

Google Tricks and Tips

Gain
Insider
Skills

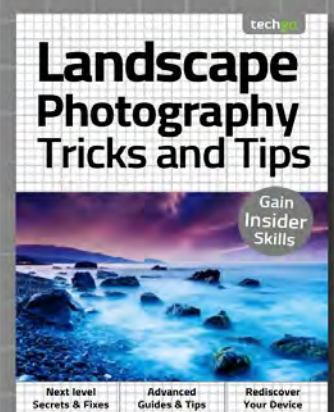
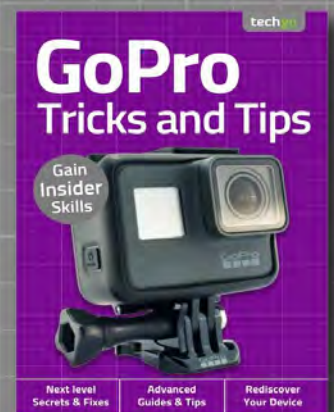
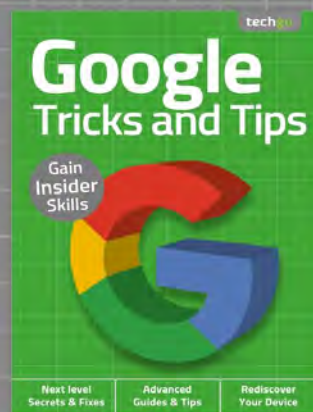
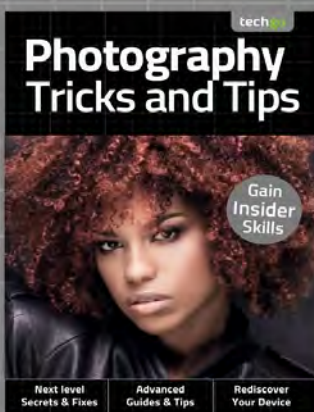
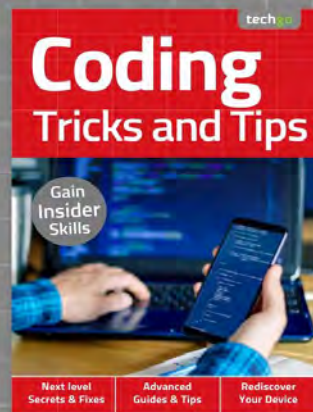
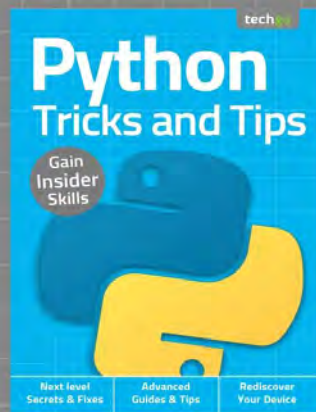
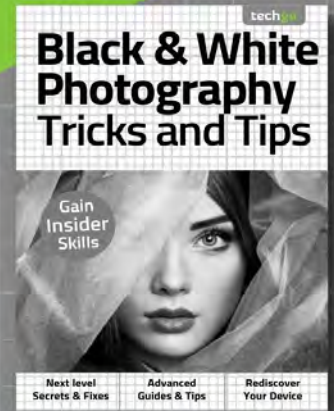
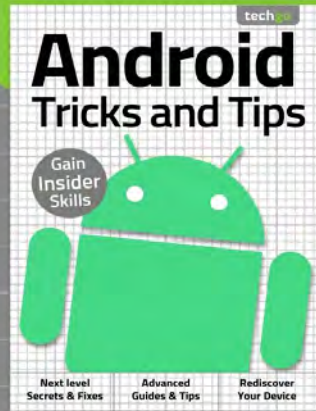
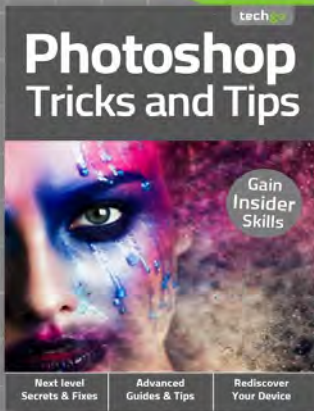


Next level
Secrets & Fixes

Advanced
Guides & Tips

Rediscover
Your Device

Discover more of our guides...



Google Tricks and Tips

Welcome back... Having completed our exclusive For Beginners digital guidebook, we have taught you all you need to master the basics of your new device, software or hobby.

Yet 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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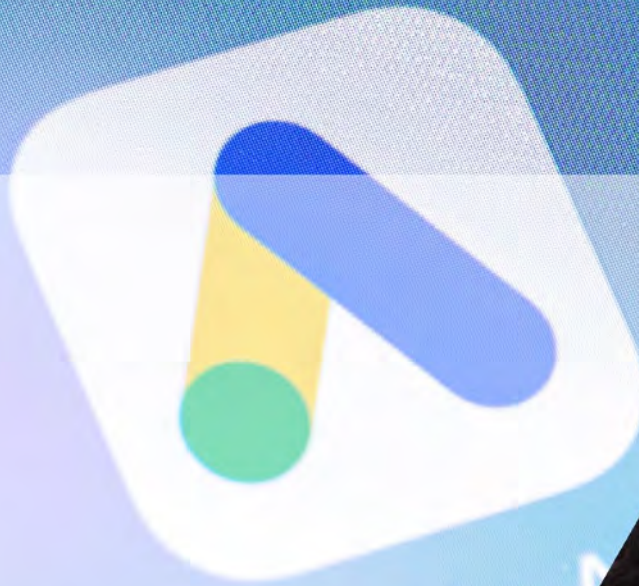




Chrome



Google



Google A



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.

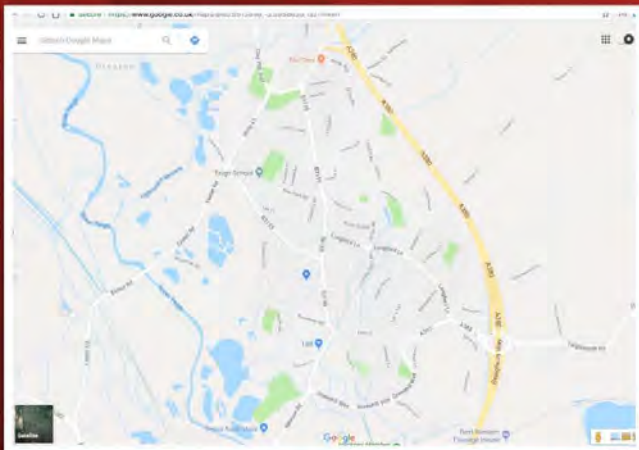


Share and Embed Maps

Google Maps is a great tool when used on a phone or tablet for navigating and planning a route in advance. Not only can you use this great tool yourself, you can also share maps with others and even embed them on a website to give your customers directions.

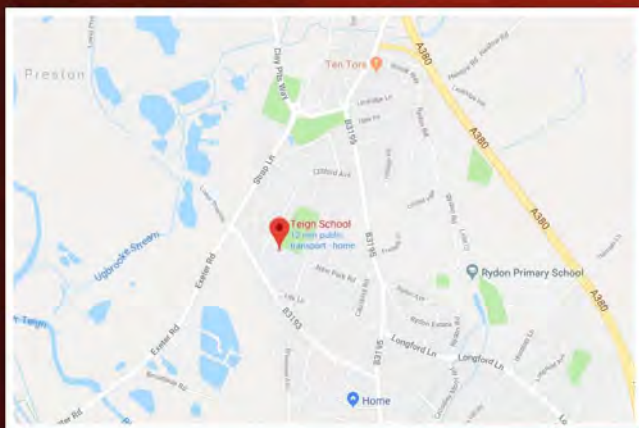
Step 1

Before you share a map, you need to zoom and scroll until the area you want to share is centred on the window. Only the visible portion is shared. You can also choose to share the map in Map view or Earth view.



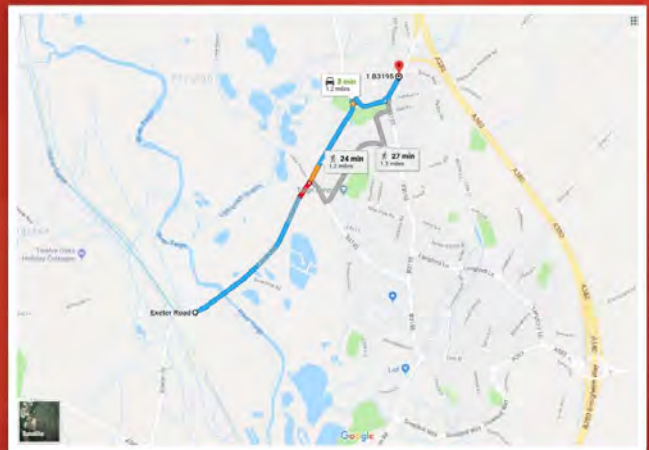
Step 2

If you have saved favourites on a map, only you will see them. Equally, if you embed the map and view it on your site, you see your saved places on the map. Your site's visitors won't see those saved places, they see a map built for them.



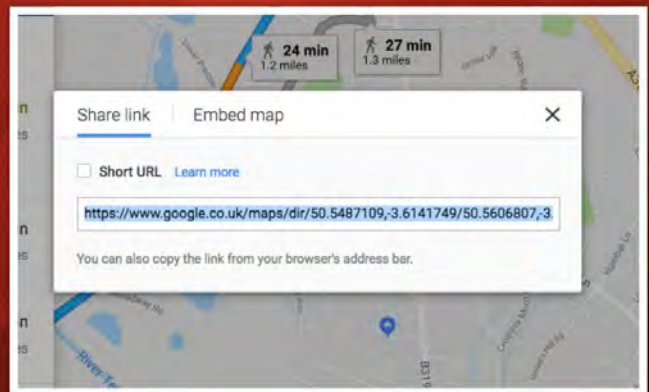
Step 3

Directions can be marked on the map, and will be shared when you send it. Right-click on two points on the map to set your direction to and from those locations. Check that the correct route is selected, if alternatives are available.



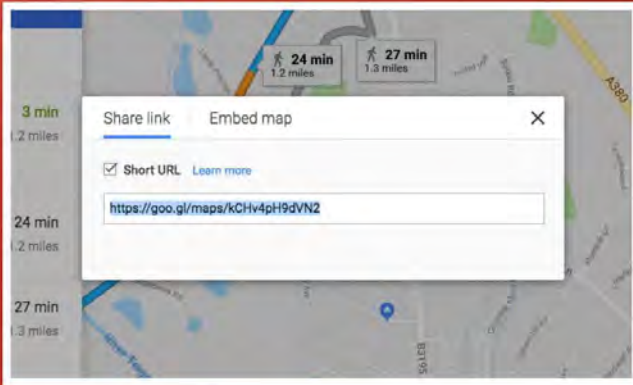
Step 4

In the top left corner of the screen, click the Menu icon. Select Share and embed map. Check the box next to Short URL to create a shorter link. Double-click the link to highlight it, then copy it by pressing Ctrl+c (or Cmd+c on Mac). Paste the link wherever you want to share the map, like an email or Google+ post.



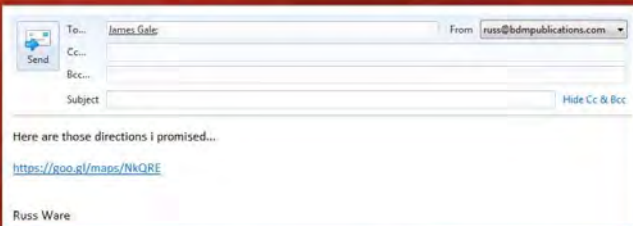
Step 5

By using a short URL, you can squeeze a long Google Maps link into fewer characters to leave more room for other text. For example, the URL <http://goo.gl/l6MS> is easier to share than the long URL <http://googleblog.blogspot.com/2009/12/making-urls-shorter-for-google-toolbar.html>.



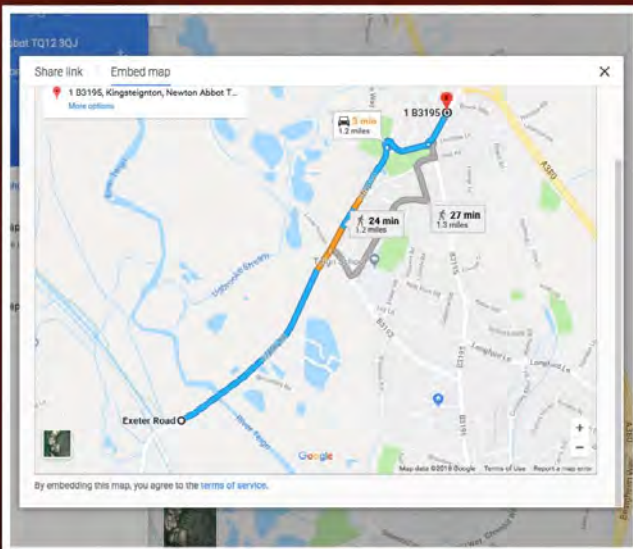
Step 6

When the recipient opens the email, they can paste the link into their browser and see the map, with directions marked and listed in a step-by-step format. They will be able to interact with the map (choose an alternative route, etc.) just as if they created it.



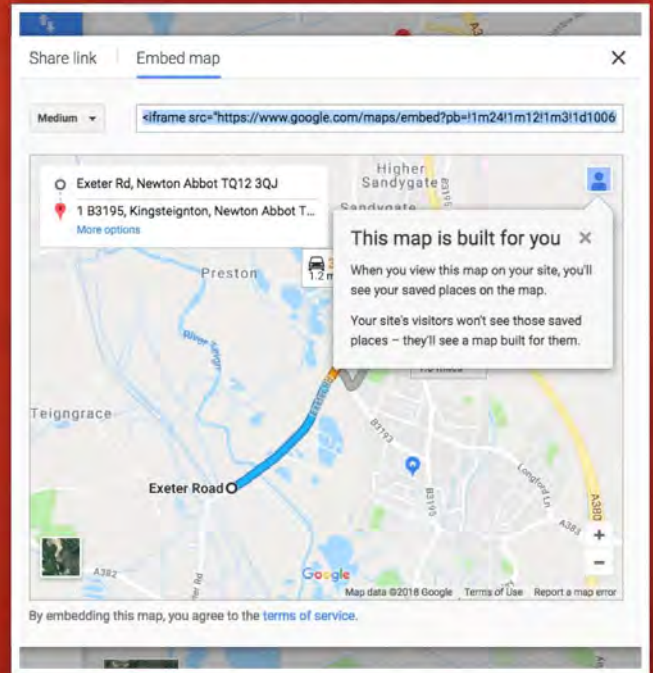
Step 7

You can embed a basic map, driving directions or a local search into your website or blog from the new Google Maps. When your viewers are signed in to Google, they can also see their home and work, saved locations and more in your embedded map.



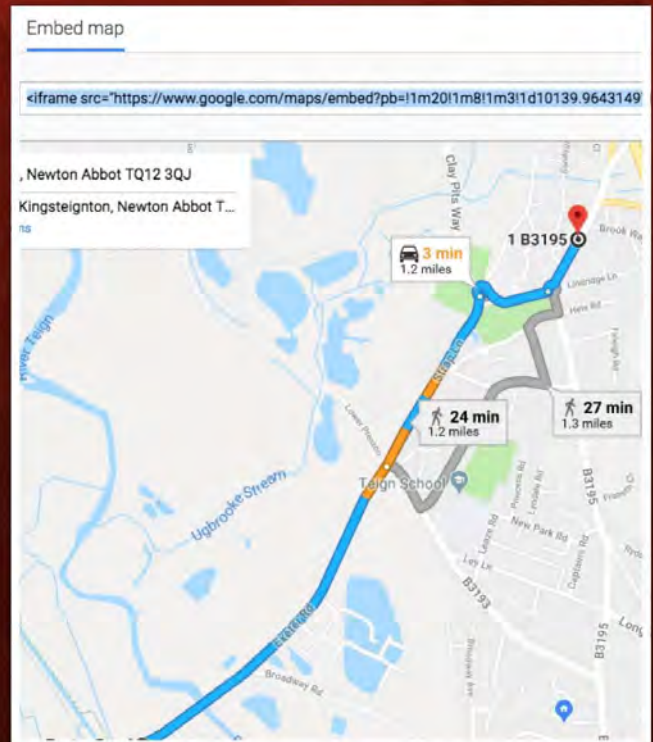
Step 8

Ensure that the map you'd like to embed appears in the current map display. Click the settings gear icon in the bottom right. Click Share and embed map. In the box that appears, make sure the Embed map tab is selected.



Step 9

Choose the embed size you want, then copy the HTML and paste the code into the source code of your website or blog. Keep in mind that traffic information and some other Maps features may not be available in the embedded map.



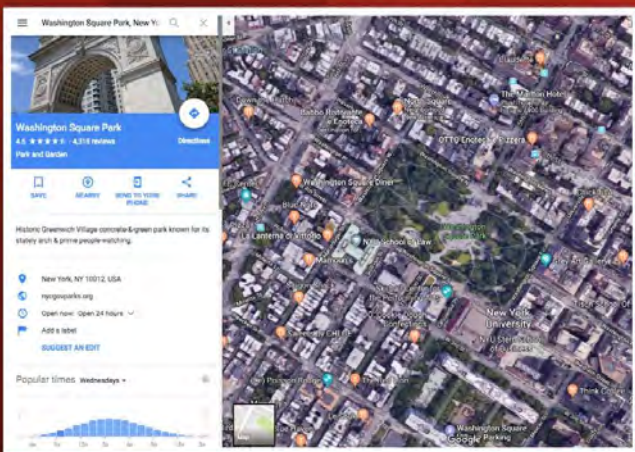


Explore Deeper with Maps

From adding more detail to maps to making it more intuitive to find local businesses, some updates may not be immediately noticeable. However, if you know where to look, a host of new features are there to be used. Here we take a look at using these extra options.

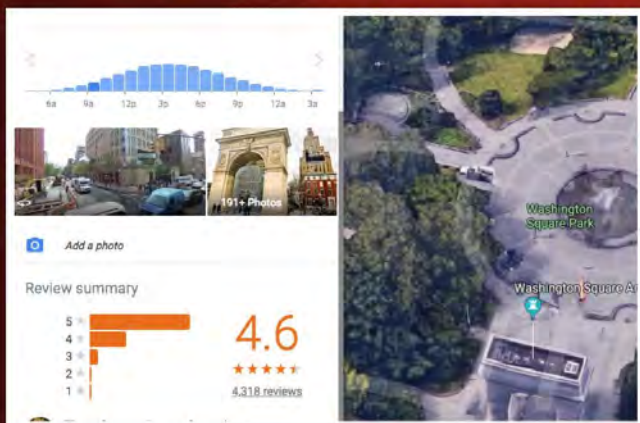
Step 1

➤ Open Google Maps on your desktop. The map should be centred on the country you live in, even if you have not shared location information with Google. Photo tours can be found using the satellite imagery (Earth view).



Step 2

➤ Having entered your search criteria, if photo tours of a location are available, they will be displayed as a series of photo thumbnail images on the pop up left side menu. These photos will show a side facing circular arrow icon in the bottom left.



Step 3

➤ Photos, See inside and street views can also be displayed along the bottom of the map, by clicking the Yellow man icon. Photo Spheres are marked with a small blue circle, See Inside with an orange icon and street views with a circular arrow.



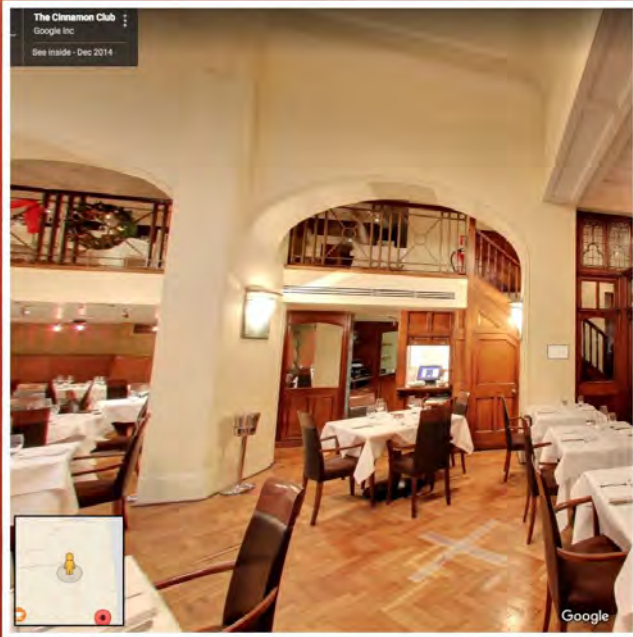
Step 4

➤ Not all areas will feature photo points. They are made available when there are several different views of a particular area. Click on your choice of view and Google Maps will automatically swap to that location and view, here we have selected Photo Sphere.



Step 5

Photo Sphere and See Inside are interactive still photographs that have been uploaded to Google Maps. The latter allows you to do exactly as one would expect and give you a view inside the location, by simply clicking the small orange icon on the map. To exit to Maps click the back arrow top left.



Step 6

If you choose instead to open a photo sphere, you can use your mouse to grab and drag the image around to see a 360 degree image of a location. Photo spheres are created using a smartphone app which, as mentioned, blends multiple photos together as one.



Step 7

Another fantastic feature of Maps is the 3D rendered view point you can access in key locations by clicking the 3D button on the main navigation controls, bottom right. By pressing and holding the Control key you can explore this 3D environment at your will.



Step 8

While in 3D mode, zoom into the screen and your viewpoint will change from the 3D rendered background to Street View automatically. This offers a perfect showcase of view points with a single gesture.



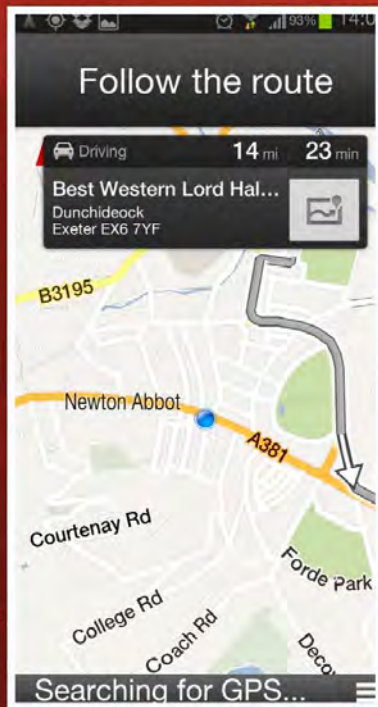


Google Maps Tips and Tricks

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.

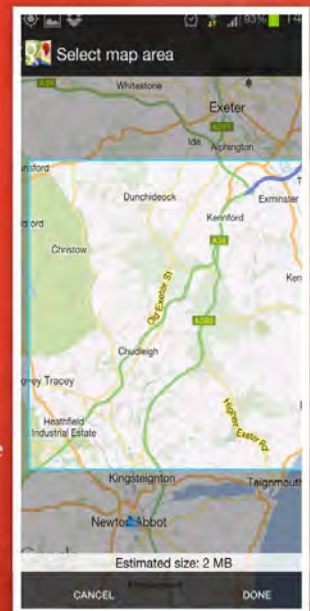
Turn-by-turn Navigation

▶ 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.



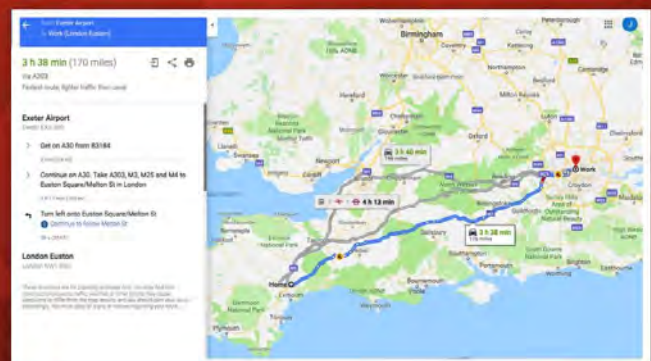
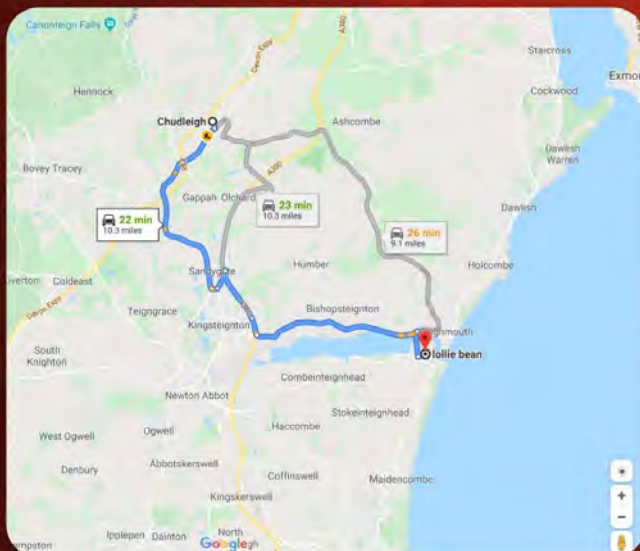
Offline Maps

▶ 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.



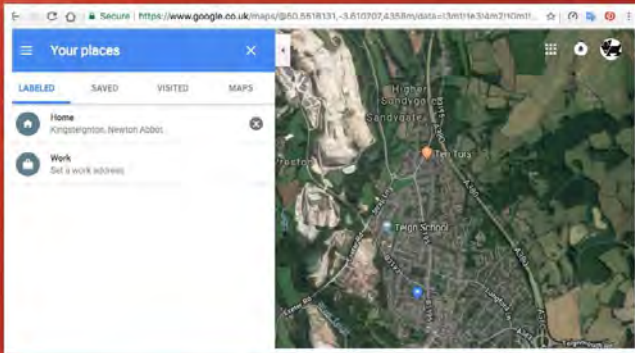
Biking Maps

▶ 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.



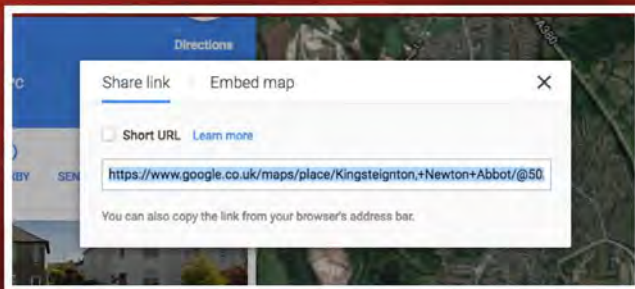
Your Places

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.



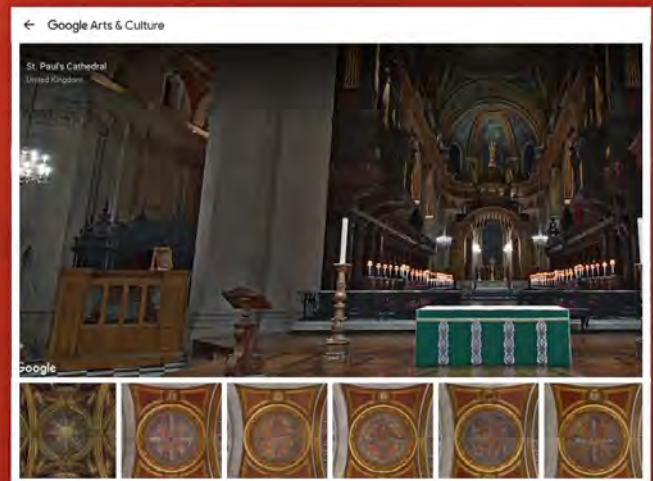
MapsGL

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

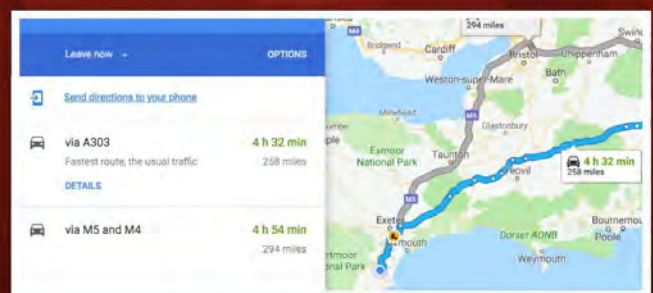
Google Arts & Culture is a platform which brings world heritage sites of the modern and ancient world online. Using Street View, 3D modelling and other Google technologies, these amazing sites are now accessible to everyone across the globe. With videos, photos and in-depth information, you can now explore 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

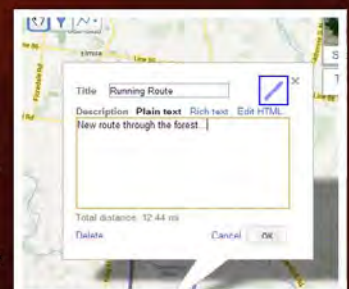
Google Send to Phone enables you to send text messages of Google Maps content to your mobile phone. For example, you might text yourself an address or location you've found.

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.



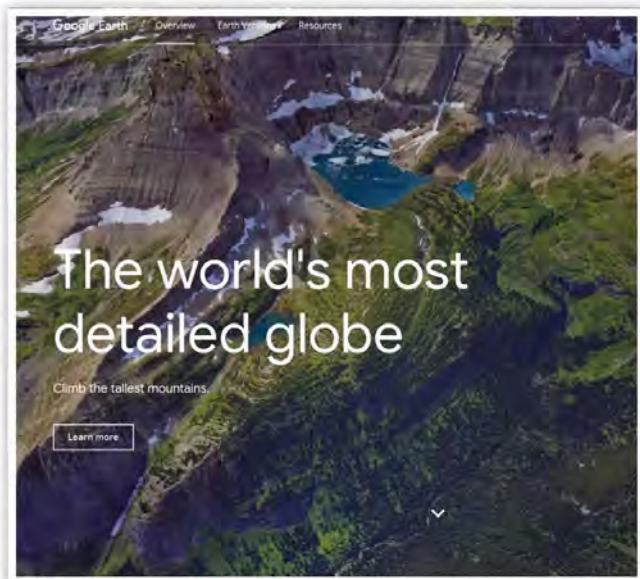


Explore with Google Earth

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.

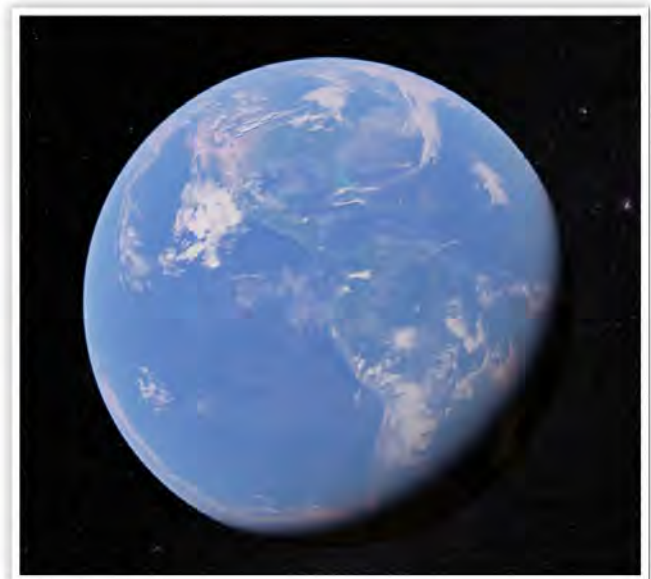
Step 1

▶ 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.



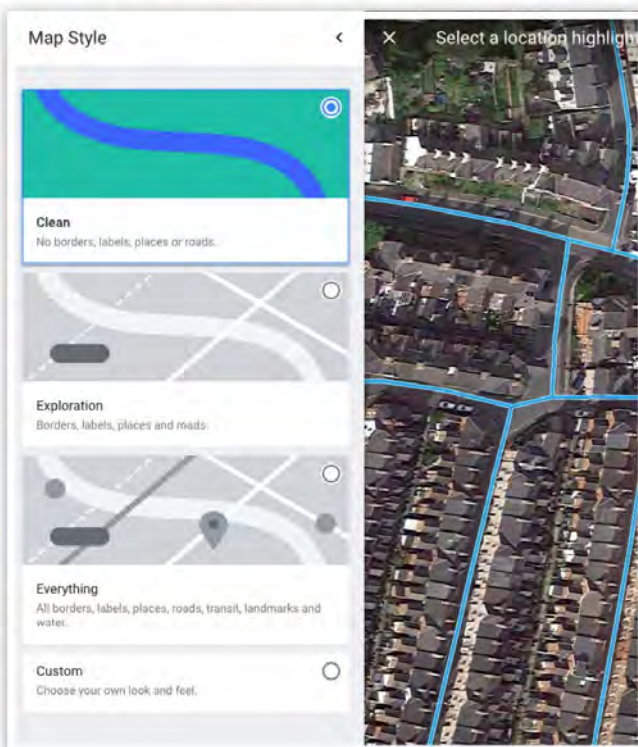
Step 4

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.



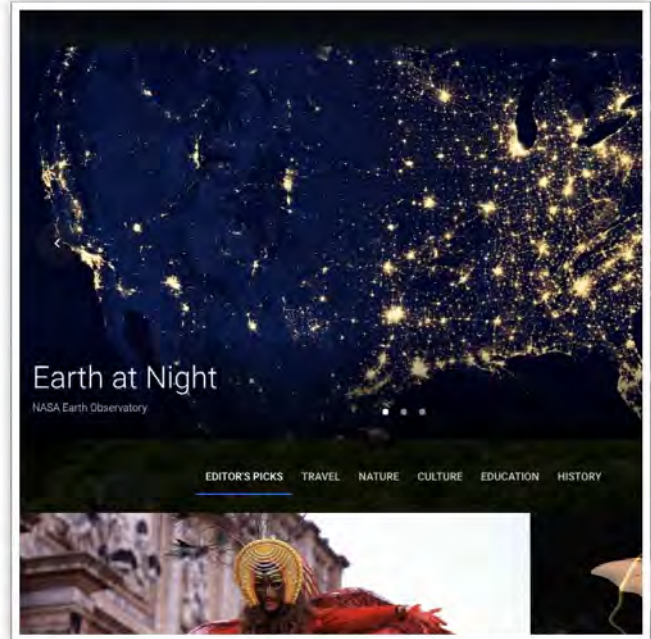
Step 5

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.




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.





App Store Preview


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




Google Earth 
 Owns and operates
 Google LLC
 Apple Store
 4.8 (1.1k reviews)
 Free

Screenshots  


Orbit the world in 3D to see a new angle




Roll the dice and see where it takes you



Share Postcards with your friends



Discover new places with Knowledge Cards



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.



How to Use Google Translate

With the Earth in the palm of your hand or at the end of your keyboard, there are no limits to how far you can explore without barriers. Yet if you have been inspired to open up your world on the other side of your screen, there is one barrier that could limit your travels, that of language.

Setting Up Translate

Google Translate is far more than just a basic translate tool. You can use this in several different ways.

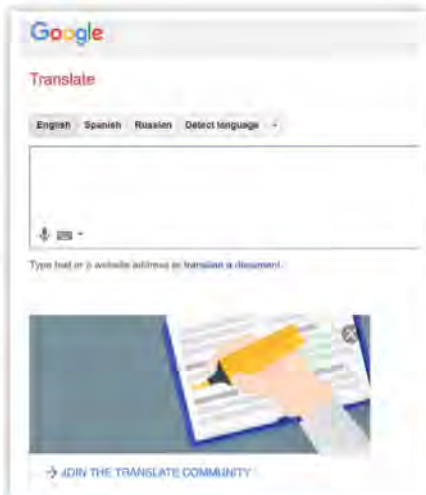
Step 1

Unlike Google Earth or Maps, the Translate app is far less graphically intense but its lack of visual gloss is replaced with a very powerful tool that can prove as essential, so let's take a look. Open the Apps menu on the tool bar and select Translate from the choice of applications.



Step 2

This is the main control window of Google Translate, from here you can decipher any communication break downs. Notice the two boxes on screen. The left (input) is where you enter the original text and the right (output) is where it is translated.



Step 3

Just like a standard Google search you can choose to input your text via the keyboard or using voice input. To use the latter, click on the Microphone icon to the left or if you prefer the former, tap the keyboard icon to the right. Your text will now appear in the box to the left. By clicking the double arrow icon between these boxes, you can swap the text.



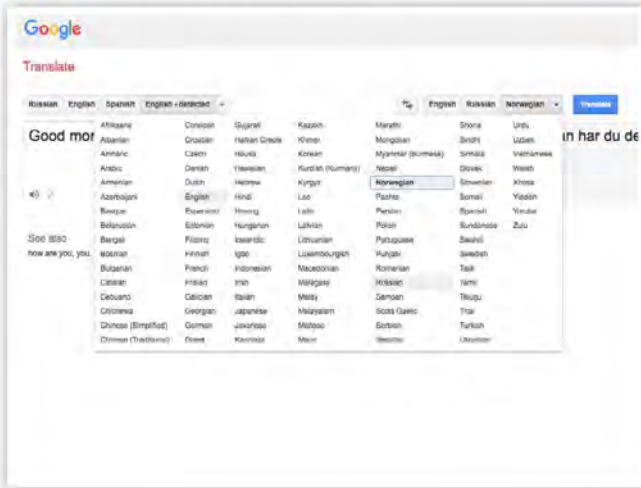
Step 4

NOTE: You are limited 5000 characters per translation so ensure you enter your text in small chunks to avoid missing text. For this first example we have entered an expression in English and selected Norwegian, from the drop down menu, as the translated language. The translation happens in real time.



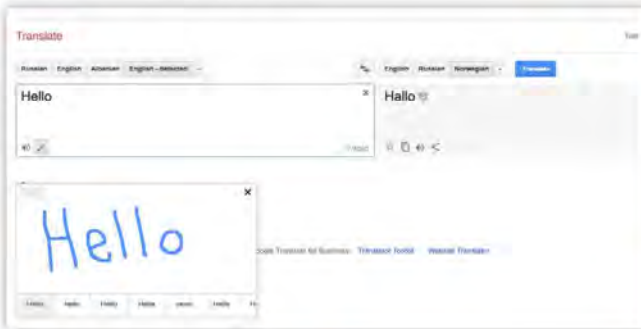
Step 5

If you wish to translate the same piece of text into another language, click on the downward arrow icon and select your language for the list of options. You can also hear both the original and the translated expression by clicking the speaker icon in the bottom left of the input or output windows.



Step 6

By clicking the Pencil icon in the input box, you enter your text by writing it, using your mouse, touchscreen on a pointer tool. Once you have entered your word(s) you can either select from the options running along the bottom of the input box or press the blue return icon to enter it.



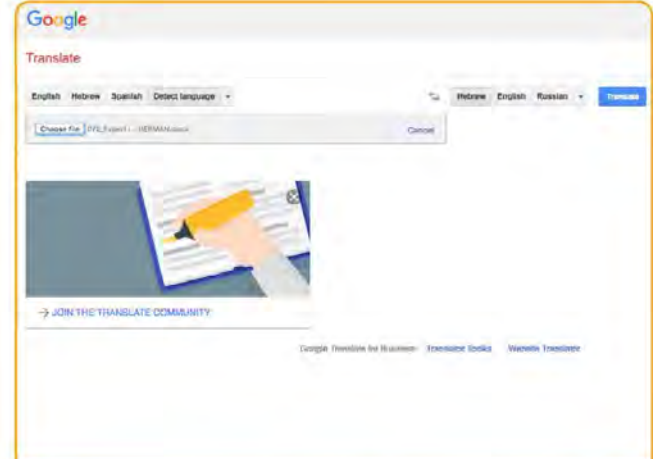
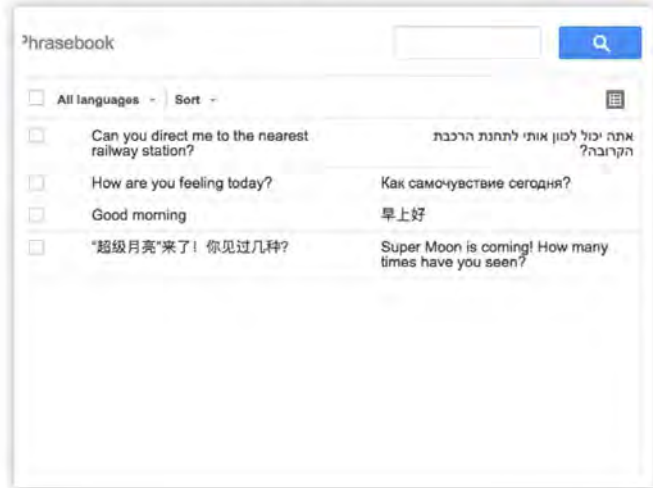
Step 7

Translated text can be Copied, Shared or Saved to Phrasebook, the results using the icon links in the output box. By clicking the Star icon to the top right you can open your Phrasebook and quickly view all your saved translations. You can also save the file by clicking Export to Google Sheets.



Step 8

By clicking the Pencil icon in the input box, you enter your text by writing it, using your mouse, touchscreen on a pointer tool. Once you have entered your word(s) you can either select from the options running along the bottom of the input box or press the blue return icon to enter it.



Translate Documents

To translate a piece of text that is larger than 5000 characters you can upload a full document which will be read and translated by the Translate app. Once the process is complete you are free to download the translated document. This process is far from complex as we will detail below.

From the "translate a document" link below the text input box, click on blue text to bring up a small grey box with a Choose file link on the left side. Click this link and locate the file you wish to translate and select as is usual with your OS. You can upload files from a number of formats from Word to HTML files, there is a 1 MB file size limit so ensure your doc is compatible. Once your file is uploaded tap the blue Translate icon to load your translated document, leaving you to copy and paste the results as you wish.

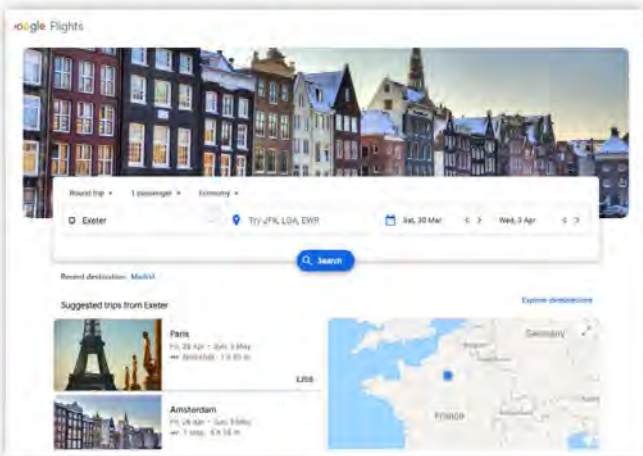


How to Use Google Flights

Google have apps for navigating the world around you, and Google Flights is the next logical addition to their app portfolio, giving you quick access to explore the world for real. With this app you can find and book flights for you and your family, making the world more accessible.

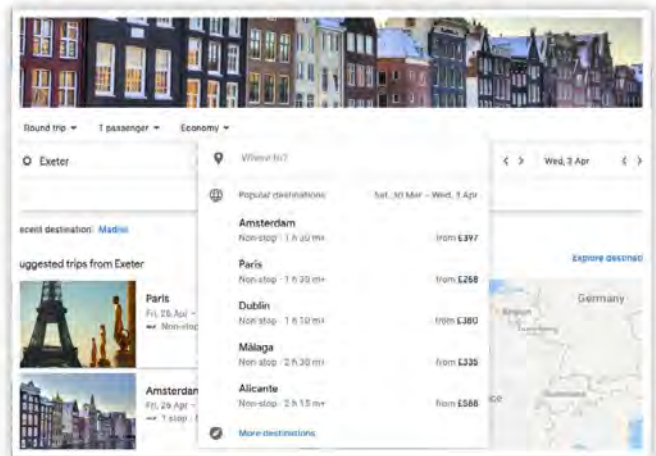
Step 1

➤ Navigate to the Google Flights website google.com/flights to be presented with this home page. It is advised that you allow Google to track your location so you will be automatically linked to your nearest airport, based on distance.



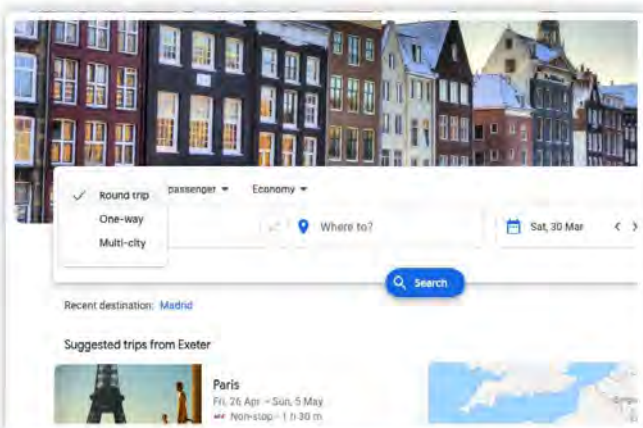
Step 3

➤ In the search bar, first enter the airport you wish to fly from and the destination you wish to travel to. NOTE: if this location doesn't fly to your choice of destination the nearest airport that does, will be selected for you. Next you will need to select a travel date.



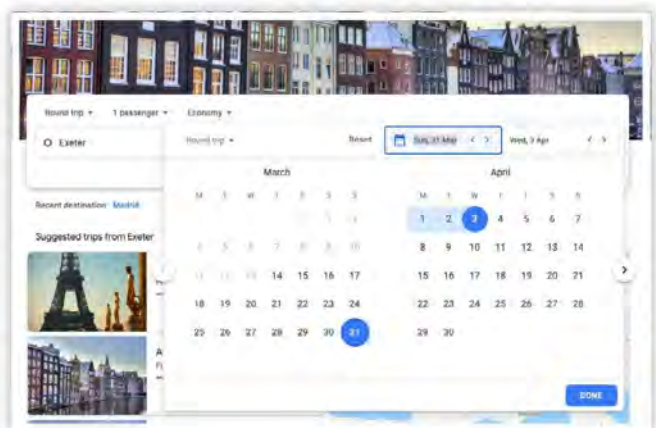
Step 2

➤ Just above the main search bar, you will notice you have three options which are very important to ensure your search results match your requirements. Your options are type of trip, number of passengers and finally type of seat. Enter your picks to move on.



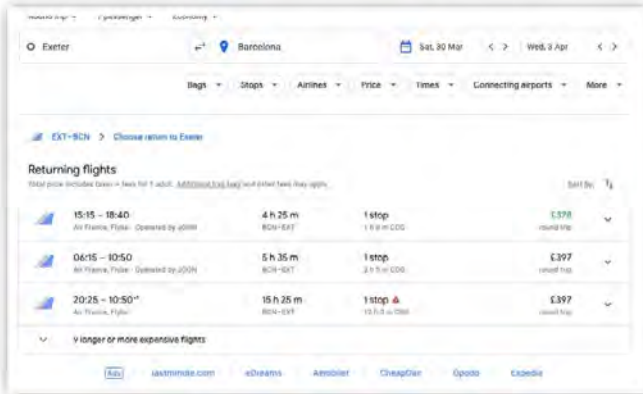
Step 4

➤ Having selected the airport and your destination you can now confirm that your flights are available for the time period you wish to fly. To do this simply enter the departure and return dates to see a listing of all available flights within this time scale.



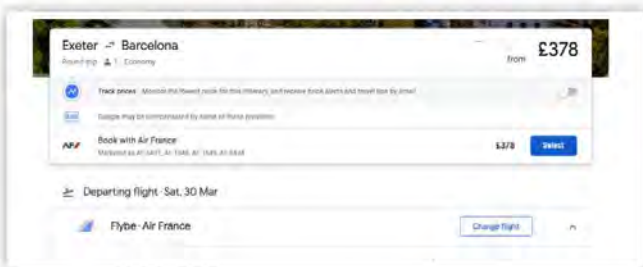
Step 5

Click the flight that suits your needs to be taken to this window, from here you can view any stop overs or changes required by clicking the small arrow icon to the right of the top bar. If you have happy to move on click anywhere on the listing to move on.



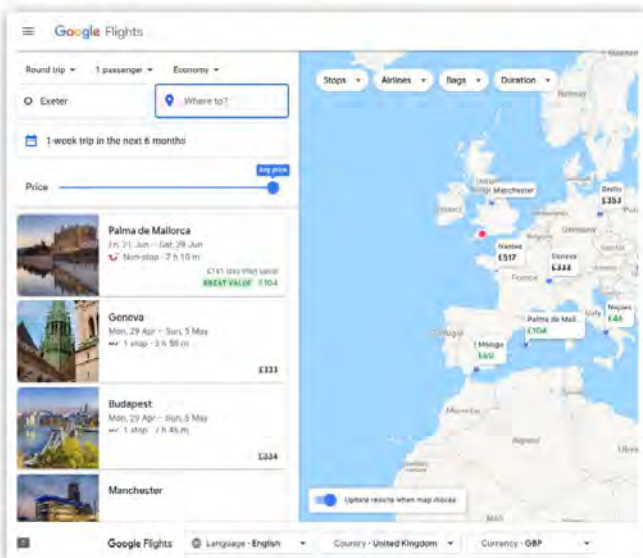
Step 6

This screen is where you actually book the flight and confirm the listed details. When you are happy to proceed, click the Select icon and you will be automatically taken to the airline or ticket vendors own website, where you can complete your booking.



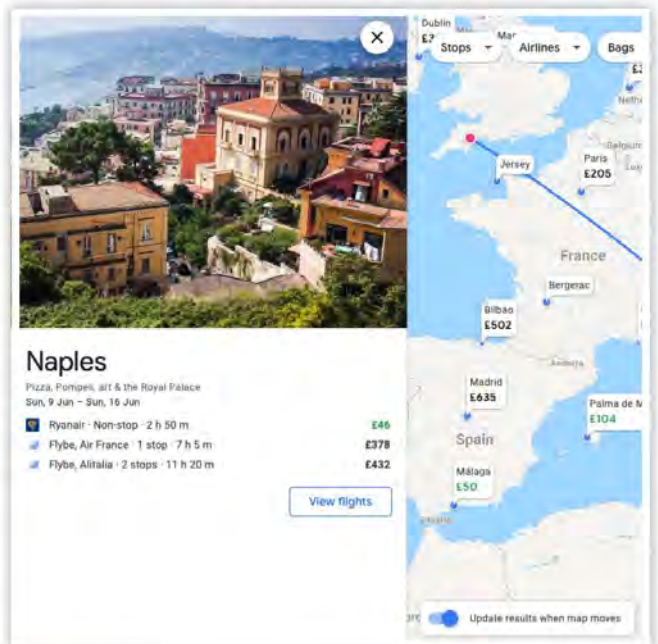
Step 7

If you are more open with your travel plans, and don't have a strict destination you wish to visit you are well covered by this app. From the home page click the Explore Destinations link directly above the world map bottom right.



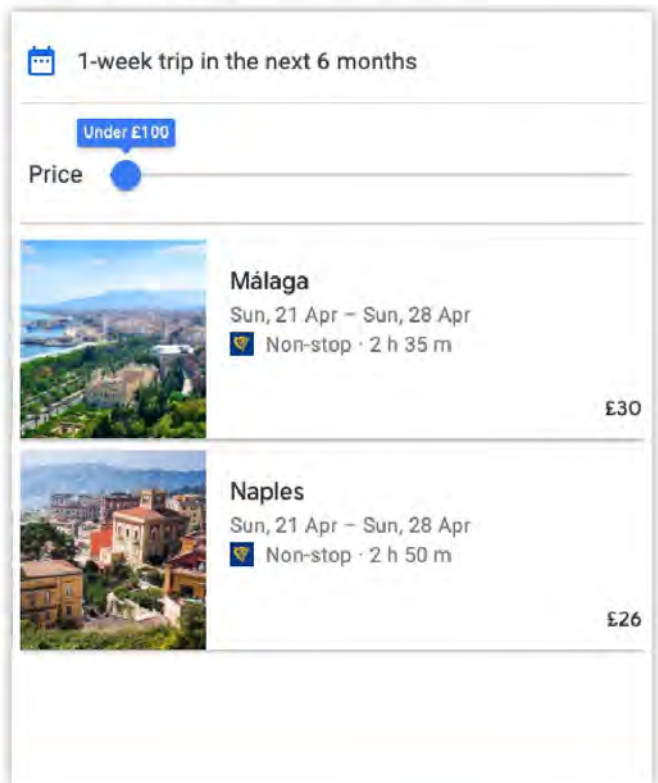
Step 8

From the map screen you will see a selection of locations and flight prices that are available from your choice of airport. Click on any of these to be shown the flight plan, a visual and a brief selection of alternative flights and their costs.



Step 9

You can also choose to change the search parameters based on the price of the flight. You can do this by using the slide bar on the left of the screen and selecting the price you wish to pay. The results are displayed below.





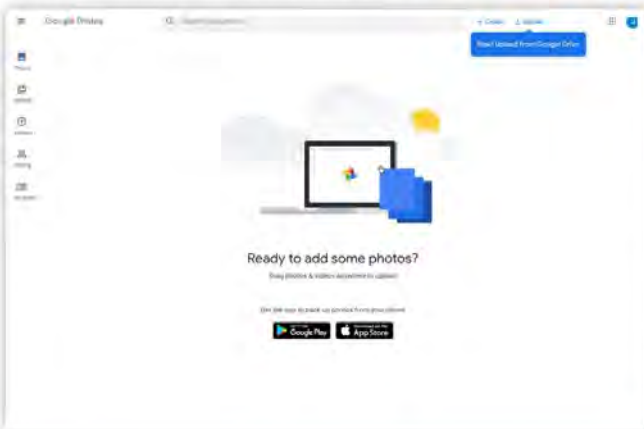
Getting Started with Photos

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

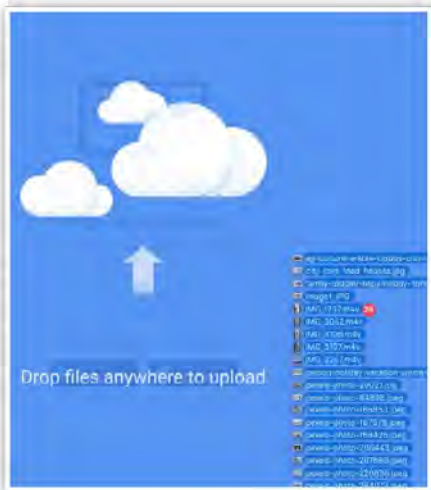
Step 1

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.



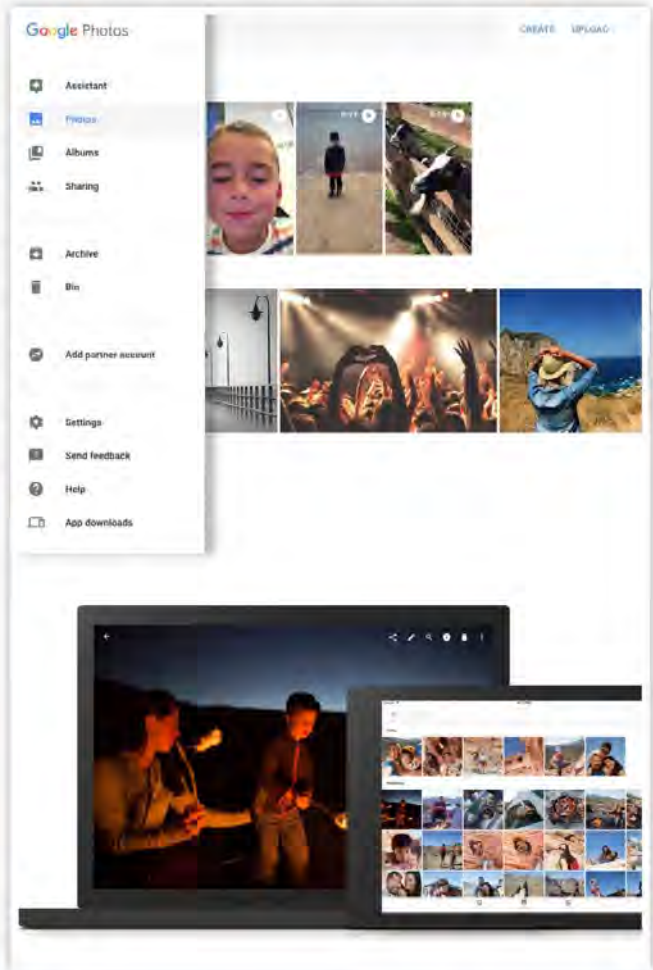
Step 2

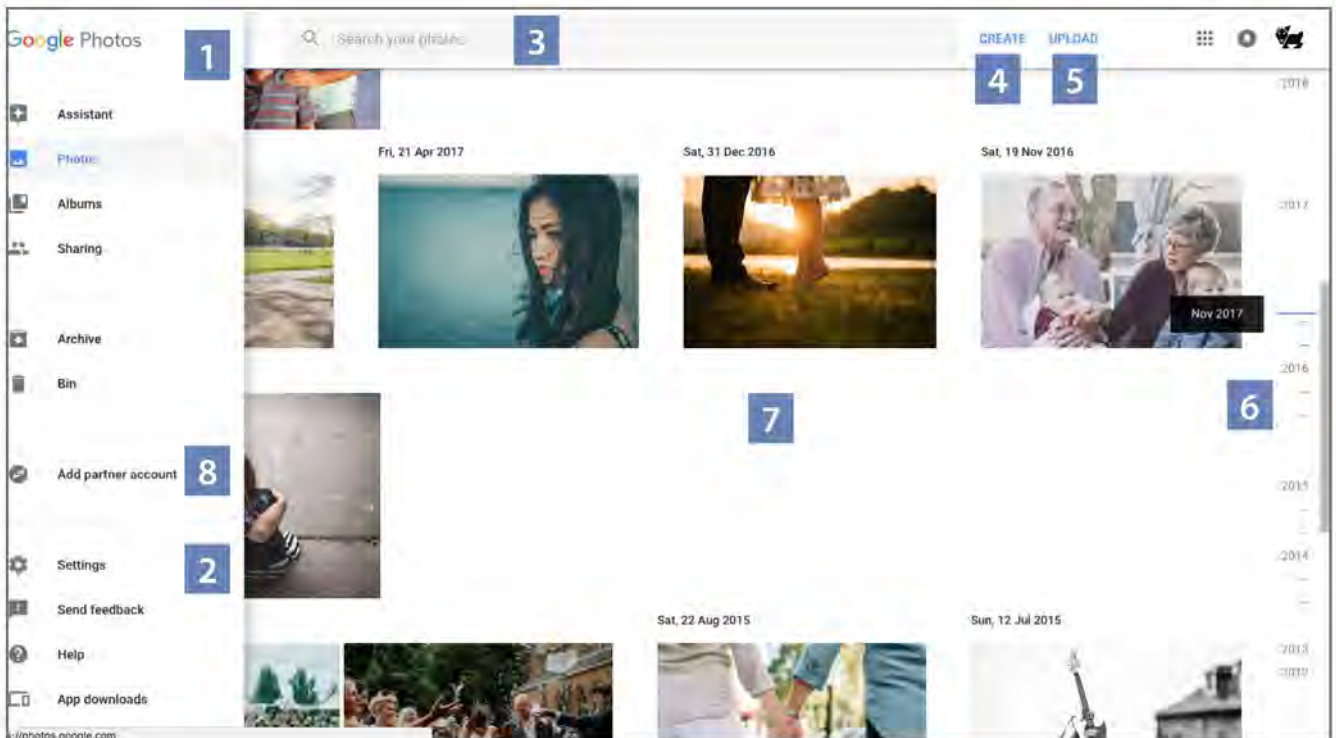
Having placed the files you wish to upload to Photos in a folder, the quickest way to transfer them is to simply drag and drop the files on the Photos window as a group. Each file will then upload to the app, the speed of which is based on your connection.



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.

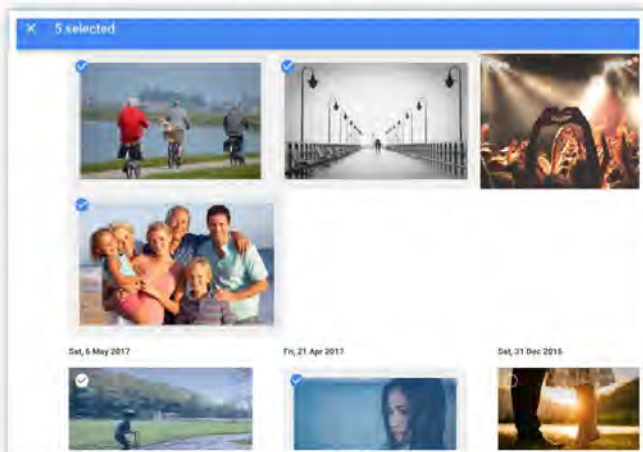


Using Photo Collages and Animations

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.



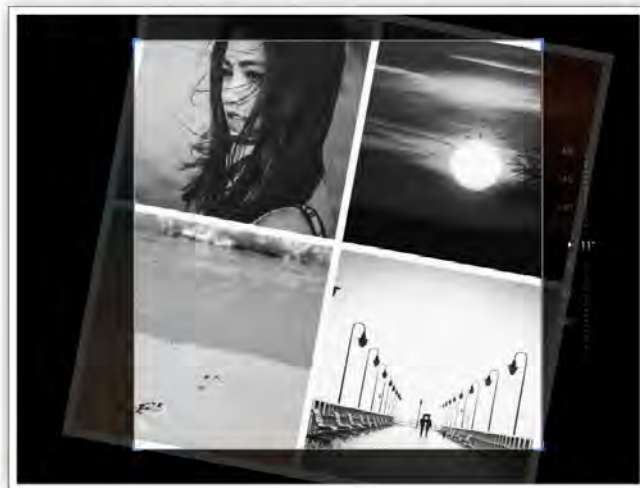
Step 3

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.



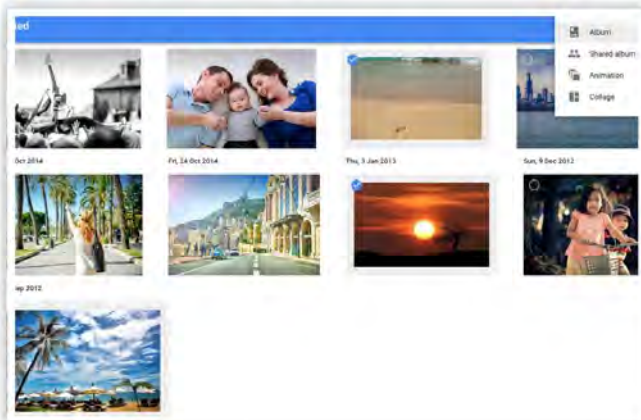
Step 5

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.



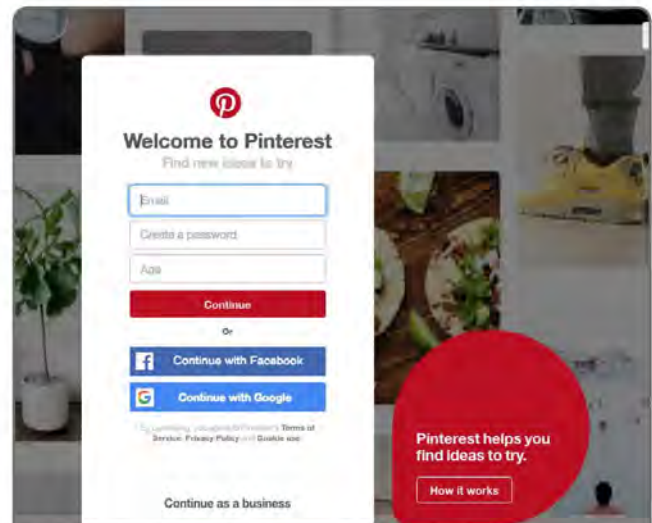
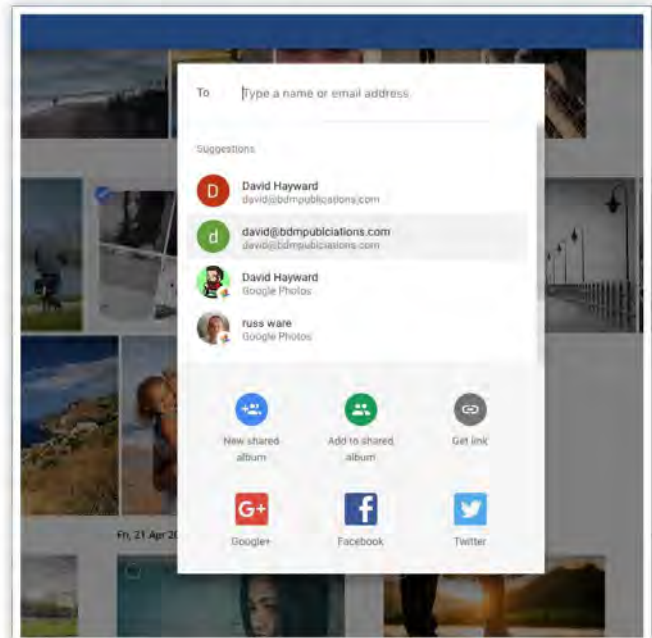
Step 7

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 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.



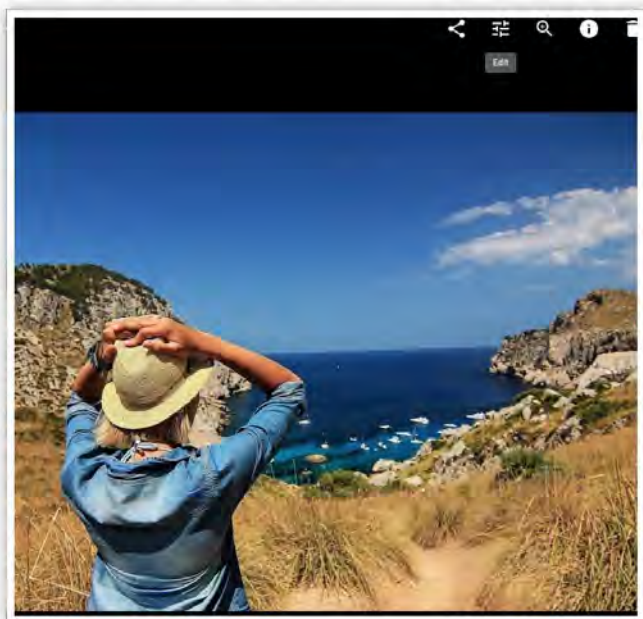
Editing Images Using Photos

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!



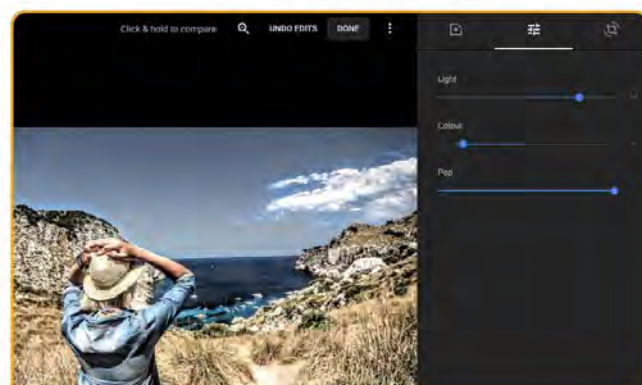
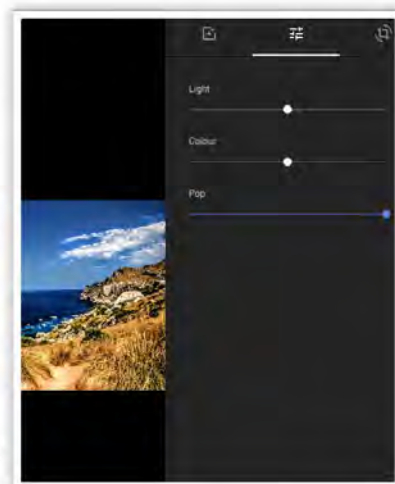
Quick Fixes

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.

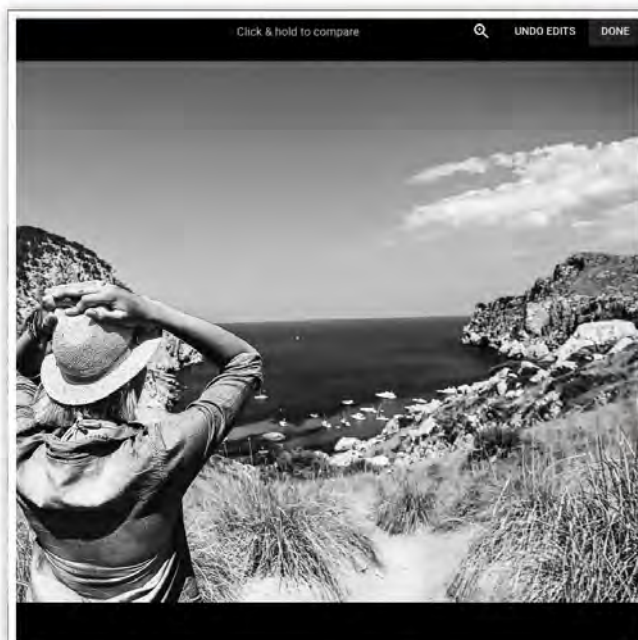
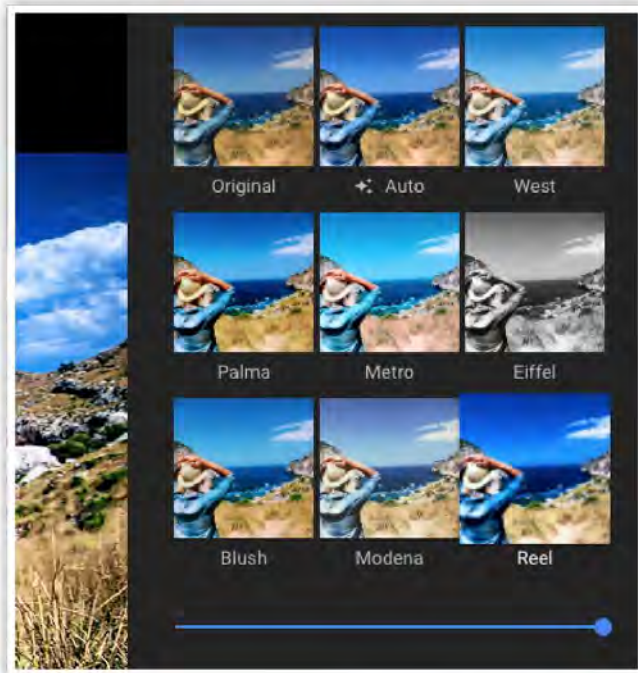


Undo Edits

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.

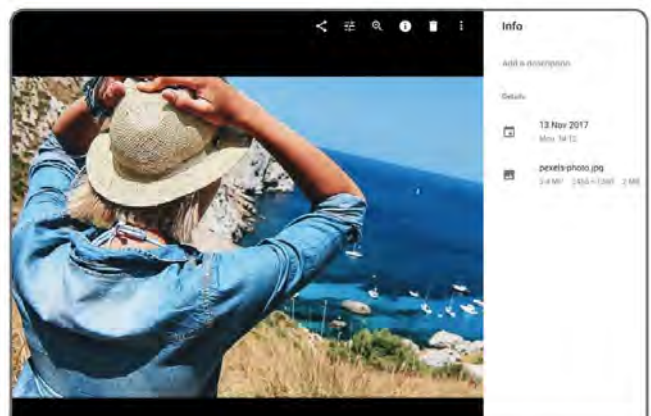
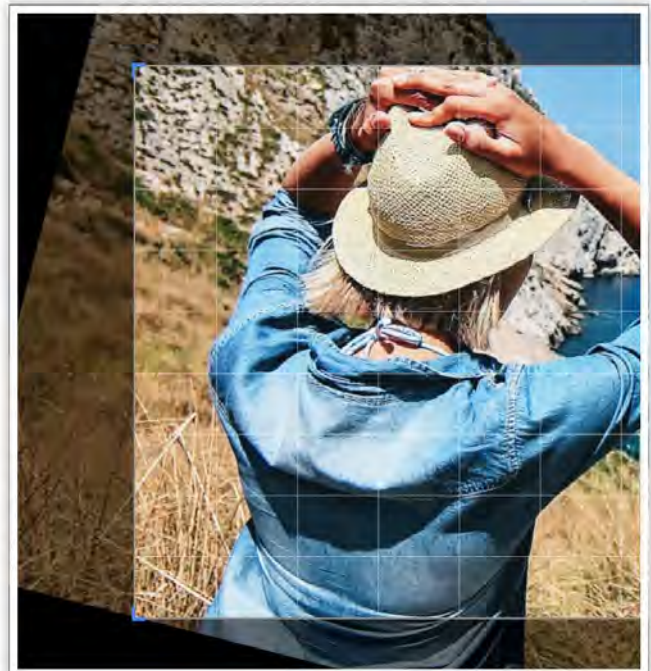


Click and Hold to Compare

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

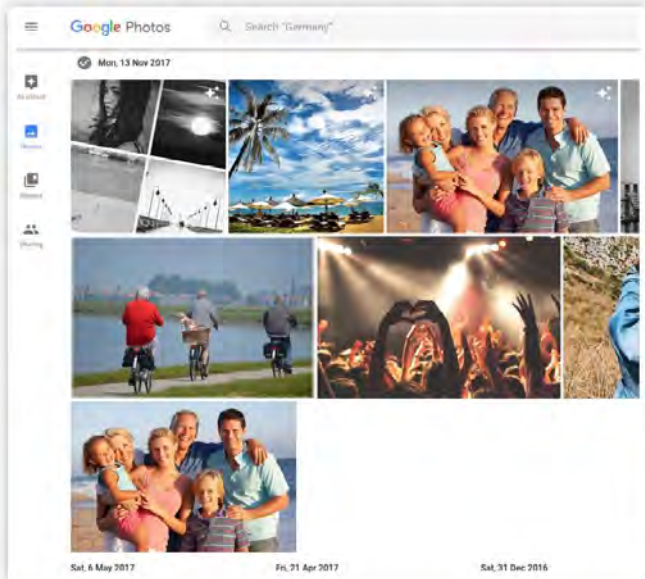
Google Photos Albums is an easy way to store your photos online and then share them as and when you choose. Google provides free storage that makes sharing your photos quick and easy.

Adding Photos to Web Albums

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

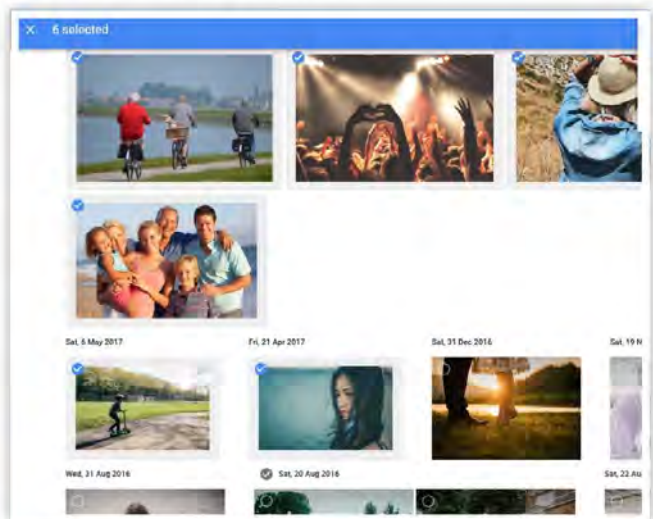
Step 1

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.



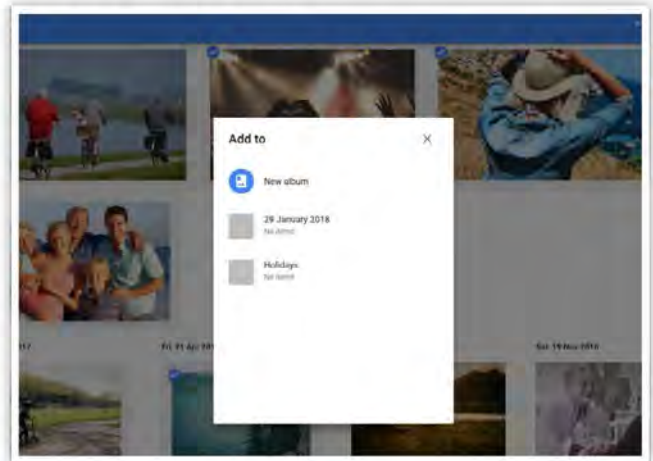
Step 2

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.



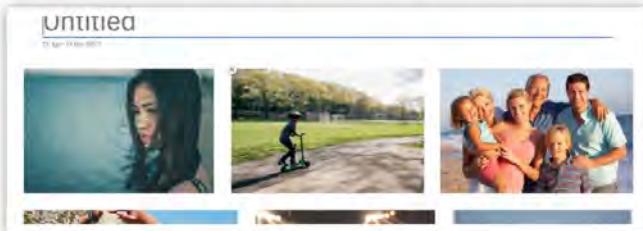
Step 3

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.



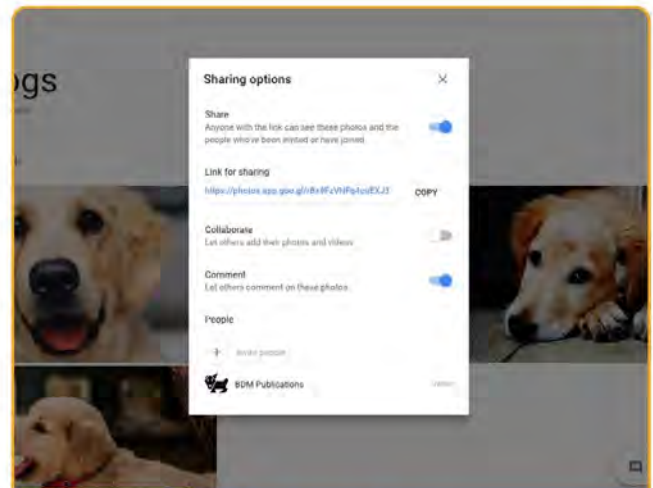
Step 2

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.

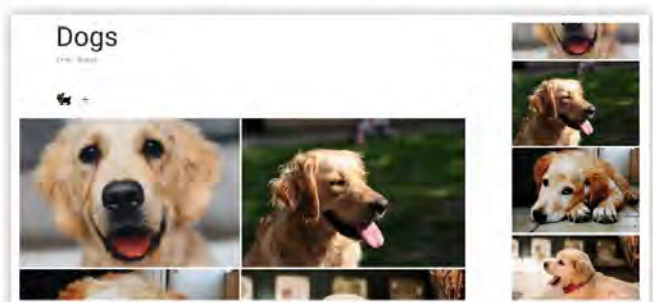
Step 4

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

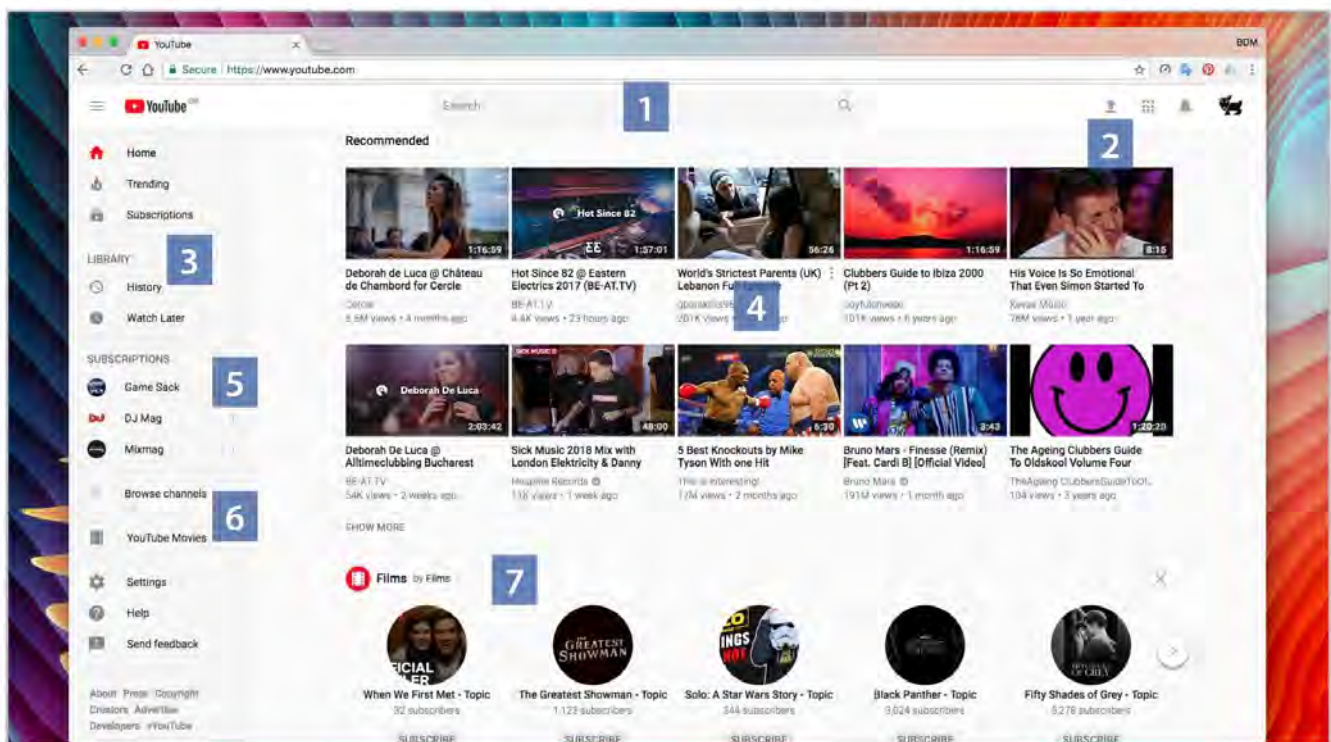
Add a comment if you'd like to add context to your photos. This text will be posted with your photos in Google+. Add Google+ circles, individual people or email addresses and then click Share.





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

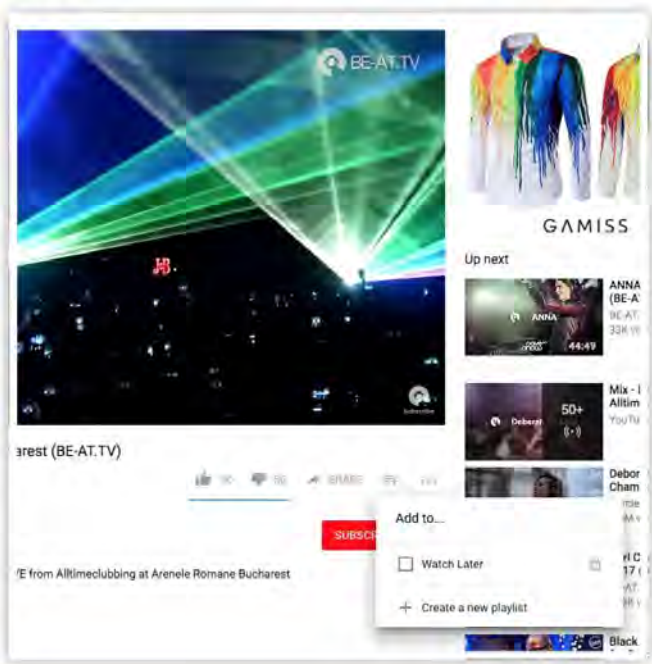
The most recent content from your subscribed channels is displayed as a list at the bottom of the screen. If you have not subscribed to any channels, this list will be populated from the most viewed content on YouTube, content that is currently trending and that which is relevant to your geographic location.

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.



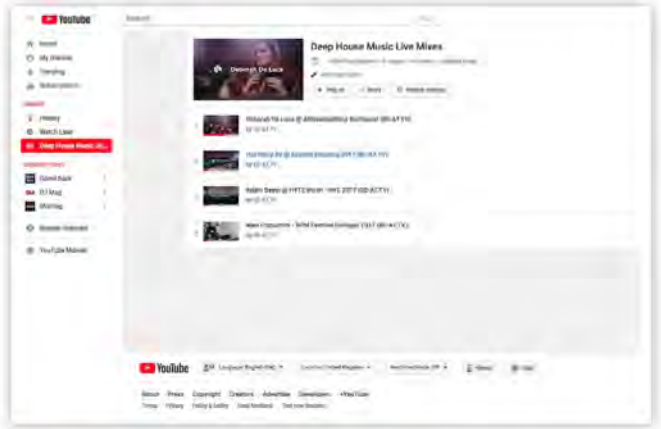
Step 2

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.



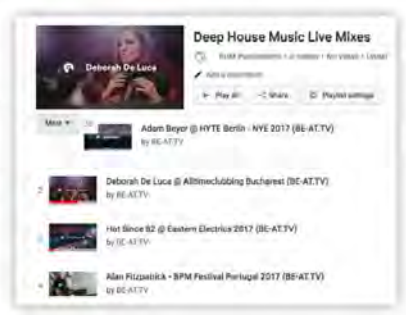
Step 3

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.



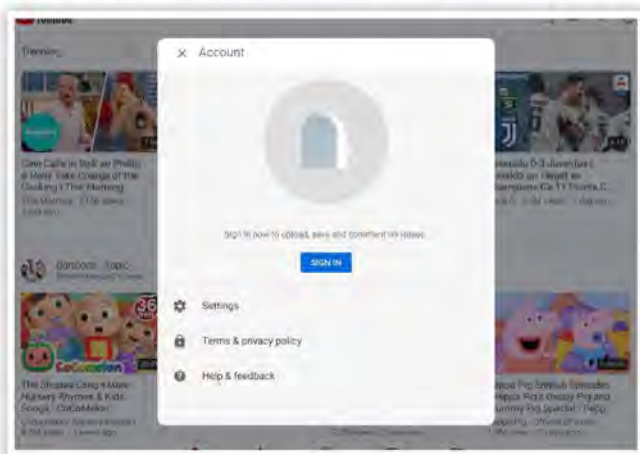


Using the YouTube App

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.

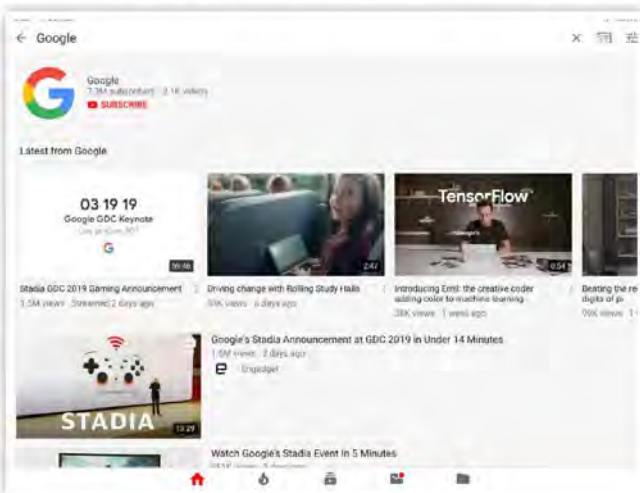
Step 1

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.



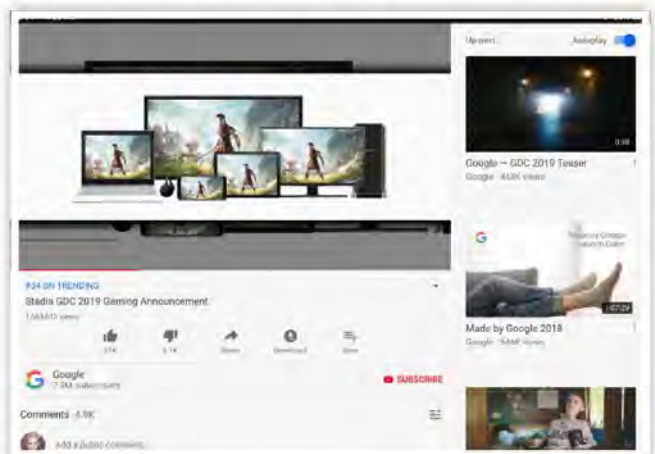
Step 2

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.



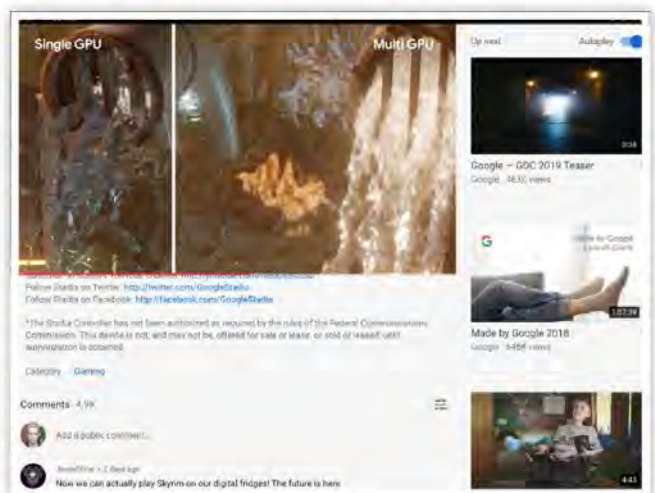
Step 3

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.



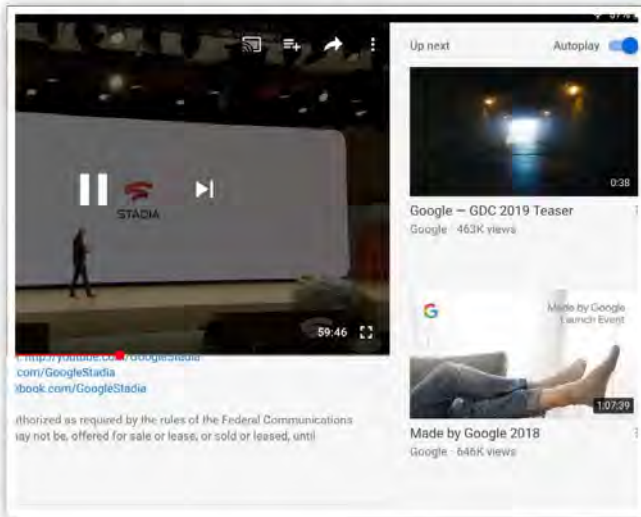
Step 4

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.



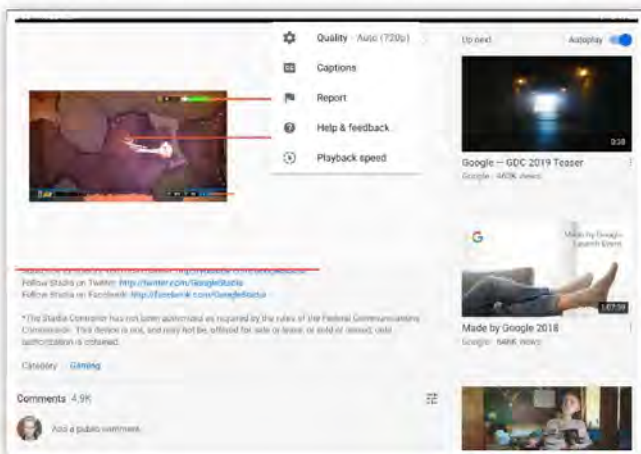
Step 5

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.



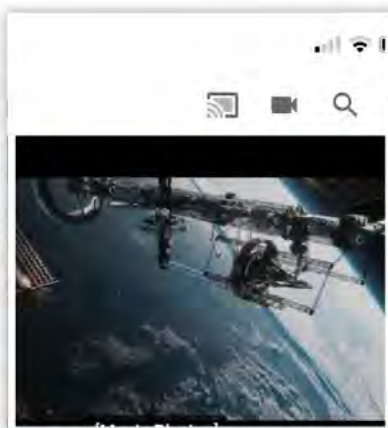
Step 6

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.



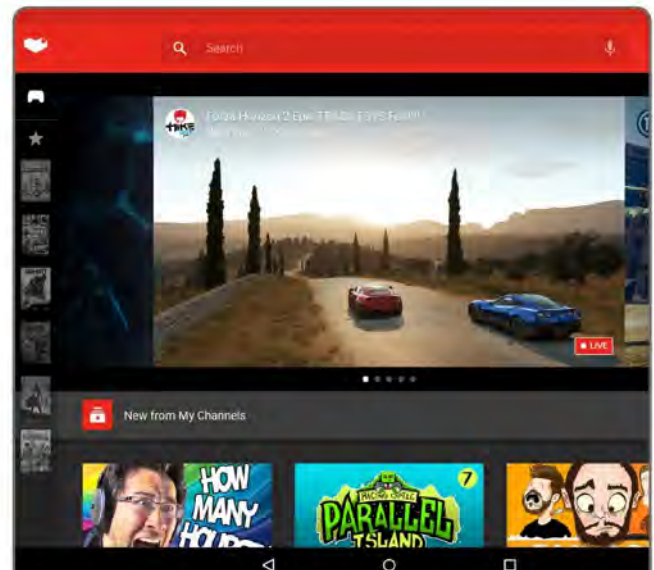
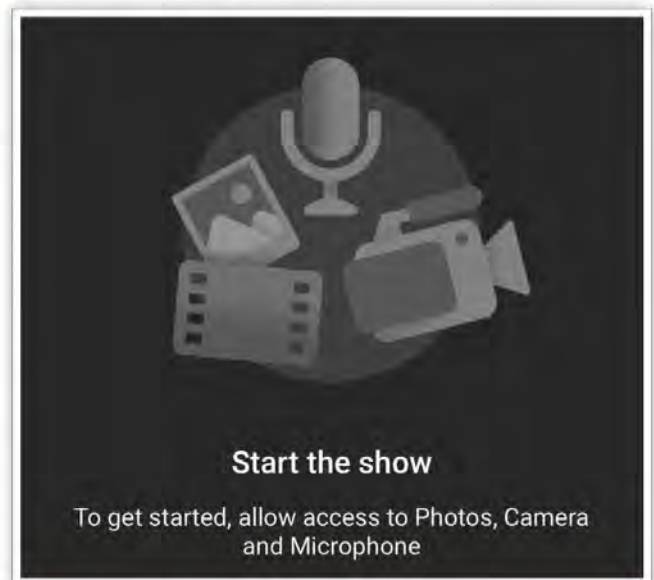
Step 7

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.

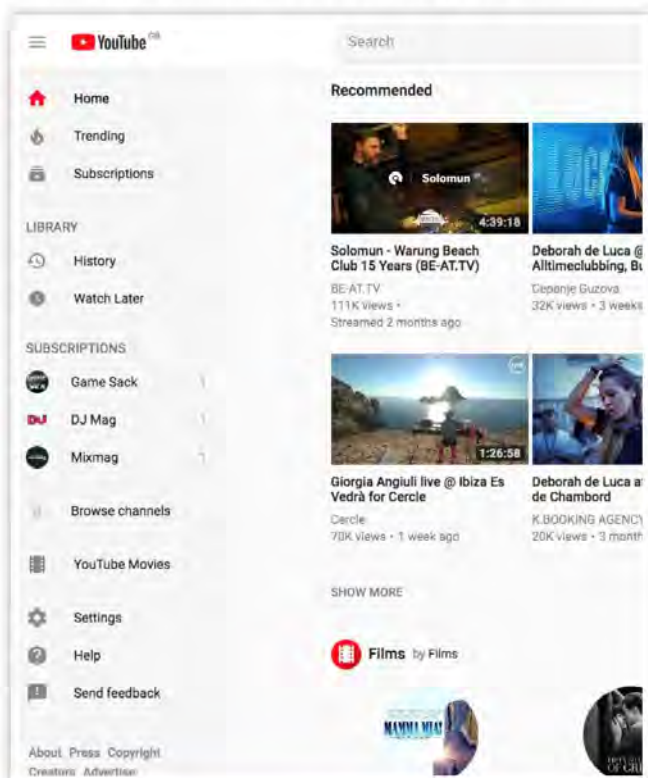


Uploading Videos to YouTube

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.

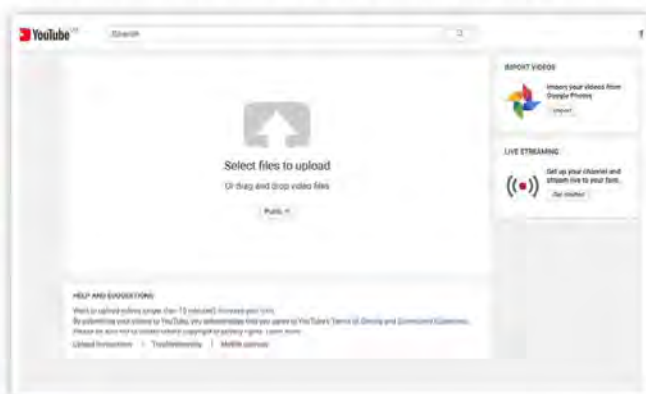
Step 1

➤ 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.



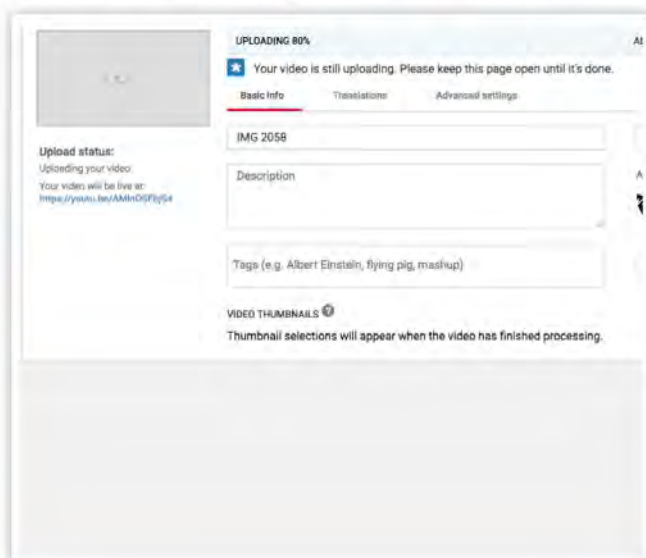
Step 2

➤ 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.



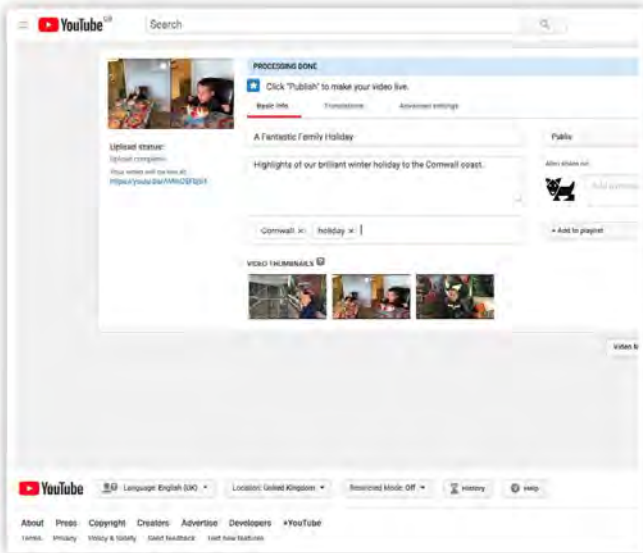
Video Formats

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.



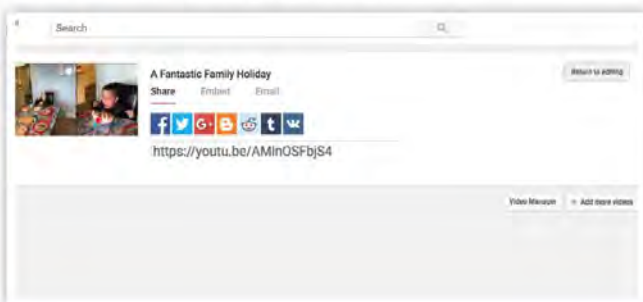
Step 5

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.



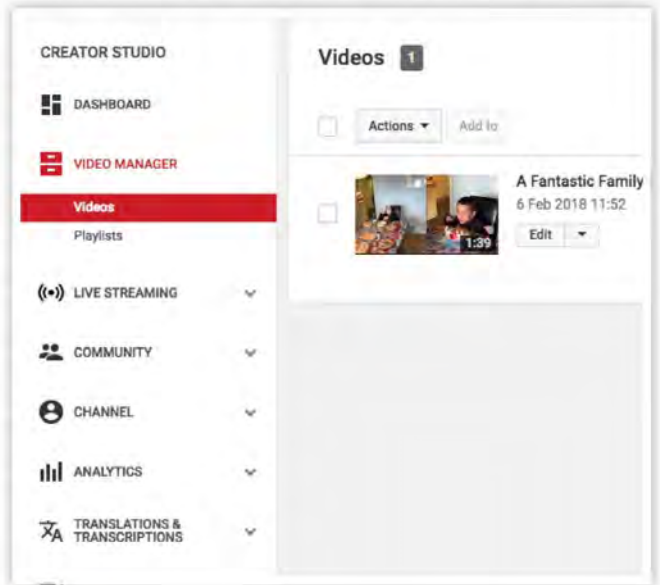
Step 6

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.



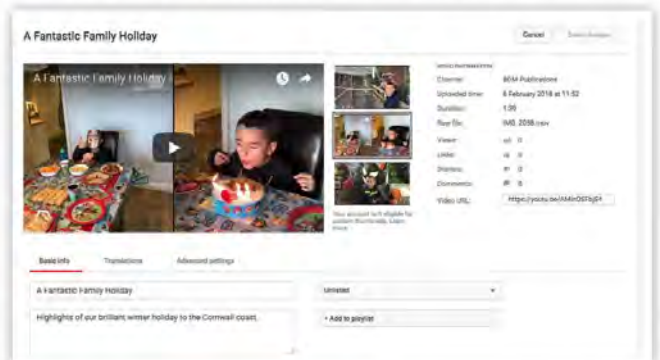
Step 7

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

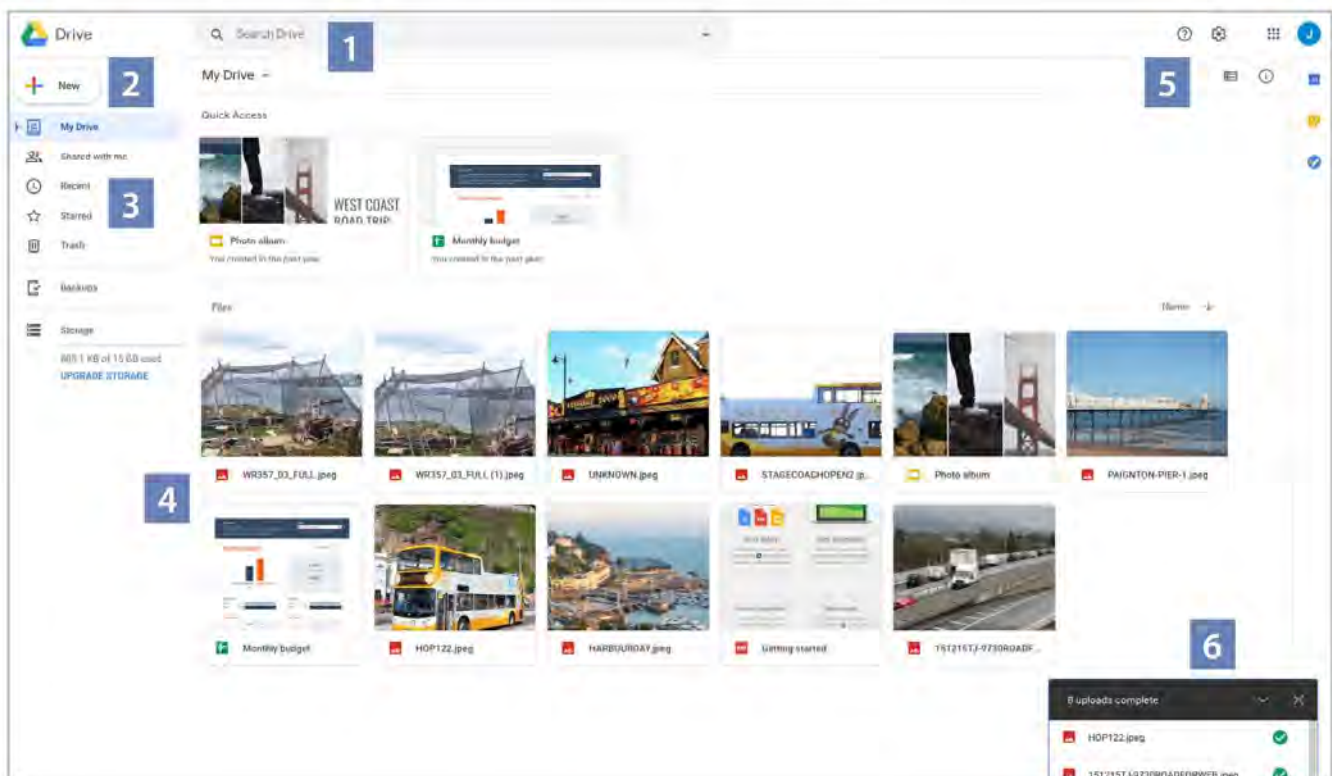
Click the Video Manager button to quickly see and manage all of your uploaded videos. Here you can check the number of views, likes and dislikes, as well as being able to share or delete videos.





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.

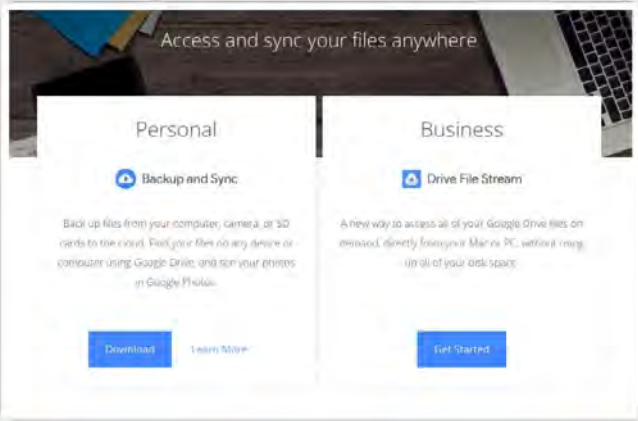
Free Google Storage

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

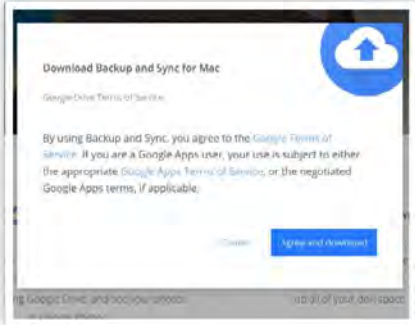
Step 1

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



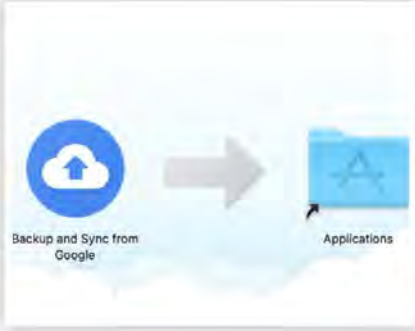
Step 2


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.





Welcome to Google Drive

swipe up to begin



Sign in

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.

