Google™

Reviewer's Guide – Google Desktop 3 (beta)
Info when you want it, right on your desktop

Google Desktop is a free downloadable application that offers an easy way to search for information on your computer, across your computer network, and from the web. It includes full text search over your primary computer's email, computer files, music, photos, chats and web pages that you've viewed. By making your computer searchable, Google Desktop puts your information easily within your reach and frees you from having to manually organize it. This makes searching your computer as easy as searching the web with Google.

Google Desktop also gives you one-glance access to personalized and up-to-the-minute information from the web with an enhanced version of Sidebar, which can appear anywhere on your desktop to show you new email, weather, stock information, photos, personalized news, RSS/Atom feeds, and more. No manual configuration is required, although you can customize it if you like. You can also share Sidebar content with friends directly from the Sidebar.

New features

- **Search Across Computers** – Search the text of documents and web pages you've seen across all your computers
- **Enhanced Sidebar** – Customize and view personalized information (photos, weather, news, maps, stock quotes, and more) anywhere on your desktop
- **Share content** – Send content from your Sidebar to a friend
- **Search lock** – Lock your search to prevent others from performing a Google Desktop search on your computer

Benefits

Use the enhanced Sidebar to get all your personalized info when you want to see it and without opening a browser. Sidebar offers at-a-glance access to your email, news, weather, photos, stocks, web clips and more (read more about Sidebar below). And now you can undock Sidebar panels and place them anywhere on your desktop.

Search Across Computers is a new feature making it easy to find documents and web pages that you've viewed on any of your computers (i.e., find files you've edited on your home desktop machine from your work laptop) using your Google account. (To search your other computers, you must install Google Desktop on those computers and enable Search Across Computers with the same Google Account.)

Share content in your Sidebar panels with your friends either through the Sidebar, Chat, or Email. When you find a really interesting News item in your Sidebar and you send it to a friend's Sidebar, it will show up in his or her Sidebar News panel with a note indicating that it was from you. You can also send items by dragging and dropping items right into your Google Talk buddy list.

Search lock enables you to lock your Google Desktop search with your Windows password to prevent others from being able search your computer files. To unlock your search, go to the Google Desktop homepage and enter your Windows password.

Find your email, files and much more. Search across a wide range of information including email, popular Office applications, Adobe PDF, zip files, plain text, media and image files, your viewed web pages and instant message chats. All this information is cached, so you can recover deleted files and view web pages even if you aren't online.

Advanced Search Form is a new feature that helps users build advanced queries to find more specific information.

Quick Find makes launching applications and searching your desktop easy and fast. From within any application, just type a few letters or words into Sidebar's search box and you'll see the top results pop up instantly.

The **Outlook Search Toolbar** lets you search your Outlook email without ever having to leave the application; you can also search through Outlook Contacts, Appointments, Tasks, Notes, and Journal.

Dynamic, timely results. Unlike most computer search software that updates once a day, Google Desktop updates continuously for most file types. When you've read a new email message in Outlook, for example, you can find it within seconds.

Google Desktop search and sidebar APIs make it easy for developers to build custom plug-ins to extend Desktop's indexing, display, and communication capabilities.

Getting started

New installation
To download Google Desktop 3 (beta) go to **http://desktop.google.com**.

The application is about 1.5 MB. It will take several seconds to download over broadband or several minutes over a modem. After you install it, Desktop automatically starts itself and will start up whenever you reboot.

Google Desktop 3 is currently available for Windows XP and Windows 2000 Service Pack 3 and above. It requires 500 MB of available space on your hard disk. We also recommend a minimum of 256 MB of RAM and a 400 MHz (or faster) Pentium processor.

Currently it is available only in English; we plan to extend it to more languages soon. The previous version, Google Desktop 2, is available in 16 languages: English, French, Italian, German, Spanish, Dutch, Brazilian Portuguese, traditional and simplified Chinese, Japanese, Korean, Russian, Swedish, Finnish, Danish, and Norwegian.

Upgrades
Google Desktop does not update itself automatically to beta versions, so you will need to install Desktop 3 directly.

Indexing your files

After installation, Desktop starts indexing the email, files, and web history stored on your computer. This process occurs while you aren't using your computer, so indexing shouldn't slow down its performance. (Try installing it late at night, or before you go to lunch.) This one-time indexing occurs whenever your computer is idle for more than 30 seconds, and depending on the number of items on your computer, it can take several hours. You can search the indexed items at any time. You can also restart your computer and indexing will resume when you restart.

Desktop also indexes new email as it's received, files as they're updated, web pages as they're viewed, and chats as you chat. Until an item is in indexed Desktop won't find it, so if you search your computer a few minutes after installing Desktop, you may only get a few results, but you'll see continued improvement until all your items are cached. Note: you can tell Desktop to remove specific items at any time.

File Types

Google Desktop automatically indexes these types of items on your computer when it starts up for the first time:

- Gmail
- Outlook contacts
- Outlook appointments
- Outlook tasks
- Outlook notes
- Outlook journal
- Netscape
- Firefox
- Outlook Express
- Music

- Word
- Excel
- Powerpoint
- Internet Explorer
- AOL Instant Messenger
- Netscape Mail/Thunderbird
- Outlook Email
- Mozilla
- PDF
- Zip files

Doing searches

Start your search in any of these ways:

1. Enter your search terms into Deskbar, Floating Deskbar or Sidebar
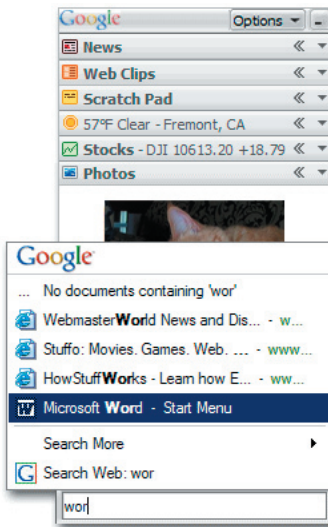
2. From Google.com, click the **Desktop** link above the search box.

3. Double-clicking the Google Desktop icon in the taskbar.

Search Across Computers

Google Desktop 3 beta provides a Search Across Computers feature, which means you can, for example, search your home computer from your work computer. To enable Google Desktop's Search Across Computers feature, you'll need a Google Account (**http://www.google.com/accounts**).

Search Across Computers makes the following files searchable from your other computers:

• Web history (from Internet Explorer, Firefox, Netscape, and Mozilla)

• All Microsoft Word documents

• All Microsoft Excel spreadsheets
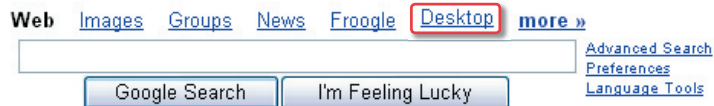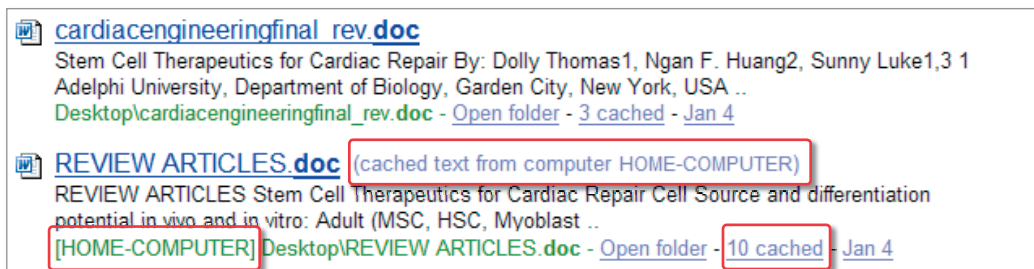
• All Microsoft PowerPoint presentations

• PDF files in My Documents

• Text files in My Documents

To enable search across computers, please follow these instructions for each computer:

1. From the Google Desktop homepage, click "Desktop Preferences," and click the "Gmail and Search Across Computers" link.

2. Check the box next to the feature "Index and search my documents and viewed web pages from across all my computers."

3. Under "Google Account," enter your full Google Account username and password and click "OK."

4. Your unique computer name should appear in the "Name this computer" field. Your search results will display this name on other computers, and you'll be able to search for results using this name.

5. Select the radio button next to the types of files you'd like to make available to your other computers, and click "Save Preferences" to apply the settings.

Don't forget to use the same Google Account on all computers you'd like to access remotely, and use a unique computer name for each computer.

After you've successfully enabled Search Across Computers on all your computers, web pages and documents you've viewed will automatically become available on other computers within a few hours. Note that previously indexed documents and web pages will not be searchable from your other computers. Only items indexed after you've turned on Search Across Computers will be searchable on your other computers.

Search Across Computers also has the following options available in Desktop Preferences:

- **My other computers can search this computer's:**
    - Documents and web history
    - Documents only
    - Web history only
- **Clear files from Google:** Newly indexed items are temporarily stored on Google Desktop servers for your other computers to download. Use this button to remove all files from Google Desktop servers. Note that any files that have not been copied to your other computers will not be searchable from them.

Desktop Results

By default, results are sorted by date. If you want to sort them by relevance to your query terms, just click the "Sort by Relevance" link on the upper right of the page.

The Google Desktop search results page includes every type of item found in its index: files, emails, web pages, chats, and "other" (contacts, appointments, tasks, notes, and journal entries). Your results page also shows you how many results of each type were found for the query. If you want to see just one type of result, click on the link for that type. For example, if you click on the link for Email, the page will display all of your email results. From this single-type results page, click the "All" link to return to a complete results page.

You can filter your results even further: after clicking the "Files" link, you'll see options to filter by specific filetypes: Word, Powerpoint, Excel, HTML, PDF, Image formats (GIF, JPG, PNG, BMP), Audio formats (WAV, MP3, AAC), and Video formats (WMV, MPG, AVI). After clicking the "Email" link, you can also filter results by sender or recipient.

Individual file results have seven parts:

- An icon indicating the file type

- The file name, linked to the current version of the file itself

- A brief snippet from the file with your search terms highlighted

- The file's full pathname (where it's stored on your computer)

- A link to open the file in its folder, so that you can perform actions such as moving or emailing the file

- A link telling you how many versions of this file are in your Desktop cache

- The last time a new version of the file was indexed (if the file already existed when you first installed Google Desktop, this will be the file's last modified date). The date is linked to the appropriate place in the Timeline view.

Sidebar

Google Desktop includes a Sidebar, which provides convenient one-glance access to all sorts of personalized content you select. The Sidebar appears as a small vertical window on the side of a user's screen that includes a series of "live content" panels.

You can now dock or undock individual panels from Sidebar and place them anywhere on your desktop. These panels will remain on your desktop even when your Sidebar is minimized. You can quickly hide or unhide all undocked panels by clicking on the "Panels" button. Keep the panels always on top by selecting "Stay on top of other windows" from the panel options.

Elements of the Sidebar can include any or all of these items:

News: News is personalized based on the news articles that you read in Sidebar and on the web. Click on a headline to read the beginning of the article in the details pane.

Web Clips: Read RSS and Atom feeds from the web. Click on an item to read the entire clip's content in the details pane.
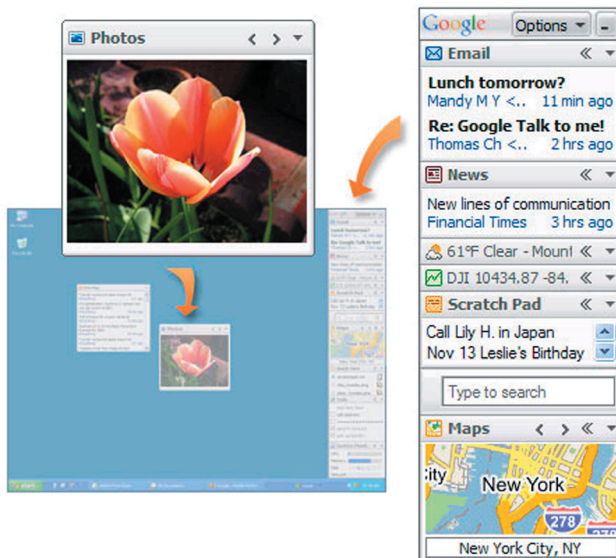
Scratch Pad: Type and save notes for yourself. Scratch Pad is automatically saved with every letter you type, and lets you save your notes to a file and clear the Scratch Pad entirely.

Weather: Keep track of weather forecasts for multiple locations. Click on a weather location to see details about current conditions and the 4-day forecast in the details pane.

Photos: Watch a slideshow of photos from the web and from your computer.

Stocks: Keep track of real-time stock prices (not 15 minutes delayed), if available. Click the stock's ticker symbol to see the current price, point change, percent change, daily graph, recent news, and ther information in the details pane.

Email: Read new email, including your Gmail, as you get it.

Quick View: Keep a list of frequently used web pages and files handy. Double-click an item to open it. You can also star items to move them to the top of the list.

**To-do List:** Manage your to-do list: easily add new tasks, check off completed tasks, and more.

System Monitor: Watches the performance of your PC by showing CPU, memory, disk, and network usage.

Maps: Find maps and satellite images of locations around the world. Click on a map to see the larger view and zoom and drag around the map. You can add maps by typing in new addresses directly into he entry box underneath the map.

You can also download additional plug-ins (**http://desktop.google.com/plugins.html**), and developers can use the Sidebar APIs to write their own.

Share Sidebar Information

Google Desktop now lets you share Sidebar information with a friend through email, chat, or Sidebar panels. To enable sharing through chat and Sidebar panels, you both must be logged into Google Talk. For sharing through Sidebar, your friend must also have Google Desktop on his or her computer. To use this feature, simply right-click on an item (like an interesting news article) and click "Send to" to send it to your friend.
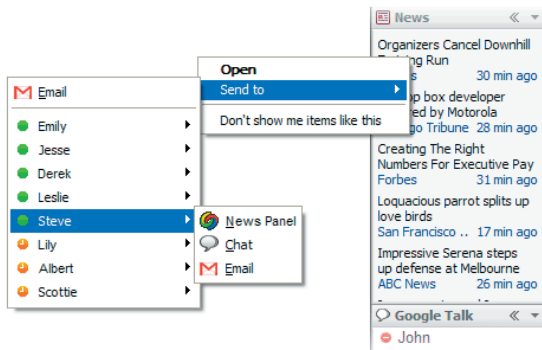
Quick Find

Quick Find makes it easy and fast to launch applications and search your desktop without having to use the Start menu. From within any application, type a few letters or words into Sidebar's search box and you'll see the top results pop up instantly. For example, if you have Microsoft Word installed, type "wor" into the Sidebar search box and select "Microsoft Word" in the list of results that appears. (You can also use Quick Find from the Deskbar and Floating Deskbar.)
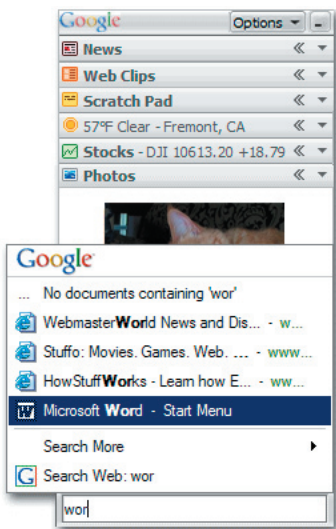
Quick Find includes the following features:

Quick List of Results: Launch applications and desktop search results by typing a few letters or words in the search box. You can open a result by using the up/down arrows on the keyboard and pressing Enter or by clicking a result with your mouse. Each result displays the item's title/subject, URL, file path or sender, and a snippet (if available).

Search the Web, Desktop, and more: By default, Quick Find will search the web if you push "Enter" immediately after typing a query. Under "Search More," you can search your desktop, Google Images, Groups, Froogle, Local, News, and any custom searches that you created if you had the older version of the Google Deskbar installed.

Tooltips: Move your mouse over a result to get more information, including the full title/subject, full URL/ path/ sender's email address, recipient's email address, and date to help you decide whether to open the item or not.

See All Results in a Browser: By default, Quick Find will display up to 6 results. If there are more results available or you'd like to see all the results in a browser (to access the cached view of an item, for example), click "See all desktop results in a browser."

Lock Search

Google Desktop now offers you the ability to lock your Desktop searches using your Windows password. To do this, right-click the Google Desktop swirl icon in your Windows Taskbar and select "Lock search." When your search is locked, no one will be able to conduct Google Desktop searches or access your Google Desktop preferences unless you unlock it.
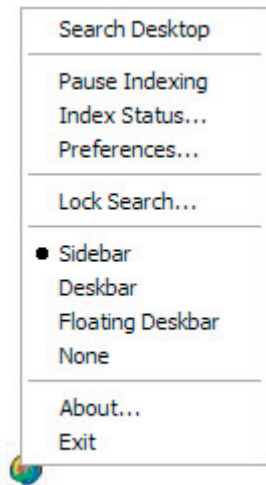

To unlock your search, right-click the Google Desktop icon and select "Unlock search." You will go to the Google Desktop homepage where you can enter your Windows password.
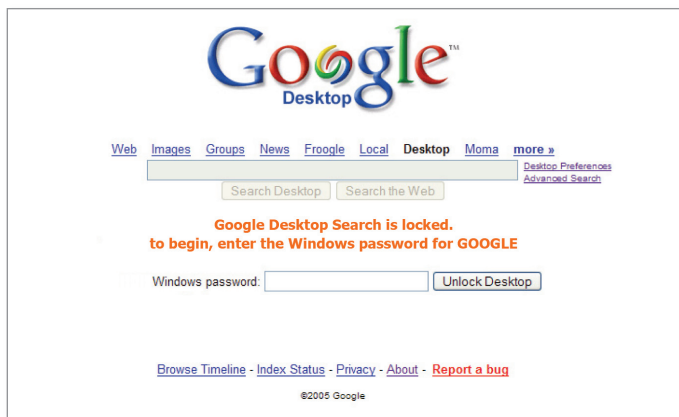
Outlook Integration

Google Desktop adds a toolbar into Outlook that makes searching your email more convenient. Just open Outlook and type a search term into the search field. Your email results will be displayed in a familiar list view within Outlook, including "From," "Subject," and "Date" columns. A snippet containing your search terms will also be displayed with each result. Sort the list view by clicking on columns and jump to a specific result by typing a letter. For example, if you sort results by "From" and type "J," you'll jump to results where the sender's name starts with that letter.
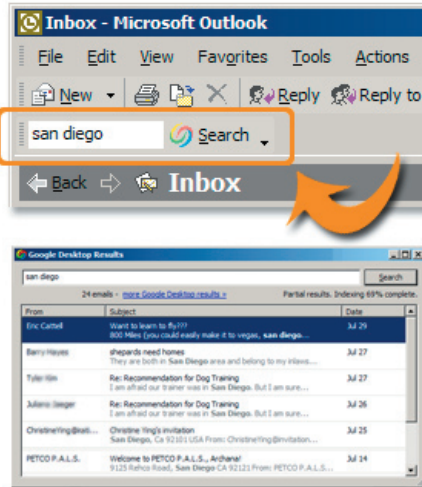
Deskbars

In addition to Sidebar, Google Desktop provides two ways to quickly do a search on your desktop or the web without first having to go to a web page.

Deskbar

The Deskbar is a small search box that always stays in your Windows taskbar. When you type your query, results will appear in Quick Find. You can access the menu and maximize to Sidebar with the buttons to the right of the search box.

Floating Deskbar

The Floating Deskbar, which first appears at the upper right corner of your screen, is draggable to anywhere you want on your desktop. It floats above all other windows, so it's always visible and accessible.
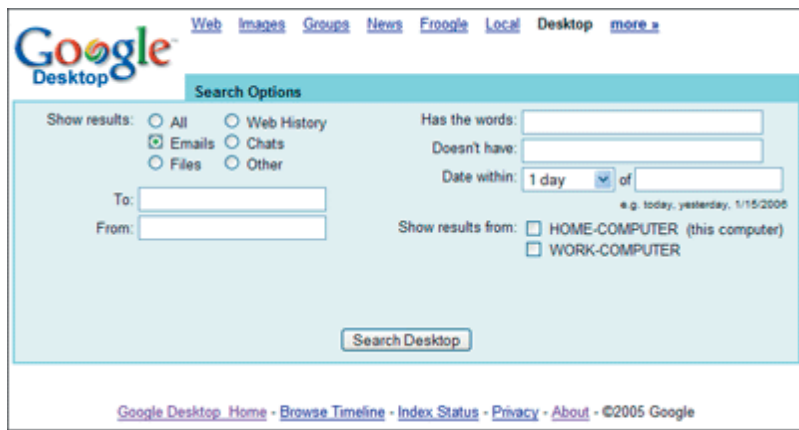
Advanced Search

Advanced Google Desktop Search Operators

Advanced search operators – including phrase search, email search, and operators for "site:" and "filetype:"– can deliver even more accurate results. To learn more about this, go to the Desktop features guide at **http://desktop.google.com/features**.

Advanced Search form

Clicking the "Advanced Search" link next to the search box will take you to this form where you can fill in certain fields to pinpoint more specific information.


Filtering

You can filter results by sender, file type, time and more by clicking on "X files" or "Y emails" after doing a search to see the filtering options at the top of the page. Also, you can click on the "Browse Timeline" link next to the search box to view a timeline of everything that Desktop has indexed. You can also click on the time associated with an item to see other items that were indexed around the same time.

Search Network Drives

In Google Desktop 3, you can also search network drives and other specific folders. Go to Desktop Preferences and add items under the Search These Locations section.

Search Gmail (even when you're not online) by entering your Gmail username and password in Desktop Preferences.

View cached web pages aand older versions of documents. Desktop caches content from web pages so that you can later look at that same version of the page, even if the content has changed or you're offline. If you'd like to see an old version of a file or web page, just click the cached link in the item's result.
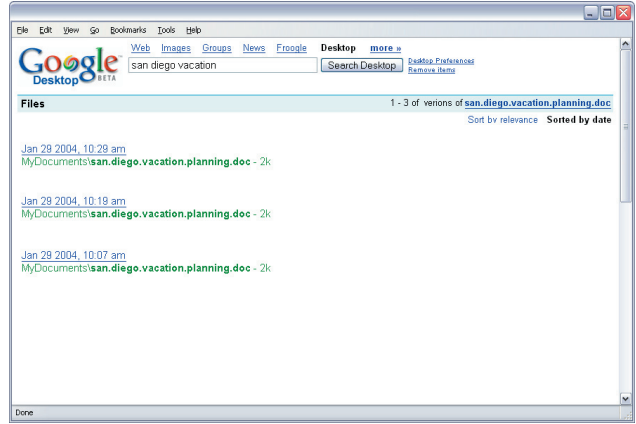
Conversation view. Email search results are organized so that all messages in the same thread are grouped into a single search result.
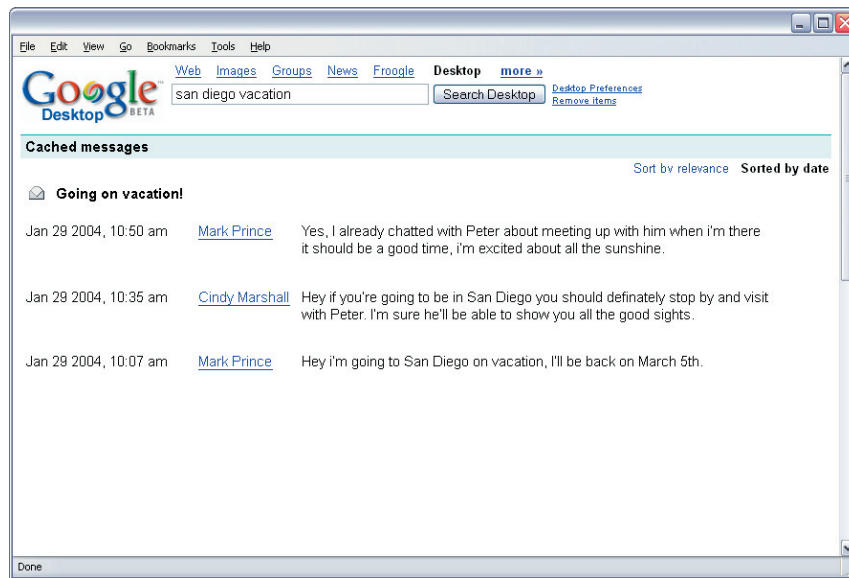
Pause and resume indexing. To keep Google Desktop from adding new items to its cache for a short period, click Pause Indexing in the taskbar Desktop icon menu; for the next 15 minutes it will stop recording the web pages, files, email, and chats you view, but you can still do Google Desktop searches over your cache or do other operations. A popup message warns you when there's one minute left in the pause; click Pause for 15 more minutes to reset the pause time to 15 minutes. If you want Google Desktop to start indexing again before the 15 minutes have passed, click Resume Recording on the taskbar icon menu. You also have the option to disable indexing so that you use just the Sidebar.

Integrating Google Desktop search and web search

After you install Google Desktop, you'll see Desktop search results along with those from regular Google web searches near the top of your search results page. As you would for any Google search, enter your query into the search box. Your query goes to both Google.com and to Google Desktop, and your web browser displays the integrated results.

Please note: during an integrated search, your computer's content is not sent to Google. Further, Google does not see or record your Google Desktop results without your permission.
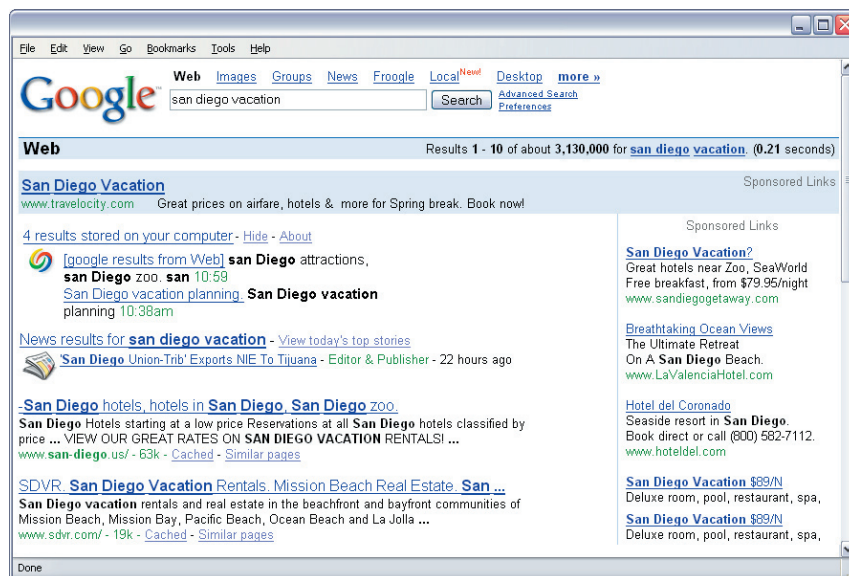
If you want to hide a particular set of Desktop results (e.g., if you're projecting to an audience), click the **Hide** link. Your Desktop results won't reappear until you do another web search.

To prevent Google Desktop results from appearing on your web results page, click the **Preferences** link on the Desktop homepage, go to the **Google Integration** preference and uncheck the box next to Show Google Desktop results on Google Web Search results pages. Then click **Save Preferences** at either the top or bottom of the page.

Google Desktop and your privacy

We designed Google Desktop to protect your privacy. Using Google Desktop Search, your computer's content is not made accessible to Google (or anyone else) without your explicit permission. If you choose to enable Search Across Computers, copies of your indexed files will be temporarily stored on Google Desktop servers for securely copying to your other computers.

Google treats the contents of the indexed files as personal information, in accordance with the Google Privacy Policy. Please read the Privacy Policy and Privacy FAQ at **http://desktop.google.com/privacypolicy.html**.

By default, password-protected Microsoft Office files aren't indexed, so they won't appear in your Desktop search results. You may also encrypt your index for stronger security. Enabling this feature will, however, reduce the performance of Google Desktop, because it makes use of the Windows Encrypted File System (EFS).

Google Desktop APIs

Google has provided external software developers with tools for writing extensions, called plug-ins, to Google Desktop. These plug-ins let Desktop index and store content for additional file types and applications (such as other instant message programs or web browsers). Plug-ins can also be written which add new panels to the Sidebar. For example, a developer could write a plug-in to monitor auction prices on eBay or their AdSense site revenue in real time. Developers can also write plug-ins that enable communication between Google Talk users, such as a Tic-Tac-Toe plug-in to play with others.

To see what plug-ins are available, and to download ones you'd like to use, click on the go to **http://desktop.google.com/plugins**. Plug-ins that appear in Sidebar are accessible by clicking on Sidebar's menu and selecting "Add/Remove Panels."

Google will review and post additional application plug-ins on the Google Desktop site. Developers may download the SDK and upload their plug-ins in a special area.

Google Desktop Search for Enterprise

We currently offer Google Desktop 2 for Enterprise (**http://desktop.google.com/enterprise**). From an administrator's perspective, Google Desktop for Enterprise enables easy company-wide deployment via a standard MSI installer as well as centralized configuration and administration using Microsoft Group Policy settings. For users, enterprise features provide seamless integration with the Google Search Appliance or Google Mini for integrated desktop and intranet search results. Google Desktop for Enterprise also supports search across IBM Lotus Notes content and integration with EMC Documentum Enterprise Content Integration Services.

Turning off Google Desktop

To turn off Google Desktop, click on Exit in the taskbar Google Desktop icon menu. When you turn off Desktop, you're stopping it from recording data as well as prohibiting Desktop searches.

If you want to turn Desktop back on but don't want to restart your computer, go to your Start menu, and from there select **Programs> Google Desktop Search> Google Desktop**

If you do restart your computer, Google Desktop automatically turns itself on, even if it was turned off when you shut down your computer or gave the restart command.

Uninstalling Google Desktop

You can stop using Google Desktop by uninstalling the software through the "Add or Remove Programs" Control Panel. When you do uninstall, the Desktop index and its copies of all items are deleted. Your original files and applications remain unaffected.

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