



Google Search

*

When to use the Feeling Lucky button?

Normally you type in a word or phrase and hit the search button, and you get a list of possible matches. The Feeling Lucky button skips the results page and links you directly to the first match of your search. For example, if you were searching for Apple Computers, the Feeling Lucky button will bring you directly to Apple.com. - Note that this feature does not work if you have Google Instant as your searching preference.

*

How does Google decide who gets the 1st page position in a Google search?

This is more of a Search Engine Optimization (SEO) question. Google has a large set of parameters based off of the relevancy of a website's content, their background meta data, their length of time on the web, the number of users who visit the site at any given time, and a thousand more that influence what site gets placed where. Google keeps some parameters close to the vest so people can't manipulate them to try to manipulate the results. Last year Google removed the meta data keyword parameter from its list because too many people abused it and did "Keyword Stuffing" trying to make themselves pop on searches that had nothing to do with what they actually sold or serviced.

What is the difference between Google and Bing?

This is a "to each their own" type of deal. Bing and Google use different algorithms and different methods to bring you the same results. It's almost the same debate as Mac vs. PC. It comes down to personal preference of which you like the look and feel of.

What is Google Instant?

Google Instant is Google's new technology that starts generating search results as you type in the Google search box. The goal of Google Instant is to bring the user the absolute fastest results possible and help limit search time by auto filling the search bar with the most common search phrases.



Google Chrome

Can you set Google Chrome to auto-delete browsing History?

Google products are usually set to "learn" a user's behaviors. To do this, it logs your web history. Once it is manually cleared, all your Chrome browser has "learned" about you is wiped and it starts over. But...knowing that there are some sites that people do not want to show up in their history log, Google has Incognito window, which you can open at any time, and it does not keep a record of your visited websites.

Does Chrome really make Gmail use faster?

In some ways! How fast Gmail or any other website loads is mostly to do with a person's internet speed and bandwidth capabilities. But, Chrome is faster in the sense that it is best equipped to handle all of Gmail's features and it freezes less than the other browsers and isn't easily confused about what you are trying to do in Gmail when you work fast. I constantly have to reload Gmail in Safari because it chokes if I do too many Gmail actions in a short amount of time. Firefox chokes occasionally as well. I have not to date had Chrome freeze or choke while I was working in Gmail.



Google Account

*

What Google products might especially be useful for a business with about 500 members? One could be backup storage of our database in the Google cloud. Another could be maintenance of a web site with information about members (if sufficient security were provided), programs, announcements, etc.

For an organization so large, I think Google's free products would not be the most suitable. For the Organization's administration, Google Docs, Gmail with Google Talk, and Google Calendar would probably be helpful. But for the full 500, I think these services might not be able to support it. But...Google Apps would probably be more suitable. Google Apps is for more sophisticated and can handle bigger projects. Google App builders can create personalized apps and solutions to fit your needs.
http://www.google.com/apps/intl/en/business/index.html#utm_medium=et&utm_source=bizsol-apps-en-us-v0_bottom_link&utm_campaign=en
<http://www.google.com/apps/intl/en/business/marketplace.html>

*

What books are available re Google Apps or where is the best training?

Google's support pages for it: <http://www.google.com/support/a?hl=en>
Amazon: Google Apps Express: The Fast Way To Start Working in the Cloud [Paperback] James Beswick (Author)

*	Why set up an iGoogle Page?	iGoogle is meant for you to have one local dashboard for your internet stuff. Very similar to Apple's Dashboard Widgets. You can customize your iGoogle page to have your email, your Reader feed, games and many other items that you want to see at a glance.
	How to open a Google account?	I suggest starting at Gmail.com so you may also get a Gmail address, but you can sign up from most all start pages of Google products.
	Do you need a Gmail account to do so?	No, but I highly recommend it! It saves headaches in the end if you ever loose your other email account due to changing jobs or internet service providers (ISP) like AT&T or Comcast.
	Is there a difference between the two ways of opening an account?	As far as I know you only loose the Gmail functionality. But you can add a Gmail account after the fact have them tied together.
	What are Google's Privacy terms?	http://www.google.com/intl/en/privacy.html
*	Why does Google not offer Tech support?	Google does not offer formal tech support for their free products. Since the product is free as is, they are not going to spend countless man hours on the phone answering what are usually user error questions!
*	Why do they rely souly on forums?	Because there are soooooo many Google users, often after posting to a forum, you can get an answer from another user far faster than you could a Google agent. Google agents do stay on top of the forum posts and try to help as they can. If Google sees a forum post that points out a major flaw or shows a mass interest in anew feature or functionality, Google will use it to try to implement fixes and features. The mass consensus that the forum provides is very useful in seeing globally what people want. It's also free tech support for Google since they can't employ all the great developers of the world!
	Does Google have a way to store files in bulk without loading them to Docs, or Picasa?	Google's rumored "GDrive," a service that would enable users to access their PCs from any Internet connection, could kill off the desktop computer, Britain's Observer newspaper reports. The GDrive, unconfirmed by Google and long rumored, may finally launch this year, with some tech news sites calling it the "most anticipated Google product so far." The Google drive would shift away from Microsoft Window's operating system, in favor of "cloud computing," where storage and processing is done in data centers. Users would no longer have to rely on their computers' powerful hard drives. This would probably be in conjunction with Google's OS system that is in the works. To date, I find Dropbox.com to be a more suitable and easier solution that anything google offers to date.
	Resetting Google Password	When at Log-in screen, click link to reset password. It will then ask for your email address. Fill that out and then it will ask you if you want it emailed to ANY email accounts you have associated with the account, or text message a phone if you have a voice account, or call your phone. If you don't have access to any of these options, there is a button you can click that brings you to a form that you can fill out with as much info as you can remember or know and an alternate email address and a Google person will email you and try to help. But be prepared they will need to authenticate you as best they can, so it may require answering a lot of weird silly questions!



Gmail

*

Why choose Gmail?

Oh so many reasons! You can get email from anywhere there is internet. It has superior spam filtering that is constantly evolving and learning what tricks spammers are using to try to get through, to block them. Google chat is amazing for instant messaging with friends or co-workers. Labels are great for keeping organized, and that you can add multiple labels to any message, and color code them for eye catching greatness. The filter work really good also for keeping email organized. Priority inbox makes sure you don't miss important emails and don't get bogged down by un-important ones. Constantly getting add-ons based off of user wants. And more...!

How do I create a "folder" in Gmail and put emails in it? They are called labels.

How do I get my contacts from Outlook to Gmail?

Export from Outlook as a CSV file. Import CSV file in Gmail Contacts.

How do I print one contact from contacts list?	It's a ridiculous step! Create a Group called "To Print" or something meaningful. Only put the one or multiple contacts you want to print. Click the "More Actions" button and choose that group to print.
*	
What Gmail Labs are most effective or useful?	<ul style="list-style-type: none"> Authentication icon for verified senders Canned Responses Default Text Styling Google Calendar gadget Google Docs gadget Google Voice player in mail Hide read labels. Hide Unread Counts Inserting images Mark as Read Button Mark Unread From Here Signature tweaks Undo Send Refresh POP accounts Send & Archive Green Robot Chat Icons Unread Message Icon
How do I insert an image into the body of an email?	Enable the lab and then an image insert button appears in your editing options.
How can I add a custom Gmail Signature?	An automatically added text only signature can be made in the settings tab or Gmail. Or a fancier signature can be created used canned responses, but it doesn't automatically get inserted.
How can I customize the default text in Gmail for the emails I send?	Enable the lab and then in the settings tab you get an area where you can customize the default text style, size and color.
How do I send a mass email in Gmail?	Create a group in Contacts. Contacts can belong to multiple groups.
How do I hide my Gmail address when I send from another email address? Sometimes it says "on behalf of"	Unfortunately there is currently not a way. Some email programs display it as a safety measure, but Google can't control it. You can try to limit it by setting up your send options to send mail NOT through Google but through your email providers outgoing server, but it is glitchy and usually creates different issues down the road.
Priority Email	Look in Setting to see the different options for setting up Priority Emails. As you get email and mark things as "important" or not, gmail will try to learn and prioritize for you.
Threaded conversations (and how to turn it OFF)	In the main settings page called general, about half way down, there is a button to "Turn conversation" on or off. Turning it off makes every email an individual email and they won't group together by subject and date.
Options on notifications of new mail	Depending on the browser you have, you can set a pop-up to appear everytime you have an email.
Anti phishing icons -- from paypal and ebay, for example	This is a lab that shows a little key icon next to the sender of a PayPal or Ebay emails to ensure they are not fake. Google is currently working on others.
Adding buttons to the toolbar -- ones for "mark as read" so that something does NOT have to be opened first	This is a lab that you need to switch on.
Syncing your phone with Gmail	Depends on the phone you have. But typically you enter the email settings in on the phone just as you would set up Outlook or another email program. If you have an Android phone, you simply enter in your gmail and password and everything auto syncs from Gmail to calendar to voice to and other Google product you have! Some require simple app downloads that are free and easy to get from the market place on the phone.



*

How to move files into Google documents easily?

In Google docs, there are two buttons side by side, one for creating new, and one for uploading. If you click on the one to upload, a dialog box appears and you have the option to either browse your computer and pick files to upload into docs, or you can drag and drop them into the window. Google docs will convert them into Google doc appropriate formats for easy editing and storage.

*

How to move files out of Google documents easily?

Either in the home area in the actions dropdown, or in the file itself under the file dropdown menu, there is an option for downloading a document. When you click on it, you are giving a few different options for the format you would like your document downloaded as, MS WORD, MS Excel, PDF, HTML, or TXT files. Depending on your need, you can choose the appropriate one. It will download to your computer where you can edit it or email it, or store it.

Can you create your own designer template in Google Docs?

You can create a simple design and then "make a copy" the document every time you want to use it.

How do I make an online Survey?

Create New --> Form. Once you start making the form, Google automatically makes the accompanying spreadsheet and public link.



Google Voice

How does Google Voice work?

Google Voice allows you to have a phone number that automatically forwards to one or multiple phones. If your computer has a microphone and speakers, you can chat through the computer. If you have a web cam you can add video! If you miss a call the voicemail can be emailed to you and text messaged to you.

Dialing people in your addressbook

Open Google Voice in a new browser window or from your Gmail chat box and type in a person's name from your contacts list. NOT their phone number, just their name. The dial box will start auto filling in the rest of the information as you type and when the correct person pops, up, hit call.



Google Picasa

How does Picasa work?

Stores images in albums that you can keep private, share with friends or share with the world! Google recently acquired Picnic editing tool which they have integrated so you can make easy edits like cropping and resizing.



Google Earth

*

How do I use Google Earth?

It is a program that needs to be downloaded to your computer. It is a bit on the heavy side for a program because it's so image rich, so I highly suggest having a good graphic card and ram memory, doesn't need to be super high end or anything, but probably not from 1995! Otherwise the program may limp a little when using it. You can then fly around the world in 3D! It differs from Google Maps because it is intended more to discover the planet, versus directions or navigation. It's like a 3D Atlas.

How do I send a location from Google Earth to someone?

<http://josephlee.wordpress.com/2008/02/13/making-a-kml-file-in-google-earth/>



Google TV

What is Google TV?

It allows you to watch TV AND surf the web at the same time. Where as other available products only let you watch TV OR surf the web, but not both simultaneously. Demo...<http://www.google.com/tv/>
Requires HDTV.
Some New Sony TV's come with it pre-installed. Has funky remote/keyboard.
Can get a Logitech box too connect as well. (Has regular type keyboard)

Google Alerts

How do I use Google Alerts?

<http://www.google.com/alerts>
Go to Google Alerts and type in a search term you want to be consistently updated on. Then choose your contact parameters. Do you want the results to feed into Google Reader, or go into your email?

Google Books

*

What are Google Books?

It's Google's version of Amazon Books, Apple Books, Barnes and Noble Books and so on. Google's take on it is that you don't need a special device, you can get it on your computer, Tablet, phone, and anywhere you have it installed from the Google Market or Webstore. Google Books stays synced so if you start reading a book on your computer and get to page 24, but then have to stop and pick it up again from your phone on the subway train...as soon as you open it, it brings yo to page 24 where you left off.

*

Why are some books not downloadable, or only partial?

Google has been working on a project for many many years trying to scan EVERY book. They are on a mission to make all books accessible digitally from all over the world. A lot of publishers took issue with it and there has been a large lawsuit going on to decide if it breaks any copyright laws. Recently Google and the publisher's came to a multi-million dollar settlement agreement, but it fell through at the last minute. Until then, there are many books that Google can only release in partial form to make sure they stay within the copyright law.