

# Google Tools Case Studies

Presented by LCCR/EF  
December 16, 2008

# Creating a Google Account

# Creating a Free Account

**Google** Accounts **Create a Google Account**

**Create an Account**

If you already have a Google Account, you can [sign in here](#).

**Required information for Google account**

**Your current email address:**   
e.g. myname@example.com. This will be used to sign-in to your account.

**Choose a password:**  [Password strength:](#)  
Minimum of 8 characters in length.

**Re-enter password:**



Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.

---

**Location:**

**Word Verification:** Type the characters you see in the picture below.  
  
   
Letters are not case-sensitive

**Terms of Service:** Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

[Printable Version](#)

Google Terms of Service  
Welcome to Google!  
1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and the [Privacy Policy](#).

# Google Sites

# Sample Page: Volunteer Resources Site

[Gmail](#) [Calendar](#) [Documents](#) [Photos](#) [Reader](#) [Web](#) [more](#) ▼

clarissajoy@gmail.com | [My sites](#) | [Help](#) | [Sign out](#)

Google Sites

Updated one minute ago [See earlier versions](#)

## XYZ Organization Resources

### Navigation

- [Home](#)
- [DTV Flyers](#)
- [Media List](#)
- [Press Release Templates](#)
- [Event Planning Checklist](#)
- [Local Meeting Rooms](#)



[Edit sidebar](#)

## Event Planning Checklist

These are the steps to plan a successful XYZ Organization event.

1. Select a presenter and find out when they are available
2. Choose a date
3. Schedule a location - see [Local Meeting Rooms](#)
4. Send out invitations
5. Alert the press - see [Press Release Templates](#)
6. Get there early to set up

### Attachments (2)

-  [arrow\\_sign.pdf](#) 439k - on Dec 15, 2008 3:26 PM by Clarissa Peterson (version 1) [Remove](#)
-  [event\\_signin.pdf](#) 439k - on Dec 15, 2008 3:25 PM by Clarissa Peterson (version 1) [Remove](#)

Attach a file:

### Comments (0)

# Creating a Google Site

[Gmail](#) [Calendar](#) [Documents](#) [Photos](#) [Reader](#) [Web](#) [more](#) ▼

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Welcome to Google Sites

My sites ▼

Search

## Create new site

Site name

Your site will be located at this URL:

<http://sites.google.com/site/>

Site URLs can only use the following characters: A-Z,a-z,0-9

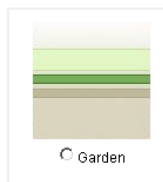
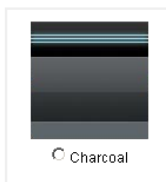
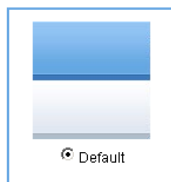
Site description (optional) enter a short description of this site

Mature content  This site contains mature content only suitable for adults.

Share with  Everyone in the world can view this site

Only people I specify can view this site

Site theme



[More themes...](#)

Please type the code shown.

traci

Create site

Cancel

# Google Maps

# Find a Local Congregation


the St. Lawrence District of the Unitarian Universalist Association

*To serve, connect & grow*

12/15/2008   [HOME](#)   [Who are we?](#)   [Contact Us](#)   [District Calendar & Events](#)   [District Governance](#)   [District A to Z](#)

**DISTRICT Services & Resources**

- [Congregational Growth & Development](#)
- [District Contacts & Connections](#)
- [Lifespan Faith Development](#)
- [Youth Programs](#)
- [Campus & Young Adult Programs](#)
- [Social Justice](#)
- [Staffing Issues & Positions Available](#)
- [Our Congregations](#)
- [UUA National Office](#)

## Congregations of the St. Lawrence District

The St. Lawrence District is made up of 34 chartered Unitarian Universalist congregations in upstate New York and northern Pennsylvania.

Below are 3 ways to get information about our congregations. You can:

- Find the congregations near you** by clicking on a yellow flag in the following map. The name & contact information for that congregation will pop up. To zoom in and see the exact location, click on the scale bar in the upper left. Click & drag with the grabber hand to view a different part of the map. Use the "Satellite" and "Hybrid" buttons in the upper right for different views of the terrain, roads, etc.




[Open Large Map](#)   [View in Google Earth](#)

Powered by: [TaktWithMe](#)   [Add TaktWithMe to Your Website](#)

- If you need [Driving Directions](#), this button will take you to another version of the above Google Map, one that allows you to click on and get driving directions from or to any of the 34 congregations and a second location -- like your home.

# Details for Each Location


the **St. Lawrence District** of the Unitarian Universalist Association  
*To serve, connect & grow*

12/16/2008 [HOME](#) [Who are we?](#) [Contact Us](#) [District Calendar & Events](#) [District Governance](#) [District A to Z](#)

**DISTRICT Services & Resources**

- Congregational Growth & Development
- District Contacts & Connections
- Lifespan Faith Development
- Youth Programs
- Campus & Young Adult Programs
- Social Justice
- Staffing Issues & Positions Available

**Our Congregations**

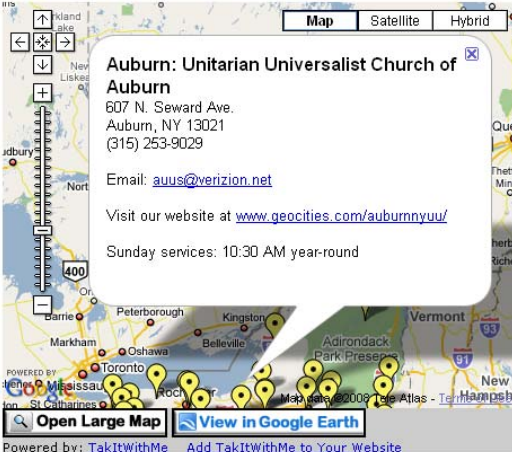
**UUA National Office**

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[Open Large Map](#)
[View in Google Earth](#)

Powered by: [TakItWithMe](#) [Add TakItWithMe to Your Website](#)

- If you need **Driving Directions**, this button will take you to another version of the above Google Map, one that allows you to click on and get driving directions from or to any of the 34 congregations and a second location -- like your home.

# Map of Key Locations for Large Event

[Web](#) [Images](#) [Maps](#) [News](#) [Shopping](#) [Gmail](#) [more](#) ▾

[Sign in](#) | [Help](#)



Find businesses, addresses and places of interest. [Learn more](#).

Search Maps

[Show search options](#)

[Get Directions](#) [My Maps](#)

[Save to My Maps](#)

## Annual Conference

6 views - Unlisted

Created on Dec 15 - Updated < 1 minute ago

By [Clarissa P](#)

[Rate this map](#) - [Write a comment](#)



[Conference Sessions: Courtyard by Marriott](#)

900 F Street, NW Washington, DC 20004 [more info](#) »



[Hotel Monaco](#)

700 F St NW Washington, DC 20004 [more info](#) »



[Hotel Harrington](#)

436 11th St NW Washington, DC 20004 [more info](#) »



[Saturday Dinner: McCormick & Schmick Seafood](#)

901 F St NW #73 Washington, DC 20004 [more info](#) »



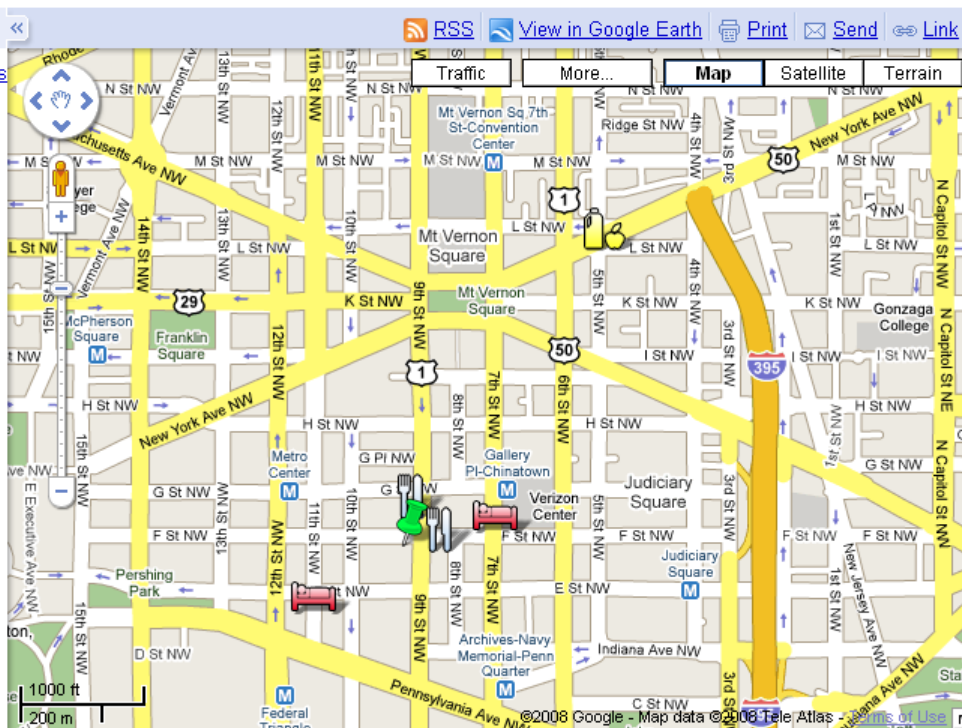
[Grocery Store: Safeway](#)

490 L St NW Washington, DC 20001 [more info](#) »



[Friday Dinner: Zola](#)

800 F St NW Washington, DC 20004 [more info](#) »



# Printing Key Locations for Event

## Annual Conference



[Conference Sessions: Courtyard by Marriott](#)

900 F Street, NW  
Washington, DC 20004



[Hotel Monaco](#)

700 F St NW  
Washington, DC 20004



[Hotel Harrington](#)

436 11th St NW  
Washington, DC 20004



[Saturday Dinner: McCormick & Schmick Seafood Restaurant](#)

901 F St NW #73  
Washington, DC 20004



[Grocery Store: Safeway](#)

490 L St NW  
Washington, DC 20001

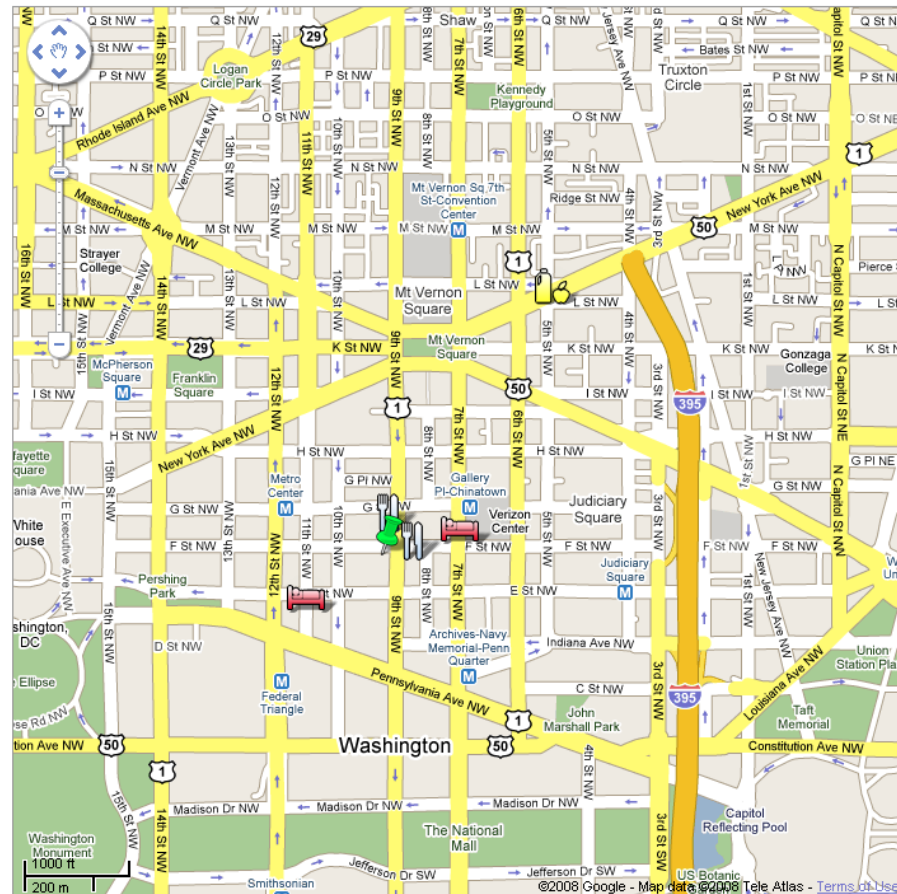


[Friday Dinner: Zola](#)

800 F St NW  
Washington, DC 20004



Notes  [Print](#)



# Google Groups

# Creating a Google Group

clarissajoy@gmail.com | [Help](#) | [My Account](#) | [Sign out](#)



Create a group

**1** Set up group **2** Add members

Name your group

Create a group email address

 @googlegroups.com

Group web address: <http://groups.google.com/group/>

Write a group description

Letters remaining: 300

This group may contain adult content, nudity, or sexually explicit material. Before entering this group you will need to verify that you're 18 years of age or over.

**Choose an Access level**

- Public - Anyone can read the archives. Anyone can join, but only members can post messages, view the members list, create pages and upload files.
- Announcement-only - Anyone can read the archives. Anyone can join, but only managers can post messages, view the members list, create pages and upload files.
- Restricted - People must be invited to join the group. Only members can post messages, read the archives, view the members list, create pages and upload files. Your group and its archives do not appear in public Google search results or the directory.

Create my group

# Sample Group Web Page

Google Groups

clarissajoy@gmail.com | [My Groups](#) | [Favorites](#) | [Profile](#) | [Help](#) | [My Account](#) | [Sign out](#)



## Holiday Party Planning Committee

Search this group

Search Groups

Home

New since last time: [1 page](#), [1 file](#), [4 messages](#), [2 members](#)

[\[edit welcome message\]](#)



**Discussions** 2 of 3 messages [view all »](#)

[+ new post](#)

[Who's bringing the eggnog?](#)

By Robyn Kurland - 1:04pm - 2 authors - 1 reply

[Test Message to Group](#)

By Clarissa Peterson - 11:22am - 1 author - 0 replies



**Members** 4 members [view all »](#)

[+ invite members](#)



Clarissa (you)  
Group owner



Robyn  
Member



peter...@civilrights.org  
Member



kurl...@civilrights.org  
Member



**Pages** 1 page [view all »](#)

[+ add page](#)

[Important Information](#)

Last updated by Clarissa - 11:31am - 1 author - 1 page long



**Files** 1 file [view all »](#)

[+ upload file](#)

[Confirmation Fax from Catering Order.pdf](#)

Last updated by Clarissa - 1:10pm



Tune your group's **settings**



**XML**

Send email to this group: [holiday-party-planning-committee@googlegroups.com](mailto:holiday-party-planning-committee@googlegroups.com)

Home

[Discussions](#)

[Members](#)

[Pages](#)

[Files](#)

[About this group](#)

[Edit my membership](#)

[Group settings](#)

[Management tasks](#)

[Invite members](#)

**Group info**

**Members:** 0

**Activity:** Low activity

**Group categories:** *Not categorized*

[add a category](#)

[More group info »](#)

# Google Forms

# Creating a Form in Google Docs




Google Docs

clarissajoy@gmail.com | Sign out

**+ Add question** | Email this form | See responses | More actions | Save

**Volunteer Signup**

Sign up here to volunteer for this organization!

**Question Title**    

**Help Text**

**Question Type**

Their answer

**Make this a required question**

**Phone Number \***

**Email Address \***

You can view the published form here: <http://spreadsheets.google.com/Viewform?key=pM-Cia9nnIDShvbzHmpS69AQ>

# Volunteer Signup Form

## Volunteer Signup

Sign up here to volunteer for this organization!

\* Required

**Name**

**Phone Number \***

**Email Address \***

### Availability

- Weekday mornings
- Weekday afternoons
- Weekday evenings
- Weekends

Submit

Powered by [Google Docs](#)

[Terms of Service](#) - [Additional Terms](#)

# View and Edit Form Responses

Google Docs  
BETA

clarissajoy@gmail.com | [New features](#) | [Docs Home](#) | [Help](#) | [Sign Out](#)

Volunteer Signup

[Share](#) Autosaved on 12:37 PM

	A	B	C	D	E	F	G	H
1	Timestamp	Name	Phone Number	Email Address	Availability	Contacted	Notes	Scheduled
2	12/15/2008 12:36:01	Jane Smith	202-123-4567	janesmith@somewhere.org	Weekday afternoons, Weekday evenings	Robyn 12/20	likes to stuff envelopes	coming to office every Thursday starting 1/8
3	12/15/2008 12:36:39	John Jones	202-777-1234	johnjones@whatever.com	Weekends			
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
+								

Add Sheet

Sheet1

# Form Responses Summary View

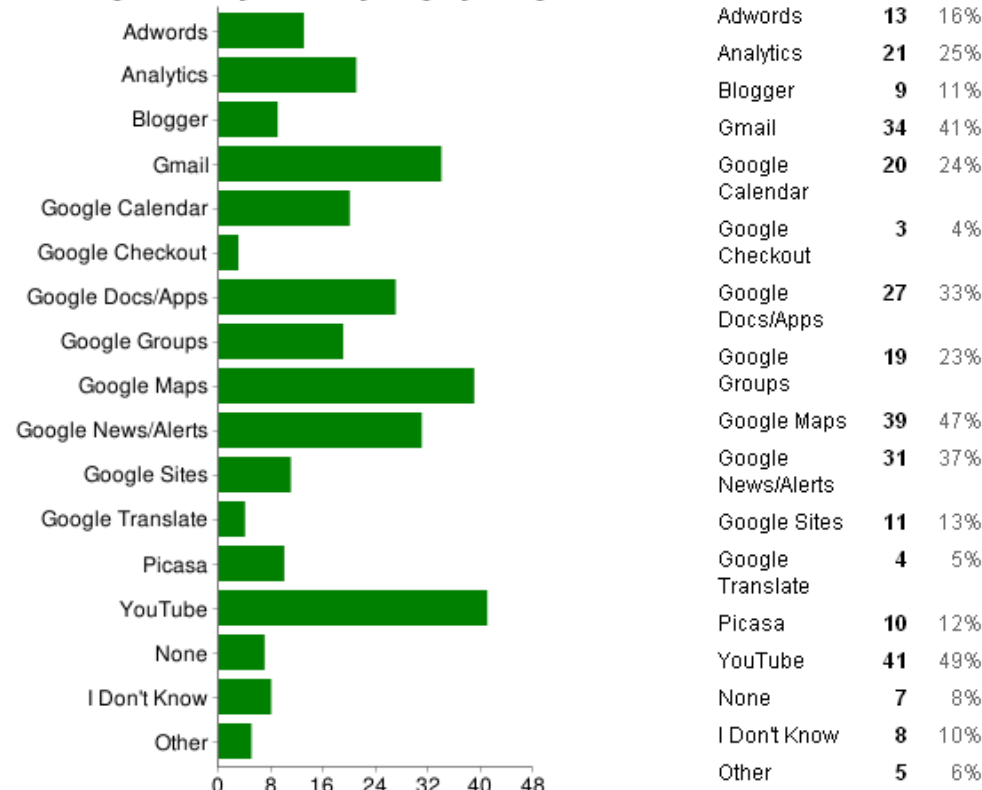
Google Docs

clarissajoy@gmail.com | Sign out

« Back to editing

Saved

## What Google tools are you currently using at your organization?



You can view the published form here: <http://spreadsheets.google.com/viewform?key=pM-Cia9nnIDQuS5Ty8A18lg>

# Google Spreadsheets

# List for Phone Bank

Google Docs

clarissajoy@gmail.com | [New features](#) | [Docs Home](#) | [Help](#) | [Sign Out](#)

DTV Media List

Share | Autosaved on 3:58 PM

File Edit View Format Insert Tools Form Help

Viewing now: ^

	A	B	C	D	E	F	G
1	Last Name	First Name	Title	Outlet Name	Media Type	Phone	Status
2	Bekele	Herran	Technology Producer	ABC Television Network	TV Network	(323) 671-5261	left message w/ newsdesk
3	Bekele	Mark	Editor	ACM SIGPLAN Notices	Newsletter	(212) 869-7440	interested
4	Bekele	Brian	Technology Industry News Reporter	Associated Press	News Service/Syndicate	(617) 357-8100	voicemail
5	Bekele	Gwen	Technology Correspondent	Bloomberg News	News Service/Syndicate	+9722 x6235497	send info
6	Bekele	Joost	Reporter	Bloomberg News	News Service/Syndicate	31205898500	voicemail
7	Bekele	Cesca	Team Leader	Bloomberg News	News Service/Syndicate	(202) 624-1949	voicemail
8	Bekele	Rebecca	Reporter	Bloomberg News	News Service/Syndicate	(212) 617-2616	interested
9	Bekele	Dina	Reporter	Bloomberg News	News Service/Syndicate	(206) 521-5981	voicemail
10	Bell	Torrey	Senior Writer, Producer and Manager of New Media Integration	Bravo	Cable TV Network	(212) 664-4444	voicemail

me: Can you follow up with the NY Times reporter today?  
**jenna.wandres:** Sure, I'm almost done with my list, I'll call him next.

Press enter to send your message

interested

# Google Calendar

# Shared Calendar

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Search My Calendars Search Public Calendars [Show Search Options](#)

[Create Event](#)

[Quick Add](#)

◀ ▶ Today **December 2008** [Refresh](#) [Print](#) [Day](#) [Week](#) **Month** [2 Weeks](#) [Agenda](#)

◀ **December 2008** ▶

M	T	W	T	F	S	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

- ▶ My calendars
- ▶ Other calendars

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Dec 1	2	3	4	5	6	7
	9 Vol. Orientation	Press Release on N				
8	9	10	11	12	13	14
send Action Alert	9 Vol. Orientation					
15	16	17	18	19	20	21
	9 Vol. Orientation					
22	23	24	25	26	27	28
	9 Vol. Orientation					
29	30	31	Jan 1	2	3	4
	9 Vol. Orientation					

# View Additional Calendars

[Gmail](#) [Calendar](#) [Documents](#) [Photos](#) [Reader](#) [Web](#) [more](#) ▾

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[Show Search Options](#)

[Create Event](#)

[Quick Add](#)

◀ ▶ Today **December 2008** [Refresh](#)

[Print](#) [Day](#) [Week](#) **[Month](#)** [2 Weeks](#) [Agenda](#)

◀ **December 2008** ▶

M	T	W	T	F	S	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

▼ **My calendars**

- [Important](#) ▼
- [State Conferences](#) ▼
- [XYZ Organization](#) ▼

[Settings](#) [Create](#)

▼ **Other calendars**

Add a friend's calendar

- [Federal Holidays an](#) ▼
- [NP Events](#) ▼

[Settings](#) [Add](#) ▾

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Dec 1	2	3	4	5	6	7
	9 Vol. Orientation	Press Release on N		Ohio Annual Conference		
8	9	10	11	12	13	14
send Action Alert	9 Vol. Orientation					
15	16	17	18	19	20	21
9 Vol. Orientation			Nebraska Annual Conference			
22	23	24	25	26	27	28
Chanukah						
	9 Vol. Orientation		Christmas Day	Kwanzaa		
29	30	31	Jan 1	2	3	4
Kwanzaa						
Chanukah						
	9 Vol. Orientation		New Years Day			

# Google Translate

# Translate Your Website

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[Help](#)



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[Translated Search](#)

[Dictionary](#)

[Tools](#)

## Translate text or webpage

Enter text or a webpage URL.

http://www.civilrights.org

English ▾

>

Spanish ▾

[swap](#)

[Translate](#)

## Search other languages

Enter a search phrase in your own language to find information in other languages.

[Translate and search](#)

## Translation tools

Get translation with a single click and make your webpage instantly available in other languages.

[Get translation tools now](#)

## Languages available for translation

Arabic	Italian
Bulgarian	Japanese
Catalan	Korean
Chinese	Latvian
Croatian	Lithuanian
Czech	Norwegian
Danish	Polish
Dutch	Portuguese
English	Romanian
Filipino	Russian
Finnish	Serbian
French	Slovak
German	Slovenian
Greek	Spanish
Hebrew	Swedish
Hindi	Ukrainian
Indonesian	Vietnamese



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# Automatic Translation



This page was [automatically translated](#) from English.  
[View original web page](#) or mouse over text to view original language.

[Back to Translate](#)  
[Remove frame](#)



over 180 national organizations strong

The Civil Rights Coalition for the 21st Century

Fundada por LCCR y LCCREF Cuestiones

Inicio	<a href="#">CivilRights.org</a>
Acerca de Nosotros	<div style="background-color: #003366; color: white; padding: 2px;"><b>Apoyo a los derechos civiles con sus vacaciones dando</b></div> <p>Obtenga sus vacaciones hacer las compras temprano - y apoyar los derechos civiles, al mismo tiempo! <a href="#">Cuando</a> usted compra <a href="#">en línea en Amazon.com</a> a través de este vínculo en nuestro sitio, LCCREF recibirá el 10% de su compra, sin coste adicional para usted.</p> <p>Por lo tanto, buscar que regalo perfecto - un nuevo libro, la revista de suscripción, película o Gadget electrónico - y hacer su regalo realmentel!</p>
Regístrate	
Tome Acción	
Donar Ahora	
<b>Infórmese:</b>	
Cuestiones	
Campañas	
Centro de Investigación	
Publicaciones	
<b>Recursos:</b>	
Calendario	
Centro de Carreras	
Sala de Prensa	

**Vivienda Justa**

**La Comisión Nacional de Vivienda Justa e Igualdad de Oportunidades** es un grupo nacional, bipartidista de vivienda justa comisión para examinar los éxitos y los fracasos de vivienda justa encargados de hacer cumplir la segregación y la vivienda en este país en el 40 ° aniversario de la Ley de Vivienda Justa.

El 9 de diciembre, la Comisión publicó sus conclusiones y recomendaciones en este [informe](#), el [Acta de Vivienda Justa Informe de la Comisión](#)

December 2008

**THE FUTURE OF FAIR HOUSING:**

Report of the National Commission on Fair Housing and Equal Opportunity



Civil Rights Monitor



Federal Employees  
Designate #10741



110th United States Congress  
LCCR Voting Record