→ Create an Account

New Users: Please go http://www.easybib.com/auth/register/index/coupon/skylinehs. This link will take users to the registration page, where they can create accounts by filling in the required information. Once they have created accounts they can simply go to EasyBib.com and login to access their School Edition account from anywhere.

Existing Users: If a user already has an account, they must upgrade it to School Edition by clicking the "coupon codes" link once you are logged in. Then, enter the code **skylinehs** (all lowercase and one word). *If you are prompted to pay for using the options like "notebook" for making notecards, you have not added the coupon code. Unfortunately, this year you will still see ads on the EasyBib page – it is a little cumbersome and makes for a bit of a delay, but there is nothing that can be done about that…* <u>HOW TO ADD COUPON CODE</u>

Create a "New Project" in EasyBib

| My Projects | Research | EssayCheck | Products ᵛ | Citation Guide & Educator Blog | Support |

All Projects

+ New folder   **+ New project**   ⊕   Q Search   ISSA SCHOOL

All Projects

With checked: ▾ | Move Delete Leave   Sort by ▾ Order ▾
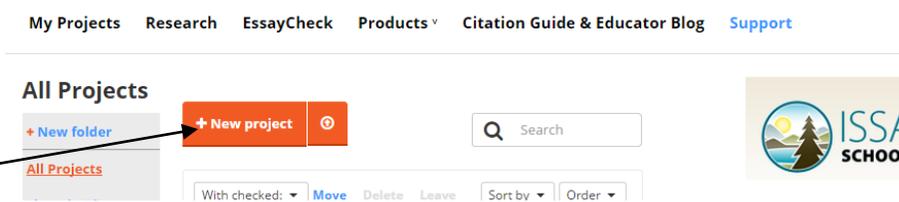
1. Create New Project >

        a. Name your project > leave "MLA" as the Default Style > no need to add other info > "Create"

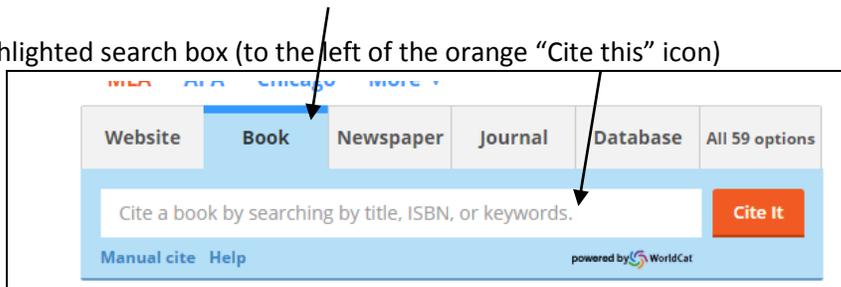## → Create Source Cards (aka "Bibliography")

2. Creating Source Cards (or rather, source entries in EasyBib - do this before you begin adding notes)

        a. click on the "Bibliography" link under the project name to add your first source

        b. use the tabs above the "Cite this" box to choose the correct source of information

        c. Follow the directions in the blue highlighted search box (to the left of the orange "Cite this" icon)

        d. See notes below…

MLA   APA   Chicago   More ▾

| Website | **Book** | Newspaper | Journal | Database | All 59 options |

Cite a book by searching by title, ISBN, or keywords.   **Cite It**

Manual cite Help   powered by WorldCat

Notes:

i. Check over your citation (it may be easier if you create the citation, look at the info included/format and then edit it).

 -- *for books, if you use the ISBN# (long number, beginning with 978…), EasyBib is almost always accurate; if you cut and paste citations from a database, those are correct too.* **EasyBib is almost NEVER ACCURATE if you just add a URL to the Cite This box…**

ii. Because you are logged in to your account, your sources will remain there under the project name; at any point you would like to add the citation information to a document, click on the "Export" link when viewing your bibliography list, then "Print as Word Doc" icon, this will allow you to download and open a Word document with the citation information

 ii. When you are ready to create note cards in the "Notebook" feature, you can link the two so you know exactly where the information came from.

→ Create Note Cards (aka "Notebook")

3. Once you are ready to take notes from the source you deem worthy and have added to the EasyBib bibliography, go back to "My Projects" and choose the "Notebook" link under your current project.

4. Click on the "New Note" icon in the upper left. A box will appear that you will add your information to.

    a. Add a title

      - this would be the <u>subject of the note card</u>, NOT the topic of your paper (ex: topic of paper is Czar Nicholas II, but your title would read something like: Early Life)

    b. Associate the note/information with the source the information came from by selecting source from the dropdown list

      - you must have added to the "Bibliography" tab first (but, you can go back and do this after you create your note card and come back to associate the source)

    c. You then have two choices – add a Quote or a Paraphrase

      - add a "Quote" – for all <u>direct quotes</u> from your source

      - or add "Paraphrasing" info. from the source, these are notes in your own words (remember, you **must** cite paraphrased information too).

    d. If you are **using a book, you must indicate the exact page number/s the information** came from in the "Identifier"

    e. The "Comment" box is for notes for you, answer questions like: "why did I use this information?", "what is significant about it?", "what is it connect to?"

    f. Last, click on "Save note".

    - note – the new note will always save to the upper left corner, sometimes covering another note, drag it elsewhere so you can view all your notes

5. Once you have a few notes, you can begin to arrange, tag, organize, color-code, etc. your notes as you start to see your paper form.

Video Tutorials: Full List, How to Use the Notebook