



How to Use EasyBib School Edition Student Instructions

Adapted November 2014 from EasyBib's Slideshare:
<http://www.slideshare.net/EasyBib/instructional-presentation>

How does EasyBib make research easier?

Citation Generation

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

Note Taking

- Create **virtual notecards**
- Create an **outline**
- Group, tag, and associates notes with your outline and sources

Registering with IP authentication

1. Click the **Sign up** link

EasyBib
by imagine easy Pro For Institutions

My Projects Products Citation Guide & Educator Blog Support Login **Sign up**

Sign up to EasyBib

Or register directly with EasyBib:

Your institution subscribes to our premium services. You will automatically get these services free when you sign up.

First name:

Last name:

Email address: *

Password: *

Confirm password: *

Coupon code: (optional)

Register

2. Create an account with EasyBib. No coupon code required.

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

The screenshot shows the EasyBib Pro interface for institutions. At the top, there is a navigation menu with links for 'My Projects', 'Research', 'Products', 'Citation Guide & Educator Blog', and 'Support'. The user is logged in as 'Hi, Beth'. The main content area is titled 'All Projects' and features a sidebar with options like '+ New folder', 'All Projects', 'Shared with me', 'Starred', and 'Trial Project...'. A red box highlights the '+ New project' button, with an arrow pointing to it. Below this, there is a search bar and a list of projects. The first project is 'Yoga and ADHD', which has a star icon, a date of 'December 1st 2013', and options for 'Bibliography', 'Notebook', 'Paper', 'Edit', and 'Share'. The second project is 'Charter Schools'. On the right side of the page, there is a large image of a 'Yellowjackets' logo.

This is the All Projects page. From here you can create, manage, and view projects. Start by clicking **+ New project**

Creating a new project

Create project

Project name

Default style

- MLA 6
- MLA 7
- APA
- Chicago/Turabian

Close Create

To start your project, give it a title

Next, select the desired citation style (don't worry if you pick the wrong one, you can always change it later automatically)

Then click "Create"

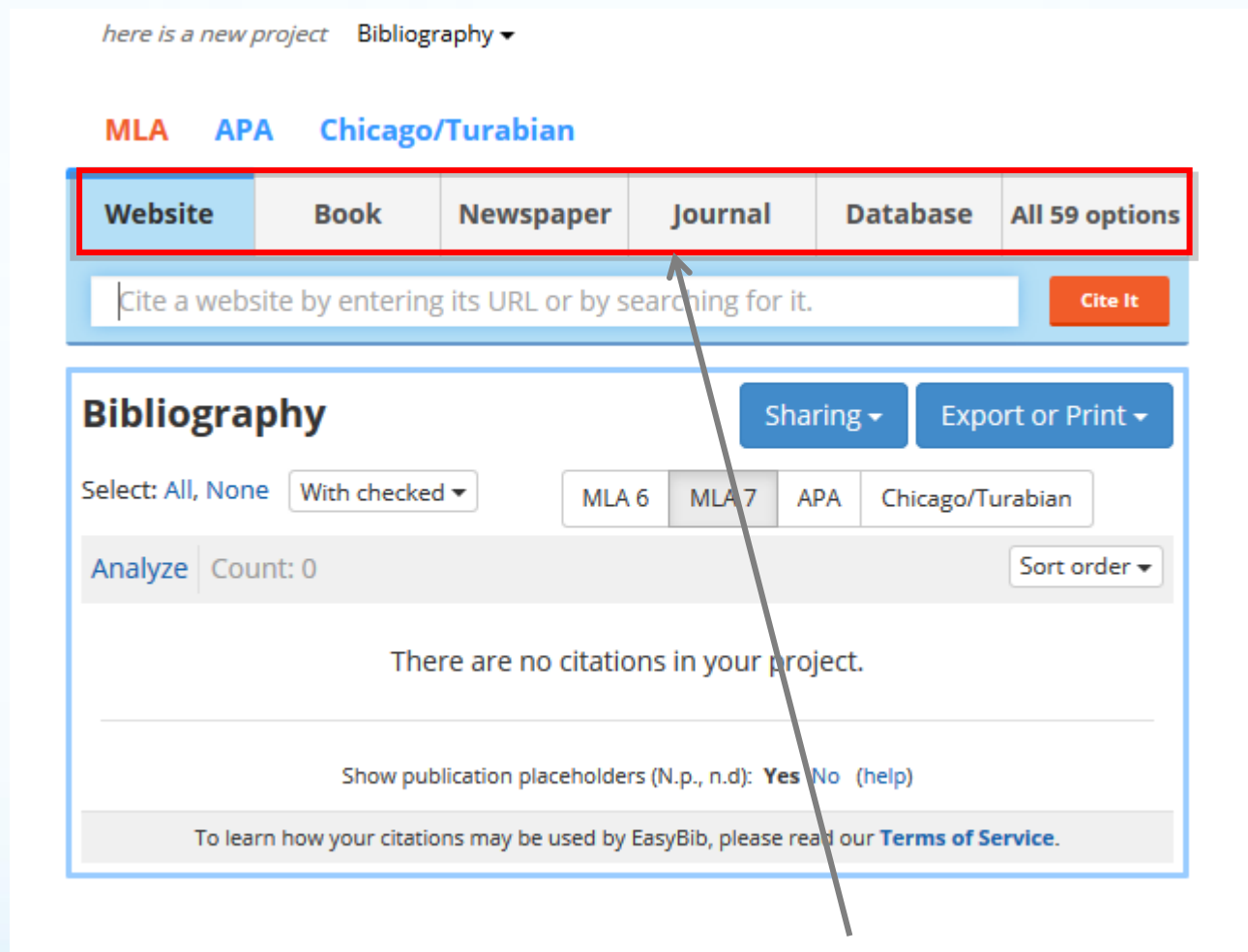
Starting a bibliography

The screenshot shows a web interface for managing projects. On the left, there's a sidebar with 'All Projects' and a search bar. The main area displays a list of projects. The project 'here is a new project' is highlighted with a red box. Below it, the 'Bibliography' link is highlighted with an arrow pointing to the text at the bottom of the slide. To the right of the project list, there's a logo for 'Yellowjackets' featuring a stylized 'Y' and the team name.

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

To start creating citations for this project, just click “Bibliography.” Click “Notebook” to create notes and an outline. Click “Paper” to open a Google doc.

Selecting a source type to cite



here is a new project Bibliography ▾

MLA APA Chicago/Turabian

Website Book Newspaper Journal Database All 59 options

Cite a website by entering its URL or by searching for it. [Cite It](#)

Bibliography [Sharing ▾](#) [Export or Print ▾](#)

Select: All, None [With checked ▾](#) [MLA 6](#) [MLA 7](#) [APA](#) [Chicago/Turabian](#)

Analyze Count: 0 [Sort order ▾](#)

There are no citations in your project.

Show publication placeholders (N.p., n.d): [Yes](#) [No](#) [\(help\)](#)

To learn how your citations may be used by EasyBib, please read our [Terms of Service](#).

Here is the bibliography start page; from here there are tabs for the most popular sources, as well as a tab for all 59 sources EasyBib supports

Viewing all source types

MLA APA Chicago/Turabian

Website Book Newspaper Journal Database All 59 options

*Automatically search and cite any of the 22 designated sources!

Most popular	All Sources	Executive Order	Music / Audio*
Book*	Advertisement	Federal Bill*	Newsgroup
Journal Article*	Bible*	Federal Report	Newsletter
Magazine Article*	Blog / Podcast	Federal Rule	Newspaper Article*
Newspaper Article*	Book*	Federal Statute	Online Database
Online Database	Brochure	Federal Testimony	Painting / Artwork
Website*	Cartoon / Comic	Film / Online Video*	Pamphlet
Other	Chapter / Anthology*	Government Publication*	Patent
Write / paste citation	Collection Article	Interview	Photograph
Upload / database import	Conference Proceedings*	Journal Article*	Preface / Foreword*
	Congressional Publication*	Lecture / Speech	Press Release
	Court Case	Letter	Raw Data
	Dictionary Entry*	Live Performance	Report
	Digital File	Magazine Article*	Reprinted Work
	Digital Image	Mailing List	Review
	Dissertation*	Manuscript	Scholarly Project
	Dissertation (abstract)*	Map / Chart*	Software*
	E-mail	Microform	Television / Radio
	Editorial	Miscellaneous	Thesis*
	Encyclopedia Article*	Multivolume Work*	Website*

← Clicking on the “All 59 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

The screenshot shows the EasyBib interface. At the top, there are tabs for citation styles: MLA, APA, and Chicago/Turabian. Below these are tabs for source types: Website, Book, Newspaper, Journal, Database, and All 59 options. The 'Book' tab is selected. A search bar contains the text 'catcher in the rye' and is highlighted with a red box. To the right of the search bar is a 'SELECT' button. Below the search bar, the text 'powered by WorldCat' is visible. The search results are titled 'Book search results for catcher in the rye:'. There are four results listed, each with a 'Select »' button to its right. The first result is 'The catcher in the rye' by J. D. Salinger, published by Little, Brown in 1951. The second is 'The catcher in the rye' by Harold Bloom, published by Chelsea House in 1997. The third is 'The catcher in the rye' by John C. Unrue, published by Gale Group in 2001. The fourth is 'The catcher in the rye: innocence under pressure' by Sanford Pinsker, published by Twayne Publishers in 1993. The 'Select »' button for the first result is highlighted with a red box. An arrow points from the 'Select »' button to the text on the right.

EasyBib allows users to automatically format book citations by simply entering a title, keyword or ISBN. EasyBib offers auto-citing for 22 of the 59 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!

Cite a Book [Help](#) MLA 6 MLA 7 APA Chicago/Turabian

Just fill out what you know. We'll format it correctly.

Medium: **In print** **E-book: online** **Online database** **E-book: other**

Citing: 

Contributors: Remove

First MI Last / corp. Suffix

[+ Add another contributor](#)

In print publication info

Source title:

Advanced info:

Vol. Edition Series

Publication info:

Publisher City Year

[Add Annotation](#)

[Create Citation](#)

Be sure to make sure the information is correct
Select the correct medium & add additional info

Click the “Create citation”
button, and...

Building your list

MLA APA Chicago/Turabian

Website Book Newspaper Journal Database All 59 options

Cite a website by entering its URL or by searching for it. [Cite It](#)

Bibliography

Sharing ▾ Export or Print ▾

Select: All, None With checked ▾

MLA 6 MLA 7 APA Chicago/Turabian

Analyze Count: 1 Sort order ▾

Salinger, J. D. *The Catcher in the Rye*. Boston: Little, Brown, 1951. Print.

Book Comments | Tags | Parenthetical | Edit | Delete

Show publication placeholders (N.p., n.d): Yes No (help)

To learn how your citations may be used by EasyBib, please read our [Terms of Service](#).

Your citation is automatically formatted and added to your list. Continue the process to build your works cited

Citing a website

Enter Web address:
URL
Enter URL or keywords to search for your site.

[cnn.com is credible. Learn more »](#)

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

Medium: **Online**

Source type:
Change the source type if necessary.

Article title:
You may need to clean up this title (it's long!).

Contributors:
First MI Last / corp. Suffix

[+ Add another contributor](#)

Online publication info

Website title:

Publisher / sponsor:

URL:
Note: MLA 7 says to leave out the URL unless the source cannot be located without it, or if your instructor requires it

Electronically published:
Day Month Year

Date accessed:
Day Month Year

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

Enter Web address:
Enter URL or keywords to search for your site.

en.wikipedia.org may be credible. [Learn more »](#)

We recommend the following article:

 **Japan**
The Columbia Encyclopedia — "Jap. Nihon or Nippon, country (2005 est. pop. 127,417,000), 145,833 sq mi (377,835 sq km), occupying an archipelago off the coast of E Asia..."
Published by Columbia University Press via Credo Reference

Medium: **Online**

Source type:
Article title:

Contributors:
First MI Last / corp. Suffix

en.wikipedia.org may be credible. ([See examples](#))

Author	User generated <ul style="list-style-type: none">Has the author written several articles on the topic, and do they have the credentials to be an expert? Can you contact them?Have other people referenced this web site article?
Publisher	Yes - publisher who is credible, but does not take responsibility <ul style="list-style-type: none">What do you know about the sponsor/publisher? Do they take responsibility for the content? Search the sponsor/publisher »Are credible sites linking to this page? Google for links to this site »
Bias	Sometimes <ul style="list-style-type: none">Does the author or the organization have a bias? Does bias make sense in relation to your argument? Check for site bias » Check for publisher bias »Is the purpose of the website to inform or to spread an agenda, or is there a commercial intent?Are there ads? Or is the site a content farm? A content farm produces large amounts of text without quality assurance to produce advertising revenue.
Currency	Yes - But potentially outdated <ul style="list-style-type: none">When was the source last published or updated? Does the publication date make sense in relation to your argument? Learn more on how to evaluate currency »Does the source even have a date?
Reproduced	Yes - sometimes without permission <ul style="list-style-type: none">Was it reproduced? If so, from where? Type a sentence in Google to verify »If it was reproduced, was it done so with permission? Copyright/disclaimer included?
Citations	Questionable citations and or related links

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

EasyBib by imagine easy Pro For Institutions

My Projects Research Products Citation Guide & Educator Blog Support

Yoga and ADHD Bibliography ▾

Automatic Bibliography and Citation Generator

Save time by creating a Works Cited page instantly in MLA, APA, or Chicago.

MLA APA Chicago/Turabian

Website Book Newspaper Journal Database All 59 options

Cite Source

Cite a website by entering its URL or by searching for it. Cite It

Manual entry **Help**

Not sure if you're at the correct form?

Click the Help link, which is on all 59 forms and the tab menu

SOURCE GUIDE Close

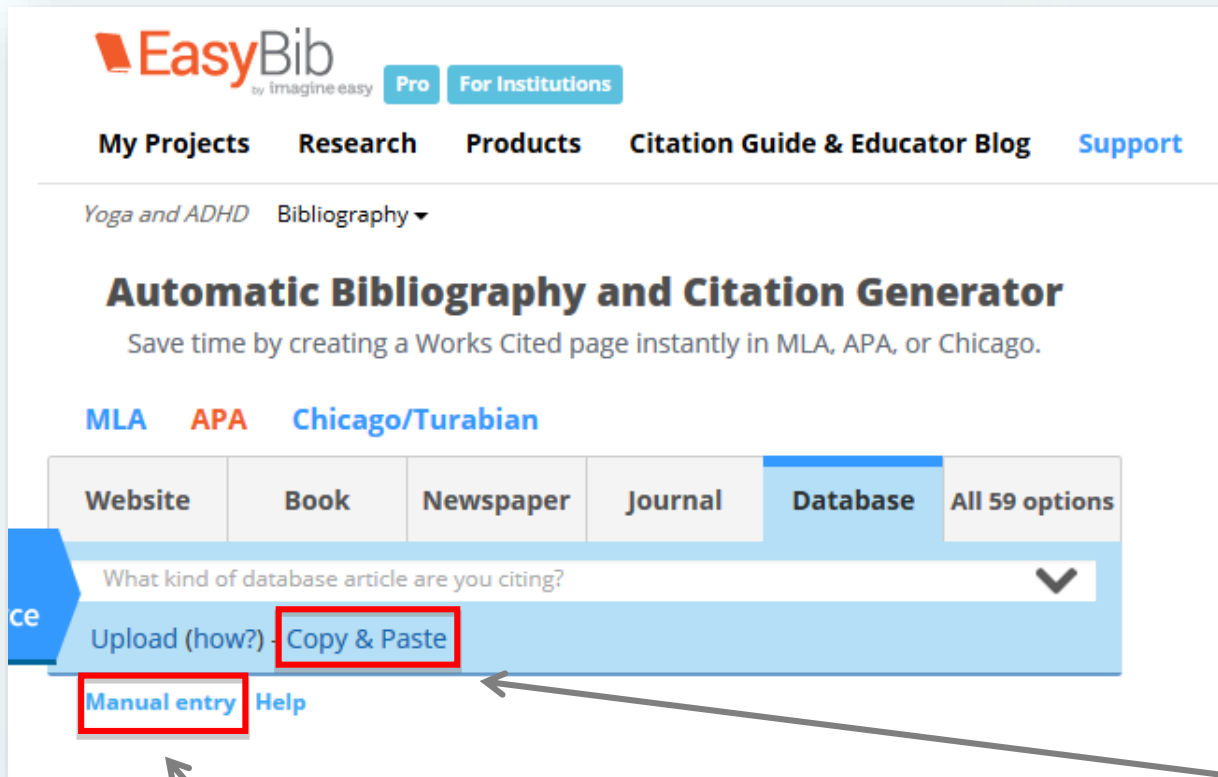
Website

Choose a source type that resembles your source:

- A website article**
A collection of online informational pages on the world wide web that typically covers related topics and has a URL [examples]
- A blog entry**
A website with regular entries that allows commentary and discussion. Often considered to be like an online diary [examples]
- An online newspaper article**
A daily or weekly publication that contains news often featuring articles on political events, crime, business, art/entertainment, society and sports [examples]
- An article from an online database**
A structured, electronic collection that may contain full-text articles, abstracts, and data amongst other sources. Typically requires subscription access and is searchable. Large database providers include EBSCO, ProQuest, and Gale [examples]
- An online magazine article**
A publication that is issued periodically and contains items such as articles, essays, poems, and pictures. Magazines are typically not academic or peer reviewed, but can range from general to specific topics. They are usually published for entertainment purposes [examples]
- A digital image**
An electronic representation of a 2D image found on a website [examples]

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 Copy & Paste



The screenshot shows the EasyBib website interface. At the top, there is a navigation bar with the EasyBib logo and the text "by imagineeasy Pro For Institutions". Below this, there are links for "My Projects", "Research", "Products", "Citation Guide & Educator Blog", and "Support". The main content area is titled "Automatic Bibliography and Citation Generator" and includes the text "Save time by creating a Works Cited page instantly in MLA, APA, or Chicago." Below this, there are three tabs for citation styles: "MLA", "APA", and "Chicago/Turabian". A horizontal menu below the tabs includes "Website", "Book", "Newspaper", "Journal", "Database", and "All 59 options". The "Database" tab is selected. Below the menu, there is a dropdown menu with the text "What kind of database article are you citing?". Below the dropdown, there are two buttons: "Upload (how?)" and "Copy & Paste". The "Copy & Paste" button is highlighted with a red box. Below the buttons, there is a link for "Manual entry" and a "Help" link. The "Manual entry" link is also highlighted with a red box. An arrow points from the "Manual entry" link to the text below, and another arrow points from the "Copy & Paste" button to the text on the right.

You can Copy & Paste your citation from your source.

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 format it for you

Citation guides

The screenshot shows the EasyBib website interface. At the top left is the logo 'EasyBib by imagine easy' with 'Pro' and 'For Institutions' buttons. The navigation menu includes 'My Projects', 'Research', 'Products', 'Citation Guide & Educator Blog' (highlighted with a red box), and 'Support'. Below the navigation, there is a breadcrumb trail 'Yoga and ADHD Bibliography'. The main heading is 'Automatic Bibliography and Citation Generator' with the subtext 'Save time by creating a Works Cited page instantly in MLA, APA, or Chicago.' There are three tabs: 'MLA', 'APA', and 'Chicago/Turabian'. Below these are six buttons for source types: 'Website', 'Book', 'Newspaper', 'Journal', 'Database', and 'All 59 options'. The 'Website' button is selected. A text input field contains the placeholder 'Cite a website by entering its URL or by searching for it.' and a 'Cite It' button. At the bottom left, there is a blue arrow pointing to the 'Website' button with the text 'ite ource'. At the bottom, there are links for 'Manual entry' and 'Help'. A grey arrow points from the 'Citation Guide & Educator Blog' link in the navigation menu to the text below.

Need help understanding and finding information?

Clicking on “Citation Guide & Educator Blog” will take you to a list of citation style guides – similar to using Purdue OWL

Direct citation export from databases

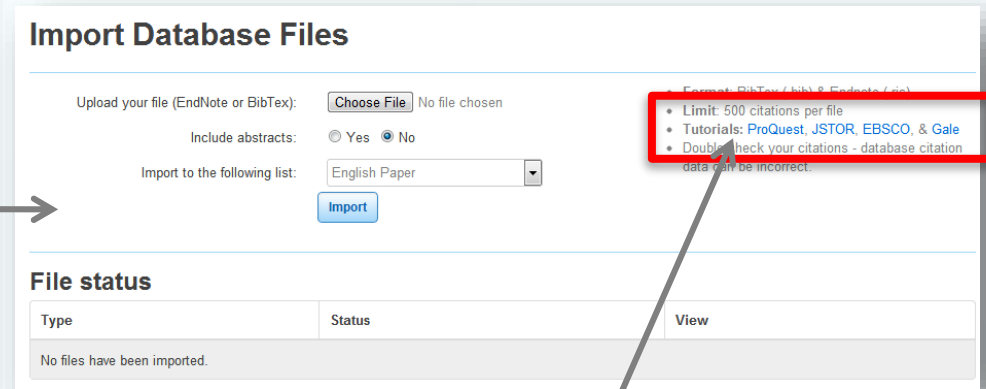
The screenshot shows the Gale Global Issues in Context database interface. At the top, there's a navigation bar with 'HOME', 'ADVANCED SEARCH', 'BROWSE ISSUES AND TOPICS', and 'WORLD MA'. Below this, a 'Citation' panel is visible, showing a citation for Carl Zimmer's article 'Take a Breath and Thank a Sponge.' from the New York Times. The citation is formatted in MLA 7th Edition. To the right of the citation, there's an 'Export' section with several options: 'EasyBib' (highlighted with a red box), 'EndNote', 'ProCite', 'Reference Manager', and 'RefWorks'. An arrow points from the citation to the 'EasyBib' button. Below the citation, there are 'Download' and 'Select' buttons. At the bottom left, there are links for 'Disclaimer', 'MLA example', and 'APA example'.

The screenshot shows the 'Cite a Book' interface. At the top, there's a search bar with 'Autocite!' and 'New! Search by book title, keywords, or ISBN! powered by WorldCat'. Below the search bar, there's a red warning: 'Please confirm or modify the information below! We get our data from outside sources, so please double-check.' The 'Medium' section has tabs for 'In print', 'E-book: online', 'E-book: database', and 'E-book: other'. The 'Citing' dropdown is set to 'The whole book'. The 'Contributors' section shows 'Author' as 'J D Salinger' with fields for 'First', 'MI', 'Last / corp.', and 'Suffix'. There's a '+ Add another contributor' link. The 'In print publication info' section has fields for 'Source title' (The catcher in the rye), 'Advanced info' (Vol., Edition, Series), and 'Publication info' (Publisher: Little, Brown; City: Boston; Year: 1951). At the bottom, there are 'Add Annotation' and 'Create Citation' buttons.

Gale databases support a direct export to EasyBib, making it easy for you to export your citations. The number of supported databases is growing.



Importing citations from databases



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

OR **Copy and Paste** your citation as shown on slide 16

EBSCO and other databases require this type of import: Select "Upload citations" from the "All 59 options" menu

Parenthetical citations and footnotes

The screenshot shows a web-based bibliography tool. At the top, there are buttons for "Save as Google doc" and "Print as Word Doc". Below these are options for "Copy & paste", "E-mail", and "Share". A "Select: All, None" dropdown and an "Organize che" button are also visible. The main area displays a list of bibliographic entries, including "Japan." Topic Pages, Reference, and Wikipedia. A dialog box is open in the foreground, titled "Close" in the top right corner. It contains two checked checkboxes: "Contributors" with a text input field containing "Salinger", and "Pages" with a text input field containing "25-26". Below these is a section titled "Copy and paste your citation:" with a text input field containing "(Salinger 25-26)". At the bottom right of the dialog box, there is a link for "MLA parenthetical rules". In the background, the "Parenthetical" tag for the selected entry is highlighted with a red box.

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

Organizing, sorting, and tagging

Manage citations and move them between projects

The screenshot shows the EasyBib website interface. At the top, there is a navigation bar with 'My Projects', 'Research', 'Products', 'Citation Guide & Educator Blog', and 'Support'. Below this, there are tabs for 'Yoga and ADHD' and 'Bibliography'. A search bar is present with the text 'Cite a website by entering its URL or by searching for it.' and a 'Cite It' button. The main content area is titled 'Bibliography' and includes a 'Sharing' dropdown and an 'Export or Print' dropdown. A 'Select:' dropdown is set to 'All, None' and a 'With checked' dropdown is open, showing a list of actions: 'Copy into another project', 'Export citations to Word', 'Export citations to Google Docs', 'Export citations to SkyDrive', 'Copy & paste citations', 'E-mail checked citations', and 'Delete checked citations'. A 'Sort order' dropdown is also visible. The citation list includes entries like 'ADHD. (n.d.)' and 'Bowen-Irish, Parent, ch.ebscohost.com'. A 'Tags' button is highlighted in red, and a 'Sort order' dropdown is also highlighted in red.

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

Add tags to organize citations

Understanding the quality of research

Bibliography

Copy & paste | E-mail | Share | **Analyze** | Count: 3

Select: All, None | Organize checked citations

"Japan." *Topic Pages*. Boston: Credo Reference Reference. 25 Sept. 2012. Web. 25 Sept. 2012. <<http://www.credoreference.com/topic/japan>>. Chapter / Anthology

"Japan." *Wikipedia*. Wikimedia Foundation, 23 Sept. 2012. <<http://en.wikipedia.org/wiki/Japan>>. This is Website

Evaluate
bibliography score

Analyze
in detail

[« Back to bibliography](#)

Your bibliography score: Good

Diversity of source types

You have 3 different kinds of sources.
Score: **Great** | [Explanation](#)

A good paper uses a diversity of resource types. For example, using books along with web sites can give a deeper perspective on a topic.

- One type of source: **Needs work**
- Two types of sources: **Okay**
- Three type of sources: **Great**
- Four or more types of sources: **Excellent**

Source Type	Percentage
Website	33%
Book	33%
Chapter	33%

Database usage

33.3% of your sources are from databases.
Score: **Good** | [Explanation](#)

Category	Percentage
Database	33%
Non-database	67%

Website credibility

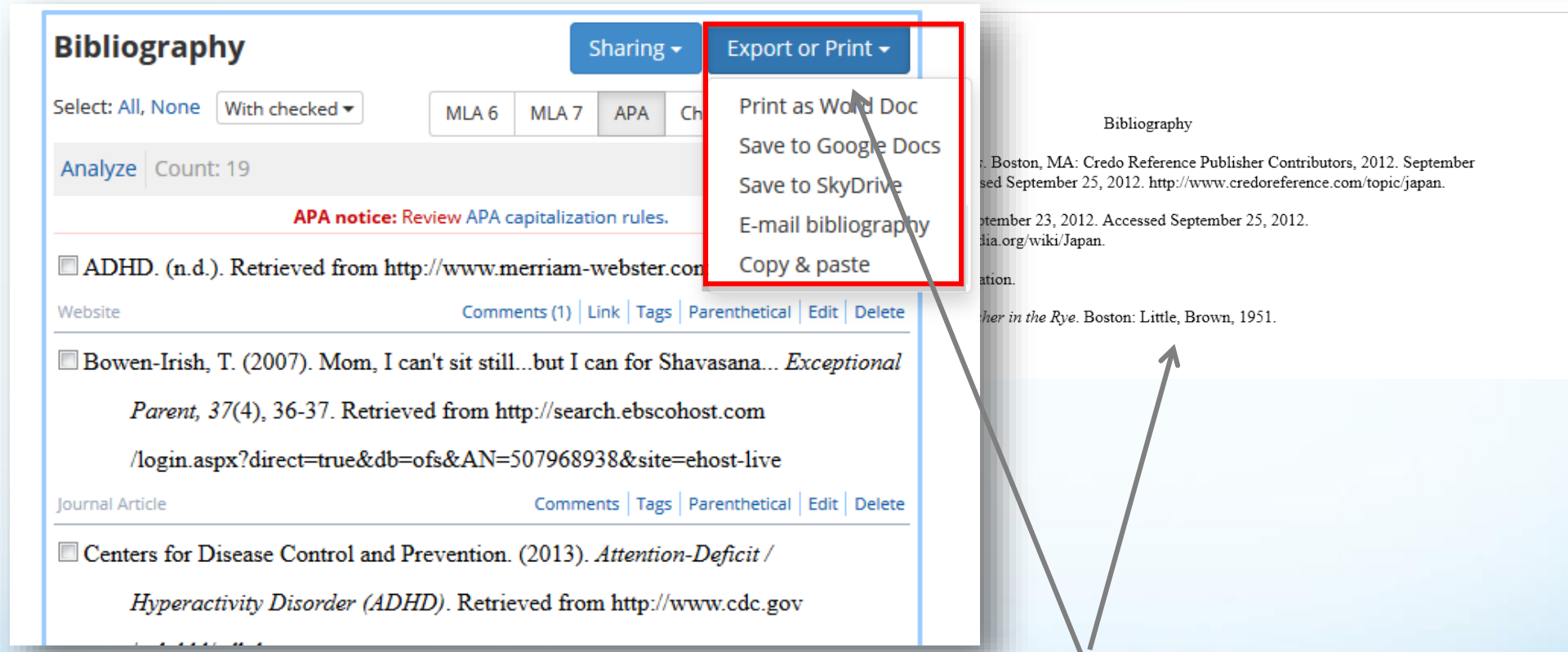
0% of your sources that have been evaluated are credible
Score: **Good** | [Explanation](#)

Category	Percentage
Maybe credible	100%

Bibliography Analytics help you to evaluate your work and identify areas for improvement before submitting assignments.

Exporting your bibliography

Exporting your work is easy



The screenshot shows a web interface for managing a bibliography. At the top left, the word "Bibliography" is displayed. To its right are two buttons: "Sharing" and "Export or Print". The "Export or Print" button is highlighted with a red border, and a dropdown menu is open, listing several options: "Print as Word Doc", "Save to Google Docs", "Save to SkyDrive", "E-mail bibliography", and "Copy & paste". Below the buttons, there are filters for "Select: All, None" and "With checked", along with tabs for citation styles: "MLA 6", "MLA 7", "APA", and "Chicago". A section labeled "Analyze" shows a "Count: 19". A red notice states "APA notice: Review APA capitalization rules." Below this, there are three entries in the bibliography, each with a checkbox and a set of actions (Comments, Link, Tags, Parenthetical, Edit, Delete). The first entry is for "ADHD", the second for "Bowen-Irish, T. (2007). Mom, I can't sit still...but I can for Shavasana...", and the third for "Centers for Disease Control and Prevention. (2013). Attention-Deficit / Hyperactivity Disorder (ADHD)". To the right of the interface, a partial view of a bibliography entry is visible, including the text "Bibliography" and "Boston, MA: Credo Reference Publisher Contributors, 2012. September 25, 2012. http://www.credoreference.com/topic/japan." Two arrows originate from the bottom right of the interface, pointing towards the text below.

You can export your works cited fully formatted to Word or Google Docs. You can also copy & paste or email your bibliography

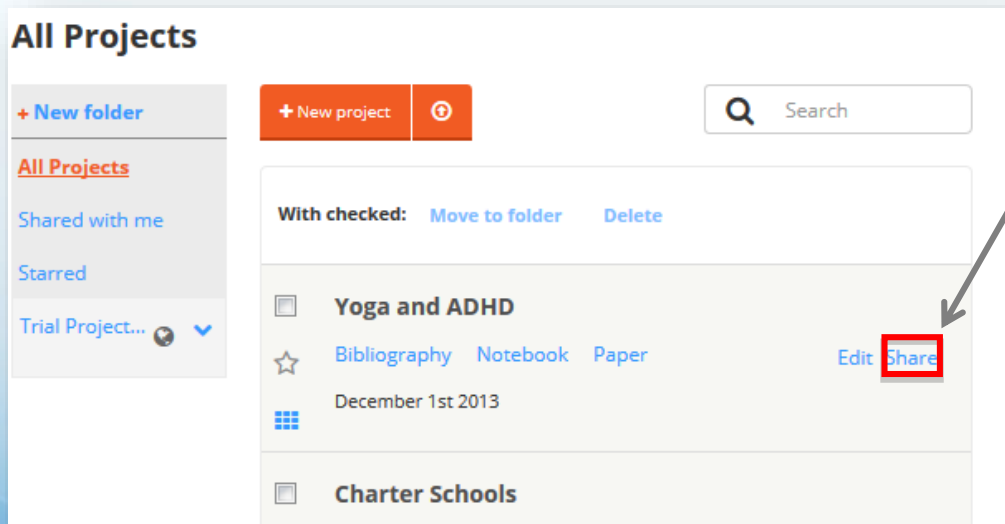
Sharing your bibliography

Sharing your work is easy



The screenshot shows a 'Bibliography' interface. At the top, there are buttons for 'Sharing', 'Export', and 'Print'. The 'Sharing' dropdown menu is open, showing options: 'E-mail bibliography', 'Invite others', and 'Share public link'. Below the menu, there are filters for 'Select: All, None' and 'With checked'. A list of bibliography entries is visible, including 'ADHD. (n.d.). Retrieved from http://www.merriam-webster.com/dictionary/adhd' and 'Bowen-Irish, T. (2007). Mom, I can't sit still...but I can for Shavasana... *Exceptional Parent*, 37(4), 36-37. Retrieved from http://search.ebscohost.com/login.aspx?direct=true&db=ofs&AN=507968938&site=ehost-live'.

Share your work with team members for group projects or with your teacher.



The screenshot shows an 'All Projects' interface. On the left, there is a sidebar with options: '+ New folder', 'All Projects', 'Shared with me', 'Starred', and 'Trial Project...'. The main area has a search bar and a list of projects. The first project is 'Yoga and ADHD', which is a 'Bibliography' type, 'Notebook' format, and 'Paper' category. It was created on 'December 1st 2013'. Below the project name, there are 'Edit' and 'Share' buttons. The 'Share' button is highlighted with a red box.

Sharing your bibliography

Project: Yoga and ADHD

Share this project

E-mail

Permissions View Edit (Bibliography only; Notebook currently read-only) Comment

Target folder ▼

You can set different levels of permissions: view, edit, comment.

Notebook

The screenshot displays the 'Notebook' application interface. At the top, there are navigation tabs: 'My Projects', 'Research', 'Products', 'Citation Guide & Educator Blog', and 'Support'. The user is logged in as 'Hi, Beth'. The current project is 'Yoga and ADHD'. Below the navigation, there are action buttons: 'New note', 'Edit', 'Organize', 'Delete', 'Print', 'Full View', 'Saved', and 'Count: 14'. On the right side, there are buttons for 'New bullet', 'Delete', and navigation arrows.

The interface is divided into several sections:

- VIEW:** Includes 'Visualize' (selected) and 'List'.
- ARRANGE:** Includes 'By Group' (All notes by group, ADHD, Yoga with ADHD, Yoga, Ungrouped), 'By Tag' (All notes by tag, Untagged by tag), and 'By Source' (Source descending, Source ascending).
- DELETED NOTES:** A section for deleted notes.

The main content area shows three note cards:

- ADHD:** Contains notes on 'adhd treatment', 'ADHD comorbidity', 'diagnosis', 'Cause ADHD', 'symptoms adhd', and 'at risk'.
- Yoga with ADHD:** Contains notes on 'Studies #1', 'Studies #2', and 'Study #3'.
- Yoga:** Contains notes on 'Yoga', 'Yoga --', 'Yoga in practice', and 'Yoga therapy'.

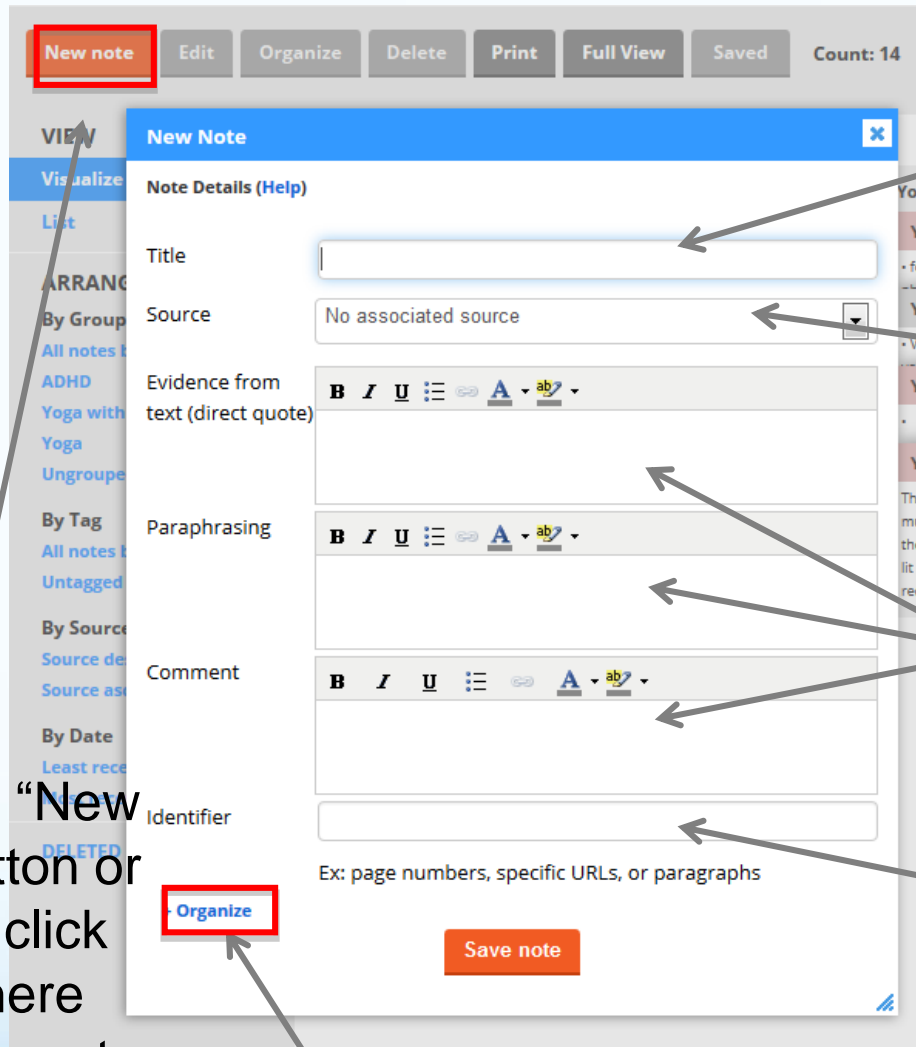
On the right side, there is a list of notes titled 'What is the effect of yoga on students with ADHD?':

- I. ADHD
 - A. adhd treatment
 - B. ADHD comorbidity
 - C. diagnosis
 - D. Cause ADHD
 - E. gen adhd
 - F. symptoms adhd
 - G. at risk
- II. Yoga
 - A. Yoga
 - B. Yoga in practice
 - C. Yoga therapy
- III. Yoga with ADHD
 - A. Studies #1
 - B. Studies #2
 - C. Study #3
- IV. ADHD
 - A. adhd treatment
 - B. ADHD comorbidity
 - C. diagnosis
 - D. Cause ADHD
 - E. symptoms adhd
 - F. at risk
 - G. gen adhd

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

Access the notebook from the "All Projects" page

Notebook – Creating a New Note



Title your note

Associate the note with a source in the bibliography

Students can differentiate between quotes, paraphrasing and their own comments/thoughts

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

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

Organize notes by creating groups, adding tags and/or color-coding

Notebook – Managing virtual notes

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

The screenshot shows the EasyBib Pro interface for a notebook titled "Yoga and ADHD". The top navigation bar includes "My Projects", "Research", "Products", "Citation Guide & Educator Blog", and "Support". Below this, the notebook title "Yoga and ADHD" is displayed. A toolbar contains buttons for "New note", "Organize", "Delete", "Print", "Full View", "Saved", and "Count: 14". The "Organize" button is highlighted with a red box and an arrow. On the left, a sidebar menu is divided into "VIEW" (Visualize, List), "ARRANGE" (By Group, By Tag, By Source, By Date), and "DELETED NOTES". The main content area shows a grid of notes with various tags and colors. A zoomed-in view of a note is shown at the bottom right, with an arrow pointing to it from the text below.

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

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

The screenshot displays a digital notebook interface. On the left, a sidebar lists various ADHD-related topics: 'ADHD', 'adhd treatment', 'ADHD comorbidity', 'diagnosis', 'Cause ADHD', 'symptoms adhd', and 'at risk'. The 'adhd treatment' section is expanded, showing sub-topics like 'medications -- stimulant'. A 'Yoga with ADHD' group is highlighted with a blue border, containing three sub-groups: 'Studies #1', 'Studies #2', and 'Study #3'. Below this, a larger 'Yoga' group is expanded, showing three sub-groups: 'Yoga', 'Yoga in practice', and 'Yoga therapy'. The 'Yoga therapy' sub-group is highlighted with a red border. A small inset window at the bottom right shows a grid of notes.

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

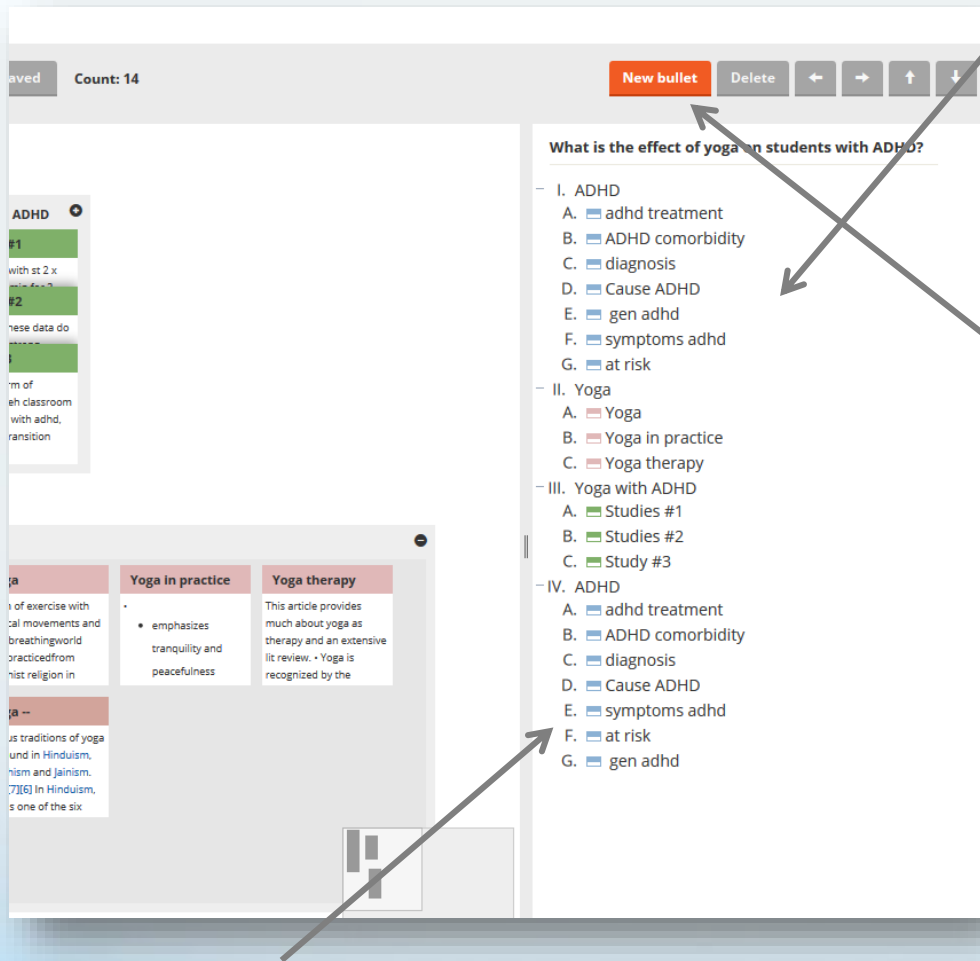
Notebook – List view

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

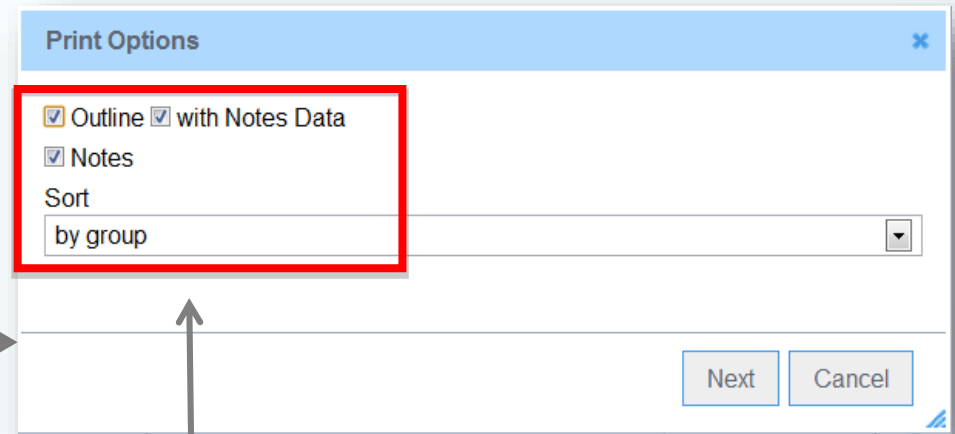
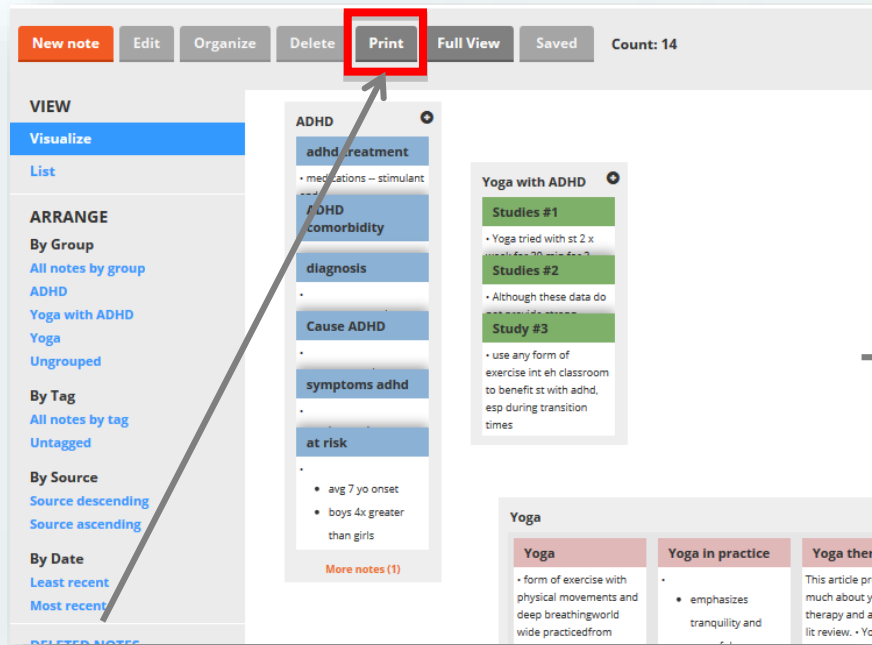


Create an outline of your paper as you take notes and generate ideas

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

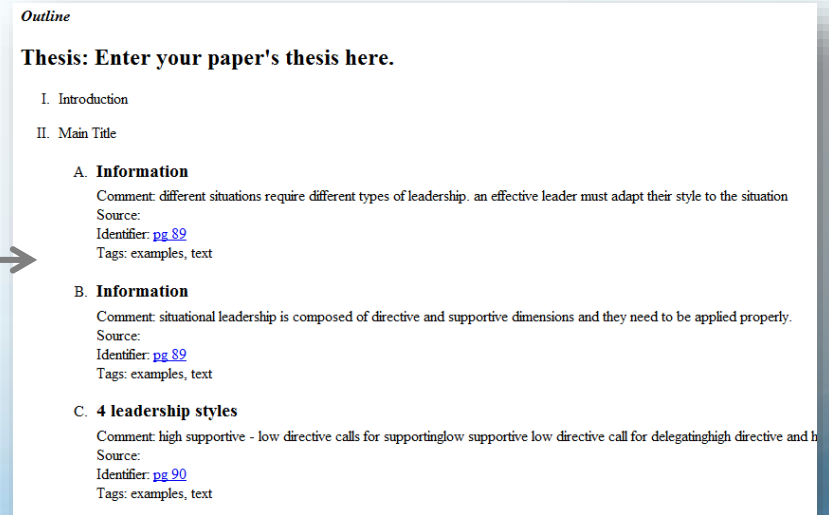
Notebook – Printing and backing up notes



You can choose how data will display.

Click Print to export and back up your notebook.

Working from the outline, you can review your paper's flow, continuity, and substance.



Writing the Paper – EasyBib lets you link to your Google Doc

Simply tab back to projects to open up your paper.

The screenshot shows the EasyBib website interface. At the top, there is a navigation bar with tabs for 'Research BETA', 'Notes & Outline', 'Bibliography', 'Citation guide', and 'Educator blog'. Below this, a blue bar contains 'All Projects » Leadership Paper'. To the right of this bar are links for 'Edit Profile', 'Payments & Settings', and 'Coupon Codes'. The main content area is titled 'My projects' and contains a box with three buttons: '+ Create a new project', 'View all sources', and 'Upload citations'. Below these buttons is a dropdown menu labeled 'Organize checked projects'. The main content area lists two projects: 'Leadership Paper' and 'English Paper'. The 'Leadership Paper' project is dated 'January 18, 2012' and has links for 'Edit' and 'Shared'. Below the project name are links for 'Bibliography', 'MLA', 'APA', 'CHI', 'Count', 'Notebook', and 'Paper'. The 'Paper' link is circled in red. The 'English Paper' project is dated 'September 25, 2012' and has links for 'Edit' and 'Share'. Below the project name are links for 'Bibliography', 'MLA', 'APA', 'CHI', 'Count', 'Notebook', and 'Paper'.