




NoodleTools

Creating a Bibliography Online

An on-line bibliography software used as an aid in organizing citations, creating an accurate MLA or APA bibliography, and digital notecards.

Logging In:

1. On the Hill's website, click the  Learning Resources button
2. In the middle of the Learning Resources page, click NoodleTools
3. The NoodleTools Login page will appear

Returning User:

1. Enter in your Personal ID (Username) and Password
2. Click Sign In

First time Users:

1. Click **Create a Personal ID** button
2. Make sure that the first bubble is highlighted (*An account linked to a school/library subscription or trial*)
3. Click the **Register** Button
4. In the School/Library Username location type: **hill1**
5. In the School/Library Password location type: **hill1**
6. Click the **Sign In** button
7. Within the New User Registration location, fill out the following information:
 - a. Make sure the bubble next to I am a Student or library patron is selected
 - b. Personal ID is the username
 - c. Easy Log in Retrieval is a quick way to get a forgotten password without contacting a Hill librarian
 - d. When finished click **Register**
8. Log in using the Personal ID and Password created in step 7 c.
9. Click **Log In**

Home Software Tools Blog Teacher Resources About Us Contact Us/Sign In

Register or Sign In

You'll need your own Personal ID so that the NoodleTools system can store your work (you'll be able to access it from any computer with this ID).

Create a Personal ID

Sign In

Remember me (this is my personal computer)

New User Registration

Subscription Type

Please indicate the type of account you would like to create.

- An account linked to a school/library subscription or trial
If your school or library is subscribed to NoodleTools, create a personal account under that subscription. Full access to all versions of NoodleBib.
- An individual subscription
If your school or library is not subscribed but you need access to the advanced versions of NoodleBib, sign up for an individual subscription.
- A free NoodleBib MLA Starter account
NoodleBib MLA Starter is free to all users (designed for grades 1-5, ESL).

Register

School/Library Username: hill1

School/Library Password: *****

Sign In

New User Registration

About You

- I am a student or library patron
- I am a teacher or librarian

Expected year of graduation:

Choose a Personal ID

You'll use this personal ID and password to access your saved work.

Personal ID:

Password:

Retype password:

Easy Login Retrieval

Just in case you lose your personal ID or password, provide your first/last initials and the last 4 digits of your phone number so that we can identify your account and help you out.

Initials: (e.g. "JS" for John Smith)

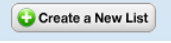
Phone: (last 4 digits only)

Register

Creating a List

Note: Each list created will appear under My List. All work created will automatically be saved and will reappear upon log in.

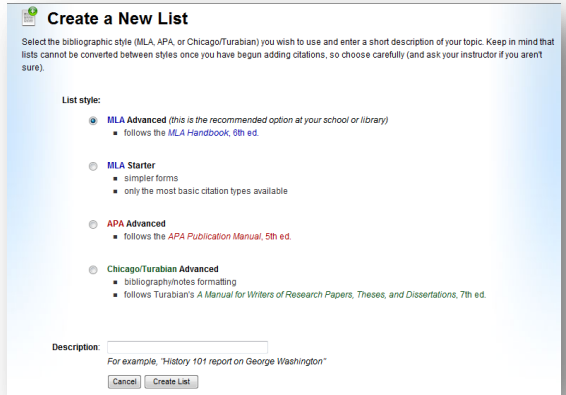
1. To begin a new list, click **Create a New List**

 located on the right corner

2. Select *one* of the following:
 - a. MLA Advanced
 - b. APA Advanced
 - c. Chicago/Turabian Advanced

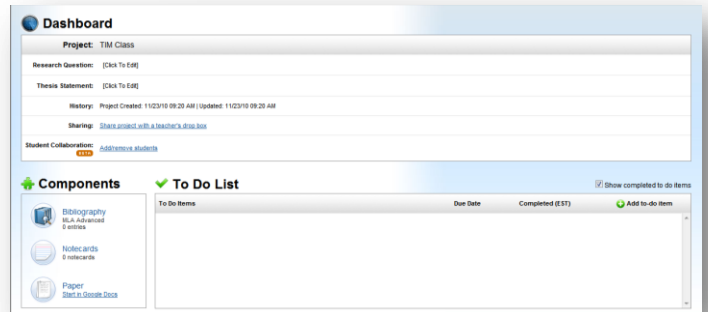
Note: select only the **Advanced** options

3. In the Description area: Insert the name of the course and assignment title
4. Click **Create List**



Dashboard Information

Note: After creating a list, the Dashboard will appear. This area provides quick links to the sharing of the bibliography and note cards with the teacher. Also, the Dashboard has quick access to the bibliography, note cards, and to do lists for students to use.



Sharing the Bibliography

1. Next to Sharing, click the underline text **Share Project with a teacher's drop box**
2. Type in the exact name of the drop box the teacher has pre-created for the assignment or course
3. Click the **Share Project** button

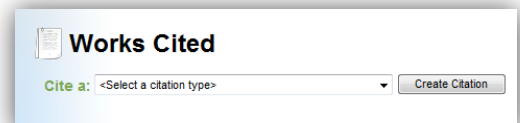
Sharing: [Share project with a teacher's drop box](#)

Note: Anything added to this bibliography automatically will be updated for the teacher.

Identifying Source Citation

1. Click the **Bibliography** button to begin adding citations

Note: The Learning Resources databases can sometimes give helpful hints on what type of source is being shown in the search results; for example, a reference article, newspaper, journal, magazine, website, etc. Even though they all come from a specific database, the search results could contain more than one type of source.



1. Click the drop down arrow to see citation options
2. After selecting the source type, click **Create Citation**
For example: Journal
3. A new screen will appear, asking to verify if this is the correct citation source. Read the information carefully and make adjustments if needed.
4. Click **Next** after verification
5. In the next screen, it is prompting you to verify where the source was found
For example: An online journal
6. Click **Next**
7. In the **Tell us more about this source** section:
 - a. Identify the length of the source being used
 - b. Determine if the source was ever in print form (not just online)
 - c. Identify if the information was obtained through a database or website
8. A new window will appear.
9. Click on the [Click here](#) to identify the specific database or type in the name of the database
10. Locate the database through the following categories

Note: Any searches done through the Learning Resources page are classified as Subscription Databases

d. Click **Next**

8. A new window will appear.
9. Click on the [Click here](#) to identify the specific database or type in the name of the database
10. Locate the database through the following categories

Subscription Database Wizard
Step 2: Database Type

In order to cite material from the subscription database correctly, classify it under one of these three categories:

- Library subscription database** (e.g., EBSCO, Gale, LexisNexis, NewsBank, ProQuest)
 - An aggregation of unconnected books and articles from a range of sources unrelated to the aggregating service.
 - From the user's point of view, the aggregation is not unified into a single publication.
- Reference database from a publisher** (e.g., ABC-CLIO, CountryWatch, Encyclopaedia Britannica, Oxford UP)
 - The database is produced by a publisher and consists of material proprietary to that publisher.
 - From the user's point of view, the database feels like a single, unified publication.
- Book or journal archive** (e.g., NetLibrary, ebrary, Digital History Books Project, JSTOR, Project MUSE)
 - An archive of books in digital format.
 - An archive of articles from scholarly journals published by various presses.

Buttons: Cancel, Back, Next

For example: JSTOR is located under Book or Journal Archive

We think you probably mean...
[Not sure?]

- Journal**
 - an entire journal or special issue
 - a journal article
 - an e-journal
 - a review
 - an individual image
 - an abstract published in an abstracts journal
 - an article or abstract reproduced online (often as part of a library subscription database)
 - content available on electronic media, microfiche, or within a loose-leaf collection

[Examples]

But if not, your source may be...

- Reprint in a book**
A journal article reprinted in a book or collection (which in turn can be published in print, online, or on electronic media).
- Magazine**
Are you sure your source is a journal? [Click here](#) for help deciding.

Buttons: Cancel, Next

What is the publication medium of this source?

- Print: Printed journal**
- Online: Online journal (e-journal) or printed journal available online**
- Electronic Media: Printed journal available on electronic media (CD-ROM, disk, etc.)**
- Microfiche: Journal article available on microfiche**
- Loose-leaf Collection: Journal article reprinted in a loose-leaf collection of articles**

Buttons: Cancel, Back, Next

What specifically are you citing?

- A journal article**
A journal article reprinted in a book or collection (which in turn can be published in print, online, or on electronic media).
- An abstract of a journal article
- A review of a book, performance, film, or other published work
- The entire journal (not a specific article)
- An entire special issue
- A photograph of a work of art
- A documentary photograph or illustration

Information about online retrieval of this source

Is specific publication information (page numbers, date of publication, etc.) about an original printed version provided?

- No. One of the following is true:
 - This is an e-publication (never made available in print)
 - Specific information about a printed version is not given
 - I can't tell if it was ever published in print form or not
- Yes. I am sure that this material was originally published in print form, so I will provide the publication details of the original print publication in my citation.

Subscription Database Wizard
Step 1: Find Database

Enter the name of subscription database that you used. If you aren't sure, enter keywords or the name of the vendor.

Name of Database:

To enter the database information manually, [click here](#).

Buttons: Cancel, Back, Next

Adding: Journal (Online)

Choices made so far

About this source

Online retrieval: Basic information

Annotation

Buttons: Cancel, Check for Duplicates, Update Database

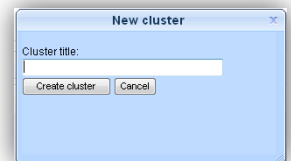
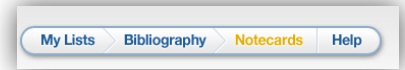
11. Click **Next**
12. Fill out all the information in the next screen
13. When finished, click **Generate Citation**

Creating Notecard Categories:

1. After creating the citation, click on Notecards
2. To create categories for the Notecards, click Cluster

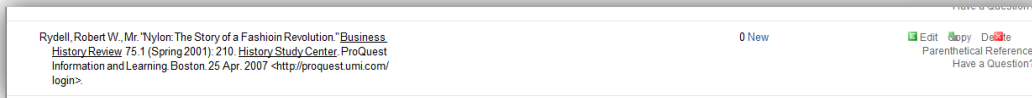
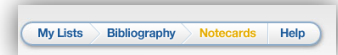
Note: Why create Clusters (categories)? This helps group together topics for papers or presentations. For example: If the project is about the 1930s, there would be a lot of topics that could be covered. To break up the project, the following clusters could be created: fashion, culture, movies, radio, cars, building, science, and government, politics, president.

3. Title the Cluster.
For example: Movies
4. Click **Create cluster**
5. Continue doing this until all categories have been created

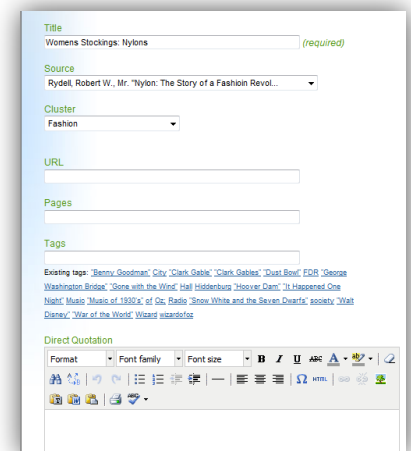


Adding Notecards to a citation:

1. Click **Bibliography** at the top of the window



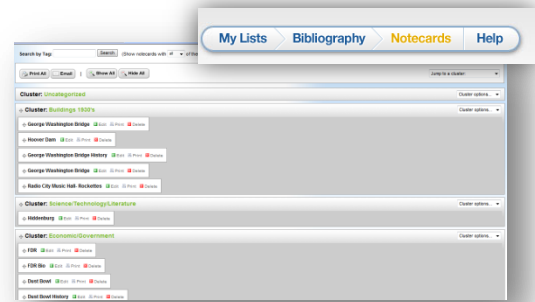
2. To add notes to a source, click **New** located in the middle of the screen next to the 0 **New**
3. Fill in the information for Create a Notecard:
 - a. Fill in the title of the note card
For example: Women's Stockings: Nylons
 - b. Make sure the source is correct
 - c. Identify which cluster the information will go in
For example: Fashion
 - d. Give the direct URL to the original source for quick verification of the information
 - e. If from a book, identify the page where the information came from
 - f. Tags can be very important when looking up information quickly. *Sub-categories for example could be: Women, Fashion, Culture, Style, Inventions, etc.*
 - g. The Direct Quote area is where the original source is copied and pasted
 - h. The Paraphrase area is to summarize the main point of the article



- i. The My Idea area is for you to form and rework the paraphrasing section into your own words or ask additional questions or areas to look up, etc.
4. When finished, click **Create Notecard**

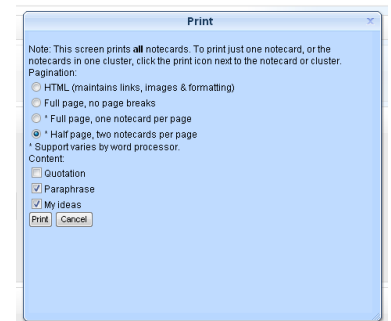
Shifting Notecards Around for Printing:

1. Click the **Notecards** button
2. Using the clusters, click and drag to shift the clusters into the order in which they will be presented in the presentation
3. Within the cluster, citations/notecards can be shifted to a specific order



Note: Right side of the screen, the drop down area indicates a specific cluster can be printed, renamed, deleted, etc.

4. To print all of the project, click **Print All**
5. In order to save paper, click the following items:
 - a. Half page, two notecards per page
 - b. Paraphrase
 - c. My idea
6. Click **Print**



Creating a Bibliography for Printing:

1. Click the **Bibliography** button
2. Click one of the two options:
 - a. **Save As Word Doc**
 - b. **Print**
3. In the new window, make sure all Formatting Options have been adjusted to meet the expectations of the teacher.

Note: If the paper requires a Bibliography, clicking on Work Cited to change to Bibliography, etc.

4. When finished, click **Export and Print**

