The URL for NoodleTools: http://www.noodletools.com

Username and Password are found on the Student Portal in the Katharine Brush Library Resources Folder—NoodleTools Directions or Ask a Librarian.

Registration

- Click on Current User Sign in at the top right of the screen.
- Click on Create a Personal ID if this is the first time you are using this resource.
  - If this is not the first time you have used NoodleTools, enter your username and password in the area under: Already Have a Personal ID?
  - The remaining directions are for those setting up a NoodleTools account.
- Under Subscription Type choose An account linked to a school/library subscription or trial and click Register.
- Enter the Loomis Institution Username and Password (Username/Password are found on the Student Portal in the Katharine Brush Library Resources Folder—NoodleTools Directions or Ask a Librarian) then click on “Sign In.”
- Choose I am a student or a library patron.
- Next fill in the relevant information about you or your group.
- Make sure that you write down this username and password. Click Register to go to the next screen.
- Your personal account is now created.

Creating Notecards

- Create a citation before beginning to make notecards.
- For each citation, Set an Attribute (primary or secondary source) at the bottom of the citation list.
- Create a notecard by clicking New to the right of the citation. This can also be done on the Notecard Tabletop.
- Notecard Screen
  - Title the notecard.
  - Supply URL of resource, if applicable.
  - Pages of notetaking.
  - Create tags for the notecard.
  - There are three types of information you can supply with descriptions of each:
    - Direction Quotation
    - Paraphrase
- My Idea
  - Save the Notecard.

**Notecard Tabletop**

- The tabletop itself extends beyond what you see on the screen, giving room to space out and organize notecards.
- The bird-eye-view, in the lower left hand corner, is the complete notecard area.
- Piles are created on the tabletop. To create a pile click **Add to Pile**. A pile is a group of notecards that share a common theme, support an idea, or center on a particular topic.
- There is also the ability to create tags for notecards. To create tags click on **Tags**. There are three different types of tags:
  - **Colors**—Color-code notecards.
  - **Visual Cues**—These include needs further research, original idea, etc.
  - **Keywords**—These are keyword tags assigned to each notecard.

**Printing Your Notecards**

- On the Notecards screen, click **Print** above the Notecard Tabletop.
- Choose **Export as a Web page (HTML file)** or **Export to Word (RTF)**.
- There are three print options:
  - Export all notecards.
  - Export selected notecards only.
  - Export notecards from a pile.

**Outline**

- An outline is created on the right panel of the Notecard Tabletop.
- For each new outline there is already a sample topic and subtopic. These can be deleted.
- There is the ability to add notecards to topics in the outline.
  - To add a notecard to a topic, drag-and-drop a notecard or pile from the Notecard Tabletop onto a topic or subtopic.
  - A small black checkmark appears in the top-left corner of the notecard on the tabletop.

**Printing Your Outline**

- Click **Print** in the outline toolbar.
- There are three print options:
  - Print outline with notecards.
  - Print outline without notecards.
  - Convert outline to RFT—This is used to open in Word.