NoodleTools Instructions

How to Copy a Citation from a Database

1. Copy MLA 8 formatted citation from database.

2. In NoodleTools, click on your project title and then click on the sources tab at the top of the page:

3. Click on the green Create New Citation button:

4. Choose Database:

5. Then choose Original Content in Database:

6. Near top, click on

7. Paste your copied database citation in the box:

8. Click on the green SUBMIT button at the bottom.

How to Print Your Works Cited Page

1. In your project, click on the sources tab at the top of the page:

2. Click on Print/Export:

3. Choose Print/Export to Google Docs.

4. Allow NoodleTools to access your Google Drive.
How to Create a Book Citation

1. In NoodleTools, click on your project title and then click on the sources tab at the top of the page:

2. Click on the green Create New Citation button:

3. Click on the green Create New Citation button:

4. Choose Print or in-hand:

5. Then choose Book from the list:

6. Near top, and find the Import ISBN field:

7. Look at the back of your book, the ISBN number is usually above the barcode or it is on the back of the title page of your book near the copyright information. Type in the ISBN number in the blank box and click search. (If your book is older than 1970, it will not have an ISBN. You will need to type in the parts of the book citation in the correct fields and click on the green submit button when finished).

8. Click on the correct book that matches your ISBN. When you click on it it will change color.

9. Click on Import Selected Source at the bottom of the box.

10. Check the information, make any necessary changes and then click Continue at the bottom.

11. Click on the green Submit button on the bottom.
How to Create a Notecard

1. Click on Notecards in the toolbar at the top:

2. Click on the green NEW button:

3. In the Title area, type in what the card is about (subtopic) in 1 to 3 words

4. In the Source area, choose from the drop down menu the source where the information for this card is coming from.

5. In the URL area, copy and paste the URL of your source (only for online sources - databases and websites).

6. In the Page area, type in the page number for the information for this card (PRINT sources only).

7. In the Copy, Paste and Annotate Here area, copy and paste the information you wish to include on your notecard (this should be no more than a paragraph or two). If your source is coming from a book, you do not need to complete this part unless you are including a direct quote.

8. In the In Your Own Words section, you should paraphrase what you copy and pasted. Remember to put in your own words AND sentence structure. Check it against the copy and pasted box to make sure you are factually accurate and that it is in your own words and voice.

9. In the Original Thinking Here section, type in your own thoughts and reactions that you will want to remember when you write the screenplay of your documentary. For this project, you might want to include what images the information on this notecard might match well with in your documentary. You might not need to complete this section for every notecard.

10. When complete, click Save and Close in the top right-hand corner.
How to Manage Your Notecards

In the Notecard view, you can click on a notecard and drag it around the “Tabletop” to organize your notecards into different areas.

You can also create **PILES** of similar notecards by dragging a notecard on top of another one that you would like in the same pile. Once you do this, NoodleTools will prompt you to name the pile. Give the pile a short name that describes the cards within the pile.

You can **EDIT** a card, by clicking on it until you see it outlined with orange dashes. Click the blue edit button to make changes to your notes.

You can also **COLOR CODE** your cards of related topics. Simply click on a card until you see it outlined in the orange dashes. Then click on the "Tag" button from the top menu. Choose color and then pick a color for that card. Repeat with other cards to color code them.

If you no longer wish to make changes to a card that is selected (outlined with orange dashes), click on the orange clear button in the lower right corner of the "Tabletop".

If you wish to **make the viewing area larger** on the tabletop by minimizing the outline area, click on the arrow in the upper right hand corner of the outline box.
How to Create and Print an Outline

To adjust the size of the outline box, you can drag the outline bar to the left or right to make larger or smaller.

To begin your outline, you can change the name of the topic, by double-clicking on it and typing your own words.

You can add new Topic by clicking the Add button.

If you wish to create a Subtopic, you will need to highlight the Topic and then click the add button to create a subtopic(s) for that topic.

I. Topic
   A. Subtopic
   B. Subtopic

To remove a Topic/Subtopic, highlight the topic or subtopic and click the delete button.

Drag your notecards or piles over to the Topic or Subtopic that they relate to. You can also drag them within the outline to adjust their order or location.

When ready to print, click on Print at the top of the outline and choose “Outline with Notecards”. You can choose to send this to a Google Doc and you can begin writing your paper or script from your detailed outline. You can also select what you would like to print on your outline.