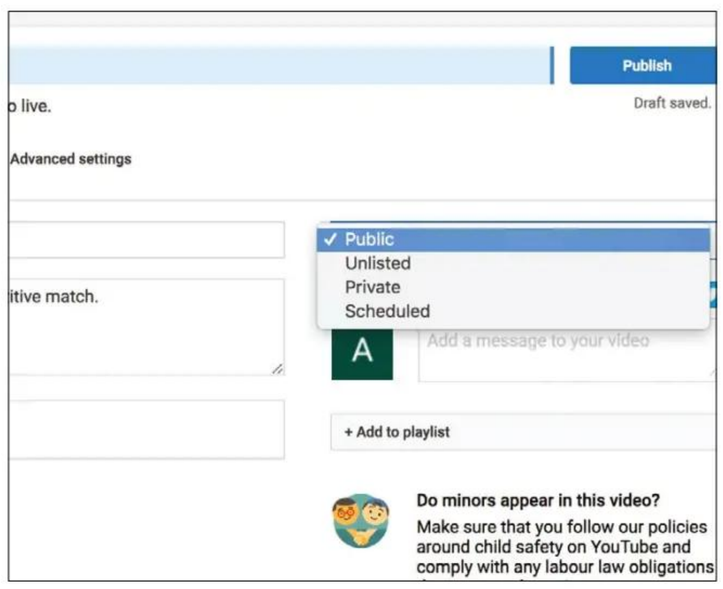
4: Start promoting

While your video is uploading, add the important bits of info, including a title and a description of your video so that anyone who decides to view it can get a brief overview of what to expect.



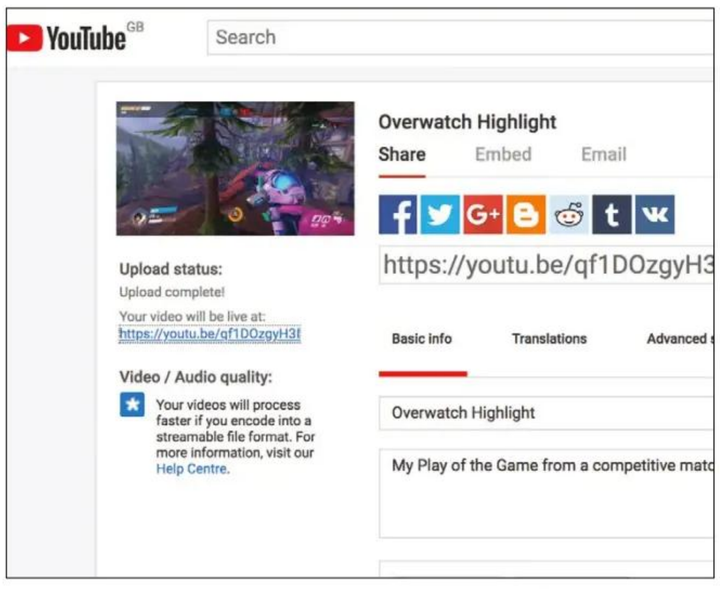
5: Add tags

Tagging your video is important as the keywords that you assign will ensure that your video appears on the radar of anyone who searches for words that relate to it. You can add as many tags as you want.



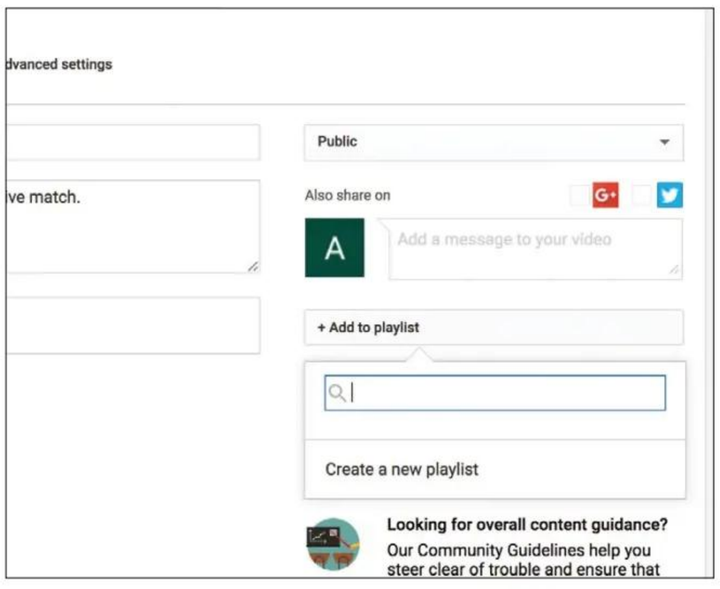
6: Adjust privacy settings

You can also determine whether your video is viewed by everyone (public) or only by those whom you invite. Click on the drop-down menu under 'Privacy settings' to select an option.



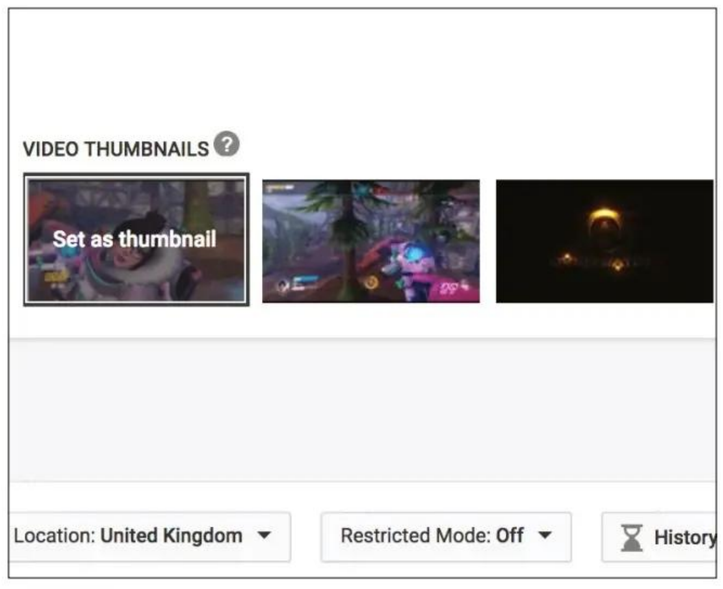
7: Share your video

There are options to share your video to various social media sites such as Facebook and Twitter. Click on a box to select it and then make sure that you select an appropriate category.



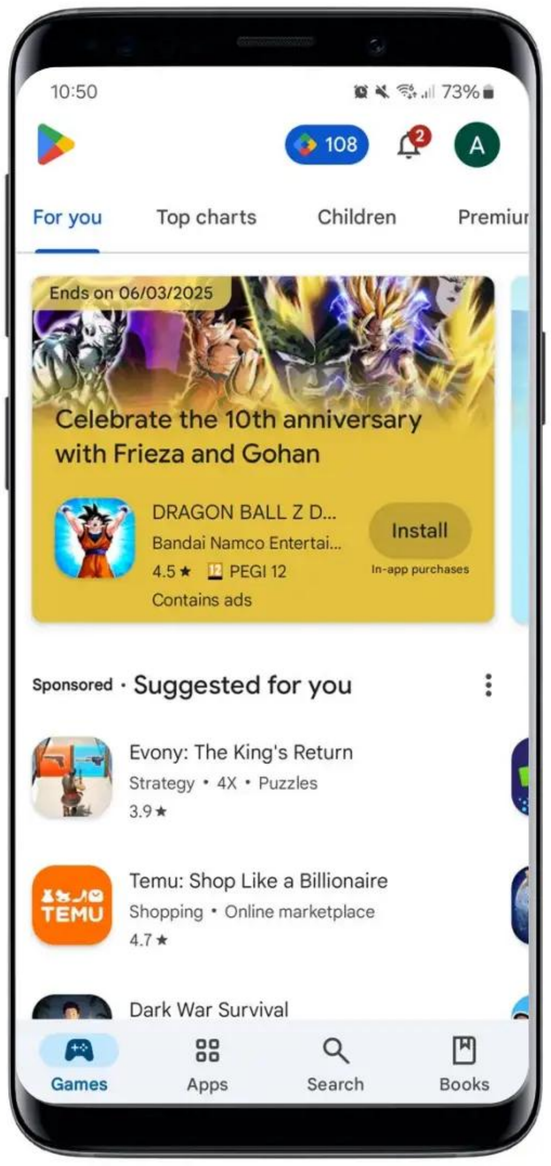
8: Add to a playlist

If you have intensions of uploading similar videos in the future, you may want to create a playlist. Click on '+ Add to playlist' then you can create a new one or add the video to a playlist you've already created.



9: Select a thumbnail

You will want a thumbnail that will entice viewers to click on the video. At the bottom of the editing options are three screens, select the best one for your video.



Find exactly what you want in Google Play

In a rush to find a particular app or product on Google Play? Here's the solution

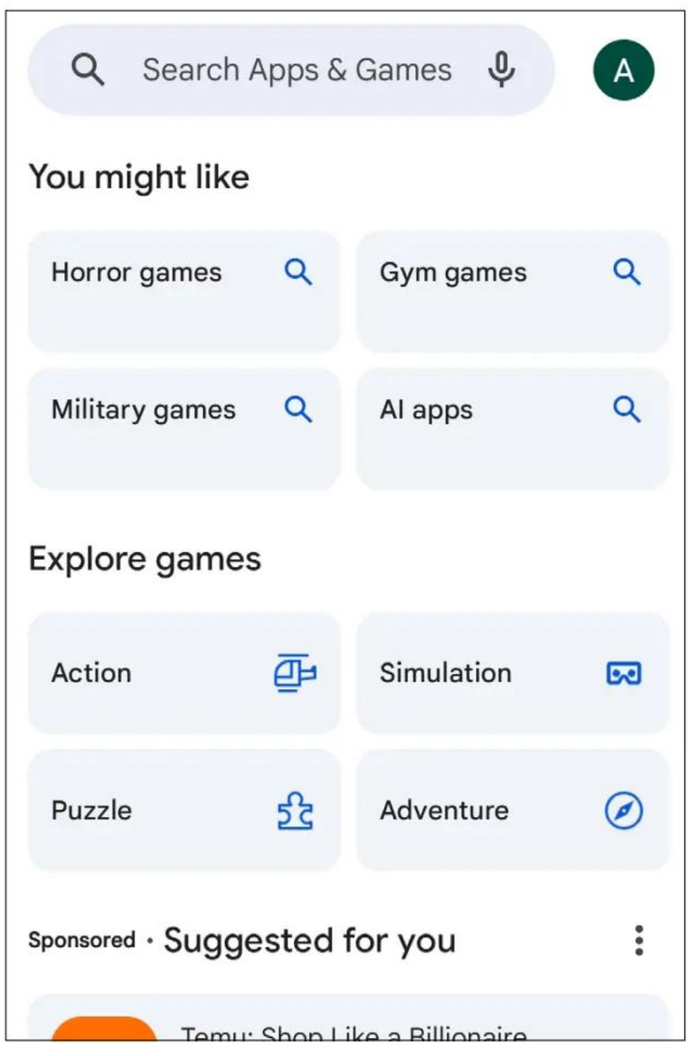
As you would expect given the company's origins, Google provides rather a good search engine to help you find what you want in the Google Play store and it can be used in a variety of different ways.

For example, by tapping on the magnifying glass icon at the bottom of the screen, you can enter simple keywords – while, and after, you do so, Google will suggest possible matches across a variety of categories, such as apps, music and movies. If you don't want to type the selection, you can even speak it instead by tapping the microphone button next to the search box. Once you have spoken your search, it will complete its result list in the same way as before.

As you get to know the search engine better, though, certain tricks come to light that will help you refine your searches even more, which in turn leads to more accurate results. For example, you can command the search engine to only search for apps that contain a certain word, which makes the results significantly scaled down compared to just typing the word alone. You can also command the search engine to only search for an app by a particular developer.

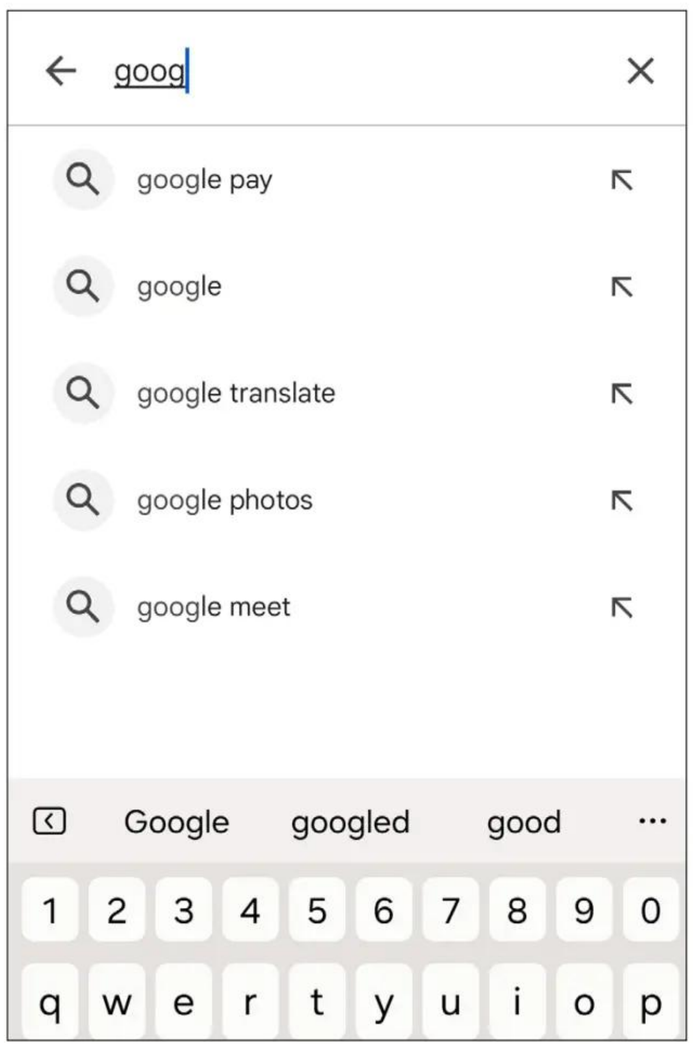
The more you use the search engine, the smarter it gets. It will provide a list of quick results as you're still typing the word, and you can tap on one if you see what you are painstakingly typing contained within the list.

Play Store | Match up your searches



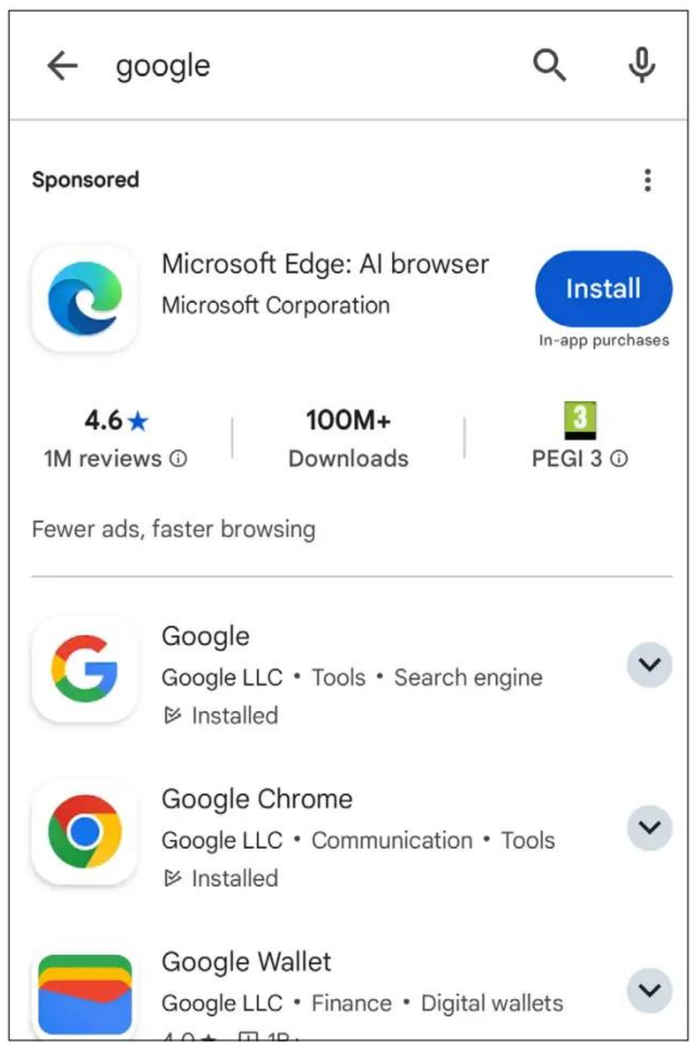
1: Using the search engine

To start a basic search in the Google Play app, simply tap on the Search icon at the bottom of the interface and start to type in keywords for the products that you want. As soon as you tap, you'll see previous searches.



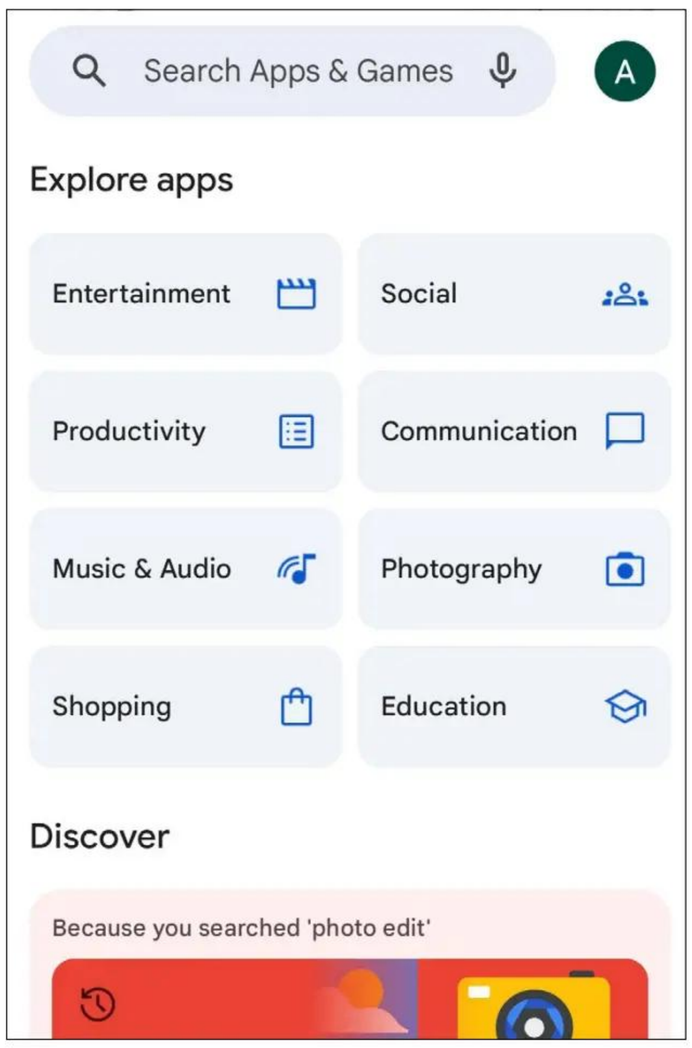
2: Instant match-ups

The service will instantly make suggestions based on the first few letters and present them in a list. If you see what you want there, tap on it. Your previous searches will appear towards the top with a clock icon next to it.



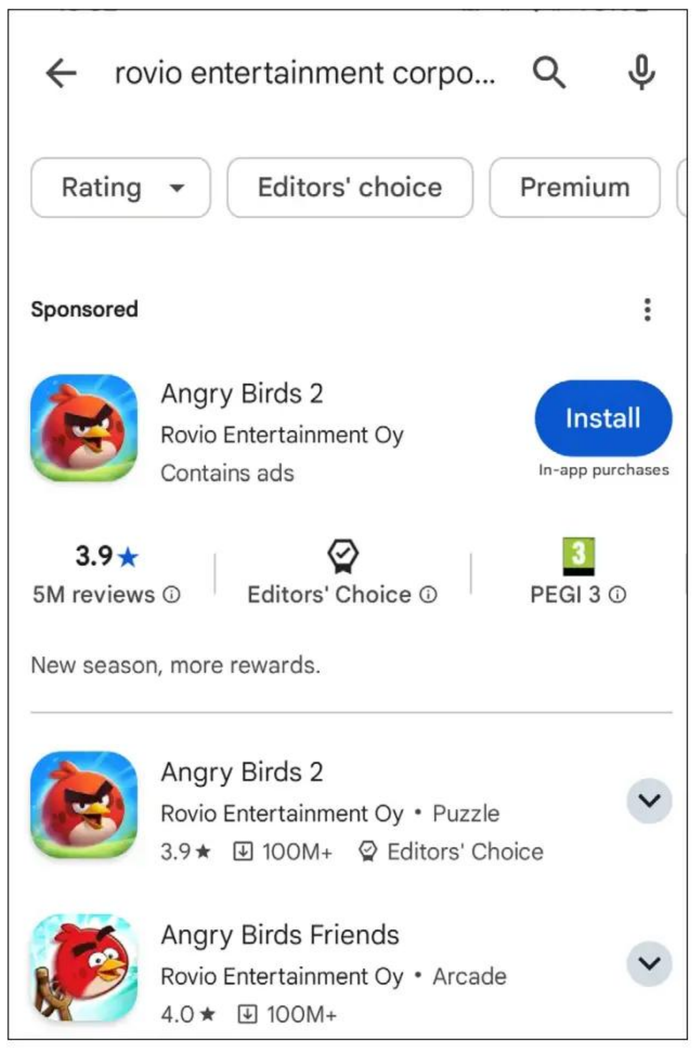
3: Search results

If you only vaguely know the name of the product that you want, just type in what you do know and then hit the Enter key. Possible matches in a variety of categories will be listed for you to look through.



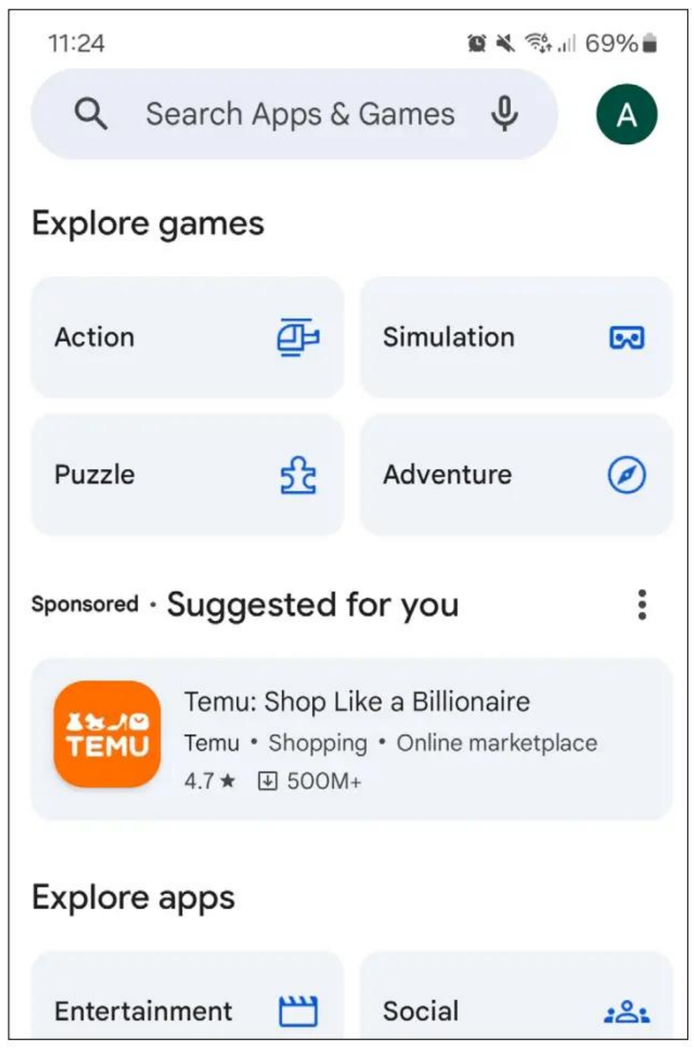
4: Specific categories

The Search section of Google Play suggests categories of apps and games that you might like. Scroll down, and you will see categories of apps. When on these pages you can search through by rating, editor's choice or by newest.



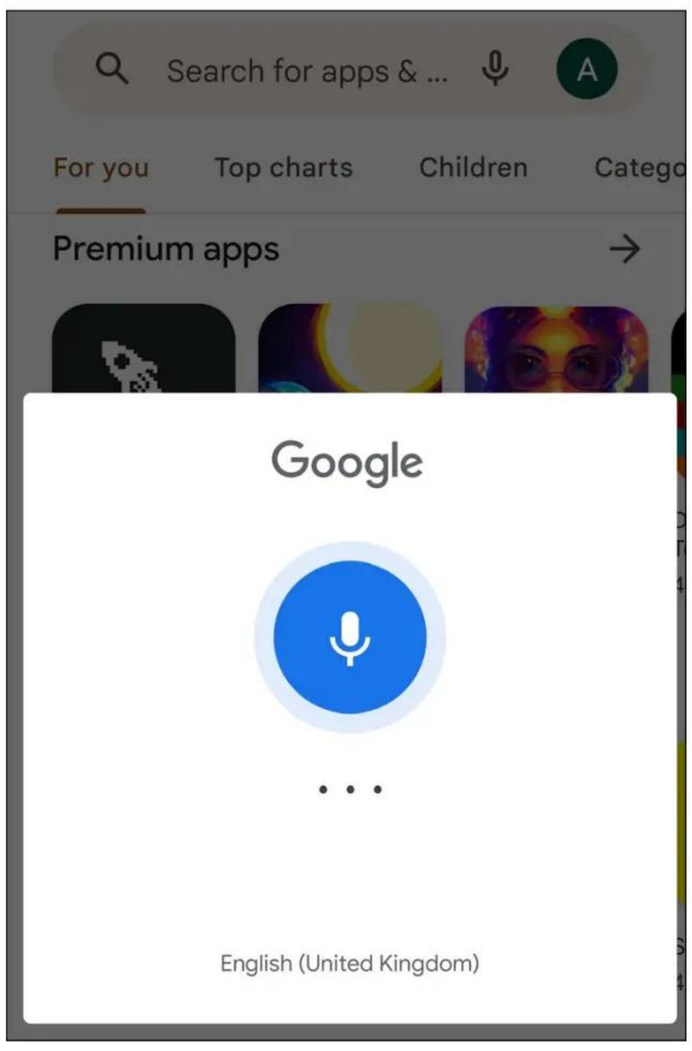
5: Search by developer

If you like an app by a particular developer and want to see what else they have made, simply enter the name of the publisher into the search field and then all of the apps that particular developer has published will be listed.



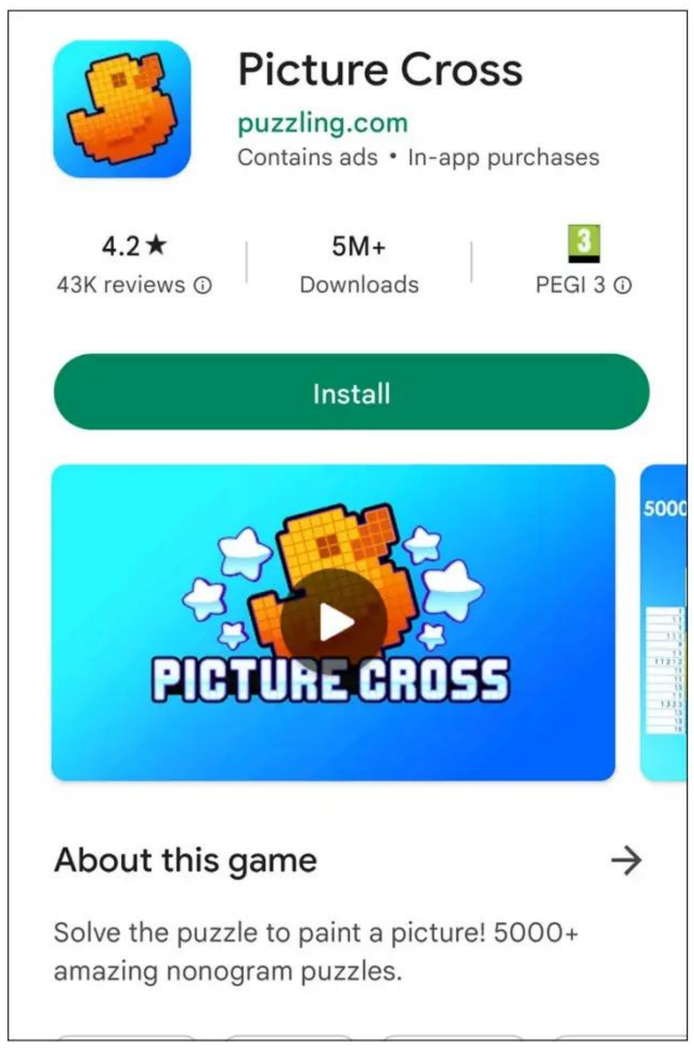
6: Speak your searches

If you prefer, you can speak your keywords into the search engine instead of typing them. Just tap on the microphone located in the search bar. This is best done in a quiet environment where noise won't interfere.



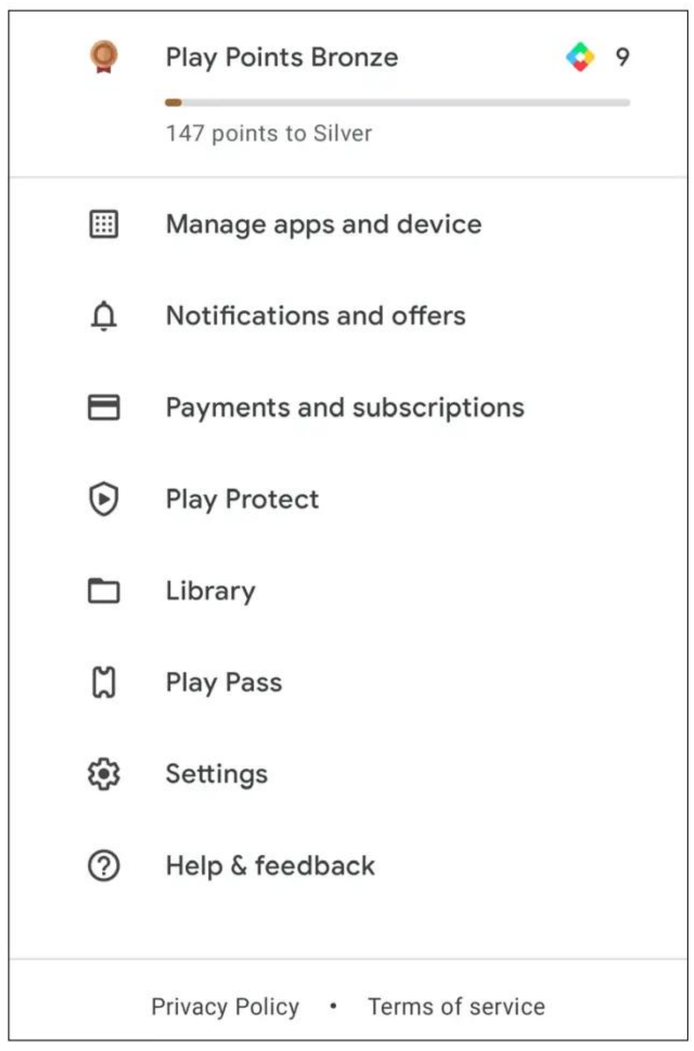
7: Start talking

You will be taken to a screen where you will be prompted to speak your search term into your device's microphone. Speak clearly and after a couple of seconds of processing time, your matches will be displayed.



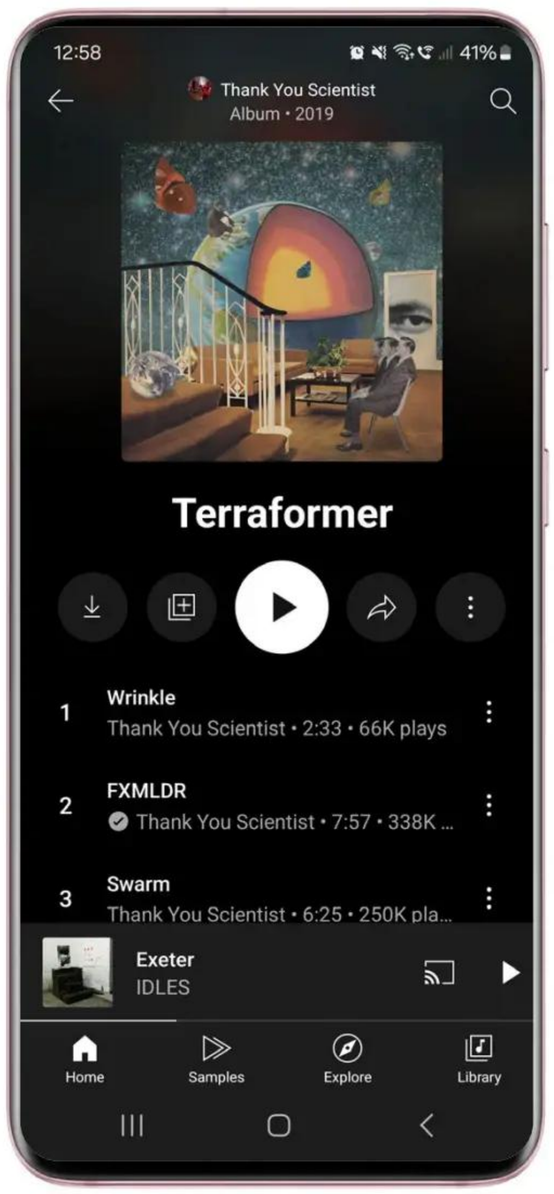
8: Install

If you want to install an app that you have searched for quickly, just tap the small Install icon. You can tap on the More Info button to read reviews of the app and see the system requirements – there's an install link there too.



9: Add to wishlist

From this mini menu you can also choose 'Add to wishlist' for easy reference. You can view and share your wishlist by tapping the menu icon in the top-right corner of the screen and then choosing 'Library'.



Listen to music anywhere with YouTube Music Premium

Carry thousands of music tracks with you and access them no matter where you are

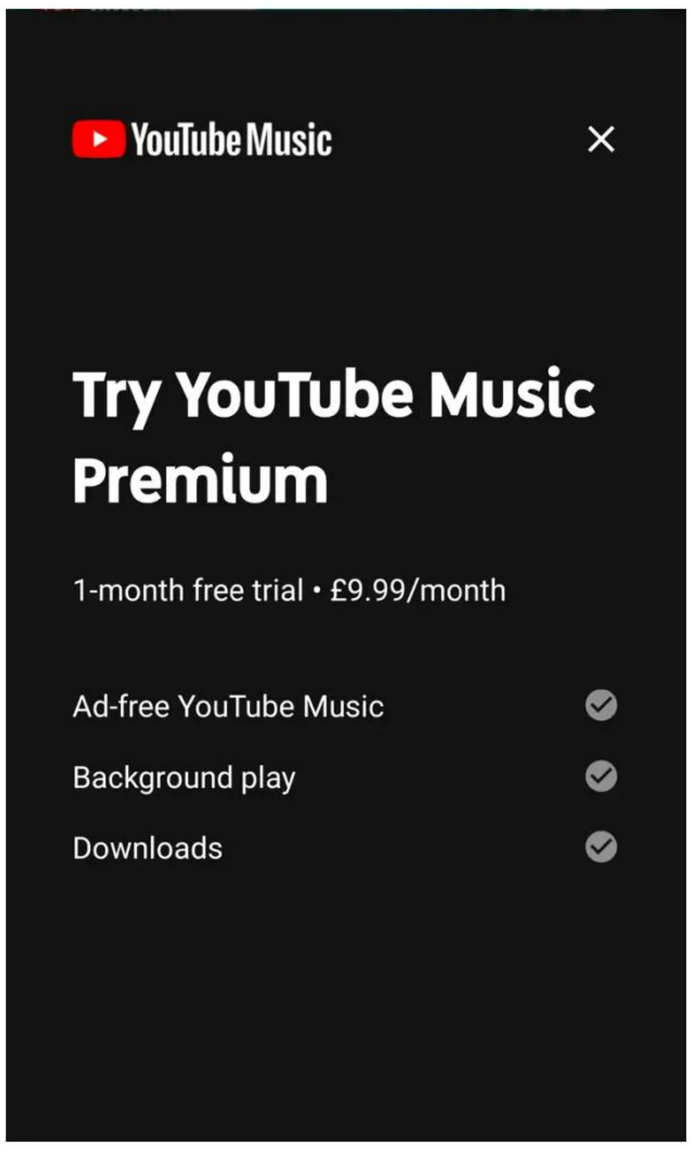
The time has passed when you need to consider how much space you have available on a portable music player before leaving the house, and no more having to cart around cassettes and CDs or even mini disks. With a smartphone or tablet and a subscription to YouTube Music Premium, you can now have access to millions of songs and albums whenever you want to listen to them, and you also have full control over whether you want to download tracks for offline listening or stream them using a mobile data connection.

The service is perfect for discovering new songs and for organising your favourite tracks into playlists or standard artist lists, and it even lets you automatically make your entire music library available online.

The service also supports social interaction and lets you share music or playlists that you enjoy, as well as see the recommendations of others, adding further to the music discovery process. It encompasses every music activity you will ever require and lets you manage and listen to your library from anywhere.

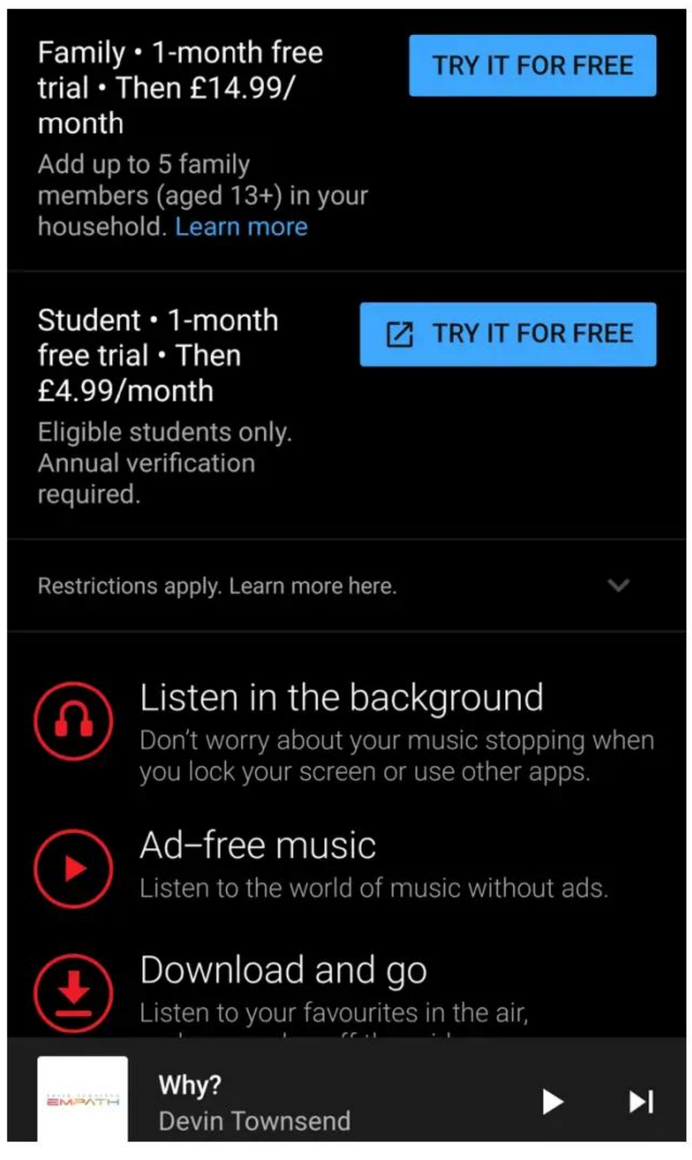
Music can be physical or digital, and YouTube Music Premium brings both together seamlessly to create an experience that can be enjoyed on the train or when you are relaxing at home. We'll show you how to subscribe and add songs into your library.

YouTube Music | Access your music anywhere



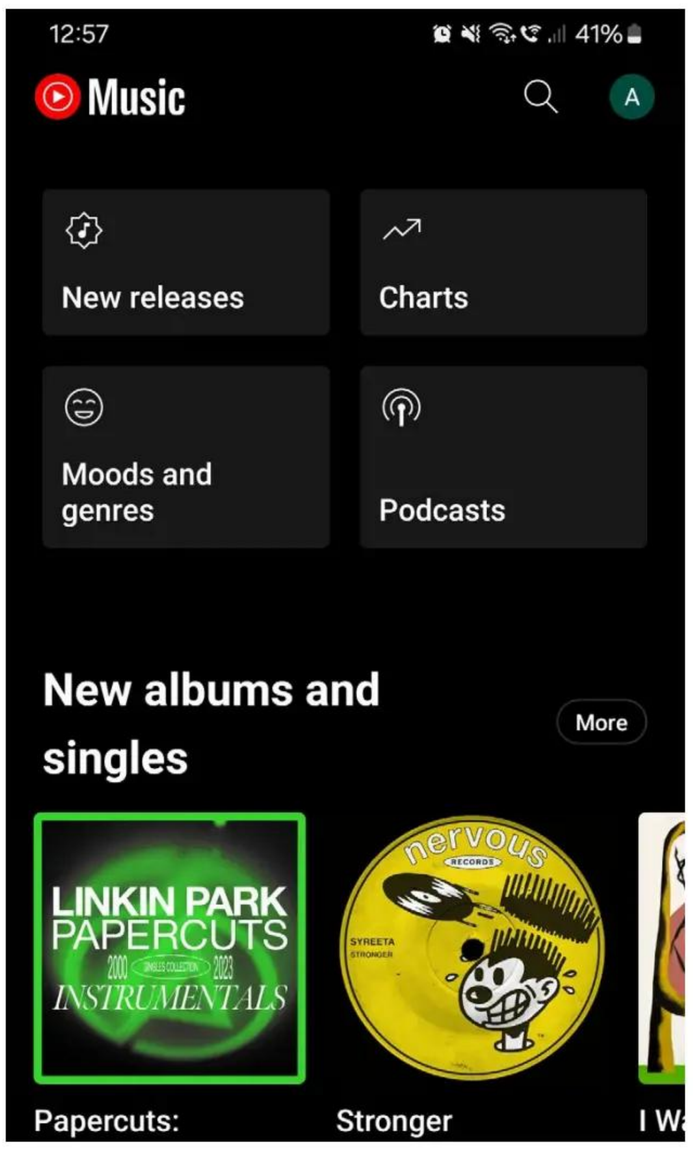
1: Time to subscribe

Open the YouTube Music app. If it's your first time then you will recieve a pop up inviting you to join YouTube Music Premium.



2: Select your plan

You will now be asked which subscription plan you prefer and once you tap 'Subscribe', you will be asked to confirm payment options.



3: Explore new music

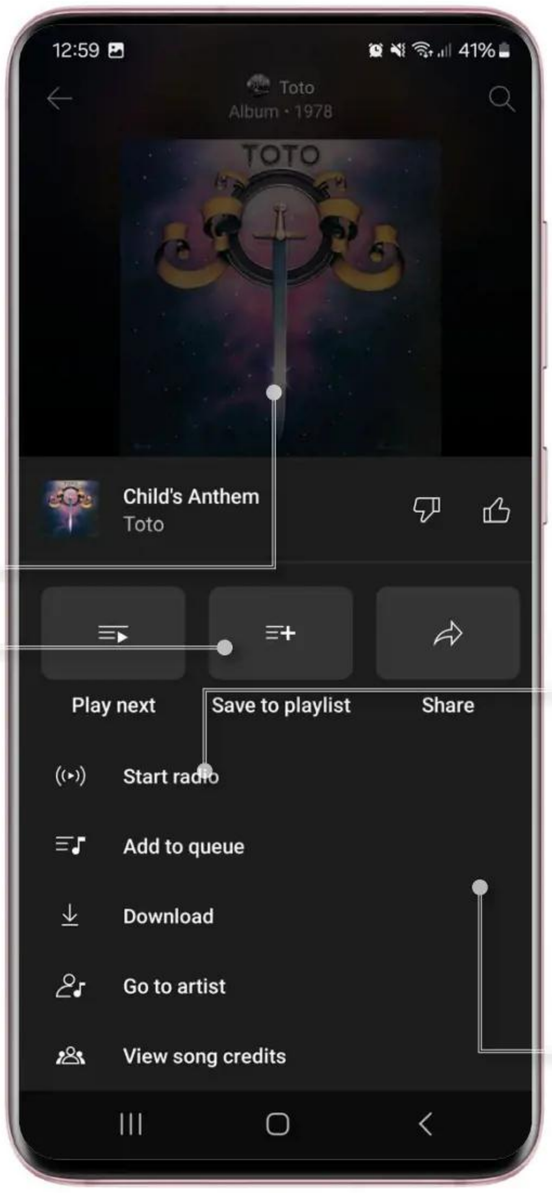
Tap the Explore button and then select 'New releases'. You will then be able to listen to all of the latest albums across multiple genres.

A logical interface

Keep your music with you

Build your library
Any song or album from the YouTube Music service can be immediately added to your personal library. It will be available to stream immediately and will be logically organised for you.

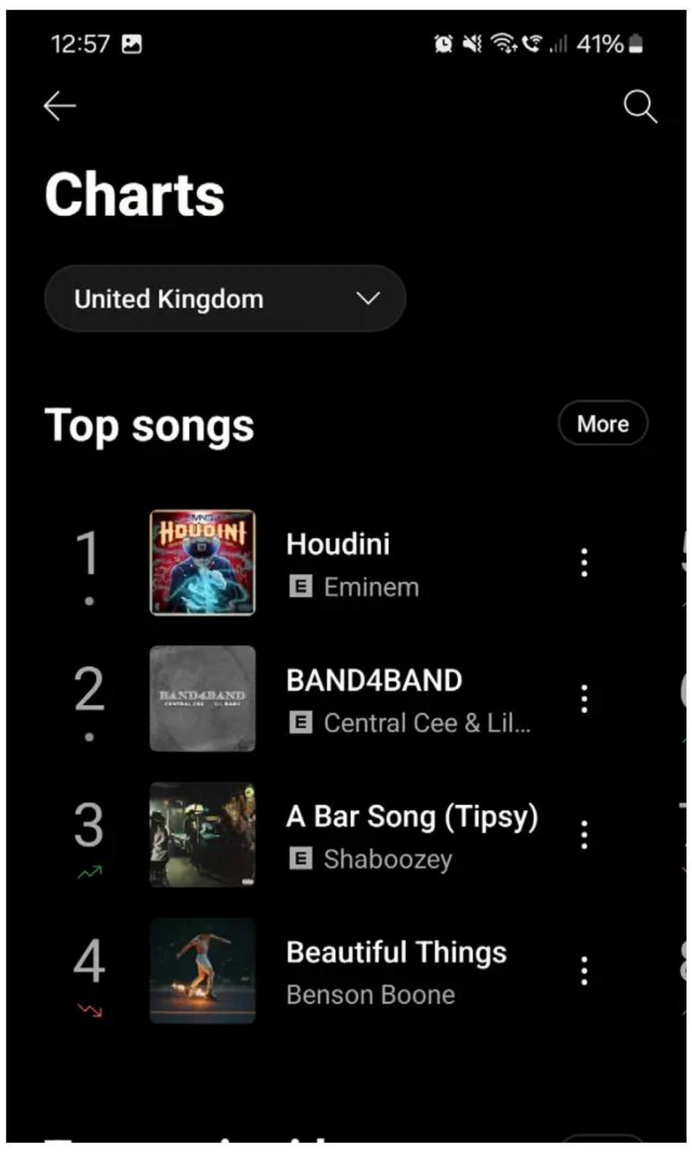
Create some playlists
You can build new playlists of your favourite tracks to listen to on the daily commute or when exercising. They make breaking down thousands of tracks very efficient and are actually quite addictive.



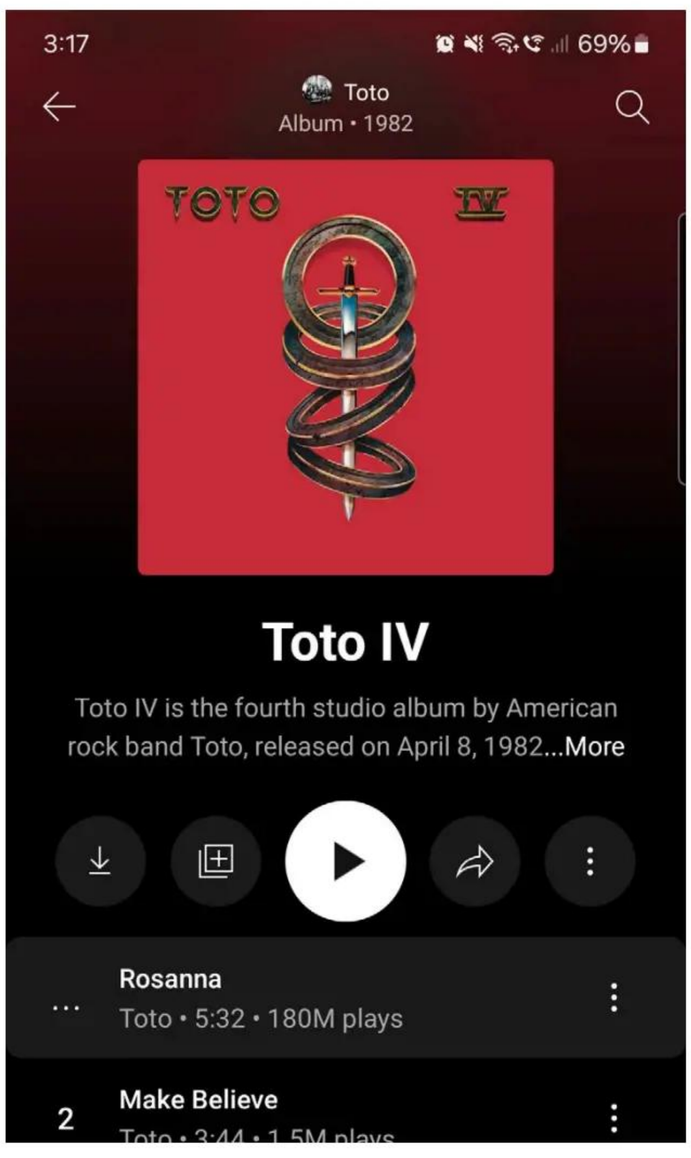
Multi-device access
Once you have subscribed to YouTube Music Premium, you will be able to access and manage all of your tracks and playlists on an Android smartphone or tablet as well as in a web browser on your desktop PC. Simply sign into the same Google account and you can access all of the music.

A digital radio
The Radio feature is well worth checking out and is potentially the best way to discover new music every single time you use the app. The streaming audio quality is also very impressive.

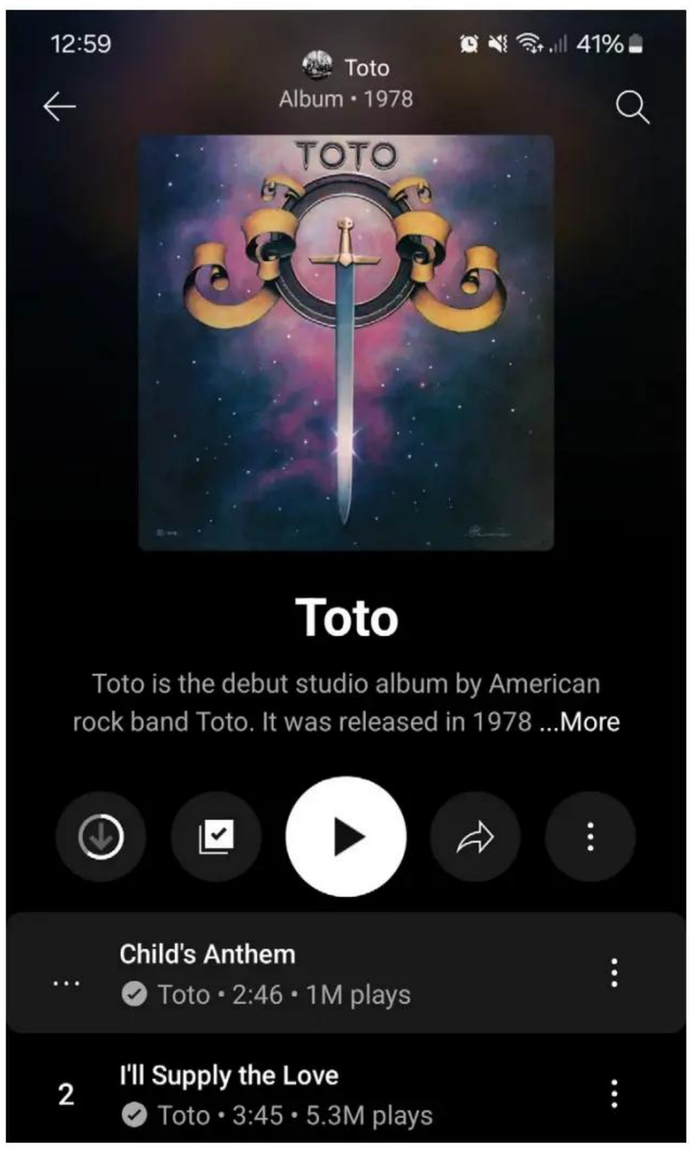
Listen for free
You don't need to pay for YouTube Music to listen to your favourite songs. If you use a free account you will need to listen to adverts and the music will stop if you close the app.



4: Charts
Select Charts when viewing the Explore tab to see what artists are trending and what the most watched music video currently is.



5: Your library
When you find a track or album that you want to listen to when on the move, tap on the + icon and it will be added to your library.



6: No internet connection?
Go back to your library and select the album or track you added to it. Tap the downward-pointing arrow to download all the tracks.

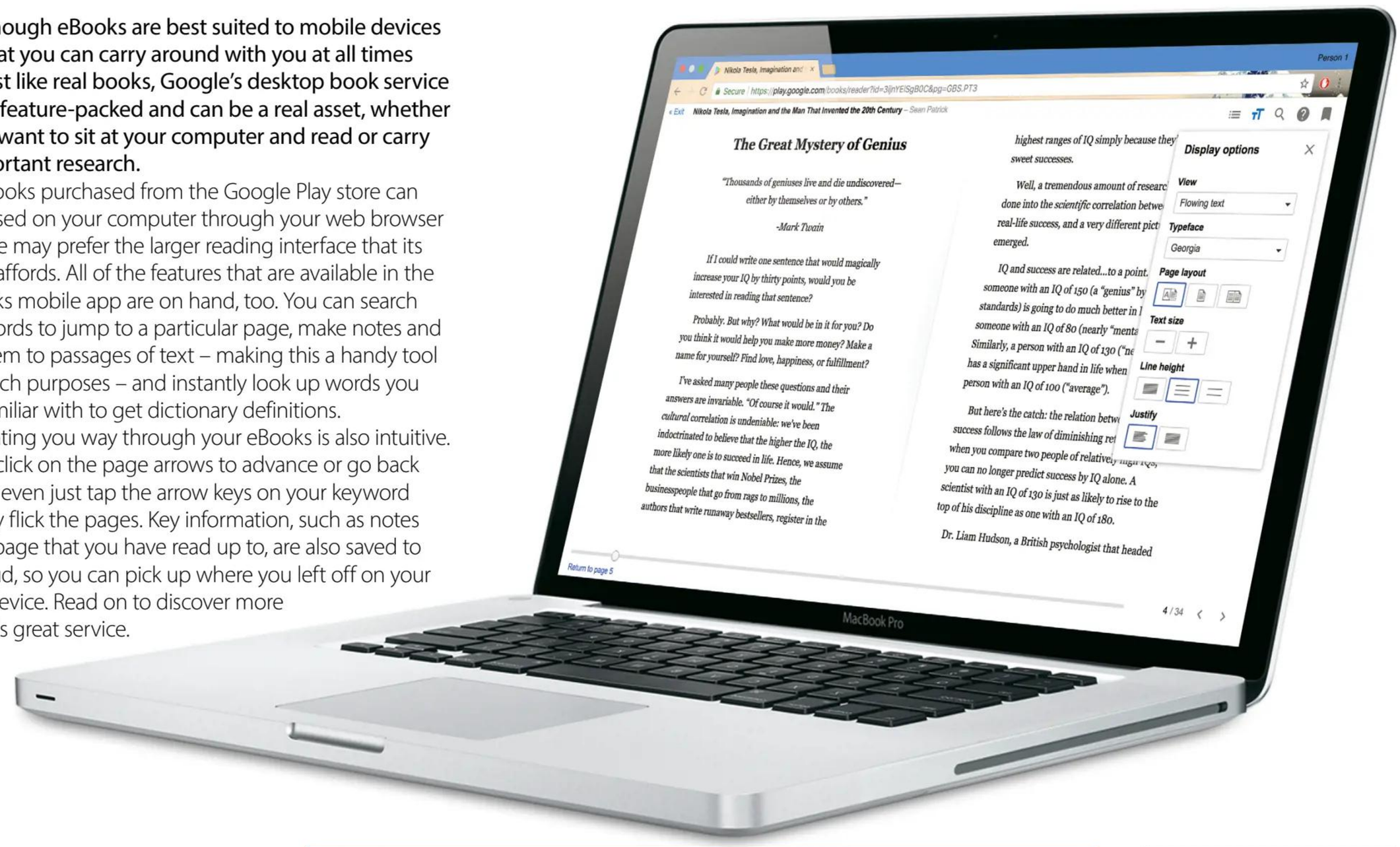
Search through and take notes in Play Books

We show you how to get the most out of Google's excellent eBook reading service

Although eBooks are best suited to mobile devices that you can carry around with you at all times just like real books, Google's desktop book service is just as feature-packed and can be a real asset, whether you just want to sit at your computer and read or carry out important research.

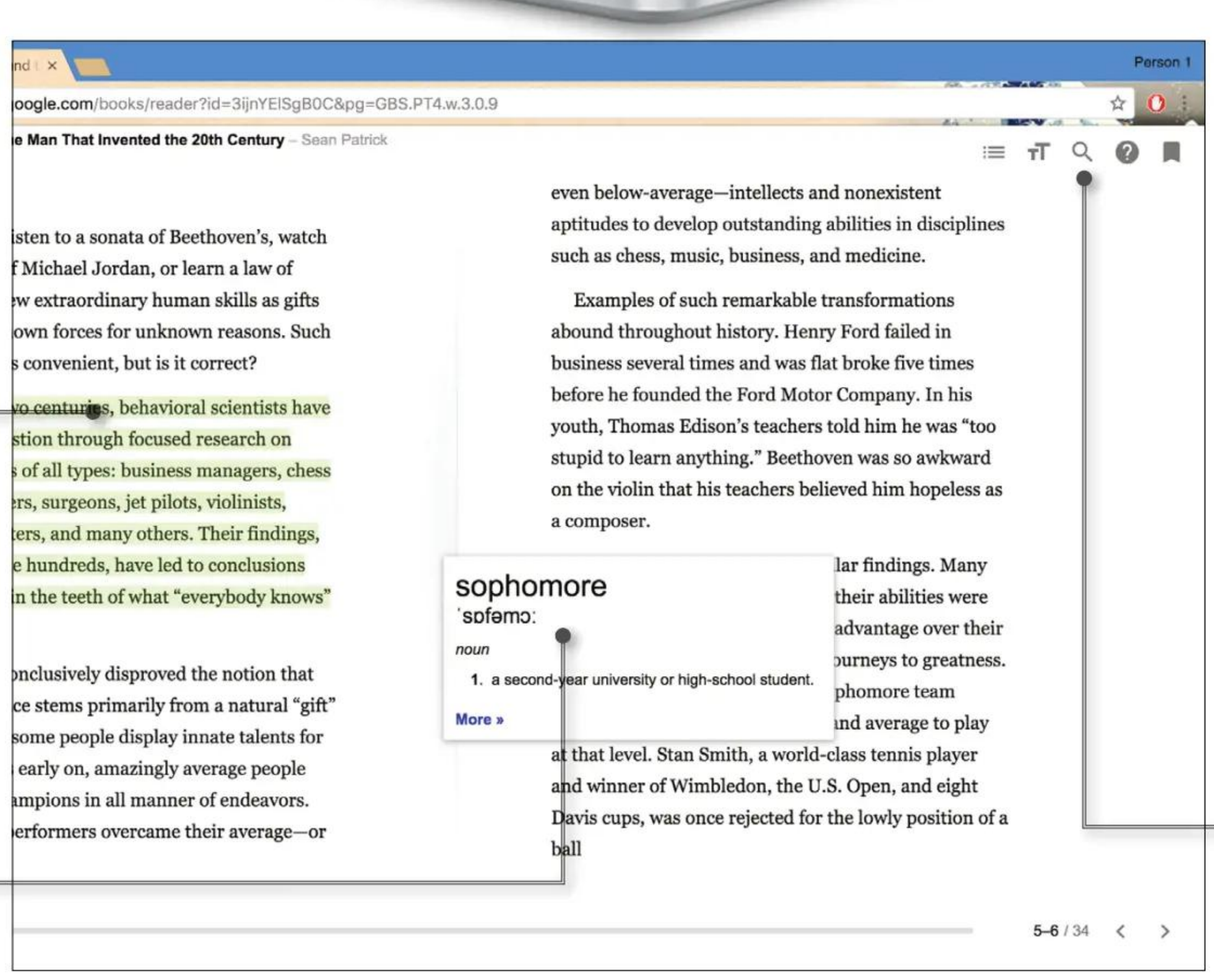
Any books purchased from the Google Play store can be accessed on your computer through your web browser and some may prefer the larger reading interface that its monitor affords. All of the features that are available in the Play Books mobile app are on hand, too. You can search for keywords to jump to a particular page, make notes and apply them to passages of text – making this a handy tool for research purposes – and instantly look up words you are unfamiliar with to get dictionary definitions.

Navigating you way through your eBooks is also intuitive. You can click on the page arrows to advance or go back pages or even just tap the arrow keys on your keyword to quickly flick the pages. Key information, such as notes and the page that you have read up to, are also saved to your cloud, so you can pick up where you left off on your mobile device. Read on to discover more about this great service.



Your book options

There is much more to do with the book than read it



Your notes

Any notes you create will be highlighted within the text with your chosen colour. Access your notes by clicking on the Contents icon in the top-right corner.

Instant definitions

Double-click on a word to bring up a dictionary definition. You can also listen to the word being spoken to help grasp the correct pronunciation.

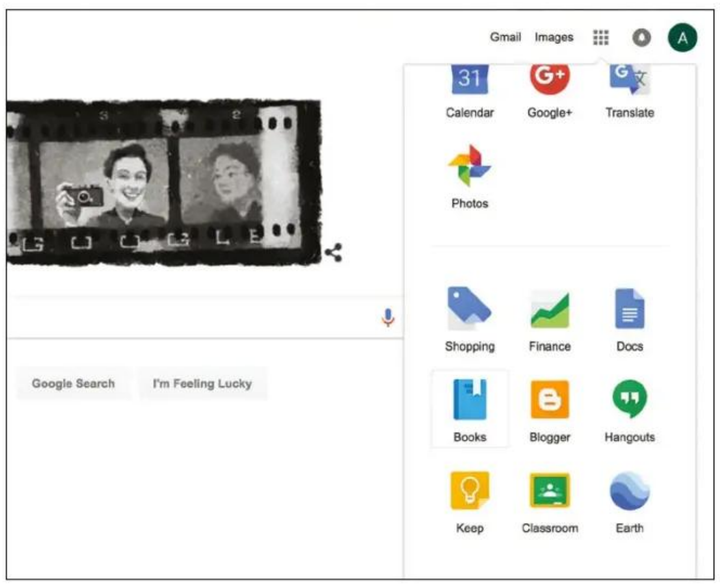
Cloud syncing

It is worth remembering that anything to do with your Google books – such as bookmarks, notes and even the page you have read up to – is synced to your own personal cloud. This means that when you open the same book on your mobile device, all of your notes and bookmarks will be present and correct – perfect for when reading on the move.

Search engine

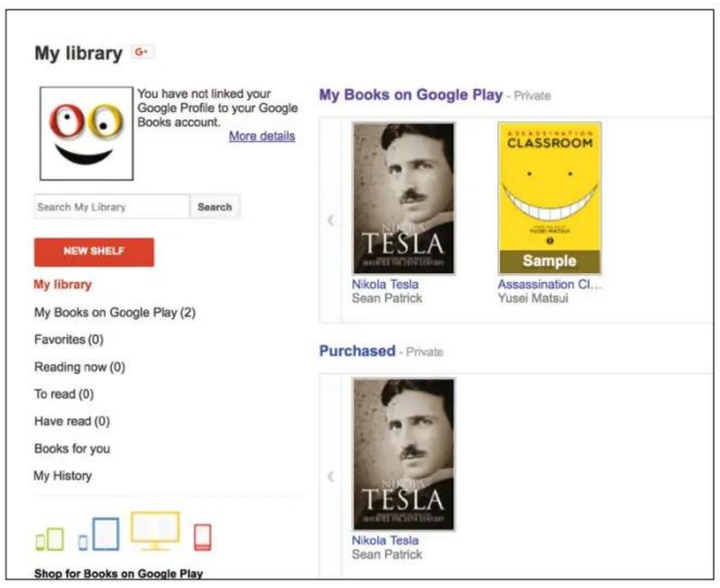
Search for terms in the book by clicking on the magnifying glass icon and then typing in keywords. The matches will be relayed to you in a list.

Play Books | Explore books on your computer



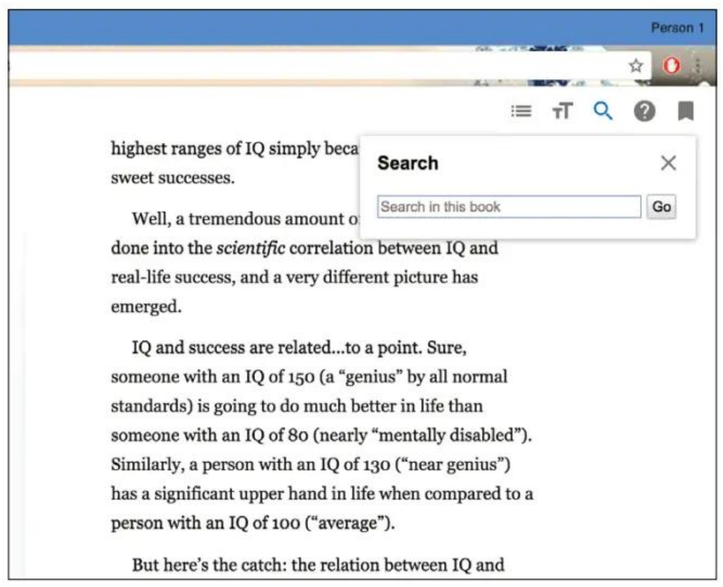
1: Go to your library

From the main Google page, click on 'More' at the top of the screen and then choose 'Books'. You can now opt to shop for books in Google Play, research a topic or go to your library. Choose the latter.



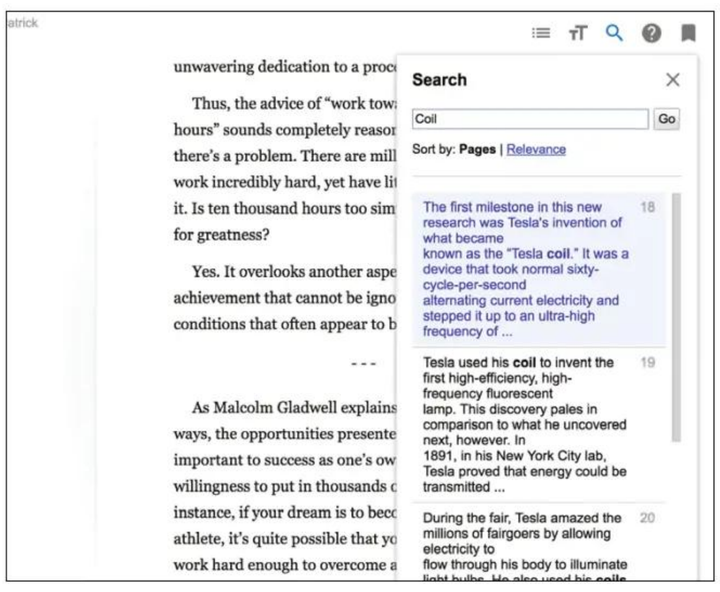
2: Open a book

From your library of purchased and downloaded books, move the cursor over the one you wish to start reading and a floating window will appear featuring an overview. Click on 'Read now'.



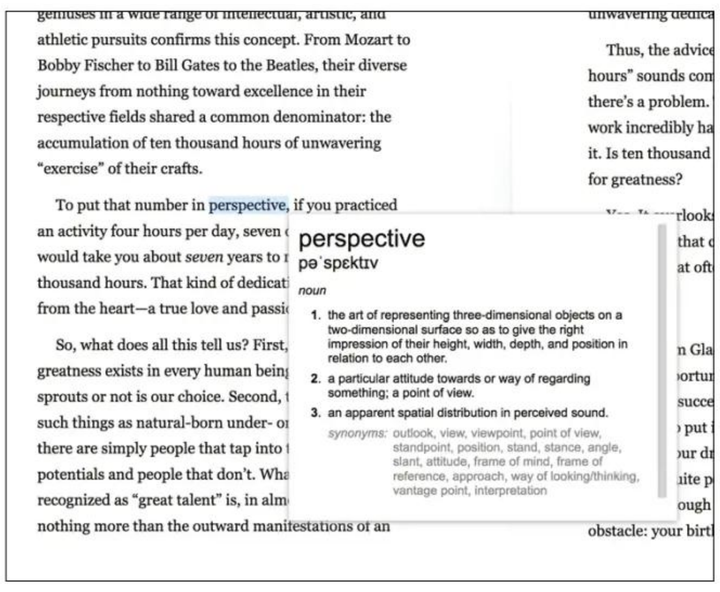
3: Start searching

To start searching for keywords in your book, click on the magnifying glass icon in the top-right corner of the interface and a small search window will appear. Enter your keyword and then click on 'Go'.



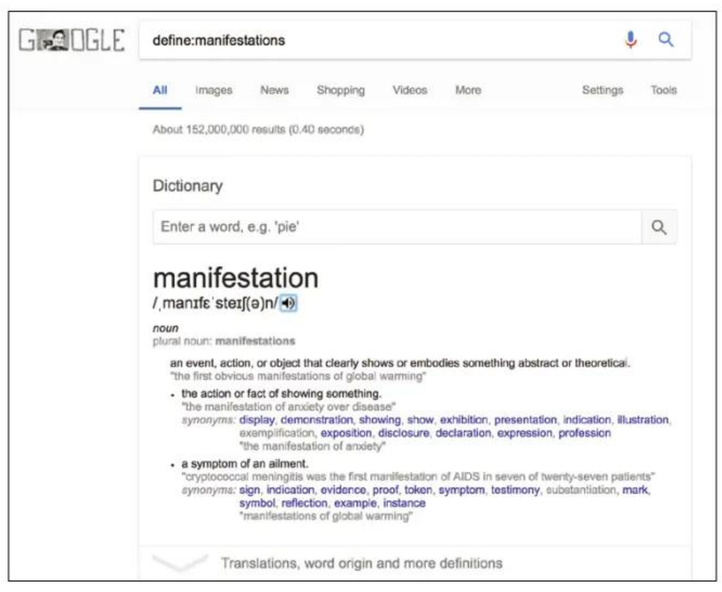
4: Review the findings

You will be presented with a list of passages of text that contain the keyword that you entered. Double-click on a passage to jump to that place in the book and the keywords will be highlighted on the page.



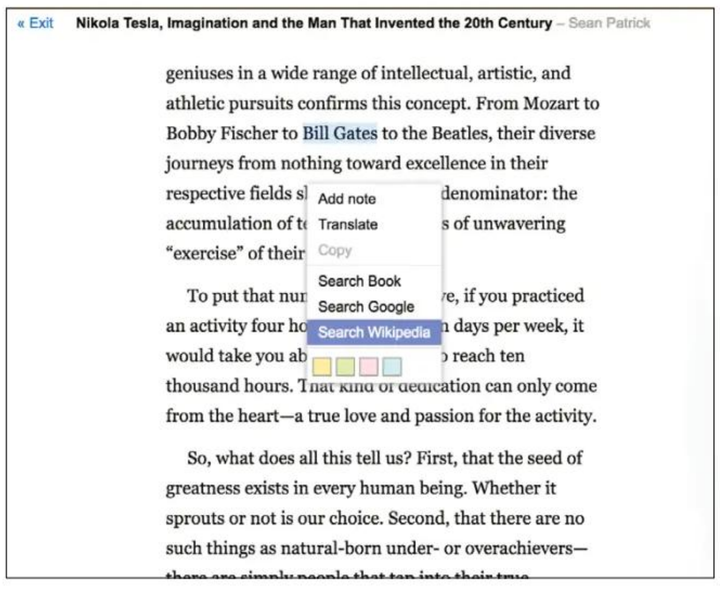
5: Get dictionary definitions

If you encounter a word in the book the meaning of which you are unsure of, then you can get dictionary definitions delivered in an instant simply by double-clicking on the word.



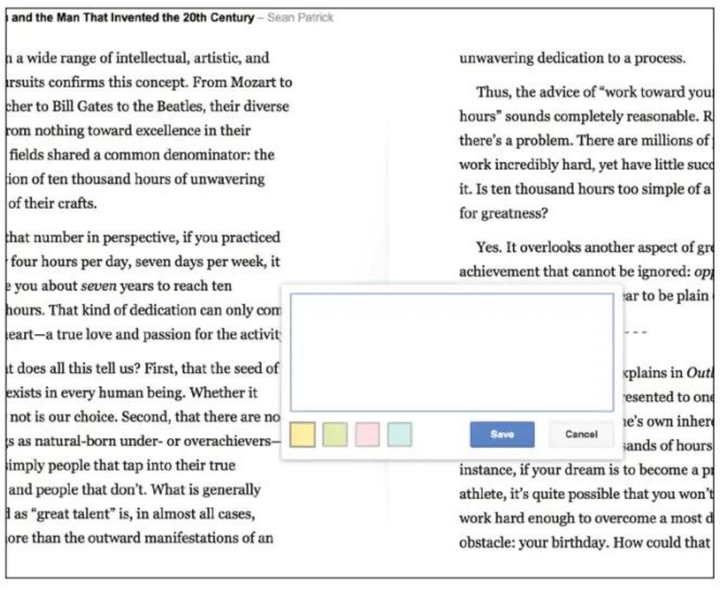
6: Learn the pronunciation

If you click on the 'More' link within the definition box you will be able to listen to the correct pronunciation of the word. Simply click on the speaker icon and your computer will read the word.



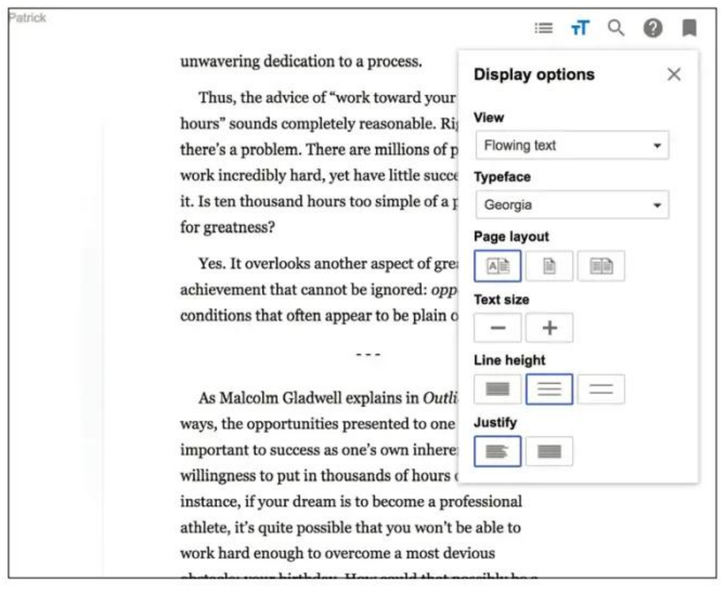
7: Add notes

You can also make you own notes in books, which is useful for research purposes. To make a new note, highlight a passage of text by clicking and dragging, then right-click and select 'Add note.'



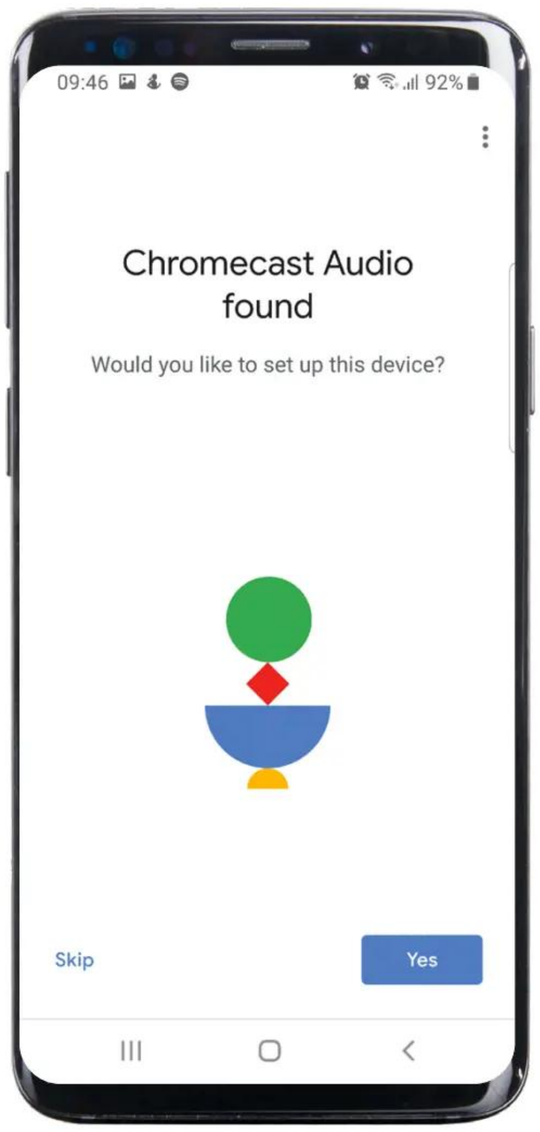
8: Save and access notes

Write your own text into the window provided. You can then colour-code your note and save it. To access your notes, click on the Contents icon and choose 'Notes'.



9: Display options

Click on the 'T' icon at the top to change how the books are displayed. You can adjust the text size, font, line space and more. The changes will automatically be saved.



Set up and start using Google Chromecast

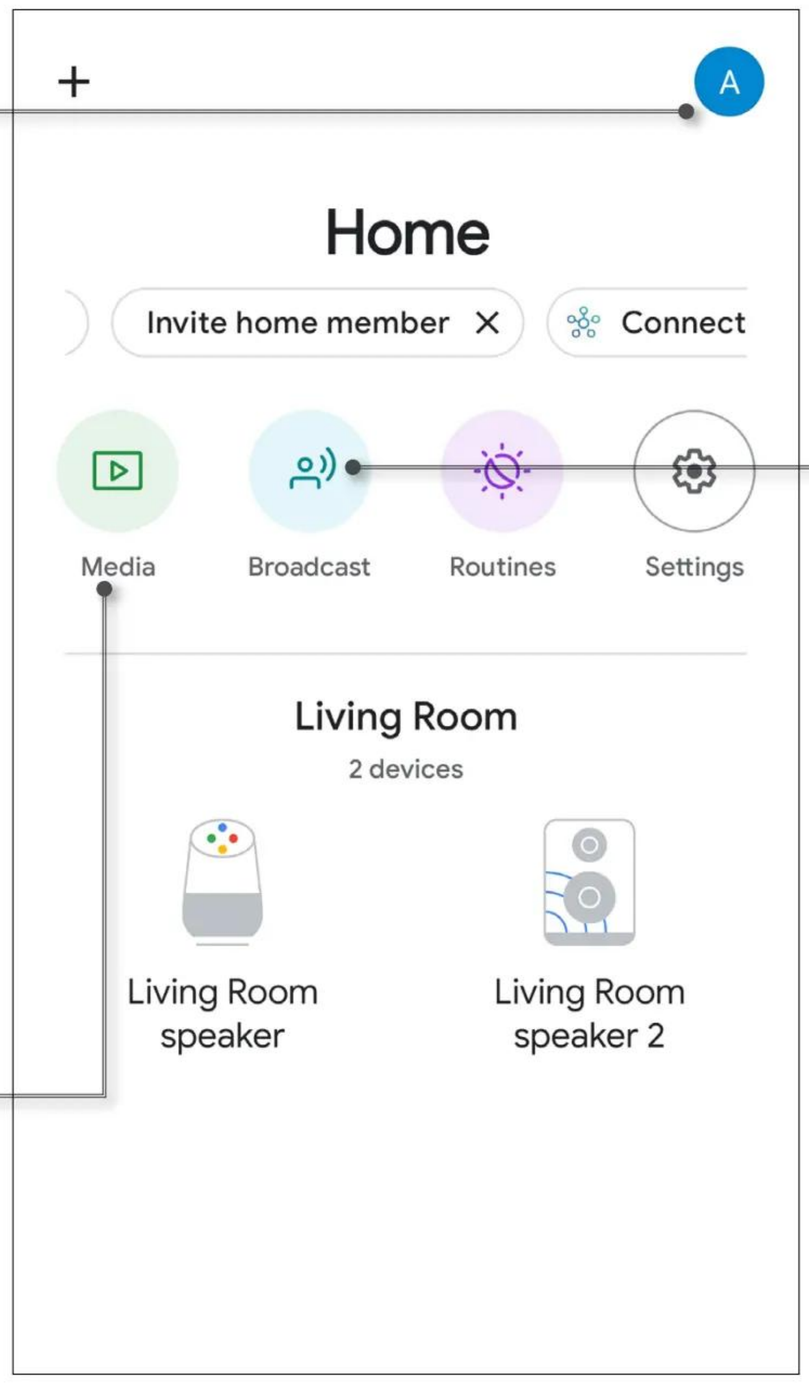
Stream online movies, TV shows, music and much more to your TV using an accessory that you will rarely see

Chromecast is a series of incredibly cheap devices which can completely change the way you watch and listen to online content. There are two devices: Chromecast and Chromecast Audio. The standard Chromcast attaches to an HDMI port on an HDTV while the Chromecast Audio uses the audio jack input in speakers – all of them also connect to your Wi-Fi connection. A free app is then required to connect all of the pieces together to give you a home or office streaming set-up that lets you send unlimited content. Apps like YouTube, BBC iPlayer and Spotify are supported, and the process to send your content is as simple as tapping one icon. It all happens immediately, it's very reliable and will quickly become a 'necessary' part of your entertainment system. Here we will detail the set-up process, which has been kept as short and simple as possible, and will show you how to find new Chromecast-compatible apps. If you own an HDTV and an Android or Apple phone or tablet, you really should try Chromecast. You will be surprised at what it's capable of.

> "Connect all of the pieces together to send unlimited content to the bigger screen"

Minimal menu options

Every part of Chromecast is obvious



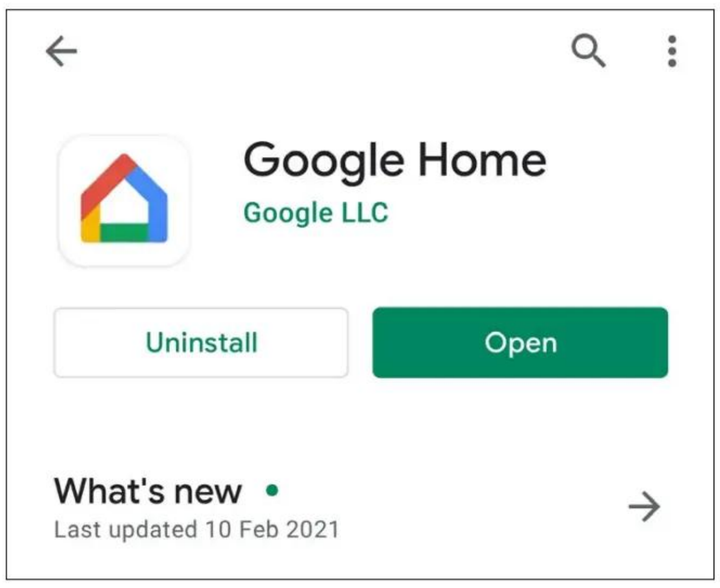
Account Preferences
You can add more video and audio streaming services for your Chromecast devices by going into your Account Preferences. You can alternatively go into the Music menu to find options.

So many apps
The list of apps that support Chromecast is growing all of the time, and you may be surprised at just how varied the selection is. Your mobile device can become your main entertainment hub.

Flexibility is built in
Chromecast does not just work with phones and tablets. It can also be set up to work on laptops and desktop PCs, and can potentially create an easy-to-use and scalable home or office streaming system. The value of the system is way more than the price may suggest.

The icon
Look for the Chromecast icon when content is being displayed within an app and you will be able to take advantage of Chromecast by simply tapping it. It really could not be easier.

Home | Set up Google Chromecast



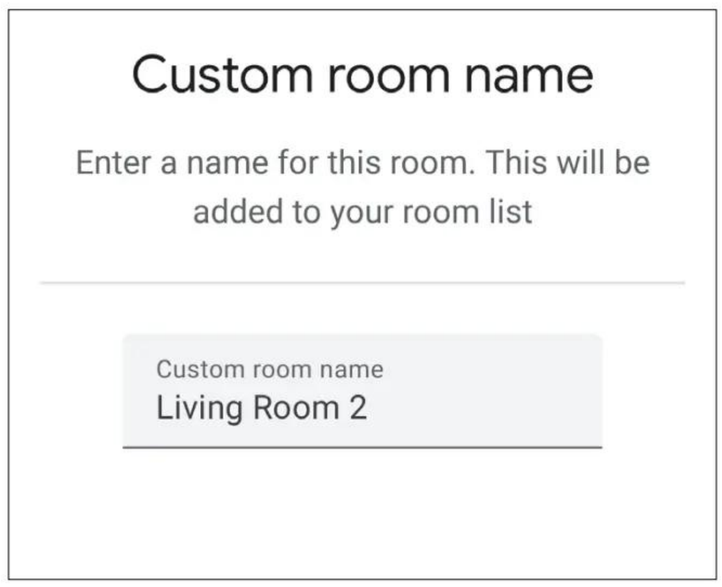
1: Grab the app

The first thing you will need to do is to download the Google Home app for your phone or tablet. Go to Google Play or the iTunes App Store and download and install it as normal. The app is free.



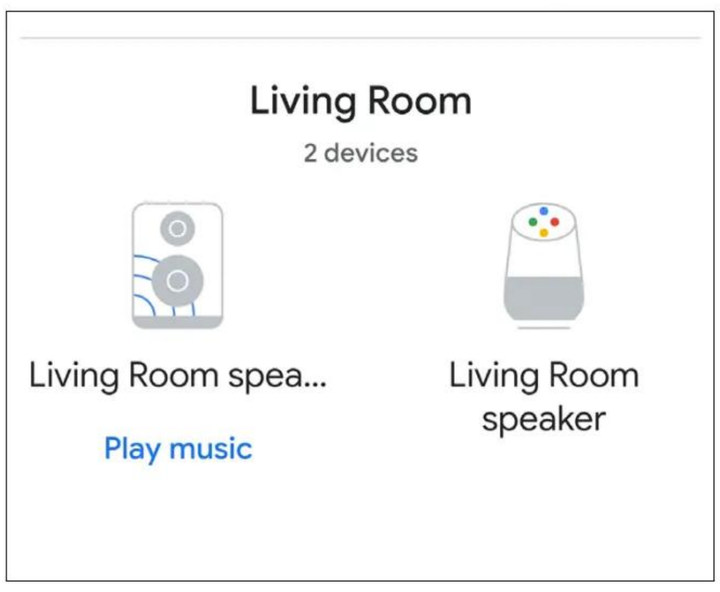
2: Connect the hardware

You now need to connect the hardware. Plug the Chromecast in to a power source and connect it to a TV or speaker depending on the model of Chromecast you own.



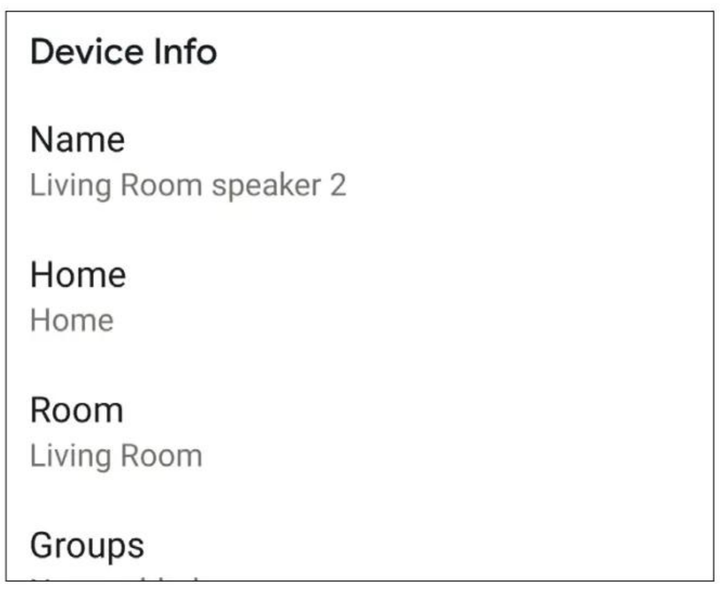
3: The setup process

In the Google Home app, follow the setup process to. This includes connecting it to your home's Wi-Fi network and giving the device a name so you can find it easily later.



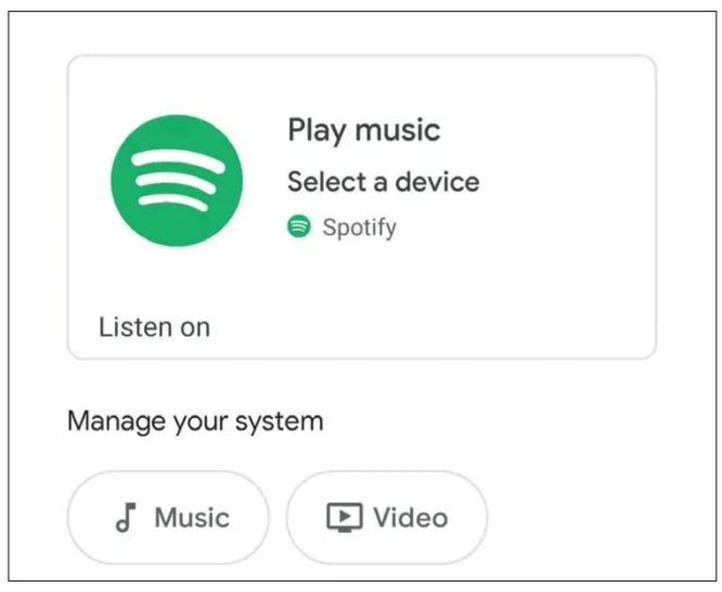
4: Ready to cast

Now on the app, you will see your Chromecast listed with a 'Ready to Cast' option. This means that it is now connected and ready to use whenever you wish to stream content.



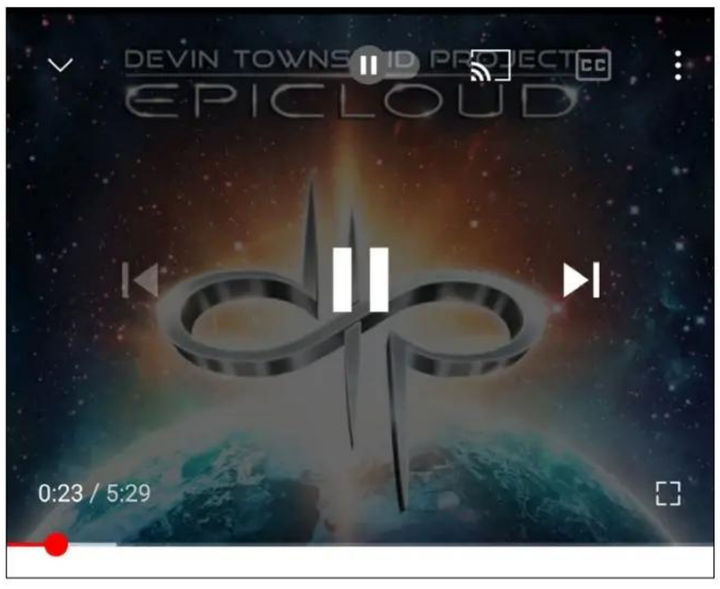
5: Change settings

Once your Chromecast has connected, you should go into the Settings menu of the device. Here you can set the EQ, enable voice control using Google Assistant and more.



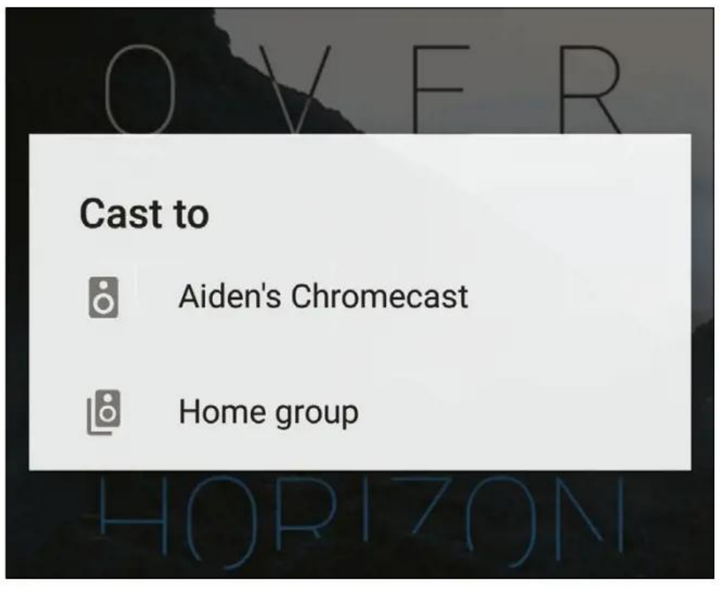
6: Choose an app

Select Media from the main menu and a list of all providers that can stream through Chromecast will be shown. Tap on one to use or the chain icon to link an account.



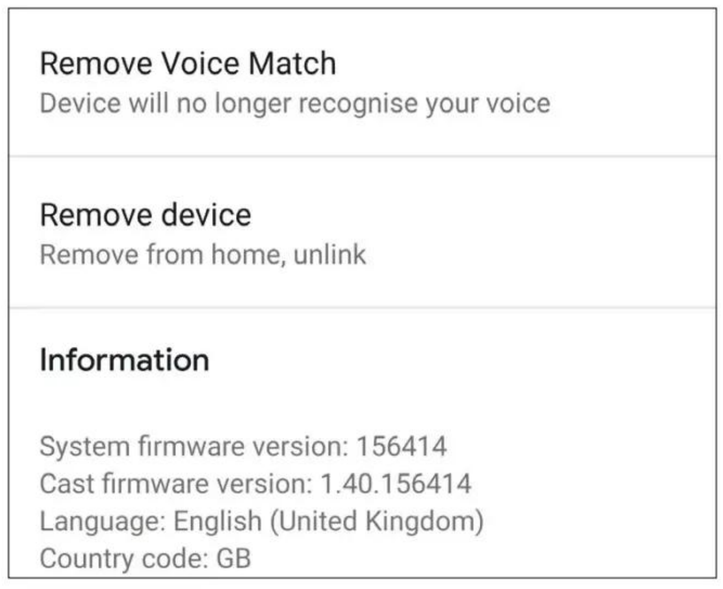
7: Sourcing media

Now open any Chromecast-compatible app. When you open something that can be cast, the Chromecast icon will appear somewhere on the app. Press it to start the cast.



8: Find your device

A menu will appear prompting you to select your Chromecast. If set up correctly, your own device should be listed. Select it, and the cast will be played through your speaker.



9: Factory reset your device

If you're struggling to connect to your Chromecast, open the device's settings. From here, press the Settings icon in the top-right of the app and select the Remove device option.

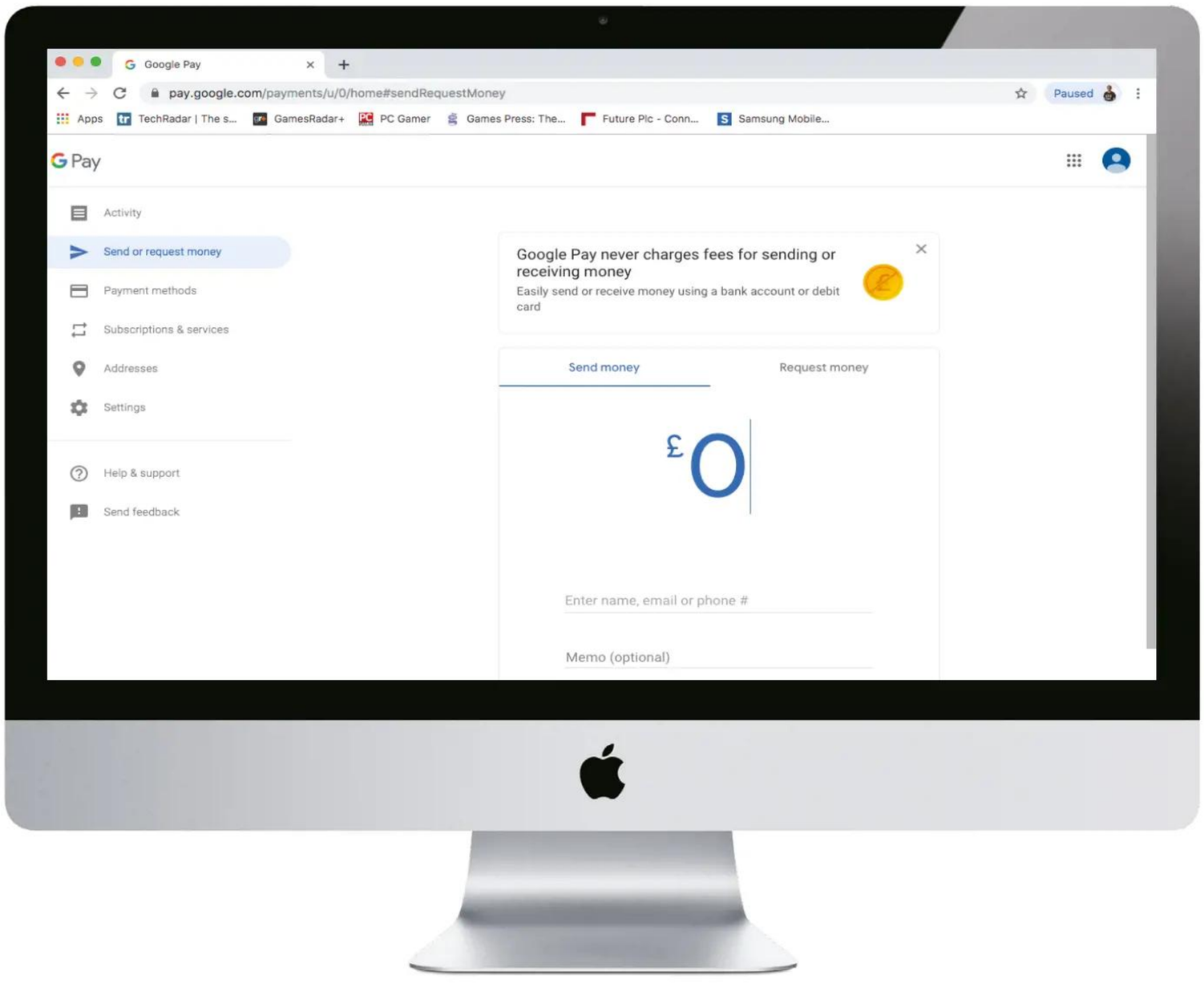
Set up Google Pay in order to pay for purchases

Buy with confidence online – and even on the high street – with Google's wireless monetary system

It has never been easier to shop online, and Google is making strides to ensure that it gets easier by the minute. If you have ever bought anything from the Google Play store, such as an app or music track, then you will have already put your payment details in place when setting up your account. Google Pay provides you with a useful platform to carefully monitor your online transactions so that you can scrutinise every outgoing payment and know exactly what you bought and on which date (we wouldn't want small children buying on our behalf, after all…)

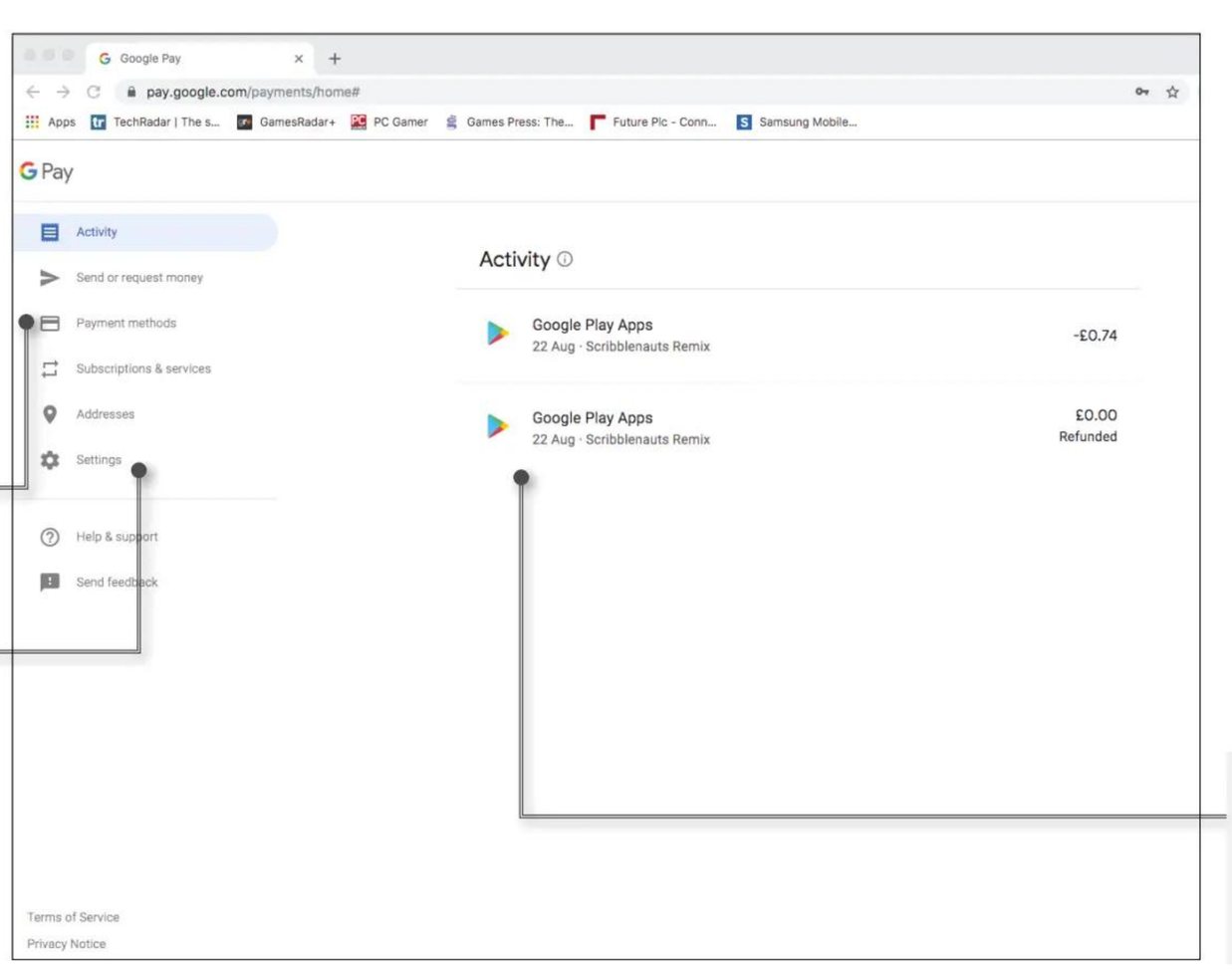
Through Google Pay you can also change certain aspects of your payment details, including the default billing address and registering extra debit or credit cards to use through your account. If you have the correct model of phone, you can get Google Pay on your device and use it as a payment method in any high-street shop – sending a shiver down the spine of every traditional wallet merchant in the process!

In this tutorial we fully introduce you to the Google Pay service and explore the many things that it allows you to do.



Your payment system

Use Google Pay to buy online with confidence



Payment methods
You can assign any credit or debit card to your Google account. Simply click on this link to access the main page and then click to add more.

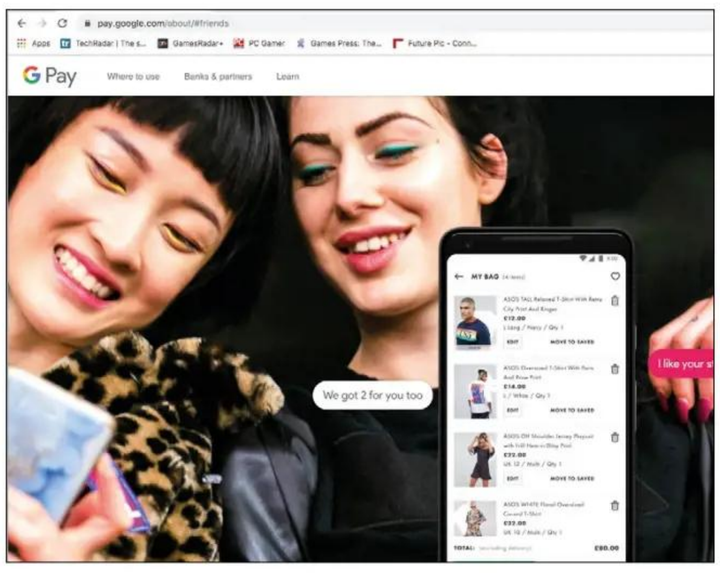
Account settings
Click the cog icon to go to your Google Pay settings. Here you can change billing addresses and other info relating to your account.

Your recent transactions
All of your recent transactions will be listed on the main Transactions page. Here you can see which products you have bought or cancelled and when.

Read all about it

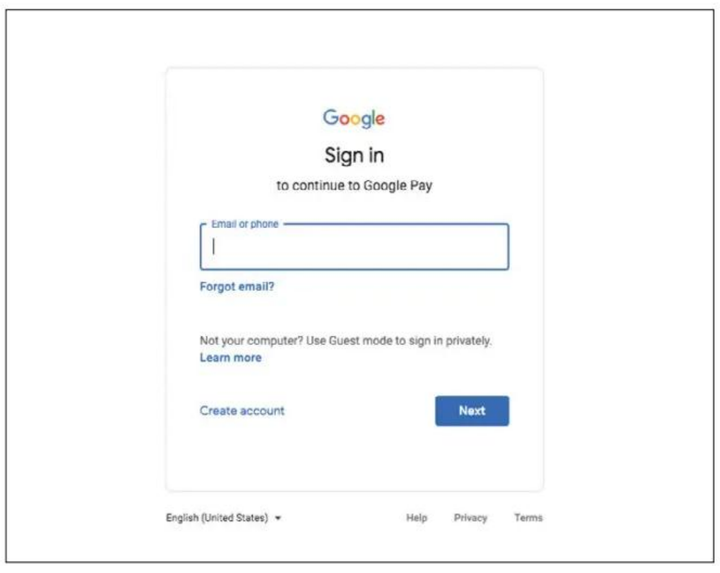
Google Pay is a very useful tool, so why not take a few minutes out to read up on its various functions? Go to **pay.google.com** and then scroll down to discover the many benefits the service affords you. You can also click on Learn More to go into specifics – such as getting the Google Pay app on your mobile device.

G Pay Pay | Get to know your wallet



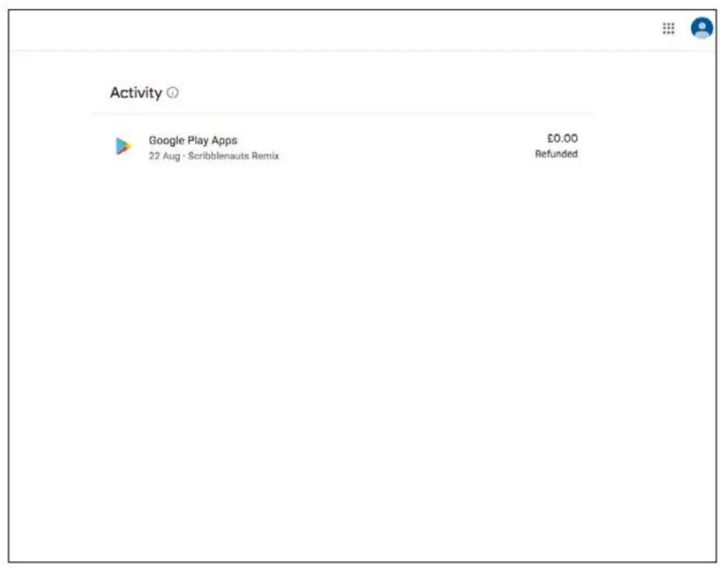
1: Go to Google Pay

Point your browser to **pay.google.com** and then click on the Sign in button in the top-right corner of the interface. This will take you through to a screen to log into your Google account.



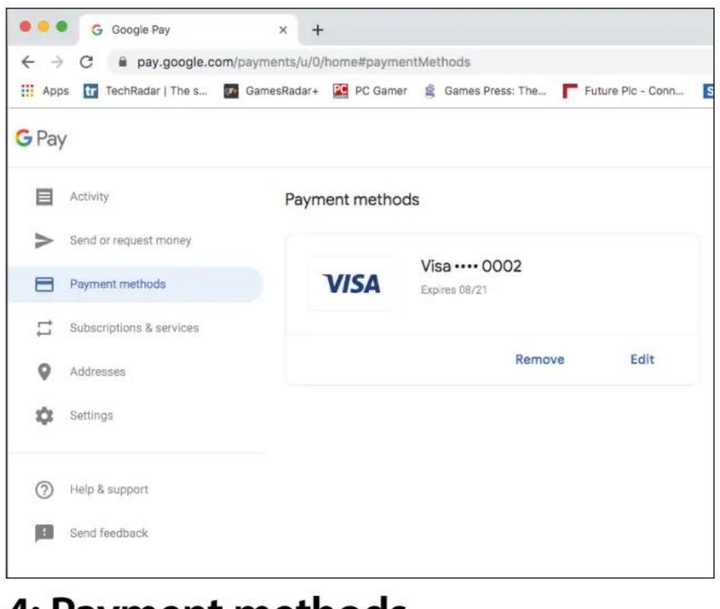
2: Sign in

Sign in using your Google email address and password, to be taken through to the main Google Pay management screen. Start exploring the page and get to know the various options on offer.



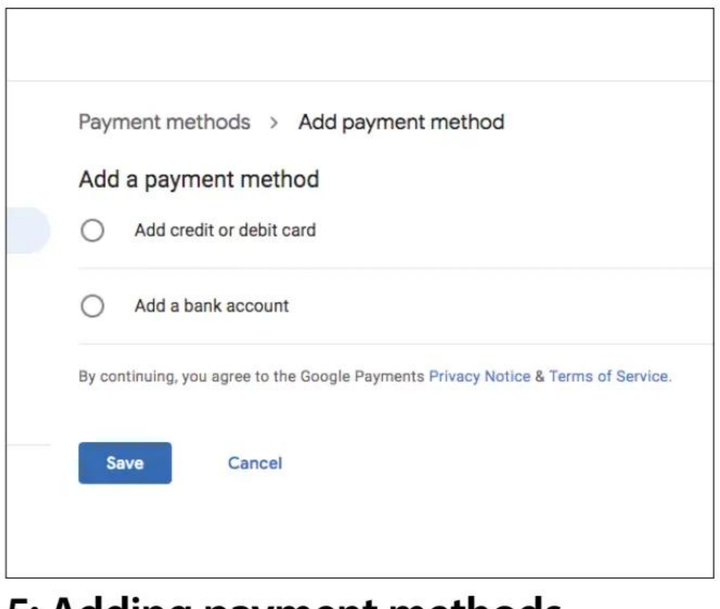
3: Review your transactions

The default category, Transactions, lists all of your recent purchases through Google's various services. These could include songs, films, TV shows, books and apps for your Android device.



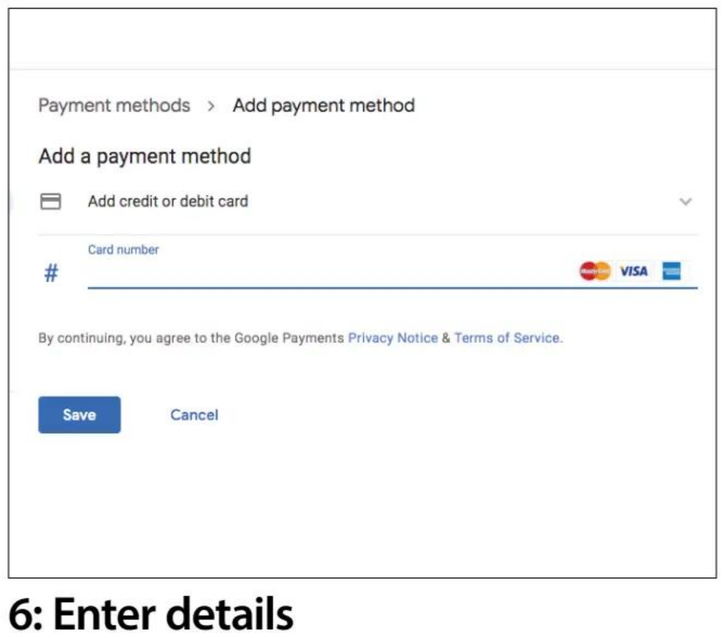
4: Payment methods

Click on 'Payment methods' and any cards that you have already tethered to your Google account will be listed. You will also be reminded if any require updating imminently.



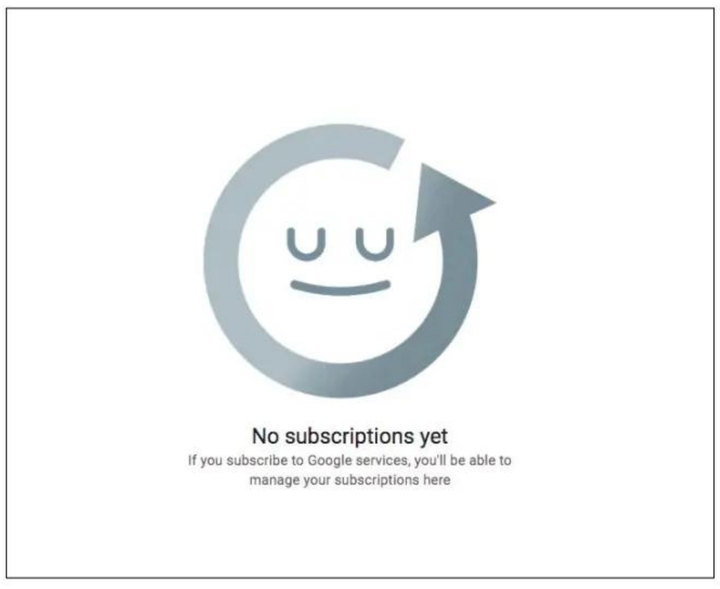
5: Adding payment methods

To tether new payment methods to your account, click on the 'Add payment method' link in the Payment Methods section and then start by selecting a card or bank account.



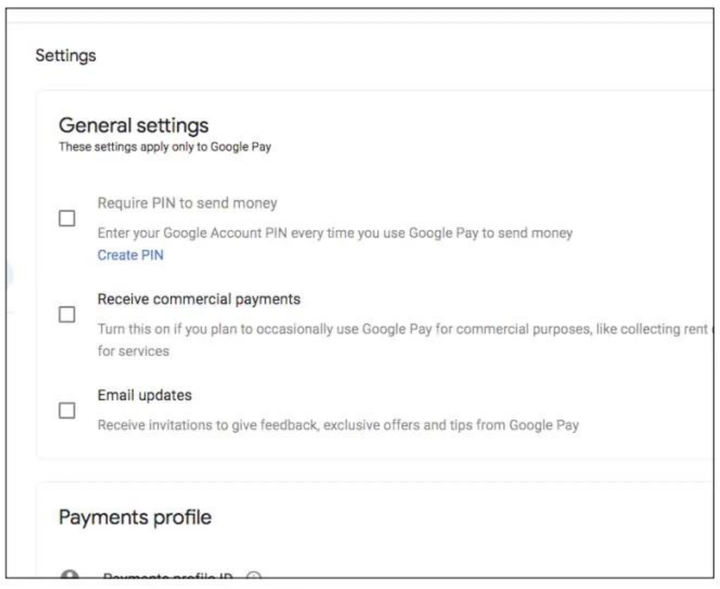
6: Enter details

You will then be able to enter all of the required details for your new card or account. Once you have filled everything in, click on the 'Save' button and your new form of payment will be added.



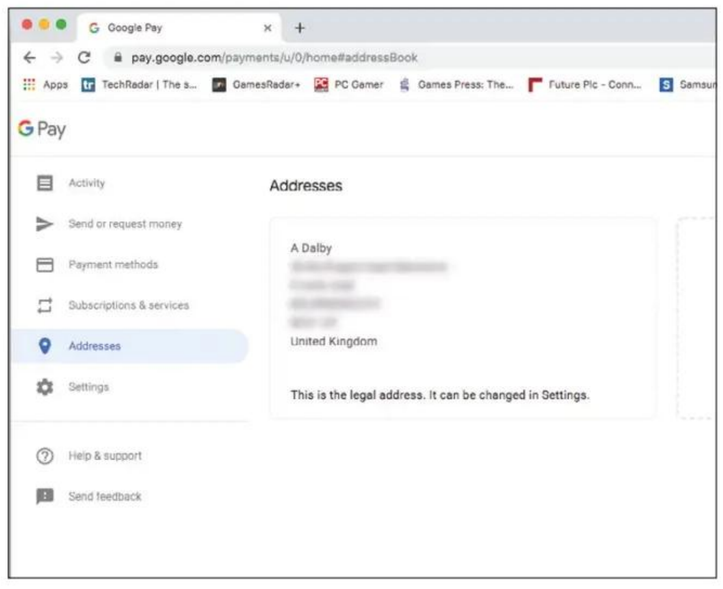
7: Your subscriptions

If you have active subscriptions through Google Play, click on 'Subscriptions and services' to review them. Here you can see which subscriptions you have and manage them all from this screen.



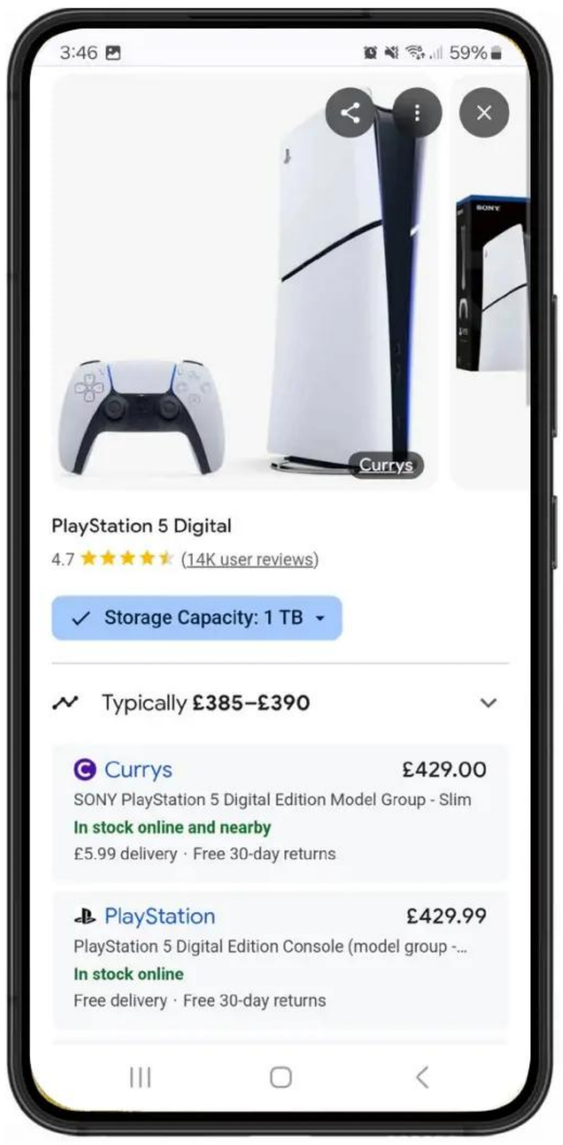
8: Pay settings

Go to Settings. Here you can change the language, get notifications and edit other personal details. If you're concerned about security, you can set up a PIN that will be required before sending money.



9: Address book

Click on the 'Address book' tab while at the Settings screen and this will display your current address to which your payment details are registered. You can add extra delivery addresses on this screen.



Use the Google Search app to go shopping

Discover how easy it is to shop online using just your mobile phone or tablet device

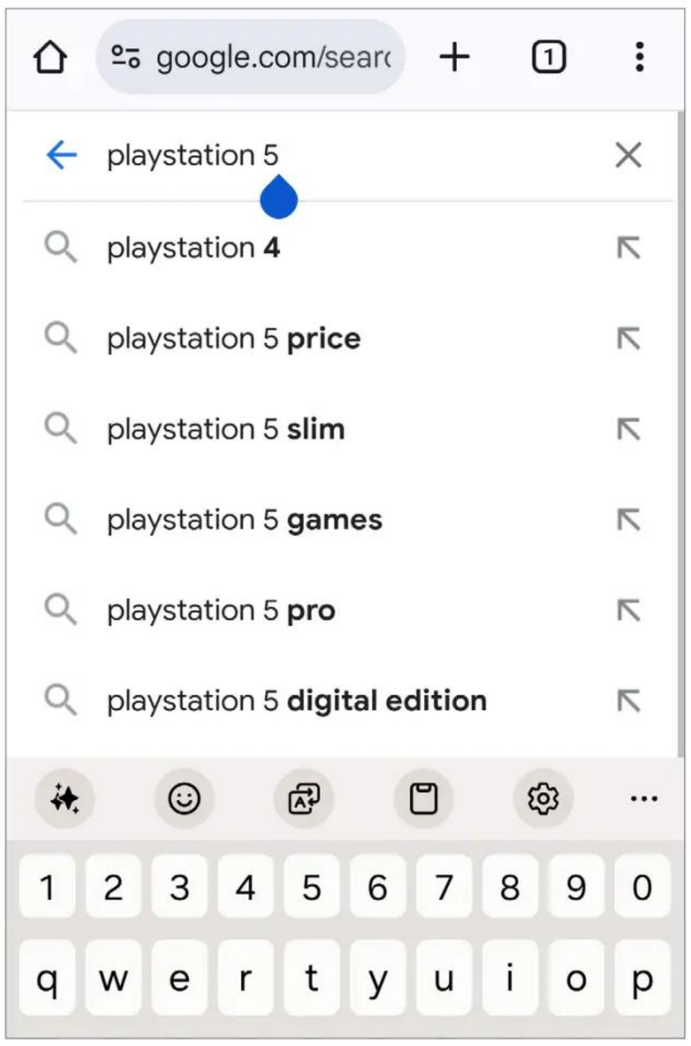
The Google Shopper app used to be an amazing way to buy products on your mobile phone. You were able to save items to a shopping list that would sync across devices, share that list and even use your camera to scan covers or barcodes to find products at the very best prices. All of this is in the past, however, since Google has decided to axe the app, migrating people to Google Search instead.

It is fair to say that, as yet, Google Search is not as comprehensive, but it remains incredibly useful. You are able to use the built-in search engine to tap in keywords and get instant matches for the products that you are searching for. The results can be displayed according to cost and you can decide how you want them to appear on screen.

Not only are the results tailored to fit your locality, but they carry reviews too and you can see at a glance how much something will cost, including delivery. It's worth bearing in mind that the results are weighted and depend, in part, on the merchants paying Google to be included in them. However, you are still able to get a good flavour of the market and view multiple products and retailers at once.

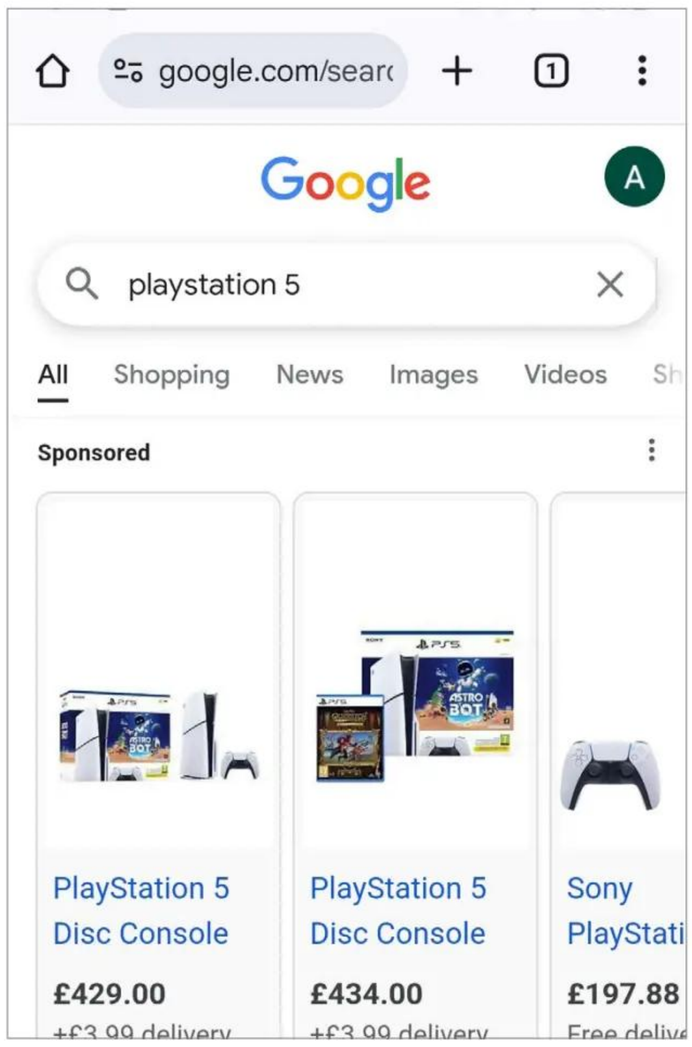
It makes for rather painless shopping without having to hop from website to website, so we'll guide you through the process of using it here.

Search | Shop for products via Google



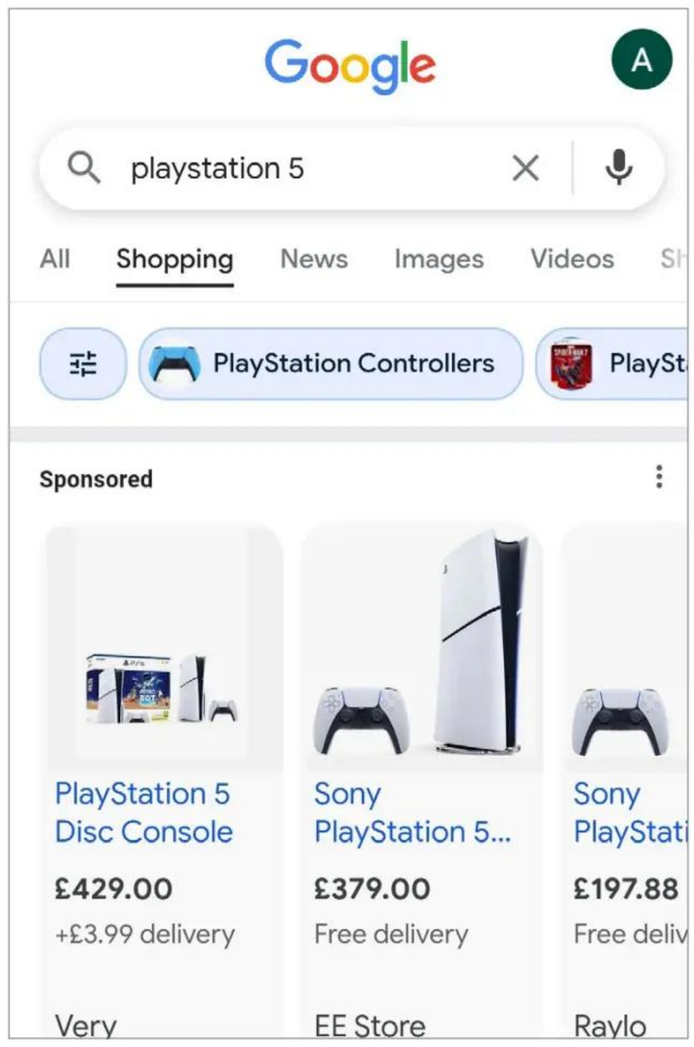
1: Start shopping

Type the name of the item you would like to buy into the search engine at the top of the screen. Possible product matches will appear below the search field as you type. If the item you want is shown, tap it.



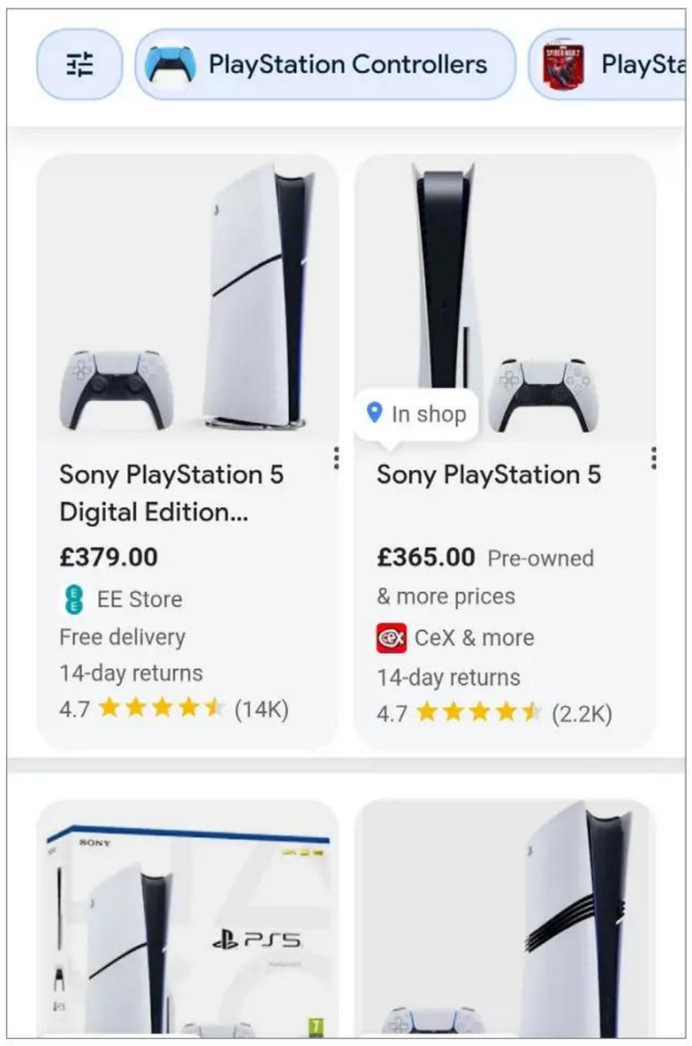
2: See the results

Google Search will show you all references to the product you searched for. It will display related webpages and news if available. At the top of the screen will be a window of shopping options. Press the downwards arrow for more info.



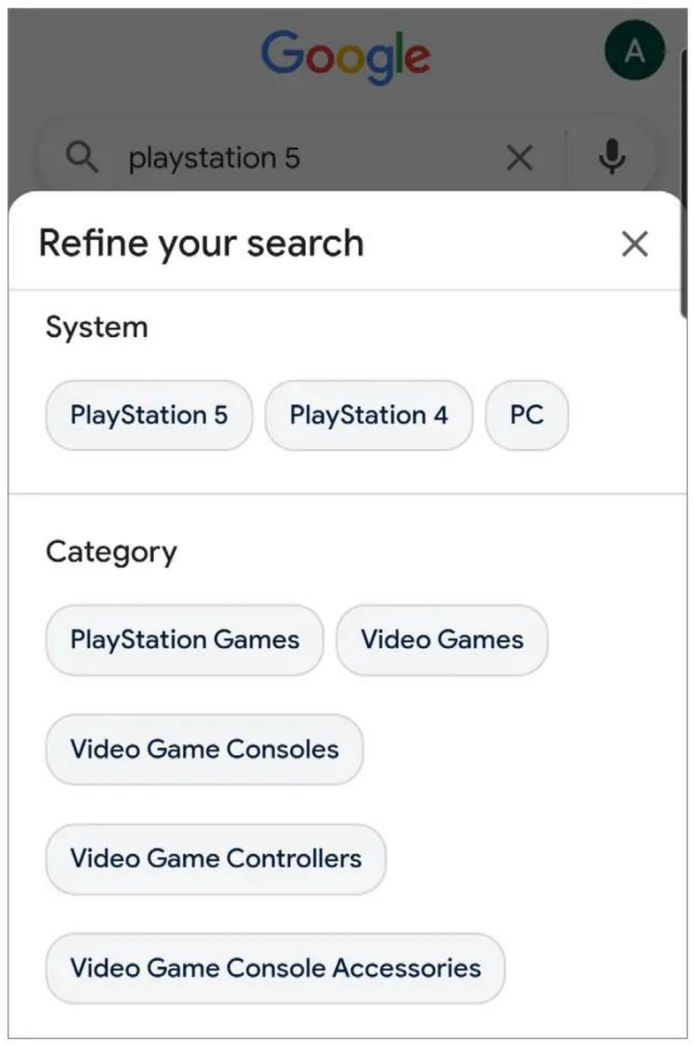
3: Tap the Shopping tab

If you want to see more refined results that display stores from which you can buy the desired product, as well as their prices, tap on the Shopping tab located at the top of the screen under the search bar.



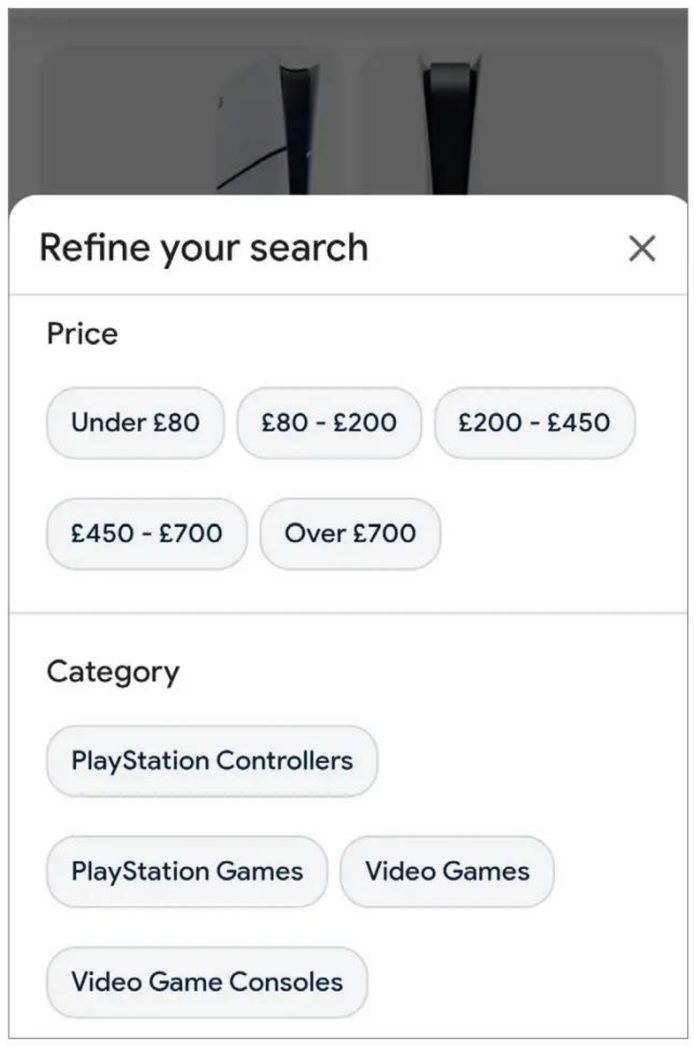
4: View the products

Scroll down by swiping with your fingers to see a selection of items that match your search. Google will show how many stores are selling that product and the lowest price. If only one store is selling it Google will tell you which store it is.



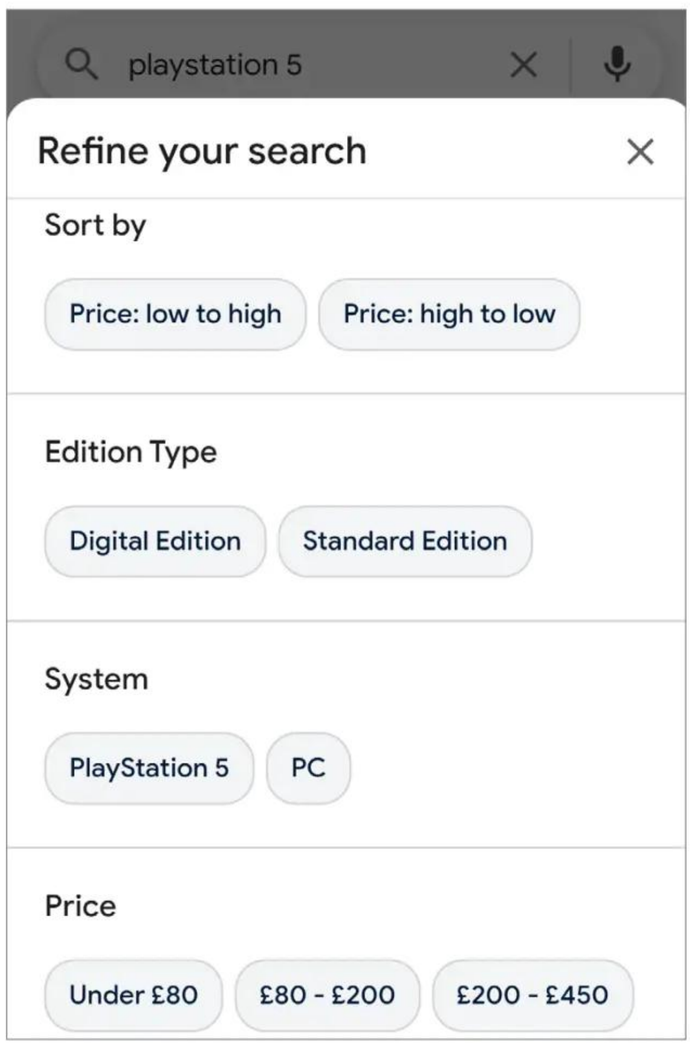
5: Search filters

At the top of the page is a series of filters you can apply to your search. Tap on the slider icon to see the 'More Filters' option. Tap this. Now you can select a price range, condition, and other qualifier to apply to the search.



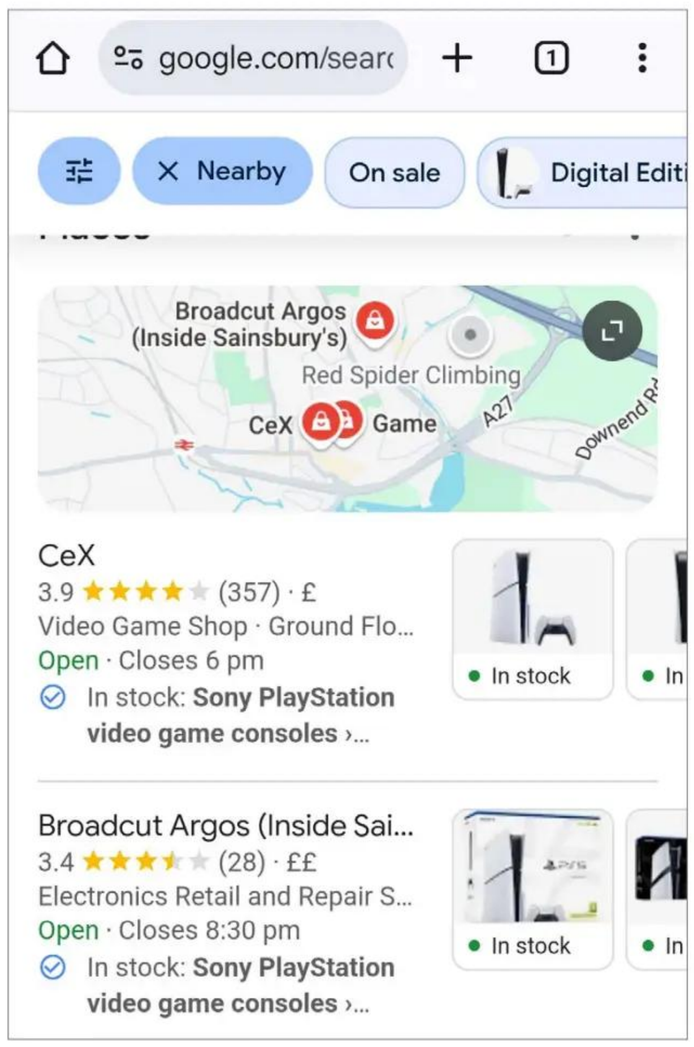
6: See details

You can rearrange the results by using the 'Sort by' section. This will let you choose in what order to list the results: by seller rating or by price (low to high or high to low). You can also choose to have only local stores shown.



7: Store filters

Scroll down to find further 'Sort' options, From here you can choose to show only stores that offer free shipping, specific colours, only new products, or you can choose to view refurbished/ used items.



8: Local stores

Some stores close to you may have an item mentioned on Google Shopping. If they do a location icon can be seen. Tap this item and you will see a small window of Google Maps showing the store's location in relation to you.



9: Buy the item

When you're ready to purchase an item, tap the one you want to buy. Google Search then takes you to the retailer's website. You will be directed straight to the product's page. Add the item to the basket, check out and pay.

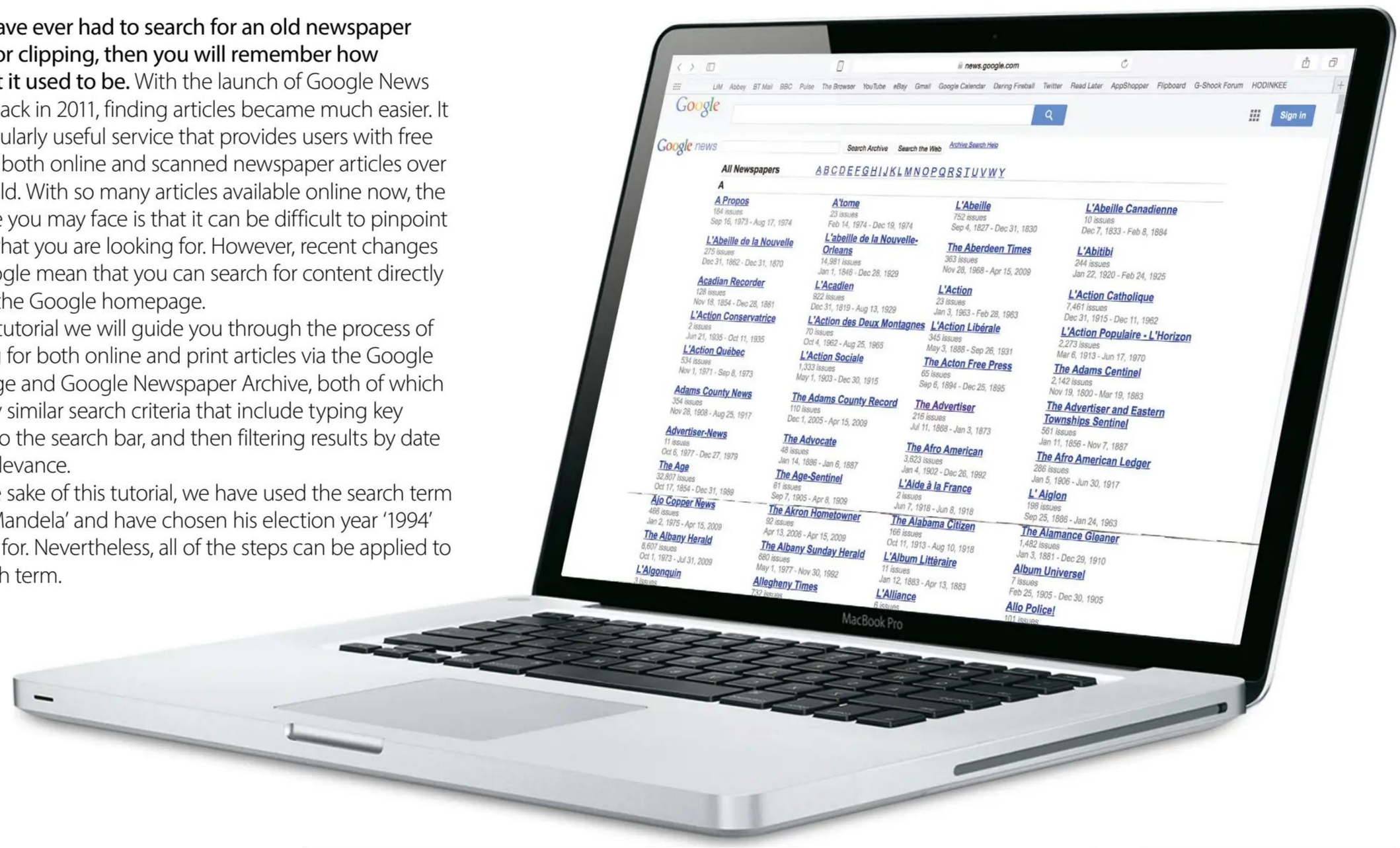
Searching for content using the Google News Archive

Find news articles that are over 30 days old and filter your results to a particular date range

If you have ever had to search for an old newspaper article or clipping, then you will remember how difficult it used to be. With the launch of Google News Archive back in 2011, finding articles became much easier. It is a particularly useful service that provides users with free access to both online and scanned newspaper articles over 30 days old. With so many articles available online now, the only issue you may face is that it can be difficult to pinpoint exactly what you are looking for. However, recent changes from Google mean that you can search for content directly through the Google homepage.

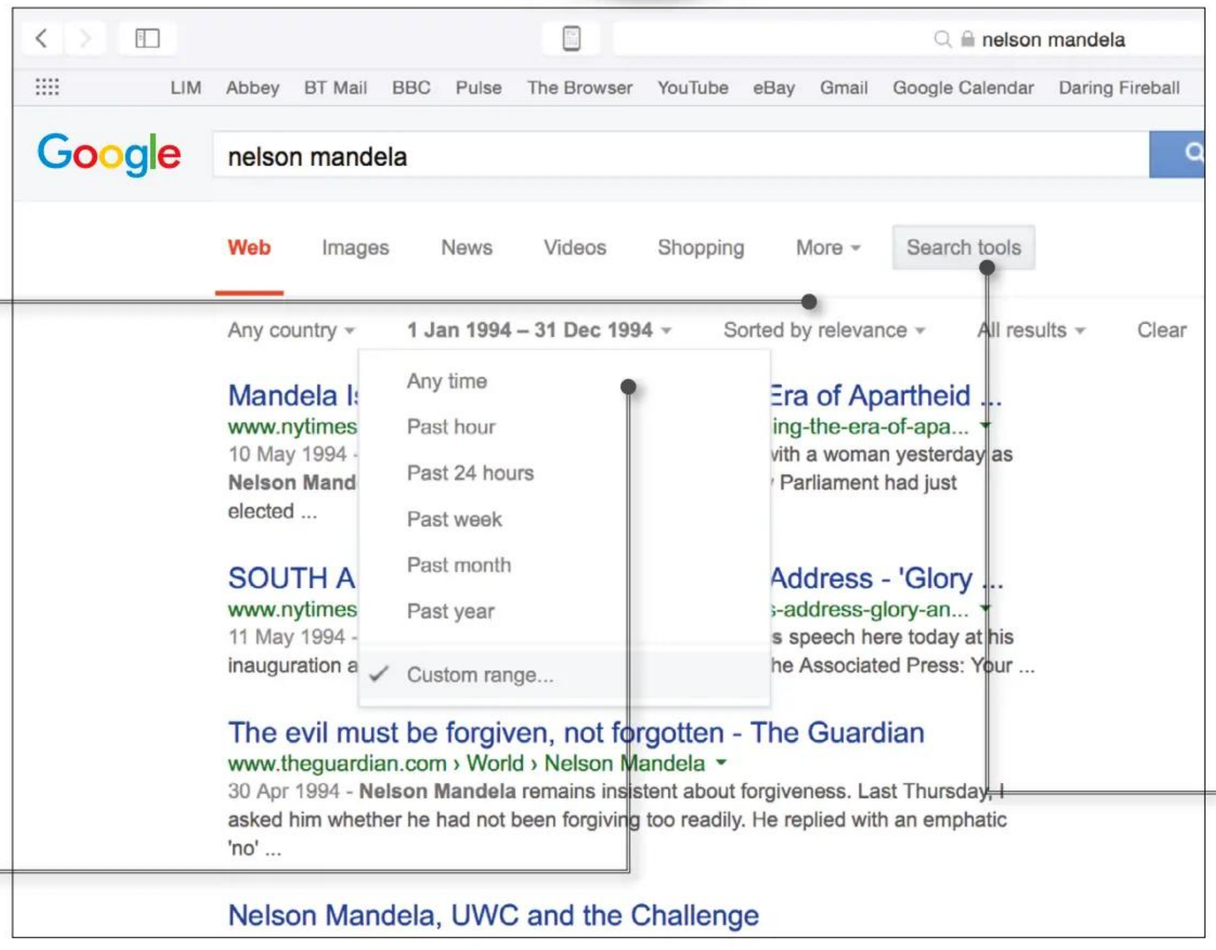
In this tutorial we will guide you through the process of searching for both online and print articles via the Google homepage and Google Newspaper Archive, both of which have very similar search criteria that include typing key words into the search bar, and then filtering results by date and/or relevance.

For the sake of this tutorial, we have used the search term 'Nelson Mandela' and have chosen his election year '1994' to search for. Nevertheless, all of the steps can be applied to any search term.



Google search

A quick look at the search options available



Sort by

Remember that Google automatically assigns the results to the most relevant first, so if you are looking to work in date order, choose 'Sorted by relevance' in the drop-down menu and change to 'Sorted by date'.

Date range

Choose the 'Any time' box from the Search Tools options. In the drop-down menu, click on 'Custom range…', where you will be able to type in the exact publication date you are looking for.

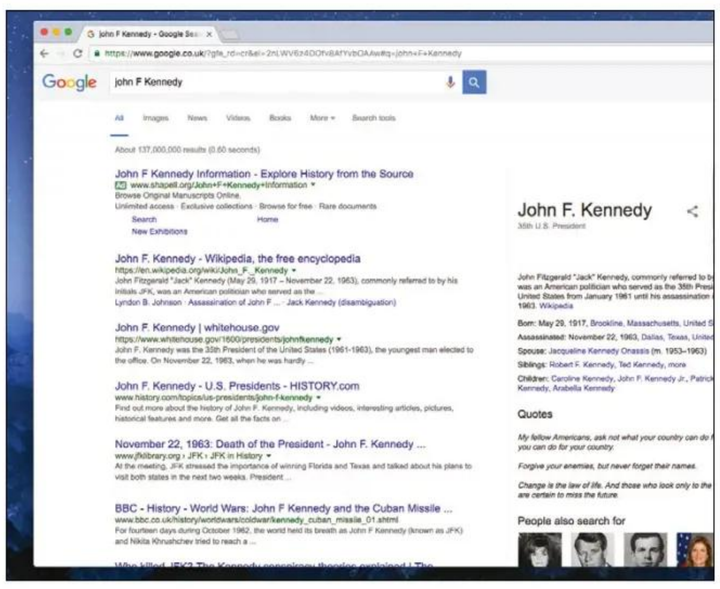
Looking for content pre-1970

Google has stated that it will not support custom date searches pre-1970, however this should not be confused with there being no content available. In most cases, you can complete a search using either the publication name or by searching for key words in the article itself.

Search tools

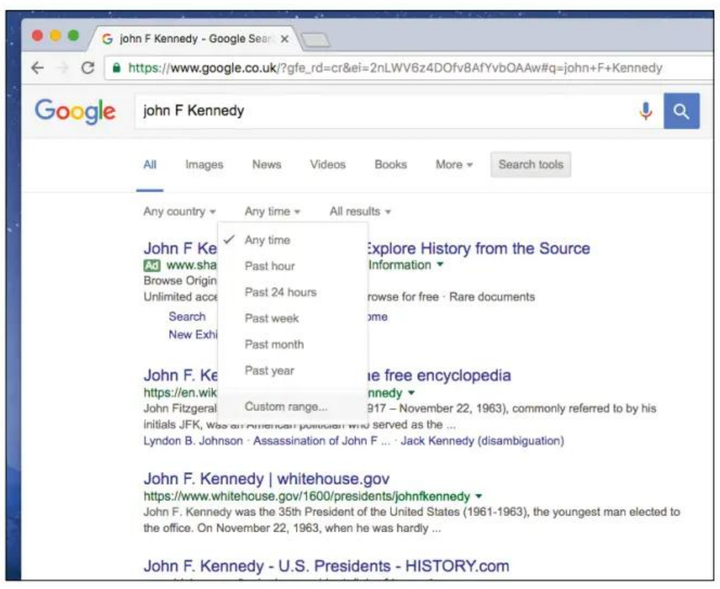
This option is key to finding the relevant news article or blog post that you are searching for. It gives you four different options in order to narrow the results.

Google Newspaper Archive | Locate historic articles



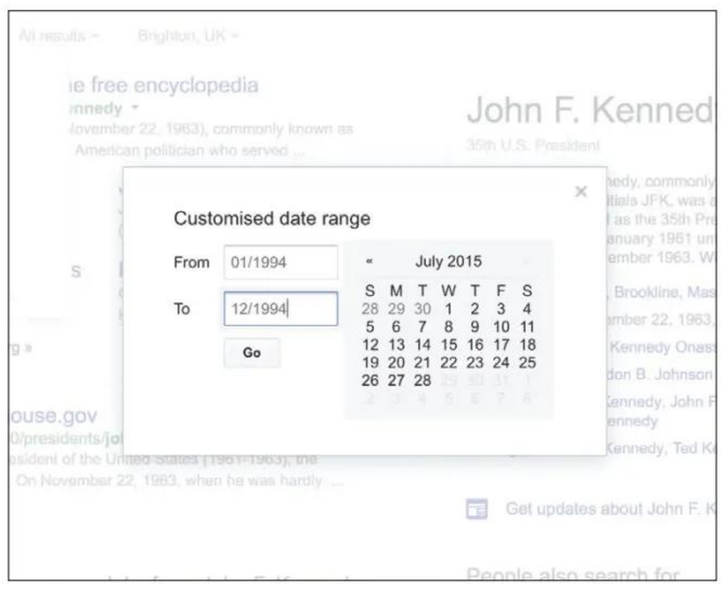
1: Find the homepage

Go to **www.google.com**, type in the search term you are looking for and press Enter. Click on the Search Tools button below the search bar and a menu will appear with four different options.



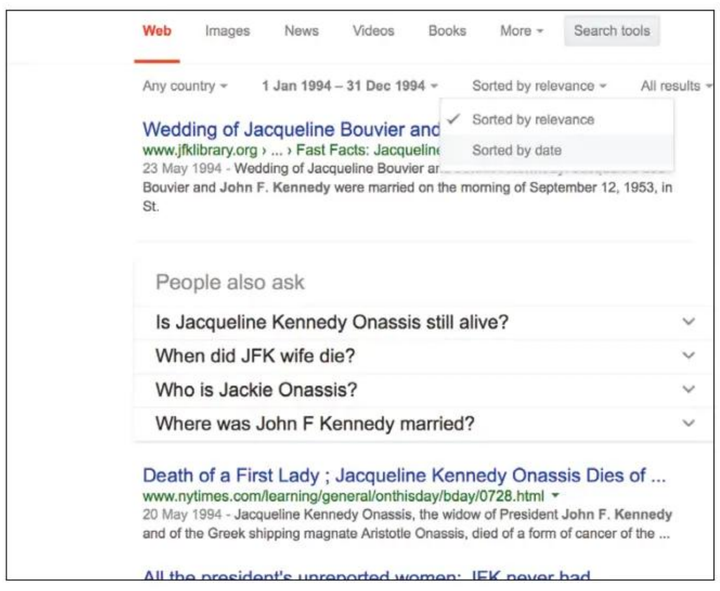
2: Search tools

Once you have all your initial hits from Google, you will need to narrow the search. Under the main search bar, go to 'Any time' and click 'Customise' from the drop-down menu.



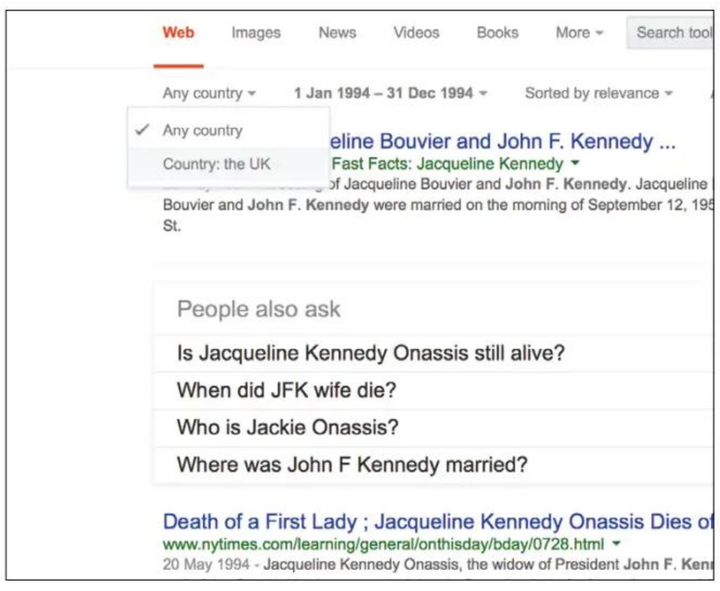
3: Customise dates

Next, a white box will appear. Type the date '01/1994' into the From field and '12/1994' into the To field and click 'Go'. The search results that will appear will all be relevant articles.



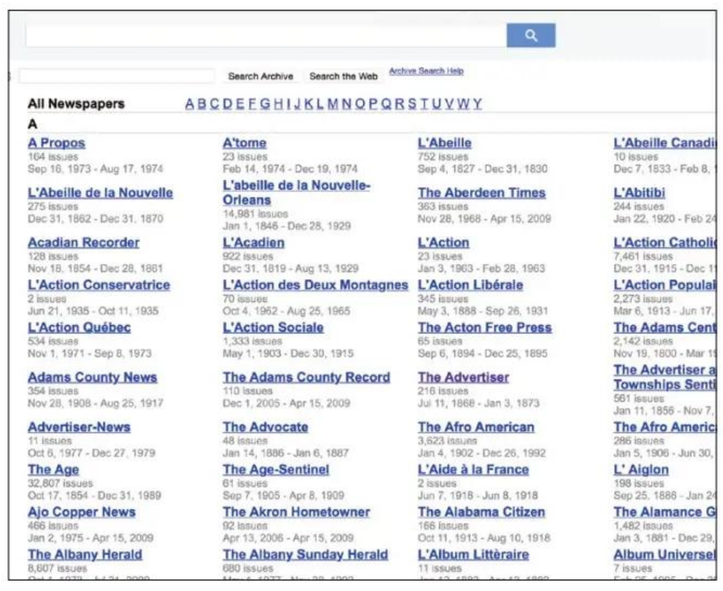
4: Article relevance

The search, although narrowed, isn't there yet. Google's default option is to put relevance first, but if you are looking for an article from a specific date, then click 'Sorted by' and choose 'Date' instead.



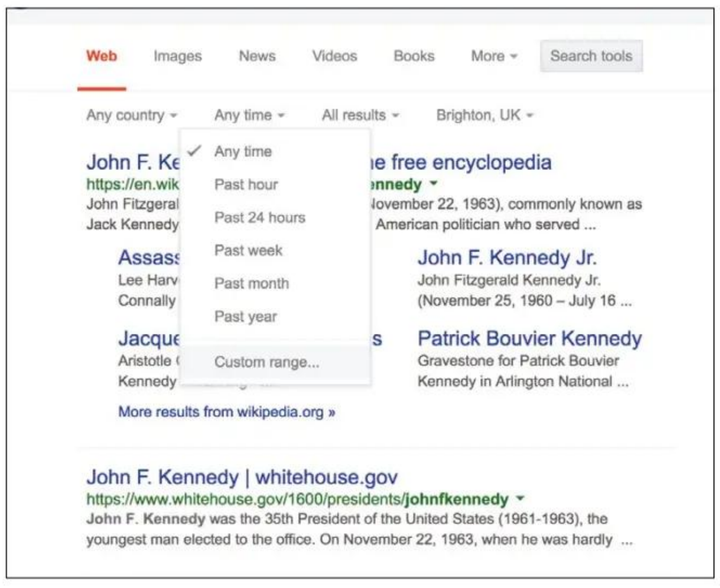
5: Search by country

If you are looking for a certain publication, and you know what country the article originates from, then click on Country>Any Country and choose the option for you.



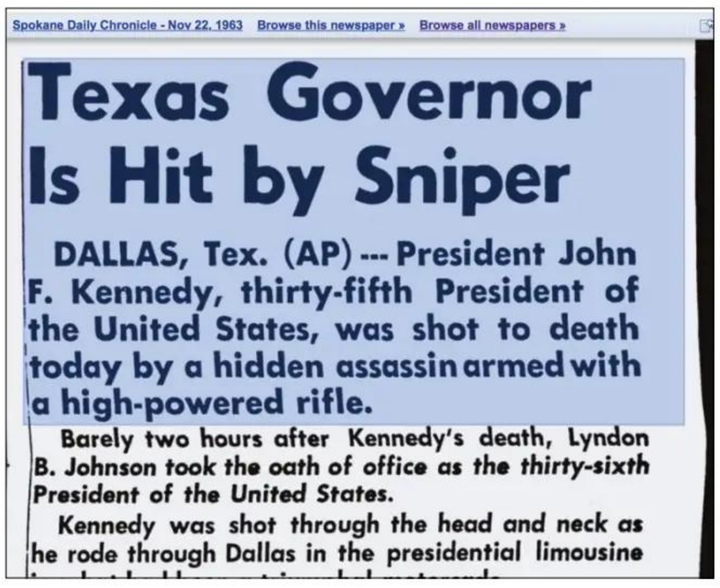
6: A different approach

To locate an article from a printed newspaper, go to **www.news.google.com/newspapers**, type in the search term you are looking for and then click 'Search Archive'.



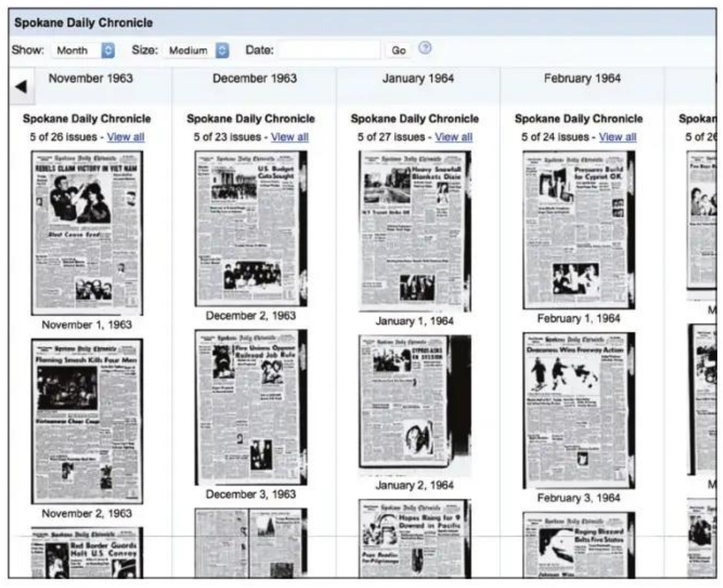
7: Search for a specific date

Similar to steps two and three, there are ways you can narrow the search results. Once the page loads, click on 'Search Tools' followed by 'Any time' and choose 'Custom Range' from the menu.



8: Browse all newspapers

If that doesn't work for you, but you know which newspaper the article is from, go to **www.news.google/newspapers** and find the newspaper title using the A-Z search bar.



9: Find your article

Once you click on the name of the newspaper, complete your search by typing in the applicable publication date and click 'Go'. There you will be able to find the article you are looking for.

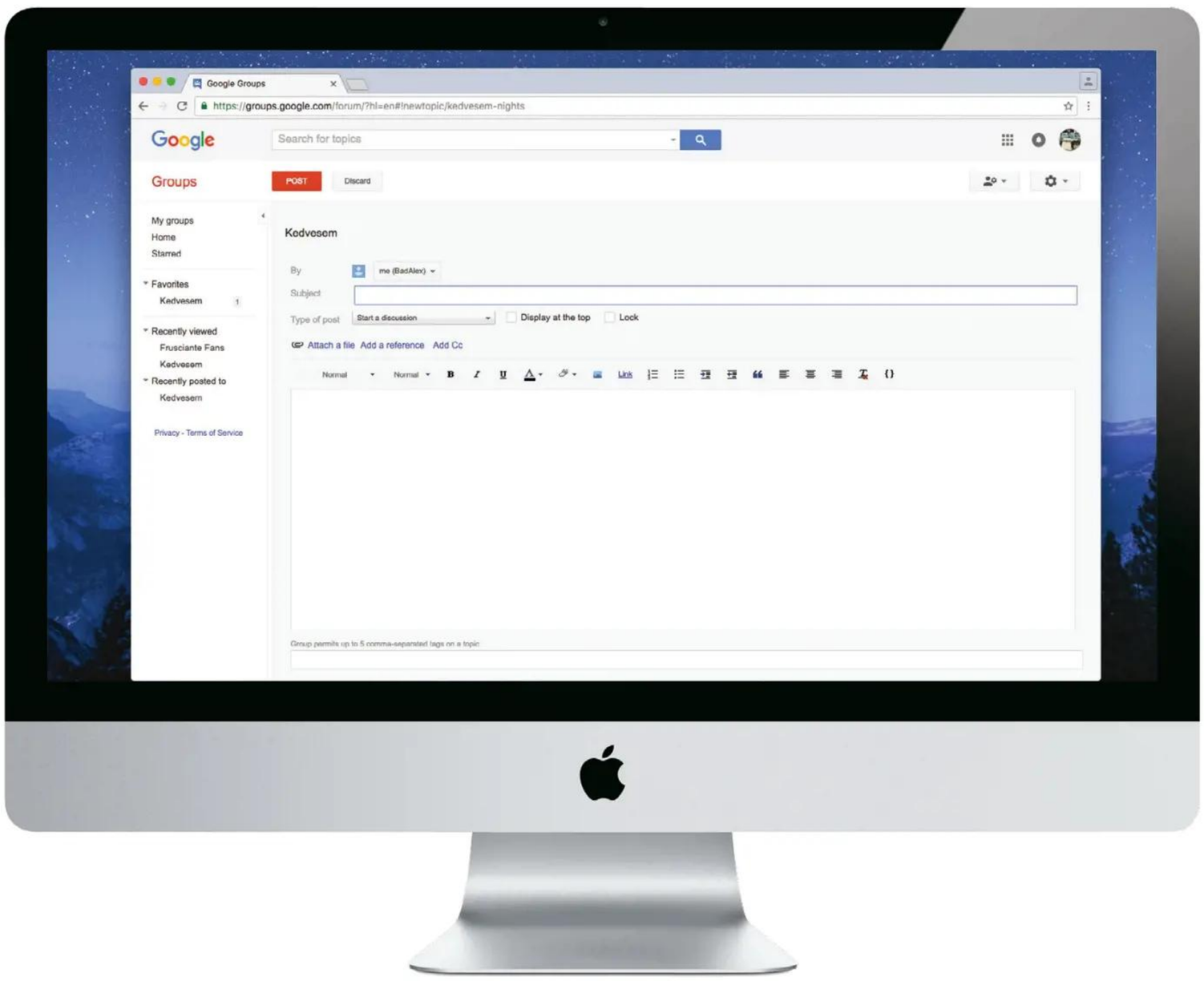
Set up your own community with Google Groups

Create your own thriving nerve centres of discussion and information with Google Groups

We all have interests and we all have an in-built need to talk about them with other people who share these interests. Creating your own group page is a quick and easy way of doing this and thanks to Google's intuitive Groups service, you can set up as many as you want and monitor them with ease through a simple interface.

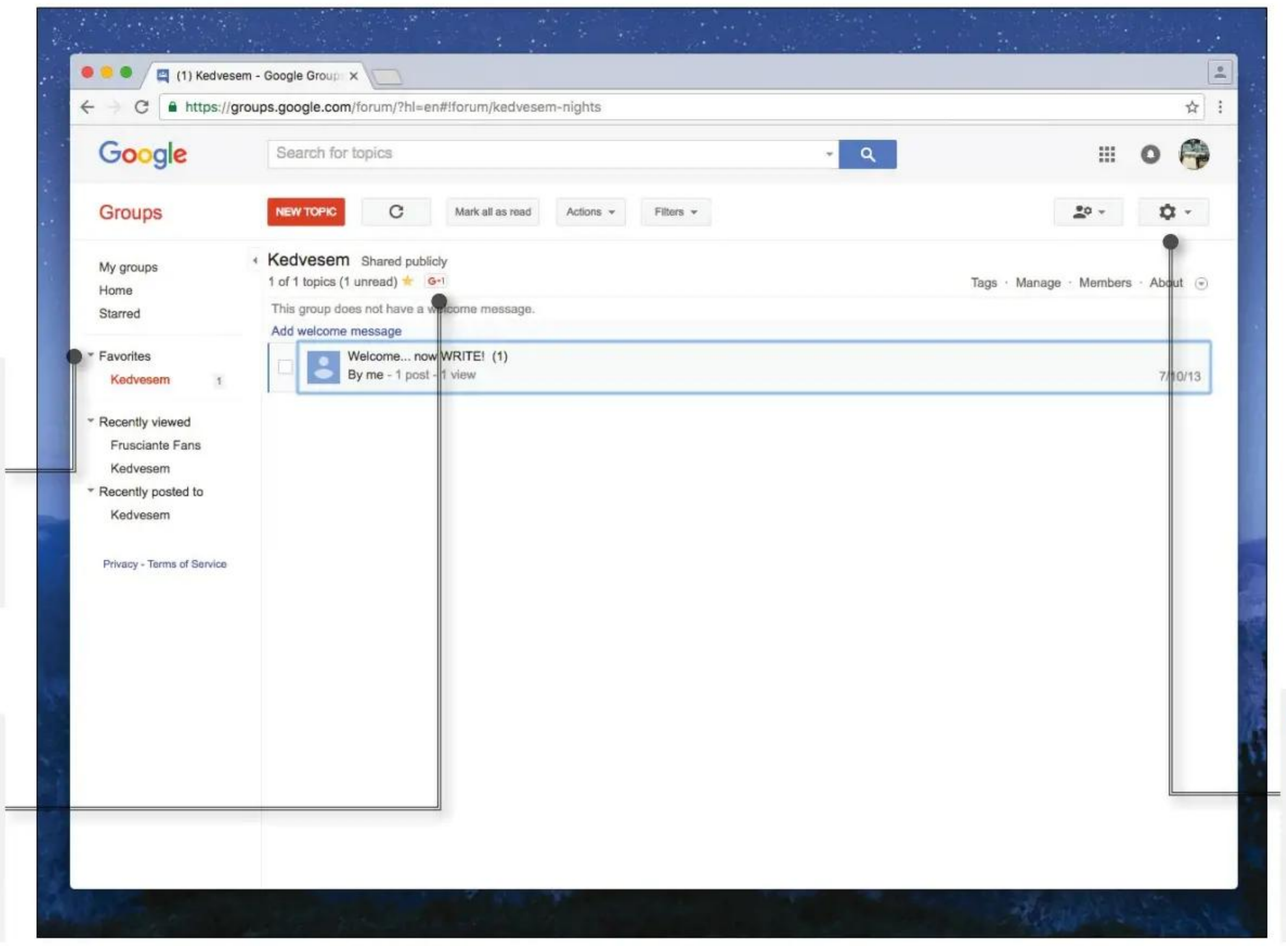
When setting up a new group, you have full freedom to decide the content and style of the group. For example, will it be a mailing list, will it be a web forum or will it be a collaborative inbox style of group whereby visitors can freely provide their own topics for discussion and content. With your groups set up, you can easily add posts and then go to town making the group page look as attractive as possible thanks to various themes – all of which you can access through the settings menu.

The fact that this service is so easy to use means that you will be able to generate content freely and will really want to shout about it. You can then go about promoting your site by sharing it to your circles through your Google+ account or personally inviting people from your social circles to attend the group.



Your Google Groups

Managing them is easy via the online interface



Your Groups

All of your active Google Groups will be listed on the main Groups page. Click on one to select it and then add posts and content to flesh it out and make it interesting to visit.

Community

You can invite other Google users to join your group personally or you can announce it on Google+ and big it up to try to persuade your circles to visit.

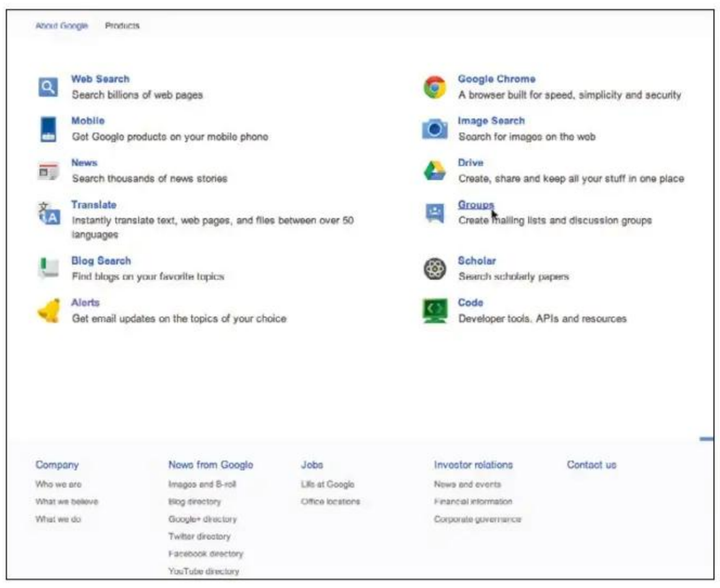
Get the message

As you are the chief administrator for your Groups, it is only polite to add a welcome message for everyone else who comes to visit – be they friends of yours or random strollers. After your first post you will be notified that your group lacks a message, so click on the 'Add welcome message' link and compose one.

Group settings

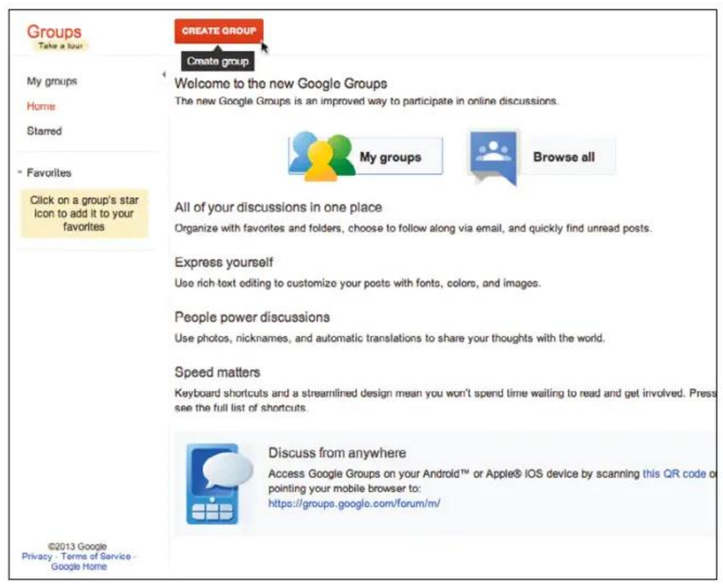
Click on the cog icon to access the settings for group. These include options to tailor the way it is displayed, such as adding themes.

Groups | Setting up a new group



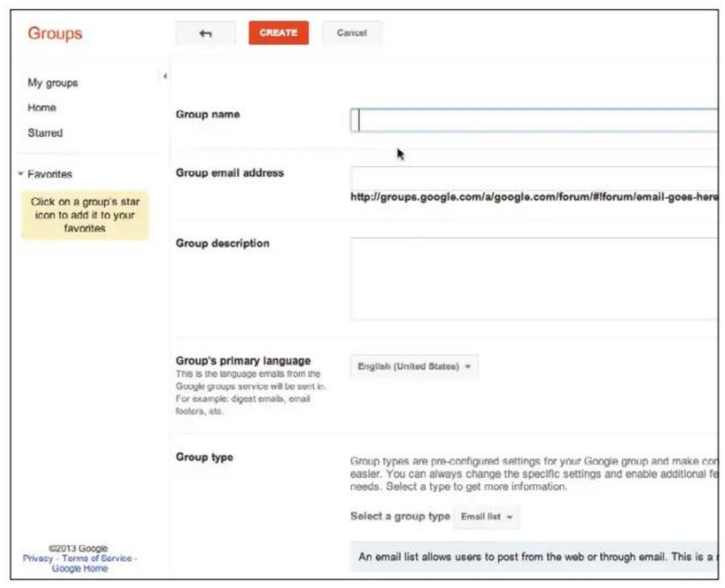
1: Go to Google Groups

From the main Google page, click on the More menu and then select 'Even more'. This will take you through to a page of additional services that Google offers. From the list, click on Groups.



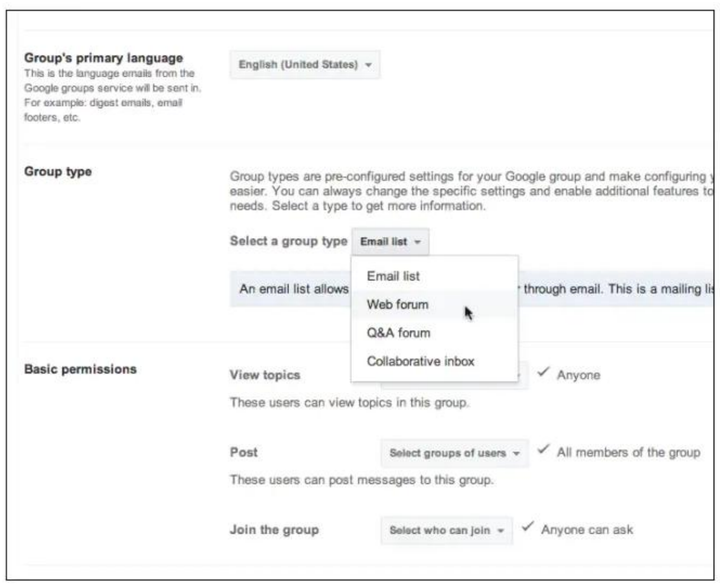
2: Create a new group

You will be taken through to the main Groups management screen. As you don't have any up and running yet, click on the 'Create group' button at the top to start the construction process.



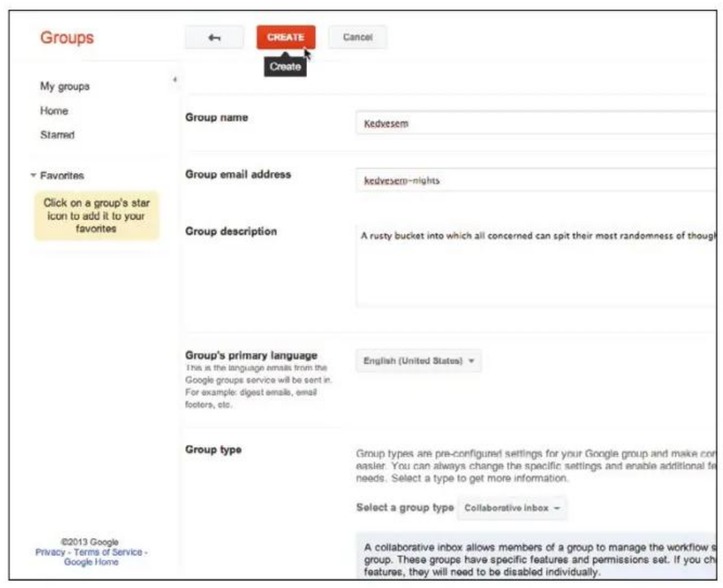
3: Fill in the details

The creation page has numerous text fields to fill in regarding the type of group you're creating. Enter details for name, contact email and description, then make adjustments to permissions, if required.



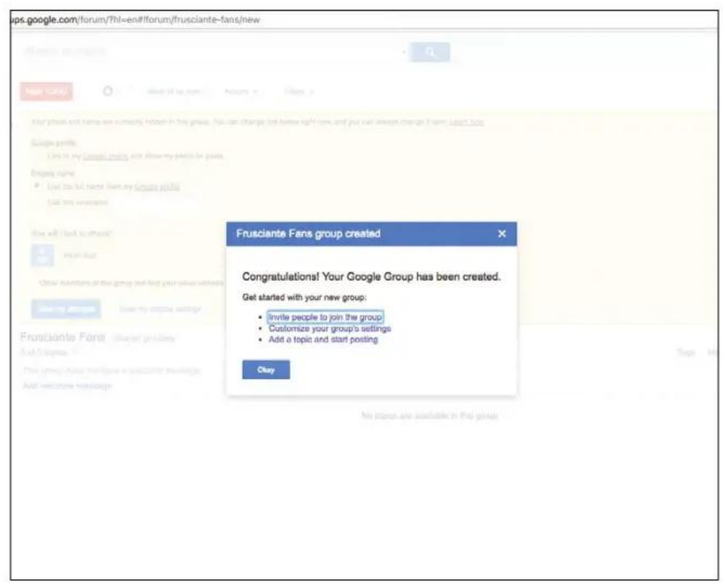
4: Select group type

Scroll down to the bottom of the page and you will see a section called 'Group type'. Click on this drop-down menu and then choose the type of group you want to create, such as email list or forum.



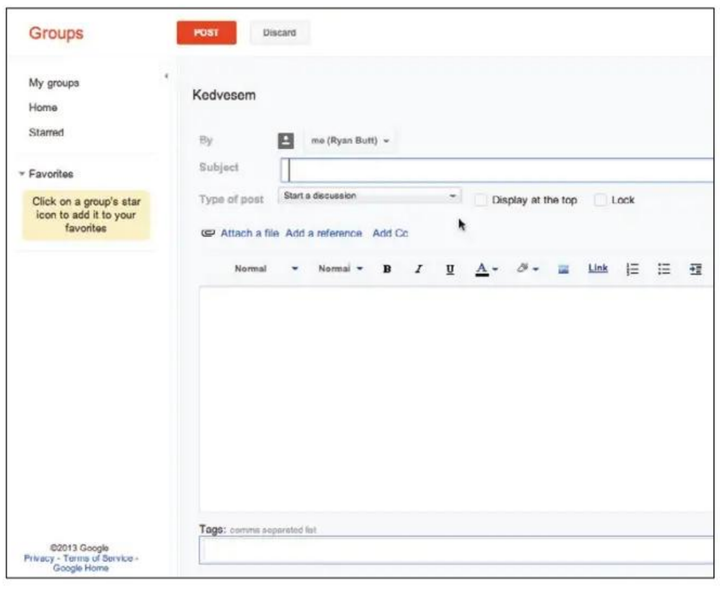
5: Click Create

Once all the necessary info has been entered and all adjustments made, click on the red Create button at the top of the window and you will then have to type a verification code to complete the process.



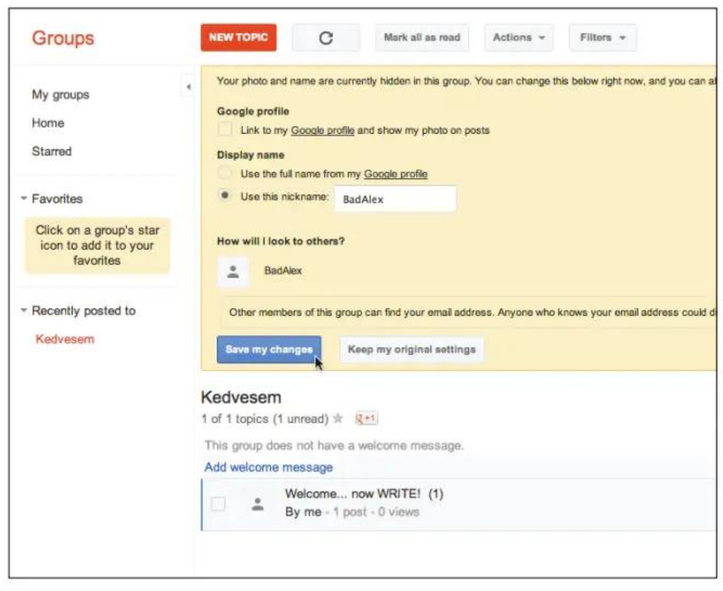
6: Start working it up

Once your group has been created you'll be presented with three options: to invite people to join your group, customise the settings for it, and add topics and start off the posting process.



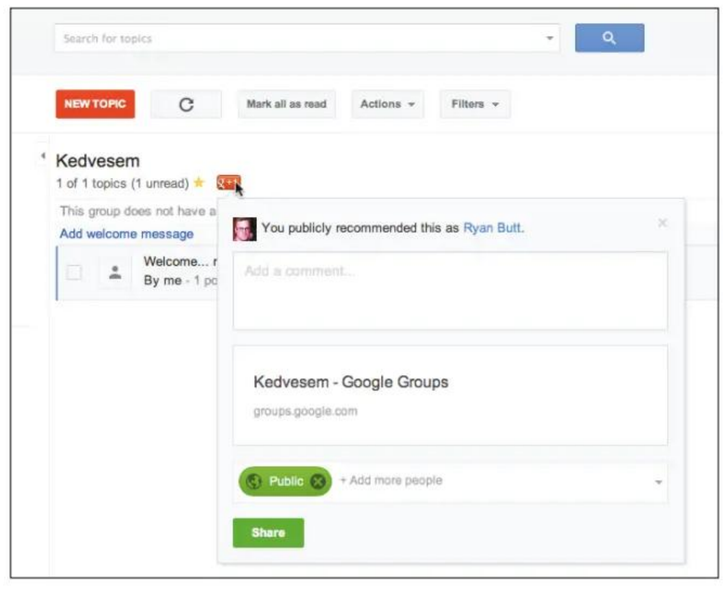
7: Start posting

Click on the posting option and then you will be able to compose your first post. Give it a subject and, of course, some body text and then, when you are ready to go live with it, click on Post.



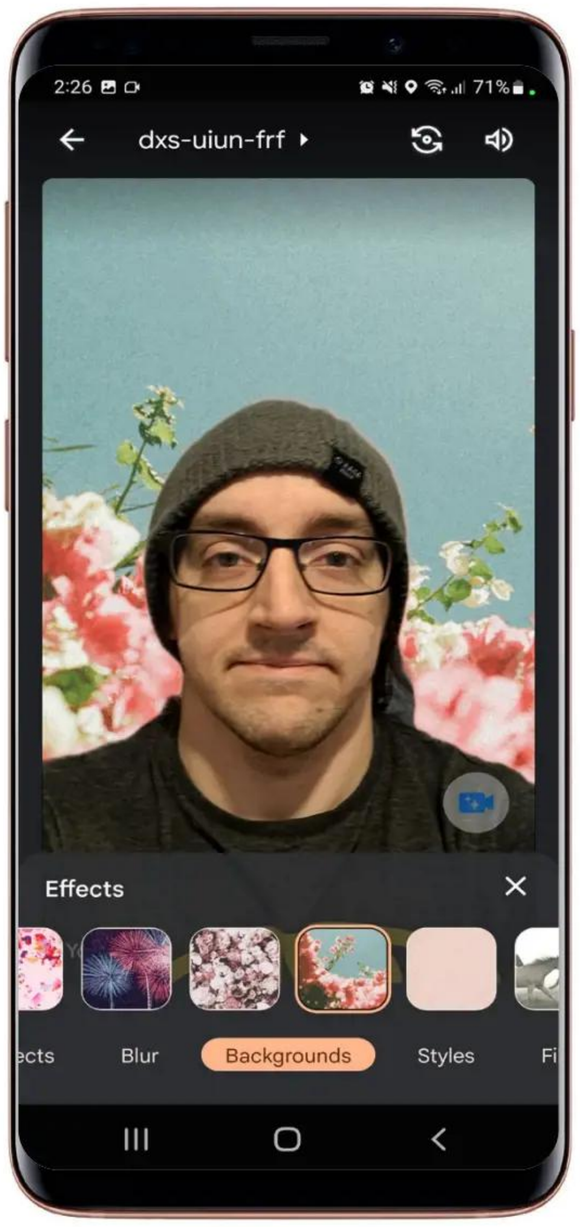
8: Final adjustments

After posting, a window will appear that lets you fine-tune details of your profile. Here you can give yourself a nickname and change your profile picture. When done, click on 'Save my changes'.



9: Start promotion process

You can now invite other Google users to join your group (it's good to have some quality content uploaded to hook them), announce it to everyone via Google+ and save it as a favourite.



Video chat with Google Meet

Speak to friends one-to-one remotely with Google's answer to FaceTime

Forget emojis, WhatsApp stickers or Snapchat filters – when was the last time you actually really talked with a friend? If your answer is 'I don't know', download Google Meet immediately. This free app allows you to chat with friends and family face-to-face via live video, making it Google's answer to Apple's FaceTime.

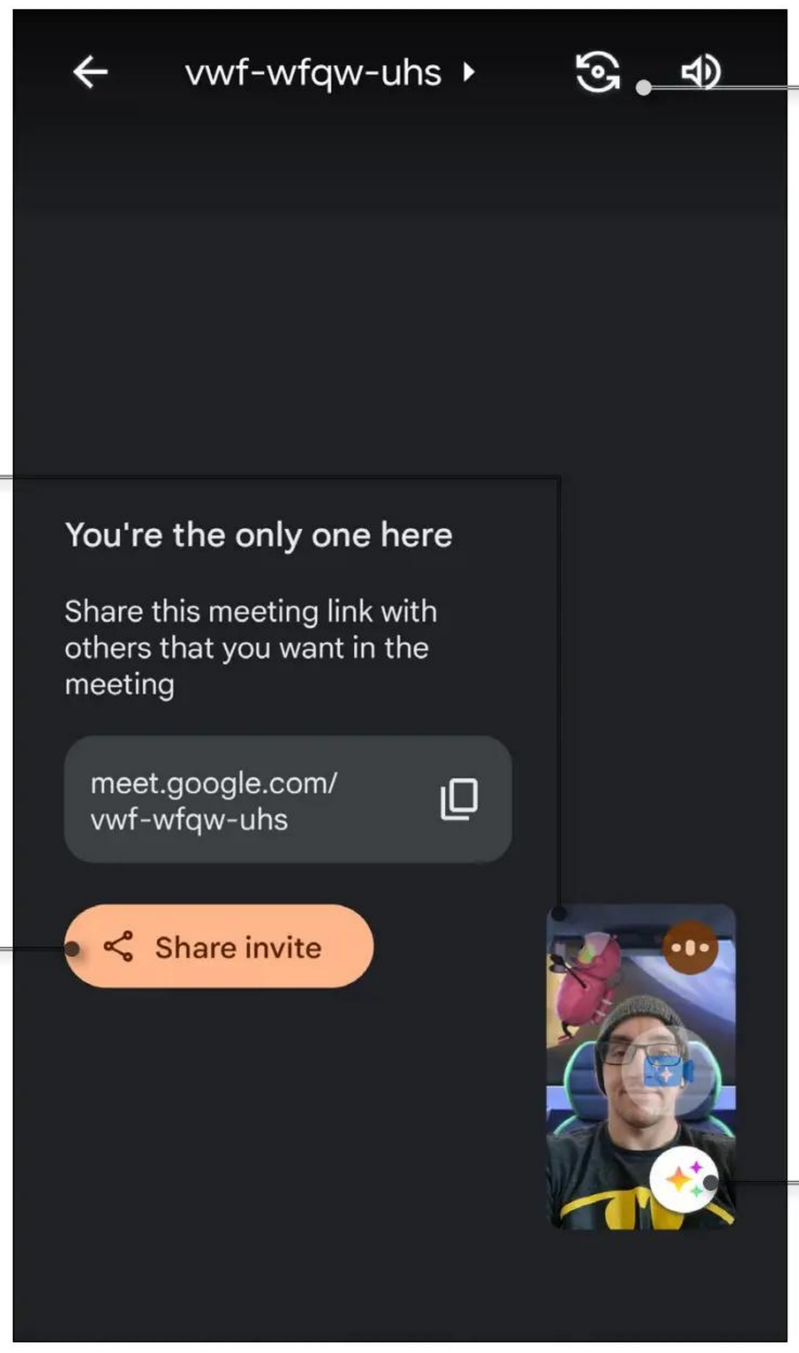
The service is totally free, though it will use your phone data if you use it outside of a Wi-Fi hotspot. To ensure that the video doesn't drop out on you in bad signal areas, Google says that Meet will reduce the resolution of the video if the bandwidth is low. Meet will also switch between Wi-Fi and cellular data automatically.

If you're looking for a Skype replacement rather than FaceTime for Android, you won't be disappointed as Meet supports group calling as well as one-on-one calls. On top of this, the app lets you schedule calls using Google Calendar. Google has also tried to reduce the number of barriers to new users, making the app available on both iOS and Android. The app also has a series of tools to change your video's background, so no more frantically cleaning the room before an important meeting as you can easily blur it out.

> "This free app allows you to chat with friends and family face-to-face via live video"

Main menu screen

Meet's design is deceptively simple



Say cheese
Meet continually displays the view from your front-facing camera. This is an opportunity to check the lighting is good enough before a video chat.

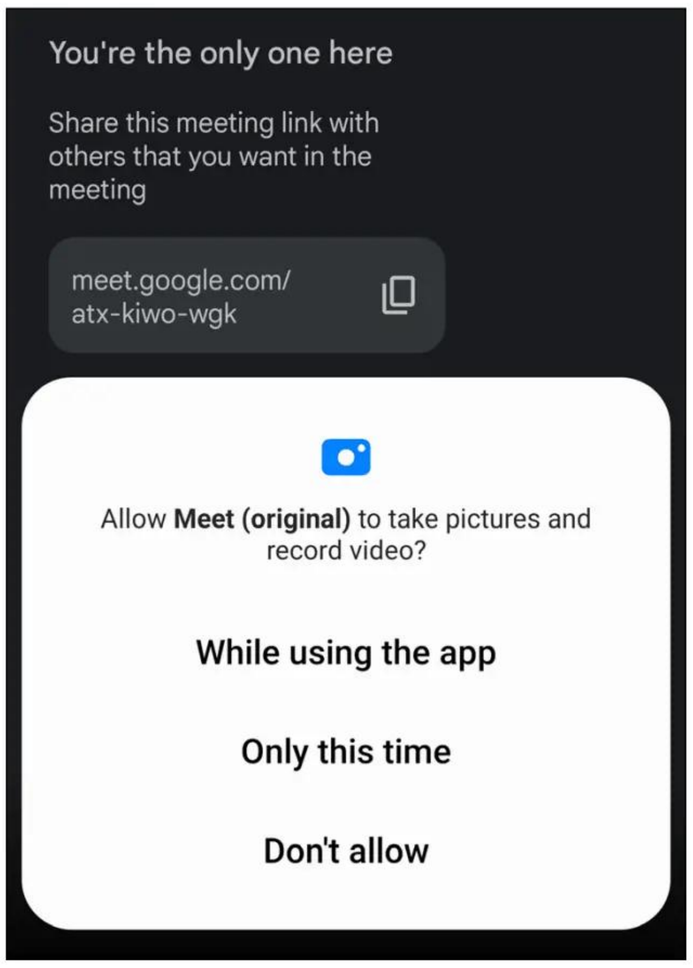
Switch camera
By default Google Meet will use your device's front-facing camera. Tap this icon to switch between this camera and the one on the rear of your device.

Is your mic on?
To see if your device is working correctly, talk and watch your video feed. If audio is being detected then you will see a icon appear in the upper corner. This is a handy way to know if background noise is being captured.

Share code
You invite others to join the call by either copying and sending the Meet code or by using the Share button on the screen. Tap on the paper icon to copy the link.

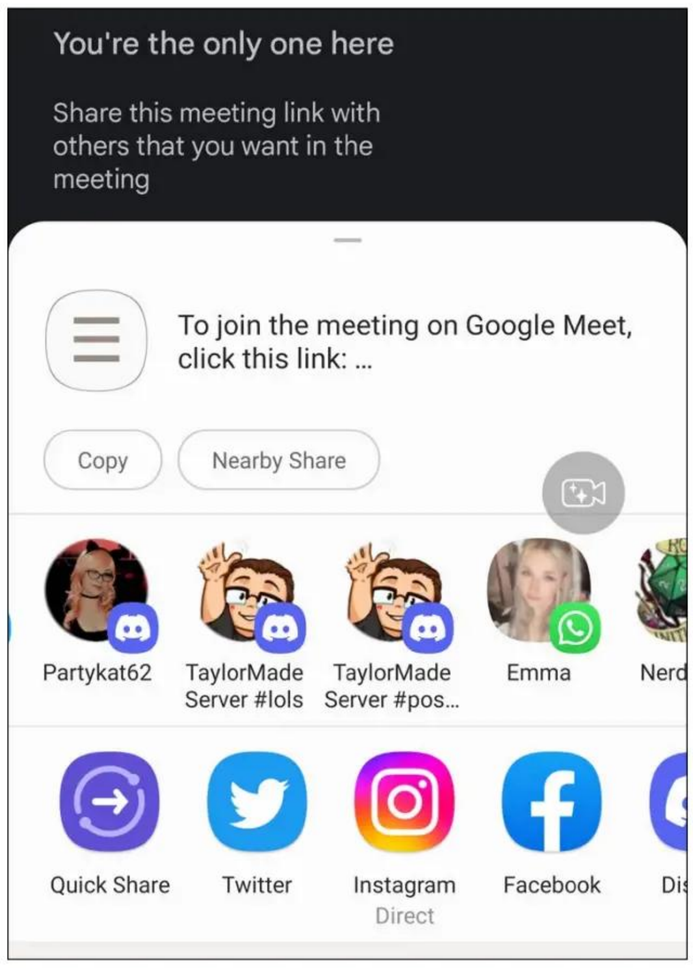
Video effects
These two icons will allow you to apply filters to either yourself or your video's background. Tap the blue icon for quick access to filters or select the white one for more in-depth features.

Google Meet | Making a video call



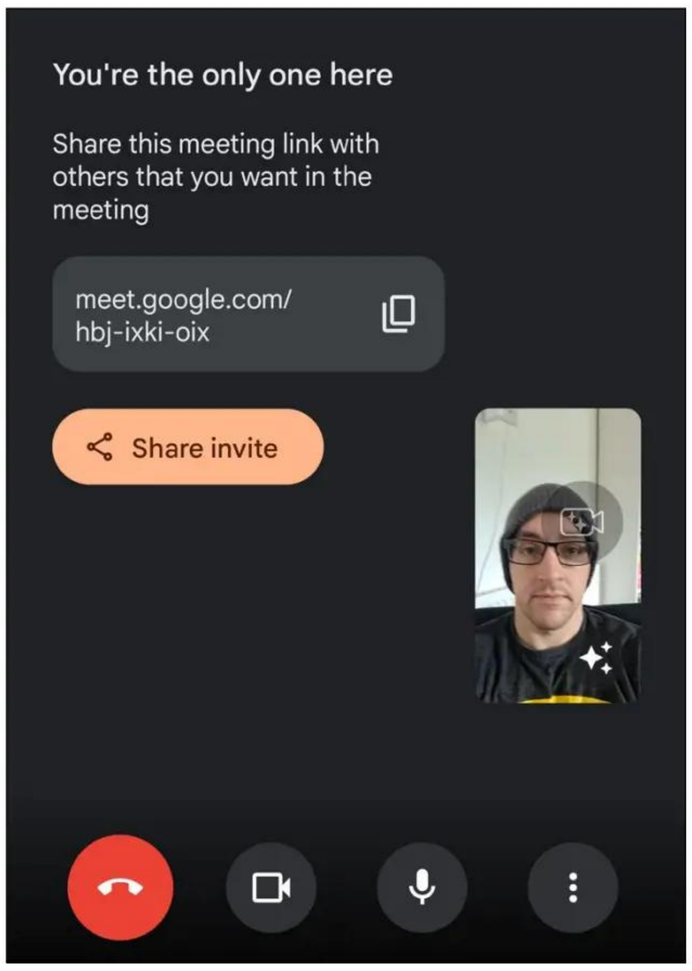
1: Allow permissions

Once you have opened up the app you will be prompted to allow Google Meet to use your device's camera and access your contacts. Grant permission and then you can proceed to the main screen of the app.



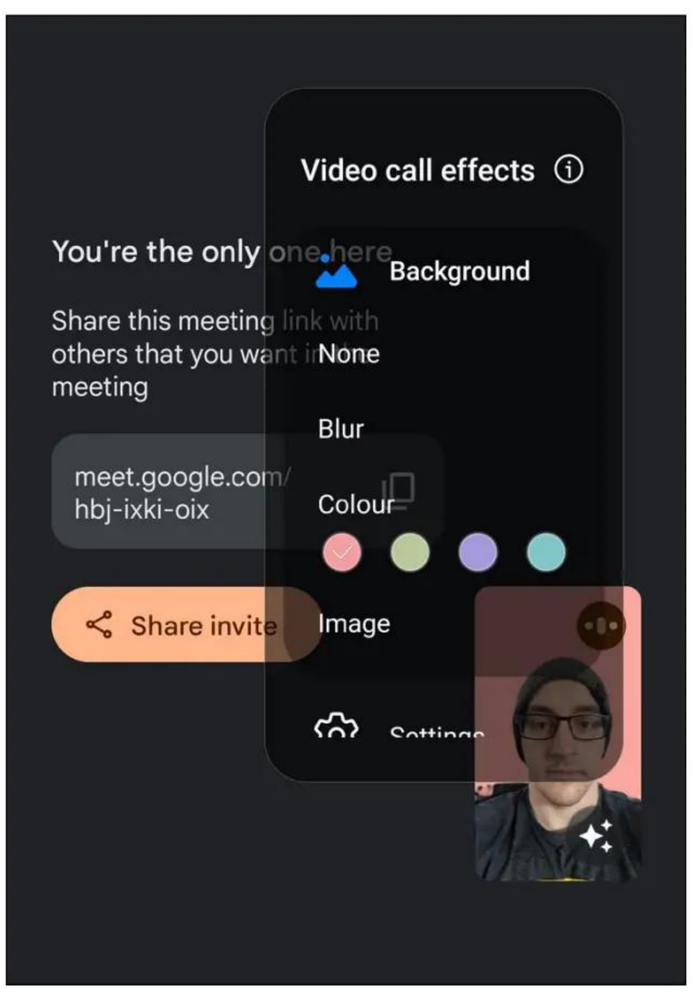
2: Share a code

In the main screen, tap on the 'New meeting' button and you will be presented with a few options. You can begin a call by tapping on 'Start an instant meeting', or you can schedule one using Google Calendar.



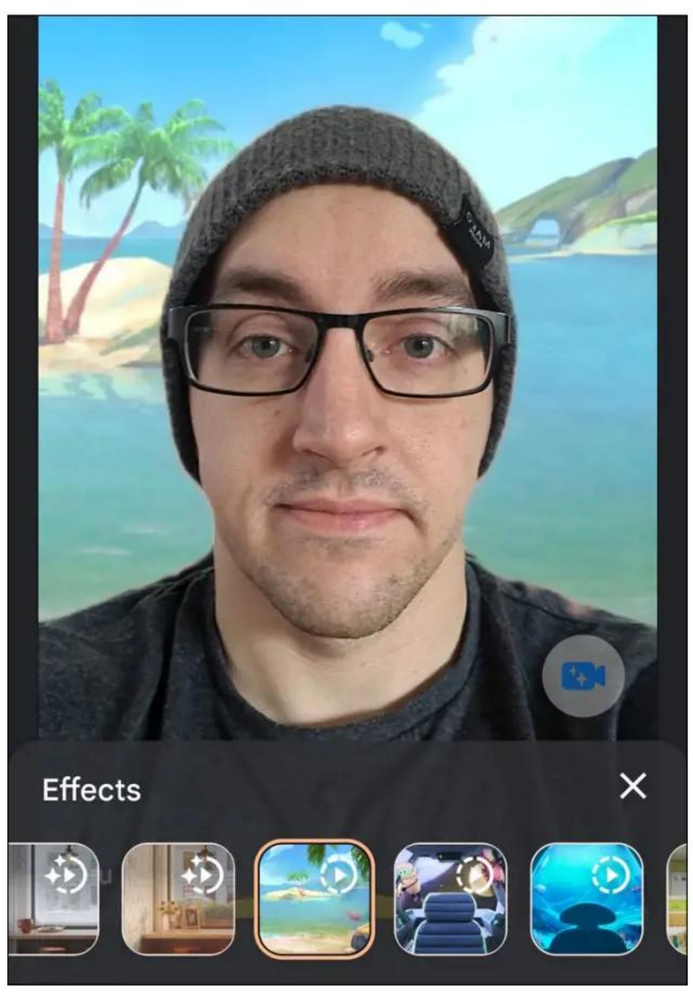
3: You're visible

If you select the option to start an instant meeting you will see yourself in the lower corner of the screen. Above will be the code to the meeting. You can copy this and send it or press the Share button and use your device's tools.



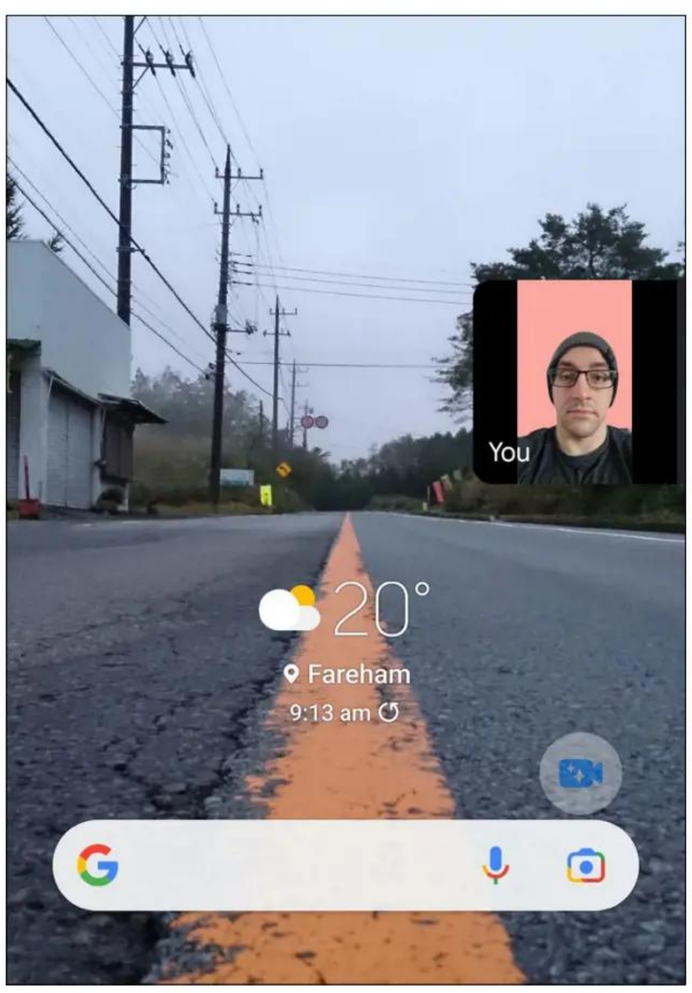
4: Camera effects

There two buttons in the window showing your camera. The blue camera button will bring up a shortcut to certain camera effects. The icon with stars will open the more in-depth options for adding effects.



5: Effects and filters

Google Meet has a range of filters and effects that you can apply to your video feed. You can blur the background or add a video effect to it. Meet can distinguish between you and your background to apply the effect correctly.



6: Picture-in-picture

When using Google Meet on a mobile device, hit the home button and the video feed will be minimised, allowing you to explore your device as normal. Press the arrow icon to put the app back into full-screen mode.

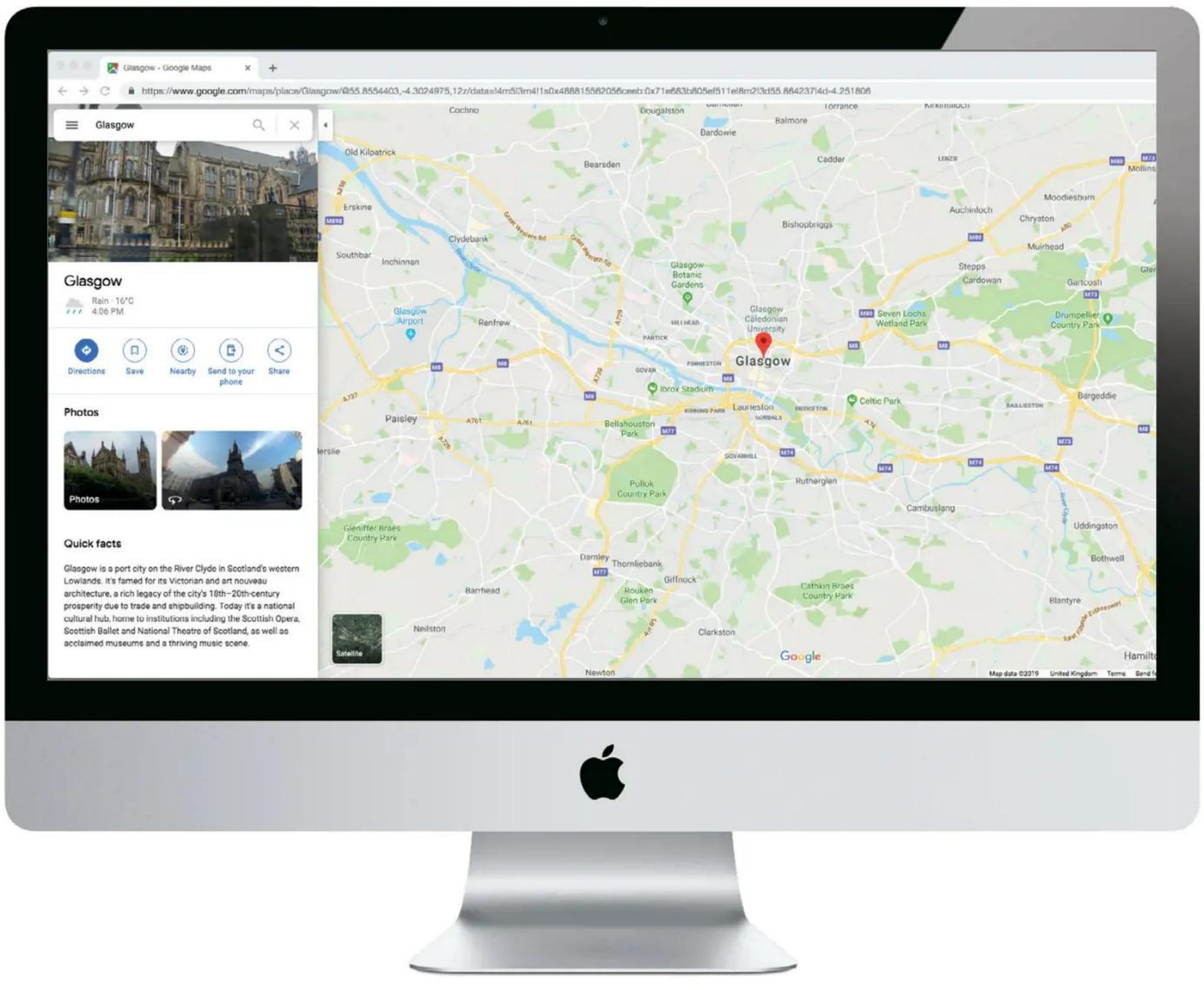
Familiarise yourself with Google Maps

Google Maps has a number of tools to help you learn about new places as well as traffic and navigation functionality

The current Google Maps is much improved from the old version. For a start, Earth has been fully integrated to replace the satellite view and searches and clicks are tailored for your needs. Traffic, for instance, gives real-time updates and it looks much better in this version. But you can also see alternative routes, whether by car or public transport. You even get an indication of how long, under the current conditions, it will take you to get there.

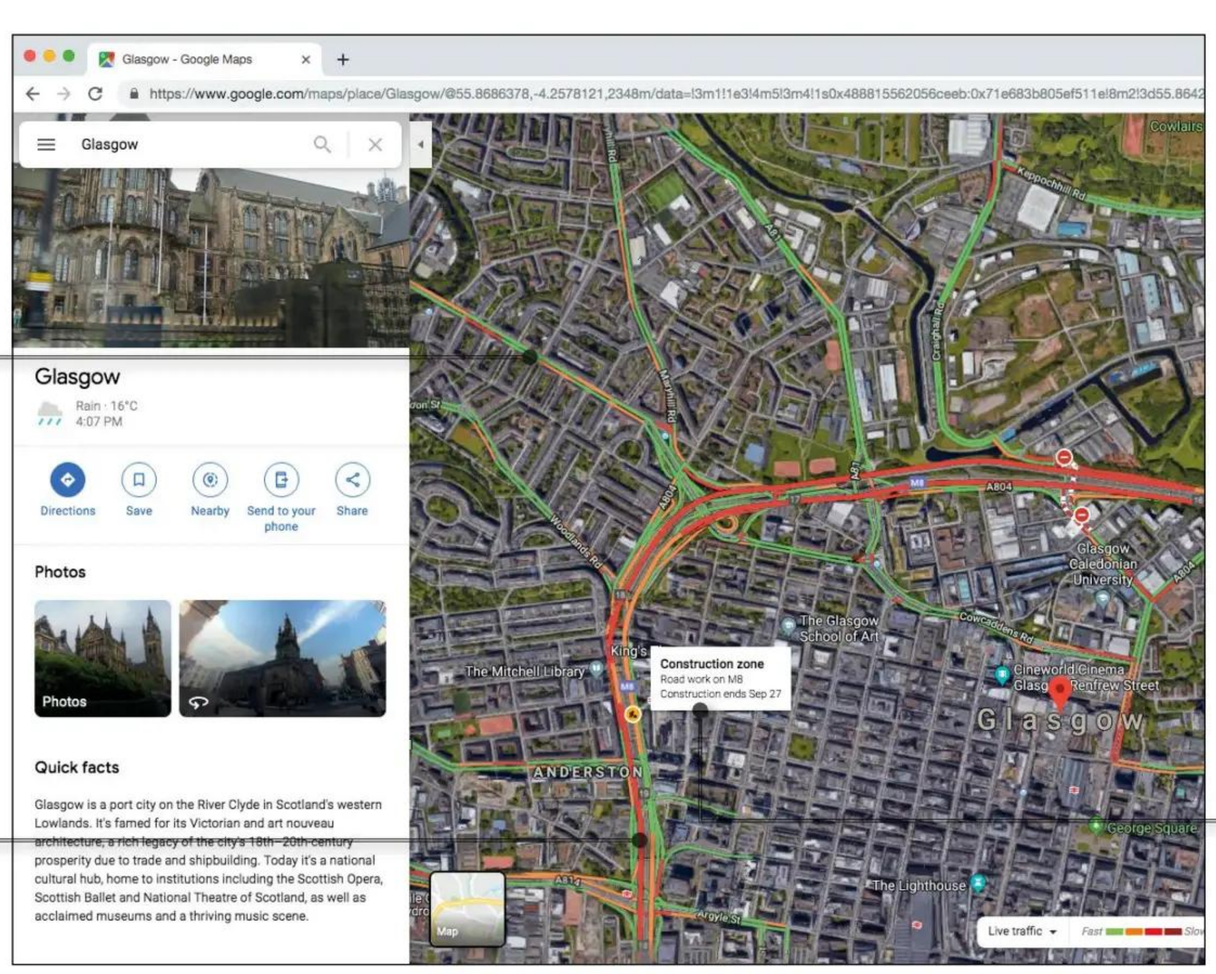
Google Maps is also hot on images. There are thousands of photographs which help to form an overall image of an area and give you a better flavour of what is around. You can also leave ratings for places and see what other people think.

All of this has been made possible because Google Maps has been rebuilt from the ground up. Many of the old user interface elements were removed, which gives more area for the map itself. The reviews integrate well and it feels like an app rather than a desktop application. Things move rather fast and it can second-guess what you will be searching for, looking through your search history and where your friends have been in the hunt for clues. In this tutorial, we'll look at some general points.



Looking for traffic hotspots

Using Google Maps' fast live updates



Live updates

This is your key to the traffic situation. You can see that any roads that are green will be clear, while red ones are likely to be jammed. The information is constantly updated.

The roads

As you can see, on the roads around Glasgow there are areas of red which denote jams, but others that are yellow or a paler red which are heading towards greater delays.

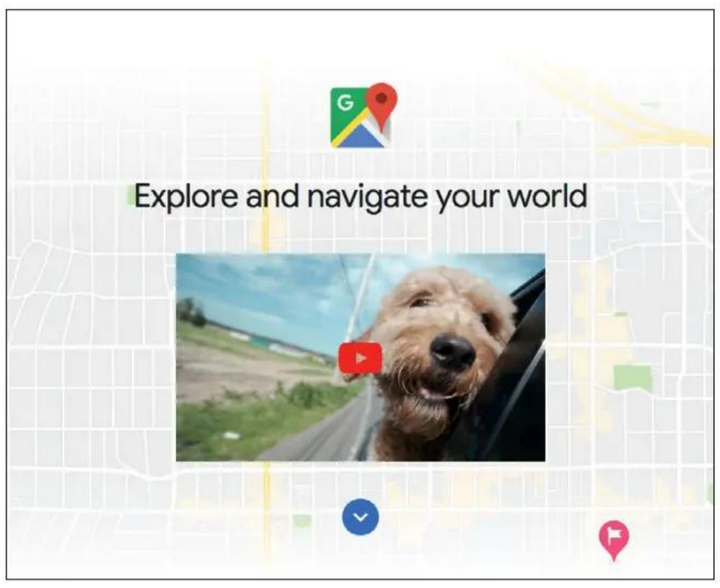
Interactive maps

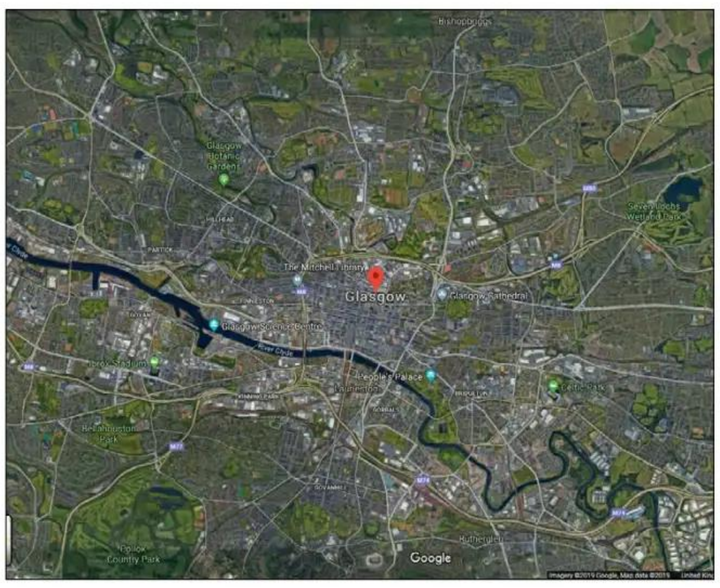
The new Google Maps service brings a fresh level of interactivity. Whenever you click on the map, you can see anything that stands out and other helpful items, from related places to the best way of reaching the destination. The more you use it, the better it should get; it'll learn the kinds of restaurants you like, for instance.

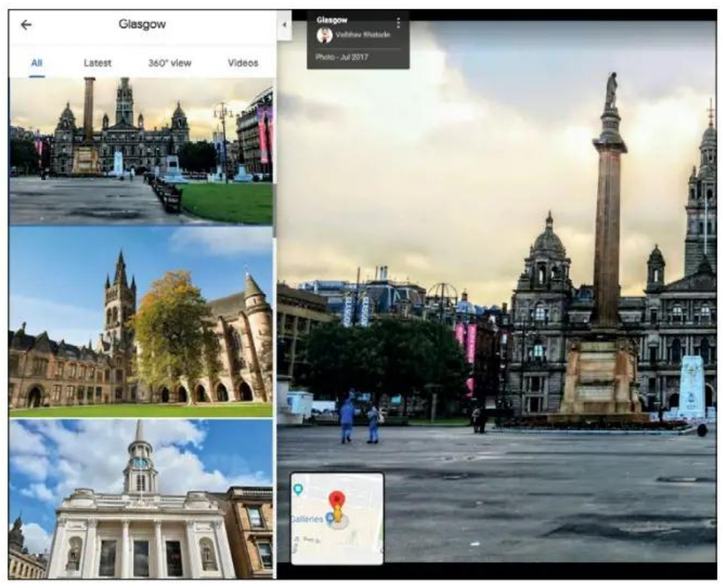
Delay information

Move your mouse over any traffic update to see more information. Some updates may include the time/date the delay is expected to end.

Maps | Understanding the new Maps

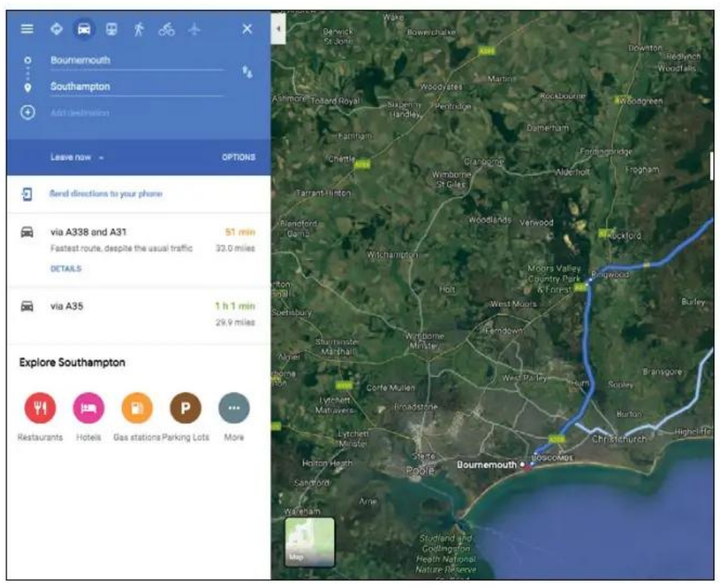






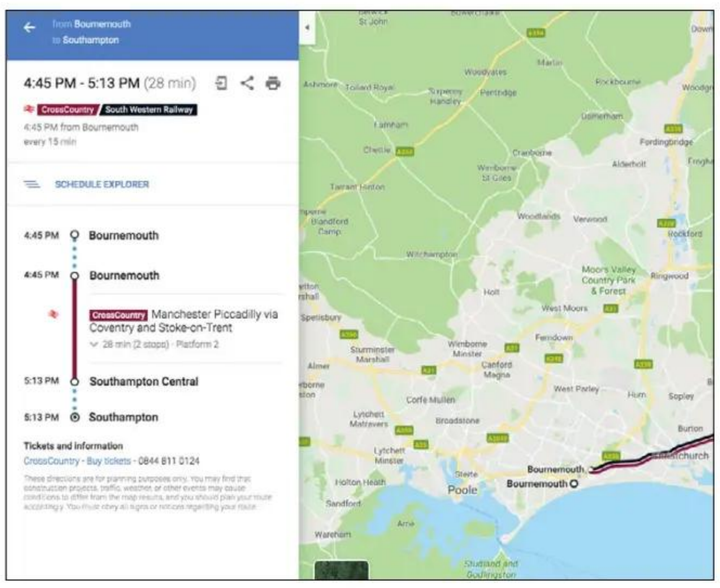
1: Go to Google Maps

Go to **www.google.com/maps/about/explore/** and click on 'Try Now'. If you're not using Chrome, you'll be prompted to do so. Earth has been fully integrated to replace the satellite view; click it.



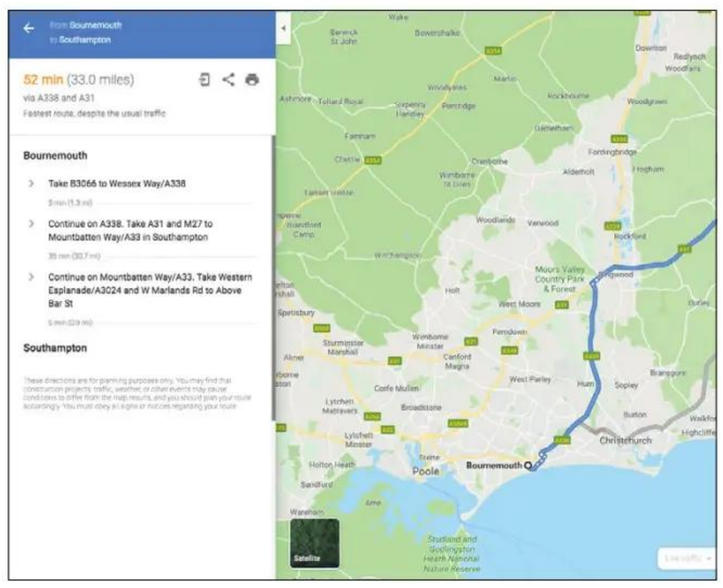
2: View from Earth

Using the Earth view, you can see the landscape in greater detail. From here you can also access a images and info on a specific location by clicking on it in the map.



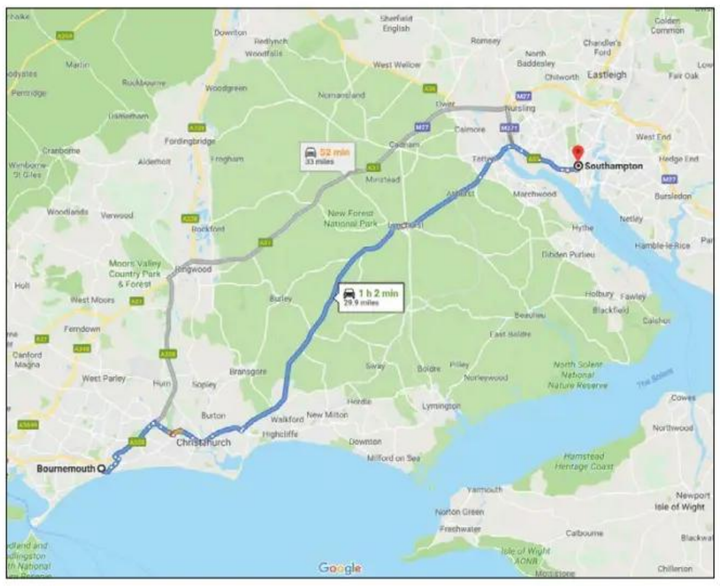
3: See an image

By clicking on an image, you can see it in full-screen. If you wish to go back to Earth, click the corresponding box; otherwise go Back to Map by clicking this feature in the bottom-left corner.



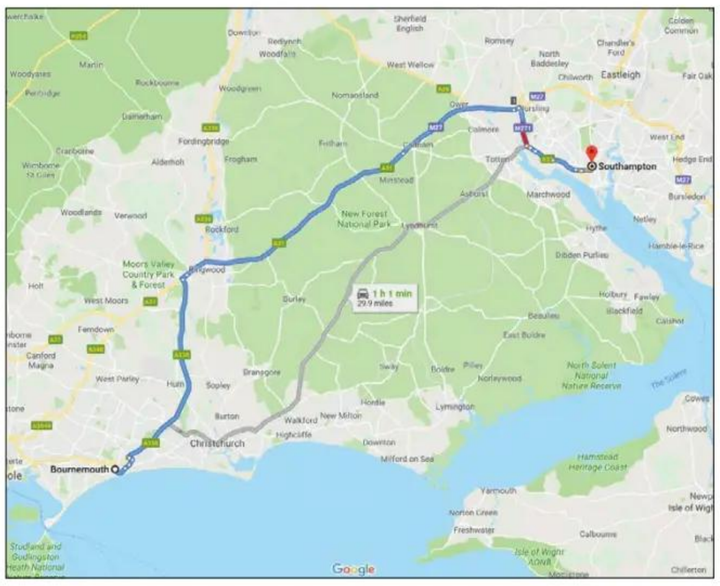
4: Search for directions

Although you can type a search term in the search box, you can also find directions. Click the option for directions and you will be able to input where you are going from and where you are heading.



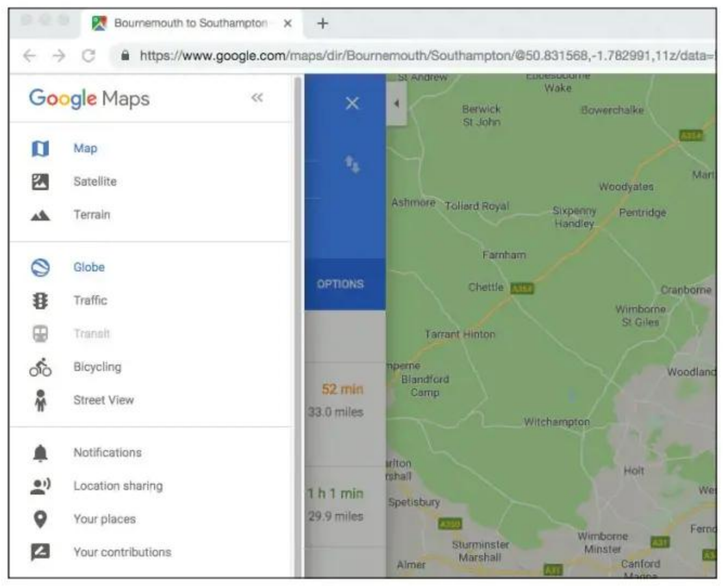
5: Different methods

Here we have tried to find a train from Bournemouth to Southampton. It tells us when the next train is due, how long it will take and how many changes we would need to make.



6: Full directions

By clicking on the Drive tab, you can call up the mileage and you can then click on an arrows to see more details. This shows you everything you need to do to get to your destination.



7: Alternative routes

You may well be shown an alternative route. You can click on that route in order to make it more prominent. The route is clearly shown on the map so you can see just where it will take you.

8: Select preferences

You can narrow down the options. Select if you would like the distance shown in kilometres or miles. There are also options to avoid certain things along your journey such as motorways or tolls.

9: Traffic information

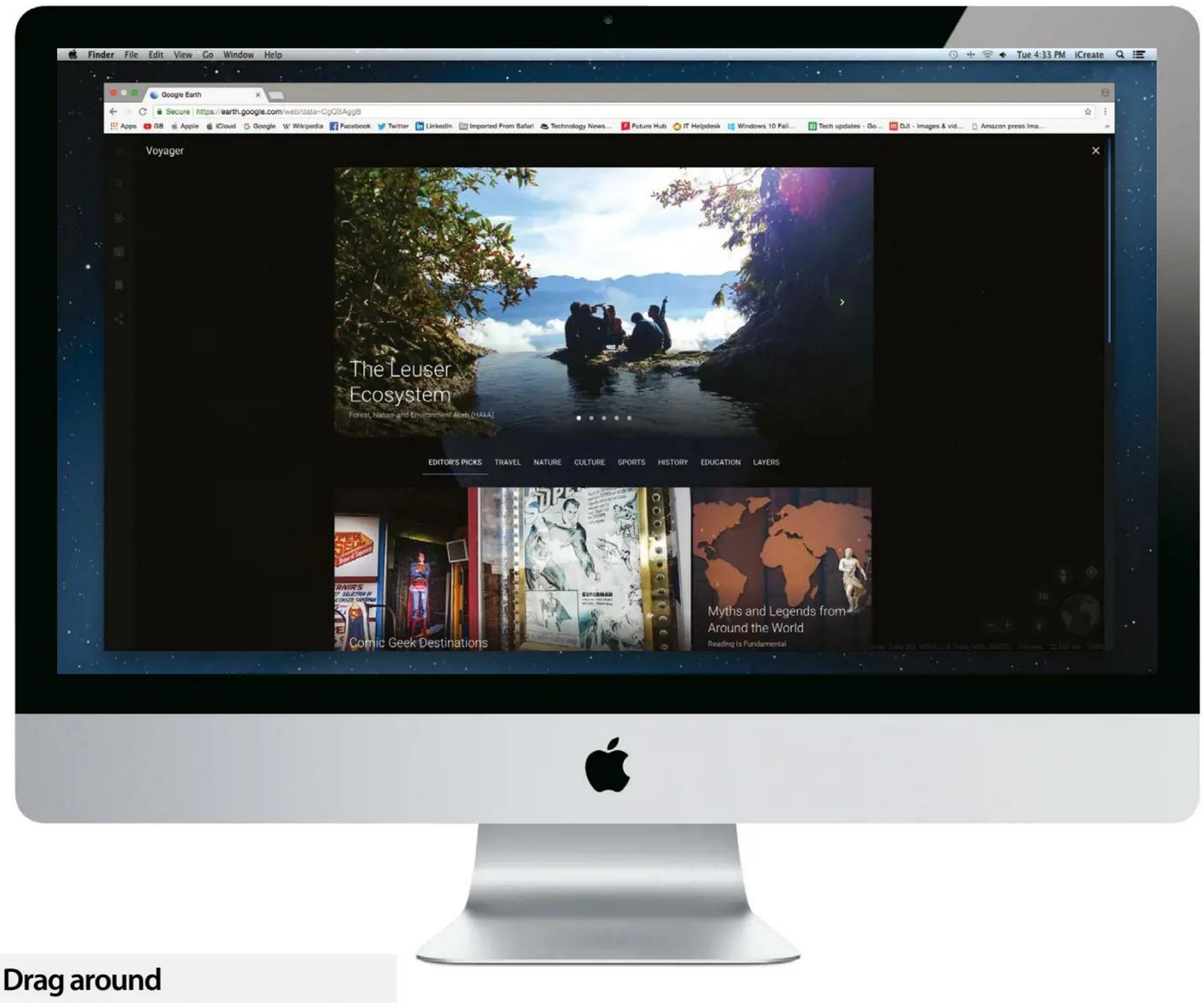
Click on the 'Traffic' option in the menu and real-time information will show you where you will be fine and where you may hit trouble. This is colour-coded with green for fast and red for slow.

Take a tour of famous places using Google Earth

Get more out of a location by viewing a virtual tour of the area or even creating your own for others to view

As well as manually hopping from destination to destination in Google Earth and viewing the environment around you at each location, you are able **to sit back and enjoy some tours, complete with information that helps you to get more out of what you are seeing.** Using the Voyager tool, there are built-in tours that take you around some of the world's most popular destinations, famous locations from Hollywood movies and natural or man-made wonders of the world.

Look through the categories of tours, select the one that interests you and have Google Earth fly over it so you can see where you are going or you can produce a bespoke tour that you control, taking viewers on a journey. This is easy to do, as our tutorial shows. Each location has a brief description, a quote relating to it and sometimes a link to a Wikipedia article on it. Not every voyage is going from place to place, some have quizzes, some have highlighted maps and as time goes on more variations are being added. These voyages aren't just made by Google; NASA, National Geographic and others have designed tours. Their names are displayed under the title.



Delights of a tour

Get the most out of seeing the world



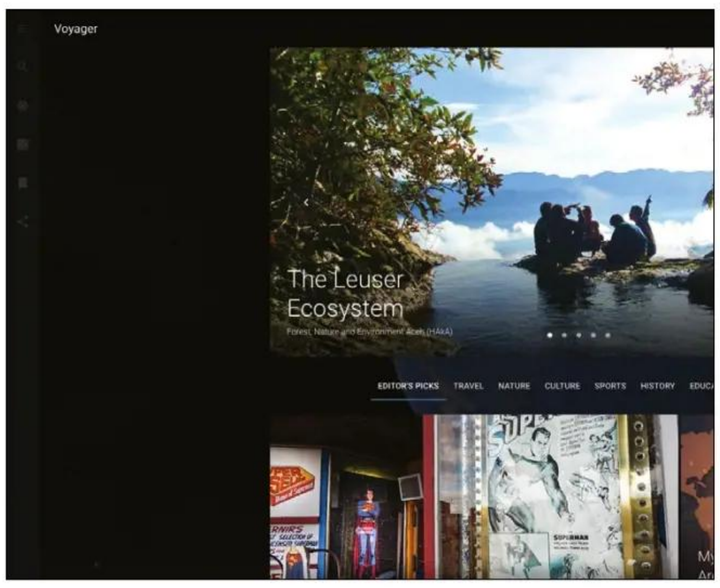
Drag around
At any point during a tour, you are able to click and drag to look around on the land. When you click the paper plane icon you will return to the default view.

Touring controls
You can zoom in and out using the '+' and '-' icons. Some areas can be viewed in 3D but you can go back to 2D if you prefer. The blue arrows in the corner will take you to the next or previous location in the tour and you can go back to the beginning using the Restart link.

Explanations
Google Earth has explanations of what you can see in written form, such as the one shown. These may also include links to articles with more information.

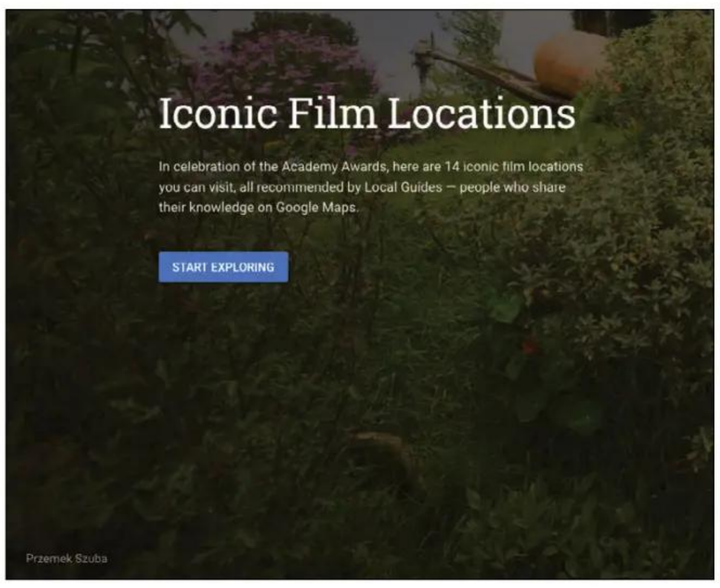
Street View
Get a closer view of the locations by clicking and dragging this icon onto any highlight area. This will take you into Street View.

Earth | Use Voyager tools



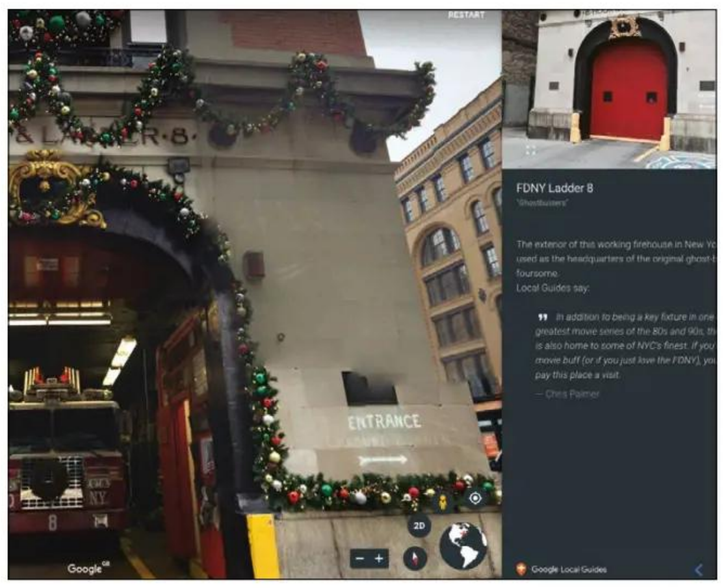
1: Find a tour

Open Google Earth's menu using the icon in the top-left corner and click on the 'Voyager' tab. Click on the tabs along the top and search through the tours until you find one that interests you.



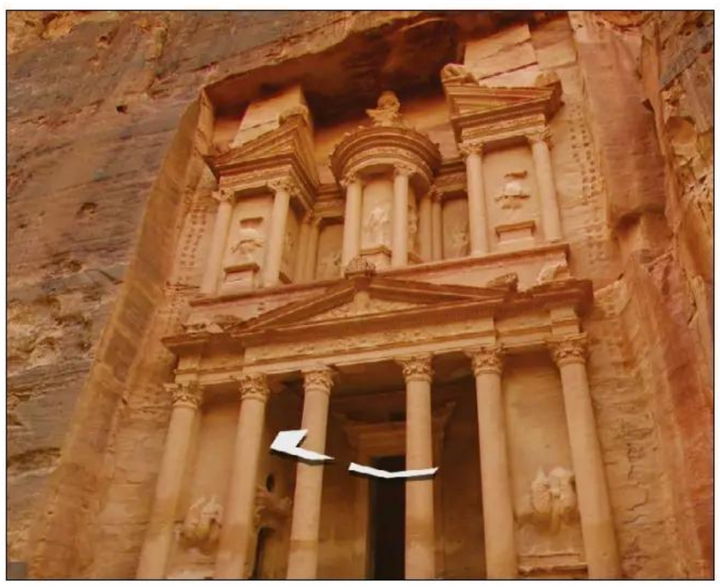
2: The description

Before starting a tour, a brief description along with an image will be displayed. In the bottom-left corner is the name of the person who uploaded it. You can click this to see their other tours.



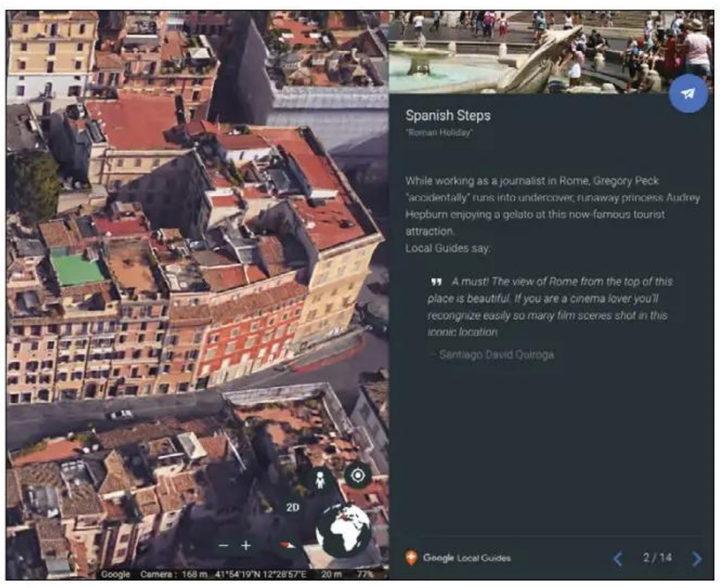
3: Controlling a tour

When the tour begins you will be taken to the first location. You can click and move the mouse to change the view and use the '+' and '-' icons to zoom in and out.



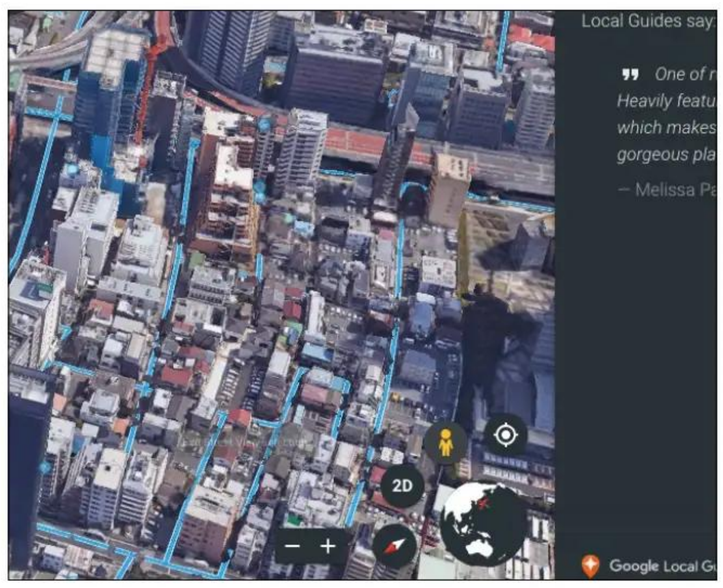
4: Move around

When viewing some locations you will see white arrows point in different directions. Click on these to move around. You can return to the default view of the location using the paper aeroplane icon.



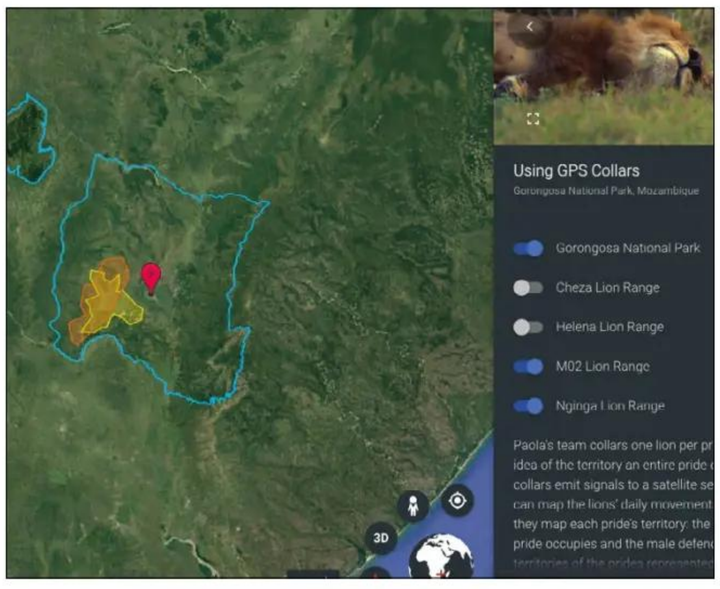
5: Next location

To move from one location to another use the arrows in the bottom-right corner. When you click these the camera will pull out showing the earth, the planet rotates then zooms in on the next place.



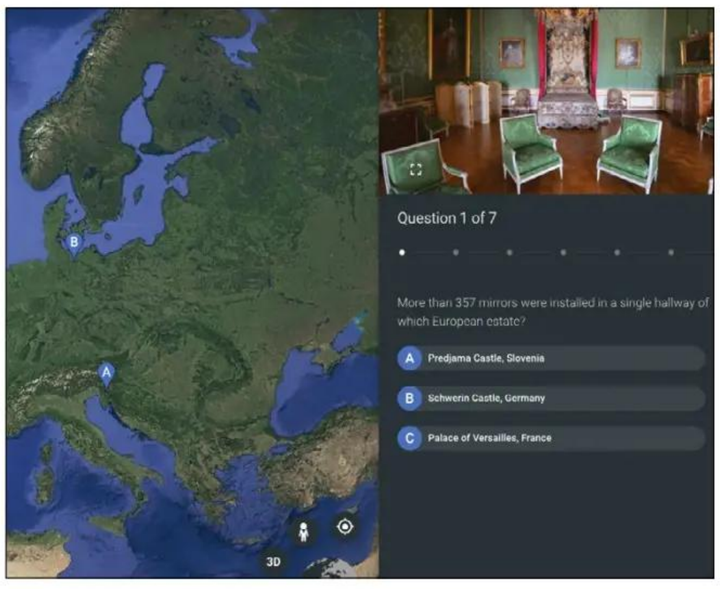
6: Street view

Not every tour will bring you up-close to the locations. You can however click on the icon of a person and drag it to any of the highlighted areas to go into Street View.



7: Highlighted areas

Some tours will not show places up close, but instead show areas of land from a distance such as the one shown above. Click the sliders to turn on or off certain highlighted areas.



8: Quizzes

Quiz voyages can be a good way to learn new things. The question will appear and offer multiple choices. When you answer the question Google Earth will take you to the correct answer.



9: End the tour

Click on the 'X' in the top-left corner of the screen to end the tour. When you do you will either be taken to a view of the Earth or stay where you are but with the Voyager controls removed.

Google

Productivity

Whether you're working in the cloud, keeping blogs or running ads, Google can help

96 Stay on top of the latest hot web topics with Google Trends

98 Search more accurately using the advanced tools

100 Use Google Assistant to keep everything on track

102 Converse with anyone, in any language you like

104 Undertake research and collect citations using Google Scholar

106 Turn Google Chrome into your online office

108 Get all of your news feed saved into one place

110 Run Google Drive from your desktop computer

112 Share and collaborate with Google Drive

114 Create documents with Google Docs

116 Work with spreadsheets in Google Sheets

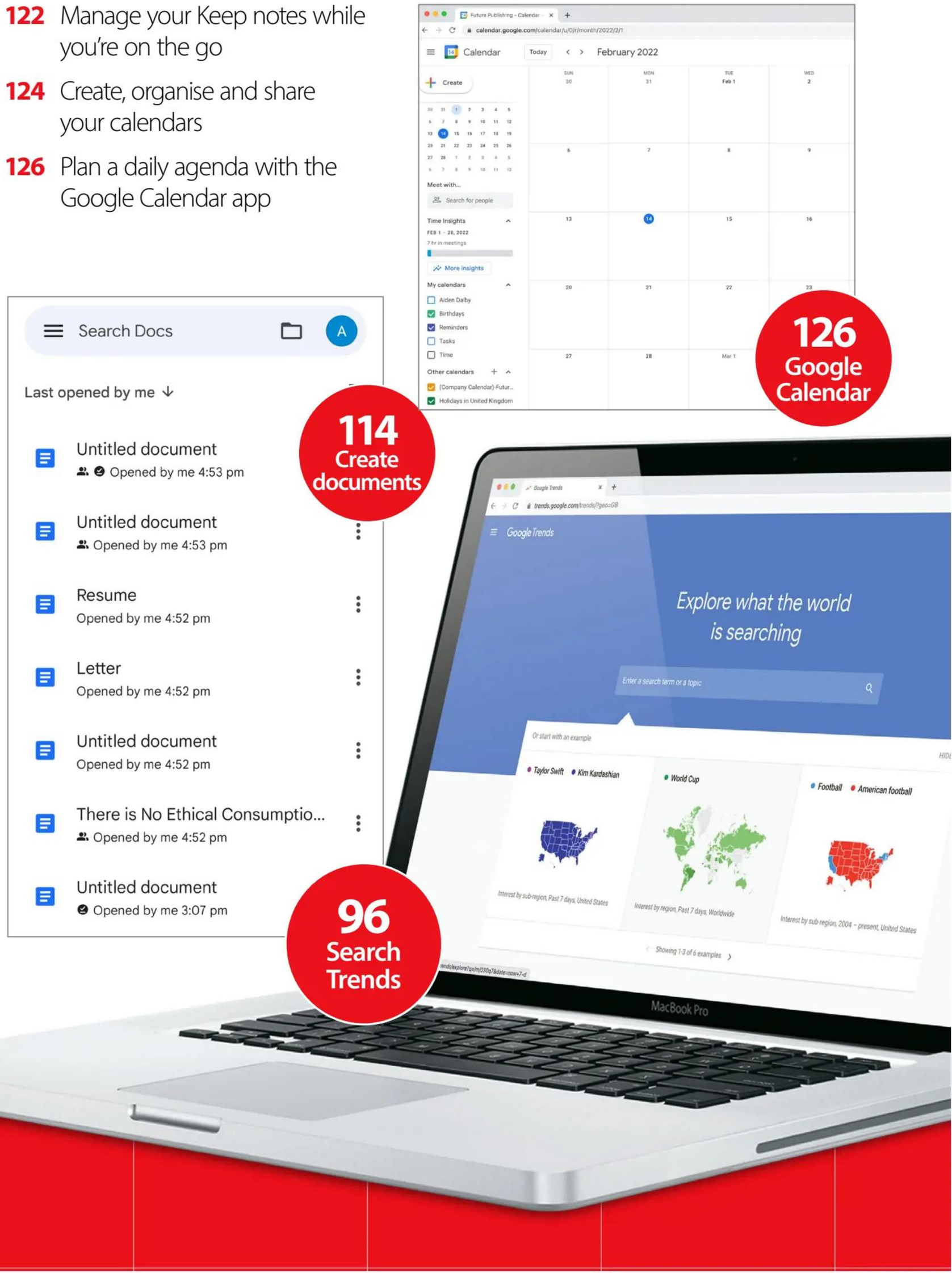
118 Edit and share with Google Drive

120 Keep your life in order with Google Keep

122 Manage your Keep notes while you're on the go

124 Create, organise and share your calendars

126 Plan a daily agenda with the Google Calendar app



Tricks

"Thanks to its domination of the web search market, you don't just search the web, you 'Google it'"



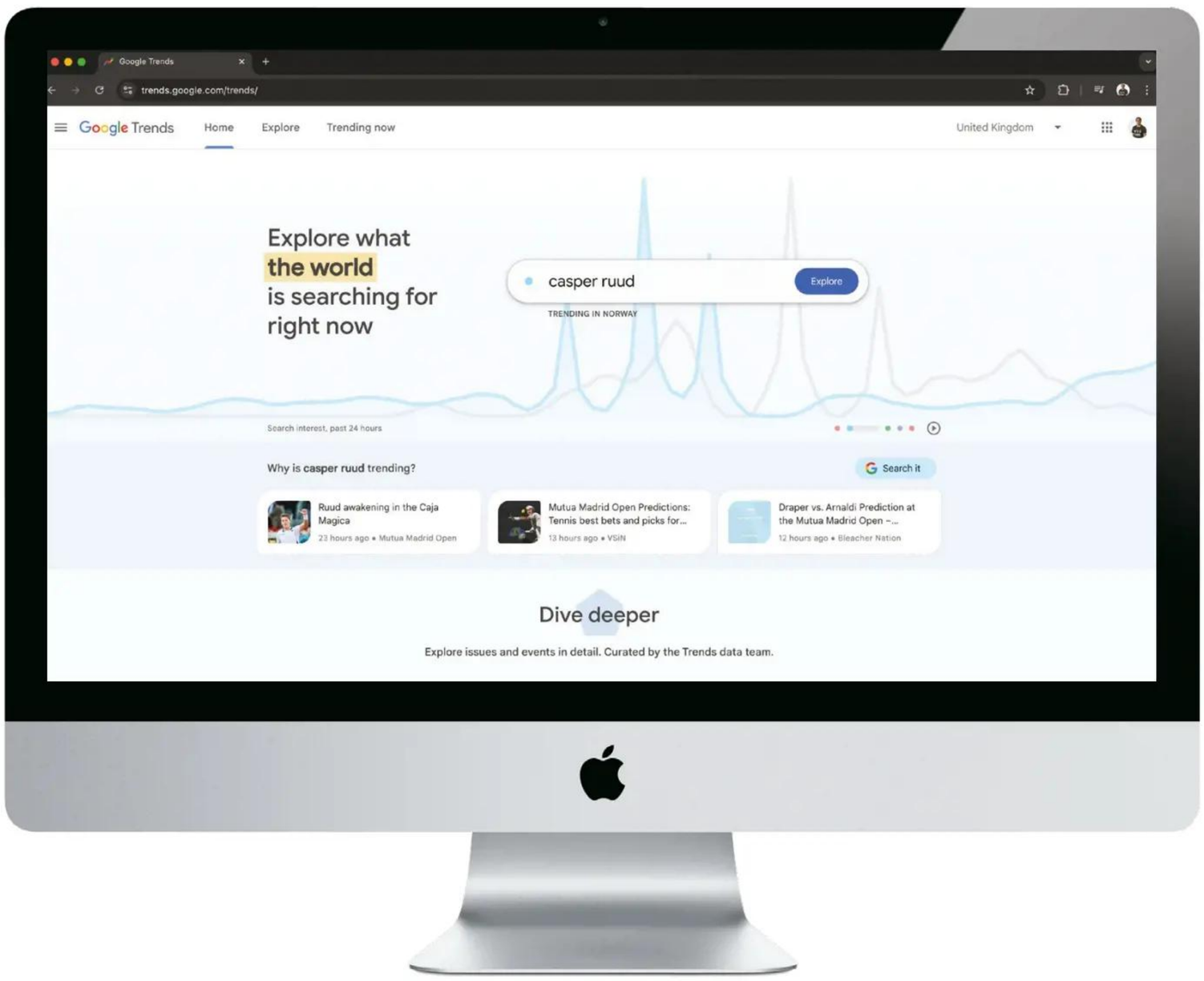
Stay on top of Google Trends

Google Trends is the best way to understand what is popular on the web at this very second

Google is in the perfect position to offer real-time information on what are the most popular searches of the moment, and thanks to its domination of the web search market, you don't just search the web, you 'Google it'. This enables it to scour all of the searches that are being undertaken at any time, and present them for you to check whenever you like, using Google Trends.

At any point, the top trends are of course changing every second and this is reflected in a variety of ways, but Google has also helpfully broken the trends down into categories if you are interested in a particular topic. The Top Charts section shows what is popular over a period of your choosing and will also be broken down by country. Hot Searches shows in detail what is being searched for in real-time and a new feature lets you visualise these results in a modern tiled view that looks good in any browser.

The feature set continues with Explore, a page that you can search within for specific terms, and there is even the ability to download the results to analyse later. We will show you how to make the most of all of the Google Trends features and also where to find them all.



Google Trends

The features explained



The most relevant
At the top of the screen you will find the most relevant articles to do with the hot topics.

Interest over time
The graph shows you the numbers over the last 24 hours, and at what point the news stories peaked versus the searches.

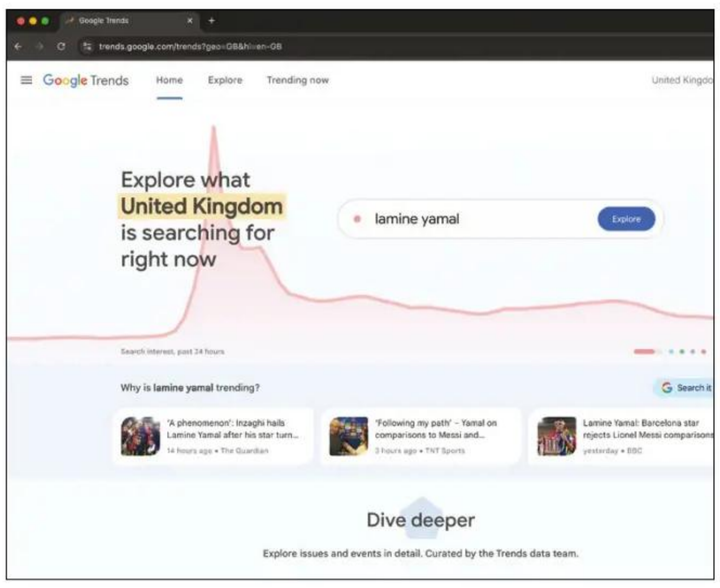
So much detail
The map shows what is popular where in the world. The results may be surprising when you look at the detail.

Trending queries
You will also be shown what the top queries have been for the search terms.

Why Trends?

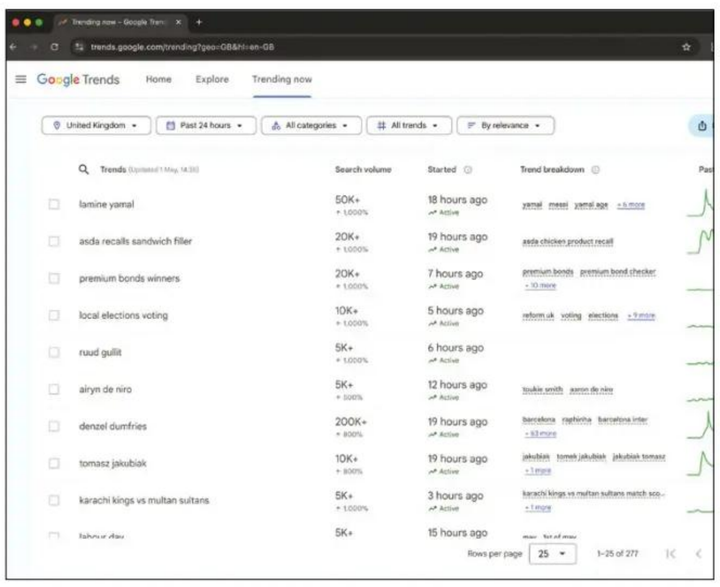
You may be asking why you would need to know what the popular search terms of the moment are, but you may also be surprised at the varied uses for this data. Website owners can use it to enable keywords that will drive more traffic to their sites, companies always need to know what is popular, and you can also use it to catch up on the most important news.

Trends | Understand the trending topics



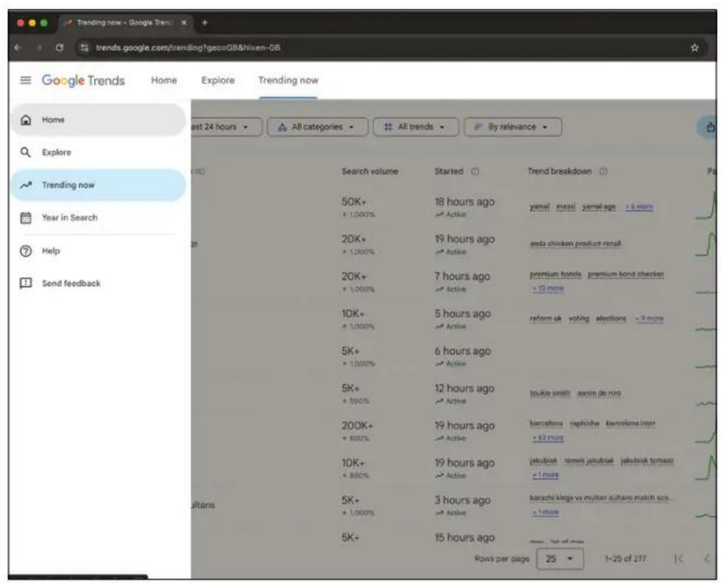
1: The main page

Go to **www.google.co.uk/trends**, where you will be presented with a rather sparse webpage. Hidden within the options, however, are a host of useful features to help you understand the latest trends.



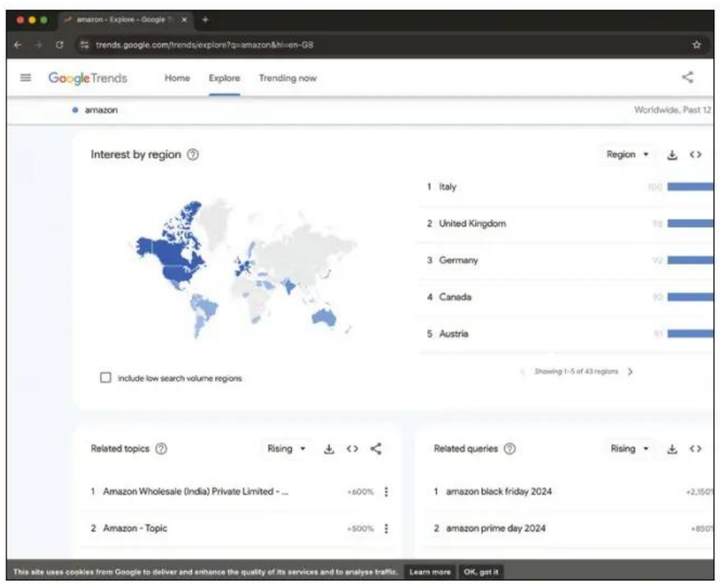
2: Trending Now

Trending Now is presented by default on the main page. Click any link from the list and you will be taken to a standard listing showing a Google Search for the term in question.



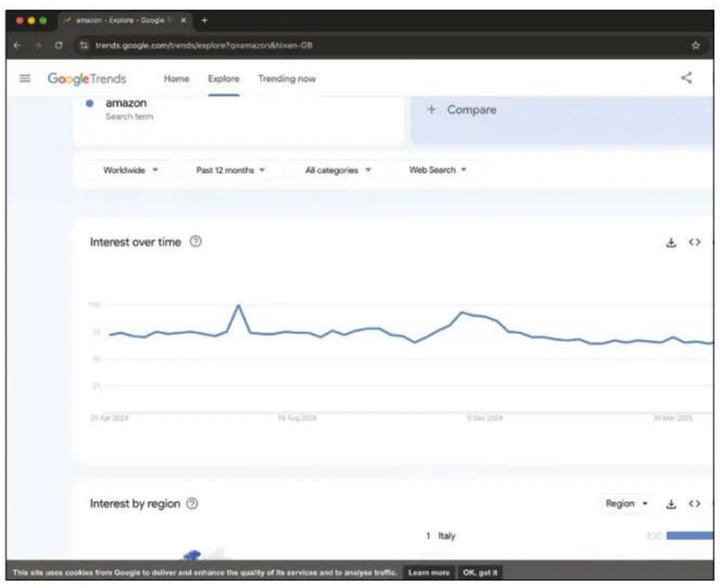
3: Use the column

Trends has streamlined in recent times, with its large multi-coloured graphic taking a back seat. But all is not lost, there are plenty of options for you to choose from in the side bar.



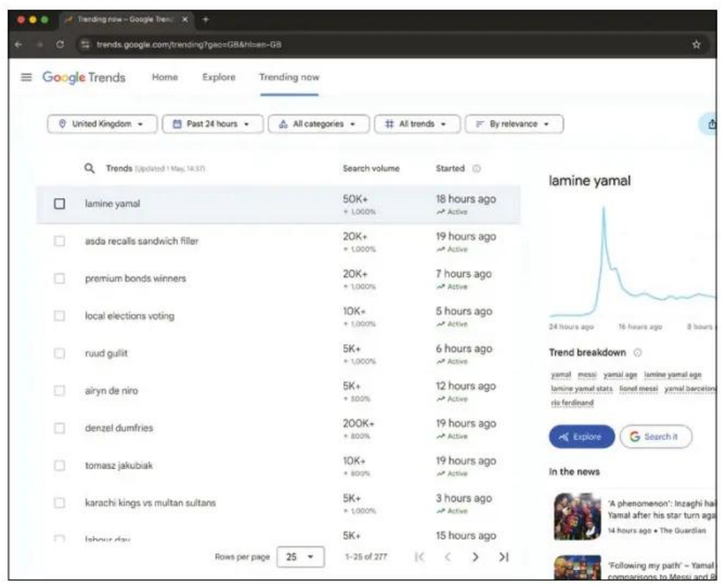
4: Explore

Click the Explore option on the left and then enter a specific term in the search box. You will be presented with a timeline and stats for related terms. Geographical data is also included.



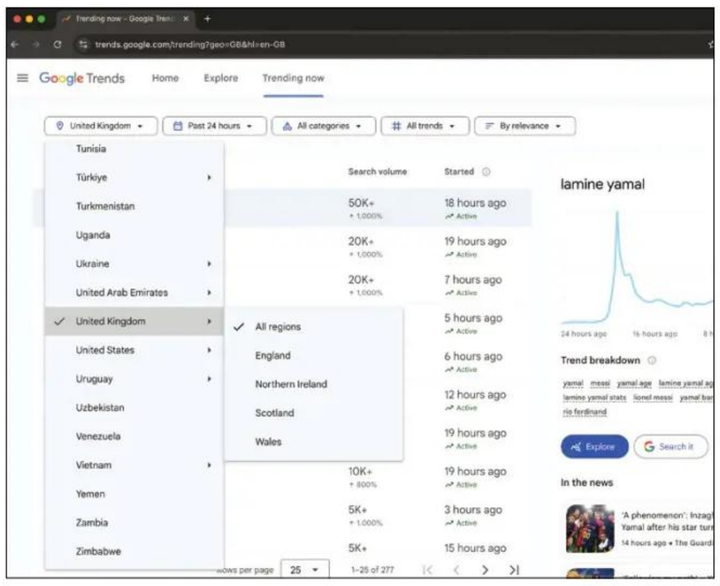
5: Visual representation

Your searches will show up as a graph, from the searches over time to showing which countries the search is hottest in. It will show you related searches as well.



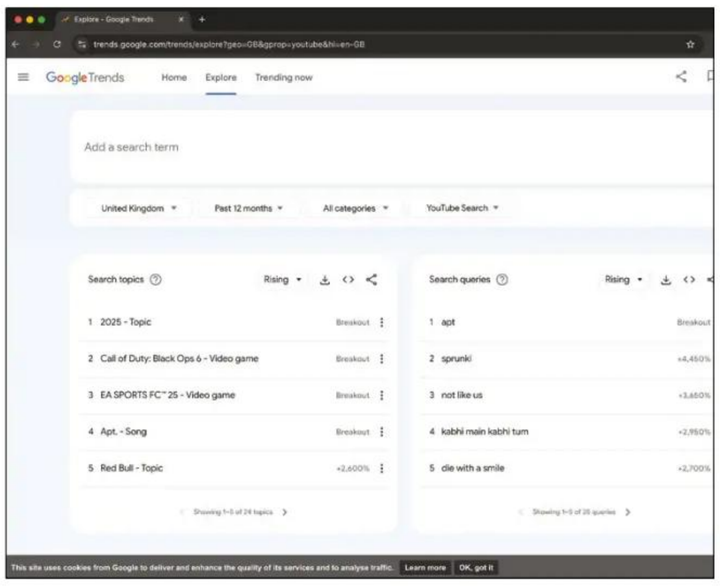
6: Top Charts

In the 'Trending Now' option you will find what is currently the hottest search happening right now in your area. It will show you the recent hottest trends from the previous days.



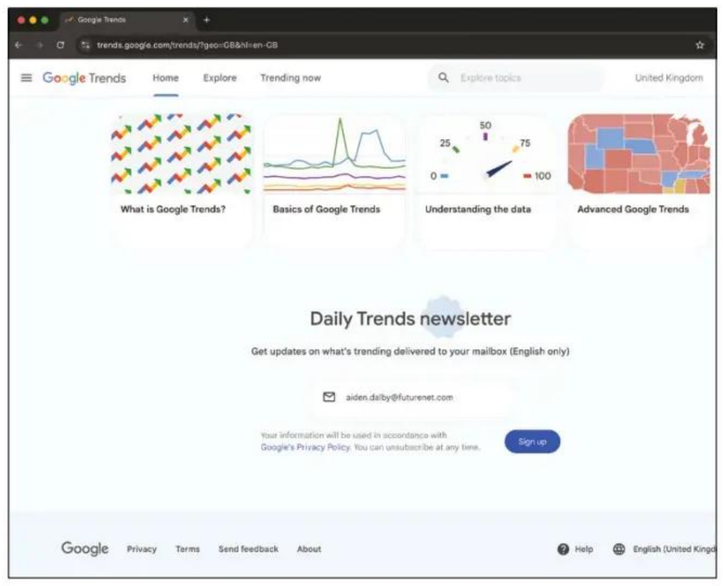
7: Be specific

You can change the country of relevance by clicking on the menu at the top of the page. You can also scroll down through the various months and years to see what was hot.



8: Hot on YouTube

If YouTube is your thing, you can find out which videos are currently being watched. You can also refine the search to find the trending videos from other countries or further back in time.



9: Subscribe to trends

If you want to be kept up to date with the trends, you can choose to subscribe to any of the sections. Just look for the 'Subscribe' button, and click it. You can manage them via the Subscriptions page.

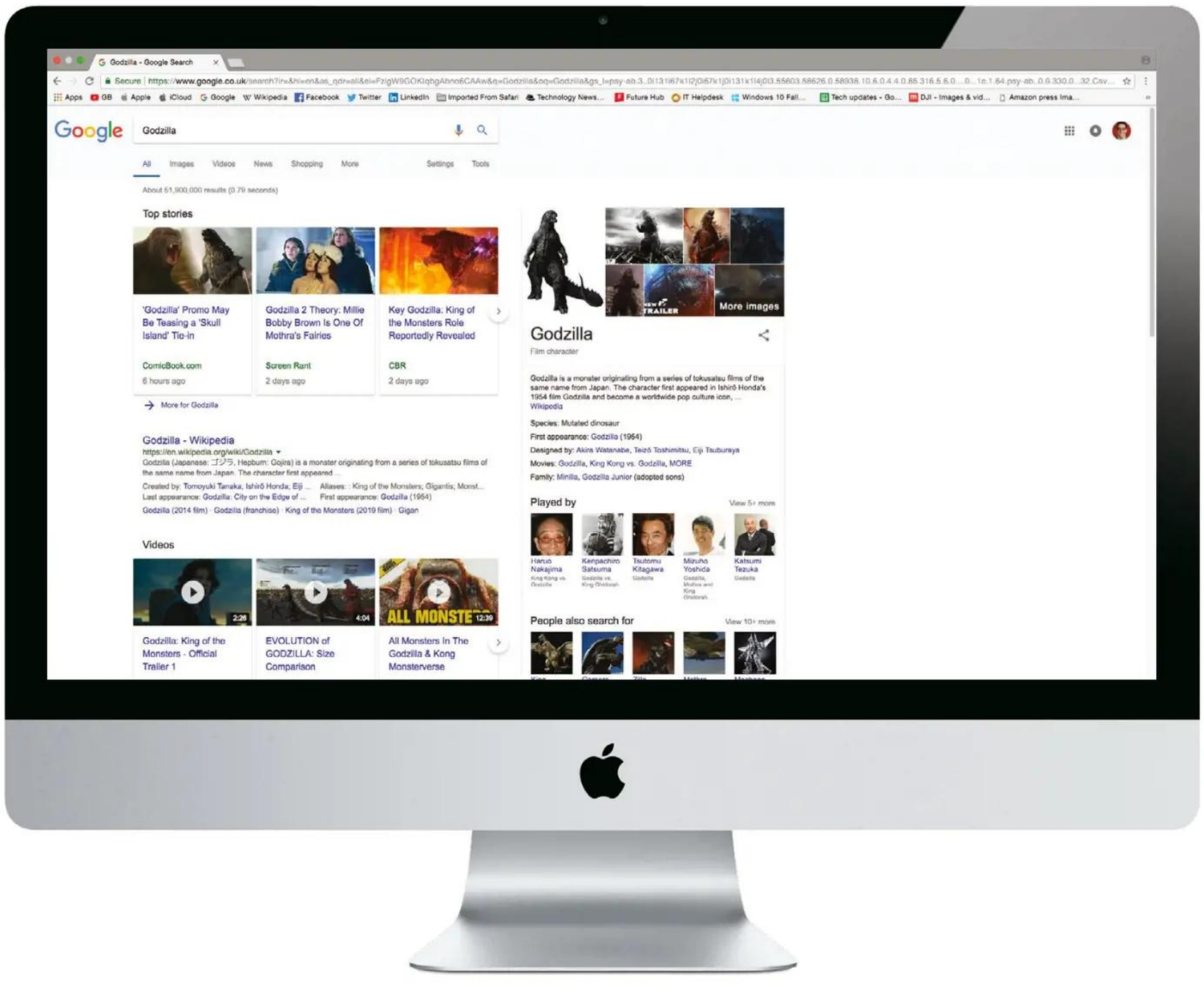
Search more accurately using the advanced tools

Specify exactly what you need to find and narrow down your results by using advanced search tools

Most people use Google Search every day and accept the results that are presented. This is perfectly reasonable because the results are almost always accurate and fit the search term that has been inputted, but there are ways to improve your results.

Google offers many tools that will let you search for images, locations and other non-text references with ease and even these can be expanded upon to let you find exact image sizes and the type of images you require. The Advanced Search option lets you specify more than one term and you can choose what to include and what to avoid, which should bring results that are as near to your requirements as possible. The simplistic search page also lets you compare the prices of products, find books and apps, and jump to Google Maps if you need a particular location.

For most tasks you will not need these tools, but for research and more serious undertakings they offer a lot of benefits and time savings which should prove useful to you. If you use the search tools wisely, you will have the ability to find anything in seconds, despite the fact that the internet is an immeasurably large place.



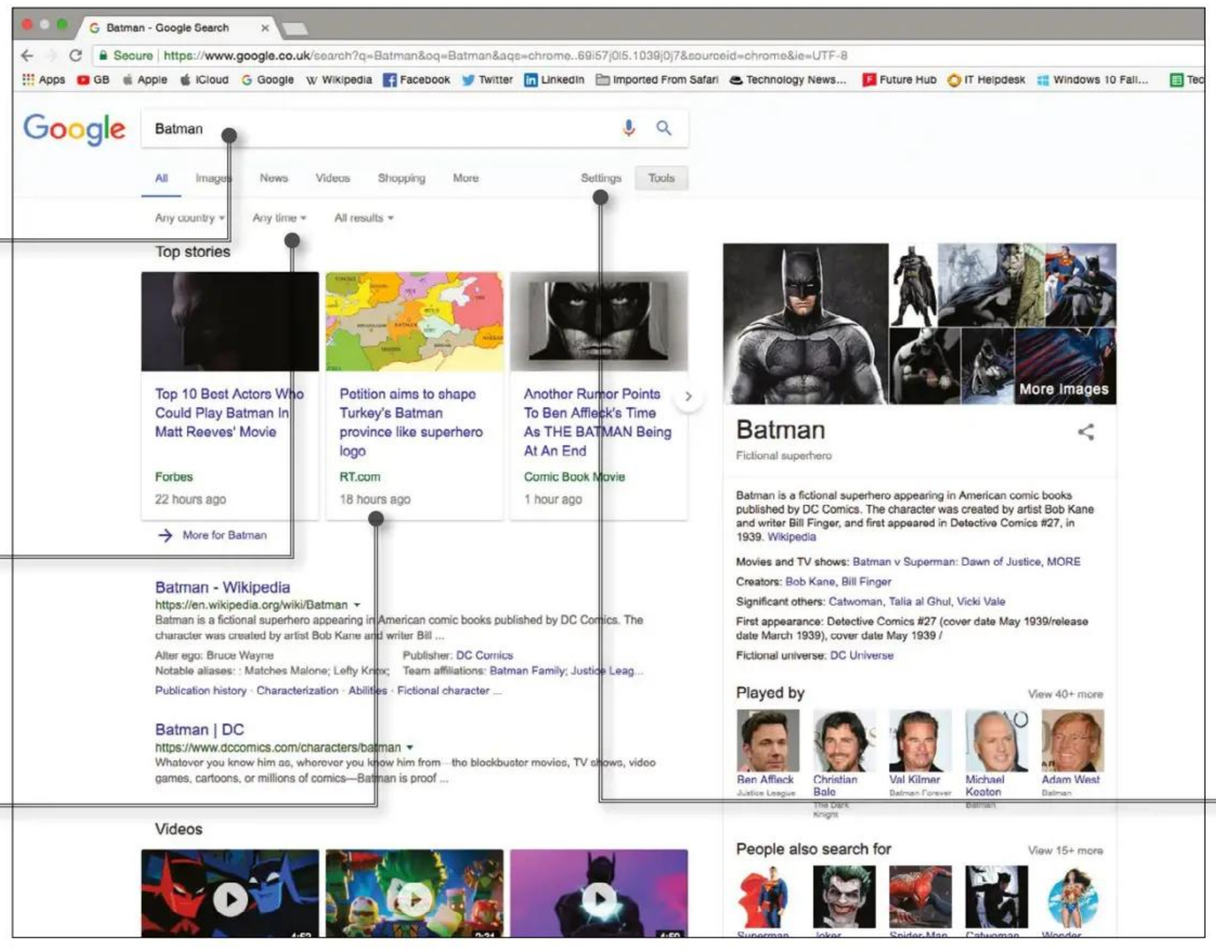
Search layout

Lots of tools in one place

Powerful image searching
Image searching can be very precise. You can choose colours, exact sizes or even the style, such as faces or drawings.

Types of result
You can also specify where you want to get your results from. Blogs, discussions, patents and news sites are available.

Locations and times
Narrow down results by choosing when and where they are. Click 'Search tools' to bring up this row of powerful options.

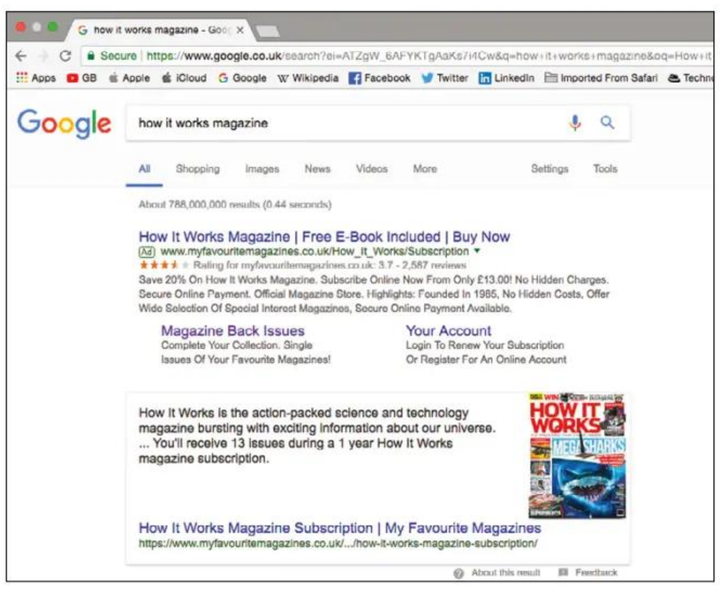


SafeSearch

Google Search is designed to offer all of the results possible, but there will be times when you need to limit them. SafeSearch is available via the cog on the right-hand side of the search page and will filter out adult content from your results. It cannot do this 100 per cent of the time, but is useful if you let your children use Google.

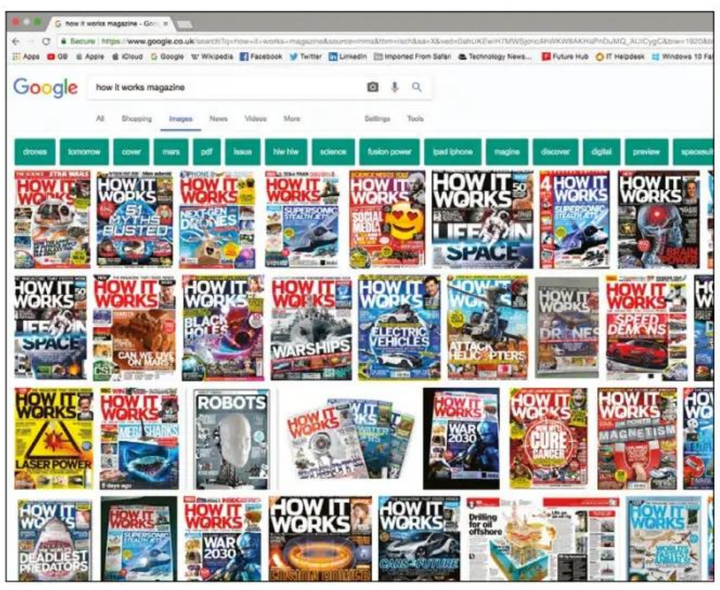
Advanced searching
Exact phrases, languages, reading levels and where terms appear on a page can be selected in the advanced search option. This lets you find the most obscure results.

Search | Use advanced tools to search



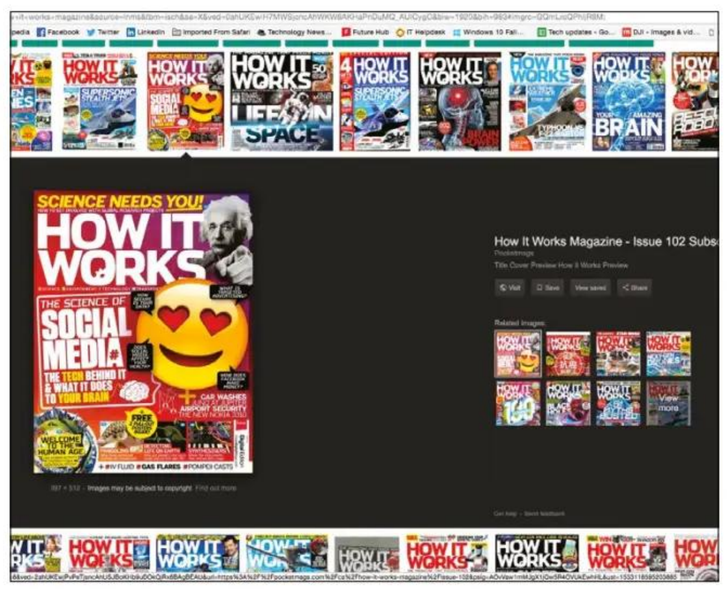
1: Find the option

When you complete a search in Google you will be presented with a standard list of weblinks, some of which contain further page links. Notice the row of options at the top.



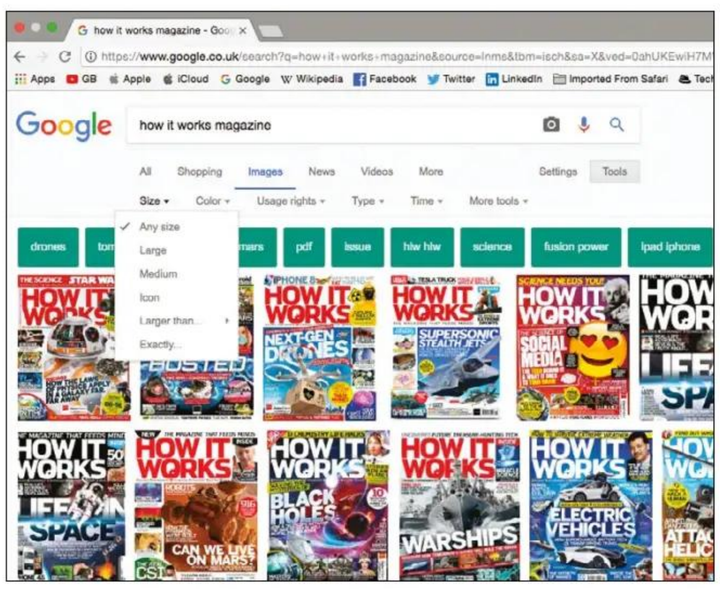
2: Image searching

Click the Images option to be presented with a grid of related images. These are laid out in the most relevant order and not narrowed down in any way, but they can be.



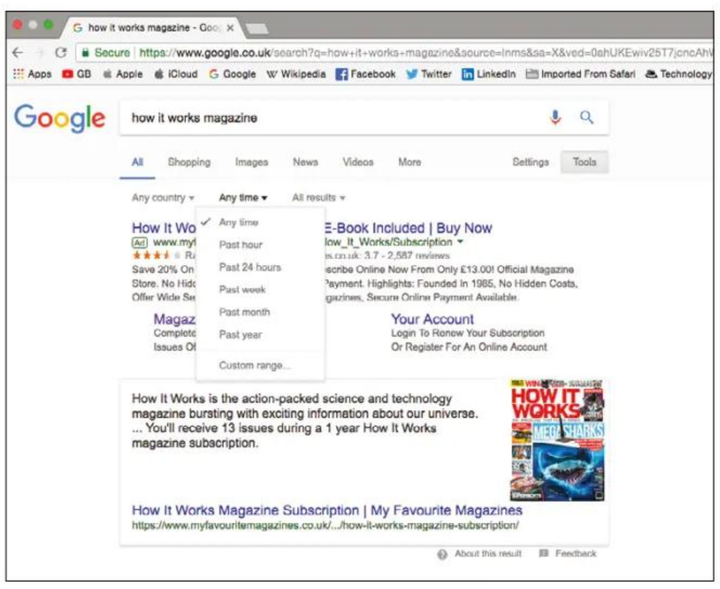
3: Detailed image information

Click on any image to see it expand and to view information about it. The size, a link to the original page and similar images are also shown. You can right-click to copy it.



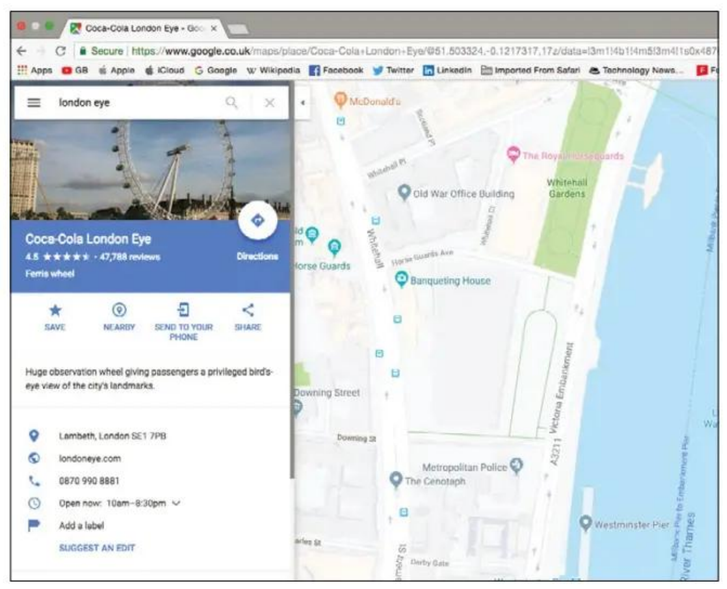
4: Sizes and colours

You can also click the 'tools' option and then choose what size image you need, a choice of colour and even the time it was published. This feature offers very specific searching.



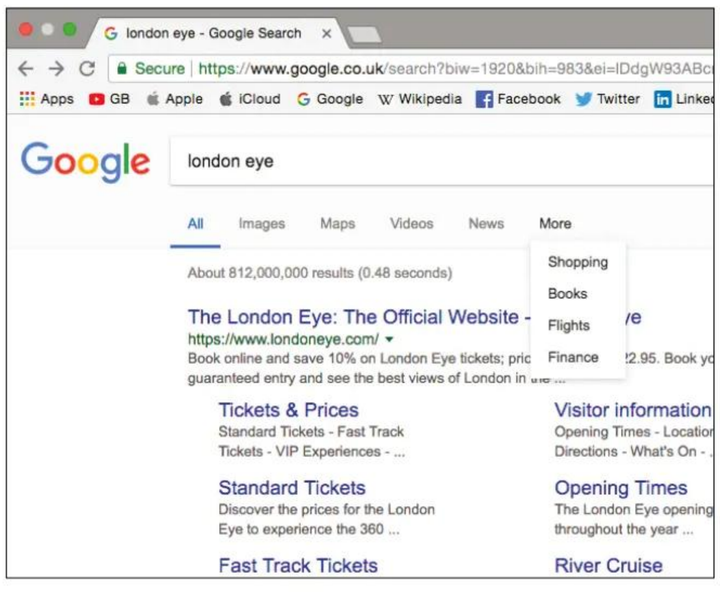
5: Define pages

When in the standard Google Search view, click 'Search tools' again to choose locations, an exact time frame or only pages from your own country. You can even specify non-visited pages.



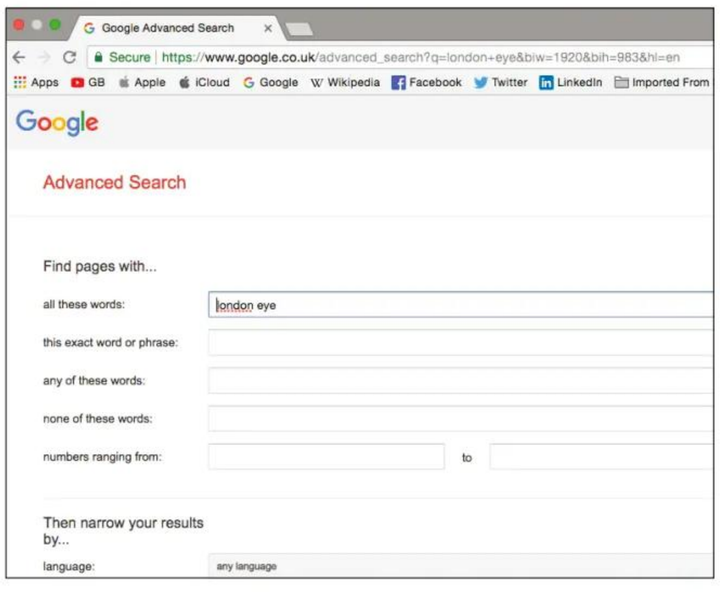
6: Words and maps

Clicking Maps will immediately present a Google Map showing the location of your search result. Multiple results will be listed on the left-hand side and one more click will present a new map.



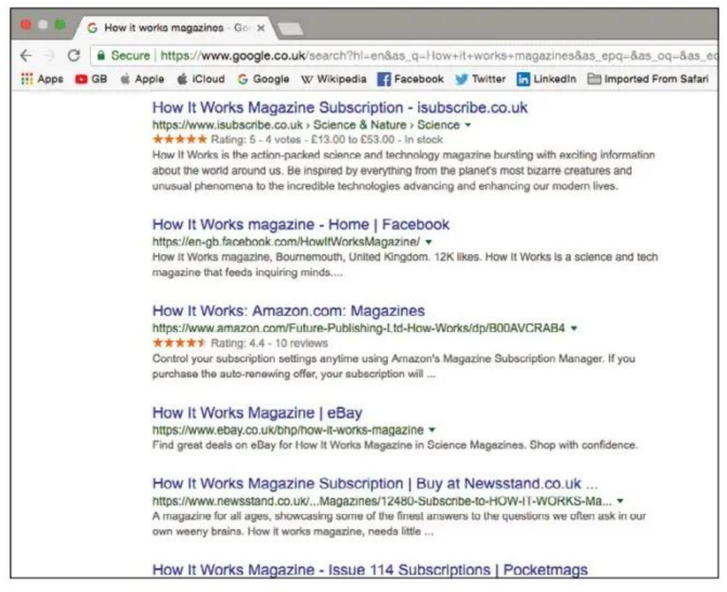
7: There's always more

The More option offers a method of narrowing down the results to blogs, news, videos and many other categories. This will let you find exactly what you need in a couple of clicks.



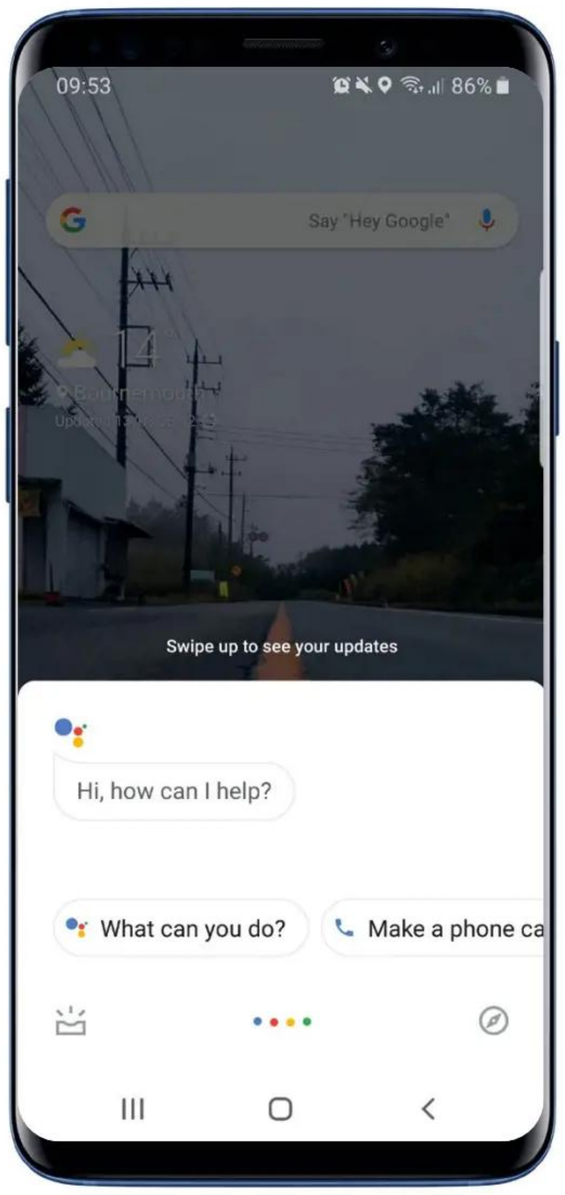
8: Even more advanced

Tap the cog on the right-hand side of the page and you will see an 'Advanced search' option. Click it and take some time to check out all of the boxes on this particular page.



9: Extremely specific results

Once you have entered the exact parameters you are looking for, a standard search page will appear. Expect to receive no results on occasion, but it can be extremely accurate.



Use Google Assistant to keep everything on track

Assistant can help you in every aspect of your daily living, by learning what's important to you

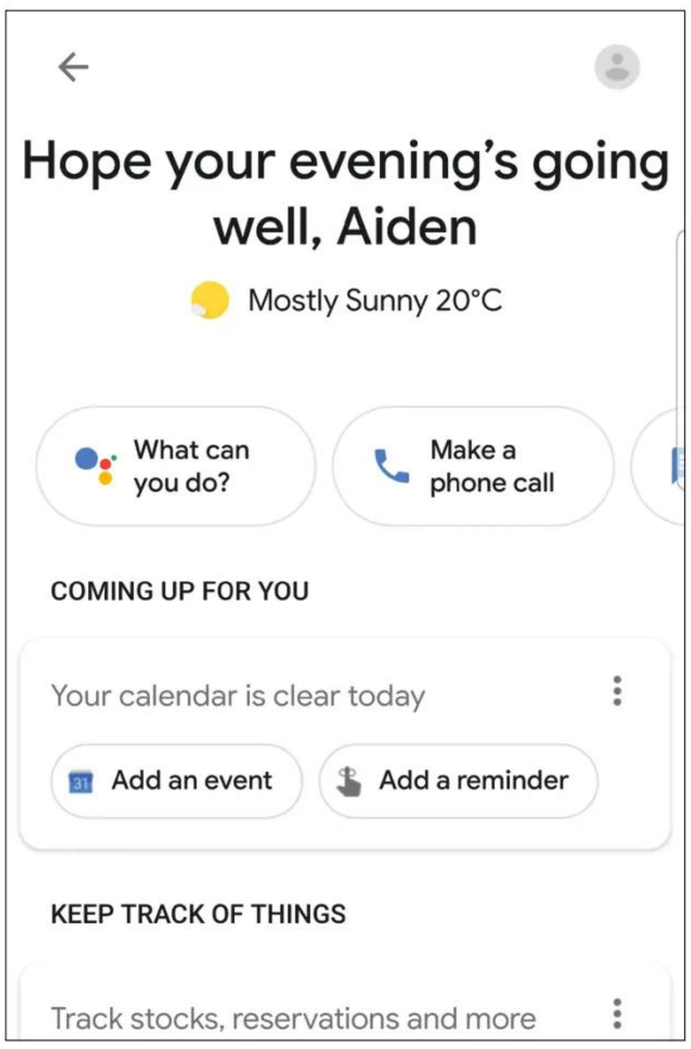
Google Assistant is a magical service that may well feel slightly unnerving when you first start using it. Its ability to know where you are and to predict what you will be doing in the future may seem strange, but it is merely the result of some clever programming that can help you with everyday activities. To use the Assistant, simply say "OK Google" followed by a command.

Your daily commute can be shown in map form and the potential traffic calculated to give you an estimate of the journey time. Upcoming films can be updated in real-time and third-party apps can also be used through the Assistant. Add to this some very clever reminders where you can request an alert to be shown when you reach a specific location and you start to see the benefits on offer from Google Assistant.

It doesn't end there, however, because weather forecasts are included in the Google Assistant information alongside stock prices and so much more. There is a huge variety of information-packed 'cards' available and over time more of them will come in to play as you use the various other Google apps and services on your device.

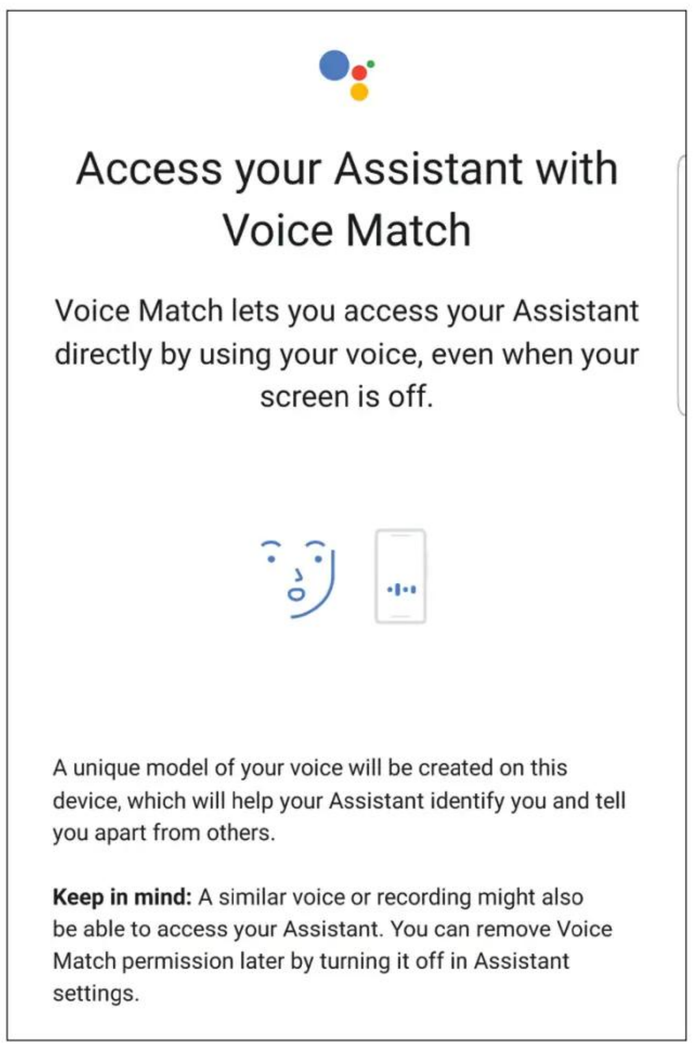
Google Assistant is able to look at your searches and your daily routines and respond accordingly, making it the perfect virtual assistant to help you get things done. It's time to learn how to use it and to understand just how beneficial it can be every single day.

Assistant | Live with Google Assistant



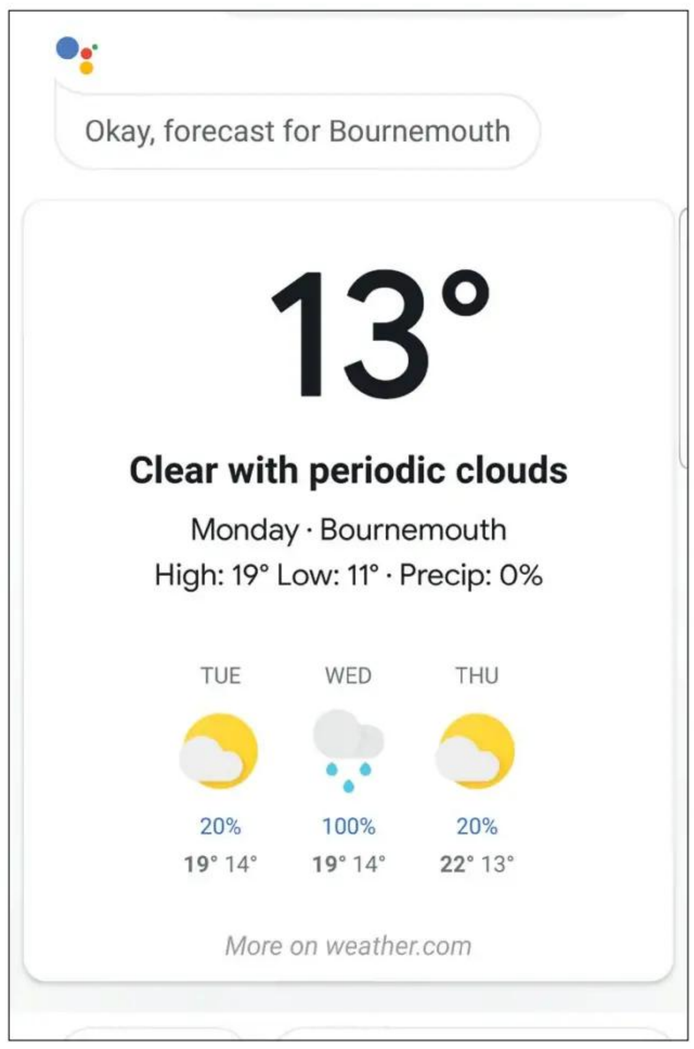
1: Set it up

Tap the Google Assistant app icon on your Android device and then a small window will pop up at the bottom of the screen. Swipe the window up to make it go fullscreen. Tap on 'Get Started' at the bottom.



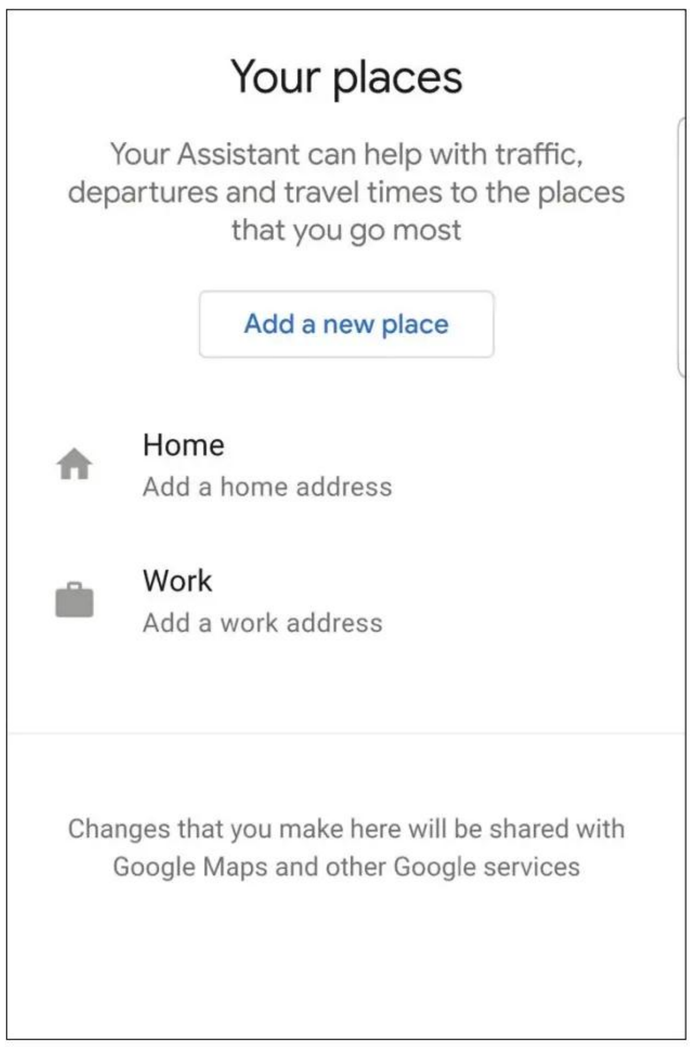
2: Simple instructions

You will need to train Google Assistant to recognise your voice. Voice commands let you perform tasks on your device by simply asking the Assistant. All you need to do is repeat a few sentences when asked.



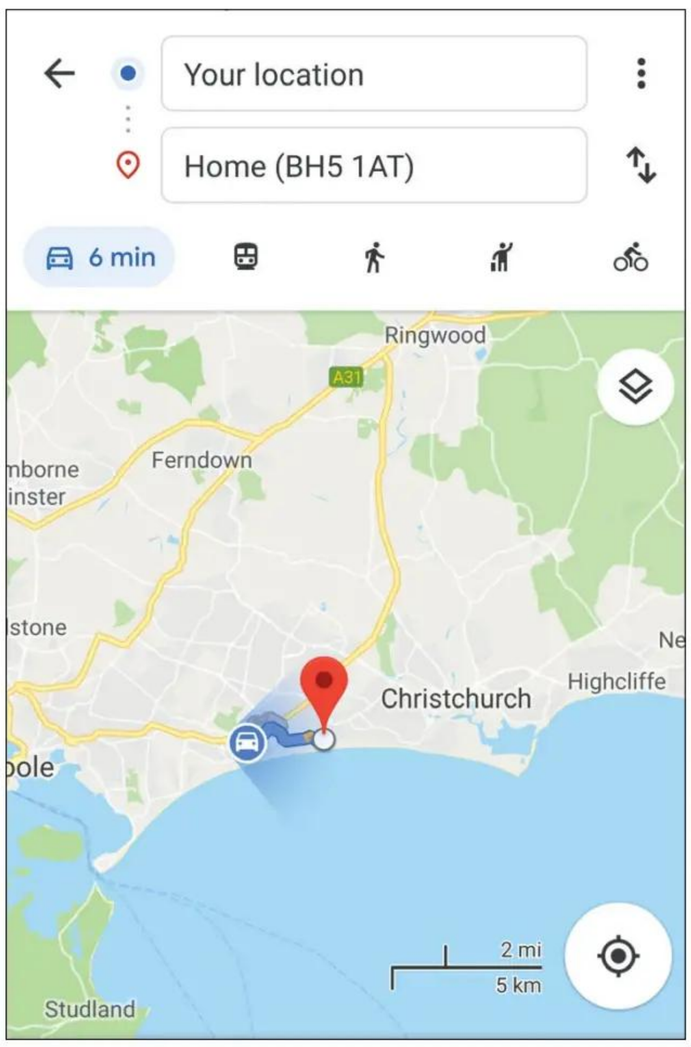
3: The weather

A card will always be displayed showing the current weather for your location (and any other important places, such as work) and it also includes a ten-day forecast. Tap it to see even more detail and a longer forecast.



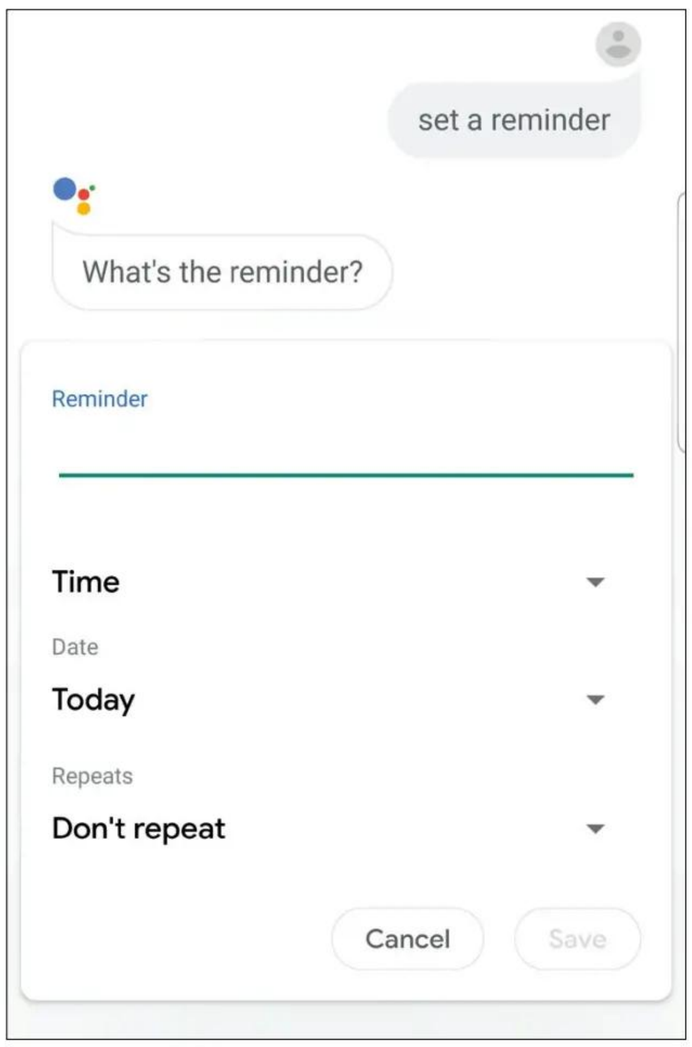
4: The daily commute

By entering your Home and Work locations in the Assistant settings, you can find out how long your journey will take. Ask "How's my commute?" and Google Assistant will show you a brief summary of the journey.



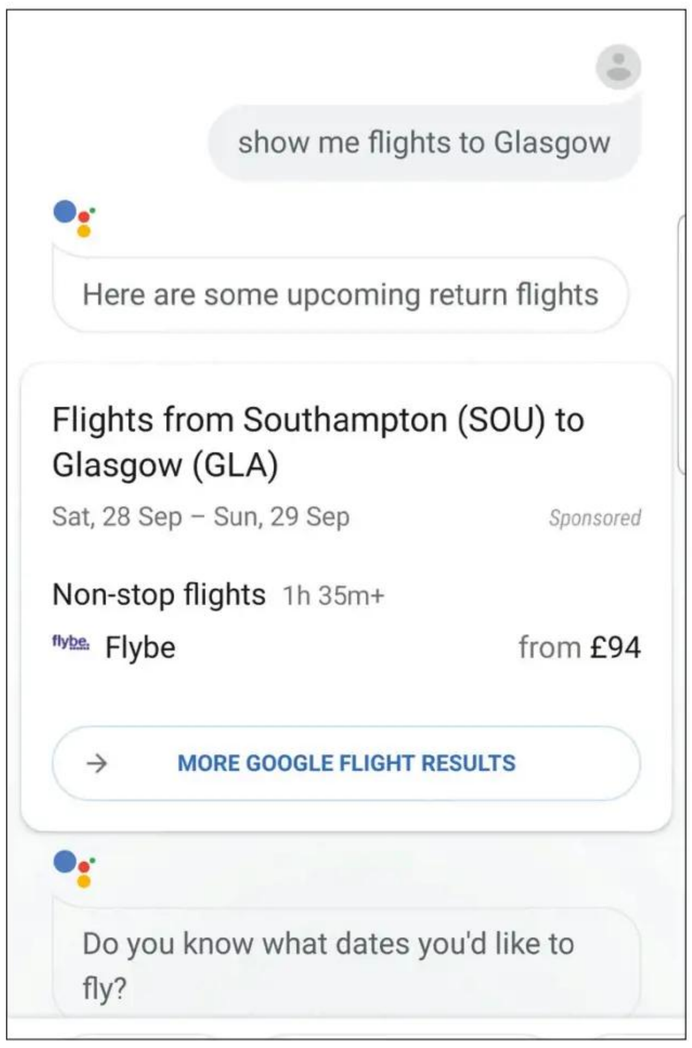
5: Interactive cards

Simply tap the map of you commute and Google Maps app will open. You will be presented with all of your driving directions and alerted to any traffic problems that may slow you down. It'll help you to avoid problems and arrive on time.



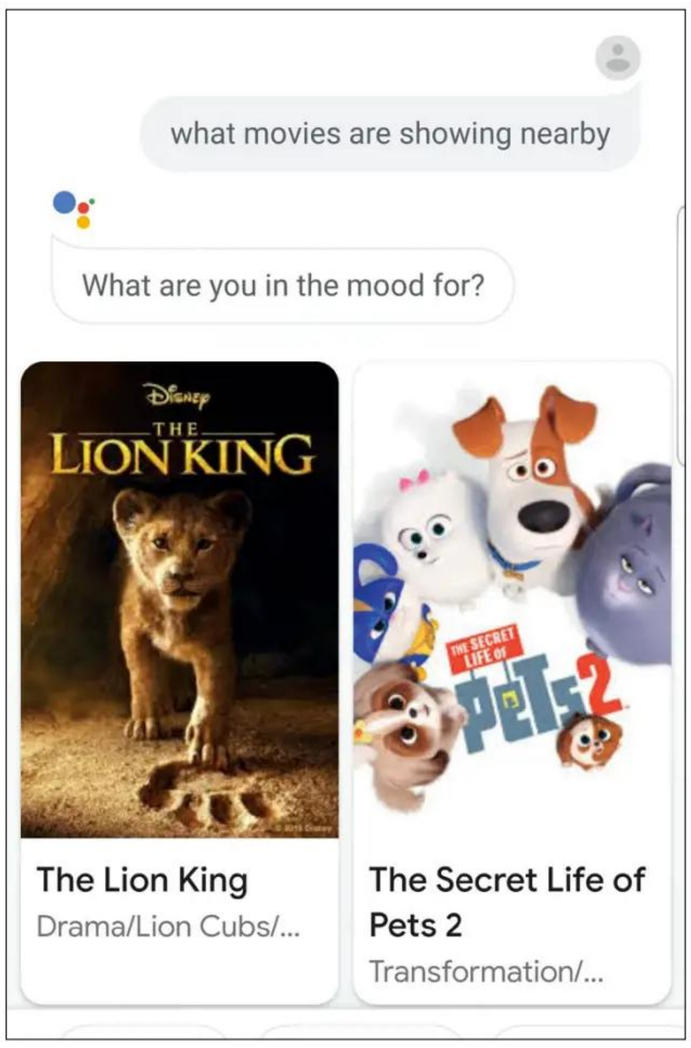
6: Reminders

Say "Set a reminder" and then the Assistant will listen to what you want the reminder to be named. You can then tap on your device to set the date, time and whether or not you would like the reminder to be repeated.



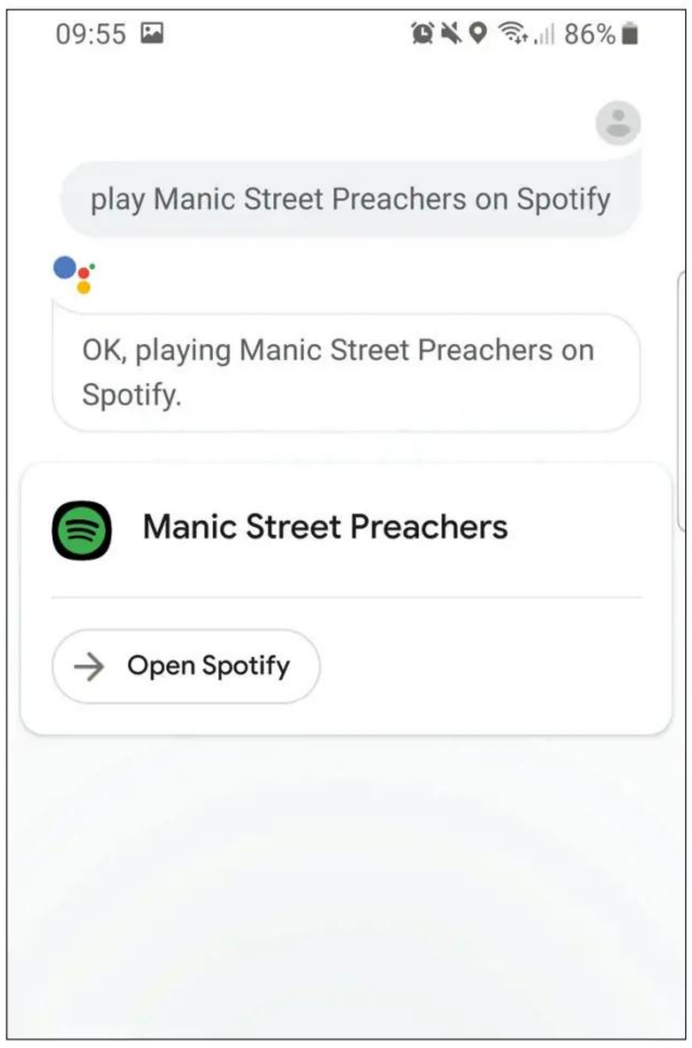
7: Shopping for flights

Even a search for a flight can be covered by Google Assistant. Any search will be shown as a card that you can then tap on for more details. From there you can change the dates and compare prices.



8: Everything is covered

Stocks for multiple companies can be displayed when asked, and so can results for your favourite sports teams. You can also ask about movies being shown locally and Google Assistant may ask questions to help filter results.



9: Third-party apps

Google Assistant doesn't just work with Google's apps, plenty of third party apps can be controlled with voice commands. For example, you can ask Spotify to play certain artists or songs and after a few seconds it will.



Converse with anyone, in any language

Use Google Translate to speak to anyone in more than 100 different languages

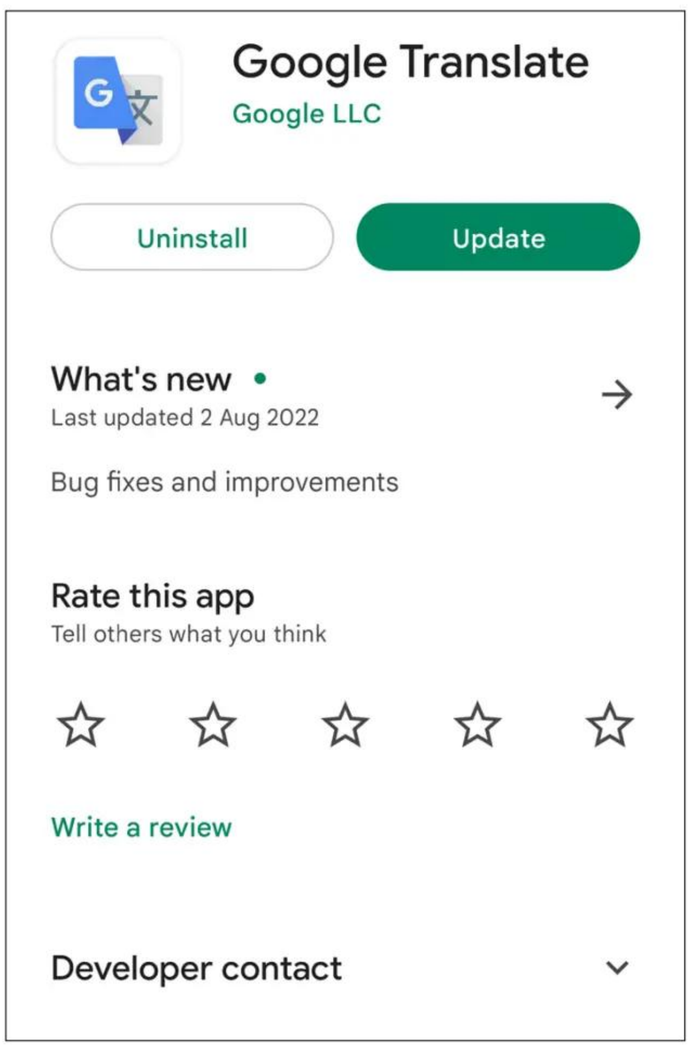
You may think that you will rarely require the ability to translate a foreign language and text, but that could be down to the fact that you may believe it to be difficult and time-consuming. With Google Translate, however, you now have more than 100 languages at your fingertips and you can use the immediate translations in a variety of ways.

The conversation mode lets you pass your phone between two people and to hear the translations spoken out loud while you are speaking. This is ideal when exploring a foreign land on holiday, enabling you to interact and converse with the local residents almost as seamlessly as if you were fluent in their language.

The translate mode offers the simplicity of either typing or speaking a phrase and seeing it translated immediately, but it is the ability to share the translations with so many apps that makes it a very powerful tool for texting and communicating with people. There is a phrasebook, the ability to save often used phrases and a host of other hidden features which only come into play when you need them, and together they create something very special.

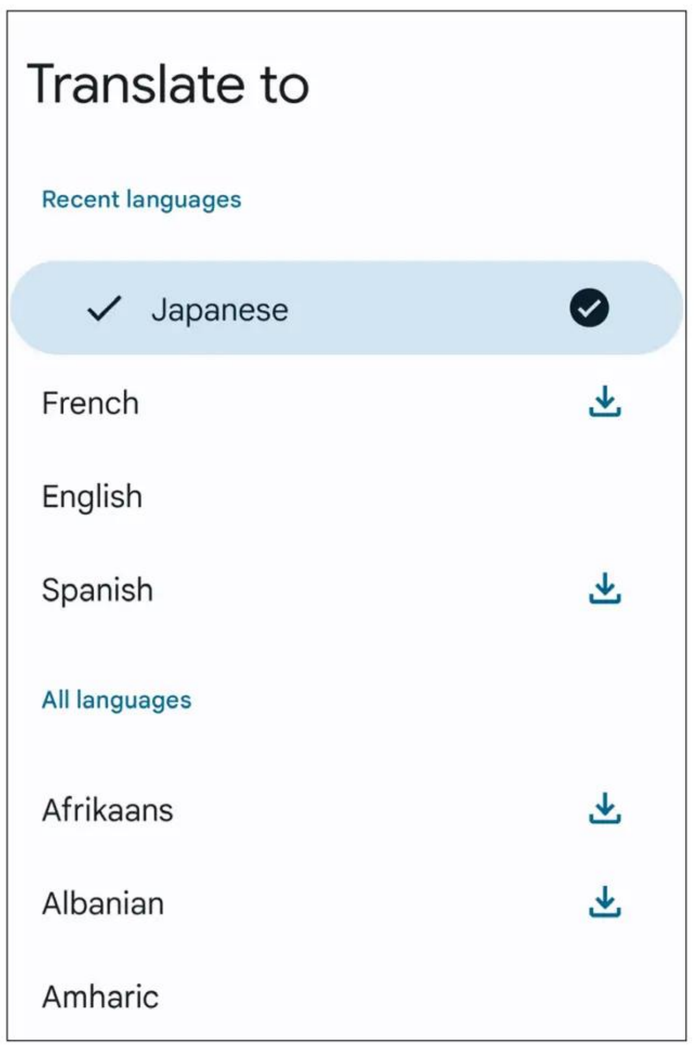
When you consider just how useful this solution can be and how accurately it works, you will have the ability to converse with people in real-time in a way that you may previously have not thought possible. It is a hidden jewel in Google's crown.

Translate | Speak to the world



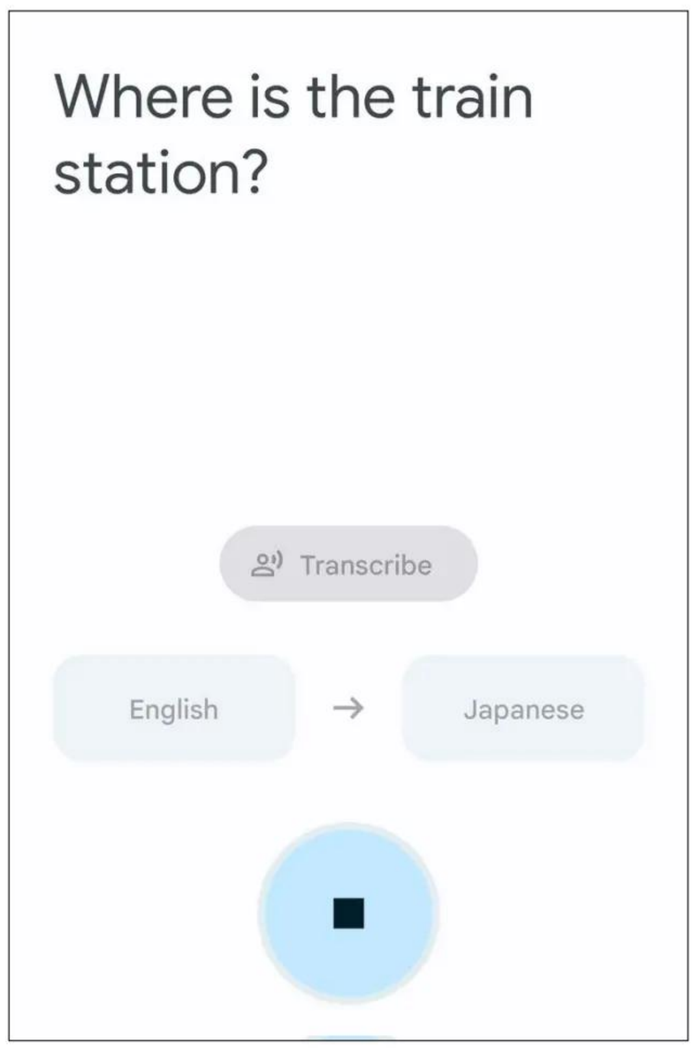
1: Grab the app

Download the Google Translate app from the Google Play store and install. It requires quite a few permissions to work properly, but this is expected for the huge amount of functionality that it offers.



2: Start a conversation

Start off by selecting the language you are translating from and the language you are translating to, then enter some text to translate. When the translation appears, tap the menu icon on that box and choose 'Start conversation'.

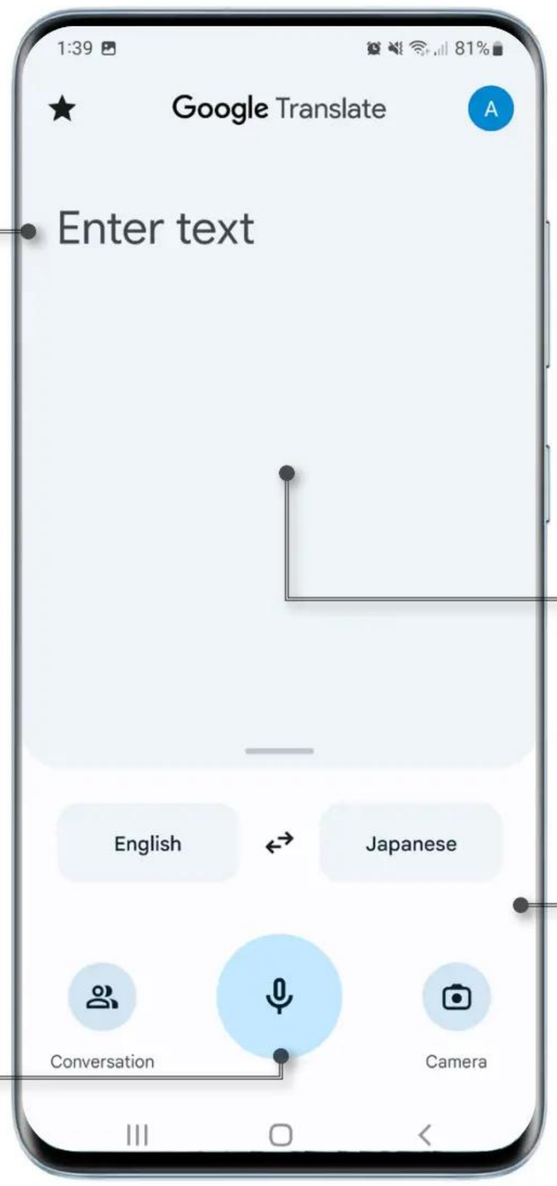


3: Start to talk

Each of you can now press the language buttons at the bottom before you speak and the audible translations will be sounded after each sentence. They are also presented as text on the screen, so you can see what's being said.

Every feature you need

A simplistic translation screen



So many features

There are many other features available in Google Translate, including dictionaries, your translation history, favourites and the ability to read foreign scripts. If you take some time to understand everything the app does, you will be rewarded with a solution that will come in handy time and time again. It is a brilliantly simple and at the same time very clever solution.

Translate everywhere

You can translate any sentence into any language and then share it with Messaging and many other apps and services to converse immediately in two languages.

Real-time

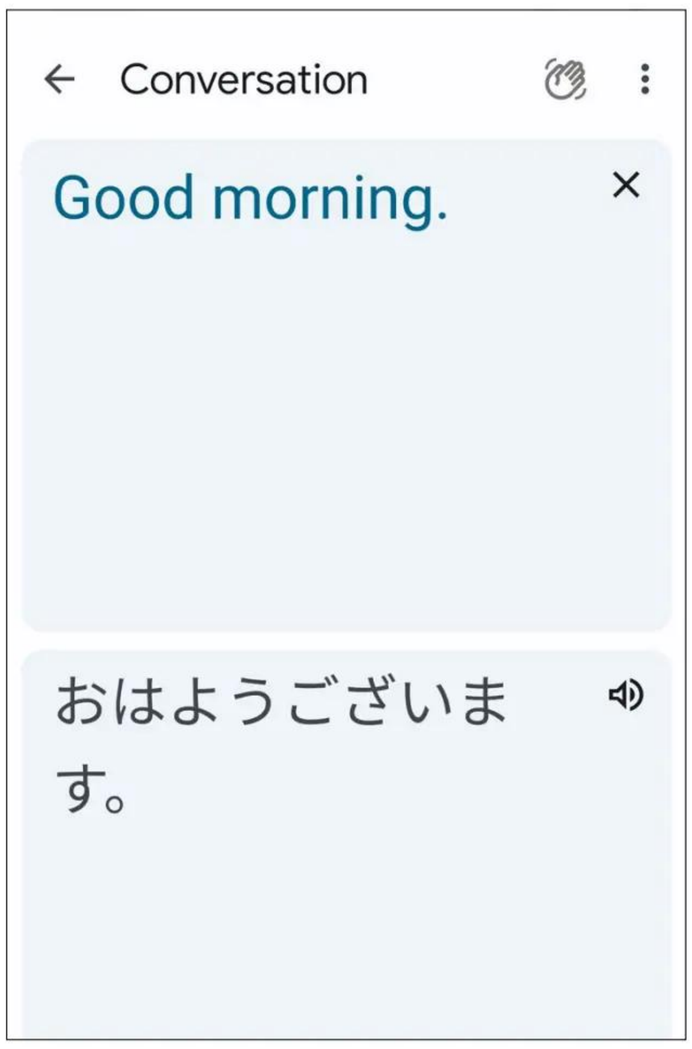
When you type in text or speak into the microphone, the app will immediately translate your words into the chosen language. It all happens in seconds.

Share translations

Any translated text can be shared via a wide range of services by tapping the menu icon and choosing the Share option from the pop-up menu.

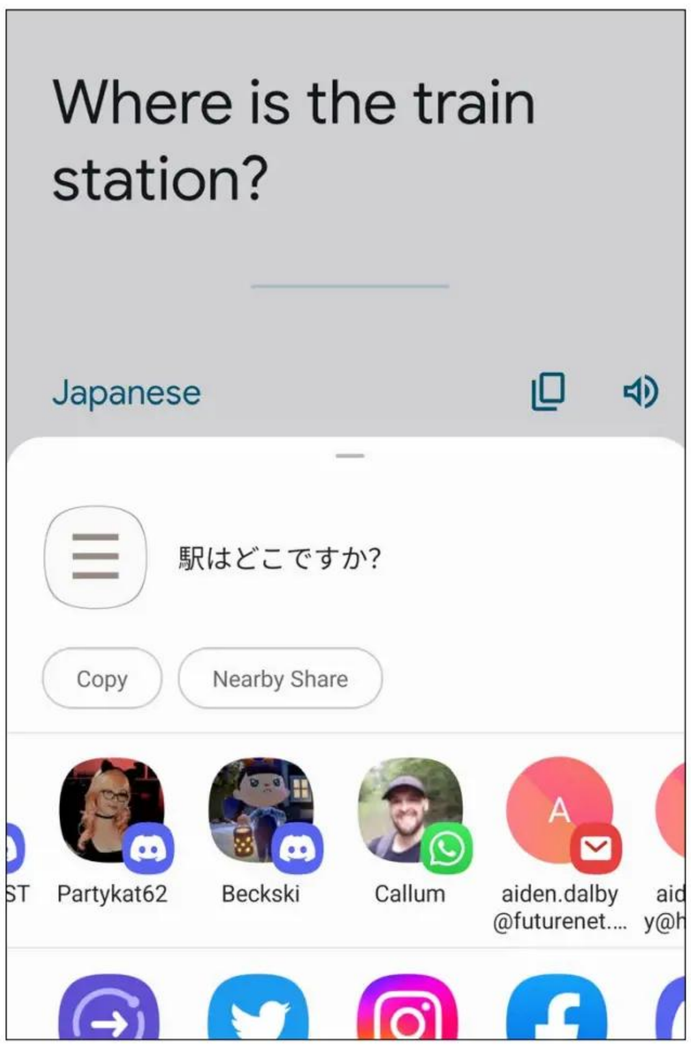
Time to speak

The conversation mode lets you talk to anyone who speaks a different language in real-time. This is particularly useful when on holiday in a foreign country.



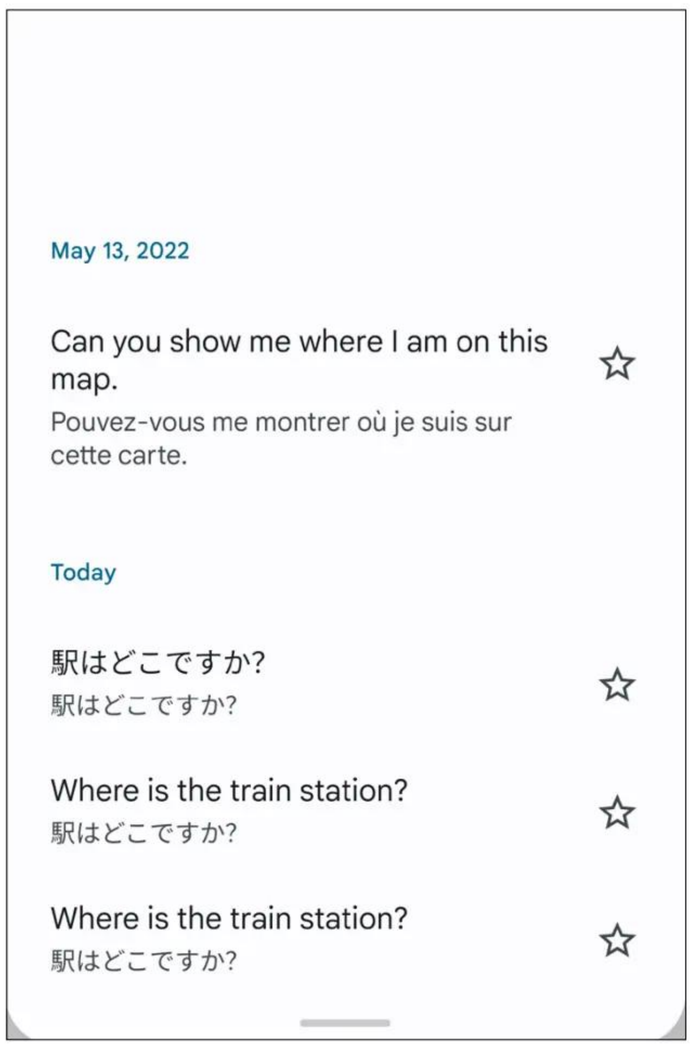
4: Text as well

If the app struggles to understand you, tap the back button and type your message instead. This will work almost 100 per cent of the time and is much more accurate, if a little time-consuming. The text will translate as you type.



5: Share the translations

In the Translate mode, you can type in or speak any phrase and translate it into different languages. There is a Share option that is accessible via the menu icon; tap this to share the text with other services.



6: Translation history

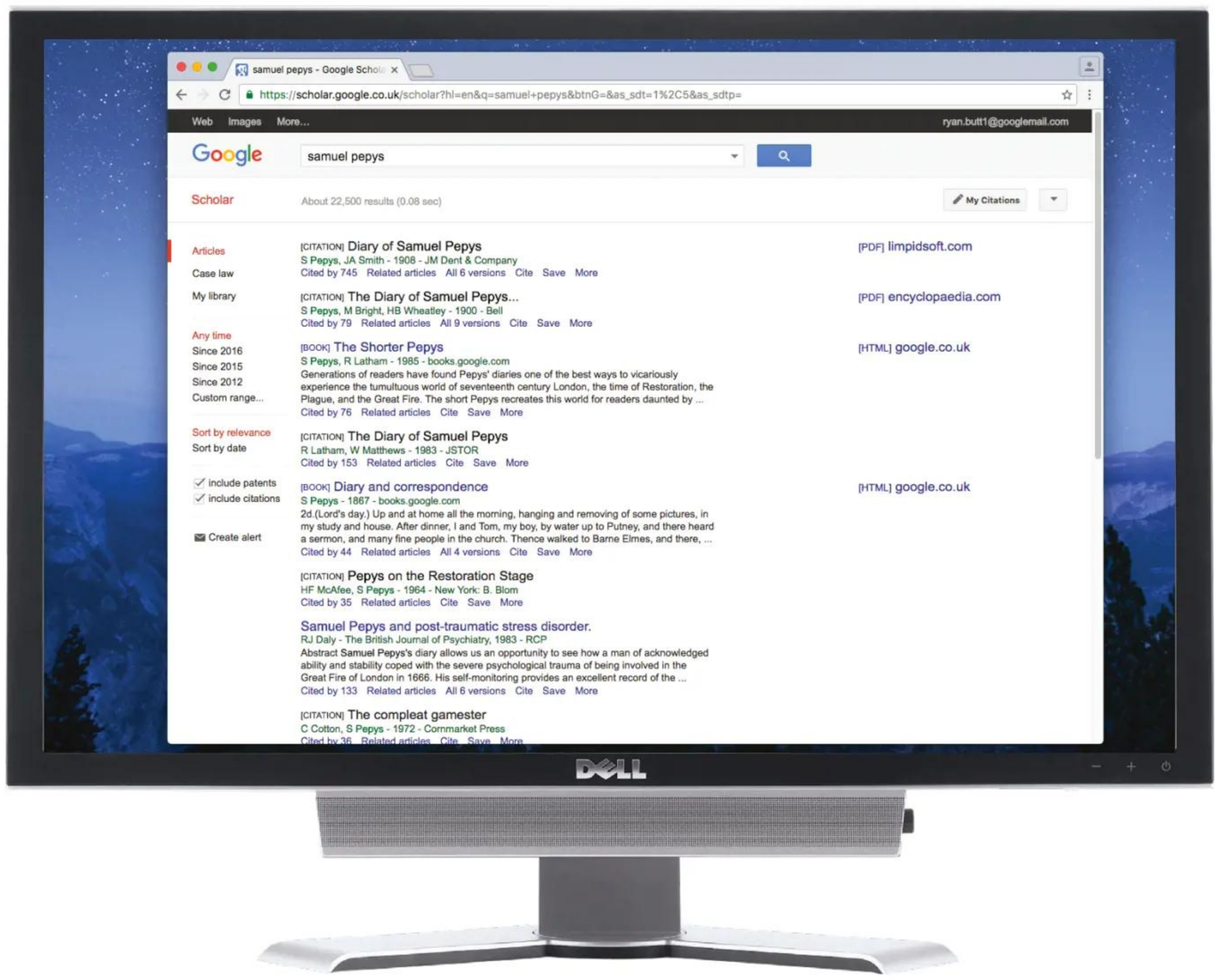
You can find anything you've previously translated by clicking on the account icon in the top corner and selecting History. Press the star icon to save a translation as a favourite and it will be added to the Saved section of the app.

Undertake research and collect citations using Google Scholar

Hours of research suddenly became a lot more organised and potentially fun

It is easy and natural to use the default Google Search method when researching topics, but to do so would be missing out on one of the most useful Google offerings. Scholar is designed specifically for researching academic literature and journals and includes a number of simple features that come together to create a powerful solution that will save you a lot of time and improve the accuracy of your searching enormously. Each search result is presented with options below it that will automate the citation of each article and you can also then import them into your bibliography using your chosen referencing style with just a couple of clicks. Stats are available showing the number of citations and many of the results link directly to full articles which can be downloaded. The Related articles feature works throughout every search and allows you to narrow down the results to show all areas of research on a subject, or even a specific area within a topic.

Google Scholar never overwhelms with complexity and the results are always presented in a simple-to-follow way, so there is no reason not to try it if you need to do literary research on occasion. It is a top-class solution that just works.



Scholar page

It lets the content shine through

Be specific

The sidebar offers the ability to set date ranges for your research and to also decide which type of content you want to include.

Related works

The Related Articles options can be used multiple times to help you focus in on a particular area of interest.

Correctly formatted citations

Click the Cite link under any result for a correctly formatted citation to copy and paste into a document or webpage.

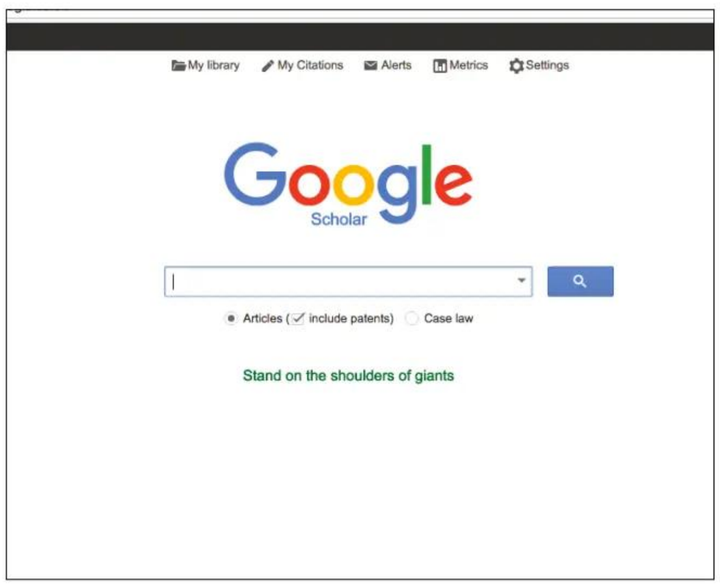
Intelligent ranking

The search results in Google Scholar are ranked using a number of data points. If an article has been cited many times, it'll rank higher. Many other factors are used, such as when it was published, who by and using further methods to weight the actual text of the document in its entirety. This helps speed up all of your research.

Importing citations

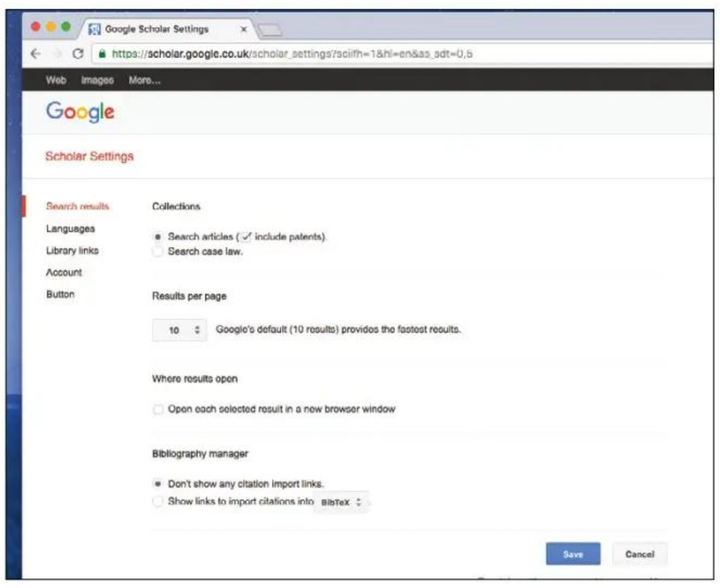
You can also import citations to services and software that are designed to build your bibliography. It's a two-click process and highly efficient.

Scholar | Work with Google Scholar



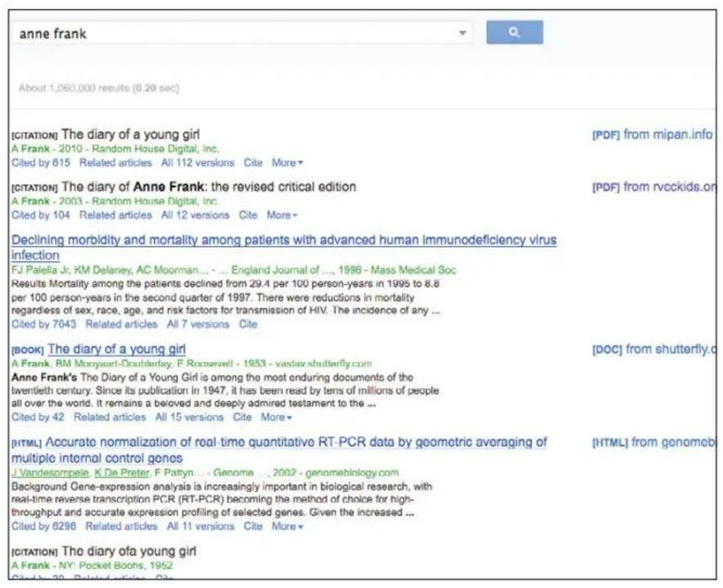
1: A blank page

Go to **scholar.google.com** and you will see a blank page with a search bar in the centre. Look closely at the options along the top, which give an indication of what you can do.



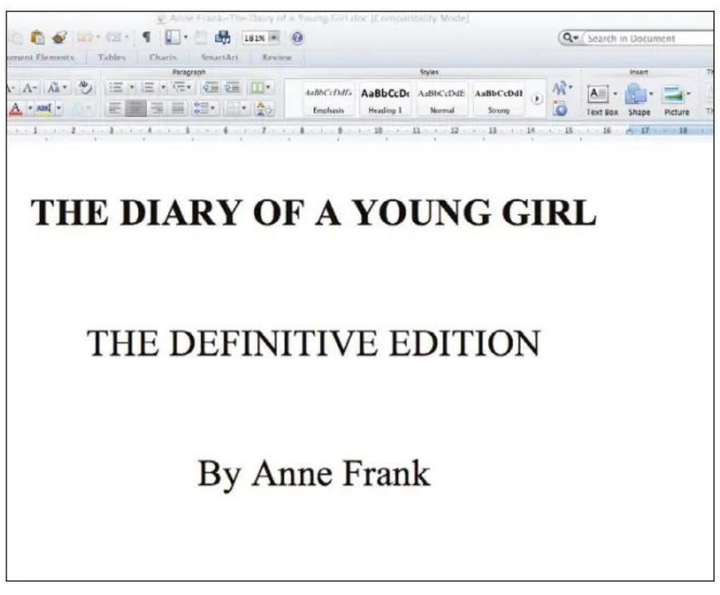
2: Adjust the settings

Click the Settings link at the top right and adjust each option to your preference. You can choose how many results appear at a time and if they open in new browser windows.



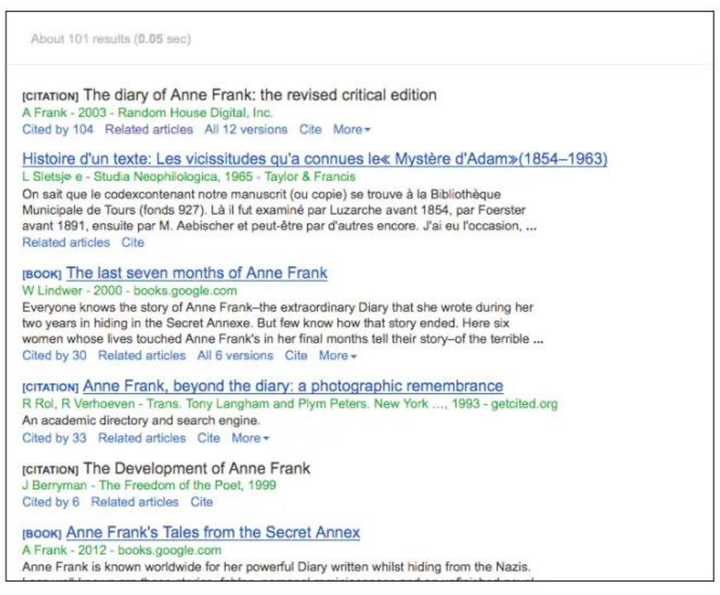
3: Your first search

Input a search term as your normally would in Google Search and then wait for the results. A list will appear with indicators on the right showing the format of the related content.



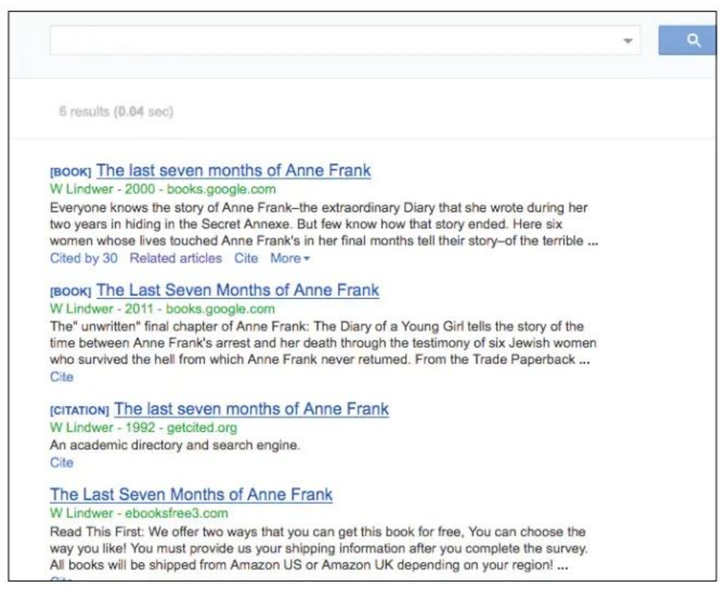
4: See the file

Click one of the right-hand links and the file will then be downloaded. Now open it in your preferred app to read the full document content in its original state.



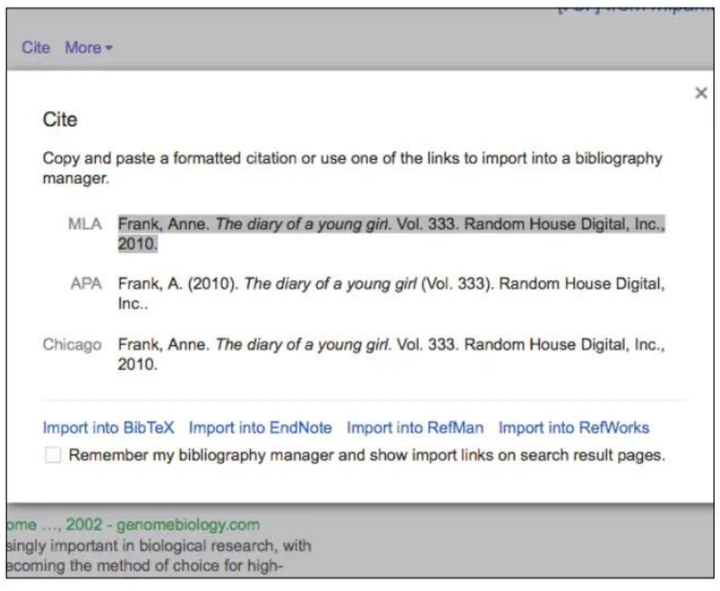
5: Related articles

You will see a Related articles option below many results. Click it to bring up a new list of results that are specifically related to the original result you were viewing.



6: Drilling down

You can now click Related articles again and again as you drill down through the various results. This lets you find everything you need in the most focused way possible.



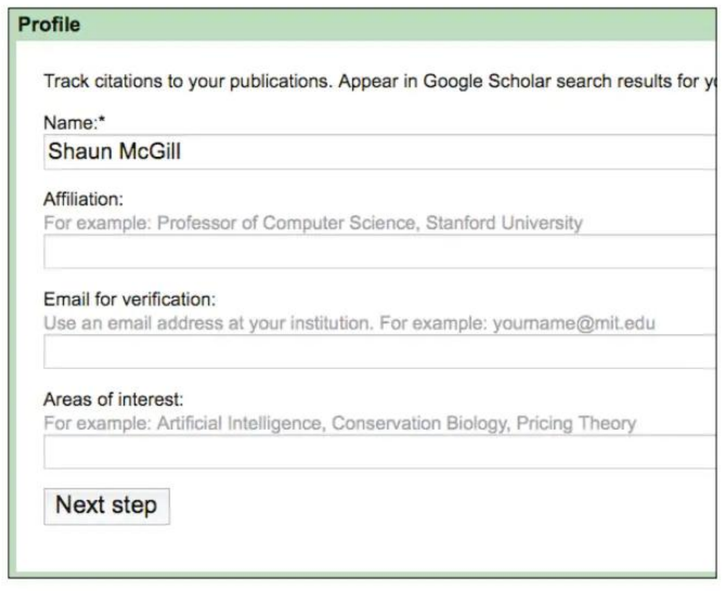
7: Use the Cite

Most results include extra links below them including a Cite option. The number of Cites is shown and all you have to do is click Cite to proceed. It will appear in a box.



8: Export the Cite

At the bottom of the citation you will see options to import it to various services. Click and it will be sent to your chosen service with the correct formatting in place.



9: Your work

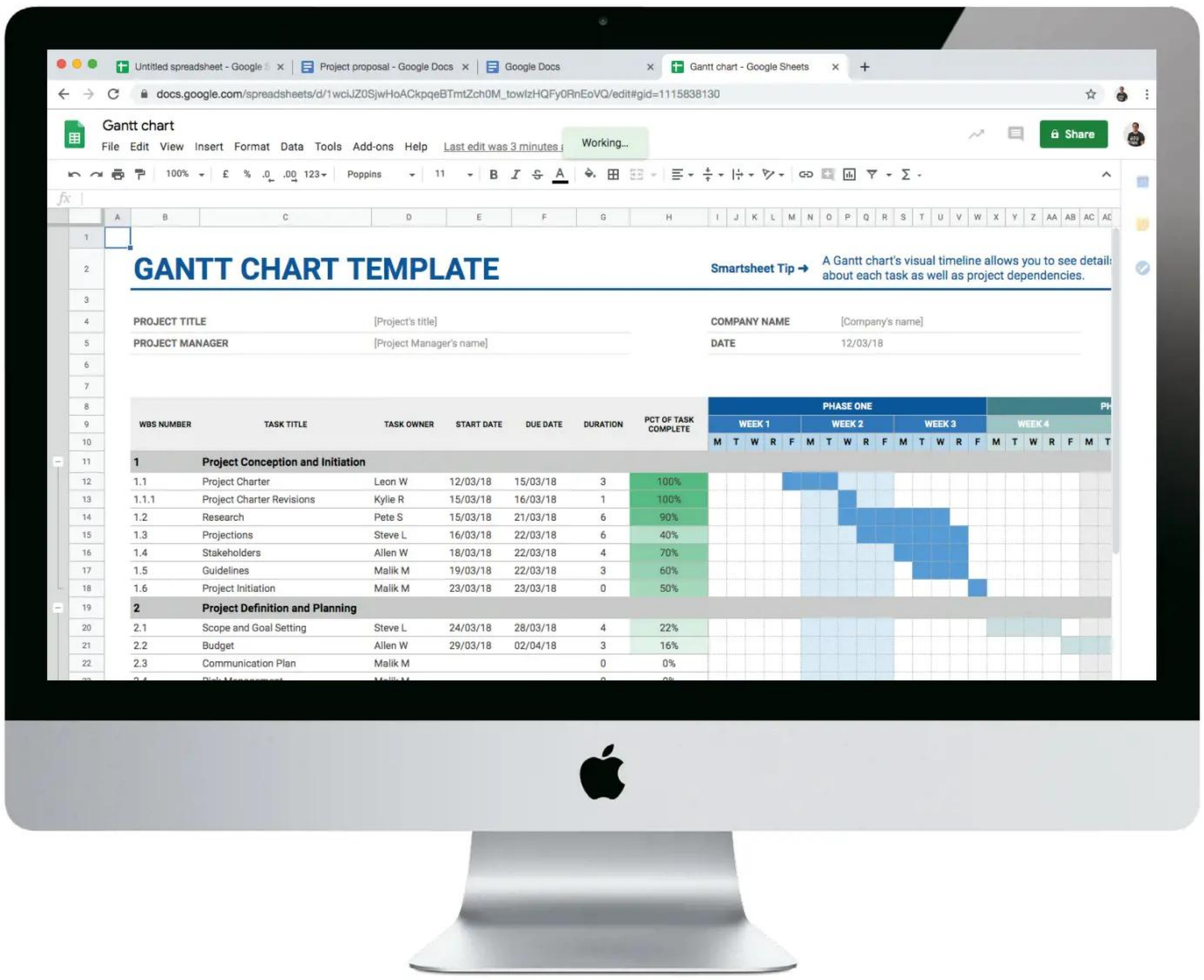
Clicking My Citations (at the top) gives you the opportunity to track citations for works you have published. Complete each form and you will be set up and ready to track the results.

Turn Chrome into your online office

Find out how easily you can manage your documents, spreadsheets and presentations through the Chrome apps page

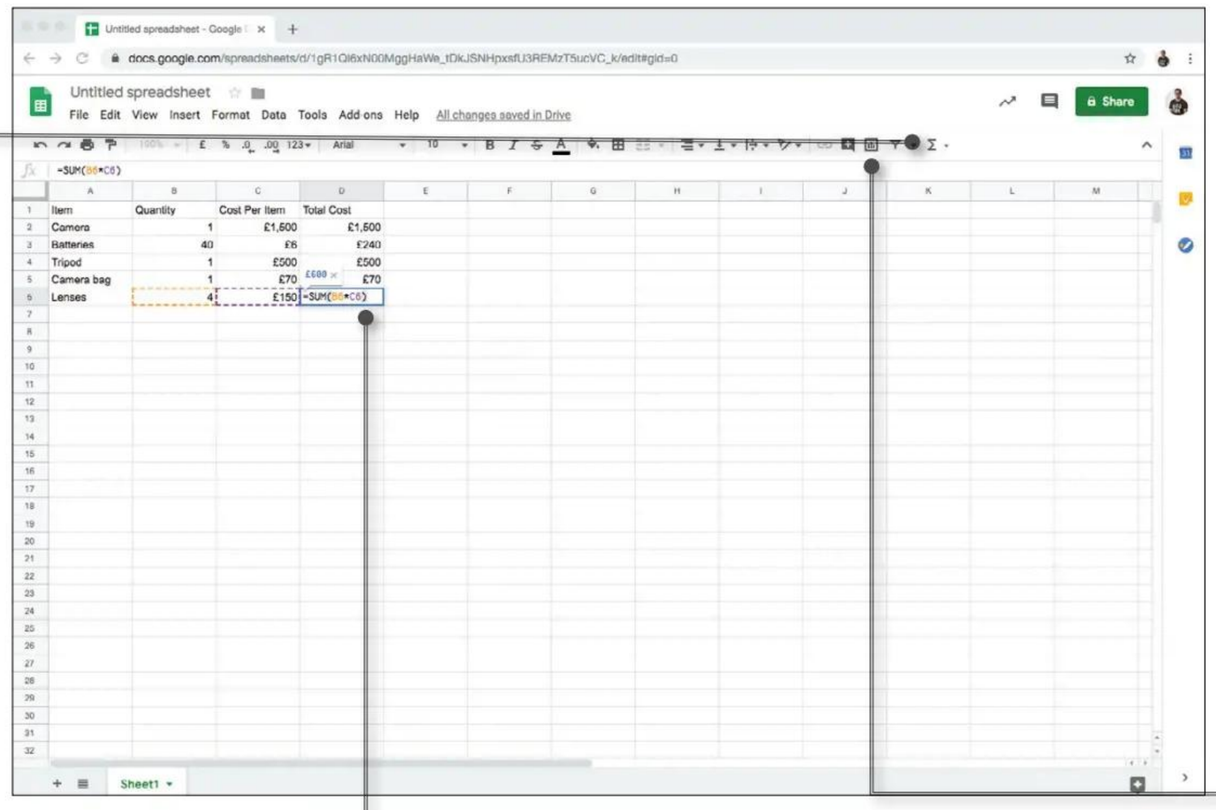
Simply put, Google Docs is a free web app that runs on Chrome, offering you an office suite to create, edit and share documents, spreadsheets, presentations and more. As of April 2012 Google Docs now runs within the Google Drive online storage solution. There are three apps available: Google Docs (word processor), Google Sheets (spreadsheet); and Google Slides (presentation). If familiar with any standard office software, you'll have no trouble getting your head around these three apps.

Google Docs, Sheets and Slides are available for installation through the Chrome Store. Another great web app that is currently available in Beta format only when running Chrome in Windows is Chrome Office Viewer. With Chrome Office Viewer you can open Word, Excel or PowerPoint documents found anywhere online; you can't currently convert found files as you can with email attachments, but the benefit is that you can open these files that you find in search results or on websites within your browser, rather having to download them to view it. In time, Chrome Office Viewer will hopefully introduce a conversion option allowing you to convert any files you find online into an editable format within Chrome.



Google Sheets

Use spreadsheets inside Chrome



Equations

Select a box, click the equation icon and select a format of equation. See Google details on equation coding for more information on this.

SUMs

Here a SUM is being created by multiplying box B6 by box C6 to give a total cost. SUM equations can be applied to entire rows and columns.

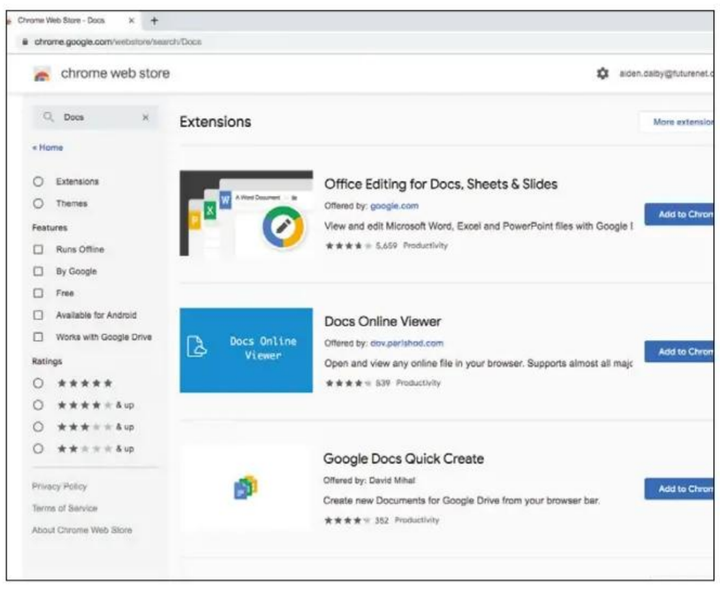
Other apps

There are a variety of other office-themed web apps available via the Chrome Store. Google Finance is for financial info and creating related spreadsheets, charts and documents. Google Forms is for creating customisable interactive or printable forms. Google Drawings lets you create visually stimulating charts or layout diagrams to help spruce up presentations.

Charts

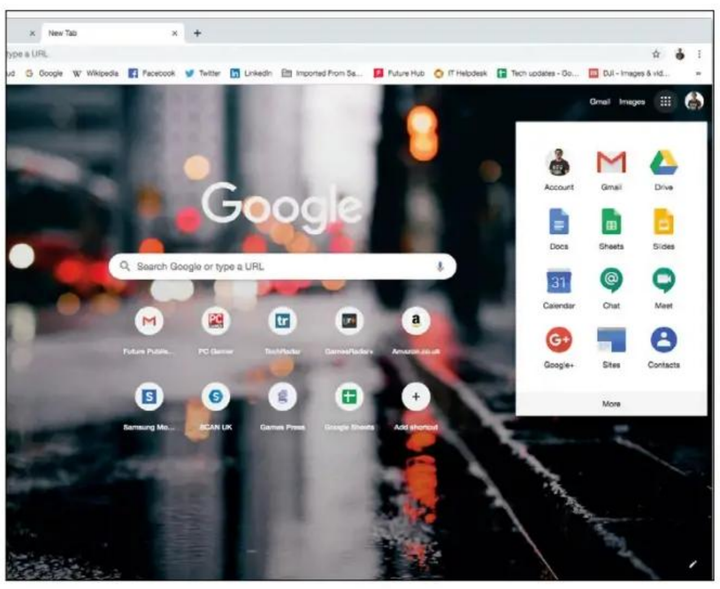
The Insert Chart tool converts your table into a visual chart or graph, helping to make the info in your spreadsheet easier to understand.

Chrome | Set up Google Docs, Sheets and Slides



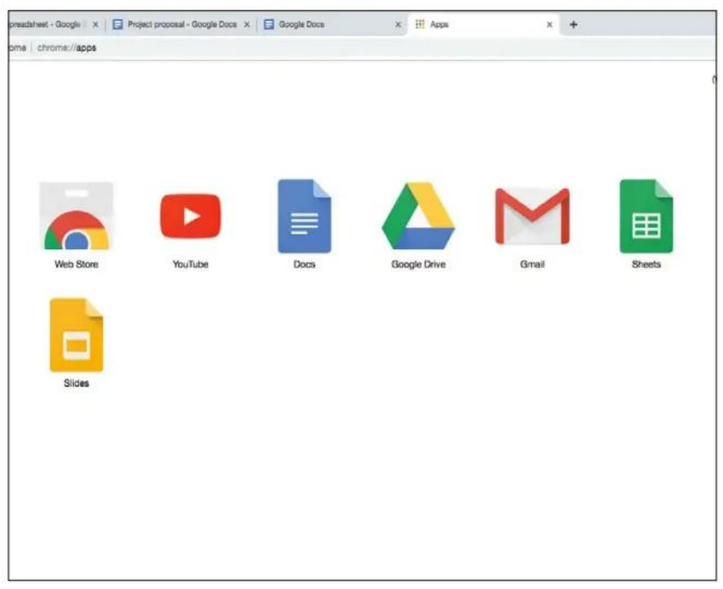
1: Installing web apps

Visit the Chrome Store and search for Google 'Docs', 'Sheets' and 'Slides'. These are all separate apps. Next to the app, click on 'Add to Chrome'. Click on the app's name for more information.



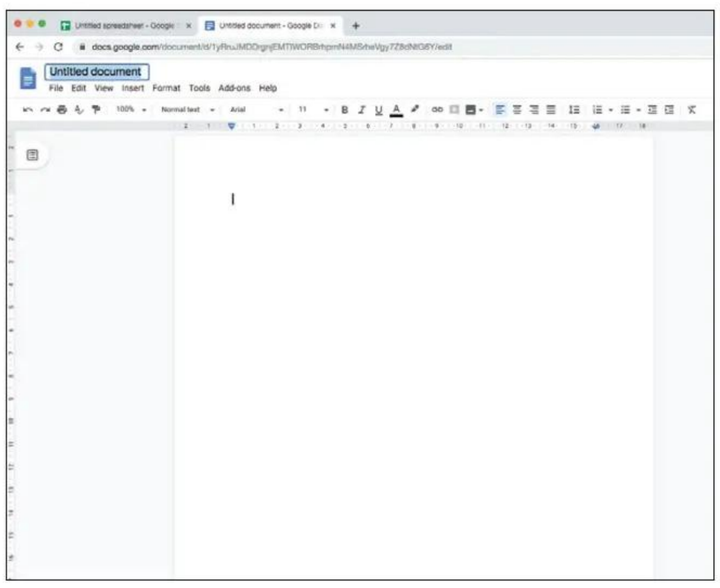
2: Splash screen

Open Chrome to be taken to the Google splash screen, which will display your most-visited websites. Click on the grid in the top-right corner to find your web apps.



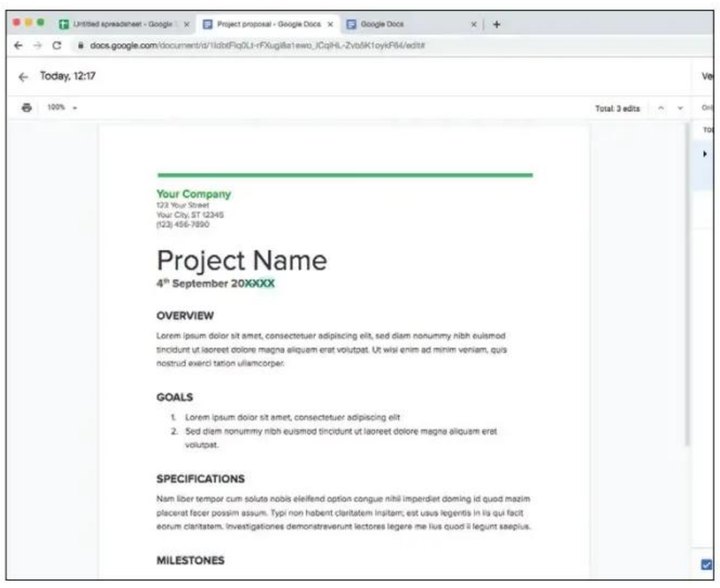
3: Pinned tabs

You can also find your web apps by clicking on the 'Apps' icon in the top-left corner of a new tab in Google Chrome. Right-click an icon and you can create a desktop shortcut for the app.



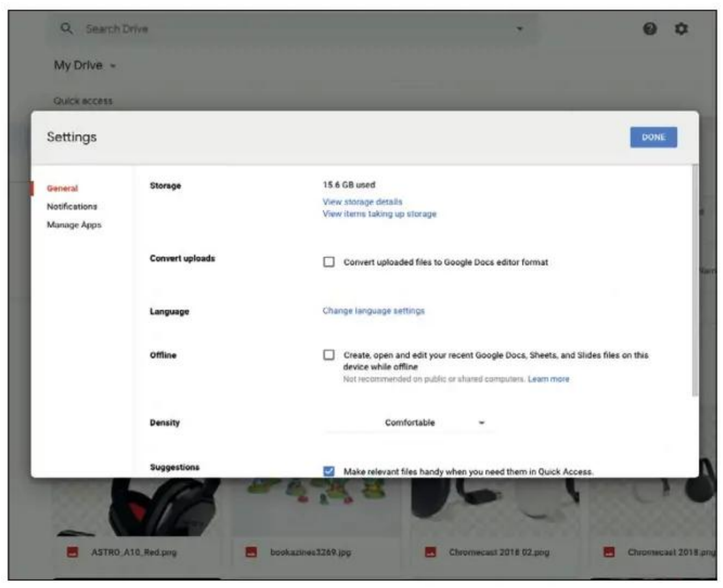
4: Creating a document

Click on Google Docs. You will be presented with a similar interface to other word-processing software. Click on Untitled Document to name your document, then start adding text.



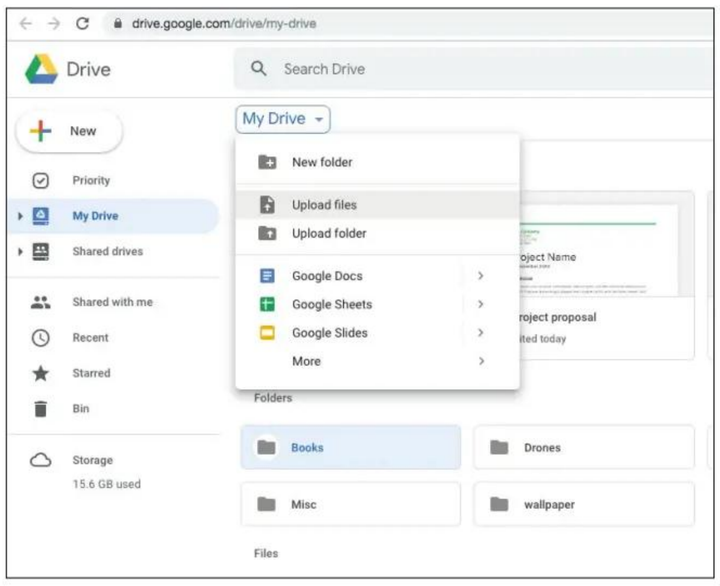
5: Managing documents

Your documents, spreadsheets and presentations will be saved to Google Drive automatically. Click 'All changes saved in Drive' to view your revision history and to restore previous versions of the document.



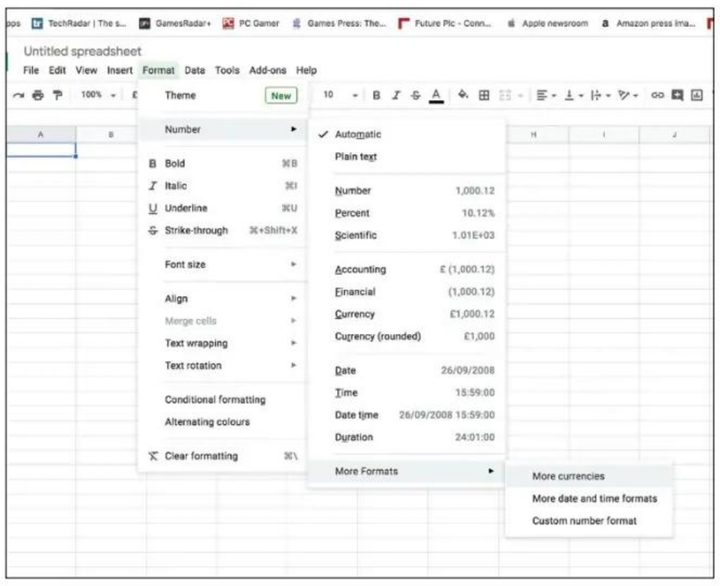
6: Conversion Settings

From the Home screen, open Google Drive. Click the cog icon in the top right of the window. Click Upload Settings, then check 'Convert Uploaded Files to Google Docs Format'.



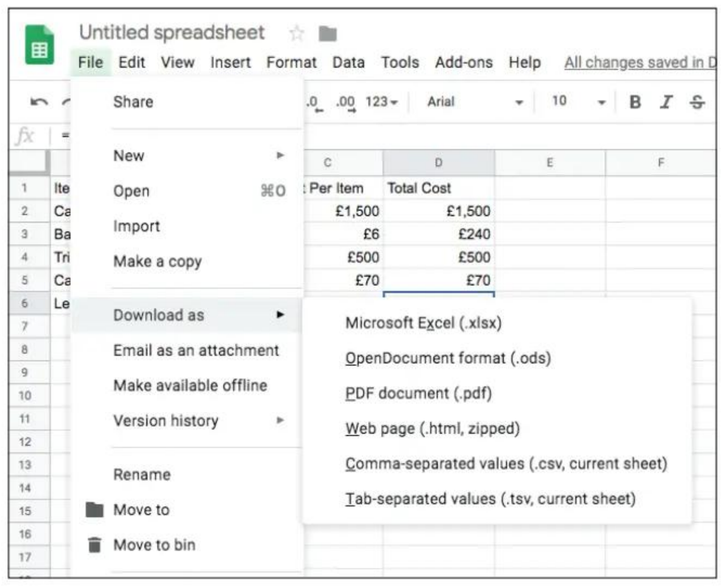
7: Uploading a document

In Google Drive, click on 'My Drive' followed by 'Upload files'. Find the file(s) you want to upload. Drive will convert any Word, Excel or PowerPoint documents into Google-formatted documents.



8: Configure uploaded documents

Chrome will make certain assumptions about imported documents, such as currency and fonts. In Google Sheets, say, go to Format>Numbers>More Currencies to change currency.



9: Downloading a document

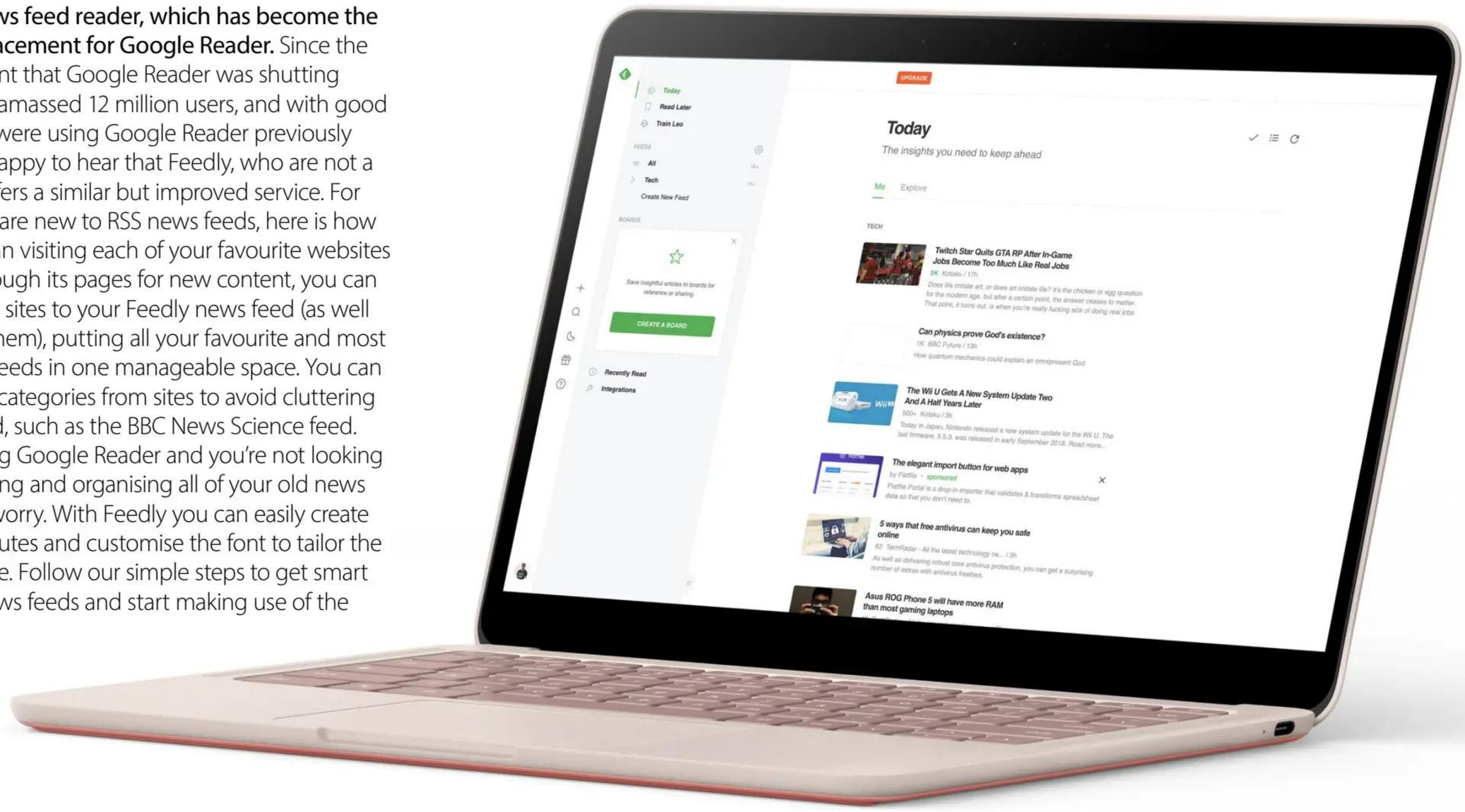
From the toolbar click File>Download as. You can download your documents, sheets and presentations in a variety of formats. Choose a file preference, adjust export settings, then click Export.

Get all of your news feeds saved into one place

Keep up to date with your favourite websites' daily updates with Feedly, the answer to the now defunct Google Reader service

Feedly is a news feed reader, which has become the popular replacement for Google Reader. Since the announcement that Google Reader was shutting down, Feedly has amassed 12 million users, and with good reason too. If you were using Google Reader previously then you will be happy to hear that Feedly, who are not a part of Google, offers a similar but improved service. For those of you who are new to RSS news feeds, here is how it works: rather than visiting each of your favourite websites and browsing through its pages for new content, you can add your favourite sites to your Feedly news feed (as well as categories for them), putting all your favourite and most up-to-date news feeds in one manageable space. You can even add specific categories from sites to avoid cluttering up your news feed, such as the BBC News Science feed.

If you were using Google Reader and you're not looking forward to re-adding and organising all of your old news feeds then don't worry. With Feedly you can easily create a new feed in minutes and customise the font to tailor the reading experience. Follow our simple steps to get smart with your daily news feeds and start making use of the Feedly web app.



Sharing with Buffer

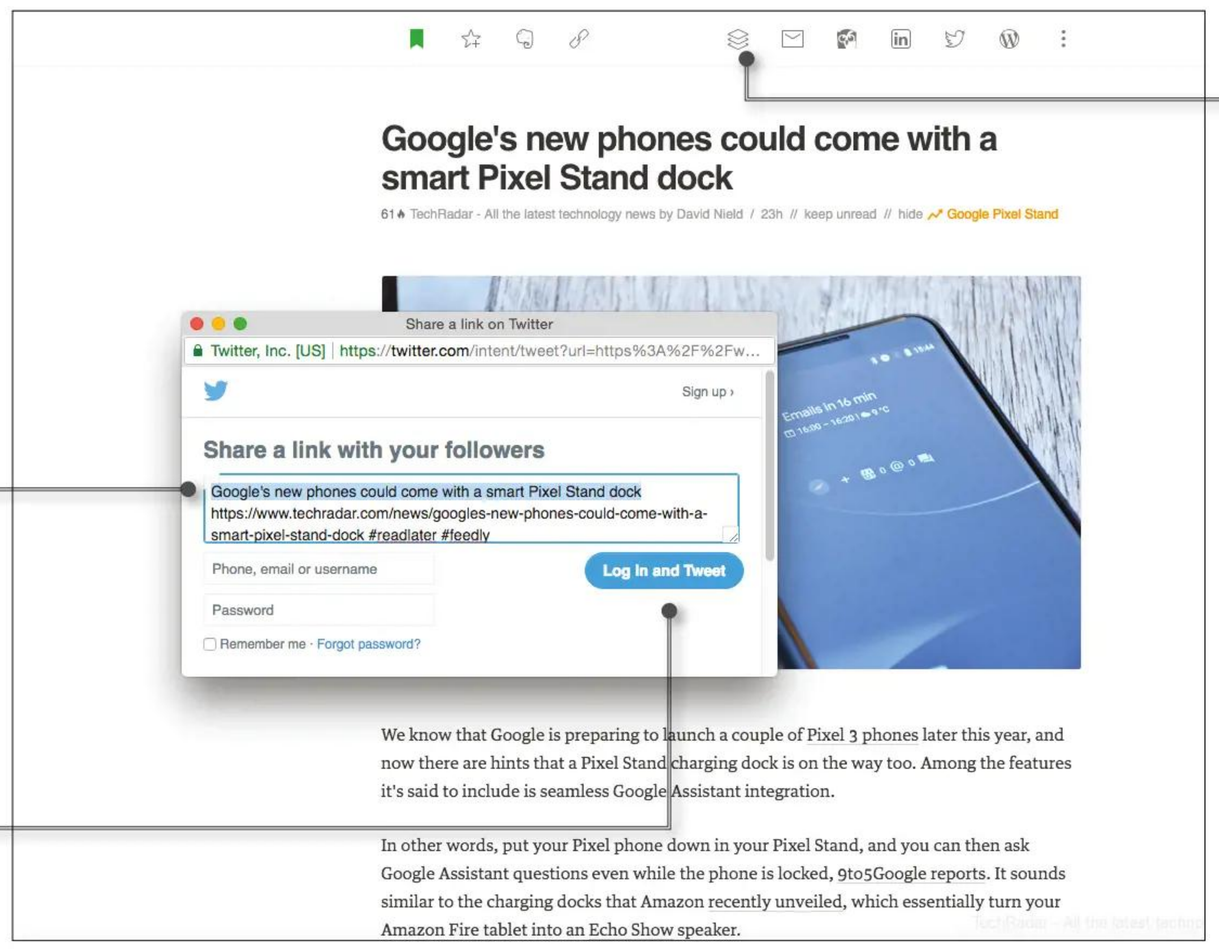
Use Buffer to share articles everywhere, instantly

Editing your post

You can go into the Settings menu to create a message to accompany any article you share. Before the post is shared you can edit the text.

Posting options

Click on a social network's icon or the more icon to share an article. Click 'Connect account' to add new social networks, such as LinkedIn and app.net.



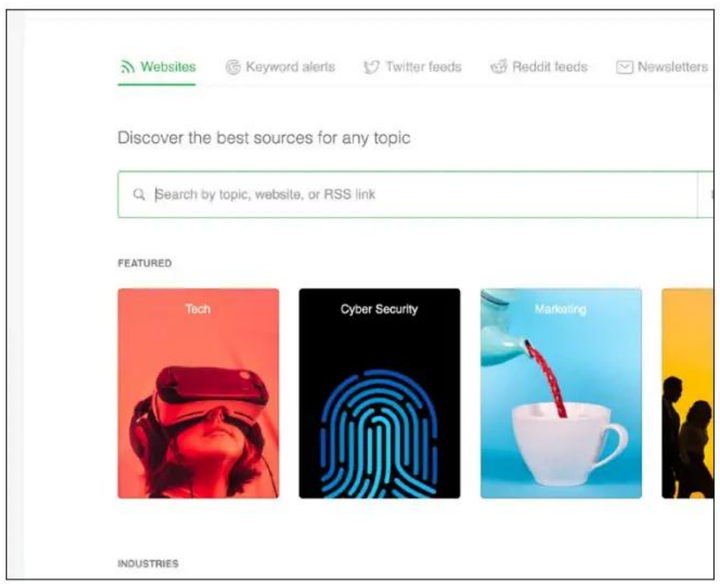
Buffer an article

When viewing an article, sharing options will appear at the top. Click on the layers icon to open Buffer and share the article on social networks.

Subscribe by URL

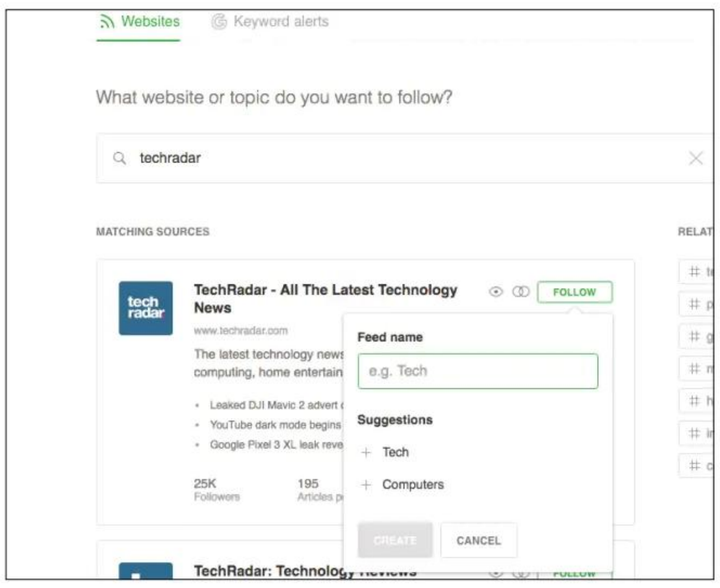
If you come across a website, blog or news source you like that you can't find through the Feedly search engine, find the RSS button on the website, right-click and click Copy Link Address, then paste it into the Feedly Content search. A lot of news sites offer a variety of RSS links for very specific categories on their website.

Feedly | Manage your news feeds



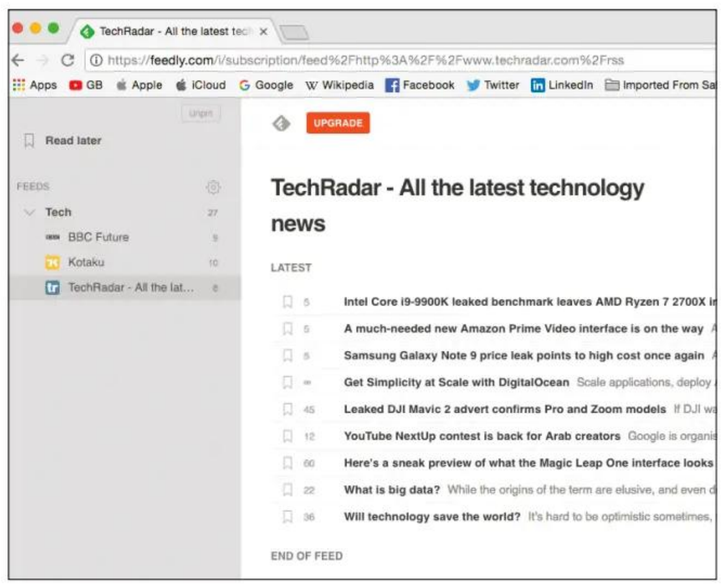
1: Find a feed

Log into Feedly. In the middle of the screen is a list of categories with a search bar at the top. You can search by title, web URL or hashtag as well as select a language you prefer.



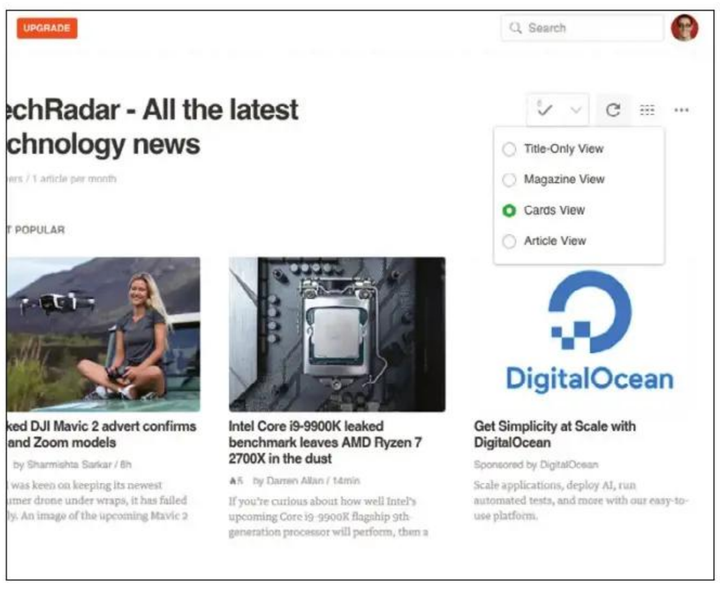
2: Adding content

Search for a source you check regularly and click the 'follow' icon next to its name. You will then be asked to create a feed to add this to. Click '+ New Feed' and give it a name'.



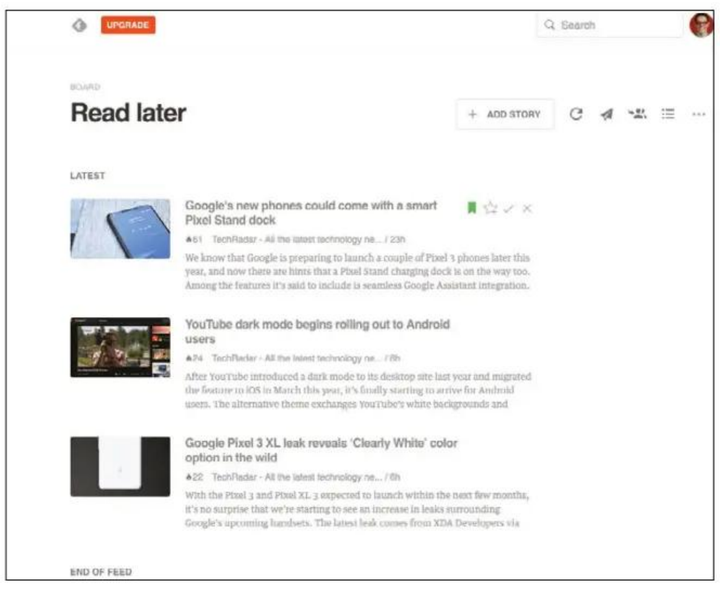
3: Reading your feed

Your new feed will appear along the left-hand menu. A list of articles will appear in order of most recently published. Click on a title to display a feed summary and viewing/sharing options.



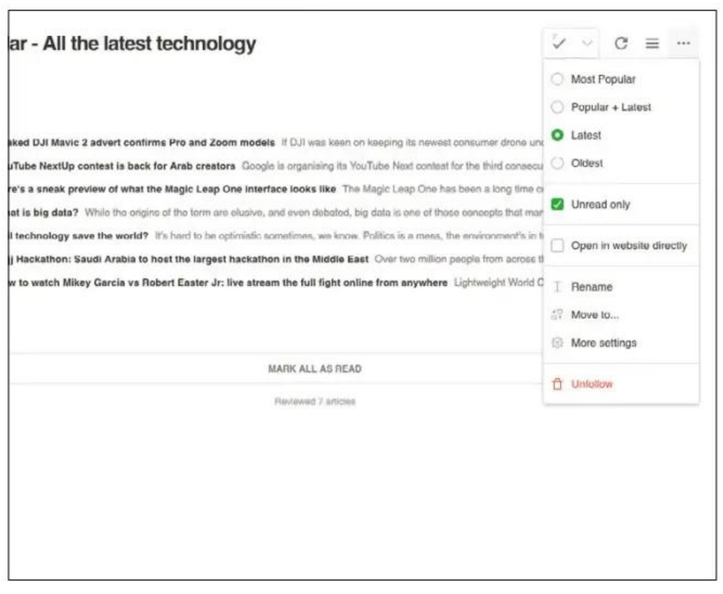
4: Viewing options

To the top right you can click the first four icons to switch between Title, Magazine, Cards and Full Article view. If you have lots of feeds, you may want to keep your list compacted.



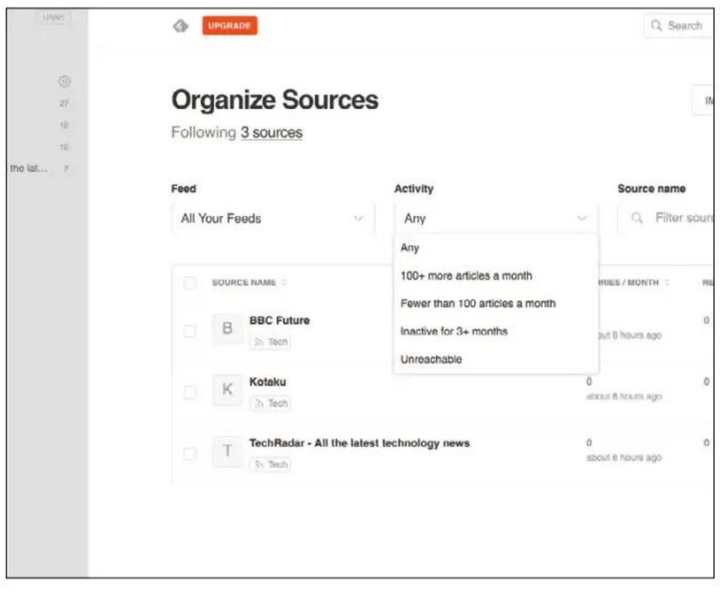
5: Saving articles

Click the Bookmark icon/save link to save an article. From the menu bar, click 'Read Later' to view these articles. You can also view specific categories or previously read articles from this menu.



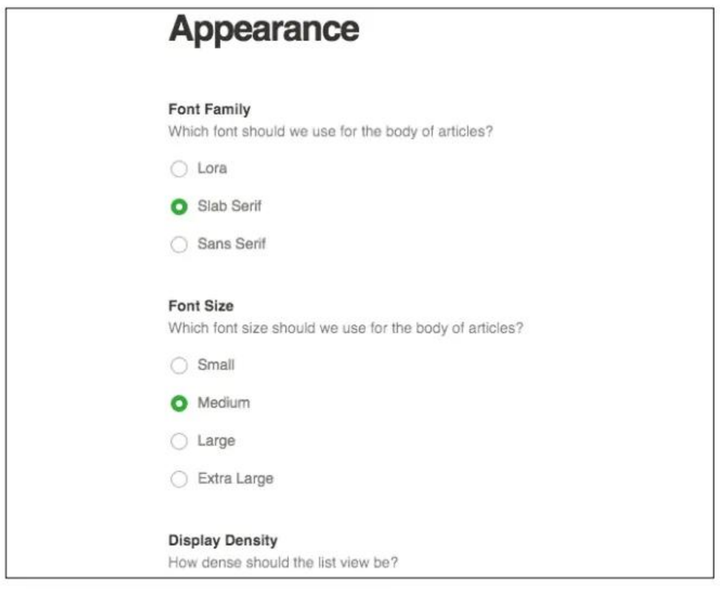
6: Ordering

To the top right of the window, click the more icon. Now you can choose your ordering preference. Unread only is better for general browsing; oldest is good if you don't want to miss anything.



7: Organising your feeds

Click on the account icon in the top-right and select 'Organize Sources'. Here you can move your sources in order of preference and to different categories. Click the sources then select 'Reorganise'.



8: Manage appearance

Click on your account icon in the top-right corner again and select 'Settings.' Select the 'Appearance' option and here you can change the font as well as choose a theme for the sidebar.



9: Template Twitter shares

Also under Settings is the Saving and Sharing menu. Under Twitter Postfix, type a generic message to accompany any articles you tweet. Changes to Preferences will save automatically.

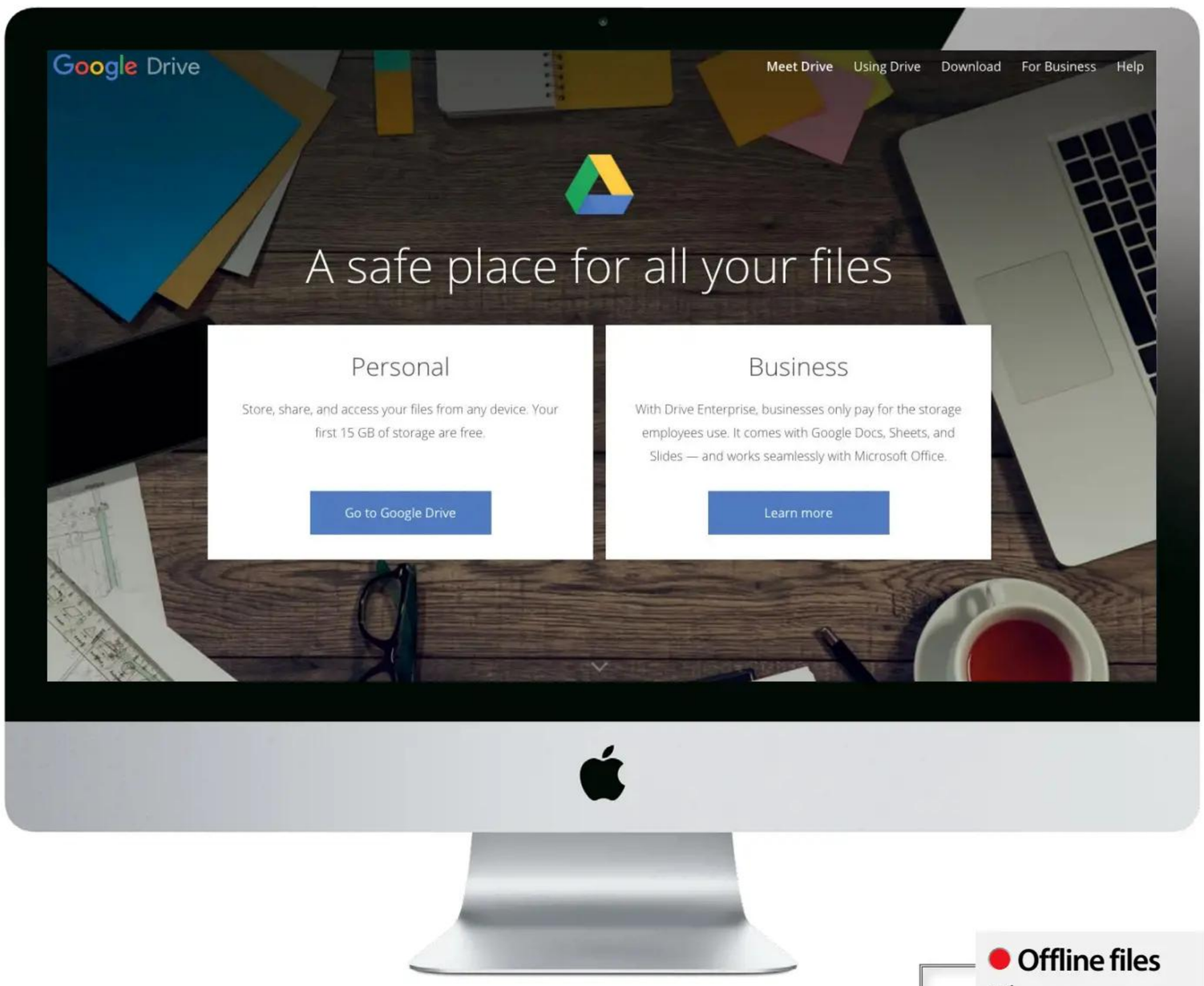
Run Google Drive from your desktop

Learn how to download and integrate Google Drive with your computer

We've been using folder systems for storing our images, music, videos and documents for about as long as it's been possible to own a personal computer. Now we're moving into a time where we need the content of our computers to be stored in the cloud, making it accessible from multiple devices.

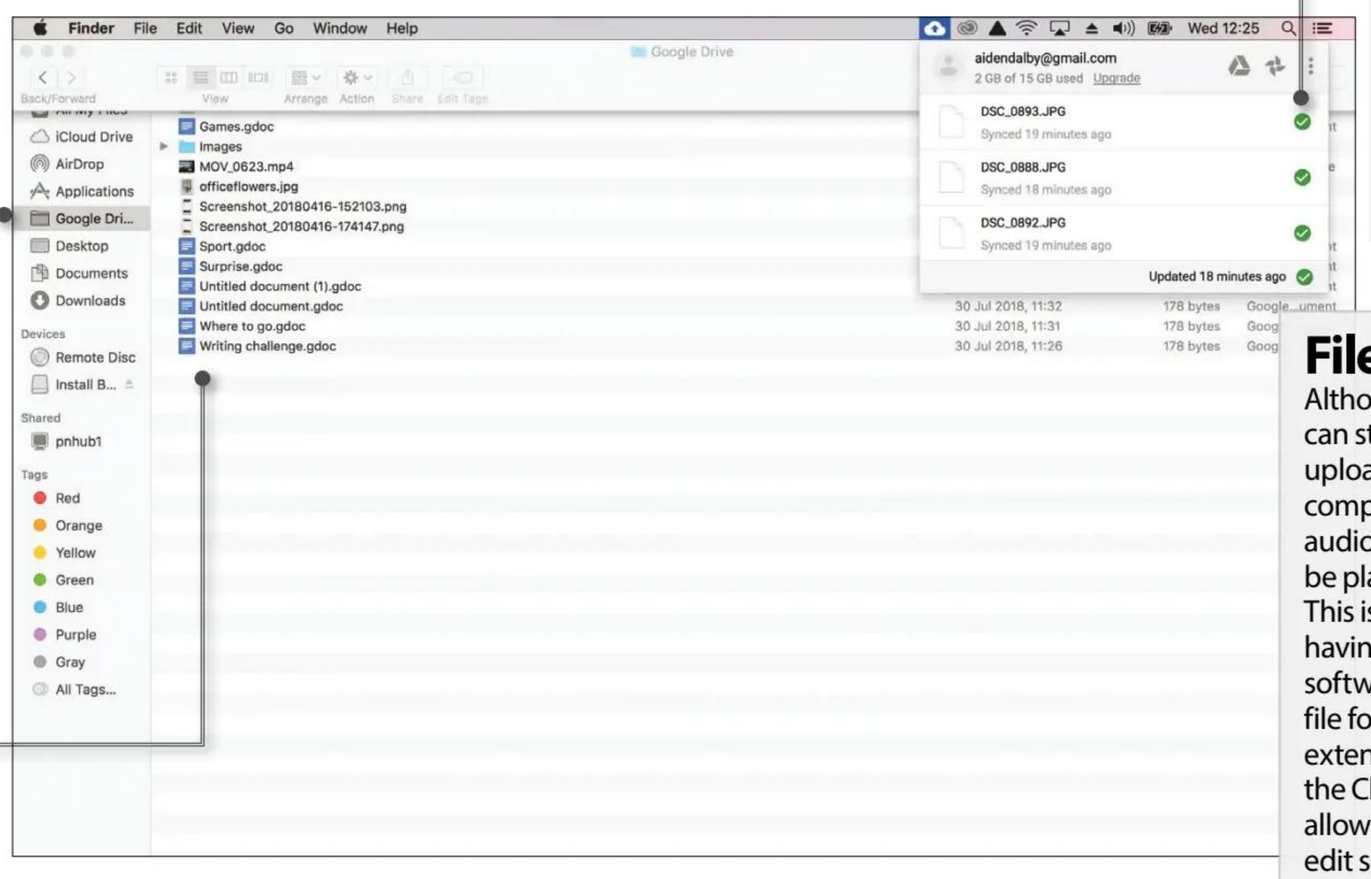
Google Drive allows us to access and edit a variety of files all through the Chrome browsing software, meaning it doesn't matter what device you are on or what software is installed on the computer. However, it can still feel a little foreign to be opening an internet browser to access our computer's files. With Google Drive's desktop software we can keep our files in a nice and familiar file format, while also storing them in the cloud.

The Drive desktop software will duplicate the files stored in the cloud, downloading them to your computer; any changes you make to the files on your desktop will be mirrored to the files in the cloud, keeping everything organised and up to date. If it seems a little daunting to think that all your files are stored in the cloud, follow along with our steps to learn how to integrate your computer with Google Drive and access your files anywhere.



Offline mode

Access Drive files even when you're offline



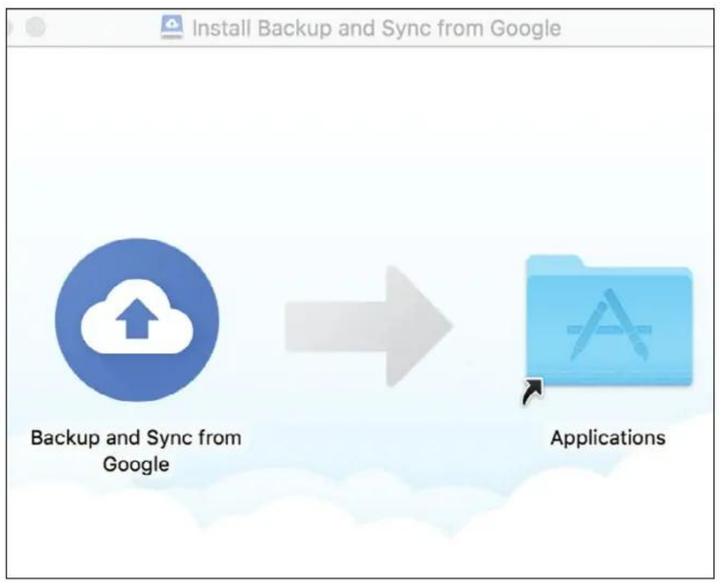
Go to web
Click on the Drive logo on your computer's toolbar and then select this Drive icon to open up your folders in your internet browser.

Drive Folder
After you have installed the program, a Google Drive folder will be available along with your computer's other folders.

Offline files
When you see a green tick next to a file, that means that it has synced successfully. It should be available both on the web and your computer.

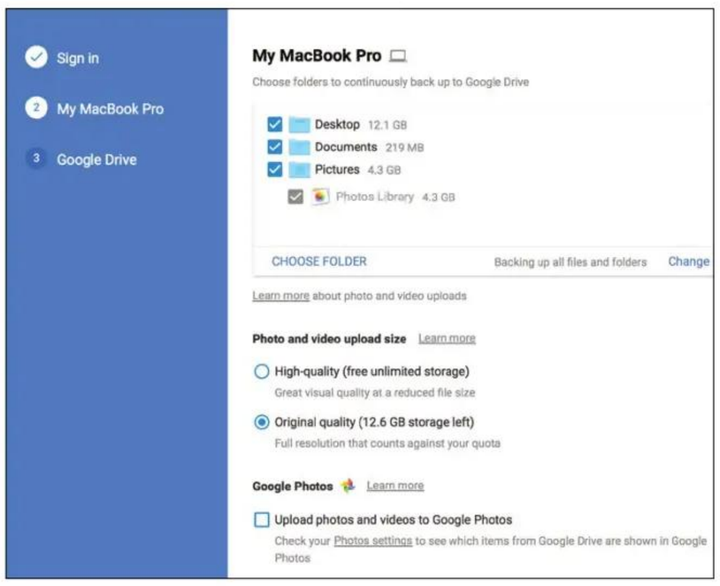
Files on Drive
Although Google Drive can store any files you upload to it, not all will be compatible. For example, audio and video files can't be played from Chrome. This is the benefit of having the Drive desktop software. For certain file formats there are extensions available from the Chrome Web Store, allowing you to open and edit specific file types usually foreign to Drive.

Drive | Set up Drive on your desktop



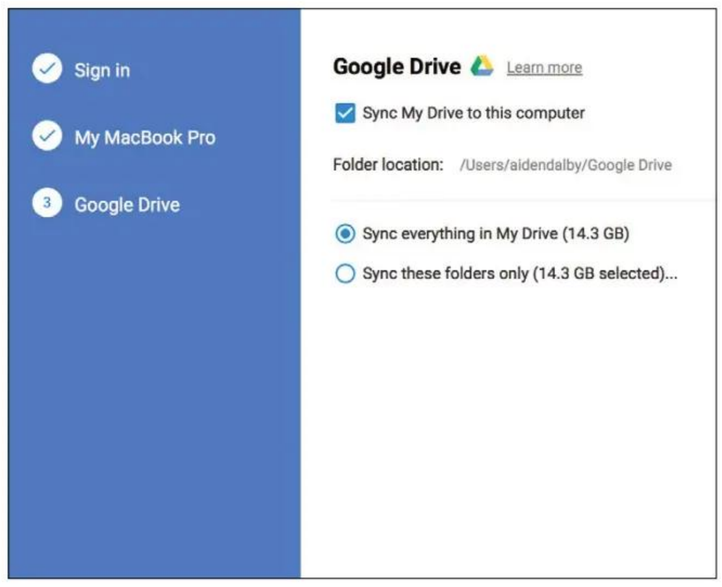
1: Download Google Drive

With Drive open in Chrome, at the top of the screen is the 'Download' tab. Here there are two options, select 'Backup & Sync', and once the app has downloaded, install the software.



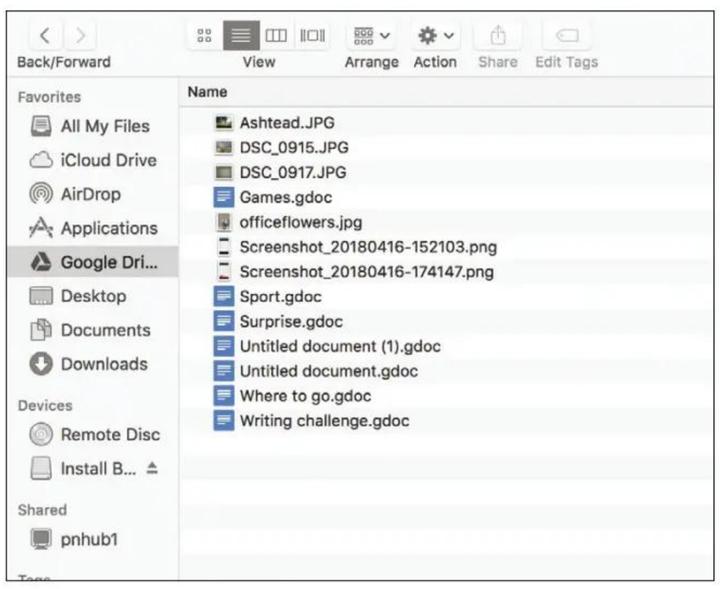
2: Settings configure

Open the software, sign in with your Google account and follow the instructions. You will be asked if you would like any folders from your computer synced to the Drive.



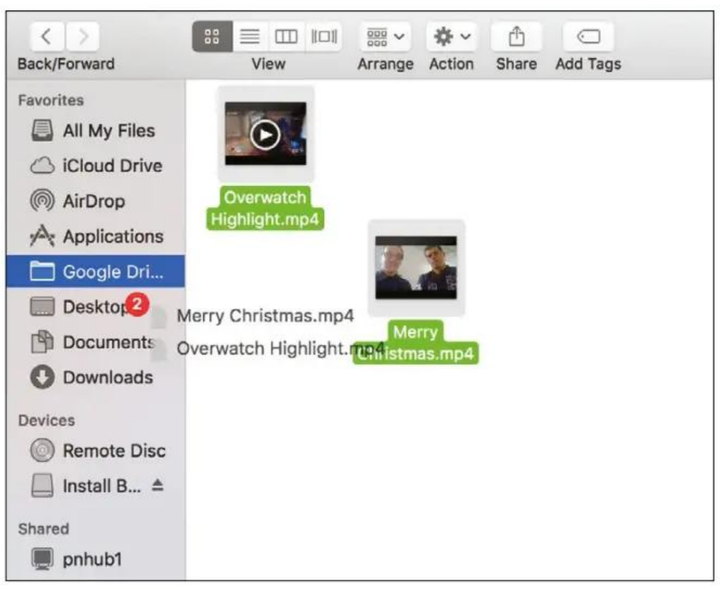
3: Sync options

The next step is similar to the previous one but in reverse. You will be asked if you would like files saved in your Google Drive to be synced over to your computer. Tick or untick boxes then click 'Start'.



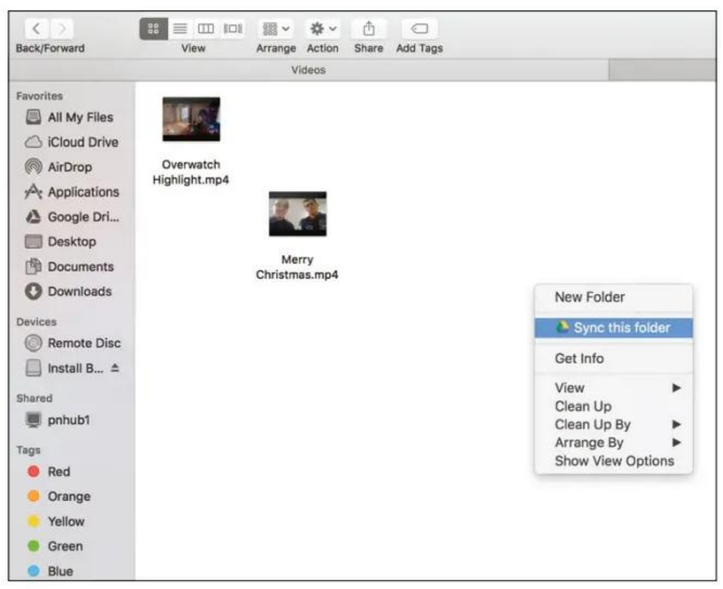
4: Syncing

After setup, your Google Drive folder will appear on your computer – a small upload icon will display until sync is complete. Now you can access your Drive files as you would any other files.



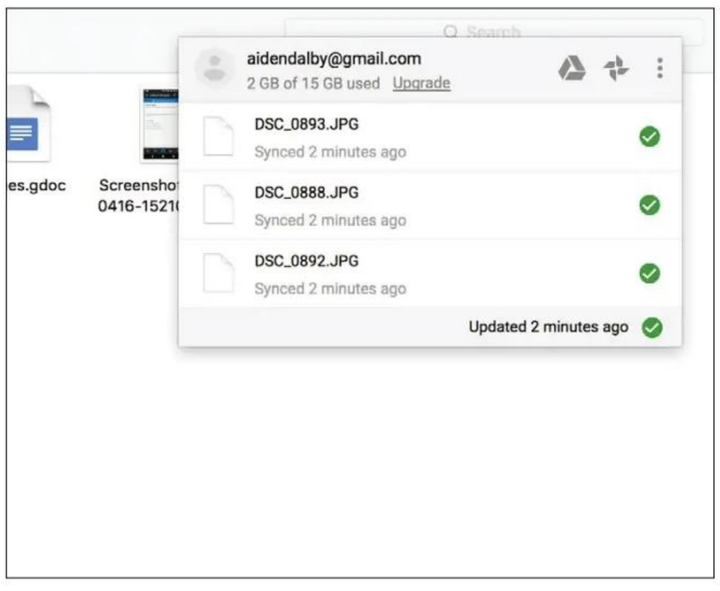
5: Adding more files

Anything you place into your Google Drive folder will be uploaded to the Google Drive cloud. Drag and drop files into the Google Drive folder that you want to share across multiple computers.



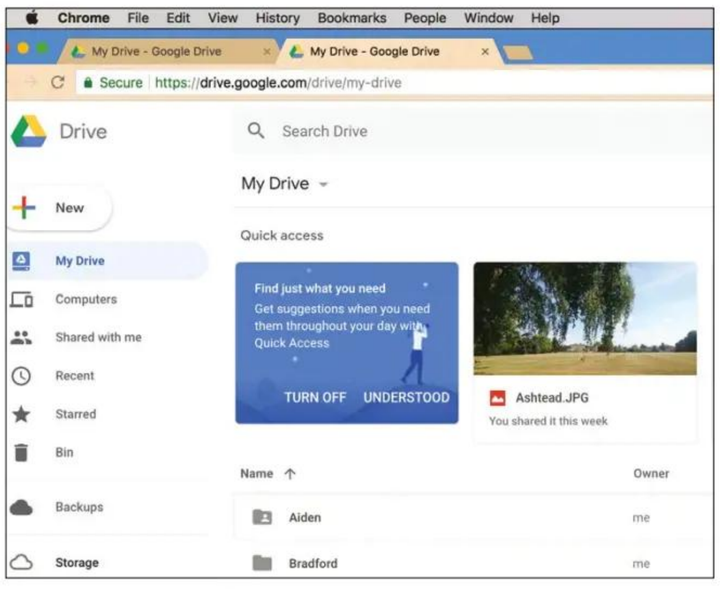
6: Syncing folders

You can also right-click when viewing a folder and the option to 'Sync this folder' along with a Google Drive icon will appear. Click this option and you can move the folder into the cloud.



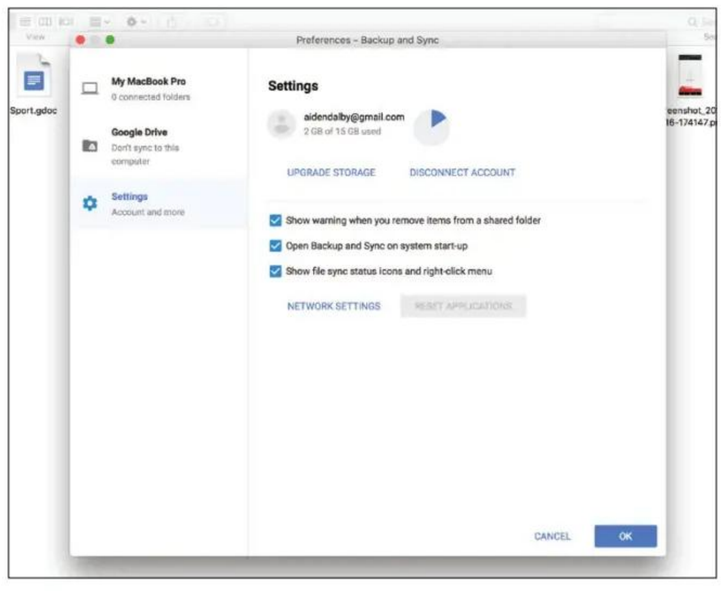
7: Check on files

You can see if your files have synced by clicking on the Drive icon from your Computer's toolbar. Any green ticks indicates that the sync is complete and blurred circles mean it is still syncing.



8: My Drive online

Click the Drive logo from your computer's toolbar, then the Drive icon that appears in the window to access Drive on the web. Changes here will be mirrored in your computer's Drive folder.



9: Get more space

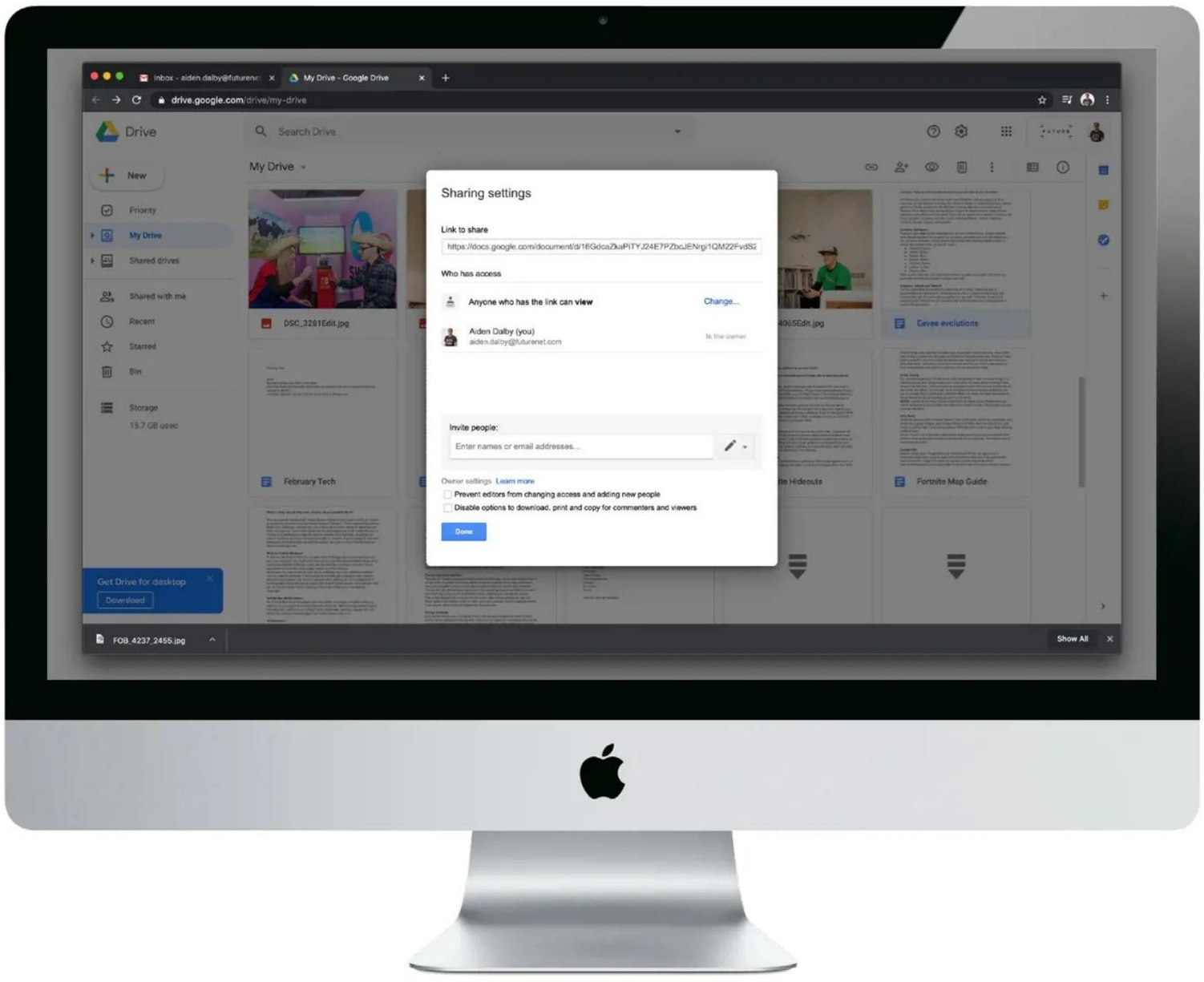
Google Drive gives you 15GB of free storage space. Click the Drive logo from your computer's toolbar, Then the More icon then 'Preferences', taking you to a page where you can increase your storage space.

Share and collaborate with Google Drive

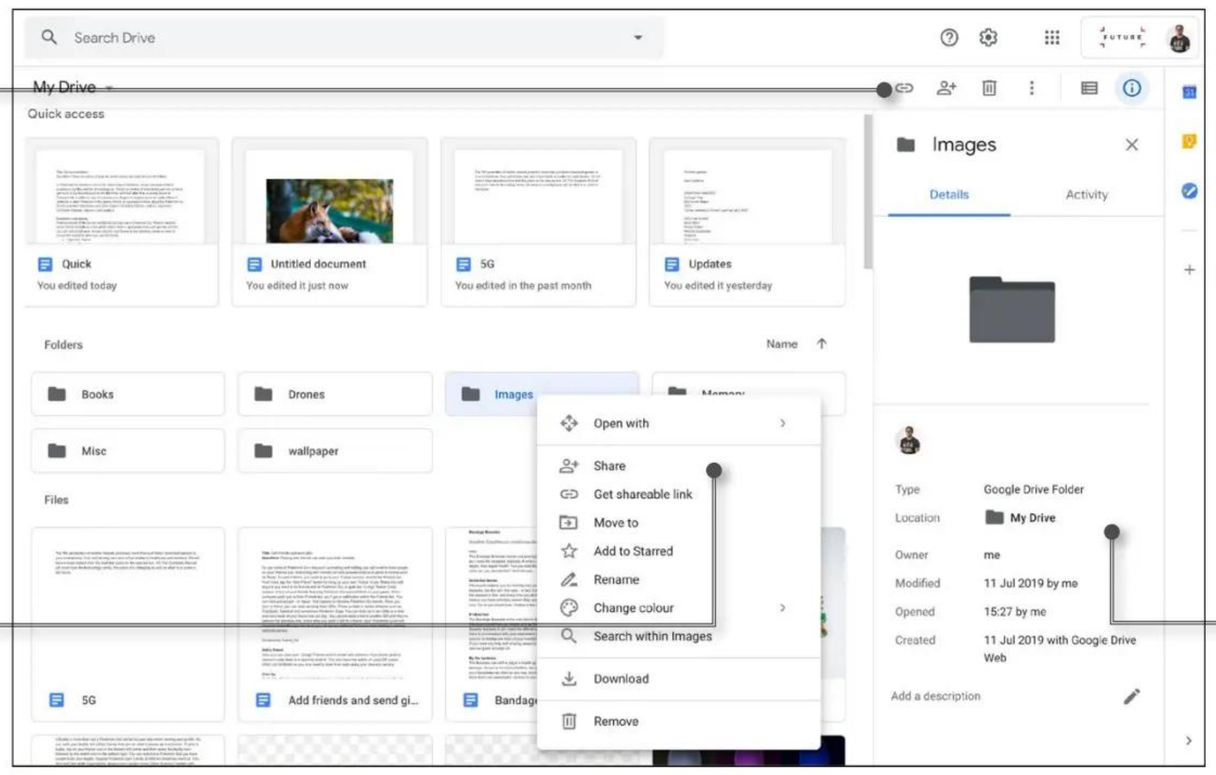
Discover how to share files from your Drive with other people and enable them to make changes

Google Drive is an incredibly useful service that, first and foremost, is a cloud storage facility that allows you to back up your important files and images so that you can access them anywhere. However, dig a little deeper and you'll discover that Google Drive can be used as a means to share your files with other people and invite them to edit and make changes to the files as they see fit. In practical terms, this means that you can work remotely on projects and then relay them back to your colleagues at the office. These colleagues can then view and edit the files accordingly, meaning you never need set foot in the office again!

The process is quick and easy and any file in your Drive can be shared with anyone simply by entering their name or email address. To make the process simpler, as you enter an email address or name, suggestions will pop up. The person will then be notified that they have access to the file and sent a link so that they can view it and make changes (provided you grant such access in the main sharing options screen). We will guide you through the process here and show you just how easy it is to collaborate on projects with other people remotely.



Sharing files
Collaborate on projects through Google Drive



Show link

You can also go about sharing files by clicking on this icon to display the link to the file and then clicking on the Sharing Settings option that is visible within this window. Either method is fine for sharing.

Share options

Ctrl/right-clicking on a file in your Drive will bring up an options menu. By clicking on Share you can invite other people to view the file and make changes to it, all of which are tracked through your Drive.

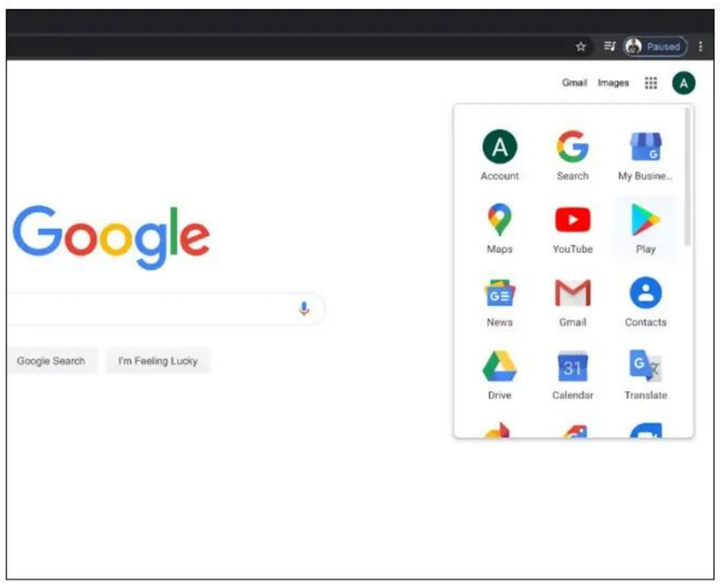
Revoke access

If you wish to prevent a person you have invited to collaborate on a file from making any more changes, highlight the file, Ctrl/right-click and choose Share once more, then you can either change what they can do with it via the drop-down menu or click on the 'X' icon to stop them from accessing it any more.

File details

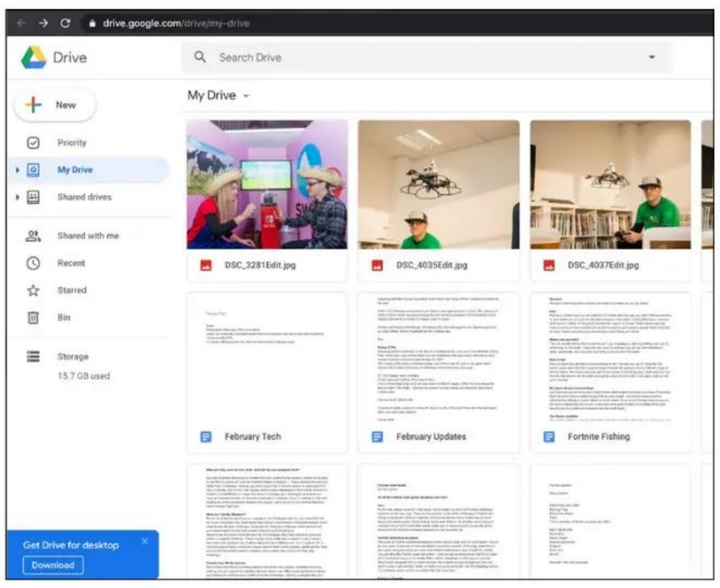
The two tabs in the right-hand column provide you with an overview of your file and also allow you to track all activity relating to it. If you are sharing it then changes made by those invited to access it will appear here.

Google Drive | Collaborate with Drive



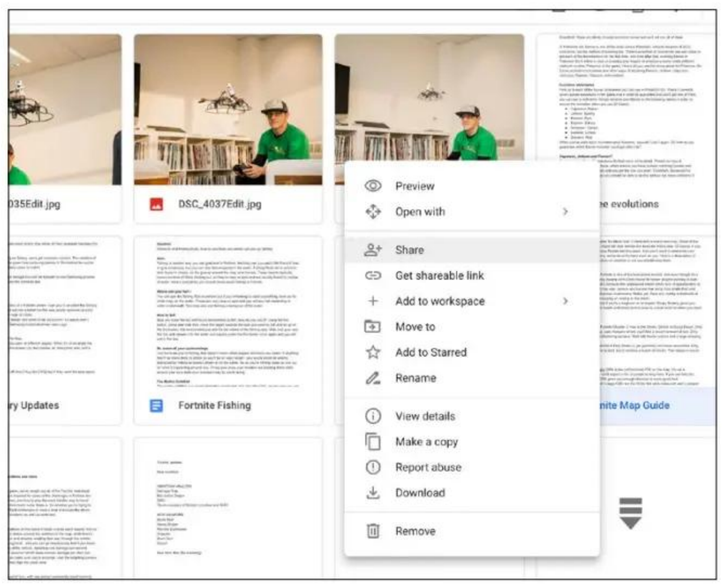
1: Jump to Google Drive

Sign into Google and then tap on the grid icon in the top-right corner. This will bring up a menu of Google services that you can jump to. Choose Drive from the list to go to the Google Drive service.



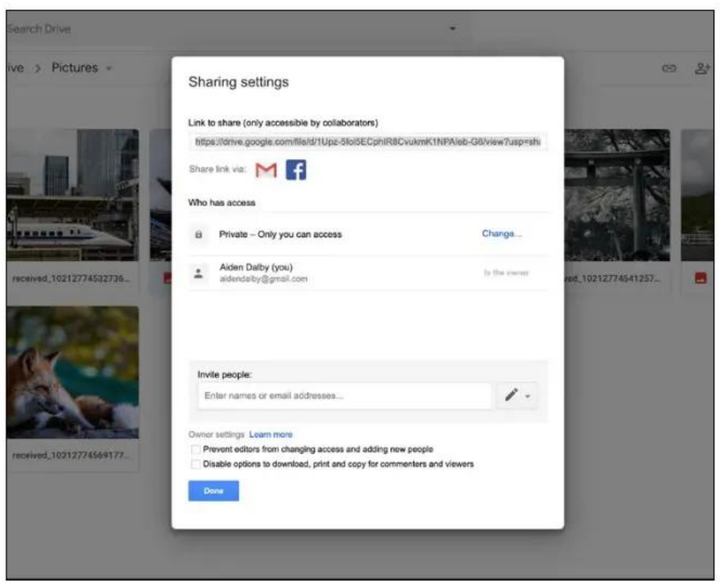
2: Pick a file

All of the files that you have uploaded to your Google Drive will be viewable in the main window. Browse through them and pick one that you would like to share. When you find it, Ctrl/right-click on it.



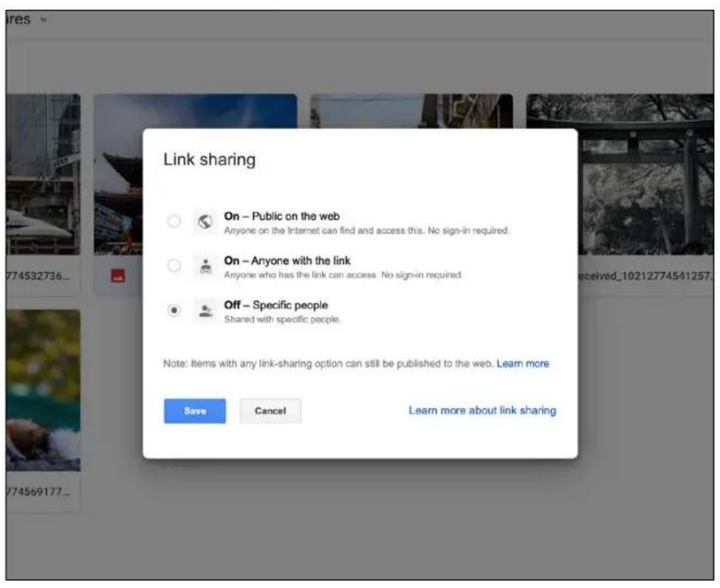
3: Share file

From the pop-up menu that appears, choose the Share option and then a pop-up window will appear that lists all of the various sharing options available to you.



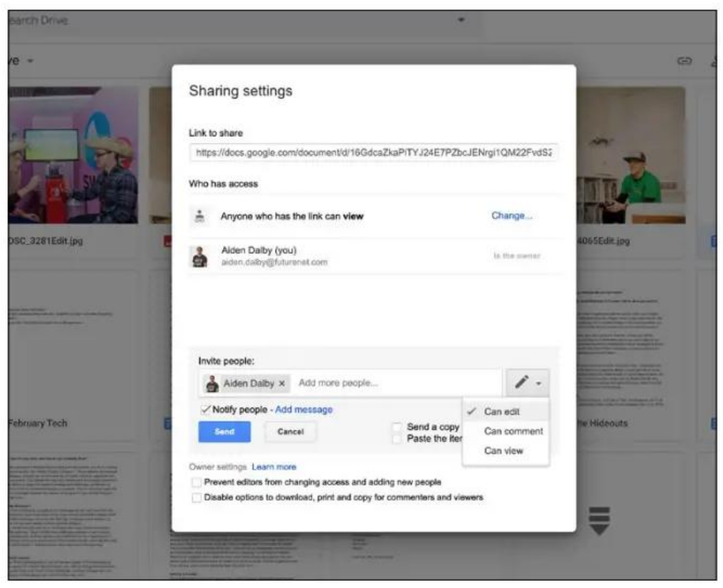
4: Change access

Go to Advanced settings and you will see the 'Who has access' settings. This will be set to private. Click on the Change link next to Private to grant access to someone else.



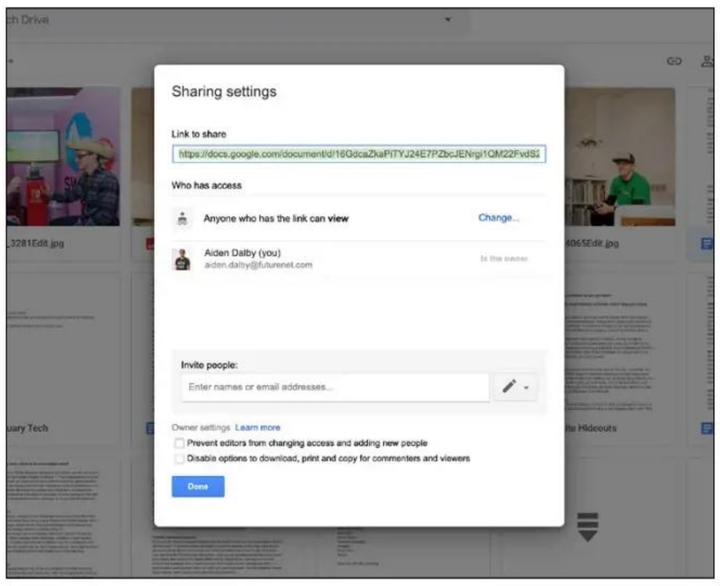
5: Sharing settings

You can now set the file to be shared publicly on the web, share it with anyone who has a link to the file, or share it with certain people. Ensure this last option is enabled and then click on Save.



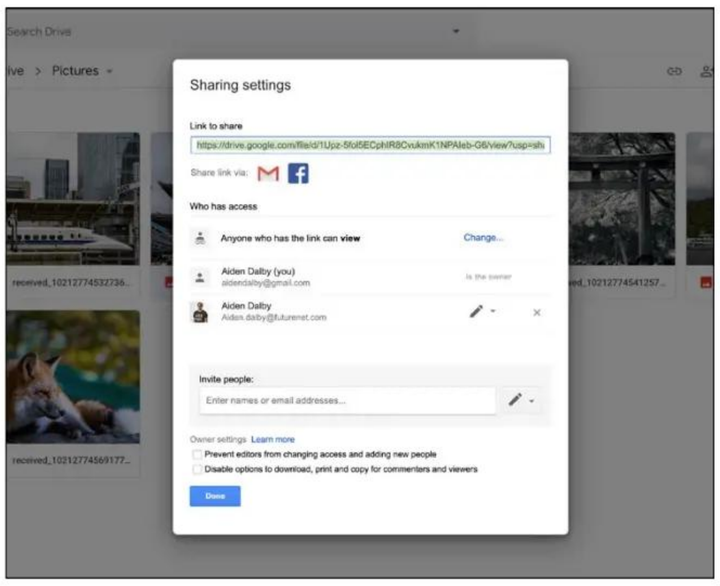
6: Invite people

Click on Invite People and enter the names or email addresses of the people you would like to share the file with. Click on the drop-down menu to the right to specify what they can do with the file.



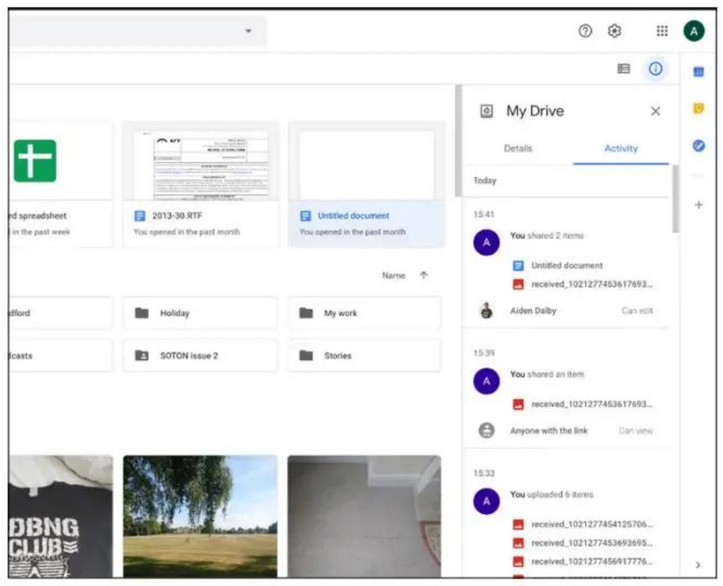
7: Send file

When you are happy with the settings, click on the Send button and the name or email address of the person will be added to the list of people who have access to the file.



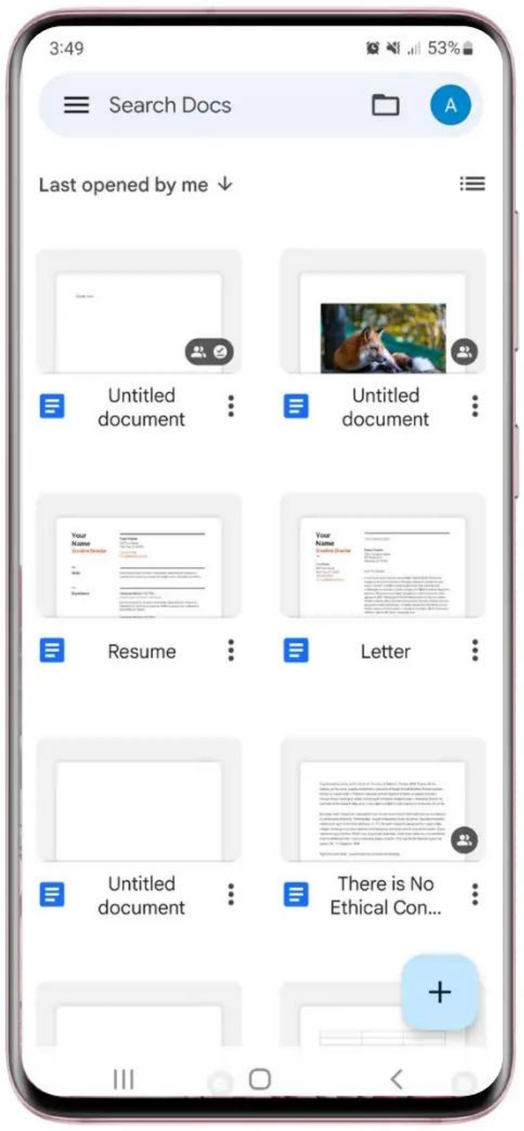
8: Click Done

Click on Done to finish up and the person(s) will be notified that they have access to the file and can make changes and collaborate on it. All changes they make will be automatically saved to your Drive.



9: View activity

You can track the changes made to the file by highlighting it in your Drive and clicking on the Activity tab in the column to the right of the main window. You need never go into the office again!



Create documents with Google Docs

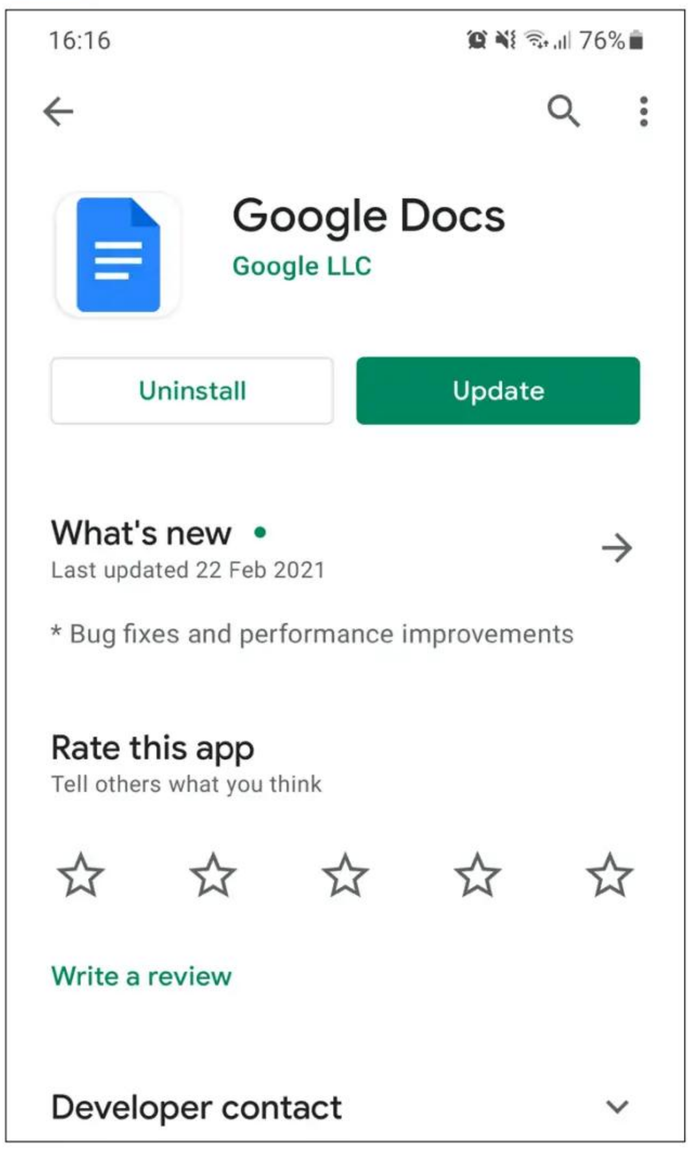
Learn how to create and edit your first document using the surprisingly versatile Google Docs app

With the Google Docs app, which is free to download on all mobile devices from the Google Play store or iTunes App Store, you can create quick and easy documents on the go without the need for an internet connection. You can write on your own or invite other people to contribute, and rest assured that everything you write is saved to the web so you never lose your progress. What's more, you can open, edit and save Word documents within the app and access your docs anywhere. It's a versatile app that will benefit your working life in so many ways.

Google Docs works in conjunction with the Google Drive app, so any Word docs or files that you have in your Drive will be instantly accessible through the app, allowing you to open them up with a single tap, on any device, wherever you are as long as you have data-handling signal. You can even work on the same document as somebody else simultaneously.

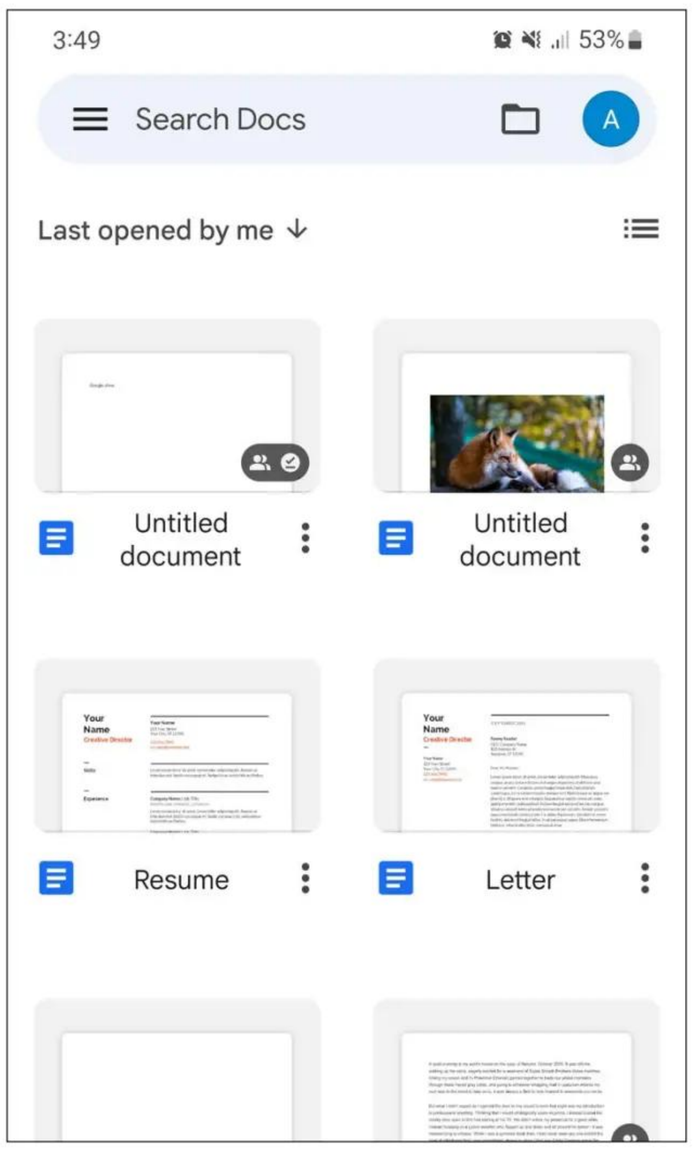
You can also create documents quickly and easily by tapping the large '+' icon. When you create a new document, you have full freedom to format text, transform blocks of text into easy-to-follow to-do lists, and insert tables. Your docs are then saved to your Google account and made accessible anywhere. You can also pin documents to your device so that you can open and edit them without an internet connection – the options are endless! Here we will guide you through the process of creating and editing your first document using the Android app, but the process is almost identical on iOS devices.

Google Docs | Create a new document



1: Get the app

Go to the app store that is native to your mobile device, then locate and download the Google Docs app, which is free.



2: Access your documents

Provided you are logged into the same Google account, all of the documents in your Google Drive will be instantly accessible through the app.

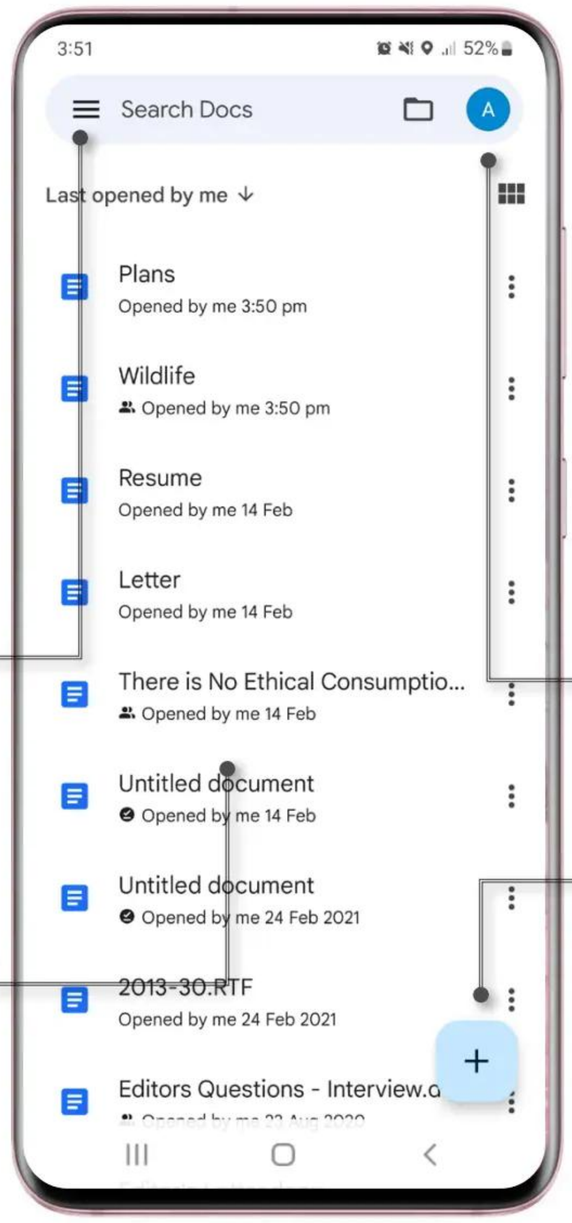


3: Create a new document

Tap on the '+' icon and a new blank document will be created. Type in your text and then tap on the tick icon to save it to your Google account.

The Google Docs interface

Finding your way around the Google Docs app



Open from…

Tapping this icon will allow you to open documents stored on either Google Drive or your device, whereas tapping the menu icon will allow you to sort your files and view them as a grid or list.

Your documents

All of the documents stored in your Google Drive will be instantly accessible through the Google Docs app interface.

Document options

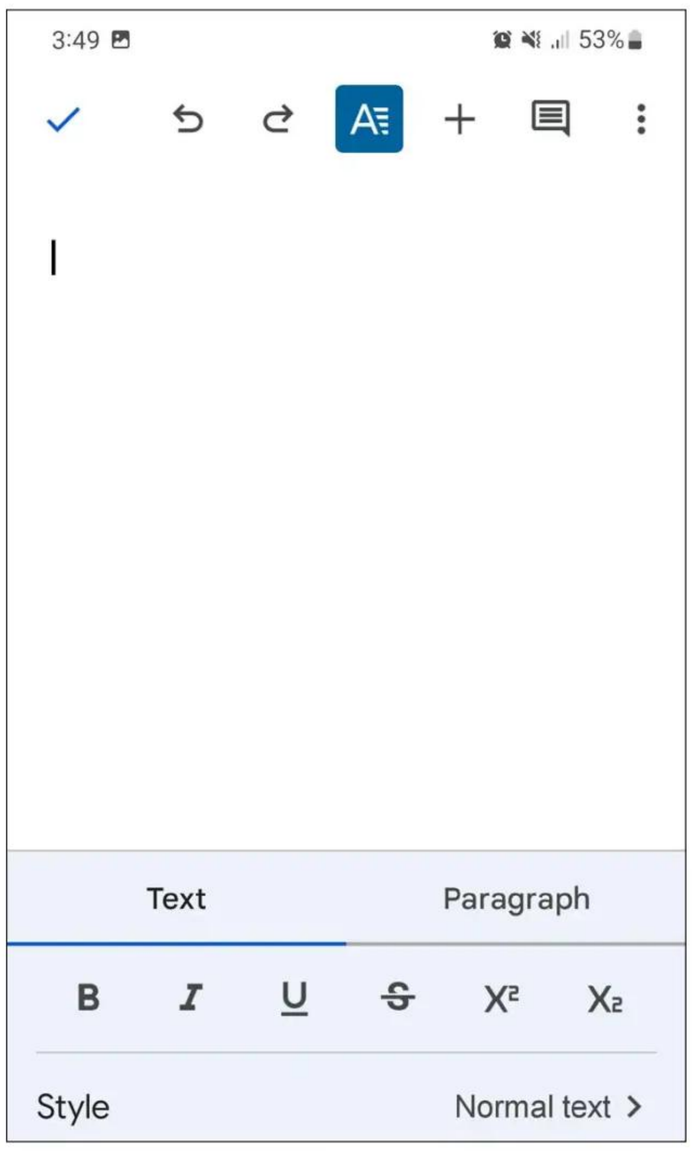
Tapping on the menu icon next to each individual document will present options to remove the document, rename it as something else, share and export, pin it so that it stays on the device (ideal for when you wish to access the document without an internet connection), and view the details for that document.

Account menu

See options to organise your docs, save docs to your device, see your 'starred' documents and access the app settings.

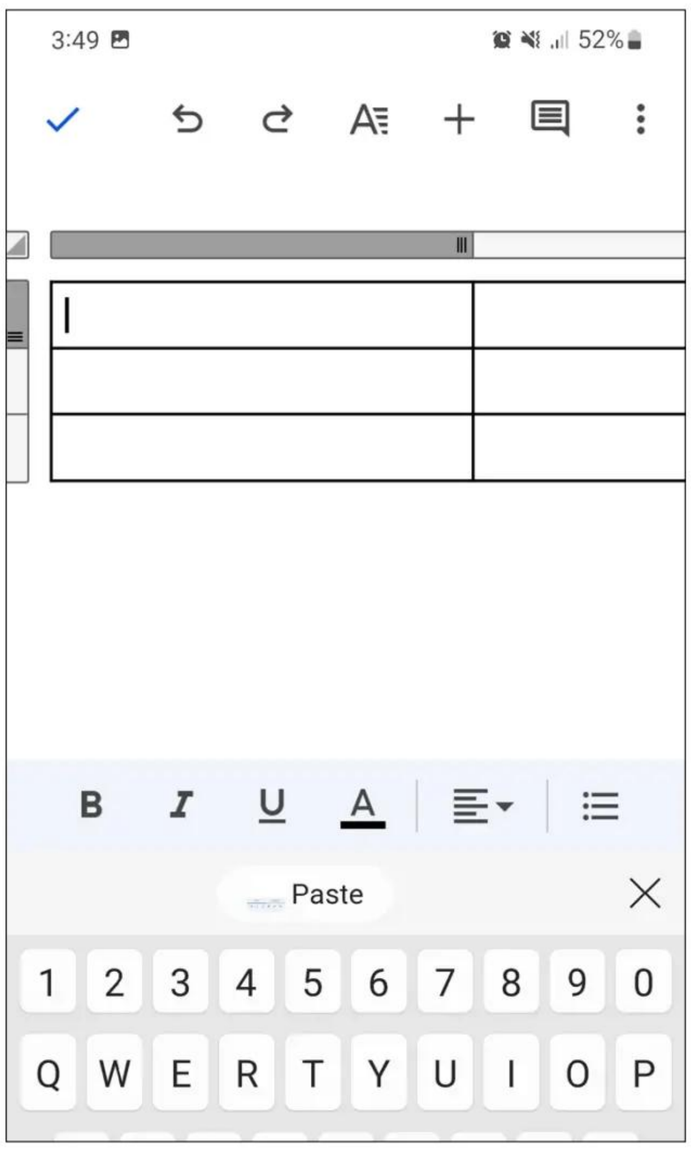
Creating documents

Tapping on this icon will create a new document into which you can type text, format it accordingly and then insert tables and so on. Any documents that you create can be saved by tapping on the tick icon.



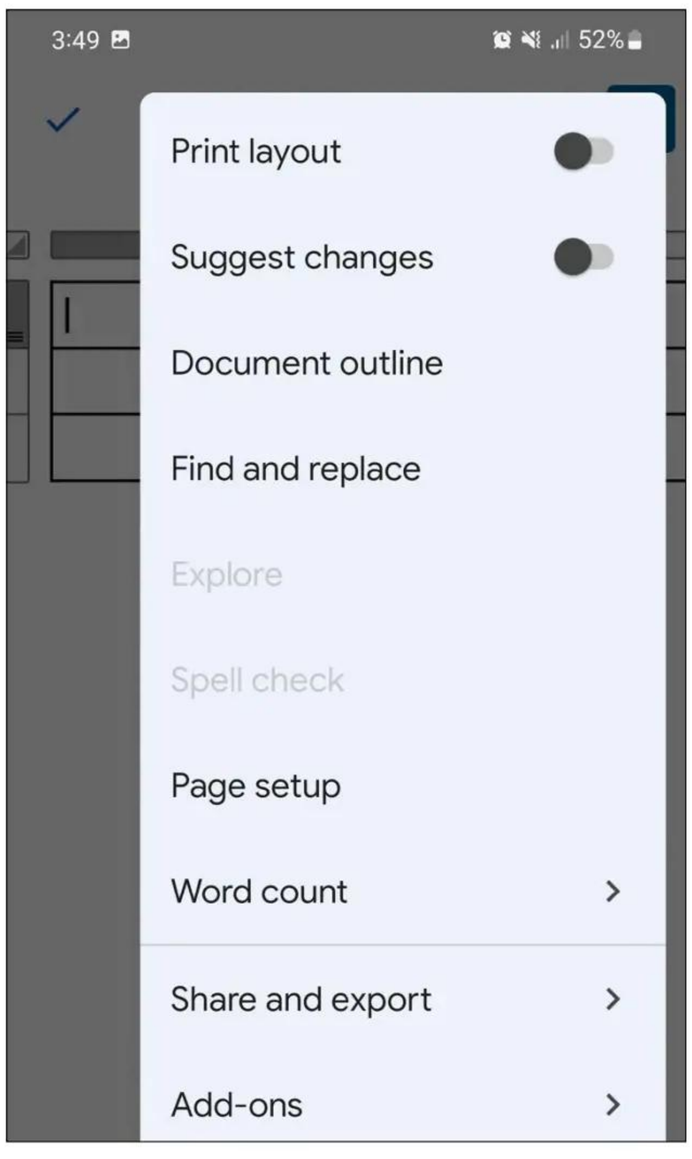
4: Format the text

Tapping on the 'A' will bring up text formatting options. To create a list, tap on the Paragraph tab and select either of the two bottom options.



5: Insert a table

You can add a table by tapping the plus icon. Just select the number of rows and columns and then tap on 'Insert Table' to add it.



6: Share and export

Tap the menu icon and choose 'Share & export' for options to share the doc with other people, send a copy, save as a Word document and print.



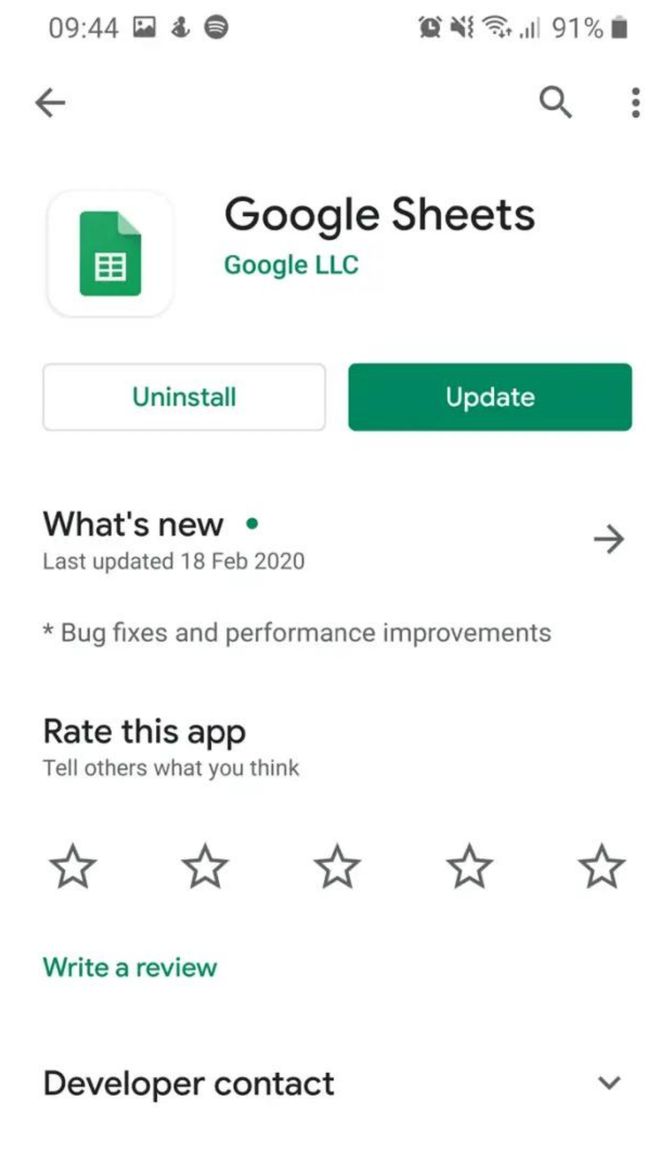
Work with spreadsheets in Google Sheets

We show you how to create, edit and apply functions to your first spreadsheet using the intuitive Google Sheets app

We all use spreadsheets in different ways. For example, they are an effective means of creating budget documents for projects or households, or for correlating data into easily digestible formats. With the free-to-download Google Sheets app (which you can download for your phone or tablet from the Google Play Store or iTunes App Store) you can create quick and easy spreadsheets on the go without the need for an internet connection. What's more, as we all use spreadsheets in our professional lives, you can also use the app to work remotely, share your sheets with your colleagues in the office and collaborate on them jointly.

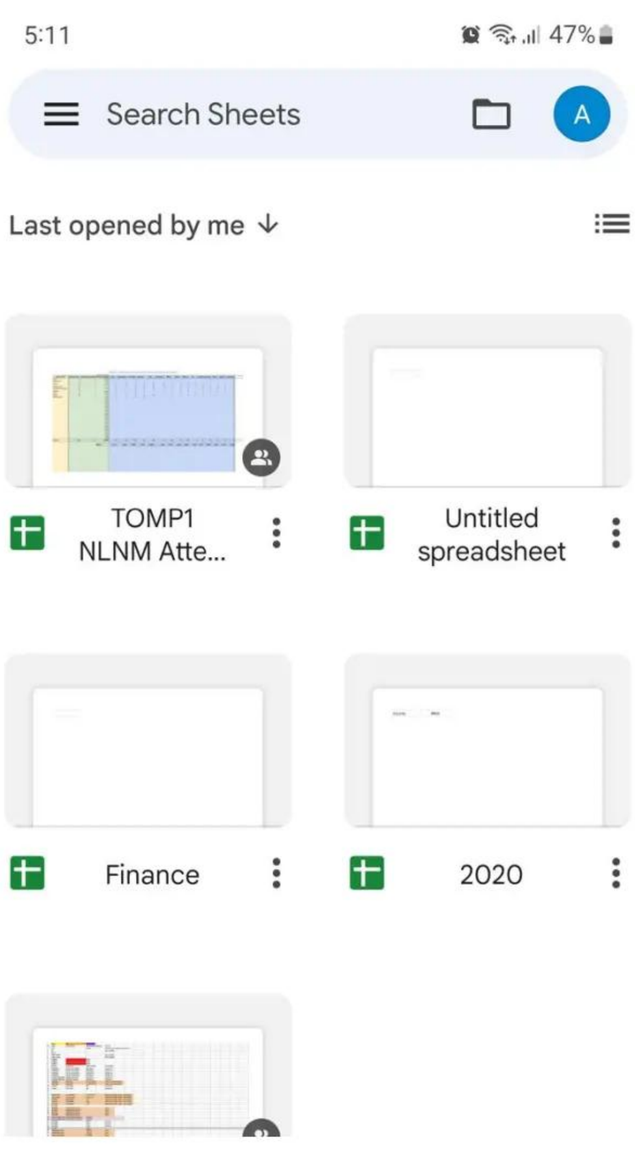
Google Sheets works in conjunction with the Google Drive app, so any Excel docs or files that you have in your Drive will be instantly accessible through the app, allowing you to open them up with a single tap. You can also create spreadsheets quickly and easily by tapping the large '+' icon. When you create a new sheet, you have full freedom to arrange the cells as you see fit, enter data and pick from a large and diverse range of functions to apply to the data entered into the cells. Your sheets are then saved to your Google account and made accessible anywhere. You can also pin sheets to your device so that you can open and edit them without an internet connection. Here we will guide you through the process of creating and editing your first sheet using the Android app, but the process is similar if you opt for the iOS version.

Google Sheets | Create a new spreadsheet



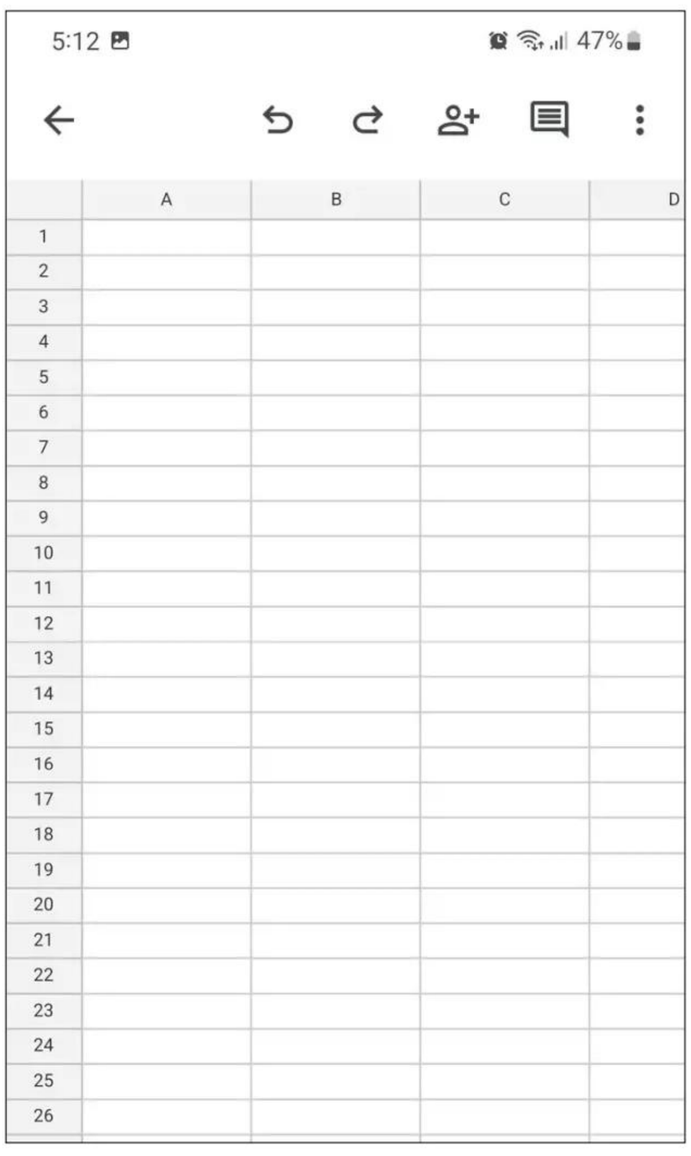
1: Get the app

Go to the app store that is native to your mobile device then locate and download the Google Sheets app, which is totally free.



2: Access your documents

Provided you are logged into the same Google account, all of the spreadsheets in your Drive will be instantly accessible through Sheets.

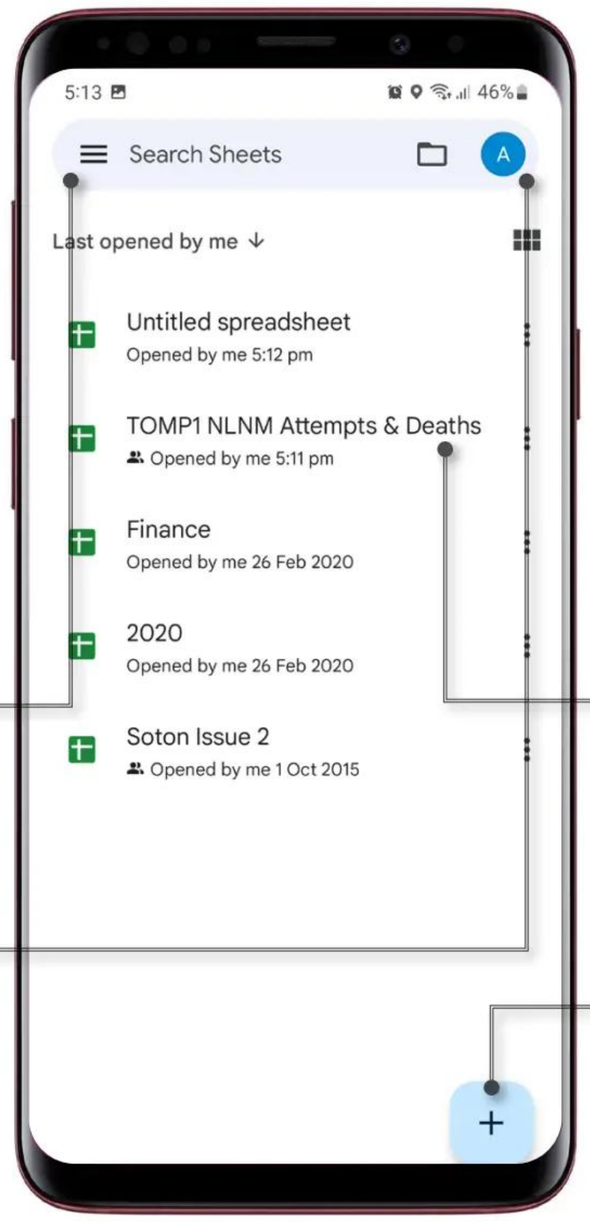


3: Create a new spreadsheet

Tap on the '+' icon and a new spreadsheet will be created. Enter your data into the blank cells and tap on the tick icon in the top-left corner to save.

The Google Sheets interface

Finding your way around the Google Sheets app



Open from…

Tapping this icon will allow you to open spreadsheets stored on either Google Drive or your device storage, whereas tapping the menu icon will allow you to sort your files and view them as a grid or list.

Account menu

Tap the menu icon in the top-left corner to see options to organise your spreadsheets, save sheets to your device, see your 'starred' (favourite) sheets and access the app settings. You can also go straight to your Google Drive app from here.

Spreadsheet options

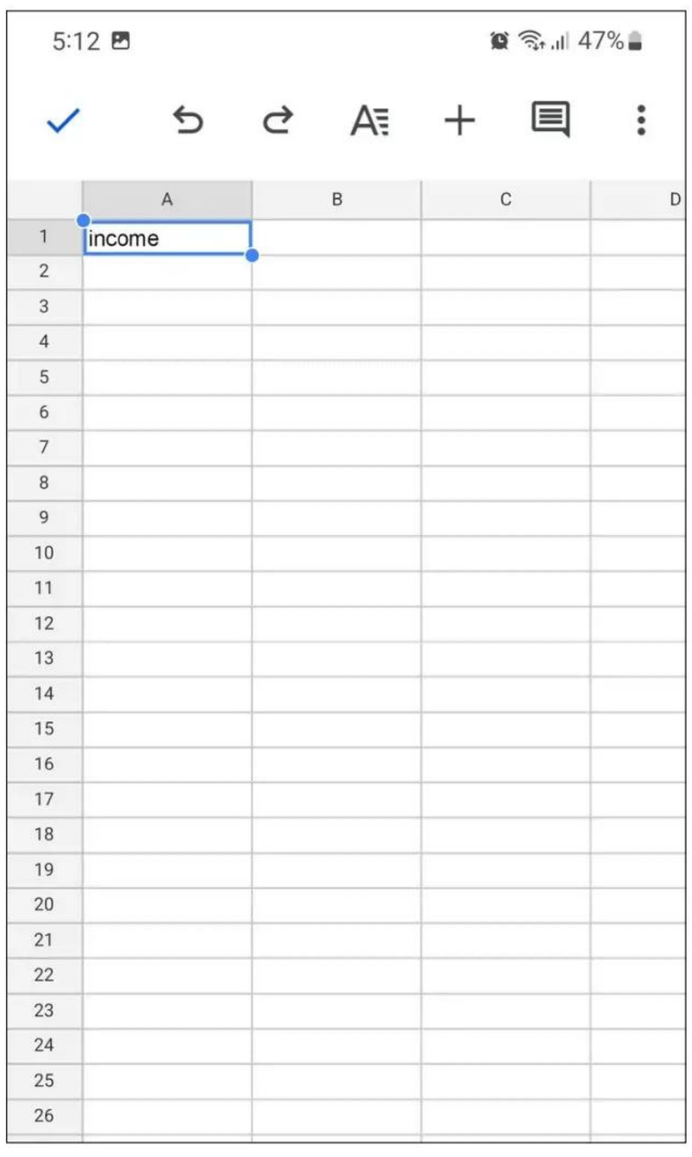
Tapping on the menu icon next to each individual spreadsheet will present options to remove the sheet, rename it as something else, share and export, pin it so that it stays on the device (ideal for when you wish to access the spreadsheet without an internet connection) and view the details for that particular sheet.

Your sheets

All of the spreadsheets stored in your Google Drive will be instantly accessible through the Google Sheets app interface, as well as all of the new spreadsheets that you create using this app. All will be listed by date.

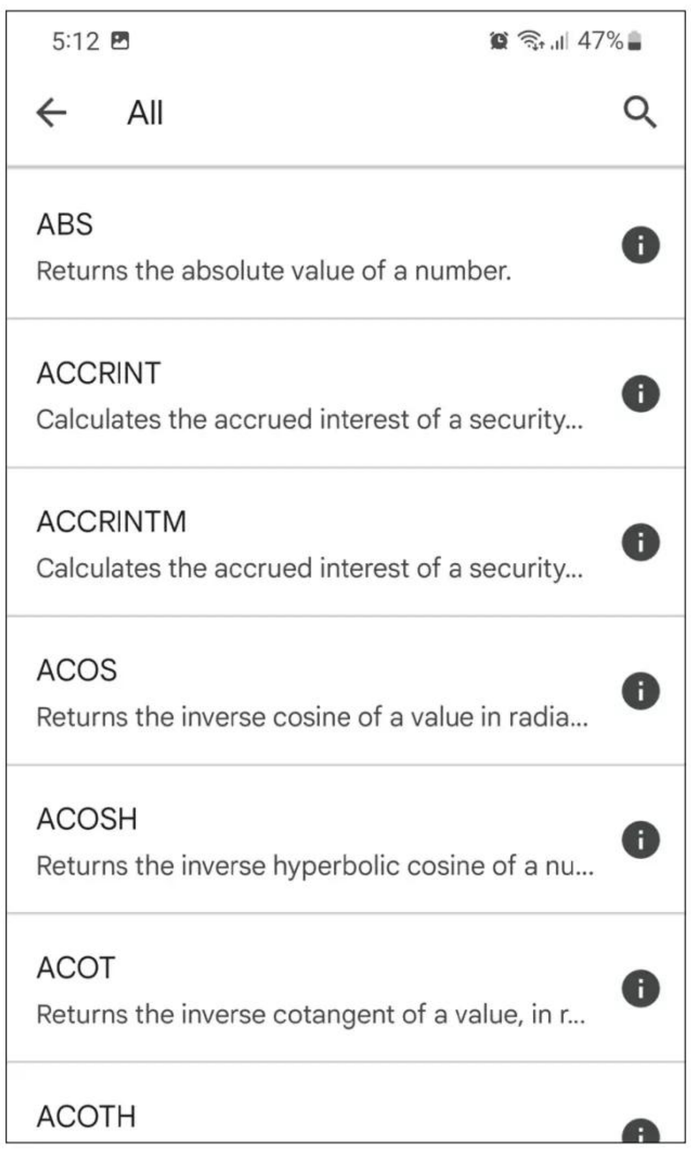
Creating spreadsheets

Tapping on this icon will create a new spreadsheet into which you can type data, format accordingly and then assign different functions. Any sheets that you create can be saved by tapping on the tick icon.



4: Format the cells

Tapping on the 'A' icon at the top will let you select the fill colour for cells, determine the style of border, wrap text, merge cells and more.



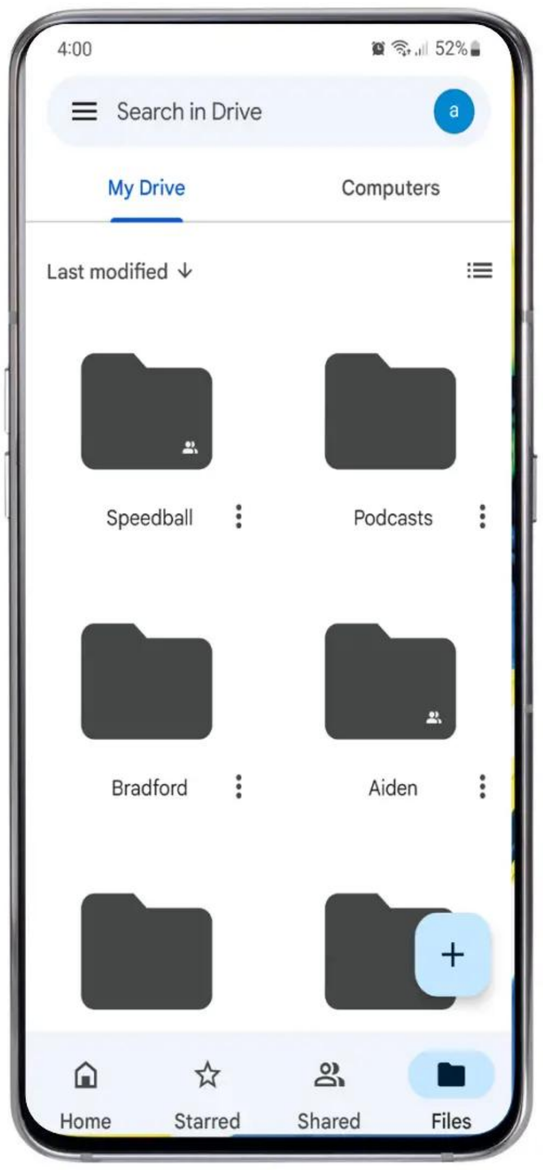
5: Explore the functions

Select a cell and then tap on the 'fx' icon in the lower left. From here you will be able to browse through the various functions to apply to a cell.



6: Work with cells

By browsing the array of functions on offer, you can apply them to a cell to perform certain calculations to the data that you enter.



Edit and share with Google Drive

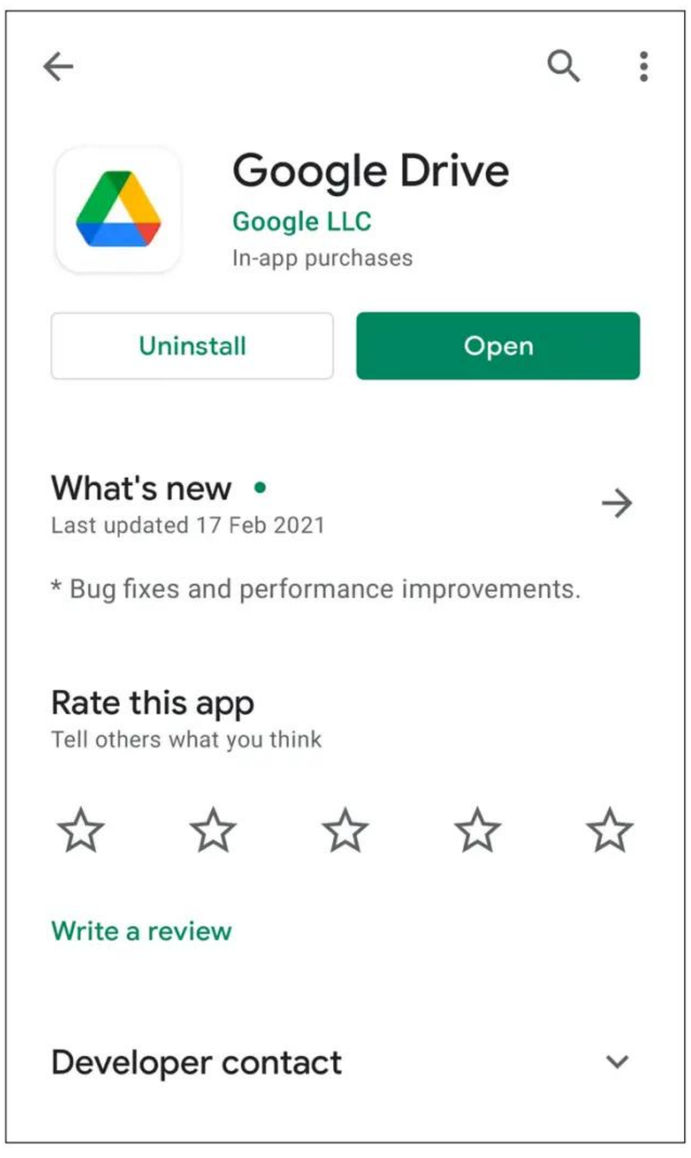
Discover what you can do with the intuitive and surprisingly versatile Google Drive mobile app

The great thing about Google services is that you can access them anywhere, through web browsers and mobile apps. All of the files that you create and store on services such as Google Drive are with you at all times or can be accessed easily through any computer.

With the free-to-download Google Drive app, you can do everything you can with the desktop app, including granting other people access to your files and collaborating with them jointly, which means you can continue to work and relay files to the office, even if you are on the other side of the world and it simply updates on the central server.

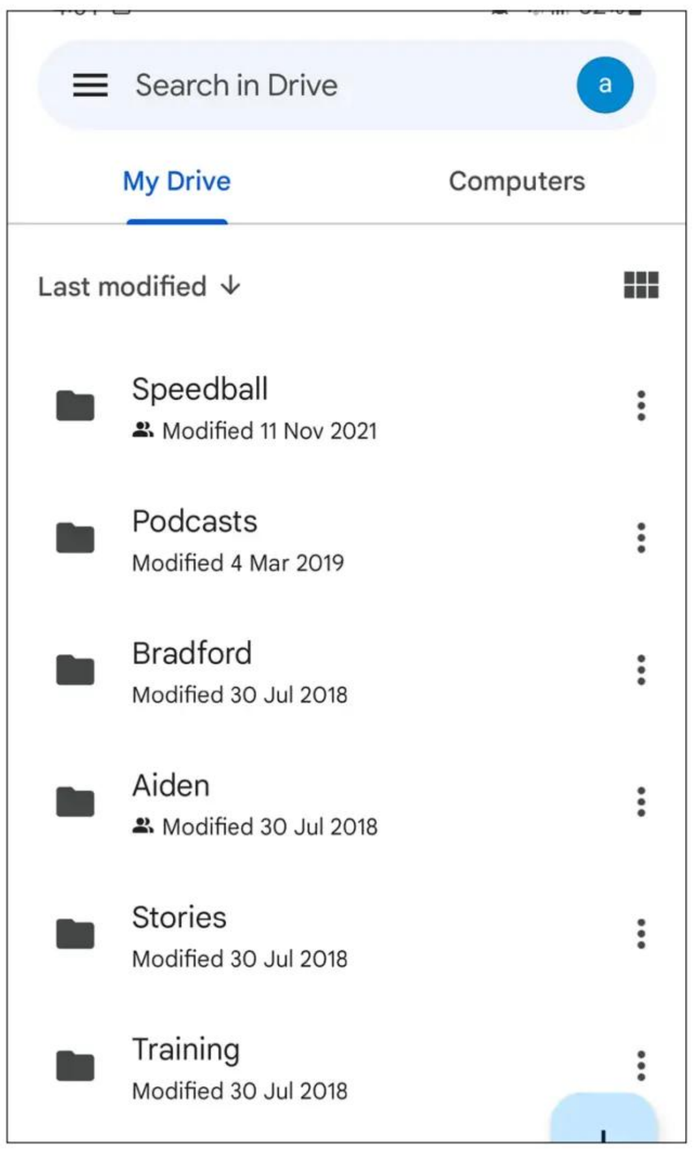
When you launch the Google Drive app, all of the files stored on your Drive will be listed in a clean and intuitive interface. Each file has a small 'more' icon next to it that you can tap to bring up a wealth of options relating to that particular file. These include, of course, all of the sharing options. From here you can add the names or email addresses of people who you would like to grant access to the file and the privileges you can assign, including whether they can just view or comment on the file to full-blown editing rights. If granting the latter, you can tap on the 'more' icon to go to the Details & activity section and track all of the changes that the collaborators make. And once they have finished working on the files, you can make any final adjustments before sending the file back to the office using a wide range of mediums and social networks.

Google Drive | Edit and share files



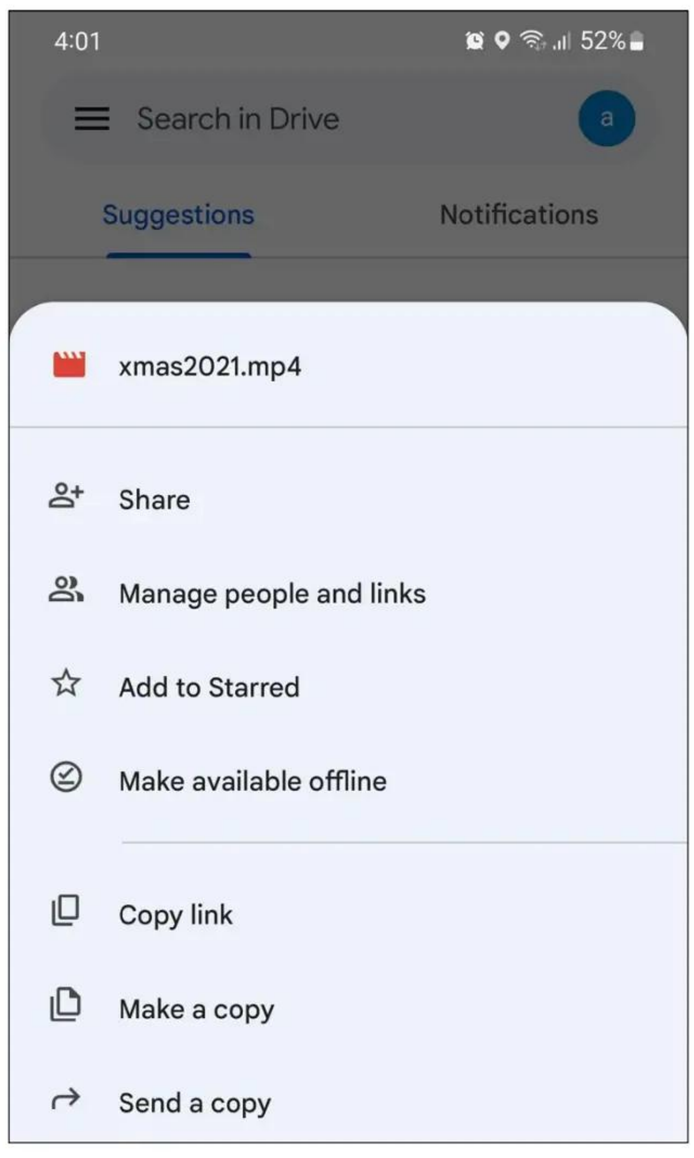
1: Get the app

Go to the respective app store that is native to your mobile device then locate and download the app, which is totally free.



2: Your files

All of your files will be neatly arranged in a list by default. Find a file to share and then tap on the 'more' icon next to it.

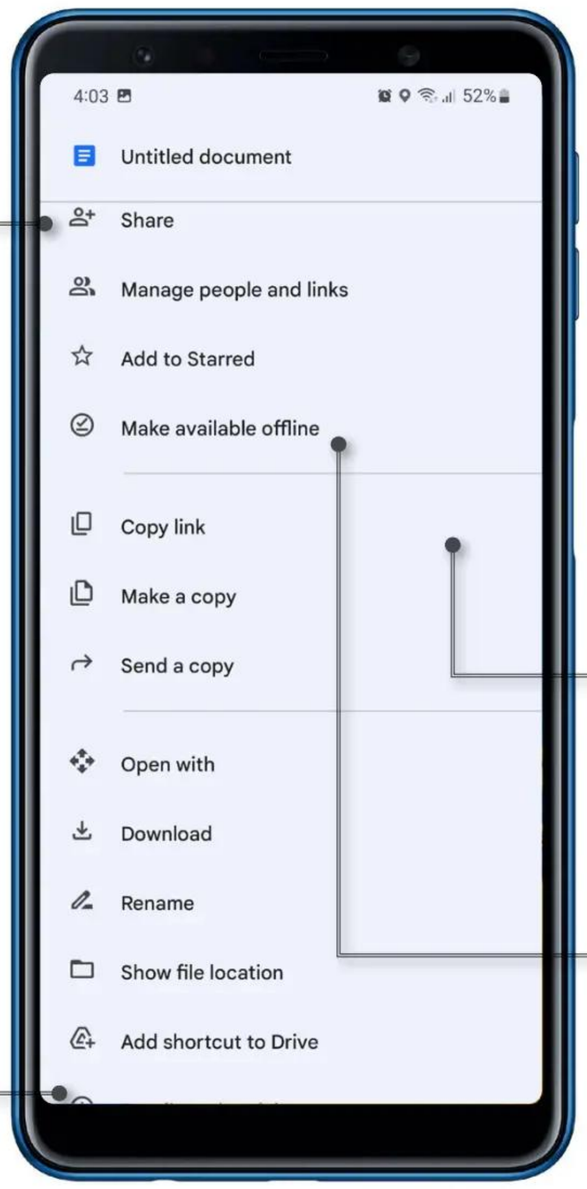


3: Send a copy

Tap on the more option at the top and then select 'Send a copy.' You can send via social media, email or the Messages app.

Drive file ‘More’ page

Discover what your file options are



Share

The ‘Add people’ option lets you choose other people to view, edit, or comment on the file. You can select people from your contact list, or use email addresses to add and grant privileges.

Who has access?

By tapping on ‘Details’, you can track which other people can access the file as well as track all activity relating to it. So if you are collaborating with other people, you can track the changes they made here.

Moving files

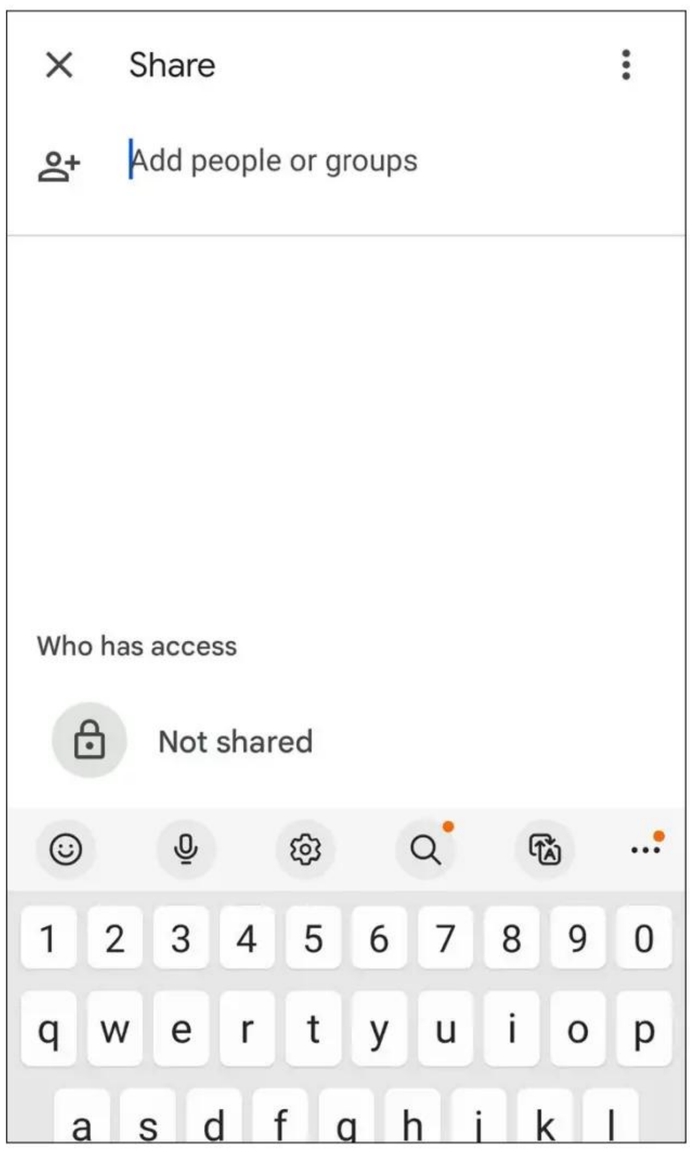
You can move files around by tapping the ‘more’ icon next to a file and then selecting the Move option. If you have folders in your Drive, then these will be listed as possible locations at the top of the list and you can create a new folder by tapping the icon in the top-right corner. When you do this you will be able to give your folder a new name before it is added to your Drive.

File info

Tapping on the ‘more’ icon next to a file will bring up this box packed with options, which include various sharing options, as well as one to rename the file. You can also find links to remove or print the file.

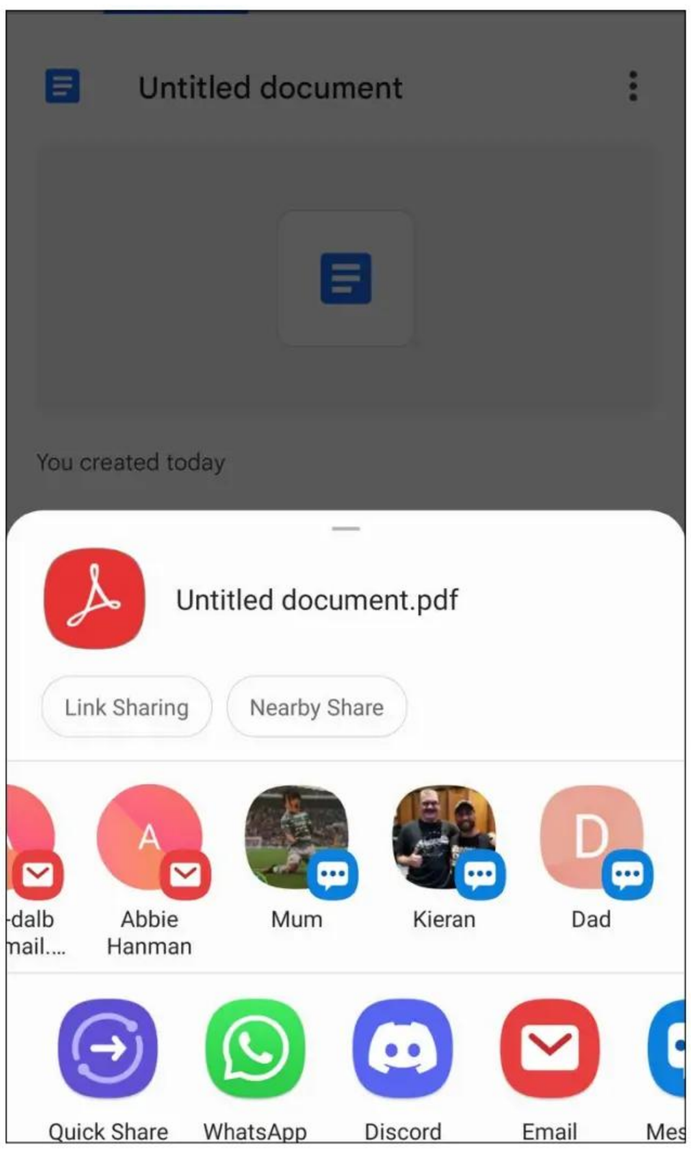
Available offline

Flipping this switch to the On position ensures that you can continue to access and edit the respective file regardless of whether you have an internet connection. This is especially handy for remote working.



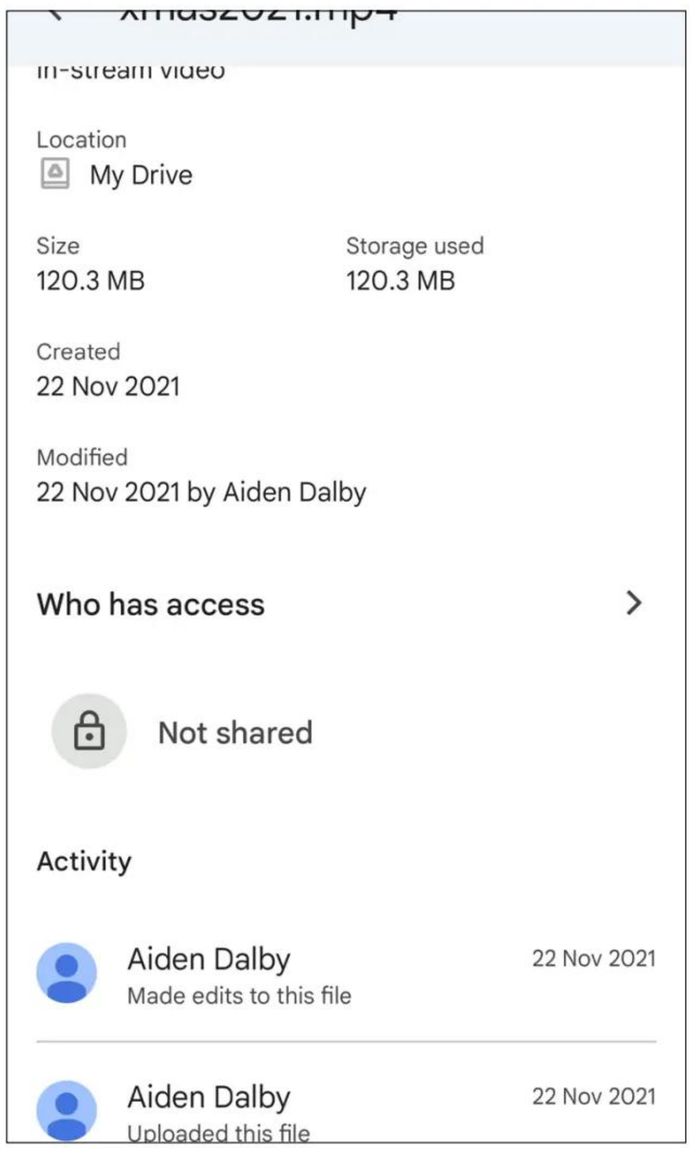
4: Add people

Alternatively, scroll down to the ‘Add people’ option and you can enter the names or email addresses of people to share it with.



5: Sending links

You can also share a copy of the file by selecting a file, tapping the ‘more’ icon and then choosing the ‘Send a copy’ option.



6: Tracking activity

If you have allowed other people to edit the file, then you can track all activity by tapping the ‘Details & activity’ option.

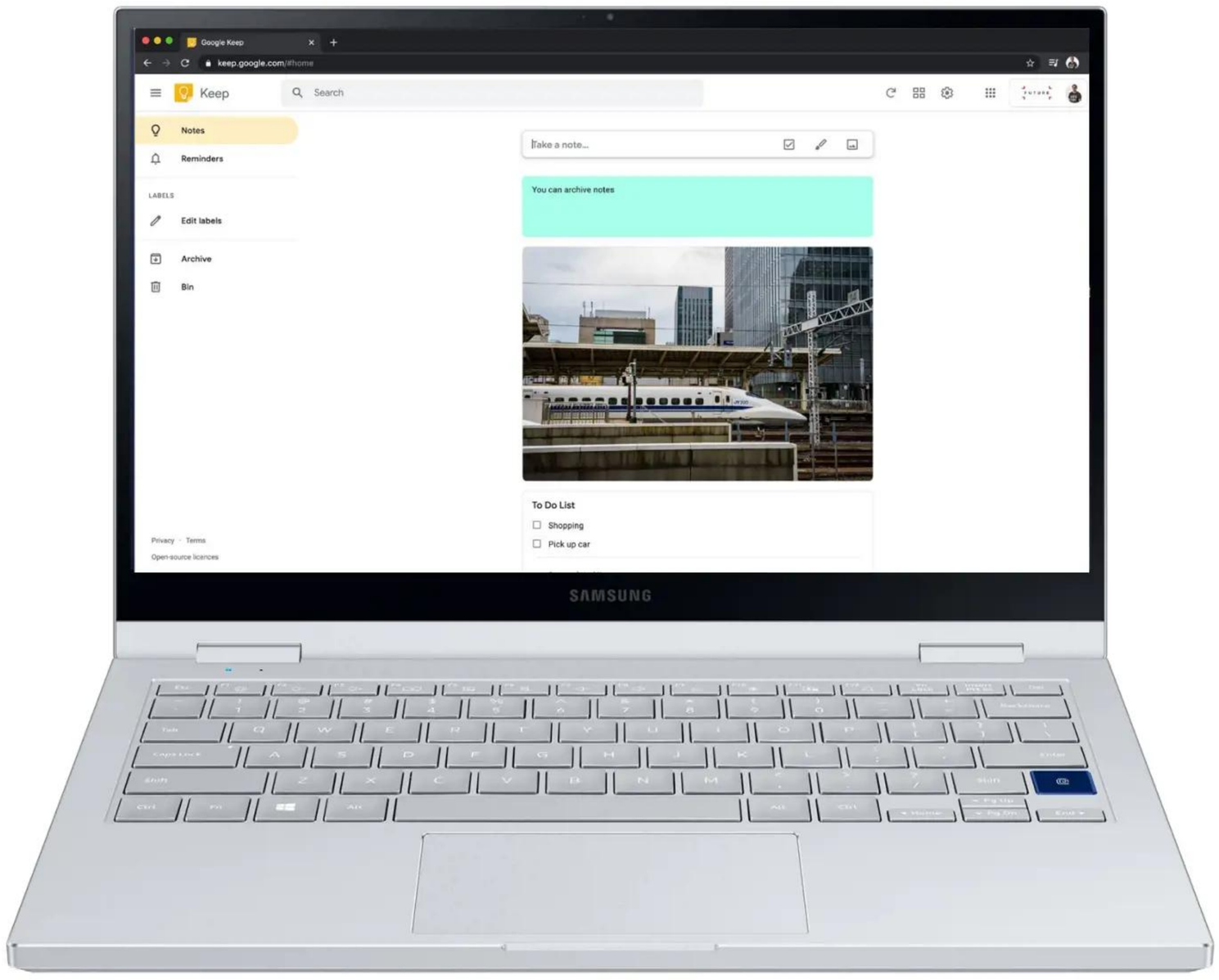
Keep your life in order with Google Keep

Add the Google Keep app to Chrome and start note taking and list making

Google Keep is one of the lesser-known web apps available, but it may well be what tips you over the edge into becoming a full-on Google-head. Keep is a very simple note- and list-making service. That's about all there is to it. If you are using multiple computers and devices through your day, perhaps you have experimented with note-making apps and software before. Apple offers Reminders and Notes, Samsung has Samsung Notes, and there are independent companies such as Wundershare, but with Google Keep (as with any of Google's apps) it transcends all computers, operating systems and devices, making it universally compatible with just about all of your devices.

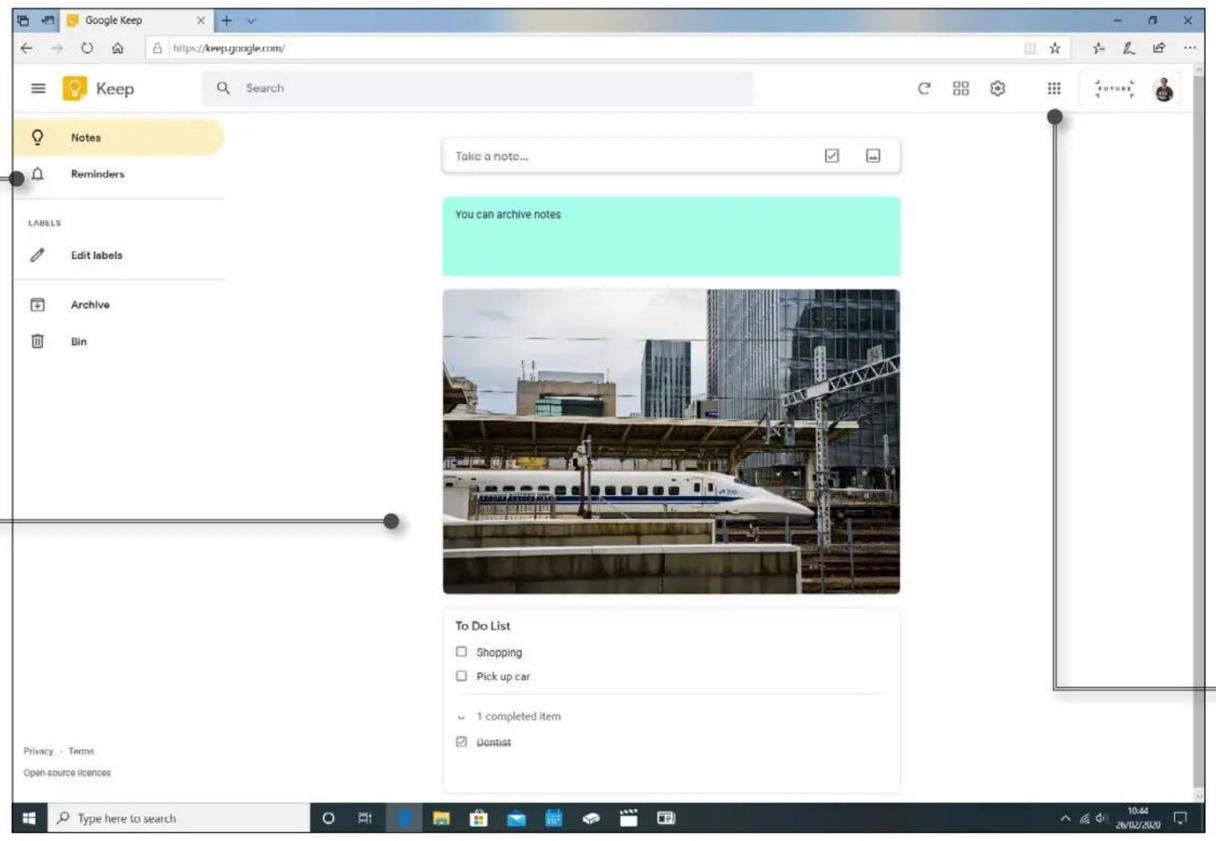
The app has undergone something of a redevelopment in recent times and is now a stand-alone app, available on a range of devices. If you don't want to download the app you can still use Keep through any internet browser.

We will guide you through the numerous features of Google Keep here, but once you start using it you will be surprised how versatile it is and how you can take it with you and access notes on the move.



Google Keep

Make more detailed lists with Google Keep



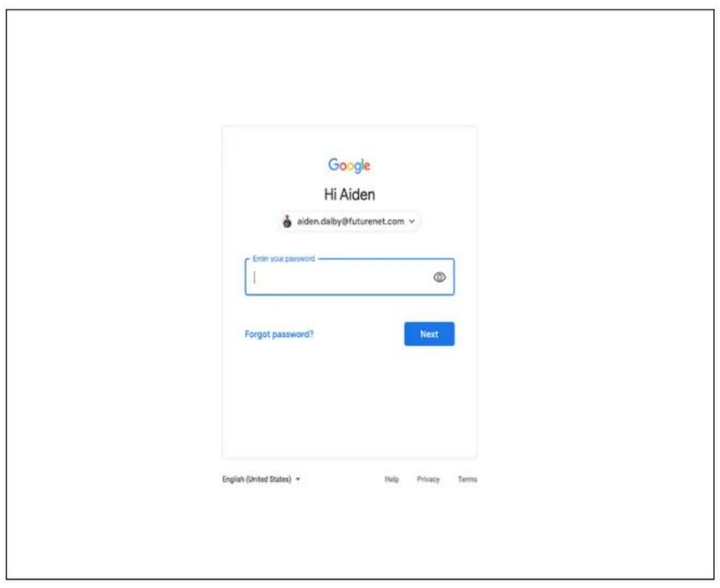
Reminders
Hover over a note and click on the bell icon to set a reminder for that particular task. You can view your reminders in the main menu.

Note options
Hover your cursor over a note to see options to add a reminder, colour code the note, archive the note and more options, such as turn it into a to-do list.

Creating new notes in Keep
Clicking on the Add Note option at the top of the interface will add a new note to your list. You can add a title and body text by clicking on the respective field and then turn the text into a list and add images. All of your notes are then saved to the cloud and made available through Google Keep on other devices.

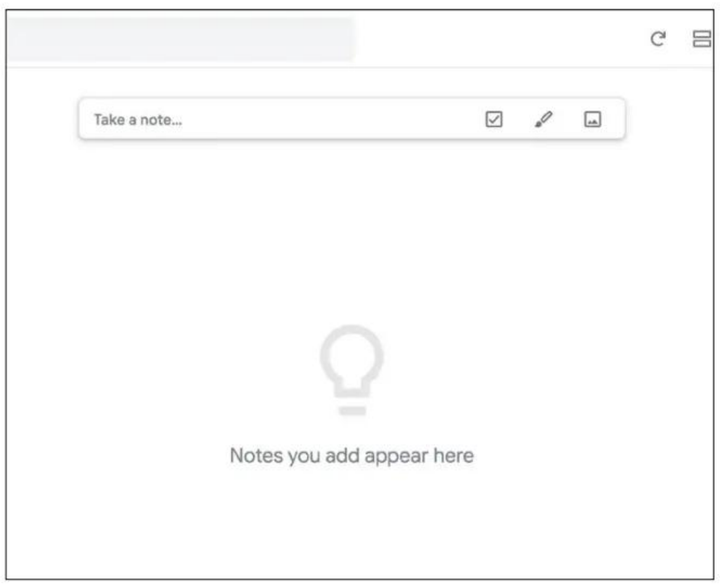
Note views
Clicking on these icons will change the way in which your notes are displayed. You can choose to view them in a list view or a grid view.

Keep | Store notes and to-dos with Keep



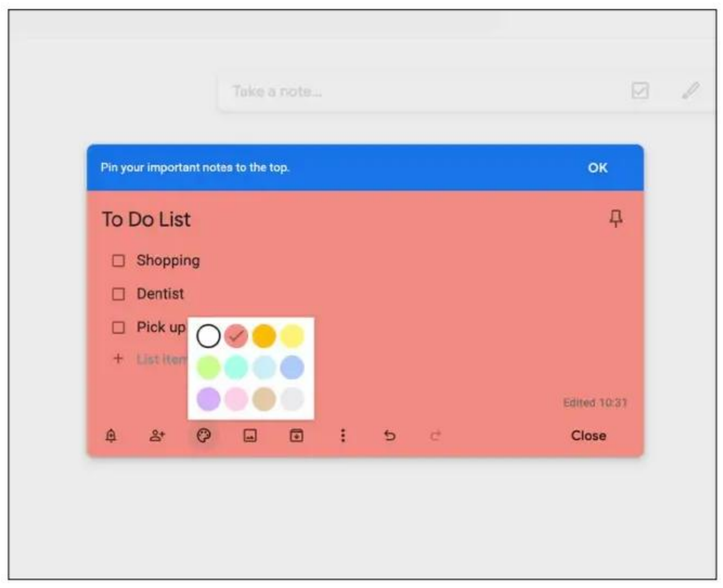
1: Go to Keep

Open Google Chrome browser and go to **keep.google.com**. If you haven't already signed into your Google account you will be asked to do it now before proceeding to Keep.



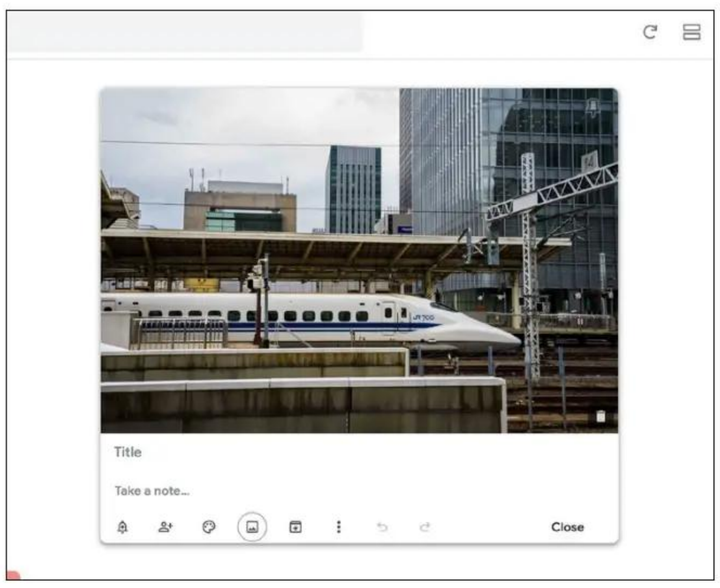
2: Make a note

Google Keep has a fairly simple layout. If not used before, an empty note template will be waiting for you when you sign in. Add a title and then type your note into the secondary text box.



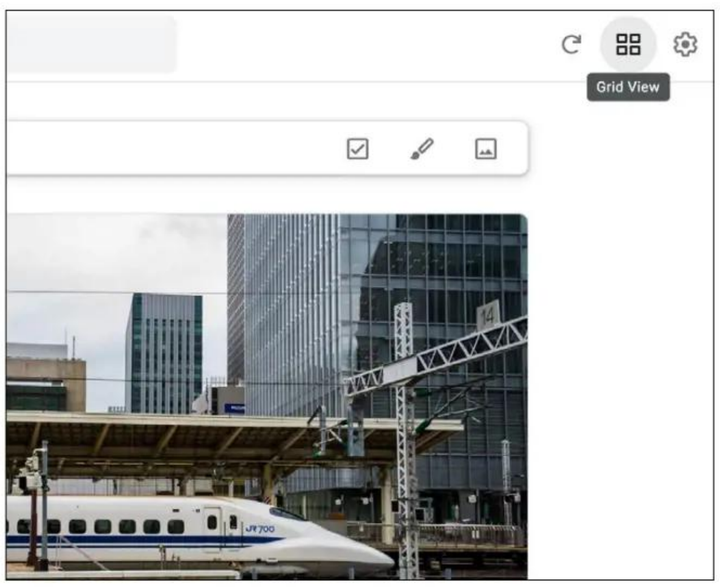
3: Colour-coding

Click the palette icon to colour-code your note. This is the best way of ordering and categorising your notes. You can even create a note explaining your colour-coding system.



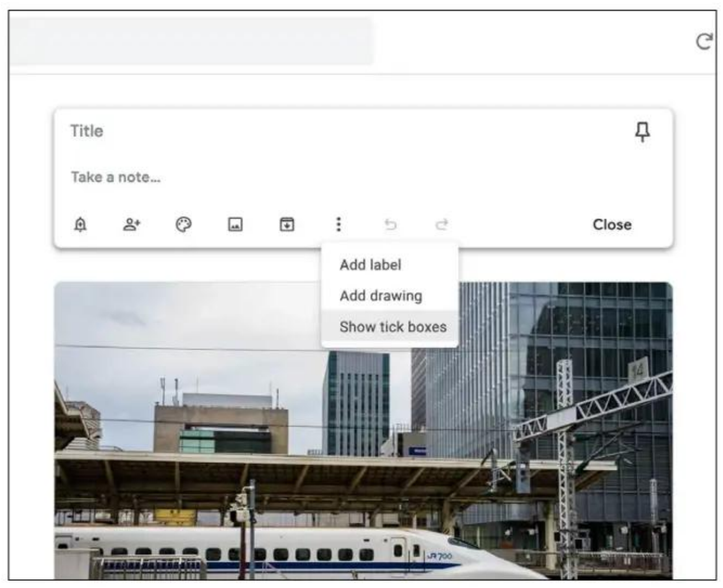
4: Add an image

Click the image icon to upload an image from your computer. Integrating images with your notes opens up the way in which you interact with Drive. You can upload multiple images.



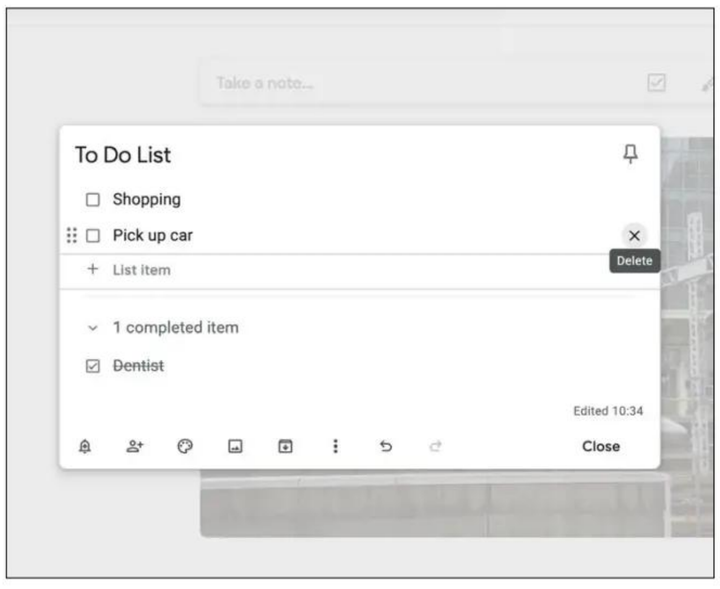
5: Viewing options

If your note is taking up your entire Google Keep page, click the Grid View icon in the top-right corner of the interface to change your view mode. Click the List View icon next to it to change back.



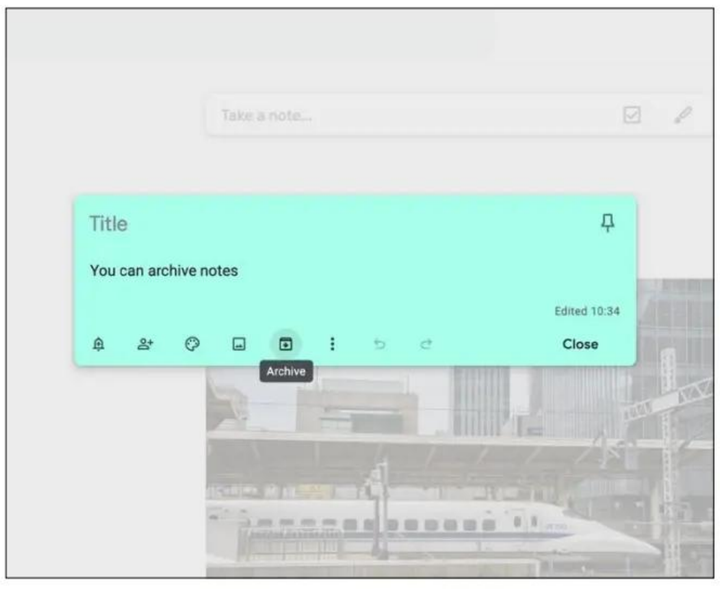
6: Create a list

At the bottom of the note text box, click the list icon and choose 'Show Checkboxes'. Here you can type multiple notes; each one will become a checkable list item. Click '+' to add more.



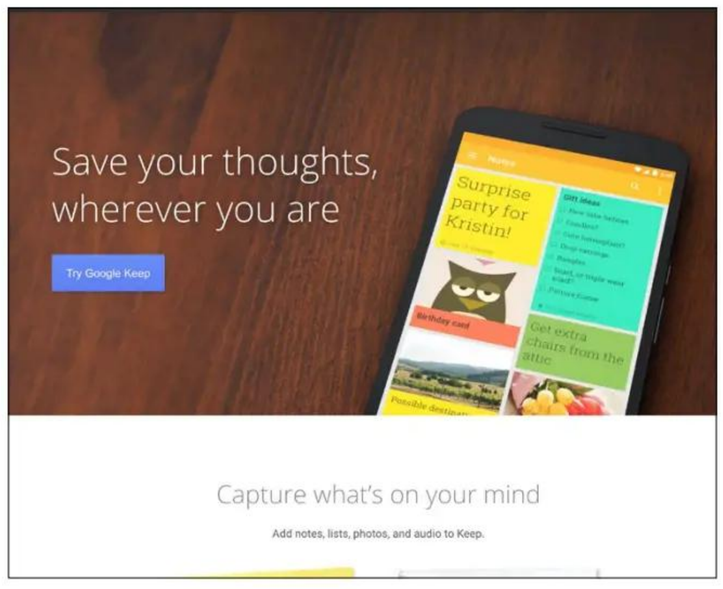
7: Editing your list

Click on the list to add to it, or to check off items. You can also delete items from the list by right-clicking on them and choosing 'Delete'. Checked items will be removed from the list.



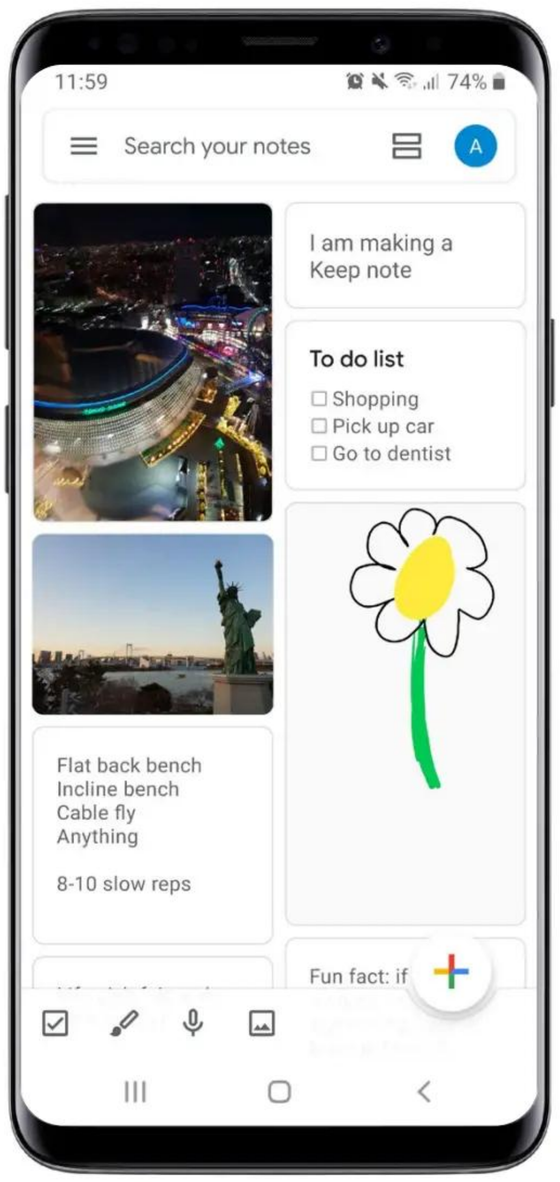
8: Archive your notes

In the main Keep window, hover over a note and click the Archive icon to archive it. To access your archived notes, click on the menu icon in the top-left corner of the interface and choose 'Archive'.



9: Access Keep anywhere

To download Keep onto your device, visit **google.com/keep** and follow the instructions to download the Keep app. The app will let you access and edit Google Keep offline.



Manage your Keep notes on the go

Make Google Keep a part of your everyday life with the help of the Keep Android app

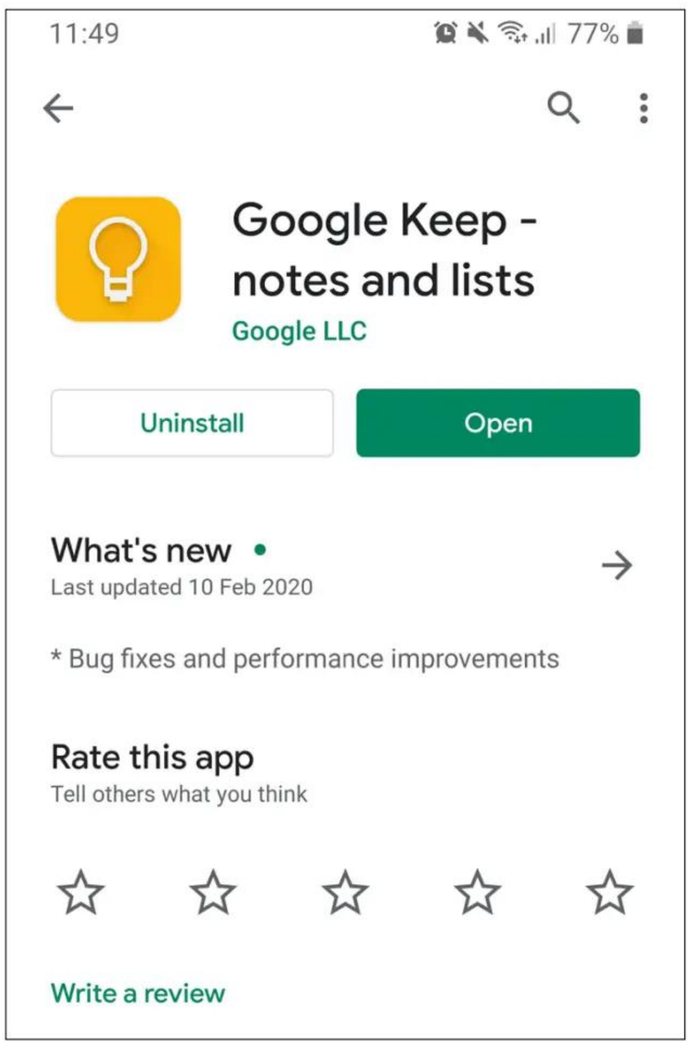
Now that you've gotten your head around the Google Keep service in the Chrome browser, it's time to take your thoughts and note taking out to the streets. It's in Google's Android app that Google Keep really starts to shine, offering a whole host of extras that make creating, arranging and sharing your notes easy.

For now there is no official Google Keep app available for iOS devices (ie iPhone, iPad and iPod touch), although there is a third-party app which offers pretty much the same capabilities as Chrome's web app.

The official mobile Google Keep app for Android devices has been tailored for note taking on the go, with the assumption that users might spot something which they may want to photograph and then attach a text to note to remind them of something later. The audio function is great if you are on the move and don't have time to type. The translations of what you are saying are pretty flawless, although its ability to turn your voice into text will always be dependent on how clearly you speak and how noisy the environment that you are in is.

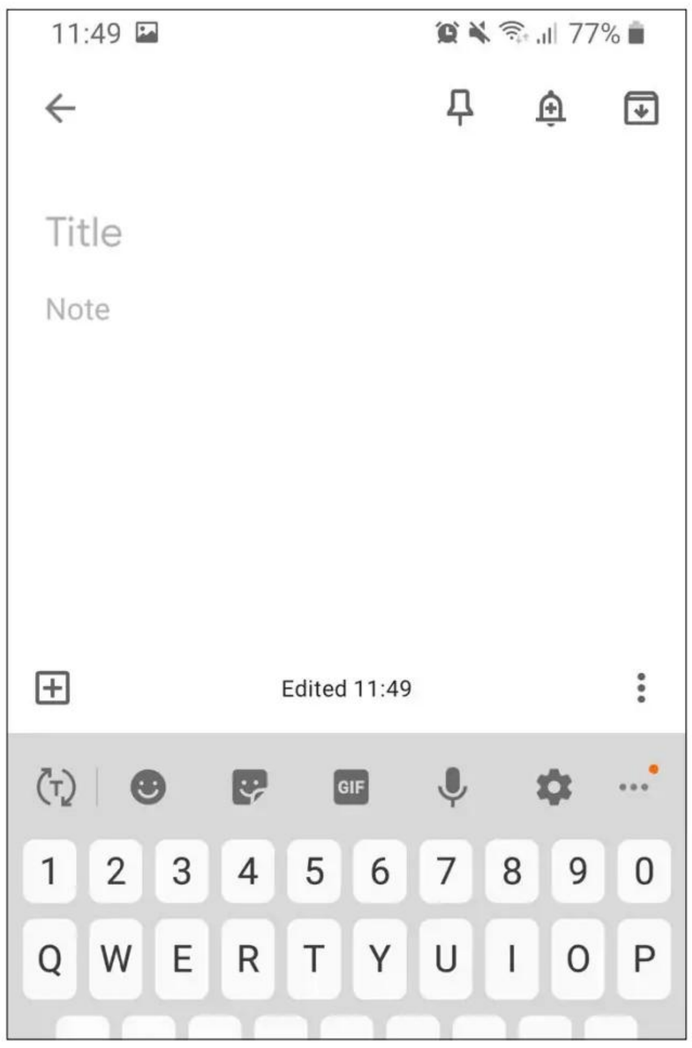
Google Keep is still growing as Google includes more functionality and compatibility with other apps and devices, so read on to find out how best to get using Google Keep on your Android smartphone or tablet.

Keep | Work with Keep on your mobile



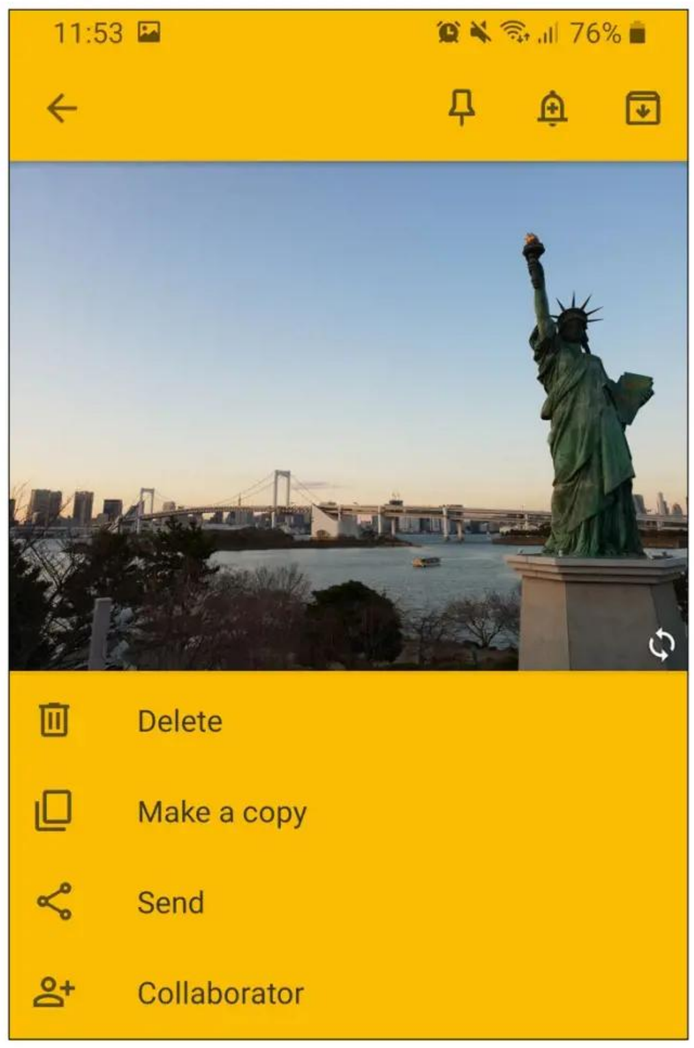
1: Download Keep

Visit the Google Play store and search for Google Keep. Download and install the app, then log in via your Google account. Any Keep notes that you have already created will sync with this account.



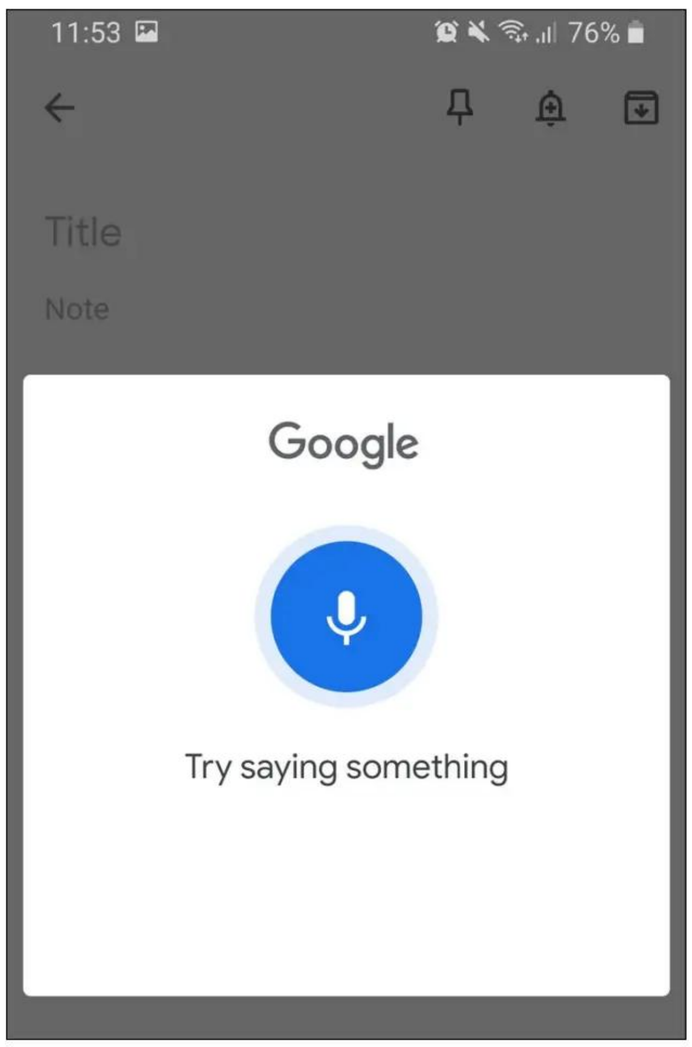
2: Notes/Quick Notes

Tap the plus icon at the bottom to get started, then just click the Back button/icon when you are done and it will automatically be saved. Alternatively you can tap the tickbox, camera, pen or audio icons to open those features quicker.



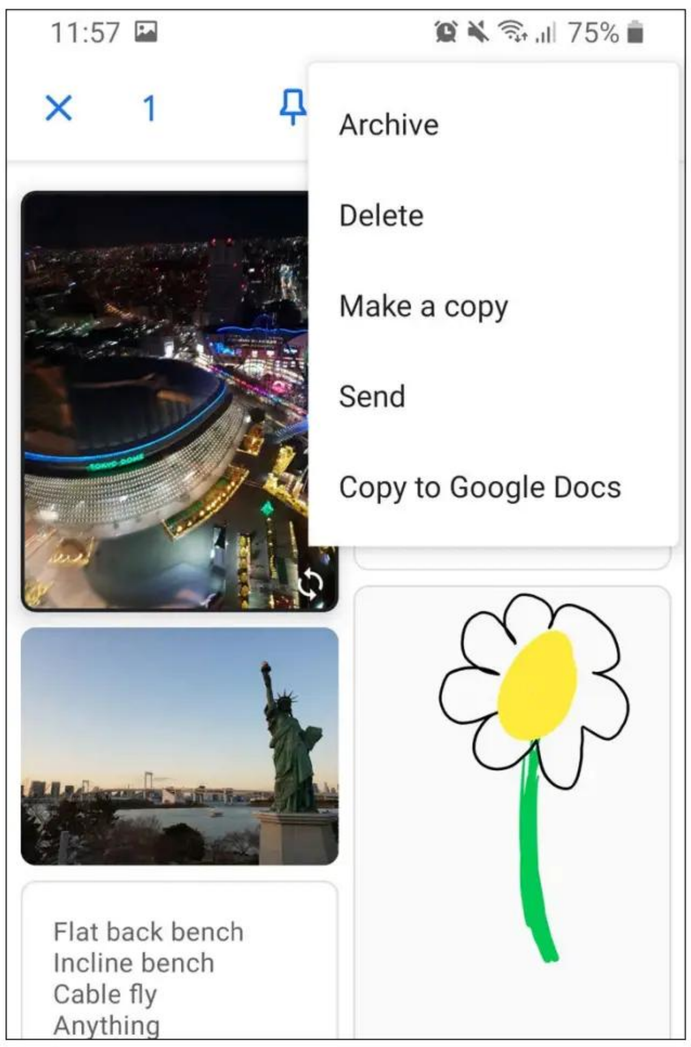
3: Colours and photos

Click the more icon in the bottom-right corner to colour-code your note (using your own system). Click the '+' icon to add a photo using your smartphone's camera or you can upload one from the device.



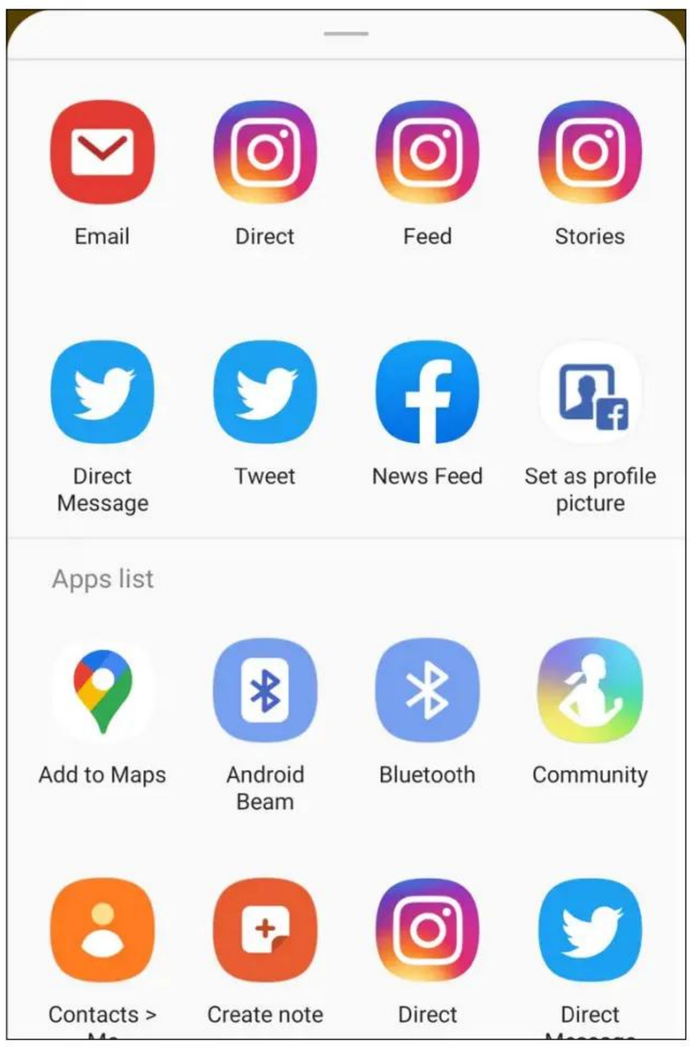
4: Voice notes

On the main Google Keep screen, click the plus icon followed by the microphone icon and then speak into your device. Google's voice-recognition software will translate your words into text, creating a note from it.



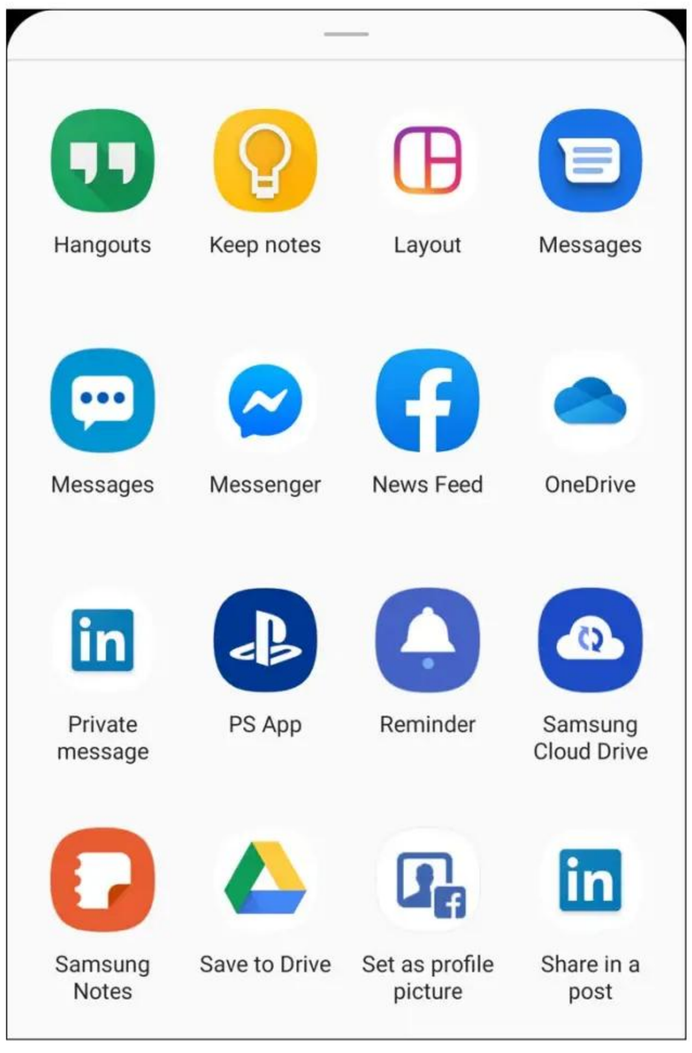
5: Archiving and deleting

Tap and hold on a note and a menu bar will appear; here you can share, archive or delete the notes. You can also archive by tapping and sliding a note to the left or right. Archived notes aren't deleted and can still be accessed.



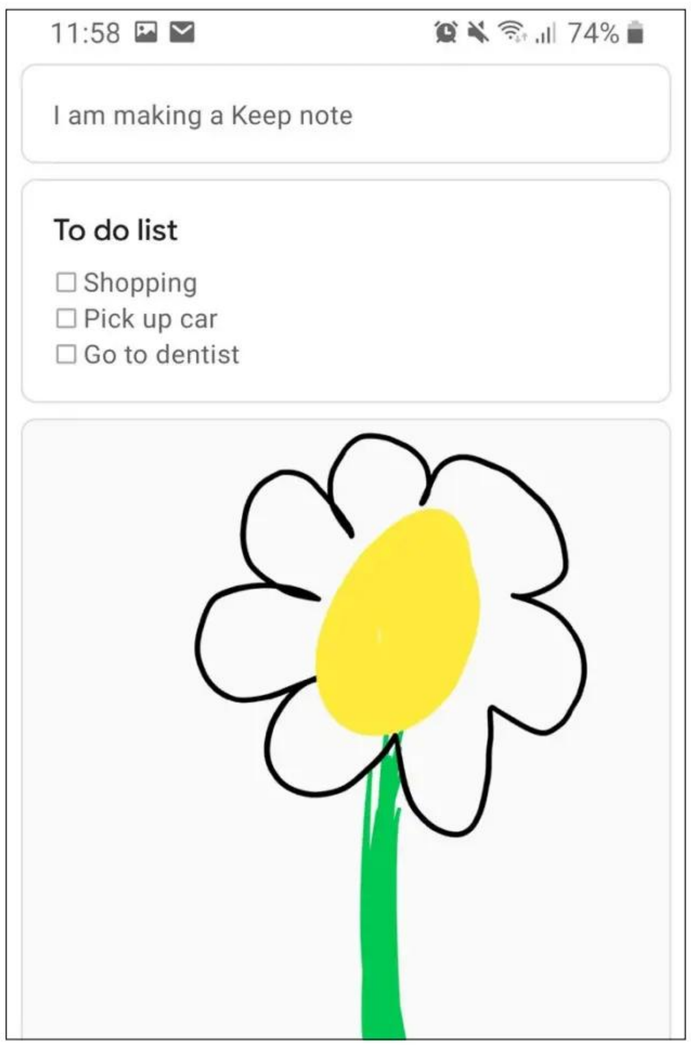
6: Sharing a note

From the menu bar, click the More icon, tap 'Send' then select an app you would like to share with. This will result in that app opening with the note ready to be shared, including all image and audio notes.



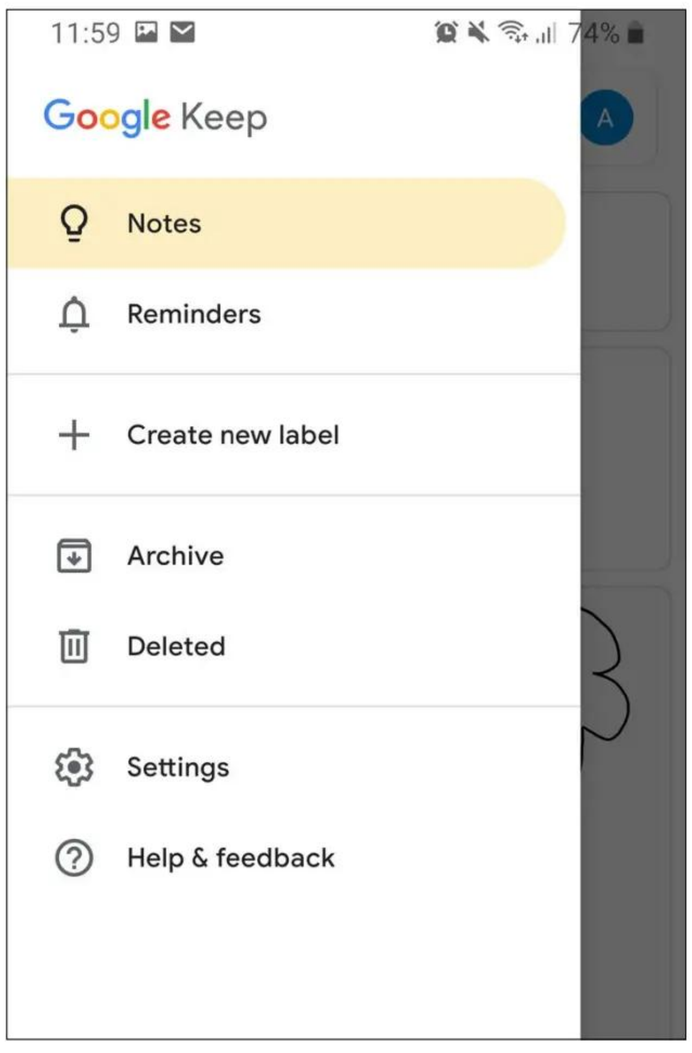
7: Sending to Keep

When you are browsing the internet, or looking through your device's photo gallery, you can open the share functionality of the current app and share an image or link with Keep, thereby adding it to a note.



8: View mode

In the top-right corner of the screen is an icon of two white bars. This will compile your notes into a tidier format, displaying them in a list. You can tap on this icon again to go back to the original format.



9: Settings

Tap the Menu button/icon and tap Settings. Tap Switch Account to set up another Google account which you can activate in Keep whenever you like. A link to Drive's Keep folder is also provided.

Create, organise and share your calendars

Learn how to use Google Calendar to create and share multiple calendars

For many people, at the centre of a well organised life is a well organised calendar. Some people prefer sticking to a pen-and-paper diary, but if you have a lot going on – in work, home, hobbies, projects and activities – it can be really beneficial to bring all of your different events, tasks and jobs together into one master calendar, and that is where Google's calendar comes in.

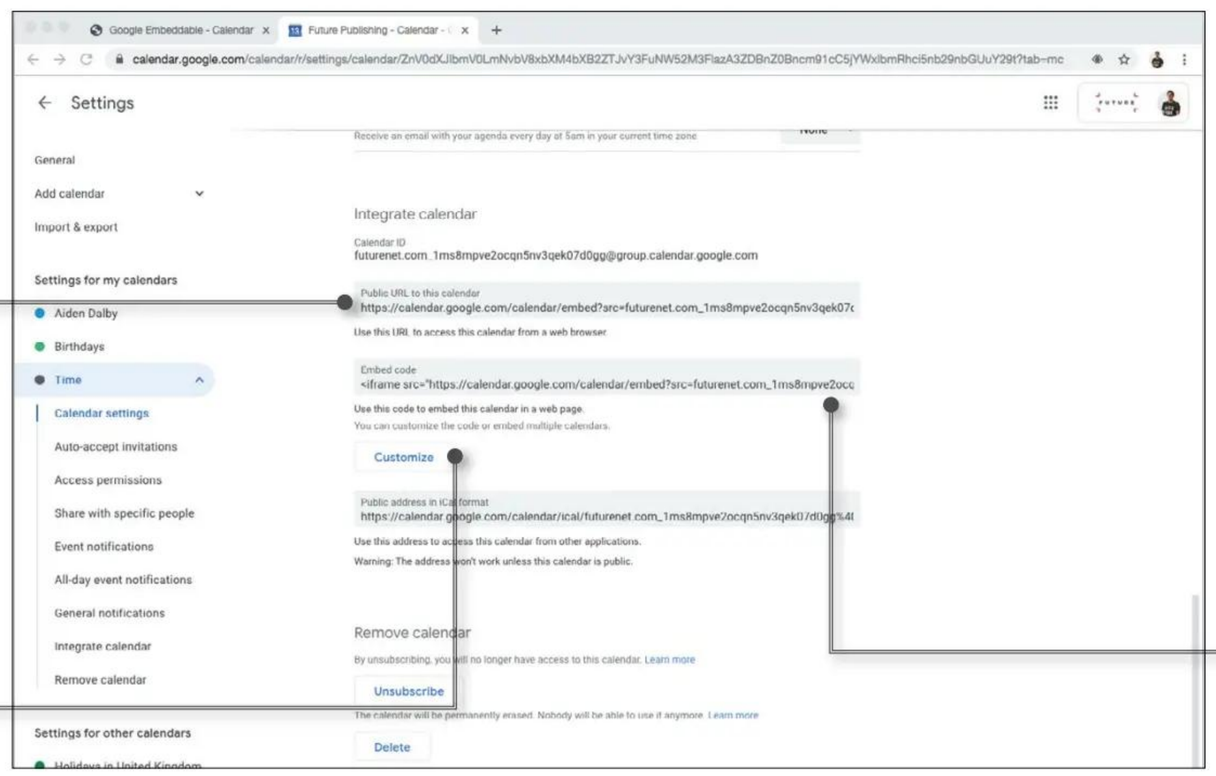
With Google Calendar you can combine all of your different calendars into one, by creating calendar categories within one single calendar. You can also share different categories within that calendar with different people. Say if you are working on a project with multiple people, and you all need to have set events and tasks noted down in your calendars, why not share that information so when amendments are made by one user they instantly update for all other users?

Follow our steps and learn how to set up and manage not one but multiple categories within one master calendar, then go on to share those categories with other users, helping you to create a seamless workflow for managing time more effectively.



Advanced sharing

How to share and embed a calendar



Calendar Address

These are useful for public calendars which you can share with people who want to view or subscribe to them or view your events via feed readers.

Customise

Click on this to changes the settings of the calendar. Personalise the background colour, the size it will be when embedded and more. Any changes will alter the embedding code.

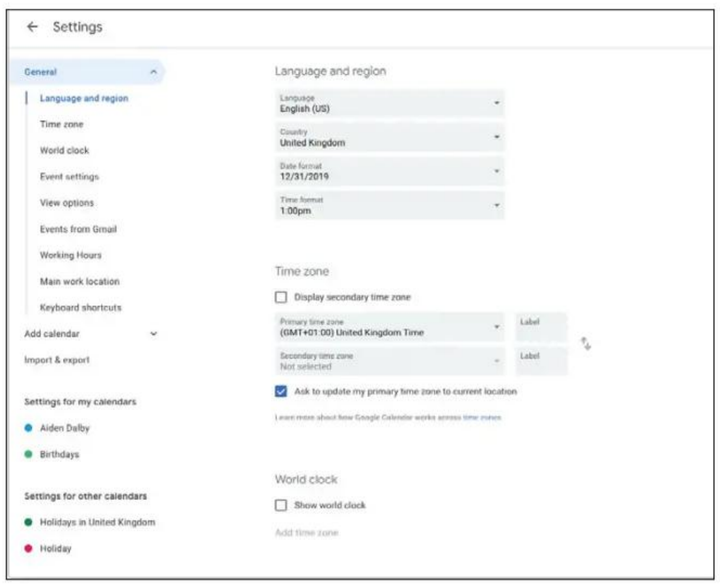
Embedding

Copy and paste this embedding code into a website or blog to display your calendar on it – you can embed more than one.

Mobile Calendar

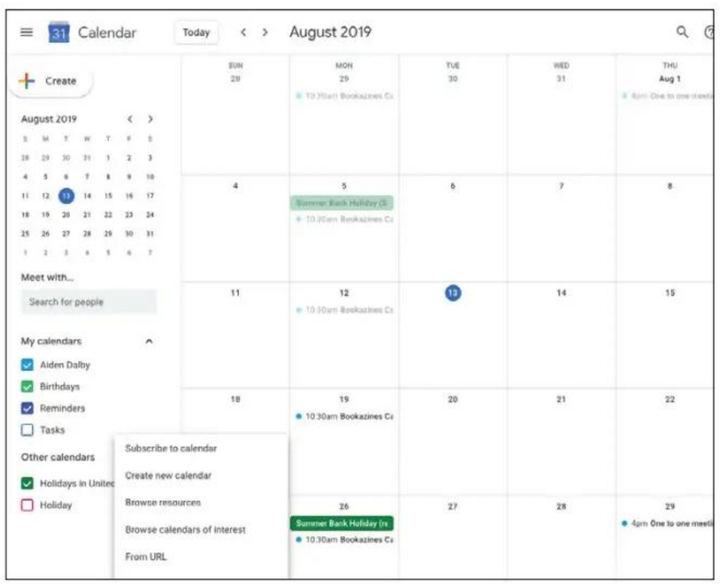
Once you have your Google Calendar set up, you can sync it with all of your other computers and devices. You don't have to run it through a Google app either. Apple and Samsung's Calendar apps (as well as a variety of other software) allow you to sync your Google Calendar, as well as run it alongside other non-Google calendars.

Calendar | Share calendars and events



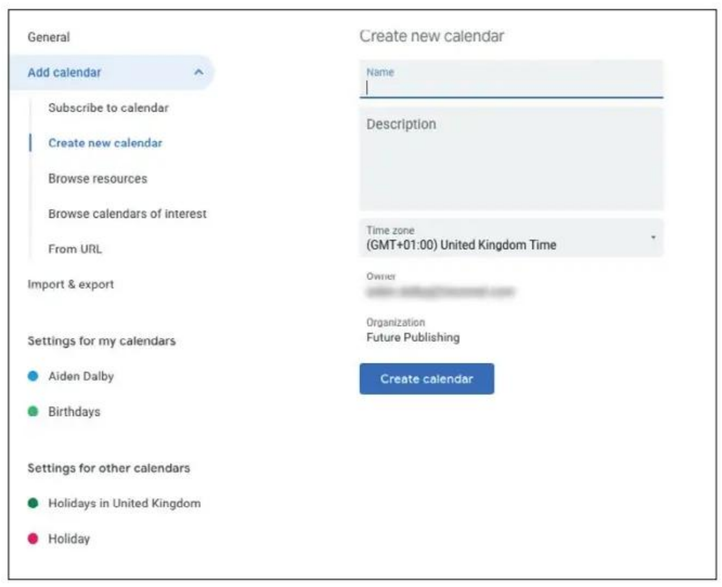
1: Set up a time zone

If you are new to Google Calendars, find the Google Calendar web app in the Chrome Store and add it to Chrome. Open it from the splash screen and set up a time zone if you need to.



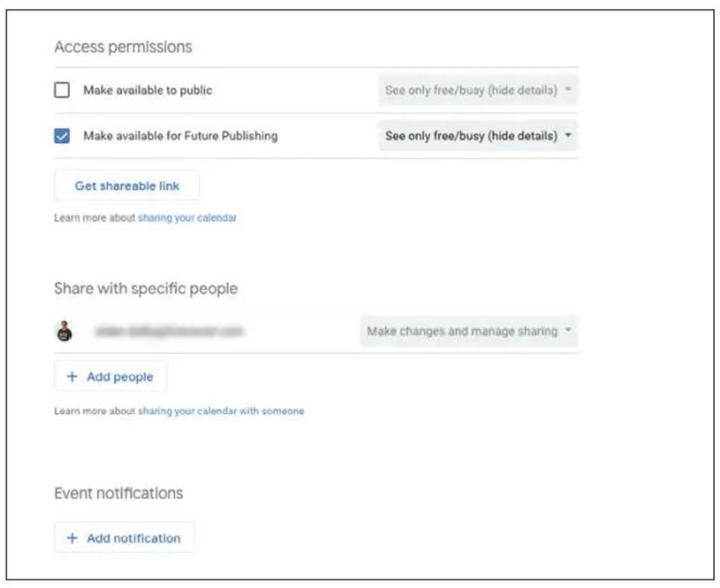
2: My calendars

To the left of your Google Calendar window is a list of your calendars. Click the plus icon next to 'Other calendars' to open a list of options and then select 'Create new calendar'.



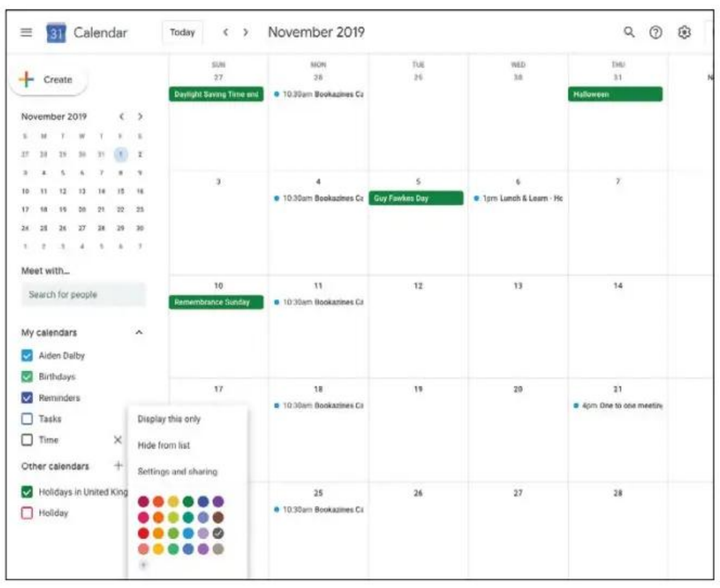
3: Create a calendar

Add a clear name, description and location of your calendar and select a time zone for your event. Your calendar will correct the time for all the different time zones of the calendar's users.



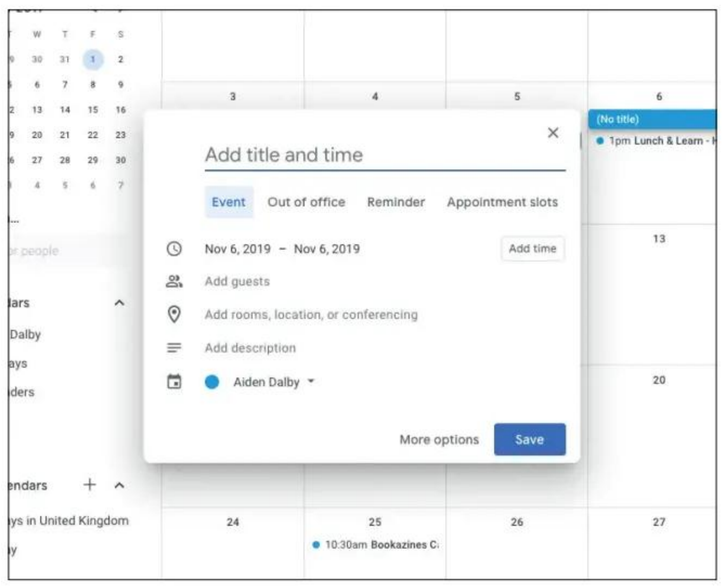
4: Sharing and permissions

After you create the calendar, go to its settings. Scroll down to 'Share with specific people,' click 'Add people' and after adding their email address you can select their permissions and click send.



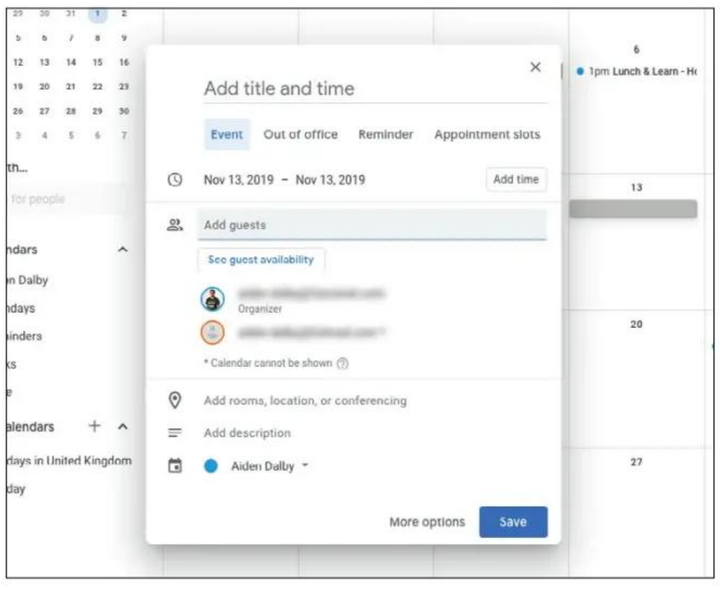
5: Configuring a calendar

To change your calendar settings, move your mouse to the right of the newly created calendar and then click the more icon followed by 'Settings and sharing'.



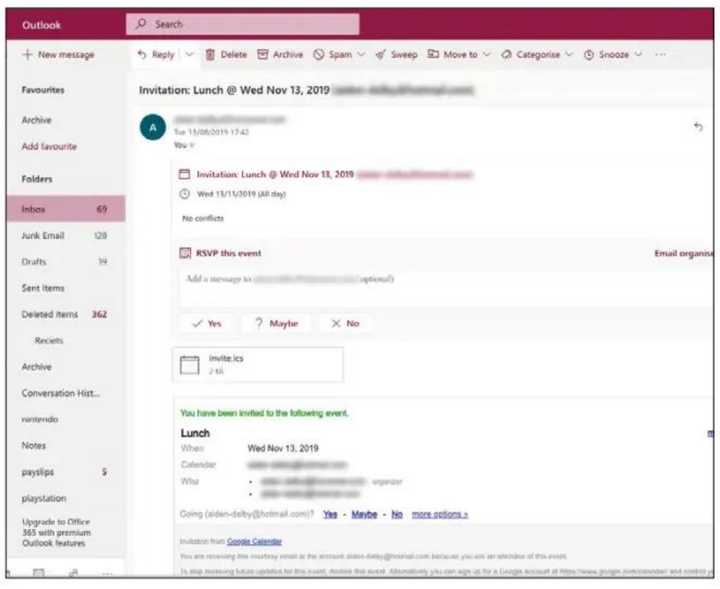
6: Creating an event

Click the Create button to create a new calendar event. Add a title and date, duration and time zone information. Under 'Add guests', add email addresses to add this event to their calendars.



7: Suggested Times

After you have added guests to your event, click 'See guest availability.' Google will the compare the guests' calendars to advise what time frames work best. Click Save when done.



8: Email conformation

Event invitations will be sent to all guests; here they can confirm if they will be attending the event. An attachment will also be sent, which can add the event to the user's calendar software.



9: Managing multiple calendars

Once you are running multiple calendars, simply click on the boxes from your My Calendars list to see or hide that calendar's events, helping to keep your calendar from getting cluttered.

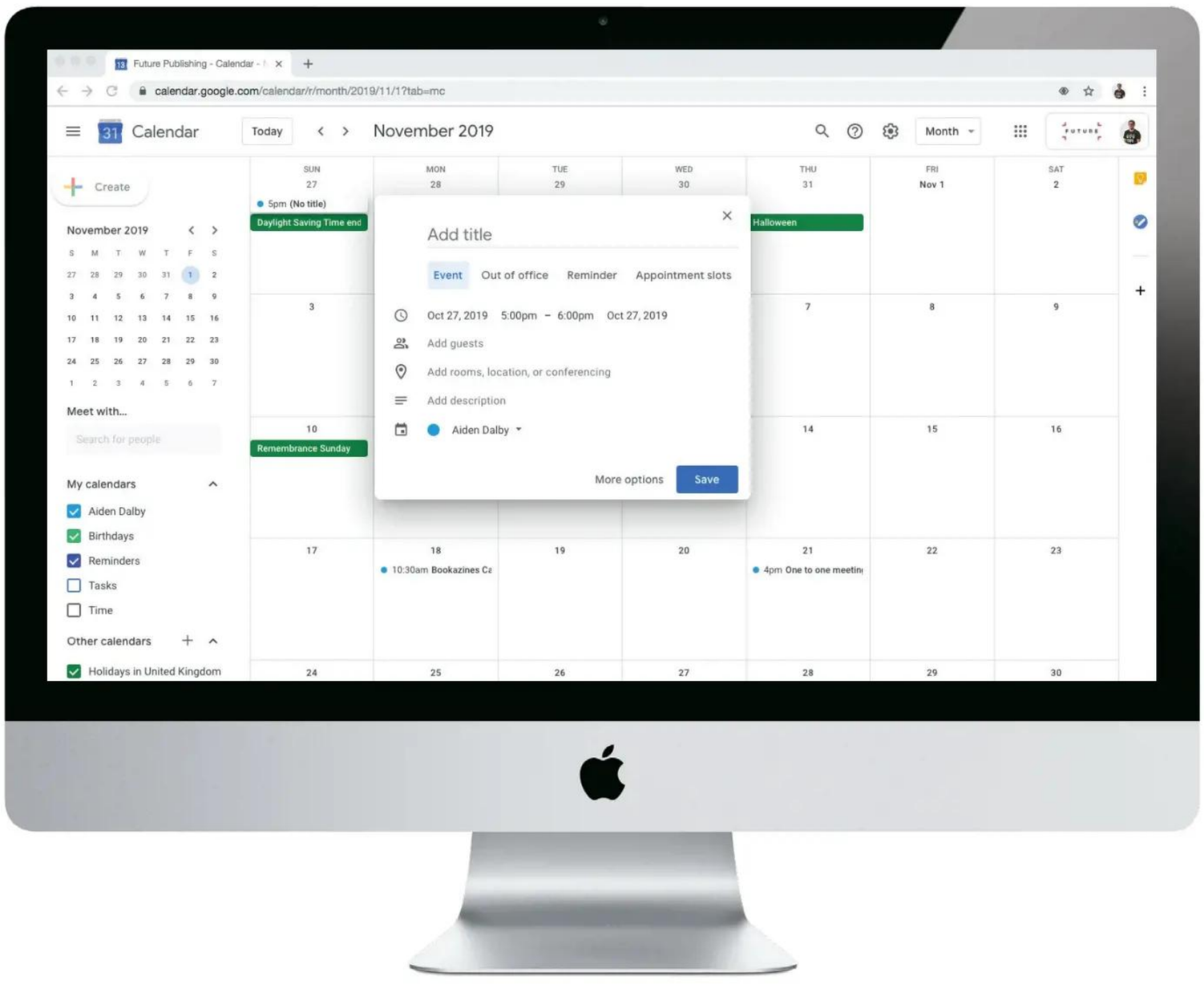
Plan a daily schedule with Google Calendar

Combine Google Calendar and Tasks to create a comprehensive daily agenda

If you have a busy day, week, month or lifetime coming up then it's going to help to plan for it, right down to the minutes in the day. By using your Google Calendar to focus on one day at a time, you can create an incredibly detailed and concise schedule (appointment diary) for yourself, with event details, participants, times and locations.

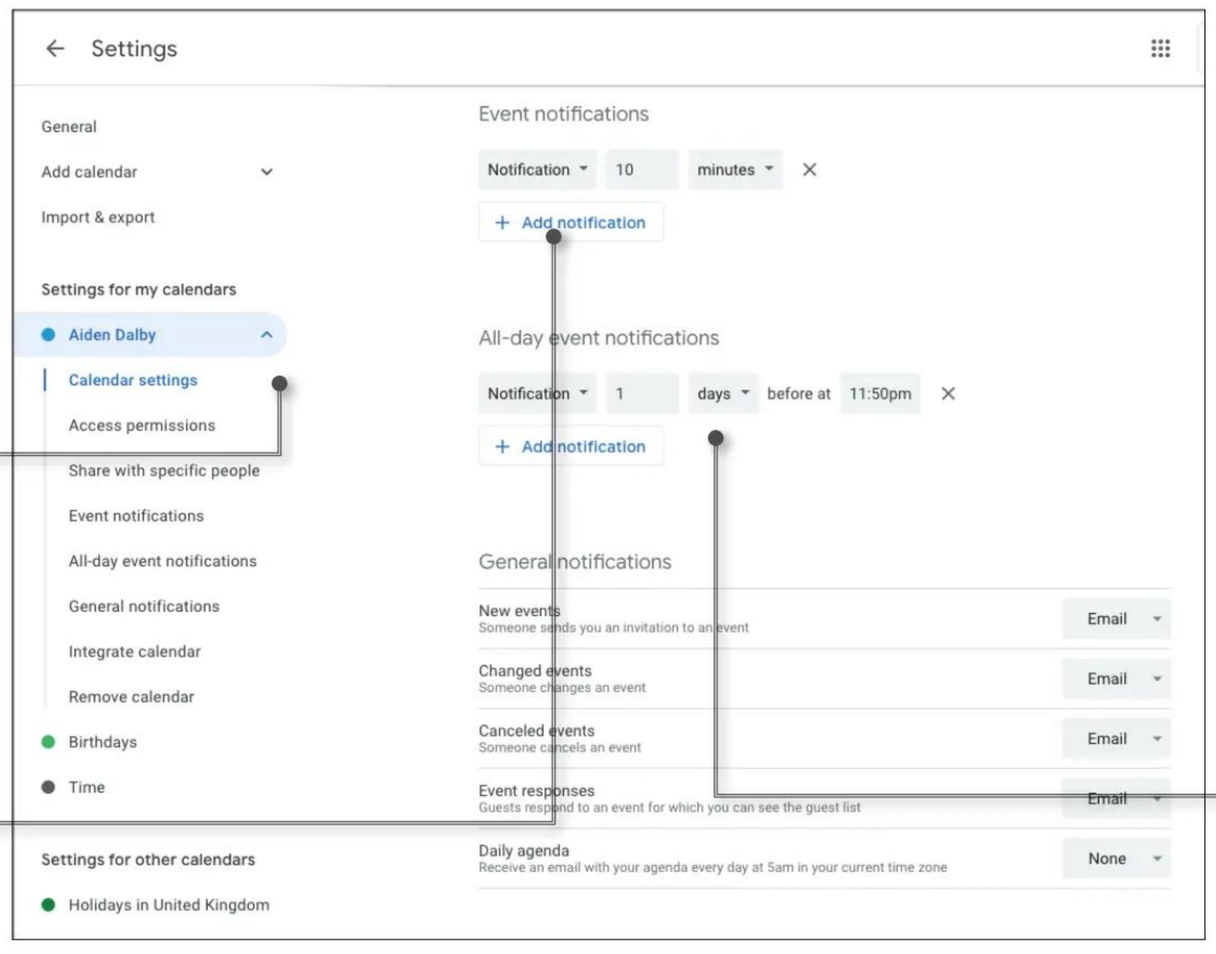
You can also integrate Google Tasks with your daily schedule, meaning that you can set up a primary task which will feature in your schedule and within that task you can add as many secondary tasks as you like, which will be displayed in the Google Tasks window next to your calendar. Once you have compiled your schedule for the day, week or month, you can view it, print it or have it emailed to you, as well as set up reminders for calendar events to be sent to you minutes, hours or days ahead of the event.

You can also access your schedule from any device that allows you to log into Chrome. Once you start using Google Calendar to manage your days, you will start to see how this service intertwines with other great Google web apps, so run through our steps to get your own daily agenda started.



Notifications and reminders

How to configure calendar notifications



Calendar settings

You can assign different notification settings for each calendar linked to your Google account through your general Calendar settings.

Types of notification

Be notified by email, pop-up, SMS or push notification. Set up as many notification services as necessary. You can also set up specific notifications for each individual event.

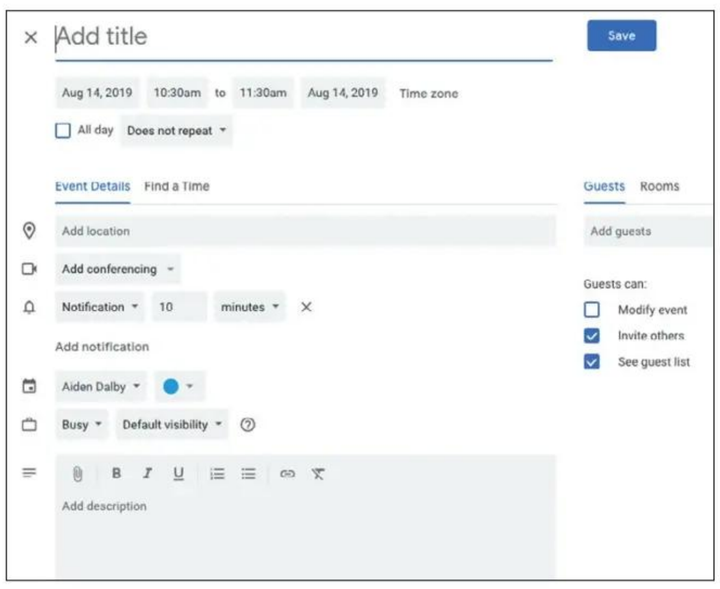
Phone reminders

You can configure your phone to send you SMS reminders about your events. In the Calendar Settings window, click Mobile Setup. Enter your phone details and have a verification code sent to it to finish the process. Or you can set up push notifications for your iOS or Android device by following the Google Calendar instructions.

Notification times

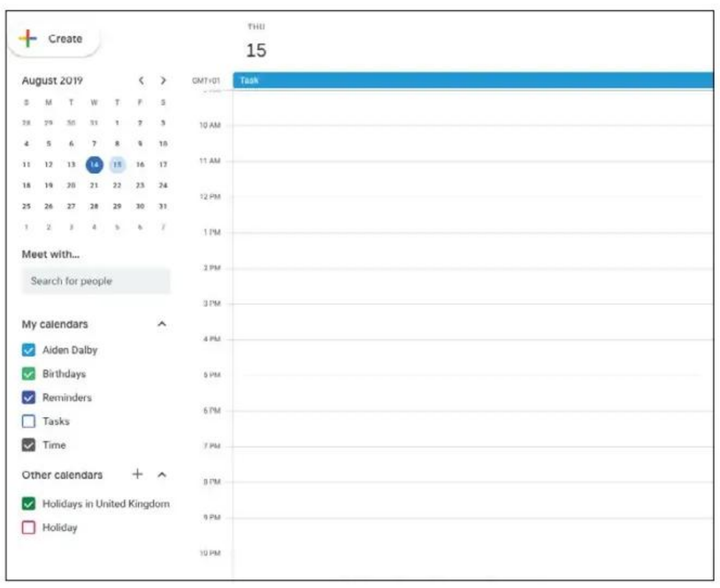
Choose when Calendar sends you a reminder. SMS ones are best set very close to the event, whereas an email reminder could be earlier.

Calendar | Create an organised agenda



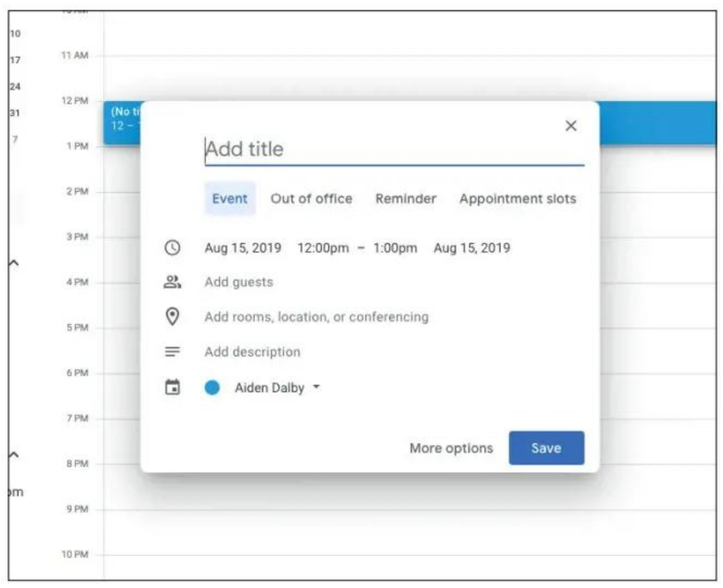
1: All day events

Click on the 'Create' button and then 'More options'. Tick All Day and set the correct date. Don't worry about event details, just make sure you select the correct calendar, and then click Save.



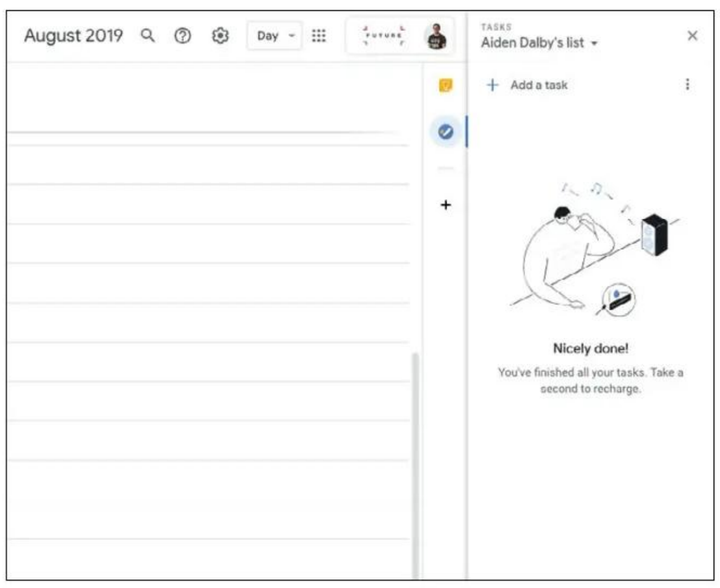
2: Day view

Click on the date of the all-day event, or the 'Today' button at the top to enter the day viewer. The all-day event will function as the title of your day's agenda, remaining present at the top of it.



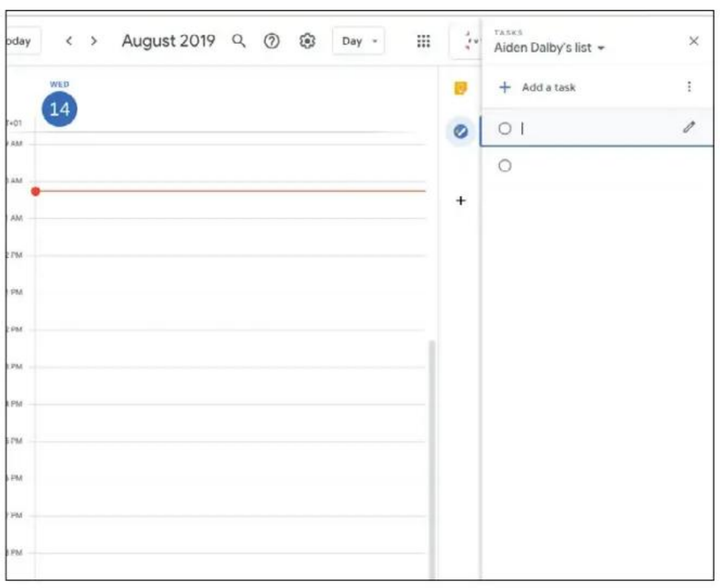
3: Adding events

Click on a time for the first event of the day. Here you can create a quick event and enter the name of the event. Create multiple events if need be, then click 'Save'.



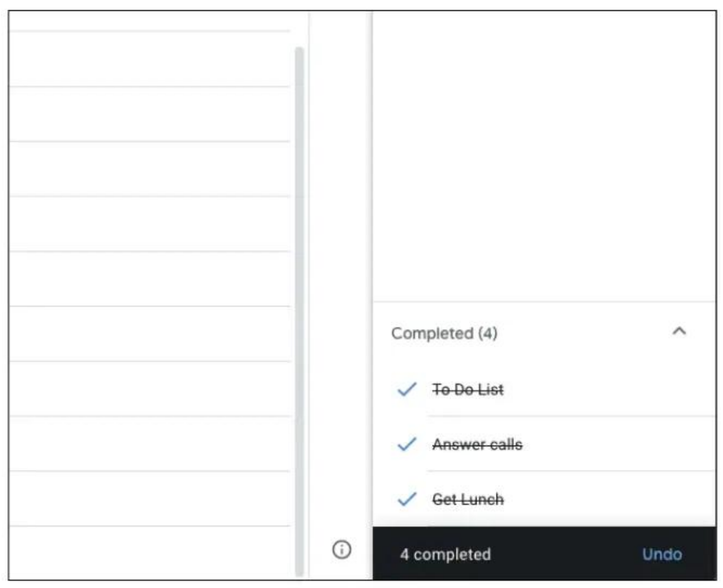
4: Opening Google Tasks

Google Calendars by default includes your Google Tasks. Activate it by clicking the Tasks icon on the right-hand side of the screen. Your Tasks list will appear on the right of the screen.



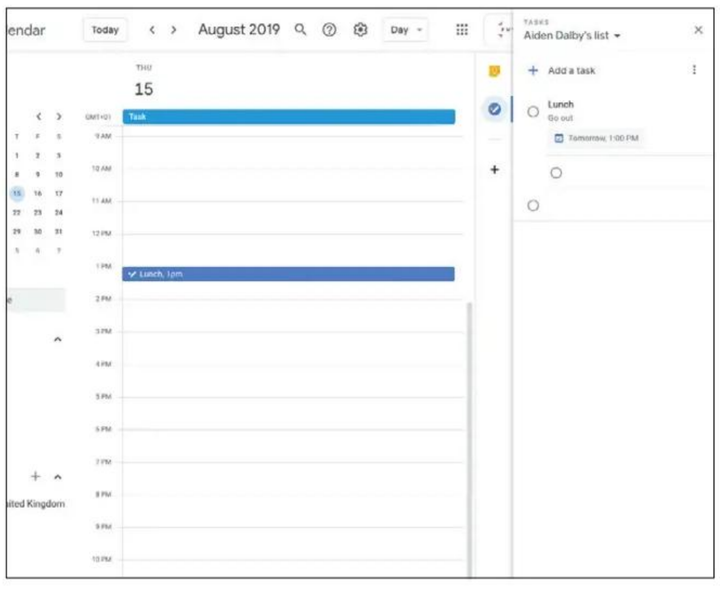
5: Adding a task

Click on 'Add a task' and give the task a title such as 'Birthday Shop'. Click Actions>Indent. Now click the pencil icon and add sub-tasks relevant to Birthday Shop, such as a shopping list.



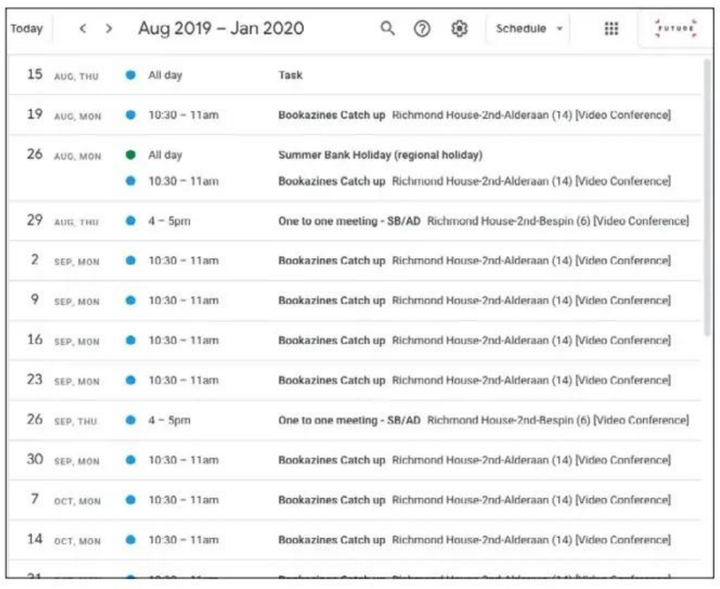
6: Completing tasks

If you check an task to mark it completed, it will tick off all sub-tasks beneath it. Use this tool to better organise your tasks. Create a series of un-indented tasks with indented tasks beneath them.



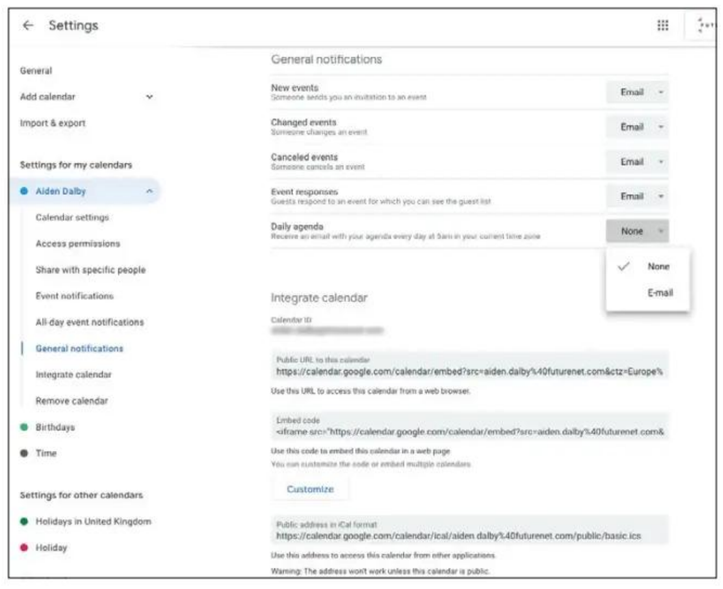
7: Tasks in calendars

Click the 'Add date/time' box and select the date of your all-day event. These tasks will now be added to your day calendar. If you can't see your task, check you have enabled them under 'My calendars'.



8: Viewing schedule

At the top of your calendar, click 'schedule' to view all your upcoming events in date order. Click on a date to return to day view for a more detailed date-specific agenda.

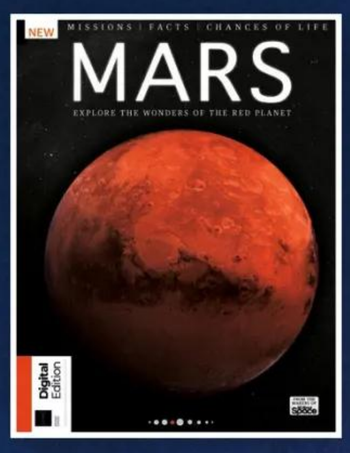


9: Setting up notifications

Under My Calendars, click on your calendar, then 'Settings and sharing'. Scroll to 'General notifications' and here you can select to have your schedule emailed to you at the beginning of the day.



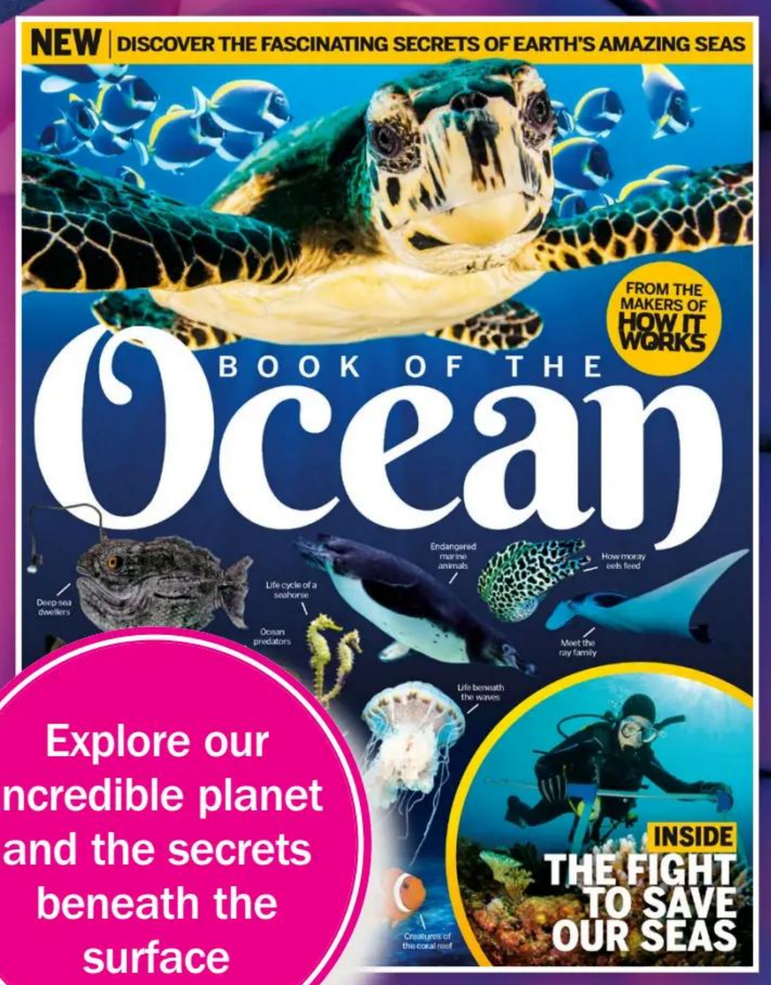
Find out everything you've ever wanted to know about outer space











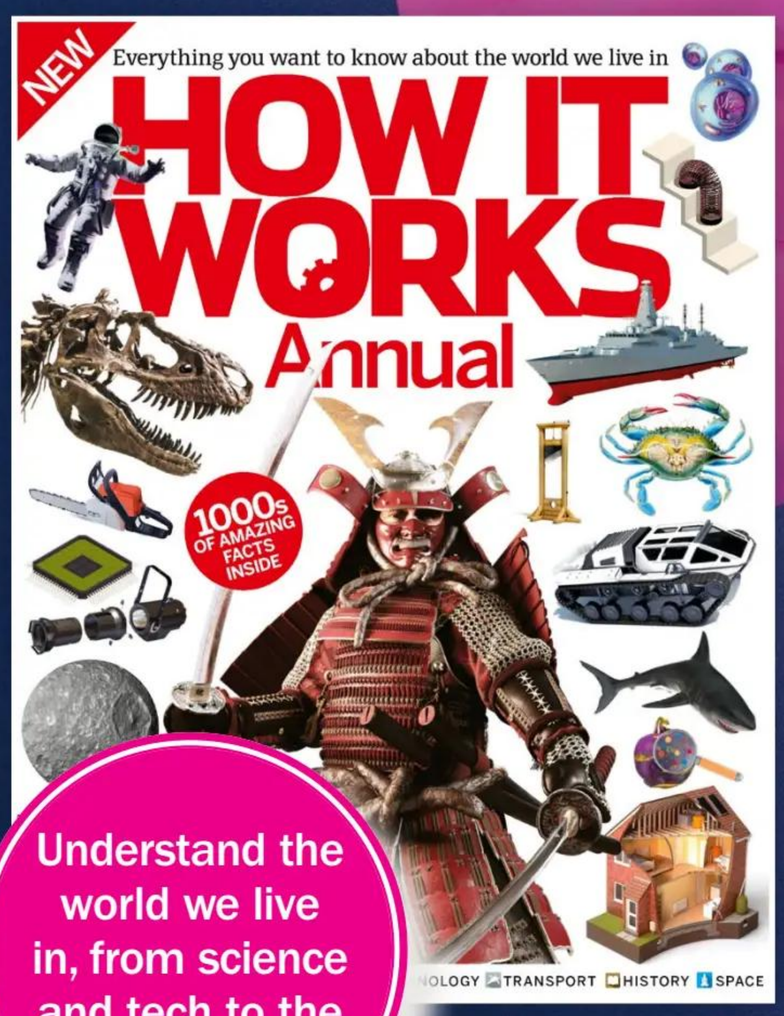
Explore our incredible planet and the secrets beneath the surface



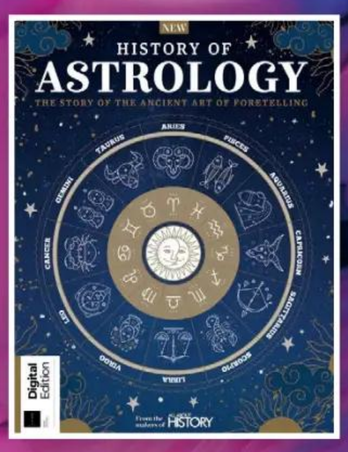








Understand the world we live in, from science and tech to the environment









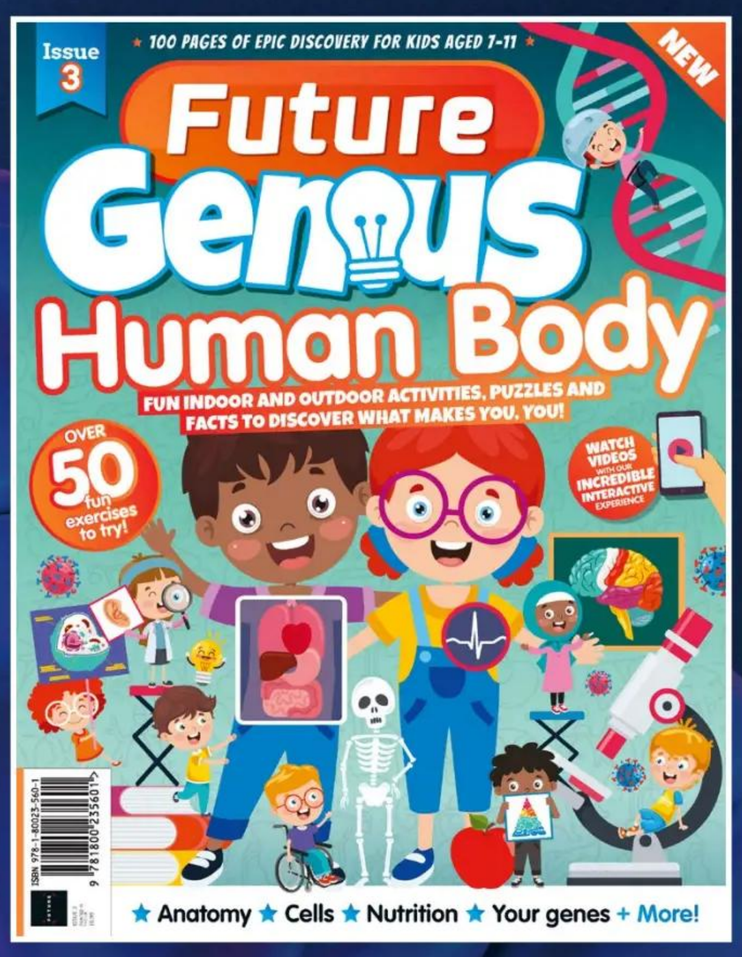


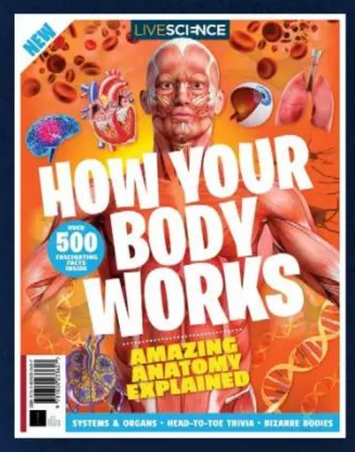
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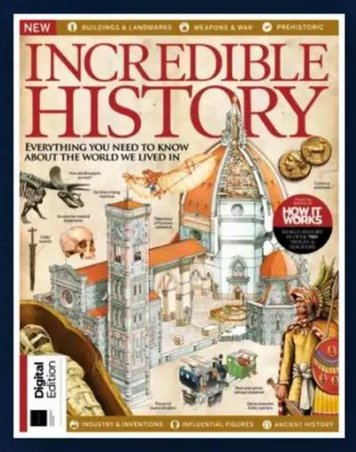
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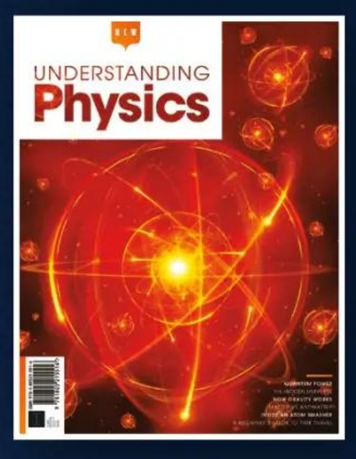










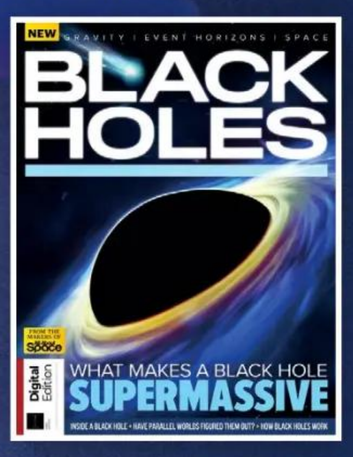


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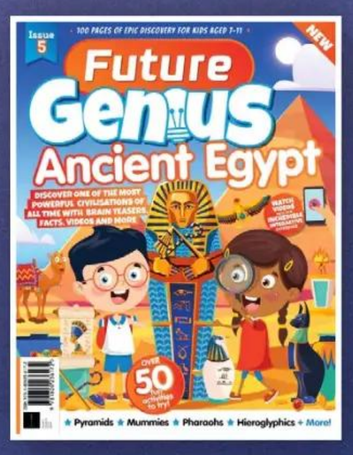
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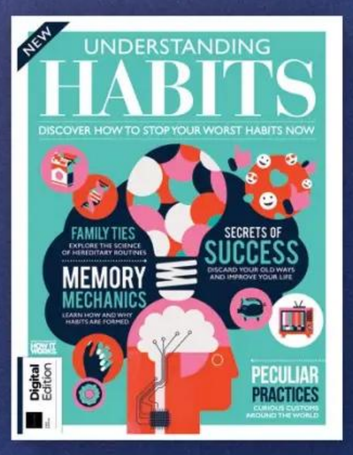


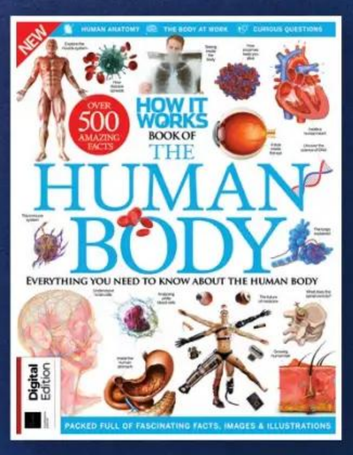












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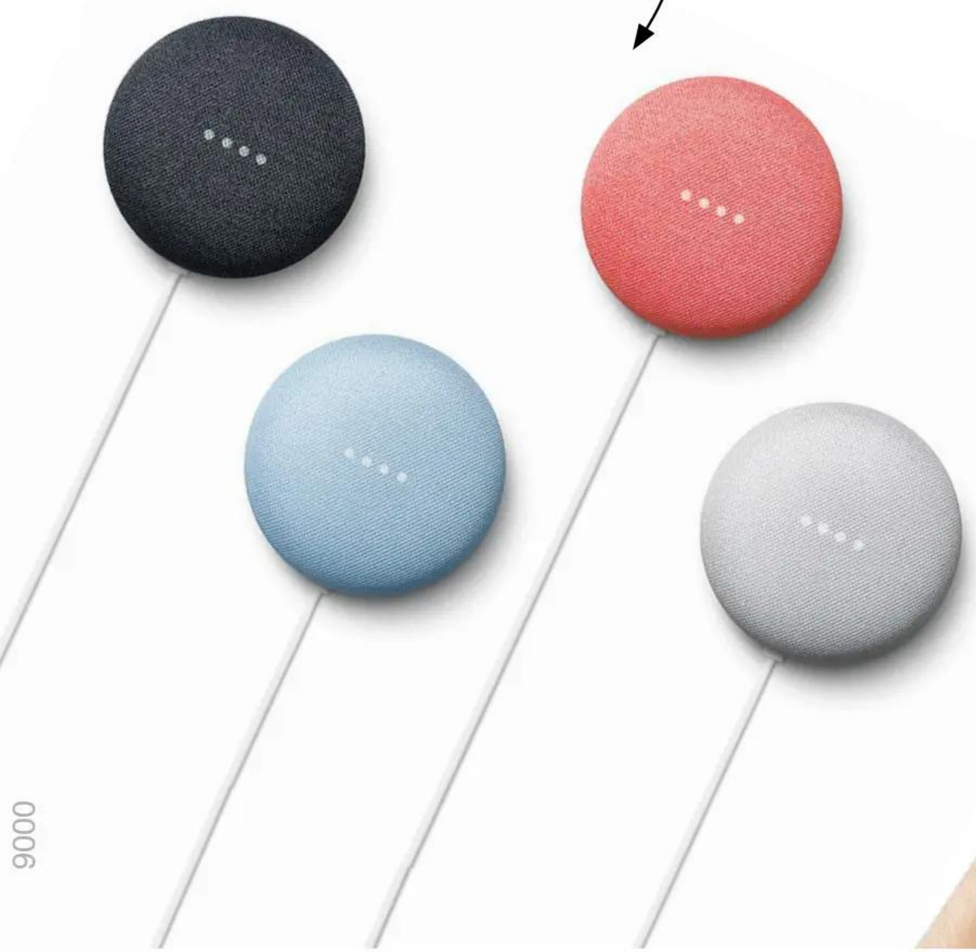
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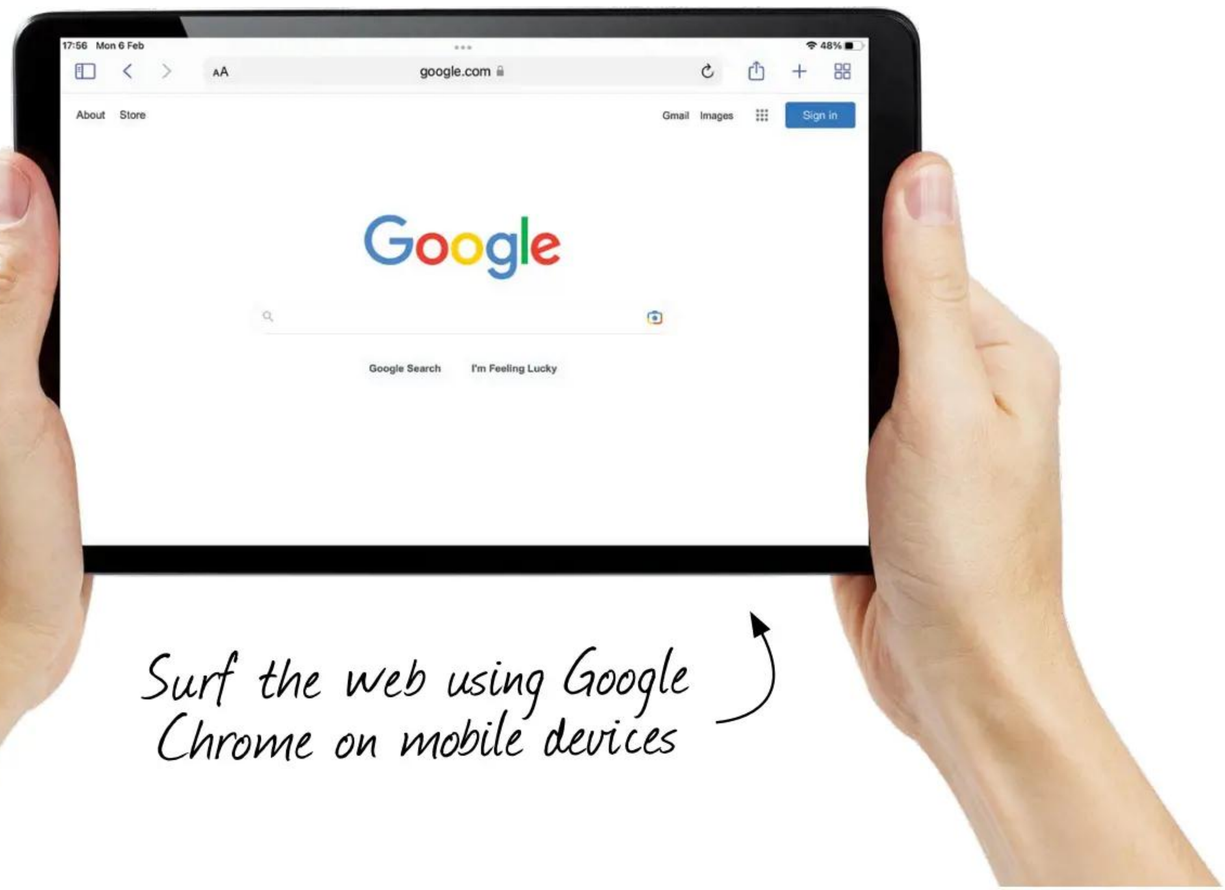
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