

Why use NoodleTools?

- Take notes online
- Stay organized
- Avoid plagiarism
- Use for all your classes
- Access at home
- MLA formatting is done for you!

Creating a NoodleTools Account

1. Open Internet Explorer. At CHHS, the Media Center homepage (www.chhsmediacenter.com) should come up automatically.
2. Click on 'MLA' up at the top.
3. Click on 'NoodleTools.'
4. If you are using NoodleTools for the first time, click on 'Create a Personal ID.' If you are a returning user, type in your personal ID and password.
5. You'll need the CHHS password for NoodleTools. Ask your teacher or one of the media staff for this password.
6. Complete the 'New User Registration' page. I recommend using your student number as your personal ID. Click 'Register.'

Getting Started: Creating Lists

1. First thing to do for each project you are working on is to create a 'New List.' Click 'Create New List' on the right side of the page.
2. The 'List Style' will default to 'MLA Advanced' and I recommend keeping that choice. Enter a description of your project at the bottom of the page. Click 'Create List.'

Creating Works Cited Entries: Bibliography

1. Use the drop-down arrow to choose which type of resource you need to cite. Click 'Create Citation.'
2. Answer each question as it prompts you for information. If you are unsure of how to answer, click on 'Examples' or 'Help,' or ask your teacher or one of the media center staff.
3. When you have filled out all available information, click 'Generate Citation.'
4. You should see your citation in your list on the next page. You may choose to create another citation, or create a notecard at this point.

Taking Notes: Online Notecards

1. Once you have created your citation, you may click 'New' under the notecards category. You may also create notecards by clicking 'Notecards' at the top of the screen.
2. The next screen is an online version of an index card. Fill out the information that pertains to your research.
3. If you choose to enter tags, these are simply subjects that your notecard covers.
4. In the first big box, enter any direct quotations from your source – powerful words you want to directly quote.
5. In the second big box, paraphrase your research – turn the research into your own words. A good strategy might be to read the information, think about it, then write your notes.

6. You may choose to use the third box to write any notes to yourself – as in “This information might be good in the conclusion of the paper.”
7. Don't forget to SAVE your notecard.

Staying Organized

1. Once you have created notecards, you'll have a 'Notecard Tabletop' that allows you to move the notecards around, stack them, color coordinate them, etc.
2. On the left side of the screen, you can create an outline for your paper.

Printing

1. To print your Works Cited page, click on 'Bibliography' at the top. Choose 'Print.'
 2. If you want to view your Works Cited page in Word to add to your paper, click 'Save as Word Doc.'
 3. On the next screen, leave all formatting options as is (unless your teacher tells you otherwise), and click 'Export and Print.'
 4. If a yellow bar pops up at the top of the screen, click it and then choose 'Download File.'
 5. Choose 'Open' to view your Works Cited page. NoodleTools has done the formatting for you!
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1. To print your notecards, click on 'Notecards' at the top to bring up your Notecard Tabletop.
 2. Choose the 'Print' button in the middle of the page.
 3. Choose the right settings for you on the next two windows.
 4. Sometimes Internet Explore 7 doesn't cooperate, so follow the instructions on screen to 'Save Target As.' It is recommended you save to your student number.
 5. Click 'Open' and you should see your notecards as one Word document.

Tips:

- Go back and forth between the two windows – NoodleTools and your article. Copy and paste the pertinent information into NoodleTools.
- If you're having trouble figuring out what kind of source you are using, please ask! Otherwise, try these ideas:
 - If it's from a database, there may be a link to citation information on the page with the article. It might provide clues about the type of source (journal, magazine, etc.).
 - Publishers and dates of websites are often near the bottom of a webpage, and sometimes at the top right corner.
 - The name of online databases is often on the webpage, but you can always refer to the link you used to get to the database.
- If your source does not have an author, move on and list the title.