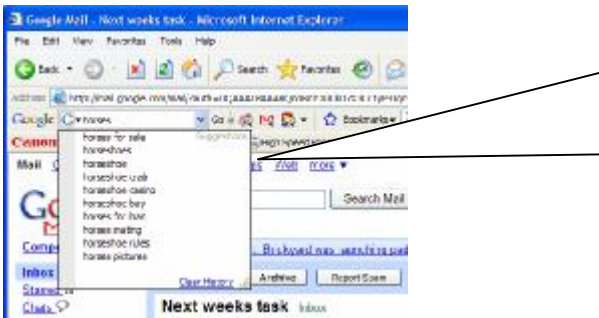
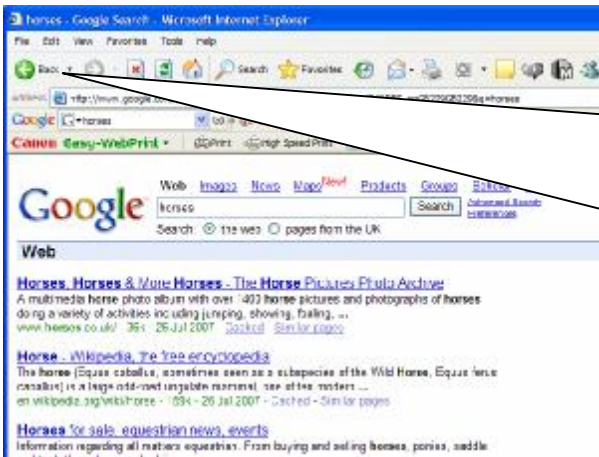



A good example of the Google Toolbar.


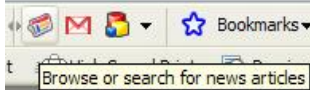


This is a quick link to Google. Type a word here e.g. [horses](#) and press the [Go] button next to it to open a Google search page – see below. This means whatever webpage you are on, BBC etc. you can get straight to a Google search – you won't need to type www.google.co.uk into the address bar first,




This is the result of the search I just did for [horses](#). As you can see you are now on the usual Google page and can find these other pages as usual. N.B. – Just one word of warning.  To get back to the page you've just left (in this case my email account) you need to use the [Back] button here. Ask me why this might be important.

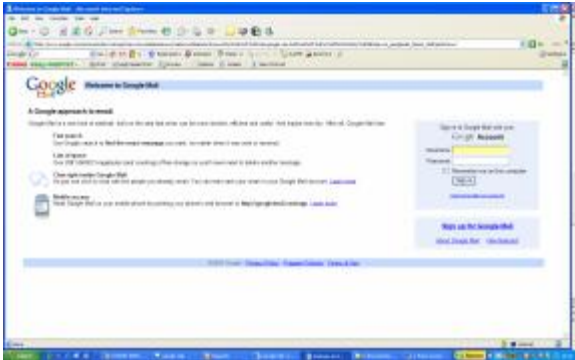



This button  takes you straight to Google News – see below. If you hold the mouse over any button you should get a small piece of text in a yellow box to tell you what it does. 





This button  takes you straight to the logon page for your Google email account – see below – again from any webpage.





This button  allows you to add buttons to the toolbar – probably not of great interest but who knows?

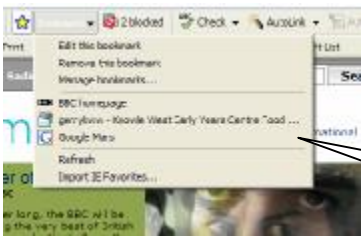


It's easy to add other buttons through the 'settings' option – see Gerry



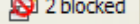
This button  is quite a good idea. You have to log into it (just like your Google account) – see me to check.

It means that you can access the 'Favorites' that you 'Bookmark' here on ANY computer just by signing in. So if there's a page you want to show me 'Bookmark' with this then access it at Knowle West Web – no need to remember the address. Bookmarks are the same thing as the 'Favorites' that you can save using Internet Explorer – see other guide. 



You can see here that I've 'Bookmarked' the BBC, a website I'm writing with Google as a demonstration for a food group and Google Mars.

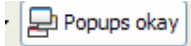


This button  is the pop-up blocker. Here it shows that 2 pop-ups have been blocked.



This is the text telling you that clicking here will always allow pop-ups from the BBC website (the one I happened to be using) - if you know & trust the site this is fine - the BBC is a good example.

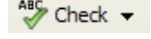
When you click on the button to allow pop-ups from the site the button changes to this:



Some of the BBC's education sites need pop-ups to work properly - don't worry, it should ask you if they're needed.



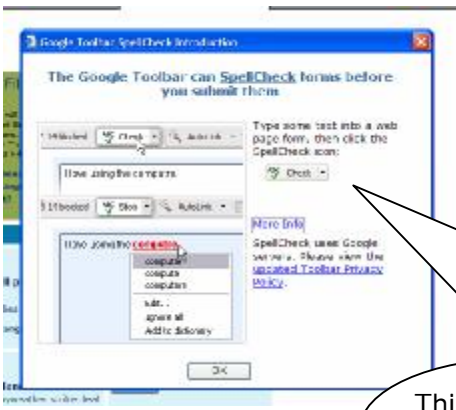
Sometimes you have to fill in forms on a website sending in information.

This button  will help to check the contents of these forms for spelling mistakes.



However the best way to check it is to write the information in Word and use the better spell checker there & then cut and paste it into the document.

But if you can't be bothered this is a good alternative.



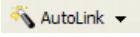
This is the information you are given when you first use it.

N.B. Spell checkers will often not know names of people or places and mark them as incorrect - with Word you can add correct versions to its dictionary to help in future.

N.B. Spell checkers often just check that the spelling is correct not e.g.

[Get of the bed](#) is taken as correct because all the words are accurate spellings even though you wanted to say [Get off the bed](#)

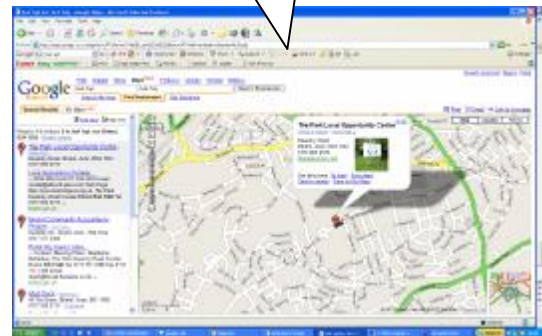


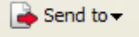
This button  can look for addresses and pull up a Google map.

To be honest it's probably easier to open up Google, type in the postcode and click on Maps button [Maps](#)^{New!}



Here's the result



This button  will send the current webpage to anyone with a Google-mail account.

There are other ways to email a [link](#) to a friend but this one sends an image of the actual page.

You could use this to send the page to Gerry at gerrypainter@googlemail.com if you want to discuss it at the next meeting.

When you click it select the Gmail option to send an email

A window just like a Google mail email will appear. Type in the name in the address bar as normal and click [Send]

