

# Using NoodleTools to Create a Works Cited Page

1. Go to the library homepage at [www.ghmslibrary.com](http://www.ghmslibrary.com) and click on the **Research** tab.
2. Click on **NoodleTools**.

**Register or Sign In**

You'll need your own Personal ID so that the NoodleTools system can store your work (you'll be able to access it from any computer with this ID).

**Create a Personal ID**

**Already Have a Personal ID?**  
If you are a returning user, enter your Personal ID and password to sign in to your NoodleTools account. If you are a new user, you should [choose a Personal ID](#) now.

Personal ID:

Password:

[Forgot my password](#)

Remember me (this is my personal computer)

**Sign In**

3. The first time you use NoodleTools, you'll need to create a personal ID.

4. Any subsequent times you use NoodleTools, you'll sign in here.

## New User Registration

### Subscription Type

Please indicate the type of account you would like to create.

- An account linked to a school/library subscription or trial**  
If your school or library is subscribed to NoodleTools, create a personal account under that subscription. Full access to all NoodleTools functionality.
- An individual subscription**  
If your school or library is not subscribed but you need access to the advanced versions of NoodleTools, sign up for an individual subscription.
- A NoodleTools MLA Lite account**  
NoodleTools MLA Lite is a free version of our MLA Jr. tool (limited source types, and no access to notecards, outlining, collaboration, or sharing)

**Register**

5. Choose **An account linked to a school/library subscription** and then click **Register**.

## New User Registration

Please enter your library/school subscription or trial login. If you do not know it, you will need to contact your librarian or teacher.

School/Library Username:

School/Library Password:

**Sign In**

6. Ask your teacher/librarian for the UN and PW. Then click **Sign In**.

## About You

- I am a student or library patron
- I am a teacher or librarian

Expected year of graduation:

7. Choose your graduation year from the dropdown menu.

## Choose a Personal ID

You'll use this personal ID and password to access your saved work.

Personal ID:  [Check availability](#)  
cavooris is available!

Password:

Retype password:

8. Use your regular ID and password that you use to sign on to the computers in school.

## Easy Login Retrieval

Just in case you lose your personal ID or password, provide your first/last initials and digits of your phone number so that we can identify your account and help you out.

Initials:  (e.g. "JS" for John Smith)

Phone:  (last 4 digits only)

**Register**

9. Fill in your initials and last 4 digits of your phone number so you can retrieve your Username and Password if you ever forget them. Click **Register**.

10. Click **Create a New Project**.

**My Projects**

[+ Create a New Project](#)

| Description  | Style | Level | Entries | Created (PST) | Modified (PST) |
|--|-------|-------|---------|---------------|----------------|
| Click <a href="#">Create a New Project</a> to begin writing your bibliography. |       |       |         |               |                |

Citation style:

- MLA**
  - follows the *MLA Handbook*, 7th ed.
- APA**
  - follows the *APA Publication Manual*, 6th ed.
- Chicago/Turabian**
  - bibliography and footnotes
  - follows *The Chicago Manual of Style*, 16th ed.

Citation level:

- Starter**
  - Six basic forms
  - An introduction to citing sources!
- Junior**
  - A small set of simplified forms
- Advanced**
  - 70+ citation forms, comprehensive coverage of the styl

Description:

*For example, "History 101 report on George Washington"*

11. Choose **MLA** and **Starter**.

Then give the project a name, such as "**Renewable Energy**," and click **Create Project**.

### Component

- Works Cited**  
MLA Starter  
0 entries
- Notecards & O**  
0 notecards

12. Choose **Works Cited**.

**Works Cited**

Cite as:

| Media Type | Citation |
|------------|----------|
| Database   |          |

13. Click the dropdown arrow, and select the type of material you are citing from the list. Then click **Create Citation**.

Database

What type of source are you citing from the database?

- [Book](#)
- [Magazine](#)
- [Photo or Image \(Born Digital\)](#)
- [Reference Source](#)

13. Answer any questions about the source material you are citing by clicking the best answer. (For an online database like *Grolier Multimedia* or *World Book Online*, click **Reference Source**. For Kids InfoBits, click **Magazine**.)

Citing:

Quick cite:

Book

Contributors:

| Role                 | First name           | Middle name          | Last name or group   | Suffix               |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |

\* Title of book or multivolume work:

14. Fill in the required information by copying it from your Works Cited Worksheet. (You can skip the "annotation" box.) You can also copy and paste a citation from a database.

15. Review your citation; then click **Submit**.

Citation

Created: 12

16. Repeat, starting with step 13, until all your sources have been entered.

17. Click the **Print/Export** dropdown arrow, and select **Print/Export to Word**. The file will download to the lower right area of your screen. Open to view your work before printing. All citations will be automatically saved in NoodleTools.