



Texas School for the Blind and Visually Impaired

A center for educational services for all blind and visually impaired students in Texas

Accessing EasyBib.com Using JAWS

Log-In to EasyBib

- Go to 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



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- 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



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- 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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