

Steven Holzner

Sams **Teach Yourself**

Google Buzz

in **10**
Minutes

SAMS



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in **10 Minutes**

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800 East 96th Street, Indianapolis, Indiana 46240

Sams Teach Yourself Google Buzz in 10 Minutes

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About the Author

Steven Holzner is the award-winning author of more than 100 books, specializing in online topics such as Google Buzz. He's been a contributing editor of PC Magazine and has specialized in online computing for many years. His books have sold more than 2.5 million copies and have been translated into 18 languages. Steve graduated from MIT and earned his Ph.D. at Cornell. He's been a very popular member of the faculty at both MIT and Cornell, teaching thousands of students over the years. He also runs his own software company and teaches week-long classes to corporate programmers around the country.

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Introduction

Welcome to Google Buzz—Google’s new mini-social networking site that helps people stay in touch and keeps conversations going all around the world.

Buzz is all about just that—the buzz. You can keep in touch with your friends, coworkers, associates, neighbors, groups, or anyone you choose. It’s easy—all you do is to jot down a few words, and that’s it—you’ve posted to Buzz for others to see.

What’s in This Book

You’re going to get a complete guided tour of Buzz in this book. That means the full Buzz story, from beginning to end. You’ll see that Buzz works by letting you follow people, and letting other people follow you.

When you post some buzz, your post goes to the Buzz stream of the people who are following you. People sign up to follow you—friends, family, fans, and so on—and when you drop a few pearls of wisdom, those pearls get sent to your followers (or selected groups among your followers).

People reading what you’ve posted to Buzz can comment on your post. And you can configure things so that when people comment on your post, you get emailed. There are all kinds of options here.

Just as people follow you, so you can follow other people. When they post, their posts end up in your Buzz stream, and you can read those posts. You can also comment on those posts.

In fact, commenting on a post can be as easy as clicking a “Like” icon that makes Buzz report that you liked the post—you don’t have to enter any actual text unless you want to.

Buzz is about more than just text. You can post links to online articles and news stories, and Buzz displays a synopsis of the linked-to articles automatically.

You can also post photos to Buzz, which is a very popular thing to do; the photos appear in other people's streams as thumbnails, and when clicked, the original photo appears. In fact, you can even post video, after a fashion—the videos you post must be hosted on YouTube (which is owned by Google). Just post a link to a YouTube video, and Buzz displays a thumbnail of the video, which plays when clicked.

Many more features are in the works as well—for example, you can connect Buzz to other sites so that when you upload to those other sites, an update automatically posts to Buzz.

For example, you can connect Buzz to Flickr, the photo-sharing site. Then when you upload a new public photo to Flickr, that photo also gets posted on Buzz by default. You can also connect Buzz to Picasa, Google's photo-sharing site, in much the same way.

You can connect to other sites as well, such as Twitter. This feature is useful if you want to start moving from Twitter to Buzz, which a lot of people are doing—your public tweets on Twitter can be set up to automatically show up on Buzz.

You can also connect to RSS feeds, if you know what they are (if you don't, the full details are coming up in this book). In particular, you can connect Buzz to Google Reader so that you can post interesting news articles you find using Google Reader to Buzz as well.

This book also shows how Buzz interfaces neatly to Gmail's Inbox, how to connect to Google Chat, and more.

All in all, a lot is coming up on your guided tour!

Conventions Used in This Book

Whenever you need to click a particular button or link in Buzz or one of the other sites described in this book, the label or name for that item appears bolded in the text, such as “click the **Create an Account** button.”

In addition to the text and figures in this book, you also encounter some special boxes labeled Plain English, Tip, or Note.

TIP: Tips offer helpful shortcuts or easier ways to do something.

NOTE: Notes are extra bits of information related to the text that might help you expand your knowledge or understanding.

PLAIN ENGLISH: Not sure what a term means? Read these to expand your vocabulary and get a better handle on Buzz.

Screen Captures

The figures captured for this book are mainly from the Mozilla Firefox web browser. If you use a different browser, your screens might look slightly different.

Also, keep in mind that the developers of Buzz and other tools shown in this book are constantly working to improve their websites and the services offered on them. New features are added regularly to Buzz and other web services, and old ones change or disappear. This means Buzz changes often, so your own screens might differ from the ones shown in this book. Don't be too alarmed, however. The basics, though they are tweaked in appearance from time to time, stay mostly the same in principle and usage.

What You'll Need

You won't need much to work with Buzz—really just a browser that Google approves of. Here's the list of fully accepted browsers:

- ▶ Google Chrome
- ▶ Firefox 2.0+
- ▶ Internet Explorer 6.0+ (Internet Explorer 7.0+ recommended)
- ▶ Safari 3.0+

These browsers will also work, but won't support the latest features:

- ▶ IE 5.5+
- ▶ Netscape 7.1+
- ▶ Mozilla 1.4+
- ▶ Firefox 0.8+
- ▶ Safari 1.3+

If your browser is not listed in the preceding lists, you'll be directed to a page that uses only basic HTML for Gmail and Buzz. Following are the browsers that are compatible only with the most basic of Buzz features:

- ▶ IE 4.0+
- ▶ Netscape 4.07+
- ▶ Opera 6.03+

Finally, your browser needs to have both JavaScript and cookies turned on to use Buzz.

Ready to get started? Turn to Lesson 1, "Essential Buzz."

LESSON 1

Essential Buzz

Welcome to Buzz—Google’s very popular mini-social-networking application. With Buzz, you get the chance to keep in touch with friends and followers and see what they’re up to at the same time.

Getting Buzzed

On Buzz, you follow people, and people can follow you. When you post some buzz, it appears in the streams belonging to your followers; when someone you’re following posts, it appears in your stream. So, your followers get to read what you’ve posted, and you get to read what the people you’re following post.

Buzz posts are short and topical—they’re usually just jottings that come to mind that you want to share with others. For example, it might be snowing today. Or it might be sunny. Or tax time is approaching, and you’re trying to get your records in order. Anything and everything is fair game for Buzz, though you will attract more followers if your posts are interesting. You’ll also find that you’re more likely to read others’ posts if they lean more toward being interesting and less toward the mundane.

PLAIN ENGLISH: **Following**

Following is a term used to describe reading posts from another person or another person reading your posts. In effect, following is the same as subscribing, only instead of subscribing to a magazine, you are subscribing to read what other people have to say or other people subscribe to what you say. When someone you’re following posts on Buzz, you see it. When you post on Buzz, those following you see it.

This lesson starts with an overview of what Buzz can do. You’ll see how you can

- ▶ Post your own buzz
- ▶ Read what others are saying
- ▶ Post photos and even videos
- ▶ Connect to Twitter
- ▶ Connect to other online applications, such as Picasa (Google's online photo-sharing site)

Buzz is really taking off; it provides a quick and easy way for even very busy people to keep in touch with others. You can have people read what you're thinking or you can read what they're thinking—either way, dipping into the Buzz is a rewarding experience.

Posting Some Buzz

Do you want to post some buzz so that people can see what you're thinking? Nothing could be easier. Just log in to your Gmail account (you learn how to create your own account in Lesson 2, "Starting the Buzz"), click the **Buzz** icon at the left, and start typing, as shown in Figure 1.1.

As you can see in Figure 1.1, I'm about to post some buzz that reads, "Spring is on the way! It's in the 60s outside right now." All that you have to do to post buzz is to type it in and click the **Post** button.

Of course, you'll probably want some people to read your buzz, and that's where followers come in. When people follow you, your buzz gets posted to their Buzz streams. You can see what a Buzz stream looks like in the lower part of the Buzz window, shown in Figure 1.2. (Note that the buzz you post also appears in your stream.)

When you post, your buzz appears in your followers' streams, and when they post, their buzz appears in your stream.

Reading Some Buzz

Figure 1.2 shows what a Buzz stream looks like—both your posts and the posts of people you're following appear in your stream. A Buzz post can include links, photos, and even videos.

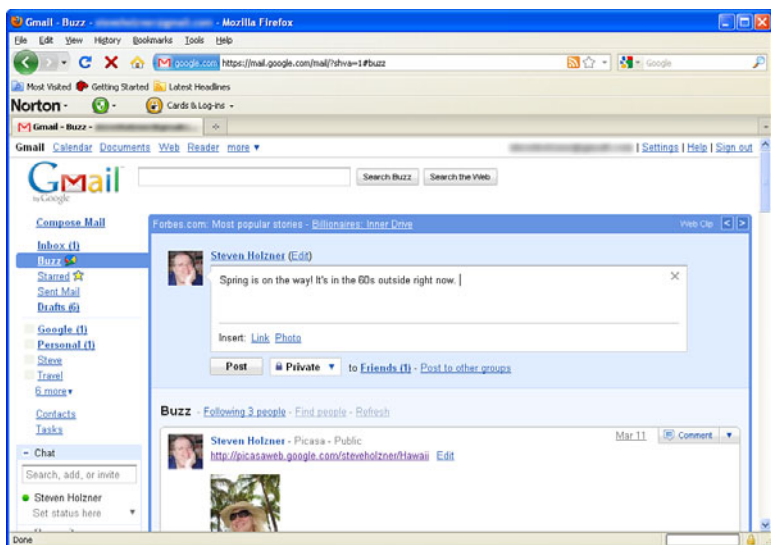


FIGURE 1.1 Posting some buzz.

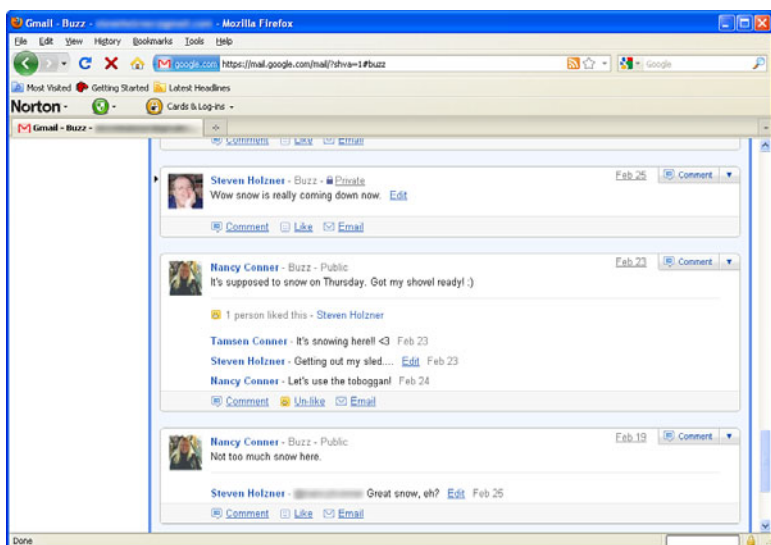


FIGURE 1.2 A buzz stream.

Plenty of options are available to you when you're reading your buzz, as follows:

- ▶ You can comment on the post.
- ▶ You can email a link to the post to someone else.
- ▶ You can view all the buzz that the poster has posted on any topic.
- ▶ You can block a poster so you won't receive any more posts from that person.
- ▶ You can indicate that you "liked" the post (giving it a smiley face icon) with the click of a button.

NOTE: More Popular Posts Rank Higher

Posts that more people have liked appear higher in search results when you search Buzz for a particular topic.

So, when you follow someone, all of his or her buzz appears in your stream, and you can read it just by logging into Gmail, clicking the Buzz icon, and scrolling down. It's that simple.

What if you want to join a conversation already in progress? You can always comment on a post.

Commenting on Posts

To start a discussion on Buzz, you post something. To keep a discussion going, you comment on a post.

Comments let you get in on any topic and add your own two cents. Say that someone is maligning your favorite opera in a post, and you feel sure that he has just missed the point.

Do you have to remain silent? Not at all—you can add your own comments to the misguided post. You can educate the original poster to your heart's content—but keep in mind that other people can add their own comments as well.

At the bottom of every Buzz post in your stream is a Comment link. When you click it, a box opens so you can add your own comment to the post, as shown in Figure 1.3.

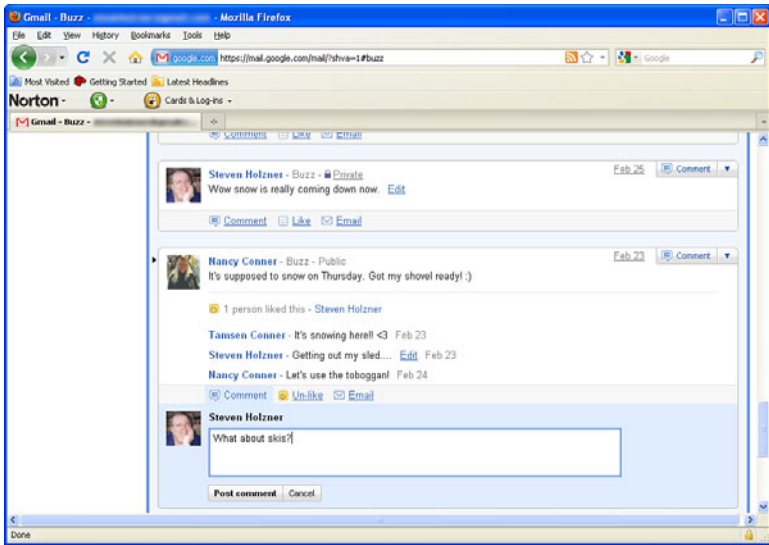


FIGURE 1.3 A comment box.

You can type your own comment, as you see in Figure 1.3. When you click the Post Comment button, your comment is added to the post, as you can see in Figure 1.4.

The comment you've added to the post appears in everyone's stream where the post already appears (and people who comment on a post you're following will also appear in your stream)—and it also appears in your email as well.

Buzz in Your Email

As your Buzz stream gets busier, you might notice that keeping up with the comments on posts made some time ago can be harder. As time goes on, other posts will appear on top of a post, and posts can easily slip away

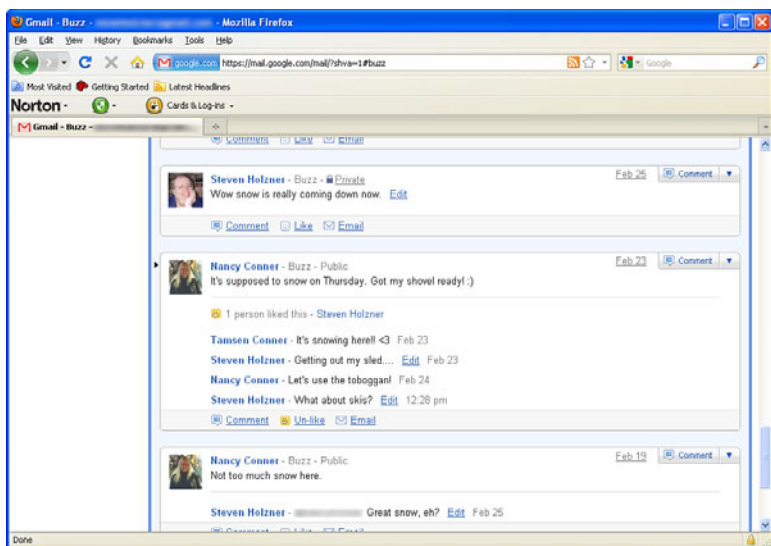


FIGURE 1.4 A new comment.

in the heap. Therefore, keeping track of new comments that might appear on older posts can be difficult, because that involves constantly scrolling back to take a look at posts made some time ago.

That's why your Buzz comments—and those of other people commenting on posts you've commented on—also appear in your Gmail Inbox by default.

You can have Buzz send email to your Inbox when

- ▶ People comment on your posts.
- ▶ People comment on posts after you comment on them.
- ▶ People comment on posts after you “@replied” on them.

TIP: Replying Directly to the Sender

What's this last item—“@replied”? In Buzz, you don't have to have your comments added to the original post—you can also send comments directly to the original poster with @replies. You find out more about this feature later in this lesson.

So as you can see, comments can not only keep a conversation going—they can end up in your Inbox as well.

Buzz on Your Profile

In addition to appearing in your stream as well as the streams of the people following you, the buzz you post also appears in your Google profile where anyone can see it (unless, of course, you elect to hide your posts from non-followers).

Before you can post to Buzz, Buzz insists that you have a Google profile, even if it's only a rudimentary one. That's true even if you're only commenting on other people's posts, not posting buzz of your own.

Google profiles are searchable pages containing facts about you that you want to share. Your profile also contains your buzz posts, as shown in Figure 1.5.

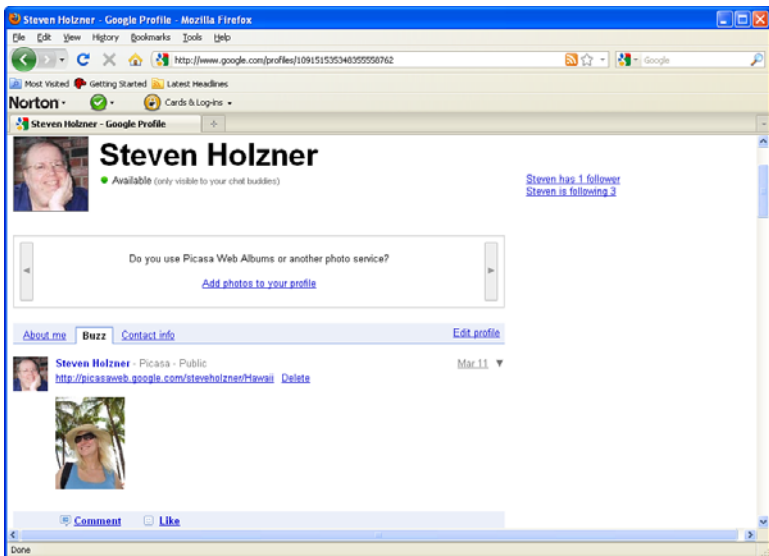


FIGURE 1.5 Buzz in your Google profile.

Sending Individual Comments Using @replies

Normally when you comment on a post, your comment gets added to all the other comments on the post. But what if you wanted to reply directly to the original poster without sharing your comment for everyone to see? Can you do that?

TIP: **Maintaining Your Privacy**

Do you see the links “Steven has 1 follower” and “Steven is following 3” in the Google profile in Figure 1.5? By default, your profile displays those links that, when clicked, display who you’re following and who’s following you. You can turn those links off for more privacy, however. You learn how to do that in Lesson 3, “Reading Buzz.”

Yes, you can. You use what’s called an @reply, where you preface a user’s name with an @ symbol. Thus, for example, if you wanted to send a personal message to me, you would use @steveholzner.

Being able to reach individual posters this way is very powerful—and means you can make the conversation private if you want to.

Buzz Searches

A whole world of Buzz is out there, but how do you know what’s being buzzed about on any particular topic? That’s simple—you perform a search. When you have the Buzz window open, the search button at the top of the page (which normally reads Search Mail, when you’re in Gmail) now reads Search Buzz, as you can see in Figure 1.6.

You can enter a search term, such as “spring” shown in Figure 1.6, and click the **Search Buzz** button to get search results, such as the ones shown in Figure 1.7.

You can see all kinds of posts having to do with spring in the search results.

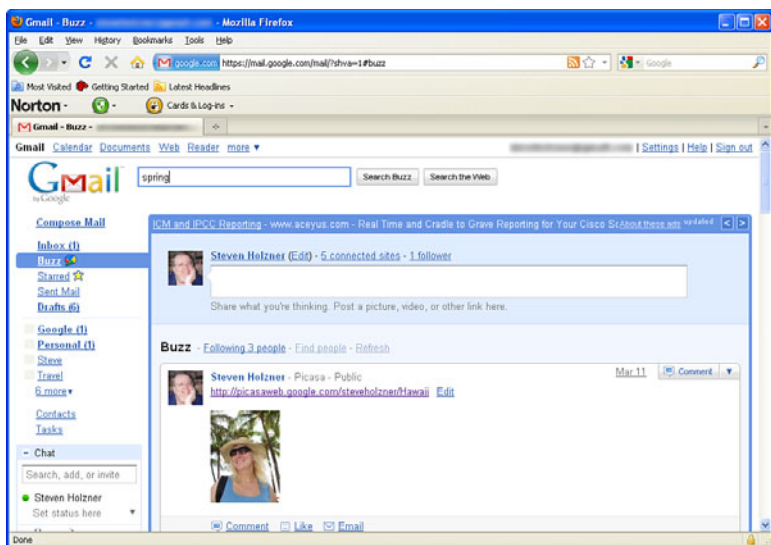


FIGURE 1.6 Searching Buzz.

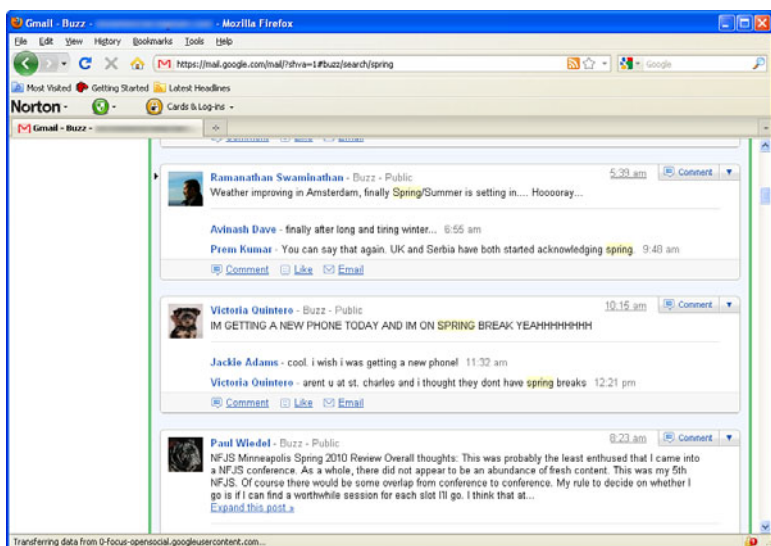


FIGURE 1.7 Search results.

Clicking a person's photo in the search results shows you all of his or her Buzz posts. If you like what you see, then you can click the Follow button on the page that displays all their posts to follow that person.

Posting Photos

Buzz isn't just about text—it's also about pictures. (A picture *is* worth a thousand words, after all.)

You can post your own pictures when you post to Buzz. (You find out how in Lesson 4, "Buzzing.") You can see a photo of Waikiki Beach I posted to Buzz in Figure 1.8.

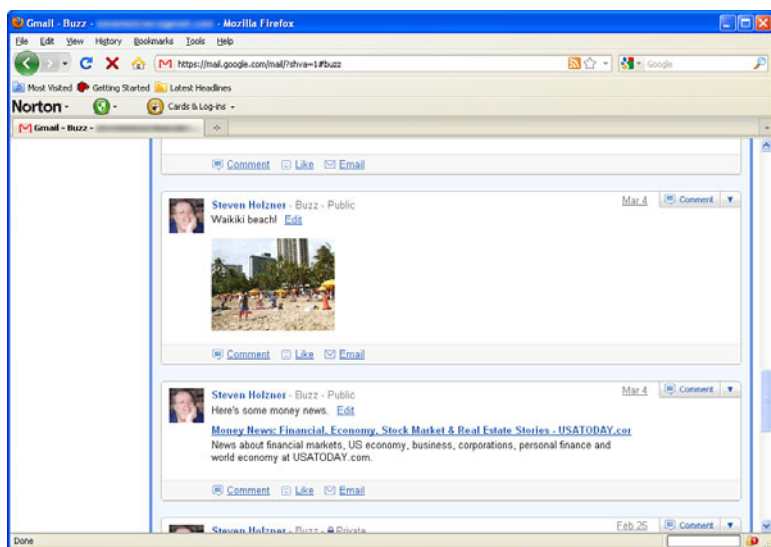


FIGURE 1.8 A posted photo.

Actually, what you see in Figure 1.8 is only a thumbnail of the actual photo. When you post a photo, Buzz only displays a thumbnail image of the photo in a Buzz post. To see the whole photo, click it, which displays the original, as you see in Figure 1.9.

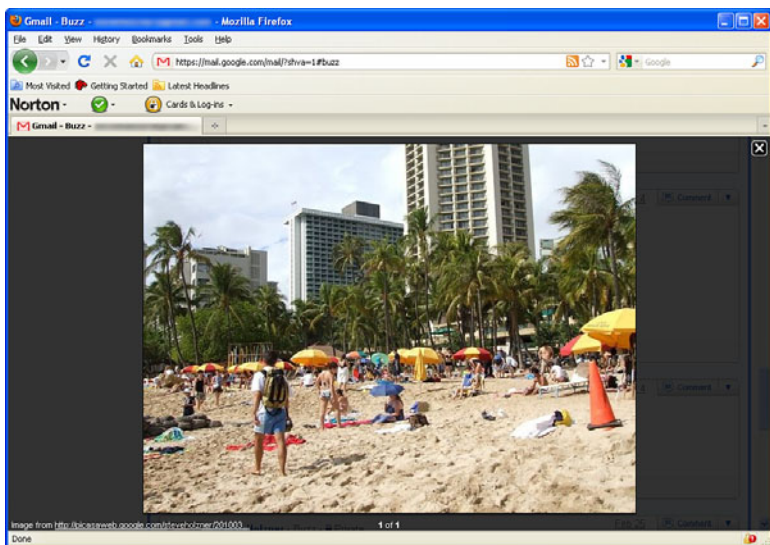


FIGURE 1.9 A full-size photo.

Posting Videos

You can also post videos to Buzz—sort of. Buzz actually uses Picasa, Google's photo-sharing site, to host the photos you post to Buzz. But Google doesn't have a video-sharing site, so if you want to post a video on Buzz, you must host it on YouTube—or use an existing video on YouTube—and then post a link to the video on Buzz.

When you do (see Lesson 4), Buzz is smart enough to realize that you're posting a video, and displays a thumbnail of the video. So in a roundabout way, you can post videos to Buzz as well as photos.

Connecting Buzz to Twitter

Another popular mini-social-networking site is Twitter—and it turns out that you can connect Twitter to Buzz. A post on Twitter is called a *tweet*, and you can have your public tweets automatically posted on Buzz, making the transition from Twitter to Buzz easier because you don't have to post in both places.

For example, in Figure 1.10, you can see a Twitter tweet that was automatically sent to my Buzz account and posted (you can see the Twitter link in the top post in Figure 1.10).

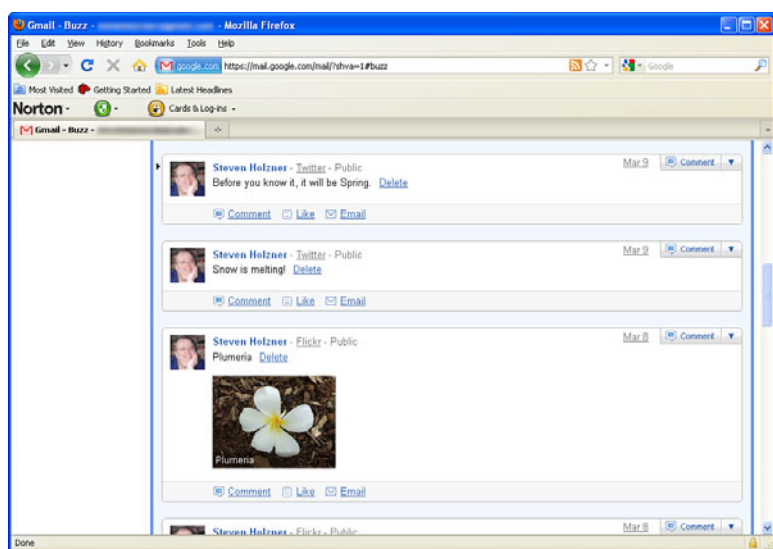


FIGURE 1.10 A tweet on Buzz.

At the time this book was written, you can have Buzz pick up your public tweets from Twitter, but the reverse isn't true (having Twitter post your Buzz posts).

Connecting Picasa to Buzz

As previously mentioned, Picasa is Google's online photo-sharing site. By default, when you upload photos to Buzz, they're stored for you in Picasa behind the scenes. You can also explicitly connect your Picasa uploads to Buzz. That is, you can connect Buzz and Picasa so that when you upload photos to your Picasa Web Albums, those photos are also posted on Buzz.

You can see an example in Figure 1.11. A Picasa photo has appeared in my Buzz stream in the top post. (As usual for photos, that's a thumbnail you see in the post; you can see the full photo by clicking it.)

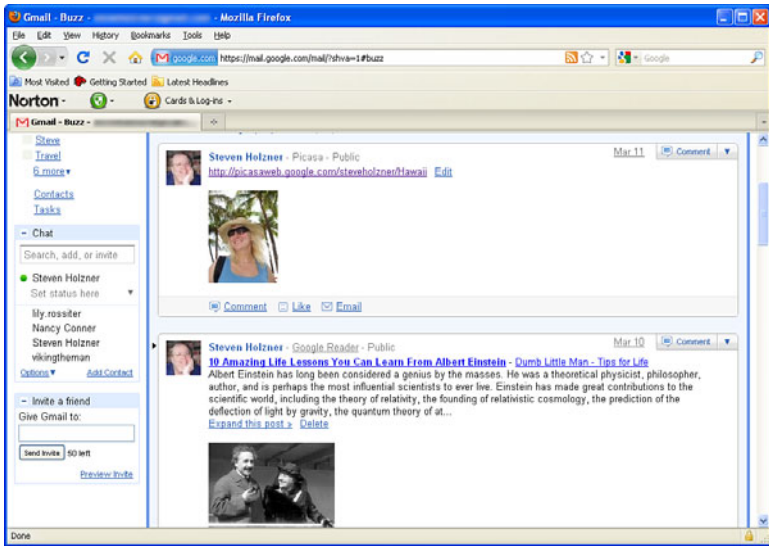


FIGURE 1.11 A Picasa photo posted on Buzz.

If you use Picasa already, being able to connect to Buzz automatically is good news. Now when you upload new photos, they can also appear in Buzz.

Connecting Flickr to Buzz

Picasa isn't the only photo-sharing site out there—there's also the very popular Flickr, which you can also connect to Buzz. As you can see in the top post in Figure 1.12 (note the Flickr link) that photo was posted to Flickr—and also ended up on Buzz.

You can connect Flickr to Buzz so that your public photo posts on Flickr also appear on Buzz. This feature saves you time if you want to spread the word about what you're posting on Flickr among all your Buzz followers.

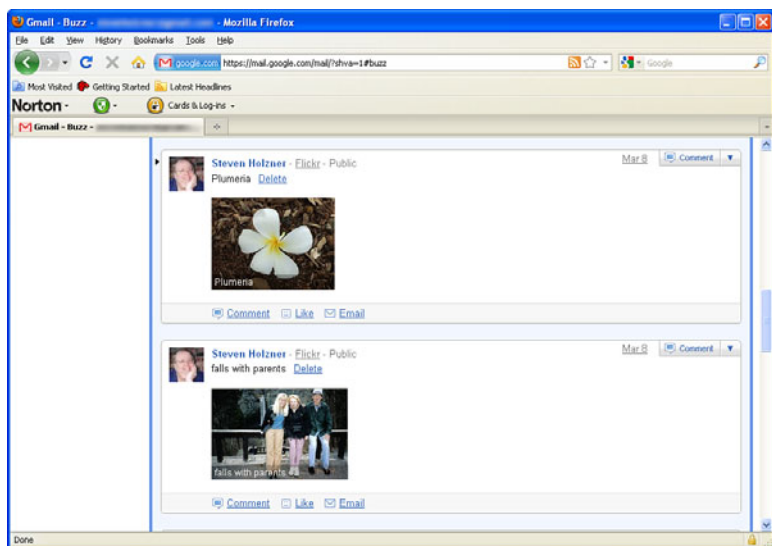


FIGURE 1.12 Connecting Flickr to Buzz.

Connecting Buzz to RSS

In addition to all the features you've learned about so far, you can even connect RSS feeds to Buzz.

PLAIN ENGLISH: **RSS**

RSS, or Really Simple Syndication, lets you subscribe to news feeds from sites you select. When you subscribe, you'll be able to read headlines and articles from a news feed in your news reader.

One RSS news reader you can use is Google Reader, which you can connect to Buzz. After you've connected Google Reader to Buzz, you can easily send selected RSS articles you read on Google Reader to Buzz.

For example, you can see an RSS article on Albert Einstein in my Buzz feed in the middle of Figure 1.11. I read that article in Google Reader first, and decided to post it to my Buzz stream. Because I had connected Buzz to Google Reader, posting the article on Buzz was easy.

This feature is a cool thing—after all, millions of RSS feeds are available, and they provide endless material for Buzz posts.

Buzzing to Groups

Not all your Buzz posts have to be public—not by any means. When you post to Buzz, you can select in which group (you learn how to create groups and add members to them in Lesson 10, “Gmail: Buzz’s Home”) you want your post to be seen, as shown in Figure 1.13.

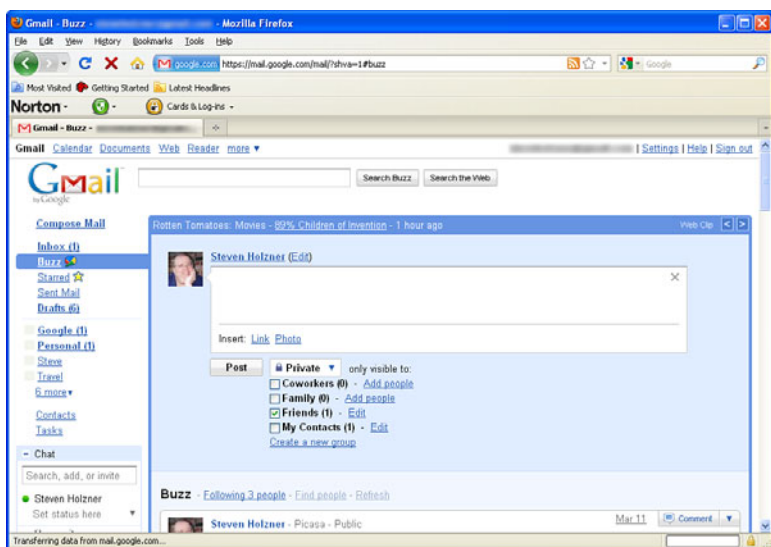


FIGURE 1.13 Keeping a post private.

By default, posts are public in Buzz, without restrictions on who among your followers see them. This might not be appropriate for all posts (for example, you might want to keep the members of your Friday night supper club updated on meeting times, which your other followers might not want to hear). For that reason, you can create groups and add select followers to them, and then post to those groups.

You can see a private post at the top of Figure 1.14—note the word *Private* and the padlock icon, which signifies that the post went to select followers only (the post itself is a link to another post, which is something else you can do in Buzz, as you discover later in Lesson 5, “Posting Links, Photos, and Videos”).

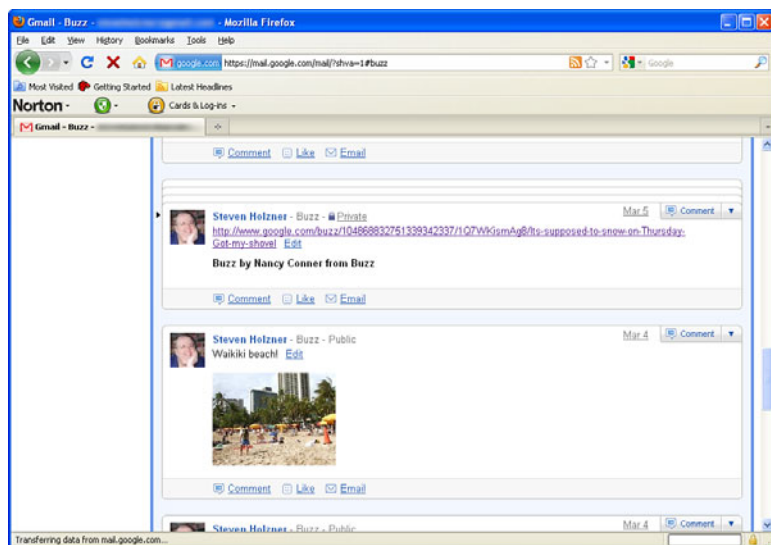


FIGURE 1.14 A private post.

Keeping your posts private can let you get targeted conversations going among Buzz members.

Buzzing by Email

You can even post to Buzz using email. All you have to do is to send email to buzz@gmail.com.

Interestingly, the subject line of the email is what becomes the Buzz post—not the body of the email. So, you just send an email to buzz@gmail.com, and the subject line gets posted to your Buzz stream as if you had posted to Buzz directly.

That process sounds a little more convenient than it actually is. The catch is that you have to email your post from your Gmail account, because Google has to know whose Buzz stream to which to send the post. When it sees who the email is from, it knows that you are the author of the Buzz post.

TIP: Sending Buzz and Email at the Same Time

Because posting to Buzz is as easy—or easier—than sending email from Gmail, posting by email isn't usually all that useful. The exception is when you want to contact people by email and would also like to send the same message to your Buzz followers. In that case, just include `buzz@gmail.com` in the recipient's list of the email.

System Requirements

What do you need to be able to run Buzz? You need an Internet connection and one of these browsers:

- ▶ Google Chrome
- ▶ Firefox 2.0+
- ▶ Internet Explorer 6.0+ (Internet Explorer 7.0+ recommended)
- ▶ Safari 3.0+

These browsers will also work, but won't support the latest features:

- ▶ Internet Explorer 5.5+
- ▶ Netscape 7.1+
- ▶ Mozilla 1.4+
- ▶ Firefox 0.8+
- ▶ Safari 1.3+

If your browser is not in the preceding list, you'll be directed to a page that uses only basic HTML for Gmail and Buzz. Here are the browsers you'll see that page in:

- ▶ Internet Explorer 4.0+
- ▶ Netscape 4.07+
- ▶ Opera 6.03+

Your browser needs to have JavaScript and cookies both turned on to use Buzz. And that's all you need to use Buzz.

Buzz Policies

Google has a number of policies that you should be aware of for using Buzz—rules against breaking copyrights and posting spam and so on. Here's a summary of Google's policies:

- ▶ Post no spam or malware.
- ▶ Avoid hateful or threatening talk.
- ▶ Don't engage in unlawful activities or conversations.
- ▶ Respect copyright laws.
- ▶ Don't post sexual content that is harmful or spammy.
- ▶ No child pornography. Absolutely.
- ▶ Don't pretend to be other people.
- ▶ Don't post confidential or personal information.

And that's your guided tour introduction to Buzz—now let's get started using Buzz immediately in Lesson 2, “Starting the Buzz.”

LESSON 2

Starting the Buzz

This is where it all begins. In this lesson, you'll work with Buzz, follow posters, and post your own Buzz.

Getting Started with Gmail and Buzz

Start by creating a Gmail account (if you already have a Gmail account, feel free to skip ahead to the “Starting Buzz” section). This chapter covers the ins and outs of signing up for Gmail, but doesn’t go into a lot of detail on Gmail features (see Lesson 10, “Gmail: Buzz’s Home,” if you’re interested).

Next you’ll jump into Buzz immediately, seeing how to find people to follow, and posting your own Buzz. This is where your Buzz conversations will start.

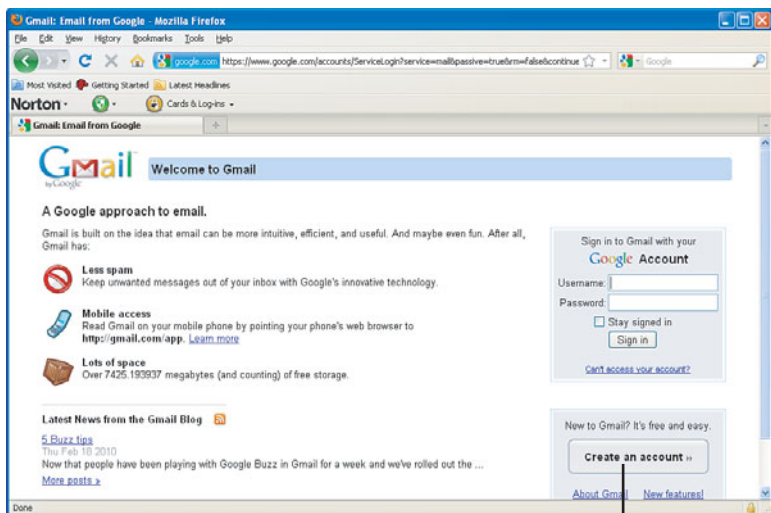
Finally, you’ll see how to customize Buzz by seeing how to turn it on or off and working on your profile—that is, public information about you that people can read.

Okay, so jump in immediately by creating a Gmail account. Because you can access Buzz through Gmail, the following section goes through the steps of getting started with Gmail. As mentioned, if you already have a Gmail account, feel free to jump ahead to the good stuff.

Creating a Gmail Account

Because Buzz is accessible through Gmail, start by creating a Gmail account. Doing so is simple; just follow these steps:

1. Navigate to the Gmail site. You can get to Gmail by going to www.gmail.com, www.google.com/mail, or mail.google.com. The Gmail page appears, as shown in Figure 2.1.



Click to create a Gmail account.

FIGURE 2.1 Start by creating your Gmail account.

2. Click the **Create an Account** button. The Google accounts creation page appears.
3. Enter your first name, last name, and desired login name, as shown in Figure 2.2.
4. Click the **Check Availability** button. If Gmail indicates that the username is available, go to the next step; otherwise, try a different desired login name in the previous step.

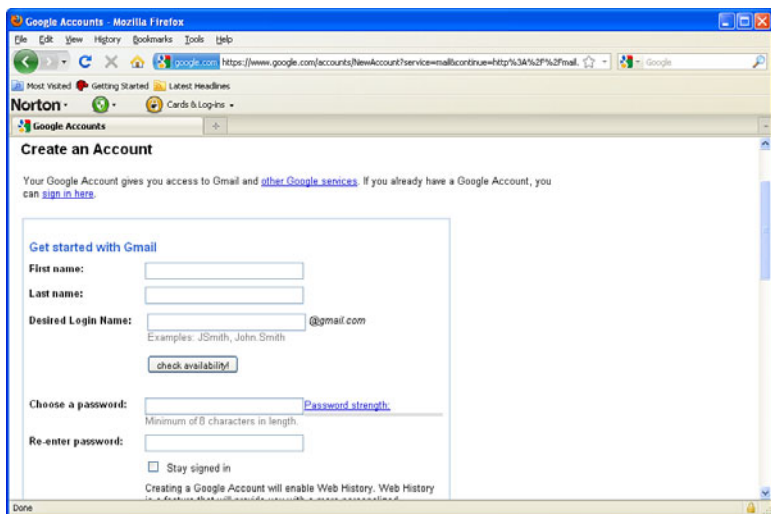


FIGURE 2.2 Creating a Gmail account starts with the basics: your name, the screen name you want to use, and a password.

5. Enter your desired password. Gmail indicates the strength of your password with a small bar graph—the best is a combination of letters and numbers.
6. Enter your desired password again to confirm it.
7. Select the **Stay Logged In** checkbox if you want to stay logged in. If you leave this checkbox unselected, you'll have to log in when you go back to the Gmail site.
8. Select the **Enable Web History** checkbox if you want to enable web history. Gmail describes web history as “Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations.”
9. Select a question in the **Security Question** drop-down list box, as shown in Figure 2.3. You can also create your own question by selecting the **Write My Own Question** item in the drop-down list box and entering your question in the text box that appears.
10. Enter your security question answer.

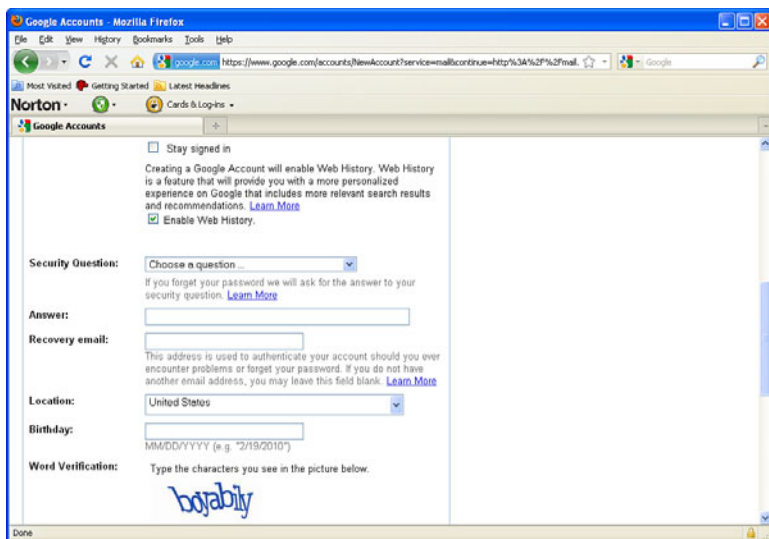


FIGURE 2.3 Choose your security options.

- 11.** Enter your current email address in the **Recovery Email** box. This email address is where Gmail will send an email confirming creation of the Gmail account. This address also is used in the event that you forget your Gmail password and need to reset it.
- 12.** Select your country in the **Location** drop-down box. The default is the United States.
- 13.** Enter your birthday in MM/DD/YYYY format in the **Birthday** box.
- 14.** Enter the word shown in the distorted image into the text box in the **Word Verification** section. This security measure prevents automated systems from creating Gmail accounts.
- 15.** Read the **Terms of Service** in the scrollable box, as shown in Figure 2.4.
- 16.** Click the **I Accept. Create My Account** button. Gmail opens a page telling you that you've successfully created your account, and then it sends you an email, as shown in Figure 2.5.
- 17.** Click the **Show Me My Account** button.

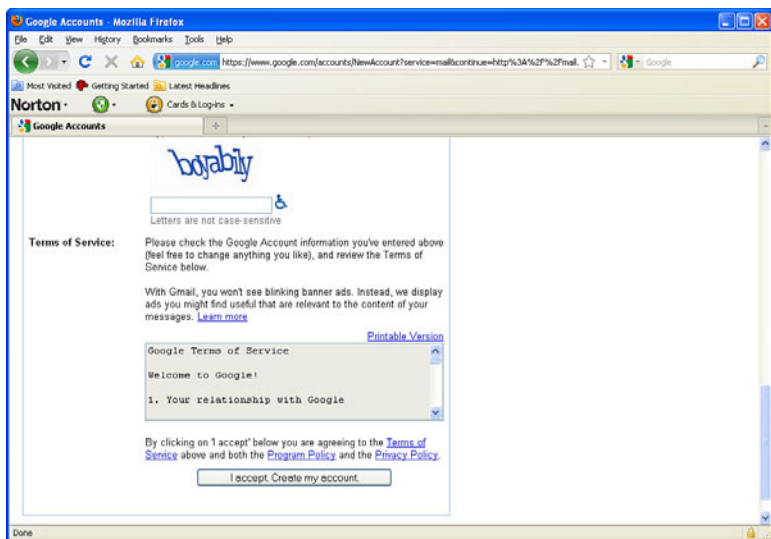


FIGURE 2.4 Be sure to read the Gmail Terms of Service and accept them.

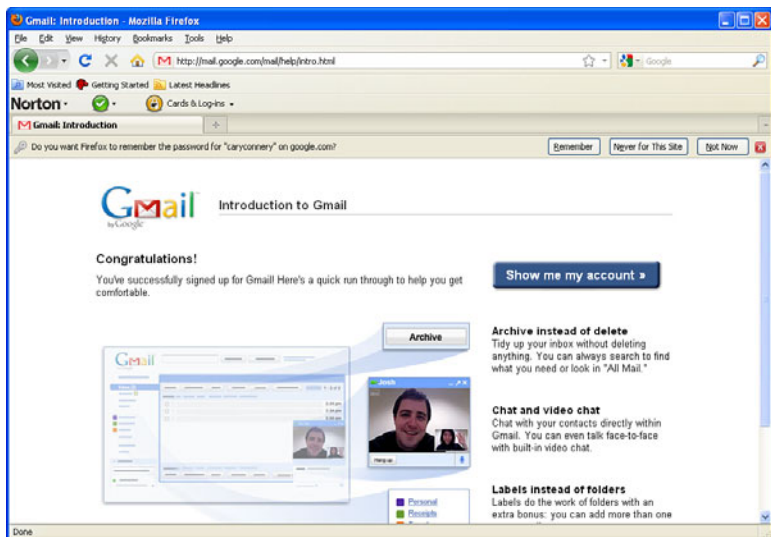


FIGURE 2.5 Here's a message indicating a successfully created Gmail account.

At this point, a page appears displaying information about Buzz and a button that reads, **Sweet! Check Out Buzz**. Now you're ready to move on to the next task.

Starting Buzz

When you log into Gmail by entering your username and password in the Gmail login page (www.gmail.com, www.google.com/mail, or mail.google.com) and click the **Sign In** button, or when you've just created a new Gmail account and have just clicked the **Show Me My Account** button, the page you see in Figure 2.6 appears.

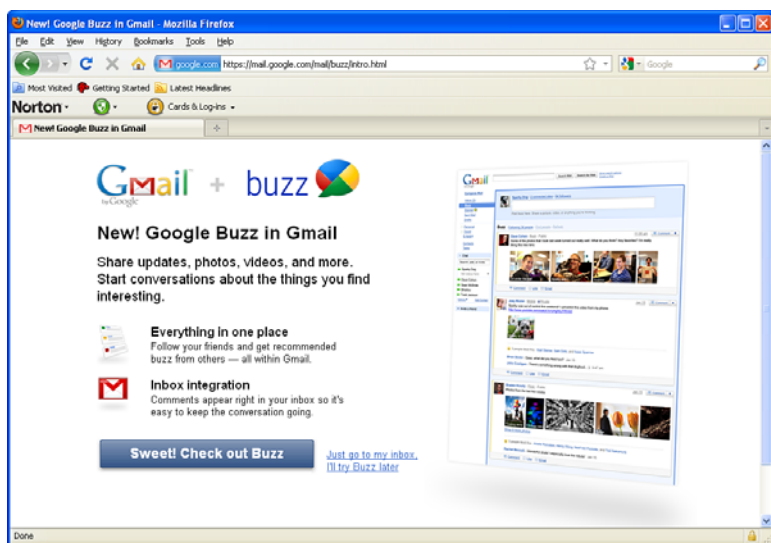


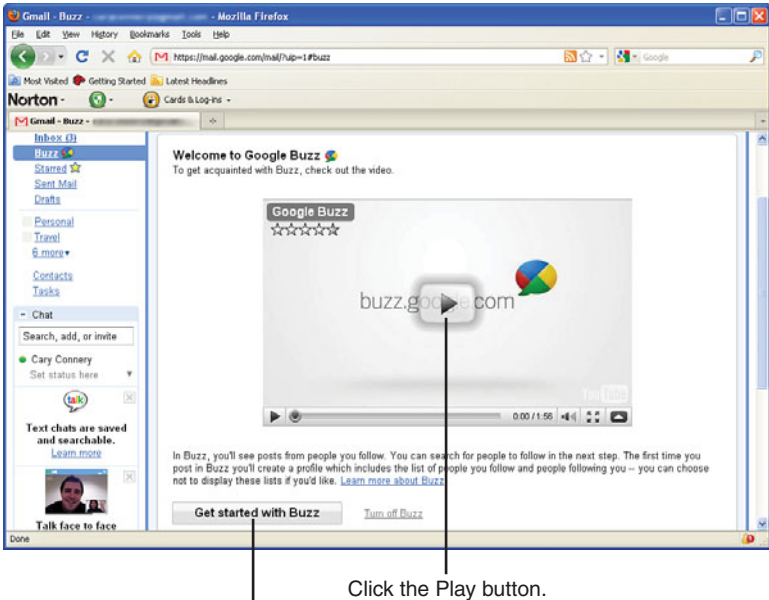
FIGURE 2.6 From here, you can go right to Gmail or you can get started with Buzz.

You're ready to get started with Buzz; just click the **Sweet! Check Out Buzz** button and continue with the following steps.

If Your Gmail Account Is New

If you just created your Gmail account, follow these steps to start Buzz:

1. Click the **Sweet! Check Out Buzz** button. A new page appears with a video on Buzz, as shown in Figure 2.7.



Click the Play button.

Or, to skip the video, click here.

FIGURE 2.7 The Buzz video.

2. Play the video if you want to watch it. The video is 1:56 long and serves as an introduction to Buzz.
3. Regardless of whether you watch the video, when you are ready to proceed, click **Get Started with Buzz**. Clicking this button takes you to the page shown in Figure 2.8.

Great—you're ready to start following people on Buzz—that is, read what they're buzzing about. Skip to the "Following People on Buzz" section later in this chapter.

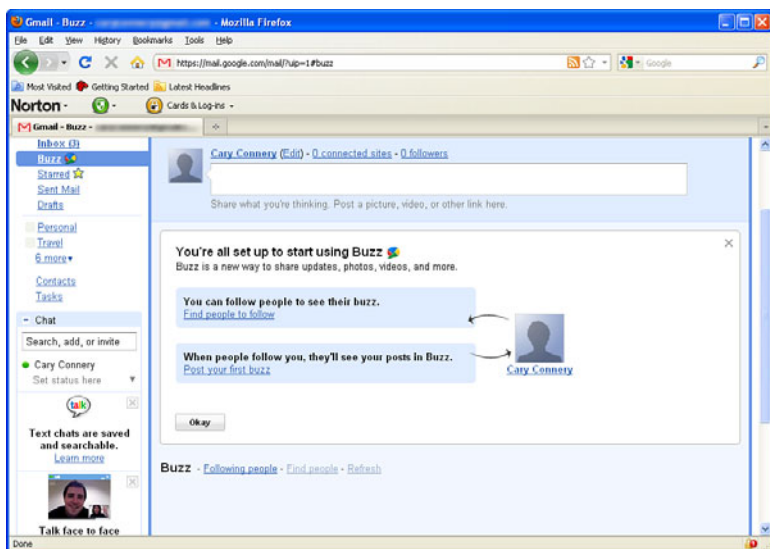
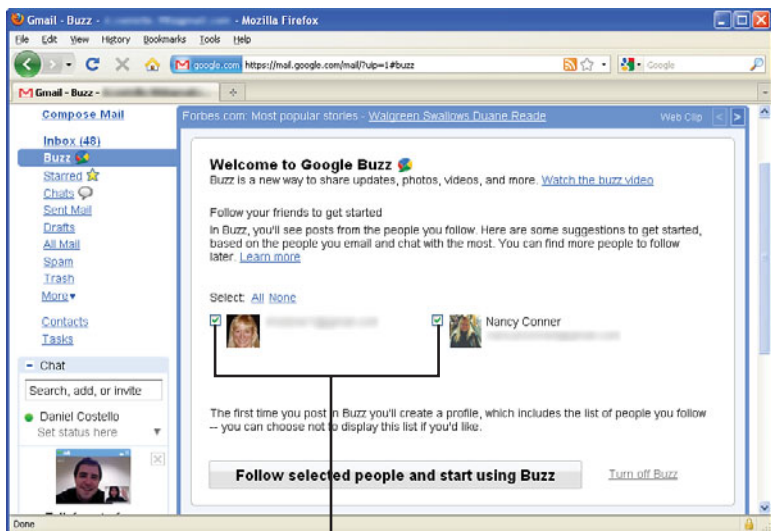


FIGURE 2.8 Getting started with Buzz.

If You Already Have a Gmail Account

If you already had an existing Gmail account, Buzz might suggest some people for you to follow immediately. These people are your “Most Contacted” people from your contacts (and Gmail automatically creates contacts for someone every time you send a new person an email). So if you already had an email account, Buzz might start you off by suggesting people to follow on Buzz, as shown in Figure 2.9. Take a look at this process:

1. Click the **Sweet! Check Out Buzz** button. A new page appears with a video on Buzz, previously shown in Figure 2.7.
2. When you’ve watched the video, click the **Get Started With Buzz** button. On the next page, Buzz suggests people you might want to follow. Add a checkmark next to the people you want to follow on Buzz.



Check the box next to the people you want to follow.

FIGURE 2.9 Buzz suggests people to follow.

NOTE: Who Are These People?

If you don't see anyone you want to follow, don't worry. You can add people you do want to follow. You find out how shortly.

3. Click the **Follow Selected People and Start Using Buzz** button.
The page shown in Figure 2.10 appears.

Great—you're ready to start following people on Buzz. Go on to the next section.

Following People on Buzz

When you use Buzz, you follow people (reading their posts) and other people follow you (reading your posts). As you saw in the previous topic, Buzz might suggest people to you from your Contacts list when you start Buzz.

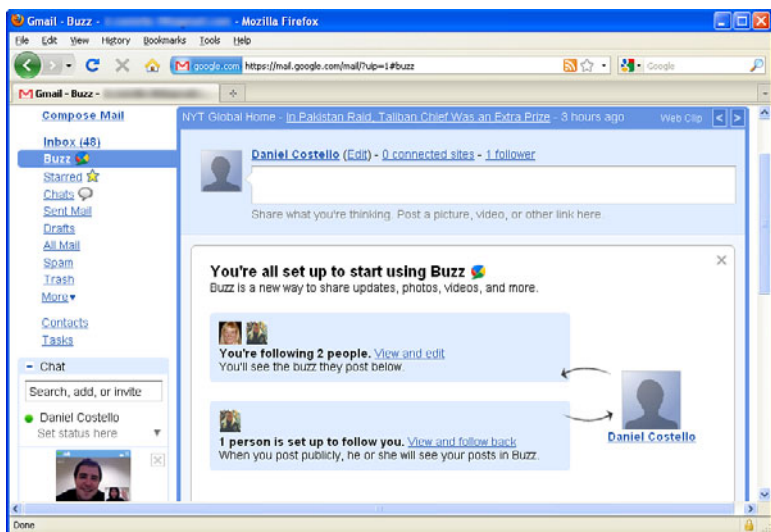


FIGURE 2.10 Getting started with Buzz.

You can add people to follow at any time in Buzz using the following steps.

From the You're All Set Up to Start Using Buzz Page

If you see the You're All Set Up to Start Using Buzz page, use these steps to follow people:

1. Click the **Find People to Follow** link, or the **View and Edit** link after the text, “You’re following x people,” where x is a number. Buzz opens the page shown in Figure 2.11.

NOTE: Is Anybody in There?

If you haven’t chosen anyone to follow, the You’re Following x People dialog will be empty, as shown in Figure 2.11. Don’t worry—you can fix this in short order.

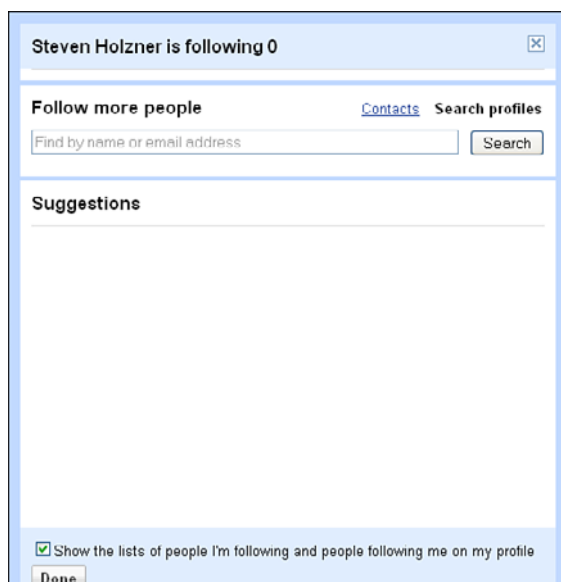


FIGURE 2.11 The people-following page.

2. Enter a name or email address of the person you want to locate among all Google profiles in the **Follow More People** box.

NOTE: Google Profiles Searched By Default

By default, searching for people to follow only includes those with Google profiles.

3. Click Search.
4. To search your Gmail contacts, click the **Contacts** link. If you don't have any contacts set up in Gmail yet, the search won't find anything.
5. Enter a name or email address of the person you want to locate among your contacts in the text box.

6. Click the **Search** button. Buzz lists the people you've found with your search.
7. Click the **Follow** link next to anyone's name you want to follow. Buzz adds the people you found to follow to the list of people you're following, as shown in Figure 2.12.

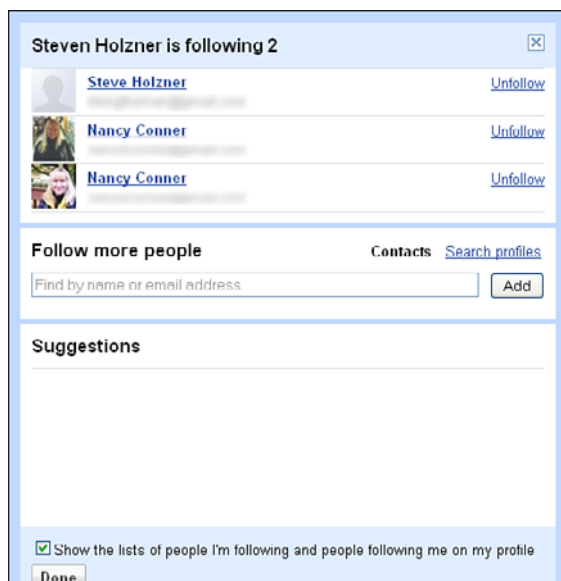
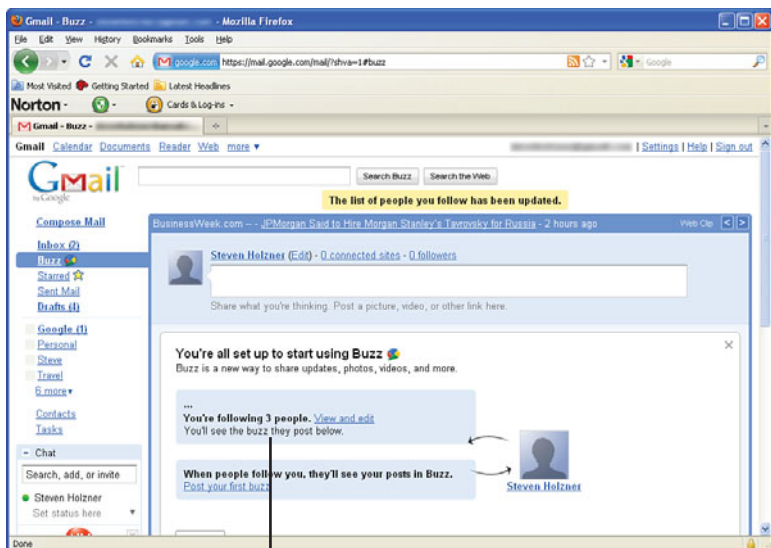


FIGURE 2.12 People who have been added to your list of followed people are shown here.

8. Click **Show the Lists of People I'm Following and People Following Me on My Profile** if you want to share these lists with anyone viewing your profile. If you want to stay private, you might not want to publish these lists!
9. Click the **Done** button. Buzz displays a page indicating how many people you're following, as shown in Figure 2.13.



The number of people you're following is shown here.

FIGURE 2.13 Summary of people being followed.

Congratulations—now you're following people on Buzz.

If You Don't See the You're All Set Up to Start Using Buzz Page

If you don't see the You're All Set Up to Start Using Buzz page (that is, you've closed that page, or are not logged in to Buzz), follow these steps to follow people:

1. Navigate to the Gmail site and log in if necessary.
2. Click the **Buzz** link at the left in any Gmail page.
3. Click the **You're Following x People** link, where x is the number of people you're following. Buzz opens the page that lets you follow more people, as shown previously in Figure 2.11.

NOTE: Google Profiles Searched by Default

By default, searching for people to follow only includes those with Google profiles.

4. Enter a name or email address of the person you want to find (among Google profiles).
5. Click the **Search** button.
6. To search your Gmail Contacts, click **Contacts**.
7. In the text box, enter a name or email address of the person you want to locate among your Gmail contacts.
8. Click the **Search** button.
9. Click the **Follow** link after the name of the people you want to follow in the search results. Buzz adds the people you found to follow to the list of people you're following.
10. Select **Show the Lists of People I'm Following** and **People Following Me on My Profile** if you want to share these lists with anyone visiting your Google profile.
11. Click the **Done** button. Buzz displays a page indicating how many people you're following, as previously shown in Figure 2.13.

And that's it—now you're following people with Buzz.

Reading What People You're Following Have Posted

Want to check what the people you've been following on Buzz have been saying? Just follow these steps:

1. Navigate to the Gmail site and log in if necessary.
2. Click the **Buzz** link at the left in any Gmail page. The Buzz page opens.

3. Scroll down to the bottom of the Buzz page. The buzz from people you're following appears at the bottom of the Buzz page, as shown in Figure 2.14.

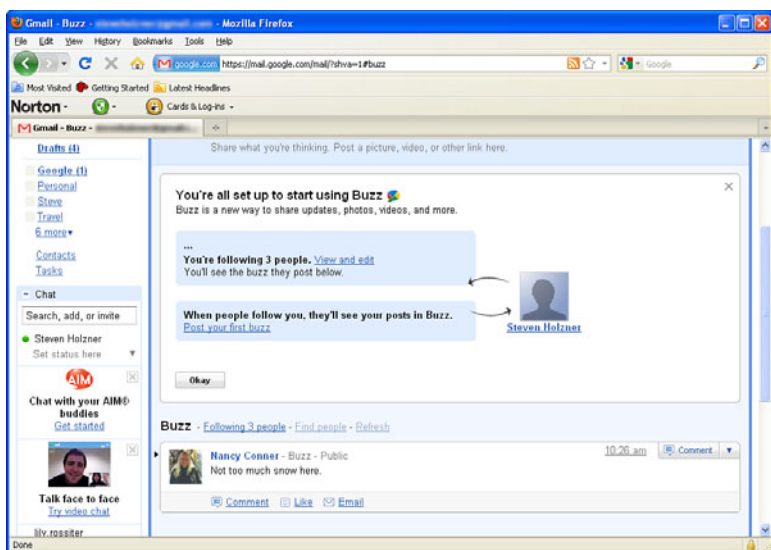


FIGURE 2.14 Reading your Buzz.

And that's all it takes—now you're reading the Buzz from the people you're following. Nice.

Customizing Buzz

You can customize Buzz in a number of ways, and this section takes a look at the possibilities.

When Buzz first came out, for example, Buzz automatically published a list of people you're following on your public Google profile (which you'll see more about in the next section of this lesson). This feature upset many

people who wanted that information kept private. So, Google now lets you customize that option.

You can also turn Buzz on and off—or disable it entirely. (Note that if you disable it entirely, this will be a very short book for you!)

Let's take a look at how to customize Buzz, starting with making who you're following public or private.

Sharing Your Followers

By default, Buzz publishes who you're following and who is following you on your Google profile (if you have one). As mentioned, that lack of privacy upset many people, so Google added the ability to not share that information on your Google profile. For now, take a look at how to make information about your followers public.

To publish information about your followers, follow these steps:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears.
2. Click the **Settings** link. This opens the Settings page.
3. Click the **Buzz** link. The Settings page opens, as shown in Figure 2.15.
4. In the Display Following Lists section, select **Show the List of People I'm Following and the List of People Following Me on My Public Google Profile**.

This radio button is selected by default, so if you haven't turned off publishing, you don't need to specifically turn it on—it's already on.

5. Click **Save Changes**.

If you want to use Buzz in privacy, see the next section.

Keeping Your Followers Private

As mentioned, by default, Buzz publishes who you're following and who is following you on your Google profile (if you have one). However, you can change that.

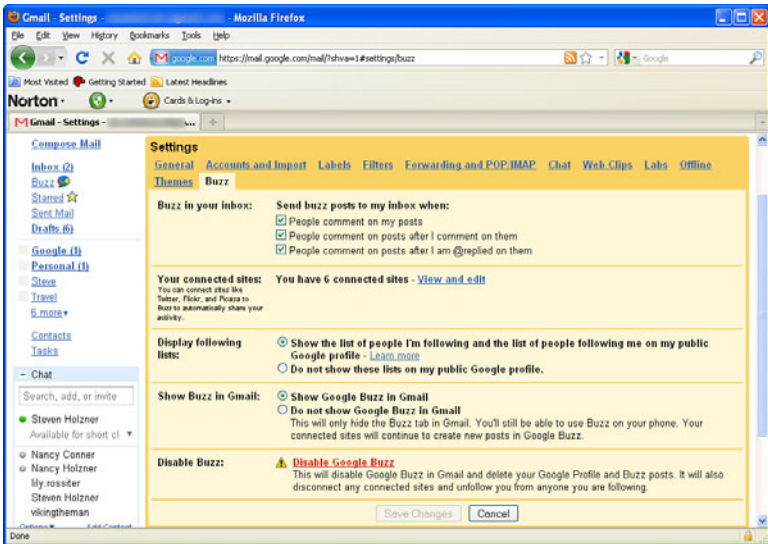


FIGURE 2.15 The Buzz Settings page.

To make sure that Buzz does not publish information about your followers, follow these steps:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears.
2. Click the **Settings** link. The Settings page opens.
3. Click the **Buzz** link. The Settings page opens, as shown in Figure 2.15.
4. In the Display Following Lists section, select **Do Not Show These Lists on My Public Google Profile**.
5. Click **Save Changes**.

Now you can use Buzz in privacy.

Hiding Buzz

Don't have any use for Buzz? You can hide it—just follow these steps:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears.
2. Click the **Settings** link. The Settings page appears.
3. Click the **Buzz** link. This opens the Buzz Settings page, which was shown previously in Figure 2.15.
4. In the **Buzz Choices** section, select the **Do Not Show Google Buzz in Gmail** radio button.
5. Click **Save Changes**. Google Buzz disappears in Gmail.

Note that if you hide Buzz this way, it will be gone from Gmail (no Buzz icon will appear in the list of links at the left side of the page), but you can still access Buzz through your phone (see Lesson 3, “Reading Buzz”), and whatever you do on connected sites (such as Picasa, if you've set that up with Buzz) will still be posted to your Buzz.

TIP: Getting Rid of Buzz Altogether

If you want to get rid of all aspects of Buzz entirely, see the “Disabling Buzz” section later in this chapter.

Showing Buzz

If you've hidden Buzz and want to display it again—no problem. Just follow these steps:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears.
2. Click the **Settings** link. The Settings page appears.
3. Click the **Buzz** link. The Buzz Settings page appears, which you saw previously in Figure 2.15.
4. In the **Buzz Choices** section, select the **Show Google Buzz in Gmail** radio button.

5. Click **Save Changes**. The Buzz icon will reappear on the left in any Gmail page; clicking it opens Buzz again.

Disabling Buzz

Want to get rid of Buzz altogether? You can do it by following these steps—but note that at this time, if you disable Buzz, you can't add it to your account again:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears.
2. Click the **Settings** link. The Settings page opens.
3. Click the **Buzz** link. The Buzz Settings page opens (refer to Figure 2.15).
4. In the **Disable Buzz** section, click the **Disable Google Buzz** link. This disables Google Buzz in Gmail and deletes your Google Profile and Buzz posts.
5. Click the **Save Changes** button.
6. A dialog box appears; if you really want to disable Buzz, click the Yes button.

And that's it—Buzz is gone.

Hiding the Buzz Label

Want to get rid of just the Buzz link that appears at the left on any Gmail page, but keep Buzz around in case you want to use it again? The Buzz link at the left in Gmail is actually a Gmail label, and you can control whether it appears in Gmail in the Labels Settings page.

To hide the Buzz label, follow these steps:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears.
2. Click the **Settings** link. The Settings page opens.

3. Click the **Labels** link. The Labels Settings page opens, as shown in Figure 2.16.

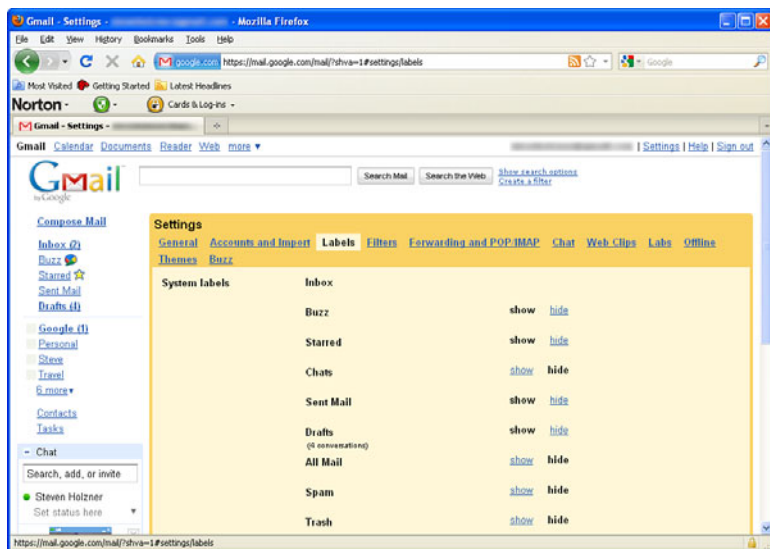


FIGURE 2.16 The Labels Settings page.

4. Click the **Hide** link next to **Buzz**. This makes the Buzz label disappear from your Gmail pages—until you want it again (at which time, you should click the **Show** link next to the **Buzz** line).
5. Click **Save Changes**. The Buzz label is removed from your Gmail pages.

Turning Secure HTTP Protocol On and Off

By default, Buzz always uses https (secure HTTP protocol) with your browser, and this may cause problems with some browsers (such as security certificate issues, authentication issues, and others). If that happens to your browser, you can try Buzz with https turned off (that is, with just normal, unsecured http).

Just follow these steps:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears.
2. Click the **Settings** link. The Settings page opens.
3. Click the **General** link. The General Settings page opens, as shown in Figure 2.17.

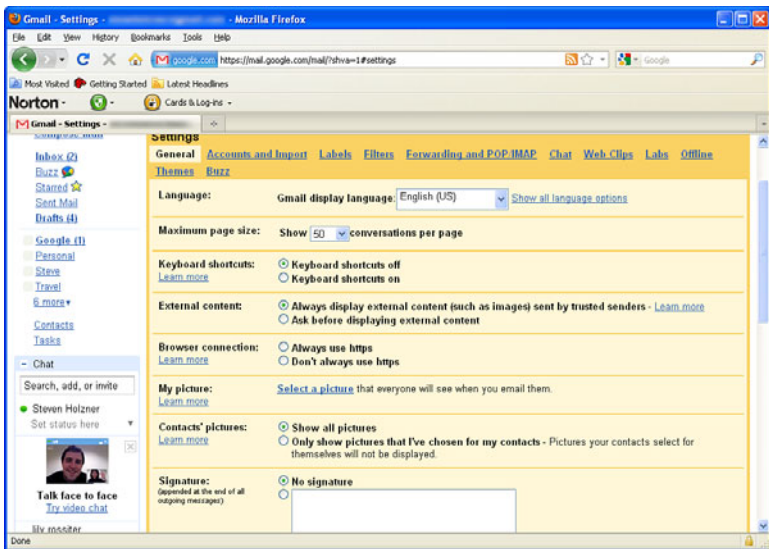


FIGURE 2.17 The General Settings page.

4. In the Browser Connection section, click the **Don't Always Use https** radio button.
5. Click the **Save Changes** button.

Disabling https should handle most issues your browser has with the https protocol.

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LESSON 3

Reading Buzz

In this lesson, you learn how to read your buzz. You follow people as outlined in Lesson 2, “Starting the Buzz” (you find out more on how to follow in this chapter), and when they post something, it appears in your buzz. Reading buzz isn’t hard—but you have plenty of options on how to do it. You can email buzz, link to buzz, comment on buzz, indicate whether you like a post, and more. You get to see all that and more in this lesson.

Reading Your Buzz

Want to check your buzz from the people you’re following? Just follow these steps:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears, displaying the Gmail Inbox.
2. Click the **Buzz** icon (technically, the **Buzz** label) at the left in the Gmail page. The Buzz page opens.
3. Scroll down in the Buzz window until your new buzz appears. You can see an example in Figure 3.1, where you can see two Buzz posts.

Reading your buzz is as simple as that—you just open the Buzz page, scroll down, and read.

Commenting on a Post

To keep the buzz going, you can add comments to other people’s posts. For example, you can see in Figure 3.1 that Tamsen Conner added a comment to the top post.

Copy the URL and paste it in your blog or another web page.

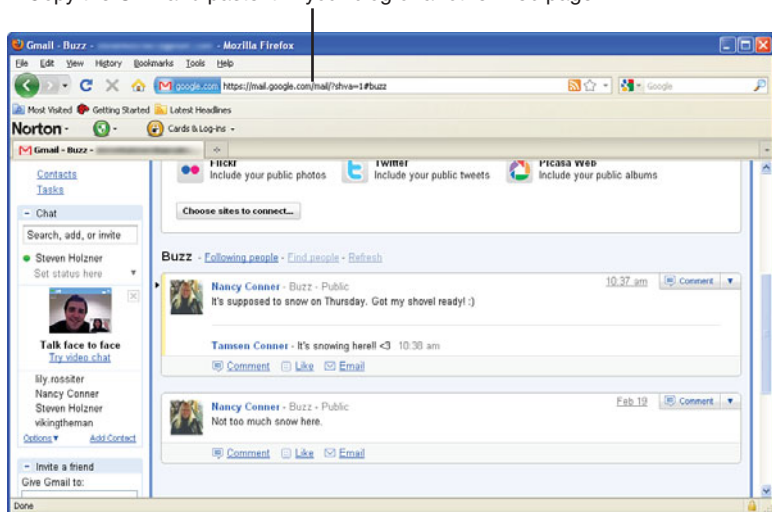


FIGURE 3.1 Two Buzz posts.

Comments add your own voice to a conversation, and getting your two cents in is good. Adding your own comments to a post is very easy; just follow these steps:

1. Scroll down in the Buzz window until you see the post you want to comment on.
2. Click the **Comment** link.
3. If this is the first time you've posted a comment, Buzz displays a dialog box indicating that you have a default Google profile (see Lesson 4, "Buzzing," to learn how to create your profile), and giving you the chance to edit it, as shown in Figure 3.2.
4. Click the **Save Profile and Continue** button to accept the default profile (or click the **Edit** link to edit your profile if you prefer). A text box opens for your comment, as shown in Figure 3.3.
5. Enter your comment in the text box.
6. Click the **Post Comment** button. Buzz adds your comment to the current post, as shown in Figure 3.4.

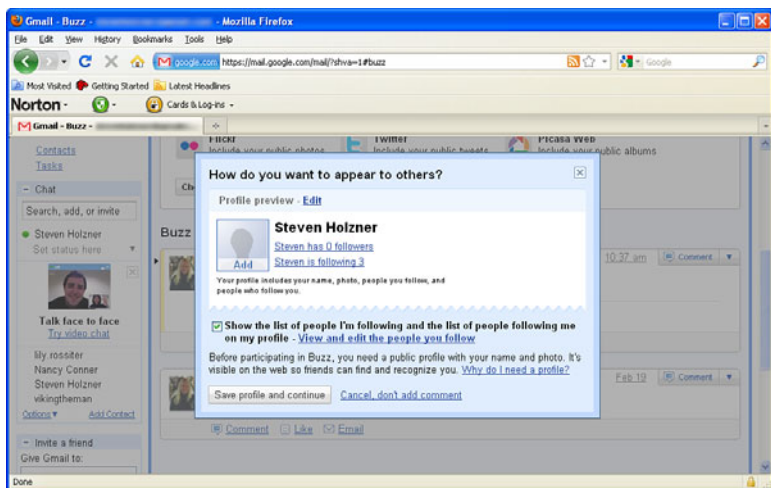


FIGURE 3.2 The first-time posting dialog box.

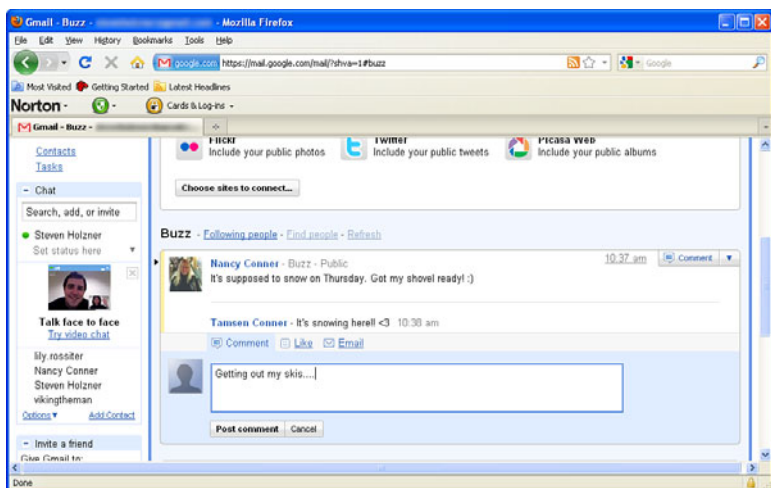


FIGURE 3.3 Entering a comment.

That's how to add a comment to a post. Do you want to edit your own comment? See the next topic.

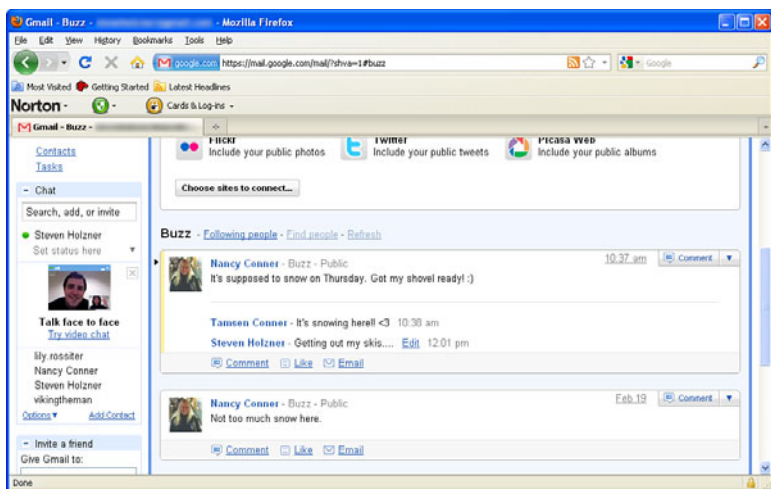


FIGURE 3.4 A new comment.

Editing a Comment

You can edit your own comments (sometimes, being able to edit other people's comments would be nice!). Suppose you discovered a spelling error in a comment you made and want to fix it—or the circumstances being discussed might change, and your comment has become outdated. Editing the comment can set it right.

For example, suppose you want to change the comment you added that says “Getting out my skis...”, as shown in Figure 3.4 to “Getting out my sled...”. How could you do that?

Just follow these steps:

1. Scroll down in the Buzz window until you see the post containing the comment you want to edit.
2. Click the **Edit** link following the comment. This link only appears for your own comments. Buzz opens your comment in a text box, as shown in Figure 3.5.
3. Edit your comment.

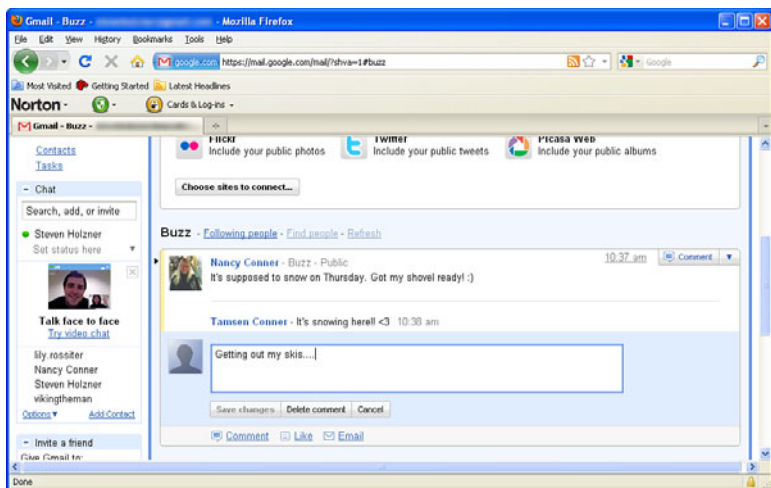


FIGURE 3.5 Editing a comment.

4. Click the **Save Changes** button. Buzz posts the new text of your comment, as shown in Figure 3.6.

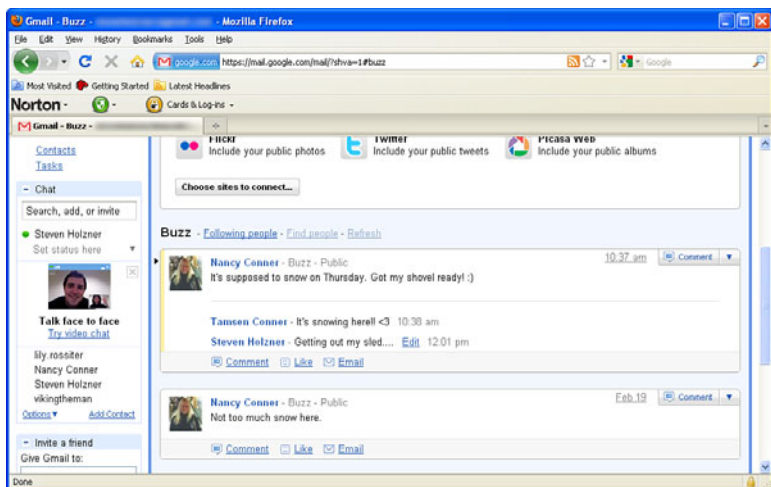


FIGURE 3.6 A newly edited comment.

Deleting a Comment

You can edit comments, but can you delete them entirely? Yes, you can—if it's a comment you made.

Just follow these steps:

1. Scroll down in the Buzz window until you see the post from which you want to delete your comment.
2. Click the **Edit** link following the comment. This link only appears for your own comments. Buzz opens your comment in a text box.
3. Click the **Delete Comment** button, and Buzz removes the comment.

Removing comments can be a good idea if it turns out that you misunderstood a post or inadvertently offended someone you didn't want to offend.

Liking a Post

You also have the option of indicating your approval of posts by clicking the **Like** link. When you do, Buzz notes that you liked the post everywhere the post appears.

Here's how to Like a post:

1. Scroll down in the Buzz window until you see the post you want to indicate that you like.
2. Click the **Like** link in the post. Buzz adds the text "1 person liked this" followed by your name, as shown in Figure 3.7.

"Liking" a post is a quick and easy way to provide feedback.

TIP: **Un-Liking a Previously Liked Post**

After you've liked a post, the *Like* link doesn't go away—it just becomes *Un-like*. Clicking the *Un-like* link removes the *Like* you've added to the post.

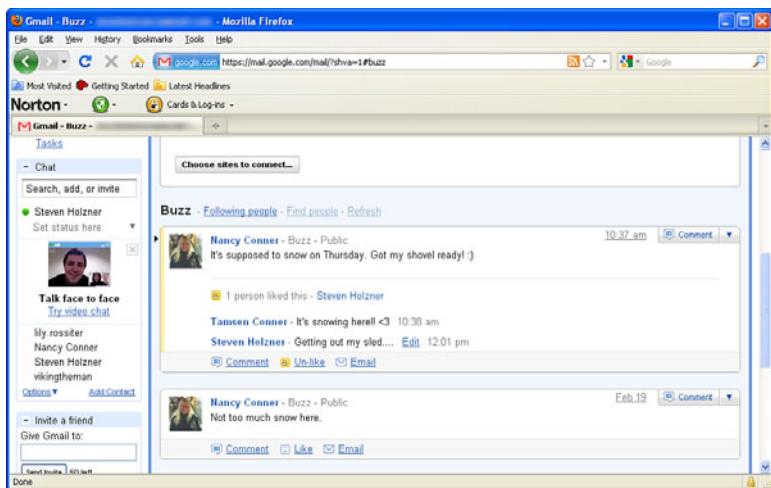


FIGURE 3.7 Liking a post.

Linking to a Post

Do you like a post so much that you want to link to it and post that link on your blog or save it in your bookmarks? Getting a link to a post is easy; just follow these steps:

1. Scroll down in the Buzz window until you see the post you want to link to.
2. Click the **down arrow** next to the **Comment** button. Buzz opens a drop-down menu.
3. Select the **Link To This Post** menu item. Buzz opens the post in its own browser window, as shown in Figure 3.8.
4. Copy the URL of the post from the browser's address bar, giving you a link to the post. Alternatively, you can use the browser to bookmark the post.
5. After you have a link to a post, you can put that link in your blog or web page to make the post public for all.

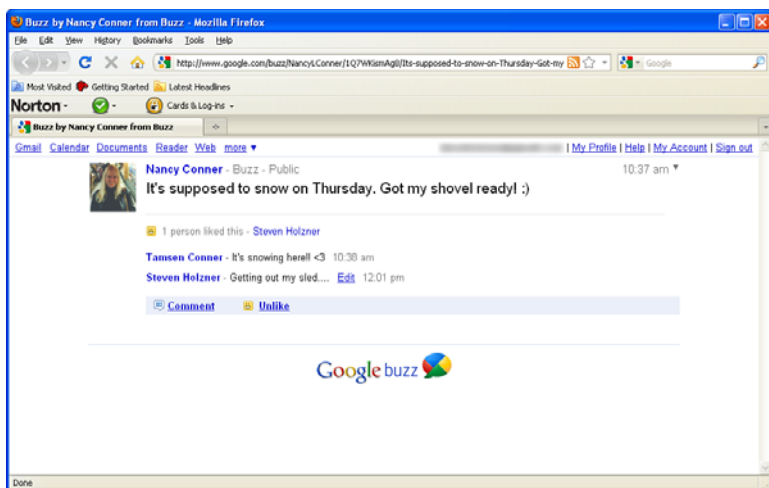


FIGURE 3.8 A post in its own browser window.

Emailing a Post

Do you like (or hate) a post so much you want to email it to others? No problem—just follow these steps:

1. Scroll down in the Buzz window until you see the post you want to email.
2. Click the **down arrow** next to the **Comment** button. Buzz opens a drop-down menu.
3. Select the **Email This Post** menu item (alternatively, you can click the **Email** link at the bottom of a post). Buzz opens the post for emailing (using Gmail), as shown in the Buzz window in Figure 3.9.
4. Enter the email address to which you want to send the post in the To box. If you want to send the post to multiple email addresses, separate them with commas.
5. If desired, edit the subject of the email in the Subject box.

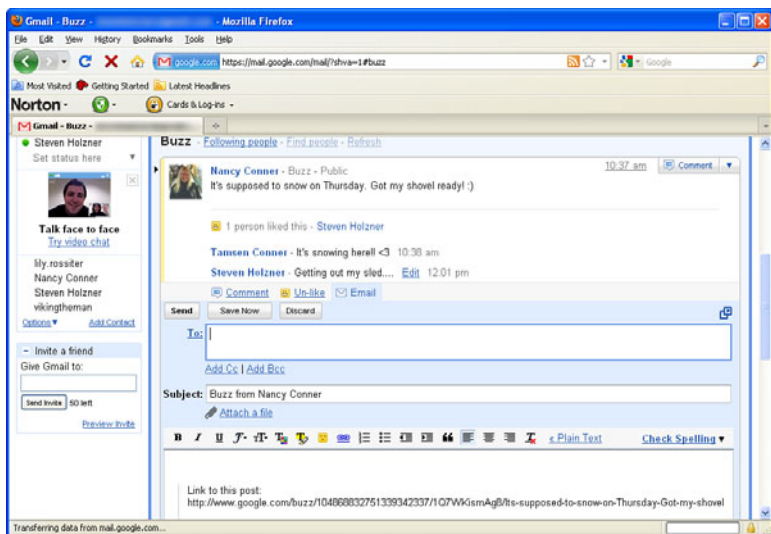


FIGURE 3.9 Emailing a post.

6. Add any desired text to the email body.
7. Click the **Send** button.

And that's it—a quick and handy way to email posts.

Viewing All Posts from a Specific Person

Do you want to see all the posts that a specific person has made? Just follow these steps:

1. Scroll down in the Buzz window until you see a post by the person whose posts you want to see.
2. Click the name of the person at the beginning of the post. A person's name is actually a link to their posts. Buzz opens a window listing all their posts, as shown in Figure 3.10.

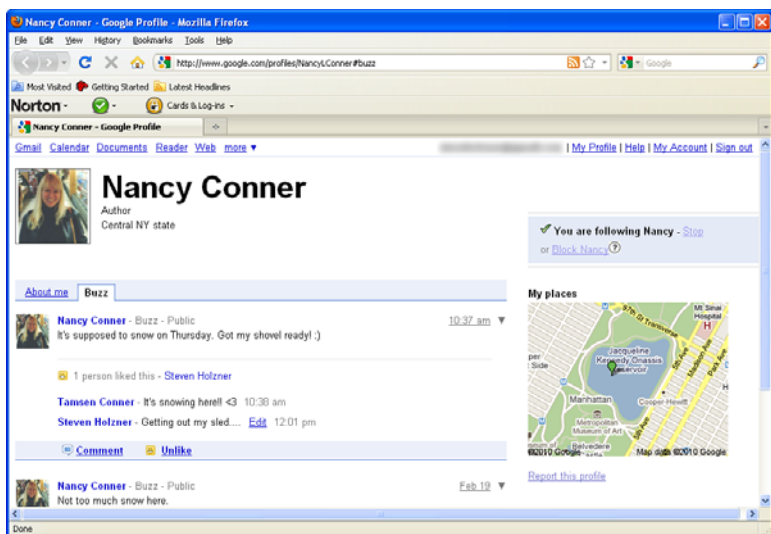


FIGURE 3.10 Seeing all posts from a specific person.

Alternatively, you can follow these steps to do the same thing:

1. Scroll down in the Buzz window until you see a post by the person whose posts you want to see.
2. Click the **down arrow** next to the **Comment** button. Buzz opens a drop-down menu.
3. Select **View All Buzz From xxxx** where **xxxx** is the poster's name. Buzz opens a window listing all posts from **xxxx**.

TIP: Do a Little Background First

Are you not sure whether you want to follow someone? Searching for a poster's previous comments gives you some insight into the kinds of comments he or she makes. Doing this before you choose to follow someone can help you preemptively avoid following someone whose posts you don't find interesting or helpful. Of course, if you later decide that you aren't interested in the posts from someone you're following, you can always stop following that person, as described in the next section.

Following People

You can easily find people to follow from your contacts or by searching Google profiles. Here's how:

1. Scroll down in the Buzz window until you see the word "Buzz" followed by a link that reads **Following n People**, where n is a number.
2. Click the **Following n People** link. Buzz opens a dialog box that shows who you're following.
3. Enter the name you want to search for and click the **Search** button. Buzz displays a list of matches.
4. To follow one of the people found in your search, click the **Add** link next to his or her entry in the list of matches.
5. Click the **Done** button to close the dialog box. Buzz adds the people you've selected to the list of people you're following.

Unfollowing People

Sometimes, people you're following can become annoying, such as when they start posting spam about some new money-making product, or when they go off-topic, such as making endless posts about the school activities of their kids. You might want to stop following such people, and you can.

To stop following a person, follow these steps:

1. Scroll down in the Buzz window until you see a post by the person whose posts you no longer want to see.
2. Click the **down arrow** next to the **Comment** button. Buzz opens a drop-down menu.
3. Select **Stop Following xxxx**, where xxxx is the poster's name. Buzz removes that person from the list of people you're following.

Seeing Who You're Following—and Who's Following You

How do you find the list of people you're following or who are following you? Just follow these steps:

1. Click your name at the top of the Buzz window. Buzz opens an info window, as shown in Figure 3.11.
2. To see who you're following, click the **xxxx is Following *n*** link, where *xxxx* is your name and *n* is a number.
3. To see who is following you, click the **xxxx Has *n* Followers** link, where *xxxx* is your name and *n* is a number.

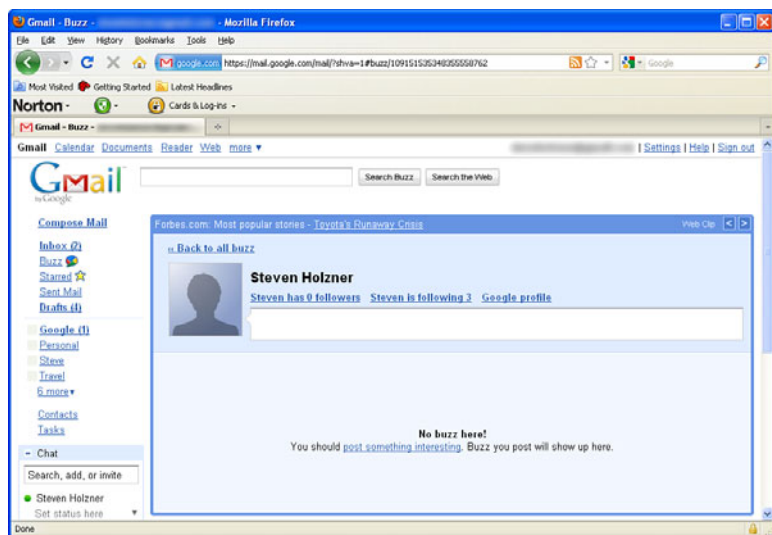


FIGURE 3.11 The Buzz info window.

NOTE: Another Way to Find New People to Follow

If you click the **xxxx is Following *n*** link, Buzz opens a page that not only shows who you're following, but also lets you search profiles and contacts for other people to follow.

Muting Posts

Sometimes, posts can get out of control. People post replies to replies, comments on comments, and more. If you're not interested, and they're cramming Buzz too much for you, you can mute the post.

Muting a post removes that post and any follow-up comments from your buzz. Also, if you had commented on a post that you now want to mute, all further comments on the post will also appear in your Inbox (see Lesson 4)—unless you mute the post. When you mute a post, follow-ups do not appear in your Inbox.

Here's how to mute a post and all follow-up comments:

1. Scroll down in the Buzz window until you see the post you want to mute.
2. Click the **down arrow** next to the **Comment** button. Buzz opens a drop-down menu.

TIP: Getting Out of an Unwanted Conversation

If you're following people who in turn are following many other people, you can easily get into unwanted conversations. Muting posts turns them off for you.

3. Select **Mute This Post**. Buzz mutes the post, and it disappears from your buzz window.

Reporting Abuse

If you get a post you consider abusive, you might want to report it to Google. Here's how:

1. Scroll down in the Buzz window until you see the post you want to report.
2. Click the **down arrow** next to the **Comment** button in the post. Buzz opens a drop-down menu.
3. Select **Report Abuse**. Buzz reports the post, and it disappears from your buzz window.

Don't hesitate to report abuse.

Handling Recommended Buzz

How do you expand the list of people you're following? One way is to sit back and let Buzz bring buzz to you. Buzz sometimes sends you Recommended Buzz from people whom you're not following. These people are people that people you're following have Liked or started following. Buzz decides by itself when to send you Recommended Buzz.

You can recognize Recommended Buzz because a green Recommended tag appears next to the poster's name. You can click the Recommended text to see why the post was recommended to you.

You can also click the **Not Interested** link to indicate that you don't want that kind of buzz, and Buzz will modify what it recommends to you.

TIP: Taking Buzz's Recommendation

Do you want to start following someone who has come to your attention via Recommended Buzz? Click the person's name in the beginning of the post; then click the blue **Follow** button.

Searching Buzz

Do you want to search all of Buzz for a match to a specific word or phrase? Just follow these steps:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears, displaying the Gmail Inbox by default.
2. Click the **Buzz** icon at the left in the Gmail page. The Buzz page opens. Note that the button at the top of the page that originally read **Search Mail** now reads **Search Buzz**, as you can see in Figure 3.12.
3. Enter the word or phrase for which you want to search your buzz in the **Search** box at the top of the page.
4. Click the **Search Buzz** button. A list of posts that have matches to your search appears, as shown in Figure 3.12.

NOTE: Commenting on Buzz You Find

You can add your own comments to the buzz you've found by clicking the **Comment** link.

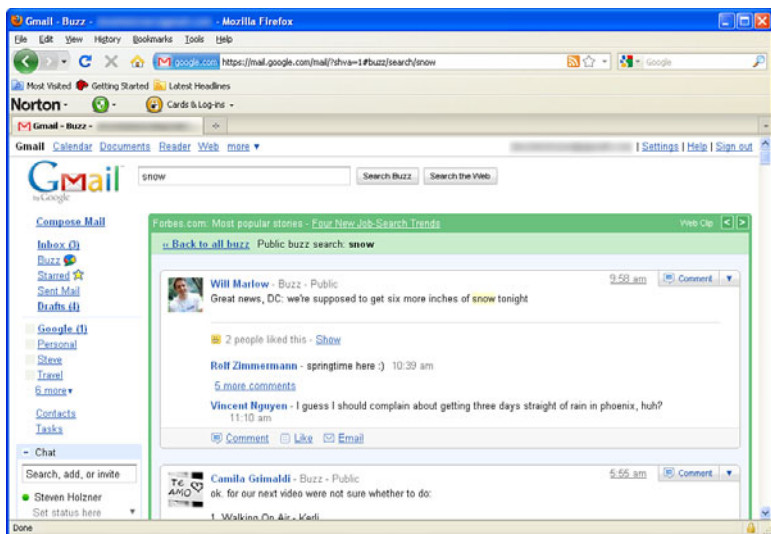


FIGURE 3.12 Searching Buzz.

Searching All Buzz gives you the chance of broadening the circle of people you follow. Just search for your interests and then follow the people you find interesting.

TIP: Another Way to Follow

Do you want to follow someone you've found through a search? Click that person's name in the beginning of the post; then click the blue **Follow** button.

Blocking People

People can be annoying at times, and you might want to block someone—not just unfollow them—from the comment trail that you see after a post.

You can block people so that you'll never see their input on Buzz. Just follow these steps:

1. Scroll down in the Buzz window until you see a post from someone you want to block, or a post containing a comment by someone you want to block.

2. Click the name of the person you want to block. Buzz opens that person's profile, as you see in Figure 3.13.

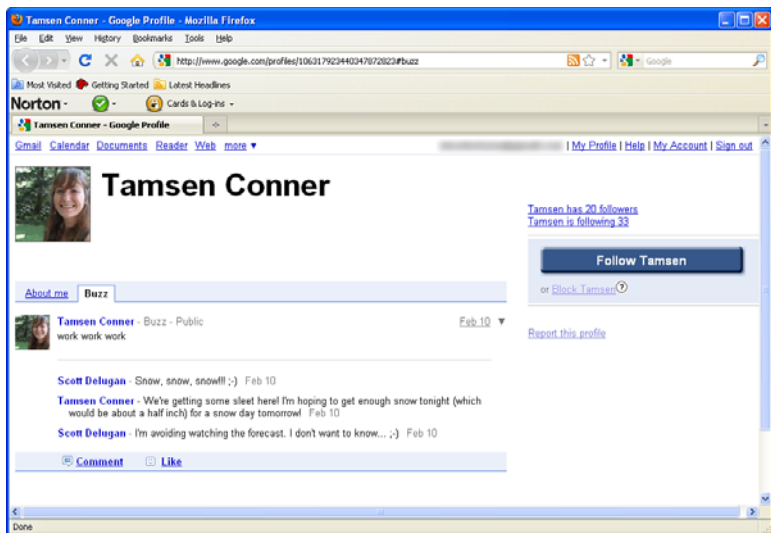


FIGURE 3.13 A person's Google profile.

3. Click the **Block xxxx** link, where xxxx is the first name of the person you want to block. Buzz blocks the person from your buzz.

TIP: Had a Change of Heart?

How can you unblock someone? Follow the directions for blocking a person, and when you get to that person's profile page, you'll see the link has been changed to **Unblock xxxx**, where xxxx is the person's first name. Just click **Unblock xxxx**.

Using Buzz with Mobile Phones

You can use Buzz from your mobile phone, which allows you to geo-tag your location so people can see from where you posted your buzz.

PLAIN ENGLISH: Geo-Tagging

Geo-tagging is a term you're going to hear a lot soon—if you haven't already. Geo-tagging is a technology that allows geographical identification data to be added to your posts. This allows people following you to see where you were when you made a post or comment. Are you enjoying a new restaurant in your city and want to both tell your followers how good it is and provide a map showing its location? You can do that!

Here's how:

1. To use Buzz with your mobile phone, go to buzz.google.com on your phone's browser.
2. To read your buzz, click the **Following** link to see buzz from your friends.
3. To post buzz, just enter text in the text box that appears at the top of any Buzz page and click **Post**.
4. When you post your buzz, you can geo-tag your location by accepting the suggested location, or you can refine the location yourself. You might be careful about doing this, because it can indicate that your house is unattended.
5. Click the **Nearby** link at the top of the Buzz page to see buzz that was posted around you. To read the local buzz, click the **Buzz** icons on the map that appears.
6. You can even dictate your buzz without having to type it. Just start the Google search app or the Google mobile app and say "Post Buzz," followed by the words you want to post. Buzz transcribes your post and posts it. Very cool.

Not all mobile phones support Buzz. You can see a list in Table 3.1, along with the Buzz features each supports.

TABLE 3.1 Support for Buzz by Mobile Phone

Feature	Android 2.0+	iPhone	BlackBerry	Nokia S60	Windows Mobile	Palm webOS
<i>Buzz App (buzz.google.com web app)</i>	Yes	Yes	Coming soon	Coming soon	Coming soon	Coming soon
<i>Buzz Layer on Google Maps for mobile</i>	Yes	Yes	Coming soon	Yes	Yes	No
<i>Buzz on a Place page</i>	Yes	Yes	No	No	No	No
<i>Voice shortcuts</i>	Yes	Yes	No	No	No	No
<i>Buzz icon shortcuts</i>	Yes	Yes	No	No	No	No

LESSON 4

Buzzing

This is the lesson you may have been waiting for—it's all about posting your own buzz and getting conversations started. You have plenty of options when it comes to posting your buzz, such as making it public or private, and you learn about those options in this lesson. When you post, your Google profile becomes important, because people can look you up on your profile (and Buzz insists you save a profile before posting—even if it's just a default profile). For that reason, in this lesson, you also take a look at how to create and edit your profile. Get ready to create your first buzz!

Posting Your Buzz

Do you want to post your buzz? Just follow these steps:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears, displaying the Gmail Inbox by default.
2. Click the **Buzz** icon. The Buzz page appears.
3. Click the top text box in the Buzz window. This text box has the caption “Share what you’re thinking. Post a picture, video, or other link here.” Clicking this box normally just adds a blinking cursor to the box, but if this is the first time you’ve posted (including any comments on other posts), the Profile dialog box appears, asking you to create a profile, as shown in Figure 4.1.
4. Click the **Save Profile and Continue** button to accept the default profile if Buzz displays the profile dialog box (or click the **Edit** link to edit your profile, if you choose). The Buzz window reappears, this time with a larger text box for you to enter your post in, as shown in Figure 4.2.

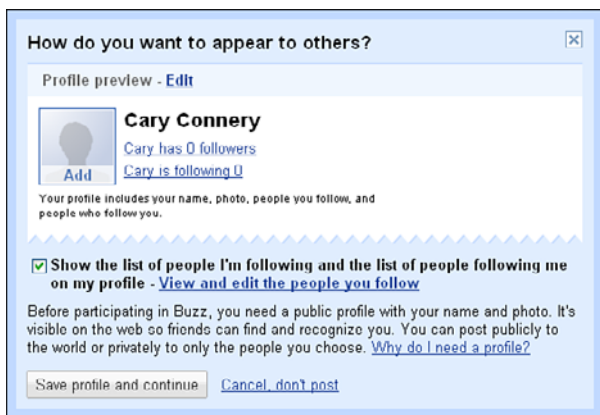


FIGURE 4.1 The Profile dialog box.

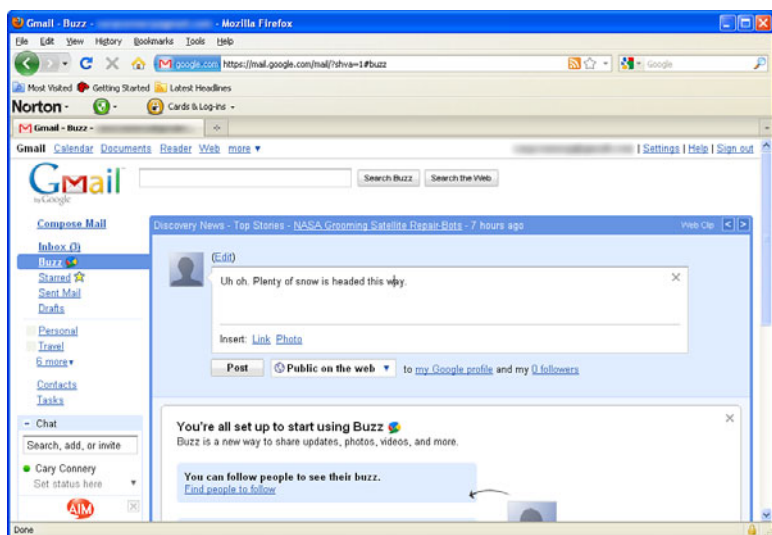


FIGURE 4.2 Creating a first post.

5. Enter the text of your post in the large text box.
6. Click the **Post** button. By default, your post is public, which means it goes to your profile and to all your followers. Your new

buzz also appears at the bottom of your Buzz window, as shown in Figure 4.3.

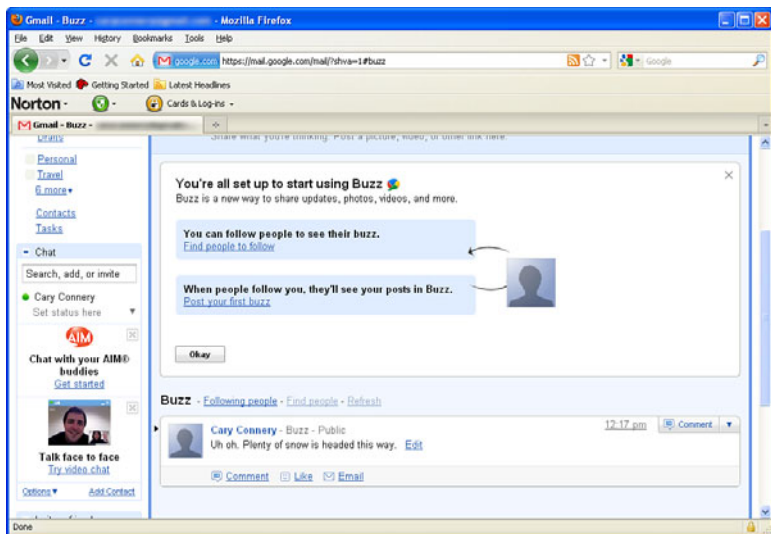


FIGURE 4.3 A new post.

And that's it—posting is as easy as that. Now you can post on Buzz.

Spell Checking a Post

Do you want to spell check your buzz before posting it? If you're using Firefox, you can! Note that at the time this book was written, spell checking Buzz posts was not possible if you are using Internet Explorer. Just follow these steps:

1. Click the top text box in the Buzz window. (This text box has the caption “Share what you're thinking. Post a picture, video, or other link here.”)
2. Enter the text of your post. By default, Buzz spell checks your post and adds a wavy underline to any words it's not sure about.

3. Right-click the words with a wavy underline. Buzz displays a menu of possible words with which you might want to replace the word it thinks is misspelled, as shown in Figure 4.4.

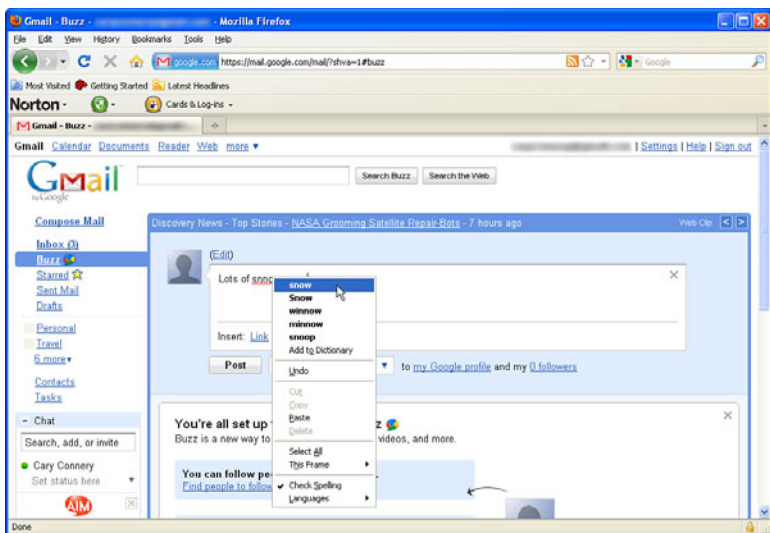


FIGURE 4.4 Correcting a spelling.

4. Select the correct spelling from the drop-down menu for each word.
5. Click the **Post** button to post your message.

Making a Post Public

In Buzz, posts can be public or private:

- *Public* posts go to your followers and your Google profile (and your Buzz window, of course). If they are comments, they will also go to the original poster's Inbox.
- *Private* posts go only to the contacts you specify.

Here's how to make a post public:

CAUTION: All Posts Are Public By Default!

It is important to note that if you've never switched to making posts private, your posts are already all public by default.

1. Click the top text box in the Buzz window (this text box has the caption "Share what you're thinking. Post a picture, video, or other link here.>").
2. Enter your post.
3. Select the **Public on the Web** option in the drop-down list box next to the **Post** button. This option is the default.
4. Click the **Post** button to post your message.

Want to restrict the scope of your post? See the next task.

Making a Post Private

Do you want to limit who sees your posts? Just follow these steps:

1. Click the top text box in the Buzz window (this text box has the caption "Share what you're thinking. Post a picture, video, or other link here.>").
2. Enter the text of your post.
3. Select the **Private** option in the drop-down list box next to the **Post** button.
4. Click the **Post to a Group** link that appears. Buzz then displays your groups, as shown in Figure 4.5.
5. Select the groups to which you want to post:
 - ▶ To add people to an empty group, click the **Add People** link next to the group name.
 - ▶ To make changes to a group that already has people in it, click the **Edit** link that appears next to the group's name.
 - ▶ To create a new group, click the **Create a New Group** link (see Lesson 10, "Gmail: Buzz's Home," for more on creating new groups).

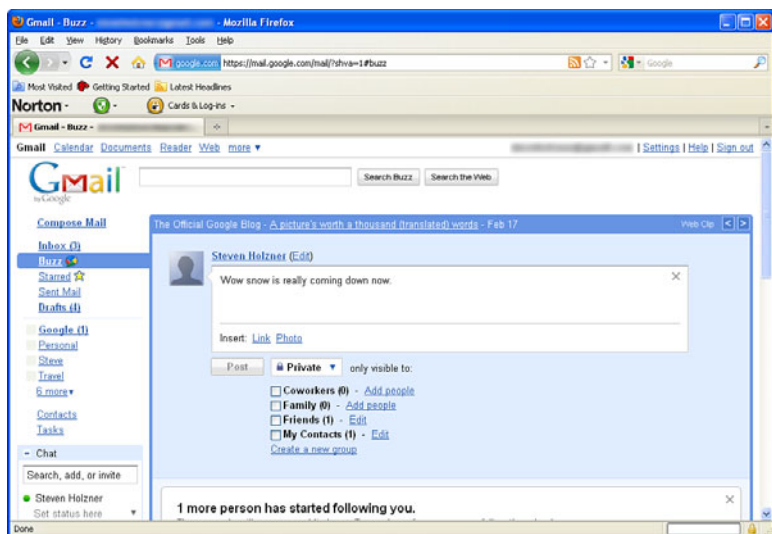


FIGURE 4.5 Posting to a group.

6. Click the **Post** button to post your message. Buzz posts to the groups you've selected.

Note that you can post to multiple groups at the same time this way. Just select the checkboxes corresponding to the groups you want to post to.

TIP: The Lock Icon

Note that when you make your posts private, they will appear with a small padlock icon showing in the first line of the post (the line that gives your name) to indicate that they are private.

Editing a Post

What if you posted something that turns out to be wrong? You can't change it, right? Wrong—you can edit your posts. Just follow these steps:

1. Scroll down in the Buzz window until you find your post that you want to edit.

2. Click the **Edit** link in the post. The post opens for editing, as shown in Figure 4.6.

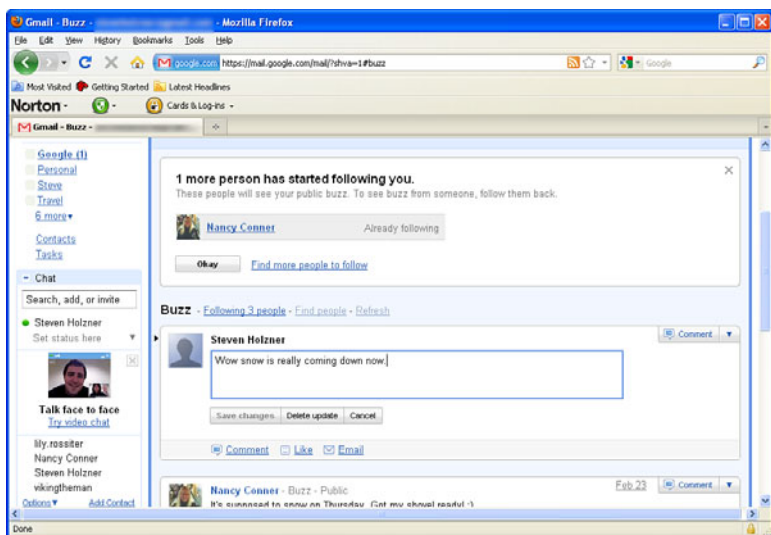


FIGURE 4.6 Editing a post.

3. Make your edits to the post.
4. Click **Save Changes**. Buzz saves the newly edited post, and updates it everywhere it appears in Buzz.

Replying Privately to a Post

Do you want to reply privately to a poster? There's a way of doing that—and your replies will go directly to the poster's Inbox (and not appear in anyone's Buzz except in your own Buzz window).

NOTE: Private Posts Are for Established Contacts Only

To send a private reply to a post, the person to whom you want to send a private post must already be one of your Gmail Contacts, and you must know that person's Gmail email address.

Just follow these steps to reply privately to a post:

1. Scroll down in the Buzz window until you find the post to which you want to reply privately.
2. Click the **Comment** link in the post. A text box appears for your comment.
3. Begin your comment with `@username`, where *username* is the original poster's username. You can see an example in Figure 4.7. When you begin your comment with `@username`, Buzz sends your reply to the person's Inbox, not to any Buzz stream.

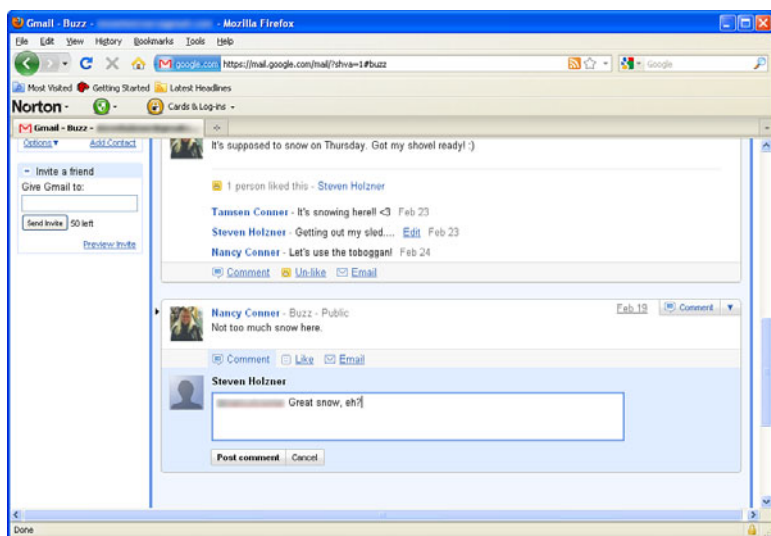


FIGURE 4.7 Replying privately to a post.

4. Click the **Post Comment** button. Buzz sends your comment to the original poster's Inbox.

Getting Buzz in Your Inbox

When you post to Buzz or comment on someone else's post, you enter the conversation. Buzz keeps you in the conversation by sending any additional comments to your Gmail Inbox.

Do you want to read your Buzz that's sent to your Inbox? Here's how:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears, displaying the Gmail Inbox by default.
2. Scroll up and down in the Inbox, if necessary, to find the Buzz message you want to read. Buzz messages in your Inbox have a subject line that starts with "Buzz:", followed by text from the original post, followed by the Buzz icon, as you can see at the top of the Inbox in Figure 4.8.

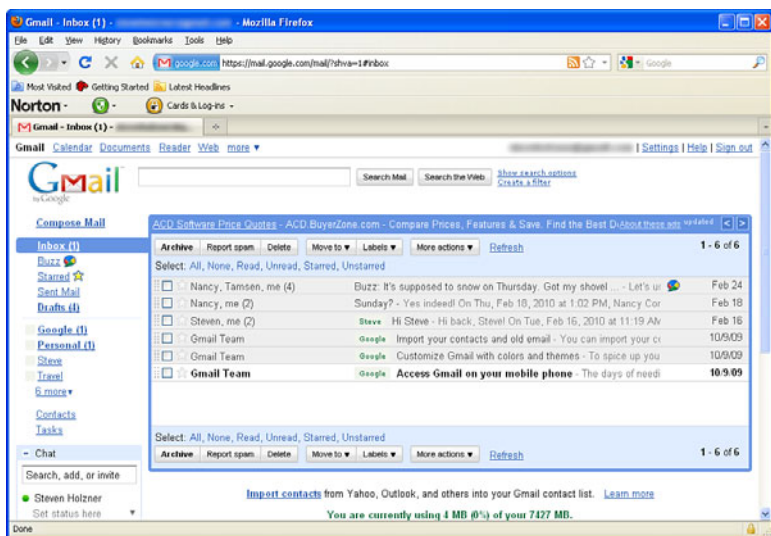


FIGURE 4.8 A Buzz post in your Inbox.

3. Click the subject of the Buzz post in your Inbox to open it. The Buzz post opens in the center pane, as shown in Figure 4.9. Note that the post opens in Buzz format, not Gmail format.
4. To comment on the post, click the **Comment** link.
5. To Like the post, click the **Like** link. If you've already liked the post, you can un-like it by clicking the **Un-like** link that appears.
6. To email the post, click the **Email** link.

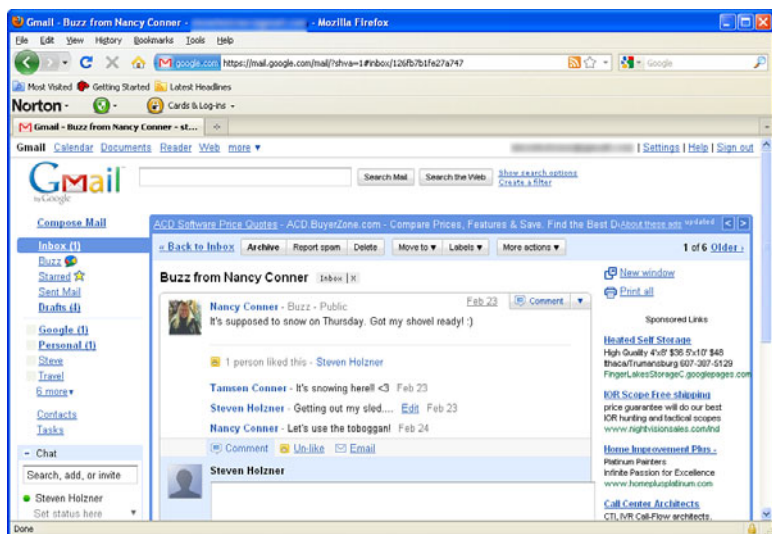


FIGURE 4.9 An opened Buzz post from your Inbox.

Having posts that you've commented on appear in your Inbox can be convenient—or it can be annoying. To stop a post from staying in your Inbox forever as more and more people comment on it, mute that post. See “Muting Posts” in Lesson 3, “Reading Buzz.”

Posting by Email

If you want another way to post your Buzz, then you can post using email—as long as you use Gmail. You can email your buzz to Buzz, as long as your return email address is the Gmail account you want the buzz to originate from.

Here's how to post buzz from email:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears, displaying the Gmail Inbox by default.
2. Click the **Compose Mail** link. Gmail opens its mail composer window, as shown in Figure 4.10.

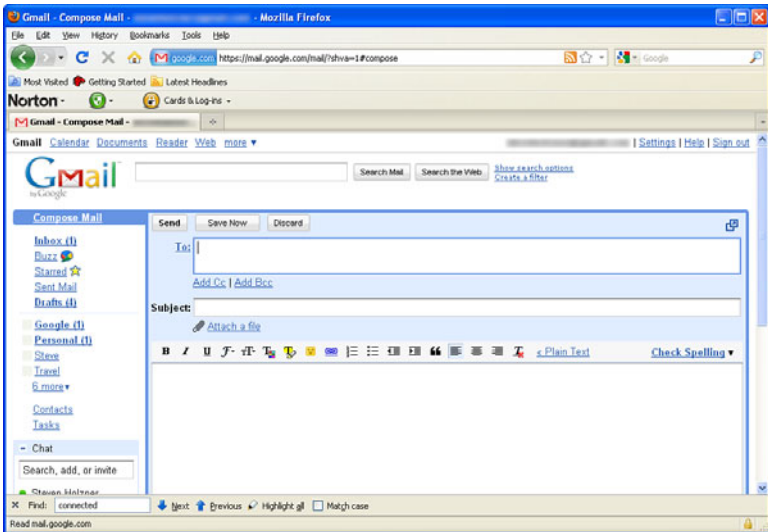


FIGURE 4.10 The Gmail mail composer window.

3. Enter **buzz@gmail.com** in the **To** box. To post buzz via email, you must email your post to **buzz@gmail.com** from the Gmail account you want to have connected to the post.
4. Enter the buzz you want to post in the **Subject** box. Note that your post is taken from the Subject line, and that the body of the message is ignored.
5. If you want to attach files, such as photos or videos to include in your post, click the **Attach a File** link and follow the directions.
6. Click the **Send** button.

By default, posts sent to **buzz@gmail.com** are public posts. If you want to make your posts private, see the next section to learn how.

Posting Privately by Email

By default, the posts you send to buzz@gmail.com are public, but you can set their privacy levels if you follow these steps:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears, displaying the Gmail Inbox by default.
2. Click the **Buzz** icon. The Buzz page appears.
3. Click the ***n* Connected Sites** link, where *n* is a number. The Connected Sites dialog box appears, as shown in Figure 4.11.

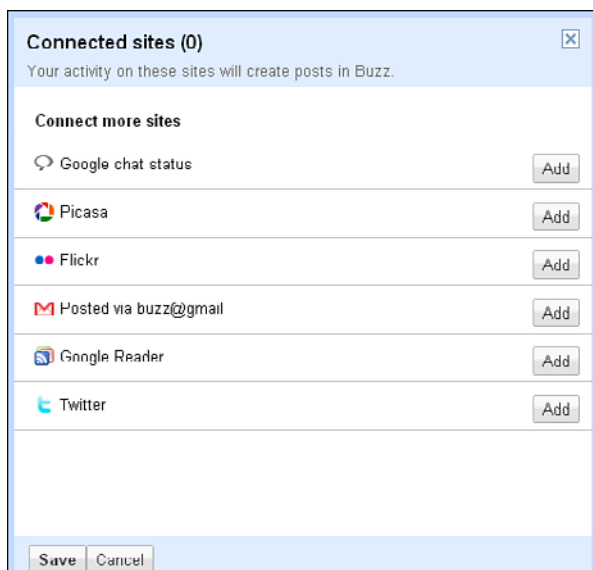


FIGURE 4.11 The Connected Sites dialog box.

4. Click the **Add** link next to the **Posted Via buzz@gmail** link. Buzz changes the **Add** link to a **Public** label and adds an **Edit** link next to that label.
5. Click the **Edit** link. A drop-down list appears, as you can see in Figure 4.12.

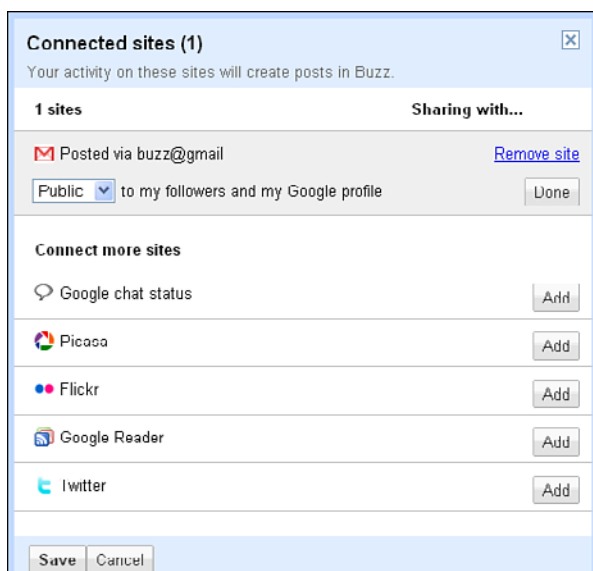


FIGURE 4.12 Editing privacy settings.

6. Select **Private** in the drop-down list box. Buzz displays checkboxes for all your Gmail groups.
7. Select the group(s) to which you want to make your posts private.
8. Click the **Done** button.
9. Click the **Save** button.

And that's all you need to do. Posts you email to Buzz will be restricted to the group(s) you've selected.

Knowing Your Followers

To find out more about your followers, you can take a look at their profiles. Here's how:

1. Click the ***n* Followers** link, where *n* is a number. A dialog box appears, displaying your followers.

2. To see more about a follower, click his or her name. The person's Buzz posts open in a posts window.
3. To see the person's Google profile, click the **Google Profile** link in his or her posts window. The person's Google Profile appears in a new window containing two tabs—**About Me** and **Buzz**. The **Buzz** tab, which displays the person's buzz, is selected by default.
4. Click the **About Me** tab to see the person's full profile.

When you see a person's profile, you see only what that person wants to share publicly.

Editing Your Profile

Google Buzz puts a lot of emphasis of profiles. You can't post anything on Buzz, not even a comment, without a Google profile in place. Even if it's just a default profile, showing not much more than your name, Buzz requires you to have a profile before joining the conversation.

If you didn't have a Google profile before you started using Buzz, you have one now, but it's probably just a default profile that you accepted to be able to post.

How about fleshing out your profile? As you learned in the previous section, people learn about their followers through their Google profiles. And because Buzz doesn't let people post without a profile, learning how to work with your profile is a good topic for this lesson.

Here's how to edit your Google profile:

1. Click the **Settings** link.
2. Click the **Accounts and Import** tab.
3. Click the **Google Account Settings** link in the **Change Account Settings** section. Your Google Account page appears.
4. Click the **Edit Profile** link. The Edit Profile page you see in Figures 4.13, 4.14, and 4.15 appears.

The screenshot shows the top portion of the 'Edit your profile' page in a Mozilla Firefox browser. The address bar shows the URL <http://www.google.com/profiles/me/editprofile?hl=en&edit=a>. The page has a blue header with the Google logo and the text 'Edit your profile'. Below the header, there are tabs for 'About me', 'Photos', and 'Contact info'. The 'About me' tab is active. The form contains several input fields: 'First name' (Steven), 'Last name' (Holzner), 'Nickname' (Steven), 'Where I grew up', 'Where I live now', 'What I do', 'Current company', 'Current school', 'Other names', 'Places I've lived', 'Companies I've worked for', and 'Schools I've attended'. There are also checkboxes for 'Display my full name so I can be found in search', 'Allow people to contact me', and 'Display the list of people I'm following and people following me'. A 'Change photo' link and a placeholder image are on the right.

FIGURE 4.13 The top third of the Edit Profile page.

The screenshot shows the middle portion of the 'Edit your profile' page. It includes the 'A little personality' section with a 'Short bio' text area, a 'Something I can't find using Google' text area, a 'My superpower' text area, and an 'Interests' text area. Below this is the 'Links' section with 'Add custom links to my profile' and 'My links' sub-sections. The 'Add custom links to my profile' section has input fields for 'URL' and 'Link name', and an 'Add' button. The 'My links' section has a list of links. Examples for the 'Something I can't find using Google' section include 'paradise, love, Atlanta, Oceanic 915, Spain'. Examples for the 'Interests' section include 'backpacking, astronomy, travel, photography, cooking'.

FIGURE 4.14 The middle third of the Edit Profile page.

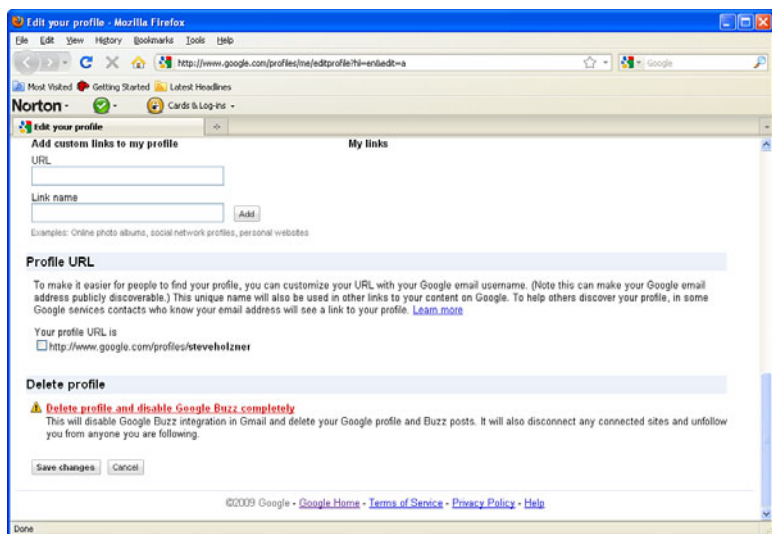


FIGURE 4.15 The bottom third of the Edit Profile page.

5. Enter your first name.
6. Enter your last name.

NOTE: A Name Is All That's Required

You are only required to enter a name in your profile, but Buzz is more fun if you include a little more information. However, the rest of the information Buzz allows you to enter is optional.

7. Enter your nickname if you want.
8. Enter another name if you want (this could be an alternate spelling or another nickname).
9. Enter where you grew up in the **Where I Grew Up** box.
10. Enter where you live now in the **Where I Live Now** box.
11. Enter where you've lived in the **Places I've Lived** box.

12. Enter your occupation in the **What I Do** box.
13. Enter the company you're working for now, if any, in the **Current Company** box. (A word of caution here—some companies might not like you listing them here unless you're using Buzz for work-related purposes.)
14. Enter other companies you may have worked for in the **Companies I've Worked For** box.
15. Enter your current school, if any, in the **Current School** box.
16. Enter schools you've gone to in the past in the **Schools I've Attended** box.
17. Enter a short bio in the large text box. This is a few sentences that describes you, your accomplishments, and so on.
18. Enter **Something I Can't Find Using Google** in that box (for example, true love).
19. If you have an unexpected superpower, enter it in the **My Superpower** box.
20. Enter your interests in the **Interests** box.
21. If you have links you want to add to your profile—such as your home page—enter the URL in the **URL** box, give the link a name that will appear in your profile (for example, “My home page”), and click the **Add** button. Repeat this process for any other links you want to add.
22. If you want the URL of your Google profile to include your Gmail username, instead of a set of numbers (much easier to enter), select the <http://www.google.com/profiles/username> checkbox.
23. Click the **Save Changes** button. Google makes the changes you've indicated to your profile.

Now you have a public presence in Buzz.

Deleting Your Profile and Disabling Buzz

If you want to delete your Buzz profile, you can do that. Just understand that doing so also deletes your Buzz account altogether. If you really want to do that, here's how:

1. Click the **Settings** link.
2. Click the **Accounts and Import** tab.
3. Click the **Google Account Settings** link in the **Change Account Settings** section. Your Google Account page appears.
4. Click the **Edit Profile** link. The Edit Profile page you saw earlier in Figures 4.13, 4.14, and 4.15 appears.
5. Click the **Delete Profile and Disable Google Buzz Completely** link. Needless to say, this book doesn't recommend this option.

Uploading a Photo to Your Google Profile

To upload your photo to your Google profile, just follow these steps:

1. Click the **Settings** link.
2. Click the **Accounts and Import** tab.
3. Click the **Google Account Settings** link in the **Change Account Settings** section. Your Google Account page appears.
4. Click the **Edit Profile** link. The Edit Profile page opens.
5. Click the **Change Photo** link. The Change Photo dialog box you see in Figure 4.16 appears.
6. Click the **Browse** button, browse to the photo you want to upload, and click it to select it.

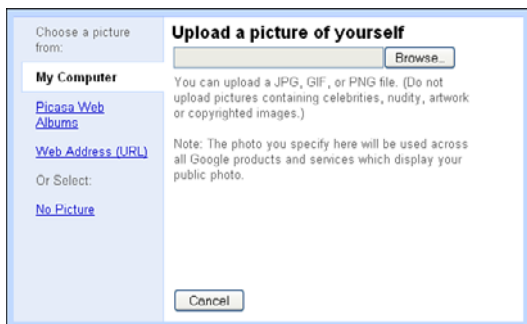


FIGURE 4.16 The Change Photo dialog box.

7. Click the **Open** button in the Browse dialog box. A Cropping dialog box displaying the photo appears.
8. Drag and size the cropping area with the mouse in the Cropping dialog box to get just the part of the photo you want to display.
9. Click the **Apply Changes** button in the Cropping dialog box. Your photo appears in the Edit Profile page, as shown in Figure 4.17.

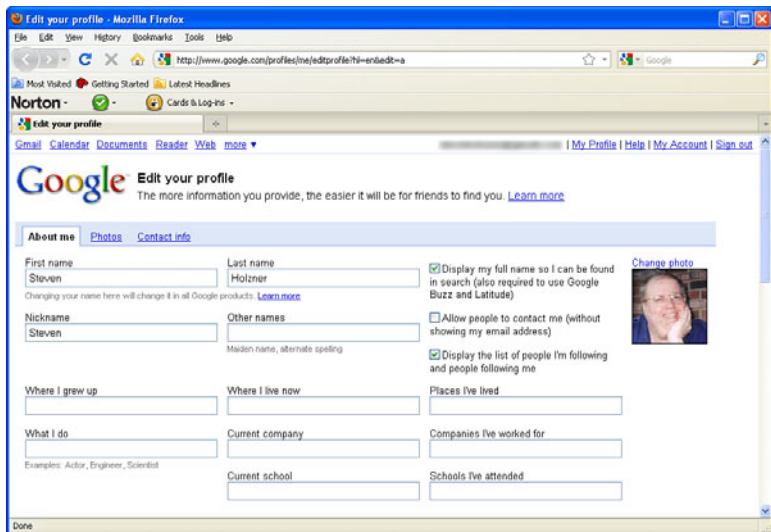


FIGURE 4.17 A new photo.

10. Click the **Save Changes** button at the bottom of the Edit Profile window. Google saves the new photo to your profile.

Now anyone can see what you look like!

LESSON 5

Posting Links, Photos, and Videos

Got a great photo of Aunt Ida skiing for the first time in her life? How about that video of your birthday on Waikiki Beach? Why not post those things to Buzz so your friends and family can see them?

Now you can, and that's what this lesson is all about. Here, you learn the ins and outs of posting links, photos, and videos to Buzz. In addition, you take a look at how to deal with those items in Gmail, Buzz's home base.

Let's get started posting the Buzz now.

Posting Links

Did you read a great article online and want to tell your friends? Telling your friends on Buzz makes a lot of sense—that's what it's there for—and you can post your link easily.

Just follow these steps:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears, displaying the Gmail Inbox by default.
2. Click the **Buzz** icon. The Buzz page appears.
3. Click the top text box in the Buzz window (this text box has the caption "Share what you're thinking. Post a picture, video, or other link here.").
4. Enter the text of your post.
5. Under the post, click **Link**. Buzz displays a text box for your link, as shown in Figure 5.1.

6. Enter the URL of the link in the text box.

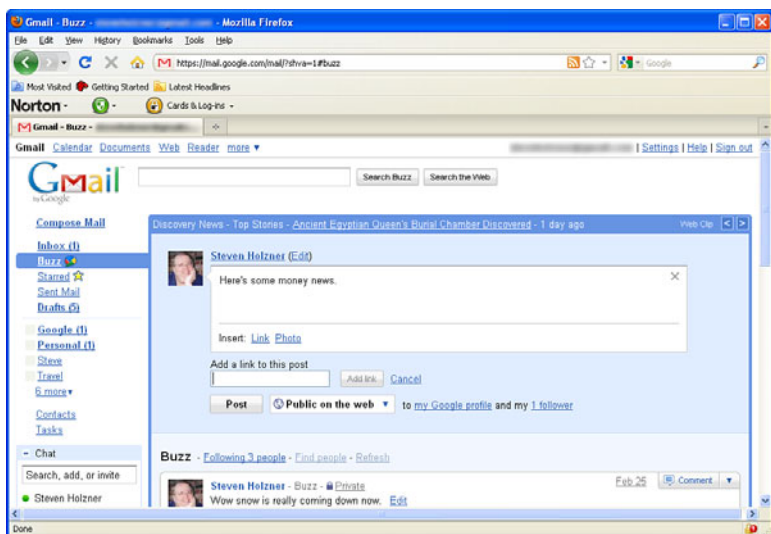


FIGURE 5.1 Posting a link.

7. Click the **Add Link** button to add the link to your post, as shown in Figure 5.2.
8. Click the **Post** button to send your post to Buzz.

Posting a link is as easy as that. Buzz goes off, gets the link, and embeds the beginning content from the link in your post. Nice. How does your post appear? Take a look at Figure 5.3.

Posting a Link to a Buzz Post

If you want to refer to some other Buzz post in your current Buzz post, you can do it by posting a link to that post.

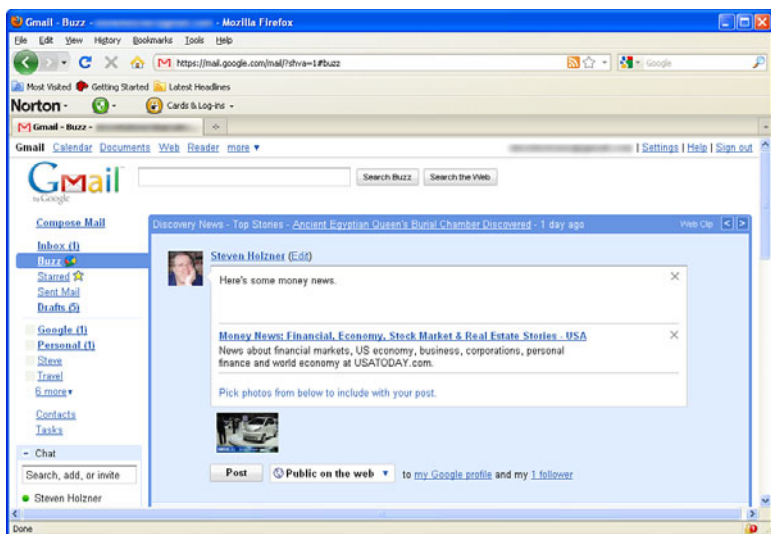


FIGURE 5.2 A new link in a post.

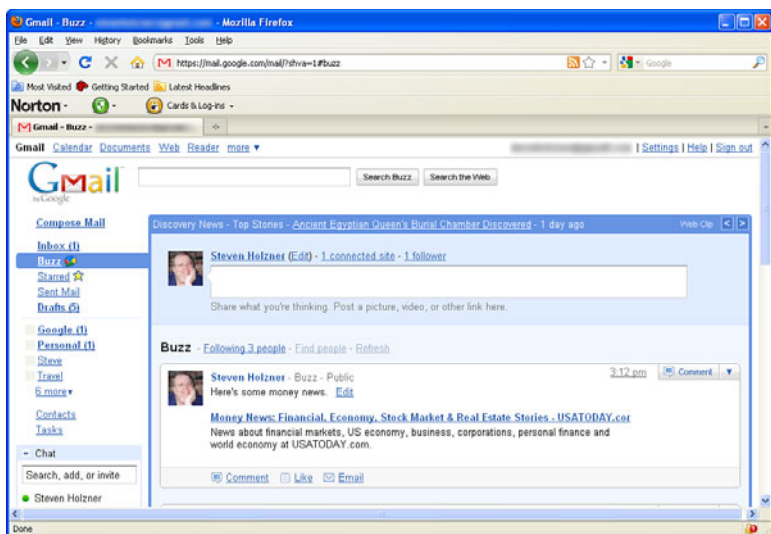


FIGURE 5.3 A post containing a new link.

Just follow these steps:

1. Click the top text box in the Buzz window (this text box has the caption “Share what you’re thinking. Post a picture, video, or other link here.”).
2. Enter the text of your post.
3. Find the Buzz post to which you want to link.
4. Click the **Email** link in the post to which you want to link. At the top of the text for the post in the email message box, you’ll see the text **Link to This Post**, followed by an URL.
5. Copy the URL.
6. In the current post, click **Link**.
7. Paste the URL into the box that opens.
8. Click the **Add Link** button. Buzz identifies the poster of the post you are linking to and adds a caption to the link, indicating that it is buzz from that person.
9. Click the **Post** button to post your message.

Linking to other Buzz posts can save a lot of copying and pasting when you want to refer to other posts from your own posts.

Posting Photos

Do you want to post that photo of Waikiki Beach you took last year? How about that picture of this year’s snowstorm? No problem. Just follow these steps:

1. Click the top text box in the Buzz window. (This text box has the caption “Share what you’re thinking. Post a picture, video, or other link here.”)
2. Enter the text of your post.
3. Click the **Photo** link under the post. Buzz displays a dialog box to connect you to Picasa, Google’s online photo site, as shown in Figure 5.4.

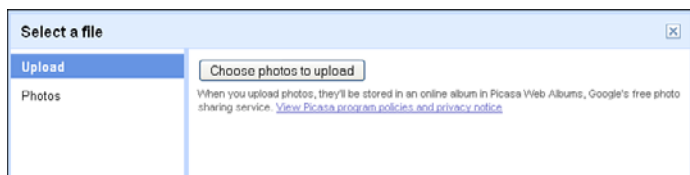


FIGURE 5.4 Preparing to post a photo.

4. Click **Choose Photos to Upload**. Buzz displays a dialog box that lets you browse to the photos you want to upload.
5. Browse to your photos and select them in the dialog box.
6. Click the **Open** button in the dialog box.
7. Click the **Open** button in the dialog box. Buzz displays the photo(s) you've selected.
8. Select the photo(s) you want to post.
9. Click the **Add Photos to Post** button. The photo or photos you've selected appear in your post, as shown in Figure 5.5.
10. Click the **Post** button to send your post to Buzz.

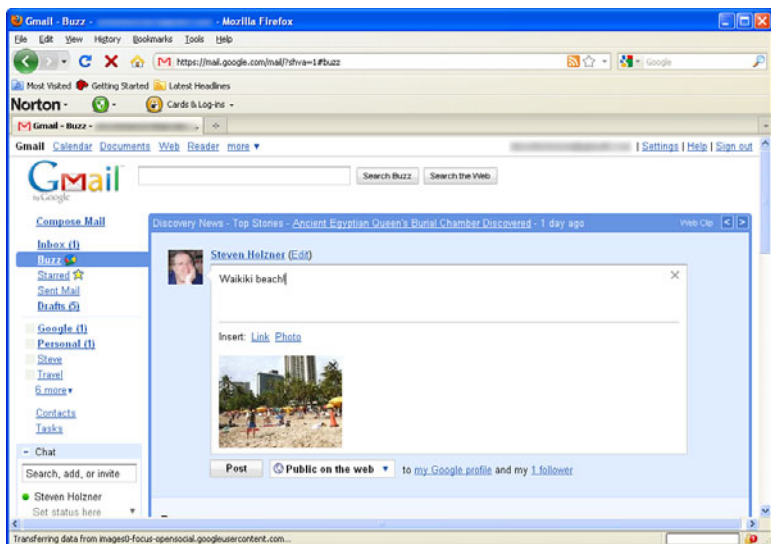


FIGURE 5.5 Posting a photo.

How does your post appear with the photo? Take a look at Figure 5.6.

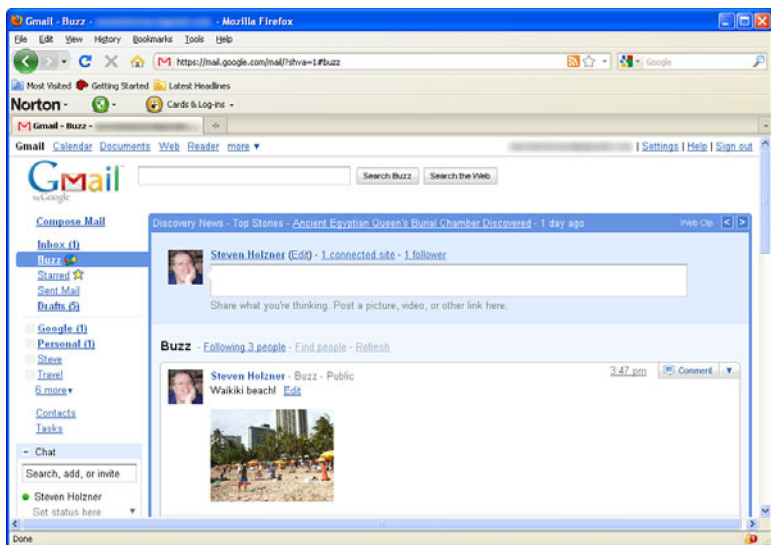


FIGURE 5.6 A post containing a photo.

The photo in Figure 5.6 is a thumbnail—clicking it takes you to the original photo.

Posting Links and Photos Together

Take a look at Figure 5.7, which shows a news page to which you might want to post a link and a photo you might want to include in your post as well.

Buzz lets you post links and photos at the same time. Just follow these steps:

1. Click the top text box in the Buzz window. (This text box has the caption “Share what you’re thinking. Post a picture, video, or other link here.”)
2. Enter the text of your post.



FIGURE 5.7 A news story containing a photo.

3. Under the post, click **Link**.
4. Enter the URL of the link in the text box.
5. Click the **Add Link** button to add the link to your post. Buzz displays content from the link and any photos from the link as well, as shown in Figure 5.2.
6. Select the photos you want to include with your post.
7. Click the **Post** button to send your post to Buzz.

As you can see, posting a link with photos is easy.

Deleting a Photo from a Post

Buzz does not allow you to swap out photos included with a post. Your only option is to delete photos from a post and start over. Just follow these steps:

1. Click the **Edit** link in the post from which you want to delete the photo (you can only delete photos from your own posts). Buzz

opens the post for editing, placing the post's text in a text box, and displaying the photo under the text box.

2. Click the **X** button that appears at the top right of the photo to delete it.
3. Click the **Save Changes** button. Buzz changes the post, deleting the photo.

Can't you do more than just delete a photo? As you see in the next section, you can do a little more with the quick-editing capabilities of Buzz when you post a photo.

Rotating Photos

Some limited options are available for editing a photo when you upload it, such as rotating it. Just follow these steps:

1. Click the top text box in the Buzz window. (This text box has the caption "Share what you're thinking. Post a picture, video, or other link here.")
2. Enter the text of your post.
3. Click the **Photo** link under the post. Buzz displays a dialog box to connect you to Picasa, Google's online photo site.
4. Click **Choose Photos to Upload**. Buzz displays a dialog box that lets you browse to the photos you want to upload.
5. Browse to your photos and select them in the dialog box.
6. Click the **Open** button in the dialog box.
7. Buzz displays the photo(s) you've selected.
8. Select the photo you want to rotate.
9. Hover the mouse pointer over the photo. Small rotation controls—a clockwise arrow and a counterclockwise arrow—appear at the upper right above the photo.
10. Click the clockwise or counterclockwise arrow to rotate the photo. The photo is rotated to match.

11. Click **Add Photos to Post**. The photo or photos you've selected appear in your post.

This feature is great for when you've taken a picture vertically but decide it would look better horizontally (or vice versa).

Adding Captions to Your Photos

Follow these steps to add a caption to a photo:

1. Click the top text box in the Buzz window (this text box has the caption "Share what you're thinking. Post a picture, video, or other link here.>").
2. Enter the text of your post.
3. Click the **Photo** link under the post. Buzz displays a dialog box to connect you to Picasa, Google's online photo site.
4. Click the **Choose Photos to Upload** button. Buzz displays a dialog box that lets you browse to the photos you want to upload.
5. Browse to your photo and select it in the dialog box.
6. Click the **Open** button in the dialog box. Buzz displays the photo(s) you've selected.
7. Select the photo for which you want to add a caption. A link, **Add a Caption**, appears under the photo. Click it.
8. A text box appears in which you add your caption, as shown in Figure 5.8.
9. Enter your caption in the text box and press Enter. The new caption appears in the photo.
10. Click the **Add Photos to Post** button. The photo appears in your post, as shown in Figure 5.9.
11. Click the **Post** button to send your post to Buzz.

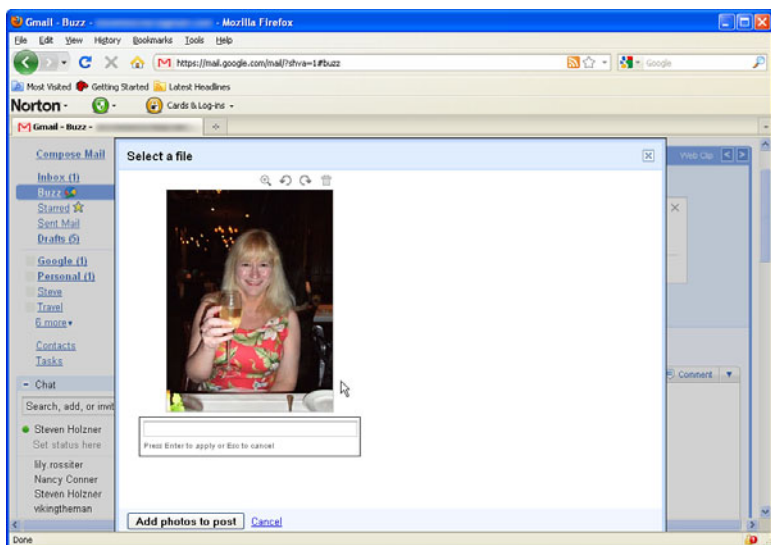


FIGURE 5.8 Type a caption into the box below the photo.

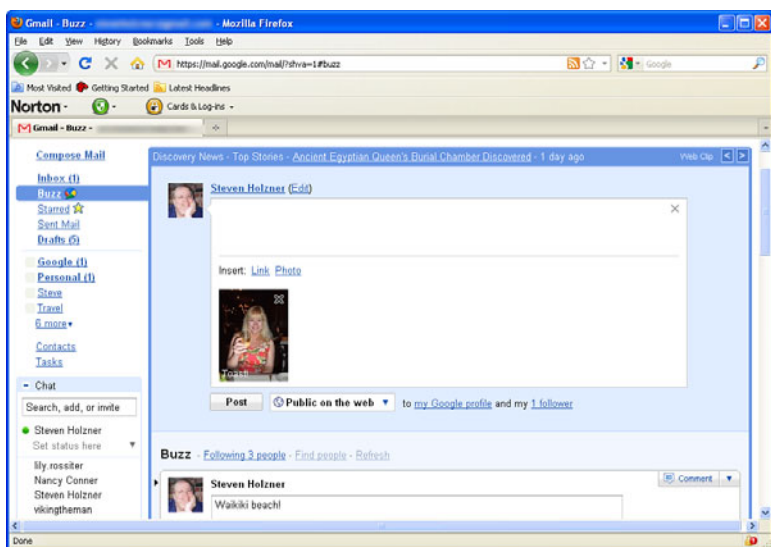


FIGURE 5.9 A photo with a caption.

Keeping Your Photos Private

If you want to restrict your photos to a specific group of your contacts, follow these steps:

1. Click the top text box in the Buzz window. (This text box has the caption “Share what you’re thinking. Post a picture, video, or other link here.”)
2. Enter the text of your post.
3. Click the **Photo** link under the post. Buzz displays a dialog box to connect you to Picasa.
4. Click the **Choose Photos to Upload** button. Buzz displays a dialog box that lets you browse to the photos you want to upload.
5. Browse to your photos and select them in the dialog box.
6. Click the **Open** button in the dialog box. Buzz displays the photo(s) you’ve selected.
7. Select the photo(s) you want to post.
8. Click the **Add Photos to Post** button. The photo or photos you’ve selected appear in your post.
9. Click the down arrow next to the **Public on the Web** list box item and select the **Private** item. Buzz lists the group to which you most recently posted. If you accept that group, skip to Step 12.
10. Click the **Post to a Group** link. Buzz displays your groups with checkboxes, as shown in Figure 5.10.
11. Select the checkboxes corresponding to the groups to which you want to post. If you want to create a new group, click the **Create a New Group** link.
12. Click the **Post** button to send your post to Buzz.

Keeping your photos posted privately can keep those embarrassing photos from becoming public.

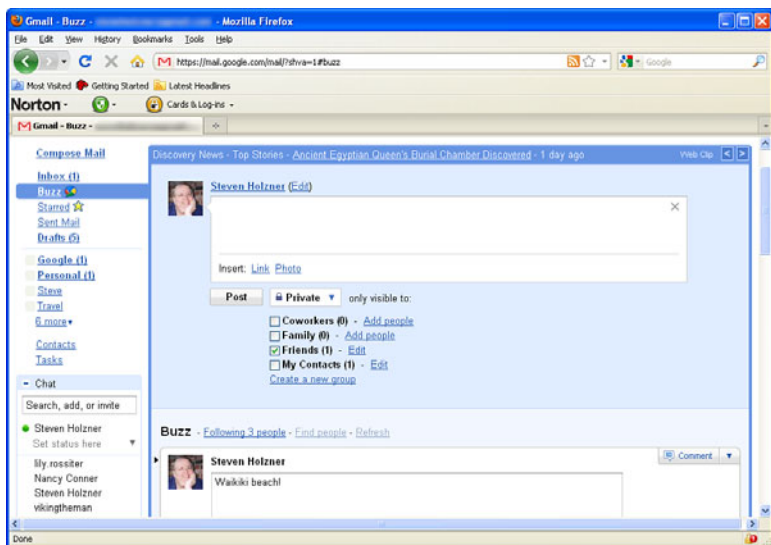


FIGURE 5.10 Making a photo private.

Posting Links and Photos Using HTML

Having to click a link and follow directions to post links and photos to Buzz can seem a little tedious. Can't you just paste those items directly in your posts?

No, Buzz won't let you paste links or photos directly. But you can paste the actual HTML that creates the link or displays the photo, saving yourself a few steps. Here's how:

1. Click the top text box in the Buzz window. (This text box has the caption "Share what you're thinking. Post a picture, video, or other link here.")
2. Enter the text of your post.
3. Paste the HTML corresponding to your link or photo into the text box. Examples might include the following:

```
 to  
paste an image, or
```

`<a href= "http://www.meadowridgetownhouses.com"> </a>` for a link.

If you post the HTML that points to an image, Buzz displays a thumbnail of the image as you post, as you can see in Figure 5.11. If you paste the HTML for a link into your post, Buzz fetches the page, displays the beginning of its content, and enables you to select photos from the page, just as you would when posting a link to Buzz in the usual way.

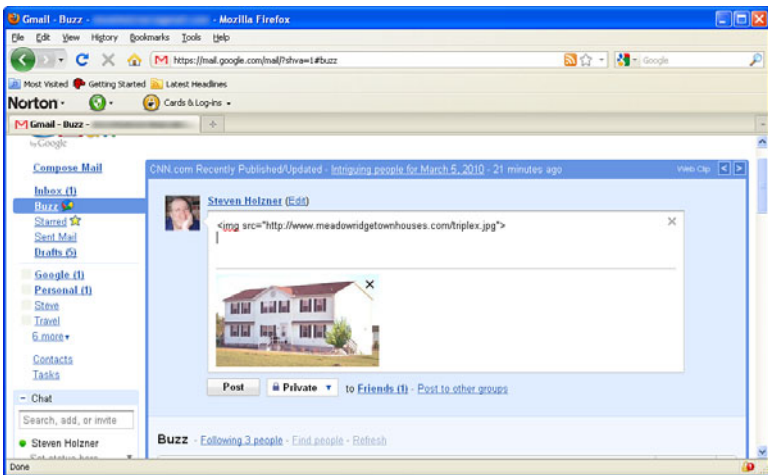


FIGURE 5.11 Posting an `<img>` element.

4. Click the **Post** button to post your message.

Posting Videos

How about posting videos? Currently, your options are a little limited. You can post videos that are hosted on YouTube, or you can post a link to a video you yourself have placed in a website online.

People who post videos in Buzz usually either post existing YouTube videos, or have a YouTube account and post their own videos on Buzz, hosting them on YouTube.

To post a YouTube video on Buzz, follow these steps:

1. Click the top text box in the Buzz window. (This text box has the caption “Share what you’re thinking. Post a picture, video, or other link here.”)
2. Enter the text of your post.
3. Go to the YouTube page for the video you want to post to Buzz and copy the URL from the URL box in the YouTube page (for example, <http://www.youtube.com/watch?v=7yQ2xqCE2E8>).
4. Paste the URL of the video into your Buzz post. Buzz displays a thumbnail of the video, as you can see in Figure 5.12.

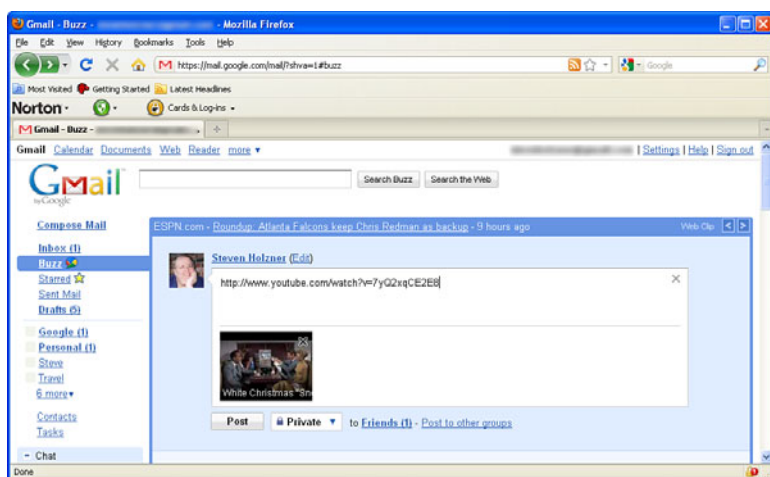


FIGURE 5.12 Posting a YouTube video.

5. Click the **Post** button to post your message. The video appears as a thumbnail in your post, as shown in Figure 5.12.

Clicking the video expands it to its original YouTube size and plays it in the Buzz (not YouTube) page.

Emailing Buzz with Links

To email some buzz follow these steps:

1. Find the buzz post you want to email.
2. Click the **Email** link at the bottom of the post. Buzz opens its own mini-version of Gmail, as shown in Figure 5.13.

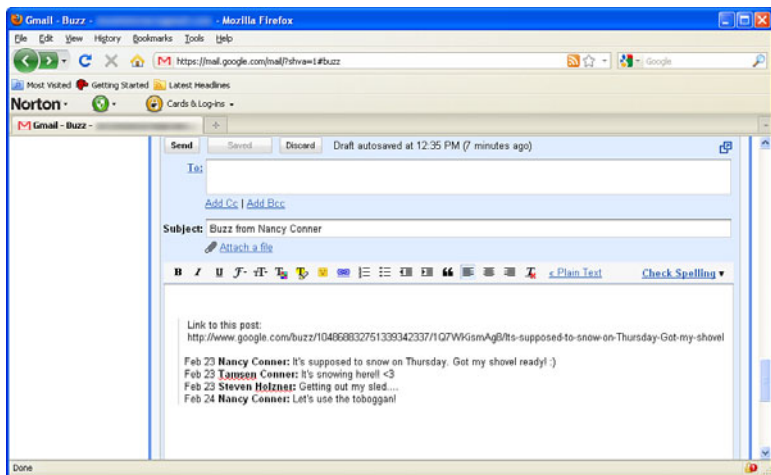


FIGURE 5.13 Writing an email from within Buzz.

3. Enter the email address of the person you are emailing in the **To** box.
4. Enter the subject of your email in the **Subject** box.
5. Add your own text to the text of the buzz in the **Message** box.
6. To add a link, click the **Link** button above the email message box (this button has a small chain icon).
7. Enter the URL of the link in the **URL** box that appears.
8. Select the **Web Address** or **Email Address** radio button to indicate what kind of a link this is.

9. Click the **OK** button. This adds the link to the body of the email.
10. Click the **Send** button to send your email.

Emailing Buzz and Photos

You can email buzz with photos directly from Buzz, but unfortunately, you can only email photos by sending them as attachments. You can't embed photos into the Buzz messages you email (and if the Buzz post already has a photo in it, the photo won't be sent).

To email a Buzz message and include a photo, follow these steps:

1. Find the buzz post you want to email.
2. Click the **Email** link at the bottom of the post. Buzz opens its own mini-version of Gmail.
3. Enter the email address of the person you are emailing in the **To** box.
4. Enter the subject of your email in the **Subject** box.
5. Add your own text to the text of the buzz in the **Message** box.
6. To email a photo, click the **Attach a File** link. Buzz opens a dialog box that lets you browse to the photo you want to attach.
7. Browse to the photo file that you want to attach and select it.
8. Click the **OK** button to close the dialog box. Buzz displays the name and size of your file above the email box.
9. To attach additional files, click the **Attach Another File** link and follow Steps 7 and 8 for all additional photo files.
10. Click the **Send** button to send your email.

And that's it. Now you've emailed a Buzz message and sent a photo along with it.

LESSON 6

Linking to Flickr and Twitter

Plenty of sites out there let you share with friends—Flickr, for example, lets you share photos and short videos with your friends. And it is just one of many different social networking sites.

After you go through all the work of uploading a new photo onto Flickr, wouldn't it be great if you could automatically share that photo with your pals on Buzz? That is, when you upload a new photo onto Flickr, your friends on Flickr are notified. Wouldn't it save you some time if you could have your friends on Buzz notified of the new photo as well?

Now you can set up Buzz so exactly that happens—your followers on Buzz will be notified of new (public) photos you post on Flickr.

For that matter, Twitter is another very popular social networking site, and it's quite like Buzz. You post "tweets" instead of posts, and your followers can see them (just as they can in Buzz).

If you're like many people, you have friends on Twitter and friends on Buzz. Many people have migrated from Twitter to Buzz (probably due to their Gmail accounts), and so now you have two audiences—one on Twitter and one on Buzz.

You can set up things so that your public tweets on Twitter also post on Buzz automatically (whether they are public or private on Buzz is up to you). You discover how this works in this lesson.

Let's get started by working with Flickr and Buzz.

Using Flickr

Flickr (www.flickr.com) is a site that lets you upload photos and short videos, share them with others, and organize those photos and videos into albums.

Flickr is great at photos, but not so great with videos—strict size limits exist on videos (if you want to share videos, go to YouTube). Two different levels of membership are available in Flickr—free and paid. As you might expect, the paid membership offers you some more perks. For example, your photos are not saved in their original size with a free membership (they're usually reduced) but they are saved as originals if you have a paid membership. You can also store more videos, and have access to more photo-editing capabilities. Free members can edit their photos on Flickr, but to do anything fancy, you need a paid membership.

If you're already a member of Flickr, skip to the next section, where you learn about connecting Flickr to Buzz so that photos you post publically on Flickr also appear on Buzz. If you're not yet a Flickr member, and want to join, then follow these steps:

1. Navigate to the Flickr site at www.flickr.com. The Flickr site appears, as shown in Figure 6.1.
2. Click the **Create Your Account** button. Flickr displays a new page asking for your Yahoo! ID.
3. If you don't have a Yahoo! ID, click the **Sign Up** button. The Yahoo! sign-up page appears, as shown in Figures 6.2 and 6.3.
4. Fill in all the requested information.
5. After you have filled in the necessary information, click the **Create Your Account** button. Yahoo! takes you to the main Yahoo! page.
6. Click the **Flickr** icon on the left (or click View Yahoo Sites on the left and then click Flickr). The main Flickr page appears.
7. Click the **Sign In** link.

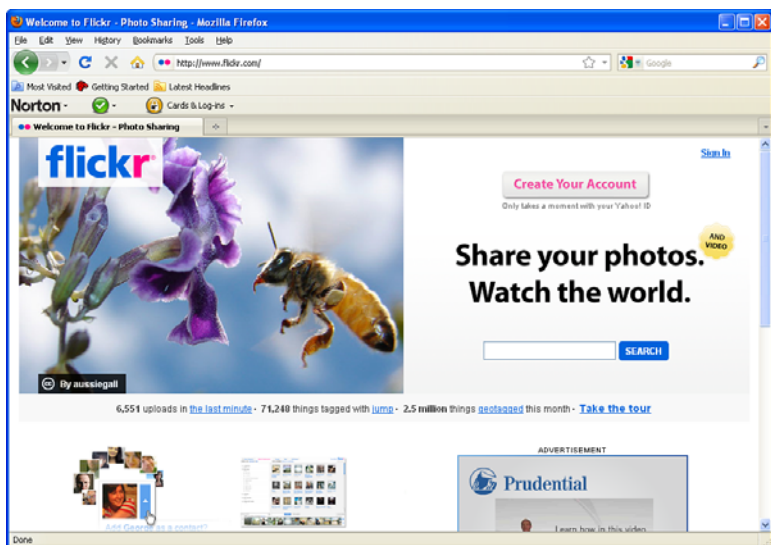


FIGURE 6.1 Flickr.

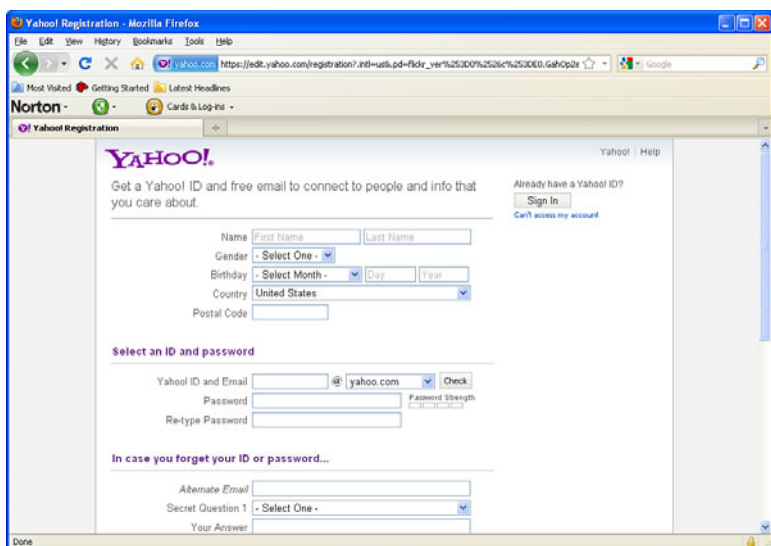


FIGURE 6.2 Signing up for a Yahoo! ID, top half.

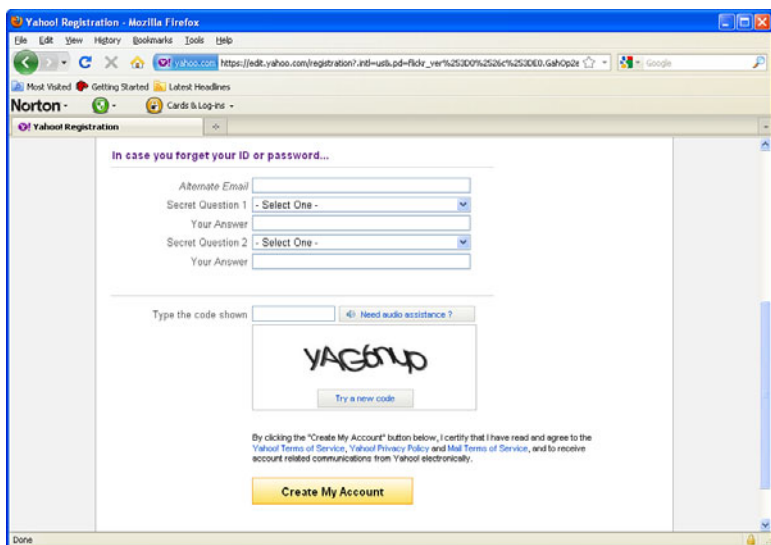


FIGURE 6.3 Signing up for a Yahoo! ID, bottom half.

8. Enter your username.
9. Enter your password.
10. Click the **Sign In** button. (You may be asked to create a new screen name.)

Congratulations—you're in.

Connecting Buzz to Flickr

Now the time has come to let Buzz know about your Flickr account so that when you upload photos to Buzz, they also appear on Buzz. To connect Flickr to Buzz, follow these steps:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears, displaying the Gmail Inbox by default.
2. Click the **Buzz** icon. The Buzz page appears.

3. Click the ***n* Connected Sites** link, where *n* is a number. Buzz opens a dialog box showing the sites to which it can connect, as shown in Figure 6.4.

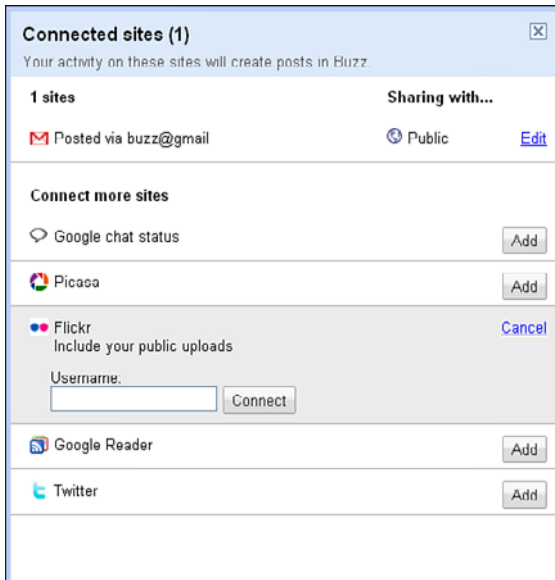


FIGURE 6.4 Connecting Flickr to Buzz.

4. Click the **Add** button on the Flickr line, opening the text box for Flickr, shown in Figure 6.4.
5. Enter your Flickr username in the text box.
6. Click the **Connect** button.
7. Click the **Save** button.

Connecting to Flickr is as easy as that. Now your public photos that you post to Flickr will also appear in Buzz.

Posting Photos to Flickr

This section describes how to upload photos to Flickr after you've connected Flickr to Buzz. Just follow these steps:

1. Navigate to the Flickr site (www.flickr.com) and click the **Sign In** link.
2. Enter your username and password.
3. Click the **Sign In** button. The Flickr page appears.
4. Click the **Upload Photos & Videos** link.
5. Click the **Choose Photos and Videos** link.
6. Navigate to the photo you want to upload in the dialog box that opens.
7. Select the photo to upload.
8. Click the **Open** button in the dialog box.
9. To upload more photos, click the **Add More** link and repeat Steps 6–8.
10. In the **Set Privacy** section, select the **Public** radio button. Buzz will only work with public photos.
11. Click the **Upload Photos and Videos** button.
12. When Flickr is done uploading the photo, click the **Add a Description** link. Flickr opens the Description page you see in Figure 6.5.
13. Enter a title for the photo in the **Title** text box.
14. Enter a description of the photo in the **Description** box.
15. Click the **Save** button. Flickr adds the new photo to your photo-stream, as you can see in Figure 6.6.

The new photo you just posted to Flickr also automatically appears in Buzz, as you can see in Figure 6.7.

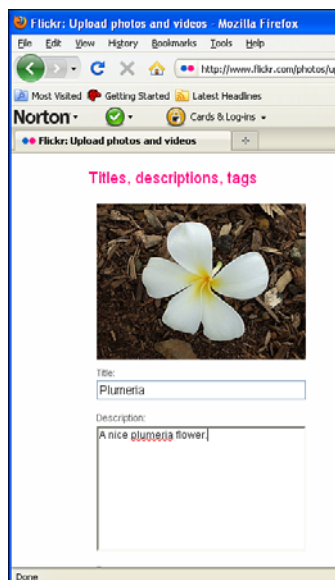


FIGURE 6.5 Adding a description to a Flickr photo.

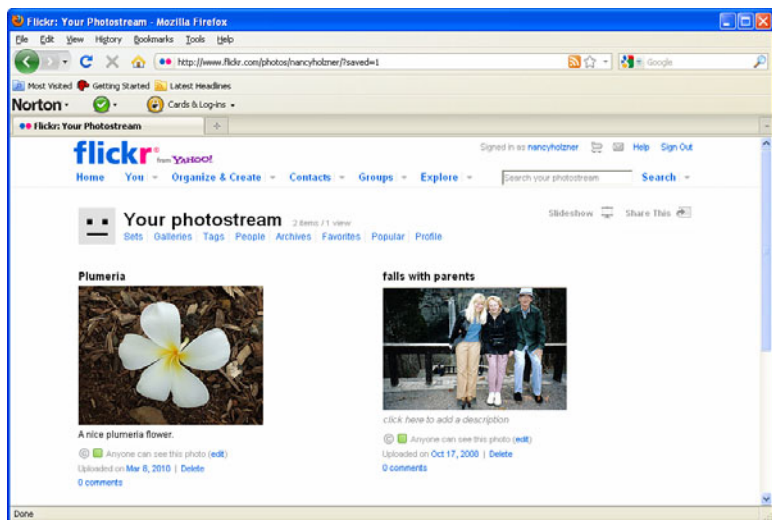


FIGURE 6.6 A new Flickr photo in your photostream.

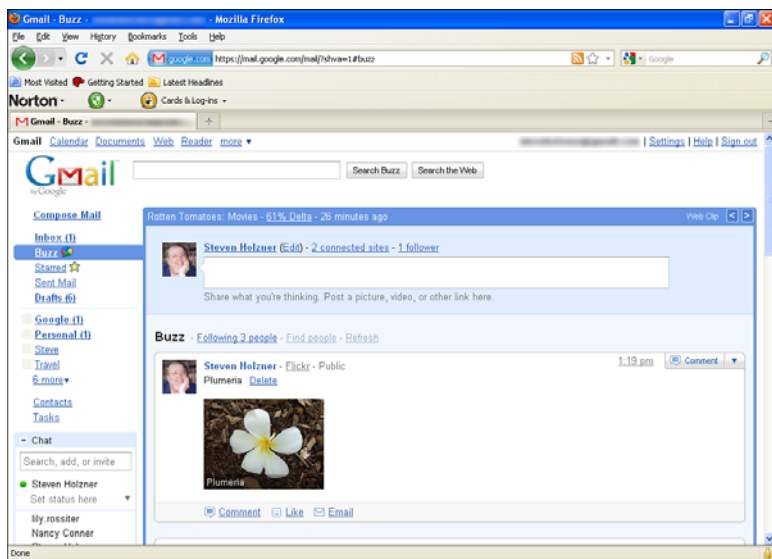


FIGURE 6.7 A new Flickr photo posted to Buzz.

NOTE: Photos Appear on Buzz Immediately

Note that you do not have to wait for your photos to show up, either; as soon as you post the photo on Flickr, it appears on Buzz (within a few seconds anyway).

Ta-da! Now you've gotten Flickr and Buzz to work together. Cool.

Setting Privacy Levels for Flickr Posts in Buzz

Your public uploads to Flickr appear in Buzz posts after you've connected Buzz to Flickr. But what if you don't want all your Flickr photos to be seen by everybody who follows you on Buzz?

You can set the Buzz privacy levels for Flickr photos, letting you select who sees them. By default, Flickr photos are public posts on Buzz, but you can change that.

Just follow these steps to set the privacy level of Flickr photos in Buzz posts:

1. Click the ***n* Connected Sites** link, where *n* is a number. Buzz opens a dialog box showing the sites to which it can connect.
2. Click the **Edit** button on the Flickr line.
3. Click the **Private** item in the drop-down list box that appears. Buzz displays a set of checkboxes, as shown in Figure 6.8.



FIGURE 6.8 Setting privacy levels.

4. Select the checkboxes for the groups with which you want to share Flickr photos on Buzz.
5. Click the **Done** button.
6. Click the **Save** button.

And there you have it. Now your Flickr photos will only be seen by a select few in Buzz.

Disconnecting Flickr from Buzz

If you ever want to disconnect Flickr from Buzz, doing so is not a problem. Just follow these steps:

1. Click the ***n* Connected Sites** link, where *n* is a number. Buzz opens a dialog box showing the sites to which it can connect.
2. Click the **Edit** button on the Flickr line.
3. Click the **Remove Site** link.
4. Click the **Done** button.
5. Click the **Save** button.

And that's all you need to do to disconnect Flickr from Buzz.

Using Twitter

Twitter is a social networking site much like Buzz, except that in Twitter, posts are called “tweets.” You tweet, and your followers can read what you’ve tweeted. You can follow other people and read their tweets.

Because Twitter pre-dates Buzz, many people are on both Twitter and Buzz sites. You can connect Buzz to Twitter so that your public tweets appear on Buzz (but not yet the other way around, so that your buzz also appears on Twitter).

In this section, you sign up for a Twitter account. If you already have a Twitter account, skip on ahead to the next section on connecting Buzz to Twitter.

To sign up for a Twitter account, just follow these steps:

1. Navigate to the Twitter site (www.twitter.com). The Twitter page appears, as shown in Figure 6.9.
2. Click the **Sign Up Now** button. The sign-up page appears, as shown in Figure 6.10.
3. Enter your full name.

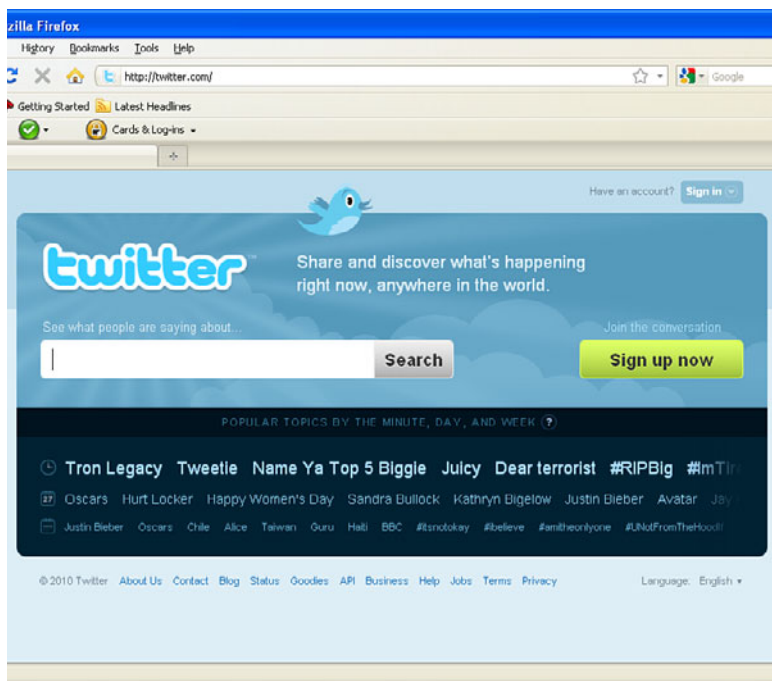


FIGURE 6.9 Twitter.

4. Enter the username (Twitter lets you know immediately if that username is already taken), password, and email address.
5. Read the Terms of Service.
6. If you don't want spam from Twitter, deselect the **I Want the Inside scoop—Please Send Me Email Updates!** checkbox.

NOTE: Getting Found

If you want to be found via your email address, select the Let Others Find Me By My Email Address checkbox.

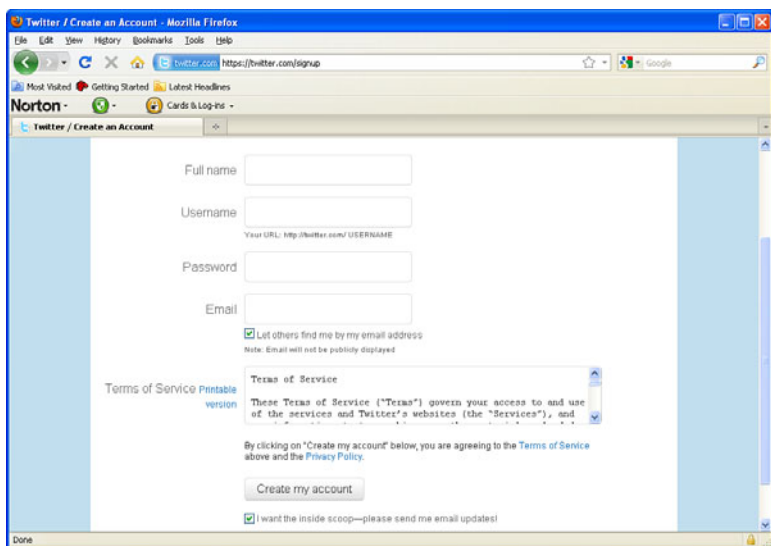


FIGURE 6.10 Signing up for Twitter.

7. Click the **Create My Account** button. A dialog box appears with the question **Are You Human?** and displays two words visually scrambled.
8. Enter the scrambled words in the text box.
9. Click the **Finish** button. The page you see in Figure 6.11 appears.

At the same time, an email is sent to your email address, asking for confirmation that this email address is correct.

10. Click the link in the email. A confirmation page appears in your browser.
11. In the **Find Sources that Interest You** page that appears when you click the **Finish** button, click the topic categories at the left that interest you. Twitter displays a list of the most followed people in each category you select.
12. Click the **Follow** button next to the people you want to follow.

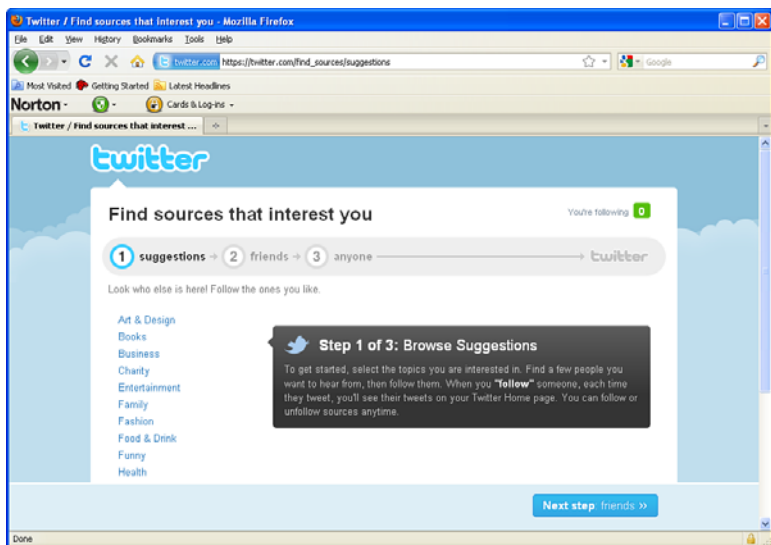


FIGURE 6.11 Customizing Twitter.

13. Click the **Next Step: Friends** button. A new page appears listing places Twitter can search for your friends—Gmail, Yahoo!, and AOL.
14. To find friends, click the **Gmail, Yahoo!,** or **AOL** link, enter your username and password, and then click the **Find Friends** button. To follow any friends you find, click the **Follow** button next to that person's name.
15. Click the **Next Step: Others** button. A new page appears with a search box.
16. Enter search terms, such as names, email addresses, or topics, in the search box and click the **Search** button. To follow any people you find, click the **Follow** button next to their name.
17. Click the **Next Step: You're Done** button. A new page appears with a text box into which you enter your tweets.

That's all it takes—now you've created a Twitter account.

Connecting Buzz to Twitter

As discussed earlier in this lesson, you can connect Buzz to Twitter so that your public tweets appear on Buzz (but not yet the other way around, so that your buzz also appears on Twitter).

To connect Twitter to Buzz, just follow these steps:

1. Click the *n* **Connected Sites** link, where *n* is a number. Buzz opens a dialog box showing the sites to which it can connect, as shown in Figure 6.12.

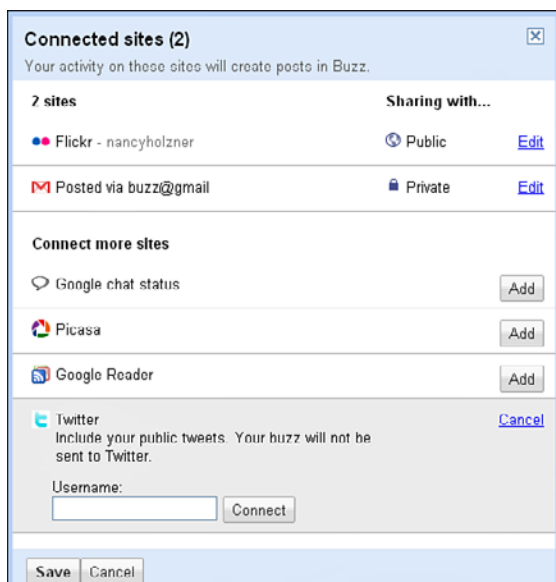


FIGURE 6.12 Connecting Twitter to Buzz.

2. Click the **Add** button on the Twitter line, which opens the text box for Twitter shown in Figure 6.12.
3. Enter your Twitter username in the text box.
4. Click the **Connect** button.
5. Click the **Save** button.

Now your public tweets that you post to Twitter also appear in Buzz.

Posting Public Tweets to Twitter

If you've linked Buzz to Twitter, you can test to ensure what you tweet on Twitter also shows up in Buzz. Follow these steps to tweet on Twitter:

1. Navigate to the Twitter site. The Twitter page appears.
2. Click the **Sign In** link. The Twitter sign-in drop-down pane appears.
3. Enter your username and password.
4. Click the **Sign In** button. Twitter signs you in and displays a text box labeled **What's Happening?** for your next tweet, as shown in Figure 6.13.

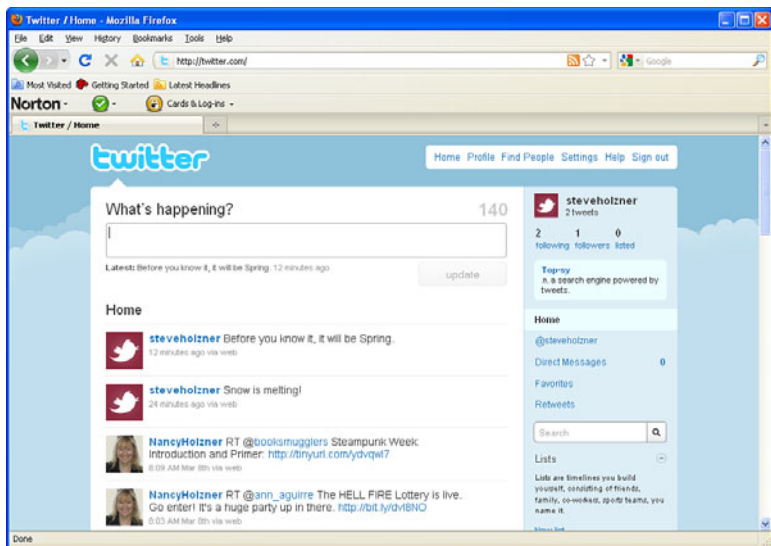


FIGURE 6.13 Getting ready to tweet.

5. Enter your tweet in the text box.
6. Click the **Tweet** button to post your tweet.

After you followed these steps, what do you think happened in Buzz? Did it catch your tweet? It sure did, as you can see in Figure 6.14 (although you might have to wait a few seconds or even a minute before your tweet appears).

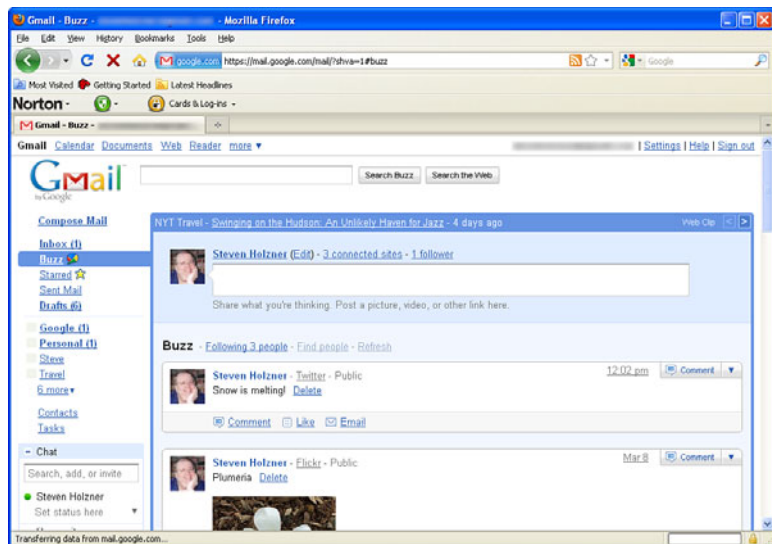


FIGURE 6.14 A Twitter post appearing in Buzz.

Setting Privacy Levels for Tweets

You can also set who sees your tweets from Twitter on Buzz. Just follow these steps:

1. Click the ***n* Connected Sites** link, where *n* is a number. Buzz opens a dialog box showing the sites to which it can connect.
2. Click the **Edit** button on the Twitter line.
3. Click **Private Item** in the drop-down list box that appears. Buzz displays a set of checkboxes, as shown in Figure 6.15.
4. Select the checkboxes for the Buzz groups with which you want to share Twitter tweets.
5. Click the **Done** button.
6. Click the **Save** button.

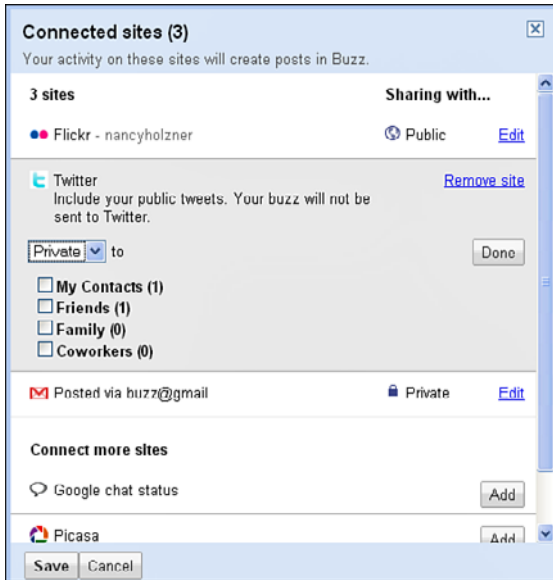


FIGURE 6.15 Setting privacy levels for tweets.

And there you have it—now your tweets will only be seen by a select few in Buzz.

Disconnecting Twitter from Buzz

If you ever want to disconnect Twitter from Buzz, you can do so with these steps:

1. Click the ***n* Connected Sites** link, where *n* is a number. Buzz opens a dialog box showing the sites to which it can connect.
2. Click the **Edit** button on the Twitter line.
3. Click the **Remove Site** link.
4. Click the **Done** button.
5. Click the **Save** button.

And that's it—you've disconnected Twitter from Buzz.

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LESSON 7

Linking to Google Reader and Picasa

Two more applications you can connect Buzz to are Google Reader and Picasa, and you take a look at them in this lesson.

Google Reader is an RSS reader that aggregates and displays news streams. It's cool because it recommends stories to you—you're not solely responsible for going out and getting RSS content to read.

Google Reader is free, and the good news is that you're already signed up for it, by virtue of your Google account. In this lesson, you learn how to share stories with friends on Google Reader—and how those shared items can become automatic Buzz posts.

Picasa Web Albums gives you a way of sharing your photos with friends on the Internet. You download and install the Picasa software from Google, which lets you edit your photos, and then you can share your photos in public albums in Picasa. This lesson shows you how to make what you share publicly in web albums available in Buzz automatically.

Let's get started by working with Google Reader and Buzz.

Using Google Reader

Google Reader (www.google.com/reader) is a site that lets you read RSS (this acronym has various expansions, such as “really simple syndication”) stories and share them.

RSS is a way of broadcasting stories on the Internet, and it's been gaining more and more popularity. If you see a page you like, and want to be kept updated on new content, you can subscribe to the page's RSS feed (assuming it has an RSS feed, of course). When new content appears, it is automatically sent to your RSS reader, and you can read all your favorite news stories in one location.

In this way, RSS lets you subscribe to the RSS feeds of various sites. When something new appears on a site, that content also appears in your RSS reader.

Aggregating news items from many different RSS feed sources is very useful, because it allows the news to come to you, rather than your having to go out and seek it. Suppose that you regularly read the news items on four websites each day. As you can imagine, doing this is a lot easier if the new stories are collected for you in one place where you can easily browse the headlines and read the corresponding story if you're interested.

Take a look at Google Reader (www.google.com/reader), shown in Figure 7.1.

By default, if you're logged in to Gmail or other Google apps, you're already logged in to Google Reader—you do not need to set up an account. The RSS feeds you've subscribed to, or the recommended stories that Google Reader thinks are interesting, appear in the center of Google Reader.

So, how do you subscribe to a site's RSS feed in Google Reader? Just follow these steps:

1. Navigate to the site whose RSS feed you want to follow. This example shows how to subscribe to www.cnnmoney.com's RSS feed (this site is for *Money Magazine*). The www.cnnmoney.com page is shown in Figure 7.2.
2. Find and click the RSS link in the page to which you want to subscribe. The RSS link is often a rectangular icon with the letters RSS in white on it, but not always. For CNNMoney.com's site, for example, the RSS link is simply a link.

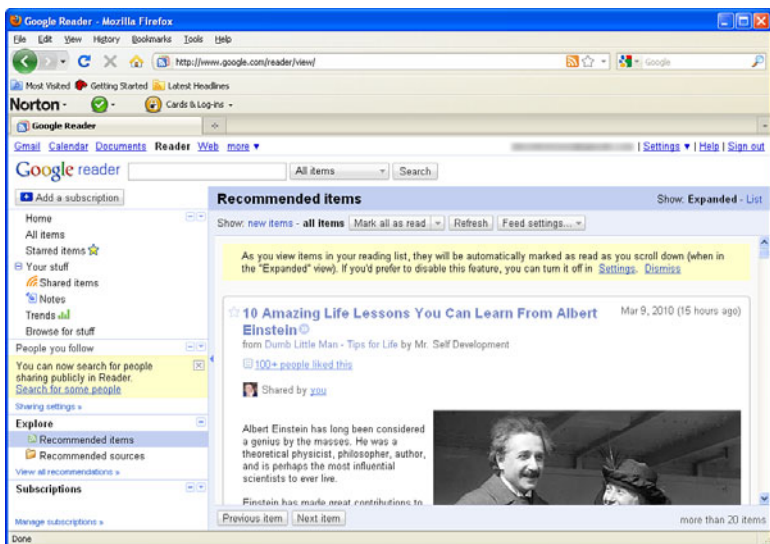


FIGURE 7.1 Google Reader.

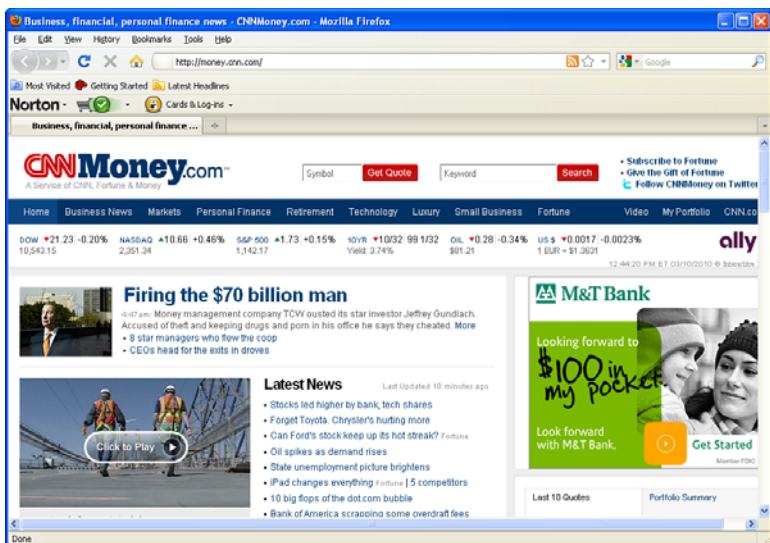


FIGURE 7.2 CNNMoney.com.

Clicking the RSS link opens a page showing what feeds you can subscribe to, as shown in Figure 7.3.

3. Click the Google button for the RSS feed to which you want to subscribe. Doing so opens a Google page, allowing you to subscribe to the RSS feed by adding it to your Google home page, or by adding it to Google Reader, as you can see in Figure 7.4.

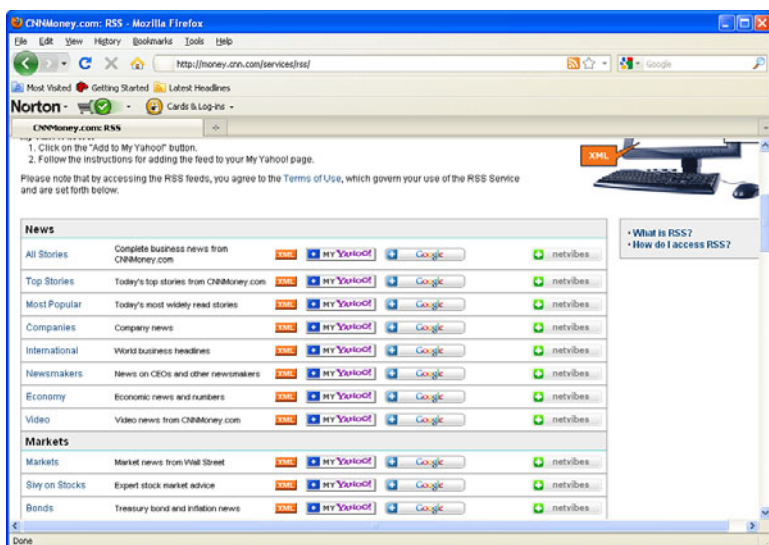


FIGURE 7.3 The possible RSS feeds for CNNMoney.com.

4. Click the **Add to Google Reader** button. Clicking this button brings you to the login page for Google Reader, as shown in Figure 7.5.
5. Enter your password. (You may have to enter your username if you've not already logged in to other Google applications like Gmail.)
6. Click the **Sign In** button. Google Reader displays a page with a summary of the RSS feed to which you want to subscribe.

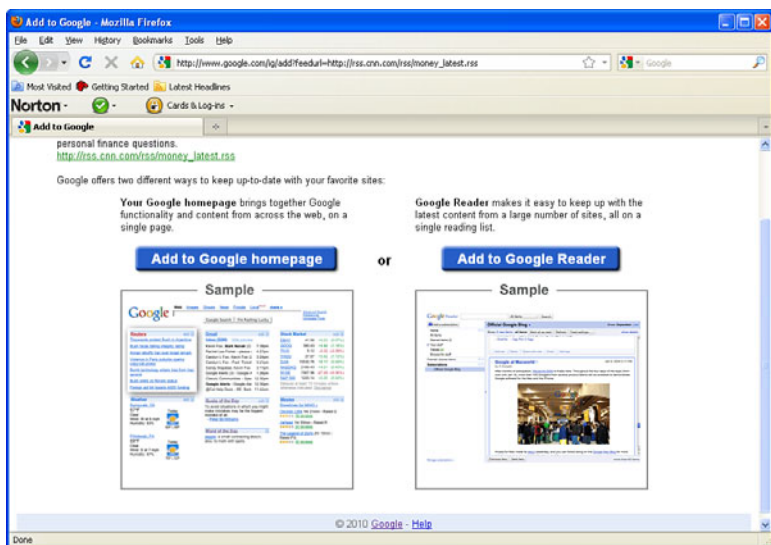


FIGURE 7.4 Connecting an RSS feed to Google Reader.

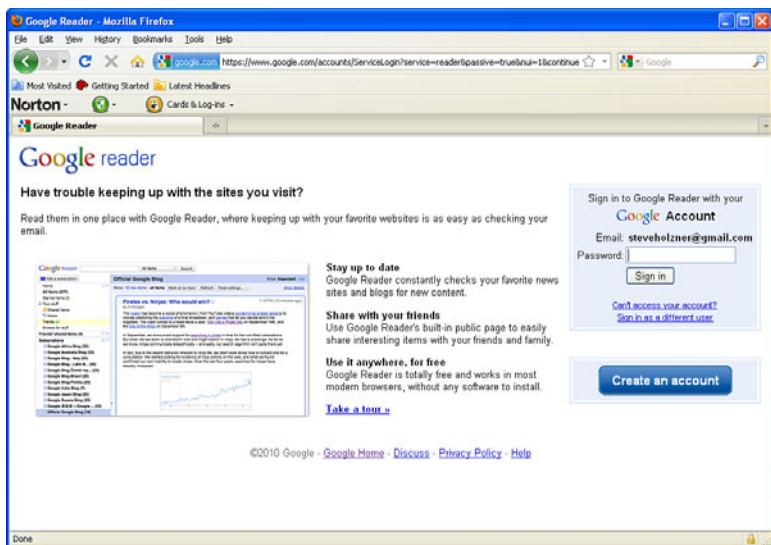


FIGURE 7.5 The Google Reader login page.

7. Click the **Subscribe** button. Google Reader subscribes you to the RSS feed and displays the news items from that feed, as shown in Figure 7.6.

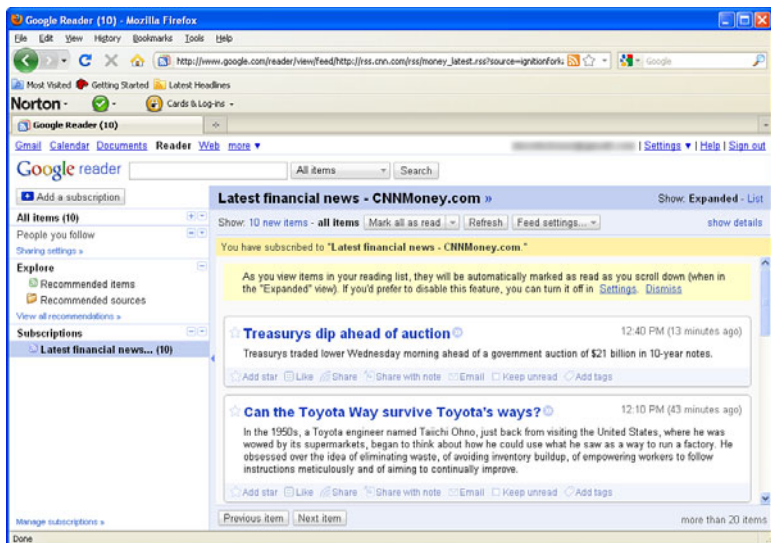


FIGURE 7.6 Viewing a news feed in Google Reader.

And that's it—when you want to read new news from the RSS source you've subscribed to, just go to Google Reader, click the Subscriptions link at the left, and select the RSS source whose stories you want to see.

TIP: What Happens if Only the URL Appears?

On some sites, clicking the RSS icon (which is sometimes an XML icon) results in only an RSS feed's URL being displayed. How do you deal with that? You can click the **Add a Subscription** button in Google Reader, enter the RSS feed's URL in the text box that appears, and click the **Add** button.

Connecting Buzz to Google Reader

Now it's time to let Buzz know about Google Reader so that when you share stories in Google Reader with friends, those stories also post to Buzz.

To connect Google Reader to Buzz, follow these steps:

1. Click the ***n* Connected Sites** link, where *n* is a number. Buzz opens a dialog box showing the sites to which it can connect.
2. Click the **Add** button on the Google Reader line. You do not need to enter your username—Google already knows your Google username.
3. Click the **Save** button.

Connecting Buzz to Google Reader is as easy as that. Now items you share in Google Reader will also appear in Buzz.

Sharing Items in Google Reader

This section describes how to share stories in Google Reader with your friends and have these stories appear automatically in Buzz.

Just follow these steps:

1. Navigate to the Google Reader site (www.google.com/reader) and log in if necessary.
2. Find the RSS news item you want to share. You can click the **Subscriptions** link and then click one of the sites you've subscribed to. A list of news items appears that you can scroll up and down. Alternatively, you can click the **Recommended Items** link, which displays a list of recommended news items.

An example news story appears in Figure 7.7.

3. Scroll to the bottom of the news item and click the **Share** link to share the news item. A sample Share link appears in Figure 7.8.

The shared news item also appears in your Buzz posts automatically, as shown in Figure 7.9. Cool.

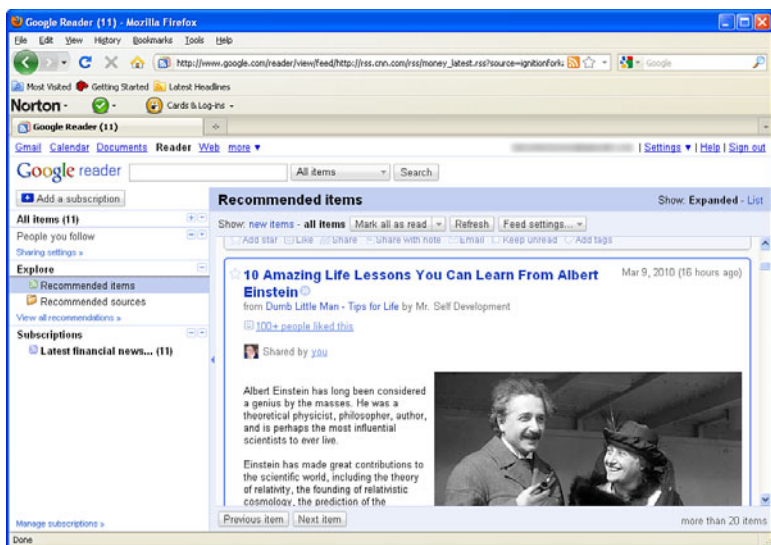


FIGURE 7.7 A news item in Google Reader.

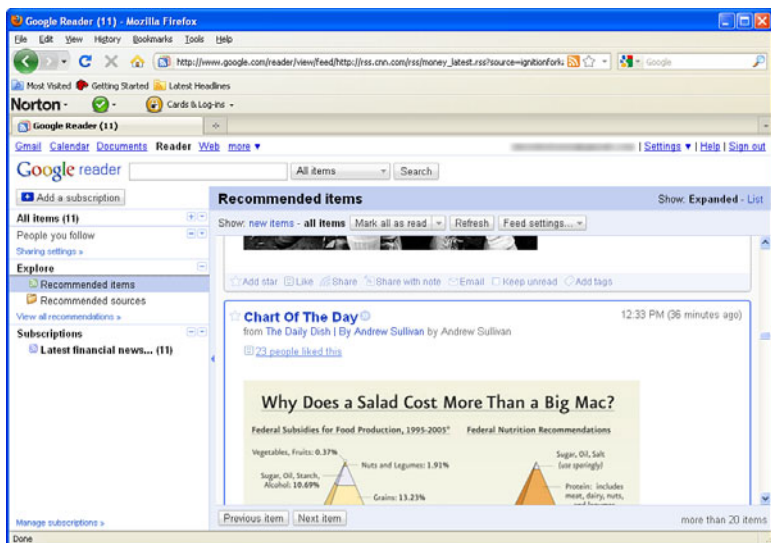


FIGURE 7.8 The Share icon.

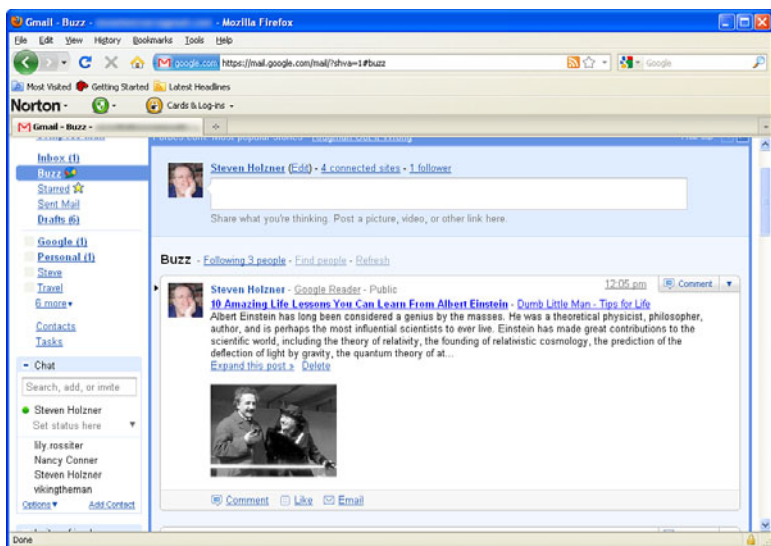


FIGURE 7.9 A new Google Reader shared item posted to Buzz.

TIP: Want to Keep It Private?

Clicking the **Share** link shares the news items with others. By default, you share the news item with everyone publicly, but you see how to share with only a private set of people in the next section.

Setting Privacy Levels for Google Reader

By default, all the items you share in Google Reader are public, but you can restrict the people with whom you share items to a specific group or groups (and Buzz will post those items to only the group or groups you've specified).

Just follow these steps to set the privacy level of Google Reader in Buzz posts:

1. Click the ***n* Connected Sites** link, where *n* is a number. Buzz opens a dialog box showing the sites to which it can connect.
2. Click the **Edit** button on the Google Reader line.

3. Click the **Google Reader Shared Settings** link that appears. Doing so displays Google Reader's sharing settings, as shown in Figure 7.10.

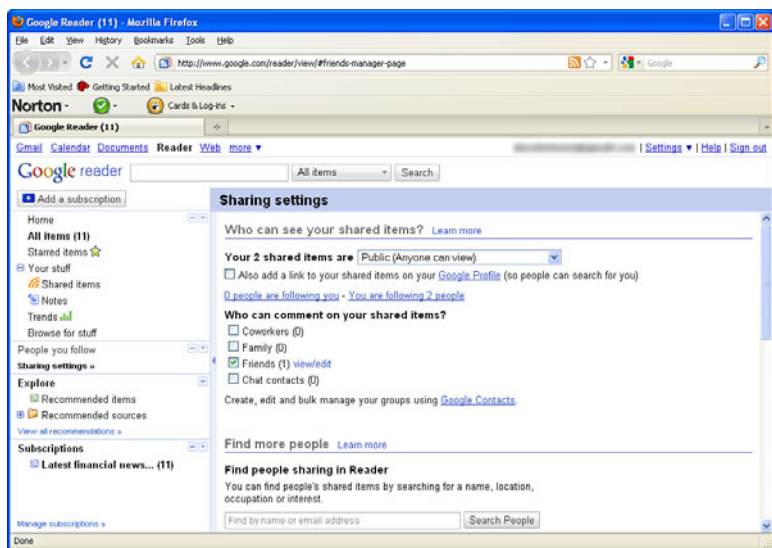


FIGURE 7.10 Setting Google Reader privacy levels.

4. Select the **Protected** item in the drop-down list box.
5. Select the checkboxes for the groups you want to share Google Reader items with on Buzz.

And there you have it—now your Google Reader shared items can only be seen by a select few in Buzz.

Disconnecting Google Reader from Buzz

If you want to disconnect Google Reader from Buzz, follow these steps:

1. Click the ***n* Connected Sites** link, where *n* is a number. Buzz opens a dialog box showing the sites to which it can connect.
2. Click the **Edit** button on the Google Reader line.

3. Click the **Remove Site** link.
4. Click the **Done** button.
5. Click the **Save** button.

And that's all you need to do to disconnect Google Reader from Buzz.

Using Picasa

Picasa is all about photos—it's Google's version of Flickr. Picasa has two main components—Picasa itself, which is downloadable software that lets you edit and customize your photos, and Picasa Web Albums, which lets you share your photos with others.

You can connect Picasa Web Albums—or just Picasa Web for short—to Buzz. In fact, if you've already uploaded a photo to Buzz, you've already created a web album in Picasa Web behind the scenes.

In the remainder of this lesson, you learn how to work with Picasa Web Albums, connecting what you post there to Buzz.

To take a look at Picasa Web, go to picasaweb.google.com, as shown in Figure 7.11.

If you sign in, giving your password (as well as your username, if Picasa asks for it) and clicking the **Sign In** button, you may be surprised to see that you already have a number of public albums, as shown in Figure 7.12—each of those albums is just a separate photo upload to Buzz that Google stored on Picasa before posting it on Buzz.

The next section shows you how to connect Picasa Web to Buzz.

Connecting Buzz to Picasa Web

Use the following steps to connect Picasa Web to Buzz so that your public albums become accessible via Buzz:

1. Click the ***n* Connected Sites** link, where *n* is a number. Buzz opens a dialog box showing the sites to which it can connect.
2. Click the **Add** button on the Picasa line.
3. Click the **Save** button.

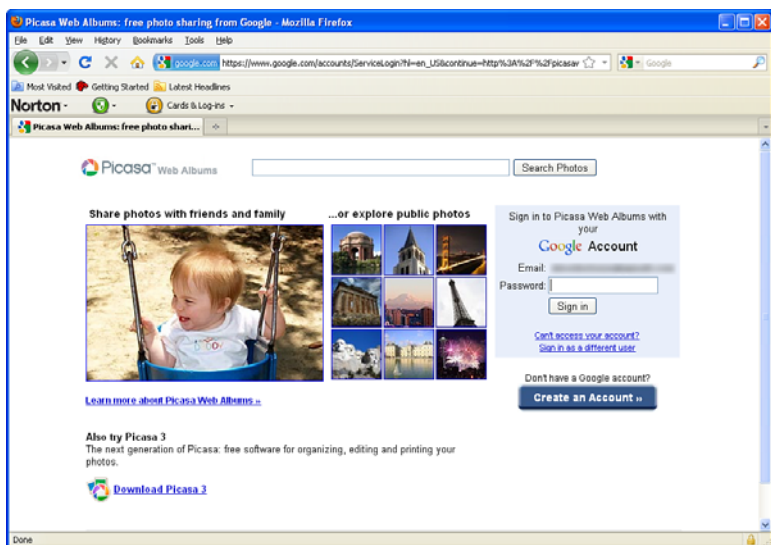


FIGURE 7.11 Picasa Web.

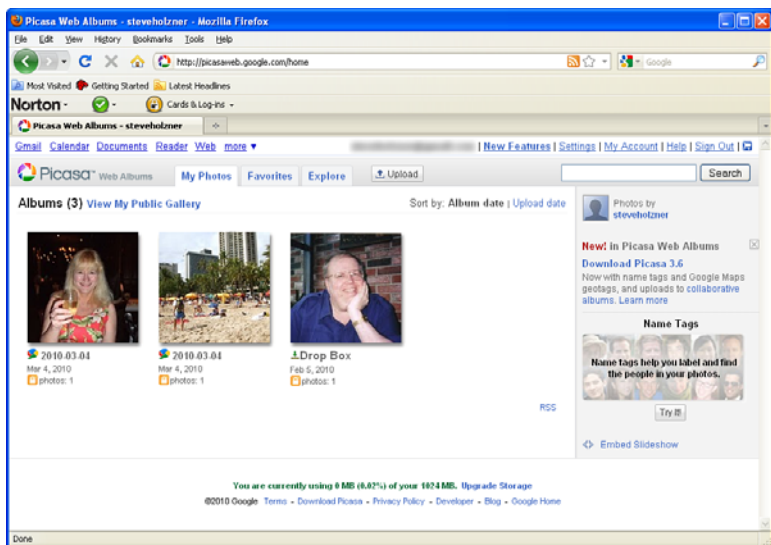


FIGURE 7.12 Public albums on Picasa Web.

Now the public posts that you post to Picasa Web also appear in Buzz.

Posting Public Photos to Picasa

To post some photos to Picasa Web, follow these steps:

1. Navigate to the Picasa website at picasaweb.google.com. The Picasa web page appears.
2. Enter your Google password—and, if asked, your Google user-name.
3. Click the **Sign In** button. Picasa Web signs you in.
4. Click the **Upload** button. Picasa Web opens the Upload Photos pane you see in Figure 7.13.

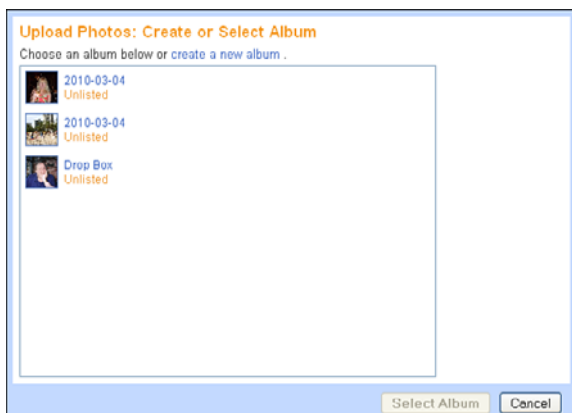


FIGURE 7.13 Creating a new album in Picasa.

5. Click the **Create a New Album** link. Picasa displays a number of text boxes for information about the new album.
6. Enter the name of the new album.
7. Enter the date.

8. Enter a description of the album.
9. Enter the place the photos were taken.
10. If you want Picasa to show the location the photos were taken, select the **Show location on Map** checkbox.
11. Select the **Public Item** in the Share list box.
12. If you want to notify other groups of people, select the checkboxes next to their names in the **Also Notify** section.
13. Click the **Continue** button. Picasa Web displays a pane that lets you browse photos, as shown in Figure 7.14.

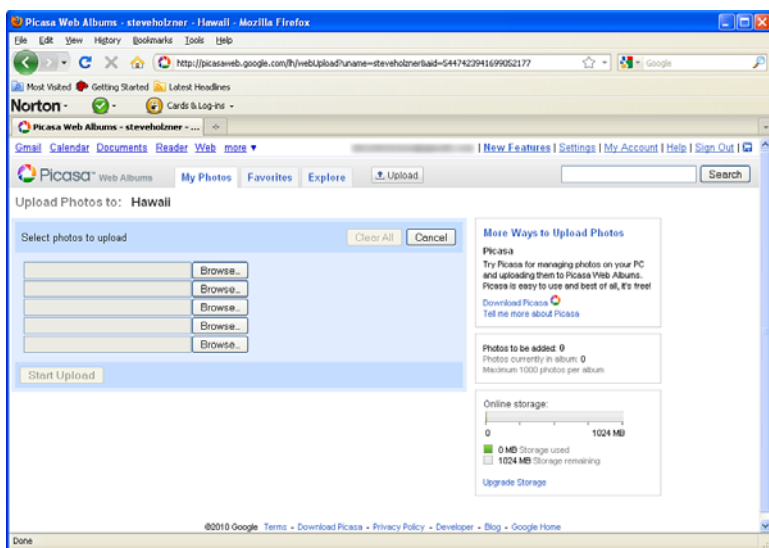


FIGURE 7.14 Choosing photos to upload to Picasa Web.

14. Click the **Browse** button. Picasa Web opens a dialog box that lets you browse to the photos you want to upload.
15. Using the dialog box, browse to a photo to upload and select it.
16. Click the **Open** button in the dialog box.
17. Repeat steps 15–16 for other photos.

18. Click the **Start Upload** button. Picasa Web uploads the photos to your new album, as shown in Figure 7.15.

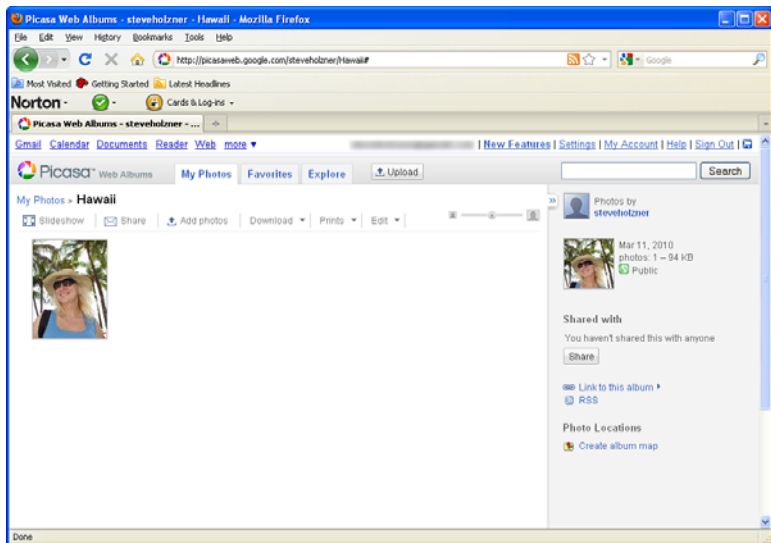


FIGURE 7.15 A new Web album.

Did Buzz catch the new upload? It sure did—take a look at Figure 7.16.

TIP: Using Picasa Software

You can also upload photos to Picasa through the Picasa software itself, which is free and lets you edit photos. Currently, however, it's only available for Windows XP, Vista, and Windows 7.

Posting Photos to Buzz Automatically Using Picasa

By default, when you post a photo to Buzz, that photo is automatically stored in Picasa Web for you. To post your photos to Buzz automatically through Picasa, follow these steps:

1. Click the top text box in the Buzz window (this text box has the caption “Share what you’re thinking. Post a picture, video, or other link here.”).

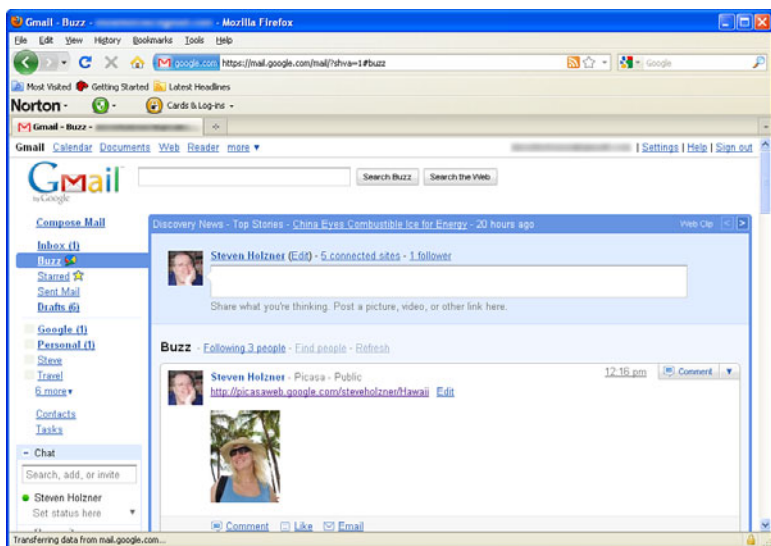


FIGURE 7.16 A Picasa photo on Buzz.

2. Enter the text of your post.
3. Click the link **Photo** under the post. Buzz displays a dialog box to connect you to Picasa Web.
4. Click the **Choose Photos to Upload** button. Buzz displays a dialog box that lets you browse to the photos you want to upload.
5. Browse to your photos and select them in the dialog box.
6. Click the **Open** button in the dialog box. Buzz displays the photo(s) you've selected.
7. Select the photo(s) you want to post.
8. Click the **Add Photos to Post** button. The photo or photos you've selected appear in your post.
9. Click the **Post** button to send your post to Buzz.

Now you're using Picasa Web behind the scenes, automatically, for your Buzz posts.

Setting Privacy Levels for Picasa Photos

You can also set who sees your photos from Picasa on Buzz. Just follow these steps:

1. Click the ***n* Connected Sites** link, where *n* is a number. Buzz opens a dialog box showing the sites to which it can connect.
2. Click the **Edit** button on the Picasa line.
3. Click the **Private Item** in the drop-down list box that appears.
4. Select the checkboxes for the Buzz groups with which you want to share Picasa photos.
5. Click the **Done** button.
6. Click the **Save** button.

Now your Picasa photos can only be seen by a select few in Buzz.

Disconnecting Picasa Web from Buzz

Use the following steps to disconnect Picasa Web from Buzz:

1. Click the ***n* Connected Sites** link, where *n* is a number. Buzz opens a dialog box showing the sites to which it can connect.
2. Click the **Edit** button on the Picasa line.
3. Click the **Remove Site** link.
4. Click the **Done** button.
5. Click the **Save** button.

You've just disconnected Picasa from Buzz.

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LESSON 8

Getting More Interactive with Google Chat

Google Buzz is all about communicating, and if you want to take it to the next level, you can also consider Google Chat. Sometimes I find when the Buzz conversation gets thick and fast, I want more immediate and private communication with someone. The options for that are picking up the phone (and possibly using Google Voice to connect with the other person—see Teach Yourself Google Voice in Ten Minutes), or using Google Chat.

More often than not, I use Chat, because I'm already at my computer. Chat lets you type text directly to someone else, who can see what you type—and you can see what he types. Chat is an immediate way to let you connect with someone.

Because Buzz conversations often seem to graduate to chat sessions, this book includes a lesson on using Google Chat, which is built into Gmail, just like Buzz. When you're Buzzing with someone fast and furious, and the conversation is just between you two (or three or four—you can exchange Buzz messages with multiple people), then opening a Google Chat window and having your conversation there is easier.

To signal your availability to chat, you set your chat status, which you can connect to Buzz so that it automatically posts on Buzz. You learn how to do that in this lesson.

Now get ready to take a look at Google Chat.

Setting Your Chat Status

To indicate to others that you are available for chatting, you set your chat status. Your status then appears next to your name in their **Chat** lists (the

list of contacts potentially available for chatting) as a colored ball. Red means busy; green means available.

So, when you set your status, you're indicating to everyone whether or not you're available for chatting—and when they set their status, they're doing the same. By default, when you're logged in to Gmail, your chat status turns to “available,” which means a green ball will appear next to your name in other people's **Chat** lists, signaling that you're ready to accept chat requests.

Just follow these steps to set your chat status:

1. Navigate to the Gmail site and log in if necessary.
2. Find your name under the **Chat** heading at the lower left.
3. Select your chat status from the drop-down list box with the caption **Set Status Here**. This list box appears in Figure 8.1. The available chat status items and what they mean are as follows:
 - ▶ **Available**—You're prepared to accept chat requests.
 - ▶ **Busy**—You don't want to chat now.

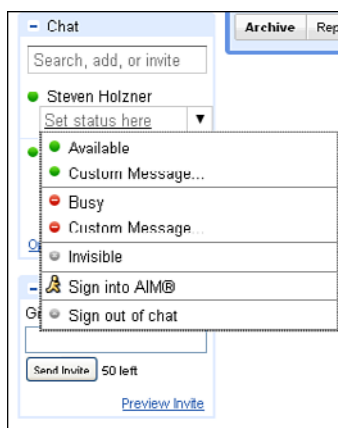


FIGURE 8.1 Setting your chat status.

- ▶ **Invisible**—Your name is temporarily removed from other people's **Chat** lists until you change your status, in effect making your presence on Chat invisible to others.
- ▶ **Sign into AIM (AOL Instant Messenger).**
- ▶ **Sign out of Chat.**

TIP: Signing into AIM from Chat

Note that you can also sign in to AOL Instant Messenger (AIM) from Google Chat. To use AIM, you must have other AIM buddies who are available to be messaged.

- ▶ **Custom Status**—Want to tell people you're away and when you'll be back, or what kind of chats you are available to have? It's easy. See the next section.

Setting a Custom Chat Status

You don't have to set a chat status using the terms *Available* or *Busy*. You can set your own custom available or busy chat status. Just follow these steps:

1. Find your name under the **Chat** heading at the lower left.
2. Select the **Custom Message** item in the **Set Status Here** drop-down list box. To set an "available" status, select **Custom Message** under the **Available** item; to set a "busy" custom message, select **Custom Message** under the **Busy** item.
3. Enter your custom message, such as "Available for short chats," in the text box that appears, and press Enter to end the message. The new custom status appears under your name, as shown in Figure 8.2.

Your status also appears when people hover the mouse pointer over your name in their **Chat** lists, as shown in Figure 8.3.

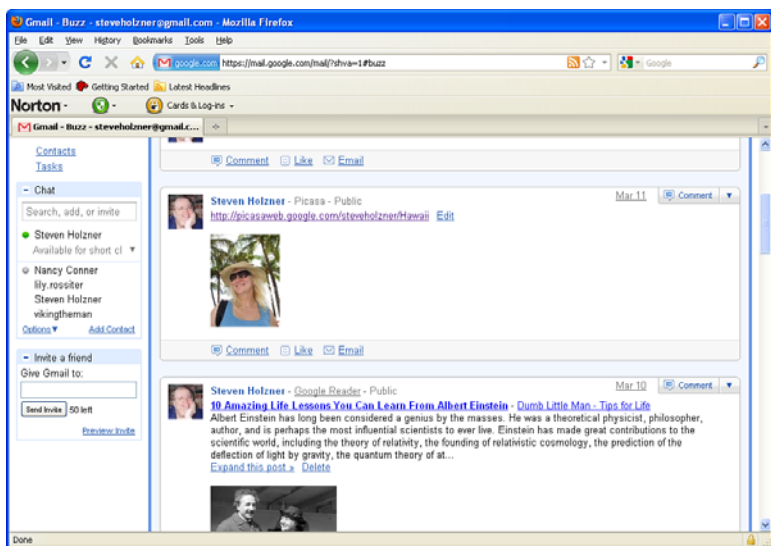


FIGURE 8.2 A custom chat status.

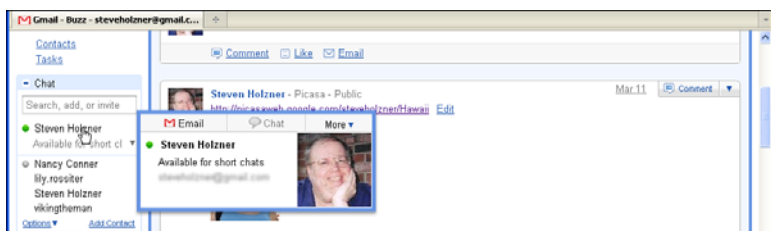


FIGURE 8.3 A custom chat status appears in a popup box.

Buzzing Your Chat Status

By default, when you change your chat status, the new status is posted to your Buzz stream and is sent to your Chat contacts' Buzz streams. You can see this in Figure 8.4, where my new custom status from the previous task, "Available for short chats," has been posted to Buzz.

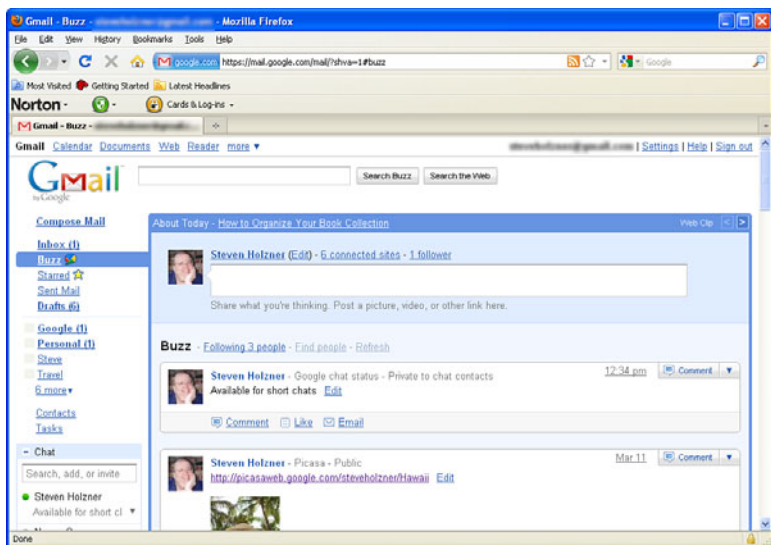


FIGURE 8.4 A custom chat status in Buzz.

NOTE: Followers Can Comment

Be aware that followers can comment on your chat status if they want to. So, if you've enabled Chat with some followers but not others, the non-Chat followers may wonder what's up.

You might not want to have your chat status automatically posted on Buzz—or you might want to turn that feature back on if it's been turned off. To connect or disconnect Chat from Buzz, just follow these steps:

1. Navigate to the Gmail site and log in if necessary.
2. Click the **Buzz** icon. The Buzz window appears.
3. Click the ***n* Connected Sites** link, where *n* is a number. The Connected Sites window appears, as shown in Figure 8.5.
4. To automatically post your chat status on Buzz, click the **Add** link next to the **Google Chat Status** item; to disconnect your

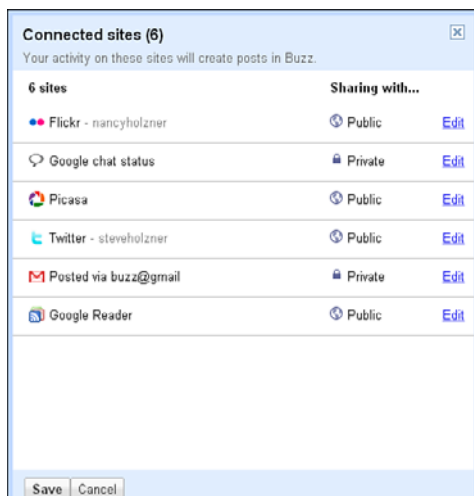


FIGURE 8.5 The Connected Sites window.

chat status from Buzz, click the **Edit** link next to the **Google Chat Status** item and click the **Remove Site** link.

TIP: Making Your Chat Status Private

You can also, if you want, make your Google Chat status as posted to Buzz public or private in the Connected Sites window. Just click the **Edit** link next to the Google Chat Status item, and select **Public** or Private from the drop-down list that appears. If you select Private, you can also select the groups to which you want to make the Google Chat Status posts private. Just click the **Post to Other Groups** link.

Inviting Someone to Chat

Before you can actually chat with someone, you must confirm that the person will accept chat requests from you. Gmail lists your most popular contacts in the **Chat** list at the lower left in the Gmail page, and you can invite your contacts to chat.

NOTE: Only Contacts Are Available for Chatting

Note that you can only invite your contacts to chat, which means that if you want to chat with someone, you need to make him or her a contact first.

To create a new contact, follow these steps:

1. Click the **Contacts** link. Gmail opens the **Contacts** page.
2. Click the **New Contact** button. This button shows a generic image of a human figure and a plus (+) sign.
3. Enter the new contact's name and other information.
4. Click the **Save** button. The new contact's page appears.
5. In the new contact's page, select **Always** in the **Show in Chat List** drop-down list box. Gmail automatically saves this change—you do not need to click a button.

Your new contact will show up in the **Chat** list at the lower left of the Gmail page. Note that by default, only your “most popular” contacts are added to the **Chat** list (that is, the contacts you email the most). If you want to display all contacts in the **Chat** list, click the **Options** link at the bottom of the **Chat** list, and select the **All Contacts** item.

TIP: Forcing Chat to Show All Contacts

Sometimes, selecting All Contacts in the Chat list does not, in fact, show all contacts. If you have a contact who is still not showing up in the Chat list, open that contact's page by clicking the **Contacts** link at the left in the Gmail page and clicking that person's name. Then select **Always** from the **Show in Chat List** drop-down list box for the contact. You do not need to click a Save button after you make this change.

Now that the contact with whom you want to chat shows up in the **Chat** list, you have to make sure that chatting with him or her is okay. Hover the mouse pointer over that person's name in the **Chat** list and click the **Invite**

to **Chat** link. A dialog box opens. Click the **Send Invites** button to send the person an invitation to chat.

A message appears above your new contact's **Chat** list reading, "[email address] wants to be able to chat with you. OK?" **Yes** and **No** buttons appear as well. If the contact clicks the **Yes** button, a green ball appears next to that person's name in your **Chat** list, as is the case for Nancy Holzner in my **Chat** list, shown in Figure 8.6. If the contact clicks the **No** button, you will get no reply, but the contact will remain in your chat list.

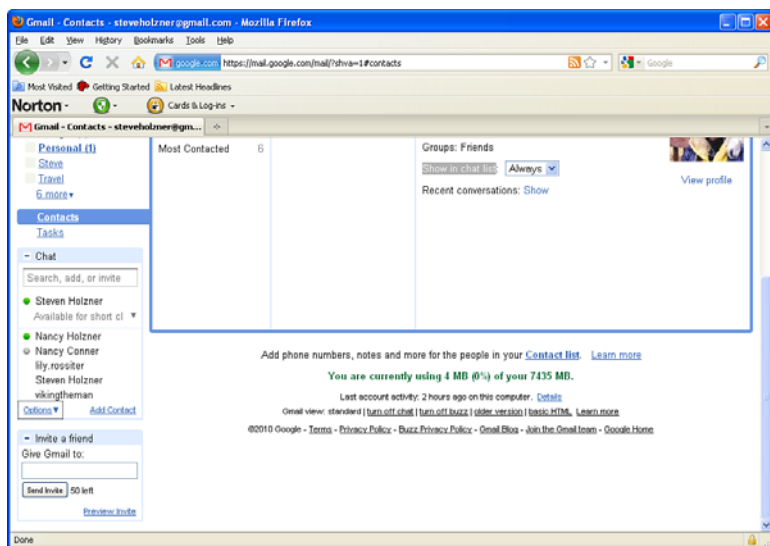


FIGURE 8.6 A new contact, available for chatting.

When a green ball appears next to the person's name in your list, he or she is available for chatting.

Accepting a Chat Invitation

When someone else invites you to chat, you get a message with **Yes** and **No** buttons, like the one above the **Chat** list in Figure 8.7.

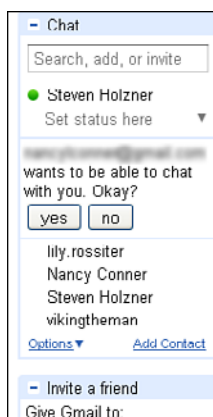


FIGURE 8.7 A chat invitation.

If you want to approve future chats with this person, click **Yes**. Otherwise, click **No**.

Starting a Chat Session

To start a chat session, just follow these steps:

1. Hover the mouse pointer over the name of the person with whom you want to chat in your **Chat** list. Note that this person must have a green ball in front of his or her name.
2. In the popup window that opens, click the **Chat** link. A chat box opens at the right in the browser window, as shown in Figure 8.8.

Now you're ready to chat.

Chatting

After you have a chat window open, you can chat. Just type what you want to say to the other person, as shown in Figure 8.9.

Press **Enter** when you're done typing your text to send that text to the other person.

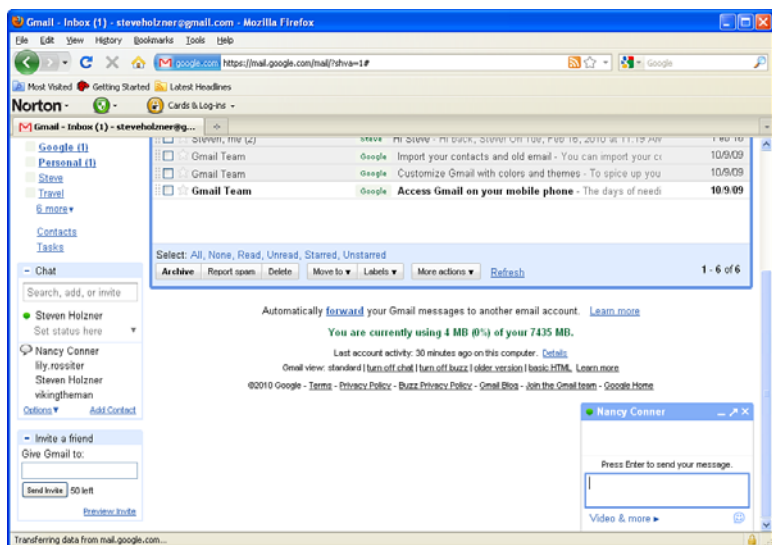


FIGURE 8.8 A chat window.

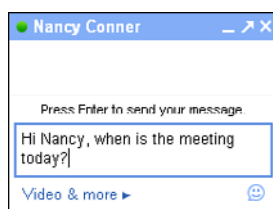
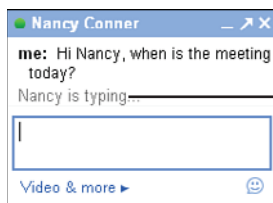


FIGURE 8.9 Entering chat text.

As the other person types, you'll see a message indicating that he or she is typing, as shown in Figure 8.10.



This message appears when the other person is typing a message to you.

FIGURE 8.10 Waiting for the other person to respond.

When the other person has finished typing and pressed Enter, the message appears in the chat box, as shown in Figure 8.11.

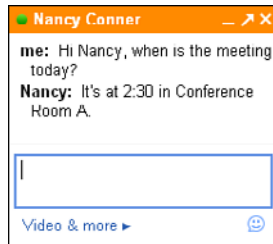


FIGURE 8.11 Response from the other person.

And that's all there is to chatting.

Ending a Chat Session

To end a chat session, just click the **X** (Close) button at the top right of the chat window.

This removes you from the chat. If only you and one other person are chatting, the chat windows close for both of you. On the other hand, if you're in a group chat of more than two people, only your chat window closes when you click the **X** button.

Creating a Group Chat

If you want to chat with more than one person, follow these steps:

1. Hover your mouse pointer over the name of a person you want to chat with in your **Chat** list. Note that the person must have a green ball in front of his or her name, indicating availability for chatting.
2. In the popup window that opens, click the **Chat** link. A chat window opens at the right in the browser window.
3. Click the **Video & More** link. A drop-down menu appears.

4. Click the **Group Chat** item. A new box appears to let you enter other people, as shown in Figure 8.12.

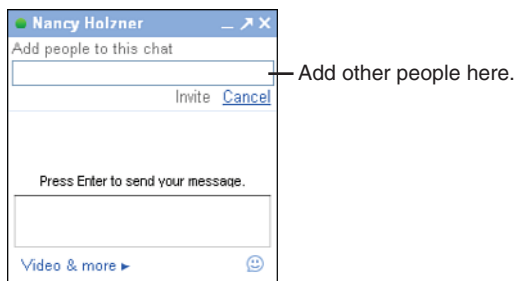


FIGURE 8.12 Inviting others to chat.

5. Enter additional people in the group chat invitation window.
6. Click the **Invite** link. All the people you've listed are invited, and if they accept, they're added to the chat.

Group chat is much like normal chat—the text entered by various people is prefaced with their names, so you can keep straight who's saying what.

Chatting in a Stand-Alone Window

When you're in a longer chat session, using the small chat window that opens in Gmail can be annoying. How about getting a dedicated chat window?

Just follow these steps:

1. Hover your mouse pointer over the name of a person you want to chat with in your **Chat** list. Note that the person must have a green ball in front of his or her name, indicating availability for chatting.
2. In the bubble that opens, click the **Chat** link. A chat window opens at the right in the browser window.

3. Click the **Video & More** link. A drop-down menu appears.
4. Click the **Pop Out** item. A new window appears to give you more space for your chat, as shown in Figure 8.13.

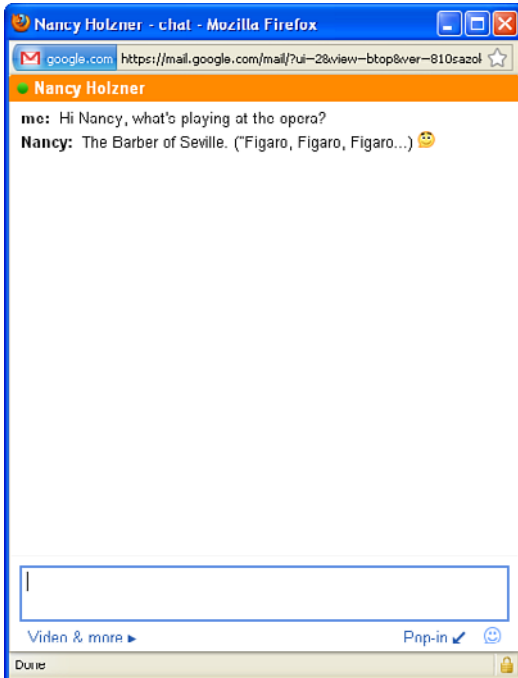


FIGURE 8.13 A pop-out chat window.

5. Chat as usual in the new window.

In Figure 8.13, note that Nancy used an emoticon (a smiley face). Learn how to do that in the next task.

TIP: Shrinking the Chat Window

To make your chat window “pop in” to the browser window again, click the **Pop In** link at the bottom of the stand-alone window.

Using Emoticons in Chat

Do you want to use emoticons while chatting? Just enter the appropriate key code (see Figure 8.14) or click the smiley face icon at the bottom of the chat window and select the emoticon of your choosing.

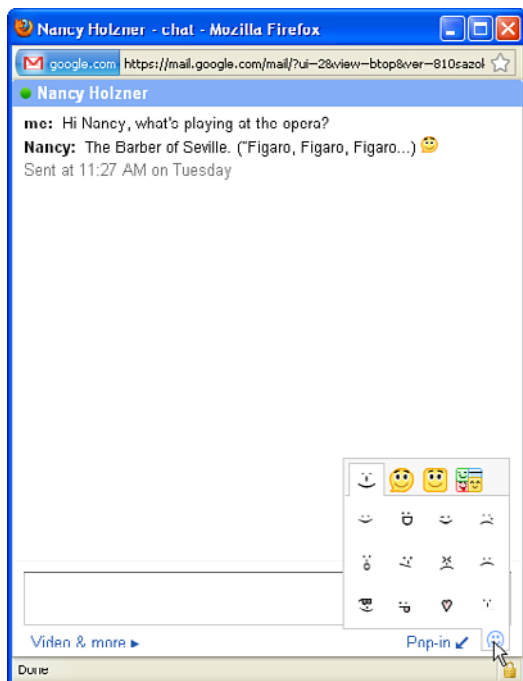


FIGURE 8.14 The emoticons.

PLAIN ENGLISH: **Emoticon**

An *emoticon* is a common way to add an expression to your message. Do you want to be playful with a comment? Add a wink. Do you want to make sure the person you're talking to knows that you're saying something with a smile? Add a smiley face. Emoticons can change or improve the interpretation of what you're saying.

The available emoticons appear in Figure 8.14. Clicking each tab across the top of the emoticons window shows the different emoticons available to you.

Emoticons can add a fun note to your chats.

Showing Videos in Chat

When it comes to embedding links to media, Chat is much like Buzz. You can embed links to YouTube videos. After you embed a video, Chat shows a thumbnail of the video. The recipient then clicks the thumbnail to start the video.

To insert a link, simply copy it from your browser, paste it into your message, and press Enter. Chat then displays a thumbnail of the video, as shown in Figure 8.15.

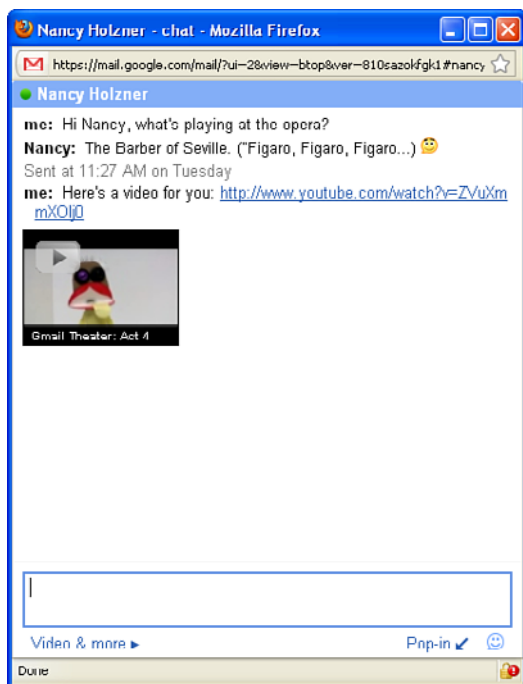


FIGURE 8.15 A YouTube video thumbnail in Chat.

Clicking the thumbnail starts the video, as you can see in Figure 8.16.



FIGURE 8.16 Playing a YouTube video in Chat.

Blocking a Person

To block a person from chatting with you, just follow these steps:

1. From within an open chat, click the **Video & More** link. A drop-down menu appears.
2. Click the **Block xxxx** item, where xxxx is the person's name.

You can unblock someone by selecting the **Unblock xxxx** item (which is what the **Block xxxx** item changes to after you select it).

NOTE: Why Can't I Block Someone?

A person must be online and engaging in a chat with you before you can actually block him or her from initiating future chats. There

is no way to preemptively block someone in your contacts list from sending a chat request.

Installing Video and Voice Chat

Chat now comes with an application that lets you chat through voice and video—but you must be willing to download and install the software (it's free).

To install it, follow these steps:

1. Click the **Chat** link. A chat window opens at the right in the browser window.
2. Click the **Video & More** link. A drop-down menu appears.
3. Click the **Add Video/Voice Chat** link. The Get Gmail Voice and Video Chat dialog box opens, as shown in Figure 8.17.

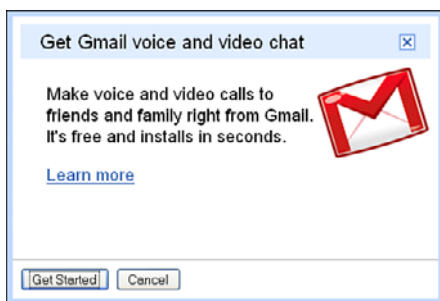


FIGURE 8.17 Installing video and voice chat.

4. Click the **Get Started** button and follow the directions.

Video and voice chat adds a new dimension to chatting.

NOTE: **Video Chatting Setup**

The details of setting up a video chat are beyond the scope of this short book on Google Buzz. However, if you want to learn more (it's pretty easy stuff), go to <http://www.google.com/chat/video> and click the **Learn More** link toward the bottom of the page. Google provides everything you need to get started.

Checking Your Chat History

Chat saves your chats so you can check them later. Use the following steps to access your chat history:

1. Navigate to the Gmail site and log in if necessary.
2. Click the **6 More** link. A drop-down list of items appears.

NOTE: Mine Looks Different

Your Gmail page might or might not have a link labeled “6 More,” depending on whether you have customized Gmail. If you don’t see a link labeled “6 More,” look for a link with a down arrow next to it. This appears under the links for your Inbox, Sent Mail, and so on.

3. Click the **Chats** item. A box opens, showing your recent chats.
4. Click the chat you’re interested in. The record of the chat appears, as shown in Figure 8.18.

And there it is—a complete record of your chat.

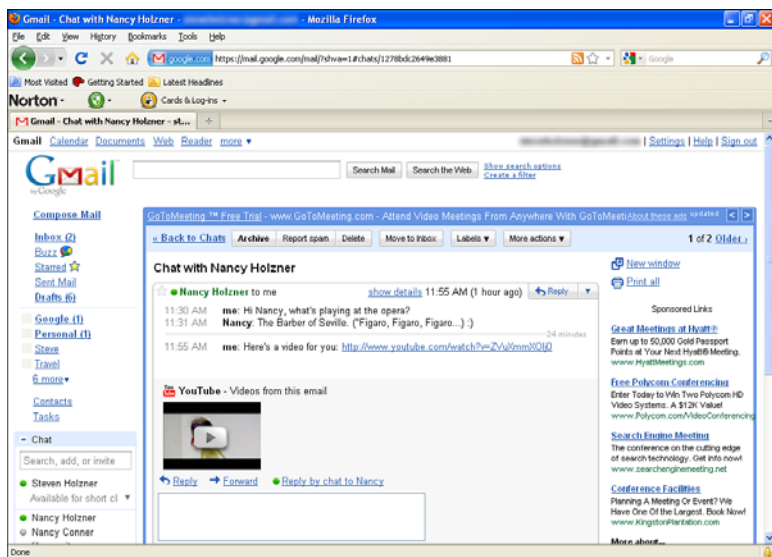


FIGURE 8.18 A chat from a chat history.

Turning Off Your Chat History

You might not want your chats recorded. To turn off chat recording, just follow these steps:

1. Click the **Settings** link.
2. Click the **Chat** tab.
3. Click the **Never Save Chat History** radio button.

TIP: **Selectively Disabling Chat Recording**

You can also turn off recording for a specific chat. Just click the **Video & More** link at the bottom of the chat window and select the **Go Off the Record** item to make sure the current chat is not recorded.

4. Click **Save Changes**. Now, chats will no longer be recorded.

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LESSON 9

Troubleshooting Buzz

Got a problem with Buzz? If so, then this lesson is for you. It covers the most common trouble spots and shows you how to fix them. No official Buzz troubleshooting guide is published by Google. However, you can find answers to questions from “Is my browser supported?” to “My posts aren’t showing up!” in this lesson.

If you want more help, you can try posting questions on the Gmail help forum. Just go to mail.google.com/support and click the **Help Forum** link.

Is My Browser Supported?

Which browsers fully support Gmail and Buzz? Here’s the list:

- ▶ Google Chrome
- ▶ Firefox 2.0+
- ▶ Internet Explorer 6.0+ (Internet Explorer 7.0+ is recommended)
- ▶ Safari 3.0+

These browsers also work, but do not support Buzz’s latest features:

- ▶ IE 5.5+
- ▶ Netscape 7.1+
- ▶ Mozilla 1.4+
- ▶ Firefox 0.8+
- ▶ Safari 1.3+

If your browser is not in the preceding list, you are directed to a page that uses only basic HTML for Gmail and Buzz. Here are the browsers for which you'll see that page:

- ▶ IE 4.0+
- ▶ Netscape 4.07+
- ▶ Opera 6.03+

NOTE: Cookies Must Be Enabled

Regardless of browser type, your browser must support cookies and have them enabled to use Gmail and Buzz. See the next task.

Error: Your Browser's Cookie Functionality...

You might get an error message that reads, "Your browser's cookie functionality is turned off. Please turn it on."

You must enable cookies to use Gmail and Buzz. Turning on cookies is an easy process in most browsers (although most browsers enable cookies by default). However, follow these steps if Internet Explorer 8 doesn't enable cookies by default or if you want to re-enable cookies after having turned them off previously:

1. Open Internet Explorer 8, and click **Tools** along the top of your browser window.
2. Select **Internet Options**. The Internet Options dialog box appears.
3. Click the **Content** tab.
4. Move the slider at the left of the dialog box until **Medium** is selected (or lower, though going lower than medium is not recommended).
5. Click **OK**.

Clearing the Browser Cache

Google also suggests you clear your browser cache because a full cache can cause browsing problems. To clear your cache in Internet Explorer 6.x, follow these steps:

1. Log out of Gmail.
2. Close all other open browser windows.
3. Click the **Tools** menu at the top of your browser and select **Internet Options**.
4. Click the **General** tab at the top of the dialog box.
5. In the Temporary Internet Files section, click **Delete Files**.
6. Select **Delete All Offline Content**.
7. Click **OK**.

To clear the cache in Internet Explorer 7, follow these steps:

1. Log out of Gmail and close all other open browser windows.
2. Click the **Tools** menu and select **Internet Options**.
3. Select the **General** tab.
4. Under **Browsing History**, click **Delete**.
5. Under **Temporary Internet Files**, click **Delete Files**.
6. Click **Delete Cookies**.
7. Click **OK**.

To clear the cache in Internet Explorer 8, follow these steps:

1. Log out of Gmail and close all other open browser windows.
2. Click the **Tools** menu and select **Internet Options**.
3. Under **Browsing History**, click **Delete**.
4. Select the **Temporary Internet Files** checkbox.
5. Click **Delete**.

Error: Oops...

You might see an “Oops...” error with an error code such as: “Oops 602” when using Gmail and Buzz. “Oops” errors occur when a conflict exists between Gmail and/or Buzz and software on your system.

To correct these problems, go to <http://mail.google.com/support/bin/answer.py?hl=en&answer=12336>. This page appears in Figure 9.1.

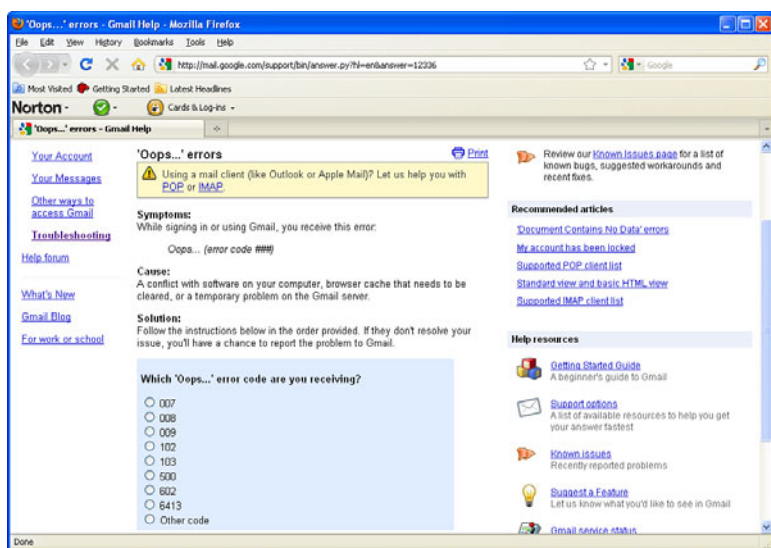


FIGURE 9.1 The Oops error troubleshooter.

Google will take you through the steps of the Oops error solution when you click the appropriate radio button in the troubleshooting page. For example, when you click an error code, Google might next ask you what security software you have running on your computer and display further options depending on your answers.

I Cannot Access My Account (Including Lost Password)

Google has a special page covering the following problems:

- ▶ I forgot my password.
- ▶ I forgot my username.
- ▶ My account has been compromised.
- ▶ My password doesn't seem to be working.
- ▶ Loading issues.

You can find this page at (also shown in Figure 9.2)

<http://mail.google.com/support/bin/answer.py?hl=en&answer=46346>.

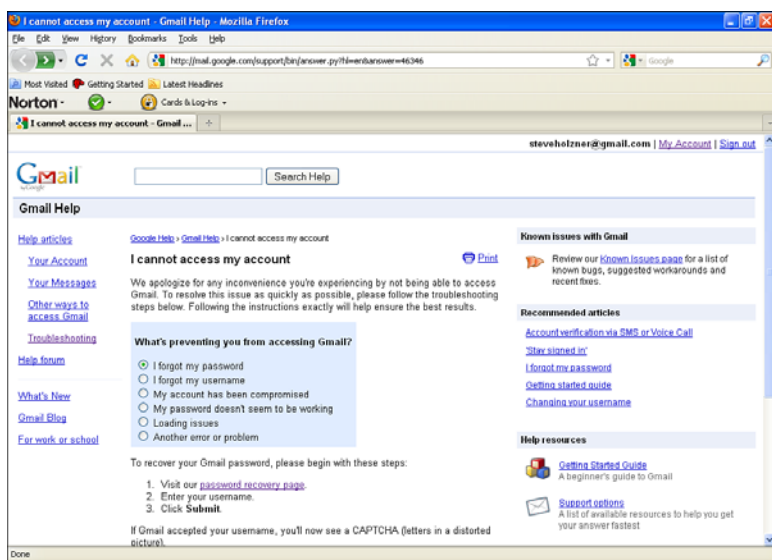


FIGURE 9.2 The account access troubleshooting page.

Answer the questions posed to you by Google. Simply click the radio buttons next to the options that best describe the problem. Google might direct you to another page at some point, such as the Password Recovery

page, which asks you various questions and then emails your password to your Gmail account.

Error 502

You might see a Temporary Error (502) when you try to log in or use Gmail and/or Buzz. This error, while rare, still does occur.

Error 502 is Google's way of saying that Gmail and/or Buzz is temporarily unavailable at the present time. Google and/or Buzz might be unavailable for a number of reasons, such as its being upgrading to a new version. Google generally provides more detail when Gmail or Buzz is unavailable. The cure: Wait for Gmail and/or Buzz to return—502 errors usually last only a few minutes.

If you keep seeing Error 502 over some length of time (for an hour or more), try clearing your browser's cache (browsers sometimes retain a page in memory and keep showing you that page over and over when you try to access a site). Clearing your Internet Explorer cache is covered earlier in this lesson.

Enabling JavaScript

JavaScript must be running for you to use Gmail and Buzz. If you have JavaScript turned off, you'll receive a message indicating that JavaScript must be turned on.

The steps for turning on JavaScript vary by browser. For example, follow these steps to turn it on for Internet Explorer (version 6, 7, or 8):

1. Click the **Tools** menu.
2. Select **Internet Options**.
3. Click the **Security** tab.
4. Click the **Custom Level** button.
5. Scroll down until you see the Scripting section. Select the **Enable** radio button for **Active Scripting**.

6. Click the **OK** button.
7. Click the **Yes** button in the confirmation window, if it appears.
8. Click the **OK** button.

In Firefox 2 or 3, you turn on JavaScript this way:

1. Click the **Tools** menu.
2. Select **Options**.
3. Click the **Contents** tab.
4. Select the **Enable JavaScript** checkbox.
5. Click the **OK** button.

In Safari 2 or 3, you turn on JavaScript this way:

1. Click the **Safari** menu.
2. Select **Preferences**.
3. Click the **Security** tab.
4. Select the **Enable JavaScript** checkbox.

After starting JavaScript, refresh the Gmail or Buzz page you were viewing.

I Can't Start Buzz

If you can't start Buzz, it might be disabled. To enable Buzz, just follow these steps:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears, displaying the Gmail Inbox by default.
2. Click the **Settings** link. Gmail opens the Settings page.
3. Click the **Buzz** tab. The Buzz settings page appears.
4. Select the **Show Google Buzz in Gmail** radio button.
5. Click the **Save Changes** button.

6. Refresh the browser page. The Buzz icon should appear at the left.
7. Click the **Buzz** icon.

If the Buzz icon doesn't appear, make sure you have a supported browser. See the earlier section, "Is My Browser Supported?"

Keeping Posts Private

Whoops—that post could be read by everyone, but you wanted to keep it private. How do you restrict who can see a post? Just follow these steps:

1. Click the top text box in the Buzz window (this text box has the caption **Share What You're Thinking. Post a Picture, Video, or Other Link Here**).

NOTE: **Creating a New Group**

To create a new group, click the **Create a New Group** link (see Lesson 10, "Gmail: Buzz's Home," for more on creating new groups).

2. Enter the text of your post.
3. Spell check your post if you want to (and if your browser supports it).
4. Select the **Private** option in the drop-down list box next to the **Post** button.
5. Click the **Post to a Group** link that appears. This causes Buzz to display your groups, as shown in Figure 9.3.
6. Select the groups to which you want to post. To add people to an empty group, click the **Add People** link next to the group name. To make changes to a group that already has people in it, click the **Edit** link that appears next to the group's name.
7. Click the **Post** button to post your message. Buzz posts to the groups you've selected.

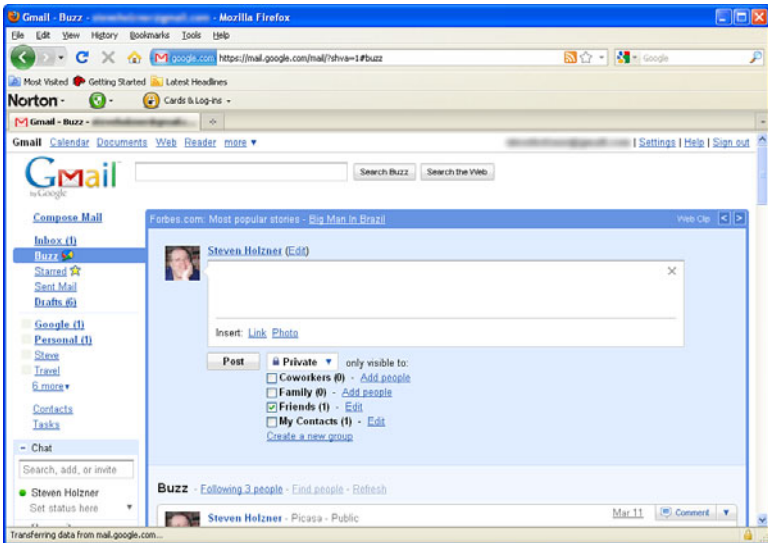


FIGURE 9.3 Posting to a group.

Note that you can post to multiple groups at the same time this way. Just select the checkboxes corresponding to the groups to which you want to post.

Correcting Posts

What if you posted something you want to correct later? For example, it may have seemed inevitable in the last few minutes that the home team was going to lose the big game, so you posted about that. But when they, in fact, pulled it off and actually won, you need to change your post.

To change a post, follow these steps:

1. Scroll down in the Buzz window until you find your post that you want to edit.
2. Click the **Edit** link in the post. Clicking this link opens the post for editing, as shown in Figure 9.4.
3. Make your edits to the post.

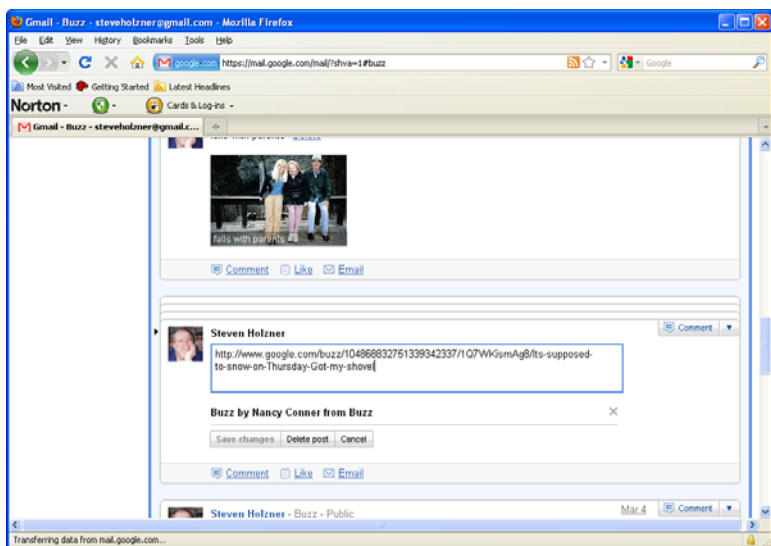


FIGURE 9.4 Editing a post.

4. Spell check the post (if desired, and if your browser supports it) by right-clicking any words that appear with a wavy underline.
5. Click the **Save Changes** button. Buzz saves the newly edited post, which is updated everywhere it appears in Buzz.

And that's it—now you've corrected a post.

Too Much Buzz in My Inbox

By default, when you get involved in a Buzz post, anything anyone comments on that post appears in your Inbox.

This can be a problem. Posts can get very popular, and you might be tempted to comment on a post that has several dozen comments already. Doing so might be a mistake, because every additional comment that comes in on that post also ends up in your email inbox.

Follow these steps to avoid getting follow-up comments in your Inbox:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears, displaying the Gmail Inbox by default.
2. Click the **Settings** link. Gmail opens the Settings page.
3. Click the **Buzz** tab. The Buzz settings page appears.
4. In the **Buzz In Your Inbox** section, select the checkboxes matching when you want Buzz to appear in your Inbox. You can choose the following:
 - People comment on my posts
 - People comment on posts after I comment on them
 - People comment on posts after I am @replied on them
5. Click the **Save Changes** button.

I Don't Want Who I'm Following to Be Made Public

By default, Buzz posts whom you're following and who is following you to your public Google profile. Some people consider that a violation of privacy, and would like to keep those lists private.

If you want to keep this information private, just follow these steps:

1. Navigate to the Gmail site and log in if necessary. The Gmail page appears, displaying the Gmail Inbox by default.
2. Click the **Settings** link. Gmail opens the Settings page.
3. Click the **Buzz** tab. The Buzz settings page appears.
4. In the **Display Following Lists** section, select the radio button marked **Do Not Show These Lists on My Public Google Profile**.
5. Click the **Save Changes** button.

Now your lists will be kept private.

When Buzz first launched, no way existed to avoid making these lists public on your Google profile. That was changed due to public outcry about privacy concerns.

I Don't Want Someone Following Me

There might be someone following you who you don't want following you. You can block this person, which will do the following:

- ▶ Prevent you from appearing in the list of people that he or she follows.
- ▶ Remove your buzz from that person's stream.
- ▶ Prevent him or her from commenting on your buzz.
- ▶ Keep him or her from again choosing to follow you.

Follow these steps to block someone from following you:

1. Find a post by the person you don't want following you.
2. Click the person's name to make that person's Google profile appear, as shown in Figure 9.5.
3. Click the **Block** link.

From now on, that person is blocked from following you.

TIP: **Unblocking Someone**

Want to unblock someone? When you block someone, the **Block** link changes to an **Unblock** link. To unblock them, just click the **Unblock** link.

You don't have to wait until someone who you don't want following you posts. You can block that person immediately by finding his or her Google profile. Just follow these steps:

1. Navigate to the Google profile search page at <http://www.google.com/profiles?q>.

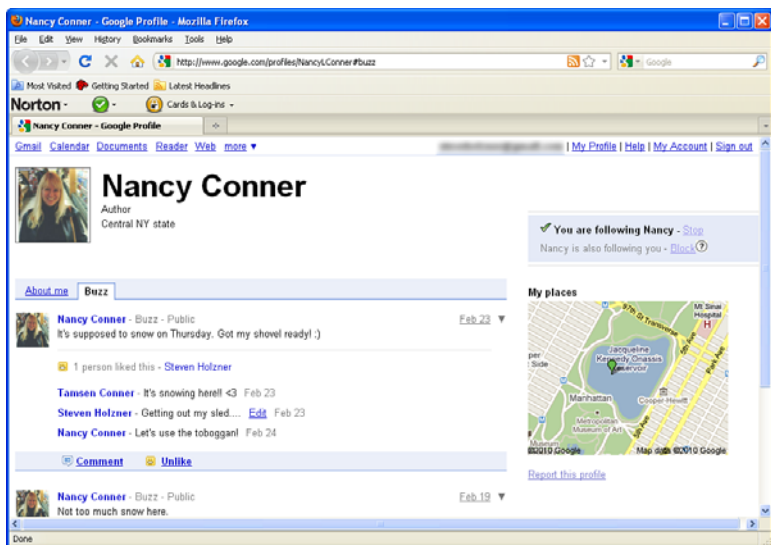


FIGURE 9.5 A Google profile.

2. Enter the name of the person whose profile you're searching for.
3. Click the **Search Profiles** button.
4. Click the person's profile in the search results, which opens the profile.
5. Click the **Block xxxx** link (where xxxx is a name).

Unfollowing Someone

Use these steps to stop following someone:

1. Click the **Following *n* People** link, where *n* is a number. Buzz opens a page showing who you are following, as shown in Figure 9.6.
2. Click the **Unfollow** link next to the person's name.
3. Click **Done**.

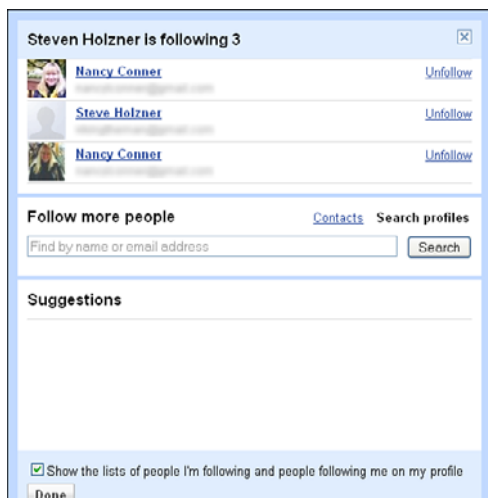


FIGURE 9.6 A list of who you are following.

Now if you don't want to follow someone anymore, you can simply unfollow them.

My Browser Keeps Refreshing

There are reports that some browsers—Firefox, in particular—continuously refresh the page when you try to open Gmail.

Google is aware of the issue and is trying to fix it. In the meantime, if the perpetual refreshing issue happens to you, log into Gmail using the secure site instead (<https://mail.google.com/mail/>), which will solve the problem.

My Password Has Been Stolen

If you suspect that your password has been stolen or is no longer secure, now is the time to change it. Here's how:

1. Click the **Settings** link. The Settings page appears.
2. Click the **Account and Import** tab.
3. Click the **Google Account Settings** link.

4. Click the **Change Password** link. The Google password reset page shown in Figure 9.7 appears.

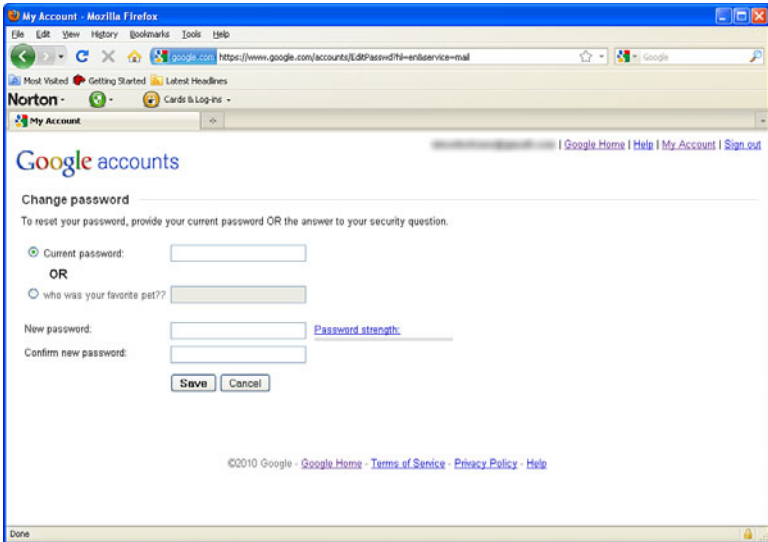


FIGURE 9.7 Changing your password.

5. Select the **Current Password** radio button and enter your current password, or select the security question radio button and enter the answer to your security question.
6. Enter your new password.
7. Confirm your new password by entering it again.
8. Click the **Save** button.

That's all it takes to change your password to a new, more secure version.

I Hate My Photo

If you hate your photo as displayed in Buzz posts, you can change it. Just follow these steps:

1. Click the **Settings** link. The Settings page appears.
2. Click the **General** tab.

3. Click the **Change Picture** link. Gmail opens a dialog box for a new photo, as you can see in Figure 9.8.

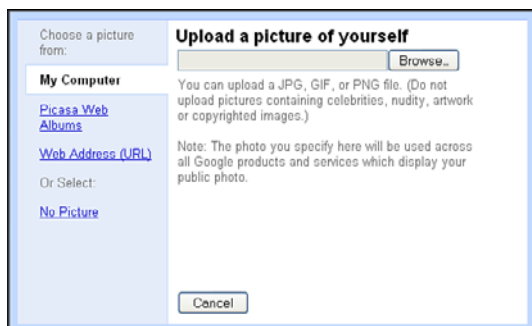


FIGURE 9.8 Changing your photo.

4. Click the **Browse** button. A dialog box opens, allowing you to browse to your new photo.
5. Browse to your new photo and select it.
6. Click the **Open** button. A dialog box opens, allowing you to crop the photo, as shown in Figure 9.9.

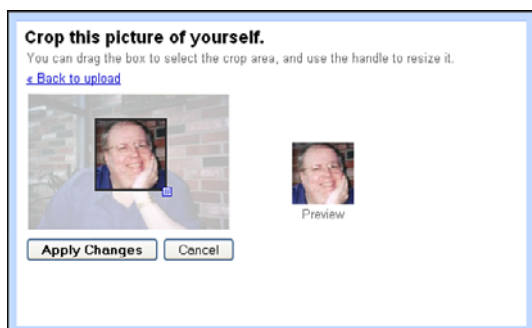


FIGURE 9.9 Cropping your photo.

7. Crop the photo using the mouse to drag around the cropping rectangle.
8. Click the **Apply Changes** button. When you do, the new photo uploads.

There you are. Now your new photo appears with all Buzz posts.

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LESSON 10

Gmail: Buzz's Home

This lesson is all about using Gmail, Buzz's home. It tells you all about Gmail—how to send, receive, organize, and spell check email. It also takes a look at topics that connect directly to Buzz, such as how to create and manage your contacts, handle the Inbox, and more.

Gmail Basics

You may already have an email account as part of your Internet connection, as provided by your Internet service provider—most Internet users do. So, why use Gmail? Here are some good reasons:

- ▶ Gmail provides a handy alternative to your main email address. For example, if you want to keep email for a club or organization separate from your main email account, you can use Gmail. Then when you want to check on those emails, just check your Gmail account. In fact, some people I know keep Gmail open all day on their desktop as well as their normal email program (such as Outlook).

TIP: Learn More About Gmail and Google Apps

Gmail is a substantial application, and you're going to get a good working knowledge of it from this book, but if you have more questions, I recommend checking out *Sams Teach Yourself Gmail*, which is due out in fall 2010. Gmail is one of the most prominent of the Google Apps—an application suite that includes word processing, spreadsheets, and more—all for free. To learn more about Google Apps in general, see *Using Google Apps*, published by Que (also due out in fall 2010).

- ▶ Gmail is also a great email program. Gmail lets you compose emails using different fonts, as well as embed pictures, attach

files, spell check your emails, and even set up automatic responses for the times when you're out of the office or on vacation.

- ▶ Gmail is portable. Do you want to check your email when you're on the road? It's easy with Gmail—just use a web browser on your laptop and the hotel's Wi-Fi. Or if you're in another office, even one out of town, just log in to Gmail to check your mail. No special software is needed besides a browser, which is the most ubiquitous of software applications. So if you do a lot of traveling, Gmail is perfect for you.
- ▶ It offers good spam filtering. Spam is a serious problem for most email users, but not really for Gmail users. Gmail offers terrific spam filtering, and that filtering alone makes setting up a Gmail account for some people worthwhile. Imagine being spam-free. You can be with Gmail.

TIP: The Ultimate Spam Killer

Here's an interesting trick: You can use Gmail purely as a spam filter. It's possible to have all your email forwarded to Gmail (ask your ISP's tech staff how to do this because it varies by ISP), which will then filter out spam, and you can then set up Gmail to forward all your email to the email program on your computer (as long as you set up email forwarding on your ISP to not forward emails sent to you from Gmail). That way, you get utterly spam-free email on your computer.

- ▶ It's searchable. You can use Gmail to search through all your emails at once.
- ▶ You never have to delete your email. You currently get more than 7GB of free disk space for your emails and attachments. So you'll never have to delete another email (unless you get some big attachments!).
- ▶ You can use labels to organize your email. Gmail uses labels (rather than folders) to organize your email. That is, you can tag your email with labels. Many people find labels to be more useful than folders, because you can sort by labels and see all your

sorted email in the Inbox as opposed to jumping from folder to folder.

- It's free. And, of course, being Google, Gmail is free, which makes it all the more attractive.

Get ready to jump into Gmail by signing in.

Signing In to Gmail

You already saw in Lesson 1, “Essential Buzz,” how to create a Gmail account, which you need to work with Buzz, so in this lesson, you simply sign in:

1. Navigate to the Gmail site. You can use a variety of URLs—www.gmail.com, mail.google.com, www.google.com/mail, and so on—just take your pick. Figure 10.1 shows the sign-in page that appears.

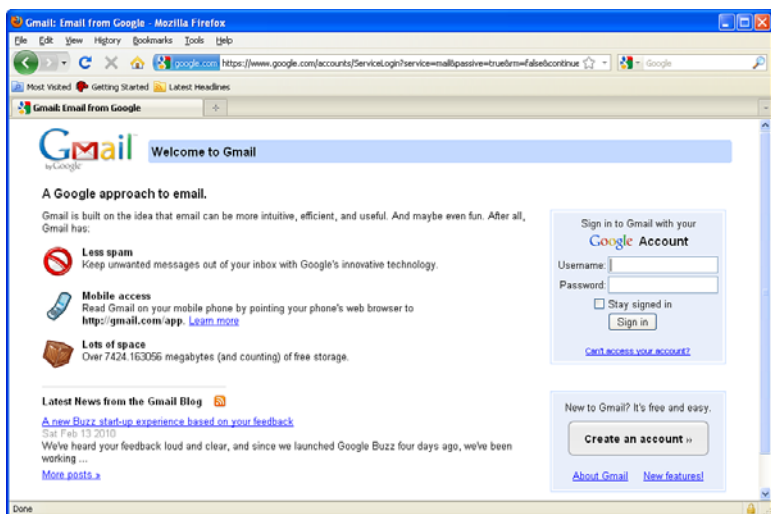


FIGURE 10.1 The Gmail sign-in page.

2. Enter your username and password in the boxes at the right of the page.
3. Select the **Stay Signed In** checkbox if you want to stay signed in.
4. Click the **Sign In** button.

You're in! Gmail opens, displaying the messages in your Inbox, as shown in Figure 10.2.

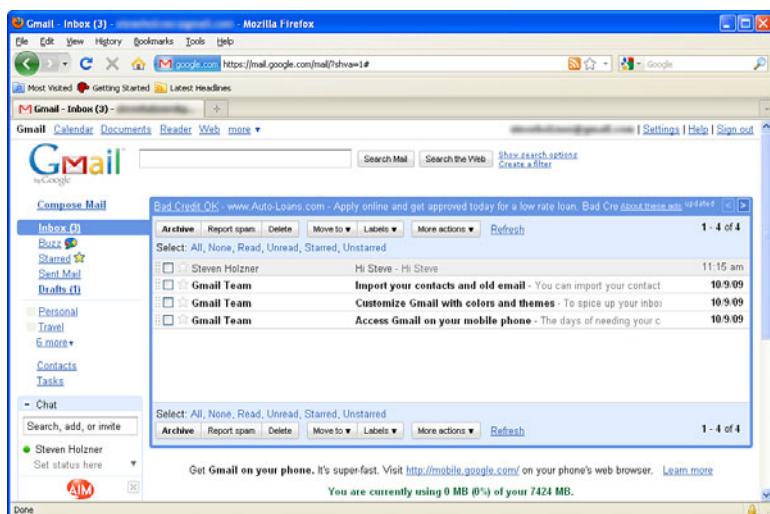


FIGURE 10.2 The Gmail page.

Getting Your Email

Follow these steps to check your email:

1. Scroll up and down in the Inbox, if necessary, to find the message you want to read.
2. Click the subject of the email you want to read. The email opens in the center pane, as shown in Figure 10.3.

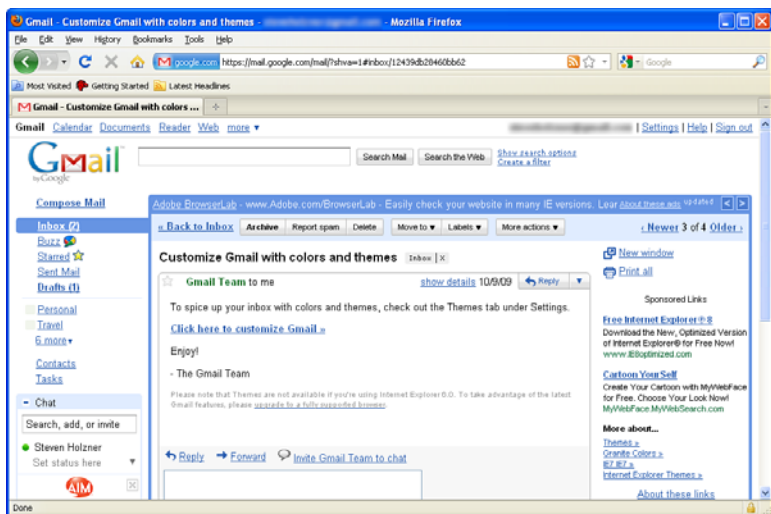


FIGURE 10.3 Reading an email.

3. When you're done reading the email, click the **Back to Inbox** link. The list of emails you've received in the Inbox reappears. Note that the entry for the email you just read appears in bold before you've read the email, and in plain text after you've read the message.

As you can see, reading your emails in Gmail is easy. Now take a look at how to send emails.

Sending Email

The basic process of getting your email is simple—you just check your messages in your Inbox. But more options are available when sending email. Is your email a reply to an email you received? Is it a new email? Do you want to spell check it? Do you want to CC (carbon copy) it to someone else? Do you want to send an attachment, or use color, bold, or italics? This section covers these options.

Replying to an Email

One of the most frequent ways to send emails is by replying to an email you received. Gmail makes it easy. Just follow these steps:

1. Click the subject of the email you want to reply to. The email opens, as shown in Figure 10.4.

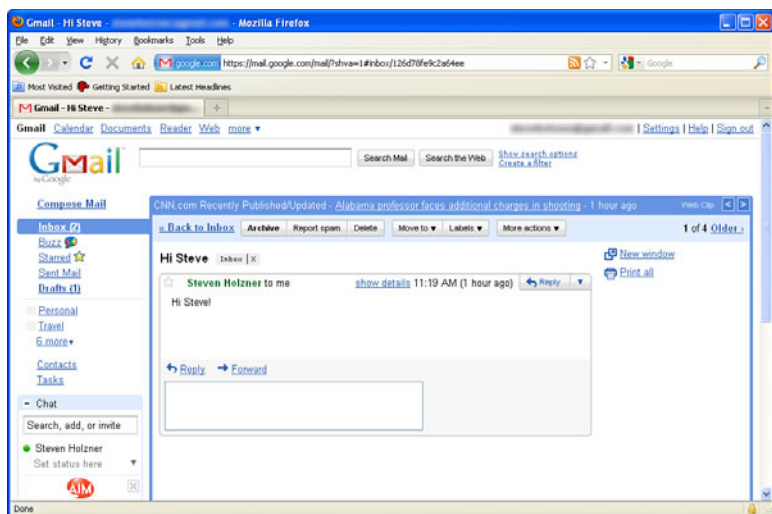


FIGURE 10.4 An email message.

2. Click either the **Reply** link or the text box at the bottom of the message. Clicking either item enlarges the text box, as shown in Figure 10.5.
3. Enter the text of your reply in the large text box, as shown in Figure 10.6.
4. Click the **Send** button.
5. Click the **Back to Inbox** link. The list of emails you've received in the Inbox reappears.

Your message is sent without any added advertising or “Sign up now for Gmail!” links. That is, the person to whom you sent the email will get just

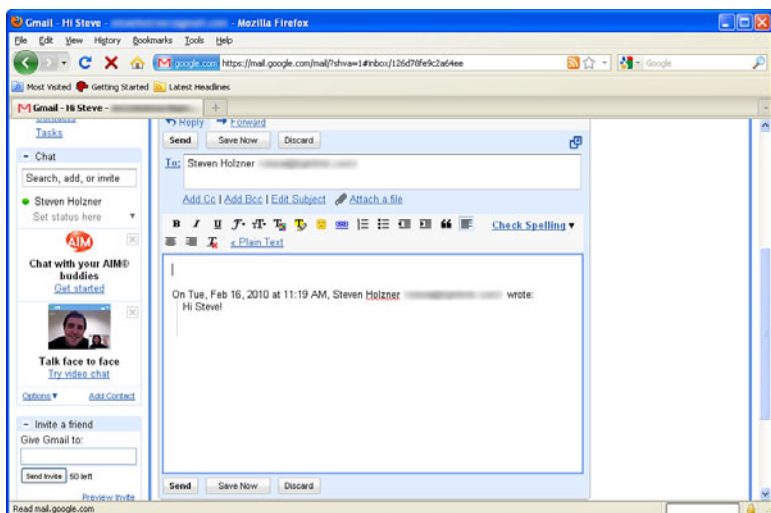


FIGURE 10.5 Replying to an email message.

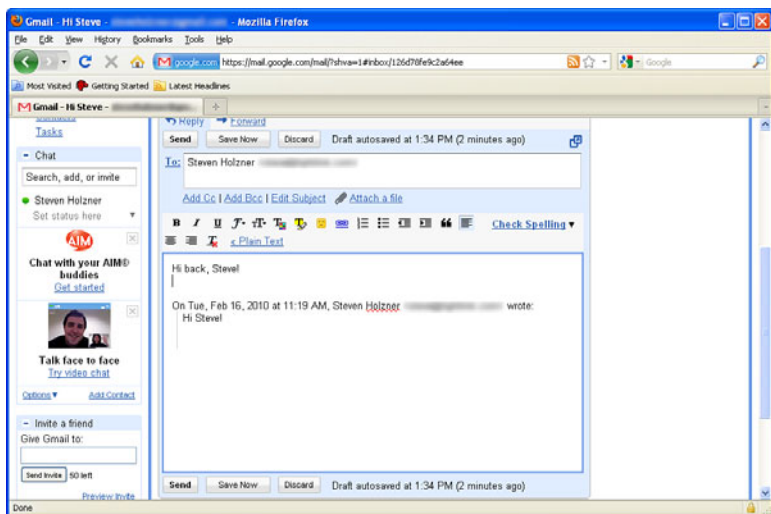


FIGURE 10.6 Entering a reply.

the email you sent, with nothing added by Gmail (that's unusual for free email services).

Composing a New Email

You don't have to reply to an email to send an email, of course. You can compose an email from scratch and send it using Gmail. Here's how:

1. Click the **Compose Mail** link. The email composer opens, as shown in Figure 10.7.

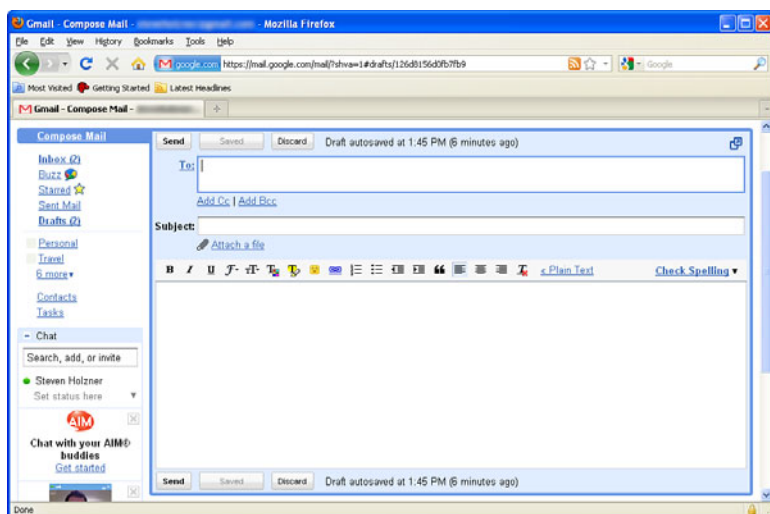


FIGURE 10.7 The email composer.

2. Enter the email address of the person to whom you are writing in the **To** box. If you want to send the email to multiple email addresses, enter those addresses in the **To** box, separated by commas.

TIP: **Quickly Entering Previously Used Addresses**

If you've written to (or received an email from) a person before, Gmail will display matches in a drop-down list box to the email address as you're typing it. Just click the correct entry in the list

box to select that email address and have Gmail fill it in the **To** box automatically.

3. Enter the subject of the email in the **Subject** box.
4. Enter the text of the email in the large text box.
5. Click the **Send** button.

That's it—you've just sent an email with Gmail.

Adding CCs and BCCs

You can also CC and BCC people when you send an email:

- ▶ People you CC (“carbon copy”) are sent a copy of the email and their email addresses appear in the CC line of the email that gets sent to everyone.
- ▶ People you BCC (“blind carbon copy”) are also sent a copy of the email—but their email addresses do not appear with the rest of the email. So if you don't want anyone else to know you've sent a copy of the email to someone, BCC that person.

You can CC or BCC people easily—here's how to do it:

1. Click the Compose Mail link. The email composer opens.
2. Enter the email address of the person to whom you are writing in the **To** box. If you want to send the email to multiple email addresses, enter those addresses in the **To** box, separated by commas.

TIP: **Keep Email Addresses Private**

If you put all of the recipients' addresses in the BCC box, everyone will receive the message, but no one will know who else received it. This is a great way to send mass mailings, invitations, and so on,

when not everyone on your list knows everyone else on the list. Some consider it a *faux pas* to send mass mailings in which the email addresses of the recipients are visible to everyone on the mailing.

3. Enter the subject of the email in the **Subject** box.
4. If you want to carbon copy or blind carbon copy someone else, click the **Add CC** and/or the **Add BCC** link(s).
5. Enter the email addresses of people you are carbon copying and/or people you are blind carbon copying in the **CC** and/or **BCC** box(es).
6. Enter the text of the email in the large text box.
7. Click the **Send** button to send it.

Now you know how to CC or BCC people on your emails.

Aligning Text in Email Messages

The text you put in Gmail messages is HTML by default, and you can perform a variety of formatting with that text, including aligning it to the left, right, or center.

To align text in a message, follow these steps:

1. With the mouse, select the text you want to align.
2. Click the alignment button in the toolbar above the message text box corresponding to the alignment you want. Align Left is the fourth button from the right, Align Center is the third button from the right, and Align Right button is the second button from the right.

For example, you can see text that's been center aligned in Figure 10.8.

3. Click the Send button to send your email.

Aligning text in this way can give your emails a professional appearance.

Click these buttons to left align, center, or right align.

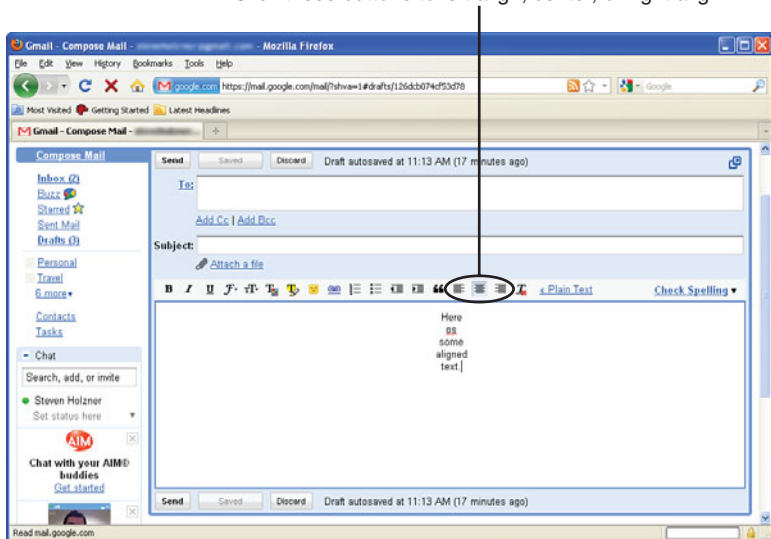


FIGURE 10.8 Center aligning text.

Setting Text Size in Messages

You also have the option of changing the size of the text in email messages. To do that, follow these steps:

1. Select the text that you want to resize.
2. Click the **Text Size** button in the toolbar directly above the message text box. This button displays two Ts, one smaller than the other. A drop-down list of possible text sizes appears:
 - ▶ Small
 - ▶ Normal
 - ▶ Large
 - ▶ Huge
3. Click the size of text you want. The selected text changes to that size. For example, you can see text that's formatted as Huge in Figure 10.9.

Click this icon to change text size.

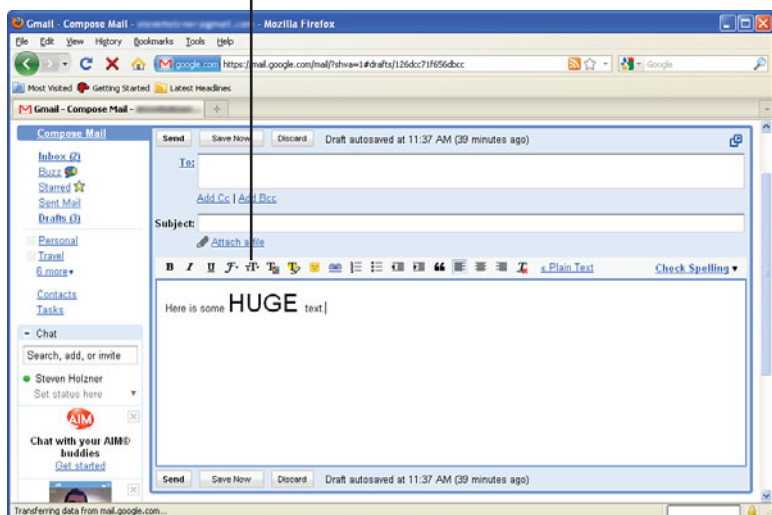


FIGURE 10.9 Formatting text size.

4. Click the **Send** button to send your email with your custom-sized text.

Applying Text Formats

As part of the text formatting available in Gmail, you can also bold, italicize, and underline text. Here's how:

1. Select the text you want to format.
2. Click the Bold, Italic, or Underline buttons (or more than one) in the toolbar directly above the message text box. The formatting of the text you've selected changes to match your choice.

For example, you can see text that's been formatted in Figure 10.10.

3. Click the **Send** button to send your email.

Bolding, italicizing, and underlining text can provide the desired emphasis in your written text.

Choose Bold, Italic, or Underline.

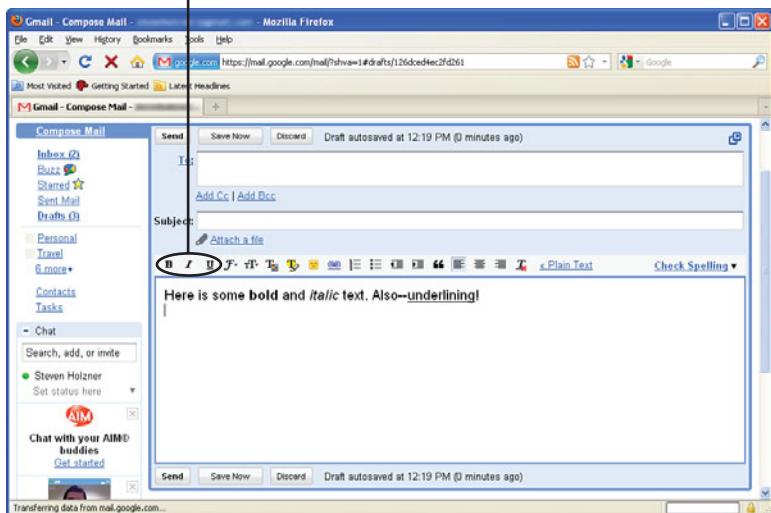


FIGURE 10.10 Bold, italic, and underlined text.

Selecting Fonts in Messages

You also can select a variety of fonts in Gmail—you don't have to stick with the default (sans serif) font); a wide variety of fonts are available.

To select a font in an email message, do this:

1. Select the text for which you want to change fonts.
2. Click the **Font** button in the toolbar above the message text box. A drop-down list appears with these choices:
 - ▶ Sans Serif
 - ▶ Serif
 - ▶ Wide
 - ▶ Narrow
 - ▶ Comic Sans MS
 - ▶ Courier New

- ▶ Garamond
 - ▶ Georgia
 - ▶ Tahoma
 - ▶ Trebuchet MS
 - ▶ Verdana
3. Select the font you want from the drop-down list. For example, you can see text that's been formatted in Wide font in Figure 10.11.
 4. Click the **Send** button to send your email.

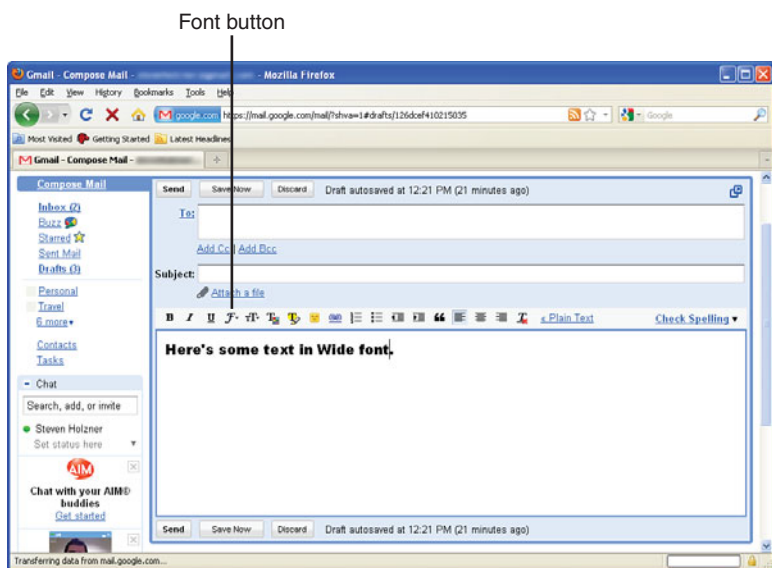


FIGURE 10.11 Text with the Wide font applied.

Creating Bulleted or Numbered Lists in Emails

You can also easily create

- ▶ A
- ▶ bulleted
- ▶ list

or

1. A
2. numbered
3. list

in Gmail. Here's how you create lists:

1. Select the text you want to place in a bulleted or numbered list.
2. Click the Bulleted List button or the Numbered List button in the toolbar above the message text box corresponding to the type of list you want. The selected text is put into the type of list you want. For example, you can see a bulleted list and a numbered list in Figure 10.12.
3. Click the **Send** button to send your email.

Now you can create professional-looking bulleted and numbered lists in your emails.

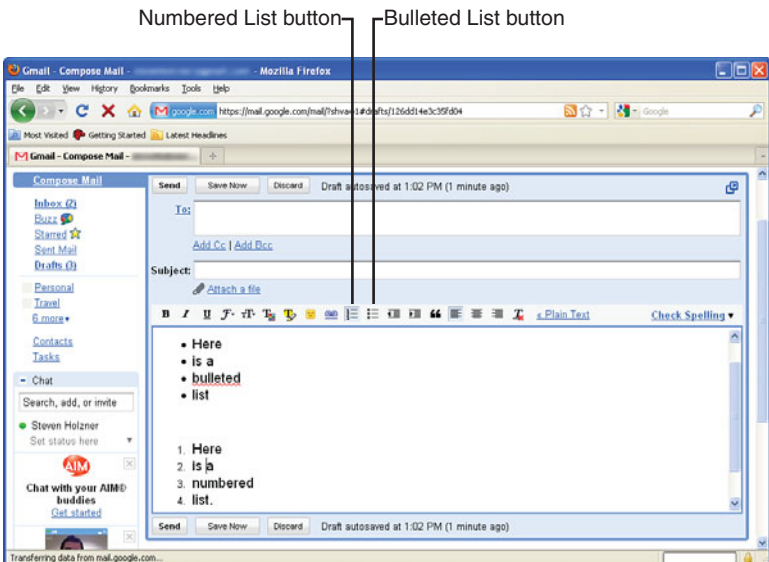


FIGURE 10.12 A bulleted and a numbered list.

Indenting Text in Emails

By default, all your text is aligned to the left margin of the message text box as you enter it. But you can also indent text on your own with a click—here's how:

1. Select the text you want to indent.
2. Click the **Indent Less** button (this has the left-facing arrow) or the **Indent More** button (this has the right-facing arrow) in the toolbar directly above the message text box. The selected text is indented less or more depending on your selection. For example, you can see indented text in Figure 10.13.

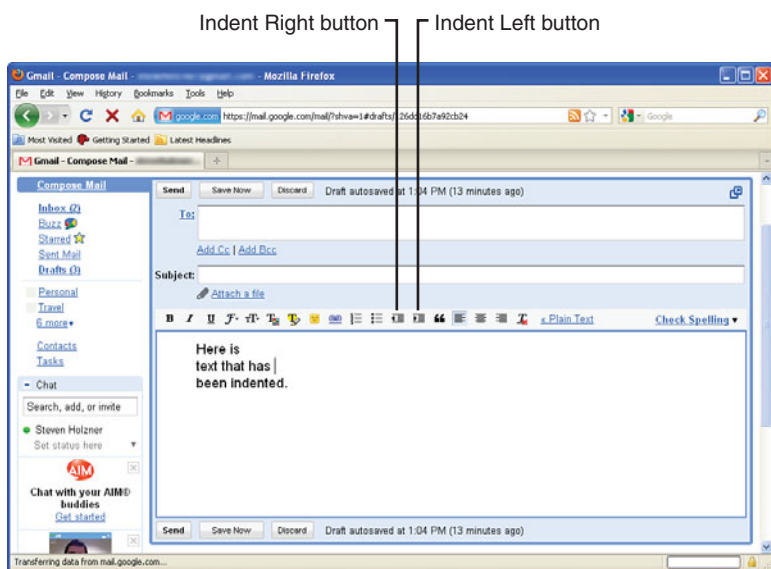


FIGURE 10.13 Indenting text.

3. Click the **Send** button to send your email.

Now you can create indents in your emails without having to use the Tab key.

Sending Links in Emails

Sending web page links in emails is a fairly common practice. You can embed links in Gmail messages as well. Here are the steps to follow:

1. Select the text you want to turn into a link.
2. Click the **Link** button (this button depicts a tiny section of chain) in the toolbar directly above the message text box. The **Edit Link** dialog box opens, as shown in Figure 10.14.



FIGURE 10.14 Creating a link.

3. Enter the URL of the link in the **To What URL Should This Link Go?** box.
4. Select the **Web Address** or the **Email Address** radio button to indicate which type of link you're creating.
5. Click the **OK** button to close the dialog box. The text that you created a link for appears underlined in your message to indicate that it's a link.
6. Click the **Send** button to send your email.

Cool—now you can add links to your emails.

Sending Plain Text

Gmail messages are sent in HTML format, but sometimes you might not want that—for example, such as when you know you're sending email to someone whose email application can only display plain text, not HTML.

You can make Gmail send your emails in plain text format; here's how:

1. Click the **Plain Text** link in the toolbar just above the message text box. A dialog box appears, explaining that you will remove all formatting in the present message if you proceed.
2. Click **OK** in the dialog box.
3. Enter the text of the email in the large text box.
4. Click the **Send** button to send your email.

TIP: **Removing Formatting**

Note that an alternative way of removing the formatting you've added to an email message is to select the text you want to make into plain text and click the **Remove Formatting** button in the toolbar above the message text box (this button is just to the left of the Plain Text link and looks like a script T). Clicking that button removes any formatting from the text you've selected, making it into plain text.

Setting Out-of-Office or Vacation Responses

Away on vacation or just out of the office? You can have Gmail send an automated response letting people know that when they email you. That way, people won't wonder what happened to you if they don't get a response.

Here's how to set up a vacation response:

1. Click the **Settings** link. The Settings page opens with the **General** tab displayed by default, as shown in Figure 10.15.

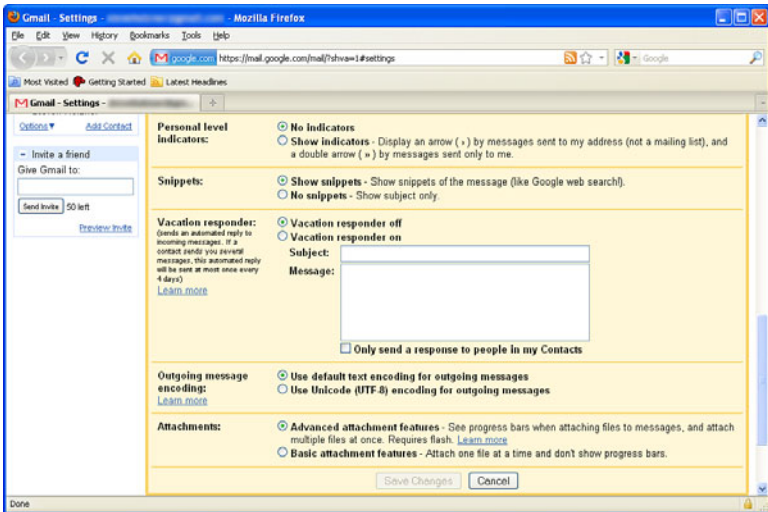


FIGURE 10.15 The General tab.

2. In the **Vacation Responder** section, select the **Vacation Responder On** radio button. This turns on the vacation responder, which will send automated emails to people who email you while you're gone.
3. In the **Subject** text box, enter the subject of your vacation response email.
4. In the **Message** box, enter the message you want sent to people who email you (for example, "I'm on vacation in sunny Hawaii and you're not!").
5. If you only want people in your Gmail contacts list to get a vacation response, select the **Only Send a Response to People in My Contacts** checkbox.
6. Click the **Save Changes** button at the bottom of the page.

When you return from vacation or your business trip, don't forget to turn off the vacation responder!

Using Labels

Some email programs let you create folders to organize your email, but Gmail lets you label your emails instead. That is, you add a label—a one- or two-word text annotation—to emails, and then you can sort your emails by label.

This feature offers the advantage over folders that you can do everything (labeling and sorting) in the Inbox and don't have to remember in which folder you placed a piece of mail. This section gives you a look at using labels.

Adding Labels to Emails

Adding labels to emails is easy. Just follow these steps:

1. Select the checkboxes to the left of each email in the Inbox to which you want to give the same label.
2. Click the **Labels** button in the Inbox. A drop-down menu appears with these items:
 - ▶ Personal
 - ▶ Receipts
 - ▶ Travel
 - ▶ Work
 - ▶ Create New
 - ▶ Manage Labels
3. If you want to use one of the pre-defined labels (Personal, Receipts, Travel, or Work), select the corresponding menu item.
4. If you want to create a new label, click the **Create New** menu item, enter the text of the label in the dialog box that opens, and click **OK**. The new label appears in the Inbox, as shown in Figure 10.16, where the label **Google** has been added to three emails.

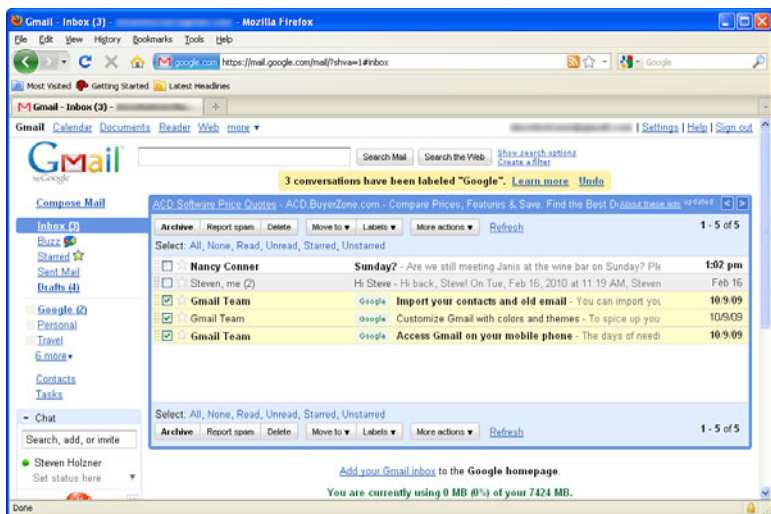


FIGURE 10.16 New labels.

Now that you're labeling emails, you can sort your emails by label. See the next section for the details.

Sorting by Label

When you've labeled emails, you can sort emails using those labels. For example, if you've given seven emails a particular label, you will be able to click that label in the list of links at the left in any Gmail page and instantly see only those emails with that label.

Here's how to sort by label:

1. Click the label you want to sort by in the left pane of links. For example, clicking the **Google** link used in the earlier example displays only emails that have been tagged with that link, as shown in Figure 10.17.
2. To return to the Inbox, click the **Inbox** link.

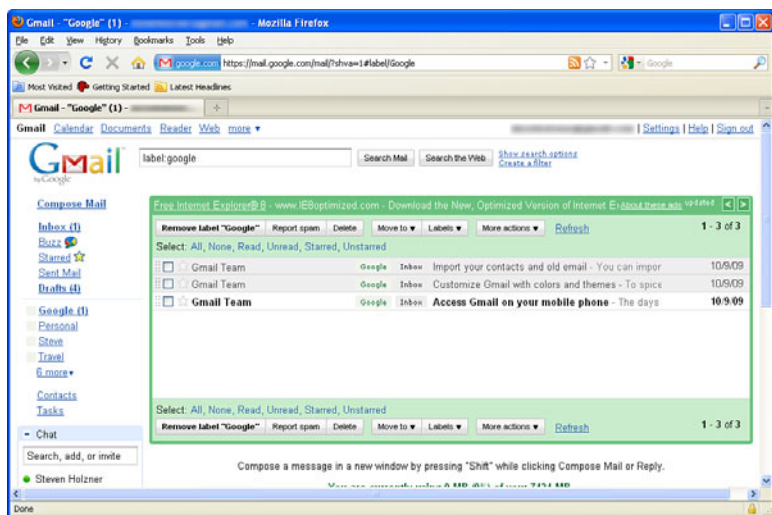


FIGURE 10.17 Tagged emails.

Note that on occasion, a label you've created won't show up in the list of links at the left in any Gmail page. In that case, you must add that label yourself. To do that, follow these steps:

1. Click the **Settings** link.
2. Click the **Labels** link.
3. In the **Create a New Label** box, enter the text of the label.
4. Click the **Create** button.
5. Click the **Inbox** link. The label should appear in the list of links at left in any Gmail page.

Using labels is an easy way to organize your email in Gmail—and a very powerful one as well.

Deleting Email

If you want to get rid of an email, here's how you do it:

1. In the Inbox, select the checkbox at the left of each email you want to delete.
2. Click the **Delete** button.

TIP: **Restore a Deleted Email**

Want to restore an accidentally deleted email? Select the checkbox of the email you want to move back to the Inbox, click the **Move To** button, and select the Inbox item. Note, however, that if you choose **Delete Forever**, as explained next, the email is truly gone, gone, gone.

Clicking the **Delete** button doesn't actually delete your email. Rather, it only sends it to the Trash folder. To delete it permanently after it's been sent to the Trash folder, follow these steps:

1. Click the **6 More** link at the left in the Gmail page.
2. Click the **Trash** link in the drop-down list that appears. The Trash folder opens.
3. Select the checkbox next to the email you want to delete permanently.
4. Click the **Delete Forever** button. When you do this, the emails you've deleted are gone forever.

Working with Contacts

You can keep an address book of people you routinely email, and in Gmail, those are called your contacts. Buzz also relies on the contacts you've established. To keep track of your contacts, click the **Contacts** link

at the left in any Gmail page, which opens the Contacts page, as shown in Figure 10.18.

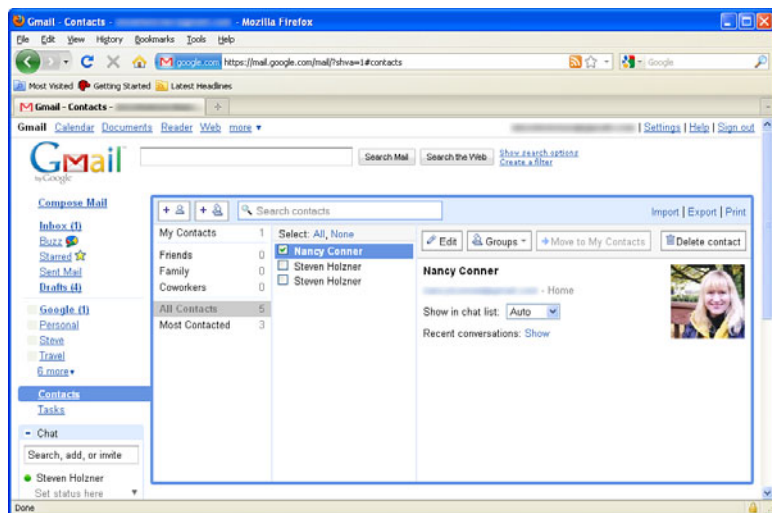


FIGURE 10.18 The Contacts page.

When you email a person, that person is added by default to the **All Contacts** section of the Contacts page. You can also create your own contacts, as shown next.

Creating a Contact

You can create a contact easily—just follow these steps:

1. Click the **Contacts** link. Gmail opens the Contacts page.
2. Click the **New Contact** button. This button shows a generic image of a human figure and a plus (+) sign. The page you see in Figure 10.19 appears.
3. Enter the new contact's name and other information.
4. Click the **Save** button, and the new contact is added to your Contacts list.

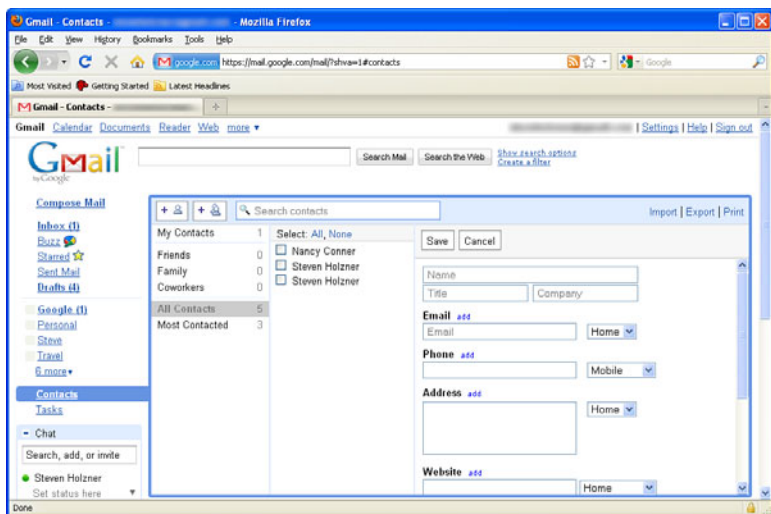


FIGURE 10.19 Creating a new contact.

Emailing a Contact

Emailing a contact is simple. Just follow these steps:

1. Click the **Contacts** link. By default, **All Contacts** are displayed.
2. Click the name of the person you want to email. The person's contact page appears in the right column of the Contacts page.
3. Click the contact's email address. Gmail opens the **Compose Email** page. Fill in the subject of the email, the email's text as usual, and click the **Send** button.

Organizing Your Contacts

You can also organize your contacts into groups, and Gmail comes with several contact groups built in: Friends, Family, and Coworkers. You can add contacts to these groups easily. When you click the name of the group in the Contacts page, all the contacts in that group are shown.

Here's how to organize your contacts into groups:

1. Click the **Contacts** link. By default, All Contacts are displayed.
2. Click the name of the person you want to add to a group. The person's contact page appears in the right column of the Contacts page.
3. Click the **Groups** button. Gmail displays a drop-down menu.
4. In the drop-down menu, select the name of the group in the **Add To** section. The contact you've selected is added to the group you've selected immediately.

To create a new group, see the next section.

Creating a New Group

Gmail comes with several groups built in—Friends, Family, and Coworkers—but you can create your own groups as well (Neighborhood Friends, Swim Team, or Film Fans, for example) by following these steps:

1. Click the **Contacts** link. By default, **All Contacts** are displayed.
2. Click the **New Group** button (that's the button displaying two generic human figures and a plus (+) sign). A dialog box opens.
3. Enter the name of the new group in the dialog box.
4. Click the **OK** button in the dialog box. The new group is created and added to the list of groups in the Contacts page.

Creating your own custom groups is great for organizing your contacts as you get more and more contacts over time.

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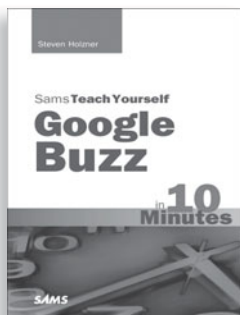
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