



1. Creating an account:

- Navigate to RHS Library home page
- Select – How Do I Cite Sources (see left side menu)
- Click on NoodleTools (Use the same link on the library page to use NoodleTools after registering)
- Select Register



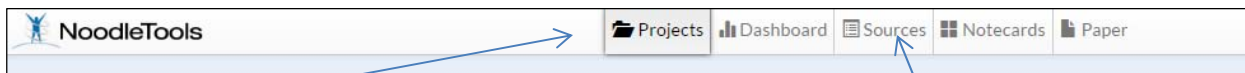
You will be asked to fill in some registration information after identifying the school.

User name: roslyn (might be there already) Password: (see Library to obtain)

**These passwords are for registering as part of Roslyn HS.
You will be prompted to provide information for your own log in.**

2. Using NoodleTools

Once you log in you arrive at a screen with the following header:



- Select – **Projects** – to create a new, or work on an existing project
For a new project: the menu below will pop up. Create project name, select MLA - junior level

Create a new project x

Project title
For example, "History 101 report on George Washington"

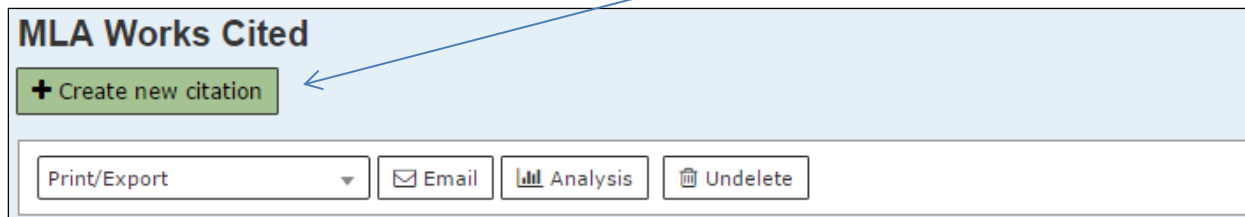
Citation style

- MLA (MLA Handbook, <edition>th ed.)
- APA (APA Publication Manual, <edition>th ed.)
- Chicago/Turabian (Chicago Manual of Style, <edition>th ed.)

Citation level:

- Starter: Introduction to citing sources with 6 basic forms
- Junior: A small set of simplified citation forms
- Advanced: Comprehensive coverage of the style guides, 70+ forms

- Select – Sources – to add new or edit previous citations for your project
- Select - + Create a new citation – to begin process



- Identify the origin of your source, select correct option, and follow next prompts

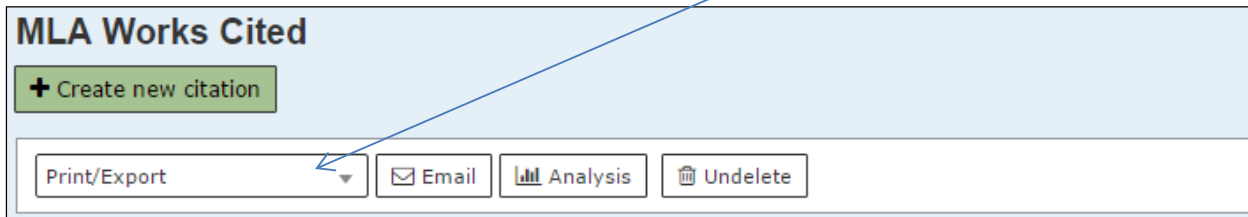
Create new citation

Where is it?

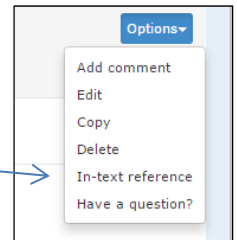
Database	Website	Print or in-hand	Viewed/heard live	File, app, e-book	Other ▾
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Click the option above that describes how you accessed this source.

- Select print/export to print your Works Cited page. Items are automatically arranged alphabetically with correct spacing.

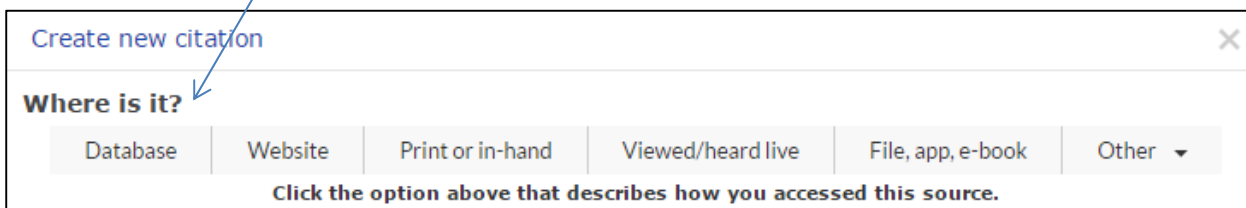


- IN-TEXT or PARENTHETICAL REFERENCES - Select right side **Options** drop down menu to format in-text references when needed

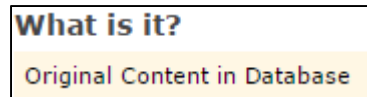


3. To include preformed citations from databases (or other source) – follow these directions:

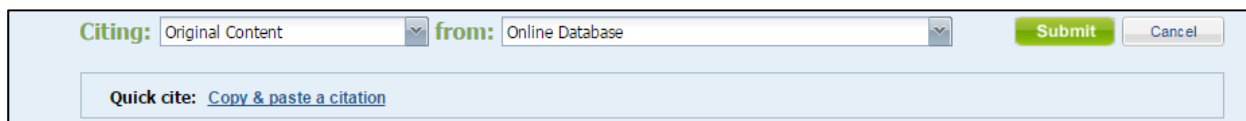
- Copy MLA citation from the article you retrieve from a database
- Select create a new citation in your NoodleTools project
- Select Database



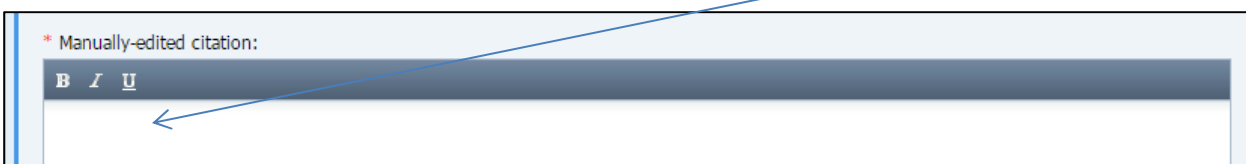
- Select Original Content in Database (first item)



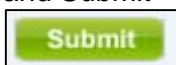
- Select Quick cite: Copy & paste a citation



- Paste your citation into Manually-edited citation box



and Submit



- Citation will appear in your list and print in correct order with the other items.

You can do this for any preformed citation you are copying and pasting, or select website, print, etc. where you will also find the Quick cite link.