

NOODLETOOLS INSTRUCTIONS

WHAT IS NOODLETOOLS?

Use the online software program Noodletools to create citations for works cited lists and bibliographies. Citations help readers locate sources if they want to read more about a certain subject or check facts connected to a source. Paly teachers require that works cited lists use either MLA (Modern Language Association) or APA (American Psychological Association) formulas. Below are sample citations for a book, an article from a database, and a website using MLA 7th Edition formulas.

Collins, Billy. *The Trouble with Poetry and Other Poems*. New York: Random House 2005. Print.

Lewis, David Levering. "Harlem Renaissance: The Vogue of the New Negro." *Africana: The Encyclopedia of the African and African American Experience, Second Edition*. Oxford African American Studies Center. Ed. Henry Louis Gates, Jr. Web. 16 Sept. 2009.

Japan National Tourism Association. "Map of Japan." *Japan*. Japan National Tourism Association, 10 Oct. 2009. Web. 10 Oct. 2009.

Noodletools can also be used to annotate (summarize) sources, make note cards, or create outlines. Noodletools connects these research tools together, and nothing gets lost because all the information is stored on a computer under a student's personal account.

SIGN UP FOR AN ACCOUNT

1. Go to <http://www.noodletools.com/login.php>
2. Click on Create a Personal ID
3. Under Subscription Type the button highlighted should read: *An account linked to a school/library subscription or trial*
4. Click on Register
5. Type **paly** for School/Library Username and **viking** for School/Library Password
6. In the *About You* section choose Student and use the drop-down menu to choose your graduation year.
7. Fill out the *Choose a Personal ID* section and the *Easy Login Retrieval* section and WRITE DOWN THIS INFORMATION IN A SAFE PLACE WHERE YOU WILL ALWAYS BE ABLE TO FIND IT.

GET STARTED LISTING CITATIONS

1. Gather the resources you want to cite. For books citation information is found on the title page and the copyright pages. For databases the information is often found at the end of the article or entry. Print database articles so you can refer to them when creating a works cited list. Websites are trickier because the information is often in various places. Check the About Us section or Contact section for authorship information. Always print the first page of a website because this will give you the date the site was accessed.
2. Click on Create New List and choose the citation formula required by your teacher, usually either MLA Advanced or APA.
3. Use the Description box to name your list.
4. From the drop-down menu choose the type of resource you want to cite. Resources are divided into categories such as periodicals and electronic/online. Click on Create Citation and follow the prompts to fill in the appropriate information. If your source does not include specified information skip that information box. For example, many websites don't have authors, so you will have to skip this information field.

5. Create new citations until your list is finished. If you need to annotate or summarize a source you can do that at the end of the citation, and this information WILL appear on your works cited list. You can always go back and add or edit citations or delete them if you end up not using a resource for your project.
6. To print a works cited page choose the Print option. Choose Export and Print and your word processing program should automatically order the works cited list in alphabetical order by entry and format it correctly. You are then free to change any information such as the title of the works cited list.

CREATING NOTECARDS

1. After you create a citation you can create online note cards linked to that resource. Open up a works cited list and click New under the Notecards column.
2. The notecard screen actually lets you create three TYPES of notecards at once: Direct Quotation, Paraphrase (summarizing information in your own words) or My Ideas. Of course you don't have to do this; you may just want to paraphrase in which case you will just type in information in the Paraphrase section. Don't forget to title and save the notecard. You can also tag notecards with keywords that relate to assignment keywords or topics or subtopics on an outline. You can create as many notecards as you want for any given source.
3. Print out your notecards or email them to group members or your teacher.

ORGANIZING NOTECARDS

1. After you have created a number of notecards you can put them in "piles" and connect them to an outline.
2. Open a works cited list
3. Go to the Notecards button on the top of the NoodleBib menu.
4. You will see all the new notecards you have created in a window on the left of the screen.
5. Move them out to the Notecard Tabletop by dragging them to the right.
6. Highlight ones you want to organize into "piles" and choose the Add to Pile button. Name the pile.
7. Connect notes to an outline by creating an outline using the Outline tool on the right and then drag notecards over to the corresponding outline topics.