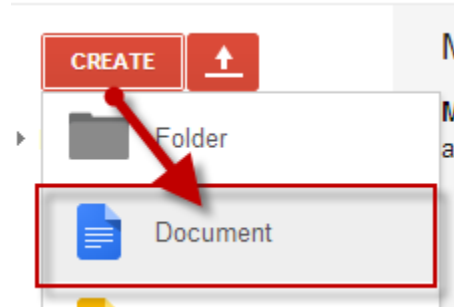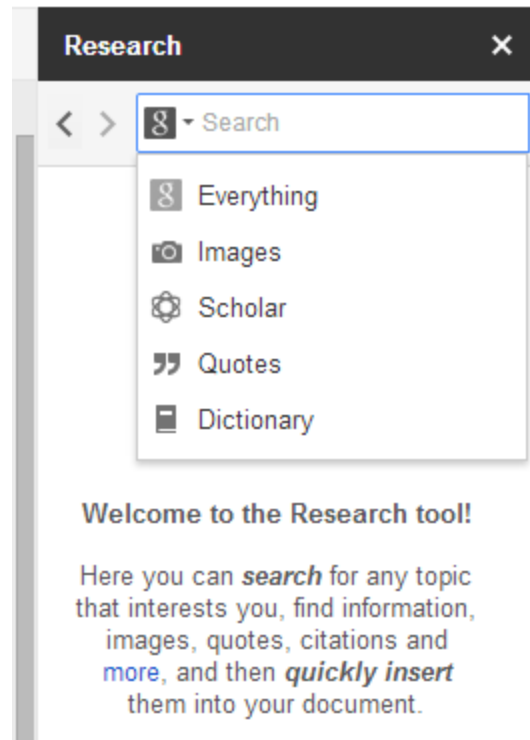# Using the Google Document Research Tool

Students who use Google Docs to create work, can access the Drive App Research Tool. This allows students to search the Internet inside their Doc. The search includes Google, Google Images, Google Quotes, Google Scholar, and Google Dictionary.

Create the Google Document and Locate the Research Toolbar

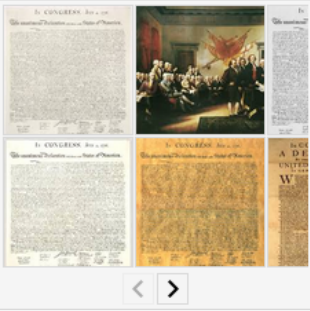1. Login to your DoDEA Google account and access your Drive.
2. Create a new Document

3. On the right-side of the screen you will see the Research Toolbar. Using the dropdown menu, you can select which research search tool to use.

    a. ***Everything*** – Search the Internet via the Google search engine
    b. ***Scholar Article Search*** - Explore academic articles and add citations and references to your work using Scholar search
    c. ***Image Search*** - Find images from around the web using image search. You can even filter images by usage rights.
    d. ***Quote Search*** - Add inspirational, funny, or thought provoking quotes to your projects by using quotation search
    e. ***Dictionary Search*** - Use dictionary search to find definitions or synonyms for a word. You can also find definitions from around the web
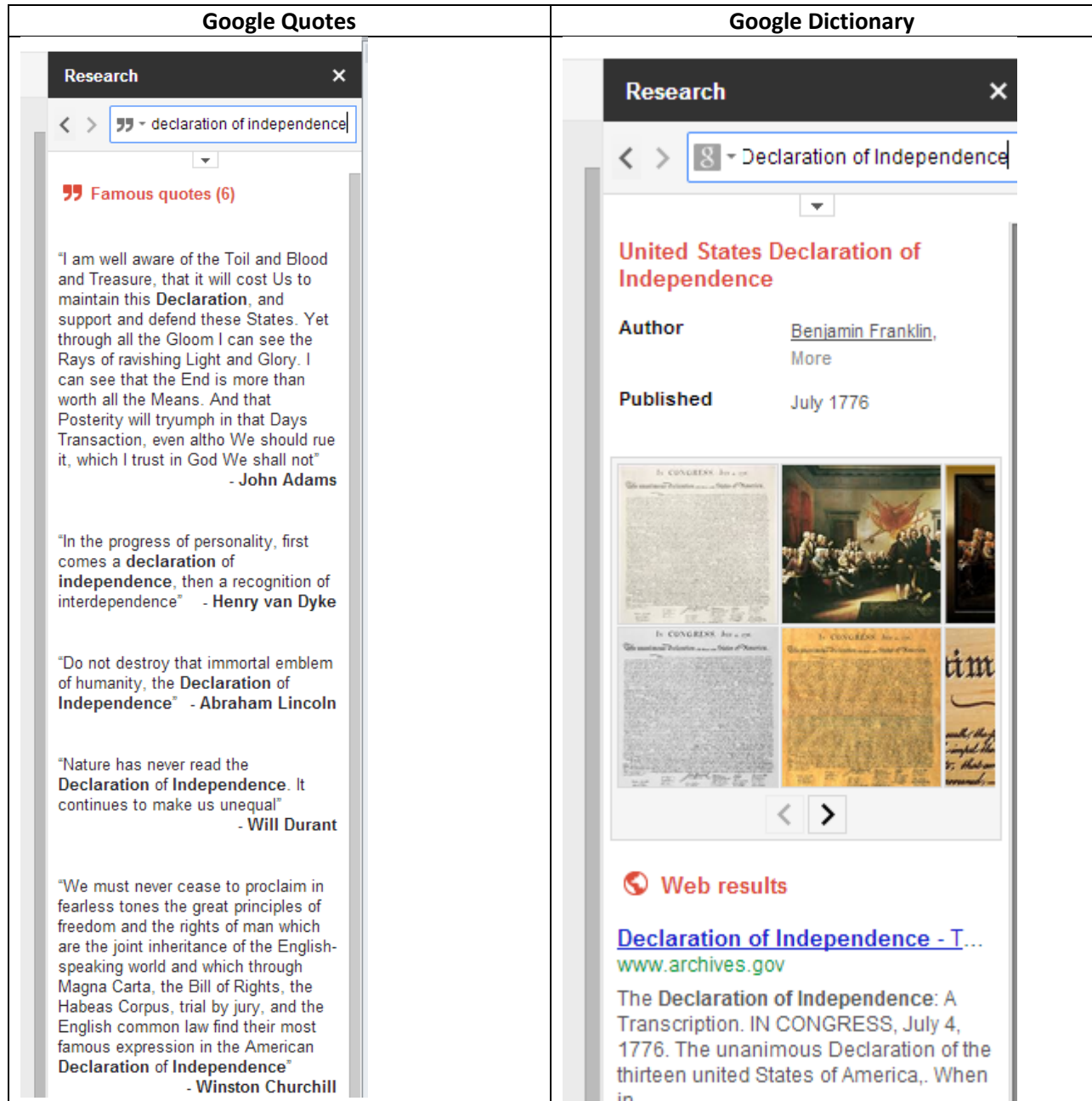
4. Here are examples of what comes up searching for "Declaration of Independence" in all the Research tools:

Google Search	Google Scholar	Google Images

Google Quotes	Google Dictionary

5. You can view the document/image/website by clicking on it or you can add the citation directly into your Google Doc by selecting Cite or Insert link if you just want the URL.

   a. Selecting Preview will open a small toolbar to view the site without actually going to that website.