

Basic Internet & Email



Albert L. Scott Library

100 9th Street NW

Alabaster, AL 35007

205-664-6822

Objectives:

- What is the Internet?
- Websites and Webpages
- Searching the Internet
- Google
- Email (Gmail)
- Email Settings

What is the Internet?

The Internet has been around since the 1960s, but then it was primarily used for military and academic purposes. Now the Internet has grown into a world wide phenomenon that is unprecedented. Whether it is for personal or business use, the Internet has allowed individuals to stay connected and informed like never before. The **World Wide Web** is the portion that you access for information.

Who controls the Internet?

No one. It is important to remember that anyone can put anything on the Internet, whether or not it is true. Remember this when it comes to searching for reputable sources.

What can I do with Internet?

Anything. From paying bills to researching the 1920 Census report, the world is at your fingertips.

How is the Internet organized?

Unlike a library, there is no order to the Internet. That is why you have to dig through your search results to find what you are looking for. When it comes to using search engines, the more detailed your search inquiry is, the easier it will be to find what you are looking for.

How does the Internet work?

On the simplest level, the Web physically consists of your **personal computer**, **web browser software**, a connection to an **Internet service provider**, computers called **servers** that host digital data, and **routers** and **switches** to direct the flow of information.

The Web is known as a client-server system. Your computer is the client; the remote computers that store the electronic files are the servers. If you want to go to a website first you would enter the address or the URL of the website in your web browser. Then your browser requests the web page from the web server that hosts that particular website. The server sends the data over the Internet to your computer. Your web browser interprets the data, displaying it on your computer screen.



Internet Browsers

An **Internet Browser** or a **Web Browser** is a software program that allows you to view the Internet. Below are the 4 most common internet browsers icons.



Internet Explorer



Mozilla Firefox



Google Chrome



Safari

Internet Explorer – An Internet browser that is promoted by Microsoft. Most computers come with Internet Explorer already installed on the computer.

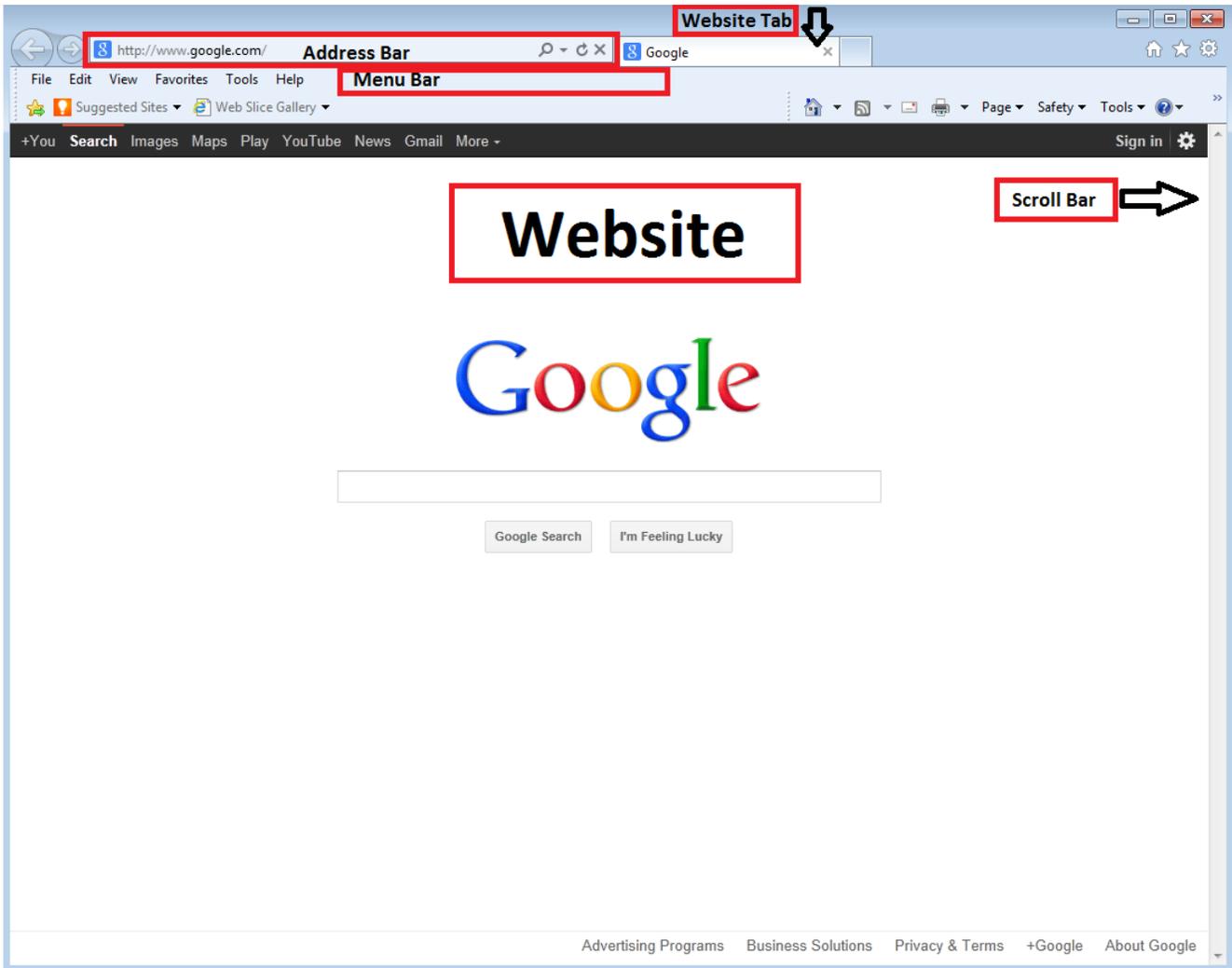
Mozilla Firefox – A free Internet Browser that has to be downloaded to your computer. Has fewer safety issues than other browsers and can usually process larger images and videos.

Google Chrome – Relatively new compared to other browsers, Google Chrome has skyrocketed in popularity because of its speed and safety features. It is also free to download as well.

Safari – A browser that is usually associated with Mac computers.

To find these icons, look on your desktop screen or click the Start Button. If you do not see all of these browsers then those might not be downloaded to your computer.

To open an Internet Browser, double click on the icon and wait for your computer to load the browser.



When you open an Internet Browser, a window will appear like the one above. At the very top of the very top of the window is the **Toolbar**. This area is where you will find the **Address Bar**, **Menu Bar**, and any **Tabs**.

An **Address Bar** is where you will find the **URL** of a website. **URL** stands for Uniform Resource Locator, which is a standardized way of naming network resources, used for linking pages on the World Wide Web.

Example URL: www.cnn.com or www.youtube.com or www.gmail.com

The **Menu Bar** is where you can find many commands that are commonly used such as the bookmark feature or print.

Tabs are used to have multiple websites up at once for quick and easy access.

Every Internet Browser has a different look. You can customize your browser to fit your needs.

Key Commands

No matter how your Internet Browser is set up, there are going to be several universal commands that will be located somewhere in the toolbar.

Back – This feature is usually represented by a left pointing arrow. By clicking the **Back Button** you will be directed to the webpage you were on last.



Forward – Usually depicted with a right pointing arrow, the **Forward Button** will direct you to a webpage that you were on if you had used the **Back Button**.



Refresh – This command will reload the webpage you are currently viewing. Refreshing is useful if an image/video did not load properly or if you are on a constantly updated site (i.e. cnn.com)



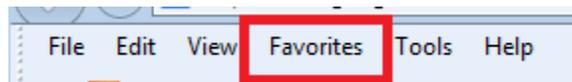
Home – Home will return you to the page you have selected as your default page.



Search – The search bar will allow you to search for a website through a search engine.



Favorites – A list of your favorite websites or any particular website that you bookmarked.



History (CTRL + H) – History stores the pages you have visited and when. You can set the perimeters for the History.

Webpage and Websites

A webpage is an electronic document written in a compute language called **HTML**, which is short for **Hypertext Markup Language**. Each webpage has a unique address called an **URL** or **Uniform Resource Locator**, that identifies where it is located on the Internet.

A website is a series of web pages that are interconnected and linked together. Webpages on a website are linked together by a system of **hyperlinks**, which allow you to jump from one webpage to another by simply clicking on a link.

Parts of a Website

URL (Uniform Resource Locator)

Example: <http://www.google.com>

http://

This stands for the hypertext transfer protocol or a method of writing content for the Internet.

www.

This indicated that a site is on the World Wide Web.

Google.com

This is the host or domain name. The **.com** portion of the address tells the type of website.

Types of Websites

.com Commercial (Businesses)

.edu Educational (Colleges)

.gov Government (IRS, etc.)

.org Organizations (Nonprofits, etc.)

.mil Military (Navy, etc.)

When typing a website address, you never want to put any spaces in the URL.

Good: ww.google.com

Bad: www. Google. Com

Popular Internet Websites

Social Networking

- Facebook.com
- Twitter.com
- Tumblr.com
- Flickr.com

News and Information

- CNN.com
- HuffingtonPost.com
- FoxNews.com
- MSN.com
- ESPN.com
- Weather.com
- Wikipedia.org
- Snopes.com

Entertainment

- People.com
- IMDB.com
- Netflix.com
- Hulu.com
- YouTube.com
- Ticketmaster.com
- Pandora.com

Search Engines

- Google.com
- Yahoo.com
- Bing.com
- GoodSearch.com

Shopping

- Craigslist.com
- Amazon.com
- Ebay.com
- Etsy.com
- Groupon.com
- Overstock.com

Relationships

- Eharmony.com
- Match.com
- ChristianMingle.com
- PlentyofFish.com

Crafts, Cooking, and Other

- Pinterest.com
- Goodreads.com
- Allrecipes.com
- StumbledUpon.com

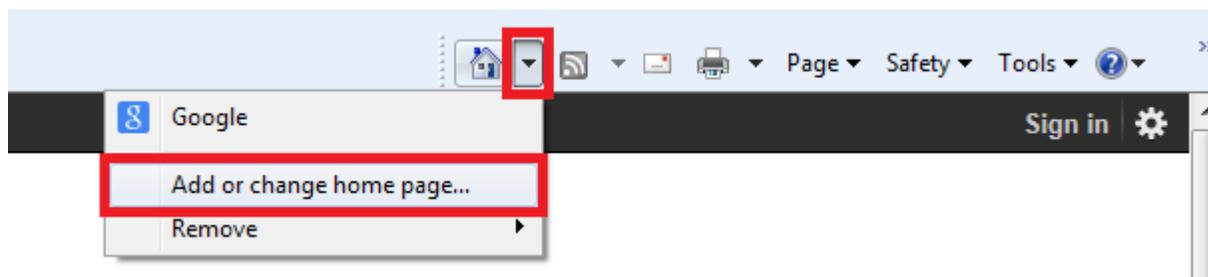
Home Page

As mentioned early, your **home page** is the webpage/website that is set as your default page. Meaning when you open your Internet browser, whatever page is set as the homepage will always appear when the browser opens.

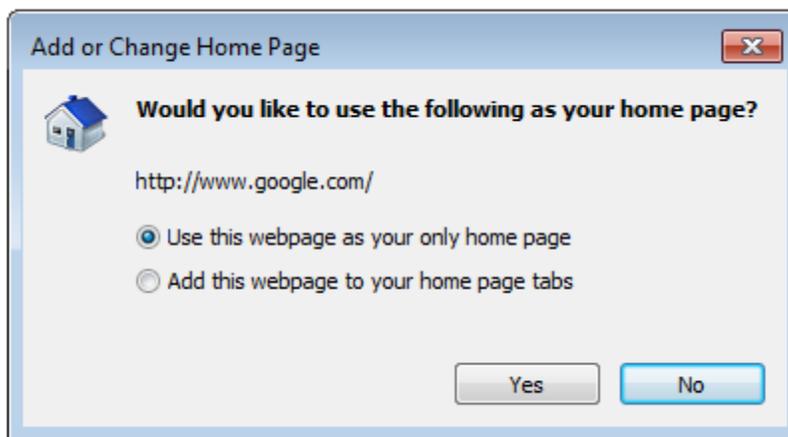
You can set your home page to whatever you want. Some people set it for their e-mail, facebook, or even a search engine!

Since every Internet browser is different there is no set way on how to teach you to set a website as your home page.

Generally, if you have found a website you want to add as your home page, you can go to the Home button (looks like a little house) and click the small drop down arrow if there is one.



A pop up box will appear asking for confirmation.



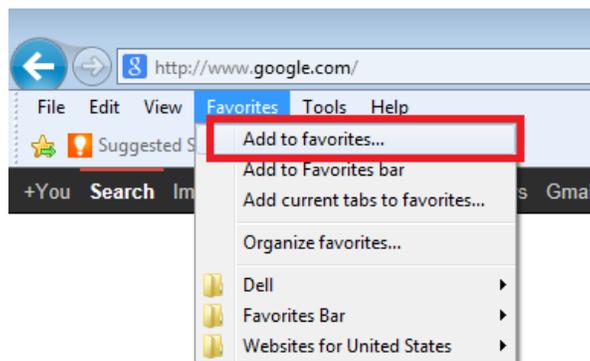
Bookmarking Your Favorites

Sometimes there are websites that you visit frequently throughout the day. It can be very annoying to type the URL out every time you want to visit the website. Most Internet Browsers allow you to **bookmark** these frequently used websites so you can easily access them.

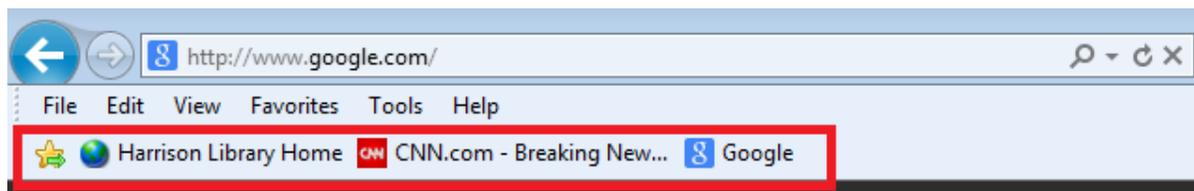
How to Bookmark a Website

Since every Internet Browser is different there is no set way to bookmark a website. The best way to start is looking for your favorites list. Usually there is a “Add to Favorites” or “Bookmark this Page” command, which is what you are looking for.

Example:



In the image above, below the “Add to favorites...” is “Add to Favorites bar”, which means several of your favorites will appear in the top part of the browser.



Searching

Just like when you come to the library, you are going to have to search for what you want to find. Unlike the library, the Internet is not organized.

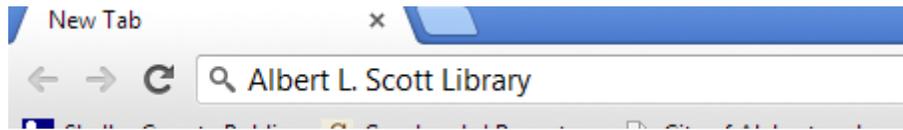
Search Engines help you narrow down your search. A search engine is a program that will search the Internet for what you tell it to. Google, Bing, Yahoo are very popular search engines.

Where do I begin?

First, you want to go to the search engine. It is very common to have a search engine URL set as your home page. Sometimes your Internet Browser will have a search engine already built in.



In most Internet Browsers you can type your search into the address bar.



Once you hit Enter, the Internet Browser will present your search results.

Since Google is very popular we will be working with that search engine.

If Google is part of your tool bar, you can search there or you can go to www.google.com



Google

Google Search

I'm Feeling Lucky

Searching Tips From Google

Tips for searching like a pro

Don't see what you're looking for in your search results? Here are some basic tips and tricks to help you find just what you want every time.

1. Keep it simple! Start by typing the name of a thing, place, or concept that you're looking for.

```
[ puppy training tips ]  
[ london dinner cruise ]  
[ pasta recipe ]
```

2. Add relevant words if you don't see what you want after doing a simple search.

```
First try: [ puppy ]  
More precise: [ puppy training ]  
Even more precise: [ dalmatian puppy training class ]
```

Don't worry if it takes several attempts to find the right words to describe your search.

3. Try words that a website would use to describe what you're looking for.

```
Not ideal: [ my head hurts ]  
Not ideal: [ why is my head killing me ]  
Better: [ headache ]
```

Why? Google matches the words in your search to the words appearing in pages on the Internet. "Headache" is the term that informative webpages are likely to use, so using that term will help you reach the type of information you want.

4. Use only the important words rather than a full sentence or question.

```
Not ideal: [ country where bats are an omen of good luck ]  
Better: [ bats good luck ]
```

Why? Generally, all of the words that you include in your search will be used to find matching content. Too many words will limit your results.

5. Let Google do the work! Certain types of searches will show you special information directly below the search box.

```
Weather: [ weather edinburgh ]  
Calculations: [ 45 x .88 ]
```

Exceptions

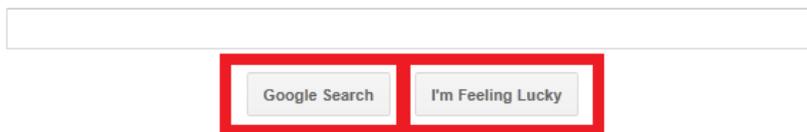
Sometimes Google search will act differently than what's described above if doing so could improve your search. Here are a few of these cases:

- Common words like "the," "a," and "for," are usually ignored, but might not be if they're integral to your search phrase. For example, the word "the" differentiates a search for [the who] (likely referring to the band) and [who] (likely referring to the World Health Organization).
- A webpage could appear in your results even if it doesn't contain all of the words from your search. For example, the query [overhead view of the bellagio pool] will give you nice overhead pictures from webpages that do not include the word "overhead."
- Synonyms might replace some words in your original query, but you can enclose a word or phrase in quotes to prevent this from happening.
- Generally, most punctuation and special characters are ignored, however there is a growing list of [punctuation and symbols](#) that are recognized in searches.

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Google Search VS I'm Feeling Lucky

On Google, you have two main options:



Google Search is a straight forward search that will bring you hundreds of thousands of results. "I'm Feeling Lucky" will take you to the very first search result. You will go straight to that website and bypass all the results. Sometimes the "I'm Feeling Lucky" option isn't always the best.

¹ "Google Search Basics: Basic Search Help" <http://support.google.com/websearch/bin/answer.py?hl=en&answer=134479>

Example:



Albert L. Scott Library

Google Search

I'm Feeling Lucky

Result:

Address: 100 9th Street NW
Alabaster, Alabama 35007
United States

County: Shelby

Phone: 205-664-6822

Connect to: [Library Web Site](#) [Online Catalog](#)

Library details: Albert L. Scott Library is a Public library. This library is affiliated with the library system that serves Alabaster, AL. The collection of the library contains 42539 volumes. The library circulates 152176 items per year. The library serves a population of 22619 residents .

Administration: The director of the library is Nan Abbott, Director.

Statistics

Service Population	22619 residents
Collection size	42539 volumes
Annual Circulation	152176 transactions

NCES Statistics [view NCES Statistics](#)
Launch a new window showing detailed statistics available from the National Center for Educational Statistics

Technology Profile

Product Name	Year Contracted
Current Library Automation System:	Polaris 2002
Previous Library Automation System:	Galaxy 1995

NOT THE LIBRARY'S WEBSITE !!

Map of Library Location (33.244237, 86.826670)

Other Libraries

- Harrison Regional Library System
- Alabaster (Alabama)
- Shelby county (Alabama)
- View map of libraries in Shelby County
- all Public libs in Alabama
- United States
- Automation systems in Alabama

About lib-web-cats
lib-web-cats (library web and catalogs) is a free directory of libraries throughout the world.
This directory is a compon

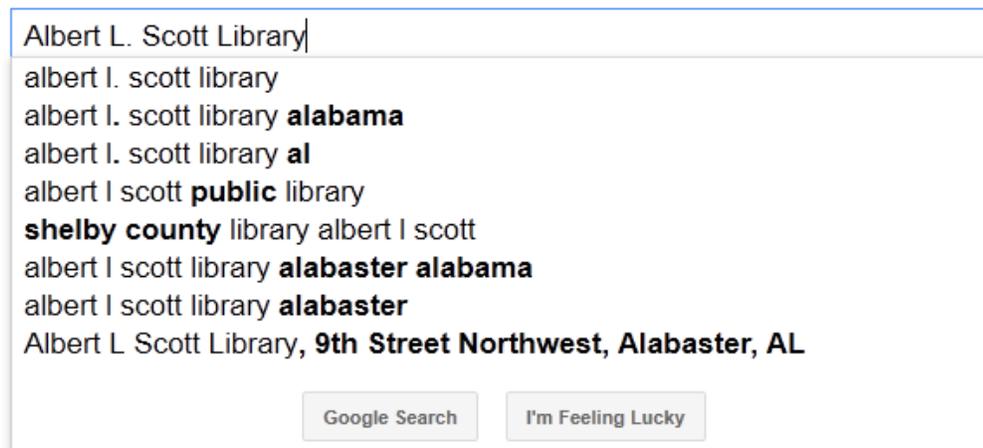
Want to see something funny?

- Do a "I'm Feeling Lucky" search for "Where is Chuck Norris?"

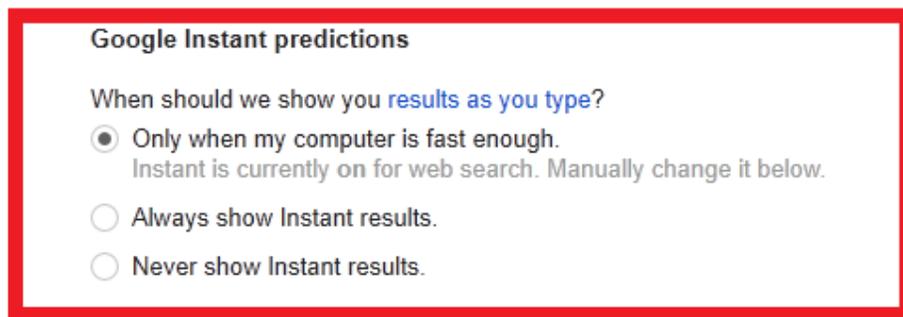
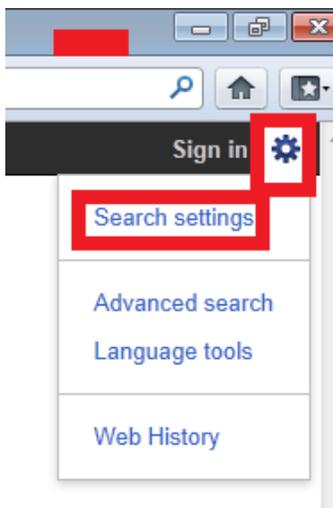
Enjoy! ☺

Searching – Instant Predictions

Sometimes when you start searching, Google will try to help you by giving you “Instant Predictions”. These are possible options that Google thinks you want. You don’t have to select them if you don’t want to.



To turn off Instant Predictions, go to the top right hand corner on www.google.com and select the tools icon then “search settings”, which will allow you to change your settings.



Search Results

Once you have done a Google search, here is what you will typically see:

Google Albert L. Scott Library SafeSearch on

Web Images Maps Shopping More Search tools

About 2,380,000 results (0.28 seconds)

Albert L. Scott Library -- Alabaster, AL [lib-web-cats 9061]
www.librarytechnology.org/lwc-displaylibrary.pl?RC=9061
 Albert L. Scott Library -- Alabaster, AL. Type: Public. Address: 100 9th Street NW, Alabaster Alabama 35007 United States (Shelby County) Coordinates: ...

Harrison Library: Home
www.shelbycounty-al.org/
 Information on **library** locations and hours, books by mail, computer centers and calendar of events.

City of Alabaster | Welcome to the City of Alabaster, Alabama
www.cityofalabaster.com/
 Don't worry! Bob Fitzgerald of Personal Computer Consulting in Alabaster is here to help! Join us at the **Albert L. Scott Public Library** as Mr. ... Continue reading ...
[Google+ page](#)

100 9th Street Northwest Alabaster, AL 35007
 (205) 664-6822

Albert L. Scott Library Alabaster, AL, 35007 - YP.com
www.yellowpages.com/alabaster-al/.../albert-l-scott-library-45799248...
 Get directions, reviews, payment information on **Albert L. Scott Library** located at Alabaster, AL. Search for other Libraries in Alabaster.

Albert L. Scott Library (Shelby County Public Library) in Alabaster ...
<https://www.librarything.com/.../Albert-L-Scott-Library-Shelby-Coun...>
Albert L. Scott Library (Shelby County Public Library) in Alabaster, AL. LibraryThing Local covers bookstores and libraries, and book events of all kinds.

Albert L Scott Library
 Directions Write a review
 Address: 100 9th Street Northwest, Alabaster, AL 35007
 Phone: (205) 664-6822
 Reviews
 More reviews: citysearch.com

Only "safe" websites were returned in the results. Meaning sites with questionable content were filtered this search.

Google tries to be one step ahead of the game. Searches are frequently done for phone numbers, addresses, or directions. If possible, Google will display this information on the search results page.

If you notice, some of the links are purple and others are blue. There is a reason for this. All links start out blue. Once you have clicked on a link, the link color changes from blue to purple. Purple means that the link has been used before. This is just a helpful way to keep up with what sites you have visited and which ones you have not.

Harrison Library: Home Never Visited Before
www.shelbycounty-al.org/
 Information on **library** locations and hours, books by mail, computer centers and calendar of events.

City of Alabaster | Welcome to the City of Alabaster, Alabama Have previously visited this site
www.cityofalabaster.com/
 Don't worry! Bob Fitzgerald of Personal Computer Consulting in Alabaster is here to help! Join us at the **Albert L. Scott Public Library** as Mr. ... Continue reading ...
[Google+ page](#)

100 9th Street Northwest Alabaster, AL 35007
 (205) 664-6822

Ads in Search Results

Search engines are great helpful resources, but they are also created by companies that need to make a profit. When searching, you need to understand the difference between a result and an advertisement.

Google Cake Recipes

Web Images Maps Shopping News More Search tools

About 55,000,000 results (0.22 seconds)

Ads related to **Cake Recipes**

- Cake Recipes - KraftBrands.com**
www.kraftbrands.com/JELL-O
View Our Fun JELL-O® **Cake Recipes** That Are Perfect For Any Occasion!
- Birthday Cake Recipes - DuncanHines.com**
www.duncanhines.com/Birthdays
Make Their Next Birthday a Perfect One with Duncan Hines **Cake Mixes**!
- Best Cake Recipes - justapinch.com**
www.justapinch.com/
Easy, Delicious **Cake Recipes** From Cooks Like You!

Cake Recipes - Allrecipes.com
allrecipes.com/recipes/desserts/cakes/
Looking for **cake recipes**? Allrecipes has more than 2950 trusted **cake recipes** complete with how-to videos, ratings, reviews, and baking tips.
Best **Cake Recipes - Birthday Cake - Chocolate Cakes - Cupcakes**

Birthday Cake Recipes - Moms Who Think
www.momswhothink.com/cake-recipes/cake-recipes.html
Cake Recipes Rich, moist, decadent **cake recipes**. We have all your favorite **cake recipes** with easy instructions.

Crowd Pleasing Cakes : Recipes and Cooking : Food Network
www.foodnetwork.com/crowd-pleasing-cakes/package/index.html
Find favorite **recipes** for celebration **cakes**, stand-by **recipes** from Paula and 8 **cake-mix** shortcut **cakes**. Plus, find tips and techniques for baking, frosting and ...

The results in the larger red box are advertisements.

They appear in a very pale color, that is meant to differentiate them from the results, but the difference is barely noticeable.

Companies who pay for these ads are hoping that you will click on their results by mistake and gain more recognition for their website.

Ads usually appear at the top of the results or to the right of the results.

Another Example of Ads

Google alabama real estate

Web Images Maps Shopping More Search tools

About 115,000,000 results (0.24 seconds)

- Alabama Real Estate - Find Homes For Sale in ... - Realtor.com**
www.realtor.com/alabama/nbselal.asp
Alabama Real Estate - Visit REALTOR.com to find real estate in the Alabama area. Find Alabama homes and real estate for sale by using REALTOR.com's AL ...
- Alabama Real Estate - Homes for Sale in AL - AL.com**
realestate.al.com/
Alabama Real Estate. Search for new homes, home rentals, foreclosure and homes for sale in AL. Search for **Alabama Real Estate** with ease at AL.com. Visit us ...
Alabama Real Estate & MLS ... - Birmingham Real Estate - Foreclosures - Mobile
- Birmingham Real Estate - Birmingham Homes - Orange Beach Real ...**
www.realtysouth.com/
Alabama's #1 Real Estate Company. Offering over 20000 properties in Birmingham, Huntsville, Orange Beach, and Tuscaloosa.
- Birmingham AL Real Estate Listings, Homes, Properties, and Lots**
www.alabamarealestateinc.net/
Search all **Alabama Real Estate** Properties, investment opportunities, and Foreclosures in Birmingham and surrounding counties, Jefferson, Shelby, Chilton, ...
- Alabama Real Estate - Find or Sell Alabama Real Estate**
www.remax-alabama.com/
If you are searching for or selling **Alabama Real Estate**, then look no further. We have extensive experience in buying & selling **Alabama Real Estate**.
Property Search - Agents & Offices - Alabama Real Estate - My Home Finder
- Birmingham Real Estate & Birmingham AL Homes for Sale - Zillow**
www.zillow.com/birmingham-al/
Search Birmingham **real estate** listings for homes for sale and check out Birmingham,

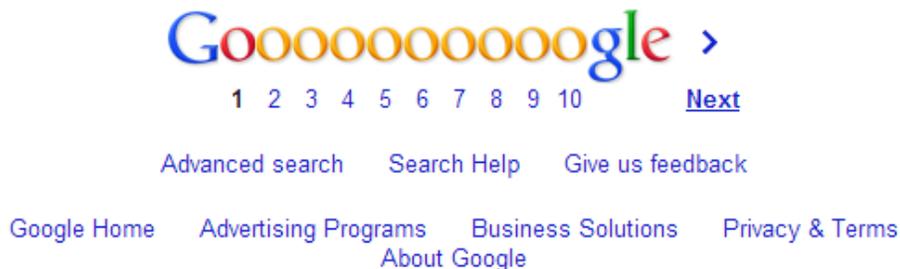
Ads

- Birmingham Homes For Sale**
www.searchhomesinbirmingham.com/
Free MLS Search ALL B'Ham Homes. Exclusive Listings. Free Trial.
- Alabama MLS.com**
www.mls.com/
Multiple Listing Service access. Search MLS in AL. 222 people +1'd this page
- Zillow Real Estate**
www.zillow.com/Real-Estate-For-Sale
Browse Homes for Sale Near You. Market Stats, Schools & Home Rates. 3,773 people +1'd this page
- New Single Family Homes**
www.rossbridge.com/birmingham
From \$200s-\$1mil+ at Ross Bridge Birmingham's Hottest Selling Homes!
- Alabama Real Estate**
www.local.com/
Looking For **Alabama Real Estate**? Find It By Location With Local.com!

See your ad here >

Review More Search Results

When searching, the search results displayed on the first page are going to be the ones that match the search terms the most. To view more results, scroll down to the bottom of the page. You will see something like this:



By clicking on the additional numbers, next, or any of the gold O's at the bottom of the page, you will be directed to more search results.

You can also provide feedback to Google about your search experience.

Advanced Search

At the bottom of the page is the **Advanced Search**, which will help you with more precise searches.

Advanced Search

Find pages with...		To do this in the search box
all these words:	<input type="text" value="Albert L Scott Library"/>	Type the important words: tricolor rat terrier
this exact word or phrase:	<input type="text"/>	Put exact words in quotes: "rat terrier"
any of these words:	<input type="text"/>	Type OR between all the words you want: miniature OR standard
none of these words:	<input type="text"/>	Put a minus sign just before words you don't want: -rodent, -"Jack Russell"
numbers ranging from:	<input type="text"/> to <input type="text"/>	Put 2 periods between the numbers and add a unit of measure: 10..35 lb, \$300..\$500, 2010..2011

Then narrow your results by...

language:	<input type="text" value="any language"/>	Find pages in the language you select.
region:	<input type="text" value="any region"/>	Find pages published in a particular region.
last update:	<input type="text" value="anytime"/>	Find pages updated within the time you specify.
site or domain:	<input type="text"/>	Search one site (like wikipedia.org) or limit your results to a domain like .edu, .org or .gov
terms appearing:	<input type="text" value="anywhere in the page"/>	Search for terms in the whole page, page title, or web address, or links to the page you're looking for.
SafeSearch:	<input type="text" value="Filter explicit results"/>	Tell SafeSearch whether to filter sexually explicit content.
reading level:	<input type="text" value="no reading level displayed"/>	Find pages at one reading level or just view the level info.

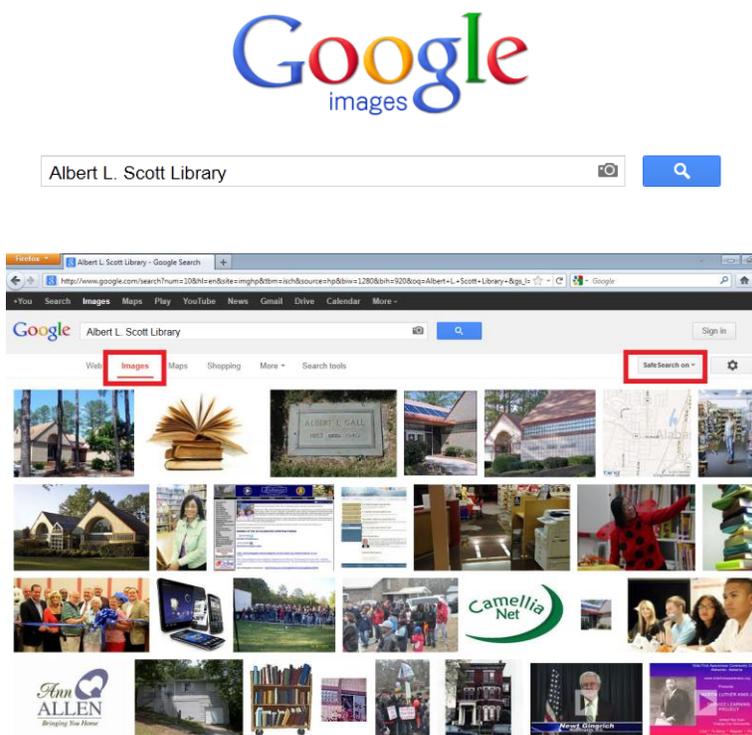
Image Searching

If you want to search the Internet for images pertaining to your search terms, it is very easy!

If you are on www.google.com you will notice in the top left hand corner, a tool bar.



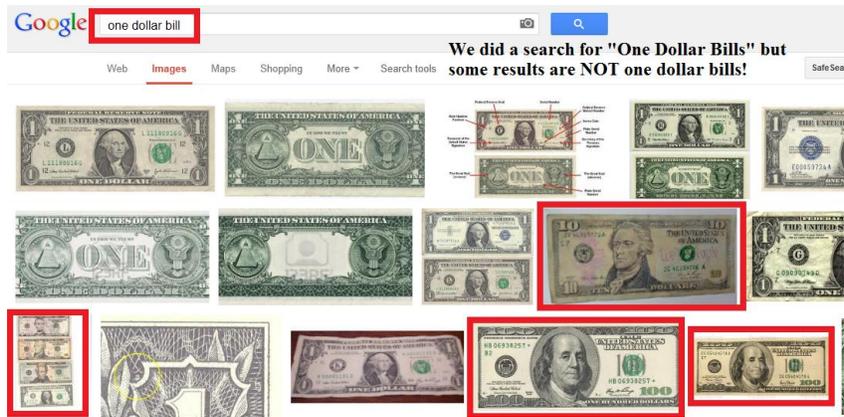
So far we have been searching for websites. By selecting “Images” you can search for pictures!



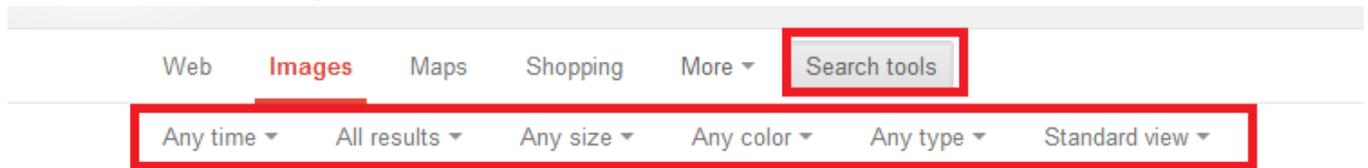
If you notice in the red box on the left, we are in the image section. You can easily navigate between “images”, “Web”, “Maps”, and “Shopping” by simply clicking on the words.

Also note that our safe search is **on**. This filters images that are not appropriate. If you look at the results above, some have absolutely nothing to do with the **Albert L. Scott Library**, which was our search term. It also pulled results that deal with “library”, “Albert”, and/or “Scott”. Some of the images above are also pulled from the Albert L. Scott Library website.

Another Example of Random Results:



If you want to set your search for specific factors (i.e. Size, Color, Drawing..) you can select **Search Tools** and limit your search.



Safe Search

There are many reasons for using the **Safe Search** feature. If you have kids at home, are using a public computer (like the library's), or just don't want to see any questionable materials. But sometimes, by having the Safe Search on you are filtering results that might be what you are looking for. There is no rhyme or reason for how Google filters materials with the Safe Search. If you are not finding what you are looking for, you can change the Safe Search settings to include more results (they have inappropriate content though!)



Google Doodle

The Google logo is a very recognizable logo.



But sometimes Google likes to have some fun, which is why they came up with **Google Doodle**. A Google Doodle is a fun and spontaneous way of recognizing an important date in history, anniversaries, or a famous person by restricting the Google logo to represent that important fact.

Example of a Google Doodle (Veteran's Day 2012):



To view more Google Doodles, go to www.google.com and select "I'm Feeling Lucky" without typing anything in the search box.

Tips and Tricks of Google!

Click on the link below to see all the neat things Google can do for you!

<http://www.google.com/insidesearch/tipstricks/all.html>

Google Books

www.books.google.com

About Google Books

Search

Book Search works just like web search. Try a search on Google Books or on Google.com. When we find a book with content that contains a match for your search terms, we'll link to it in your search results.

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Google Earth

www.earth.google.com

Google Earth has to be downloaded to your computer, but once you have downloaded it, you can view high-resolution aerial and satellite imagery photos of places around the world!

The image shows two side-by-side screenshots. The left screenshot is the Google Earth website homepage, featuring a navigation menu (Home, Explore, Learn, Contact, Help), a search bar, and promotional text: "Get the world's geographic information at your fingertips" and "New! 3D imagery and tour guide in Google Earth 7". Below this are three columns of text: "Explore the world from anywhere", "Start your virtual adventure", and "Upgrade to Google Earth Pro". The right screenshot is the Google Earth application interface, showing a 3D street view of a road in Alabama, USA, with various toolbars and a "Places" sidebar.

Google Shopping

If you want to do some online shopping you can go straight from your Google search to Google Shopping by simply clicking on the "Shopping" tab in your search results.

The image shows a Google search results page for the query "Black and White Dress". The search bar contains the text "Black and White Dress". Below the search bar are navigation tabs: "Web", "Images", "Maps", "Shopping" (highlighted with a red box), "More", and "Search tools".

The image shows the Google Shopping results for "Black and White Dress". It displays a grid of product listings with images of dresses, prices, and store names. The results are sorted by "Relevance".

Google Reader

www.google.com/reader

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www.google.com/finance

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Includes:

Company Search

Portfolios

Interactive Charts

Blogs

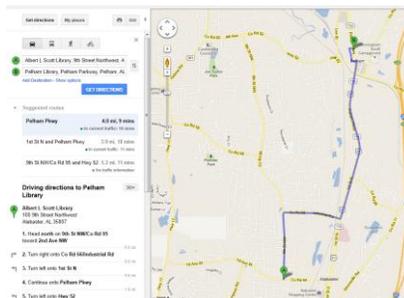
News

Discussion Groups

Google Maps

www.maps.google.com

A great source to find directions and addresses!



Google Docs

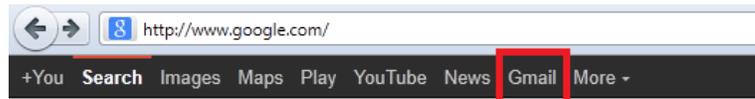
www.docs.google.com

Create online documents, presentations, and spreadsheets where you or your friends can edit them and share easily. (Great for group projects!)

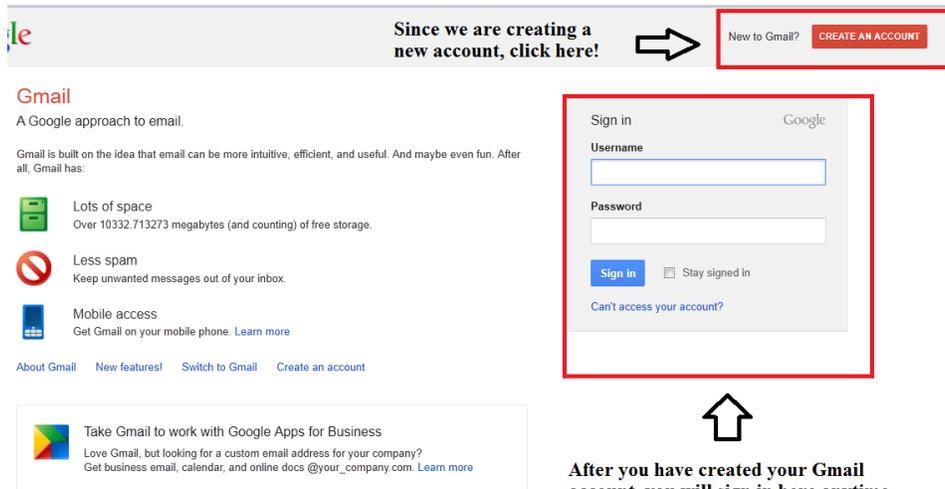
Gmail

In this part, we will work on creating an email account through Google, also known as Gmail. We will go through the steps of creating the actual email account, along with the basic information on navigating through Gmail.

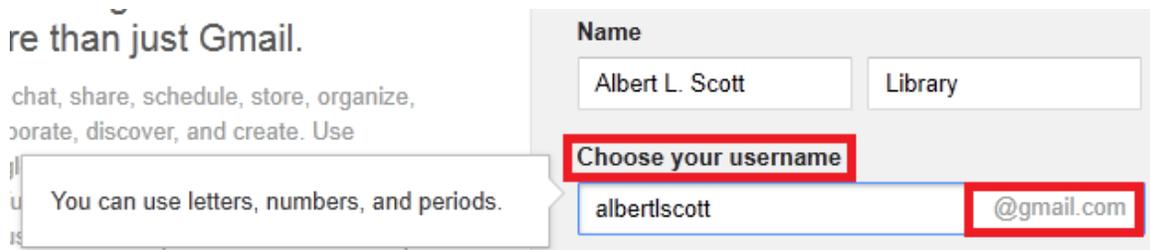
If you are on www.google.com, look in the top left corner of the webpage and select the **Gmail** section.



You can also go straight to www.gmail.com to access this.



Once you click on **Create An Account**, you will be redirected to a new page that will ask you for some information to create your email account.



When it comes to choosing a username, you want to pick something that you will remember and can be associated with you (i.e. your name, your job title, your business...)

Example:

Good: AlbertLScottLibrary@gmail.com

Not Ideal: Best Library Ever@gmail.com

It is important to remember that your username is your email address.

Example:

Username: AlbertLScottLibrary

E-mail Address: AlbertLScottLibrary@gmail.com

Once you have selected your username, you will have to choose a password.

username and password, all backed up
e time and easy to find at (you guessed
it all with you

Password strength:

Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. [Why?](#)

Create a password

Confirm your password

It is very important to choose a password that will be easy for you to remember!



"What do you mean Rumpelstiltskin is too long for a password?!"

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phone: (216) 371-8600 / e-mail: ft@funnytimes.com

Choosing a smart password

Use a unique password

For every unique account, use a unique password.

Using the same password on different websites allows hijackers to access your important accounts if they manage to steal your password from a less secure website. At a minimum, choose unique passwords for important accounts like your email and online banking.

What's a smart password?

Your password is the first line of defense against cyber criminals. Follow these tips to create a smart password:

- ▶ [Use a unique password for all your important accounts](#)
- ▶ [Use a password with a mix of letters, numbers, and symbols](#)
- ▶ [Create a password that's hard for others to guess](#)
- ▶ [Make sure your password recovery options are up-to-date and secure](#)
- ▶ [Keep your passwords in a secret place that isn't easily visible](#)

Why are unique passwords important?

Using a unique password helps keep your accounts and data safe. It's especially important to use unique passwords for important accounts such as banking, social networks, and email. You're likely to have dozens of accounts across the web, and you can't guarantee the security of all of those accounts. Many smaller companies don't have security technology capable of guarding your data from cyber criminals. When you use the same password across the web, a cyber criminal can gain access to a less secure account and then use that password to compromise your important accounts.

How do I add an extra layer of security?

Once you've created a smart password, you can add an extra layer of security by enabling [2-step verification](#). Not all Internet accounts have this security option, but your Google Account does. 2-step verification requires you to have access to your phone, as well as your username and password, when you sign in. This means that if someone steals or guesses your password, the potential hijacker still can't sign in to your account because they don't have your phone. Now you can protect yourself with something you know (your password) and something you have (your phone).

▼ Re
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Me
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Me
Se

2

² "Choosing a Smart Password" <http://support.google.com/accounts/bin/answer.py?hl=en&answer=32040>



"I don't know how my site keeps getting hacked. Everybody I give my password to says it's very secure."

Phone Number and Alternate Email Address

Sometimes people forget their passwords, so Gmail has several ways of recovering those passwords. Before they can recover them though, they want to verify that you are the account holder.

By providing an alternate email address, Gmail will send an email to the secondary email address with steps to recover the password.

- **Do not give an email address that many people can access.**
- **Do not give an email address that you do not use anymore and might not remember how to access!**

By providing **your** cell phone number, Gmail will text you a code number to verify you as the account holder. Once you have received the code number, you will type that number into a link provided by Gmail.

- **Do not give a cell phone number that you do not have access to.** (i.e. your child's phone number or a neighbor's number)

Your phone number helps us with things like keeping your account secure. For example, we can send you a text message to help you access your account if you ever forget your password.

We will use this address for things like keeping your account secure. For example, we can send you an email alert if we see unusual activity in your account.

You DO NOT have to put your phone number.

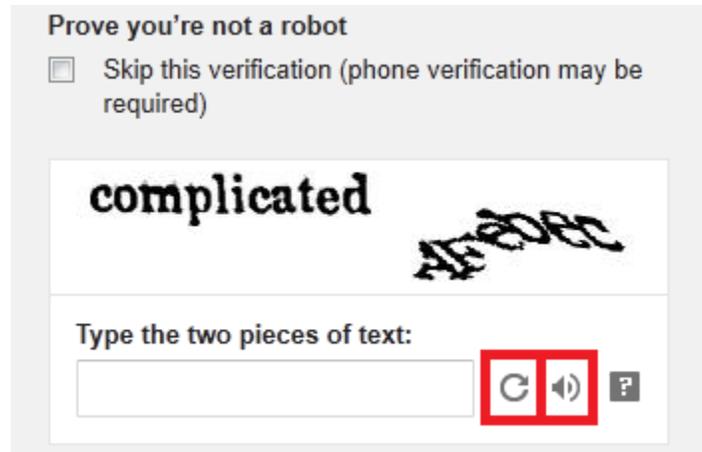
Mobile phone

Your current email address

Prove you're not a robot

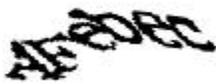
Verification

Next Gmail will ask you to verify that you are not a robot. The reason is that people will sometimes create computer programs that will massively create new email addresses for the purpose of spam. Gmail is just trying to prevent this from happening.



Prove you're not a robot

Skip this verification (phone verification may be required)

complicated 

Type the two pieces of text:

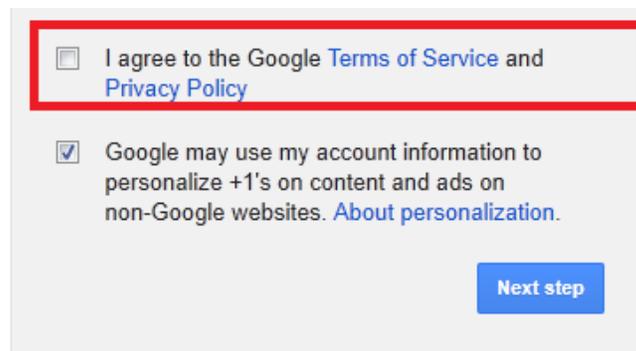
In the box you will usually see two words or grouping of letters. Gmail is asking you to type these characters into the text box as you see this. A robot would not be able to do this. Sometimes the words can be difficult to read or blurred. This is another ploy to prevent robots from creating spam emails.

If you cannot make out the words, there will usually be a refresh button next to the text box. Hit that button and you will be given a new code to enter. Sometimes you might have to change the code several times before you find one that you can clearly understand.

For the visually impaired, most of the verification systems provide an audio version where the person can listen to the characters being pronounced then enter them into the text box.

Terms of Services and Privacy Policy.

The very last step is to agree to the terms of services and the privacy policy.



I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

Google may use my account information to personalize +1's on content and ads on non-Google websites. [About personalization.](#)

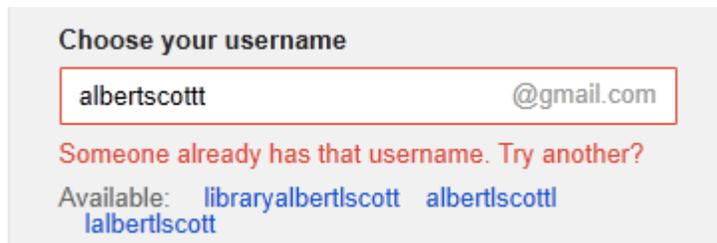
[Next step](#)

To read the Terms of Service and Privacy Policy, you can click on the blue words. This indicates that these are links and you will be directed to what they are labeled as.

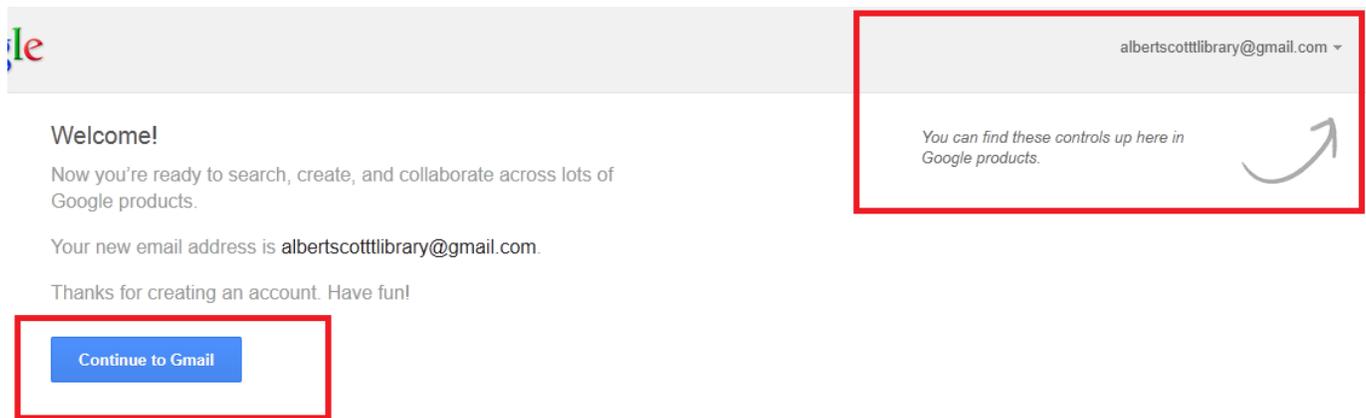
Below the Terms of Service and Privacy Policy is a **already checked** box saying that Google will incorporate your account information and use it to setup and personalize your Google + account (Google's version of Facebook) and ads on non-Google websites. To read more about the Google's personalization policy you can click the blue link. This box is already checked because Google wants you to do this. **If you are not comfortable with this, then uncheck the box!!**

Choosing Another Username

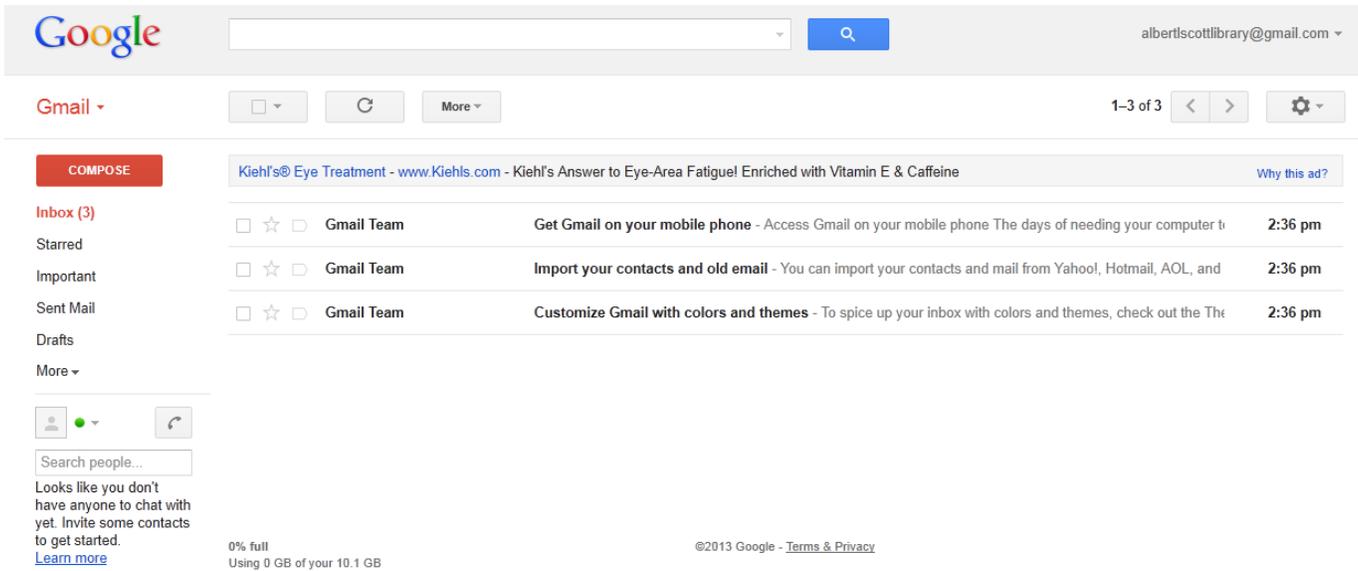
Sometimes the username you picked is already in use. Once you have hit the **Next Step** button, you might see a message like this:



It means you will have to try another username. Gmail will try to give you sample usernames that are available if you want to use them. Once you have gotten signed up you will see a personalized message like below.



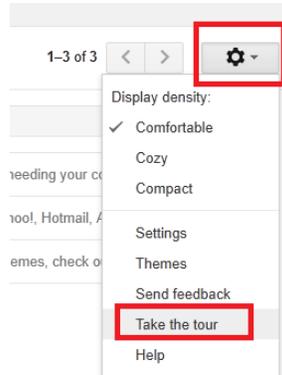
Once you **Continue to Gmail**, you will be taken to your new email account!



Tour

If you are new to Gmail, there is a simple tour you can take to easily and quickly familiarize yourself with Gmail.

In the right hand corner of your email account, you will see a little gear symbol, which is your **Settings Button**. Click on it and you will see **Take The Tour**.



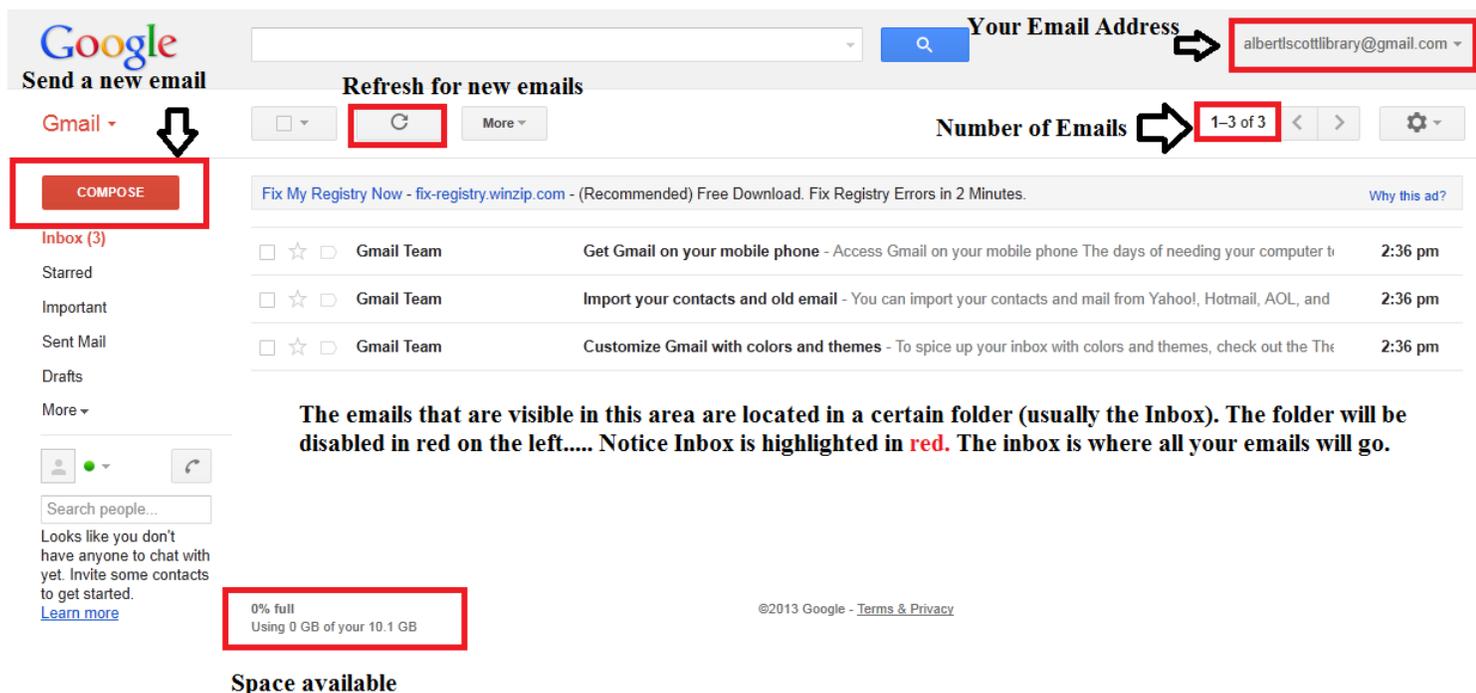
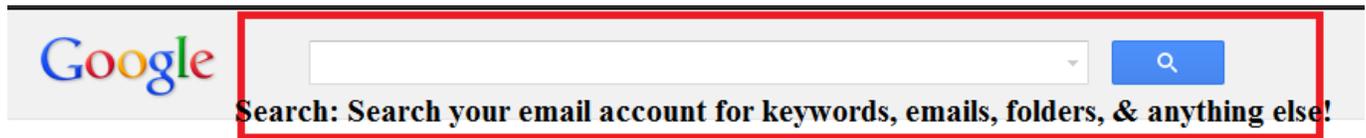
The Basics

Before you get into personalizing your email it is important to know where the basics are.

Search

If you ever have to search through your email for anything, Gmail has provided a handy search engine that is specifically designed to search just your email.

Example: Are you looking for emails specifically from a certain email address? Type in that email address in the search engine and Gmail will find all emails with that email address associated to them. The search will even pull up emails that are in the **Trash** and have not been permanently deleted.



The emails that are visible in this area are located in a certain folder (usually the Inbox). The folder will be disabled in red on the left..... Notice Inbox is highlighted in red. The inbox is where all your emails will go.

Compose

Compose is where you will create and send new emails.

Inbox

The **inbox** will house all the new emails. Once an email has been read it will still stay in the inbox. The number next to the inbox on the left hand side column indicates the number of **unread emails**.

Folders

Gmail has several folders that you can move and store emails in for organization. **Starred**, **Important**, and **Sent Mail** are just a few that are preloaded to your email account. By selecting the **More** button on the left hand column, the option to manage and create new folders will appear.

- Inbox (3)
- Starred
- Important
- Sent Mail
- Drafts
- Less ▲
- Chats
- All Mail
- Spam
- Trash
- Manage labels
- Create new label

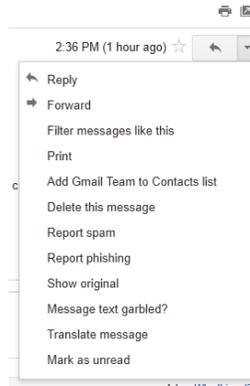
Reading Emails

To read an email in your inbox, click on the email. Once the email has been opened, it will fill up space where the inbox was.

The screenshot illustrates the Gmail interface with several key components highlighted:

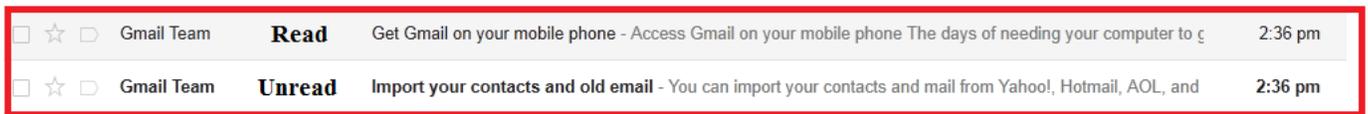
- Navigation Bar:** Includes 'Back to Inbox', 'Archive', 'Delete', and 'Labels' buttons.
- Search and Actions:** A search bar and a 'Read more emails' section with '1 of 3' and navigation arrows.
- Email Header:** Shows the sender 'Gmail Team', subject 'Get Gmail on your mobile phone', and time '2:36 PM (1 hour ago)'.
- Email Body:** Contains the main text of the email, including a promotional message and a 'Get Gmail for your phone' button.
- Advertisements:** A sidebar on the right displays ads for 'LG - Virgin Mobile', 'BlackBerry Official Site', and 'Assurance Wireless'.
- Reply Section:** A 'Reply to Email or Forward' section is located at the bottom of the email content.

Next to the small reply button is a down arrow. This arrow will give you more options.



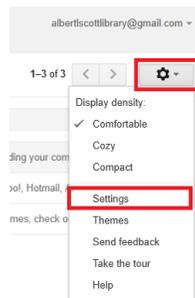
Read vs. Unread Emails

New emails will appear in bold font in your inbox. Once you have read an email, it will appear in regular font.

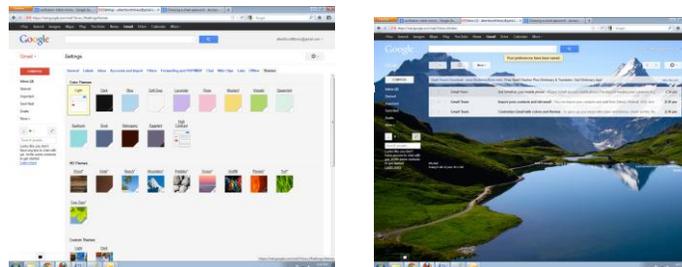


Themes

When you sign up for an email, the theme or style of your email account is very basic. It is a light color scheme and simplistic. Gmail allows you to choose different themes to stylize it. Go to the **Settings** (gear symbol) then select **Themes**.

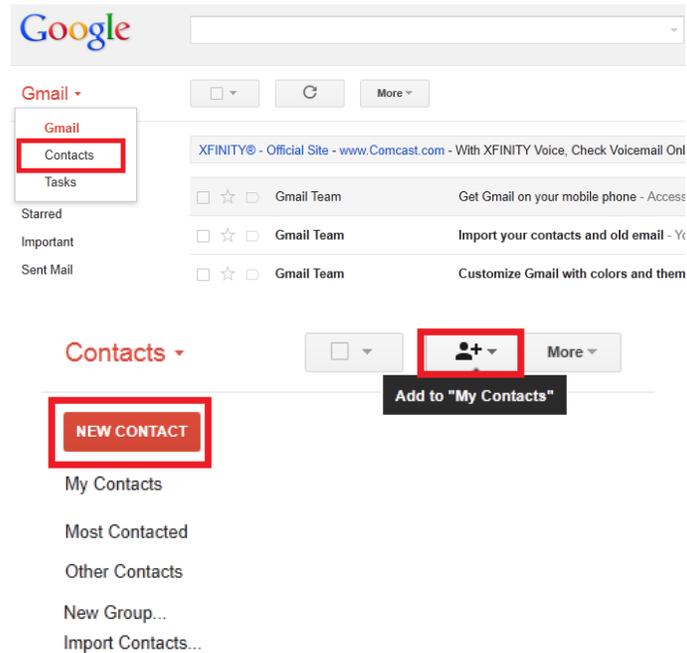


Gmail will direct you to a new page where you can choose a new theme or edit your current theme. You can choose color schemes or go with images.



Contacts

By adding people to your **Contacts List**, you will be able to easily find their contact information.



By clicking the **New Contact** button you will be able to enter in information regarding your contacts.



Sign Out

To **sign out** of your account, in the top right corner of the inbox, where your email address appears, click there and a drop down box will appear. The option to sign out will be there.

