(Approx. 691 words)

BACK TO BASICS Everything Google By Jim Cerny, 2nd Vice President, Sarasota TUG, FL January 2015 issue, Sarasota Technology Monitor www.spcug.org jimcerny123 (at) gmail.com

Why consider Google at all? Google never seems to sit still. They are constantly offering new free tools and actively improving the ones they already provide. Using what Google has to offer has many advantages, here are the "pluses" in my book and I am sure there are many more. You can find out more about any of them by, well, "Googling" them!

I started by converting my email to Gmail. Gmail helped me forward my old email to my new Gmail address and copied over my contact list as well. But the sweet thing was, now that I had a Google account (your Gmail address is your Google account) I now had access to everything Google.

Google Drive (formerly Google Docs) allows you to create, from scratch, new spreadsheets, documents, presentations and more, all for free and saved on the Google Drive in the "cloud". Their tools are every bit as good as Microsoft's and easy to use. When you create a file on Google Drive it is available to you anywhere on any computer via the internet. These files are now also available to anyone else (who also has a Google account) to access them if you give permission for them to do so. It is an easy way to share files and photos with others. You can also give them permission to update or change the files if you wish. And no one has to purchase any software. If you (or anyone) already has files (spreadsheets, documents, presentations) in Excel or Word or PowerPoint you can copy them to your Google Drive and it will convert them to the Google format. Likewise, you can copy a file from Google Drive and save it as a Microsoft file type.

Google Earth is really an amazing and fun exploration tool. It is great just to explore other cities, countries, or any place on earth. There are many options and ways to use this app, but I just cannot get over how it amazes me. When it started the images taken from satellites were wonderfully detailed and you could zoom in and see even people walking in the streets. But more recently Google Earth has improved to include 3-D images showing the differences in elevation of mountains and even individual buildings in cities. When you learn to use the easy controls (mouse or fingers on touch-screens) you can "fly" over the earth and zoom in on anything you want. If you zoom in close enough, Google Earth changes to "street view" which gives you views as if you were standing on the street on that exact spot. If you are an engineer-type, you will enjoy learning how they did all this.

YouTube is a place to find videos. You will probably not find the latest movies here but most anything else you can. Enter the name of your favorite entertainer and you will find many videos of them doing a show or their spot as a guest on another TV program. Want to learn how to do something? – enter a question such as "How do I replace a window?" and get hundreds of videos showing you how to do it. Now think about this for a moment – you can ask YouTube "How do I create a group mail on Yahoo mail?" it will provide you with videos showing you how. It helps to be very specific with the product or version of what you want to learn more about. You can also view things such as classes recorded at major universities, cooking food, travel, movie trailers, old TV and radio programs, and, well, there is just no limit. Just think of YouTube as the "Google search" for just videos.

How many products, applications, and tools does Google have? I have no idea. Probably several more than they did a week ago. I think the key is to want to explore and find out. Get into the habit of "Asking Google" anything and you will be amazed.