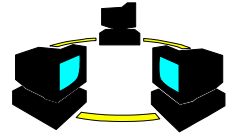


# Getting Connected Using NoodleTools



## Create an Account:

1. You need to be at a computer on the CCC campus to set up an account. (Once you have an account, you can login from anywhere.)
2. Go to the library webpage <http://www.contracosta.edu/library>.
3. Click on the button for **Library Instruction**.
4. Click on the link to **NoodleTools**.
5. Now click on the link to **Create a Personal ID**.
6. Select "**I am a student or library patron**" (teachers should select "I am a teacher") and click on the **Register** button.
7. Follow the directions to complete your account set-up.

**Personal ID:** \_\_\_\_\_

**Password:** \_\_\_\_\_

## Create a Citation:

1. Go to NoodleTools via the CCC Library webpage or go to <http://www.noodletools.com>.
2. Fill in your **Personal ID** and **Password**, and then click on the **Sign In** button.
3. Click on **Create a new list** (or on **Bibliography** in navigation bar).
4. Choose **MLA Starter**, **MLA Advanced**, **APA Advanced**, or **Chicago/Turabian** depending on the format your instructor wants you to follow (English & Library Studies classes use MLA Advanced).
5. Enter a **Description** name for the list.
6. Click on **Create List**.
7. Enter a citation:
  - The page heading will be Works Cited. You will see **Cite a \_\_\_\_** (with drop down arrow). Choose the type of resource from the drop-down menu and click on **Create Citation**.  
[Example: for magazine article from a database, choose "Magazine"]
  - The page heading will be Create MLA Citation. Read through the definitions list to help you decide if you have selected the correct type of resource. Make change if needed, then click the **Next** button.
  - Answer the question "**What is the Publication Medium for this source?**"  
[Example: for magazine article from a database, select "Online"] then click **Next**.
  - The next page asks "**Was this work originally in print?**"  
[Example: for magazine article from a database, select "Retrieved from online database"]
  - Further down the page under "Tell us more about this source," it asks "**What specifically are you citing?**" Make your selection and then click the **Next** button.  
[Example: for a magazine article from a database, select "An article"]
  - The next page will have boxes to fill in with the article details, such as author, title of the article, magazine title, etc. Pay attention to the information shown on the right of each box – it can answer a question you might have and/or provide more detailed help if needed.

- Click on **“Check for Errors”** button near the bottom. After making any needed corrections, click on **Generate Citation**.
8. If you want to **add another citation**, begin the steps anew by selecting the type of resource from the drop-down menu and clicking on Create Citation. (You can always come back and add more citations later.
  9. When you are finished with your Works Cited list, you may choose **Print, Save as Word Doc, Share** (if you need to share with a teacher), **Email**, or **Analysis** (for information about how many different types of resources you have).
  10. If you choose **Print** or **Save as Word Doc**, you have the option to make some format changes. Then choose **Open and Print** or **Preview** under the heading Export and Print (but be sure to print only from a word processing program so that formatting is correct).

NOTE: NoodleTools lists are saved as an **RTF file** that you can open and print in a word processing program. If this type of file is blocked by your computer’s security settings, use the **Click Here** link to save the file. A small screen box will pop up asking if you want to **Open** or **Save** the file (to open later); make your choice and proceed.

#### **Additional NoodleTools Features:**

- **NOTECARDS:** create online notecards for quotations, paraphrases, and/or ideas and attach them to the appropriate citation.
- Create clusters or groups of notecards.
- **SHARE** your list or notecards with your instructor: you will need to enter a Class name; use the exact wording provided by your instructor. (Not all instructors use this feature.)
- Get online **COMMENTS** on your list or notecards from your instructor.
- Change **FORMAT SETTINGS:** make corrections and/or change certain formatting settings before printing your Works Cited list (for example: alphabetize citations, include annotations or not, make list single or double-spaced). Always print from a word processing program! If you just cut and paste from the screen, the citations will not have the correct spacing and formatting.
- **ASK QUESTIONS:** click on the Help icon to use the NoodleTools Knowledge Base of how-to articles, take a tutorial, view a PowerPoint presentation, or send a help question to NoodleTools and get a response directly from one of their experts.