

NoodleTools/NoodleBib Quick Guide

Rickards High School Media Center

MLA Advanced (or "Starter" if teacher chooses)

How to Log on to NoodleTools: First Time Only

Click on Media Center at the top of the Rickards home Page; click on NoodleTools in the On-line Resources section of the web page.

Click on **Create a Personal ID (If you created one already, you can skip this step and go to step 6)**

Select Subscription Type – First Choice- An account linked to my school's subscription and click on "Register"

Type in School/Library Username – **leonschools**

Password- **leon** and click on **Sign In**

Complete the **New User Registration**

About you – I am a student

Choose a Log In

Personal ID (use your Rickards username)

Password (use your Rickards password) ****Write**

your username and password in your agenda book and at the bottom of this sheet.

Retype password

Phone number – last 4 digits

Click on Register

Click on **NoodleBib**

Click on **Create a New List** (unless you already have used NoodleTools and have a list already that you are editing)

Click on **MLA Advanced** (or "**Starter**" if your teacher prefers)

Type a brief description

Click on **Create List**

Select your **citation type** and click on **Create Citation**

Follow directions

Continue adding citations

NoodleBib will automatically save every bibliography you create. You can access the same bibliography from home or school.

Go to File, Print or Click on Print Icon. **To Save:** Go to File, Save as, and save to your student folder.

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Printing your Bibliography:

When finished adding citations, Click on **Save as a Word Doc**. Click on **Export and Print** then click on **Click here**. Click on **Open. To Print: Set up the Rhs-media printer.**

Parentetical References: For help, click on "**Parentetical Reference**" which is located to the right of your bibliographic citation.

Creating Note cards

Open the bibliography that you created under My Lists.

Click on Notecards in the top menu bar.

Click on New Notecard.

Enter the information for the notecard and select the source from the bibliography.

You can group notecards in clusters to correspond to topics in an outline or required sections of the report.

You can e-mail or print the notecards for use off-line.

The notecards are available on any computer - school, home library,...- as long as they have access to the internet/web page.

From now on, you only need to type in your new UserName and Password to access NoodleTools. If you are working for a different class/project, always click on "**Start New List**". You can have as many bibliographies stored as needed. You can access them from home or school as long as you **remember your UserName and Password. So write it down:**

Username: _____ **Password:** _____