Instructional Guide

How does EasyBib make research easier?

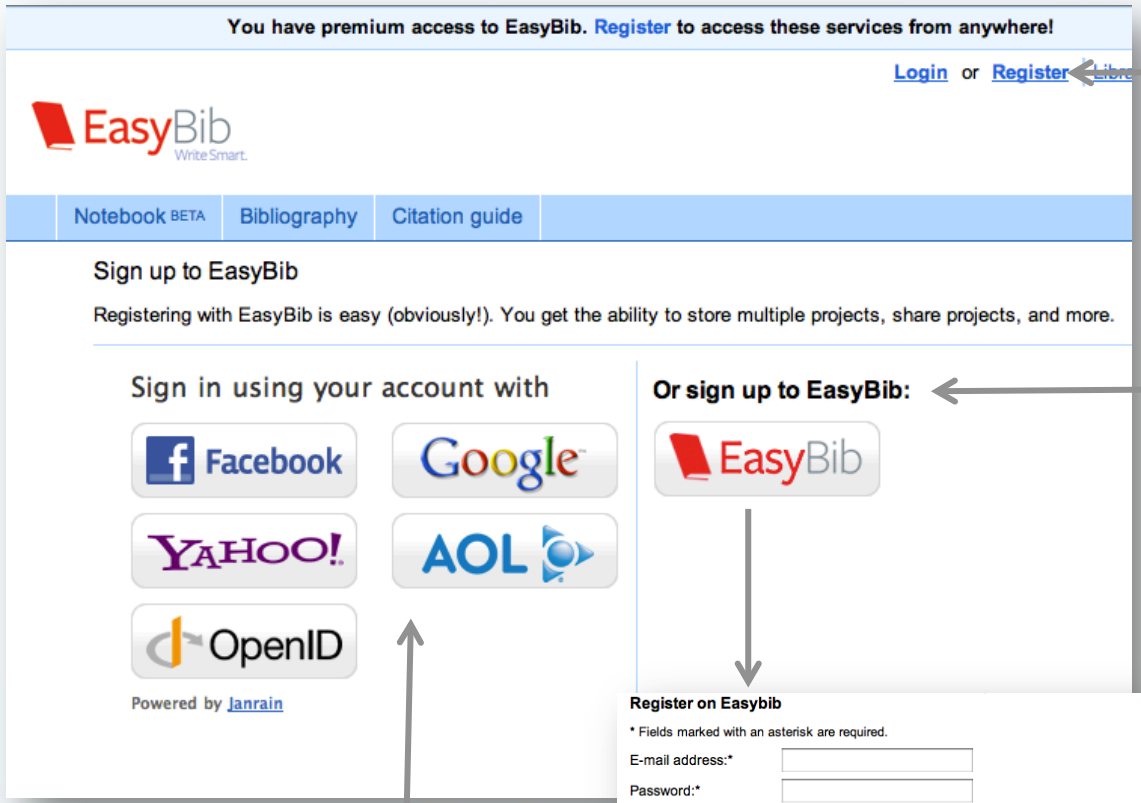
Citation Generation

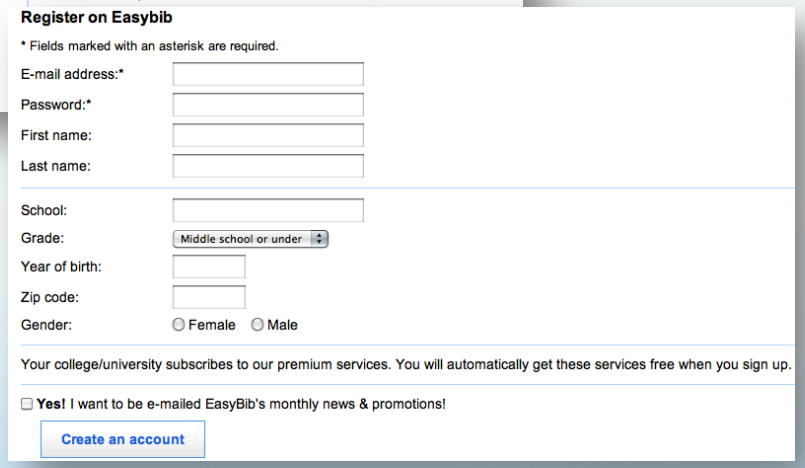
- Easily create a bibliography in MLA, APA, and Chicago styles
- Export to Word fully formatted
- Create in text citations, and tag and sort citations

Note Taking

- Two systems: virtual note cards and Cornell Note taking
- Create an outline
- Group, tag, and associates notes with your outline and sources

Registering with IP authentication



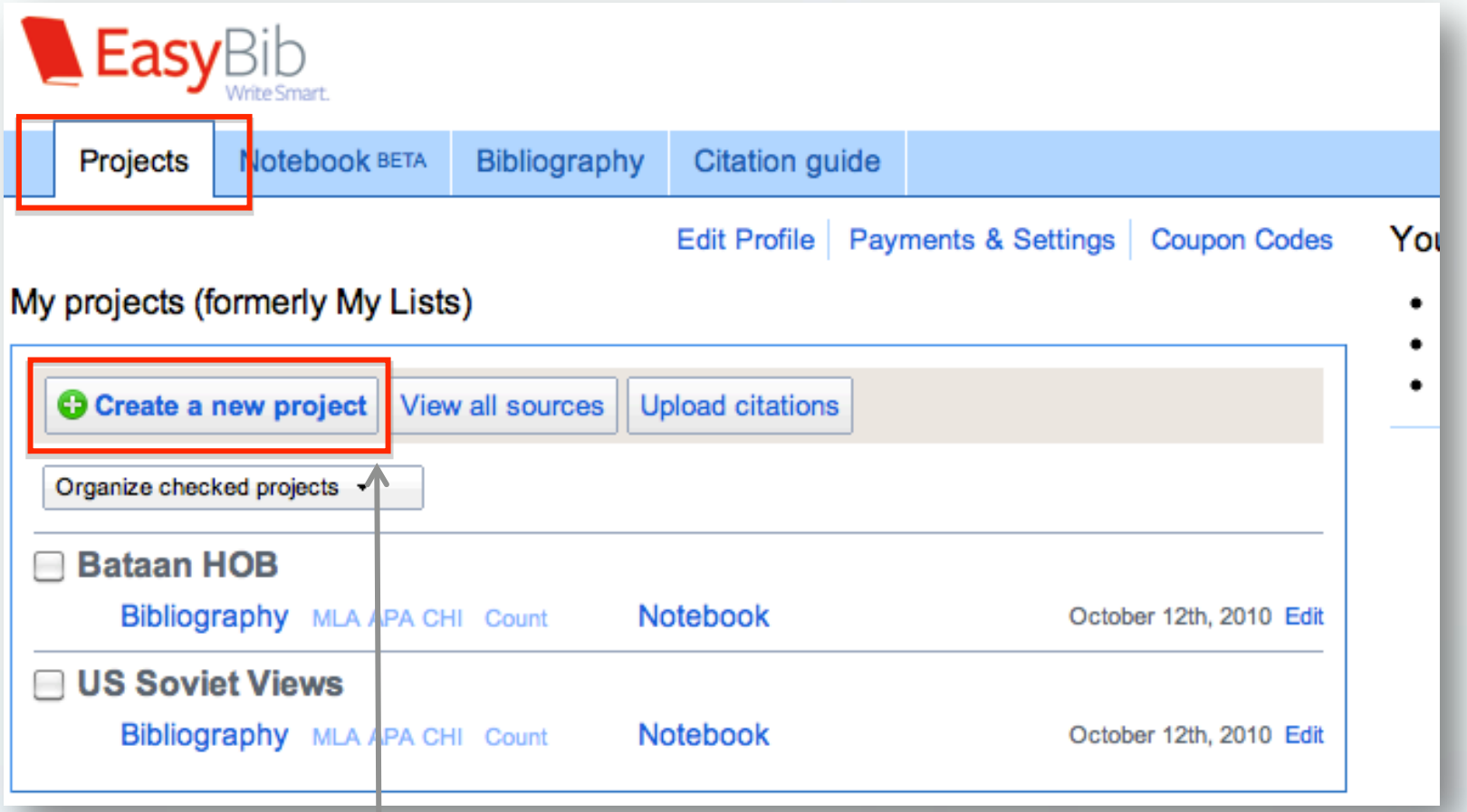


1. Click the register link

2. Register and create an account with EasyBib

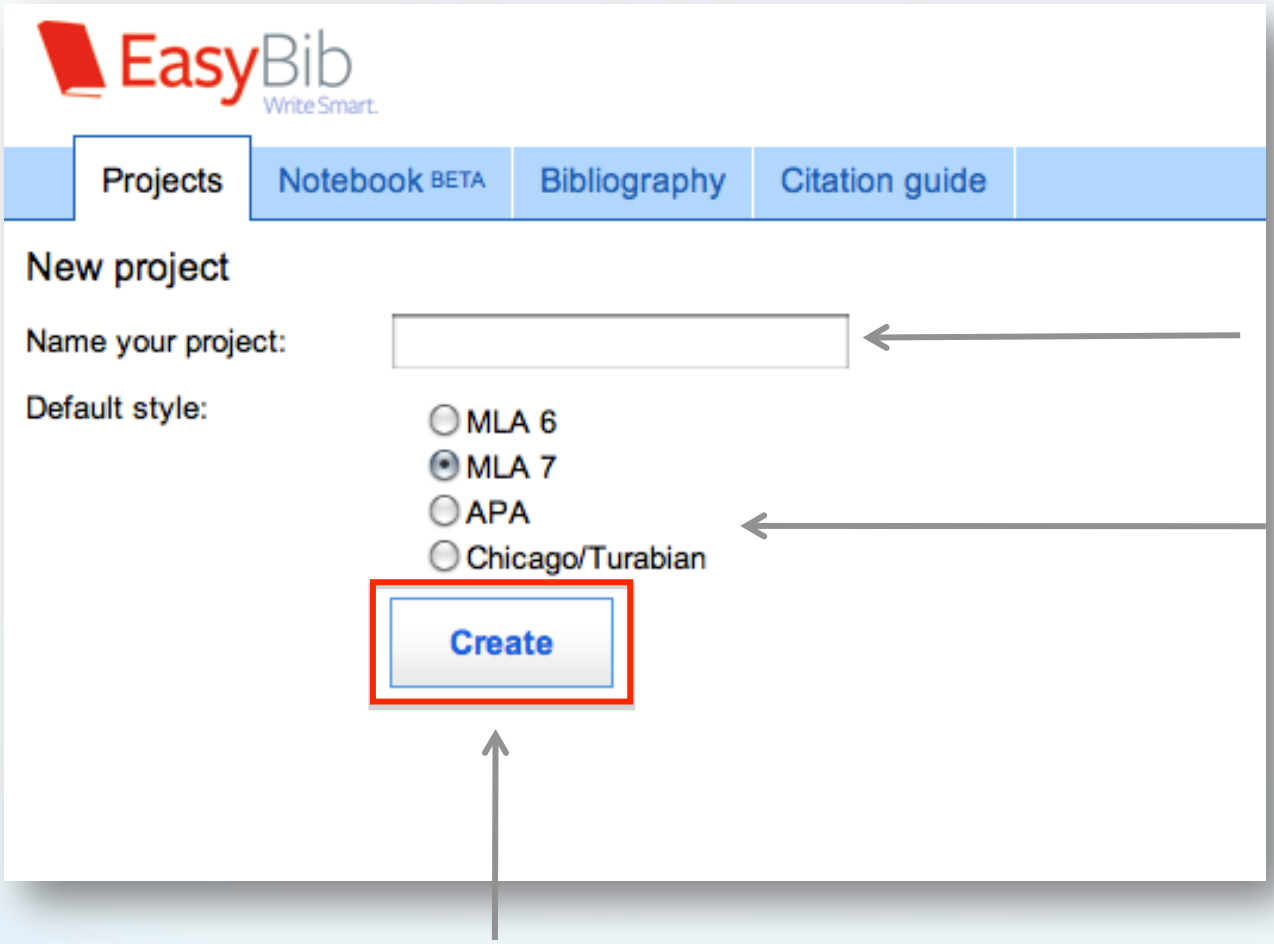
Registering from IP authenticated school computers instantly gives you premium feature access. Register at any point to create a premium account, save your work, and access it from anywhere!

Getting started



This is the project management page. From here you can create, manage, and view projects. Start by clicking “Create a new project”

Creating a new project

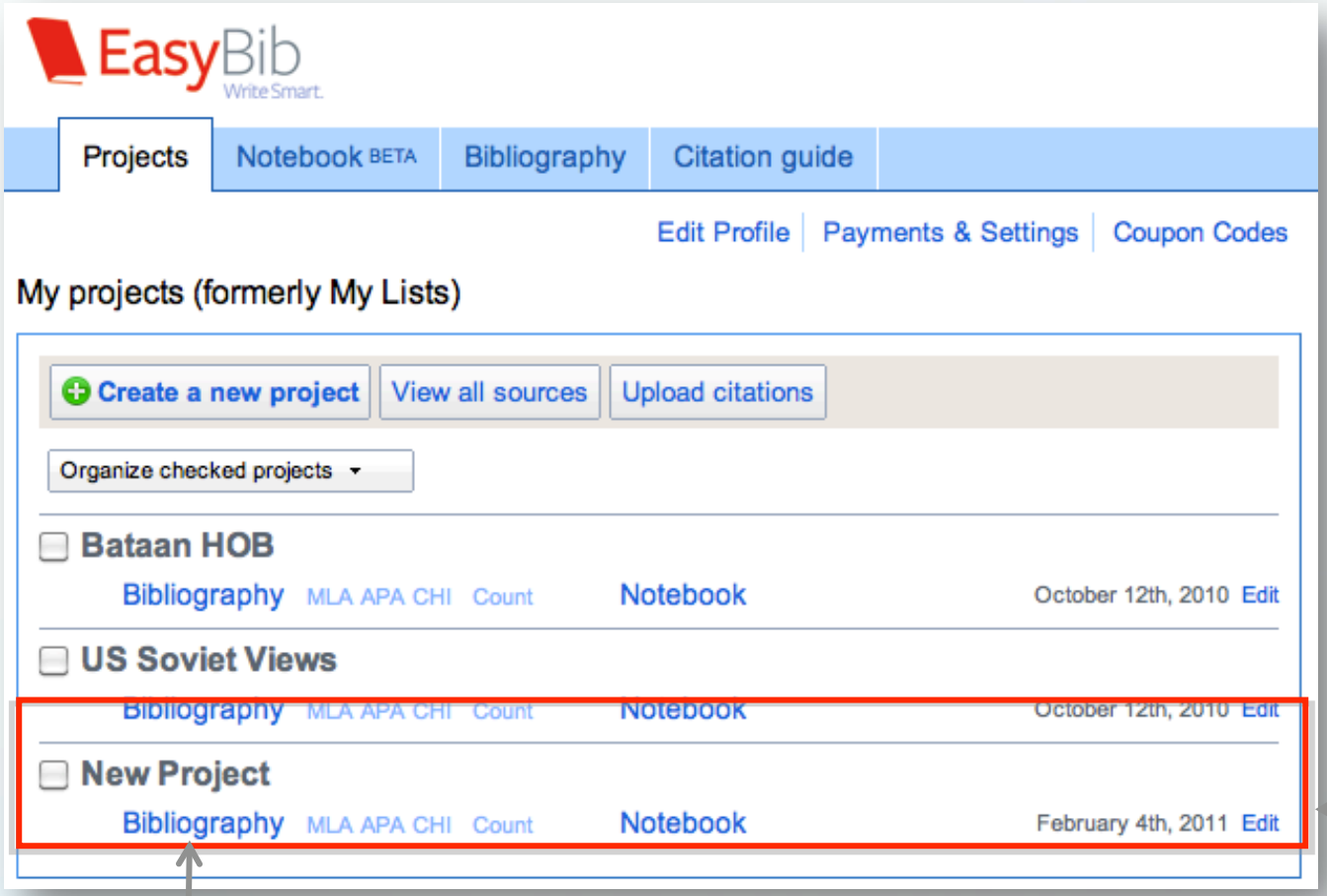


Then click "Create"

To start your project, give it a title The title of research paper is a goo title to use.

Next, select the desired citation style (don't worry if you pick the wrong one, you can always change it later automatically)
At PCA&D we use MLA 7 citation style

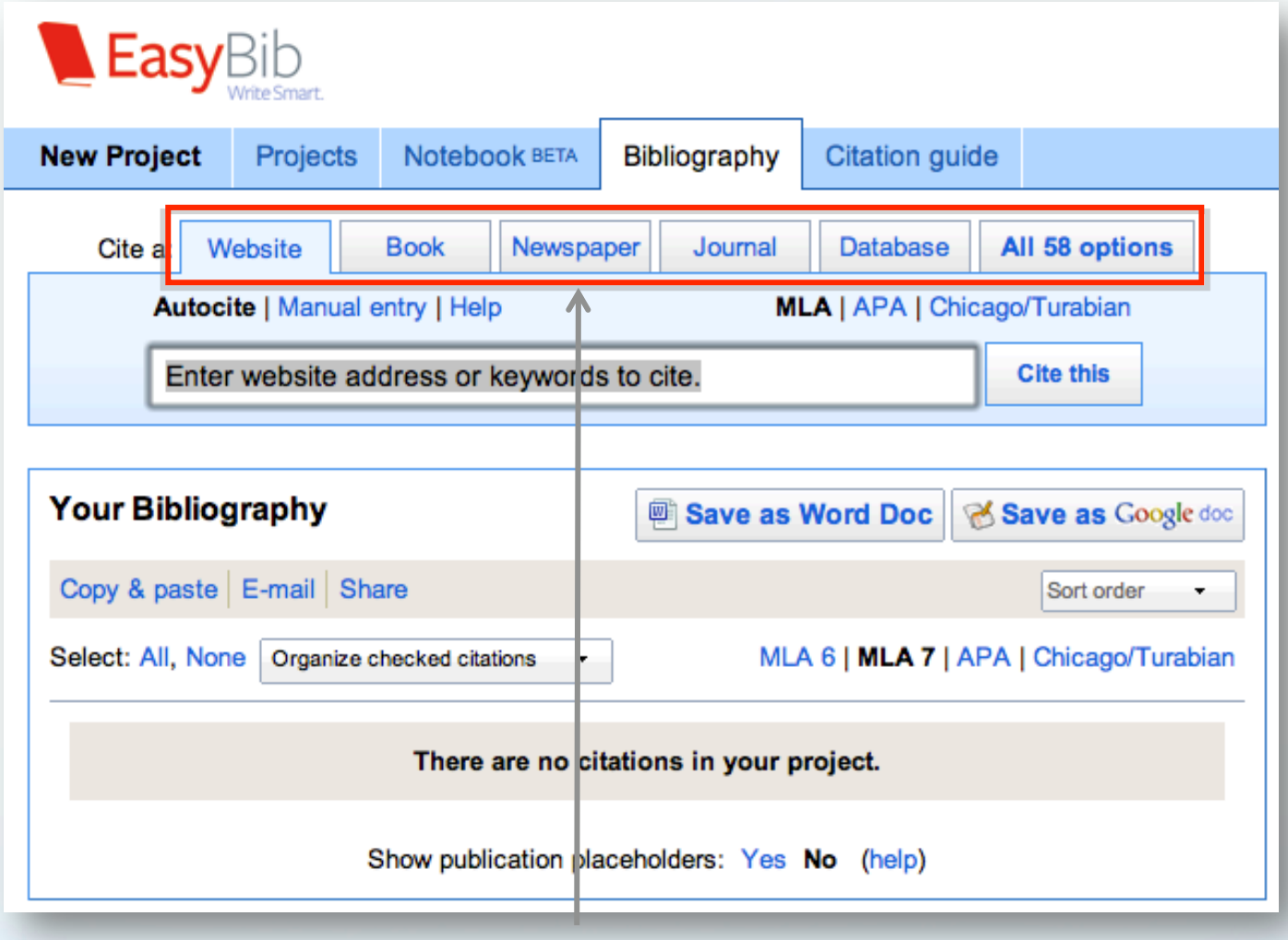
Starting a bibliography



Your new project has been created and appears at the bottom of your list

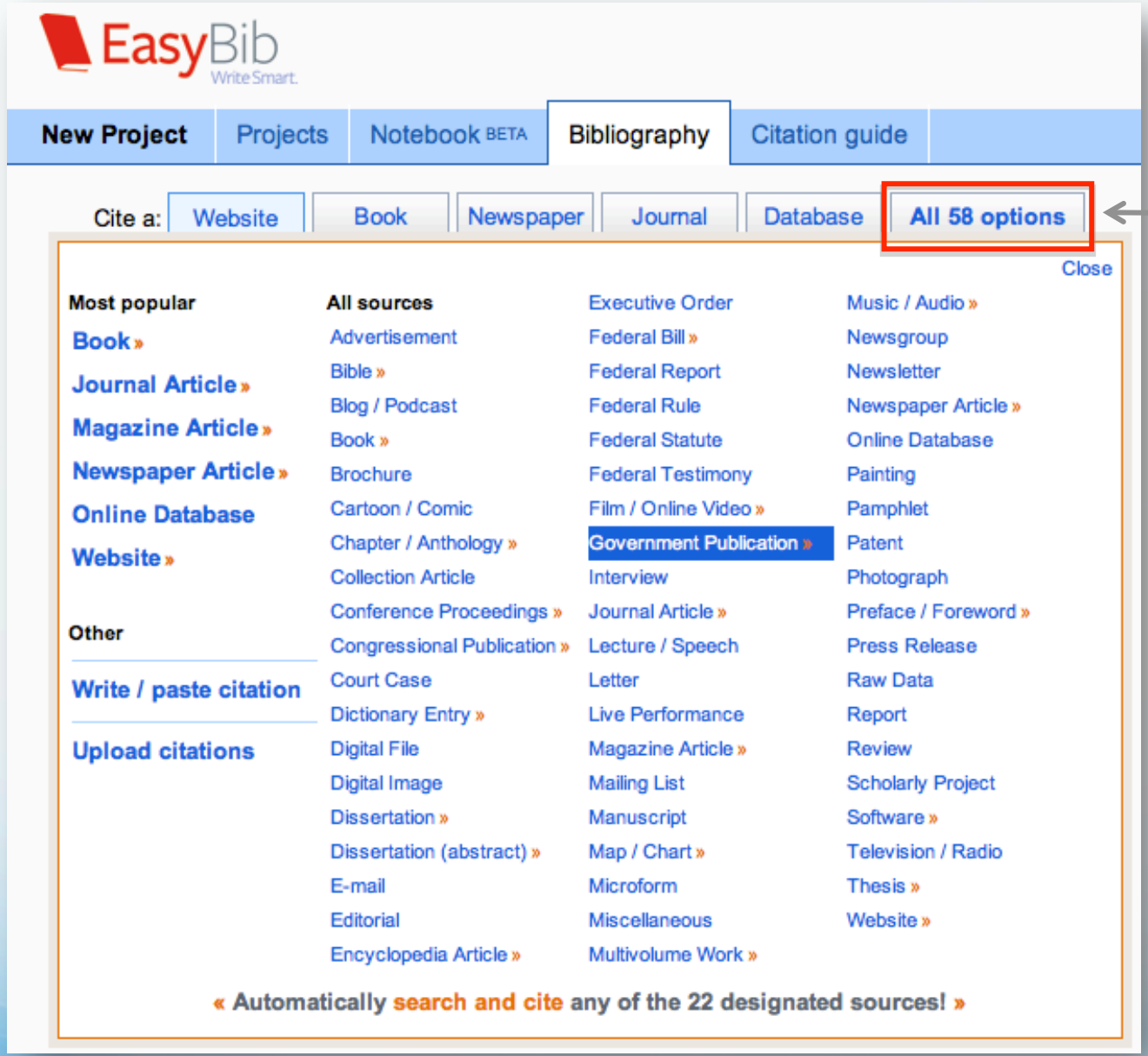
To start creating citations for this project, just click “Bibliography”

Selecting a source type to cite



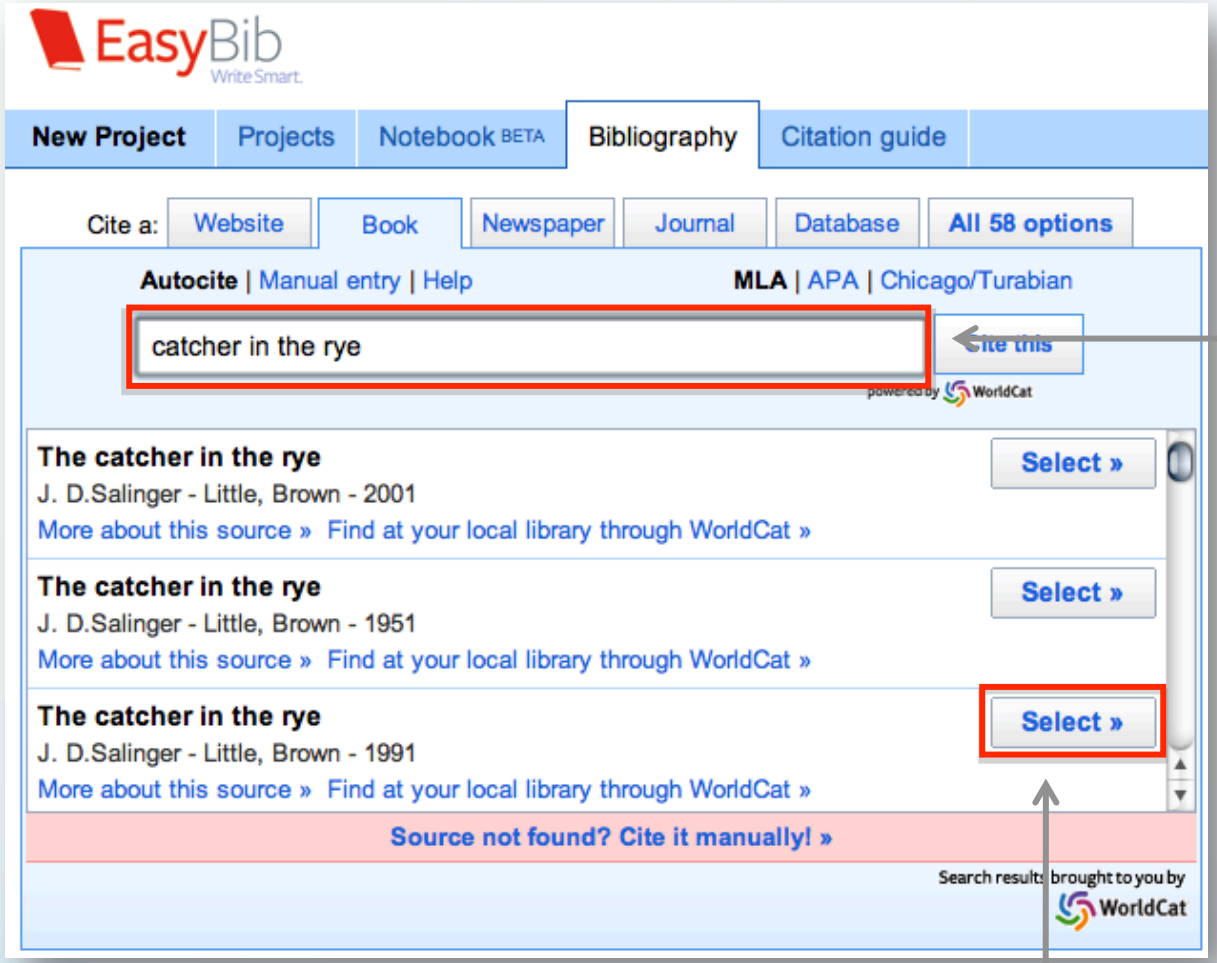
Here is the bibliography start page; from here there are tabs for the most popular sources, as well as a tab for all 58 sources EasyBib supports

Viewing all source types



Clicking on the "All 58 options" tab will expand a pane that provides you with links to forms that will help you cite just about any type of source you may come across

Citing a book

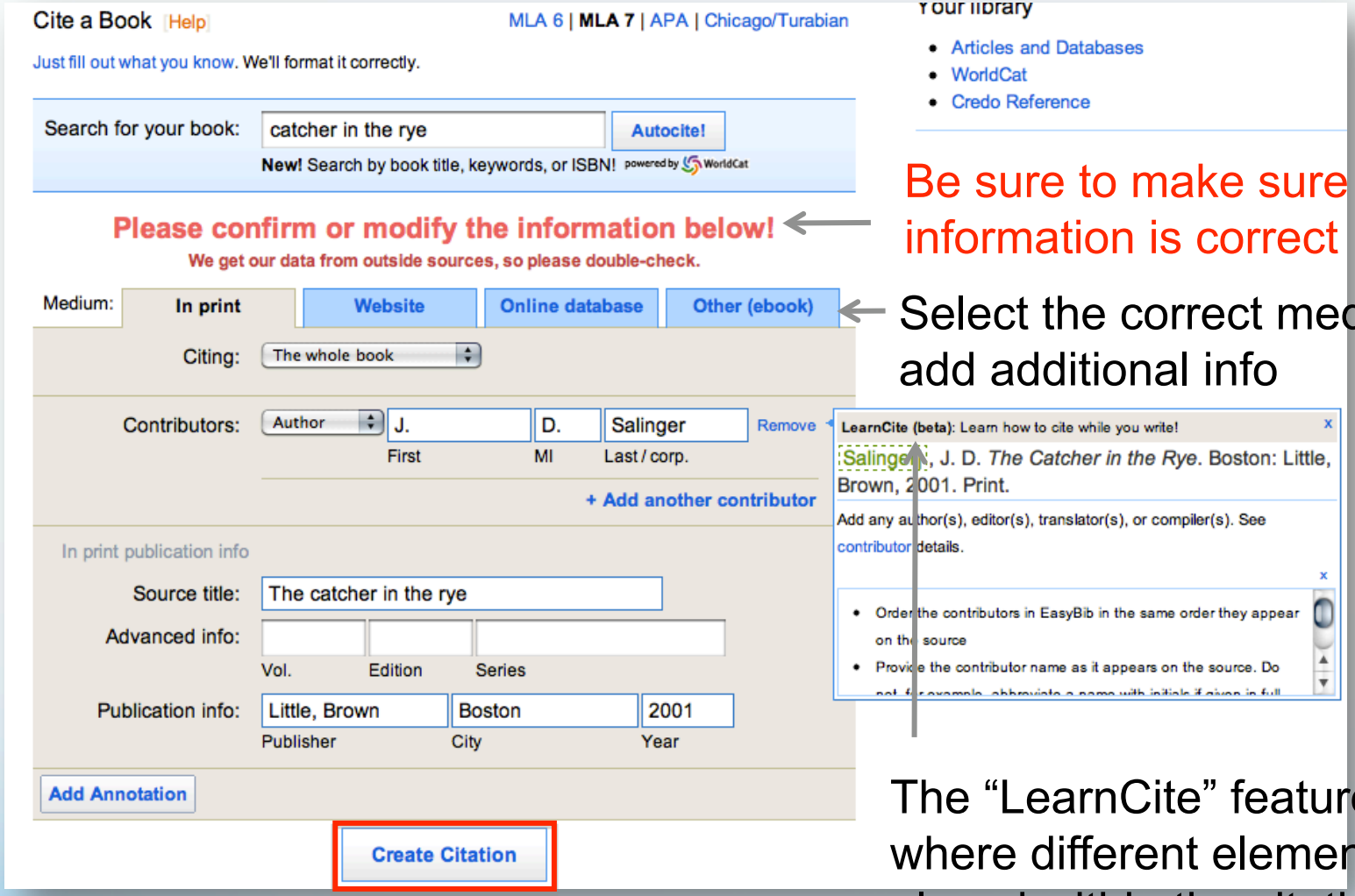


EasyBib allows users to automatically format book citations by simply entering a title, keyword or ISBN. EasyBib offers auto-citing for 22 of the 58 sources

Enter your search term, find the appropriate edition from the list, click “select”, and...

Citing a book

The fields are automatically filled in for you!



Be sure to make sure the information is correct

Select the correct medium & add additional info

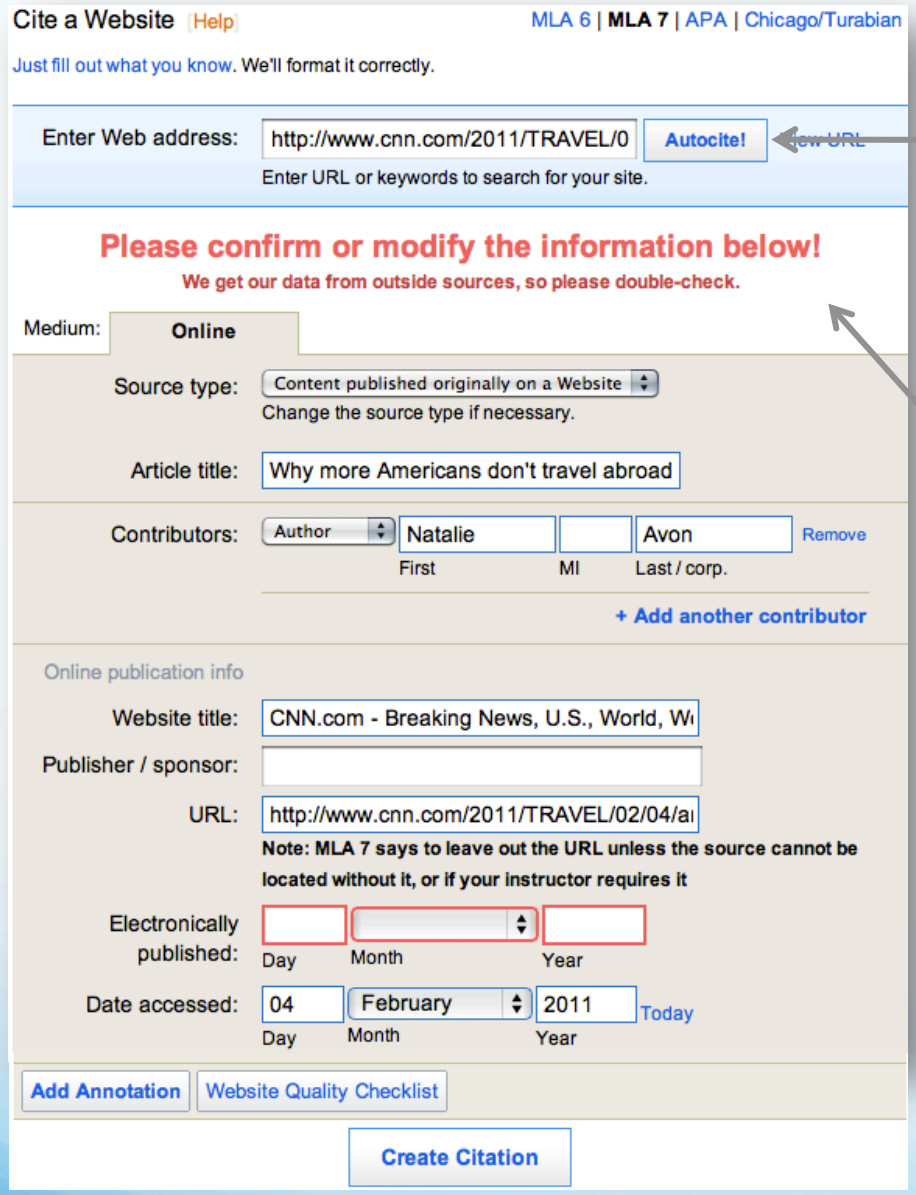
The "LearnCite" feature shows you where different elements are placed within the citation, and highlights specific rules such as those around capitalization

Click the "Create citation" button, and...

Building your list

Your citation is automatically formatted and added to your list. Always double check the results for accurateness . Continue the process to build your

Citing a website

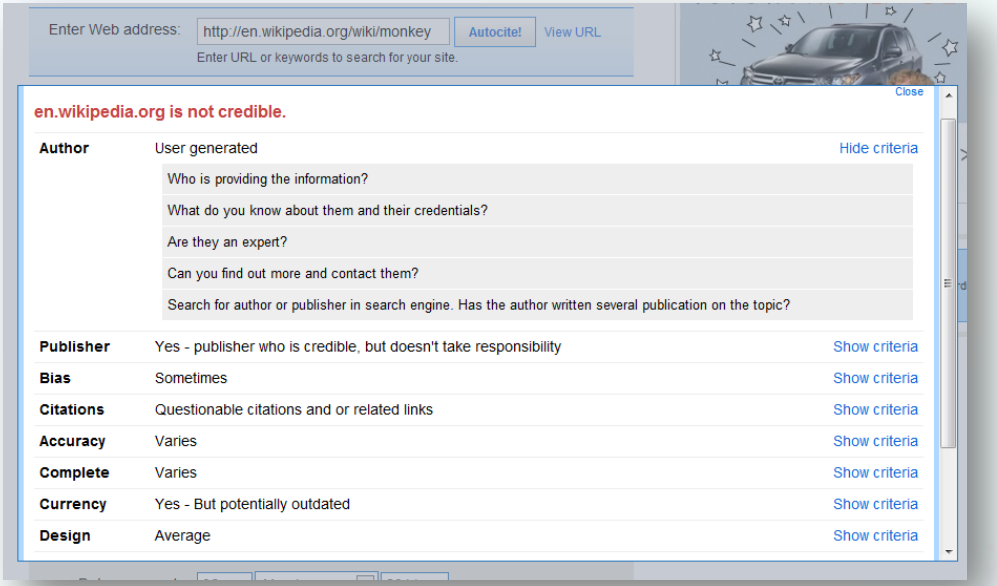


You can automatically format a website by simply entering a URL. EasyBib will grab the data from the site and automatically fill in the form

Be sure to make sure all of the information is correct and fill in any empty fields

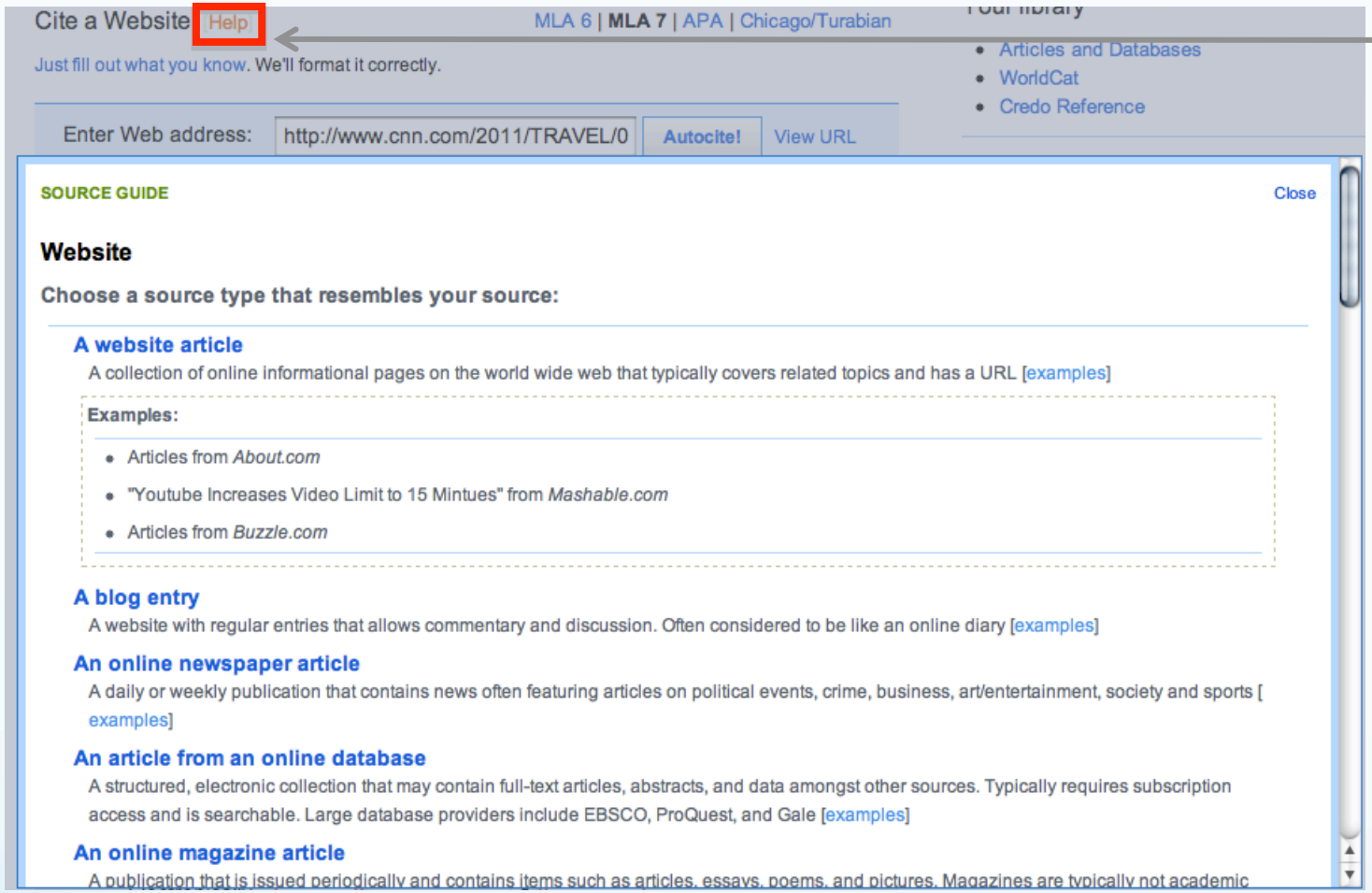
Information literacy for websites

EasyBib has analyzed the most cited websites and will let you know what sources are credible to cite, what aren't, and what are in the middle



EasyBib will show you criteria on how the website was evaluated, and how you can evaluate the website as a credible source to use in your research

Source guide

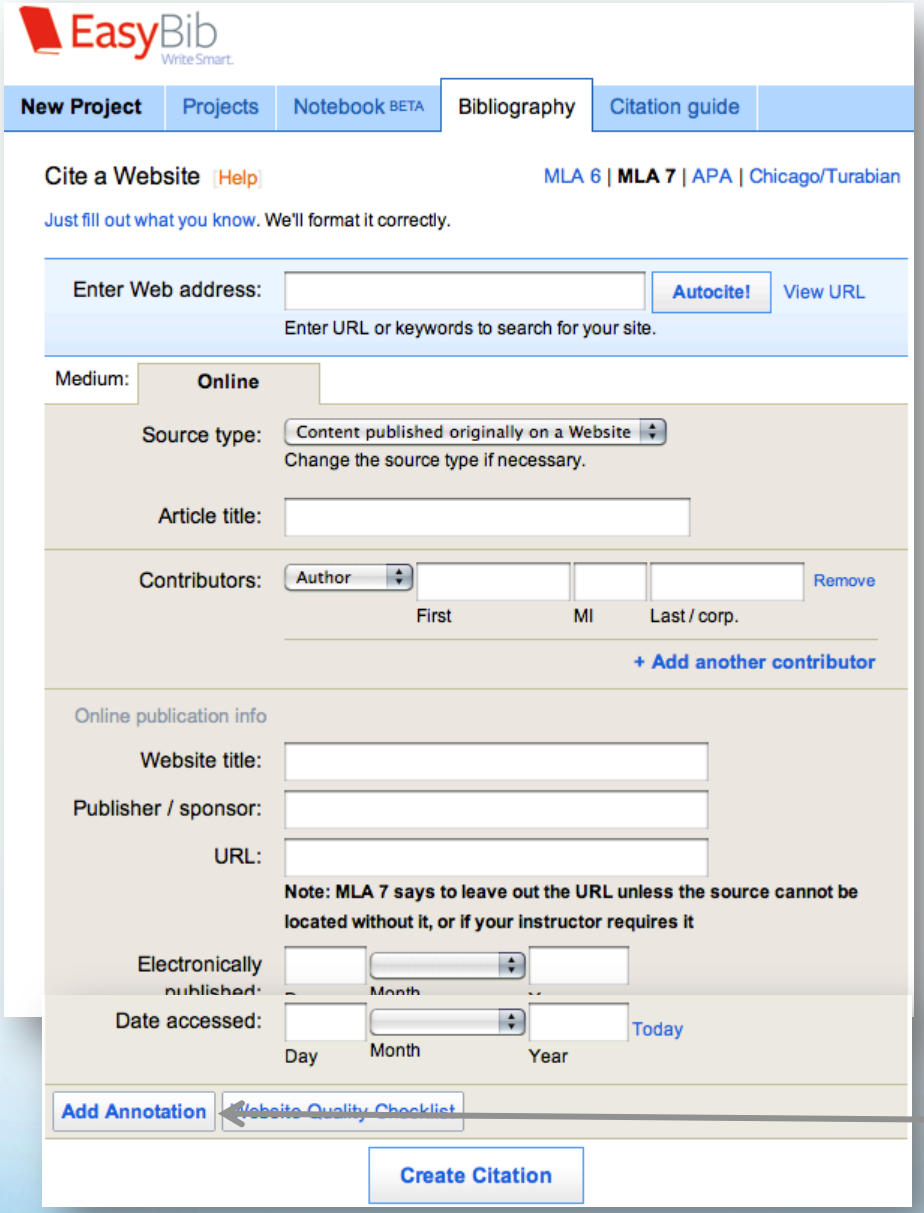


Not sure if you're at the correct form for your specific source?

Click the Help link, which is on all 58 forms and the tab menu

The source guide will give you suggestions, definitions and examples of specific source types and then re-direct you to the appropriate form

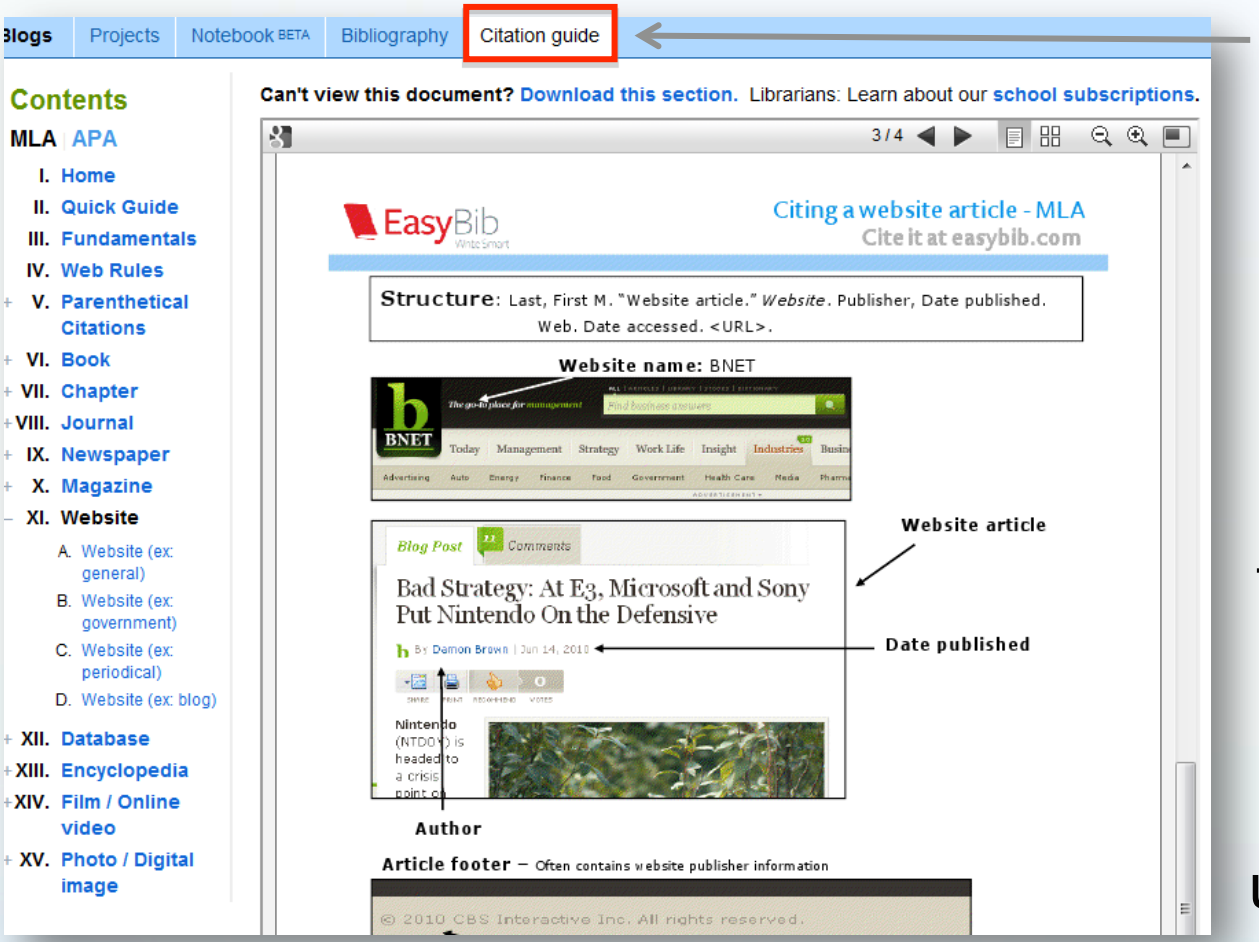
Manual entry and annotations



If you prefer, or if your information cannot be automatically found, you can manually enter the data for your citation. Enter as much information as you can. EasyBib will automatically format it for you

You can add annotations to any citation

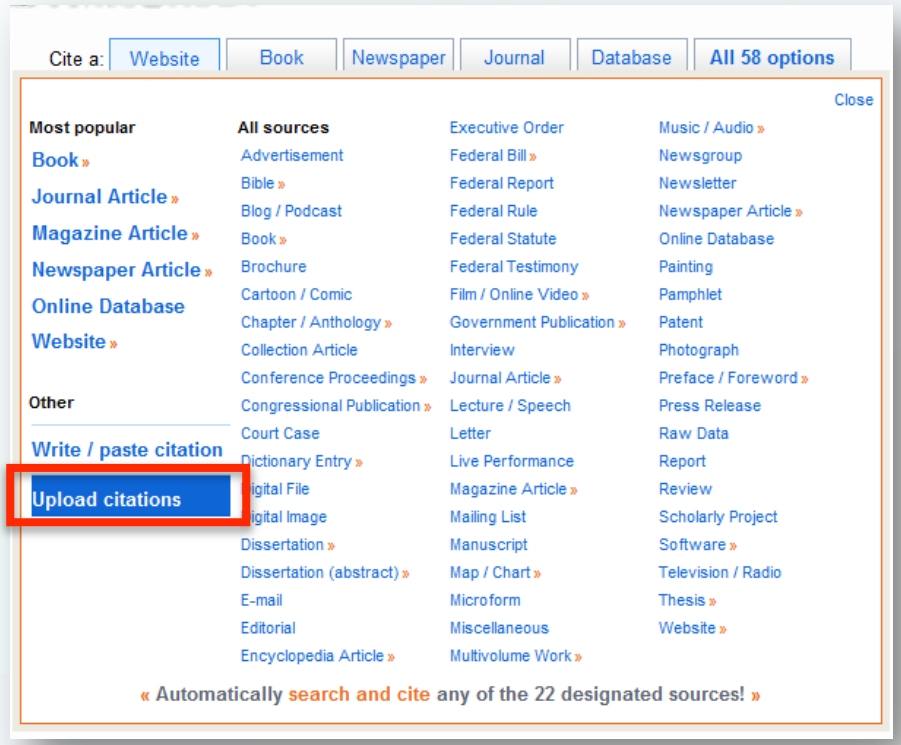
Citation guide

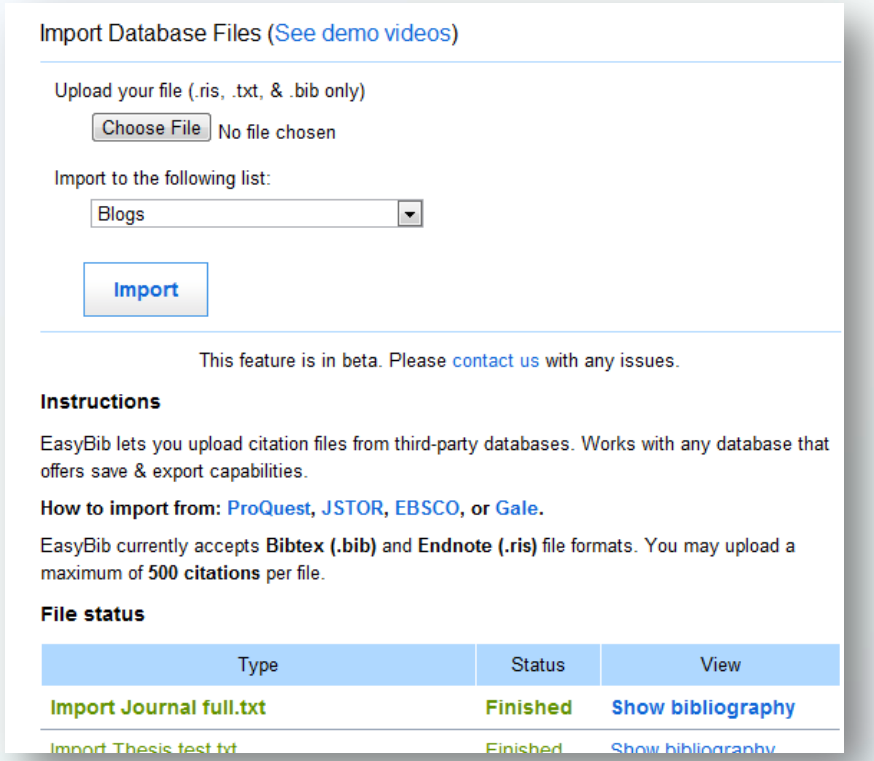


Need help understanding and finding information?

Clicking on the "Citation Guide" tab will take you to a page that defines key sources, and using examples, shows you the location of different data elements

Importing citations from databases

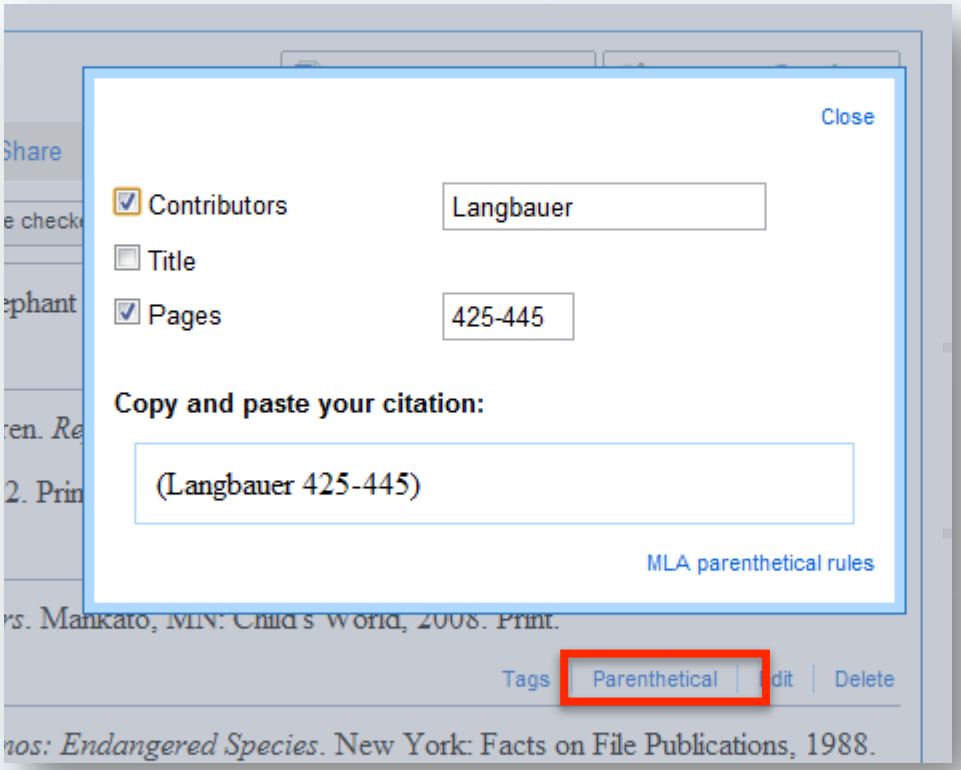


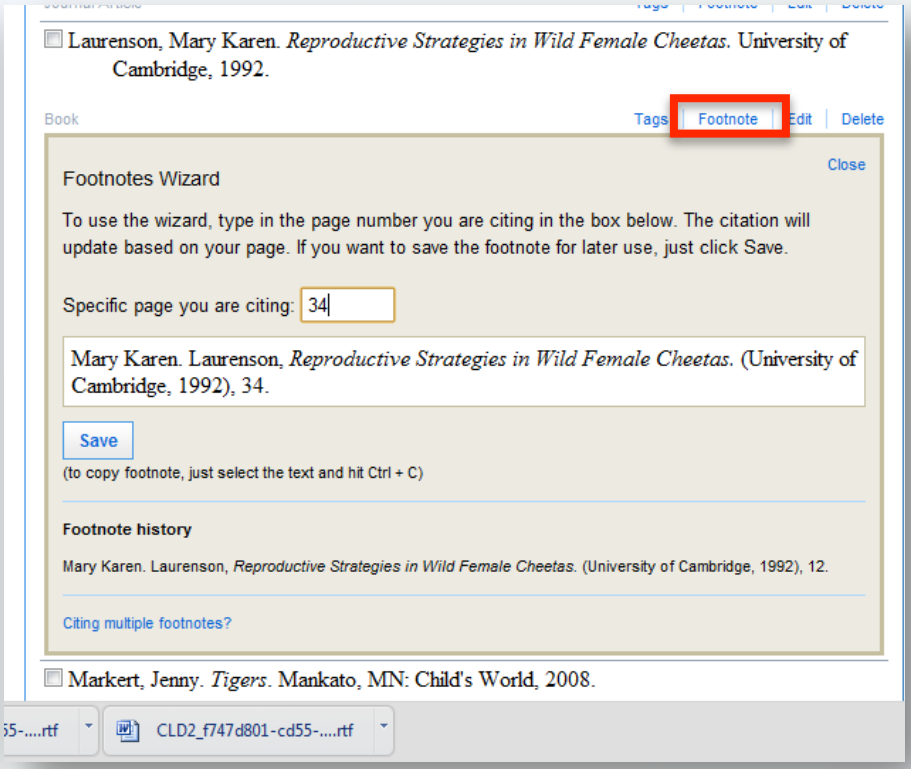


Select “Upload citations” from the “All 58 options” menu

Upload your citations to your list. Click the tutorial links if you need help

Parenthetical citations and footnotes





Create parenthetical citations in MLA and APA and adjust what information you'd like to include

Create and save footnotes in Chicago style

Switching citation styles, sorting, and tagging

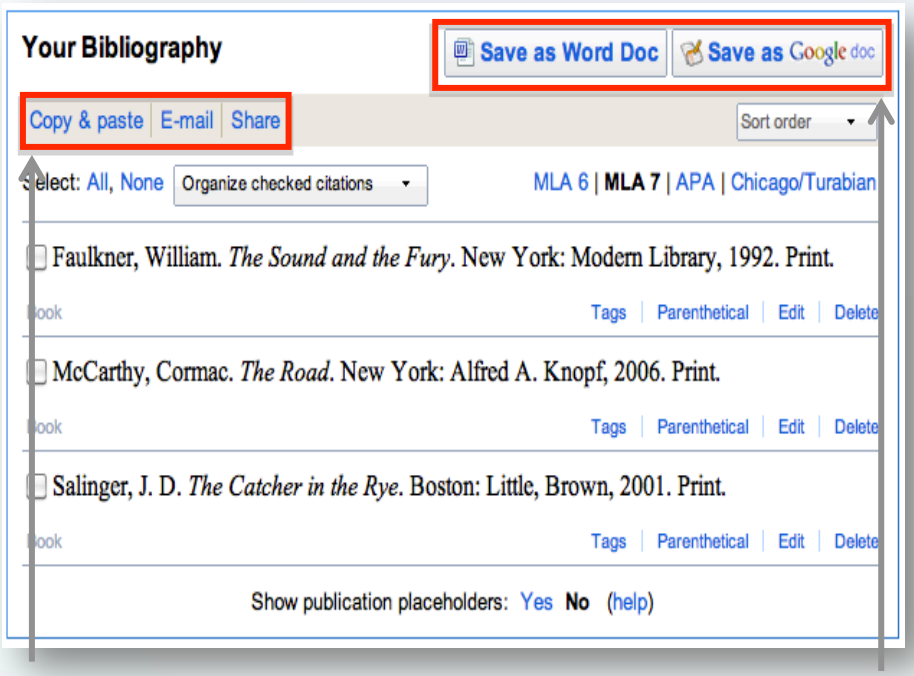
Sort alphabetically, by source, by tag, and date created

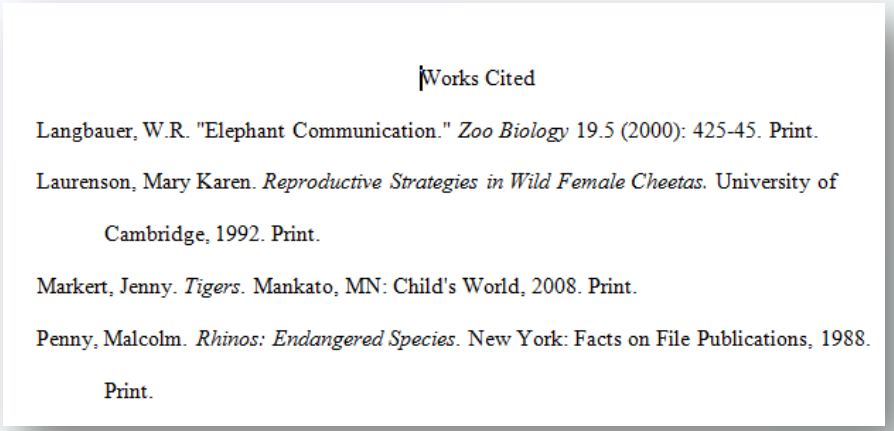
Transitioning between MLA, APA, and Chicago is seamless and automatic

Add tags to organize your citations

Exporting your bibliography

Sharing and exporting your work is easy





Works Cited

Langbauer, W.R. "Elephant Communication." *Zoo Biology* 19.5 (2000): 425-45. Print.

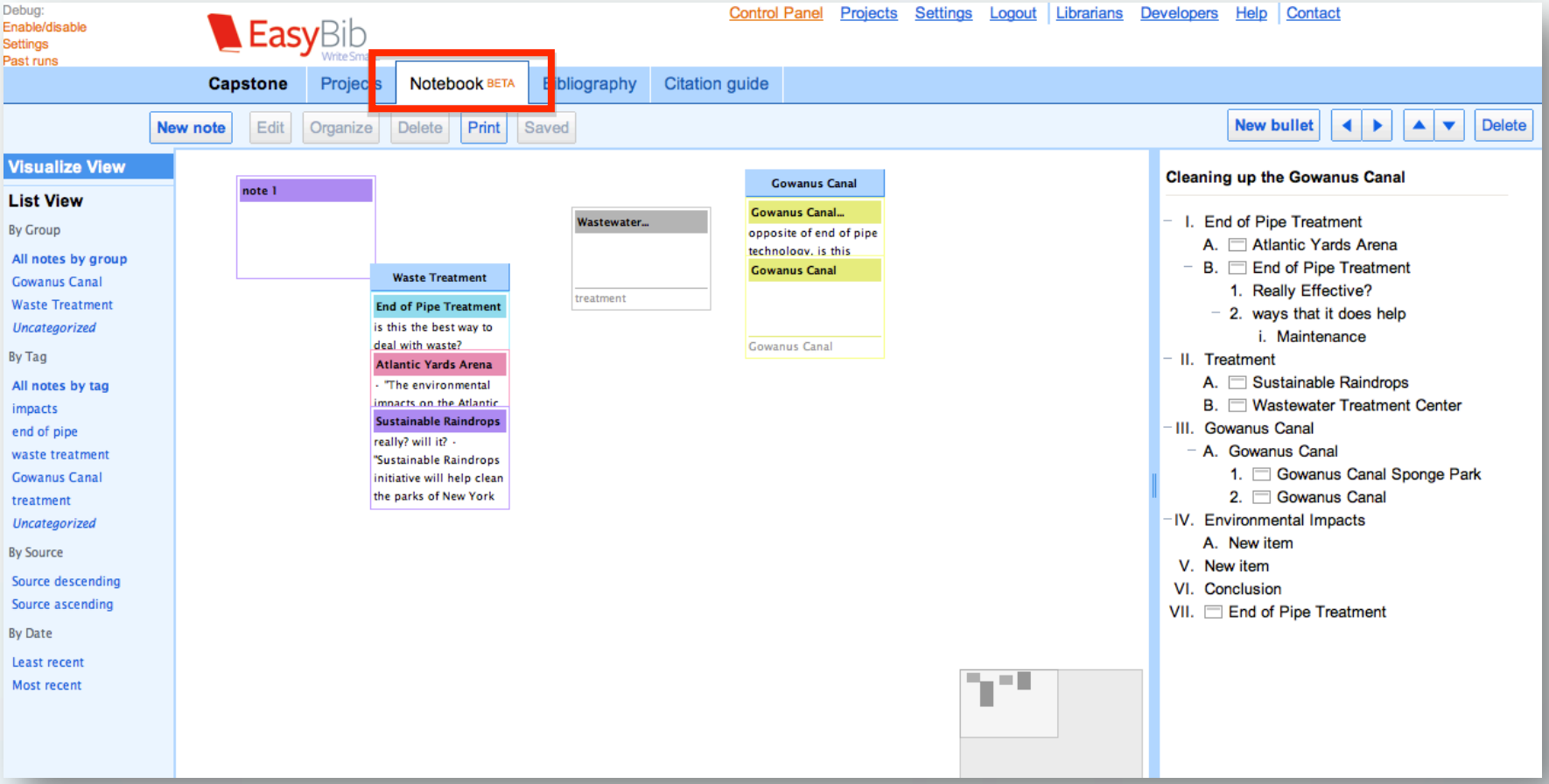
Laurenson, Mary Karen. *Reproductive Strategies in Wild Female Cheetas.* University of Cambridge, 1992. Print.

Markert, Jenny. *Tigers.* Mankato, MN: Child's World, 2008. Print.

Penny, Malcolm. *Rhinos: Endangered Species.* New York: Facts on File Publications, 1988. Print.

You can export your works cited fully formatted to Word or Google Docs. You can also copy & paste, e-mail, or create a unique URL to give to a teacher so they can access your bibliography directly

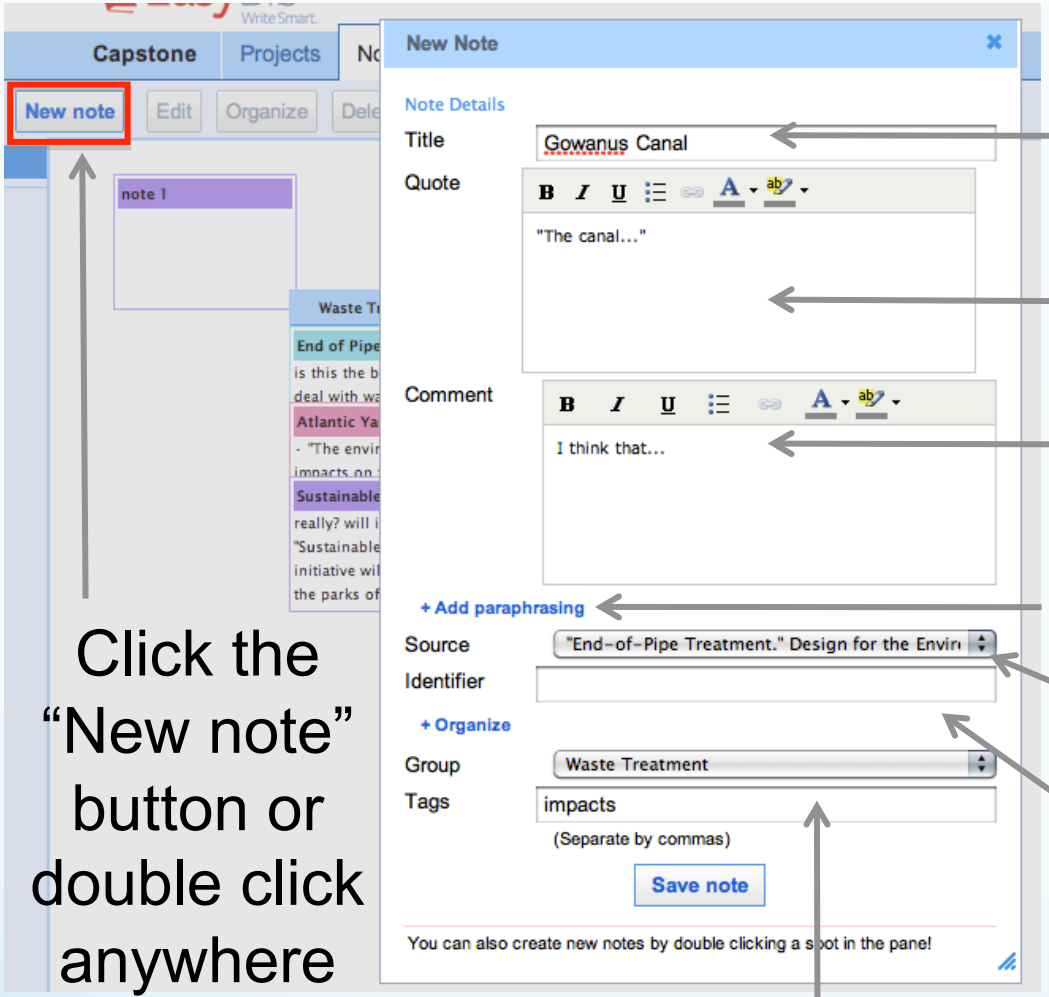
Notebook



Create virtual note cards, associate notes with your outline, and manage your notes in list format

Access the notebook from the account management page or by clicking the notebook tab

Notebook – Creating a New Note



Click the "New note" button or double click anywhere within the note pane to add a note

Title your note

Copy & paste a quote

Comment on the note

Reword text by paraphrasing in your on words

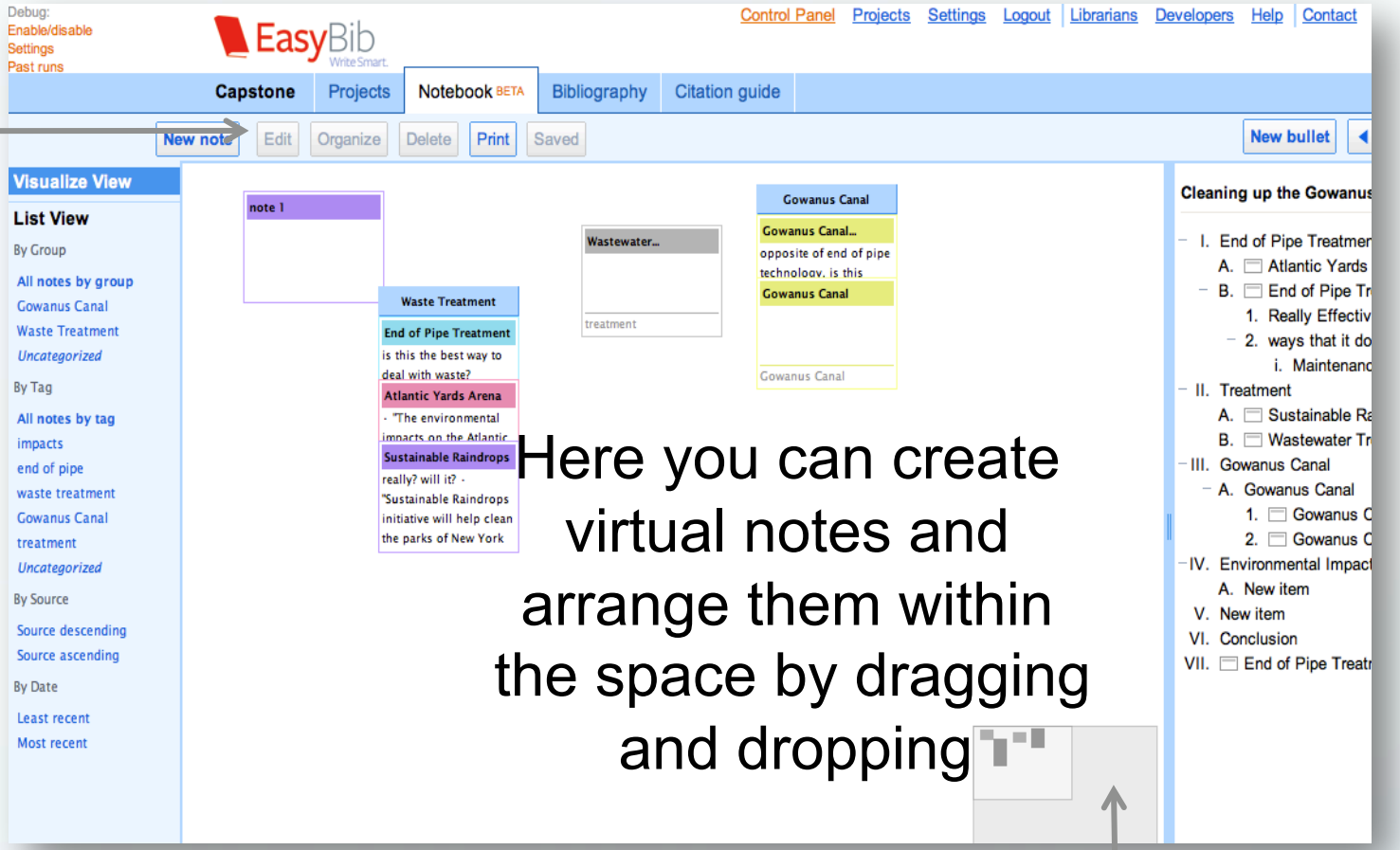
Associate the note with a source in your bibliography

Organize your note by putting it in a group or adding tags

Add a page number, paragraph number, or URL, to better track information

Notebook – Managing virtual notes

Use the organize button to add colors to your notes or groups, and to manage tags

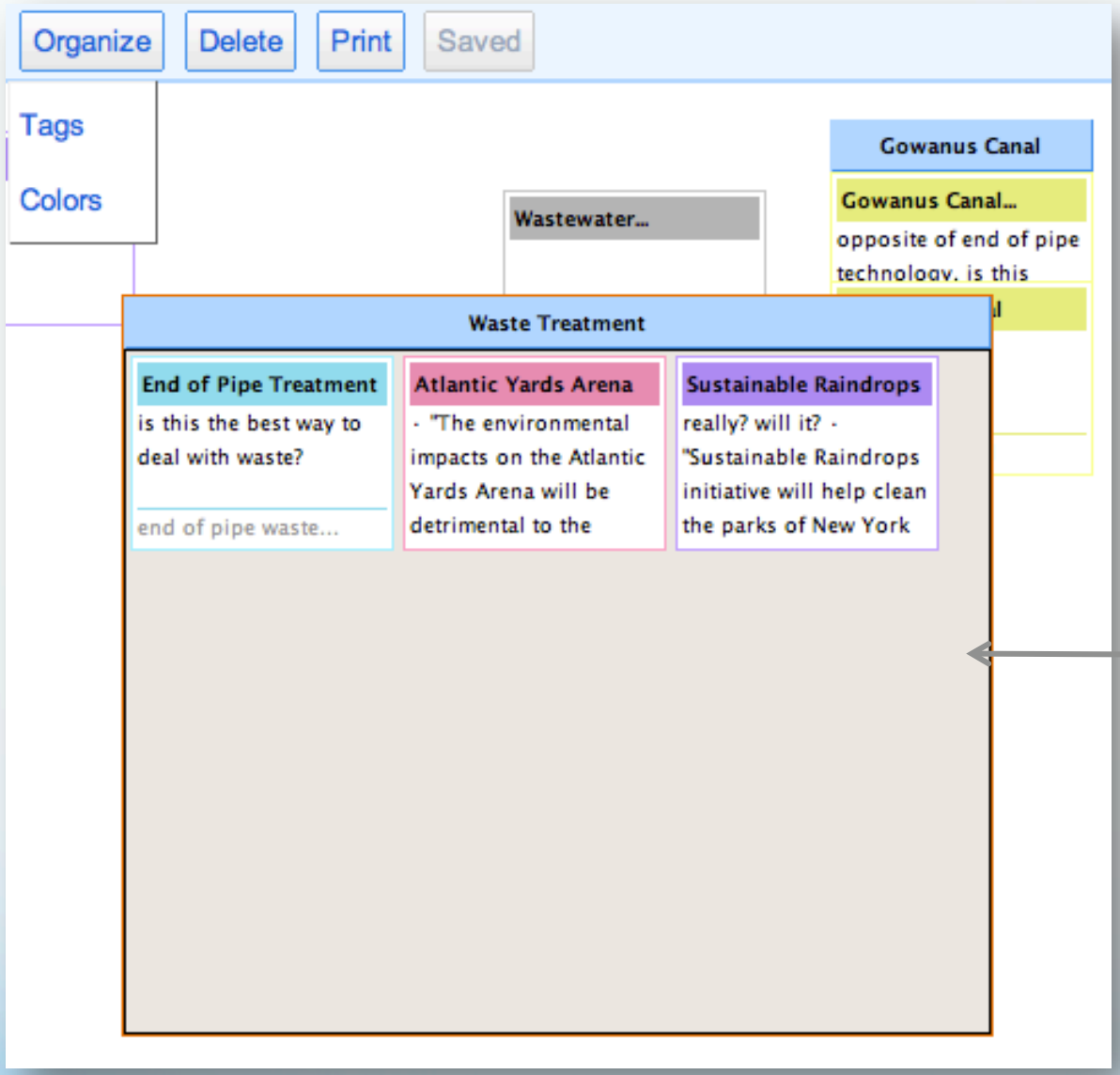


Here you can create virtual notes and arrange them within the space by dragging and dropping

Edit by clicking the edit button or double clicking on the note or group

With the bird's-eye-view navigation, you can look around the entire note space – so there's plenty of room for all your information!

Notebook – Using groups

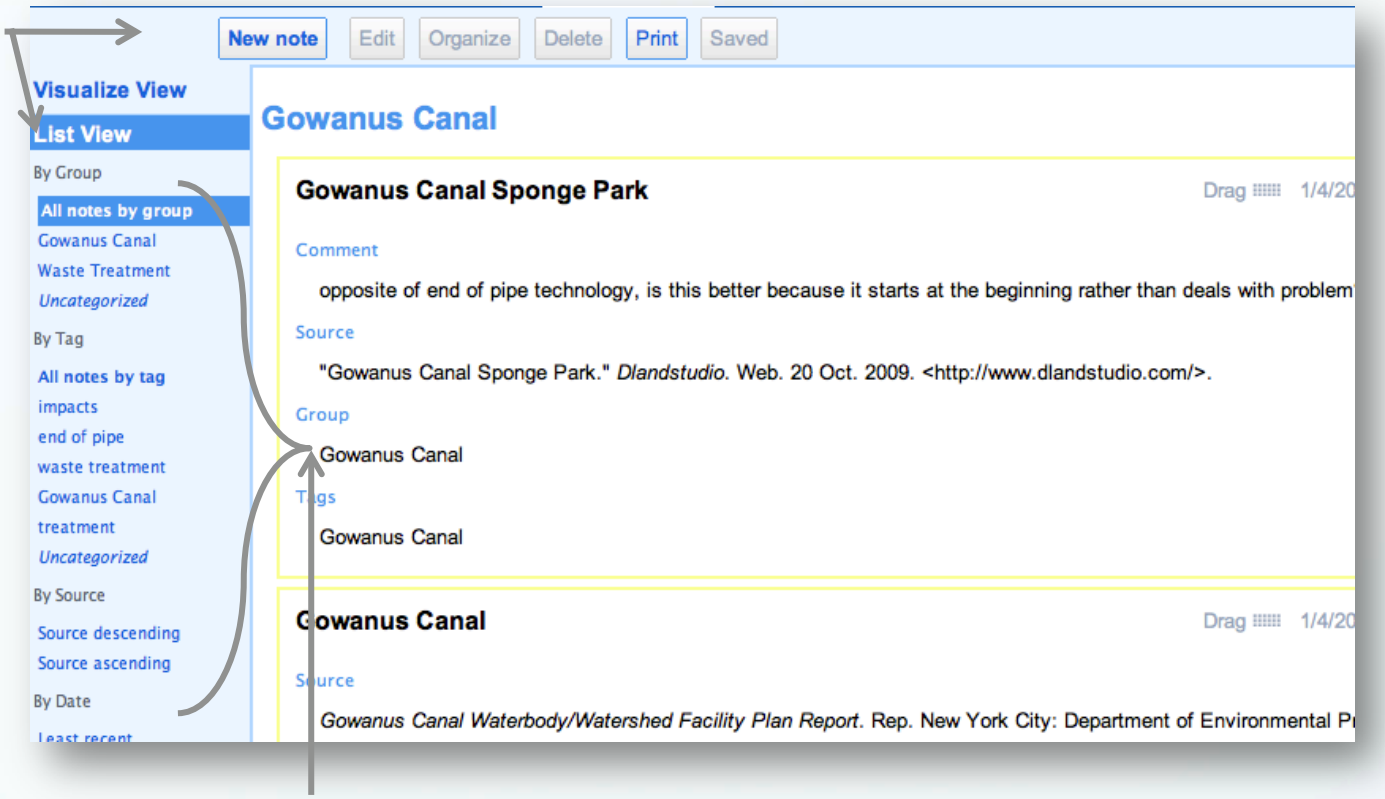


Group notes by dragging notes, or groups on top of one another. Change the group name by double clicking it

Double click the group to expand it. You can add and remove notes from the expanded group

Notebook – List view

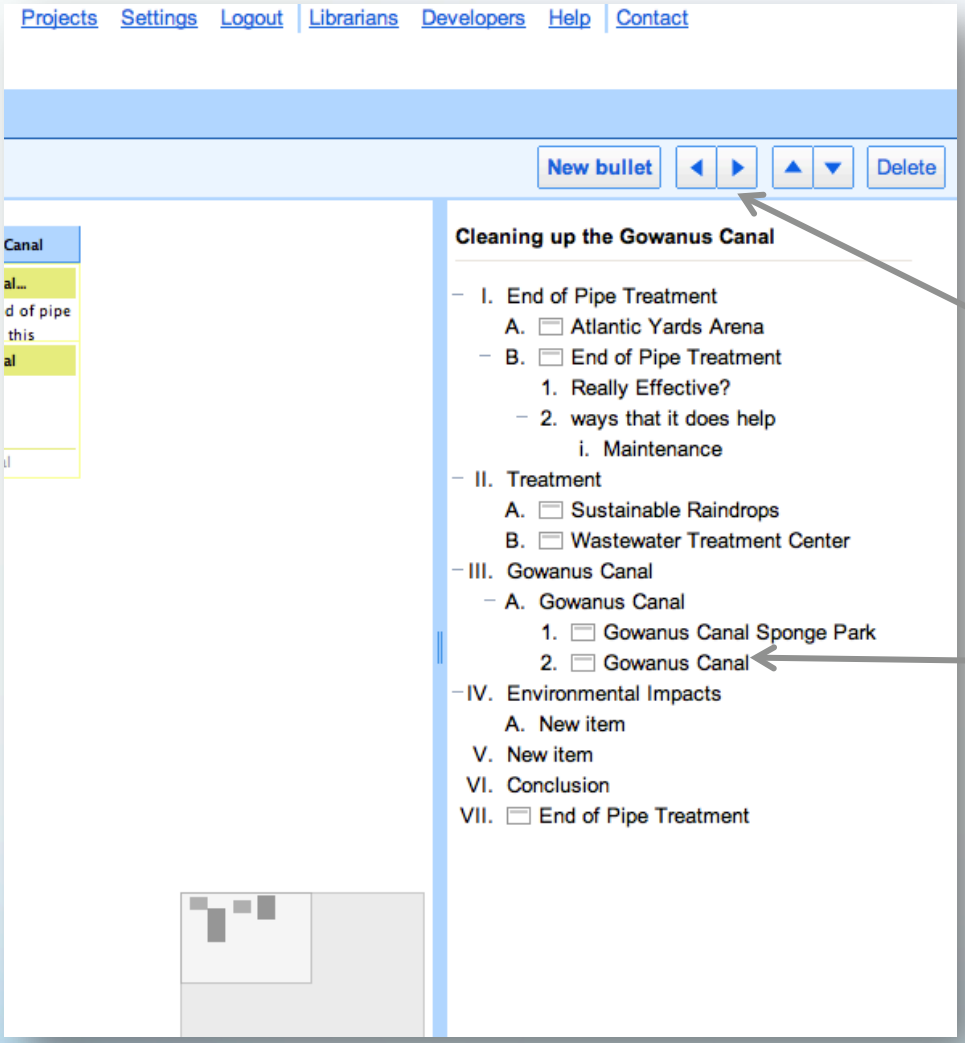
Click list view to see notes in a more expanded, scrolling format. Create and organize new notes in this view as well



View and manage notes based on groups, tags, sources associated with notes, or by the date notes were created

Notes created in the list and visualize view are interchangeable

Notebook – Creating an outline

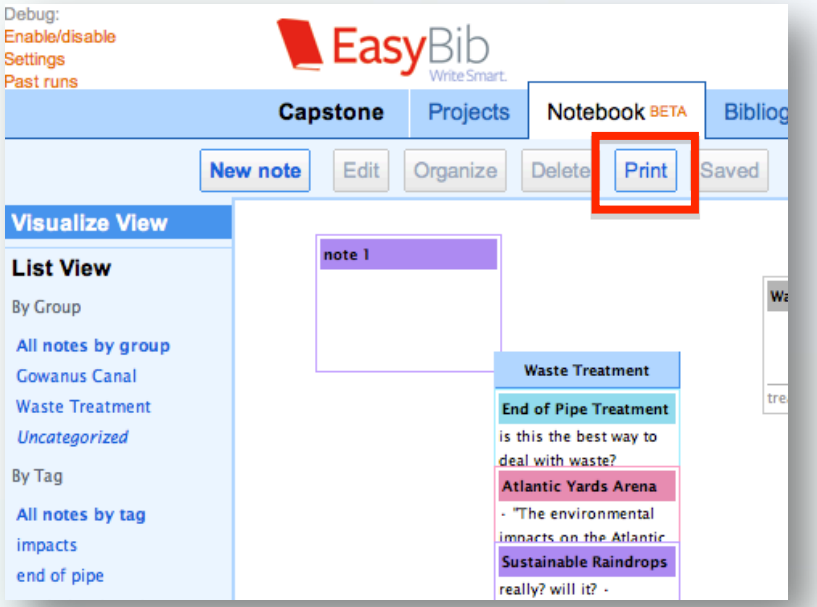


Create an outline of your paper as you takes notes and generate ideas

Use the navigation bar to create and move bullets. You can also drag and drop bullets

Drag notes or groups from the notes pane to the outline to associate notes with parts of your paper. You can drag notes and groups both from the visualize and the list view

Notebook – Printing and backing up notes



Click print to export and back up your notebook. This will open up a webpage where you can easily copy and paste your notes and outline

Outline

Canal building

1. New item
    1. New item
        1. New item
            1. New item
                1. New item
            2. First Group
            3. **Title**

                Comment: Comment

                Quotes: Quote!

                Paraphrasing: Paraphrasing is awesome!

                Source:

                Identifier: p12

                Tags: Tag1
2. New item
    1. **Title**