# <u>USING EASY BIB ADD-ON IN GOOGLE DOCS</u>

#### SO - YOU NEED TO DO SOME RESEARCH.

YOUR TEACHER IS GOING ON AND ON ABOUT HOW YOU NEED TO "CITE YOUR SOURCES" (YEP, YOU DO...) AND YOU WISH YOU COULD JUST DO IT AS YOU GO. YOU CAN! (WHAT? REALLY?)

## FOOTNOTES:

- 1. OPEN A NEW GOOGLE DOC
- 2. RENAME IT (SOMETHING REAL, PLEASE, SO YOU CAN FIND IT AGAIN)
- **3.** WHEN YOU ARE IN YOUR DOC, GO TO <u>TOOLS</u>, THEN <u>RESEARCH.</u> FROM HERE YOU CAN RESEARCH WITHIN YOUR DOCUMENT, AND CITE AS YOU GO. FOOTNOTES WILL BE ADDED (NUMBERED WITHIN THE TEXT, THEN ADDED TO THE FOOT OF YOUR DOCUMENT

### **BIBLIOGRAPHY OR CITATION LIST - ATTACHED TO END OF PAPER:**

IF YOU DON'T WANT FOOTNOTES, AND WANT TO GENERATE A BIBLIOGRAPHY AS YOU WRITE...

- 1. OPEN YOUR DOCUMENT
- 2. GO TO ADD-ONS
- 3. CHOOSE EASY-BIB BIBLIOGRAPHY GENERATOR
- 4. CHOOSE MANAGE BIBLIOBRAPHY
  - A NEW WINDOW WILL OPEN TO THE RIGHT OF YOUR DOCUMENT:

Cite a Source	•	×			
Book	Journal Article	Website			
Website URL.		Search			
Website URL. Search					

CHOOSE BOOK, JOURNAL ARTICLE, OR WEBSITE

6. IF YOU KNOW THE TITLE OF THE BOOK, THEN TYPE IT IN, AND CLICK SEARCH

## OR

*IF YOU HAVE A TAB OPEN WITH THE WEBSITE THAT YOU WANT TO CITE, THEN COPY THE URL, AND PASTE IT INTO THE WEBSITE URL FIELD.* 

Eas	Bib		
Book Journal	Article	Website	
Sleeping for good hea	alth	Search	
Your Search Results	Back to bi	bliography	
Sleeping for good he Shirley Gray - Child's 2004	e <b>alth</b> World -	Select	
	Powered I	by WorldCat	

C	ite a Source		×					
	Book	Journal Article	Website					
Title, ISBN, or keywords. Search								
	MLA	APA	Chicago					
ADD BIBLIOGRAPHY TO DOC								
Gray, Shirley W. <i>Sleeping for</i> <i>Good Health</i> . Chanhassen, MN.: Child's World, 2004. Print.								

F THIS IS THE RIGHT ONE THEN CHOOSE <u>SELECT</u>

CHOOSE THE FORMAT (MLA, APA) THEN ADD BIBLIOGRAPHY TO

#### 7. EASY BIB WILL START ADDING YOUR CITATIONS TO THE END OF YOUR DOCUMENT.



#### 8. IF YOU HAVE CITATIONS THAT YOU DON'T NEED, YOU CAN REMOVE THEM BY CLICKING THE "X" IN EASY BIB, OR JUST **DELETING FROM YOUR DOCUMENT.**

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REMEMBER ...

## ALWAYS ALWAYS ALWAYS CITE YOUR SOURCES!