

Google Tools for UWRA — 04.09.19

I've set this handout as a Google Doc that anyone with the link can access and edit! Why would you want to do that? Because the links are live! Paper handouts are limited in what they can convey, but digital ones let you explore much more. Access it here → bit.ly/GoogleTools-UWRA. (Be sure to use caps.) [Slides here](#).

TAKEAWAYS: Google has changed the way we live, learn, communicate, and collaborate. The internet is overwhelming, but with a few simple strategies it's not unmanageable:

1. **Learn the EcoSystem first:** Once you understand how your account gets you access to everything, things become simpler.
2. **Start simple:** Try one or two tools on a computer browser. The bigger screen offers more and easier access to the tools. Then try the same tool on your iPad or phone — things will look different but most of the functionality will be the same.
3. **Press buttons and explore:** be bold and click on everything that looks clickable (and other things too!), see what happens. It's hard to really mess things up, so explore!
4. **Ask others:** The best learning in life is social. Two heads are better than one. There's no such thing as a dumb question. People like to be helpful! Ask others to help you figure it out if you get stuck.

THE BIGGEST CHALLENGE: Finding your Google Account(s)

Everybody with *wisc.edu* email account has a Google account with unlimited storage (*but not a wisc.edu GMail account because UW-Madison uses Office365 for email*). The trick is telling it apart from a personal Google account, and keeping track of which one you're accessing. Sign in to your:

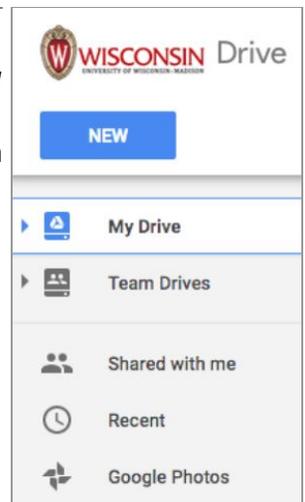
- **UW–Madison G Suite account** associated with your NetID at apps.google.wisc.edu
- **Personal Google account**, log in at accounts.google.com

Three Tips for Distinguishing Your UW vs. Personal Google Accounts

From [DoIT News, September 10, 2018](#)

1. **Look for visual clues.** Note the UW–Madison logo on the upper left-hand side, and your NetID in the upper right-hand side of your UW–Madison G Suite account. For all UW–Madison G Suite accounts, the primary/displayed address is always NetID@wisc.edu. The address on Personal Google accounts is usually of the format name@gmail.com.
2. **Use different profile photos:** Use a fun photo for your personal account and a professional one for your UW–Madison Google Apps account. To change them:
 - a. Log in to Google.
 - b. Select the circular photo (or circle with your initials if you have no photo yet) in the top right corner of the screen.
 - c. Click on the word "change" in the photo in the dropdown menu.
[See detailed instructions for changing your Google profile photo here.](#)
3. **Use separate browsers.** If you find it cumbersome switching accounts (in the upper right-hand of the screen), try using, for instance, Firefox for your UW–Madison Google Apps account and Chrome for your personal Google account.

For instructions on how to switch between accounts, see [this reference document on Switching Between UW-Madison and Personal Google Accounts](#).



RECOMMENDED TOOLS: Check out our picks of the most useful Google Tools:

- **Password checkup:** A Google Chrome extension that checks your password against databases of known data breaches (Feb 05, 2019 article: [Google Chrome can now tell you if your passwords were hacked](#))

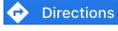
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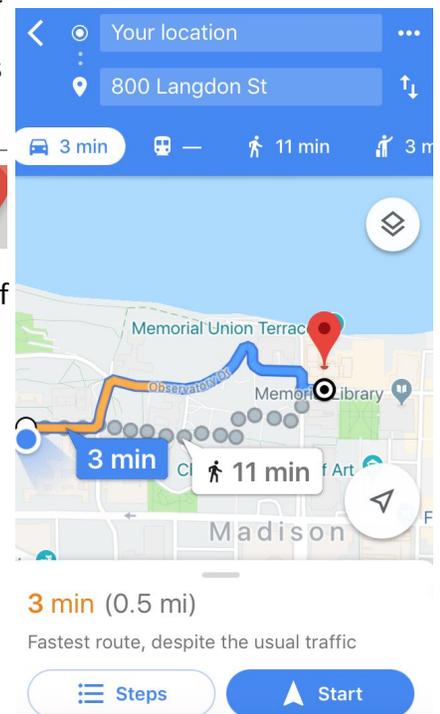
- **Google Keep:** Collaborative lists for phone/tablet/computer. Enter a list on your computer and it shows up on your phone; if shared, on your spouse's phone too. You can also set up lists to remind you that you have list items from a particular store when you drive by that store. Great for shopping lists and avoiding duplicate purchases. ([Video explanation](#)). Google Keep also has a [voice-to-text feature \(Android app only\)](#) to minimize typing and an [image-to-text function](#) that is handy for snapping and storing meaningful passages of books.
- **Google Drive:** A file storage solution that keeps documents, presentations, photos, and other files in the cloud so they are accessible from any device as long as you are logged in to your account. ([Video explanation](#))
 - **Google Team Drive:** Only available with your wisc.edu Google account, Google Team Drives lets teams share *and own* files with others, so if one team member leaves the team, their work is not lost but is still accessible (and owned) by the rest of the team. ([Video explanation](#))
 - **Google Docs, Slides, and Sheets:** Also stored on your Google Drive, [Docs](#) is similar to Microsoft Word and Apple Pages; [Slides](#) is similar to Microsoft PowerPoint or Apple Keynote, and [Sheets](#) is similar to Excel files. Files can be shared with others to allow multiple people to access and collaborate on the document at the same time. ([Written and Video explanation](#))
- **Google Photos:** As far as tools for creating and organizing personal content, this may be the most popular! If you're an Android phone user, you probably already have the [Google Photos app](#) on it. But it works great on Apple devices too ([Google Photos for iPhone/iPad](#)), and there are compelling reasons to use it ([How \(and why\) to use Google Photos on your iPhone or iPad](#), [Protect your photo collection with Google Photos \[50 Essential iOS Apps #21\]](#)). You can set your mobile phone to automatically upload and sync your photos to Google, where they sort by date and use artificial intelligence to help you search for them (e.g. Search for "cow" and all the photos of cows are shown). If you add photo descriptions, those are searched too. Best of all, photos are available from any browser, so you can take them on your small screen phone and show them on your large screen computer. Even if you want to keep using Apple's iCloud, you can use both ([How to Transfer Photos from iCloud to Google Drive](#), [How to Move Your Photo Library Between Apple Photos and Google Photos](#)).
 - [Share with loved ones:](#)
 - [Add descriptions to photos:](#)
- **Google Maps:** Like car navigation systems — but much easier, and on any phone or computer, Google Maps provides incredible place-based searching and exploring from anywhere. Use it to predict and guide driving (or walking, biking, busing, or flying) directions, to gauge traffic and delays, and to see what the destination looks like from [Street View](#) before arrival.
 - [Armchair tours:](#) Revisit the places you visited and explored with Street View
 - [Geographic Games:](#) test your geographical knowledge with real places
 - Use Public Transit:



On your phone

Maps and Directions

1. Download the Google Maps app.
2. In the field that says *Search here*, type in the address (800 Langdon St) or name of a place (Memorial Union Terrace) and select the desired location among the suggested options.
3. To get directions to that destination, click the *Directions* button . To change your starting point to something other than your current location, type your starting address into the text field that says *Your location*. Need to reverse the directions? Click the icon with the double arrows .
4. Route options will display on the map. The selected route shows up as blue (or yellow or red, if there's heavy traffic). Alternative options show up as gray dots until selected. Switch your route selection by touching the time/distance bar at the bottom of the screen and swiping from right to left.



(Remember to access the digital version of this handout. It continues online! bit.ly/GoogleTools-UWRA)

- Select your desired route option. To change the mode of transportation, choose the car, bus, walking, bike, etc. icons at the top of the screen. . If busing, click *Depart at* to choose a different departure/arrival time.
- For turn-by-turn directions, select the *Steps* button at the bottom of the screen. Select *Map* to return to the map view.

Street View

- Search for a street address, e.g. 800 Langdon St.
- When the search result appears, select the small, square image of the location on the left side of the screen. Doing so will change the map to “Street View.”
- Touch and drag the image to “look around” or “walk” up the street.



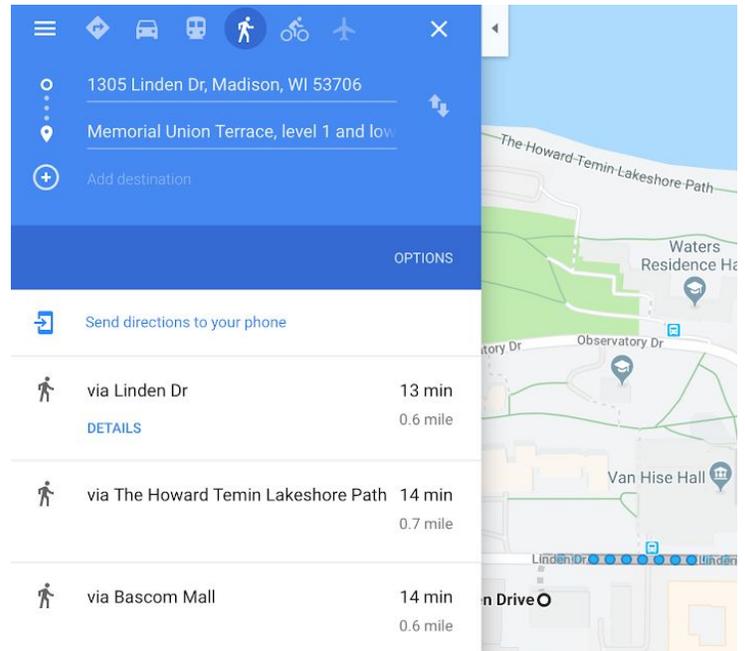
Note: If you search for the name of a place (Memorial Union Terrace) rather than a street address, you will see photos of the place but not the street view. A street address is required for street view.

Tip: A map of a particular area can be downloaded to your phone for offline use (for navigation assistance while traveling abroad, for example).

On your computer

Maps and Directions

- Go to maps.google.com and type in the address (800 Langdon St) or name of a place (Memorial Union Terrace) to see it on the map.
- To get directions to that destination, click the *Directions* button . Type your starting point into the open text field. Need to reverse the directions? Click the icon with the double arrows .
- Select your desired route option. The selected route appears on the map in blue. Alternative routes appear in gray until selected. To change the mode of transportation, choose the car, bus, walking, bike, etc. icons at the top of the screen. .
- For turn-by-turn directions, select *Details* under the desired route.
- If driving or busing, click *Leave Now* to choose a different departure/arrival time. Anticipated traffic conditions will be calculated into the time estimation.



Street View (Great for house hunting!)

- Search for a street address, e.g. 800 Langdon St.
- When the search result appears, click on the image under the search field. Doing so will change the map to “Street View.”
- Click and drag the image to rotate (“look around”). Click on a spot up the street to move the vantage point (“walk up the street”).

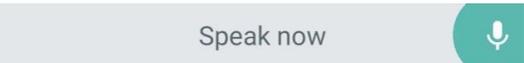


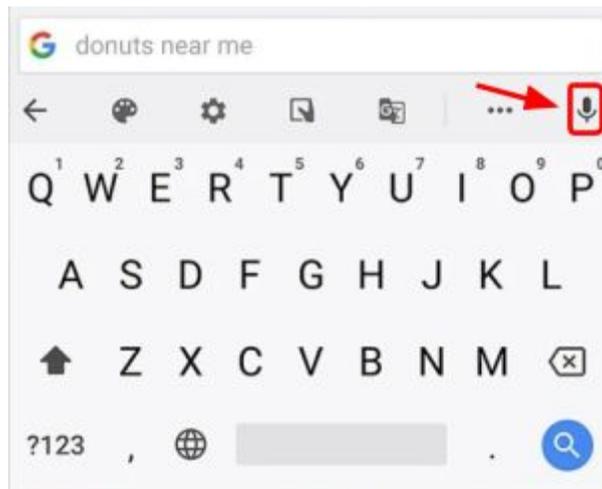
Voice-to-Text: keep up in chatting/texting on your phone by using Voice-to-Text!



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On your phone or tablet

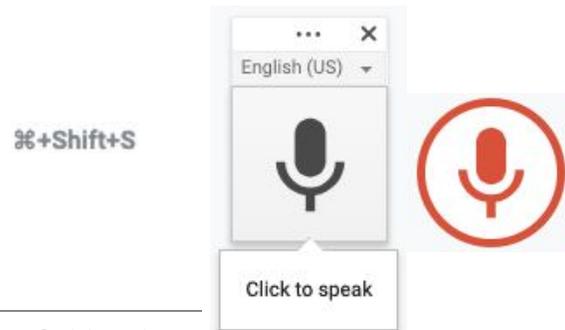
1. For your Android Device, from the device ([or laptop](#)), go to the Google Play Store and search for Gboard. For your iPhone or iPad, from the device ([or laptop](#)), get it from the iTunes Store.
2. Install and set as default.
3. When you go to type something, notice  the microphone in the top right.
4. Press it and it will beep: 
5. Speak what you would have otherwise typed. Note that it doesn't automatically add punctuation. General text practices today do not follow strict rules for punctuation, so don't worry about it! If it bothers you, you can add it by speaking. For example, say: "If it bothers you **comma** you can add it by speaking **period**"



On your computer

Google Docs on a laptop or desktop also offers Voice-to-Text:

1. Find it under the *Tools* menu →  Voice typing...
2. Click to speak (same process). The mic icon will turn red.
3. Click again, when finished.



Google Play Music: Stay up-to-date on current trends and hot topics in your field with podcasts, which are recurring audio episodes centered on a theme or topic, similar to a talk radio show with a storyline or objective. Google Play Music is one tool to find and listen to podcasts, or simply listen to music.

1. Go to play.google.com/music/listen#/home or download the Google Play Music App for Android. (Note that podcasts are not available in the iPhone or iPad app.)
2. Find *Podcasts* in the left-hand navigation column.
3. Browse through the top podcasts that automatically display, click *All categories*  **All categories** ▼ to browse by topic, or type a topic or specific title of a podcast in the search bar.
4. Select the play triangle on the podcast that sparks your interest. To subscribe to all future episodes of the podcast, click the ishkabob (three-dot) icon → Subscribe.



Add questions here and I'll follow up with you!

Collaborative shopping lists (Google Keep), collaborative documents, presentations, Photos, Hangouts (Google Skype), Maps, etc. Learn how the Google Suite of tools can simplify your life. John Martin from UW-Madison's DoIT Academic Technology will facilitate a session on using a variety of Google tools.

What questions do you have? What would you like to accomplish? Add your questions to this collaborative table:

Name	question	Add answers (or starting points!)
John Helgeson	How can the google tools help with photos	photos.google.com
Paul Reichel	How do I transfer my Apple photos to Google photos and keep them in the same albums?	• How to Transfer Photos from iCloud to Google Drive

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		<ul style="list-style-type: none"> • How to Move Your Photo Library Between Apple Photos and Google Photos
Larry Rittenberg	Can Photos handle films? How do we economically add/control/edit photos that have already been loaded to Photos?	Unlimited video storage at Google Photos has a new catch
Laura Sabo	Google photos editing tools (in addition to the first two questions)	
Kathy Christoph	How to use Google Maps (streetview) to check out the neighborhood of a hotel I'm thinking of booking.	
Kathy Christoph	Is there a tool that automatically creates captions during a presentation?	
Audience	Do we have the same access to tools with wisc account and personal account?	We have access to more tools with wisc, except don't have gmail with wisc account.
Audience	How are things synchronized between devices?	It's done automatically.
Audience	How can I transfer photos most easily between my personal account and wisc account (to take advantage of unlimited storage).	
	(how to to add more rows on a tablet?)	