

# NoodleBib Instructions

## Setting Up an Account and Creating Citations for a MLA-style Bibliography

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|---------------------|
| Name:               |
| NoodleBib ID:       |
| NoodleBib Password: |
| Initials:           |
| Phone:              |

### Accessing the NoodleBib Database:

1. Go to [www.wrainfo.net](http://www.wrainfo.net)
2. Select **Library** link
3. Under **Catalogs and Research Sources**, click on **Research Databases**
4. Under **Citation Resources**, click on **NoodleBib**

\_\_\_\_\_ Step 1. *NoodleTools—Register or Sign In* page. Click on **Create a Personal ID** link if you do NOT already have an account.

**OR** If you have an account, start filling in the section entitled **Already have a Personal ID?** Then go on to Step #3.

If you can't recall your password click on the following link: **I forgot my password** (follow the directions and you'll receive an e-mail w/ password).

\_\_\_\_\_ Step 2: *New User Registration* page. Fill in the requested information. **BE SURE TO COPY YOUR ID, PASSWORD, INITIALS, AND PHONE NUMBER in another place in case you need it at a later date.** Click on **Register**.

\_\_\_\_\_ Step 3: *My List* page. Click on **Create a New List**. (located on the right-hand side)

\_\_\_\_\_ Step 4: *Create a New List* page.

- Keep the default list style: **MLA Advanced**
- Enter a name for your bibliography (e.g., Biology, Senior Sem)
- Click on **Create List**.

\_\_\_\_\_ Step 5: Under *Works Cited*, you will see a drop-down menu: **<Select a Citation Type>** Your information source will determine the type of citation you choose. (i.e., book, magazine, web site, etc.).

- Select your type of citation.
- Click on **Create Citation**

\_\_\_\_\_ Step 6: You have started the process for creating a citation. Make sure you read each screen very carefully. If you do not understand a question or comment, please seek the advice of a librarian.

### Final Steps:

\_\_\_\_\_ Step A: After you have entered all of your citation information, select the button at the bottom of the page that says **<Check for Errors>**. If you made a mistake, NoodleBib will indicate possible changes (look for text in red font). Make whatever corrections are necessary. **IMPORTANT: NoodleBib does not spell check—so be sure to check for any spelling errors in your citation.**

\_\_\_\_\_ Step B: When you are satisfied that the information is entered correctly, select the button **<Update Citation>**.

\_\_\_\_\_ Step C: Your citation will appear in a list form. To add another citation, repeat the procedure above in Steps 5 & 6.

\_\_\_\_\_ Step D. Once you have entered all of your citations, you can now edit, delete or copy any of them, choosing from one of the options in the menu on the right-hand side of the page. Follow whatever directions are given.

\_\_\_\_\_ Step E. We recommend you email the list to yourself when you are finished. Select the **Email** option on the toolbar.

\_\_\_\_\_ Step F: Fill in the requested information and click on **Send**.

\_\_\_\_\_ Step G: Accessing your bibliography: Open your e-mail account, open the e-mail titled **NoodleBib Source List**, & open the document attached (**noodlebib.rtf**).

- How to Save as a Word Document (currently your document has a Rich Text extension (rtf)).
  - Under File Menu select **SAVE AS**. In the new window, look for the drop down menu box entitled **Save as Type**, scroll up and select **Word Document**. Now name your file and save it to your personal network folder by selecting the appropriate **save-in** folder and clicking "save".

### How to add to your NoodleBib bibliography at a later time:

1. Go to *NoodleTools – Register or Sign In* page (Step 1 above). Enter your personal ID and password information. Click on **Sign In**.
2. *My List* page. Click on your stored bibliography and follow Steps 5 & 6 above to add to your bibliography or click on **Create a New List** to begin a new bibliography.