Easily organize your research and create citations

Lapp Learning Commons

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What is NoodleTools?

Gather, organize, think, create

- Begin a working bibliography
- Generate footnotes and bibliography to insert in your paper
- Copy-and-paste relevant quotes onto notecards
- Paraphrase the author’s words
- Analyze, question and add your own ideas
- Tag and pile your notes – what emerges?
- Create an outline, add piles – reorder and experiment!
- Create [paper, sermon, research, dissertation…] with a bibliography
Finding NoodleTools

1. Go to the Learning Commons website
2. Under the Find menu, select Databases A to Z
3. Select N
4. Select NoodleTools
5. Login using CTS email username and password if you are off-campus.
First time login

1. Click on the Register button
2. Select the first radio dial
3. Enter School/Library username: ctsonline
4. Enter School/Library password: request password from the Learning Commons
First time login cont’d

1. Select first radio dial “I am a student or library patron”
2. Choose a Personal ID (something you can remember)
3. Check availability
4. Enter & retype password
5. Enter email, initial and last four digits of your phone number
6. Click Register button
Starting a project and source list

1. Click New Project
2. Enter your project title
3. Select citation style (Chicago/Turabian)
4. Select citation level (strongly recommend to select Advanced option)
NoodleTools Dashboard Tools

1. Start paper in Google Docs
2. Share your work or collaborate on an assignment with others
3. Create to-do lists with due dates
Creating a citation

1. Click Sources at the top of your screen
2. Click Create new citation
3. Select the type of source you wish to cite (i.e. is it from a database, website, a physical book/journal, multimedia, an ebook, etc.)
4. Select from the list of options provided. The list is color coded to help you find the proper category.
Creating a citation (cont’d)

There are three ways you can enter information for a citation:

1. Copy and paste a citation from one of the databases (warning: you cannot generate footnotes this way).

2. Enter the ISBN and search for the citation in WorldCat, then import.

3. Enter the information manually in the fields provided.
Entering citation formats correctly

NoodleTools will prompt you when you enter some citation fields incorrectly.

1. Look for the yellow warning symbol.
2. If you hover over the symbol, you will be offered suggestions on how to correct your entry.
Insert Footnote

1. Click on Sources at the top of your page

2. From the Options drop-down menu, select Footnote Format.
   a. Insert the page number(s) you are referencing
   b. Select Full footnote the first time you use a source in your paper
   c. Select Shortened footnote for subsequent citations.

3. Copy the citation and paste it in your Word document
Generate Bibliography

1. Click Sources at the top of your page
2. Go to Print/Export Drop-down menu
3. Select the format you wish:
   a. Export to Word
   b. Export a Rich Text File
   c. Export to GoogleDocs (you will be prompted to log into GoogleDocs)
   d. Preview as Web Page
4. Copy your sources and paste it into the document you wish.
Creating an outline for your project

1. The right panel of the Notecard screen is reserved for your project’s outline.
2. You can add as many topics, subtopics and sub-subtopics as you need.
3. You can reorder the topics and subtopics over the course of your research (drag and drop)
4. You can delete/edit topics and subtopics if you need to.
Creating Notecards

1. Click Notecards in the navigation bar at the top.
2. On the Notecard tabletop, click New.
3. Enter notes about your source (card title, select source i.e. paper or book from which you’re creating this note, add url and page #).
4. Create tags for your cards. Tags are a useful way to create categories for your cards.
5. Notecards get saved automatically. When you are done, click Save and Close.
Organizing notecards

1. You can link notecards to topics in your outline.

2. Drag and drop the notecard from the Notecard Tabletop to the topic in your outline.

3. You can cluster similar notecards into a pile, and then drag the pile to your outline. All the notecards in your pile will be added to your outline.

Video Tutorial: How do I create and use notecards in NoodleTools?
Create and manage notecard piles

1. On the Notecard Tabletop, select the notecards you wish to pile.
2. Click Manage Pile.
3. Click Create new pile and enter the name of the new pile.
4. Click Submit.
5. To view a notecard pile, hover your mouse over the pile and click expand.
6. To view the full contents of the notecards, switch to Notecard Detail view.
7. Click the title of your notecard title in the left panel.
8. To remove a card from the pile, select a notecard, and drag and drop outside the pile.
9. To reorder notecards within a pile, hover mouse over the notecard pile, and click Expand. Click on the notecard and drag and drop to the new location.
Export or print the outline

You can export or print your outline with or without the notecards as follows:

i. Export as webpage
ii. Export to Google Docs
iii. Export to Word
iv. Export to RTF (rich text format)

To print:
1. Click print from your outline panel
2. Select the print outline option you need (with or without notecards)
3. Select the features you want printed
4. Click submit