

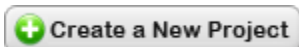
GUIDE TO USING NOODLETOOLS

Creating a Project

1. To sign in, go to library page of the school website.


<http://www.ourladymtcarmelschool.org/library/LibIntro.htm>

2. Enter you user name 743 and your olmc school computer login and password.
3. Your projects page will open. To create a new project, click on this button to the right:



4. Choose Project style and name your project as listed on your library rubric. Click Create Project.
5. The Dashboard page will open. Click on [Share project with a teacher's drop box](#)
6. Type in the name of the project listed on your rubric. Click **Share Project**.
7. NoodleTools will return to the Dashboard page. Open Bibliography. You are now ready to enter citation information.

Entering Citation Information

1. Pull down menu to choose citation type:
 - a. World Book Student and the World Almanac are both Reference Sources. To find citation information for a World Book Student article, at the end of each article is a section “How to cite this source”.
 - b. Textbooks are cited as books.
 - c. Images other than clip art are cited by choosing Audiovisual –Painting, Sculpture or Photograph.
2. Proceed through each screen and answer questions to get to template for entering source information.
3. All sources for one project are entered in the same list.
4. To make corrections to a citation, go to  Edit on the right side of the citation. Make changes and then click on “update citation”.
5. To print out **Work Cited**, open document on library website page, Creating Work Cited in NoodleTools for directions.