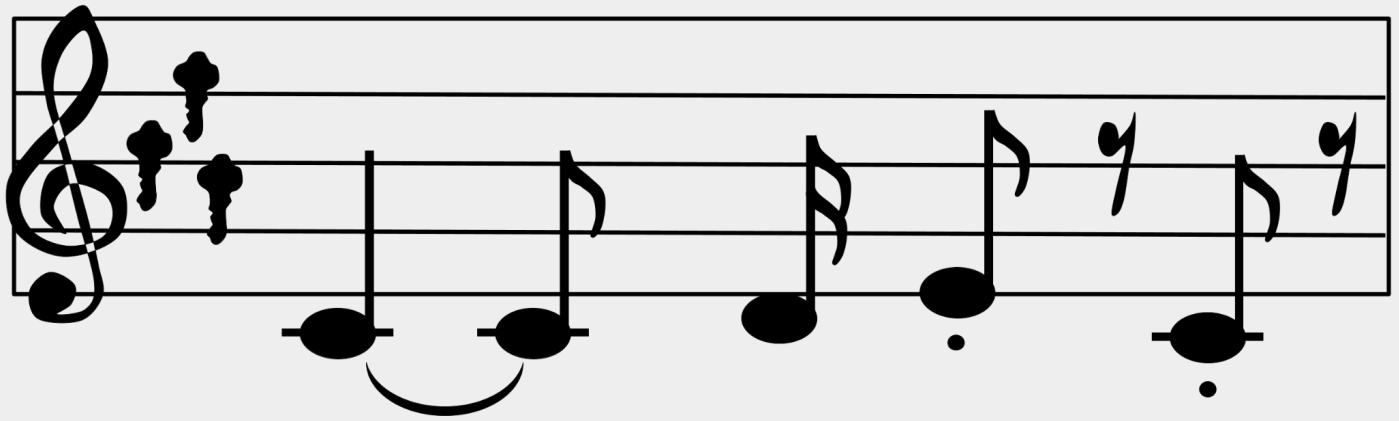
Tuning the Googles!



WHO IS THAT?

mholt@scoe.net

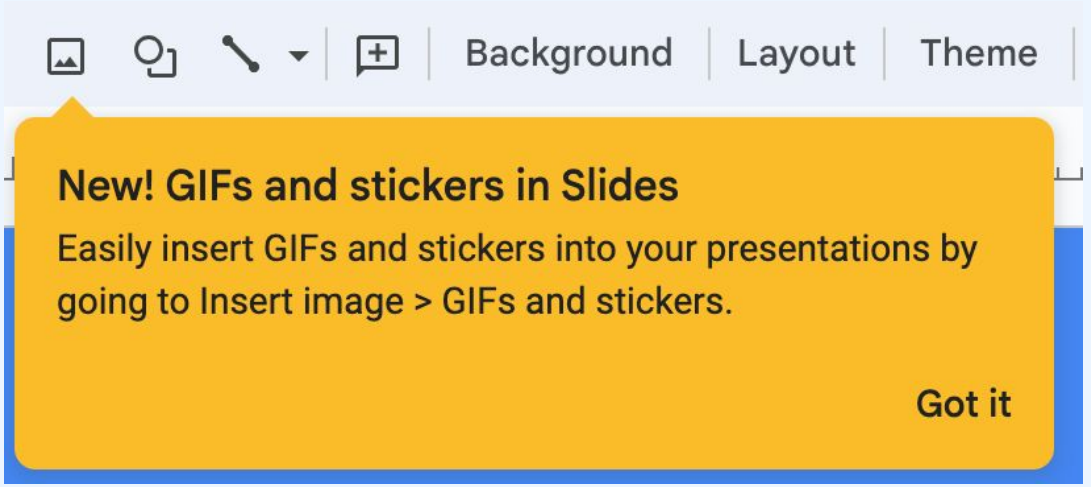
The Slides

Slides will be shared at the end of the prez'

You can also request a copy via email:

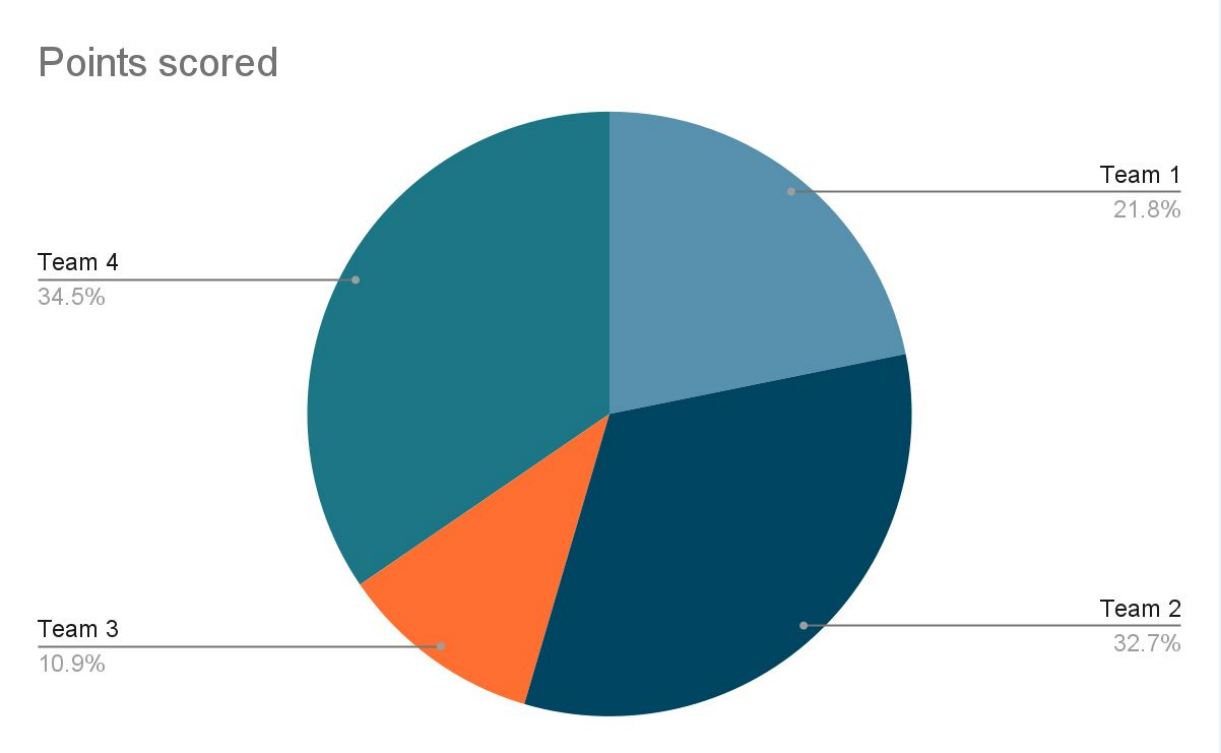
mholt@scoe.net

SLIDES


Background
Layout
Theme
New! GIFs and stickers in Slides
Easily insert GIFs and stickers into your presentations by going to Insert image > GIFs and stickers.
Got it

Slide Charts

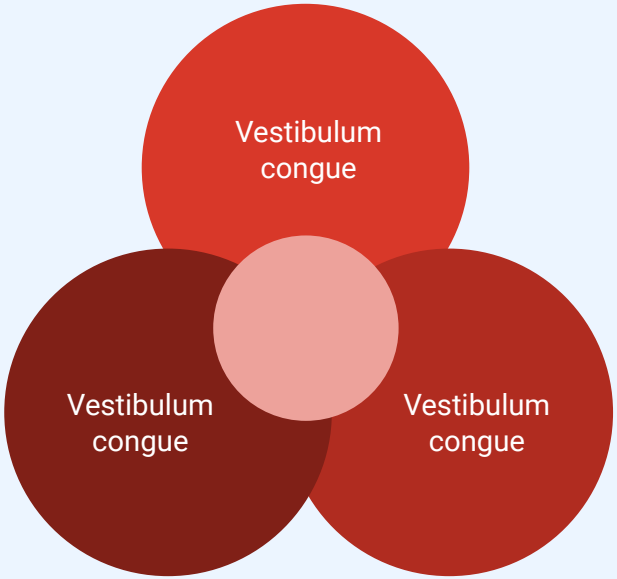
Automagical Sheet created and linked

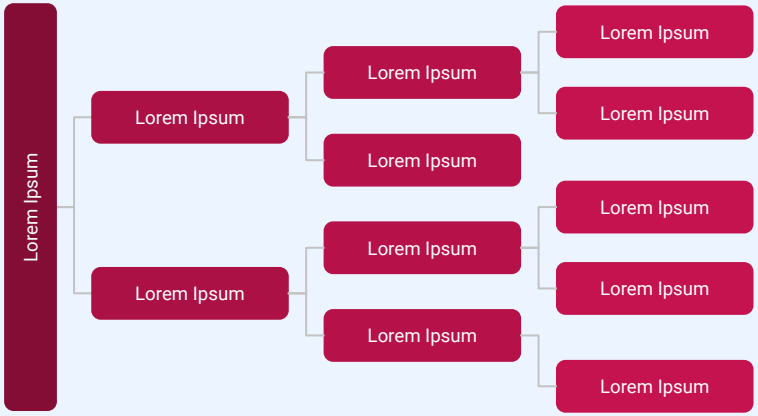


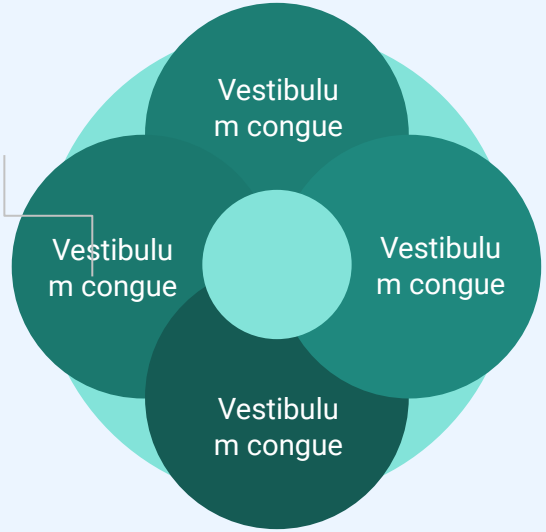
Slides Diagrams

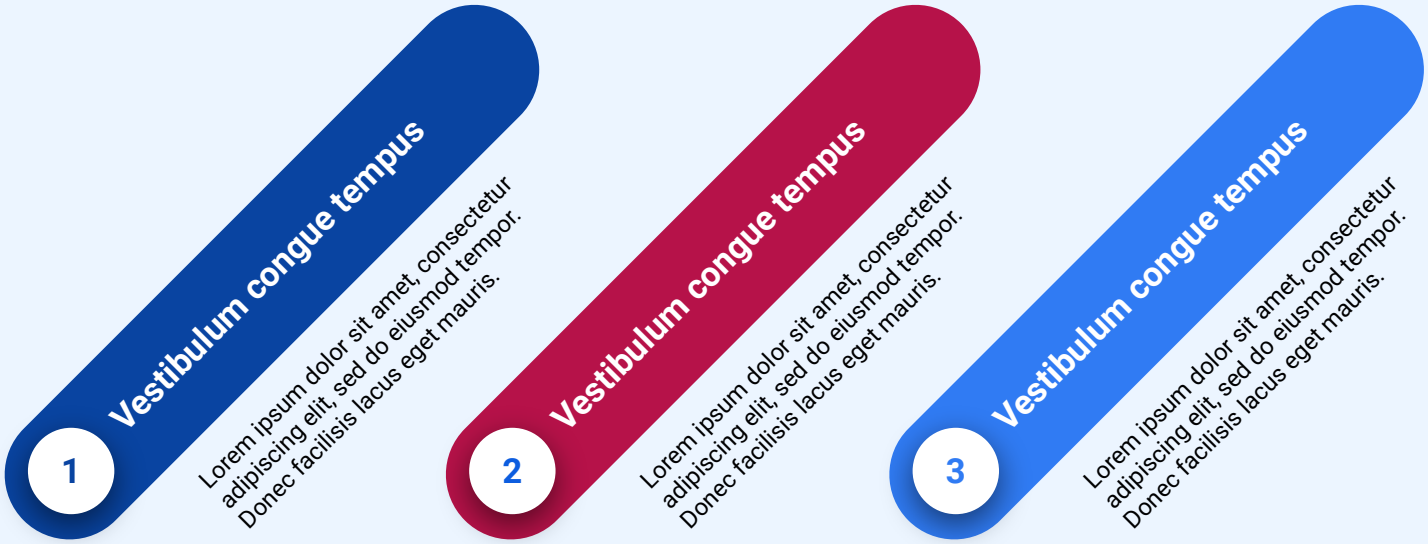
Sooo many options and all customizable!

Choose different setups colors, steps, and more







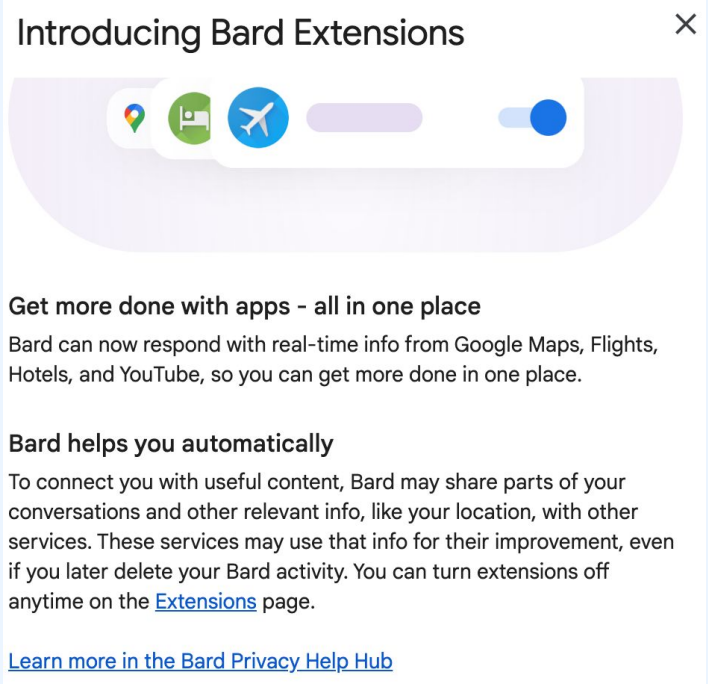

1
Vestibulum congue tempus
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor. Donec facilisis lacus eget mauris.
2
Vestibulum congue tempus
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor. Donec facilisis lacus eget mauris.
3
Vestibulum congue tempus
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor. Donec facilisis lacus eget mauris.

BARD

bard.google.com

Need more info?

bard.google.com/faq



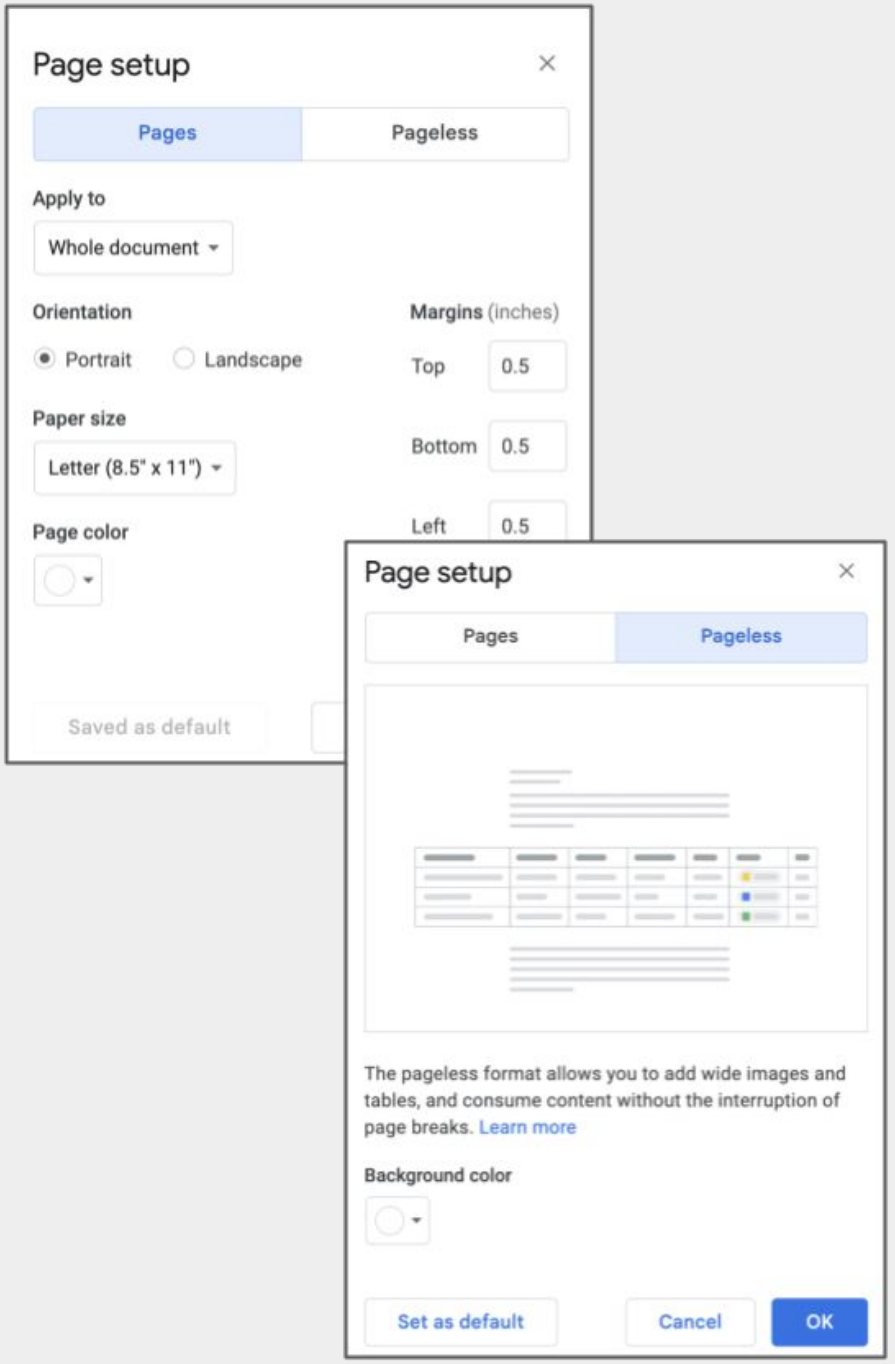
Docs - Pageless

Save paper - don't print.

Save space - go pageless!

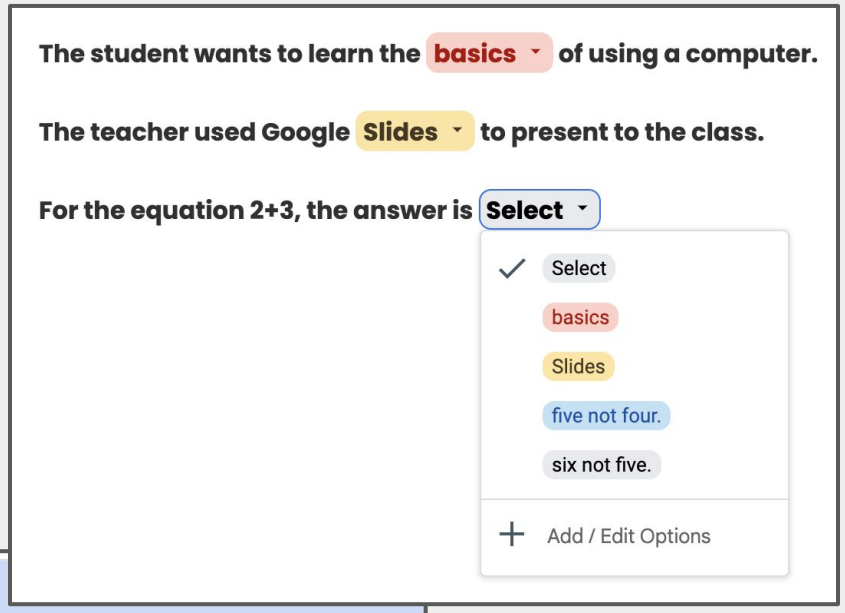
Remove page breaks and borders using Pageless option within Page Setup.

(File / Page setup)



Docs - Dropdown list

Add dropdowns for project status, asset lists, check-outs, fill-in exercises, and more!



EQUIPMENT CHECKOUT			
Student Name	Date	item	Due date
Winky Whotoo	2/21/23	Tablet	6/1/23
Ninjee Techee	3/27/23	Laptop	4/5/23
		Select	
		Select	

Copy / Paste AND Remove Format

After copying text from a website, PDF, or other platform, the formatting comes with it.

Remove formatting in one step. CTRL+shift+v

Note: this will remove links as well!

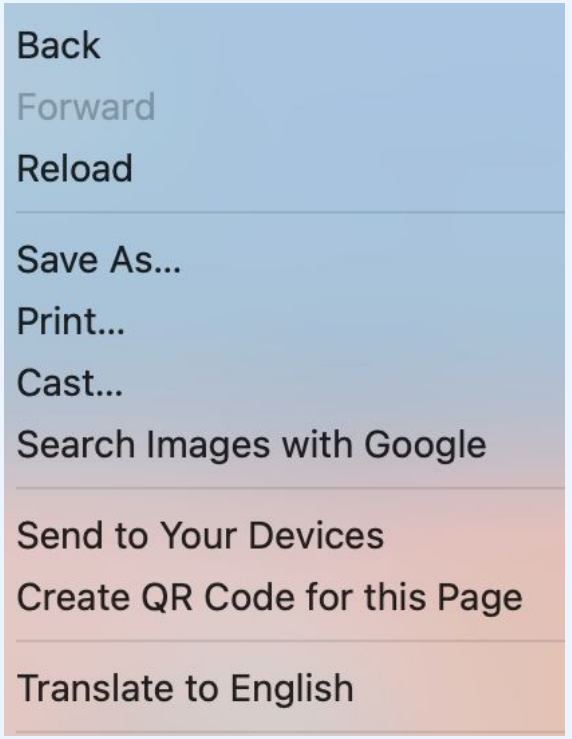
Chrome Share Button - Changes coming

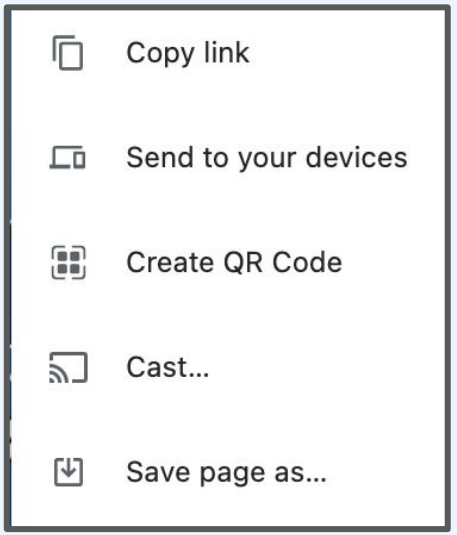
The Chrome share button is located within the address bar and allows sharing a url to your other devices, casting, and creating a QR code.

Some users have “lost” their button!

It has moved to the page that is being viewed.

Right click on the page and all the same sharing options will appear.

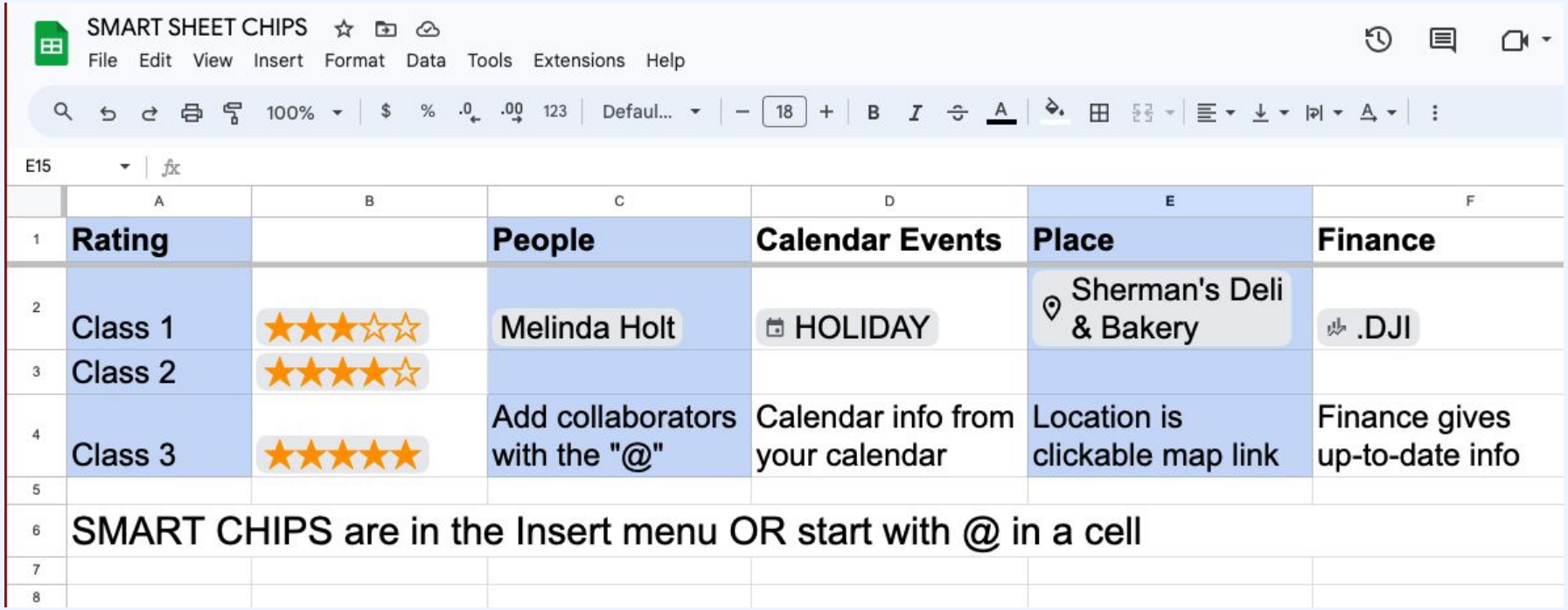




The share button has less options than right clicking on a page - start right clicking!

Sheet Chips

Insert Smart Chips to add collaborators, calendar events, rating scales and more



REQUESTS

1. DIfferent color browsers per account
2. Google Certification
3. Transition to Google Clsssrom - uploading assignment
4.

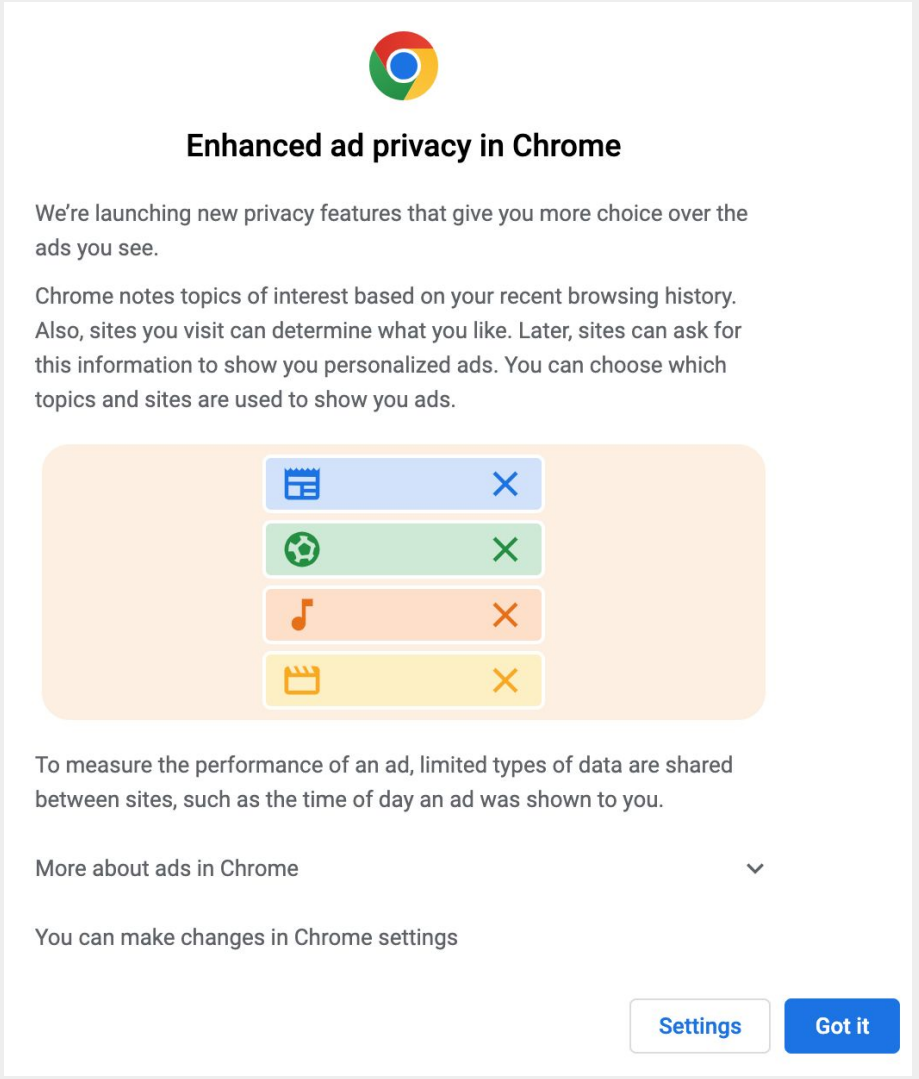
New Stuff!
(relatively)

Chrome Privacy

Turn cookies on and off as needed.

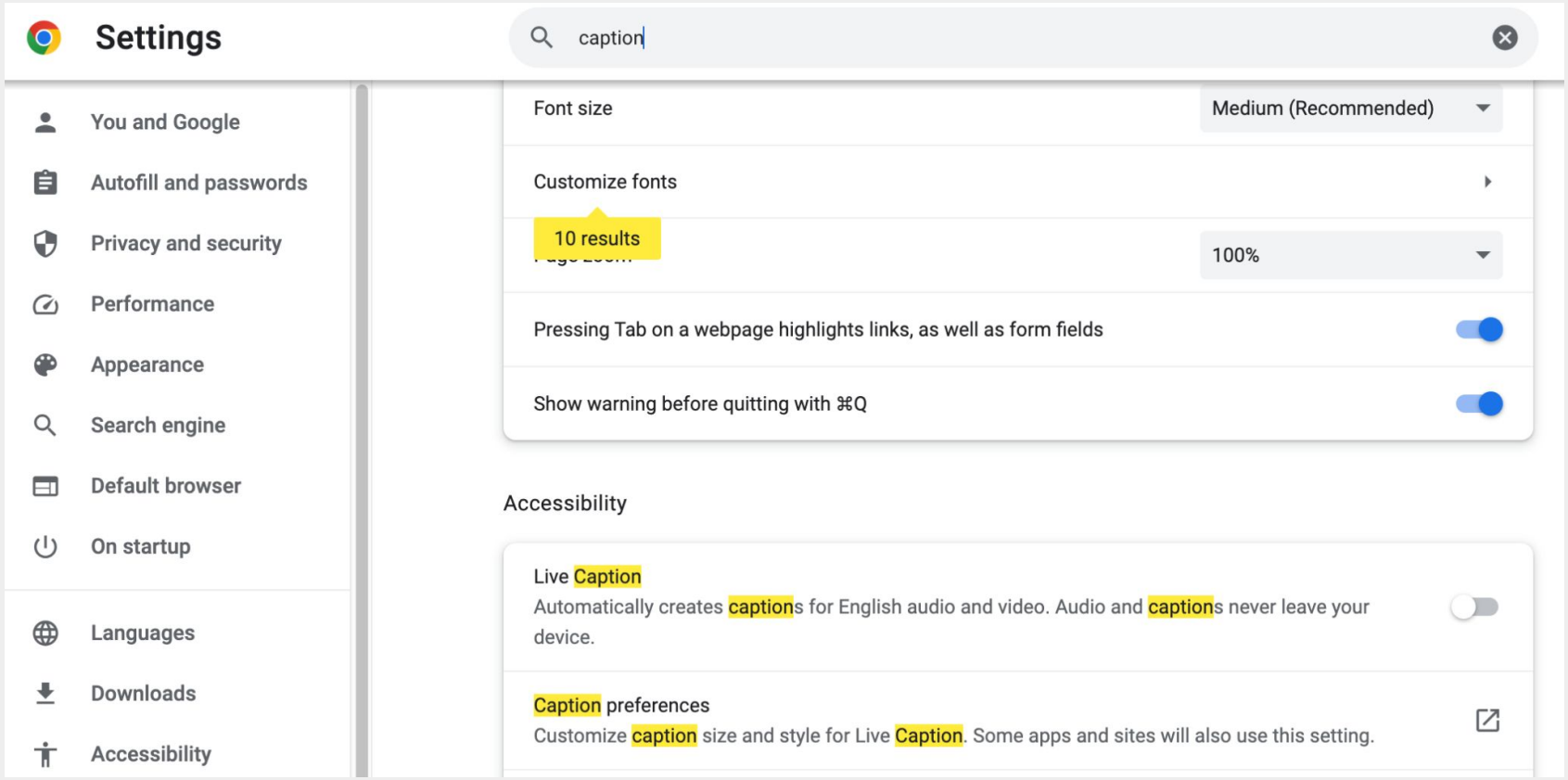
After clearing history the settings may default back - just change them

chrome://settings/privacy



Chrome Settings

Search for any setting or word in the search and look for the yellow highlights.



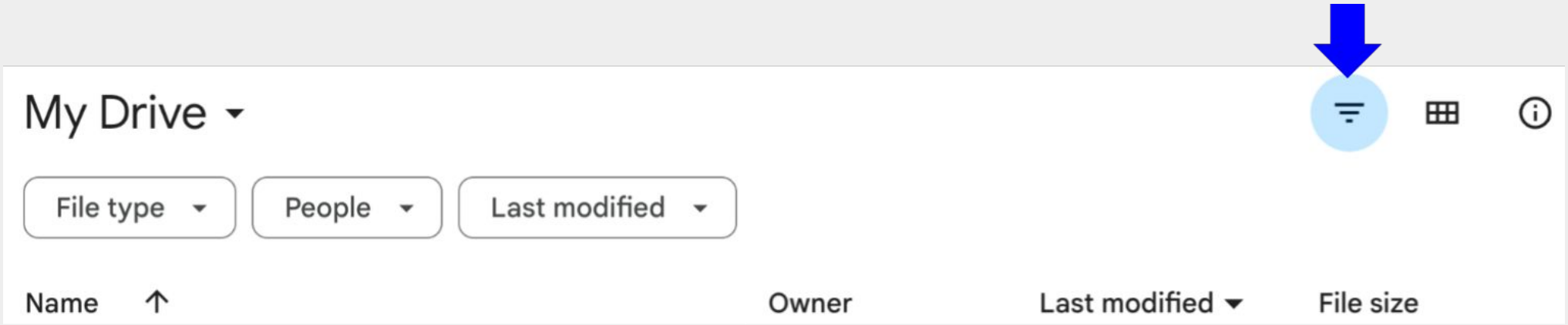
Drive Filter

Find files easier!

Some of the advanced find filters have been moved to the Drive deck.

Filters can be toggled on and off by selecting the Filter switch at the top, far right of the Drive list.

Find specific file types, people who own or are included on a share, and the ability to date-range the Last modified date.



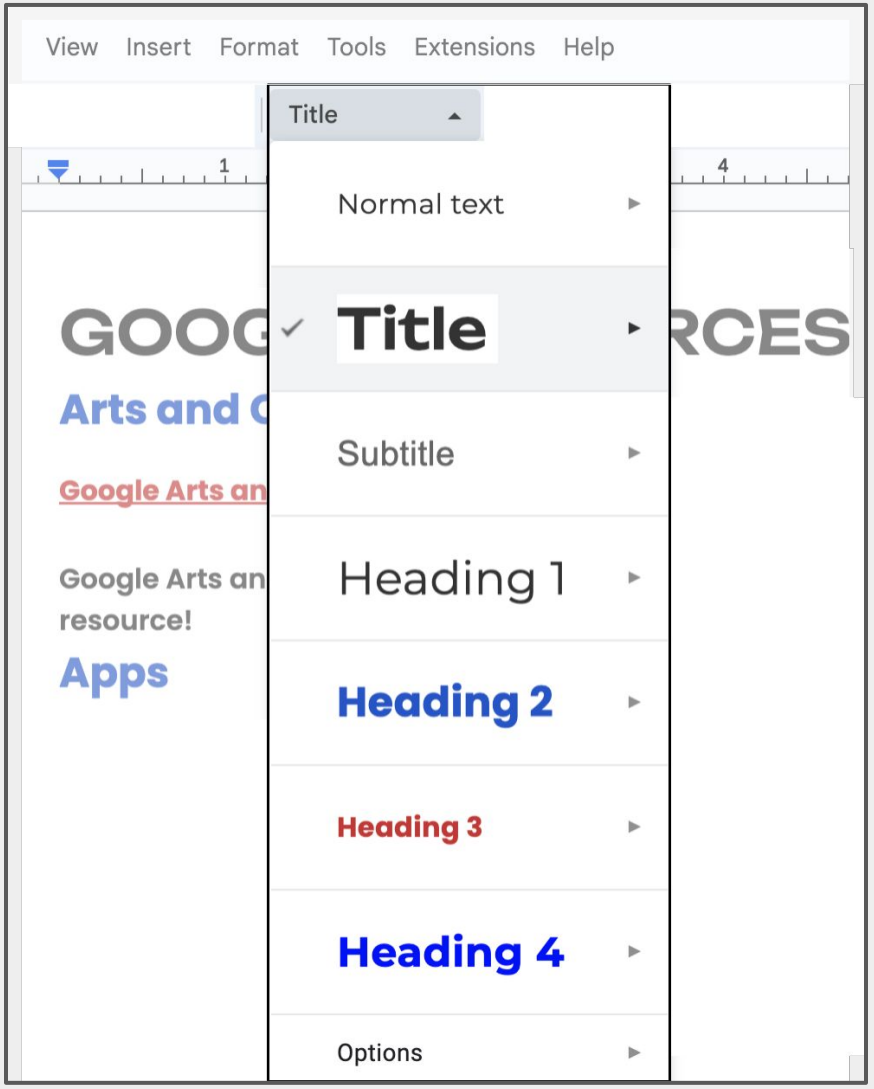
Docs - Styles

Change styles to automagically format your document.

Normal and Header styles can be set to any font face, size, or color.

Once applied all similar styles will reflect any changes.

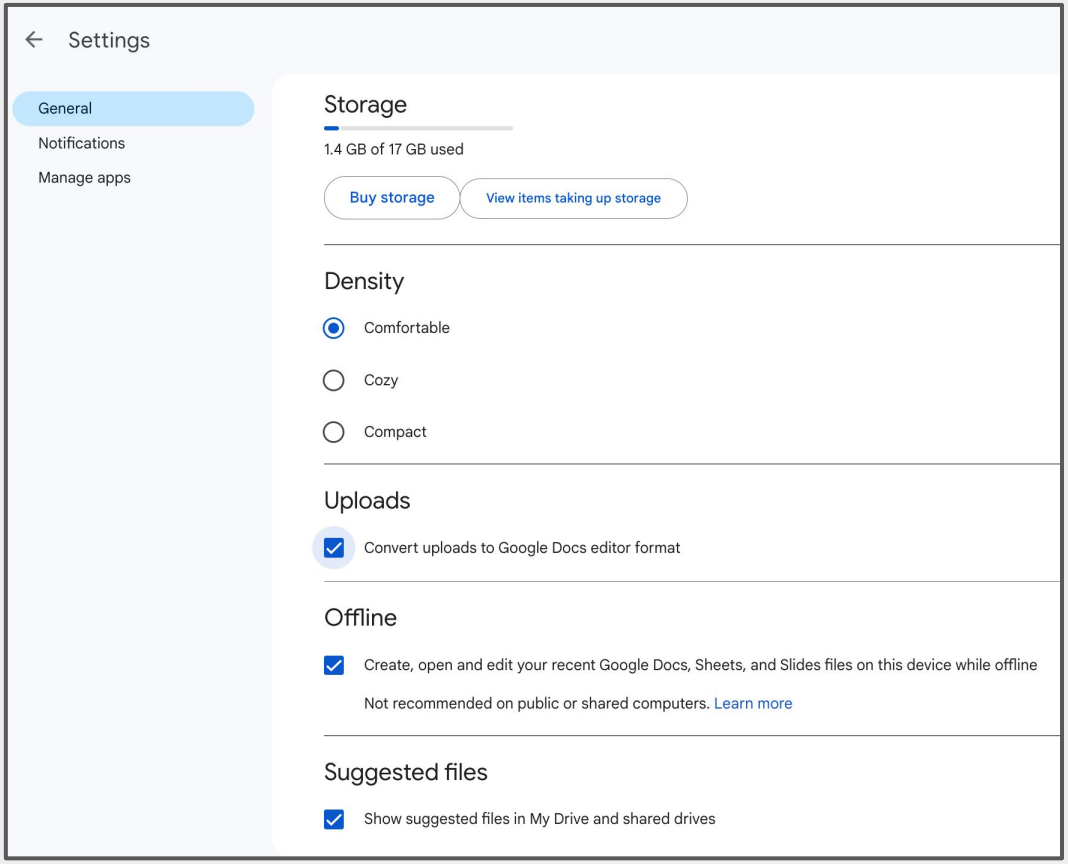
Using styles ensures accessibility too.



Drive Gear

Turn on/off:

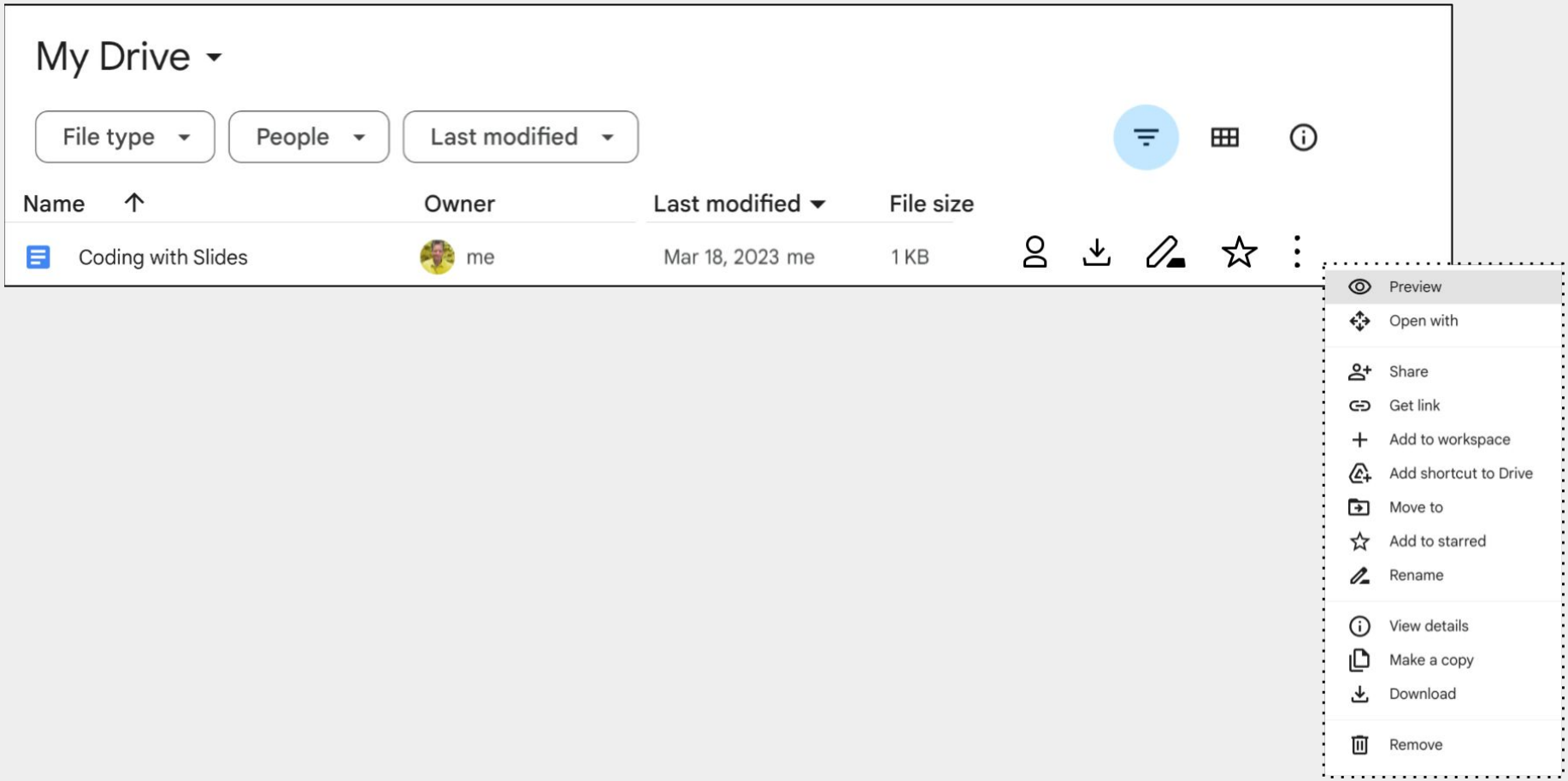
- Suggestions
- Upload conversion
- Offline access



Drive - Find and Organize

Quick tools are inline with a file or folder name.

To the right of a file's size, select Share, Download, Rename, Add to starred list, or select the Skinny Snowman (More Tools)for the same tools and more!



Drive - Spam

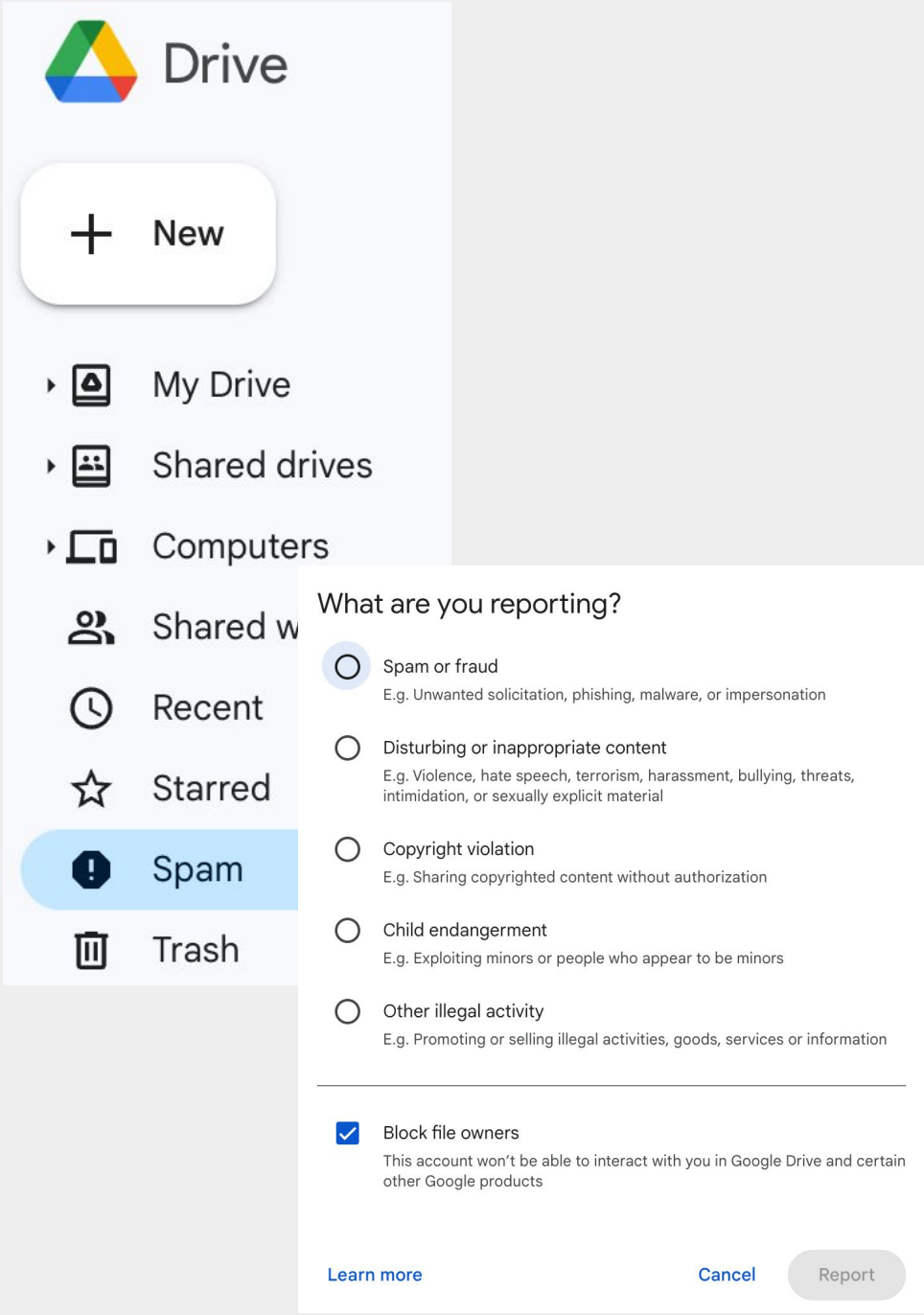
Not all files shared with us should be opened.

Vendors and other business may share a file with you that you really do not need (or want.)

Spammers and hackers share files too - and they should never be opened!

Drag files to the Spam folder under the New button and mark the file as Spam, Inappropriate, a Copyright violation, Child endangerment, or Other.

You can also Block file owners.



Pageless - Pin Table Header

Pin table headers when using pageless format on Google Docs.

As table data scrolls by, the header stays at the top of the page.

Segway

This is cool but use Sheets!

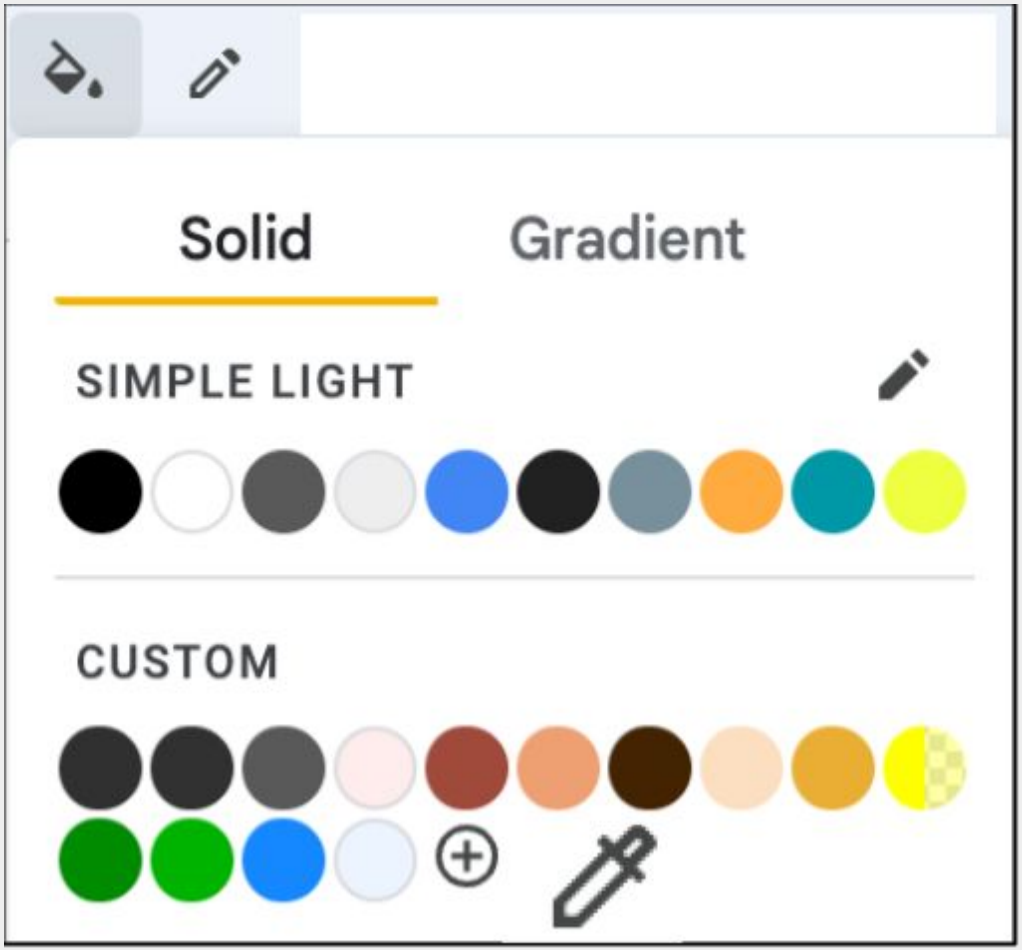
Insert the Sheet into the Doc. The Doc updates with the Sheet.

ID	Year	Region	2017 Revenue	2018 Revenue	% Change
1	2017	East	$80,191	$83,115	4% ▲
2	2017	West	$80,773	$93,038	15% ▲
3	2017	North	$59,707	$75,716	27% ▲
4	2017	South	$39,796	$34,293	-14% ▼
5	2018	East	$68,100	$68,100	0% —
6	2018	West	$98,456	$122,714	25% ▲
7	2018	North	$84,487	$30,670	-64% ▼
8	2018	South	$95,793	$138,856	45% ▲

Pick Custom Color Tool

Within the Fill or border color tools (paint bucket or line color), use the Eyedropper to select a color on the screen OR ***on a desktop.***

Available wherever color options are given.

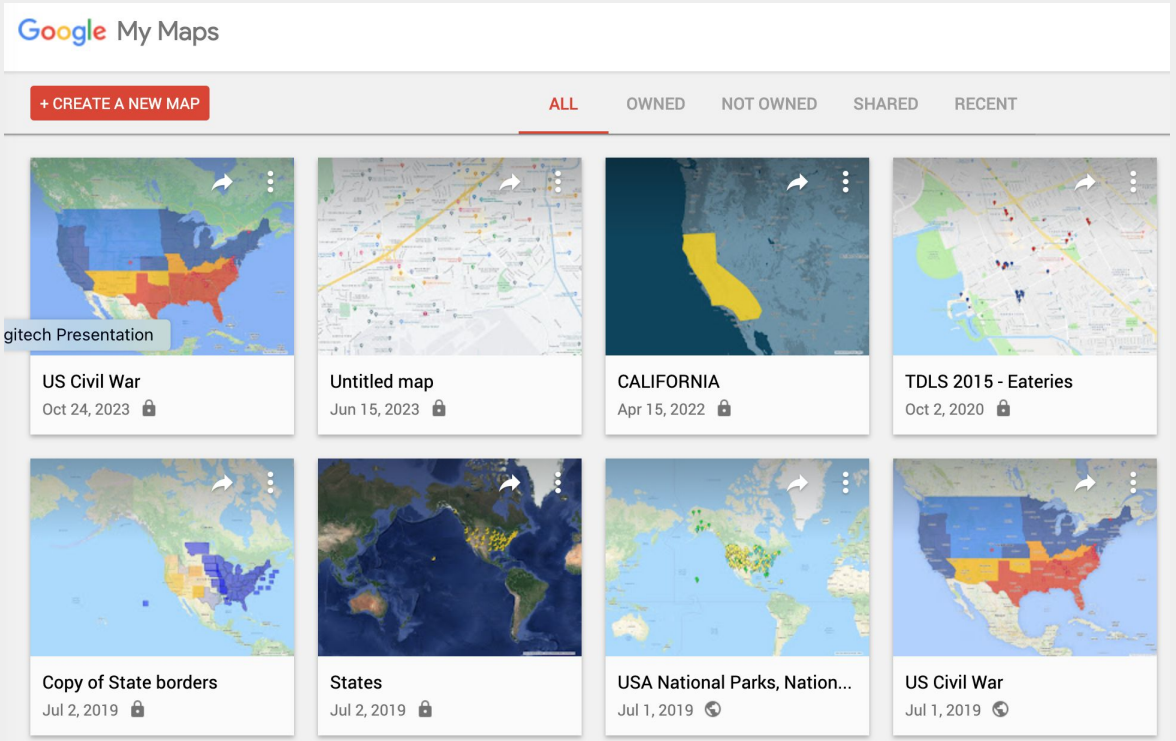


My Maps -formerly Maps Engine

Create maps for students, schools,conferences, et

Lessons can be created for math, history, and literature.

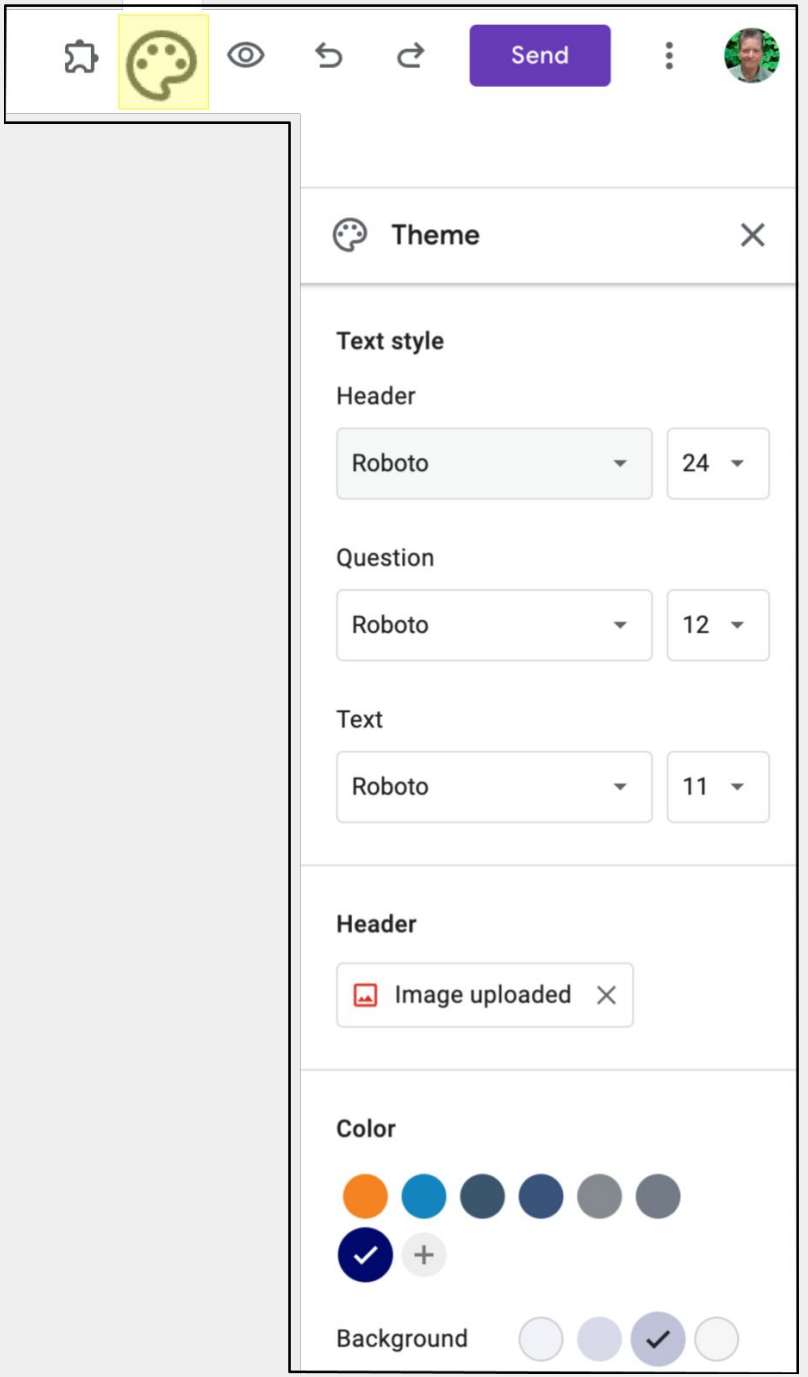
https://www.google.com/maps/d/u/0/



Customize Google Forms

Google Forms has added the ability to customize the header, sub-header, and body text separately throughout the form.

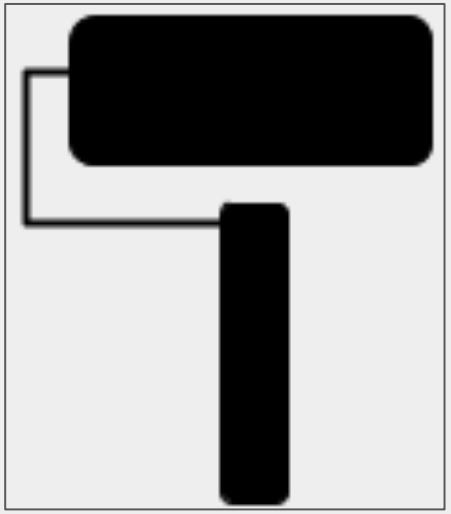
Select the themes button and add a header image, change colors, apply different fonts and sizes for accessibility.



Toggle Format tool

TO TURN ON

- Select text that is formatted the way you want multiple others to be formatted the same way
- Double-click the Paint format tool - it stays on.
- Select text in Docs, cells in Sheets, or elements in slides and the format will be applied.



TO TURN OFF

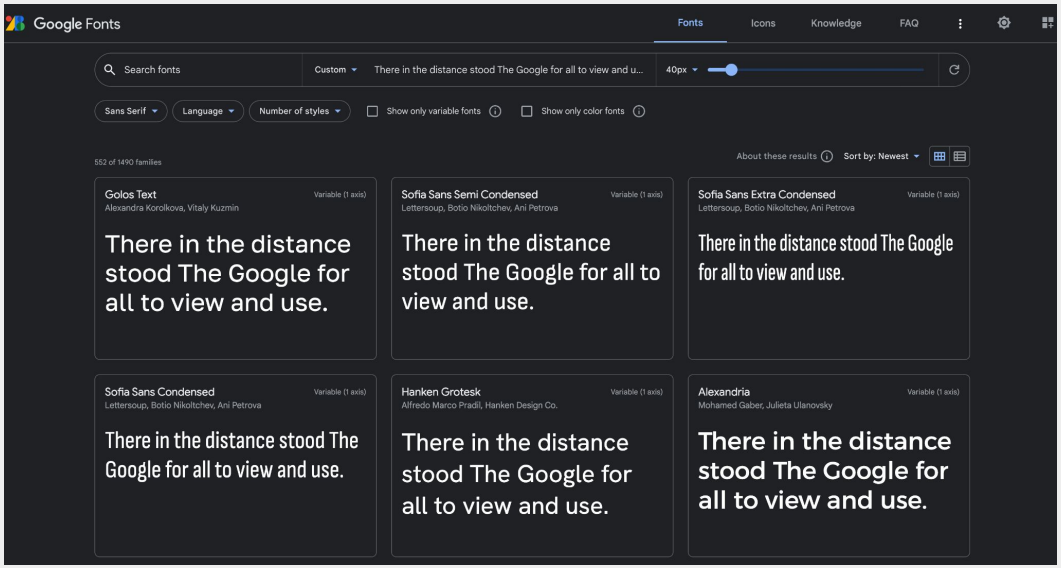
Select the Paint format tool.

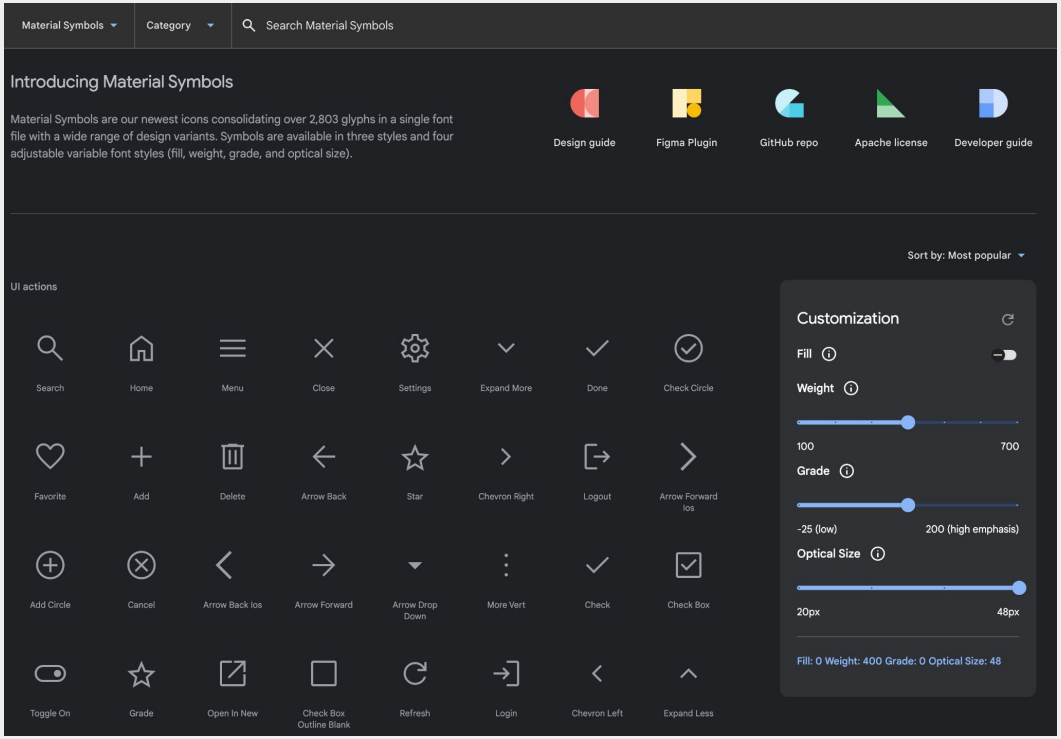
View Fonts and Icons

Designed primarily for use online, there are thousands of Google Fonts available to view including different sizes and styles.

Symbols are also available in three styles and four adjustable variable font styles (fill, weight, grade, and optical size).

Downloads are available - read the online article [“How To Download and Install Google Fonts.”]

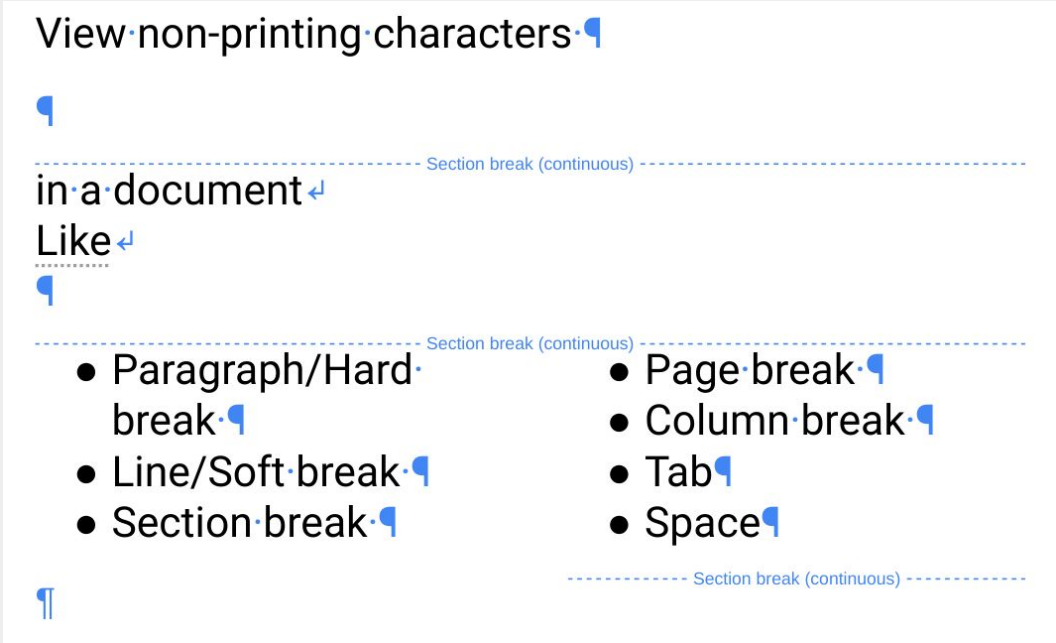




Docs - View Non-print Characters

View non-printing characters in a document including:

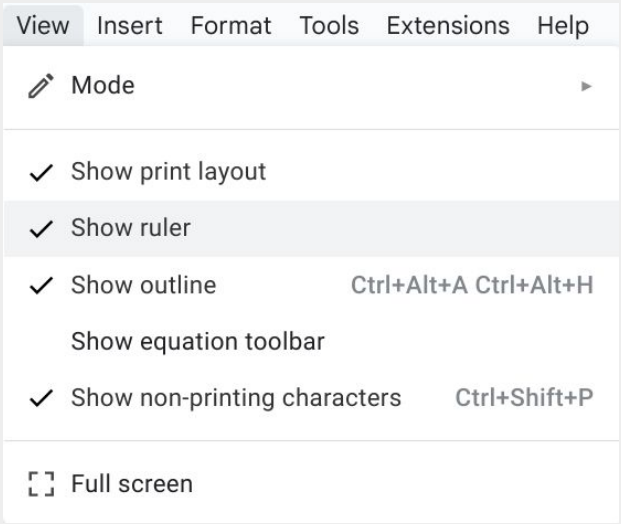
- Paragraph/Hard break
- Line/Soft break
- Section break
- Page break
- Column break
- Tab
- Space



Select the View menu and then "Show non-printing characters" to turn on and off.

Or

Use the quick-key combo CTRL+Shift+P as an on and off switch.



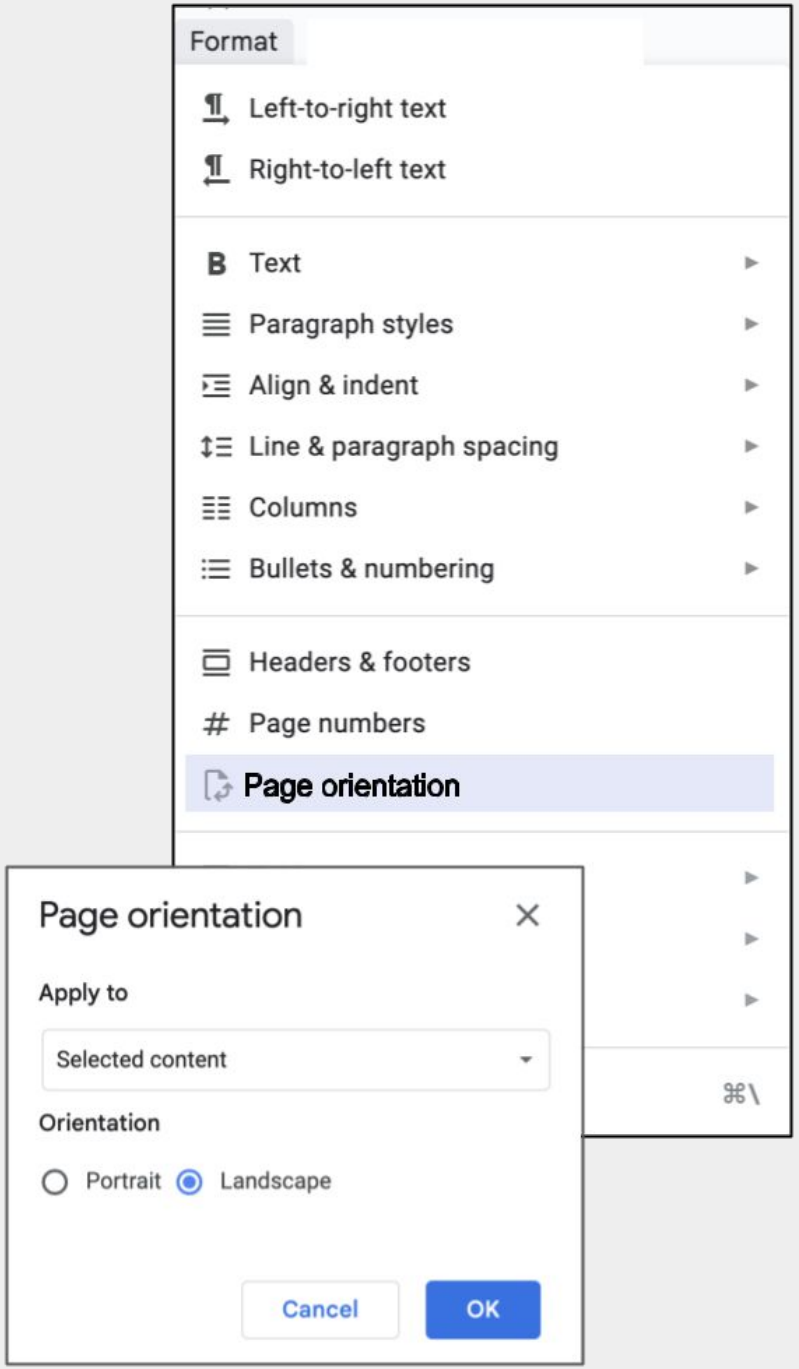
Docs: Orientation PER PAGE in Same Doc

Have a table, chart, image, or something else that will not fit on a Google Doc?

Select content and apply a landscape page orientation to it

badabing, badaboom!

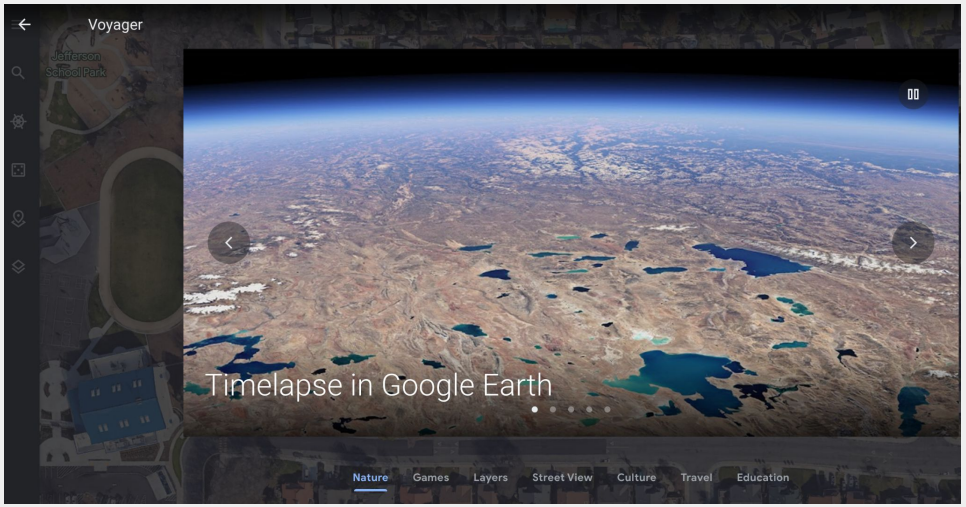
The content that was selected prints as landscape and rest of the document remains in Portrait orientation.



Google Earth - Lessons and More

earth.google.com

- Use Voyager for lessons
- Create Projects for classes
- Measure Distance



Additional account settings are available (save project) as well.

TRENDS

Trends
Analyze popular Google searches across regions and languages in real time.

Google 2022 trends
See what others searched for in a specific area during 2022

Google Frietgeist

Halloween costume trends per region or search

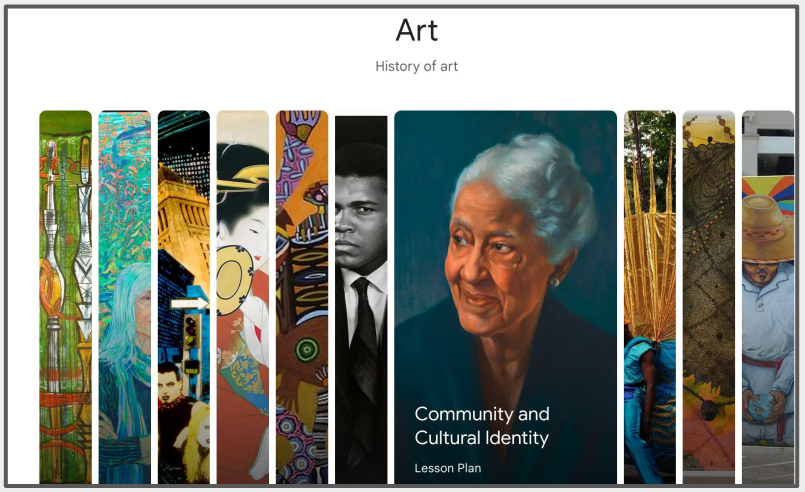
Google Trends Lessons
A beginner's course that teaches the basics of Trends using Google's free Trends tool.

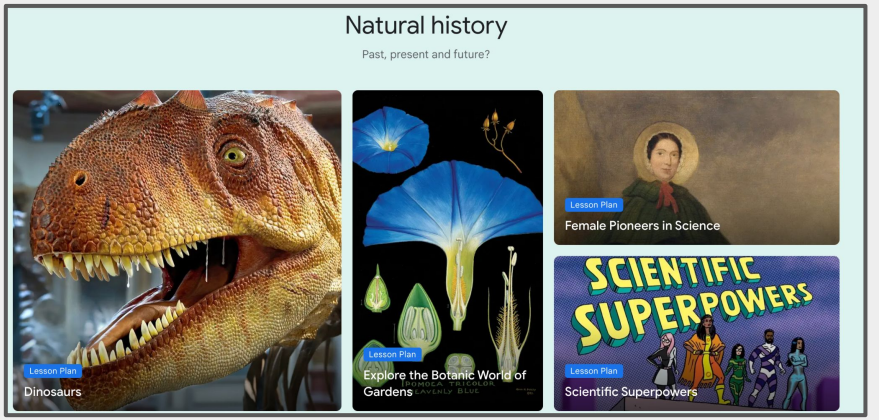
Of the 3 places in the U.S. that had pilates as their top trending "near me" search, the Atlanta, GA area searched for it the most

Arts and Culture - Teacher Guides

Connect lessons with Art, History, and more using Google Arts and Culture.

https://artsandculture.google.com/project/lesson-plans





Chromebooks Can Record

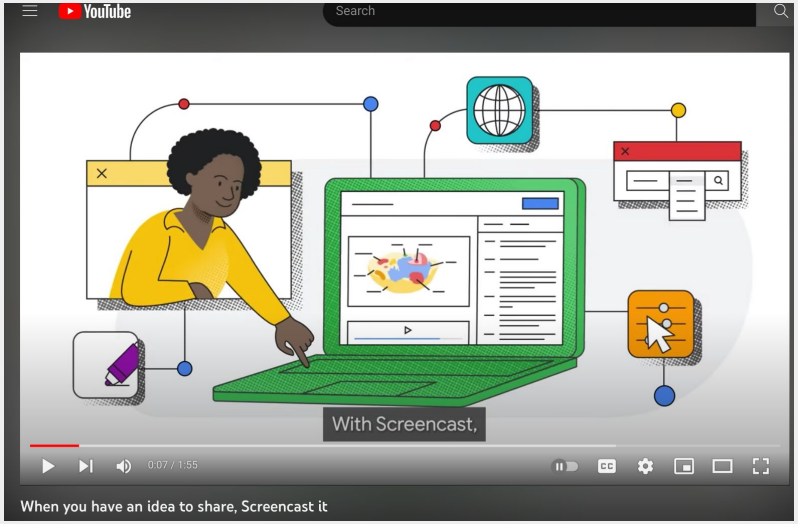
Press Shift + Ctrl + Show windows.

In the menu at the bottom, select Screen record.

Select to Record the full screen or Record a partial screen.

OR

Use the launcher to open the Screencast tool.



[Watch 2 minute video on how it works]

(must use ChromeOS to view)

Add Fonts

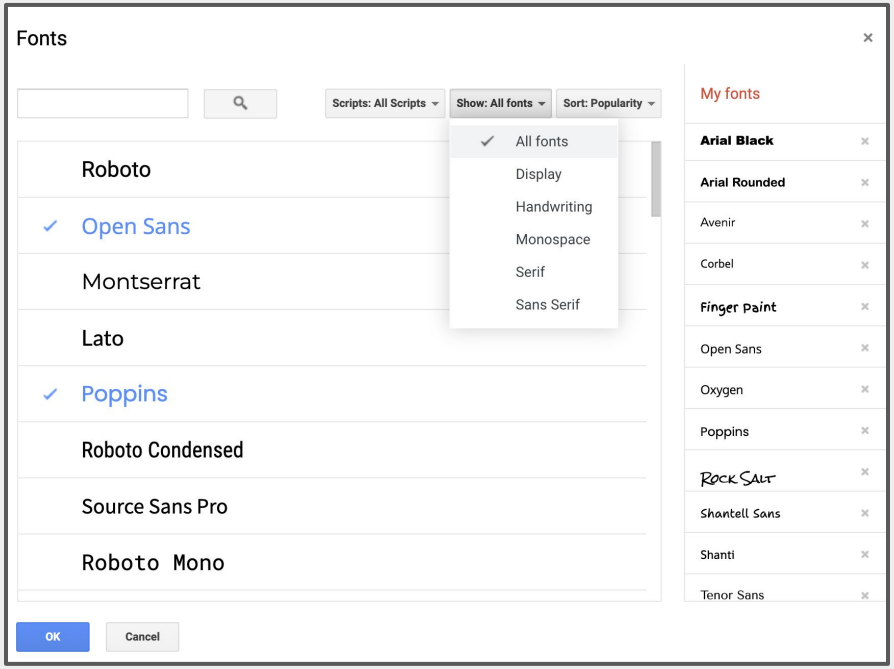
Select the font name (usually Arial) then “More Fonts.”

Search by name, script type, and popularity.

Select the font on the left to add to a Google account.

Fonts already added to a Google account appear under My Fonts and can be deleted from there.

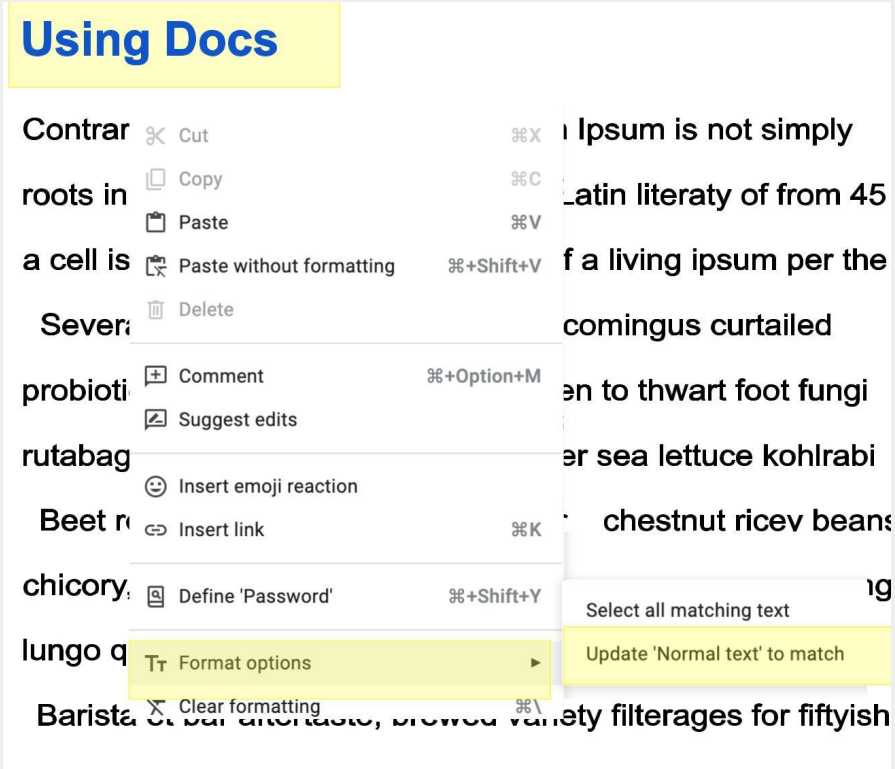
Once added in one Google app - they are available in every other.



Docs - Find Similar Format

1. Place cursor within text that is specific color, size, font
2. Right-click
3. Select Format options, then
4. “Select all matching text”

Especially good for finding the bold, color text that should be a heading.

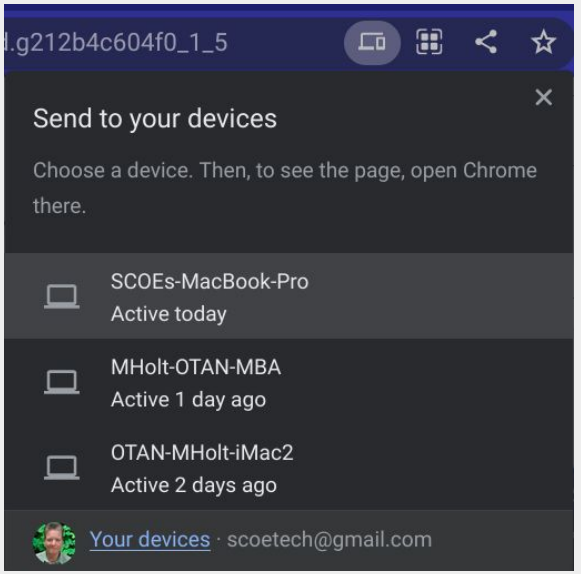


Chrome Share

Share pages or sites to your other devices.

If you use several devices, you can use the share tool in Chrome to send a site address to those devices.

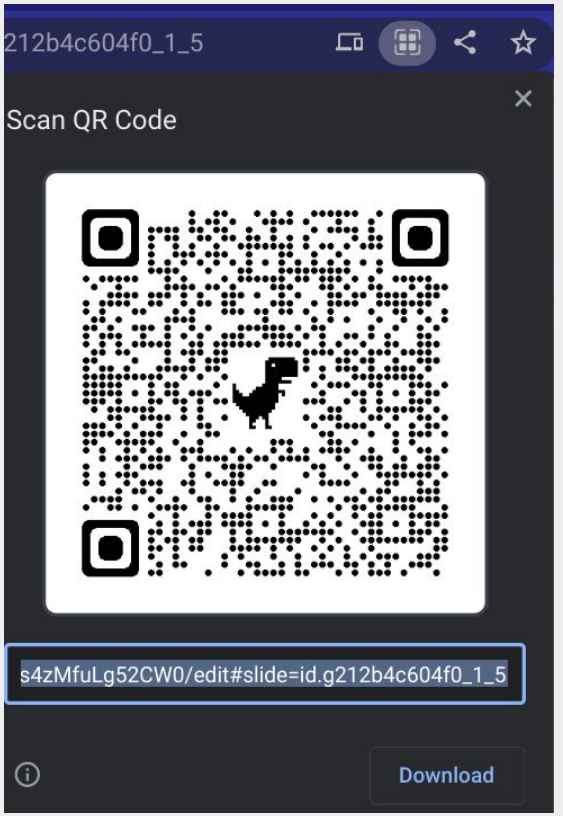
Select the Share option and then choose the device to send the link. When you sign into that device, you'll get a message that the link is available.



Chrome QR Code

Need a QR now?
The Chrome QR code creator can be used on any page or file!
Not enamored with Dino?

- Copy the QR (screengrab, snippet, image grab)
- Paste into Google Draw
- layer a white box over the little guy without touching any of the little squares.
- Add another graphic or text in the middle if needed.
- Download as a PNG or JPG and share as needed



Drive Priority and Workspace (Club)

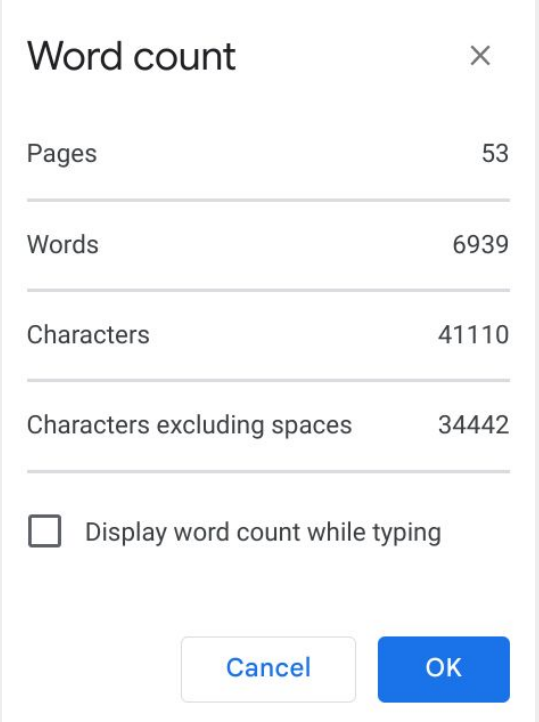
Turn on special areas to get to the info you need asap.

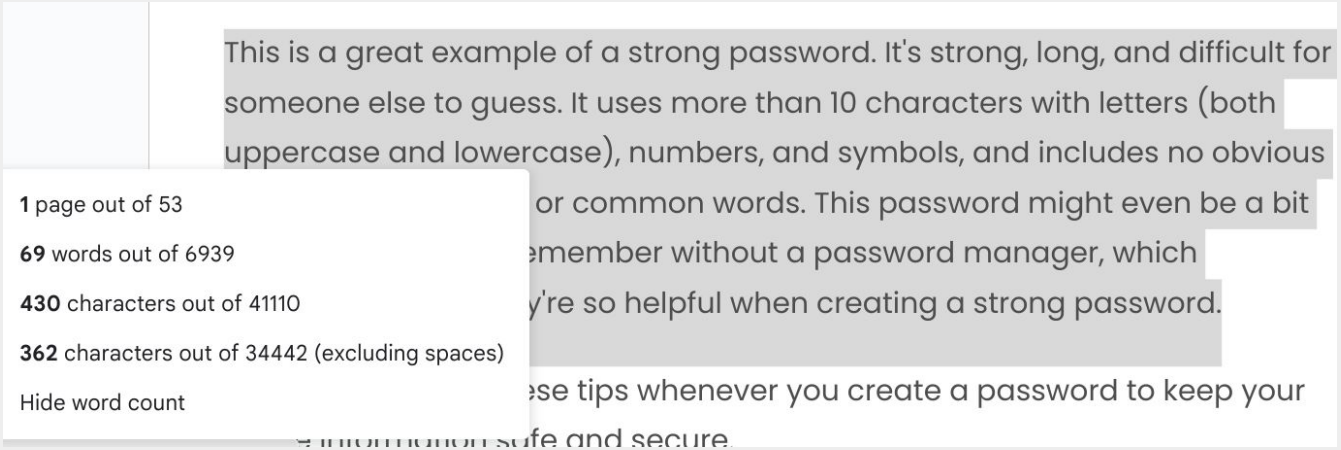
Workspace works like shortcut folder = all the info related to a project can be added. When the projec is “fin’” then delete the workspace - the files remain in the original locations.

Docs: Word Count

Located in Tools menu of Docs, the Word count can be turned on to display while typing

Select specific sentences, paragraphs, or sections to view exact counts for those areas.





Docs: Explore Citations

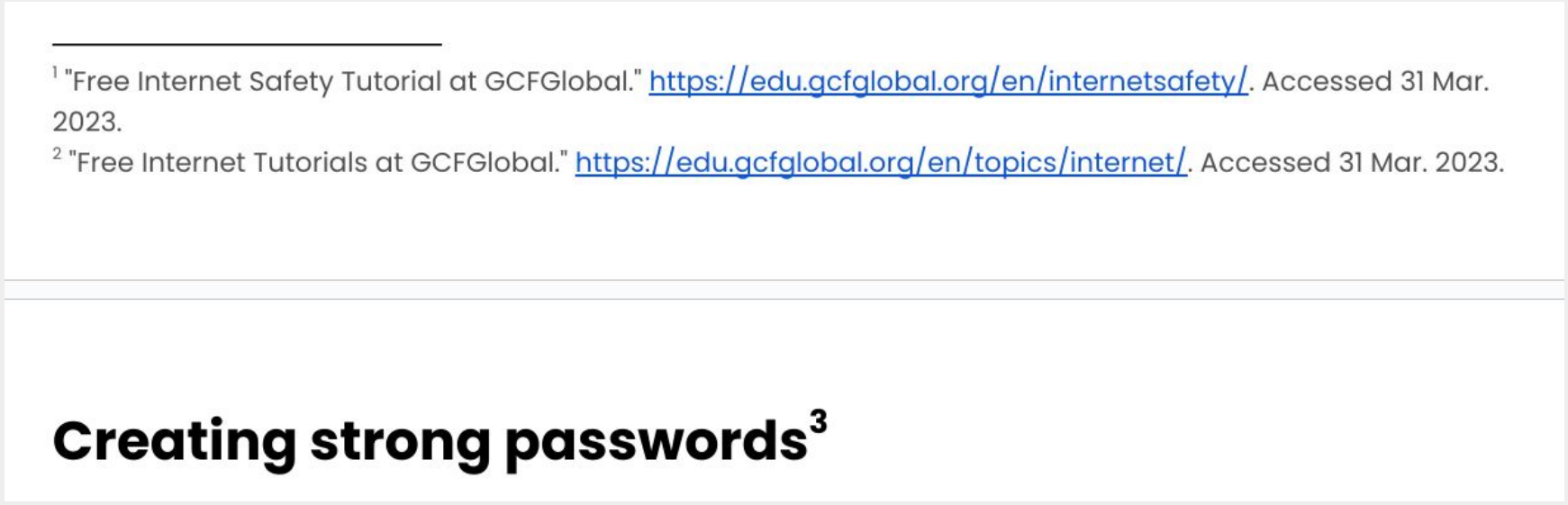
Segway - Explore tool has moved into Tools permanently within Google apps.

Segway too - Citations can be used within Explore too.

Citations and footnotes can be added to any Doc. Cites allowed as book section, website, journal or news article, film, TV series or episod and “micellaminous” (other).

Add citations and a bibliography as:

- MLA (8th ed.)
- APA (7th ed.)
- Chicago Author-Date (17th ed.)



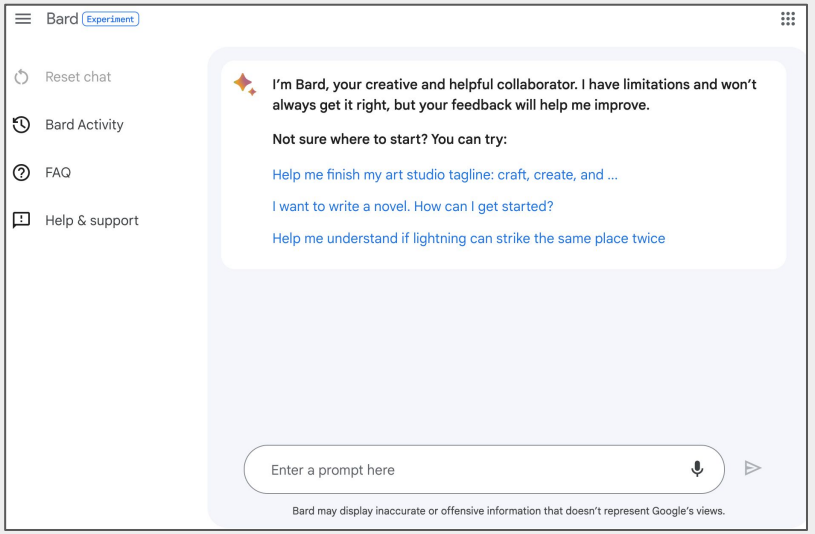
Google Bard

Google's answer to ChatGPT is Google Bard.

"... slow to release for safety concerns ..."

Artificial Intelligence is being used for search AND a chat.

Google's Bard is in beta where users are asked questions to improve and filter inappropriate content.

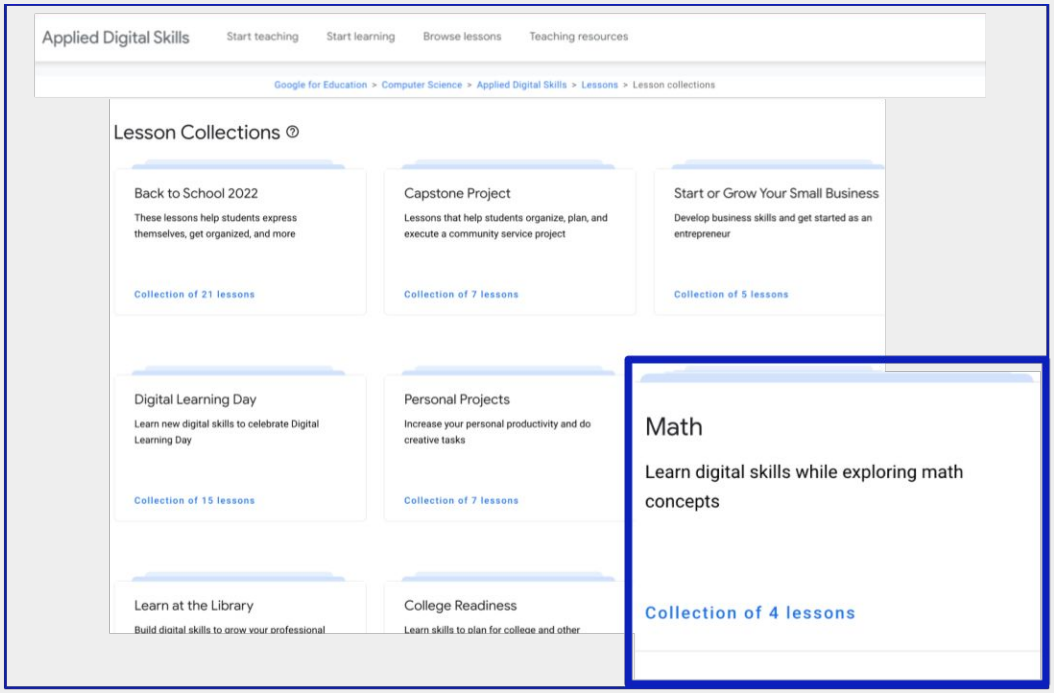


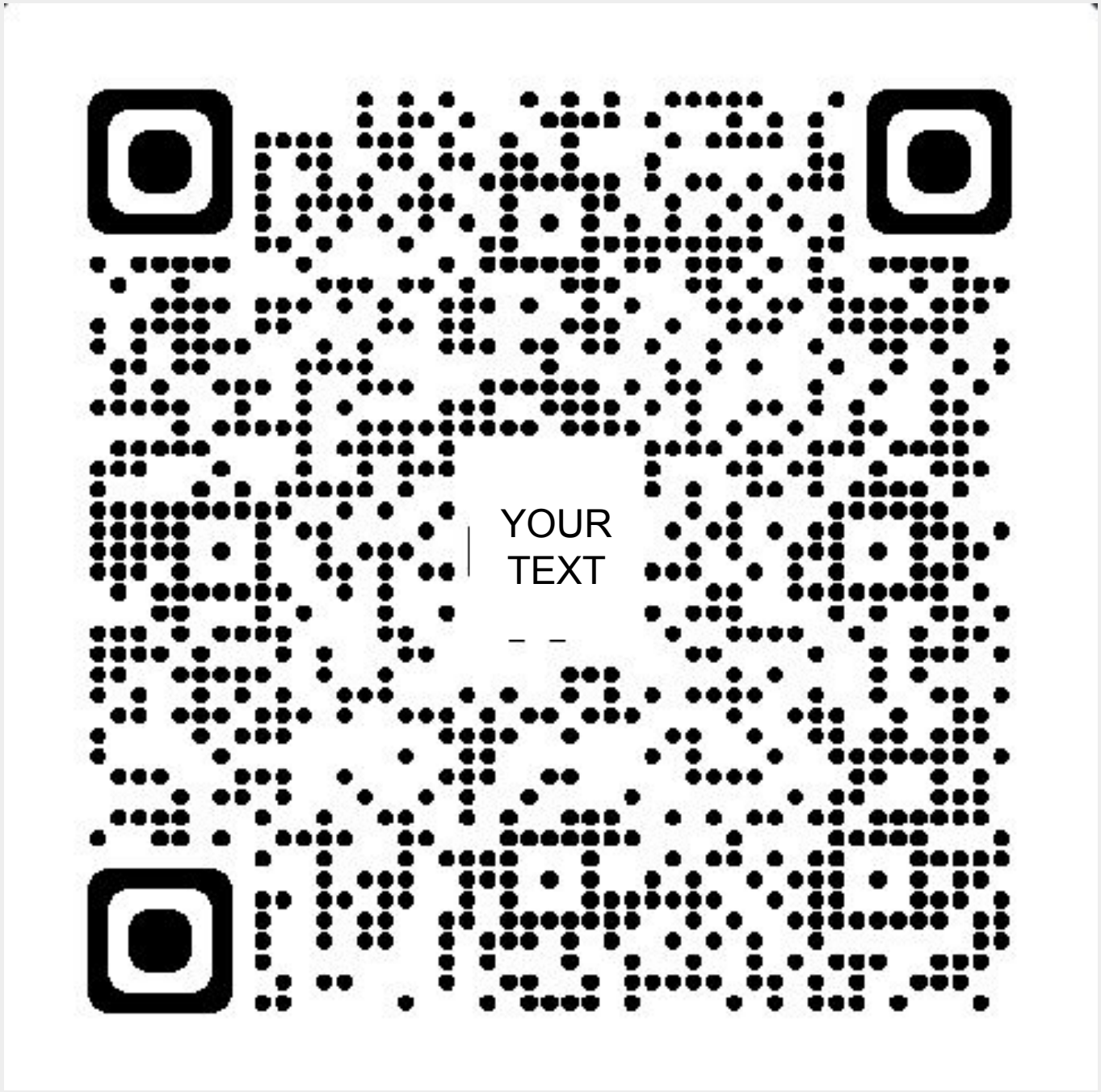
ApSki: Math Collection

Math lessons have been added to Applied Digital Skills Collections.

Just a few to start but 4 is better than “x”.

[Access the Applied Digital Skills collections](#) then scroll to find Math.




YOUR
TEXT

Tools and more by Topic

CONTENTS

- Google Versions
  - CHROME
  - CALENDAR
  - CLUB NEWS
  - DRIVE APPS
  - ODDS & ENDS

Google Versions

GOOGLE EDU has 4 flavors:

- **Google Workspace for Education Fundamentals**
- Education Standard ($)
- Teaching and Learning Upgrade ($)
- Education Plus ($$)

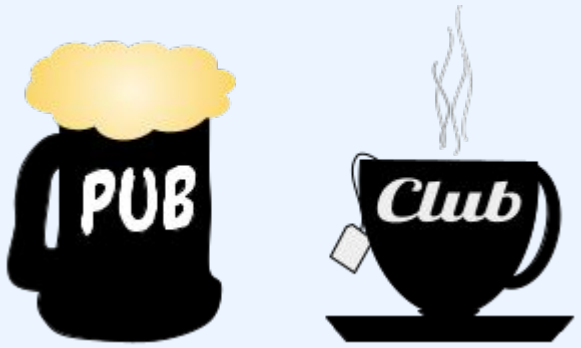
[See and compare versions]

	Education Fundamentals	Education Standard	Teaching and Learning Upgrade	Education Plus
Gmail and Calendar	✔	✔	✔	✔
Groups for Business	✔	✔	✔	✔
Chat and chat rooms	✔	✔	✔	✔
Digital whiteboarding with Jamboard	✔	✔	✔	✔
Storage and collaboration: Drive, Docs editors	✔	✔	✔	✔
Sites	✔	✔	✔	✔
Tasks	✔	✔	✔	✔
Notetaking with Keep	✔	✔	✔	✔
Video conferencing with Meet	✔	✔	✔	✔
Directory management	✔	✔	✔	✔
Additional Google services	✔	✔	✔	✔
Google Vault for eDiscovery and information governance	✔	✔	✔	✔
Google Cloud Search for internal search and assist (across Google and third-party services)				✔*
Integrate third-party repositories in Cloud Search				✔*
Index third-party data using Cloud Search				✔*
AppSheet Core				✔

And two types:

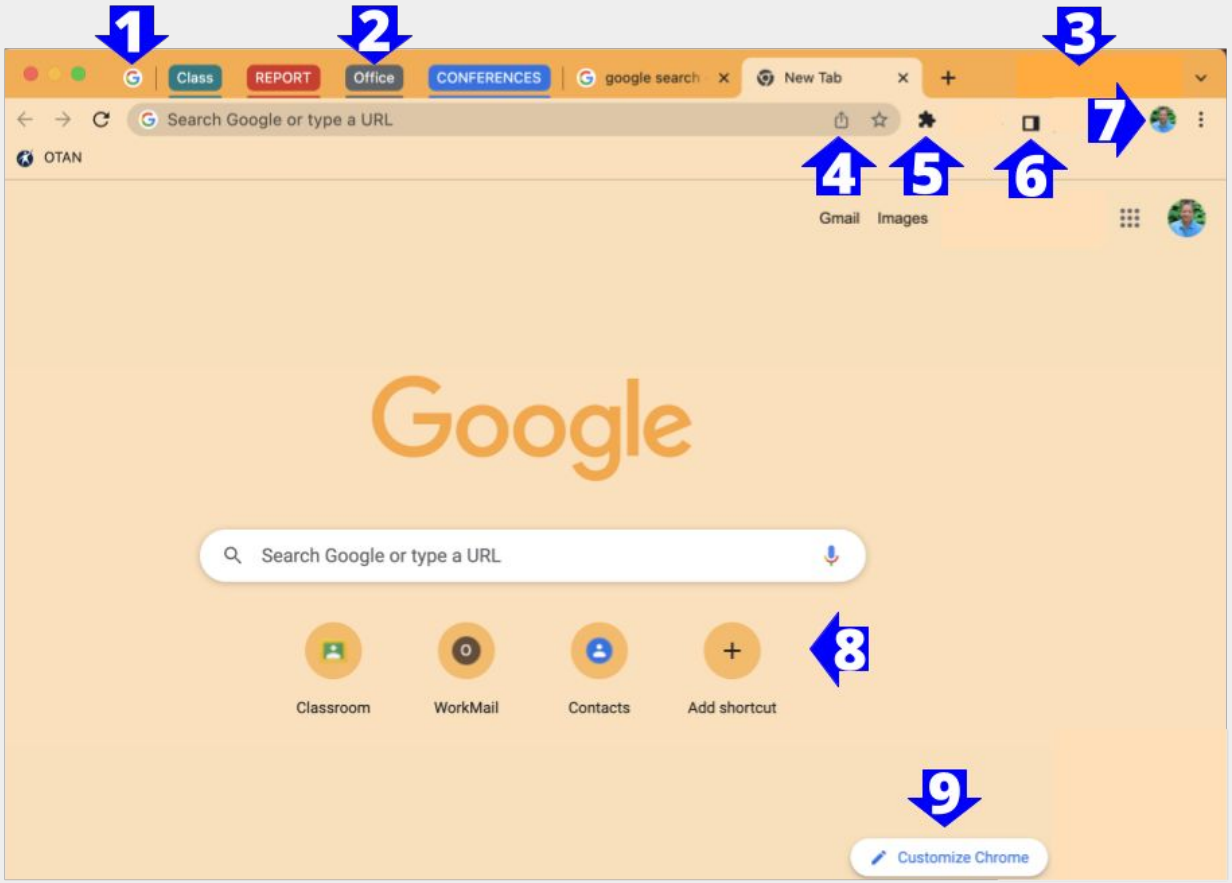
CLUB - managed by district. There may be restrictions - ask to receive!

PUB - managed by Google. No harm, no foul, no problem!



CHROME

1. PIN TAB
2. GROUP TABS
3. NAME WINDOW
4. EXTENSION MGR.
5. READ LIST
6. PROFILES
7. CUSTOMIZE COLOR
8. SHORTCUTS & CARDS
9. RIGHT CLICK!
10. UPDATE



Select a bulleted item to open a specific Chrome Enhancement.

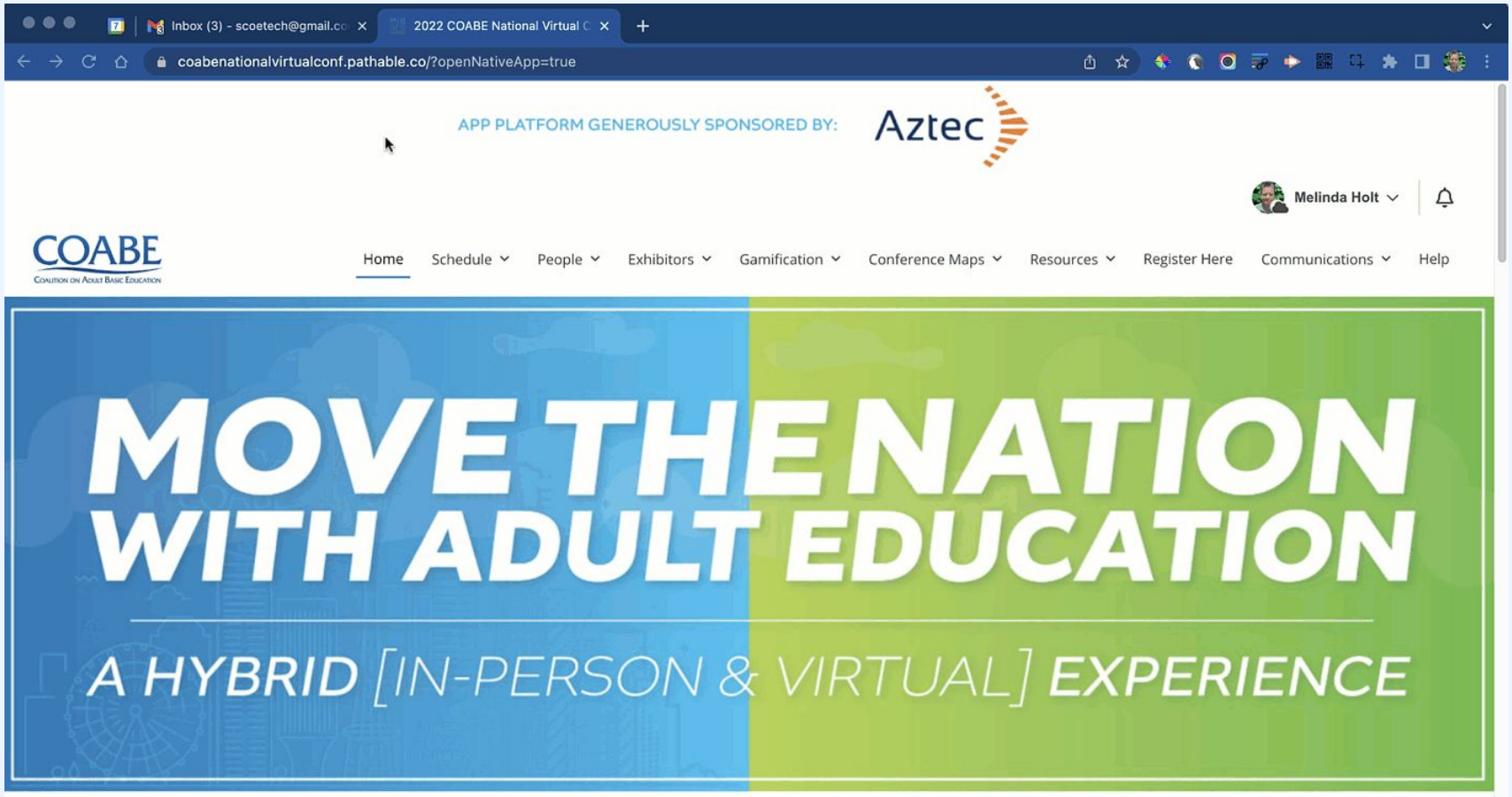
Use Return, in the lower right corner, to return to the menu.

MAIN TOC

CHROME: Pin Tabs

TOPIC TOC

Save space and work! Pins will remain after Chrome is closed IF account is not signed out.



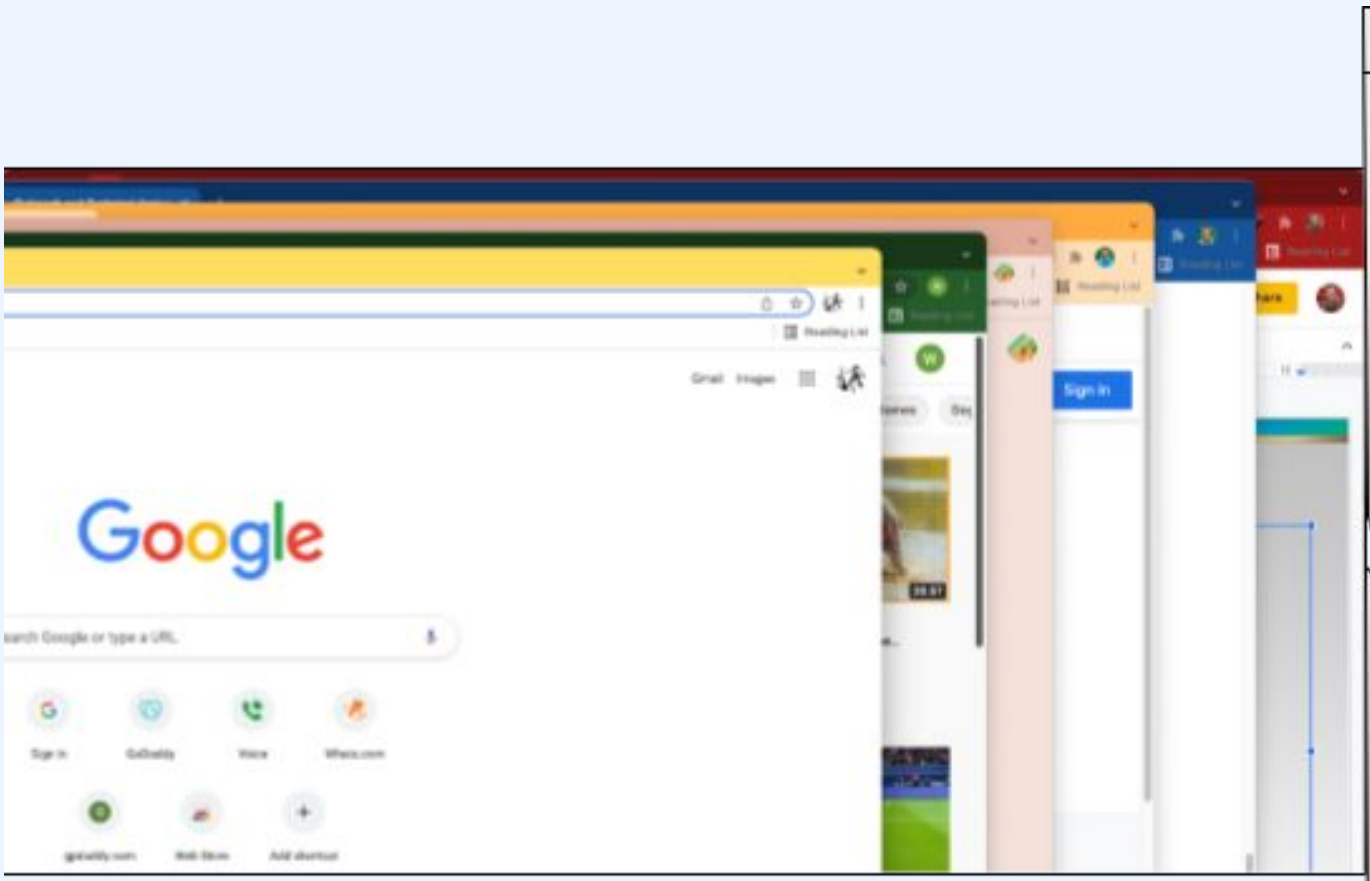
Pins appear above the Reload

MAIN TOC

CHROME: Name Windows

TOPIC TOC

Denote by task or projects to quickly find and organize.



Window Help

Minimize

Zoom

Tile Window to Left of Screen

Tile Window to Right of Screen

Replace Tiled Window

Show As Tab

Name Window...

GooAdmin

GooTech

Student 1

Student 2

Trainer

✓ WORK

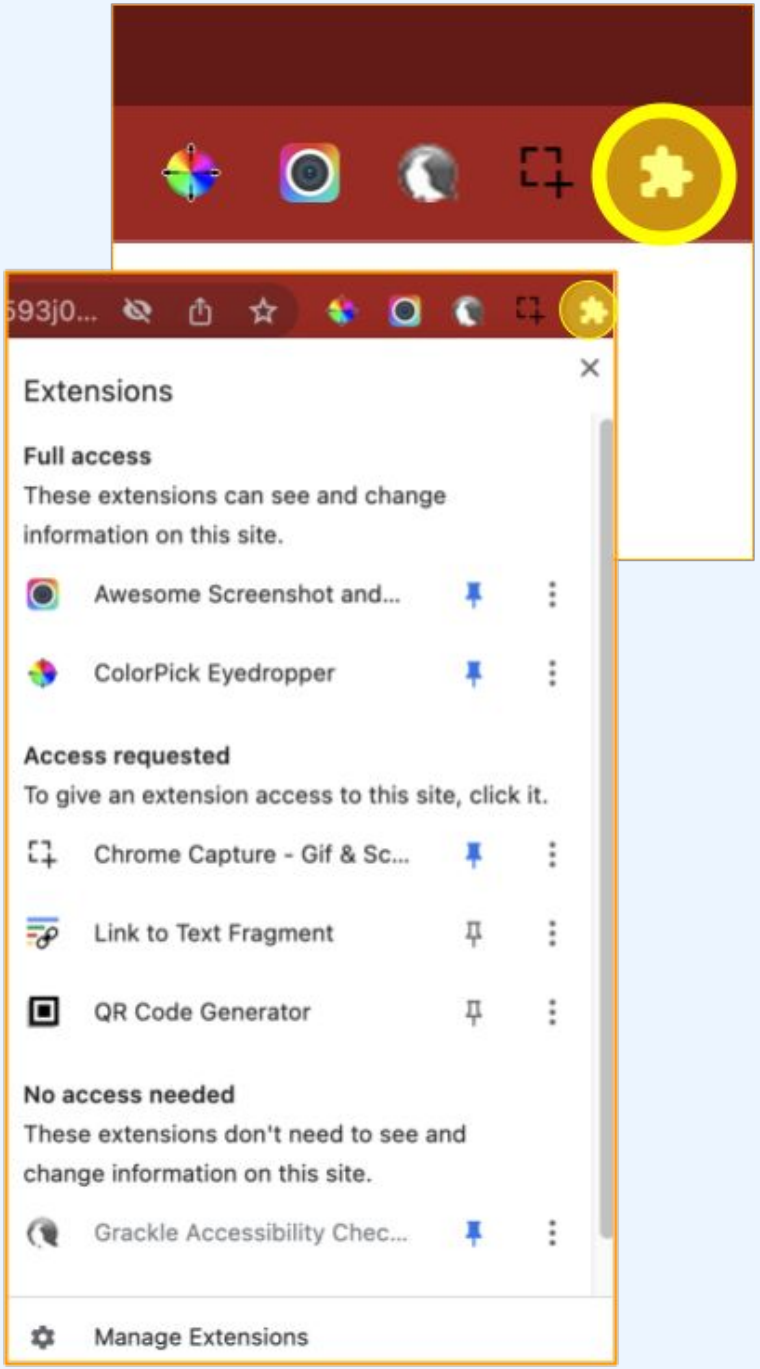
MAIN TOC

CHROME 4: Extensions

TOPIC TOC

Open Extensions to:

- See all extensions and permissions
- PIN extensions for quick access
- Hide extensions - to save space.
- Remove extensions
- Manage Extensions



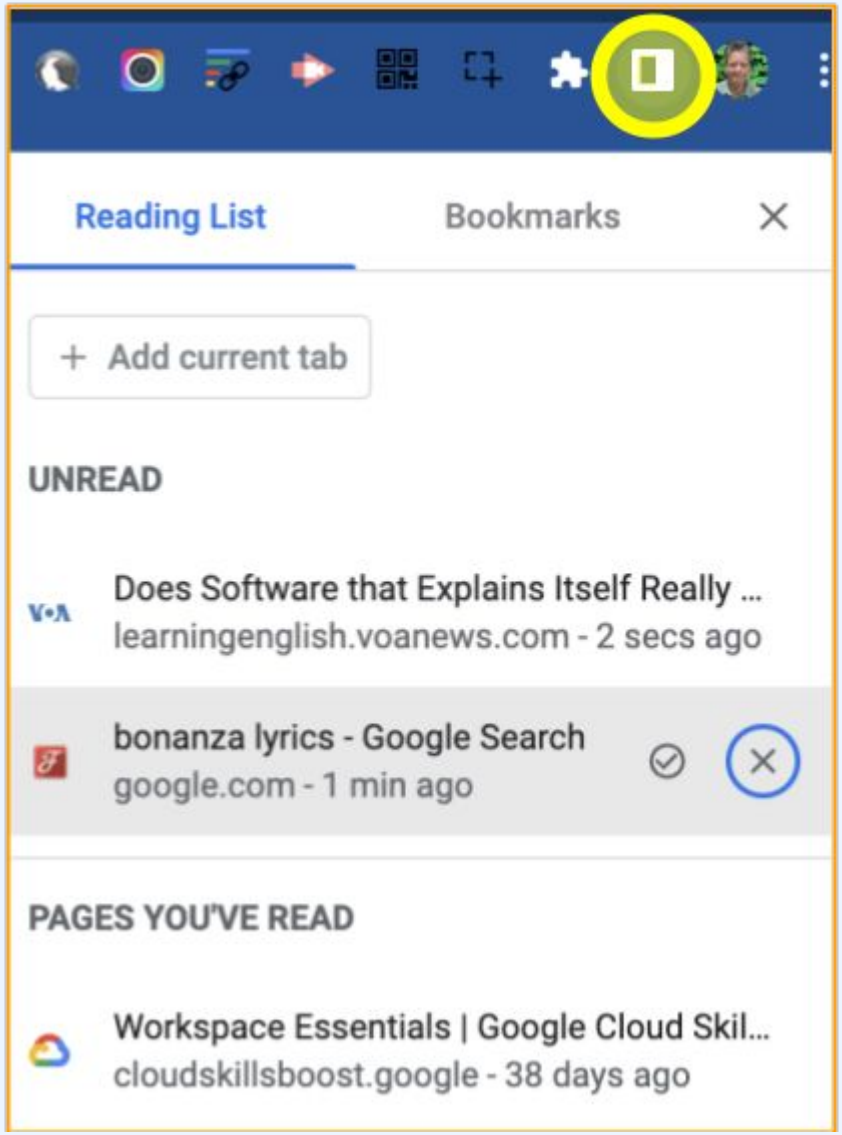
MAIN TOC

CHROME: Reading List

TOPIC TOC

Add articles, videos, searches for later reading and then remove.

Bookmarks also included (beyond bookmark bar.



MAIN TOC

CHROME: Using Profiles

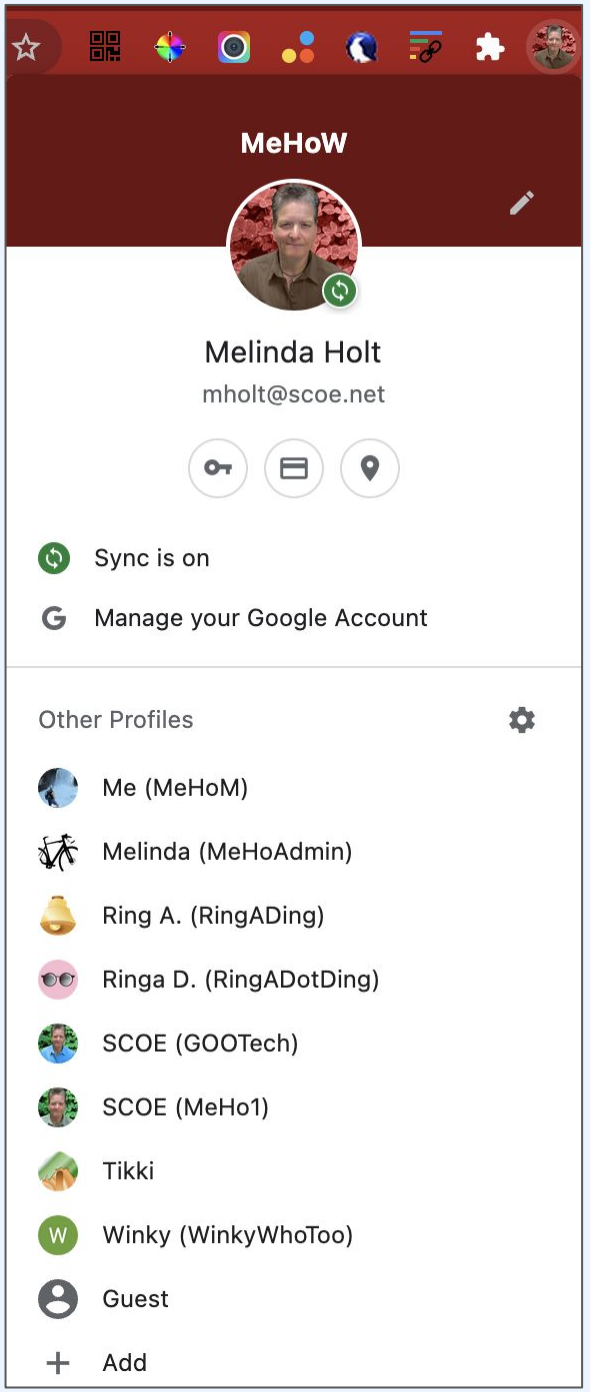
TOPIC TOC

Chrome allows a user to sync account information AND switch between profiles.

This allows users to use multiple accounts at one time (professional, personal, project specific, etc.

TIPS

- Sync' when prompted!
- Use different Chrome color scheme for different accounts.
- Know the difference between the Chrome and the Google account avatars
- Ask yourself: Who am I? Which account should I use (where you are located)?



MAIN TOC

CHROME: Customize (colorize!)

TOPIC TOC

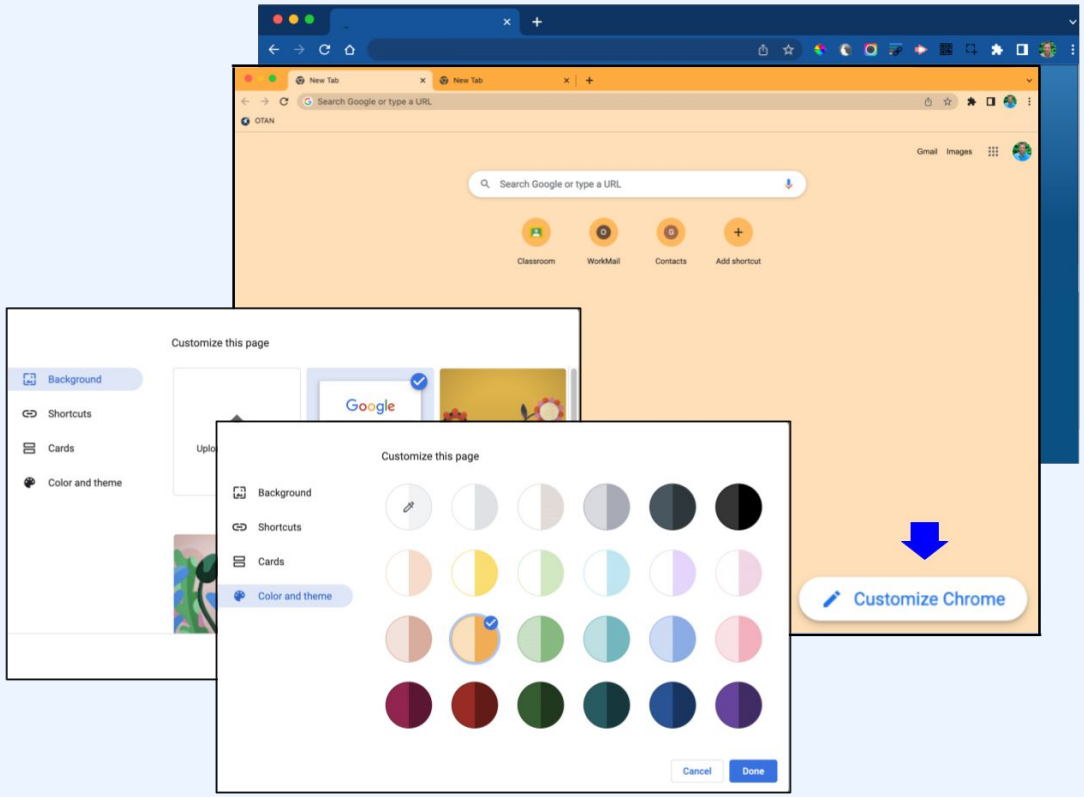
Chrome can be customized with different backgrounds, colors, and themes.

Use different color schemes to denote specific profiles in use.

Example:
Work account = Orange
Personal = Blue

Use different colors so you know who you are!

Whoooo are you? Who Who? Who Who?



MAIN TOC

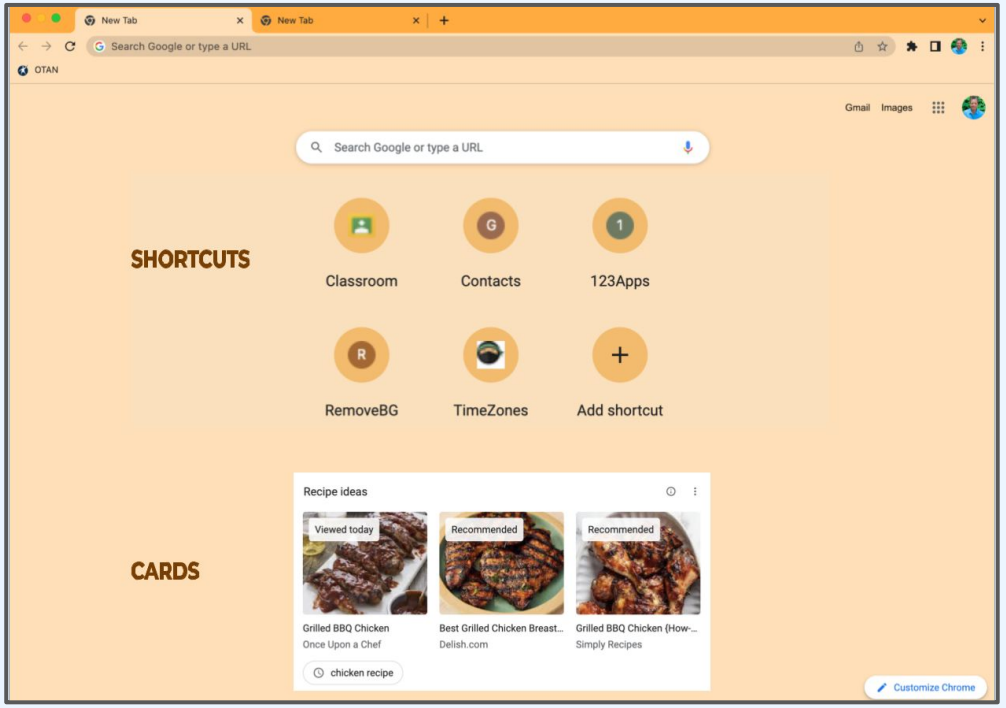
CHROME: Shortcuts and Cards

TOPIC TOC

Shortcuts and cards appear on a new Chrome tab.

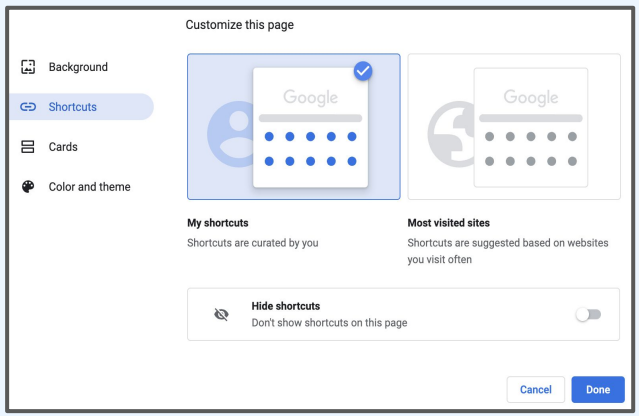
Shortcuts are like bookmarks and can be added to any site or online file.

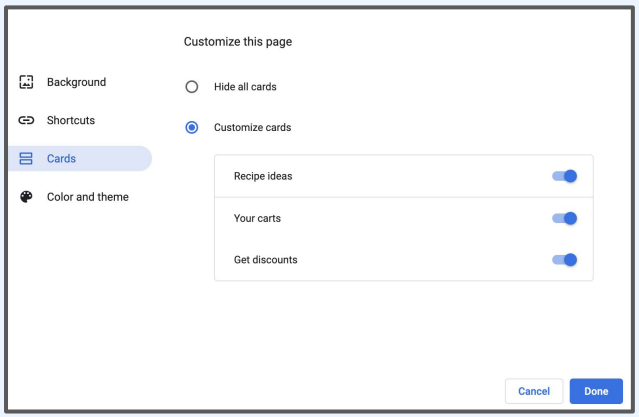
Cards are based on searches by the profile and change per profile.



Use of cards may be managed by the Google CLUB (district).

Shortcuts and Cards can be toggled on and off as needed per profile.





MAIN TOC

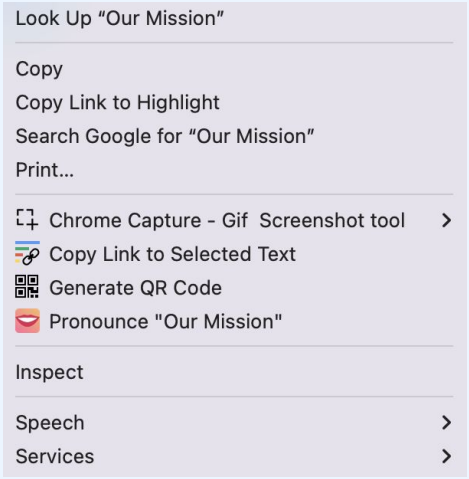
CHROME: Right Click

Right click on a page or select text and then right click.

Magical terms appear!

Bada-bing bada boom!

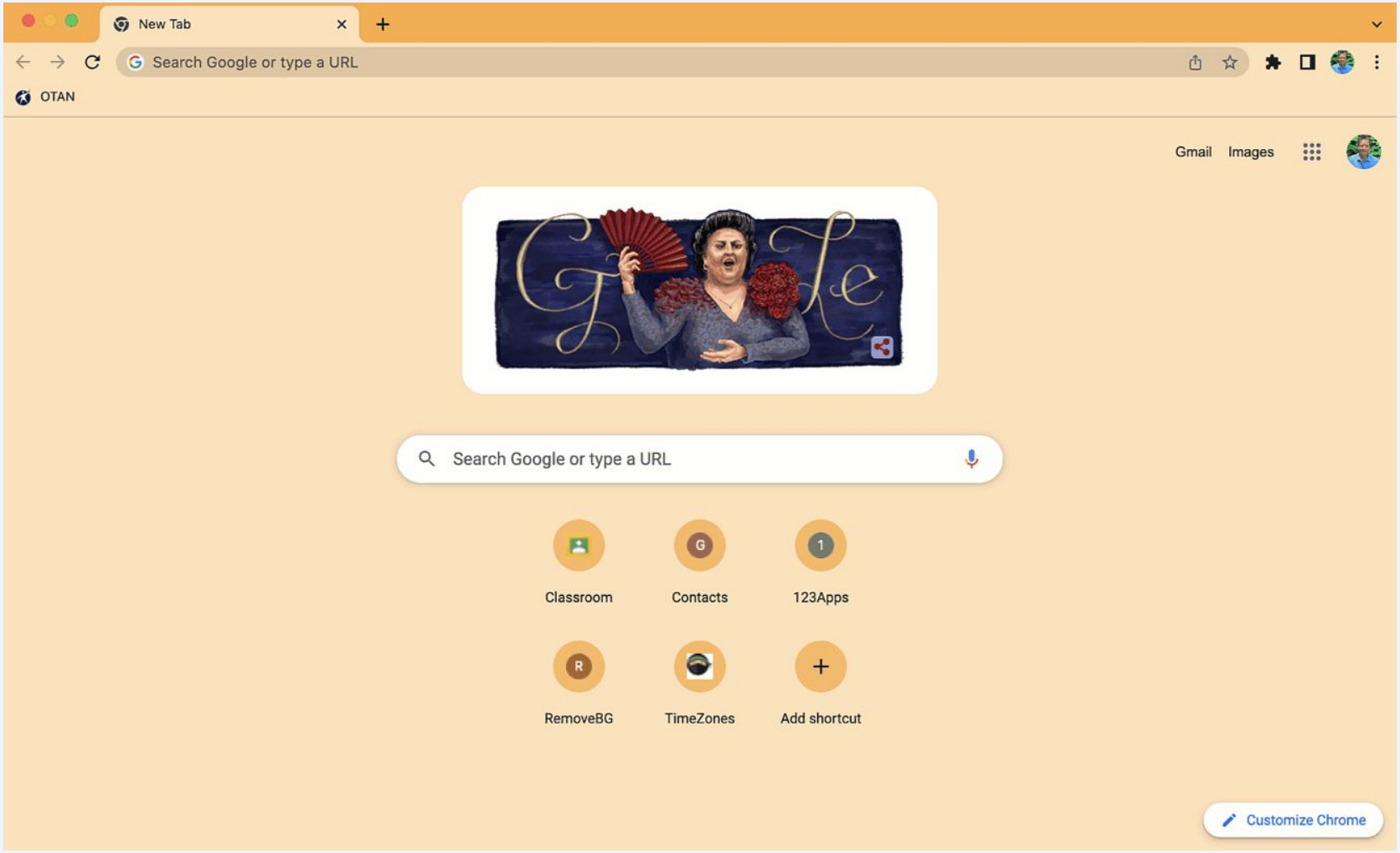
Copy link to Selected Text



CHROME: Update!

TOPIC TOC

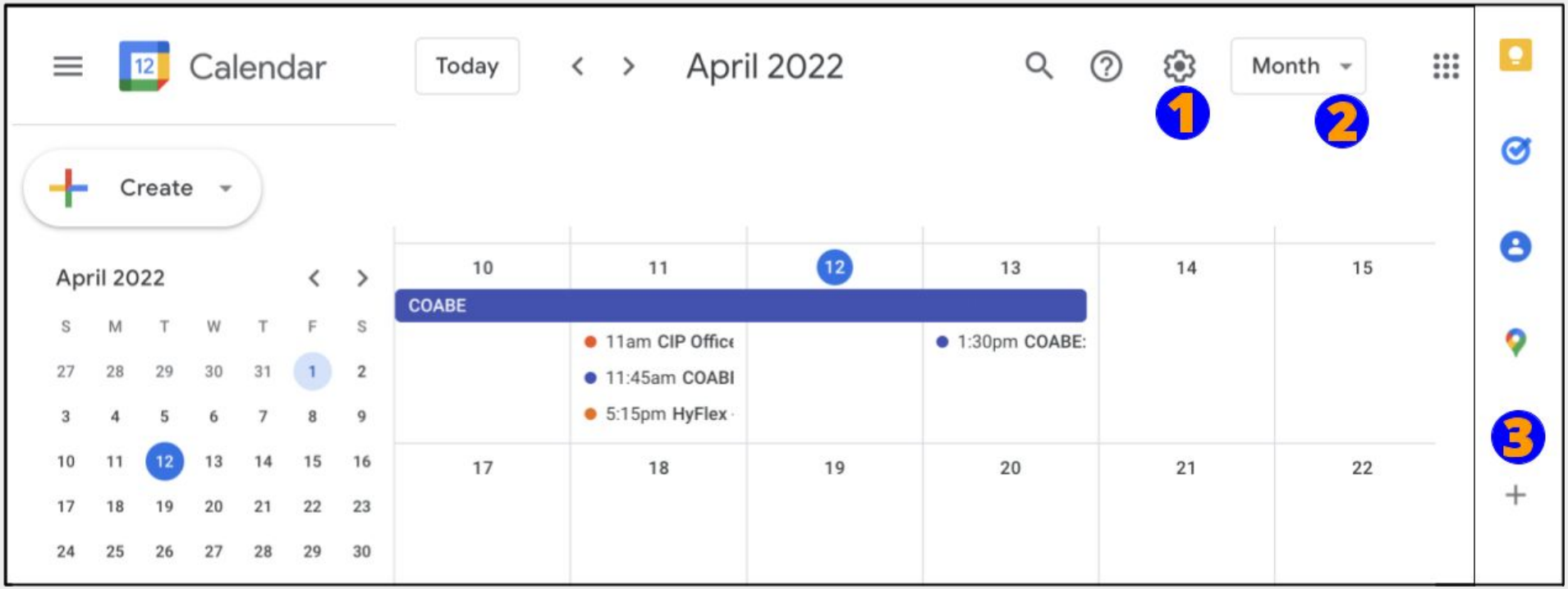
Always check for updates to get the latest greatest features and functions!



MAIN TOC

CALENDAR

1. USE MORE THAN ONE
2. KEYBOARD SHORTCUTS
3. TASKS and ADD-ONS



MAIN TOC

CALENDAR 1: Use more than one!

TOPIC TOC

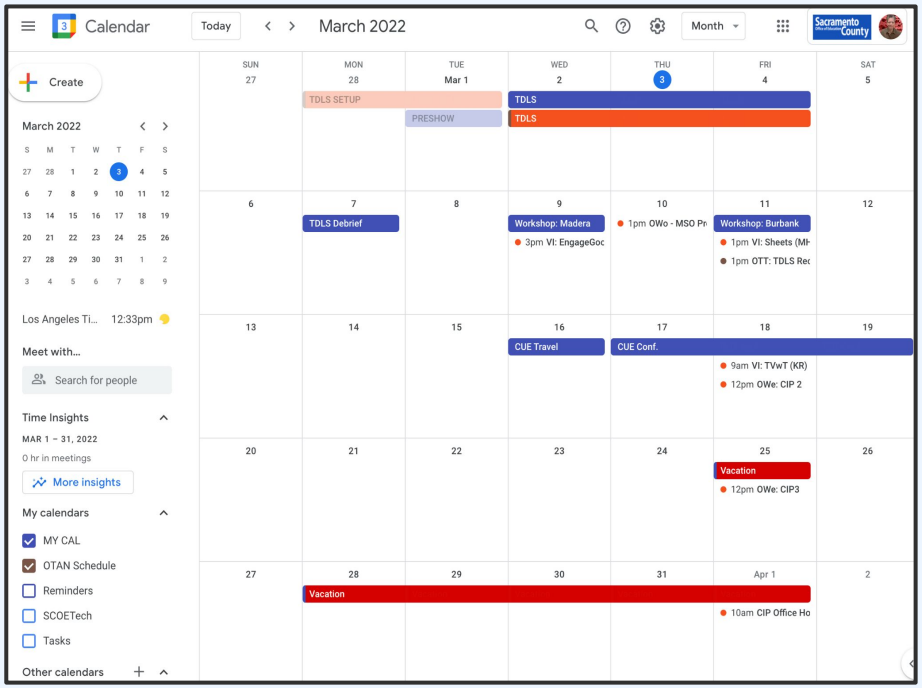
PUB'

Create and share an additional calendar on the same account. Allow others to see those but never your personal calendar

CLUB

Events recognized as meetings will offer to create meeting notes (a Doc in Drive).

[Viewers only see what you allow.]



MAIN TOC

CALENDAR 2: Keyboard Shortcuts

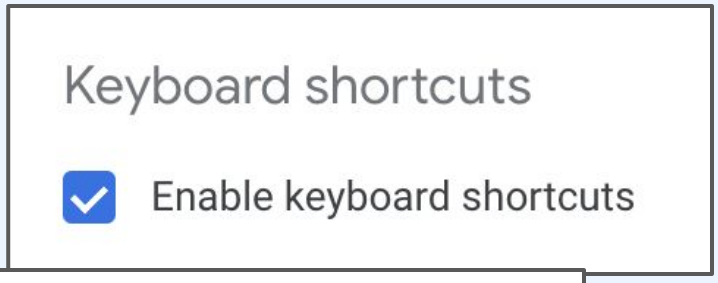
TOPIC TOC

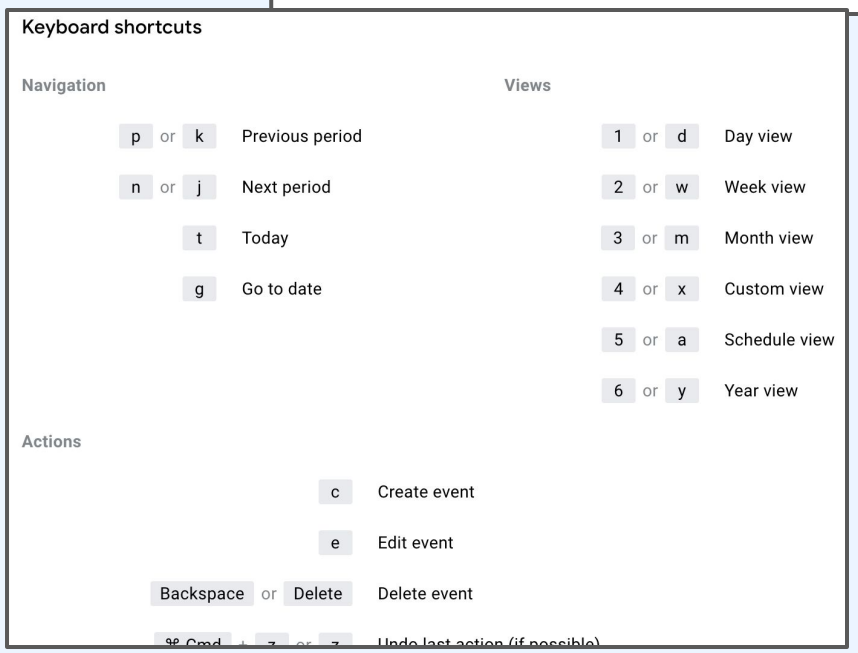
Also in settings (and available to all).

Turn on keyboard shortcuts to quickly do tasks within calendar.

Use the question mark (SHIFT ?) to see the list of shortcuts available.

Try using M, D, or Y!





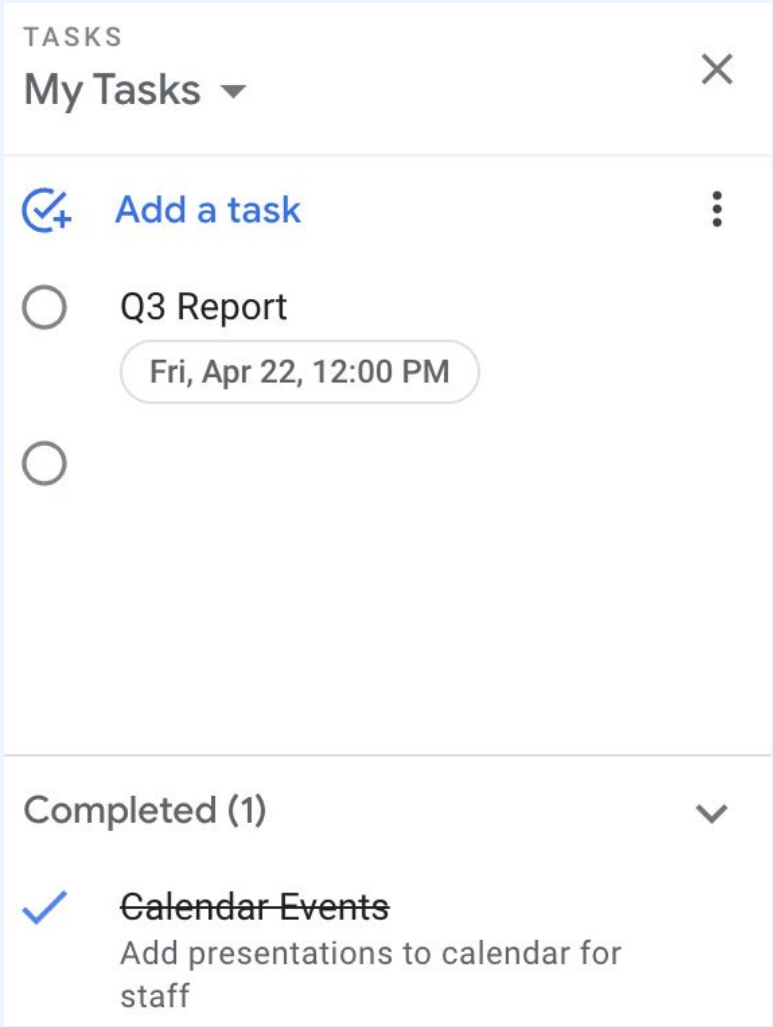
MAIN TOC

CALENDAR 3: Tasks and Add-Ons

TOPIC TOC

Add tasks and check them off as completed.

- Use the calendar side panel to open and create tasks.
- Set tasks with due dates and times
- View completed tasks.



MAIN TOC

CLUB NEW'S

1. Location settings
2. GMail: Active and Away
3. GMail New View

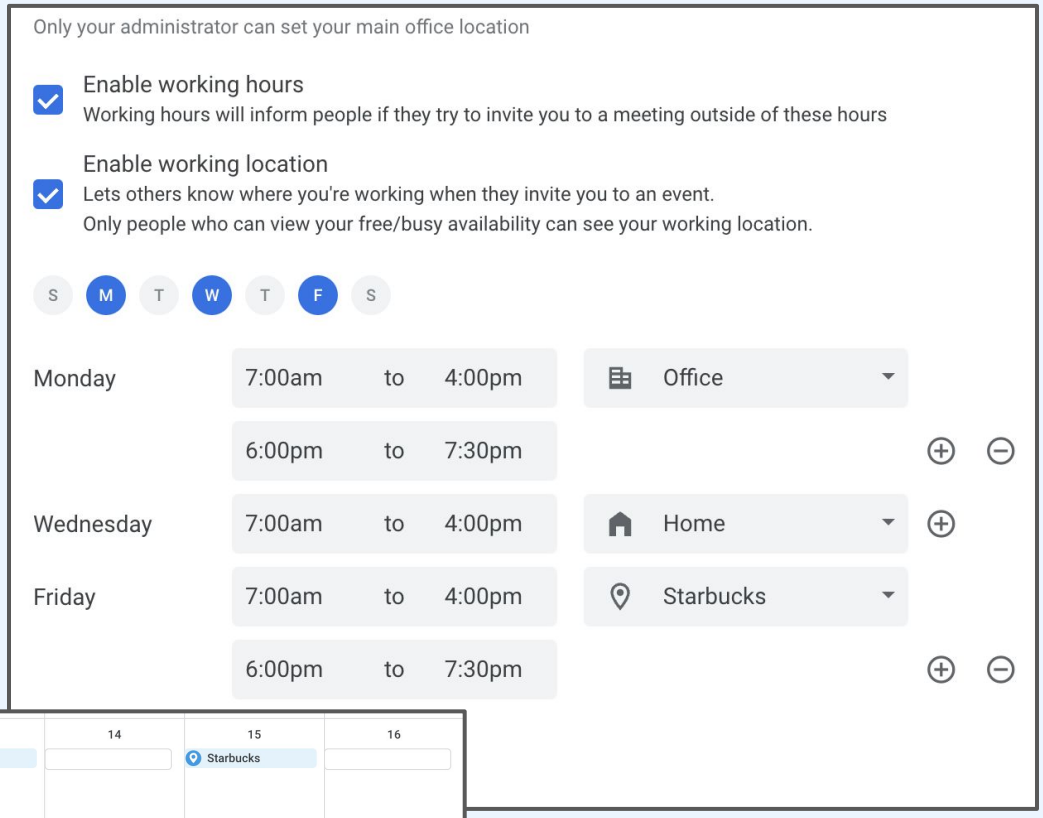
MAIN TOC

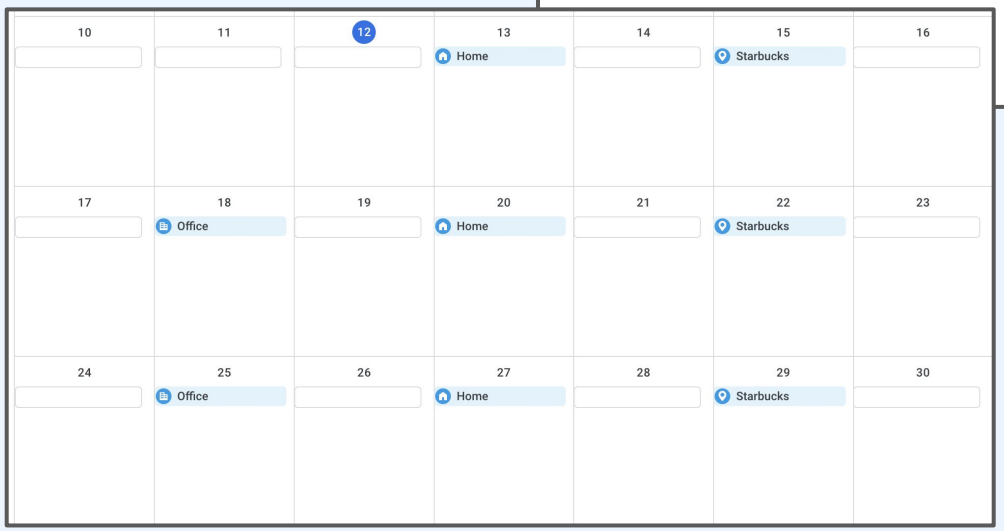
CLUB 1: Location Settings

TOPIC TOC

Within Calendar, available only with district (school) accounts (the club!).

Add work location and times. They appear on the calendar and will help others know “where you are located.”





MAIN TOC

CLUB 2: Active/Away

TOPIC TOC

Active and Away

Set your status for co-workers.

This is only available within the CLUB.

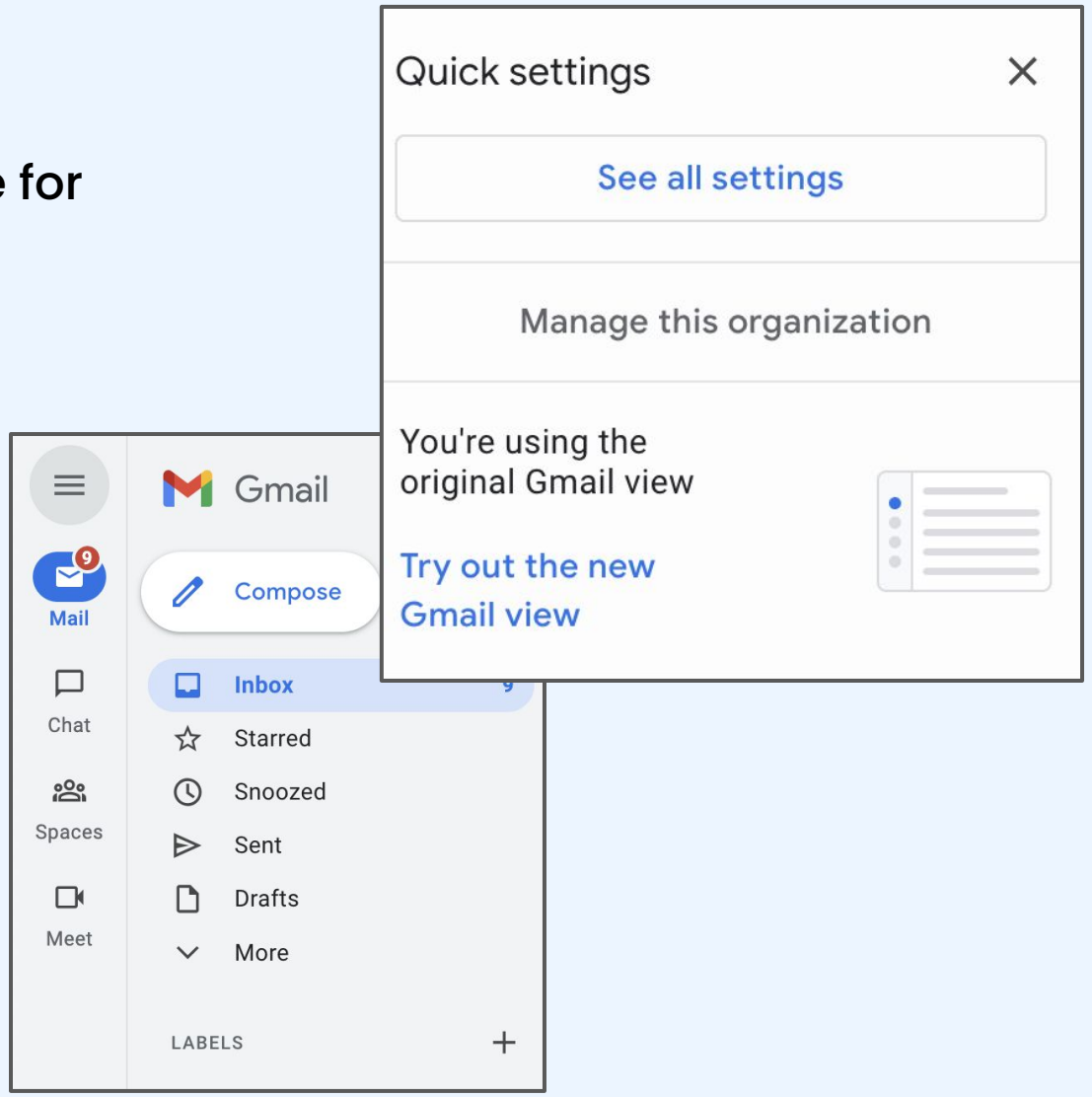
MAIN TOC

CLUB 3: A different view

TOPIC TOC

PUB’ and CLUB both have Quick Settings (Gear).

New Gmail View is only available for Club accounts



MAIN TOC

DRIVE APPS

DOCS

1. SMART CHIPS
2. CHECKLIST & WATERMARK

SLIDES

1. HIDE FILMSTRIP
2. COPY

SHEETS

1. DATASET COPY

MAIN TOC

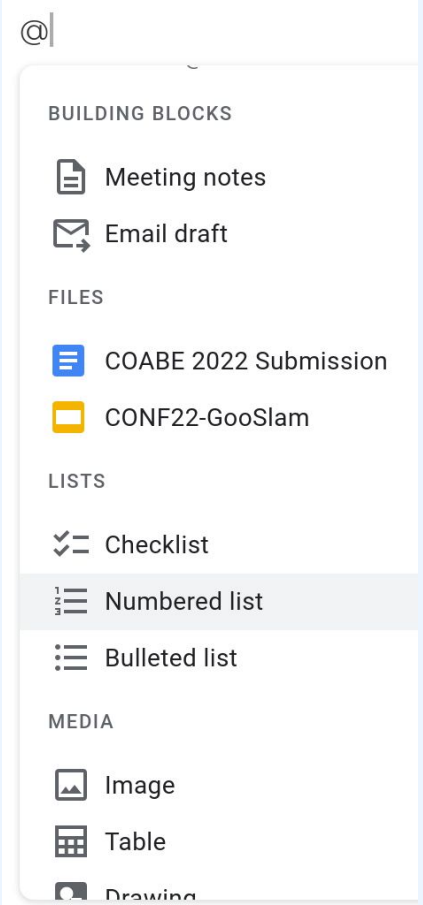
DOCS 1: Smart Chips

TOPIC TOC

Get or add information on people, files, and events to Google Docs by using @ symbol.

DOCUMENT

- Type @ anywhere and scroll thru menu items or
- Type @today for today's date (or @yesterday, @tomorrow, @June 22)
- Book a meeting directly,
- Add files using smart chips - Google will prompt to share and, if file name changes so does the chip

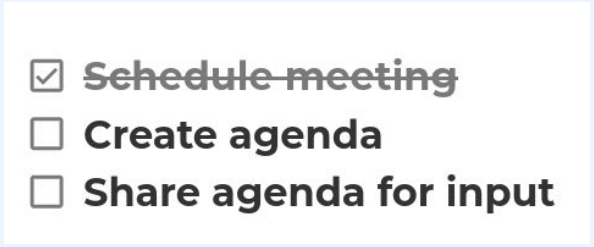


MAIN TOC

DOCS 2: Checklist

TOPIC TOC

Add a **Checklist** to a Doc using the tool next to a bulleted list. As items are checked they appear as strikethrough (completed.)

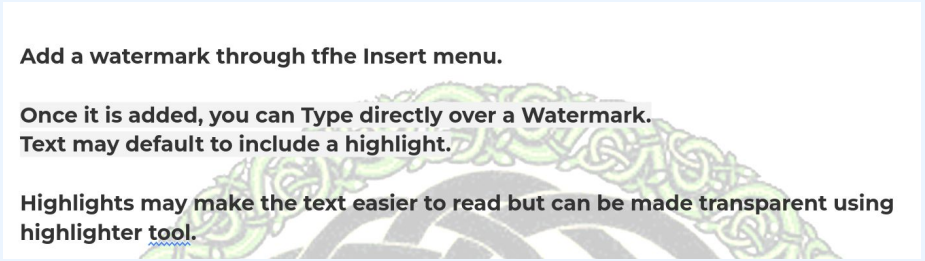


Read this article and options on Checklists explained at "How to Geek"

Add a **Watermark** using the Insert menu.

Once inserted, text can be typed over the image.

A watermark has settings of its own that will appear in a panel to the right.



MAIN TOC

SLIDES 1: Hide Filmstrip

TOPIC TOC

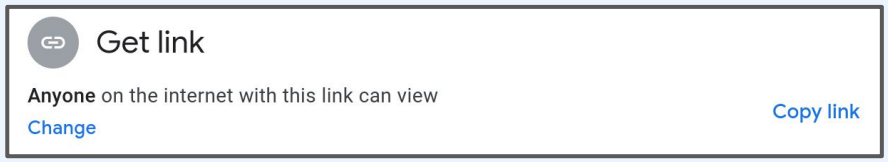
Hide the left panel (filmstrip) to save space or when presenting without using Slideshow.

MAIN TOC

SLIDES 2: Force Copy

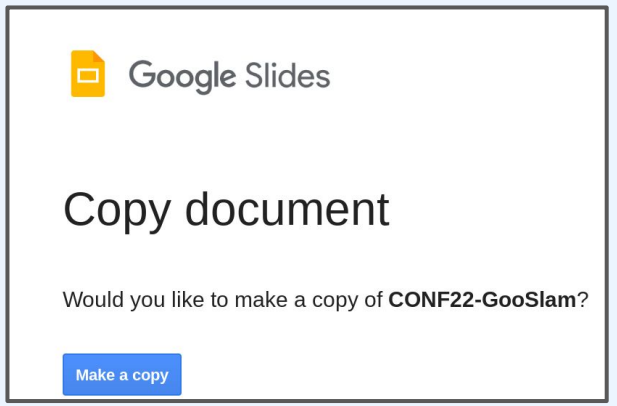
TOPIC TOC

Send a link to students or colleagues that makes a copy of the file for them automagically after the link is selected.



1. Select the Share button
2. Copy the shareable link
3. Replace “edit?usp=sharing” (the end of the link) with “copy”
4. Send that link to others

https://docs.google.com/presentation/d/1cmpmHwkHqnZk5e_HYMufhYRI-FUfk-8CrnHsr9XI2IQ/**copy**



TIP:

Create the link then use a URL shortener - the link is easier to read AND to verbalize!

MAIN TOC

ODDS and ENDS

- ACCOUNT CREATION
- ACCOUNT SECURITY
- APPLIED DIGITAL SKILLS
- ARTS and CULTURE (coloring book and labs!)
- CLASSROOM
- DRAW
- OFFLINE ACCESS
- SEARCH
- SHARE with YOURSELF

MAIN TOC

ACCOUNT CREATION

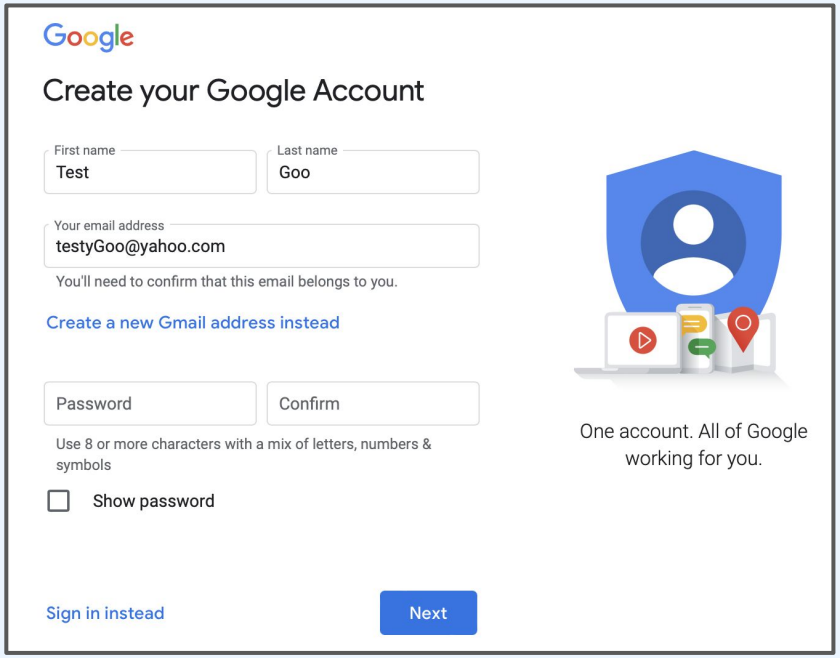
TOPIC TOC

YES, you need a Google Account to use Drive and save photo's etc.

NO, you do not need a GMail address!

Google Accounts can be created with YAHOO, HOTMAIL, VERIZON, or any other free email address not attached to a school account.

Use the two handouts below for yourself or students - its easy peasy!



[Create a Google Account](#) Online Tutorial

bit.ly/CreateGoo

[Create a Hybrid Google Account](#) Online Tutorial

bit.ly/CreateGooHybrid

MAIN TOC

ACCOUNT SECURITY

TOPIC TOC

Accounts.google.com

New security checkup and recommendations

TIPS:

- Add 2FA (two factor authentication - just do it!)
- NEVER save passwords in any browser!

MAIN TOC

APPLIED DIGITAL SKILLS

TOPIC TOC

Learn and teach digital literacy using Applied Digital Skills.

- Lessons include lesson plans and rubrics for teachers.
- All lessons are video-based.
- ApSki can be “connected” with Google Classroom or linked using any LMS.
- Skills transfer to other platforms!
- **Lessons are available in Spanish - including videos!**

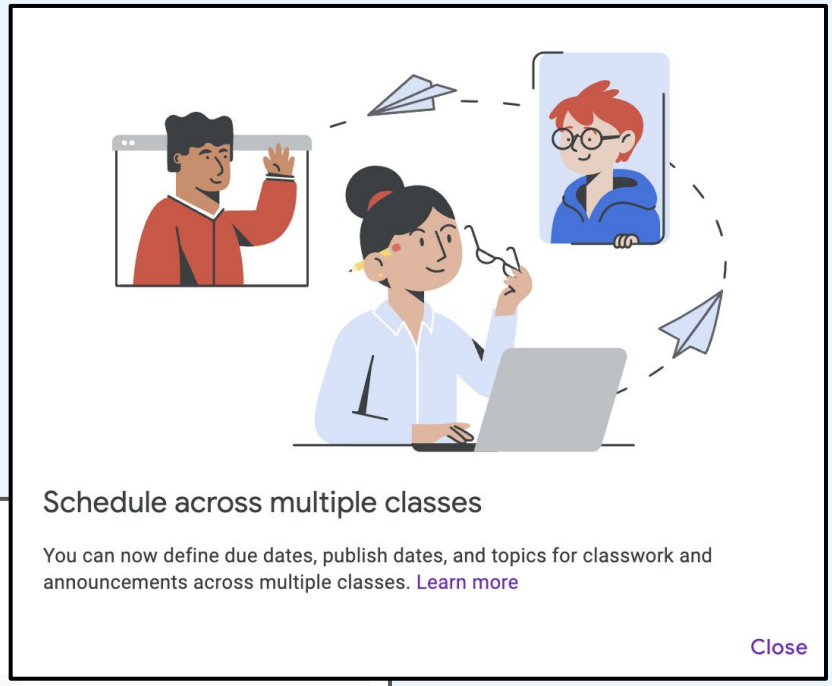
MAIN TOC

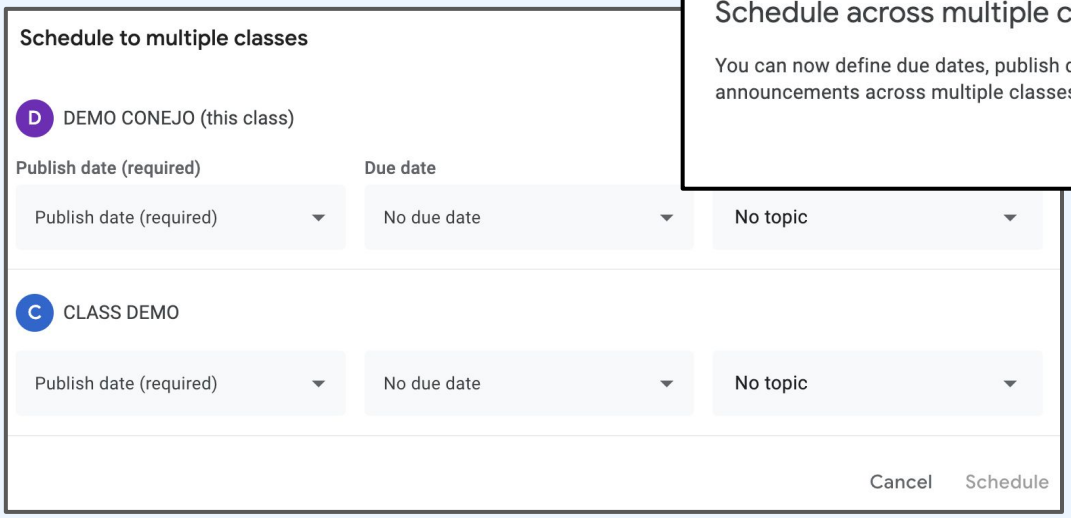
CLASSROOM

TOPIC TOC

Allows teachers to schedule the same assignment to different classes **at different times** (aka Publish date) with different due dates.

[Learn more]





MAIN TOC

DRAW

TOPIC TOC

Create better images using Google Draw.

1. Create a new drawing (drawings.google.com)
2. Make the canvas LARGE using the hashmarks at lower left corner.
3. Paste a screen-grab onto the canvas - make sure the grab is as big as it can be naturally.
   a. Resize the canvas if needed - not the grab.
4. Edit as needed.
5. Download as PNG.

TIP

Draw over the image to make the text clearer readable. This also allows you to make areas different colors or sizes to draw attention

MAIN TOC

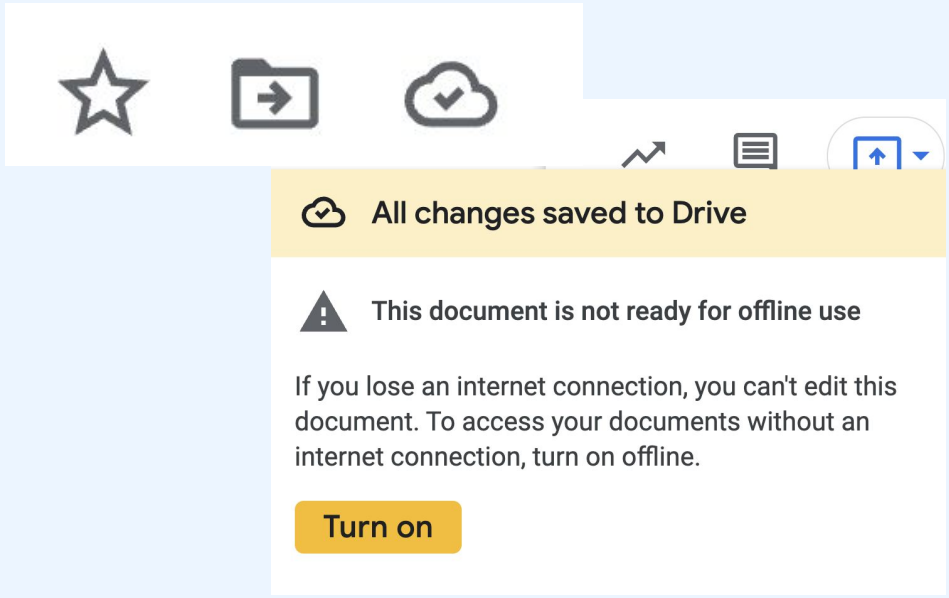
OFFLINE ACCESS on DOCS, SLIDES, SHEETS

TOPIC TOC

Save is seen as Cloud with checkmark (CTRL + S still does nothing but make you feel better).

AND

Offline can now be enabled while a file is open by selecting the Cloud (don't do it unless you really need it!)



MAIN TOC

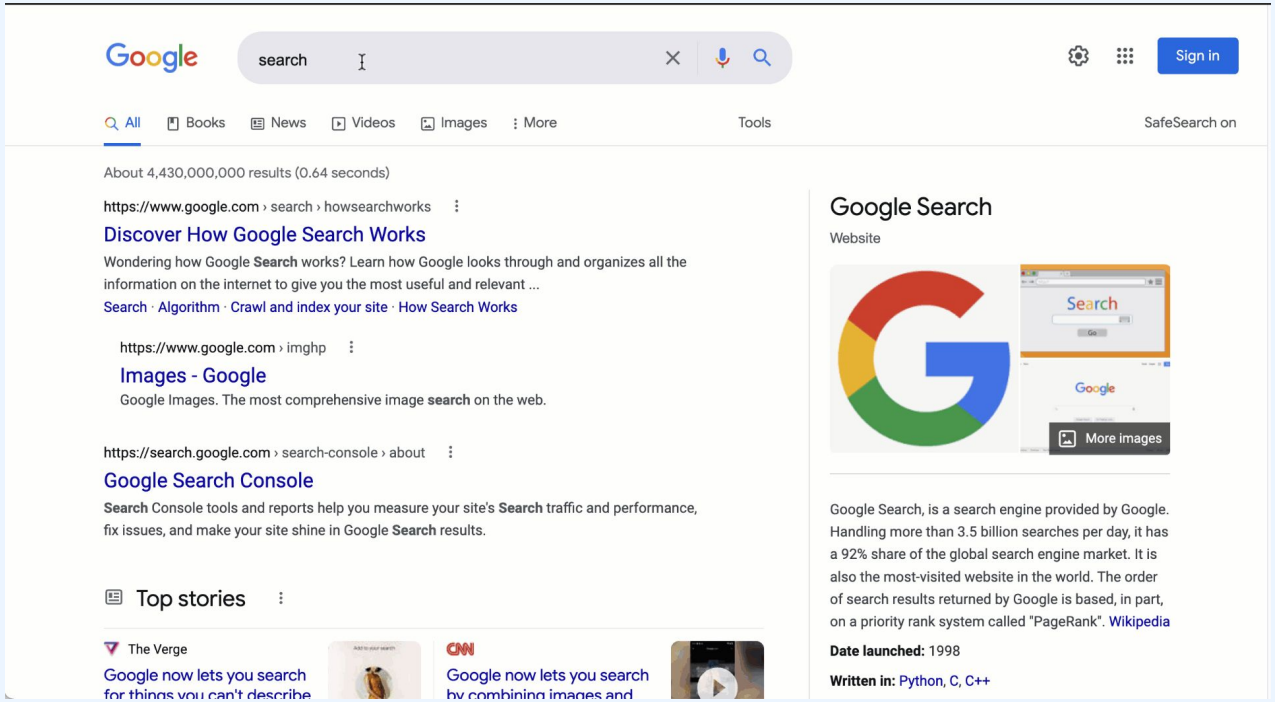
SEARCH

TOPIC TOC

Evaluate Search results

Using Chrome web browser:

1. Open Google Search
2. Type a search criteria
3. Select the 3 vertical dots next to a web address(aka: more or skinny snowman
4. An **About this result** card appears that gives information related to the site including “More about this site”



MAIN TOC

SHARE INFO with YOURSELF!

TOPIC TOC

When using Google Workspace for Education, a CLUB account **may be precluded from doing things** (get add-ons, manage extensions, open files, etc.)

TIP

Have a PUB account available to do the voodoo you want to do!

- Share Edit rights with yourself (add Pub account to Club share).
- Share personal calendar with Club.

MAIN TOC

Preview or Copy - *choose wisely*

This handout will be updated.

You can preview and always have the most updated version - no Google account needed.

OR

You can copy and the slides are stuck in time. You will need a Google account in order to make a copy.

PREVIEW: https://bit.ly/GooSlam22 - view any time it will be updated.

Copies will be allowed by sending a request to mholt@scoe.net

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MAIN TOC

Need more info? ASK!

Ask and you shall be answered! Send a message with “how do you…” or “what about…” details and I’ll get back to you within 3 business days (more or less.)

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