

## ***Using EasyBib on the Cal Young Library Online***

### ***Logging in to EasyBib Student Edition:***



1. Go to the Cal Young Homepage:  
<http://calyoung.4j.lane.edu>
2. Pull down **Resources** to **Library**.
3. Click on **EasyBib School Edition**.
4. Click on **Login (upper right corner)**. **You do NOT need to sign up!**
5. Enter your school email address: [username@4j.lane.edu](mailto:username@4j.lane.edu)
6. Enter you 6-digit school ID (lunch) number as your password.

### ***Getting started with your research on EasyBib School Edition:***

1. Click on **New Project**.
2. Enter the name of your project, select *English* as your SUBJECT, then click CREATE . (Leave the THESIS STATEMENT blank for now.)

### ***Making a citation for a book with EasyBib School Edition:***

1. Make sure that you are on your EasyBib main page..
2. Click on the **Bibliography** button.
3. Click on **Book**.
4. Enter the title of your book and click **Cite It**.
5. Select the book from the list by comparing the author and publication date.
6. Click the **Cite This**.
7. Read the **Book Evaluation**.
8. Click **Create Citation**.
9. **Hooray!** You have the first citation for your bibliography.

***Making a citation for a Gale article with EasyBib Student Edition:***



1. Click on the EasyBib Student Edition icon to go to the main page and find the Cal Young Cougar.
2. Click on the ***Gale Resources Portal*** from within EasyBib or get to the Gale Virtual Reference Library or Gale databases from the CY Library homepage or through the AML (Access My Library) app.
3. Find a relevant article. Use "Sort by.." and "Limit search..." as needed.
4. From within the article, click on ***Citation Tools*** (right sidebar).
5. Click on ***EasyBib***.
6. Click on ***Update Citation***.
7. The citation will be added to your bibliography in Easy Bib. ***Hooray!***

***Making a citation for a World Book Online article with EasyBib School Edition:***



1. Scroll to the bottom of your World Book Online article and find the **MLA** citation.
2. Select and copy the **MLA** citation. (Edit → Copy or Command-C)
3. Click on your EasyBib tab.
4. Click on the ***Bibliography*** button.
5. Click on ***All 59 options***.
6. Click on ***Write/Paste Citation***.
7. Paste the citation into the box. (Edit → Paste or Command-V)
8. Click the ***Create Citation*** box.
9. ***Hooray!*** Your citation will show up in your bibliography.

***Researching and citing the free Internet with EasyBib Student Edition:***

1. From your project, pull down Bibliography to ***Research*** and enter your topic.
2. Browse through the websites to find the one that best fits your main idea about your topic.
3. When you have found a good website, select and copy the URL. (*You can also do a Google search outside of EasyBib and copy and paste the URL in the same way.*)
4. Click on the EasyBib tab and pull down the menu to ***Bibliography***.
5. Paste the URL into the box and click ***Cite It***.
6. Take note of what EasyBib did not find and if the site is ***credible***.
7. Click ***Continue*** and carefully fill in the blank parts of the citation by finding the author (if noted), publisher/sponsor, date posted, etc. Include the URL.
8. When you are certain that you are finished, click ***Create Citation***.

### ***Taking notes with EasyBib Student Edition:***

1. In the pull-down menu next to your project's name, pull down to **Notebook**.
2. Click on **New Note**.
3. Click back to the tab or window that has the article that you are reading. Begin reading and when you find information that you want to record, copy a sentence or two to the clipboard.
4. Click back to your **New Note** and give the note a title that relates to the information that you found. Pull down **Source** and click on the citation for the article that you are reading.
5. Paste your quotations into the box that says, **Evidence from text (direct quote)**.
6. Use phrases and keywords to type information from the article into the **Paraphrase** box.
7. Add a **Comment** to make an observation about the information that you are reading.
8. Add an **Identifier** about where in the article you found the information.
9. Click **Organize** to add a **Tag** and a **color**.
10. Scroll down and click **Save Note**.

### ***Organizing your notes and making an outline with EasyBib Student Edition:***

1. When you have two or more notecards that relate to the same subtopic, make a group. Slide one notecard over another, and it will make a group. Double click on the group to get the box to type in the group's name.
2. When you have a sense of the main point of your paper, click on **Thesis: Enter your paper's thesis here**. You can slide the outline bar to the right to increase the outline space.
3. Click on **New Bullet** to make a bullet point for your outline. You can make main bullet points for the main points in your paper and then add bullets for subpoints.
4. Drag the notecards under the related subpoint.
5. Work with the organization of your notes in the outline.
6. If you need more information to support a point (subtopic), do some more research, reading, and notetaking.

***Printing, exporting, turning in your outline, notes, and bibliography:***

***Exporting your outline and notes to Google Docs:***

1. From your project, pull down to **Paper** to export the outline and notes to Google Docs.

***To copy and paste your outline and notes to Pages or Word:***

1. Make sure that you are in the **Notebook** of your project and click on the **Print** button. Select all and copy.
2. Open a Pages or Word Document and paste.

***Sharing and/or Exporting the bibliography:***

1. Options for **Sharing** the bibliography (does not include the heading)
  - a. E-mail bibliography
  - b. Invite others
  - c. Share public link
2. Options for **Exporting** the bibliography:
  - a. Print as Word Doc (add a heading with the Title Page option)
  - b. Save as Google Docs
  - c. E-mail bibliography
  - d. Copy & paste (Create heading with Title Page, then paste bibliography.)

***As directed by your teacher, turn in your notes and citations with Share:***

1. Click on **My Projects** (top left of screen).
2. Click **Share** (under and to the right of the project's name).
3. Enter teacher's e-mail.
4. Make sure that **View** and **Comment** are checked. (**Edit** is also an option.)
5. Pull down **Target** folder to your class and period. (Ahead of time, teachers can make a folder for each class by clicking **New folder** between the **All Projects** on the left side of the project main page.)
6. Click **Share**.

***Support***

Click on **Support** (top right option). Scroll down for lots of **Video Tutorials** and **User Guides**.

***Questions or problems?***

Contact Sam at arnold@4j.lane.edu or in the library.