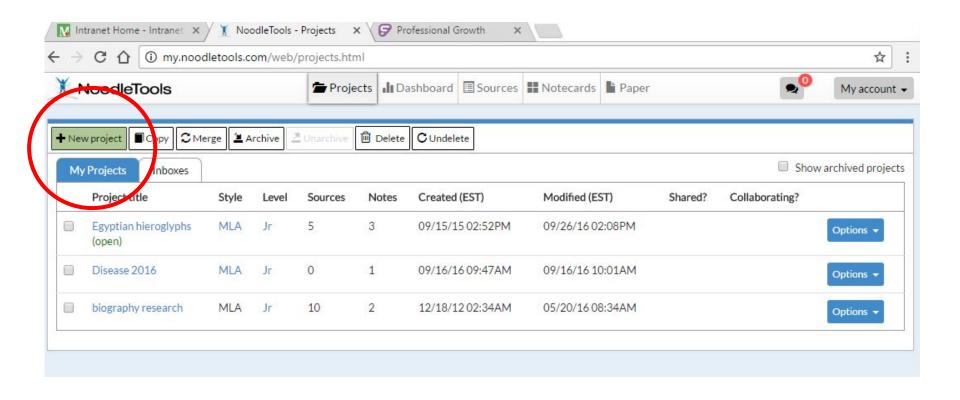
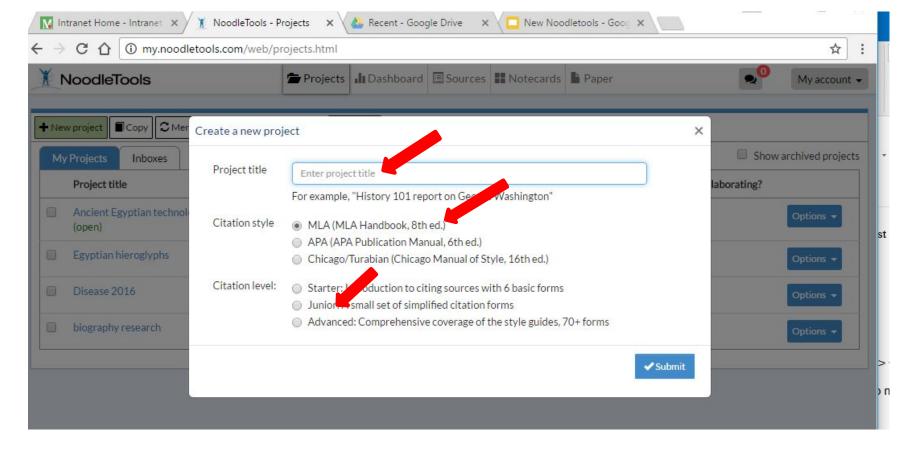


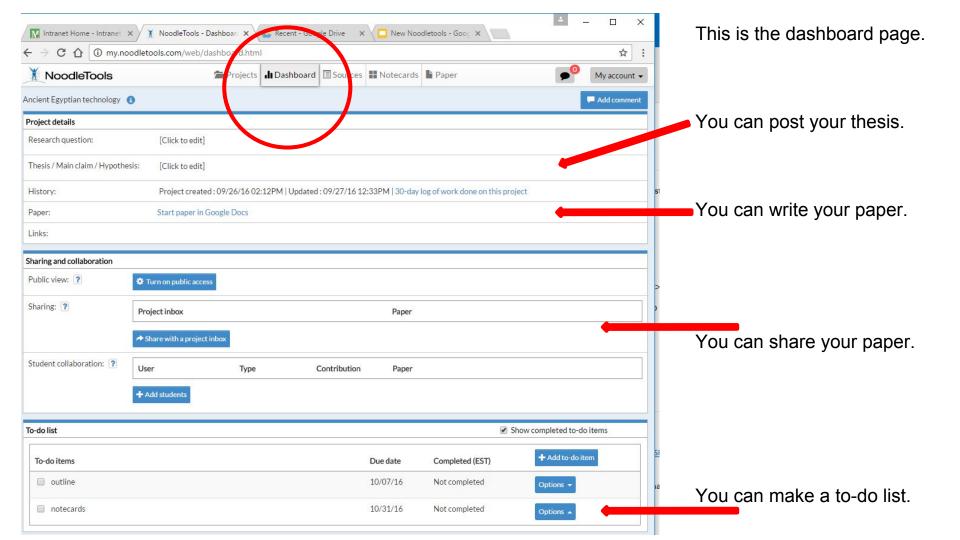
Access Noodletools from your student intranet page. You must log in to Methacton first.

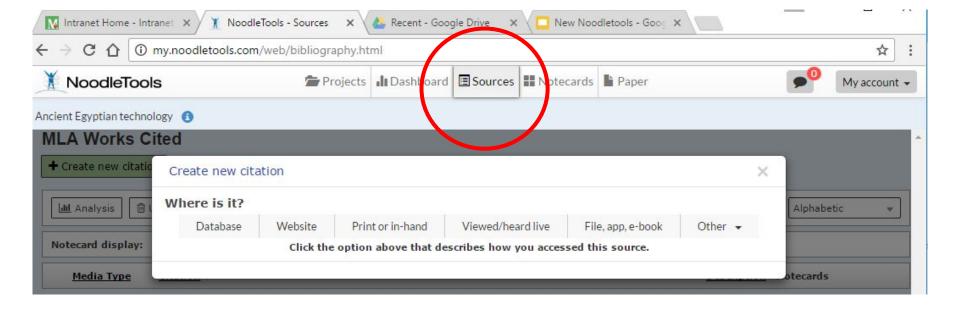


Locate your project or create a new project using the green **+New project** button in the upper left corner.



Insert a **title** for your project; choose **MLA** for the style; and choose **JUNIOR** for the level.



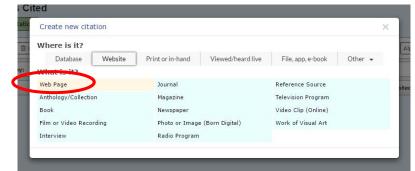


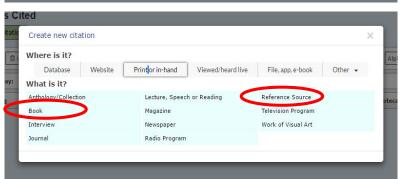
To begin a citation, click the green +CREATE A NEW CITATION button.

Choose the label that best describes your citation. You will be choosing from **DATABASE**, **WEBSITE** or **PRINT** sources.

Check the library research page to determine whether you used a database or website for your electronic resource.







For a database entry, select **Reference Source** to begin your citation.

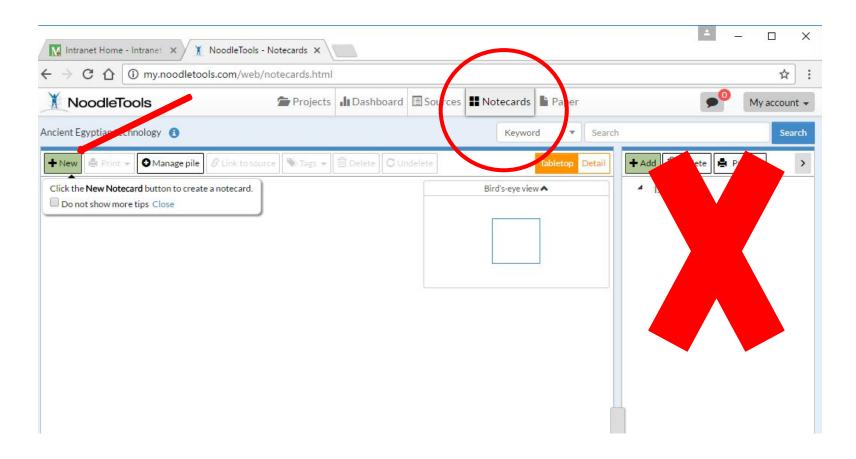
**The database article can be copied and pasted into the quick cite box if you can find the whole citation at the end of the article.

For a website entry, select **Web Page** to begin your citation.

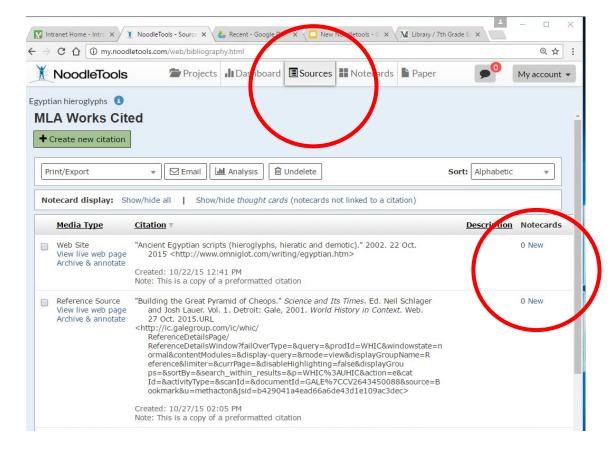
You must use the page of the website that you take notes from for your URL address.

For print resources, select either **Book** or **Reference Source** to begin your citation.

A Reference Source is an encyclopedia.



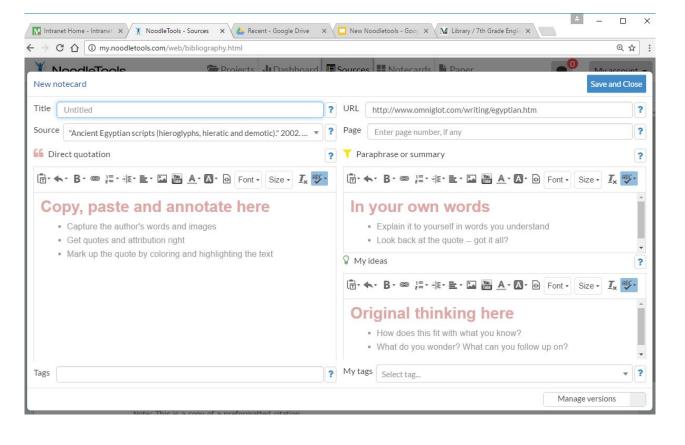
To begin taking notes you may select the Notecards tab and click **+NEW** or ...



Or, you can start from the citation page.

Select the resource you want to take notes from and click the NEW button to the right of the source.

This will automatically link the source to the notecard.



Give your card a **Title**.

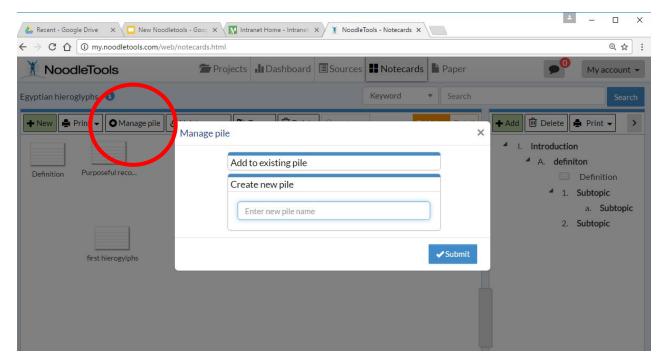
One idea/note per card.

Fill in either the **Direct Quotation** section OR the **Paraphrase or Summary**section.

Fill in the My Ideas section.

Save and Close the card and begin your next card.

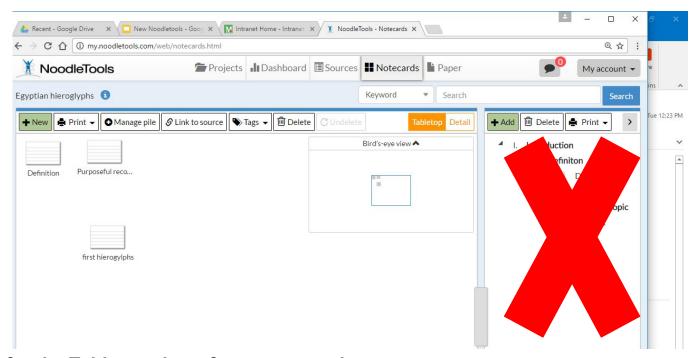
Most items in the notecard are automatically entered if you selected from the citation page. If you did not, use the drop down menu to select the source.



Once you have gathered all your notes, you can sort the notes manually by topic.

Click **Manage Pile** and create a new pile by typing in the topic of that particular pile such as Introduction, Background Information, Conclusion, etc. This can also be done by dragging notecards on top of each other and typing in a label in the text box that appears.

You can then drag notecards to the pile that best describes the notes.



Tips for the Tabletop view of your notecards:

- You can hover over the card and get a preview of the information on that particular card
- You can click on the card to get specific information
- The bird's eye view allows you to move all the cards and piles at one time
- You can delete cards that are no longer on topic
- Print all your cards in a notebook list view using the print button