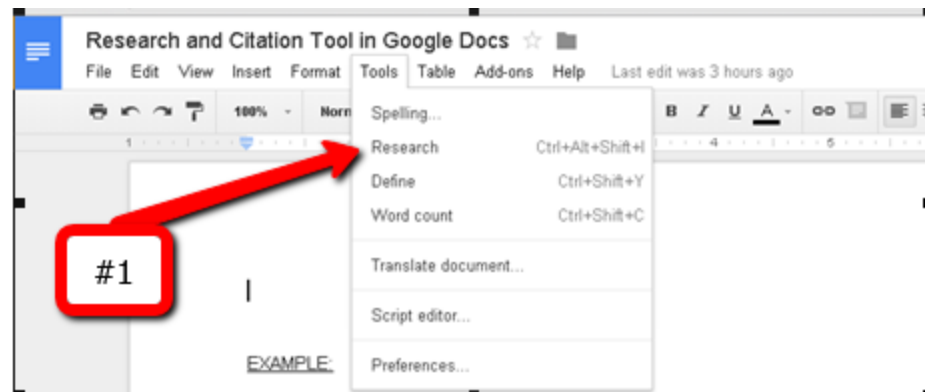


As of October 2016 Research has been replaced by Explore which does not work the same way as illustrated below.

## 1. Research:

On the Tools menu there is an option labeled Research which opens up a sidebar that will search Google.



Search Examples:

**Everything Search:** [Whale](#) This is a regular Google search. Selecting a search result links to the page, but doesn't bring text into the document.

**Quotes Search:** "Consider the whale: It never gets into trouble until it comes up and starts spouting"<sup>1</sup>

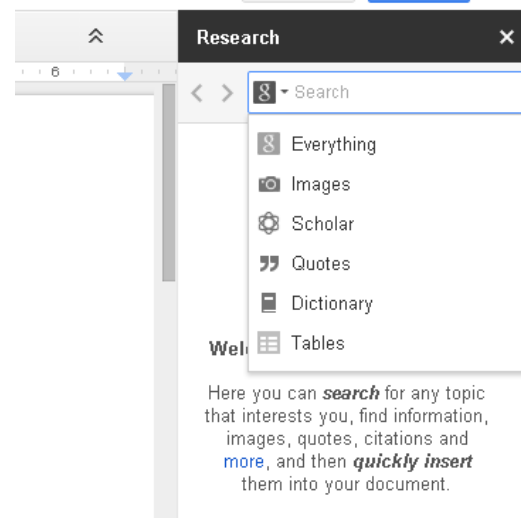
*This searches for quotes related to the topic and inserts the quote into the paper. The superscript number directs you to the source of the quote at the bottom of the page (footnote).*



## Image Search:

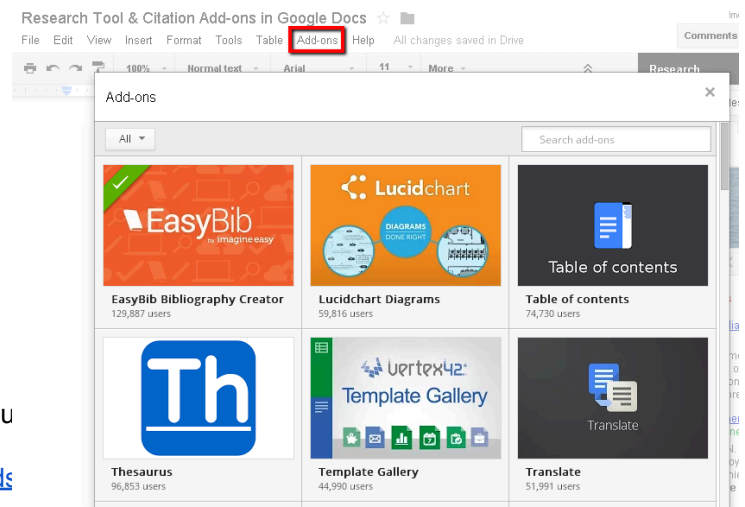
*Click and drag image into document from search screen and the source of the image will be footnoted.*

<sup>2</sup>



## 2. Add-ons

There is a new menu of Add-ons which link to outside sources that will integrate into a Google Doc. This includes EasyBib which will create a properly formatted works cited list in MLA, APA and Chicago style. This is the free edition of Easy Bib which has a



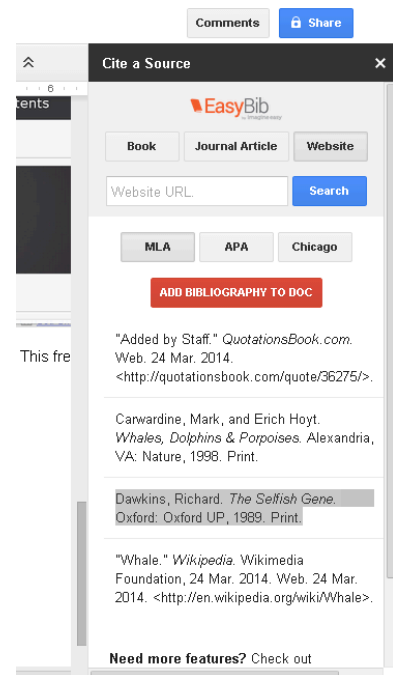
<sup>1</sup> "Quote - Consider the whale: It never gets into trou  
<<http://quotationsbook.com/quote/36275/>>

<sup>2</sup> <<http://agamayogamexico.com/wp-content/uploads>

limited number of citation types.

Once you've selected Easy Bib it will appear on the Add-ons menu and open a sidebar when selected. The free edition only has three source types, book, journal article and website.

When finished with sources, click Add Bibliography to Doc and a properly formatted list of sources will appear in alphabetical order at the end of the document. At this time, if you have a source you don't want you have to manually delete it from the list.



## Works Cited

"Added by Staff." *QuotationsBook.com*. Web. 24 Mar. 2014.

<<http://quotationsbook.com/quote/36275/>>.

Carwardine, Mark, and Erich Hoyt. *Whales, Dolphins & Porpoises*. Alexandria, VA: Nature, 1998. Print.

"Whale." *Wikipedia*. Wikimedia Foundation, 24 Mar. 2014. Web. 24 Mar. 2014.

<<http://en.wikipedia.org/wiki/Whale>>.