A. To create a new account:
- On the butlercc.edu page, hover over Students near the top and click Libraries
- Scroll down and click Citations
- Click the NoodleTools Citation guide in the menu on the left
- Select NoodleTools for Citations
- It will prompt you to log in with your Butler email address
- Select Create a New Account and click Submit
- Follow the prompts to create your account
- Once the log in is created, you will always be able to log in from noodletools.com via your Butler Office 365 email address

B. To start a new project:
- Select the green New Project button in the top left
- Follow the prompts to give your project a name
  - Select the correct citation style: MLA, APA, or Chicago
  - Select citation level: Junior, unless directed otherwise
    - Citation style and level can be changed later if necessary
  - Click Submit

C. To create a new citation in NoodleTools:
- In an open project, select Sources in the center of the top menu
- Click the green Create New Citation button in the top left
- Select where you found the source
  - For a scholarly journal article found in a database, select Database
  - For a YouTube video, select Website
- Then select the type of source
- If you are able to copy and paste a full citation from a database, skip to Step E
- Fill in what you have of the requested information
- Click Save
- The citation will go into your project’s source list alphabetically

D. To export a citation from a database into a NoodleTools project:
- Some databases will export a citation directly into your NoodleTools account
  - Academic OneFile, Credo Reference ebooks, Films on Demand, Gale Virtual Reference Library, Opposing Viewpoints
- In the database, click on Citation, sometimes indicated with a quotation mark icon
• Choose your citation format (APA, MLA, etc) and select NoodleTools
• It will open a new tab
• Select the NoodleTools project you’d like to export to and click Import References
• The new reference will appear in your list of sources in that project

E. To add a quick citation from the databases:
• If you have copied a full citation from a library database to add to your source list,
• Begin the same way as creating a new citation in Step C
• Instead of typing in the information, select Copy & paste a citation at the top

Quick cite: Copy & paste a citation
• Paste your citation into the Manually-edited citation box
• Make any necessary changes (to capitalization, etc.)
• Click save

F. To export your complete citation list to MS Word:
• Go to the Sources page of your project, the same first step as creating a new citation
• To the right side of the Create New Citation button, there is a dropdown box that reads Print / Export
• Click the drop down arrow and select Print/Export to Word
• This will open up a new Word document with your complete reference list in proper format for your citation style
• Click Enable Editing at the top of the document if necessary
• Copy and paste the entire document into the end of your paper or presentation

G. For in-text citation help:
• On your sources page, each individual source has an Options drop down menu to the right
• Click Options and select In-text reference
• A box will open that provides a standard in-text citation for that particular source based on the chosen citation style (APA, MLA, Chicago)
  
  A parenthetical reference to this Web Site might look like this:

  ...the end of your sentence (Reynolds).

• Scroll down in that box for additional rules and variations on in-text citations

• For web sources, you can also click View live web page to the left of each source in your list on the Sources page to return to the listed URL if you need additional information

• For more help, go to the library’s Citations webpage again and check APA style