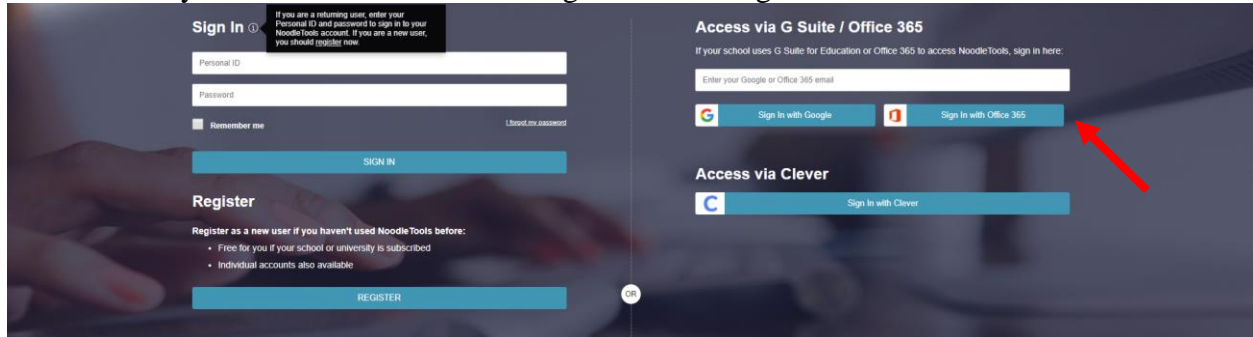


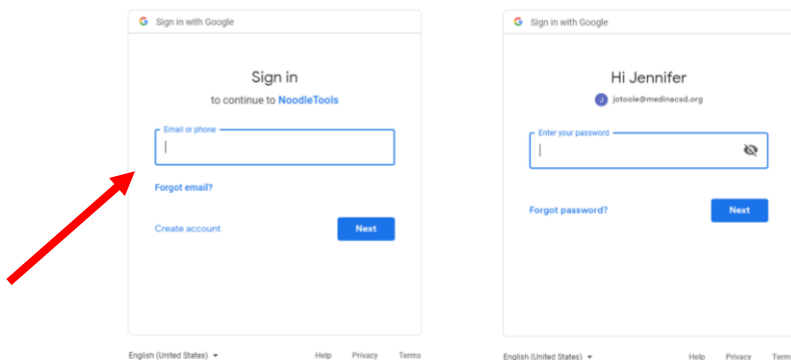
MHS NoodleTools Guide

Visit: <http://my.noodletools.com/logon/signin>

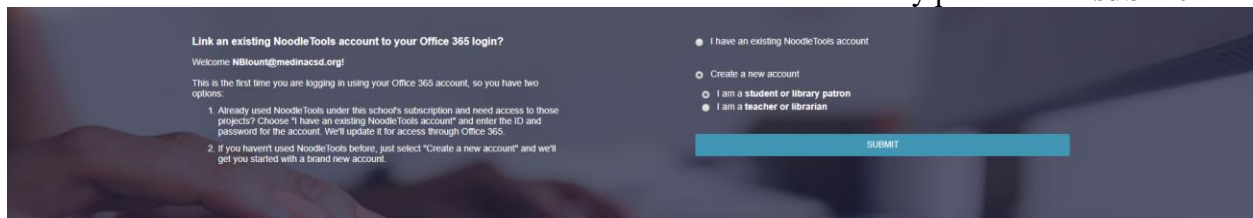
- Enter your school email and click sign in with Google



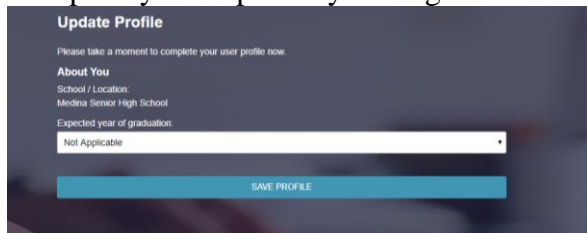
- Enter your email & password (the one you use to login to computer) again here



- You may have to answer the following questions when registering....
- Choose “create a new account.” Select “I am a student or library patron” and **submit**

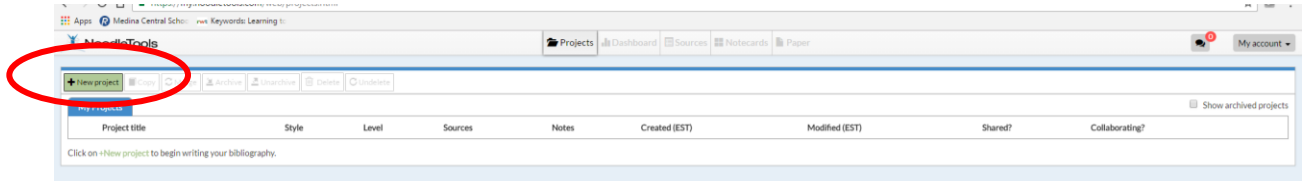


- Complete your expected year of graduation and **save profile**



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

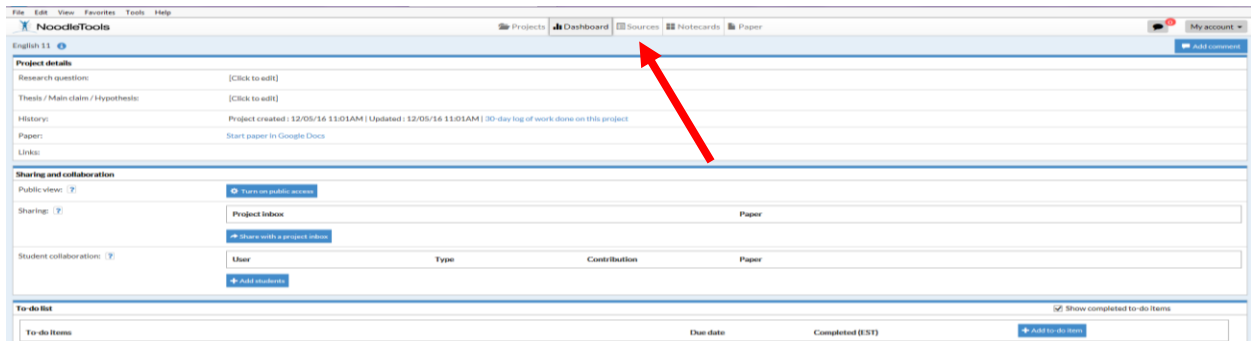
▪ **Click New Project button**



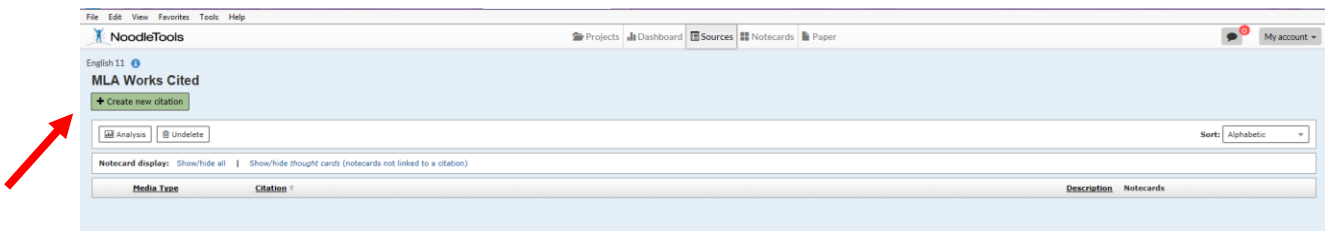
1. Provide a brief description such as your teacher's last name and your grade or the topic of your paper. This can be changed once you have converted it into Word.
2. Choose citation style: **MLA**
3. Choose citation level: **Basic or Advanced**
2. Click **Submit**

A screenshot of the 'Create a new project' form. It includes a 'Project title' input field with the placeholder text 'Enter project title' and an example: 'For example, "History 101 report on George Washington"'. Below this are radio button options for 'Citation style' (MLA (MLA Handbook, 8th ed.), APA (APA Publication Manual, 6th ed.), Chicago/Turabian (Chicago Manual of Style, 16th ed.)) and '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). A blue 'Submit' button is at the bottom right.

▪ **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?

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

- 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 (easier & faster option!!)**.
- Hit **Submit** at the bottom to create the citation

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 Google Docs**. Save and print.

How do I login the next time?

- The next time you log in you will just enter your Google 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 login as long as you completed all the steps and clicked **submit**.