



























▶ 135 INCREDIBLY USEFUL THINGS  
YOU DIDN'T KNOW GOOGLE COULD DO

`=DETECTLANGUAGE(A1)`

You can also enter in a word in place of a cell number, if you want:

`=DETECTLANGUAGE("queso")`

Google will give you a two-letter code telling you the language that was used. To translate, meanwhile, use the following command—with your own word or cell number in place of “A1” and the code for whatever language you want to translate into (if it’s anything other than English, as referenced below):

`=GOOGLETRANSLATE(A1,"auto","en")`

Assez facile, non?



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“GOOGLE’S CHROME  
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TAKE THE TIME TO  
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# 27 Incredibly Useful Things You Didn't Know Chrome Could Do

These days, a browser is more than just a basic navigator for the web. It's effectively a second desktop—a gateway to countless apps, sites, and services. And optimizing that environment can go a long way in increasing your efficiency.

Google's Chrome in particular is full of hidden shortcuts, features, and power-user possibilities. Take the time to learn these tips, and watch your productivity soar.

(Note that most of the tips here are specific to the desktop versions of Chrome for Windows PCs and Macs and may not apply to the browser's mobile variants.)

## LEARN SOME HANDY HIDDEN SHORTCUTS

1. Want to open a link into a new tab in the background, so it won't interrupt what you're doing? Hold down Ctrl- or Cmd- and click it. To open a link in a whole new window, meanwhile, use Shift instead. (This'll work within most areas of Chrome, by the way—including the History page and the dropdown history list within the Back button, which we'll get to in a bit.)
2. You probably know you can press the space bar to scroll down a full page-length, but there's another side to that shortcut: If you press Shift and the space bar together, Chrome will do the opposite and scroll up by a full page-length at a time.
3. If you ever close a tab by mistake, hit Ctrl- or Cmd-Shift-T. Chrome will reopen your most recently closed tab as if nothing had ever happened. (And you can do it multiple times, too, if there's more than one tab you'd like to recover.)
4. When you have a bunch of tabs open and want to hang onto the entire session for later, hit Ctrl-Shift-D. That'll let you save all your open tabs into a folder for easy future access. To restore them, right-click the folder within your bookmarks and select “Open all” or “Open all in new window.”
5. Skip a step and get info about any word or phrase in a page by highlighting it and then right-clicking and selecting the “Search Google” option. You can also highlight a word or phrase and drag it into Chrome's address bar to achieve the same result—or drag it into the area directly to the right of your final tab to launch the search in a new tab instead of your current one. (Bonus tip: Those same dragging behaviors can also be used to open links.)
6. Save a link with a single click: Just click, hold down your mouse button, and drag the link up into Chrome's bookmarks bar. Drop it wherever you want, and it'll be there the next time you need it.



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7. If you download a file and then want to move it somewhere specific, click on its tile in the download bar that appears at the bottom of the browser. You can then drag and drop whatever you downloaded directly onto your desktop or into any folder.

8. You can also drag and drop files from Chrome's download bar directly into an online service—like Google Drive, for instant uploading, or Gmail, for inserting the file as an attachment in a new message.

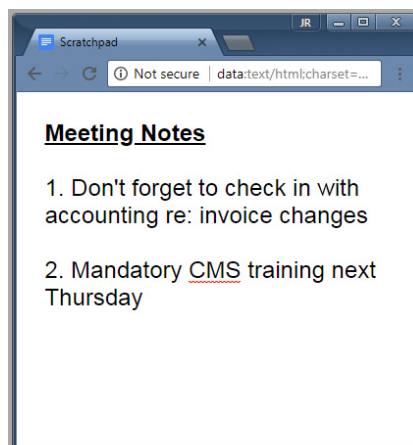
9. Should you ever find Chrome mysteriously misbehaving, remember this command: `chrome://restart`. Type it into Chrome's address bar, and your browser will restart itself and restore all your tabs and windows in a jiffy. You never know when it might come in handy.

### TEACH YOUR BROWSER SOME NEW TRICKS

10. With 60 seconds of setup, you can give Chrome its own quick-access scratchpad that'll let you jot down thoughts right within the browser—no extensions required. All you have to do is paste a snippet of code below into Chrome's address bar.

```
data:text/html;charset=utf-8, <title>Scratchpad</  
title><style>body {padding: 5%; font-size: 1.5em; font-family:  
Arial; }"></style><link rel="shortcut icon" href="https://  
ssl.gstatic.com/docs/documents/images/kix-favicon6.ico"/><body  
OnLoad='document.body.focus();' contenteditable  
spellcheck="true" >
```

...and then save the page to your bookmarks bar for easy access. The scratchpad supports text formatting (Ctrl- or Cmd-B for bold, Ctrl- or Cmd-I for italics, and Ctrl- or Cmd-U for underlining) and even has a built-in spell check feature. Just open it and start typing—and if you want to save your thoughts for later retrieval, hit Ctrl- or Cmd-S.



11. Chrome's custom search engine feature has tons of untapped productivity potential. First, you can use it to create simple shortcuts to pages you visit often—anything from

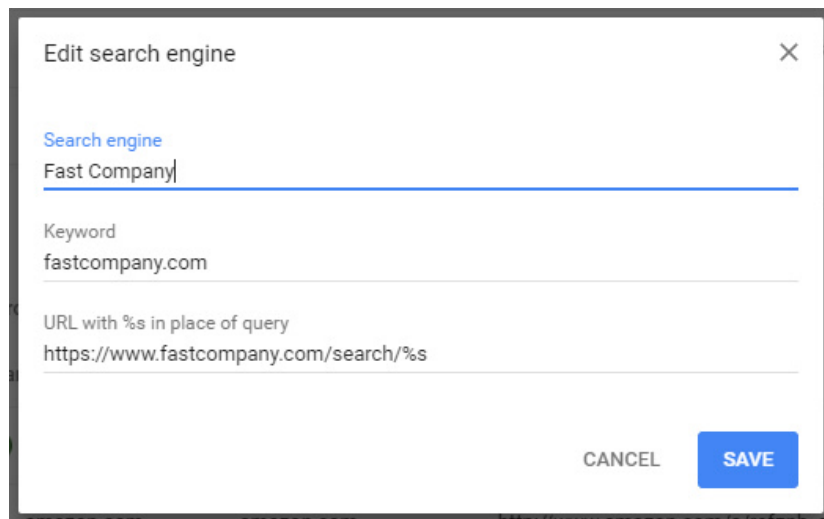


favorite websites to internal Chrome pages or even the scratchpad described in the previous tip. Just open up Chrome's settings, click the line labeled "Manage search engines," then click the "Add" command next to the "Other search engines" heading. Type the name of the page in the "Search engine" field, the shortcut you want for it in the "Keyword" field, and the page's full URL in the "URL" field.

For instance, if you want to be able to pull up Chrome's settings simply by typing "cs" into your address bar, you could use "Chrome Settings" as the search engine name, "cs" as the keyword, and `chrome://settings` as the URL. To get to your new scratchpad quickly, you could use "Scratchpad" as the search engine name, "s" as the keyword, and the full string of code from above as the URL.

12. You can also use Chrome's custom search engines feature to create shortcuts for searching any sites you want. The trick is to first find the full URL of the site's own search system—so if you wanted to do it for Fast Company, you'd go to `fastcompany.com`, click the search icon in the upper-right corner of the screen, then search for a word like "test." The site will take you to `https://www.fastcompany.com/search/test`.

With that knowledge in tow, head back to Chrome's "Manage search engines" section and click the "Add" command. This time, type "Fast Company" in as the search engine name, "fastcompany.com" as the keyword, and "`https://www.fastcompany.com/search/%s`"—with "%s" taking the place of the actual query—as the URL.



Custom search engines take only a minute to set up and can save you ample time in the future.

The next time you start typing "fastcompany.com" into Chrome's address bar, you'll see instructions telling you to press Tab to search the site. Set up similar systems for shopping sites, Wikipedia, dictionaries and thesauruses, travel sites, or anything else you search semi-regularly, and you'll save valuable time by skipping steps and jumping straight to the info you need.

13. Want to be able to search your email directly from Chrome's address bar? Create a



new custom search engine with the name Gmail, whatever keyword you want (either “gmail.com” or some shortened command), and “https://mail.google.com/mail/ca/u/0/#-search/%s” as the URL.

14. Search Google Drive from the address bar by creating a custom search engine with “https://drive.google.com/drive/u/0/search?q=%s” as the URL.

15. Speaking of Google Drive, if you move between multiple devices during the day (and at this point, who doesn't?), make your life a little easier by telling Chrome to save anything you download to a cloud-based folder. That way, you'll be able to find important files from your desktop, laptop, smartphone, or any other device—regardless of where the download was actually performed.

First, you'll have to install the desktop syncing program for your cloud storage service of choice. Most services, including Google Drive, Dropbox, and OneDrive, offer such utilities for all the common operating systems. Once you set up the program, you'll have a folder on your local hard drive that's always synced to a folder in your cloud storage.

Now, head into Chrome's settings, click “Advanced,” and scroll down to the section labeled “Downloads.” Click the “Change” command and find or create an appropriate subfolder within your cloud-synced folder. Once you've followed those steps on any desktop computers you want connected, anything you download will be available everywhere you work—and always accessible via the cloud service's mobile apps as well.

### TAKE ADVANTAGE OF HIDDEN POWER TOOLS

16. Quiet annoying sites once and for all by right-clicking their tabs (where the title is displayed) and selecting “Mute site.” This option will prevent the site from playing any audio on your computer anytime you visit it.

17. Prefer to avoid leaving a trail as you navigate the web? Open Chrome's settings, click “Advanced,” and then turn on the toggle next to “Send a ‘Do Not Track’ request with your browsing traffic,” located within the “Privacy and security” section.

18. For additional privacy, take advantage of Chrome's out-of-the-way option to create multiple user profiles and allow guest access to your browser. That'll let someone else use Chrome on your computer without gaining access to all of your personal data (and without gunking up your history with whatever sites they visit). Look for the line labeled “Manage other people” in Chrome's settings to get started.

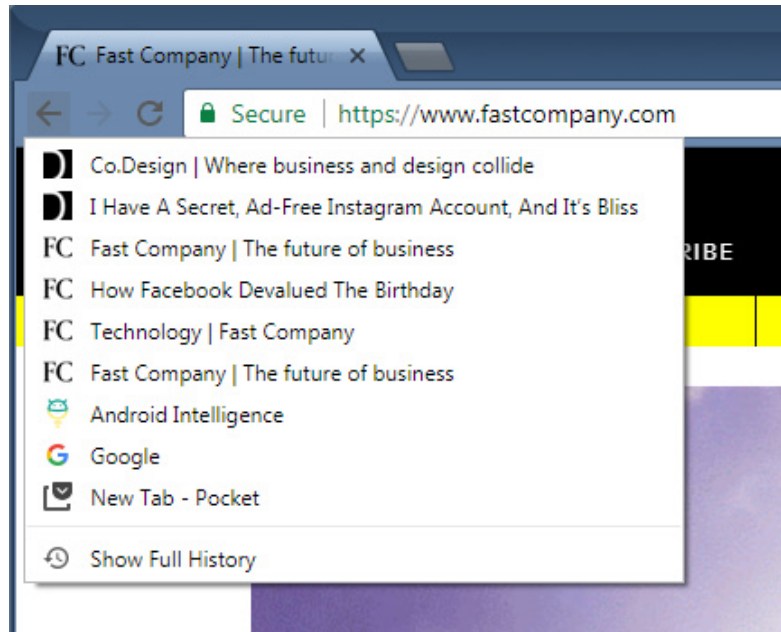
19. Chrome's History page—accessible by hitting Ctrl- or Cmd-H or by typing chrome://history into your address bar—has a powerful yet easily overlooked feature: an always-synced list of tabs you have open in Chrome on other devices. Surf over there anytime you want to find what you were last viewing on your phone, your tablet, or another computer.

20. The Back button in Chrome's upper-left corner does more than you might think. Click it and hold your mouse's button down, and you'll get a pop-up history of recent pages viewed within your current tab.





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21. Chrome can strip all formatting from copied text as you paste it—eliminating links, fonts, colors, and anything else you might not want to carry over. Once you've copied some text, hit Ctrl- or Cmd-Shift-V to give it a whirl.

22. Trying to look at a website that's down—or need to step back in time and see how a particular page looked a while ago? Type `cache:website.com` into Chrome's address bar, replacing `website.com` with whatever URL you want.

23. Let Chrome act as your file explorer: Drag and drop any image, video, or audio file into the browser to open it right then and there—and on Windows, try typing `C:\` into Chrome's address bar to browse your hard drive's contents.

### ENHANCE YOUR ENVIRONMENT AND ELIMINATE ANNOYANCES

24. Sick of getting those pop-ups asking if some site can send notifications through your browser? Turn off site notifications entirely by opening Chrome's settings, clicking "Advanced," then clicking the line labeled "Content settings." Next, find and click the line for "Notifications" and turn the toggle at the top of the page off.

25. The next time you come across a text form on a website, give yourself a little space to think: Look for the two diagonal lines in the box's lower-right corner. Click that area and drag downward, and ta-da: You can resize the text box to make it as large as you'd like.

Dragging down on the diagonal lines in a form's lower-right corner lets you expand the box so you can actually see everything you've typed.

26. Chrome extensions can be incredibly useful, but they can also create a lot of clutter in your browser's upper-right corner. Hide the extension icons you don't need to see by right-clicking them and selecting "Hide in Chrome menu" from the options that appear. You can also just hover your mouse over the far right side of the address bar until you see



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a double-sided arrow appear and then drag the address bar toward the right to extend it and hide multiple extension icons at once.

And if you ever need to get to an out-of-sight extension icon, just open the main Chrome menu (the three-dot icon to the right of the extensions). You'll see all of the icons there.

27. While we're talking about extensions, did you know you can create custom keyboard shortcuts for opening extensions on demand? Some extensions even allow you to create shortcuts for specific commands. Type `chrome://extensions/shortcuts` into your browser's address bar to set up your own.



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# 18 Gmail settings that will change how you think about your inbox

When it comes to managing email, you need every advantage you can get.

Google recognizes this. The company has packed Gmail with dozens of advanced options that can save you time and add powerful possibilities into your inbox. The only problem is that there are so many of them—scattered across so many places—that it's all too easy to overlook something useful.

Not to fear, though: I dug through every nook and cranny to uncover Gmail's most valuable out-of-the-way settings. These next-level options go beyond the broadly known basics and have the potential to reshape how you handle your email. Some of them are specific to the new Gmail design, while others apply to both the new and classic versions of the site. (And most of them are relevant primarily for the desktop Gmail site, by the way—as opposed to the mobile apps—with just a couple of noted exceptions.)

So fire up your brain's memory banks: It's time to crank up your inbox IQ.

## COMPOSING MESSAGES

1. Gmail's new Smart Compose feature can save you precious time by predicting what you're going to write before you write it—kind of like autocomplete for your inbox. It works surprisingly well, too, and it's easy to ignore when its suggestions aren't spot-on.

To try it out, you'll first need to turn on the “Enable experimental access” option within the General tab of the new Gmail's settings. After you click the “Save Changes” button at the bottom of the screen, Gmail will refresh itself—and Smart Compose should then automatically be activated. You can confirm by going back into the General tab of the settings and looking for the newly added Smart Compose option. As long as “Writing suggestions on” is checked, you're all set—and you should see Google's predictive text show up periodically as you write new emails.

2. Speaking of saving time, do yourself a favor and head into the Advanced section of the new Gmail settings (or the Labs section in classic Gmail) and enable “Canned Responses.” Once you do, you'll be able to create simple templates that can then be inserted into messages with a couple of clicks.

3. Gmail's snooze option is spectacular—but its default snooze times may or may not be ideal for your own personal schedule. Here's a little secret, though: You can customize exactly what time Gmail considers to be “morning,” “afternoon,” and “evening” by looking in the settings of Google Keep (obviously, right?). Just change the default times for each day-part within Keep's settings, and the same times will then carry over to Gmail—both



on the website and within the mobile app.

4. By default, Gmail gives you a small window in the corner of the screen for composing new messages. If you'd rather write in a centered and more full-screen field, you can click the small diagonal arrow in the window's upper-right corner to change its size and placement. And if you always want to write in a full-screen window, there's a setting to adjust Gmail's default behavior: Click the three-dot menu icon in the compose window, then select "Default to full-screen." That'll make all your future emails start in that large, centered view.

5. If you're anything like me, you probably archive messages immediately after responding more often than not. Save yourself a step and switch on Gmail's optional "Send & Archive" button, which combines sending and archiving into a single command. (It doesn't replace the regular "Send" button; it just appears as an extra button alongside it.)

You can activate it by looking for the "Send and Archive" option in the General section of Gmail's settings. Select "Show 'Send & Archive' button in reply" and then hit the "Save Changes" button at the bottom of the page.

6. Gmail's "Undo Send" feature can be a real lifesaver, but its default cancellation window of five measly seconds doesn't give you much time to change your mind. Head into the General section of Gmail's settings and click the dropdown box next to the "Undo Send" option. You can bump the value up to 10, 20, or even 30 seconds—which means that you can give yourself up to half a minute to have second thoughts about any message you send.

## READING YOUR MAIL

7. Not a fan of Gmail's tabbed inbox? Hover your mouse over "Inbox" in the left sidebar and click the downward-facing arrow that appears alongside it. That'll let you choose from five different inbox configurations: "Default," which is the standard tabbed setup; "Important first," which splits your inbox in half, with messages Google deems to be important on top; "Unread first," which does the same thing but with unread messages taking up the upper portion of the screen; "Starred first," which does exactly what you'd think; and "Priority Inbox," which lets you create up to four customizable sections to break apart different types of messages.

8. If you're using the default tabbed inbox configuration, take control of how it works by looking in the Inbox section of Gmail's settings. There, you can simplify things a bit by deactivating tabs you don't want displayed (which causes messages that would have been categorized within them to go into the next most appropriate tab). You can also activate a handy option to have any messages you star always show up in your "Primary" tab, regardless of where they were initially sorted.

9. If "Priority Inbox" is your cup of tea, head into that same Inbox section of Gmail's settings to configure your inbox sections in any way your heart desires. The possibilities there are practically endless.

10. Regardless of which inbox setup you choose, be sure to experiment with Gmail's density modes to find the inbox display style that works best for you. Click the gear icon in the site's upper-right corner. In classic Gmail, you'll see options for "Comfortable," "Cozy," or "Compact" density right in that main menu; in the new Gmail, you'll first need to select



“Display density” and will then see options for “Default,” “Comfortable,” and “Compact.” Note that “Default” puts the newly added attachment previews into your inbox view, while “Comfortable” and “Compact” hide that information.

11. Miss Outlook’s preview pane, where you can read a message while still keeping your inbox in view? Gmail actually offers a similar view that shows everything at once. Look in the Labs section of classic Gmail’s settings or the Advanced section of the new Gmail’s settings and enable the option labeled “Preview Pane.” That’ll put a new four-line icon next to the settings button in the top-right area of your inbox. Click the downward-facing arrow next to it, and you can opt to have either a vertical split—in which any message you select appears to the right of your inbox—or a horizontal split, in which message previews appear beneath your inbox.

Be sure to look in the General section of Gmail’s settings, too, as an option there labeled “Preview Pane” will let you control how long you can keep a message open in the pane before it gets marked as read.

12. Let’s not kid ourselves: No one likes pagination. Meander back into the General section of Gmail’s settings and look for the “Maximum page size option.” You can’t turn off pagination completely, but you can show up to 100 conversations at a time—and if you have more than that many items still in your inbox, pal, you’ve got bigger problems.

## OPTIMIZING AND ORGANIZING

13. Gmail’s stars provide a great system for marking important messages—so why not take things up a notch and give yourself even more ways to designate attention-demanding threads? The “Stars” line the General section of Gmail’s settings lets you add up to 11 additional icons into your list of message-starring possibilities, with options ranging from differently colored stars to exclamation point, question mark, and check mark symbols.

Just drag and drop whatever icons you want into the “In use” list, and pay careful attention to the order: It’s the same order in which the icons will be applied—so if you put a purple star in the second position and an exclamation point in the third, clicking a message’s star field twice would assign the purple star to it, while clicking it three times would give it the exclamation point.

14. Make your inbox more effective by clearing out clutter and leaving only the labels you need. In the “Labels” section of Gmail’s settings, you’ll find commands to hide any label or category you don’t regularly access from the label list—that long and often sprawling list in your inbox’s left sidebar. You’ll still be able to get to those hidden labels; they’ll just be tucked away beneath the “More” option and thus out of your way most of the time, so you can more easily focus and find the ones you use the most.

15. The Tasks app associated with the new Gmail isn’t integrated into the Google ecosystem terribly well as of now, but you can connect your tasks with your Google Calendar—if you know how: Open up the Google Calendar website. See the “My calendars” section on the left side of the screen? You should see an option within it labeled “Reminders.”

Tap the three-dot menu icon alongside that line and select “Switch to Tasks.” Any tasks to which you assign a date within the Gmail Tasks sidebar or the standalone Tasks mobile app will now automatically appear in your calendar. Just note that this feature replaces



the integration of regular Google reminders created via Assistant, Keep, or the Google search box.

16. You probably know about Gmail's keyboard shortcuts, right? (If you don't, go activate them—right now—in the General section of Gmail's settings.) You might not know, however, that you can create your own custom keyboard shortcuts, too: Look in the Labs section of classic Gmail or the Advanced section of the new Gmail to fire up the option, then look for a new Keyboard Shortcuts section in your settings.

There, you can change any of the default keyboard shortcuts or supplement them with secondary options. One super-useful adjustment I enjoy—inspired by Google Inbox—is adding the simple shortcut “i” as a faster way to jump directly from anywhere to my inbox.

17. Whether it's Uncle Geoffrey or the mailing list that just won't quit, there's always some irritating force that consistently fills your inbox with irrelevant garbage. Gmail has a buried setting to get annoying missives permanently out of your hair: While viewing a message, click the three-dot menu icon in its upper-right corner (directly to the right of the reply icon), then select the “Block” option. Any emails from that address will automatically go right into your spam folder from then on—and if you ever have second thoughts, you can manage your list of blocked addresses in the Filters and Blocked Addresses section of Gmail's settings.

18. Using the new Gmail? Take a moment to set up its offline mode before you actually need it. Unlike the clunky offline option in the classic version of Gmail, this offline mode works just like the regular Gmail website; all you have to do is open the site before you lose your connection. As long as you're using Chrome 61 or higher, you'll then be able to look through your messages and compose new emails as if you were online, no Wi-Fi necessary. (Any emails you compose while offline will be kept in a new Outbox folder and then sent as soon as you reconnect.)

The option resides in the aptly named Offline section of the new Gmail's settings. Set it up the way that makes sense for you, be sure to hit “Save”—and then rest easy knowing that the next time your internet connection wavers, all your email will still be right there and waiting.



“DOCS MAY SEEM  
SIMPLE ON THE  
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LESS EFFORT.”

# 25 incredibly useful things you didn't know Google Docs could do

When you're working in a word processor, every second you save matters. And while Google Docs may seem simple on the surface, it's practically overflowing with out-of-sight options that can help you get more done with less effort.

The best part? They're all already there and just waiting to be embraced. All you have to do is find them—and then remember to put them to use. Here's a head start.

(Note that the items listed below are mostly specific to Docs's version for desktop web browsers. Unless otherwise noted, they don't apply to the mobile apps.)

## EDIT LIKE A PRO

1. The next time you need to move text within a document, skip the cutting and pasting and shift text the faster way: Just highlight the paragraph you want to reposition and then click and drag it with your mouse—or, in an even more efficient twist, place your cursor anywhere inside the paragraph, hold down Alt and Shift together, and then use your arrow keys to move it wherever you want.

2. Need your text to be a little larger or smaller? Docs has a pair of super-handy shortcuts that'll change font size on the fly: Hold down Ctrl (or Cmd) and Shift and then press the period key to bump the font size up by one point or the comma key to bump it down.

3. With just a few quick clicks, Docs can copy the formatting from one area of text and apply it to another. The trick lies within that paint roller icon in the upper-left corner of the Docs toolbar (directly to the right of the print icon). Place your cursor on the text that has the formatting you want, click the paint roller, and then click the paragraph where you want the formatting to be applied. The font, size, style, and color should all show up instantly.

If you want to apply the formatting to more than one area of text, double-click the paint roller at the start of the process. That'll force it to remain active through numerous applications.

4. Save yourself the trouble of digging through Docs's menus to find what you need and instead use the Alt-/ shortcut to search all available functions in no time. Say you want to convert some text into title case, for instance. Rather than digging around in the Format menu, you can simply highlight the text in question, hit Alt and then /, type “ti”—and then, when “Title Case” appears as the top option, hit Enter to apply it.

5. Docs can automatically organize your documents to make them easier to get around: Open up the View menu and select “Show document outline”—or just hit Ctrl-Alt-H (or



Cmd-Alt-H)—and the app will create a complete outline in the left area of the screen, with every line of header text representing a section. You can then click on any of those sections to jump directly to that part of the document. (This one is also available in the Docs mobile apps; just look for the “Document outline” option in the apps’ main menu.)

6. Give your fingers a break and let Docs turn your spoken words into text: As long as your computer has a microphone, all you have to do is open the Tools menu and select “Voice typing”—or hit Ctrl-Shift-S (or Cmd-Shift-S)—and then speak away. Docs will use Google’s standard voice-to-text system to figure out what you’re saying (mostly, anyway) and put it on the page.

7. Docs’s voice-to-text function also lets you speak commands for common forms of punctuation and paragraph formatting. You can say things like “period,” “comma,” and “question mark” or give instructions like “new line” or “new paragraph.” If you want to take a break, say “stop listening” and then say “resume” when you’re ready to continue.

8. In addition to taking down text, Docs’s voice typing mode allows you to perform advanced edits via spoken command. The system supports a huge range of functions—selecting specific words, phrases, or paragraphs; applying different types of formatting to text; cutting, copying, and pasting; and even scrolling through a document or jumping to specific parts of the page. You can find a full list of available commands [here](#).

9. Docs’s dictation feature is good for more than just regular writing and editing: Anytime you have some audio that needs to be turned into text—from a recorded interview, a podcast, or whatever the case may be—find a quiet room for your computer, fire up Docs’s voice typing mode, and let the audio play. Docs will provide a full transcription of your recorded audio, no specialty services or fees required.

## ENRICH YOUR DOCUMENTS

10. Docs makes it possible to do all of your research without ever leaving your word processor—both on the desktop and from your mobile device. Open up Docs’s Explore tool by looking in the Explore menu (or pressing Ctrl-Alt-Shift-I or Cmd-Alt-Shift-I) on the desktop site or by finding the “Explore” option in the mobile apps’ main menu (while you’re actually editing a document). Docs will bring up a series of web results, images, and related documents from your own past work. You can perform new searches right within that window as well—and when you find something you’d like to include in your current document, you can add it and even attach a footnote citation with a single click or tap.

11. Attention, Google Photos users: Docs makes it easy as can be to add images from your Photos collection directly into your documents. Click the Insert menu and select “Image” to find the option. You can also add an image from your Google Drive storage, by URL, or by searching the web from that same area.

12. Docs has its own tool to let you crop or edit images: Just click on an image within your document, then click the Format menu and select “Image.” There, you’ll find the command for cropping as well as a broader “Image Options” selection that contains functions for recoloring and adjusting the image’s transparency, brightness, and contrast.

13. Not confident about a word’s meaning? Hit Ctrl-Shift-Y (or Cmd-Shift-Y) while your cursor’s on the word. Docs will dig up a definition for you and show it to you on the right side of the screen.





14. If you use Google Keep as a note-taker, you can access your notes while working on a document and even insert an entire note into your current page. Look for the “Keep notepad” option within the Tools menu to pull up the Keep sidebar. Once it’s there, you can view and edit your notes—and if you want to dump a note’s contents in your document, hover over the note and then click the three-dot menu icon that appears.

## COLLABORATE AND SHARE

15. Don’t let a language barrier keep you from communicating. Docs has a native system that can translate entire documents into other languages: Click the Tools menu, then select “Translate document.” You’ll then be able to select the language you want and provide a new name for your translated file. Fácil, ¿no?

16. You’d never know it, but Google Docs allows you to tag other users to get their attention while collaborating. Just start writing a comment—by clicking the circular icon that appears when you hover over the right side of a document on the desktop or by tapping the plus icon and then selecting “Comment” in the mobile app—and then type @ or + followed by the first few letters of a person’s name. Docs will start offering options from your Google Contacts list. And if you want to add someone who isn’t in your contacts list, just use an email address instead of a name.

If the person you select already has access to the document, they’ll receive an email notifying them of the mention. If they don’t, Docs will prompt you to share the document with them before proceeding.

17. You can also email any message you want to collaborators, along with an attachment of a document, directly from Docs. Look for the “Email collaborators” option in the File menu to get started. (Your message will come from the primary email address associated with your Google account.)

18. Maybe you want to send a copy of your document to someone via email without adding them as a collaborator—to provide the file to a client, for instance, or share it with someone outside of your organization for review. Docs can do that: Just open up the File menu and select “Email as attachment.” You’ll be able to select from a variety of formats or even opt to include the text within the email body.

19. Docs can turn any document into a live, functioning web page that you can then share or embed as you wish. See the “Publish on the web” option within the File menu to explore the possibility.

20. If you want to point people to a specific section of your document, use Docs’s bookmarking feature to create a direct link to any area of the text. Place your cursor where you want the link to reside, then open the Insert menu and select “Bookmark.” A pop-up will appear with the link, though you’ll still need to be sure to share the document appropriately (either with the people you want to be able to view it or publicly, if you want everyone to be able to access it) before it’ll work for anyone other than you.

21. Want to send someone a link to a PDF version of your document? Copy the full URL in your browser’s address bar while you’re editing the document, then change the “/edit” at the very end to “/export?format=pdf” (without the quotation marks). As long as people to whom you’re sending have access to the document, they’ll get a PDF of your work as soon as they open the link.



22. You can use a similar trick to turn your document into a template for other people's ongoing use: Once again, copy the full URL in your browser's address bar while you're editing the document—but this time, change the “/edit” at the end to “/copy” (again, without the quotation marks). Send that link to anyone with whom you've shared the file, and when they open it, they'll be prompted to make a copy in their own Docs storage and then work on it from there.

### EXPAND YOUR WORD PROCESSING HORIZONS

23. Google Docs can give you a helping hand with design by way of its built-in template gallery: Open up the gallery to browse through the available options—ranging from résumés to project proposals and even some advanced business and legal document formats—and then select any item to open it in Docs and use it as a starting point.

24. Start a new document from anywhere within your browser by adding [docs.google.com/create](https://docs.google.com/create) as a bookmark and then placing it in your bookmarks bar—or creating a custom keyboard shortcut that'll pull the link up on demand.

25. Don't limit yourself to Docs's list of default fonts. You can add dozens of fonts into your word processing setup—and once they're added, they'll always be available in the regular font dropdown menu. All you have to do is open that dropdown menu and look for the “More fonts” option at the top. Click it and browse or search Google's web font archive to find the style that meets your needs—then write away with the right look for every project you tackle.



▶ 135 INCREDIBLY USEFUL THINGS  
YOU DIDN'T KNOW GOOGLE COULD DO

“MAPS HAS  
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# 12 Incredibly Useful Things You Didn't Know Google Maps Could Do

Google Maps is great for just getting around. But don't be fooled: The app is much more than a glorified Garmin. Maps has all sorts of powerful features and time-saving shortcuts that aren't obvious, but are just waiting to be discovered. So grab your compass and get ready: It's time to explore some of its most useful off-the-beaten-path options.

## 1. GO COMPLETELY HANDS-FREE

We've all been guilty of glancing down at our devices while driving—to look ahead at the next turn, perhaps, or see how long is left in a commute. If you have an Android phone, there's a better way: Google Maps has a whole series of helpful voice commands that'll work whenever you're actively navigating.

Just say “Okay, Google” and then try variations on these examples:

“What road is this?”

“What's my next turn?”

“What's my ETA?”

“How's traffic ahead?”

“How's traffic to work?”

“Avoid tolls”

“Avoid highways”

“Find gas stations”

“Find restaurants”

“Navigate home”

“Take me to McDonald's”

“What's the closest hotel?”

“Exit navigation”

You can also instruct your phone to make calls, send texts, play music, or look for your next appointment—all without ever taking your eyes off the road.

## 2. REMEMBER WHERE YOU PARKED

Open up Maps on your iPhone or Android phone and tap the little blue dot that represents your current location. That'll pull up a hidden menu with some handy options—includ-



ing the ability to save your current parking location. You can add in your own supplementary notes or photos and even set a timer to remind you when it's time to move your car. Everything you need to remember where you parked is right within the Maps mobile app. When you're ready to get back to your spot, look for the saved parking notification on your phone or just open up Maps and tap the "Parking location" card at the bottom of the screen.

### 3. SHARE YOUR LOCATION, EVEN AS YOU MOVE

Need someone to find you—or maybe just know where you are? Take a look at Maps' simple system for real-time location sharing.

To try it, open up Maps on your phone and tap the blue dot, just like in the previous tip, but this time, select, "Share your location." You'll be able to set an end time for the location sharing or opt to keep it active until you manually turn it off. You can then select any of your contacts to share with or get a private web link to paste wherever you want.

You can also access the sharing function while in the midst of a Maps navigation by swiping up from the white bar at the bottom of the screen and then selecting "Share trip progress." That'll share your location with whomever you choose until you reach your set destination.

In either scenario, anyone who opens the link will see an icon showing your current position on a map as you move—within the Maps app, if they have it, or in a regular browser window if they don't. You'll see an indicator at the bottom of Maps letting you know location sharing is active, and you can always stop the sharing by tapping that box.

### 4. SEARCH ALONG YOUR ROUTE WHILE NAVIGATING

That swipe-up-while-navigating menu mentioned in the previous tip has one other useful gem: an option to search along your current route.

Activating it will give you one-tap buttons for finding gas stations, restaurants, grocery stores, or coffee shops along your way from point A to point B. You can also type in your own custom search term—if, say, you want to see every Starbucks or Taco Bell that's on your present path.

### 5. FIND OUT WHAT'S NEAR ANYTHING

A similar sort of search is available in Maps, even when you aren't navigating. Any time you want to find specific types of places near your current location or any other spot, tap the search bar at the top of the mobile app and try variations on these queries:

"Restaurants near here"

"Pharmacies near Figueroa and 1st Street"

"Vegetarian restaurants near me"

"Book stores near UCLA"

"Gas stations near the airport"

"Things to do near the Florida Theatre"



Maps can act as your guide to practically anything, anywhere.

You can also browse to see what's near your current location by opening Maps on your phone, and then scrolling and swiping through the Explore tab at the bottom of the screen.

## 6. EXPLORE AT EYE LEVEL

Street View is one of Maps' coolest features, but you'd probably never even realize it existed if you didn't know where to look.

First, on your phone, search within Maps for any location—like Times Square, for instance. (You can also touch and hold your finger to any spot on a map to select a specific point of reference.) Next, tap the image of the location that appears in the lower-left corner of your screen.

Now, for the really neat part, tap the compass icon in the app's upper-right corner. Hold your phone up and move it around, and the view will shift to match the actual direction you're facing at any given moment. It'll be like you're standing inside the map and looking around.

## 7. GO BACK IN TIME

Fire up the flux capacitor, Doc, 'cause we're about to do some serious time traveling. Google Maps has a little-known feature that lets you look at the Street View for any area as it existed at various points in the past.

This one only works from the desktop site, so open up Maps on your computer and pick a place. See that little yellow guy in the lower-right corner—known to his friends as Pegman? Drag him up with your mouse and drop him wherever you want to go. Then look for the clock icon in the gray box at the top-left of the screen.

Tap that, and you'll be able to drag a slider back through time to see 360-degree views from previous years. The feature isn't available for every possible place, but it's pretty widespread—and a lot of locations have a full decade's worth of data.

## 8. BEAM A MAP DIRECTLY TO YOUR PHONE OR CAR

Speaking of Maps on the web, the next time you're looking up directions on your desktop, save yourself a step and beam them directly to your vehicle or mobile device.

All you need to do is click an inconspicuous option that appears whenever you search for a place or pull up directions. It'll be in the box on the left side of the screen—either as an icon beneath the place's name or address, if you're looking at a regular map, or as a plain-text link immediately above the route options, if you've already pulled up directions. (If you've clicked through to a specific route, it'll be an unlabeled icon immediately to the right of the travel time estimate. And yes, there's some irony in the fact that you practically need a map to find this feature.)

Click whichever version appears, and you'll see a list of devices that are connected to your Google account. Android devices should show up automatically, while iPhones will require you to first install and sign into the Maps app and then enable notifications within the app's settings. For a car, you'll have to manually add your vehicle on Google's Send to



Car site, provided you have a compatible make and model.

Whichever way you go, the Maps info will show up as a notification on your dashboard or device seconds after you send it over from your desktop.

## 9. SEE TIME-SPECIFIC TRAFFIC ESTIMATIONS

You can find out how long a drive is likely to take at any given time with Maps' intelligent traffic estimation tool. Just search for a location in Maps' desktop version, then click the "Directions" button and put in whatever starting point you want.

At the bottom of the same box where you typed the address, you'll see a line that says "Leave now." Click the downward-facing arrow next to that, then select either "Depart at" or "Arrive by" to view the probable traffic conditions and estimated trip total for any specific day and time.

Maps' traffic estimation tool will help you figure out how much time you need to leave for a drive, even if you aren't hitting the road right away.

## 10. ADD EXTRA DESTINATIONS INTO YOUR DIRECTIONS

Not every trek is a two-stop adventure—and while it isn't exactly front and center, Maps has a feature that lets you add multiple stops into any navigation.

From your phone, start by searching for your first destination. Tap the "Directions" button, then type in your starting point. See the little three-dot menu icon to the right of that same field? Tap it, then select "Add stop" from the menu that appears. You'll then get a third field in which you can enter another destination—and when you fill that one in, the option for a fourth destination will appear. You can even drag and drop the destinations to reorder them as needed.

The feature's a little more prominent when using Maps on a computer: After firing up directions to a specific destination, you'll see a small plus sign with the text "Add destination" alongside it. You can tap that to add as many extra stops as needed into your trip, and you can drag and drop destinations with your mouse to change their order.

## 11. MEASURE THE DISTANCE BETWEEN MULTIPLE POINTS

Want to map out your morning jog—or maybe just know exactly how far you have to travel on a particular trip? Maps can precisely measure the distance between two or more points, all the way down to the second decimal.

On your phone, tap and hold your finger on your starting point. That'll cause a red pin to appear along with a white bar showing more info about the location. Swipe up on the bar and select the "Measure distance" option, then use your finger and the blue plus icon to find and select the second point. Repeat as many times as needed to measure your full path.

Maps' distance-measuring feature makes it easy to figure out the precise distance between any number of points.

On a computer, right-click on your starting point and select "Measure distance" from the menu that appears, then click on each subsequent point in your path to get measurements.



## 12. SAVE TIME WITH ADVANCED GESTURES

You probably know all about pinching to zoom, but Maps has a bunch of other useful gestures to help you get around the app on your mobile device. Try out these advanced maneuvers:

To zoom in or out of a Map with a single hand, double-tap and then—without lifting your finger—slide up or down on the screen.

Spin a map around to change your orientation by placing your index finger and thumb on the screen and then twisting them together to the left or right.

Shift your perspective by placing two fingers on a map and sliding them both upward on the screen. That'll take you into a “flyover” view of whatever area you're looking at, complete with three-dimensional buildings in a lot of places.

Want to save a step the next time you're ready to navigate? After you look up a location, press and hold the blue “Directions” button at the bottom of the screen. That'll take you directly into navigation mode, using Google's best guess for the route and method of transportation you're likely to use.

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