# How to Use EasyBib Through Google Drive

**To add EasyBib to Google Drive**
1. Open your Google Drive
2. Click on Create
3. Choose Document
4. Click on Add-ons
5. Click on Get add-ons
6. Choose EasyBib

**To Use EasyBib**
1. Click on Add-ons
2. Toggle over EasyBib Bibliography Creator
3. Click on Manage Bibliography
4. Enter the citation information in the Cite a Source box.