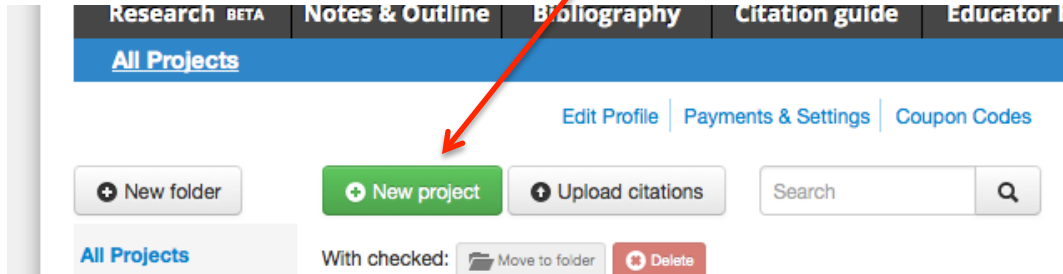


HOW TO CREATE AND SHARE YOUR EASYBIB PROJECT

I. LOG IN TO EASY BIB USING THE ACCOUNT YOU CREATED WHEN YOU REGISTERED AT PALOMAR.

II. CREATE A NEW PROJECT



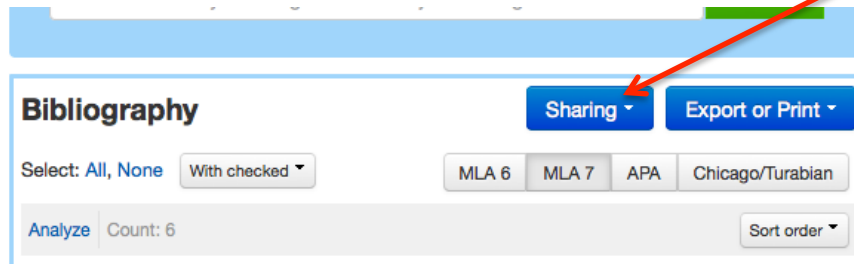
III. NAME YOUR NEW PROJECT AS FOLLOWS: Your last name and the name of the paper you're writing. Be sure to select MLA 7:

A screenshot of the 'Create project' dialog box. The title is 'Create project'. Below the title is a 'Project name' field with the text 'Sanchez Paper 2 Language and Technology'. Below the name field is a 'Default style' section with four radio button options: 'MLA 6', 'MLA 7' (selected with a blue dot and a red arrow), 'APA', and 'Chicago/Turabian'. At the bottom right are 'Close' and 'Create' buttons.

IV. “SHARE” YOUR BIBLIOGRAPHY WITH YOUR PROFESSOR.

Follow the four steps on the next page to be sure your project is received correctly.

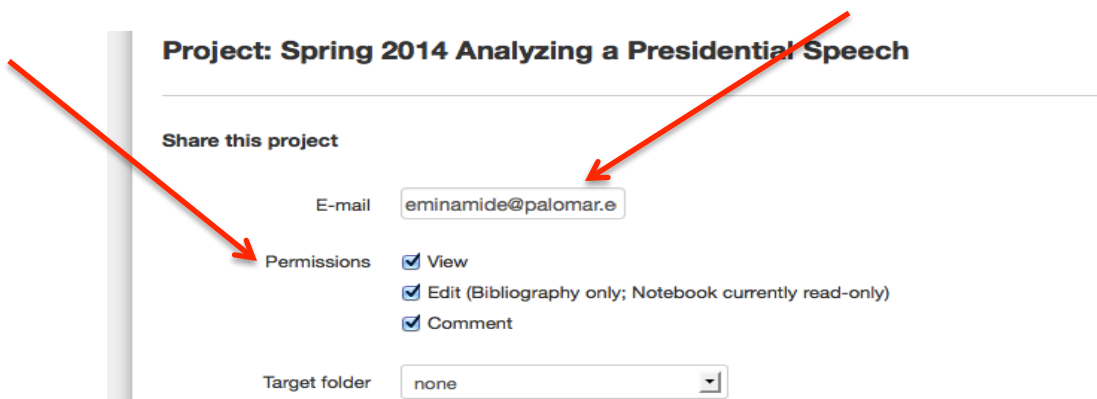
STEP 1 Go to the project you just created and click the **Sharing** button.



STEP 2 Use the drop down box and select **Invite Others**.



STEP 3 Type your **recipient's email** in the e-mail box and **check all three Permissions** (View, Edit, Comment). Don't worry about a Target Folder.



STEP 4 Click the **Share** button.

