Using Noodlebib for Research

Noodle Tools is a citation-generating service that will help you create, format, save and share works cited or reference lists for papers and projects on which you are working. You can create annotated bibliographies, note cards, and outlines, too.
Create your own profile with a login and password, and you can use this valuable resource at school or from home. Follow these steps:

1. Go to the Library's website. From the navigation bar on the left, select "**Citing Sources**." Underneath Citing Sources, select "**Noodle Tools**." Click

    on the **Noodle Tools logo** NoodleTools to enter the site.
2. If you have already registered, go to step 5.
3. If you have not yet registered as a Lew-Port student, you need to do so. Click on "**Create a Personal ID**." Enter the school library password "**lphslib**." Make sure that the rotary button identifying you as a student is selected, and select your graduation year from the dropdown box. If you have not use Noodle Tools is a while, it might ask you to validate as a registered user. To do this, type in the following **USER NAME: lew-port**, and **PASSWORD: lphslib**.
4. Use your Lew-port login-and ID to register. Fill in the initials and last four digits of your phone number, and click "**Register**."
5. If you already have a personal ID, log in with your user name and password.
6. The next screen displayed is your list of bibliographies. To create a list, click on [+ Create a New List] in the upper right hand corner.
7. Select the preferred documentation style for your list. Choose "**MLA**" **and** "**Advanced**" for the greatest variety of source types. While there are many source types to choose from, the ones you will use the most are: Magazine, Book (often selecting "a special section of a book" as a later choice for a chapter or an essay in a collection), On-line Database, or Web site.
8. At the bottom in the **Description** box, give your list a title specific to your assignment. Click on "**Create List**."
9. In the drop-down box, select what type of source for which you want to create a citation, and click on "**Create Citation**." Noodlebib might ask you a series of questions to make sure you have selected the correct source type.

Read carefully, answer if needed, and click "**Next**" to continue. There might be more than one question page like this.

10. Fill in the basic information for that particular source. Make sure you spell everything correctly. There are hot links at the end of every data window to guide you through this process if you have questions. When entering the author or authors' names, you must click "**Add**." The name should appear in the box below. You can enter other authors if needed and click "Add."

11. Fill in as much "**Additional Information**" that you have for your source.

12. If your teacher wants you to create an annotated bibliography, you can type your annotation notes in the box under the "**Annotation**" heading. You can perform a spell check on any information you type in that window by clicking on "Check Spelling and Preview." You have to click on "Resume Editing" to go back to your work screen.

13. Click "**Check for Errors**," and Noodlebib will make recommendations for improvement in red. Make any corrections necessary. Click to either Generate or Update the citation.

14. The next screen has the completed citation for that source.

15. From this screen, you can perform a number of tasks:

o Select a citation type from the dropdown box and click "**Create Citation**" to add another source to you bibliography.

o Create notecards for this source by clicking on "**New**" in the column under "**Notecards**." You can title the notecard, give citation information such as page numbers or URLs, and enter a direct quote or paraphrase, and your own thoughts on that fact by typing them in the appropriate windows.

o Click on "**Parenthetical Reference**," to the far right of the source citation to see how you should cite that particular source in your paper. You can customize it by adding page numbers. It also gives you practical rules for including parenthetical references in your paper.

o Click on [Save As Word Doc] to export your Works Cited into a Word document to include in your paper.

o Click on [Share] to share this list with your teacher. You give your name, and the class name. Ask you teacher for the proper class name for your particular period. Click on "**Share**" to send.

o Click on [Analysis] to see if you have used a variety of resources and the currency of those resources.