

A look at What You Can Do in Google

You probably already use these Google features, but here are some tips for using them in new, and extremely helpful, ways.

Google News

There are times when you need a current event or you just need to get the most current information on a topic. You can easily accomplish this in Google News.



Open Google and then type in Almahata Sitta meteorite.

Let's limit the search to news articles.


- Click on the word **News** under the search box.
- Now, click on the word **Tools** to complete a custom search. Once you do this, you will have more options. Right now, your search is sorted by relevance. This is an excellent way to find the most relevant news on your topic.
- At other times, you may want to get the most current news on your subject. To find this, change from **sort by relevance** to **sort by date**. You now have the most current research at the top of your search results. You may also choose a custom time to specialize your search. To do this, click on **Recent** and scroll down to **custom range** and then enter your date range.

Let's practice this again. In the Google search box, type in **fake news**. Click on News again, and use the tools to find the most recent articles. When is the most current news article?

Google News - Continued

Another helpful trick in Google News you may access by going to news.google.com, or by selecting News under settings:  and then select Google News 

Once you are at this page, you can complete an advanced search by clicking on the down arrow on the right side of the search box.

You can also use the left sidebar to filter your search. You can search for relevant world, US, or local articles quickly and easily. You can even search for the most recent news in: business, science, technology, entertainment, sports, and health. Consider following a particular news strand while completing current research for a school report, etc. 

Did you know that Google News has archived news articles dating back to the mid 1880s? <https://news.google.com/newspapers?hl=en>

Google Maps

Now let's try a Google Maps search. In the Google search box, type in **Eiffel Tower**.

We will limit our search to maps:

- Click on the word **Maps** under the search box. If it is not there, look under **More**.
- You should now see a map which shows the Eiffel Tower.
- Click on settings (the 3 horizontal lines next to the words "Eiffel Tower") and scroll down and select a satellite view.
- Now, on the bottom, right side of your screen, you should see an icon of a little man, known as "Peg Man". Drag and drop him to the Eiffel Tower to get a street view. Use control and your mouse, or left click and move your mouse, to get a true 3-D view.
- Keep in mind that you can even embed a map onto a website.
- You can easily find sites, restaurants, etc. You can even buy tickets to the site.



Try another map search. This time search **a place you have always wanted to visit**.

Try using these 2 Google features (news and maps) for awhile, until you understand them well, and you can teach them to your peers.

Create a short lesson to present to your class. Choose the best multi-media tool for teaching this lesson. Include how to use each Google feature and show applications. Give examples.

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Google Images

There are some great resources for you in Google Images. Google can help you to not only find great images, but Google can help you use these images responsibly, too.

Open Google, then type in **watercolor painting**.

We will limit our search to Images.

- Click on the word **Images** under the search box.
- Now, click on the word **Tools** to complete a custom search. Once you do this, you will have more options.
- We can search many ways. First, let's search for images **by size**. Find images that are larger than 2 MP.
- Next, let's search **by color**. Let's say you need a watercolor painting that has a lot of purple in it. Select the purple box under color.
- Under **Usage Rights**, select images that are labeled for noncommercial reuse. This will give you only those images are free use.

Let's try this again. This time, search **geothermal features of Yellowstone National Park**. Find an image that is medium in size and has usage rights that are labeled for reuse and have blue in them.

Google Images has an **Advanced Search** feature, too (under settings). This is helpful if you need something specific, such as only an image that is a jpg (file type .jpg). Give it a try.

Reverse Image Search

Did you know you can search using an image, instead of text? Click on the camera in the image search box. Upload the image, or drag and drop it, and then click on **Search By Image**. If this feature isn't working in Chrome, try using Bing.

Google Videos

Now, let's try a Google Video search. Clear your search and go back to the regular Google search page. In the Google search box, type in **aurora borealis**.

- Click on the word **Videos** under the search box.
- Now, click on the the word **Tools** again, to complete another custom search.
- Under **duration**, find a video that is 4-20 minutes long.
- Under **quality**, select high quality videos only.
- Under **source**, select YouTube videos and find a video that is from Norway.

More practice: This time find a video of the **Old Faithful Geyser erupting**. The video should be under 2 minutes long and the source should be from yellowstonepark.com

Try using these 2 Google features (images and videos) for awhile, until you understand them well, and you can teach them to your peers.

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A look at What You Can Do in Google (Advanced Search)

The regular Google search is great for most searching. However, for more in-depth research and for college-level research, Google Advanced Search is truly amazing.

Filtering by eliminating words or phrases

There are times when your Google search may yield a lot of unhelpful results. Go to Google Imagine you need research on dolphins. Type in **dolphins**. How many results/hits did you get? _____

Your results were unhelpful because of all of the sites for the football team. We can fix that.

Look for the word **Settings** under the search box. Click on this and then scroll down to **Advanced Search**. You should now have a completely different search interface for your research.

In the field that says **None of these words** type in: **Miami, football** and then hit search. Hopefully, you are now getting a lot more sites that are helpful for your research.

Filtering by domain

A good way to find the best research is to filter by domain. To find relevant/authoritative research, it is important to consider where you want to obtain this research (what domain).

- If you search for .edu sites only, you will be looking at research from major colleges and universities..
- If you search .gov sites only, you will be looking at governmental research.
- If you search .org sites only, you will be obtaining research from specific organizations. You do need to check the reputation of these organizations, but they can potentially be helpful.

.Com is a designation for commercial sites. They often want to sell merchandise. You want to avoid these sites when conducting academic research.

Clear your search results. Go back to regular Google.

There are times when filtering by one type of domain over the others is preferable for your research and yields better results. Other times it is helpful to research first by one domain, and then by a different domain, to get different perspectives and different types of research.

Let's try this type of search.

Type **black lung disease** into the search box. How many results/hits did you get? _____

- Go to advanced search and in the field to narrow results **by sites or domain**, type in **.gov** How many results/hits did you get? _____ Notice the type of research you are obtaining.
- Go back and change from .gov to **.edu** Notice the different types of research you get by changing the domain.
- Finally, change to **.org** and view your results. Notice the difference in your research.

Each of these domain types produce completely different research results and provide unique perspectives on black lung disease.

Try some research of your own for awhile, until you thoroughly understand how to filter by eliminating words/phrases & how to filter by domain. Be sure you understand what the benefits would be; practice this until you feel like you can teach these skills to your peers.

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A look at What You Can Do in Google (Advanced Search)

The regular Google search is great for most searching. However, for more in-depth research and for college-level research, Google Advanced Search is truly amazing.

Filtering by where the term appears

Go to Google

Imagine you need to conduct some research on type 2 diabetes.

Type **type 2 diabetes** into Google. How many results/hits did you get? _____

Look for the word **Settings** under the search box. Click on this and then scroll down to **Advanced Search**. You should now have a completely different search interface for your research.

A good way to find the best research is to consider where the search term appears and what type of research would be most beneficial.

Look at your Google advanced search page. Right now, under **Terms appearing** it is set at **anywhere in the page**. Toggle down to find the term **in the title of the page**. Select this and then click "search". How many results/hits do you have now? _____

By making this change, the focus of your research is squarely on type 2 diabetes as the main topic.

Filtering by file type

Now let's filter by file type. Click the back button, and then in the field that allows you to filter results **by file type** toggle down to select **PDFs**. How many results did you get? _____
Look at the type of information you have retrieved.

Now, go back and change the file type to **PPTs**. Look at your different results. Consider when and how each of these file types could be helpful for your research.

Let's practice this one more time. Imagine you were conducting research on post-traumatic stress disorder.

Try this search first in Google.

Then go to Google Advanced Search and make your search term in the title of the page.

Then go back and each time, select title of the page and PDF as the file type.

Each of these file types produce completely different research results and provide unique perspectives on post-traumatic stress disorder.

Try some research of your own for awhile, until you thoroughly understand how to filter by where the term appears and by file type. Be sure you understand what the benefits would be for filtering in these ways. Practice until you feel like you can teach these skills to your peers.

Create a short lesson to present to your class. Choose the best multi-media tool for teaching this lesson. Include how to use each Google feature and show applications. Give examples.

A look at What You Can Do in Google

I know you know a lot about Google, but you probably don't know these tips for using Google in new, and extremely helpful, ways.

Finding quality research by using the related feature

Sometimes you find a website that has great information for your research. You wish you could find more incredible research just like it. To accomplish this, highlight the URL of the page and copy it.

Then in the omnibox (search box) type in **related:** and paste in the URL. Click enter and you will find more research that Google has cataloged as being similar to the information/site you just found.

Let's practice this technique. Imagine you were conducting research on **plate tectonics** for your science class.

- Go to Google and type in plate tectonics and search.
- Find a site that you think has quality research that is not from a .com site.
- Copy the URL, then type **related:** and paste the URL in the omnibox. This should give you several more quality sites to help with your research.

More practice:

Imagine you were researching the **Triangle Shirtwaist Factory strike**.

- Type this phrase into Google and find a site (other than Wikipedia or a .com site) that you think has good research on what caused this strike.
- Copy the URL, then type **related:** and paste the URL in the omnibox.

Finding and expanding quality research by using the link feature

Sometimes you need to check the validity of a site that you believe has helpful research. You can do this using the link feature.

Imagine you were conducting research on the **hurricane wind scale**, used to rate the severity of a hurricane.

- Go to Google and type in hurricane wind scale.
- Find a site that you think has good research about the **saffir-simpson scale** for categorizing hurricanes.
- Copy the URL of the site. Type the word **link:** and paste the URL in the omnibox (search box).

You now see what sites link to this research. Have many sites linked to it? What types of sites are they? If there are several sites, and they are college sites or major, reputable organizations, government sites, or schools, you have a "winner".

The other benefit of this technique is that you can look at sites that link to your research and click on their related research. You may find additional sites that provide the type of research you are looking for.

Try some research of your own for awhile, until you thoroughly understand how to filter by related: & link: and you understand the benefits of this type of filtering. Practice until you feel like you can teach these search skills to your peers.

Create a short lesson to present to your class. Choose the best multi-media tool for teaching this lesson. Include how to use each Google feature and show applications. Give examples.

A look at What You Can Do in Google Scholar

There are times when you need college level research. A good place to find this is in Google Scholar. There are several good tips and tricks for successfully navigating Google Scholar. Here are a couple:

Type **scholar.google.com** into the omnibox to get to Google Scholar.

Using the My Library feature

My Library allows you to save your research.

- On the top left corner of the Google Scholar page, you will see the words **My Library**. Click on this, and sign-up to create your library.
- Go back to Google Scholar. Imagine you needed to conduct research on **global warming**. Type this topic in your search box. Look for an article that you think has good research on global warming. Under the description of the research, there is a star. Click on this **star** to **save** the article to your library.
- Clear your search, and this time search for **renewable energy sources**. Again, find a good article and click on the star to save it.
- Now, click on **My Library** on the top, right side of the page. You should have 2 articles in your library. These will remain there until you delete them.

Creating labels in My Library

If you save research for several different classes, or for various research assignments, it is helpful to create and manage labels. This is basically a filing system for your research.

- Open your library. Click on **Manage Labels** on the left side.
- Then click on **Create a new label**. Create a label for global warming and a label for renewable energy sources.
- Hit the back button to view the 2 articles in your library.
- Click on the little box on the left side of the first article.
- Then, click the label icon on the top of the search page.
- Click in the box of the label that matches the research article and click "Apply". Do this for the second article in your library also.

Your articles are now organized and ready to use for your research. You can delete labels and articles any time you want.

Creating Alerts

What if I told you that you can research while you sleep. Well, actually Google Scholar researches for you. On the top, left side of Google Scholar, click on the settings (3 horizontal lines). Scroll down to **alerts**. Click on **Create an Alert** and type in one of the topics we researched earlier and then click "Create Alert". Google will now search for you. If there is new research on your topic that has been entered in Google Scholar, you will know about it first. You will receive an email in the morning, if there are any new research articles. Google Scholar will continue to do this until you delete the alert. You can also create alerts in regular Google by visiting to www.google.com/alerts.

Try some research of your own for awhile, until you thoroughly understand how to use these features in Google Scholar and you feel like you can teach them to your peers.

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A look at What You Can Do in Google Scholar

There are times when you need college level research. A good place to find this is in Google Scholar. There are many great tips and tricks for successfully navigating Google Scholar. Here are a couple:

Type in **scholar.google.com** to get to Google Scholar.

Little known features in Google Scholar

There are cool things that Google Scholar can do for you as you research. Imagine you are researching the opioid crisis. Type this phrase into the search box. Under each of the articles there are helpful tricks for using Google Scholar research.

- Choose an article that looks interesting. Click on the quotation marks icon. 
- This will give you the citation formatting for this article using MLA, APA, Chicago, Harvard, and Vancouver style formatting.
- Now, go back to your search results. This time click where it says **Cited by** and a number. This is the number of sites that have cited this article in their research. This shows you not only the importance of this research, but it gives you additional sites you may want to peruse to find more research on this topic, since these sites are gathering info on this same research topic
- Now, click where it says **Related to**. This will give you additional sites that have research that Google Scholar has cataloged as being the most similar. This is a great way to expand good research that you find. One great article can lead to many additional great articles.
- Another helpful feature is not available for every article. Go back to your search results and look under the articles to find the ones that have arrows on the right side
- Click on the arrows  to find local libraries that carry this article. This is a helpful feature if you want or need a hard copy of the research.

Let's practice this again. Go back to Google Scholar and search **fake news**. This time we are going try an additional feature found in Google Scholar. On the left, click on **sort by date** to get the most current research.

With these new search results about fake news, click below the individual articles to get comfortable using all of the features we just looked at (cited, related to, etc). Try them out to see how they work and consider why these features may be helpful for academic research.

Try some research of your own for awhile, until you thoroughly understand how to use these features in Google Scholar, and until you feel like you can teach them to your peers.

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A look at What You Can Do in Google - Chrome

You probably already know how to use a lot of cool features found in Chrome. However, you may not know about these hidden gems.

Chrome Tip #1 - **Right Click to Search Google**

Every time you are on a website and you encounter an unfamiliar word, term, or search topic you don't know, try the following:

- Highlight the word, phrase, or search term
- Right click on the word/phrase
- Scroll down and select "**Search Google**"
- This will open a new search page for the term and will give you a definition, too.

Chrome Tip #2 - **Re-opening Closed Tabs**

If you accidentally close a tab in the middle of your research, don't despair.

Just try the following:

- Place your cursor over an open tab
- Right click on the tab
- Select "**Reopen closed tab**"

If you accidentally close the window, try this: open a new session, go to Settings, look under history to find your last session, and click. All of your tabs will, thankfully, return.

Chrome Tip #3 - **Pinning Tabs**

If there are sites that you use throughout the day, instead of bookmarking, pin the tabs. To do this, you need to:

- Open the site
- Right click on the tab on top
- Select "**Pin Tab**"

Now, every time you open Chrome a small tab is automatically pinned to the left side of the page, which makes it quickly, easily, and visibly available to you. You may pin several tabs. To permanently save pins, select "Settings"- "On Startup"- Choose "Continue where left off". To remove a pinned tab, just right click on the tab and select "Unpin Tab".

Add **Chrome Extensions**:

There are a myriad of amazing free extensions that can make life and school-work easier. Below are just a few of the extensions I use the most. For a more complete list, check the library website. <https://www.sshslibrary.org/recommended-chrome-extensions--apps.html>

Recommendations:

Save to Google Drive	Google Similar Pages	Symbaloo
Awesome Screenshot	Colorpick Eyedropper	Bitly
Google Docs Quick Create	Print Friendly & PDF	One Tab
Google Quick Search	Google Scholar	Grammarly
NoteAnywhere or QuickNote	Padlet Mini	Kami

Try some research of your own for awhile, until you thoroughly understand how to use these features in Google Chrome, and until you feel like you can teach these skills to your peers.

Create a short lesson to present to your class. Choose the best multi-media tool for teaching this lesson. Include how to use each Google feature and show applications. Give examples.

A look at What You Can Do in Google

You probably already know how to use a lot of cool features found in Chrome. However, you may not know about these hidden gems.

Converting a PDF or image into a Google Doc.

Have you ever wanted to get the text from a PDF without having to type it or paste it into a Google Doc?

Just upload the PDF to Google Drive; right click on it and select "open with Google Docs" To get jpg, gif, & png images and text from an image or flyer you see, you will need to download the Google Drive mobile app on your phone. Then, take a picture of the poster, flyer, image, etc. Upload the image from your photos to the Google Drive app. Next, go to Google Drive and right click on the image and select "open with Google Docs" Presto! There is the image and text. Thanks to the Optical Character Resolution (OCR) feature in Drive.

Sharing multiple files

Have you ever wanted to share multiple documents with your classmates? There are times when you may need to share work with a group. Google Drive sharing to the rescue. You probably already know how to share one doc in Google Drive. Just open the doc and then click on "Share" to select how and with whom you want to share the doc. If you have multiple documents, and you don't want to take the time to share each one individually with a group of people, just put all of the docs into 1 folder. Then, share the folder. Each doc in the folder will have the same sharing permission you assign to the folder. You can limit who sees them and what editing rights they should receive.

Using the asterisk * Placeholder

When searching Google, the asterisk symbol acts as a wildcard. The asterisk is located above the number 8, so press shift + 8 to use. The asterisk will leave a placeholder that may be automatically filled by Google. This can be helpful if you either don't know part of your search term or if there are multiple variations of the word that you want to search. For example: If you are trying to think of a poem, and all you can remember is that the words *dawn* and *gold* and *stay* are in the poem, try typing this into the Google search bar:
Poem "dawn * gold * stay"

Google will find the poem "Nothing Gold Can Stay" by Robert Frost. Just be sure to give Google all the info you know and place the asterisk placeholder in the places you don't know, and voila. Use quotation marks when you can. Here's another example:

Imagine you want to recall the name of the song that has the words *sun* and *winter* and the phrase *all right* in it. Search: Lyrics "sun * winter * all right"

The first hit you get is for the song you wanted, "Here Comes the Sun" by the Beatles.

The other use for the asterisk is when you are searching a word that can be in many forms. For example, you want to research vaccinations for children, the information may be under the word vaccination, vaccine, vaccinating. Instead of searching each word separately, to find all of these variations of the word, use this search in Google:

vaccin* children

Google will fill in the missing letters and give you all of the results.

Try some research of your own for awhile, until you thoroughly understand how to use these features in Google Chrome, and until you feel like you can teach these skills to your peers.

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Google Slides

Did you know that in Google Slides you can:

1. Create an Interactive Table of Contents
2. Internal Linking (Linking to Other Slides)
3. Create Interactive Learning
4. Customize the Size of Your Slides (including making posters, etc.)
5. Download As...
6. Create an eBook with Google Slides (<https://www.webascender.com/blog/create-ebook-google-slides/>)
7. Create Images with a Transparent Background
8. Add a Drop Shadow and Format Image Options
9. Integrate with Google Keep
10. Add-Ons!
11. Pear Deck
12. Icons by Noun Project
13. Unsplash Photos
14. Publish to the Web
15. Link or Embed a Slide Deck
16. Embed a Google Drive Video
17. Customize Video Start & End time
18. Autoplay a Video/Mute Audio
19. Insert Audio
20. Voice Type Speaker Notes
21. Insert Charts
22. Link Data and Other Files
23. Insert Diagrams
24. Import Slides from Drive or Upload PPT
25. Stop Motion Animation