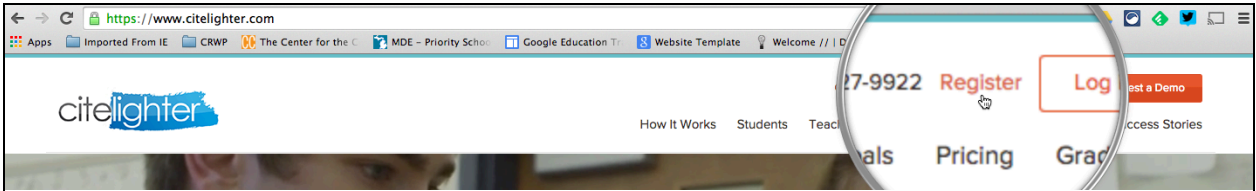# [Citelighter](#) - Step by Step

Students must have a Google account in order to use the Chrome extension. Also, students must use the Chrome browser when using the Citelighter extension. It does not work with Explorer or with Firefox.

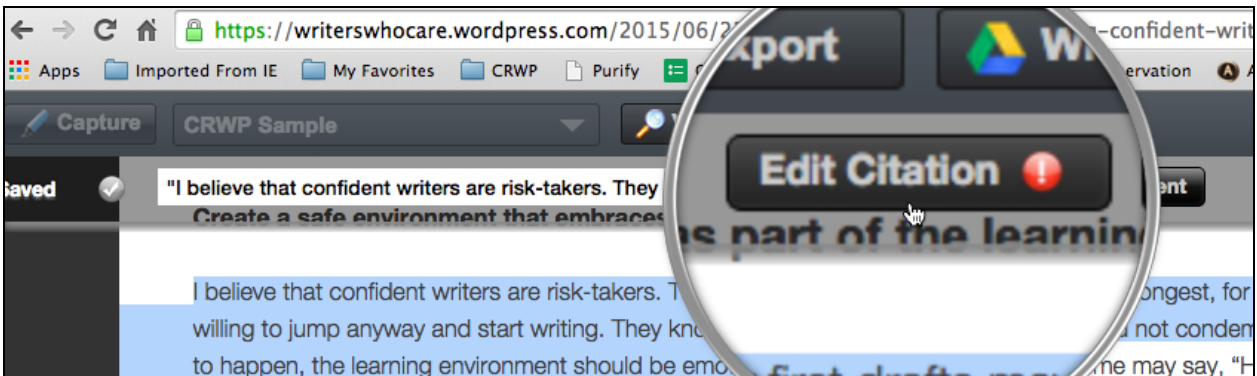1. Register for a free account at [Citelighter](#).

2. Then download the [Citelighter extension](#) to your Google account. You'll need to click Accept or OK if prompted.

The steps above only need to be completed once.
Now you are ready to take notes on your sources. Create a new project in Citelighter before you begin.

Once you find an article that has information you can use, there are four steps to capturing information with Citelighter.

1. Use the mouse to highlight a piece of information in your paper that you wish to save.
2. Click capture to copy the quote you have highlighted.
3. Before moving on, double check to see that Citelighter has captured all pieces of information to create your bibliography. Click on Edit citation and scroll down to fill in any missing information.

4. This is also the time to take notes on your information. In the Edit citation window, you'll see a box to type in comments. These will save to your Citelighter account for use later. Click save.
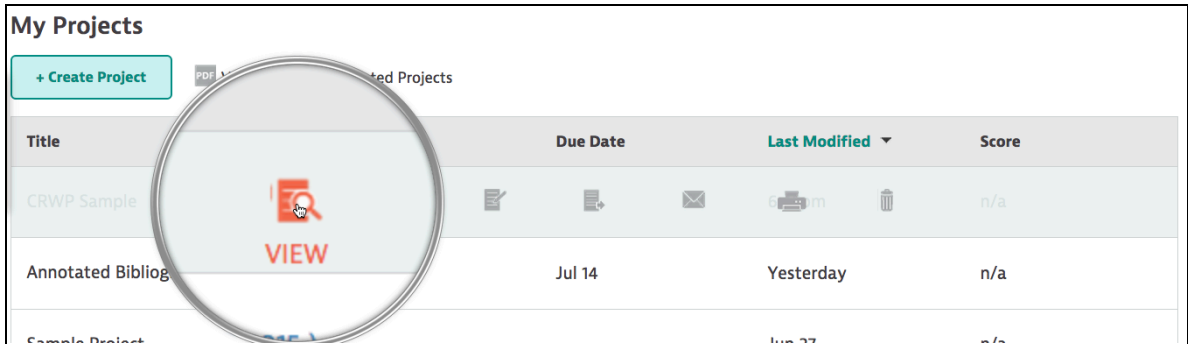
Carry on with your research continuing to follow the steps above to capture information with the Citelighter extension from each of your sources.
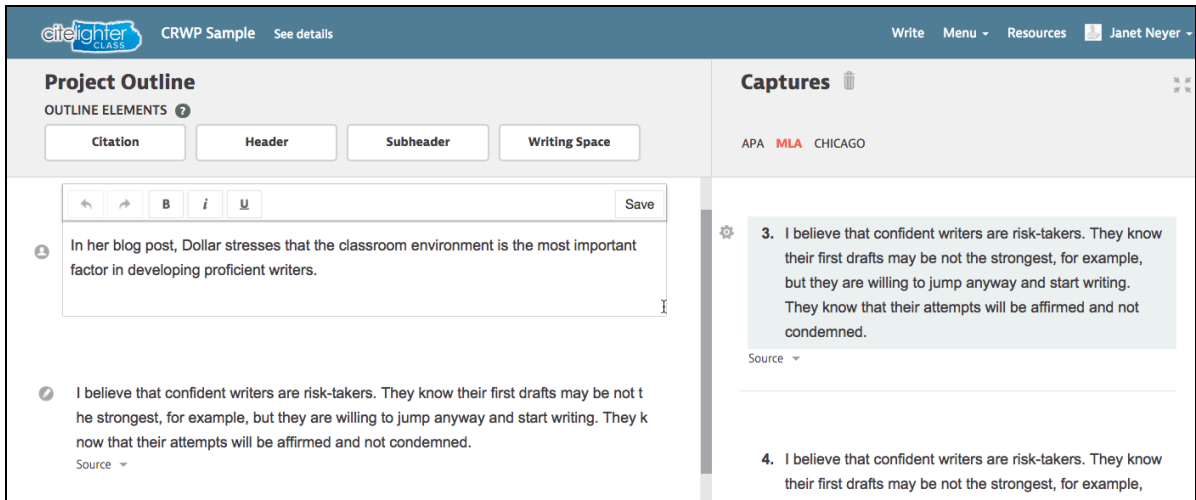
Important note about pdf files
Some databases store articles as pdf files. A pdf file is an image of an article, so often the text in these files cannot be highlighted. If you wish to capture information from a pdf, you'll have to use a work-around.
1. **Click the capture button in a tab other than the one where your pdf article is.**
2. **You'll see the capture box and you can then use it to copy and paste from the pdf if possible or to type directly into the capture box.**
3. **You may have to enter information about the source directly in the capture box as well. Or you might enter a keyword that references the source and then capture the source information in another way.**
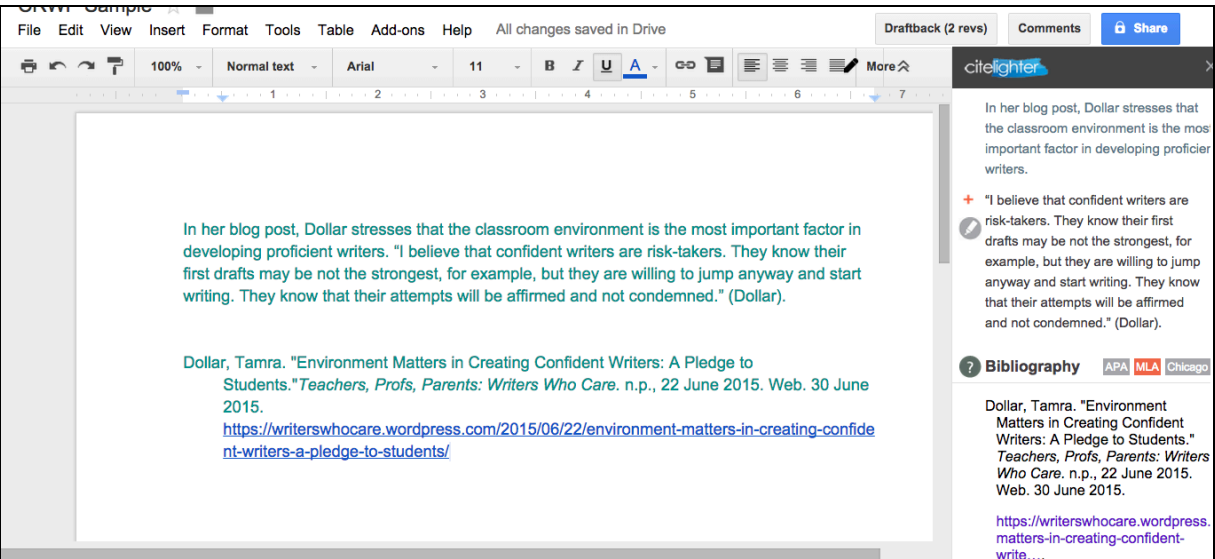
Once you have gathered all of your notes and are ready to begin organizing and outlining your paper, log in to Citelighter. Click on My Projects and then on View.

In the project interface, you can assemble your paper using drag and drop. Drag Writing spaces (or headers and subheaders) from above the document space into your document as needed. Then drag your quotes from the side panel in the order that you wish to use them.

Alternately, you might wish to build your paper in your Google Drive. You can do this by clicking the Write button in the toolbar. When your Google doc opens, you'll have a clipboard on the right with the notes that you took with the capture tool. As on the Citelighter page, the notes from the clipboard can be added to your paper using drag and drop.

Mode	an instructional guide for students
Media	This document merges text with screen captures of websites and magnified views of those sites in order to offer something more visual for students. It was created and shared electronically in a Google doc and printed in color for participants.
Audience	My audience was my students and also my fellow participants in the SI.
Purpose	to provide guidance to Citelighter users when they are on their own
Situation	I've helped several people with Citelighter, but in talking to my carpoolers on the way home, I wondered if it would be easier for new users to have a sheet to rely on.