EasyBib
Write Smarter.

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

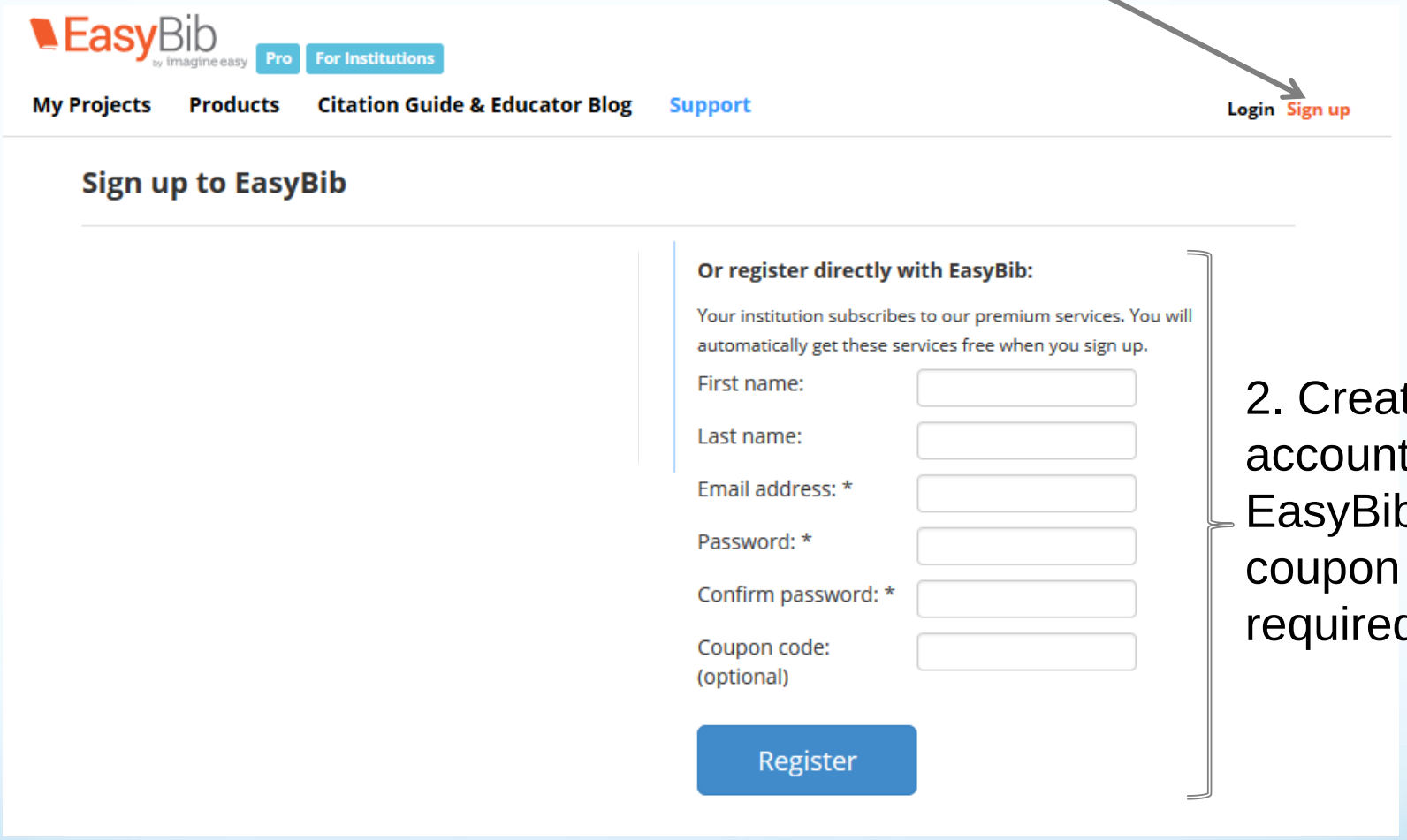
- Easily create a **bibliography in MLA**, APA, and Chicago styles
- **Export to Word** or Google Docs fully formatted
- Create **annotations**, **in-text citations**, and tag and sort citations

Note Taking

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

Registering with IP authentication

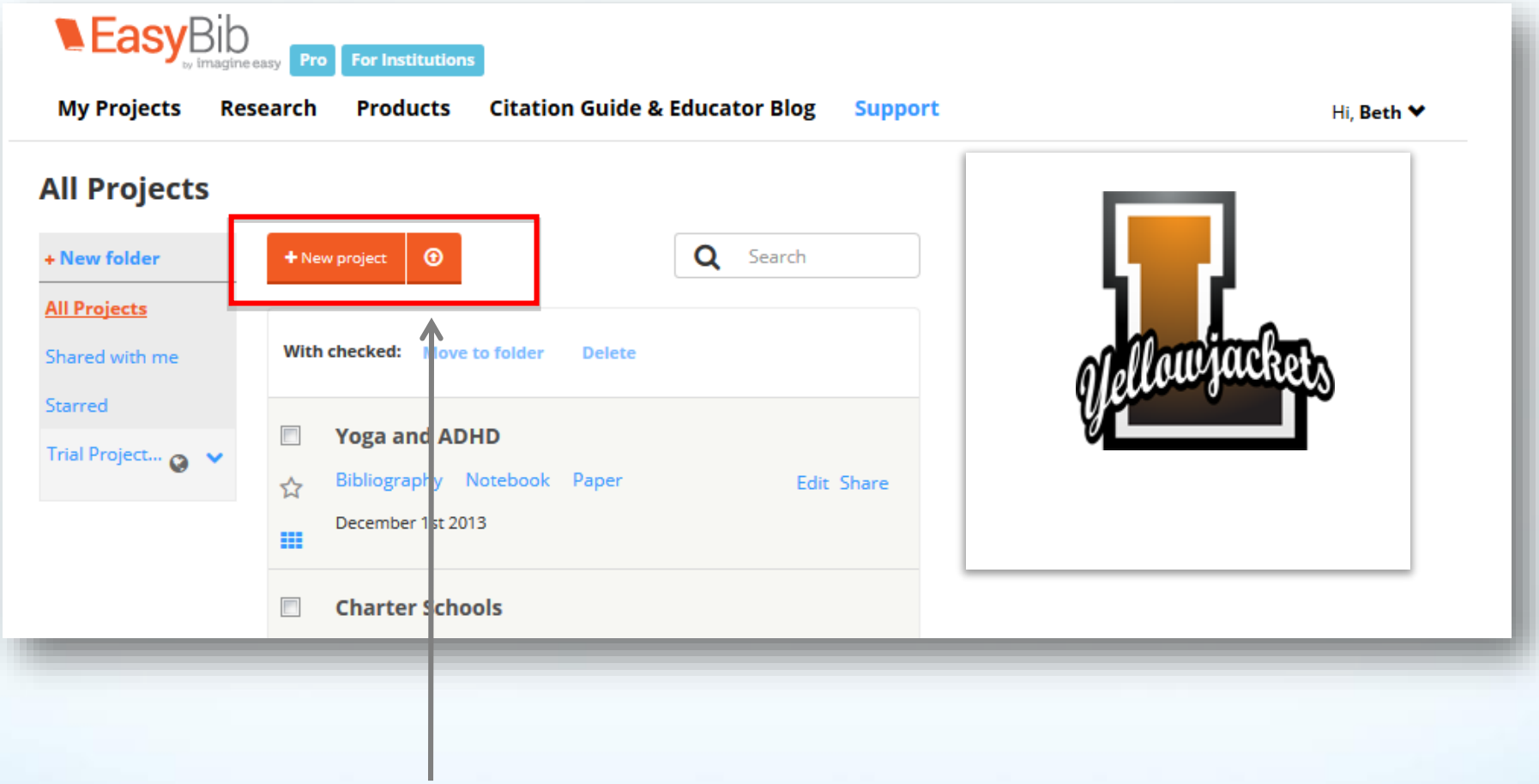
1. Click the Sign up link



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

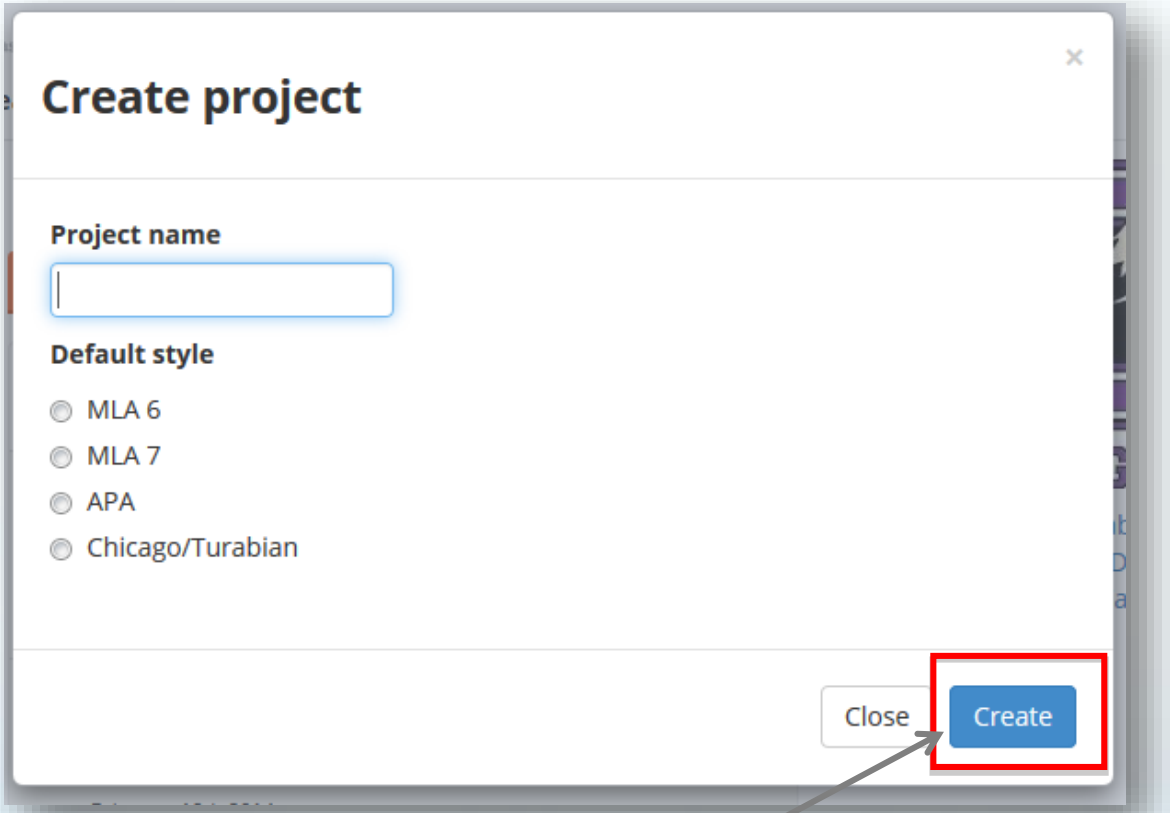
Registering from IP authenticated school computers instantly gives you premium feature access. Register at any point to create a premium account, save your work, and access it from anywhere!

Getting started



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

Creating a new project

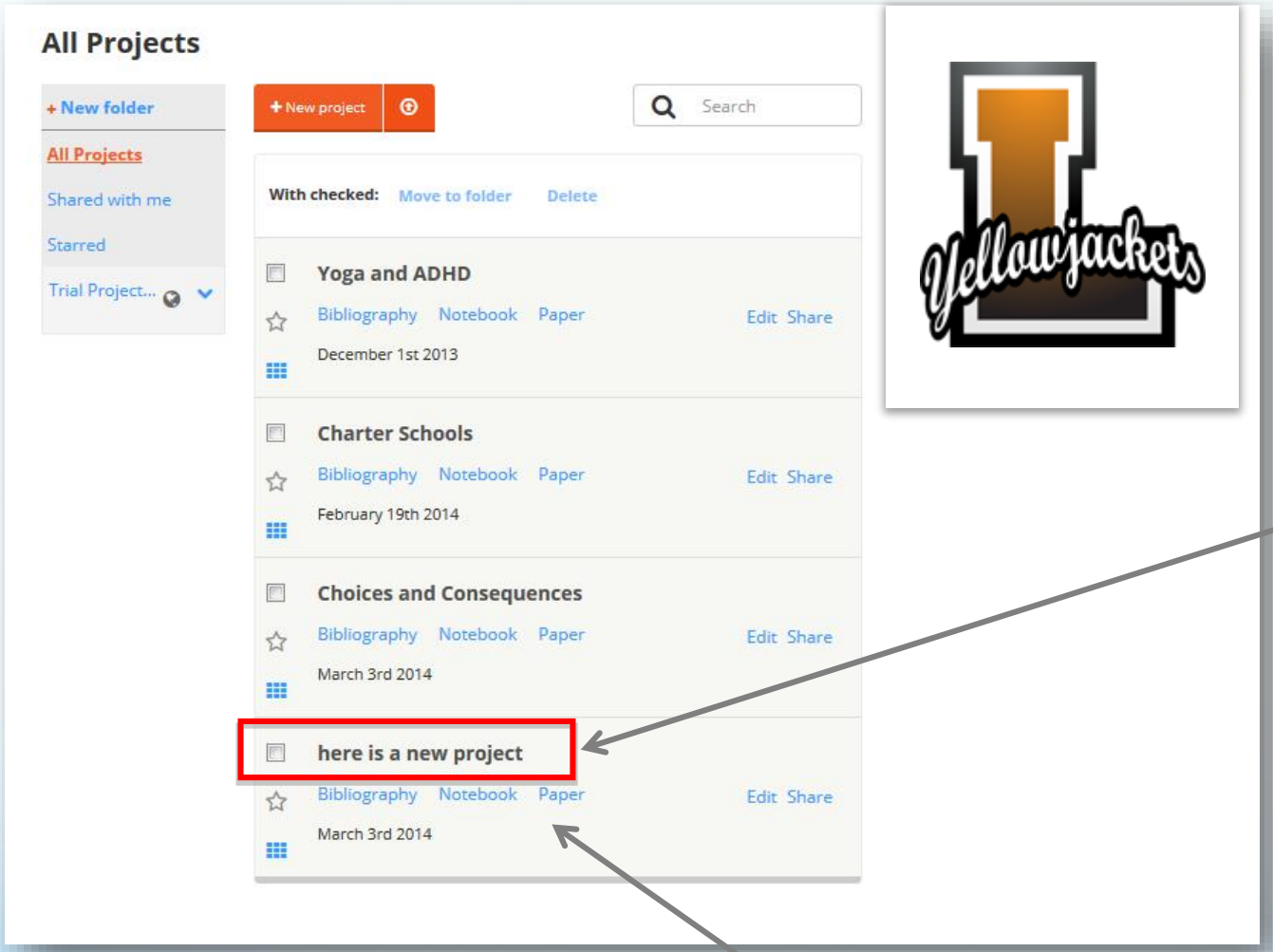


To start your project, give it a title

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"

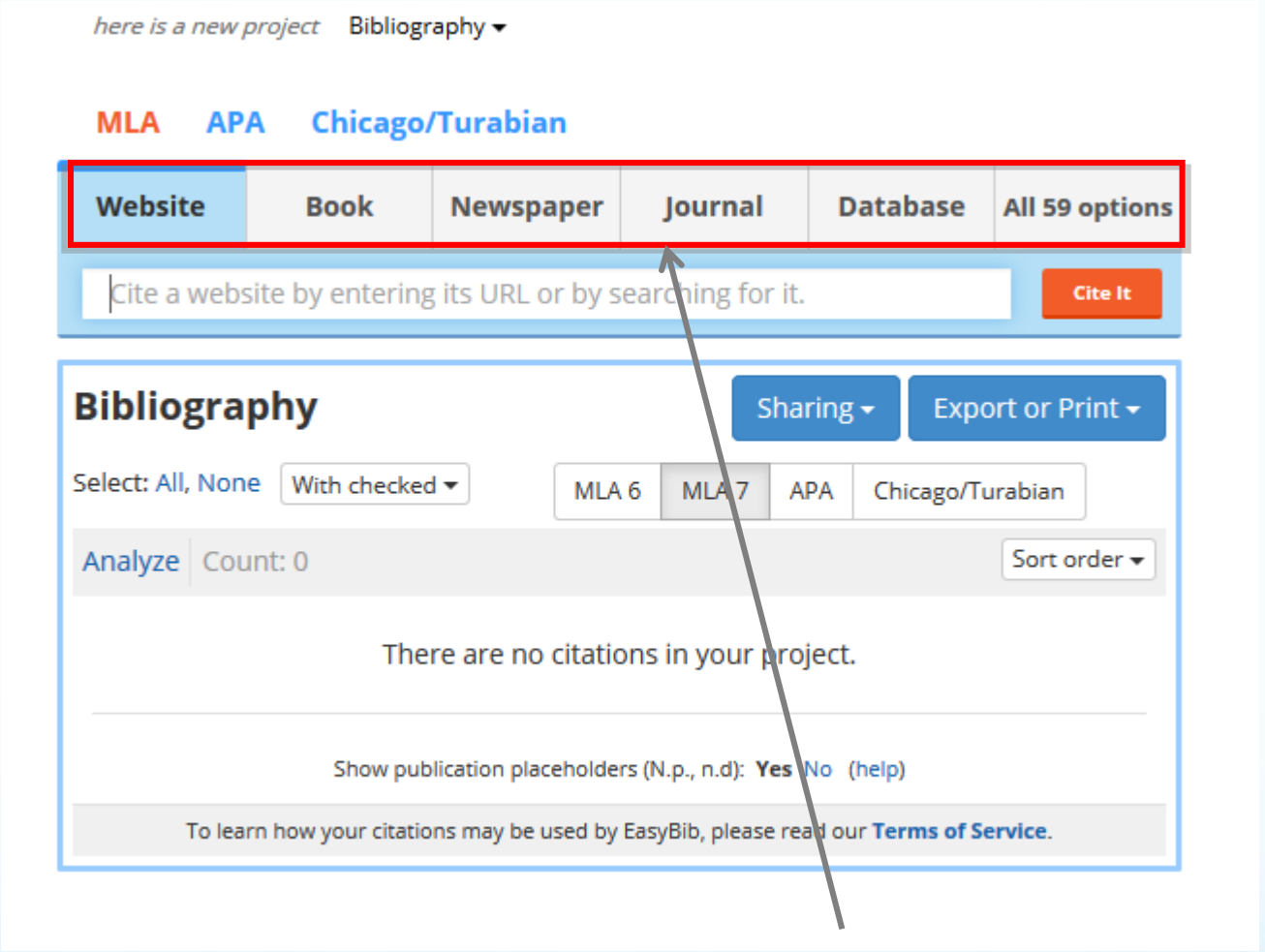
Starting a bibliography



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

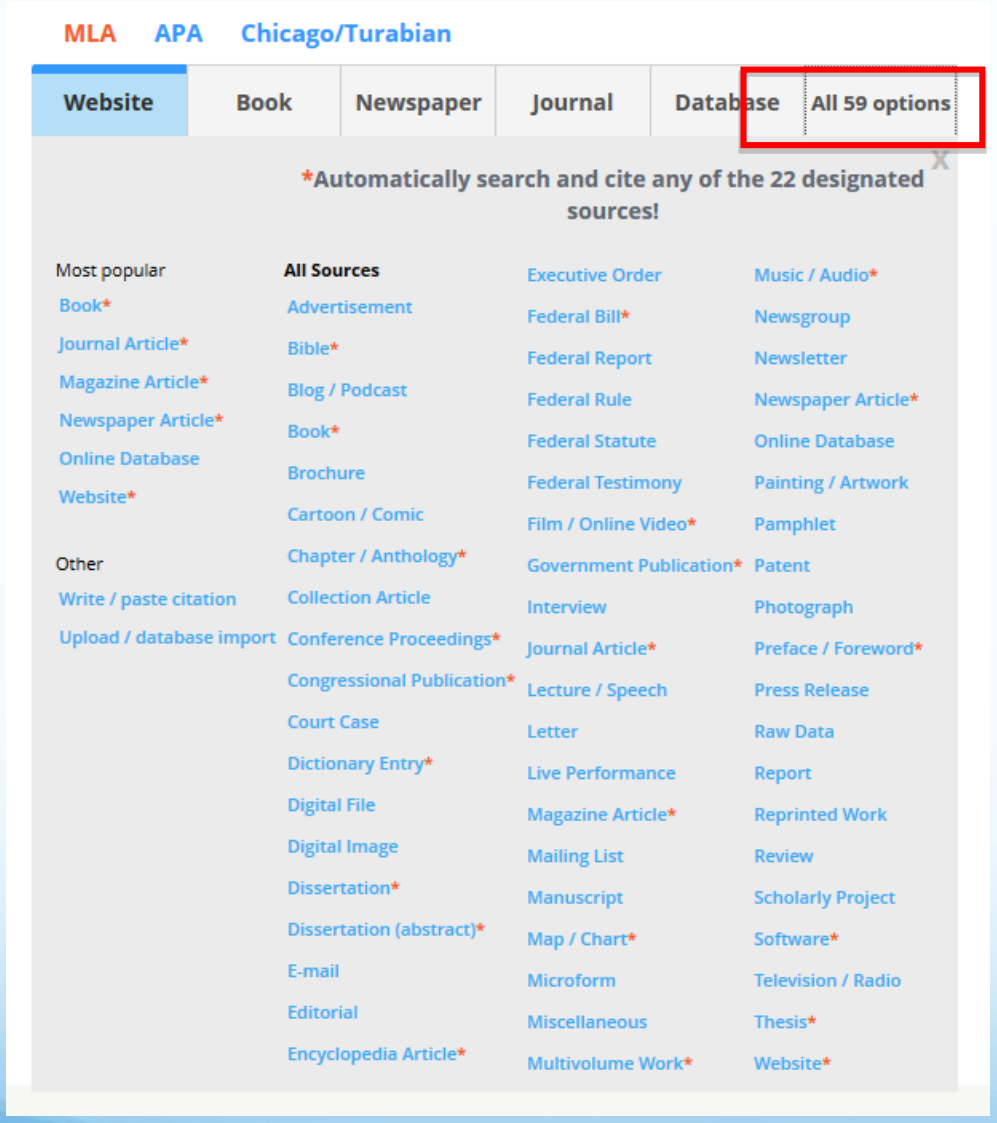
To start creating citations for this project, just click "Bibliography." Click "Notebook" to create notes and an outline. Click "Paper" to open a Google doc.

Selecting a source type to cite



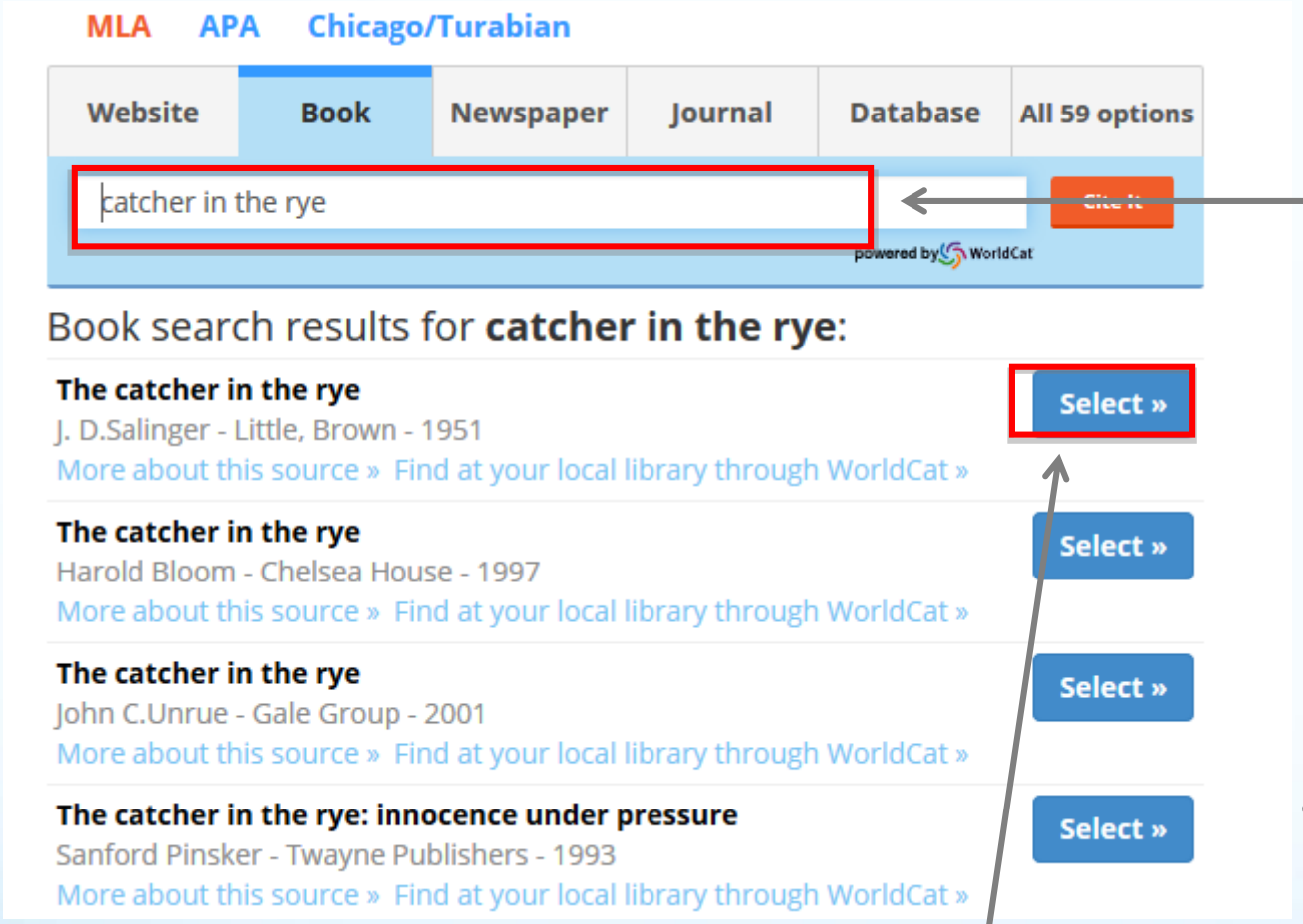
Here is the bibliography start page; from here there are tabs for the most popular sources, as well as a tab for all 59 sources EasyBib supports

Viewing all source types



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

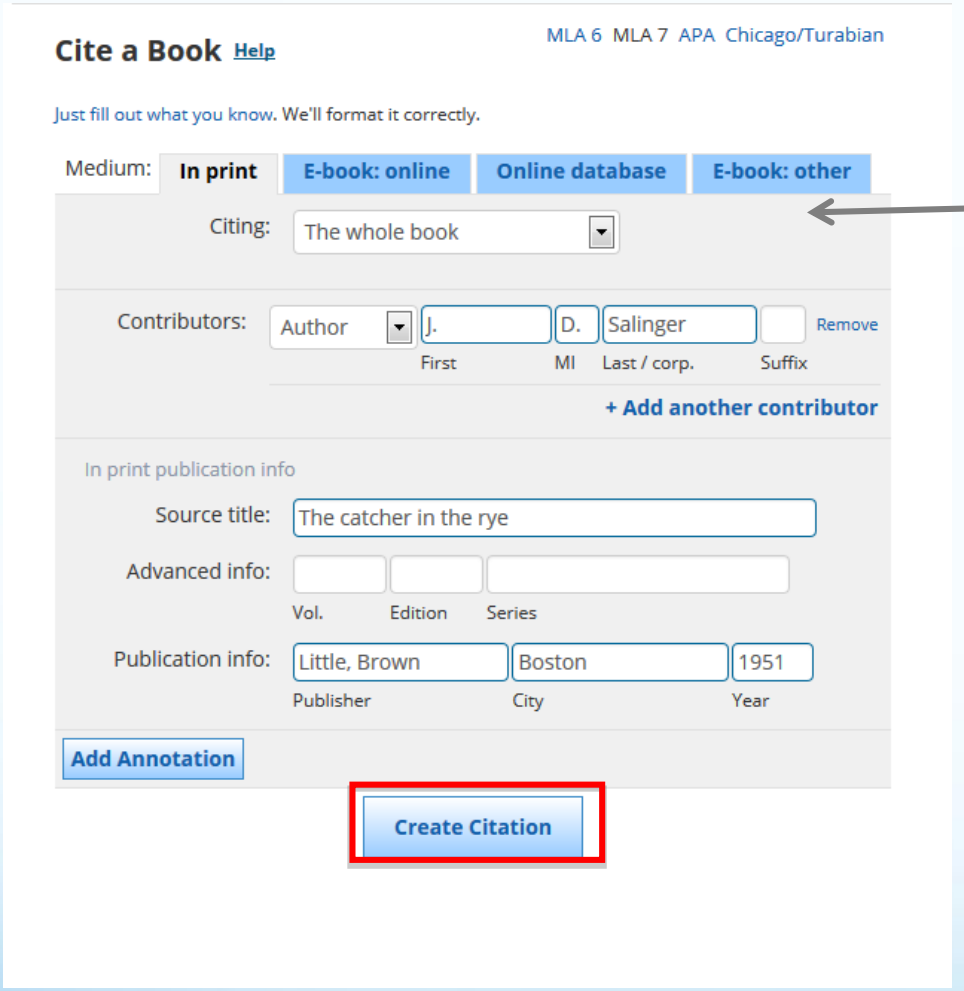


EasyBib allows users to automatically format book citations by simply entering a title, keyword or ISBN. EasyBib offers auto-citing for 22 of the 59 sources

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!

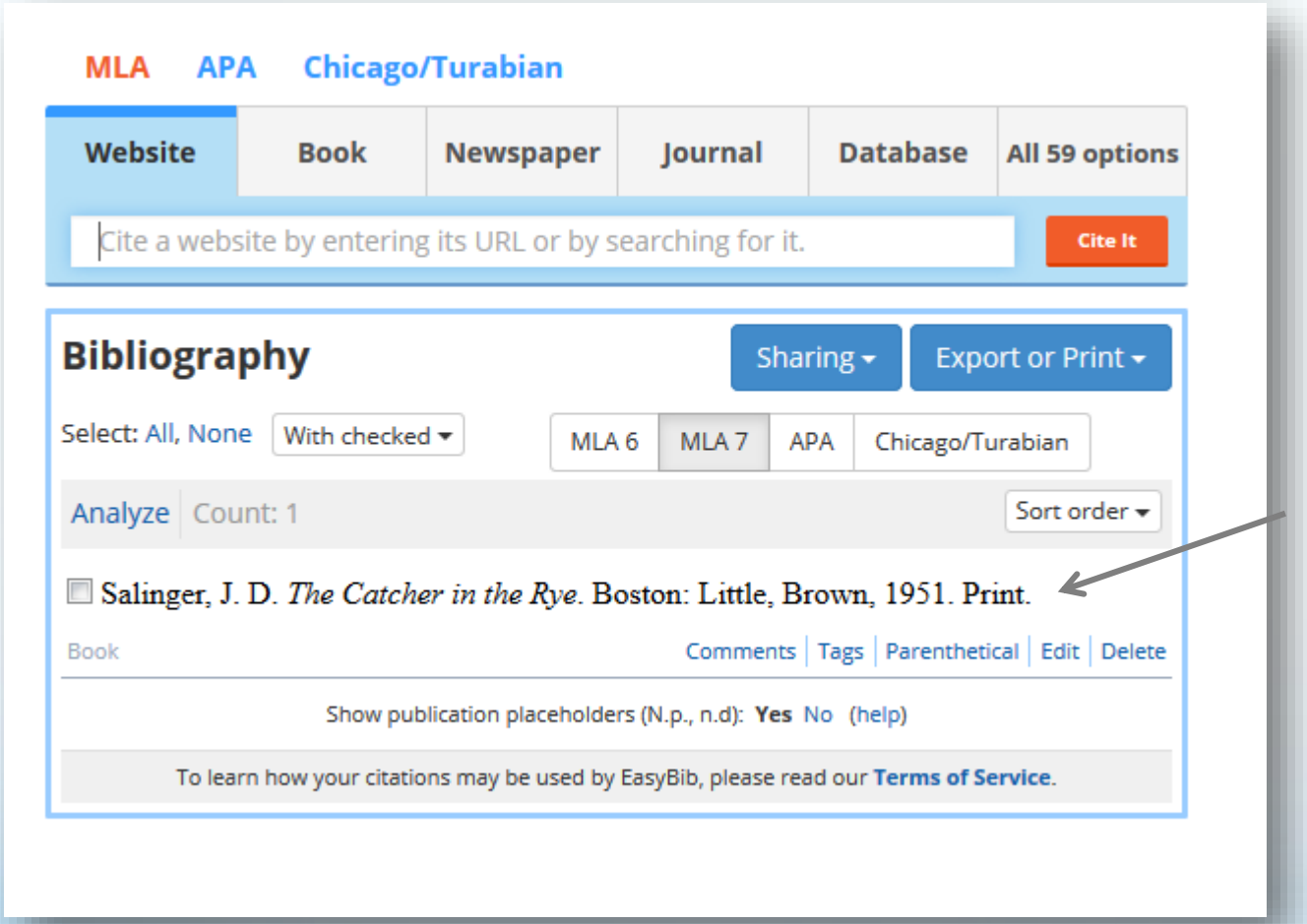


Be sure to make sure the information is correct

Select the correct medium & add additional info

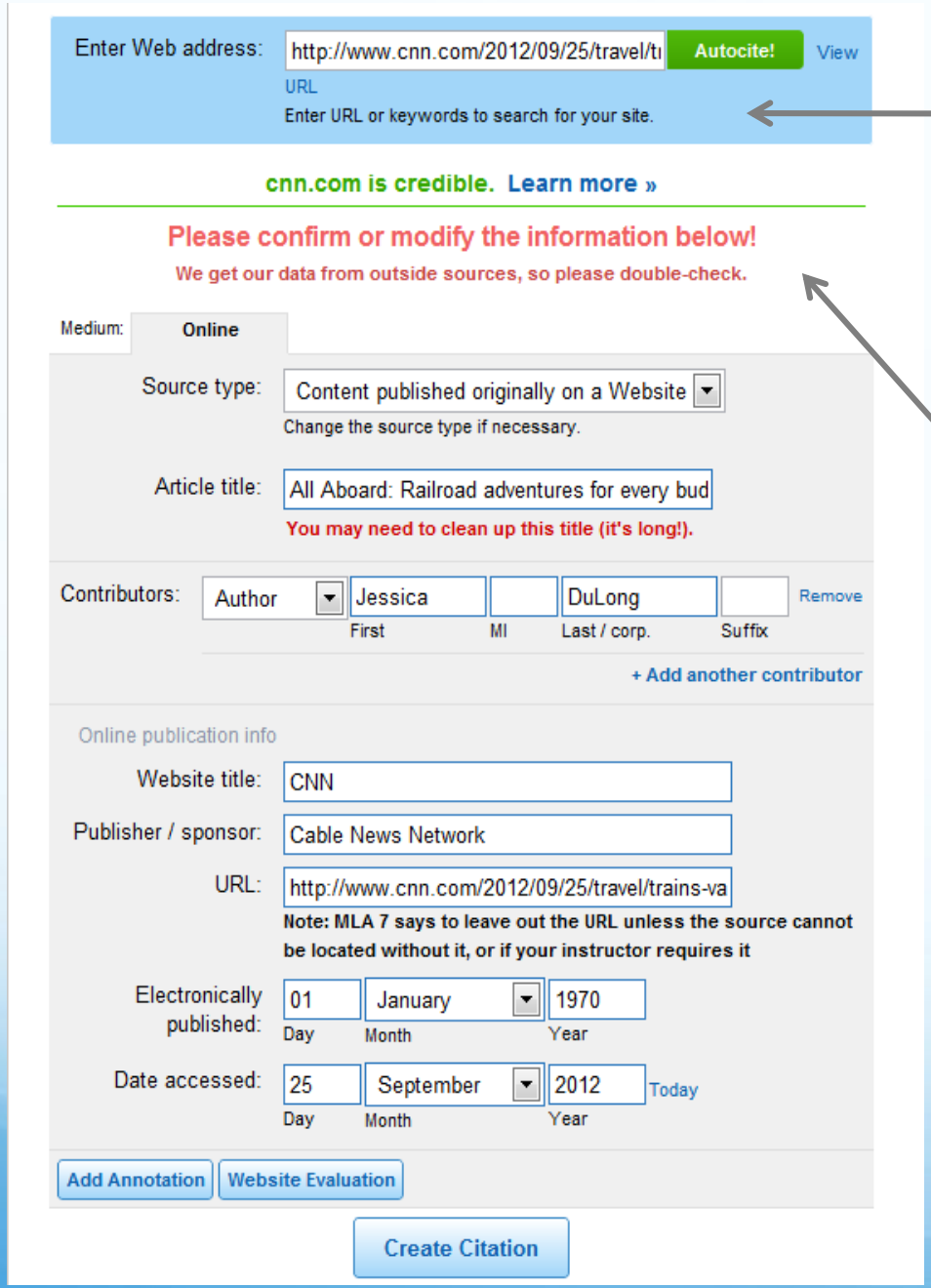
Click the “Create citation” button, and...

Building your list



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

Citing a website

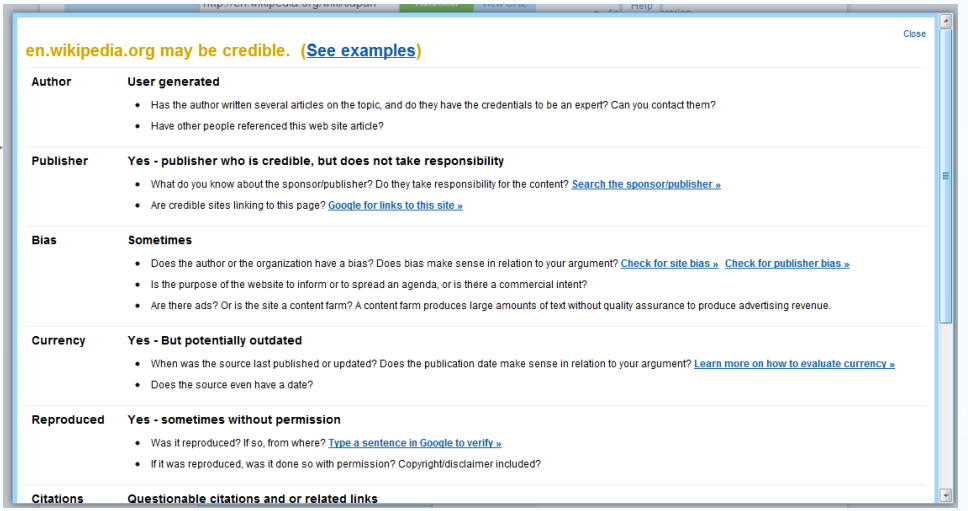


You can automatically format a website by simply entering a URL. EasyBib will grab the data from the site and automatically fill in the form

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

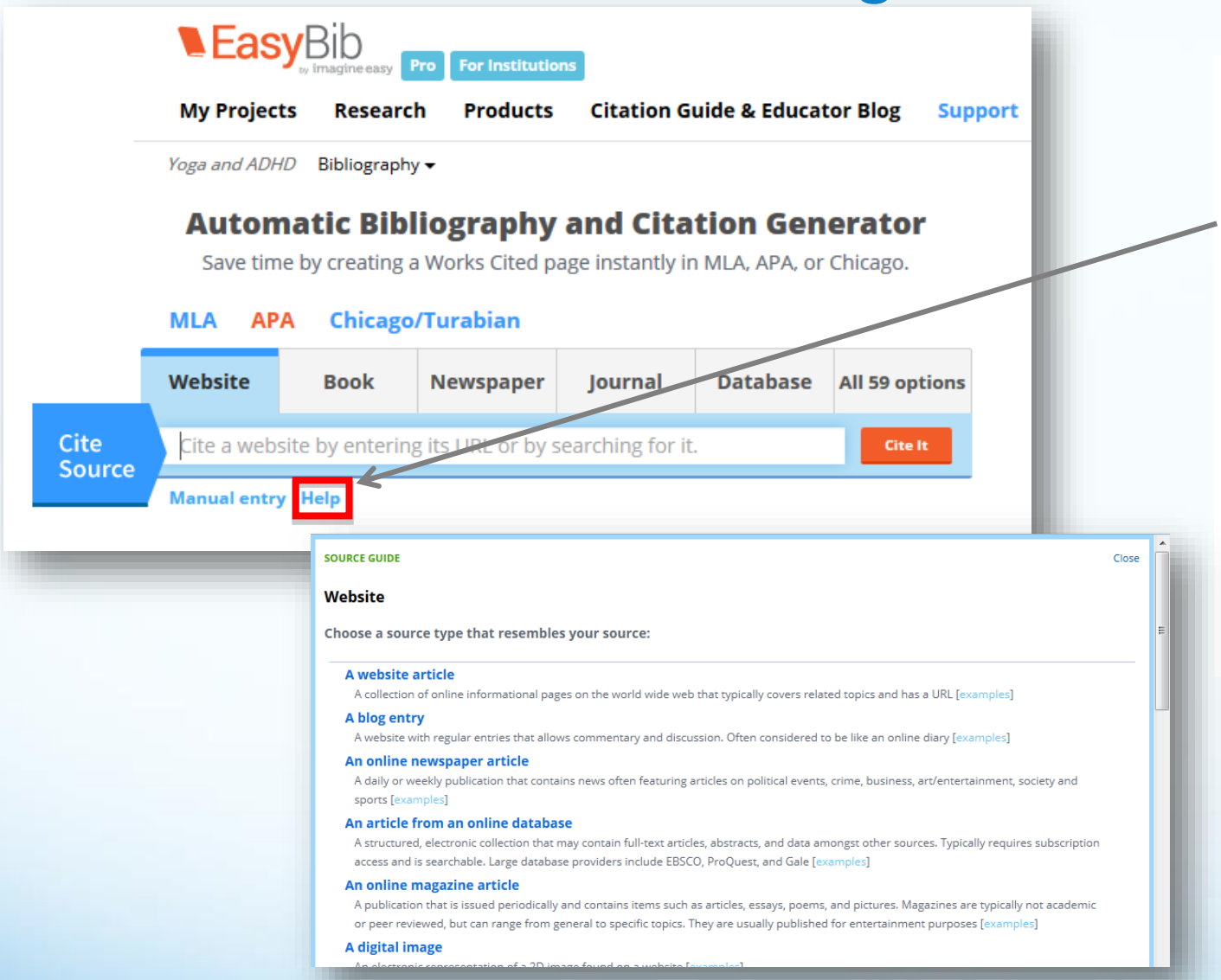
Information literacy for websites

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?

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

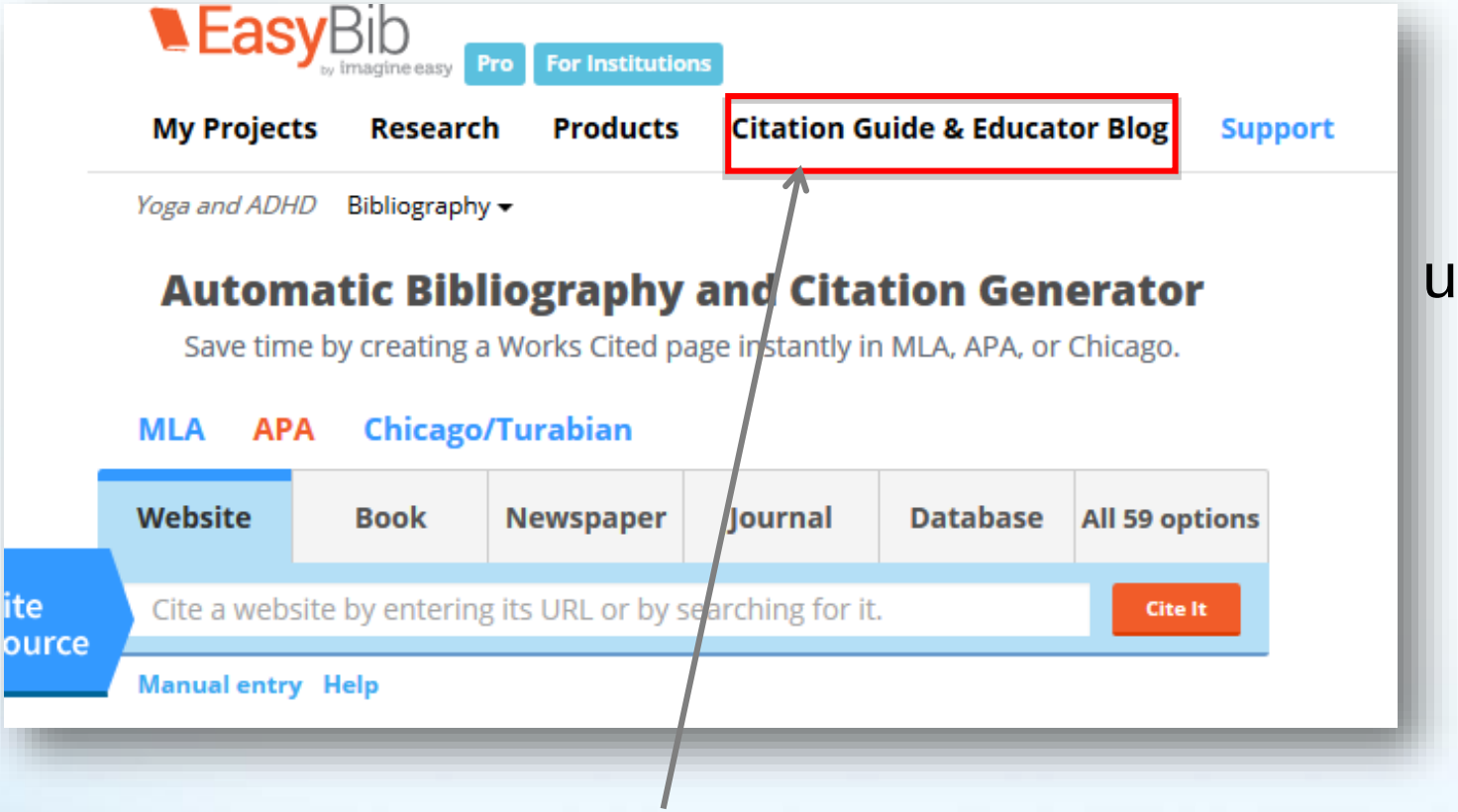
The source guide will give you suggestions, definitions and examples of specific source types and then re-direct you to the appropriate form

Manual entry and Copy & Paste

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

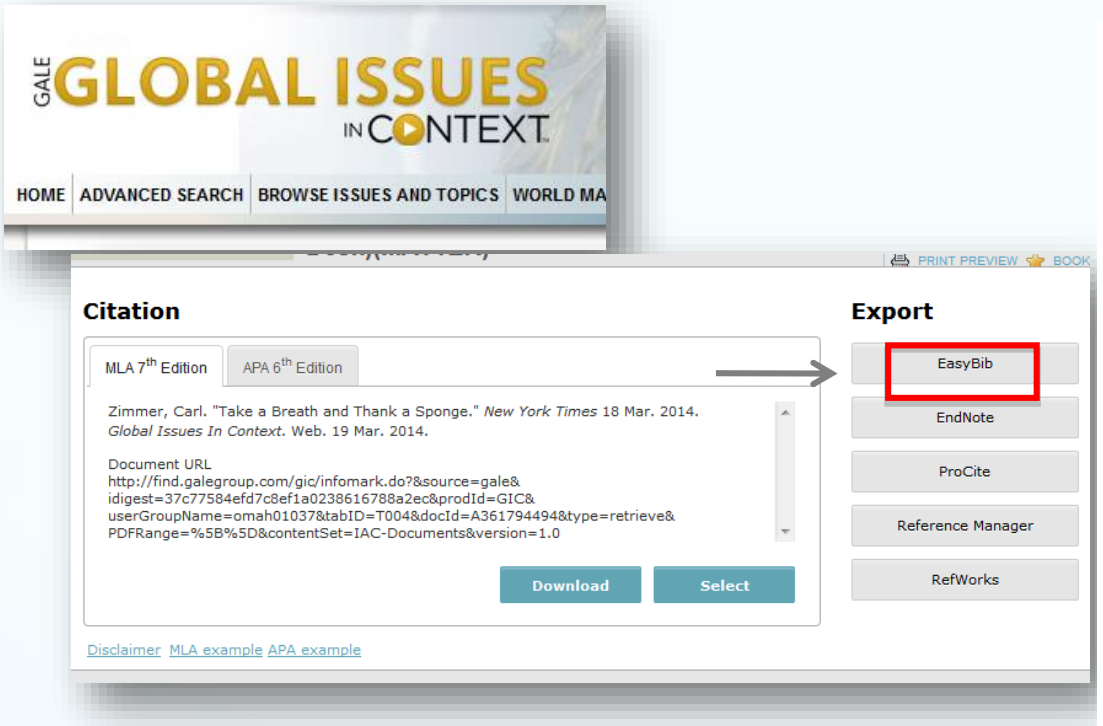
Citation guides

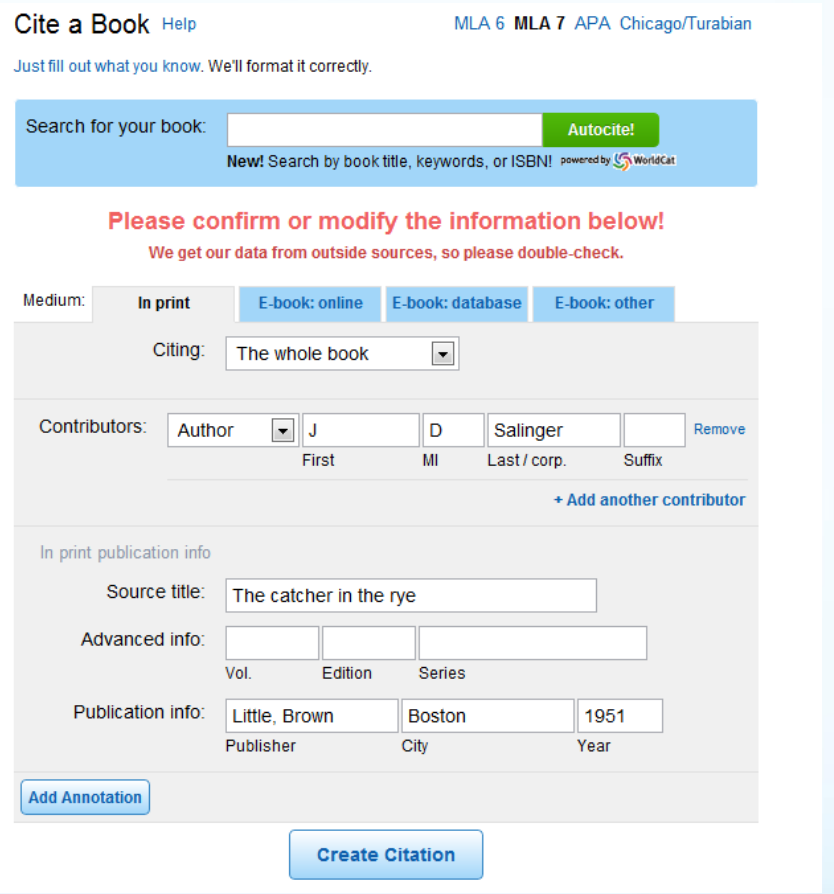


Need help understanding and finding information?

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

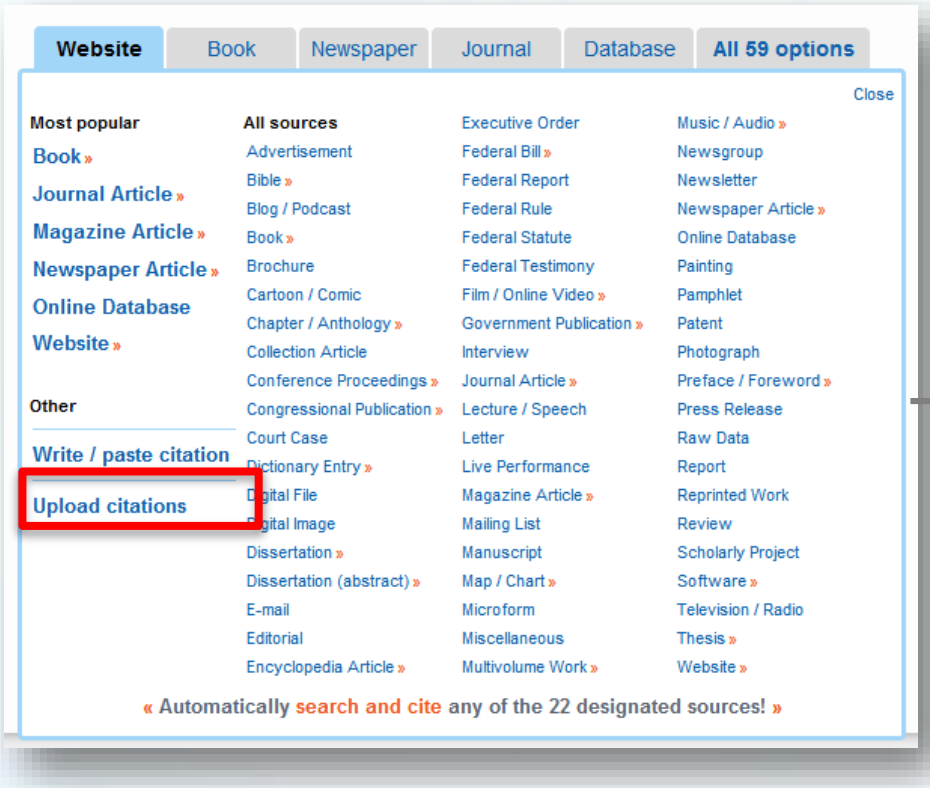


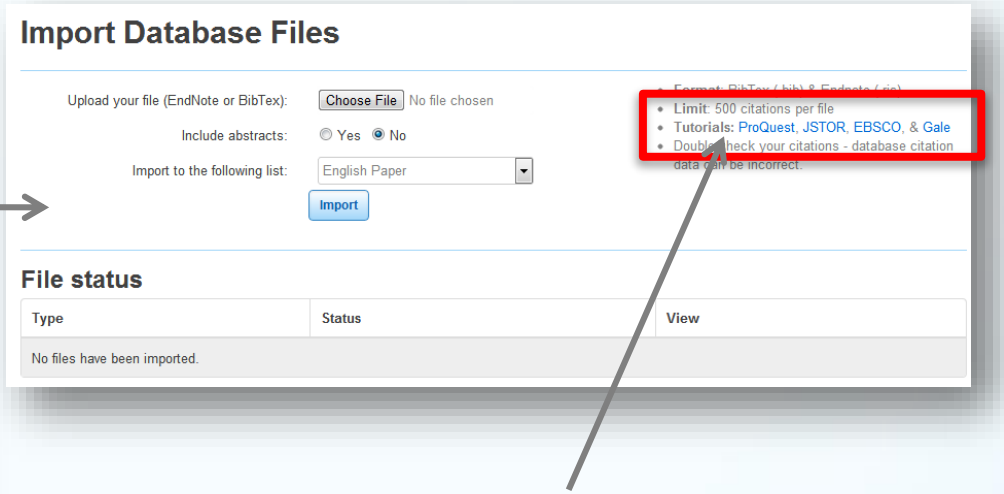


Gale databases support a direct export to EasyBib, making it easy for you to export your citations. The number of supported databases is growing.

GALE
CENGAGE Learning

Importing citations from databases



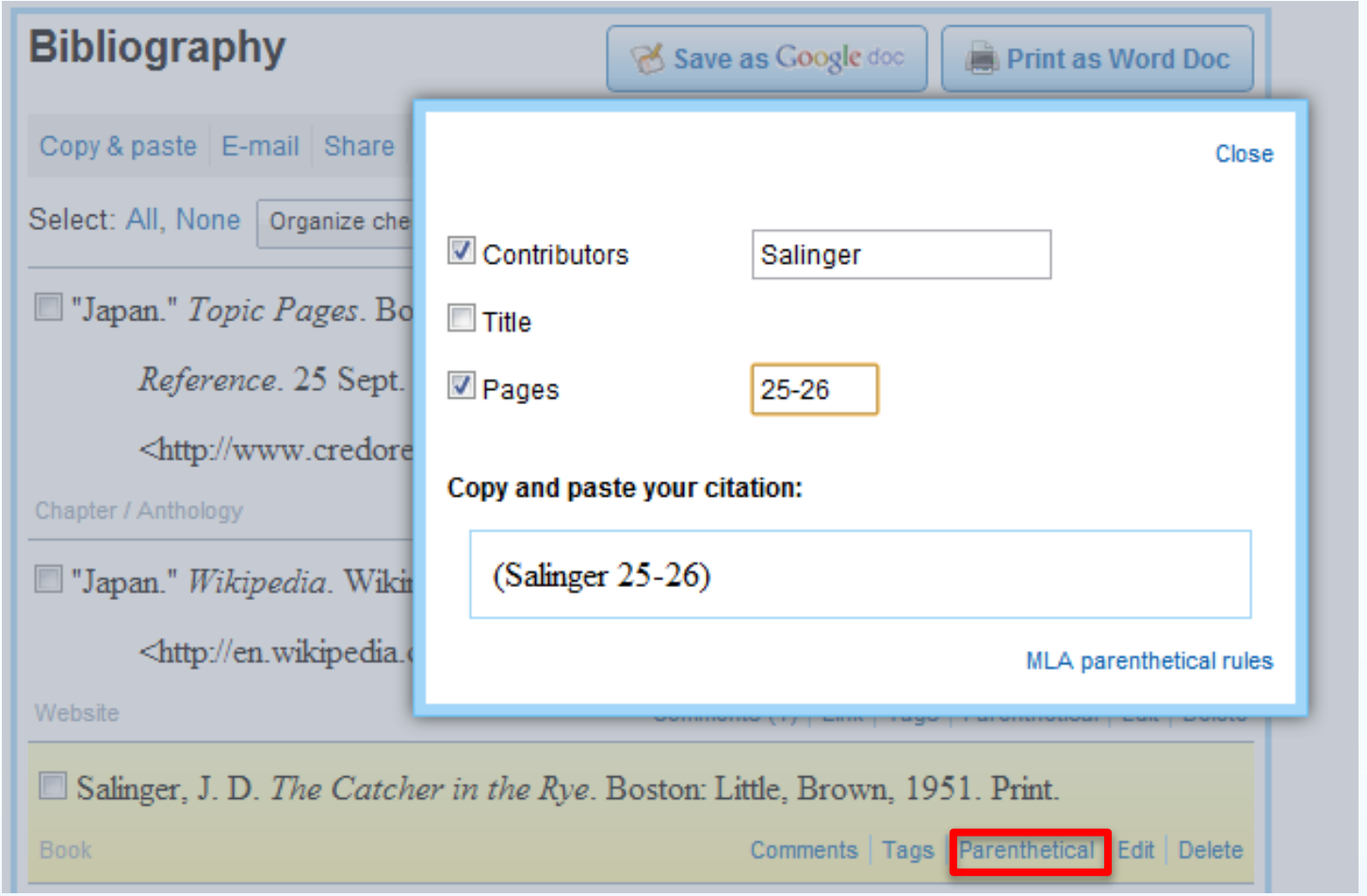


EBSCO and other databases require this type of import: Select “Upload citations” from the “All 59 options” menu

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

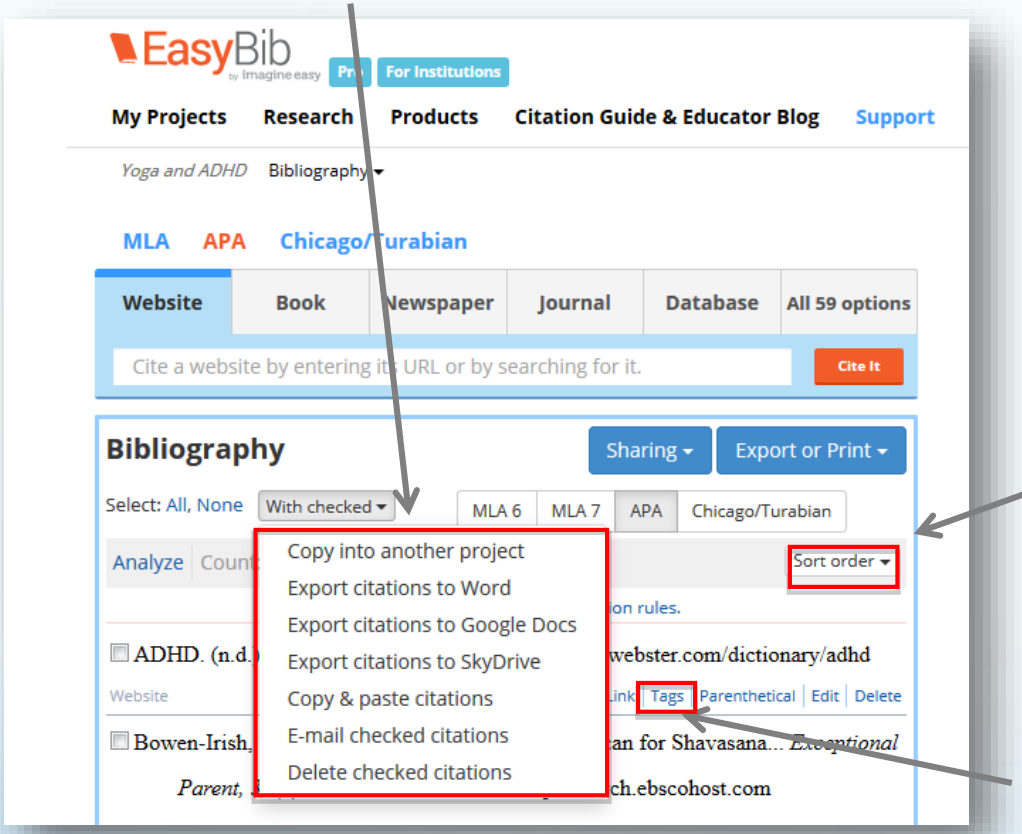
Parenthetical citations and footnotes



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

Organizing, sorting, and tagging

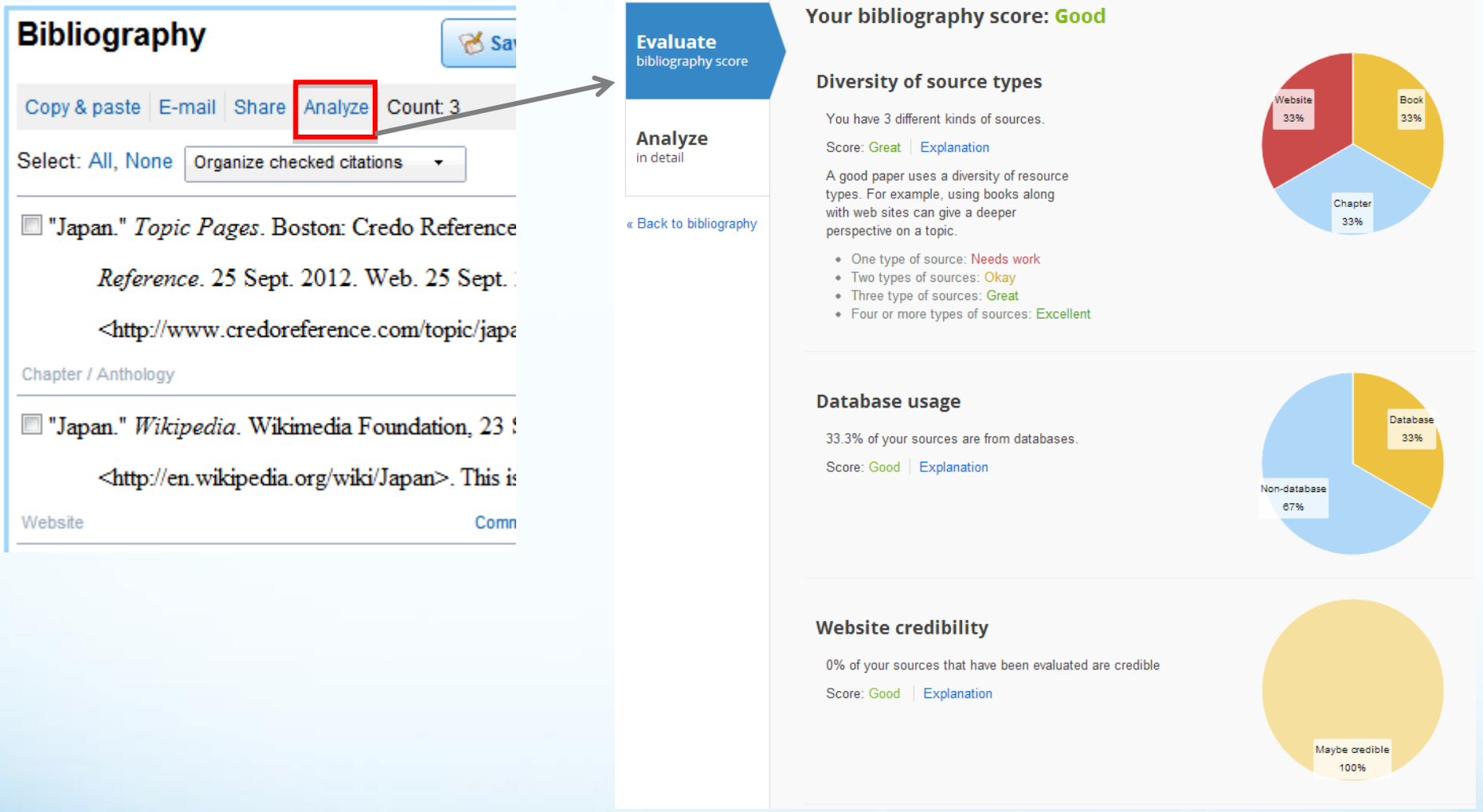
Manage citations and move them between projects



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

Add tags to organize citations

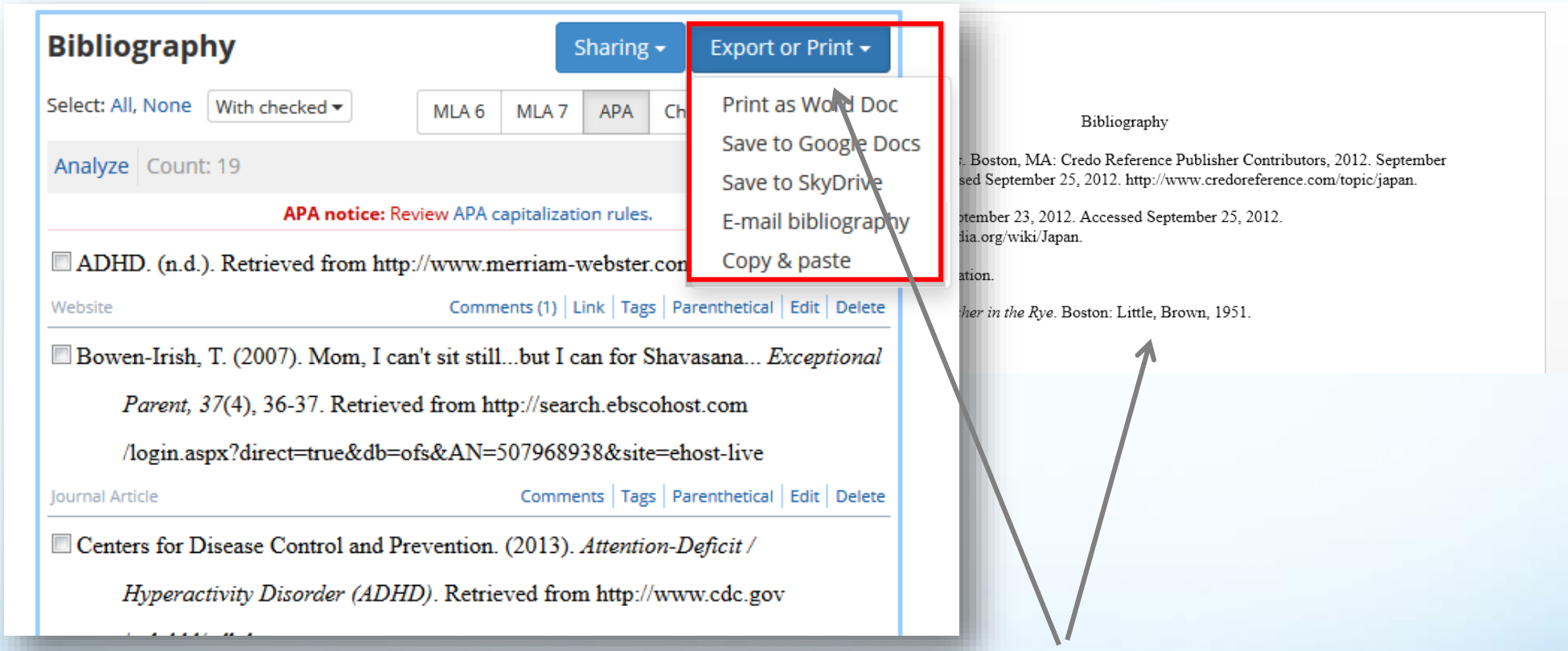
Understanding the quality of research



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

Exporting your bibliography

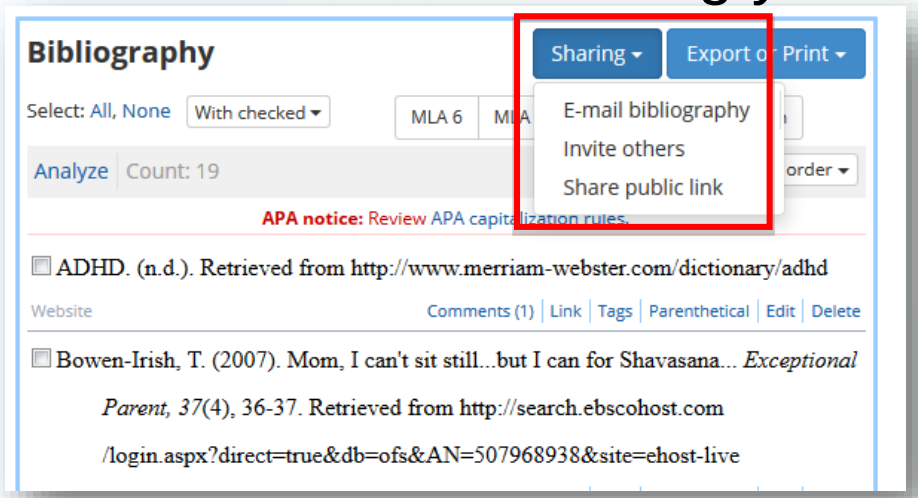
Exporting your work is easy

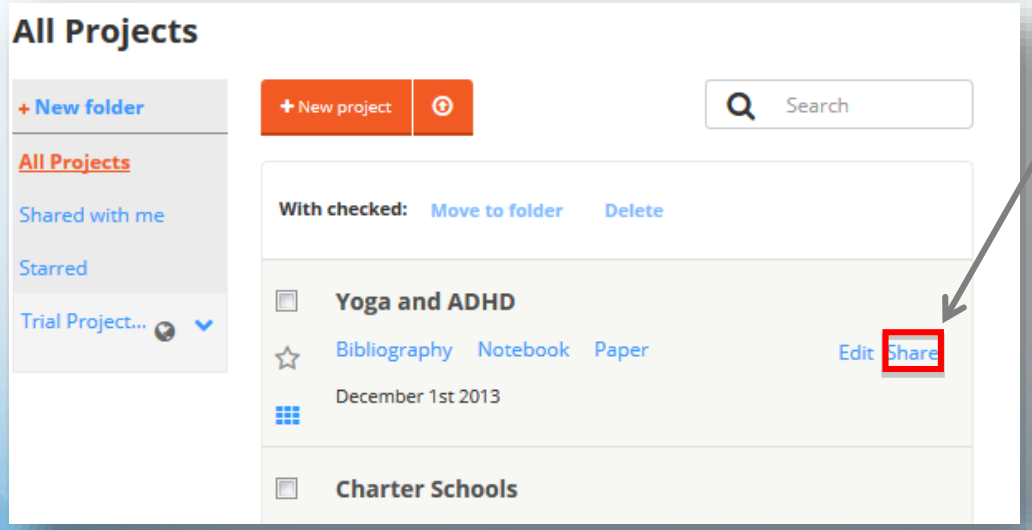


You can export your works cited fully formatted to Word or Google Docs. You can also copy & paste or email your bibliography

Sharing your bibliography

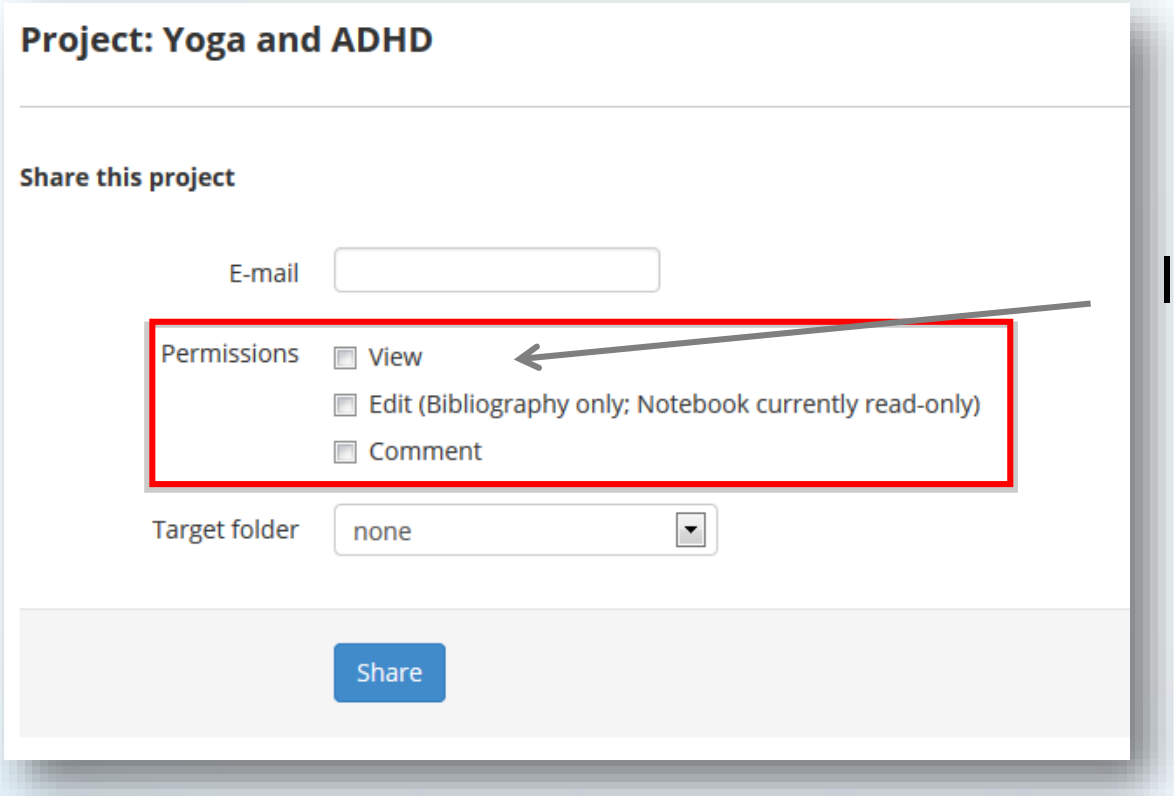
Sharing your work is easy





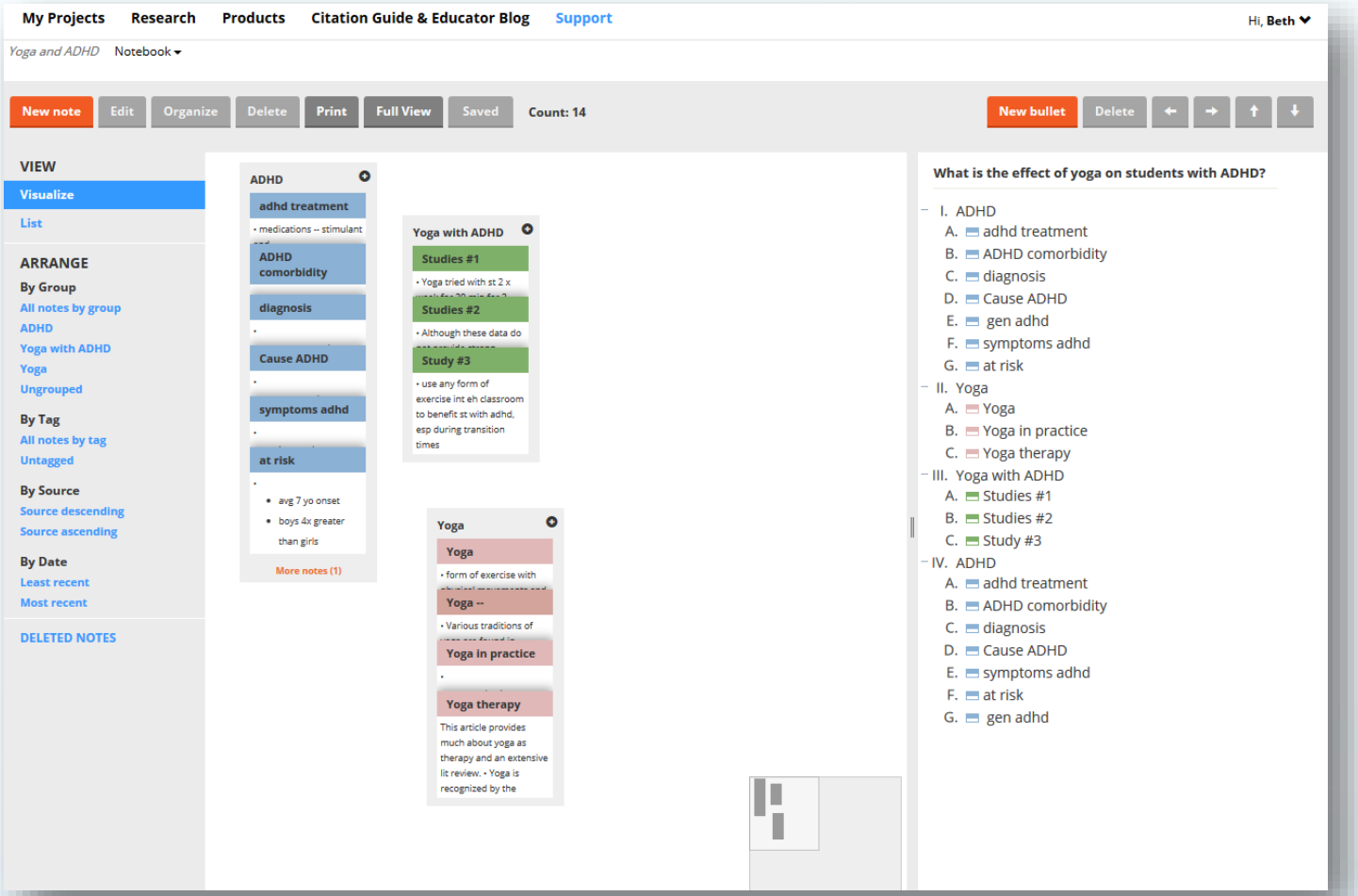
Share your work with team members for group projects or with your teacher.

Sharing your bibliography



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

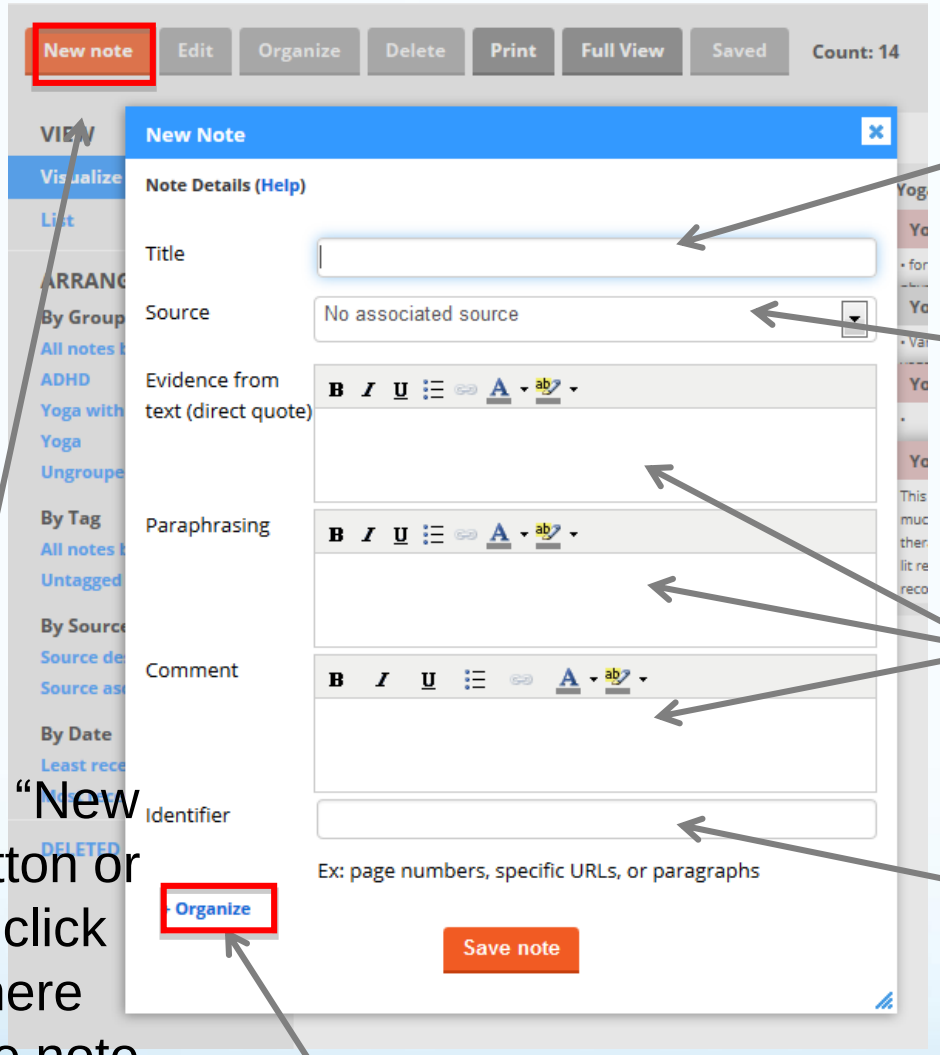
Notebook



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

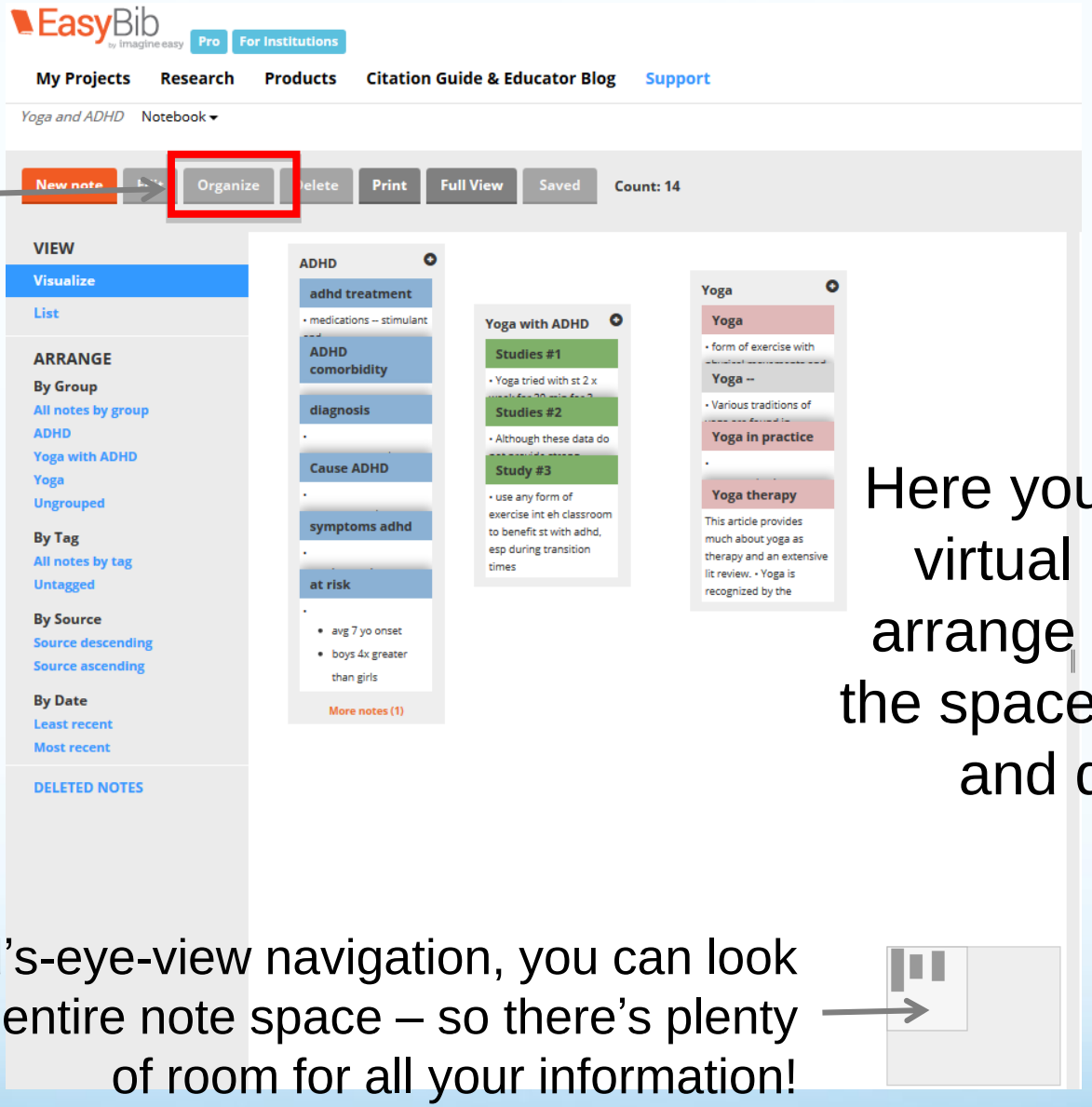
Click the "New note" button or double click anywhere within the note pane to add a note

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

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

Notebook – Managing virtual notes

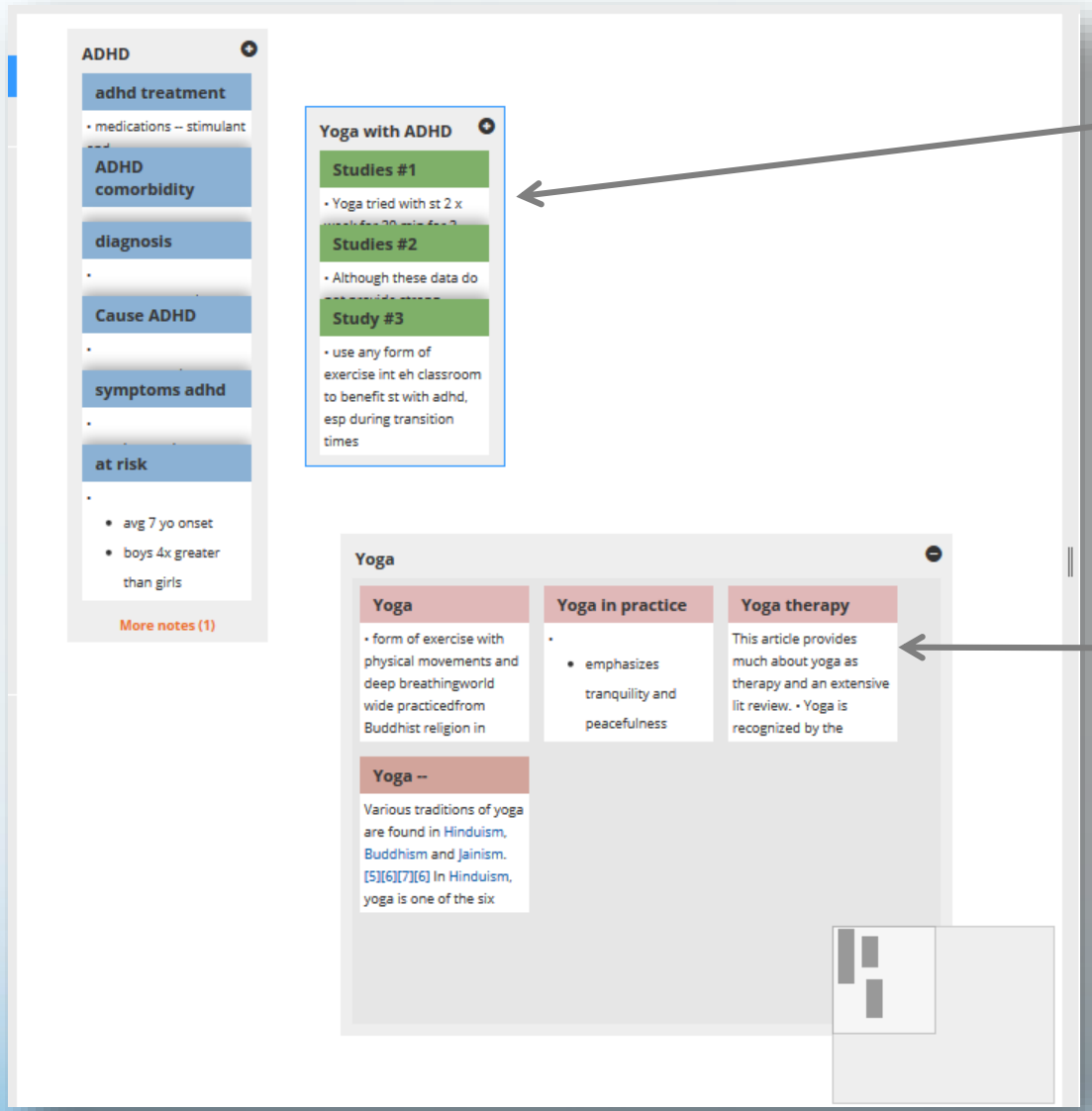
Use the organize button to add colors to notes or groups, and to manage tags



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

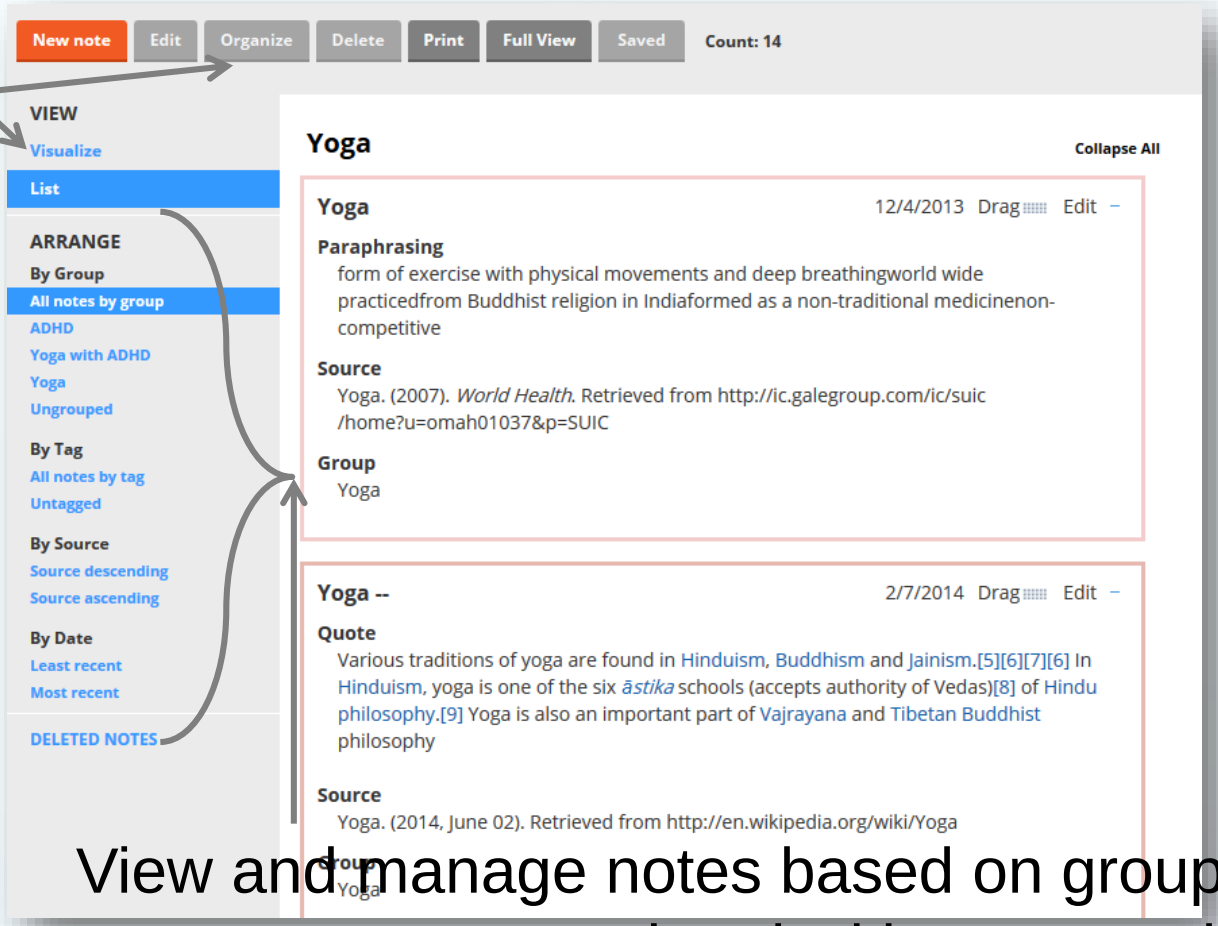


Group notes by dragging notes, or groups on top of one another. Change the group name by double clicking it

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

Notebook – List view

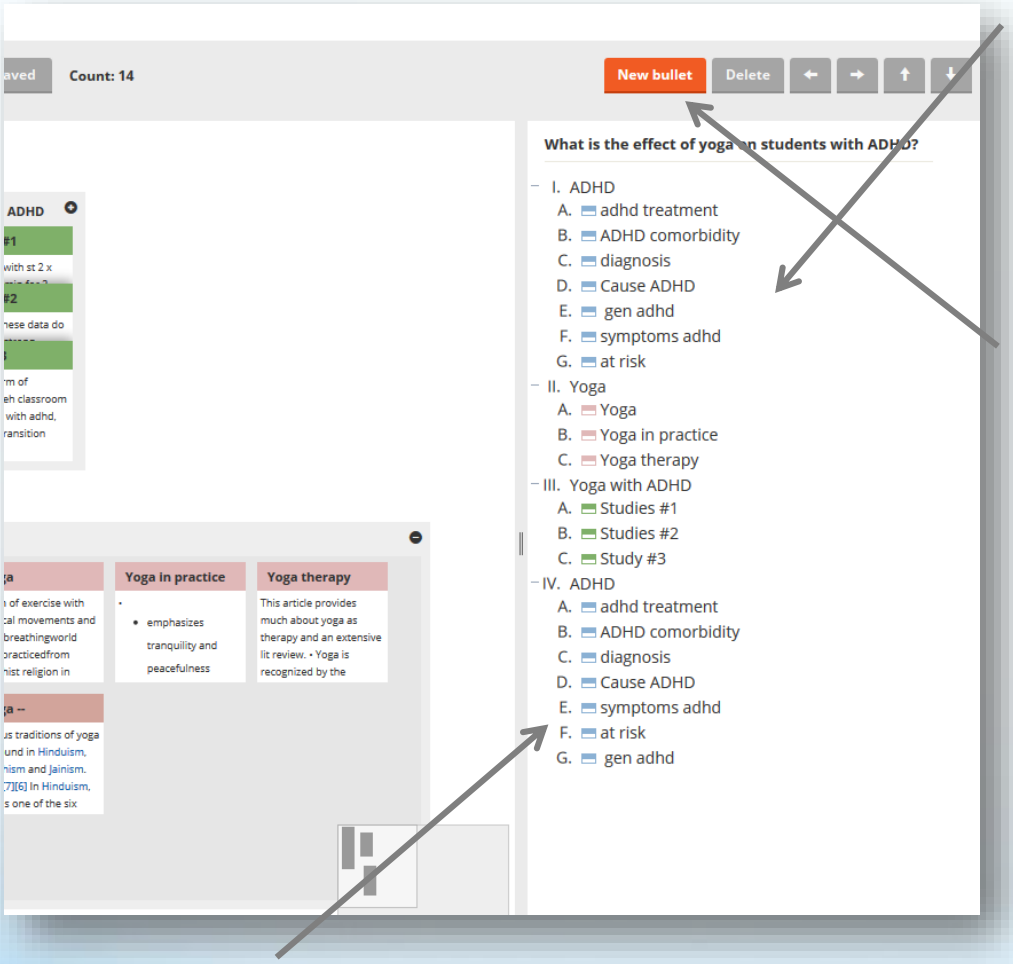
Click list view to see notes in a more expanded, scrolling format. Create and organize new notes in this view as well



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

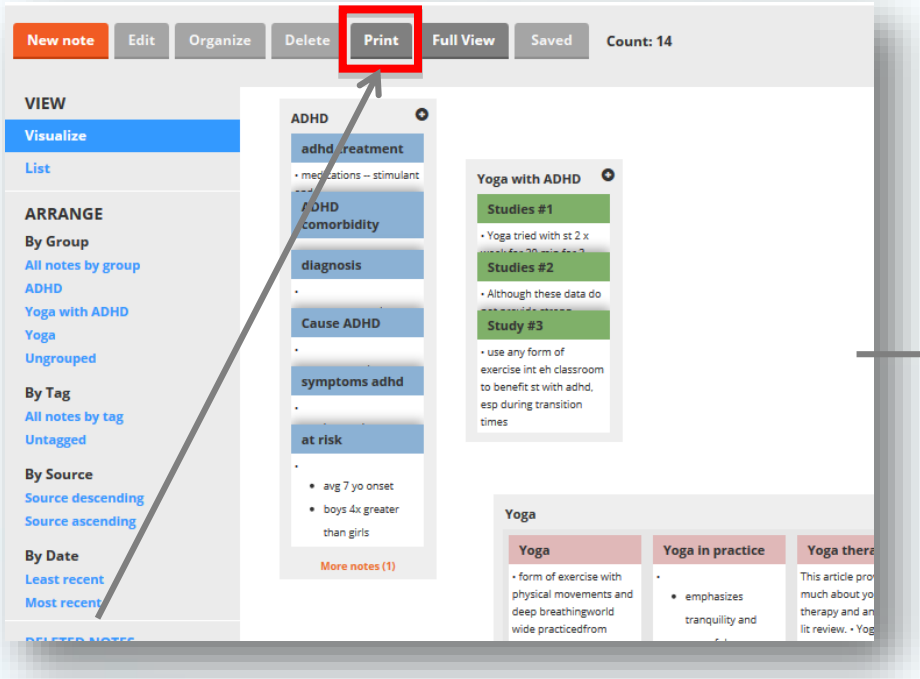


Create an outline of your paper as you takes notes and generate ideas

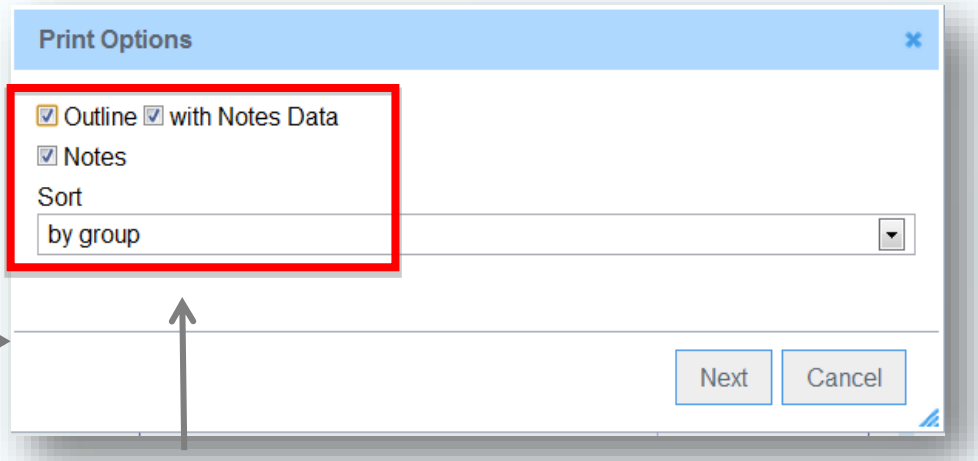
Use the navigation bar to create and move bullets. You can also drag and drop bullets

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

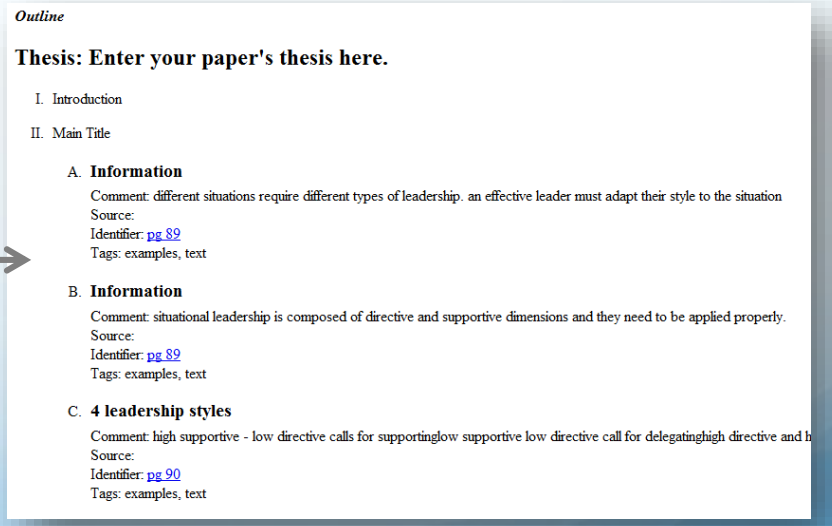


Click Print to export and back up your notebook.



You can choose how data will display.

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



Outline

Thesis: Enter your paper's thesis here.

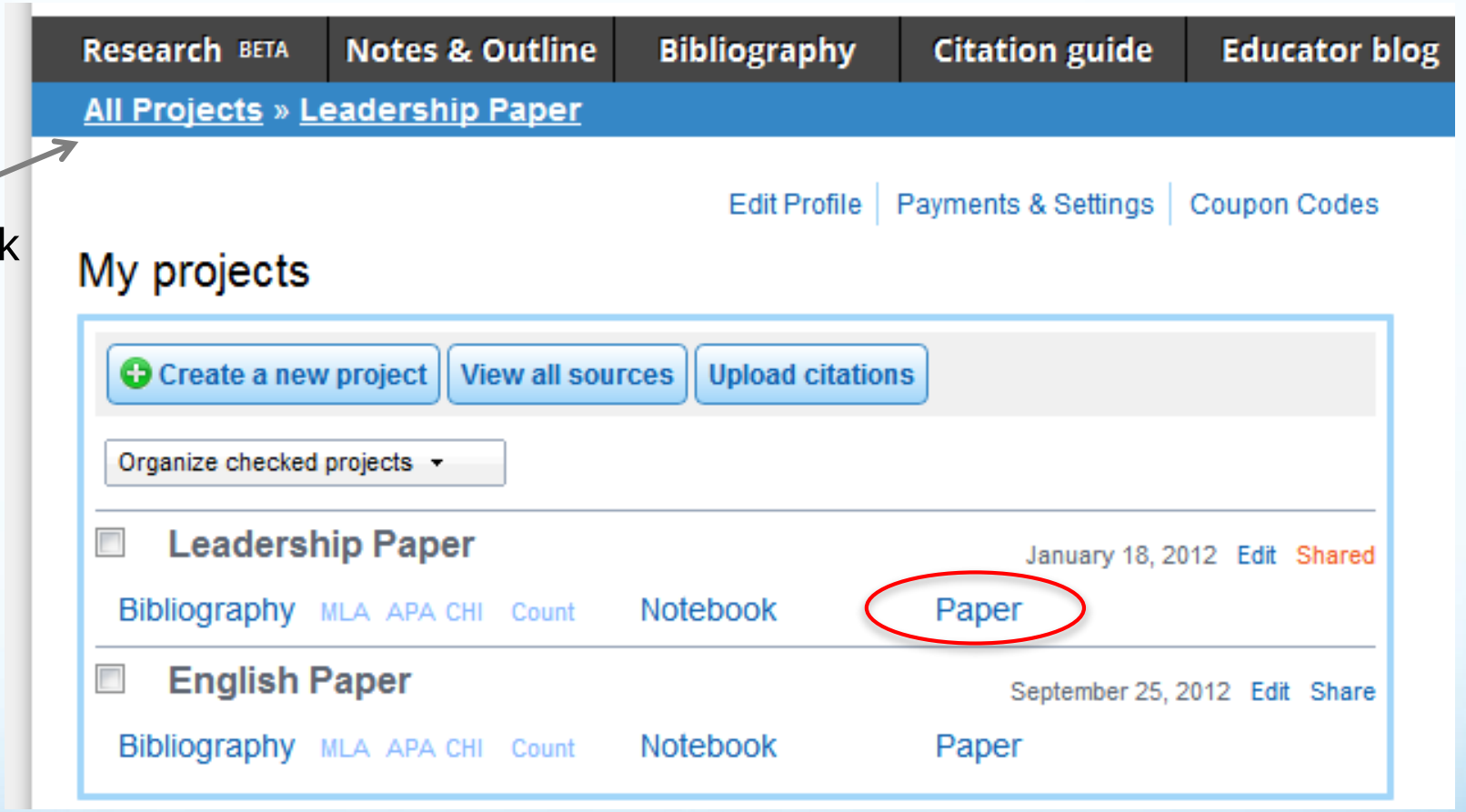
I. Introduction

II. Main Title

A. **Information**
Comment: different situations require different types of leadership. an effective leader must adapt their style to the situation
Source:
Identifier: pg 89
Tags: examples, text

B. **Information**
Comment: situational leadership is composed of directive and supportive dimensions and they need to be applied properly.
Source:
Identifier: pg 89
Tags: examples, text

C. **4 leadership styles**
Comment: high supportive - low directive calls for supportinglow supportive low directive call for delegatinghigh directive and h
Source:
Identifier: pg 90
Tags: examples, text

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

Simply tab back to projects to open up your paper.