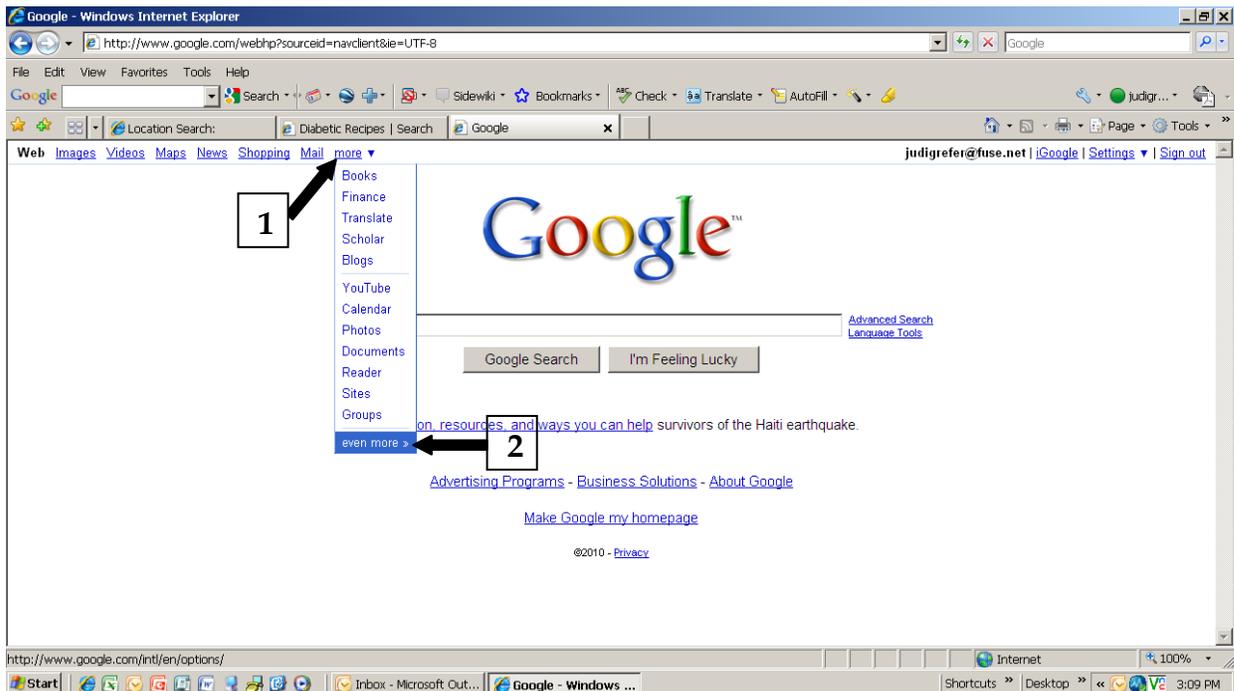


BEYOND GOOGLE SEARCH

GOOGLE.COM

- Sign in if you already have a Google account.
- Create a Google account if you don't already have one (see upper right corner of Google search screen).



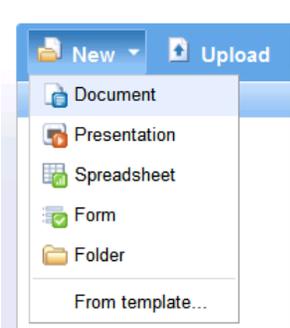
<p>Search</p> <ul style="list-style-type: none">  Alerts Get email updates on the topics of your choice  Blog Search Find blogs on your favorite topics  Books Search the full text of books  Checkout Complete online purchases more quickly and securely  Google Chrome A browser built for speed, stability and security  Custom Search Create a customized search experience for your community  Desktop Search and personalize your computer  Dictionary Search for definitions of words and phrases  Directory Search the web, organized by topic or category  Earth Explore the world from your computer 	<p>Explore and innovate</p> <ul style="list-style-type: none">  Code Developer tools, APIs and resources  Labs Explore Google's technology playground <p>Communicate, show & share</p> <ul style="list-style-type: none">  Blogger Share your life online with a blog - it's quick, easy and free  Calendar Organize your schedule and share events with friends  Docs Create and share your online documents, presentations and spreadsheets  Groups Create mailing lists and discussion groups  Knol Share what you know  Google Mail Fast, searchable email with less spam  Orkut Meet new people and stay in touch with friends
<p>Search</p> <ul style="list-style-type: none">  Alerts Get email updates on the topics of your choice  Blog Search Find blogs on your favorite topics  Books Search the full text of books  Checkout Complete online purchases more quickly and securely  Google Chrome A browser built for speed, stability and security  Custom Search Create a customized search experience for your community  Desktop Search and personalize your computer  Dictionary Search for definitions of words and phrases  Directory Search the web, organized by topic or category  Earth Explore the world from your computer 	<p>Explore and innovate</p> <ul style="list-style-type: none">  Code Developer tools, APIs and resources  Labs Explore Google's technology playground <p>Communicate, show & share</p> <ul style="list-style-type: none">  Blogger Share your life online with a blog - it's quick, easy and free  Calendar Organize your schedule and share events with friends  Docs Create and share your online documents, presentations and spreadsheets  Groups Create mailing lists and discussion groups  Knol Share what you know  Google Mail Fast, searchable email with less spam  Orkut Meet new people and stay in touch with friends
<ul style="list-style-type: none">  Finance Business info, news and interactive charts  GOOG-411 Find and connect for free with businesses from your phone  Google Health Organize your medical records online  iGoogle Add news, games and more to your Google homepage  Images Search for images on the web  Maps View maps and directions  News Search thousands of news stories  Patent Search Search the full text of US Patents  Product Search Search for stuff to buy  Scholar Search scholarly papers  Toolbar Add a search box to your browser 	<ul style="list-style-type: none">  Picasa Find, edit and share your photos  Reader Get all your blogs and news feeds fast  Sites Create websites and secure group wikis  SketchUp Build 3D models quickly and easily  Talk IM and call your friends through your computer  Translate View web pages in other languages  YouTube Watch, upload and share videos <p>Go mobile</p> <ul style="list-style-type: none">  Mobile Get Google products on your mobile phone  Maps for mobile View maps, your location and get directions on your phone  Search for mobile Search Google wherever you are
<ul style="list-style-type: none">  News Search thousands of news stories  Patent Search Search the full text of US Patents  Product Search Search for stuff to buy  Scholar Search scholarly papers  Toolbar Add a search box to your browser  Trends Explore past and present search trends  Videos Search for videos on the web  Web Search Search billions of web pages  Web Search Features Find movies, music, stocks, books and more 	<ul style="list-style-type: none">  YouTube Watch, upload and share videos <p>Go mobile</p> <ul style="list-style-type: none">  Mobile Get Google products on your mobile phone  Maps for mobile View maps, your location and get directions on your phone  Search for mobile Search Google wherever you are <p>Make your computer work better</p> <ul style="list-style-type: none">  Pack A free collection of essential software



There are different ways of getting started using Google documents: you can create a new online document, you can upload an existing one, or you can use a template from our templates gallery.

Creating and saving a document

To create a new document, go to your [Docs list](#), click the **New** drop-down menu, and select **Document**.



As you're working on your document, click the **Save** button in the top right corner of the document, enter a name for the document in the window that appears, and click **OK**. Then, you'll see your document in your Docs list.

If you'd like to save and close a document, click the **Save & close** button.

To save a local copy of a document, you can download it to your computer. To do this, open your document, click the **File** menu and point your mouse to the **Download file as** option. You'll see these file types: HTML, RTF, Word, Open Office, PDF, and plain text. Select a file type and click **OK** in the browser window that appears.

Uploading a document

You can upload existing documents to Google documents at any time. Here's how:

1. Click the **Upload** button at the top of the sidebar in your Docs list page.
2. Click **Browse** and select the document.
3. Click **Open**.
4. Click **Upload File**. The uploaded file appears in your Docs list.

- File types you can upload: .html .txt, .odt, .rtf, and Microsoft Word
- Size limits: Each document can be up to 500K, plus up to 2MB per embedded image.

Using the templates gallery

If you want to quickly create a document, you can pick one of the templates in our [templates gallery](#). Each template has standard text that you can replace with your own, and preset formatting that you can reuse. Learn more in [the templates gallery section of our help center](#).

You can also access the templates gallery from your document by going to **File > New > From template...**

EDITING

You can change the font or the text size in your document from the toolbar or the 'Document styles' window. To change the spacing of the document, you'll need to open the 'Document styles' window.

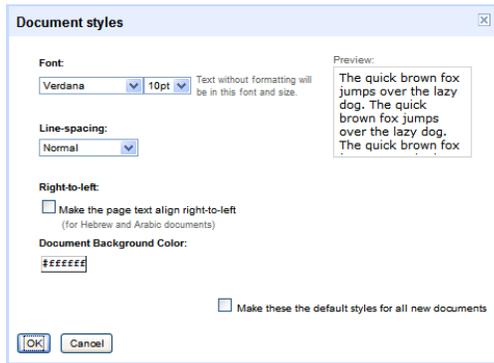
From the Google Documents toolbar

To change the font or the text size quickly, select the text you'd like to change and click either the font menu, which lists **Verdana**, or the text-size drop-down menu, set to **10pt** by default. Choose a new font or text size, and the changes are applied to the selected text.

From the 'Document styles' window

Click **Format > Document settings...** in the menu bar. A window appears.

Here's what you can do from this window:



- Change the font and text size from the drop-down menus.
- Change the spacing in between lines by selecting an option from the **Line-space** drop-down menu.
- Preview your changes within the window.
- Apply these changes to all your new documents.

Inserting images

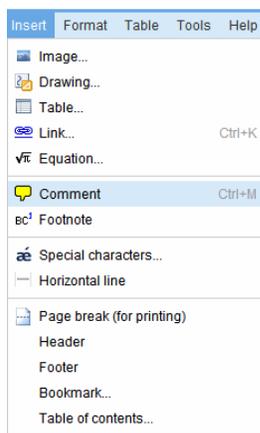
You can enhance your document by inserting an image. Here's how:

1. Click the **Insert** drop-down menu from the toolbar and select **Image**.
2. Select 'From this computer' or 'From the web.'
3. Depending on what radio button you selected, choose an image file from your computer, or enter a URL and preview the image.

To specify the size of your image and where it appears in the document, click **More image options**.

Adding comments

Comments are a handy way of adding notes to your regular document text and are visible to viewers and collaborators. These can be invaluable for communicating with collaborators about specific parts of the document, as well as making notes about changes you've made or would like to make. When you publish your document as a webpage, post it to your blog, or print it, the comments will disappear.



To add a comment to your document, follow these instructions:

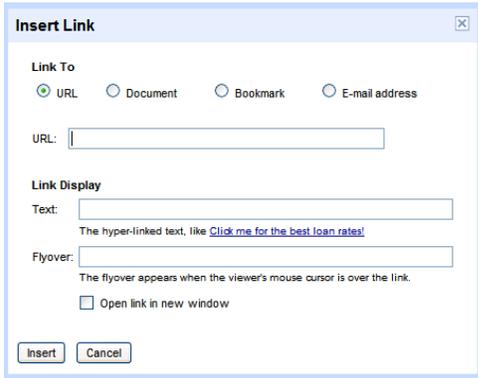
1. Place your cursor where you'd like your comment to appear.
2. Click the **Insert** drop-down menu.
3. Select the **Comment** icon.
4. Type your comment in the comment field. Each comment is automatically stamped with your username and the date.
5. To print your comments, go to **Print settings** in the **File** menu and you'll see a box called **Include comments**. This box will be checked by default.

A useful tip: If you'd like a shortcut, you can also use the keyboard shortcut, Ctrl + M (Cmd + M for Mac), to insert a comment.

To delete a comment, simply click on it and choose **Delete comment** from the menu.

Inserting links

If you want to insert a link to a website or an online document as a reference, follow these steps:



1. Place the cursor where you'd like the link to appear in your document.
2. Click the **Link** icon from the toolbar, and a window appears.
3. Select 'URL' at the top of the window.
4. Enter the URL.
5. Click **Insert Link**. The inserted URL will now be visible in your document.

You can also hide the actual URL but still link to the website from specific text in the document. For example, you could choose to link to www.google.com from the words 'search here.' If someone clicks 'search here,'

www.google.com opens automatically. To insert a link within text, simply type the text into the first text box in the Link Display section.

Sharing your document

Now that you've created your Google document, you can share it with your friends, family, or coworkers. You can do this from your Docs list or directly from the document.

- From the [Docs list](#), select the checkbox next to the document you want to share (you can also select multiple documents), and click the **Share** drop-down menu in the toolbar.
- From your document, click the **Share** drop-down menu in the top right corner of the page.

Then follow these instructions:

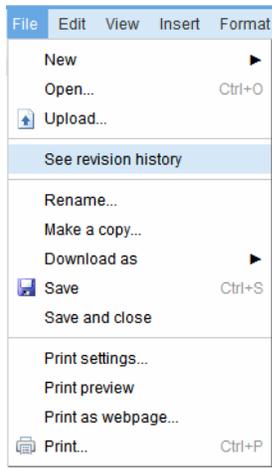
1. Select **Invite people...**
2. Select **To edit** or **To view**, depending on your preference.
3. Enter the email addresses or [mailing lists](#) that you'd like to add.
4. If you'd like to add a message to your invitation, enter some text and click **Send**. To skip sending an invitation, click **Add without sending invitation**. Your collaborators and viewers will still be able to access the document from their Docs lists, but won't receive an email invitation.

In the Share dialog, you can also check who has access to your document, remove collaborators and viewers, and change editing rights.

- You can explicitly share your document with up to 200 combined viewers and collaborators; however, if you publish your document, anyone will be able to access it.
- Up to 10 people may simultaneously edit and/or view a document.

Revision history

While you and your collaborators are editing a document, you can keep track of changes (and of the person who made them), and even revert to an older version by using 'Revision history.' From your document, click **File > See revision history**.



On the next page, you'll see a list of the revisions, the date and time each was last edited, and the changes made. You can also compare two revisions at a time.

If you change your mind about the most recent edits you or your collaborators made to the document, simply revert to an older version. Here's how:

1. Click any revision from the list you see. If you select the wrong one, you can click **Older** or **Newer** until you find the version you want.
2. Click **Revert to this one** on the right side of the page.

Your document is reset to the version you selected. When your collaborators view this file, they'll see the version you selected.

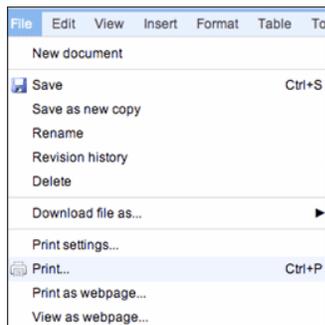
If you want to go back to the latest version of your document, open 'Revision history' and click **Newer** until you get to the latest version.

Publishing

Once you're done creating and editing your document, you can publish it to a webpage. Just click the **Share** drop-down menu on the top right and choose **Publish as webpage**. Then, click **Publish now**.

You can send your document's web address to your friends, colleagues, and family, and they can enter it in their browser address bar to view your document.

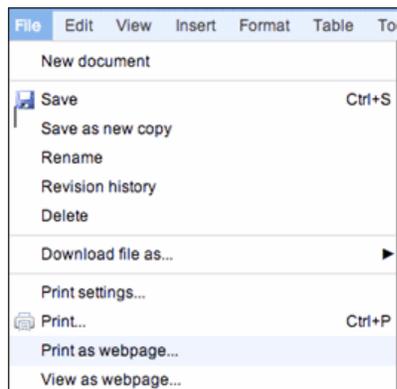
Even after you publish a document, it won't appear in any search index.



Printing

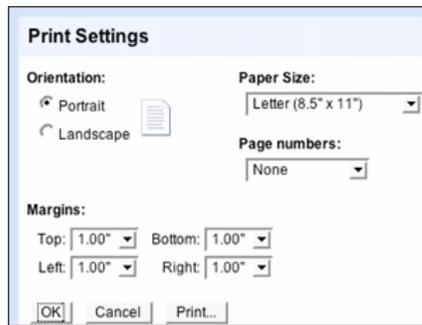
If you want a hard copy of your document, you can print it from a PDF or as a webpage. Here's how you can print directly from a PDF:

1. From within the document you'd like to print, select **File > Print**.
2. A PDF appears with the print dialog box ready for printing.



To print as a webpage, follow these steps:

1. From within your document, select **File > Print as webpage**.
2. You'll see a page with the print dialog box ready for printing.



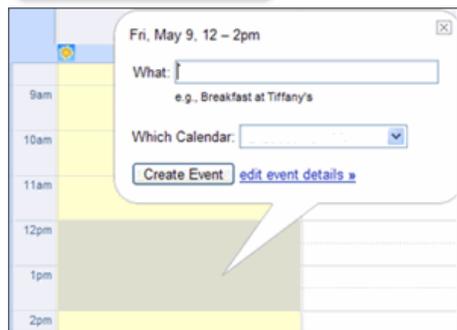
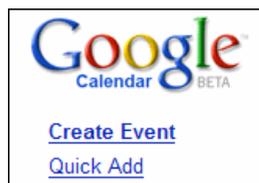
If you'd like to change the default paper size or page orientation before printing, you can select **Print settings** from the **File** menu to access the Print Settings window.

Once you've changed the settings, click **Print** at the bottom of the window. A PDF with a print dialog box appears.

GET ORGANIZED WITH GOOGLE CALENDAR

Once you've signed in to your new account, you're ready to start filling in the white space. If you want to just use one primary calendar, you'll probably want to dive right in to adding events.

Add events



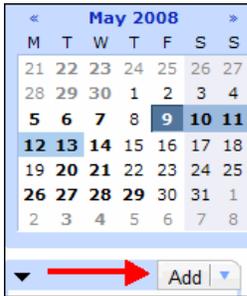
1. Click the **Create Event** link on the upper-left of Google Calendar.
2. Fill in the date, starting time, end time, location, and description of your event. If you're using multiple calendars, you can also select which calendar this event should be on from the Calendar drop-down menu.
3. If you'd like to be reminded of your event, set your desired notification setting. You can be notified by email, text message, or a pop-up message on your computer (though this one only works if Google Calendar is currently open on your computer).
4. Click **Save**.

There are also a few other ways you can create events:

- The [Quick Add](#) feature allows you to enter the most basic event details, and interprets how to display your event with minimal fuss on your part.
- You can also create an event by clicking the appropriate time slot in the calendar itself (drag your mouse to alter the length of the event). After entering the event title, you can click **Create Event** if you're all done, or **edit event details** if you want to add more info.

Add calendars

If you've got a few lives you're trying to balance, you can create additional calendars to stay organized.



1. Click the **Add** button on the left of your main calendar page.
2. Select **Create a new calendar** from the menu.
3. Enter all the relevant information on the Calendar Details page. Give your calendar a name, description, time zone, and add the email address of anybody you'd like to share it with. (There's more on [sharing calendars](#) later on in this guide.)
4. Click **Create Calendar**.

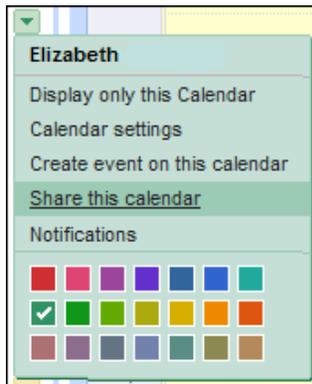
If you think you're going to be working with a few calendars, it's helpful to assign colors to distinguish your calendars from one another. To do this, click the down-arrow next to the appropriate calendar's name in the calendar list on the left and select a color from the menu that appears.

Collaborate with others

While Google Calendar can help you keep track of where you need to be at any given minute, it's also a great tool for collaborating with your friends and family. Here are a few ways Calendar can help you manage your social life.

Share your calendar

You'll be the best judge of if and how you'd like to share your calendar information with others. But just to get your ideas going, here are a few examples of how you can use the 'Share with specific people' feature of your calendar:



- **See only free/busy (hide details):** You have a calendar for your small business and want your clients to see when you're free, but don't want them to see all your appointment details.
- **See all event details:** You manage a softball team and want everyone to see when your games are. You can share your 'Softball' calendar with them, but nobody will be able to change any of the event details and accidentally cause you to forfeit a game.
- **Make changes to events:** You're sharing a 'Hawaiian `Vacation' calendar with your travel-mate and want to help each other plan your tropical itinerary.
- **Make changes AND manage sharing:** You're sharing a calendar with coworkers, who may in turn want to share it with their individual managers or teammates.

If one of these options sounds like a good fit, follow these instructions to share your calendar:

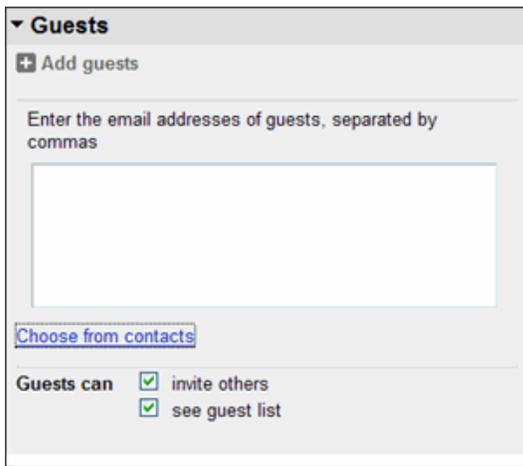
1. In the calendar list on the left, click the down-arrow next to the appropriate calendar, then select **Share this calendar**.
2. Enter the email address of the user with whom you want to share your calendar.
3. From the drop-down menu, select the desired level of permission, then click **Add Person**.

Note: Once you click **Add Person**, the person you selected to share the calendar with will receive an email invitation to view your calendar.



Send invitations

Invitations let you circulate information about a particular event (without requiring you to share your entire calendar with others). Here's how it works:



1. Click on the event to which you'd like to invite guests (or, create a new event).
2. Click the **edit event details** link.
3. In the Guests box on the right, enter the email addresses of the people you're inviting (if you're a Gmail user, you can click the **Choose from contacts** link to see your contacts list).
4. Select the level of control you'd like your guests to have (e.g. whether they can invite more people to your event, view who else has been invited).
5. Click **Save**. (Your guests will be able to respond to the event and have the option to leave comments in the event details.)

Public calendars and public events

By making your calendar public, you're sharing your event information with the entire world. To create your own calendar and add it to the Google Calendar search results, follow the instructions [above](#) to create a calendar and check the 'Make this calendar public' box.

Embed in your website

You can also embed your public calendar in your website or blog (maybe you have a website for your coffee shop and want to publicize a calendar of upcoming musical performances). Here's how:

1. Select the calendar you want to embed from your Calendars list, and click the down-arrow next to it (note that you'll have to [make your calendar public](#) in order to embed it).
2. Select **Calendar settings**.
3. In the 'Embed This Calendar' section, copy the iframe code displayed in the white box (pictured below).
4. Paste this code into your website to embed your calendar.



Anyone who views your website will be able to see the events on your calendar, so make sure you don't embed calendars that contain any information you don't feel like sharing with everyone.

Stay connected wherever you are

Hopefully, some of your scheduled events will have you doing activities away from your computer. Don't worry; you can access Google Calendar on your mobile device. Just enter <http://www.google.com/calendar> in your phone's web browser to sign in. You'll be able to view your agenda, add events, and invite others (at this time, you can't edit or delete existing events from your mobile device).

You can also stay connected via your mobile device by setting up SMS reminders for your events. With this feature enabled, we'll send you a text message (you have control over how far in advance) with the name, time, and location of your event.

Questions, problems, etc., contact: judigrefer@fuse.net

Google Docs: Not the Only Free Cloud Storage in the Sky

Here are four existing alternatives to Google's new storage offer -- and the strengths of each.

Jeff Bertolucci -- Tuesday, January 12, 2010 08:50 PM PST

In the coming weeks, [Google Docs](#) users will be able to store more of their important files online, where they can access them easily and share them with others, according to a Tuesday post on [The Official Google Blog](#).



Users will be able to upload a file as large as 250MB to Google Docs. They'll also get 1GB of free storage for files that aren't in one of the Google Docs formats, such as documents, spreadsheets, and presentations. Additional storage will cost 25 cents per GB per year.

The cloud-storage feature is certainly good news for Google Docs fans, but it's not the only free service in the sky. Here are four alternatives worth a closer look.

DropBox

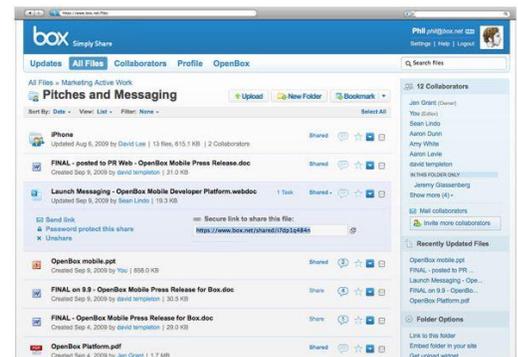
Google's [DropBox](#) offers 2GB of free online storage. Other options include 50GB for \$9.99 per month, or 100GB for \$19.99 per month. When you put your files in a DropBox folder in one computer, they're uploaded to the site's secure servers. Google Docs has a 250MB file size limit, but DropBox has no such limitation. You can access your files from other computers (Windows, Mac, or Linux) or mobile devices that run DropBox too.



Box.Net

[Targeted at the corporate](#) crowd, [Box.Net](#) is a little less generous in the storage department (click on the image for a look at the full screen).

The site's free option provides 1GB of online storage with a 25MB file-size limit. For \$10 per month, you get 5GB of storage and a 1GB file size limit. The \$15 per month plan includes 10GB of storage, with the same 1-gig file cutoff. Pricier plans for enterprise customers (with unlimited storage) are available too.



Microsoft Live Mesh

[Live Mesh](#) is another [cloud service that lets you sync files](#) across multiple computers (Windows and Mac), smartphones, and other mobile devices.

You get 5GB of free storage, but Live Mesh won't share or sync files and folders stored on removable media, including USB, flash, or external hard drives. Live Mesh offers a lot of synchronization options, and supports remote control of any PC in your mesh.



Windows Live SkyDrive

Microsoft's [SkyDrive](#) may lack the sophisticated sync-and-share features of its Live Mesh sibling, but it compensates for it by offering a whopping 25GB of *free* online storage. (Click on the image to view a full screen.)

[SkyDrive supports](#) public, private, and shared folders. Until recently, SkyDrive didn't integrate well with other Microsoft apps, but that's changing. For instance, the new [Office 2010 beta](#) lets you save a document on your PC directly to your SkyDrive online account. Will Google Docs, or the long-rumored but unannounced Google [Gdrive](#) online storage service, someday match or surpass SkyDrive's generous 25-gig offering?



Microsoft Office on-line software is also available via www.skydrive.com