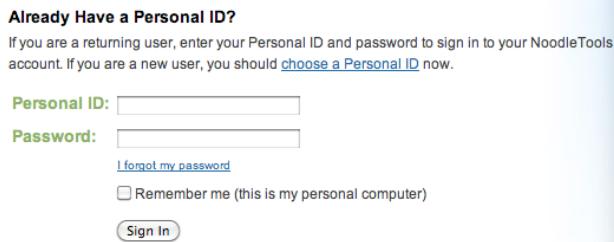# NoodleBib Tools

1. Open your browser application (i.e. Firefox, Safari, or Internet Explorer).
2. **Type in the following URL:** **www.noodletools.com**

3. Click on **Current Users: Sign In.**
4. Sign in with your Personal ID if you have one.

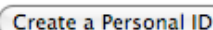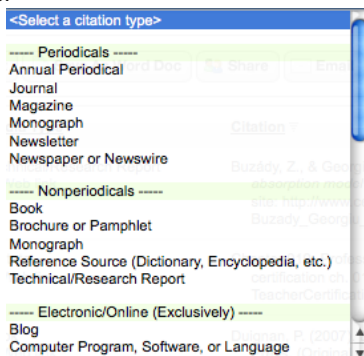5. Click on **Create a Personal ID** if you need an ID and fill out the form.

6. Click on **Create a New Project**.
7. Select the formatting style (MLA, APA).
8. Type the project title next to **Description** (ie. Shackleton).
9. Click **Create Project**.
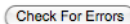10. Click on **Bibliography** to cite your first source.
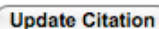
11. Click on the pull-down menu next to to select your citation type.

12. Answer the questions and fill in the form then click the **Check For Errors** button.
13. Make any needed corrections.

14. Click **Update Citation.**
15. .

Parenthetical References

1. Click on the (right side of webpage) to see how to cite within the document.
2. This will give several different ways to cite within the document.

Notecards

- You can copy and paste direct quotes
- You can paraphrase in your own words
- You can write notes, questions, other ideas to consider

1. Click on **New** under the word **Notecards** next to your citation if you are on the **Bibliography** tab.

2.

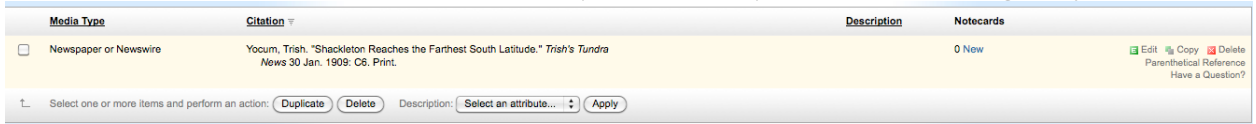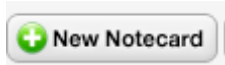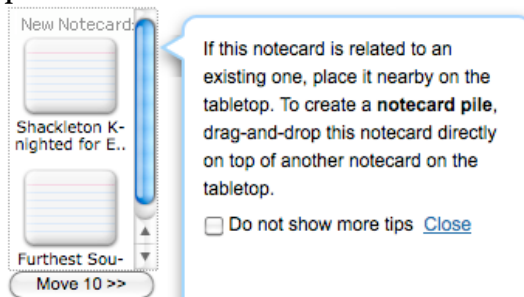| Media Type	Citation ▽	Description	Notecards	
Newspaper or Newswire	Yocum, Trish. "Shackleton Reaches the Farthest South Latitude." *Trish's Tundra News* 30 Jan. 1909: C6. Print.		0 New	Edit Copy Delete Parenthetical Reference Have a Question?

Select one or more items and perform an action: (Duplicate) (Delete)   Description: (Select an attribute... ↕) (Apply)

3. **OR**

4. Click on the **NotecardsTab ,**

Projects Dashboard Bibliography Notecards Paper

then **click New Notecard** ⊕ **New Notecard** .

5. Click and drag cards that are related to each other so that they are next to each other on the "**tabletop**" (empty space on the page), or drag and drop on top of each other to create a **notecard pile**.

New Notecard:

Shackleton K-nighted for E..

Furthest Sou-

Move 10 >>

If this notecard is related to an existing one, place it nearby on the tabletop. To create a **notecard pile**, drag-and-drop this notecard directly on top of another notecard on the tabletop.

☐ Do not show more tips Close

6.
7. If there are cards on the tabletop that you want to combine into a pile, hold down the **Command** key and click on the cards (on a Mac) or **Control** click on the cards (on a PC) and click **Add to Pile**.

▼ **Existing Pile**

▲ **Create New Pile**

Nimrod Expediton|
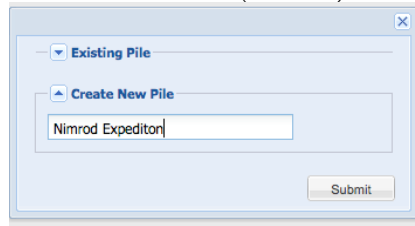
Submit

8. Give the pile a title, or add to an **existing pile**.
9. Click **Submit.**

Outline

1. If you have cards in a pile, double click so that all cards are displayed on the tabletop.

✓

Furthest Sou-th   Shackleton K-nighted for E..

Outline
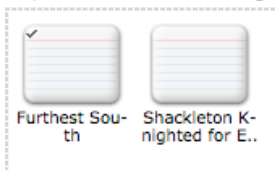
I. Topic

   A. Subtopic

2. Under the **Outline** pane, double-click on the word **Topic**, and type in
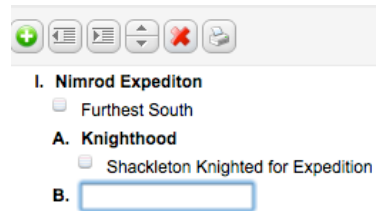
Outline
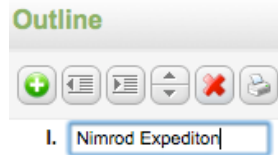
I. Nimrod Expediton

your topic title.

I. **Nimrod Expediton**
   ☐ Furthest South

3. Drag the notecard under the topic title.
4. Repeat for subtopics.

I. **Nimrod Expediton**
   ☐ Furthest South
  A. **Knighthood**
     ☐ Shackleton Knighted for Expedition
  B.

5. Click the ⊕ to add additional topics or subtopics.
6. Use the indents and arrows to move topics as needed.
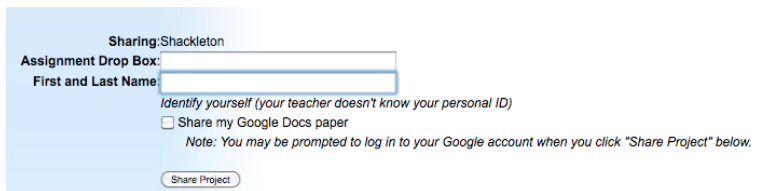7. Click the **Print icon** to print.

Sharing and Exporting for Printing

You can Print/Export, Share, Email, or Analyze your bibliography.

🖨 Print/Export ⌄ | 👥 Share | ✉ Email | 📊 Analysis | ♻

Sharing

1. Click on the Bibliography tab.

2. Click on the 👥 **Share** button.

Sharing:Shackleton
Assignment Drop Box:
First and Last Name:
Identify yourself (your teacher doesn't know your personal ID)
☐ Share my Google Docs paper
Note: You may be prompted to log in to your Google account when you click "Share Project" below.

Share Project
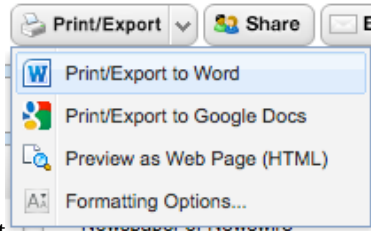
3. Fill out the 2 step Set-up form.
4. Click **Share Project.**

Exporting for Printing

1. Select from this list of buttons

🖨 Print | 📄 Save As Word Doc | 👥 Share | ✉ Email | 📊 Analysis

2. Click on **Print/Export** and select **Print/Export to Word**.
3. **Save File** to your desktop.
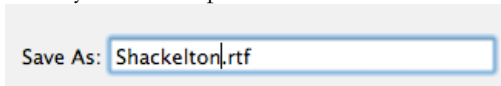
4. Title it and click **Save**.
5. Open the document on your deskop and **Print**.