Course name	Basic Social Networking
Duration	4-6 Lessons
Exam	Computer Literacy and Social Networking
Due	at end of Week 3

In these lessons you will learn about

- ✓ Google Docs
- ✓ Tiny URLs
- ✓ Social networking
- ✓ Aggregation
- ✓ RSS
- ✓ Tagging
- ✓ Delicious
- ✓ Alternative Internet searches

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Lesson 1: Google Docs and Tiny URL

Objectives:

1. Google education services
2. Gmail
3. Getting a Google account via Gmail
4. Google Docs: Storing and sharing files online
5. Tiny URL

1.1 Google educational services

Google is well known for its famous search engine. In fact the company name has become a verb in English: "to Google something" means to look it up in Google. But Google has many other useful services.

How many free Google services can you name off the top of your head?

Write as many as you can here: _____ _____ _____

_____ _____ _____ _____ _____

Now Google 'Google' and find a complete list of services. Which ones that you didn't already know about look useful to you?

_____ Why? _____

_____ Why? _____

One difference in using Google services like Blogger and Google Docs is that, although you might have similar applications on your PC, when you use Google services you can save and share your work on the Internet, and the things you save are then available on *ANY* PC connected to the Internet, from anywhere.

In this lesson, we are going to gain access to these Google services by starting a G-Mail account. Then we will learn about a useful Google Internet tool, Google Docs, and how to **publish your Google Docs on the Internet** and give them Tiny URLs so you can share them more easily.

1.2 Gmail

Gmail is different in several ways from other email. *For example:*
- Other email adds mail to the inbox as mail is received, so the new messages are disconnected from the old ones, but the Gmail inbox is organized by subject or thread, and unread mail is **highlighted in bold, like this**.
- You can **TAG** your messages so they can be easily located and grouped later This is better than a folder system because mails can be filed with more than 1 tag (but can be stored in only one location in folder-based systems).
- Your Gmail inbox can be included in your Google searches.
- If you wish, Gmail tells you if your contacts are online and if so you can chat with them through the Gmail window in your browser

In order to use many Google services, you must have a Google account.
A Gmail account is the best kind to start with, because,

> If you start a Google account without a Gmail ID then your Google ID is the *email address* you give.   This will be confusing if you get a Gmail ID later, since you'll then have two Google account names.   It's best to start out with a Gmail name and stick with that one.

> You don't have to give an email address to get a Gmail account
> (but you can if you want, and you *should*, because it will help if you need to recover your password - in case you forget it).

To get a Gmail account, click on Gmail at the top of any Google page or browse to http://www.gmail.com

If you are signed in to Google already in that browser window, you will be taken to your mail.

Otherwise, you will see a dialog box like the one at right (make sure it says Sign in to **Gmail**, not to *Google*)

If you have an account you can sign in to Google (and in this case, you'll go directly to Gmail)

If you NEED an account, create one here. Then follow the instructions on the screen

Sign in to Gmail with your
Google **Account**

Username: |

Password: |

☐ Remember me on this computer.

[Sign in]

I cannot access my account

New to Gmail? It's free and easy.

Create an account ›

About Gmail   New features!

Be sure and remember your ID and password.
But if you forget it there are ways you can get it back.

1.3 Getting a Google account through Gmail Registration

Get your own Google account by signing up for a Gmail account
Here are instructions:

Desired Login Name: be sure and check to see if the one you choose is available.

A "strong" **password** is longer than 8 characters and contains characters besides letters

Deselect 'remember me' or untick 'stay signed in'

Security Question: Choose a question from the list or write your own. Your answer goes in the next blank down.

You should give a pre-existing, or **Secondary email** address so you can use it to recover your ID and password.

Type the **word** that spam robots can't read (Here, it's 'idail')

Click on the button to accept the terms of service and **Create your account.**

And that's it, done!

Get started with Gmail

First name:

Last name:

Desired Login Name: _____ @gmail.com
Examples: First Last, JSmith

check availability!

Choose a password: _____ Password strength:
Minimum of 8 characters in length

Re-enter password: _____

☐ Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. Learn More
☑ Enable Web History.

Security Question: Choose a question ...
Choose a question ...
What is your primary frequent flyer number
What is your library card number
What was your first phone number
What was your first teacher's name
Write my own question

Answer:

Secondary email:
This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. Learn More

Location: United Arab Emirates (الإمارات العربية المتحدة)

Word Verification: Type the characters you see in the picture below.

idail

Letters are not case-sensitive.

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

Printable Version

Google Terms of Service

Welcome to Google!

1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the Terms of Service above and both the Program Policy and the Privacy Policy.

I accept. Create my account.

The Sign Up procedure still looked like this in August, 2009.
It could change in small details.

1.4 Google Docs for storing and sharing files online

Google Docs lets you create or upload files to the Internet that look like and have many of the same features of MS Office Word, Excel, and PowerPoint. You can directly upload many types of office documents and export documents you create in Google Docs as Office document files (*be aware that some formatting might change in the process*). You can access Google Docs wherever you are on the Internet, and work on any of your documents online. You can also share these documents with others and even work on the documents simultaneously, live online. This is possible because Google is constantly saving changes when you work online. *In this way, Google Docs resembles a* **Wiki**.

Enter Google Documents using the url http://docs.google.com, or click on <u>Documents</u> at the top of your Google account front page:

Gmail Calendar Documents Photos Reader Web more ▼
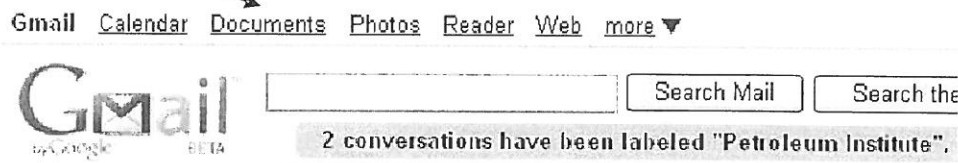
You will see a toolbar showing what you can do here.

You can CREATE a <u>new</u> document (similar to MS Word), spreadsheet (similar to Excel), or presentation (similar to PowerPoint) You can also <u>upload</u> an existing file, including all types mentioned above	Gmail Calendar Documents Photos Reader Web more ▼ Google Docs New ▾ Upload Share Move to ▾ Hide Delete Ren Document — Name Presentation — TODAY Spreadsheet — □ F2 5week project Form — □ Computer literacy for the 21st centu Folder — EARLIER THIS MONTH □ EHS Article eSphere edited

Google Docs

vancestev@gmail.com | Docs Home | Help | Sign out

Untitled saved on January 27, 2009 6:24 PM by Vancestev   Share ▾ Save Save & Close

File Edit View Insert Format Table Tools Help

Styles ▾ Verdana ▾ 10pt ▾ **B** *I* <u>U</u> A ▾ ✎ ▾ Link ≣ ≣ ≣ ≣ ≣ ≣ ≣ ✓

If you create a new document, it opens a new window and you can simply start to write here.
You can experiment with the tools and what you can do with them.
You don't actually have to save your work because Google is always doing that for you.
But when ready to leave you can click on Save & Close
You can also exit at any time by going to Docs Home.

You do it: Bring up your Docs Home and create a file. It will appear in your files list as <u>Untitled</u>. To rename the file, Right Click on it and select <u>Rename</u>. *(Note you can also Move the file to a folder, or share it, give it a star, delete it, or hide it).*
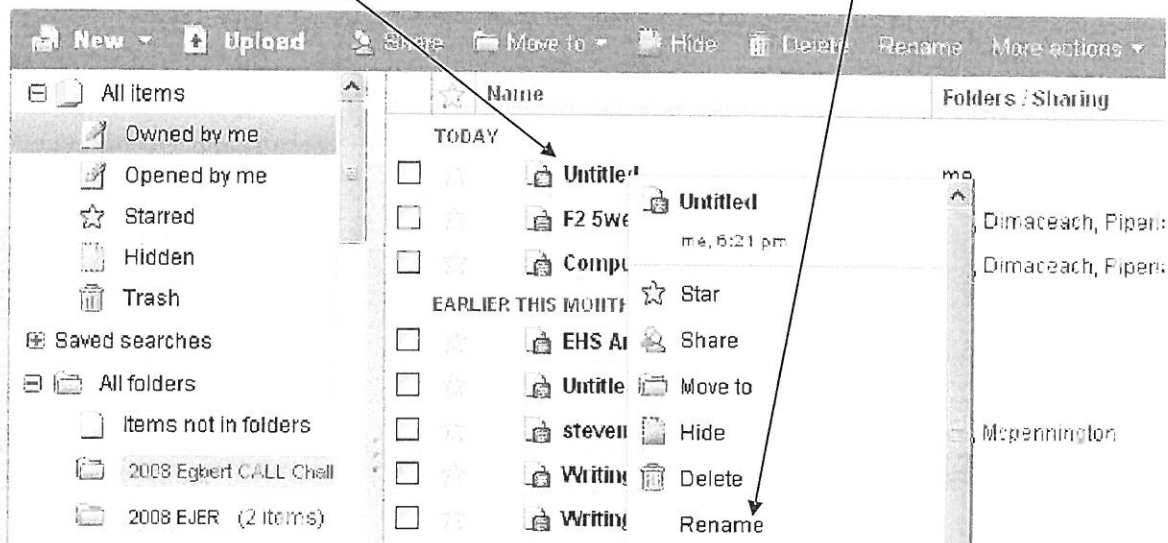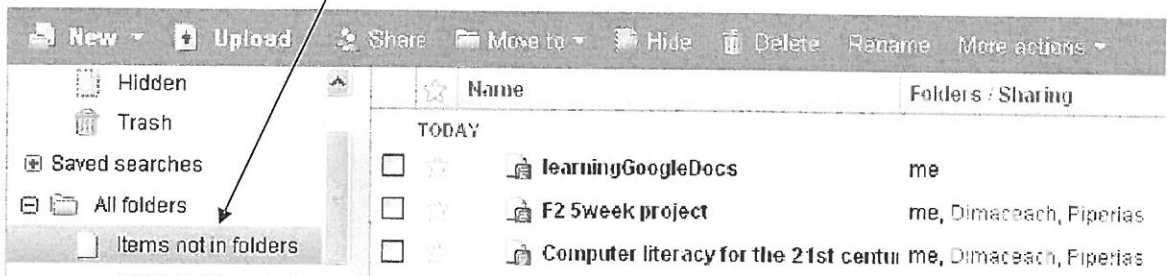

Here we've renamed the file *Learning Google Docs*. Now I want to put this file in a folder. To create a folder, <u>pull down New</u>, select Folder, give the folder <u>a name</u>, and <u>Save</u>
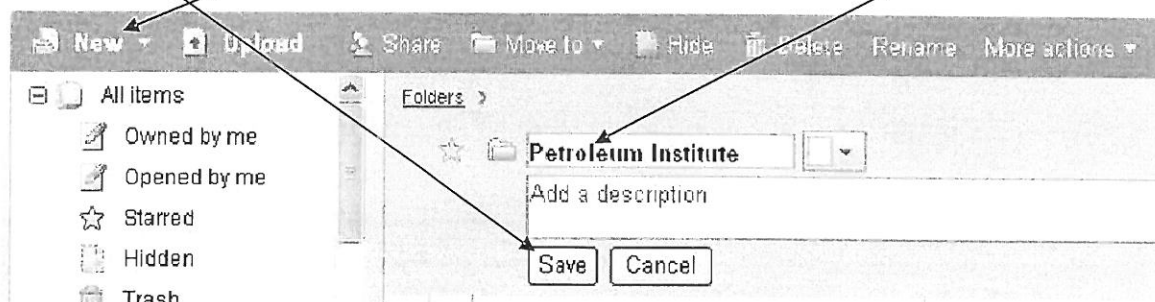
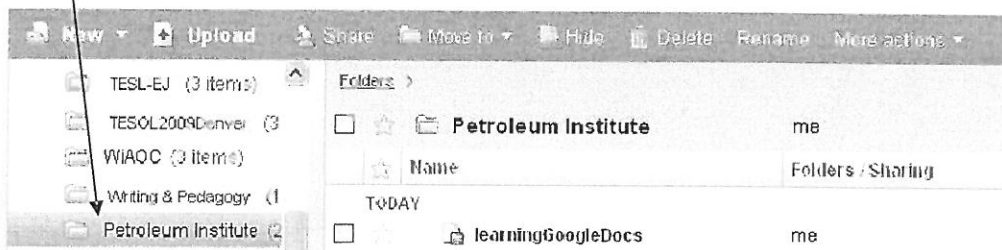Now click on the <u>Items not in folders</u> in your Docs Home page and see any files created or shared with you which have not been placed in folders yet:

Here, we have created a Petroleum Institute folder so we can select the items we want to move and click on <u>Move to</u>
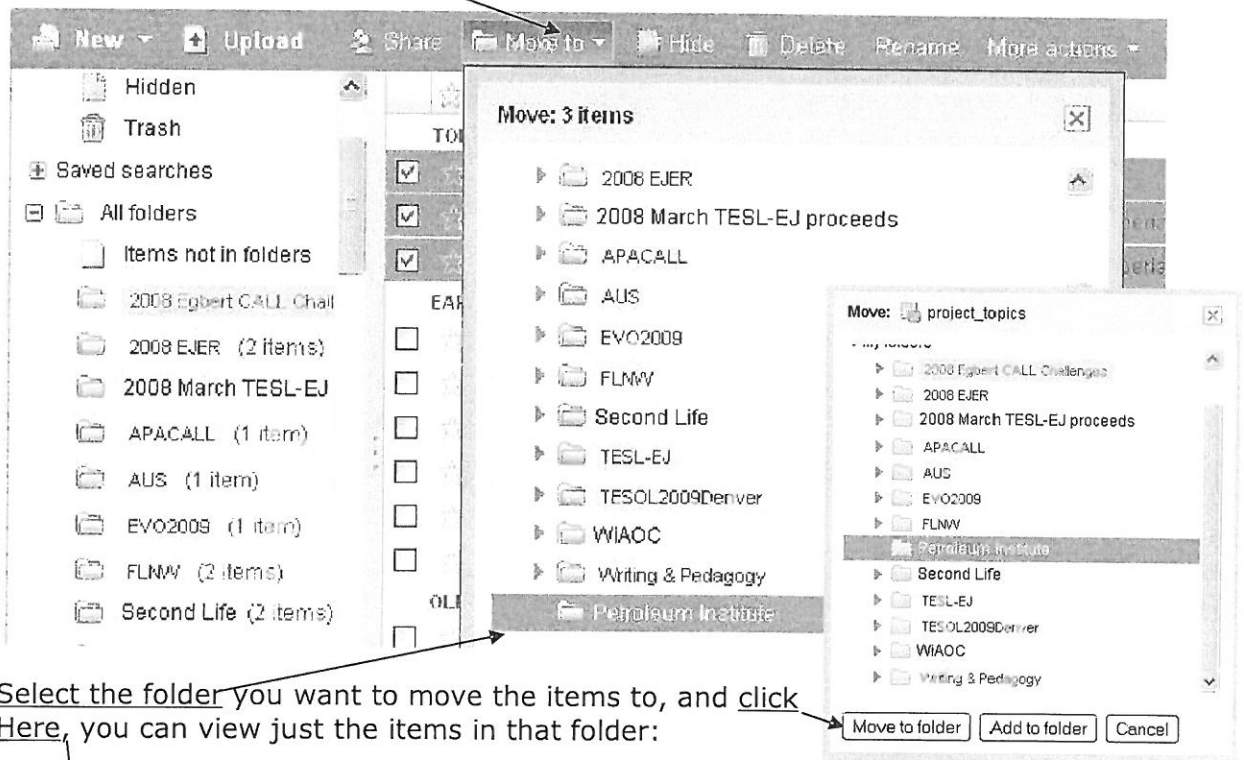

<u>Select the folder</u> you want to move the items to, and <u>click</u> <u>Here</u>, you can view just the items in that folder:

You don't have to create items in Google Docs. If you receive an Office document as an email attachment in your Gmail account, Gmail will let you open it, download it to your computer, or open it as a Google Doc in which case it becomes one of your Google Docs as shown here.

You can also create documents offline using MS Word and upload them from your computer to Google Docs. This is easy, just click on Upload and browse for the file as you would in any other application.
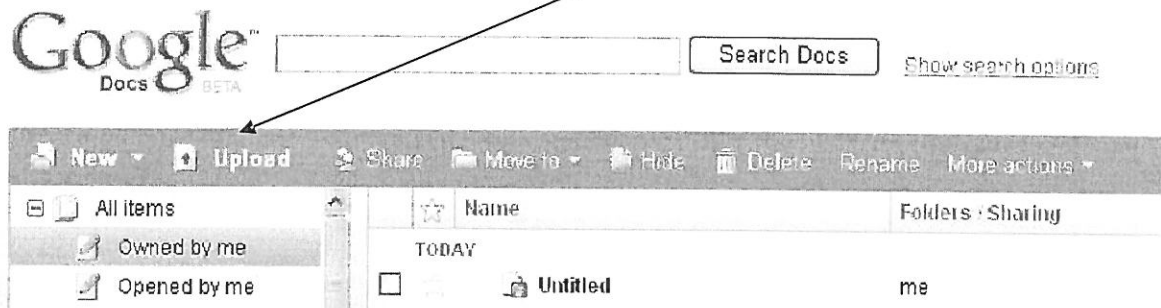
Now you do it:

Follow these steps to create an Announcement in Google Docs (*it can be any kind of brief announcement, one sentence*). Store it in a folder called AUP Computing. *Next you'll work on it with classmates and share it with your teacher*

Sharing Google Docs

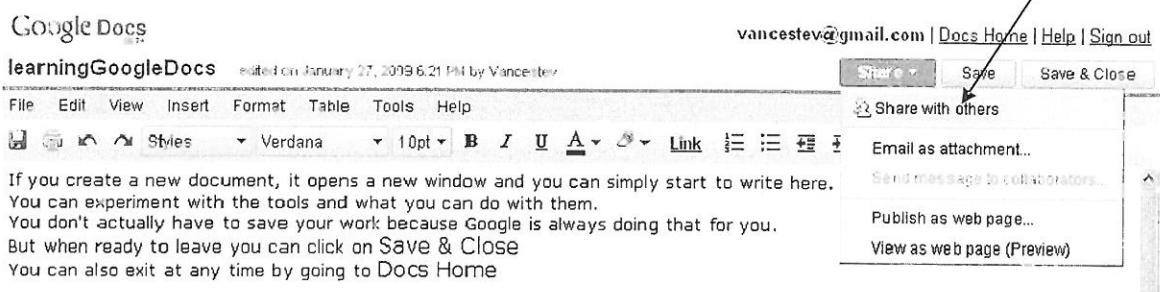The real power in Google Docs is sharing them with others. Here you can invite COLLABORATORS to work with you on a document. You can also PUBLISH your document so that others can READ it as with any Web page on the Internet.
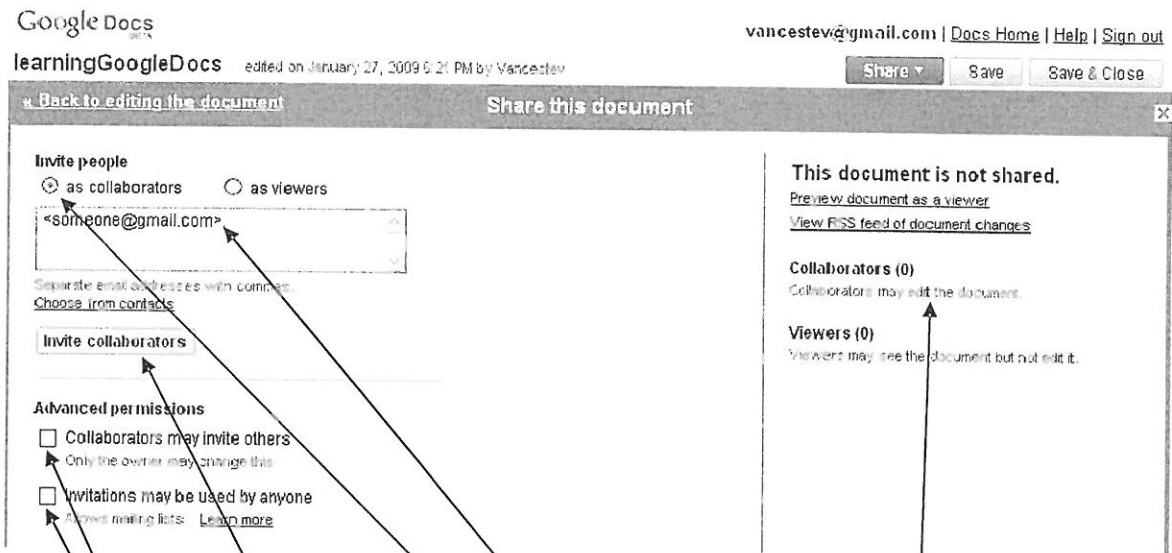
Inviting collaborators

In practice, sharing Google Docs works best if all parties use Gmail accounts.

To invite collaborators, open the document and select SHARE (with others)

You should see this interface:

Google Docs

vancestev@gmail.com | Docs Home | Help | Sign out

learningGoogleDocs   edited on January 27, 2009 6:21 PM by Vancestev

Share ▼   Save   Save & Close

« Back to editing the document   Share this document   ✕

Invite people

◉ as collaborators   ○ as viewers

<someone@gmail.com>

Separate email addresses with commas.
Choose from contacts

Invite collaborators

Advanced permissions

☐ Collaborators may invite others
   Only the owner may change this

☐ Invitations may be used by anyone
   Allows mailing lists.   Learn more

This document is not shared.
Preview document as a viewer
View RSS feed of document changes

Collaborators (0)
Collaborators may edit the document.

Viewers (0)
Viewers may see the document but not edit it.

1. First, write in the <u>email address</u> of the person you want to share the document with. Your teacher will instruct you whose address to use. You can use more than one address if you like (separated by commas).

2. Decide if they should be <u>collaborators</u> (they can write on your document) or simply <u>viewers</u> (you just want them to see it, but not write)

3. You can <u>remove the tick boxes here</u> if you like. The first one gives collaborators permission to invite others, and the second allows anyone who sees the email to use the invitation to read or write on the document.

4. <u>Click on Invite Collaborators</u>. Their names will appear <u>here</u>.

When you INVITE COLLABORATORS you can leave them a message:
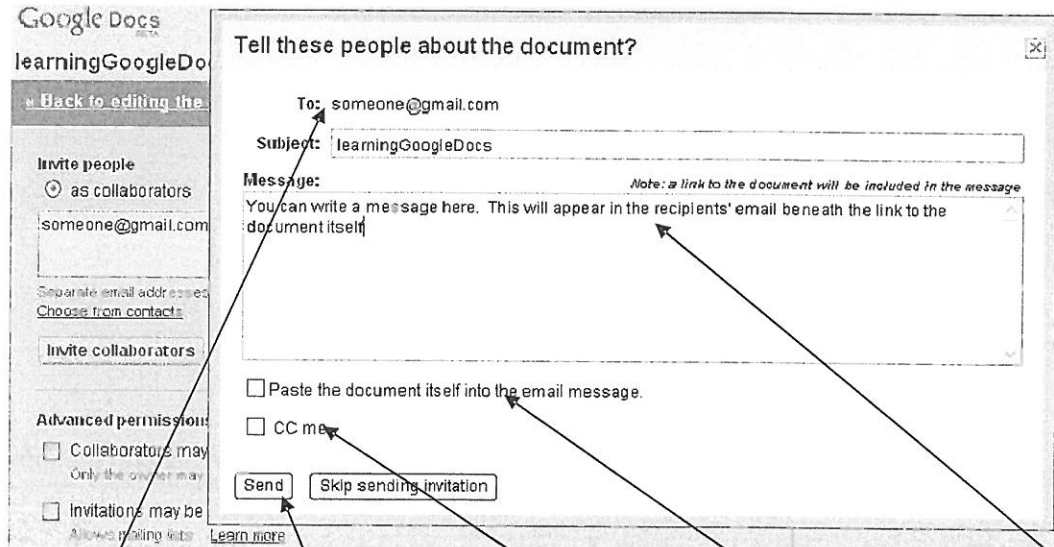

1. <u>These recipients</u> will receive in their email a link to the file and the <u>message</u> you write here

2. You can have the document <u>pasted into the text of the</u> <u>email</u>.

3. Google Docs will cc you on the email if you click <u>here</u>

4. You can <u>send this email</u> or skip this step

Now you do it:

Invite one or two friends in your class to collaborate with you on your announcement. Decide which announcement you want to work on, and then work together to format it attractively with appropriate heading and font.

Publishing your document

You can also use Google Docs like a web site. That is you can create a Google Doc and then give it a URL which anyone can see from anywhere on the Internet To start this process, open a document and choose SHARE (<u>publish as web page</u>)
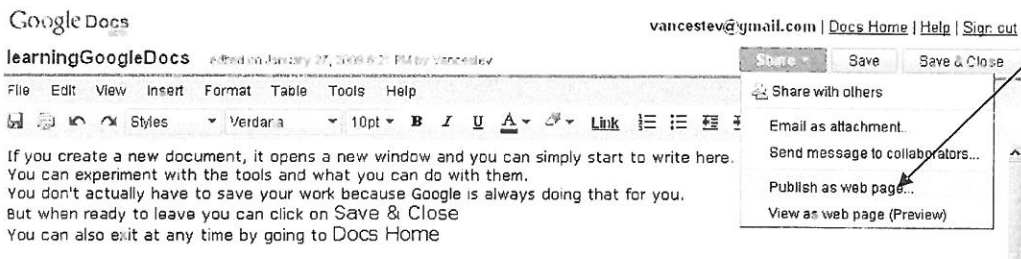
Here you will be presented this interface. You *might* want to have Google Docs refresh the content as the page is changed
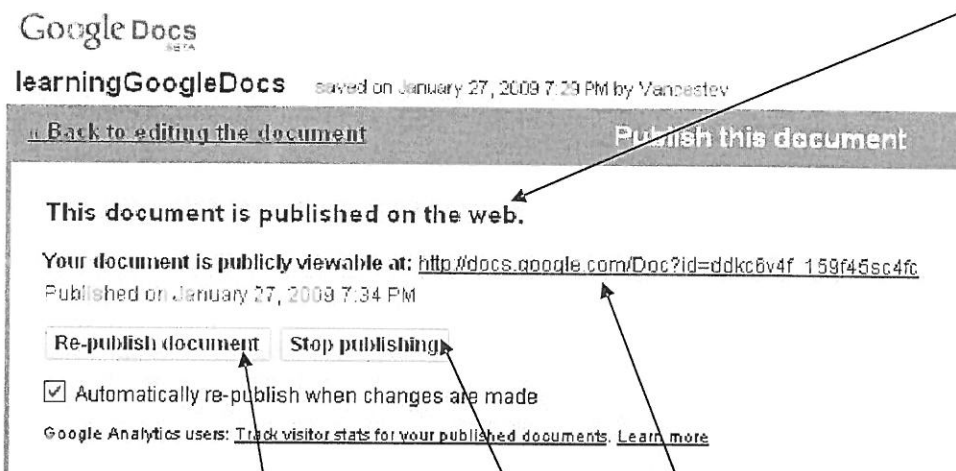
Google Docs

vancestev

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« Back to editing the document   Publish this document

This document is not yet published.

You can publish your document to the Internet, where anyone will be able to access and view it online. Your document will be assigned a unique address (URL) on google.com that you can send to your friends and colleagues.

Publish document

☑ Automatically re-publish when changes are made

After you click on Publish document, you should see a notice like this one:

Google Docs

learningGoogleDocs   saved on January 27, 2009 7:29 PM by Vancestev

« Back to editing the document   Publish this document

This document is published on the web.

Your document is publicly viewable at: http://docs.google.com/Doc?id=ddkc6v4f_159f45sc4fc
Published on January 27, 2009 7:34 PM

Re-publish document   Stop publishing

☑ Automatically re-publish when changes are made

Google Analytics users: Track visitor stats for your published documents. Learn more

1. Here you have the document's URL on the Internet
   (copy this URL somewhere)

2. You can update the publication or STOP publishing (remove the doc from being visible on the Internet

There's just one small problem. The URL is not an easy one to remember, and it might be too long for some people's email.

We need to shorten it to something we can remember. ***We need TINYURL!***

Now you do it:

1. PUBLISH your Google Doc and copy it's URL by highlighting it on the page where it is shown as the last step in publishing your document

2. Copy your big URLso it is now in memory waiting for you to PASTE it into Tiny URL, as shown below:

1.5 How to useTinyURL.com

When you write out URLs you are likely to make mistakes, and others may not be able to read your writing. Also, when you send URLs in email, they may not work if they are too long. TinyURLs enable us to overcome these problems.
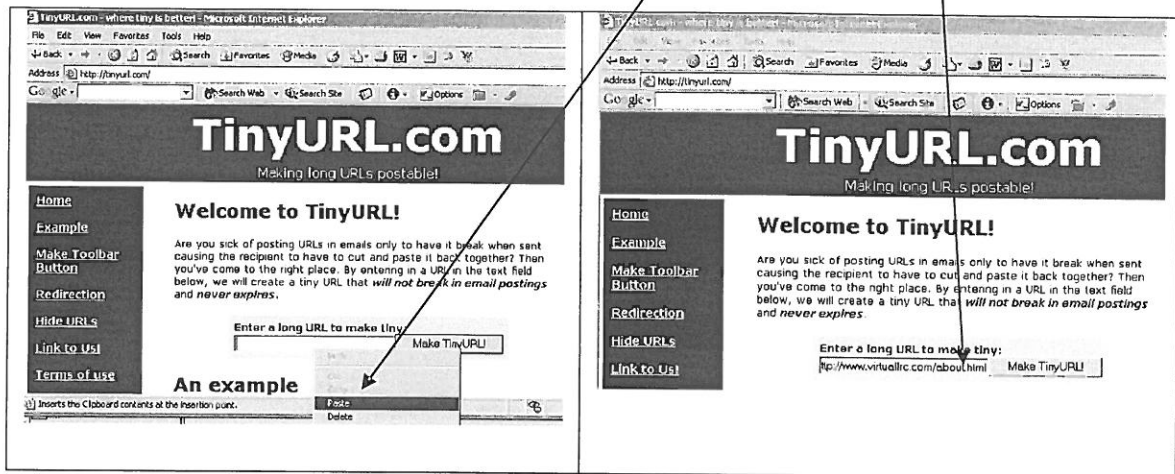
Step 1: Highlight the big URL you want to make tiny.

Step 2: Copy the URL into your computer memory or 'clipboard'.

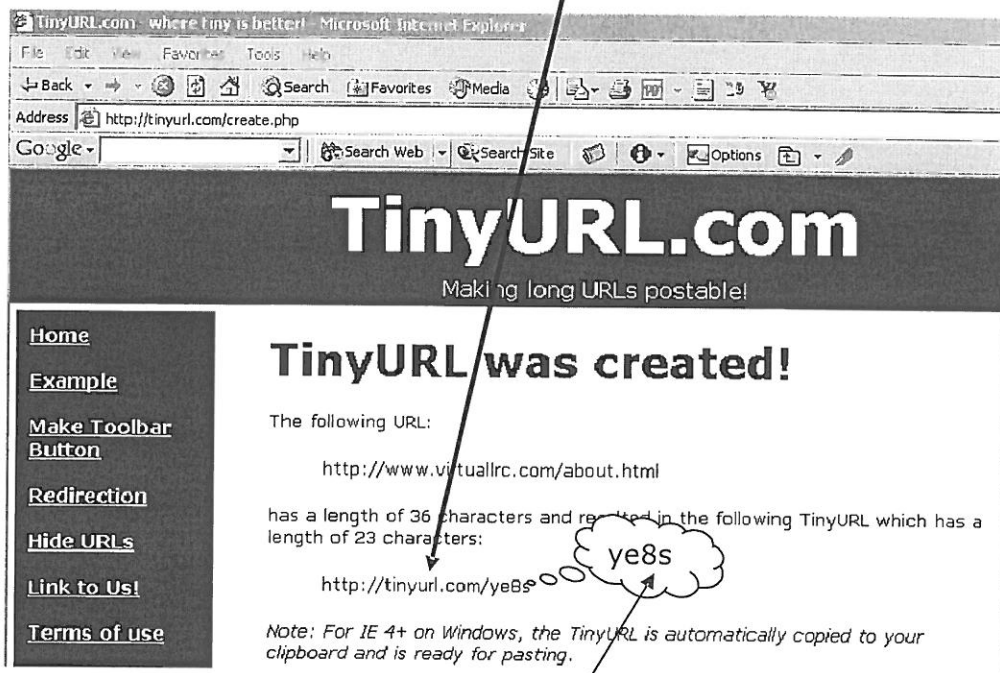Step 3: Launch http://www.tinyurl.com and paste the big URL here

Step 4: Click on Make TinyURL ...

You can *either*

- let TinyURL create its own small URL for you,

- or you can write in what you would like to appear after http://tinyurl.com/.....

Whichever you choose, you can <u>use this</u> as the new URL ...

It's enough to just remember <u>the last part</u> of the TinyURL (in this case, **ye8s**) since the first part is always http://tinyurl.com/ and then a few numbers & letters

Checkpoint 1

1. Publish your Google Doc and create a TINYURL for it.

2. Email the TINYURL to your teacher

You did it!

1. You used Google Docs to collaborate on an announcement with classmates

2. You published your Google Doc and created a TINYURL for it.

3. You 'handed in' your work by sharing the TINYURL with your teacher