



# GOOGLE READER

Scoville Memorial Library

May, 2010

[ccayne@biblio.org](mailto:ccayne@biblio.org)

- Google Reader is a tool for gathering, reading, and sharing all the interesting blogs and websites you read on the web via RSS Feeds
- RSS stands for Really Simple Syndication. RSS feeds are a way for websites to distribute new content as it becomes available.
- Google Reader shows you all of your favorite sites in one convenient place. It's like a personalized inbox for the entire web.
- To get started, sign in, or create, your Google Account
- Choose Reader from the menu on the top left of the screen

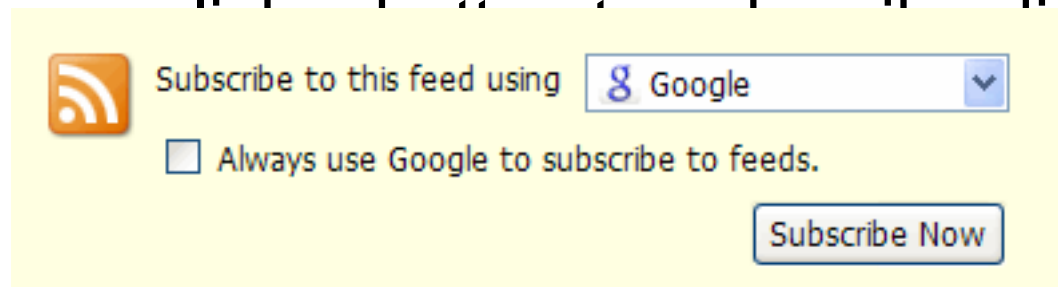
- Think of an RSS feed as a file that contains a blog or website's most recent entries.
- By subscribing to a site's feed in Reader, you will automatically be notified when that website contains new posts or entries.
- Instead of checking sites repeatedly for updates, RSS feeds bring your favorite websites to you!
- An RSS feed can be identified by this universal symbol.



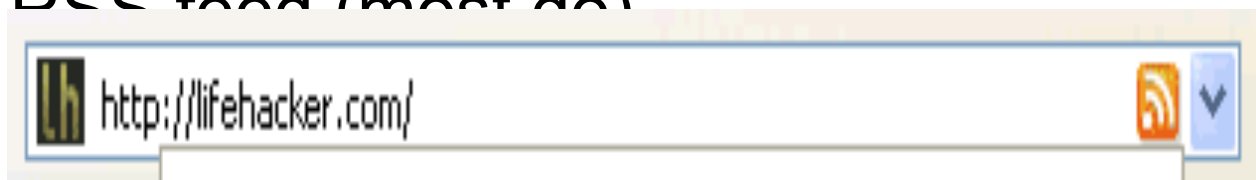
# How do you get feeds? 2 Ways:

Go to a website and look for the RSS symbol. When you see it on a website, clicking will usually direct you to that site's feed.

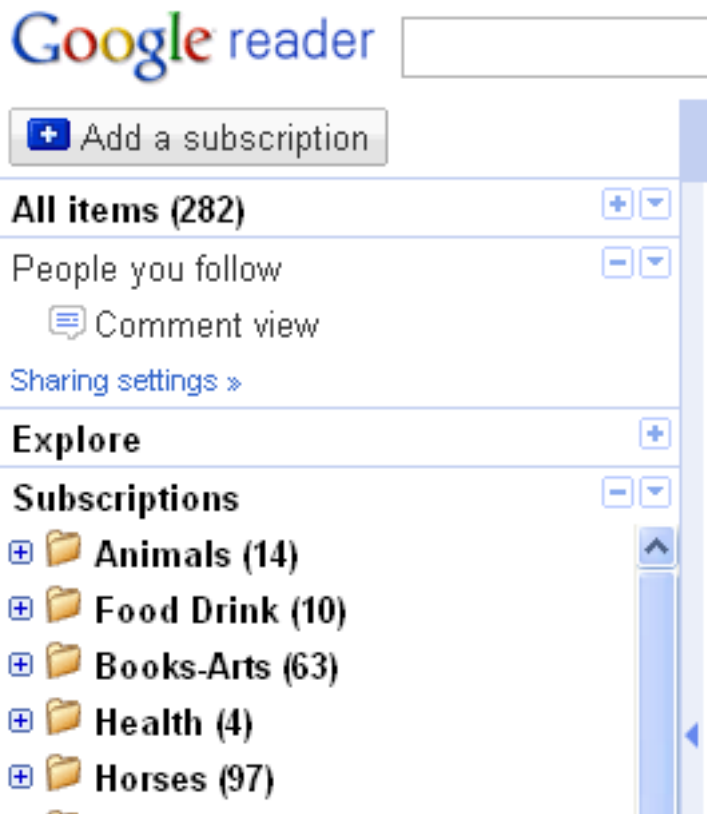
From there, you can click on the RSS symbol to directly



Firefox shows the RSS symbol in the location/address bar if a site has an RSS feed (most do)



Click on the symbol and choose Google to subscribe



You can also add subscriptions from the Menu

Click on Add a subscription

Type in the URL (address) of the website or a search term



See what you like, click on subscribe

# Reading your Feeds/Subscriptions

- List of feeds are on left
- Clicking on a feed displays the content to the right
- List view is abbreviated, just one line.
- Click on item to go to expanded view
- Keyboard shortcuts: j to jump forward; k to jump back
- Titles are marked as read as you scroll through them

- Each feed has settings which you can access by hovering over the feed list on the left side of the screen and clicking on the down arrow which appear
- Settings for feeds can also be accessed from the settings link in the upper right side of the screen. Select Reader settings.
- The **Sort by oldest** option will display items from the last 30 days, in the order they were posted.
- **Sort by newest** and use our infinite scrolling to go back all the way to the first item we ever tracked for this subscription.

- When viewing all items, a third option is available, called **auto-sort**. This works by prioritizing subscriptions with fewer items. So, with this setting, your friend's blog with one item a month will not be drowned out by higher volume sites such as the New York Times because we'll raise the blog to the top.
- Feeds are searchable - this is Google. It will search all your posts.
- You can also add tags to any posts.

# Create your own RSS feeds/subscriptions

- Visit a searchable website such as [news.google.com](http://news.google.com)
- Do your search
- From the results page click on the RSS button in the location bar and subscribe (choose Google Reader)
- Whenever a new item appears which matches your search, it will appear on Google Reader.
- You can also do this with youtube or any other site.

# Organizing Feeds with Folders

- When you subscribe, there is a button Add to a Folder. From the pull down menu, select new folder.
- Folders allow you to sort your subscriptions and keep them organized. Any individual subscription can be in one folder, multiple folders, or none at all
- Select an individual feed in the left sidebar. Then use the **Feed settings...** menu to select or deselect folders as desired. OR
- **Settings** link to be taken to the **Subscriptions** page. Each subscription here has a **Change folders...** menu next to it which will let you choose the appropriate folders.
- To create a New Folder without a new subscription, to to **Settings – Subscriptions** – from one feed select **change folders** pull down menu- choose **new folder**

# Starred Items

See something interesting? Click on **Add Star** at the bottom of the window in expanded view link to save it to your Starred Items list.

To see your starred items, choose it from the all items pull down menu next to the search box and click search

The list of starred items is displayed.

Click on remove star to take off the list

I use this when I see a post which I want to return to at another time.

# Public Page and Sharing

A public page is a place for you to collect any of your items in Google Reader that you want to share with other people.

A public page is created automatically once you click on share from a post.

Who can see your public page is dependent on your [sharing settings](#). If you've chosen to share your items publicly, everyone will be able to see your public page by visiting its URL.

If you want a more private way to share items, you can change your sharing settings to **Protected**. Doing so will allow you to select which groups you'd like to be able to view your shared items.

## **Google Reader**

[www.google.com/reader](http://www.google.com/reader)

## **Google Reader Help**

[www.google.com/support/reader/?hl=en](http://www.google.com/support/reader/?hl=en)

## **Wikipedia Article**

[http://en.wikipedia.org/wiki/Google\\_Reader](http://en.wikipedia.org/wiki/Google_Reader)