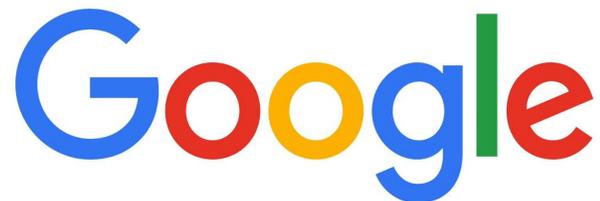


THE RECYCLED ♡ PIRATE

Life Awareness & Innovations

THE



EXPERIENCE

Live more efficiently with the world at your hands.

[Laptop - Smartphone - Tablet]

The Experience

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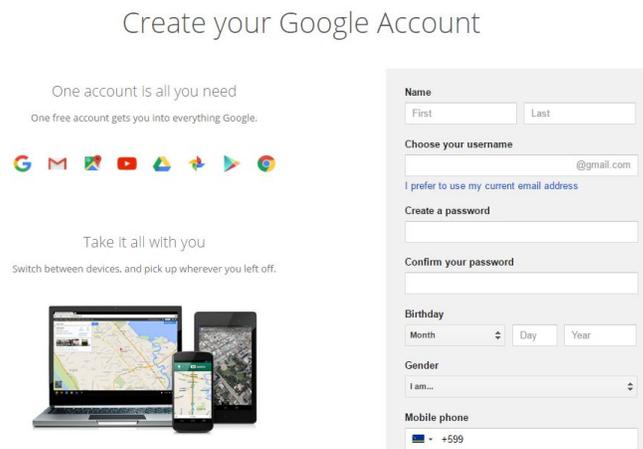
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1. Google Account

With your Google account comes a lot of digital goodies. Maybe it seems a bit overwhelming in the beginning but once you take the digital highway you'll soon understand the ease of it. All you have to do is open a Gmail (email) account and you'll have access to the list that we'll go through and much more.

Your smartphone works on iOS (iPhone) or Android platform. Android is also a Google platform and the most used smartphone platform in the world because of its ease of use. Some major brands that you know, for example; Samsung, Sony, LG and Motorola, all make their phones to work on the Android network. But with your iPhone you can use most of these Google apps too. Just go to the App Store on your phone and type the name of the app that you want to use.

- Google Mail
- Google Messages
- Google Contacts
- Google Calendar
- Google Chrome
- Google Drive
- Google Photos
- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- Google Keep
- Google Maps



All these applications are linked to each other, for example, Google Keyboard saves the words you use for better function. For us, you're Korsou that means your keyboard, that knows English, will eventually learn Papiamentu by your usage of Google's applications. You can download other dictionaries to help you type in other languages as well.

There are more apps like Google Translate, Calculator, Clock etc. All these will help you be more functional and productive. But it all starts with one Google account, so let's begin there.

Open your Google Account on www.accounts.google.com/SignUp

Google Mail

Google Mail, also referred to as Gmail, is the most widely used email platform around the world. This is the first free extra you get with your Google account, and there's lots more. Gmail is one of the safest and most versatile email accounts you can get.

Having a Gmail account is like having a key to the digital world. Once you have this key your possibilities are almost endless. Your Google account is the first step to having your own Gmail.

To open an account: www.accounts.google.com/SignUp

Google Messages

Meet Messages, Google's official app for texting (SMS, MMS) and chat (RCS). Message anyone from anywhere with the reliability of texting and the richness of chat. Stay in touch with friends and family, send group texts, and share your favorite pictures, GIFs, emoji, stickers, videos and audio messages. Google Messages is basically SMS on steroids.

Website: <https://messages.android.com/>

Google Contacts

Never lose a contact's phone number, email or home address anymore. As soon as you have a Gmail account, you have the option to save all your contacts in your Google Contacts. When switching phones you just connect your Gmail account and all contacts are uploaded to your new phone. Your Google contacts are accessible through your phone, tablet, computer and laptop.

To access your contacts on your computer go to your Gmail account, click on Gmail in your top left corner and choose contacts.

On your phone this can vary by brand. For more information feel free to request a consult.

Google Calendar

The Google Calendar is linked to your email account. Get reminders, send invitations and even add location (Google Maps) to your Calendar. Accessible on all your devices with multiple accounts.

What makes it even a more versatile tool is that it's also connected to your Google Keep and Google Tasks.

Website: <https://calendar.google.com/>

Google Chrome

Internet Explorer's better version by Google. Google Chrome is the most popular web browser in the world, with over 53% market share. The secret to Google Chrome's success is its simplicity and ease of use. Log in with your Gmail account and have all the websites you store on your phone also on your computer and the other way around. Faster, easier and lighter than Explorer.

Additional apps for Chrome: <https://chrome.google.com/webstore/>

Google Drive

With every Gmail account you get access to 15 gigabytes of cloud storage. That's like a room on the internet where you can save a lot of documents and pictures.

Once you install Google Drive on your computer, laptop, phone or tablet you can save everything in there and never lose your data again. It synchronizes automatically as soon as your device is connected to the internet. When you are on holiday, in let's say Colombia, and your phone crashes, you can just buy a new phone and login to your account to easily access all your saved data.

Website: <https://google.com/drive/>

Google Photos

Google Photos is a part of your Google Drive and also the most interesting part.. You can save unlimited pictures if you save them at Google's recommended size (High Quality). If you want to save them in original format you will be limited to the 15 gigabytes of cloud storage that is included with your Google account. If you manage to fill that up, you can buy additional cloud storage from Google. Pricing starts at \$1.99 a month for 100 gigabytes.

Sort your pictures by date, place or people and create your own Albums for your personal or business life. You can also share one or multiple Albums with your family, friends or colleagues so you won't have to send a large amount of pictures via email.

Google Photos has many other tools hidden inside it with Geo tags and face recognition. One of my personal favorite tools is [Snapseed](#) that has risen in the app ratings to become one of the best free photo editing apps available.

Google has incorporated their photo-editing application Snapseed into Google Photos so you don't have to download the extra App if you don't want too.

Website: <https://google.com/photos>

Google Docs

Google Docs is Google's version of Microsoft Word. Google Docs automatically backs itself up online so you can access it on any of your devices that has an internet connection. You can edit offline and as soon as you have internet connection it loads itself up. Work with your team simultaneously on the same document and see who is working on which part.

Website: <https://google.com/docs/about/>

Google Sheets

Google Sheets is Google's version of Microsoft Excel. It backs up automatically online so you can access it on any of your devices that has an internet connection. You can edit offline and as soon as you have internet connection it loads itself up. Work with your team simultaneously on the same document and see who is working on which part.

Website: <https://www.google.com/sheets/about/>

Google Slides

Google Slides is Google's version of Microsoft Powerpoint. It backs up automatically online so you can access it on any of your devices that has an internet connection. You can edit offline and as soon as you have internet connection it loads itself up. Work with your team simultaneously on the same document and see who is working on which part.

Website: <https://google.com/slides/about/>

Google Forms

Google Forms is a magnificent tool to do surveys, make order lists or bring any organization the needed structure. As a free tool essential for every organization, business or foundation.

Website: <https://google.com/forms/about/>

Google Sites

Google Sites is a structured wiki- and Web page-creation tool offered by Google. The declared goal of Google Sites is for anyone to be able to create simple websites that support collaboration between different editors

Website: <https://sites.google.com/>

Google Keep

Digital Post-It Notes for your groceries, wish lists or to-do lists. Set reminders, check mark boxes or add pictures. Look it up later or invite your business partner to join one of your notes when you're doing a joint project.

Web store: <https://chrome.google.com/webstore>

Google Tasks

Google Tasks is a simple To-Do list application that syncs to your calendar if you want it too. It can remind you in certain moments that you still have tasks to do. You can also use Google Keep for this, but by organizing your tasks separately you can keep all your information efficiently organized

Web store: <https://chrome.google.com/webstore>

Google Translator

The free translator for every multidisciplinary and multilingual creator. Translate whole documents or just discover how to write love in 109 languages. It can't get simpler than this and you can even join a community of fanatical linguists.

Website: <https://translate.google.com/>

Google Maps

Google mapped most of the world and has brought the world together in the user-friendly Google Maps. Logged in with your Gmail account you can save places you visited, places that interest you and ask for directions.

Website: <https://google.com/maps>

These are the most basic Google tools that can help you become that digital warrior with just your phone and your laptop. Most apps are also available through the Apple Store, and they work fine on any iOS device.

Google App stores

All Google Apps for Android: <https://play.google.com/store>

All Google Apps for Chrome: <https://chrome.google.com/webstore/>

Need help setting up your account?



Andrew Kirchner
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andy@therecycledpirate.com
www.therecycledpirate.com

If you agree that this information was useful to you, consider becoming a Patreon on <https://patreon.com/therecycledpirate> or donate at <https://paypal.com/me/therecycledpirate>

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