A guide to building successful AdWords campaigns

AdWords
Step by Step
Welcome to the AdWords Step by Step guide to building successful search advertising campaigns.

The following pages contain important information to help you make your ad campaigns as successful as possible. How to structure your account, how to pick the right keywords, how to write your ads – what you’ll learn here will give you the tools you need to build effective and successful campaigns.

In addition, in the workbook sections at the end of each chapter, you’ll get the opportunity to translate these lessons into real-world success by creating your own high-quality ad campaigns. If you complete each chapter’s workbook section, by the end of the book you’ll have a ready-to-launch campaign putting these guidelines into practice.

*An important note*: Getting the most out of AdWords requires ongoing experimentation. Whether you’re brand new to AdWords or are an AdWords veteran, following the guidelines in these pages will help you create and hone your campaigns to give you the maximum possible return on your advertising investment.
Organizing Your Account

Organization gives your account a solid framework, making it easier to determine which of your ads, campaigns, and keywords are working, and which aren’t, so you can alter or add campaigns as necessary.

There are two main components to your AdWords account: campaigns and ad groups. An AdWords account can contain up to 25 campaigns; a campaign can have up to 100 ad groups; and ad groups can include hundreds of keywords. You can find all your campaigns, and their component ad groups, in the Campaign Management tab of your AdWords account.

When it comes to giving your AdWords account a strong foundation – and making it easier to get the most out of AdWords – taking the following steps is key.
Step 1: Plan your campaigns around your business needs.

Before you start building your campaigns, it’s important to develop a plan for your AdWords advertising. Think hard about your business and what you want to accomplish with your ads.

For every campaign you create, you get to choose a budget, pick where your ads appear geographically (within a specific country, city, or within a custom-created area that you specify), and select where your ads appear online (on search pages, content pages, or both). When you’re creating your campaigns, ask yourself the following questions to get a better picture of how you should set them up to maximize your AdWords success:

- What does your business offer?
- How is your business different from its competitors?
- What do you want to achieve with your advertising?
- How much do you want to spend per month?
- Who’s your core audience?
- Where do you provide services?

Step 2: Stick to one goal per campaign.

Once you know what you want to do with your AdWords campaigns, it’s time to put your plan into action. Structure each campaign around just one goal – like increasing signups or selling more coffee beans. We suggest you separate campaigns by theme or product line (such as coffee beans, coffee gifts, teas). Or use the same structure for your campaigns as you do for your website.

Remember to keep your audience in mind. Target only the locations where you offer services, and target the language in which your ads are written. If you have an international audience, split your campaigns by country.

Finally, give each campaign an appropriate name – such as its goal. This makes tracking and editing your campaigns much easier later on.
The experts say: Think quality. Quality defines everything at AdWords, from how much you pay to how your ads perform. AdWords uses a formula called Quality Score to measure your ads’ quality and rank your ads among other ads on a page. Ads that relate to what your customers are looking for and that link to relevant content get higher Quality Scores – and the higher the Quality Score, the less you pay to show on the first page of search results. Develop a well-organized account with relevant keywords and ads, and you’ll have higher Quality Scores. That means more business – and more bucks – for you in the long run.

Example:
Campaign Goals

<table>
<thead>
<tr>
<th>CAMPAIGN 1 GOAL:</th>
<th>CAMPAIGN 2 GOAL:</th>
<th>CAMPAIGN 3 GOAL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sell more coffee beans</td>
<td>Sell more teas</td>
<td>Increase “Coffee Buzz” newsletter signups</td>
</tr>
</tbody>
</table>

FIGURE 1: Your Campaign Summary gives you an at-a-glance view into the performance of your various AdWords campaigns.
Quick tip: Concerned about costs? Control your costs with your daily budget and maximum cost-per-click (CPC) bids. Your daily budget is set at the campaign level and is the maximum amount you want to spend each day per campaign. Your maximum CPC bid is set at the ad group or keyword level and determines the price you pay when someone clicks your ad. Remember: Your maximum CPC bid needs to be less than your daily budget in order for your ads to run.

Step 3: Split each campaign into ad groups.

Ad groups let you segment your campaigns into multiple parts to achieve even greater focus and simplicity. Just like campaigns, each ad group should have one common theme – for instance, focusing on a single product or service that you offer. This makes it simpler to create focused, effective keywords and ads.

You should be able to come up with at least three ad groups per campaign.

Example:
Campaign Goal: Sell More Coffee Beans
Relevant Ad Groups

<table>
<thead>
<tr>
<th>AD GROUP 1</th>
<th>AD GROUP 2</th>
<th>AD GROUP 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gourmet Coffee Beans</td>
<td>Shade-grown and Organic coffee beans</td>
<td>Flavored Coffee Beans</td>
</tr>
</tbody>
</table>

(Often, the process of picking keywords can make it clear what your ad groups should be, so you might want to wait until after you create your keyword list in the next chapter to create your ad groups.)
Worksheet 1: Organize your account.

Start creating an AdWords campaign in the space below.

**Step 1:** Design your advertising plan by answering some questions about your business needs.

<table>
<thead>
<tr>
<th>What do you offer?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Who do you want to target?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What's your budget?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Step 2:** List your campaign goal, which you can use as your campaign name.

<table>
<thead>
<tr>
<th>Campaign goal:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Step 3:** Create at least three ad groups for your campaign. (Or, skip this step if you'd prefer making ad groups out of keywords in the next section.)

<table>
<thead>
<tr>
<th>Ad group 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ad group 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ad group 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Key Terms:

Campaign: A component of your account that allows you to focus your advertising on specific products or services. Each campaign can contain multiple ad groups.

Ad Group: A collection of ads within a campaign that corresponds to a group of related keywords.

Keyword: A specific word, or combination of words, used to target your ads to potential customers. When a user searches on your keyword, your ad might be shown.

Maximum Cost-per-click (CPC) Bid: The maximum amount you’re willing to pay each time a user clicks on your ad for a particular keyword. You can set the maximum CPC bid at the ad group or keyword level.

Quality Score: The measurement used to determine your ad’s relevance to user searches. Your Quality Score is determined by your keyword’s click-through rate (CTR) on Google and by the relevance of your ad text, keyword, and landing page.

More Help:

Account Navigation
http://www.google.com/aw/navigation

Google Network
http://www.google.com/aw/network

Location Targeting
http://www.google.com/aw/targeting
KEYWORD
Picking the Right Keywords

Keywords are the guts of your ad campaign. They set the entire advertising process in motion. If users are looking for your product or service, they’ll find you more quickly if you’ve chosen the right keywords.

There are three basic steps to building the right keyword list: expand, group, and refine. Start small; you can always add keywords later.

Above is an example of brainstorming different keywords that relate to what you offer.
Quick tip: Keep track of how your keywords perform by monitoring their status; you’ll find each keyword’s status right alongside it in your account. Three messages can appear in this status column. ‘Active’ means your keyword is eligible to trigger your ads to appear on search pages. ‘Active - ads show rarely due to Quality Score’ means you should modify your keyword list and ad text to be more relevant and raise your Quality Score. Finally, ‘Active - bid is below 1st page bid estimate’ means you may need to bid more to put your ad on the first page of search results (though raising a bid is never a guarantee of placement). Click on any of your keywords to get a full analysis of it and to find out what you can do to improve its performance.

Step 1: Expand

Your first step is to come up with as many keywords relating to your campaign as possible. What words would someone search for on Google to find your product or service? Try writing down every keyword that comes to mind. You can refine your list later.

Get help building your keyword list from the Keyword Tool (http://www.google.com/adwords/keywordtool). Use it to generate additional keyword ideas by entering a keyword or the URL of any web page that’s relevant to your business. Don’t worry about capitalization – AdWords is not case sensitive.

Example:
Campaign Goal: Sell More Coffee Beans
Keyword brainstorm

gourmet coffee beans
rich whole coffee beans
gourmet decaf coffee
buy coffee beans
rich whole coffee beans
high quality dark coffee beans
flavored coffee beans
natural coffee
chocolate coffee beans

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Next, move your keywords into the ad groups where they’re most relevant. Remember to structure your ad groups in a way that makes sense and is easy to track. For example, place keywords relating to gourmet coffee in one ad group, and keywords relating to flavored coffee in another ad group. The end result should make it easy for you to write ads that correspond to the keywords being searched on.

Example:
Campaign goal: Sell more coffee beans
Possible keyword groupings:

<table>
<thead>
<tr>
<th>GOURMET COFFEE BEANS</th>
<th>SHADE-GROWN AND ORGANIC COFFEE BEANS</th>
<th>FLAVORED COFFEE BEANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEYWORDS:</td>
<td>KEYWORDS:</td>
<td>KEYWORDS:</td>
</tr>
<tr>
<td>gourmet coffee beans</td>
<td>organic</td>
<td>coffee</td>
</tr>
<tr>
<td>gourmet coffee</td>
<td>coffee beans</td>
<td>chocolate coffee beans</td>
</tr>
<tr>
<td>coffee beans</td>
<td>shade grown coffee</td>
<td>flavored coffee</td>
</tr>
<tr>
<td>best coffee</td>
<td>shade grown coffee beans</td>
<td>vanilla coffee</td>
</tr>
<tr>
<td>French roast coffee</td>
<td>organic coffee</td>
<td>full-flavored imported coffee</td>
</tr>
<tr>
<td>gourmet decaf coffee</td>
<td>coffee beans</td>
<td>flavored coffee beans</td>
</tr>
<tr>
<td>rich whole coffee beans</td>
<td>natural coffee</td>
<td>hazelnut coffee beans</td>
</tr>
<tr>
<td>high quality dark coffee beans</td>
<td>buy coffee beans</td>
<td></td>
</tr>
<tr>
<td>cheap coffee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>buy coffee beans</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(If you waited until this chapter to create your ad groups, make ad groups out of your keywords by organizing the keywords by common themes – for instance, by grouping keywords that are relevant to each specific product or service you want to advertise, then turning each grouping into a discrete ad group.)
Step 3: Refine

Get your erasers or red pens out; it’s time to refine your keyword list. Cut from your list keywords that are too generic, irrelevant, or obscure. Also look to remove keywords that are too specific. Two- and three-word keyword phrases usually work best.

You might also try keyword matching to control how precise a user’s search phrase must be to trigger your ad on Google search pages. You have four matching options: broad match (the default type), phrase match, exact match, and negative match.

**Broad Match** reaches the most users by showing your ad whenever any variation of your keyword (such as beans for coffee or coffee roast beans, when your keyword is coffee beans) is used in a search.

**Phrase Match** narrows your reach by showing your ad only when the search term contains your keyword. If your keyword is chocolate coffee beans, for instance, your ad will show only on searches that contain that exact phrase, such as swiss chocolate coffee beans and chocolate coffee beans dessert, but not on searches that alter the order of the words in your keyword, like coffee chocolate beans. You choose this option by putting your keyword in quotation marks; for example, “chocolate coffee beans”.

**Exact Match** narrows your reach even more by only showing your ad when the search term is exactly the same as your keyword. If your keyword is coffee beans, for instance, your ad will show only on searches for coffee beans. You choose this option by putting brackets around your keyword; for example, [coffee beans].

**Negative Match** prevents your ad from showing when a word or phrase you specify is part of a search term. If you specify cheap as a negative match, for instance, your ad won’t show for search terms such as cheap coffee beans. You choose this option by putting a minus sign before your keyword; for instance, –cheap.
Example:

<table>
<thead>
<tr>
<th>GOURMET COFFEE BEANS</th>
<th>SHADE-GROWN AND ORGANIC COFFEE BEANS</th>
<th>FLAVORED COFFEE BEANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEYWORDS:</td>
<td>KEYWORDS:</td>
<td>KEYWORDS:</td>
</tr>
<tr>
<td>gourmet coffee beans</td>
<td>organic “coffee beans”</td>
<td>coffee</td>
</tr>
<tr>
<td>gourmet coffee</td>
<td>shade grown coffee</td>
<td>chocolate coffee beans</td>
</tr>
<tr>
<td>coffee beans</td>
<td>shade grown coffee beans</td>
<td>flavored coffee</td>
</tr>
<tr>
<td>French roast coffee</td>
<td>[organic coffee]</td>
<td>vanilla coffee</td>
</tr>
<tr>
<td>gourmet decaf coffee</td>
<td>natural coffee</td>
<td>full-flavored imported</td>
</tr>
<tr>
<td>rich whole coffee beans</td>
<td>buy coffee beans</td>
<td>coffee</td>
</tr>
<tr>
<td>high quality dark coffee beans</td>
<td>-free</td>
<td>flavored coffee beans</td>
</tr>
<tr>
<td>cheap coffee</td>
<td>-cheap</td>
<td>hazelnut coffee beans</td>
</tr>
<tr>
<td>buy coffee beans</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Keywords like best coffee and cheap coffee don’t give enough detail about the product or products being offered.

2. Keywords like rich whole coffee beans, high quality dark coffee beans, and full-flavored imported coffee may be too specific to be effective.

3. Phrase match keywords like “coffee beans” let you target only people whose searches contain the exact phrase you specify.

4. With exact match keywords like [organic coffee], you can show your ad only when someone enters a search query that is identical to your keyword.

5. Listing the same keyword more than once in a single campaign works against you (our system interprets this as increased competition for this keyword, resulting in a higher CPC for it).

6. Negative match keywords like –free and –cheap let you prevent your ad from showing for searches that contain those keywords.

7. Coffee may be too generic to be a good keyword.
The experts say: Want to promote awareness of your brand? Try picking the specific sites where you want your ads to show. This is called placement targeting. It lets you reach your audience by picking the websites (content sites) or the audience demographic you want for your ads, instead of searches. When creating a new online campaign, choose “Start with placements” to create a placement-targeted campaign. Or you can add placements to an existing keyword-targeted campaign.

On this page, you can also monitor your campaigns performance. Click the arrow next to your campaign name to see how your ads perform on search sites and on Google's content network.
**Worksheet 2: Pick the right keywords.**  
Build an effective keyword list for the campaign you worked on in Chapter 1.

**Step 1: Expand**

List any keywords that relate to both your business and campaign goal.  
Use the Keyword Tool for ideas.

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**Step 2: Group**

Separate your keywords into ad groups by common theme.

<table>
<thead>
<tr>
<th>Theme:</th>
<th>Theme:</th>
<th>Theme:</th>
</tr>
</thead>
</table>

---

**Step 3: Refine**

Cut any irrelevant, unclear, generic, or too-specific keywords from the list above. Then, use keyword matching to achieve more precise targeting and improve ad performance.
Key Terms:

Impression: The number of times an ad is displayed on Google or on sites in the Google Network.

Click-through Rate (CTR): The number of clicks your ad receives divided by the number of impressions. CTR helps measure the performance of your ads and keywords.

Placement targeting: Choosing specific websites (or types of websites) as ‘placements’ where your ad will appear. Placement-targeted ads appear only on pages in Google’s content network.

Keyword targeting: Choosing keywords to trigger ads from your ad campaign. Keyword-targeted ads can appear on search results pages, on content pages, and on other properties in the Google Network.

Note that as of 2008, a campaign can use both keywords and placements in the same campaign or ad group. This optional feature improves relevancy by allowing keywords to help guide the placement of your ads on the content network. For more information on this feature see the link to campaign enhancements below.

More Help:

Recent Campaign Enhancements
www.google.com/aw/enchanced

Keyword Tool
http://www.google.com/aw/kwtool

Keyword Matching Options
http://www.google.com/aw/kwmatching
Writing Targeted Ads

The text of your ad is what attracts potential customers to check out your business and the products and services you offer. Ads that convince people to click on them are clear, specific, and compelling. The idea is to “target” your audience by convincing your customers that your products or services are what they’re looking for.

To see which of your messages resonate with customers, write three or four ads at one time. Then check your clicks. The ads with the highest click-through rates (CTR) are your top performers. Once you know which of your ads work, you can rewrite poorly performing ads so they’re more in line with the good ones.
Your ad consists of three parts:

- **Headline**
  - A 25-character headline
  - You get 2 lines of 35 characters each to describe what you have to offer

- **Description**
  - www.Your-35-Character-URL.com

- **URL**

**Step 1:** Create your headline.

The best headlines relate directly to the keywords being searched; this makes an ad seem especially relevant to the searcher’s interests. So it’s best to include one of your keywords in your headline. Plus, if any of the words in the keyword that triggers your ad are present in your headline or ad copy, they will appear in bold font in your ad.

**Step 2:** Develop your description text.

The description should convey both key details and benefits of your product or service. It should also include a call to action. Keep everything as short and simple as you can. To start, list the products or services in a particular ad group that you’re advertising (for example, gourmet coffee beans, specialty coffee). Then add the benefits (for example, bulk discounts, free shipping). Finally, put it all together with a call to action, such as order now or join today.
Step 3: Designate display and destination URLs.

The display URL (the web address users see when they view your ad) doesn’t have to be the same as your destination URL (where users land when they click your ad). But it must be an actual URL for your site. Choose a destination URL that promotes the exact product or service your audience is searching for, rather than your usual home page.

Example 1:

Here are two sample ads for the fictitious company Frothing Latté Bean. Each ad is meant to sell more gourmet coffee beans. The first ad is poorly written. The second ad contains all the components of a well-written ad.

1A

1. **Frothing Latté Bean**
2. We have many different types of coffee beans that you’ll luv.
   www.frothing-latte-bean.com

3. Destination URL:
   www.frothing-latte-bean.com

1B

4. **Gourmet Coffee Beans**
   www.frothing-latte-bean.com

6. Destination URL:
   www.frothing-latte-bean.com/gourmet_coffee.html

1. **What’s Wrong:** This headline focuses on the company’s name instead of core selling points and the keywords that trigger it.

2. **What’s Wrong:** This description is too general – it would be much better if it focused on specific products or services offered by the company – and doesn’t contain a call to action. In addition, luv isn’t a real word, and so wouldn’t meet the AdWords editorial guidelines.

3. **What’s Wrong:** This destination URL leads to the company’s home page, rather than to a page promoting a specific product or service.

4. **What’s Right:** This headline focuses on the specific offering, and contains relevant keywords.

5. **What’s Right:** This description details specific product offerings and benefits.

6. **What’s Right:** This destination URL leads to a landing page related specifically to gourmet coffee beans.
The experts say: The text ad is the most common type of ad you can run using AdWords. But you can also create ads in other formats, including image ads, video ads, mobile ads (for mobile devices), and local business ads (for Google Maps). Try different formats in one or more ad groups to see what works for you. Click on any of the formats listed under your ‘Ad Variations' tab to start the creation process.

Example 2:

Here are two more sample ads. See if you can tell what's right and wrong with each.

<table>
<thead>
<tr>
<th>2A</th>
<th>2B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coffee For Sale</strong></td>
<td><strong>Gourmet Coffee Beans</strong></td>
</tr>
<tr>
<td>1. <strong>Coffee For Sale</strong></td>
<td>4. <strong>Gourmet Coffee Beans</strong></td>
</tr>
<tr>
<td><strong>Destination URL:</strong></td>
<td><strong>Destination URL:</strong></td>
</tr>
</tbody>
</table>

Answers

1. **What’s Wrong:** This headline is too generic.
2. **What’s Right:** This description details specific product offerings and benefits.
3. **What’s Right:** The destination URL leads to a landing page related specifically to gourmet coffee.
4. **What’s Right:** Headline focuses on the specific offering, and contains relevant keywords.
5. **What’s Wrong:** Description is too general – it would be much better if it focused on specific products or services offered by the company – and doesn’t contain a call to action.
6. **What’s Wrong:** The destination URL leads to the company’s home page, rather than to a page promoting a specific product or service.
Quick tip: Is your ad’s position on Google search results pages too low? Or is your ad not appearing at all? Use the Ads Diagnostic Tool to troubleshoot whether your ads appear for a specific search and learn ways to improve their display placement. Simply move your cursor over the magnifying-glass icon beside any keyword in your account for details.

Key Terms:

**Display URL:** The URL displayed in your ad to identify your site to users. It doesn’t have to be the same as your destination URL, but it should match the domain of your landing page.

**Destination URL:** The web page on which a user will land after clicking on your ad. It doesn’t have to be your site’s main page. Also called a landing page.

**Ad Variations:** Multiple versions of an ad for a single product or service, all based on the same set of keywords. Variations are a good way to test different versions of the same message to see which work best with potential customers.

**Ad Rank:** Your ad’s position on a results page. Your ad rank is determined by your maximum CPC bid and your keywords’ Quality Score.

More Help:

- Ad Formats
  [http://www.google.com/aw/formats](http://www.google.com/aw/formats)

- Editorial Guidelines

- Billing Overview
Worksheet 3: Write targeted ad copy.

**Step 1:** Write at least three sample ads for each of the ad groups you created in Chapter 1 (or Chapter 2, if you waited until after creating your keywords to create your ad groups). Put keywords in your headlines, make your descriptions clear and compelling, and choose specific destination URLs.

<table>
<thead>
<tr>
<th>Ad Group 1</th>
<th>Sample Ad 1</th>
<th>Sample Ad 1</th>
<th>Sample Ad 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Headline:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Description Line 1:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Description Line 2:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Display URL:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Destination URL:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ad Group 2</th>
<th>Sample Ad 1</th>
<th>Sample Ad 1</th>
<th>Sample Ad 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Headline:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Description Line 1:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Description Line 2:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Display URL:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Destination URL:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ad Group 3</th>
<th>Sample Ad 1</th>
<th>Sample Ad 1</th>
<th>Sample Ad 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Headline:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Description Line 1:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Description Line 2:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Display URL:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Destination URL:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Putting it All Together

You've created the essential parts of an AdWords campaign. Now it’s time to put them all together in your AdWords account. Just follow the steps on the following pages. (If you're editing an existing campaign, skip to step 2.)
Step 1:

Create a new campaign.

Sign in to your AdWords account at http://adwords.google.com and click the 'Campaign Summary' tab. Click the 'New online campaign' link at the top of your campaign summary table and choose to start with keywords or placements. Follow the campaign wizard steps to create a single campaign, ad group, and ad. Choose one of the ad groups you created in the previous chapters to use with the wizard. You’ll add your other ad groups in the next step.

Step 2:

Add more ad groups to your campaign.

Go to the campaign details page (if you’re not already there) by clicking the name of the campaign that you just created in step 1 or that you want to edit.

Click the ‘New ad group’ link above the campaign details table and start with either keywords or placements. Use the wizard to create an ad and a keyword list relating to the ad group.
Create more ads for your ad group.

Click the ‘Ad Variations’ tab above your ‘Ad Group’ details table (click the appropriate campaign name, then click the appropriate ad group name). Click ‘Text ad’ beside ‘Create New Ad’ above the table. Complete the fields and save your ad.

That's it. Your ads should begin showing on Google shortly. To view your ads as they would appear on a regular Google search results page without accruing extra impressions in your account, you can use the ‘Ad Preview Tool’ at www.google.com/adpreview.

Keep on top of it, and keep at it.

Search advertising is dynamic – users are forever searching for different products and services, and smart advertisers revise their ad campaigns constantly to keep them performing well. In this ever-changing environment, you should regularly test and refine your account structure, keywords, and ads.

With AdWords, you have the unique advantage of being able to experiment with your advertising as often as you like. Use your account performance stats (such as click-through rates and conversion rates) to get immediate feedback about how your advertising is doing. Then make changes to your campaigns as necessary – which is easy with AdWords.

Thanks for advertising using AdWords. We're confident that the lessons in this guide will serve you well.
Tracking Tools:

Conversion Tracking: An Adwords feature that lets you track whether someone who clicks on your ad and visits your website will perform an action that you consider valuable, such as a purchase or sign-up. Conversion information can help you determine the effectiveness of your ads and keywords.

Reports: AdWords offers a variety of reports you can use to measure and monitor your account’s performance. You can monitor which search queries are triggering your ads, which websites drive the most traffic to your business, and which keywords yield the highest click-through rates. You can access the Report Center by clicking on ‘Reports’ tab in your AdWords account.

Google Analytics: A free, hosted web analytics tool that provides useful data for website and marketing optimization. Site owners and marketers can use Analytics to learn how people found their site, how they explored it, and how to can enhance their visitor experience. You can access Analytics from your AdWords account by clicking on the ‘Analytics’ tab.

More Help:

Help Center: Frequently asked questions and help documents
https://adwords.google.com/support

Learning Center: Text and multimedia lessons and quizzes on everything AdWords
http://www.google.com/adwords/learningcenter

Inside AdWords Blog: Frequent updates about AdWords, straight from our product team
http://adwords.blogspot.com

Google Business Channel: Help videos and webinars on various Google business products.
http://www.youtube.com/googlebusiness