

## HOW TO USE NOODLETOOLS

1. Go to **LMS Homepage**
2. Click on **Library**
3. Click on **Databases**
4. Click on **Noodletools**
5. Enter your **acsdny.org** email address on the right hand side of the screen via **Access Via G Suite / Office 365**
6. Click **Sign In with Google**
7. You may be asked to choose your Google account and enter your Google Password.  
Enter the information that is asked for and you will be signed in
8. Create a **new project** (green + New project on left side of screen)
  - a. Type a **name** the project Ex. Current Events
  - b. Choose **MLA Style**
  - c. Choose **Junior Level**
  - d. Click **Submit**
  - e. **ONLY DO THIS STEP ONCE.** The next time you login click on the project you just created.
9. At the top of the screen click **Sources**
10. Click on **+ New citation**
11. Choose Citation Type (**Database, Print or In-hand, or website**)
  - \*\*Books are print sources**
    - a. **For Book** click **Print or In hand** and then select **Book**
      - i. At the top of the screen fill in the box with **ISBN #**
      - ii. Click **Search**
      - iii. **Select** your book in the pop up menu
      - iv. Click **Import Selected Source**
      - v. Click **Continue**
      - vi. Click **Save.**
    - b. **For Database** click **Database** and then select **Original Content in Database**
      - i. Click the link **Copy and Paste Citation**
      - ii. Open the **database** and go to the article that you used.
      - iii. Click **Citation** in the menu underneath the article title
      - iv. **Highlight and copy** the citation.
      - v. **Paste the citation** in the box in Noodletools.
      - vi. Click **Save** (green button at the bottom of the screen).



Continue on Back!!!!

**c. For Website click Website and select Webpage**

- i. Fill in all of the information you can for the website (url/web address, date of access, webpage article title, and name of website MUST be filled in!)
- ii. Click **Save**

**12. Repeat Steps 10 and 11 for all of your sources**

**13. Choose Print/Export to Googledocs.**

**14. Print your Works Cited page and include it with your final project.**