



GETTING STARTED WITH GOOGLE READER

Google Reader is a free, web-based feed reader. To get started with Google Reader, follow these steps.

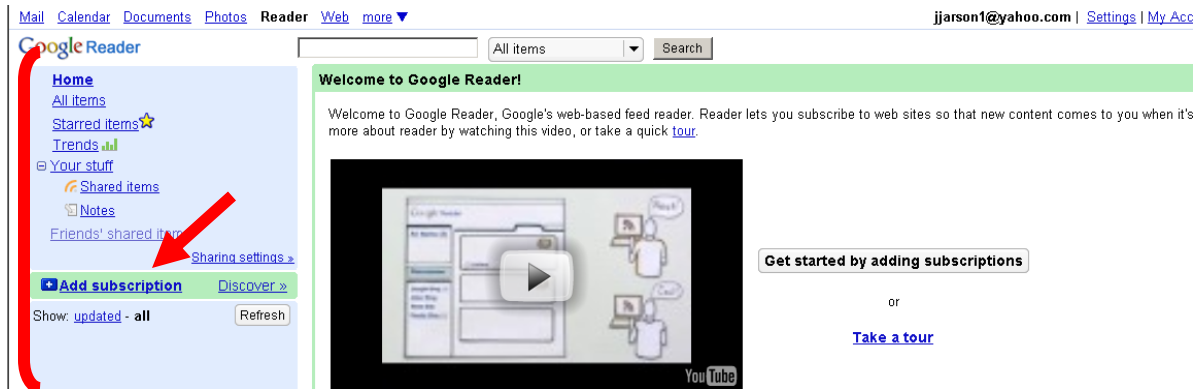
1. Open a browser and **go to the Google Reader site** at <http://www.google.com/reader/>.

Already have a Google account (because of gmail, GoogleDocs, or other Google services)? **Log in.**

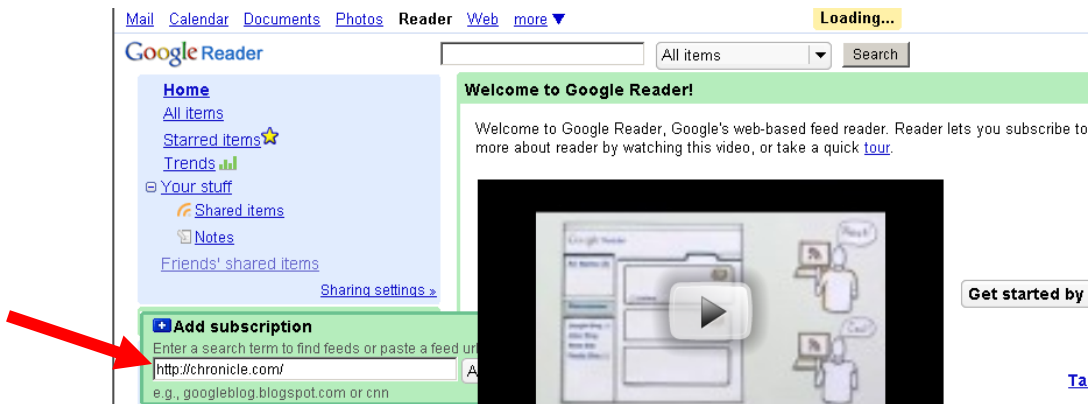
Don't yet have an account? Click the **Create an account** button to sign up for an account. You can use any email address for your email (username).

The screenshot shows the Google Reader homepage. At the top left is the Google Reader logo and the text "Welcome to Google Reader". Below this is a heading "Get all your news and blogs in one place with Google Reader" and a sub-heading "With Google Reader, keeping up with your favorite websites is as easy as checking your email." To the left is a preview of the Google Reader interface. To the right are two main sections: "Stay up to date" (describing how Google Reader checks for new content), "Share with your friends" (describing the public page feature), and "Use it anywhere, for free" (describing the browser-based nature of the service). Below these is a "Take a tour" link. On the far right, there are two boxes: the top one is for signing in with a Google Account, featuring fields for "Email:" and "Password:", a "Remember me on this computer" checkbox, a "Sign in" button, and a link for "I cannot access my account"; the bottom one is for users without a Google Account, featuring a prominent blue "Create an account" button. Two red arrows point from the right side of the page towards the "Sign in" and "Create an account" boxes.

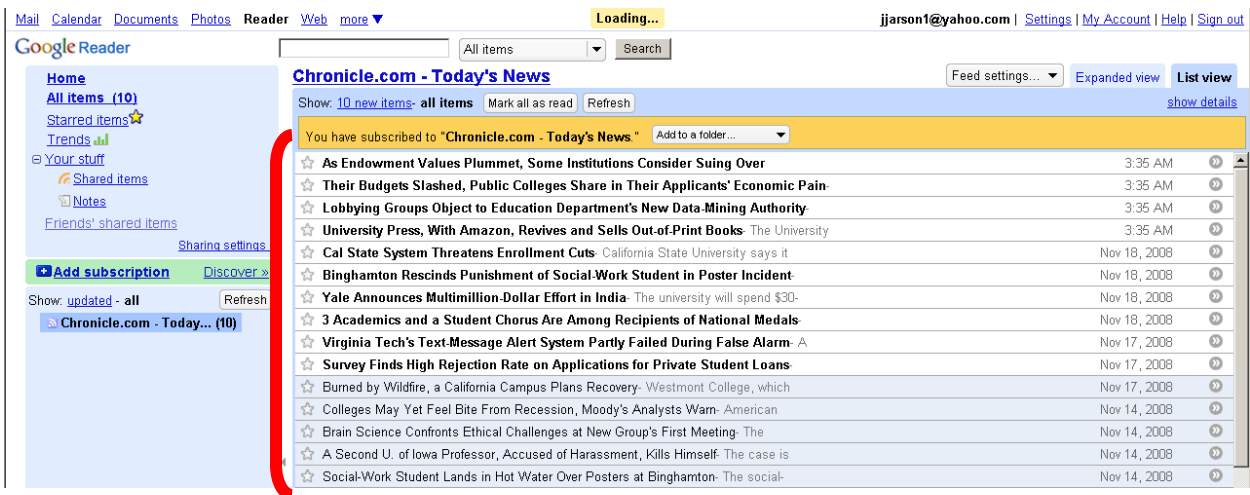
2. From your Google Reader main page, you can manage your feeds from the left sidebar. Begin adding feeds by, clicking the Add subscription link on the left side.



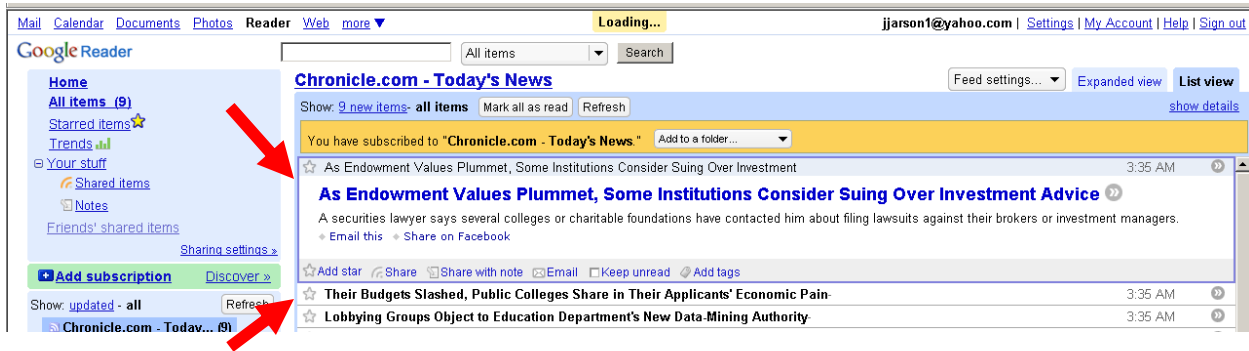
3. Paste in the text box the URL of the site you want to add. (Note that you can use the URL of the site, or the URL of the feed.) Then click the Add button.



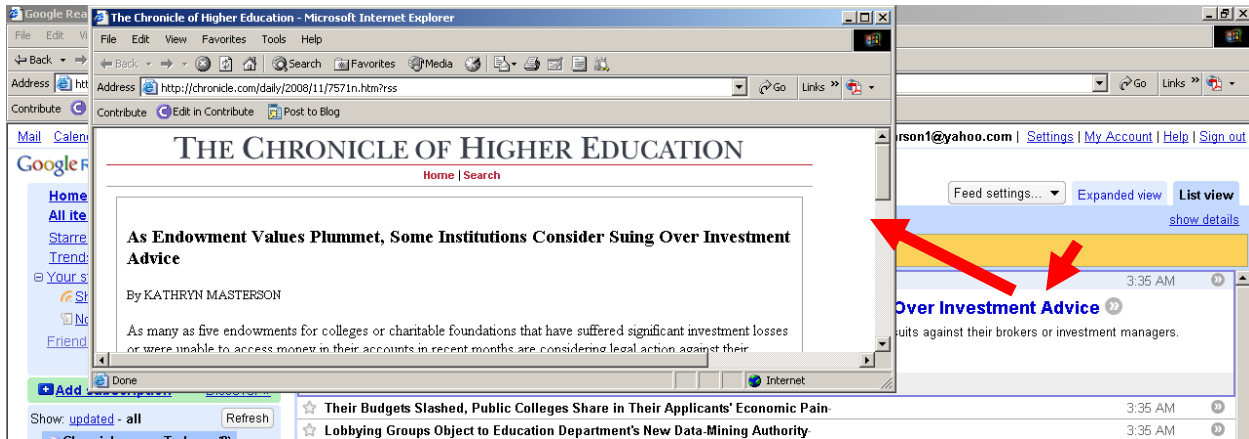
4. Once you have added the feed, the posts or entries from that feed will display in the main portion of the page. **Entries in bold indicate that they are new and have not yet been read.**



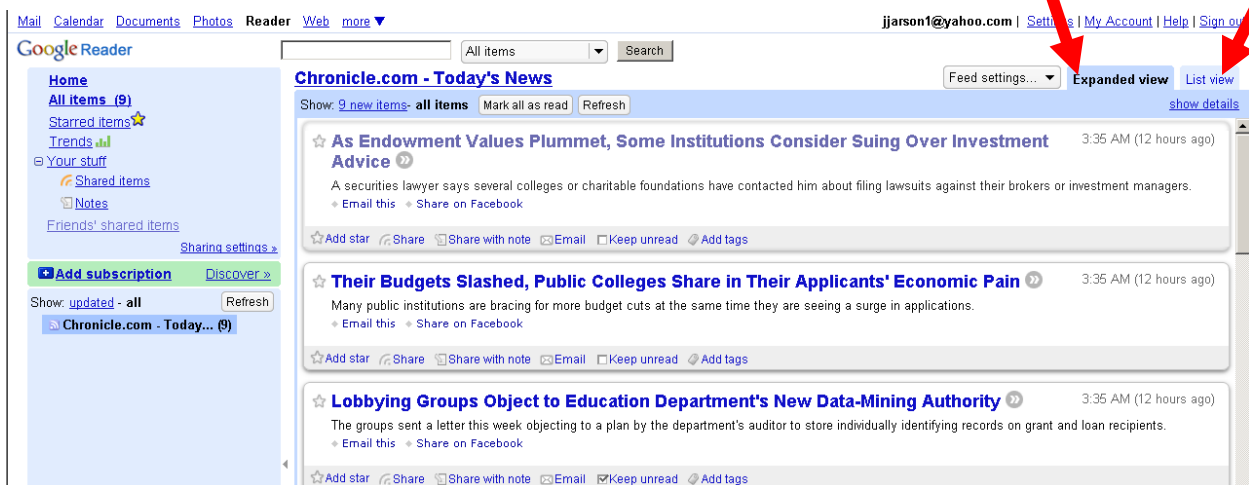
5. Click on any entry title to read a snippet.



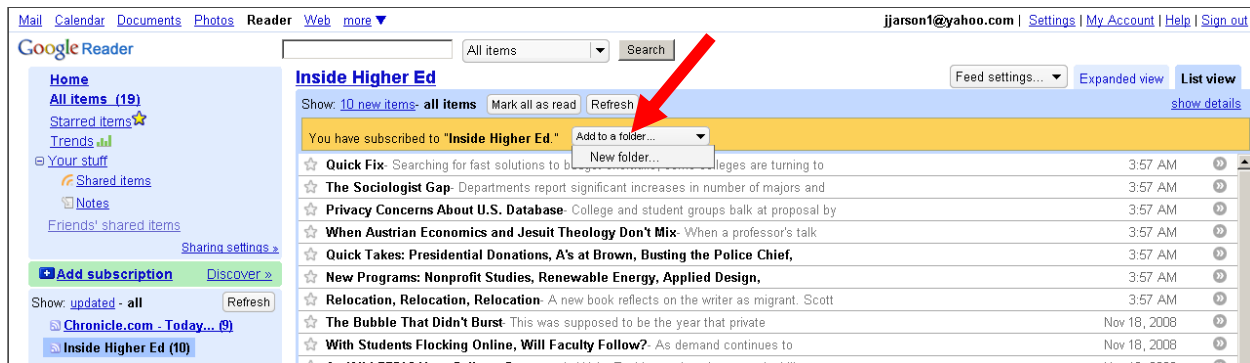
6. Click on the headline or the double arrow to access the full entry from the site itself.



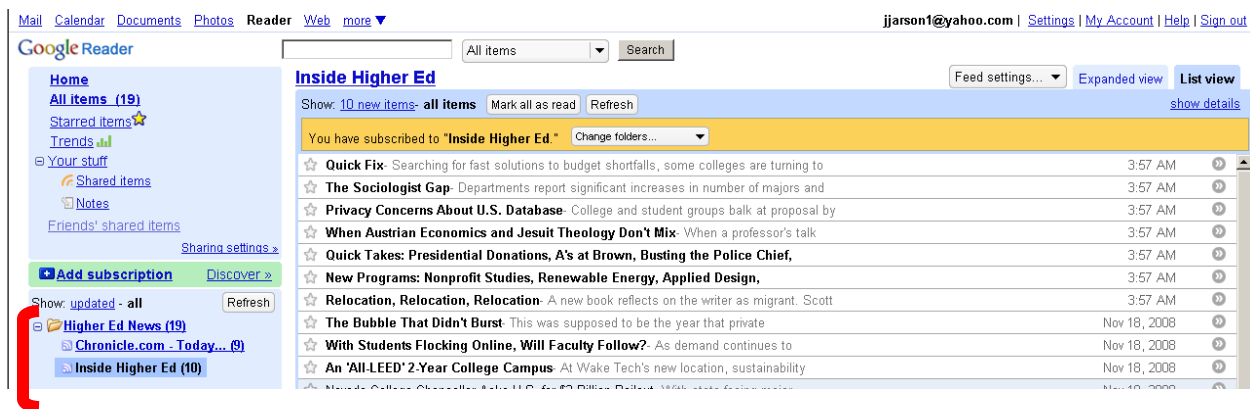
7. Alternately, you can choose to view all headlines with snippets of text by default. To do so, change from List View to Expanded View in the upper right corner.



8. Feeds can be **organized into folders**. When adding new feeds, simply choose the **Add to a folder** drop-down. Choose from already created folders, or choose to create a new folder. In the pop-up box that results, name your new folder.



Feeds will now display in a folder organizational system on the left sidebar. **Click and drag feeds and folders to rearrange them.**



9. Advanced Options

Choose the **Feed Settings** button in the upper right corner when viewing an individual feed to set its **preferences**.

Choose the **Manage Subscriptions** link at the bottom of the left sidebar to access advanced preferences for your Google Reader account.