

# Getting started with Google +

A Quick Start Guide



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# About this Guide

This guide has been written to provide a quick start for those who are new to Google+ and who would like a helping hand to get going with the service.

We will take you through what Google+ is, how to set up and optimise your profile, how to add people in to your circles, join communities, host events, hangouts and so much more.

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# Part 1: What is Google+?

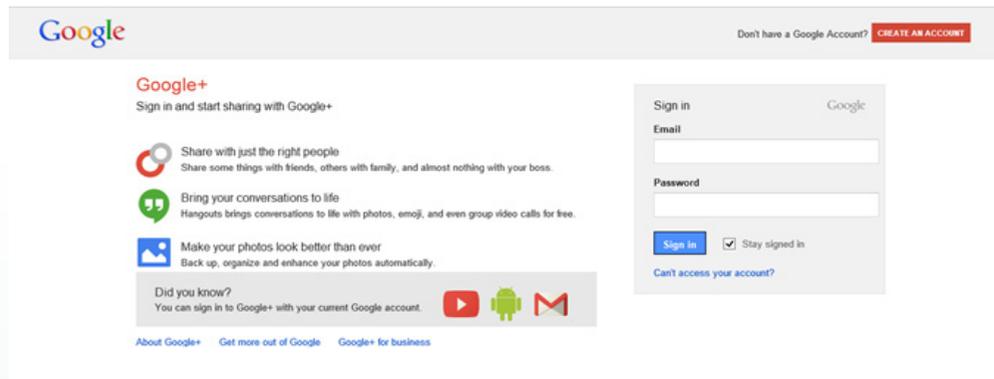
Google+ is a social network from search engine giant Google. Set to rival Facebook by 2016, Google+ is currently taking the social networking scene by storm.

According to Wikipedia, it is currently the second-largest social networking site in the world, having surpassed Twitter in January 2013. As of May 2013, Google + had a total of 500 million registered users, of whom 235 million are active in a given month.

Google has described Google+ as a social layer that enhances many of its online properties, unlike conventional social networks generally accessed through a single website.

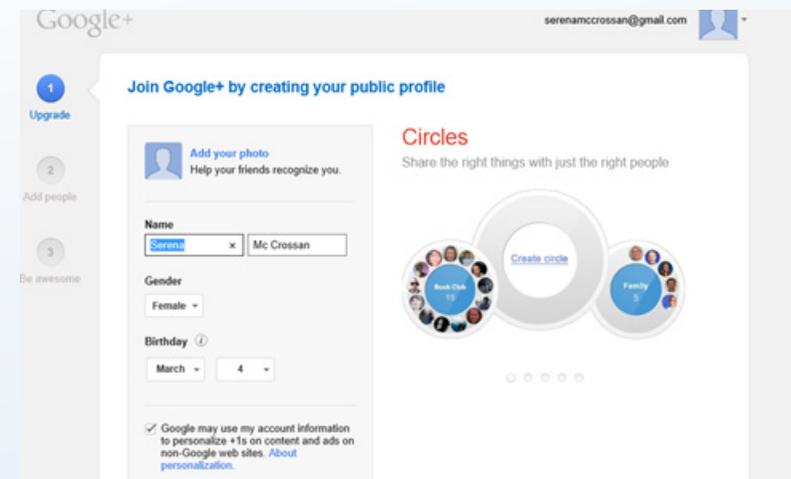
# Part 2: Join Google+ and Create Your Profile

To join Google+ and create your profile visit <https://plus.google.com/> where you will see this screen;



## Creating Your Profile

You will then be presented with the following page;

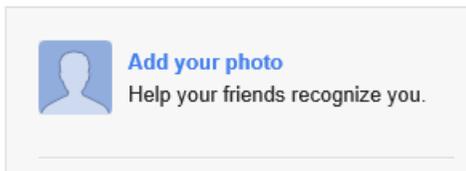


If you have an existing Google Mail or Gmail account, you can Sign In on the right-hand side and start creating your Google+ profile straight away.

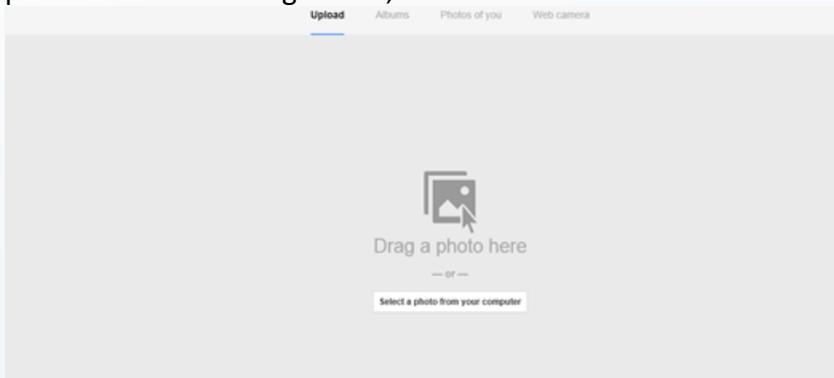
If you do not have a Google mail account please select **Create an account** on the top right hand side of the page. Once you have created your Google account please log in to Google+ [here](#).

## Adding Your Profile Photo

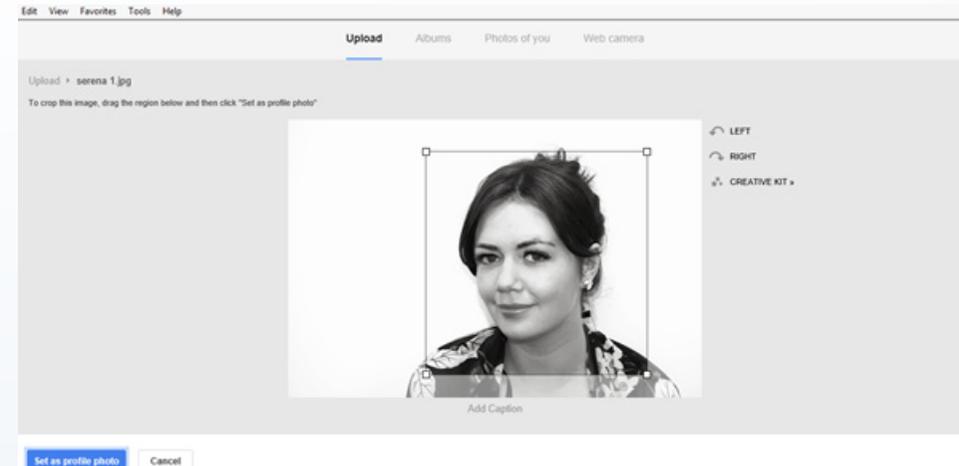
Click on **Add your photo**;



You can choose to select a photo from your computer or drag a photo from an existing album;



\*You can crop and rotate your image, or use the Creative Kit to edit your picture's colour, size, and even add some fun props to show your fun side!



Once you are happy with your picture, select '**Set as profile photo**'. You will then be redirected to your profile page.

To continue to your profile and to start adding people to your circles, click **Upgrade**.

**Join Google+ by creating your public profile**

 [Change photo](#)  
Help your friends recognize you.

**Name**

**Gender**

**Birthday** ⓘ

Google may use my account information to personalize +1s on content and ads on non-Google web sites. [About personalization.](#)

**Mobile**  
Hangouts, photos, and quick access to everyone in your circles



13 Google Privacy & Terms  [About Google+](#) [Upgrade >](#)

## Part 3: Google+ Circles

Circles are an essential part of Google+ and Google see them as “the key to sharing”. Circles let you group people together based on how you think of them in real life. With Circles, people can only see content that you want them to.

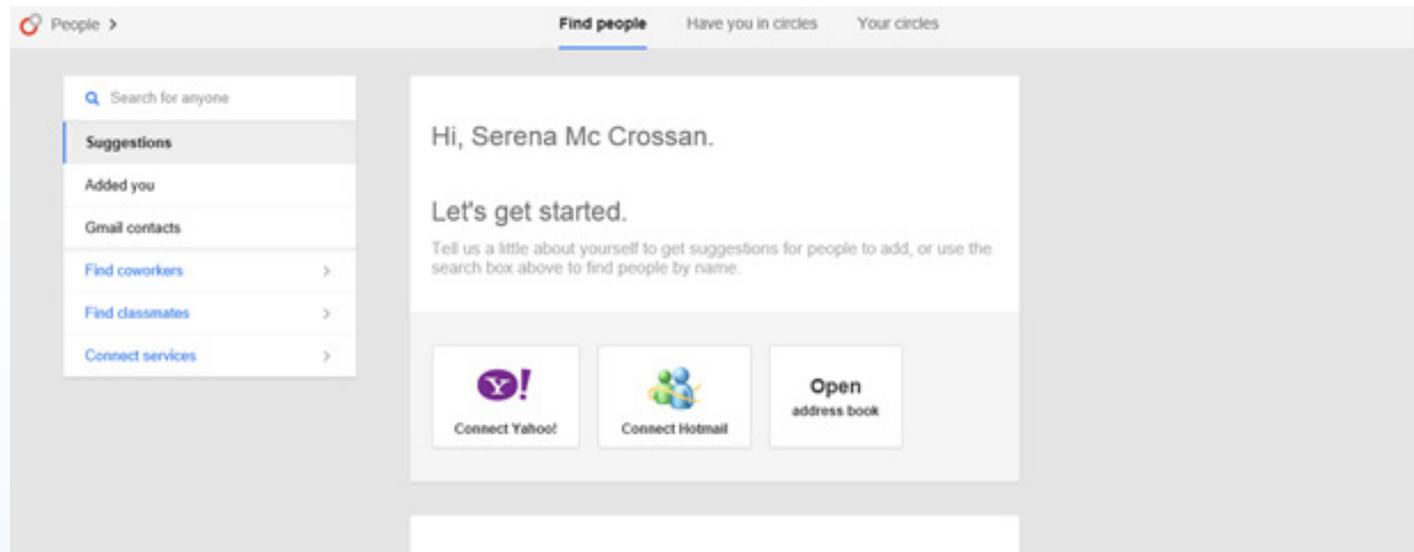
Using circles you can keep your content relevant to people you are connected with in Google + e.g.;

- Share private posts and photos with your Best Friends circle
  - Keep it professional and work related by sharing posts with your Work circle
- With circles, people see all of the content that you want them to, and none of the content that you don't.

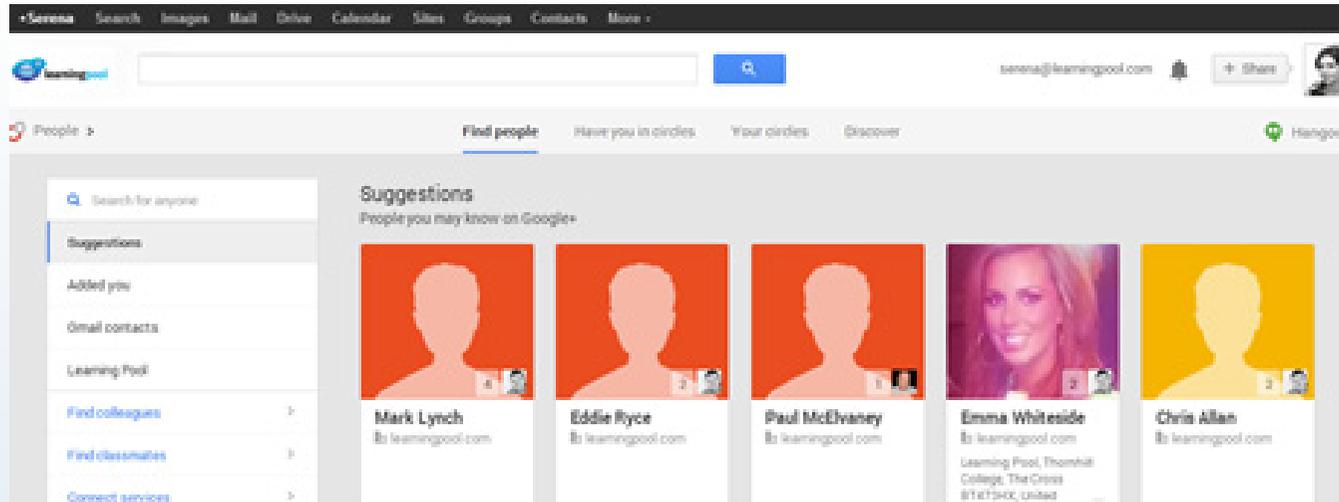
## Part 4: Google+ People

Place your cursor in the top left corner for the Google+ main menu. Click **People**.

You can use **Suggestions** to find people who've added you to circles or to add people to your circles.



Google+ gives you a helping hand by suggesting groups of people who post about topics you like as well as people with whom you have a connection. Google+ can also suggest a list of people based on your place of work, job title and education;



You can also use Find colleagues or Find classmates to find additional people and add them to your circles.

Find coworkers 

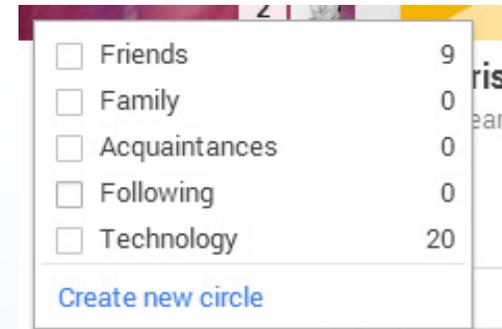
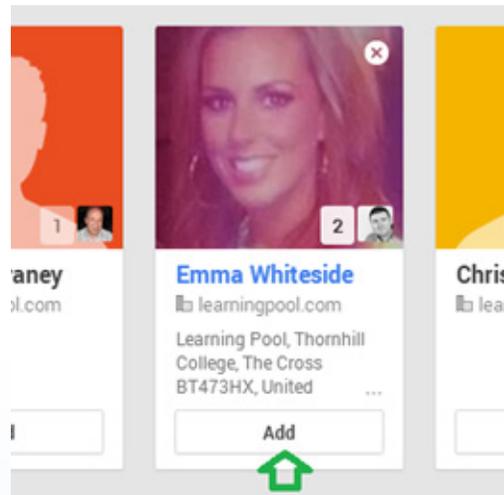
Current

Find classmates 

Current



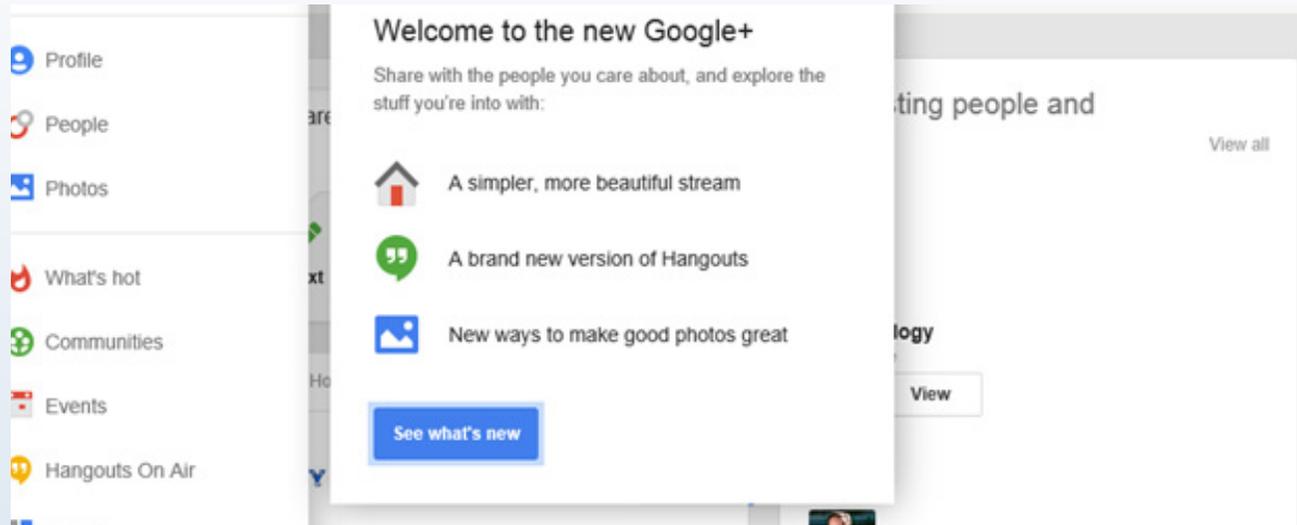
Once you have found someone that you want to add to your circles click Add;



You now need to select which circle you would like this person to be part of by choosing from the default list of circles or by creating your own. The person that I want to add shares a lot of good posts about technology so I'm going to add them to my "Technology" circle which I created myself.

# Part 5: Google+ Home

This is your Google+ homepage. On the left hand side you will see a menu with a list of Google+ features; which we will discuss in more detail throughout the remainder of this Ebook.



By exploring these features it will allow you to personalise your Google+ so that the result is a jam packed homepage of interesting topics, blogs, communities, and photos that have been shared by people in your circles and presented to you by Google+ based on your interests.

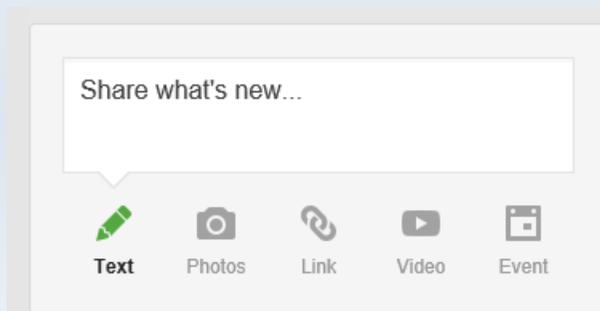
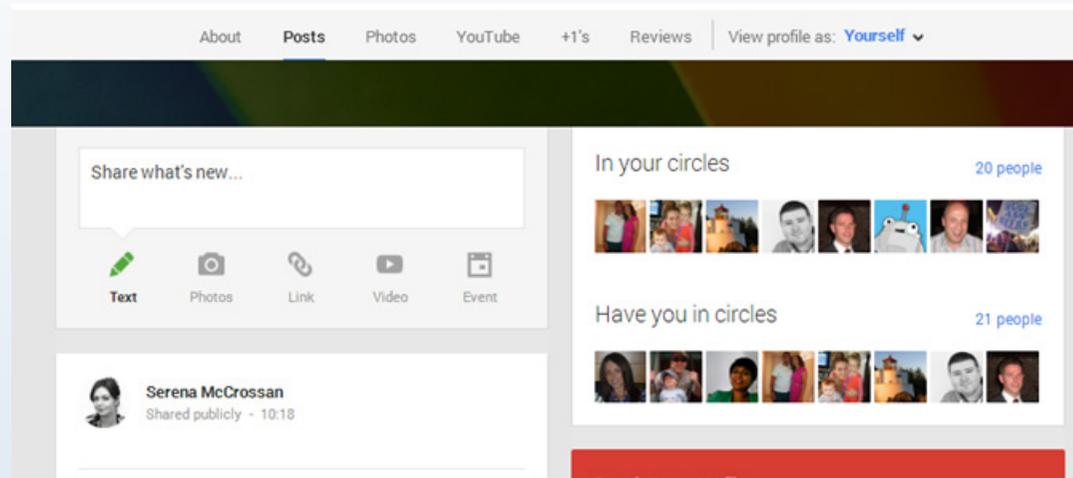
**Your homepage centralises and displays all of the content shared by people who are in your circles. You will see posts, pictures, videos, links or location markers. When you share with individual people or circles, your content will appear on their home page if you're in their circles.**

On your Home page, you may see suggestions for people who you might know. Suggestions could be generated by:

- Your mutual connections with people on Gmail.
- The connected accounts that you've linked to your Google or Gmail Account.
- The people who are in your extended circles.
- Friends on external sites, when those friends have connected their accounts on their Google+ profiles.

# Part 6: Google+ Profile

Like any social media profile, this is where people can see information about you. Here you can change your profile picture and add a short introduction and other details that say a little about who you are, where you work and what you are interested in.

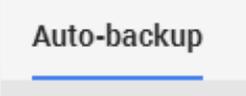


This is where you can 'share what's new' e.g. links, photos, videos, events or just a little bit about how what you are up to.

# Part 7: Google+ Photos

## Uploading photos

With unlimited photo and video uploads, Google+ makes it easy for you to upload and share your photos with people inside your circles, you can also share with people outside of Google+ by sending them a link to an album. You can upload photos manually from your computer or mobile device, or through **Auto-backup**.



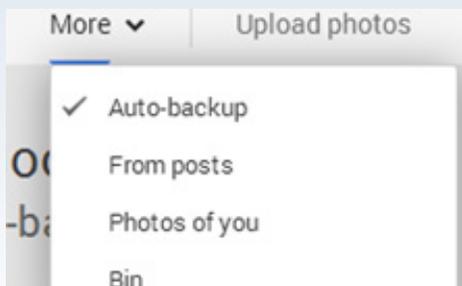
Auto-backup

Choosing to enable **Auto-backup** allows you to automatically back up photos and videos taken from your mobile device to Google+. You can easily view and share these later from any device.

## Enabling Auto-backup on your mobile device

Once you have downloaded and installed the Google+ app, enable Auto-backup for **Android** or **iOS**. Once you've enabled Auto-backup, all photos and videos taken with your phone will appear in your Highlights, as well as on your **Photos** page. These photos are only visible to you until you post them or move them to an album that you've shared.

Click on the **More** drop-down and select **Auto-backup**;



## Selecting photos or videos

Click on the checkbox below a photo or video:

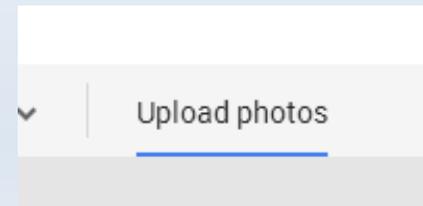
- To select multiple photos click on multiple checkboxes.
- To select every photo from an upload batch click on the Select all link to the right of the upload date.

When you're ready to share, click on the green **Share** button in the top left-hand corner.

## Upload photos manually

Place your cursor in the top left corner for the Google+ main menu.

- Click on **Photos**.
- Click on Upload photos.



After you have uploaded your photos or videos, you can share these by creating a post.

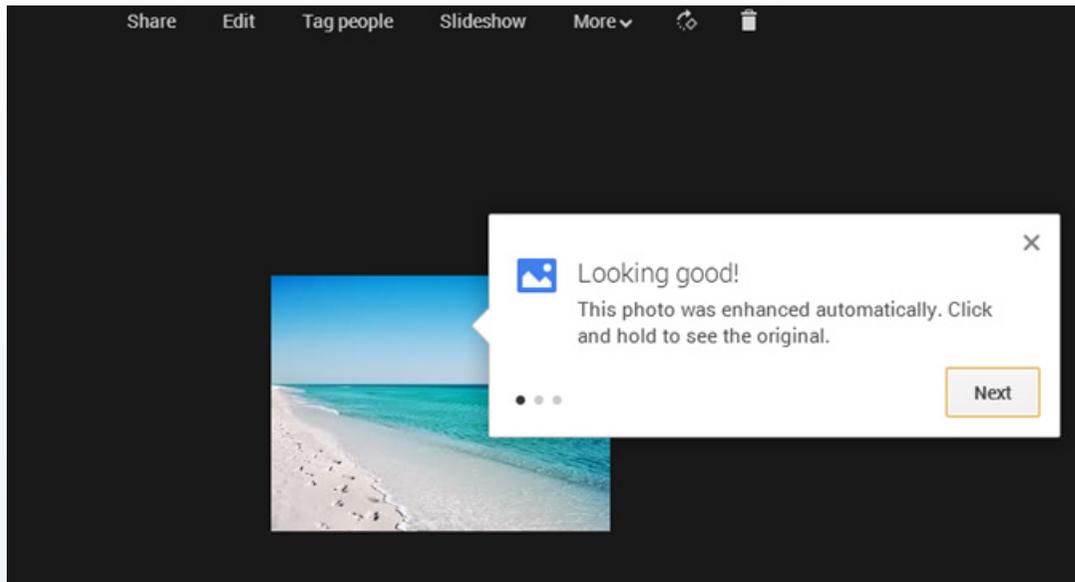
\*People who have shared with you on Google+ will see this post.

## Editing photos

Google+ allows you to easily edit your photos so that every image you share looks great.

Once you have uploaded your photo, click on it so that you are viewing the image in full screen. You can now begin to enhance your picture.

Auto-Enhance makes instant changes to your photo's brightness and saturation etc and is turned on by default so that every photo that you upload will look its best.

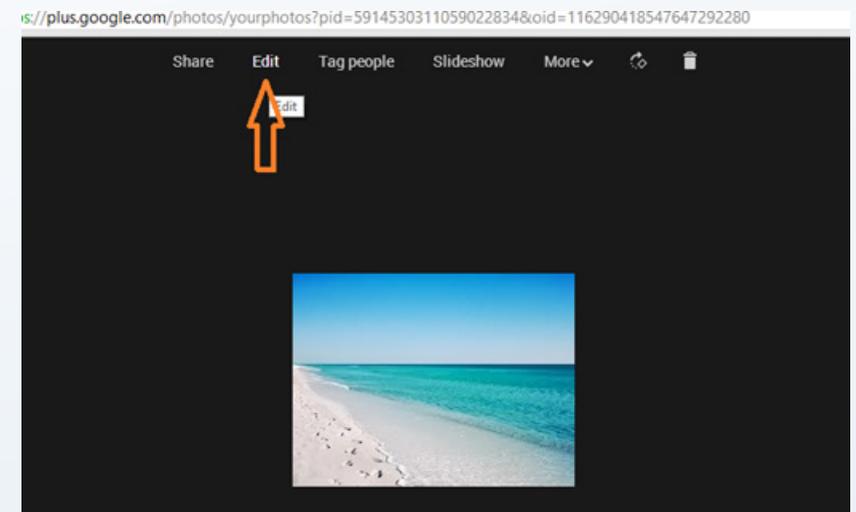


If you'd like to restore your photo to its original state, remove Auto-Enhance by viewing your photo and unchecking Auto-Enhance in the menu.

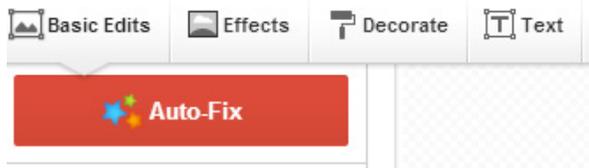
Photos that have been enhanced will have a  symbol in the corner. You can enhance photos that you've previously added to Google+ by selecting Auto-Enhance in the More menu.

## Advanced Edits

Make sure that you are viewing your photo in full screen, then click on the Edit button;



Choose from one of the tabs on the top left to begin editing your image;



- **Basic Edits:** Crop, rotate, adjust exposure, change saturation or temperature, etc.
- **Effects:** Apply a filter to your photo.
- **Decorate:** Add accessories, speech bubbles, and draw on your photo, etc.
- **Text:** Add text in many different fonts to your photo.

Once you are happy with the edits you have made, click **Apply**  
If you are unhappy with your edits click on **Undo** in the top right-hand corner to remove a feature one by one.

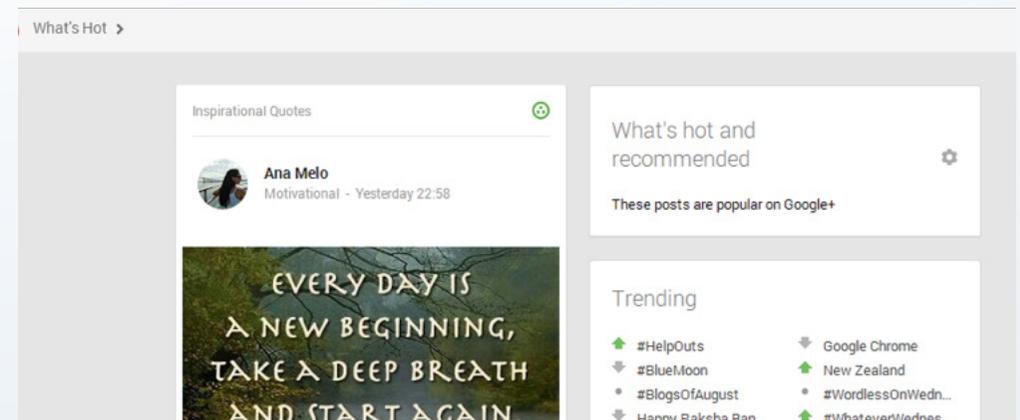


## Part 8: Google+ What's Hot

**What's Hot** highlights and recommends content that is interesting and appropriate for you. In a Twitter-like fashion it displays hastags that are trending and suggests posts and communities that are popular on Google+.

If you find a post you like, you can

- Add a comment
- Use this icon;  to +1 the post
- Use this icon;  to re-share with your circles



To change how many **What's hot and recommended** posts show in your stream, click the  gear icon at the top and select More, Standard or Fewer.

If you do not want to see any posts from **What's hot & recommended**, uncheck the box next to - 'Show posts in the Home stream'.

# Part 9: Google+ Communities



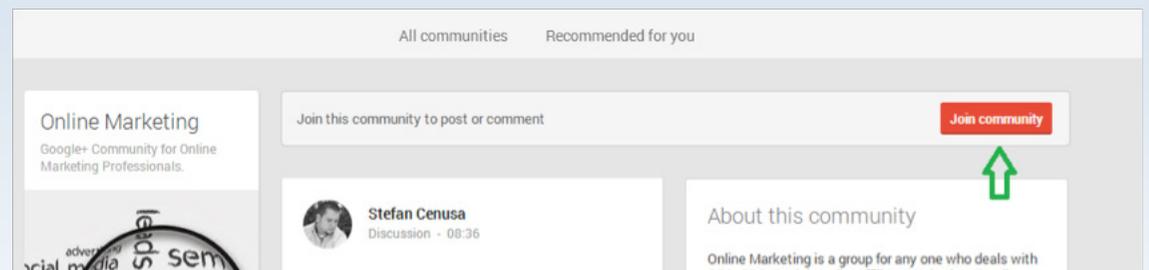
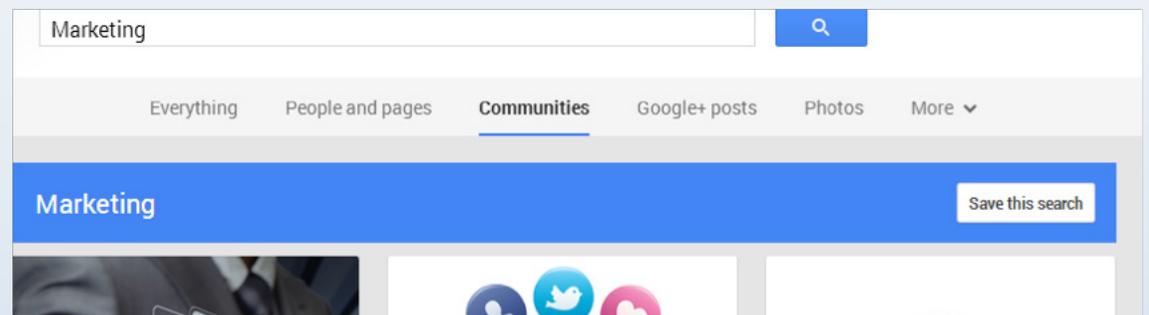
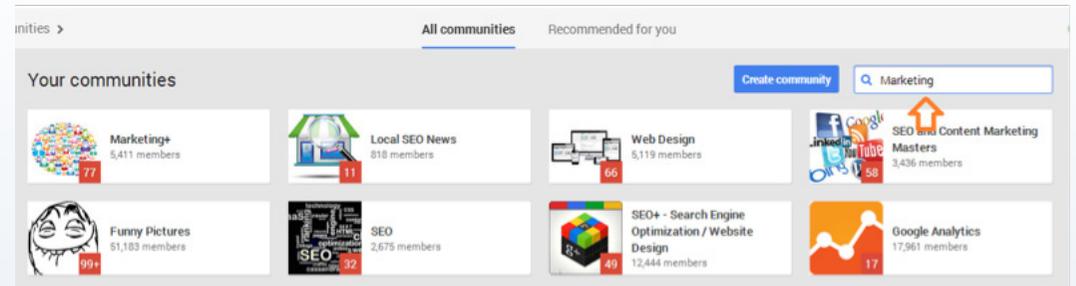
Google+ communities are for people to get together online and talk about interests that they share.

## Joining a community

Click on the  Communities icon on the left-hand side of Google+. Here you will see a list of your communities, if you haven't joined a community yet you can select 'Recommended for you' or search for a community based on a specific keyword. As an example you can see below that I have searched for 'Marketing'.

Google+ then presents me with a list of communities that are related to 'Marketing';

Once you have had a look through the recommended communities and find one that you like, click **Join community**;



Depending on the type of community, you may have to wait for approval before becoming a member.

## Community Notifications

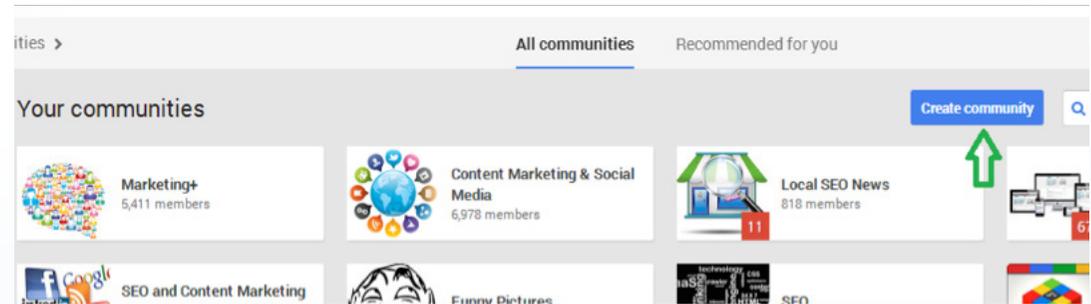
You can choose to get notifications for the communities that you join. You can change your notification settings by clicking on this icon  ;

\*When a community has more than 10,000 members, notifications will not be sent.

## Creating a community

If you think you have a topic that would interest others, you can create your own community. Navigate back to All Communities;

Then select **Create Community**;



You can then choose whether you want your community to be private or public, send invites and share a link to your community with people in your circles and outside of Google+.

# Part 10: Google+ Events



## Google+ Events and Hangouts

To create your own event, click on this icon;  on the left in Google+. You can then choose to **Create an Event** or **Plan a Hangout**.

You can invite anyone you like, inside and outside of Google+. You can also give your event a title, theme, time, location and choose whether your guests can invite other people and add photos.

Any Google+ events that you have created or been invited to will appear on your Google Calendar.

## Events on your phone or tablet

You can use Google+ Events on your phone to get directions, add comments and share photos during and before the event.

## Introducing Google+ Events

Beautiful invitations. Instant photo sharing with Party Mode. Everyone's photos in one place. Have dinner with friends, organise a house party... and everything in between.

Create Event

Plan a Hangout

serena@learningpool

Change theme

Event title

Event options

Wed, 21 Aug 2013 19:00

Greenwich Mean Time - London

Location (optional)

Details (optional)

To: + Invite names, circles or email addresses

Basic

- ✓ Guests can invite other people
- ✓ Guests can add photos
- Hide guest list

Advanced

Invite Cancel

# Part 11: Google+ Handouts



Google+ Hangouts is a free video chat service that allows you to have both one-on-one chats and group chats with up to ten people at a time.

## Host a Hangout

You can invite your circles or individual people to join you in a hangout, which you can then broadcast it to the world. A live player of your hangout will be posted to your Google+ Home page and your YouTube channel if you wish.

## Edit and share your Hangout

Your Hangout will be recorded as a public video and will be available on your Home page once your hangout has ended. You'll also be able to edit the recording when the hangout is over. If you edit your video, your post (including the video URL) will automatically be updated to show the edited version.

Your Hangout can be viewed by the public once you click **Start broadcast** from within the **Hangout On Air**. The number of viewers watching your broadcast is displayed at the top of the video call window next to the **Embed** link.

# Part 12: Google+ Pages



## Google+ Pages

Google+ Pages provides businesses, brands, organisations and products to have a presence on Google+. Pages can currently be created for one of the five following categories:

1. Product or Brand
2. Company, Institution or Organisation
3. Local Business or Place
4. Arts, Entertainment or Sport
5. Other

Google+ pages can interact in the Google+ world in a similar way to regular Google+ profile owners they can add people to circles, edit their profile, share things in Google+, +1 comments and photos, and create and join Hangouts.

# Part 13: Google+ Local



Google+ Local helps users discover and share places. With Google+ Local, you can:

- Get location recommendations based on your circles, your past reviews and your location
- Publish reviews and photos of your favourite places
- Read summaries of user reviews for a place
- View the local Google+ page for a business to see reviews, photos and posts
- Find reviews from people in your circles



# Part 14: Google+ Further Resources

- Google+ [Help Guide](#) from Google
- An Introduction to Google+ For Business [EBook](#) by HubSpot
- Google + [The Complete Guide](#) from Mashable

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