

# NoodleBib Notecard Instructions

## Accessing the NoodleBib Database:

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

## Starting the Process:


- \_\_\_\_\_ Step 1. *NoodleTools*—**Register or Sign In** page. Enter your **Personal ID** and your **Password**. Click on the **Sign In** button. Forgot your password? Click on the **I forgot my password** link and follow the directions; they will e-mail your password to you.
- \_\_\_\_\_ Step 2: **My Lists** page. **Click on the title of the list** which holds the citations for your current project. A listing of the citations should come up. If you haven't created a list, follow the instructions on the general **NoodleBib – Creating Citations Instructions** sheet. In general, you will want to create citations first before you begin creating notecards.

## Creating Notecards:

- Click on **New** under the **Notecard** column next to the appropriate citation
- On the **New Notecard** screen, begin the process for creating a notecard. Make sure you read each section carefully and type in the appropriate information. If you do not understand what is required, read the instructions on the right of the screen or seek the advice of a librarian. Make sure to include the exact information necessary for each source (this will vary with the type of source). This precise information will be necessary for your in-text citations and bibliography.
- Scrolling down the New Notecard page, you will find your notecard is divided into three major sections: **Direct Quotation**, **Paraphrase**, and **My Ideas**. (**Note: Complete only those sections that apply to your information.**)
  - **Direct Quotation Section:** To guard against accidental plagiarism, you will want to cut-and-paste the actual words or images from your database/on-line resource into the **Direct Quotation** section. If you have a hard-copy of the source – you will need to type in the quotation. **Please note: Even though NoodleBib does not suggest this, we recommend that you put quotation marks around your direct quote to guard against accidentally cutting and pasting this into your paper without recognizing that you have a direct quotation.**
  - **Paraphrase Section:** Paraphrase and/or summarize a section of your source's points/ideas in the **Paraphrase** section. Read the information in your source and then explain it to yourself and write it down using your own words. For help with this process, refer to the online links available on the **Taking Notes** LibGuide page (subpage under NoodleBib) in the Research Process LibGuide.
  - **My Ideas Section:** What is your reaction to what you've read? Be aware of your thoughts and feelings and record them in the **My Ideas** section. Also include questions you might have based on what you've read. This process will help you develop a personal perspective and focus your research.
- Now that you have analyzed your information and finished your notecard:
  - look at the notecard title to see if it needs to be modified
  - make sure you have included all the required information for your source
  - See if there are any additional tags you might want to add
- Make sure that you click on the **Save** button before moving on. **If you don't click on it – your information will not be saved.**
  - ❖ **Note:** You may also create new notecards by using the **Notecards** tab at the top of the page. Then click on the **New Notecard** button located in the upper left corner of the Notecard Tabletop. **Please to sure to link your note card to the appropriate source, if you use this approach.**

## Managing Notecards:

- **Organizing Notecards:** Once you have finished creating your individual notecards, click on the **Notecards** tab at the top of the page. This is the page where you can manage and organize all of your notecards.
  - Organize your individual notecards into groups called **piles**.
    - You can create piles by clicking and dragging individual notecards on top of each other from the individual notecard "holding area" on the left side of the screen. Once you have stacked at least two notecards (now a pile), you will be given the option to name the pile.
    - Or you can spread your notecards out on the tabletop, highlight a notecard (control/click) and then click on the Add to Pile button on the toolbar to put a notecard into a pile that you have already created.
    - Notecards can be shifted to different piles at any time as you reorganize/rethink your information.
  - You can also organize your notecards by the tags you assigned on each notecard by clicking on the tag option at the top of the page... This provides an additional way to arrange and analyze your information.
  - For further information, please see the **Helpful Hints** section below.

- **Emailing Notecards:** We also recommend you e-mail the notecards to yourself when you are finished by selecting the **E-mail** option, so you will have a copy of your work outside of NoodleBib.
  - Go to the **Bibliography** section of NoodleBib. Click on the **E-mail** button in the toolbar.
  - Fill in the requested information and click on **Send**. Make sure the **include notecards** option is checked.
  - You will get a notice that your email has been sent successfully.
  - Accessing your notecards: Open your email account, open the email titled NoodleBib Source List, and open the document attached (notecards.html). Save this document into your student account – you can only save it as an .html file.
  - You will receive your citation list (bibliography) as well; that document is called (noodlebib.rtf). You may also want to save this file to your student account. This can be saved as a Word Document:
    - **How to Save your .rtf document as a Word Document:**
      - 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 save it to your personal network folder by selecting the appropriate folder and clicking “save”.
- **Printing Notecards:**
  - **Printing Notecards:** On the Notecards page, click on the **Print** button in the toolbar at the top of the tabletop. In most cases, you will want to select the “Export to Word” for printing when prompted. NoodleBib will guide you through selecting exactly what note cards you want to print (all, a pile, a single notecard, etc.). Once your notecards are on the screen, select File/Print or choose the drop-down arrow next to the Printer Icon  located on the toolbar and select **print**.
  - **Printing Individual Notecard(s):** Before you can print one or several selected notecards, you will need to highlight them first on the tabletop by control/clicking on the notecard(s). Then select **print** and follow the directions for **Printing Notecards** above.

### How to add to your NoodleBib notecards 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 Lists** page. Click on your stored bibliography and follow directions above to create new notecards.

### Helpful Hints for Creating Notecards:

- **Piles:** NoodleBib allows you to create “piles,” which are containers for a group of notecards that share a common theme, support an idea, or center on a specific topic. If you are working on an argumentative paper, you may want to start with two main piles “pro” and “con”; or you can leave them un-categorized until “groups” of information become evident. As you get further along in your research and have a good sense of the structure of your paper, you can develop new piles that are more specific in nature.
  - Your piles should help you develop your main and supporting points for your thesis.
- **Tags:** You may also TAG any notecard with multiple words that represent important facts or ideas on the notecard that you can use later to identify potential piles and/or sub-groups within the piles.
  - **To Create Tags:** As you create individual notecards, label them with a single or multiple tag. Tags can be added or deleted by editing the individual notecard. Tags provide another way to organize your research information.
- **One Idea per Notecard:** Limit the content on each notecard to one idea. If you discover more than one idea on a card, you can always split the card into two by cutting-and-pasting part of a quote onto a second card. Keeping each notecard to one idea will make it easier to organize this information later.
- **Notecards with No Source:** You may create notecards with your own ideas not linked to any source. (Use the **Notecards** section of NoodleBib for this.) As you create your notecard, do not select a specific source.
- **Additional Help from NoodleBib:** NoodleBib provides a number of tutorials and videos to help you with the notecard process. Please refer to the NoodleBib Help Tools box on the NoodleBib page in the Research Process LibGuide to link to these resources @ <http://libguides.wra.net/content.php?pid=64334&sid=477153>

### Analyzing Your Noodlebib Bibliography:

- In the **Bibliography** section of NoodleBib, you can see how many notecards you have created from each source under the notecards column.
- You can also further analyze your bibliography in this section by selecting the **Analysis** button on the toolbar.
- The **Analysis** feature provides a breakdown of several areas including type of source, currency, etc.