NoodleTools Instructions

NoodleTools can assist you in generating, editing, and publishing:
MLA Works Cited pages --- APA Reference lists --- Chicago/Turabian Bibliographies
NoodleTools takes care of punctuation, alphabetization, and formatting, producing a polished list.

Logging In

Go to the library website, **www.hgtc.edu/library**, and click on the Citations tab.

Note that there are two resources available from NoodleTools, including an Express and a Full Version:

1. Click on the Express version if you only have one or two sources to cite. Any citations generated in this version will need to be copied and pasted into your paper.
2. Click on the Full version if you have three or more sources to cite. Any citations generated in the Full Version can be exported into a word processing software program. If you are off campus, you will need the login information on the Library "Citations" tab and your **H#** to access the Full version of NoodleTools.

   NOTE: The remaining instructions on this sheet apply to the Full version of NoodleTools.

Once in NoodleTools, enter your Personal ID and Password if you are a returning user. If you are a new user, click "Register" and fill out this short form. Choose a Personal ID and Password you will remember.

Create a New Project

After logging in, you will see your Projects tab. This page provides you with a unified view of all the projects that you have created in NoodleTools. The first time you open your Projects tab, it will be empty.

To create a new list, click the "New Project" button on the Projects tab. On the Create a New Project screen, you must provide some information before NoodleTools allows you to begin a list:

1. Create a name for your project.
2. Choose the citation style. If you choose the wrong one, you can switch between MLA, APA, and Chicago/Turabian format at a later time.
3. Choose the citation level. It is recommended that all HGTC students choose the Advanced level.
4. You will be taken to the "Dashboard" tab where you can provide a brief description that will help you remember the contents or purpose of this list.
5. Click the "Sources" tab to begin citing your sources.

Creating Citations

At the top of the Sources tab click on "Create new citation."

1. Select the best match for your source from the choices given.
2. On the next screen, depending on the citation type selected, a Show Me tutorial may be available to help you evaluate the source. Click Continue to go to the next screen if the Show Me tutorial did appear.
3. Fill in the citation form with information about your source. If your source is a book, you can locate the book via a WorldCat search and it will automatically fill in the form with the book's details, checked and revised for accuracy by NoodleTools. All forms end with an Annotation box, where you can add descriptive comments to a citation (optional).
4. After you finish entering information about your source, click Submit to save your new citation.
5. Repeat these steps until you have all sources cited.

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NoodleTools Tips

Required Fields
The headings of required fields are tagged with an asterisk (ex: *Title of book). As a safeguard, NoodleTools prompts you for required information if you forget. Required fields make it possible for your professor to find sources you used.

Contributors Field
NoodleTools allows you to add any number of authors, editors, and other contributors to your citation. To add a name, enter the first, middle and last name, then a suffix, like Jr., if your author has one in his/her name. If your item has more than one author, click on "Add another contributor." If you are citing a corporate author or the name of a group (ex: American Medical Association), enter the entire name in the last name or group field and leave the other fields blank.

Checking for Errors
If NoodleTools believes you have entered a portion of a citation incorrectly, it will put a symbol beside the appropriate box. The symbol is an exclamation point within a yellow triangle. Placing your mouse pointer over this symbol will show NoodleTools' suggestion for correcting the perceived error.

Citing a Research Database
If your source to cite is from a research database (ex: EBSCOhost's Academic Search Premier), NoodleTools has the names of all of HGTC Library's research databases built in to its system. Therefore, as you type in the name of the database you used when prompted, NoodleTools will bring up a list of the databases that match the information you provided. If you are not sure of the exact name of the database you used, you can enter a partial name (ex: Academic Search).

Quick Cite and World Cat Importing
Quick Cite: You can copy and paste a preformatted citation from a database in NoodleTools by clicking on "Copy and paste a citation" after choosing Database as your type of source. Copy the citation into the field provided. Follow the steps in the yellow box to review and make corrections to the citation where needed.

World Cat Importing: If you are citing a book, use the WorldCat Import search box after choosing Book as your source type to import the source information directly into the citation form. Search for your item by ISBN, Title or Author/Editor. In your search results, select the source you used and click "Import selected source." Review the imported data and make corrections where needed. Click Continue to import the information into your form.

Editing or Deleting Entries
Editing: Open the list with the entry you want to edit, unless you already have it open. Find the entry you wish to edit and click the Options button and choose edit. Modify the information about your source. Click on Submit.

Deleting: Open the list with the entry you want to delete, unless you already have it open. Find the entry you wish to remove and click the Options button and choose delete. Click OK when prompted for confirmation.

In-Text Reference Help (Parenthetical citations) or Footnotes.
For MLA or APA lists, clicking on the "In-text Reference" link next to each citation opens a pop-up screen that shows how to create a correct parenthetical citation. Lists using Chicago/Turabian style will include links for Footnotes instead.

Printing Lists and Adding Page Headers
Printing: When you are satisfied that your source list is accurate and complete, you can export it into a word processing program. To print your citations, open the list you want to print, unless you already have it open and completed. Click the Print/Export drop-down menu within NoodleTools and select Print/Export to Word.

Headers: If you wish to add a header to your citation page (ex: last name and page number) before exporting your list into Microsoft Word, click the Print/Export drop-down menu and select Formatting Options. Click on the link beside "Page header" and follow the onscreen prompts. Once you have added your desired header, click on the Export as RTF link. If at any point during the export process your file does not open, look for the "click here" link within NoodleTools.

E-Mailing Lists
You can e-mail the formatted, printable version of your list to yourself or someone else. The recipient will be able to open the list in Microsoft Word or another word processing program. To email your citations, open the list you want to e-mail, unless you already have it open and completed. Click on the E-Mail button within NoodleTools. Enter your name and the email address to which you want to send the citations then click on Send.