



<http://docs.google.com/>

## Share a Document

1. Open the document
2. Click on the 'Share' button
3. Click 'Share with Others'
4. Add the email addresses of the people you want to share it with
5. Click the 'Invite collaborators' button

*Note: for others to edit the document you share they must create a Google account*

## Share a Spreadsheet

1. Open the spreadsheet
2. Click on the 'Share' button
3. Click 'Invite people'
4. Add the email addresses of the people you want to share it with, a subject, and a message
5. Click the 'Send' button.

*Note: spreadsheets can be publicly shared. Others will not need to create a Google account to edit them.*

## Share a Presentation

1. Open the presentation
2. Click on the 'Share' button
3. Click 'Share with Others'
4. Add the email addresses of the people you want to share it with
5. Click the 'Invite collaborators' button

*Note: for others to edit the document you share they must create a Google account*

## View Revisions

1. Open the item
2. Click on the File menu
3. Click Revision History

## Use Offline (editing only for documents – recommended for one computer)

1. Click the Offline link
2. Install Google Gears
3. Allow Google Docs to access Gears
4. Connect to the Internet to synchronize the documents
5. To access offline, browse to the docs webpage



<http://www.flickr.com>

## Upload Photos

1. On the web: <http://www.flickr.com/photos/upload/>
2. by email (great for camera phones) <http://www.flickr.com/account/uploadbyemail/>
3. Other uploaders: <http://www.flickr.com/tools/>

## Share a Photo

1. Click on the photo
2. Click the 'Share This' button
3. Choose the method of sharing

## Subscribe to a Flickr members RSS

1. Go to their photostream
2. Scroll to the bottom of the page
3. Select the type of feed

## Comment on a Photo (You must be logged in to Flickr)

1. Click on the photo
2. Fill out the comment box

## Add a Note to an Area of a Photo

1. Click the photo
2. Click the 'Add Note' button
3. Move and size the box to the desired location and size
4. Type the note and click the 'Save' button

## Create a Group

1. log in to Flickr
2. Click on the 'Groups' tab
3. Click on 'Create a New Group'
4. Invite people

# LibraryThing

<http://www.librarything.com>

## **Add a Book**

1. Click on the 'Add books' tab 2. Search for books by title, author, or ISBN 3. Tag the book (optional)

## **Add Connections**

1. Click on connections 2. Click on Edit/View Connections 3. Search for members

## **Join a Group**

1. Click on the 'Groups' tab 2. Search for the group 3. Click the group name 4. Click 'Join this group'

*You can also watch a group without joining, and subscribe to RSS feeds of the group.*

## **Create a Group**

1. Click on the 'Groups' tab 2. Click on 'Create a new group' 3. Fill out the form

## **Recommend Related Books**

1. Click on the book to which you want to add recommendations 2. Under the 'Member recommendations' area click 'contribute a recommendation' 3. Search for the book you wish to recommend



<http://www.google.com/notebook/>

To get the most functionality out of Google Notebook, install the browser add-on found on the above URL

## **Create a Notebook**

1. Click on the notebook icon in your browser 2. Click 'Create a new notebook...' 3. Title the notebook

## **Add a note**

1. Make sure you have the notebook you wish to use active by clicking the notebook icon in your browser and then clicking the title of the note book, it will be highlighted. 2. Select the part of the page you wish to note 3. Right-click on the highlighted area 4. Select 'Note This' 5. Edit the note

## **Share a Notebook**

1. Open the notebook in fullscreen mode 2. Click 'Sharing Options' 3. Add the email addresses of the people you wish to share the notebook with 4. Optionally, you can choose to publish the notebook as a webpage

## **Comment on a Note**

1. Open the notebook 2. Click on the note 3. Click 'Comment' 4. Add the comment

## **Arrange a Note in a Notebook**

1. Click on the note 2. Click the textured bar on the left side of the note and drag it to desired location

## **Export Notebook to Google Docs**

1. Open the notebook 2. Click the 'Tools' button 3. Select 'Export to Google Docs'