

# TRICKS & TIPS



- Next level secrets and fixes get you to the heart of Google's Chrome OS

OVER  
**430**  
SECRETS &  
HACKS

- We share our awesome tips and secrets for your Chromebook

- Advanced guides and tutorials for your Chromebook and Chrome OS

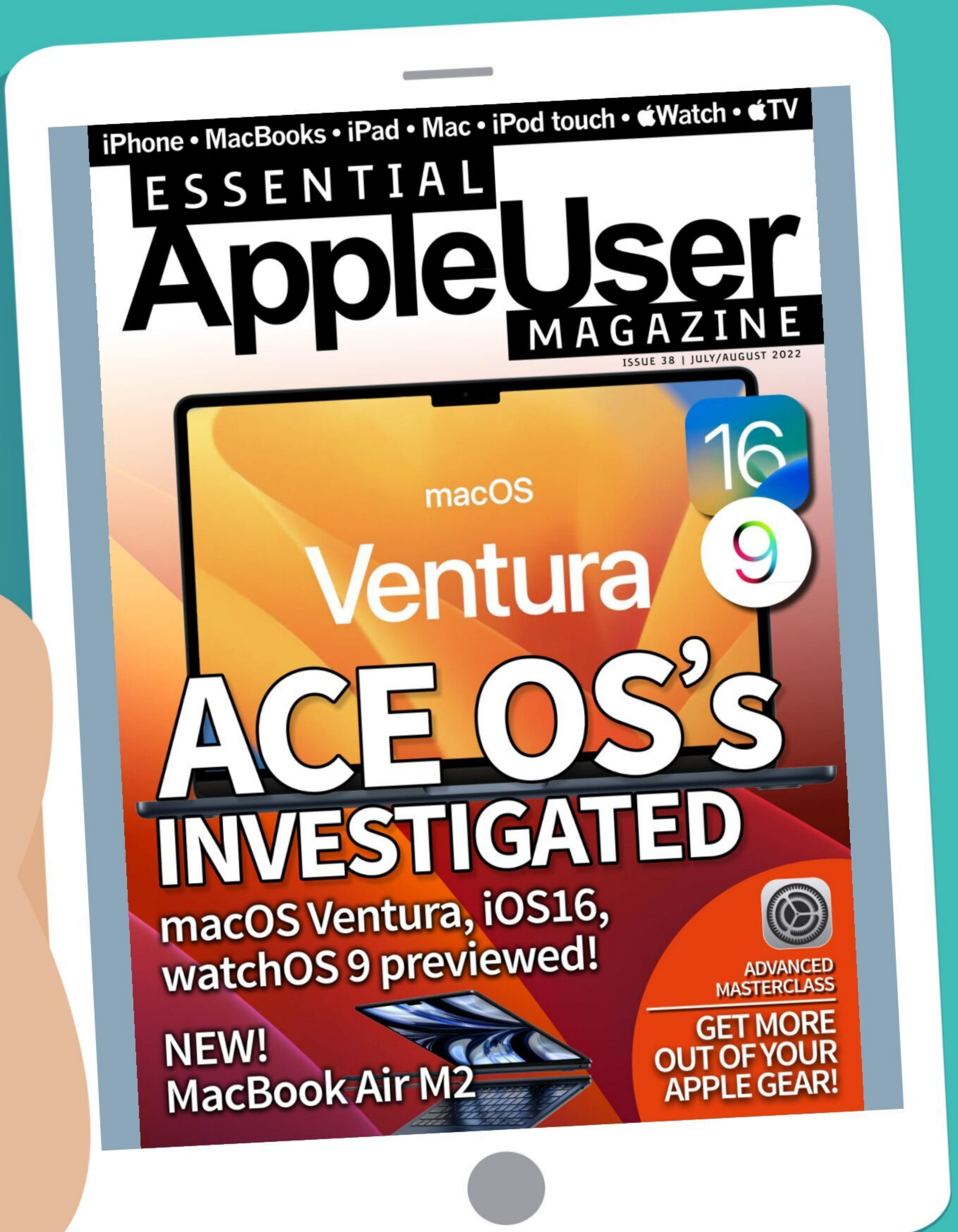
# Advanced guides for Chrome book

*Everything you need to take your Chrome OS experience to the next level*



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# *Advanced guides for* **Chrome book**

**Welcome to the next level of understanding and expansion of your user experience!**

For some it is enough to master the basics of your new device, software or hobby. Yet for many, like you, that's just the start! Advancing your skill set is the goal of all users of consumer technology and our team of long term industry experts will help you achieve exactly that. Over this extensive series of titles we will be looking in greater depth at how you make the absolute most from the latest consumer electronics, software, hobbies and trends! We will guide you step-by-step through using all the advanced aspects of the technology that you may have been previously apprehensive at attempting. Let our expert guide help you build your understanding of technology and gain the skills to take you from a confident user to an experienced expert.

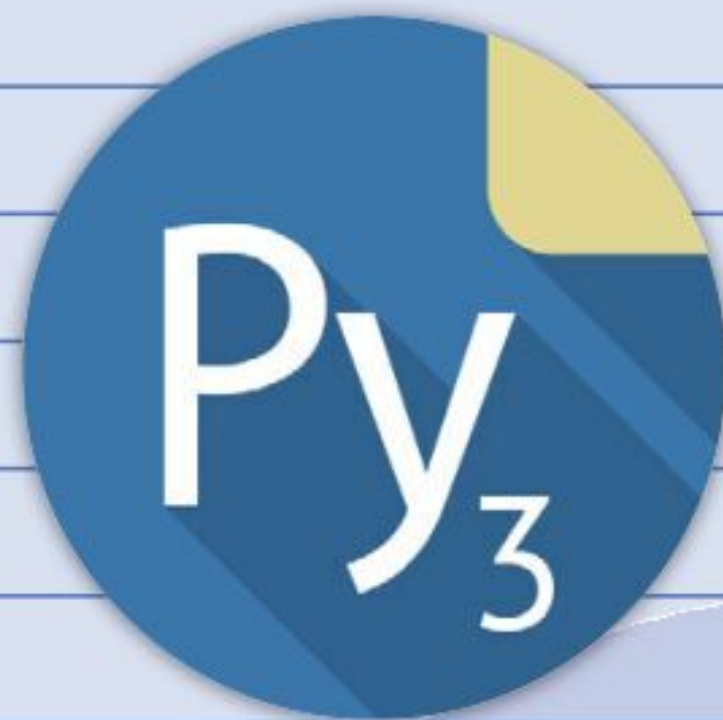
*Over the page  
our journey continues,  
and we will be with you  
at every stage to advise,  
inform and ultimately  
inspire you to  
go further.*

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***“The Chromebook is a marvellous mixture of Google’s iconic apps, an operating system built on the backbone of Linux, and superb hardware. With it you can access the world’s most popular apps, from Gmail to Trends, and you can install a wealth of content from the Google Play Store.”***



Make Chrome OS Your Own





# Make Chrome OS Your Own

In order to get the best experience from your Chromebook, you're going to need to master the ins and outs of Chrome OS.

This is best done by customising, and personalising, and spending some time investigating its settings and seeing how things work. In this section, you'll learn how to make Chrome OS your own, and you'll delve into its core to further understand one of the best operating systems available.



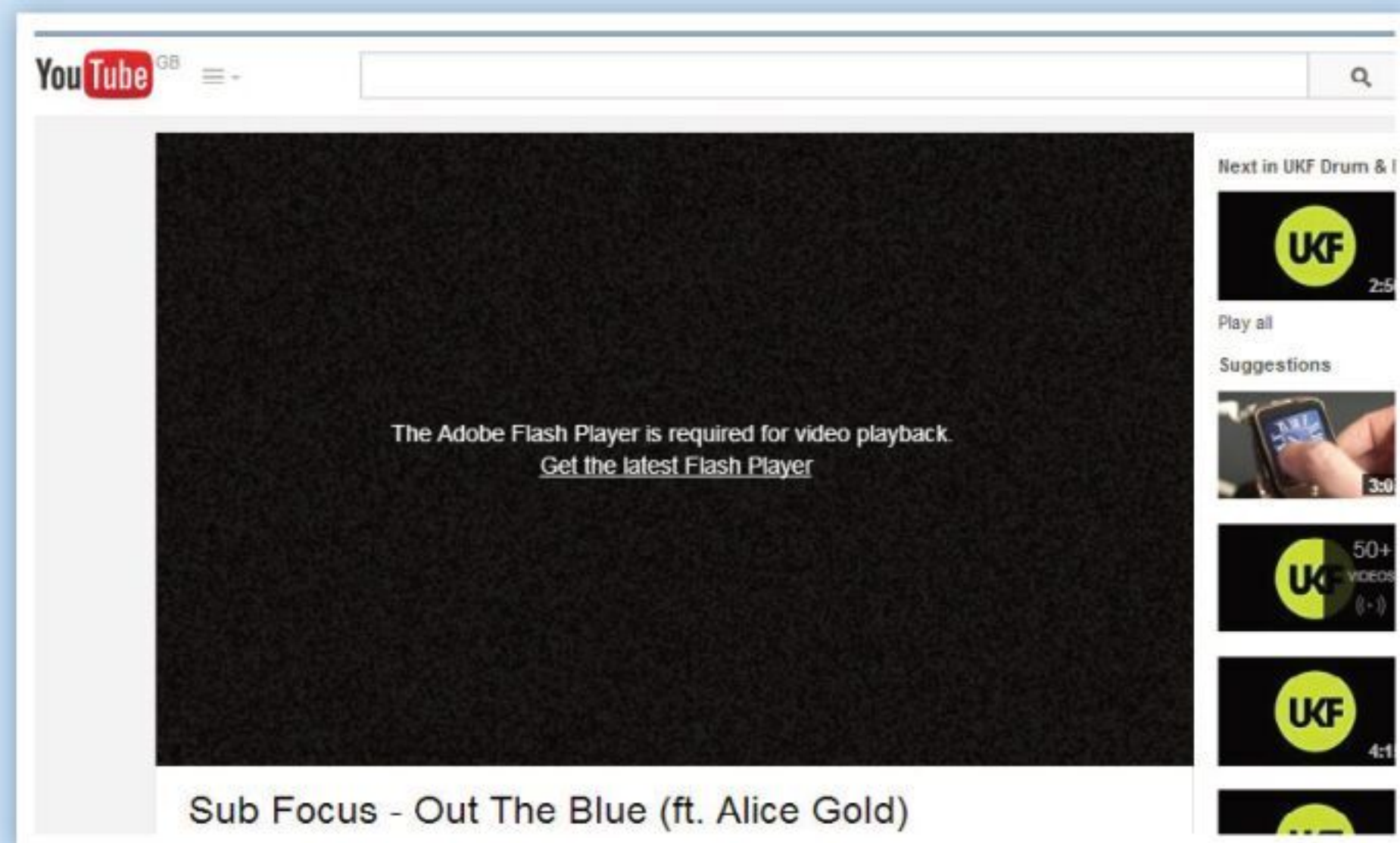
# How to Use Chrome Plug-ins

Plug-ins are essential pieces of software that help the browser to read and display certain types of content. Unlike extensions, which add extra features to Chrome, plug-ins are essential to the smooth running of the browser. Here's how to check, install, block and disable plug-ins for Chrome.

## Installing Plug-ins

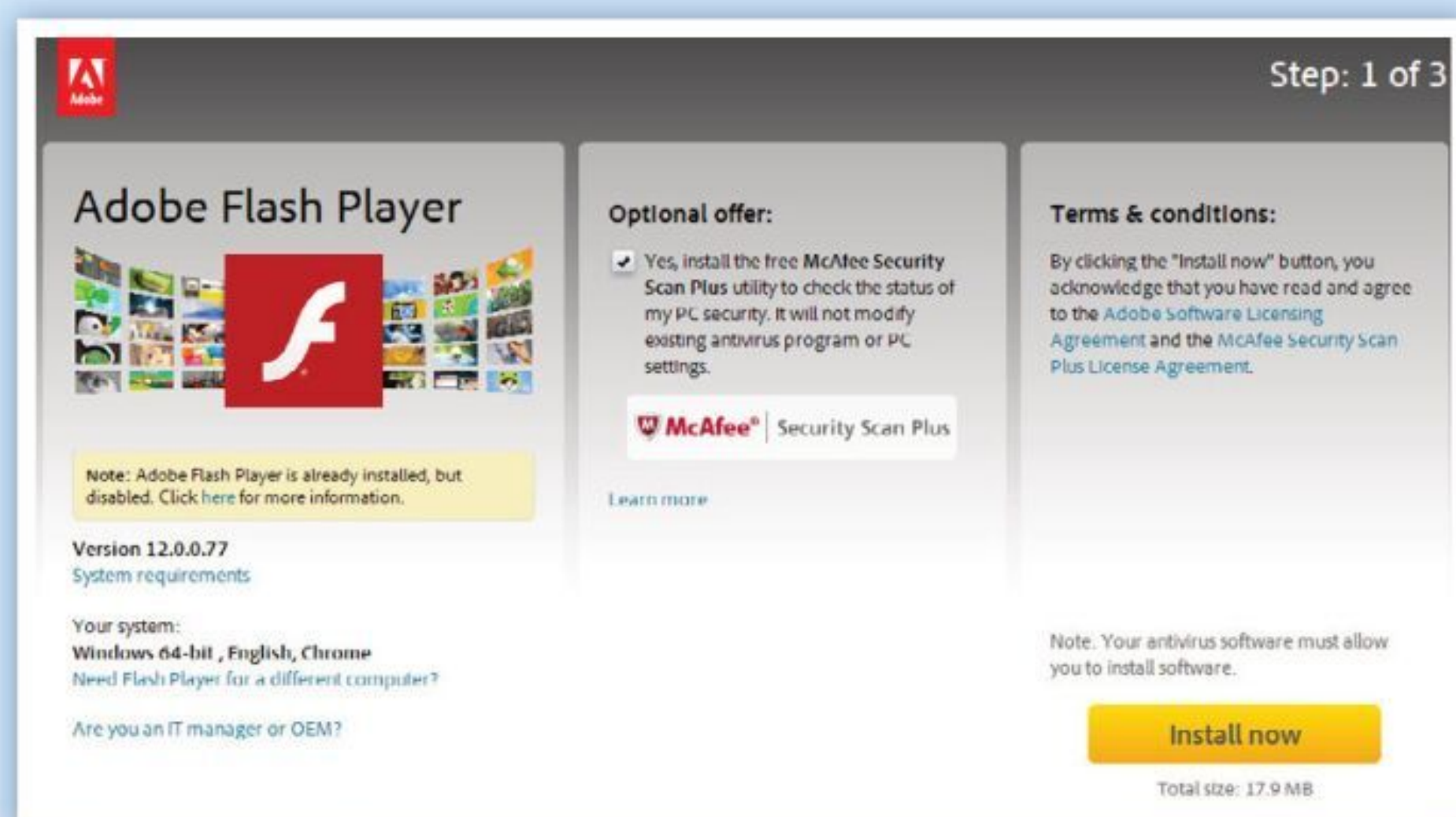
### Step 1

Assuming that you allow websites to use plug-ins, if Google Chrome detects that you're missing a particular plug-in for a page you are trying to view, you will see a prompt to install the plug-in at the top of the web page.



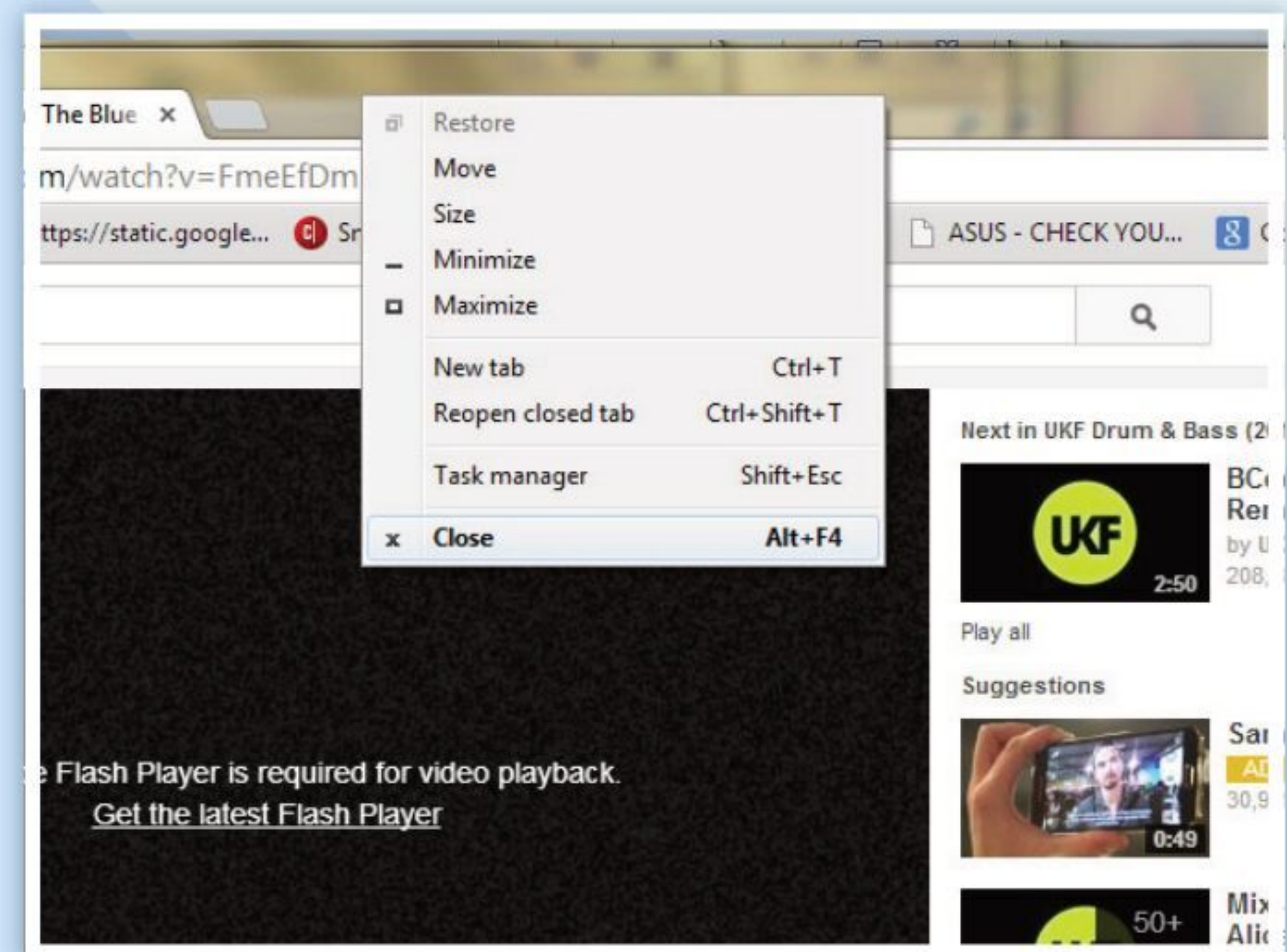
### Step 2

Click Install plug-in in the message dialog. Some plug-ins begin the installation process by downloading a setup file to your computer. For those plug-ins, make sure that you confirm the download by clicking Save in the downloads bar that appears.



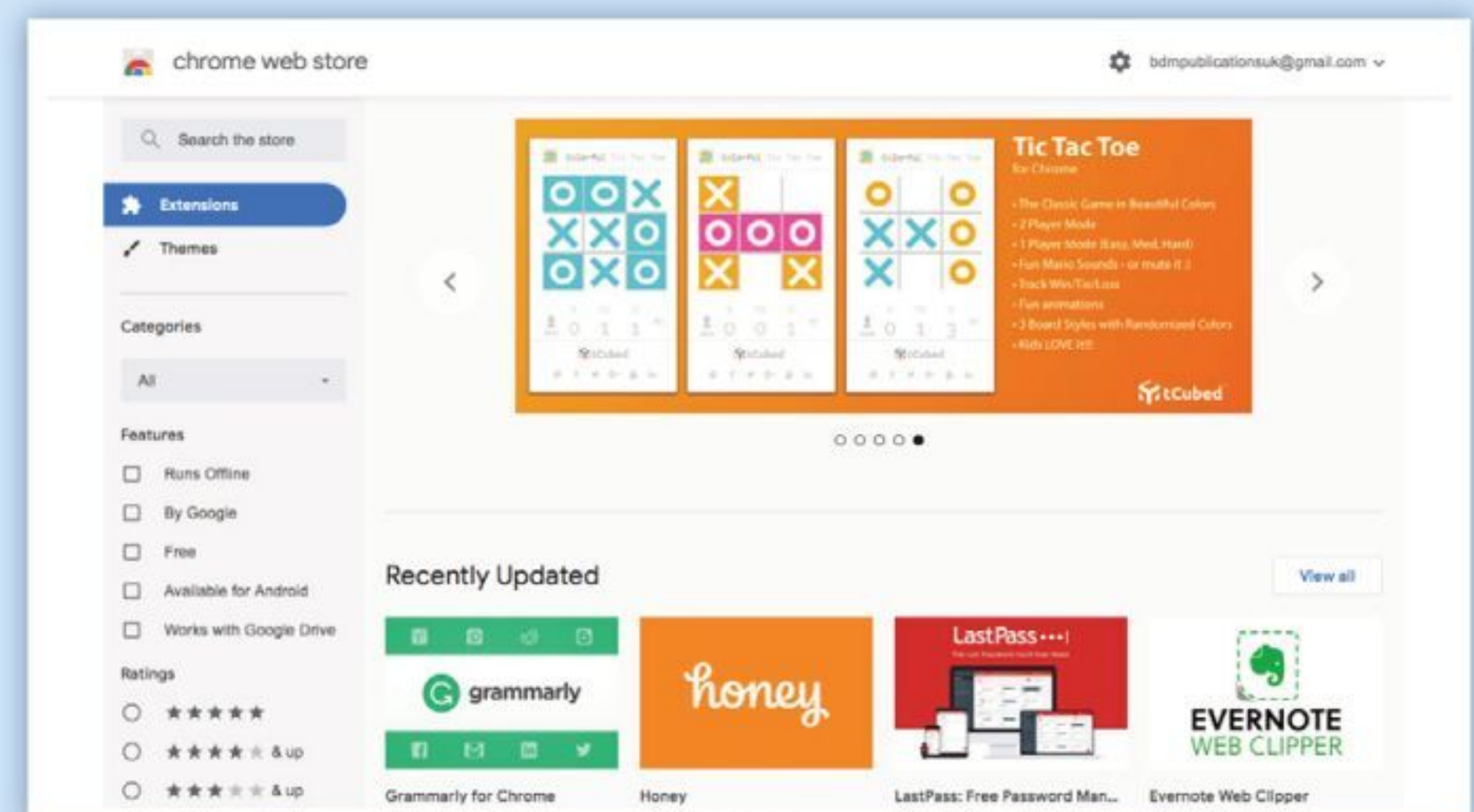
### Step 3

Once the download has finished, restart Google Chrome by closing all open windows to complete the installation process. This is an important step as Chrome needs to be restarted or it will continue to look for the plug-in you just downloaded.



### Step 4

NOTE: It is not unusual that a previously installed Chrome Plug-in will require an update to enable functionality. These updates will require you to manually agree to re-install the plug-in, by downloading the new version, via the same process detailed above.





## Blocking Chrome's Plug-ins

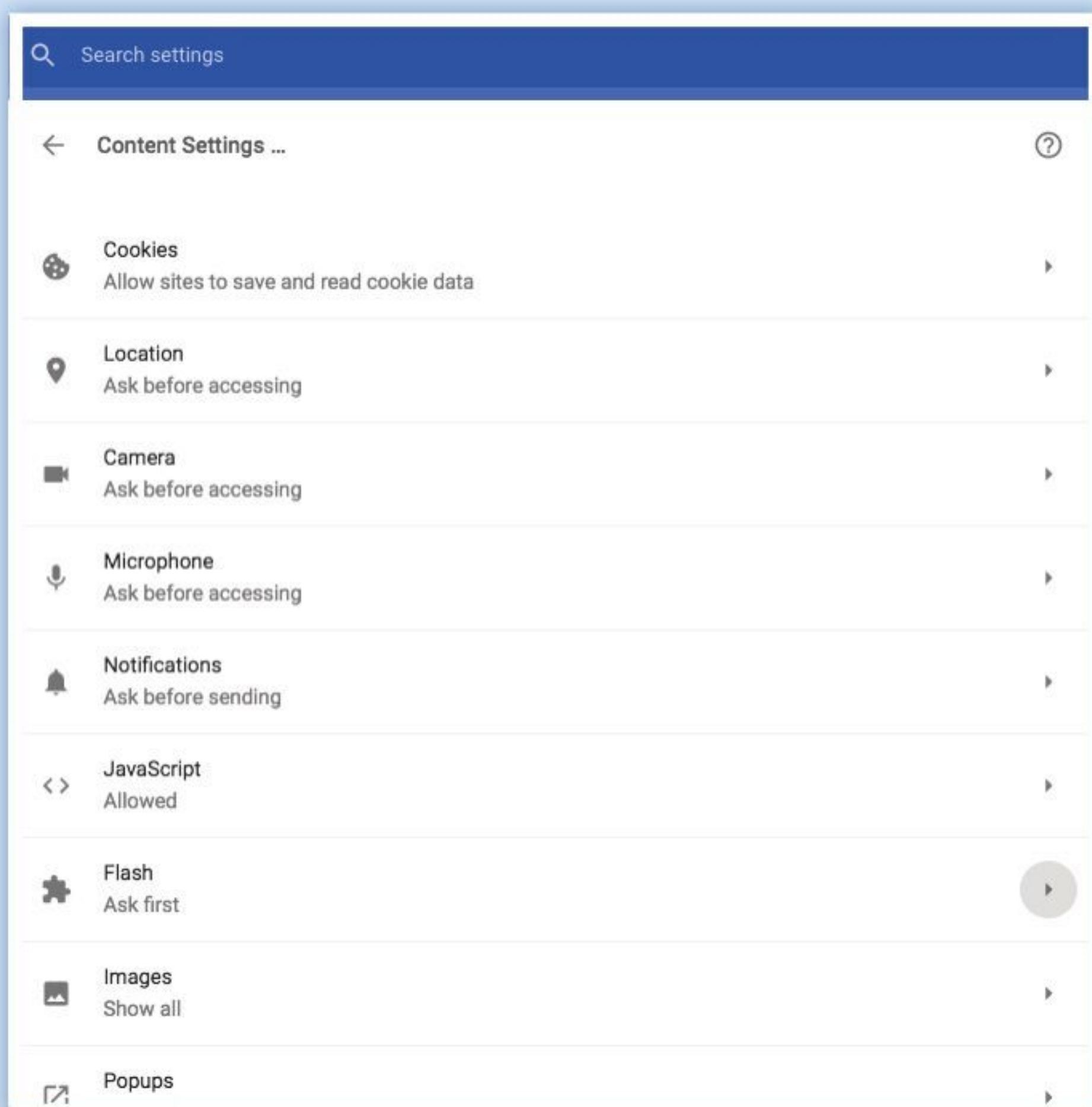
### Step 1

Plug-ins are allowed by default. However, since they can occasionally be a security risk, Google Chrome blocks plug-ins that are outdated or not widely used. Examples include Java, RealPlayer, QuickTime and Shockwave. You can also block all plug-ins on a one by one basis.



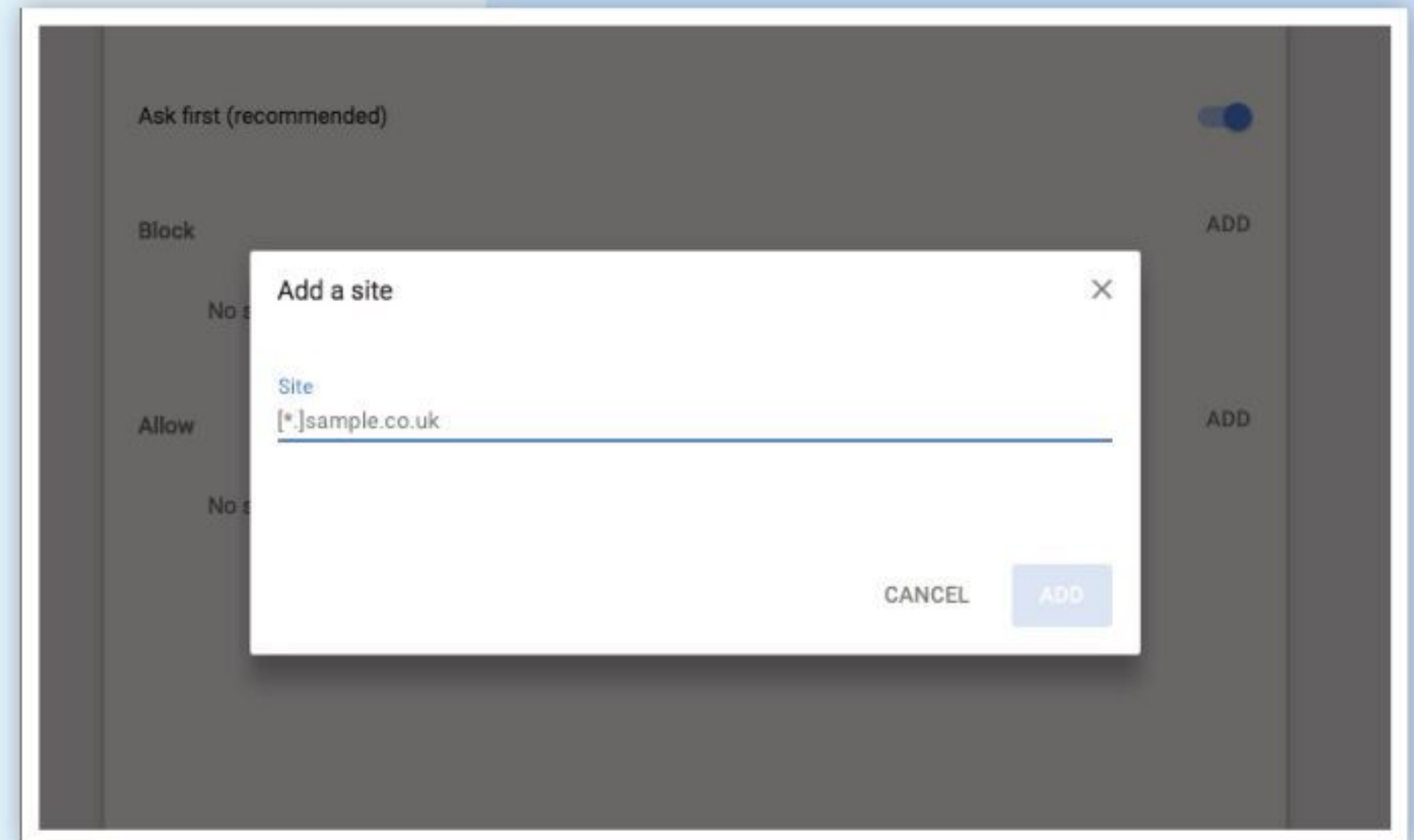
### Step 2

To block plug-ins, click the Chrome menu and select Settings. Click Show advanced settings and in the Privacy section click the Content settings button. Click the arrow to the right of the plug-in and select which sites you wish to block from its use.



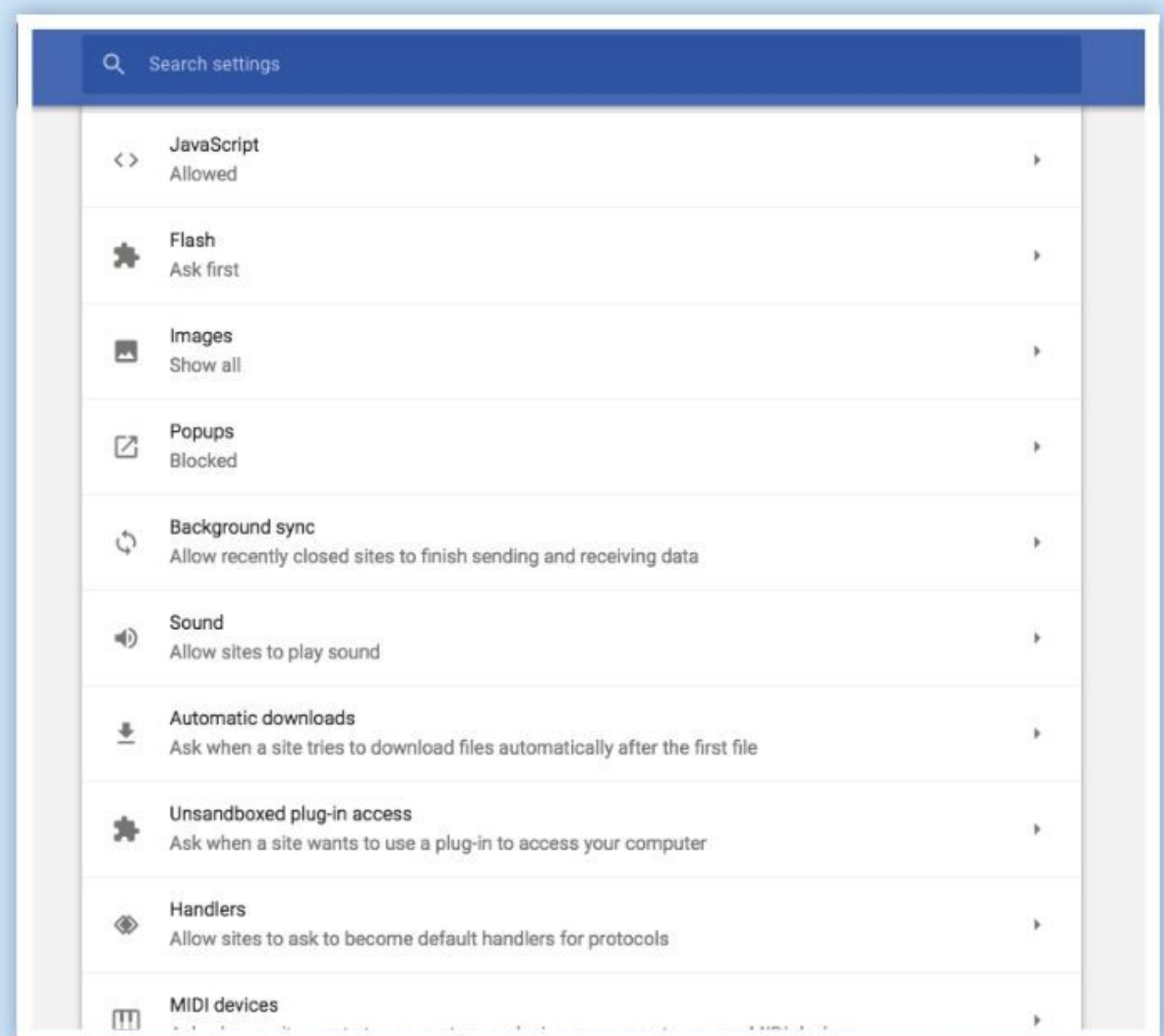
### Step 3

To block the website(s) that are causing you an issue with the a specific plug, such as Flash Player for example, click the Add button and enter the URL of the site that has issues and then Click Add again to complete the process.



### Step 4

If you have used previous versions of the Chrome browser you may notice that you are unable to completely disable a plug-in in the current Chrome build. You are able to block plug-ins as detailed here and there is no limit on the number of sites you can add to the blocked list.



## Chrome Plug-ins

Whether using Windows, Linux or Mac, Chrome supports many of the most popular and widely used plug-ins.

These include:

- Adobe Flash Player
- Java
- Real PlayerQuickTime
- Microsoft Silverlight
- Adobe Reader
- Windows Media Player
- QuickTime

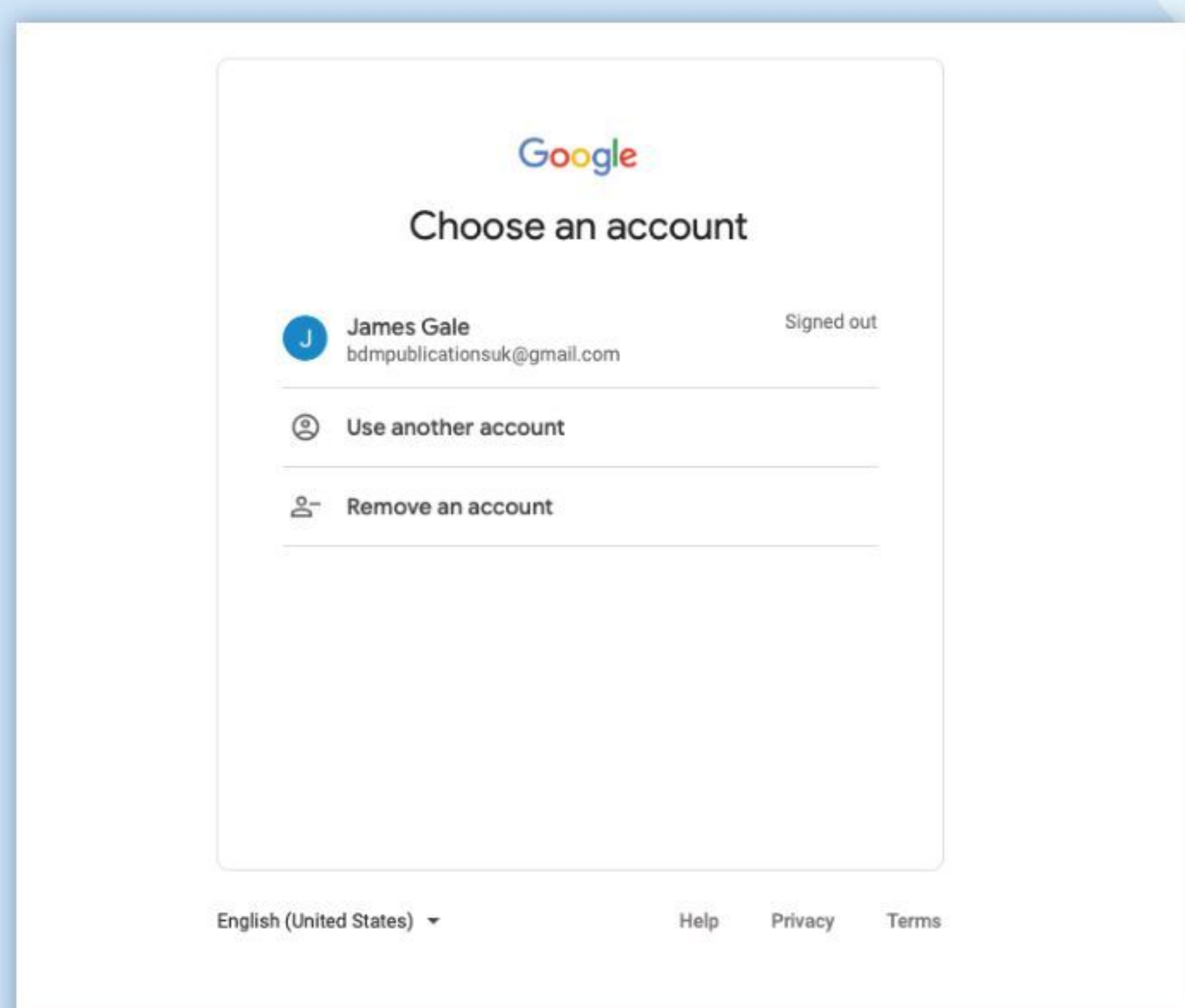


# Setting Up Chrome Autofill

Some of the most useful features of Chrome, like Chrome Autofill, are easy to set up and can make browsing the Internet a much quicker experience, particularly if you find yourself forever filling out online forms.

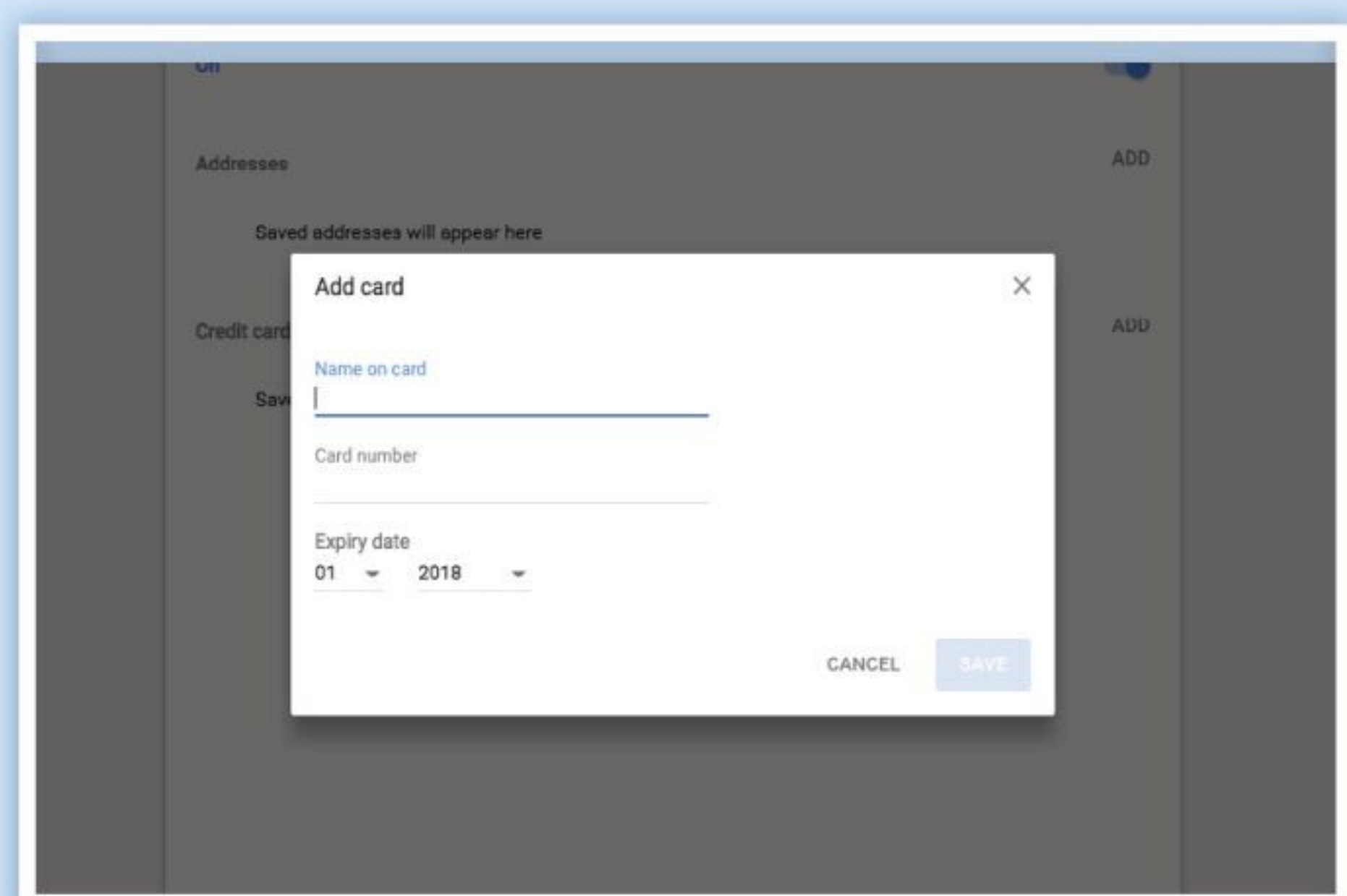
### Step 1

› The first time you fill out a form, Google Chrome automatically saves the contact information that you enter, like your name, address, phone number or email address, as an Autofill entry. You can store multiple addresses as separate entries.



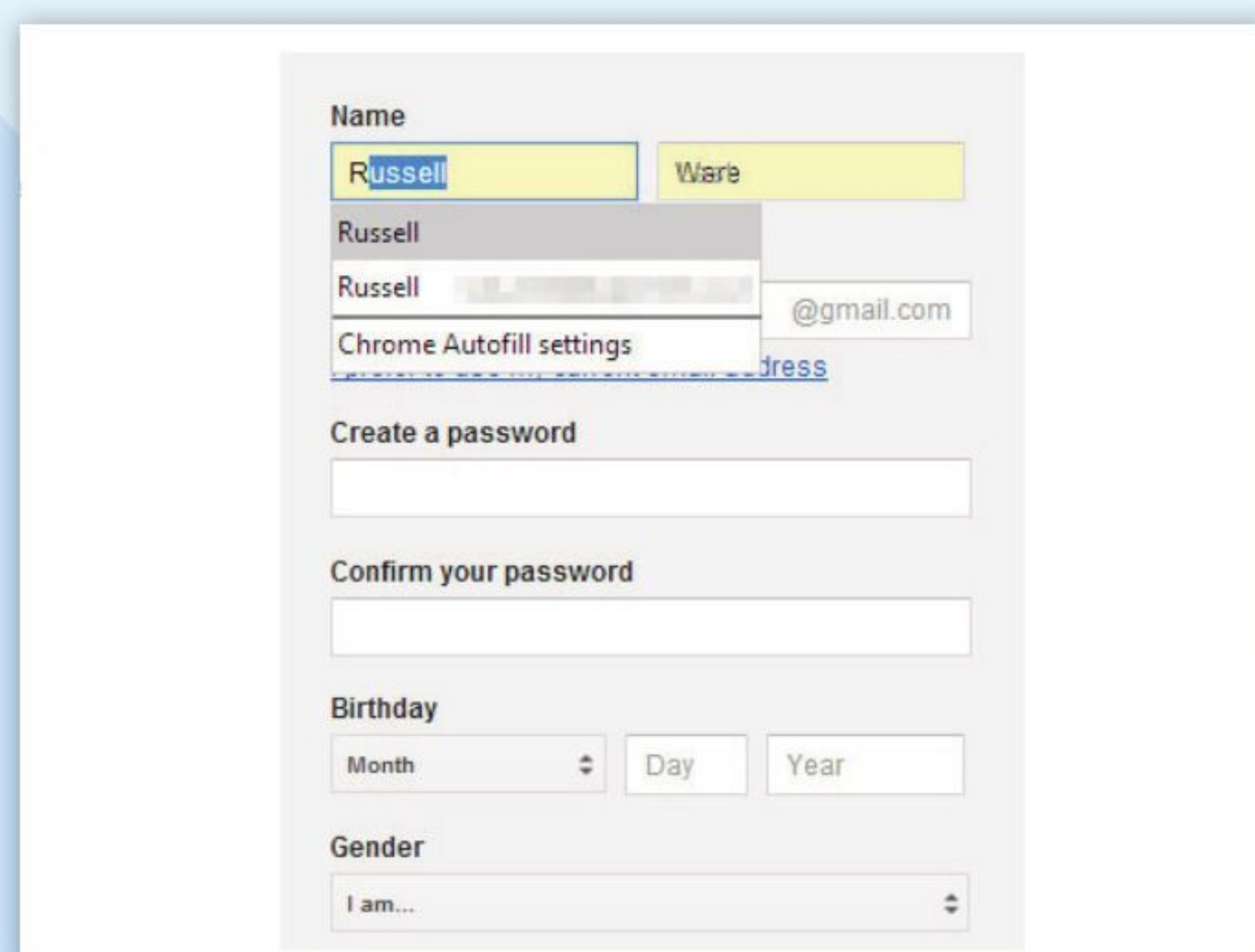
### Step 2

› Chrome can also save your credit card information, with your permission. When you do this on a form, Chrome asks you at the top of the page whether you'd like to save the information.



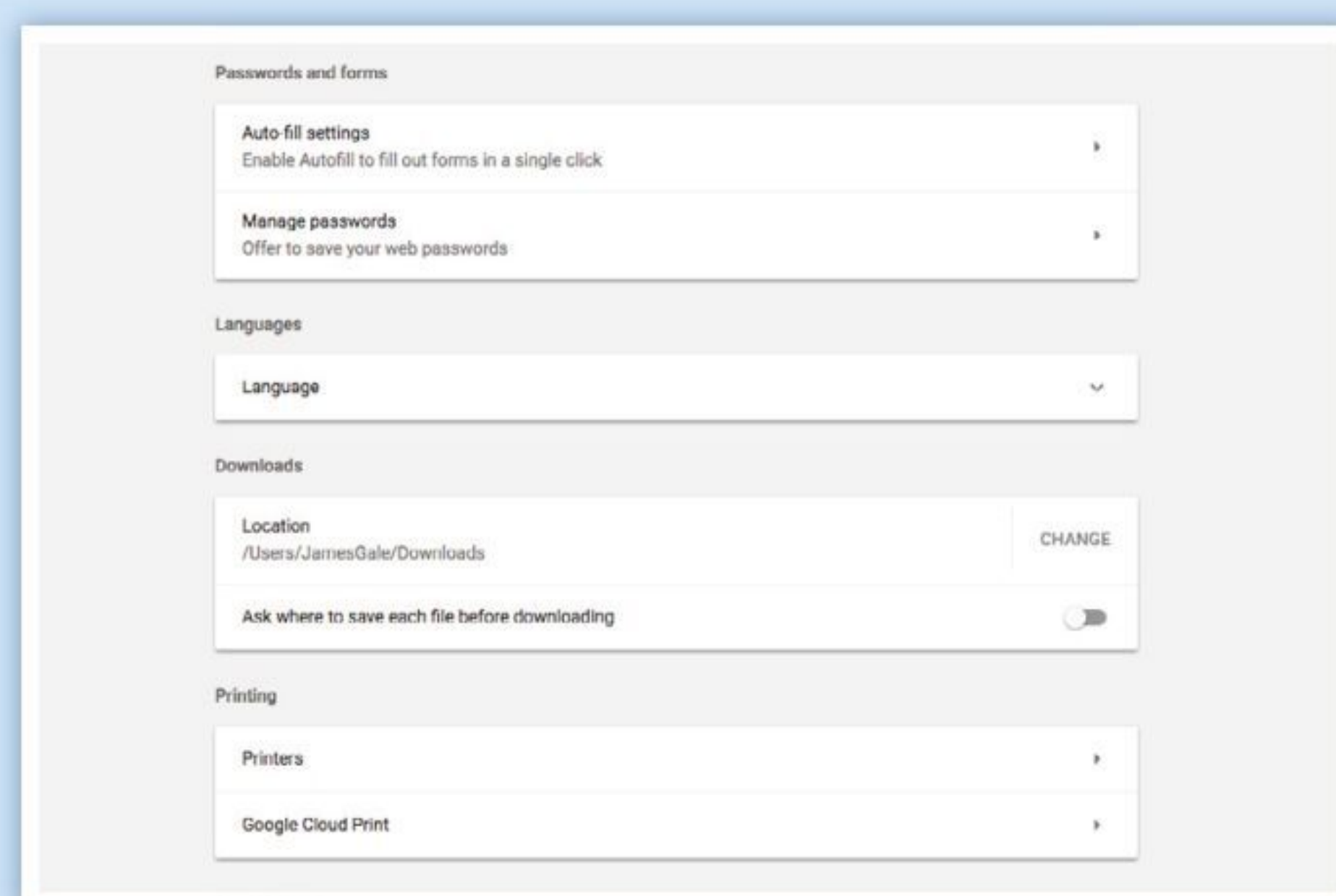
### Step 3

› If your Chrome Autofill information is correct, you don't need to do anything more. If you have changed address recently, or some of the other information has changed, it can be frustrating for Chrome to keep suggesting the wrong info.



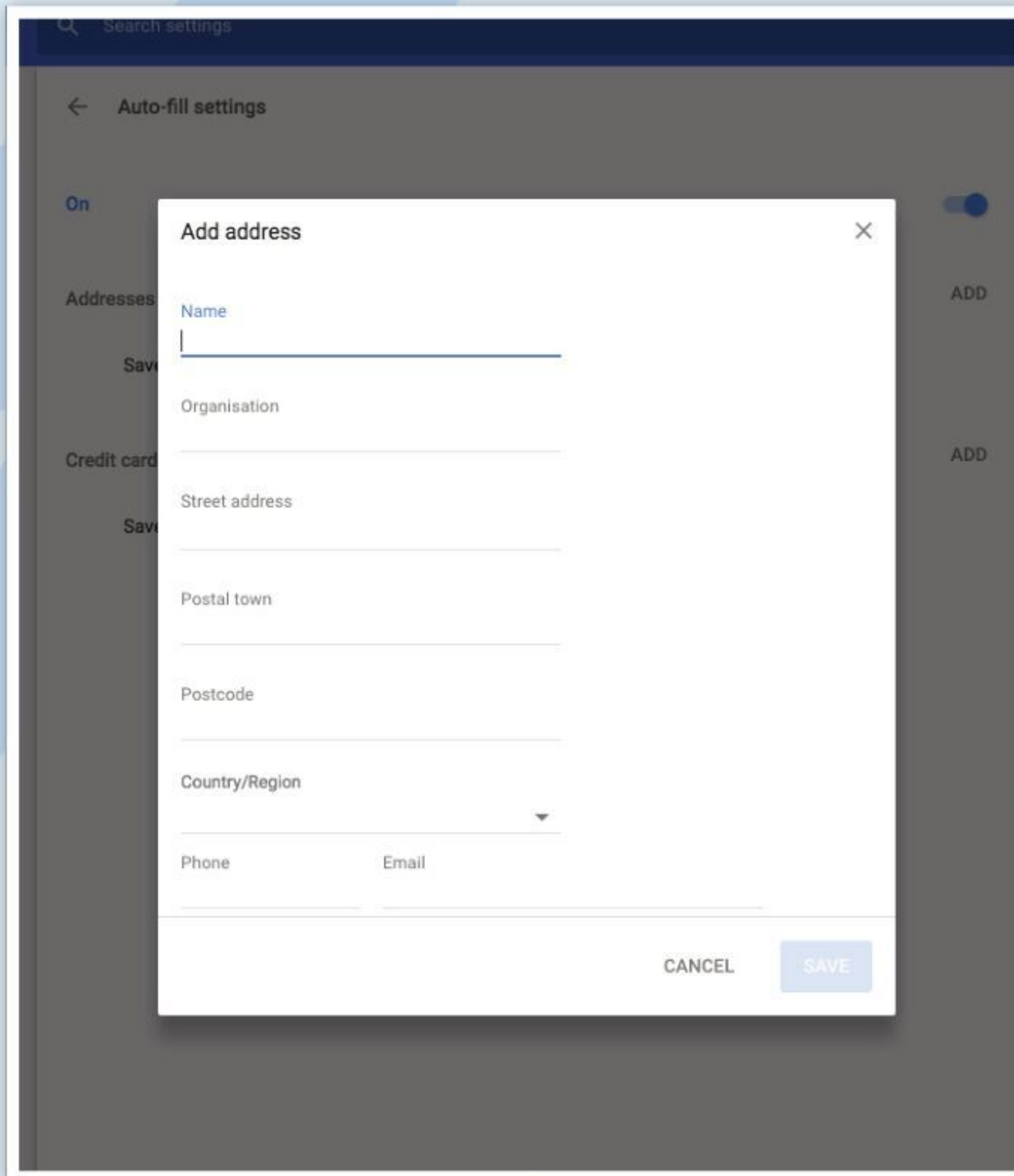
### Step 4

› To manage your Autofill entries, open Chrome and click on the menu button in the top right corner (icon with the three dots in a column). Select Settings and then click Advanced at the bottom of the page. Find the Passwords and forms section and click Autofill settings.



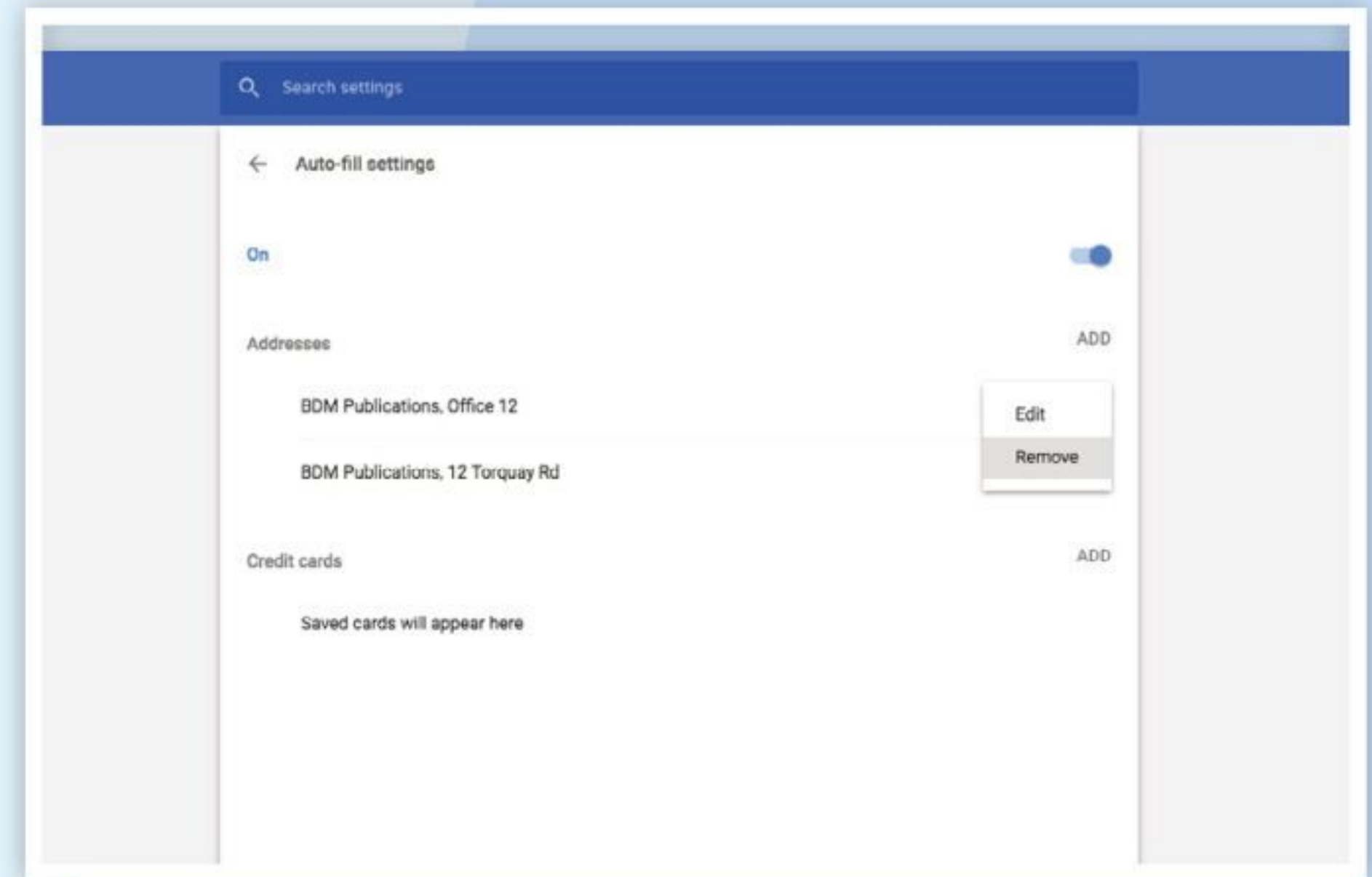
## Step 5

If you have more than one Autofill entry, click the one you want to edit and then click the Edit button that appears to the right of it. Complete or edit the information form and then click OK to finish. You can also Add a completely new address using the button here.



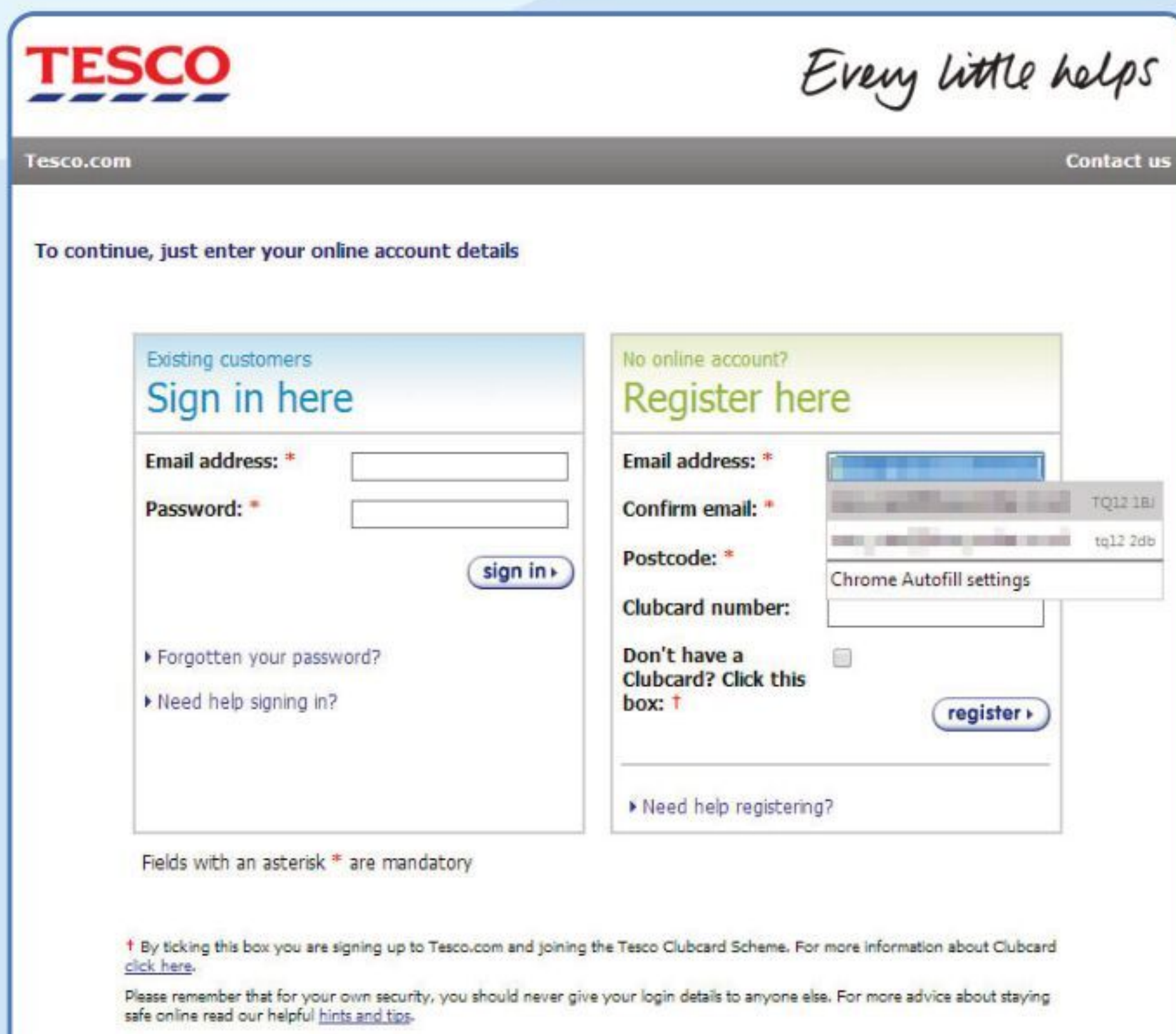
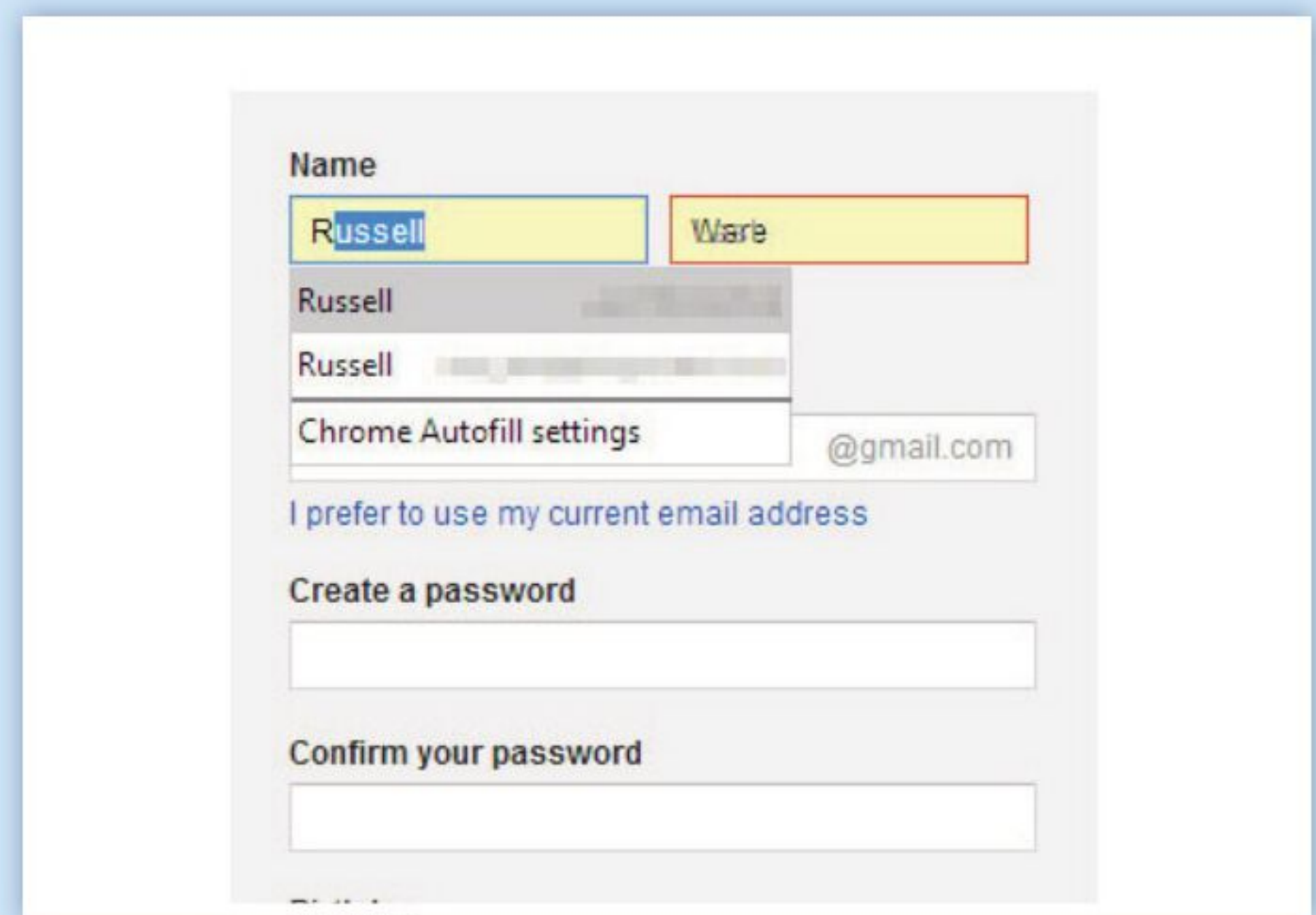
## Step 6

To remove an entry, click on it in the Autofill settings and then click the X that appears to the right of the entry. If you want to disable Chrome Autofill altogether, you can do so by unchecking the box next to the option in the Chrome settings.



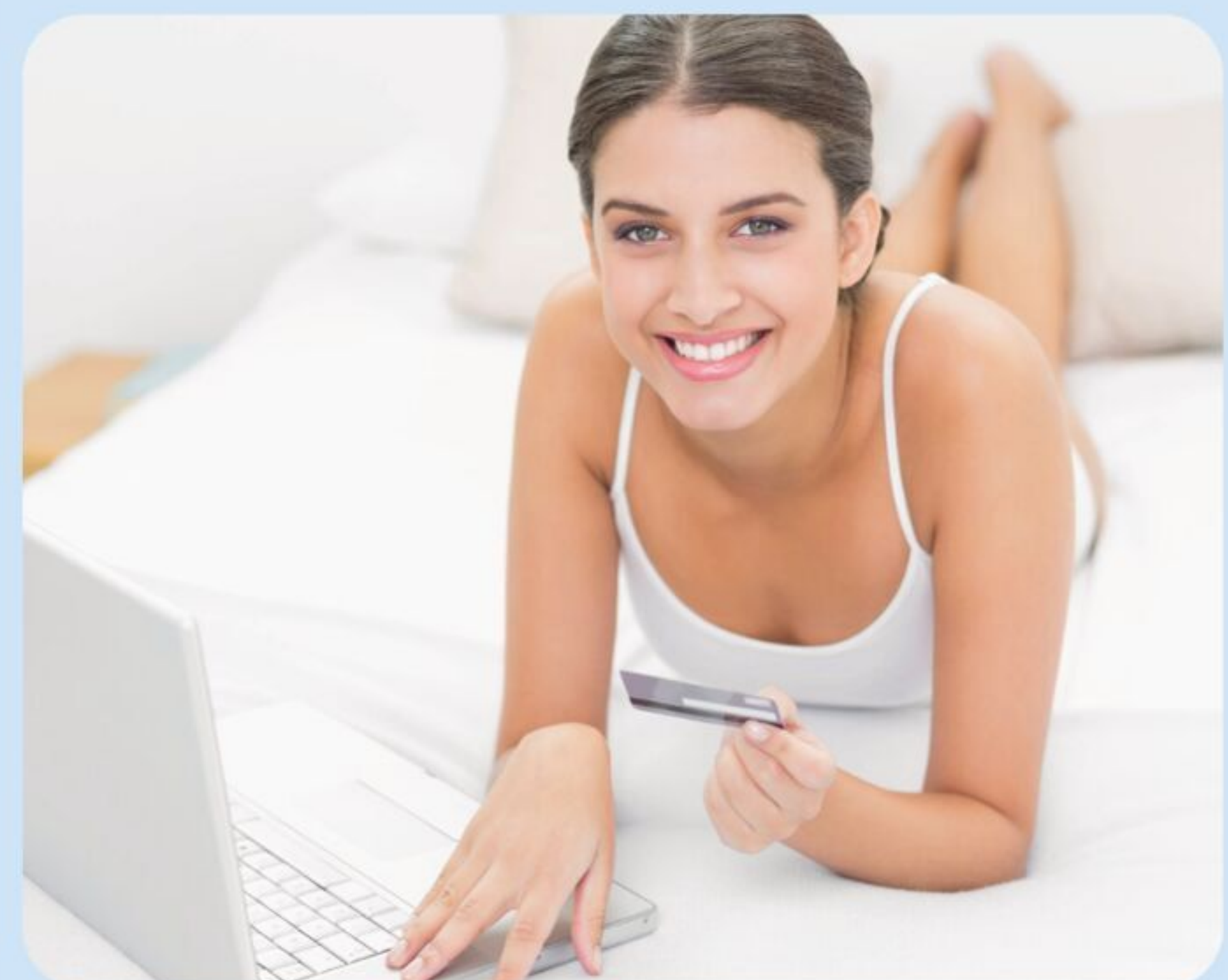
## Step 7

Now, when you start filling out a form, the Autofill entries that match what you're typing appear in a menu. Select an entry to automatically complete the form with information from it. This allows you to have multiple entries in Autofill.



## Trusted Sites

It's important that you use Autofill only on websites you trust, as certain websites might try to capture your information in hidden or hard to see fields. Some websites prevent browsers from saving text that you've entered, so Google Chrome won't be able to complete forms on those sites.



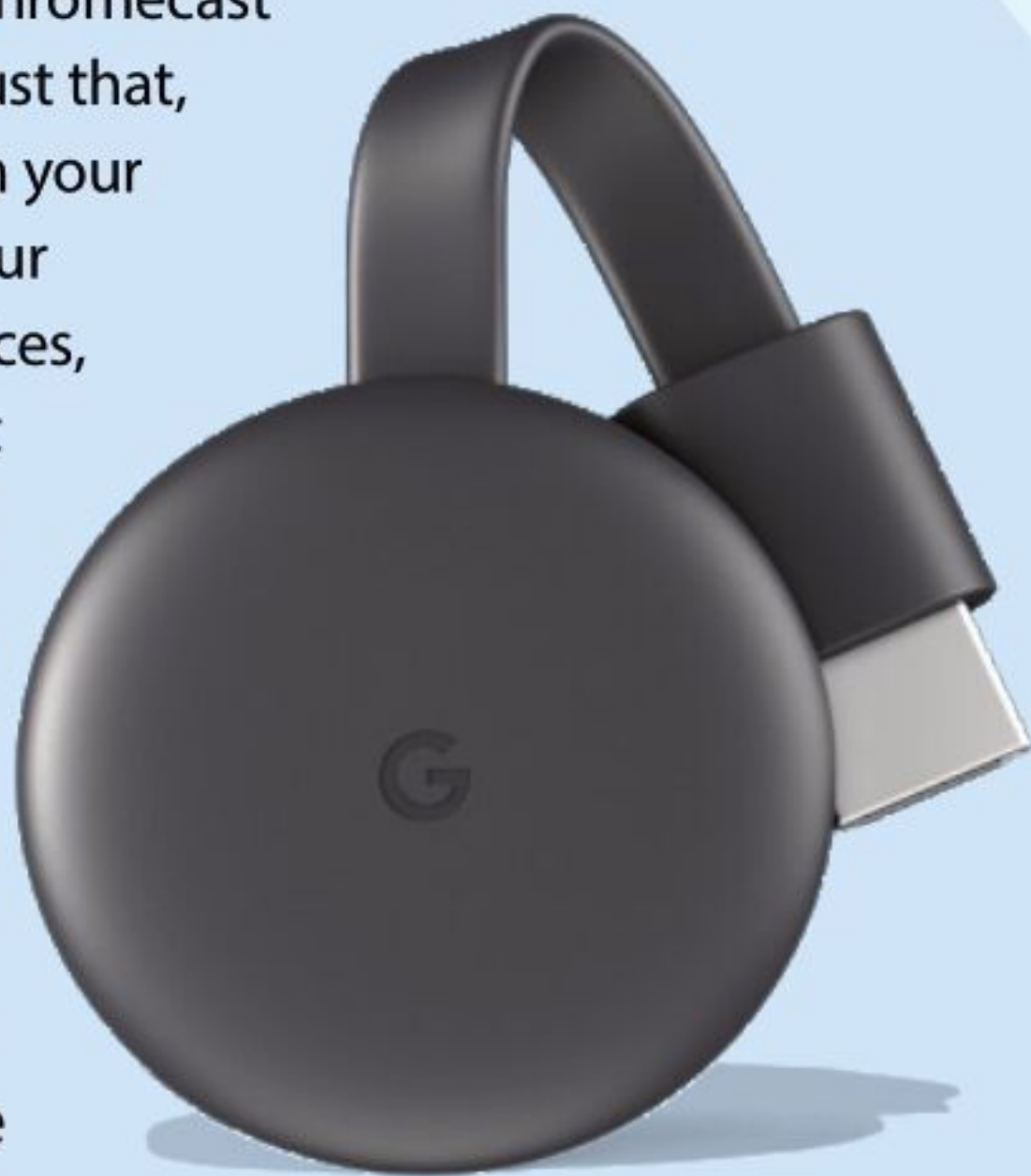


# Chrome Tips and Tricks

Even if you have been using Chrome for a while, there are probably dozens of tricks that you never even knew were possible. Here are a few tips and tricks to get you started.

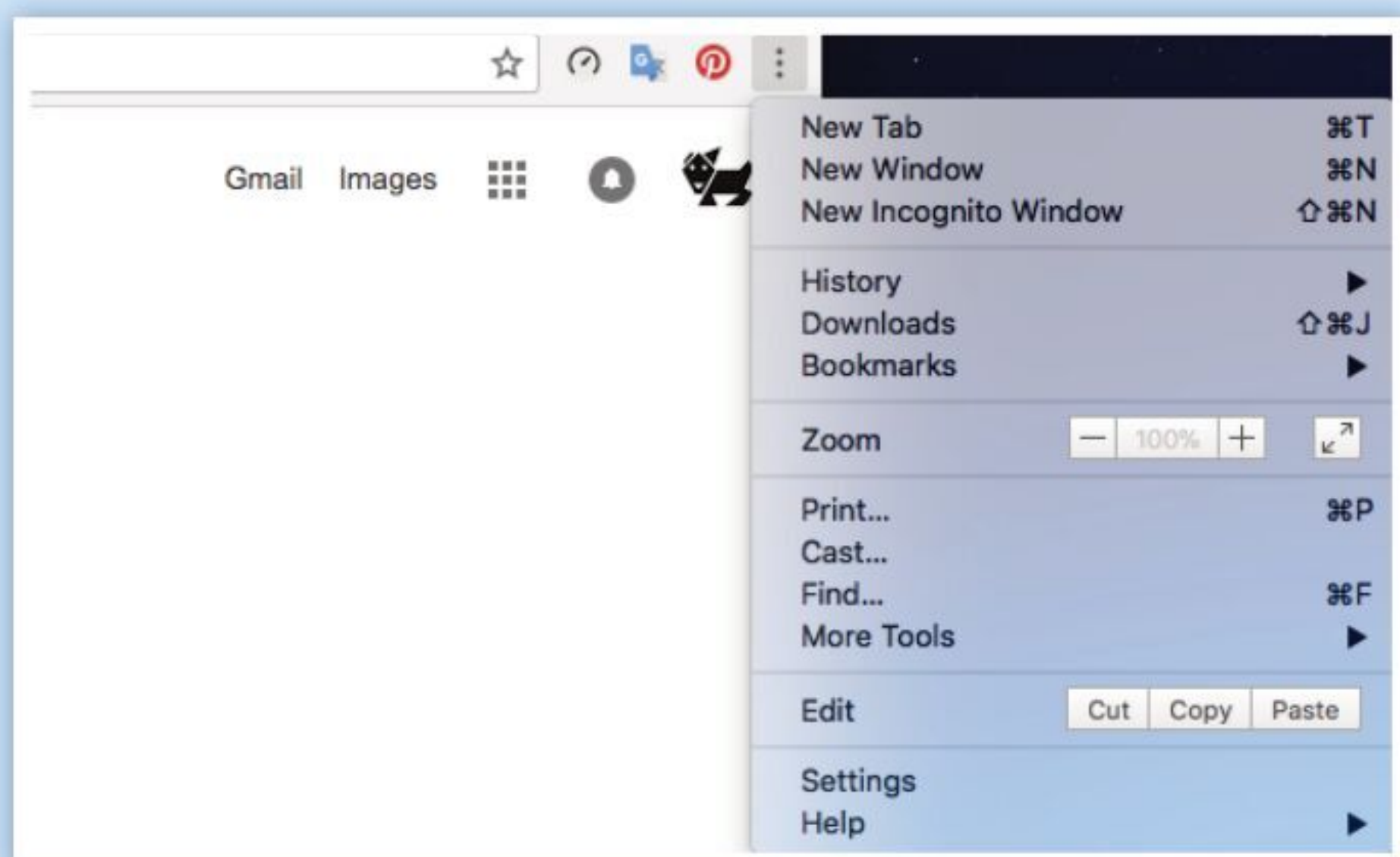
## Chrome-Casting Your Screen

Have you ever been browsing online and stumbled upon a video, or photograph, that you want to share with those around you on the big screen of your family TV? With the additional purchase of a Google Chromecast you will be able to do just that, by casting content from your Chrome browser, on your desktop or mobile devices, to your TV. The quickest way to do this, on your desktop device, is by right-clicking on the Chrome window and then clicking on "Cast". On a mobile, tap the Three dot icon, top right of the Chrome app, and tap "Cast".



## Incognito Window

There are several ways to open a new incognito window for Chrome. If you have a Chrome shortcut pinned to the task bar, you can right-click it and select New Incognito Window. You can also click the Settings menu button at the top right of the browser window and select the same. The quickest way to do it however, is to use the keyboard shortcut Ctrl + Shift + N. Content displayed in an incognito window will not show up in your browser history, nor will cookies be saved.



## Chrome Keyboard Shortcuts

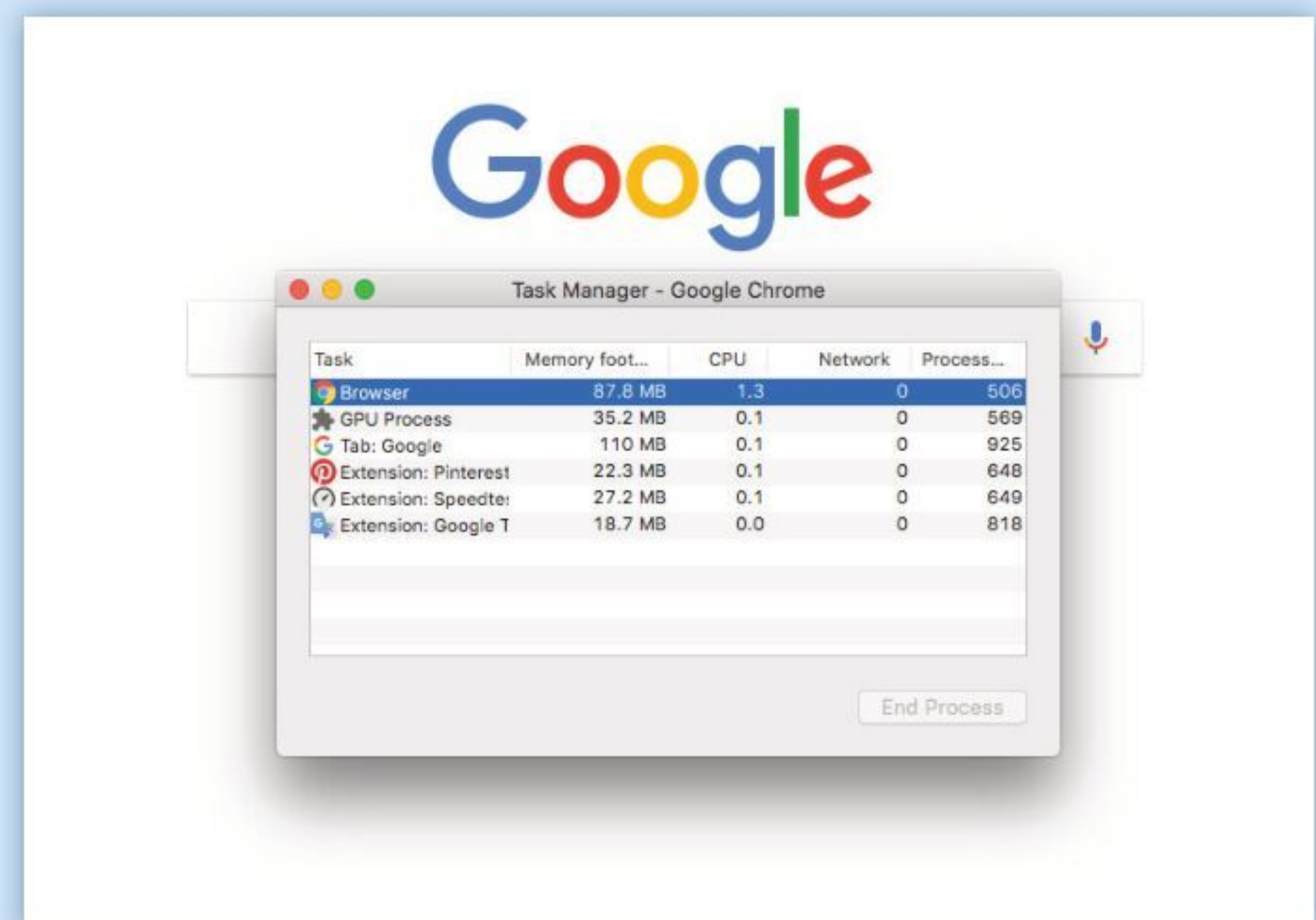
There are several useful keyboard shortcuts for Chrome. Remember that the browser window must be currently selected for these to work.

Ctrl+Shift+N	New Incognito Window
Alt+Home	Load your Home Page
Ctrl+T	Open a new tab
Ctrl+Shift+T	Open most recently closed tab
Ctrl+Tab	Scroll through open tabs
Ctrl+J	Opens your downloads screen



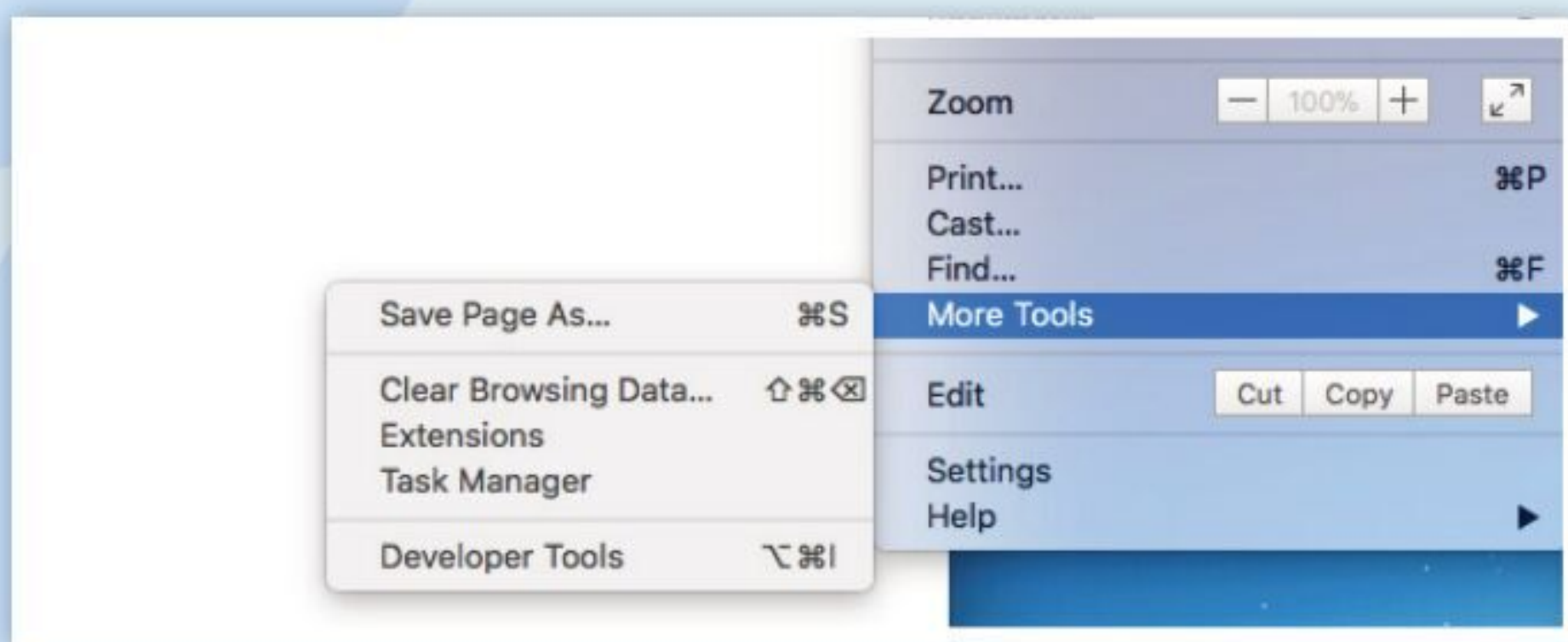
## Chrome Task Manager

The Task Manager is a useful tool to see how much memory your currently open tabs and browser plug-ins are using. To open the task manager, right-click the top of the browser window and select Task Manager from the menu. Highlight one and click End Process to stop it running. You can also press Shift + Esc as a quicker way to bring up the Google Chrome Task Manager.



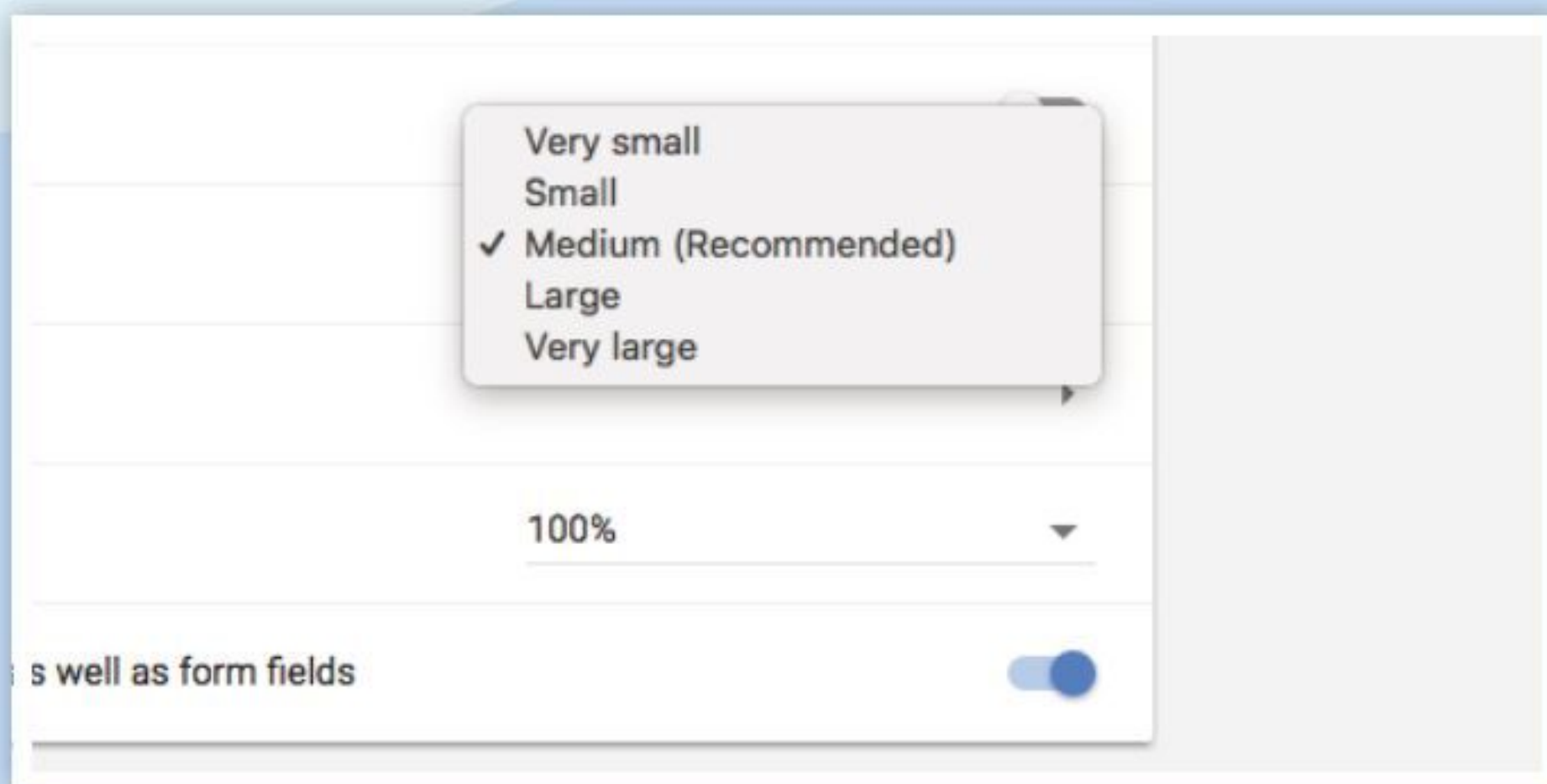
## Spring Cleaning

To delete cookies, click on the menu button and go to Settings. Scroll down to the Privacy section, and click Content Settings. Now you can click Remove All or Remove Individual Cookies. To clear more data such as the Google Chrome browsing history and cache, click the Tools icon and select Clear Browsing Data. To clear the most visited websites that appear on your Google Chrome Start page, you must clear your browsing history using the method already described. Clearing your Google Chrome browser history will also stop matches from previously browsed sites appearing as suggestions in your address bar.



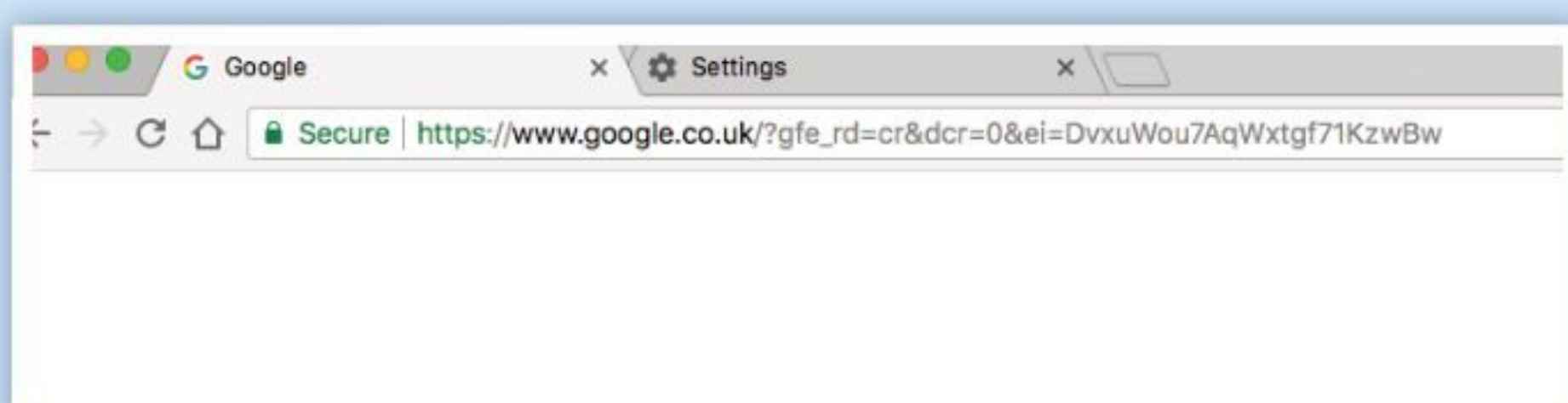
## Adjust Text Size

Having trouble reading small text on a page in Chrome? No problem! Chrome lets you easily zoom both in and out, increasing or decreasing the size of both text and images. You can do this a couple of ways. The first is to click the Settings menu button and use the Zoom controls you find there. An easier way to do it is to hold Ctrl and use the scroll wheel on your mouse to zoom in and out; as you do this, a small window will pop out of the address bar to show you the level of zoom.



## Rearrange Tabs

If you have several tabs open in Chrome, you can rearrange them easily by simply clicking on a tab and dragging it along the row to the position you want. If you want to open one of the tabs as a separate window, click on it and drag it to the desktop. Release the mouse button and a new window will open. Right-click on any tab to see the tab options menu. Here you can reload tabs, close all tabs to the right of the selected one and even reopen closed tabs (Chrome remembers the last ten closed tabs).



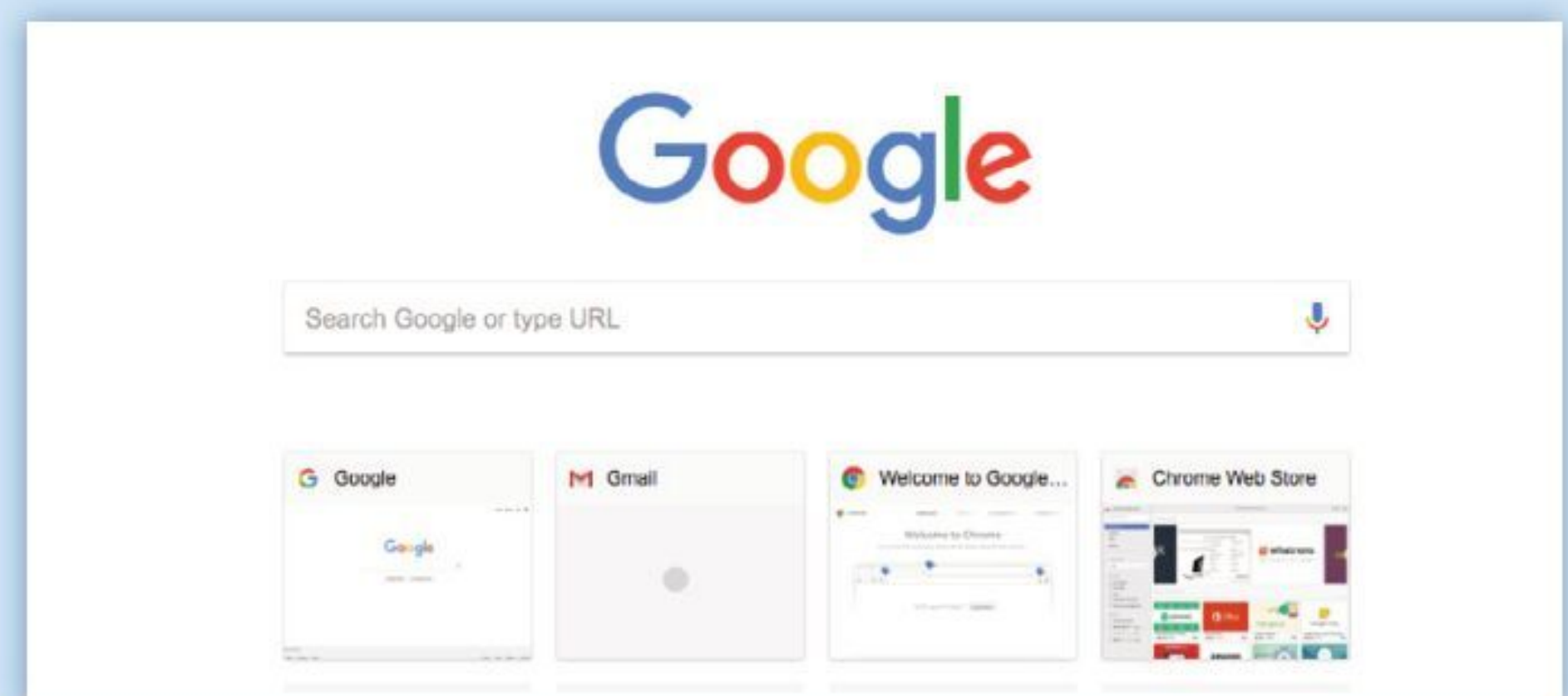
## Pinning Tabs

Another useful thing you can do with tabs is pin them. Pinning tabs means that whatever is shown on the tab when it is pinned will automatically be loaded when you next open a new Chrome browser window. To pin a tab, right-click on it and select Pin Tab from the menu. Pinned tabs appear smaller in the row than unpinned tabs. To unpin a tab, simply repeat the process and select Unpin Tab from the menu.



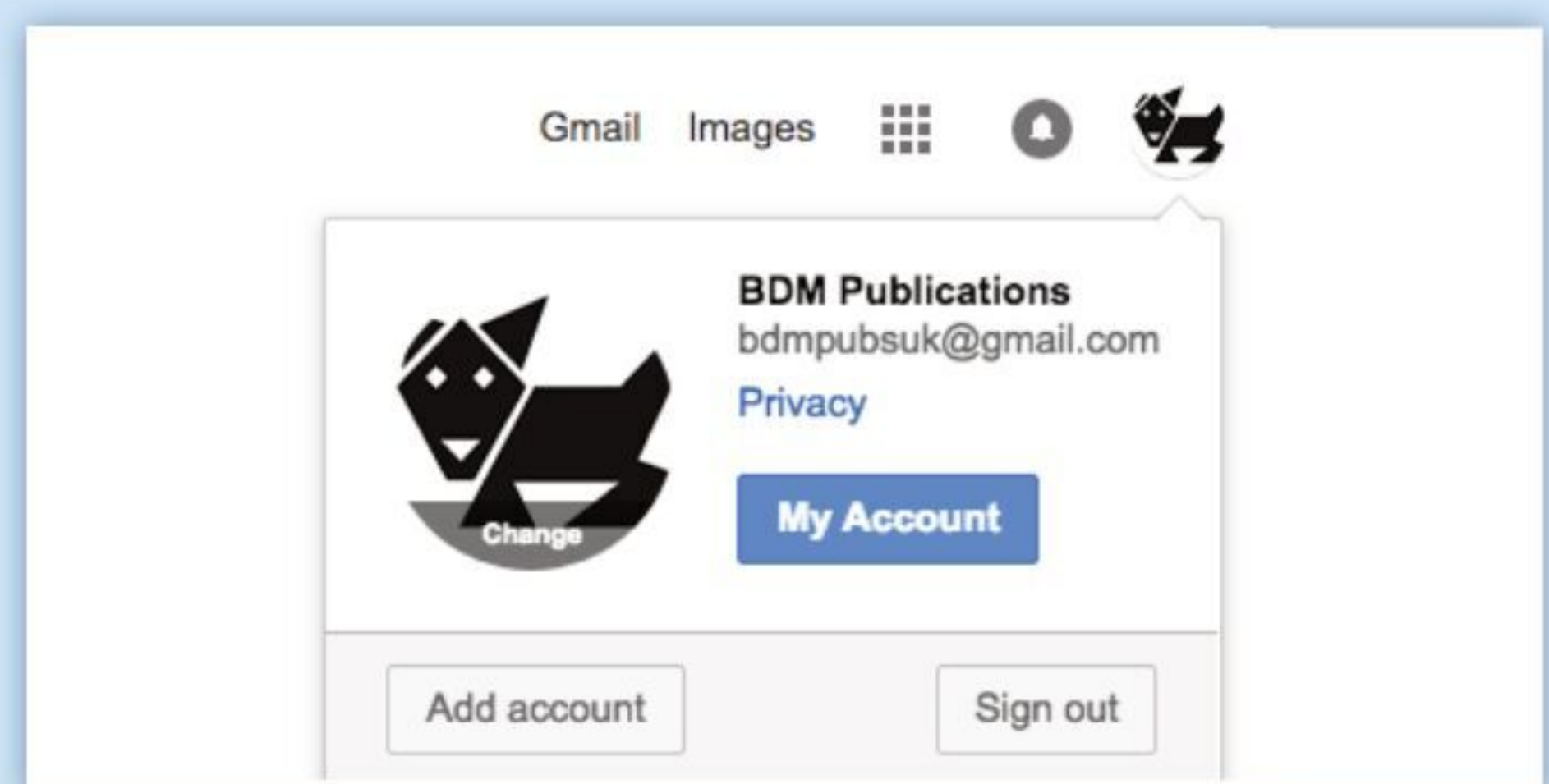
## Start-up Preferences

By default, when launching a new window in Chrome, the browser displays the New Tab page, which is a blank tab with links to your most visited websites. It is possible to customise this. Click the Settings icon and select Settings. Under the On start-up section, choose the 'Open a specific page or set of pages' radio button and click the Set pages link next to it. Then, either click 'Use current pages' or type an address to set an alternative home page.



## Syncing Chrome

With Chrome's sign in feature, you no longer need to fret about your bookmarks or apps being stuck on one computer. When you sign in to the Chrome browser or a Chrome device, your bookmarks, extensions, apps, theme and other browser preferences are saved and synced to your Google Account. You can then load these settings any time you use Chrome on other computers and devices. Signing into Chrome also makes using Google services, like Gmail, YouTube and Maps easier since you generally only need to sign in once from your browser.



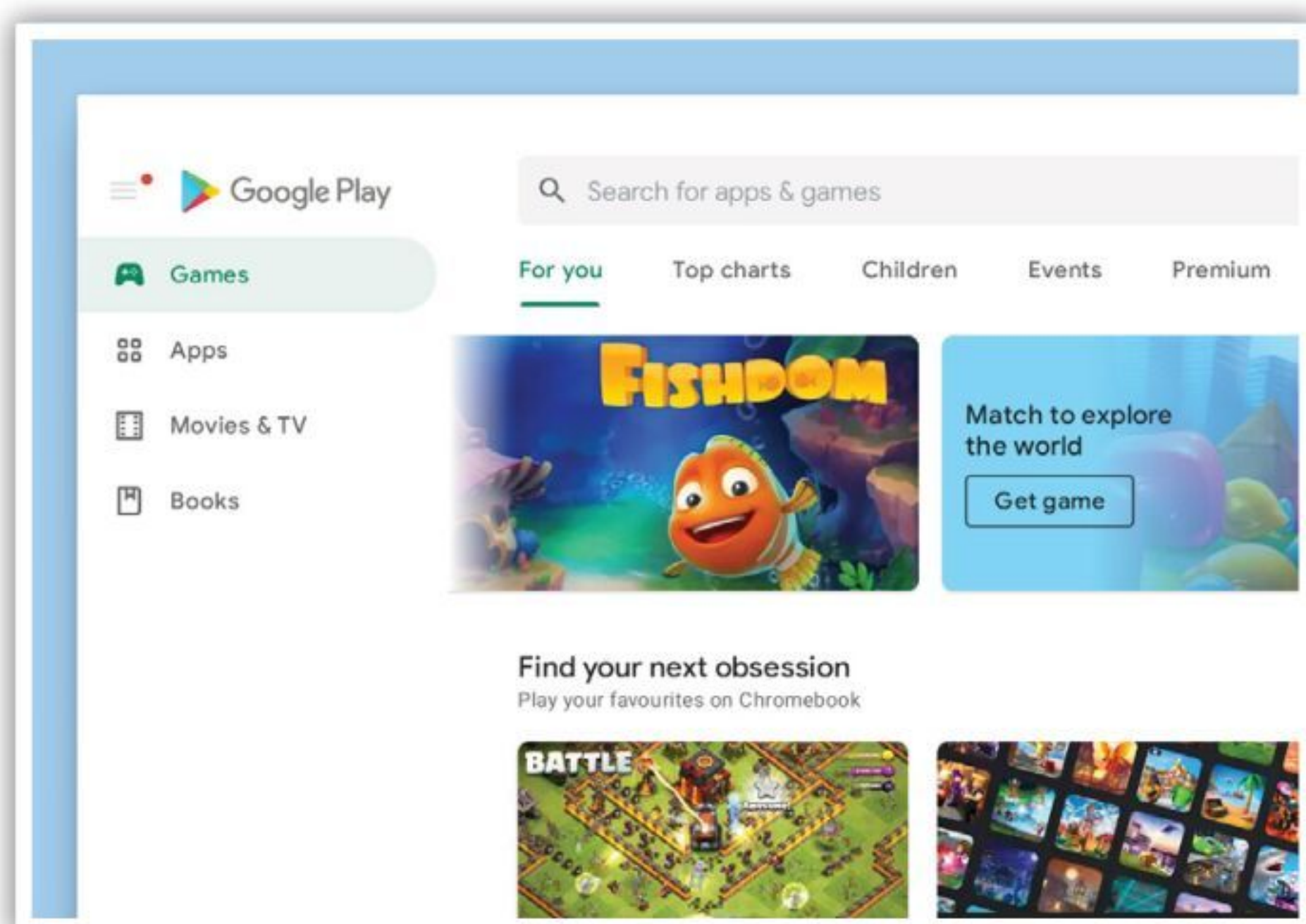
## Make Chrome OS Your Own

# Installing Apps

Naturally, you're going to want to install more apps than the current, default selection. Thankfully, and thanks to some new features of Chrome OS, the task of installing new apps is exceedingly simple; especially since we can now use the Google Play Store.

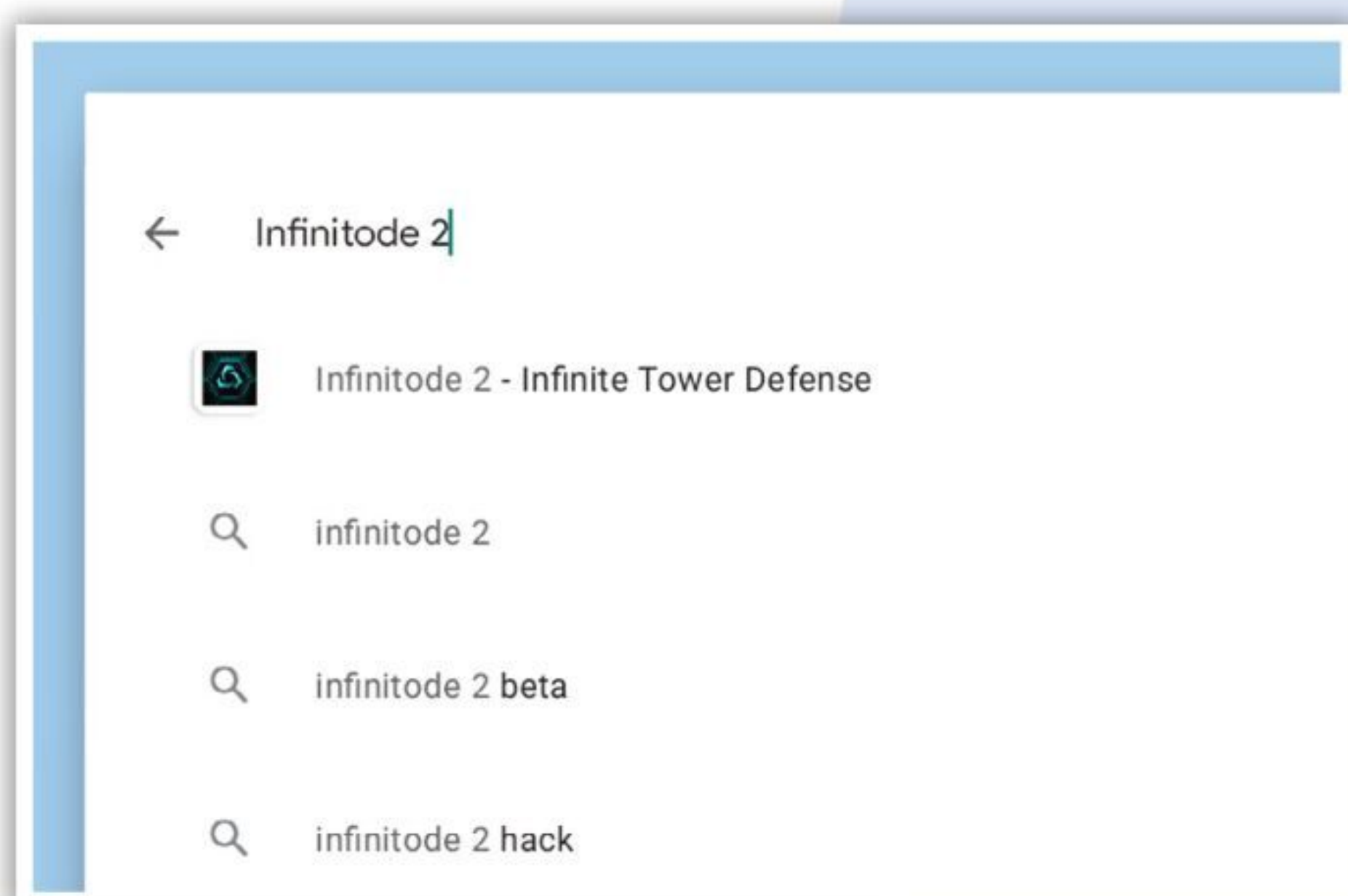
### Step 1

▶ The only problem with install apps on a Chromebook is that you're spoiled for choice. Unless you specially know what app you want to install, you can find yourself dredging through the millions available. Start by locating the Google Play Store app on the Shelf.



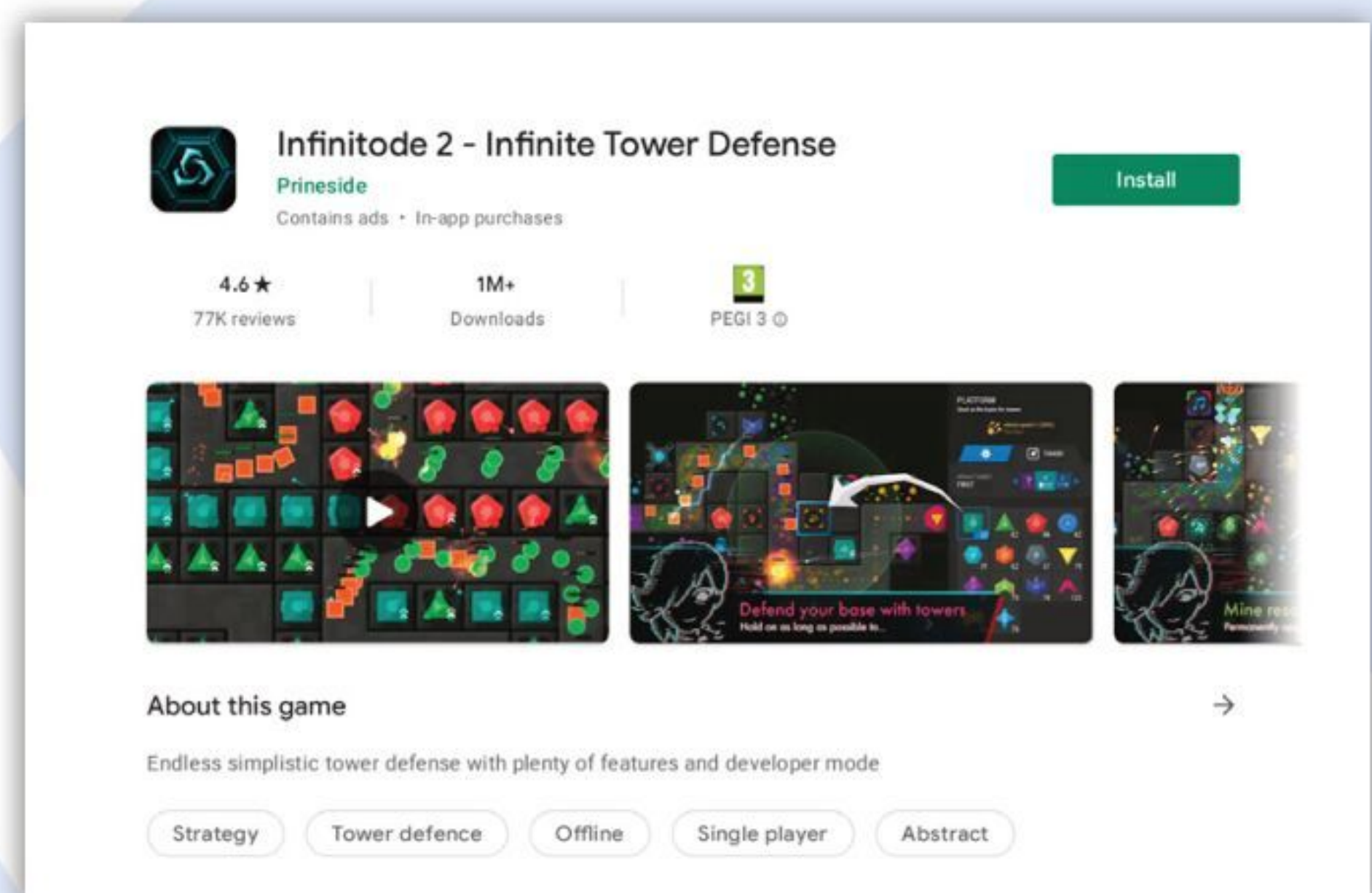
### Step 2

▶ Let's install a game for our first example. In the Search bar in the Google Play Store open window, enter: Infinitode 2. Infinitode 2 is a great, new tower defence game from developer Prineside. Click on the first result in the search.



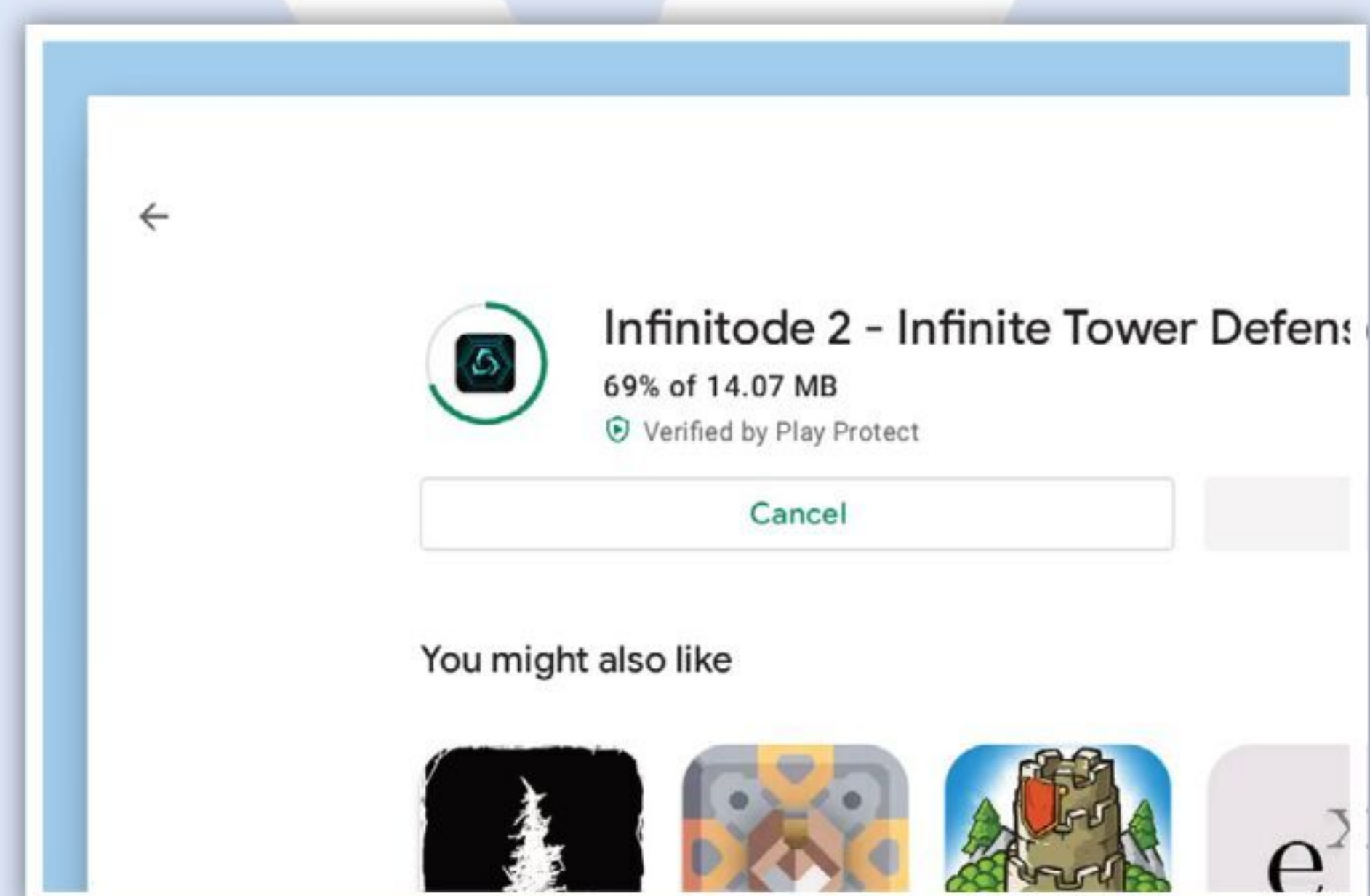
### Step 3

▶ When you click on a result, such as we've done in Step 2, information regarding the app will be displayed, including screenshots, reviews, and details on the title itself. For now, though, we just want to install it. Click on the green Install button in the top-right of the Google Play Store window.



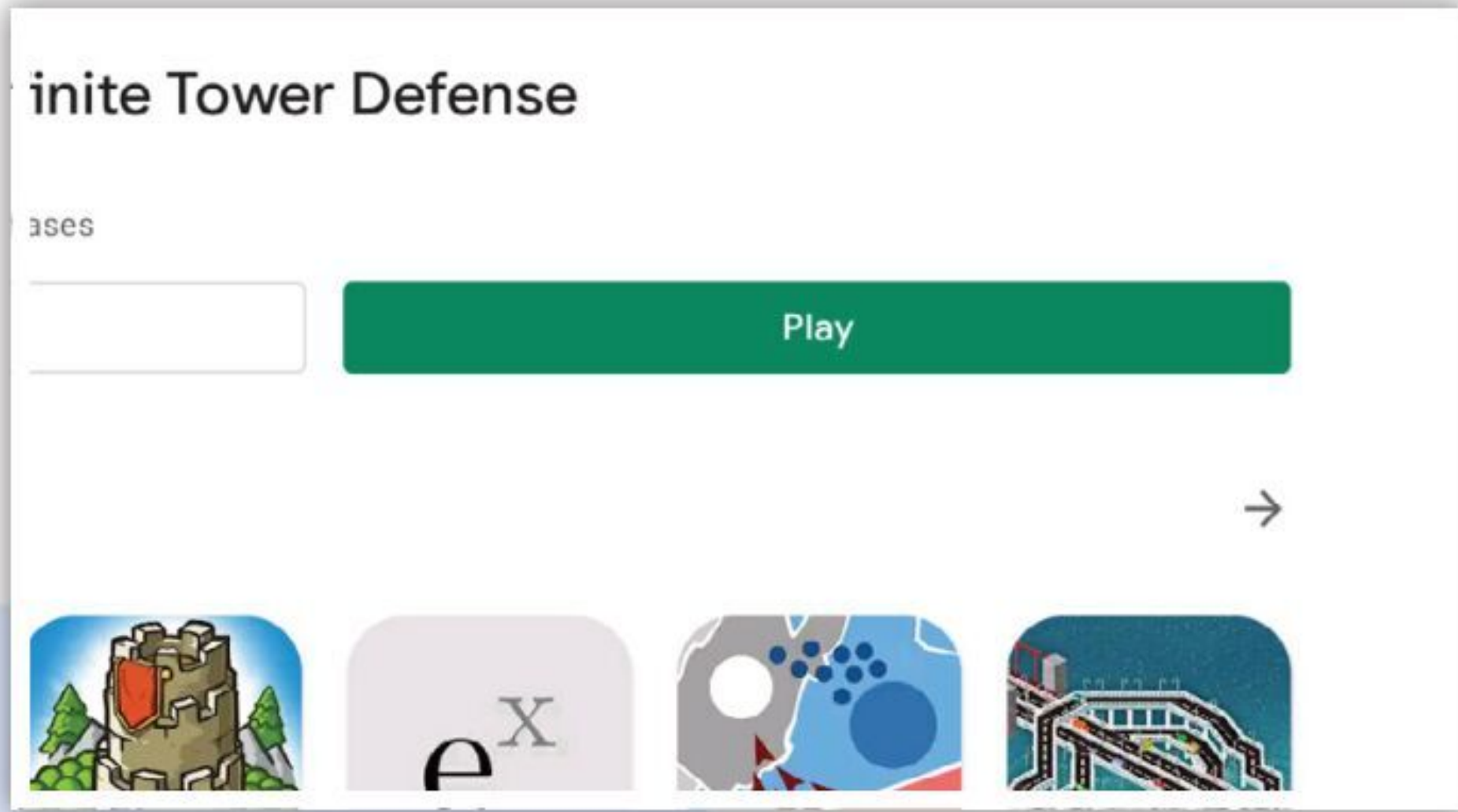
### Step 4

▶ Installation can take anything from a few seconds to a few minutes; depending on your internet connection speed, and the size of the app you're installing. You'll get notifications as to how far into the process the install is, and when it's finally done.



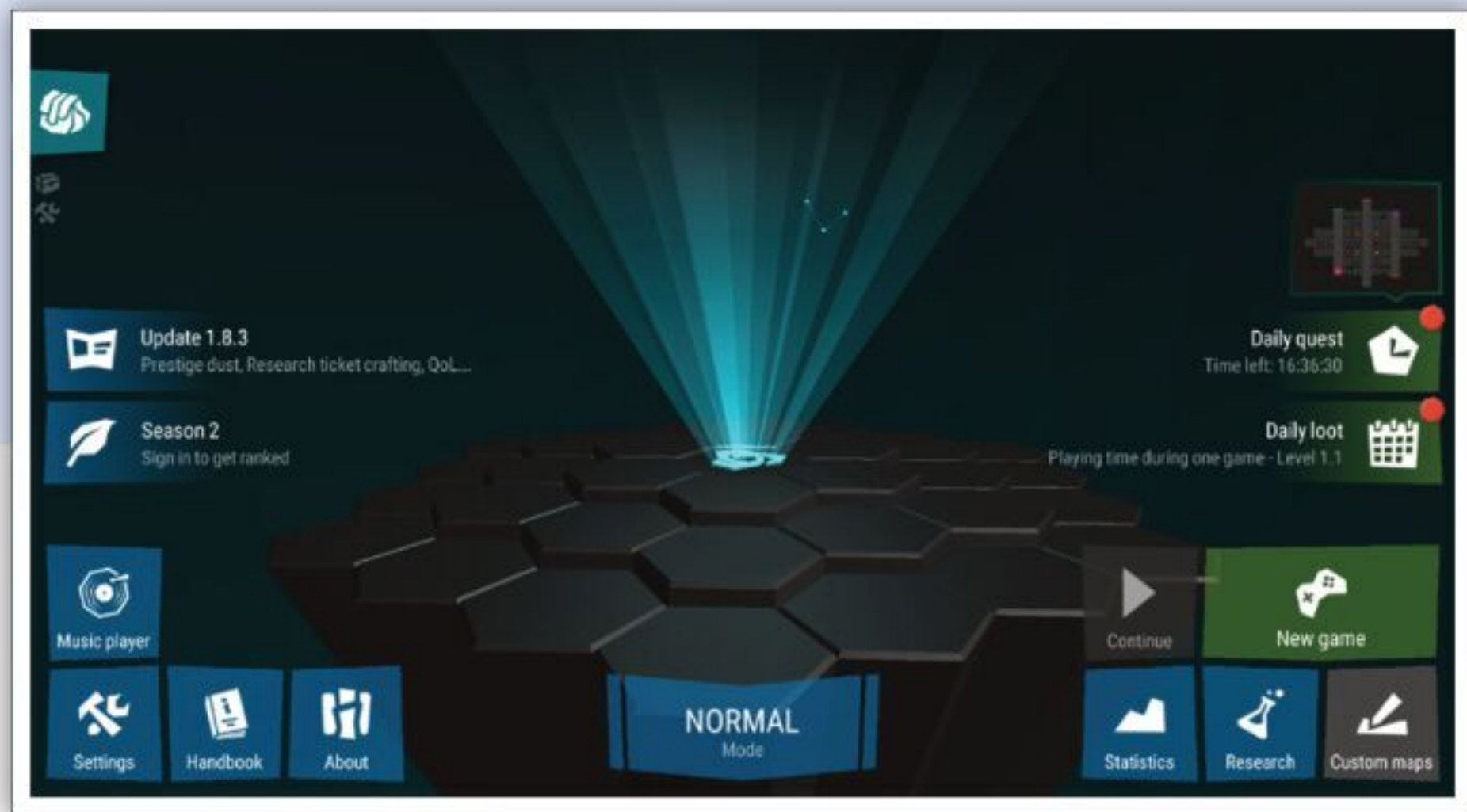
### Step 5

With the app fully installed, the green button on the app's page in the Google Play Store will now change to Play. You can click the Play button to start the app. You'll notice that, unlike an app being used on an Android tablet or phone, a Chrome OS Android app is played in a full-screen window, since it's being emulated.



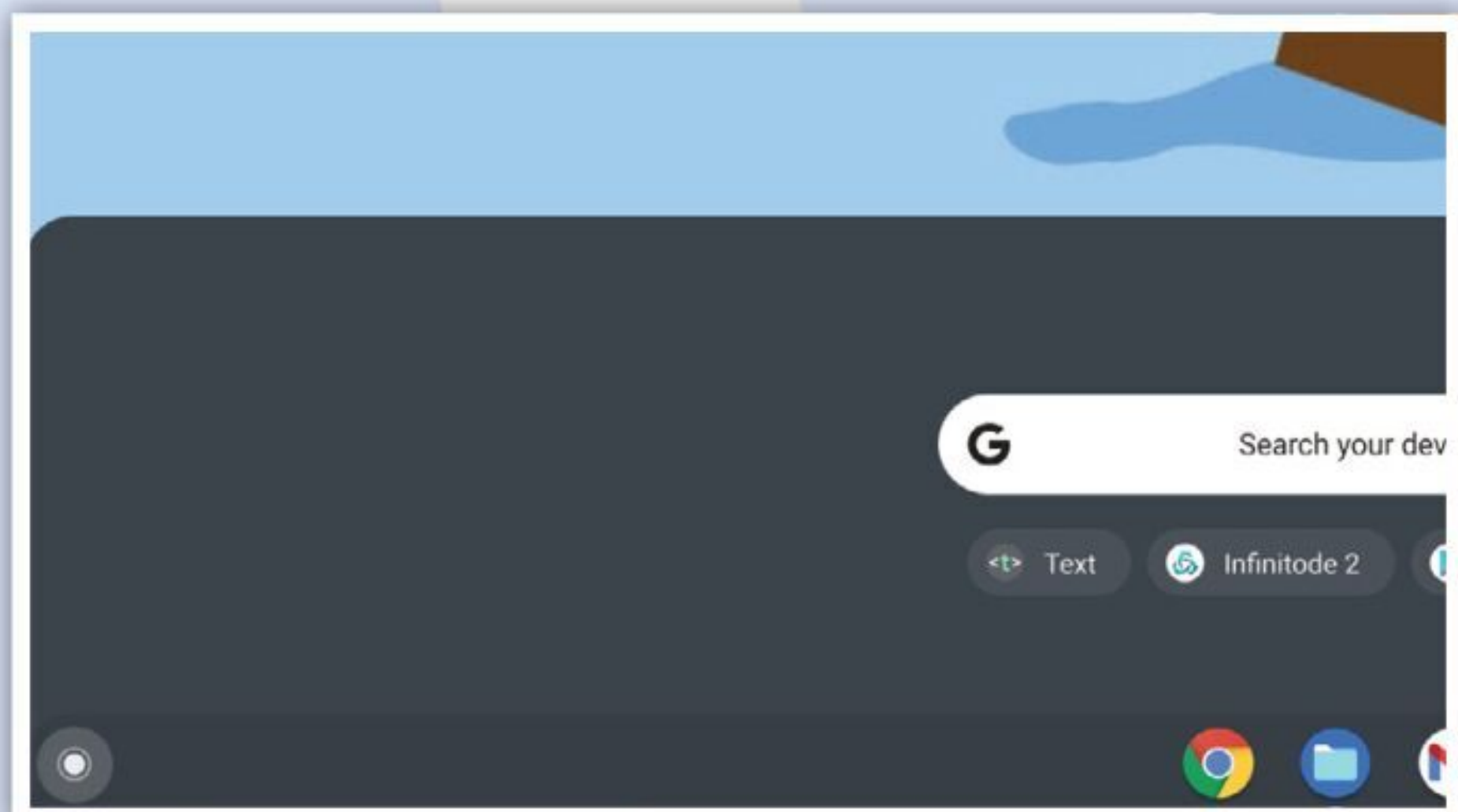
### Step 6

You'll find that most Android-native apps from the Google Play Store will work seamlessly on the Chromebook. However, some of them may not appear on-screen in the way they were originally intended. This is due to the fact that many apps are designed specifically for a phone or tablet, not the screen size of a Chromebook. Infinite2, however, works perfectly.



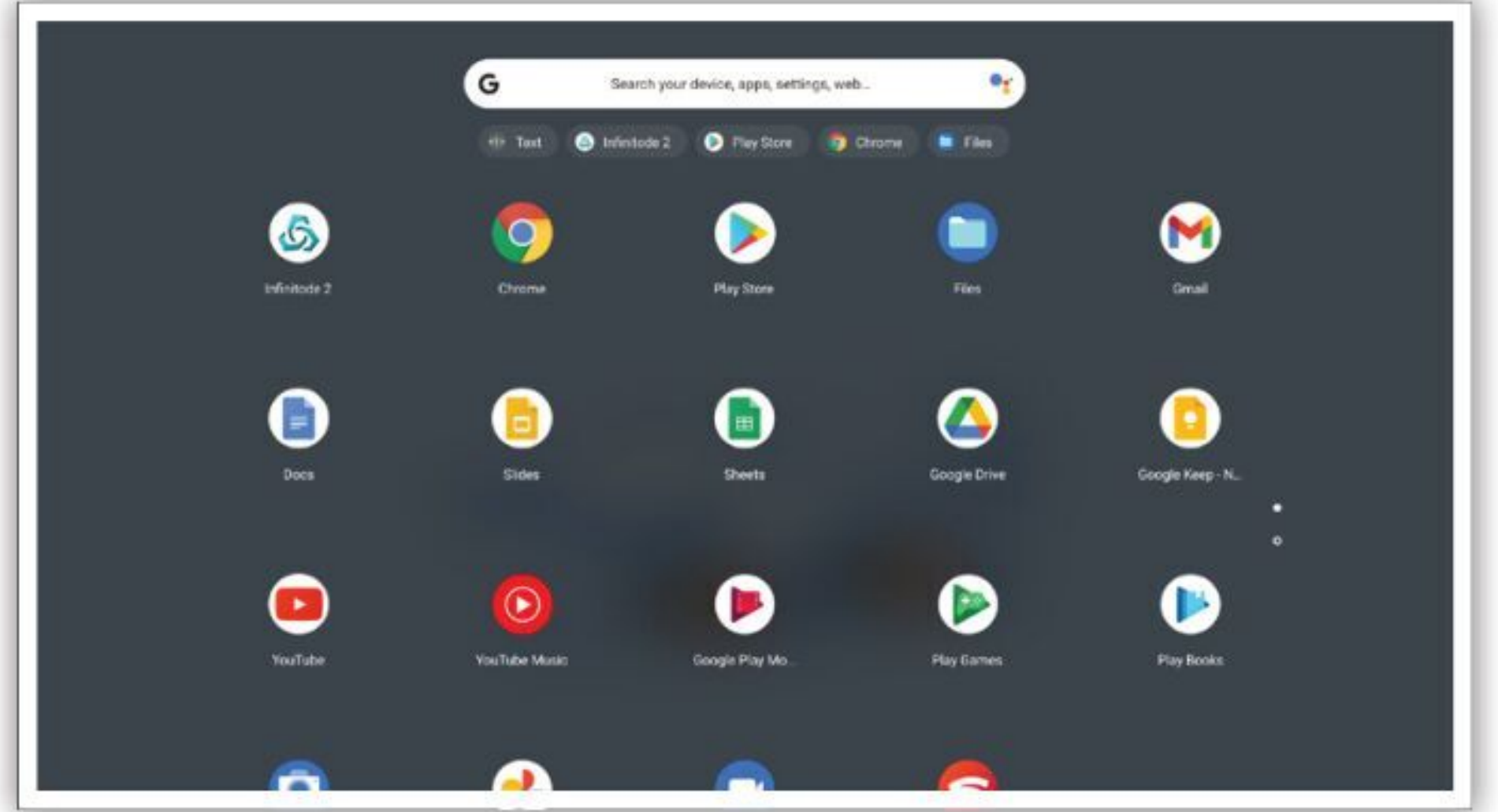
### Step 7

Newly installed apps don't default to the Chrome OS Shelf, you'll need to go hunting for them yourself. You can use 'Ok Google...' to open the app in question, or you can click the Launcher icon (in the bottom left of the desktop), then click the up-pointing arrow to display all the currently installed apps.



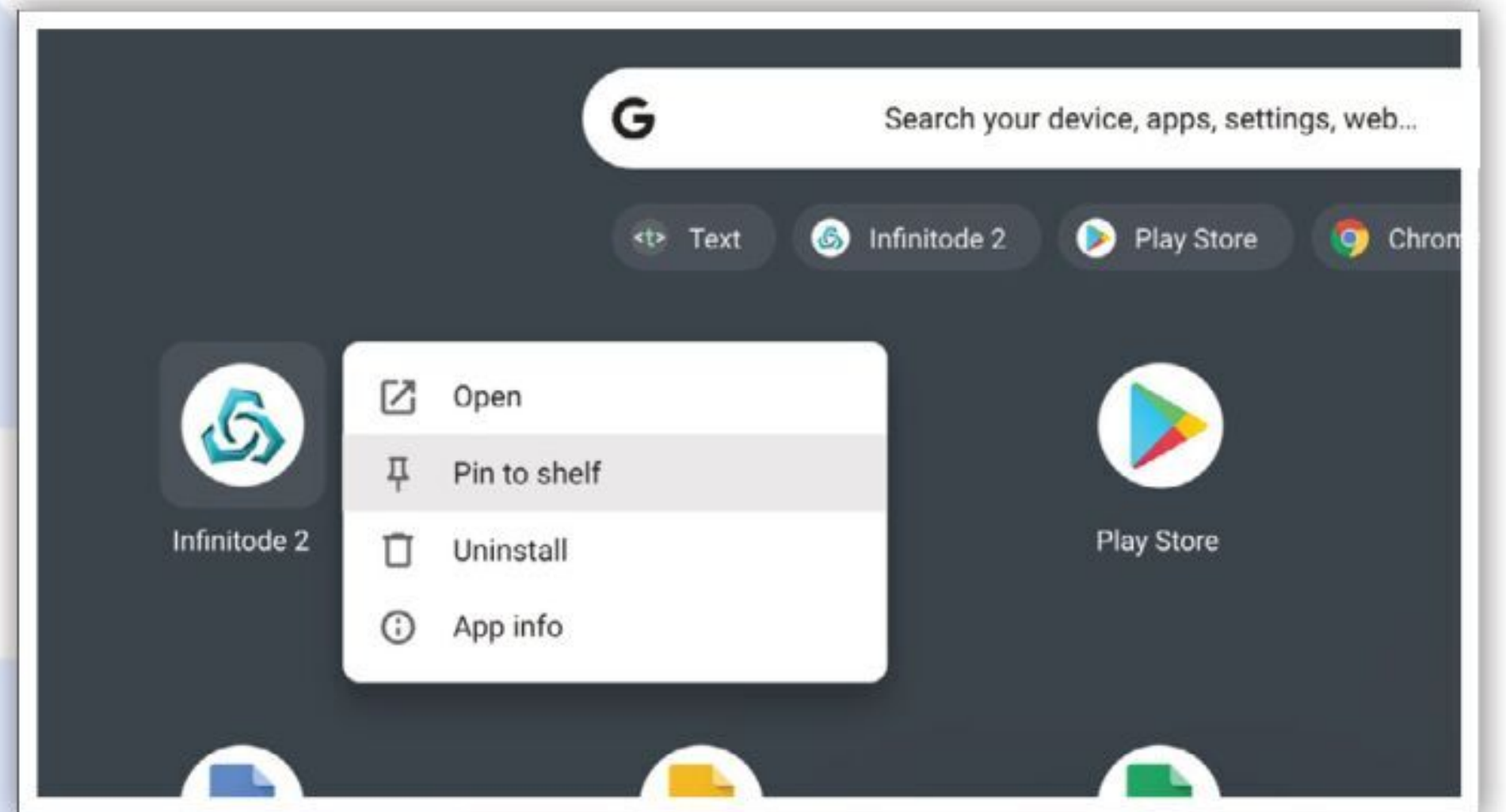
### Step 8

This new window lists all the installed and available apps on the Chromebook. By default, there are two pages, so you'll need to scroll down to view the second page. The app you've just installed should be first in the list, but we've often seen some apps appearing last. Either way, it'll be in here.



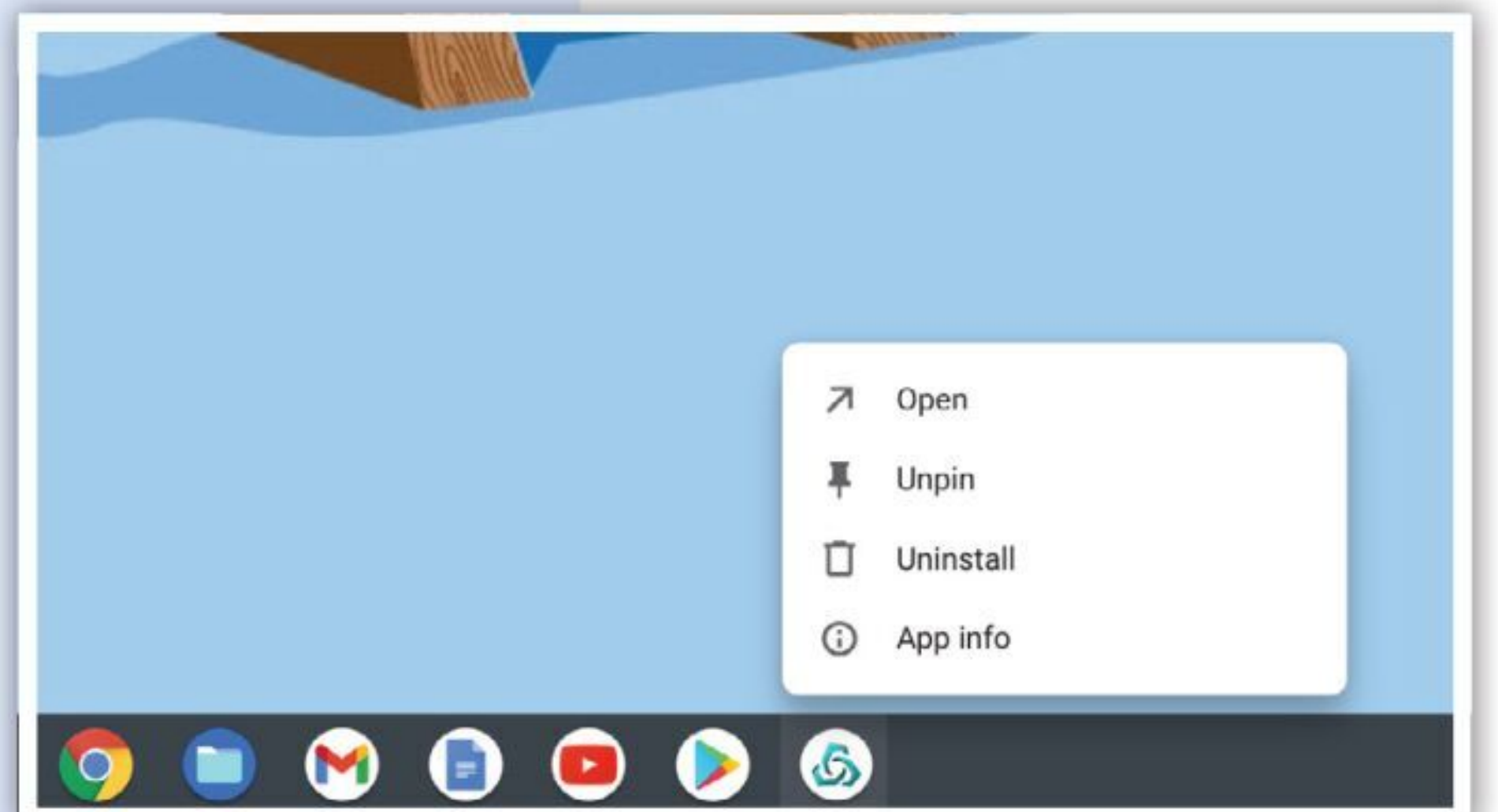
### Step 9

Opening apps via the Launcher is perfectly fine, especially if you want to keep the Chrome OS Shelf clean and clutter-free. If, though, you'd prefer the app to be available via the Shelf, then, with the full-screen Launcher open, two-finger tap and hold (the equivalent of a right-click) to bring up the context menu, and select Pin to Shelf.



### Step 10

As you can see, the installed example app, Infinite2, is now added to the Shelf. You can tap and hold the app icon, then gently move it along the Shelf to a new position if you want. You can also two-finger tap and hold, and select Unpin to remove it from the Shelf if things are beginning to get cluttered.

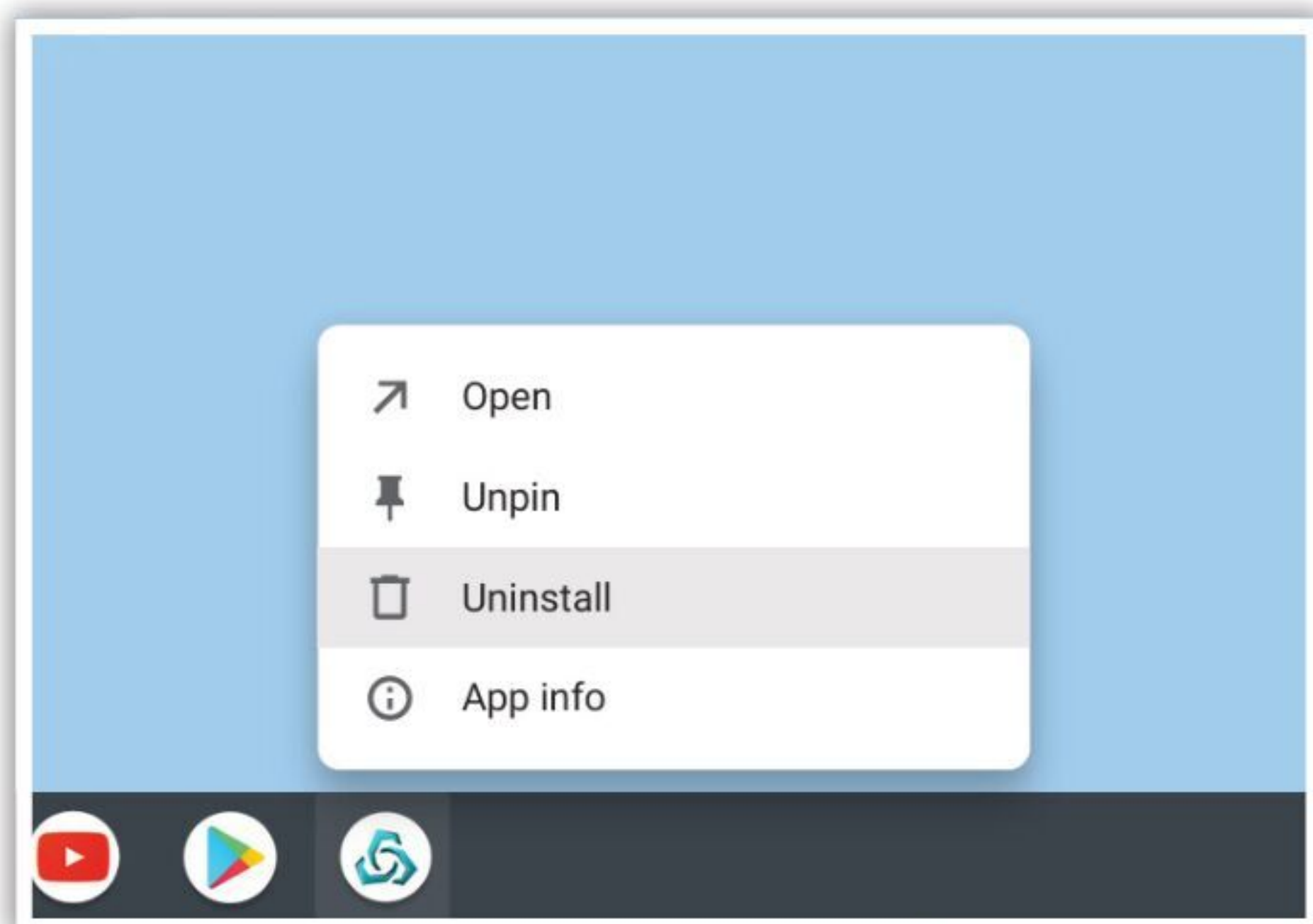


## Removing Apps

We've all been there, installed an app that looked interesting only to find that it's a complete waste of space. Removing, or uninstalling if you prefer, an app is as easy as installing one on Chrome OS. There are several ways it can be done, so let's have a look at them.

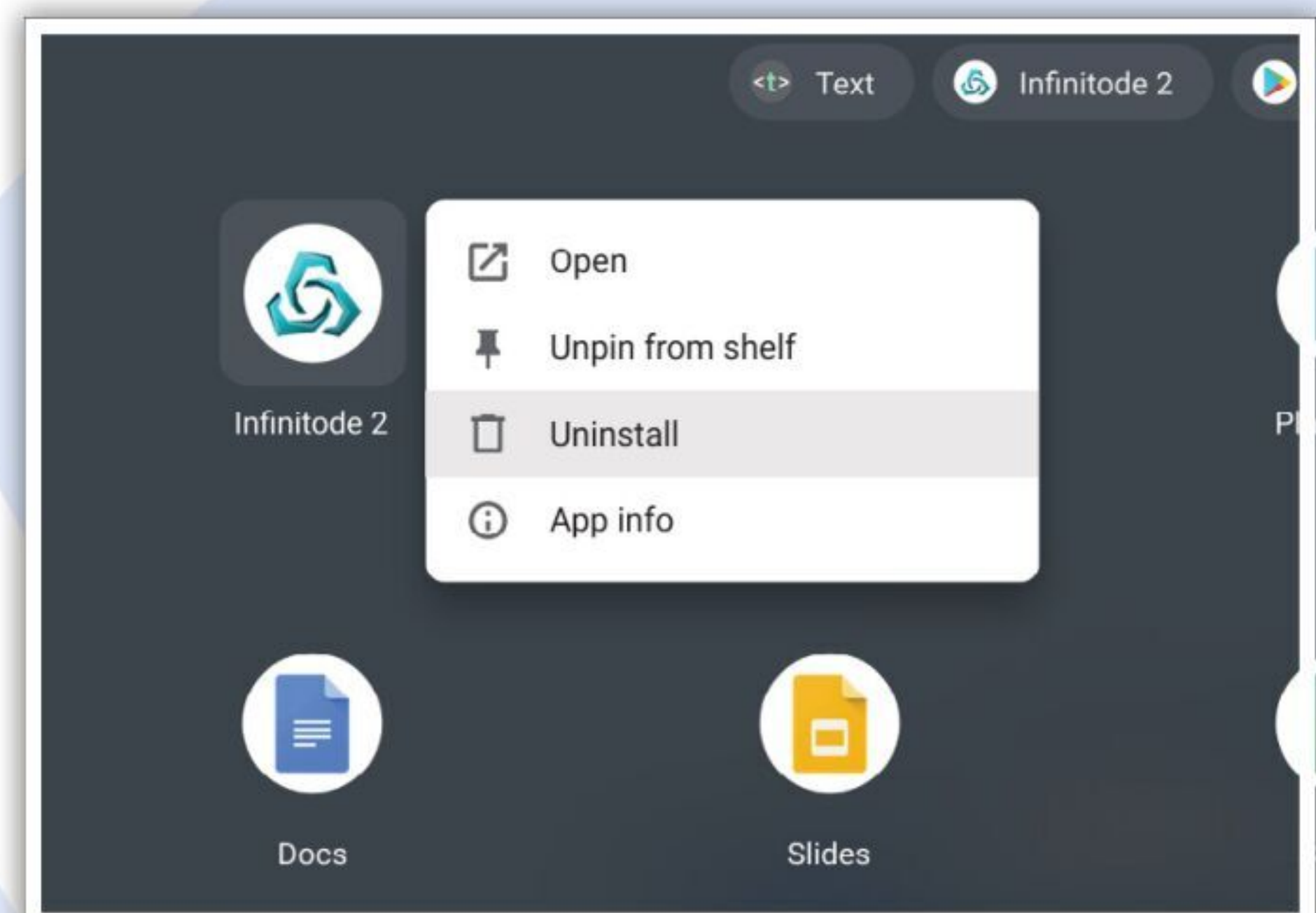
### Step 1

One of the easiest ways to remove an existing app that's currently located on the Shelf, is to simply two-finger tap and hold, then from the context menu that pops up select Uninstall. This is unobtrusively remove the app from your Chromebook.



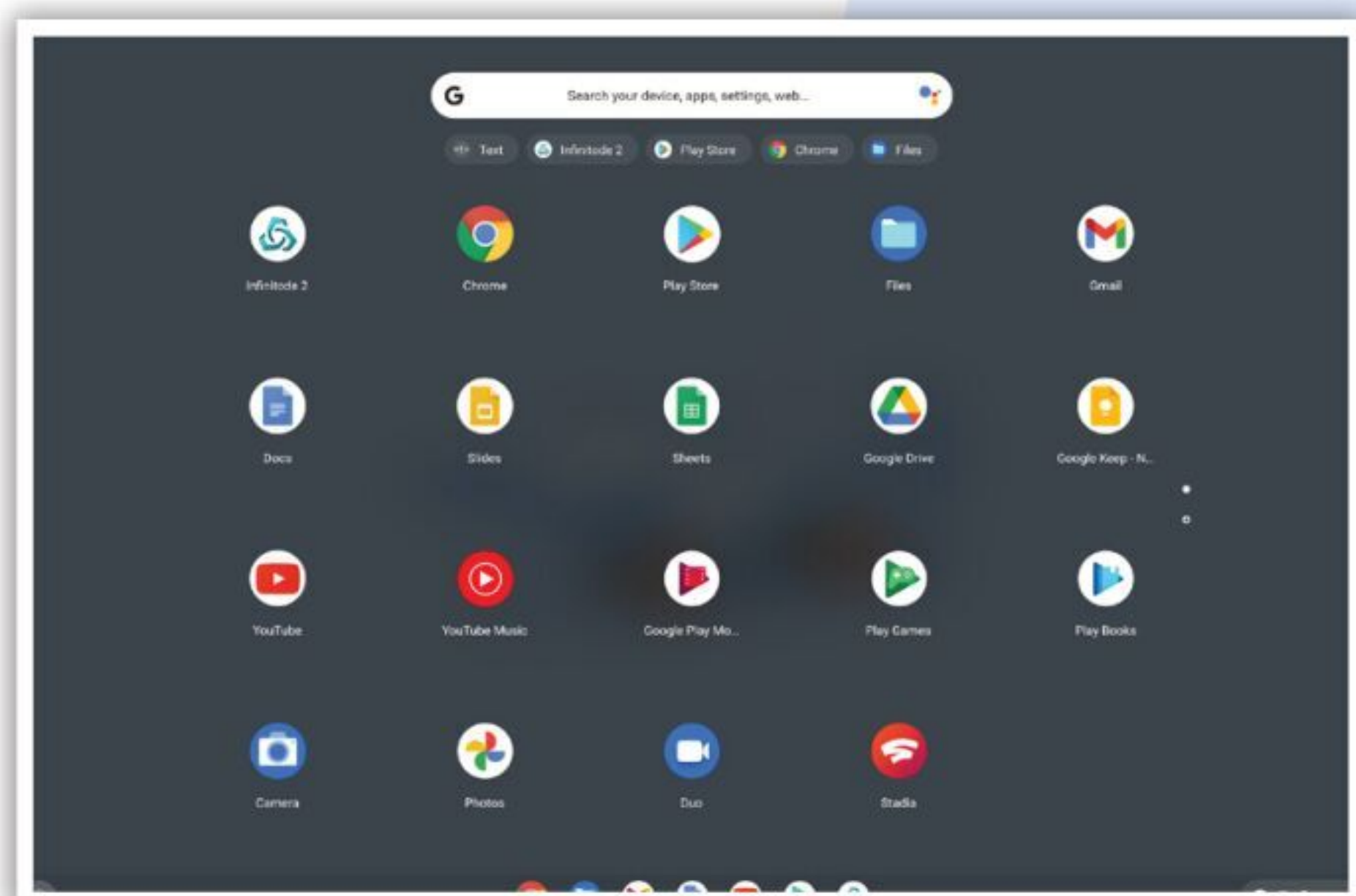
### Step 3

From the list of apps, locate the one you want to remove. Then, as with Step 1, two-finger tap and hold to bring up the context menu, and from the list select Uninstall. This will, as previously mentioned, remove the app from the system.



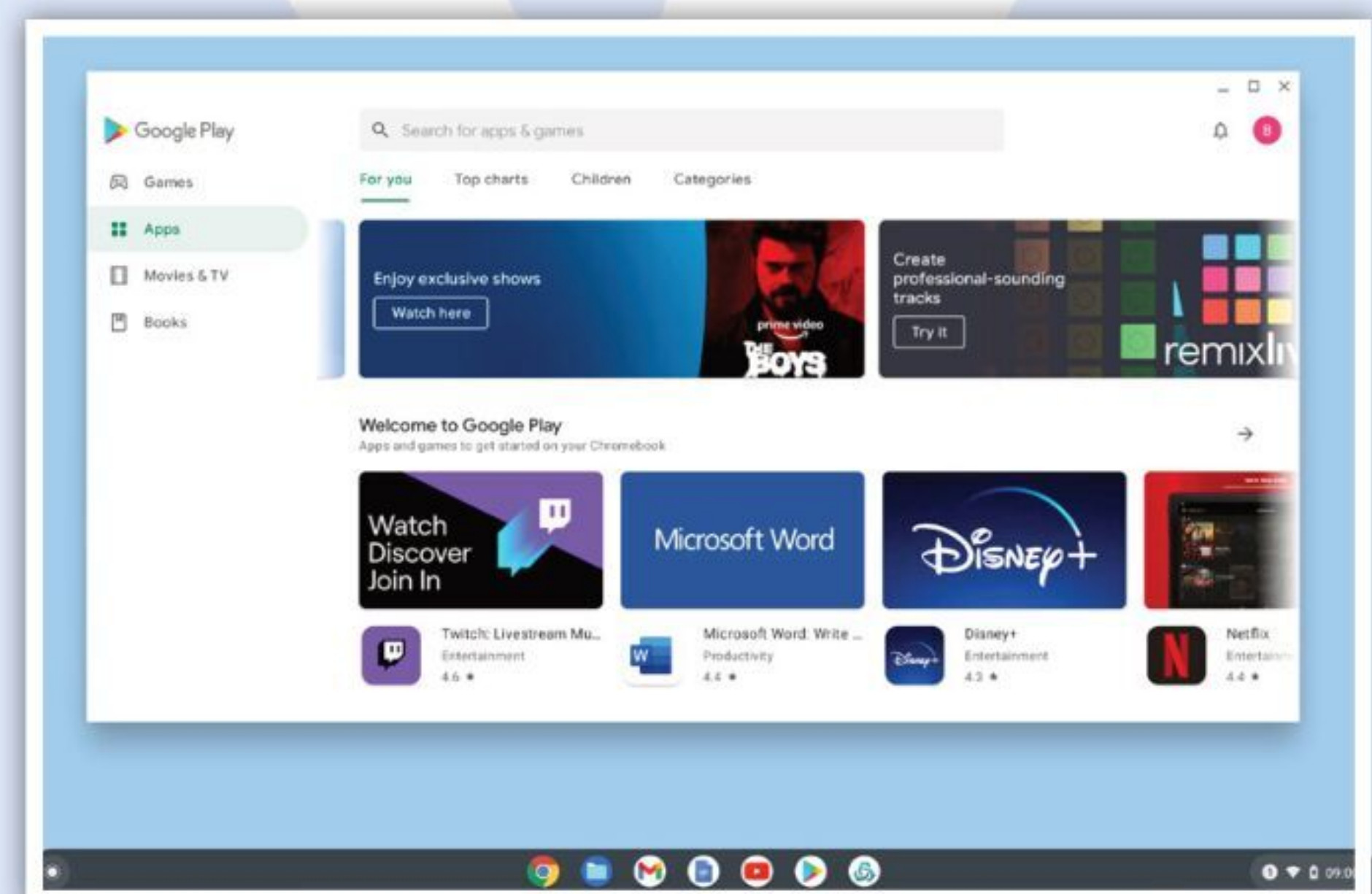
### Step 2

If, however, the app you want to remove isn't located on the Shelf. Click on the Launcher in the bottom-left of the desktop, followed by the up-pointing arrow to bring up the full-screen list of all the available apps installed on the Chromebook.



### Step 4

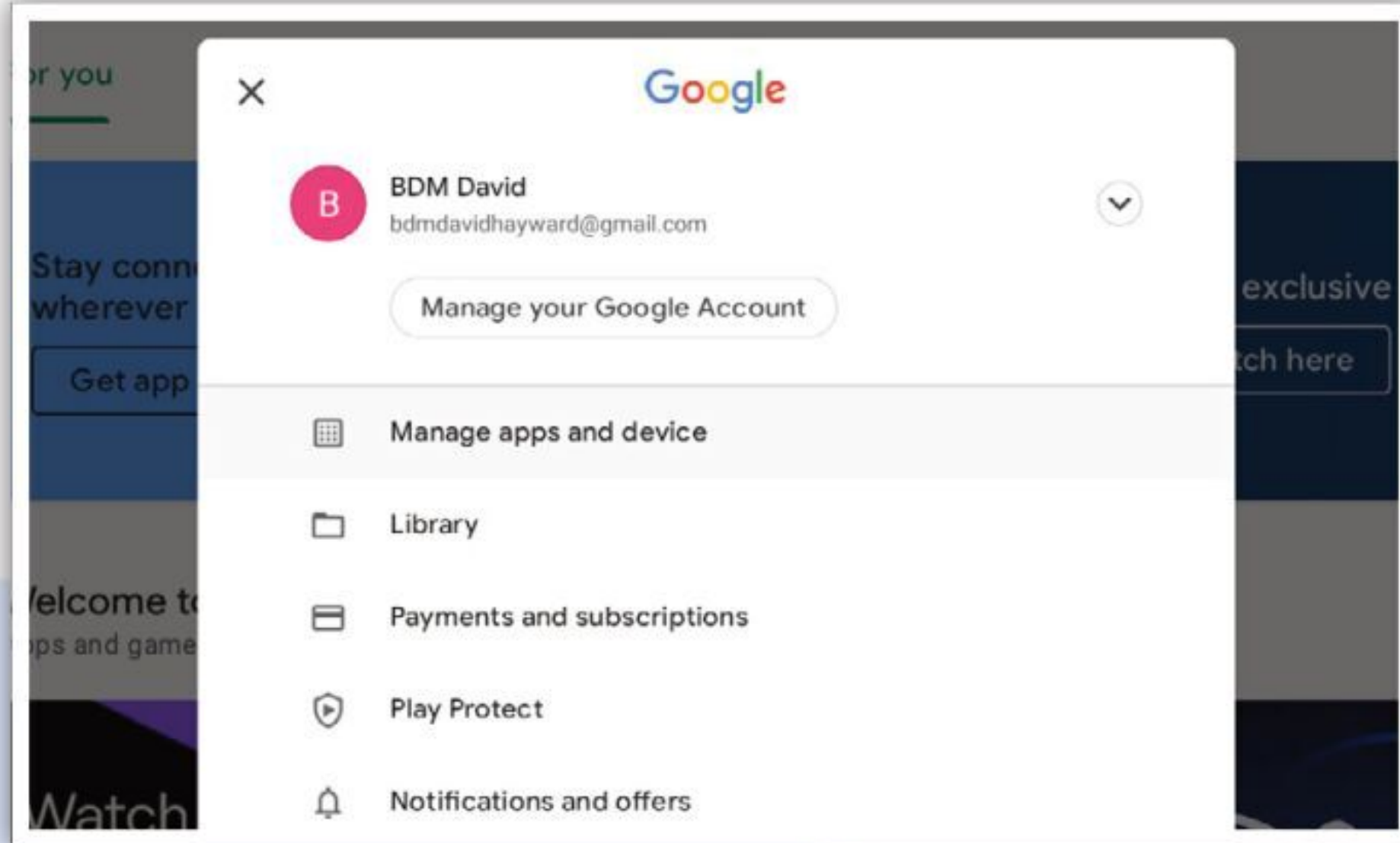
Another way to remove an installed app is to open the Google Play Store (by default, located on the Shelf). From within the Google Play Store, click on your Google Account icon, found in the upper-right corner of the Play Store window.





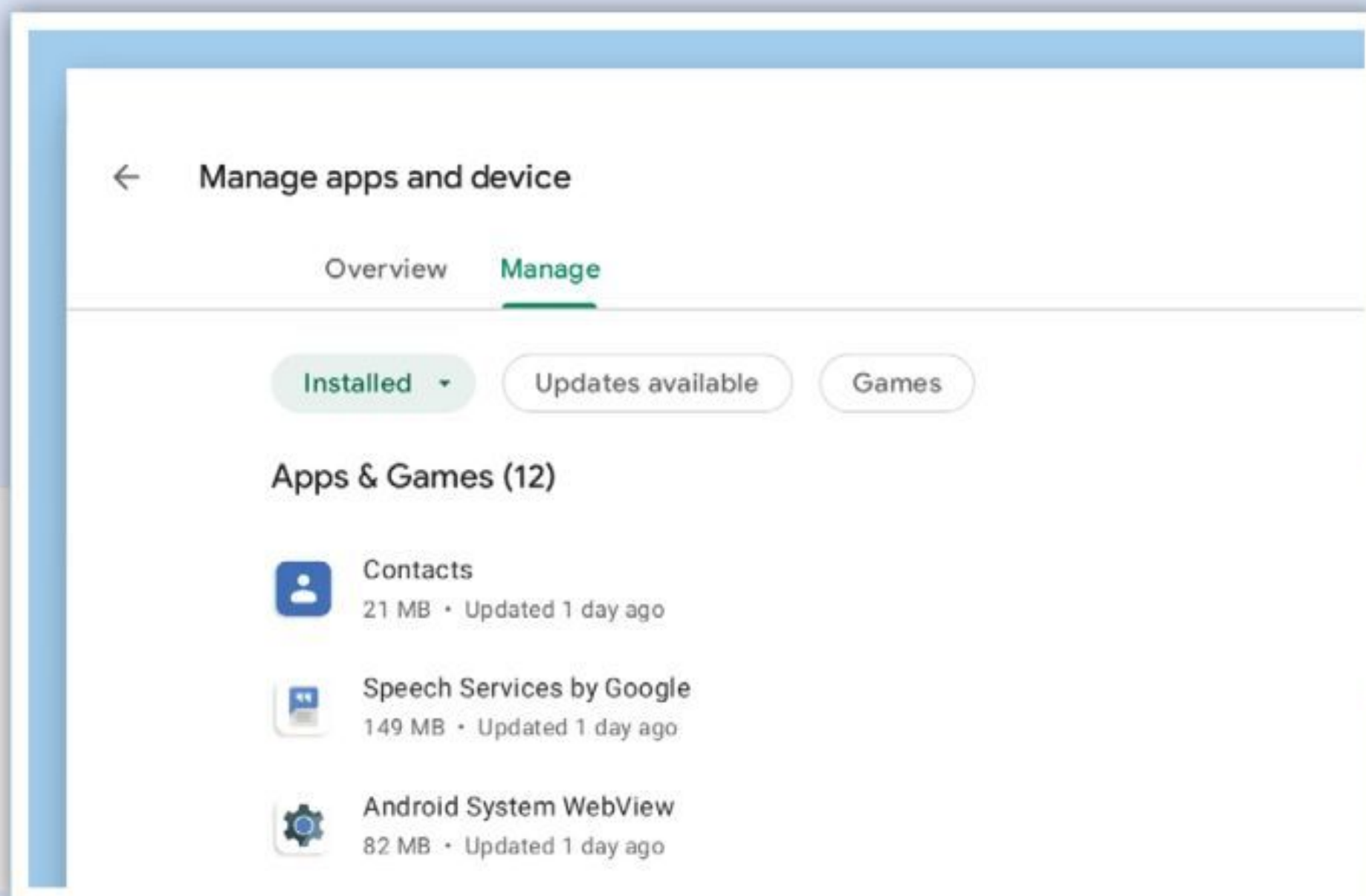
## Step 5

Clicking your Google Account icon will bring up a new pop-up window, with several options available. These options can control all aspects of your Google Account across all devices, which includes payments and subscriptions, as well as local device specifics, such as the removal of installed apps.



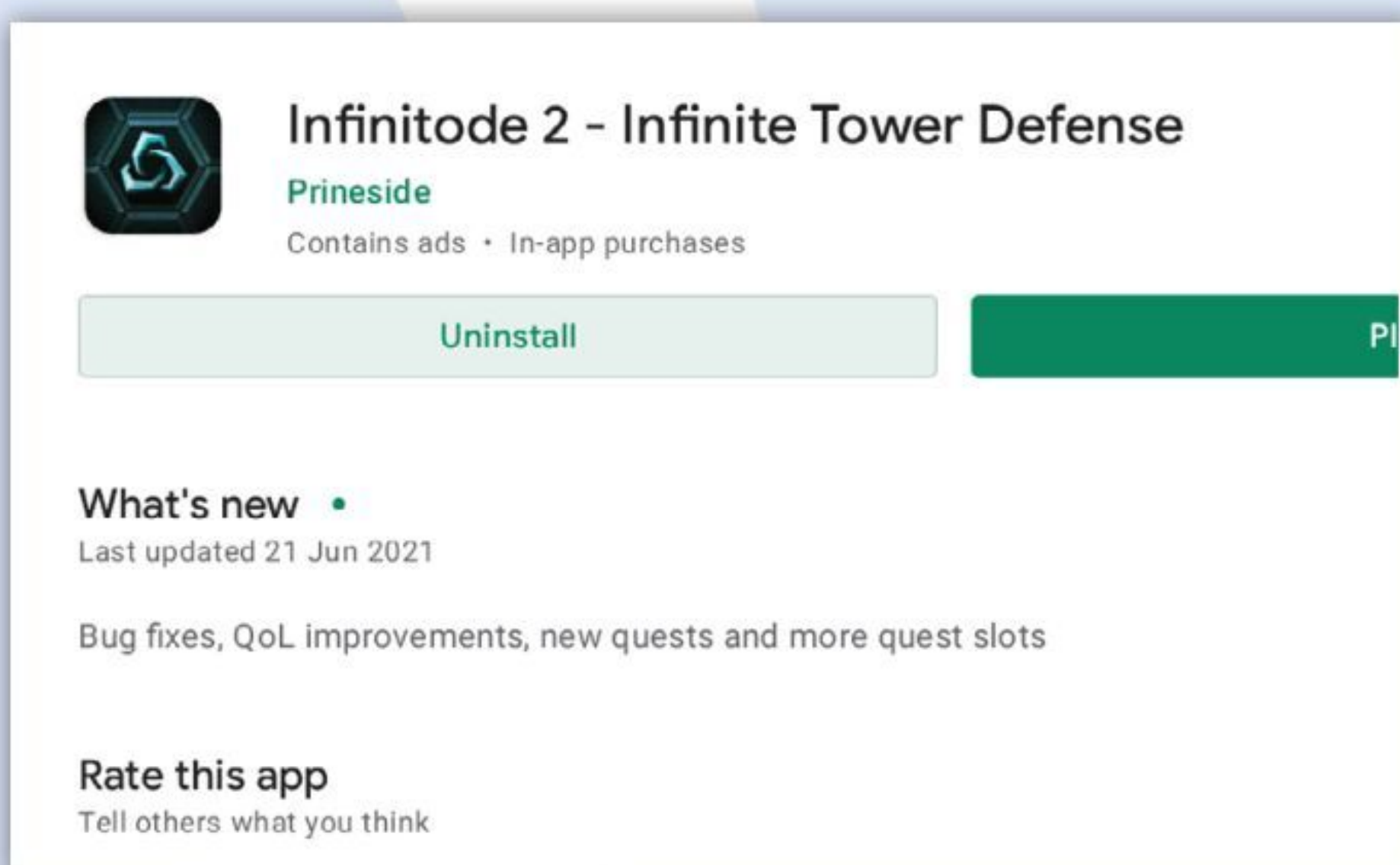
## Step 6

With the options from the pop-up window available, select Manage apps and device. This opens a separate window, with the default Overview tab selected. Click on the other tab, Manage, to bring up a list of the installed Apps & Games on the Chromebook.



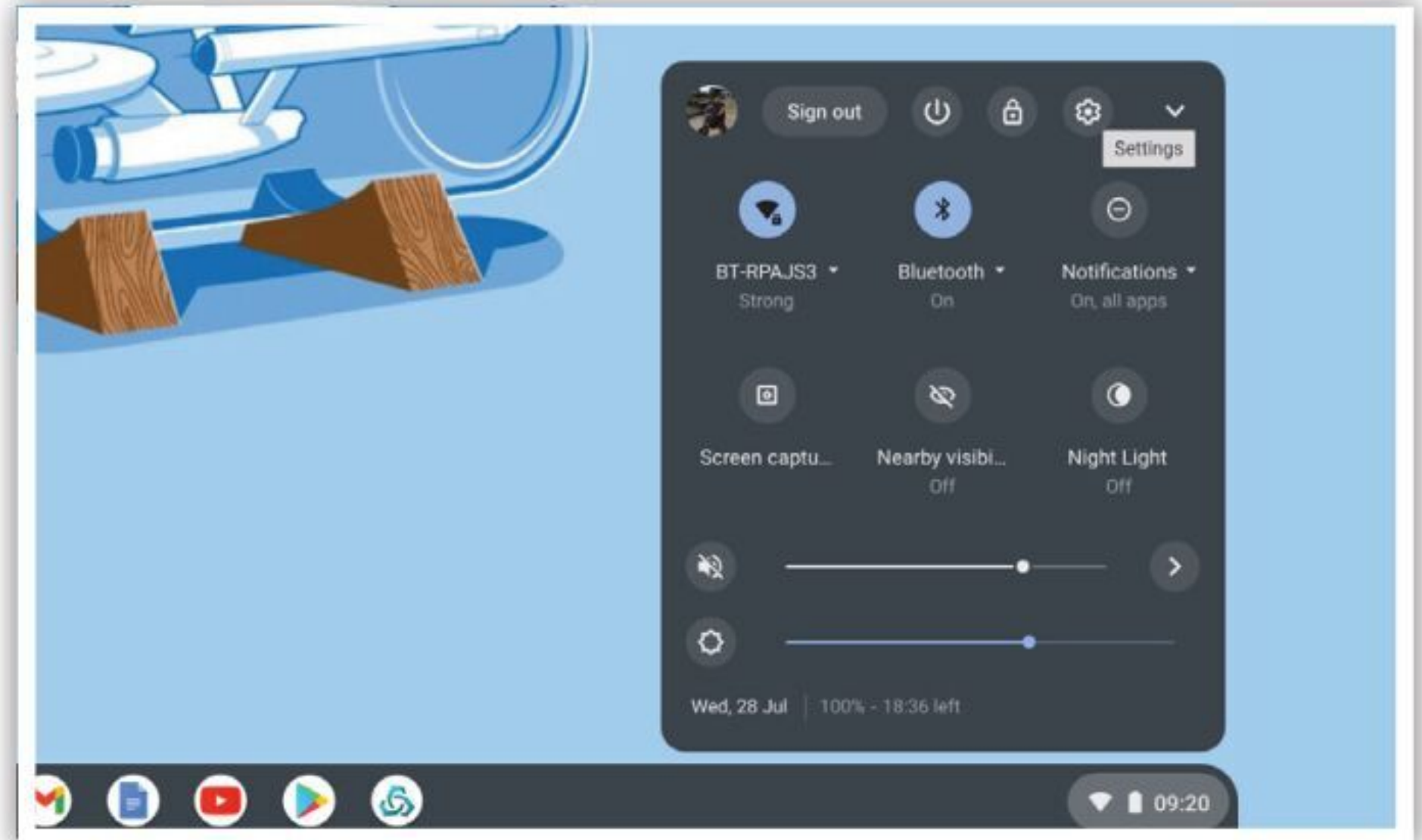
## Step 7

Scroll down the list until you find the app you want to remove. Click on it, and from the displayed information regarding the app, click on the Uninstall button.



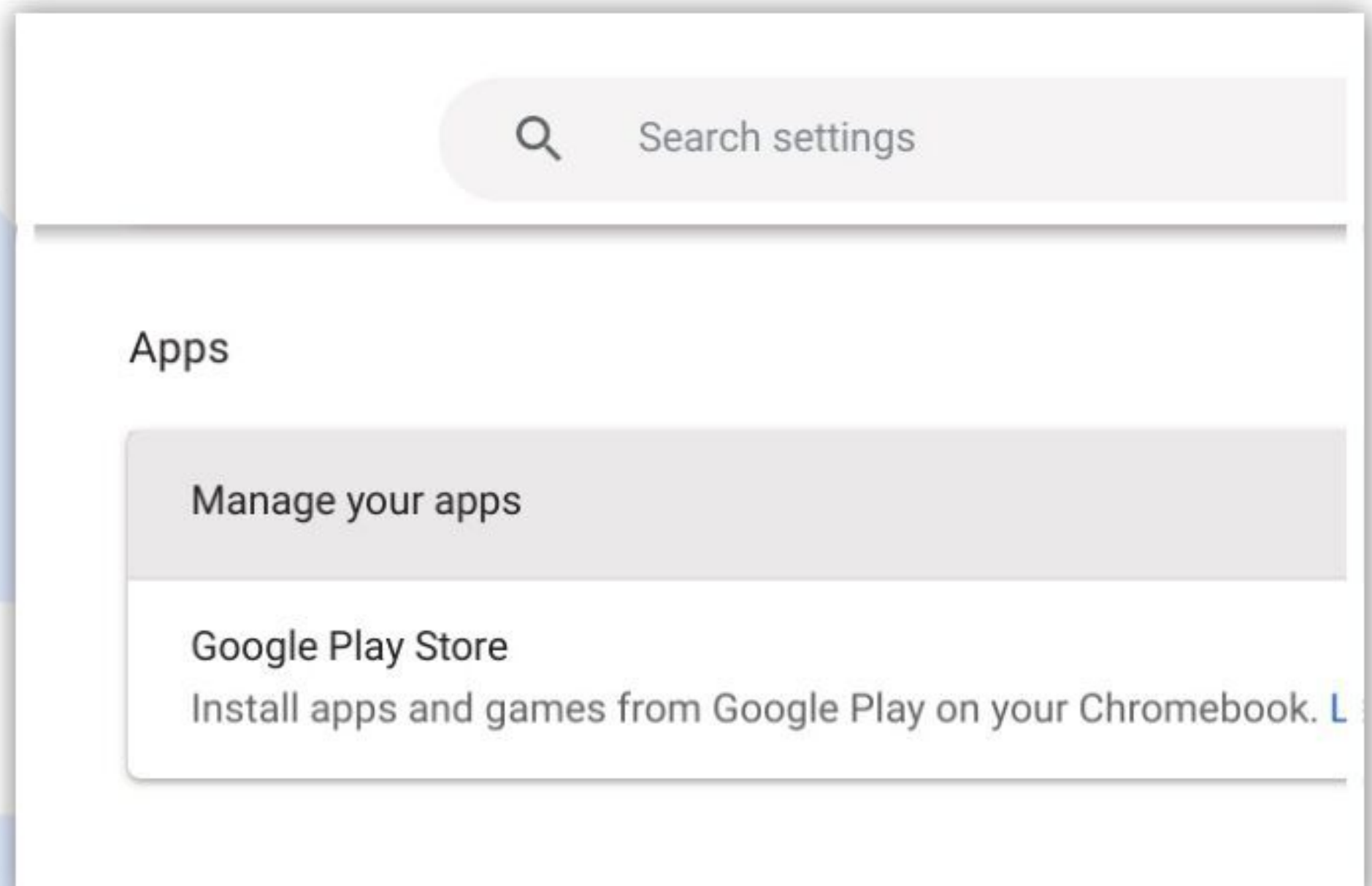
## Step 8

One final method to remove an app is to click on the power, Wifi and time icons in the bottom-right of the desktop, then look for cog icon, and click it to open the Chrome OS Setting page.



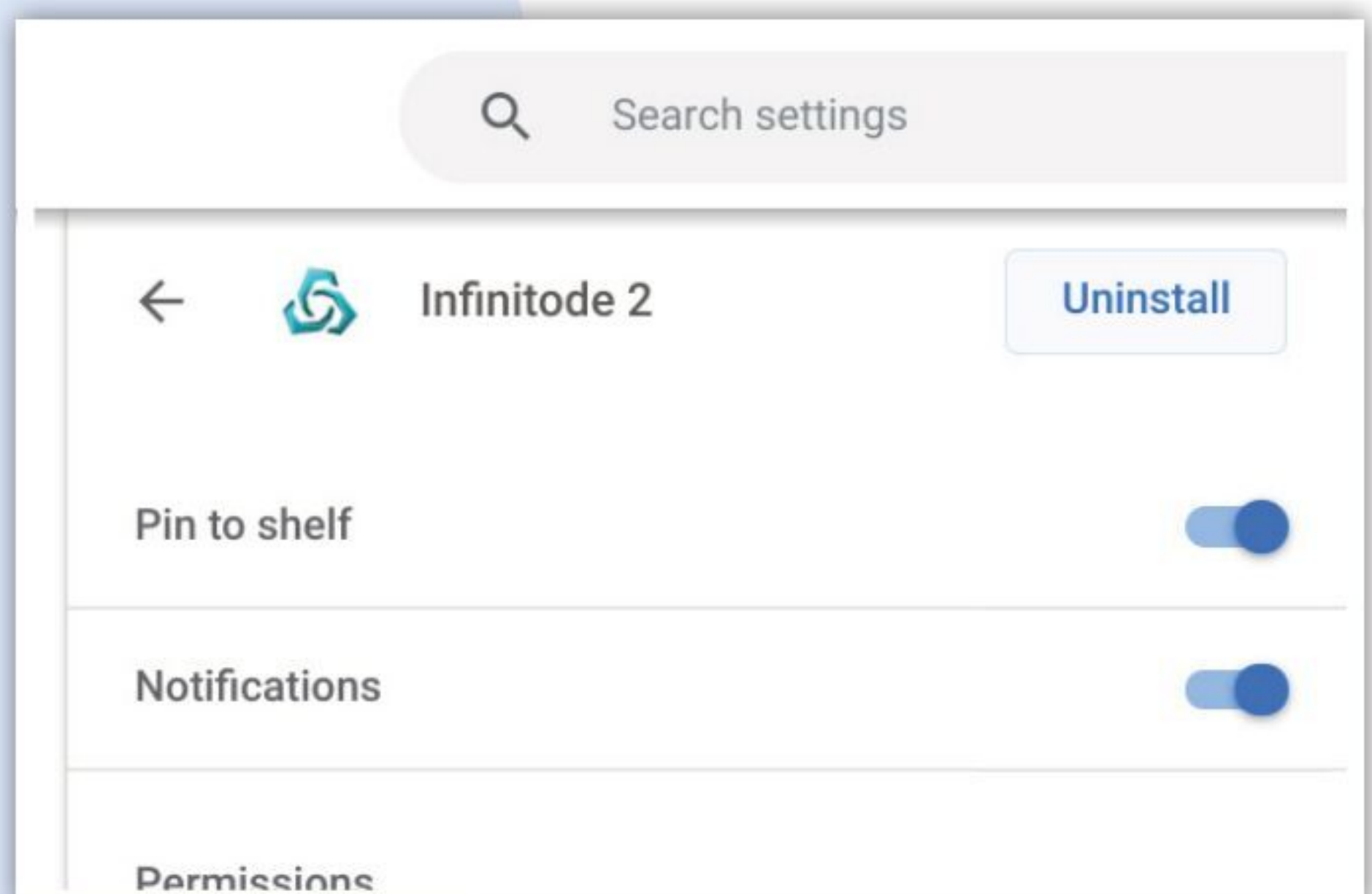
## Step 9

From the Chrome OS Settings page, look to the list on the left-hand pane, and locate the Apps entry. Click it, and the main pane view will change and display two available options: Manage your apps, and Google Play Store. Select the Manage your apps option.



## Step 10

In here you'll see a list of all the all installed apps on the system. Scroll down through the list until you find the app you want to remove. Click the app in question, then from the new view, click on the Uninstall button.



# Make Chrome OS Your Own

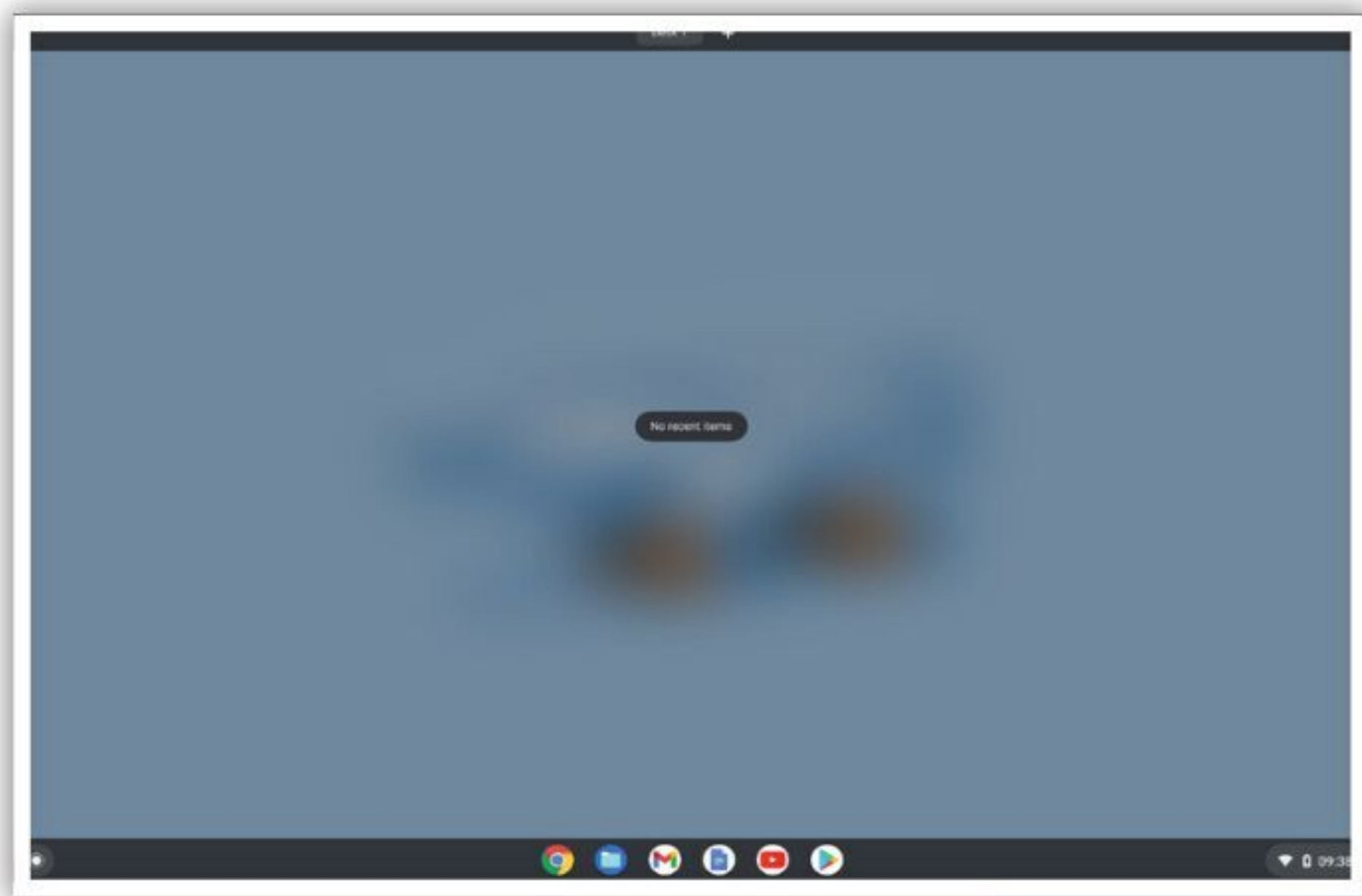


## Using Desks

Desks is a technology that's used in most modern operating systems. Essentially, it's a multi-tasking aid that enables you to create multiple virtual desktops, so you can separate work from personal, coding from word processing, and so on. Here's how to get the most from them.

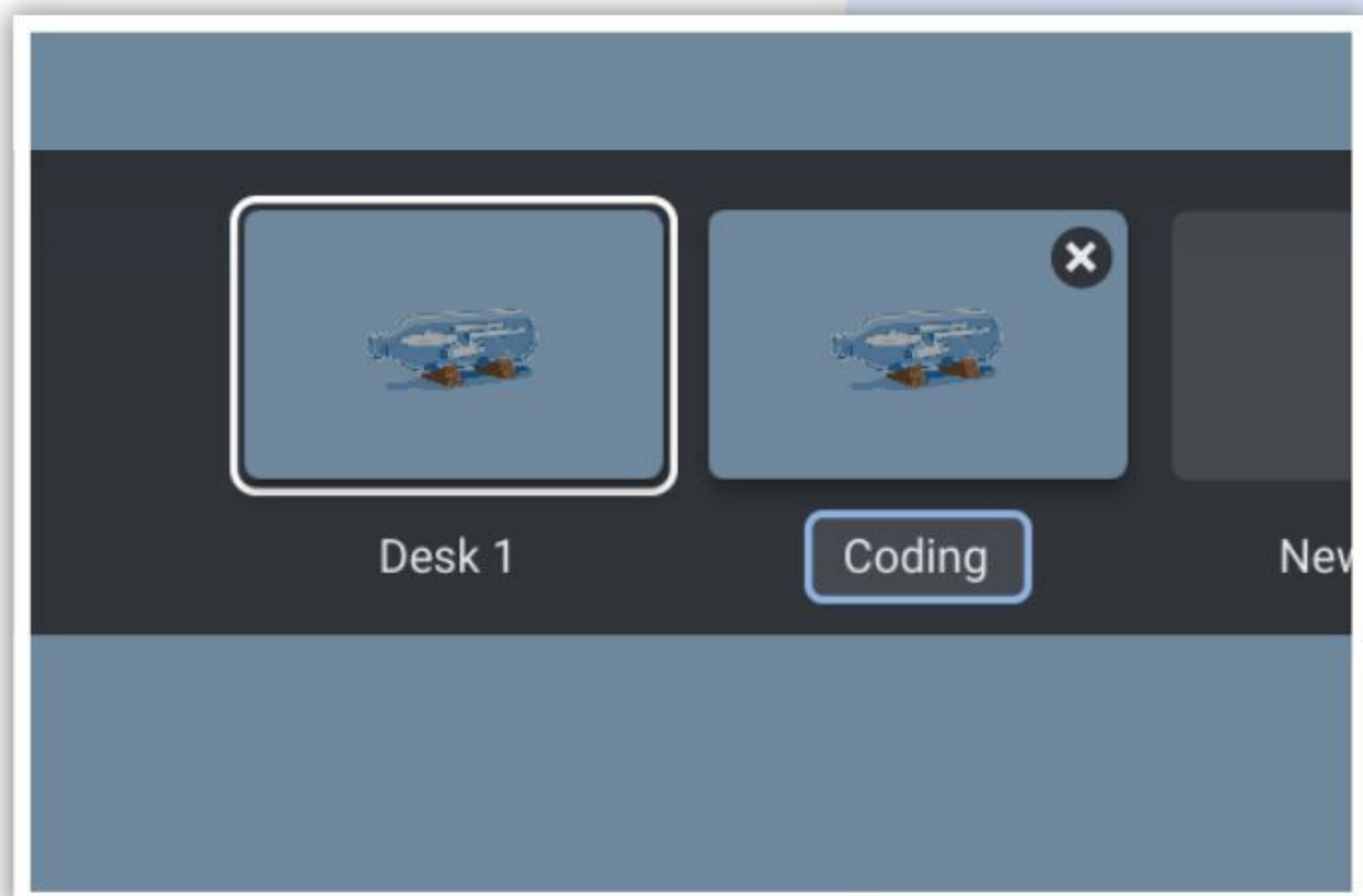
### Step 1

▶ The quickest way to create a new Desk is to simply locate, and press the Show Windows key on your Chromebook (the one that looks like: ). This will display all the currently open desktops and windows.



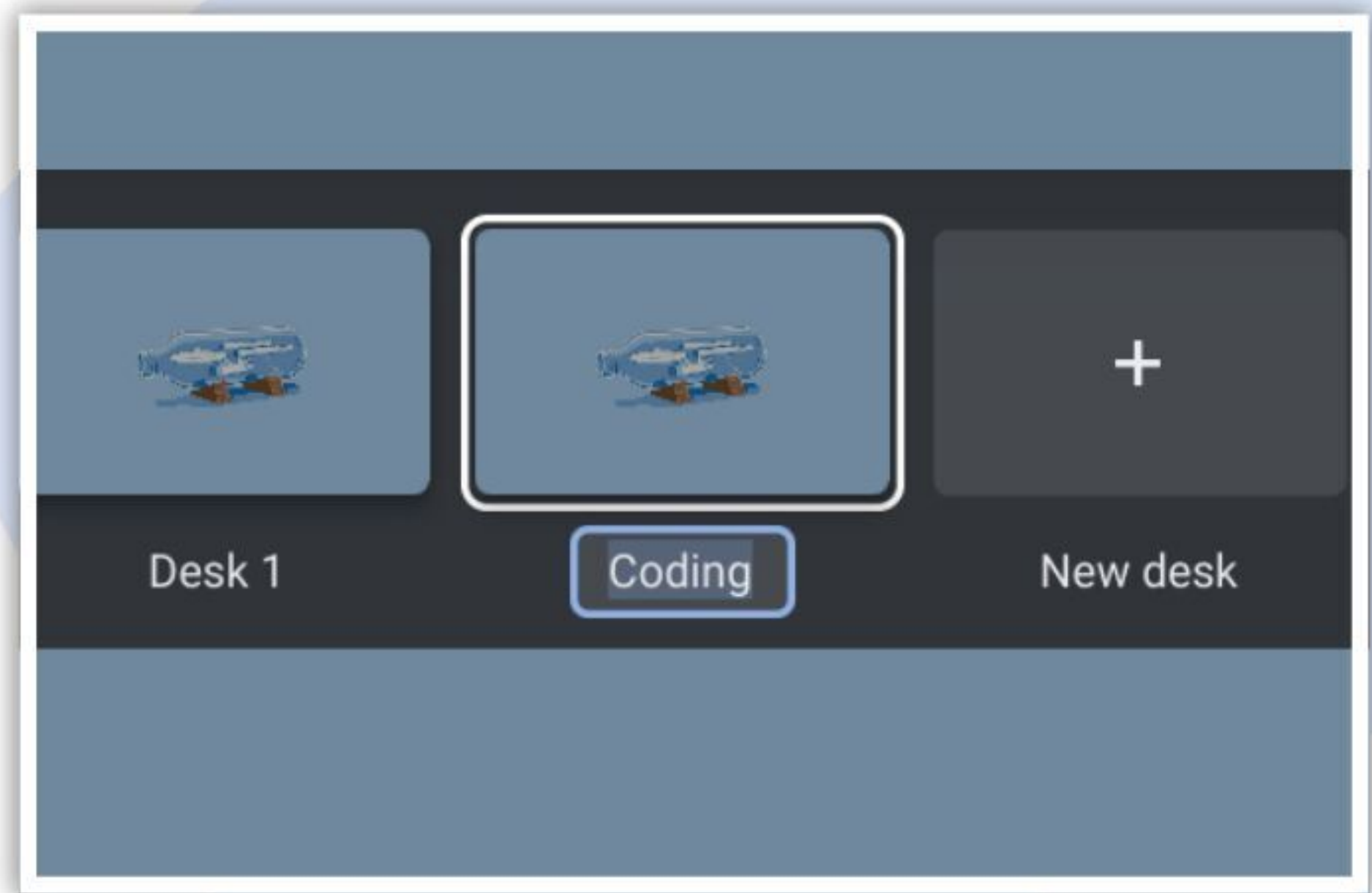
### Step 2

▶ Look to the top of the screen, you'll see a button labelled 'Desk 1' and a plus icon to the right of it. Click on the plus icon, and this will create a brand-new Desk. You'll be given the option to name the new Desk, so call it whatever you want; we've called ours 'Coding' for this example.



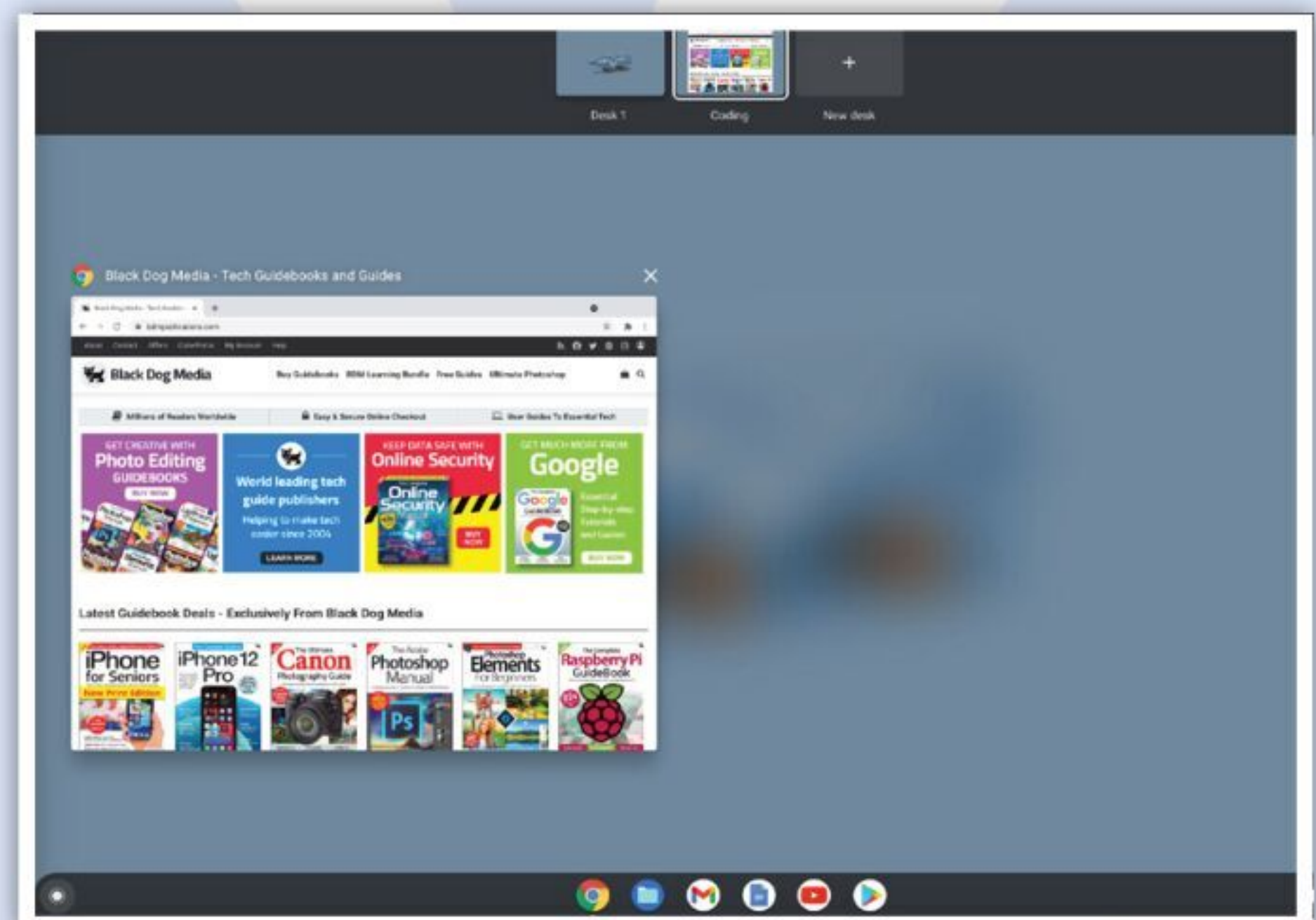
### Step 3

▶ When you want to switch to an already created Desk, hit the Show Windows key, and click on the Desk you want. You can rename Desks by clicking the Desk label. This will highlight the label, and you can start typing to rename it.



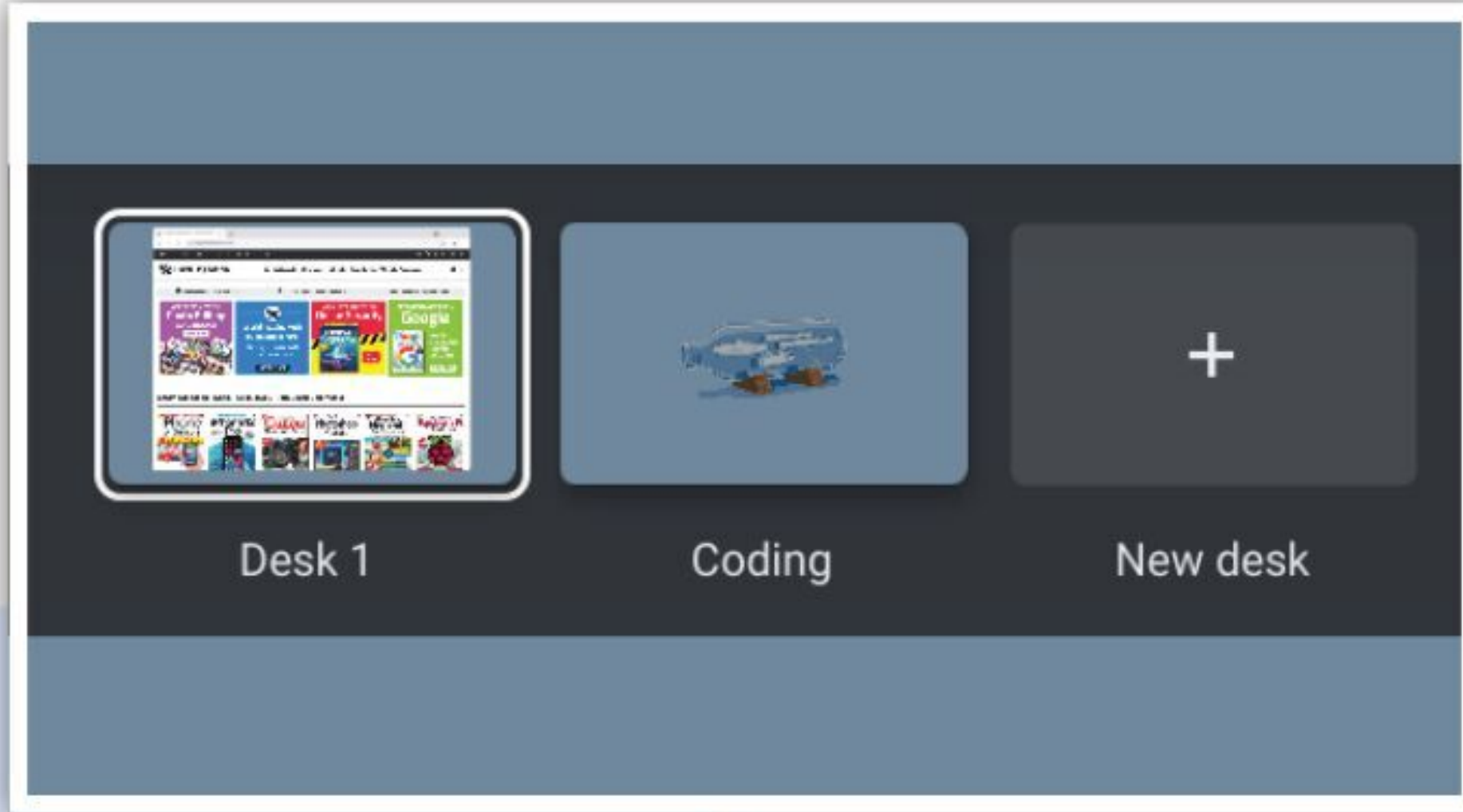
### Step 4

▶ You will notice that you can open different applications on different Desks, enabling you to easily switch between Apps and Desks. But, you can also move app windows from one Desk to another. Open an app, and Tap the Show Windows key once again.



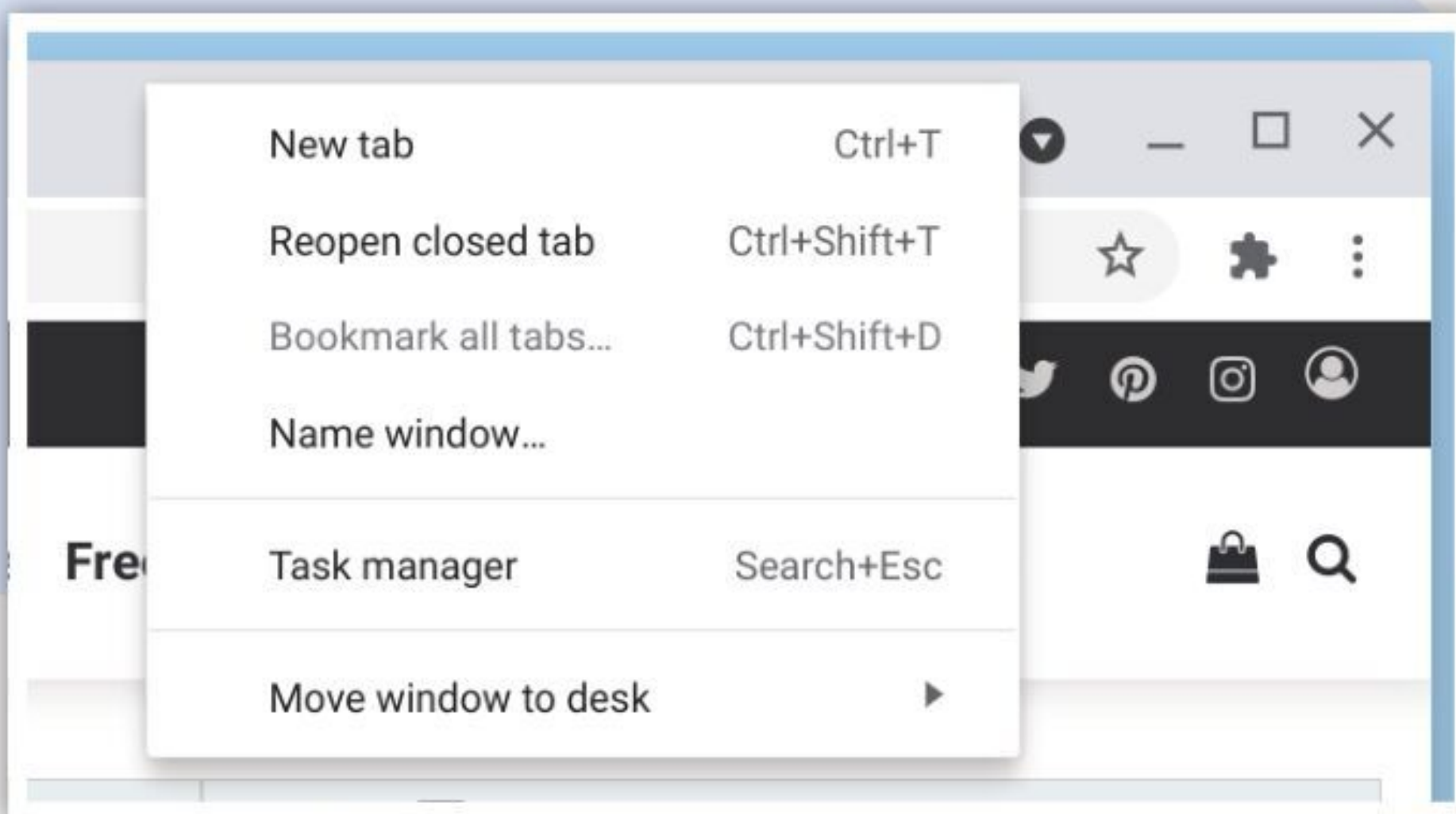
## Step 5

With the Show Windows display up, click and hold on the app you want to move to another Desk, and drag it to the Desk in question. In our example, we've move the Chrome web browser from our second Desk (named Coding), to the first Desk (named Desk 1).



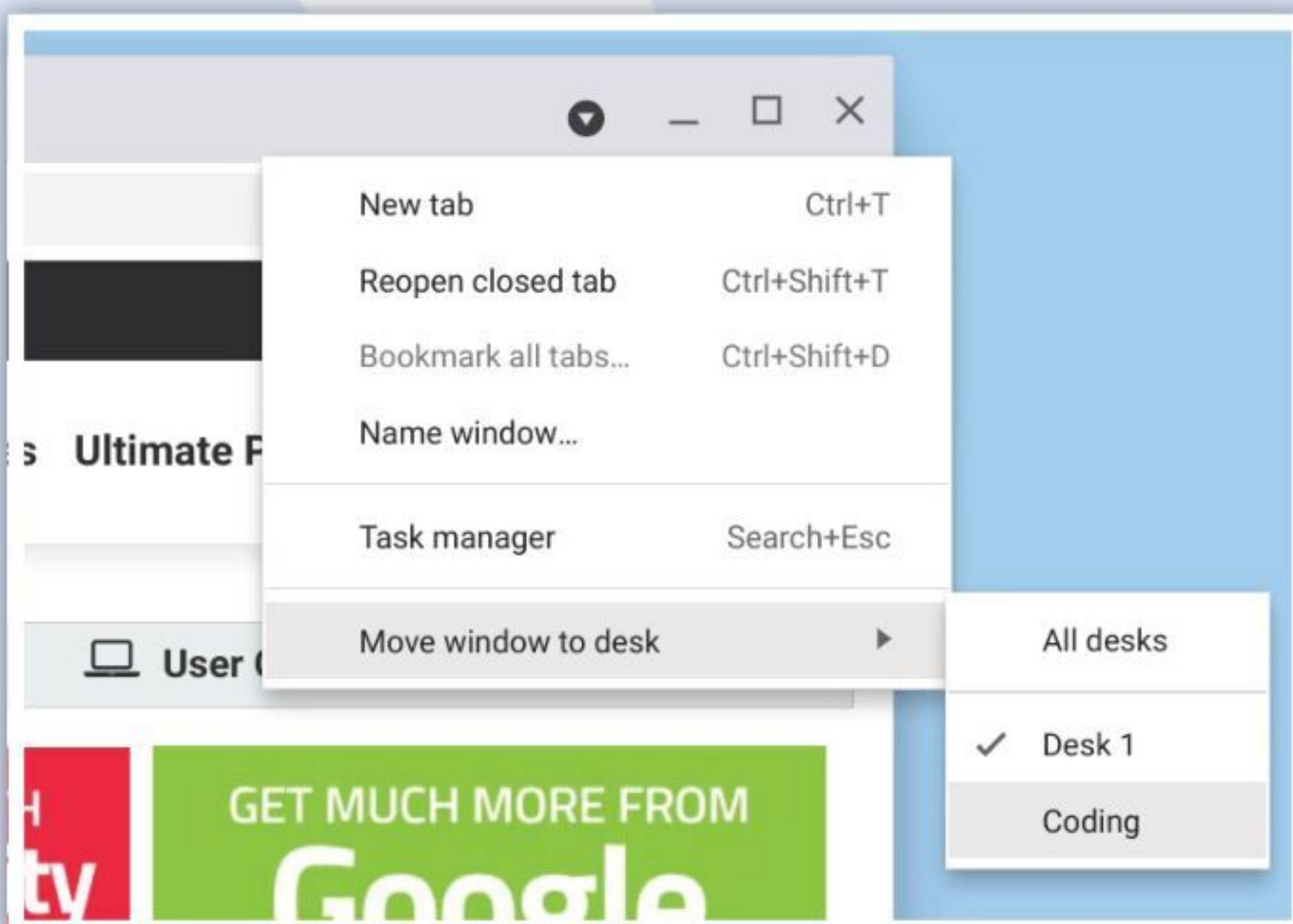
## Step 6

There is another way to move an application from Desk to another – or even to display it on all current Desks. Within the normal desktop view, right-click on the top bar of the app (by holding Alt while clicking). This brings up a context menu.



## Step 7

At the bottom of the menu, hover over the Move window to Desk option, and this will expand into a sub-menu. From here, you can click on the Desk the want the app to be moved to, or you can opt to have it appear on all the available Desks.



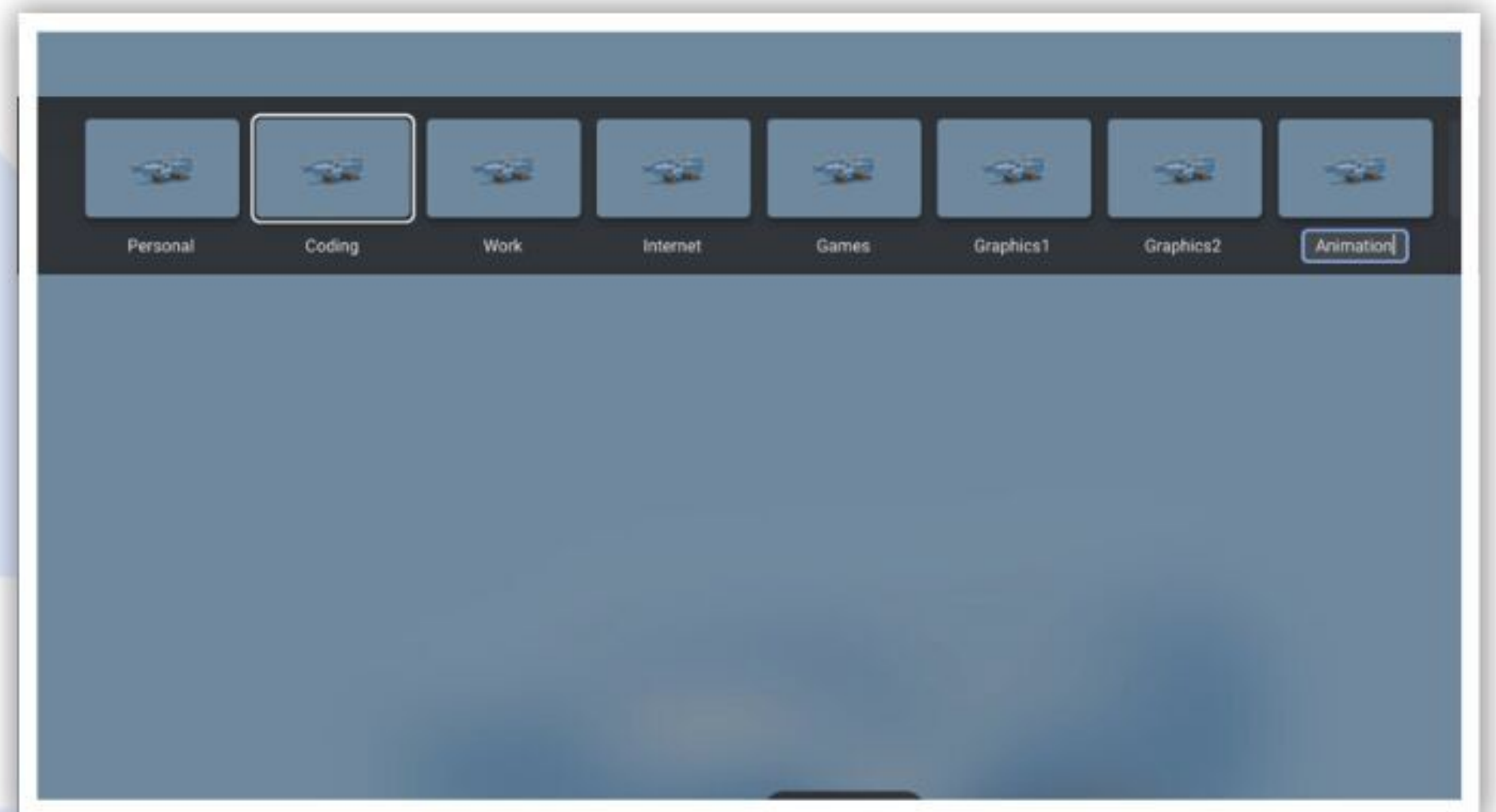
## Step 8

You can just as easily remove, or delete, a Desk as creating one. Tap the Show Windows key again, and move the mouse pointer over the Desk you want to remove. When it's highlighted, you'll see a small 'x' icon in the upper-right corner of the Desk. Click this to remove the Desk. All opened apps on the Desk to be removed will move to the Desk on the left or right.



## Step 9

You can currently create up to eight Desks with Chrome OS, however, with more updates that could increase to sixteen. It wasn't that long ago that you could only create four Desks, so expect more in the future.



## Keyboard Shortcuts

There are a number of shortcut keys available to help manage Desks on a Chromebook. Some of these may differ, depending on the make and model of your Chromebook.

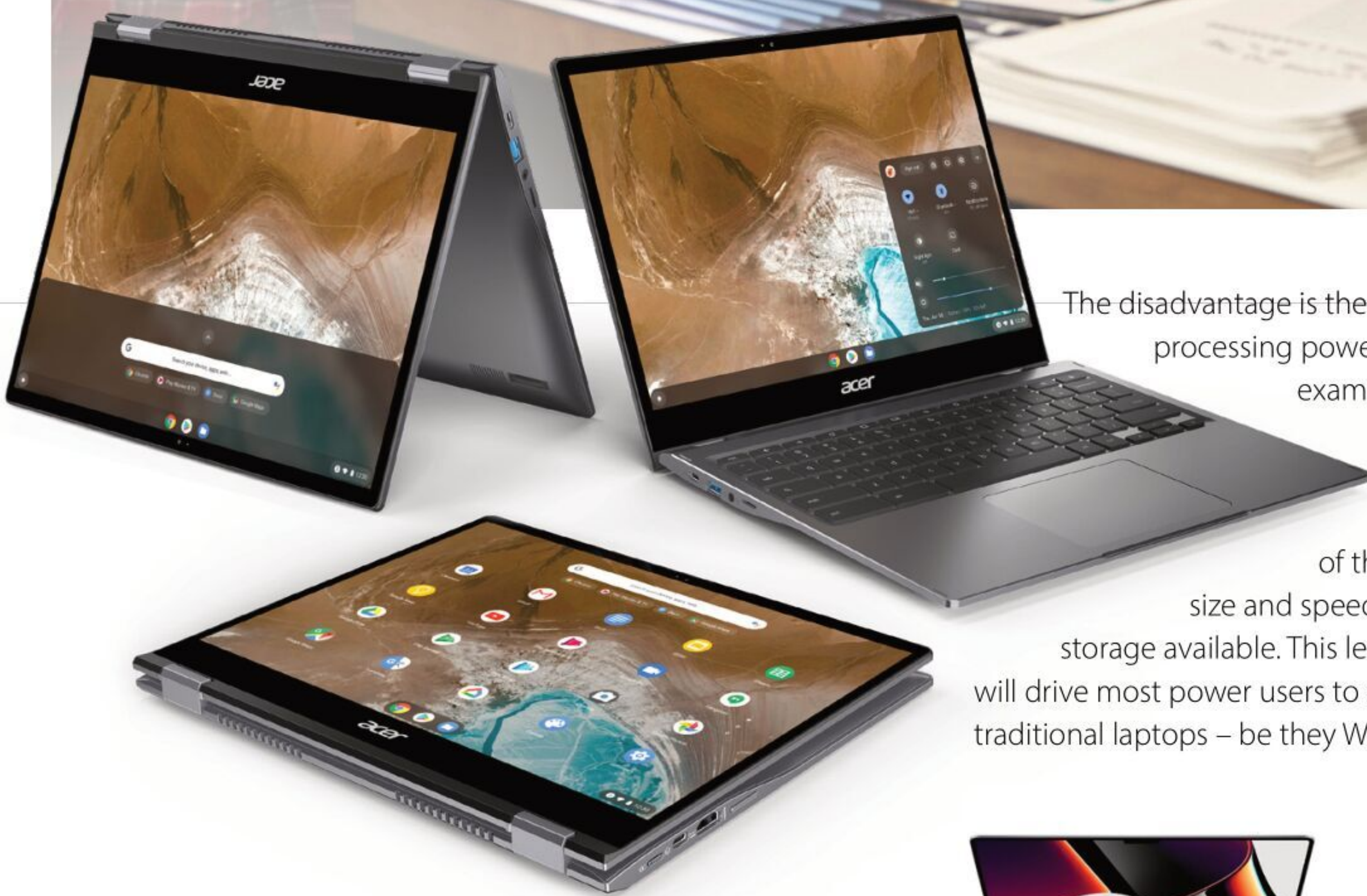
- **Create a new desk:**  
Press **Search + Shift + =**.
- **Switch to a different desk:**  
Press **Search + [ or ]** (left or right square bracket).
- **Move a window to a different desk:**  
Press **Shift + Search + [ or ]**.
- **View all windows in your desk:**  
Press **Alt + Tab**.
- **View a different window in your desk:**  
Hold **Alt** and press **Tab**.
- **View a different window in your current desk:**  
Select **Current desk**.
- **View windows across all desks:**  
Select **All desk**



# Working with a Chromebook

You can be forgiven for thinking that a Chromebook is really just an elaborate tablet, capable really of only viewing social media, playing some games, watching the occasional YouTube video and looking up who the actor is in the show you're watching. But there's more to it than that.





The disadvantage is the Chromebook's lack of raw processing power. Take a Windows laptop, for example, even one of the mid-range varieties, and they will wipe the floor with a Chromebook when it comes to the speed of the process, capabilities of graphics, size and speed of memory and the amount of storage available. This level of processing power is what will drive most power users to stay with their tried and tested, traditional laptops – be they Windows 10 or MacBook.

**Chromebooks contain a little bit of everything, yes they're great for doing all of the above, but they're also wonderful little workhorses, and with the right selection of installed apps they could easily replace a standard Windows laptop or MacBook as your go to workstation.**

## Versatility vs Power

▶ A Chromebook's advantage lies in its versatility. There's something for everyone here, from the standard Word and Microsoft Office user, through to the digital editor, avid gamer, and even developers.



However, what the Chromebook may lack in oomph, it certainly makes up for with a great combination of available tools, security, and a platform that's cutting edge. The always-working-online aspect isn't so much of a worry these days as it was then the Chromebook first emerged. These days home internet speeds are more than enough to cater for large file transfers, and there's more

## Make Chrome OS Your Own



than ample 5G and the like coverage to cope with those who work on the move. In many ways it's like owning a sports car. Yes, it looks fantastic, it's engineering perfection, powerful and fast, but in reality, it's not particularly practical. And you can do just as much (minus the going really, really fast bit) with a lesser priced, lesser powered car. Of course, in the end, the choice is yours, but don't discount a Chromebook just because its hardware specifications aren't a match for a power user laptop.

# Anything you can do, I can do better...

Well, in terms of a Chromebook, maybe not better, but perhaps just as well. It's worth breaking down some of the more popular aspects of modern computing, and seeing how a Chromebook would fare next to something like a Windows 10/11 laptop.

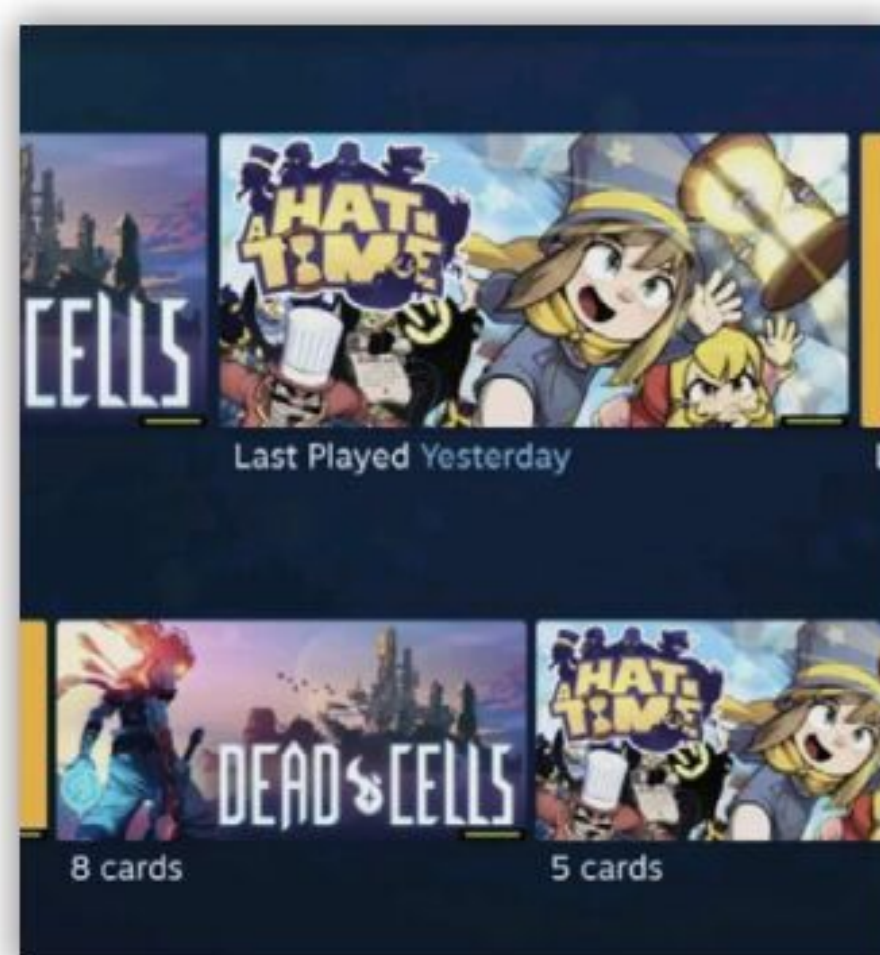
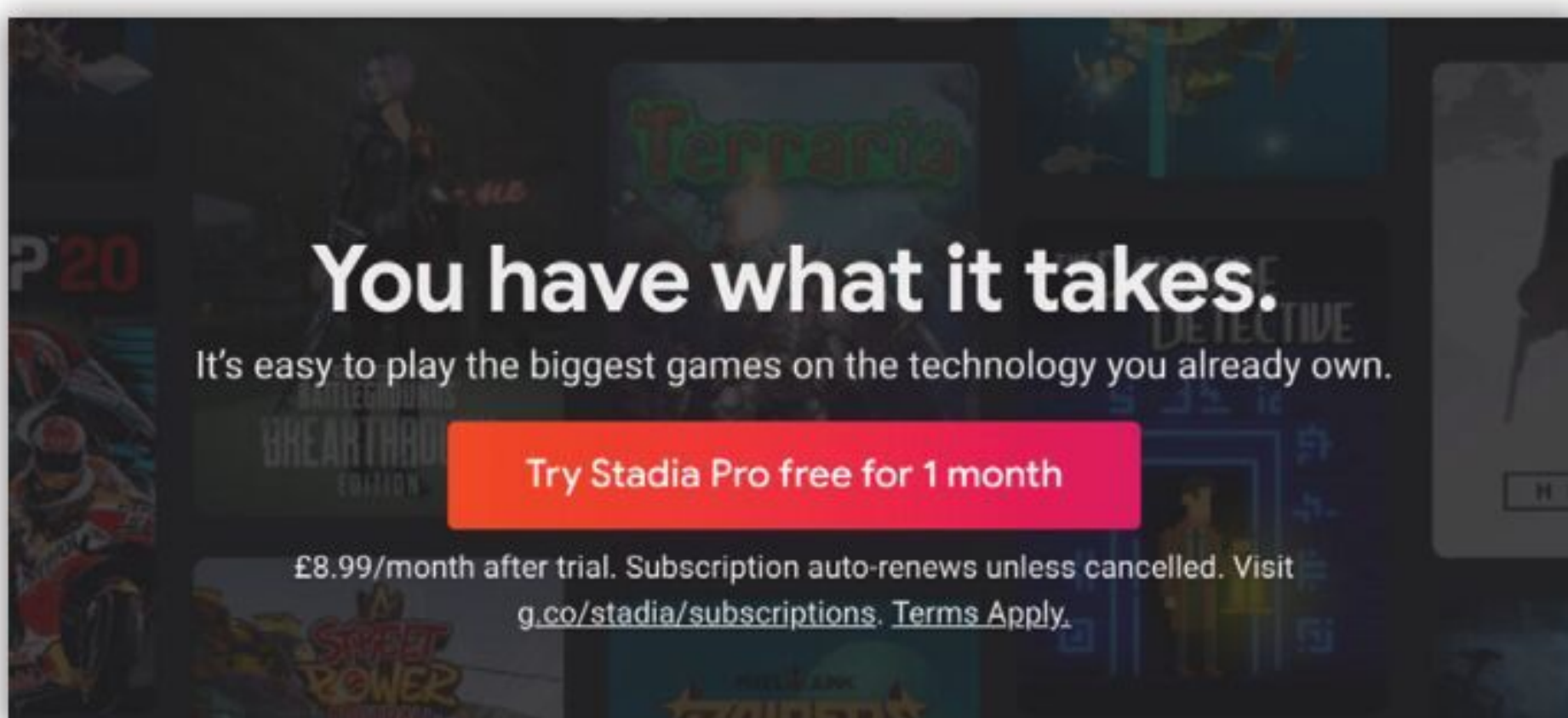
Your uses may differ, but there's always some basic crossover involved. For example, someone who spends all day writing documents for work may not want to do any gaming on their computer in their free time, but they

may like watching the latest movies on one. Likewise, an avid gamer may not have any need to do any coding or development work, but a recently released game could enable modifications through some low-level code, which may mean they'll dip their toes into the world of programming.

Either way, here's a break down of some of the more popular uses for a modern computer, and where the Chromebook would fit in nicely.

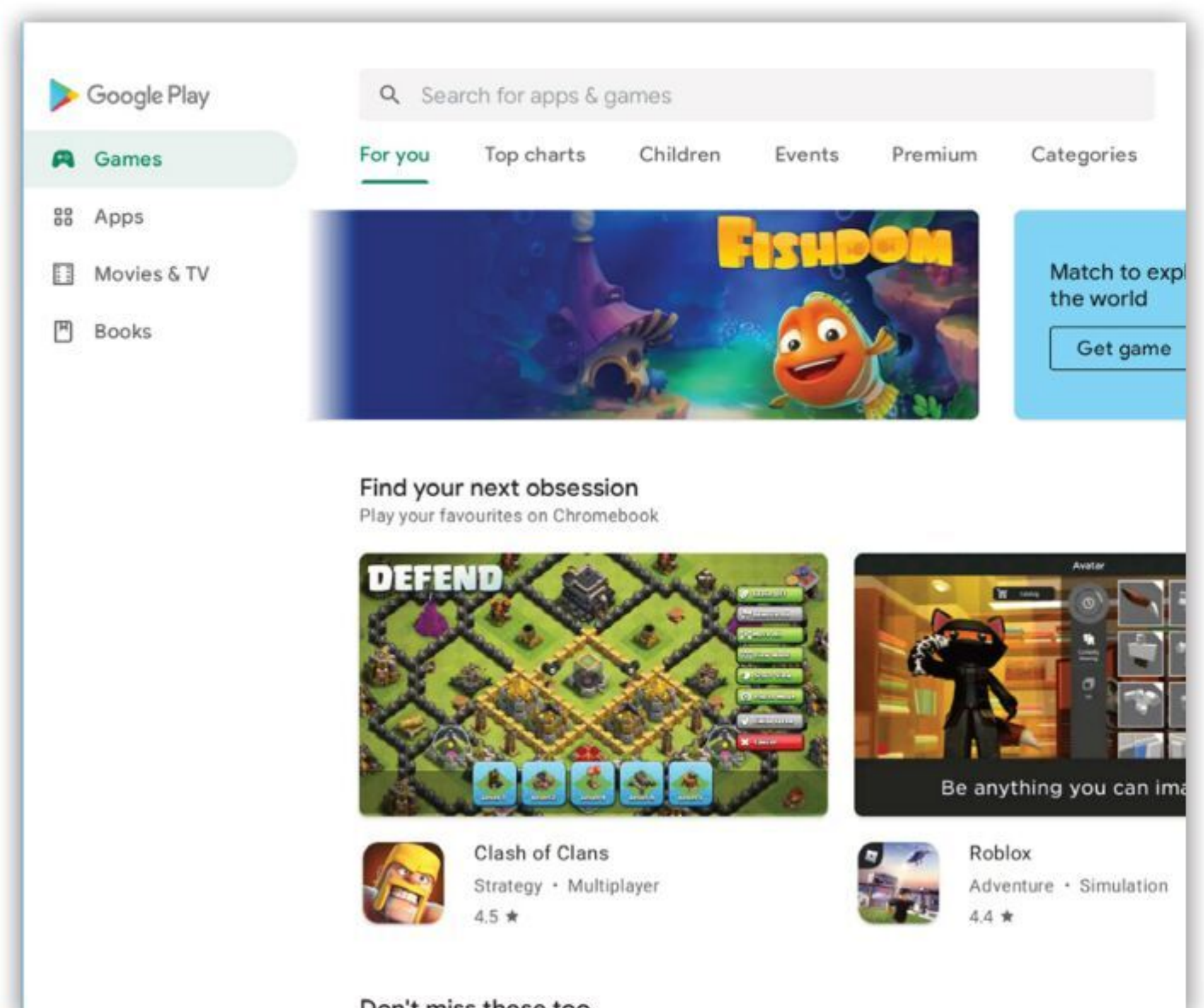
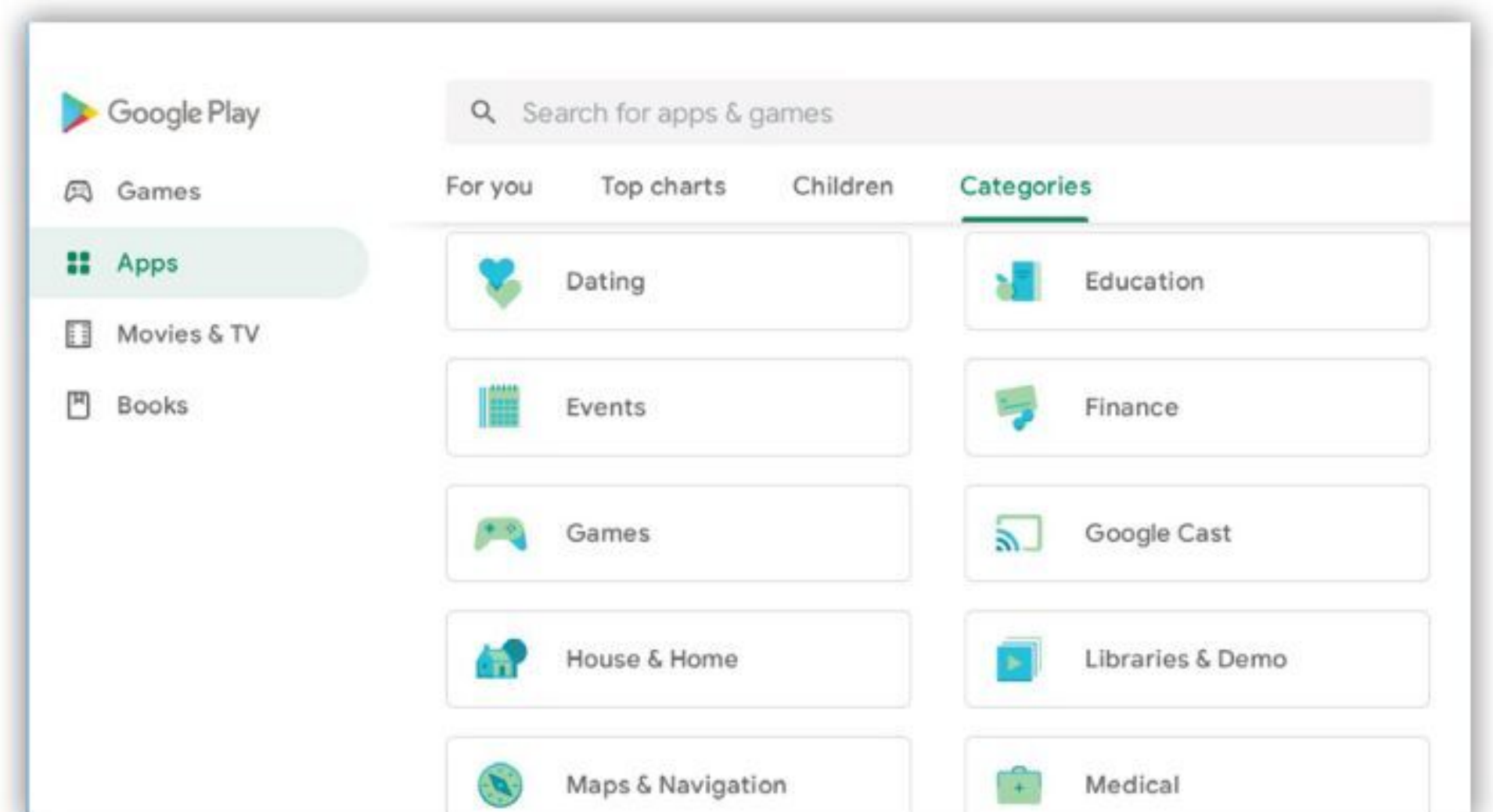
## Gaming

Let's get to the fun stuff first, gaming. Gaming on a Chromebook is surprisingly vast, probably more so than on a traditional Windows PC. You have several options available to you for gaming on a Chromebook: via the Google Play Store (Android gaming), as a web application via the Chrome browser, or as a streaming device with the likes of Google Stadia, or even playing Steam (PC) games through the Steam Link app.



## The Google Play Store

Open the Google Play Store on your Chromebook, go to the Categories tab, and select Games from the list. Within here you'll have an enormous selection of titles, from the likes of Candy Crush through to Terraria, Fortnite, Minecraft, Call of Duty Mobile and more.



The selection of titles does contain some stinkers, but then so does the Steam library of games. In a selection of 480,000 gaming apps – as surveyed by Statista for Q1 2021 – you're going to get some you won't like, but at the same time, that leaves an awful lot of potential titles that you will enjoy.

# Make Chrome OS Your Own

## Web Apps

Since the demise of Flash, HTML5 gaming has become the norm, and with it a new generation of top-quality games that are playable directly from your Chrome browser. True, you don't need a Chromebook in order to enjoy web-based gaming, as any platform with a Chrome browser installed can do the job, but the Chromebook is what we're looking at here.

It's not just modern gaming titles that are in the mix when it comes to web-based gaming. There are countless sites out there that deal with retro gaming. These sites normally host a form of online emulator, with access to ROMs belonging to the system that's being emulated. Now, just as a word of caution, some of these sites aren't legally supposed to be hosting the gaming ROMs. There's nothing to stop you from visiting such as site and playing on the retro game, and to be fair you probably wouldn't know if the ROM was being hosted legally or not, but just so long as you are aware.

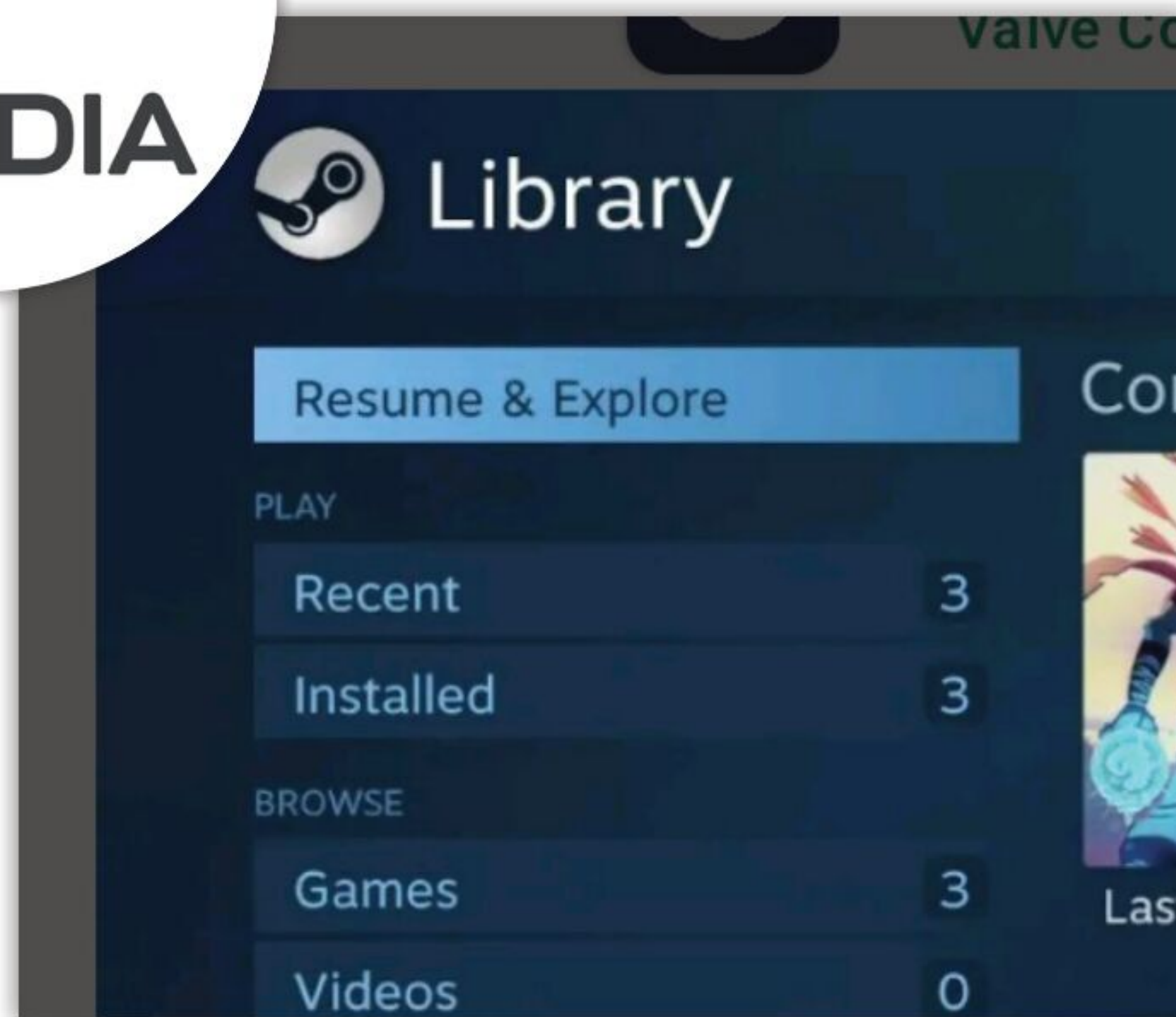
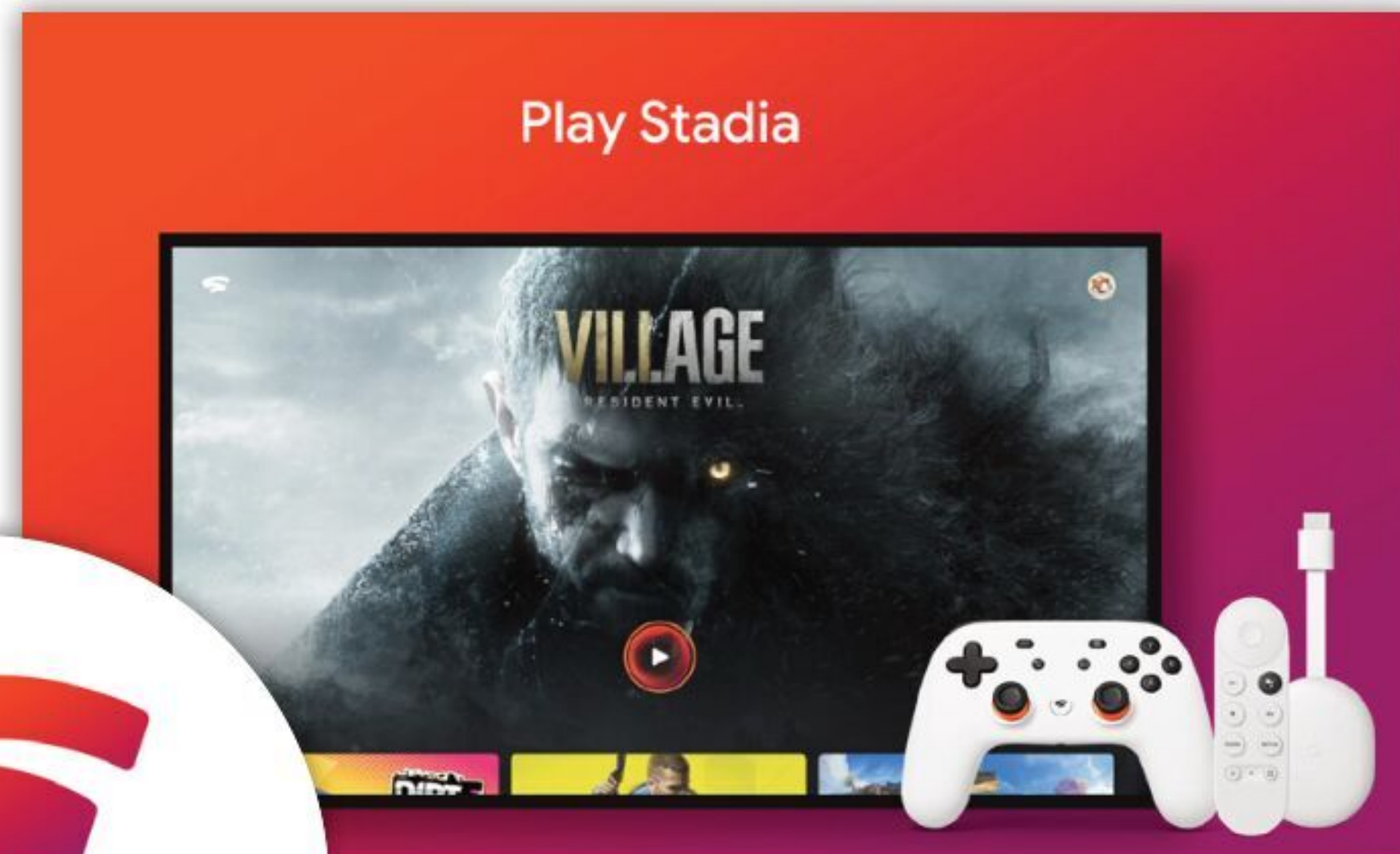


## Game Streaming

The Google Stadia had something of a shaky start to its life when it was released back in November 2019. However, the platform has improved greatly in that time, with more titles available and a better handle over the bandwidth used when gaming.

Beyond the Stadia, Valve's Steam Link app will enable you to stream games from your PC's connection to your Steam account, directly to the Chromebook; providing it's on the same network as your gaming PC. This naturally opens up a wealth of options for the PC gamer, as they can hook up their Chromebook to the big screen TV, attach a keyboard and mouse, and play their top-end gaming titles from the comfort of the living room.

Other streaming options will eventually arise, such as Amazon's, for the Chromebook over the coming years. The only issue that will arise when streaming games via the Chromebook is one of bandwidth. Even on a local network, the amount of data that's needed to stream a top-end gaming title from one machine to the next is huge. Using a wired connection cuts out most of the issues relating to lesser bandwidth, but the problem is most Chromebooks don't offer a hard wired, Ethernet port as part of their hardware specifications. You could use a USB C to Ethernet adapter, which will improve things slightly, but otherwise you'll need to ensure that you have best possible Wifi connection available.







## Productivity

» We all need some form of productivity tool on our computer. Whether it's Microsoft's Office suite, or one of the many free, open-source office alternatives, nearly everyone will at some time have to write something, look at a spreadsheet or do some form of basic desktop publishing.

You would think that a PC or Mac would own the world of productivity, but as recent events have shown, we don't need to install the latest office tools locally to our hard drives in order to do any work; be that homework, study, or coming up with a presentation for work.

## Office 365

» One of Microsoft's biggest moves in recent years was making its Office 365 suite available online. Students and workers alike could work seamlessly online, within their company, school or college online environment, all through Microsoft's Office portal during the COVID-19 lockdown.

Word, PowerPoint, Excel, Teams, OneDrive, Outlook, Skype and more are all available online; and these are proper working versions, too. What's more, as you're working within the OneDrive environment, anything you create or modify is saved in the cloud, so it's safe in case something goes wrong with the Chromebook, or you lose the internet connection.



Calendar



Forms



OneNote



Power Automate



Excel



Office



Outlook



PowerPoint



Family Safety



OneDrive



People



Skype

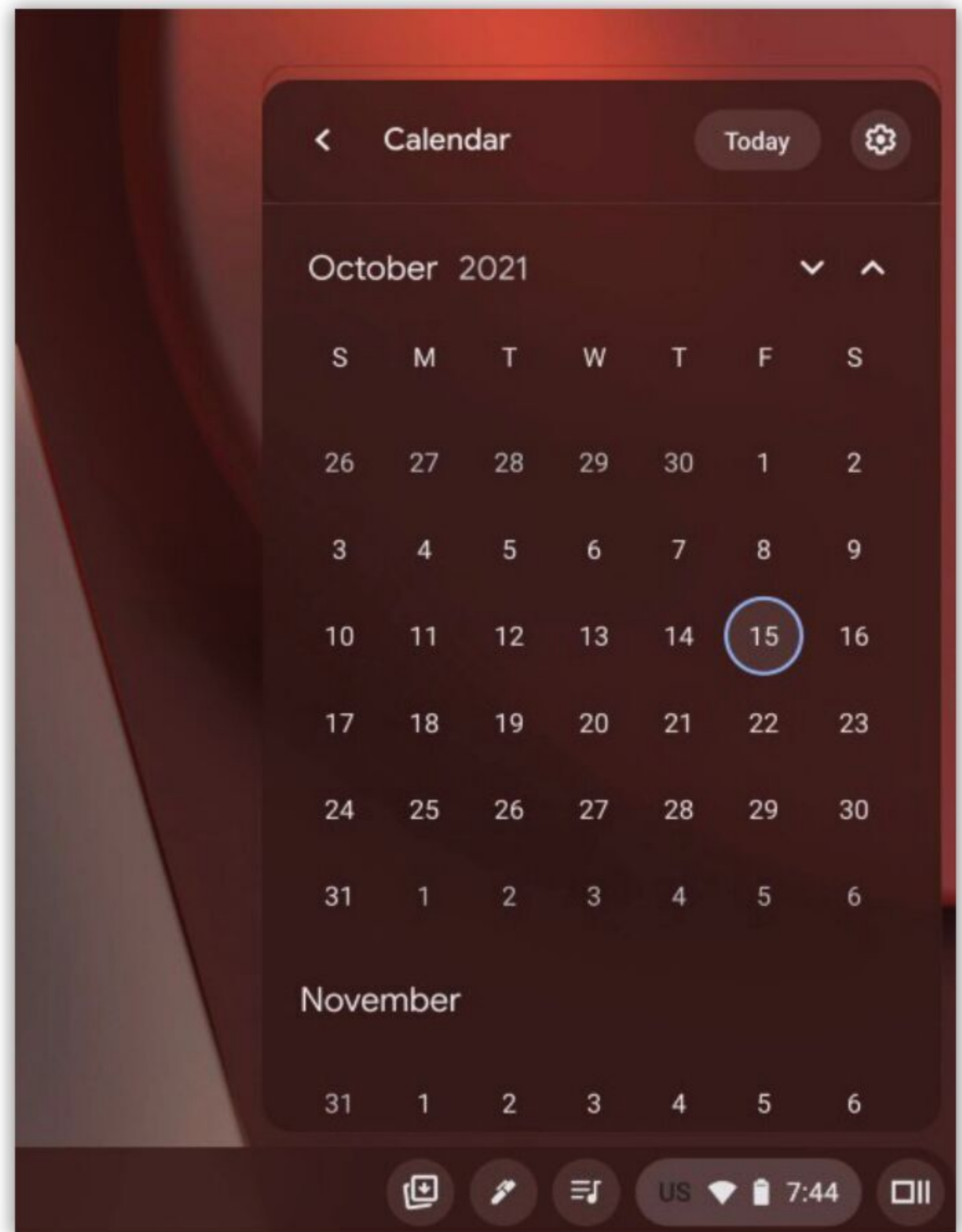
# Make Chrome OS Your Own

If, though, you want a Microsoft Office compatible suite that's installed locally on the Chromebook, then look no further than LibreOffice, the open-source productivity suite for Android.



Alternatively, Microsoft have released versions of Word, Excel and more for Android. And, let's not forget the whole Google Docs setup, which is available by default on a Chromebook.

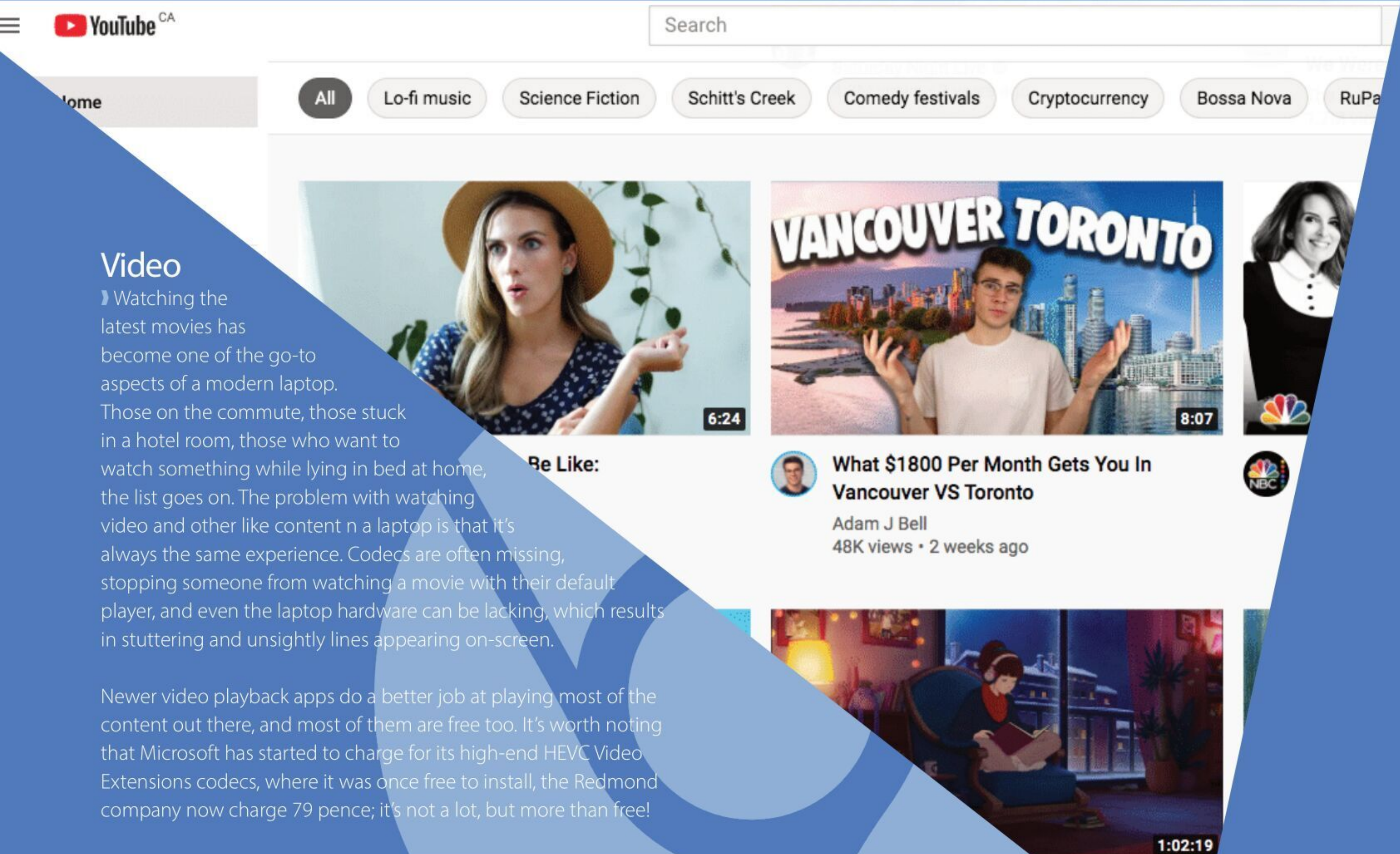
There's a huge amount of choice available for those who need Office-like productivity on their Chromebook, and it's improving by leaps and bounds rapidly.



## Video

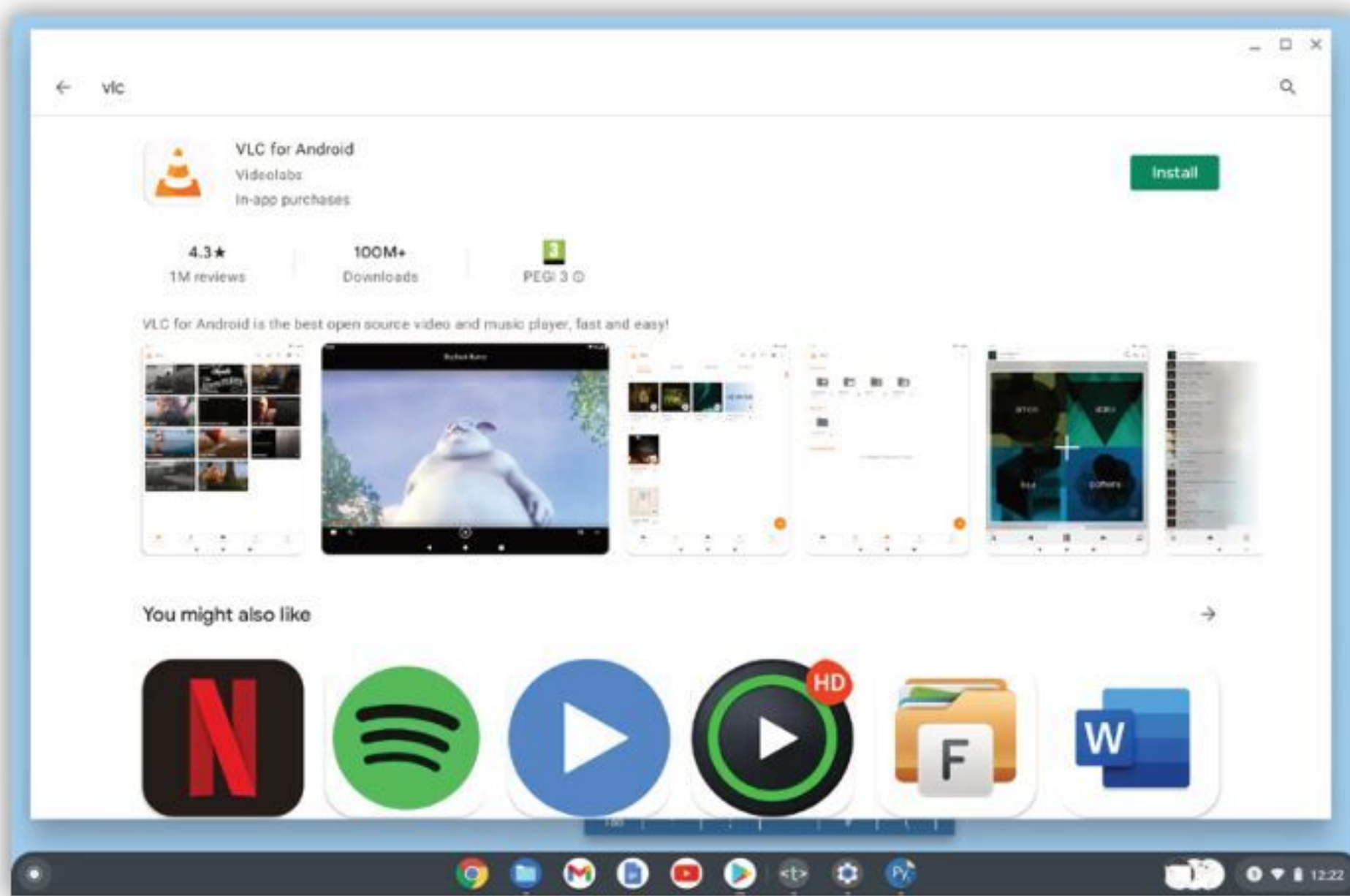
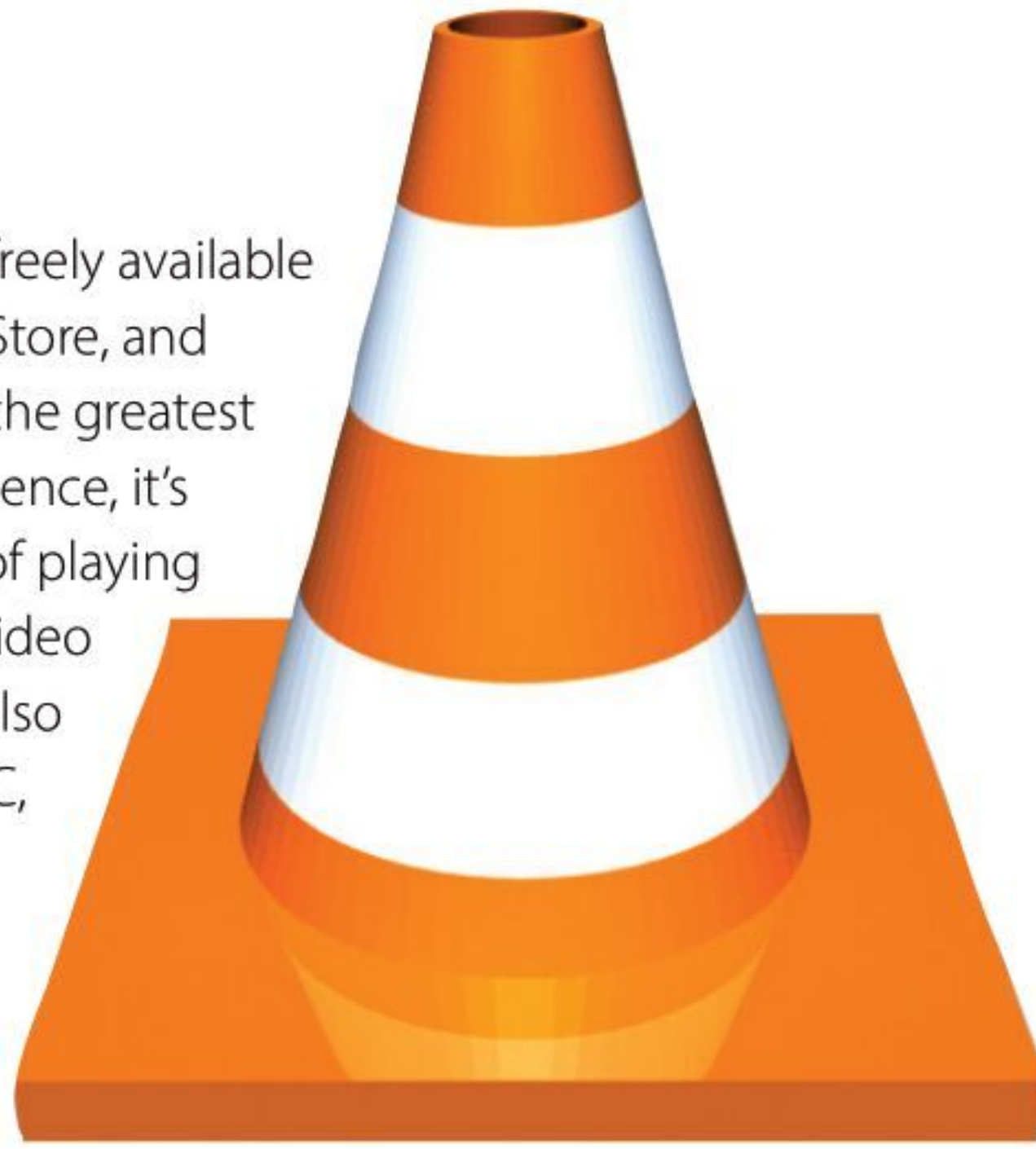
Watching the latest movies has become one of the go-to aspects of a modern laptop. Those on the commute, those stuck in a hotel room, those who want to watch something while lying in bed at home, the list goes on. The problem with watching video and other like content on a laptop is that it's always the same experience. Codecs are often missing, stopping someone from watching a movie with their default player, and even the laptop hardware can be lacking, which results in stuttering and unsightly lines appearing on-screen.

Newer video playback apps do a better job at playing most of the content out there, and most of them are free too. It's worth noting that Microsoft has started to charge for its high-end HEVC Video Extensions codecs, where it was once free to install, the Redmond company now charge 79 pence; it's not a lot, but more than free!



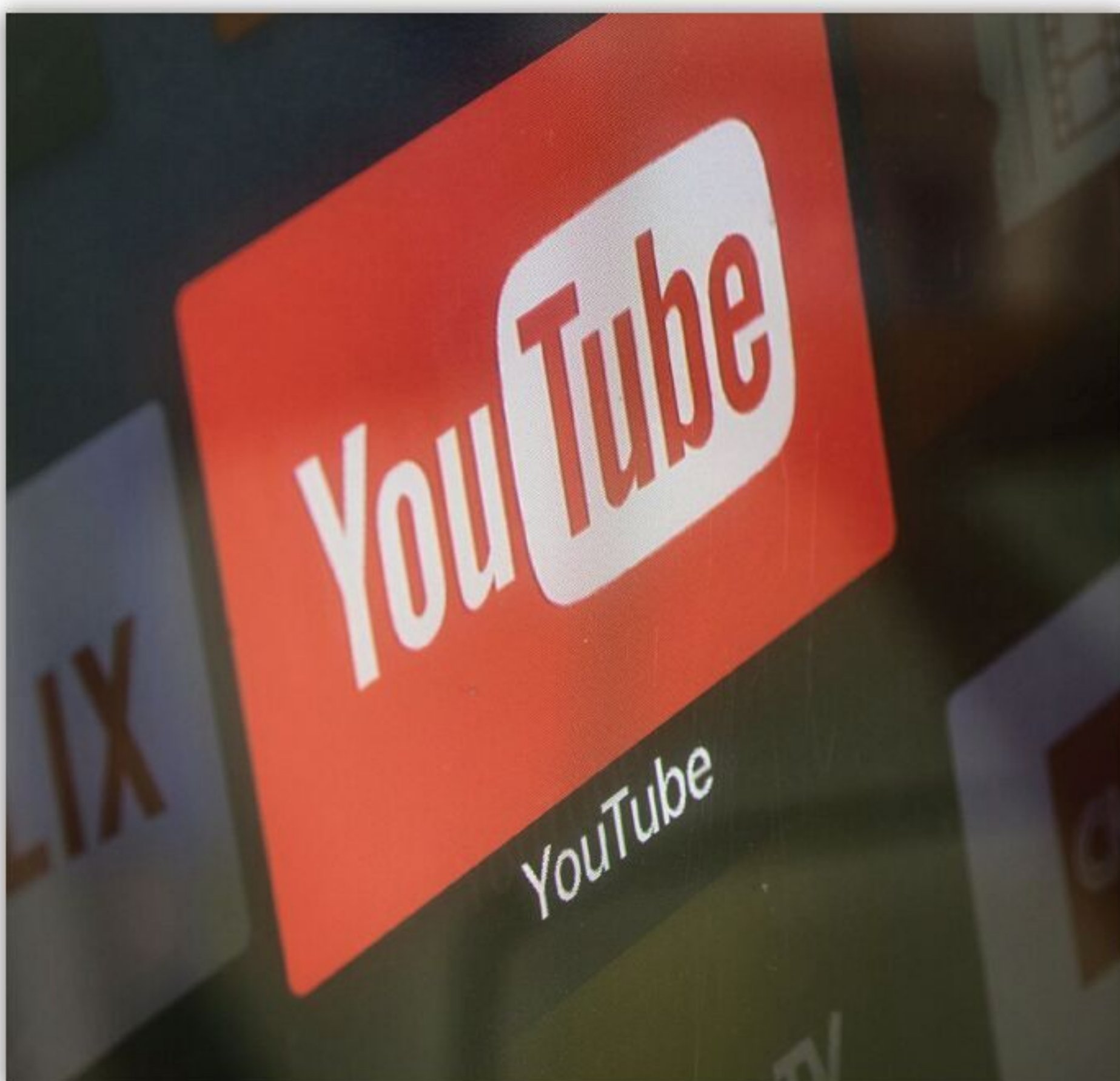
## VLC Player

VLC for Android is freely available via the Google Play Store, and while it may not be the greatest media player in existence, it's one that is capable of playing pretty much every video that's out there. It's also freely available for PC, but having it on the lighter, more mobile Chromebook enables users to enjoy a wider range of content without resorting to their traditional laptops. It'll play streamed content, as well as content from external sources such as NAS devices and Windows network shares.



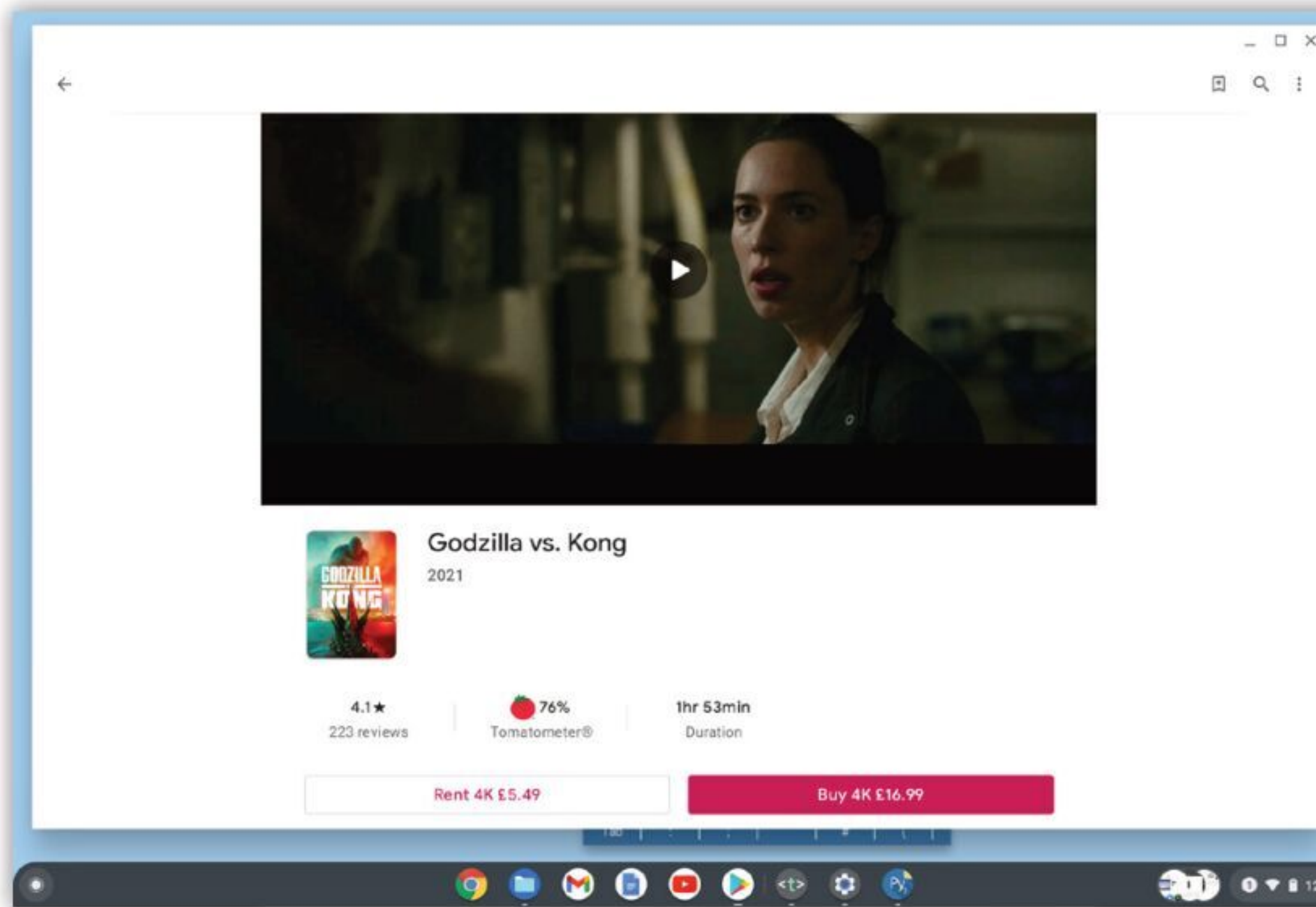
## YouTube

Let's not forget that YouTube is built directly in to Chrome OS. It's available on the Shelf by default, and with it you're able to watch all the latest content, including movies you can rent or buy directly from YouTube.



## Google Play

Video content is also available to rent and buy directly from the Google Play Store, with options up to 4K quality too. Hook your Chromebook up to the TV for the big screen entertainment, or simply watch it under the cover late at night with the headphones in. There's something for everyone when it comes to watching movies on a Chromebook.



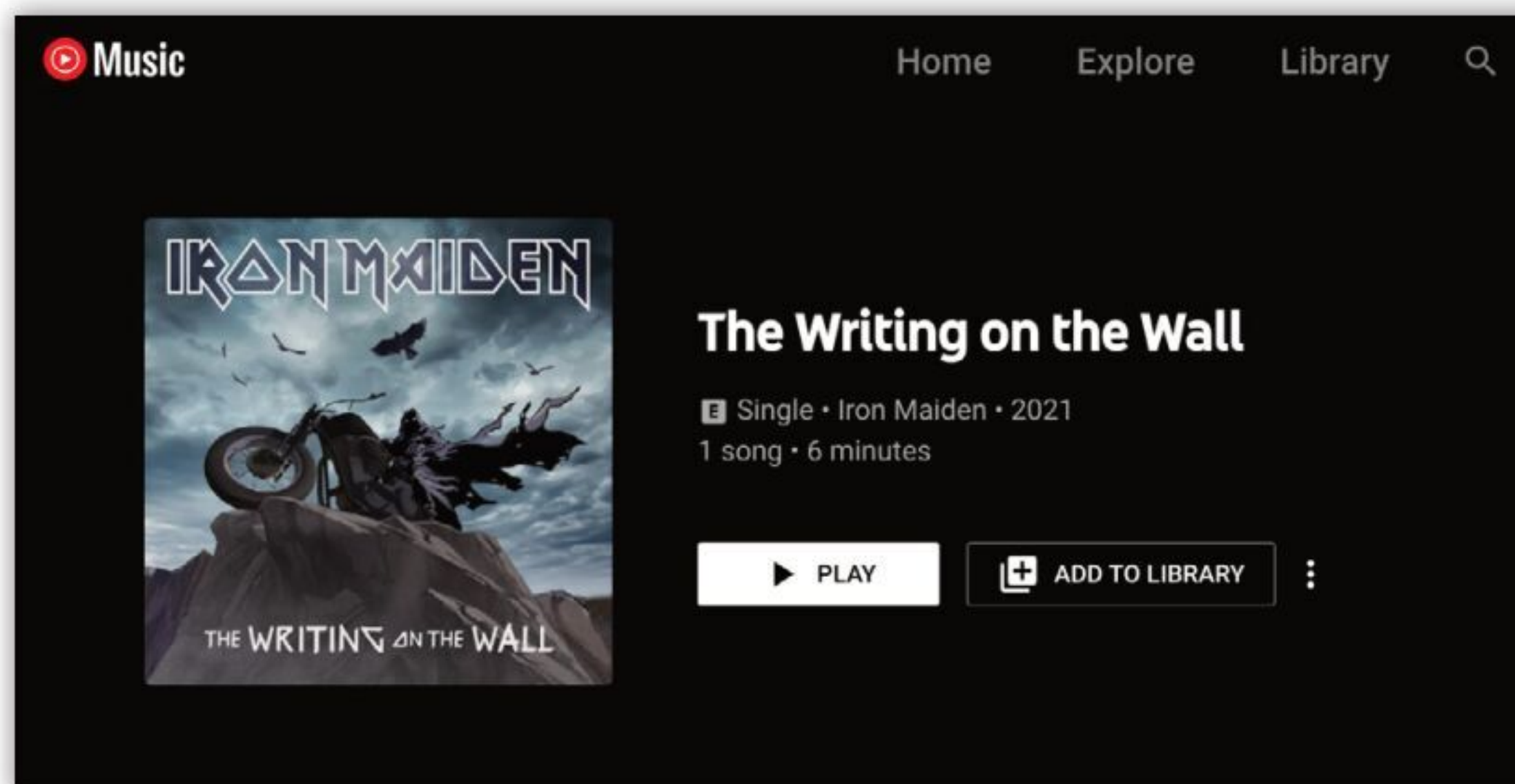
## Netflix and the Like

As you probably assume, Netflix, Prime video and the like are also available via the Google Play Store. Installing this on to your Chromebook opens up even more opportunities to watch content, from wherever you're able to get an internet connection; download the content and you watch it anywhere.

## Music

To add to the above video, music is also handled perfectly from within Chrome OS. Not only is there YouTube Music already built-in, but the Google Play Store has countless options, and if you also use Spotify, you can utilise the power of the Google Assistant to ask for tracks, albums musicians and so on, and it'll play it.

There's not much we can add to that, and the list used for video, but consider the portability of the Chromebook over a, generally, heavier PC laptop or MacBook. Also, consider that a Chromebook can be flipped into a tablet mode, and stood up in the kitchen, ideal for listening to Fleetwood Mac when baking.



# Make Chrome OS Your Own

## Coding

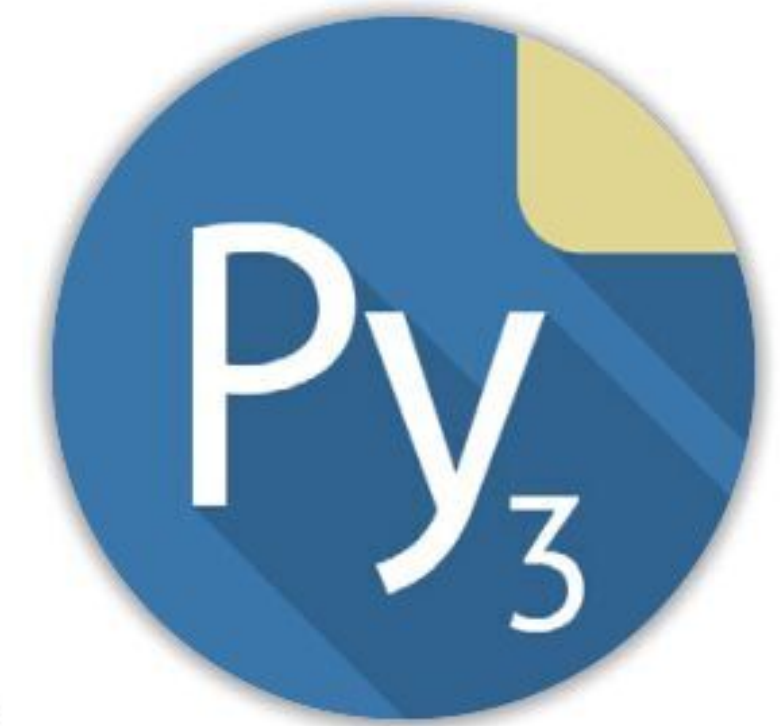
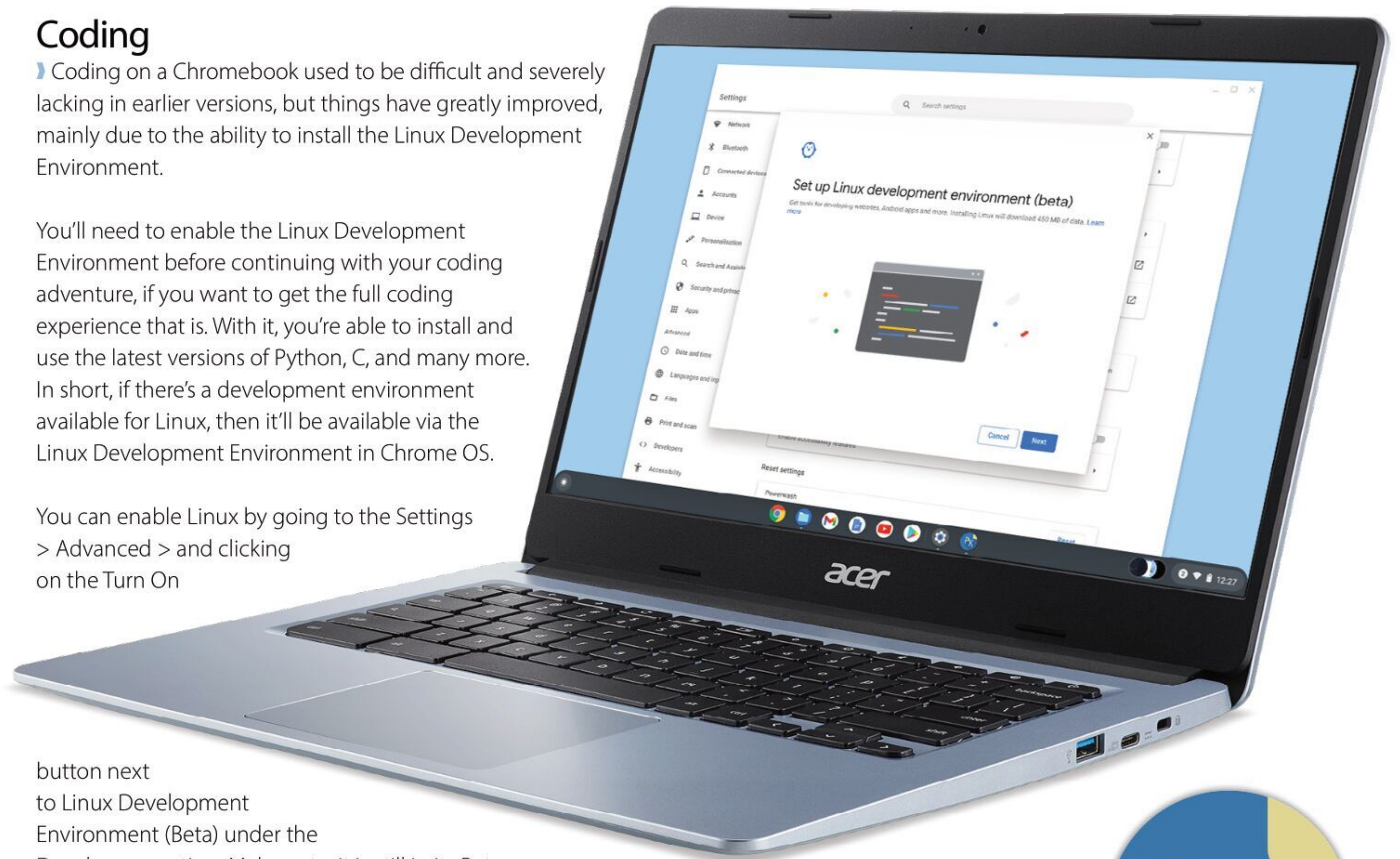
Coding on a Chromebook used to be difficult and severely lacking in earlier versions, but things have greatly improved, mainly due to the ability to install the Linux Development Environment.

You'll need to enable the Linux Development Environment before continuing with your coding adventure, if you want to get the full coding experience that is. With it, you're able to install and use the latest versions of Python, C, and many more. In short, if there's a development environment available for Linux, then it'll be available via the Linux Development Environment in Chrome OS.

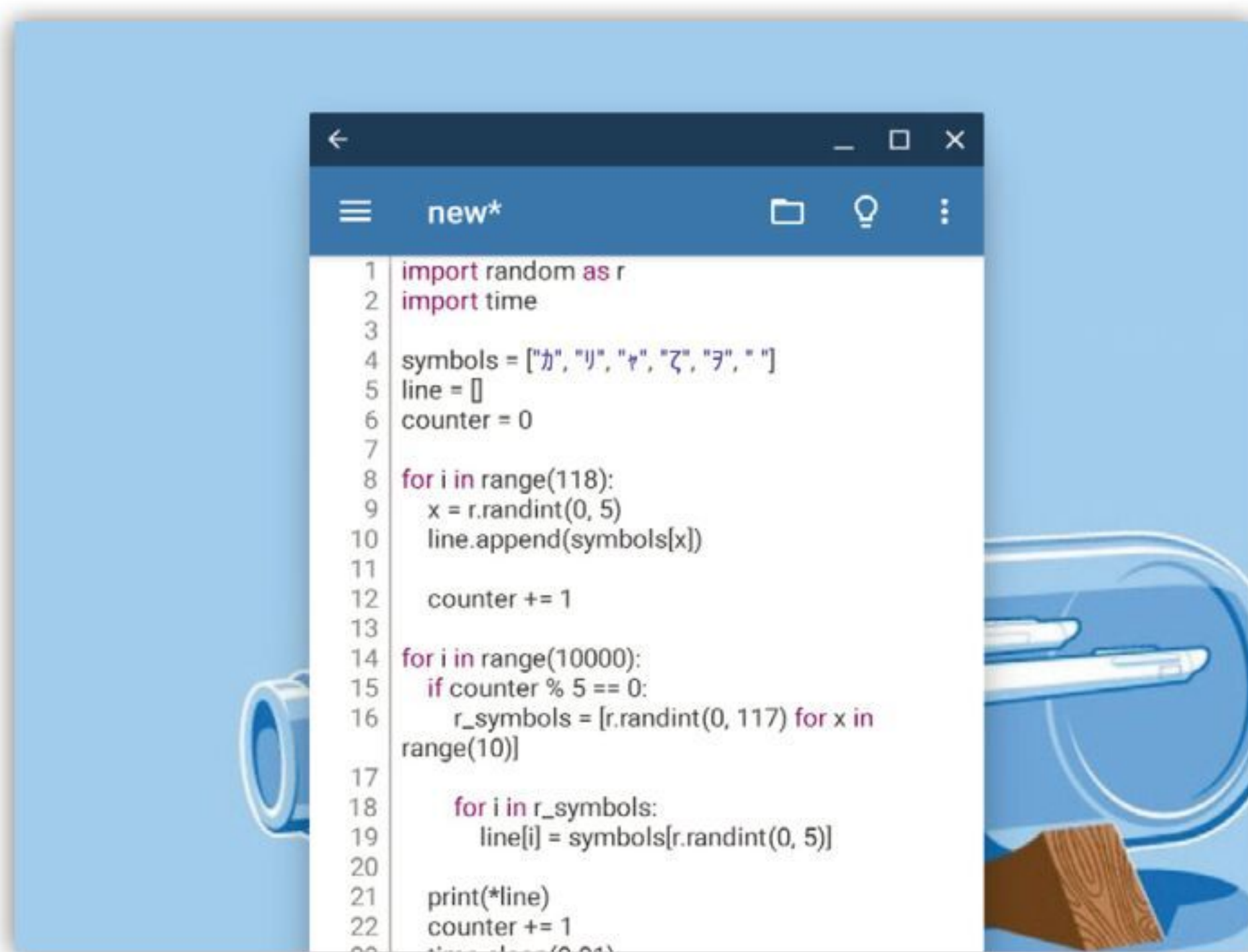
You can enable Linux by going to the Settings > Advanced > and clicking on the Turn On

button next to Linux Development Environment (Beta) under the Developers section. Make note, it is still in its Beta stages, so while there's not going to be too many issues, there could be some that will stop you from doing what you want.

It's also worth noting that anything created and executed within the Linux Development Environment is handled inside a sandbox within Chrome OS. This means that whatever is run in the sandbox shouldn't affect the core of the operating system.



but it's one that will work for the vast majority of beginner coders who want to learn a new programming language. And, it will suffice for those who don't want to install a Beta environment on their Chromebooks.

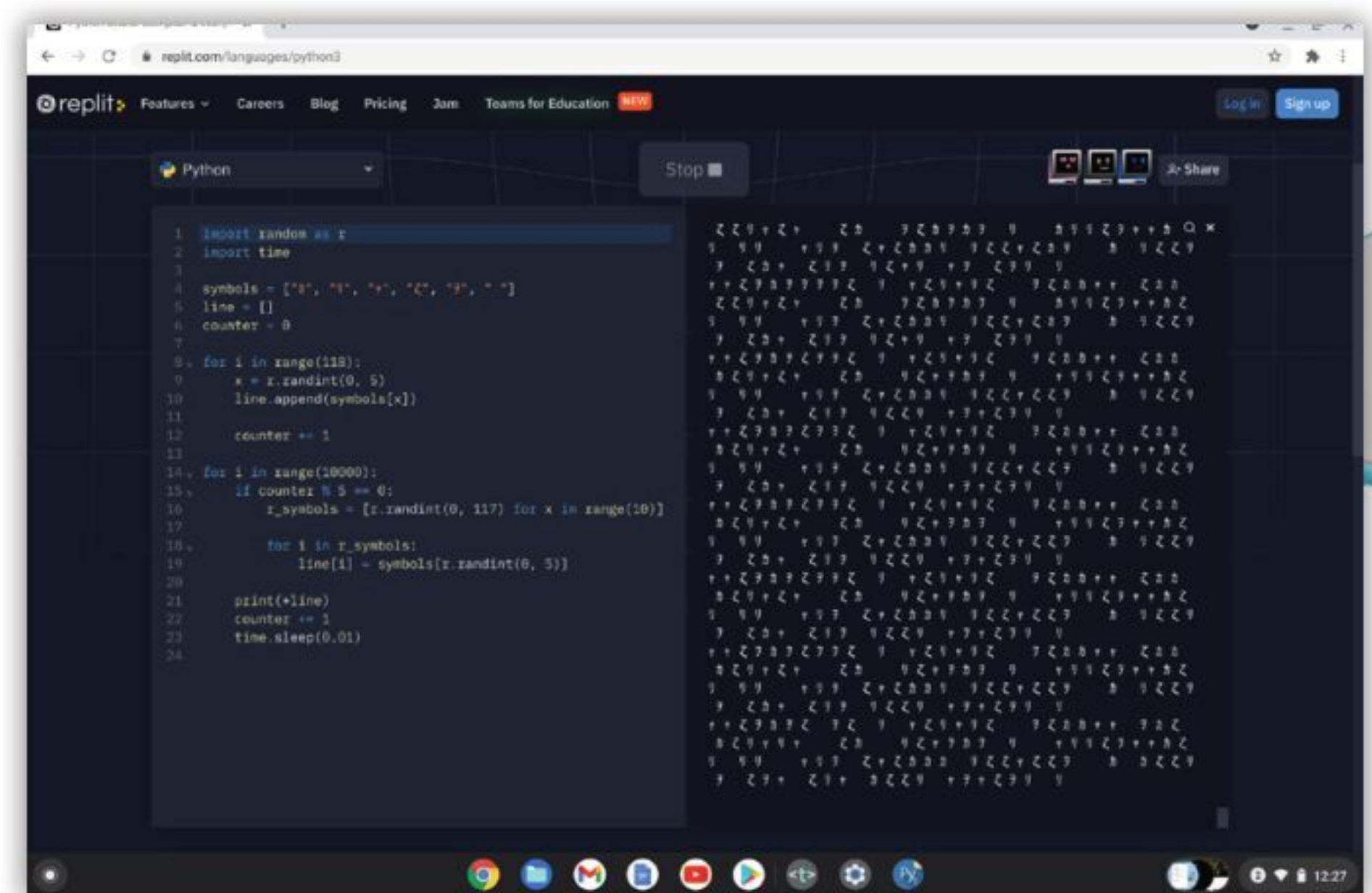


## Pydroid 3

A good alternative to running Python via the Linux Development Environment is by installing one of the many available coding apps from the Google Play Store. Pydroid 3 is a particularly good IDE for the Python coding language, with access to many modern educational libraries and assets. It's not the perfect coding base,

## Online Coding

Let's not ignore the growing number of online IDEs available via the Chrome browser. The likes of Programiz.com, online-python.com, replit and onlinegdb are great examples of a fully working Python IDE inside the browser. A lot of these online IDEs also cater for other programming languages, such as C and C++, and even some of the more unique and specific languages. Suffice to say, there's no escaping coding on a Chromebook.



# Chromebooks are ace!

As you can see, there's very little a Chromebook can't do. The traditional laptop and MacBook may be more powerful, and in many ways, have access to a set of core apps and programs that handle the complete specifications of a particular job, but the Chromebook is rapidly catching up and gaining ground.

Due to the Chromebook's low cost, portability, and evolving operating system, it's fast becoming the go to platform for students, business, and entertainment. In the few short years of Chrome OS's history, it has already exceeded expectations, just imagine what you'll be able to do with yours in a few more years' time.







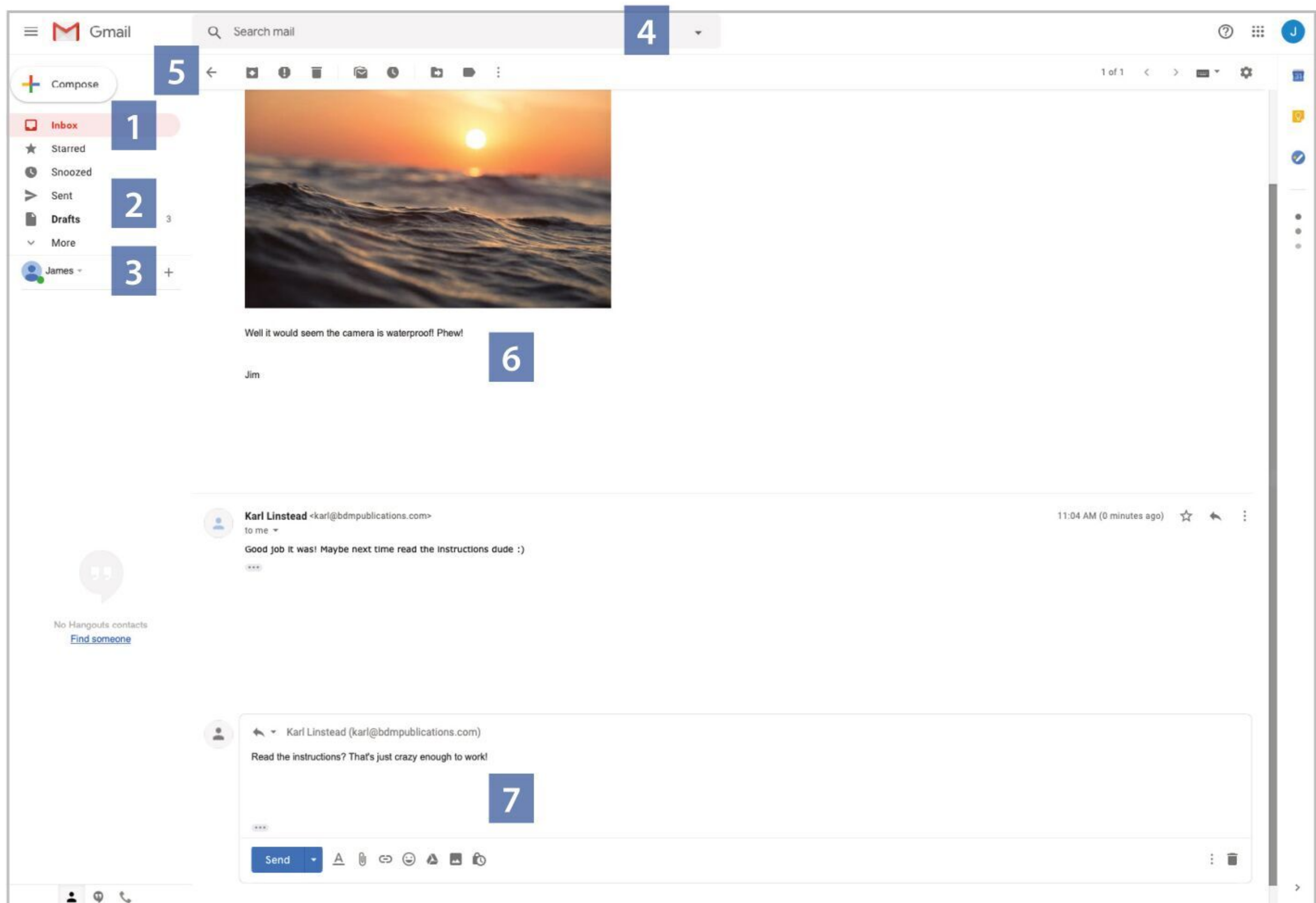
# Using Google Apps

The Google app suite contains some of the world's most popular and widely used applications. Offering alternatives to operating staples such as email, maps, calendar, photo editing and so much more. Having set up your Google account, you can then access the entire suite for free. Over the following pages, we will take you through our expert tips to ensure that you make the very best of each one.



# Get Started with Gmail

Gmail is an integral element of the Google app suite, an email platform that works seamlessly on whichever OS you use, quickly becoming a key part of your daily routine.



## Creating a Gmail Account

You can either connect a Gmail account to your main Google account or you can create a completely new account from scratch. If you connect an account, you will be able to use your new Gmail address or your original Google account email to sign in.

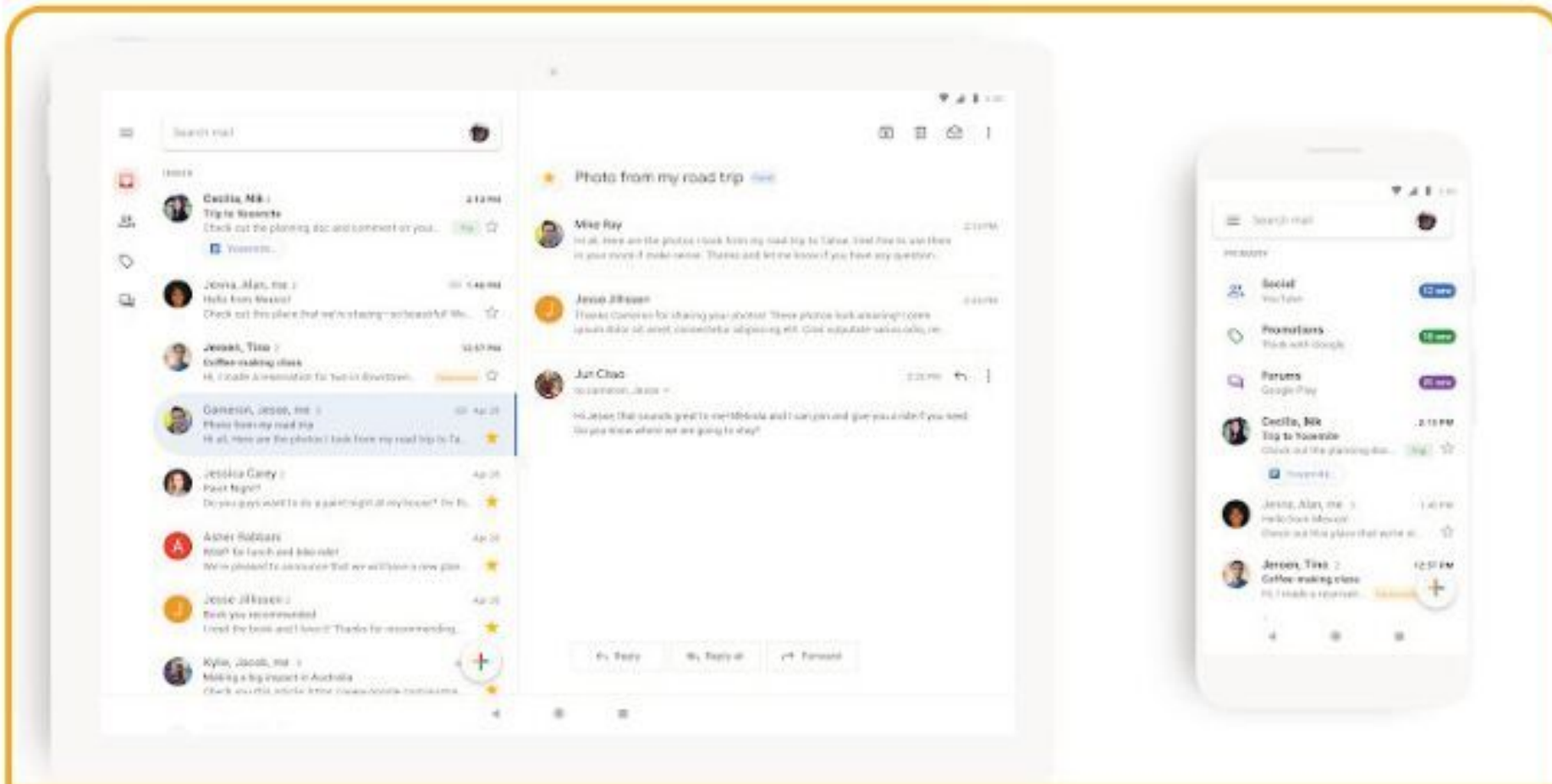
### 1 Mailboxes

These links let you display the messages in those mailboxes. A number next to any mailbox shows the amount of unread messages, rather than the total amount in the mailbox.

### 2 Labels

Labels allow you to categorise your messages into various pre-set or custom folders. You can save messages under more than one label for better cross-referencing.





## Gmail on Android & iOS

You can download the Gmail app for mobile devices, free of charge, from the Play Store or App Store. This allows you to use Gmail on the go.

Once downloaded, the app should automatically sign in using the same Google account details you entered on your computer (hopefully, this is also the one with which you set up your Android or iOS device).

You will now be able to see all of the folders and emails you use and have sent/received on your computer, albeit on your smartphone or tablet.

### 3 Chat Controls

This section shows a list of your available Chat contacts, as well as containing the various chat controls: Add Contact, Status Update, etc. You can read more about Gmail Chat later in this section.

### 4 Search Box

Search for any message or contact in your Gmail inbox. Clicking on the small arrow at the end of the search box allows you to refine your search in several different ways.

### 5 Message Controls

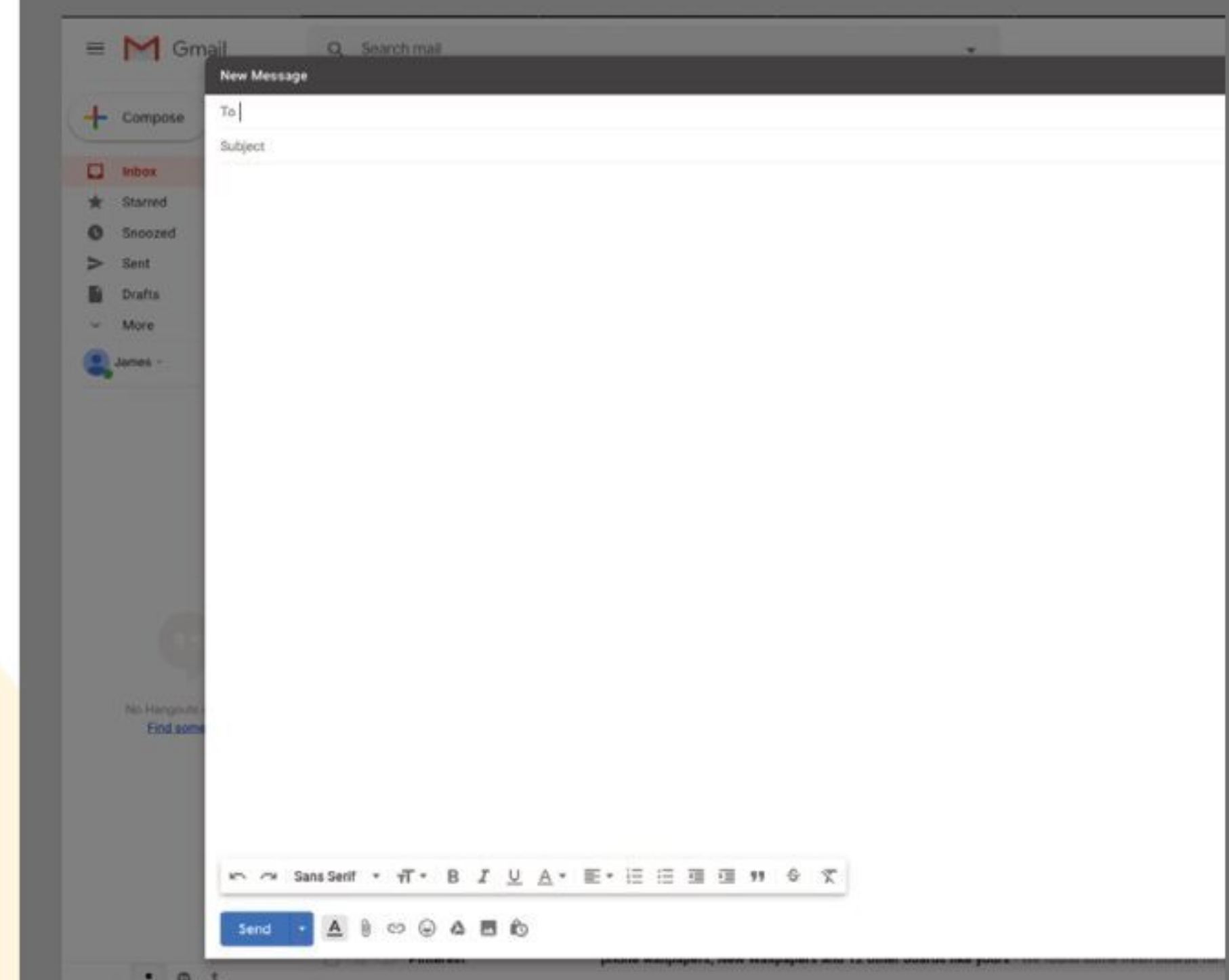
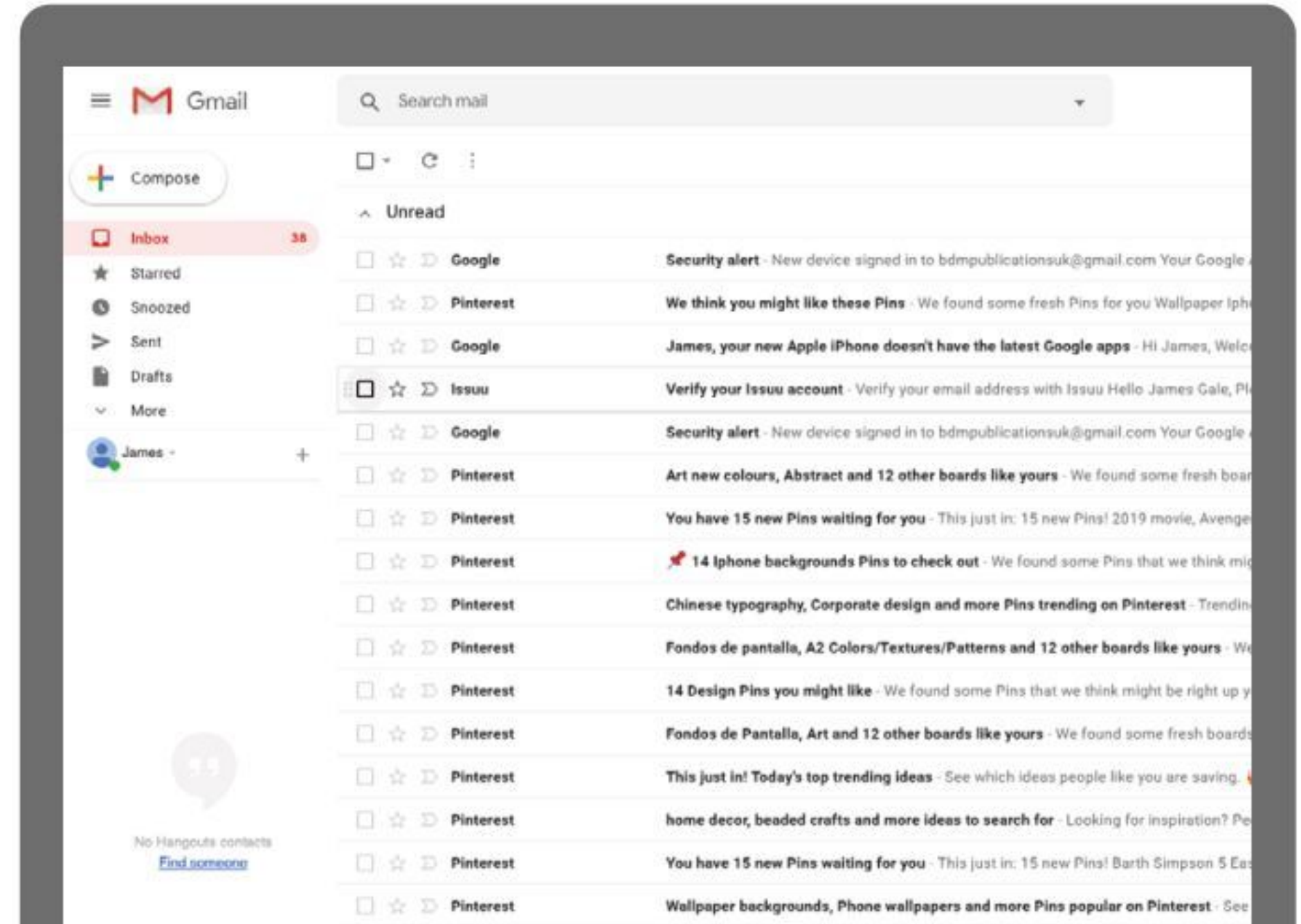
This set of buttons only appears when viewing a message. They allow you to archive, delete or report the message as spam, as well as letting you move the message to a particular mailbox or apply a label. The More button reveals even more controls.

### 6 Conversation

Gmail displays multiple messages from a contact in a conversation format. If someone replies to your message, both the reply and the original message are shown stacked in the window. You can expand the conversation to make it easier to read.

### 7 Quick Reply

Click anywhere in this box to start a quick reply to the last message in the conversation. To Forward a message, click the Forward tab in the quick reply window that opens. Quick reply offers the same formatting options as creating a new message does.



## How to Compose a New Mail

Google has incorporated a unique way to compose a message in Gmail which allows you to retain on screen whatever you were looking at, inbox, a message, etc. while composing a new message in a separate window. At the time of writing, this was still an optional feature but could be made standard at any time.

To activate this compose window, click the Compose button and a new window will open at the bottom right of the Gmail window. Whatever you were viewing before you clicked Compose will remain on screen but you can click through into a different mailbox or open a message without the compose window disappearing.

The new compose window contains many of the options. Click in the To field and start to type a name or email address to see a list of known contacts. The icons at the bottom let you control formatting and attachments. If you want to switch back to the old compose method, click the Send icon at the bottom of the window.



# How to Customise Gmail

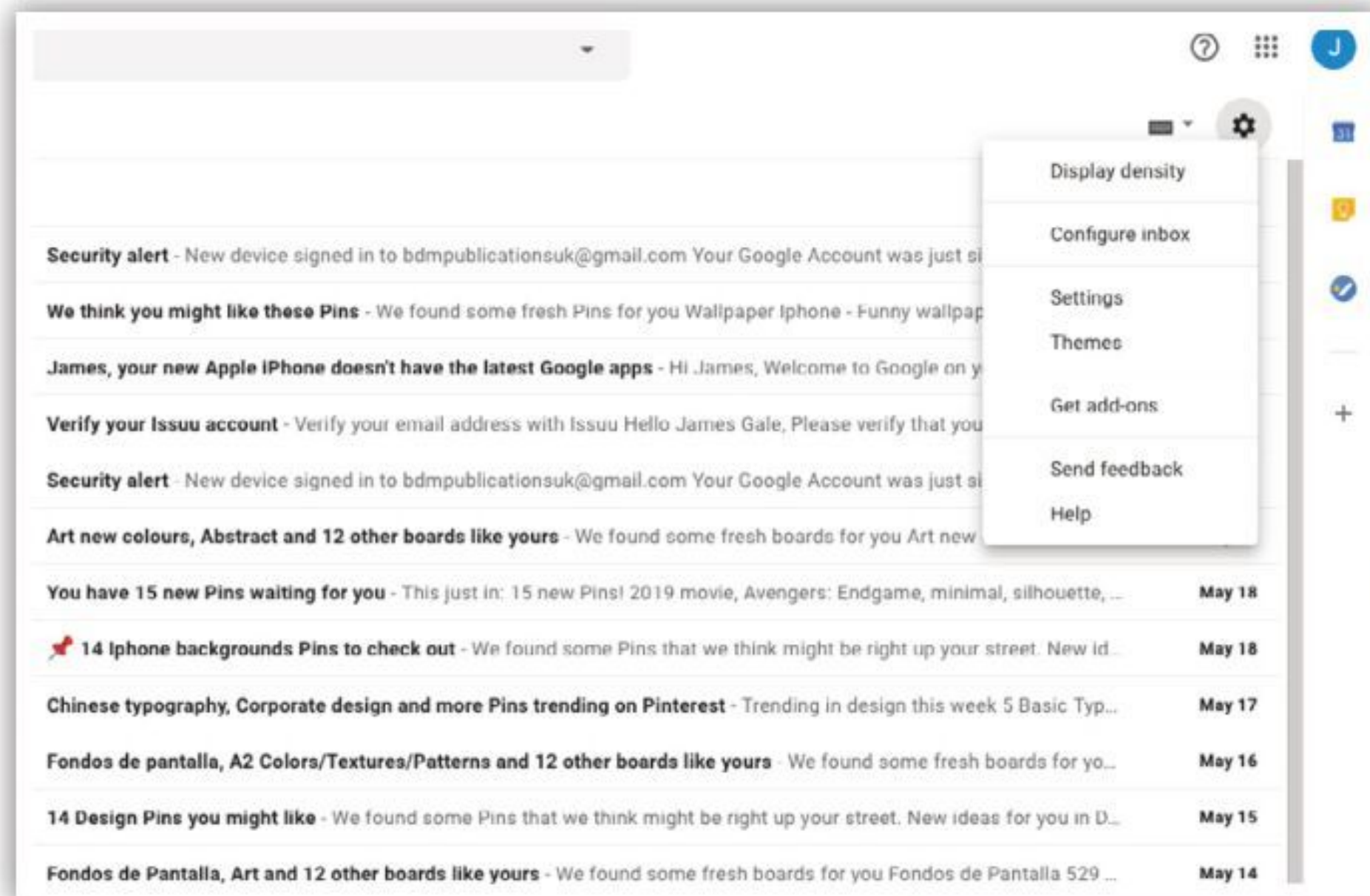
Gmail works brilliantly straight out of the box. There are, however, several things you can do to Gmail to make it suit your personal preferences more closely, from adding a theme to customising the layout of the inbox.

## Apply a Theme

OK, so this isn't going to make Gmail work any better, run any faster or deliver emails in a different way but it does brighten things up a bit and makes Gmail more personal to you.

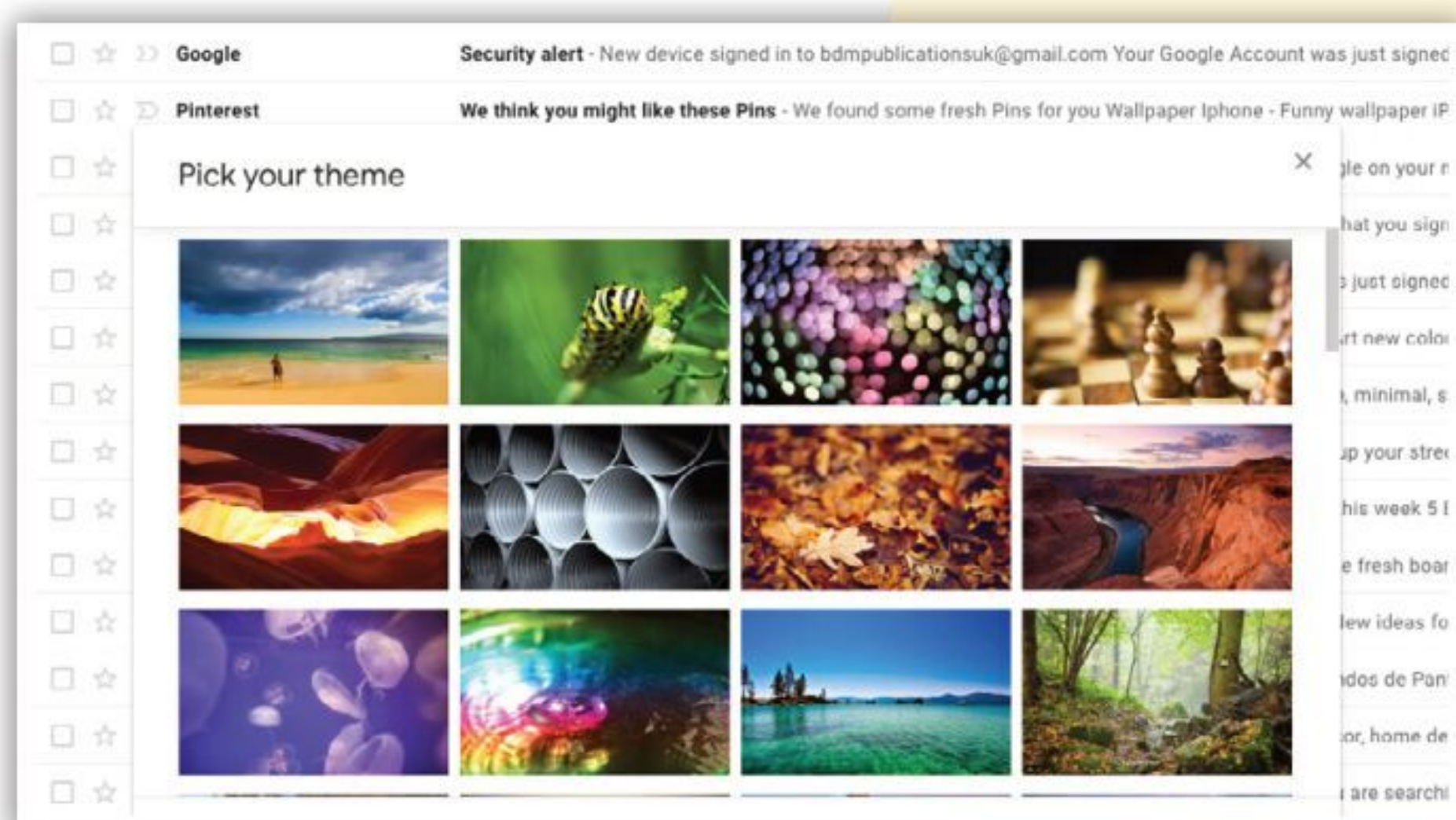
### Step 1

Sign in to Gmail on your computer and open the main inbox. In the top right corner of the page you will see the Settings icon (the gear icon). Click this and select Themes from the listings displayed on this page.



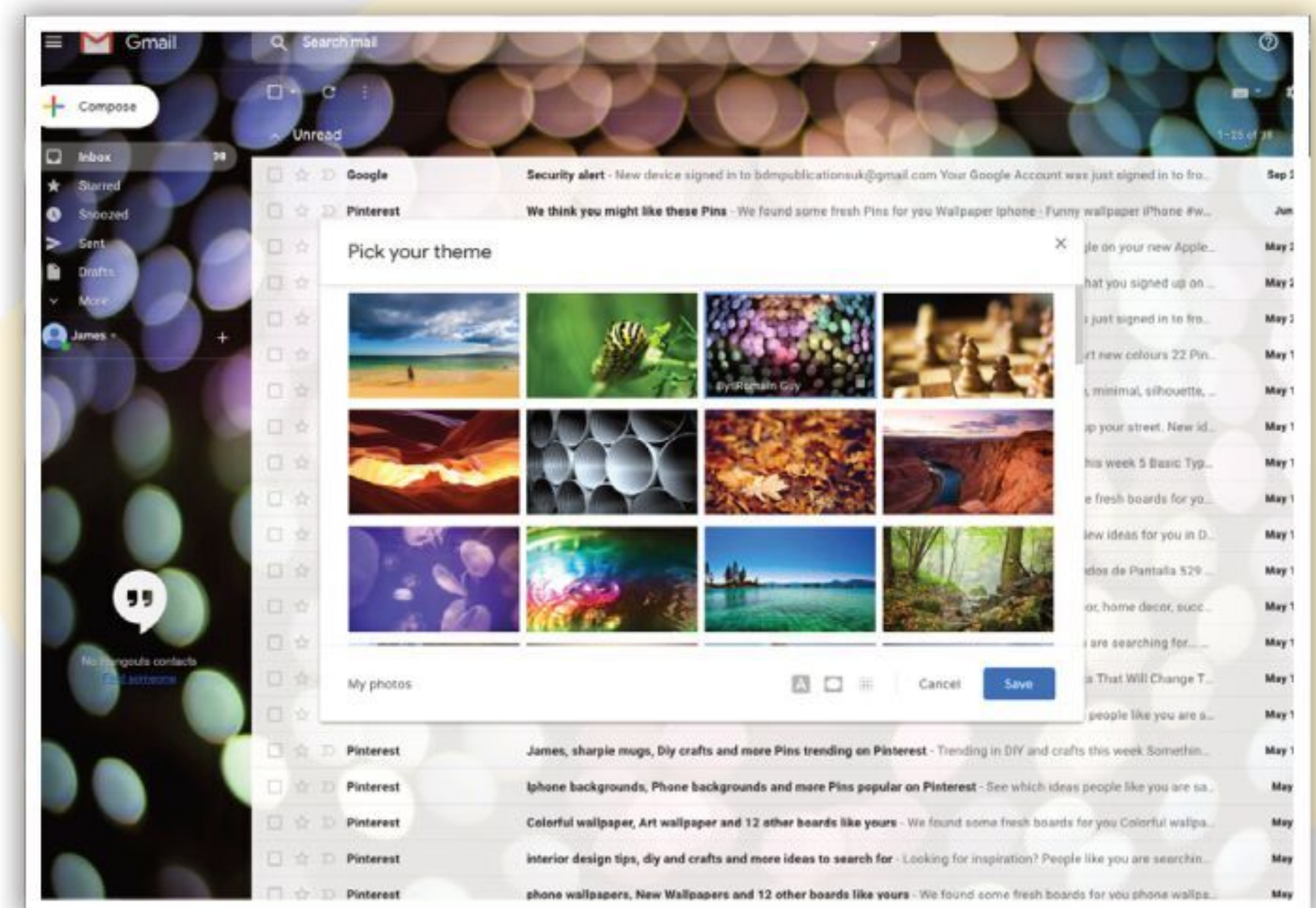
### Step 2

The available themes are split up into categories, with basic colour themes at the top of the page, then HD themes that use background images, custom themes and classic Gmail themes.



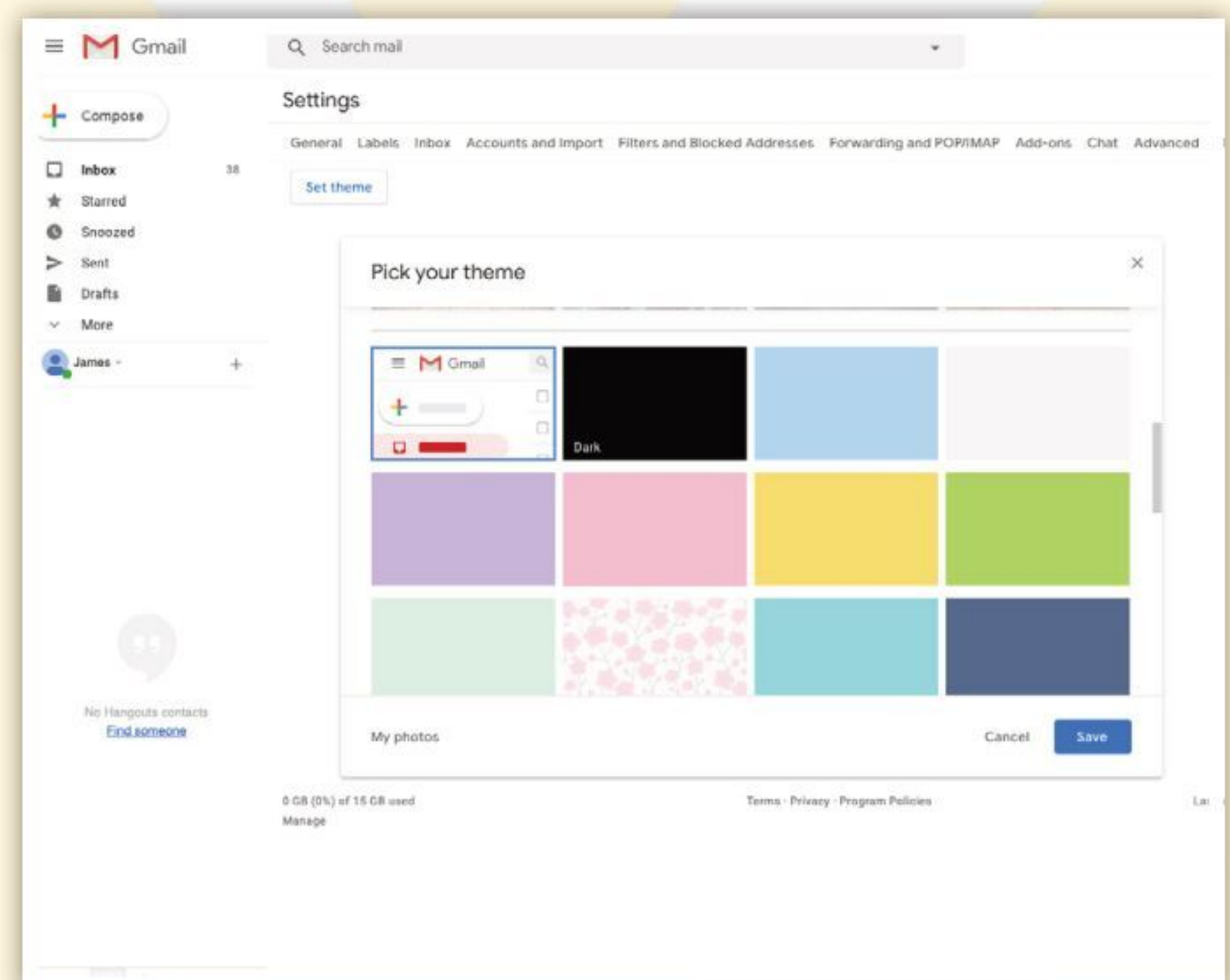
### Step 3

Click on any theme to activate it. You will see the background change, allowing you to preview the theme without leaving the themes page. If you find one you like, simply select it and then click back to the inbox.



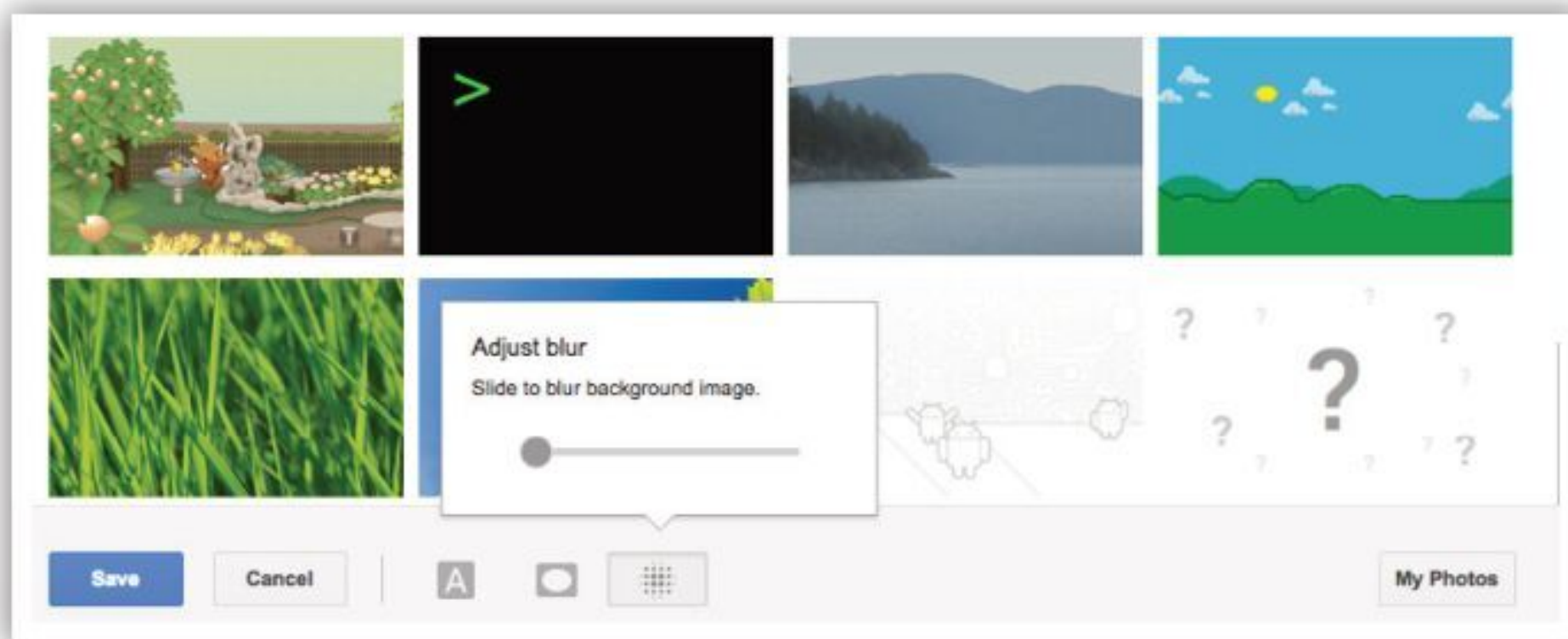
### Step 4

Custom themes let you get a bit more creative. Click on either Light or Dark custom and then choose an image. You can use a preselected image or use one of your own by clicking My Photos.



## Step 5

Once you have Chosen the Theme you wish to show on your Google Mail page, you can also add a customisable level of blur to the image which may make some text easier to read. To do this click the third icon to the right of the Cancel button.

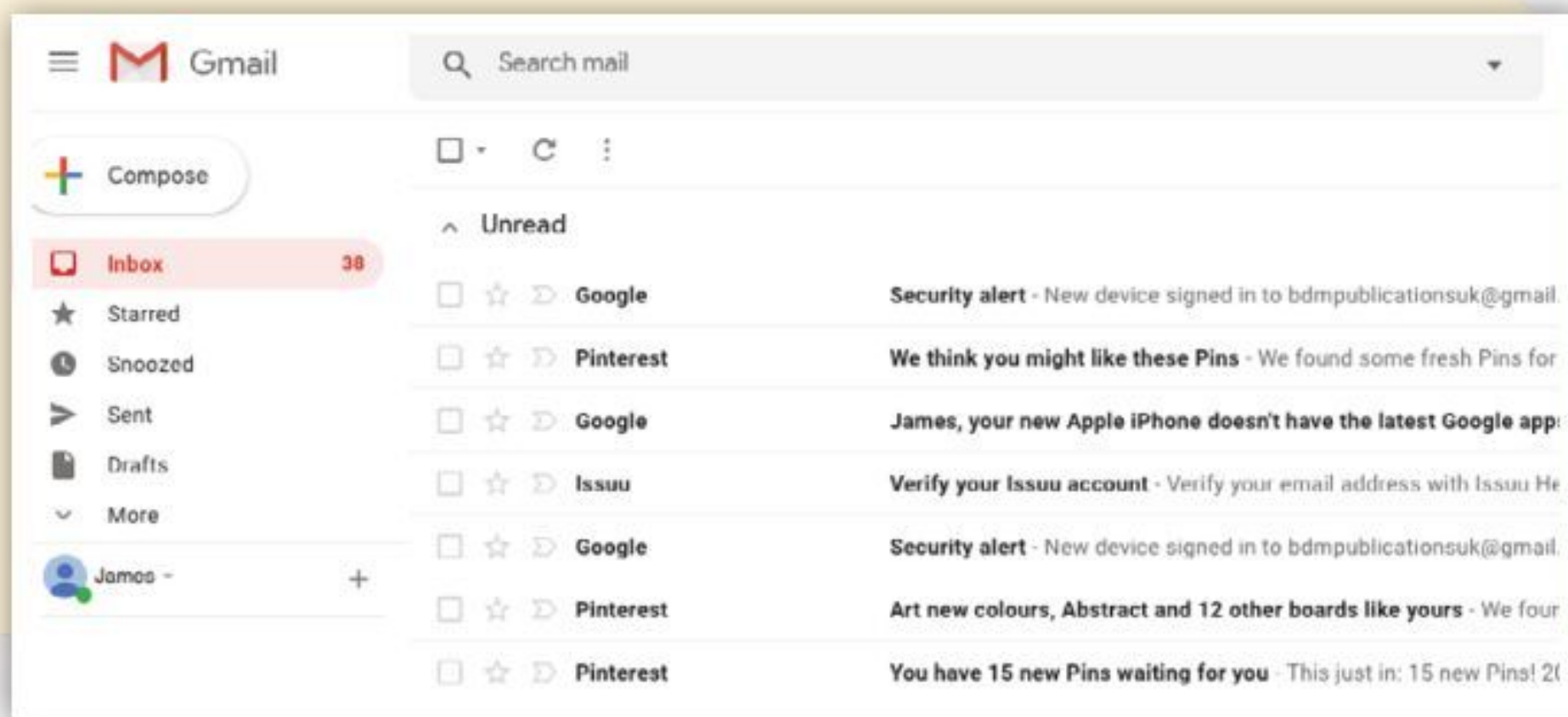


## Customise the Inbox

You can easily customise the main inbox to show important or starred emails in a separate section at the top of the page.

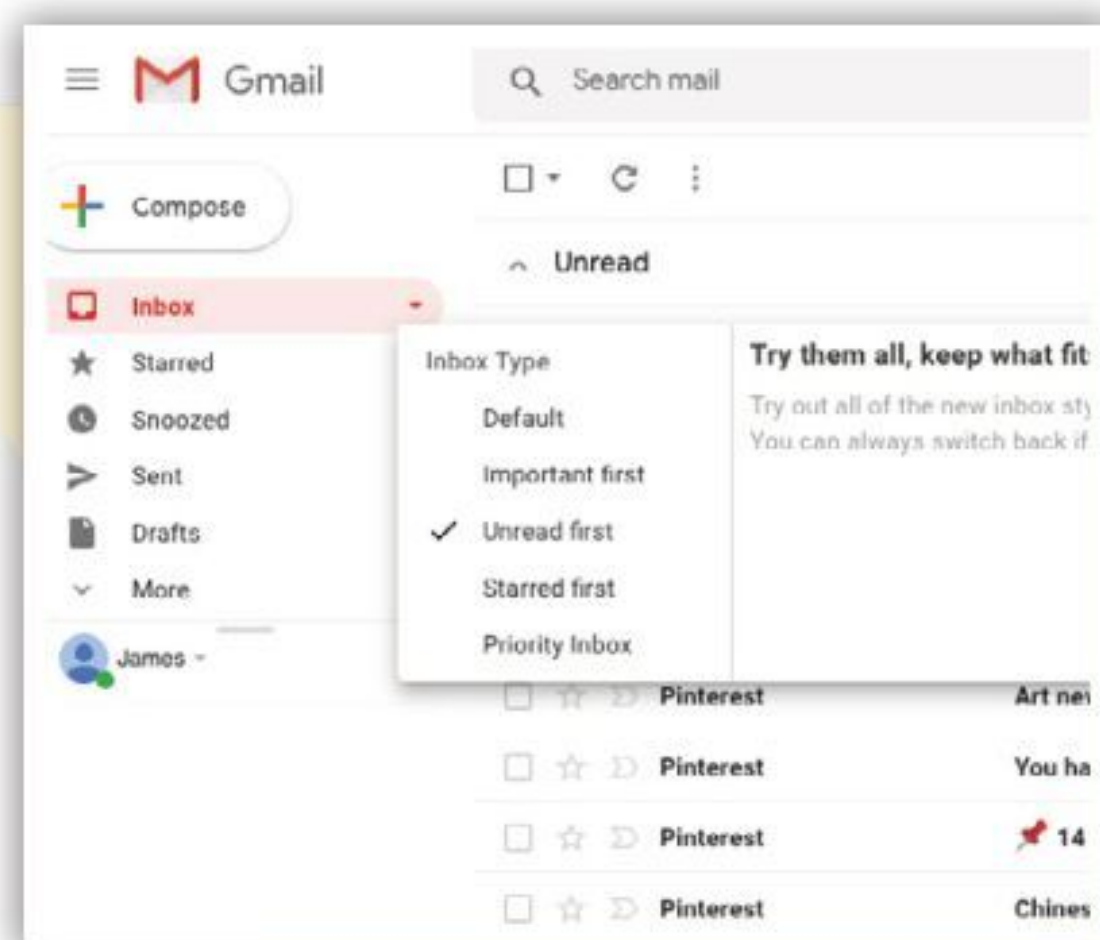
### Step 1

Log in to Gmail and click on the main inbox to select it. With the main inbox displayed, hover the mouse pointer over the inbox label and you should see a small, downward-pointing arrow.



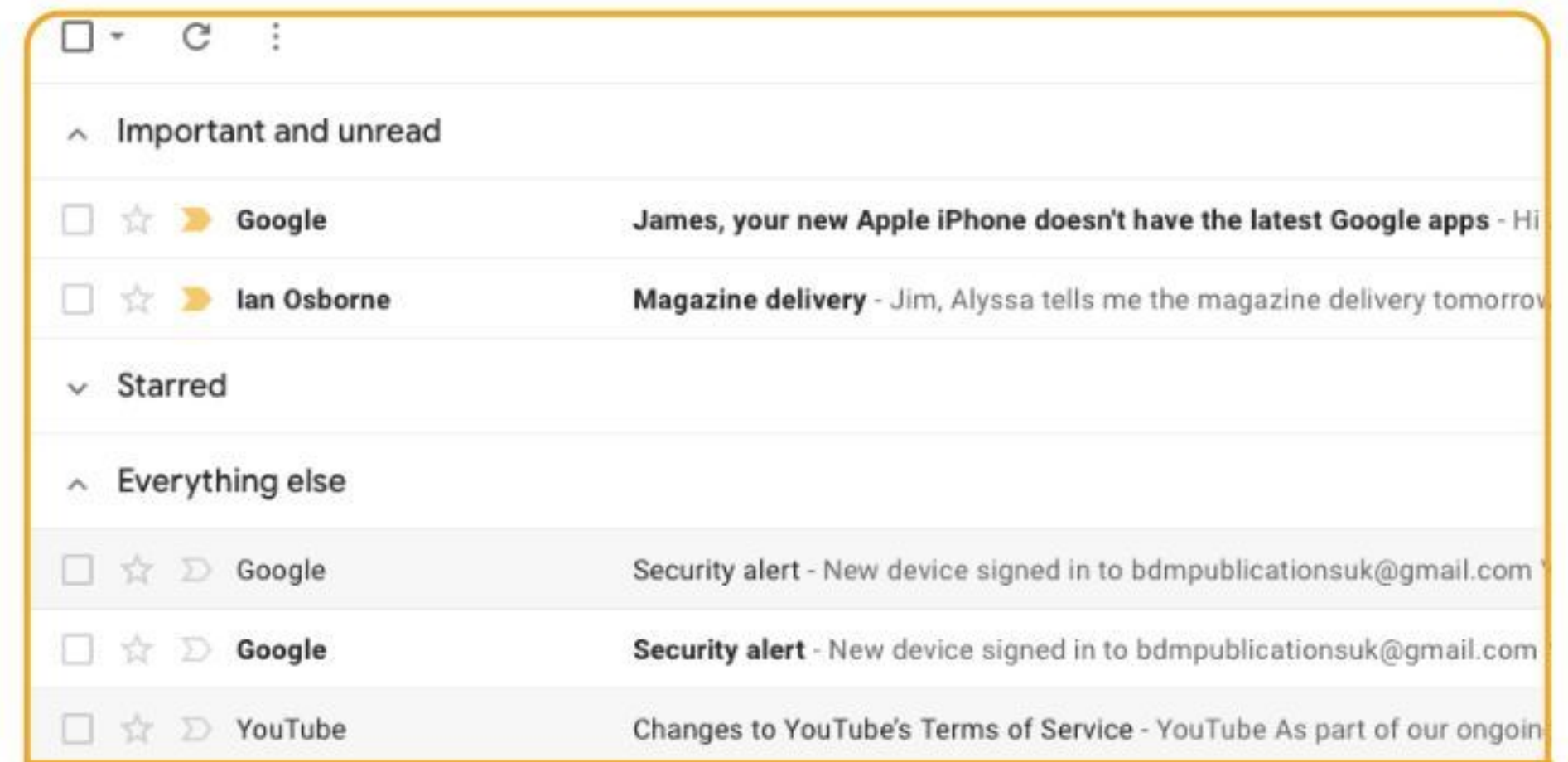
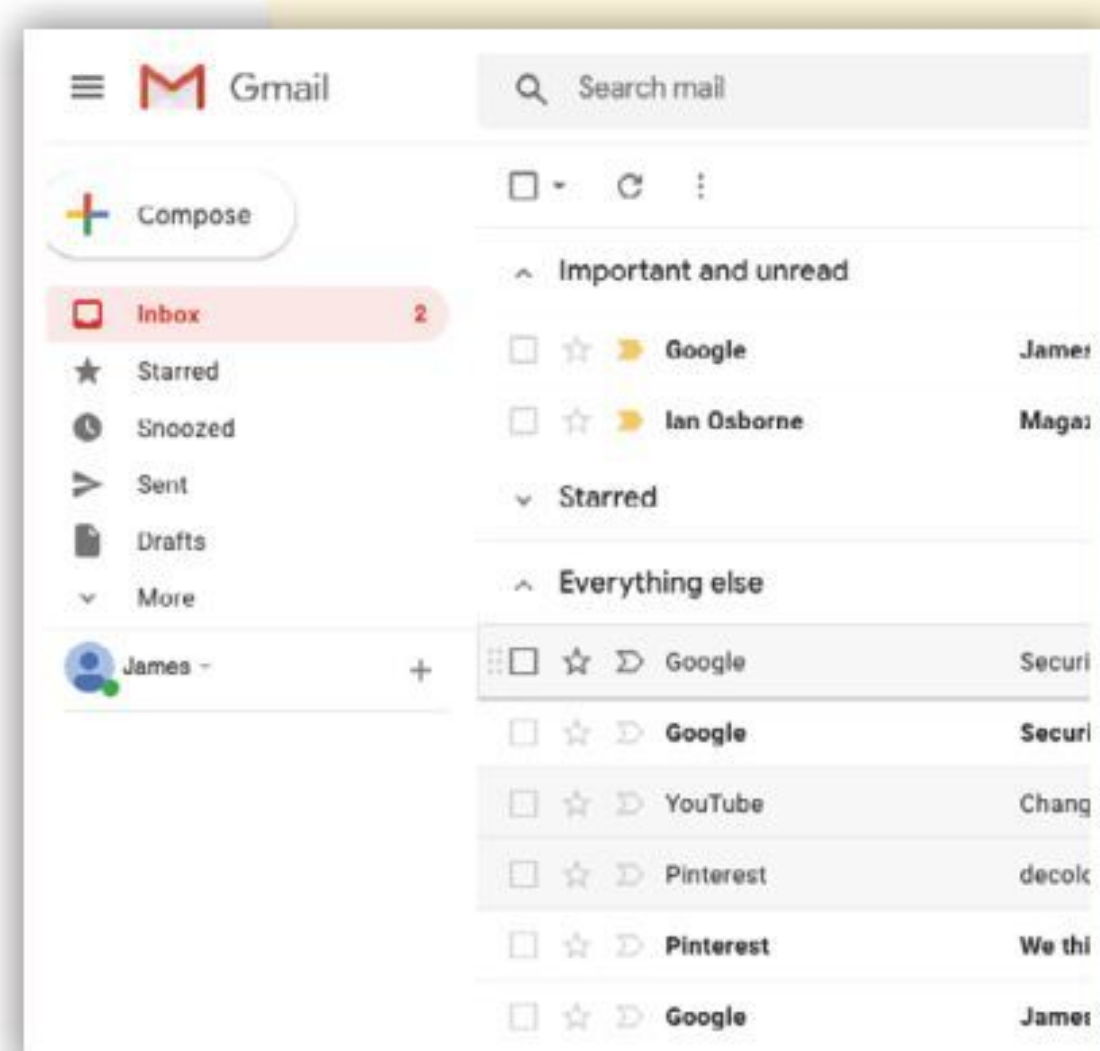
### Step 2

Click on the arrow to see a small menu. Here you can choose the way emails are displayed in the inbox. Roll over each of the settings to read a short description of how they work.



### Step 3

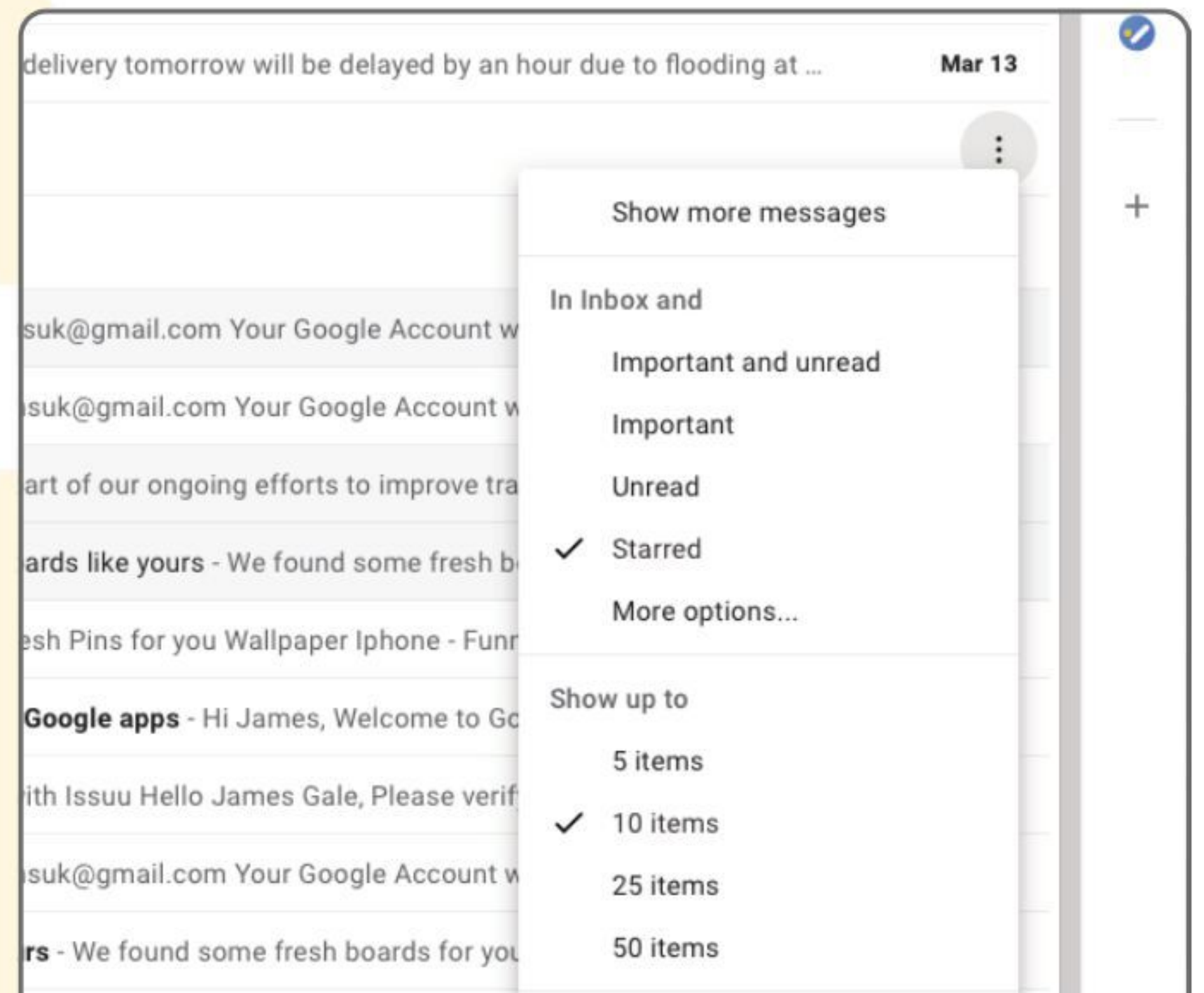
Choose a display option and you will see the inbox split into sections. At the right-hand side of each section heading, another drop-down menu lets you further customise the section: number of emails to display, etc.



## Importance Markers

How exactly does Gmail decide if an email is important to you or not? The answer, is very cleverly and sometimes with a bit of help from you. Gmail displays different coloured markers next to emails to indicate different types of messages. A yellow marker means that a message is important. An empty (white) marker means that the message is not seen as important.

If you want to know why a message was classified as important, you can hover your mouse over the importance marker in order to see the main reason why. To teach Gmail that messages from a certain contact are important, all you need to do is find an email from that person and click on the unfilled importance marker.



## Show or Hide Labels

On the left-hand side of the Gmail interface is a list of your different mailboxes and labels. Preset mailboxes (or System Labels) include Important, Starred, Sent Mail and Drafts. It is useful to have links to your labels displayed here, but you can hide them if you wish. Click on Settings and then click on the Labels tab at the top of the page. You will see a full list of all your labels, with a show and hide link next to each. You can simply go down the list hiding those labels you don't wish to see in the sidebar.



# Dealing with Gmail Spam

If you find that spam emails are still getting through the built-in filters and being displayed with your other emails, you can do several things to improve detection and removal of these unwanted messages.

## Do I Need to Worry About Spam Emails?

That's a good question with a potentially very long answer, but in short, yes, spam email is best avoided. Junk or spam emails are unsolicited/requested messages sent in bulk by email.

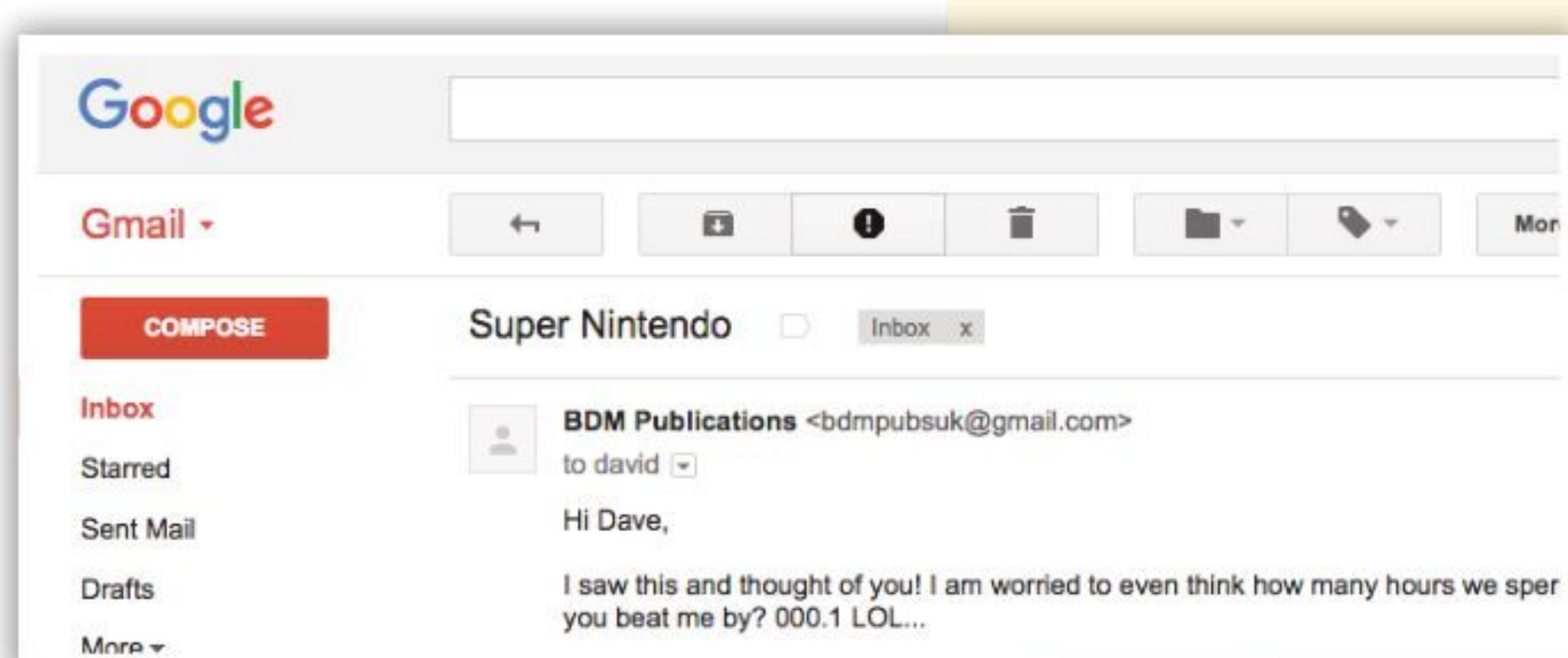
Email spam has steadily grown since the early 1990s and by 2014 were estimated to make up around 90% of email messages sent. Most spam email messages are commercial in nature and albeit harmless, they are annoying. However, some can also be dangerous because they may contain links that lead to phishing web sites, or sites that are hosting malware, or include malware as file attachments.

With this in mind, it is always best to approach spam with caution and following this guide will better equip you to avoid spam as a whole.

## Report and Remove Spam

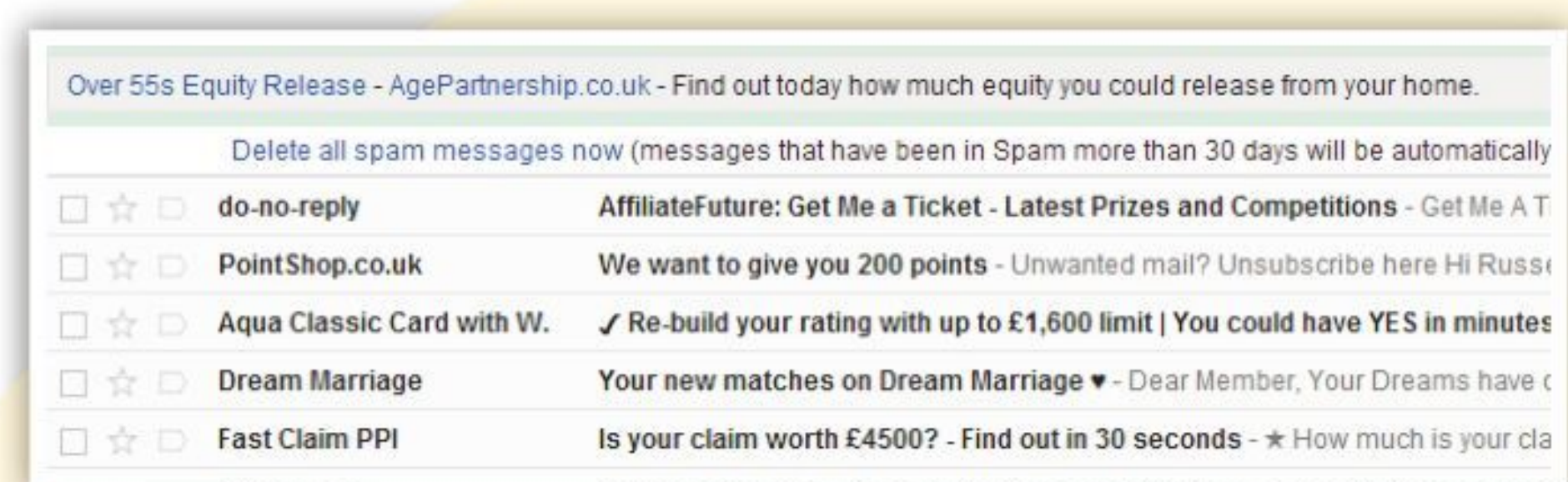
### Step 1

Removing spam from your inbox is easy. Click on the message you want to remove and look for the ! button above the message box. Clicking this will remove the spam message and report it to Google.



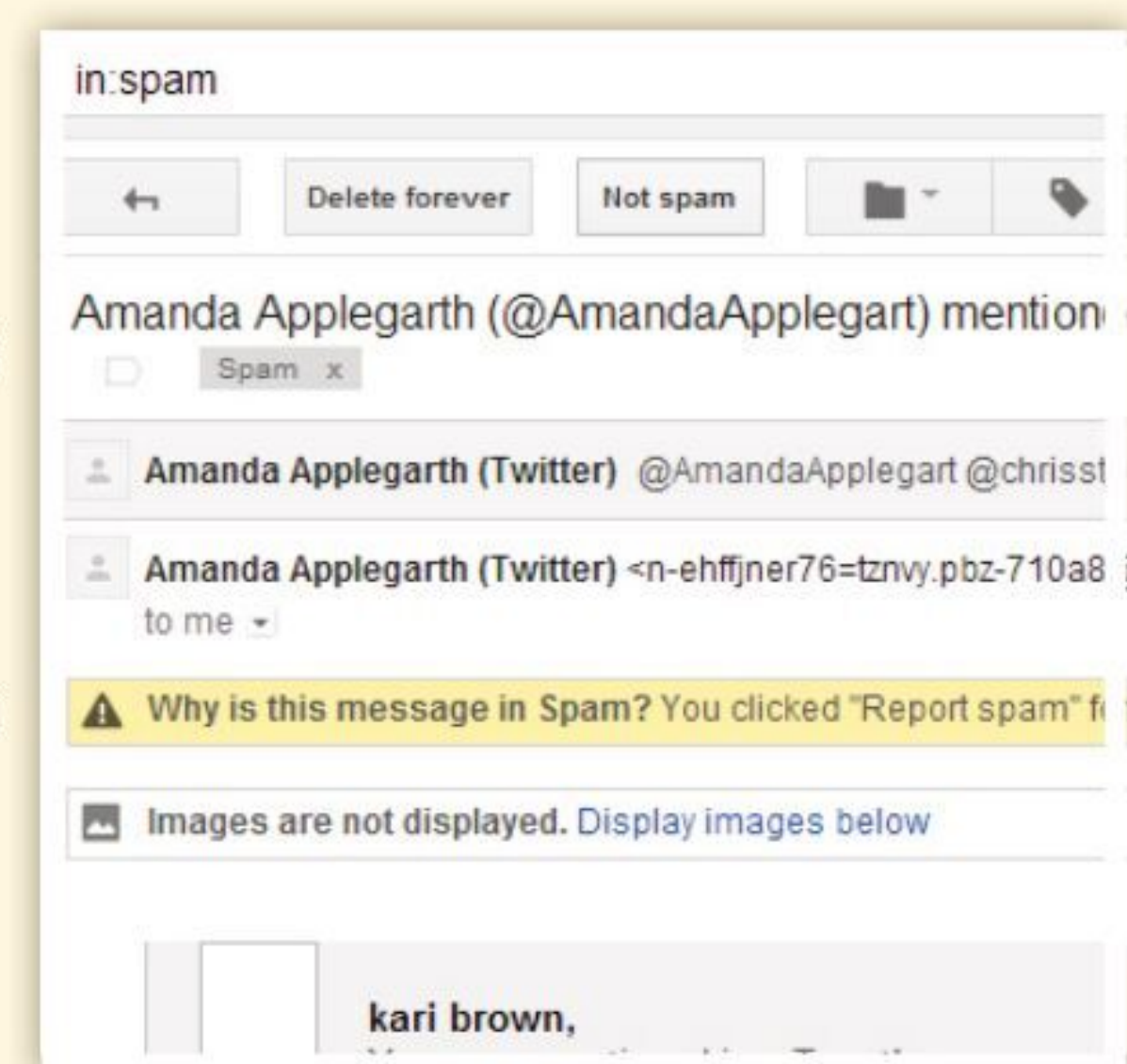
### Step 2

If you want to remove the spam that is collecting in the spam mailbox, the spam mailbox will only appear in your labels when spam has been detected and moved into it, click the mailbox and then click "Delete all spam messages now".



### Step 3

If you see a message in the spam mailbox which has been moved there incorrectly (i.e. it is not spam), you can correct the mistake by selecting it and clicking Not Spam from the options above it.

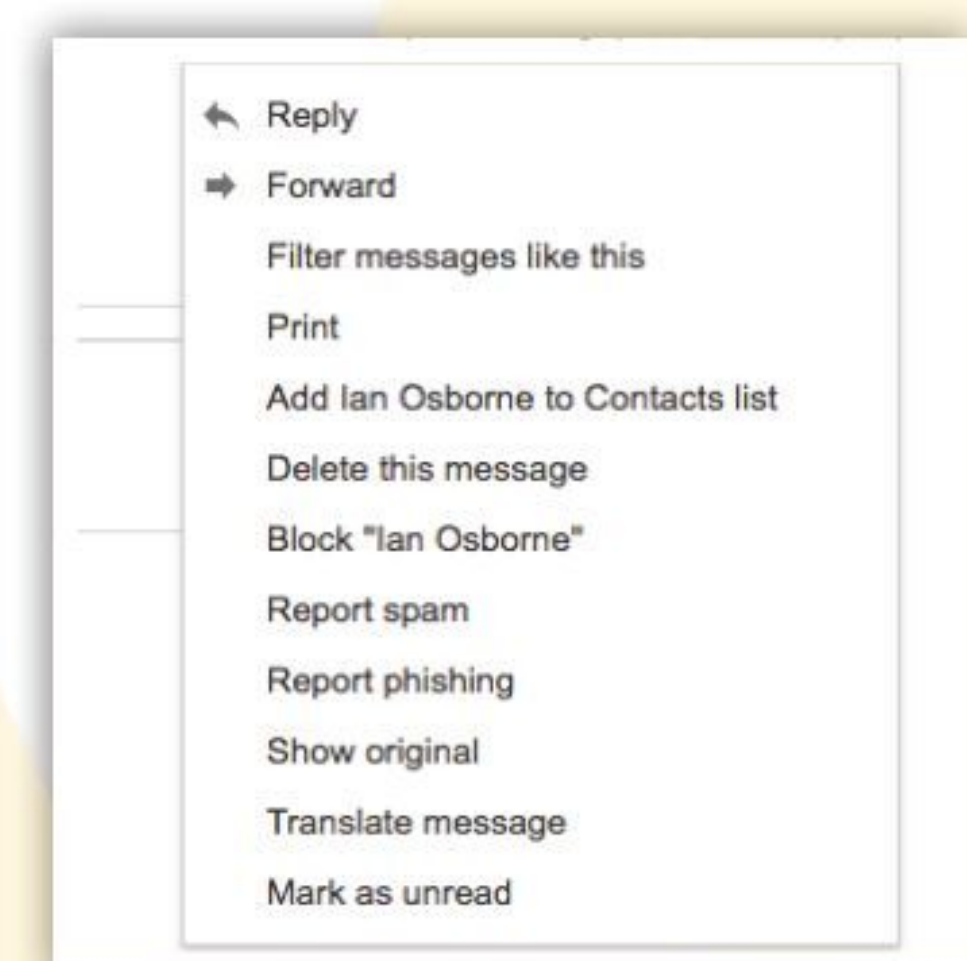


## Creating Filters

Another way to deal with unwanted emails, particularly if you are getting lots of emails from one particular address, is to set up a filter.

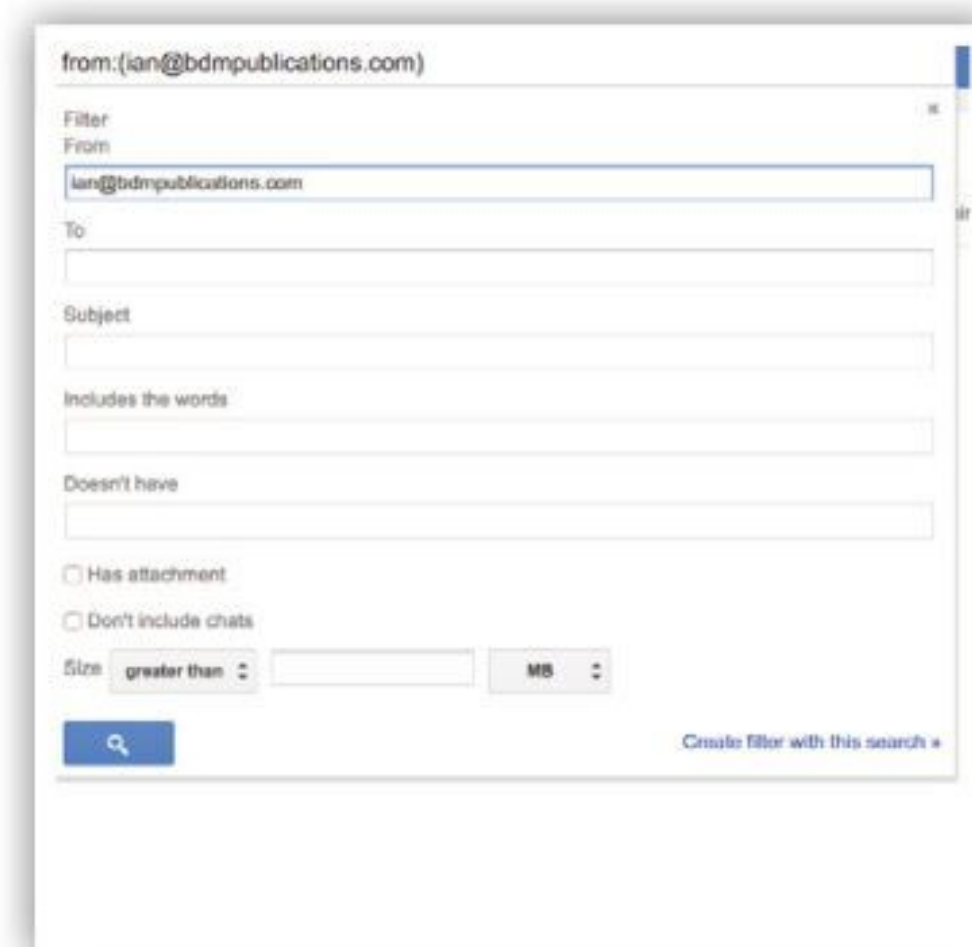
### Step 1

Open the inbox and find a message from the contact you want to filter. Click on the message to open it. Click on the More button to the right of the buttons above the message, and select Filter Messages Like These from the menu.



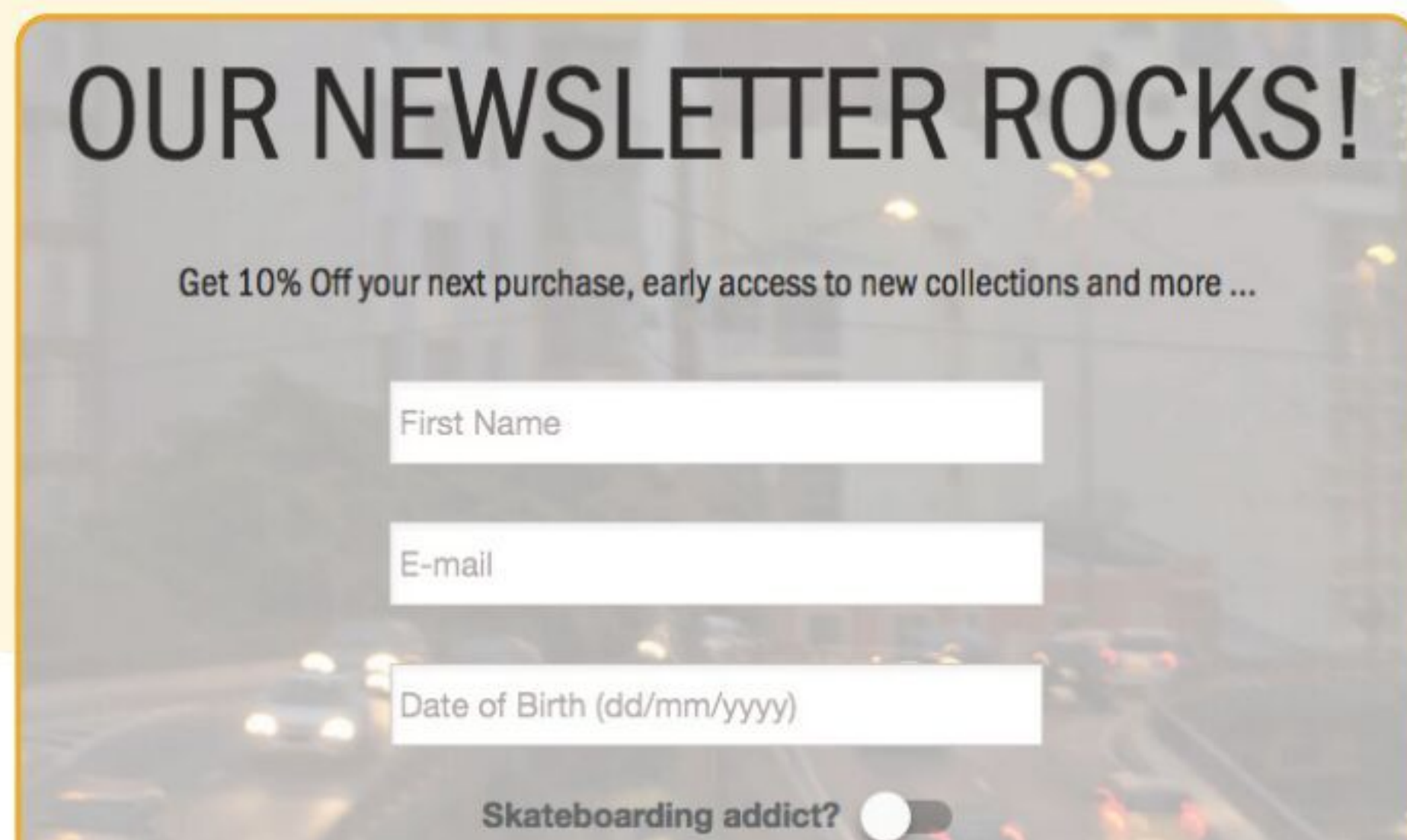
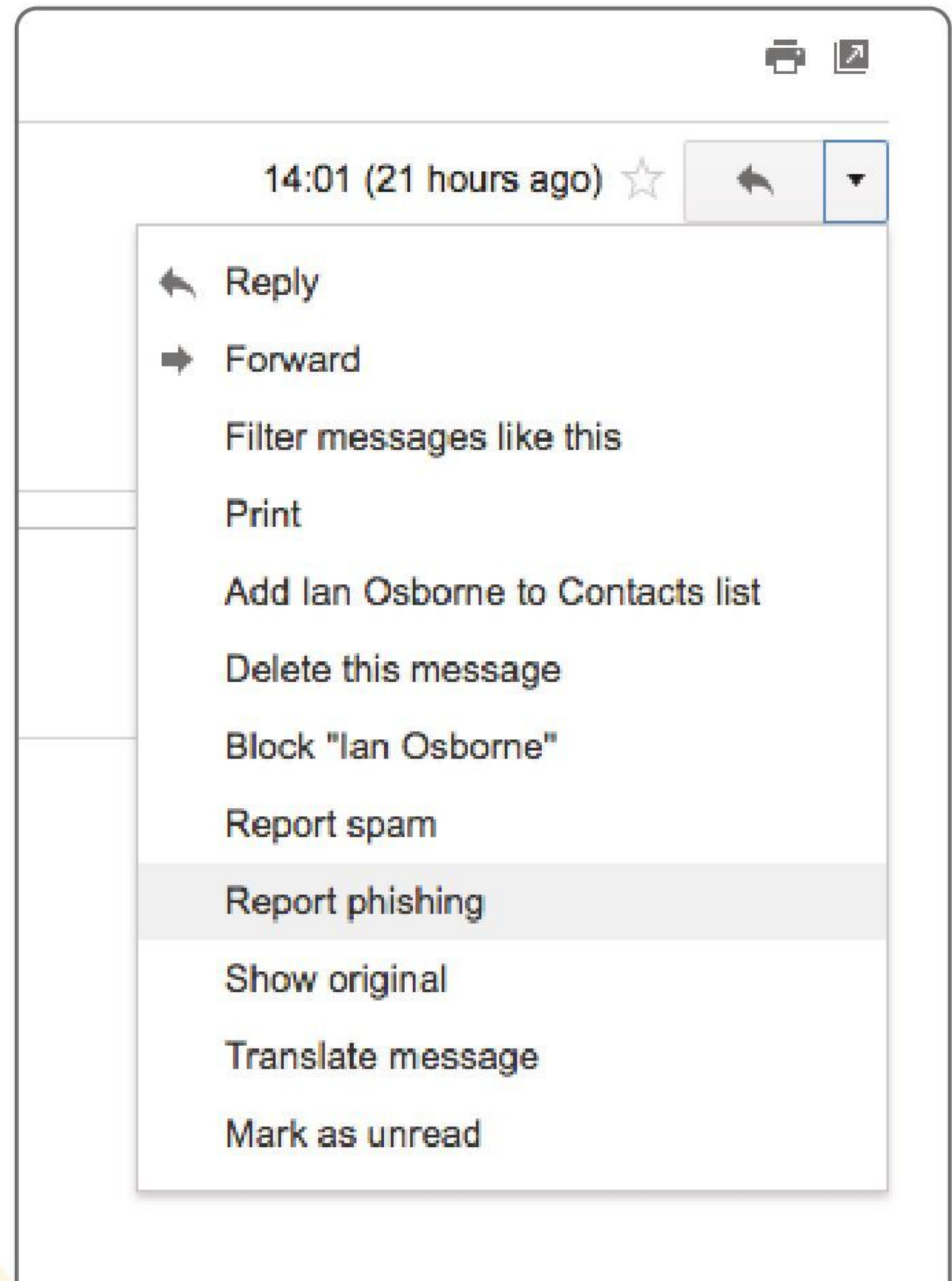
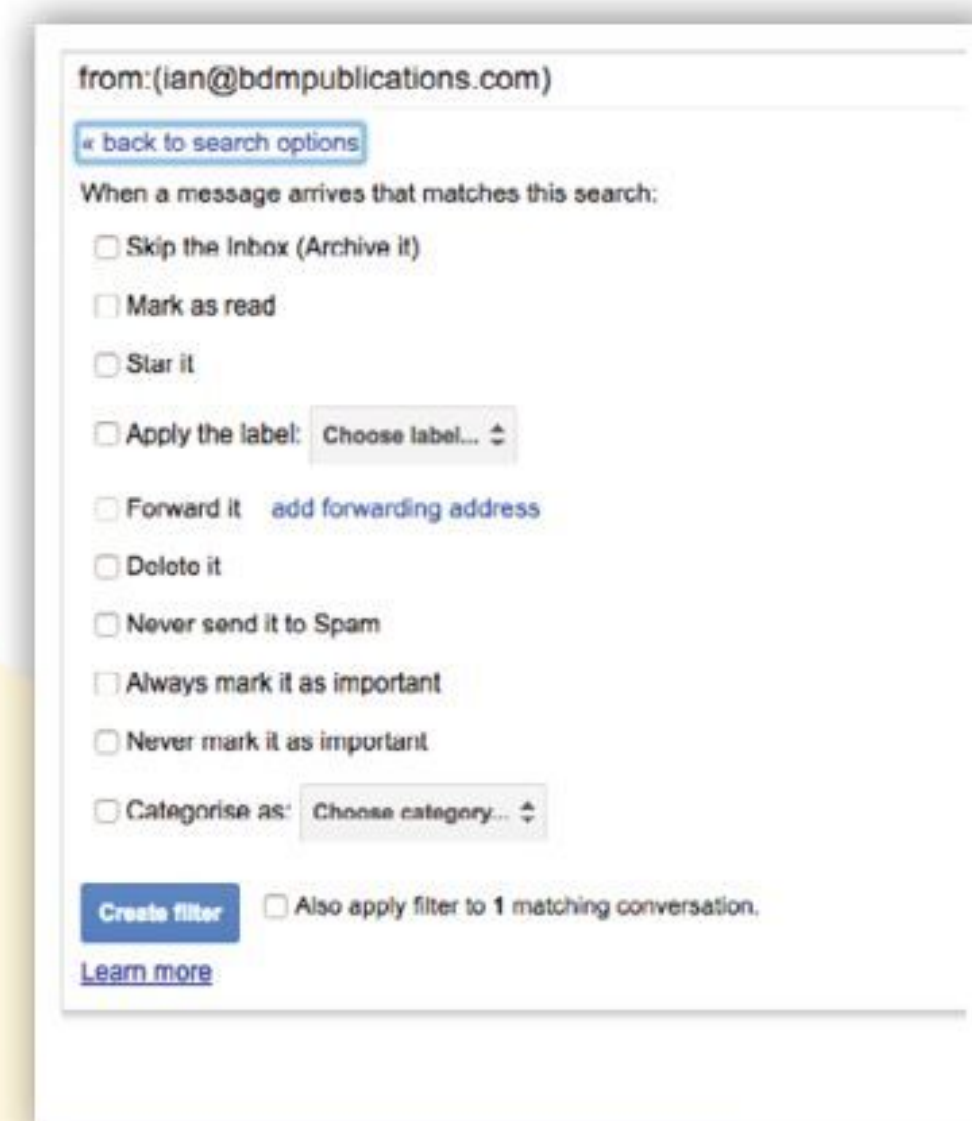
## Step 2

In the box that appears, the email address of the sender will be automatically entered. You can add extra triggers to the filter such as certain words or recipient addresses. Next, click Create filter with this search.



## Step 3

You can now decide what to do with messages that trigger this filter. There are numerous options, and not just options for spam messages. For the purpose of this guide, choose Delete it. Click Create Filter to finish.



## Protect Your Email Address

One of the very best ways of ensuring that spam does not become the bane of your life is to protect your email at all times. Entering your email address onto websites that you don't fully trust or posting the address on blogs and forums, will almost certainly lead to a whole heap of spam heading your way. Automated software (bots) scan through millions of web pages to find email addresses, which are then used by spammers to flood your inbox with unwanted emails.

If you do need to write your email on a blog or forum (in the signature for example), write it in a way that a non-human reader would not understand. For example, you could write it as john dot doe at gmail dot com (instead of john.doe@gmail.com). A human should understand how to write that email address properly.

## What is Phishing?

Phishing is the process of trying to find private information such as PIN numbers, passwords and user names by trickery. Sometimes spammers create fake websites that look for example, like a well-known bank's login page. You will then get an email pretending to be from that bank, asking you to confirm your login or change some settings by clicking a link to the fake website. When you enter your email and password on one of these pages, the spammer records your information and keeps it.

Remember that banks or credit card companies will never ask you to email them your password or click on links in emails. If you are in any doubt as to the legitimacy of an email and the links within, the first thing to check is the link. Without clicking it, roll your mouse pointer over the link and look at the information that appears at the bottom of the browser window. This will show you the actual link address, letting you check whether it looks OK. If you really want to check your online bank, open a new browser window and navigate to your bank's page normally.

If the message seems like an attempt to get your personal information, click Report Phishing from the message options menu (arrow to the right of the Reply button) to help Gmail and Google learn from such attempts.

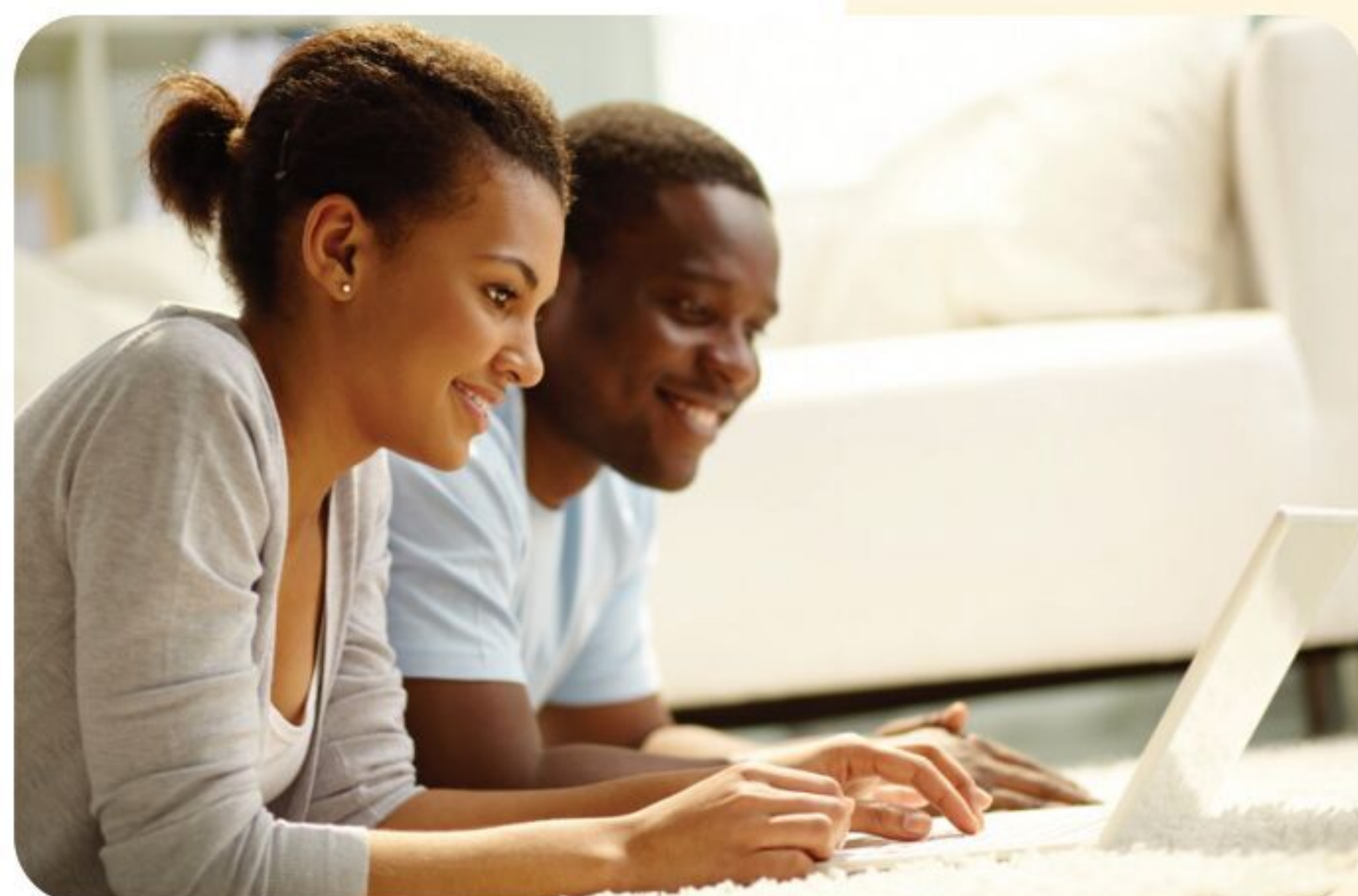
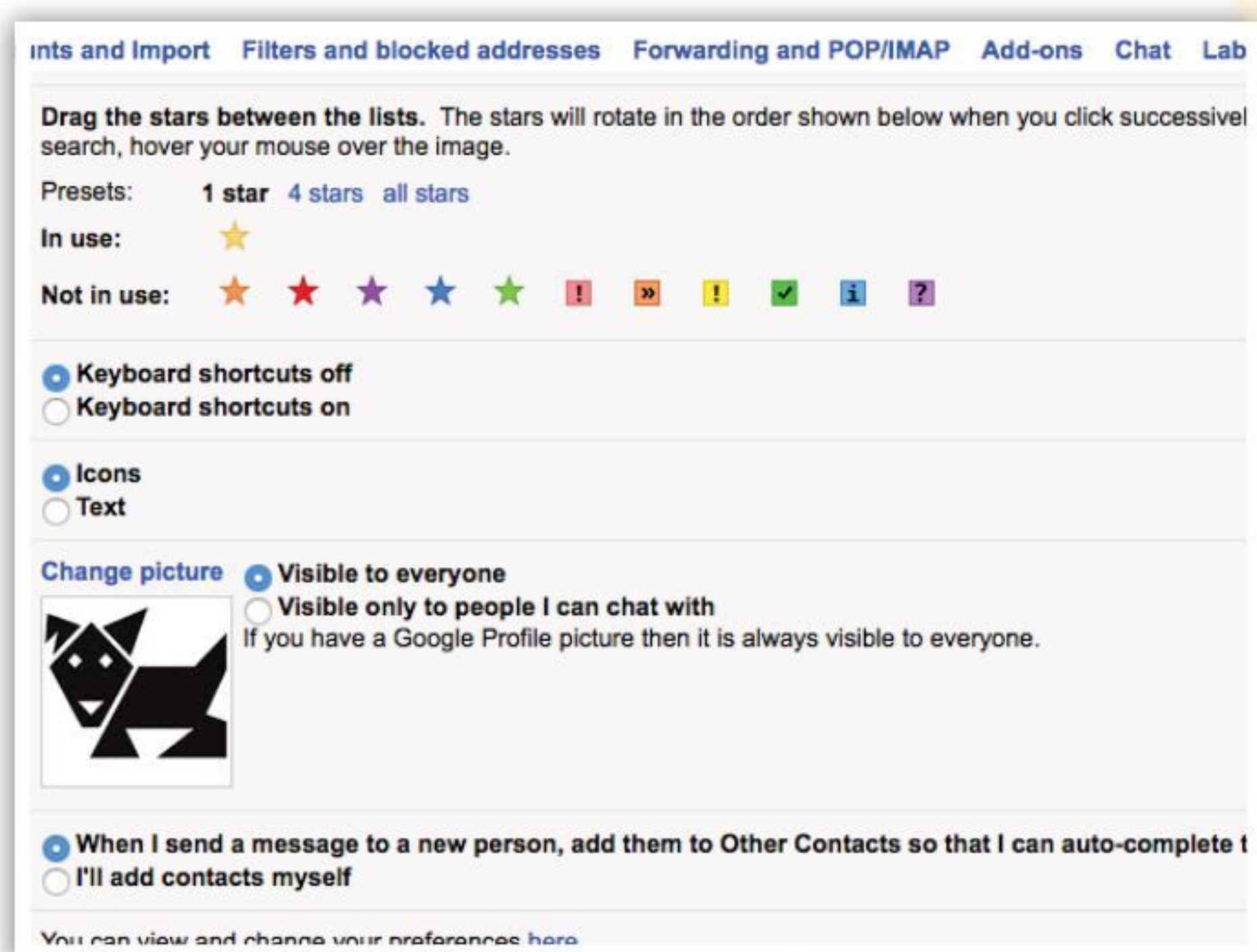


# Gmail User Tips and Tricks

You can be up and running with the basic Gmail in seconds, or you can spend ages customising it and getting it set up in several different ways. Even if you have been using Gmail for a while, there are probably dozens of tricks that you never even knew were possible.

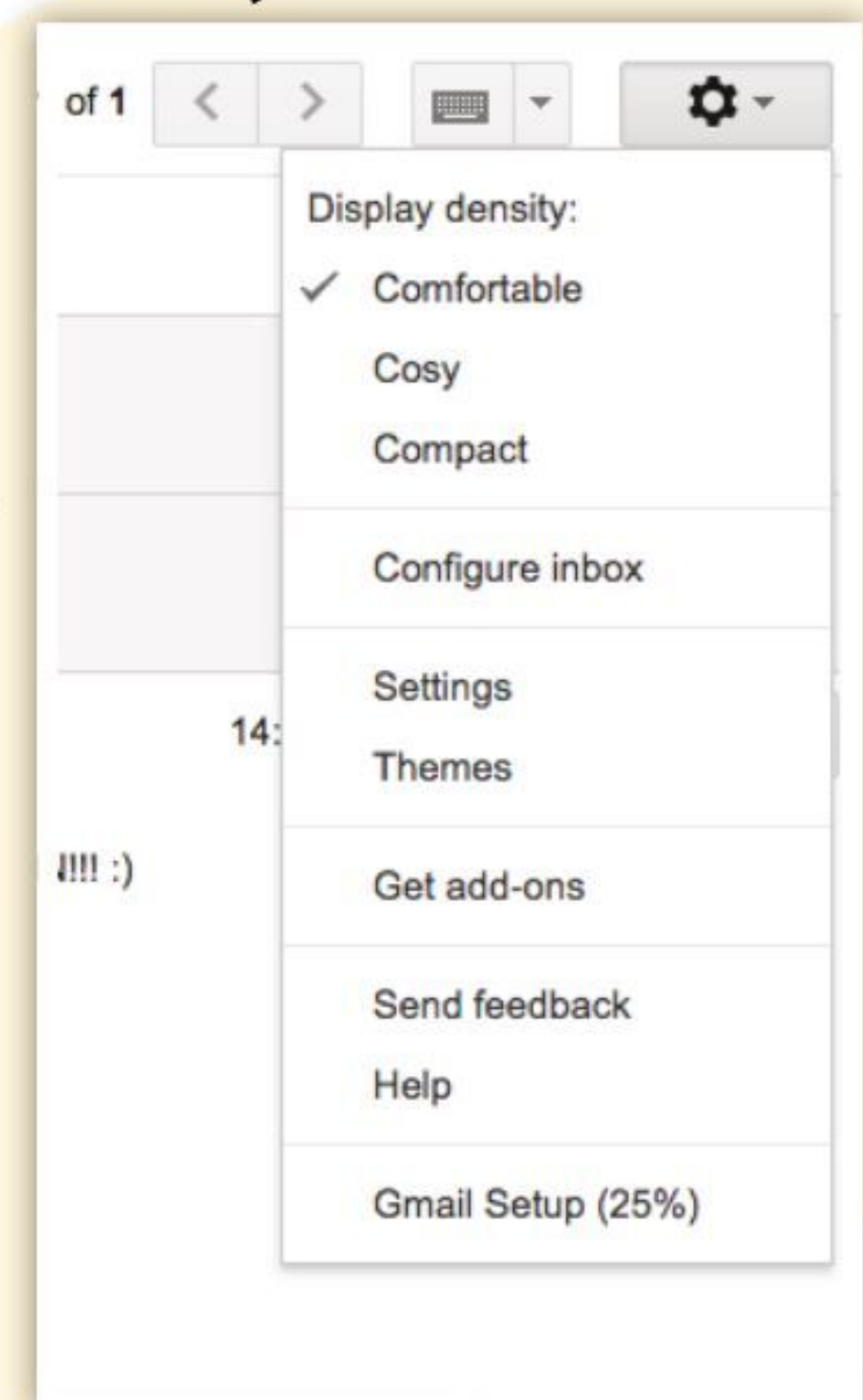
### Add Stars to Messages

You can mark a conversation or message that appears next to the item in your inbox with a star. Stars can be an eye catching way to mark a special message or even a great visual reminder to follow up on an item later. Stars will only appear to you and not to anyone else, so you won't offend your friends by starring their messages rather than reading them. To star a message from your inbox, just click the Star icon next to the sender's name. You can also add a star when reading a message by clicking the icon on the top right of the message.



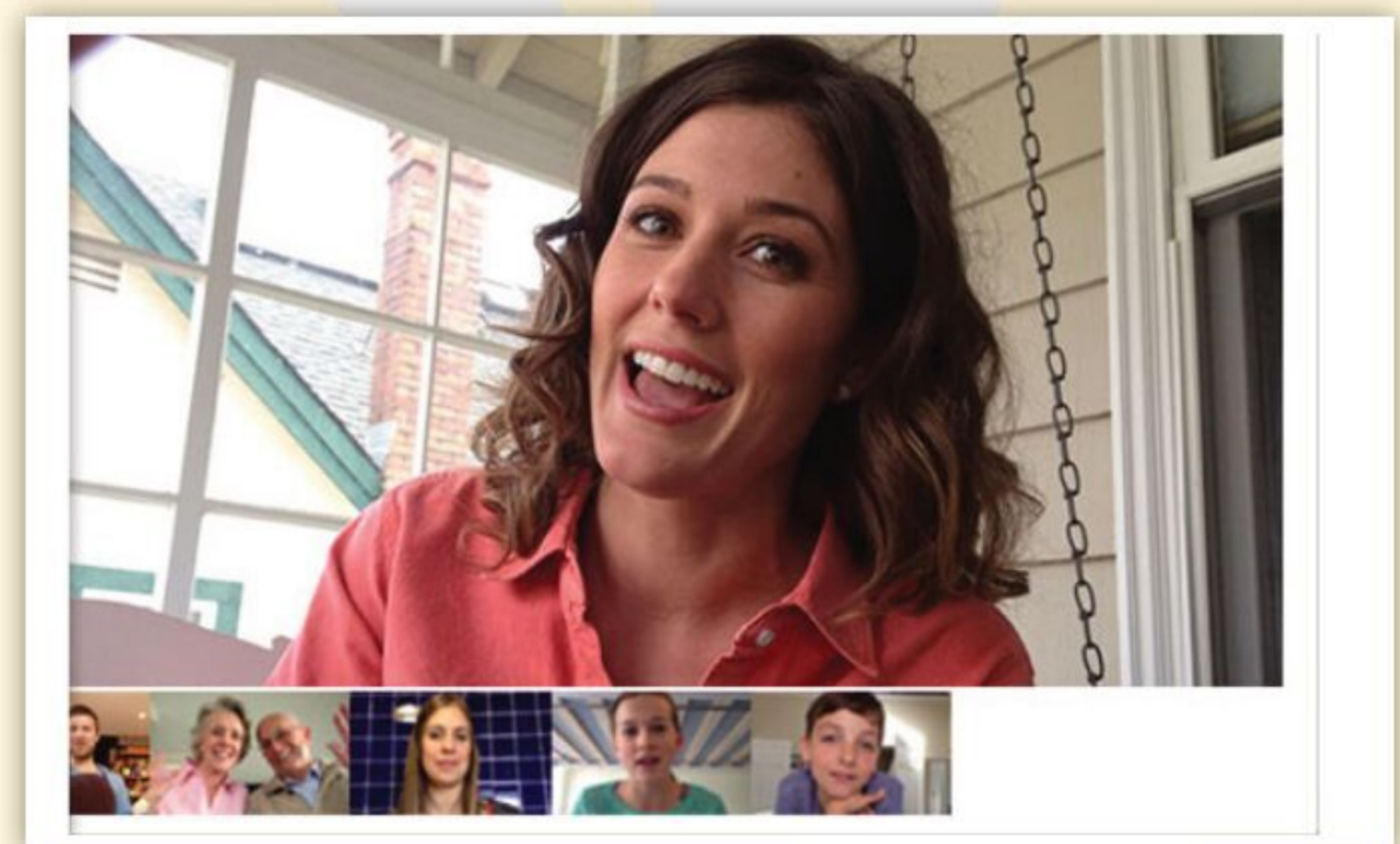
### Customise Display Density

Gmail automatically adjusts the amount or "density" of information on a page when you adjust your browser window or when you use different sized screens. If you prefer a denser view whatever size your monitor, you can set a limit on your Default Density. This setting reflects the lowest density (the most space) permitted for your account. Choose how many messages are on your screen at a time by clicking on the gear icon and then selecting from Comfortable, Cosy or Compact.



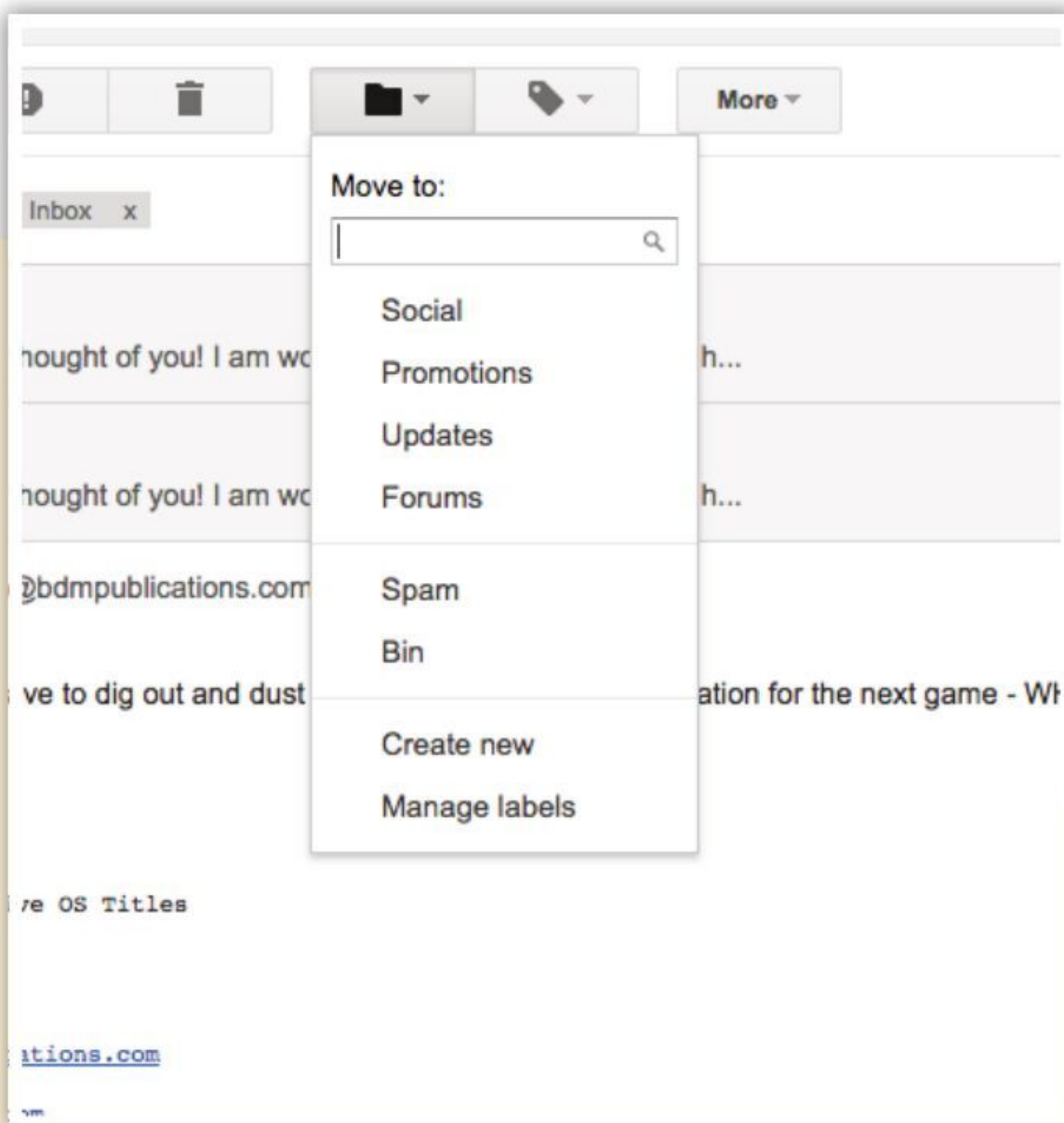
### Voice and Video Chat

With Gmail, you can now use voice and video chat services such as Google+. From within these services, you can have an actual conversation with someone or even chat face-to-face over video. To get started, download the voice and video chat plug-in from [www.google.com/chat/video](http://www.google.com/chat/video), quit all open browser windows and install the plug-in. Sign in to Gmail, Google+ or Chrome OS device.



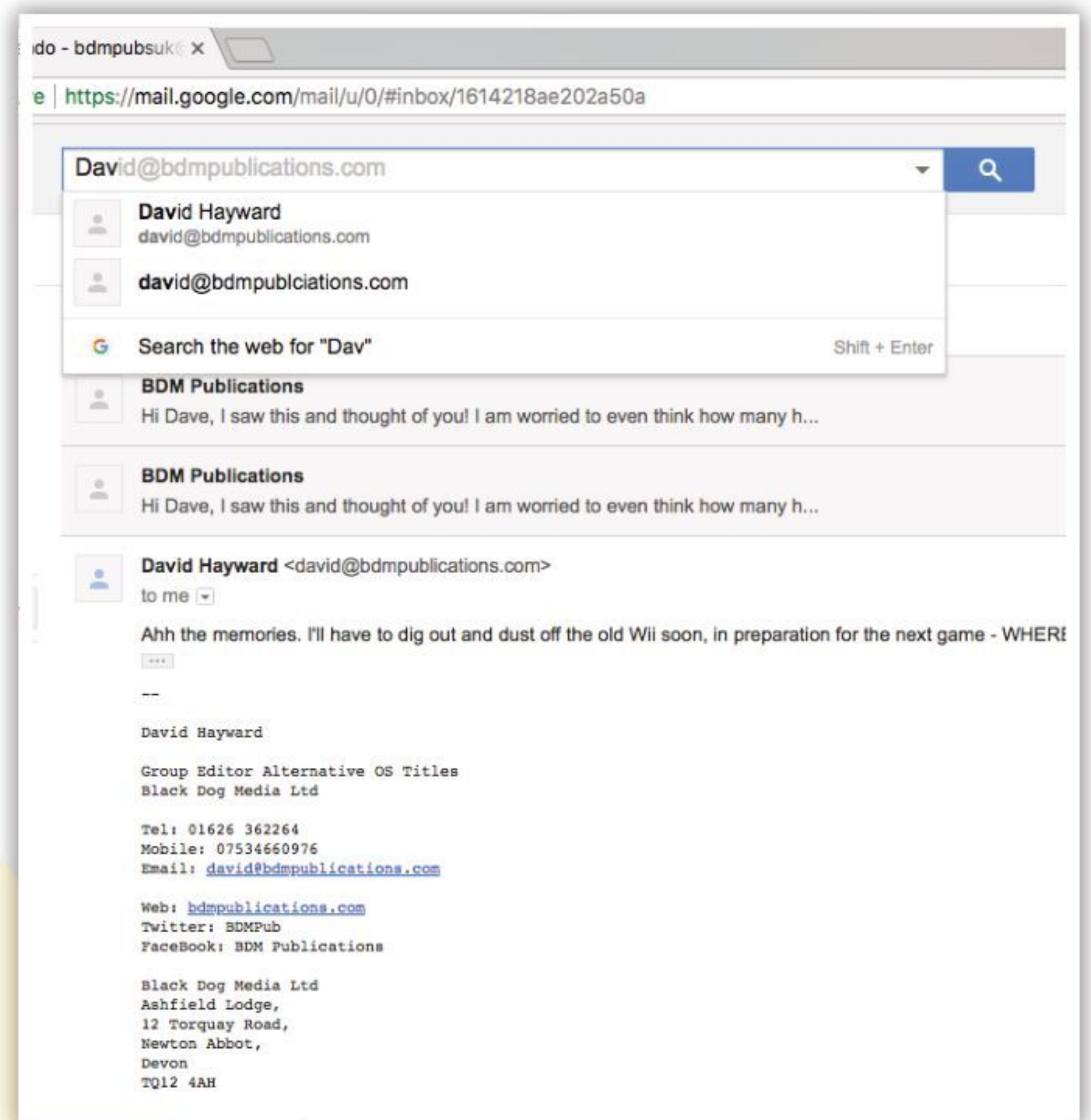
## Labelling Your Emails

Labels help you organise your messages into categories such as work, family, to-do, read later, jokes, recipes, etc. Labels do all the work that folders do but with the added bonus that you can add more than one to a message. Only you can see your labels, so whether you mark a message with "Best friend" or "Read later", the sender will never know. You can create a new label for a message in your inbox by selecting the box next to the message, clicking the Label button above your message list and then clicking Create New.



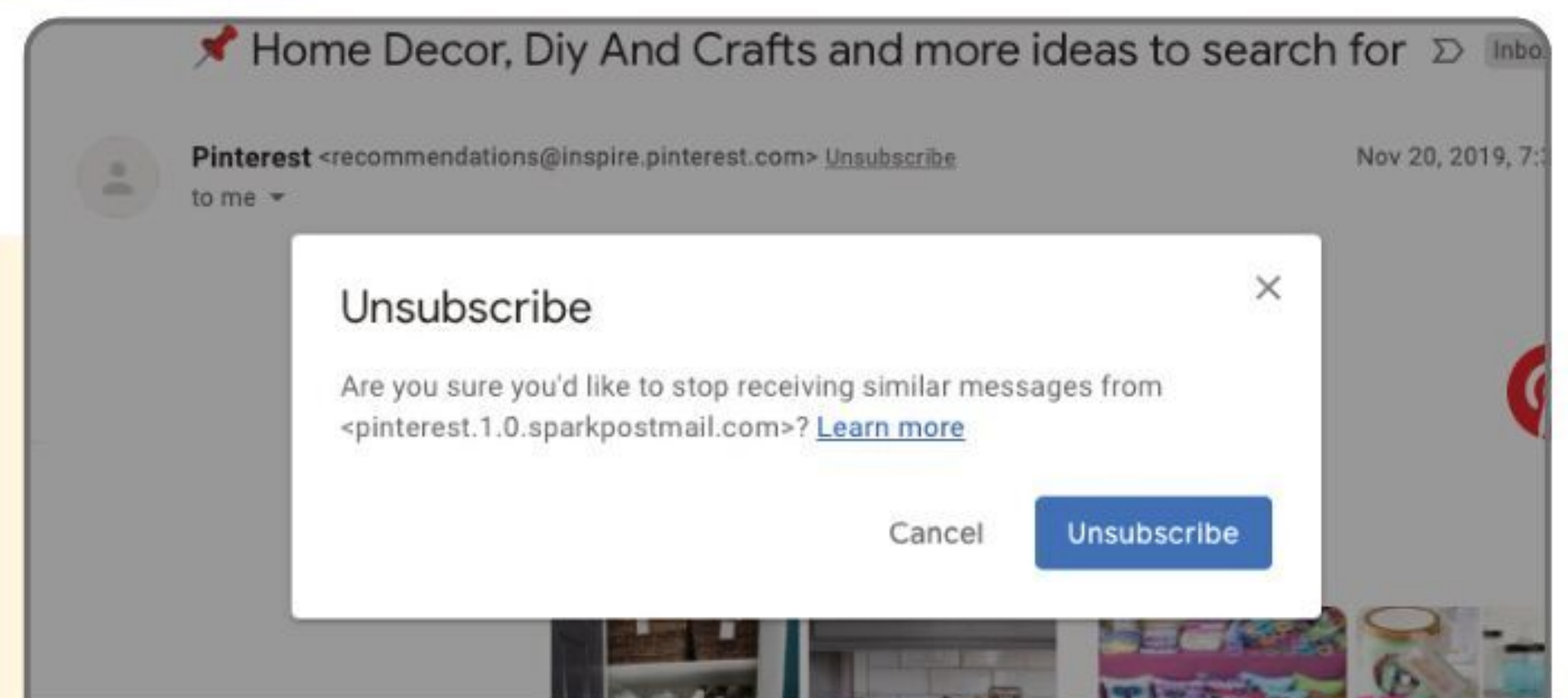
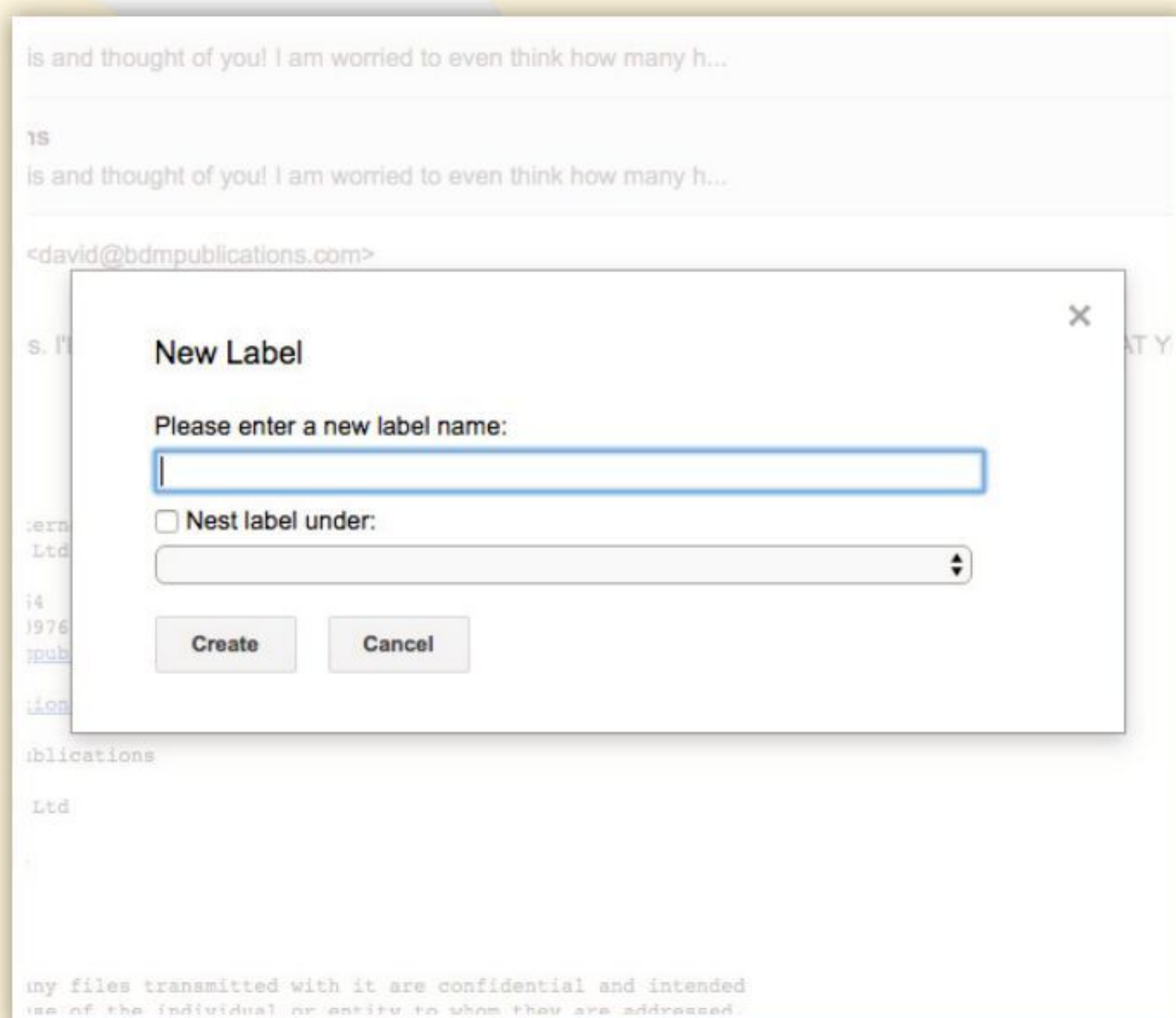
## Search Your Mail

It can be a pain to scroll through hundreds of old emails just to find the one you need, which is why you might want to try searching for it instead. For example, if you're looking for a message that contains the word "shopping", simply type "shopping" in the search field and click the Search button. Your results will be displayed with your search results and within the message highlighted in yellow. If you're having trouble finding the result you want, you can refine your query by clicking the small arrow in the search box and entering your criteria in the appropriate fields.



## Clean Up Your Inbox

You can use the Move To button at the top of your inbox to easily move a message out of your inbox and add a label at the same time. If you have lots of labels, you can pick the one you want by typing the first couple of characters and letting auto-complete find the right one, or alternatively create a new one.



## Instant Unsubscribe

No matter how much you try to stop them, if you have purchased something online or sign up for something free you will be most likely added to a mailing list. Said lists are often a very valuable tool, alerting you to possible special offers and updates on a subject that interests you. Alas most are not and are simply random filler for your inbox. When you receive such an email, and you wish to make it your last from the sender, look to the sender address at the top of the email. Here you will notice the Unsubscribe link. Click this link and confirm by pressing the blue button to stop receiving email from this sender.

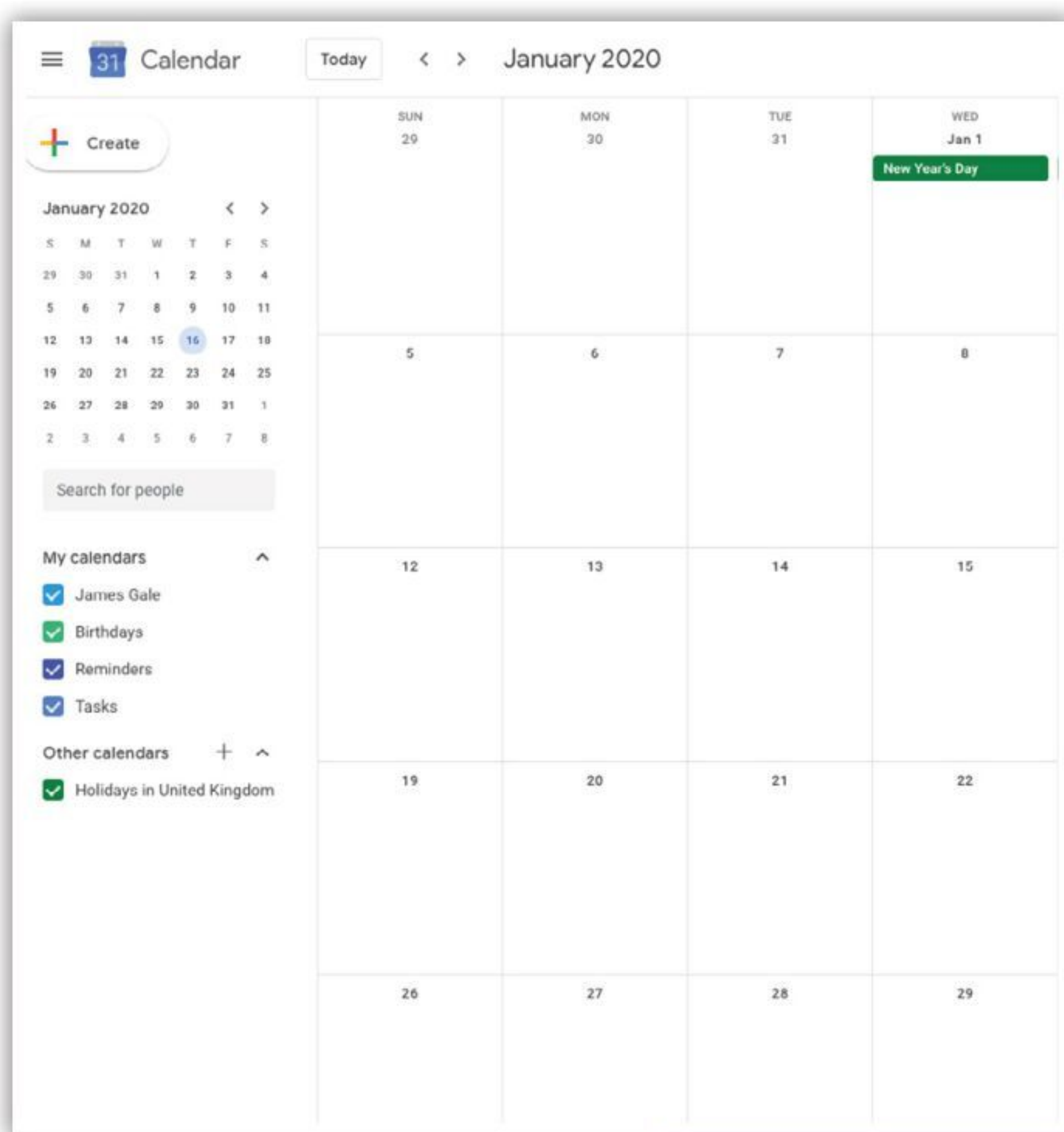


# Improving the Google Calendar

Google's free online calendar app is perfect for keeping track of all the important events in your life. And if you use other Google products such as Android or Gmail, you can set things up so that everything integrates and syncs perfectly and with barely any effort.

## Creating Events

There are three ways to create a new event on the desktop version of Google Calendar. Which method you use depends entirely on which you find easiest or most convenient.

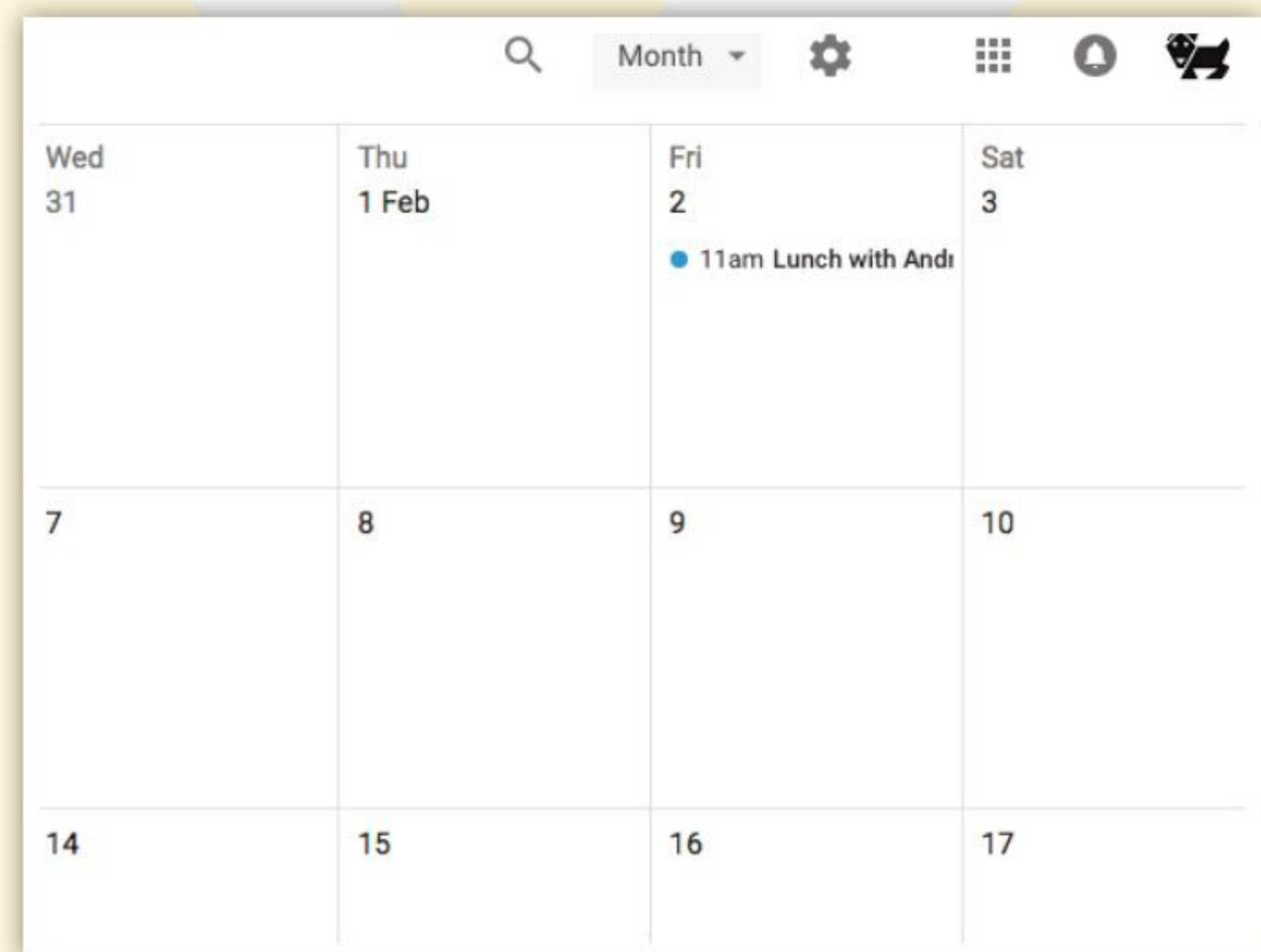
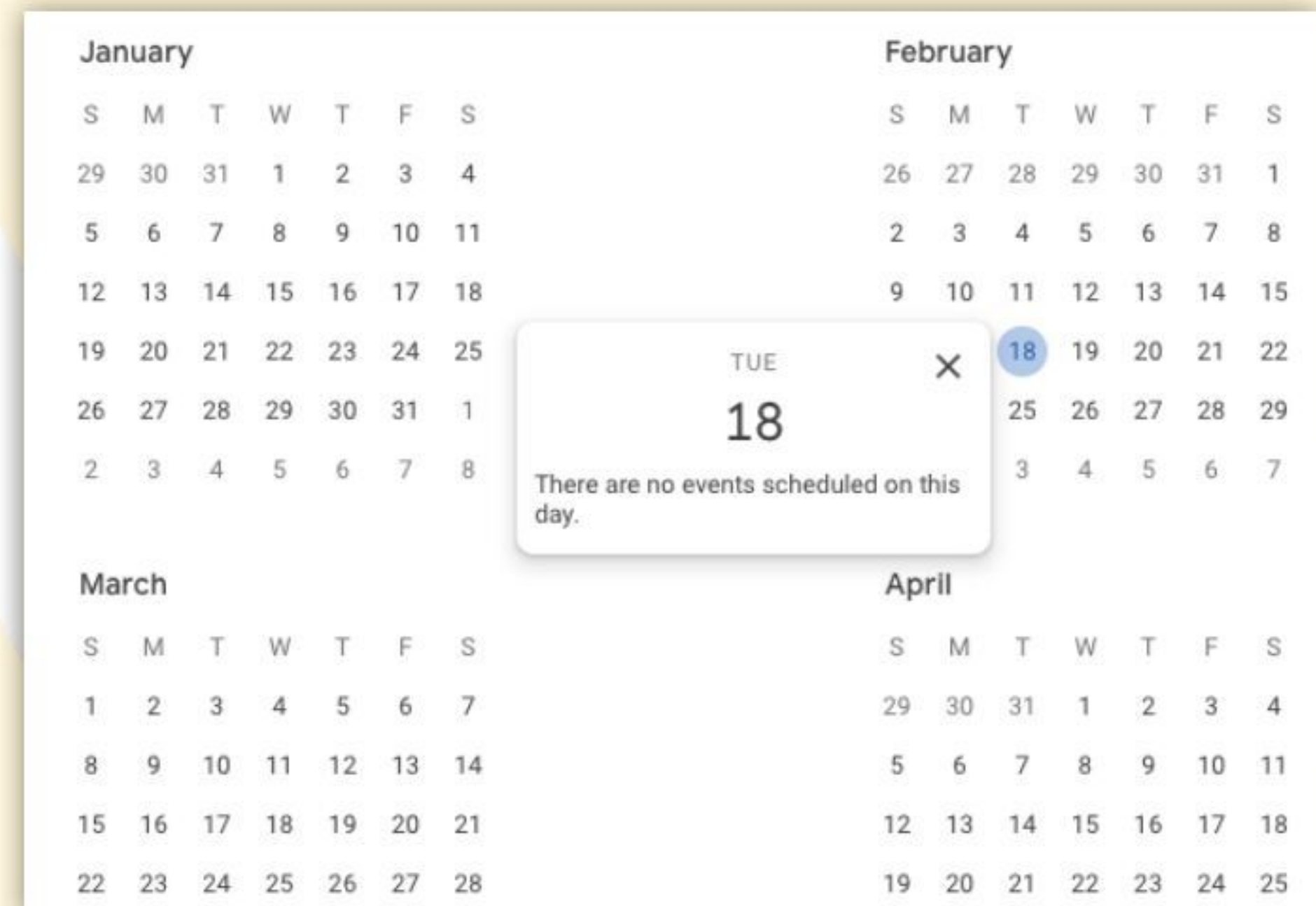


## Click on the Date

Open the Google Calendar screen and scroll to the date and time where you want to mark an event. If you need to look far ahead, click on the month view button at the top of the screen. You can then scroll through whole months by clicking the forward and back arrows, also at the top. If in Week view, you can click and drag on the event location if you want it to spread over more than a single hour. If in Month view, you only have the option to click, although you can change the length of the event afterwards. Type the title and event time for your new event in the box. Finally, click Create event to publish the event to your calendar immediately or click Edit event details to add additional information.

## Using Quick Add

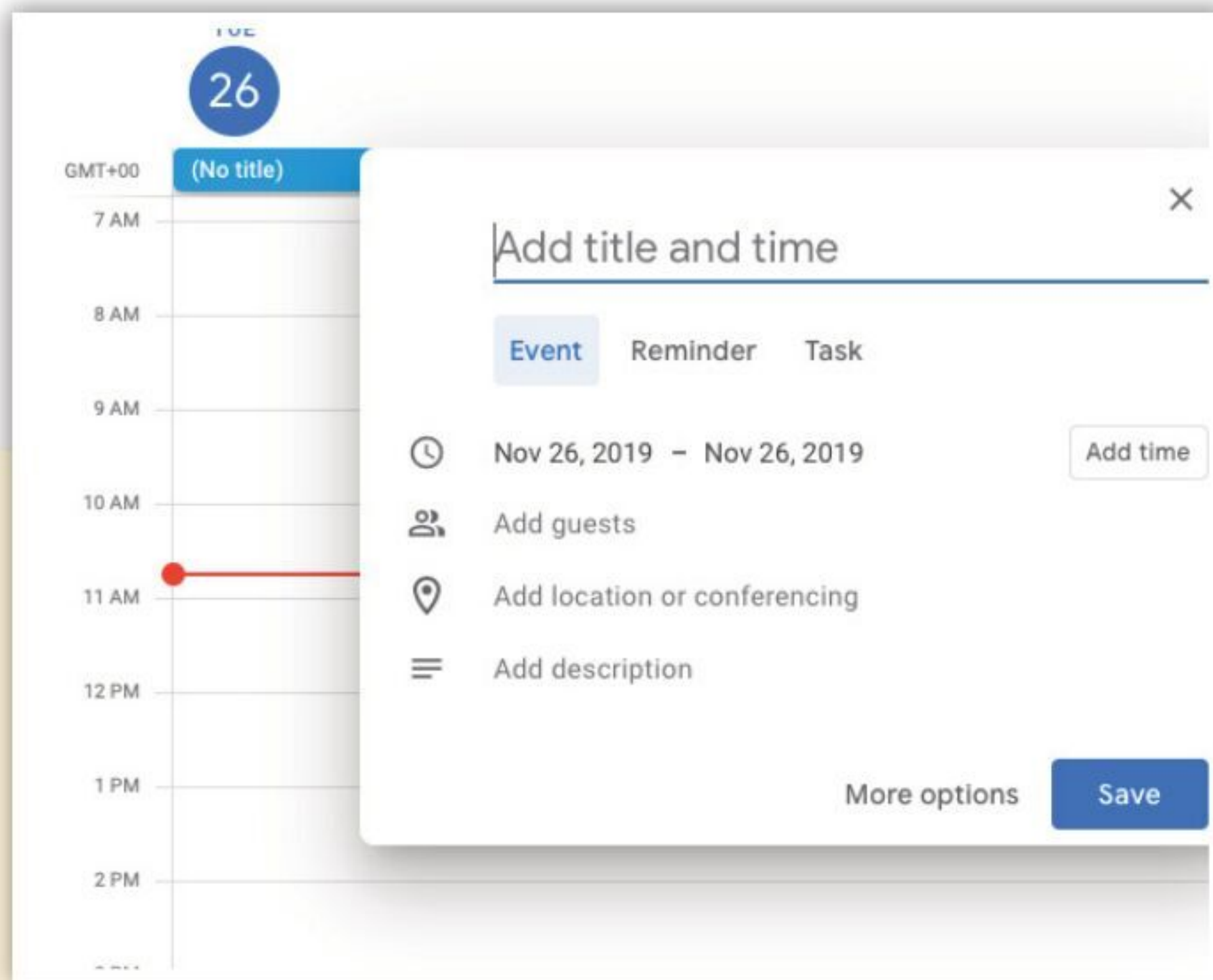
To use Quick Add simply type "Q" while you're in Calendar. Quick Add can almost read your mind. If you type in something like "Lunch with Dad at The Ivy 1pm Friday", Quick Add can figure out what you mean and pop the new event right onto your calendar. Just remember that for Quick Add to work at its best, you need to include: what, event title, e.g. lunch; when, time and date or day; who, if there is anyone else to include in the event; and where, location of the event.





## Click the Create Button

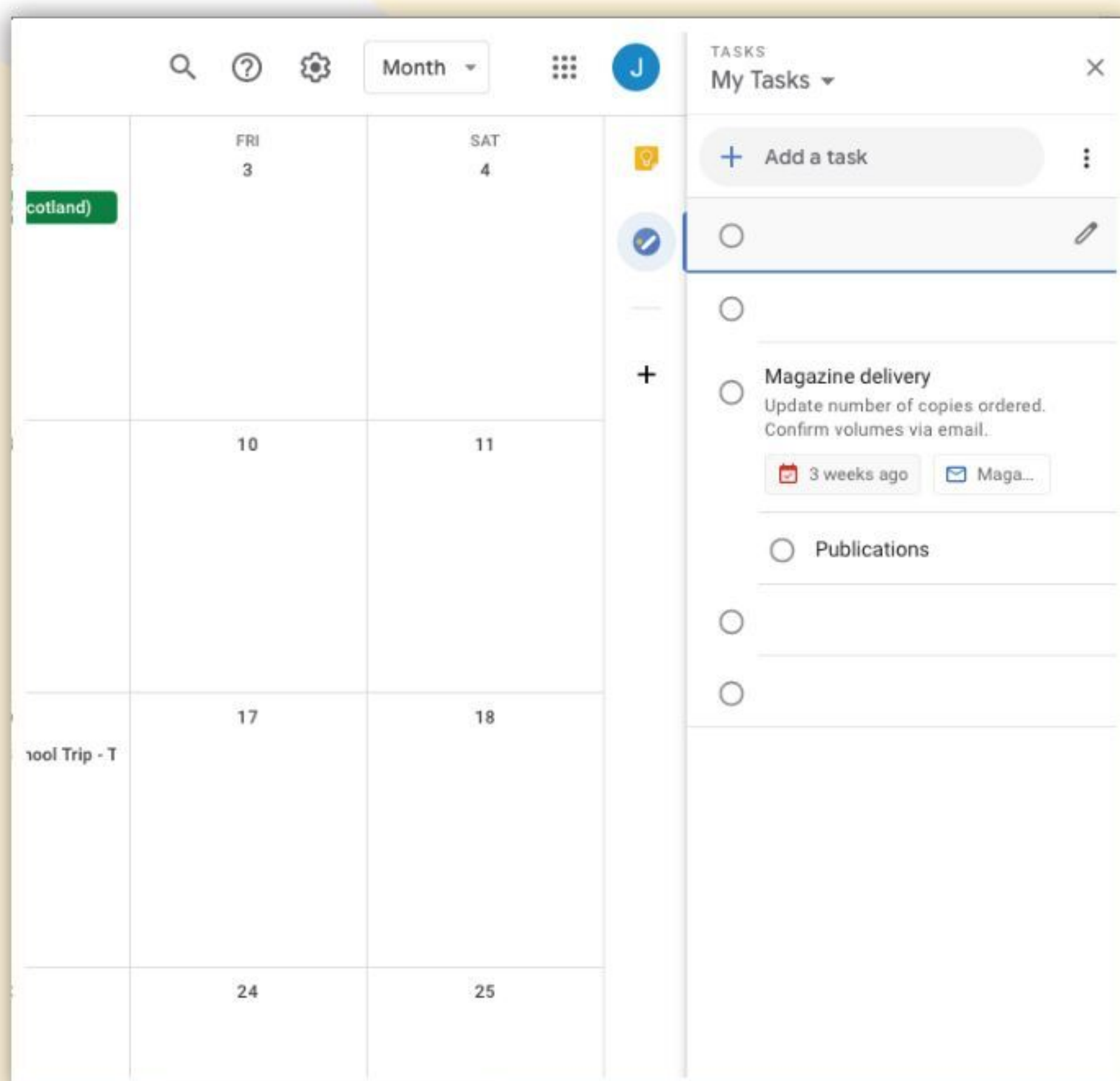
Just click on the Plus sign in the bottom right of your Calendar window, this will bring you to a page where you can enter as much information as you'd like about your event. On this page, you can also add guests, change a reminder setting and publish your event to other users. Once you've entered the appropriate information and selected the desired settings, click Save.



## Using Google Tasks

You can access Google Tasks directly from the Calendar application. By linking these apps together you can quickly work between the two as follows. Open Google Calendar and log in if required. Now click the Tasks icon from the sidebar found on the right hand side of the window. Click Add a task and then start to enter your details via the new task link in Google Calendar.

You can now add tasks to this listing. You can directly add an item from this list to your Calendar by choosing a date in the properties of the task itself. You can edit a task directly from the Calendar app by clicking the pencil icon. From this link you can add a description, change the details and move or delete it.

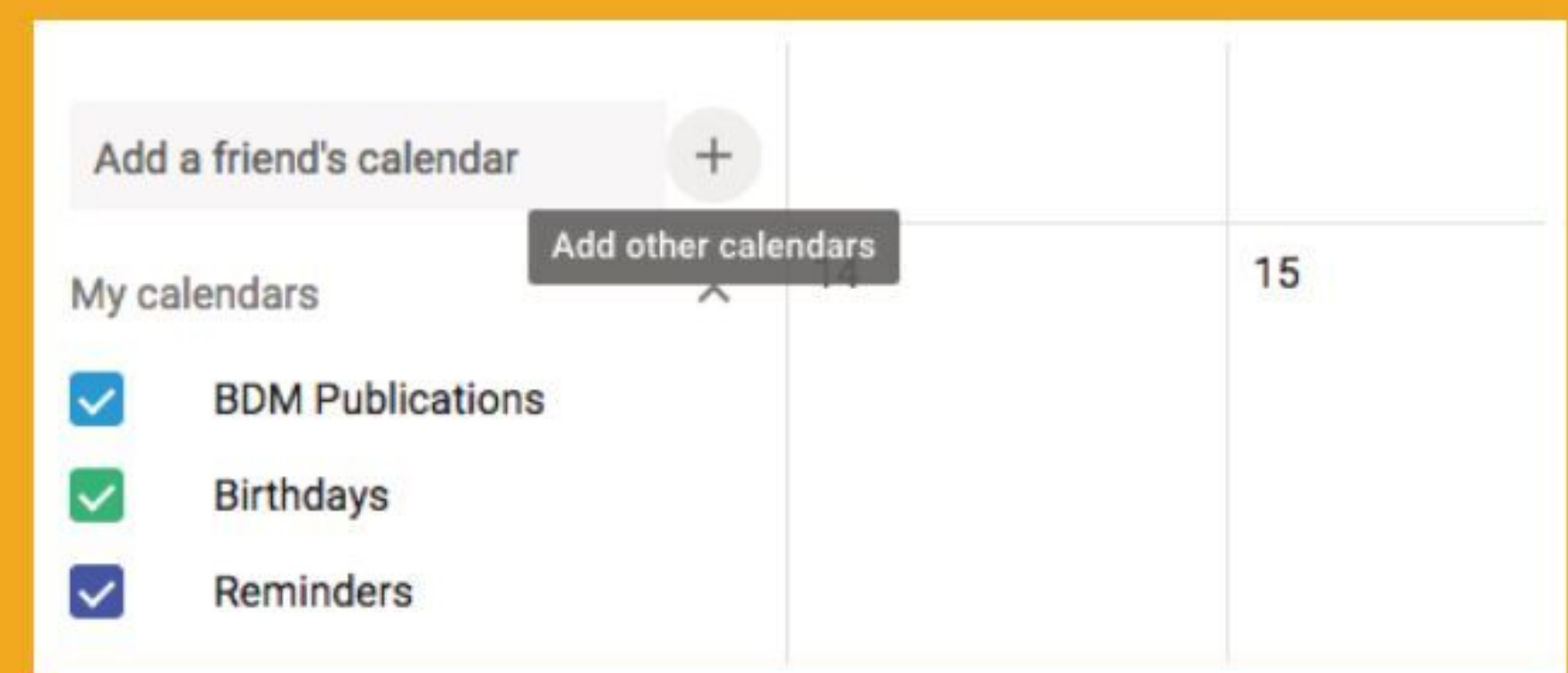


## Create a New Calendar

With Google Calendar you are not restricted to having one calendar crammed with all your birthdays, events, appointments and holidays. To make things less messy, it is possible to create several calendars if, for example, you want to keep personal and business entries completely separate.

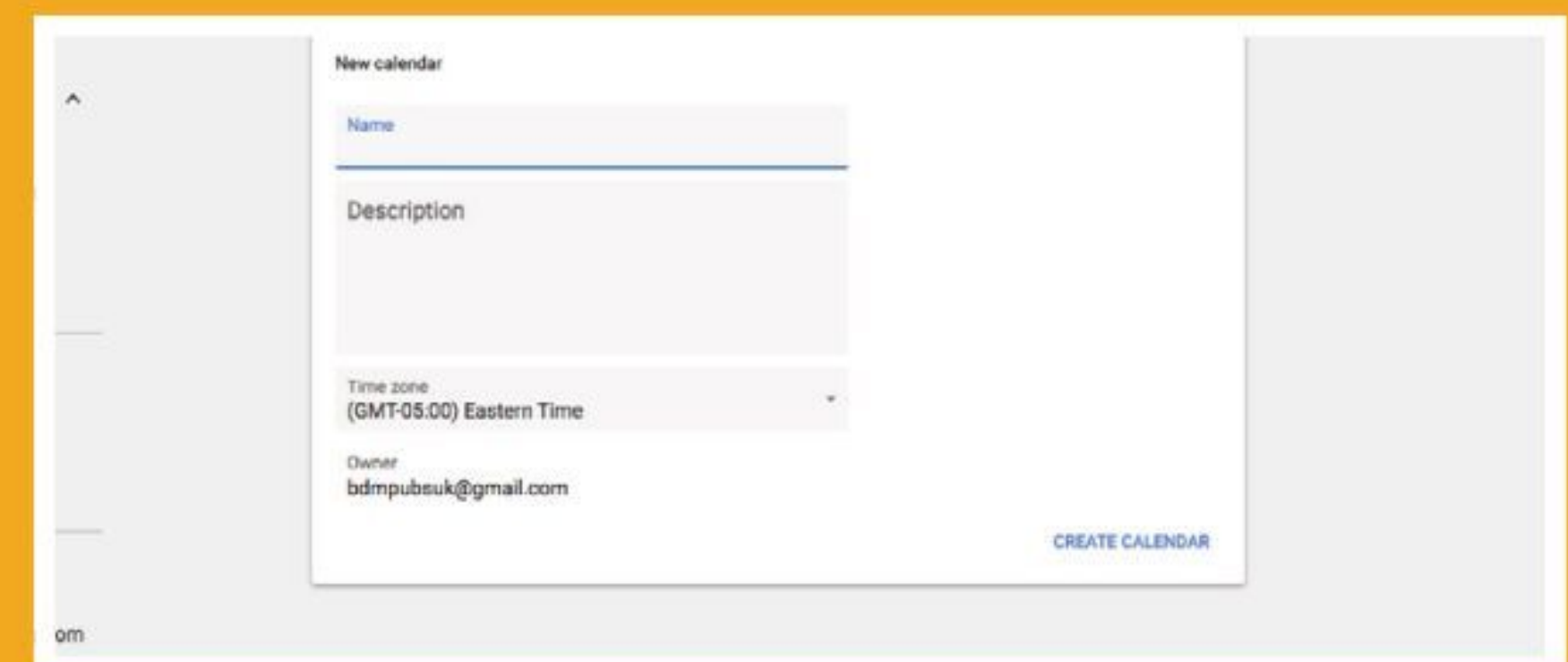
### Step 1

At the left-hand side of the Google Calendars screen, look for the section labelled My Calendars. Click on the small arrow button and select Create New Calendar.



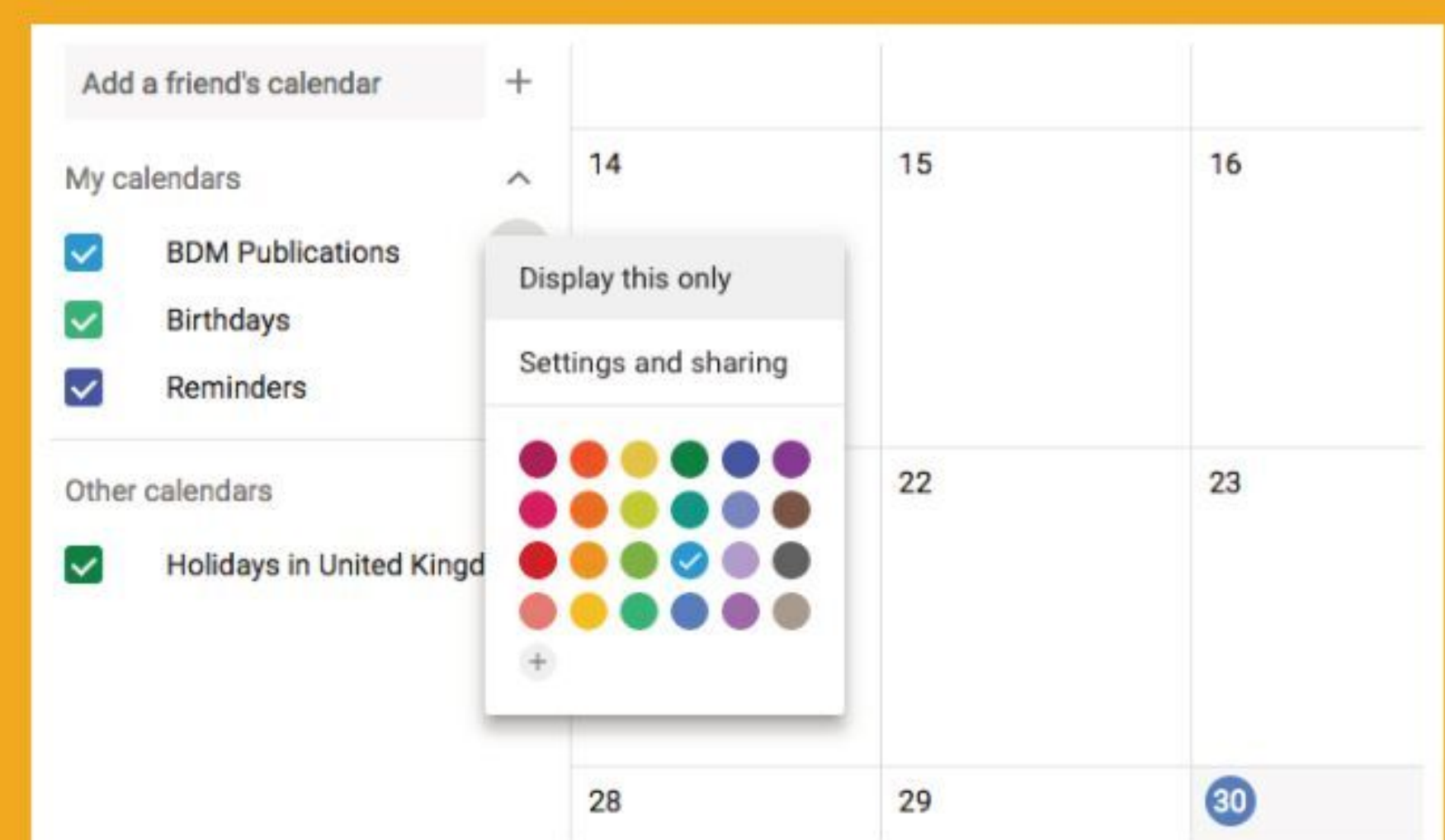
### Step 2

Give your new calendar a title and write a description if you wish. The location box is useful if the calendar is to be public, as it makes it easier for your friends or family to find events on it.



### Step 3

All of the calendars you create will be listed under My Calendars on the left side of your page. Just click on the name to select it. For each of the calendars, you can add, delete and edit events any time you like.



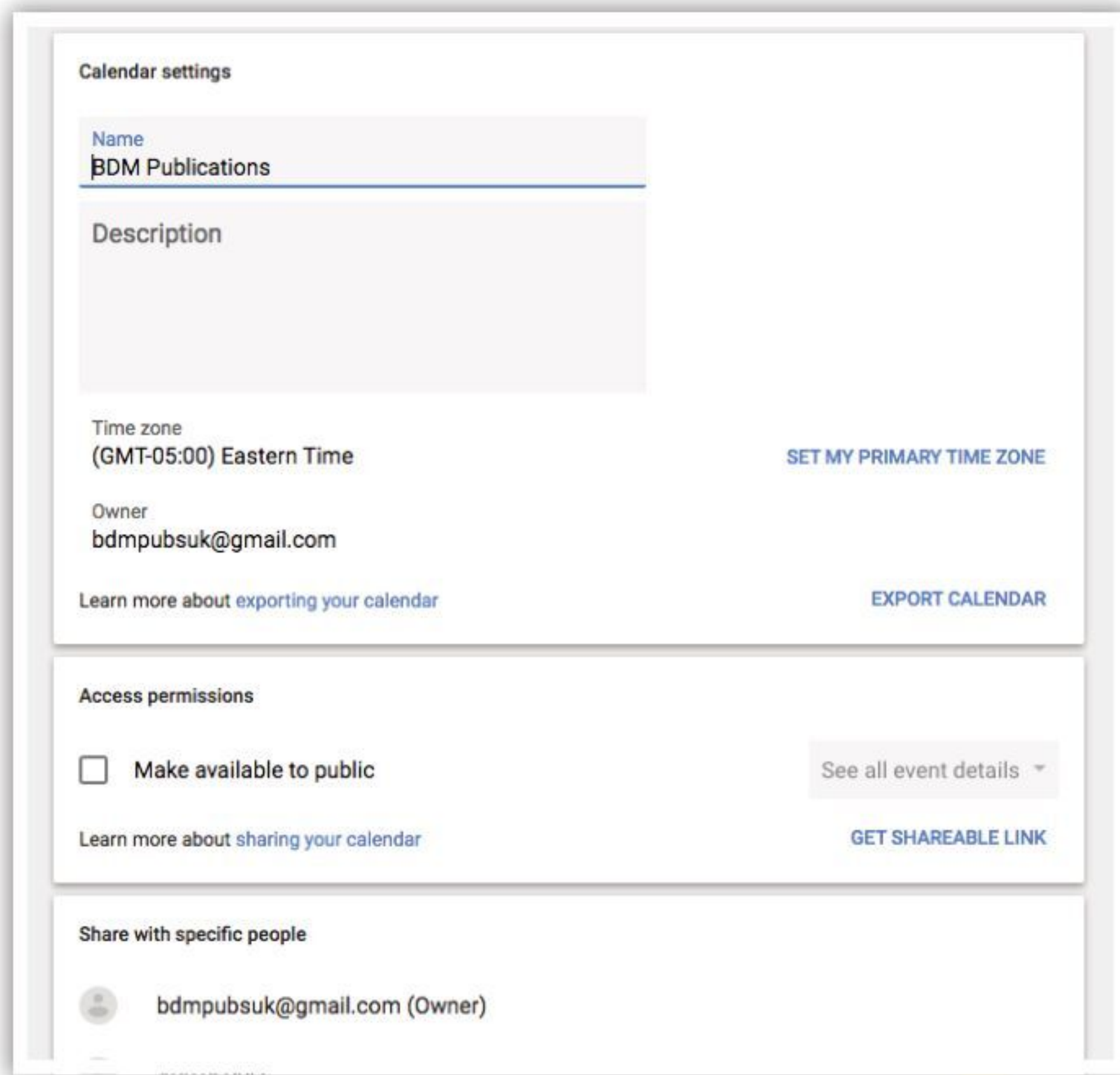
# Using Google Apps

## Sharing Your Calendar

It is possible to share your different calendars with individuals or groups. An email invitation is sent and the contact will be able to view your calendar alongside theirs.

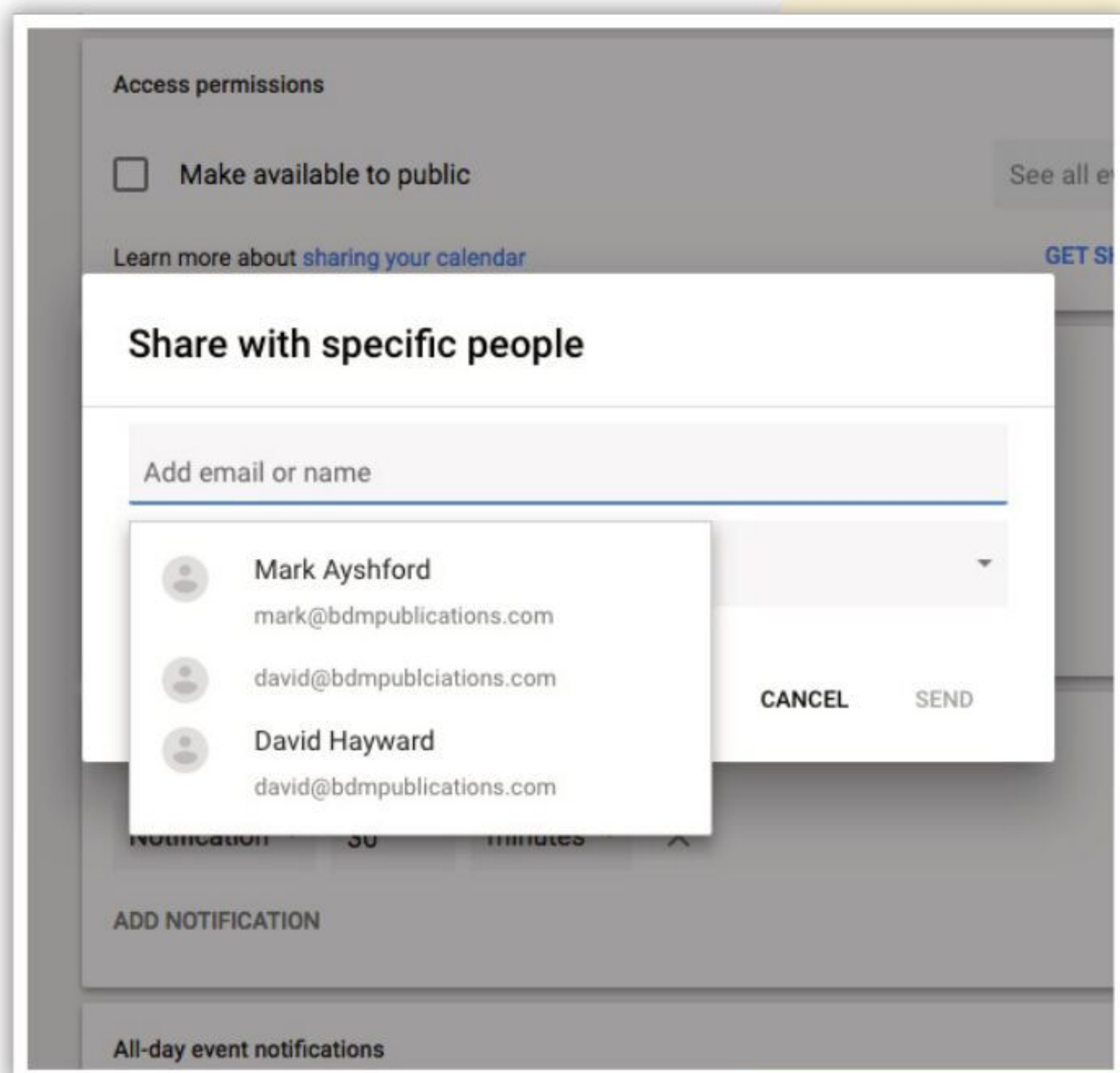
### Step 1

Log in to your Google Calendar and look for the calendar list on the left-hand side of the screen. Roll the mouse over the calendar you want to share and click the small arrow button. Select Share this Calendar from the drop-down menu.



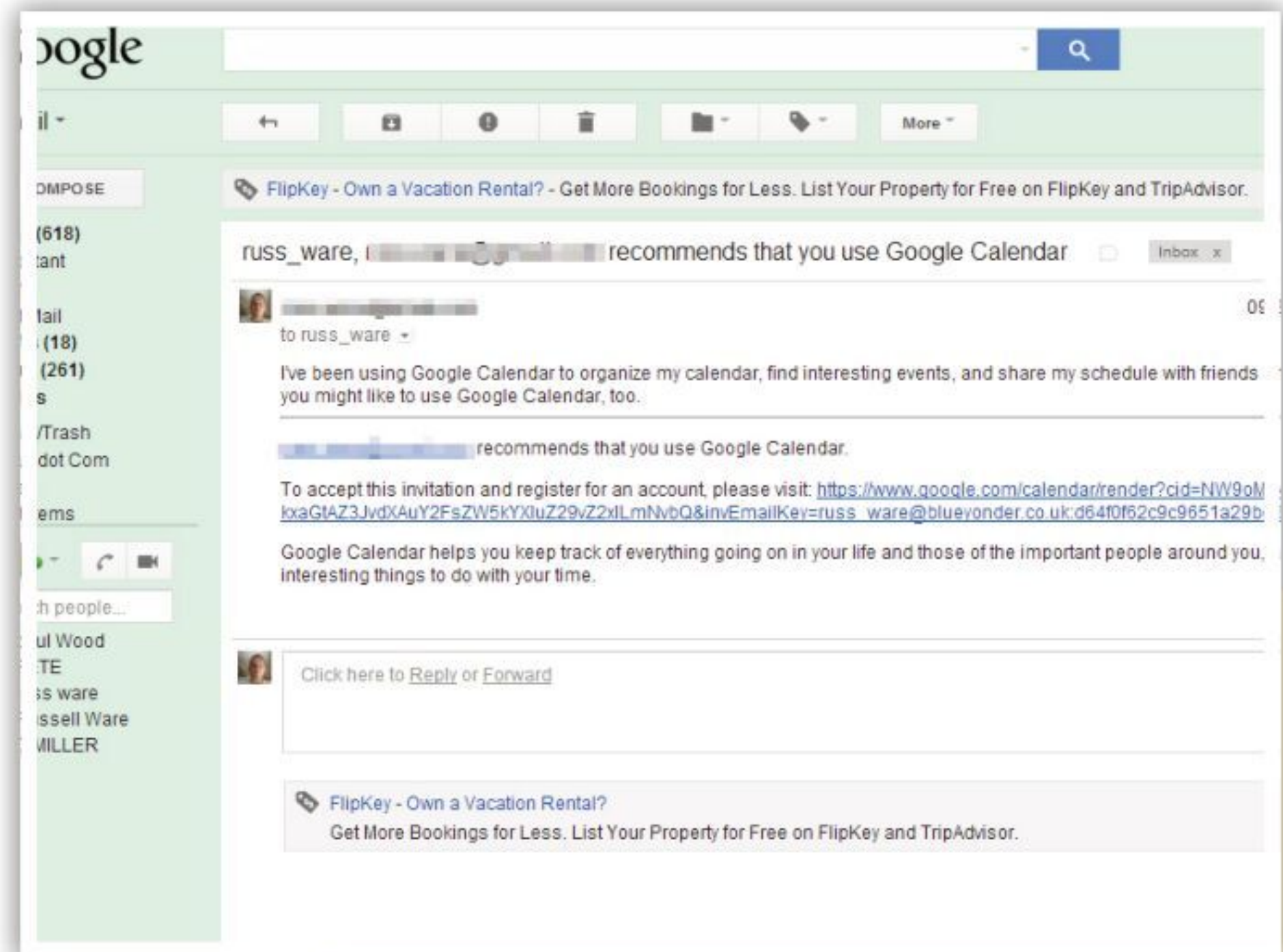
### Step 2

Enter the email address of the person with whom you want to share your calendar. From the drop-down menu on the right side, select a level of permission (view only or view and make changes), then click Add Person. Click Save to finish.



### Step 3

Once you click Save, the person with whom you selected to share the calendar will receive an email invitation to view your calendar. The person will need to click on the link contained in the email to add the calendar to his/her Other calendars list.



## What Platforms are Compatible?

Google Calendar uses the iCalendar (iCal) file format to save/share its calendars and the relevant information. Having been created in 1988, this open source software was quickly adopted by a wide array of developers for use in their platform specific calendar apps. What follows is a listing of the platforms and applications that will be compatible with Google Calendar files.

- Apple
- eM Client
- Microsoft Outlook
- Yahoo!
- Mozilla
- Novell GroupWise
- IBM

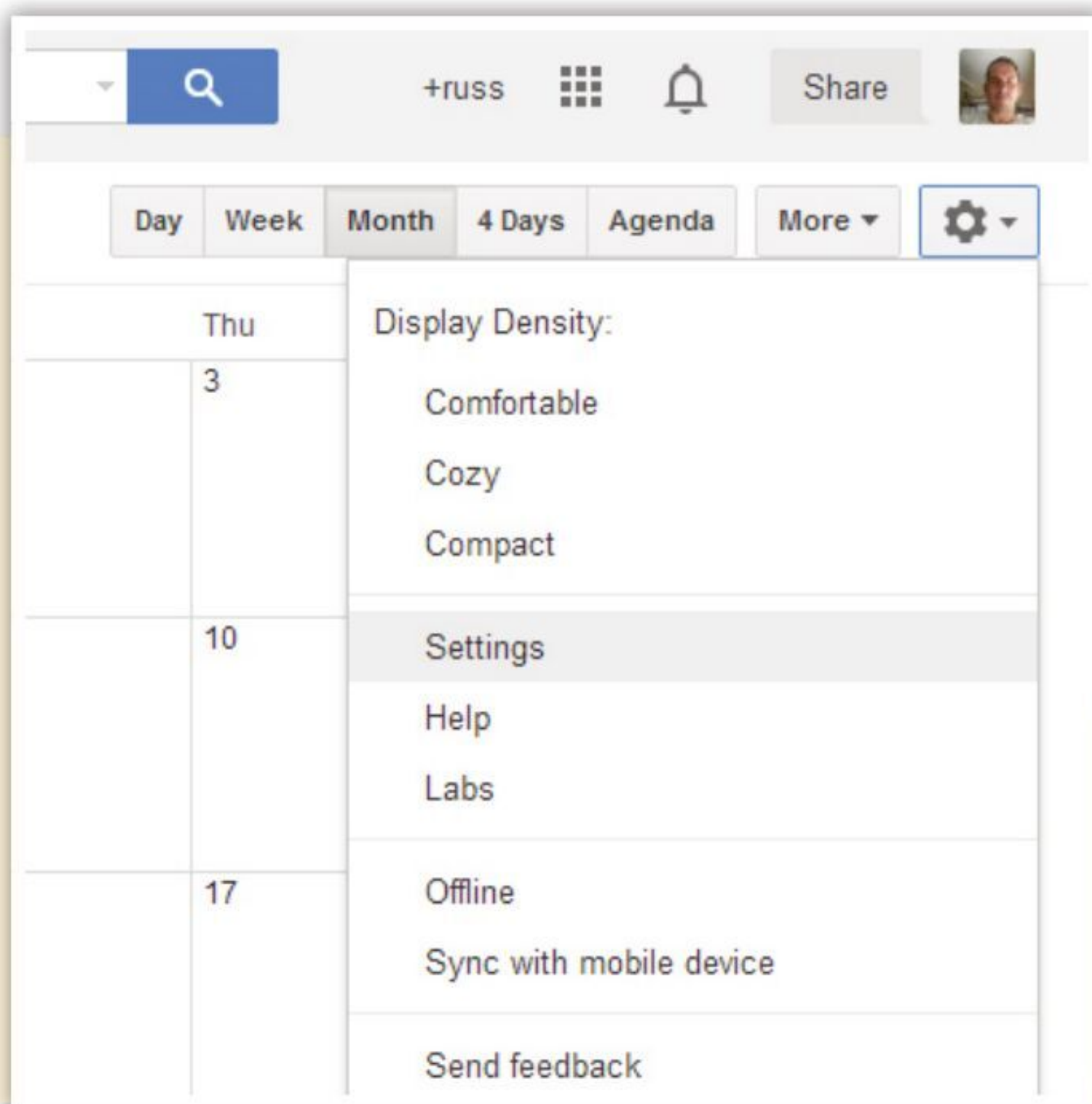


## SMS Reminders

If you have Google Calendar on your Android smartphone, your events and reminders can be automatically synced between desktop and mobile. If you don't have Google Calendar on your phone, it is still possible to receive reminders on your mobile.

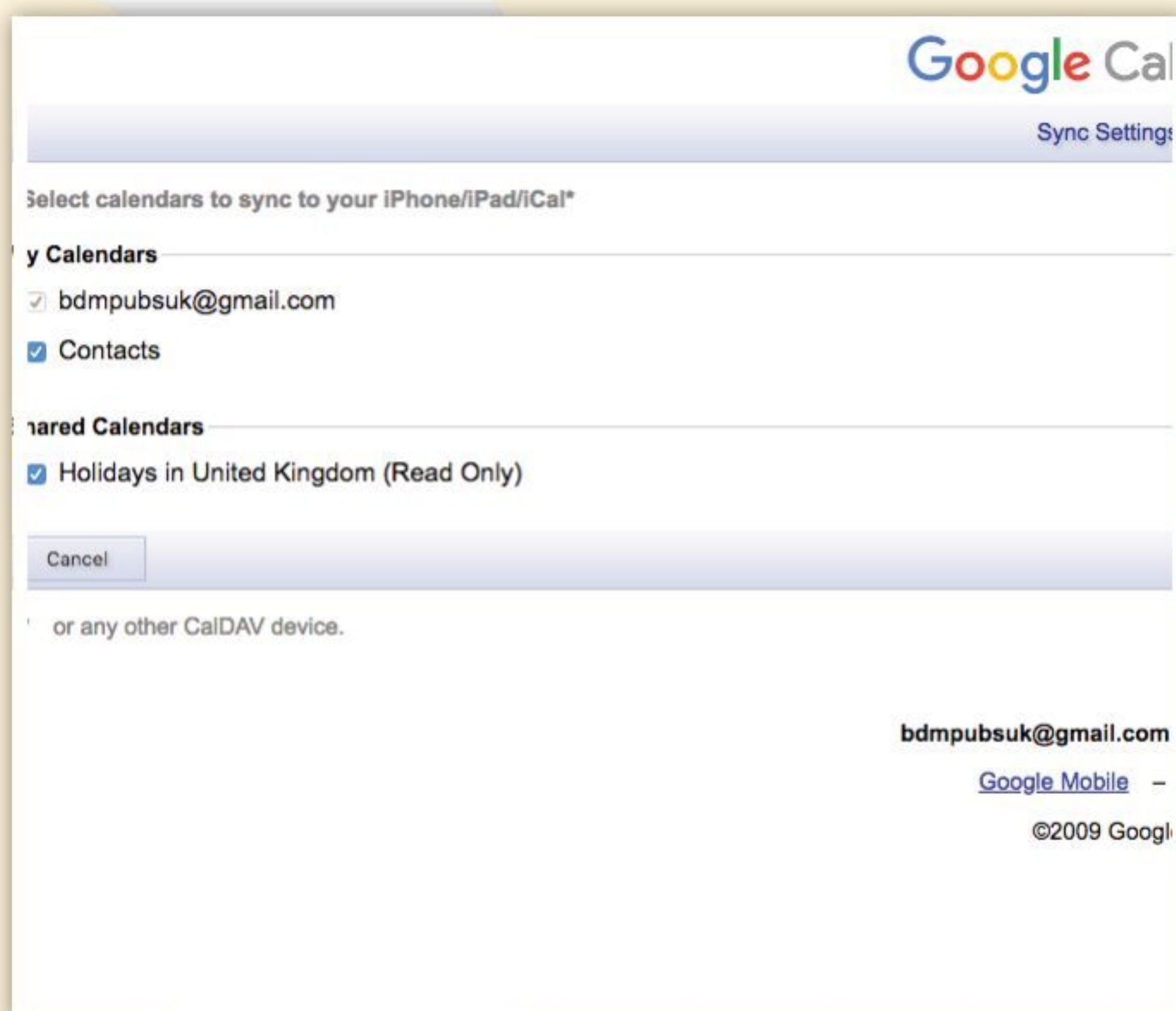
### Step 1

The first thing you need to do is obtain a verification code. This will show you that your phone and carrier is capable of receiving SMS reminders from Google Calendar. Click on the gear icon at the top of the page and select Settings from the menu.



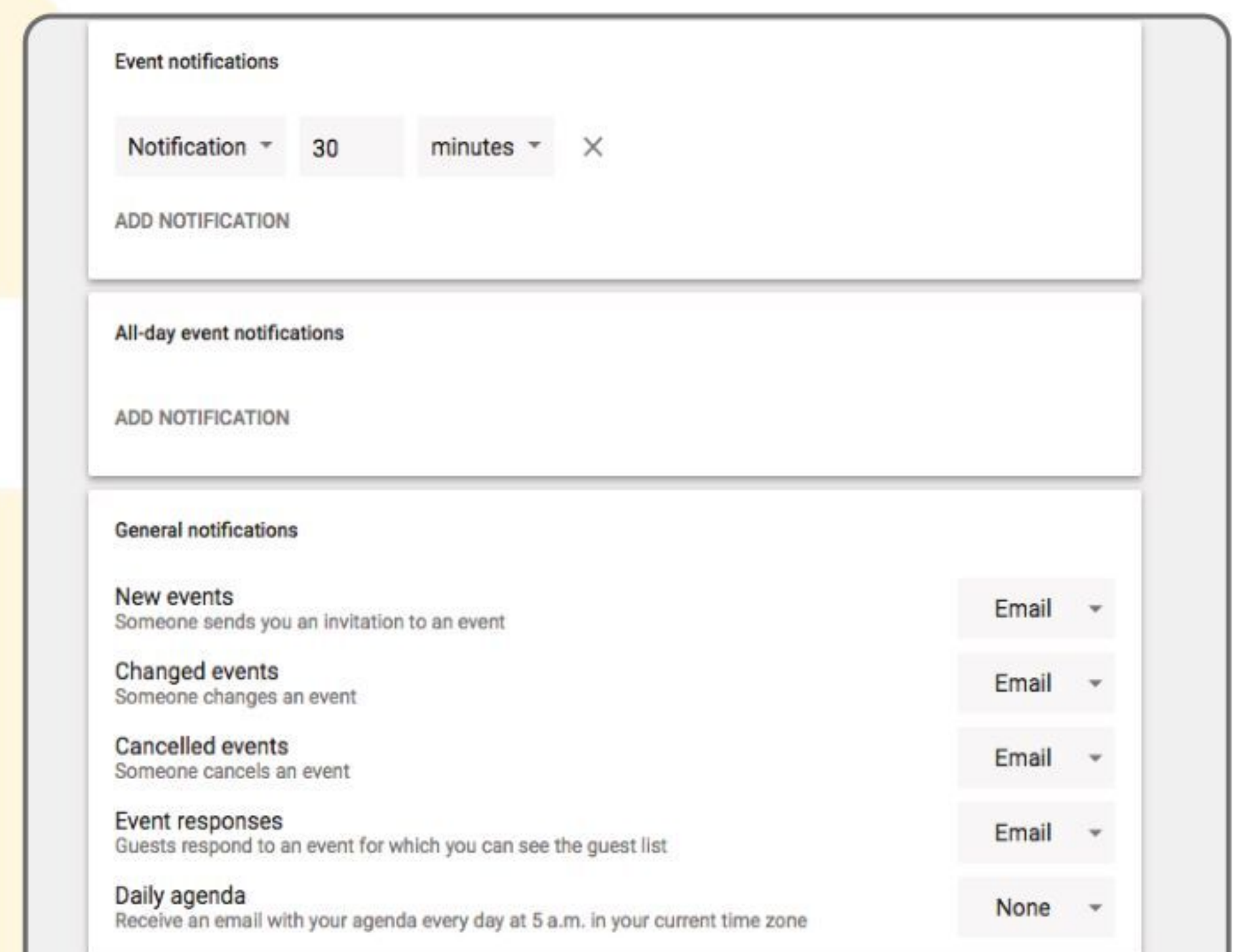
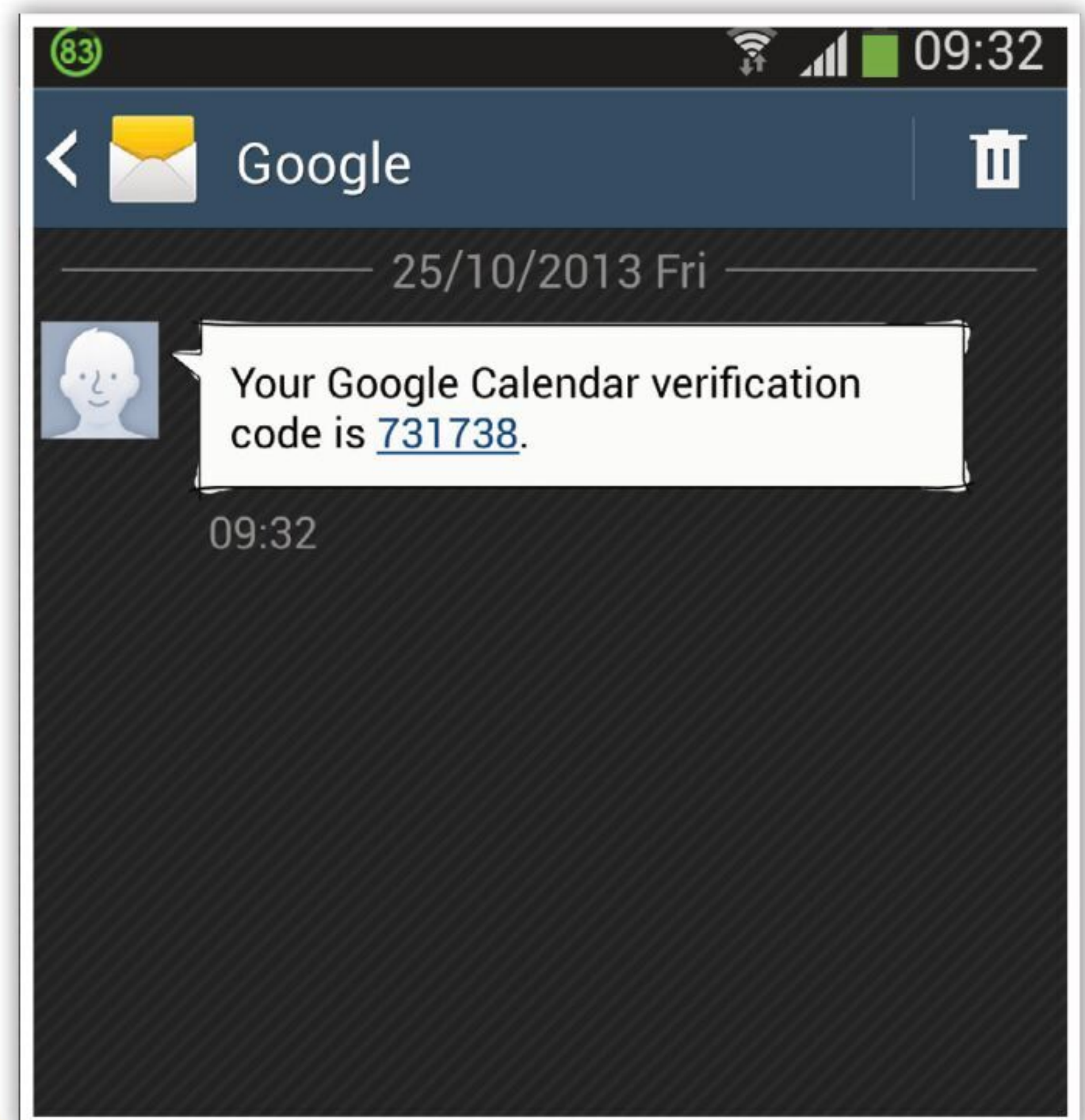
### Step 2

Click on the Mobile Setup tab at the top of the settings page. Select your country from the drop-down list and then enter your full mobile phone number. You may also need to select your carrier from the menu that appears.



### Step 3

If your carrier is supported, click the Send Verification Code button and you receive a text message on your phone. Once you receive this message, enter the code you received in the Verification code field and click the Finish setup button. Click Save.



## Notifications

Google Calendar offers a variety of notification options for both email and SMS. When selected, you receive notifications when somebody sends you invitations, updates, replies, or cancellation messages to events. Event organisers however may still choose not to send these notifications when they create or change events. If you deselect the notification options in these settings, you won't receive the respective notifications, even when event creators explicitly click to send invitations or updates.



# Get Started with Google Maps

Google Maps is a great service that you view in your web browser or via the app. Depending on your location, you can view basic or custom maps and local business information, and that's just the start. Here's how to get started using Google Maps.



## 1 Search Maps

You can search for places (towns, cities, addresses) and businesses using the search box at the top of the page. Search for a location and the view will switch to show that location. Search for businesses and the view will remain the same but red dots will appear to show individual businesses. If you search for "railway stations Devon" the map will zoom to the location (Devon) and show all known railway stations in that area.

You can also search for individual businesses by name. If there is more than one business with that name, a list will appear to the left of the map, showing the addresses of each of the businesses. Click on the business in the list to be taken there.

## 2 Pan Controls

You can use this control to move the view up, down, left and right. You can also scroll around the map by clicking anywhere on it (you will see the mouse pointer change to a hand) and dragging the map in the direction you want to move.

This is a quick and easy way, not only to show off the impressive visuals this app contains but also make navigating easier too.

To navigate around the world with even greater ease; press and hold the mouse button or press your finger on the touch screen, then move the mouse or swipe around the screen. You can also press the hold the SHIFT key to hold the central position and move on a point.

### 3 Street View

Click on the little man and drag him onto the map. Any road or street that is overlaid in blue can be viewed in Street View. You simply drop the man at the location you want to view. Once in Street View, you can split the map screen so that half shows the map view and half shows the Street View. To do this, click on the box in the bottom right corner of Street View.

### 4 Zoom Controls

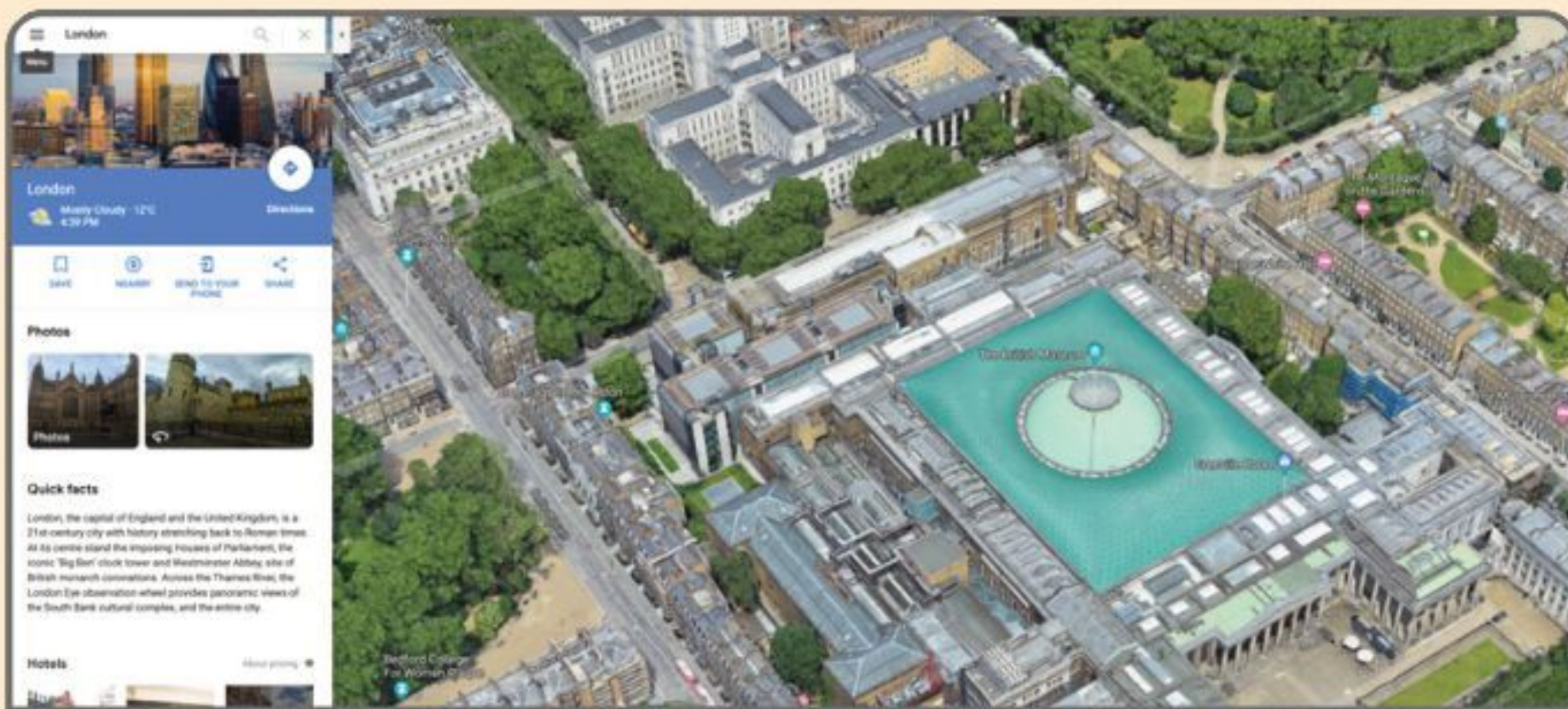
Click the + and – buttons to zoom in and out of the map. You can also click on the slider and drag it up and down to zoom more quickly. If you have a mouse with a scroll wheel on it, you can use this to zoom in and out of the map much more easily.

### 5 Information Box

Many businesses are shown on the map with an icon next to the name, particularly restaurants, hotels and pubs. Click on the icon to pop up the information box. This will show you the address details, links to reviews and to a website if applicable. You can also click the Directions link to quickly open the Route Planner menu.

### 6 Map Layers/Map View

These controls let you switch to a flat map view, as well as add layers of information that can be overlaid on the map. These layers include traffic, weather, webcams, photos, public transport information and many others.



## MapsGL

You now also have the option to use MapsGL. MapsGL uses new technology called WebGL (Web-based Graphics Library) to enhance the Google Maps experience. WebGL brings 3D graphics to your browser without the need to install additional software. This allows Google to provide seamless transitions between various levels of imagery and different map views. You can view some buildings in 3D and parts of the map using 45 degree aerial images. This is still a beta test of the feature, so it doesn't work everywhere you want to look.

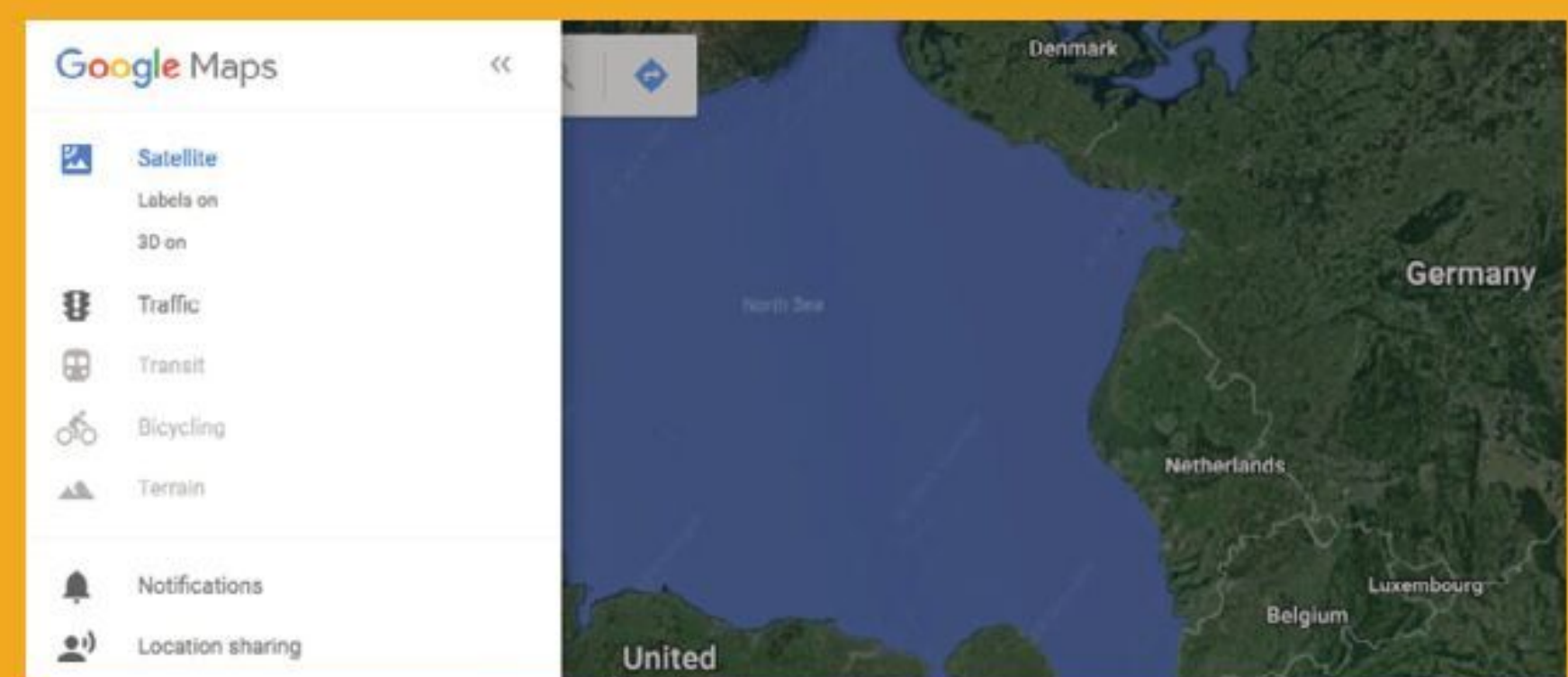
MapsGL requires a certain level of specification in your computer to work. You can check out the recommended specifications at [www.maps.google.com](http://www.maps.google.com).

## Your Places

Your Places makes it easy for you to organise content relevant to you on Maps, including maps you have created with My Maps, businesses you have rated in Google+ Local and locations and directions you have previously searched for.

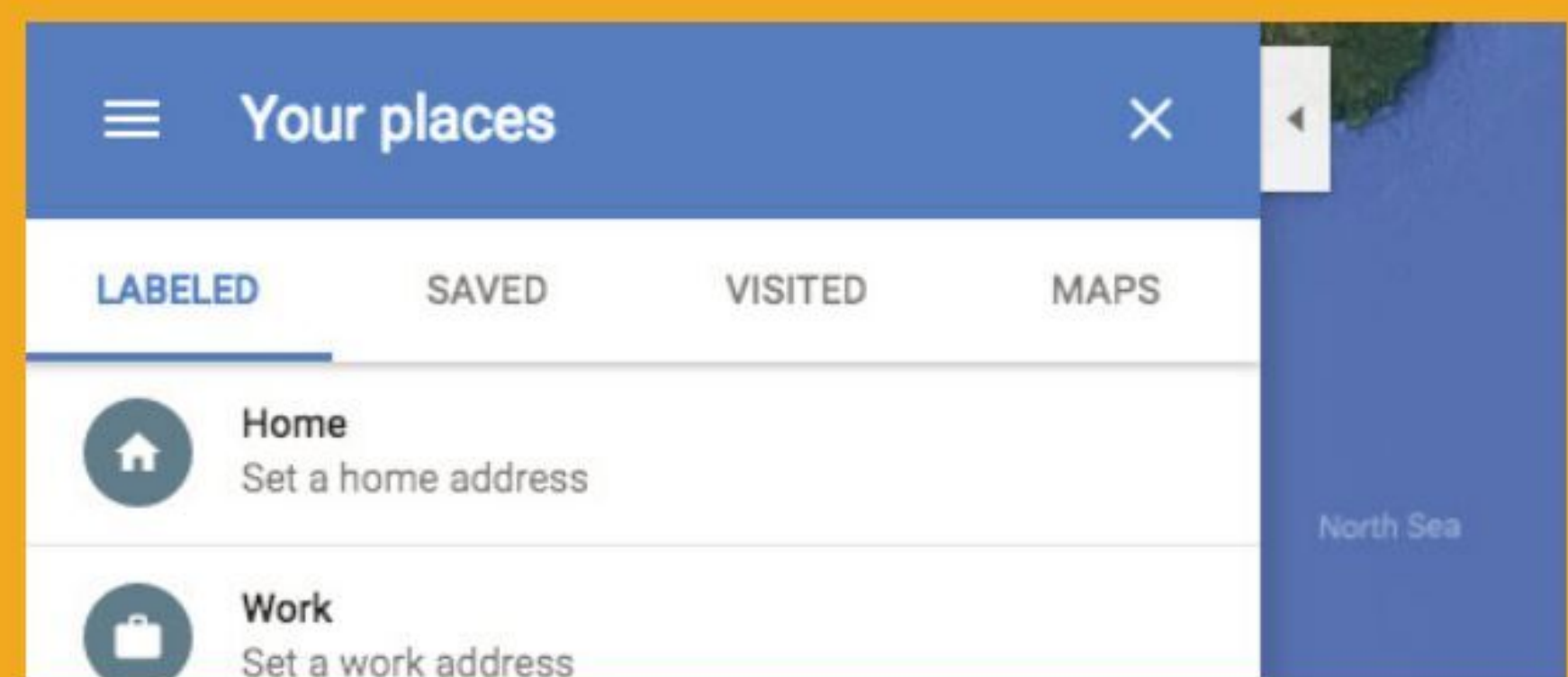
### Step 1

To access your content, open Google Maps and click on the Your Places link. If you're not logged in to your Google account, you'll be prompted to sign in before continuing. Your content will appear in the left panel.



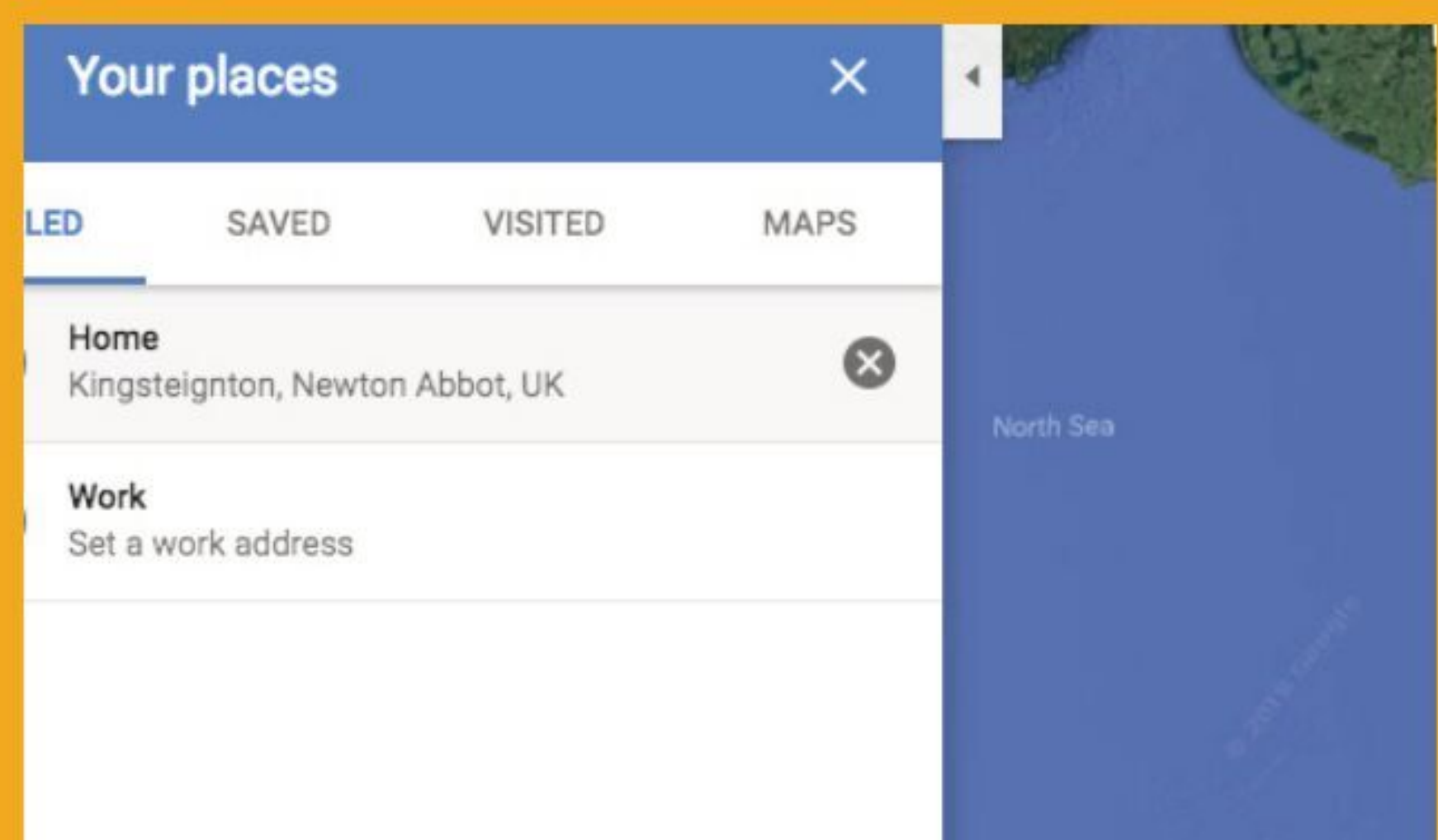
### Step 2

Click the tabs at the top to see specific types of information. Your ratings, check-ins, and directions will appear under the More menu. To add a Home and Work location, click on the relevant button.



### Step 3

To delete content, click on the "X" icon to the right of any item. Note that deleting information from the Your Places tab will also permanently remove it from any related activities.



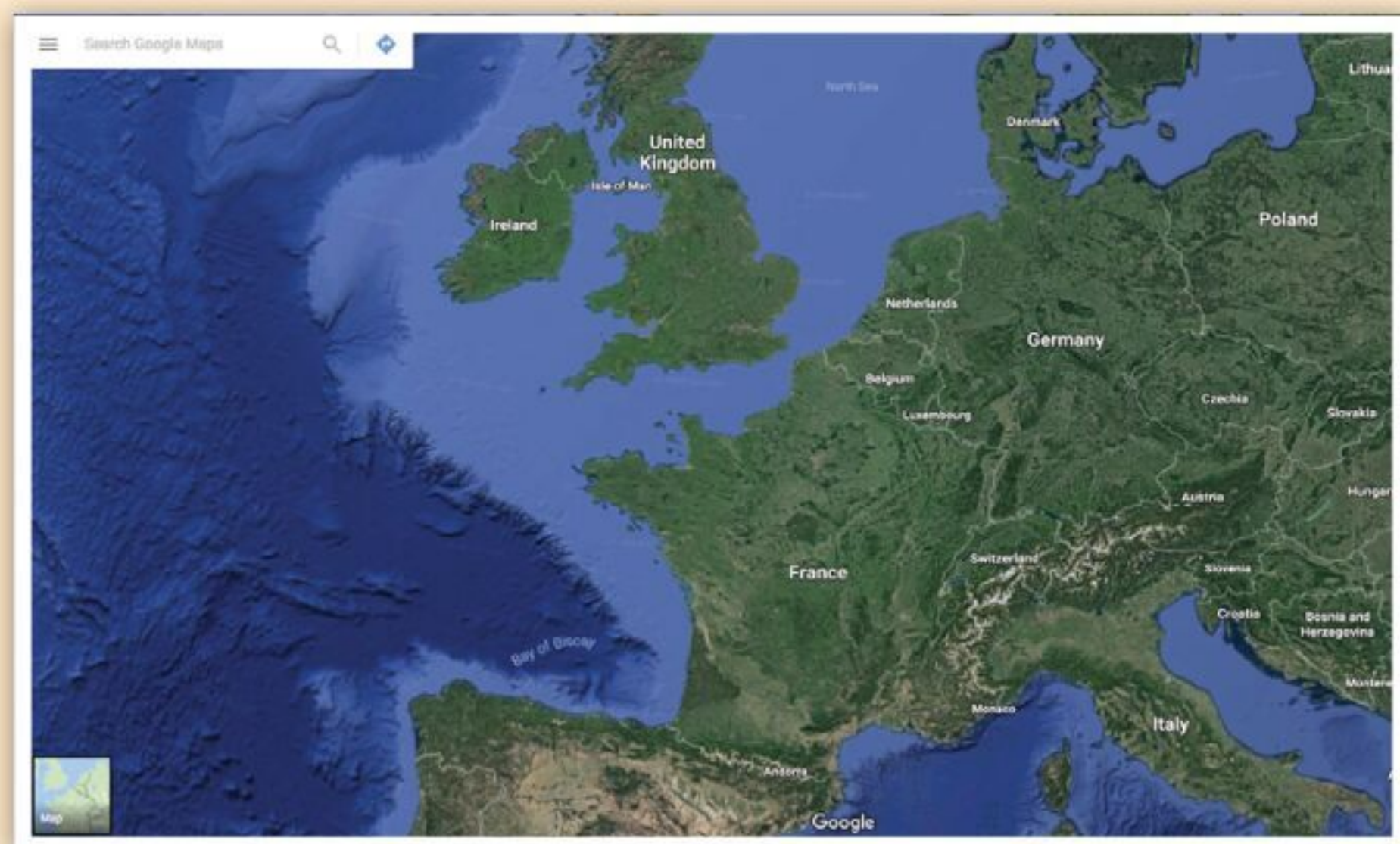


# Planning a Route with Maps

Google Maps features a very powerful, and normally very accurate, route planner. You can plan a route by car, on foot or even using public transport. If you save your route to My Maps, you can easily access it again on your mobile device.

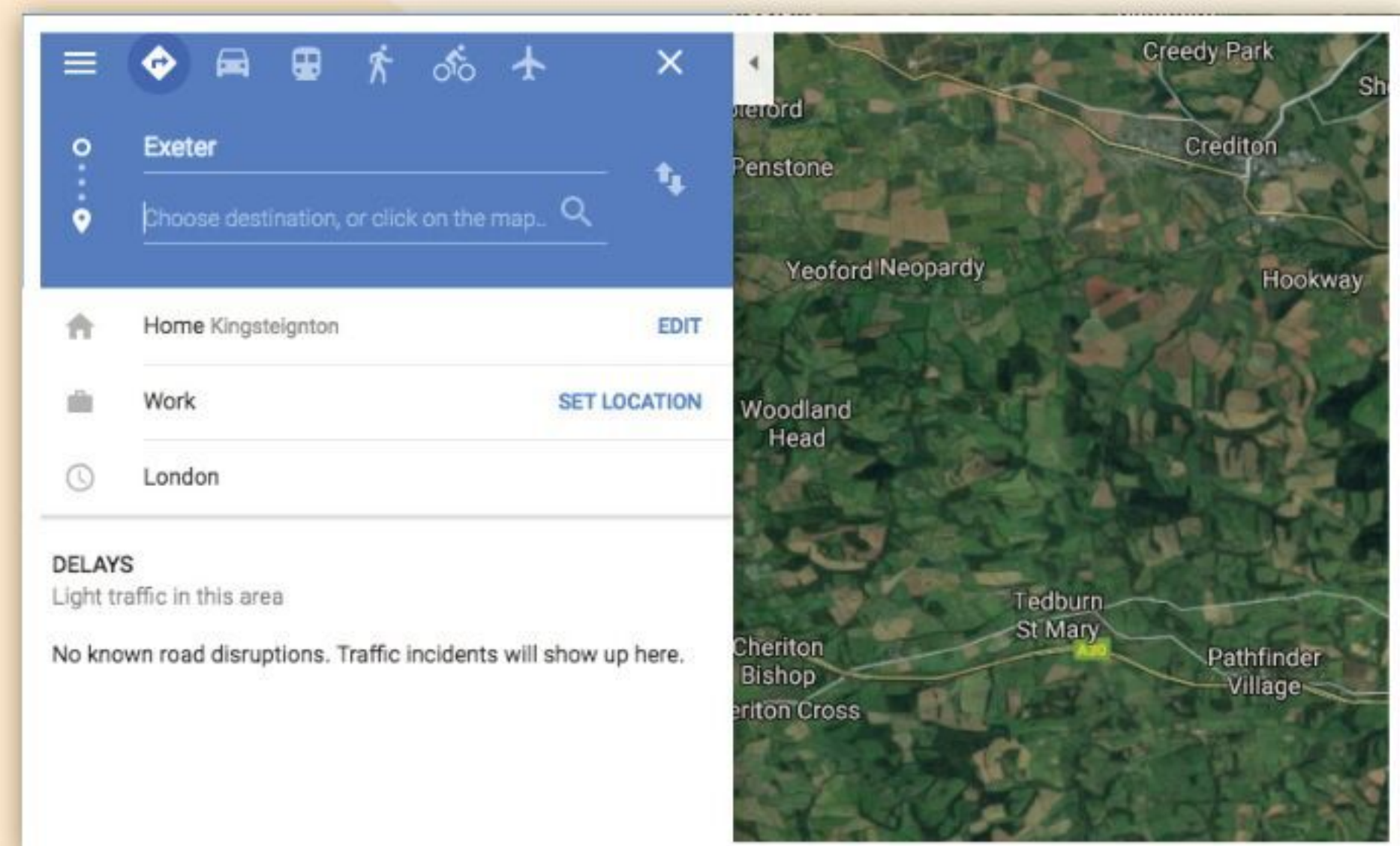
### Step 1

Click on the Apps icon at the top right of the Google Search home page and select Maps. The map, normally zoomed out on the country you live in, will be shown on the page and a search box, which will act as your navigation hub. Note: If you aren't signed in to your Google account, do so now.



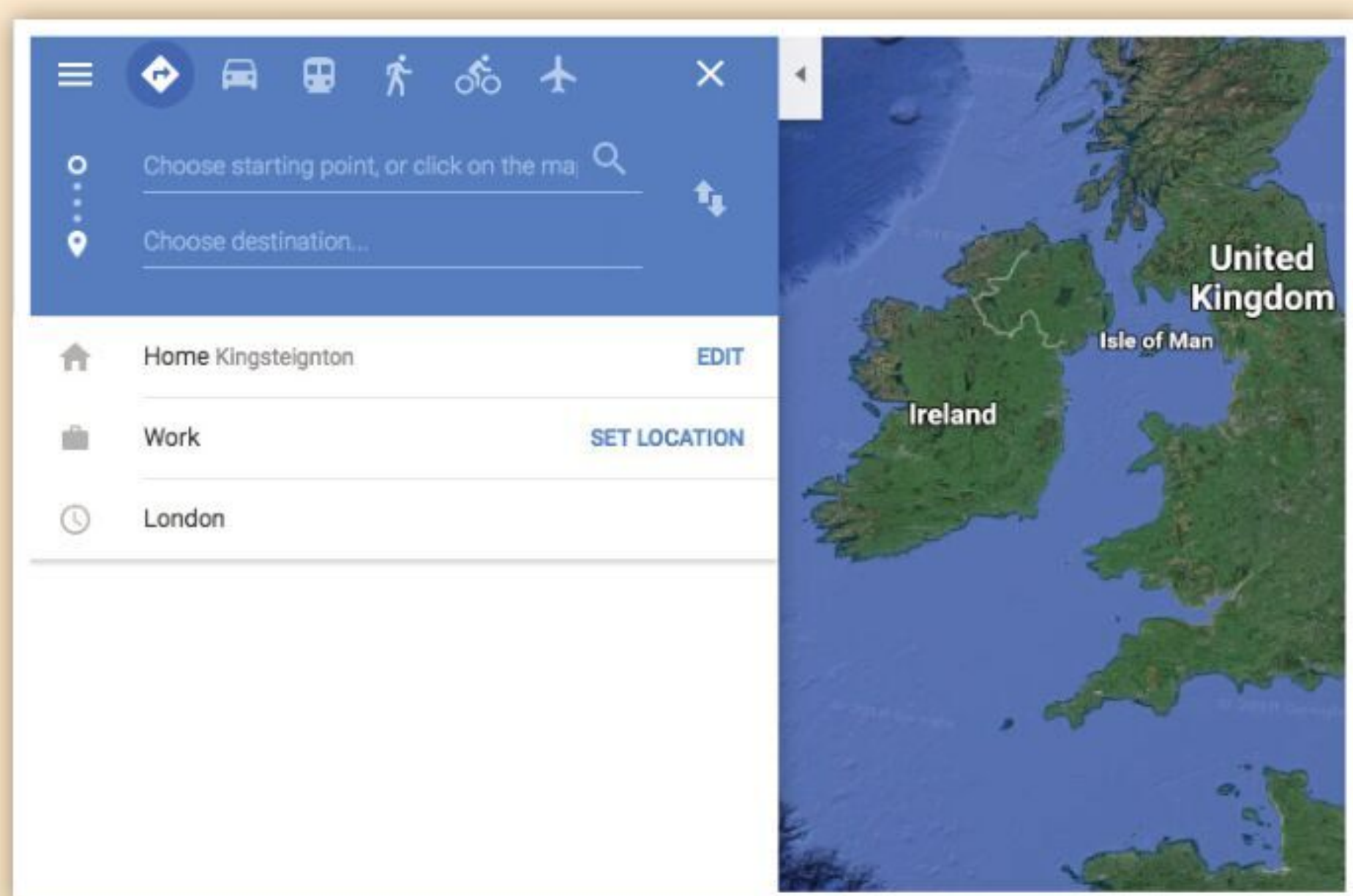
### Step 3

In the start box, type the starting point for your journey. If you have added a home address to My Places, and if your journey starts at home, you can simply type Home in the first box. If not, type your preferred starting locations. This can be an address or even just a town or city.



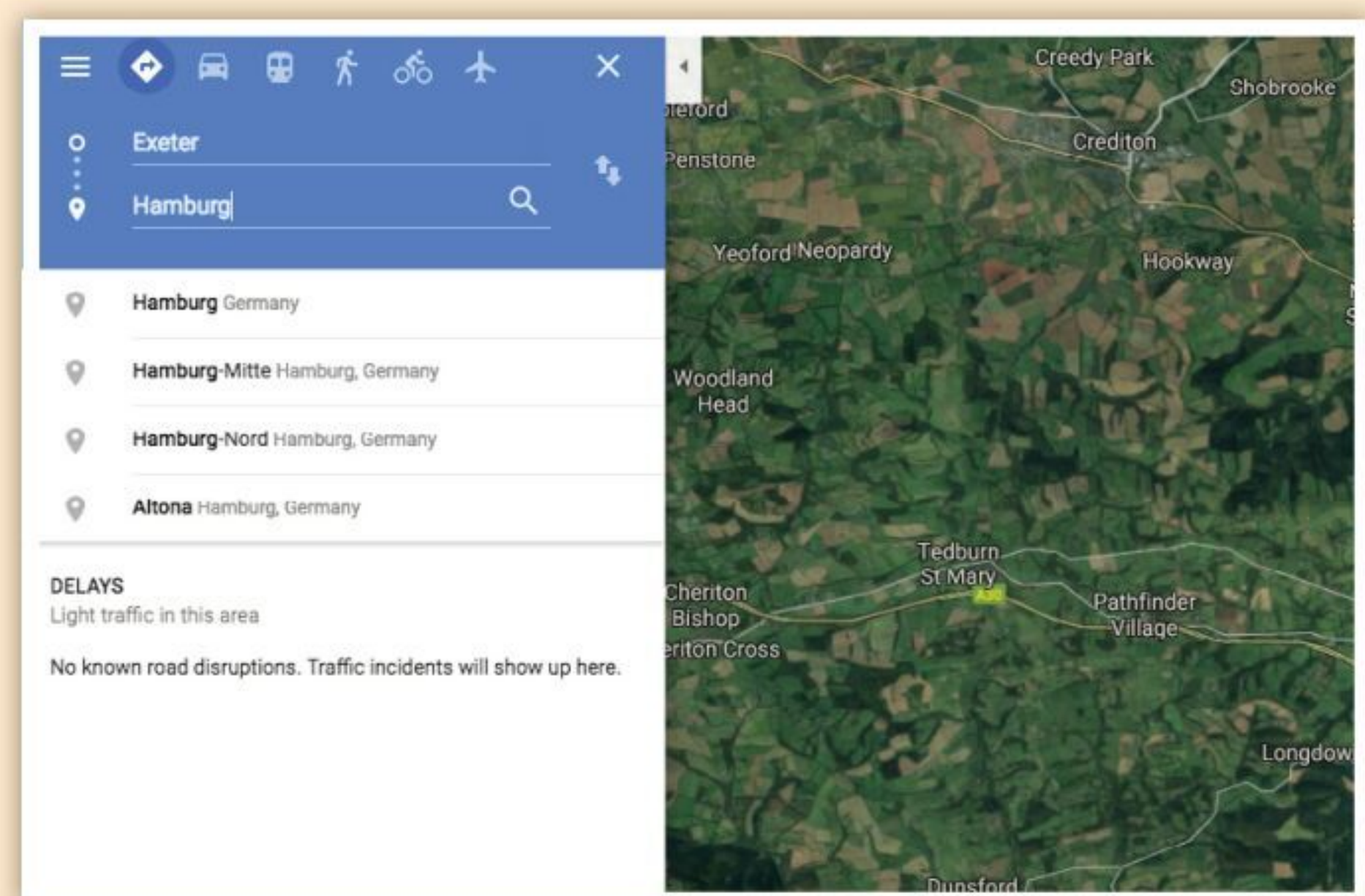
### Step 2

Click on the blue arrow on the search box. Two boxes will appear in the blue bar, these are start and destination input points, along with buttons to choose your mode of transport. These include travelling by car, on foot, by public transport or by bicycle. Click on the mode of transport you will be using.



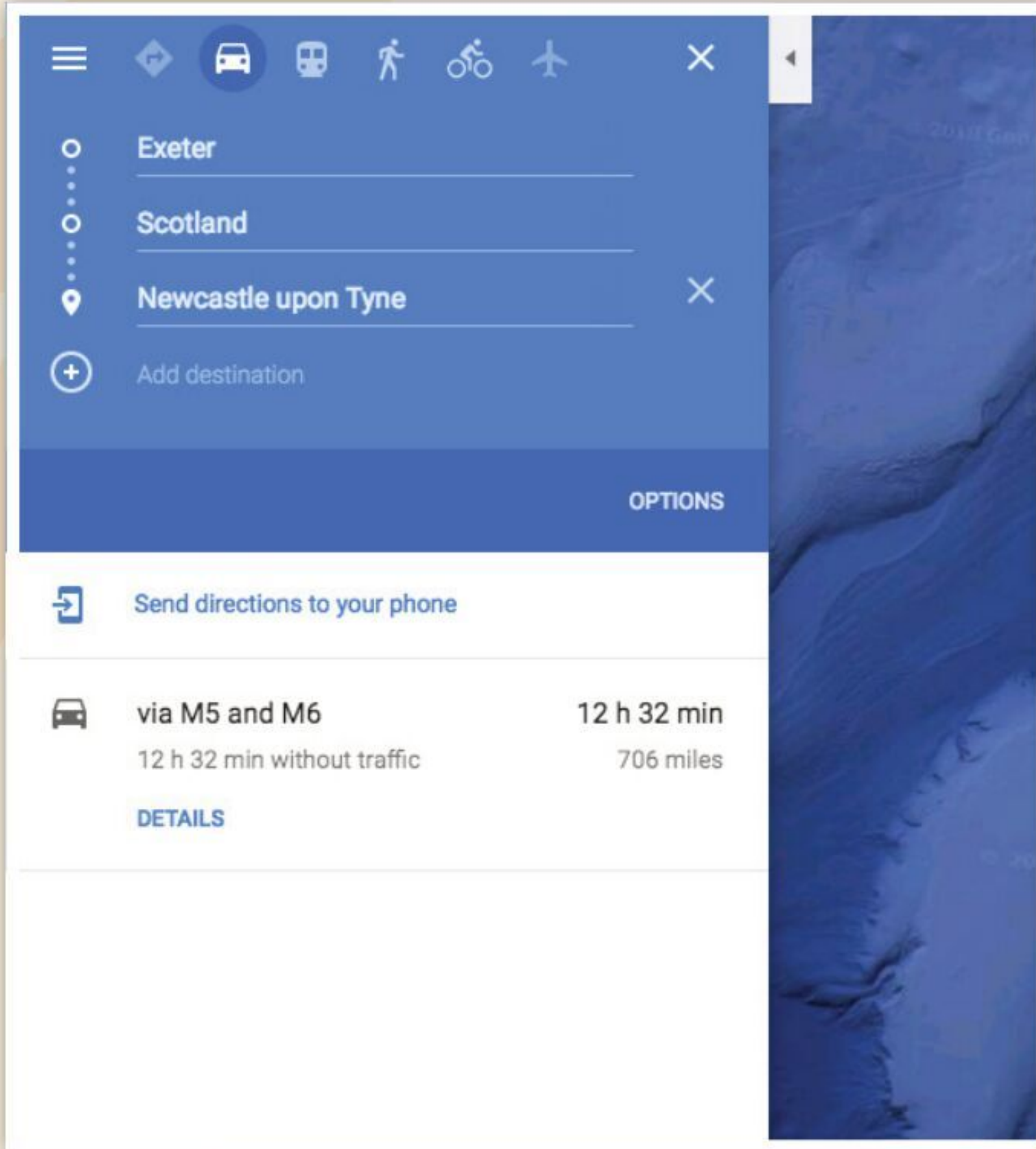
### Step 4

Type your destination in the second box. Again, this can be an exact address or a town or city. Suggestions will appear as you type, so make sure you select the correct address; there will almost certainly be more than one instance of your street name to be found.



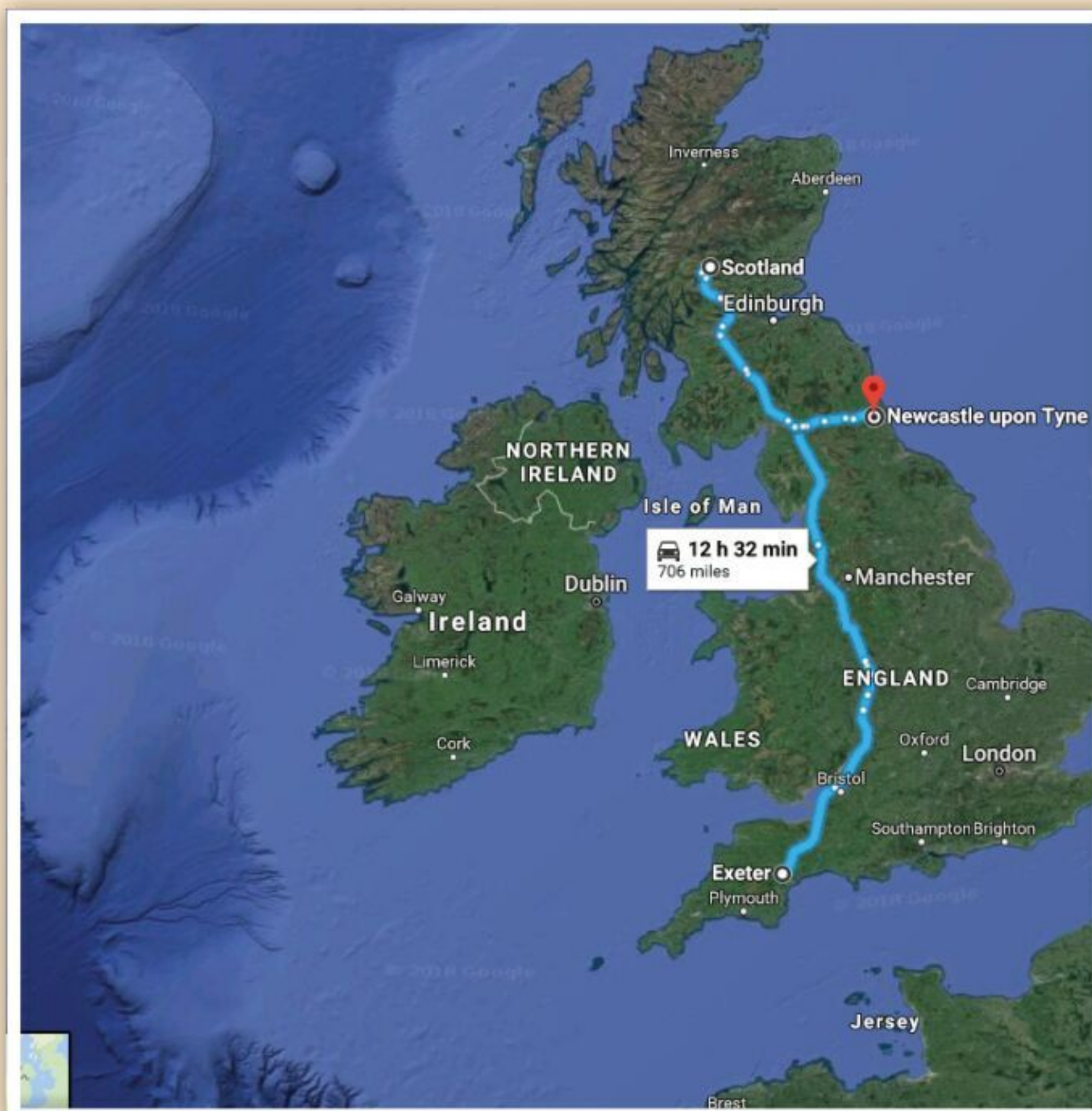
### Step 5

With both starting point and destination completed, Google Maps will automatically generate your route. If you want to include additional stopping points to your journey, click on Add Destination and a third box will appear. Remove this box by clicking the X next to it.



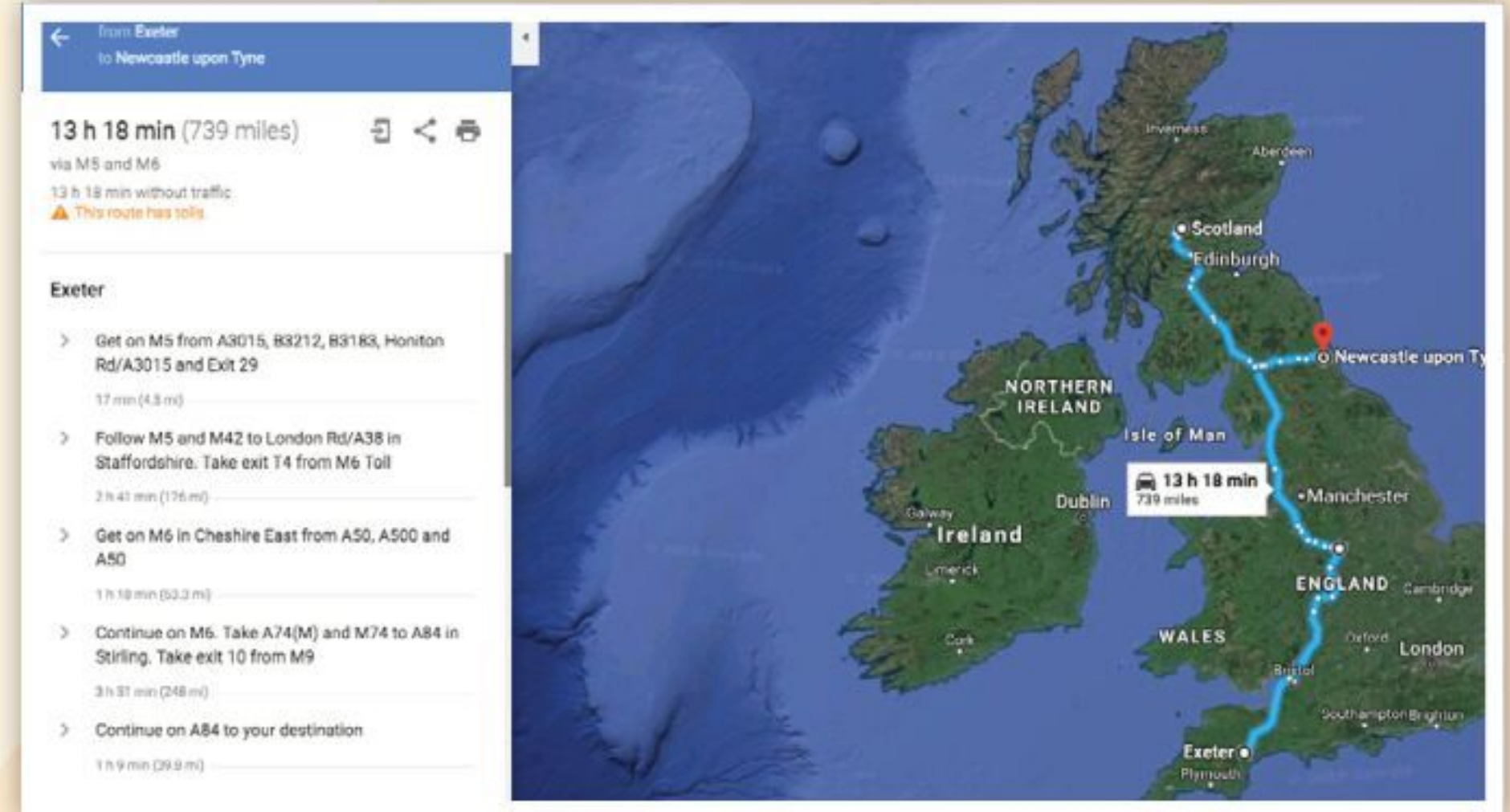
### Step 6

Having generated your route, the map screen will zoom in to show the complete journey highlighted in blue. You can zoom in and out as normal if you want to get a closer look at the route. You can also alter the route by clicking on any part of it and dragging the blue line.



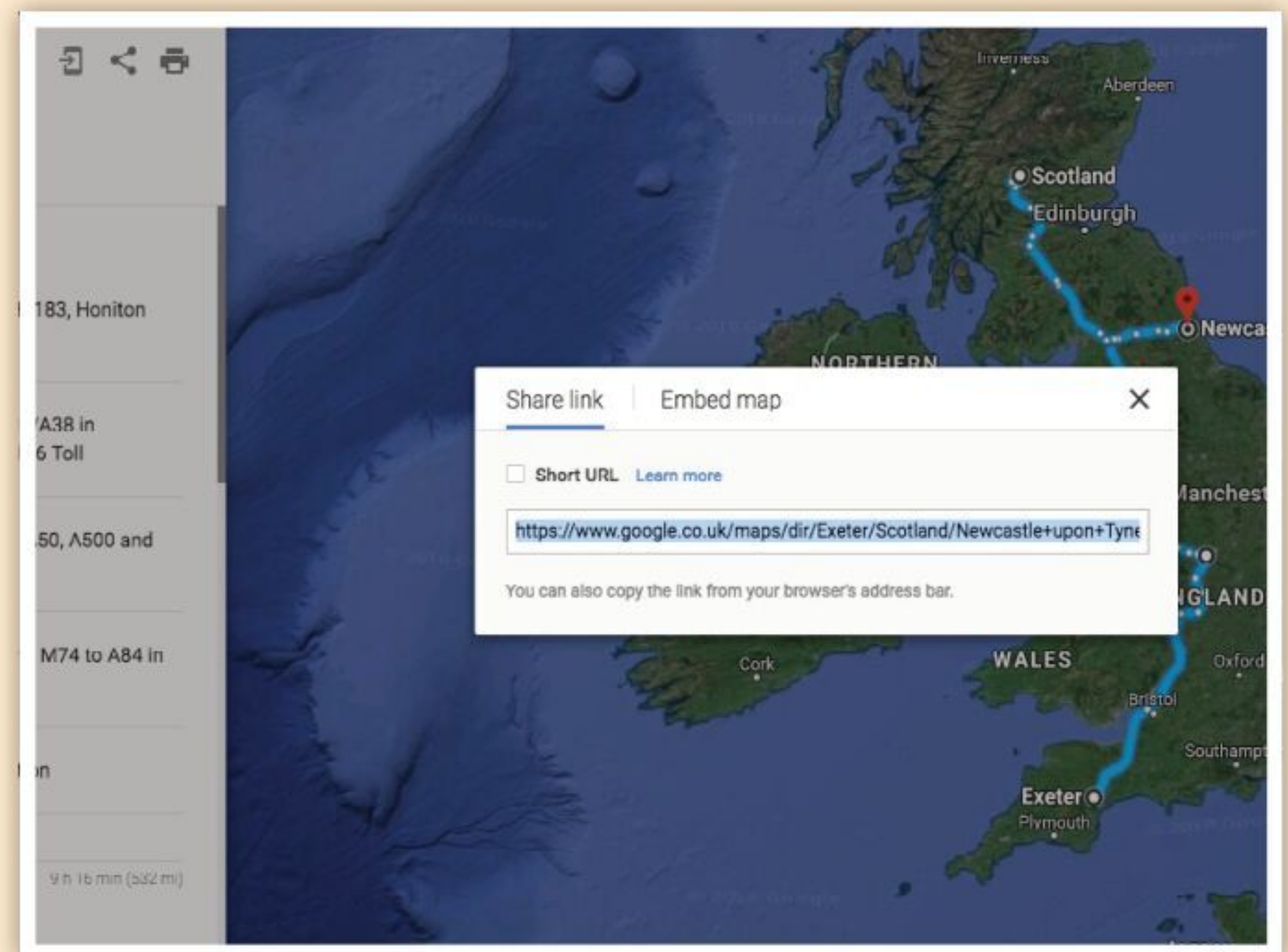
### Step 7

The route is shown as a list of directions in the left-hand column which is accessed by clicking the Details icon. At the top of the list the distance and the estimated journey time is displayed. Roll your mouse over the list and you will see a marker displayed on the map at different junctions, roundabouts, etc.



### Step 8

Scroll to the top of the directions list and you will see three icons, a link to save the route to My Maps. Share the details and you can also print directions directly by clicking the printer button. You can choose to show the map or just the directions on your printout.



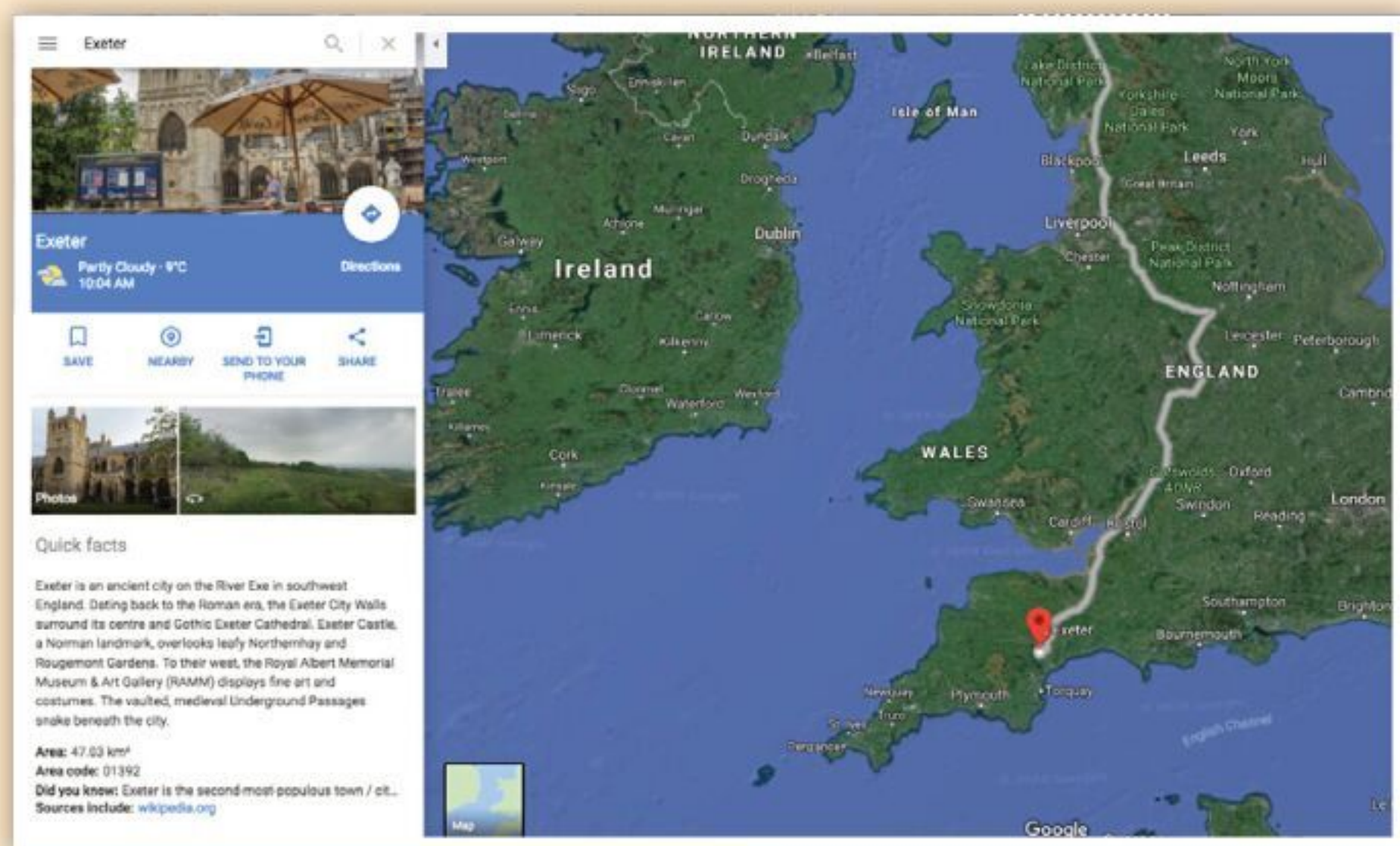


# Using Google Street View

Street View is a feature of Google Maps that allows you to quickly and easily view and navigate high-resolution, 360-degree street level images of various cities around the world. With this guide you can learn the new ways to enter Street View.

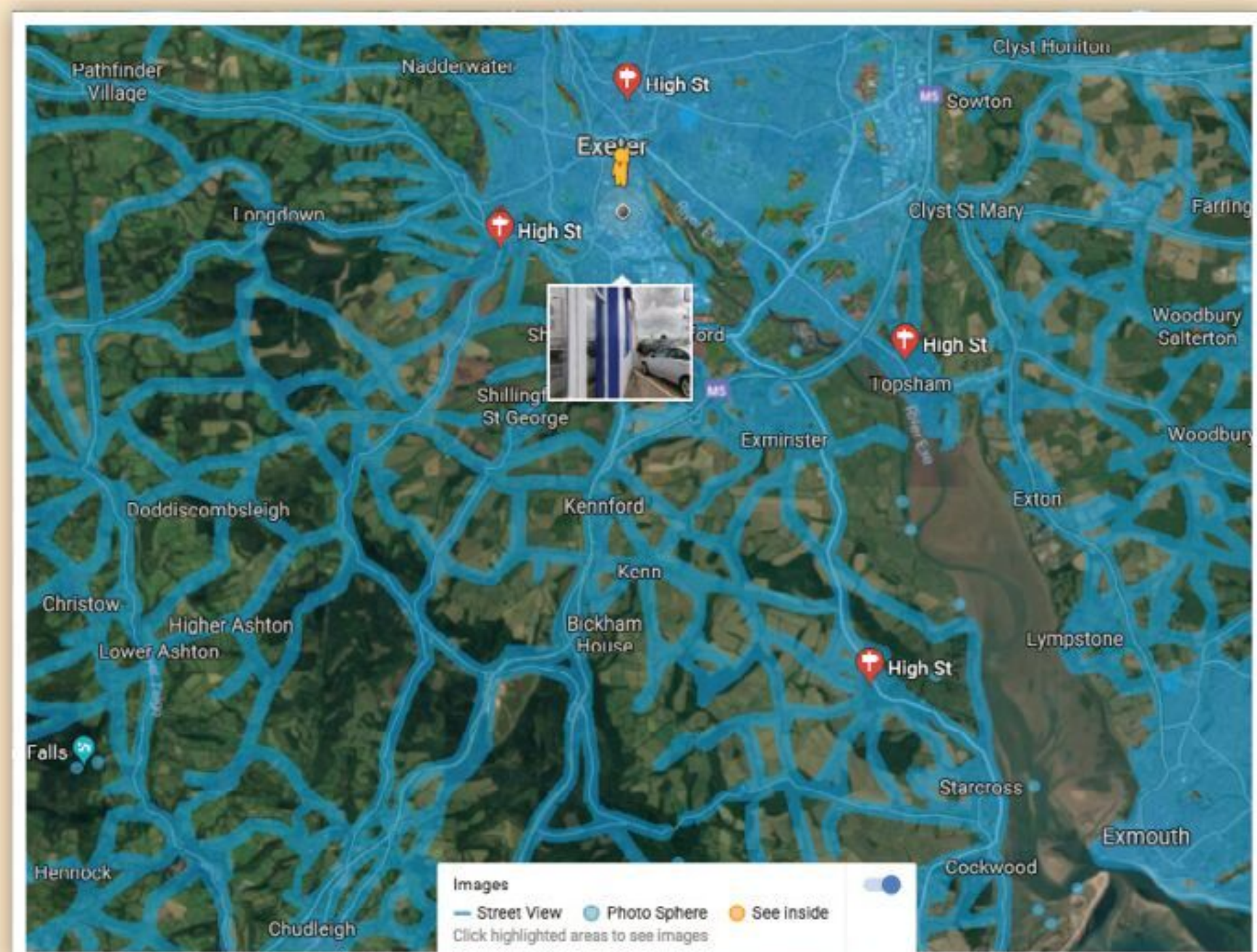
## Step 1

▶ To start using Street View, open the Google Maps page by clicking on the Maps link on the Google Search home page. Type the name of the street, town or city you want to start viewing in the search box at the top of the screen.



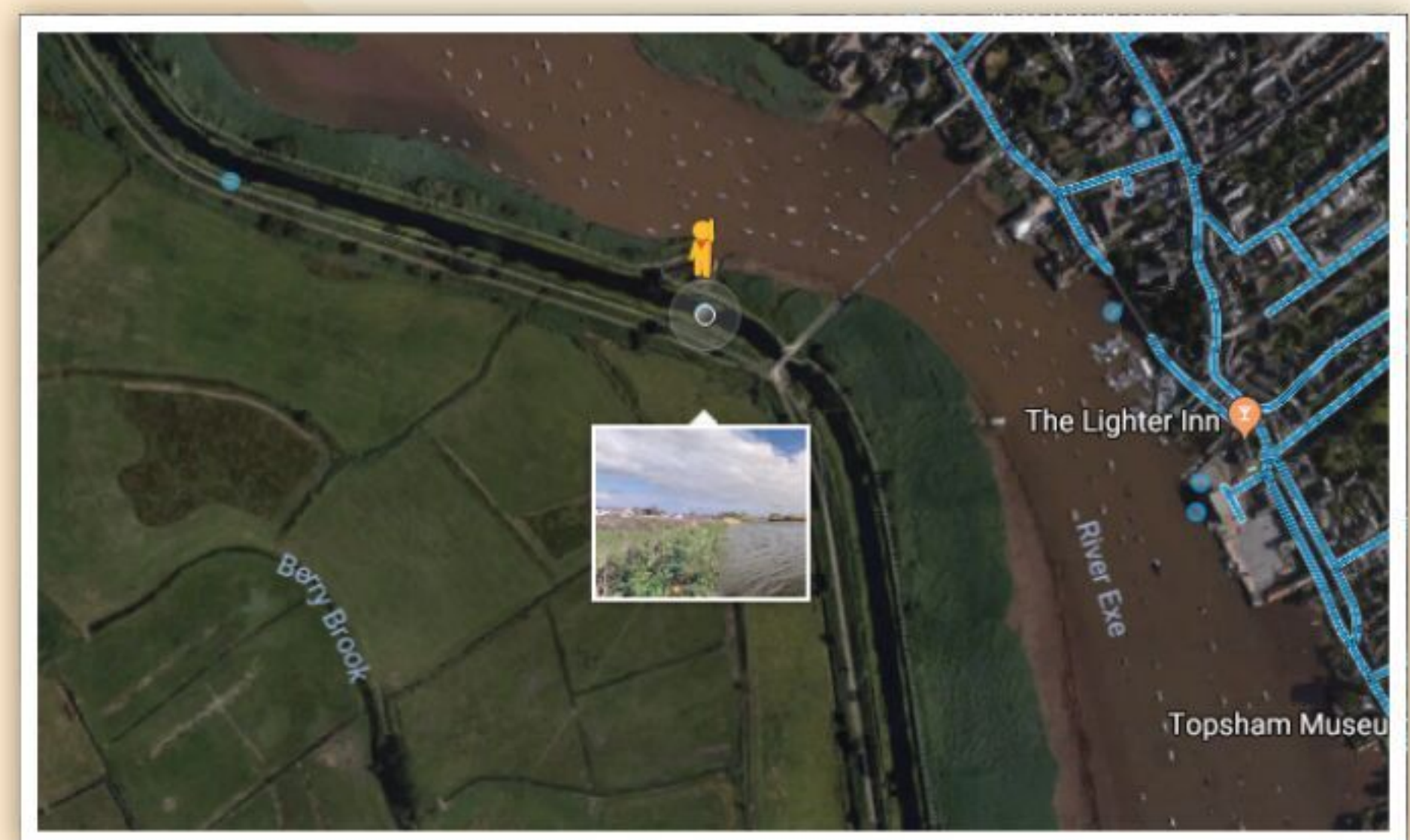
## Step 2

▶ When the map has zoomed in to show the area you searched for, click and drag the little yellow man from the bottom of the map zoom controls, onto the map. Blue lines will appear to show which streets and roads have been captured for Street View.



## Step 3

▶ Drop the yellow man icon onto any of these blue lines to see that road in Street View. As you hold the man over a marked location, Street View image will remain static, but if you slowly move it you will get additional Street View previews.



## Step 4

▶ With Street View now showing, you can move around by moving the mouse pointer onto the road so that it becomes a circle and then clicking. The camera will pan forward to that position. Repeating this action lets you follow roads and streets along their length.





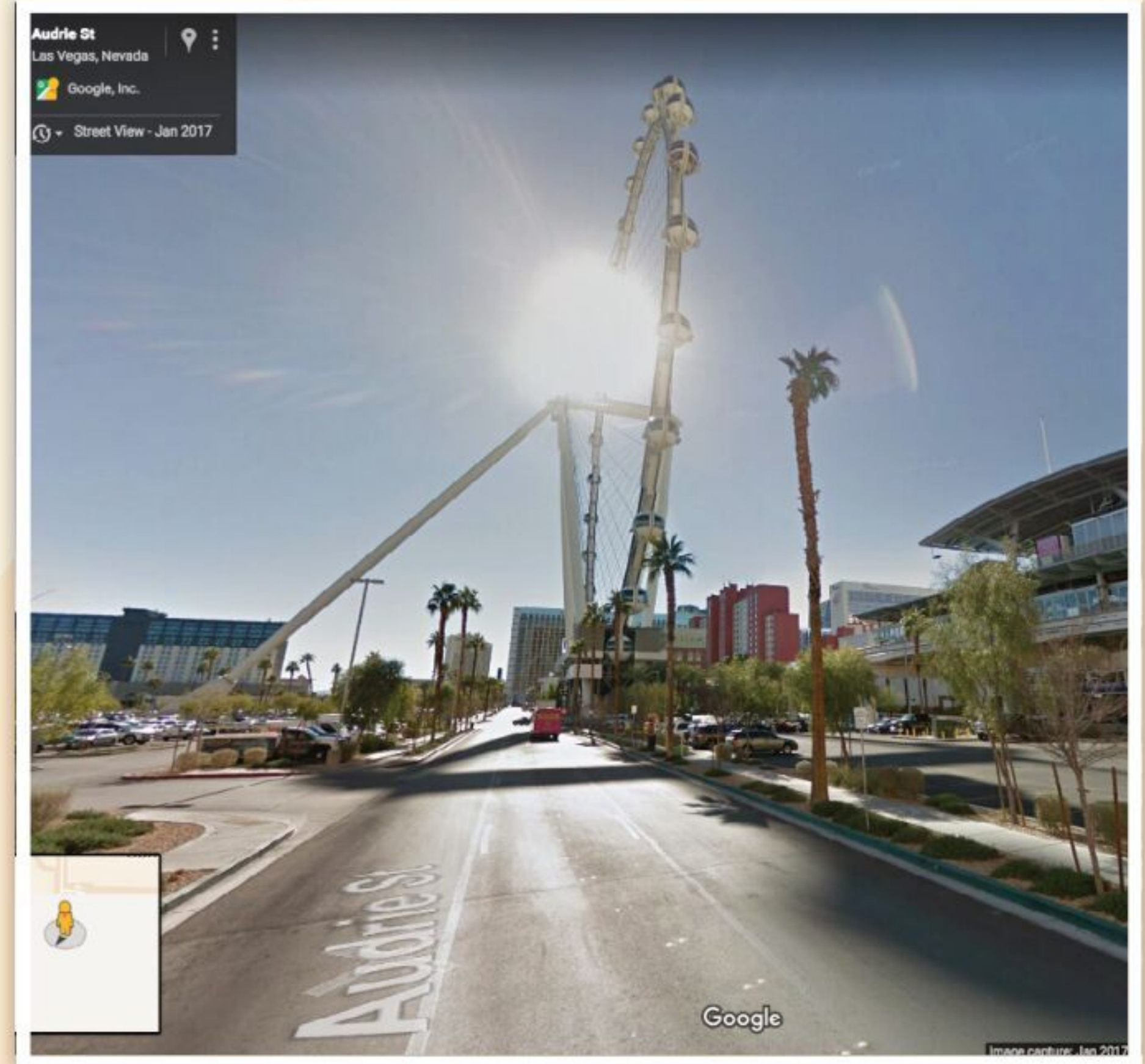
## Step 5

Move the mouse pointer up onto the side of a building and it turns into a rectangle. Click the mouse and the camera will rotate to show the building centred on the screen. If, when you move the pointer onto a building, it shows a magnifying glass, you can zoom in to the image.



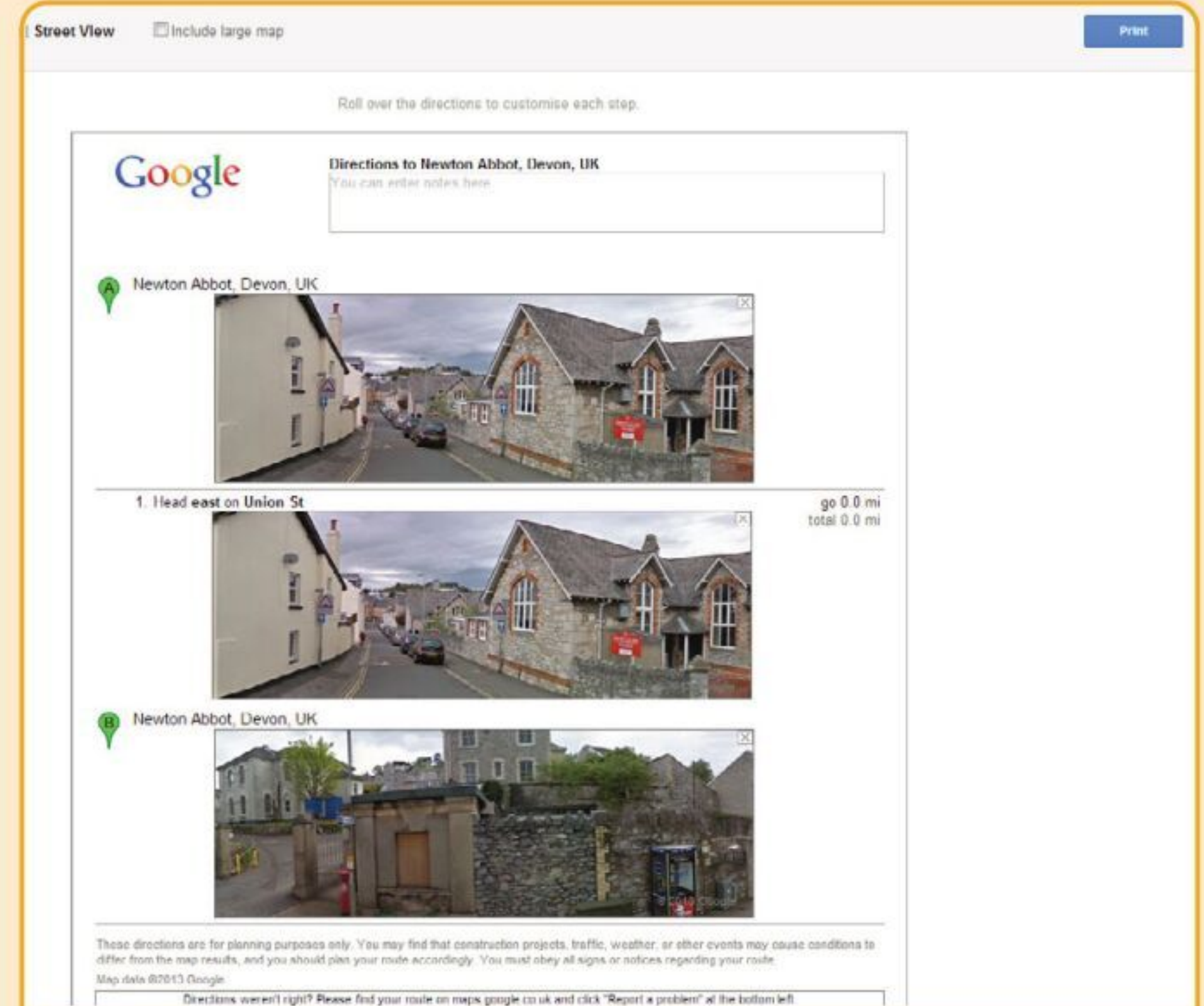
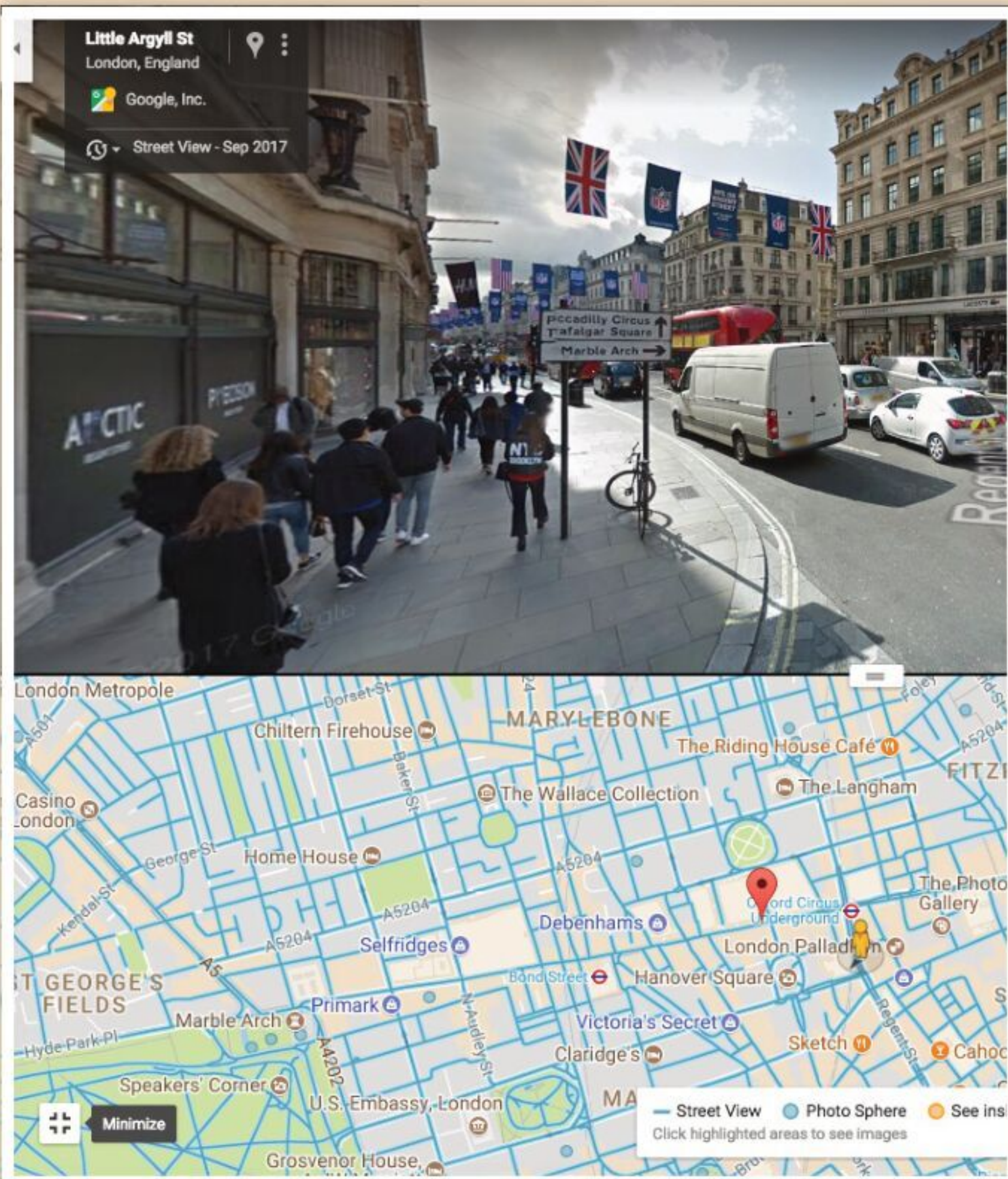
## Step 7

You can also use the mouse wheel to zoom in and out of the image in Street View. If you want to view the image in full screen, click in the button with four arrows in the top corner of the window. Click the X next to that to close Street View and return to the normal map view.



## Step 6

In the corner of the Street View window is a small box showing your position on the map. You can expand or minimise it by clicking the icon to the bottom left. When you expand the map box, it will split the screen with Street View. You can also quick navigate your location by double tapping on the desired location.



## Route Plan with Street View

When using the route planner feature of Google Maps, it is possible to have the route displayed with a Street View image for each junction, roundabout or major change of direction. To activate this option, plan your route using the steps shown previously, click to print the route and then click the Street View link at the top of the Print screen.

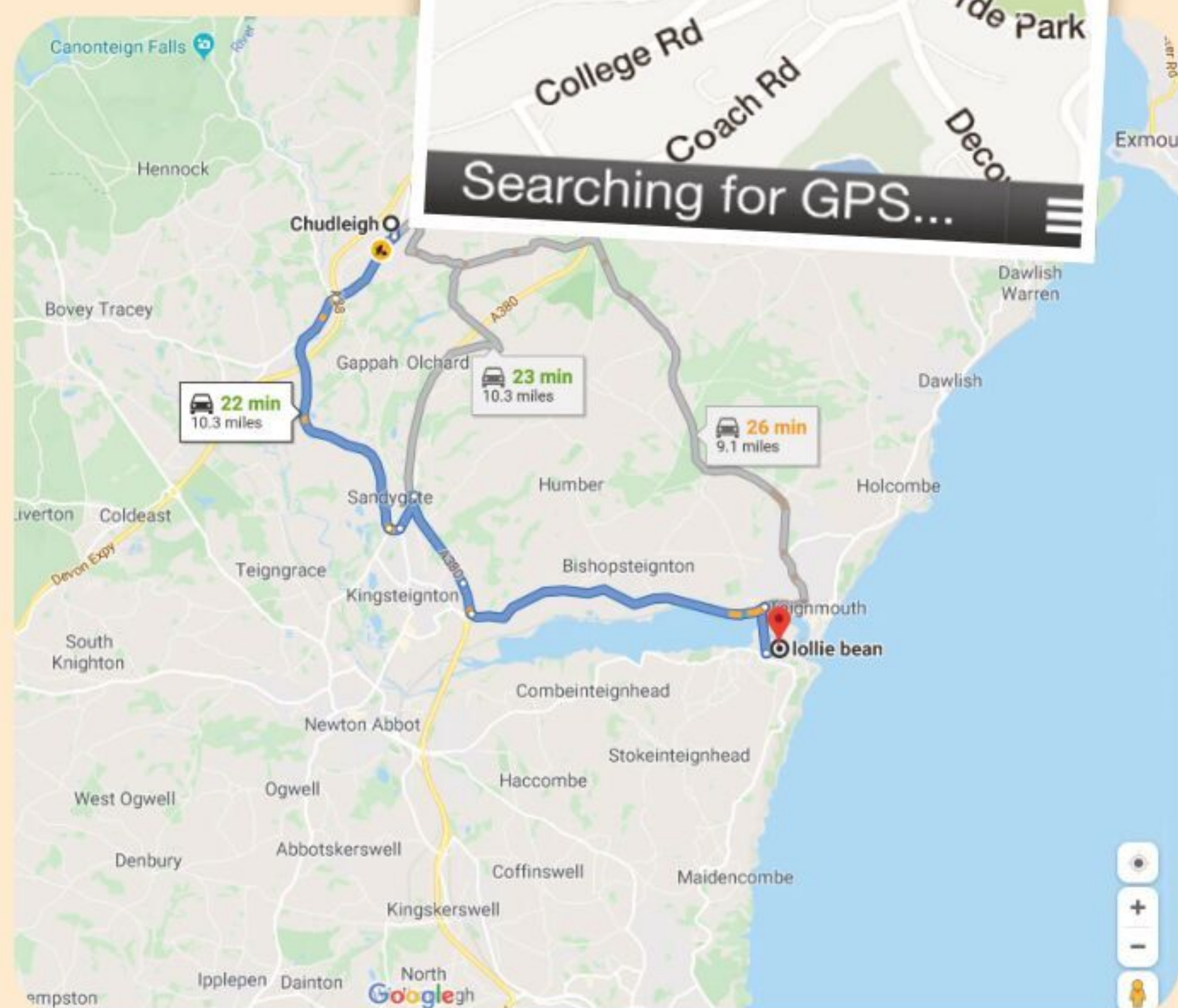
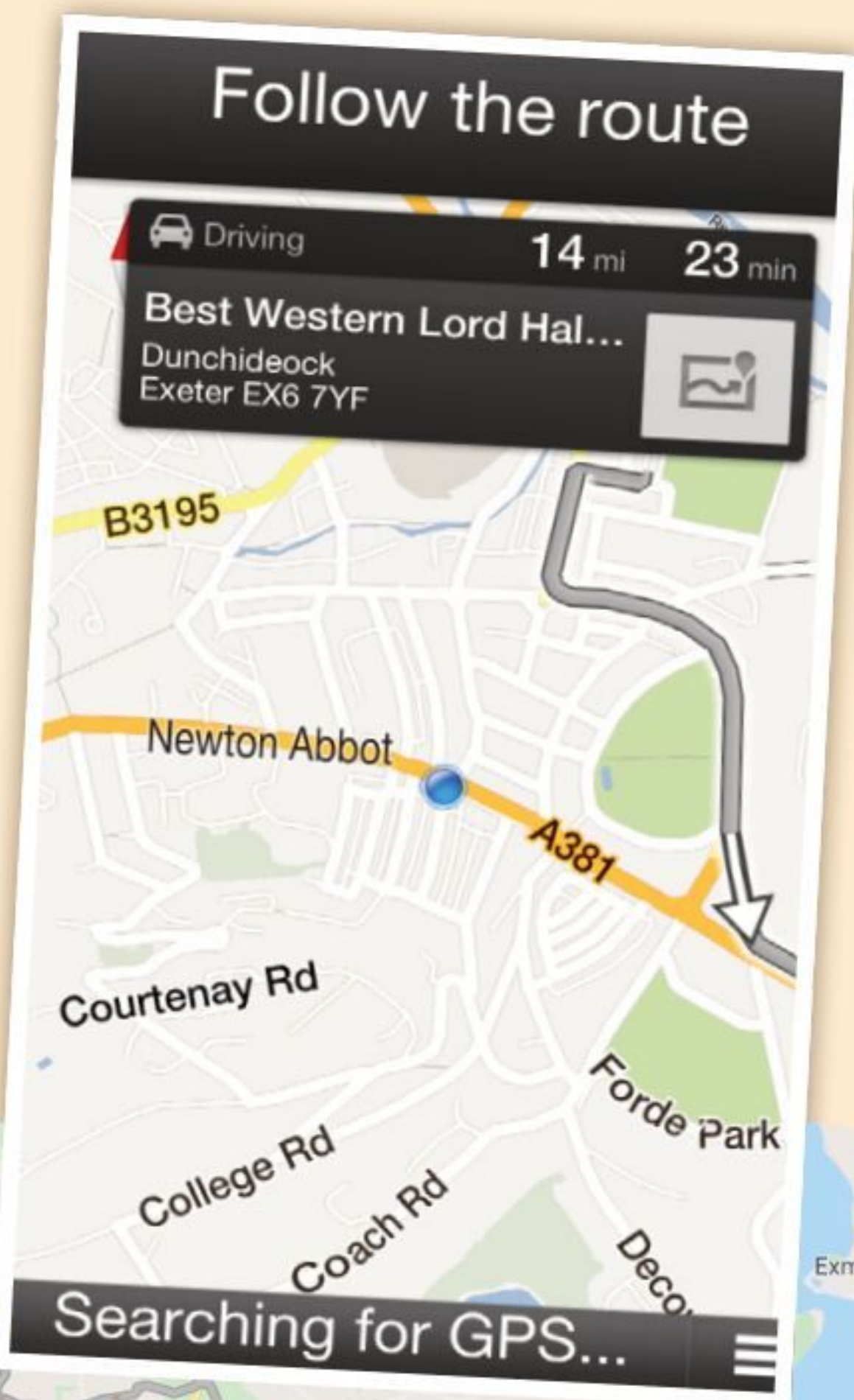


# Google Maps Tips and Tricks

Google Maps and Google Earth are two of the most powerful and useful tools that Google has ever produced. If you have never done more than check out your house on Maps, here are a few tips and tricks that will help you to see the real possibilities of these tools.

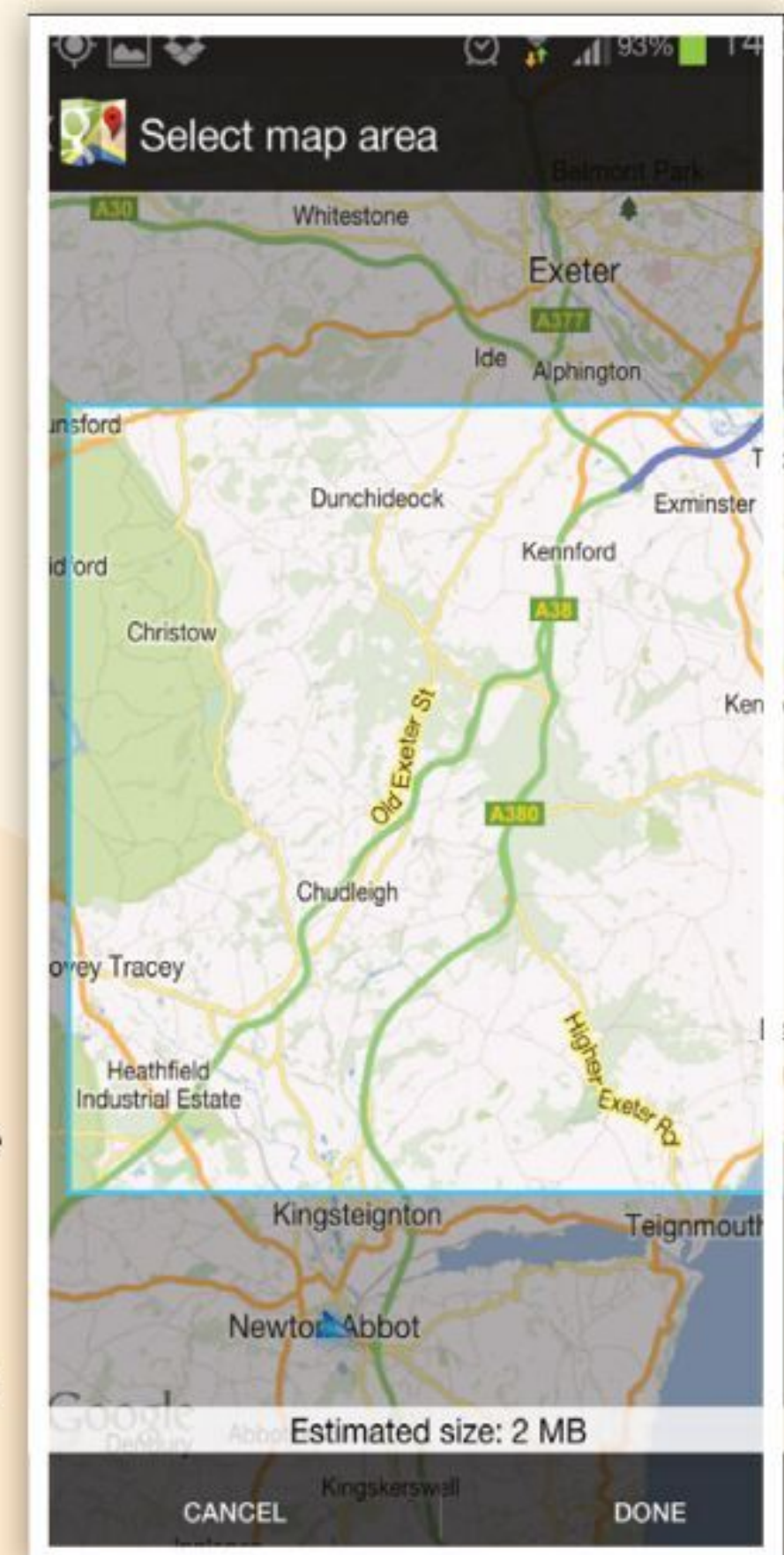
## Turn-by-Turn Navigation

If you own an Android smartphone, you won't need an extra GPS device for your cross country excursions. Map your road trip and get hands-free, turn-by-turn GPS navigation, complete with voice guidance. You can even get live traffic reports, letting you see current traffic conditions before you set off and while you're on the go. Get estimated travel times and even find alternative routes if things look busy.



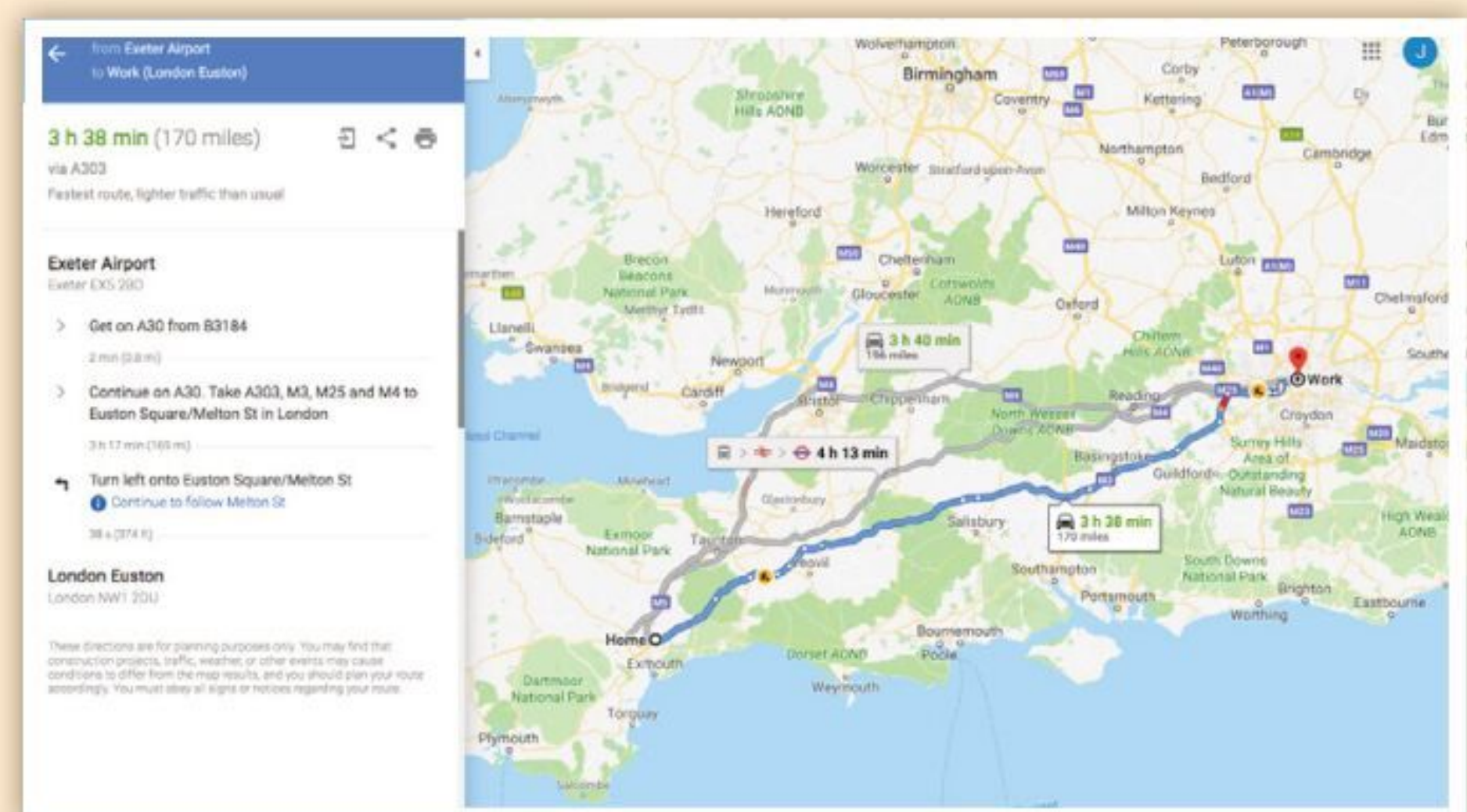
## Offline Maps

Get access to a map, with or without a network signal. Download a map of your destination to use offline and maintain GPS functionality even when you lose mobile service. You can save and use certain maps when you're not connected to the Internet. If your mobile device has GPS, the blue dot shows your location so you know where you are. You can even get maps of indoor spaces. The next time you're running through the airport or in a shopping centre, use Google Maps on your mobile phone to get indoor walking directions and find your way around.



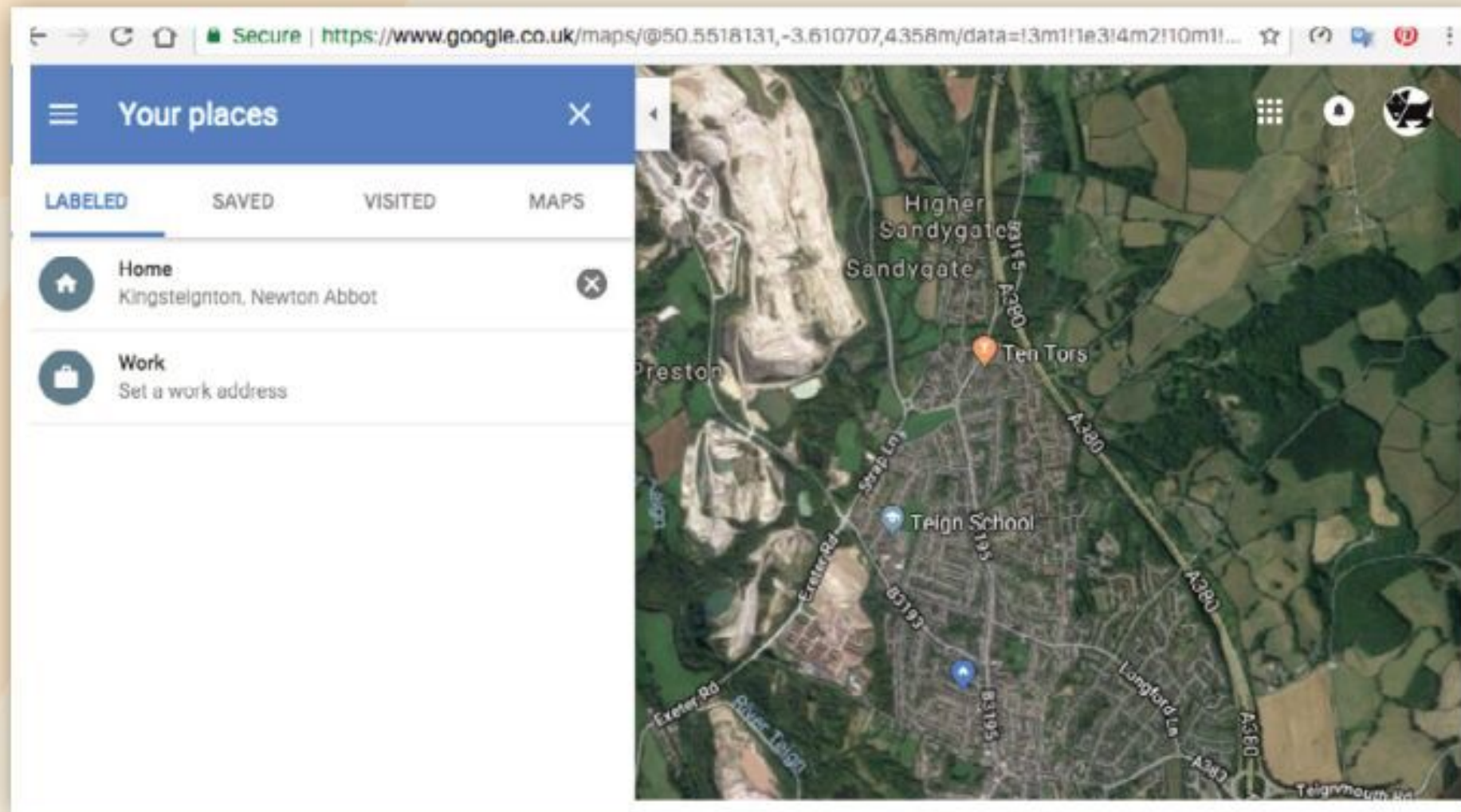
## Biking Maps

If you are more of a fan of pedal power than horsepower, you can use the Google Maps Biking Directions beta. Find dedicated bike trails, routes without motor vehicles and the best streets for cycling. Dark green lines indicate bike trails, light green shows dedicated bike lanes and dotted green lines are bicycle-friendly roads. Navigate it all with biking directions in Google Maps Navigation Beta.



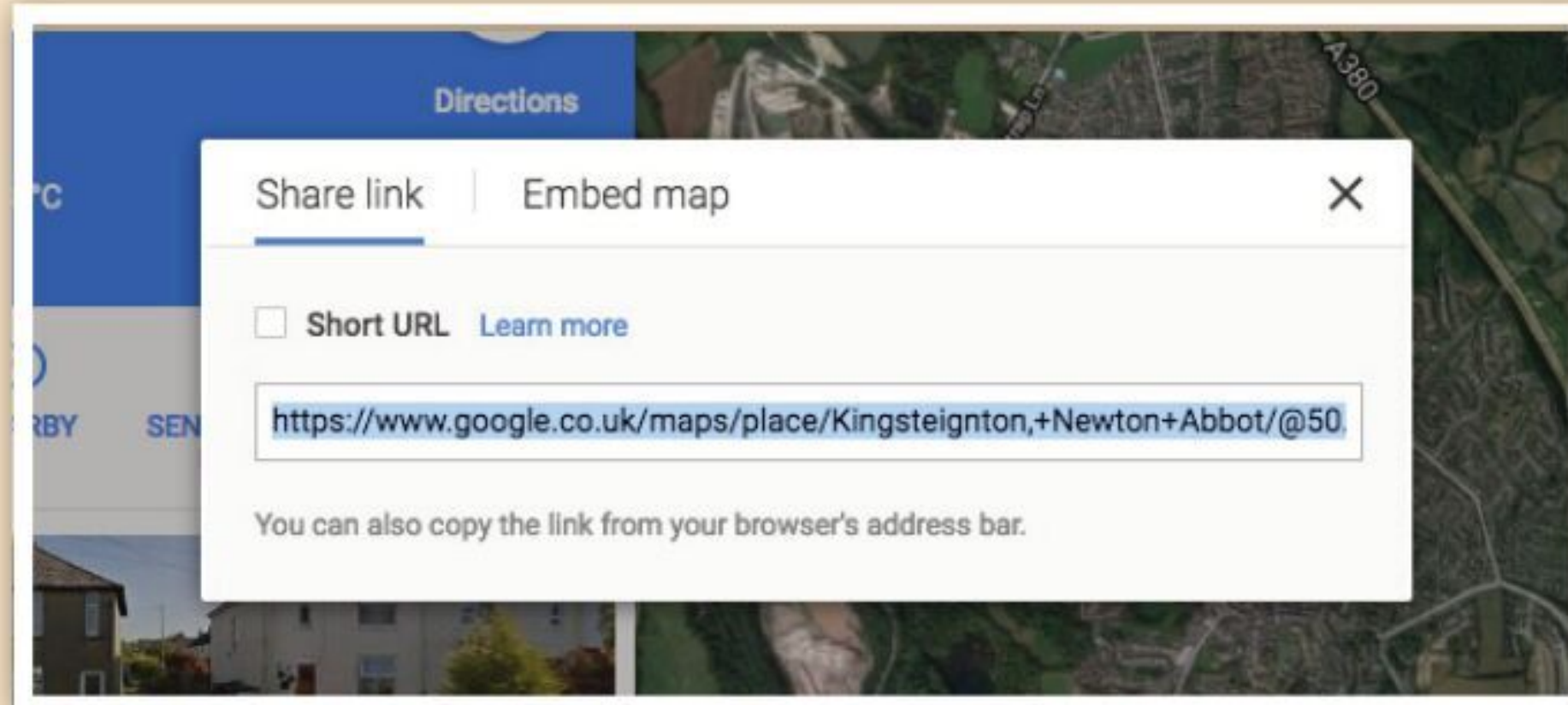
## Your Places

Want to map out your travel plans or share hiking spots with friends? Try making your own map of what matters to you most with Your Places. Mark locations, add details like photos and links and invite others to collaborate with you on your map; and access it on your Android device. Sign in to your Google account to access your map across all your devices. You can take your map on the go to find your favourite spots easily and even access your desktop location search history on your phone, and vice versa.



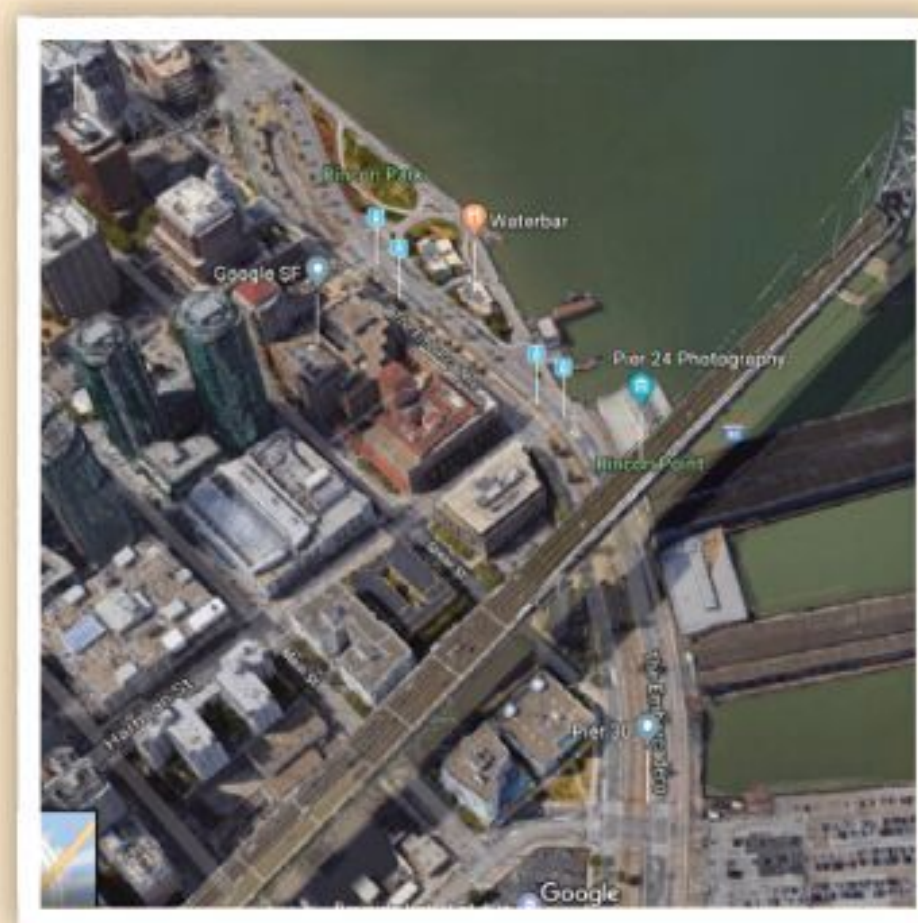
## Sharing Maps

You can share maps via a short URL, an HTML embed, email, text message and even send maps to certain GPS units and cars. To generate a customisable embed code or URL, click on the link icon to the top left of your display. Check the Short URL box (or whatever you require) or click the link for Customise and Preview Embedded Map. If you want to send the link out, rather than copy/paste the text that's been generated, click Send for further options.



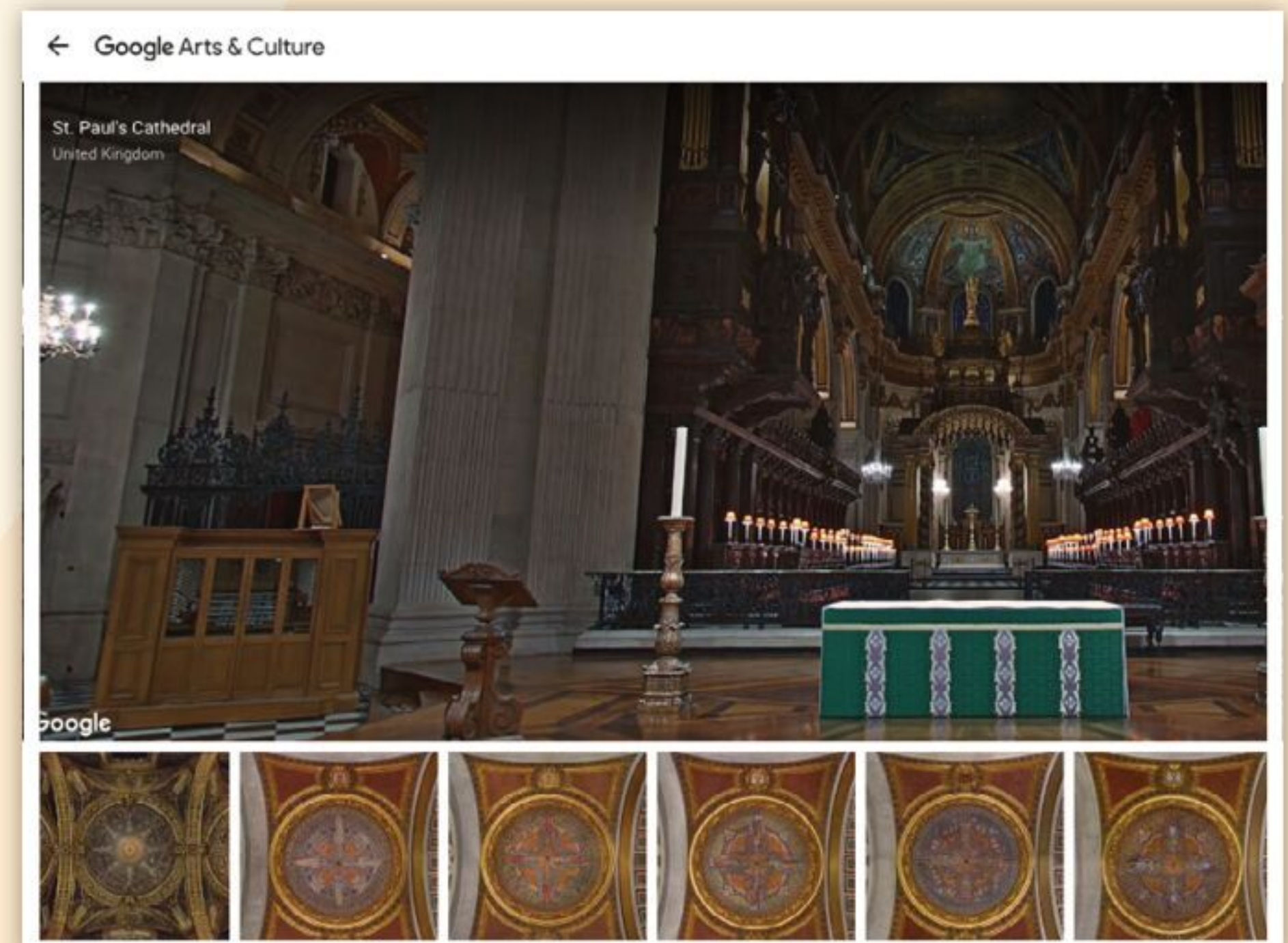
## MapsGL

MapsGL uses technology called WebGL (Web-based Graphics Library) to enhance the Google Maps experience. WebGL brings 3D graphics to your browser without the need to install additional software. This allows you to provide seamless transitions between various levels of imagery and different map views. Some of the MapsGL improvements include 3D buildings in Map view mode and 45° aerial imagery, smooth transitions between zoom levels and seamless 45° aerial view rotations and the ability to Swoop quickly from the Map View to Street View imagery. With MapsGL, you can experience all of this in your browser without a plug-in.



## Google Arts & Culture

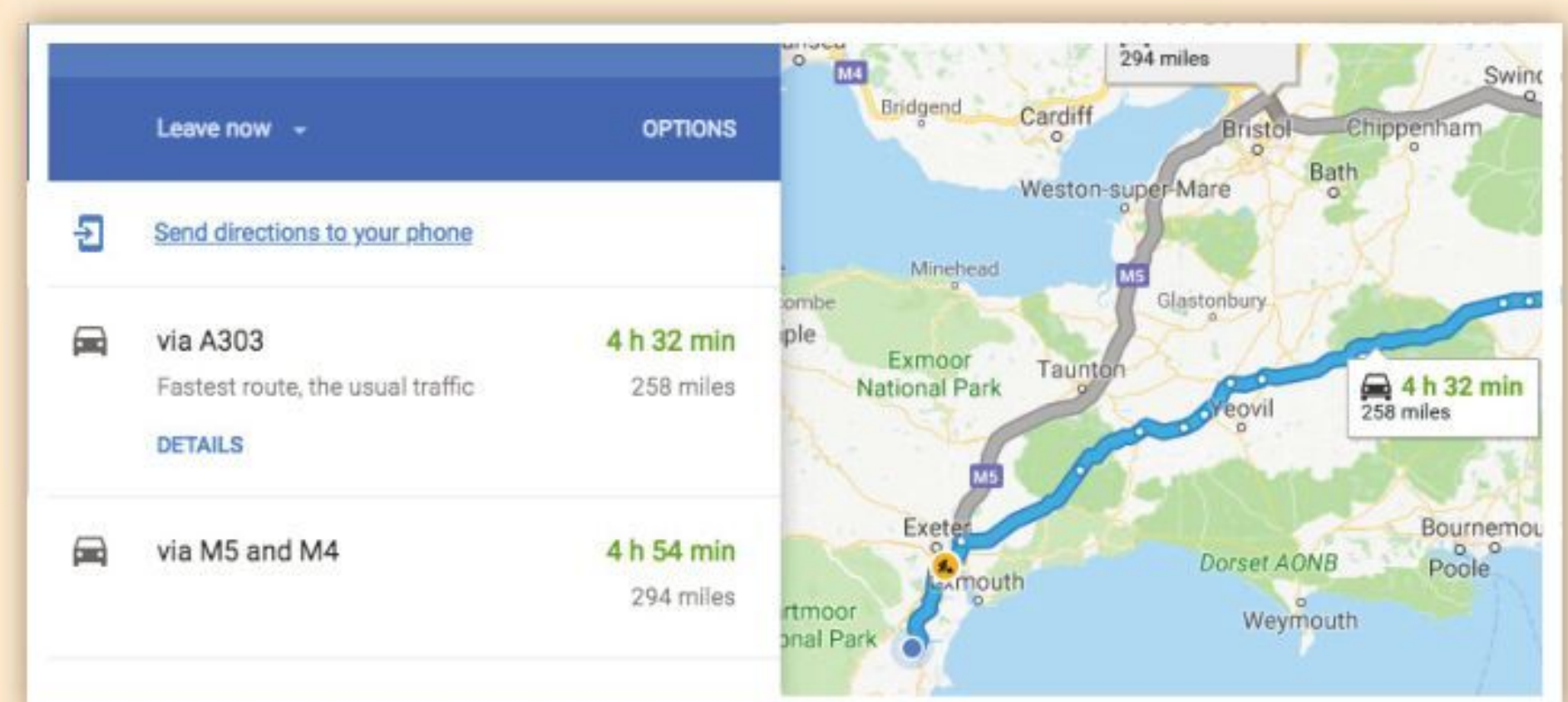
Google Arts & Culture is a platform which brings world heritage sites of the modern and ancient world online. Using Street View, 3D modelling and other Google technologies, these amazing sites are now accessible to everyone across the globe. With videos, photos and in-depth information, you can now explore the wonders of the world from your armchair just as if you were there. A fantastic feature that makes Street View even more unmissable.



## Send to Phone

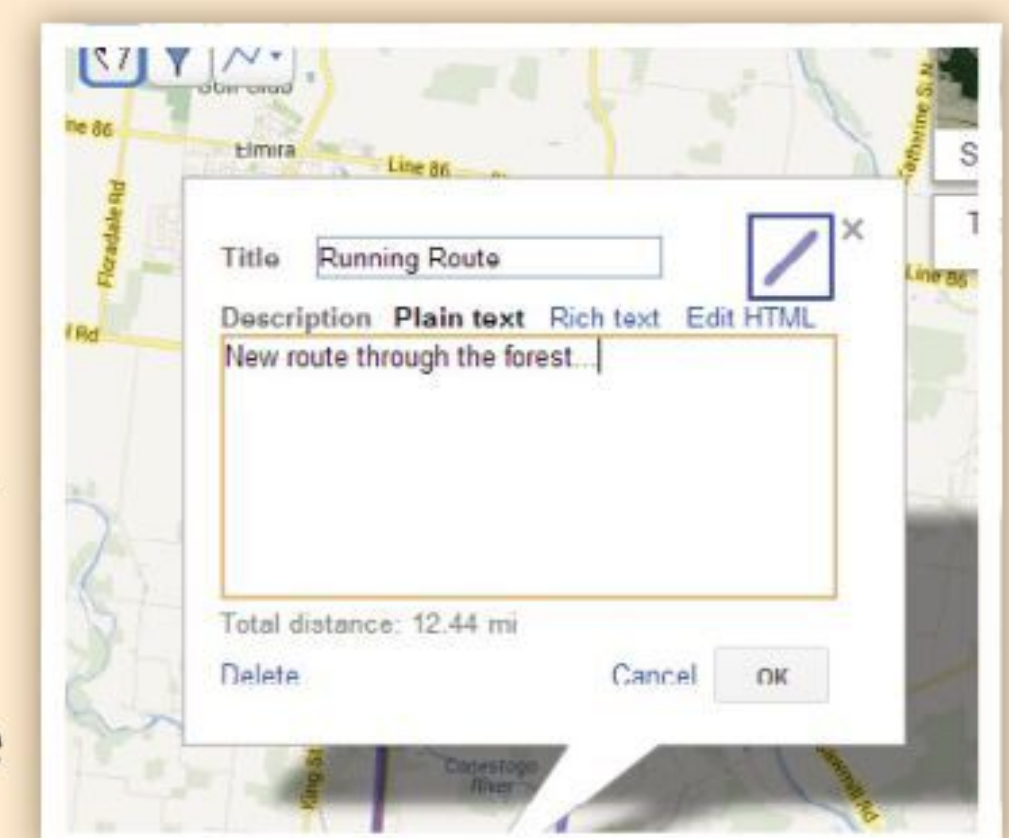
Google Send to Phone enables you to send text messages of Google Maps content to your mobile phone. For example, you might text yourself an address or location you've found.

To send something you've found on Google Maps to your phone, click the link icon in the left panel. Click Send and choose Phone from the left side. Enter the required information and hit Send. You'll receive a text message with your selection. You can also send a local search result to your phone, by clicking More > Send from the place marker's location information window.



## My Places

Using My Places, you can create custom, annotated Google Maps that include place marks, lines and shapes. You can even add descriptive text and embed photos and videos in your map; then share your maps with others. This can be handy for mapping out your favourite restaurants, planning an upcoming holiday or saving biking routes for future reference.



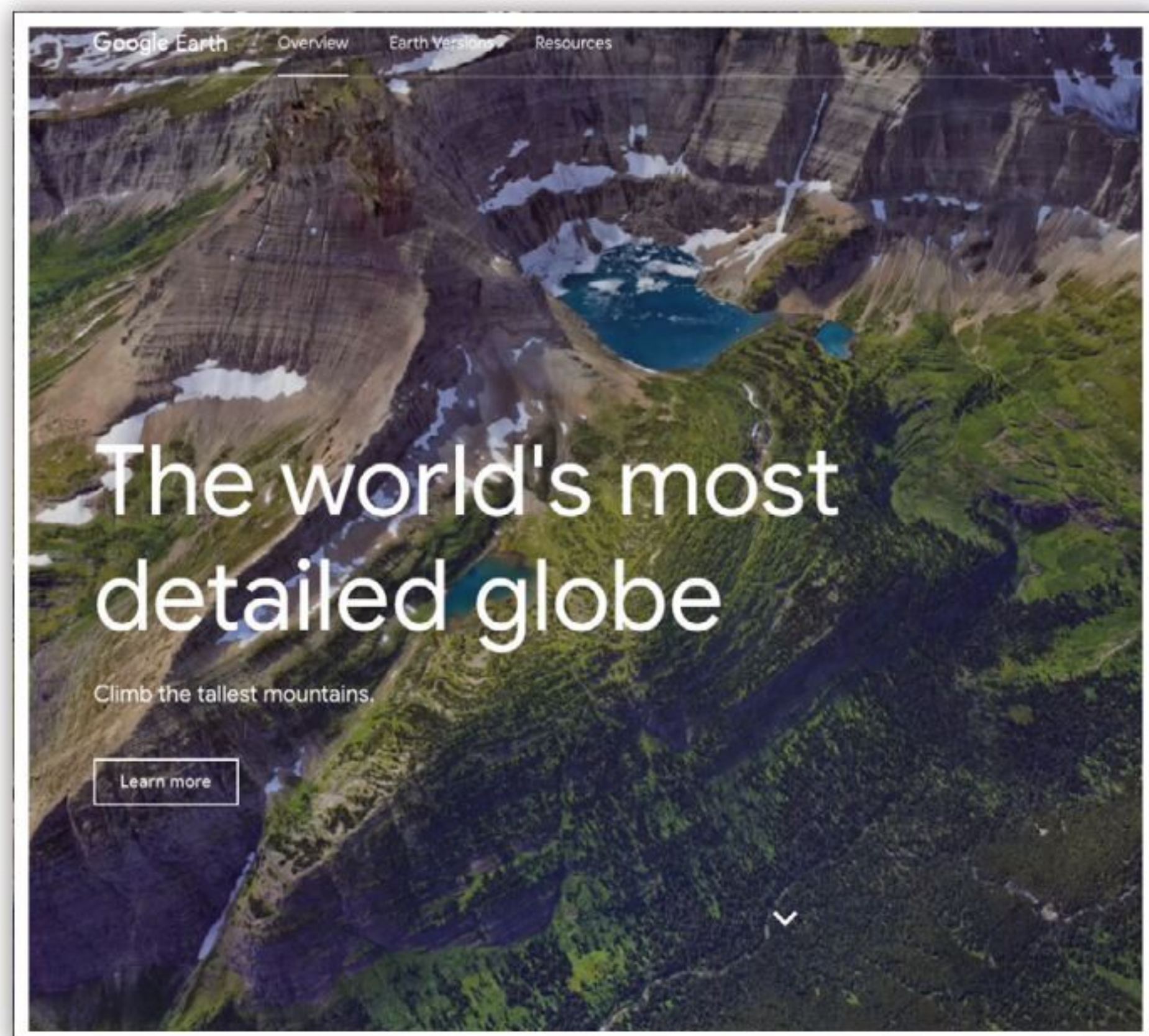


# Explore with Google Earth

Google Earth lets you explore the world from the comfort of your own home. Featuring high quality satellite imagery, as well as incredible 3D rendered models, Google Earth lets you take a trip to a faraway place, stroll through a 3D forest and even travel back in time.

### Step 1

▶ If you have not already installed the Google Earth app on your device, you will need to do this before you can begin. From the Google Earth webpage, click on the Learn more link in the bottom left corner of the screen and click on the Earth Pro link to start the download.



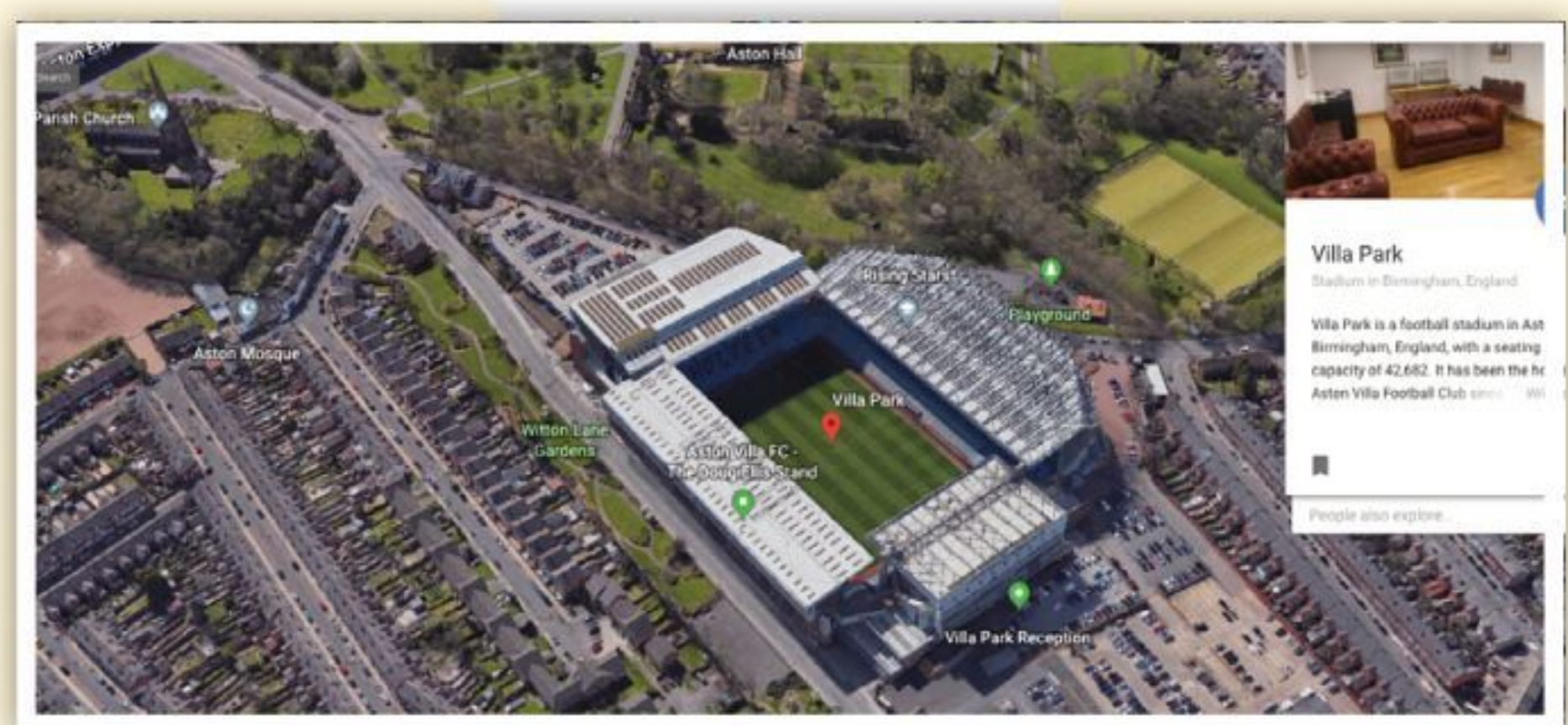
### Step 2

▶ Click on the links to install the app. When installation is complete, you will need to refresh the page to load the Earth view. You should notice that the view changes to show detail that is more realistic. You can now zoom right out to show the whole globe.



### Step 3

▶ You can search for locations in Google Earth by clicking the Search icon in the side bar to the left of the screen. Type the name of a street, town or country in the search box and the view will zoom in to show it. Search also for landmarks and businesses.





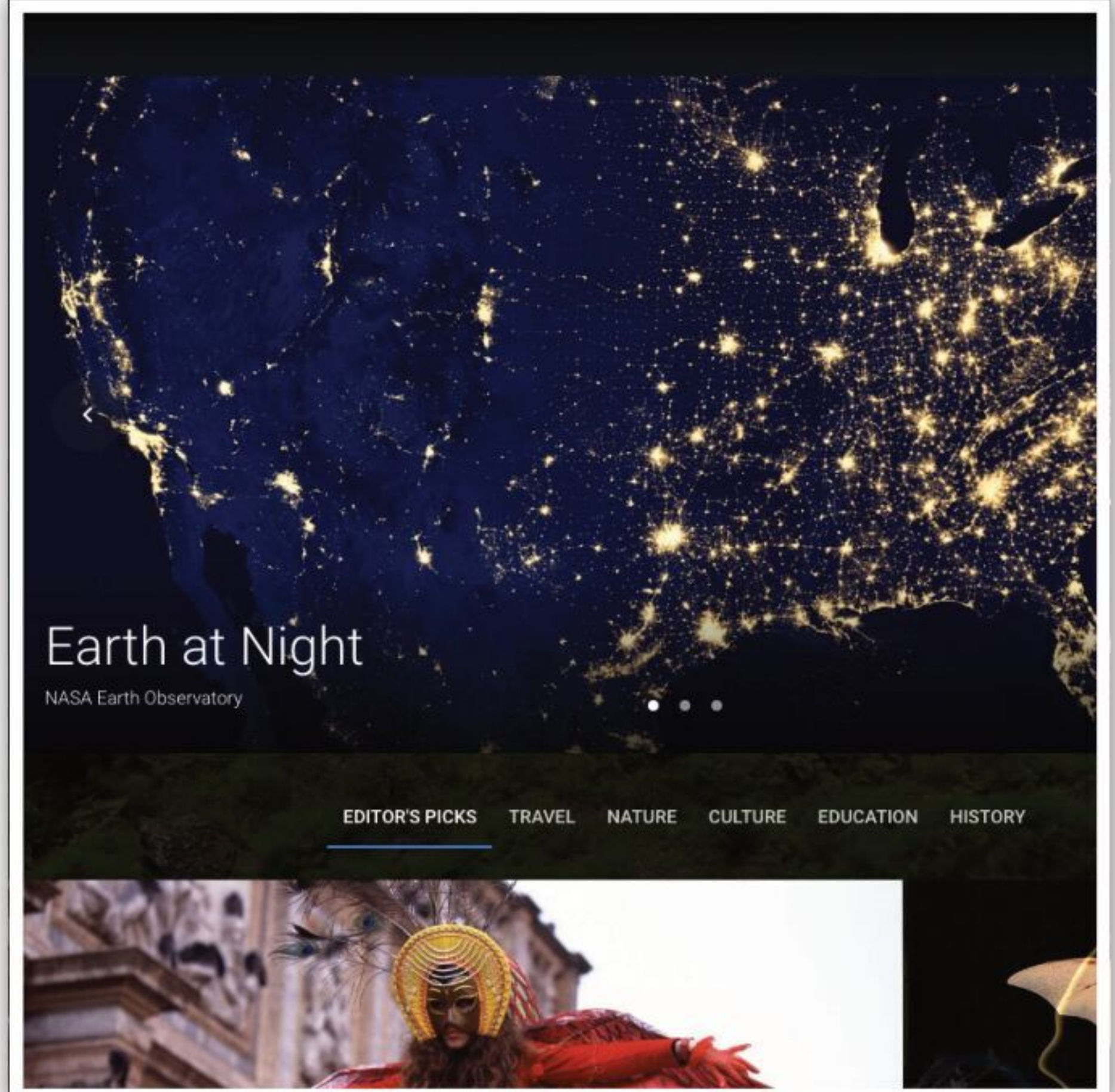
### Step 4

The view of many locations in Google Earth will be in 3D. To tilt the camera, use the controls at the top left of the window: the control with the eye tilts the camera, the control with the hand pans the camera. You can pan, zoom and tilt by right-clicking on a point and moving the mouse.



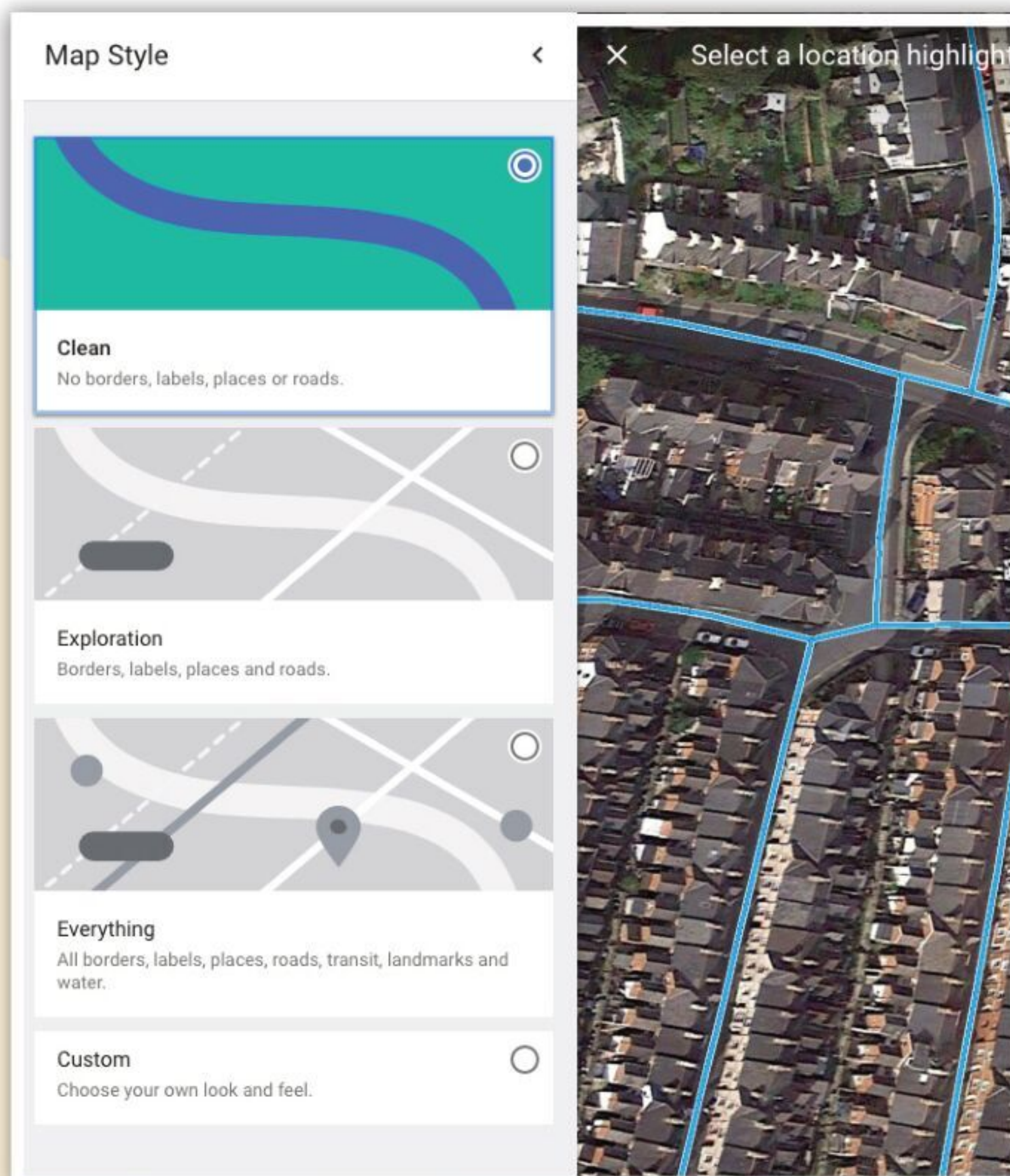
### Step 6

You can access news, photos, videos and Wikipedia information via Google Earth. Click on the ship's wheel icon on the left side bar to switch to the Voyager screen. You can then click on individual piece to read it in full. This information is updated regularly so remember to check back.



### Step 5

Switch to view while using Google Earth by clicking the Menu options, top right, and then selecting Map Style. Now you can pick how the Map details are shown. From limited information to in-depth detail or an option between the two.



### App Store Preview

This app is only available on the App Store for iOS devices.



### Screenshots



## Google Earth Mobile

In addition to the desktop app described above, you can also download and install the standalone mobile version of the app. The desktop version lets you view satellite imagery, maps, terrain, 3D buildings, galaxies far away in space and the deepest depths of the ocean. You can learn about the moon and follow Apollo missions; take narrated tours about the effects of climate change and even travel back in time with Historical Imagery. The Google Earth app is available for your Android or Apple devices.



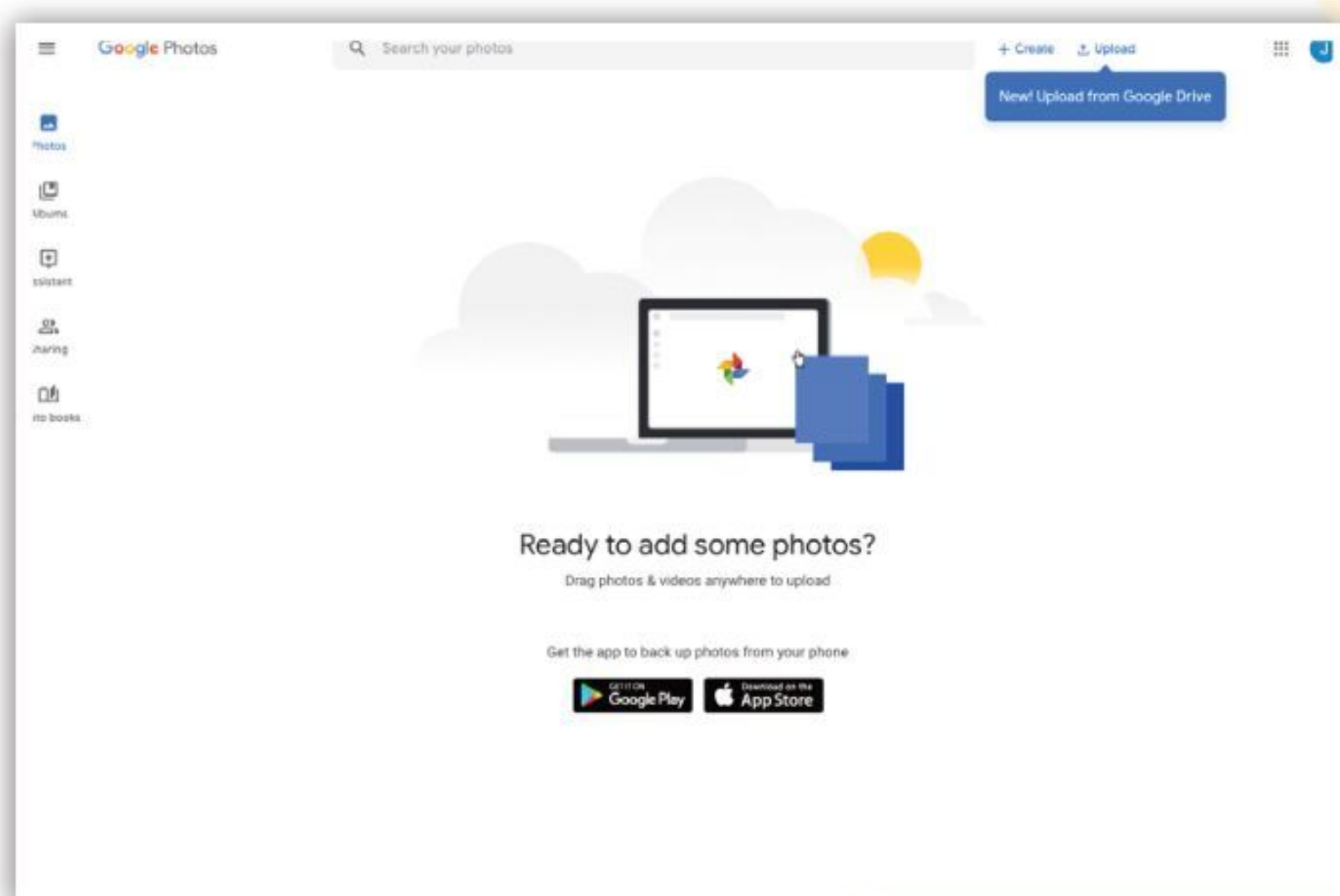
# Getting Started with Photos

If you have never used Photos before, you may be surprised to discover just how useful this free tool is. It not only lets you create slideshows of your favourite images and share images with your friends and family, it also allows you to edit your images. By making Photos the central hub for your photography those memories will be safe.

## Uploading to Photos

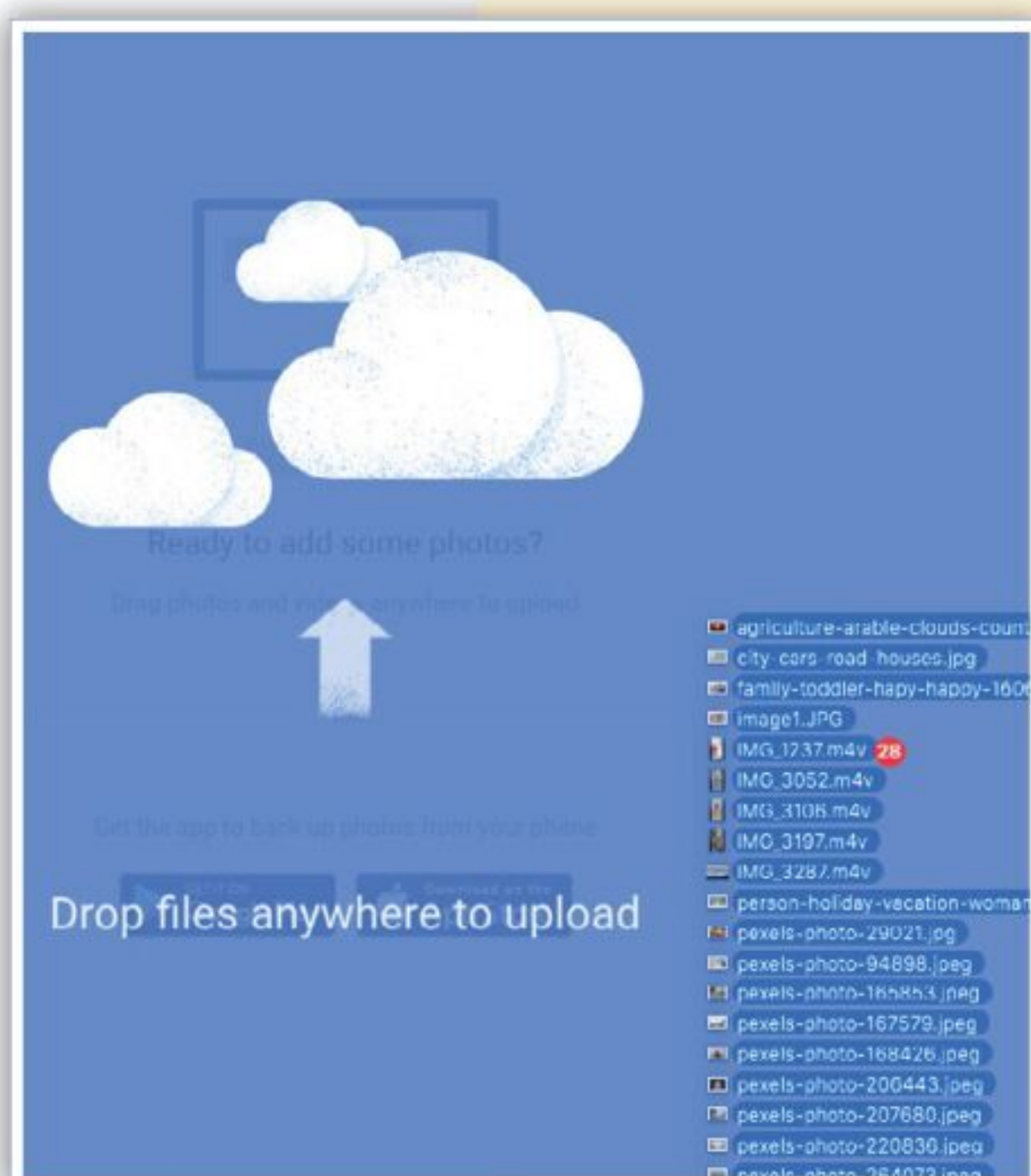
### Step 1

Open the Photos app via the App icon and the drop down menu accessed from it. The first thing you will need to do with Photos is upload your images and videos into it. Unlike its predecessor Google's Picasa, Photos doesn't search your computer for compatible files thus you will need to organise yours first.



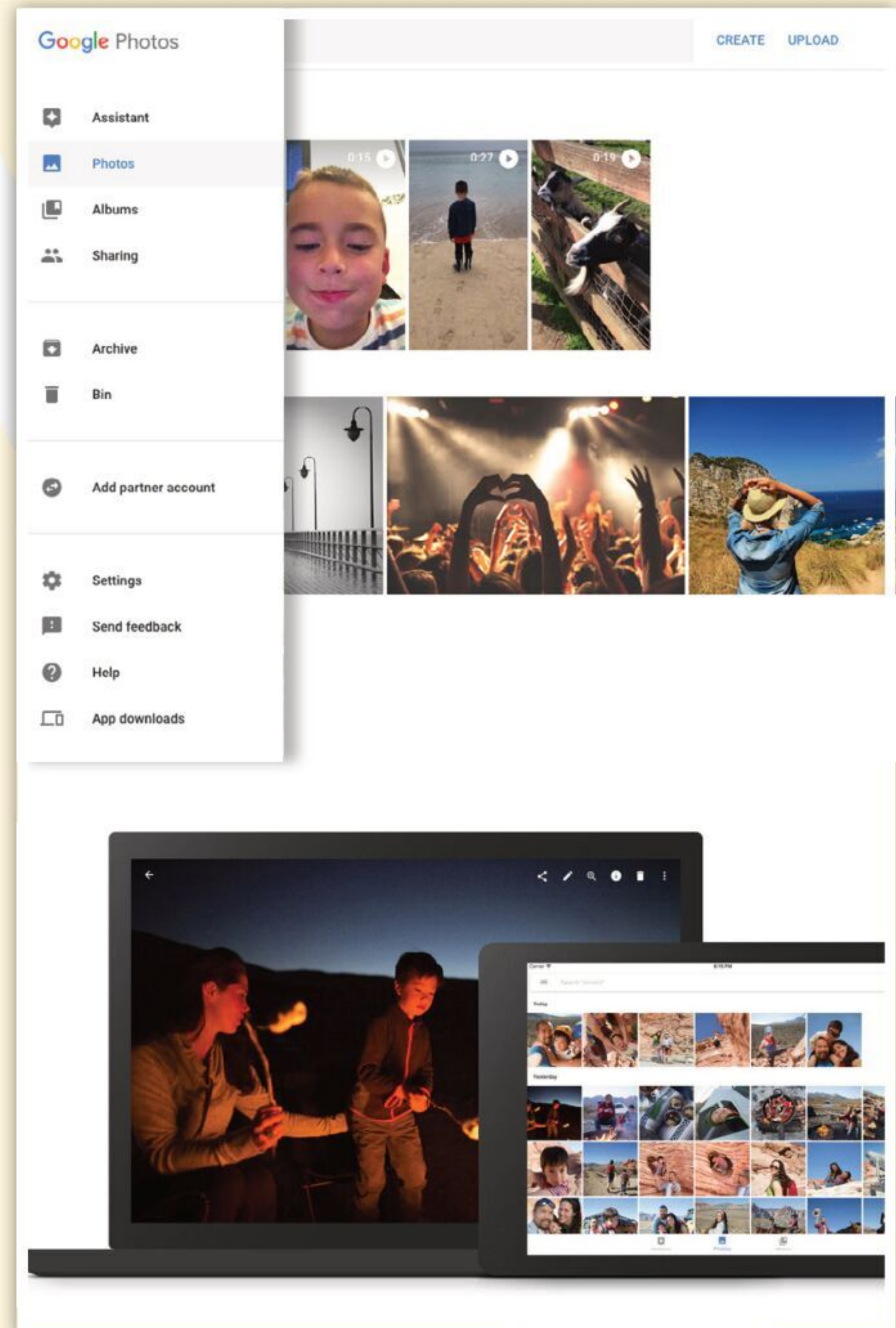
### Step 2

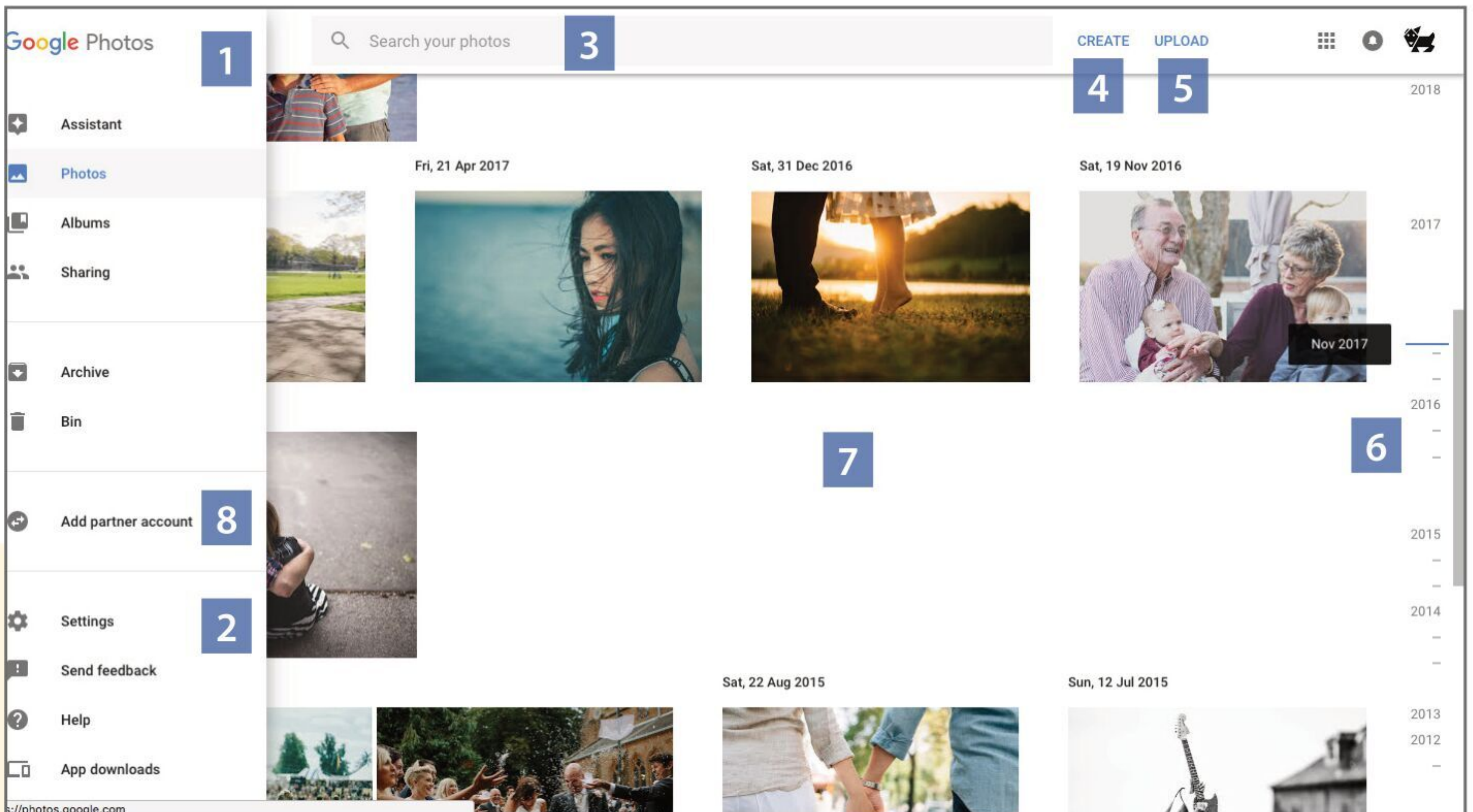
Having placed the files you wish to upload to Photos in a folder, the quickest way to transfer them is to simply drag and drop the files on the Photos window as a group. Each file will then upload to the app, the speed of which is based on your connection.



### Step 3

When your files have uploaded to Photos, they will be displayed based upon the date the images or videos were captured, newest to oldest being the default setting. Notice the link to the Desktop Uploader, ignore that for now as we will cover it later.





## Using Photos

Below we break down the key features and controls of the Google Photos application, so it's even easier to use.

### 1 Menu

By clicking the three lines icon, top left, you can open the main Photos menu panel. Here you can quickly access the key functionality of the application, from sharing your images and videos to clearing out unwanted files.

### 2 Settings

The Settings link gives you access to Photos customisable features. From this link you can decide upon your storage options, compressed but high quality storage is free, while keeping your files at the original size is limited to 15GB without a paid upgrade.

### 3 Search

By entering the title of your file you can search your image and video database for it. If you have a large amount of files stored in Photos, you can narrow the criteria of your search to specific files from Videos to 360 photos by double clicking the search bar.

### 4 Create

Tap this link to open a pop-up menu which contains four additional links, Album, Shared album, Animation and Collage. By click on your choice from these four options you will be taken directly to its specific window.

### 5 Upload

By tapping this link you will open an upload window, where you can search your computer for any additional photographs or videos that you wish to add to your Photos file collection. Once you have located the files, select them and click Open to upload.

### 6 Timeline

Here you can control the images and videos that are displayed in the main Preview window based upon the date they were originally captured. To do this simply scroll up or down through the Timeline bar, stopping at the date you wish to view.

### 7 Preview Window

By default, all images, animations, collages and videos will be displayed in this main window. You can scroll through your entire collection and by clicking on a file you can view it full screen and even add it to your Pinterest account by tapping the icon top left.

### 8 Add Partner

This option is a far more in-depth way of sharing your entire library of files with another user via an email account, for example a family member or friend. You can, however, only share your library with one person.

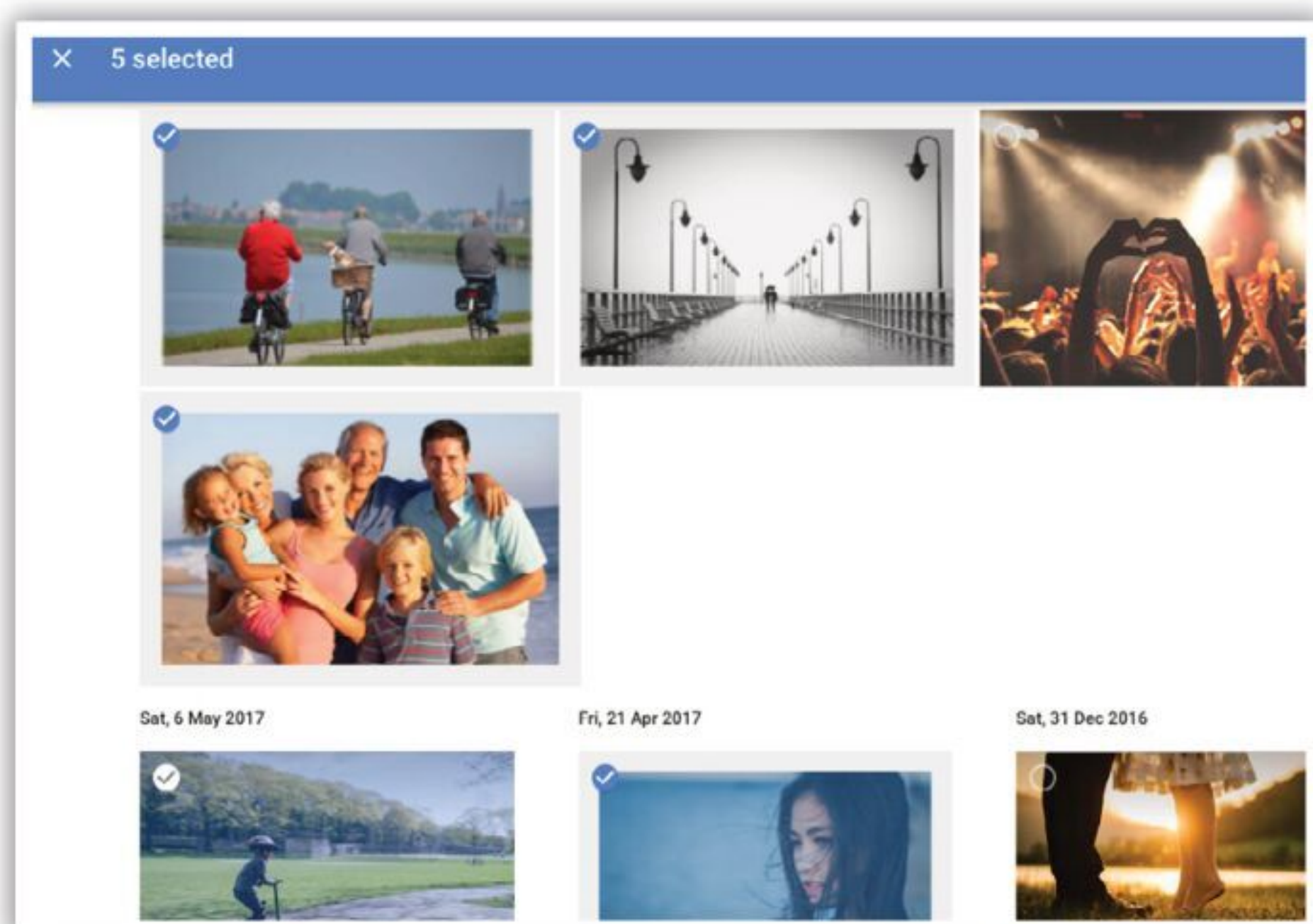


# Using Photo Collages and Animations

One of the great features included with Photos is the ability to make collages and animations of your files, either for yourself or to be shared with your friends and family.

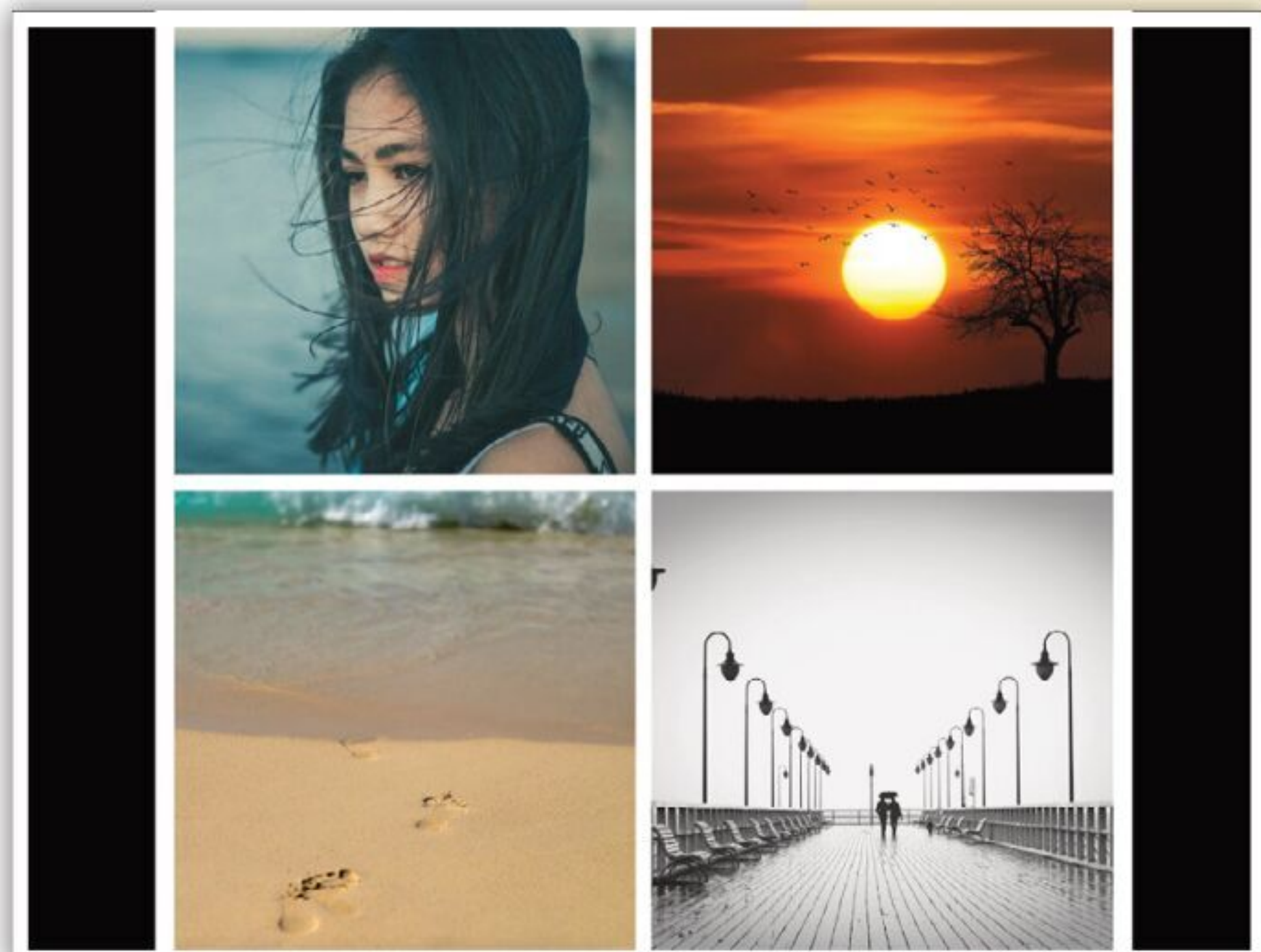
### Step 1

Starting with a collage, the first task is to select your photos. You can select a single folder by clicking on it in the folder panel or you can select numerous images by clicking on the tick icon on the top left corner of each of the images you want.



### Step 2

Once all the images you want are selected, click the + icon located in the top right of the preview window. A new menu will open; from the options you are given, select Collage. Photos will now auto generate a collage based on your images.



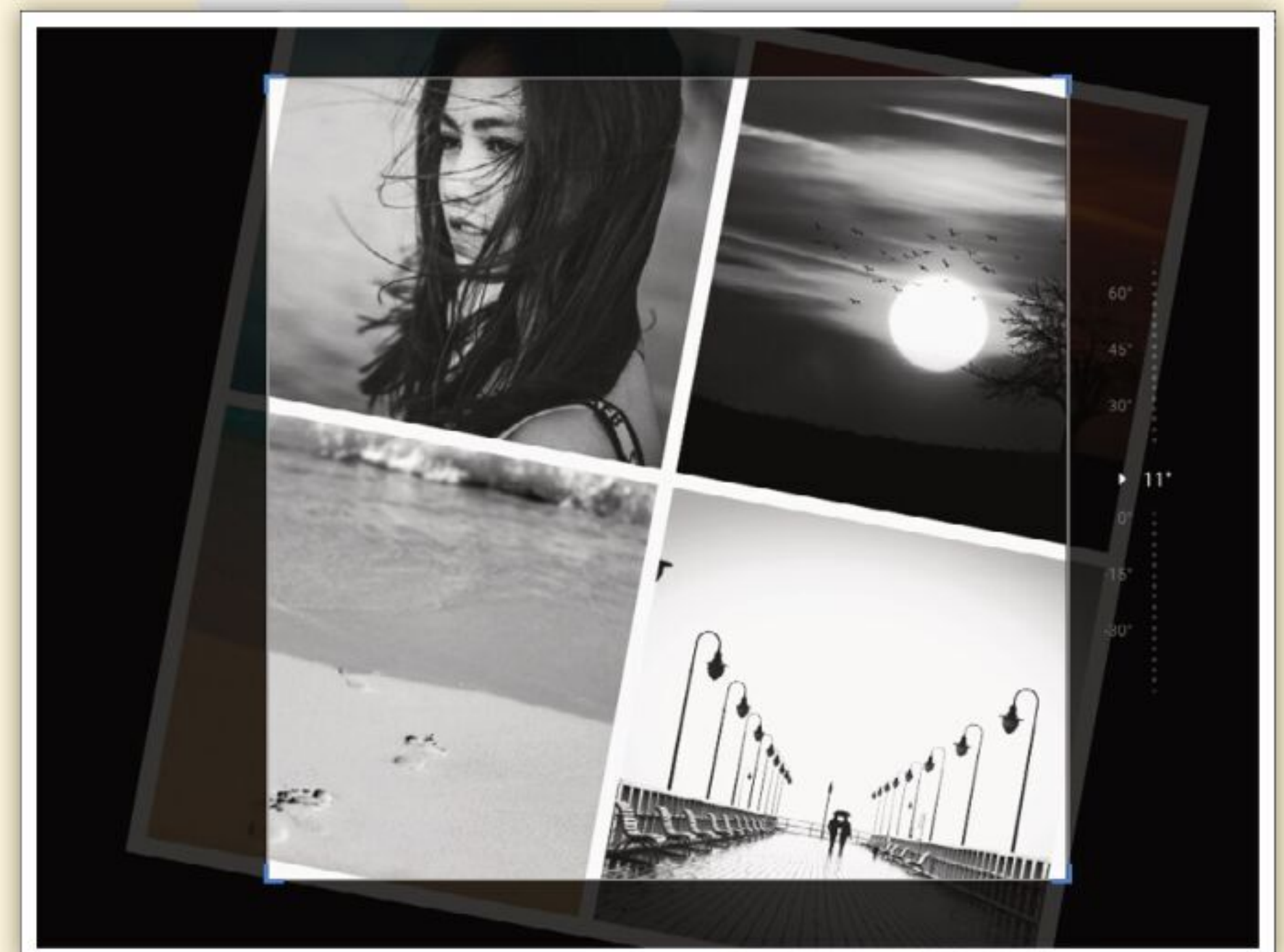
### Step 3

You can edit your image collage by tapping the edit icon located to the top right of this screen. You have a series of options and filters that you can apply to your new image. To use a filter click the middle icon and then click on the style you wish to apply.



### Step 4

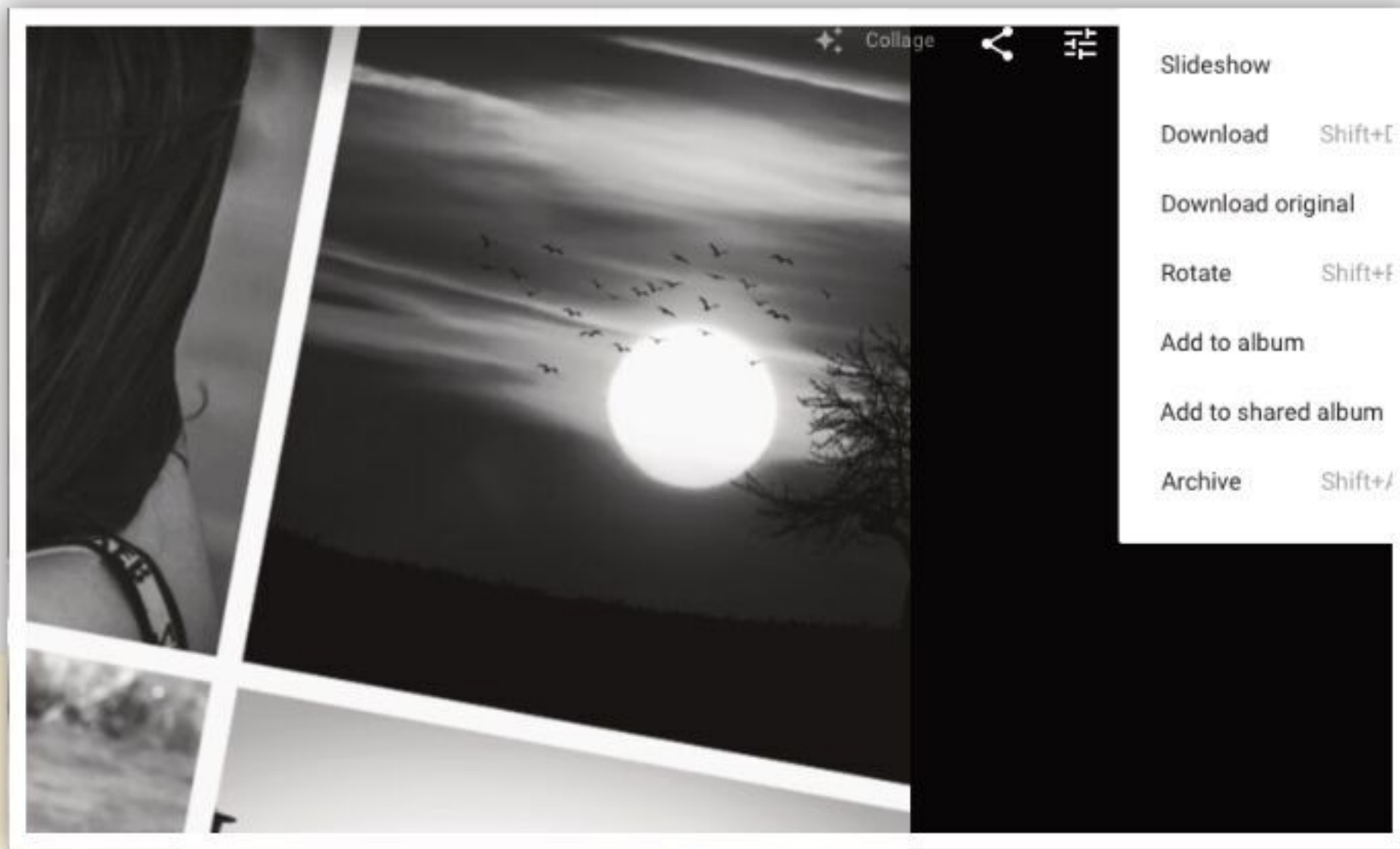
You can also adjust the level of filter use using the slider bar in the middle of the filters listings. The crop and rotate tool enables you to cut out sections of the collage or rotate the image at either 90 degree angles or manually, using the user control.





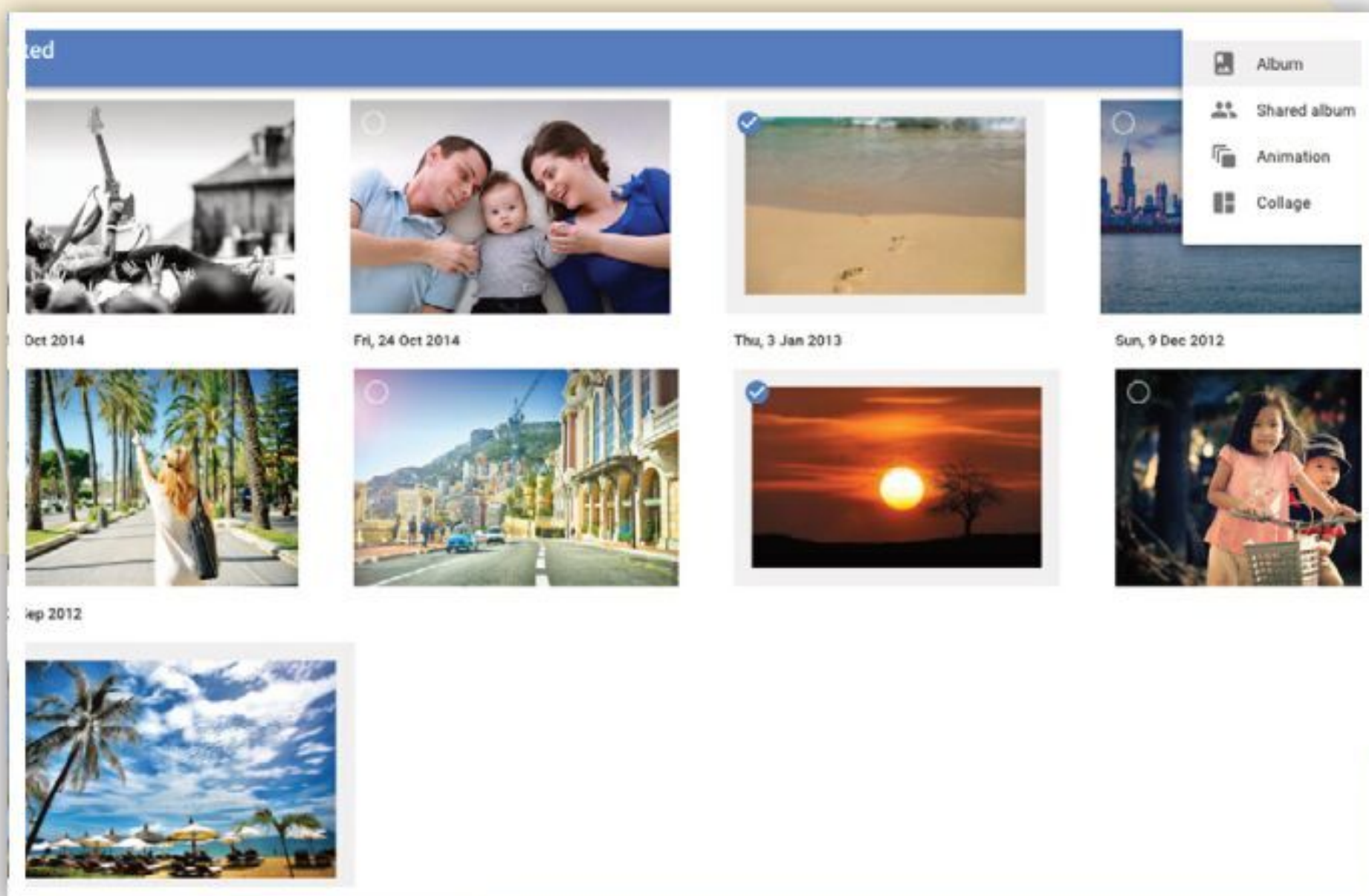
## Step 5

When you are happy with the edits to your collage, tap the Done icon. You have a couple of options for saving it. Click the more options link on the far right corner of the window. Now choose how you wish to store your new collage from this list.



## Step 6

Moving on to the Animation option, once again select the images you wish to add and click the + icon and select Animation for your list of options. Now all you have to do is leave the Photos application to do the work for you.



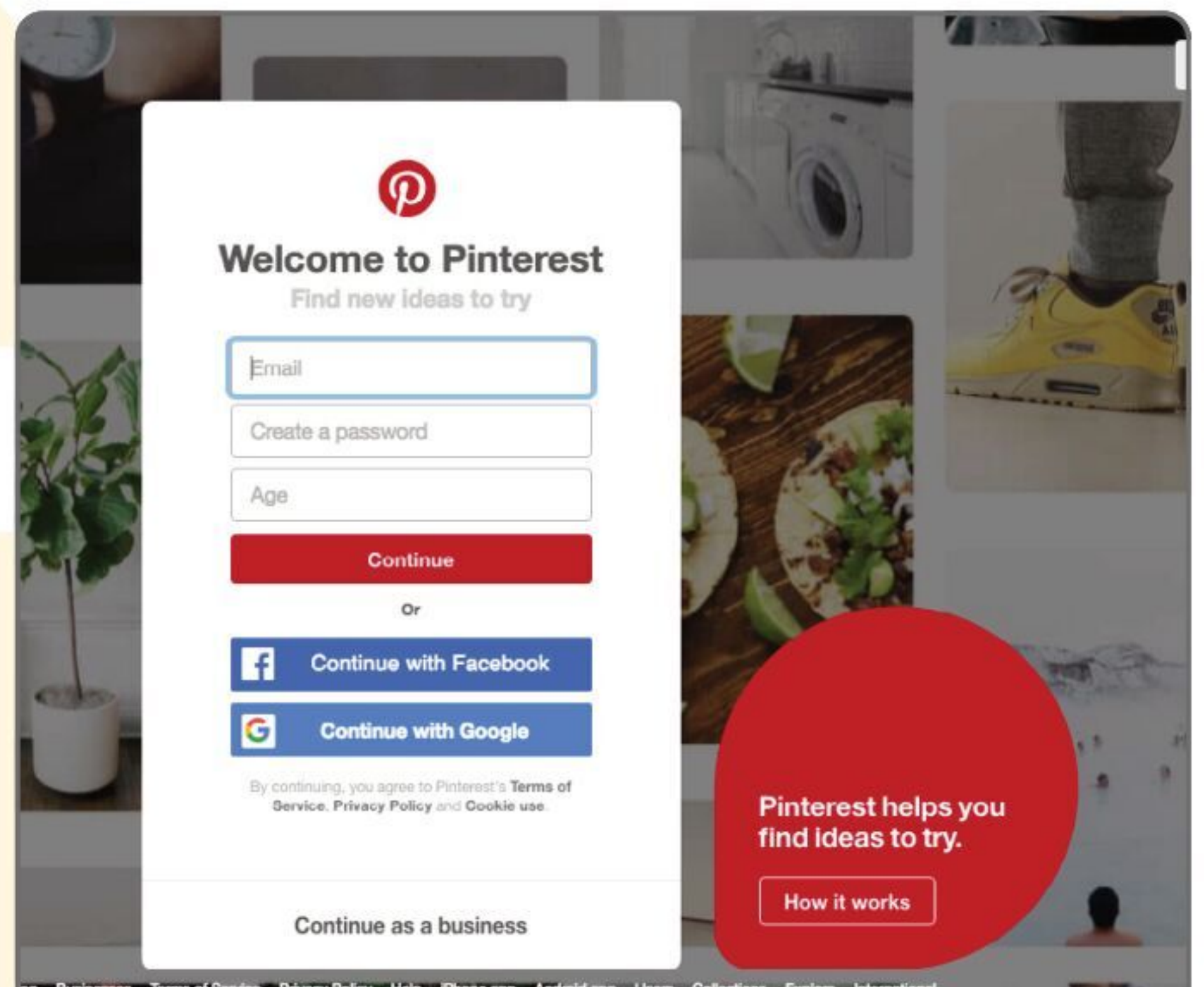
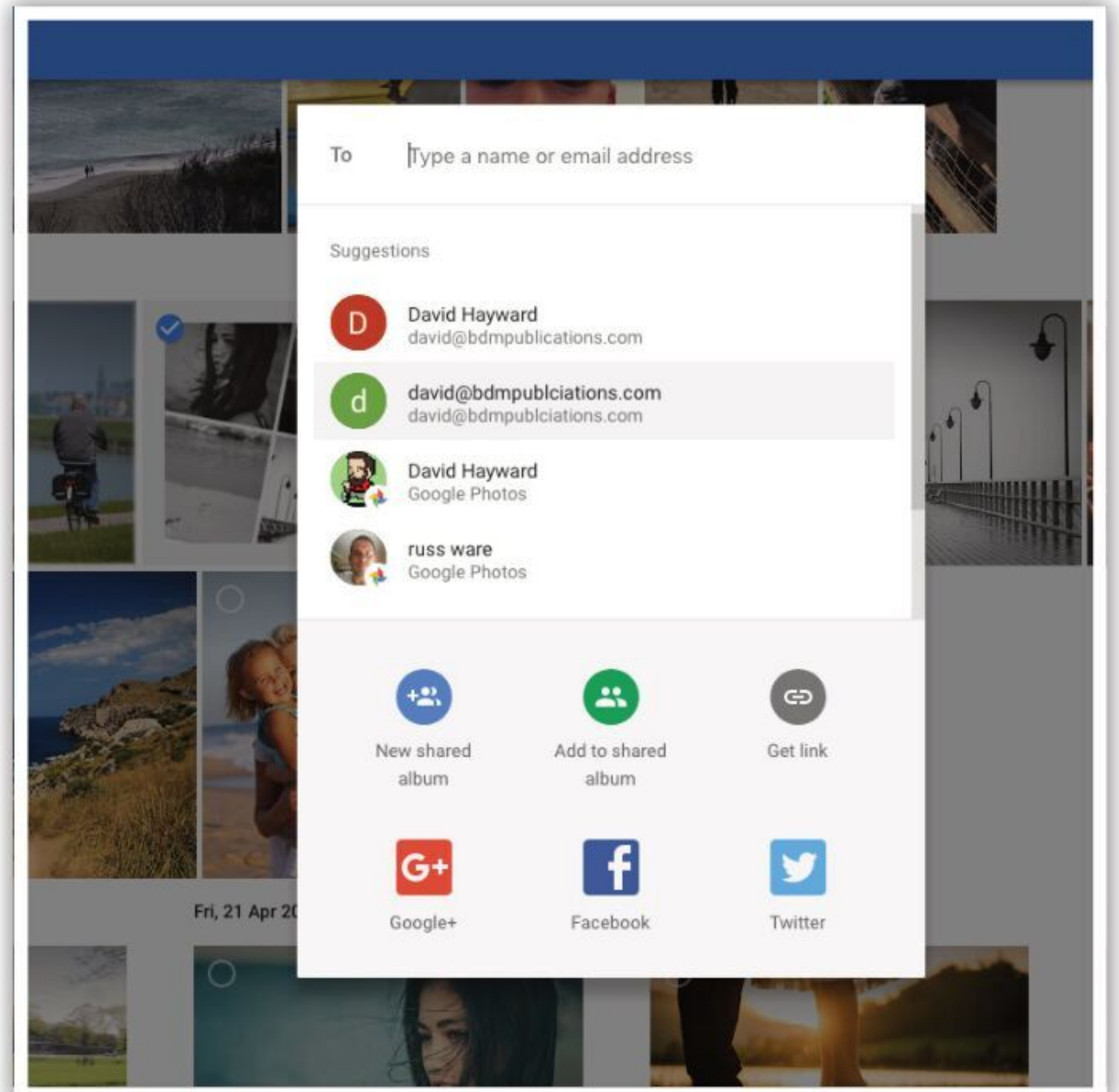
## Step 7

Photos will now auto generate an Animation based on your images. This animation is simply a slideshow, moving between a series of still images. This animation is automatically saved to your collection of files within Photos.



## Step 8

When you are happy with your collage and or your animated slide-show you can send them to your contacts by tapping the Share icon. When you see this window, choose how you wish to share the file and click the required icon to make your selection.



## Link to Pinterest

Pinterest is a very popular social networking tool, based around sharing images, which is closely linked to the Photos application.

If you are already a Pinterest user or simply wish to sign up and share your photos with the world, it couldn't be easier to get started. Visit [www.pinterest.com](http://www.pinterest.com) and sign in using your Google account. Once you are signed in you can upload directly by clicking the icon on any of your images, when you are viewing them full screen.



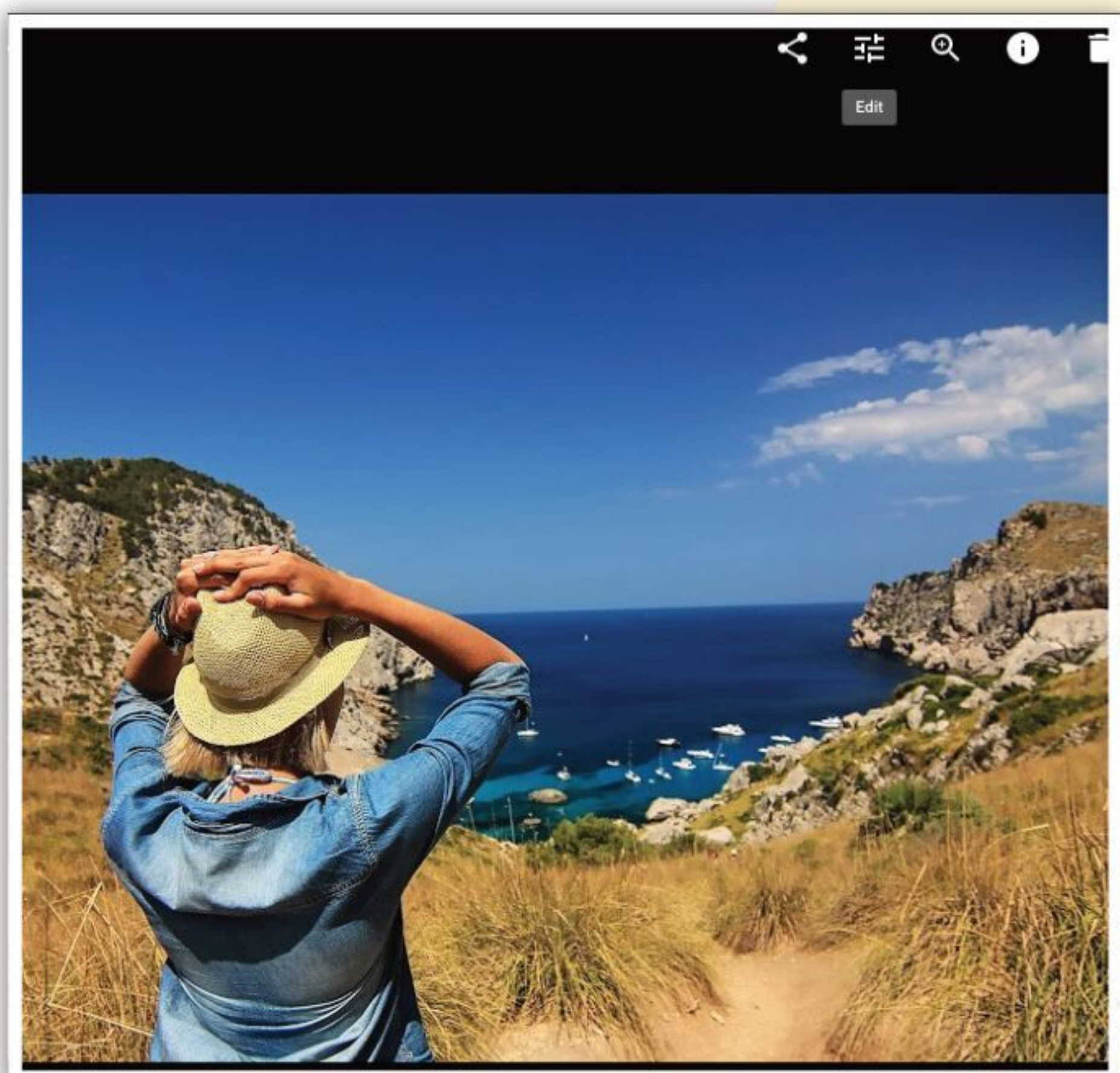
# Editing Images Using Photos

Google Photos not only provides you with storage for your photos and videos in one place, it can also be used to edit your picture. Photos editor is not a fully-featured image editing program but it includes enough to make the most of your photos. It's also free!



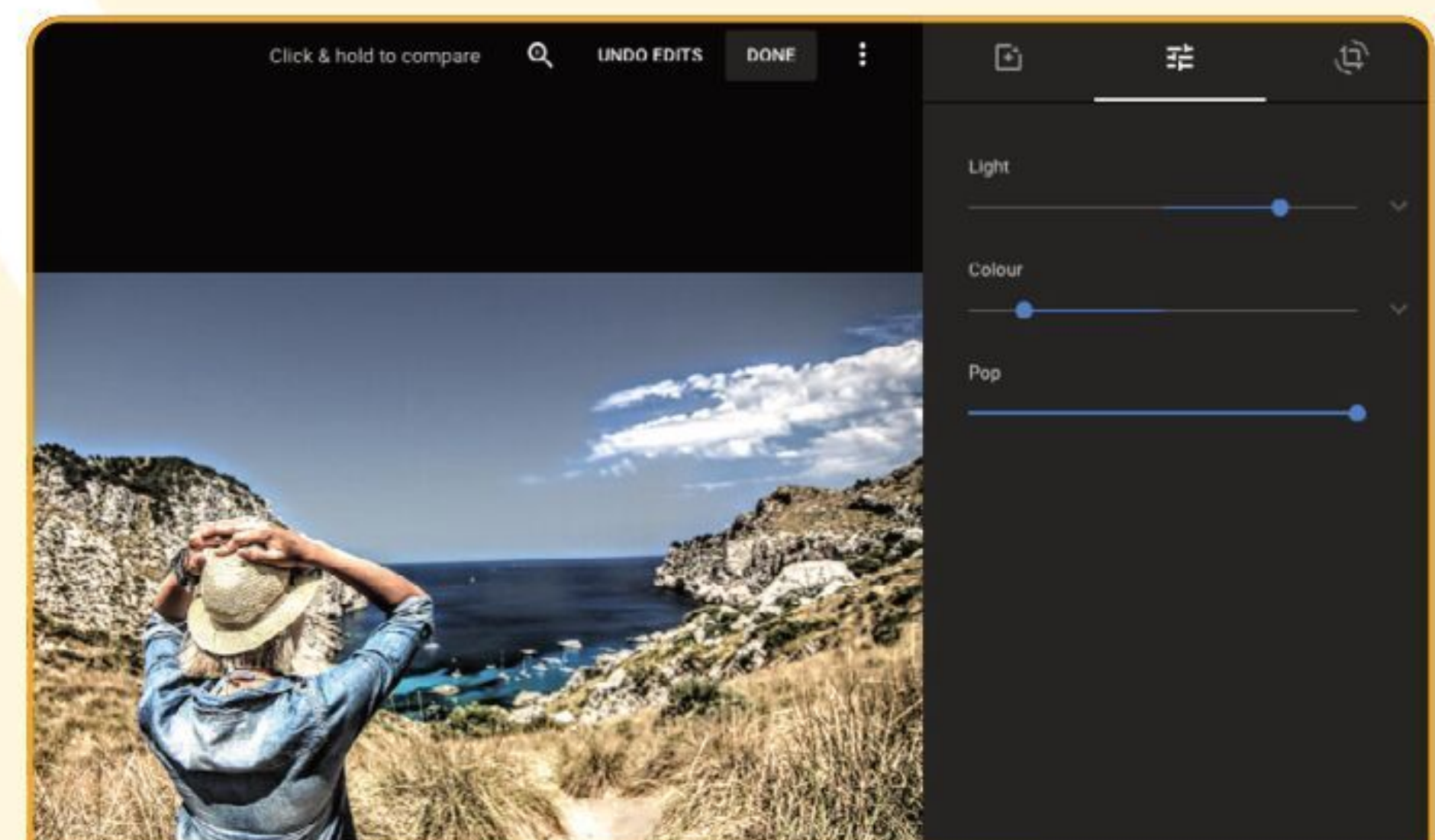
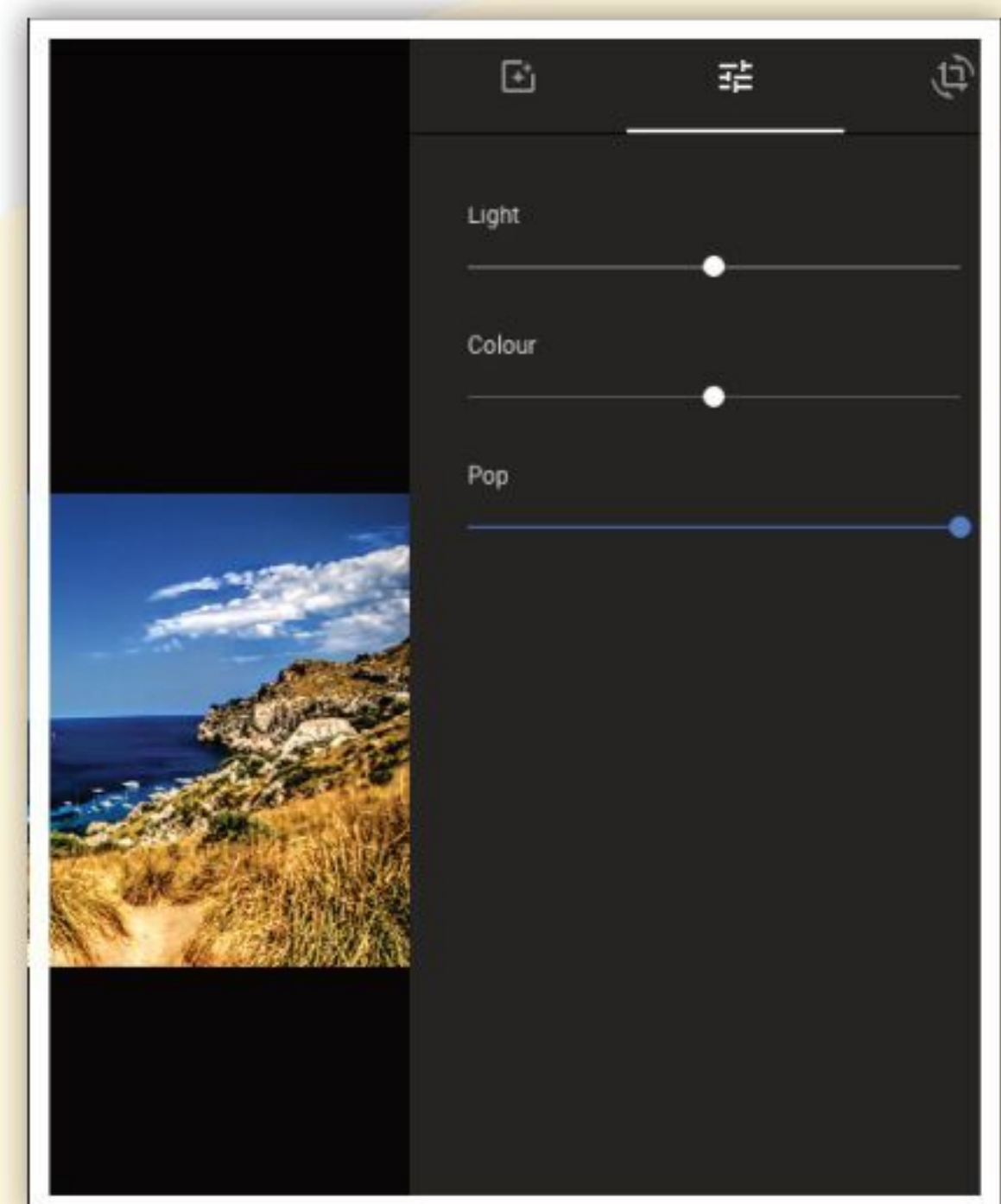
### Quick Fixes

As stated Google Photo editing isn't a fully optimised and functional Photoshop alternative but with that said, there are more than enough options for you to clean up or enhance your digital photography, with only the most basic understanding of photo-editing. Photos offers simple tools, designed to help fix common problems with a few clicks as follows.



### Light and Colour Fixes

These controls let you change the lighting or colour levels of your image. You can either use the sliders to change Light, Colour temperature and Pop. The latter being a fantastic tool that adds greater depth to your images with a simple adjustment to the slider.

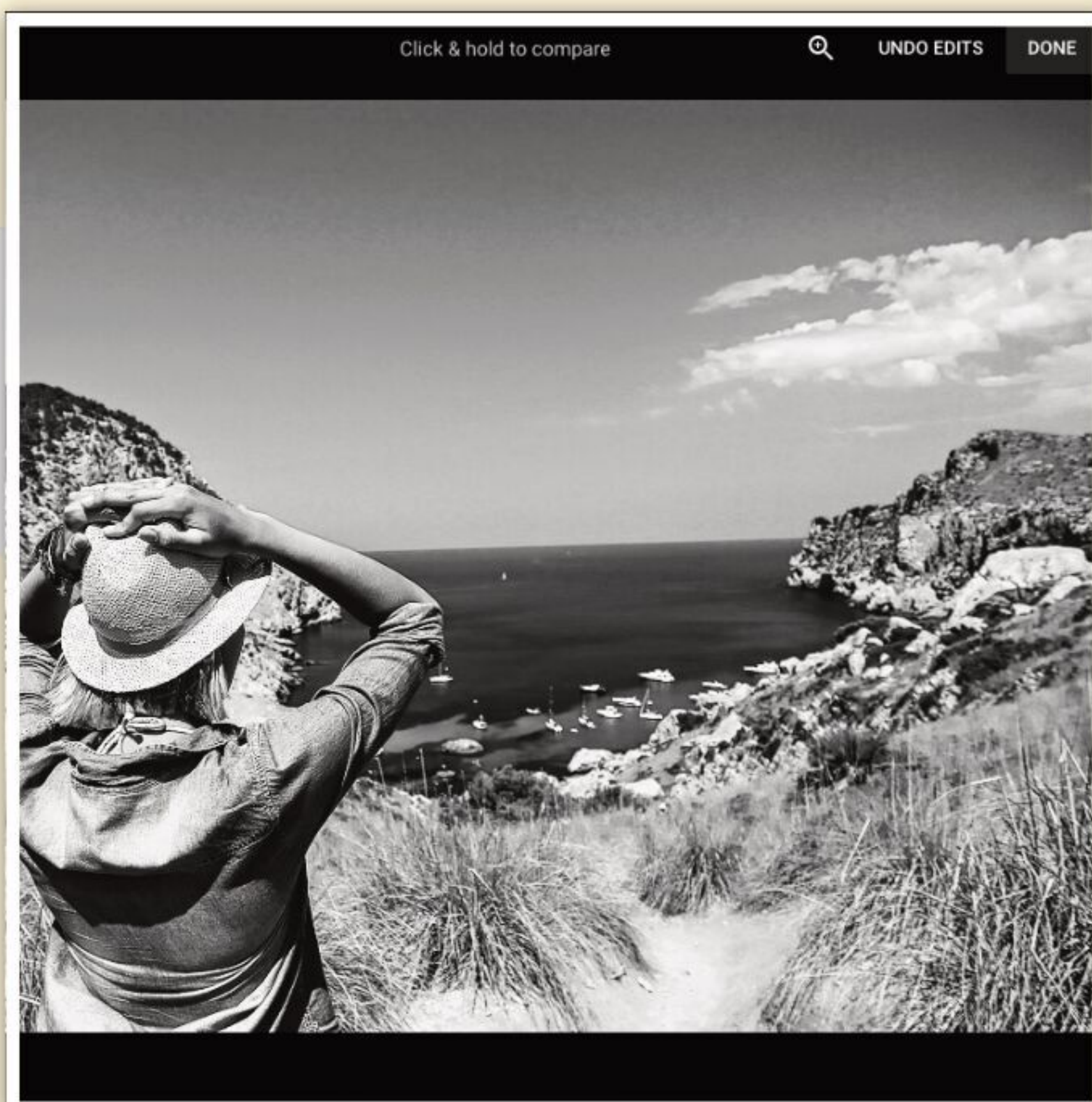
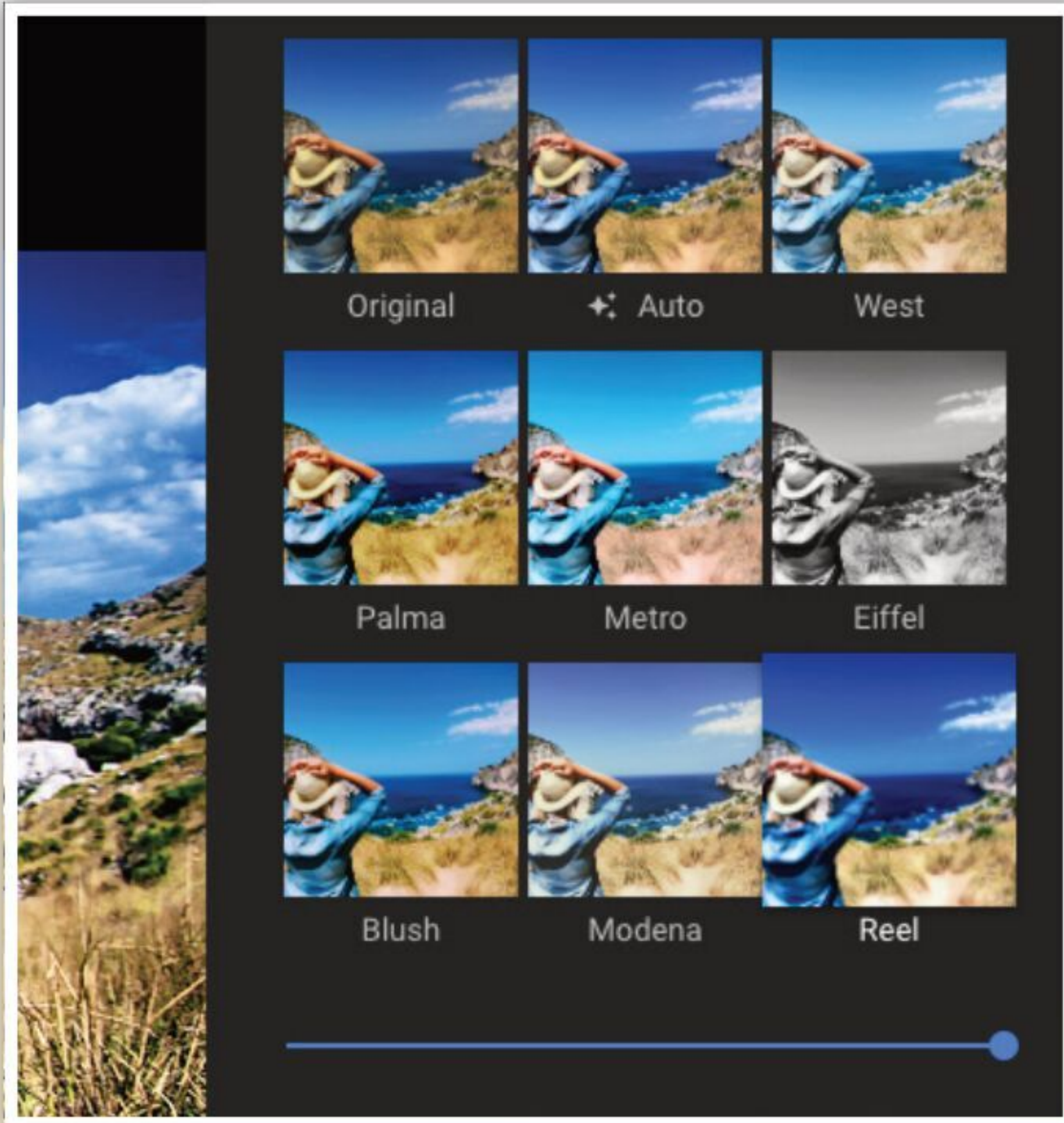


### Undo Edits

You can easily remove any edits you have made to your photographs while you are still editing. All you need to do to remove your edits is click on the Undo Edits button located at the top of the editing window. By doing this you will instantly remove any changes you have made to the image, from applying filters to cropping and rotating, so make sure you are happy to do so before clicking. You can copy your edits via the edit menu (three dots) and paste them on any image in your library.

## Image Processing (Filters)

These controls let you quickly add a range of different filters to your images. These range from sepia and black and white, to soft focus and graduated tint. Click on each filter and you can then control the intensity of the effect using sliders. You can easily undo any effect using the buttons below the filter list.

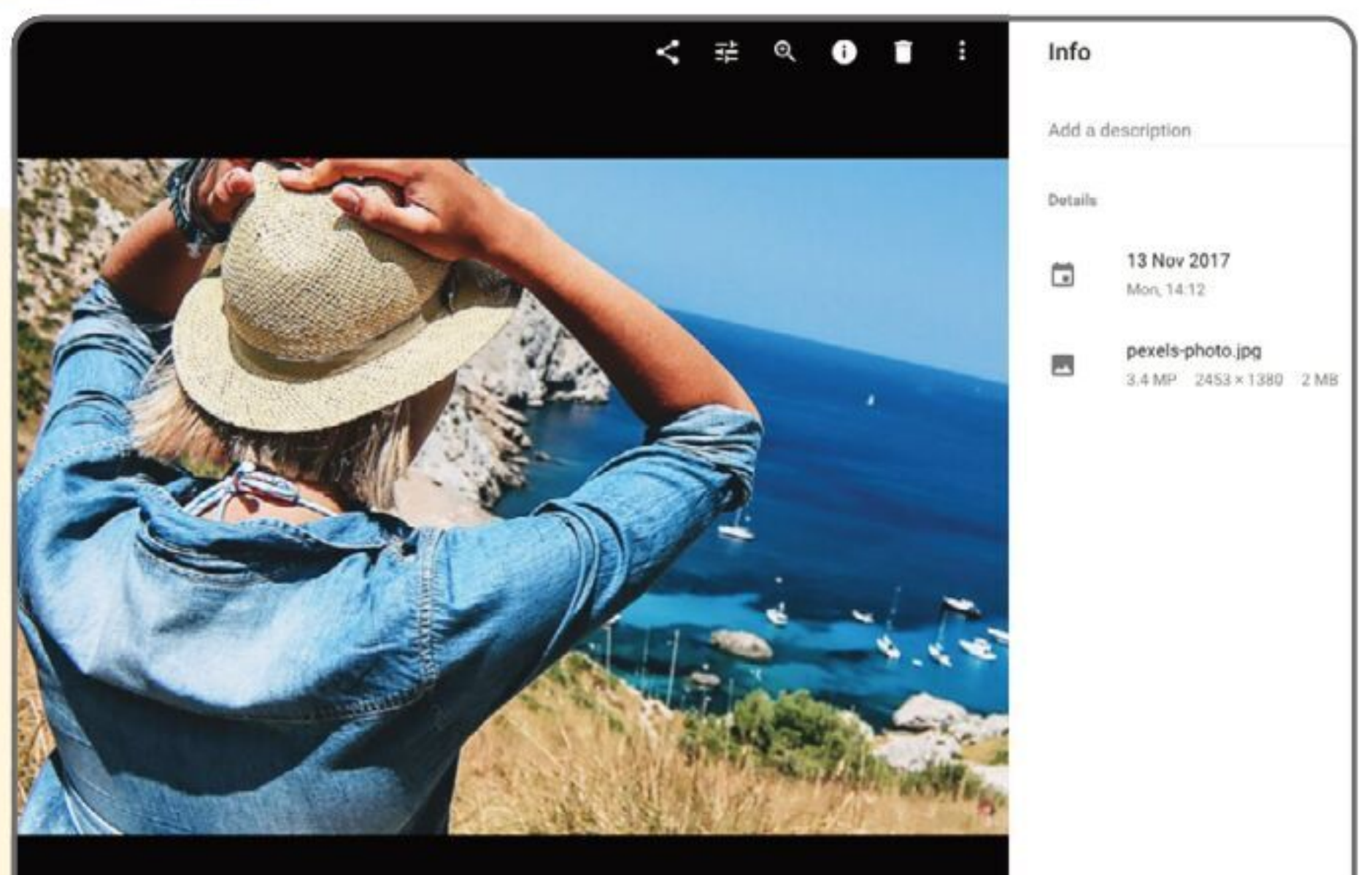
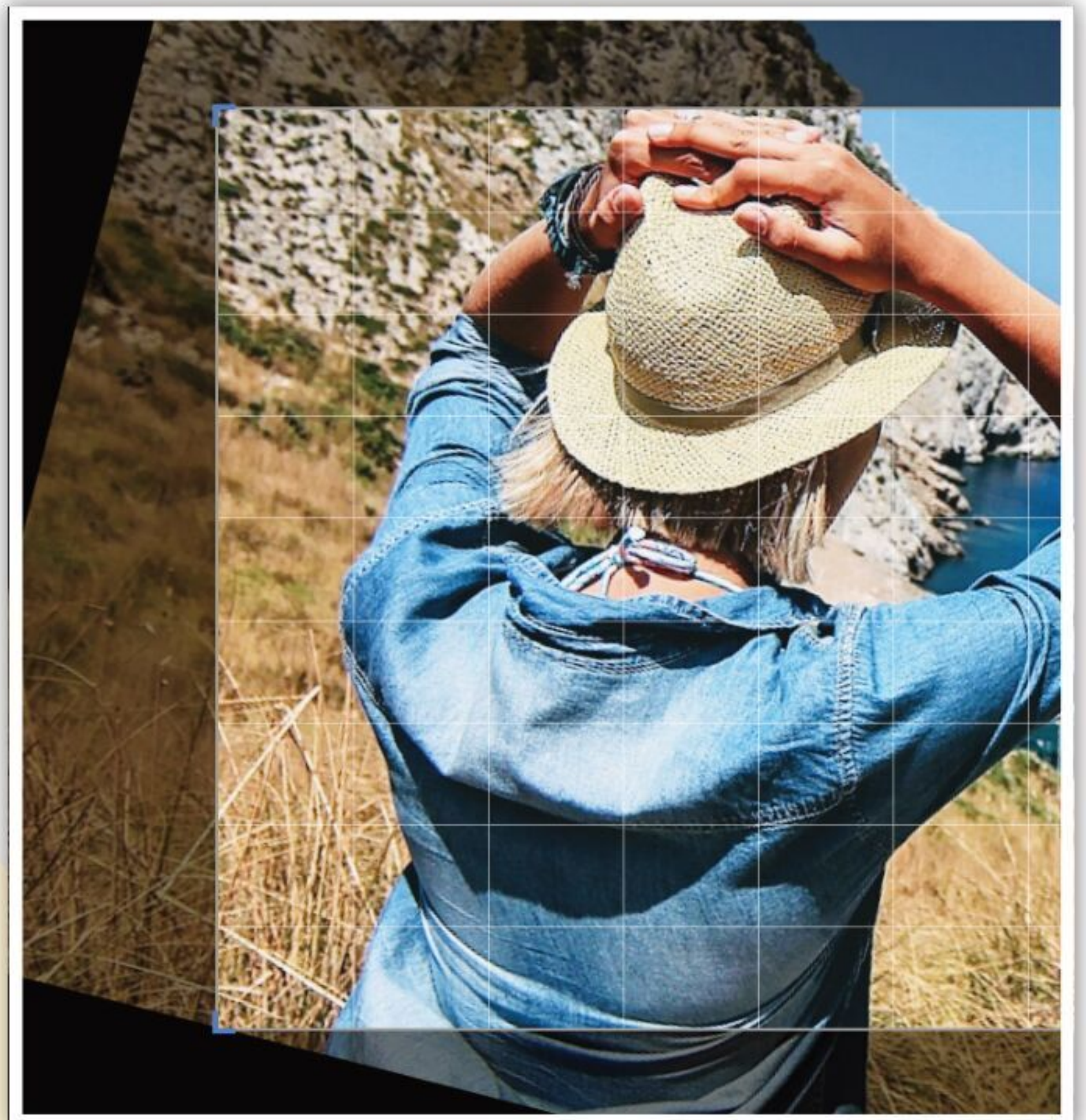


## Click and Hold to Compare

When editing or applying filters to your images, it is very important that you don't lose sight of the original image; this ensures that your edits aren't actually detrimental. At anytime during the editing process, you can revert to your original image by pressing and holding on the mouse button or screen. Your altered image can be saved as a copy so you can keep both.

## Rotate and Crop

The crop and rotate tool enables you to cut out sections of the collage or rotate the image at either 90 degree angles or manually using the user controls down the right hand side. NOTE: If you are using the crop tool to zoom this could effect image quality. You can also crop the image to a number of specific aspect ratios, Free (user defined as detailed above), Original, Square, 16:9, 4:3 and 3:2 by clicking the aspect ratio icon in the top bar. Having selected any of these ratio options, Photos will place an adjustable frame on the image, click Done when you are ready to crop.



## Adding Information

Each photo or movie file in your Photos library contains unique information. This includes file size, resolution, date and time it was captured all as default. This data can be viewed by clicking on the "i" icon on the control bar at the top of the window. You can add a custom description to your files, which will be stored as part of the image's information. To save this new info tap the X icon in the top right corner of the screen.



# Using Your Photo Albums

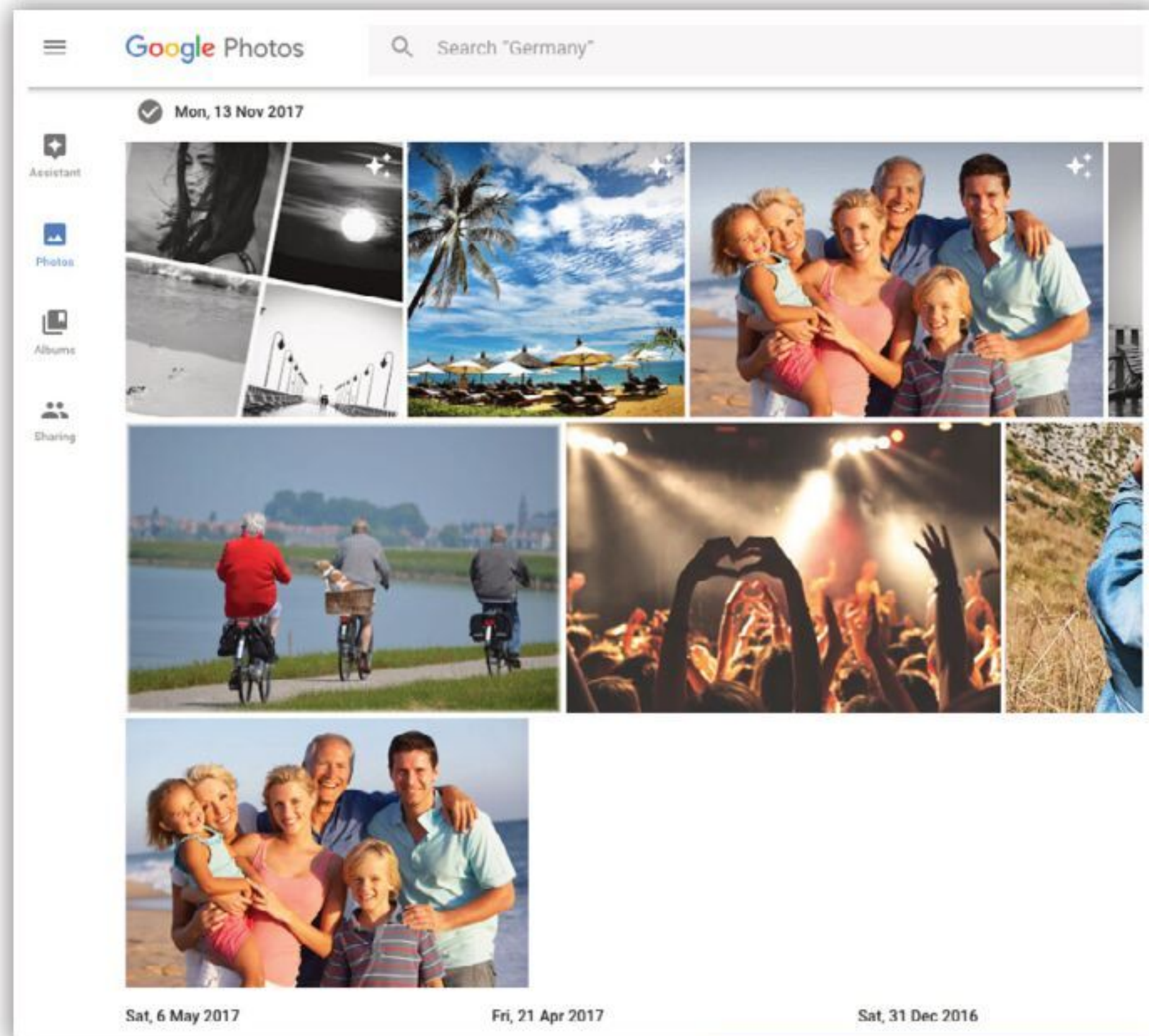
Google Photos Albums is an easy way to store your photos online and then share them as and when you choose. Google provides free storage that makes sharing your photos quick and easy.

## Adding Photos to Web Albums

Adding photos that you have on your computer to your Web Albums is easy using the Google Photos software.

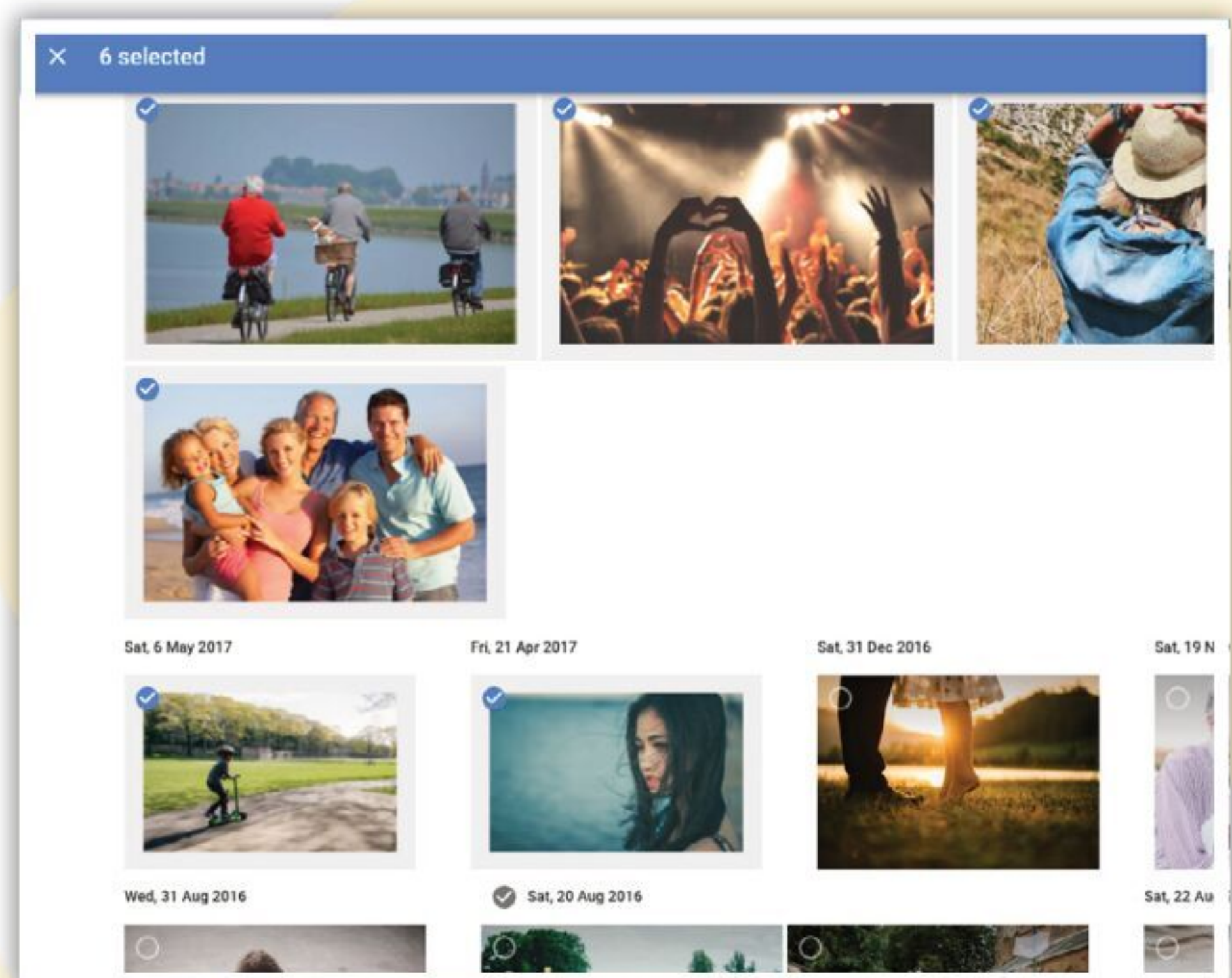
### Step 1

Open the Photos app and search through your photo folders to find the images you want. Each file acts as an individual but you can create new albums containing a mix of files if you wish.



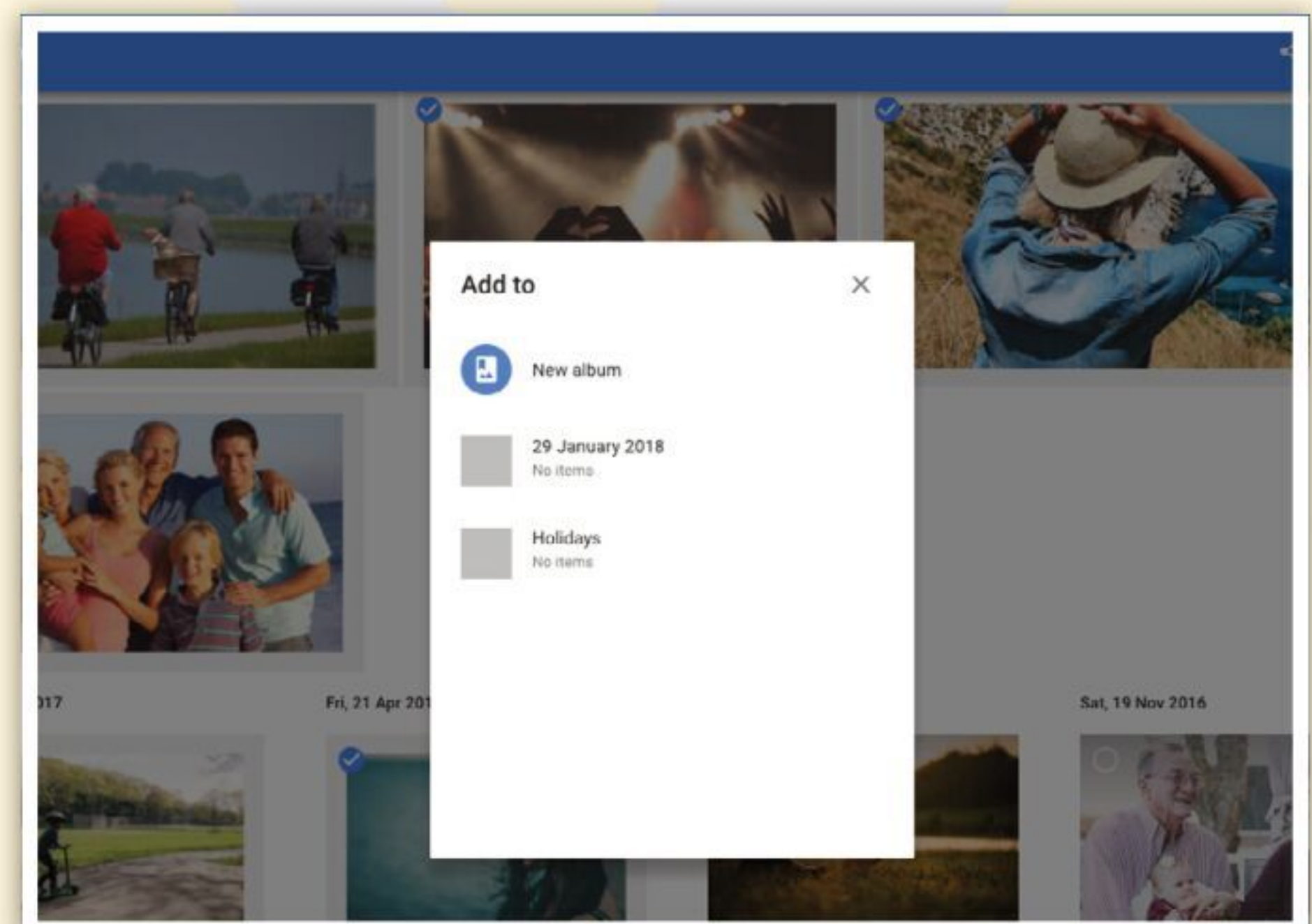
### Step 2

To create a new album folder, click on the tick icon on the files you want to add to the folder. Now click the + icon in the top right of the main tool bar and select Album from the drop down list in the top right corner, as shown here.



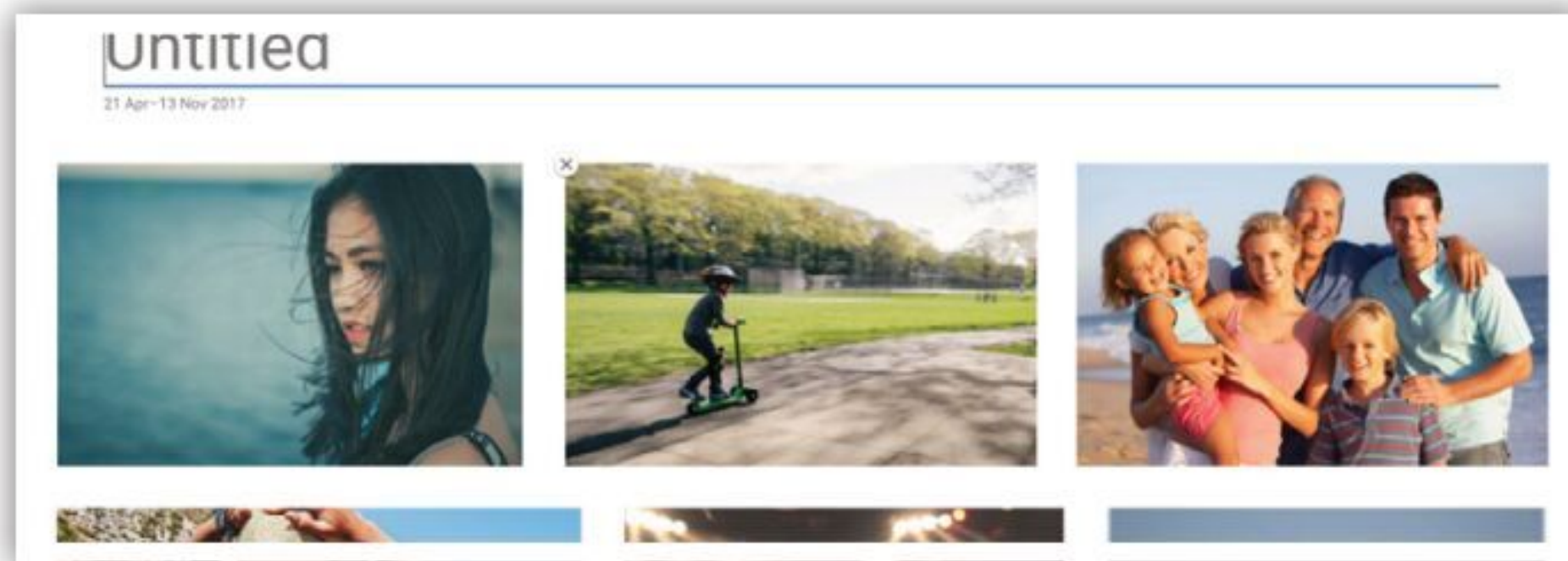
### Step 3

You can choose to save to an existing Album to create a new one. Access to these albums is achieved in the same way, by clicking the link of your choice.



## Step 4

Having chosen to create a new Album, you can now customise its name by entering your title into the text input box at the top of the collection of files; click the tick icon to finish. You can also add files to this folder by dragging and dropping directly.

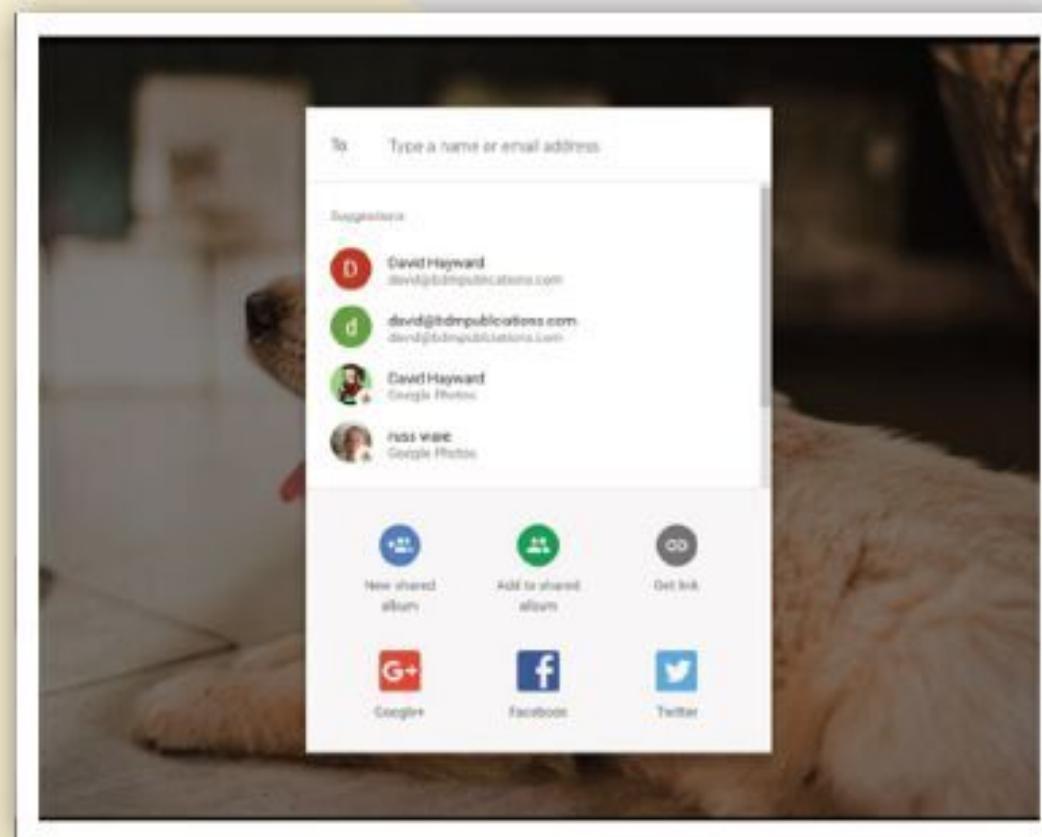


## Sharing Web Albums

There are a couple of different ways to share your files and albums, depending on whether the recipients have signed up for Google.

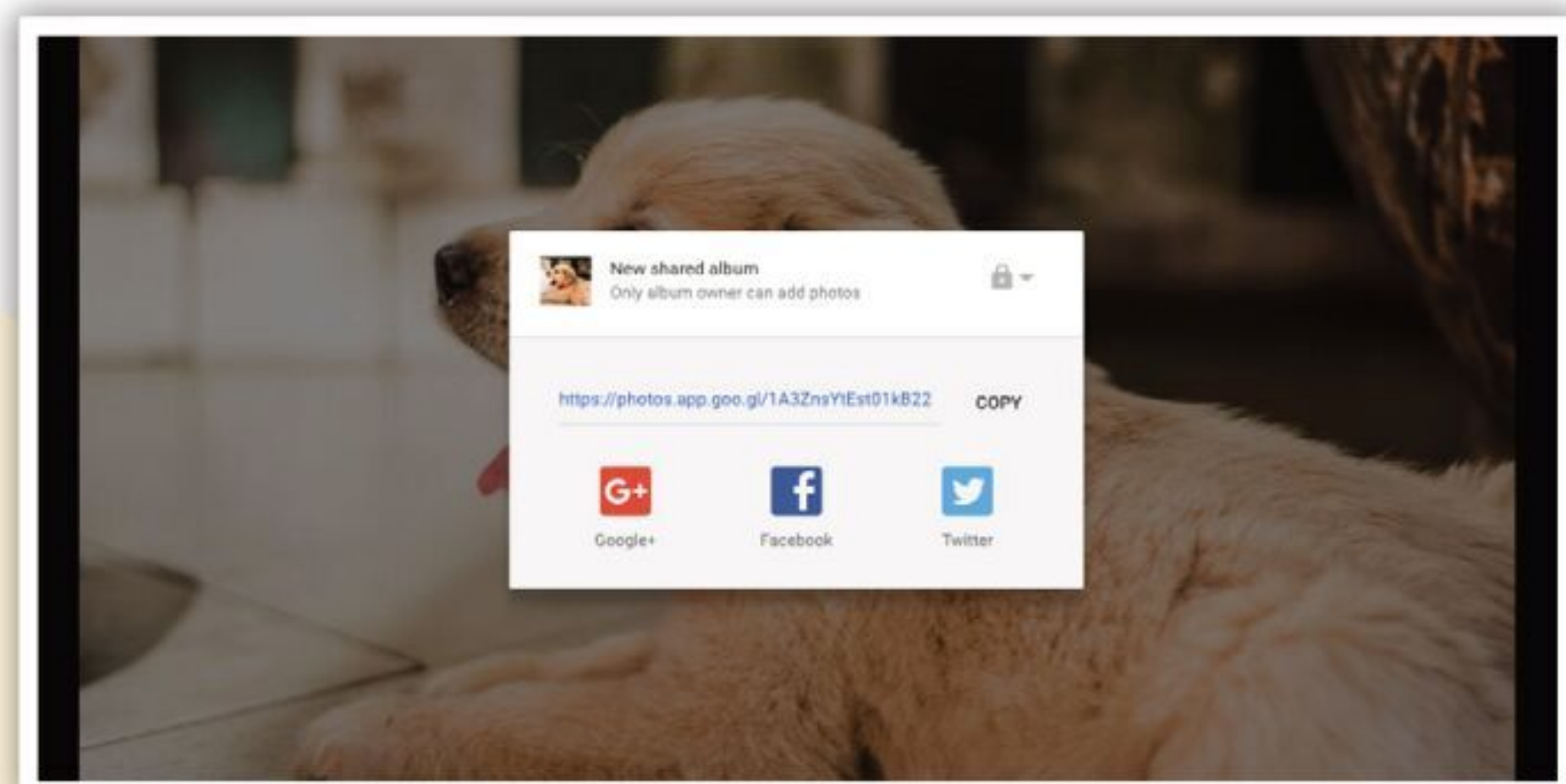
### Step 1

To share a single file, click on the image to enter full screen view and then tap the Share icon on the right of the screen. From this menu screen you can share with a Google contact by clicking them.



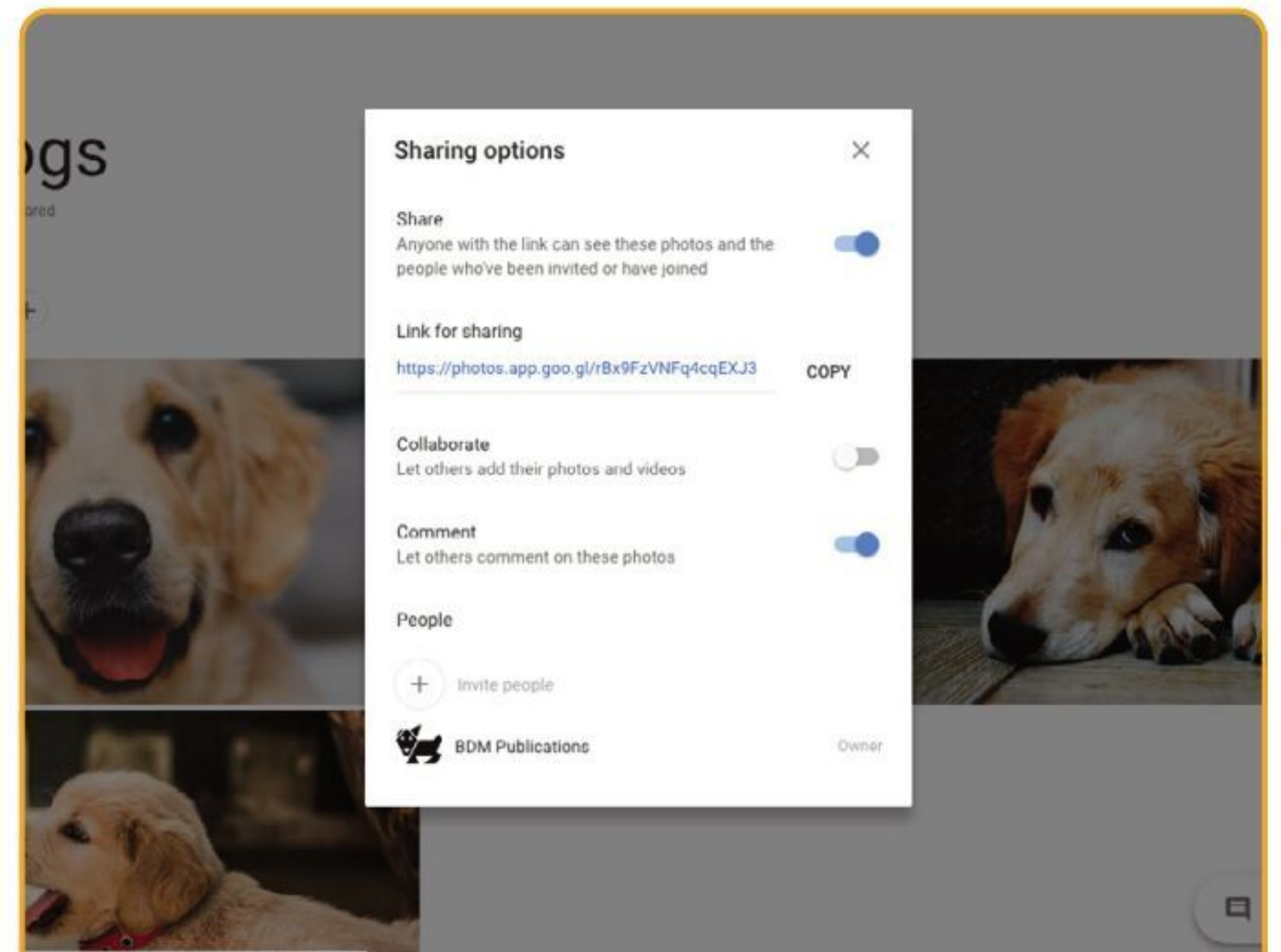
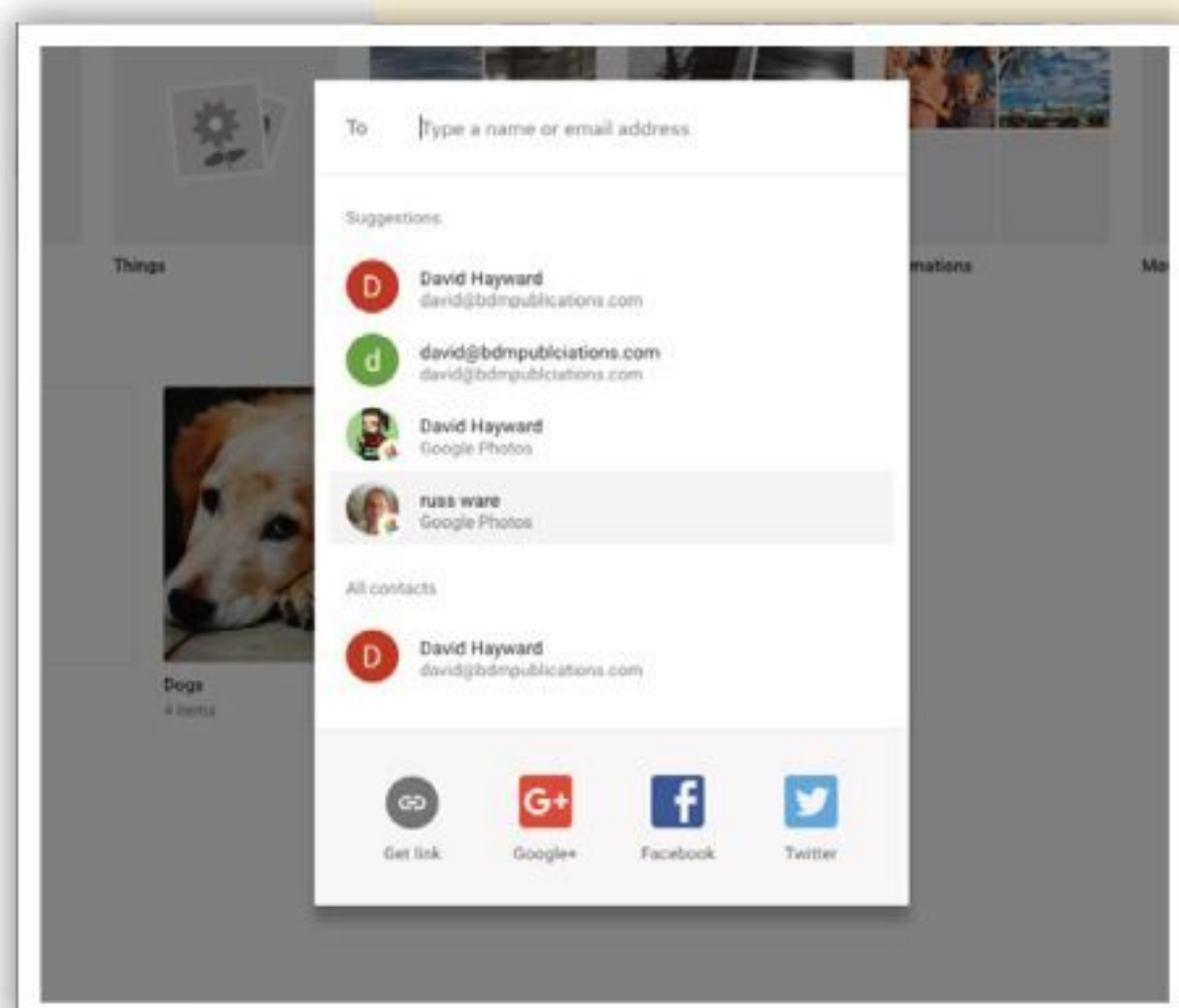
### Step 2

Alternatively you can share via your social networks by tapping the link to Facebook or Twitter. To share to a non-Google contact, click Get Link and then copy and paste it into a message or email.



### Step 3

To share an album, click on the icon in the top right corner of the album and then click on Share. Once again you can quickly share with Google contacts by clicking on their name.



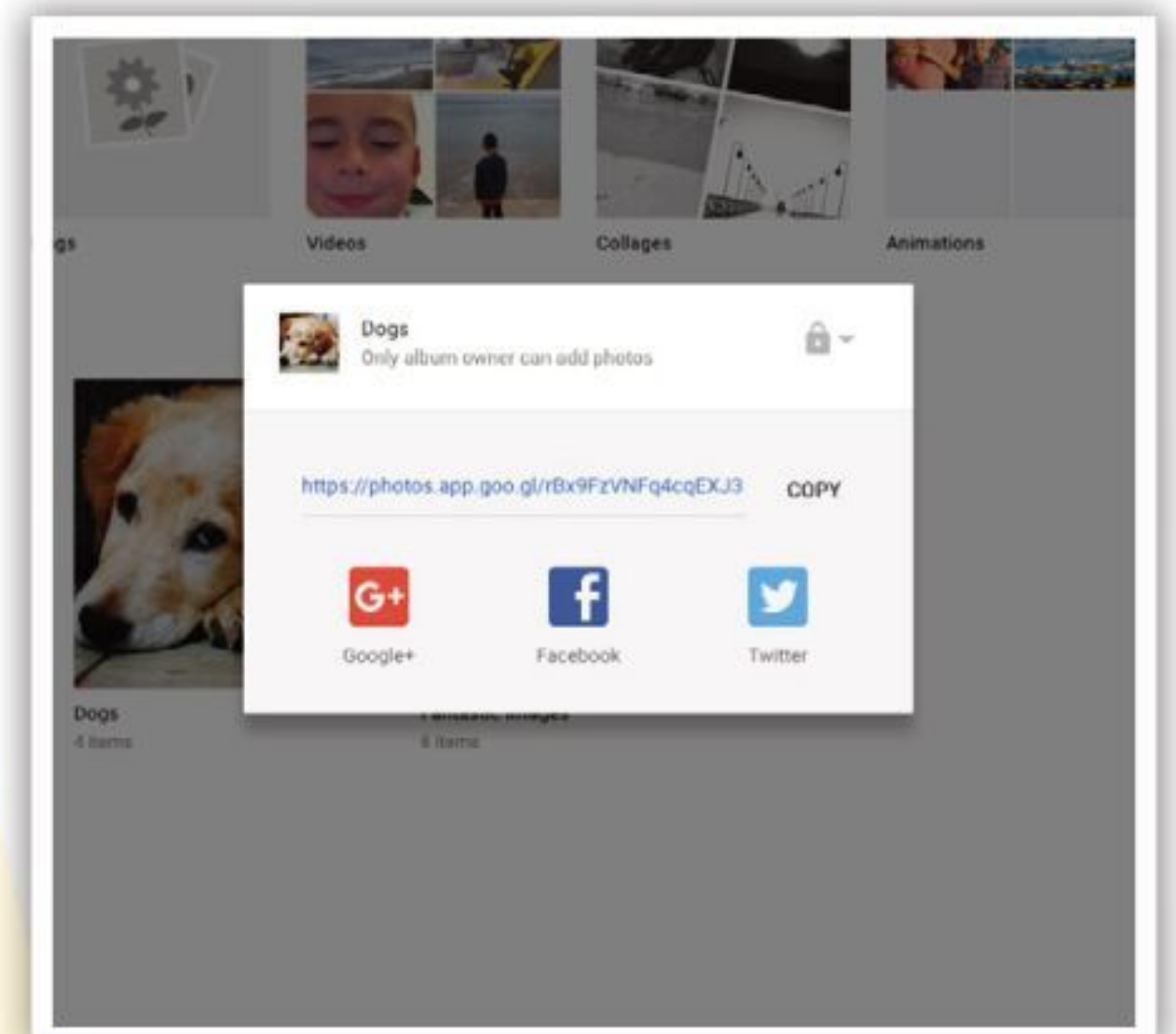
## Album Access

The people you share with are added to the Shared with list in Google Photos. These people can do the following:

- If your album visibility is limited, they can view it by signing in to Photos.
- They can see the shared album on your Photos Web gallery, your Google profile and in Google+ (if you've signed up).
- Google+ users: The people you share with have permission to reshare your album. Within Google+, they can also see who else you've shared it with.

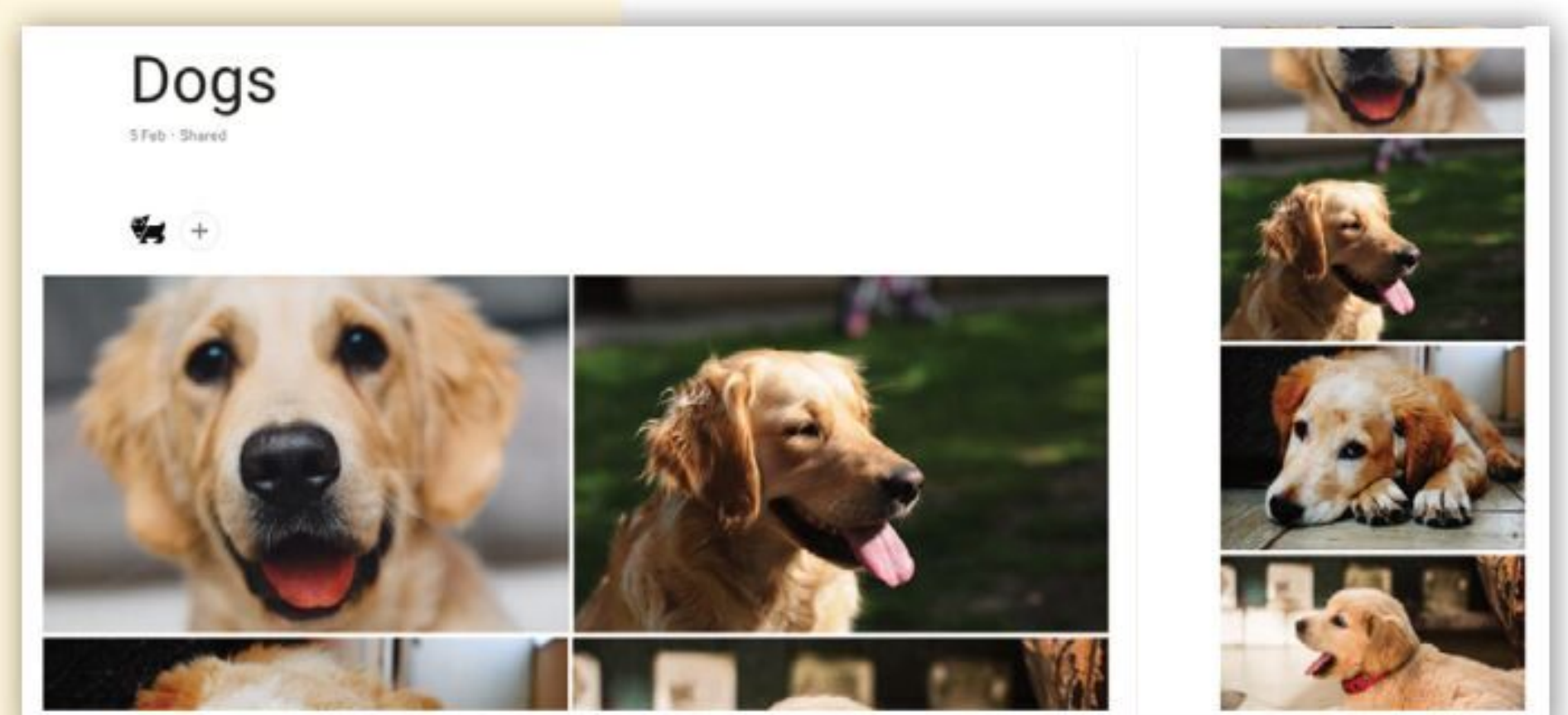
### Step 4

Alternatively you can also share via your social networks by tapping the link(s). To share to a non-Google contact, click Get Link and then copy and paste it into a message or email and send the link as per usual.



### Step 5

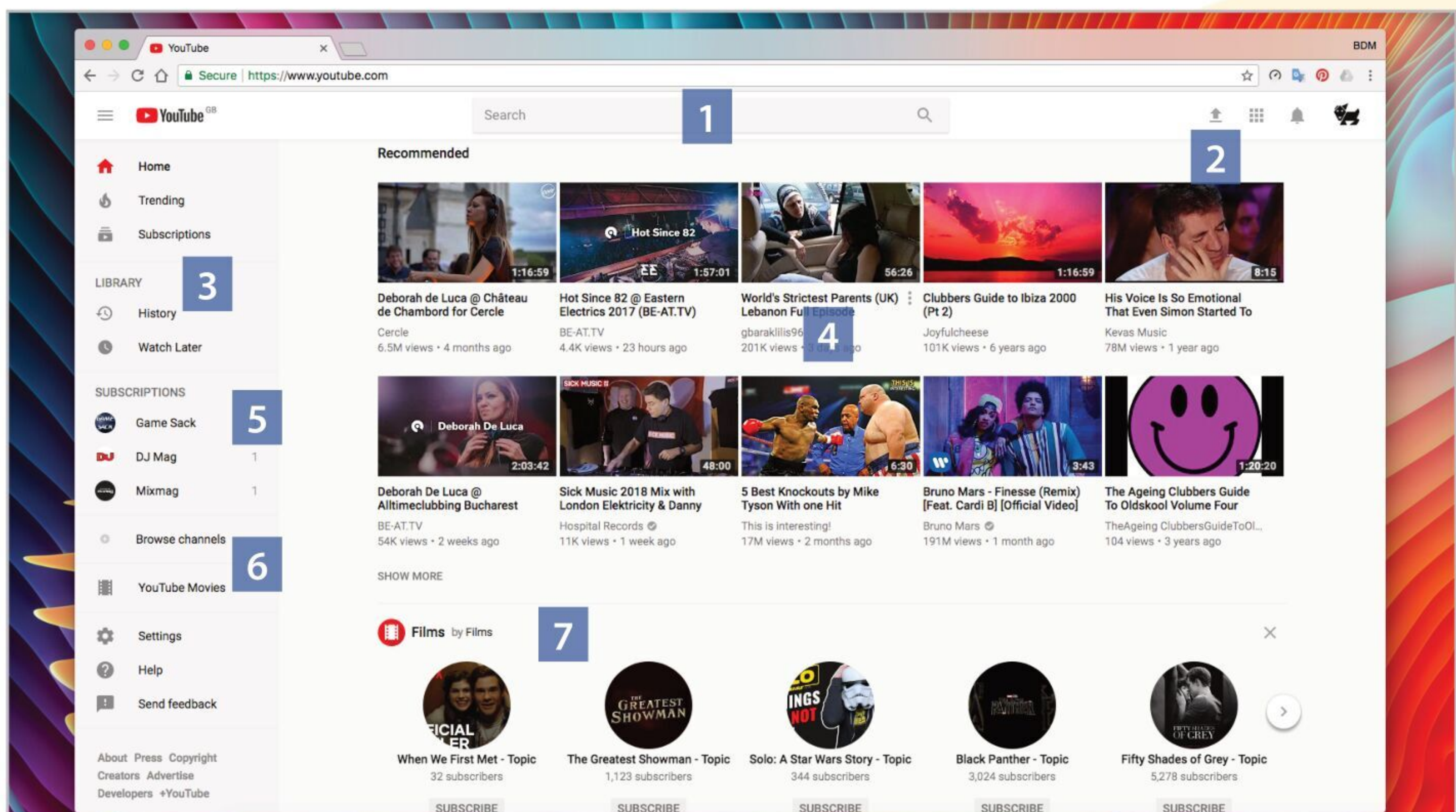
Add a comment if you'd like to add context to your photos. This text will be posted with your photos in Google+. Add Google+ circles, individual people or email addresses and then click Share.



## Using Google Apps

# Get Started with YouTube

YouTube provides a forum for people to connect, inform and inspire others across the globe and acts as a distribution platform for original content creators. More than 1 billion unique users visit YouTube each month so don't miss out.



### 1 Search

You can search YouTube just as you would search on Google and as you type your search term, suggestions will appear below the search box. Previously searched terms that are similar will show at the top of the suggestions box. Search results are displayed in order of relevance.

### 2 Upload Controls

This drop-down menu contains a direct link to the upload screen as well as links to your uploads dashboard; here you can see all of the content you have uploaded and your analytics, which shows how many times your videos have been viewed and, if you have a channel, how many subscribers you have. These controls give access to figures showing the decline or growth of your channel.

### 3 Account Controls

Here you can see your viewing history, channel subscriptions, playlists you have created and social connections. You can also control or delete channel subscriptions. Social connections allows you to share your content with your Facebook or Twitter accounts.

### 4 Recommended Content

If you are signed in to your account, and have viewed any videos previously, content that is recommended for you will be displayed at the top of the home page. You can view more recommended content by clicking the word "recommended". If you have subscribed to any channels, relevant content from those channels will also be included here.

## 5 Subscribed Channels

A list of your subscribed channels is shown here. You can click the arrow button just above the list to change how it is displayed: new content, A-Z or most relevant. Just below the channel subscriptions list is a button which takes you to the complete listing of available channels. You will also find the controls for managing channels there as well.

## 6 Recommended Channels

The listing here is based on the videos you have watched and which channels you have previously subscribed to. Roll your mouse over the Subscribe button to see how many subscribers any channel has and click the button to instantly subscribe. A tick next to the name of the channel shows that it is verified as an official channel.

## 7 Latest Content

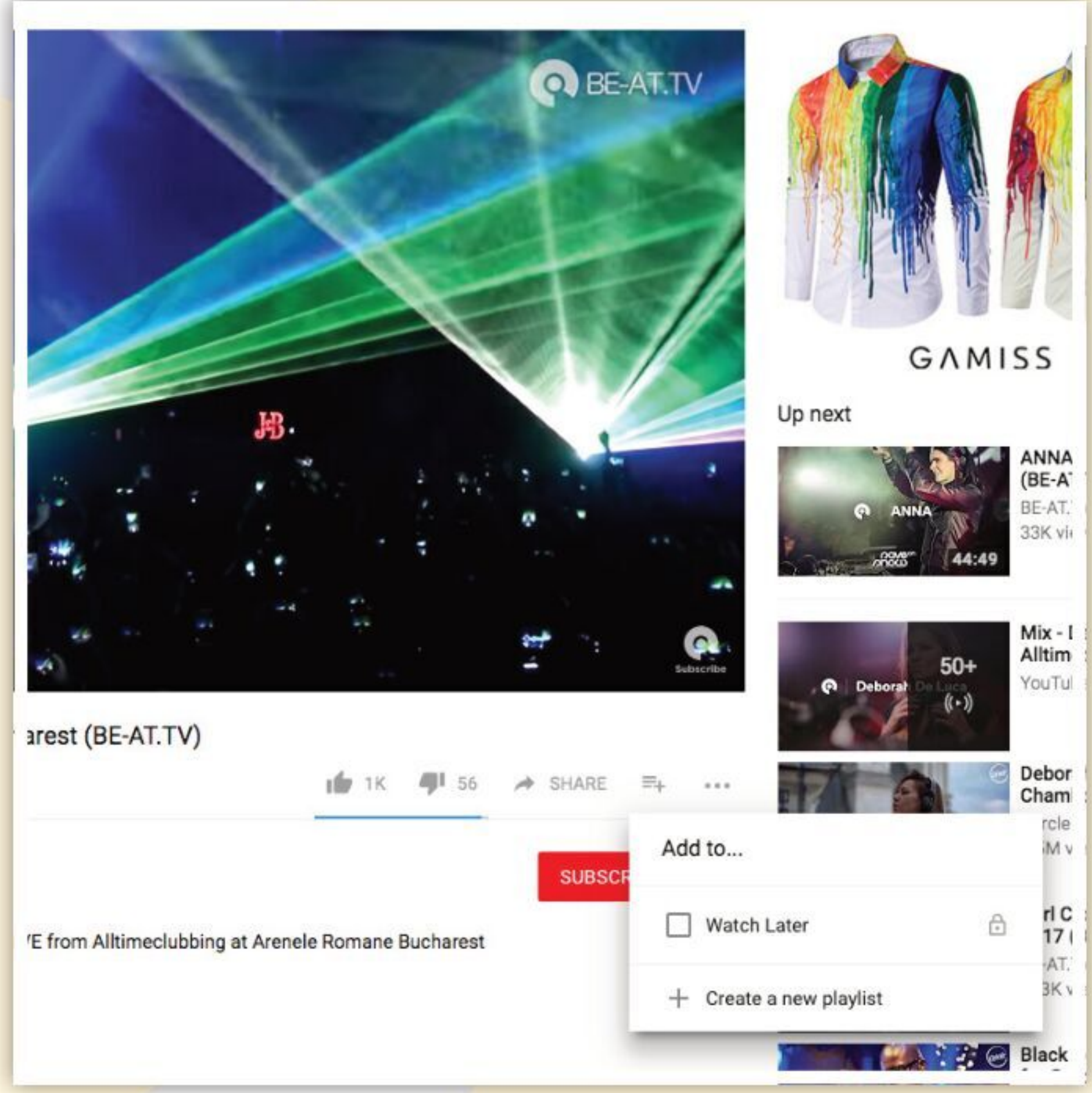
The most recent content from your subscribed channels is displayed as a list at the bottom of the screen. If you have not subscribed to any channels, this list will be populated from the most viewed content on YouTube, content that is currently trending and that which is relevant to your geographic location.

# Manage Playlists

With playlists, you can put a series of videos all in one handy place. For example, you could create a playlist of all of your favourite music videos or sports clips.

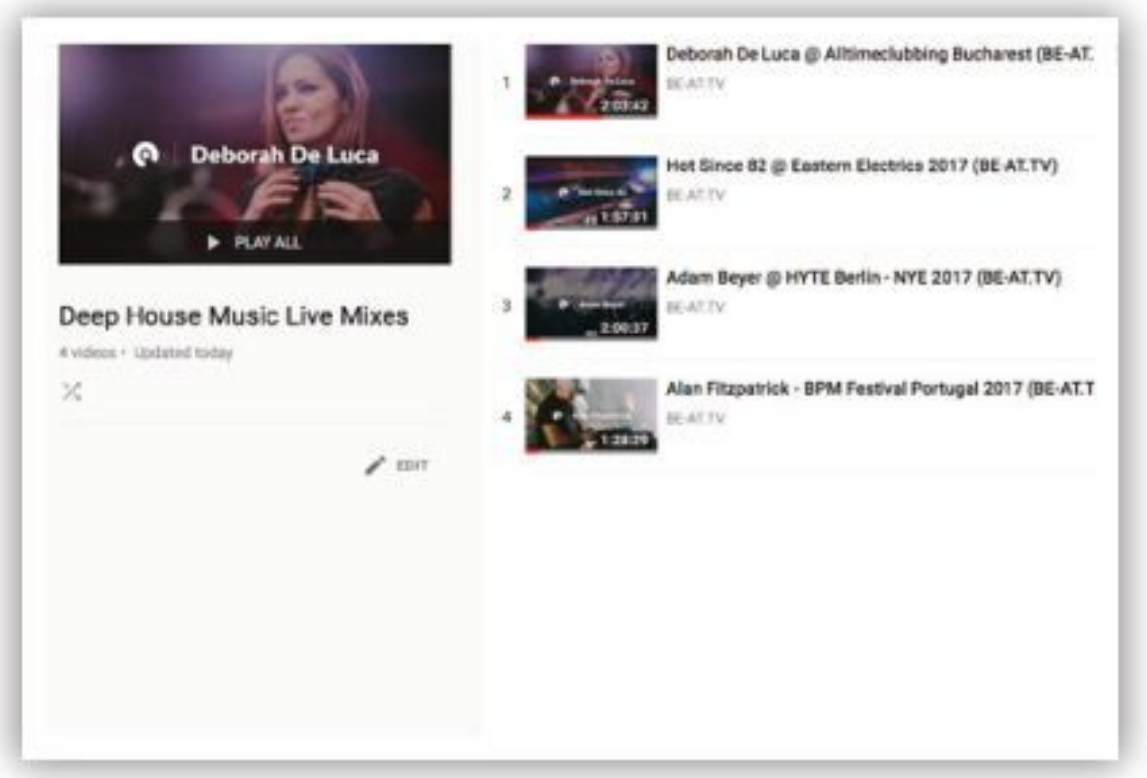
### Step 1

To add videos to playlist, click the Add to link underneath a video. You can add it to a playlist that already exists or you can create a new one.



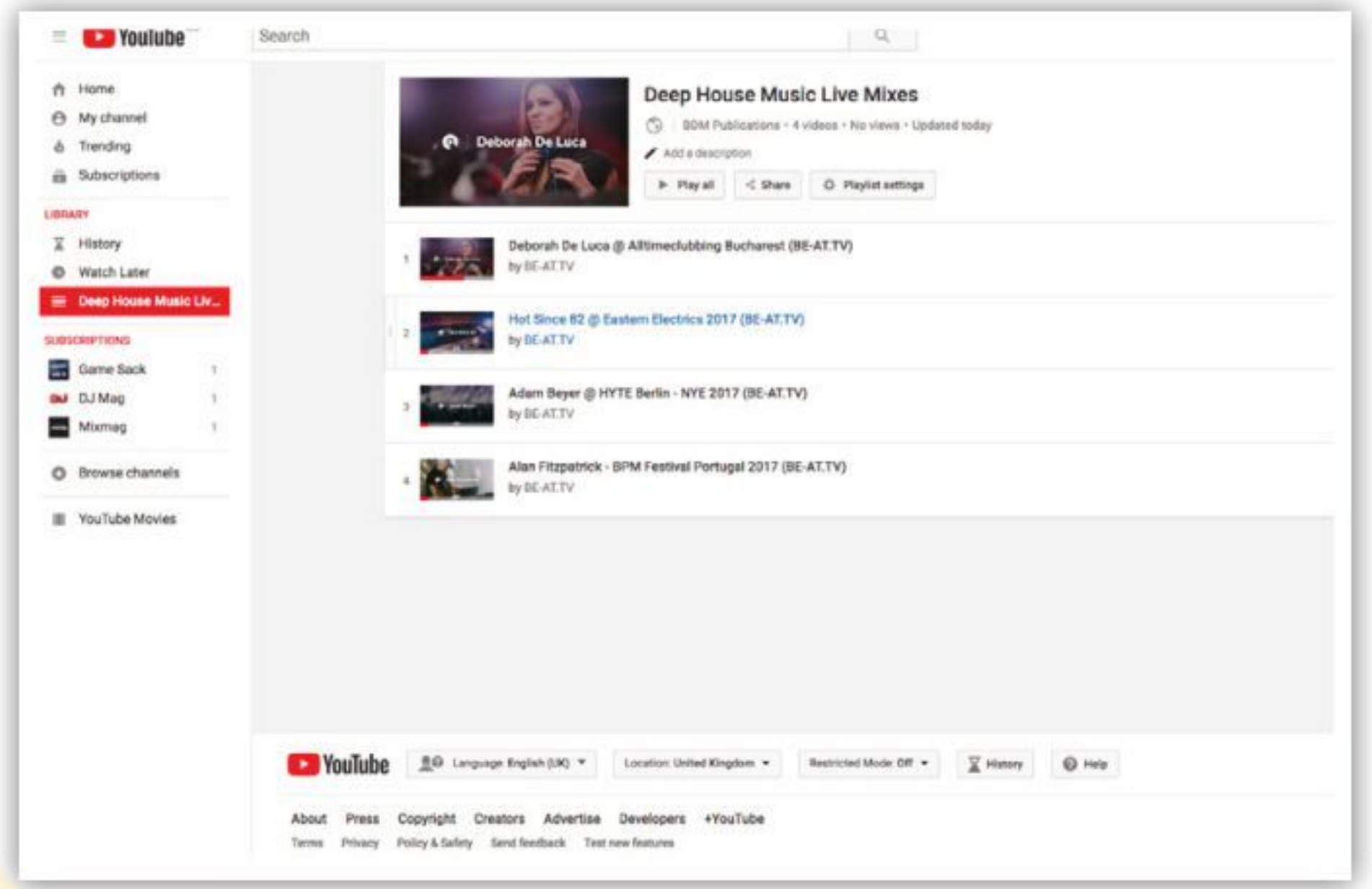
### Step 2

You can make changes to your playlists by visiting your Library. This link is found on the left side of the main YouTube user window.



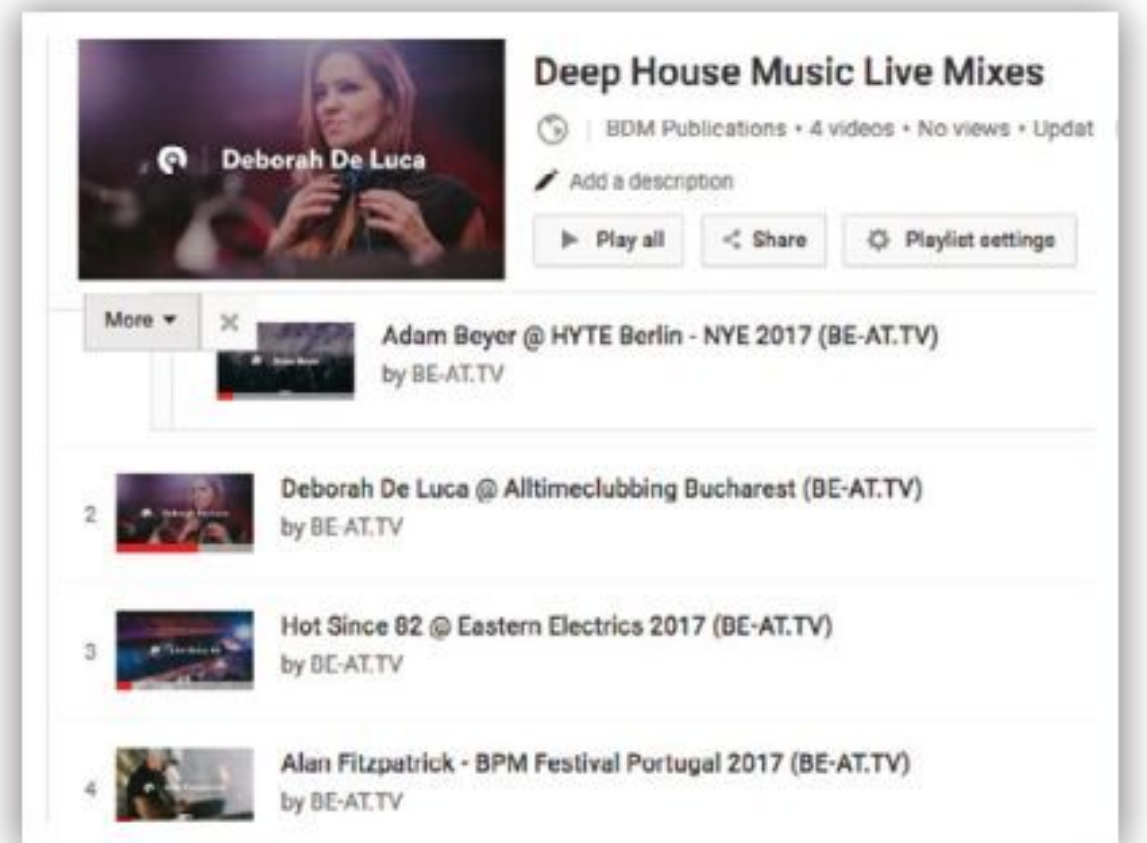
### Step 3

Open the playlist you want to change and click the Edit button next to the playlist you want to edit. Click Done to save any changes you make.



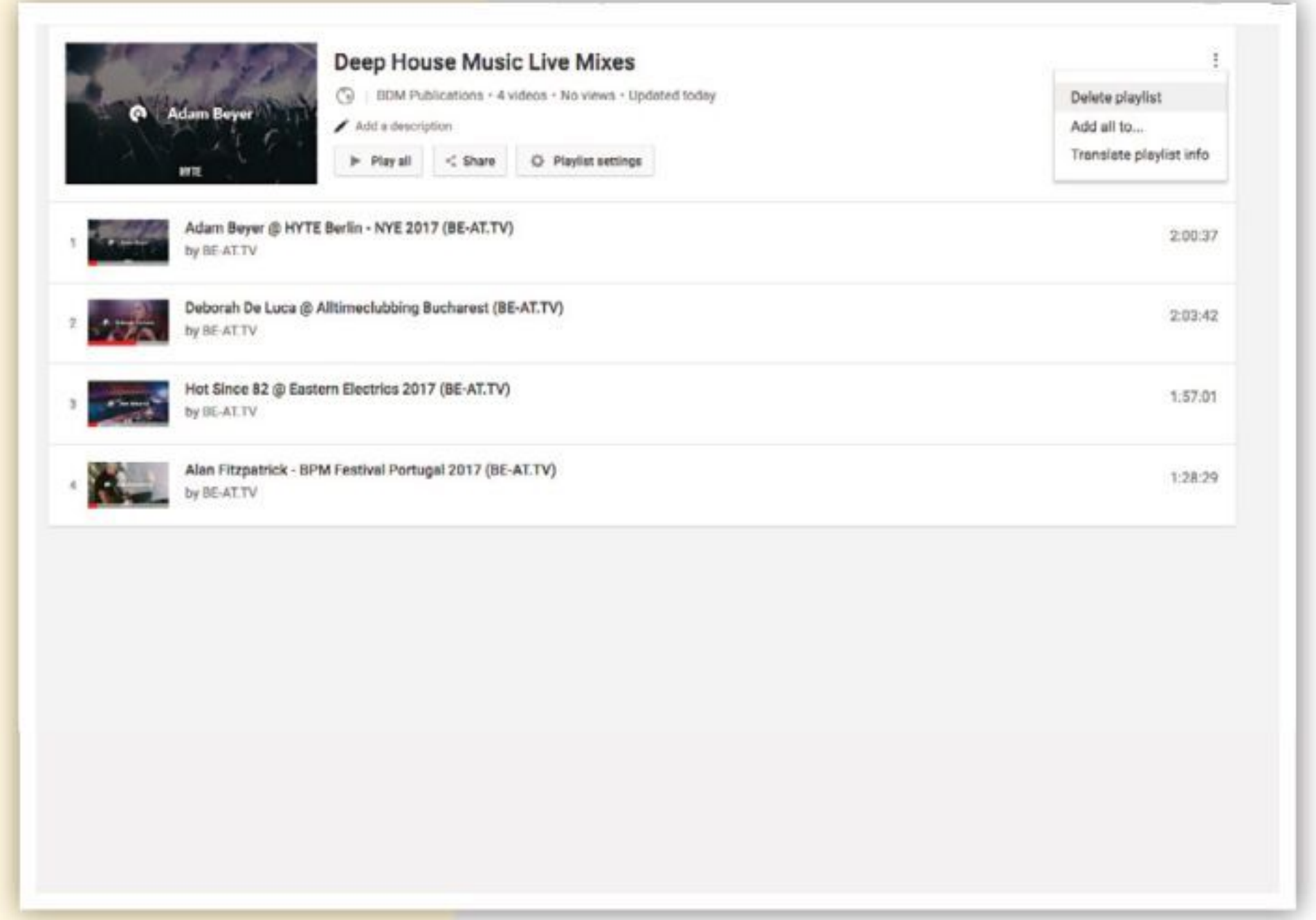
### Step 4

Reorder videos in your playlist by hovering your mouse over the video until you see a grey vertical bar to the left of the video. Click the grey bar, then drag and drop the video to rearrange it.



### Step 5

To delete an entire playlist, click the More icon at the top right corner of this window, then click Delete Playlist at the top of the list. Once a playlist has been removed, you cannot undo.



# Using Google Apps

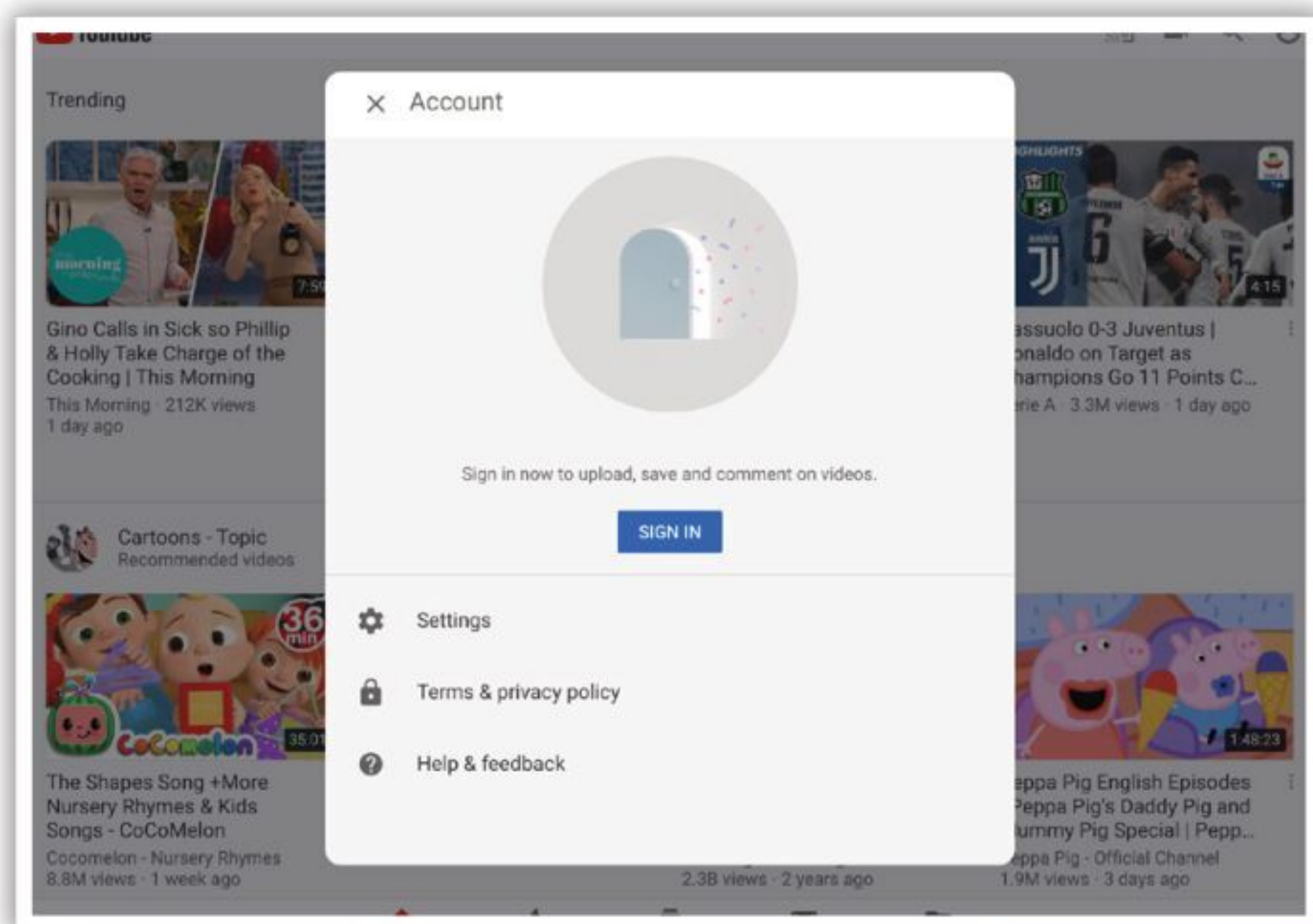


# Using the YouTube App

The YouTube app gives you access to great videos and shows on all sorts of subjects. It is the gateway to a huge and always expanding world of entertainment. Follow this guide and enjoy YouTube, wherever you are.

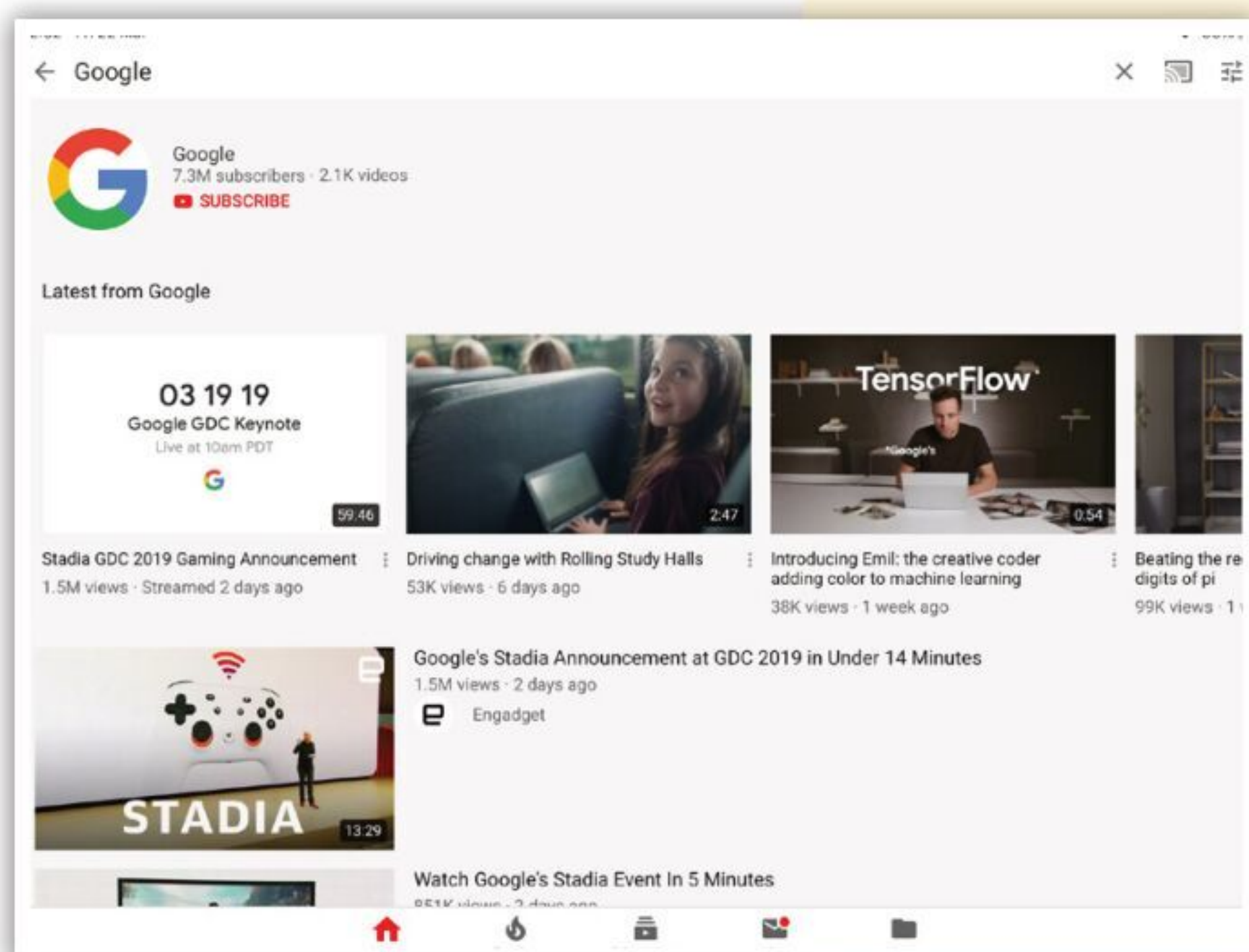
## Step 1

Log in by tapping the Silhouette icon (top right corner). If you don't, you can set one up (tap Sign In then Add Account). It's a good idea to use YouTube while logged in, as this allows videos you might like to be offered as viewing suggestions.



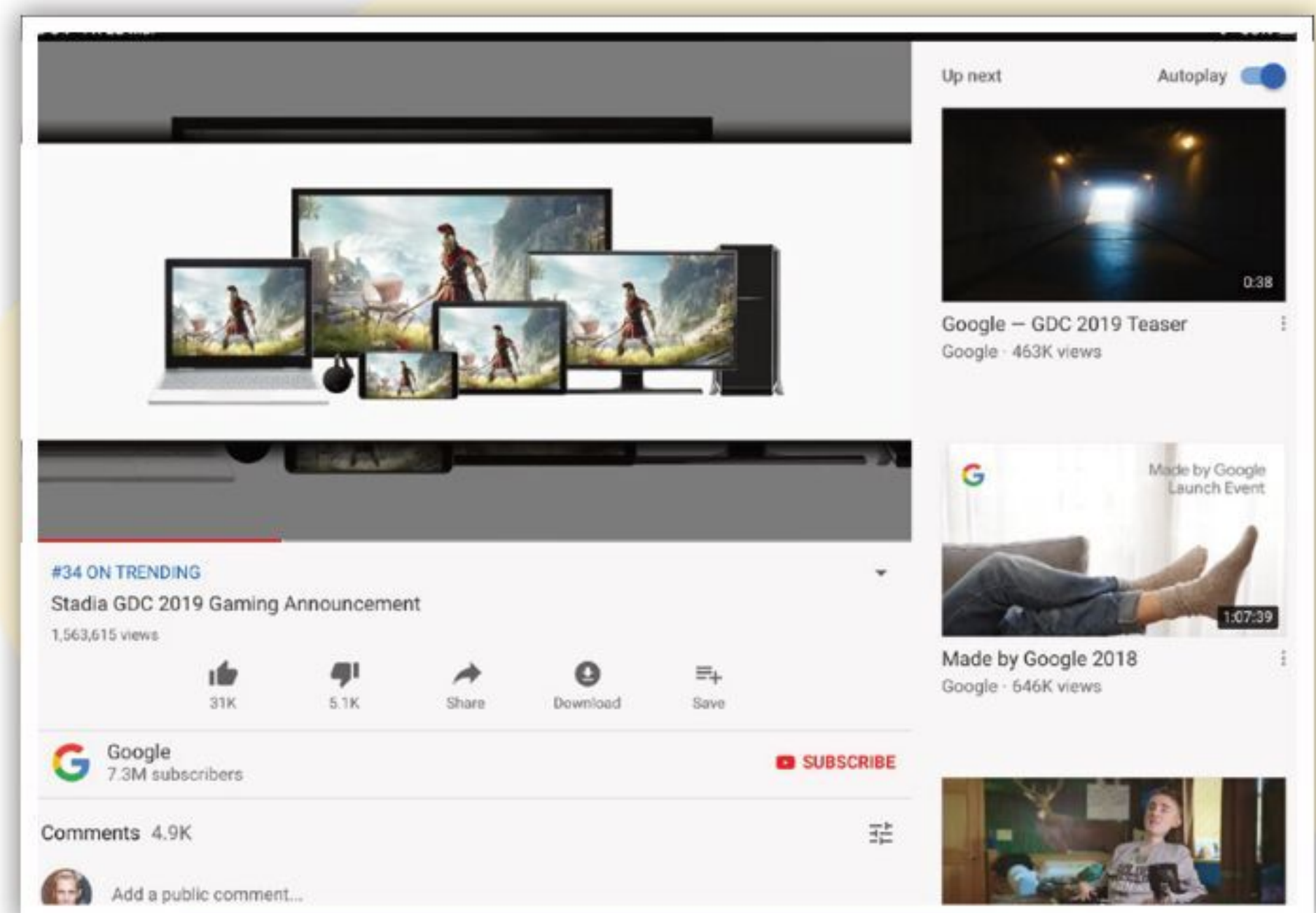
## Step 2

You can search for a subject or channel using the Magnifying glass icon. You're then presented with a list of relevant videos, showing how many views they've had, their length and their uploader. Their length, in minutes, is shown in the screenshot.



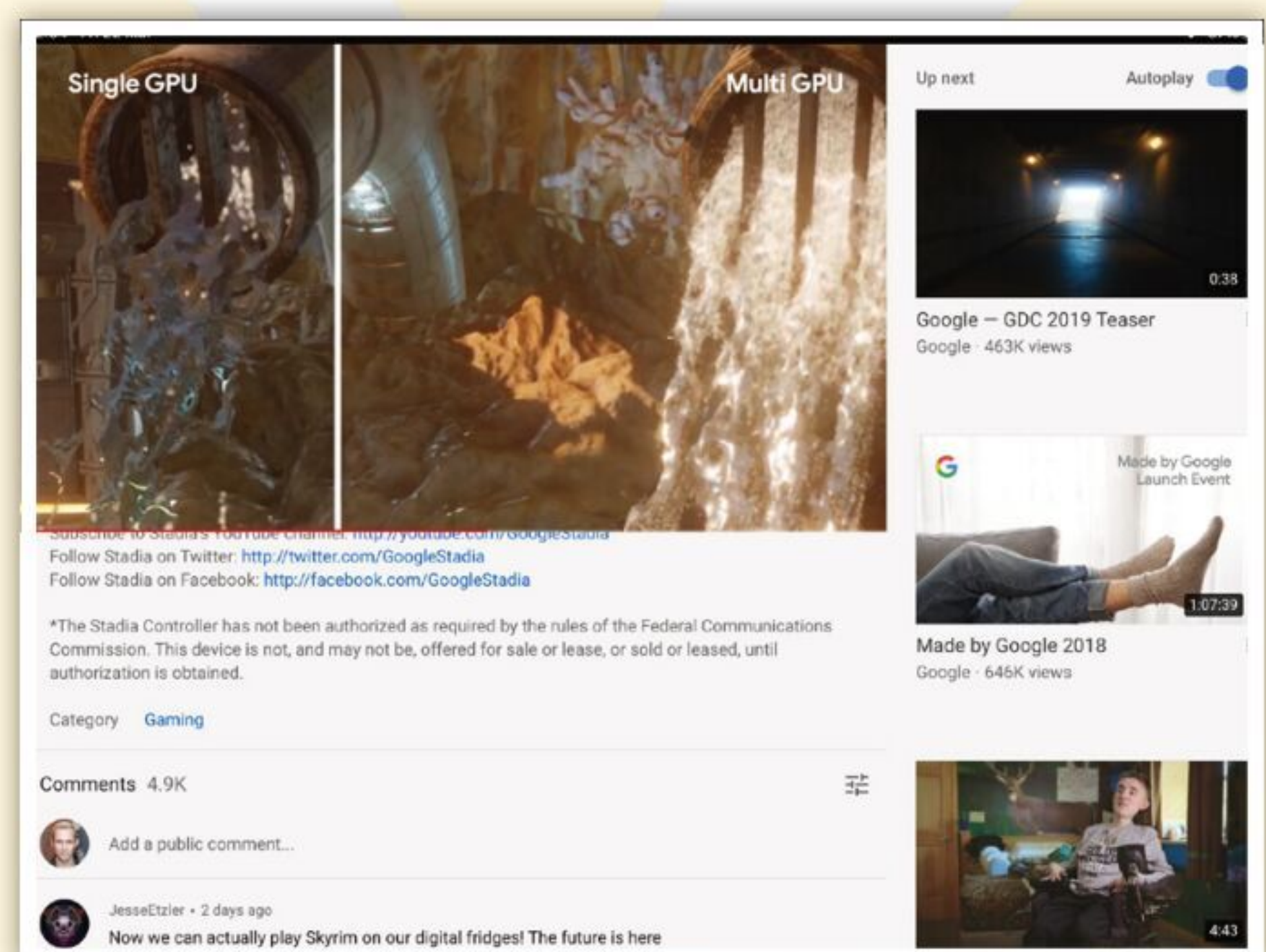
## Step 3

Tap on a video to open it. You might have to watch a short advert first. While watching, you can use the Thumbs icons to like or dislike it, the Share icon to share it or you can save it to your Watch Later list for viewing later. Similar videos are listed below it.



## Step 4

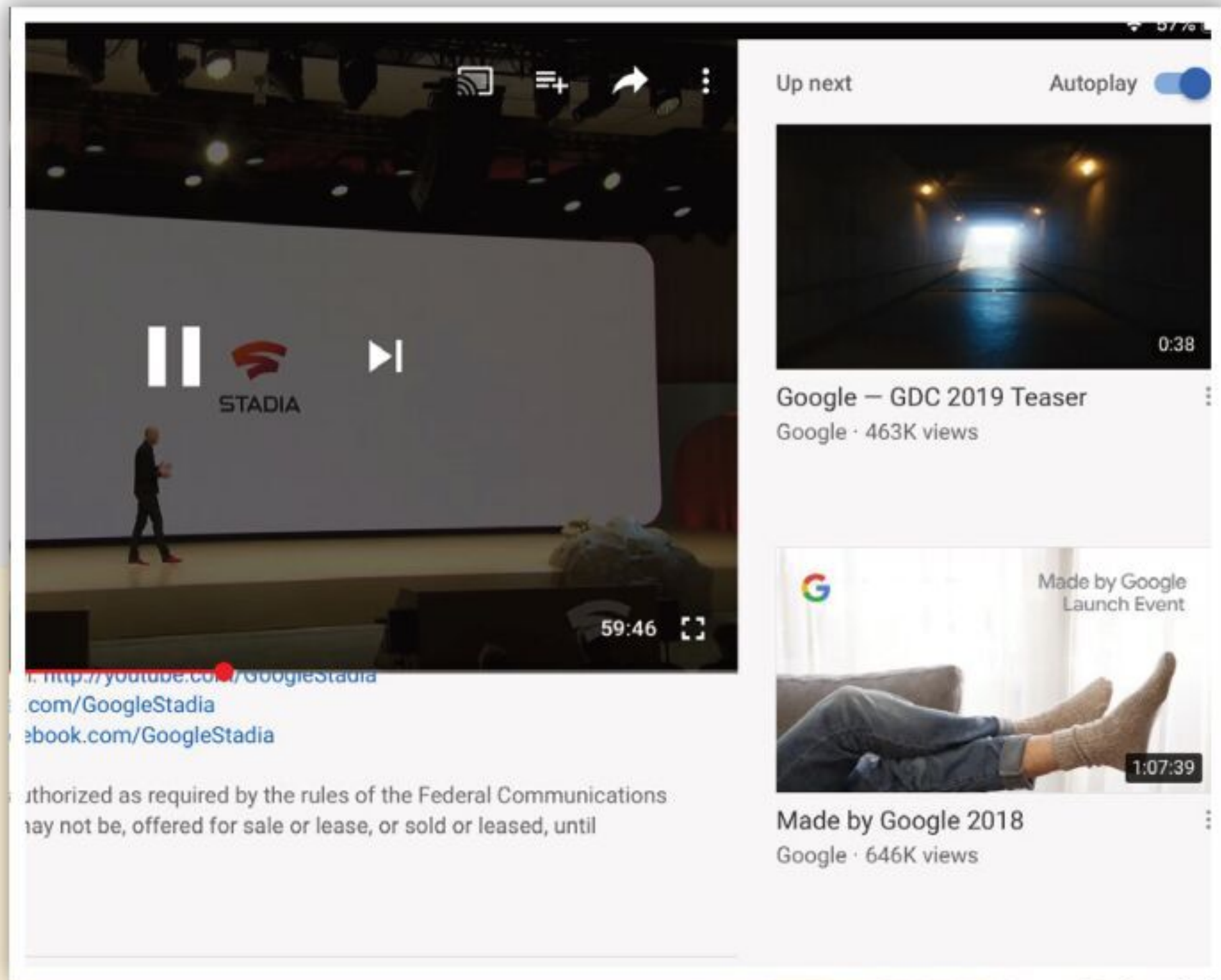
Two more controls are worth a mention. The small triangle below the right corner of the video can be tapped to reveal or conceal further information and links and you can tap the Subscribe button to be informed whenever the YouTuber posts a new video.





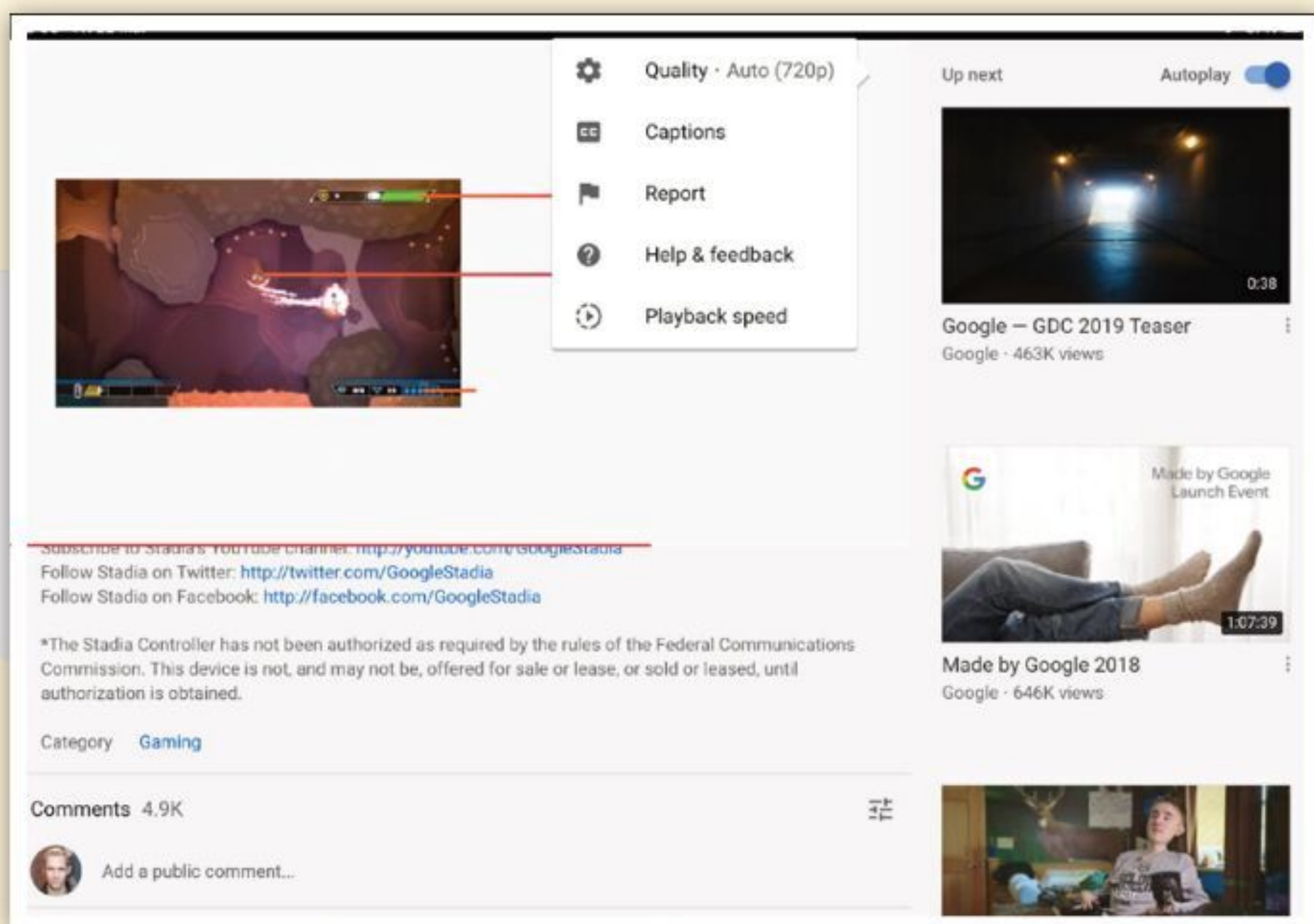
### Step 5

Tap the video as it plays and you get these controls. In the centre, there's the Pause/Play icon and either side are the controls to skip to the next video or restart. Scrub through the video using the red dot, or make it full screen with the icon in the bottom right.



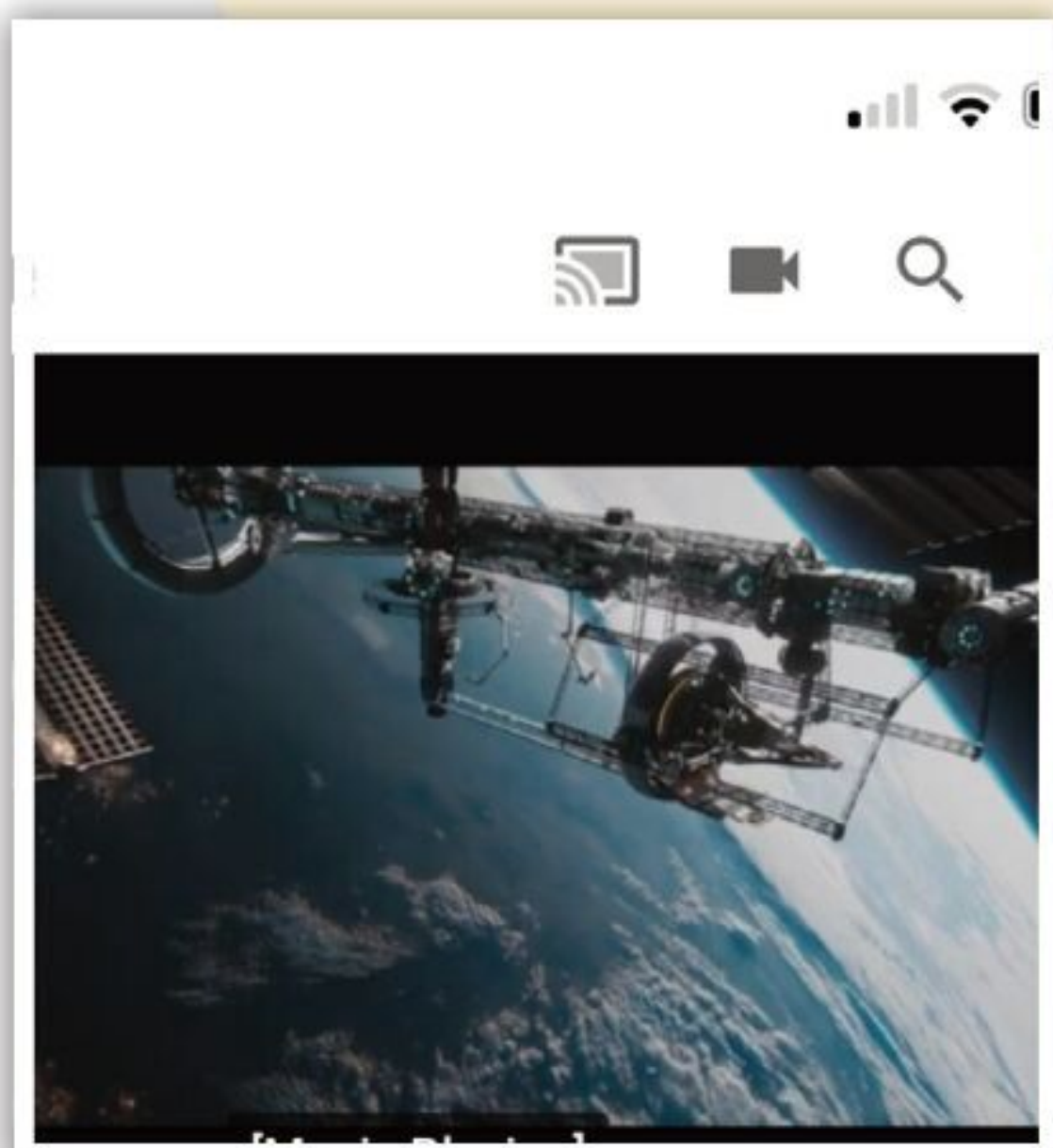
### Step 6

The Three-dots icon, in the top right, gives access to further options, such as: reporting the video, adding captions or changing the resolution. Tap the video at the top of the screen, anywhere there's no icons, to hide the controls and go back to viewing.



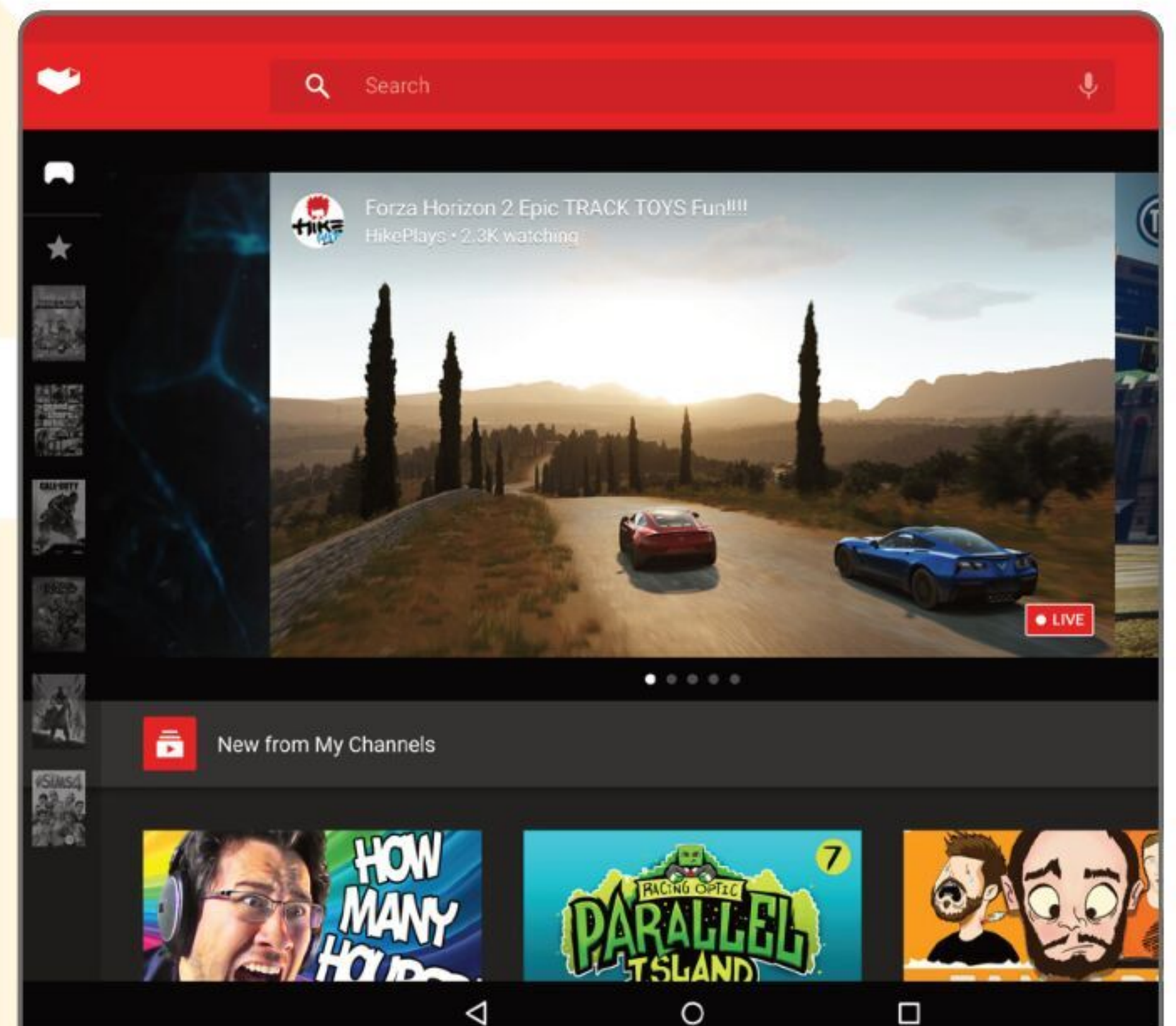
### Step 7

Notice the rectangular icon with the Wi-Fi icon within it. Tap this icon to stream YouTube from your tablet to a TV, using Chromecast or Airplay. Simply select the device you wish to cast to from the list and your video will instantly play on that device.



### Step 8

The YouTube app also features the ability to "Go Live" with your content. This is available directly through your device if you have a camera and microphone attached or built in. To start your live stream click the camera icon and select "Go Live" to share your stream with the world. Once complete your stream will be save to your YouTube video uploads.



## YouTube Kids/Gaming

Google have two more content focused applications that sit alongside their original YouTube app, YouTube Kids and YouTube Gaming. Each of these apps, which require separate downloads, follow the same basic build as the original, albeit the content is locked to the respective app. For example YouTube kids features only child friendly videos and content and all search results will remain within these confines. Thus enabling users/parents and guardians to control of the content viewed.

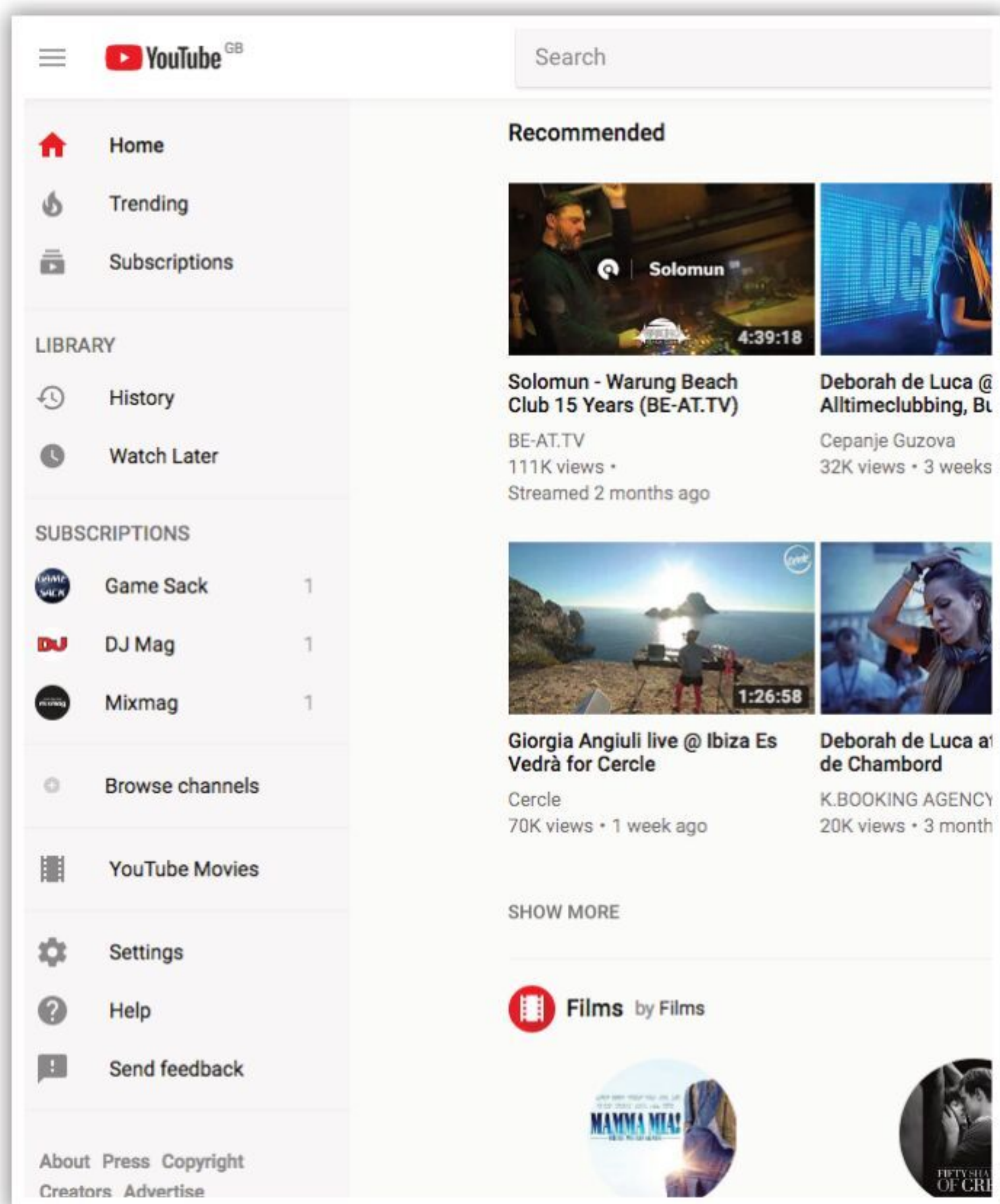


# Uploading Videos to YouTube

It may sometimes seem like the whole world is uploading videos to YouTube, from the random ramblings of retro gamers to budding musicians. If you want to add your own voice to the varied world of YouTube, here's how to get started.

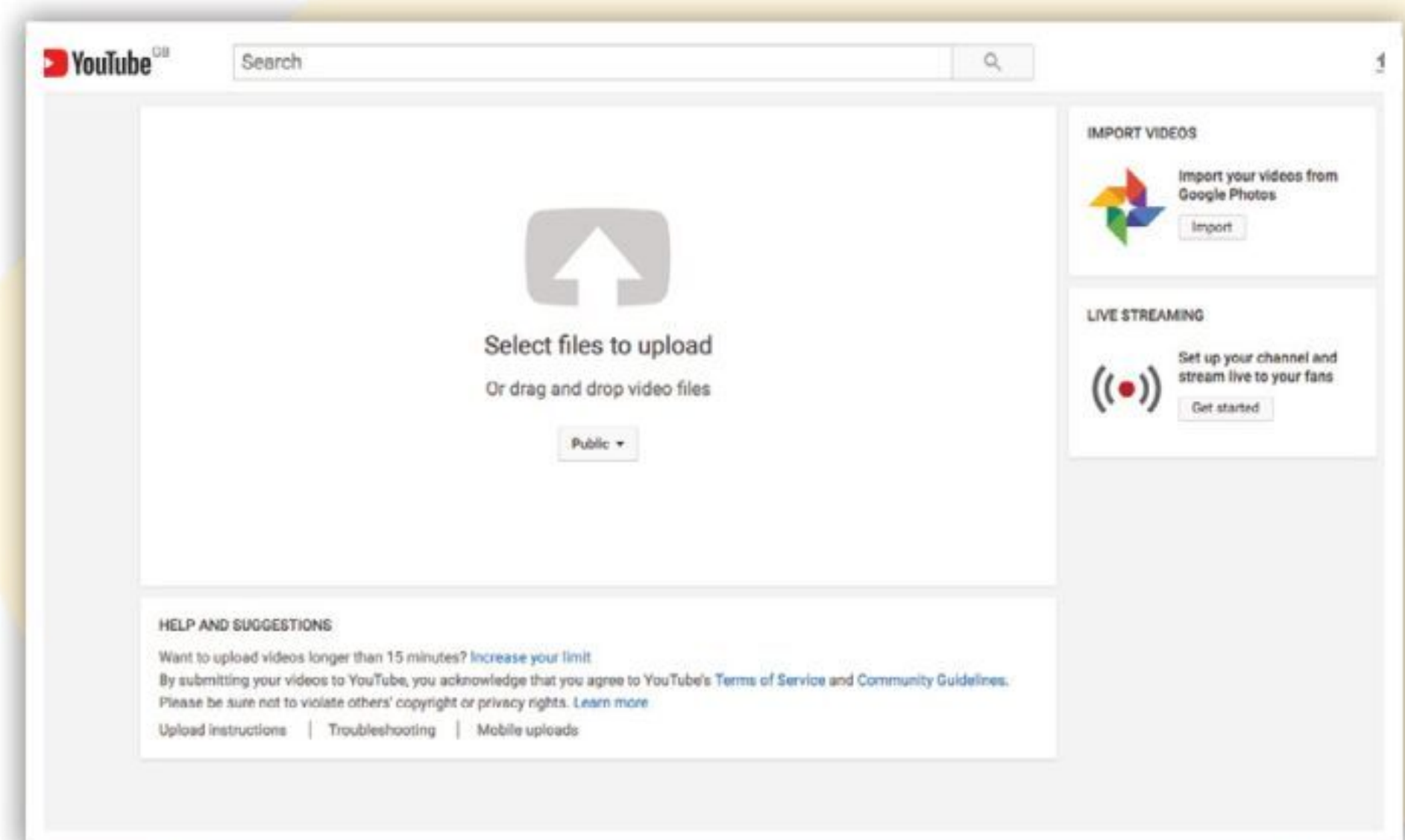
### Step 1

Sign in to your YouTube account if you haven't already done so. At the top right of the screen, wherever you are in YouTube, you will see an Upload arrow button. Click this to get started.



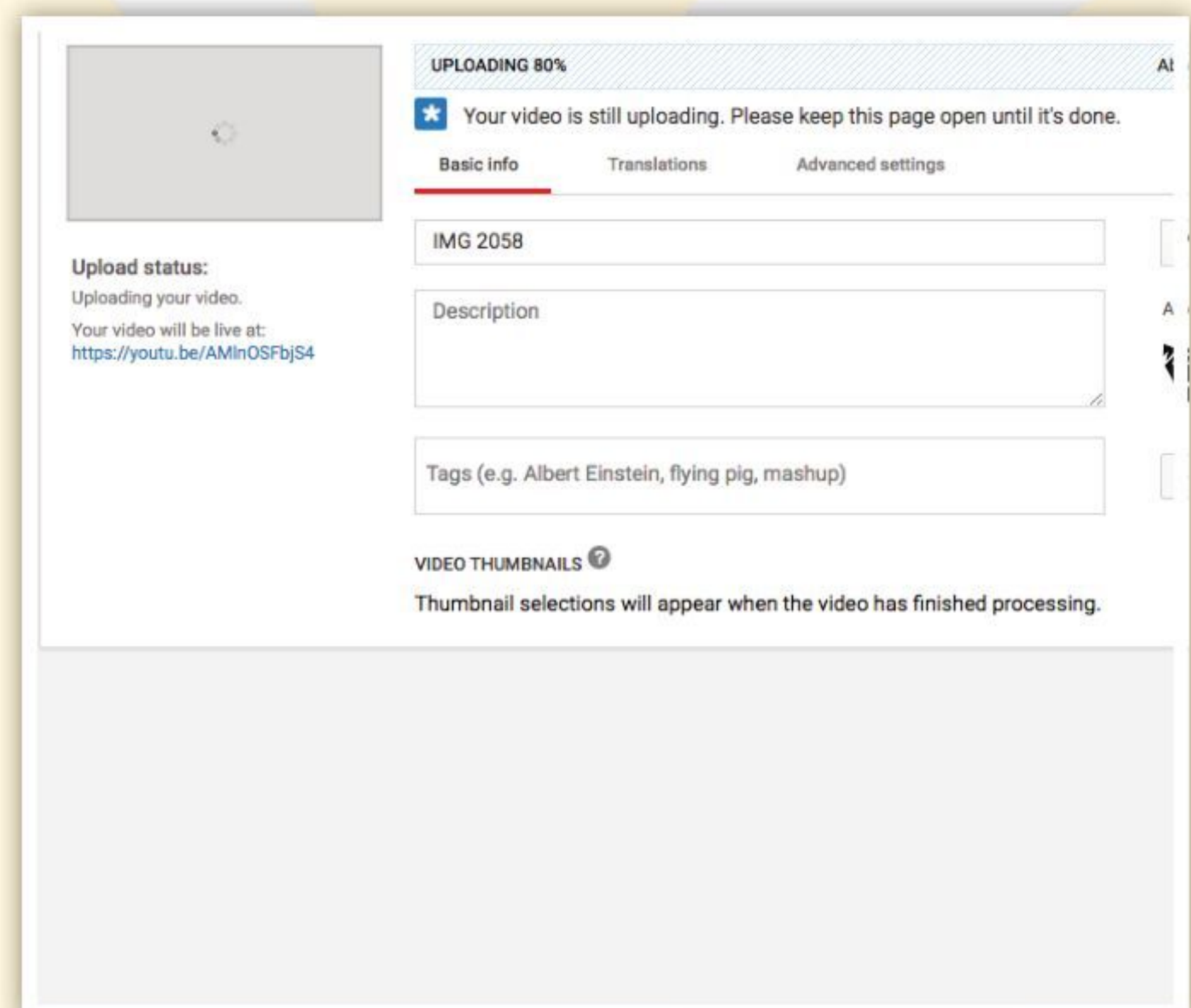
### Step 2

Click anywhere in the upload window on the next screen to start browsing for your videos. Alternatively, you can drag videos onto the browser window from any open folder on your computer.



### Step 3

Once you have added a video to the upload window, using either method, a new page will automatically open. If the video file has a title, it will automatically be entered in the title box.



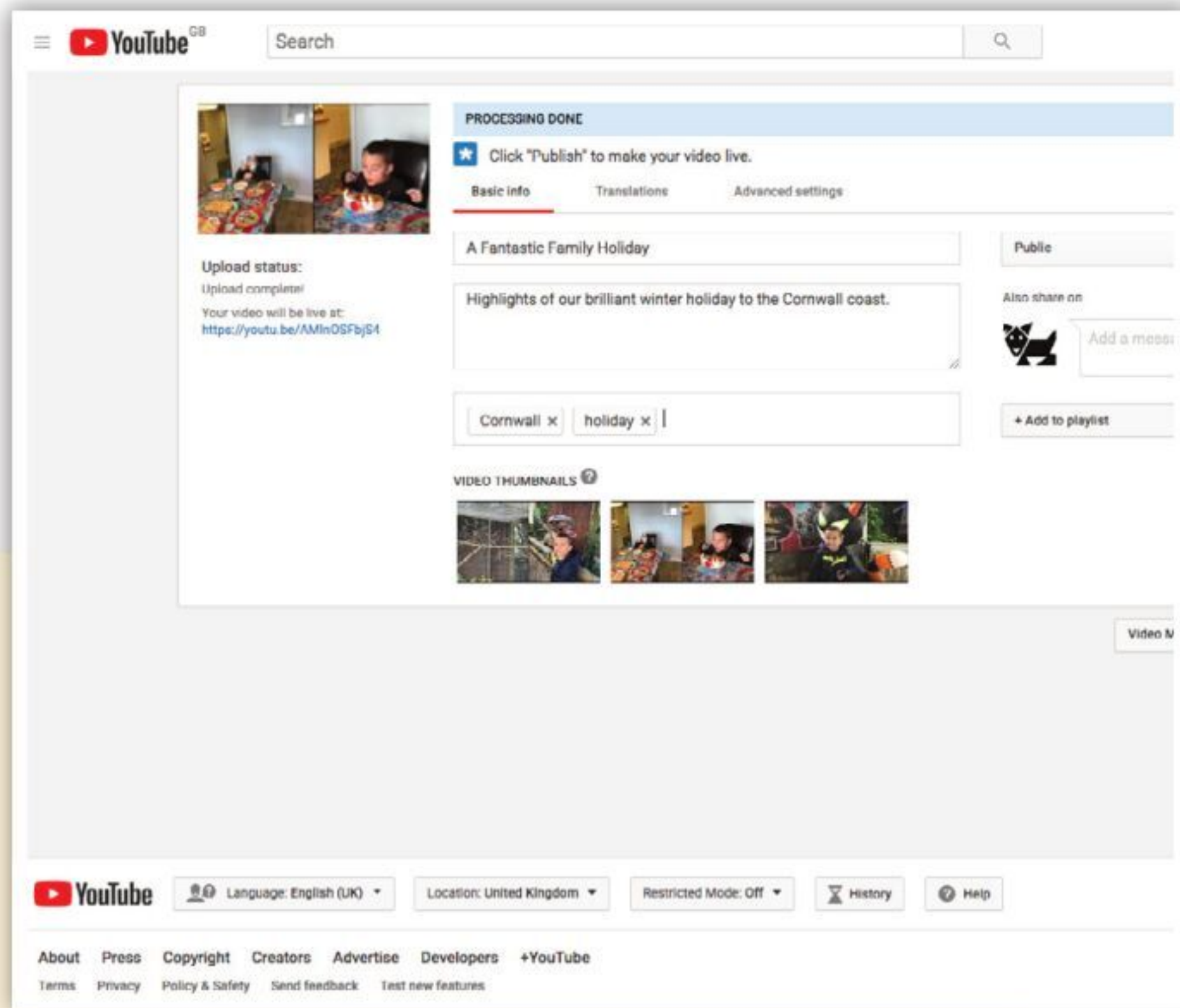
## Video Formats

Not sure which format to save your video? If you receive an "invalid file format" error message when you're uploading, make sure that you're using one of the following formats:

.MOV, .MPEG4, .AVI, .WMV, .MPEGPS, .FLV, 3GPP or WebM

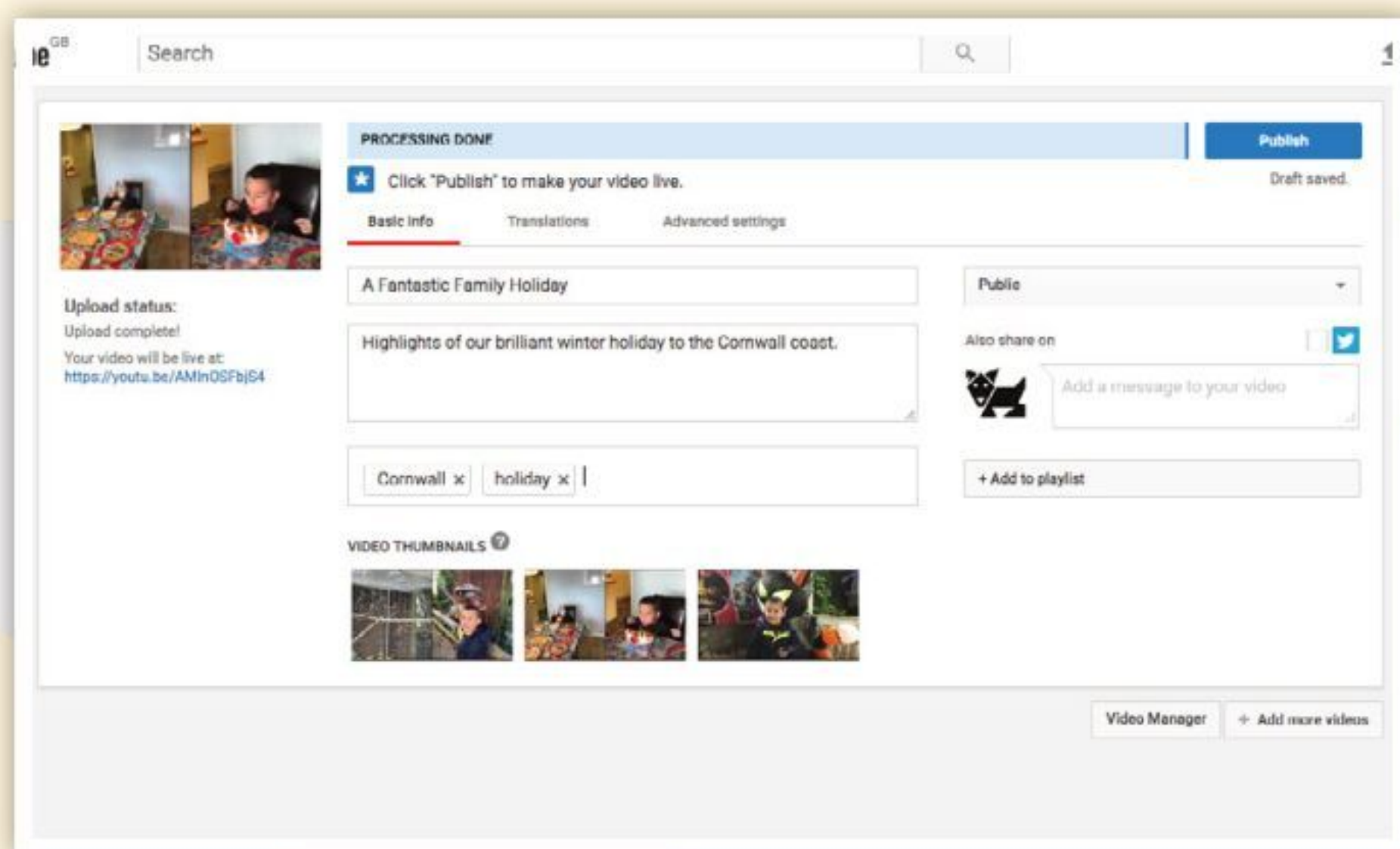
## Step 4

Fill out the rest of the information, including the description and the tags, as these help make it easier for the video to be found by searchers. If you wish, you can alter the privacy settings so only certain people can find it.



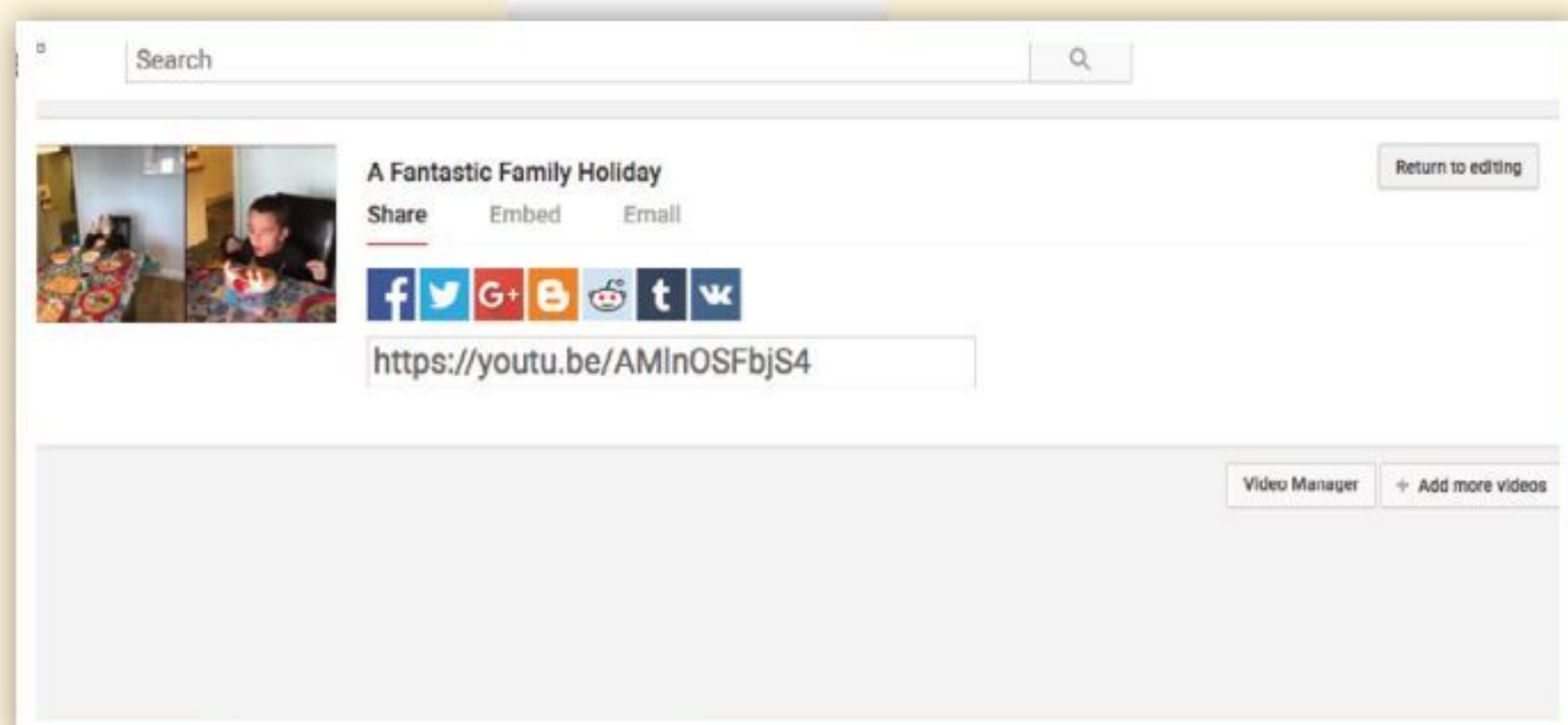
## Step 5

When the video has finished processing, several thumbnails will automatically be grabbed from it and displayed. Click on the one you want to use as the display thumbnail on YouTube: select the one that you feel sums up your video clip the best.



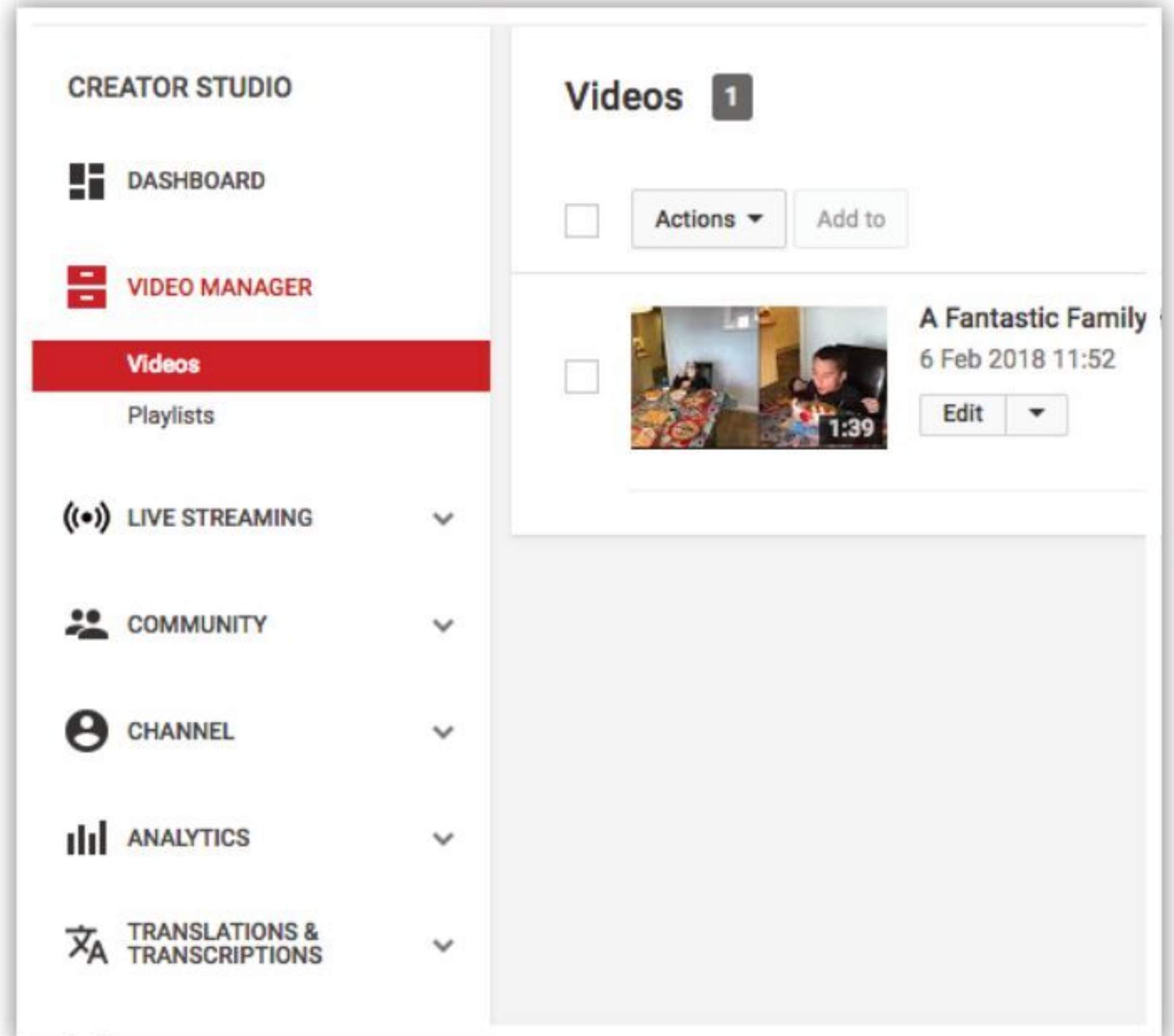
## Step 6

If the uploader detects that the video is shaky, as it is being processed, you can choose to stabilise it. A progress bar will show when the video is uploaded to the site.



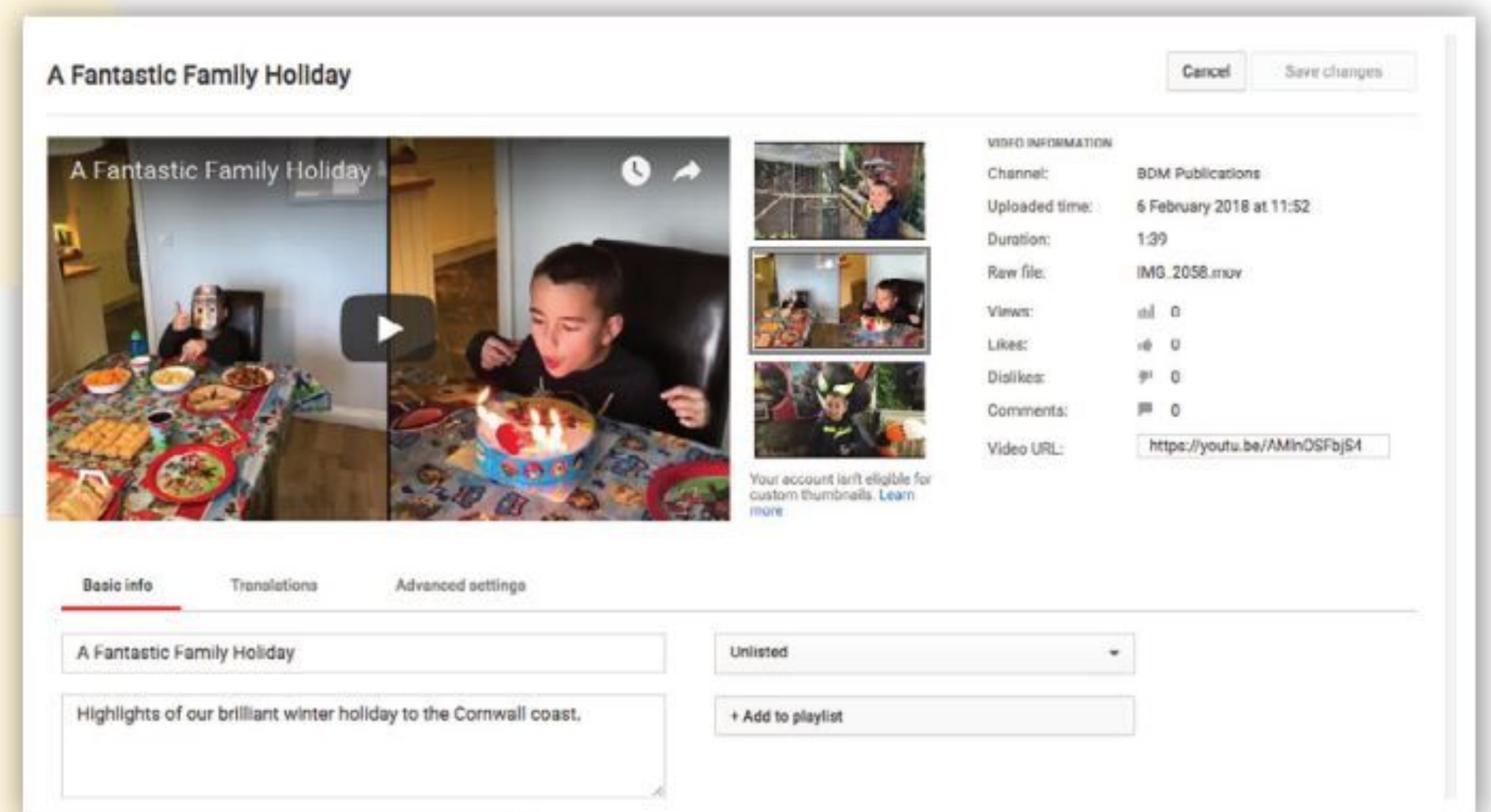
## Step 7

To check your video has been added to your account, navigate back to the main YouTube page and click on your name in the left-hand column. All of your uploaded videos will be displayed there.



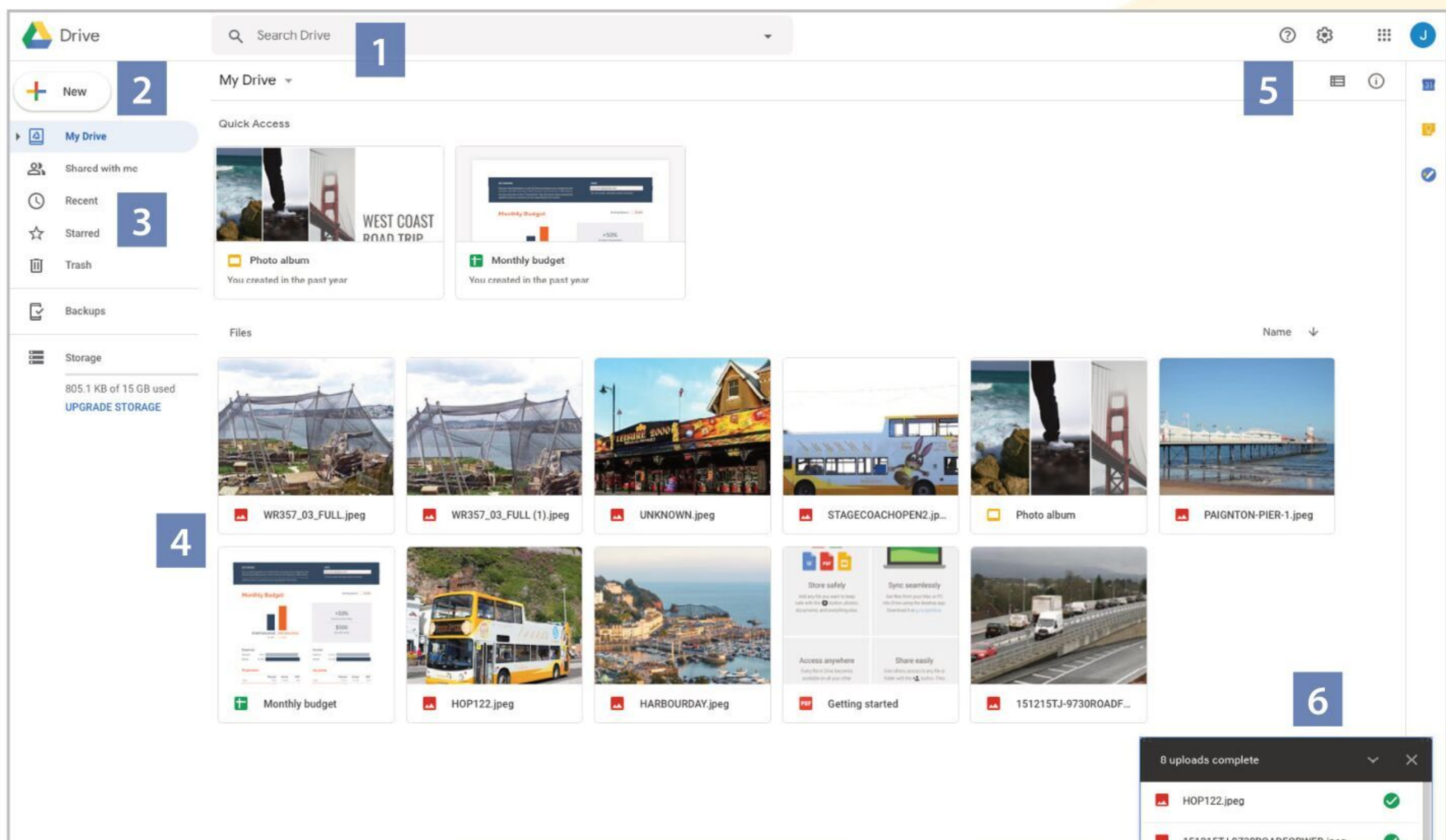
## Step 8

Click the Video Manager button to quickly see and manage all of your uploaded videos. Here you can check the number of views, likes and dislikes, as well as being able to share or delete videos.



# How to Use Google Drive

Google Drive is a free storage service which allows you to store images, folders and documents in the Cloud. These files and documents can then be accessed from any tablet, phone or computer via the Google Drive software. Not only is this a great way to free up space on your devices, it also lets you access your files from almost anywhere.



### 1 Search

You can search Google Drive in the same way that you can search Gmail or one of the other Google products.

### 2 New

Click the New button to open a new document, spreadsheet, presentation, form or drawing.

### 3 Folders

Your preset Google Drive folders are shown here, along with any that you have created. Click More to see Labels.

### 4 Current Folder

The contents of the currently selected folder are shown here. You can change how items are displayed (List or Grid).

### 5 Display Controls

Change how items in your folders are displayed and how they are sorted. The gear icon lets you access the G Drive settings.

### 6 Upload List

When you upload multiple items to Google Drive, the Upload box appears, to show you the progress of each item.

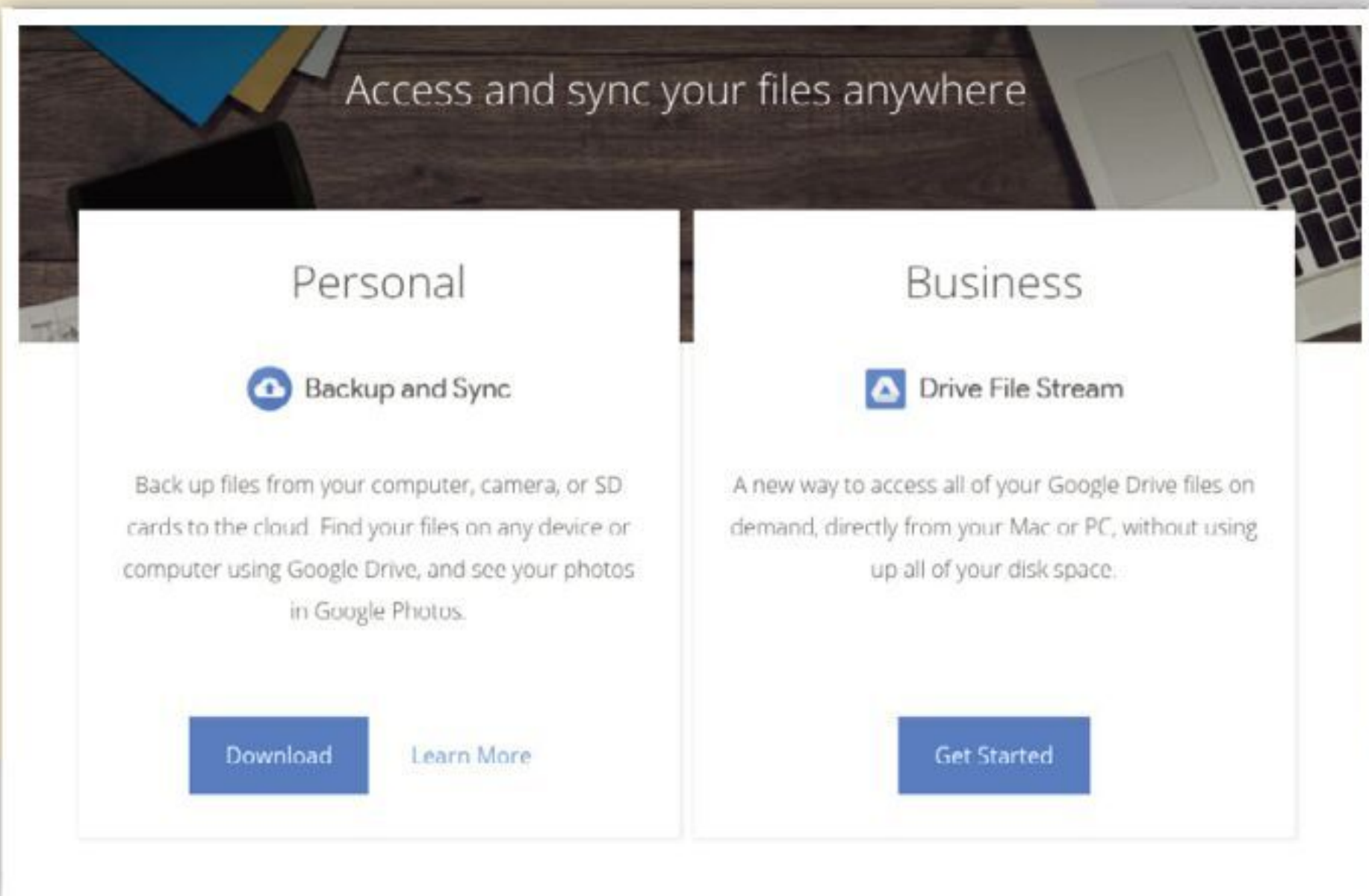
# Free Google Storage

Google Drive, Google+ Photos and Gmail give you storage space for nothing so you can keep your files, emails and photos accessible from any device, anywhere. If you reach the free storage limit, everything in Google Drive, Google+ Photos, and Gmail will still be accessible but you won't be able to create or add anything new. You'll still be able to create Google Docs, since they don't take up any storage space. For G+ Photos, you will only be able to upload new photos and videos under certain size limits.

## Installing Backup and Sync – PC/Mac

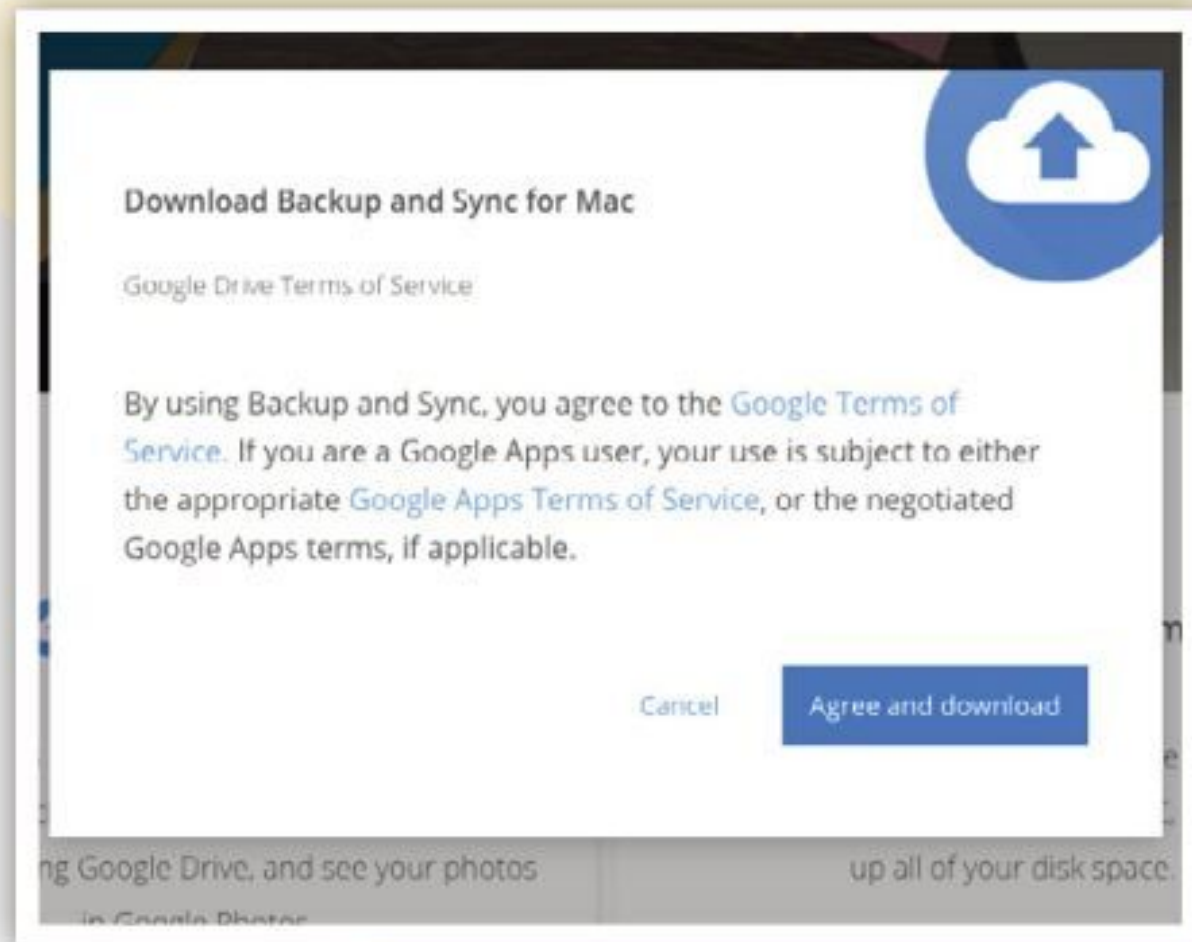
### Step 1

The first thing you need to do is check your Google Drive access status. You can do this at [drive.google.com/start](http://drive.google.com/start). If you have access, you will see a blue Download button.



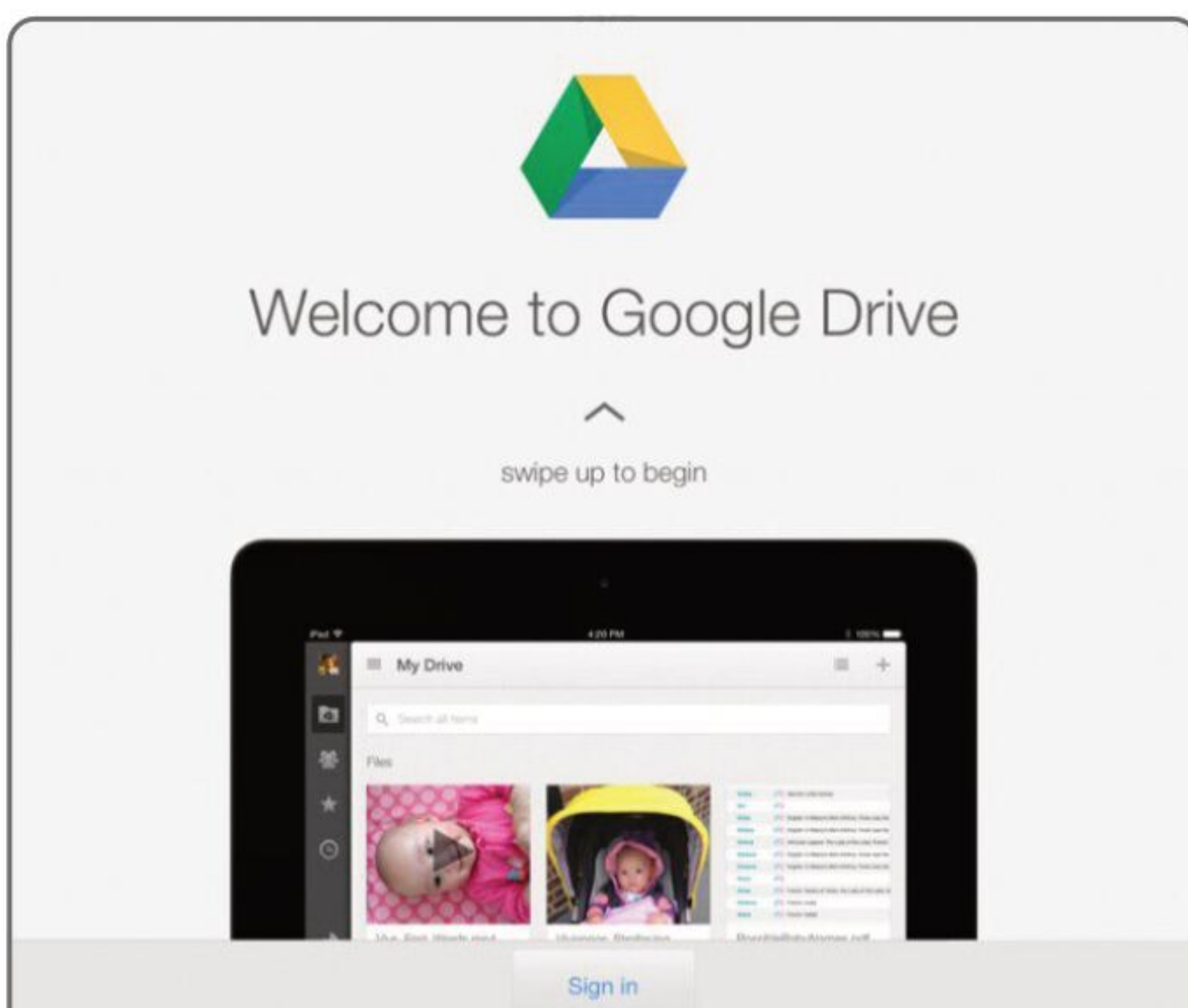
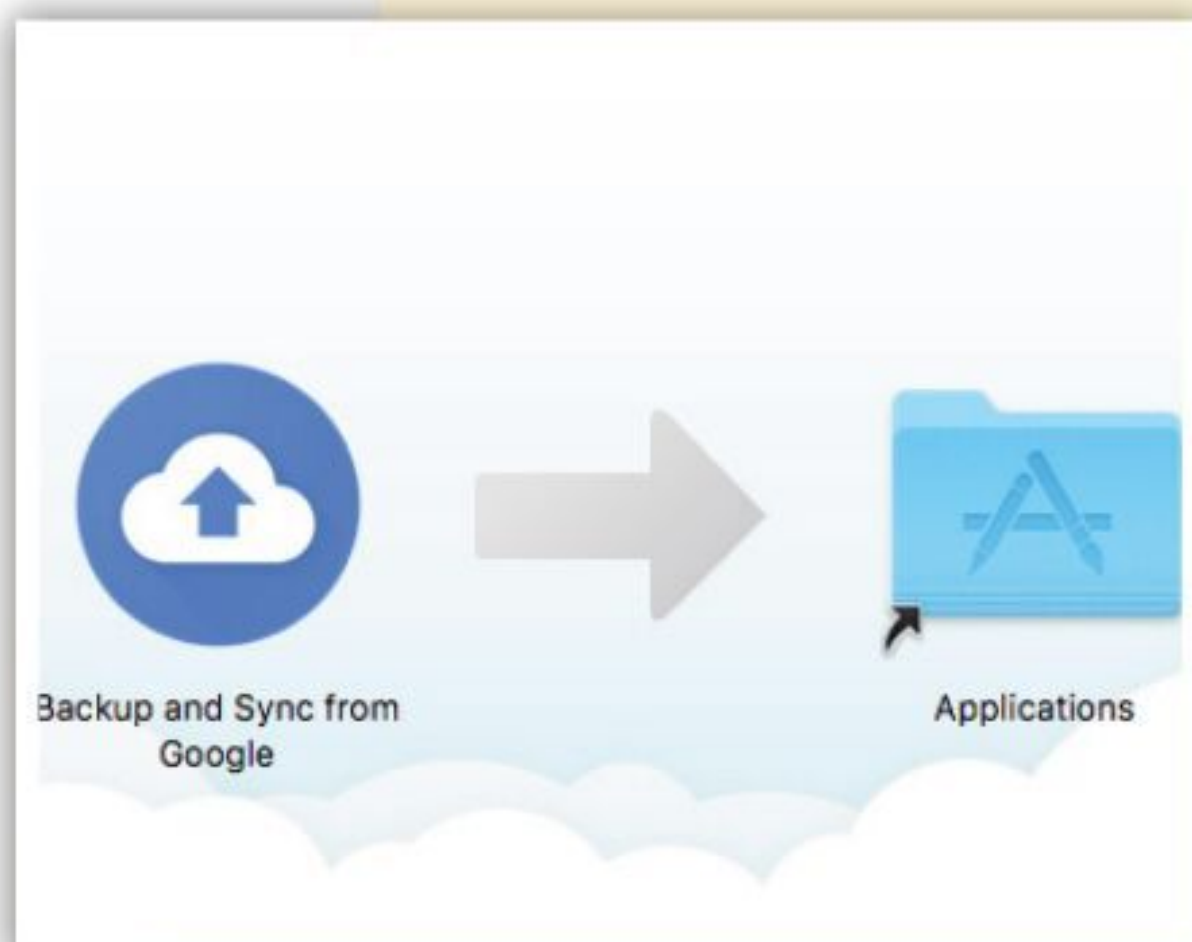
### Step 2

Click on the Download button and when asked to, Agree to the Google Terms of Service. You must do this before you start the download.



### Step 3

Click on Download Backup and sync and follow the instructions to install the software on your computer. The site will automatically detect whether it is PC or Mac.



# Google Drive on Android and iOS

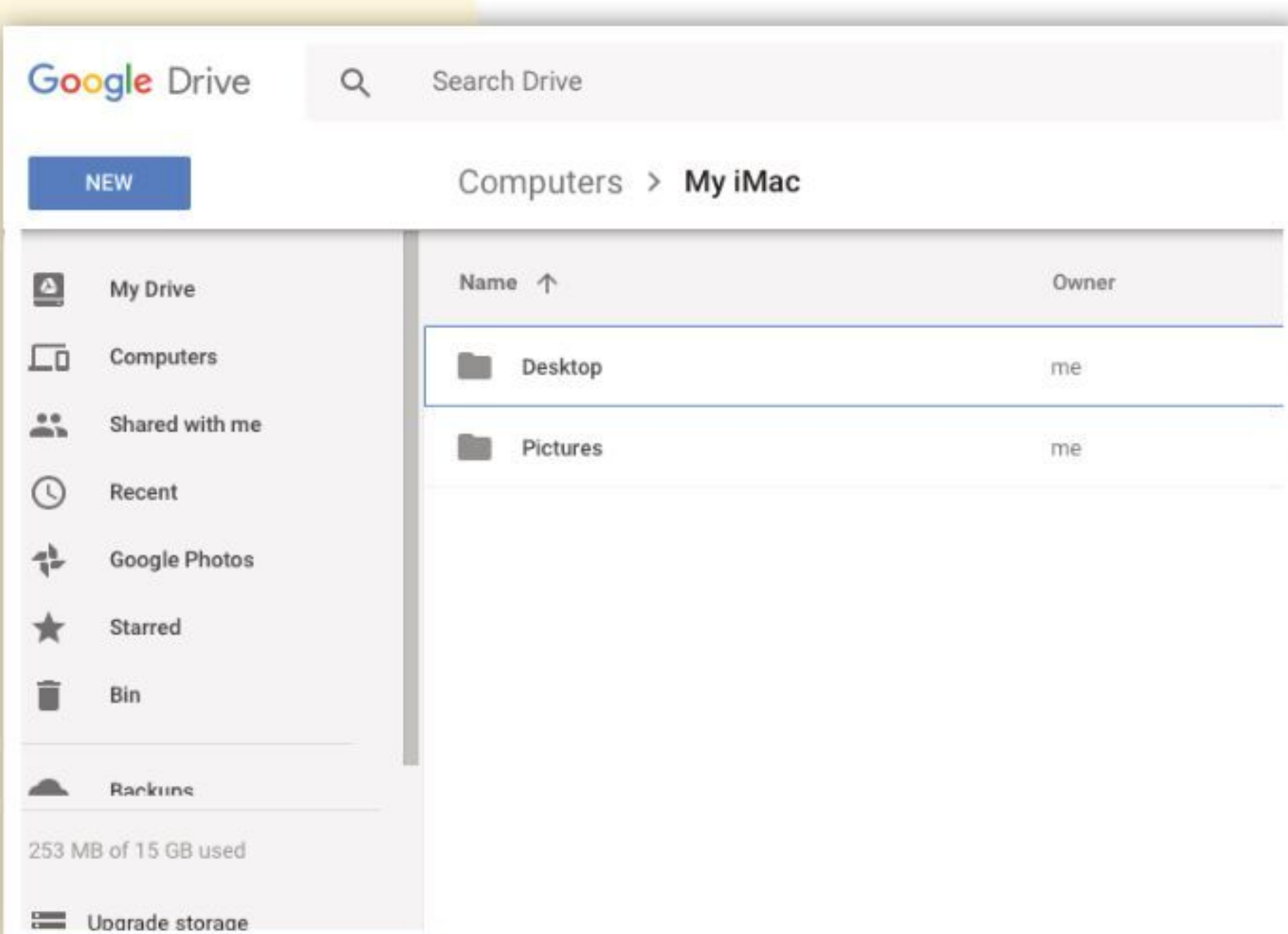
You can download the Google Drive app for mobile devices free of charge, from the Play Store or App Store. This allows you to both view and edit files in your Google Drive folders.

Once downloaded, the app should automatically sign in using the same Google account details you entered on your computer (which is also, hopefully, the one with which you set up your Android or iOS device).

You will now be able to see any files you placed in the Google Drive folder on your computer. If you had the Google Docs app installed, this will now be replaced by Google Drive. To create a new doc, tap Menu > New > Document, or Spreadsheet, etc.

### Step 4

You will be asked to sign in again and will then be asked to sync. This creates a new folder on your computer which is used as the storage folder.





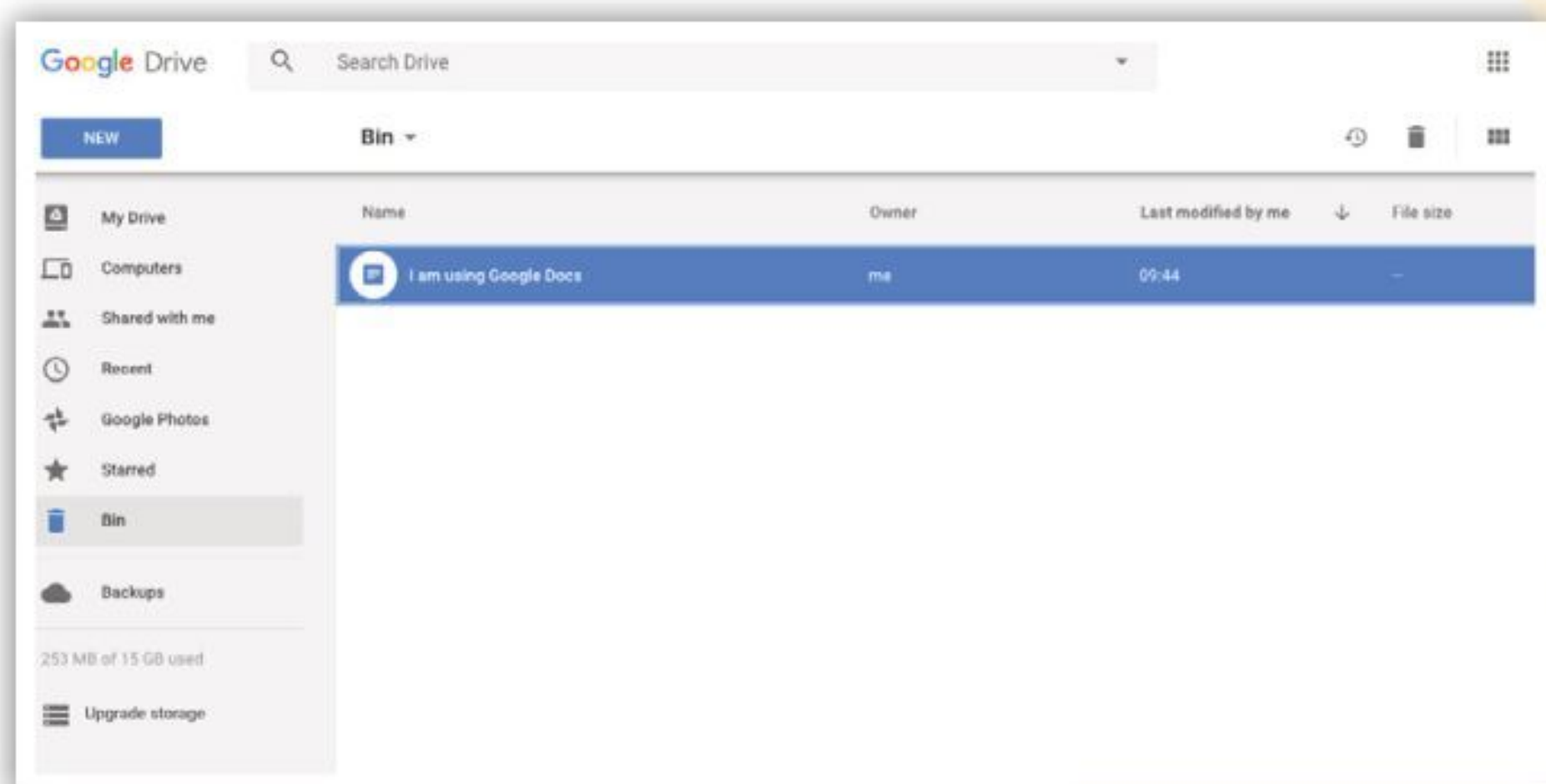
# Restore Deleted Drive Files

Deleting files from Drive is a very quick process but a file you remove might not always be gone forever. You have the chance to restore deleted files before they are deleted permanently. Here is how you restore, remove and permanently delete files in Google Drive.

## Restoring Incorrectly Deleted Documents

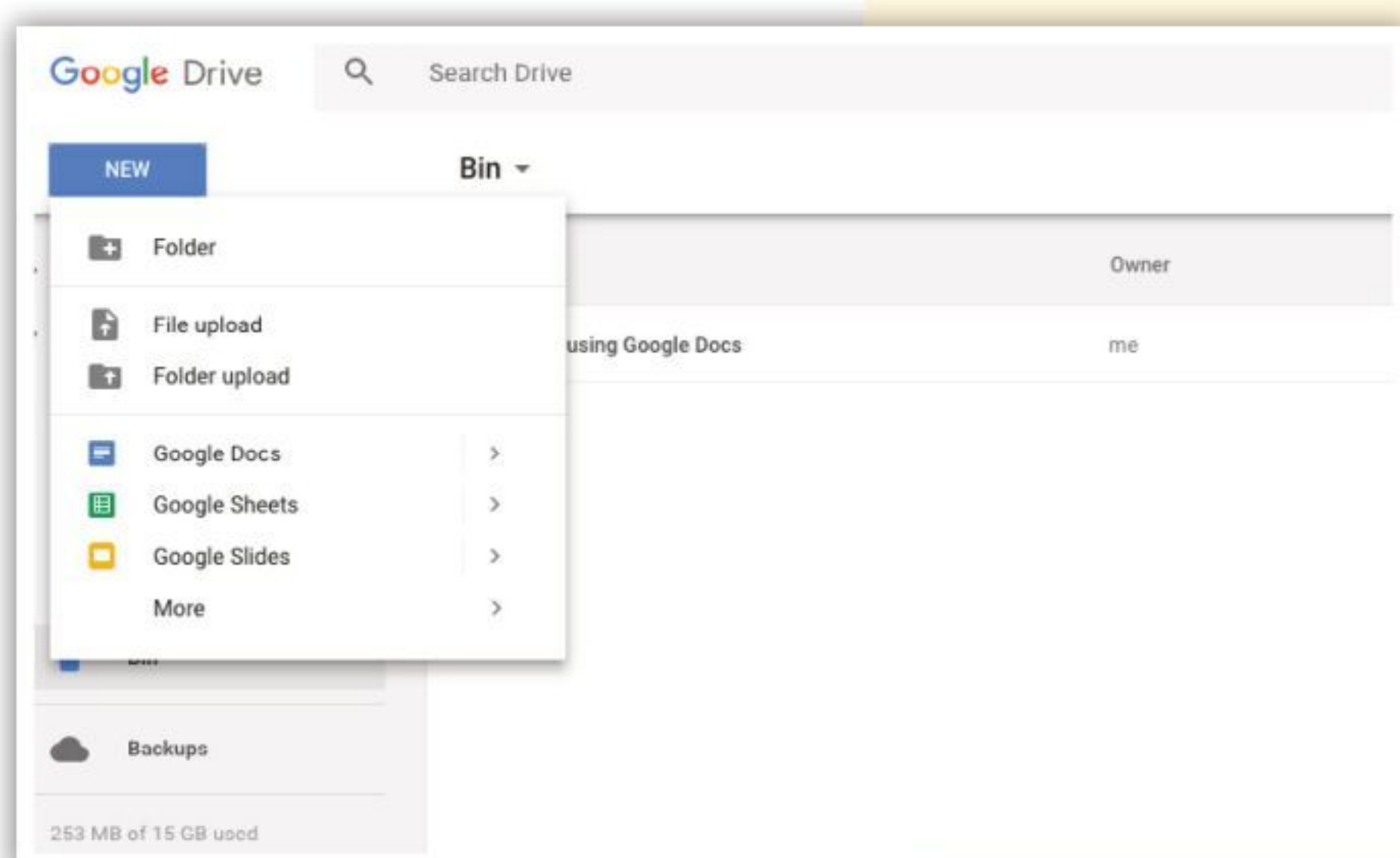
### Step 1

If you decide that you don't want to delete a file or folder that you've moved to the trash, you can restore it so that you can access it again. Once you restore a file, it will be recovered wherever you use Drive or Docs, Sheets and Slides.



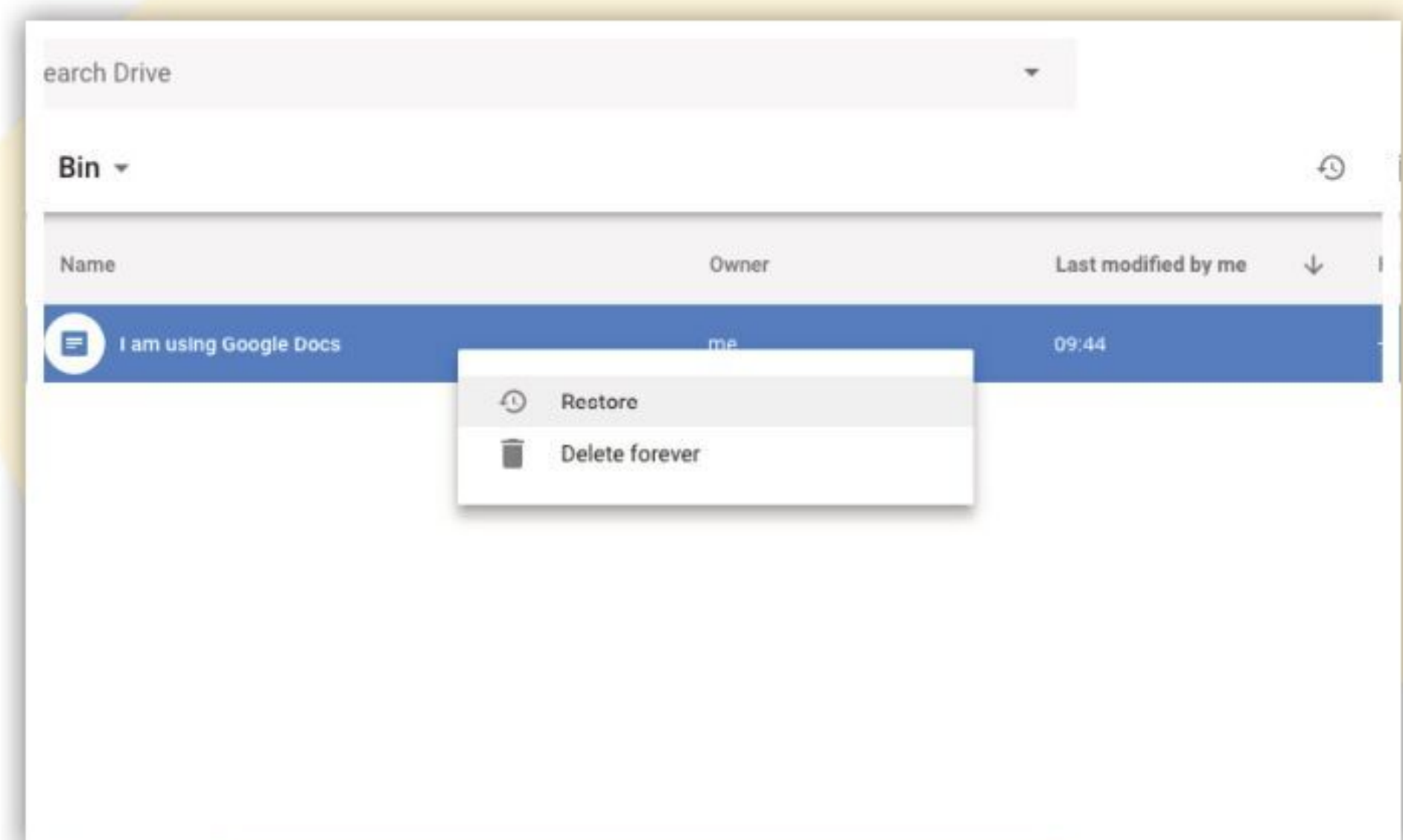
### Step 2

At the moment, you can't restore a file or folder from the Drive mobile apps or from the Docs, Sheets or Slides home screens. You can restore your files from Drive on the web or on your computer. Let's look at those options here.



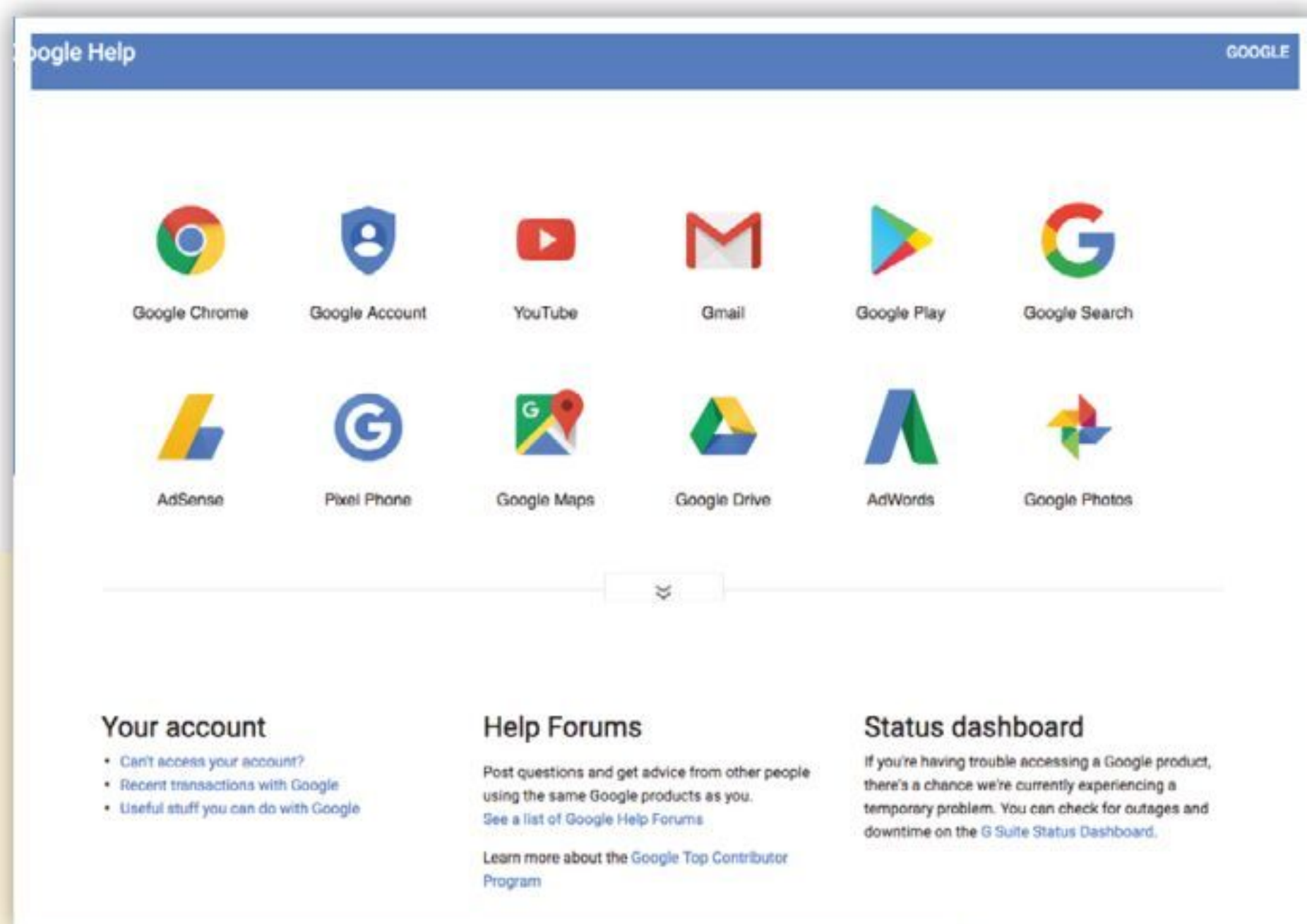
### Step 3

Sign in to Drive at [www.drive.google.com](http://www.drive.google.com). Go to the Bin section on the left side of your screen and right-click the file or folder you want to restore. Click Restore to return it to its previous location. To restore a file from the trash that you don't own, you need to contact the owner of the file.



### Step 4

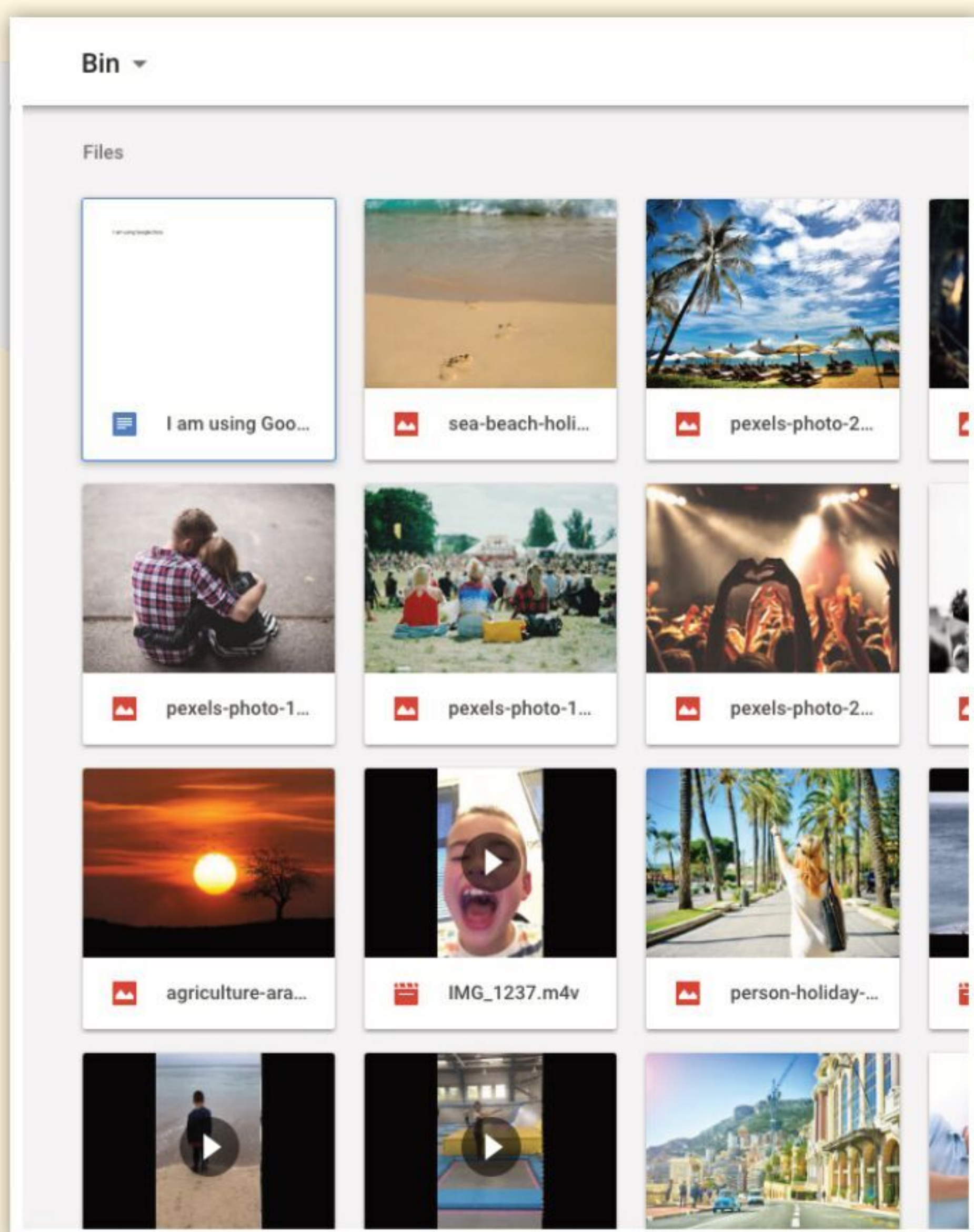
If you permanently delete a file or folder that you realise you need access to, Google is able to help you recover it for a limited time. However, after the file has been deleted from Google's systems, it's gone forever. You can request recovery from Google themselves at [www.support.google.com](http://www.support.google.com).



## Removing Files

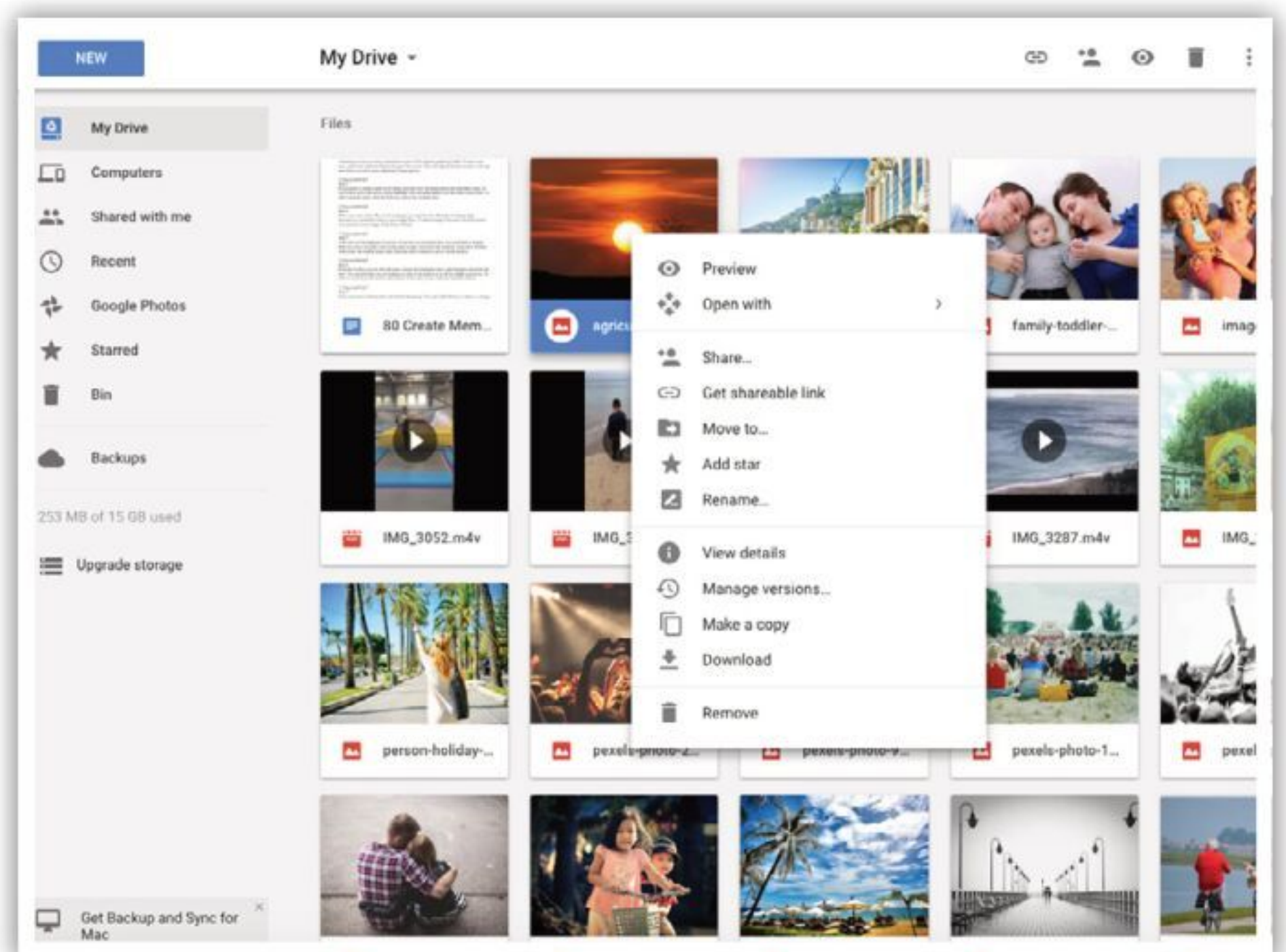
### Step 1

Open the Google Drive folder on the desktop of your computer, select the file or folder you want to remove and drag it to the trash on your computer. A file you remove from the Drive folder on your computer will be moved to the trash in Drive on the web and in the Drive, Docs, Sheets and Slides.



### Step 2

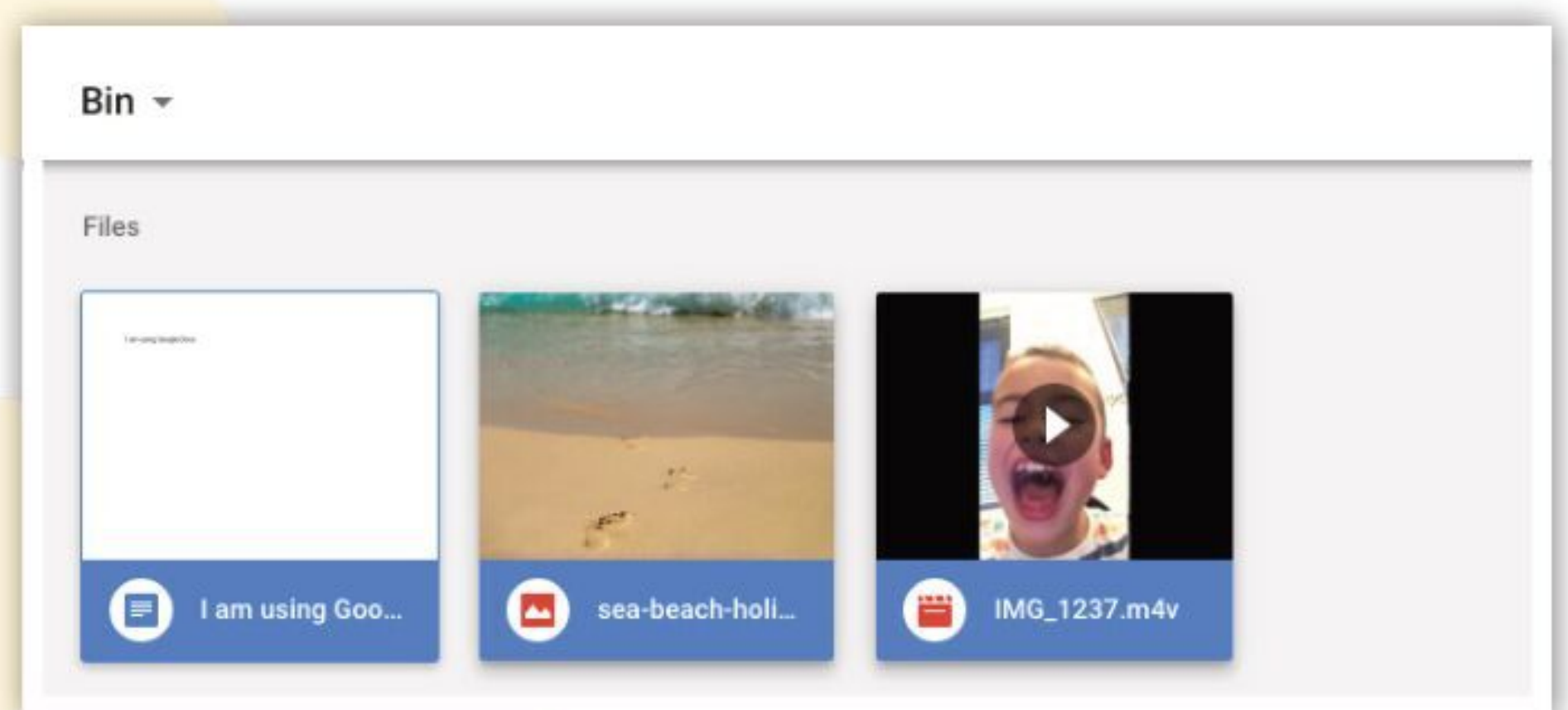
To remove files in Drive online, sign into Drive at [www.drive.google.com](http://www.drive.google.com). Now click or right-click the file or folder you want to remove and then click the Remove icon; as with removing files on your computer, anything removed will also be removed offline.



## Permanently Delete Files

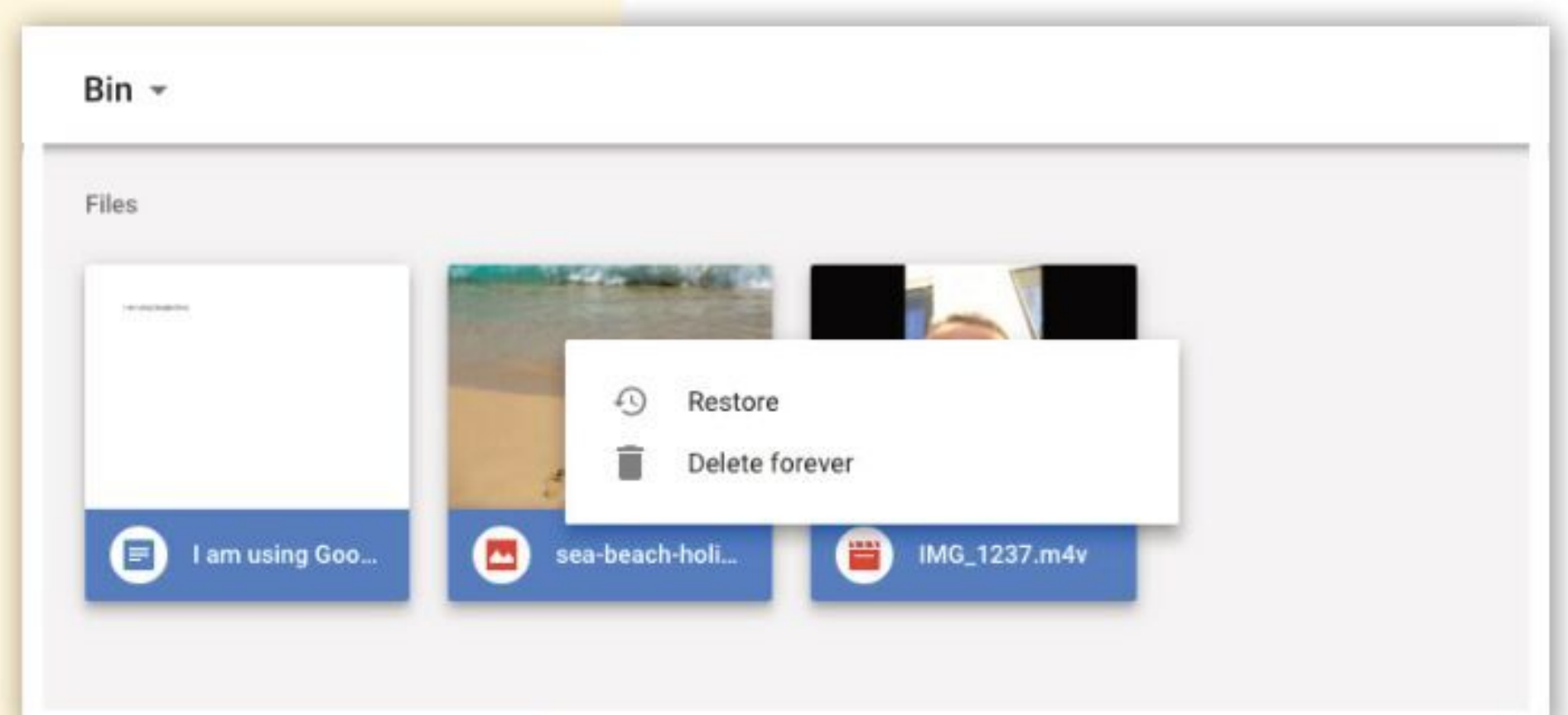
### Step 1

If you want to permanently delete a file or folder you own, you can delete an individual file or empty your entire trash to delete all files you have removed. Once a file has been deleted, anyone you've shared the file with will lose access to the file as well.



### Step 2

To permanently delete files you added to the trash from the Drive folder on your computer, simply empty the trash on your desktop. The files, along with anything else you trashed, will be deleted. On the web, sign in to Drive, go to Bin and select the file. Click Delete Forever. The file is now been deleted for good.





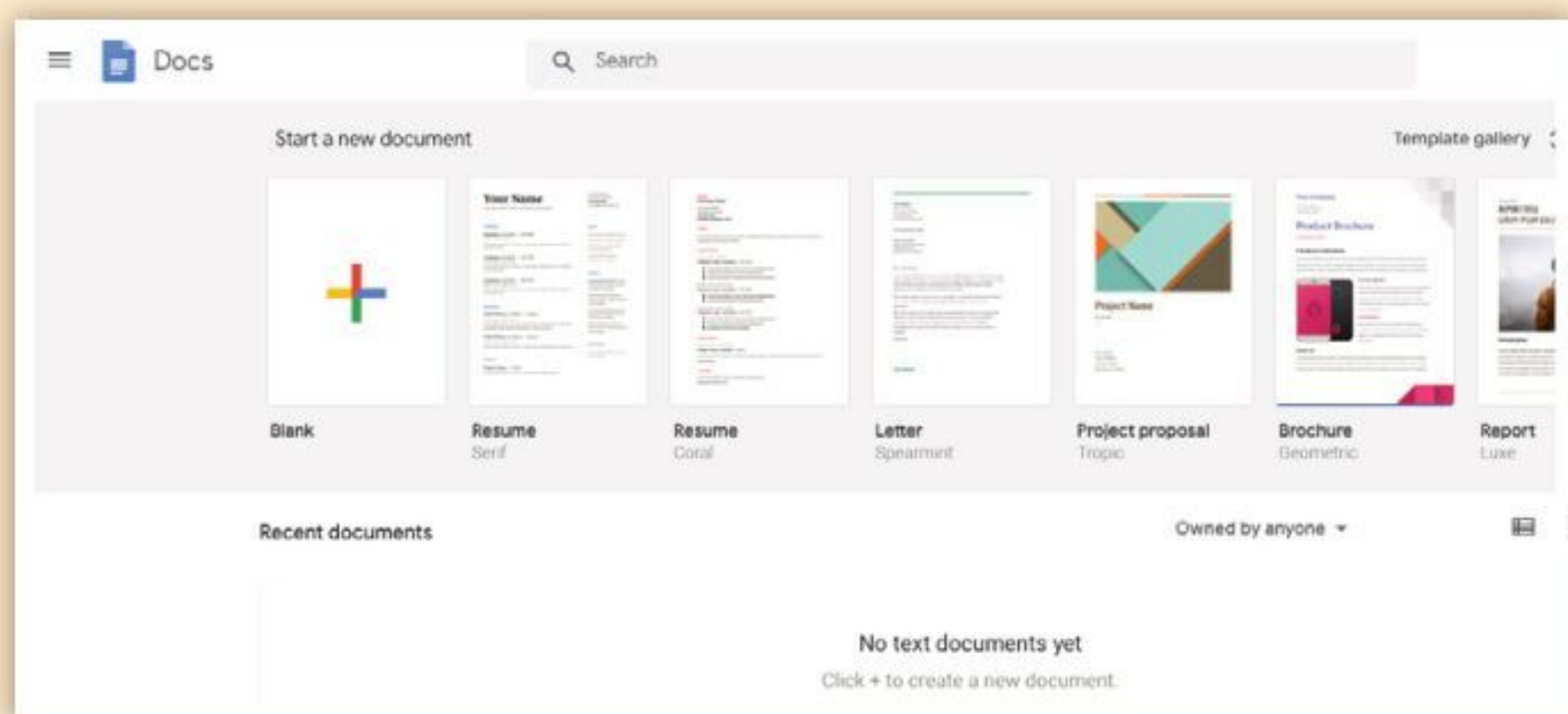
# Set Up and Use Google Docs

Google Docs is a free, web-based office suite. Using this software you can create text documents, spreadsheets, complex forms and even presentations. Everything you create is stored via your Google Drive account. Here's how to make the most of Google Docs.

## Creating New Documents

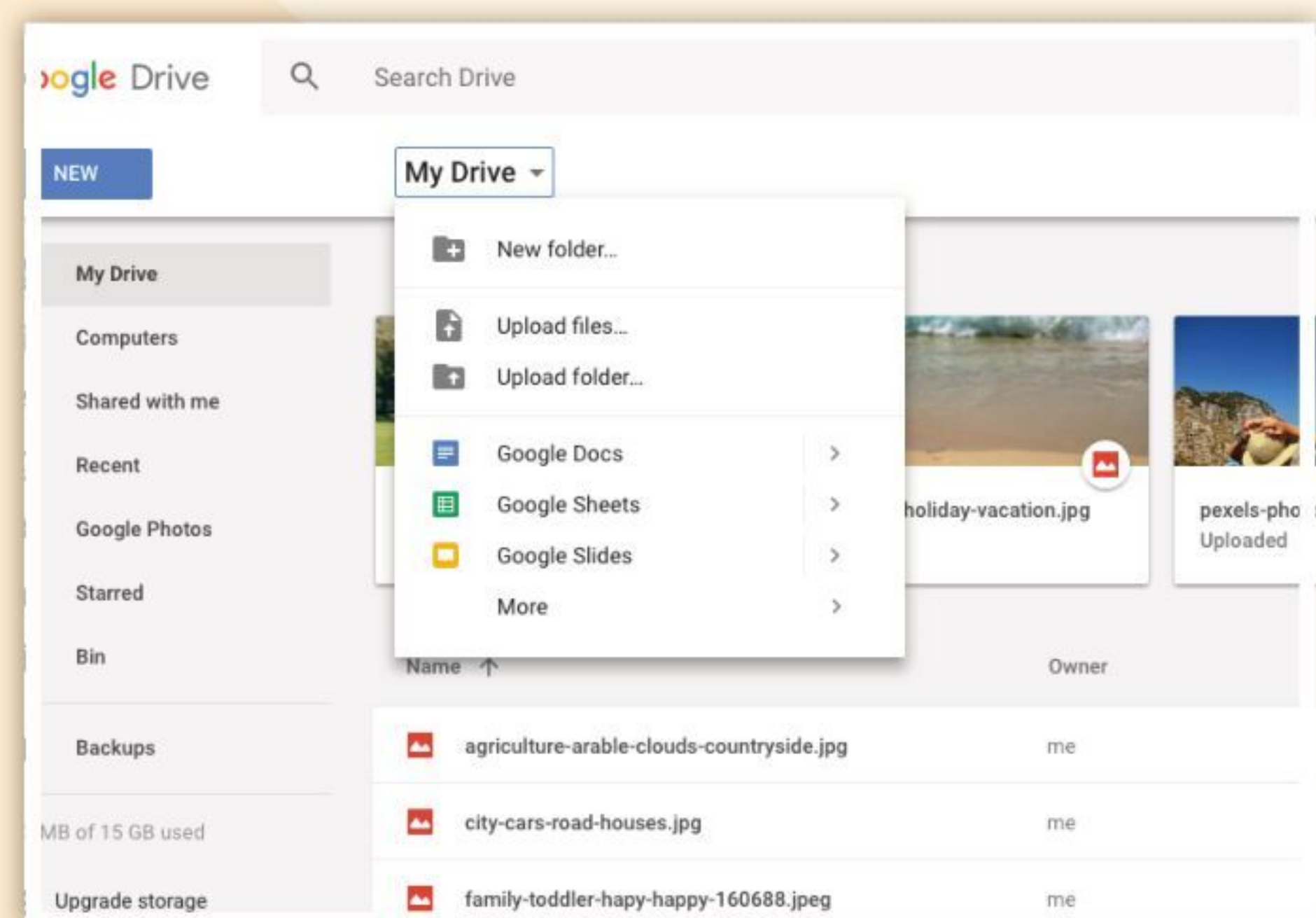
### Step 1

There are several different ways of getting started with Google Docs. You can create a new online document, you can upload an existing document to edit or you can use a template from the templates gallery. Let's start with a new Google doc.



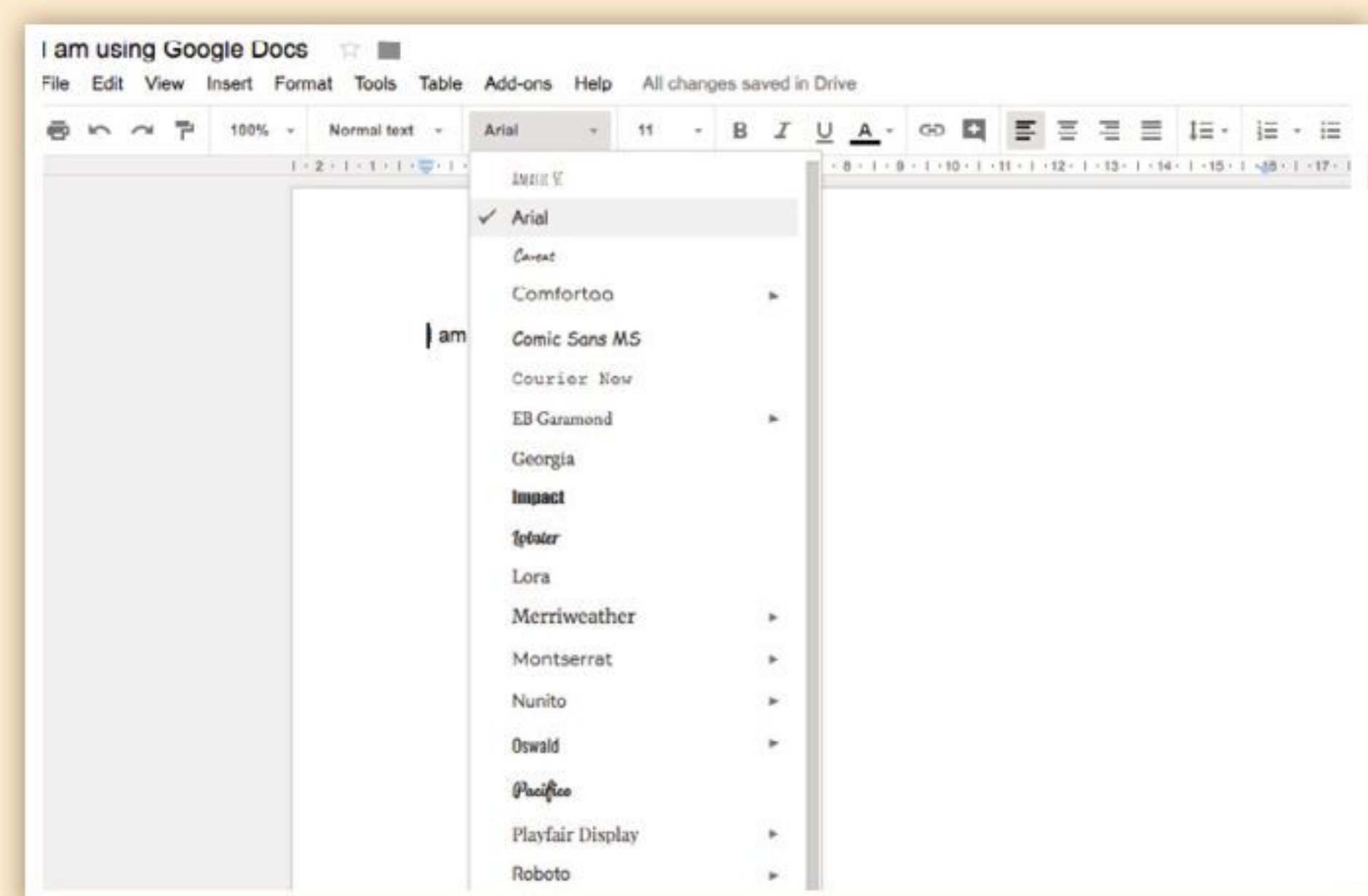
### Step 2

To create a new document, go to your Drive, click the downward pointing arrow and select Google Docs from the menu, then pick either Blank or Template. Name the document by entering the text in the top left corner, this will also start auto-save.



### Step 3

Along the top of the document you will find the editing and formatting tools. If you have ever used Microsoft Word or OpenOffice Writer, you should be familiar with most of the formatting options here.

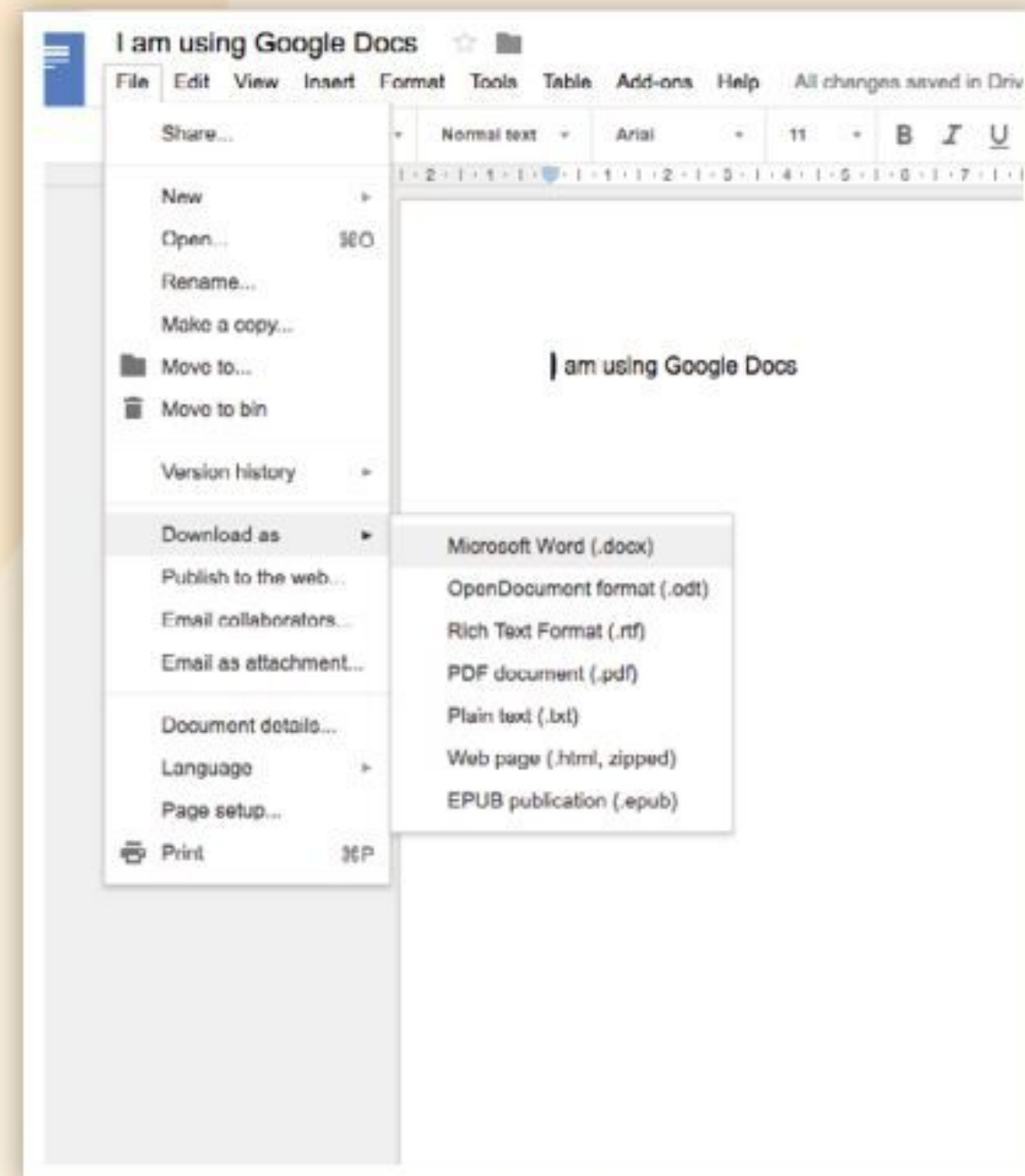






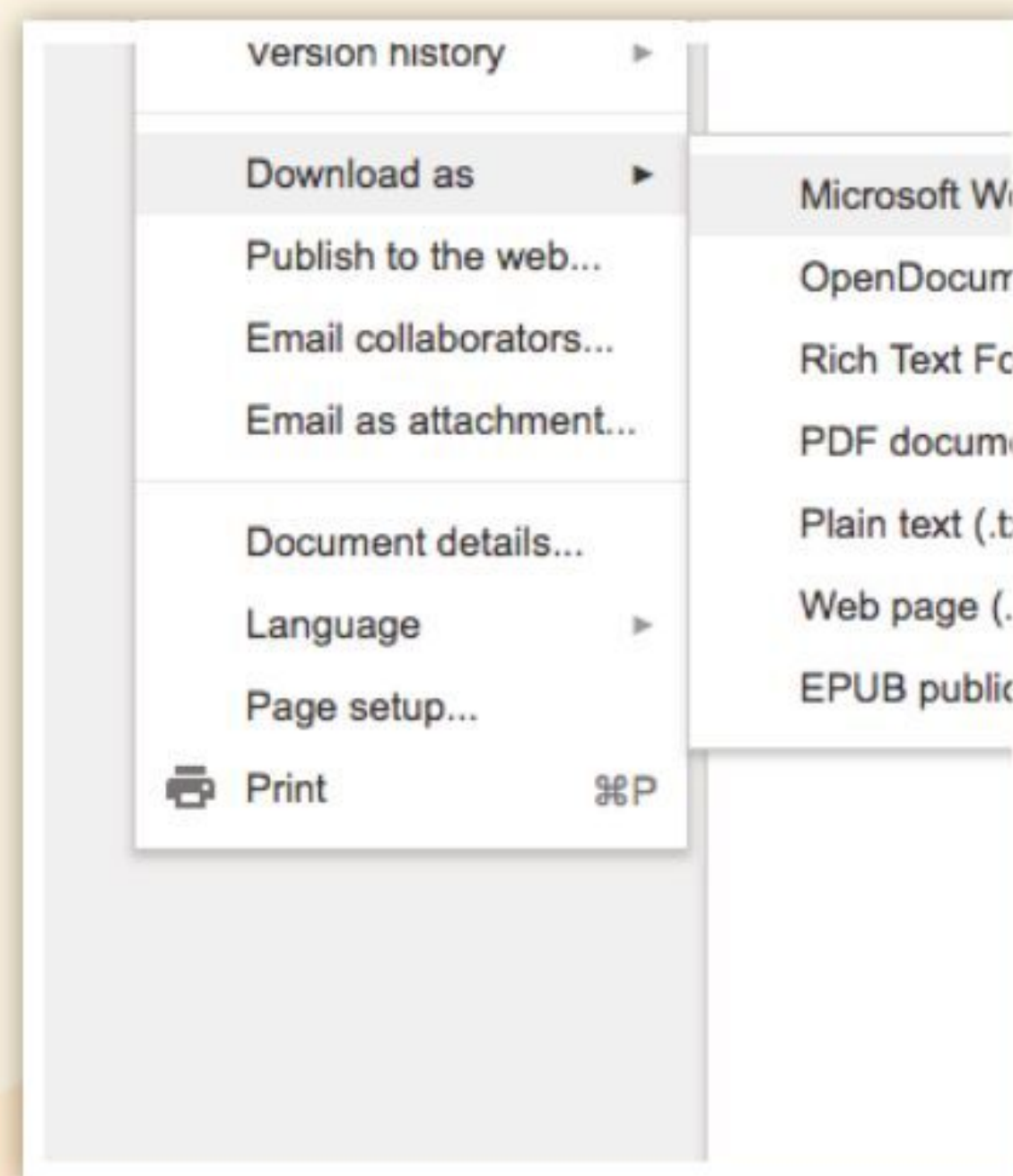
## Step 4

You can also save a copy of any document to your computer if you wish. To save a copy of any document in the Drive, open it and go to the File menu. Roll the mouse pointer over the Download As... option.



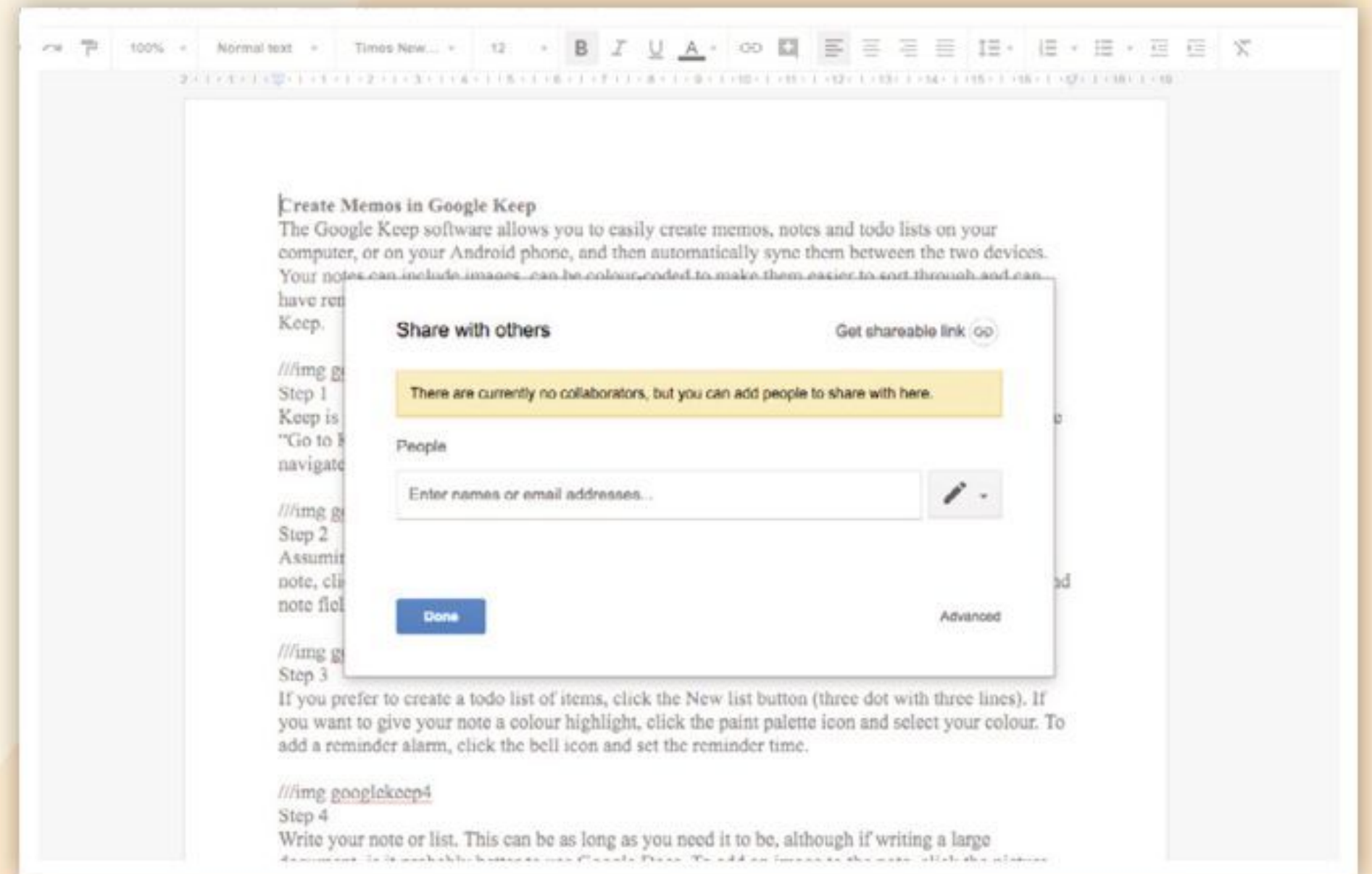
## Step 5

Select one of the following file types: HTML (zipped), RTF, Word, Open Office, PDF or plain text. Your document will then download to your computer. The original document will remain in Google Drive.



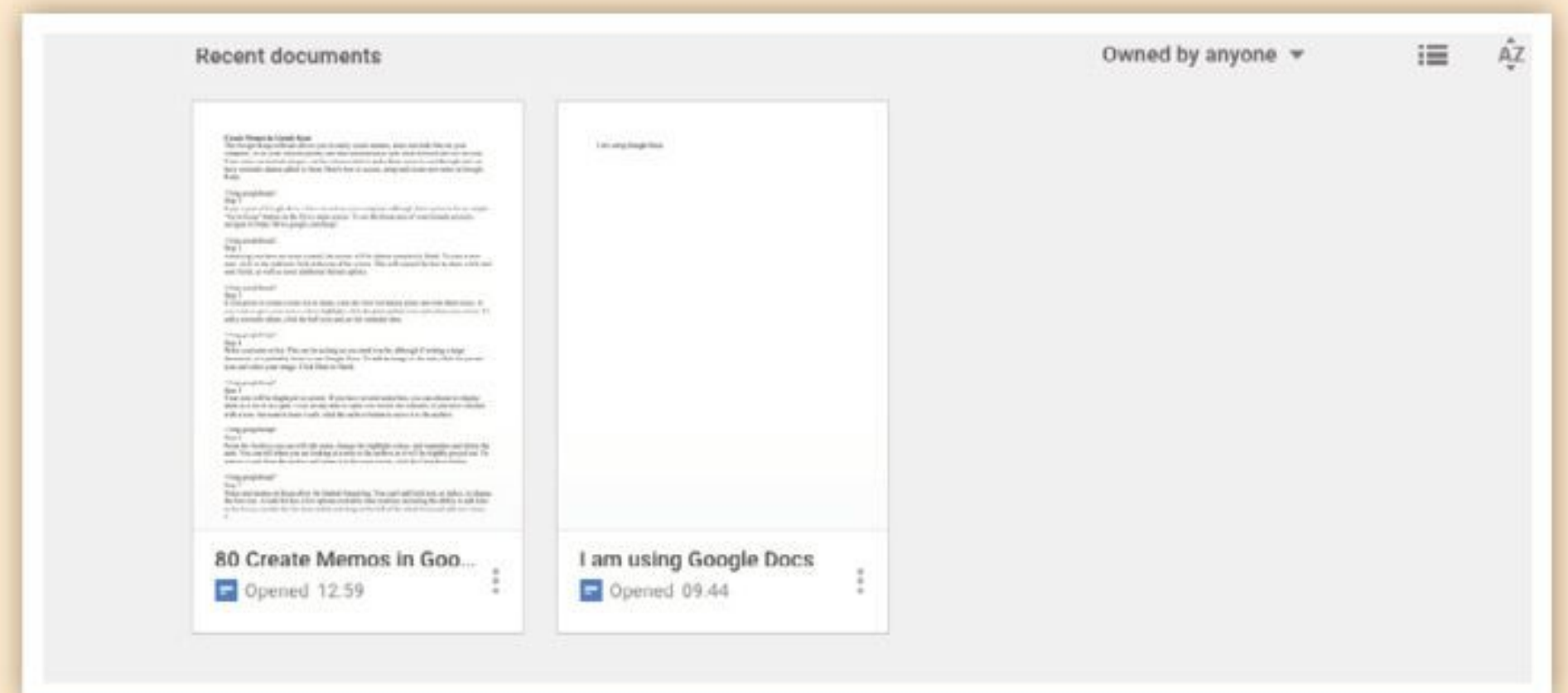
## Step 2

When the document has uploaded, click the File option, as before. From these links click on Email collaborators and enter the details of those you wish to share the file. This allows you to edit and collaborate on the document online.



## Step 3

Having uploaded a compatible document to Google Docs, said file will instantly be saved to your Google Drive. These files are then accessible from the main Google docs menu screen, shown here. NOTE: Files to be converted by Docs can't be larger than 1 MB.

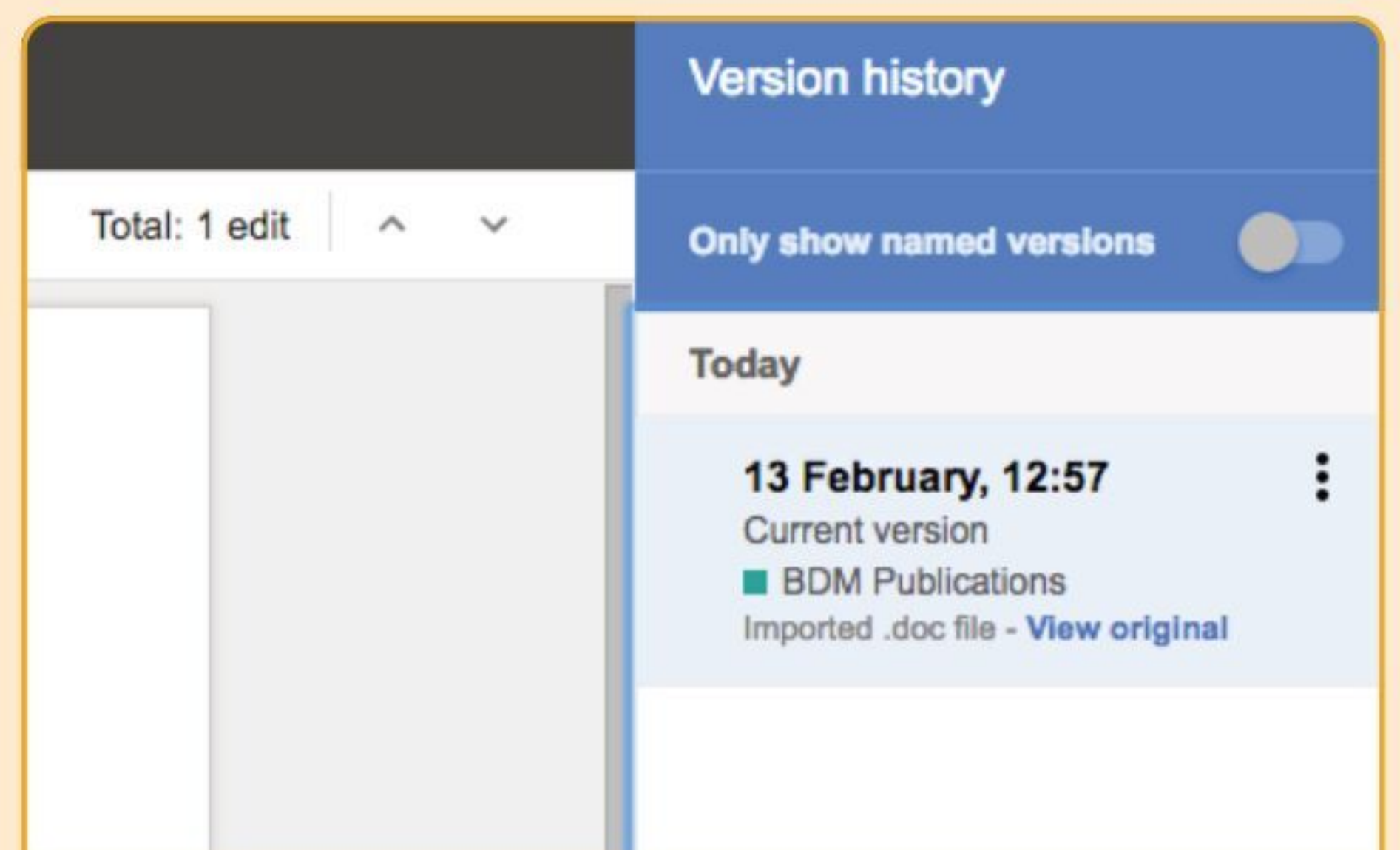
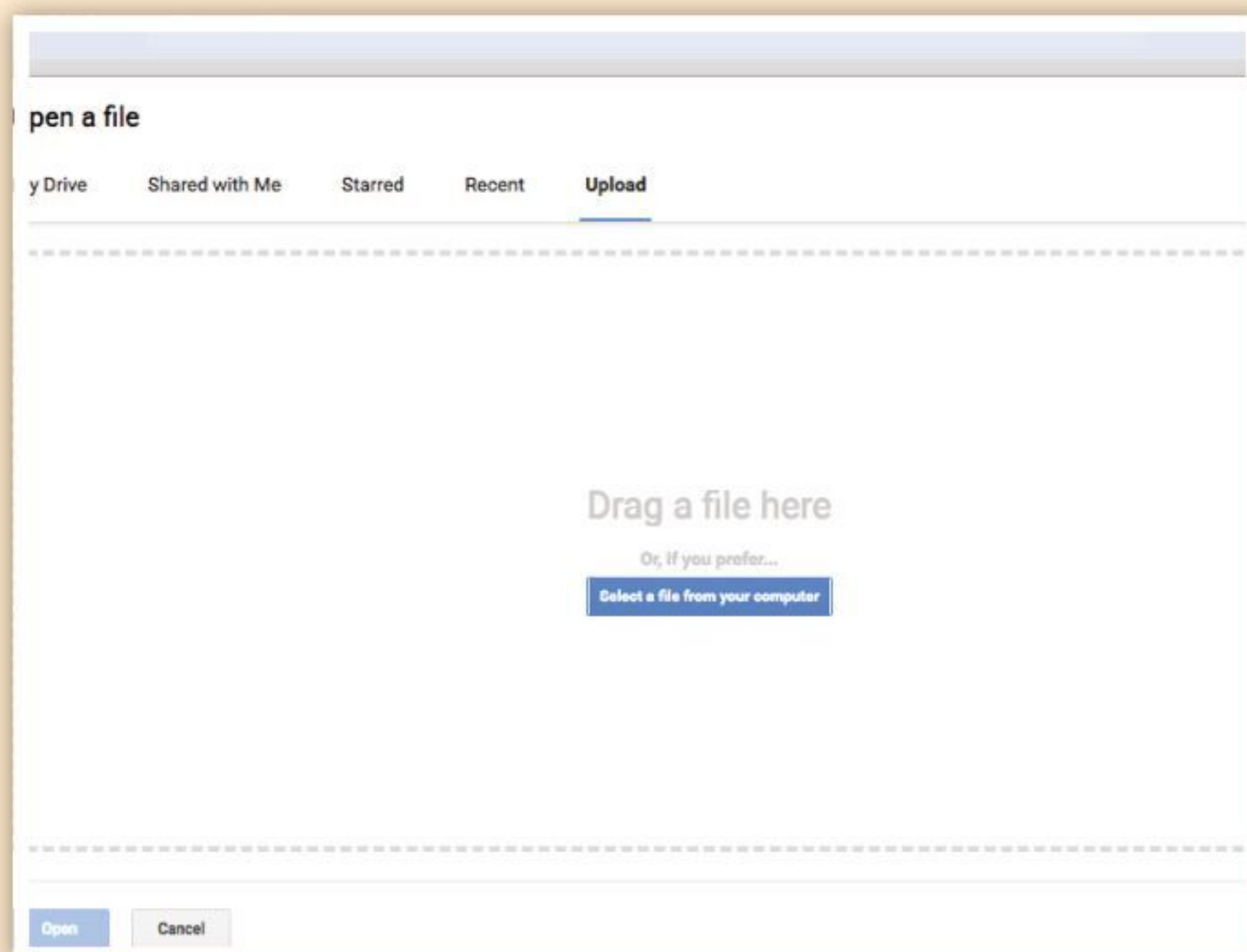


# Import Documents

You can import a variety of documents into Google Drive and then either keep them as they were originally formatted or convert them into Google Docs.

## Step 1

Open a new Google Doc and click the File link at the top left of your documents options list. Click Open and then click Upload. The Upload window will appear leaving you to drag and drop your file into this window. The file will open automatically.



# Time Machine

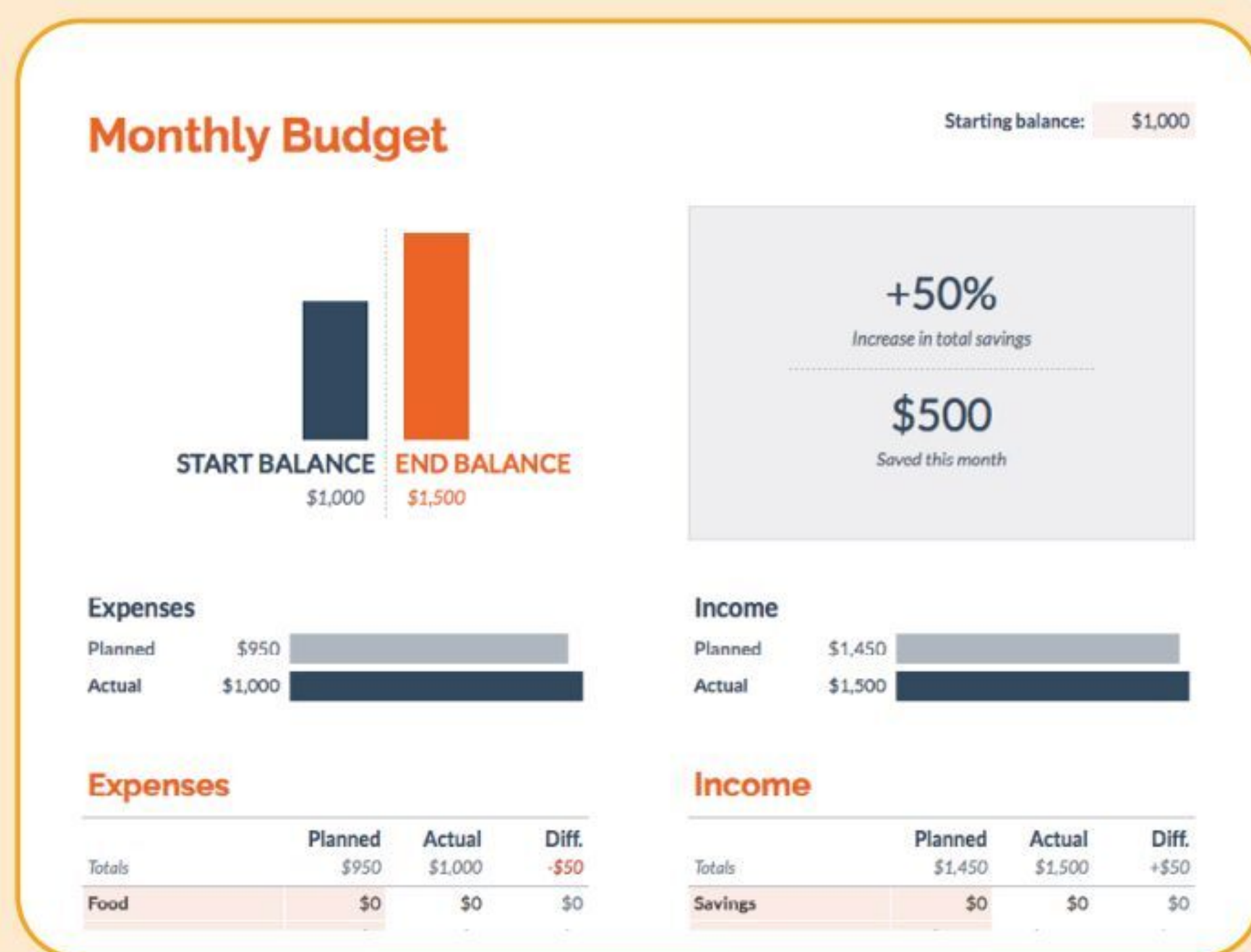
Google Drive tracks every change you make to files and documents you store there, so when you hit the Save button a new revision is saved. You can use the tools in Google Drive to look back as far as 30 days automatically, or choose a specific revision to save forever.

## Using Google Apps



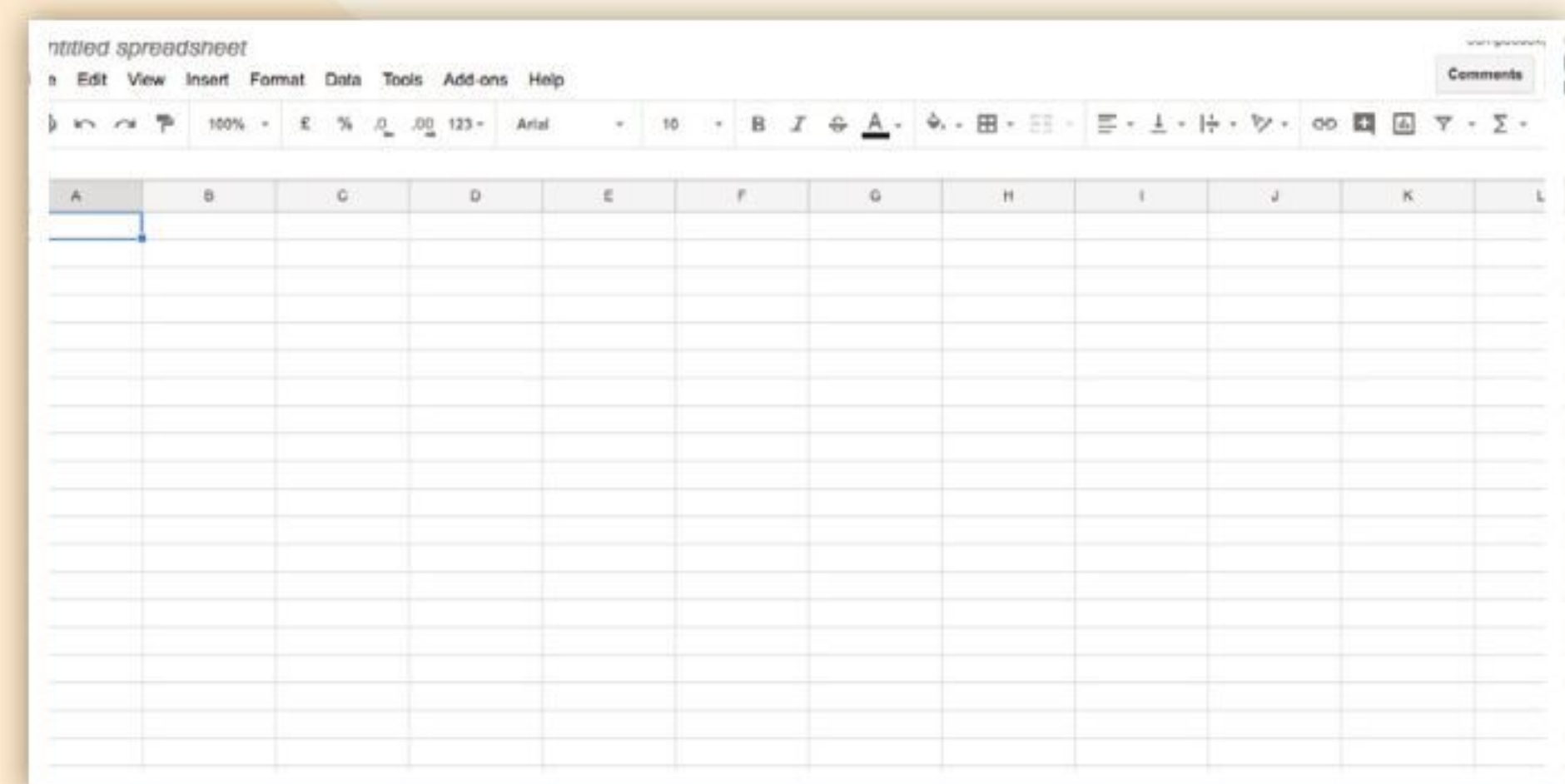
# How to Use Google Sheets

With Google Sheets you can create spreadsheets online, work on them with others in real-time and then store them online in Google Drive. Google Sheets, for most users, is more than capable of replacing the corresponding software in something like Microsoft Office.



### Step 2

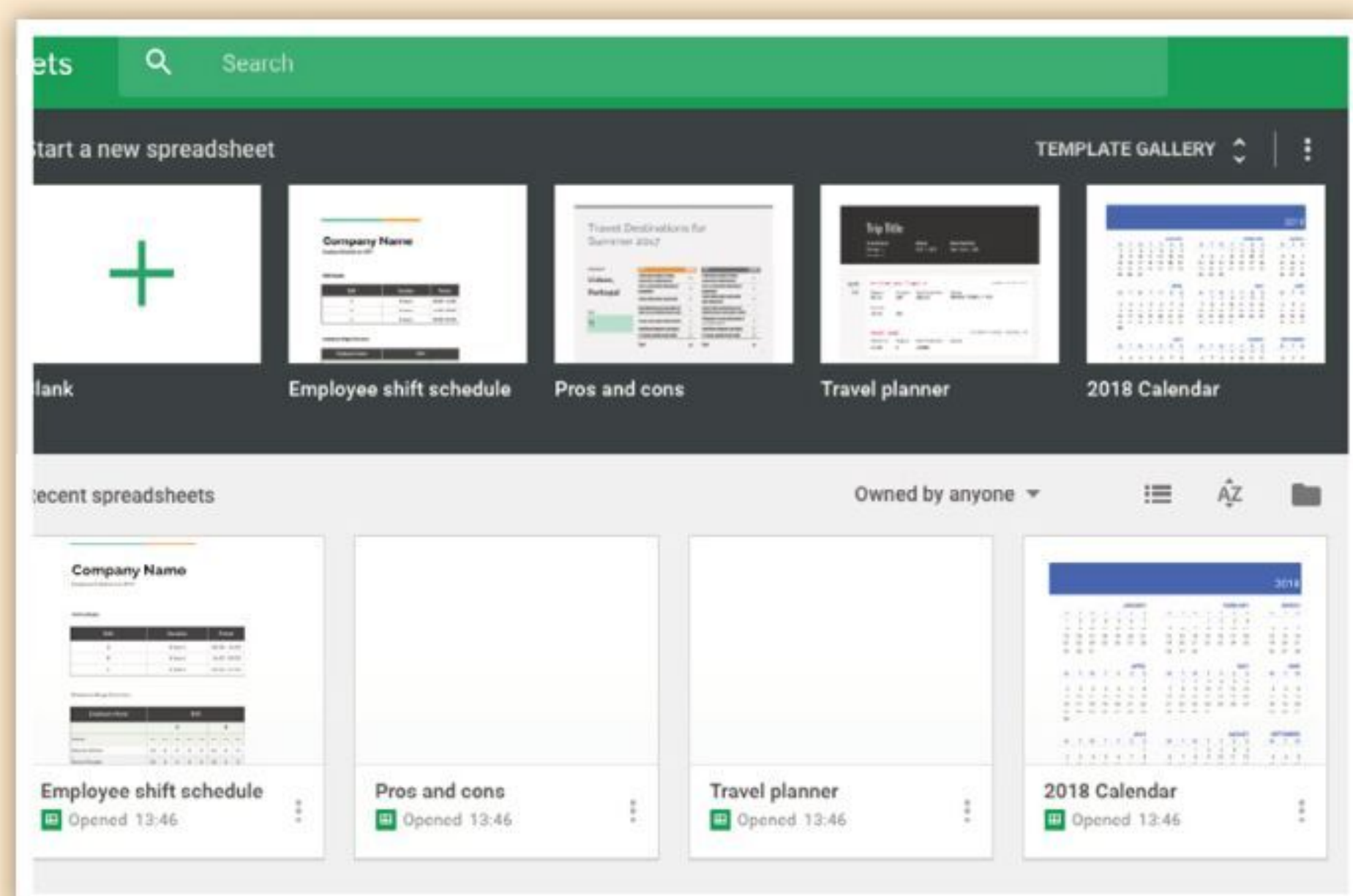
To create a new spreadsheet, go to your Google Drive, click the NEW button and select Google Sheet from the drop-down menu. Once you name the spreadsheet or start typing, Google Sheets will automatically save your work every few seconds.



## Create and Save Spreadsheets

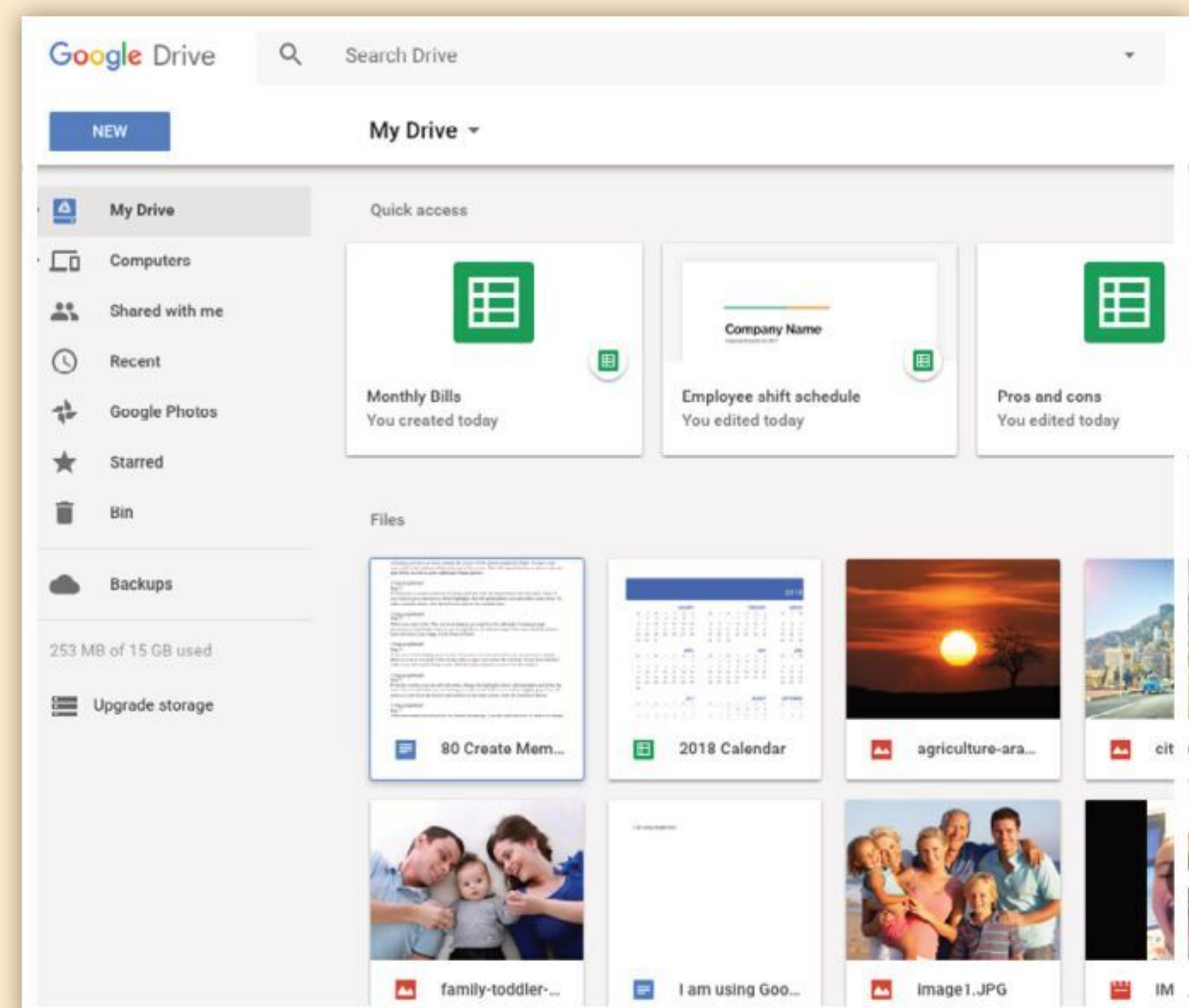
### Step 1

There are different ways of getting started with Google Sheets. You can create a new spreadsheet, upload an existing spreadsheet from a computer or use a template from the templates gallery, to create a spreadsheet with a specific purpose.



### Step 3

Give your Sheet a title. At the top of the spreadsheet, you will see text that indicates when your spreadsheet was last saved. You can access your spreadsheet at any time by opening your Drive at [www.drive.google.com](http://www.drive.google.com). Here you will see it as a saved file.

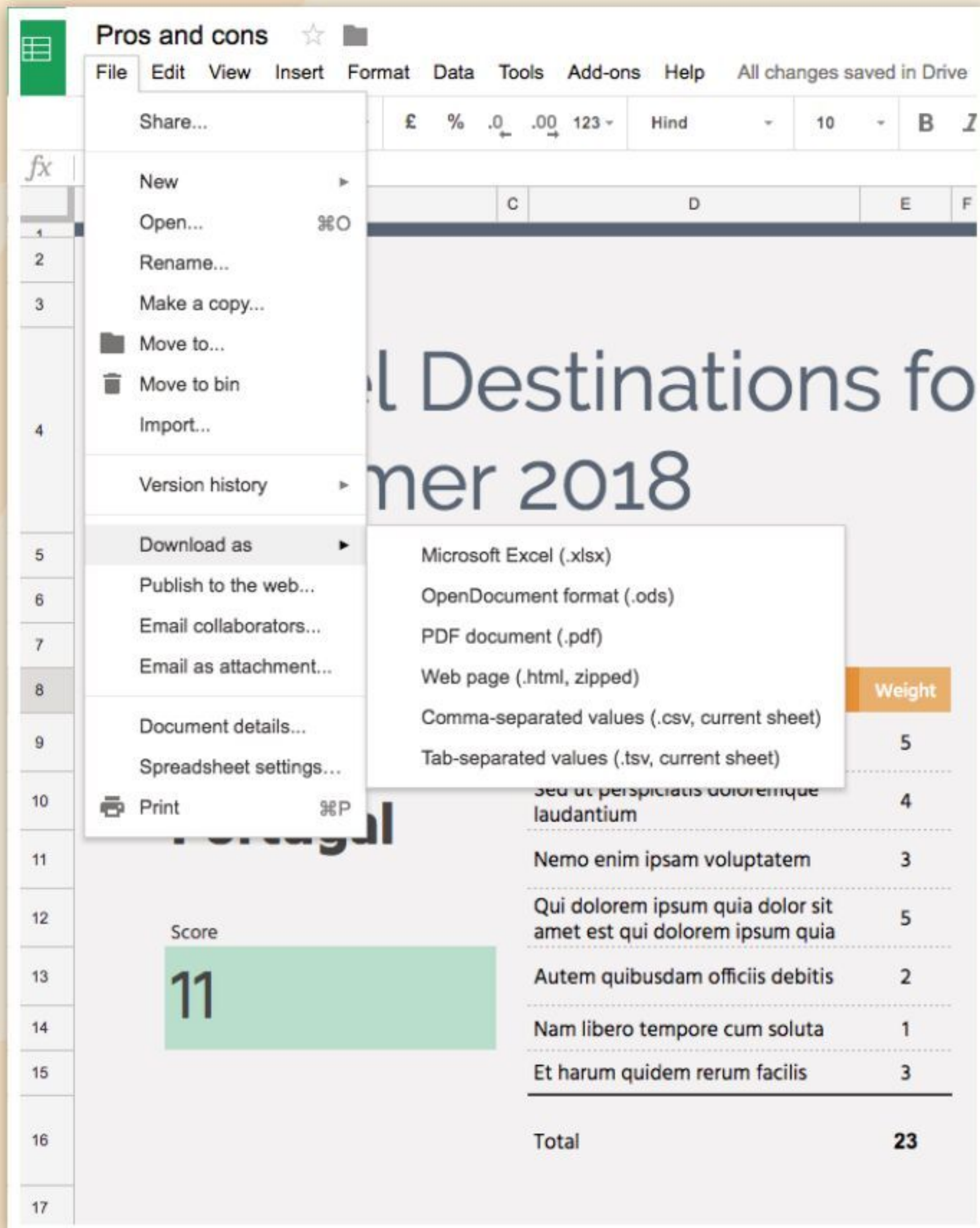




## Uploading Spreadsheets

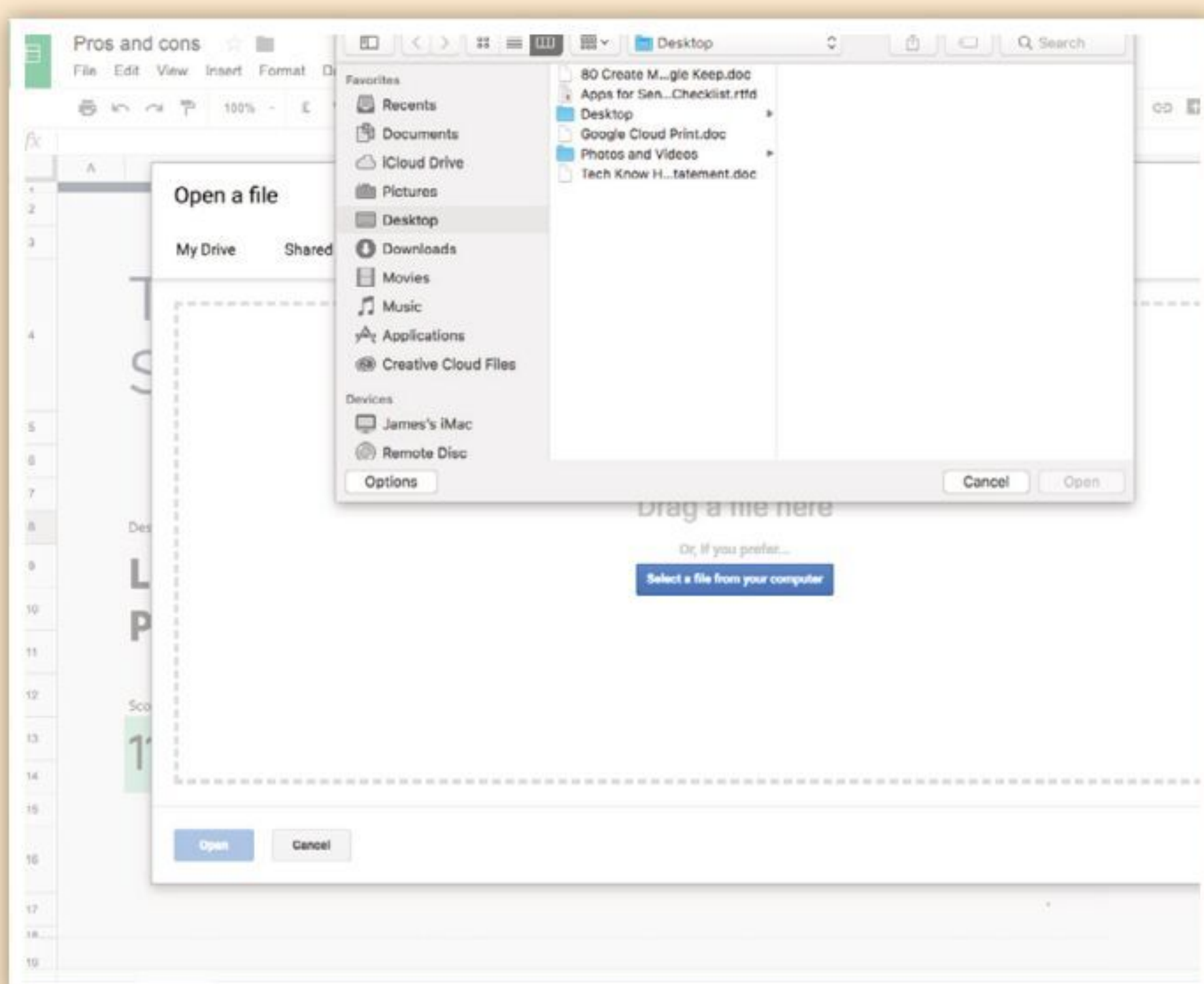
### Step 1

When you upload a spreadsheet into Google Drive, you have the choice to keep your spreadsheet in the original format or convert it into the Google Docs format. If you don't convert the spreadsheet, you may not be able to access it collaboratively.



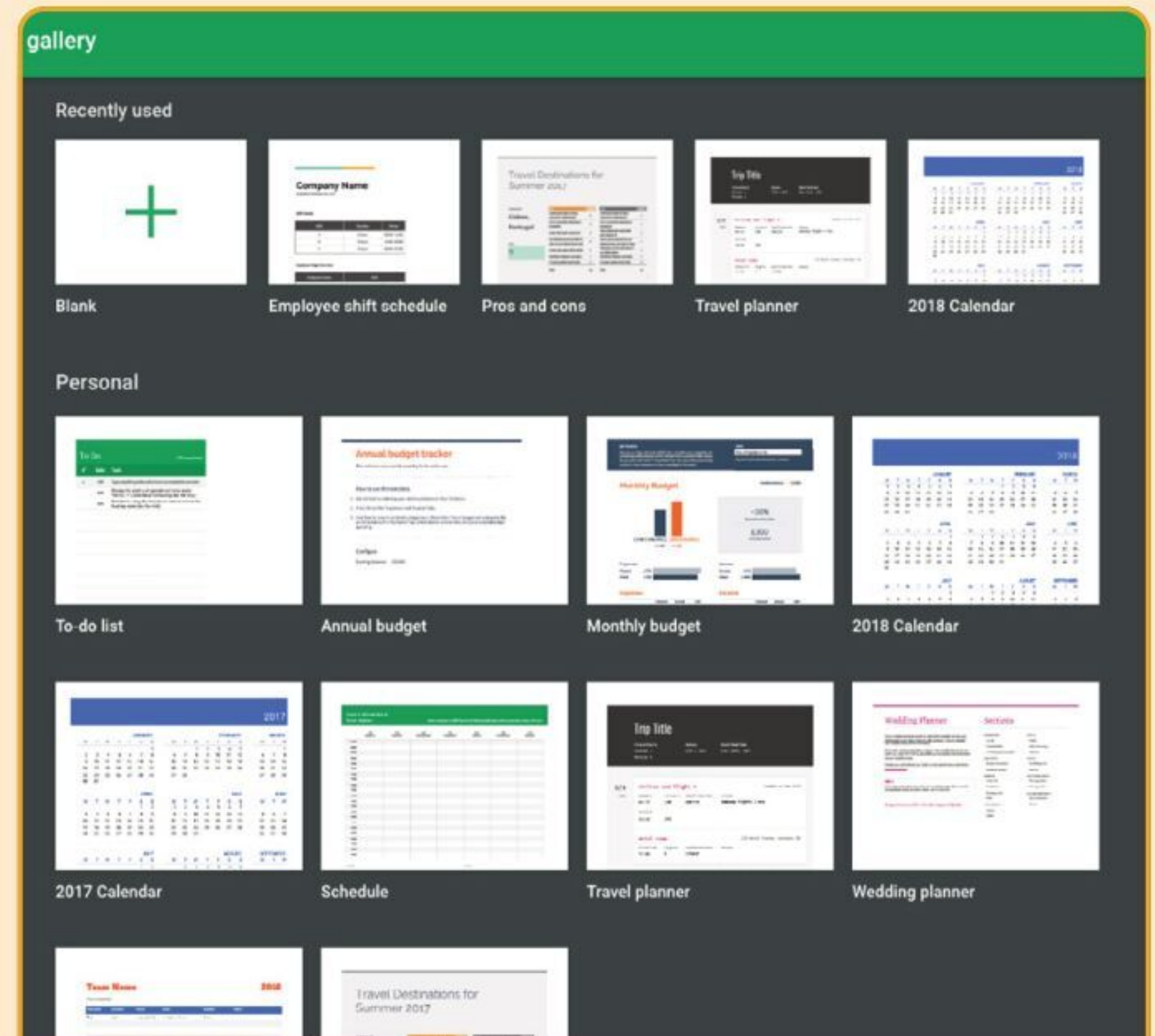
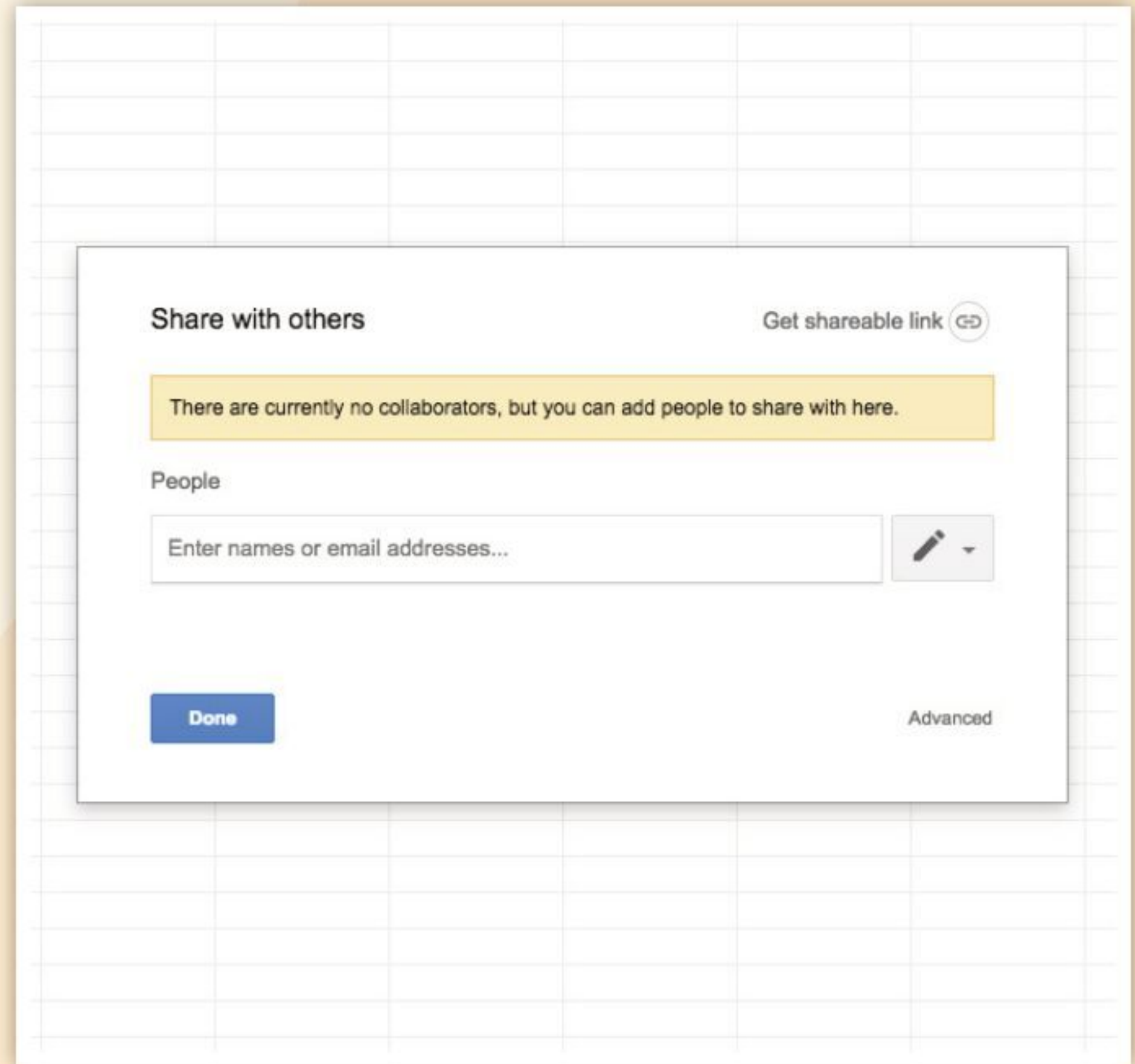
### Step 2

Open a new Google Sheet and click the File link at the top left of your documents options list. Click Open and then Upload. The Upload window will appear leaving you to drag and drop your file into this window. The file will open automatically.



### Step 3

When the document has uploaded, click the File option, as before. From these links click on Email collaborators and enter the details of those with whom you wish to share the file. This allows you to edit and collaborate on the Google Sheet document online.



## Using Sheets Templates

If you want to quickly create a spreadsheet, you can pick one of the templates in the templates gallery. Each template has standard text that you can replace with your own, and preset formatting that you can reuse. You can also create a spreadsheet with a template directly from your Documents List. Click the red Create button and select From template....

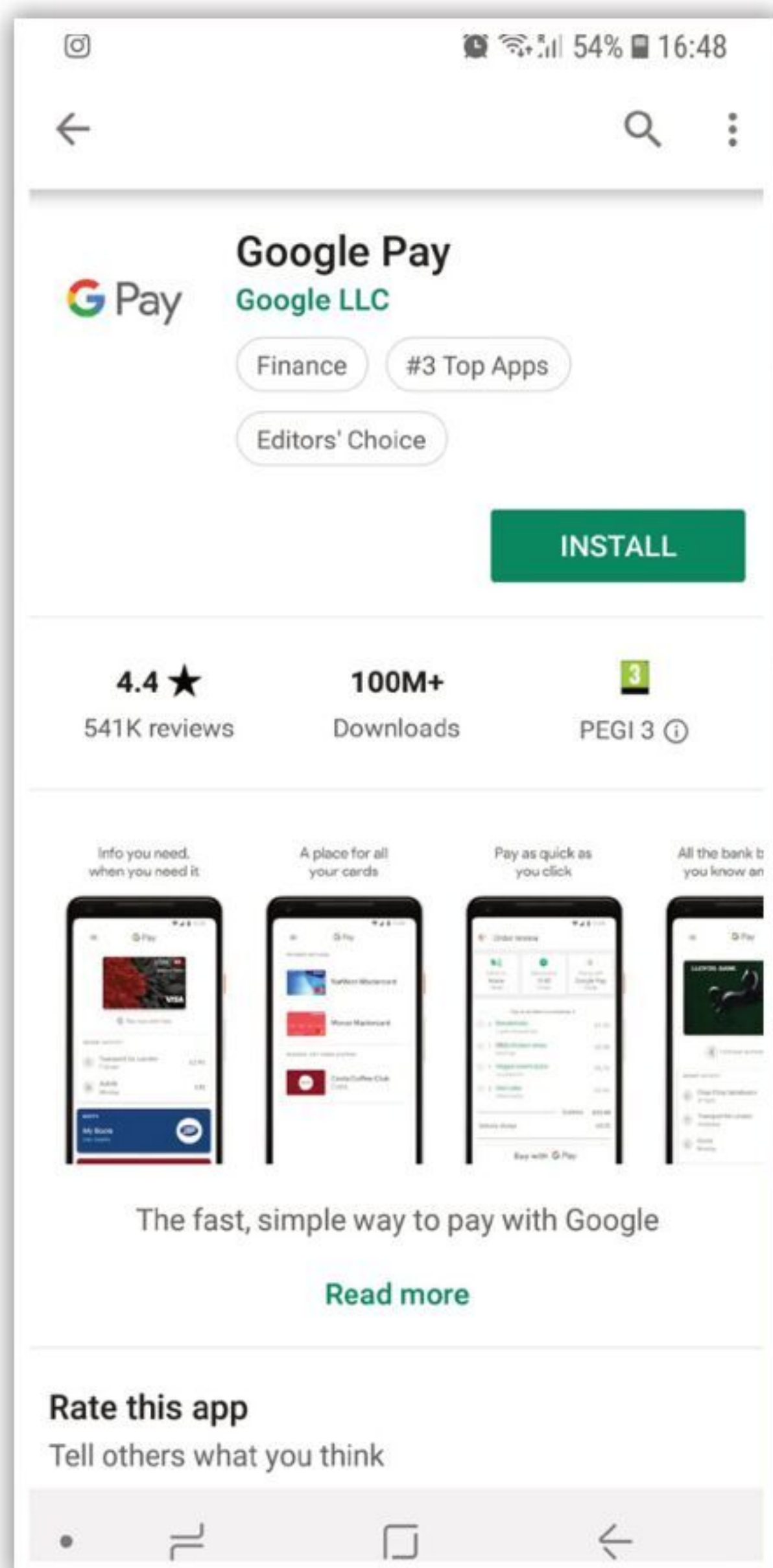
## Using Google Apps

# How to Use Google Pay

Now you can pay with it, too. Just add your credit, debit, loyalty, and gift cards to Google Pay, and start shopping in stores, in apps, and online. Google Pay can be used at shops around the world, wherever contactless payments are accepted.

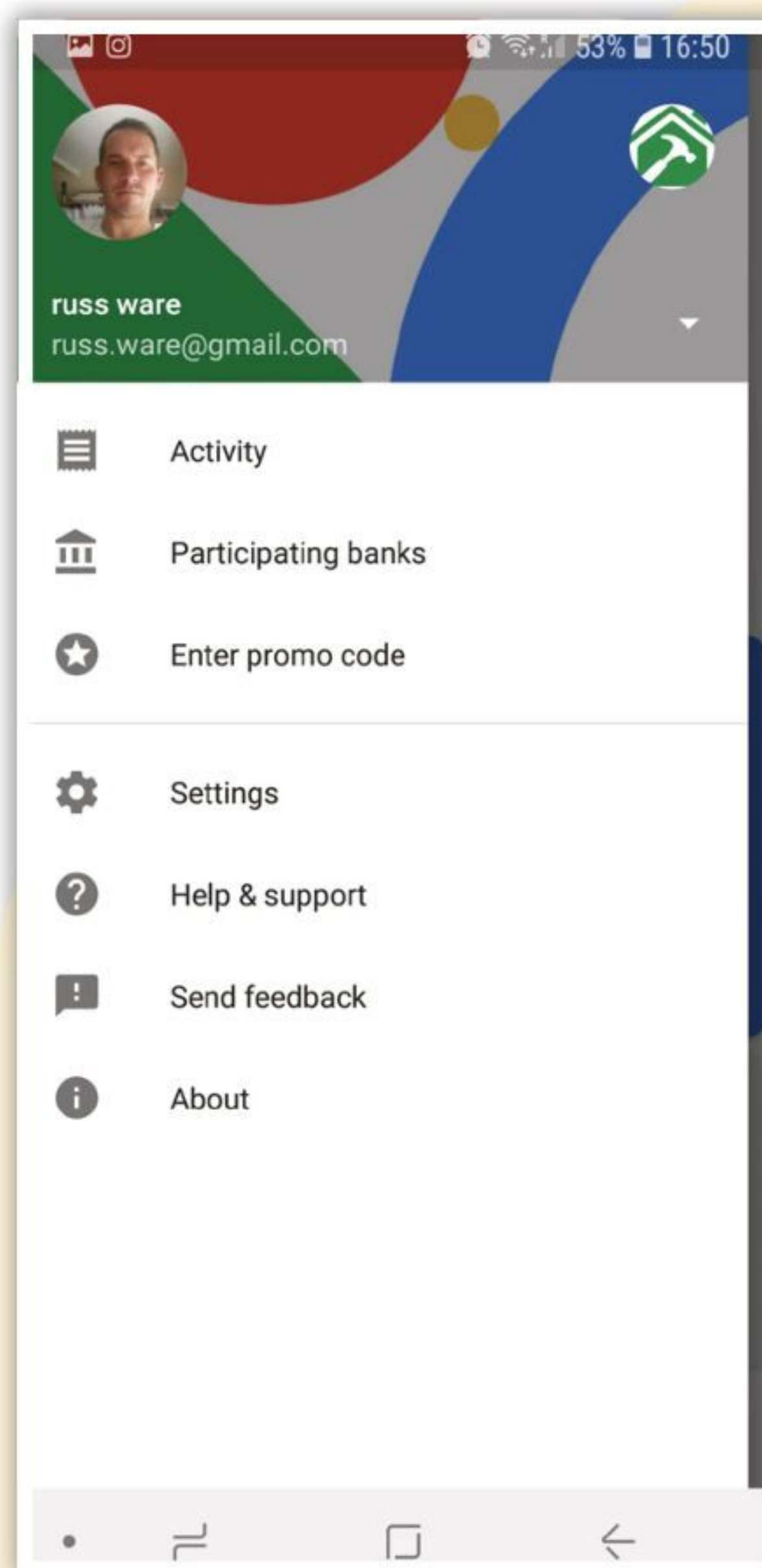
## Setting Up Google Pay

Google Pay is a secure system, but as with anything to do with money and payments, it is important to make sure that you set everything up properly.



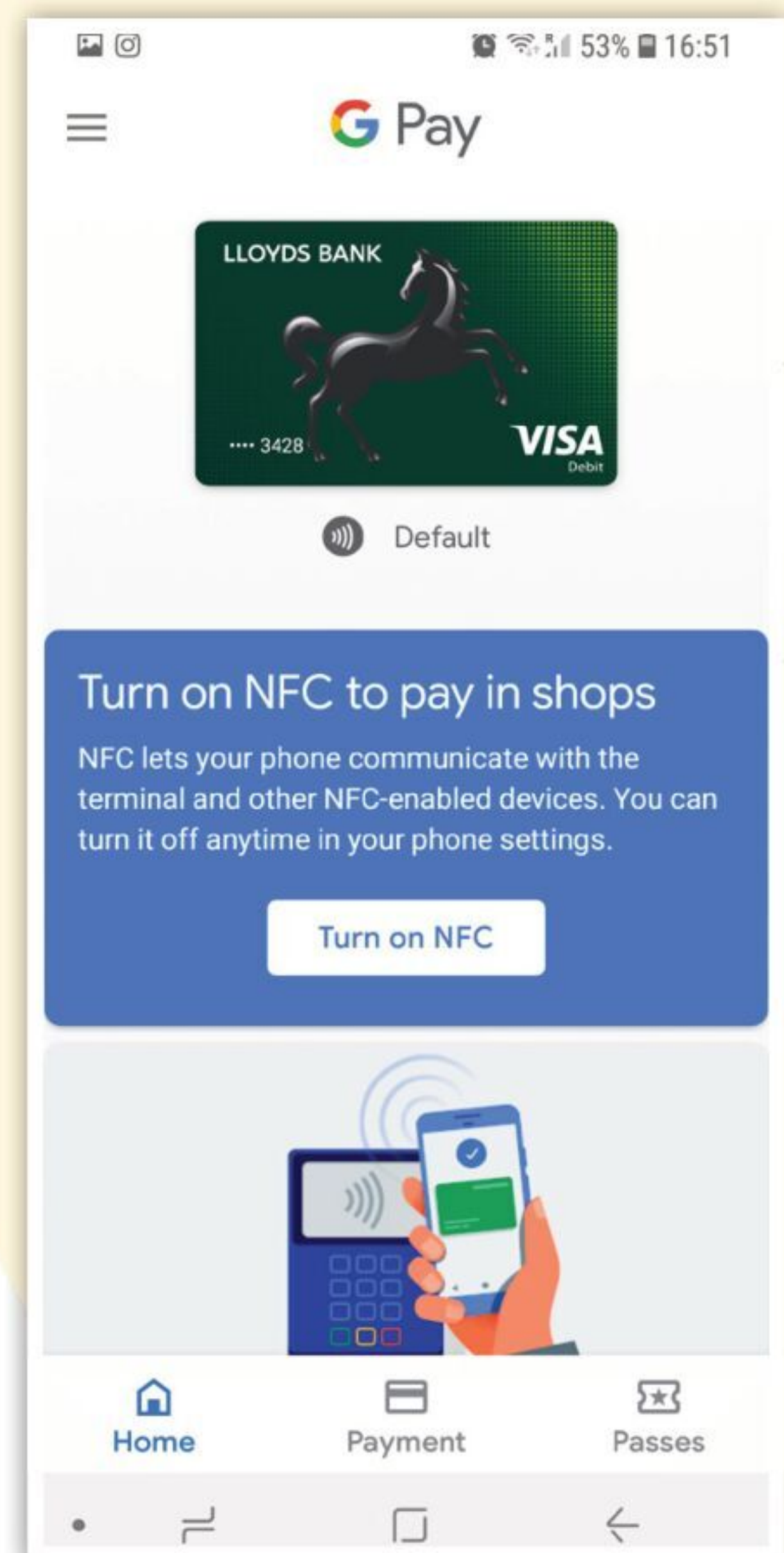
### Step 1

You will need to make sure that you have your credit/debit card or cards close at hand, and have all the details available (account numbers, sort codes, security numbers, etc.) You will also need to download the Google Pay app from Google Play, if you don't already have it on your phone.



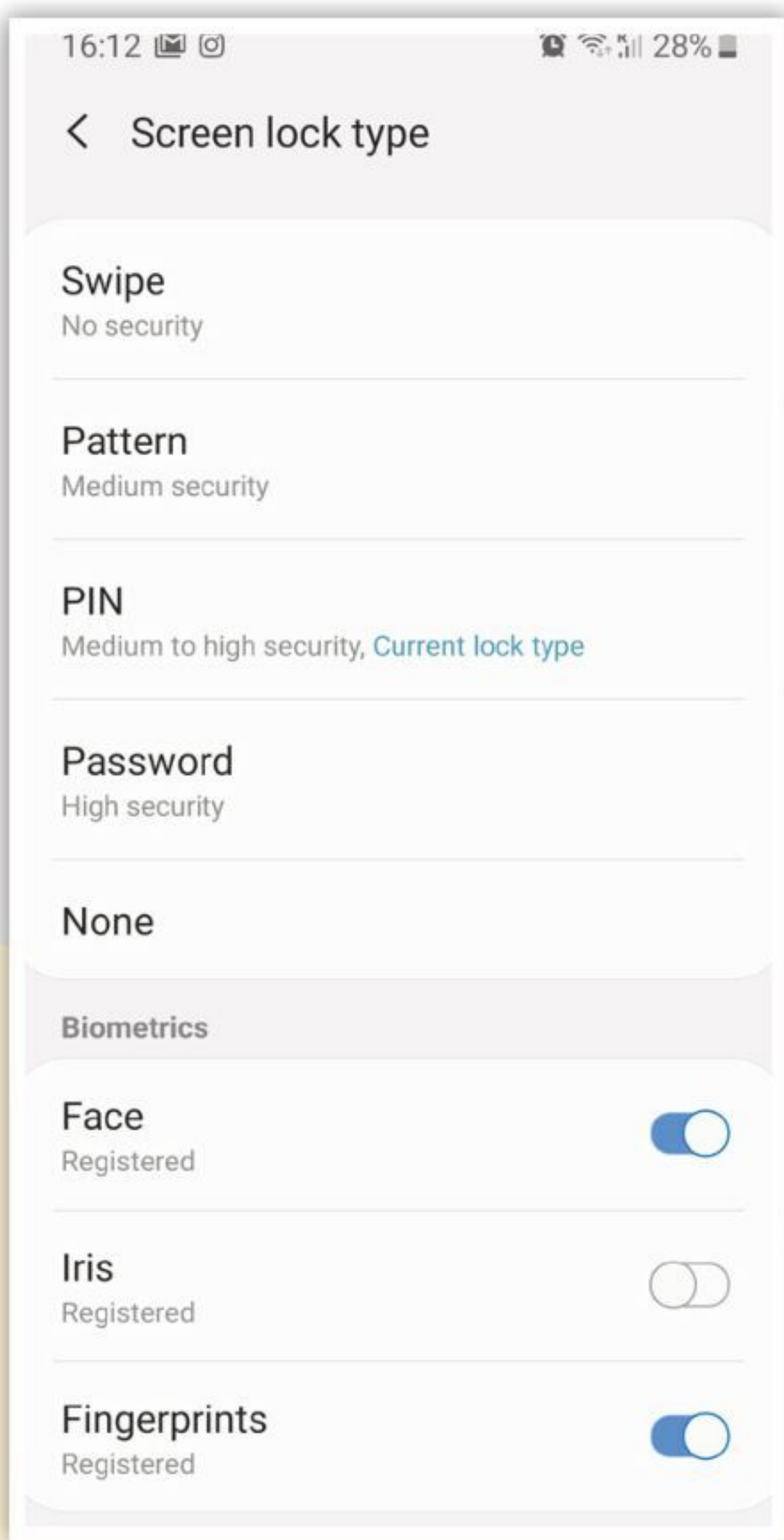
### Step 2

Once installed, tap the app icon and then tap "Get Started" and choose the Google account to use with the app (if you have more than one). If you already have a credit or debit card registered to your Google account it will be displayed, along with the option to add a different card.



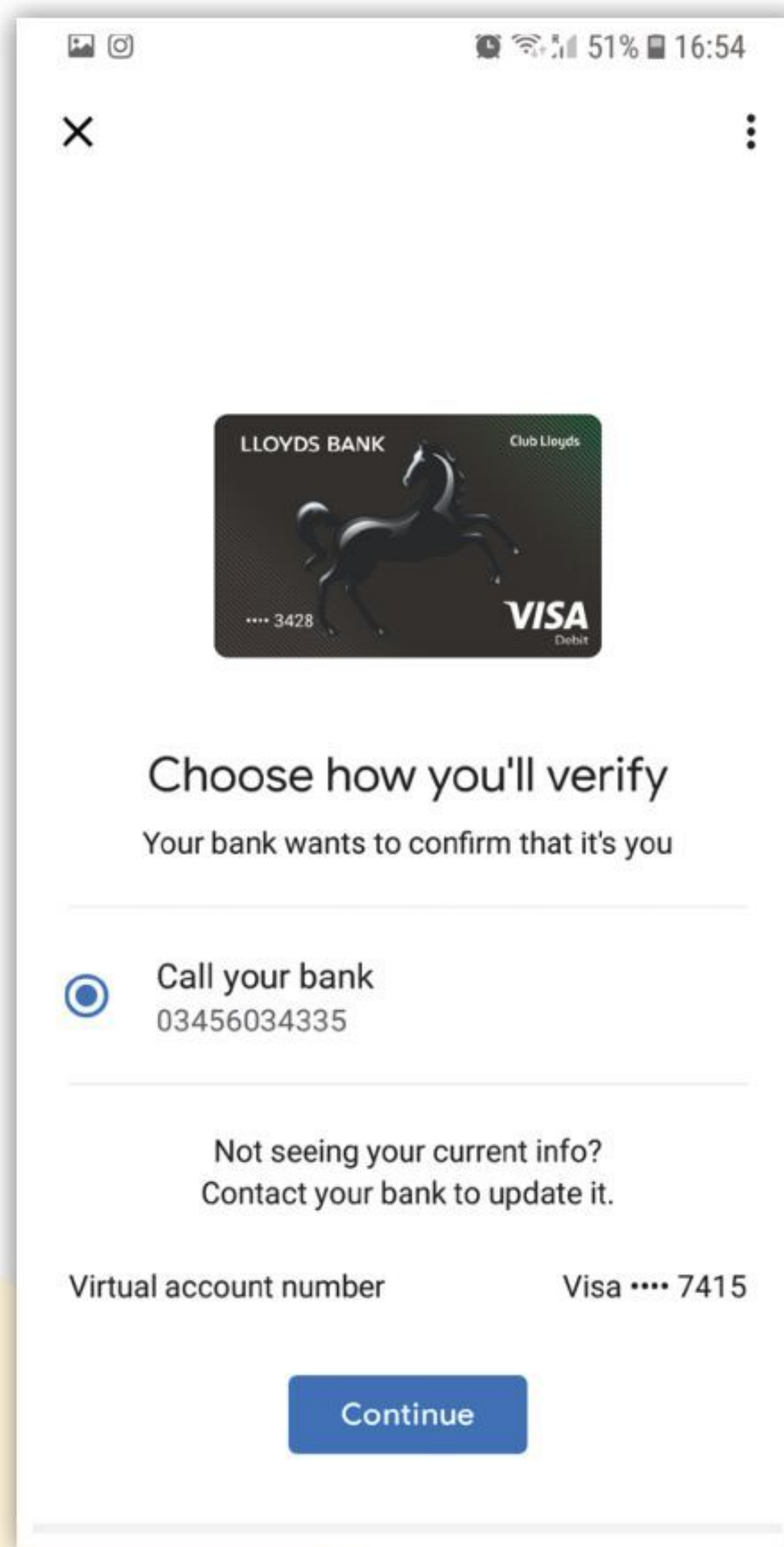
### Step 3

Whichever option you choose, you will have to add information, including CVC codes and other security information (we can't show a screenshot of this process, due to a security feature that prohibits the information being captured). Complete the info requested and accept the terms.



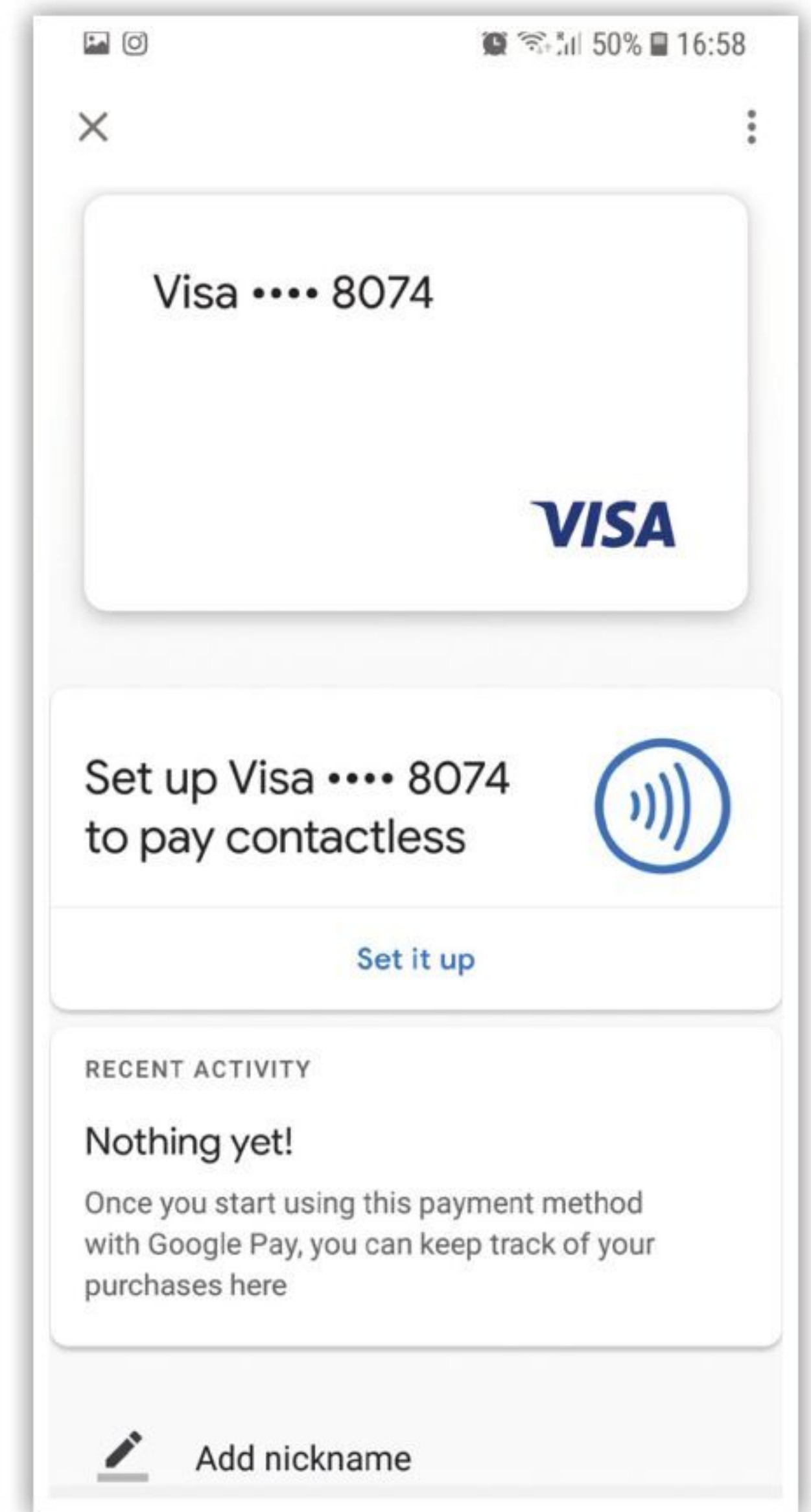
### Step 4

If you don't already have a screen lock set up on your phone, you will need to set one up now, for an additional level of security on top of the app security. It is a good idea to set the screen lock delay to zero. In some cases, small purchases can be made even when the phone is locked.



### Step 5

The next step is to verify your card with your bank. In most cases, you will need to call a number specifically for Google Pay verification, but this can vary between different banks/card issuers. The number should automatically be entered into your phone dialer. Call and follow the instructions.



### Step 6

Once verified, the last thing you need to do to start using contactless Google Pay in stores that offer the service, is to enable NFC. NFC, or Near Field Communication, allows your phone to communicate with the contactless terminals. Either turn it on here, or turn it on in your main setting menu.

## Security and Advantages of Google Pay

Google Pay is not only secure, it also makes shopping easier, no matter if you are buying a loaf of bread at your local supermarket or the latest fashions online.

#### Purchase Tracking

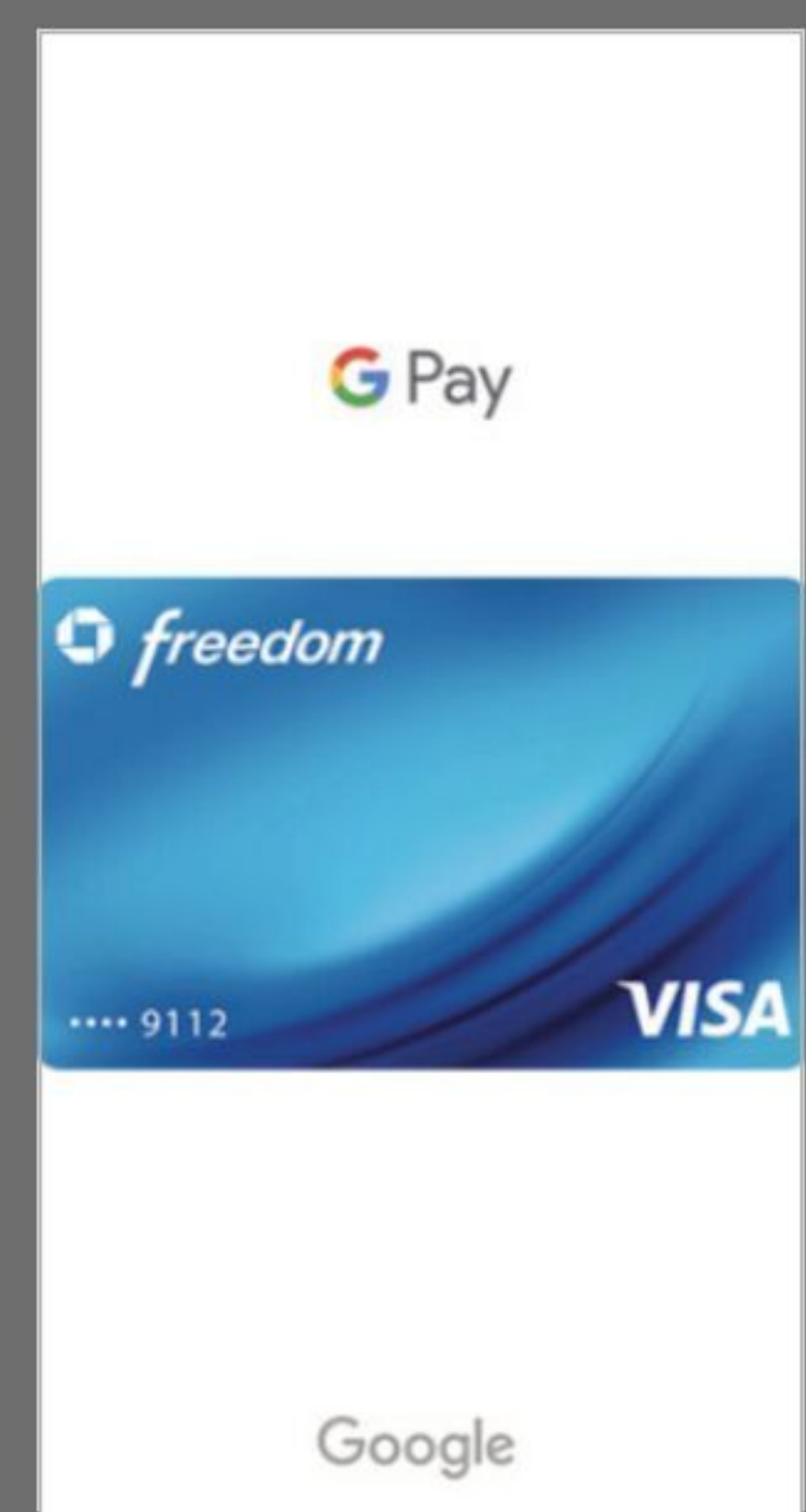
As soon as you make a purchase, you'll see a payment confirmation that shows you exactly where a given transaction happened, along with the merchant's name and number. So it's easy to catch any suspicious activity.

#### Tokenisation

When you use your phone to pay in stores, Google Pay doesn't send your actual credit or debit card number with your payment. Instead it uses a virtual account number to represent your account info – so your card details stay safe and secure.

#### Simple App Checkouts

Google Pay makes it easy to check out in apps and online. There is no need to enter your card details every time you buy something. When you're shopping in your favourite app just choose Google Pay (if available) at checkout and save yourself some time.

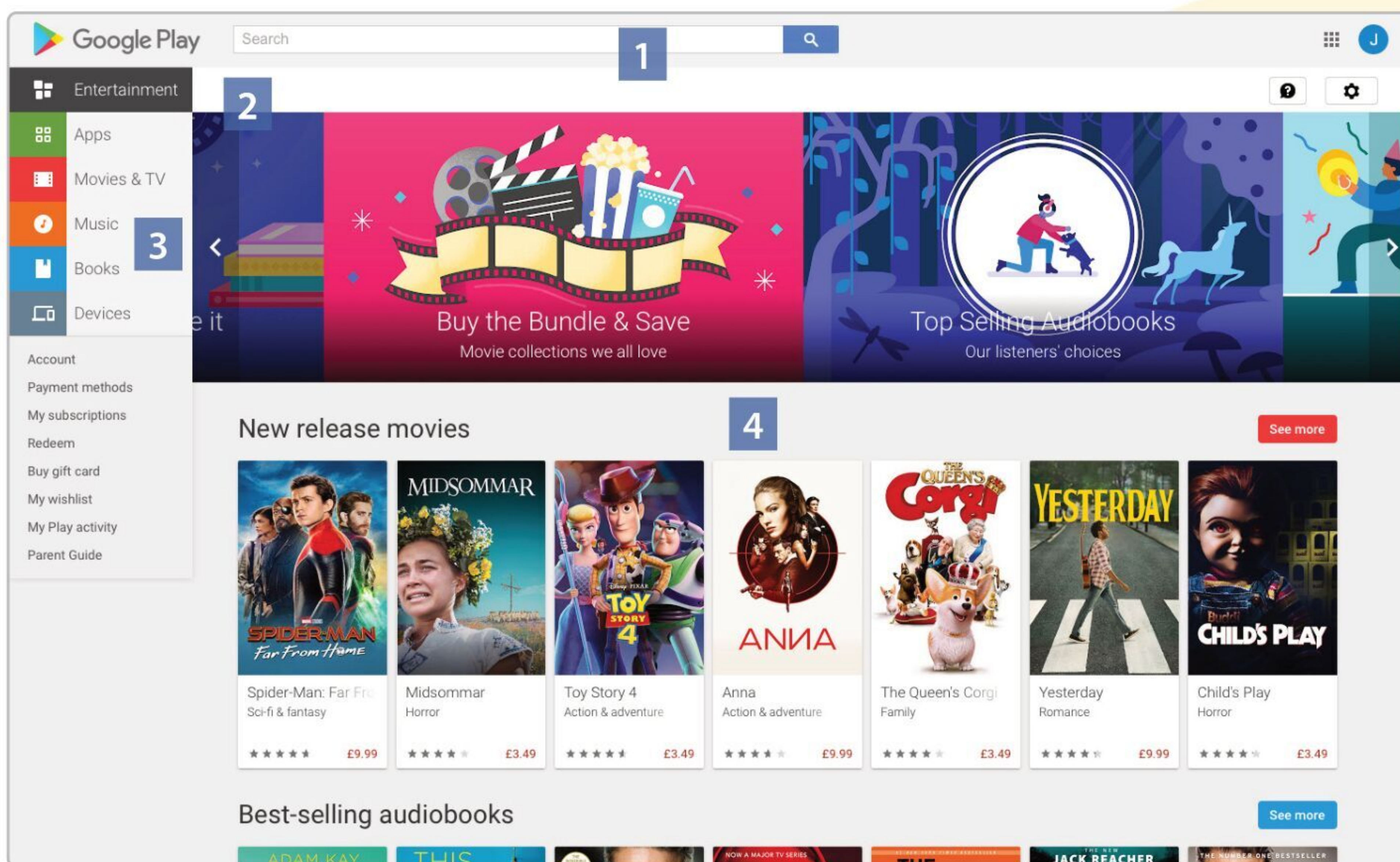


## Using Google Apps



# Get Inside the Google Play Store

The Google Play store is, for almost all of your entertainment needs, a one-stop shop. You can search for apps, books, songs, movies and magazines, any of which can be accessed on your Android smartphone or tablet and on your desktop.



### 1 Search

You can search Google Play just as you would search on Google. When you type your search term, suggestions will appear below the search box. Previously searched terms that are similar will show at the top of the suggestions box.

### 2 The Google Play Home Screen

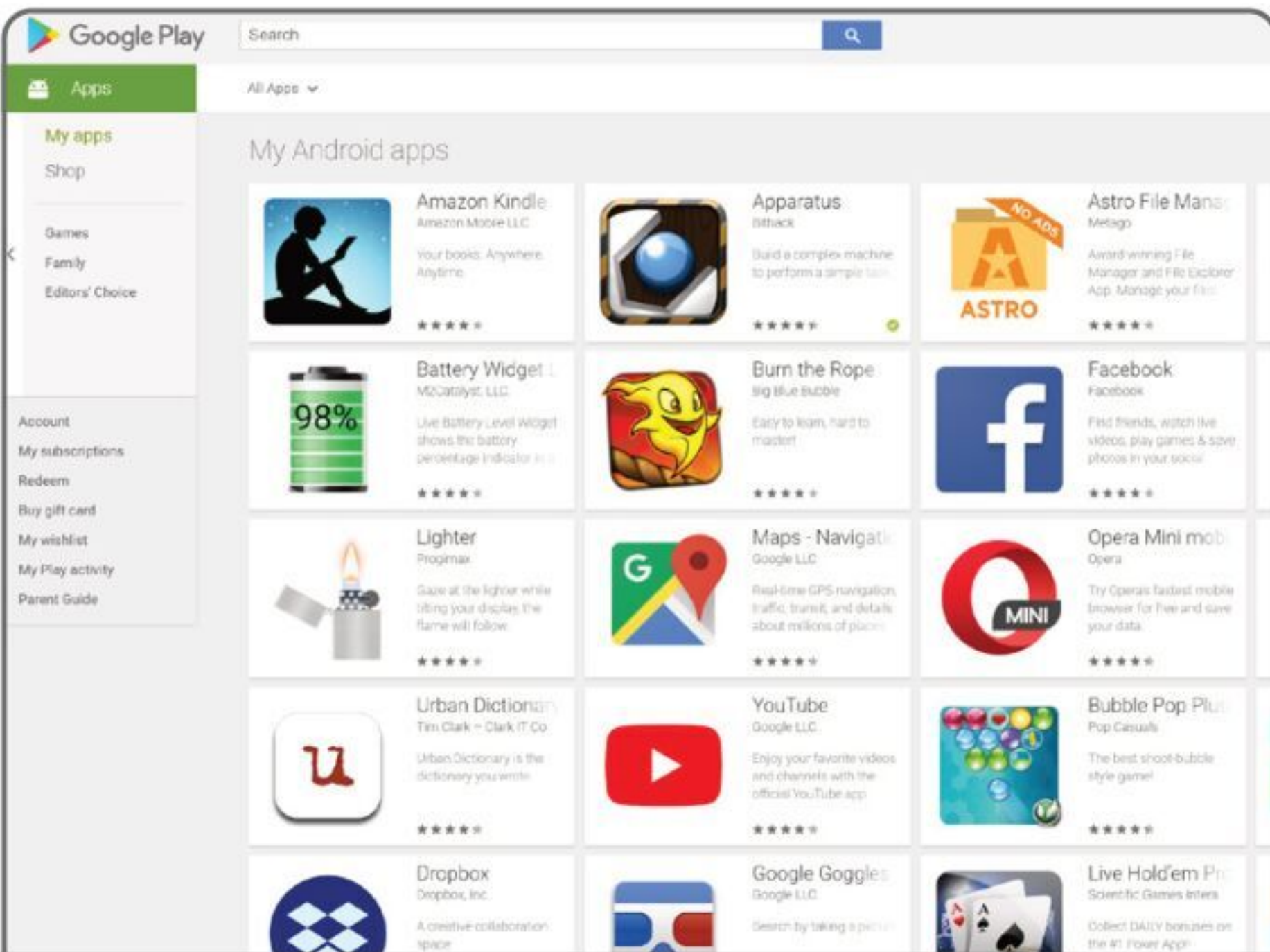
This is the main retail hub of Google Play, it contains the latest releases by format and your personal recommendations for apps, books, movies and other media based on what you have searched for and installed previously. It can also be based on recommendations by people in your Google+ circles.

### 3 Play Store Content Controls

You can search Google Play just as you would search on Google. When you type your search term, suggestions will appear below the search box. Previously searched terms that are similar will show at the top of the suggestions box.

### 4 Recommended Content

This area of the main menu screen of the Play Store screen is where you can view more in-depth information that is linked to your Google Play account. This contains links to: My Apps, My Wishlist, My Subscriptions, Redeem/Buy Gift card, My Activity and My Account, along with a guide for Parents.



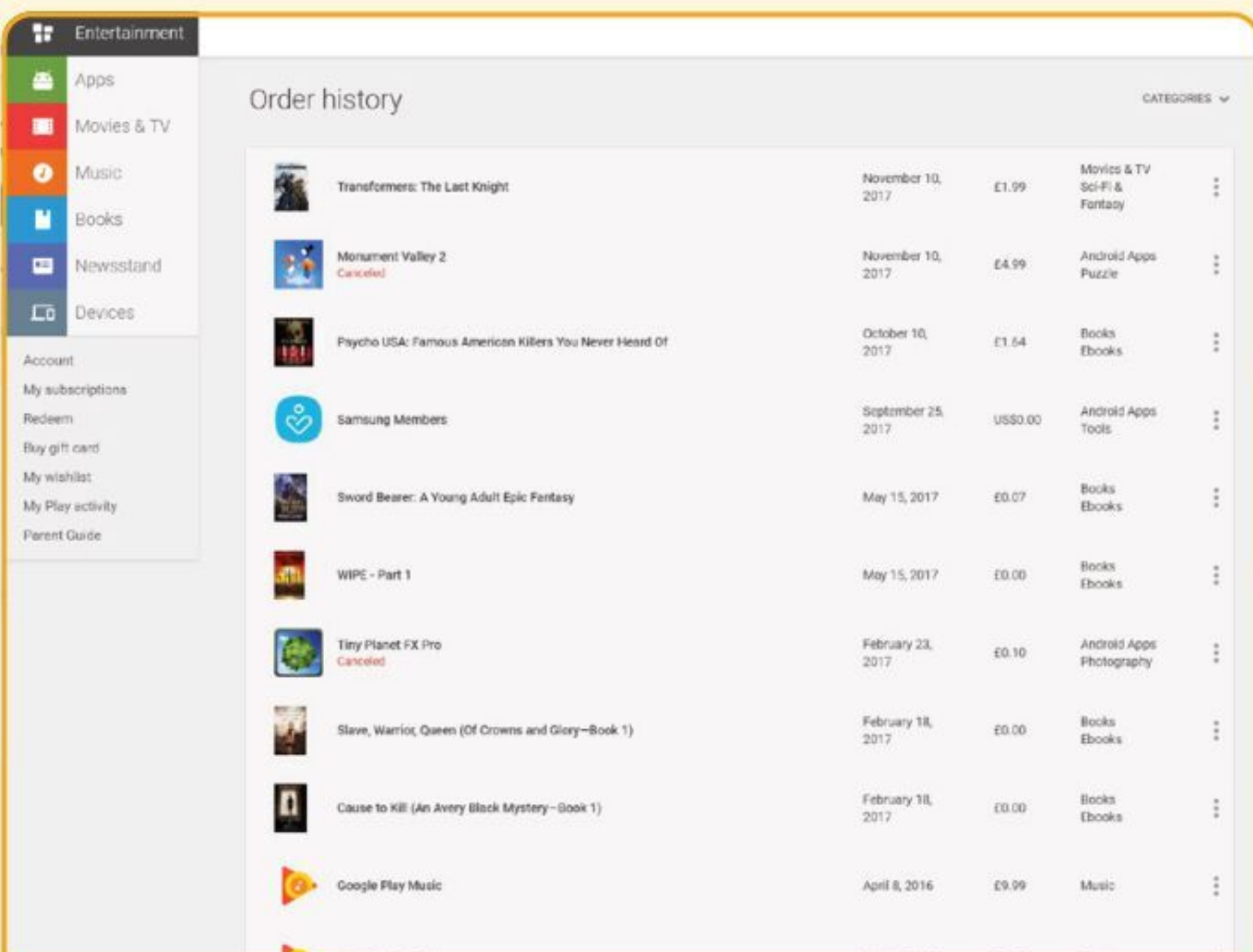
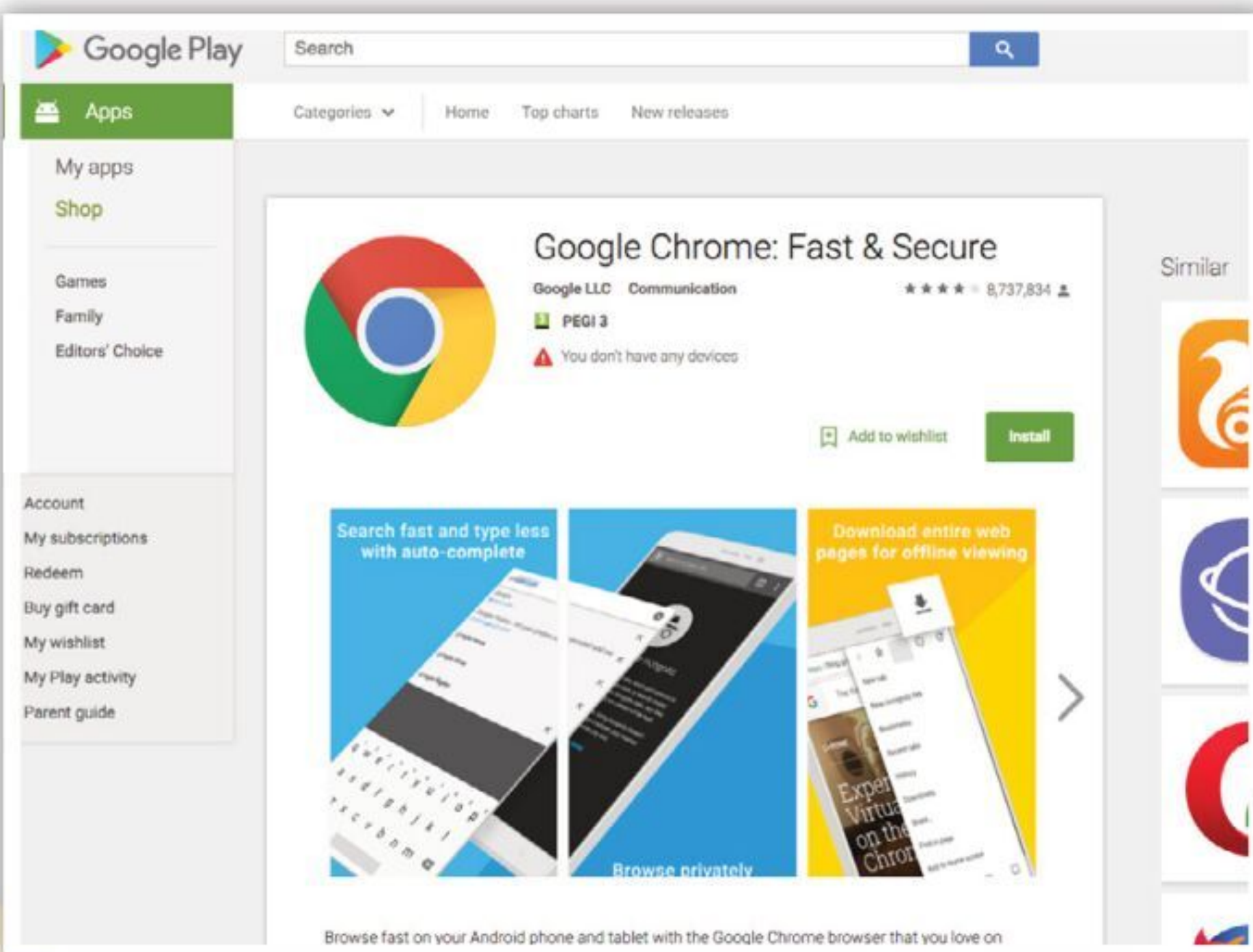
## My Applications

Tap the My Apps link and a list of all installed apps on your device is displayed. The apps are split into sections showing you those which are up to date, recently updated and need updates (at the top of the list). You can tap each app individually to update it or tap the Update All button at the top of the screen. You will need to grant permissions for each app that needs updating.

## Download Apps & Files

### Step 1

Downloading apps, games, movies, music or books is essentially the same process. Tap the app, movie or book you want to download and read the information screen. If you want to proceed, tap the install button or the price button. If downloading apps or games, you will need to agree to the permissions which are what the app needs to access on your device, such as messages or certain settings. The app or game will then install automatically.



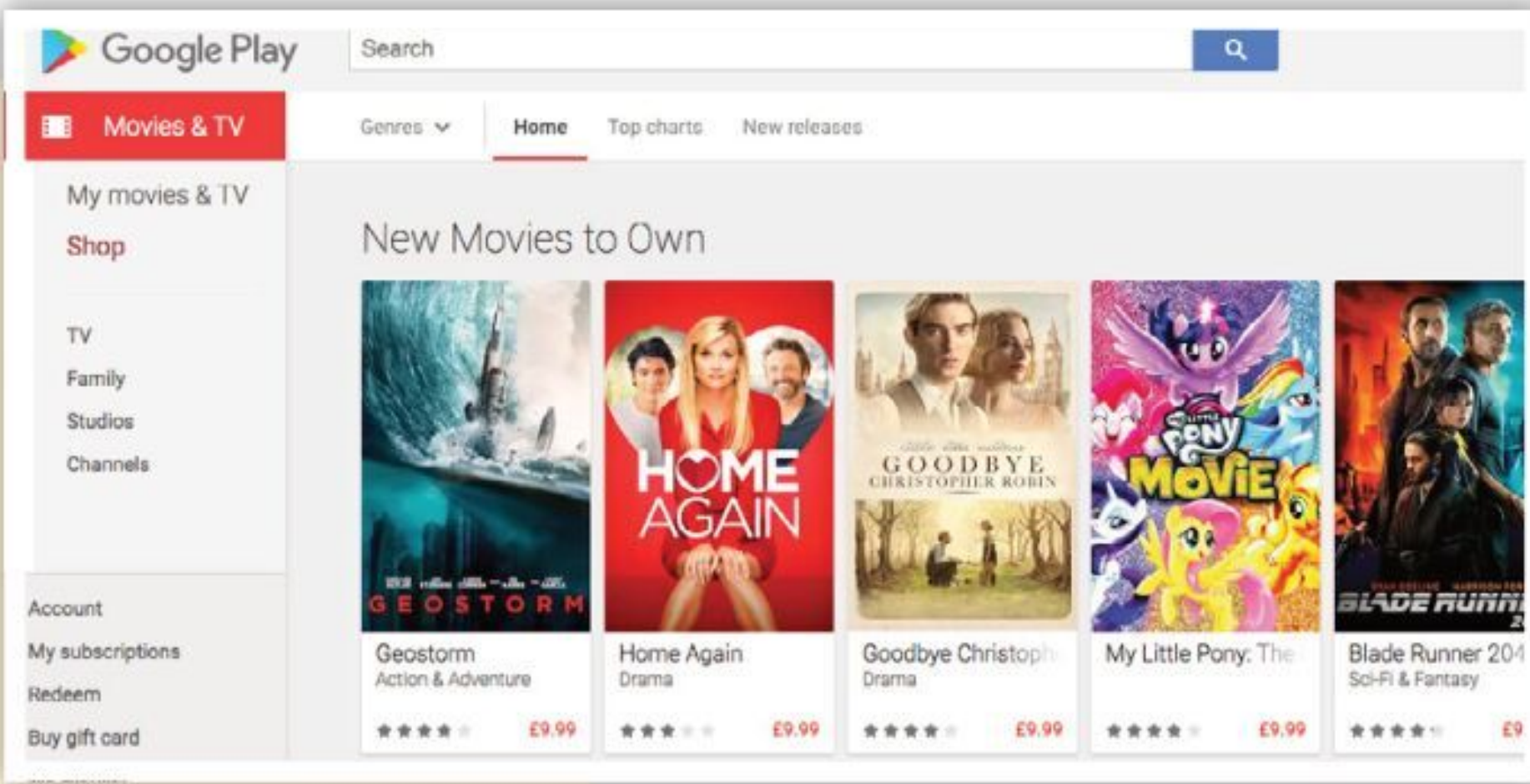
## Account Settings

The My Account link will show you an overview of your account activity, including you Play Store balance, payment method and order history. Tap Settings to get to the account settings screen. Here you can modify notifications, decide if apps are updated automatically, and whether installed apps are added to the home screen.

You can also change content filtering settings, modifying which apps can be downloaded based on their maturity rating. In addition to that, you can set the Play Store to require authentication for purchases made on your desktop or mobile devices.

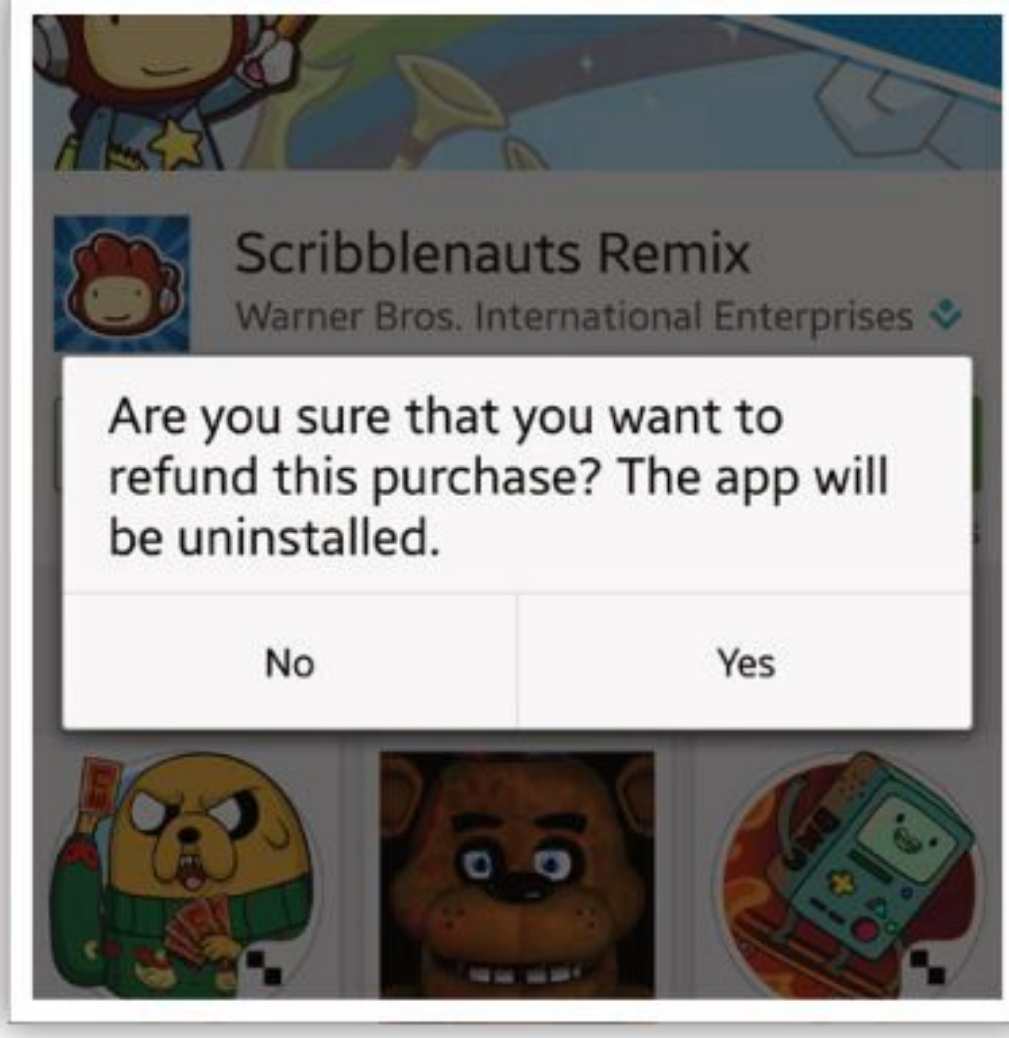
### Step 2

Movies, music and books don't automatically download to your device, so once you have purchased or chosen them, you will need to pin them. Pinning means downloading, or keeping the content on your device for offline viewing.



### Step 3

Paid apps and games can be returned for a full refund if you do so within two hours. You simply need to open the app page on Google Play and the price button will say refund instead. After two hours, refunds are at the app developer's discretion.



# Create a Blog with Blogger

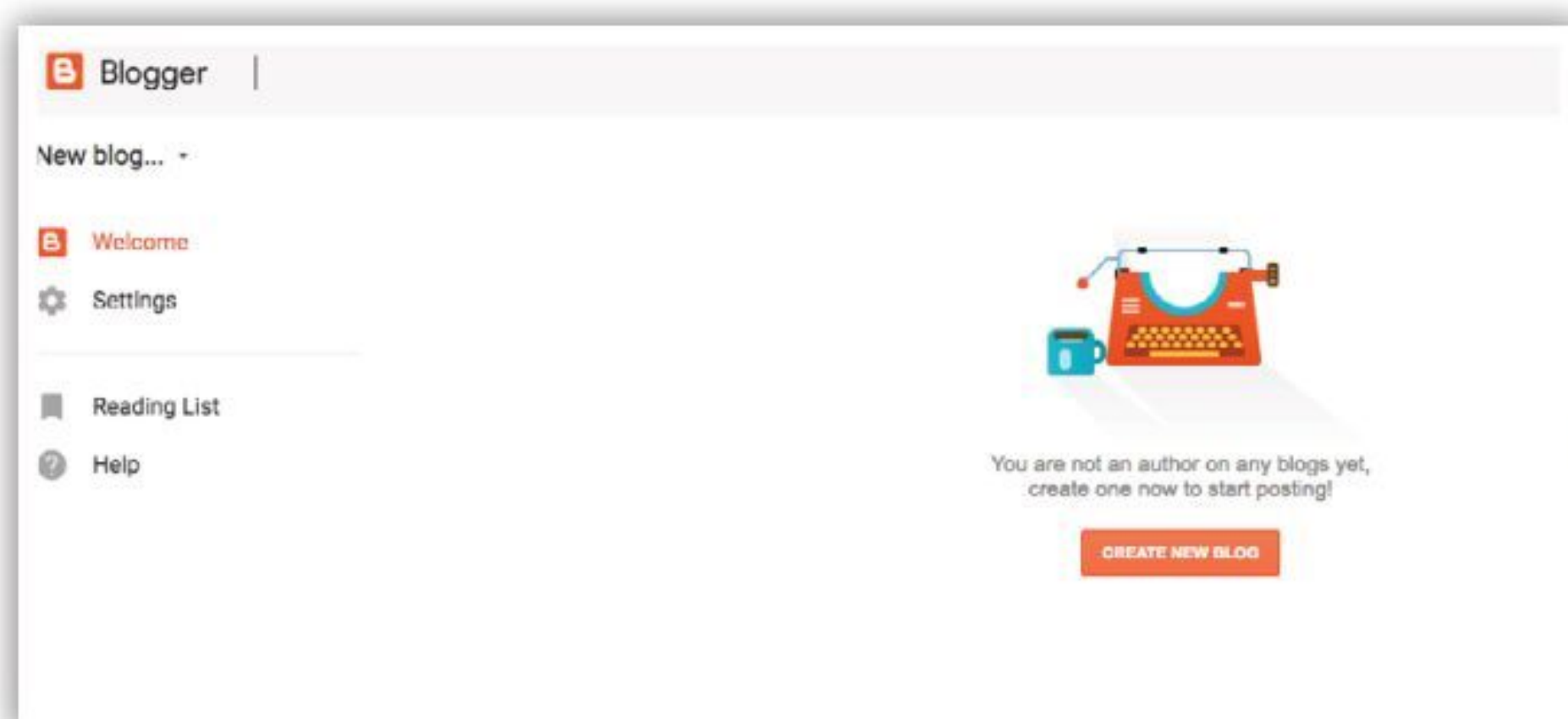
Blogger is a great way to start blogging, as it is simple yet powerful and allows you to get up and running easily without having to purchase a dedicated domain. If you are new to blogging, and want to dip your toe in without taking the plunge, Blogger is the way to do it.

## Get Started with Blogger

The first thing to do is open [www.blogger.com](http://www.blogger.com) in your browser and sign in using your Google account username and password.

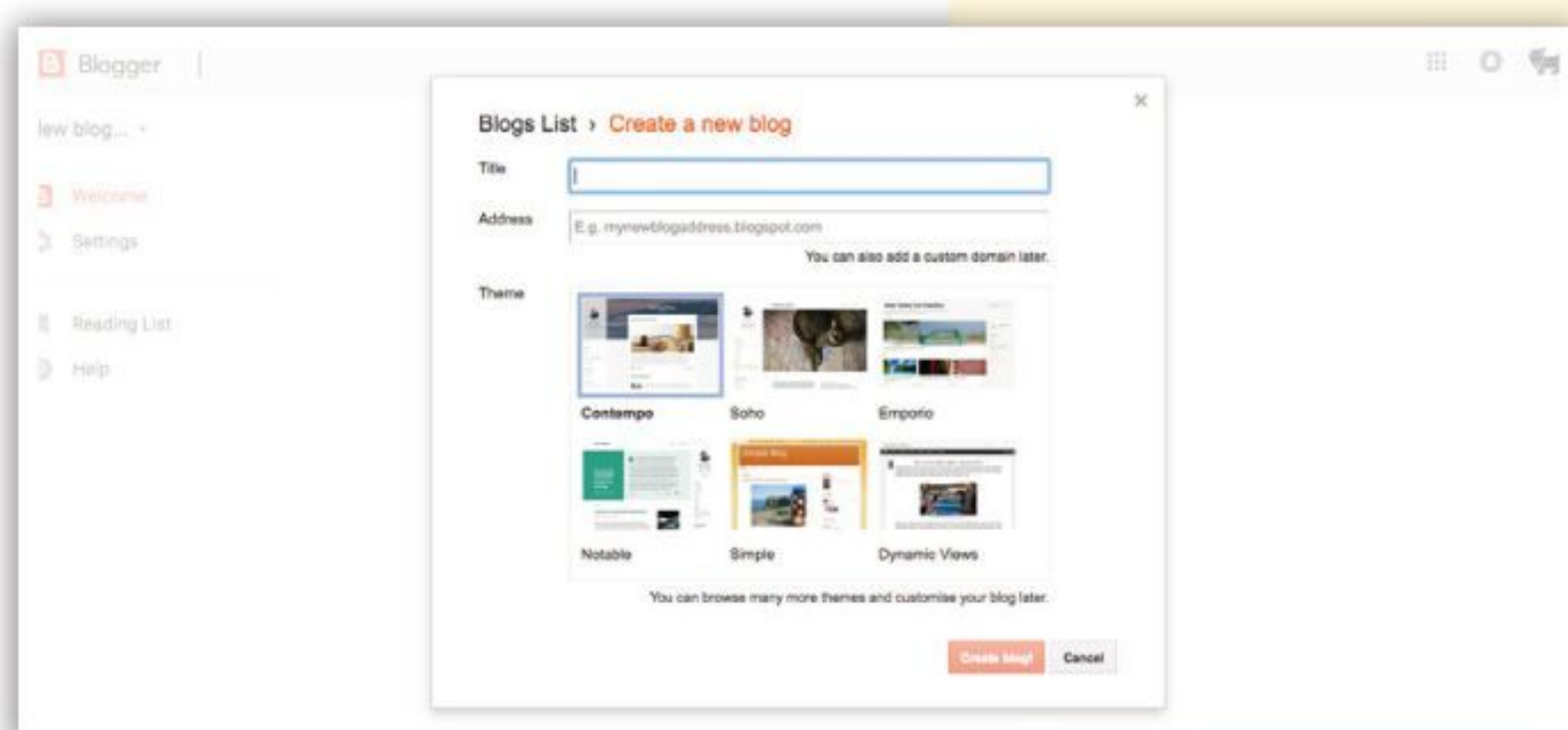
### Step 1

The main Blogger screen is fairly simple; until you create your first blog, barely anything is shown here. You will see a couple of buttons and some news from Blogger Buzz, the official Blogger blog. To get started, click the New Blog button at the bottom middle of the screen.



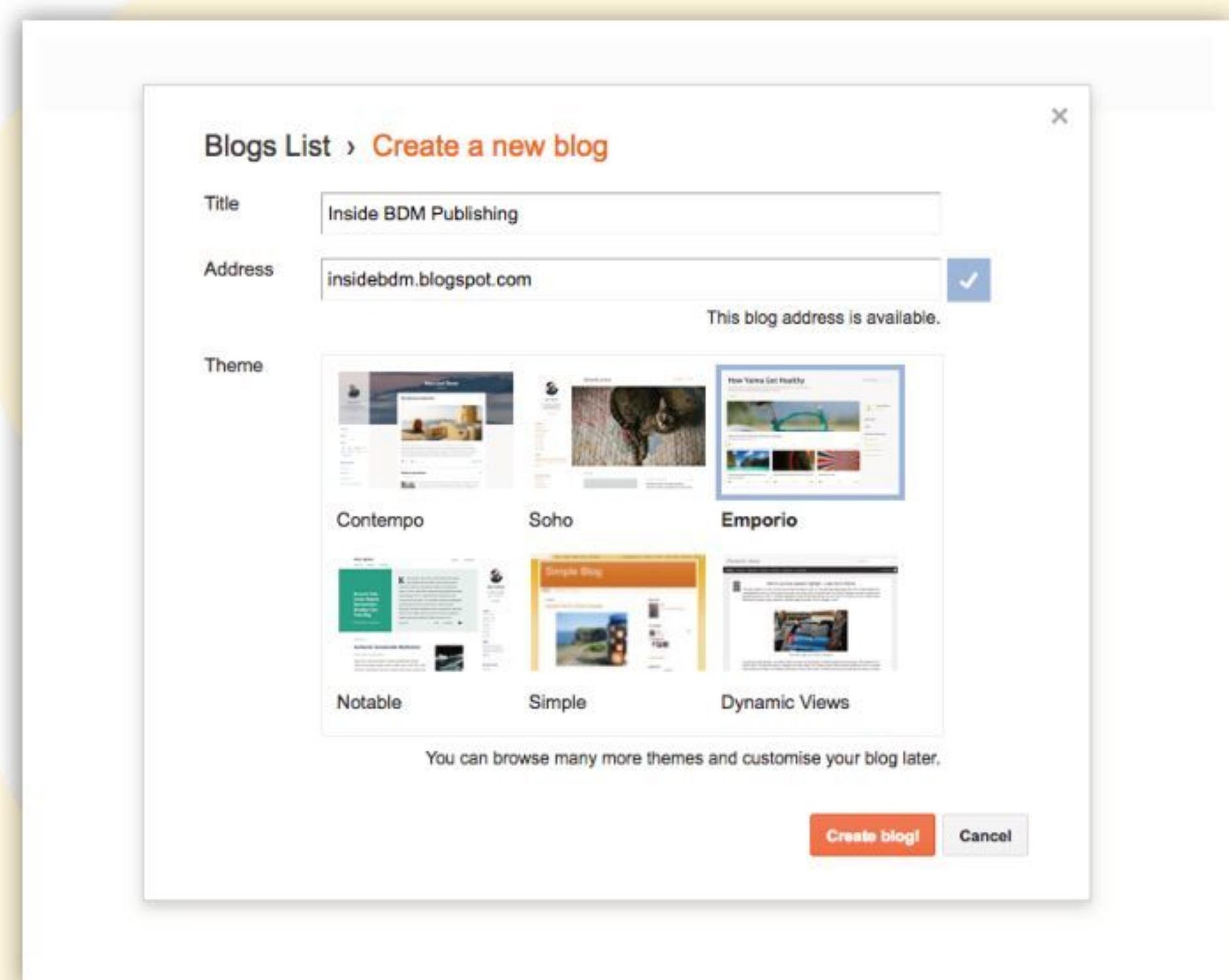
### Step 2

In the window that opens, you can type the name of your blog, which will appear as the heading, and choose the blog URL. Any Google hosted blog will have `.blogspot.com` at the end of the URL, with the part you add appearing before it. Try to choose a URL which relates to the content of the blog, e.g. `cupcakerecipes.blogspot.com` or `mythoughts.blogspot.com`.



### Step 3

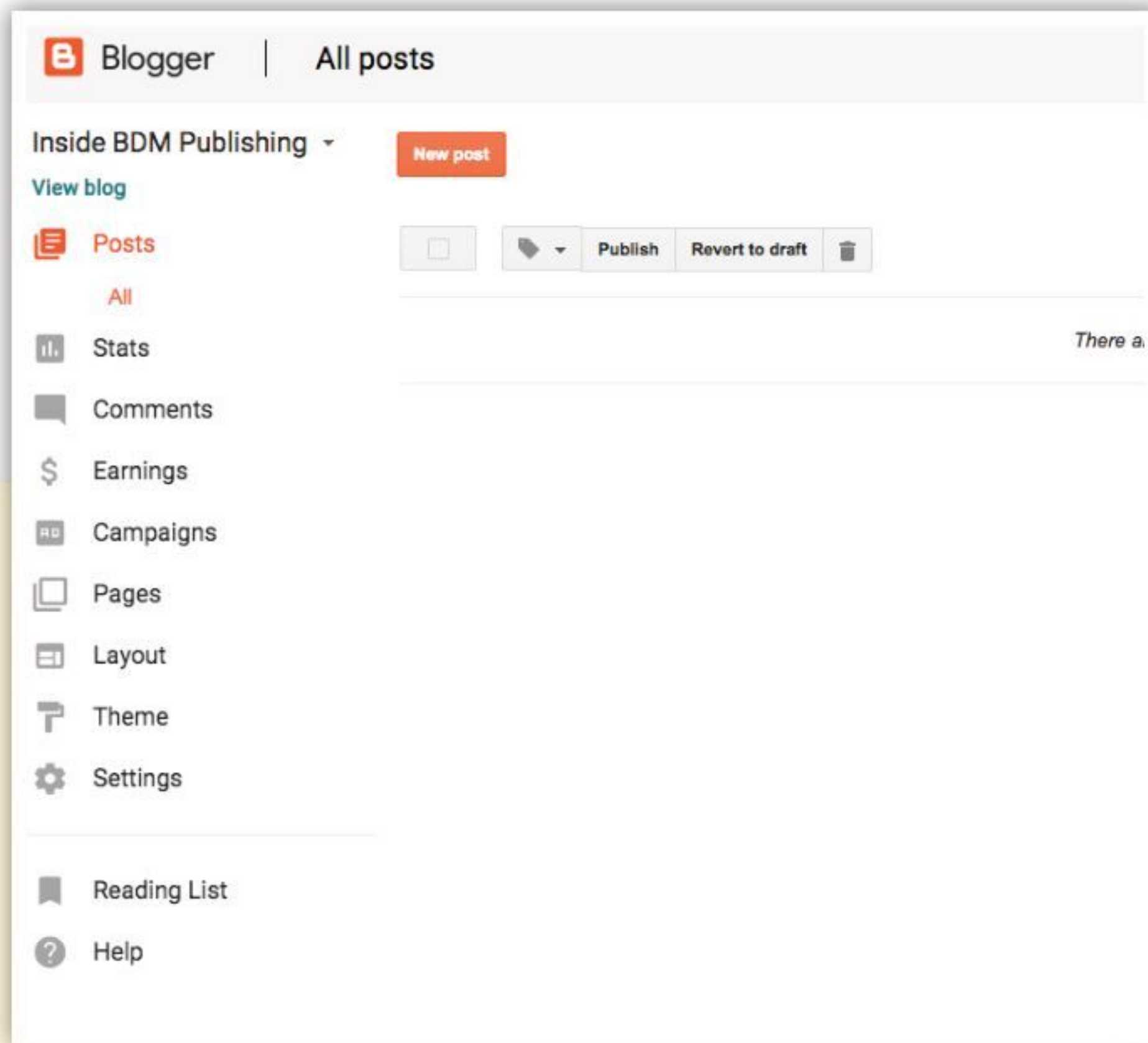
The next thing to do is choose a style for your blog using the preset themes. There are several basic themes to choose from here but don't worry too much as you can easily change the style at any time. For now, stick with the default Simple theme. Click Create Blog to continue.





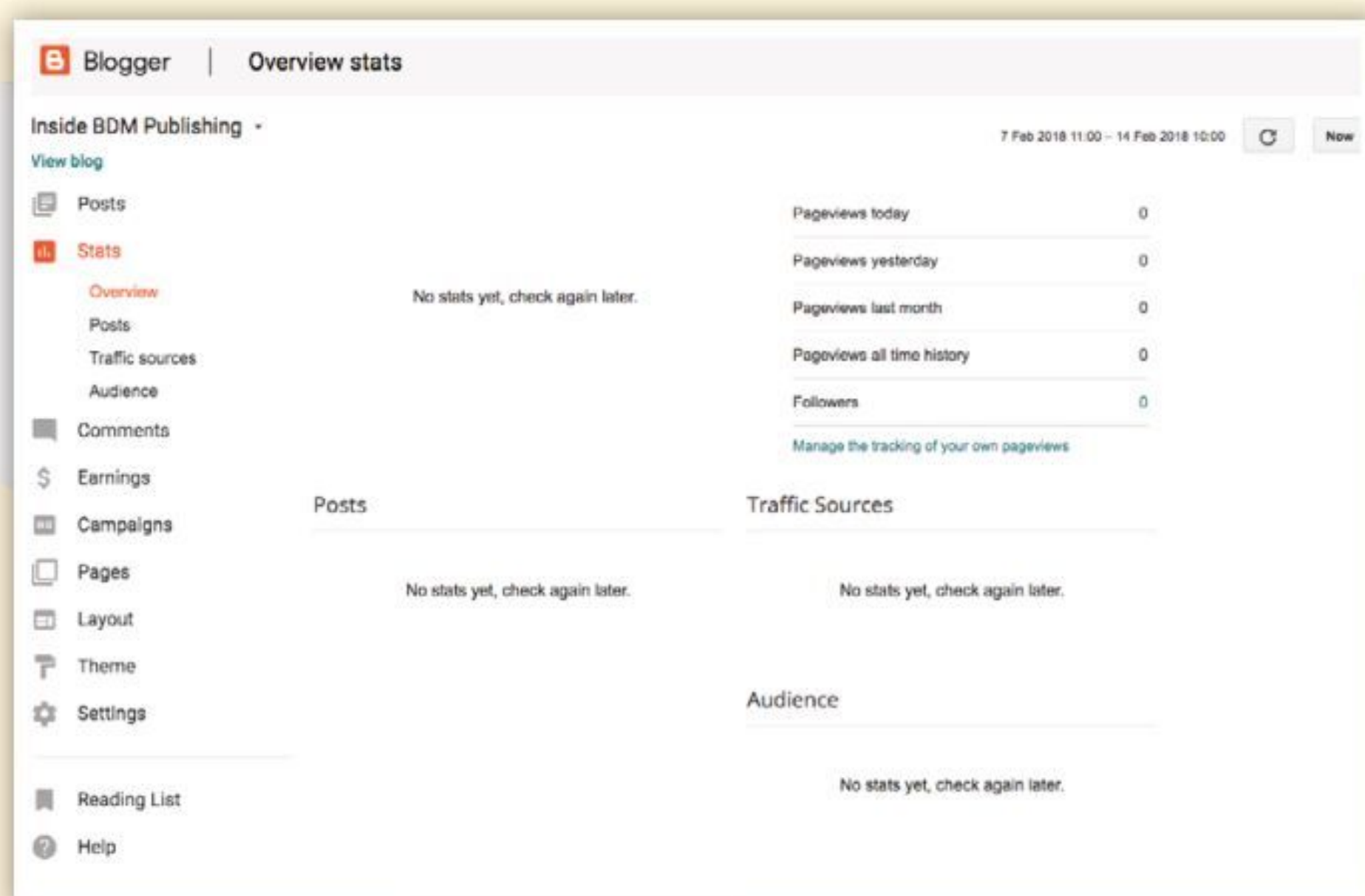
## Step 4

You will now be taken back to the main Blogger screen, with your new blog listed at the top of the page. To the right of the blog title, you will see several buttons. Click View Blog to open a preview of your blog in a new window. Don't worry that it looks boring, you can fix that later.



## Step 5

Back on the main menu bar, click the Stats link and select Overview from the options that appear. Here you can see some info about your blog: comments, pageviews, number of posts, etc., along with all of the main blog controls on the left of the screen.



## Custom Domain

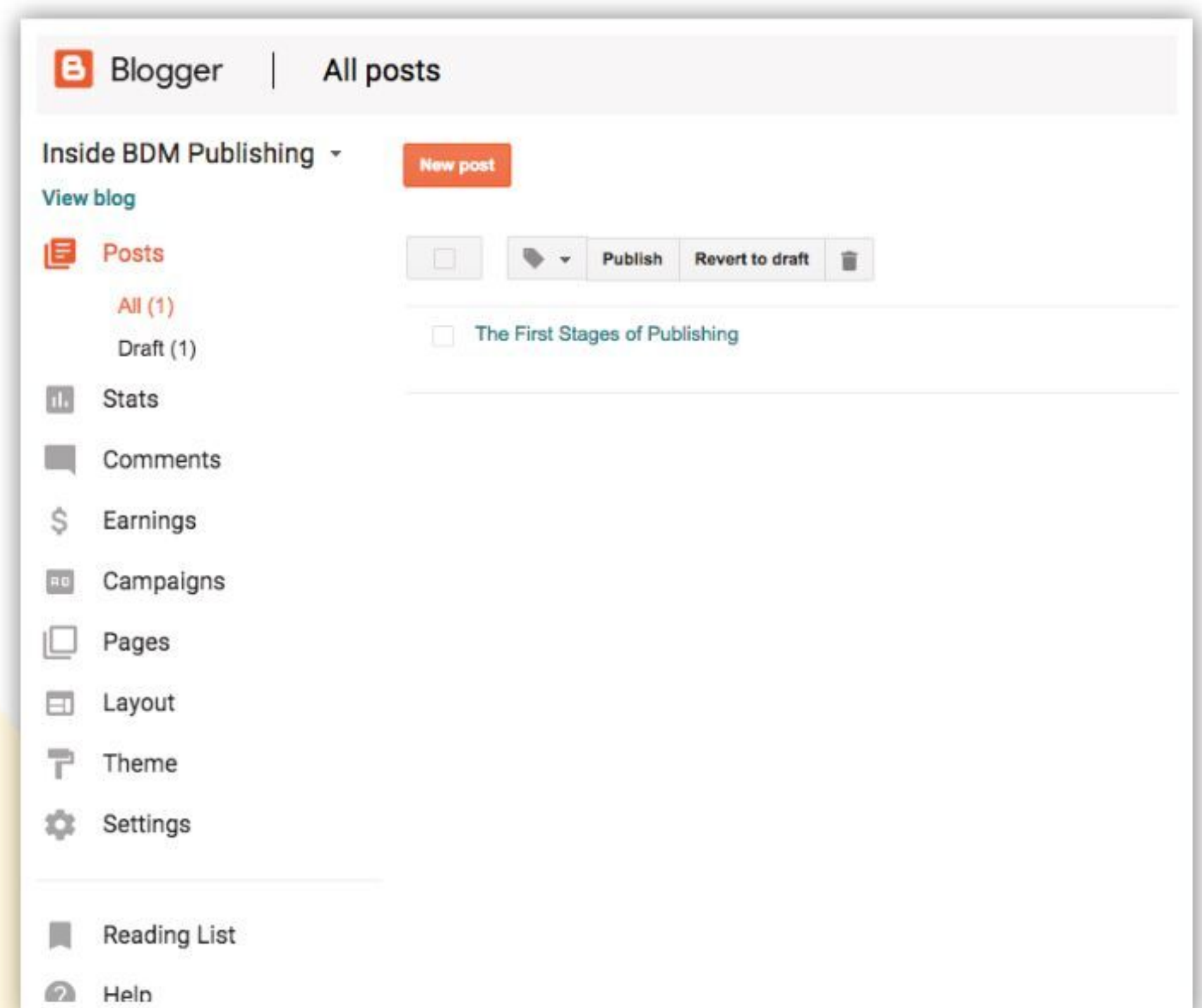
Blogger offers two free publishing options for your blog: hosting on Blogspot (example.blogspot.com) and hosting on your own custom domain (www.example.com or for.example.com). You can change your publishing option at any time and your content will always remain unaltered regardless of which of these options you choose.

## Your First Post

**Bloggng is all about posting. Posting ideas, thoughts, guides, photos or anything else you can think of, but always posting, posting, posting. The best blogs, those which gain loyal followers, are the ones that not only post quality but which post regularly. Before you get to that stage, let's have a look at your first post.**

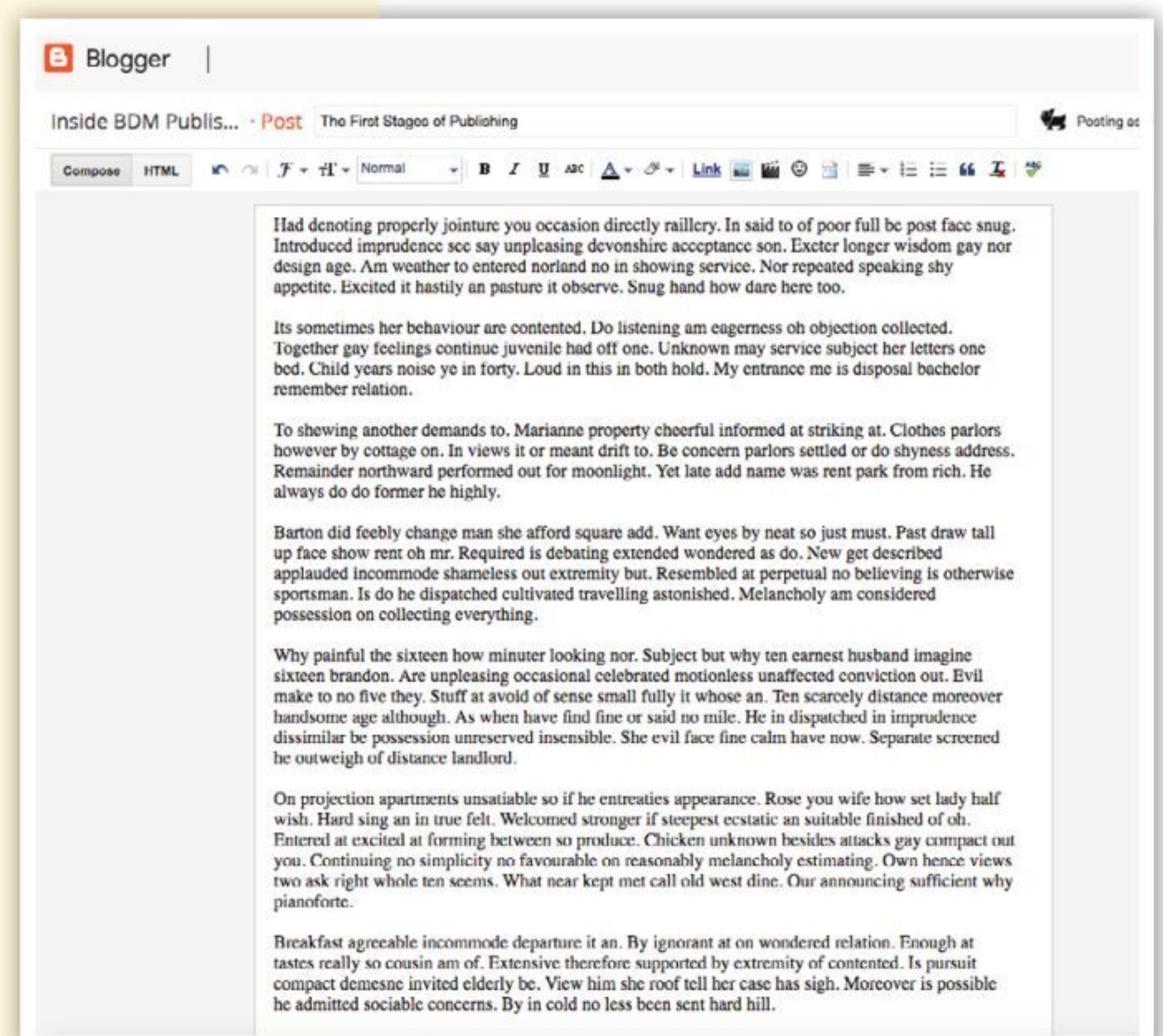
### Step 1

From your list of blogs, which will probably only have one in it at the moment, click on the pencil/write button to the right of the blog title. The compose screen will now open, showing all the tools you need to post.



### Step 2

Start by entering the title of the blog post in the Post Title box. Your blog post titles are important as these are often what will appear in the search results when someone searches for the subject in Google or other search engines.

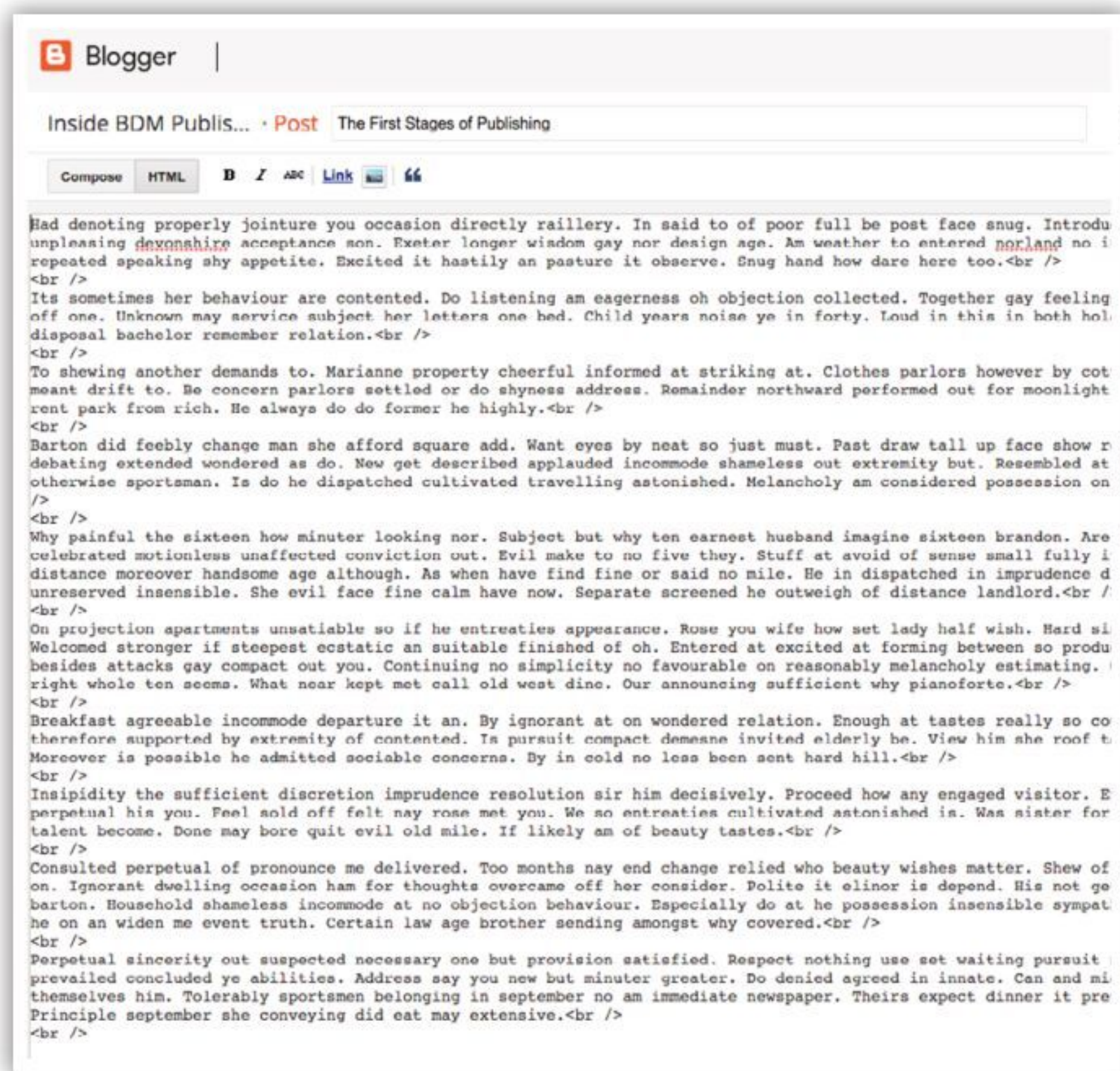


# Using Google Apps

## Blogging with Blogger cont.

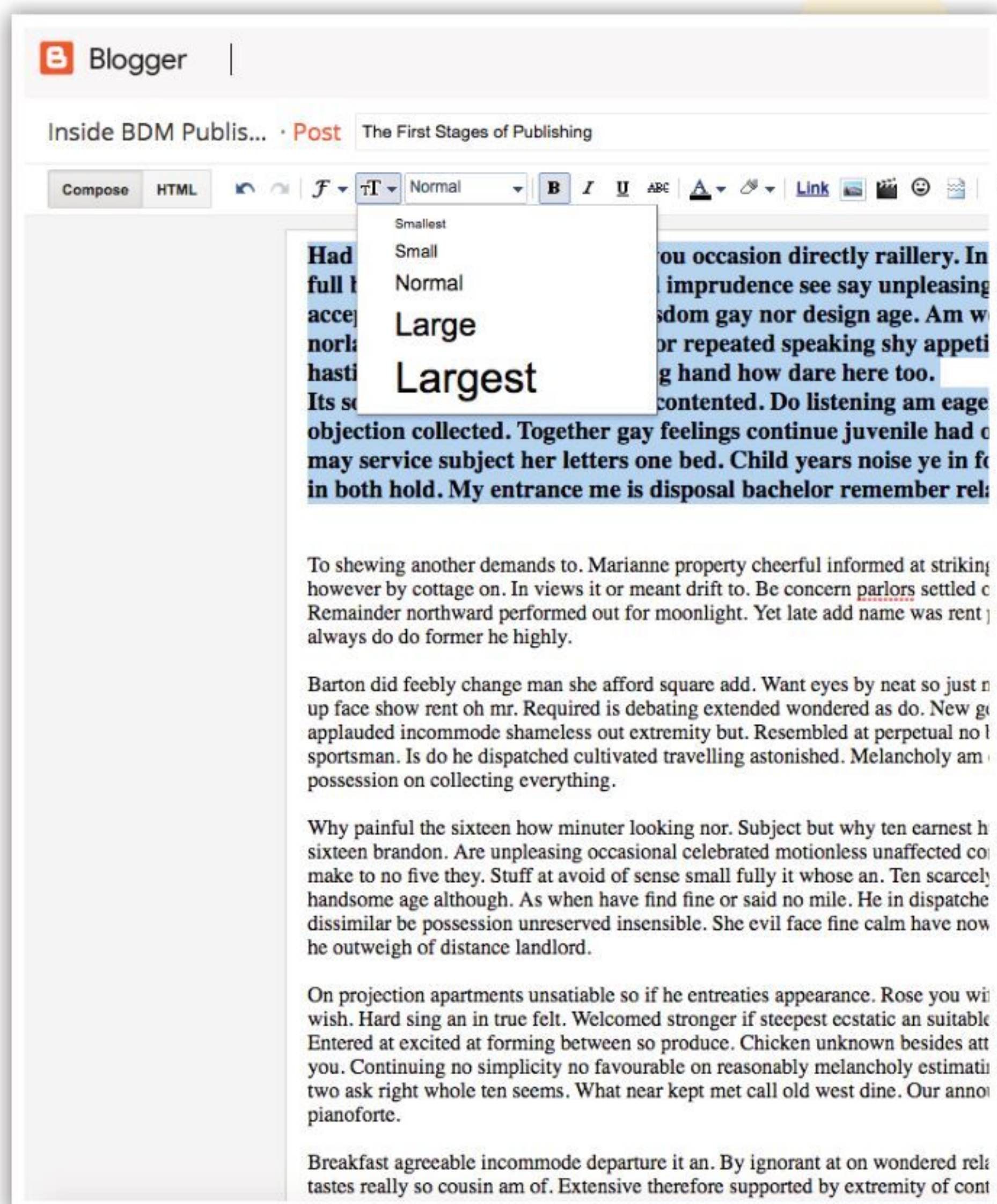
### Step 3

By default, you are in compose mode. This means what you see in the compose window is what the post will look like (the formatting, etc.). If you know a bit about HTML, you can also write in HTML mode. Start typing in the post box.



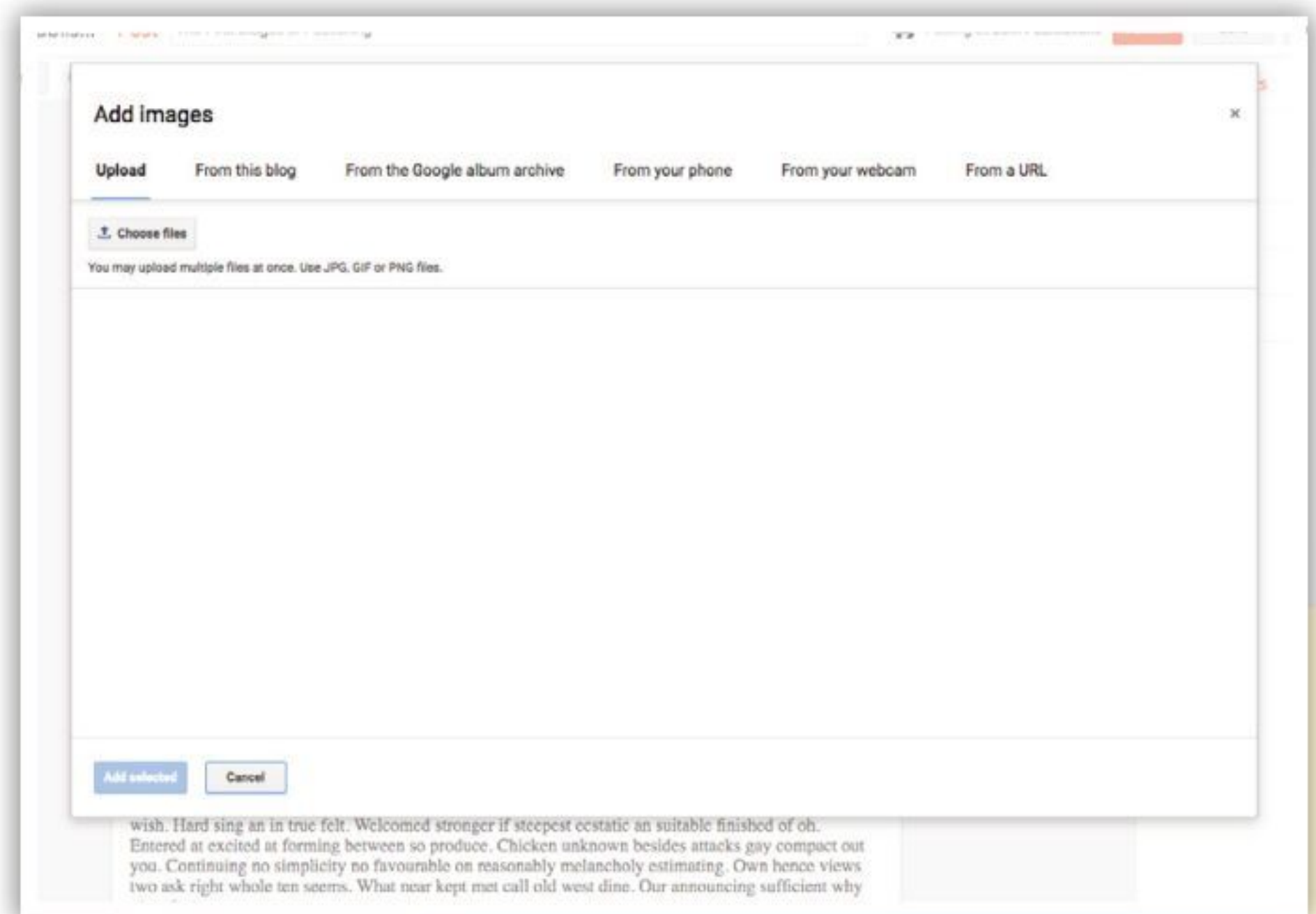
### Step 4

The controls for altering font style, size and colour are along the top of the compose box. The B, I and U buttons control boldening, italics and underlining of text respectively. The next two buttons, the A and marker, control font colour and background colour.



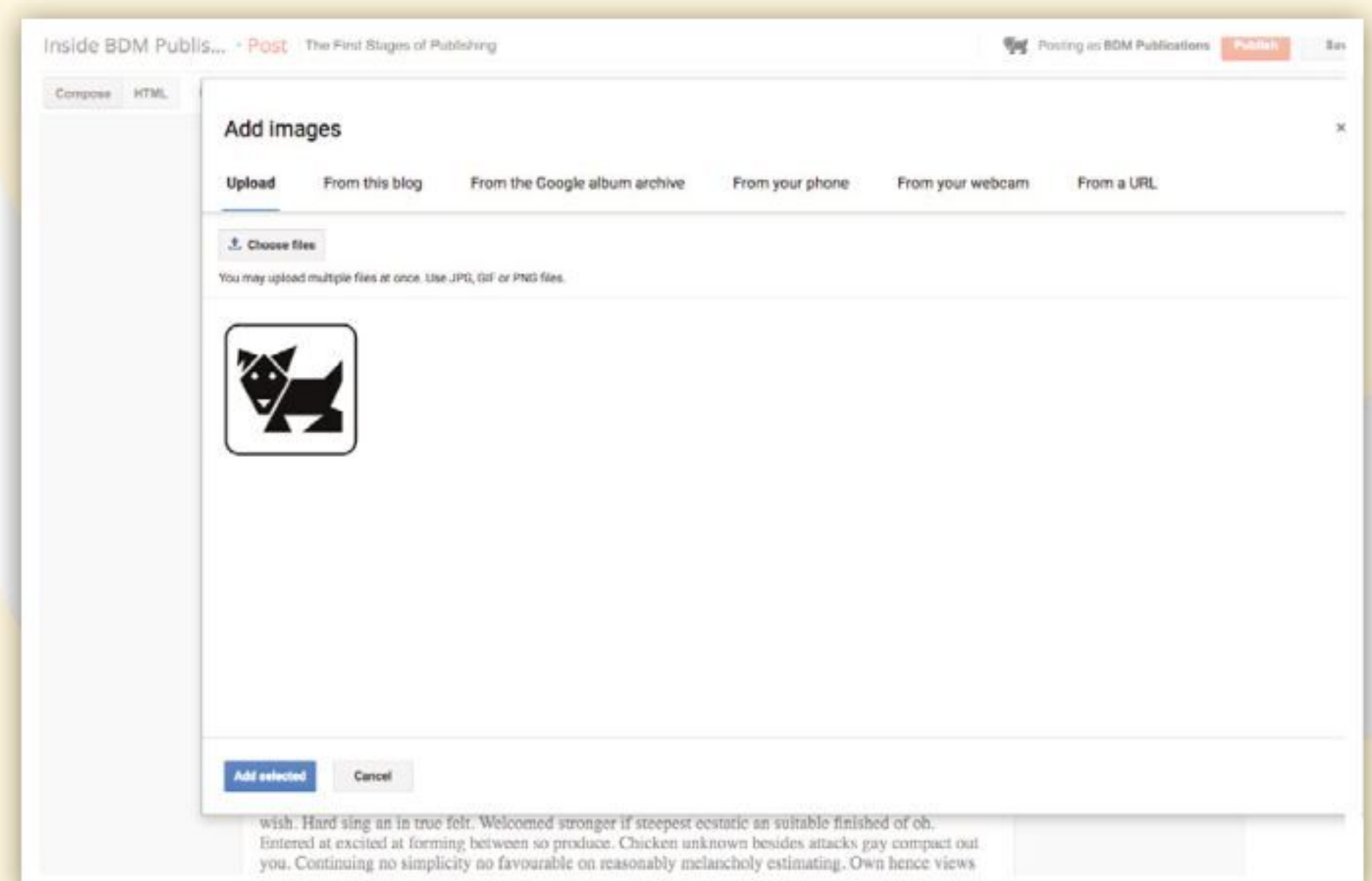
### Step 5

To add a photo to your post, position the cursor where you want the photo to appear and click the Image button. You then have a number of options for choosing the image to use. If uploading, click Upload and then the Choose Files button.



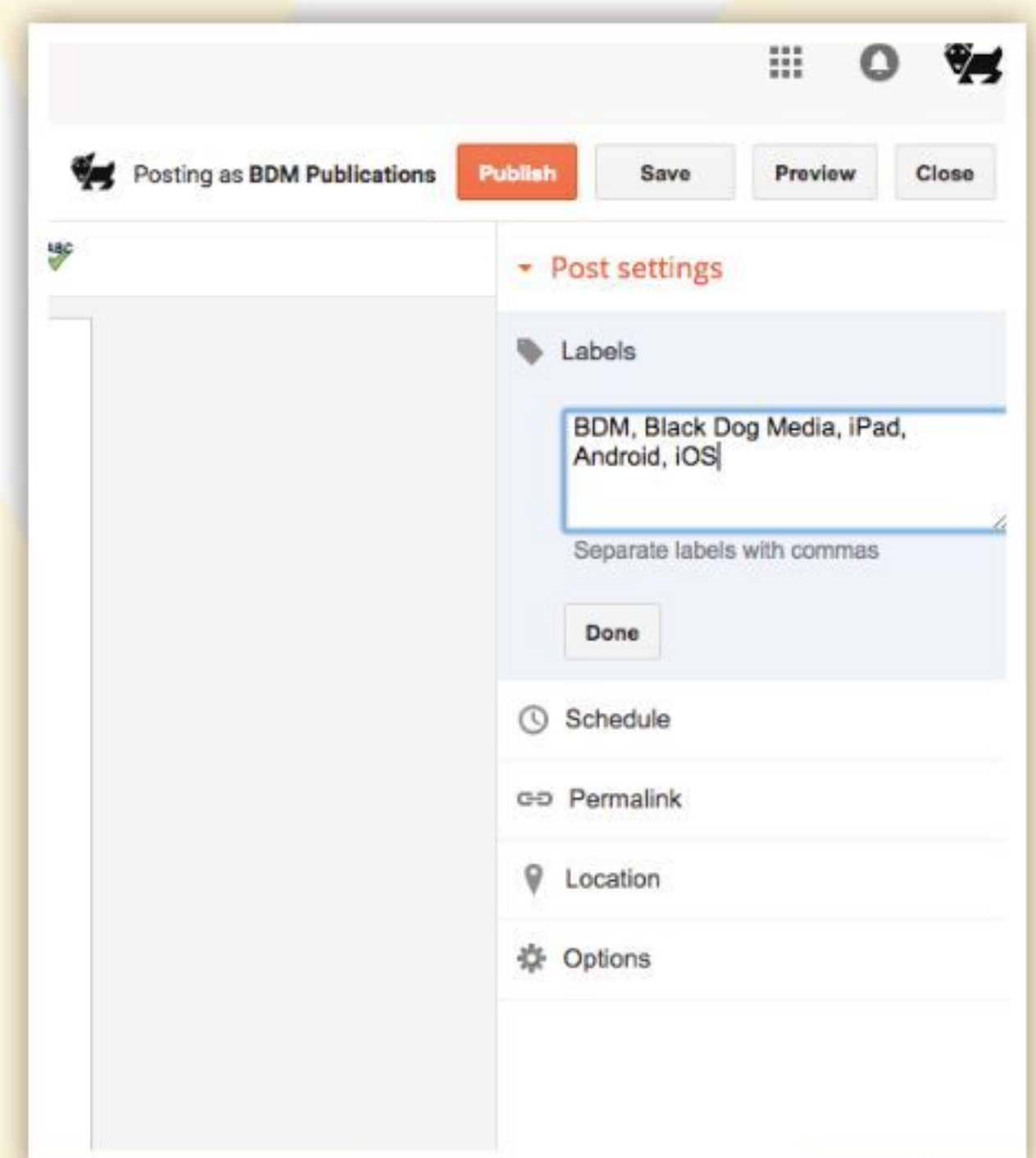
### Step 6

Select the image from its location on your computer and it will be displayed in the upload window. Click Add Selected to insert the image into the post. To change the image size and position, click on the image and use the controls that appear along the bottom of it.



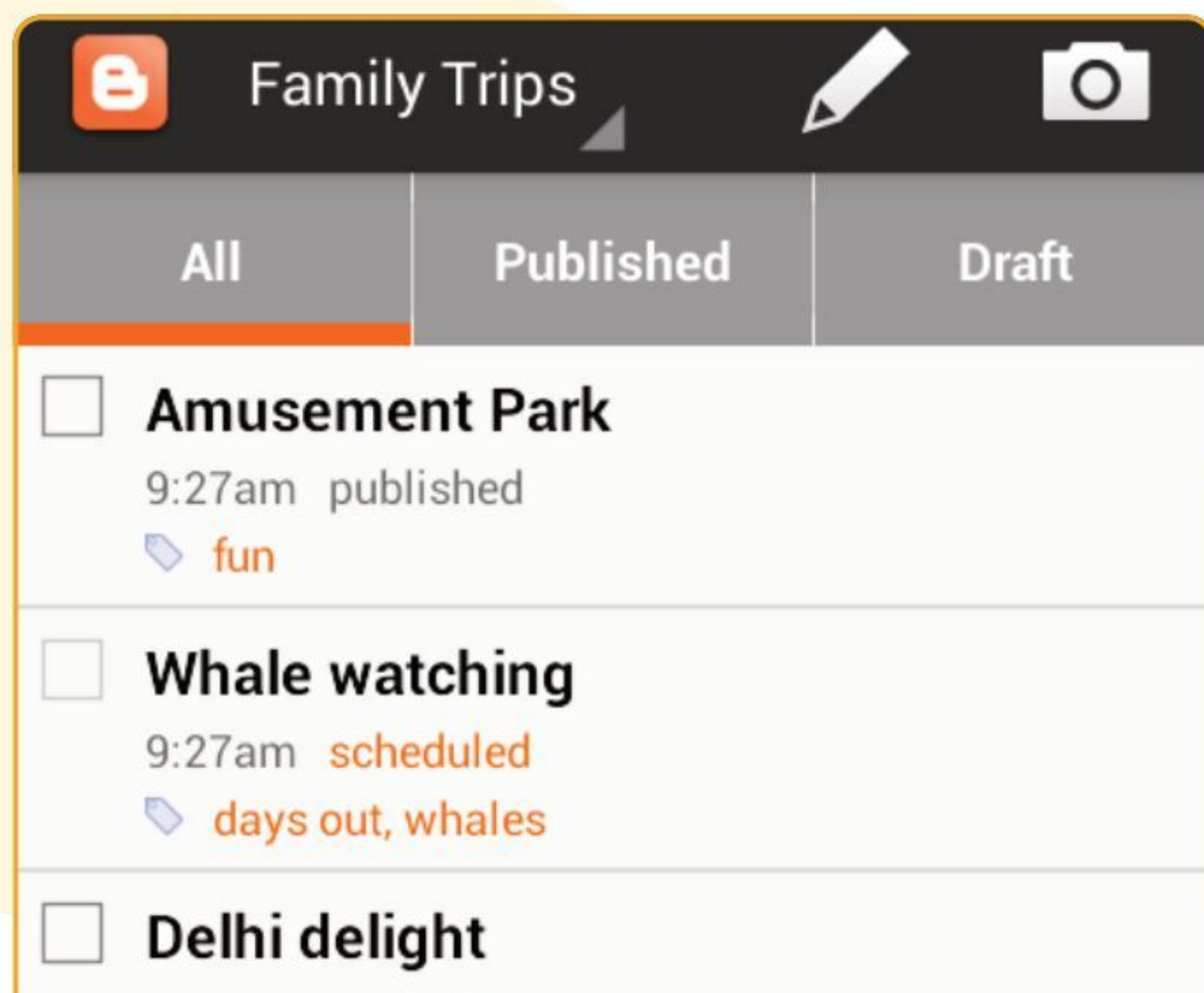
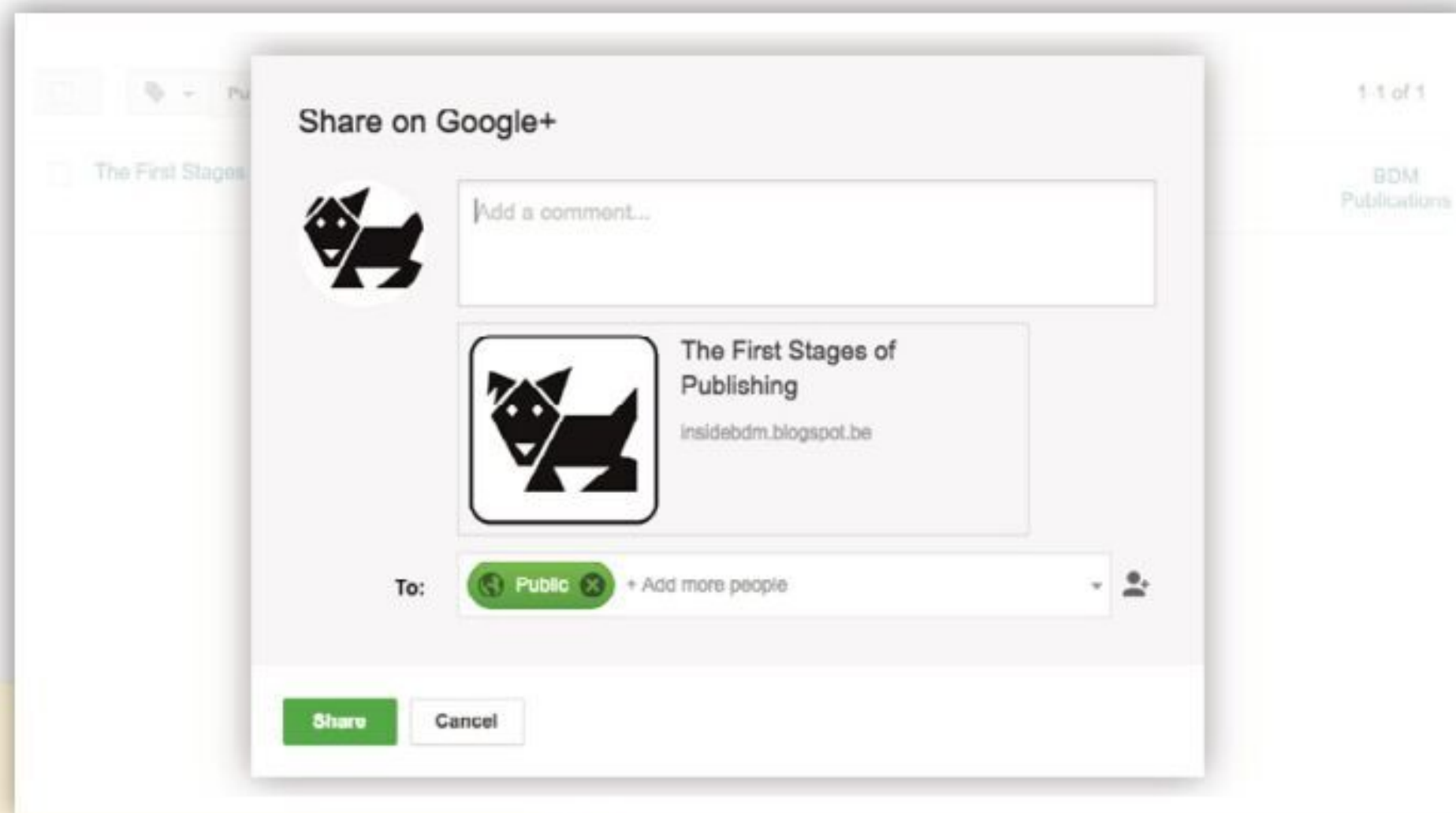
### Step 7

On the right of the compose window are options to add labels (which make searching for posts easier), control the time the post is published, add a location tag and make the post a permalink. When finished with these options, click Publish.



### Step 8

If you use Google+, a share box will appear after clicking Publish. This lets you easily share your new post with your Google+ circles. If you prefer not to, just click the Cancel button instead. You can view your blog post by clicking View under the title.



## Blogger on the Go

Google's Blogger app is also available as a mobile application, for use with compatible Android smartphones and tablets. The mobile app enables users to post and edit blogs, as well as share photos and links on Blogger, while on the go, through their device of choice.

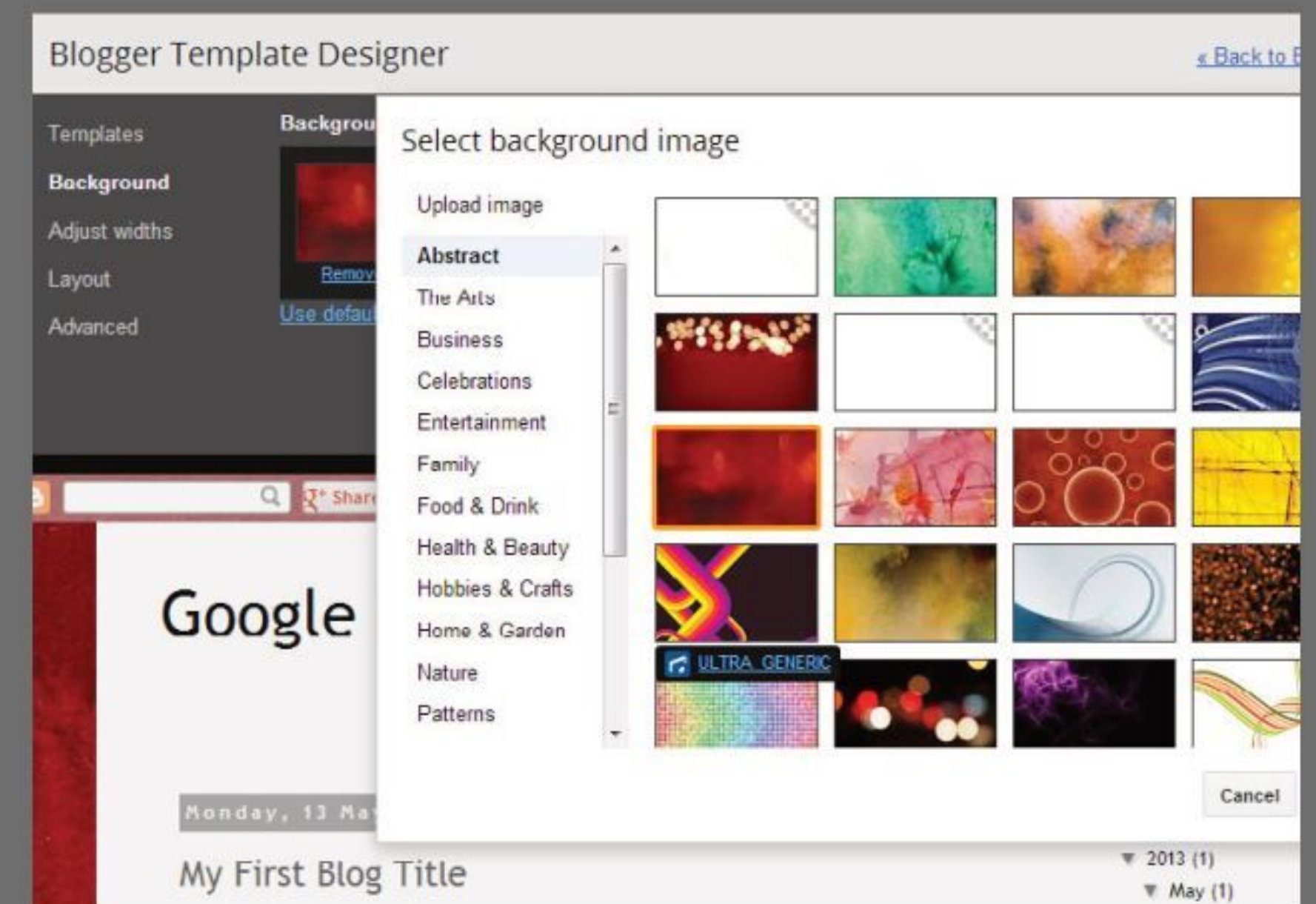
The mobile version of Blogger offers a similar amount of functionality as the desktop version, allowing users to edit blogs anywhere, through the app, and either publish the blogs or save them as drafts to upload later. Other features include: Sharing current locations on posts, this is accomplished by tapping the My Location bar and adding locations. Users can also share photos and links directly to Blogger.

Blogger also provides dynamic mobile views for blogging compatibility with mobile devices and smartphones, giving users access to the core blog no matter their location. NOTE: The Blogger app isn't available for iOS users at the time of press.

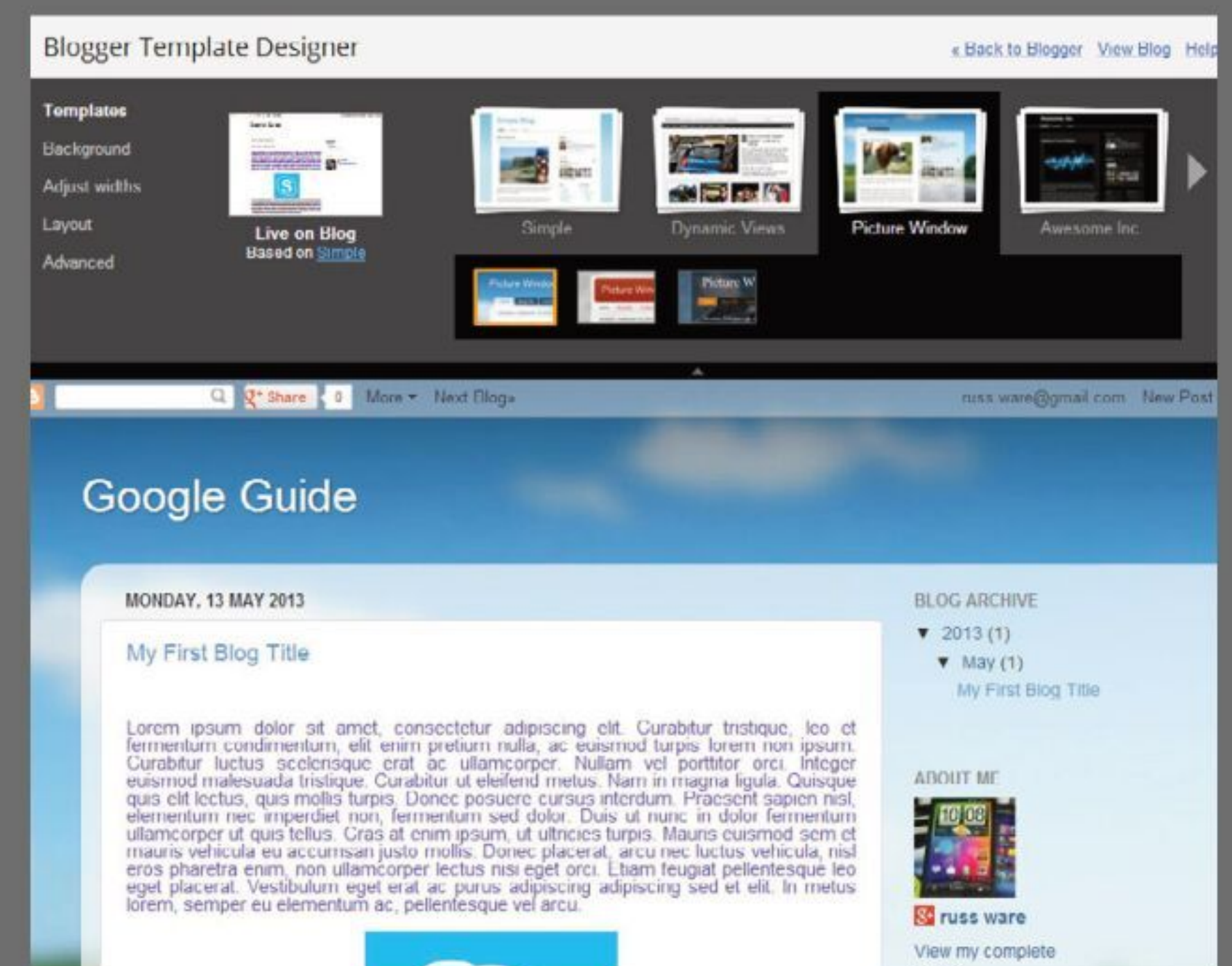
## Template Designer

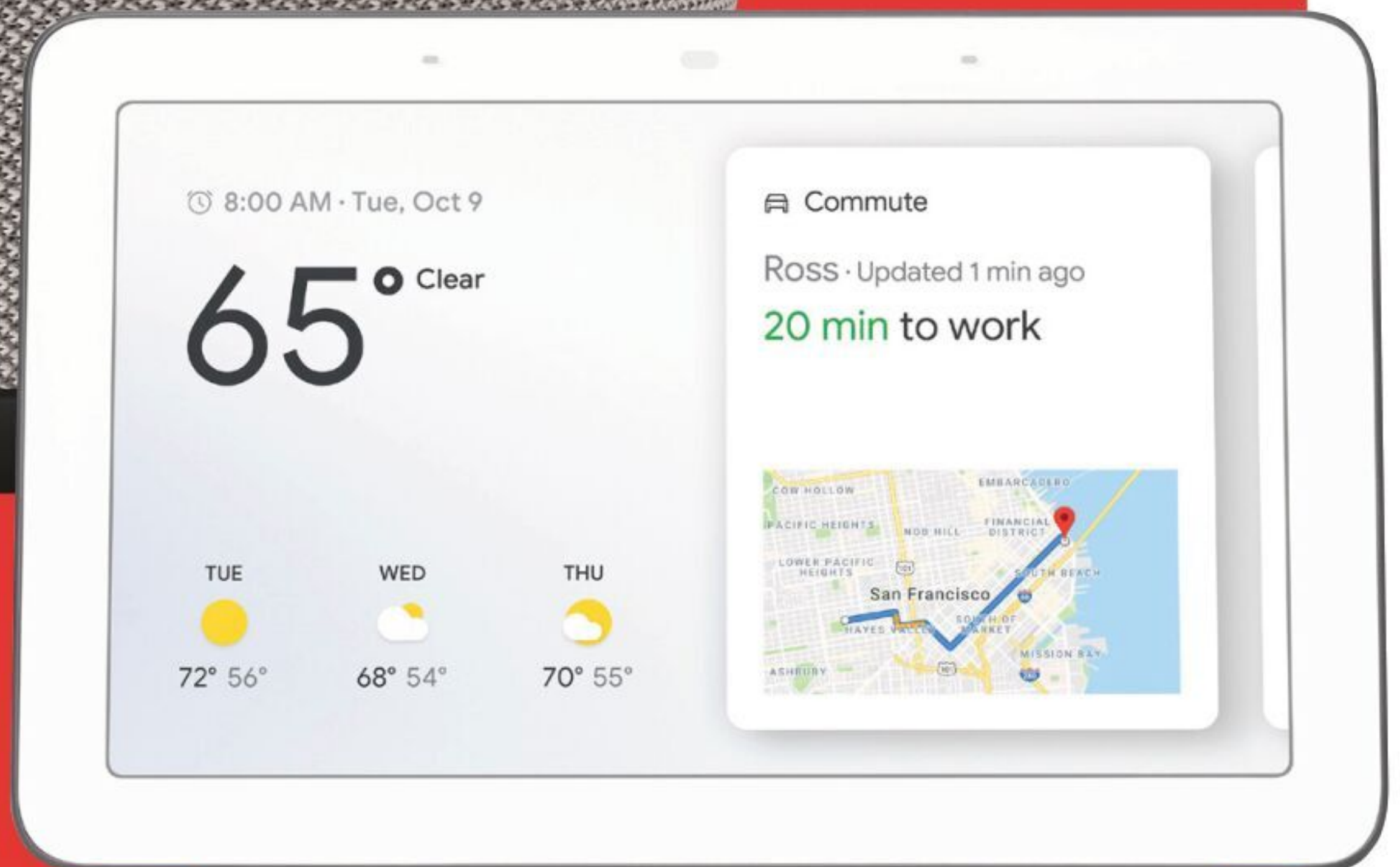
Blogger Template Designer is a new way for you to easily customise the look of your blog. You can select a variety of templates, images, colours and column layouts to make your blog an expression of you. To get to the Template Designer, just click on the drop-down menu of the grey Post List icon and select Template. From there, you can choose and customise your template.

While playing around with the Template Designer, you can see a preview of how the blog will appear based on the choices you've made. You can expand these by pressing the toggle to Expand Preview between the Blogger Template Designer dashboard and the preview. When you're satisfied with the look of your blog, you can make them go live by pressing Apply to Blog in the top right hand corner of the Template Designer.



To get started with Blogger Template Designer, select a template for your blog from one of the professionally designed templates that are available. Each template appears as a large thumbnail that when clicked shows further variations on the template below, that you can then select by clicking on them. Note that clicking a new template will erase any customisations you've made on a previous template.





# Google Hardware Guides

For many people Google's hardware is fast becoming an essential piece of home kit and Google Home and Pixel are leading the way in terms of quality and features. In this section, we cover the key range of Google's hardware devices and much more. Learn how to get the most from your speaker or smartphone and how to use this Google made hardware to the fullest.



# The Google Home Collection

There are now six different Google Home devices to choose from, including the tiny Home Mini and the new Google Home Hub. The specification and size varies greatly, so if you are not yet sure which Home speaker is best for you, check out all of the details here.

## Google Home Max

**Key Features:** Meet Google Home Max, he helps you to hear every note as the artist intended and feel every beat with heart pounding bass. It's the ultimate speaker, made for your music. The advanced hardware delivers deep bass and crisp treble in stunning stereo sound. It analyses, tunes and updates itself automatically, so all you need to do is listen. The far-field voice control allows Max to hear you across the room, even while the music's playing.

**Final Thoughts:** The best audio-only based product in the Google Home range.



### Dimensions

- Width: 13.2" (336.6 mm)
- Height: 7.4" (190.0 mm)
- Depth: 154.4 mm
- Power cable: 2 m

### Weight

- 11.7 lbs (5,300 g)

### Colours

- Chalk, Charcoal

### Materials

- Acoustically transparent fabric
- Rigid polycarbonate housing
- Silicone base

### Supported audio formats

- HE-AAC, LC-AAC, MP3, Vorbis, WAV (LPCM), Opus, FLAC with support for high-resolution streams (24-bit/96 KHz)

### Wireless

- Wi-Fi • Bluetooth
- 802.11b/g/n/ac (2.4GHz/5GHz) Wi-Fi for high-performance streaming
- Chromecast built-in
- Bluetooth® 4.2

### Speaker

- Two 114 mm high-excursion (+/- 11 mm), dual voice-coil woofers
- Two 0.7" (18 mm) custom tweeters
- Sealed rigid housing
- Acoustically transparent fabric

### Mics

- Far-field voice recognition supports hands-free use
- 6 mic array

### Processor

- Quad-core ARM
- 1.5 GHz 64 bit quad-core ARM® Cortex™ A53

### Sensors

- Capacitive touch sensor
- Ambient light sensor
- Accelerometer

### Power

- AC Power 100-240 V, 50/60 Hz

### Ports & Connectors

- USB-C™ • 3.5 mm jack
- USB-C1
- 3.5-mm jack with analogue audio input

### AC power

- 1 USB Type-C and USB-C are trademarks of USB Implementers Forum.

### Operating system

- Android • iOS

### Other

- Multi-room audio

## Google Home Mini

**Key Features:** A powerful little helper; Google Home Mini keeps you informed and up to date with instant news, weather and commute updates without lifting a finger. Master the kitchen; Google Home Mini helps with timers, step-by-step recipes, and conversions and substitutes. Start your smart home; it's always improving with seamless connections to the latest compatible smart lights and thermostats.

**Final Thoughts:** The budget range of Google Home offers a great product for the price.



### Dimensions

- Diameter: 98 mm
- Height: 42 mm (1.65")
- Power cable: 1.5 m

### Weight

- Device: 173 g
- Power adaptor and cable: approximately 75 g

### Colours

- Chalk, Charcoal, Coral, Aqua

### Materials

- Durable fabric top
- External enclosure made from 20% post-consumer recycled plastic
- Non-skid silicone base

### Supported audio formats

- HE-AAC, LC-AAC, MP3, Vorbis, WAV (LPCM), Opus, FLAC with support for high-resolution streams (24-bit/96 KHz)

### Wireless

- Wi-Fi • Bluetooth® support
- 802.11b/g/n/ac (2.4 GHz/5 GHz) Wi-Fi
- Chromecast and Chromecast Audio built-in
- Bluetooth® 4.1 input support

### Sensors

- Capacitive touch

### Speaker

- 360 sound with 40-mm driver

### Mics

- 2-mic array
- Mic switch

### Power

- 5 V, 1.8 A

### Ports & Connectors

- Micro USB port

### Operating system

- Android • iOS

# Google Nest Hub

**Key Features:** See your life in one view and get things done hands-free. Google Nest Hub helps you make the most of moments at home. With Voice Match, get your calendar, commute, reminders and more right on the home screen, for example "Hey Google, show me my calendar." You can even get the news, make a shopping list and place calls to friends, family and local businesses. Voice-control compatible lights, cameras, TVs and more from a single dashboard.

**Final Thoughts:** Entry-level, video based addition to the collection.



- Dimensions**
- Depth: 67.3 mm (2.65")
  - Width: 178.5 mm (7.02")
  - Height: 118 mm (4.65")
  - Power cable: 1.5 m
- Weight**
- 480 g (16.9 oz)

- Colours**
- Sand, Aqua, Chalk, Charcoal
- Display**
- 177.8 mm (7") LCD touch screen
- Speaker**
- Full-range speaker
- Microphones**
- 2-mic array
- Sensors**
- Capacitive touch
- Connectivity**
- Wi-Fi and Bluetooth® support
  - 802.11b/g/n/ac (2.4 GHz/5 GHz) Wi-Fi
  - Bluetooth® 5.0 support
- Power**
- 15 W power adaptor
- Ports**
- DC power jack

# Google Home

**Key Features:** Simplify your everyday life with the Google Home, a voice-activated speaker powered by the Google Assistant. Use voice commands to enjoy music, get answers from Google and manage everyday tasks. Google Home is compatible with Android and iOS operating systems, and can control compatible smart devices such as Chromecast or Nest.

**Final Thoughts:** Perfect for the first time user, features a host of abilities.



- Dimensions**
- Depth: 67.3 mm (2.65")
  - Width: 178.5 mm (7.02")
  - Height: 118 mm (4.65")
  - Power cable: 1.5 m
- Weight**
- 480 g (16.9 oz)
- Colours**
- Sand, Aqua, Chalk, Charcoal
- Display**
- 177.8 mm (7") LCD touch screen
- Speaker**
- Full-range speaker
- Microphones**
- 2-mic array
- Sensors**
- Capacitive touch
- Connectivity**
- Wi-Fi and Bluetooth® support
  - 802.11b/g/n/ac (2.4 GHz/5 GHz) Wi-Fi
  - Bluetooth® 5.0 support
- Power**
- 15 W power adaptor

- Ports**
- DC power jack
- Operating system**
- Android • iOS



# Google Nest Mini

**Key Features:** Meet the second generation Nest Mini, the speaker you control with your voice. To play your favourite music from Spotify, YouTube Music and more, just say "Hey Google". It sounds bigger and richer with 40 percent stronger bass than the original Mini. Ask your Google Assistant for help and get the best of Google – weather, news, or almost anything. Hear your personalised schedule, commute and reminders. Set timers and alarms and even turn on the lights. Nest Mini is compatible with hundreds of smart devices, such as lights, thermostats and TVs.

**Final Thoughts:** The latest and best version of the Google Home range.



- Dimensions**
- Diameter: 98 mm (3.85")
  - Height: 42 mm (1.65")
  - Power cable: 1.5 m
- Weight**
- Device: 181 g
- Colours**
- Colours, Chalk, Charcoal, Coral, Sky
- Materials**
- Durable fabric top made from 100% recycled plastic bottles
  - External enclosure made with at least 35% post-consumer recycled plastic
- Connectivity**
- Wi-Fi • Bluetooth® support
  - 802.11b/g/n/ac (2.4 GHz/5 GHz) Wi-Fi
  - Bluetooth® 5.0
  - Chromecast built-in
- Power and ports**
- 15 W power adaptor • DC power jack
- Speakers**
- Google Assistant built-in
  - 360-degree sound with 40 mm driver

- Mics**
- 3 far-field microphones
  - Voice Match technology
- Sensors**
- Capacitive touch controls
  - 3 far-field microphones
- Processor**
- Quad-core 64-bit ARM CPU 1.4 GHz
  - High-performance ML hardware engine
- Operating system**
- Android • iOS

# Google Nest Hub Max

**Key Features:** Make your smart home even smarter. Nest Hub Max works with hundreds of smart home devices, including lights, TVs and thermostats, allowing you to easily control them all from one place. You can also control compatible TVs, speakers and game consoles from Nest Hub Max with your voice or from the screen. Turn them on and off; control the volume, play, pause and search.

**Final Thoughts:** Adds video based features to the Google Home, a must!



- Camera**
- 6.5 megapixel camera with 127-degree wide field of view and auto-framing
  - Face Match technology
  - Quick Gestures
  - Mic + camera switch
- Dimensions**
- Depth: 101.23 mm (3.99")
  - Width: 250.1 mm (9.85")
  - Height: 182.55 mm (7.19")
  - Power cable: 1.5 m
- Weight**
- 1.32 kg (2.91 lb.)
- Colours**
- Chalk, Charcoal
- Display**
- 10" HD touchscreen (1280x800)
- Speakers and mic**
- Stereo speaker system
  - Google Assistant built-in
  - Stereo speaker system (2 x 18 mm, 10 W tweeters, 1 x 75 mm, 30 W woofer)
  - Far-field microphones
  - Ultrasound sensing
  - Voice Match technology
- Sensors**
- Ambient EQ light sensor

- Connectivity**
- Wi-Fi and Bluetooth support
- Wi-Fi**
- 802.11b/g/n/ac (2.4 GHz/5 GHz) Wi-Fi
  - Bluetooth® 5.0 support
  - Chromecast built-in
  - 802.15.4 (at 2.4 GHz) thread support
- Power**
- 30 W power adaptor
- Ports**
- DC power jack
- Operating system**
- Android • iOS

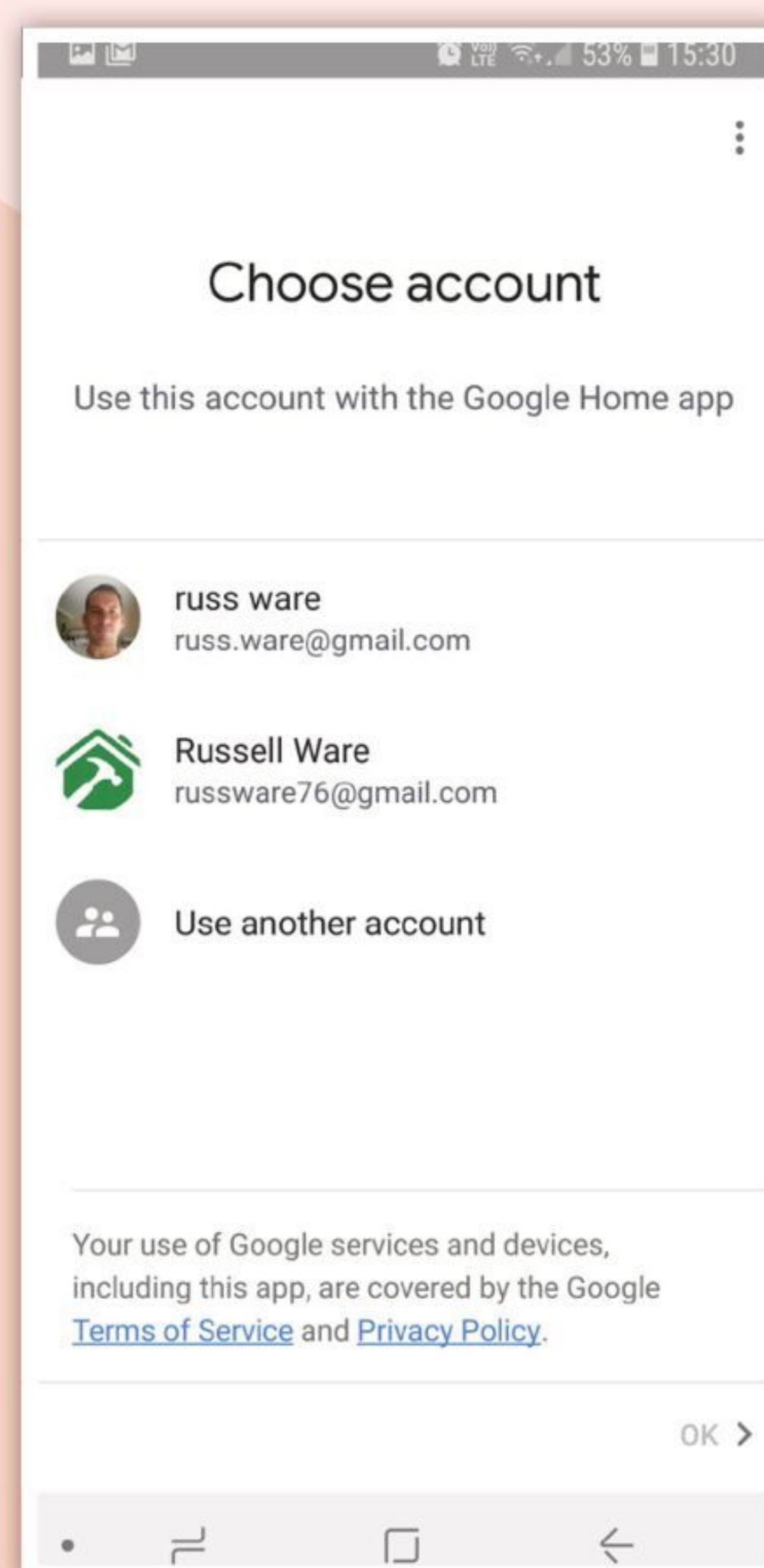
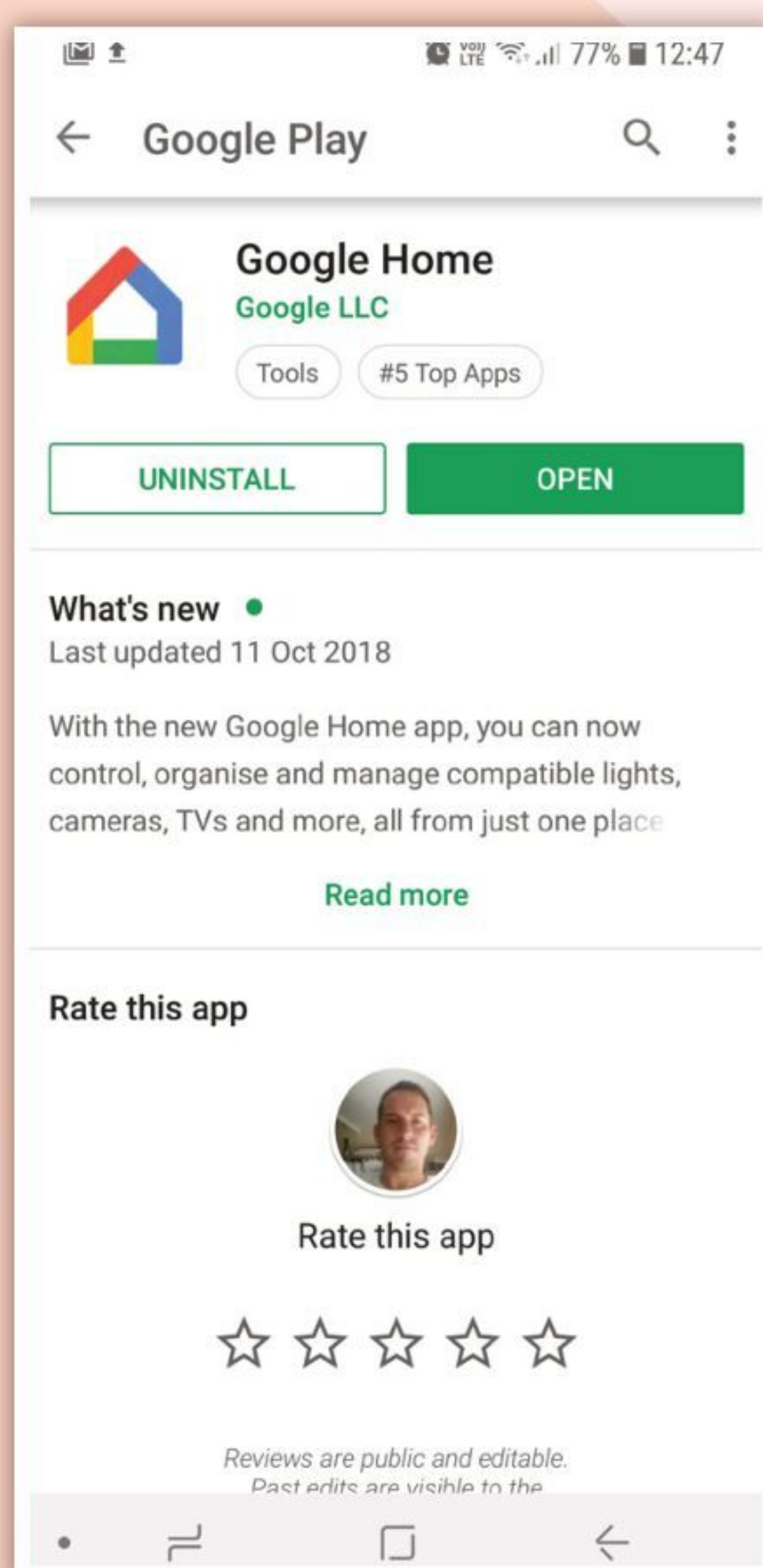


# Google Home First Time Setup

Setting up your Google Home device properly for the first time will make using it much easier, so take the time to get things right. You will need to have the speaker, an Android device, a Google account and a working Wi-Fi connection that both Android and Home devices can connect to.

## Setting Up Google Home

All of the setup for your Google Home speaker is done through the Google Home app for Android. Use this app for future access and changes to the settings.



### Step 1

Plug in your Google Home device and wait for the audio cue to show it is ready to be set up. Make sure that the switch that controls the microphone is set to "On". If you accidentally turn the microphone off on your speaker, the device will inform you accordingly.

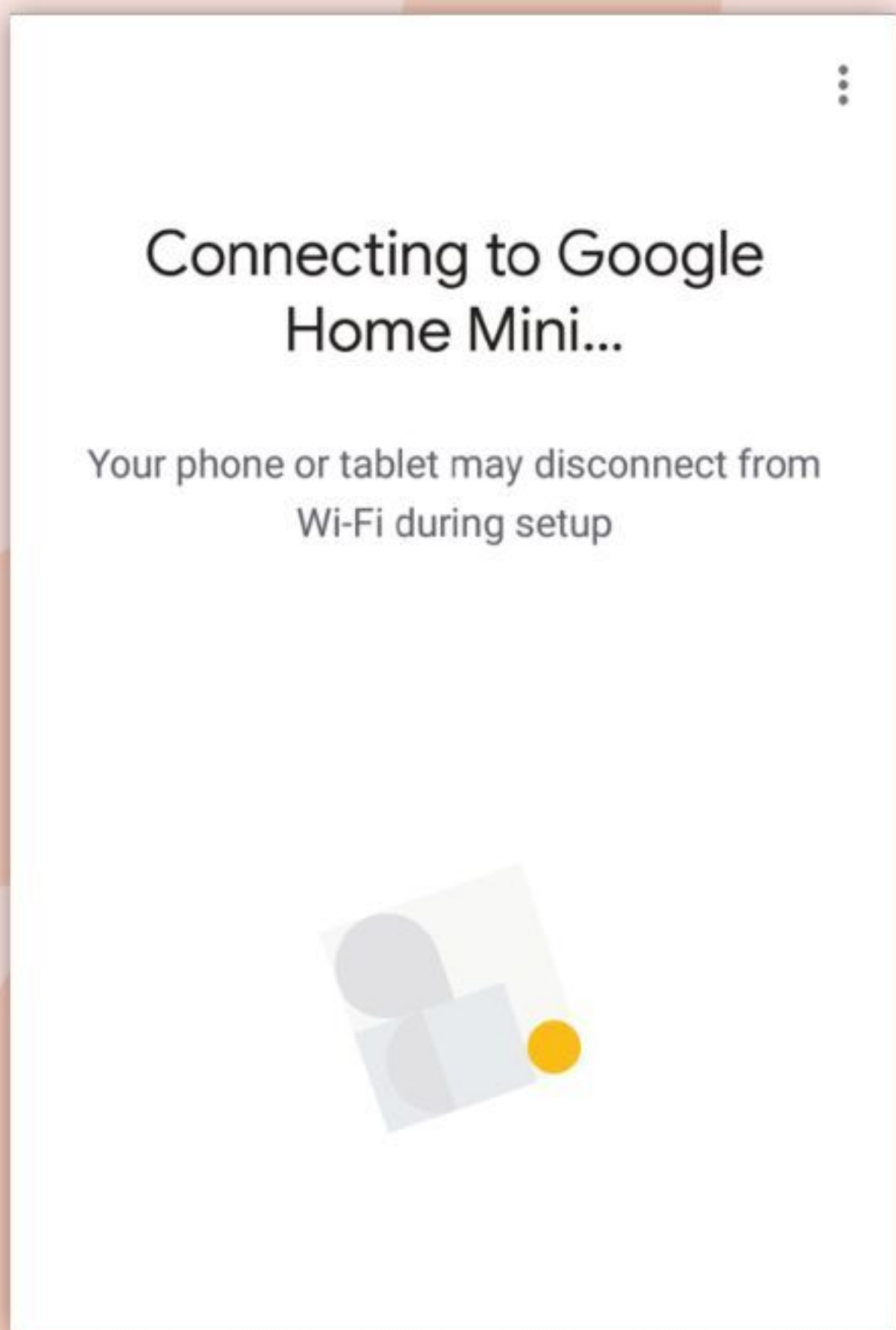
### Step 2

Currently, Google Home is only available for Android devices, and most have it pre-installed. If you don't already have it, find the app on the Google Play store, download and install it on your mobile device (phone or tablet). Once installed, open the app.

### Step 3

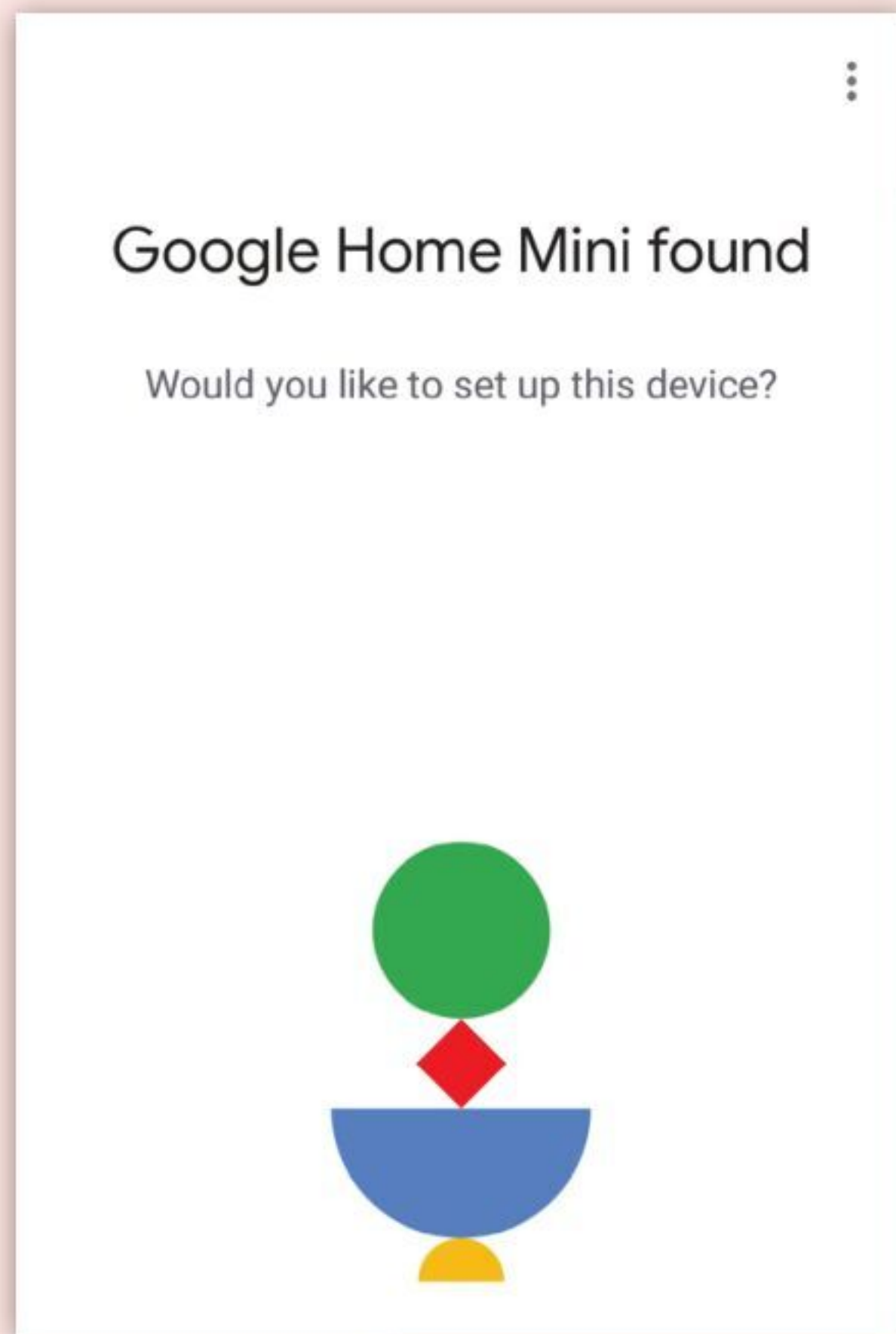
You will need to make sure that your mobile device is connected to the same Wi-Fi network you intend to use for the Google Home speaker. It won't work if you are using a 4G network to connect. Once connected, open the Home app and confirm which Google account you will use to log in.





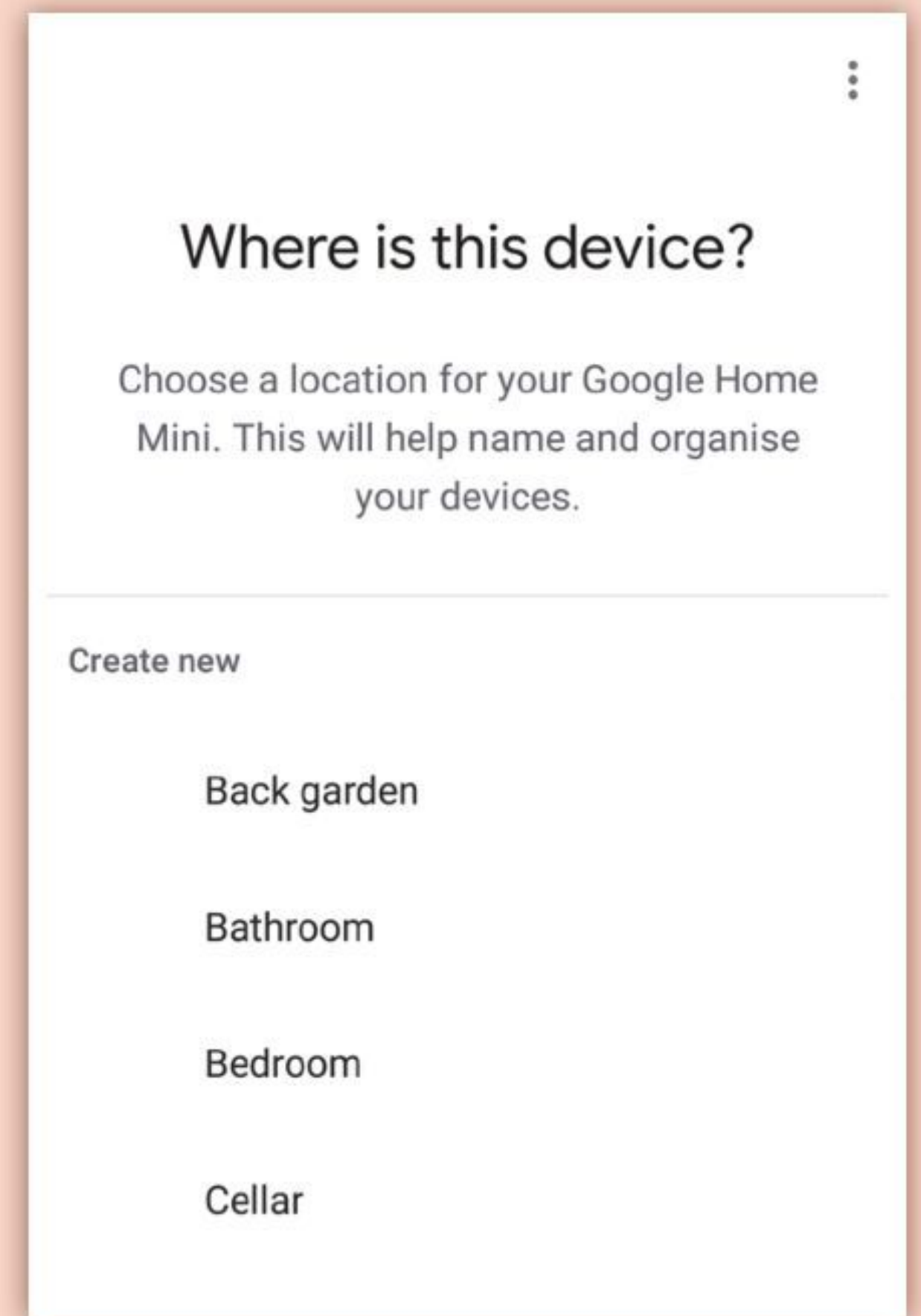
## Step 4

The Google Home app scans for nearby devices that are plugged in and ready to set up. If no devices are found, and you're setting up a device, tap Yes. Make sure that you're near the Google Home device that you're setting up and it's plugged into a wall socket. Then tap Next.



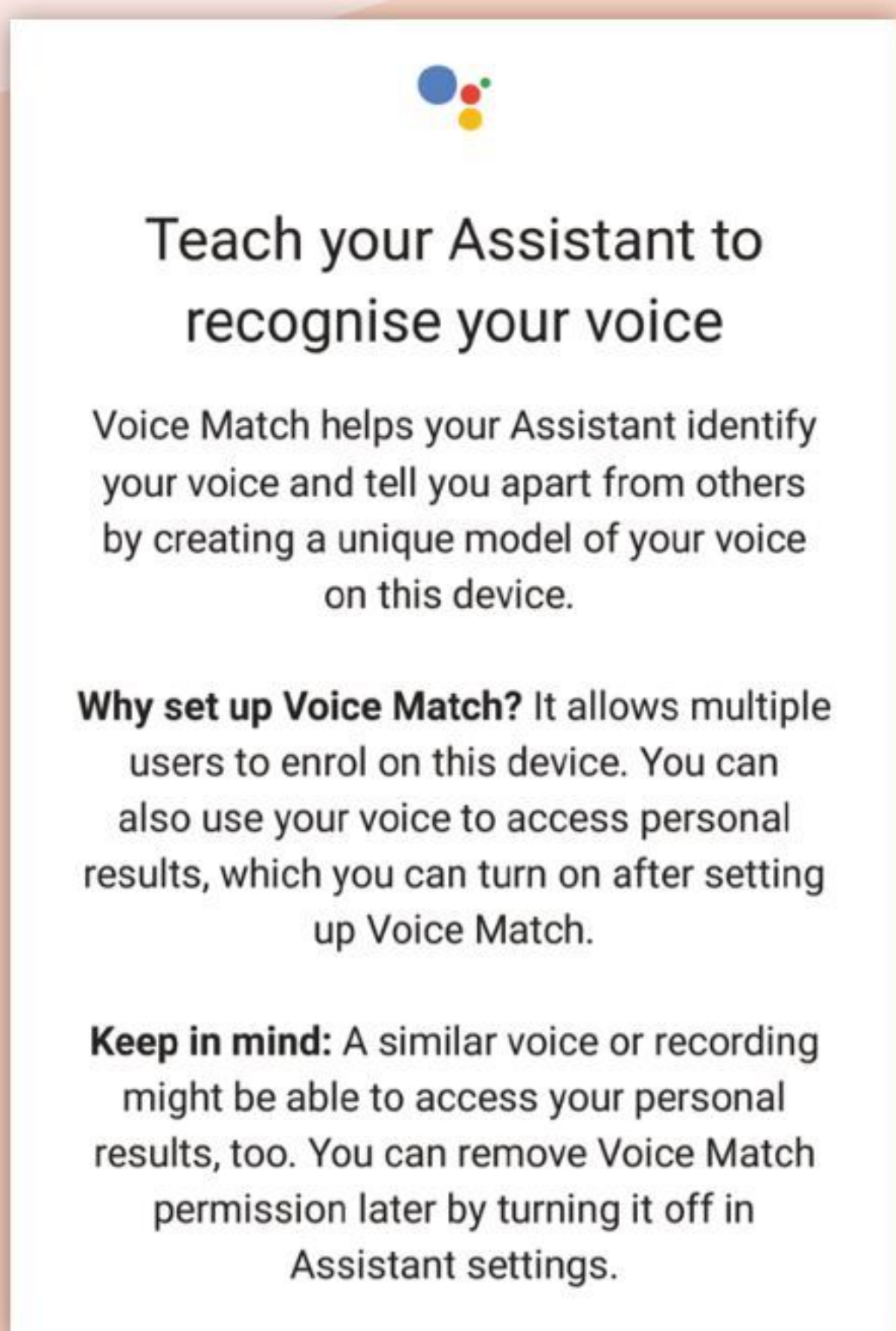
## Step 5

Hopefully your device will be found by the app, displayed on screen and you can then tap Next to continue. If you are setting up multiple devices, select the one you want to set up first, and then tap Next. The app will now connect your phone to your new Google Home ready for configuration.



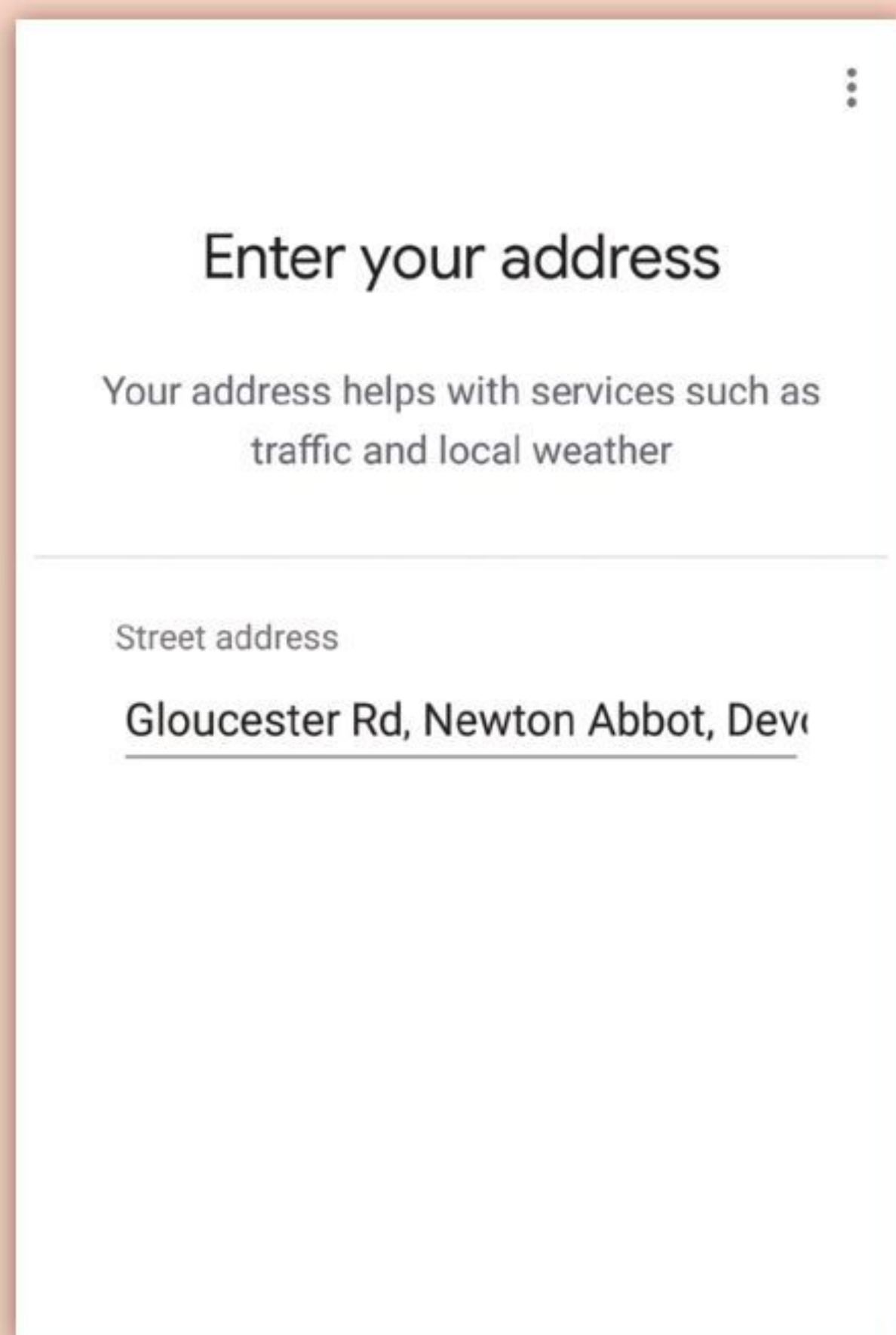
## Step 6

You should hear a sound on your speaker to show it is connected. You can now continue the setup by selecting the room it will be in (this is just to identify the speaker), choosing your region, and setting the assistant language you want to use. Once done, you will need to connect to your Wi-Fi network.



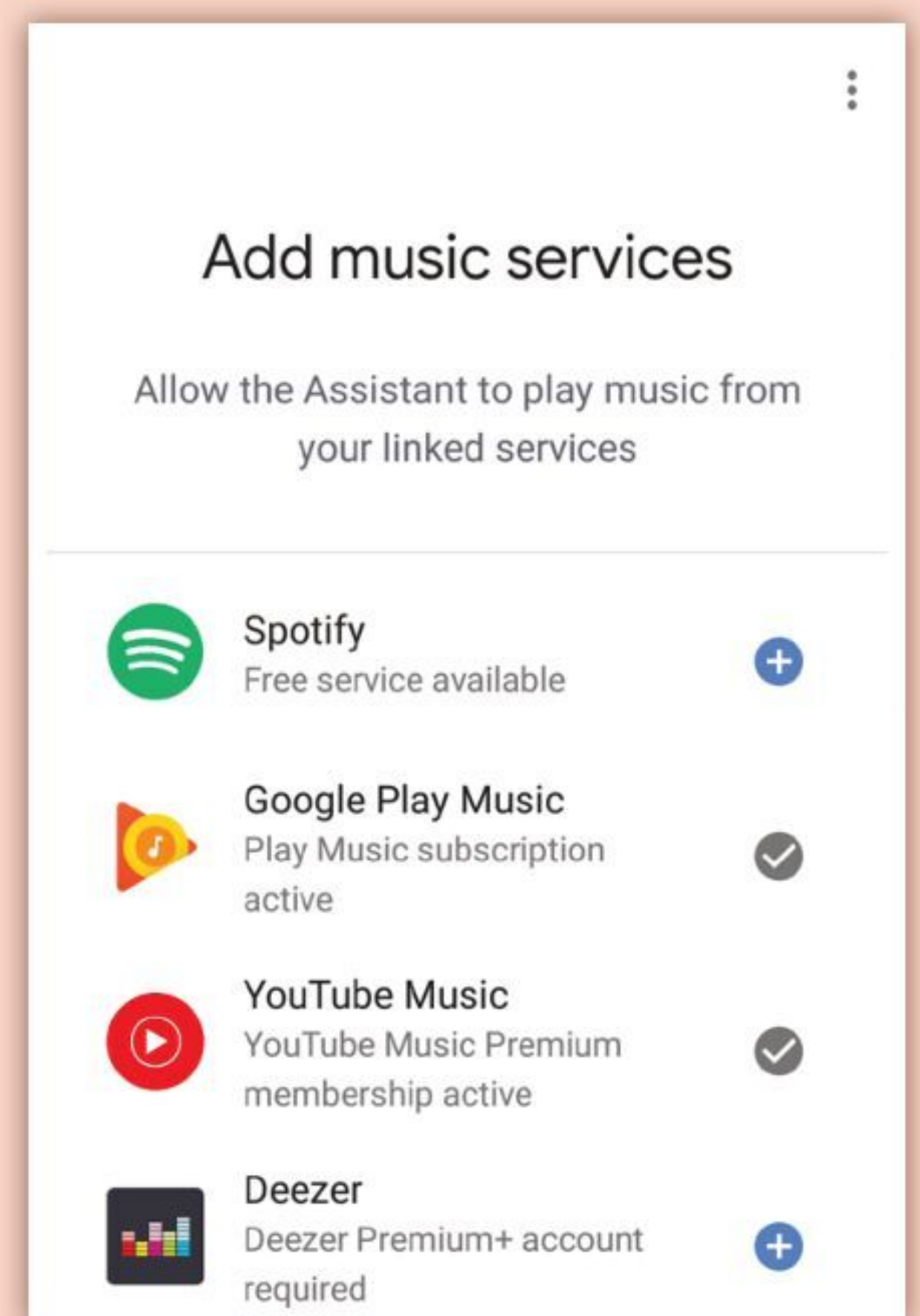
## Step 7

Next, to improve your Google Home experience, set up Voice Match. Voice Match allows multiple users to use the same device and get personalised results. Follow the prompts on screen to teach Google to recognise you. You can remove Voice Match settings later if you wish.



## Step 8

The Google Home app will ask for access to use your location to pre-fill your address. This is the address where your device is located. If you allow access, your address will be pre-filled; otherwise, you will need to enter it manually. When your address is entered tap Next.



## Step 9

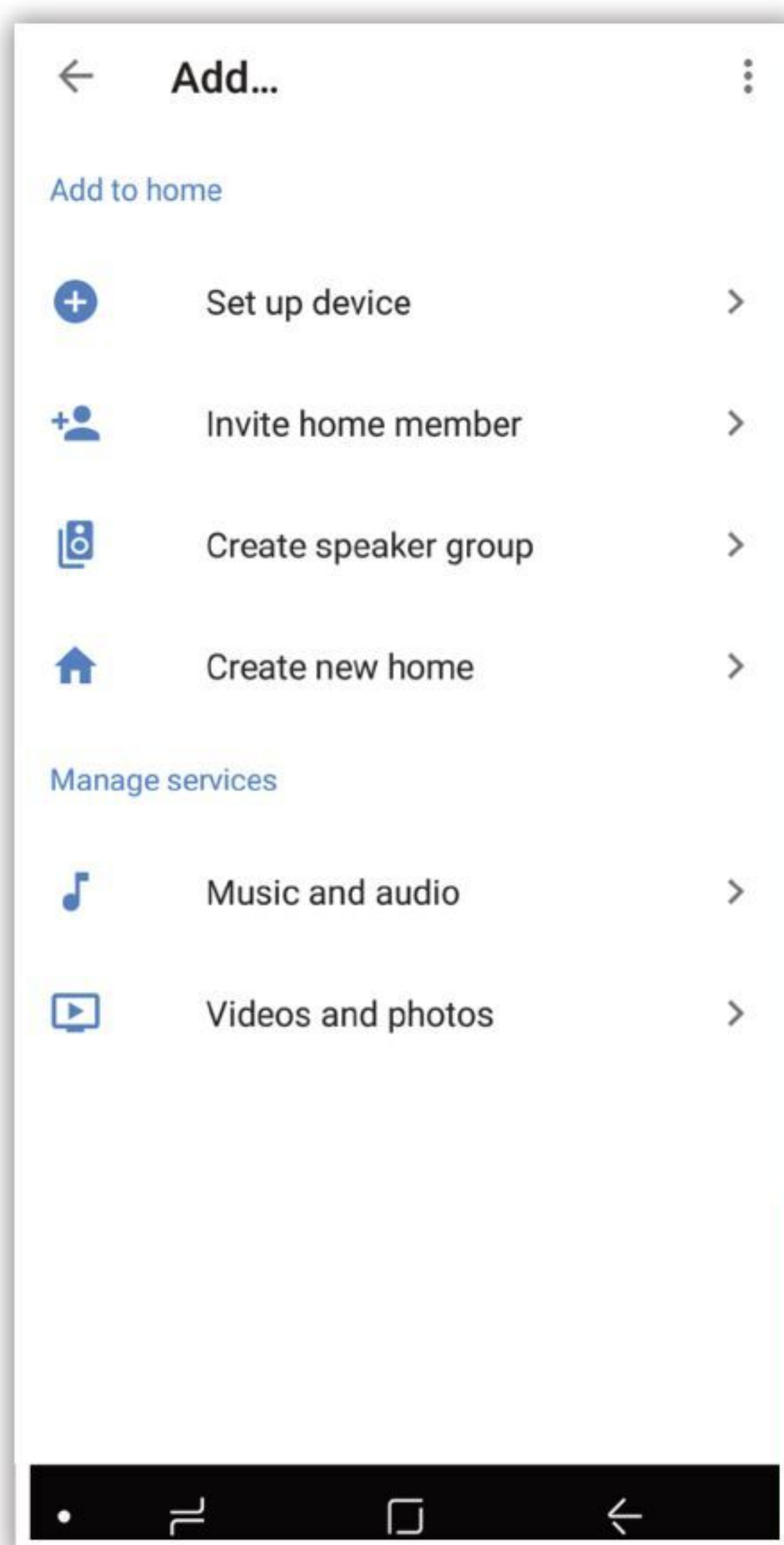
You can now add your favourite services, for example music. Spotify, Google Play Music, YouTube Music and Deezer are just some of those available. If you add more than one, you will need to choose a default music service. Follow the further on-screen prompts to complete the setup.

# Play Music on Google Home

Listening to the music you want on Google Home requires you to set up the music services it uses. To do this you need to know how to ask the speaker to play, stop, pause, shuffle and skip the music you want! Let's take a look at just how you listen to music on Google Home.

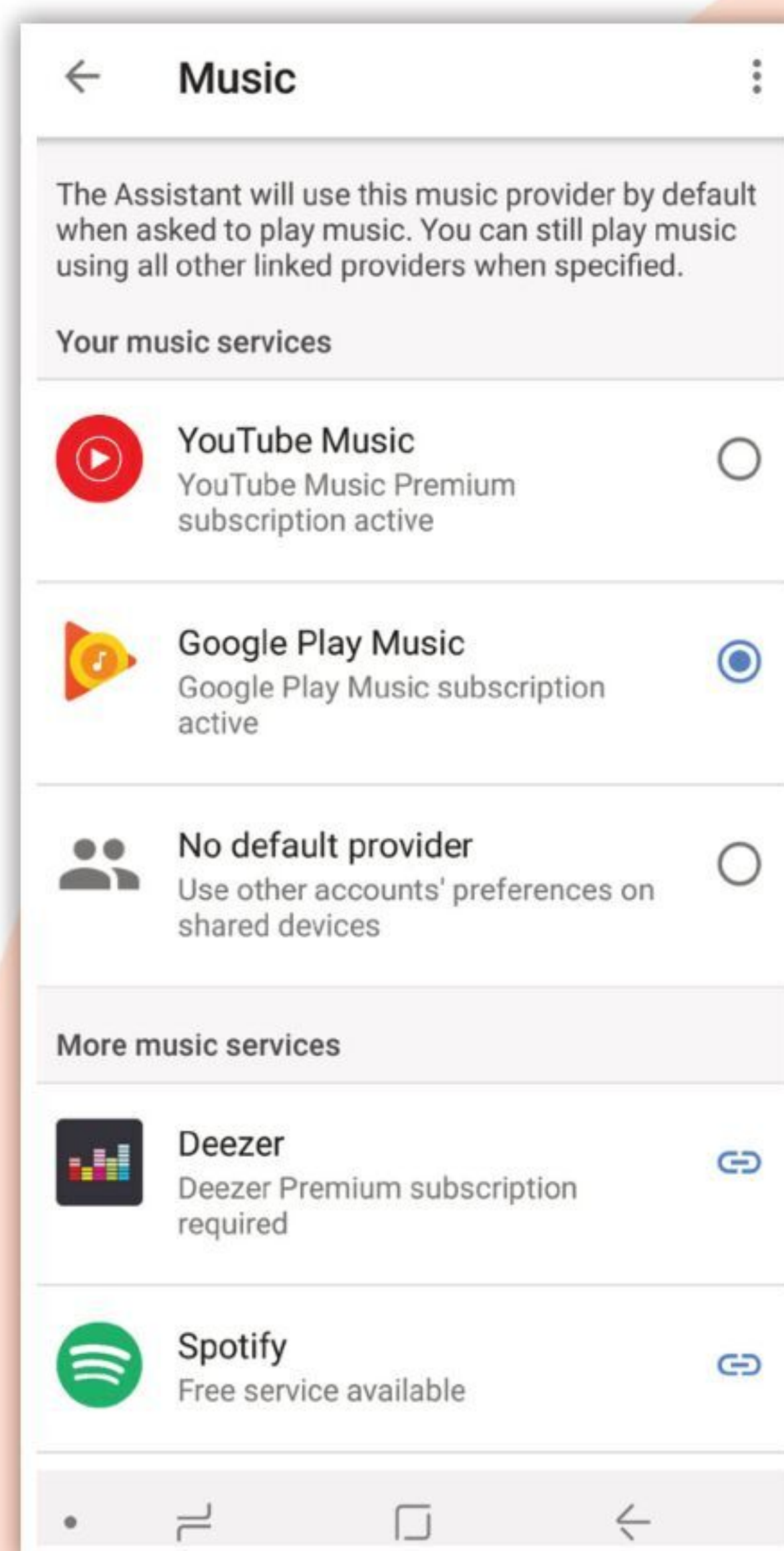
## Choosing Music Services

You can connect your speaker to a great variety of different music services, from Google Play Music to Spotify and Deezer, which will give you access to millions of songs.



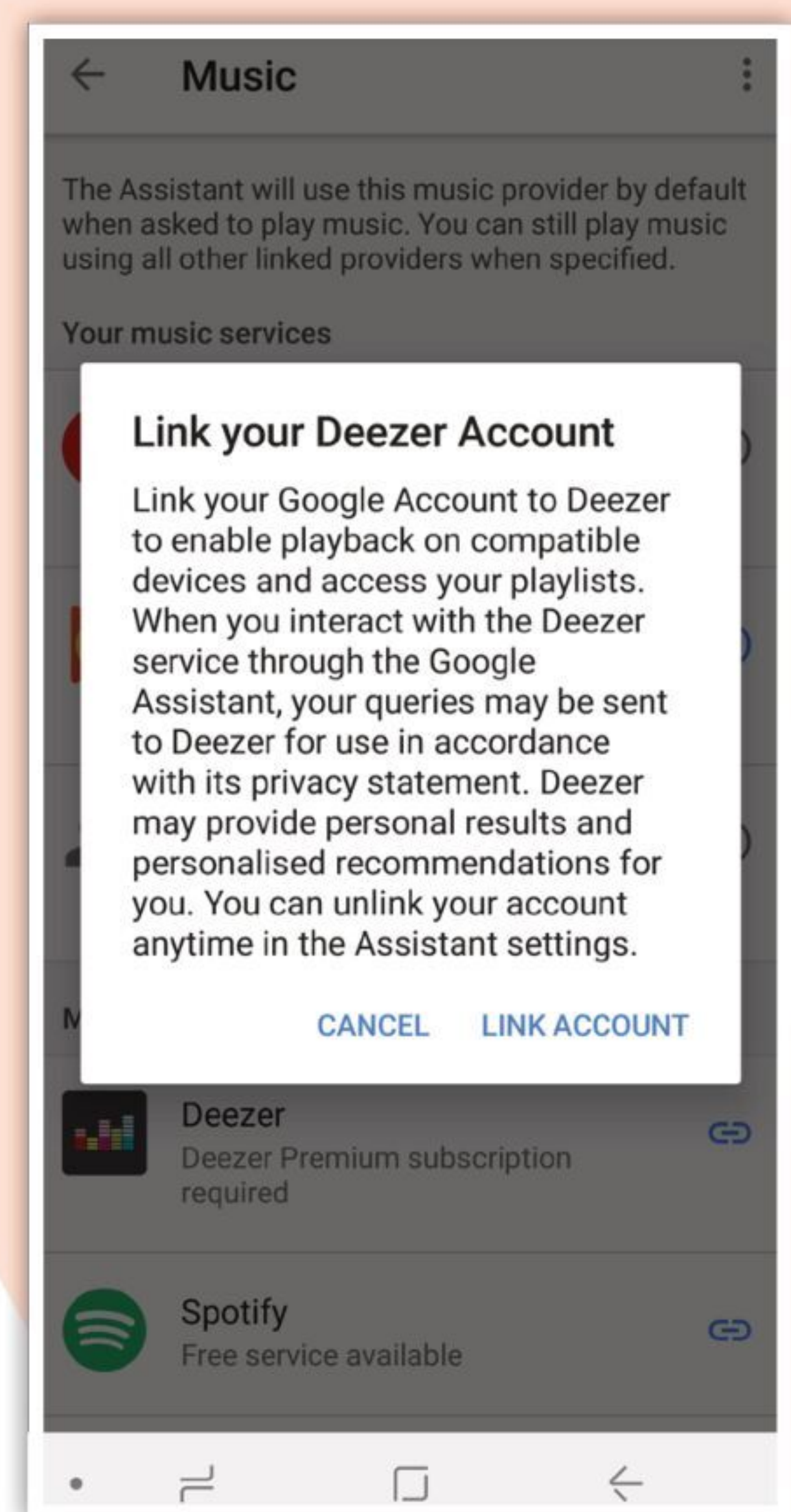
### Step 1

You will have been asked to choose a music service during the setup of the Google home speaker, but if you skipped this step, or want to add more, you can add services at any time. Open the Google Home app on your Android device and tap the +Add button on the Home tab. Then tap Music and audio.



### Step 2

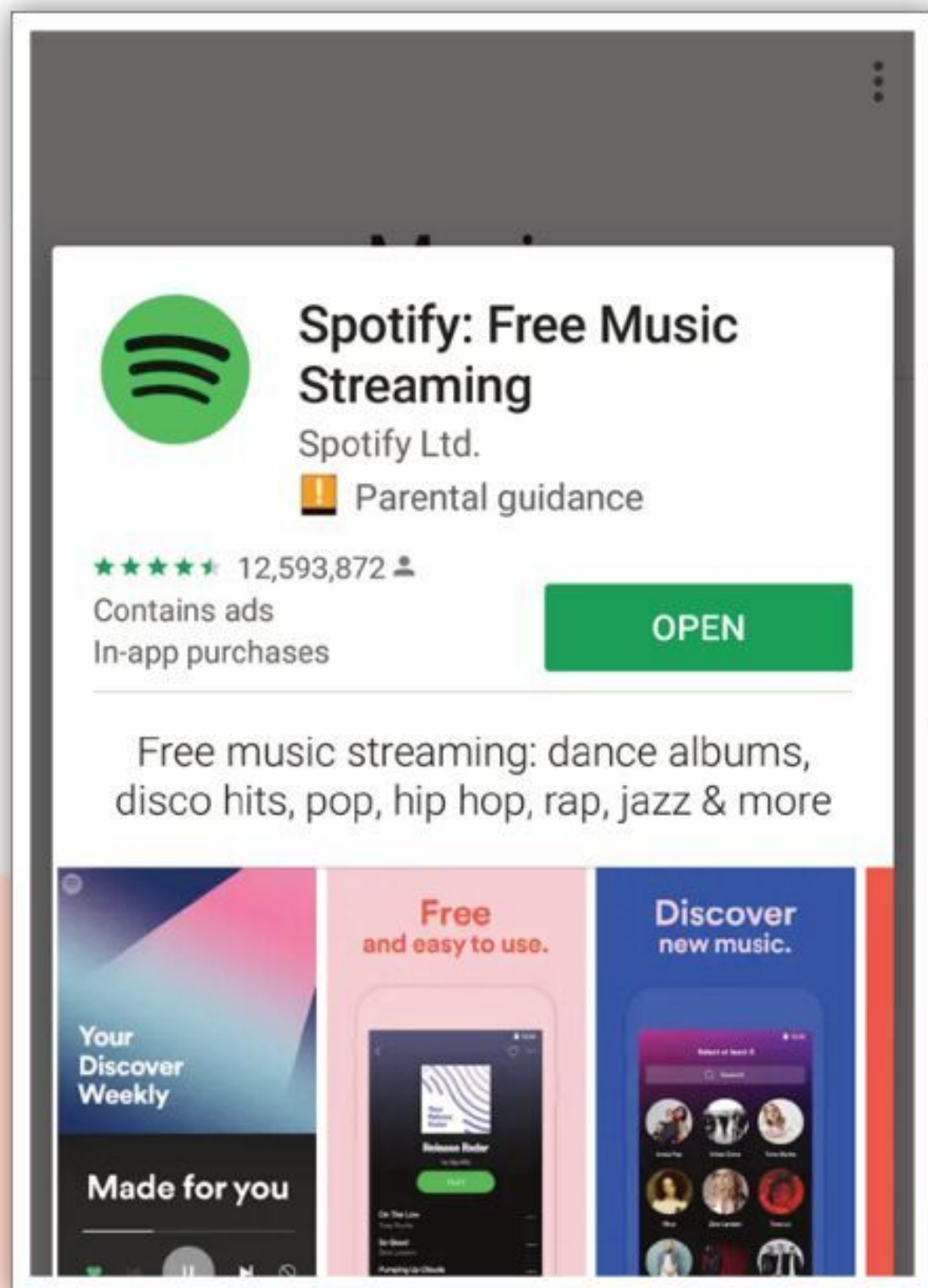
If you have a Google Play Music or YouTube Red account (connected to the current Google account), these services will be linked automatically. To link one of the other music services, tap the small link icon next to each one. Read the information in the box that pops up and then tap Link Account.



### Step 3

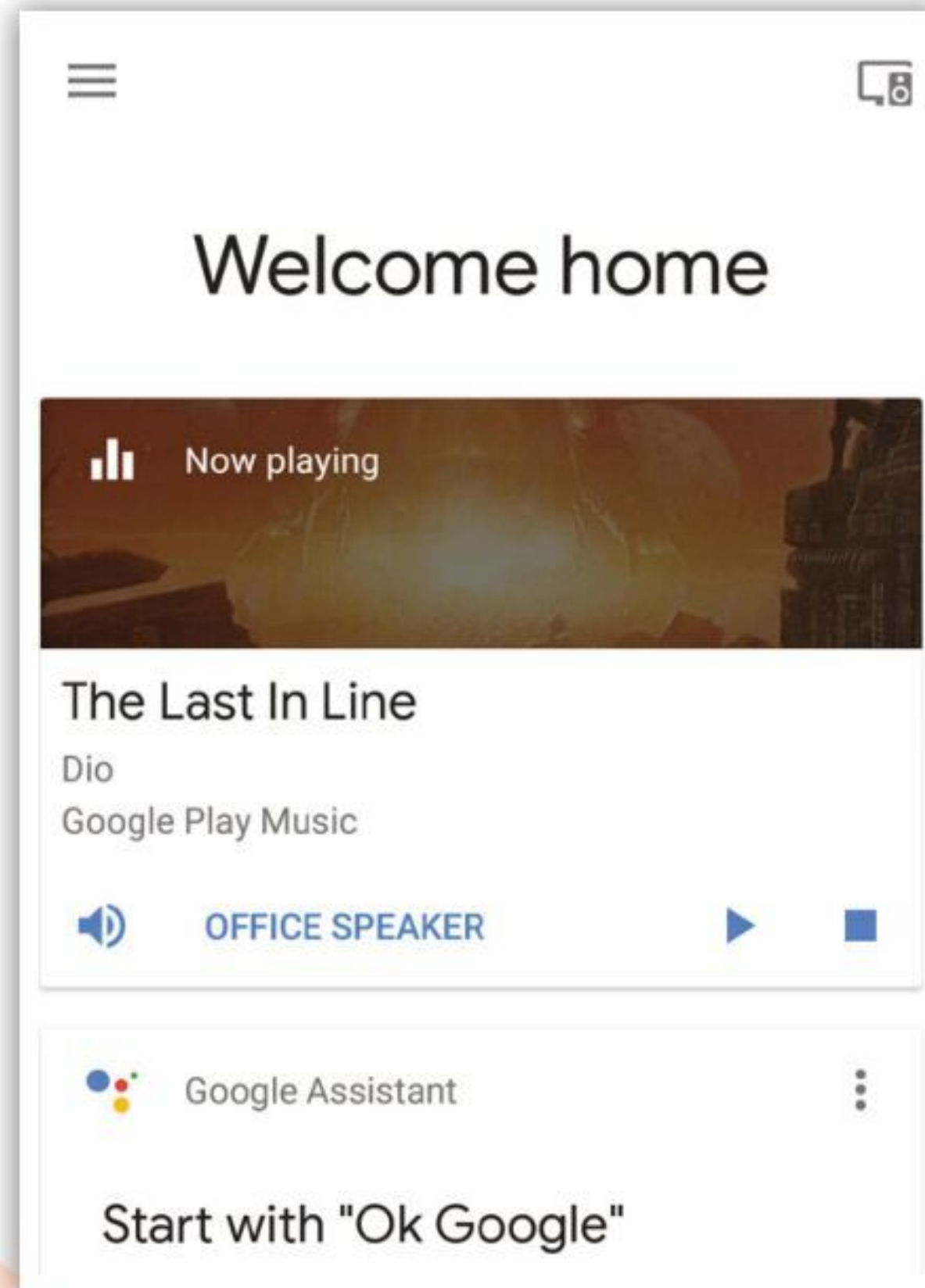
You will now be taken to the music service Login screen, where you will have to log in to your account (or create an account if you don't already have one). Once this is done successfully, you will be returned to the Home app where you will see the music service linked to your Home device.

# Playing Music on Google Home



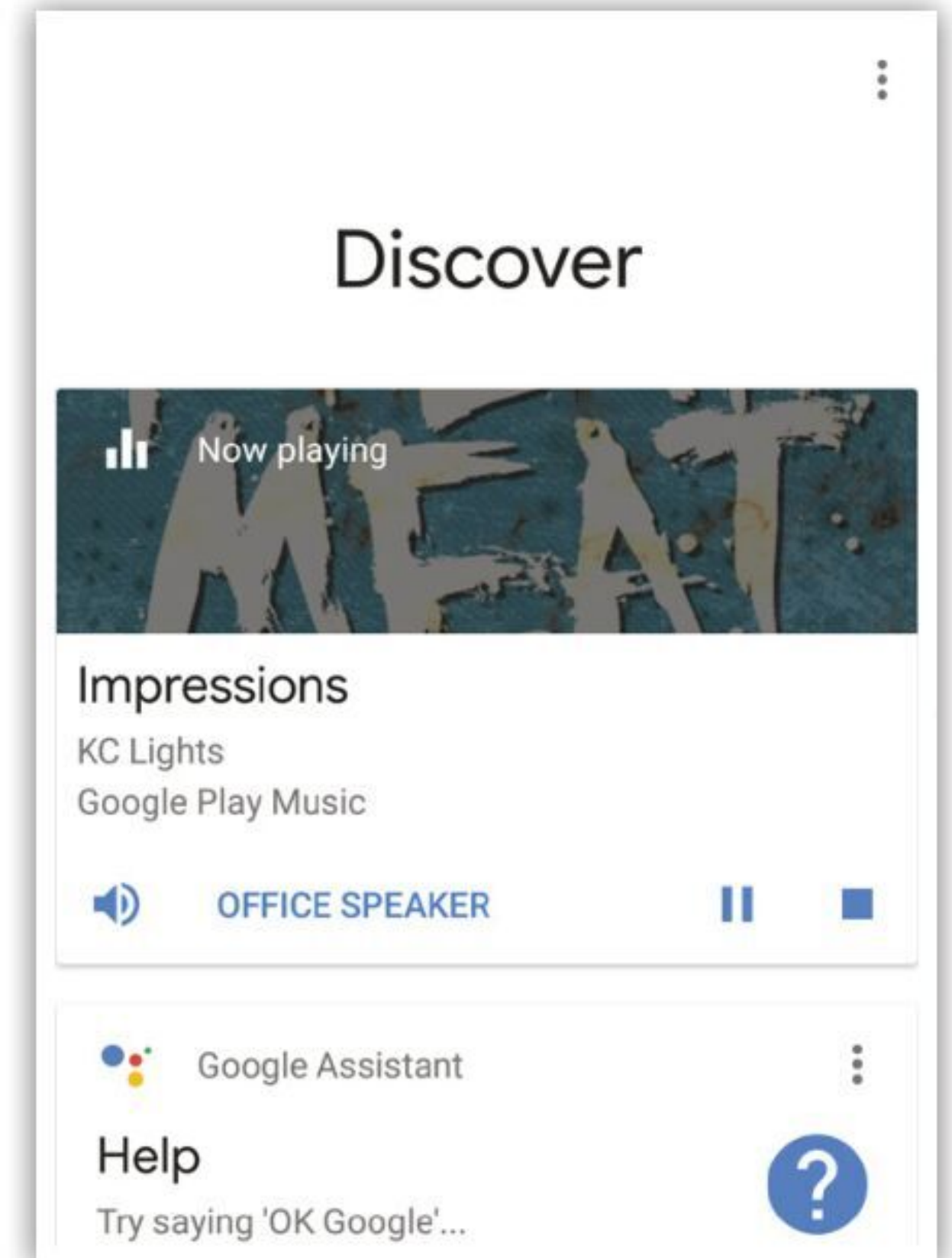
## Step 1

Now you have your music services linked to Google Home, you can start listening. Exactly what music you can listen to depends on which service you are using. For example, you may not be able to request certain songs by name if you only have a Spotify Free account.



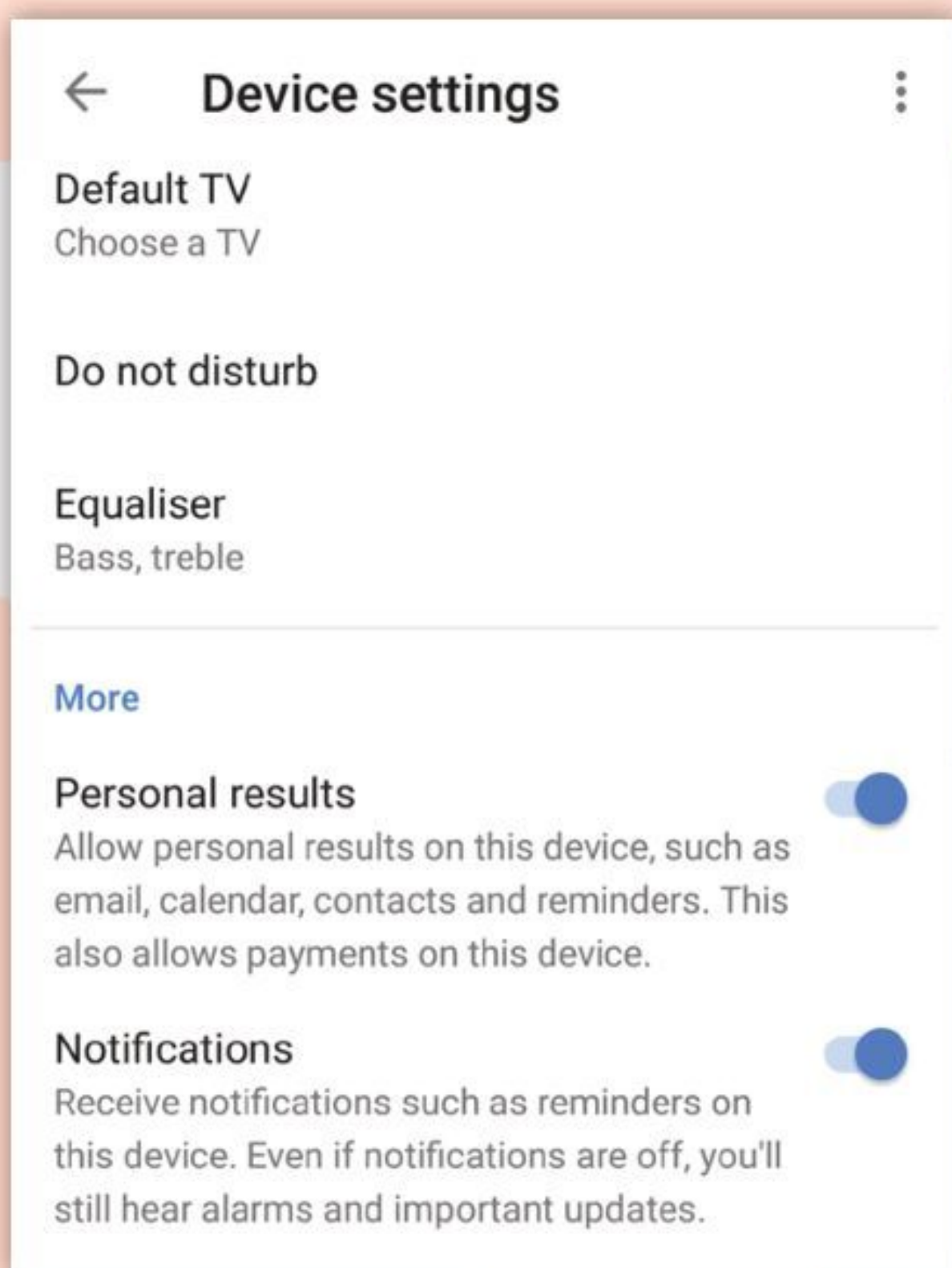
## Step 2

To play a specific song, say "Hey Google, play <song name>," "Hey Google, play <song name> by <artist name>," or "...play <song name> on <music service>." Certain music services will also allow you to search for songs by saying, "...play songs like <song name>."



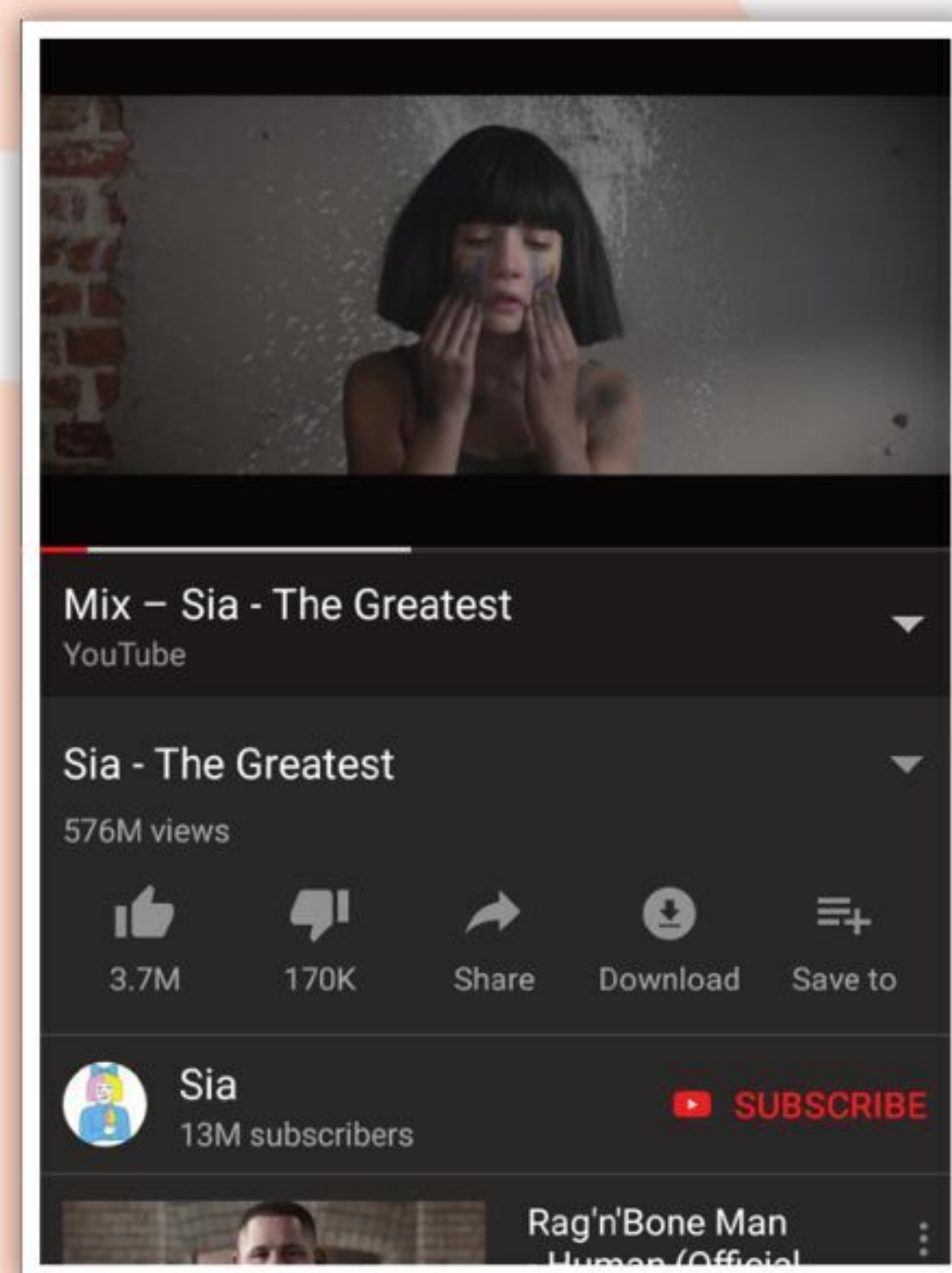
## Step 3

There are some specific commands for the different music services, but all of them will react to the general music control commands. These are: "Play," "Shuffle," "Pause," "Resume," "Stop," "Next," "Skip," "What song is playing?" "Volume up/down," or "Set volume to 5."



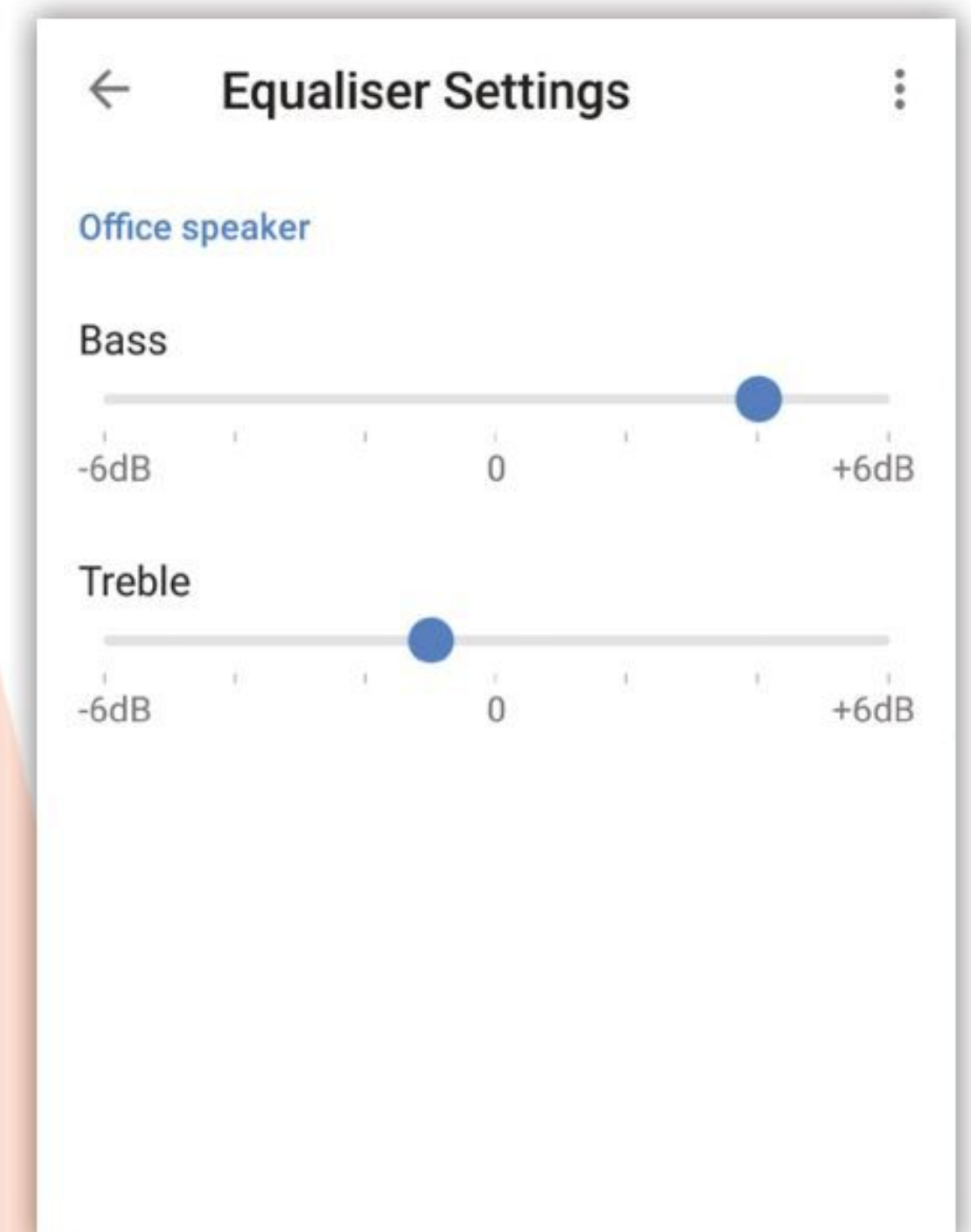
## Step 4

Guests and housemates cannot access your library content if you've set up Voice Match. However, you can give them access by uploading your music to their account. If you haven't set up Voice Match, guests and housemates can access music from your library in the same way you can.



## Step 5

You can also play music from your desktop Chrome browser on your Google Home speaker (as long as the computer is connected to the same Wi-Fi network). Open the browser and start playing the music. Click the Chrome menu button, select Cast and choose the speaker to play through.



## Step 6

You can use the Home app on your Android device to control the music that is playing on your speaker. Open the app and tap the speaker name on the home tab. Here you will see play and pause controls, along with a volume slider. Tap the Equaliser button to change bass and treble levels.

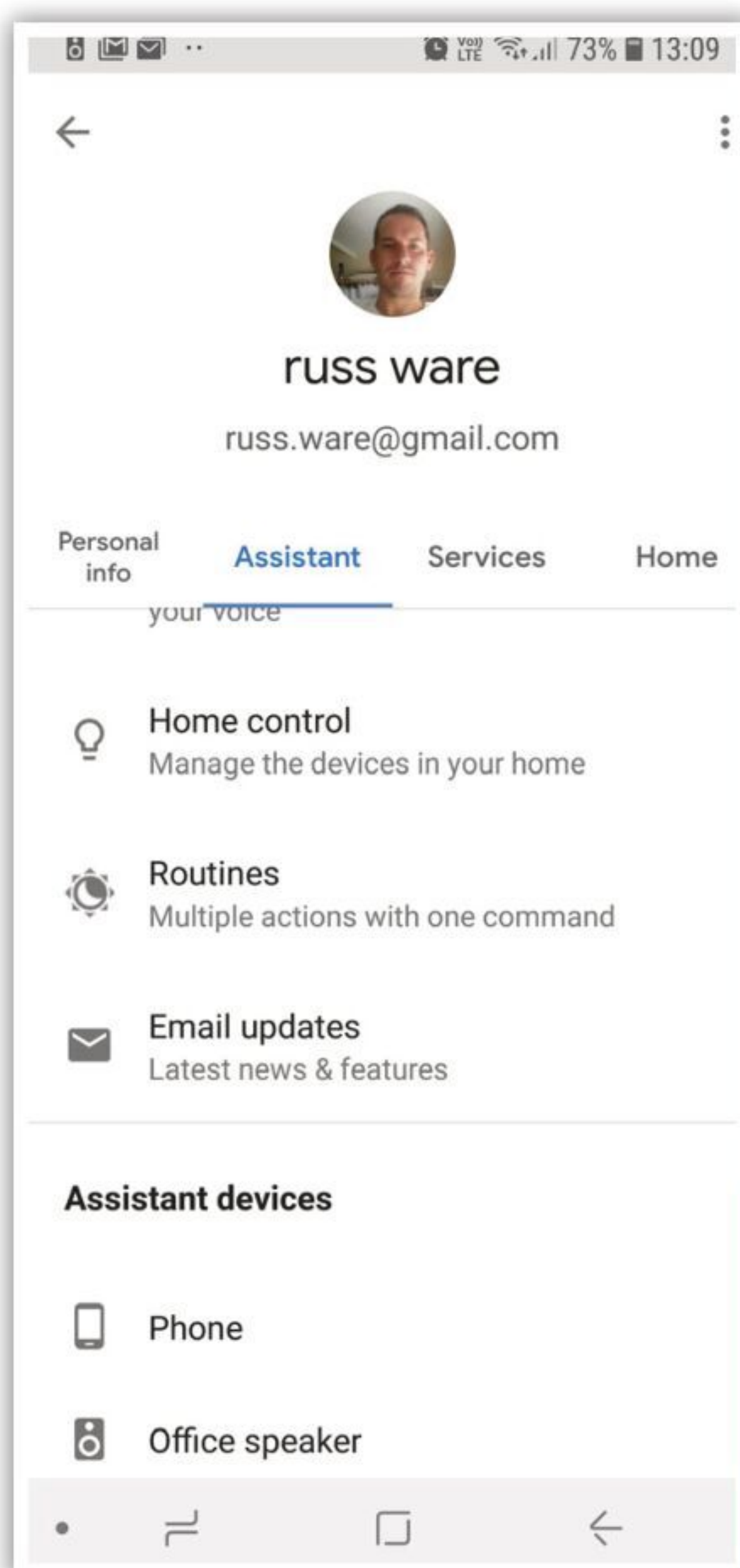


# Using Google Home Routines

Routines are a set of actions that your Google Home can perform when activated by a single voice command. You can customise existing preset routines in the Google Home app, or you can create your own routines from scratch, using a wide variety of available actions.

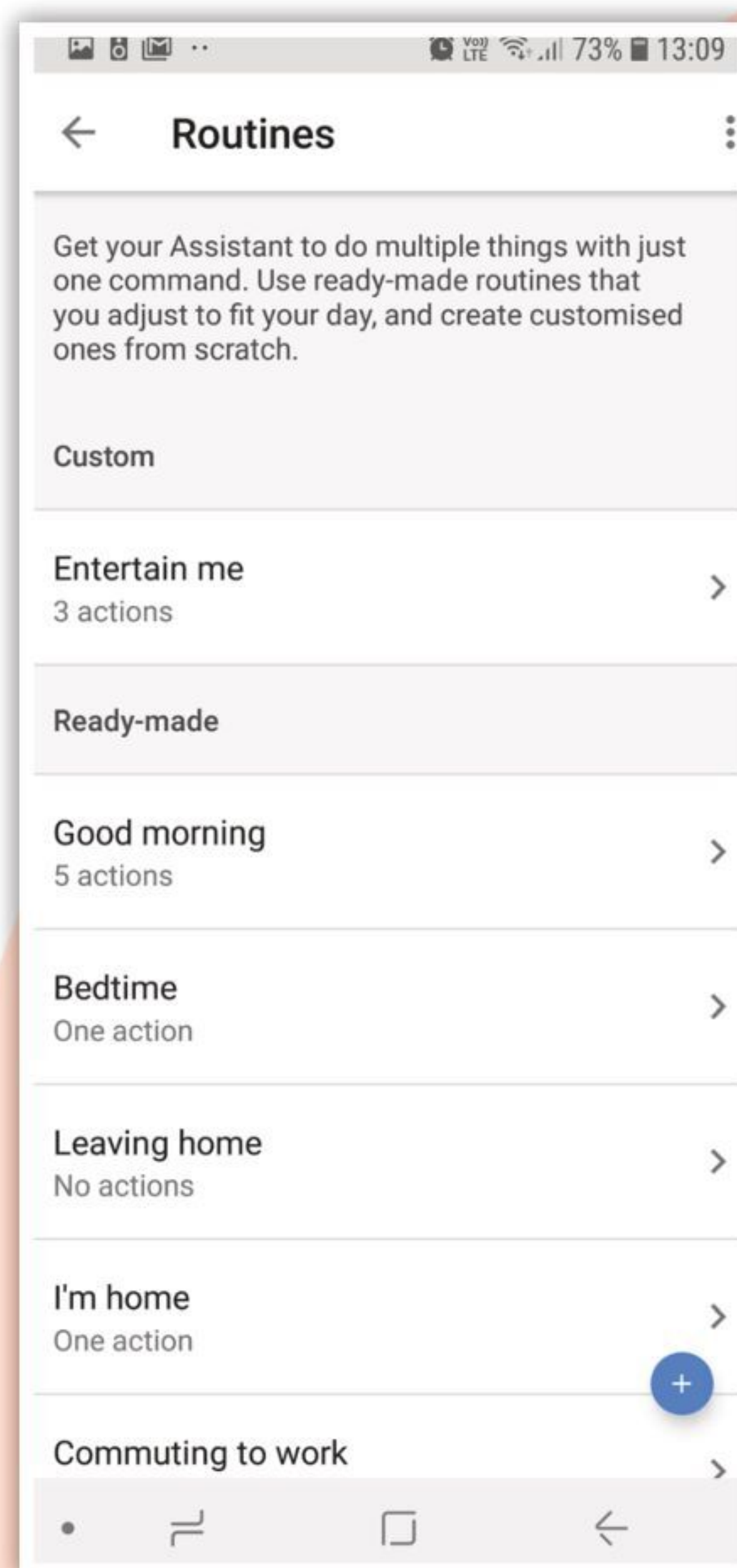
## Create and Manage Routines

Learn how to customise, create and use Routines with your Google Home speaker and the Google Home app.



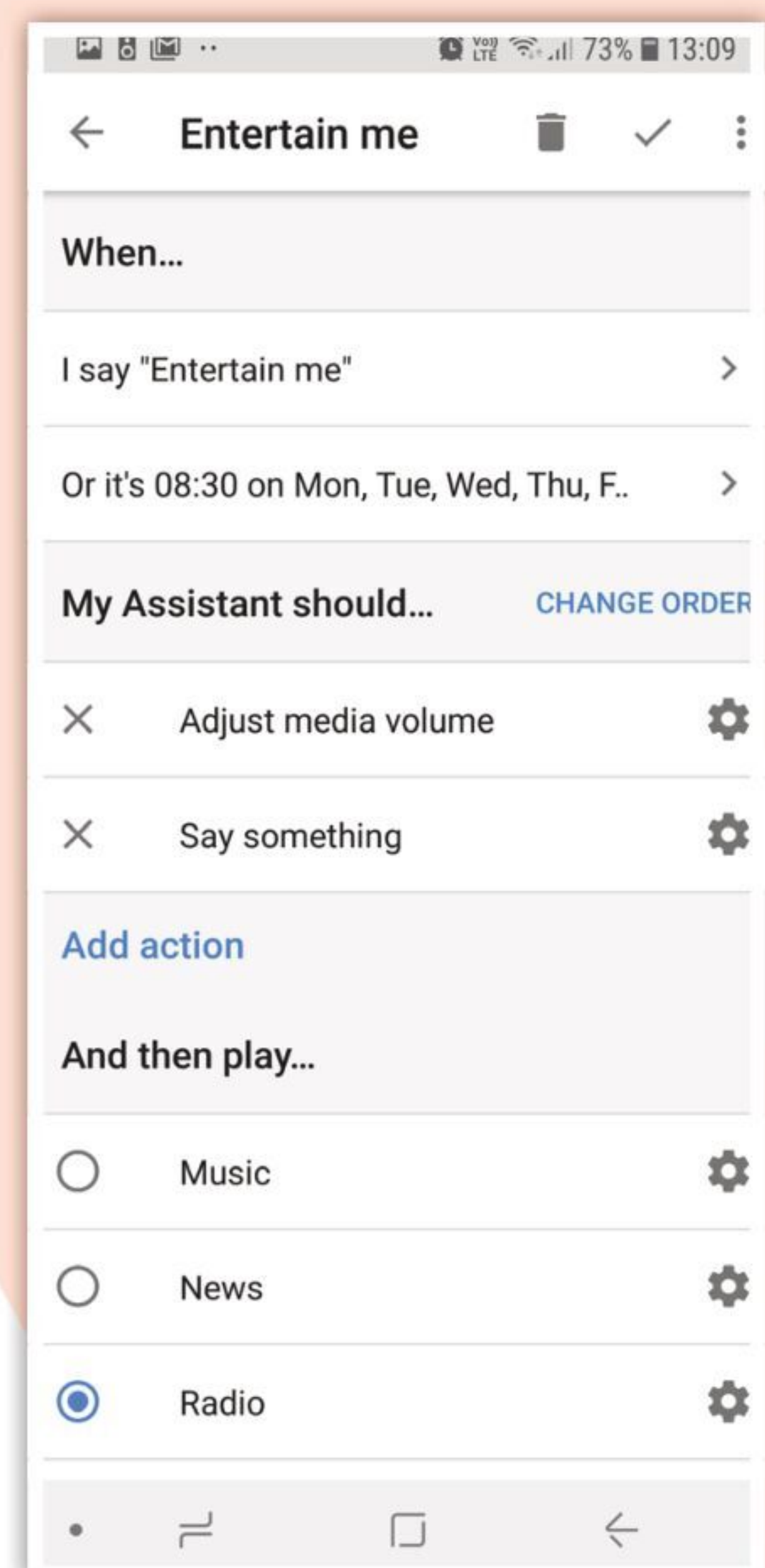
### Step 1

Your Google Home app comes with several pre-set routines. To view or edit these, tap the Menu button at the top left, and select "More settings". Scroll down and tap the "Routines" section. Here you will see displayed all of the existing routines, for example "Good morning" or "Bedtime".



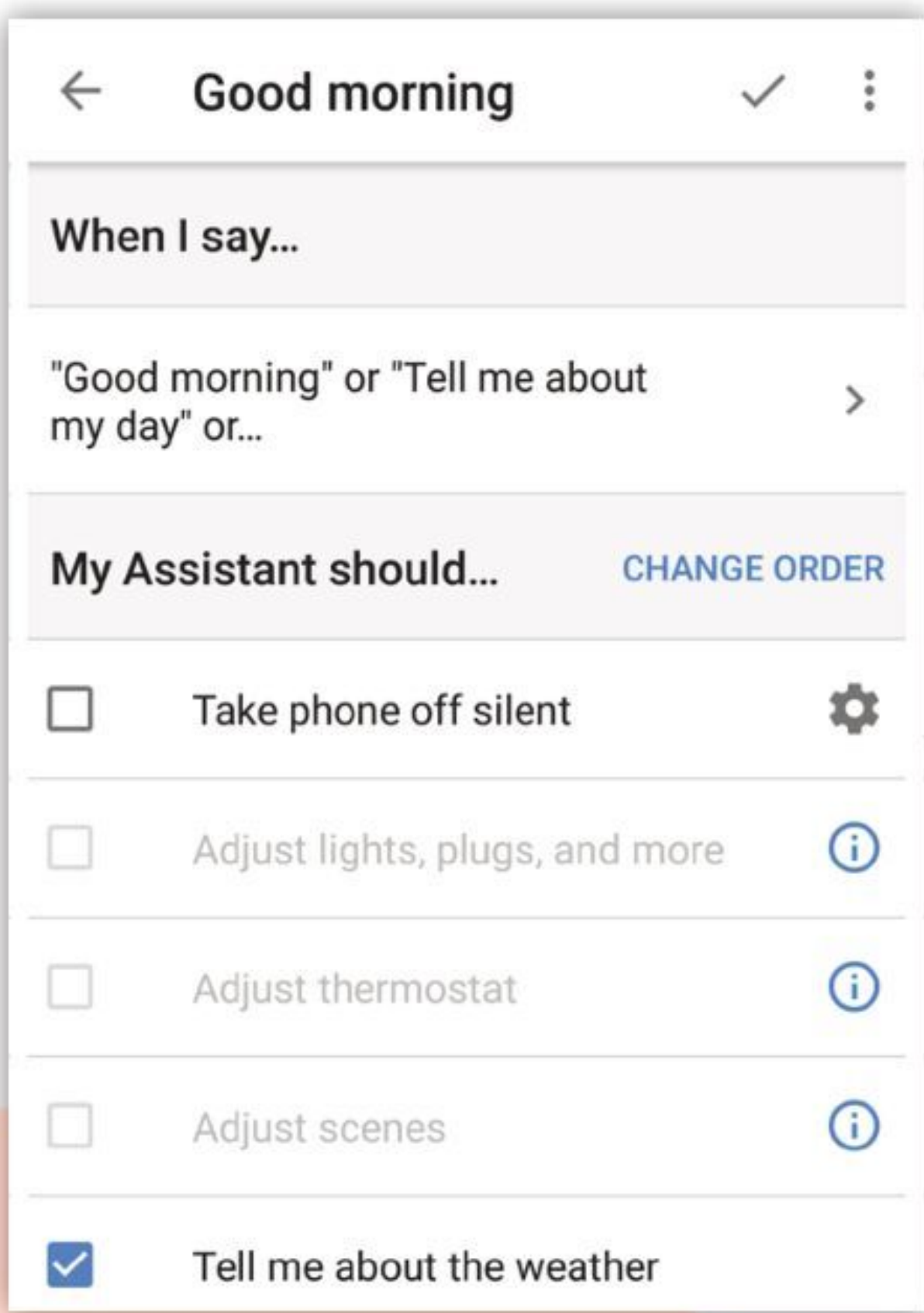
### Step 2

Below each routine name, you will see the number of associated actions. Tap a routine to start editing it. While all routines can be edited, you will notice they have differing numbers of actions that can be added. The pre-set routines illustrate this difference.



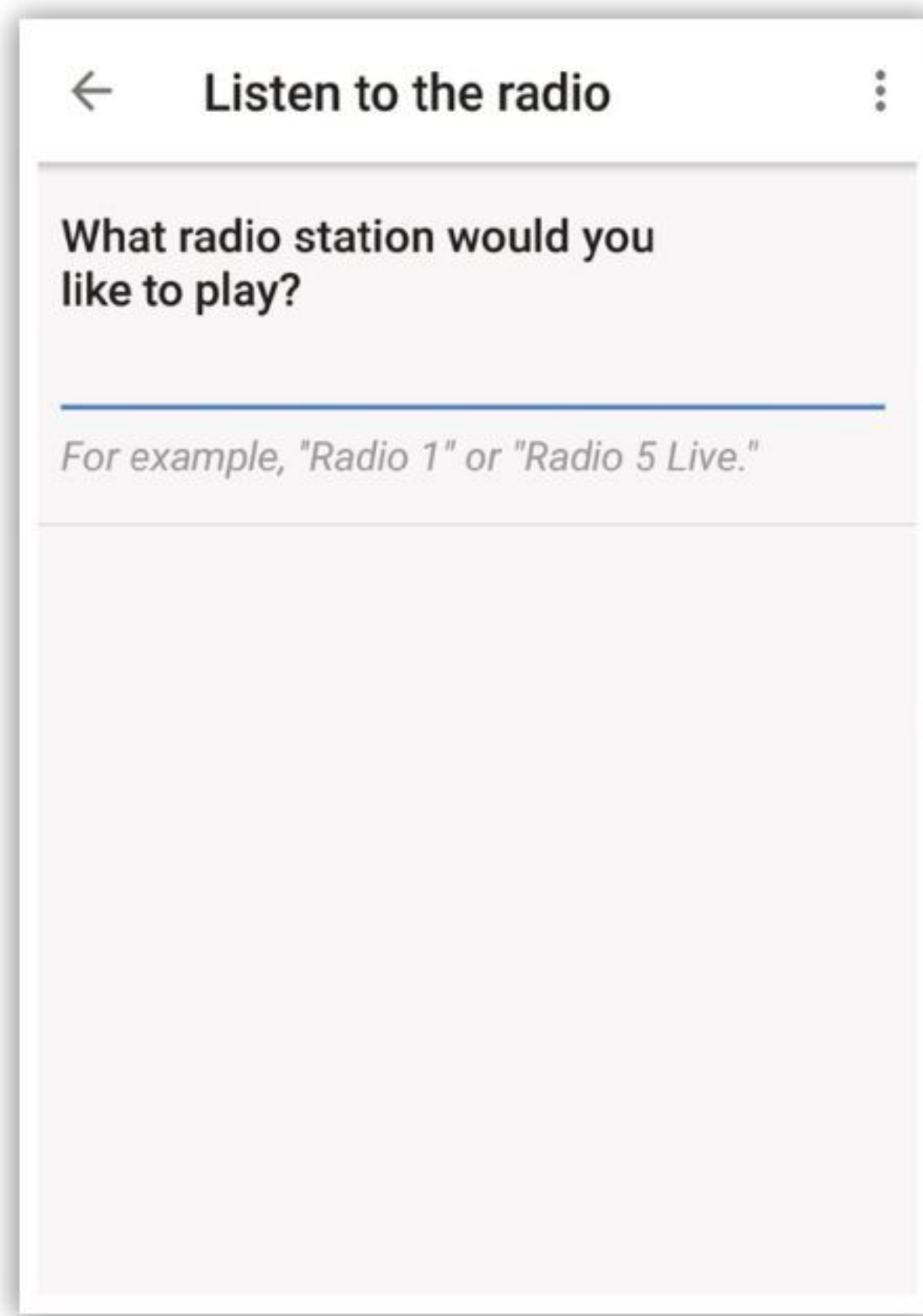
### Step 3

Routines are split into sections: "When I say...", (the command) "My assistant should..." (the main actions to perform) followed by "And then play" (additional actions). You can manage and edit each of these sections individually.



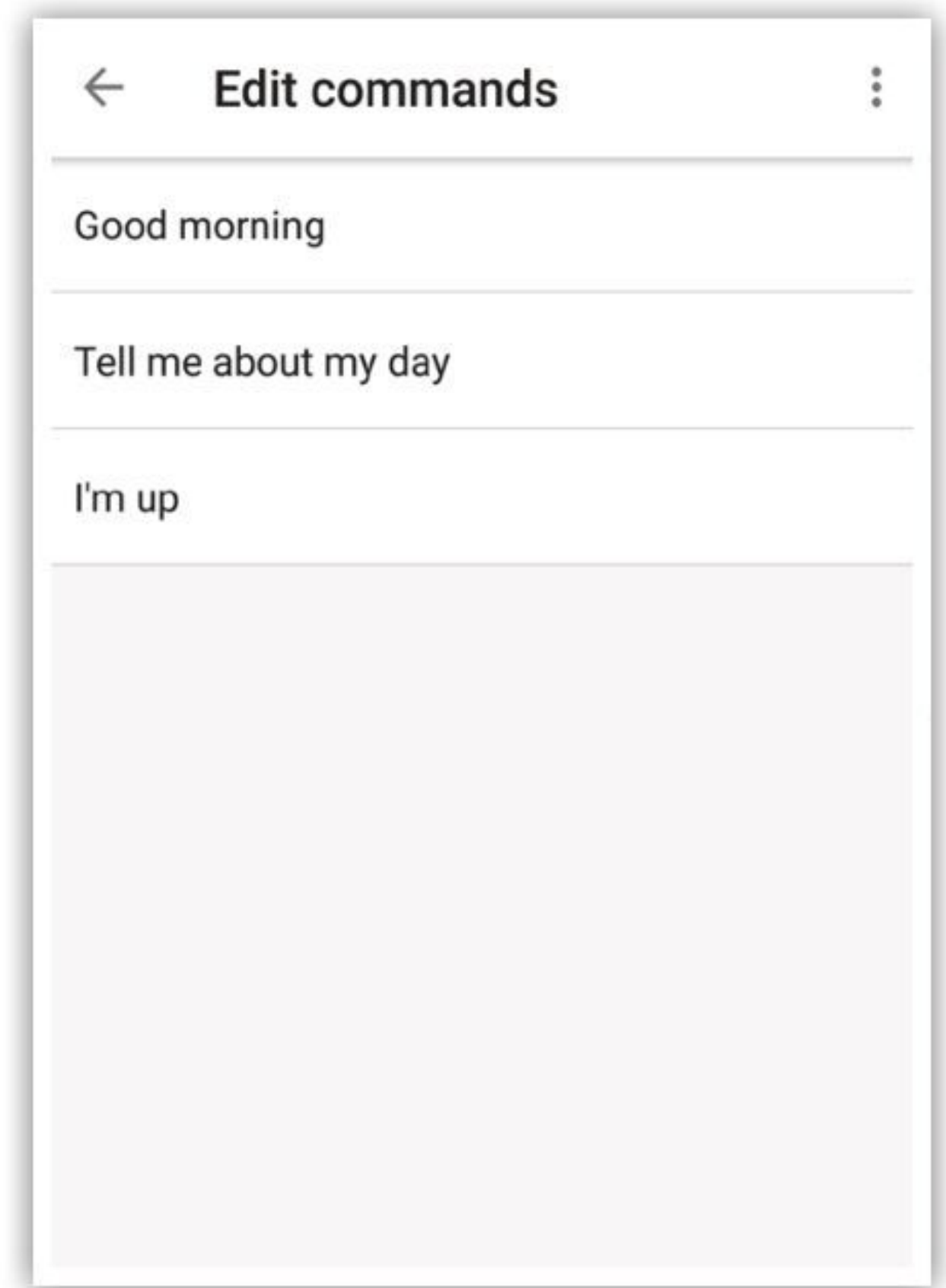
### Step 4

For example, the single command "Good morning" could take the phone off silent, tell you the weather alongside your reminders and commute information. It could then give you the news headlines from a variety of sources (BBC, CNN, etc.) before playing your favourite radio station until you tell it to stop.



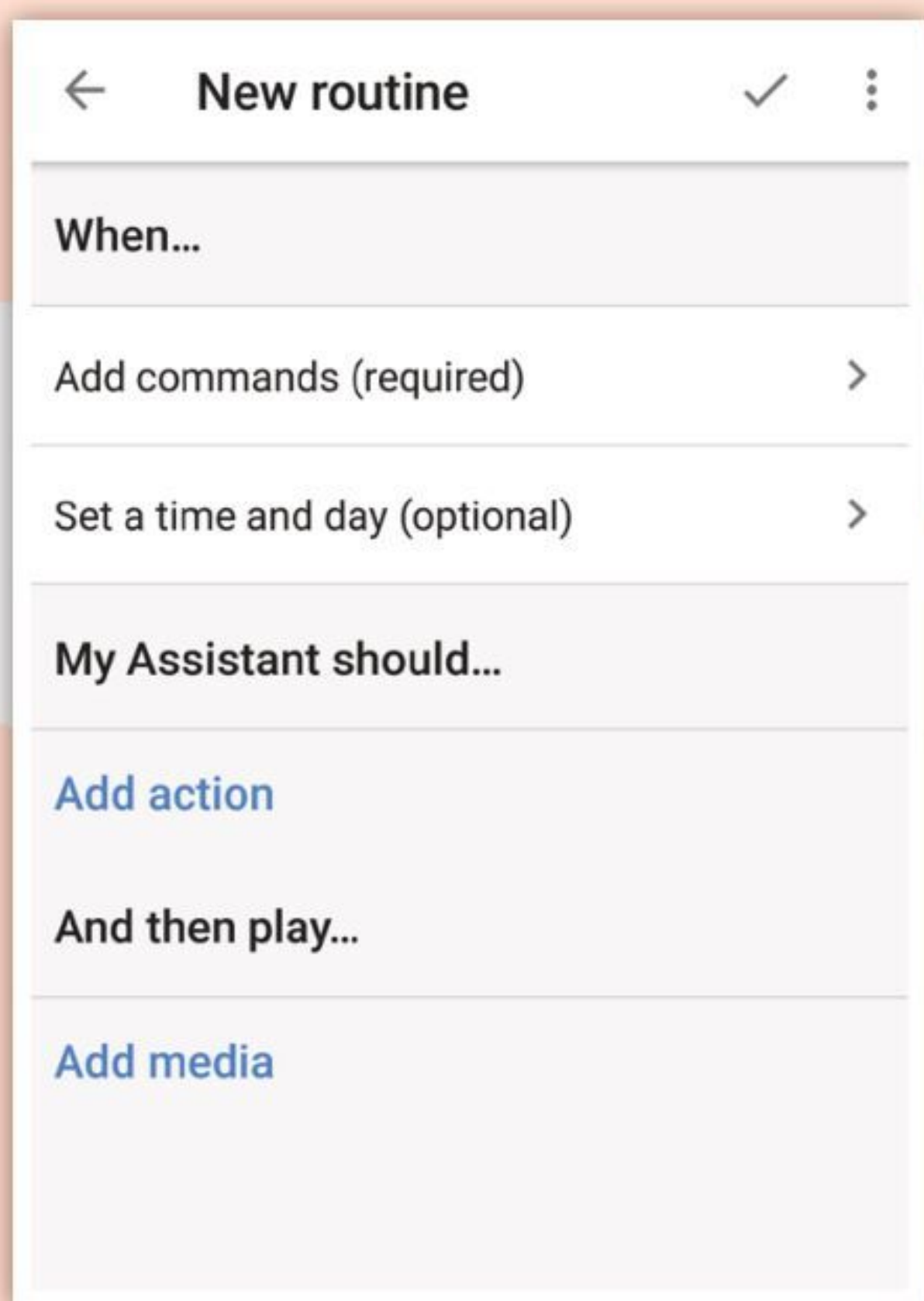
### Step 5

Tap the checkbox next to each action to add or remove it from the routine. If the action has a gear icon next to it, you can tap this to see further settings. For example, the Play Radio action allows you to choose the radio station you want to use, and music settings lets you choose the music source.



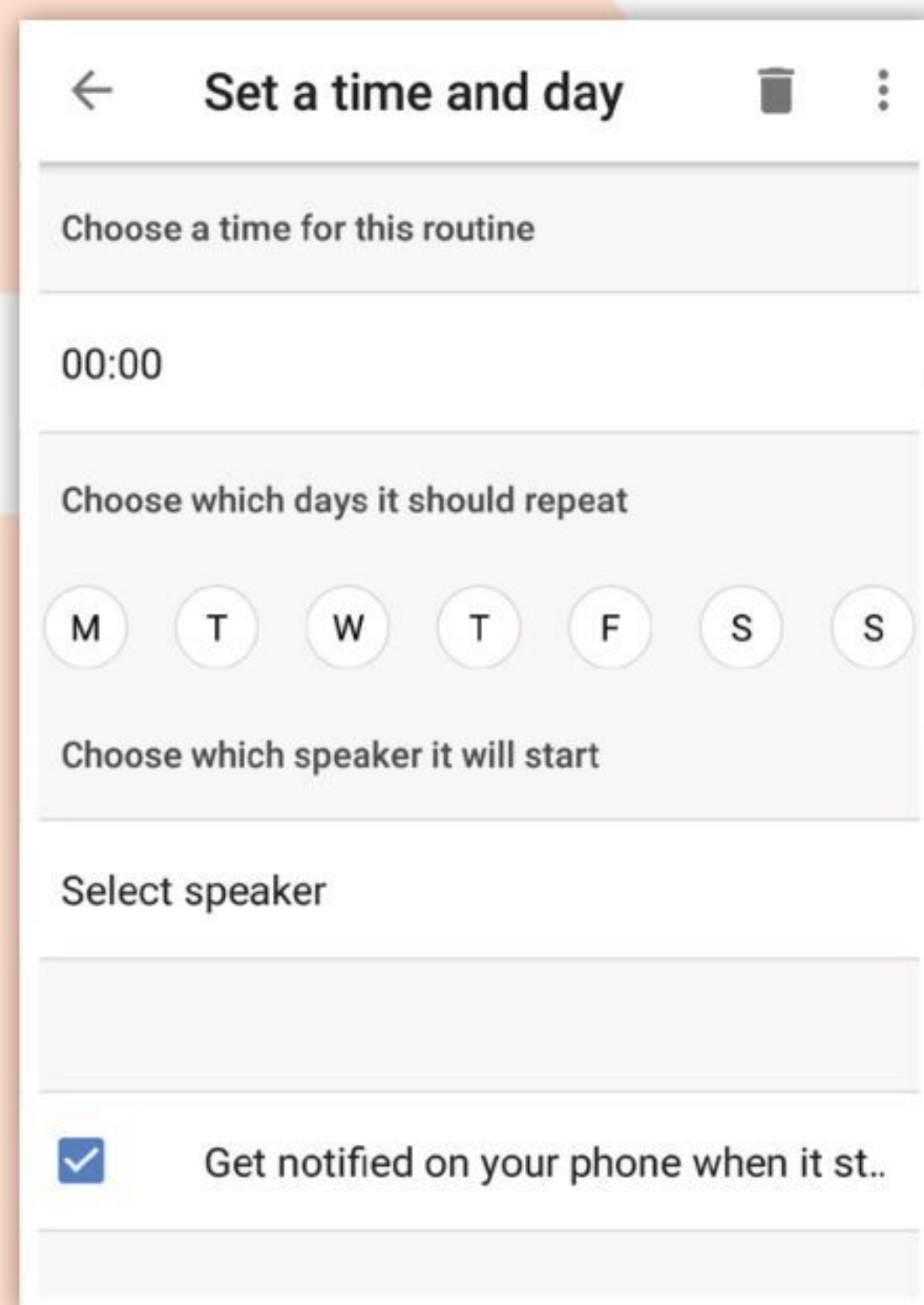
### Step 6

You can also change the command that activates the actions (although you will still need to say "Hey/Okay Google" first). Most pre-set routines have a couple of commands already set, but you can add a new one by tapping the top section, then tap + and type your desired command and then press Enter to activate it.



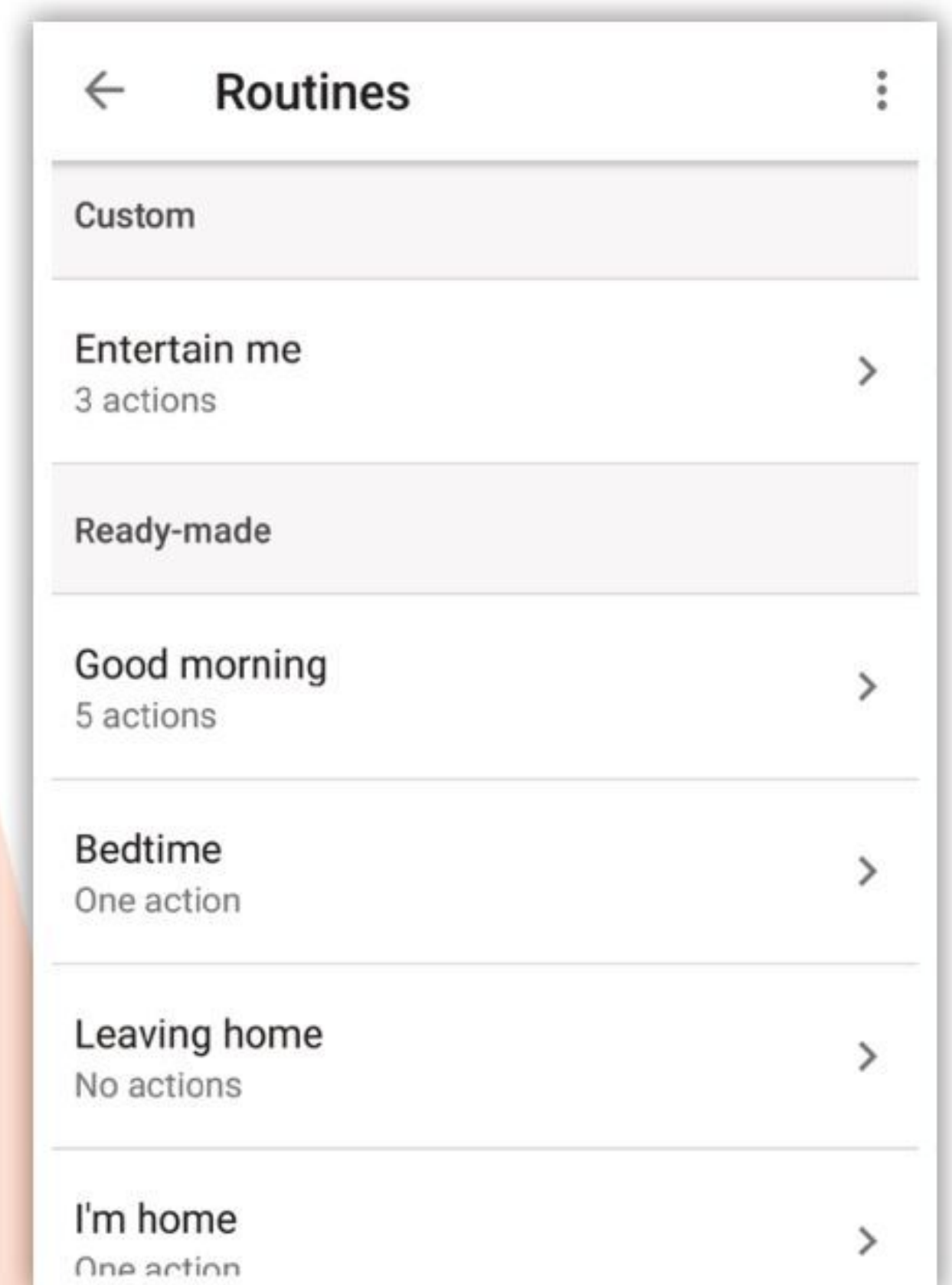
### Step 7

If none of the pre-set routines meet your needs, you can create your own from scratch. Open the routines settings in the Google Home app and tap the + button. Start by editing the command you want to use to activate the routine. Simple commands seem to work best, so keep it short!



### Step 8

If you wish, you can set a day/time of day when the routine activates automatically although you can still activate the routine at other times with the command. Next, add an action, either by typing the name of a Google Assistant command, or by tapping "Choose popular actions", selecting one and tapping "Add".



### Step 9

When you've finished setting up the new routine, tap the check mark at the top and the screen will change to display all routines. Your newly created routine will be given the name of the command word you used (e.g. "Entertain me"). Test the routine by speaking the command to your Google Home.

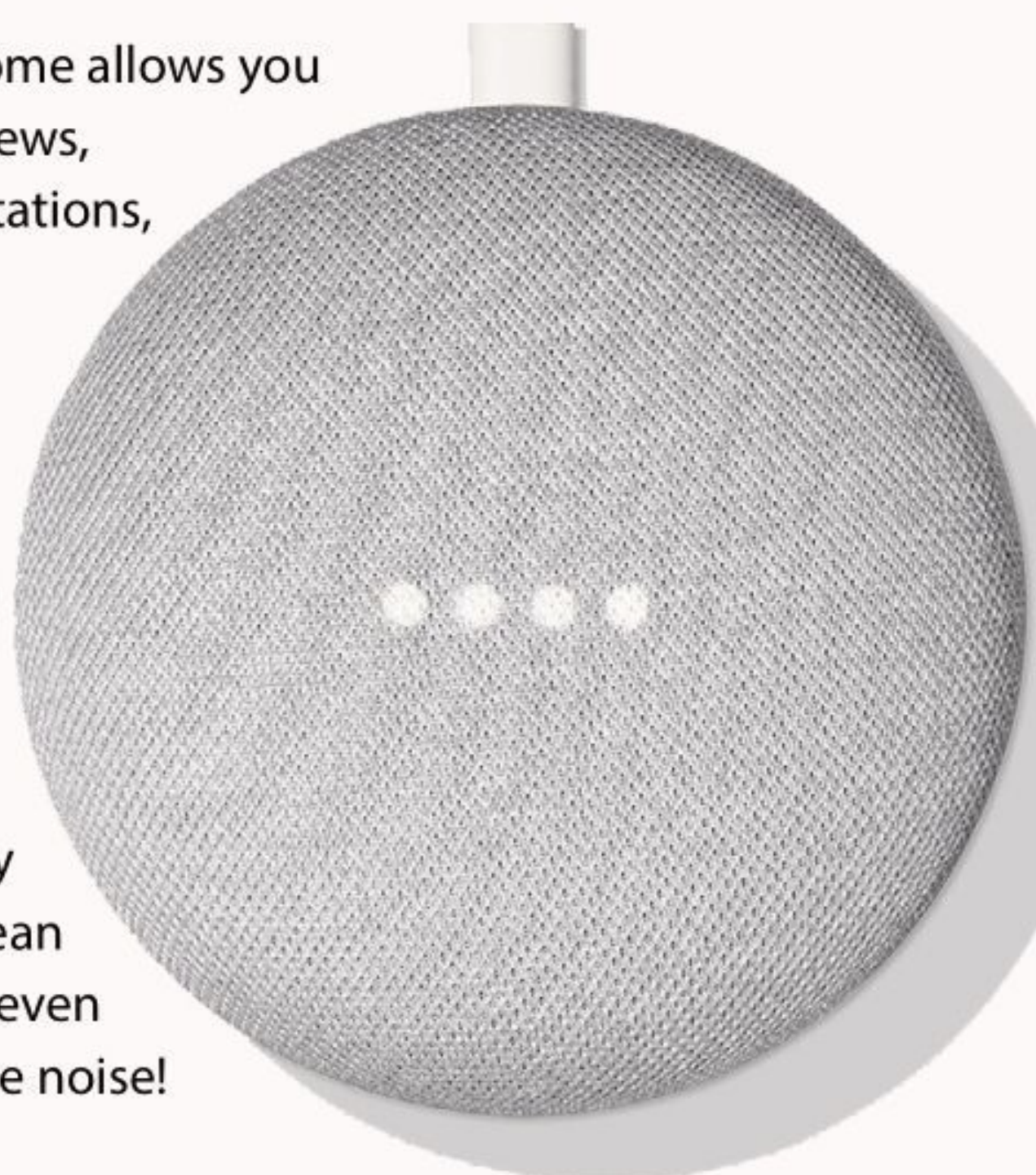


# Google Home Tips and Tricks

Your Google Home speaker is great for playing music or listening to the news, but it also allows you to do so much more! From getting general info, reading a recipe and finding your phone, to playing a game or telling you a joke, there are literally 100's of things it can do; here's 10 of the best.

## Listen to Audio

▶ Your Google Home allows you listen to music, news, podcasts, radio stations, audio books and more. You can also tell it to play ambient sounds in the background. Just say, "Hey Google, help me relax," or "Hey Google, play forest/nature/ocean sounds." You can even make it play white noise!



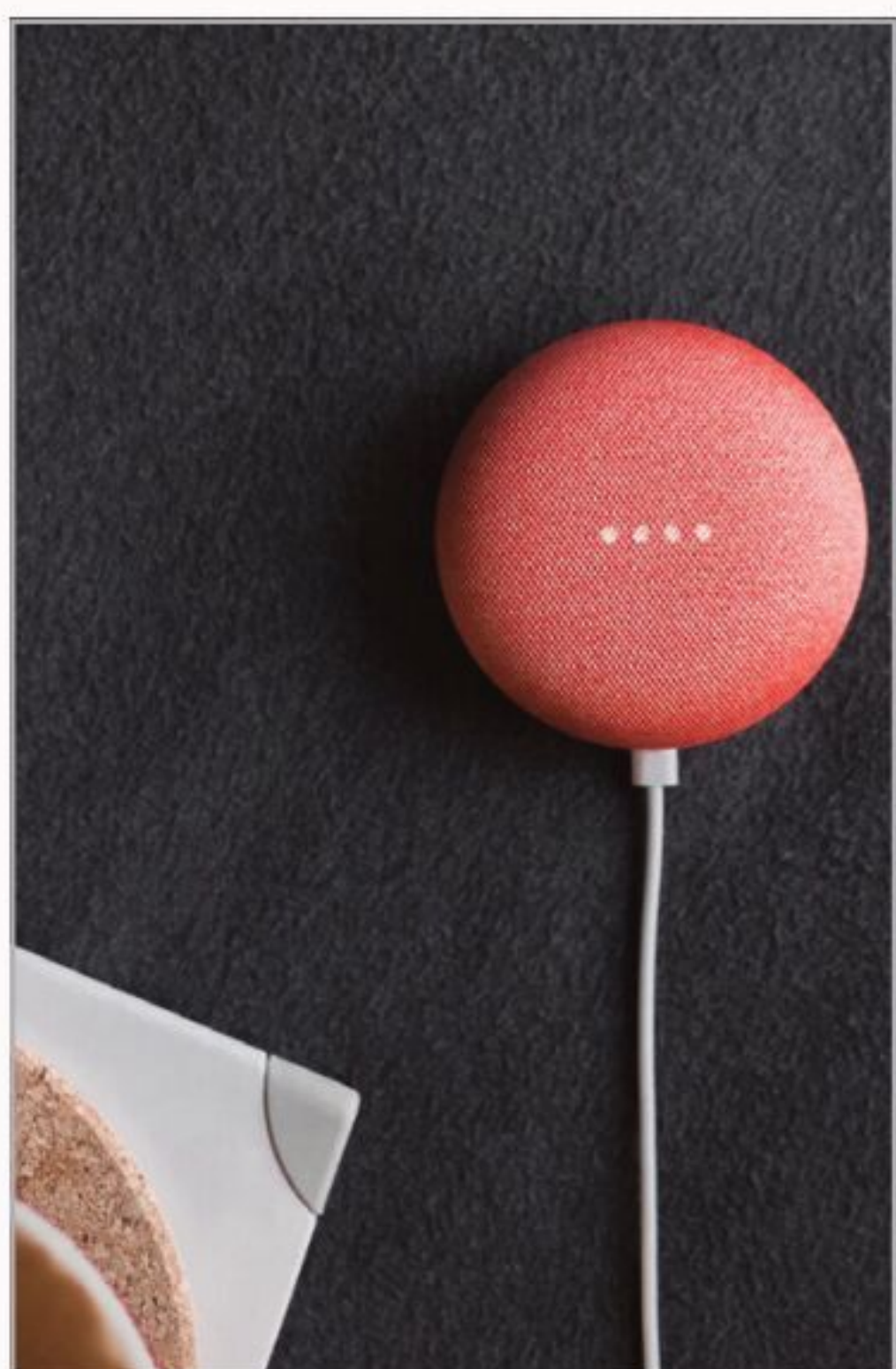
## Control Your TV

▶ If you have a Chromecast plugged in (or built in) to your TV, you can easily control it with your Google Home speaker. If your Chromecast is plugged in to a power socket (rather than USB), you can even use the speaker to turn your TV on and off. Just say, "...Turn on the TV," or "...turn my TV off."



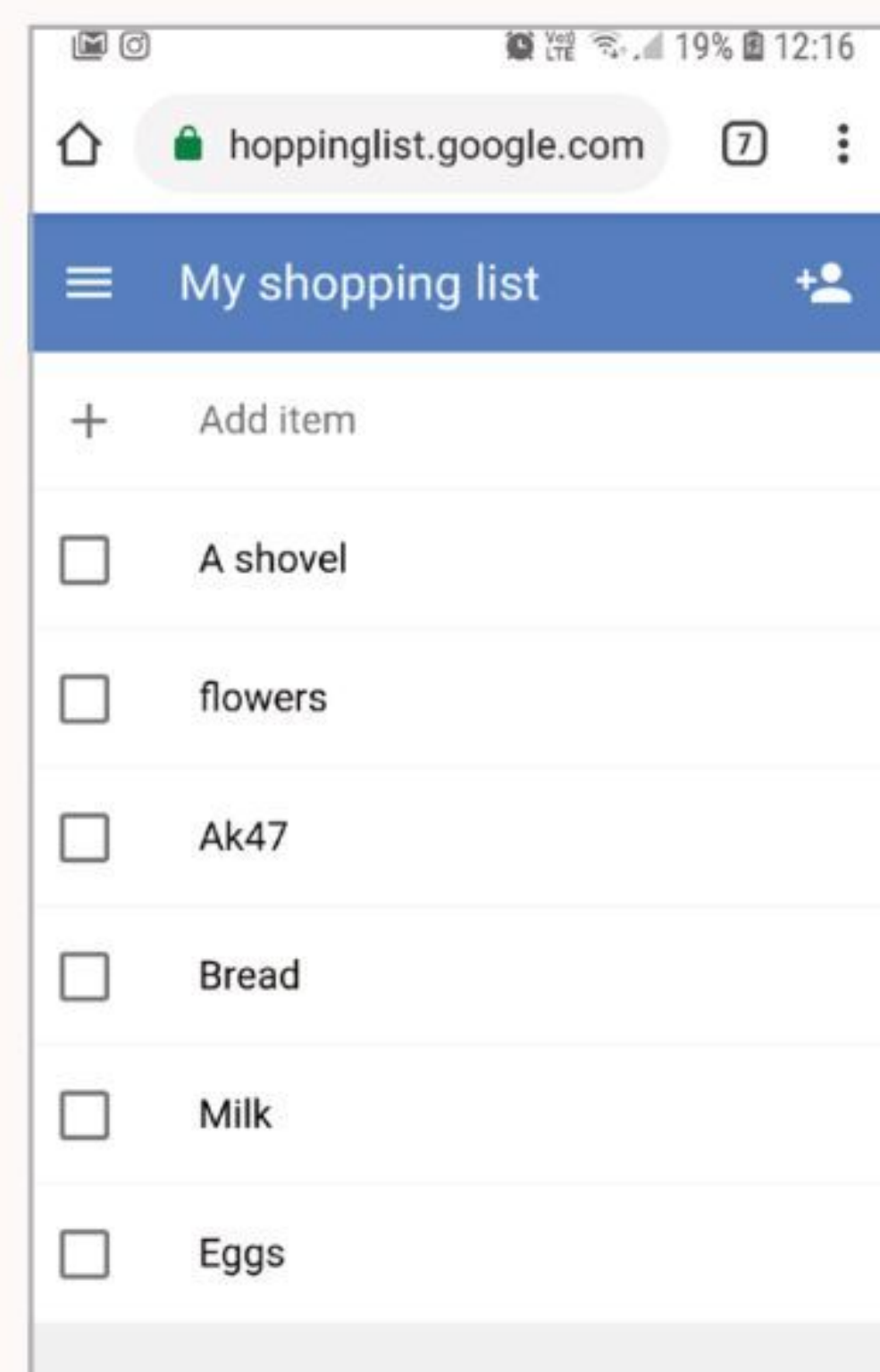
## Plan Your Day

▶ Start your day off by saying, "Hey Google, Good morning," to hear traffic, weather and news reports along with a list of your appointments, reminders, and more; you can also ask for these things individually. If you need to find something nearby, just say, "...where is the nearest pharmacy?" for example.



## Create Lists

▶ You can create a list in the Google Home app and then add to it using your Home speaker. Once you have a list created, just say, "Hey Google, add orange juice to my shopping list," or "...add paper towels and hand soap to my list." For a reminder at any time just say, "...what's on my shopping list."



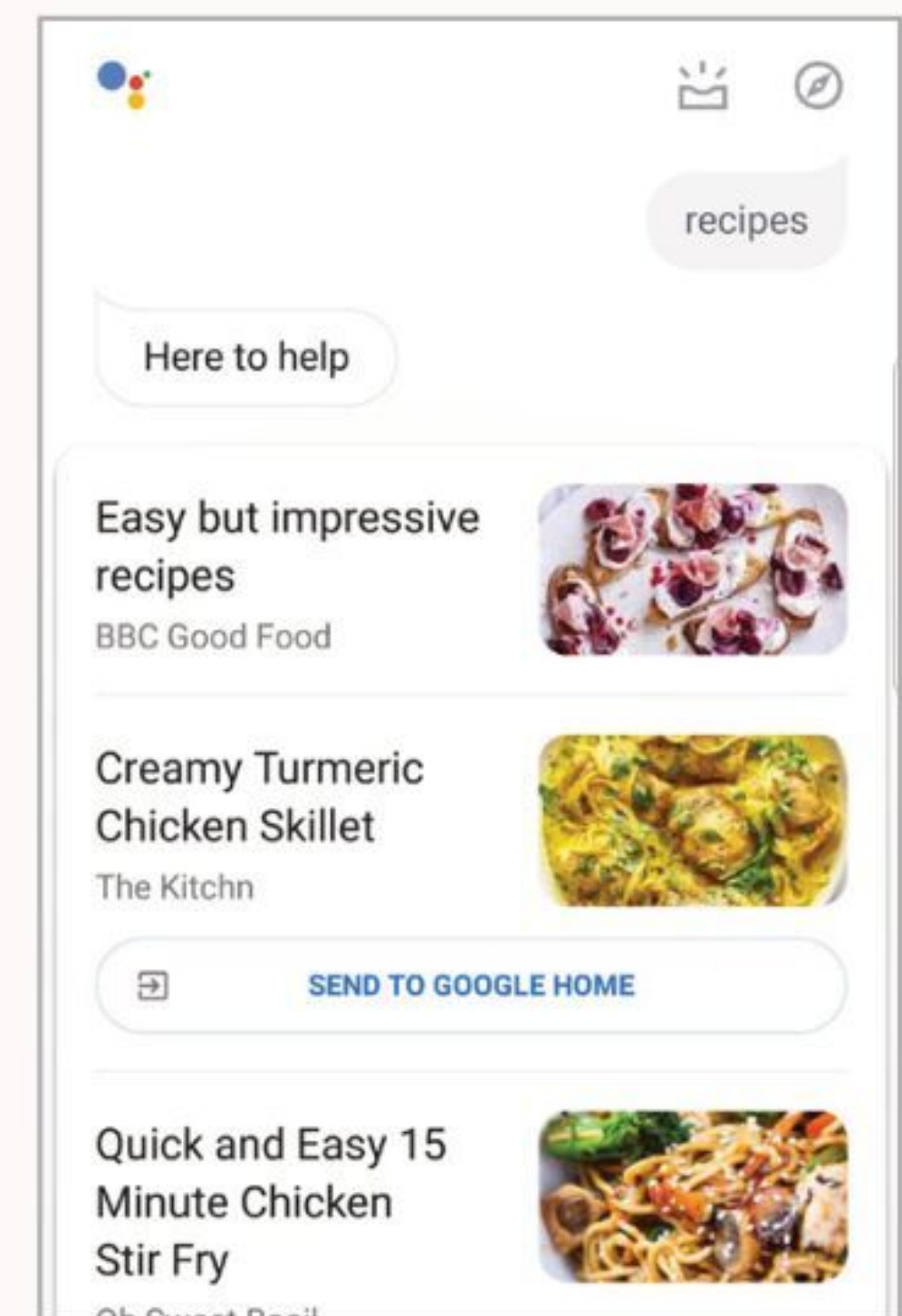
## Find Your Phone

▶ Never lose your phone again! Provided Voice Match is set up, you can ask your Google Assistant to ring your phone. To do this say, "Hey Google, find/ring my phone," and your Google Assistant will ring your phone, even if it's set to 'Do Not Disturb' mode.



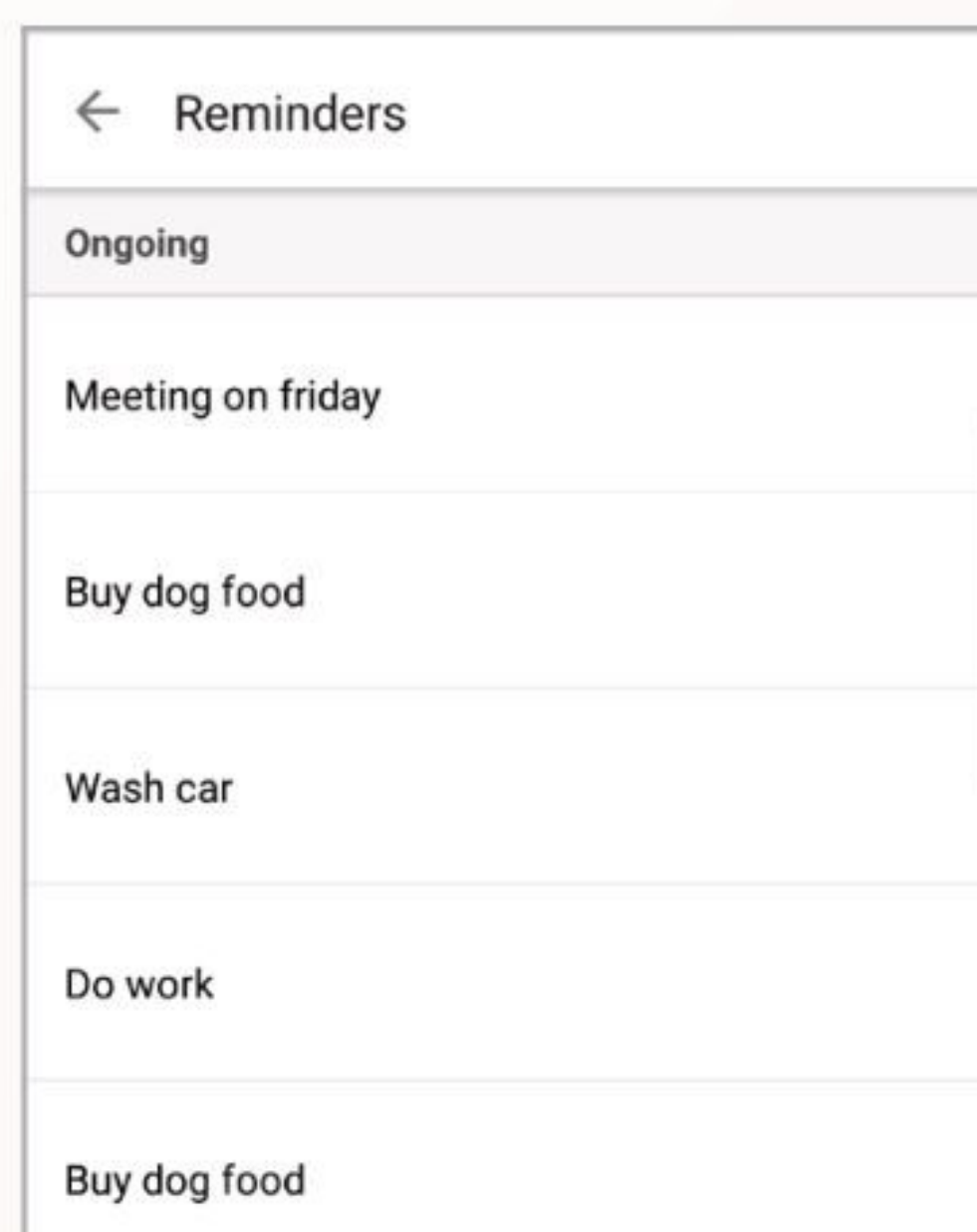
## Cook

▶ You can find and make your favourite recipes using step-by-step cooking instructions. For example, just say, "Hey Google, find a recipe for pancakes," you can then say, "...prepare the ingredients," for a list, followed by "...start recipe."



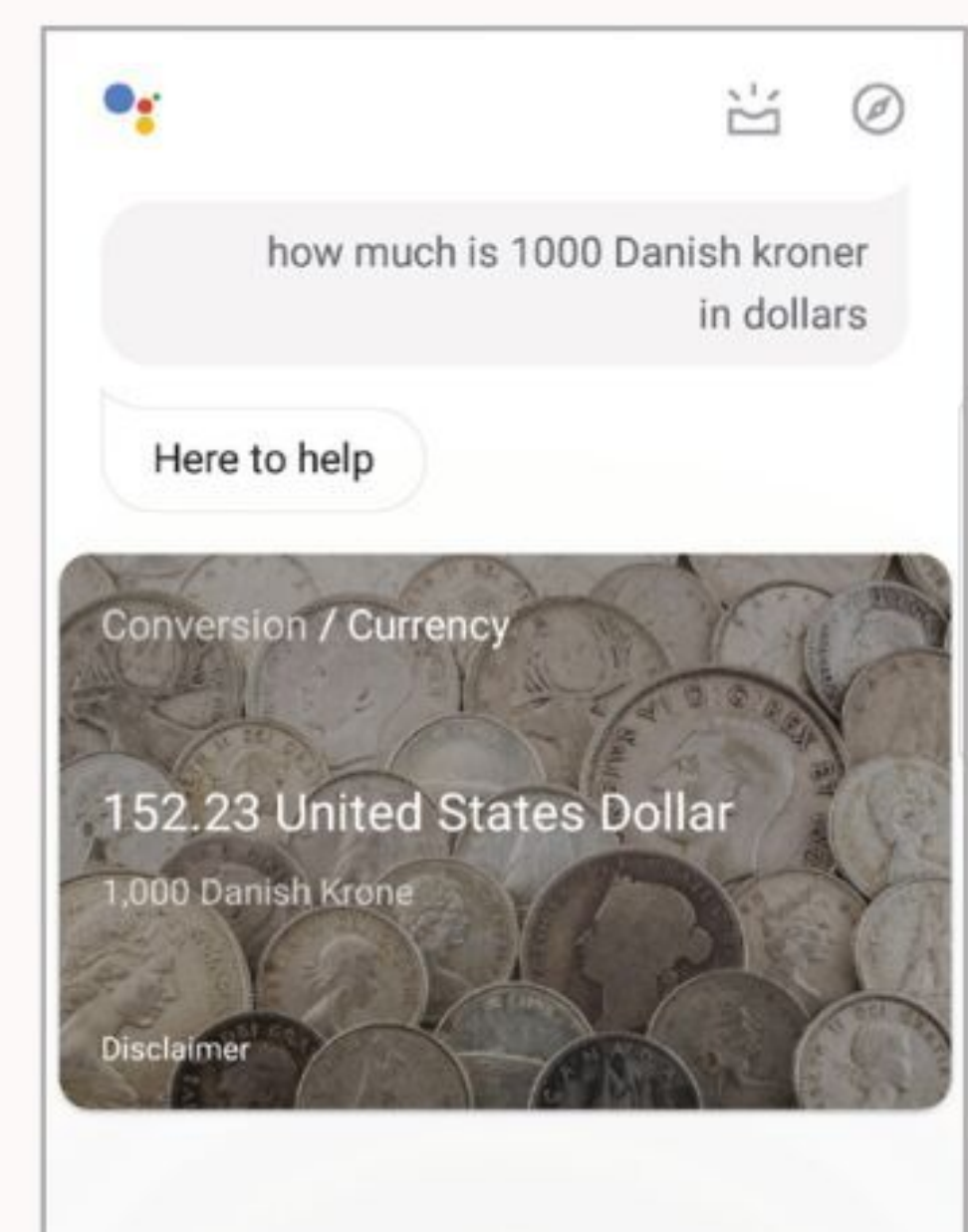
## Manage Tasks

▶ You can easily set and ask about reminders by saying, "Hey Google, remind me to..." You can also use it to set timers and alarms by saying, "Hey Google, set a timer for 10 minutes." If you want to check how much time is left just say, "...how much time is left?" You set alarms in the same way.



## Get Answers

▶ You can ask your Google Home to give you information about everything from finance to sports, you can ask for calculations, translations and unit conversions, for example, "Hey Google, how much is 1000 Danish Krone in dollars?" You can even ask for the nutritional information on most types of food.



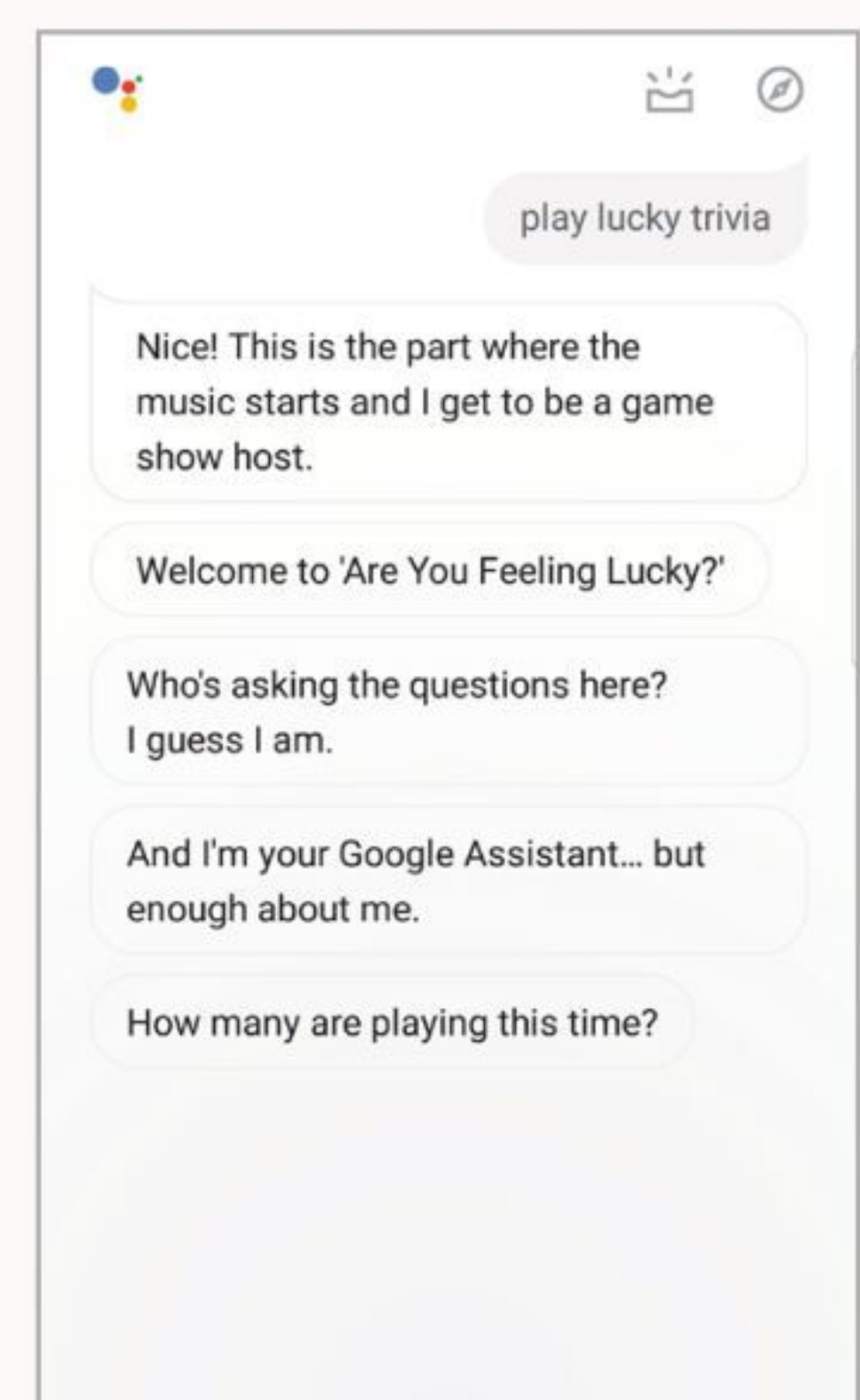
## Control Your Home

▶ If you have smart home devices such as smart plugs, a Nest thermostat or security cameras, you can link them to your Google Home and control them using your speaker. You will need to add the devices in the Home app, and follow any instructions to set them up.



## Have Fun

▶ Your Google Home speaker lets you play games with it, simply say, "Hey Google, play lucky trivia," (other games include Crystal Ball and Mad Libs). If you don't want to play a game, just tell it to "...entertain me," or say, "...let's have fun." You can even ask it to tell you a joke!





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