

To convert a Google Doc to Word:

1. File
2. Download as *docx* or as *pdf*
3. Open at bottom left
4. Enable editing, correct any spacing issues (if *docx*), and save

To convert a Word document to a Google Doc:

1. Go to drive.google.com
2. Click the down arrow by My Drive
3. Click *Upload File*
4. Double-click the Word file you want
5. In Google Drive, double-click the Word file. This will open a preview of your file.
6. At the top, click *Open in Google Docs*
7. You can now edit, share, and work in real time with others. Changes will be saved automatically.

To use Google Doc Citation Tools:

****NOTE** – For sources from academic databases, use the citation option from the article in the database, then follow the instructions at Step 6.

1. In your Google Doc, choose “Tools” from the top bar
2. Choose “Citations” from the “Tools” list
3. Choose “+Add Citation Source”
4. Select your Source Type:
Book>Print>enter ISBN>Search>Add Citation Source

Website>Paste URL>Search (It will note any missing items)>Continue>Fill in any information you can. Do not worry if all the blanks cannot be filled in>Add citation source

Journal Article or Newspaper Article>**from Website**>Fill in any information you can. Do not worry if all the blanks cannot be filled in) >Add citation source

5. Repeat steps 3-4 for all sources that are *not* from a database
6. If you want to add your *database* sources to the citation tool, choose +Add Citation Source>Choose the Source Type>Accessed by Online database>Copy and Paste information from your source into the fields>Add citation source

OR

Wait until after step 7 and copy and paste any database source into the Works Cited page in alphabetical order (You won't be able to use the in-text Cite feature for database sources with this option)

7. After you have added all of your sources into the Citation tool, place your cursor at the top of the last page and choose "Insert Works Cited." The program creates the page with the correct title and all sources alphabetized and in the correct format (hanging indent).
8. When you quote, summarize, or paraphrase ANY material from a source, place your cursor after the information, move your mouse over the source in the Citation Tool box, and choose "Cite" in the upper right corner of that source's information. This will insert your in-text citation. Make sure to follow that citation with the correct punctuation:
MLA – (Stroud 34)
APA – (Stroud, 2004, p. 34)