

## CREATING WORK CITED IN NOODLETOOLS

1. Open and sign in to NoodleTools.
2. Open project
3. On Dashboard page, click on Bibliography.
4. Pull down menu PRINT/ EXPORT; Choose **Print/Export To Word**
5. If bar opens to block pop ups, **click and choose download file.**
6. Choose open.
7. Bold the title **Work Cited.**
8. Toward the bottom of the page, type three lines on the **left:**
  - a. Name
  - b. Grade with homeroom and roster.
  - c. Date

### **DIRECTIONS FOR SAVING THIS FILE IN SCHOOL:**

9. Go to File > Save as, Create (If not already created) a folder titled Works Cited.  
In this folder name your document (title of research). Save.
10. Print appropriate number of copies. (You may need one for your subject teacher.)