Creating the Add-on

1. Open Google Chrome
2. Sign in using your school email: id#@mcpsmd.net and regular password.
3. Click on Google Drive (depending on the screen it might be in different locations).
4. Open your current document or create a new one.
5. Label the paper and click “Add-ons”.
6. Choose get Add-ons and search for Easybib.
7. Click on free and accept terms. You can always click on “Learn more” to see videos on importing.

Creating a Citation

1. Click Add-ons, Easybib, Manage Bibliography
2. **Book**: enter ISBN found on the back of a book. No dashes or spaces needed. If you don’t have this information, enter the title but make sure to choose the right version of the book. In the case below, I would choose the second citation because it gives more detailed bibliographic information.

   ![ISBN examples](image)

   **ISBN:**

3. **Website**: click “Website”, copy and paste the URL, and select the correct website.

4. Choose citation style (MLA or APA) and click “Add bibliography to doc”.

5. **Database**: Copy and paste from the databases citation creator but you will have to put in alphabetical order.

6. Check against official MLA formatting or Owl at Purdue website ([MLA link](https://owl.lib.purdue.edu/owl/) / [APA link](https://owl.lib.purdue.edu/owl/)) making sure there is proper information in the citation and the citations are double-spaced, are alphabetized, Times New Roman, 12 point font, and have hanging indents. The paper should be labeled “Works Cited” for MLA and “References” for APA.

**Print**: File, download as Word, print from Word.

**Collaborate**: Click “Share”, get shareable link. Send link to others or type in their names. Choose if they can edit or view.