

Transcribe and Take Note: Using Google Docs, Sheets, and Keep for Data Collection

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Additional Syllabus Information

Support Articles

Google. "Google Docs: Free Online Documents for Personal Use." *Google*
<https://www.google.com/docs/about/> : 2020.

Google. "Import Data Sets & Spreadsheets." *Google Docs Editors Help*.
<https://support.google.com/docs/answer/40608> : 2020. Discusses compatible file formats for Google Sheets.

Microsoft. "Use Snipping Tool to capture screenshots." *Microsoft Windows Support*.
<https://support.microsoft.com/en-us/help/13776/windows-10-use-snipping-tool-to-capture-screen-shots> : 2020.

Google. "See and use suggested content in a document." *Google Docs Editors Help*.
<https://support.google.com/docs/answer/2481802> : 2020.

Google. "Type with your voice." *Google Docs Editors Help*.
<https://support.google.com/docs/answer/4492226> : 2020.

Zotero. Adding Items to Zotero. https://www.zotero.org/support/adding_items_to_zotero : 2020.

Blog Articles

Baker, Donna Cox. "Instant Citations: Zotero's Magic Bullet." *The Golden Egg Genealogist* (blog), February 4, 2019. <https://gegbound.com/zotero-instant-citations/> : 2020.

Links for Google Docs Add-ons

"Add-ons are customized extensions of G Suite productivity applications such as Gmail, Google Sheets, and Google Docs. Add-ons can add new capabilities to the G Suite applications they extend, help automate tasks, or make third-party services or information available in G Suite."¹

[Footnote Style](#) - Google Docs Add-on

[Lucidchart Diagrams](#) - Google Docs Add-on

[Translate +](#) - Google Docs Add-on

Links for Google Chrome Extensions

"Extensions are small software programs that customize the browsing experience. They enable users to tailor Chrome functionality and behavior to individual needs or preferences."²

[Google Docs Offline](#) - Chrome extension via the Chrome web store that allows you to create and edit recent documents when you're offline

[Google Docs Quick Create](#) - Chrome extension that allows you to start a new document with two clicks from your Chrome browser

[Zotero Connector for Google Chrome](#) - Chrome extension that when installed, adds the Zotero add-on to Google Docs to help you insert reference note citations and source lists / bibliographies. It also helps you save source citation information for books, journal articles, and web pages.

More Information on Transcription & Data Collection

Bell, Mary McCampbell. "Transcripts and Abstracts." Elizabeth Shown Mills, editor. *Professional Genealogy: A Manual for Researchers, Writers, Editors, Lecturers & Librarians*. Baltimore: Genealogical Publishing Co., 2001. Chap. 16, pp. 291-326.

Board for Certification of Genealogists. *Genealogy Standards*. Second edition. Nashville: Ancestry.com, 2019. pp. 15-23.

Greenwood, Val D. "Abstracting Probate and Land Records." *The Researcher's Guide to American Genealogy*. Fourth edition. Baltimore, Maryland: Genealogical Publishing Company, 2017. Chap. 21, pp. 529-545.

¹ Google, "Extending G Suite with Add-ons," *G Suite Developer* (<https://developers.google.com/gsuite/add-ons/overview> : accessed 1 May 2020).

² Google, "What are Extensions?" *Chrome* (<https://developer.chrome.com/extensions> : accessed 1 May 2020).

Little, Barbara Vines. "Working with Documents: Transcription--A Powerful Tool." 2019 St. Charles. 9 May 2019. MP3 file. National Genealogical Society, *PlaybackNGS*.
<http://playbackngs.com> : 2020.

Rose, Christine. *Courthouse Research for Family Historians: Your Guide to Genealogical Treasures*. San Jose: CR Publications, 2004.