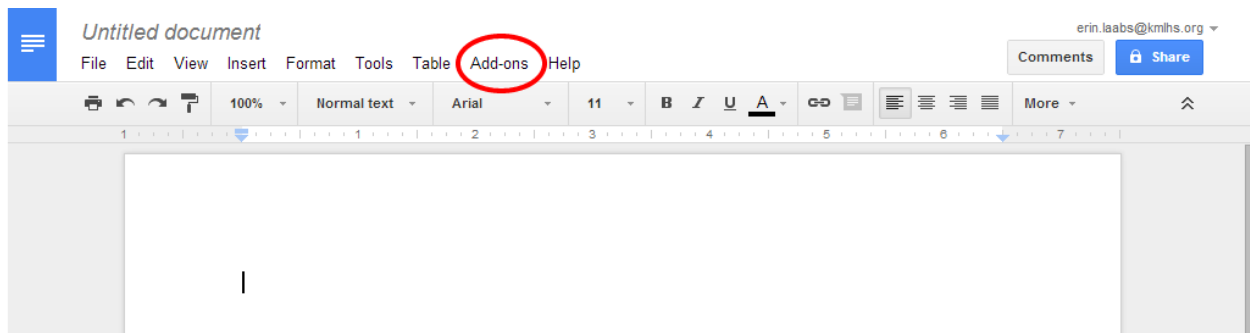


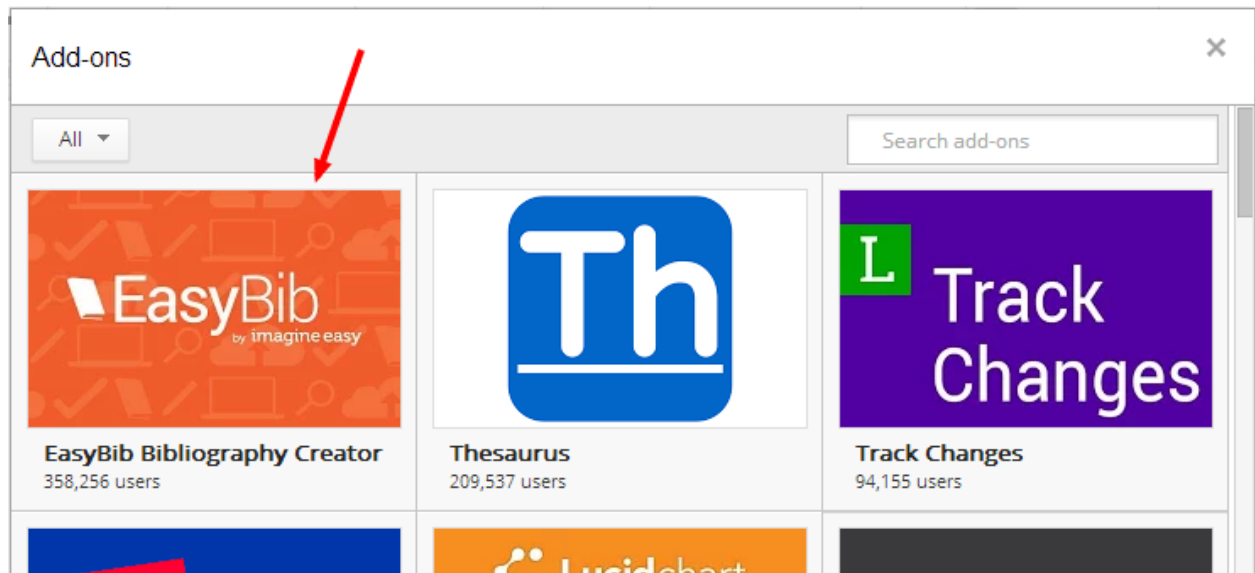
How to add and use the EasyBib Add-on

How to add the EasyBib Add-on:

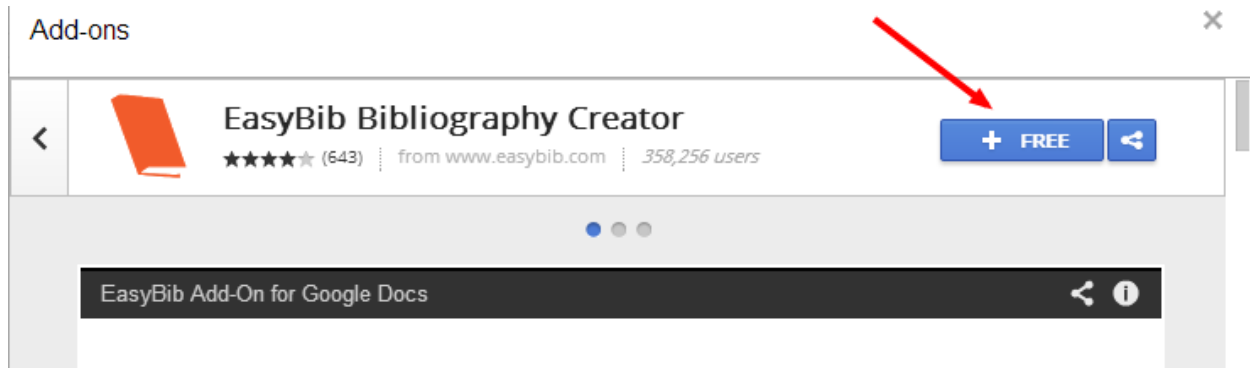
1. Open a Google document.
2. Click on **Add-ons** at the top, and select **Get Add-ons**.



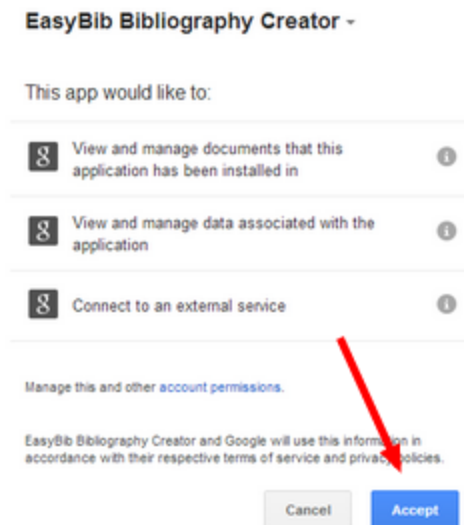
3. From the window that comes up, either search for or select the **EasyBib Bibliography Creator** add-on.



4. Then click on the blue box that says **+FREE**. (You can also watch the short video which explains a little about the add-on.)

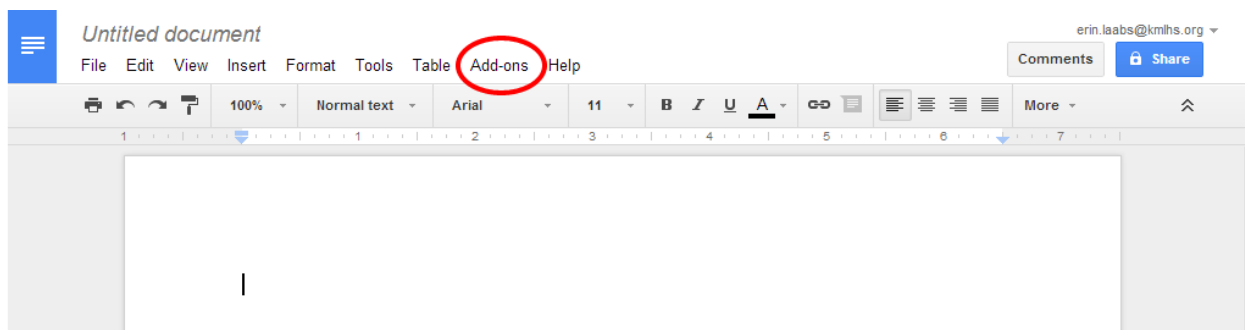


5. Click on **Accept**. You now have access to this add-on anytime you use Google documents in the future.



How to use the EasyBib Add-on:

1. Now, when you click on **Add-ons** at the top, you can select **EasyBib Bibliography Creator** and then **Manage Bibliography**.



2. A box will come up on the right where you can add your book, journal article, or website sources. Select which type your source is, insert the correct information, and click on **Search**.

The screenshot shows the Google Docs interface with the EasyBib 'Cite a Source' sidebar open. At the top of the sidebar, there are buttons for 'Comments' and 'Share'. Below these are three buttons: 'Book', 'Journal Article', and 'Website'. A text input field contains the placeholder text 'Title, ISBN, or keywords.' and a blue 'Search' button is to its right. Below the input field, the text reads 'Search for a source to begin building your bibliography!'.

3. Confirm that this looks like the correct source, and then click on **Select**.

The screenshot shows the EasyBib 'Cite a Source' sidebar with search results. The 'Book' button is selected. The text input field now contains the URL 'https://owl.english.purdue.ed' and the 'Search' button is highlighted. Below the input field, there is a link 'Back to bibliography' and the heading 'Your Search Results'. The search results list 'Welcome to the Purdue OWL' and 'Purdue OWL: MLA Formatting and Style Guide'. A red arrow points to a 'Select' button next to the second result.

- Continue adding all of your sources. We use MLA formatting at Kettle, so make sure that is selected as you are adding your sources. When you've added all your sources, click on the red box, **ADD BIBLIOGRAPHY TO DOC**. This will create your Works Cited page. You can always go back and add more sources later. Then select the red box again, and it will reorganize your Works Cited page.

The screenshot shows the EasyBib 'Cite a Source' interface. At the top, there are buttons for 'Book', 'Journal Article', and 'Website'. Below these is a 'Website URL' input field and a 'Search' button. Underneath the search field are buttons for 'MLA', 'APA', and 'Chicago' formatting styles. A large red button labeled 'ADD BIBLIOGRAPHY TO DOC' is positioned below the formatting options. Two example citations are displayed, each with a small 'x' icon to its right:

- "Homemade Ice Cream Recipes." *Real Simple*. Web. 22 May 2014. <<http://www.realsimple.com/food-recipes/recipe-collections-favorites/desserts/homemade-ice-cream-recipes-10000001626889/>>.
- "Welcome to the Purdue OWL." *Purdue OWL: MLA Formatting and Style Guide*. Web. 20 May 2014. <<https://owl.english.purdue.edu/owl/resource/747/01/>>.

NOTES:

- If you made any manual changes to the Works Cited page and then added more sources, it will revert back to its previous stage before you made changes.
- MLA no longer requires the Works Cited page to have the URLs for the websites. You may or may not choose to have your students remove those from the page.

- Sometimes the add-on does not find the source or finds the incorrect source. If this is the case, the students need to be instructed to create the WC page entry on their own then.
- Advise your students to always check the entry. Sometimes there are stray punctuation marks which shouldn't be there. Another error which occurs is seeing an odd author name. For example, if the website lists the author as "Anonymous Author," sometimes EasyBib will insert the author as "Author, Anonymous."