

# EasyBib Pro: Quick How-To

A digital tool allowing students to create citations, an outline, and compile source notes.

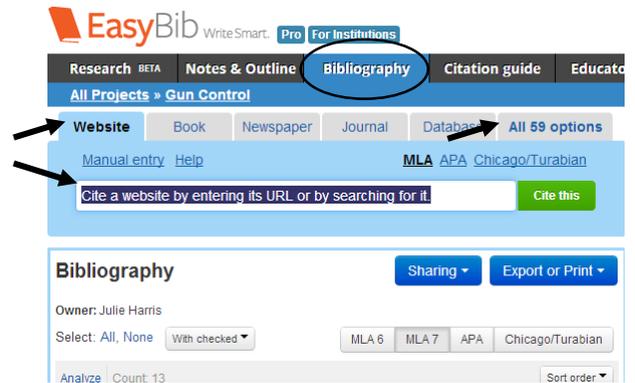
## Two Main Parts to EasyBib Pro:

- 1) Bibliography
- 2) Notes & Outline

### 1. The Bibliography Feature

When students find a source of information they want to use, have them make a citation for it first.

1. Click on the **Bibliography** tab.
2. **Website** is the default type of citation. They can paste a web address here.



Click on **All 59 options** to see other possible citation formats:



Once you've pasted a website in double check information – especially any box in red that EasyBib couldn't identify.

For accessing information from **online databases** (like Encyclopedia Britannica or PowerSearch) that already provide a full MLA citation for their articles, you can copy and paste right into their EasyBib Bibliography:

1. Click on the **Database** tab > click **Manual Entry**.
2. Paste the citation into the box provided.

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

Source not evaluated.

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

Medium:

Source type:    
Change the source type if necessary.

Article title:

Contributors: Author      
First MI Last/ corp. Suffix

Online publication info

Website title:

Publisher / sponsor:

URL:

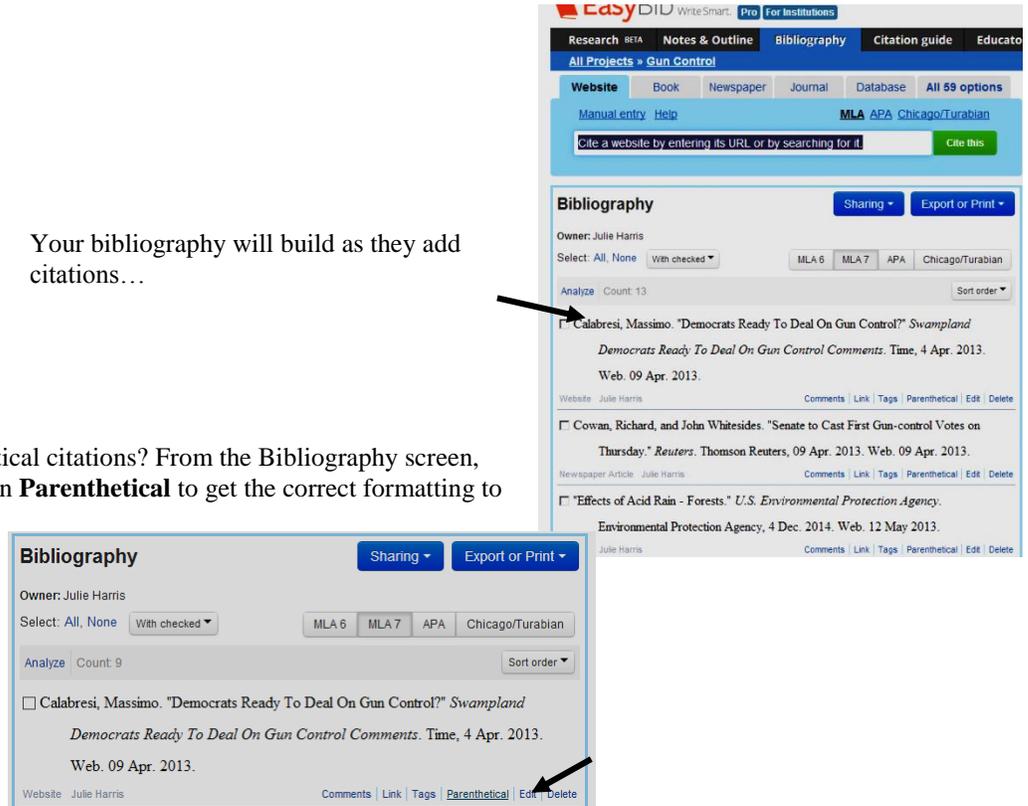
Display URL:  Yes  No  
Leave out the URL unless the source cannot be located without it.

Electronically published:     
Day Month Year



Your bibliography will build as they add citations...

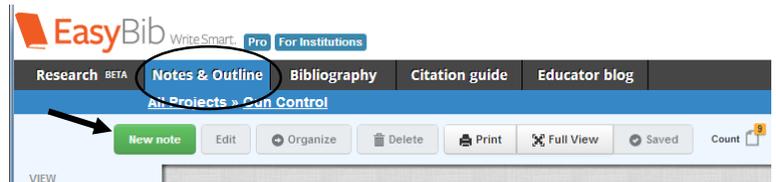
3. Requiring parenthetical citations? From the Bibliography screen, students can click on **Parenthetical** to get the correct formatting to copy and paste into their final paper.



## 2. The Notebook Feature

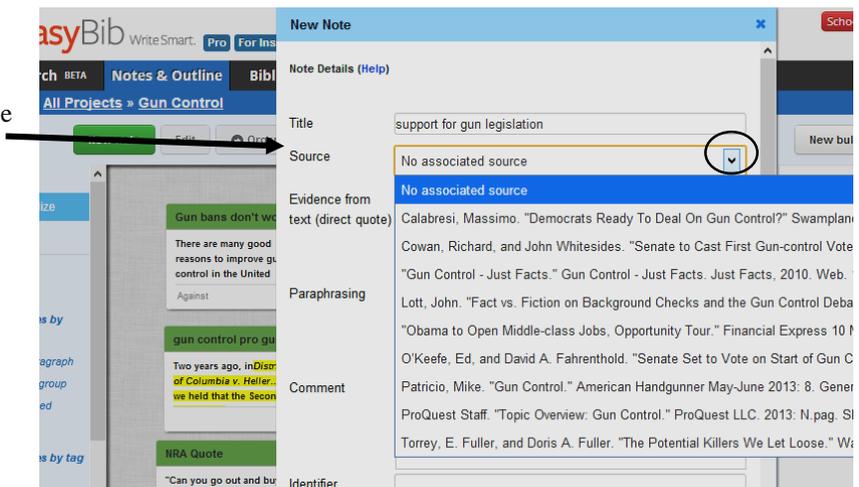
To start creating notes:

1. Click on the **Notes & Outline** tab. A blank “noteboard” comes up.
2. Click the green “**New note**” button.



3. Fill out the Notecard:
  - a. Enter a **TITLE** for this note.
  - b. For **SOURCE**, pull down the window to choose from the bibliography citations that you’ve added so far.

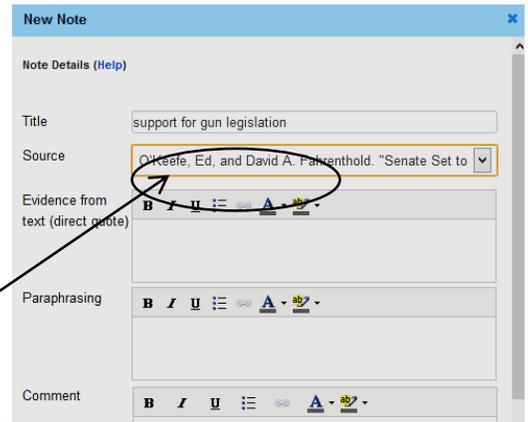
*(This encourages students to add the citation first, THEN their notes – so they don’t forget to cite or don’t accidentally plagiarize.)*



- c. Have students move through 3 levels of note-taking here:
  1. EVIDENCE FROM TEXT: copy and paste the text
  2. PARAPHRASING: now paraphrase that text
  3. COMMENT: add additional sentences here that you'll tie this information with – supporting facts, other connections, lead-in sentences, etc.

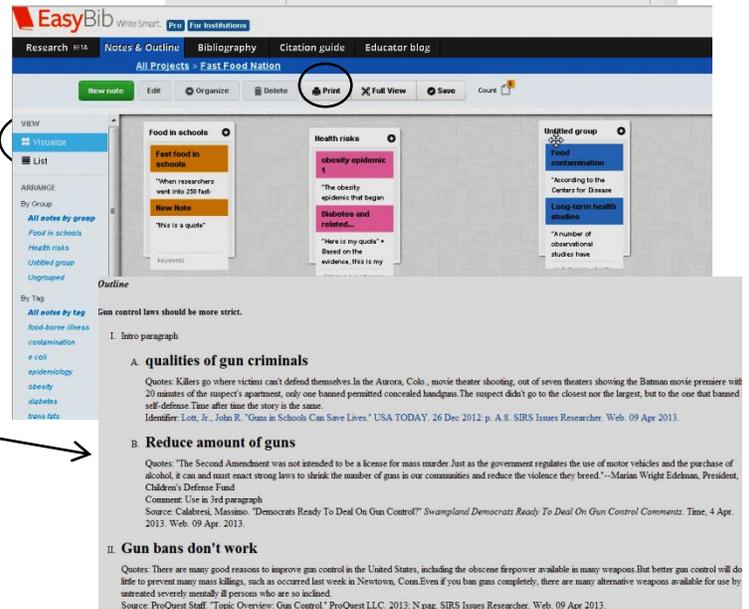
*(By paraphrasing and including their own thoughts right with the text they've copied, this attempts to help students be aware of plagiarizing and break the copy and paste habit.)*

Encourage students to mark up their notes with the highlighter, different colored fonts, etc.



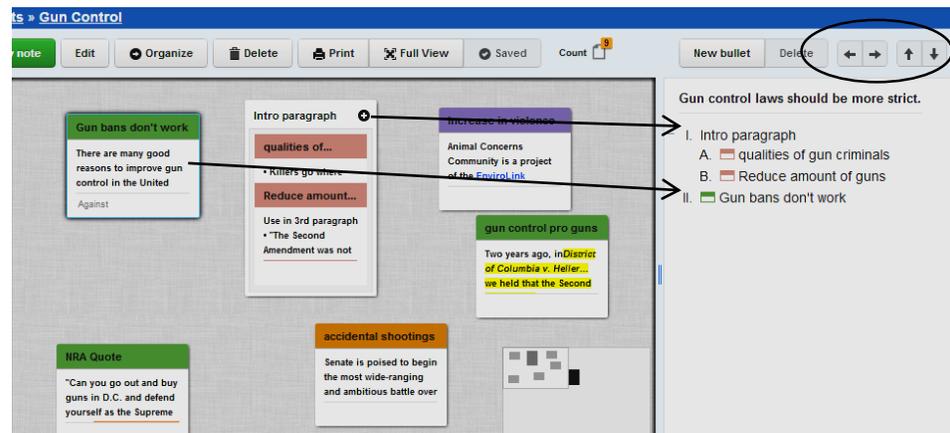
As they work, students add to their noteboard with more sticky notes that they can then move around and organize.

4. Organizing your board:
  - a. Color code cards.
  - b. Group cards together by overlapping them. Ungroup by clicking the + symbol and dragging a card out of the box.
5. Viewing your board:
  - a. Toggle between 2 views: **Visual** view (notecards) or **List** view (full text)
  - b. Double click on a notecard to see its entire text.
  - c. Click **Print** to see the text for all notes.



### To create an outline:

1. Drag and drop notecards into the outline view.
2. Change indentation and placement by clicking once on that topic and moving it with the arrow OR drag and drop within the outline view.
3. Click **Print** to see the complete outline with the full text of each notecard.



## Other features:

Export your Works Cited page:

- At the top of your Bibliography page, click **Export or Print as Word Doc**.

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Owner: Julie Harris

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Calabresi, Massimo. "Democrats Ready To Deal On Gun Control?".

*Democrats Ready To Deal On Gun Control Comments*. Time. 4 Apr. 2013.

Delete a project from All Projects page:

1. Check the box next to the project to delete.
2. At the top, click **Organize checked projects > Delete projects**.