Noodle Tools Guide

Accessing NoodleTools at Home (from the library web page or www.noodletools.com)
- 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 NoodleTools.com domain.

Creating a Personal ID (only necessary the FIRST time you use NoodleTools)
- Click on the “Create a Personal ID” button and follow the steps. Make sure you get the school’s username and password from Miss Ochs. You will need it to link into the school’s account.
- When creating your own account ID and password, use your personal ID and password that you use to login to the computers at school. **If you choose not to use this login, anything you choose for your ID and password must be school appropriate.**
- Fill in all of the other information requested—year of graduation, initials, and phone (if you have multiple phone numbers, use the one you’re most likely to remember). All of this information makes it easier for Miss Ochs to look up your password if you forget it.

Creating a New Project
- Choose Citation Level Junior for most projects.
- You can switch between Citation Levels, if necessary.

Using the Dashboard
- The Dashboard provides you with an overview of your project. It will be used to record your thesis statement, to access the components of your project (bibliography, notecards, and the paper itself, if Google Docs is being used), to maintain a to-do list to help with organization, to share your project, and to see comments made by your teacher.
- Make sure you scroll down in both the to-do list box and the comments box in order to see everything that has been entered.

Creating a Citation
- Click on Works Cited (under Components in the project dashboard or at the top of the page) to begin entering citations.
- Choose the correct source (citation type) from the drop-down menu.
  - Be very careful—a wrong choice here will result in an incorrect citation.

Entering Source Information for a Citation
- The last screen requires you to fill in the specific information about the source—ASK FOR HELP if you’re unsure about any of the fill-in boxes. Also make use of the helpful hints to the right of those boxes.
- When looking for this source information in a print book, **remember to always look at the front and back of the title 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 have the exact page number range for your citation and exact page numbers to use in parenthetical references.)
• When a print magazine or newspaper article begins on one page and continues on a later page (but not on consecutive pages), specify that starting page followed by a + sign.  31+

Printing the Works Cited List
• Click on Print/Export to Word.  (Do NOT print directly from the NoodleBib screen—the formatting will not be correct if you do.)
• You may have to turn on the popup blocker, if the file will not open.
• You can now copy and paste your Works Cited page into your paper.  Make sure to format the font like the rest of your paper.

Creating Notecards and Outlines
• Notecards should be linked to a source that has already been entered in NoodleBib.  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 under Components or 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 this project with my teacher,” enter the Assignment Drop Box name given to you by your teacher.
• Always enter your first and last name.
• Click the radio button next to “Share my Google Docs paper” if you have been instructed by your teacher to share your paper, too.

Multiple Students Working on the Same Project
• Click on “Add/remove students” under Student Collaboration (in the first section of the Dashboard for the project).  Add the personal ID for each collaborator.  All collaborators will be able to work on the same project at the same time.