**Accessing NoodleTools at Home** (from the library web page)

- If you have trouble accessing NoodleTools at home, make sure cookies and JavaScript are enabled. You may also need to disable popup blockers for the my.noodletools.com domain.

**Register** (necessary the first time you use NoodleTools each year—you cannot just sign in even though you used NoodleTools the previous year—you must register as a new user)

- **VERY IMPORTANT—IF YOU REGISTER AT HOME INSTEAD OF SCHOOL, YOU MUST SELECT “AN ACCOUNT LINKED TO A SCHOOL/LIBRARY SUBSCRIPTION” THEN ENTER THE SCHOOL USERNAME AND PASSWORD (METAMORA AND REDBIRDS) BEFORE YOU ENTER YOUR OWN INFORMATION. DO NOT CHOOSE INDIVIDUAL SUBSCRIPTION OR MLA LITE!!!!**
  
  Use your school ID number (from your student ID card) for your personal ID. Create a password that you will remember (and that is appropriate for school).

- Fill in all of the other information requested—year of graduation, initials, and last four digits of a phone number (if you have multiple phone numbers, use the one you’re most likely to remember). All of this information makes it easier to retrieve your password if you forget it.

**Creating a New Project**

- Always choose **MLA** and **Advanced** unless a teacher specifically states that you should use APA. **DO NOT CHOOSE STARTER OR JUNIOR.**
  
  - If you do not have the option of choosing MLA and Advanced, see your teacher or Mrs. Bachfischer immediately. Do **NOT** continue until you do so.

**Signing Out**

- Click on My Account to sign out.

**Using the Dashboard**

- The Dashboard provides you with an overview of your project. It may be used to record your thesis statement, to maintain a to-do list to help with organization, to share your project, and to see whether you have comments from your teacher.

**Creating a Citation**

- Click on Sources at the top of the page to begin entering citations.
  
  - Click on Create New Citation.
  
  - Answer the question “Where is it?” by selecting how you accessed this source (in a database, on the free web, in a print source, etc.).
  
  - Answer the next question (“What is it?”) by selecting the kind of source (book, magazine, journal, etc.).
  
  - Refer to the following section for help in answering that question for a few specific sources (see the database chart for more detailed instructions about answering that question for sources found in our subscription databases):

  - **An article found in a reference book** > select Reference Source.

  - **An article found in a print book that includes a number of articles reprinted from their original sources** (for example, a newspaper article reprinted in Greenhaven’s Opposing Viewpoints series) > select Anthology/Collection; in the shaded box on the fill-in screen, select book, journal, magazine, or newspaper if the original article appeared in any one of those four source types.

  - **An article found in a subscription database** > select the proper original source type (newspaper, journal, magazine, reference source if it’s an article from a book, etc.).
An article found in a subscription database that was written specifically for that particular database (the article never appeared anywhere else) > select Original Content in Database.

**Entering Source Information for a Citation**

- When you’re filling in the specific information about a source, ASK FOR HELP if you’re unsure about any of the fill-in boxes. Also make use of the helpful hints that pop up to the right of those boxes.
- When looking for this source information in a print book, remember to always look at the title page first then the copyright page—do not take the information from the cover.
- Capitalization in the databases is frequently incorrect. If you copy and paste a title into a fill-in box, correct any capitalization errors.
- When a database lists a starting page number followed by the total number of pages as in 20(3), specify that starting page number followed by a + sign (the number inside the parentheses is not part of the citation). **20+** (When a database has a PDF version of an article available, however, USE IT so that you can enter the exact page number range for your citation and have exact page numbers to use in in-text citations.)
- When a **print** magazine or newspaper article begins on one page and continues on a later page (but not on consecutive pages), put a check mark next to Not Consecutive or enter a + sign after the starting page number. **31+**
- If a title page shows two publishers with equal responsibility, enter both of them separated by a forward slash (U of Oxford/U of Texas).
- If a title page shows both the name of a parent company and the name of a division, enter the division only (e.g., Greenhaven is a division of Gale).
- If a **yellow triangle** pops up next to one of the fill-in boxes, MOVE YOUR CURSOR OVER IT SO THAT YOU CAN SEE THE COMMENT!!!! This is how the program points out possible errors that need to be corrected.

**Printing the Works Cited List**

- Click on Print/Export. (Do NOT print directly from the Sources screen—the formatting will not be correct if you do.) Click on Print/Export as RTF.
- If you need to make any formatting changes (change the title of the source page (e.g., from Works Cited to Works Consulted), add a header, change formatting for annotations, omit URLs, etc.), click on Formatting Options before printing.

**Creating Notecards and Outlines**

- Notecards should be linked to a source that has already been entered. Click New under Notecards to the right of the citation for that source.
- Notecards can be organized on your notecard tabletop. Outlines can also be created. Click on Notecards at the top of the screen to access the notecard tabletop or outline.

**Sharing with Your Teacher**

- Go to the dashboard of the project to be shared. After clicking on “Share with a project inbox,” enter the project inbox name given to you by your teacher. Always enter your first and last name.
- Select “Share linked Google Doc” only if you have been instructed by your teacher to do that.
- Click on Done.

**Multiple Students Working on the Same Project**

- Click “Add students” under Student Collaboration (on the Dashboard for the project). Add the personal ID for each student. Click on Done.
- All collaborators will be able to work on the same project at the same time.