ASCCA respectfully acknowledges the traditional custodians of Country throughout Australia and recognises Aboriginal and Torres Strait Islanders' continuing connection to land, water and sky. We pay our respects to them, their cultures, and to their elders past, present and emerging.

Google Tips and Tricks

Google's parent company is Alphabet Inc., located in 'Silicon Valley', California.

Google provides many free services, e.g. *Search, Gmail, Maps, Google Drive, YouTube, Android,* etc.

Worldwide in March 2021, Google website was used for 87% of Internet searches.

96% of Google's revenue comes from ads

- AdWords targeted ads in Google searches on a cost-per-click basis
- AdSense targeted ads on third party websites

Other revenue comes from:

Business versions of its services and phone patents

Google has a huge range of services. This guide only provides basic tips for the commonly used products.

For more detail about the topics covered here, www.support.google.com www.gcflearnfree.org/topics

Examples in this guide are based on using a Windows 10 computer, but usually apply to other devices.

Chrome web-browser

Google has its own web-browser in competition with Firefox, Safari, Microsoft's Edge, etc. While Google services work on other browsers, this guide is based on using the Chrome browser. It is said that Chrome helps Google services work better. There are versions of Chrome for Windows, Mac, iOS and Android OS's.

Installing Chrome

- In recent times Windows 10 has made it difficult to install Chrome. This is to prioritise its own embedded browser, Edge.
  To bypass this difficulty, download from www.google.com/intl/en/chrome/?standalone=1
  then,   Open the ChromeSetup.exe file
          Allow the installation
   Install Wait for the installation to finish. Chrome app will then open and appear in   the list of All Apps.
- After installing, it asks you to sign in with your Google account or create one. You can skip this if you want. However, it is useful as it allows you to sync bookmarks, passwords, history and settings between devices. It also allows Google to make a more complete profile of you for targeted advertising.
- It is not recommended to sign in using Chrome on public computers.

Setting Google as your home page, search provider, default browser

- To set Google as your Home page: Have the www.google.com.au website site on screen > go to the ellipsis ⋮ (top right) > Settings > *On Startup > Open a specific page or set of pages*
- Click on *Add a new page* if you wish to have a second webpage automatically appear when you start Chrome
- In the *Search* section, choose which search provider to use when searching in the address bar (Google calls this field the 'omnibox'). Google Search is the default. Another is Bing.
- In the *Default* browser section, you may like to make Chrome your default browser. If so, click the *Make default* button. This will launch Chrome whenever you click on a web link.

Some features

- **Tabbed browsing:** Tabs are above the address bar. Click the **+** sign to make a new tab to go to a new website, without closing the current site. You can also right-click on links appearing on web pages and choose *Open link in new tab.*
- **Extensions:** Go to the ellipsis ⋮ (top right) > *Settings > Extensions >* ☰ *Main menu > Open Chrome Web Store*. This is where to find new Extensions. Most are free.

- Browse Incognito: go to ⋮ (top right) > *New Incognito Window*. In this new window, Google does not save a record of sites you visit
- **Bookmarks bar:** Go to ⋮ (top right) > *Bookmarks* > Tick *Show Bookmarks Bar.*
  To add a bookmark for a website page that is displayed on the screen, click the star at the right-hand end of the address bar, *Add Bookmark* > choose *Bookmarks Bar > Save.*

Google Search

Your search results are ranked by relevance. The ranking system estimates a site's importance due to being linked by other sites. However, the top of your search results will often show relevant paid advertisements.

Many of these tips come from: [click here](#)

Search terms

- Search terms can be typed into the address bar/omnibox
- A smaller number of words in your search term will give more hits but may be too broad to be useful, e.g. *apple pie* produces a trillion + search results
- Add extra words if the search results are not exact enough, e.g. *apple pie gluten-free*
  This produces (only!) 170 million search results
- The sequence of words can matter: *brick house* vs *house brick*
- Capitals or punctuation are not needed: *tim winton*
- Google offers suggestions. If desired, click on one of the suggestions
- There is an inbuilt spell-checker

Dictate your search terms 🎤

- Chrome browser allows you to dictate your search terms. To check if it is turned on:
  go to the ellipsis ⋮ (top right) > *Settings > Advanced > Privacy & Security > Site settings > (under Permissions) Microphone > Sites can ask to use your microphone*
- To use the mic, click the microphone icon in the search field

Get quick answers

- Type *Define* in front of a word to get its definition
- Type *Weather* in front of your location to get the weather and forecast
- *Convert measures or money* by typing the question, e.g. 1kg to pounds, 2 km to miles
- Type the name of a celebrity or sports team to get a short summary
- Type *calculator* to display a virtual calculator on-screen. Use it to answer a maths question
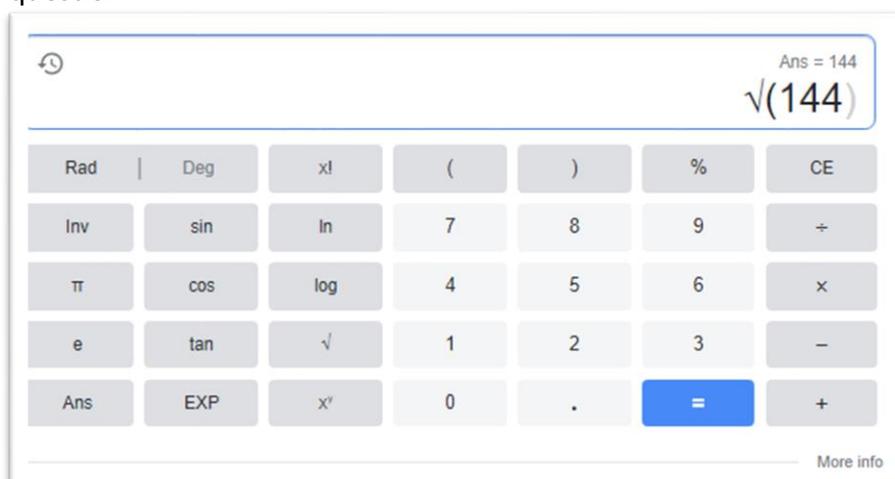
Using punctuation in search terms – " " *

- Use **–** (minus sign with no space after) to exclude a term, e.g. *recipe biscuit -chocolate*
- Use quotes for specific words in that order, e.g. *"girt by sea", "fred hollows"*
- Use * as a wildcard, e.g. *j* daniels bourbon*

Use the search filters

- At the top of your search results is a row of filters.
- Click one to restrict your search to that category, e.g. *news*.
- Click on *More* at the right-hand end for a drop-down list of more filters to narrow down your search results
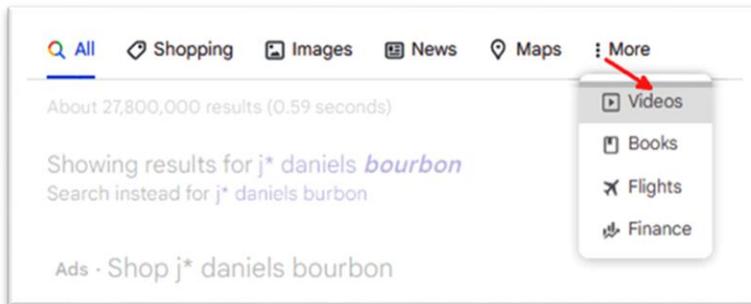
Advanced search ⚙

- When your search results appear, there will be a gear icon near the top right.
Click it for more specific searches, including *Advanced search, Search history,* etc.

Google Images Search

Using Chrome, its home page and each new tab displays links for *Gmail* and *Images* (top right). Click on the *Images* link to open Google Images Search. Alternatively, type images.google.com into the address bar.

Google Images Search offer photos, diagrams, sketches, cartoons, etc from public websites.

They may have copyright restrictions on their use. Some sites block copying of their content or have watermark branding on the pictures

Searching for images

- Type your search terms into the search field, e.g. *stump jump plough* > press Enter key.

- Alternatively, you can tap the mic icon to dictate your search terms.
- At the top of the results, *Images* is usually already selected
- Search results typically produce thumbnails of thousands of images, over dozens of pages

Managing the search results

- Google Images displays two sets of thumbnails. The smaller ones across the top help you further filter your search, e.g. to find related cartoons.
- Click once on the larger thumbnail to obtain a larger version of the image.
On this enlarged version, note the pixel dimensions at bottom left
Click on the blue *Visit* button. This takes you to the image's page on the website.
- If the images are not what you want, you can edit or add to your search terms

Using the Tools button `Tools`

· After entering your search terms, the Tools button helps you in your search for images.

Q All 🖼 Images ▶ Videos 🗐 News ⊙ Maps ⋮ More   **Tools**

Size ▾   Colour ▾   Type ▾   Time ▾   Usage Rights ▾
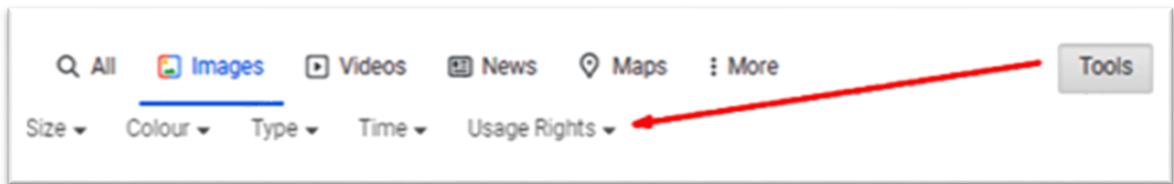
Reverse search 📷

· Click the camera icon in the Search field to use an image instead of typing search terms
· You can paste an image's URL or upload an image into Google Images to find other similar images

Adding a web image to your document

· Click on the thumbnail of the picture you want
· A larger version will appear surrounded by a black background. Below are similar images as smaller thumbnails. The *See more* link shows even more.
· The L and R arrow buttons will scroll through similar images
· To save an image for the future, right-click on the enlarged version then choose *Save image as…* Type/edit its filename and choose the location to save it. OK.
· Alternatively, right-click on the enlarged version then choose *Copy image*. The image is then in your virtual clipboard, ready to paste immediately.
Launch an app/program that can insert images (such as Word, PowerPoint or Paint) > *right click > Paste*
· Web images are often inserted into word-processing documents, e.g. a document created using Word and using the *In line with text*-wrapping option.
See other text-wrapping options in this screenshot to the right.
· Often a table is inserted in Word to locate an image beside text.

Layout Options ✕

In Line with Text

With Text Wrapping

○ Move with text ⓘ
○ Fix position on ⓘ
  page

See more...
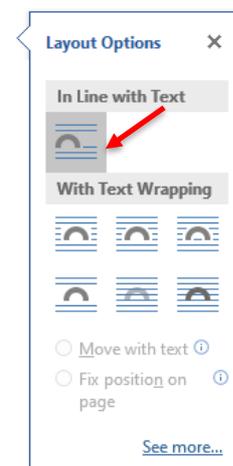
Google Maps

maps.google.com

You do not need to be logged in with Google account to use this web app.

Google Maps has both a street map and a satellite view for most parts of the world.
In many locations here and overseas there is also a street level view.
Instructions below are for the latest layout for Google Maps on a desktop or laptop computer.

Maps

Viewing a place

- Type an address in the Google Maps search. In Australia it includes street numbers
- Use the mouse wheel or + and – buttons to zoom. Drag to move sideways
- Click the square at bottom left called *Layers* to see satellite view.
  Click it again to go back to the map view.
- Click the Location icon ('gun sight' icon, near bottom right, above + and -) This shows you to your current location and puts a blue dot there.

Getting a street view

- Type an address in the search box (near top left) to see a small photo taken from the street, if Google has one. Having the street number will make it more accurate.
- Drag the yellow 'pegman' (bottom right) onto the map to view a 3D impression of the streets.
- Drag the mouse to rotate the view. Move further up a street by clicking ahead.
  Roll the mouse wheel to zoom
- The photo date is shown (near top left). Click date for a slider with older views. Move the slider to a dot. When it is loaded, click the picture to enlarge
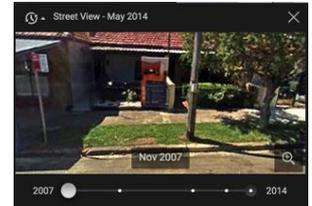
Getting directions from your current location

- Click the 'gunsight' button to put the blue dot on the map > right-click on the dot and choose *Directions from here*
- The box at top left has a space below the current location to type the destination address (it can be just a suburb or town) > press Enter key.
- You'll see at least one road route (if within Australia). If it shows alternate routes and you want to change to one of them, click the one you want to bring it to the top and make the selected route a darker blue.
- Click icons (at the top left) to change from car/public transport/walk/bike/plane.

- Click the public transport icon (shown above in blue). If there is a public transport route available, details of the timetable, transfers, etc are given below.
- For your return trip, use the double arrows to switch the address around
- Choose to print or click the link *Send directions to your phone*
- Directions to and from any location can be found in the same way just by typing different locations in the boxes.

YouTube

www.youtube.com

YouTube is a huge free collection of videos that have mostly been uploaded by private individuals.

It does not need a Google account to *only* watch videos.

Video categories include music videos, video clips, news, short films, feature films, documentaries, audio recordings, movie trailers, live streams, vlogs, and more.

There are numerous tutorials for learning computer skills. Type into its search field the topic you wish to learn about, e.g. *Copy and paste, Word 2003, Photo editing.*

When logged-in with your Google account:

- You can upload videos for public or for limited audience viewing
- Google will recommend other videos based on what you've viewed
- You can *like,* add comments, or ask a question regarding others' videos
- You can *subscribe* to a channel (an individual or business's YouTube account) to receive notification when they upload a new video
- If your video is popular, you may be able to share the revenue from ads

Creating a Google Account

With a Google Account you can use more Google services and sync settings and data across your different devices, providing you have Internet access. If you have Gmail, you already have a Google Account.

Your Google account is an important part of your online identity.

Creating a new account

- Go to account.google.com
- Click on the blue link *Create an account* (near top right)
- Complete the form. You'll probably not be able to obtain the username you'd prefer. (Google has 1.8 billion accounts, each with a unique username). Create a strong password.
- If you have a mobile phone, it is convenient to have provided Google with the number. It helps in situations where you need to confirm your identity – such as when you have forgotten your password.
- You can add a photo or skip this step

Google and Privacy

- In signing up to Google's services, you agreed to their privacy policy
- You can read it here www.google.com/policies
- In general, Google's systems try to learn about you and your interests in order to provide useful tools, relevant ads and interesting content.
- The policies link above has a 'Google Product Privacy Guide' that shows how to manage privacy across Google's services, including opting out and *2-factor authentication*
- With a Google account and logged-in to the Google website, you can access most of the controls and information.

Gmail for emailing

Gmail is a free online email account that works in a web browser, with mobile apps or even through a mail 'client' program like Outlook or the Apple Mail app.

Your Inbox, mail folders and contacts are stored online and are available anywhere with Internet access.

Gmail is independent of your Internet service provider (ISP) and there is minimal setting up if you change ISPs or get a new computer.

This guide uses the browser version, called web mail.

Writing a new email

- Click the red *Compose* button with pencil icon. A window opens that you can make bigger with the slanted double arrow (top right)

- Type an address in the *To:* field
  Just typing the initial letter of the person's name may produce a list of suggestions from contacts or people from your sent or received mail
- Along the bottom are small icons for formatting, adding pictures, emojis, and many more options for emailing.
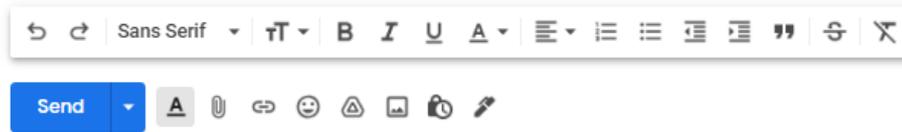
- The curved back arrow button ↩ (top right) has options to *Reply, Forward,* etc
- The 3-dots icon ⋮ (bottom right) provides further options, e.g. to print, check spelling.

Contacts

- Click the Google apps' icon ⊞ (top right) > *Contacts*
- The page lists your contacts in alphabetical order
- The left-side column includes a *Frequently contacted*
- To add a new contact, click the colorful **+** button with *Create contact*
- Use the *Notes* to record useful information about the person or the business.

The left-side column

- This shows the email folders with *Inbox* at the top. *Sent* and *Drafts* appears down the list. Gmail actually calls them Labels.
- You can drag items into the Labels to store them. Currently you have 15GB free storage, shared between Gmail, Google Photos and Drive.
- Click the *More* menu to see extra *Labels* or create a new one

The mail list, tabs and top menu buttons

- The mail list shows the mail title (Subject) and the first line of the email.
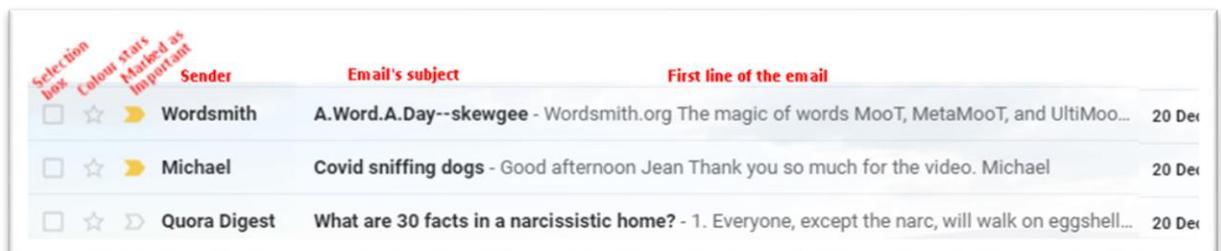
- Double click an email in the mail list to read the full version.
- Icons at the left can select the email/s,
  give it a colour star (multiple taps) or
  mark as important
- Click the square box to select an email with a tick, or click the box above the *Primary* tab to select all the mails in view
- When an email is ticked (selected), more icons appear at the top, including the *Delete* bin
- The tabs above the mail list *Primary, Social,* and *Promotions*, pre-sort your mail into categories. It is good for keeping ads or subscriptions out of your *Primary* list. The *Primary* tab is the default location.
- If an email appears in the wrong category, drag & drop it into its correct category, e.g. *Primary.* Future mail from that sender will automatically land in *Primary*.

The G-suite (Google web apps)

On the Google web page, providing you are logged-in (near top right on a desktop or laptop), click the small grid of squares for quick access to common Google apps. Some apps need a Google account.

Note the vertical scroll bar to see the full range of services.

To learn about these services, go to www.support.google.com, type your query into the search field, e.g. Contacts
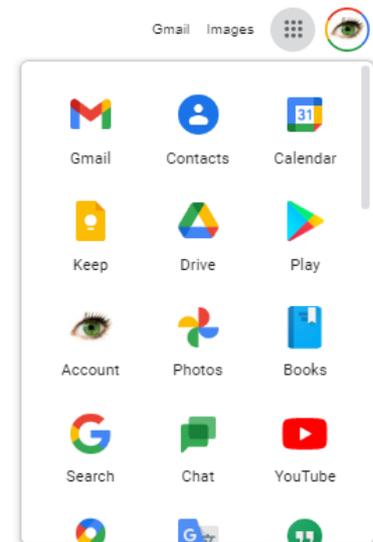
Google Drive (incl. Google Docs)

www.drive.google.com

You will be prompted to sign in with your Google account.

Google Drive was initially a cloud-storage system for documents created in Google's web apps, e.g. *Docs, Sheets,* etc. Now it has expanded to store files created from non-Google apps, including those from Microsoft and Adobe, e.g. Excel, Photoshop. Audio and video files can also be stored there.

To upload files or folders, go to *New* (button) *> File Upload* or *Folder upload.* Then navigate to the appropriate file or folder saved on your local computer. *Open.*

To see the full list of the dozens of accepted file types, go to support.google.com/drive and type *file types* in the search field*.*

A Google account currently provides 15 GB of free online storage, shared between Google Drive, Gmail, and Google Photos.

Google Drive can be used as an online backup for your files on your local computer. This gives an extra level of protection for your files in the case of a catastrophic event at your home.
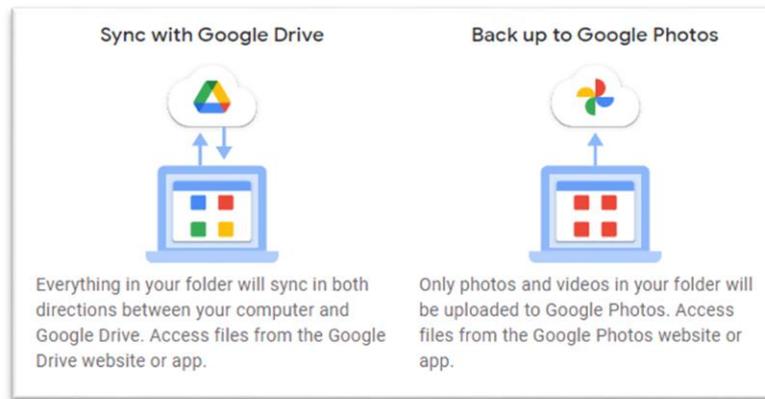
Creating documents in Google Drive

- Google Drive has a number of web apps to create documents online: *Docs* (word processing), *Sheets* (spreadsheets), *Slides* (presentations), *Forms*, *Drawings*, and others. Go to *New* button (left-hand side) and select the web app you wish to use.
- Mobile devices have separate apps for some of them and are gaining the ability to edit

Google Drive for Desktop

- Install *Drive for Desktop*. Note it in your list of All Apps and as a drive under *This PC* in File Explorer. Also, see its icon in the Notification Panel (right end of taskbar).
- Using it you will be able to access online Drive without launching a web-browser.
- It allows you to sync files from your local computer to your Google cloud storage, Drive. It works like an automatic backup. If you edit files online, the files on your local computer will be updated.
- It also supports Google Photos (see following graphic)

Sync with Google Drive	Back up to Google Photos
Everything in your folder will sync in both directions between your computer and Google Drive. Access files from the Google Drive website or app.	Only photos and videos in your folder will be uploaded to Google Photos. Access files from the Google Photos website or app.

Android operating system

Android is Google's mobile operating system for phones and tablets and is a competitor to Apple's iOS. Apps for using Google's services usually come pre-installed on Android devices, such as Samsung, Oppo. Google now manufacturers its own phone, Pixel.

Google Play store   www.play.google.com

- Google's Play store app will come pre-installed on Android-certified devices.
- The Play store is where you download and install new apps on your Android phone or tablet. Most apps are free. Some apps with a fee offer a free trial.
- In addition to apps, the Play store offers digital media, e.g. games, movies, TV shows, magazines, comics, ebooks and audiobooks.
- Movies date from many decades ago to very recent. 'Gone with the Wind' 1940 is available. Movies are available to rent or to buy.

Android versions

- Earlier versions of Android were named after confectionary, e.g. Cupcake, Oreo, etc.
- Recent versions are named Android 10, Android 11, Android 12.
- When you request an app, the Play store first checks the compatibility of this app with your device. If your phone or tablet is an older one, you may receive a message that the app is not compatible with your device.
- To obtain the latest Android update available for your device, go to *Settings > System > System update* (or something similar). You will be able to see if your software is already up-to-date by automatic downloads.
- Androids cannot be upgraded unless the device manufacturer creates an upgrade file with the new system and the necessary support software.

Google Assistant
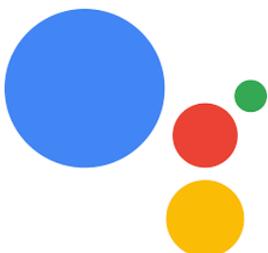
Google Assistant is system software built into Android devices and smart home devices. It uses AI (artificial intelligence) to engage in two-way 'conversation'. It has similarities to Apple's Siri or Microsoft's Cortana.

On an Android phone, 'long-hold' the *Home* button (at the bottom of the screen). Also, saying *"Hey Google"* will wake up your phone and give you hands-free operation.

You have the option to agree to use *Voice Match.* This means *Google Assistant* can recognize your voice as different from others. It saves clips of your voice on the device and temporarily sends this unique voice model to Google when you ask a question.

Using Google Assistant's voice interaction

- You have to be connected to the Internet
- Click or tap the microphone and ask a question in natural speech
- *"What's the weather tomorrow in Kirribilli"* gave a spoken answer, as well as a weather chart on screen
- *"What is the best dog to buy"* gave a search list of dog breeds, as well as listings of dogs for sale

How it works

- Uses voice interaction, although you can type to it as well
- It knows how the language you speak is structured
- As you work with Google Assistant, it learns how you speak, your interests and what you are likely to ask about. It builds up this knowledge through your searches and use of other Google services, e.g. location, etc.