Create an Account and a "New Project" in EasyBib

1. **Go to EasyBib.com FROM A SCHOOL COMPUTER**

      a. once you create an account at school, you can login to your EasyBib account from anywhere

2. Choose "Register" at the top of the screen or upper right to create an account (if you already have an account, log in):

      a. you need an email address to create an account, and EasyBib offers to use your gmail, yahoo, etc. – that is suggested because then you don't need to remember another password/login

3. Create New Project > ⊕ Create a new project

      a. Name your project > leave "MLA 7" checked > "Create"

Create Source Cards (aka "Bibliography")

4. Creating Source Cards (or rather, source entries in EasyBib - do this before you begin adding notes)

      a. click on the "Bibliography" link under the project name to add your first source

      b. use the tabs above the "Cite this" box to choose the correct source of information

      c. Follow the directions in the blue highlighted search box (to the left of the green "Cite this" icon)

Notes:

Please confirm or modify the information below!
We get our data from outside sources, so please double-check.

i. **Heed this warning**:

ii. **Consider, but don't rely on** EasyBib's source credibility statements :

m is credible.

m is not credible.

g may be credible.

iii. Because you are logged in to your account, your sources will remain there under the project name; at any point you would like to add the citation information to a document, click on the "Print as Word Doc" icon*, this will allow you to download and open a Word document with the citation information .

iv. When you are ready to create note cards in the "Notebook" feature, you can link the two so you know exactly where the information came from.

** if the "sort order" is alphabetical and you have checked your citations for the required information – see note #1 above – then **except for deleting the URL if it is web page,** the page is formatted according to MLA style, complete with title*

Create Note Cards (aka "Notes & Outline")

5. Once you are ready to take notes from the source you deem worthy and have added to the EasyBib bibliography, choose the "Notes & Outline" tab at the top of the page (you need to remain in the project you created for this project)

6. Click on the "New Note" icon in the upper left. A box will appear that you will add your information to.

a. Add a title

- this would be the <u>subject of the note card</u>, NOT the topic of your paper (ex: topic of paper is Czar Nicholas II, but your title would read something like: Early Life)

b. Associate the note/information with the source the information came from by selecting source from the dropdown list

- you must have added to the "Bibliography" tab first (but, you can go back and do this after you create your note card and come back to associate the source

c. You then have two choices – add a Quote or a Paraphrase

- add a "Quote" – for all <u>direct quotes</u> from your source

- or add "Paraphrasing" info. from the source, these are notes in your own words (remember, you **must** cite paraphrased information too).
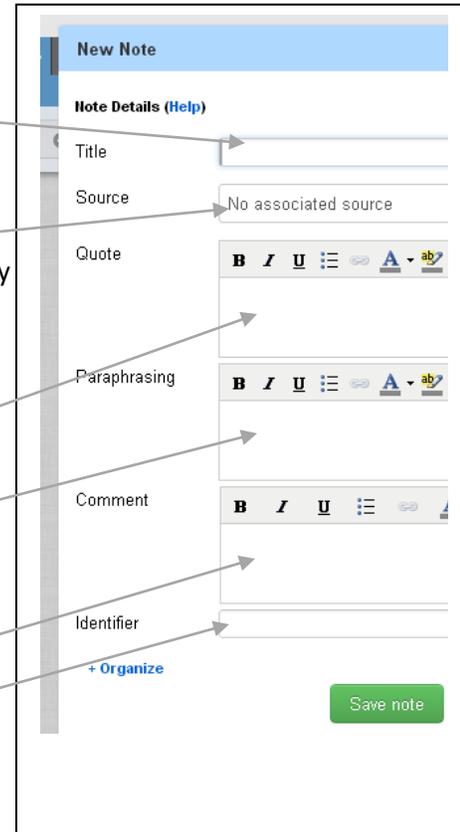
d. If you are **using a book, you must indicate the exact page number/s the information** came from in the "Identifier"

e. Ihe "Comment" box is for notes for you, answer questions like: "why did I use this information?", "what is significant about it?", "what is it connect to?"

f. Last, click on "Save note".

- note – the new note will always save to the upper left corner, sometimes covering another note, drag it elsewhere so you can view all your notes

7. Once you have a few notes, you can begin to arrange, tag, organize, color-code, etc. your notes as you start to see your paper form.