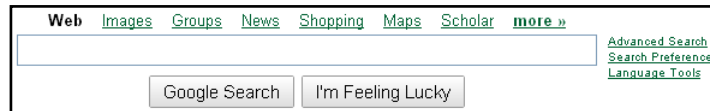


Google Start Page

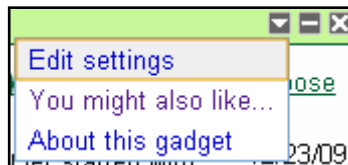
At the top of the Google Start Page you will see your Prairie State e-mail address. There is also a link to sign out of Google if you would like.



Below your e-mail address, you will see the Google search bar. You can use this field to do a Google search just as if you went to the Google homepage.



Below the search field are various windows, known as gadgets. Most gadget titles are links that will open up into each specific gadget. All gadgets have a drop down menu list. Clicking on the menu button will give you the following options:



- **Edit settings** is an option provided to edit the settings on that specific gadget. This option is only available on certain gadgets.
- **You might also like...** provides recommendations for other gadgets you might like to add to your start page.
- **About this gadget** describes the features of the specific gadget.

Each gadget also has:



- a minimize button (which changes to a maximize button when the gadget is minimized)
- a close button that will take it off the screen entirely.

Above the gadgets on the right side of the screen, there is a **Add Stuff** link to add a variety of gadgets to the page.

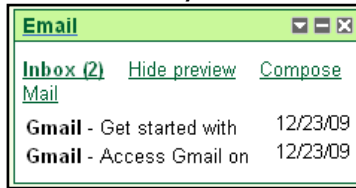


All Google Apps are on your Start Page by default. Clicking the **Back to Homepage** link will take you back to your Start Page.



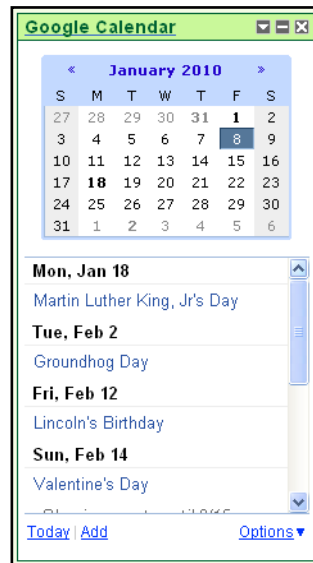
There are three columns of gadgets on the default start page:

- **E-mail.** This gadget provides access to your e-mail inbox.



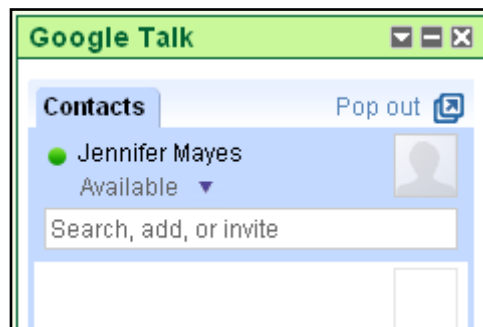
- Clicking the E-mail title link opens up the e-mail program in a new tab.
- The Inbox link opens up the e-mail program in the current tab.
- The Hide Preview link hides the messages listed in the gadget window.
- The Compose Mail link opens up the Compose Mail screen in a new tab. Visit the [E-mail Tutorial](#) for help with using the program.

- **Google Calendar.**

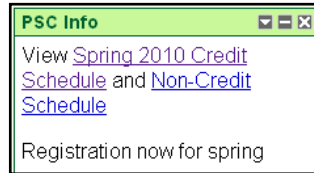


- The Google Calendar title link opens up the Google Calendar app. Once you have entered this application for the first time, the Calendar gadget on the Start Page will show the current month's calendar plus a list of upcoming events.
- The Today link shows the current day's calendar.
- The Add link allows you to add an event to the calendar.
- The Options link allows you to change some calendar settings. Visit the [Google Calendar Tutorial](#) for more information.

- **Google Talk.** This is Google's chat program. This is the same as the Chat link on the Google Apps page. By clicking the Pop Out link or arrows, you can "pop out" this gadget into a separate window. Visit the [Google Talk Tutorial](#) for more information.



- **PSC Info.** The PSC Info gadget provides links to articles regarding Prairie State College. Click any of these links to open the page within the PSC Info gadget.



- **Reuters: Top News.** This gadget provides the current top news stories.
 - Click the Reuters: Top News title link to open the Reuters News page in a new tab.
 - Click any individual article title to open the specific article in a new tab.
 - Click the + before each article title to expand the article within the gadget.



- **Weather.** This gadget provides current weather for the Chicago Heights area.



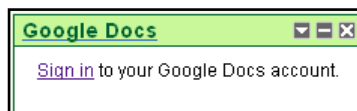
- **Sticky Note.** The Sticky Note gadget is a place you can make notes to yourself for future reference. Simply click in the gadget window to create a note.

- **Dictionary.com Word of the Day.**

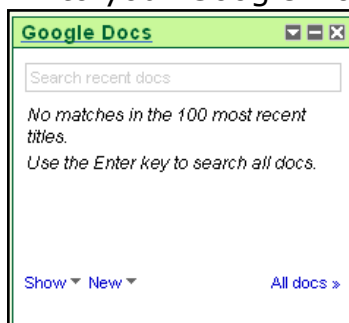
- Click the Dictionary.com Word of the Day title link to open the page in a new tab.
- Click the word listed within the gadget to open the page in the current tab.



- **Google Docs.**



- Click the Google Docs title link to open up the Google Docs screen in a new tab.
- Click the Sign in link to sign in to your Google Docs account directly within the gadget.



- Type in the Search recent docs field to search for recent documents that you have created.
- Click the Show link to show documents opened by you, owned by you, or starred.
- Click the New link to open a new document, form, presentation, spreadsheet, or the template gallery.
- Click the All docs link to open the Google Docs screen in a new tab. Visit the [Google Docs Tutorial](#) for more information.