Fitzgerald

Instructions for Beginning Google Doc for Article and Using EasyBib for a Citation

* Sign onto Google
* Choose the Google Doc App
* Select Blank document
* Name it
  + Click in the Box in the Upper Left that says *Untitled Document*
  + Naming Convention
    - 1 Putting-out System VFitzgerald
    - 6 Underground railroad ACzerwien
    - Hour (number only) Topic FirstInitialLastName
* Do not center anything. Stay left justified.
* Type these three lines in Upper Left as a heading
  + Name
  + Hour
  + Topic
* Copy the URL (Web Address) and paste it below the heading
* Copy the article with its title and paste it below the URL
* Click on EasyBib to create a MLA Style Citation for the article
  + If you have not used EasyBib before it will not be in your toolbar
  + To get it click on Add-ons and choose it
  + Click on add-ons
  + Hover over EasyBib Bibliography creator and then Double Click on Manage Bibliography
  + A column will open on the right side of your document
  + Select Website
  + Select MLA Style
  + Copy the URL and Paste it in the box and hit Search
  + If EasyBib says you to return to the article and look for more information, do so and type in what you can find
  + if you cannot find more information, hit done
  + EasyBib will create a citation for you
  + Copy the citation and paste it below your article.
* Share it with me, being sure to choose CAN EDIT
  + vfitzgerald@rcs-k12.us
* Due Tuesday - Print out of copy to turn in and one to highlight, shared with me
* Due Friday - Highlighting

Example of Appearance of Document

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| Virginia Fitzgerald  1st hour  Putting Out System  http://www.historylearningsite.co.uk/britain-1700-to-1900/industrial-revolution/the-domestic-system/  Title  Article . . .  Citation |