NoodleTools Quick Guide: Creating Citations

**Step 1:** Log-in to your HF gmail, click the apps menu, and then select “More”

**Step 2:** Select NoodleTools

**Step 3:** Select “New Project”
**Step 4:** Name your project, select citation style, and level (Junior is recommended), and then click “Submit” to begin.

**Step 5:** You will be taken to your project’s Dashboard where you can create a thesis statement, share with your teacher, create notecards, write your paper, and create citations.

Click on “Sources” to create citations.
Step 6: Select “Create New Citation” each time you create a citation

Step 7: Select the media type (if you used one of the links from our Library Database page, select “Database”)

Step 8: Select the source type
**Step 9:** Fill out all of the bibliographic information that you have for your source and anything you do not have leave blank (be sure to spell everything correctly or copy and paste the information from an online source)—you can select the name of the database you used from the “My library’s databases” drop down menu.

![Image of NoodleTools interface showing the database section for Step 9](image)

**Step 10:** You can annotate your citation if you choose or leave it blank. Before submitting, be sure to check the box “Include this source in my final bibliography” (this should be checked as a default).

![Image of NoodleTools interface showing the annotation section for Step 10](image)
Step 11: You will then see your citation created in your bibliography list. You can use the “Options” drop down menu to edit the citation, delete it, make comments, or create a footnote (if using Chicago Style).

Step 12: To create a bibliography/works cited page, select “Print/Export” and select “Print/Export” to Word or Google Docs.