# Accessing EasyBib.com Using JAWS

## Log-In to EasyBib

* Go to [easybib.com](http://www.easybib.com/)
* JAWS key + F7 to access Links List
* Press L to find “Login”
* Press Enter
* JAWS key + F7 to access Links List
* Press G to find “Google”
	+ There are other ways to login. I use Google.
* Press Enter
	+ You may be asked for your Google Password in a Google login screen to continue

## Add New Project

* Press “H” to navigate by headings to “All Projects, heading level 1”
* Down Arrow to “New Project”
* Enter
* Type Project Name
	+ You may need to press “F” to navigate by form fields
* Tab to “Subject”
	+ Down Arrow or First Letter Navigation to locate subject (or leave blank)
* Tab to “Create”
	+ Press Spacebar to activate

## Create Citation

* Press “H” to navigate by headings to “Project Name, heading level 4”
* Down Arrow to “Bibliography”
	+ Press Enter
* Paste source website URL (web address) in the form field
	+ Press “F” to navigate by form fields
	+ You should hear “Edit, cite a website by entering a URL or by searching for it”
	+ Paste the website address in this form field
	+ Tab to “Cite It” button, press Enter
	+ You may receive another page confirming the link you want to cite. Tab to the “Cite This” button after checking that you are citing the correct link.
* Complete the citation
	+ EasyBib will input the majority of required information, but there may be some information missing
	+ Press JAWS key + F7 to access the links list
	+ Press “F” to locate “final step”
	+ Activate link
	+ Press “F” to navigate by form fields or use Down Arrow to review the information
	+ Check the “Article Title”
		- Is the title correct? If not, type the correct title in this form field.
	+ Add a “Contributor”
		- Do you know the name of the author? If the name of the author is indicated in the article, you should type the author’s name in the “Contributor” form fields.
	+ Check the “Website title”
		- Is the website title correct? If not, type the correct title in this form field.
	+ Add the “Publisher/sponsor”
		- Do you know the name of the publisher? If the publisher is indicated in the article, you should type the publisher’s name in the “Publisher/sponsor” form field.
	+ Add the date of publication
		- Do you know the date of publication? If the date of publication is indicated in the article, you should type that date in the “Electronically published” form field.
	+ Check the “Date accessed”
		- Is the date accessed correct? If not, type the correct date that you accessed the website.
	+ Press “B” to navigate by buttons to “Create Citation, button”
		- Press Spacebar to activate

## Export Citations

* Press “H” to navigate by headings. You should hear “Your Citations” followed by a left parenthesis, the number of citations, a right parenthesis, then “heading level 1”.
* Press JAWS key + F7 to access links list
	+ Press “E” to locate “Export”
	+ Activate link
* Down Arrow to locate the “Print as Word Doc” link
	+ Press Enter
* Press JAWS key + F7 to access links list
	+ Press “D” to locate “Download for MS Word”
	+ Activate link
* An Internet Explorer dialog box opens
	+ Select Open, Save, or Save As
	+ If you choose to simply open the file, you will need to save it from MS Word
	+ You may receive an error that the document could not be opened
		- In this case, continue through the messages. Do not cancel.
		- The document should open, despite the initial warnings
	+ The document may open in Protected View
		- Press Alt to access the menu bar
		- Press “F” to access the file menu
		- Press Tab twice to “Enable Editing”
		- Press Spacebar

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