

RESOURCES

How to Use Google

This resource explains how to use Google on a phone or computer, including how to search for information and get directions.

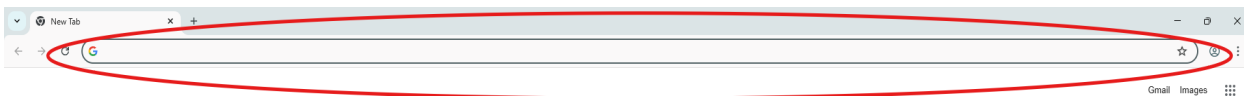
Searching on Google

1. Open your preferred browser such as Google Chrome, Firefox, Microsoft Edge, or Safari



2. Go to the address bar (shown below) and type "google.com" then press "Enter"

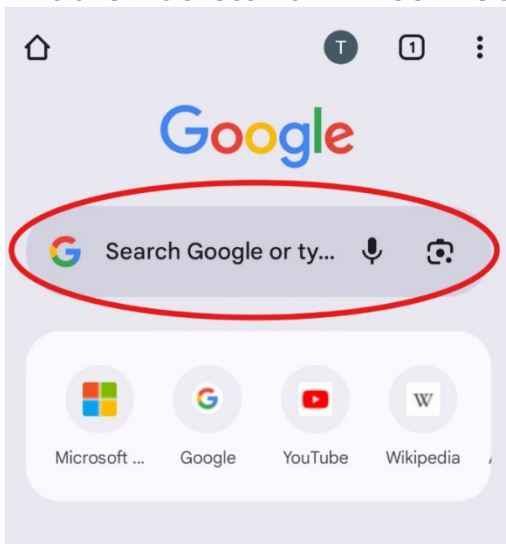
Desktop: Address Bar



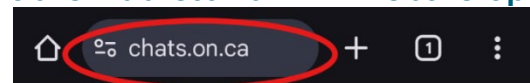
Google



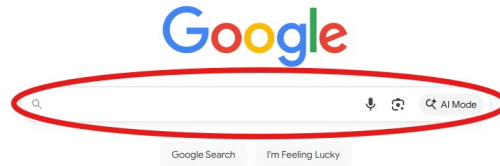
Mobile Address Bar without website open



Mobile Address Bar with website open



Empowering Older

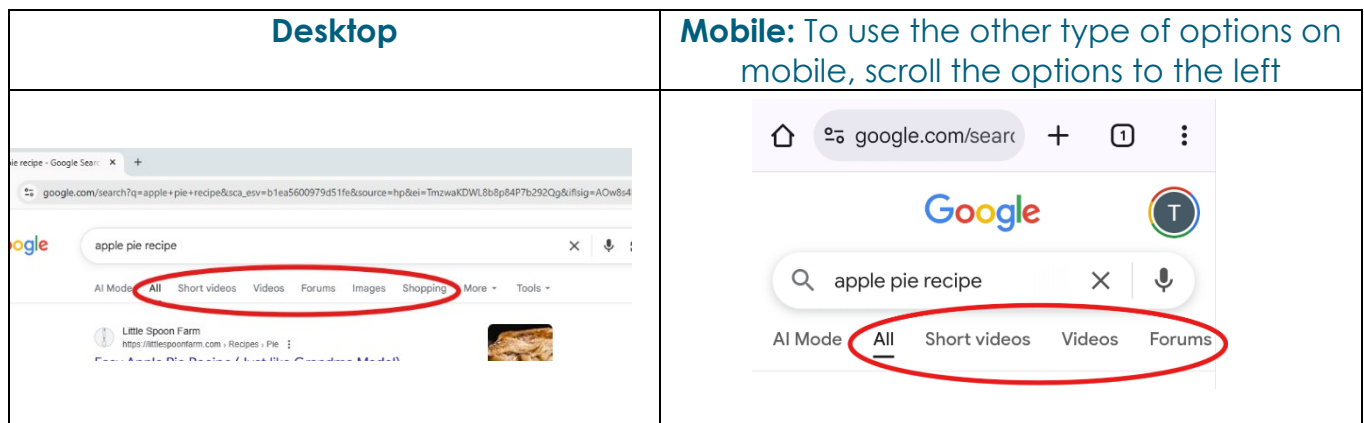


3. Click the search bar (circled red):

4. Type what you'd like to search for. When searching, it is best to only include what information you need. It's usually better to use less words. After you typed in what you'd like to search, press "Enter". Examples of what to search include:

- Richmond Hill weather
- Senior centers near Vaughan
- Chicken chili recipe
- Online book club for seniors
- Community services for seniors
- Social programs for seniors
- Walmart Highway 27 hours

5. Next, you should see the results page. From here, you can look at different types of results such as images, videos, or stores for shopping etc. To filter based on the type of results, use the buttons at the top of the page - circled in red in the example image below.



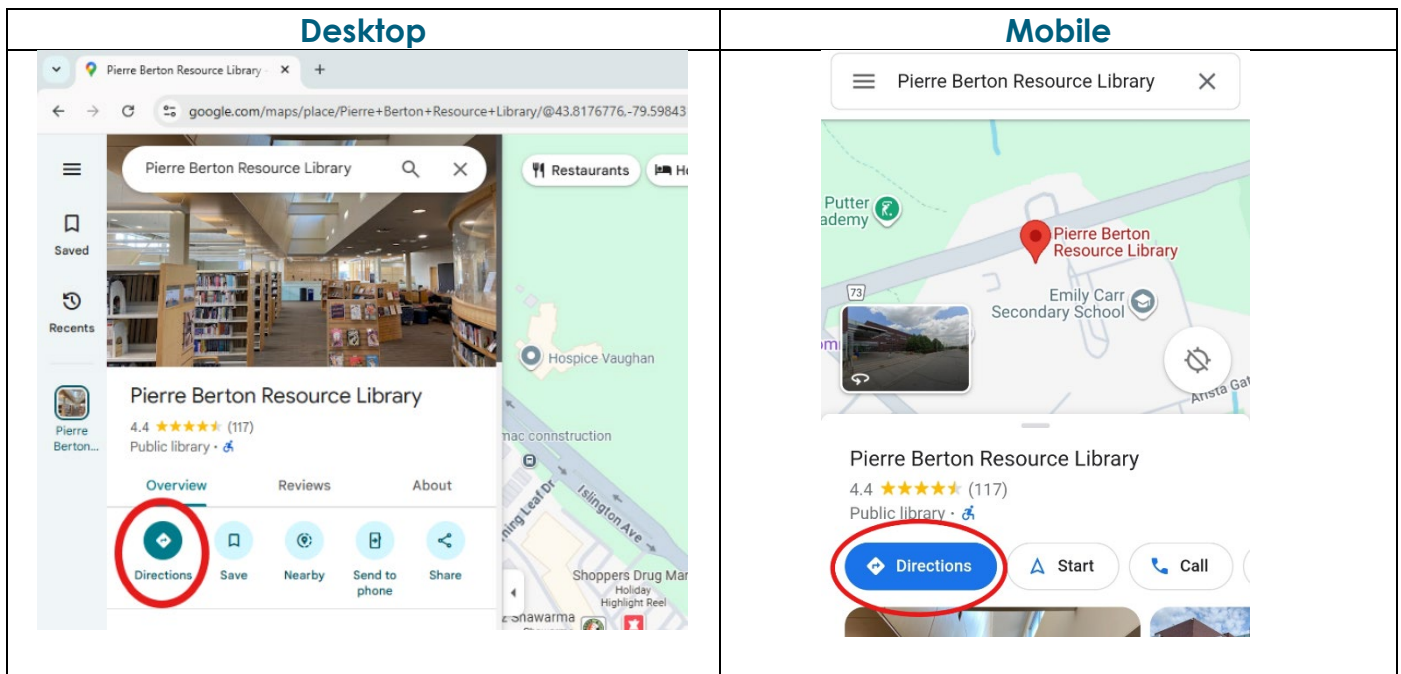
Searching for Directions

1. Follow steps 1 to 2 from the instructions above
2. Go to the address bar in desktop or mobile and type **google.com/maps** then press "Enter"
3. Click on the search bar in google maps (shown circled in red below) and type in the address of where you'd like to go. When done, press "Enter"

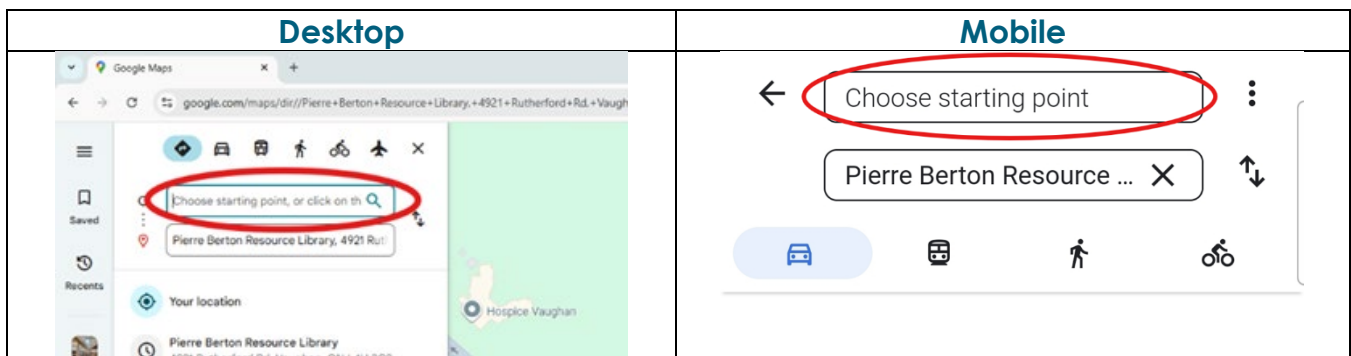
- a. As you type, suggestions may pop up. If you see the correct address, you can click on it to quickly fill out the address.



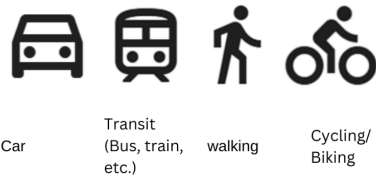
4. You should now see the address you just entered and a “Directions” button under it. Click on it.



5. At the top, enter the address of where you plan to start your travels from press “Enter”



6. Several routes should be shown. Above the box where you enter the address you're leaving from, there are icons of a car, bus, person, and person on a bike. Click on the icon that would be your mode of transportation:



7. Once you choose your mode of transportation, you can set the time you'd like to leave or arrive by

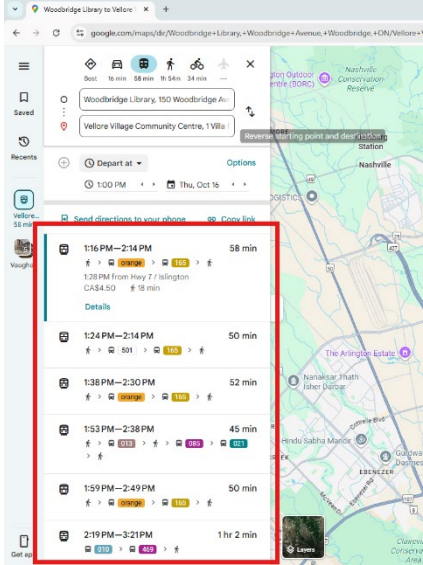
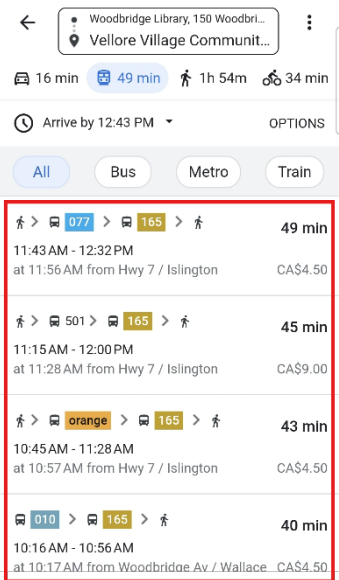
a. Click the "Leave Now" box to start immediately or to choose an arrival or departure time

Desktop	Mobile

b. Select the option you want then set the time

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c. Once done, the different routes available will appear. Select the route you'd like to take

Desktop	Mobile
	

Tips & Tricks

- To search for results only from one specific website, add "site:" then the website you'd like to look from at the end of your search (Make sure there is no space after "site:")
For example: social programs for seniors site:vaughan.ca
- To remove specific words from the results, add a minus sign then the word you'd like to remove at the end of your search (Make sure there is no space after the minus sign)
For example: pie recipes -apple
- If you'd like to see results within a time range, click "Tools" under the search bar. You can choose one of the given options or select "Custom Range" to choose your own times/dates