NoodleTools Quick Guide for Students

This quick guide covers the following topics:

1. How to create a new account
2. How to start a new project and a source list
3. How to export your “Works Cited” to Google Docs or Microsoft Word

How to create a new account

Access NoodleTools through the Library Media Center website. Scroll to “Tools” and click NoodleTools (Do NOT use NoodleTools.com)

1. If you have a NoodleTools account, sign in.

2. If you are a new NoodleTools user, click Register to create a new account.

- Choose “An account linked to a school/library subscription or trial”
- School/Location is a drop down menu
- Expected year of graduation is a drop down menu
- Choose a Personal ID: Use your ID Number
- Password: Use your initials and your ID Number (example: rj2099999)
- Easy Login Retrieval: enter your initials and the last four digits of your phone number. Use 9999 if you do not have a phone number
- Click Register
How to start a new project and a source list

After you register, you will see the Projects screen:

1. On the Projects screen, click **New project**.

![New project button](image1.png)

2. Create a new project.
   - Give your project a title. (example: Eng. 9 Elizabethan Era)
   - Citation Style = MLA
   - Citation Level = Junior
   - Click **Submit**

![Create a new project](image2.png)

3. The Dashboard is the “home base” for your project. For most of your projects, you will be using only the “Sources” tab.

![Dashboard with Sources highlighted](image3.png)

4. To begin citing sources, click **Sources** in the navigation bar at the top.

![Sources button highlighted](image4.png)
5. On the Sources screen, click **Create new citation** and select the best match for your source from the choices given.

**NOTE:** This is a very important step. You have two crucial decisions to make...

- decide **where** you began your search (database, print, website, etc.)
- determine **what** type of resource you are citing (magazine article, book, journal article, newspaper, article, website, blog, etc.)

6. Fill in the citation form with information about your source.

- If citing a database, use the dropdown menu on the right
- URLs are not required by MLA—your teacher may require a URL—ask
- If you do not have a piece of information, leave that field blank (do not enter “unknown”)
- All fields marked with * must be filled in
- Page numbers refer to page number(s) given when this item was in print – do not enter the number of pages you printed
- Date of most recent access refers to the date you located this resource
- Correct capitalization and spelling is required
- Annotations are not required
- The box “Include this source in my final works cited” should remain checked

7. After you finish entering information about your source, click **Submit** to save your new citation.
1. Complete all citations for your project.
2. Sort your citations by “Alphabetic”.
3. Select either Print/Export to Word or Print/Export to Google Docs from the dropdown menu.
4. NoodleTools will open either a Word or Google Document and format your citations in MLA style.
5. Word Documents must be saved to your S:Drive.
6. Google Documents will automatically be saved to your Google Docs.