

1. Log in to your [SVVSD Google account](#)
2. Access Easybib through the Apps icon (by your name in the top right-hand corner)
3. Create a new project in Easybib - Title "Bullying Research"
4. Find an article in the [Opposing Viewpoints database](#)
 - If you are using the database at home use the following password: falcons
5. Cite the article in Easybib
 - scroll to the bottom of the article and copy the text under "Source Citation" (the author through today's date)
 - in Easybib go to "All 59 options"
 - select "write/paste citation" from the left-hand side
 - paste citation and create
6. Create two notecards in easybib based on the content of the article
 - Select "Notes and Outline" from the top menu in Easybib
 - Create a new note
 - Select a quote from the article
 - Copy and paste the quote into the "Evidence from text" field
 - Explain the quote (put into own words, expand, etc.) in the "Paraphrasing" field
 - Pertain back to LOTF or a personal experience in the "Comment" field
 - Repeat for notecard two
7. Repeat steps 4 - 6 with a second article