



Creating a Works Consulted Page using EASYBIB.COM

Getting Started:

- ☐ **These directions are for FIREFOX.**
- ☐ <http://www.easybib.com/> OR use the link on the research page of the library media center website
- ☐ Log-in or Sign-up if it's your first time (use your school e-mail and password if you are registering a new account)

Create Your List (the first time you work on this list only):

- ☐ Click on the **'New Project'** Box (the first time you work on this list only)
- ☐ Fill in the **'Project Name'** box with your topic (the first time you work on this list only)
- ☐ Click on the **'Create'** box (the first time you work on this list only)
- ☐ Click on **'Bibliography'** (under the list name you just created)

Enter the information from each source card. Repeat the following steps for each website source card:

- ☐ Click on the **'Website'** tab to being entering each source
- ☐ Click on **'Manual Cite'** **The Autocite feature does not work.**
- ☐ Skip entering web address with 'Autocite' next to it
- ☐ Skip the dropdown menu next to Source Type
- ☐ Article = Title of Page
- ☐ Contributors = Authors (leave blank if no author)
- ☐ Website Title = Name of Site
- ☐ Skip Publisher/Sponsor
- ☐ URL (only to the end of the domain [.com, .org, etc.])
- ☐ **CHECK 'YES' NEXT TO 'DISPLAY URL'**
- ☐ Skip Electronically Published Date
- ☐ Date Accessed = Date you viewed site
- ☐ Check spelling and capitalization
- ☐ Click on **'Create Citation'** box
- ☐ Repeat for all website sources

When You Are Completely Finished Entering Sources

- ☐ Click on the **'Export'** box
- ☐ Click on **'Print as Word Doc'** box
- ☐ Click on **'Download for MS Word'** box
- ☐ **For Firefox: 'Open With' Circle Must Be Chosen....Microsoft Office** Word Should appear Next to that:
 - ☐ If that's not already there – Drop-down Menu ☺ Other ☺ Applications ☺ Microsoft Office ☺ Microsoft Word ☺ Open ☺ OK: Word will open
- ☐ **For Chrome or Safari:** Find downloaded file on top or bottom of browser window
- ☐ Change the word 'Cited' to **'Consulted'**
- ☐ **Copy and Paste** what's on the Word doc to the end of your webquest Google Doc (the one you've already shared with Ms. Dombek)

Log-out of Easybib

- ☐ Click on **your email address** in the upper right-hand corner
- ☐ Choose **logout**