Creating a Notebook with Google
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Google notebooks work well as an online journal space for anyone who does not want to start a blog.

1. On the Google page (www.google.com), on the top there is a listing of some of the available Google tools. To find more tools, click on more.

2. On the pull down menu, click on even more.
3. This brings you to a whole page of Google tools. At the bottom left of the page, click on **Notebook**.

4. If you already have a Google email account, sign in. If you do not have an account, click on the **Sign up** button to set up an account.
5. Your Google Notebook account opens to a page named **My first notebook**. Click in the grayed section of the notebook.

6. The grayed area lightens. This is where you can type your notes. You can also copy and paste material here. Any text added to this area can be formatted – font type and size and be changed. It can also be made bold, italicized and/or underlined. Numbers or bullets can be added to the text. The text can also be linked to other pages or to web pages using the Link feature. The text is autosaved.

   To share the notebook, click on **Sharing options**.
7. On the sharing options page, type in the e-mail addresses for the people with whom you would like to share your notebook. After you have typed in the addresses, click **Save Settings**.

8. At the prompt, type in a message and click **OK**. The link to your notebook will be sent.