

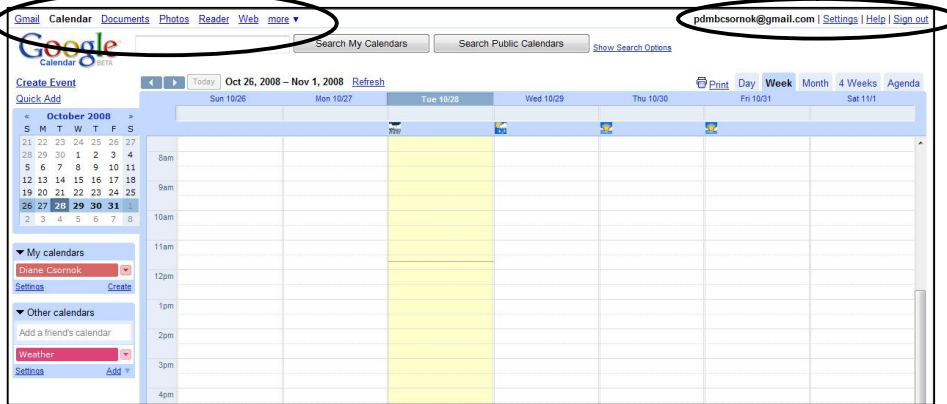
## Google Applications

Google Applications can be found either by logging into your Gmail account, at the main Google page under the [more](#) link, or at <http://www.google.com/apps>. It is a set of web applications for communication and collaboration, which allows multiple users to collaborate. (**Note:** *Help is available in all applications.*)

**We will be focusing on Google Calendar, Google Docs, Google Bookmarks and iGoogle.** To access Google Applications, a username and password must be set up. (**Note:** You do not need to have a Gmail account to work with these applications.)

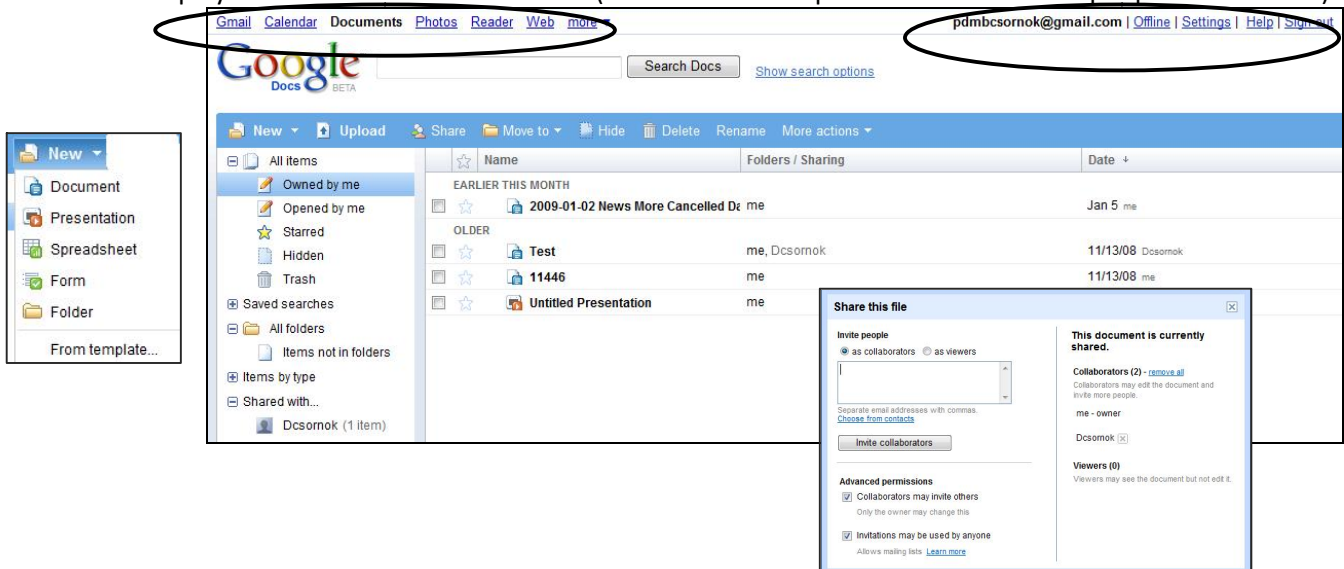
### Calendar

- ✓ The calendar can be personalized by adding items to the calendar (Click the **Create Event Link**)
- ✓ Color code and create additional calendars for yourself (Click the **Create** or **Settings Link** under **My Calendars**)
- ✓ Calendars can be shared (Click the **Settings Link** under **My Calendars**)
- ✓ Add Friends and Public Calendars (Click the **Add Link** under **Other Calendars**) and click on the link to turn the calendar on and off
- ✓ View calendar items as a list (Click the **Agenda tab**)
- ✓ Invite people to an event (Click the **Create Event Link** and add the **email addresses**)
- ✓ Delete a calendar (Click the **Settings Link** and click the **trash can** to the right of the calendar name)



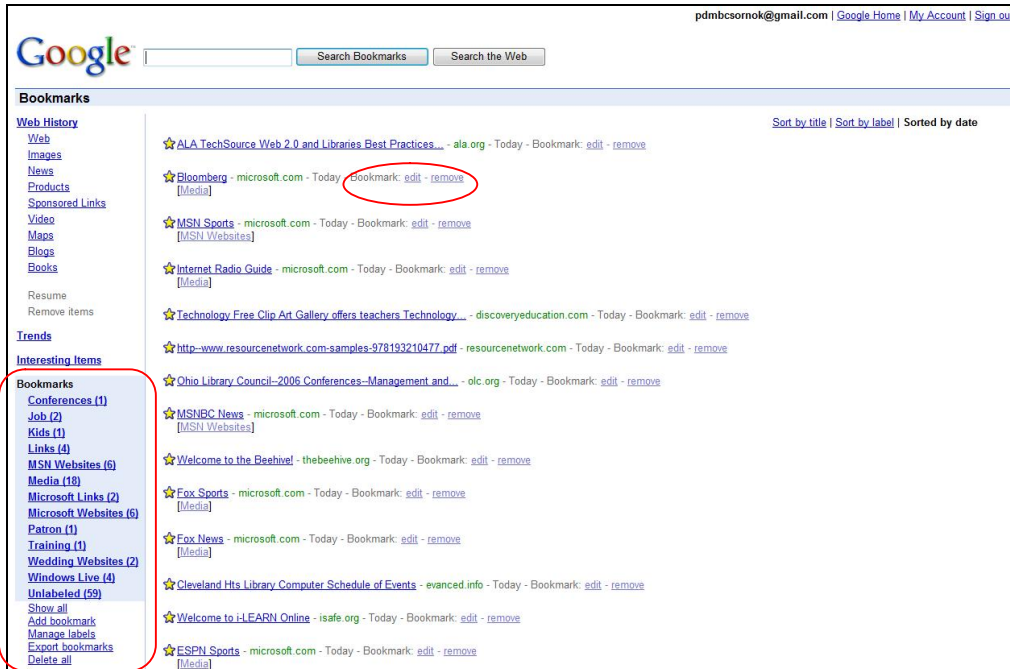
### Documents

- ✓ Documents, spreadsheets, presentations and forms can be created and saved (Click **New** to select the application you want to use) **Note:** *Creation process is similar to Microsoft Word, Excel, and Power Point*
- ✓ The following file types can be utilized for saving and uploading:
  - .html
  - .txt
  - .doc
  - .rtf
  - .ppt
  - .odt
  - .ods
  - .csv
  - .xls
  - .pdf
- ✓ Previously created files can be uploaded (Click the **Upload** button and select the file)
- ✓ Shared files display the date and who modified it. (Click **Share** to set permissions and invite people to view files)



## Google Bookmarks

- ✓ Located at [www.google.com/bookmarks](http://www.google.com/bookmarks)
- ✓ Saves favorite websites and attaches labels to them
- ✓ Stored securely online so they are accessible from other computers
- ✓ Bookmarks can be exported or imported
- ✓ Use the **Google Toolbar** to quickly add a bookmark by clicking the blue star on the Google Toolbar or manually add them while in the **Bookmark** area by clicking **Add bookmark**



## iGoogle

- ✓ Located at [www.google.com](http://www.google.com) and select the iGoogle link (right side)
- ✓ Similar to a Homepage - this is a place to organize all of your Google gadgets
- ✓ Customize your space by selecting themes and gadgets (Click on **Change Theme Link** or **Add Stuff Link**)
- ✓ Drag and drop items where you would like them (blue title bar)
- ✓ Delete the gadget by clicking on the gadget arrow and selecting *"Delete this gadget"*

