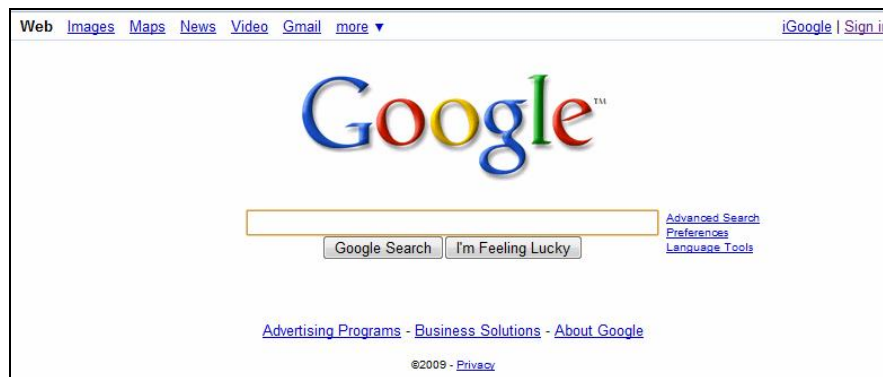


# All About Google

## Basic Searching

- Google will automatically spell check your search terms. If there is a misspelling, at the top of your list of websites it will say “Did you mean...” with the correct spelling. Clicking on the correct spelling will redo your search.
- Putting your search terms in quotations will search for that phrase exactly. This can help to narrow down your search results.
- Pressing the I’m Feeling Lucky button will take you immediately to the first matching web site result without showing you a list of other options.



## iGoogle

- Allows you to customize the Google homepage with news, games, weather, gadgets and more.

## Advanced Searching

- Using the features of the advanced search will help you to get even more precise results.

## Preferences

- You can set searching preferences such as filters, language, number of results and suggestions.

## Language Tools

- Translate from one language to another.

## Image and Video Search

- Type in any search terms to get matching images and video.

## Maps

- Find a specific location, businesses of a specific type in an area, directions and more.

## News Search

- The News search will give you the top headlines and allows you to search news sources for information.

## Gmail

- Google’s own email program. Get a free account and be able to check your email from anywhere.

## More

[more ▼](#)

[Shopping](#)  
[Groups](#)  
[Books](#)  
[Scholar](#)  
[Finance](#)  
[Blogs](#)  
[YouTube](#)  
[Calendar](#)  
[Photos](#)  
[Documents](#)  
[Reader](#)  
[Sites](#)  
[even more »](#)

- [Shopping](#) – Helps you search for products to purchase online
- [Groups](#) – Form an online group and then discuss and create with each other
- [Books](#) – Find books, browse the text of some books, buy books
- [Scholar](#) – Search through scholarly literature like papers, theses, articles, etc.
- [Finance](#) – View finance related news, quotes and summaries
- [Blogs](#) – Search for blogs (web-logs) on a variety of topics
- [You-Tube](#) – Upload your own videos or search for those posted by others
- [Calendar](#) – Keep track of events, organize and coordinate your schedule with others
- [Photos](#) – Use Google’s Picasa tool to upload, edit and share photos online
- [Documents](#) – Create word processing or spreadsheet documents and access them online
- [Reader](#) – Keep up to date with your favorite news and blog sites
- [Sites](#) – Create your own free website
- Even More – access to many other Google features such as:
  - [Blogger](#) – create a blog
  - [Custom Search](#) – set up a search box for your website powered by Google
  - [Health](#) – helps you to keep your family health information organized
  - [Kno1](#) – a forum for sharing knowledge
  - [Sketch-Up](#) – a free program that allows you to create 3-D models
  - [Toolbar](#) – adds an “always visible” Google search to your browser (includes a pop-up blocker)

## Additional ways to search for info:

- Definitions
  - It is easy to find a definition for a word or phrase. For example, if you want to get a list of different definitions for World Wide Web, type in the following - `define:World Wide Web`
- Calculator
  - You can type in any math equation and get the answer. Try: `5+6*2`
  - You can also find different measures. Try: `half a cup in teaspoons`
- Tracking Numbers
  - Google can look for tracking numbers for UPS, FedEx, and USPS. Just type in the number.
- Other numbers
  - You can type in a telephone area code and see a map of that area.
  - To find information about a product, you can type in the UPC code.
  - Type in a vehicle VIN number to see more info.
- Airport/Airline
  - If you want to see the current conditions at any airport, type in the three letter code followed by the word airport. Example: `OMA airport`
  - If you would like to find information about a specific flight, type in the airline name and flight number. Example: `United 1154`



## **Chrome** – web browser

- Quick and easy Google searching from the web
- “Most Visited” listing of sites on start-up page
- Tabbed browsing



## **Picasa** – photos

- Online albums and sharing
- Photo editing and organization
- Slideshows, collages, gifts



## **Docs** – documents, spreadsheets, presentations

- Edit and share online
- Limit or allow access to others
- Start from existing Microsoft documents or from scratch



## **Sites** – website creator

- No HTML knowledge required
- Control who can access the site



## **Talk** – chat, IM

- Text, voice or video
- Integrated with iGoogle and Gmail



## **Earth**

- Sightsee around the world
- Create tours of various locations
- Integrated with Wikipedia and more



## **Calendar**

- Access from anywhere
- Toggle multiple views
- Email reminders



## **GOOG-411**

- “Search” Google for business information from your phone
- 1-800-GOOG-411

# Google Tools