NoodleTools 101: APA Citations Made Easy!


2. **Create a Personal ID**

   The first time you use NoodleTools, you’ll need to create a Personal ID and password that you’ll use to log in to your unique account.

   *If you are logging in from off campus:*
   - Under Subscription Type, choose “An account linked to a school/library subscription or trial” and click the “Register” button.
   - Enter the following, then click “Sign In”:  
     
     School/Library Username: swfcstudent  
     School/Library Password: ezapa

3. **Getting Started**

   This is the main NoodleBib Projects page, unique to your individual login. Here, you will find a list of any bibliographies you may have already created, as well as any projects you have shared.

   ![NoodleTools Interface](image)

   To begin, select “Create a New Project” from the upper right corner.
4. **Create a New Project**

Southwest Florida College requires that all students cite their references using the APA 6th Edition. So on this screen, you should always select the “APA” and “Advanced” options.

To make it easy to find the correct bibliography for your paper, we recommend that you use your paper title as the Description. Click “Create Project” to continue.

5. **Dashboard**

Next, you’ll be directed to the Dashboard for this project. The Dashboard is divided into four sections, all of which can help you to work and organize your paper.

- Dashboard
- Components
- To Do List
- Comments

On the following page, we’ll start with the Dashboard section.
Using the Dashboard, you can enter in your Research Question and Thesis Statement. You will also be able to see the day that this project was created in NoodleBib and the last time it was updated.

- **Sharing**: Sometimes, an instructor may ask you to share your work using NoodleBib. If so, the instructor will provide you with the “Assignment Drop Box” information.
- **Student Collaboration**: Click this link to add other students to this project. **TIP**: This is very helpful for doing group work! You will need to know your group members’ Personal IDs (from Step 2, above) to add or remove them.

6. **Components**

Components allows you to put together the different pieces of your project.

**Bibliography**: Here, you can enter information about each resource used during your project, and NoodleBib will help convert it to APA format.

**Notecards**: Use these while researching your paper. You can add quotes, paraphrases, or notes. **TIP**: Be sure to add sources to your Bibliography section as you go along. This will help you keep track of where each quote or idea is from.

**Paper**: If you’d like, you can choose to write your paper in Google Docs. This is similar to Microsoft Word and you can edit it from any computer with internet access.
Adding Sources to Your Bibliography

Click on the “References” link under Components to access the bibliography section. To add a new source, choose the type (book, article, web site, etc.) from the drop-down menu and click the “Create Citation” button.

NoodleBib will walk you through steps to enter all the required information, then will generate your citation and return you to the References page.

TIP: Remember to always double-check your citations for typos or other errors.

Once your source has been added, you can use the tools on the right to edit, copy, or delete the citation. Clicking on “Parenthetical Reference” will show you how to cite the source within your paper.

7. Comments

At the bottom of the Dashboard page is the Comments section. If you have added group members to your project (see the 5. Dashboard section above), you can share comments and ideas in this box.

That’s it! Need extra help? Click the “Help” link in the upper right-hand corner of the NoodleBib site, or as always, ask a librarian in the LRC for assistance!