

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.

Registering and Signing In

- You will register just one time (click on Google at the bottom of the white Sign In box). You will use this account (which is linked to your student Google email account) throughout your time at MTHS.
- Click on **Google** to sign in—you will get an error message if you try to use the Sign In boxes at the top.

Signing Out

- Click on the arrow next to your email address (lower left) to sign out.

Creating a New Project/Opening an Existing Project

- Click on New Project (green box—top right). Name the project. Always leave **MLA** for style and **Advanced** for level unless a teacher specifically states that you should change the style to APA. **DO NOT CHOOSE STARTER OR JUNIOR** for level (those levels are for elementary-school students).
- To open an existing project, select My Projects (blue box—left side of screen) then click on the project title.

Creating a Citation

- Click on New Source (green box—top right).
- Answer the question “Where is it?” by selecting how you accessed this source (in a **database**, on a free **website**, 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 correct **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**.
- If a database offers the option of **exporting citations** to *NoodleTools*, be careful. Do **not** automatically assume that those citations are correct. It is **up to you to fix** any problems (for example, incorrect capitalization). Any citation that you do export in that way will be identified as such in the *NoodleTools* program—your teacher will see that the citation was exported if your project is shared.

Undeleting a Citation or Project

- On the Projects screen, click on the three dots to the left of Search (at the top).

Entering Source Information for a Citation

- This program **does NOT Autosave**—always be sure to **click on Save** after entering source information.

- 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. (The **information icon (i)** can also be helpful when available.)
- 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 information 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).
- **Pay attention to any yellow “Suggestions” boxes that pop up.** The program is trying to help you by pointing out possible errors (usually capitalization) that may need to be corrected.

Editing an Existing Citation

- Click on the citation (or on the three dots to the right of the citation that needs to be edited then select Edit).

Printing the Works Cited (Source) Page

- Click on the Export/Print icon (arrow at the top of the screen to the left of the Search box). Select one of the Print/Export options. The program will correctly format your source page when you do this.
- 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, or omit annotations or URLs), 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. Click under Notecards (blue box—left side of screen) to access the notecard tabletop.
- To create or access an outline, go to the notecard tabletop then click on Outline at the top of the screen.

Sharing with Your Teacher

- On the Project Title screen, click on the + sign under Sharing for the project you want to share. Click on the gray Share box. Enter the project inbox name given to you by your teacher.
- Click on **Done**.

Multiple Students Working on the Same Project

- Click on the + sign under Sharing for the project for which you need to add student collaborators. Click the gray Add Student box. Enter the student's personal ID (student email address). Click on Done.
- All collaborators will be able to work on the same project at the same time.