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Google Intermediary Tools

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Staff Technology Workshops: Google Intermediate Tools October 11, 2011

Privacy & Security Settings



Public Profile Only name required (but real name_ – choose what to add

Privacy: What's in their system, what are you adding, what do they show/use?

Security: Passwords, backup questions, e-mails, & phone, outside access

Gmail: Logged on somewhere else? You can see where & sign out remotely.

Exporting Data: Download photos, e-mails, profile data, contacts, etc.

More Google Tools

Picasa:



Basics: Software or Web options, easy to import photos either way

Organization: Create albums, add tags, or identify people with name tags

Sharing: Send via e-mail, export files, upload to print or share on other sites

Editing: Easy tools to fix common problems, fun filters, collages and videos

Learn more: <http://picasa.google.com/features.html>

Google Voice:

2 Versions:

- full toolset with new custom number
- voicemail forwarding with existing number
- (alternatives available, require specific account configurations)

Basics: Voicemail, texting, calling (including international & conference calling)

Organization: Contacts, groups, custom greetings, block calls or mark as spam

Learn more: <http://www.google.com/googlevoice/whatsnew.html>

Google Maps:



Basics: Search, Custom Views, Get Directions (transportation options)

Organization: Save custom maps, adding your own markers & Routes

Collaboration: Share maps via e-mail or embed online, let others view or edit

Learn more: <http://maps.google.com/support/>

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<http://libraryguides.kentlaw.edu/google-tools>