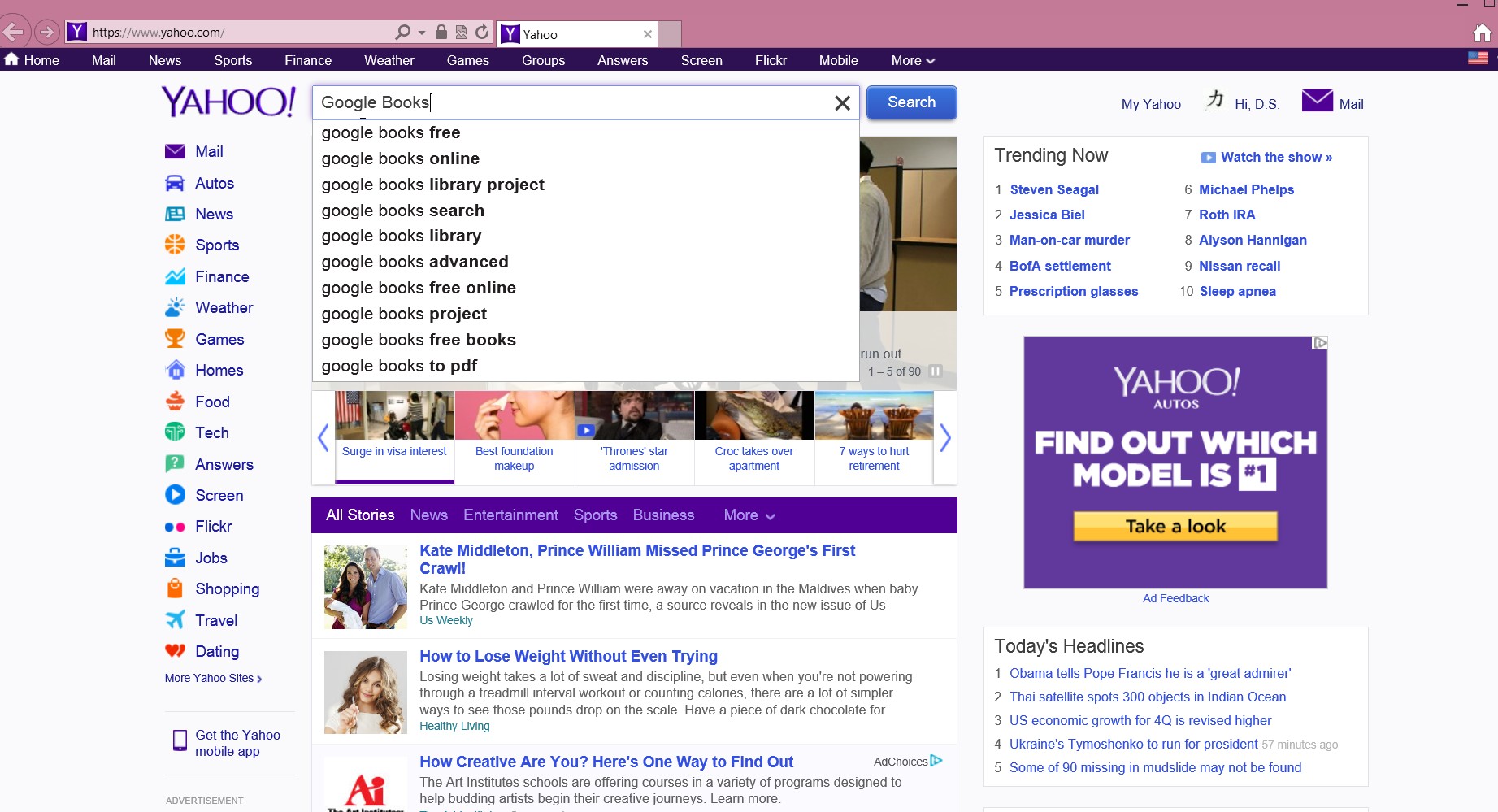
**Finding and Citing a Book from Google Books**

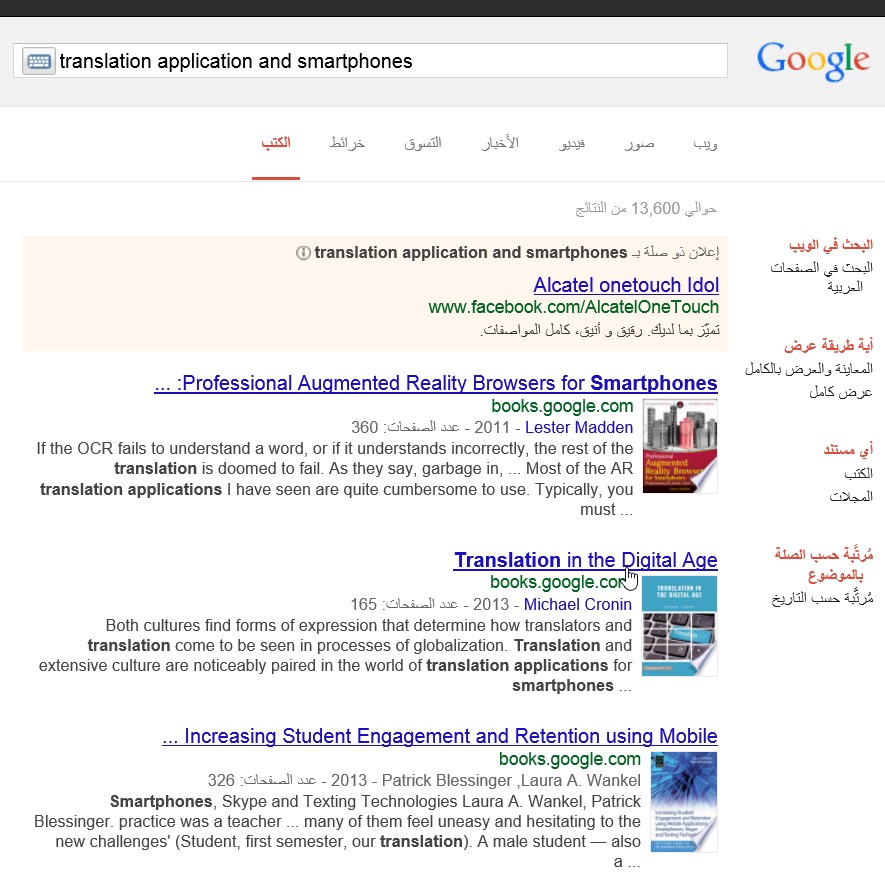
**Go to Google Books**



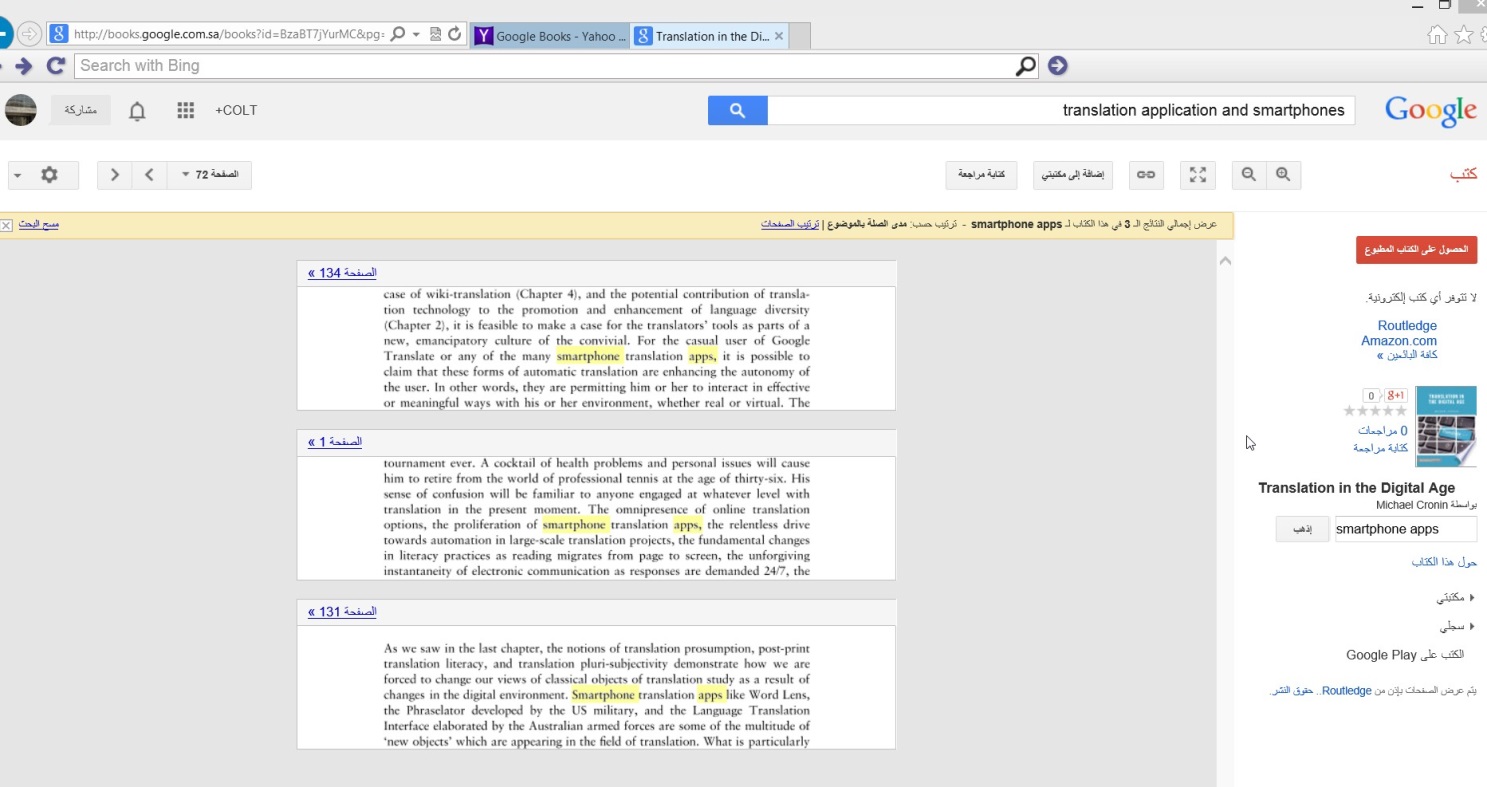
**Type in keywords related to your topic**



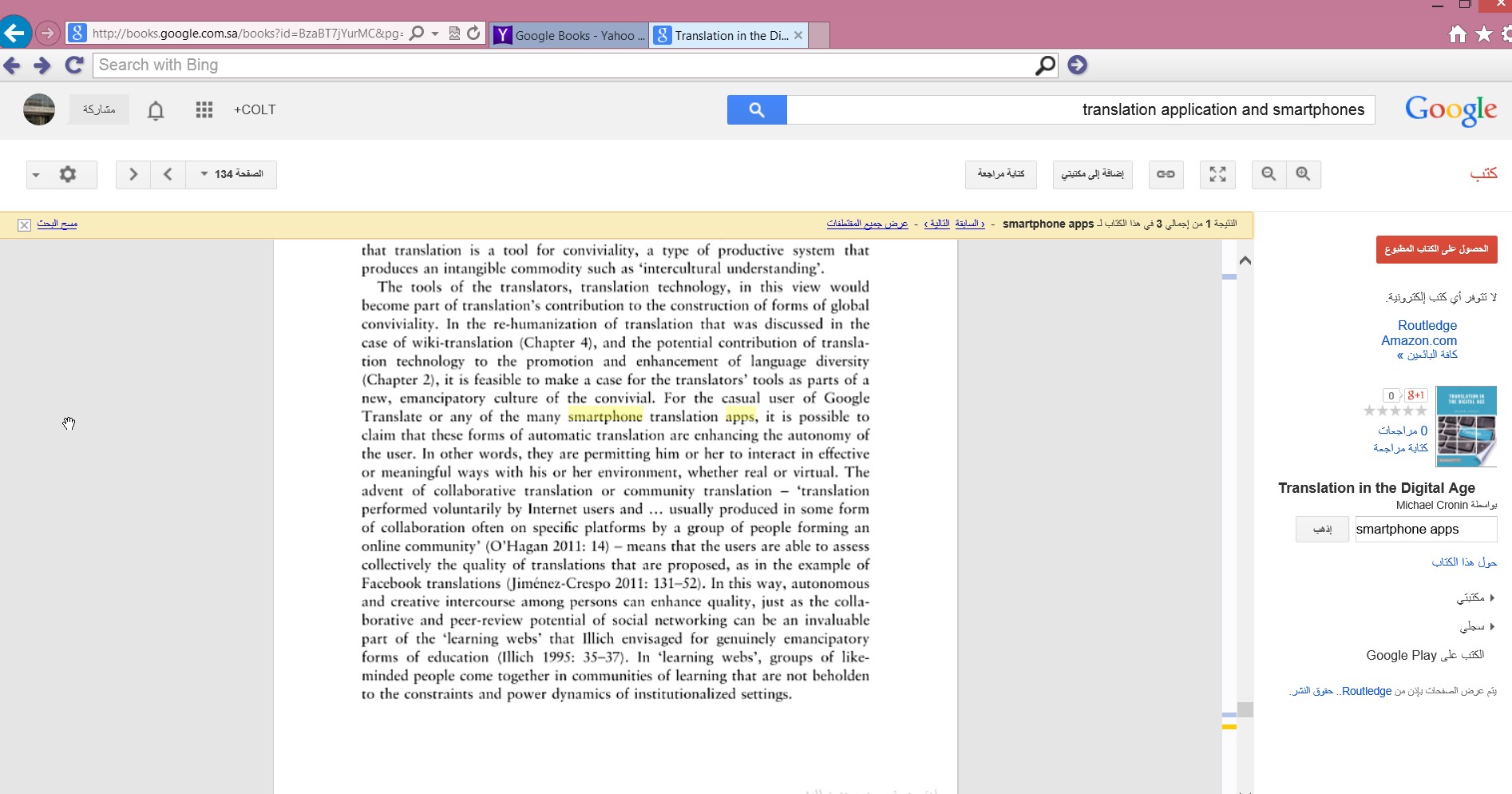
**Once you get the list of eBooks, you can choose any title that seems relevant to your topic. It will only show you some pages, but that’s enough.**

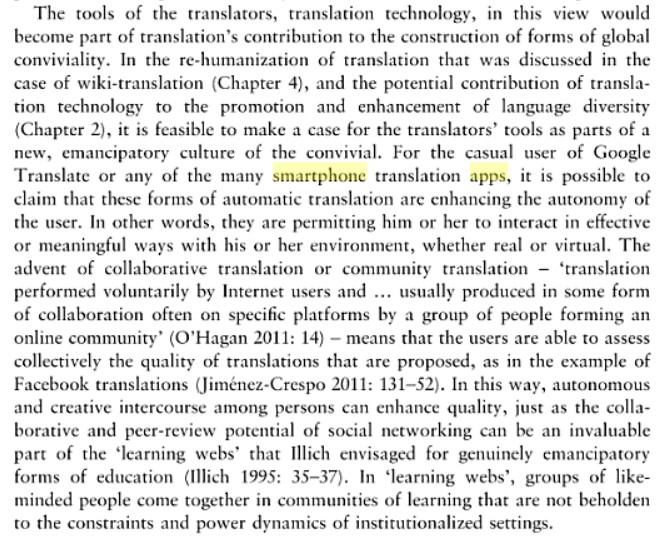


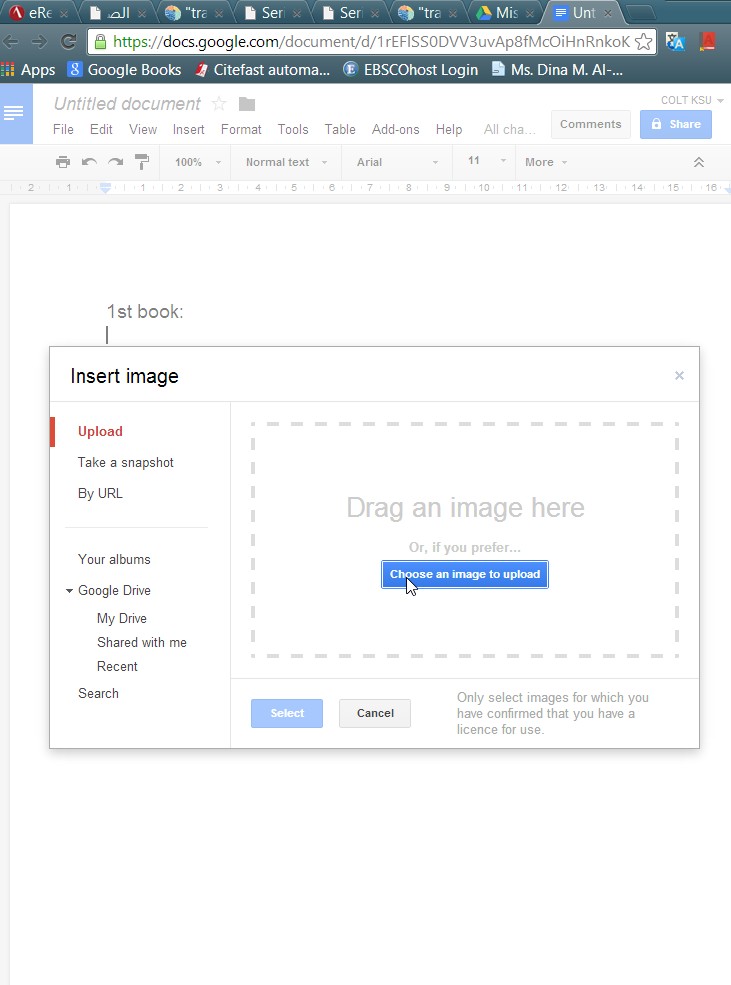
**Once the book opens, you can start searching for information. I entered in the words “smartphone apps” in the searching cell in the right-hand column to get better results within the book:**

****

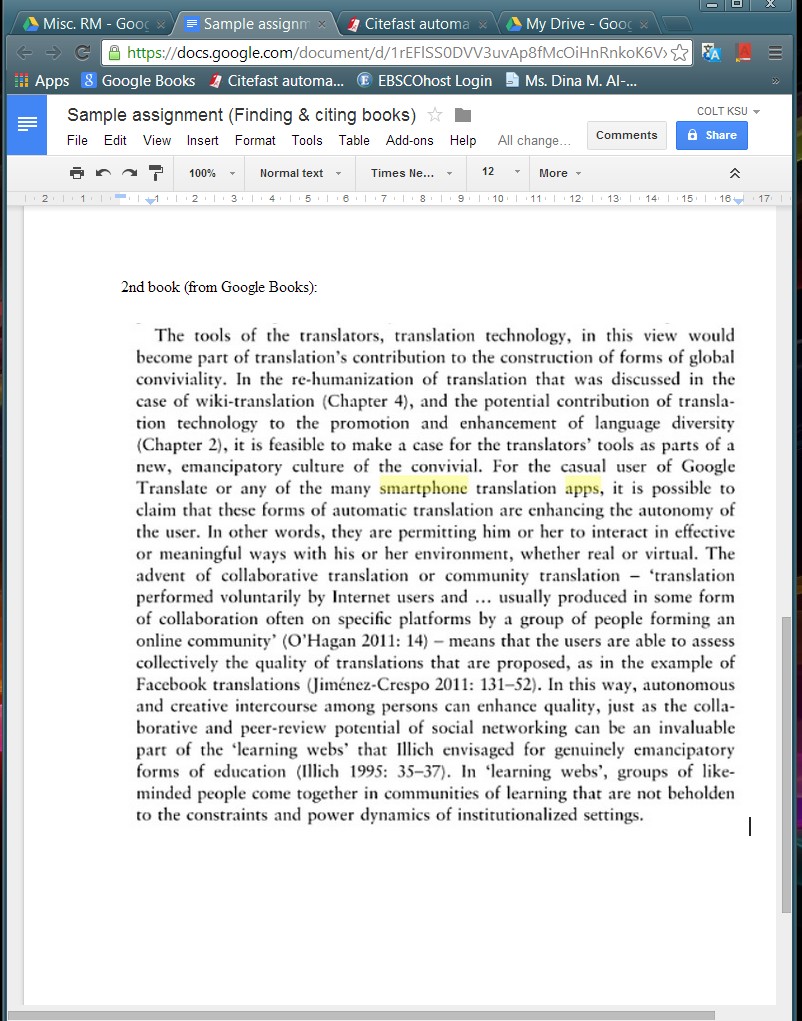
**I found this that seems useful, so the next step is to take a screenshot of it. I always use screenhunter for this because I don’t have the snipping tool in my computer. If you want to know how to use screenhunter, please see this video:** [**http://www.youtube.com/watch?v=0GL7CxZBAxU**](http://www.youtube.com/watch?v=0GL7CxZBAxU)



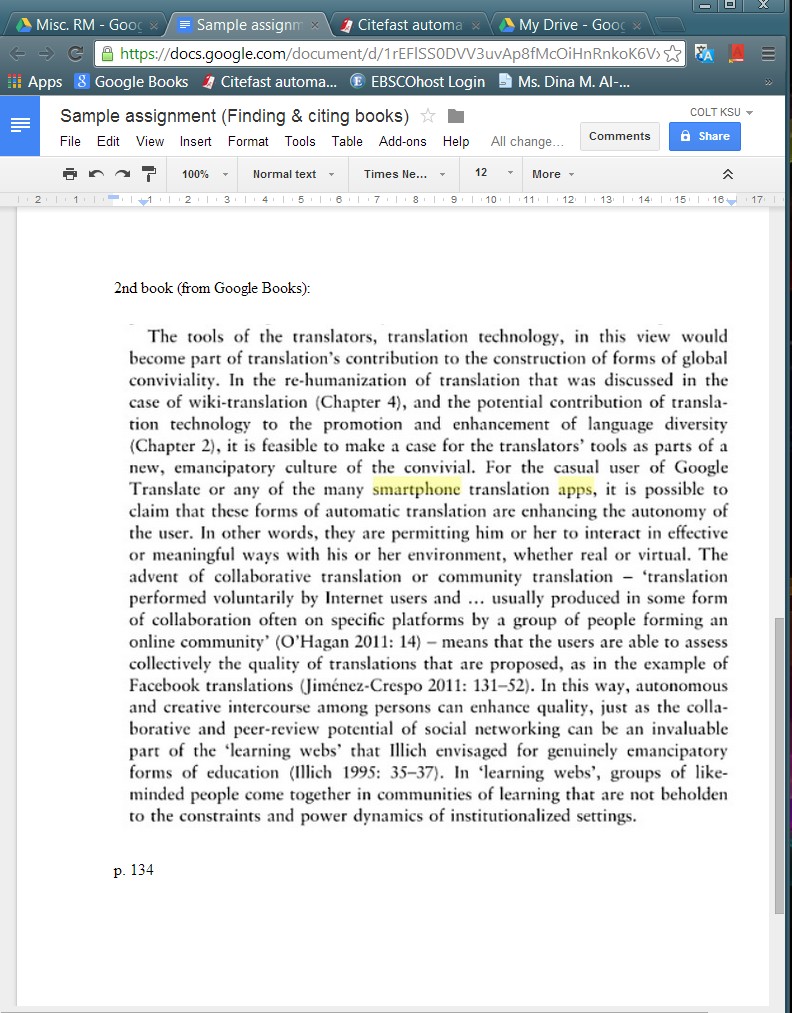


**Now open your assignment, and paste this piece of information. Click “Insert” then choose your snapshot.** 

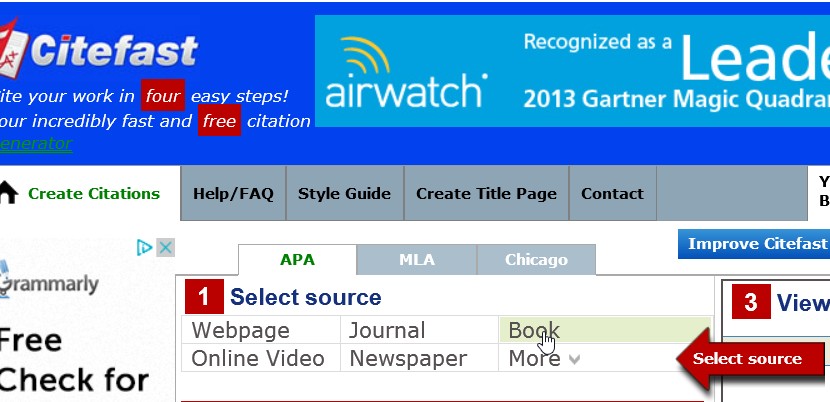
**It’ll appear like this:**



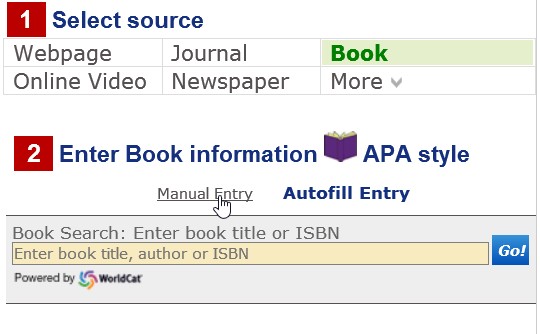
**The next VERY IMPORTANT thing you need to do is type the page number, like this…**



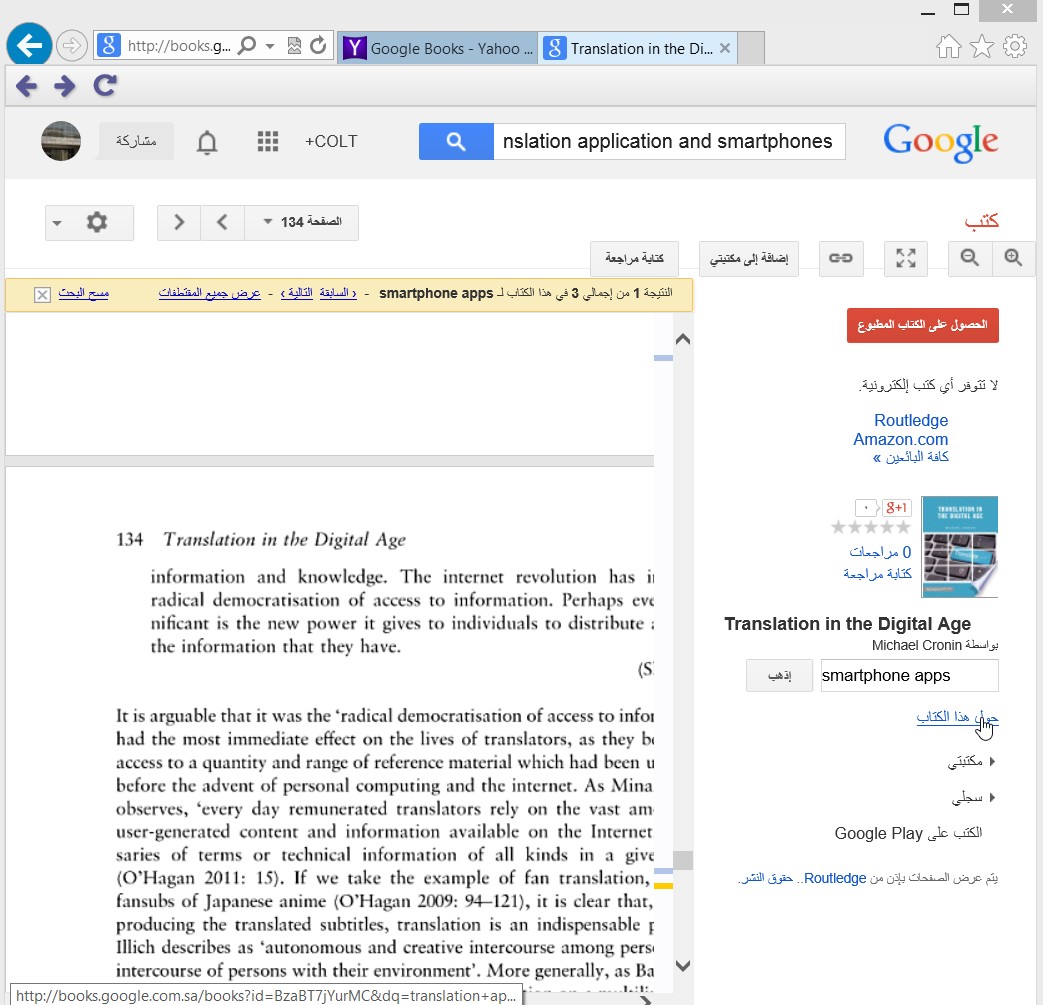
**Once you’re done with the first 2 steps, you can now go to citefast.com Once you’re here, choose the type of source you want to cite. This time choose “Book” since the source is a book**



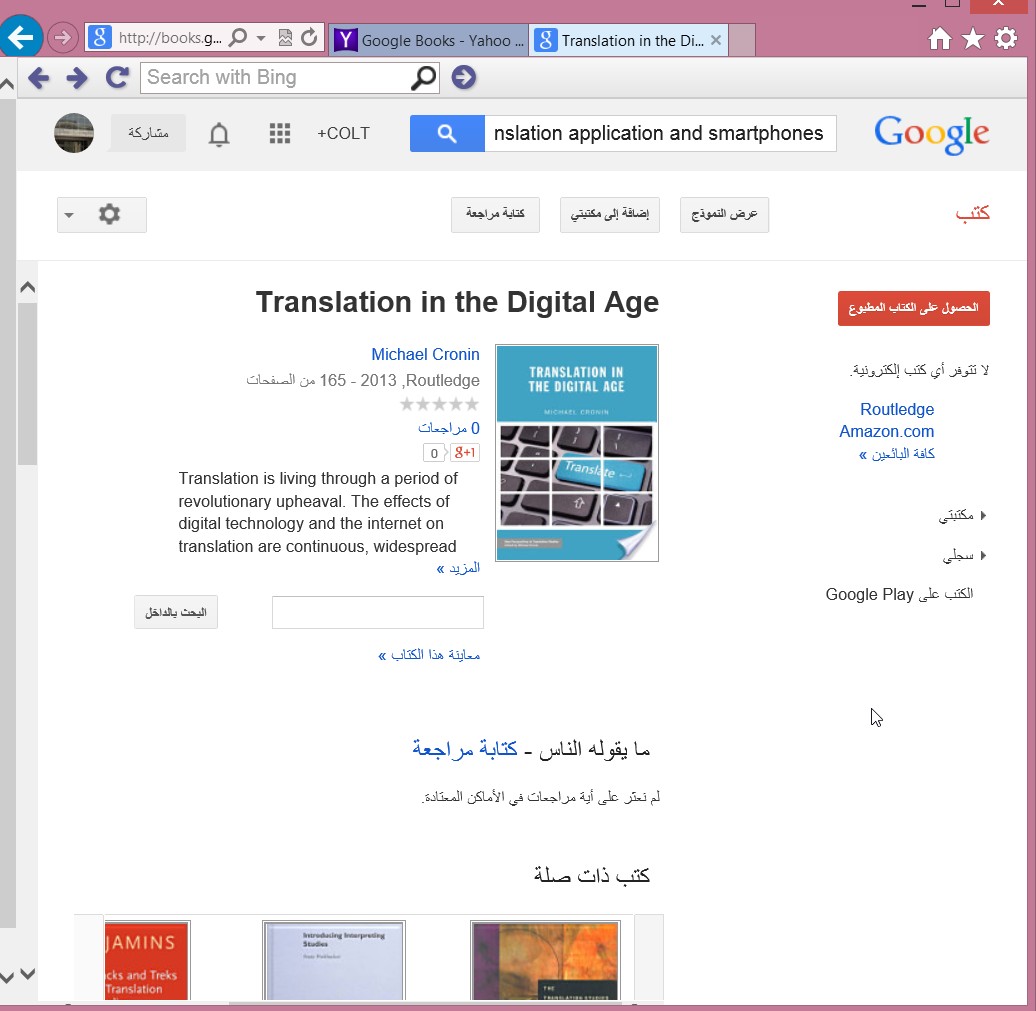
**You can try pasting the title in cell so that it gives you an automatically made citation, but usually this doesn’t work, so go ahead and choose “Manual Entry”**



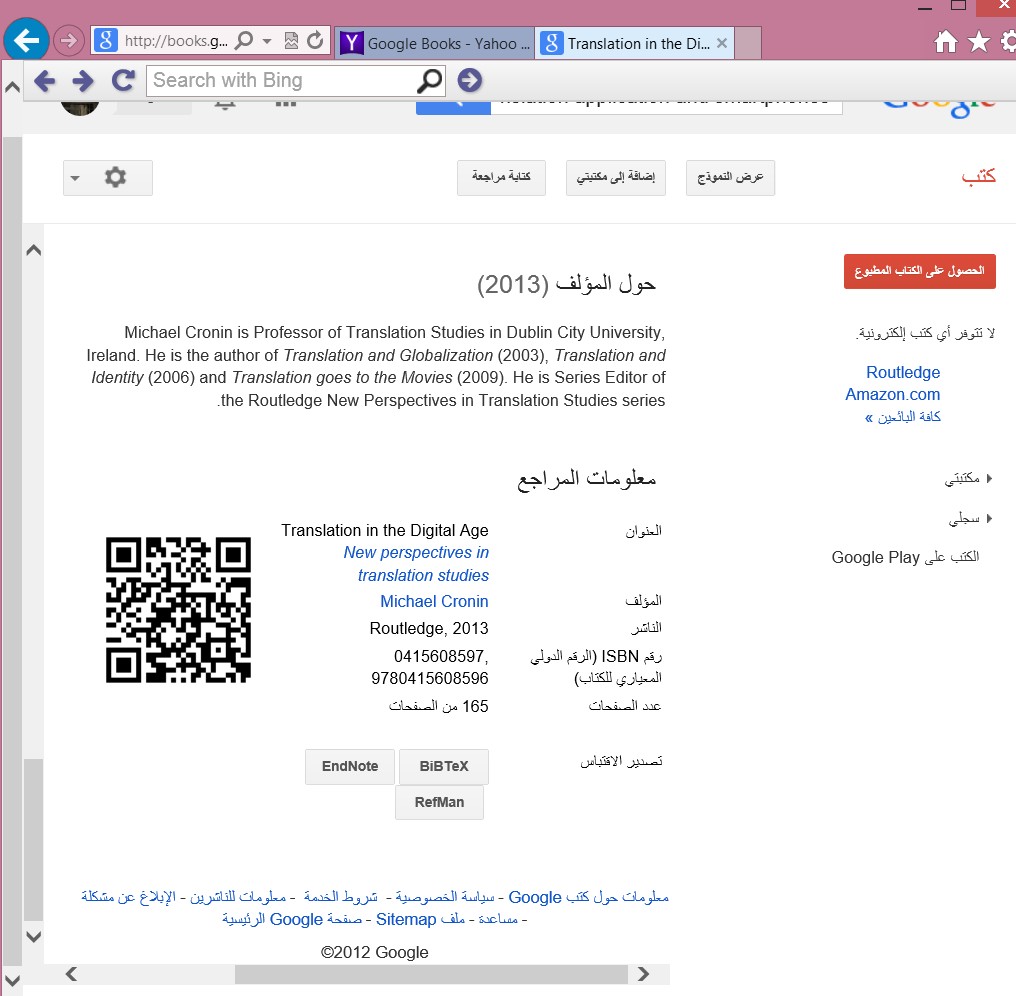
**Now you need to fill in as much information as you can in the cells. You can find all the information by clicking the “About this book” or “حول هذا الكتاب” link on the left or right hand column**



**You’ll see this page:**

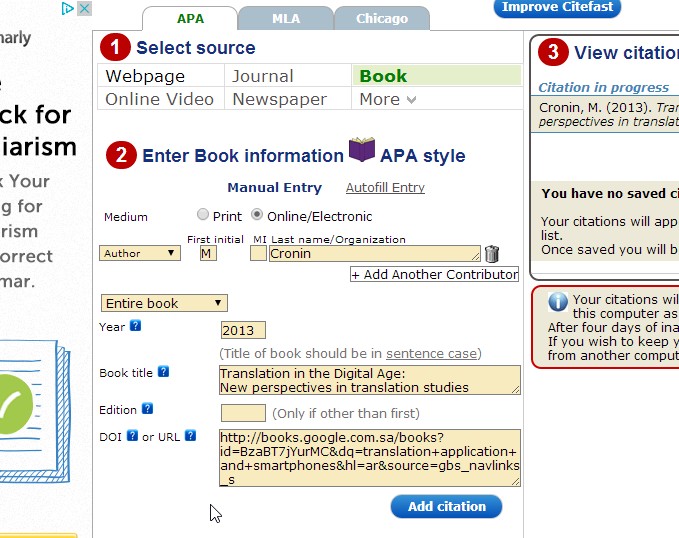


**You now need to go to the end of this page to fina all the information about the book:**



**Now you need to paste all the information in the suitable cells (if you don’t know how to do this part, you’ll find it explained in detail here:**

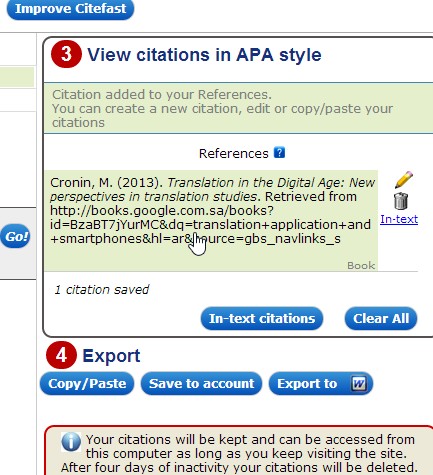
[**http://fac.ksu.edu.sa/sites/default/files/finding\_and\_citing\_sources\_from\_sdl.docx**](http://fac.ksu.edu.sa/sites/default/files/finding_and_citing_sources_from_sdl.docx)

****

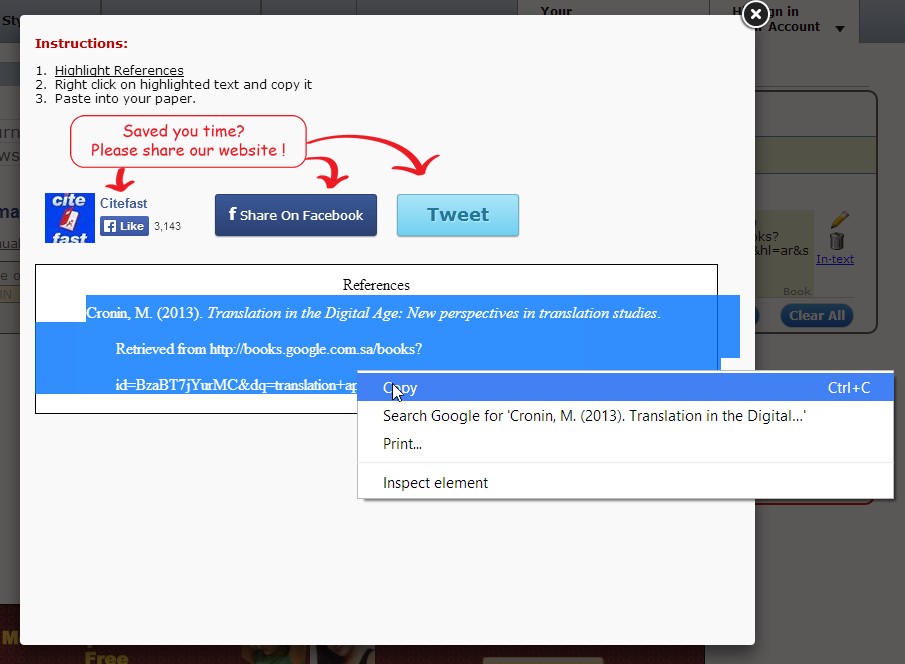
**Then click this**



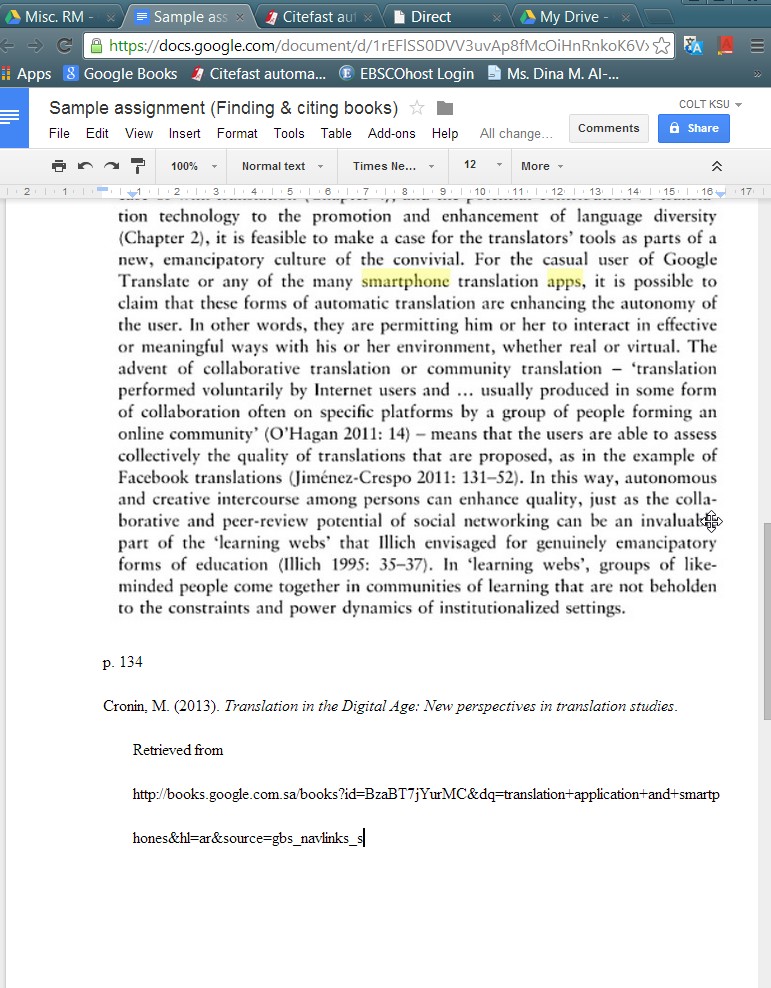
**This is what you’ll get on the right-hand side. Just click over it ONE TIME, and you’ll get this...**



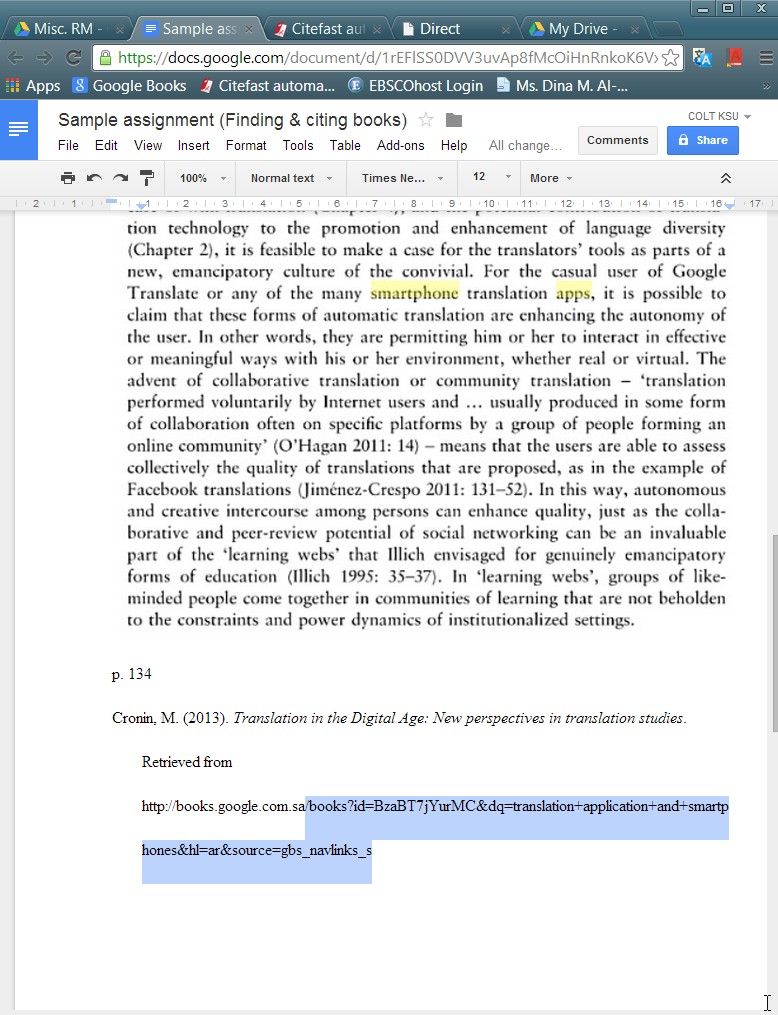
**Once you see this, right click, then...**



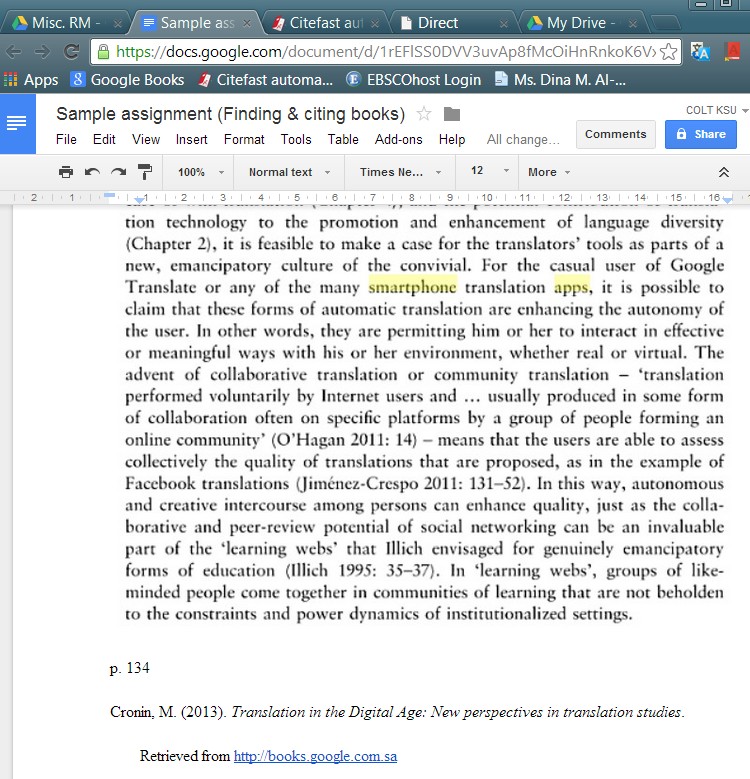
**Then click copy, and open your assignment again, and then paste the citation:**

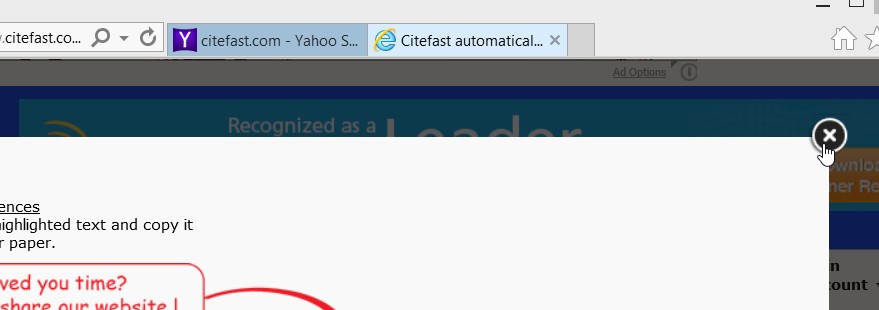


**Usually the full citations are so long, and we only really need where we got it from, so we can delete the part that comes after the main site. I’ve highlighted the part that we can delete.**



**As you can see, it’s much better (manageable) this way.**

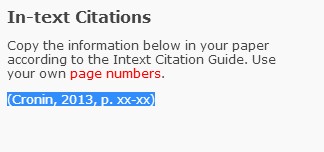


**Now comes the very final step which is copy/pasting the in-text citation. First you need to click the “x” to close this window**

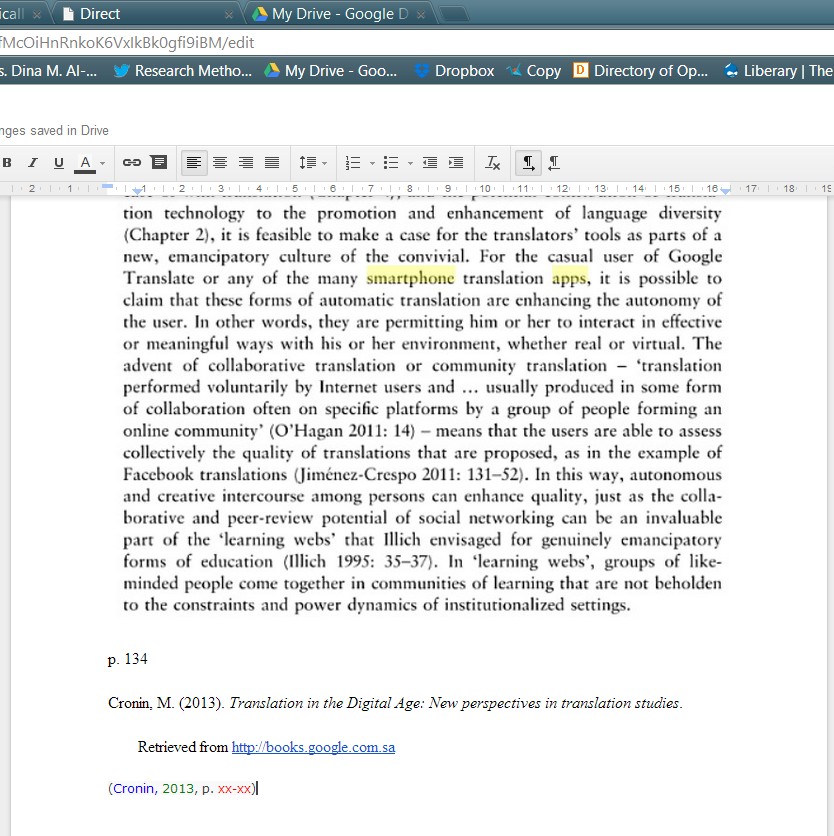
**Then under the full citation that was created, click the “In-text citations” icon**



**This is what will appear. highlight it, then...**



**Then paste it in your assignment under the full text citation like this:**



**We only need the page number for quotes (not for paraphrasing) and we already wrote the page number, so for now, it’s very important to remove this part. Highlight it as I have...**



**And delete it so you have something like this:**



**This is how 1 source of information should look like at the end.**

**ALWAYS REMEMBER: It’s 4 pieces of information**

**1. Piece of information**

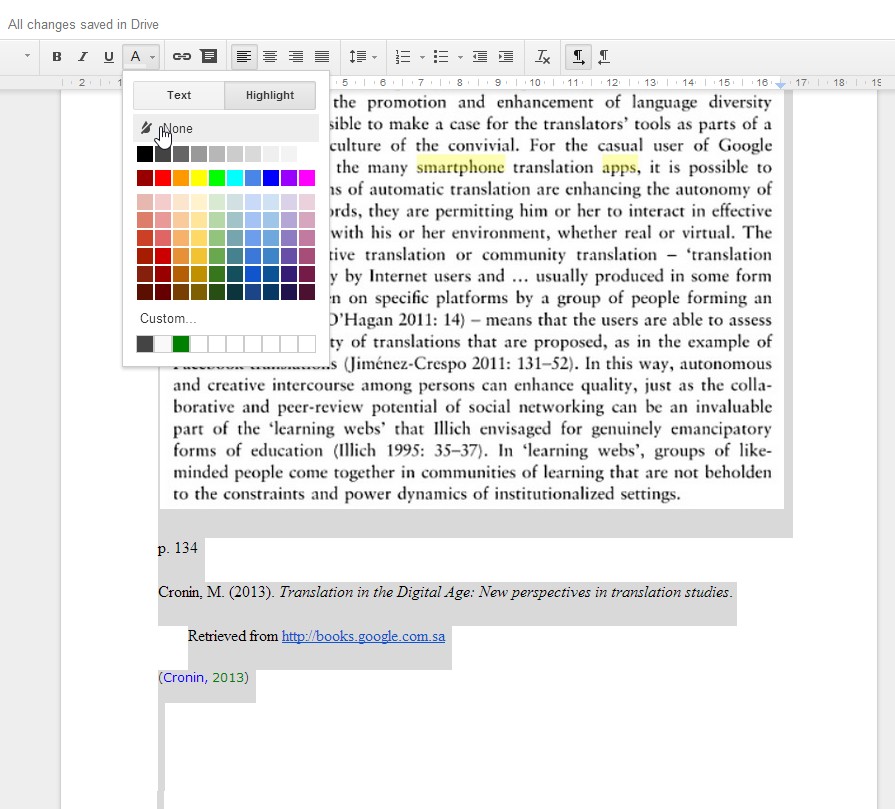
**2. page number**

**3. full citation**

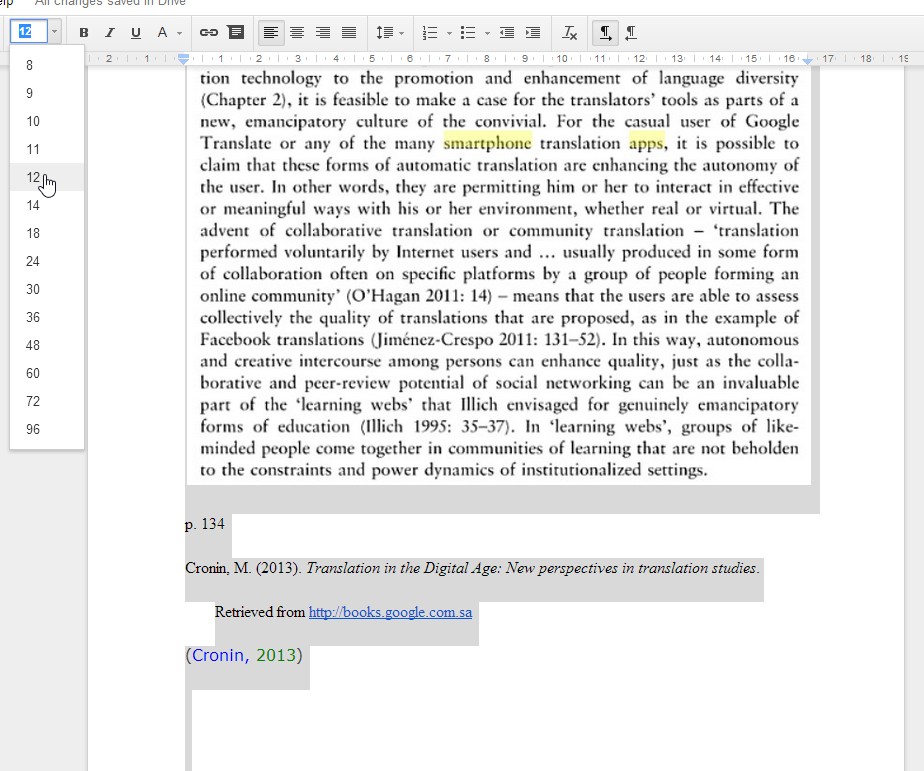
**4. in-text citation**

**After you’re done with the whole assignment, please highlight your whole assignment and do 4 things:**

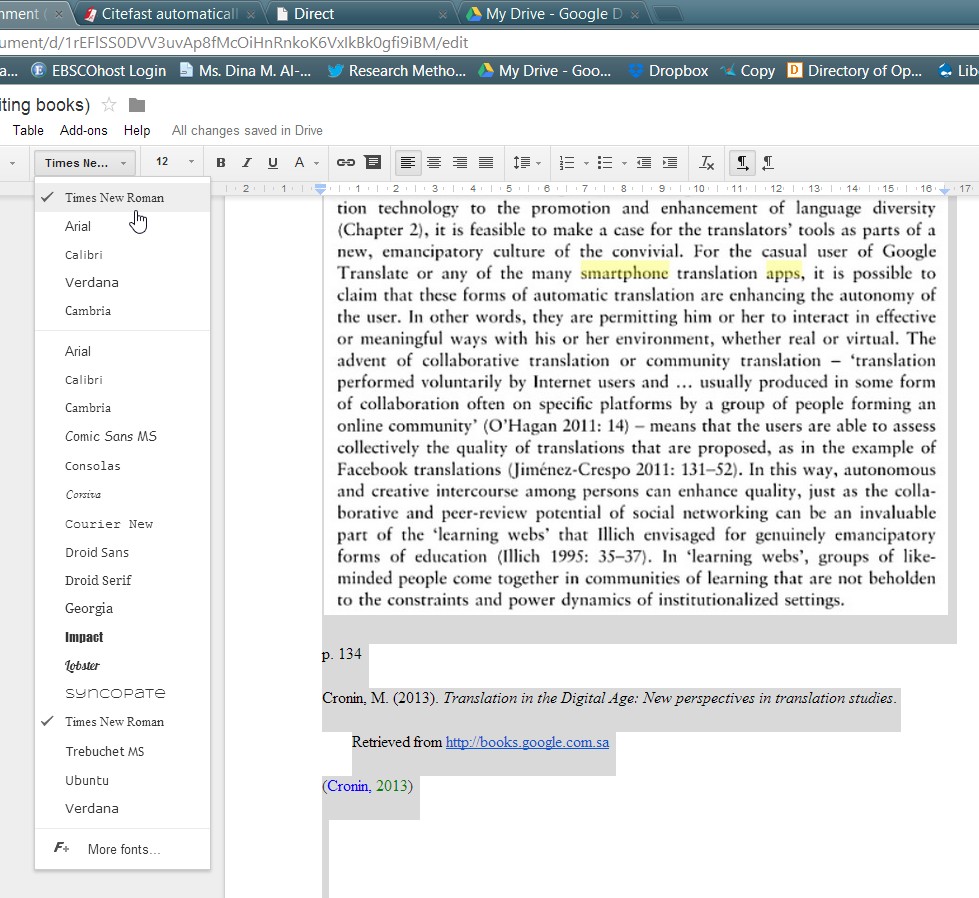
**1. Remove the highlight like this:**

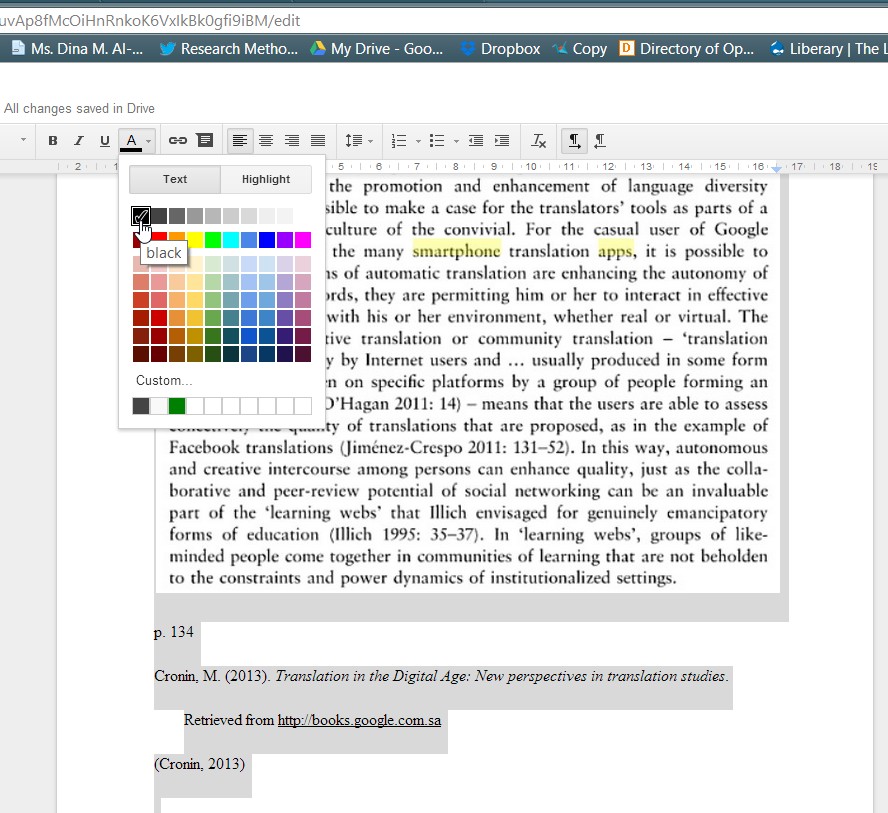


**2. Make the font size 12**



**3. Change the font into Times New Roman**



**4. Make the font all black**  


**This is the final result (here it’s for 1 source, but of course you’ll do it for 3 sources):**



**ALL THE BEST! :)**