**Google Research**

**Here’s how it works:**

1. Go to: [http://docs.google.com](http://docs.google.com/) or [http://drive.google.com](http://drive.google.com/)
2. Click the red “Create” button and choose “Document.”
3. Begin entering information about your subject. (In this example, I’ll pretend I’m writing a report about the Rosa Parks.)
4. Highlight a key word.
5. Pull down the “Tools” menu to “Research.”



This will open a Google search area in the right sidebar of your document.

1. Click the forward arrow to return to the search results.
2. Use the pull-down arrow to narrow the search results.

 

**Citing the sources**

**Web Results:**

Use buttons at the bottom of each search result to insert a link and/or cite the source of the website:



Optional - Click the back button in the sidebar and then click the “Settings” link at the bottom of the window and choose the desired citation format.

**Images**

Drag an image onto the screen and it will be automatically cite the source!



**Quotes**

Click to “insert” a quote and it will automatically be cited!



**Scholar**

Click the “Cite as footnote” button to do that, or click the “Insert” button to insert the citation within the document text.



**Viewing the Citations / Footnotes:**

Simply scroll to the bottom of the page to see the citations in the page footnote area.

