
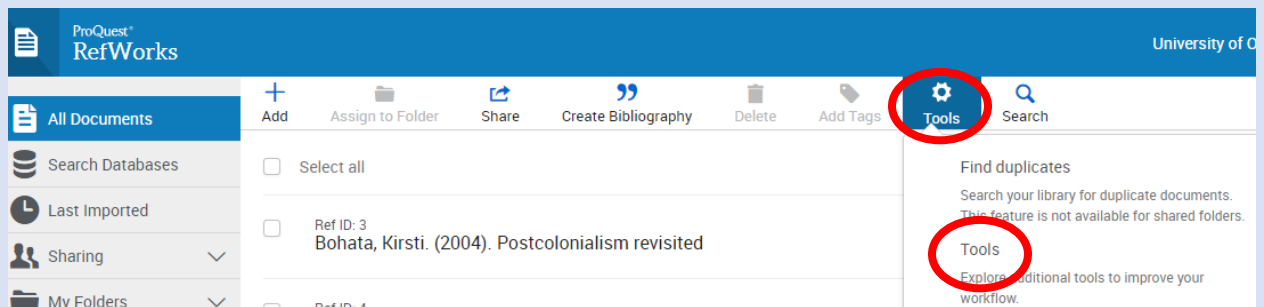



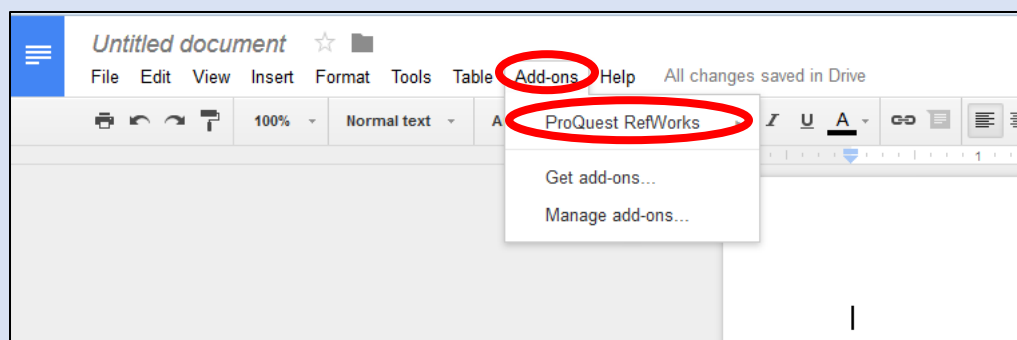
Using Cite in Google Docs

Installing Cite in Google Docs

1. Log into RefWorks in the normal way
2. Click the Tools icon  and choose 'Tools'

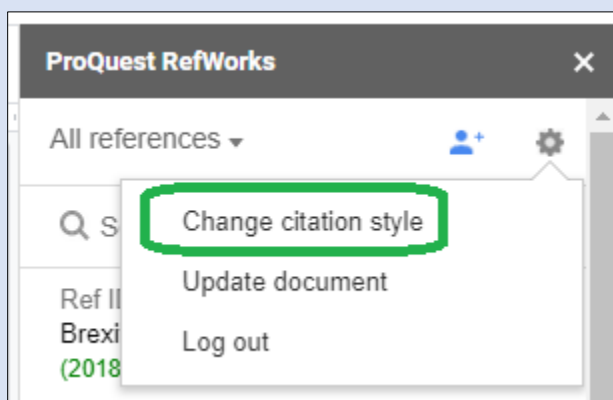


3. On the Tools page scroll down to 'Cite in Google Docs'
4. Click 'Get the Add-on'. Install the app and then go to the Google apps grid and select Google Docs.
5. [You might have to...] Click . You will be prompted to log in with your Google username and password and will be asked to give Proquest permission to access your Google account.
6. Once you have given permission, the 'Proquest RefWorks' option will appear in the 'Add-ons' menu in Google Docs.



7. To add citations to your Google Doc, hover over 'ProQuest RefWorks' and click 'Manage Citations'. A list of your citations will appear in a bar on the right of the screen.

8. To set the citation style, click the cog button at the top and click 'Change Citation Style'.



Search for the citation style you wish to use [beware not to use styles that end with CSL. These are open source styles that are not guaranteed to work] and click 'Update'.

9. You can search for a specific citation or browse your references. Make sure the cursor is where you would like the citation to be inserted. Once you have found the citation you would like to insert,

hover it and you will be given the option to 'Cite this' or 'Edit and cite'.
The latter will allow you to enter page numbers and suppress the author and/or year before inserting the citation.

10. Click insert to insert the citation.