

Creating a NoodleTools Account

- Click **User Sign In**. Click the **Create a Personal ID** button.
- At the “New User Registration” screen, select *William Annin* and your high school graduation year from the drop down menus.
- Create your **personal ID** and **password**.
--Use your computer login/password,
i.e. your name and 6 digit student ID.
- For **Login Retrieval**: Enter your initials and ANY 4 digit number that you can remember.
- When you use NoodleTools after that, login with your personal ID and password.



William Annin Middle School Media Center

NoodleTools/NoodleBib Citation Maker

Creating a Project

Click on 

Select the **MLA** project *style* for your project.
Enter a *meaningful* name for the project in the **Description** box. Then click on **Create Project**.

4/2011

Questions?? Ask a librarian for help!!

Creating a Citation

Click on **Bibliography** under **Components**.
On the **Works Cited** screen, select the *type* of source from the drop down menu. Click **Create Citation**.

Answer any questions NoodleTools asks. Most of the time you will use the default answer.

Enter your citation information directly from your white Database/Print Works Cited Information page or Web Evaluation/Works Cited page into the corresponding boxes on the screen.

Click **Check For Errors** button at bottom of screen. If any errors pop up, correct them. Use the Help information next to each box if needed.

Click on **Generate Citation** button at bottom of screen. This citation information is added to the stored citation information on your project's *Work Cited* page.

If you want to edit the citation, click on *Edit* to the right of citation displayed on WC screen.

Generating the Works Cited Page

Click on the **Print/Export Works Cited** button at middle left of page.

Select **Print/Export to WORD**. In the pop up window, select **Open** and click **OK**. Fully formatted and alphabetized Works Cited document will be displayed.

Save and/or print the document. Change the name of the document to something more meaningful like *Works Cited Bio Project*.

If you lose your printed copy, you can go back to NoodleBib and reprint. The citations never go away unless you delete the project.

Process: Every time you begin a new research assignment, you must *Create a Project* in NoodleTools (see steps on back page.) Then you can begin entering citation information for your sources in that project.

