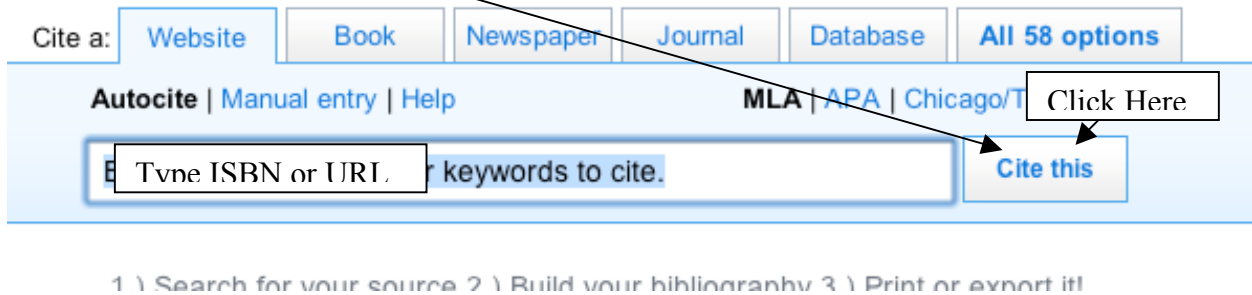
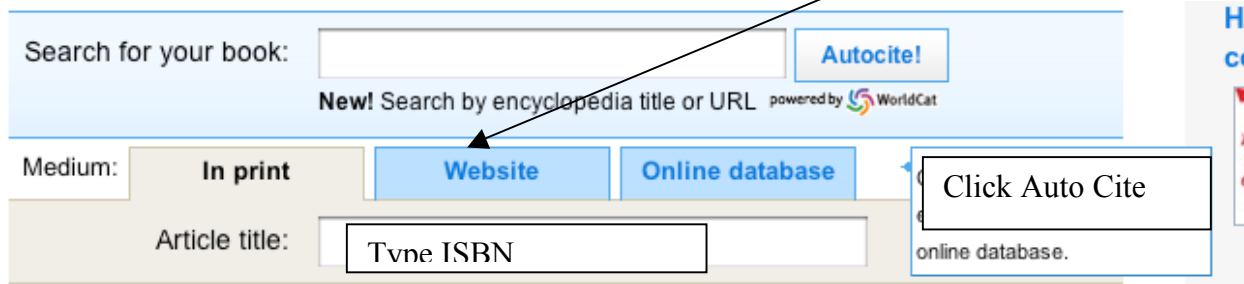


# Directions for Easy Bib

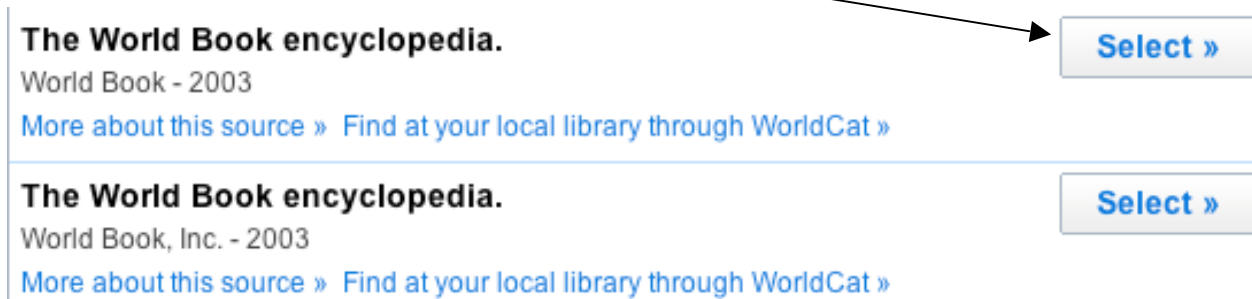
- Click on Safari and type in the address bar <http://www.easybib.com>. Click on the tab that you need to cite your work. If you are citing a website, click on website, book click on book, etc. To cite an encyclopedia, click on **All 58 options** and find encyclopedia.
- To cite a book, click on **Book tab**, fill in the ISBN number and click **Cite this** and it should auto complete it. Choose your book by clicking **Select**. Then click **Create Citation**. To cite a **Website**, click on **Website tab**, fill in the URL and click **Cite this** (see below).



- When you click on encyclopedia, it gives you a choice of Print, Website, or Online database. You must choose which one you are citing.



- When you cite the encyclopedia in print, you can fill in the ISBN number or the URL address of the encyclopedia online and click **Auto Cite**. Then click **Select** to choose the correct encyclopedia. It will fill in some of the information and you must complete the remaining information (article title, volume number, edition, and page number) then click **Create Citation**.



- **To cite a Website:** Click on File and scroll down to New Window, find a website for the subject matter you are researching, and cite the website by filling in the **URL** and clicking **Cite this**. If it does not auto complete, you must fill in the info and click **Create Citation**.

Cite a: Website Book Newspaper Journal Database All 58 options

Autocite | Manual entry | Help MLA | APA | Chicago/Tur

Enter URL here words to cite. Cite this

1 ) Search for your source 2 ) Build your bibliography 3 ) Print or export it!

- When you have completed doing your citations, make sure you click in the box next to your citation to select it. Then scroll down and click on **Organize checked citations** and select **Export citations to Word**.

Your Bibliography Save as Word Doc Save as Google doc Save for later

Copy & paste E-mail Share Sort order

Select: All, None Organize checked citations

Child, Jois C. Chicago World Book Encyclopedia. 2003 ed. Vol. 11. 8. Print. Tags Edit Delete

"Mount St. Helens National Volcanic Monument." US Forest Service - Caring for the Land and Serving People. Web. 10 Feb. 2011. <http://www.fs.fed.us/gpnf/mshnvm/>. Website Tags Edit Delete

- When you click on this it will export it as a Text Edit on an Apple and Notepad on a PC. Open Microsoft Word and copy and paste it to a Word Doc or in your project on PowerPoint. Once you export this to Word or PowerPoint you need to highlight the info, go up to Format, scroll down to Paragraph, and click on single space. Then you must double space between citations.
- The second and third line of each citation must be indented. If you are having trouble indenting the second line, go to the end of the 1<sup>st</sup> line and hit return then indent line 2. (Repeat that process if you have a line 3 and are having trouble indenting line 3.)
- See sample Works Cited Sheet.
- **When you have completed your citations make sure you click delete your current project which is highlighted in red.**
- Sample **Works Cited** page to follow.

## Works Cited

Child, Jois C. "Mount St. Helens." *The World Book Encyclopedia*. 2003 ed. Vol. 11. Chicago, IL: World Book, 2003. 888. Print.

Lauber, Patricia. *Volcano: the Eruption and Healing of Mount St. Helens*. New York: Aladdin, 1993. Print.

"Mount St. Helens National Volcanic Monument." *US Forest Service - Caring for the Land and Serving People*. Web. 10 Feb. 2011.  
<<http://www.fs.fed.us/gpnf/mshnvm/>>.

The above citations are single spaced, with a double space between citations. The second line (and third line if you have one) of each citation is indented. Refer to ***Directions for Easy Bib*** if you are having trouble indenting the second or third line.

The 1<sup>st</sup> citation is an encyclopedia (print), 2<sup>nd</sup> is a book, and the third is a website.

Very important: The citations are in alphabetical order starting with the first letter of each citation. See above.