

Logging into Your NoodleTools Account

- Click **Current Users Sign In**.
- **PersonalID**=FirstnameLastname
Password=Student ID number
- First time you log in, Update User Profile: Select Year of Graduation(from HS), enter your initials and any 4 digits in the Initials and Phone fields.
- Each school year, you need to “revalidate” your account. Enter WAMS school/library passwords “wams” and “annin” into two boxes on Revalidate screen and click SIGN IN.
- If needed Update User Profile screen and click SAVE PROFILE.
- On MY PROJECT screen, select the Project you want to work in.

Creating a Project

Click on  **Create a New Project**

Leave default **MLA Starter** for style.

Enter a *meaningful* name in **Description** box.

Click on **Create Project**.

Creating a Citation

Click on **Bibliography** under **Components**.
On the **Works Cited** page, 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 green/pink 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.



William Annin Middle School Media Center

NoodleTools/NoodleBib Citation Pathfinder

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Generating the Works Cited Page

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

Select **Print/Export to WORD**. If in the Cybrary, will need to click at top of screen and select *Download File*. 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 "Project name"*.

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