

## USING EASYBIB.COM

---

**\*\*Students and teachers may use EasyBib from school or home\*\***

### **SIGN-IN OR REGISTER:**

First time users need to click on **“Sign-Up.”** Enter all information. If you do not have an email address you may use your school email (1<sup>st</sup> initial, 2<sup>nd</sup> initial, entire last name, last 2 digits of birth year) - ex: *adsmith99@putnamcitystudent.org*

*Putnam City West* students **MUST** enter the coupon code **pcwhs15**. This eliminates annoying ads, gives you more options and allows Mrs. Stevenson to reset your account if you forget your password.

For an easy reminder, put your login info in your phone or write it here:

Email \_\_\_\_\_ Password \_\_\_\_\_

If you have previously used EasyBib and are already registered just click on “Login” and enter your information. Be sure to create a new project - **DO NOT** use an old one.

### **CREATE YOUR BIBLIOGRAPHY OR WORKS CITED PAGE:**

1. Click on the orange button labeled “+ New Project.”
2. Name your project such as the topic you are researching. You may leave the other fields blank. **REMEMBER: You will enter all sources for the paper under this project. Do not create a new project for each source.**
3. Leave the “Default Style” as **MLA**. Click the orange “Create” button.
4. Under the name of your project, click the link “Bibliography.”
5. You will see a blue box in the middle of the page. You will see tabs (Website, Book, Newspaper, Journal, Database). Select the tab that goes with what type of source you are using. **NOTE: All “Issues and Controversies” or “EBSCO” articles would be considered a DATABASE.**

6. To enter the source information click “Manual cite” and enter the required information. **HINT:** *The title, author and date information can usually be found at the top or very bottom of an article. If you’ve looked and can’t find the information, that’s okay, it might not be available. It’s okay to leave it blank if you’re SURE it isn’t there.*
7. Remember that no matter what EasyBib says, it is still YOUR JOB to verify that the citation is correct. You are ultimately responsible for the accuracy of your citations.
8. Repeat steps 5 – 7 until all sources are entered.
9. Now you are ready to print. Click on the orange “Export” button. Select “Save to Google Docs”. You will be redirected to another page. You may be asked to sign-in to your Google Account, if it does, follow the instructions to do so. Otherwise, “Allow” EasyBib to access your Google Drive. You’ll be redirected again and given an “Upload Successful” message. Follow the link to Google Docs to immediately view your Works Cited page. From there you can print or share with your teacher.

### **TIPS & TRICKS:**

- Google Chrome usually works best for EasyBib.
- Be sure to LOG IN every time you use EasyBib. It will save automatically if you’re signed in. If you forget you may lose everything you are working on!
- You do not need to fill in the box for the URL when citing unless your teacher specifically asks for it.
- **Adding Annotations:** At the bottom of your citation you will see a blue link “+ Add Annotation” – click on this to reveal a large box where you can type up your annotation.
- To the right of your citations you’ll notice the PCWest logo and some links. Here you will find a helpful tutorial for EasyBib as well as a Quick Guide for the MLA format.
- For more questions regarding the MLA format, check out:

[owl.english.purdue.edu/owl/resource/747/01](http://owl.english.purdue.edu/owl/resource/747/01)

