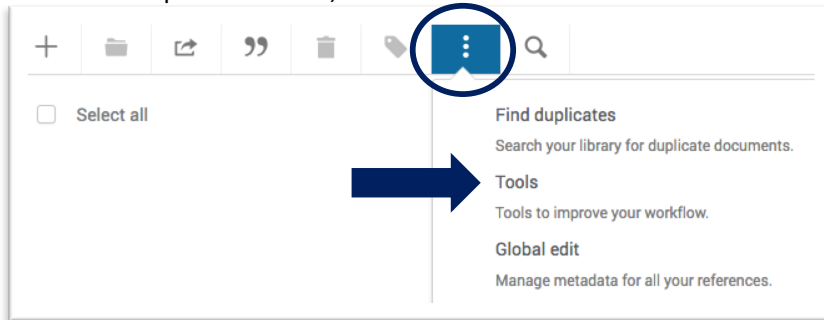
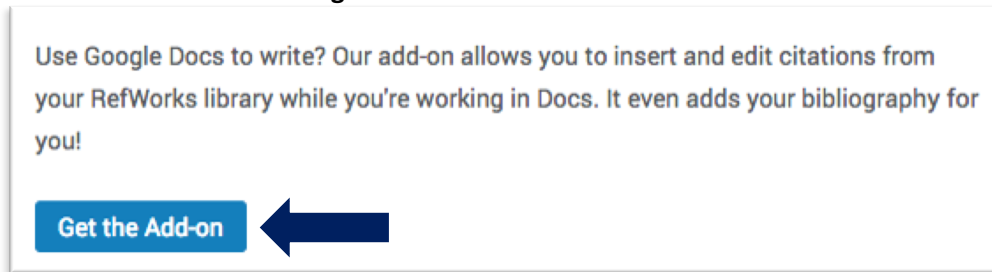


## INSTALL CITE IN GOOGLE DOCS

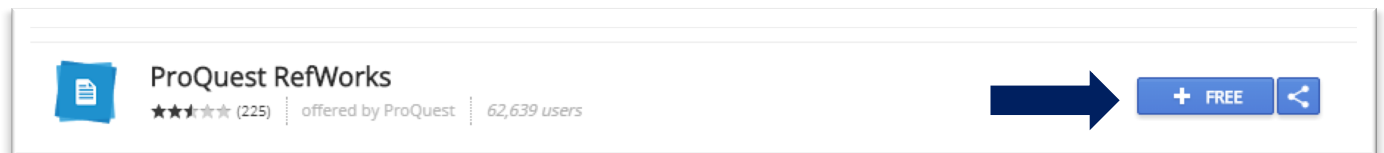
- Make sure you are logged in to your Google account.
- In another webpage, go to <https://refworks.proquest.com> and login to your account.
- Click on the **More** button in the top navigation menu.
- From the drop-down menu, select **Tools**.



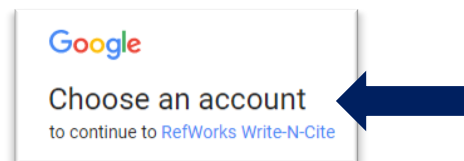
- Scroll down to **Cite in Google Docs**. Click on **Get the Add-On**.



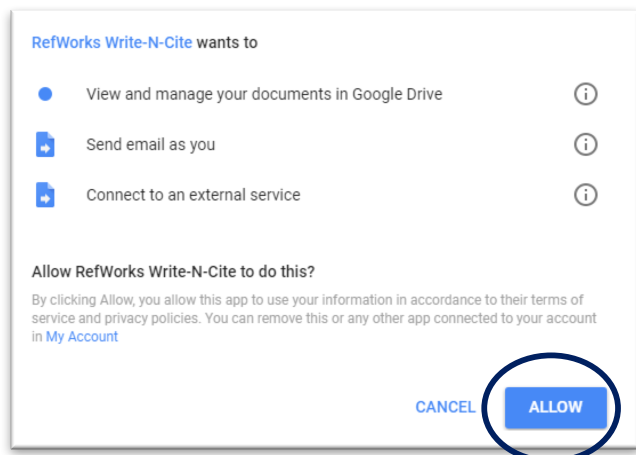
- A new web page will open. Click the **Free** button.



- Click **Continue** to give permission for ProQuest RefWorks to run, then **confirm the Google account** you wish to use.



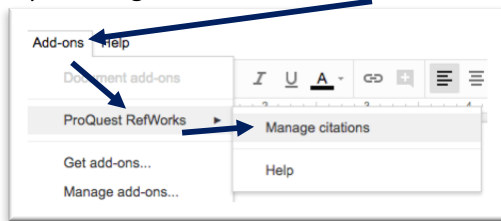
- Another permission screen will pop up.



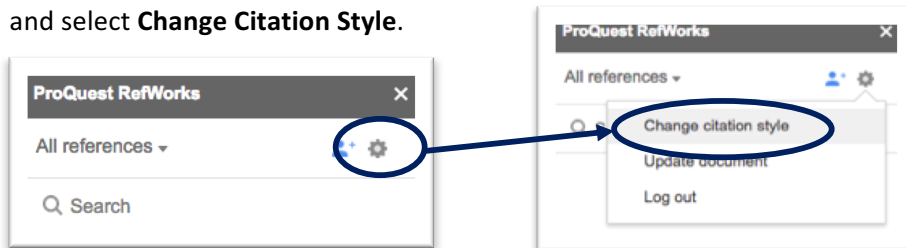
- Click on **Allow** to complete setup.

## USING CITE IN GOOGLE DOCS

- Open Google Docs. Go to the **Add-Ons** tab and select **ProQuest RefWorks** from the drop down menu.



- Click on **Manage Citations**. The **RefWorks toolbar** will open on the right.
- Sign in using your Saddleback email and the password you setup for ProQuest RefWorks.
- Once you are logged in, all of your references will display on the right hand side.
- If you have organized your references into folders, you may choose the appropriate folder for your paper from the drop down menu so that only references relevant to your current topic are displayed.
- Before creating any citations, you need to set your citation style. Click on the **cog icon** in the right hand corner and select **Change Citation Style**.



- Use the **search bar** to find your citation style, then click on **Update** at the bottom.
- To create a citation, hover the cursor over a resource on your list. Click on the Cite this button.**



- The **first time** you cite a source, the **in-text citation** will be inserted at the last typing point within your paper **AND** the **full citation** will be inserted in your bibliography at the end of your paper. To move the bibliography to its own page, insert a page break before the list of citations.
- The second and any subsequent times you cite the same resource within the content of your paper, only an in-text citation will be generated. Your resource will not be duplicated on the bibliography.

I am typing my paper and I want to cite an article. ("Asking Zombies about Zombies."189-192)  
And, I want to cite the same resource again right here. ("Asking Zombies about  
Zombies."189-192) |

Always check for errors! A quote mark was inserted before the page number.

### Works Cited

"Asking Zombies about Zombies." *Journal of Modern Literature*, vol. 40, no. 2, 2017, pp.  
189-192,  
<http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=121977004&site=ehost-live>.

The first time you cite a source in your paper, a full text citation will be inserted into the bibliography.

### HELPFUL TIPS

- Always make sure you **check all of your citations for errors!** Take note in the above example a quotation mark was inserted before the page number. You would need to remove it.
- So what do you do if you have a **source that you do not cite within the context of your paper**, but want on your bibliography? Insert the citation within the body of your paper, make sure that full citation is displaying in your bibliography, then deleted the unwanted in-text citation.
- It is highly recommended that you create a folder in RefWorks for your assignment, so that you only see resources that are currently needed.