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**
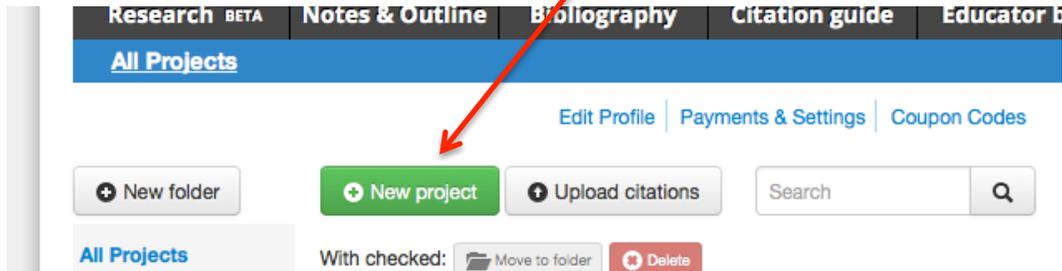

III. **NAME YOUR NEW PROJECT AS FOLLOWS:** Your last name and the name of the paper you're writing. Be sure to select MLA 7:
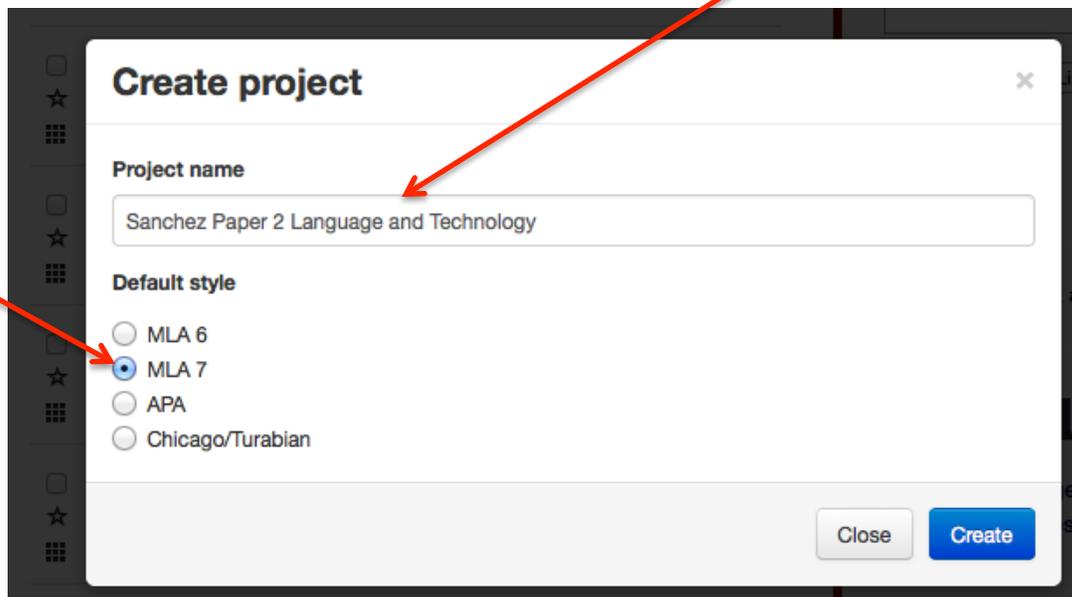
IV. **"SHARE" YOUR BIBLIOGRAPHY WITH YOUR PROFESSOR.**

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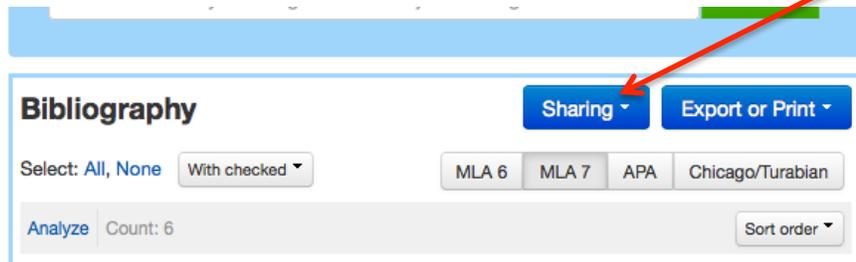
STEP 2 Use the drop down box and **select Invite Others**.

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.
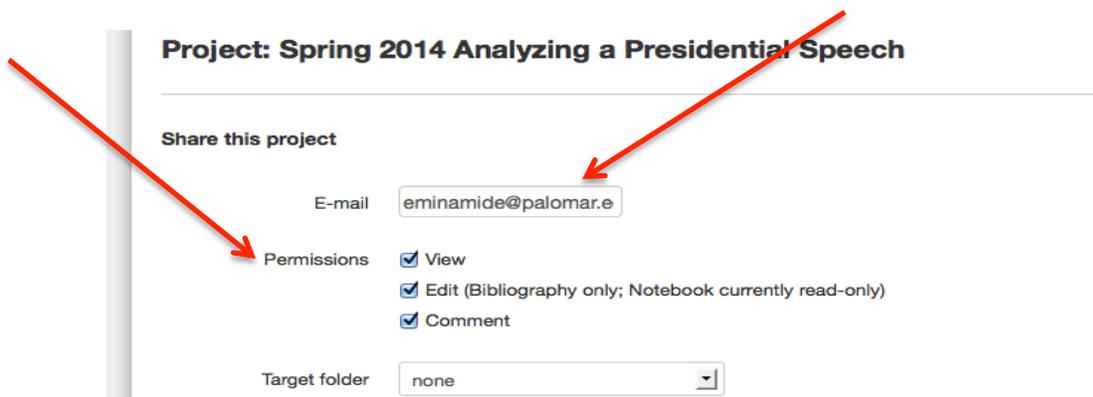
STEP 4 Click the **Share** button.