How to use NoodleTools to create a Bibliography

This document will guide you through signing in to your NoodleTools account, creating a Project, adding sources to your project (creating your bibliography), and exporting your bibliography to Google Docs.

Part One: Signing In

1. Go to the NoodleTools website to log in.

2. Enter your school email address in the space provided and then select the “Sign in with Google” button below.

3. The first time you sign in you might be prompted to complete a profile and add your school. If so, do this as asked.

Part Two: Creating a Project:

1. Select the Projects tab if not already there and then click on the green “+New project” button.
2. Fill in the information about your project. Title it something that will remind you of what this project is about. Keep the citation style MLA and for citation level choose “Junior” to get a few more options, but not so many it is overwhelming. Then hit the “Submit” blue button.

3. You will now be taking to the “Dashboard” view of your project. Here you can add some information… but we are not going to be using this right now. So go onto #4.
4. Select the “Sources” tab and then you will be prompted to create a new citation. You know you are in the correct project as it gives you the project name in the upper left corner next to your name.

Select the Green “+Create new citation” button to begin your citation.

Part Three: Creating Citations

Databases

1. After you hit “+Create new citation” you will be prompted with the types of citations you can make. Select the “Database” tab to enter database citation information. Then select from the following options. Because we will be copying and pasting our Database citations, selecting a specific option is not exactly necessary. So you can do the default “Original Content in a Database.”
2. You will be getting your citation information from databases right from the database and will simply need to copy and paste it as a source into your project. Once you chose database, you will be taken to the page shown below. From here, select to quick cite it, by clicking on the “Copy & paste a citation” link.

3. This will open up a box where you can paste in your citation. Make sure that the format (i.e. italics) transfer over when you paste, if not, fix the formatting once you paste it.

4. Click the Green “Save” button at the bottom and your citation should be added to your project sources.
Books

1. To add a book citation, select “Print or in-hand” as the type of citation after clicking on the green “+ Create new citation” button from your project “Sources” tab. Select “Book.”

2. You can import the book information by typing in the book’s ISBN to the field as shown:

   Hit the “Search” button once the ISBN is entered.

3. You will see books come up that match the ISBN. Select the one you want to choose and hit the “Import selected source” button.
4. You will be asked to double check the imported material and make changes if you need to. (Most likely it will be correct.) Hit the “Continue” button to continue.

5. You will be taken back to the citation page and need to select the green “Save” button to add this citation to your source list.
Websites

1. To add a website citation, select “Website” as the type of citation after clicking on the green “+ Create new citation” button from your project “Sources” tab. Select “Web Page.”

2. You will need to populate as much of the information as possible on this page. Include the URL, Date of Publication if you can find one on the site, the date you accessed (select “today” and it plugs the day’s date in for you), any contributors, the name of the website, and the publisher if you know. See the video tutorial for more step-by-step instructions on how to do this.
Part Four: Exporting your Bibliography

1. When you are done entering all of your sources you can see your completed bibliography by going to the project and selecting the “Sources” tab.

2. Here you will see your source citations in alphabetical order. You can export it to your Google Docs by selecting the dropdown arrow and selecting “Print/Export to Google Docs.”