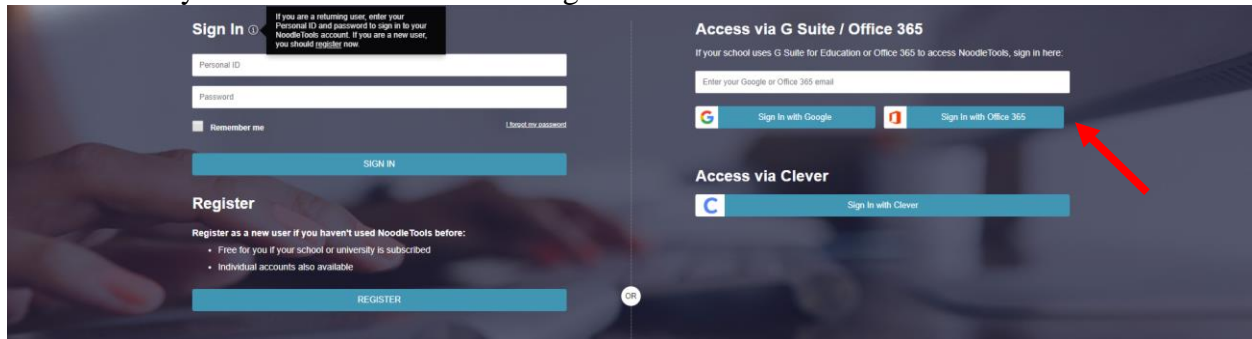


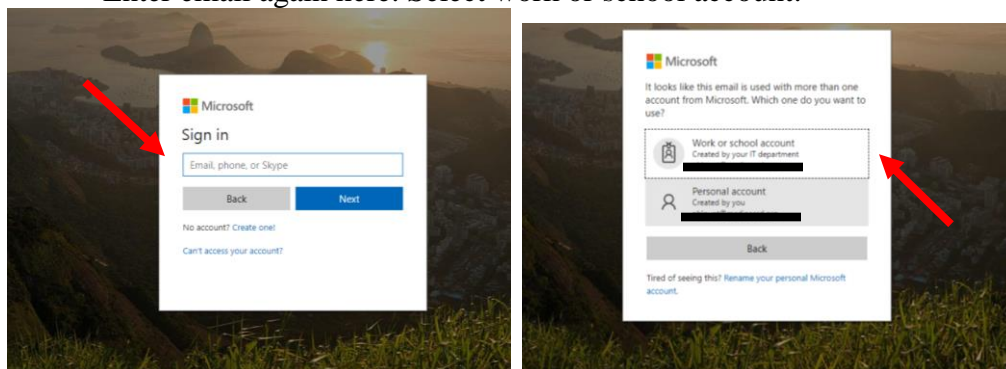
# MHS NoodleTools Guide

Visit: <http://www.noodletools.com/login.php>

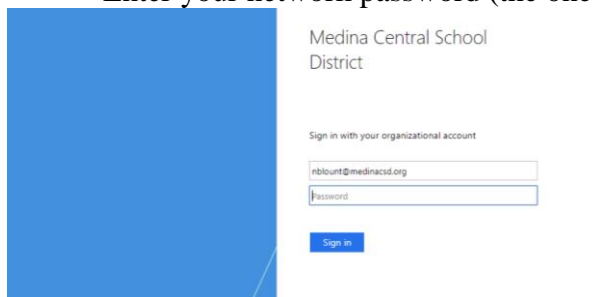
- Enter your school email and click sign in with Office 365



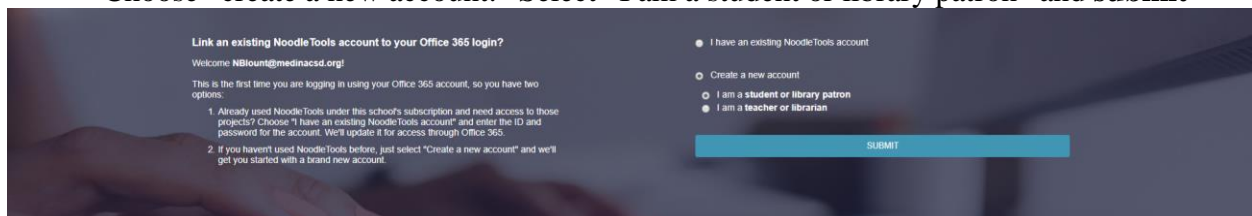
- Enter email again here. Select work or school account.



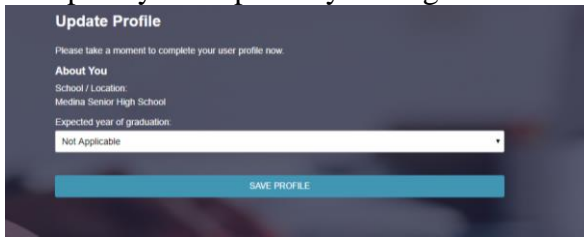
- Enter your network password (the one you use to login to computer)



- Choose “create a new account.” Select “I am a student or library patron” and **submit**

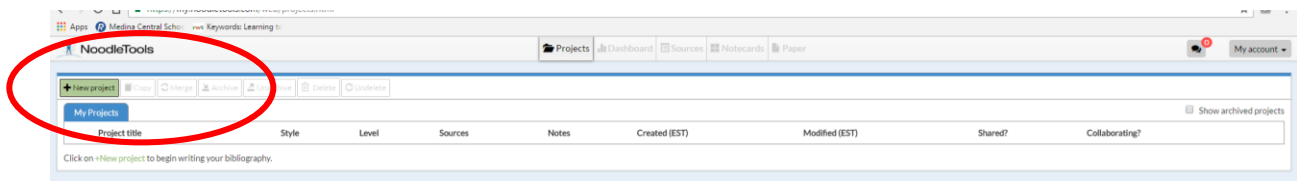


- Complete your expected year of graduation and **save profile**

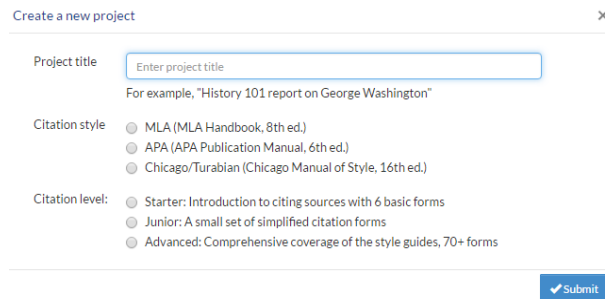


- Your account has been created, next time you will just enter your email and password to gain access. Now you can begin citing sources!**

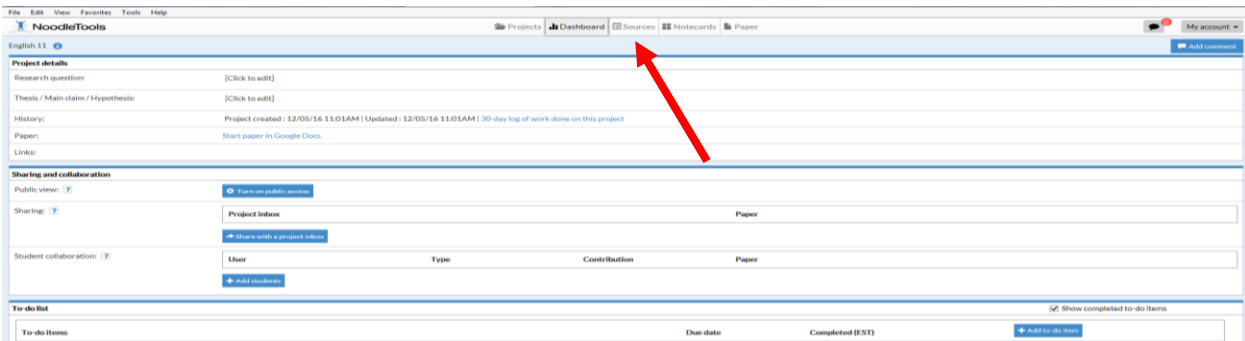
- Click **New Project** button



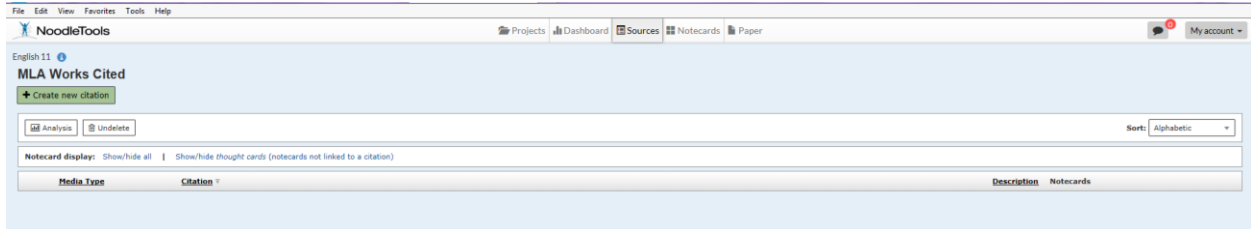
1. Provide a brief description such as your teacher's last name and your grade or the topic of your paper. This can be changed once you have converted it into Word.
2. Choose citation style: **MLA**
3. Choose citation level: **Basic or Advanced**
2. Click **Submit**



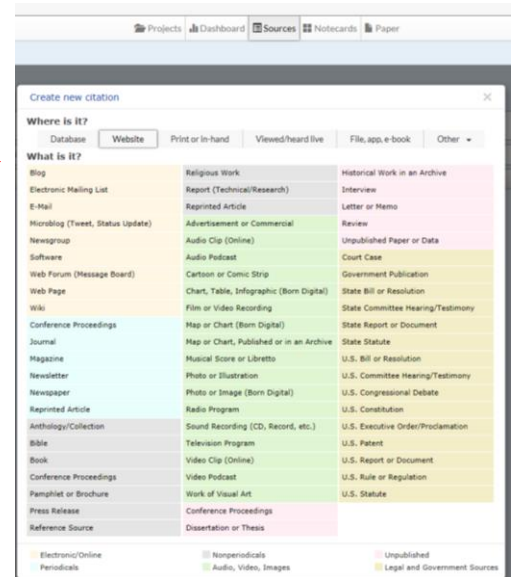
- Click on the **Sources** tab at the top on the **Dashboard** page



- Select “Create New Citation”



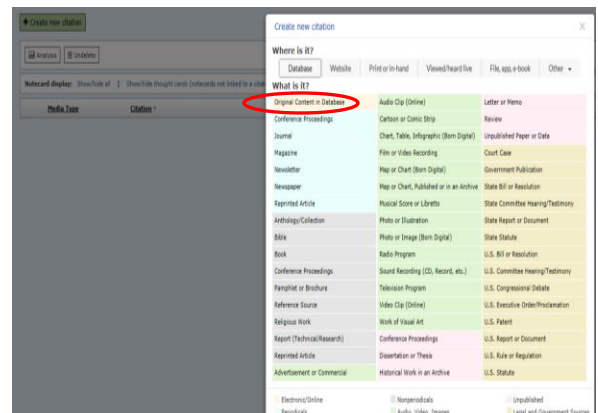
- Select the type of citation from the tabs (ex. Website).



- Add the citation by filling in all boxes with basic information from your source. Please be sure to use the hints along the way to help you.
- After completing all required boxes (red star) click **Submit** at the bottom of the screen.

### How to cite a Database?

1. When selecting a citation type select **Database**
2. Choose **Original Content/Other- first option**



3. You can either fill in the boxes with the correct information from the article or choose **Quick Cite Copy & Paste a Citation** to copy it from the bottom of the database article and paste it in the box under **Manually-edited Citation (faster option!)**.
4. Hit **Submit** at the bottom to create the citation

The screenshot shows a web-based citation tool. At the top, there are navigation tabs for 'Projects', 'Dashboard', 'Sources', 'Notecards', and 'Paper'. Below this, the 'Citing' section has a 'from:' dropdown set to 'Online Database' and a 'Submit' button. A 'Quick cite' link is also present. The main area is titled 'Database' and contains a 'Manually-edited citation' text box. A red arrow points to this text box. Above the text box, there are instructions: 'When you copy and paste a preformatted citation: Do not assume the citation is correct! Compare to examples in the MLA Handbook and the pull-out MLA Guide above.' There are also checkboxes for 'Reapply text formatting like italics.' and 'Check capitalization of the title(s)'. Below the text box, there are fields for 'Publication / copyright date of source:' (with month, day, and year dropdowns) and 'URL, if any (and if not already provided in your citation above):'. At the bottom, there is an 'Annotation' section.

### How do I add a second citation?

- To add a second citation, repeat the above directions by first choosing a citation type from the drop down list and then clicking **Create Citation**.

### How do I print?

- Click the **Print/Export** button and choose **Print/Export to Word**. Save and print.

### How do I login the next time? Will my work be saved?

- The next time you log in you will just enter your Office 365 credentials.

### How do I save my work-cited page?

- Once you submit a citation it is automatically saved on your account. It will be there the next time you log-in as long as you completed all the steps and clicked **submit**.