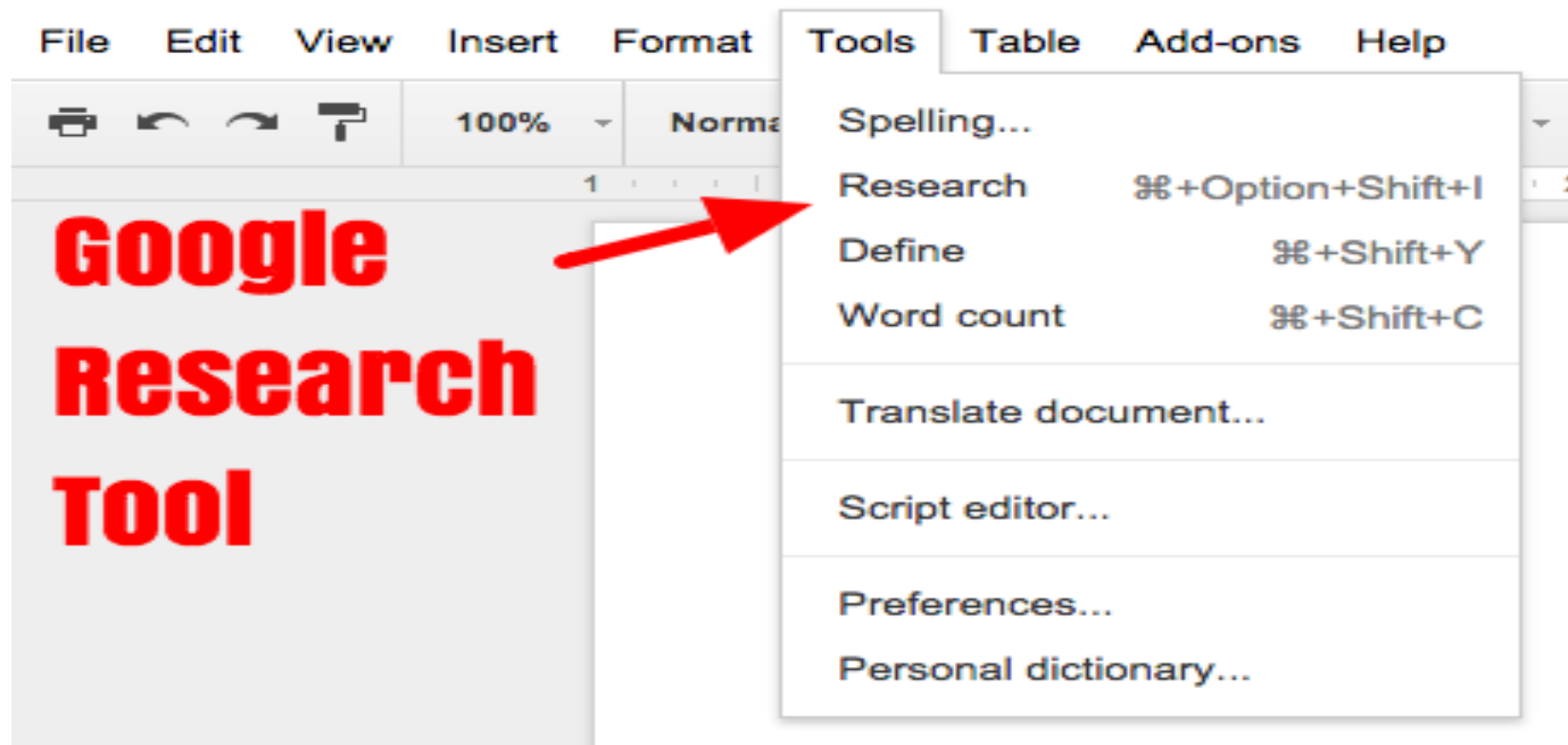


GOOGLE TIPS AND TRICKS

December 1, 2014

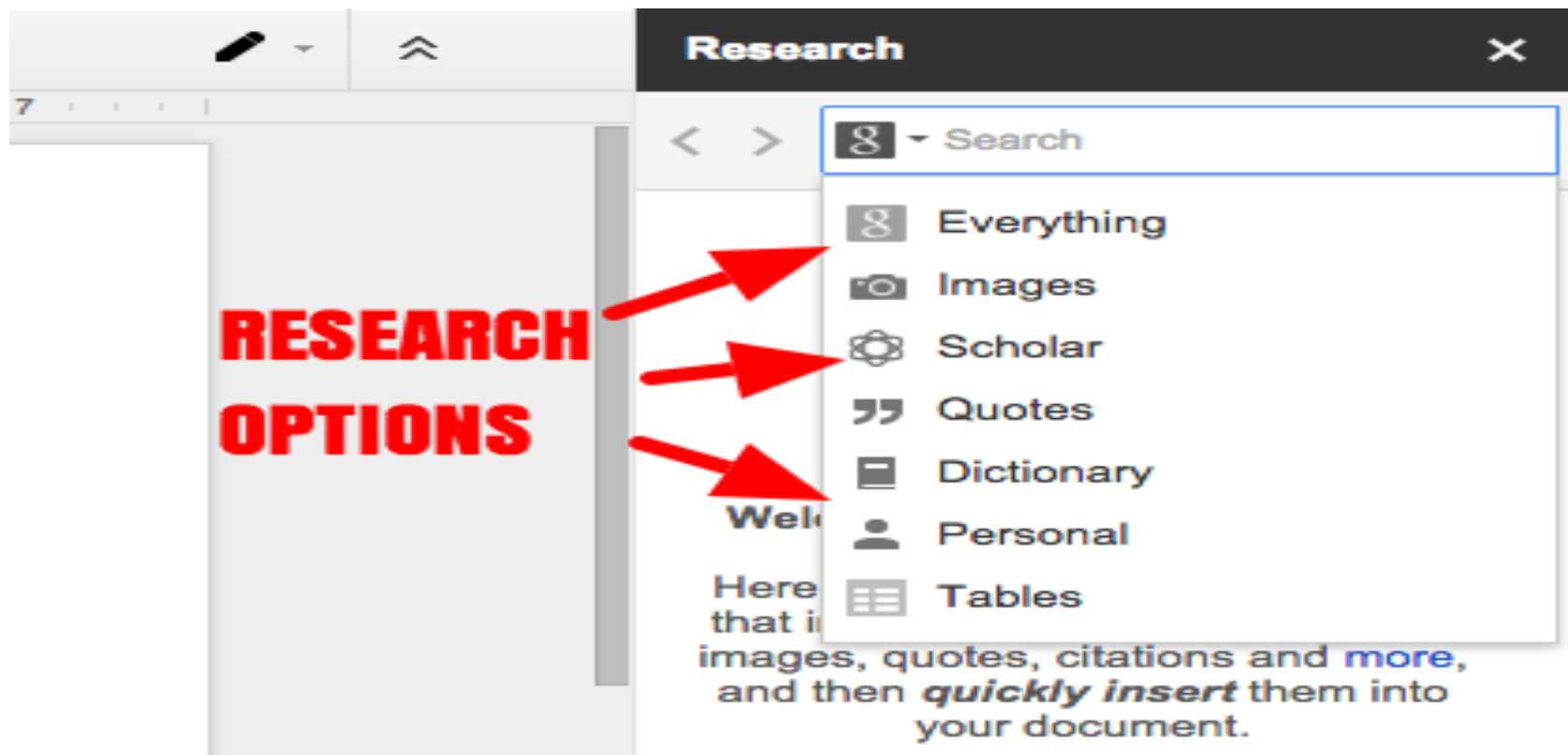


The image shows a screenshot of a word processing application. The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Add-ons, and Help. The Tools menu is open, displaying options: Spelling..., Research (⌘+Option+Shift+I), Define (⌘+Shift+Y), Word count (⌘+Shift+C), Translate document..., Script editor..., Preferences..., and Personal dictionary... A red arrow points from the 'Research' option in the Tools menu to a search tool overlay on the left. The search tool overlay is a grey box with the text 'Google Research Tool' in large, bold, red font.

**Google
Research
Tool**

File Edit View Insert Format **Tools** Table Add-ons Help

Spelling...
Research ⌘+Option+Shift+I
Define ⌘+Shift+Y
Word count ⌘+Shift+C
Translate document...
Script editor...
Preferences...
Personal dictionary...



**RESEARCH
OPTIONS**

Research [X]

< > [g] Search

- [g] Everything
- [img] Images
- [gears] Scholar
- [quotes] Quotes
- [book] Dictionary
- [person] Personal
- [table] Tables

Welcome
Here that i
images, quotes, citations and **more**,
and then **quickly insert** them into
your document.

**STUDENTS
 CAN
 CREATE
 CITATIONS
 WITHIN
 THE
 DOCUMENT**

Research
✕

⏪
⏩

g

Web results


engines, industrial gas turbines, and a wide offering of related services.

[Cat - Wikipedia, the free encyclopedia](#)
en.wikipedia.org

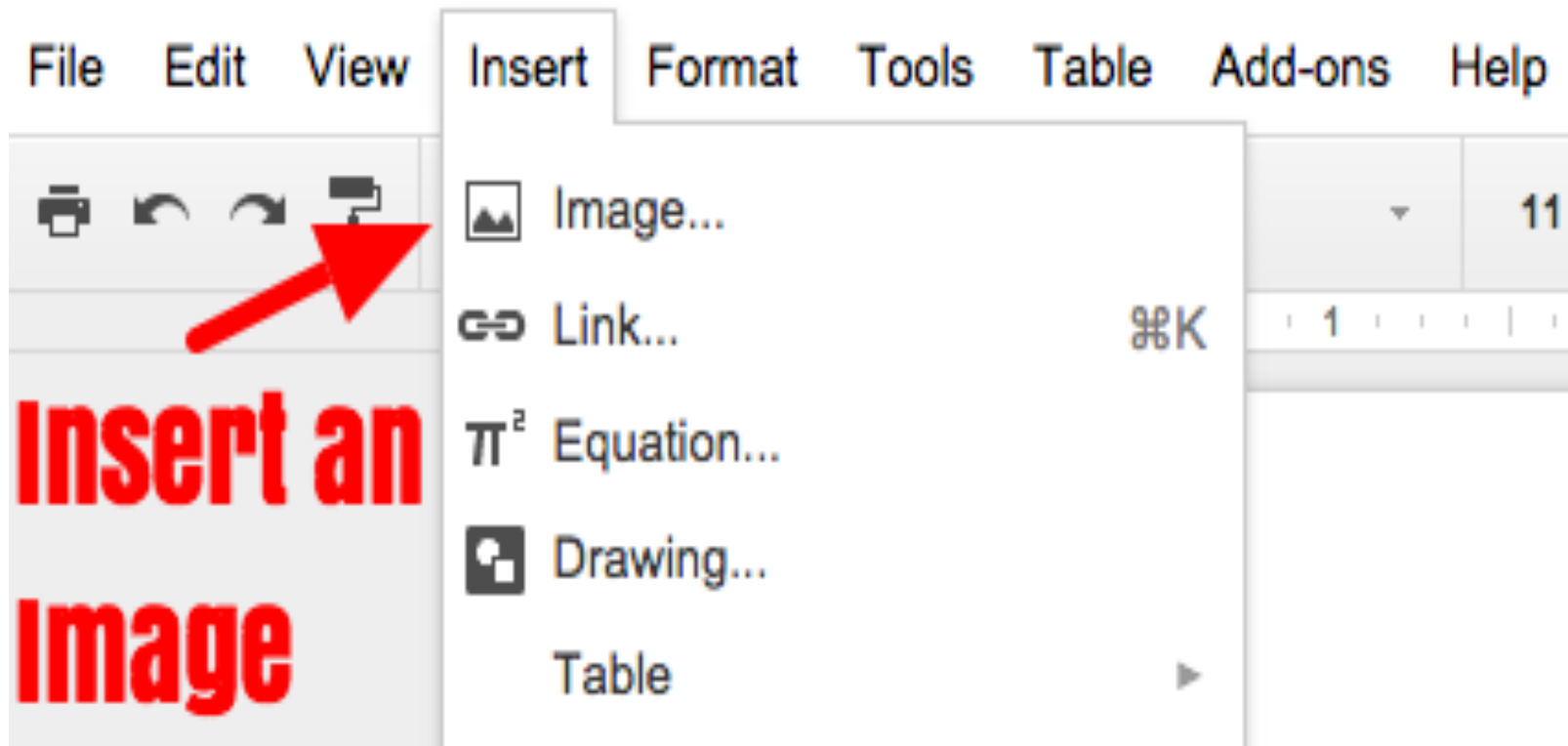
The domestic cat (*Felis catus* or *Felis silvestris catus*) is a small, usually furry, domesticated, and carnivorous ...

Population	Food ...	Shelter	Socialized
Pedigree	Fed by ...	Human ...	Yes
Pet	Fed by ...	Human ...	Yes
Semi-feral	General ...	Buildings	Yes





Preview
Cite
Export



File Edit View **Insert** Format Tools Table Add-ons Help



Insert an Image

-  Image...
-  Link... ⌘K
-  π^2 Equation...
-  Drawing...
- Table ▶

SIX DIFFERENT WAYS TO INSERT AN IMAGE

Insert image ×

Upload Take a snapshot By URL | Your albums Google Drive Search

Google

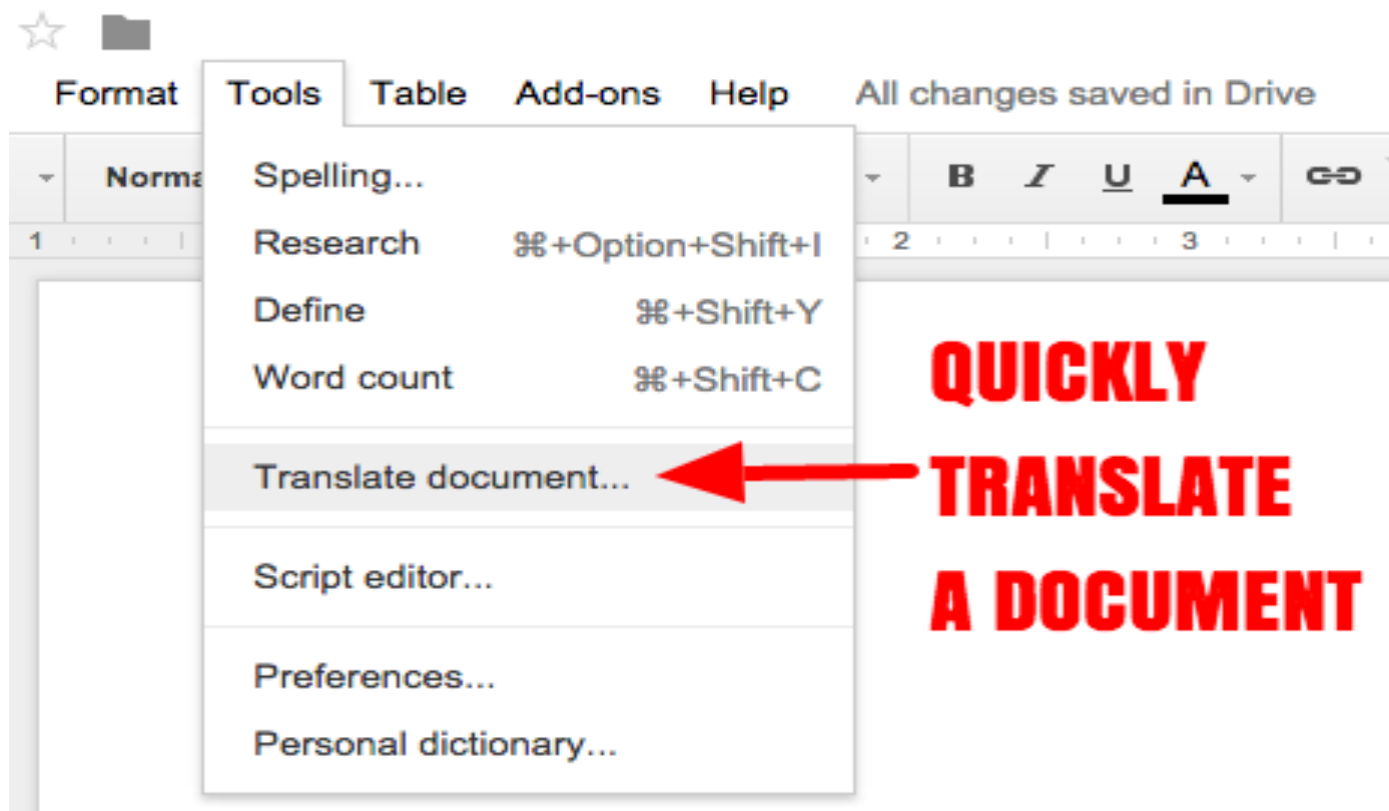
Google use with modification. [Learn more](#)

LIFE and images using Google Search.

Stock **E** **Stock images**

**IMAGE
LIBRARIES**

Only select images that you have confirmed that you have the license to use.



**QUICKLY
TRANSLATE
A DOCUMENT**


✕

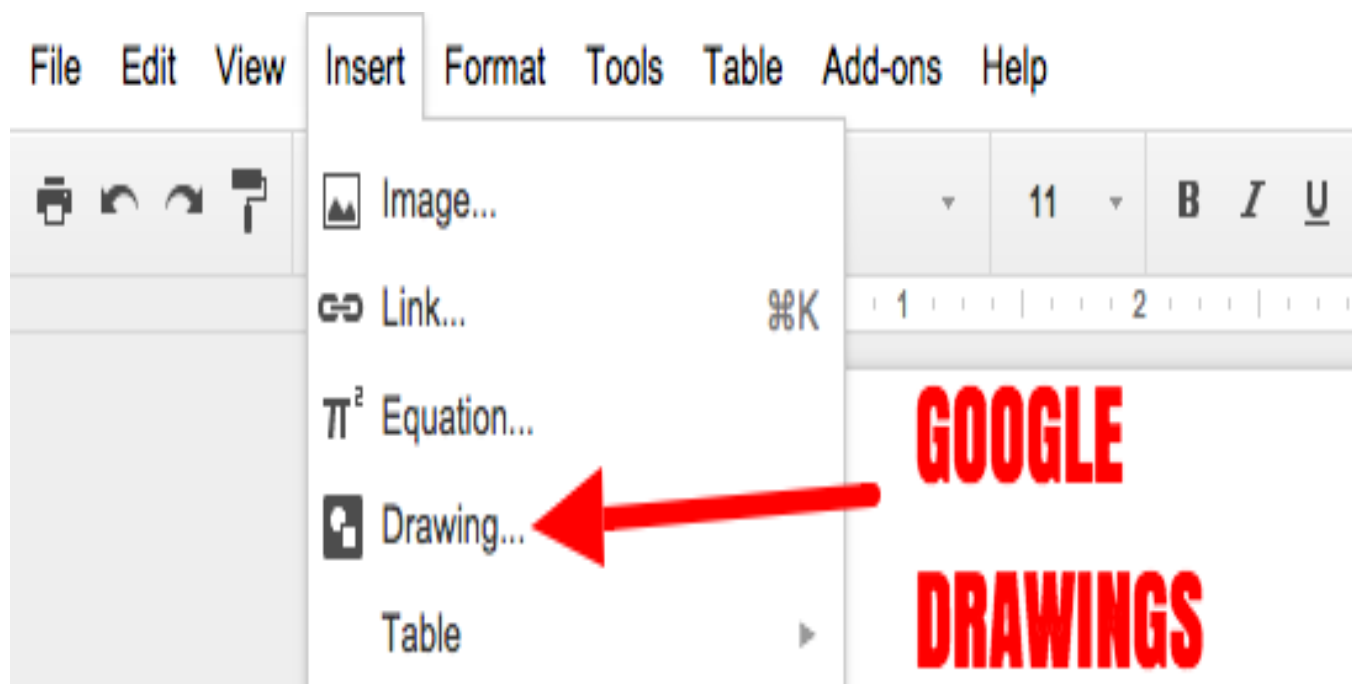
Translate document

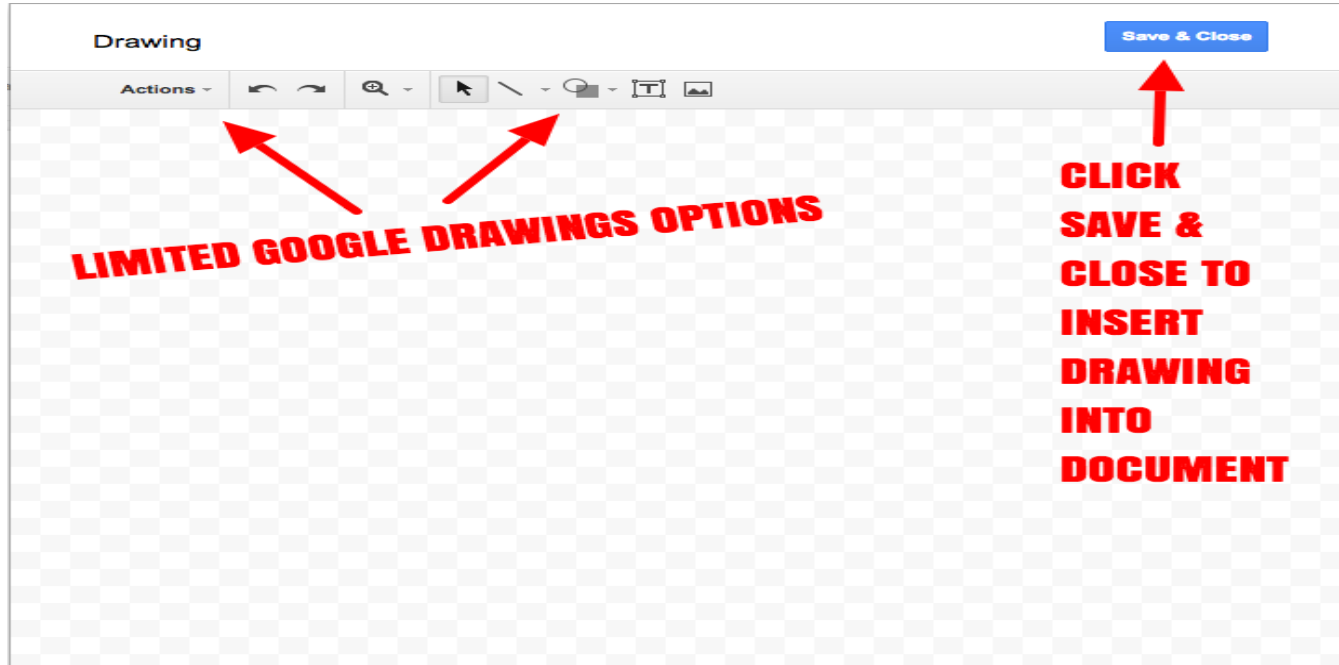
Create a translated copy of the current document

New document title

Translate into



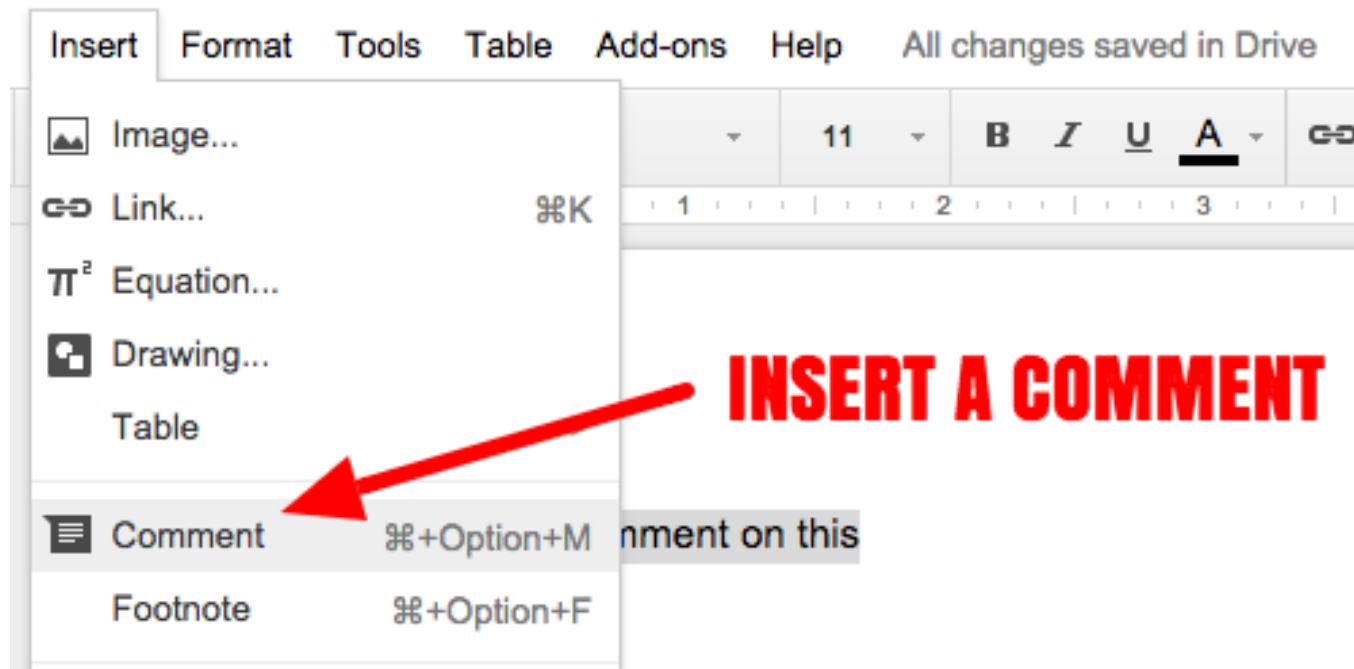


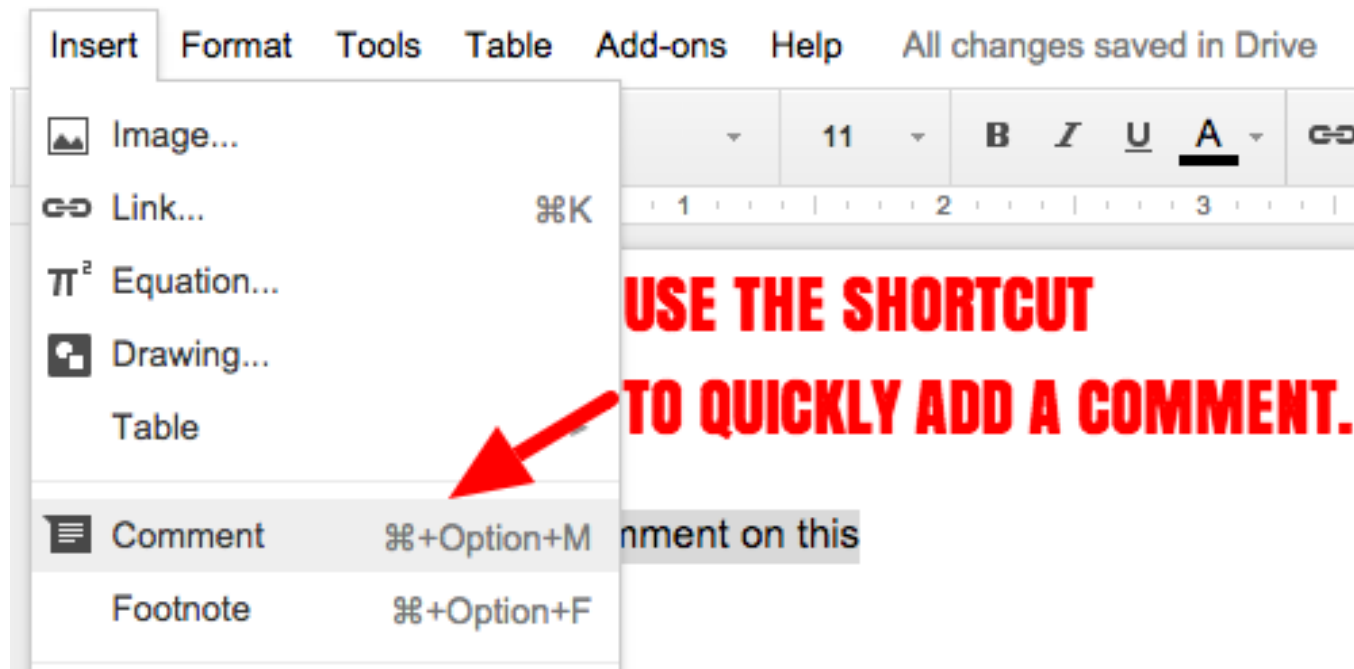
Insert Format Tools Table Add-ons Help All changes saved in Drive

Image...
Link... ⌘K
Equation...
Drawing...
Table

Comment ⌘+Option+M Comment on this
Footnote ⌘+Option+F

INSERT A COMMENT





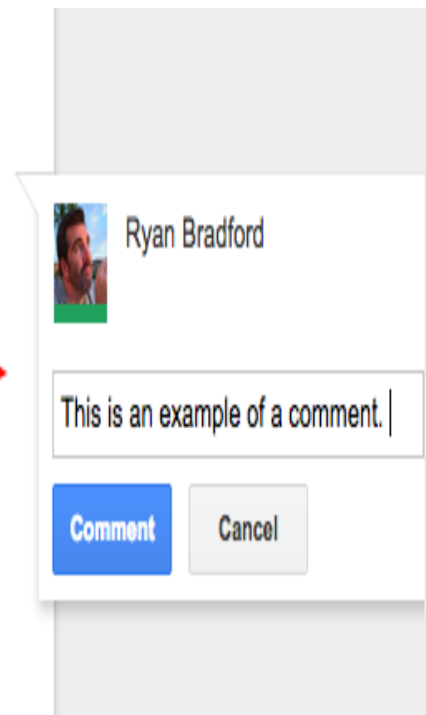
Insert Format Tools Table Add-ons Help All changes saved in Drive

Image...
Link... ⌘K
Equation...
Drawing...
Table
Comment ⌘+Option+M Comment on this
Footnote ⌘+Option+F

**USE THE SHORTCUT
TO QUICKLY ADD A COMMENT.**

Please comment on this

**YOU CAN USE COMMENTS
TO PROVIDE DIGITAL FEEDBACK**



**ADD A + SIGN BEFORE
AN EMAIL ADDRESS
TO SEND A
NOTIFICATION TO
THE PERSON**



Ryan Bradford
11:14 AM Today

Resolve



This is an example of a comment.

+mrbradford@coronacharter.org
Please respond to this comment.

Your +mention will add people to this discussion and send an email.

Reply

Cancel



Google Chrome Extensions



Save to Google Drive

from [Google Drive team](#)

★★★★★ (1447)

[Productivity](#)

972,204 users



Google Docs Quick Create

from [David Mihal](#)

★★★★★ (23)

[Productivity](#)

14,915 users



Tab Scissors

from [Tir](#)

★★★★★ (65)

[Productivity](#)

33,549 users



Project Naptha

from [projectnaptha.com](#)

★★★★★ (684)

[Accessibility](#)

191,762 users



Awesome Screenshot: Capture & Ann

from [diigo.com](#)

★★★★★ (47731)

[Blogging](#)

1,505,646 users

Offers in-app purchases