
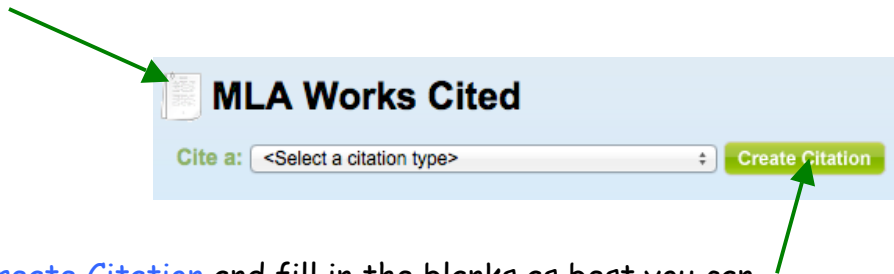


# Noodletools Cheat Sheet

## How do I create a bibliography?

1. Click on  on the top of the page. (Make sure your project is selected.)
2. Click on the **drop-down menu** and select the type of resource you're using. Did you access this source from a database or directly from a book? A Web site?



3. Click **Create Citation** and fill in the blanks as best you can.
4. Click **Quick cite: Copy & paste a citation** if you are copying and pasting directly from a database. (NOTE: In the article on the database, click on Citation Tools to create your citation.) If you are not using a database, enter as much information as possible about the source. Make sure you include some annotations as to why you are using this source in your paper. Click **Submit** when you are finished.

## How do I change something in my resource citation?

Media Type	Citation	Description	Notecards
<input type="checkbox"/> Online Database	"Curling." <i>World Book Student</i> . World Book, 2010. Web. 23 Feb. 2010.		0 New <a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a> <a href="#">Parenthetical Reference</a> <a href="#">Have a Question?</a>

Click **Edit** and make the changes you need. Also, click **Parenthetical Reference** to help you cite within your paper.

## How do I create a new note card?

Media Type	Citation	Description	Notecards
<input type="checkbox"/> Online Database	"Curling." <i>World Book Student</i> . World Book, 2010. Web. 23 Feb. 2010.		0 New

1. Choose the resource from which you're taking notes.
2. Under Notecards, click **New**. A new window will open on your screen.

## How do I complete my new card?

Add your notes to your card in the boxes below. Remember, only ONE idea per note card!

**Direct Quotation**

Paragraph Font family 3 (12pt) **B** *I* U

The DIRECT QUOTATION box is for notes you wrote down (or copied & pasted) WORD FOR WORD from the author.

*Explain it to yourself*

**Paraphrase**

Paragraph Font family 3 (12pt) **B** *I* U

The PARAPHRASE box is a place for you to rewrite the main idea IN YOUR OWN WORDS.

Give your card a **title**. Your title should help you remember what note is on it.

Once you've created some tags, you can re-use them by selecting them from this **drop-down menu**.

Thoughts?  
Brainstorm Ideas?  
Questions for your teacher place here.

The screenshot shows the 'New Notecard' form with several fields and sections. Red arrows point to the following elements:

- Title (Main Idea):** A text input field at the top left.
- Source:** A dropdown menu at the top right.
- URL:** A text input field below the Source dropdown.
- Tags:** A text input field with a 'Select a tag...' dropdown arrow.
- Pages:** A text input field at the top right.
- My Tags:** A section with a 'Select A File' button and a list of tags.
- Paraphrase or Summary:** A large text area for notes.
- My Ideas:** A text area at the bottom for brainstorming.

If your resource is a web site, copy & paste the **web address** (URL) here.

If your resource is a book or article, put the **pages** on which you found your information here.

Create a **tag** for your card. A tag is like a topic, and it will help you organize your cards when you are ready to do so. If your topic is an animal, you might use a tag like *habitat*, *food*, or *appearance*.

## How do I see my cards?

The screenshot shows the 'Notecards' sidebar. It has a '0 New' button and a '1 Show | New' button. A blue arrow points to the '1 Show | New' button.

To close them again:

The screenshot shows the '1 Hide | New' button. A blue arrow points to the '1 Hide | New' button.

## How do I change something on a note card?

Click the **Edit** button to open your card and make changes.

The screenshot shows three buttons: 'Edit', 'Print', and 'Delete'. The 'Edit' button is highlighted with a green box.

If you accidentally created a card under the wrong resource:

1. Click the **Edit** button.
2. Use the drop-down **Source** menu to select the correct resource. NoodleTools will move your card to the right place.

The screenshot shows the 'Source' dropdown menu. The selected source is 'Ledeboer, Suzanne. Olympism: A Basic Guide to the History, I...'. The dropdown menu is highlighted with a green box.