

## 主題二：Google 的四個工具及其應用

Aug. 06 上午 09:00-10:30

### 工具五：Google Mail 和 Calendar

#### 5.1 Group mail

- a. 新增群組
- b. 複製名單
- c. 修改/增加資料



Mail

**Contacts**

Tasks

New contact

My Contacts (159)

**0427\_class (16)**

Most Contacted

Other Contacts

New Group...

Import Contacts...

Chats

All Mail

Spam

Trash

Receipts

Work

Manage labels

Create new label

#### 5.2 Manage Label

- a. 新增標籤分類
- b. 修改標籤分類

Labels	Show in label list ▼	Show in message list ▼	Remove label
Create a new label <input type="button" value="Create"/>			
Personal 0 conversations	<a href="#">show</a> <a href="#">hide</a> <a href="#">show if unread</a>	<a href="#">show</a> <a href="#">hide</a>	<a href="#">remove</a>
Receipts 0 conversations	<a href="#">show</a> <a href="#">hide</a> <a href="#">show if unread</a>	<a href="#">show</a> <a href="#">hide</a>	<a href="#">remove</a>
Travel 0 conversations	<a href="#">show</a> <a href="#">hide</a> <a href="#">show if unread</a>	<a href="#">show</a> <a href="#">hide</a>	<a href="#">remove</a>
Work 0 conversations	<a href="#">show</a> <a href="#">hide</a> <a href="#">show if unread</a>	<a href="#">show</a> <a href="#">hide</a>	<a href="#">remove</a>



Henny

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## 5.3 Calendar 的基本設定：

### a. 姓名、地點及時區



#### Welcome to Google Calendar

Welcome back, Henny. Before using Google Calendar, we need to know a little more about you. Please enter the additional information below.

If you want to use the Google Calendar service as part of a separate Google Account, [click here](#). (Note: you can only be logged into one Google Account at a time)

**Get started with Google Calendar**

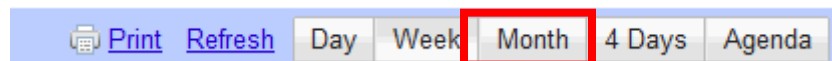
First name:

Last name:

Location:

Time zone:

### b. 選擇顯示模式：



### c. 增加新的事件：在您選定的日期上按下左鍵，並填入相關資料

Event | Task

When: Wed, April 27

What:

e.g., 7pm Dinner at Pancho's

[Edit event details »](#)

**My calendars**

- hennysa07@gmail.com
- Tasks

[Add](#) | [Settings](#)

**Other calendars**

[Add](#) | [Settings](#)

Display only this Calendar  
Calendar settings  
Create event on this calendar  
Share this Calendar  
Notifications

### d. 分享設定：

在左邊信箱顯示處，

按下倒三角形，再選擇

需要的相關設定



e. 單一 Calendar 的相關設定：

The image shows a series of screenshots from the Google Calendar interface, illustrating the steps to configure a single calendar. Red boxes highlight key areas, and arrows indicate the flow of the process.

- My calendars:** Shows the user's account (`hennysa07@gmail.com`) and a list of calendars. The 'Settings' link for the selected calendar is highlighted.
- Calendar Settings:** A yellow box containing tabs for 'General', 'Calendars', 'Mobile Setup', and 'Labs'. The 'Calendars' tab is selected.
- Calendar Details:** A yellow box containing tabs for 'Calendar Details', 'Share this Calendar', and 'Notifications'. The 'Calendar Details' tab is selected.
- Embed This Calendar:** A section with a preview of the calendar and a code block for embedding. The code is highlighted in a red box.

```
<iframe src="https://www.google.com/calendar/embed?src=hennysa07%40gmail.com&ctz=America/Los_Angeles" style="border: 0" width="800" height="600" frameborder="0" scrolling="no"></iframe>
```
- Calendar Address:** A section with links for 'Learn more' and 'Change sharing settings'. The entire section is highlighted in a red box.
- Private Address:** A section with links for 'Learn more' and 'Reset Private URLs'.
- Make this calendar public:** A checkbox section with a 'Learn more' link. The checkbox is highlighted in a red box.
- Share with specific people:** A section with a 'Person' input field, 'Permission Settings' dropdown, and an 'Add Person' button.

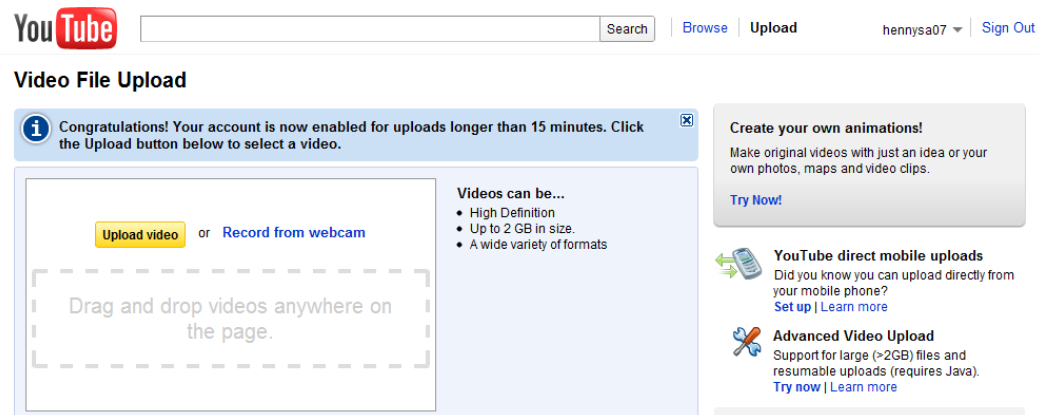





# 工具七: Google youtube 在華語教學上的應用


## 7.1 找資料


## 7.2 上傳影片



The image shows the YouTube 'Video File Upload' page. At the top, there is a search bar and navigation links for 'Browse' and 'Upload'. The user is logged in as 'hennysa07'. A notification banner at the top left says 'Congratulations! Your account is now enabled for uploads longer than 15 minutes. Click the Upload button below to select a video.' Below this, there are two main options: 'Upload video' (highlighted in yellow) and 'Record from webcam'. A dashed box indicates where to drag and drop videos. To the right, there are three informational boxes: 'Videos can be...' listing High Definition, up to 2 GB in size, and a wide variety of formats; 'Create your own animations!' with a 'Try Now!' link; and 'YouTube direct mobile uploads' and 'Advanced Video Upload' with 'Try now' and 'Learn more' links.

 **MOV02809.MPG** (110.89M)

Upload progress:  20% [cancel](#)  
About 5 min. remaining...

Preview:   
Processing 13% — About 4 min. remaining...


### Video information and privacy settings

Title:

Description:

Tags:

Category:

- Privacy:
- Public (anyone can search for and view - recommended)
  - Unlisted (anyone with the link can view) 
  - Private (only specific YouTube users can view)

or [Skip for now](#)



## Sharing options

URL:

Embed:

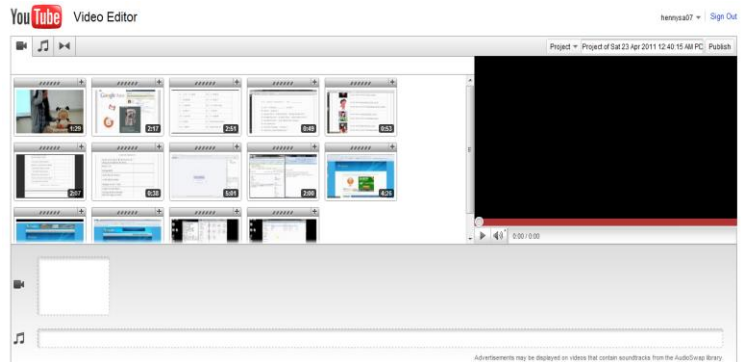
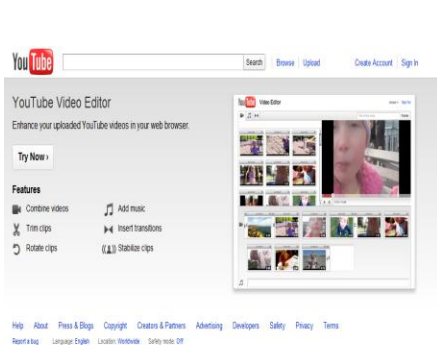
## 7.3 加字幕



## 7.4 Animation : <http://www.youtube.com/create>



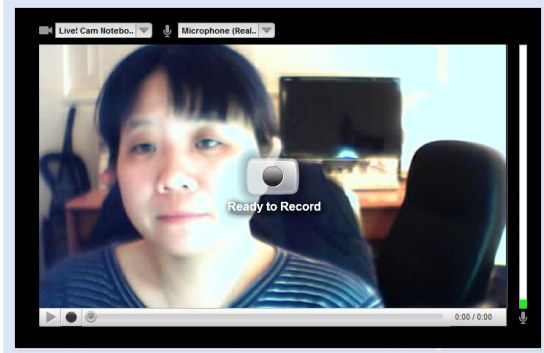
## 7.5 Youtube Video Editor: <http://www.youtube.com/editor>



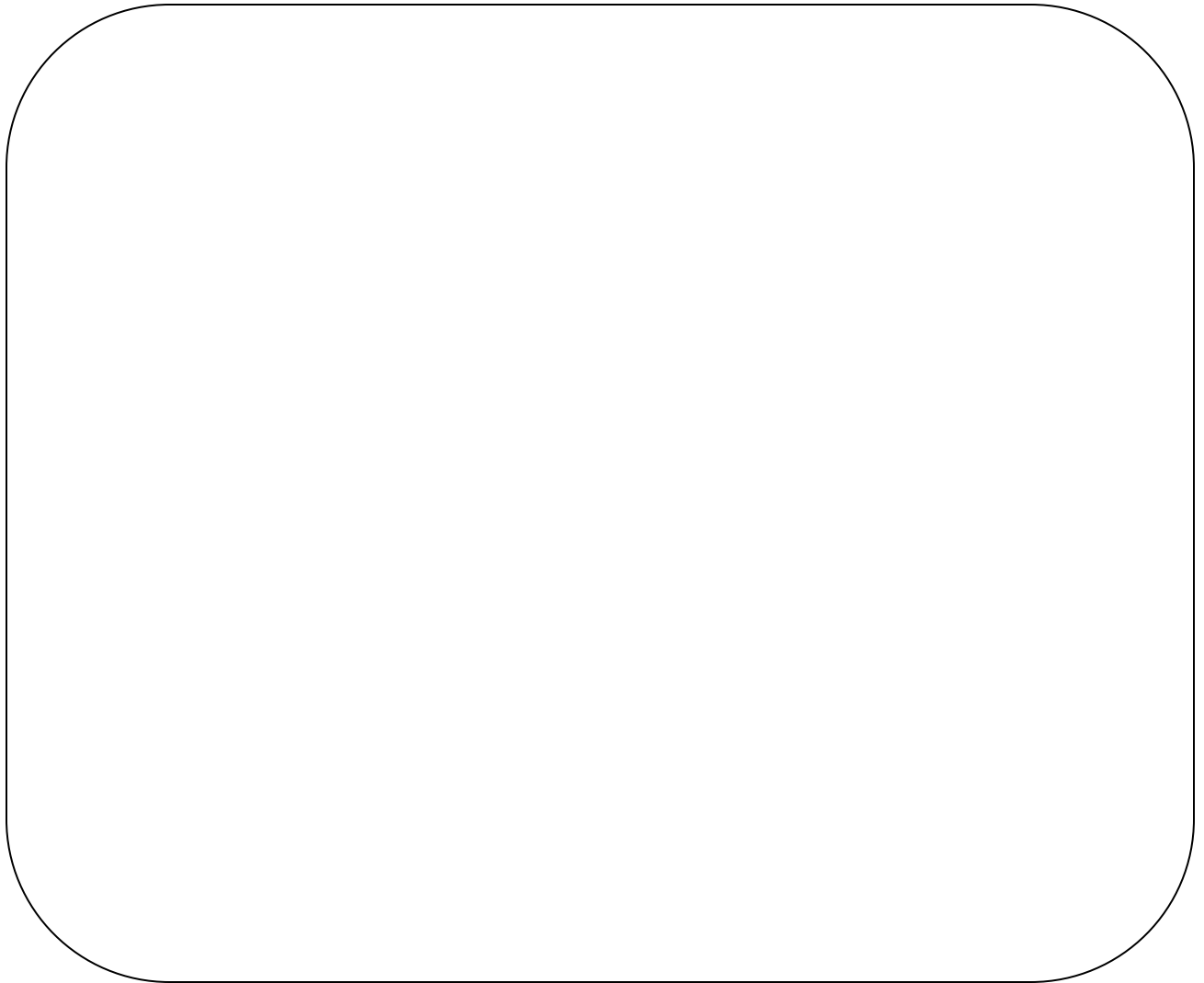
## 7.6 web cam record : [http://www.youtube.com/my\\_webcam](http://www.youtube.com/my_webcam)

YouTube  Search Browse Upload hennysa07 Sign Out

Record Video from Webcam



Use the tool to record a YouTube video instantly via your computer's webcam. For more details, please see [here](#). Make sure your webcam is installed and working correctly.  
Did you mean to upload an existing video from your computer?



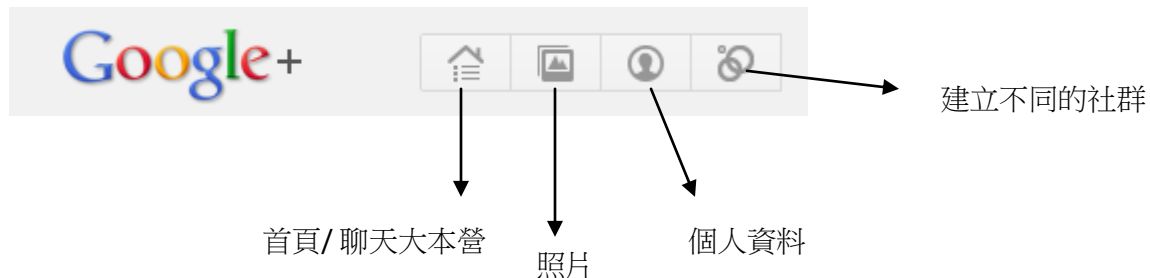
## 工具八: Google +

+Henny Gmail Calendar Documents Photos Reader Web more ▾

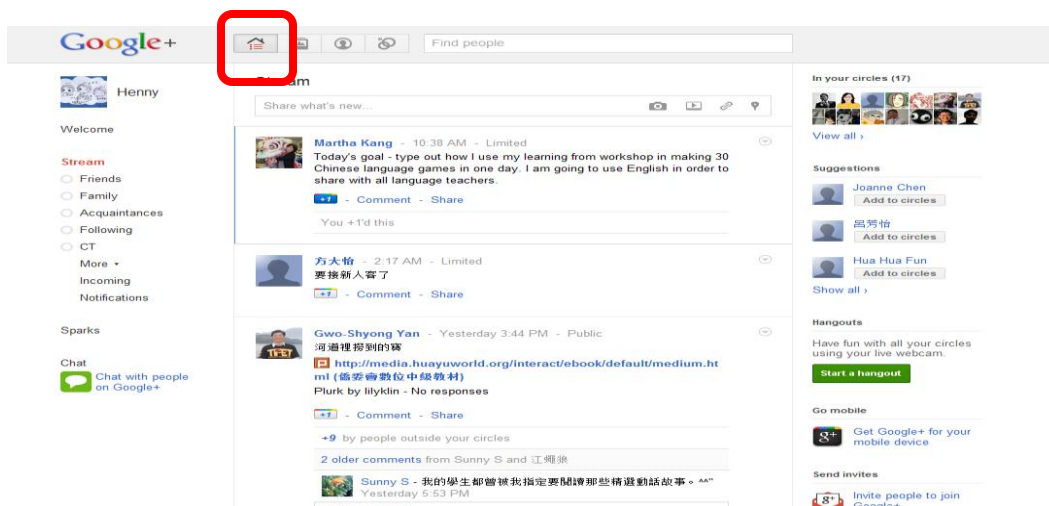
### Social Network 的新整合

1. 社群網站：整合。著重於訊息交流與社群關係。
2. 利用「社交圈」來分類。依分類挑選要看的訊息。發訊息時也可以輕鬆選擇接收訊息的群組，發言時沒被挑到的群組是永遠看不到該則訊息的。

功能：



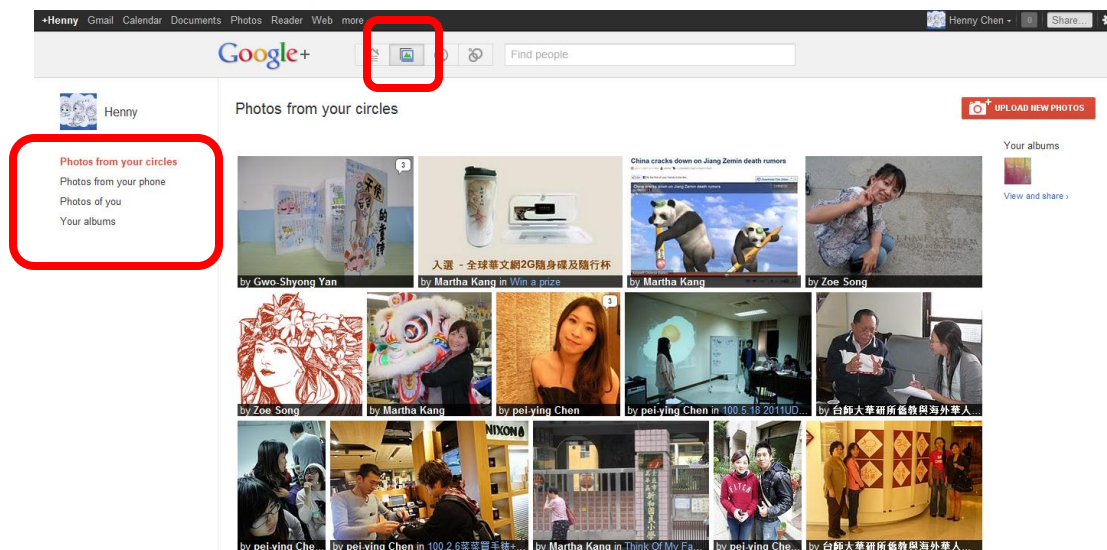
Google+ 的「首頁」，主要是把你的社交圈或你訂閱的人的訊息整合、顯示在這邊，除了可以自己發訊息、上傳照片影片或轉貼連結之外，也可以瀏覽大家發出來的訊息或按 +1、回訊。



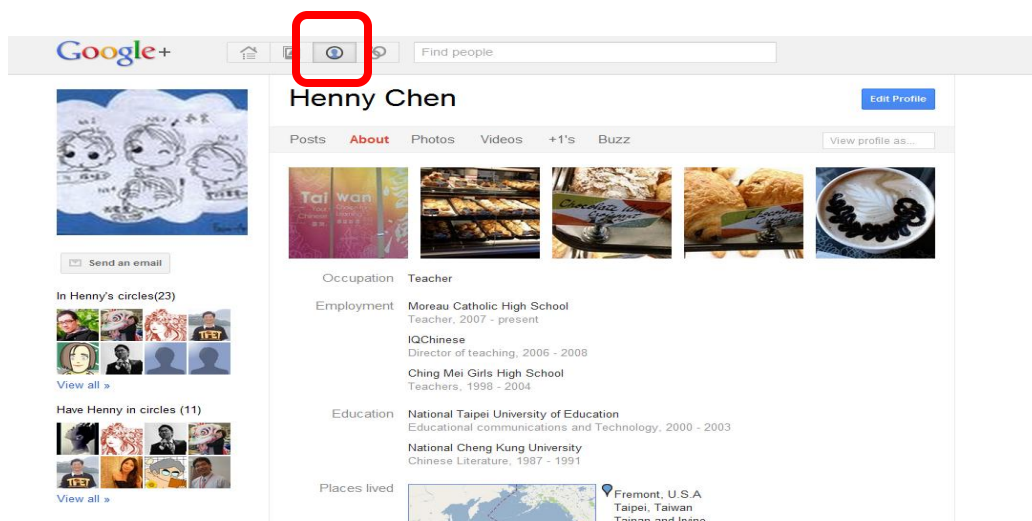


「相片」頁面，把你的跟大家上傳的照片全部整合在同一個頁面中，可以快速瀏覽最近有誰上傳了什麼照片或圖片。

左邊有「你社交圈中的相片」、「你手機中的相片」、「有你出現的相片」與「你的相簿」..等等分類，當我們在發訊息時上傳照片或用手機拍照後，都會自動上傳到你的 Picasa 相簿並顯示在這裡，整個整合得相當不錯。



「個人資料」頁面，顯示你公開展示的個人資料與你所上傳的照片、影片與你按過「+1」的網頁等等資訊。在這個頁面中修改、更新個人資料，不想顯示的部分也可以輕鬆隱藏起來。

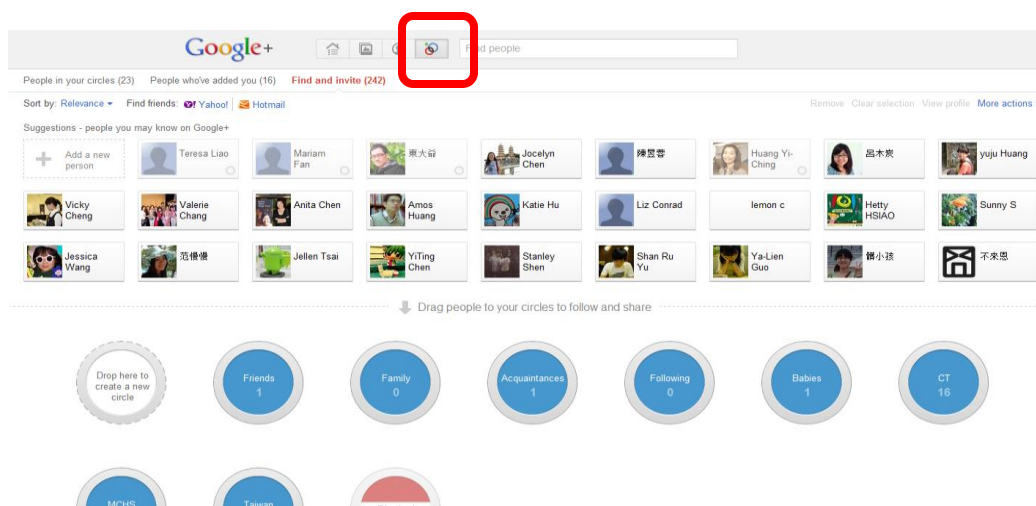


Henny

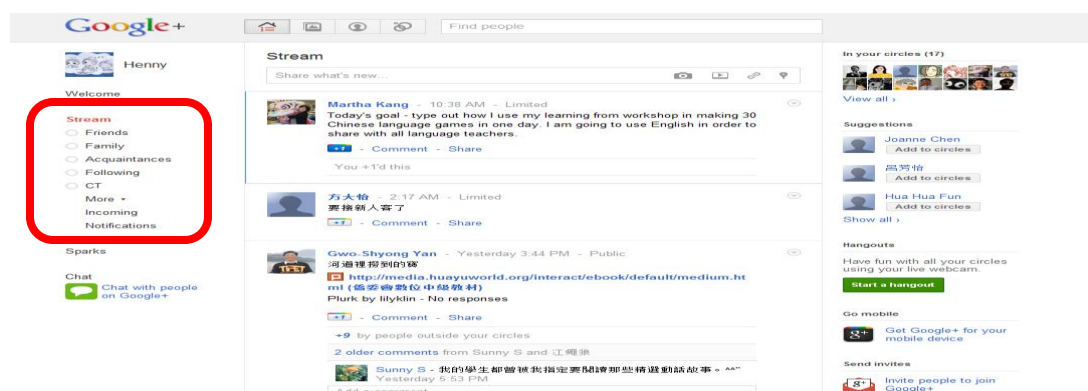
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「社交圈」頁面，也是整個設計最重要的特色。當我們登入 Google+ 時，他會自動將 Gmail 通訊錄裡面的好友清單擺在上面，頁面下方有好幾個圈圈，只要把上面的好友圖示用滑鼠拉到下面的圈圈裡面，該帳號便會被歸類成該社交圈裡面的一員。

每個圈圈都可以自己設定名字，也可任意新增多個不同的社交圈，方便我們把認識的或不認識的人分門別類。如果想把某人從社交圈移除，只要把圖示從圈圈裡面拉到圈圈外面即可。



「首頁」左邊的訊息彙整區域，Google+ 會依照你所整理的社交圈分類顯示朋友們各自發佈的訊息。根據你的選擇，看到不同團體的不同訊息。



Henny

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訊息串下方有個「Sparks」，可以用關鍵字搜尋不同的話題與訊息，如果想持續訂閱某個話題或關鍵字，可以按一下「新增興趣」按鈕，把該關鍵字加到「Sparks」區塊中，方便下次按一下就可以瀏覽相關訊息。

The screenshot shows the Google+ interface for a user named Henny. On the left sidebar, the 'Sparks' option is highlighted with a red box. In the main content area, the search bar contains the text 'iphone 5'. Below the search bar, the 'Add interest' button is highlighted with a red box. The main content area displays a list of articles related to the search term, including 'iPhone 5 Likely Hitting Sprint And T-Mobile, Say Analysts' and 'Google May Add Google Plus Button To iPhone 5 Rival?'.

例如：我的訂閱 (類似 Google 工具 alert)

- Sparks
- ✖ technology in t...
  - ✖ web 2.0 tools
  - ✖ Educational tech...
  - ✖ iphone 5

網頁右上角有個訊息通知列，除了會把全部你跟其他人互動的通知訊息顯示在上面。還有個小小的即時發文按鈕，按一下就可以快速在 Google+ 中發言或上傳照片影片、分享網頁...等。



Henny

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