

## QuickStart Guide: NoodleTools

NoodleTools is an online research platform for students that lets you cite, organize, and share your research projects. You can use it to:

- Create and edit APA, Chicago/Turabian, or MLA citations and bibliographies.
- Organize all your research sources in one place by class or project.

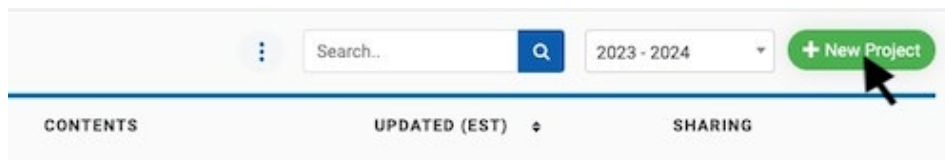
### Setting Up a Personal Account

1. Connect to [Brookdale's NoodleTools account page](#) with your NetID and password.
2. Create your own account by clicking **Register** and filling out the form.
  - ✓ Use your Brookdale email address to create account (NetID@my.brookdaleecc.edu)
  - ✓ Choose a password. This does not have to be your NetID password.

Personal ID (BCC email) : \_\_\_\_\_  
Password: \_\_\_\_\_

### Creating a New Project

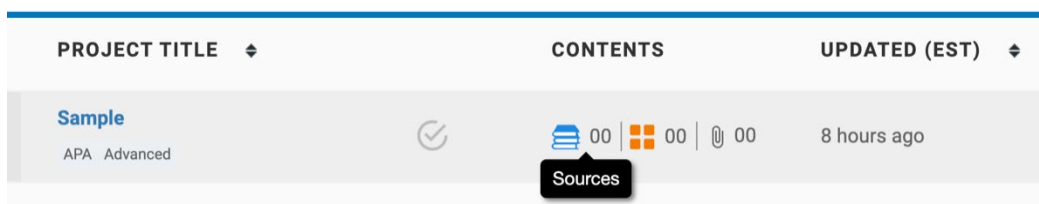
1. Sign in with your Personal ID and password, then click the New Project button:



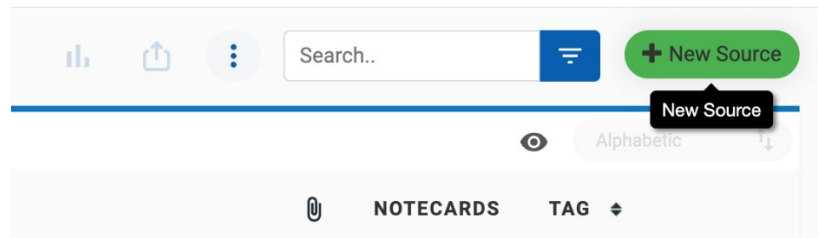
2. Enter your project settings:
  - **Title:** 'PSYC 106 paper' for example
  - **Citation style:** Choose APA, Chicago, or MLA
  - **Citation level:** Advanced (this is the level for college students)
3. Click 'Submit' to see your new workspace!

### Adding Sources

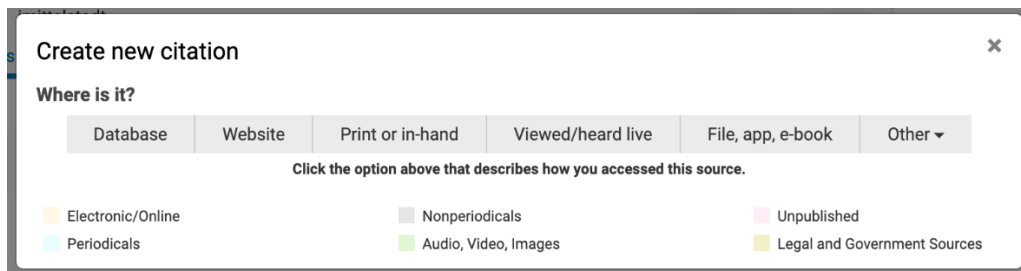
1. Click on the books icon to start citing any kind of source:



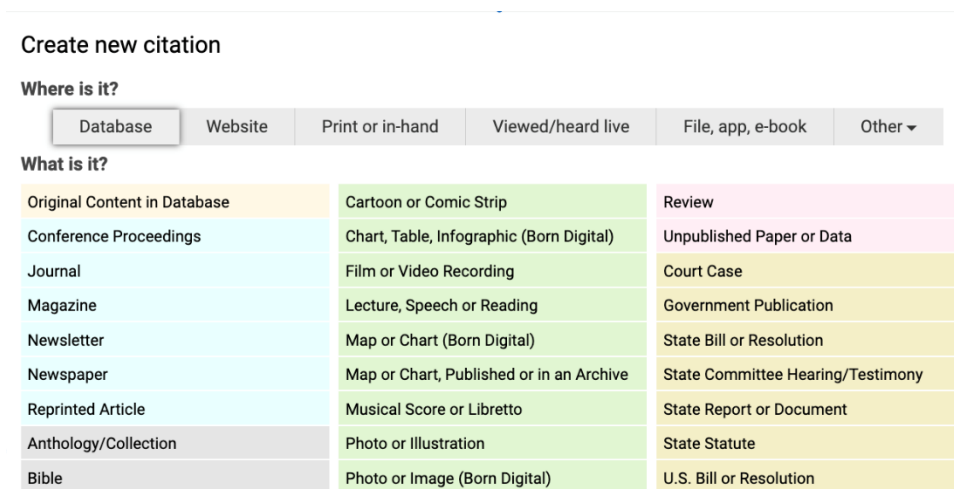
2. Click on the green + **New Source** button:



3. Choose the tab that matches where you accessed the source (eg: a library database):



4. Click on the kind of content you're citing:



*Note: Image has been cropped. There are more source types available!*

5. Enter your source's details in the form on the next page:

**Database**

DOI

URL

Name of the database

*\*This is only part of the form--NoodleTools has a section for each part of your citation.*

## Built-in Citation Support



Learn more about your citation style by clicking on the info icon in any field:

**Do not include database information in the citation. The database name and URL is normally omitted for this source. To include them anyway, uncheck this box.**

Many academic research databases aggregate articles (periodicals, books, etc.) from many different publishers. Examples include databases published by EBSCO, Gale, and HeinOnline. If the work is not specific to this one database, the URL and database name are typically omitted from the citation.



Avoid formatting mistakes with instant feedback:

Database

DOI

URL

54

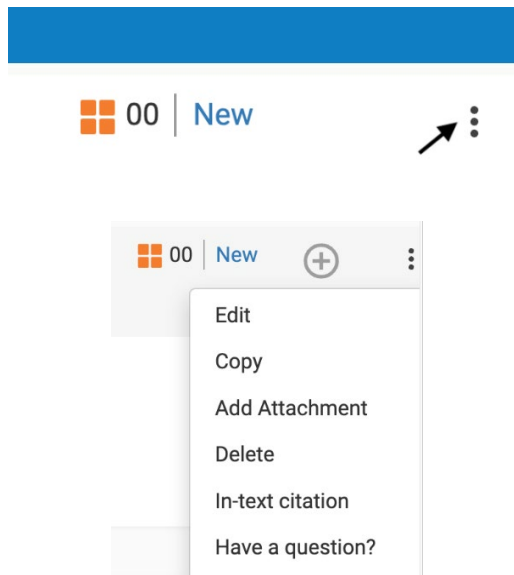
Suggestions:  
URL must start with http://, https:// or ftp:// etc.

A screenshot of a citation form. It has fields for 'Database', 'DOI', and 'URL'. The 'URL' field contains '54' and has a yellow warning icon at the end. A yellow suggestion box points to the 'URL' field with the text 'Suggestions: URL must start with http://, https:// or ftp:// etc.'. There is also an info icon at the end of the 'URL' field.

6. Click **Save** (on top right) when you're finished adding information.
7. Repeat this process for each new source.

## Editing Citations and Creating In-Text Citations

You can find the options menu by clicking on the 3-dot icon at the end of its row:



Choose In-text citation from the option menu for an example of how to cite your source as a parenthetical reference:

### Example for your source

An in-text citation for this **Journal** might look like this:

...the end of your sentence (Aalbers et al., 2019, p. [Page #]).

**Customize the example:**

Page number(s):

## Exporting a Finished Reference List



You can export your finished list in Word, Google Docs, and other formats. Use the export tool to confirm your source list, its title, and file format:

1. Click on the **Export/Print** icon, then choose Formatting Options and review the settings:

The screenshot shows a menu with the following options: Print/Export to Google Docs, Print/Export to Word, Print/Export to Word Online, Print/Export as RTF, Preview as Web Page, and Formatting Options... (highlighted). A blue arrow points from the 'Formatting Options...' option to a dialog box titled 'Formatting Options'. The dialog has three sections: 'List Title: References', 'Page Header: Page number only', and 'Include: Citations and annotations'. Each section has a small upward-pointing arrow on the right side.

2. Choose your file format and confirm your source selection:

The screenshot shows a menu with the following options: Print/Export to Google Docs, Print/Export to Word (highlighted), Print/Export to Word Online, Print/Export as RTF, Preview as Web Page, and Formatting Options... A blue arrow points from the 'Print/Export to Word' option to a dialog box titled 'Export/Print'. The dialog has two main sections: 'All sources' (selected with a blue radio button) and 'Sources with these tags' (unselected). Under 'Sources with these tags', there are three options: 'Primary' (checkbox), 'Secondary' (checkbox), and 'Tertiary' (checkbox). To the right of each tag is a colored circle: a grey circle with a slash for Primary, a green circle for Secondary, and a red circle for Tertiary. At the bottom right of the dialog are 'Cancel' and 'Submit' buttons.

3. Click **Submit** to download and print your finished list.

## Online Tutorials and Troubleshooting

- [NoodleTools Video Tutorials](#)
- [NoodleTools Knowledge Base](#)
- [How to add and view project attachments](#)
- [The notecard fields explained](#)
- [How to restore an accidentally deleted project](#)

## Make an Appointment with a Librarian:

<https://libcal.brookdalecc.edu/appointments>