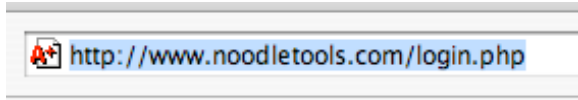


Using *NoodleTools*

Step 1

Go to the *NoodleTools* website.



Step 2

If prompted to indicate what type of account you wish to create, select “An account linked to a school/library subscription or trial.”

Enter the HCPS login name and password:

School/Library Username: HCStudent

School/Library Password: HC21042

Select the appropriate user type – student or teacher/librarian.

The first time you log in, click on “Create a Personal ID.” Fill in the required information.

Register or Sign In

You have been automatically authenticated into the Howard County Public School System subscription.

You'll need your own **Personal ID** so that the NoodleTools system can keep your work separate from the other users at your school or library.

[Create a Personal ID](#)

Step 3

The next time you log in, you will use the ID and password you created.

Already Have a Personal ID?

If you are a returning user, enter your Personal ID and password to sign in to your NoodleTools account. If you are a new user, you should [choose a Personal ID](#) now.

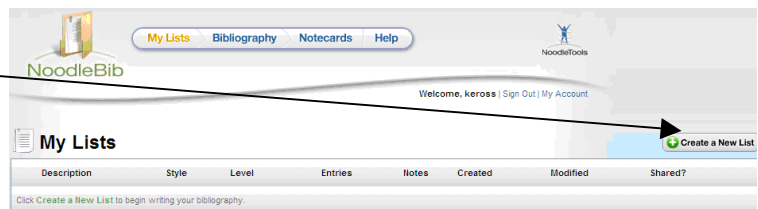
Personal ID:

Password:

[I forgot my password](#)

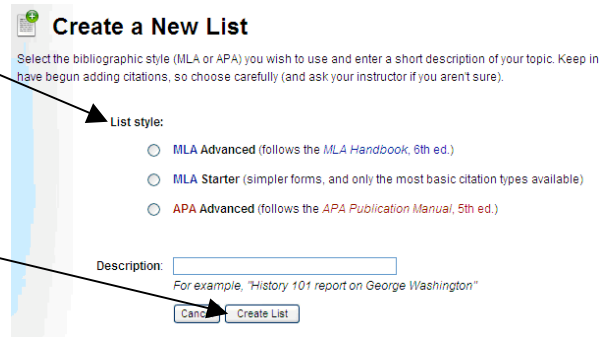
Step 4

Click on “Create a New List” to begin.



Step 5

Select the desired list style (MLA Starter for elementary; MLA Advanced for middle and high; APA Advanced where required by teacher) and give your project a name. Then click “Create List.”

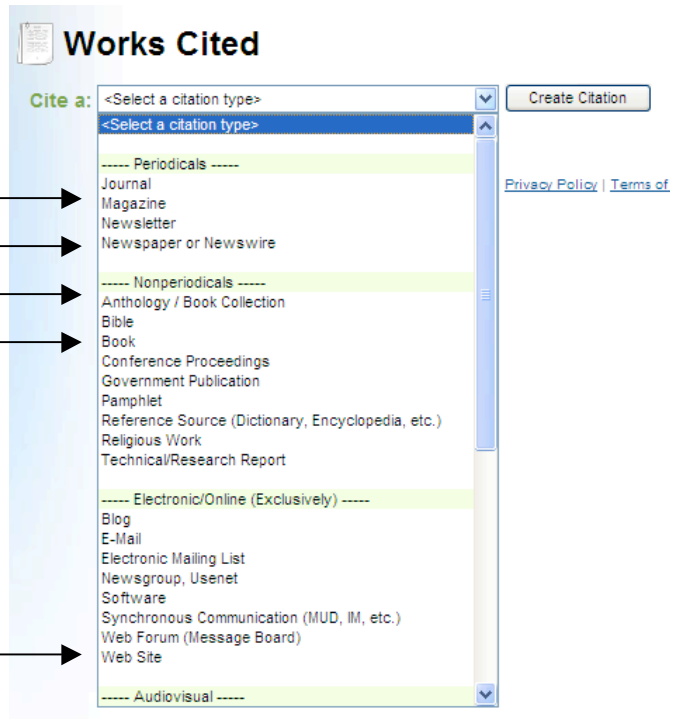


Step 6

From the drop down menu, select a citation type and then click “Create Citation.”

These are the most often used print resources whether they are in the media center or online in databases.

Web Sites



Step 7

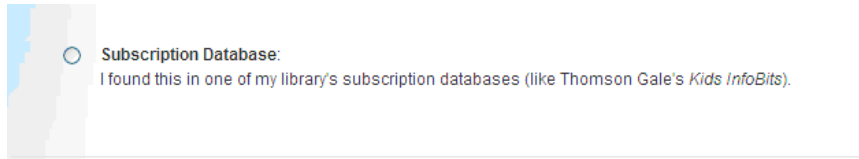
If the citation is for a print resource (including a database,) selecting the publication medium will let other people know where to find this resource. Make a selection and then click “Next.”



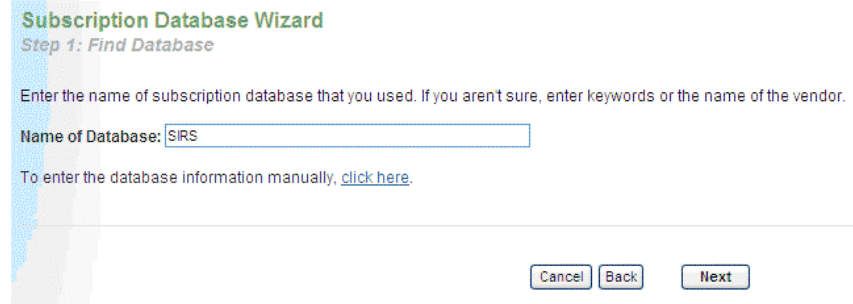
Select this for databases.

Step 8 (For Databases)

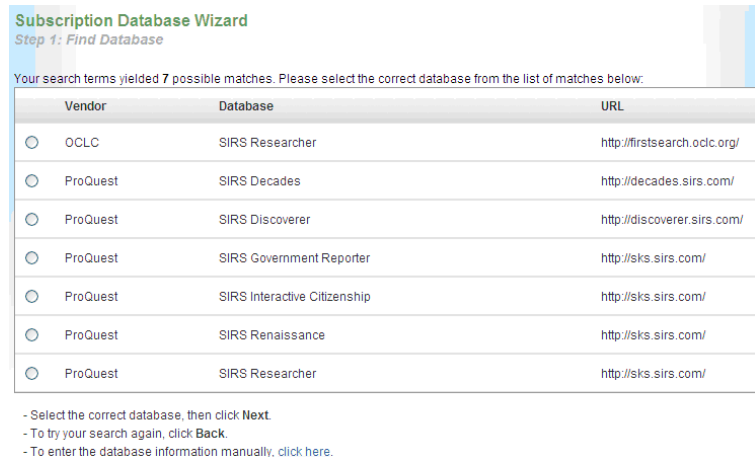
If the source is a Subscription Database (like SIRS, Student Resource Center Gold, etc,) select this.



For a Database, use the wizard to get the URL. Enter part of the name in the blank to retrieve a list of choices.



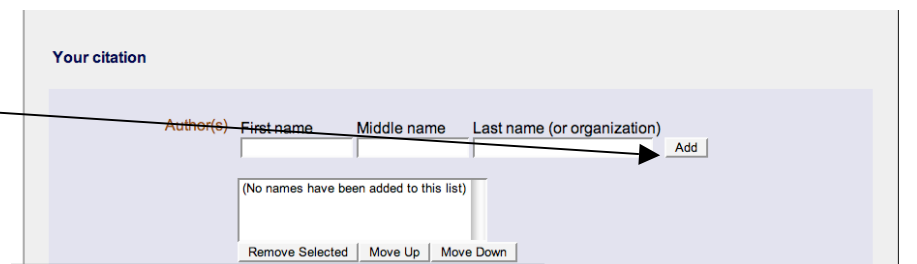
Select the correct Database from the list. (Our SIRS is from ProQuest). Click next. Accept the URL assigned on the next screen by the Database Wizard and begin typing in the information.



Step 9

On the Basic Information page, type in the author's first, middle, and last name, and then click "Add."

If there is more than one author, do this for each one.



Step 10

Type in the requested information.

Elements of the citation

Author's Last Name, First Name Middle Name. Title of Book. City of Publication:

Publisher's Name, Year of Publication.

Your citation

Author(s) First name Middle name Last name (or organization) Add

(No names have been added to this list) Remove Name(s)

Title of book * required
Capitalize the first letter of important words in the title

City of publication ?

Publisher's name ?

Complete the basic information and click

Generate Citation

Step 11

NoodleTools will now take you to your "Works Cited" list where you can choose to add more titles, or export your list to *Word*.

The screenshot shows the 'Works Cited' page. At the top, there is a 'Cite a:' dropdown menu and a 'Create Citation' button. Below this are several utility buttons: 'Print', 'Save As Word Doc' (circled in red), 'Share', 'Email', 'Analysis', and 'Advanced Mode'. A table below lists the works cited, with columns for 'Media Type', 'Citation', 'Description', and 'Notecards'. The first entry is a book from 'MR. N.H. SIRS Researcher, ProQuest, Atholton HS Media Center, 4 Jan. 2008'. At the bottom, there are buttons for 'Duplicate', 'Delete', and 'Apply'.

Step 12

Select the "Export and Print" option.

The screenshot shows the 'Print' page. It has a 'Formatting Options' section with a table of settings:

Option	Current Setting (click to edit)
List Title:	Works Cited
Page Header:	None
Italics/Underlining:	Underlining
Annotation Spacing:	Annotation follows citation on the same line (no extra space)
Include:	Citations and annotations

Below the table is a 'Preview' section with a 'Preview' button and a link to 'click here' to preview the source list. At the bottom is an 'Export and Print' button with a link to 'click here' to open the list in a word processor.

Step 13

If it doesn't download automatically, you will need to select, "click here" to open the file. The file should appear as a .rtf (rich text file) on your desktop.

**Step 14**

If the file does not automatically open in Word, you can change the .rtf extension to .doc and open the file as a Word document. The bibliography may now be saved.

Example: If your file is downloaded as...
j4498575536zbx-1.rtf

Rename the file as:
Works Cited.doc