

iGoogle

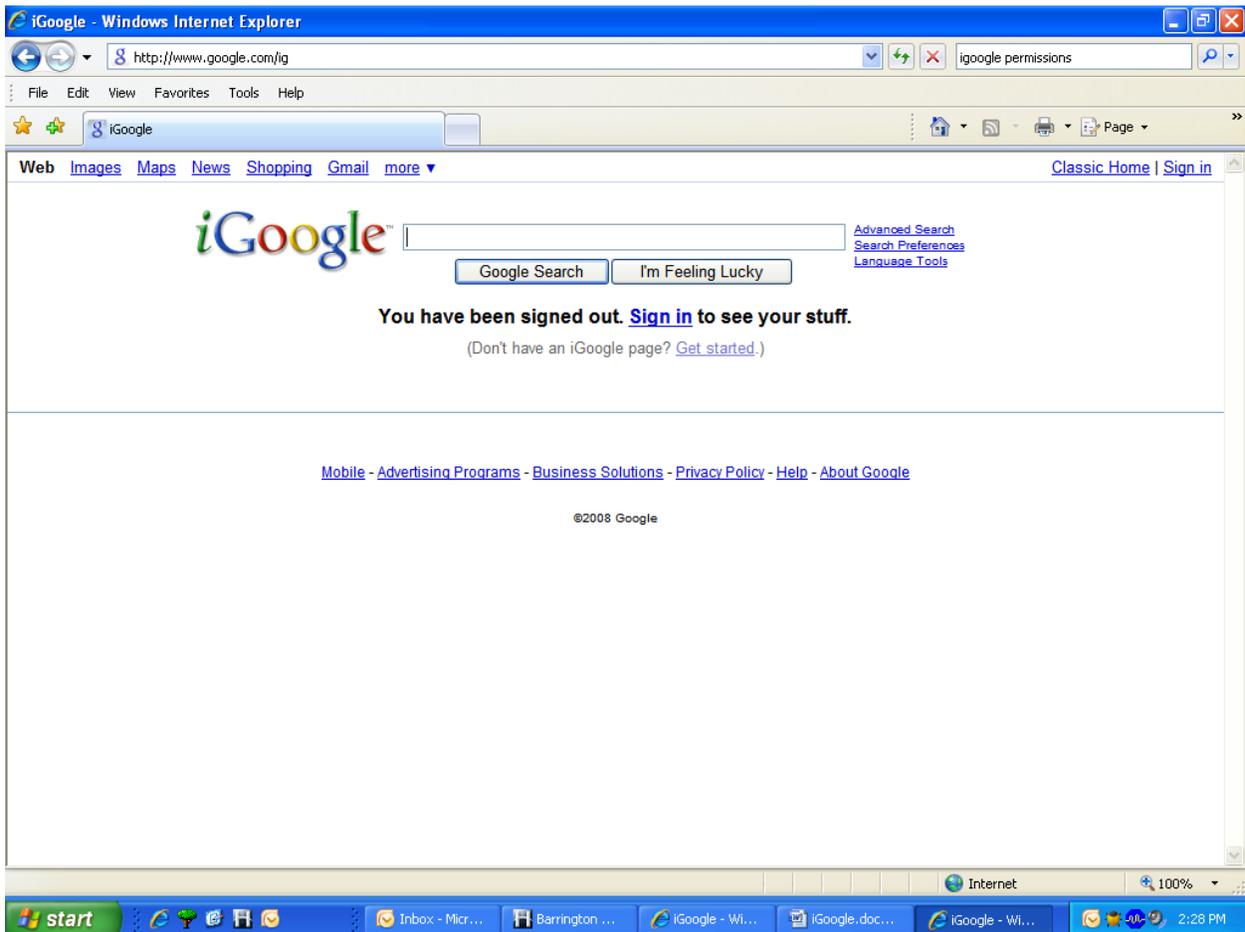
- iGoogle is an application of Google. It allows you to create a customized homepage with a wide variety of content, including news, weather, sports, calendars, documents, and more.
- Your iGoogle homepage can be edited or changed at any time. A typical iGoogle page is made up of “widgets” or small customizable programs that pull content from other sites. Here are some examples of what a typical widget looks like:



- In this class, we will be creating an iGoogle page utilizing themes and widgets, as well as discussing several additional Google services, such as Google Docs and Spreadsheets.

How do I set up my iGoogle personalized homepage?

- Setting up your page is easy, fast, and free. Start by going to www.iGoogle.com.
- This page looks much like a classic Google page. Look for the option in the middle of the page that says **Sign in to see your stuff**. Below this it says **Don't have an iGoogle page? Get started**. Click this link.



- The next page will ask you some questions about your interests and your preferences. The first portion asks about your interests. Click on the box next to any of the options to choose the category. This will give you some basic widgets and options that we can expand upon in a moment.

- Finally, iGoogle will ask you to choose a theme. The theme dictates the look of the page. Choose anything you like for now, it can be easily changed later.
- Congratulations! You've created your page. Now let's save it and start changing it to suit your needs.
- To save your new iGoogle page, you will need to set up an account. In the top right hand corner, click on the blue link that says **Sign In**. On the following page, look for the sign in box on the right side. Underneath this box, you will see another one that says **Don't have a Google Account? Create an account now**. Click this link.
- A short form follows. Type in your current email address (this can be Yahoo!, GMail, Comcast, or anything else you use at home). Choose a password and enter it in each of the two boxes that requests it. At the bottom of the page, you can select iGoogle as your homepage (this means that every time you open the internet on your computer, iGoogle is the website that appears first). Type in the word verification code, and click **I accept. Create my account**.
- Now check your email (the one you used to set up your iGoogle account). Click on the link provided to activate the account. That's it! Now you can customize your page.

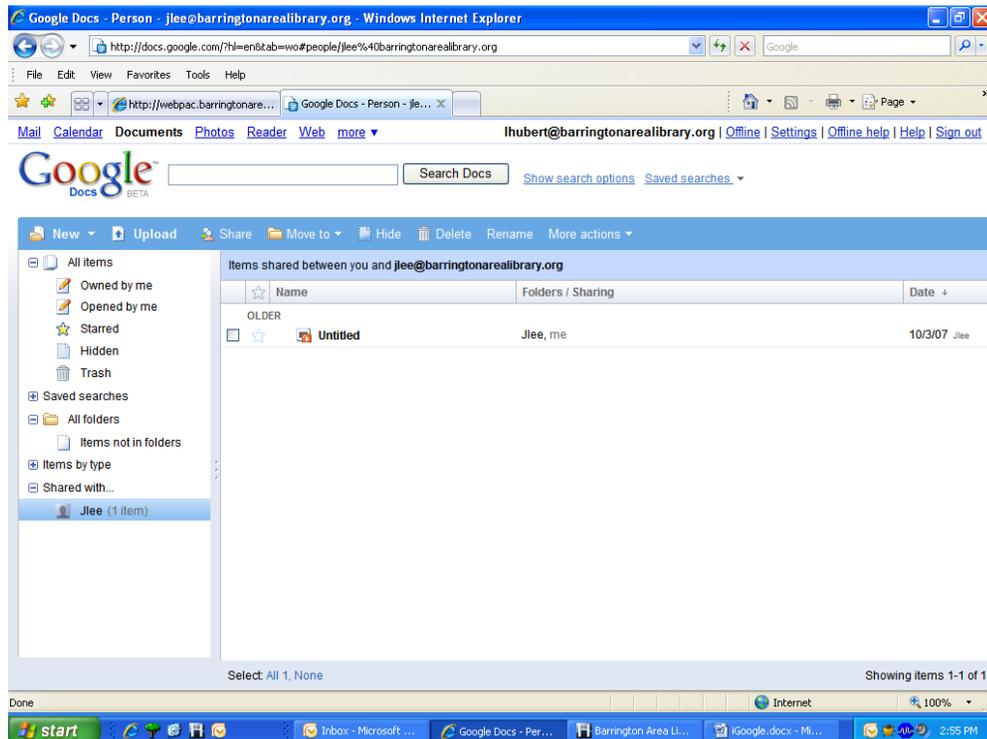
How do I customize my iGoogle page?

- Let's have a quick look at your page. The top bar contains your search box, and is designed in the theme that you selected. Above this on the left, there are links to the various types of searching that can be done on Google. On the right, there are links to the classic Google page, your account page, and an option to sign in and out. Below the search box are the widgets that we will be working with. In the left hand corner below the search box, you'll see tabs labeled with the categories of the interests that you chose a few screens ago. Click on any of these to see the page with that focus.
- Now you can choose what you would like to have on your page. We'll start by removing things that you don't want. In the top right hand corner of each widget, you'll see several options. Clicking on the arrow that points down will bring up a variety of options, including editing and a link to similar widgets. The next is a dash that allows you to minimize the widget without removing it from the page. The final option, an x, allows you to delete the widget from your page. The widget can easily be added again later if you change your mind. Go ahead and remove a few widgets now.
- Now let's add some widgets. In the right hand corner inside the theme, click the link that says **Add stuff**. A page will appear that lists popular iGoogle widgets. To the right, there is a search box to find more. Type in something like **weather** or **white sox** and you should come up with a list of widgets on that topic. Under the widget picture, click the link that says **Add it now**. When you are finished searching and adding, click on the link in the top left hand corner of the page that says **Back to iGoogle home**.

- Want to change your theme? There are thousands available by clicking on **Select theme** (located to the left of **Add stuff**). Again, click **Add it now** under the theme you'd like to assign it to your page. This theme (and all the other aspects of your page) can be changed as often as you like.

What other helpful tools can be added to iGoogle?

- Google has an excellent calendar that can be added to your page. Using the **Add Stuff** option, type in **calendar**. Google Calendar should be the first result returned. Click **Add it now** to make it part of your page. When you return to your main page, the calendar should be on top. The calendar can be shared or merged with other calendars, which can be very helpful with collaboration.
- Another useful application is Google Docs. This is a great tool that lets you upload and access any Microsoft files that you may have on your computer. You can also easily create those documents online. To create your account, use the carrot next to **More** in the top left hand corner of your screen. Select **Documents**. On the next page, click **Continue**. This is the page that you will work in for much of your Documents. Once you create or upload a document (under **New**) it will appear in the middle pane. It can be opened by double clicking it. Most of the functions are identical to Microsoft Word. The advantage to the application is that it can be accessed anytime and anywhere, without the need for flash drives or disks. Here is an example of what your Google Docs page might look like :



More questions?

- Google provides assistance. Click the **Help** button located in the top right corner for options.
- If you have any other questions, please feel free to contact Adult Services librarians by calling (847) 382-1300 or emailing adultref@barringtonarealibrary.org.

