Introduction to Google Plus
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Welcome to Google+.

In this manual, you will be taken you on a tour of many of the main features of Google+, the social destination.
Home
This is home on Google+, and you might like to think of this like a dashboard.

The design of Google+ is done to make the technology invisible, unless you need it.
So, what is ‘Home’?

Home is where you will find content
You can send content to people from ‘Home’
You can start conversations using Hangouts
You can start a video call directly from the Google+ post box
‘Home’ is where you are before you explore the rest of Google+
‘Home’ is where you will return
What you can do from ‘Home’

When at ‘Home’ you have everything at your fingertips.

1. On the left when you hover over, you have a ‘side bar’ menu
2. Toward the top of the Home Page (and every page) is a Search Box
3. Click the green speech marks and your Google Hangouts will appear
4. Your Post Box is on the Home Page, ready to go.

When in doubt, just return ‘Home’ - you will find it on the ‘side bar’.
Other Google Products and Services

By clicking the ☰ App Launcher icon you can navigate to other Google products and services including:

1. Search
2. YouTube
3. Gmail, Drive and
4. Calendar
Communicating from Home

From this dashboard, you can not only see the content that you want to see that's important to you, but also you can communicate with people by clicking in the box below and typing a message.
Also, you can add images by clicking on "photos" and simply dragging and dropping an image from the desktop into this section, and that will upload it.
You also have the option to upload from your computer or from photos that you already have on Google+.
By clicking 'Add to album' button you can also add images straight to album from Google+ post.
Just so you know, these are the same photos that you'll find by going to the menu bar and clicking on "photos."

Alternatively, you can click on an icon and:

1. Upload a video, or
2. Upload a link, or
3. Start an event.
Once you've decided the message you want to send out, you want to look at who you want to send it to. You can do this by clicking the box where you can send it out to:

1. Public so that everybody sees it,
2. Or to all your circles, certain circles or specific individuals
3. When you're ready, you just click "share."
After you've shared a post, if you want to edit it or delete it,

1. Go to the upper corner and choose those options from the dropdown
2. Then choose from the list by clicking one of the options below:
   - View post activity - this shows you engagement
   - Edit the post
   - Delete the post
   - Find the URL link
   - Embed a post on a website
   - Disable Comments - prevents comments being added
   - Disable Reshares - this prevents a post being shared
   - View Ripples (only visual once a post has been shared)
Google Hovercards

To bring up the hover card, hover over a person or a Page’s name. From the hovercard you can:

1. Contact a person (depending upon their settings).
2. You can see if you have them in circles in the section that is either grey or green in this area. Green means you already have them in circles and indicates how many with the number.
Adding people to circles from the Hovercard

As such, with circles on Google+ being a way of organizing your contacts, you can do this straight from a person’s hovercard.

1. Hover over the area mentioned which is grey or green and it will show you your circles, and which ones if any they are in already.
2. Also, you can create a new circle by clicking the blue ‘create new circle’ which will open a box.
3. You can then create that specifically for this contact and then add more people to it later on.
Organizing your circles

You can organize your circles by going to ‘People’ on the side bar.
Then you can either

1. Find people who you already know
2. See who’s added you, or
3. Look at your circles
4. Add people straight in when you see ‘add’
5. ‘Discover’ - this is where you can find e.g. YouTube channels to which you have subscribed but not followed their Google+ Page yet.
Next, click on ‘your circles’ at the top bar to get to the page where you can organise your circles...

1. Here you see people in your circles,
2. These are your circles - with the names and numbers of people in each one.
3. The ‘actions’ dropdown gives you options that will help organise people e.g. select all.
If you select a contact by clicking on them this section, you will see which circles people are in - you can tell this as the circles have a bold surround e.g. the ‘Notify’ and ‘Kawasaki promotions’ circles include Guy Kawasaki.
Adding people to existing circles
To add people into circles within this section, click on ‘add a person’ then start typing their name and they will be added.

You can also add people to empty circles.
Filtering individuals

Looking at the individuals and the Circles, you can filter them by choosing whether it's relevance that Google puts on the relationships you have with them, or first name, last name, recently updated, the Circles themselves, or if they're not yet using Google+.

This will change who appears in this section.
Or you can select a few people from your circles already, as below by dragging the cursor across that area...

Then you just drag and drop the contacts into the circle you want them to be in.
If you click ‘Actions’ you'll be able to ‘Select all’, which gives a selection for that particular Circle.
You can remove individuals in groups by selecting people and then choosing ‘remove’ from the drop down menu.

You can click to reduce Circle size, which changes the Circle size on the screen.

Also you can view who’s blocked and who is ignored.

Note: when someone is ‘blocked’ they cannot see you profile but you may appear together on other people’s comment threads. ‘Ignored’ means you don’t have them in circles and they cannot notify you.
How do you edit, delete or share circles?

When you hover over a circle you will see three icons:

- **The pen is ‘edit’** - click this to change the name of the circle
- **The arrow is ‘share’** - click this and you can share the circle to other people
- **The bin is ‘delete’** - this, well, deletes the circle (this cannot be undone but you can add a circle ‘back in’ if you have access to it e.g. shared with you)

If you click on a Circle and you hover over, you have the option to edit the Circle, to share the Circle, or to delete the Circle.

When you click on edit Circle, you can change the name of the Circle, and I can also add in a Circle description and click "save."
How to share circles

If you click "Share Circle," the Circle turns into a post.

In the same way as any other post, you can decide with whom you want to share it. Then you can add a message at the top, any hashtags that you think would be suitable. When you're ready, you click share.

You can also decide whether you want to include yourself in that Circle by checking the box, or not.
From this screen, you are able to drag and drop the circles around.
Creating a new circle

If you want to create a Circle, you can click on create, give the Circle a name, then you can add individuals in. And when you're ready, click "create."

You'll find the Circle at the bottom of the list in the Circles section, but you can move it to wherever you want.
NOTE: There is a maximum amount of activity within Circles on a particular day. So if you find that you can't add any more people, it's because you're maxed out on the number of Circles you've either added or deleted during that time.

Next, it's worth knowing that by moving the Circles around, you will change the order they appear on on the home screen. And the first four Circles will appear when you go to home in this section.
How to add shared circles:

Worth noting, you can add in circles that have been shared with you, either as ‘public’ or as ‘private’.

To do this, click "add people" when you see a shared circle.
Add a name to the top, and then click create circle. Or if I want to delete an individual prior to adding in that circle, I can click on the "X" and then click "create circle."
The Home Stream and your circles

The content that you will see in this stream is dependent in part upon who you have in circles (and your own content, communities and ‘what’s hot’). And each circle you have setup has its own stream. Click ‘More’ to see a drop down with additional circles.

You can move through circles and see the content that is being published by those individuals within that circle. You also have options on notifications and on your settings of how much content you see in the home stream.
Notifications

Your notifications are little like messages and you find them by clicking on the red bell.
If it has a number, it means there are new notifications.

You'll see the nature of the notification within this section.

A. If you click in, you can then interact on that particular post.
B. Will clear all notifications in this section
1. This tells you the nature of the notification e.g. when someone has +1d a post, shared, commented etc.
2. You can also navigate through the notifications using the up and down arrows.
   Tip: Once you've clicked on the notification, you can move right using the arrow on your keyboard or back to the left. And the same will be for using the letters J and K.
3. Click on this drop down arrow to either a) view a post or b) mute a post.

Viewing will take it to its own page; muting means you will no longer receive notifications from that post.

If the post is an image, you can click on the image and be taken to a page where that image will expand to full size, and you'll see the comments there.

Share box and account settings
In the same vicinity as your notifications, you also have a share box, which you can find all over Google+.
Next to that, you can access your account information and your privacy settings.
Click into Accounts and you can access other Google Products, including those listed below.
Birthdays and Event invites

On your home screen, you're also going to have friendly reminders for upcoming events and upcoming birthdays. And you can just send a message by clicking on ‘send wishes’ and then just clicking share.

Communities

There's also another way to find people with whom you're likely to relate. You come across to communities on the left hand bar and click.
You look in the community sections, you'll be able to search for your favorite interests and see which communities come up. From there, you simply select on a community and then you are likely to be able to join.

From there click ‘join community’…

Also worth noting is that you can create your own community by clicking ‘create community’:
The choice will be between public and private.

The content of a public community will be seen in Search engines.
The content of a private community stays within that community.

Another difference between public and private communities is that you cannot ‘share content’ OUT of a private community, but you can with a public community.

Once you have chosen the ‘type’ of community, public or private, you cannot change it you can only delete it.
How to Engage on Google Plus

Returning again to the home screen - if there's content to which you relate, there are several options. You can just read it and enjoy it.

Or, you can +1 to say that I've enjoyed it, or that you acknowledge it.
1. You can comment by clicking in the box and writing a comment.
2. You can also share that content by clicking on the arrow which will bring up the box that we're familiar with.
You can decide on the audience and add a message there myself before you click ‘share’.

Share this post

Tom Brydon originally shared:
Devices to help Bond park the Aston Martin DB5

#vintagecars  #astonmartin  #jamesbond

To:  Public  + Add more people

Share  Cancel
Another thing to add when it comes to commenting. If you have a + sign and then you start typing somebody's name, you'll see a box will appear with options to whom you can send it.

Once you've posted the comment, you can always edit by clicking on the "edit" button and then saving once you've edited.

Or if you want to delete the comment, you can just click the ‘x’
If you want to see more information on the activity on the post i.e. who has +1’d, commented, or shared, then come into the images section under the post and ‘click’.

The board will flip, and you'll be able to see the individuals and the information on +1s, comments and shares.

In this case you can see 32 +1s, 2 shares and 3 comments. Click the upper right arrow icons to flip it back.
Settings

When you add the plus sign before a person's name when you're typing the message, that means they may get a notification, but this is going to depend on their settings. Your settings will determine who can contact you.

You'll find them by clicking on settings on the left sidebar, where you will see the ‘cog’ which will take you to your settings page for Google+. (In fact, anytime you see a cog on Google products you will be reach some settings, e.g. in Gmail)

The first setting you'll probably want to have a look at is who can interact with you. And you'll do this by deciding who can send you notifications, for instance, ‘anyone’.

Or maybe just people from your circles. And also who can comment on your post.

Your settings will give you great flexibility to your Google+ experience and you can change them at any time.
Google Hangouts

There's another way you can reach out and connect with people using Google+ and that's called hangouts.

You'll find hangouts by clicking on the green speech mark.

It will bring up a box of people that are your contacts from within your circles.
Depending upon their settings, you may well be able to start a hangout with them. Now this in part is text chat, but also you can invite more people to that particular hangout, including inviting circles.

To do this:

1. Click on the ‘people’ icon.
2. This will flip the hangout chat and you can see who is already in the hangout.
3. From there, click ‘add people’.
4. This will enable you to add in individuals or circles (up to about 99 people) into the hangout chat.

Click ‘add people’ to invite them to hangout.
Initiating a Video Call

You can initiate a video call with that person or that group just by clicking on the camera icon once you are in a ‘hangout’.

You can choose to invite people to a video call from with the hangout chat by clicking on the icon in the upper left.

There can only be 10 people in a video call at one time, unless it is a business account in which case it is 15 people.

*Note: pressing this icon this ‘dial’ everyone in that hangout for a video call.*
If there is a hangout call already happening then you will see a green icon - click this and you can join the ‘room’.

Customizing your settings for hangouts

You can customize who can contact you and start a hangout with you just the same as they can do that within their settings. If you come to menu and drop down and click on customize new requests, you’ll then be able to choose who can hang out with you or who can send you a request. You just change the settings by clicking ‘customise new requests’.
Once clicked, it will take you to a screen in your settings:

![Hangout Settings](image)

You can then choose either who can ‘hangout with you’ or who can ‘send you a request’.
Starting a video call from the hangout box

You could:

1. Start a text aspect of a hangout first, or
2. Click ‘start a party’ and that initiates the video call aspect of a hangout.
From there you decide who to invite.

You can then decide who you want to invite to that video call by clicking into the box.
Once you press ‘Share’ those people will be sent an invite to hangout, depending on their settings to ‘hangout’ with you.
Hangout-on-air (HOAs), Pages and Google Local

When you click on the side bar you will see many more options, including...

1. HOAs

There's another aspect to hangouts called hangouts on air. These are live streamed events that you too can be broadcasting to the world. You will find them by clicking on the Hangout-on-air icon on the left hand menu bar.

2. Google Pages

In this section you will also see Google Pages. By clicking on the Pages icon, you can also create your own page. And then choose from one of these categories. Briefly, a ‘Profile’ is a person and everything else on Google+ has a ‘Page’. You may well find yourself as a page manager and this is the section in which you can switch between Profile and Pages.

3. Google Local

If you click on local it will take you to a page of recommendations and also reviews that you've done.
What’s Hot and Recommended

Click on ‘Explore on the Home Page’ then ‘You will see the trending hashtags and can click ‘Whats’ Hot’ in the upper left.

Other options from the ‘left hand bar’

Also in this section, there are other options including sending feedback to Google on reports of issues, future ideas, or general comments.
Returning to the stream - receiving more ‘flow’

Looking again now at the stream, you'll see that there are additional new posts that you can click and receive in that stream. Just click the arrow button circled as shown below.

You can use the letter ‘L’ to do the same.

There is a ‘resume button’ which allows you to resume reading the post from when you press ‘new’
Bringing up ‘shortcuts’.

If you click on question mark on your keyboard, it will bring up this list of additional shortcuts.
Hashtags

On many posts, you'll find that in the upper corner they have ‘hashtags’; if you click on these hashtags, there can be additional content relating to that particular hashtag.

You can navigate through the posts by clicking on the arrow in the upper right corners to see related posts.
If you click on the hashtag in the centre at the top you will be taken to a dedicated ‘stream’ of content for that hashtag.
Visiting people’s profiles

Looking now at a post from the Dalai Lama. If you want to visit his profile, you can hover over and click on his name, and that will take me to his profile and I can find out more information about him and the content that he’s posted.

![Dalai Lama profile image]

Also we can see that he has a friendly picture of him smiling. If you don’t replace the default image, you have a ‘blue head’.

![Martin Shervington profile image]

So this is one of the main things that you’re going to want to change as soon as you join Google+. And if you haven’t done it yet, then it’s very simple.

You click on your image, and that will take you to your profile.

And in fact, if you click on anyone’s image on Google+, it’s almost always
going to take you to their profile.

Once on your profile, and this will be the same even when you have your image up and you want to change it, click on “change profile photo”.

1. You can upload an image from your computer
2. You can the drag and drop one straight from your desktop.
3. Or from your photos within Google+ e.g. from albums or ‘photos of you’

You can also take a snap shot of yourself right away using the webcam.
Once you've done that, you can then select the area that you want to show and set that as the profile image.

From there, you're probably also going to want to change the cover photo.

Once you’ve clicked on that and you can select from the gallery, or you can upload and choose one that you already have available in your photos.
About Section

The thing you’ll probably want to do is tell your story. To do this, scroll down to where you see edit, and click on the edit button.

1. Then you can put in text, using bold, italics, and aligned as you want.
2. You can see which settings are for which section
3. Click the drop down to change ‘who can see what’
4. Repeat this for each of the sections in your Profile

When you’re ready, just click "save."
A little more on ‘who can see what’

There are options throughout Google Plus that will apply to your Profile and to your content.

1. **Extended circles** - not just people you have in circles but people they have in circles too
2. **Public** - everyone
3. **Your circles** - people who you have in circles
4. **Only you** - just you!
5. **Custom** - this could be e.g. a selection of circles, an email address and a some chosen individuals

Know that ‘public’ will override any other the other settings.
Customizing who can see your circles

If you click "edit," and if you want everyone to see who you have in your circles, then you would choose public and make sure the box is checked. Or you would choose circles and select either your circles or specific circles.
If you want to remove how many people have you in circles from your profile, you just uncheck that box. And you can always change these later. When you’re done, click "save."

If you want to change anything, you simply click on "edit" and then, as in the contact information section, you choose who see what information.
Adding a link to your websites/websites to which you contribute

Looking at the link section, if you are a contributor to a website, for instance, you write on that particular blog, you want to make sure that that site appears in the contributor to section. But also there will need to be a two-way link back from that site to your Google+ account as well.
Google Authorship

When you have a clear headshot that you use for your profile picture, it means that you're eligible for Google Authorship. This means that a small icon of this image can appear alongside Google search results from either Google+ content you've posted or from content you've posted from a website that you've linked to your Google+ account.

To tell if you are tagged in the profile image, you hover over, and it will bring up a circle. And if you haven’t tagged yourself, then you will want to do so.
Your Google+ Hovercard

The information you see on a hover card, including your own, comes from your profile.

So the images appear, and the text, based upon what you have in for instance the about section under the ‘tagline’.

As you can see, this one says “Plus Your Life and Business”.
With the employment section, if you don’t work for a company, you can fill that in with a little more content, as you can see here.

<table>
<thead>
<tr>
<th>Work</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Occupation</strong></td>
</tr>
<tr>
<td>Consultancy, Speaking, Coaching</td>
</tr>
<tr>
<td><strong>Skills</strong></td>
</tr>
<tr>
<td>What are your skills?</td>
</tr>
<tr>
<td><strong>Employment</strong></td>
</tr>
<tr>
<td>Author, Consultant, Coach. Occasionally does stand-up comedy.</td>
</tr>
<tr>
<td>1998 - present</td>
</tr>
</tbody>
</table>

[Edit]
Finally

When you're on a profile, and you're ready to go back to, for instance, home, then come across to the sidebar and just click on the ‘Home’ button.

That was an Introduction to Google+!