EASY BIB for BIBLIOGRAPHIES, NOTECARDS AND OUTLINES

EasyBib is a source citation generator that helps guide students in creating MLA and APA citations. Creating citations can be easy. However, students will need to make sure that they recognize all the components that are needed in a proper citation. If unaware of the components to making a proper citation, there are many tools to look to for help such as the *A Pocket Style Manual*, the Library Edline Page, and the Purdue OWL.   Students need to remember that EasyBib is helpful, but not perfect. Students may have to populate fields on their own in order to create a proper citation.

As a Saint Ignatius student, you will have the ability to create an account with EasyBib to build bibliographies and to create notecards and outlines. This will be a helpful tool for research papers. Listed below are several screencasts and videos that will provide directions for students on using EasyBib to the fullest potential.

Students will need to create an account with EasyBib. Creating an account will ensure saved citations, notecards, and outlines.

Video 1: Creating an Account:
This video will show students how to create an account with EasyBib:
·   To create an account, to go EasyBib.com.
·   Click on "Login" (Top right-hand side of screen).
·   Click on "Please register for free."
·   Fill out the registration information. You must use your school email address in order to access Easybib because you will be sharing your work with your teachers.
·   You do not need a coupon code.
·   Once you finish filling out the registration information, click on "Register."
·   Click on "New Project."
·   Create a name for your project, ex: "Junior Research Project."

Video 2: Manually Cite to 59 Sources:
This video will show students the "All 59 Sources Options" that EasyBib offers in order to choose the correct formatting for each source citation:
·   Go to: EasyBib.com.
·   Once logged in, go to "Bibliography."
·   Click on "All 59 Options."
·   Choose the appropriate source in order to build your citation. Remember if citing from a PDF, the source would be "Digital File."
·   Once you find the source, click on the source and begin building your citation.
·   When Finished plugging in the information, click "Create Citation."
·   Review for accuracy.

Video 3: Copy/Paste/Create Citations:
This feature in EasyBib is great when wanting to copy/paste citations that are provided for you in the databases (i.e. EBSCO, GALE,, and Salem Press).
· Go to EasyBib.com.
· Next go to "Bibliography."
· Click on "All 59 Options."
· Under "Other," click on "Write/Paste Citation."
· In the white box, copy/paste your citation.
· When finished click "Create Citation."
· Check for accuracy.

Video 4: Advanced Edit:
If there are bolded words, words that should not be italicized, or errors with punctuation, the Advanced Edit feature will help to manually correct citations.
· Go to "All Projects."
· Go to "Bibliography."
· Find the citation that needs to be fixed.
· Directly under the citation, click on "Edit."
· Click on the "Advanced Edit" tab.
· In the white box, there will be the citation.
· Make the appropriate corrections.
· Then click "Create Citation."
· Check for accuracy.

Video 5: Creating a JSTOR Citation
This video will demonstrate how to create a JSTOR citation in EasyBib.
· Login to EasyBib.com
- Click "Journal."
- Next put in the title of the JSTOR article in the white box. Next, click "Cite It."
-Click the JSTOR tab.
-Several search results will pull up, select the correct article you need to cite. Click "Select."
-EasyBib will auto fill the citation for you. You will need to remove the URL. Simply delete the URL.
-Next, click "Create Citation."
- Check the citation for accuracy.

Video 6: Creating a Notecard:
Once citations have been created, creating notecards will be the next step.
· Go to: "All Projects."
· Go to your project and click on "Notebook."

- Once on the notebook page, click on "New Note."
- A notecard will pop up. Fill out the notecard.
- For Title: Put in the title of the notecard. Ex: the theme of the notecard.
- For Source: Click on the arrow and find the source you are going to talk about for this specific notecard.
- For Evidence from Text: Is the Direct quote. Put in the direct quote here in which you are going to be writing about.
- For Paraphrasing: Paraphrase the quote into your own words.
- For Comments: Put in your opinions and comments about the quote. You can also put reminders here as well.
- For Identifier: Here you can put the page numbers or specific URLS or Paragraphs in this section. Anything that will help you remember where you found the quote and it's importance.
- To Organize/customize each note card: click on the note card
- On the top part of the screen click on "Organize."
- You can Tag your notecard and customize the color of the notecard.
- Another way to organize is when in the actual notecard click on "Organize" which will be at the bottom of the notecard generator.
- Here you can group the notecard in a specific group with other notecards that relates to your notecard you are creating.
- You can then tag your notecard. Tagging notecards is another way to add subcategories to your notecards. You can also color coordinate the notecards.
- Once you finish filling out the notecard, click on "Save Note."

Video 7: Sharing Bibliographies:
This video will show students how to share projects with teacher:
- Go to: "All Projects."
- Go to the project that you wish to share.
- Once project is found, click "Share," which will be in the same section of your project, next to "edit."
- For Email-Put the person's email address in this field. Ex: Your teacher who you are sharing your project with.
- For Permissions: Make sure to check all three (View, Edit and Comment).
- For Target Folder: Your teacher will create a class folder and should pop up once you fill out the email field first.
- Click on the project folder needed.
- Click "Share."

Video 8: Grouping Notecards
This is a screen cast provided by EasyBib. Click on "Grouping Notecards" and it will take you to the video.

EasyBib Troubleshooting:

If you are having difficulties viewing your project folder or are unable to access the folder on either or iPad or on any other Mac devices it may be due to the private browsing issues. Please click on the URL below to follow these simple steps that help you to access your project folder:

http://ipad.about.com/od/ipad_basics/ss/How-To-Enable-Cookies-Turn-On-Private-Browsing-And-Other-iPad-Safari-Settings.htm