

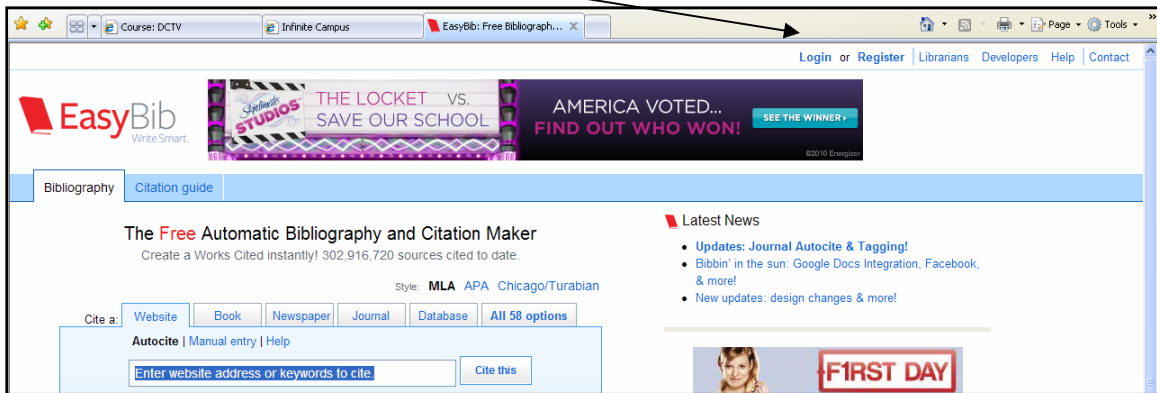
# Using EasyBib

1. Go to EasyBib. On the DCHS Research Page, click the EasyBib shortcut in the right column, or go to <http://www.easybib.com/>.



2. Log in or Set up an EasyBib account.

- Click Register the first time to set up an account.
- Click Login to retrieve your saved information in the future.



Click EasyBib icon.

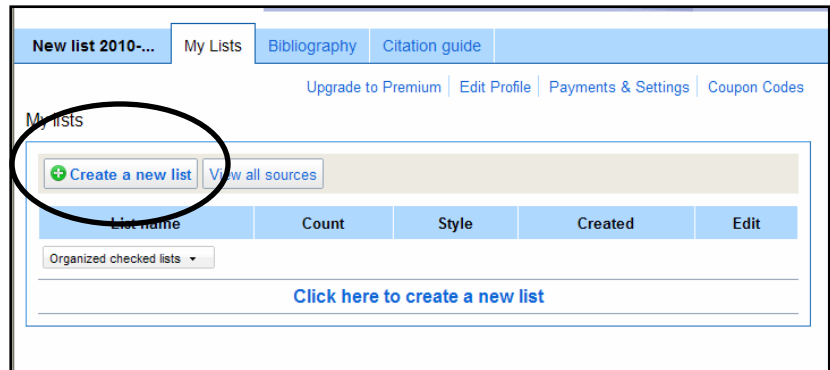


Complete the requested information and click "Create an account."

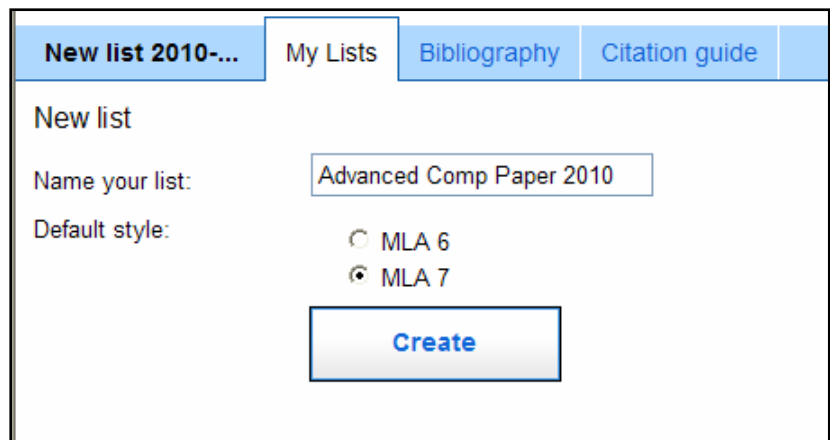
A screenshot of the EasyBib registration form. The form is titled 'Register on Easybib' and includes fields for E-mail address, Password, First name, Last name, School, Grade, Year of birth, Zip code, and Gender. A 'Create an account' button is at the bottom. A checkbox for 'Yes! I want to be e-mailed EasyBib's monthly news & promotions!' is also present.

3. **Create a New List.** Do this for each paper or assignment for which you will need work cited entries.

Click “Create a new list.”

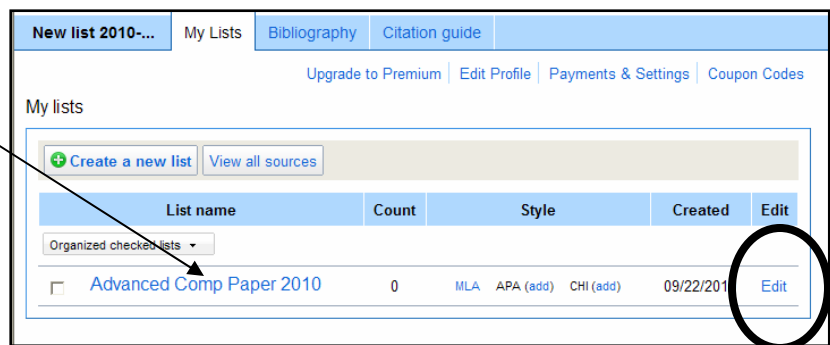


Type a name for your project.  
Choose MLA 7  
Click Create



To enter a list, click the list name.

To change a list name or default style, click edit.



#### 4. Create Citations to add to your list.

You will view this screen after clicking into a list. Notice you are on the Bibliography tab.

Choose the type of resource you wish to cite.

The screenshot shows the EasyBib website interface. At the top, there are navigation tabs: "Advanced Comp ...", "My Lists", "Bibliography" (which is selected), and "Citation guide". Below the navigation is a banner for "EasyBib CollegeXpress" with the text "Tell colleges about yourself & let your dream college reach you." The main content area is titled "Cite a:" and features a menu with options: "Website", "Book", "Newspaper", "Journal", "Database", and "All 58 options". Below this menu is a light blue box containing the "Autocite" section. It has links for "Autocite", "Manual entry", and "Help". There is a text input field with the placeholder text "Enter website address or keywords to cite." and a "Cite this" button to its right. Below the input field, there is a social media section that says "Like EasyBib?" with a "Like" button and a Facebook icon followed by "8,082 people like this." Below the "Autocite" section is a section titled "Your Bibliography". It includes buttons for "Save as Word Doc" and "Save as Google doc". There are also links for "Copy & paste", "E-mail", and "Share", along with a "Sort order" dropdown menu. Below these are "Select: All, None" and "Organize checked citations" dropdown. The "Style:" section shows "MLA 6", "MLA 7", "APA", and "Chicago/Turabian" as options. A message box states: "There are no citations in your list. To add some, click on the Choose Source menu above." At the bottom of this section, it says "Show publication placeholders: Yes No (help)".

For a website, you can copy/paste the URL into the entry box to get much of the content auto-filled.

This screenshot is similar to the one above, showing the EasyBib website interface. The "Cite a:" menu is open, and the "Website" option is selected. The "Autocite" section is active, and the text input field now contains the URL "m/2010/POLITICS/09/22/obama.mojo/index.html?hpt=C1". The "Cite this" button is still present to the right of the input field. The rest of the page, including the navigation tabs and the "Your Bibliography" section, remains the same as in the previous screenshot.

You will be asked to confirm some of the automatically generated content. Click Create Citation.

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

Choose medium: **Online**

Source type: Content published originally on a Website  
Change the source type if necessary.

Article title: The Sweep: How did Obama lose his mojo

Contributors: Author Ed Henry  
First MI Last / corp. Remove  
[+ Add another contributor](#)

Online publication info

Website title: CNN.com - Breaking News, U.S., World, We

Publisher / sponsor:

URL: <http://www.cnn.com/2010/POLITICS/09/22/o>  
Note: MLA 7 says to leave out the URL unless the source cannot be located without it, or if your instructor requires it

Electronically published: Day Month Year

Date accessed: 22 September 2010 Today  
Day Month Year

[Add Annotation](#)

[Create Citation](#)

The citation will be added to your list.

Advanced Comp ... My Lists Bibliography Citation guide

EasyBib CollegeExpress Tell colleges about yourself & let your dream college reach you.

Cite as: Website Book Newspaper Journal Database All 58 options

Autocite | Manual entry | Help

Enter website address or keywords to cite. Cite this

Citation added: See in list | Edit citation | To copy text, highlight citation and hit Ctrl + C

Henry, Ed. "The Sweep: How Did Obama Lose His Mojo? - CNN.com." *CNN.com - Breaking News, U.S., World, Weather, Entertainment & Video News*. 22 Sept. 2010. Web. 22 Sept. 2010. <<http://www.cnn.com/2010/POLITICS/09/22/obama.mojo/index.html?hpt=C1>>.

Like EasyBib? Like 8,082 people like this.

Your Bibliography Save as Word Doc Save as Google doc

Copy & paste E-mail Share Sort order

Select: All, None Organize checked citations Style: MLA 6 MLA 7 APA Chicago/Turabian

Henry, Ed. "The Sweep: How Did Obama Lose His Mojo? - CNN.com." *CNN.com - Breaking News, U.S., World, Weather, Entertainment & Video News*. 22 Sept. 2010. Web. 22 Sept. 2010. <<http://www.cnn.com/2010/POLITICS/09/22/obama.mojo/index.html?hpt=C1>>.

Website Tags Edit Delete

Show publication placeholders: Yes No (help)

**Creating Manually Generated Entries.** Click the type of resource. Then click manual entry.

The screenshot shows the 'Cite a:' menu in EasyBib CollegeXpress. The 'Book' button is highlighted with a black arrow. Below the menu, the 'Manual entry' link is also highlighted with a black arrow. The URL 'm/2010/POLITICS/09/22/obama.mojo/index.html?hpt=C1' is entered in the text field, and the 'Cite this' button is visible to the right.

Fill in the open fields and click “Create Citation.”

The screenshot shows the 'Cite a Book' form. The 'Style' is set to 'MLA 7'. The 'Contributors' field has 'George W Williams' entered. The 'Citing' dropdown is set to 'The whole book'. The 'In print publication info' section has 'The Last Stand' in the 'Source title' field, '23' in 'Vol.', '7' in 'Edition', and 'Baldwin' in 'Publisher', 'New York' in 'City', and '2007' in 'Year'. The 'Create Citation' button is at the bottom.

The entry will be added to your list.

The screenshot shows the 'Your Bibliography' page. The citation for 'The Last Stand' by George W. Williams is highlighted in yellow. The citation text is: 'Williams, George W. *The Last Stand*. 7th ed. Vol. 23. New York: Baldwin, 2007. Print.' The page also shows a list of other citations, including one from CNN.com.

You can also try **Autocite** in EasyBib for sources other than websites.

Type in the title of your book or the ISBN, and click Autocite. Choose the best match from the list.

Advanced Comp ... My Lists Bibliography Citation guide

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Cite a Book [Help](#) Style: [MLA 6](#) [MLA 7](#) [APA](#) [Chicago/Turabian](#)

Just fill out what you know. We'll format it correctly.

Search for your book:  [Autocite!](#)

New! Search by book title, keywords, or ISBN! powered by WorldCat

Choose medium: **In print** Website Online database Other (ebook)

Citing: The whole book

Contributors: Author     Remove

First MI Last / corp.

+ Add another contributor

In print publication info

Source title:

Advanced info:

Vol. Edition Series

Publication info:

Publisher City Year

[Add Annotation](#)

[Create Citation](#)

Advanced Comp ... My Lists Bibliography Citation guide

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Cite a Book [Help](#) Style: [MLA 6](#) [MLA 7](#) [APA](#) [Chicago/Turabian](#)

Just fill out what you know. We'll format it correctly.

Search for your book:  [Autocite!](#)

New! Search by book title, keywords, or ISBN! powered by WorldCat

**The audacity of hope: thoughts on reclaiming the American dream** [Select »](#)

Barack Obama - Crown Publishers - 2006

[More about this source »](#) [Find at your local library through WorldCat »](#)

**The audacity of hope: thoughts on reclaiming the American dream** [Select »](#)

Barack Obama - Random House Large Print, in association with Crown Publishers - 2006

[More about this source »](#) [Find at your local library through WorldCat »](#)

**The audacity of hope: thoughts on reclaiming the American dream** [Select »](#)

Barack Obama - Three Rivers Press - 2006

[More about this source »](#) [Find at your local library through WorldCat »](#)

Search results brought to you by WorldCat

Choose medium: **In print** Website Online database Other (ebook)

Citing: The whole book

Contributors: Author     Remove

Your citation will be generated. Check for accuracy. Click Create Citation. Your citation will be added to your list.

Advanced Comp ... My Lists Bibliography Citation guide

EasyBib CollegeExpress Tell colleges about yourself & let your dream college reach you.

Cite a Book [Help](#) Style: [MLA 6](#) [MLA 7](#) [APA](#) [Chicago/Turabian](#)

Just fill out what you know. We'll format it correctly.

Search for your book:  [Autocite!](#)

New! Search by book title, keywords, or ISBN! powered by WorldCat

**Please confirm or modify the information below!**

We get our data from outside sources, so please double-check.

Choose medium: **In print** Website Online database Other (ebook)

Citing: The whole book

Contributors: Author   Remove

First MI Last / corp.

+ Add another contributor

In print publication info

Source title:

Advanced info:

Vol. Edition Series

Publication info:

Publisher City Year

[Add Annotation](#)

[Create Citation](#)

EasyBib CollegeExpress Tell colleges about yourself & let your dream college reach you.

Cite as: Website Book Newspaper Journal Database All 58 options

[Autocite!](#) [Manual entry](#) [Help](#)

[Cite this](#)

Citation added: [See in list](#) | [Edit citation](#) | To copy text, highlight citation and hit Ctrl + C

Obama, Barack. *The Audacity of Hope: Thoughts on Reclaiming the American Dream*. New York: Crown, 2006. Print.

[Like EasyBib?](#) Like 8,092 people like this.

**Your Bibliography** [Save as Word Doc](#) [Save as Google doc](#)

[Copy & paste](#) [E-mail](#) [Share](#) [Sort order](#)

Select: All, None [Organize checked citations](#) Style: [MLA 6](#) [MLA 7](#) [APA](#) [Chicago/Turabian](#)

Henry, Ed. "The Sweep: How Did Obama Lose His Mojo? - CNN.com." *CNN.com - Breaking News, U.S., World, Weather, Entertainment & Video News*. 22 Sept. 2010. Web. 22 Sept. 2010. <<http://www.cnn.com/2010/POLITICS/09/22/obama.mojo/index.html?hpt=C1>>.

Website [Tags](#) [Edit](#) [Delete](#)

Obama, Barack. *The Audacity of Hope: Thoughts on Reclaiming the American Dream*. New York: Crown, 2006. Print.

Book [Tags](#) [Edit](#) [Delete](#)

Williams, George W. *The Last Stand*. 7th ed. Vol. 23. New York: Baldwin, 2007. Print.

## 5. Edit your entries—Make sure they are accurate!

Be sure to review and edit each entry to make sure it matches your requirements.

Click on edit to reopen an entry. Then modify your entries and click “Update Citation.”

**Your Bibliography**

Copy & paste | E-mail | Share

Select: All, None | Organize checked citations | Style: MLA 6 | **MLA 7** | APA | Chicago/Turabian

Henry, Ed. "The Sweep: How Did Obama Lose His Mojo?" *CNN.com*. 22 Sept. 2010. Web. 22 Sept. 2010.

Website | Tags | **Edit** | Delete

Obama, Barack. *The Audacity of Hope: Thoughts on Reclaiming the American Dream*. New York: Crown, 2006. Print.

Book | Tags | Edit | Delete

Palin, Sarah. *Going Rogue: an American Life*. New York: Harper Luxe, 2009. Print.

Book | Tags | Edit | Delete

Williams, George W. *The Last Stand*. 7th ed. Vol. 23. New York: Baldwin, 2007. Print.

Book | Tags | Edit | Delete

Just find out what you know. We'll format it correctly.

**Advanced Edit** Use this if you would like to edit your citation directly in a textbox.

Enter Web address:  **Autocite!** **View URL**

Enter URL or keywords to search for your site.

Choose medium: **Online**

Source type: **Content published originally on a Website**  
Change the source type if necessary.

Article title: **The Sweep: How did Obama lose his mojc**

Contributors: **Author** | **Ed** | **Henry** | **Remove**  
First | MI | Last / corp.

**+ Add another contributor**

Online publication info

Website title: **CNN.com**

Publisher / sponsor:

URL:

Note: MLA 7 says to leave out the URL unless the source cannot be located without it, or if your instructor requires it

Electronically published: **22** | **September** | **2010**  
Day | Month | Year

Date accessed: **22** | **September** | **2010** | **Today**  
Day | Month | Year

**Add Annotation**

**Update citation**

## 6. Print Your Works Cited List.

Click “Save as Word Doc.”

Click the link to your file and save.

The file is now ready to be opened in Word and fine tuned.

**Your Bibliography**

Copy & paste | E-mail | Share

Select: All, None | Organize checked citations | Style: MLA 6 | **MLA 7** | APA | Chicago/Turabian

Henry, Ed. "The Sweep: How Did Obama Lose His Mojo?" *CNN.com*. 22 Sept. 2010. Web. 22 Sept. 2010.

EasyBib Write Smart

hgregg appliances & electronics OPEN TO PUBLIC

File Download

Do you want to open or save this file?

Name: ...a180edd8af1ae112...2010092217355394285.rtf  
Type: Microsoft Word Document, 2.17 KB  
From: export.easybib.com

**Open** | **Save** | **Cancel**

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Export your list to Word

We are preparing your list. A popup should automatically appear in your browser allowing you to download your list as an RTF file. If you do not see this popup, click the link below.

**Click here to download your bibliography for MS Word**

Works Cited

Henry, Ed. "The Sweep: How Did Obama Lose His Mojo?" *CNN.com*. 22 Sept. 2010. Web. 22 Sept. 2010.

Obama, Barack. *The Audacity of Hope: Thoughts on Reclaiming the American Dream*. New York: Crown, 2006. Print.

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