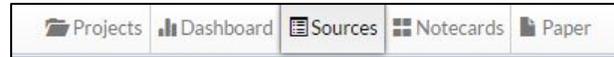


Step by Step Noodletools

1. In the Navigation bar, click on **Sources**.
2. Click on **Create new citation** . Choose the *location for information, Web Site*.
3. Choose the *container for information, Web Page*.



4. Click to pop out the **MLA Guide** on the top right.

5. Enter:

- **URL and Date of publication**
- **Author(s)**, if available, and **Title of the specific article on the Web page**
- **Name of the website**, from banner at top of site. Include **Publisher of the site if different from website name** (find near copyright date, or on an **About Us** page.)

Formatting Guide: Web Site
 Author(s), "Title of Article/Page," Other Contributor(s), **Name of Website**, Publisher, Date of Publication, URL, Date of Access.

Website
 URL:
 Date of publication: month day 2015
 Most recent date of access [today]: 2015

Web Page
 Contributors:
 Role First name Middle name Last name or group Suffix
 + Add another contributor

* Web page or document/article title:
 Untitled (providing a description instead)

Website
 * Name of the website:

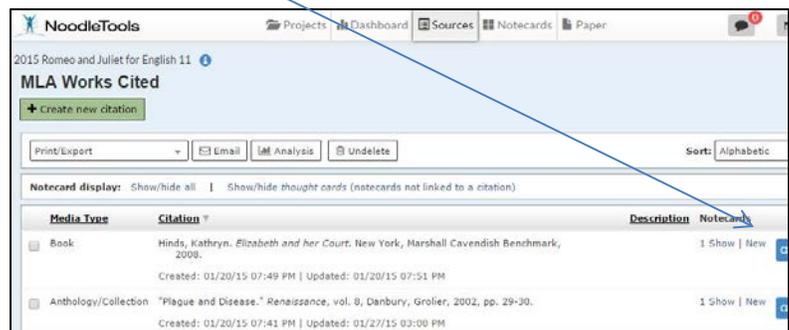
 Publisher of the site:

Callout box: Name of Website from banner at top of page, NOT the URL

6. Click **Submit**.

Make Notecards from the Sources Screen

1. On the **Sources** screen, click on tiny word **NEW** next to the article's citation. When the new notecard opens, the **Source** box is automatically filled.
2. Copy information from your article. Paste into the **Direct Quotation** box.
3. Read the passage, re-read & highlight, bold, underline as needed.
4. Look away. In the **Paraphrase or Summary** box, explain what you learned. In **My Ideas**, include connections to make and how you can use this.
5. Type the main idea or main point of the notecard in the **Title** box.
6. Click **Save and Close**.



Use Notecards screen for organizing and outlining – see tutorial

Create an outline on the Notecard screen. **Search box** is above the outline.
 Notecards can be: organized in piles, edited, and dragged into the outline.

Comment panel opens from the top right on the Dashboard, Sources, and Notecard screens, with red indicator of number of unread comments. The comment panel slides to either side of the screen

Print Outline with Notecards

Go to Notecards screen –

Click on **printer icon** on the **right-hand** side above **Outline**

Choose **Outline with Notecards**

Choose the format to export (html shows indented levels of outline best).

Keep checkmarks for **Source, Paraphrase, My Ideas** and **Page Numbers**. Click on **Submit**. The Outline and notecards download. Open the document & **Print** the document.

Set Up the Rough Draft

In Noodletools navigation bar, click on **Paper** or open the document in Google Drive.

Insert the **page number**, at top of page

In front of the page number, add your last name and a space.

Double space.

Type MLA heading.

Center the title.

Exclude citations for unused articles: **Find the citation** and click **Edit**



Scroll to the bottom and **uncheck** “**Include this source in my final Works Cited**”

Click **Submit**. A red message appears to left of an excluded citation.

Set to print Works Cited page with **no** annotations:

On **Sources** screen:

Drop down arrow next to **Print/Export**

Click on **Formatting Options**.

Include --set to **Citations Only**.

Page Header, click on **None** to change it:

Type in last name, correctly capitalized, and click on **Set Header**.

Export Works Cited page to Google Docs:

On Sources screen

Click on **Print /Export**

Choose **Print/Export to Google Docs**

Highlight whole document and **Copy** Works Cited page.

To paste at end of research paper:

Put cursor at end of paper, and press ctrl-enter to insert page break.

Paste Works Cited page. Check hanging indents and for matching **font**.