

What's New With Google?

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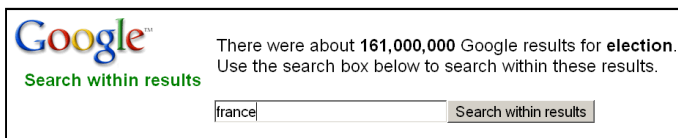
What's New in Search? (www.google.com)

Google's "bread and butter" will always be search. Their streamlined system makes it easy to type in your search terms and find quick, mostly reliable results.

Were you aware of some of the tricks you can use to increase search accuracy?

Refine a basic search:

- Search for a basic, broad concept, such as **election** or **cancer**
 - **BONUS:** enter a misspelled version of the word and see what happens. (Click on the "did you mean" link to see results for the corrected word.)
- You will receive an overwhelmingly large list of results. You can add search terms to pare this list down. Scroll down to the bottom of the search page, and select **Search within results**.
- Refine your results by entering additional, more specific search terms, such as "Illinois" or "alternative treatment."



Results 1 - 10 of about 5,190,000 for [election france](#)

Searching for phrases:

- Search for a famous quote by typing it into the search page. Here are a few examples:
 - **Houston we have a problem**
 - **I think this is the beginning of a beautiful friendship**
 - **It was the best of times, it was the worst of times**
- Try one of these searches, or use one of your own. How many results do you get?
- Try that same search, but put the line in quotation marks: "Houston, we have a problem"
- How many hits do you get?

Searching within a given website:

Sometimes you know your results exist within a specific website.

Google offers several ways to limit your search.

- Certain sites will have a built in search bar. These are typically large sites, such as media outlets or government websites. It will look like the image at right.
- Try to find two sites that have this search option:



1. _____
 2. _____
- Other sites will offer a "more results" link beneath the primary site link, as indicated at right. Click the link, and refine your search as necessary.
 - You can also do a direct search for results within a given site by typing **site:<site URL>** after your search query. Try searching for **1040 site:www.irs.gov** and see what happens.



Other Shortcuts:

- **Calculations:** Try various equations, such as **125 + 964**, **35 * 20**, or **30% of 8500**.
- **Conversions:** Convert currency by typing **1000 \$ in yen**, or another currency.
- **Stock Prices:** Search for a company's ticker symbol, such as **GOOG**.

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What's New in the World? (maps.google.com)

Google has made easier than ever to find specific locations using its Google Maps service. Here are some useful tricks.

Finding an Address:

- What if you don't know the address of a particular business? Use Google Maps to pinpoint its location.
 - In the Google Maps search bar, type in **Skokie Public Library** and see what comes up.
 - Click the options on the top menu such as **Map**, **Sattelite**, and **Traffic**. What happens to the map?
 - Look at the **Street view** for the Library.
 - Try a search with a world landmark, such as **Westminster Abbey** or the **Taj Mahal**.
 - Try a business with many locations, such as **Starbucks**, or a general category, such as **movie theaters**. Use a city name or a ZIP code to limit your search.

Finding Directions:

- Search once again for the Library's address, 5215 Oakton St., Skokie, IL.
- Click on **Get directions from here**. Enter your home address, and look at the results. How does this compare to your normal route?

Creating Custom Maps:

- Let's create a walking route around your neighborhood. Click on **search the map**, and enter your home address.
- Click on **My Maps**. Select the **Distance Measurement Tool**.
- Using the tool, create a walking path around your neighborhood.



- If you have a Google account, log in. Select **My maps** and select **browse popular maps**. Look at some of the extra map features you can add to your account.
- Type **election** into the search bar, and select **2008 US Primary Results** on the map. Add the map to your account. Don't forget to log in! (You will need a Google Account to do this.)

What's New in Email? (www.gmail.com)

Gmail, Google's free email service, makes it easier than ever to organize and search your email.

Note: Using Gmail requires a Google Account. If you do not have an account, see Toby for a sample login.



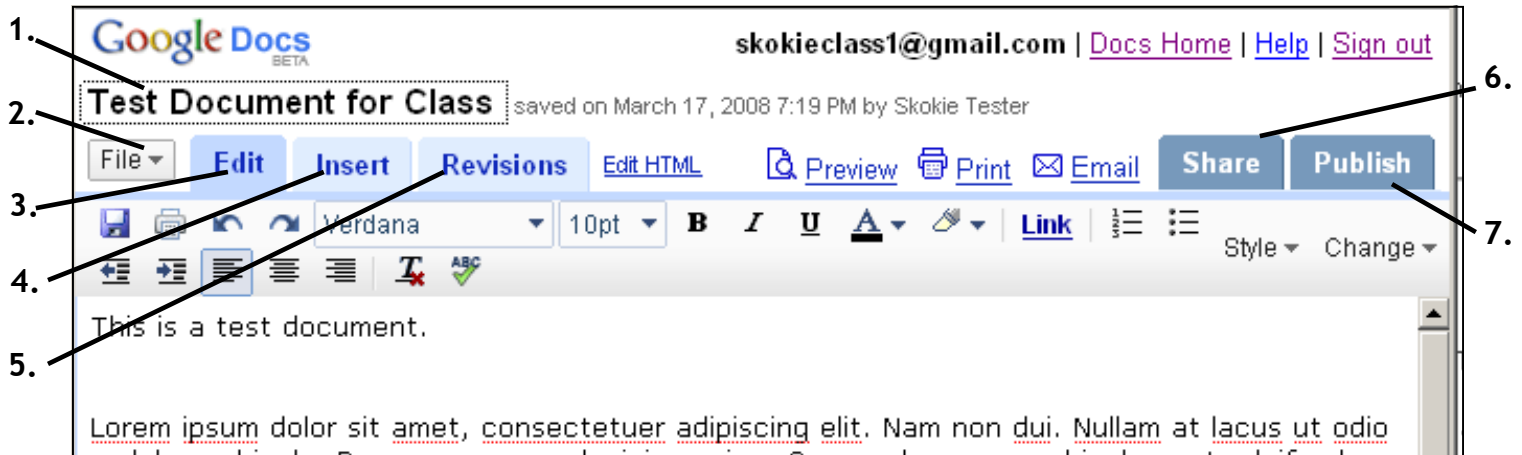
- Gmail organizes messages into **conversations**, grouping replies into one message "thread." How does this compare to a more traditional email?
- If you've received the conversation with all the skokieclass gmail accounts, do a search for the word **experiments**. Enter your term into the search bar at the top and click **Search Mail**.
- Take a look at the built-in **Chat** feature on the left side. Type **skokielibrary** into the search bar, and start a conversation. How does the chat feature differ from regular email?

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What's New in Documents? (www.google.com/docs)

Google Docs allows people to use a word processor, create spreadsheets, and make presentations—all free and online! Many of these features are similar to what you would see in a commercial “Office” product, such as Microsoft Word. You can even “import” documents (from Word), spreadsheets (from Excel), and presentations (from PowerPoint), so you can edit them online!

Here's a brief overview of how Google Docs is different from standard Office software:



1. **Document Title:** Change the title simply by clicking and re-typing.
2. **File Menu:** Allows you to save, rename, and copy your document. By using the **Export** options, you can convert your document into another file type, including HTML, Adobe Acrobat, Microsoft Word, or raw text!
3. **Edit Tab:** The main field for editing documents. Allows you to change font size, type, and color, format paragraphs, add bullets, and other general formatting tools.
4. **Insert Tab:** A “WISYWYG” (“what you see is what you get”) option for adding pictures, links, and other special characters.
5. **Revisions Tab:** Do you wish you hadn't made that one edit two weeks ago? Fear not! The revisions tab keeps a record of every major change you (or your collaborators) have made to your document.
6. **Share Tab:** Two (or three, or twenty) heads are better than one! If you're looking to collaborate on a document, click the **Share** tab, and send invitations to your partners. You can also allow them to invite additional collaborators, but checking the corresponding box.
7. **Publish Tab:** Why send an email attachment when you can publish your document online! Publish converts the document into something people can view (but not edit) online. You will receive a link that you can send out.

What Else is New?

No matter how many new innovations Google has developed, you can be sure that they're working on even more ways to improve on their slate of services. If you're looking for an inside scoop on what Google has coming down the pipe, you might want to check out one of these sources:

- **The Google Blog** (googleblog.blogspot.com) - Official announcements, tricks, and hidden Google techniques, direct from the source!
- **Google Experimental** (<http://www.google.com/experimental/>) Google's “recruiting” page for rounding up people to test out potential new features.



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