NoodleTools Quick Guide:
Creating Outlines

**Step 1:** Once you log-in to NoodleTools, click on the project you would like to work on under your “My Projects” list

![NoodleTools - Project Selection](image1)

**Step 2:** Once on your Dashboard, click the tab that says “Notecards” at the top of the page as the outline option will be under this tab

![NoodleTools - Notecards Tab](image2)
Step 3: Once all of your notecards are created, you can drag them and add them to the outline located to the right—once they are included in your outline, the notecard will appear in the outline and a checkmark will appear next to it on your dashboard.

Step 4: You can add Topics, Subtopics, and Supports to your outline to better organize your paper, project, or speech, which can then also be printed/exported as a Google Doc.