

Steps for finding *Shakespeare for Students* articles for *Julius Caesar*.

1. Go to Elkins High School through an internet search engine
2. Click on “library” in the tabs across the top
3. Click on “FBISD Library Catalog” (the fourth tile from the right in the top row of the symbaloo )
4. Enter *Shakespeare for Students* in the search bar
5. Scroll to # 35 and click on the url.
6. Search “funeral” in the left search box
7. Click “control + F5”
8. Enter “funeral” in the search bar.
9. Read through the highlighted section that appear for “funeral”

Steps for finding and citing Gale Artemis articles for *Julius Caesar*.

1. Go to Elkins High School through an internet search engine
2. Click on "library" in the tabs across the top
3. Click on "Artemis" (the fourth tile from the right in the second row from the bottom of the symboloo. Artemis is a Gale database and will require the Gale password at home or on a mobile device)
4. Enter Julius Caesar in the search bar
5. Click on "Literature Criticism" in the top of the left column
6. Scan through the article titles and abstract previews
7. Click on an article that seems valuable
8. Scan through the article
9. If the article is valuable to your topic, highlight and copy the source citation at the bottom of the article
10. Open word
11. Paste the source citation using the "merge format" option which is the middle clipboard
12. Highlight the source citation
13. Click on tiny arrow in the lower right of the "paragraph" box on the word toolbar
14. Under "Indentation" choose "Hanging"
15. Under spacing, choose 0 for both before/after and "Double" for line spacing
16. Click "OK"
17. Click on File "Save As"
18. Use left scroll bar to scroll down to "computer"
19. Double Click on "computer"
20. Click on your student number on the right. ( Your number followed by "H" should be in the blank at the top)
21. Click save
22. Go back to the article and scroll to the top
23. Click Email using the "tools" "email" option to the upper left of the article.
24. Type your email address in the TO: space
25. Click "send"
26. Print the article using the "Print" option above the article. If you get a blank screen when you click print: (a) click cancel (b) righ click (c) click print
27. Repeat steps 6 through 27 to locate, cite and print additional articles. In step 10, open the same word document for all articles and add to the list that you already started
28. Read articles so that you become the expert on your topic!

Steps for finding and citing Ebsco Literary Reference Center articles for *Julius Caesar*.

1. Go to Elkins High School through an internet search engine
2. Click on "library" in the tabs across the top
3. Click on "Literary Reference Center" (the third tile from the left in the second row from the bottom of the symboloo. Literary Reference Center is an Ebsco database and will require the Ebsco password at home or on a mobile device)
4. Enter Julius Caesar in the search bar
5. Click on "Literary Criticisms" in the bottom of the left column
6. Scan through the article titles and abstract previews
7. Click on an article that seems valuable
8. Scan through the article
9. If the article is valuable to your topic, click on the word "Cite" in the right column
10. Scroll down in the popup to the MLA citation
11. Copy the citation
12. Open word
13. Paste the source citation using the "merge format" option which is the middle clipboard
14. Highlight the source citation
15. Click on tiny arrow in the lower right of the "paragraph" box on the word toolbar
16. Under "Indentation" choose "Hanging"
17. Under spacing, choose 0 for both before/after and "Double" for line spacing
18. Click "OK"
19. Click on File "Save As"
20. Use left scroll bar to scroll down to "computer"
21. Double Click on "computer"
22. Click on your student number on the right. ( Your number followed by "H" should be in the blank at the top)
23. Click save
24. Go back to the article.
25. Click Email right column.
26. Change **Citation Format to MLA (Modern Language Association)**
27. Type your email address in the TO: space
28. Click "send"
29. If the article appears in HTML, print the article using the "print" option on the right side.
30. If you do not see the full article, click [PDF Full Text](#) in the upper left
31. Click Download PDF in the upper left maroon bar
32. Hover over the bottom right of the screen
33. Click the printer icon
34. Repeat steps 6 through 32 to locate, cite and print additional articles. In step 12, open the same word document for all articles and add to the list that you already started
35. Read articles so that you become the expert on your topic!