

Step by Step Instruction to Using EASYBIB to Create a Bibliography

To create a new bibliography:

1. Go to easybib.com
2. Sign up by going to the “Sign Up” button at the TOP RIGHT of the page. You can sign in with Google or Facebook; otherwise you will need an email address.
 - a. If you don’t have an email address, you can sign up for one through Google, Outlook, Yahoo, or whatever. Don’t give your real birthdate though. You can default to easy to remember dates like January 1st or December 31st and then a year.
3. You will need your email address and make up a password.
4. When you are signed in, you can hit the orange “+NEW PROJECT” button
5. Title your project whatever the topic you are making a bibliography for.
6. The default style is MLA. There are other ways to write a bibliography, such as APA and Chicago, but you need to pay to use that style. We will stick with MLA style.
7. Click the blue “Bibliography” button to start adding to your bibliography.
8. You will see tabs at the top that default to “Website”. There are other options, such as “Book, Newspaper, Journal, Database, and 59 Options”. Whichever type of source you are using, you need to click on the appropriate tab. We will just try the website one for now.
9. Copy and paste the URL, or website address, of the website you used for your research, then click the orange “Cite It” button beside it. Easybib will take a few seconds to find information for your website.
10. Fill in any missing info that you can find from the website. If you can’t find the info at all, leave it blank. Be sure to reconsider your source to see if it is reliable.
 - a. Website article=title of the part of the website you used
 - b. Contributor=can you find the writer for the article/site
 - c. Website title=name of the website
 - d. Publisher/Sponsor-the name of the company that created the site
 - e. Electronically published date=the date that the info was published
 - f. Date accessed=the date that you used the website to get info
11. Click the orange “Create Citation” button
12. Voila! Easybib will add the website to your bibliography. To add another one, just enter another URL or book, and repeat the steps.

*****When you use books, journals, magazines, DVD’s, videos, etc, you need to click on the right tabs at the top. Don’t use the website tab if you are trying to create a bibliography for a book*****

To print your bibliography:

1. Click the orange “Export” button
2. Choose “Print as Word Doc” to save the bibliography. You can then print it out. You can also “Copy and Paste” it to another document.
3. Print and hand in with any research assignment that you used an outside source for your information.