

NOODLETOOLS™ – SMART TOOLS, SMART RESEARCH

NoodleBib User's Guide

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Introduction

Welcome to NoodleBib, a fully-integrated note-taking and documentation program which is anchored in the best practices of academic research and inquiry learning. Known as the most comprehensive and accurate bibliography composer on the Web, NoodleBib also includes a note-taking component which enables you to extract, organize and synthesize information that you find during the research process. NoodleBib is a flexible teaching tool which supports both individual learning preferences and a variety of teaching styles.

Taking notes and correctly citing your sources has never been easy, as the 50-70% of students who admit to plagiarism can testify. To extract, understand, summarize, synthesize and integrate notes from multiple online and print sources requires both analytical and creative thinking. Documenting those sources by sifting through hundreds of pages of the appropriate style manual is challenging – and the examples in those books don't always match the information you can find about the source you have. Finally, printed notes don't facilitate a comparison of the authority and value of your sources.

That's not to say that examples of notecards or citations aren't available. Many Web sites show samples of note-taking cards, examples of summaries and paraphrases, and thousands of Web sites contain citation examples. If you compare an example given on one site with a similar example on a different site, you are likely to become confused – they're inconsistent. University professors, database vendors, and librarians often disagree about methods and formats. Nor does telling you to "say it in your own words" provide you with the just-in-time scaffolding and organizational structure that can help you think and create your own work.

The NoodleBib solution: Convenient Web-based software to extract and organize notes from your sources as you build your working bibliography. Tools that help you think, assess, and synthesize ideas -- and complete a polished source list that accurately reflects the latest editions and interpretations of the *MLA Handbook*, *APA Publication Manual*, or *Turabian's Manual for Writers* (or *Chicago Manual of Style*).

About this guide

The purpose of this guide is to help you get started with NoodleBib. This reference manual provides step-by-step instructions with screenshots explaining

how to use the program. The topics are ordered in the way you will likely encounter them as you use the program.

Additional help

If you are unable to find the information you are looking for in this guide, there are several other ways to obtain help.

NoodleBib overview tour

A short tour with screenshots is available online. If this is your first time using NoodleBib, or you want a high-level overview of the software, this is a good place to start:

<http://www.noodletools.com/tour/>

NoodleBib screencasts

Short movie tutorials are often the best way to learn about features of the software that you aren't familiar with.

http://www.noodletools.com/helpdesk/index.php?action=file_library&folder=2

NoodleBib PowerPoints

PowerPoint presentations can be customized and used by librarians and faculty to provide an overview of NoodleBib to students and other faculty.

http://www.noodletools.com/helpdesk/index.php?action=file_library&folder=1

NoodleTools Knowledge Base

The NoodleTools Knowledge Base is a searchable database of how-to articles and expert answers to some of the trickiest citation questions with examples of sources and databases you are likely to use. If you are having trouble figuring out how to cite a source correctly, you'll want to search the NoodleTools Knowledge Base.

<http://www.noodletools.com/helpdesk/index.php?action=kb>

NoodleTools Support

Submit a “ticket” through the “Contact Us / Submit Ticket” link if you have a presales question or you need information about an existing subscription. The form routes your question to the expert who can help you best. We respond to all questions via e-mail within 24 hours.

<http://www.noodletools.com/helpdesk/>

NoodleBib “Have a Question?” links

A “Have a Question?” link appears next to every citation that you create in NoodleBib. If you aren’t sure whether you composed the citation correctly, click the link to submit your question to us. Our team will personally assist you with the citation via e-mail. All questions are answered within 24 hours.

NoodleTools.info

If you are unable to access the Web site and you believe the issue may be on our side, check the NoodleTools Server Status site **www.NoodleTools.info** to determine if (and why) the server is offline.

<http://www.noodletools.info/>

Note that all scheduled maintenance will be preannounced on the NoodleTools blog, *Noodling*. We strongly suggest that you subscribe (by RSS feed or e-mail) to the blog so that you are notified of these events.

<http://www.noodletools.com/blog/>

Contacting NoodleTools

For questions that cannot be answered via online communications, you may call us at **(650) 561-4071**. Subscription purchase orders and other correspondence should be faxed to **(650) 618-1911**.

Our mailing address is:

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Chapter 1: Requirements and Options

System requirements

NoodleBib is a Web-based tool, which means that teachers, students and professionals can access and edit their work from any computer that has access to the Internet. There is no software to install on your own computer or your school's server – only a Web browser is required to access the NoodleTools Web site.

Browser requirements

Minimum requirements

Although NoodleBib has been designed to work with any available graphical Web browser, we recommend that you use a configuration listed below. These are the ones that we use for testing the software internally. While NoodleBib will work with other browsers and browser versions, we do not support those alternative configurations.

- Microsoft Internet Explorer: Versions 7.x and higher (PC only)
- Mozilla Firefox: Version 3.x and higher (PC and Mac)
- Safari: Version 3.x and higher (PC and Mac)
- Google Chrome 2.x and higher (PC only)

The notecards feature in particular depends on cutting-edge DHTML and AJAX technologies that are only supported well in the browsers noted here.

Browser settings

You must have both cookies and JavaScript (also called active scripting) enabled in your browser. If one of these features is disabled, you will not be able use NoodleBib. For instructions on how to enable JavaScript and cookies in your particular browser, refer to *"How do I enable cookies and JavaScript in my browser?"* in Chapter 6: Troubleshooting.

NoodleBib versions

NoodleBib MLA Starter (free)

NoodleBib MLA Starter can be accessed via the **NoodleBib MLA Starter** link on the NoodleTools home page (under the heading **Free Software Tools**), or directly via the URL:

<http://www.noodletools.com/noodlebib/starter.php>

NoodleBib MLA Starter is free and designed for students in the elementary grades or second language learners with limited English who are just learning to create a bibliography. It introduces citation basics by providing clear, color-coded examples of how to cite the sources they are most likely to encounter (e.g., books, reference sources, journals, magazines, newspapers, Web pages, e-mails, interviews, films, oral presentations, TV/radio, and artwork/photographs).

Even emergent readers can enter elements for one citation, then cut and paste the resulting citation into a word-processed document. As students learn to use the NoodleBib software, they can create a folder with several citations and one or more lists, and then export a correctly formatted bibliography into a word-processed document.

Once students are familiar with the software interface and citation concepts introduced in NoodleBib MLA Starter, their transition to the advanced versions will be easier.

NoodleBib Express (free)

NoodleBib Express can be accessed via the **NoodleBib Express** link on the NoodleTools home page (under the heading **Free Software Tools**) or directly via the URL:

<http://www.noodletools.com/noodlebib/express.php>

NoodleBib Express, also free, is designed for students who just need one or two quick citations. While citations cannot be compiled and saved as a source list, the entire range of citation types from the advanced tools (MLA, APA, and Chicago/Turabian) is available in Express.

NoodleBib (Subscription Version)

The subscription version of NoodleBib (with comprehensive coverage of MLA, APA, and Chicago/Turabian styles) can be accessed via the **Current Users: Sign In** link on the NoodleTools home page (under the heading **NoodleBib**).

If you are accessing NoodleBib through a school's or library's subscription, you may be instructed to use a customized login link for that school or library.

Version comparison chart

	NoodleBib MLA Starter	NoodleBib Express	Individual Subscription	Group Subscription (Teacher, School, etc.)
Cost	Free	Free	\$4 - \$8	See online pricing
No login required		•		
MLA Starter	•	•	•	•
MLA Advanced, APA, and Chicago/Turabian		•	•	•
Parenthetical reference help	•		•	•
Create an entire bibliography	•		•	•
Save work in a personal folder	•		•	•
Export as RTF (Word document)	•		•	•
Online notecards			•	•
Create an outline			•	•
Share work with teacher			•	•
Expert citation help from NoodleTools staff			•	•
Administration area (user management, usage statistics, etc.)				•

Subscription options

Individuals

The registration form for individual users can be found at:

<http://www.noodletools.com/subscriber/signup.php>

You are eligible for the individual subscription rates if you and your family members will be the only ones using the account. NoodleTools subscriptions for individual/family accounts must be purchased through one of our online credit card payment services.

Individual subscription rates: \$4.00 for 3 months, \$6.00 for 6 months (25% discount), or \$8.00 for 12 months (50% discount).

Teachers, schools, districts, and consortia

Subscription information and pricing for group can be found at:

<http://www.noodletools.com/tools/subscriptions.php>

To request a **trial** to evaluate the product, complete the online trial request form:

<http://www.noodletools.com/tools/trial.php>

To begin a **subscription**, complete the online subscription request form:

<http://www.noodletools.com/tools/subscribe.php>



Note: We do not currently offer subscriptions to public libraries.

Chapter 2: Getting Started

Logging in

Figure 1: Login screen

Register or Sign In

You'll need your own **Personal ID** so that the NoodleTools system can store your work (you'll be able to access it from any computer with this ID).

Create a Personal ID

Already Have a Personal ID?

If you are a returning user, enter your Personal ID and password to sign in to your NoodleTools account. If you are a new user, you should [choose a Personal ID](#) now.

Personal ID:

Password:

[I forgot my password](#)

☒ Remember me (this is my personal computer)

Sign In

Individual subscribers

Logging in to an individual account

- ⇒ Point your browser to <http://www.noodletools.com/login.php> or click the **Current Users: Sign In** button on the NoodleTools home page.
- ⇒ Enter the personal ID and password you selected on the registration form when you signed up for the service. **Important:** Your personal ID **is not** case-sensitive. Your password **is** case-sensitive.
 - If you are a new user, refer to *Chapter 2: Creating a new personal folder*.
- ⇒ If you cannot remember your personal ID and/or your password, click the **I forgot my password** link beneath the **Password** field, select the **An individual subscription I purchased via PayPal or PayFlow Link** option on the next screen, and then enter either your personal ID or your e-mail

address on the next screen. Your personal ID and password will be e-mailed to you.

- ⇒ Clicking the checkbox titled **Remember me** will direct NoodleBib to save your login data, so that the next time you visit NoodleBib your personal ID and password will be automatically filled in for you.
- ⇒ If your login is successful, you will see your **personal folder** (with “My Lists” at the top).

Group subscribers (classrooms, schools, districts, etc.)

Logging in to a group account

- ⇒ Click the link to NoodleBib on your school’s or library’s Web page. If there isn’t one, click the **Current Users: Sign In** link on the NoodleTools home page.
- ⇒ Enter the personal ID and password that you selected the first time you logged in to this school/library subscription. *Your personal ID and password are different than your school’s remote access username/password.* Your personal ID and password **are not** case sensitive.
 - If you are a new user, click “Create a Personal ID” (refer to *Chapter 2: Creating a new personal folder*).
- ⇒ If you cannot remember your personal ID and/or your password, click the **I forgot my password** link, select the **A subscription I have access to through my library, school or district** option on the next screen, and then enter your personal ID and last four digits of your phone number on the next screen. A password hint will be displayed on the screen. If you still aren’t sure of your password after viewing the password hint, the NoodleTools administrator at your school or library can log in to the **subscription management area** to find or reset your login information.
- ⇒ Clicking the checkbox titled **Remember me** will direct NoodleBib to save your login data, so that the next time you visit NoodleBib your personal ID and password will be automatically filled in for you. Do not use this feature when you are accessing the site from a public location (school, library, etc.).
- ⇒ If your login is successful, you will see your **personal folder** (with “My Lists” at the top).

Personal folders

Overview

Your **personal folder** provides you with a unified view of all the lists that you have created in NoodleBib. Important information like the list description, style (MLA, APA, or Chicago/Turabian) and level (Starter or Advanced) is indicated alongside each list to help you identify and track your work. Your personal folder also allows you to easily perform certain tasks that involve two or more lists together. For example, you can share several lists as a group. Or, you can merge several lists into a single combined list.

The personal folder serves an additional function for classroom teachers – a **Lists Shared With Me** area of the teacher’s personal folder gives an instructor the opportunity to monitor students’ progress and provide helpful feedback to individual students directly within NoodleBib (see *Chapter 5: Sharing lists and notecards*).

Creating a new personal folder

Individual subscribers

Individuals can subscribe to the full version of NoodleBib as described in *Chapter 1: Subscription options*.

If you are an individual subscriber, a personal folder is created automatically for you the first time you log in. After entering the personal ID and password you selected on the sign-up form, you will see your personal folder view (with **My Lists** selected).

You can modify your personal ID and password by clicking the **My Account** link near the top of the screen (see *Chapter 2: Modifying your profile and personal folder password*).

Group subscribers (classrooms, schools, districts, etc.)

If you are logging in to a subscription created for your classroom, school, university, library, company, or other organization for the first time, you will need to create a personal folder. Your personal folder is essentially an account just for you, created within the larger group account.

Creating your personal folder

- ⇒ On the login screen, click **Create a Personal ID** and then choose the option to create **an account linked to a school/library subscription or trial** on the next screen.
- ⇒ Depending on whether or not your school or library has set up **automatic authentication**, you may be prompted for the school/library username and password or a library barcode. Ask your teacher or librarian for help if you don't know how to log in.

Figure 2: Creating a personal folder

New User Registration

About You

☒ I am a student or library patron

☐ I am a teacher or librarian

Expected year of graduation: 2012

Choose a Personal ID

You'll use this personal ID and password to access your saved work.

Personal ID: Example TourGuide

Password:

Retype password:

Easy Login Retrieval

Just in case you lose your personal ID or password, provide your first/last initials and the last 4 digits of your phone number so that we can identify your account and help you out.

Initials: ET (e.g. "JS" for John Smith)

Phone: 2525 (last 4 digits only)

- ⇒ On the **New User Registration** screen, don't change the default selection under **About you** if you are a student or library patron. If you are a teacher or librarian, change the selection so that your students will be able to share their work with you.

- ⇒ If you are a student, select the year you expect to graduate from the school that you currently attend. Depending on the subscription type, there may be an additional dropdown list from which you will select the name of your school (not pictured here).
- ⇒ Under **Choose a Personal ID**, select a personal ID and a password that you will remember. You will need to enter this login information to access your personal folder every time you open NoodleBib. The password is **not** case-sensitive and must be 4 or more characters long. Do not share this password with your classmates.
- ⇒ To save time, click the **Check availability** button to see whether or not the personal ID you have selected is available. If you have selected a personal ID that is already in use, you can change it now before clicking the **Register** button.
- ⇒ Finally, under **Easy Login Retrieval**, enter the last four digits of your phone number and your initials. This is used to identify you if you lose your password or if we need it to locate your account.
- ⇒ Click the **Register** button.

Opening an existing personal folder

Subscribers are taken directly to their personal folder upon logging in to NoodleTools with their personal ID and password. Once a year (or when an account administrator changes the remote access username/password), students and library patrons may be prompted to **revalidate** their personal folder by logging in to their school's/library's account again.

Modifying your profile and personal folder password

Individual subscribers

To change your profile

- ⇒ Log in using your personal ID and password.
- ⇒ With **My Lists** selected, click the **My Account** link near the top of the screen.
- ⇒ Click the link under **Your Profile**: "Click here to change your username, password, name, or e-mail address."
- ⇒ Make the necessary changes and click **Save** to save your changes.

Group subscribers (classrooms, schools, libraries)

To change your profile

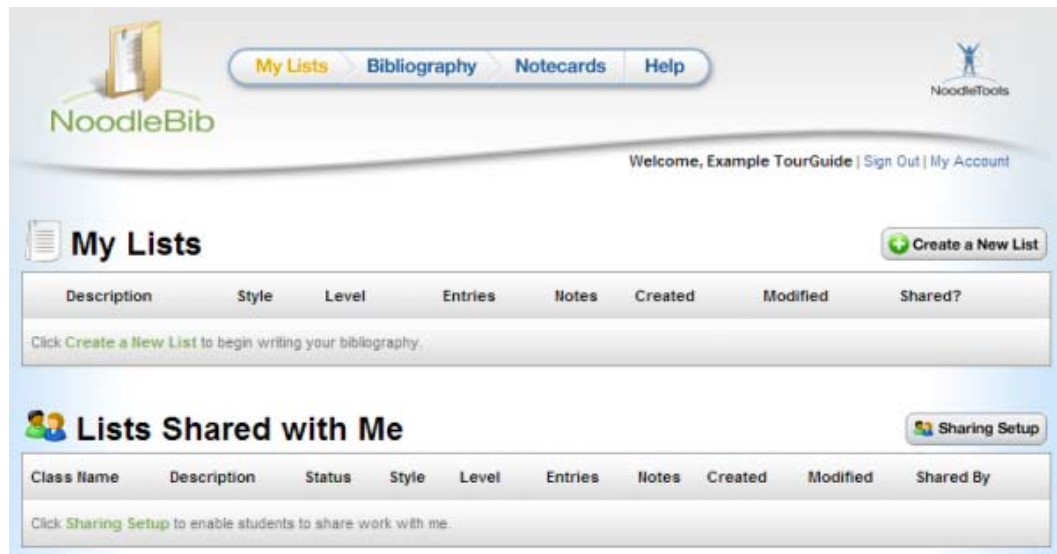
- ⇒ Log in using your personal ID and password.
- ⇒ With **My Lists** selected, click the **My Account** link near the top of the screen.

⇒ Update your personal ID, password, initials, phone number, and help settings and then click **Save Profile** to save your changes.

The personal folder view

The first time you open your personal folder, it will be empty. If you are a student, a single empty table titled **My Lists** is displayed, along with a large button titled **Create a New List**. If you are a teacher or librarian, you'll find a second table below **My Lists** titled **Lists Shared With Me**.

Figure 3: Empty personal folder (teacher's view includes Lists Shared With Me)



My Lists

As you create source lists in NoodleBib, they will appear in the **My Lists** table. The list that was most recently revised will appear at the top. To open a list, click the hyperlink under the **Description** heading. The list that you are currently editing will be displayed in your personal folder with the word “open” in parentheses beside the list description.

Figure 4: Personal folder (My Lists view)

Description	Style	Level	Entries	Notes	Created	Modified	Shared?
<input type="checkbox"/> Frog Decline (open)	MLA	Advanced	5	5	07/07/07	08/13/07	Copy Rename
<input type="checkbox"/> Frogs	MLA	Advanced	11	21	02/09/06	06/29/07	Copy Rename

Select one or more items and perform an action: [Delete](#) [Merge](#) [Share](#) Recover a deleted list: [Undelete](#)

Column headings and their meanings


- ⇒ **Description:** A short description that you create when you start a new list. It helps you remember the contents of each list in your personal folder. Keep in mind that your teacher or instructor will see your written description if you share this list with him or her.
- ⇒ **Style:** MLA, APA, or CHI (Chicago/Turabian)
- ⇒ **Level:** Starter or Advanced
- ⇒ **Entries:** The number of citations in the list
- ⇒ **Notes:** The number of notecards associated with the list (only visible if the notecards feature is enabled).
- ⇒ **Created:** The date you first created the list
- ⇒ **Modified:** The date you last opened or edited the list
- ⇒ **Shared?:** Indicates if you have shared the list with someone, and whether or not that person has submitted new feedback to you. Indicators are:
 - Blank = the list has not been shared with anyone.
 - ✓ = the list has been shared but no new feedback has been submitted back to you.
 - **NEW!** = the list has been shared and there is new feedback on citations and/or notecards that you can view by opening the list.

Deleting lists

One or more lists can be deleted by checking the boxes to the left of the lists in the **My Lists** table, then clicking the **Delete** button below the table. The selected lists will no longer appear in your folder.

As a safeguard, we do not remove the deleted lists from our database right away. If you want to recover a list that you deleted, click the **Undelete** button at the bottom-right corner of the **My Lists** table.

Renaming lists

To rename a list in your personal folder, click the **Rename** button ( **Rename**) next to the source list (far-right column in the table). You will be prompted to enter a new description for the list. Each list in your folder must have a unique name.

Sharing, copying, and merging lists and notecards

NoodleBib allows you to perform additional tasks from this screen. Lists and notecards can be shared with an instructor, copied within your folder, copied to another user's folder, or merged together. Please refer to *Chapter 5* for detailed instructions on how to perform these tasks.

Chapter 3: Citing Sources

The process

Creating a new list

To create a new list, click the **Create a New List** button in your personal folder (with **My Lists** selected). On the **Create a New List** screen, you must provide some information before NoodleBib allows you to begin a list:

⇒ ***Step #1: Choose the list style and version.***

Ask your teacher or instructor before choosing between MLA, APA, and Chicago/Turabian. You will **not be able to switch between formats later**.

Note that MLA Starter is a simplified tool for younger students and has a limited set of citation types available: Book, journal, magazine, newspaper, reference source, e-mail, Web site, artwork/photograph, film or video recording, lecture, speech, address or reading, television or radio program, and personal interview.

You can convert an MLA Starter list to MLA Advanced (but not vice versa).

⇒ ***Step #2: Provide a brief description***

Enter a brief description that will help you remember the contents or purpose of this list when you see it later among other lists in your personal folder.

At the bottom of the page, click **Create List** to begin a new list. If you change your mind, click **Cancel** to return to your personal folder.

Adding citations

In the navigation bar at the top of the screen, **Bibliography** will be active after you create a new list. If you click on **My Lists**, you will see that the new list is marked (open). The entries you create now will be added to this open list.


Further down on the screen you will see **"Cite a:"** followed by a dropdown list that contains all of the citation types available.

Creating a citation

- ⇒ Click the **Create Citation** button after you have made your selection from the dropdown list.
- ⇒ A series of screens will prompt you for information about your source (the screens you see will vary depending on the citation type). NoodleBib uses your answers to tailor the final form, so that only the fields and instructions that are exactly right for your particular source are shown.
- ⇒ When you arrive at the main form, fill in as many details about your source as you can locate, reading the help screens for tips on format.
- ⇒ An **Annotation** field at the bottom of every citation form allows you to create an annotated bibliography. Use the spell-check link above the annotation field to assist with spelling.
- ⇒ Click **Check for Errors** to scan your entry for common mistakes (see the *Check for Errors* section later in this chapter). After making corrections, submit the form to create your citation.
- ⇒ If there are several citations in your list, a link at the top of your bibliography ("**Jump to citation I just edited**") takes you to the citation you just added.
- ⇒ Repeat all steps above for each source you wish to cite.


Editing citations

Editing a citation

- ⇒ Find the entry you wish to edit and click the **Edit** button ( **Edit**).
- ⇒ Modify the information about your source.
Note: If you realize you have chosen the wrong citation form (for example, you chose *print* instead of *online*), you will need to delete the entry and begin again. You can cut and paste the incorrect citation into a word processor and use elements in the new citation instead of starting from scratch.
- ⇒ Click **Update Citation**.
- ⇒ If there are several citations in your list, a link at the top of your bibliography ("**Jump to citation I just edited**") takes you to the last citation you edited.

Deleting citations

Deleting one citation from your list


- ⇒ Find the entry you wish to remove and click the red **Delete** button ( **Delete**).
- ⇒ Click **OK** when asked "Are you sure you want to delete this entry?"

Deleting multiple citations at once

- ⇒ Mark the checkboxes next to the citations you wish to delete, along the left side of the source list.
- ⇒ Scroll down to the bottom of the screen and click the **Delete** button (with the label “Select one or more items and perform an action”).
- ⇒ Click OK when asked “Are you sure you wish to delete all of the entries that are selected above?”

Copying citations

Copying a citation

- ⇒ With **Bibliography** selected in the navigation bar, find the entry you wish to copy and click the **Copy** button ( **Copy**).
- ⇒ From the **Copy Citations** screen, a copy of the citation may be made in the list you have open, or the citation can be copied to another source list in your folder. Note that if you choose to copy the citation to a different folder, it can only be copied to a folder of like style (MLA, APA, or Chicago/Turabian). Citations created in the MLA Advanced tool cannot be copied to an MLA Starter list, although a copy can be made in the opposite direction.
- ⇒ Click **Copy**. If you are creating a copy of the citation in the list you have open, you will be taken to a form where the new (copied) citation can be edited. If the citation is copied to a different list, you will be given an option to either open the list that you copied the citation to or remain in the list you already have open.

Copying multiple citations at once

- ⇒ With **Bibliography** selected in the navigation bar, mark the checkboxes next to the citations you wish to copy, along the left side of the source list.
- ⇒ Scroll down to the bottom of the screen and click the **Duplicate** button (with the label “Select one or more items and perform an action”).
- ⇒ Follow the directions for copying a single citation once you reach the **Copy Citations** screen.

Selecting a citation type

Available citation types

NoodleBib provides assistance with citing nearly every type of citation discussed in the *MLA Handbook*, *APA Publication Manual*, and *Turabian's Manual for Writers*.

Coverage of *The Bluebook*:

Forms available in APA Advanced for legal sources (statutes, court cases, etc.) go beyond what is described in Appendix D of the *APA Publication Manual*. For example, all of the forms allow you to indicate if the material was retrieved online (LEXIS, Westlaw, GPO Access, FindLaw, THOMAS, etc.). The information for these forms is derived from the *The Bluebook* (2005, 18th ed.).

Selecting the correct citation type for your source

A source can potentially “fit” under more than one citation type. For example, consider the articles that are included in Thomson Gale’s *Opposing Viewpoints* database. *Opposing Viewpoints* was originally a series of print books. Each book was a collection of articles (mainly reprints of newspaper and magazine articles) about a controversial issue. The print series is now available as a subscription database. To cite a magazine article reprinted in this database, you might select any of the following citation types:

1. Magazine (where the article was originally published)
2. Anthology / Book Collection (referring to the printed book)
3. Online Database (referring to the current form in an online database)

NoodleBib will guide you to the correct form no matter which of these three citation types you select. For example, if you were to select “Magazine,” you see:

Figure 5: "Magazine" selected as the citation type (MLA Advanced)

Magazine

We think you probably mean...

[\[Not sure? \]](#)

☐ Magazine

- a magazine article
- an e-zine
- an editorial, letter to the editor, or cartoon
- a transcript of an interview or speech
- an individual image
- a review
- an abstract published in a abstracts journal
- an article or abstract reproduced online (often as part of a library subscription database)
- content available on electronic media, microfiche, or within a loose-leaf collection

[\[Examples \]](#)

But if not, your source may be...

☒ Reprint in a book

A magazine article reprinted in a book or collection (which in turn can be published in print, online, or on electronic media). [\[Examples \]](#)

☐ Journal

Are you sure...

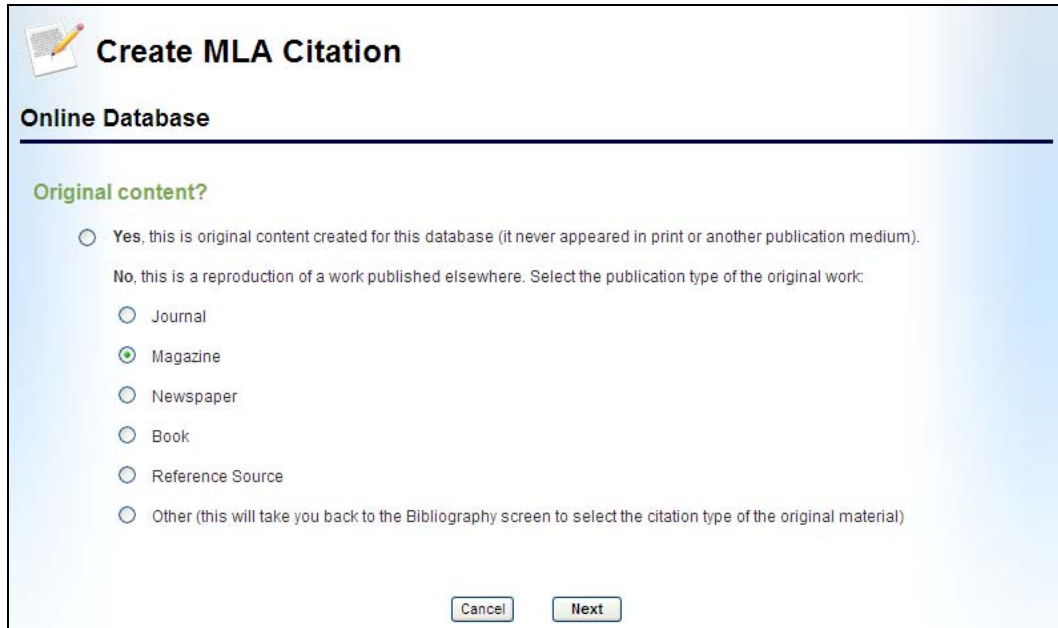
Examples [Close Window](#)

A "viewpoint essay" from Thomson Gale's *Opposing Viewpoints* library subscription database, which is a reprint of a magazine article in a volume of Gale's print *At Issue Series* (and then reproduced in the online database)

There are several elements on this screen that help you choose the correct path. Three possible options are presented, with the most common one under the heading “We think you probably mean....” In our example above, the source is a reprint in a book, so we would choose that option. Near the top of the screen, a “Not sure?” link provides the user with a detailed description of exactly what a magazine is. And “Examples” links next to each choice allow you to compare your source against other similar sources (see the pop-up window in the picture).

Instead, if you chose “Online Database” or “Anthology / Book Collection” (or even just “Book”), a similar screen helps you find your way to the correct form. For example, in the following screen for “Online Database” you could select “Magazine” (and then choose “Reprint” on the following screen).

Figure 6: "Online Database" selected as the citation type (MLA Advanced)



The screenshot shows a web form titled "Create MLA Citation" with a notepad icon. Below the title is a section header "Online Database". Underneath, the question "Original content?" is followed by two radio button options. The first option is "Yes, this is original content created for this database (it never appeared in print or another publication medium)." The second option is "No, this is a reproduction of a work published elsewhere. Select the publication type of the original work:". Below the second option are six radio button choices: "Journal", "Magazine" (which is selected), "Newspaper", "Book", "Reference Source", and "Other (this will take you back to the Bibliography screen to select the citation type of the original material)". At the bottom right of the form are "Cancel" and "Next" buttons.

Finally, you can ask us for help if you can't decide how to cite a particular source. That is an important part of what makes NoodleBib unique among handbooks and other software!

Form basics

The form that you will complete to cite a source is dynamically generated from the information you supply. That means it shows you only the fields that apply to your specific source. Those fields change based on the style (MLA, APA, or Chicago/Turabian), the level (Starter or Advanced), the citation type you select, and your answers to the questions NoodleBib asks before you reach the final form (for example, the publication medium).

Figure 7: MLA Starter citation form (newspaper article in a database)

Elements of the citation

Last Name, First Name Middle Name. "Article Title." Name of Newspaper

Date of Publication, Edition ed.: Page Numbers. Name of Database. Web.

Date You Viewed It. <URL>.

Your citation

Author(s)

First name
Middle name
Last name (or organization)
Add

Chase, Kimberly
Remove Name(s)

Article title Teachers Fight Against Internet Plagiarism * required
Capitalize the first letter of important words in the title

Name of newspaper Christian Science Monitor * required
Capitalize the first letter of important words in the name

Date of publication March 2 2004

Edition 4
For example, natl., late, or eastern

Page numbers 5C
For example, 5C or 3A+ (if it continues on another page)

Name of database Academic Search Elite * required

URL http://
The 7th edition of the MLA Handbook does not require a URL. [Should I still provide one?](#)

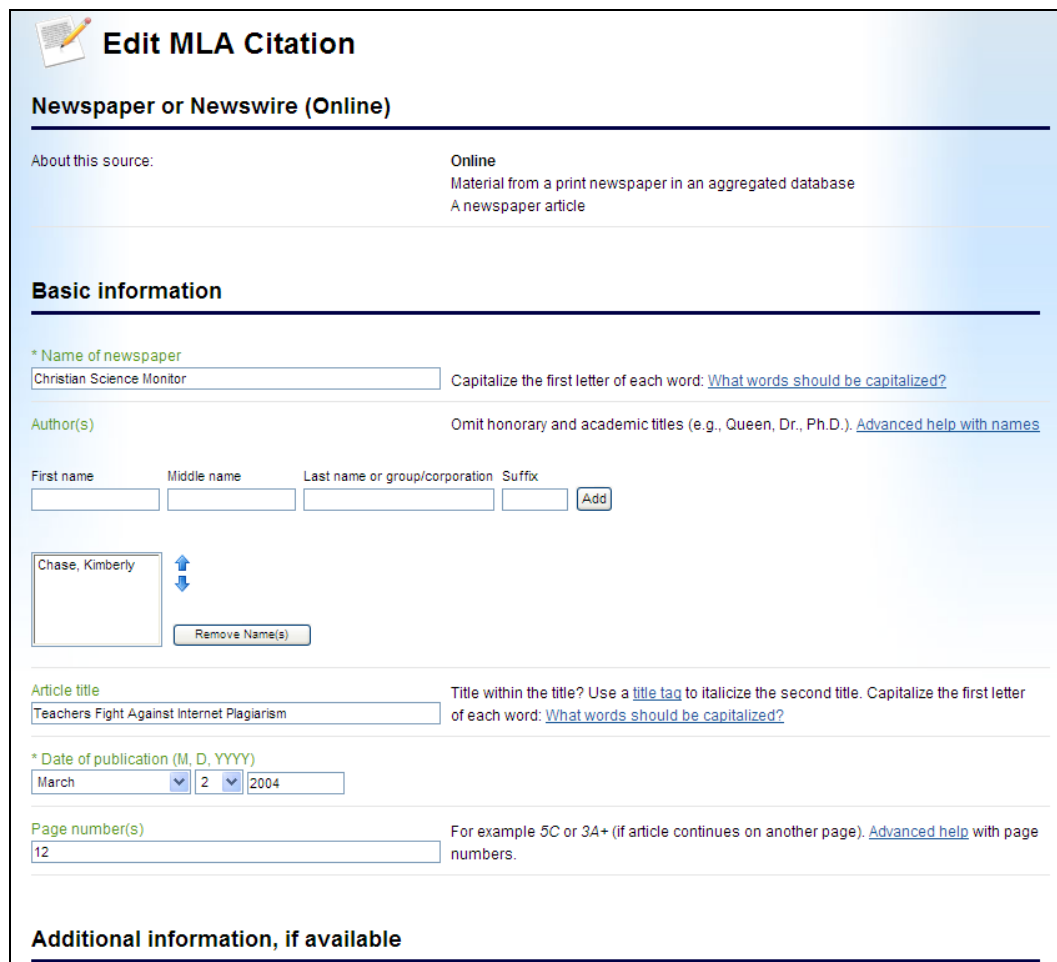
Date you viewed it August 23 2009 * required

For novice scholars, the MLA Starter form shows an example of a citation, then prompts you to enter information in the color-coded form below that. Basic instructions can be found alongside many of the fields, while more advanced help is often available via a small question mark button to the right of those fields.

When you work with Advanced lists, citation forms are usually divided into sections in order to help you understand the data entry process. The form begins

with a review of the choices you have already made (citation type, publication medium, online retrieval mechanism, etc.), to remind you of the information you have already supplied to get the particular version of the form that you are seeing. The **Basic information** section below it prompts you to start entering essential information about your source.

Figure 8: MLA Advanced citation form (partial form shown)



Edit MLA Citation

Newspaper or Newswire (Online)

About this source: **Online**
Material from a print newspaper in an aggregated database
A newspaper article

Basic information

* Name of newspaper
Christian Science Monitor Capitalize the first letter of each word: [What words should be capitalized?](#)

Author(s) Omit honorary and academic titles (e.g., Queen, Dr., Ph.D.). [Advanced help with names](#)

First name Middle name Last name or group/corporation Suffix Add

Chase, Kimberly
Remove Name(s)

Article title Title within the title? Use a [title tag](#) to italicize the second title. Capitalize the first letter of each word: [What words should be capitalized?](#)

Teachers Fight Against Internet Plagiarism

* Date of publication (M, D, YYYY)
March 2 2004

Page number(s) For example 5C or 3A+ (if article continues on another page). [Advanced help with page numbers.](#)

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Additional information, if available

Additional sections of the form will be visible, depending on the citation type and the options you selected previously. For example, the form for an online source provides space for online retrieval information (e.g., Web site or database name, date of access, URL). Detailed instructions are printed to the right of each field, many with hyperlinks to advanced help. All forms end with an **Annotation** field in which you can compose descriptive or evaluative comments for each citation.

Required fields

In MLA Starter, required fields show both an asterisk and the word “* required.” In MLA, APA, or Chicago/Turabian Advanced lists, the required fields are tagged with an asterisk, as in “* Title of book.”

As a safeguard, NoodleBib will prompt you for required information if you do not enter it. Required fields make it possible for your reader to find a source – a key reason for creating a bibliography.

Name fields

NoodleBib allows you to add any number of authors, editors, and other contributors to your citation.

Figure 9: Field for adding names of authors and other contributors



The screenshot shows a form with four input fields: "First name", "Middle name", "Last name or group/corporation", and "Suffix". The "Last name or group/corporation" field contains the text "Sting". To the right of these fields is an "Add" button. Below the input fields is a list box containing two names: "Smith, John Lee, Jr." and "Parker, Sara". The "Parker, Sara" entry is highlighted. To the right of the list box are up and down arrow buttons for reordering. Below the list box is a "Remove Name(s)" button.

To add a name, enter the first, middle and last name and then a suffix (such as "Jr."). When you click the **Add** button, it will be included in the list of names. If you forget to click **Add**, the software will automatically add the name for you when you submit the form. If you make a mistake, you can click on the name in the list and click the **Remove Name(s)** button to remove it. You can also reorder the list of names, should you realize that you have not added them in the same order as they appear on the title page.

Academic titles

Titles such as "PhD" or "Dr." should not appear in your citation.

Corporate authors

If you are citing a corporate author (e.g., American Medical Association), or giving the name of a group (e.g., the band “Sting”), enter the entire name in the "last name or group/corporation" field and leave the other fields blank. Then click the **Add** button to include it in the list of names.

How many?

You may add up to eight names in this way. NoodleBib will automatically shorten the list of names for you according to rules of the citation style you are using. In MLA, if there are more than three names, only the first name will appear in the citation, followed by "et al." In APA, if there are more than seven names, only the first six names will appear in the citation, followed by "..." and the final name (see note under "What order?" below). In Chicago/Turabian, if there are more than three names, the note form of the entry contains the first name followed by "et al." whereas the bibliography form of the entry lists all of the names without abbreviation.

What order?

Names should be listed in the same order as they appear in the source credit (for example, on the title page in a book or on the credit screen of a movie). You can move a name up or down in the list once you've added it by clicking on it in the list (to select it), and then using the up and down arrows next to the list.



Note: If you are creating an APA citation with eight or more contributors, give the first seven in the order they appear, and then enter the *last* contributor in the eighth spot.

Checking for common errors

Until you become an expert on capitalization and abbreviation rules, we strongly encourage you to click the **Check for Errors** button at the bottom of the citation form before you generate or update a citation. This feature will quickly scan your input on the form and alert you to common style errors, so that you can be sure that your source list is polished and complete.

Checking for errors

- ⇒ Fill in form fields with as much detail as possible, including all required fields.
- ⇒ Click **Check for Errors** at the bottom of the form.
- ⇒ The form will reload with a message at the top of the screen indicating the check is complete.
- ⇒ Scroll down the form, looking for red error messages.
- ⇒ Follow the directions to correct any mistakes.
- ⇒ Click **Update Citation** when satisfied.

Figure 10: Example of “Check for Errors” results

* Title of book

Cataloging and classification: an introduction

Capitalize the first letter of each word: [What words should be capitalized?](#)

The first word after *classification*: (“an”) should be capitalized.
The words listed here should most likely be capitalized: *classification*;; *introduction*

Publication city

New york

[Click here](#) for instructions.

Capitalize the first letter of each important word in the location.

Publisher

McGraw-Hill

[Click here for instructions.](#) What is an [imprint](#)?

Abbreviate “McGraw-Hill, Inc.” as “McGraw”.

Parenthetical reference help (MLA and APA only)

A “Parenthetical Reference” link next to each citation that you create opens a pop-up help screen that shows how to create the correct parenthetical (“in-text”) reference for that specific entry. Depending on the source, this help screen may prompt for a page or volume number in order to customize the example so that you can copy and paste it directly into your paper.

Figure 11: Parenthetical reference help

MLA Parenthetical Reference

Example for your source

A parenthetical reference to this Journal might look like this:

...the end of your sentence (Baetens 45).

To customize this example, enter the following information:

Page number(s): e.g., 150-69

Scroll down below the example to read detailed instructions that guide you through special cases and other modifications to the parenthetical reference that might be necessary depending on the rest of your sentence and the other entries in your list.

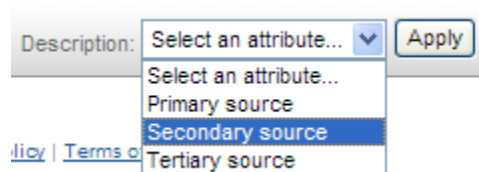
NoodleBib User’s Guide (© NoodleTools, Inc., 2009)

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Labeling primary, secondary and tertiary sources

Each entry in your bibliography can be described as a primary, secondary or tertiary source. Once you have labeled entries in a list, you can sort the list so that all of the primary sources are grouped together (sorted alphabetically), followed by all of the secondary sources and then the tertiary sources.

Figure 12: Dropdown menu for classifying sources



Applying descriptions to citations

Only one description can be applied to a citation. This prevents you from making a mistake such as associating both “primary source” and “secondary source” to a single citation. If you apply the description “secondary source” to a source that was already labeled “primary source,” the new description (“secondary source”) will replace the old one.

Applying a description to one or more citations

- ⇒ On the **Bibliography** screen, mark the checkboxes next to the citations that you wish to label.
- ⇒ In the **Description** dropdown list at the bottom of the screen, select “primary source,” “secondary source,” or “tertiary source.”
- ⇒ Click the **Apply** button.
- ⇒ The label will appear in the **Description** column of your list for each of the entries that you selected.

Figure 13: “Secondary sources” label applied to a citation

Web Site Web link	Holland, Jennifer. "The Vanishing." <i>National Geographic Magazine</i> . National Geographic Society, Apr. 2009. Web. 23 July 2009. <http://ngm.nationalgeographic.com/2009/04/amphibian/holland-text>.	Secondary source
----------------------	---	------------------

Removing descriptions from citations

Removing a description from a citation

- ⇒ On the **Bibliography** screen, mouse-over the text in the Description column next to your citation. A context menu titled **Options** will be displayed.
- ⇒ Click **Remove the attribute “[Primary/Secondary/Tertiary] source” from this entry**.

Sorting lists in alternative ways

By default, NoodleBib orders your list alphabetically (using some special rules as described in the style guides). Unless an instructor specifically requests otherwise, a source list should always be submitted using this default sort order. However, it can be revealing and instructive to be able to group or sort your list in other ways. There are three alternative ways to view and print your list:

1. **Currency:** Citations are ordered in descending order of publication or copyright date (most recent first). Sources for which no date is known or provided are listed at the bottom when this sort order is selected.
2. **Media type:** Citations are grouped into general, pre-defined groups indicating the type of publication: Periodicals, nonperiodicals, audio-visual material, Web sites and other e-sources, legal sources, and unpublished/other. Within each of these groups, entries are ordered alphabetically.
3. **Primary, secondary and tertiary:** Citations are grouped based on whether they have been labeled by the user as a primary, secondary, or tertiary source. Unlike the other views, citations that have not been labeled by the user are omitted from view.

Figure 14: Sorting a list by media type

The screenshot shows the NoodleBib 'Works Cited' interface. At the top, there's a 'Cite as:' dropdown and a 'Create Citation' button. Below that are buttons for 'Print', 'Save As Word Doc', 'Share', 'Email', and 'Analysis'. A 'Sort:' dropdown menu is set to 'Media type', with a red arrow pointing to it. The main content area displays a table of citations grouped by media type: Periodicals, Nonperiodicals, Audiovisual, and Web sites, e-sources. Each group contains a list of citations with their details and action buttons like 'Show', 'New', 'Edit', 'Copy', 'Delete', 'Parenthetical Reference', and 'Have a Question?'.

Media Type	Citation	Description	Notecards
Periodicals			
Journal	Wake, David B., and Vance T. Vredenburg. "Are We in the Midst of the Sixth Mass Extinction? A View from the World of Amphibians." <i>PNAS</i> 105 supp. 1 (2008): 11466-11473. <i>National Academy of Sciences</i> . Web. 23 July 2009. <http://www.pnas.org/content/105/suppl.1/11466.full.pdf+html>.	2 Show New	Edit Copy Delete Parenthetical Reference Have a Question?
Nonperiodicals			
Book	Elliott, Lang, H. Carl Gerhardt, and Carlos Davidson. <i>The Frogs and Toads of North America: A Comprehensive Guide to Their Identification, Behavior, and Care</i> . Boston: Houghton, 2009. Print. Photos of 101 frogs of North America with a CD of their calls, identification tips, range and habitat, behavior. Information on conservation, how to become part of the census programs, frogs as pets.	0 New	Edit Copy Delete Parenthetical Reference Have a Question?
Audiovisual			
Lecture, Speech, Address, or Reading	Hemingway, Valentine. "Interannual Changes in the [Predictors of Habitat Use] Distribution of Amphibians [and Associated Threats in the Elkhorn Slough Estuary Region]." <i>Elkhorn Slough Amphibian Summit</i> . 2008. YouTube. Web. 23 July 2009.	1 Show New	Edit Copy Delete Parenthetical Reference Have a Question?
Web sites, e-sources			
Web Site	Holland, Jennifer. "The Vanishing." <i>National Geographic Magazine</i> . National Geographic Society. Apr. 2009. Web. 23 July 2009. <http://ngm.nationalgeographic.com/2009/04/amphibian/holland-text>.	1 Show New	Edit Copy Delete Parenthetical Reference Have a Question?
Web Site	Kerkar, Rajendra P. "Decline in Population of Malabar Gliding Frogs." <i>The Times of India</i> . Times Internet. 27 June 2009. Web. 23 July 2009. <http://timesofindia.indiatimes.com/Cities/Goa/Decline-in-population-of-Malabar-gliding-frogs/articleshow/4708275.cms>.	1 Show New	Edit Copy Delete Parenthetical Reference Have a Question?

Citing Sources

Sort order is maintained when you save your list as an RTF file via the **Save as Word Doc** option. Category titles are displayed in green with a light brown background.

Chapter 4: Notecards and Outline

What are notecards?

The **notecards** feature in NoodleBib is designed to help you extract, organize and synthesize information you find during the research process. NoodleBib's notecards are "e-index cards" with some important advantages. You can:

- Access your notes from any computer via a Web browser
- Capture any digital information (e.g., quotes, images, diagrams, tables) from the Web
- Link your notes to your sources to avoid accidental plagiarism
- View your notes alongside your bibliography entries in order to assess the value of each resource
- Create notes of your own ideas not linked to any source ("thought cards")
- Label notecards with word or phrase "tags" that represent concepts or facts you want to keep track of
- Color key your notecards for quick visual identification
- Add visual cues to your notecards as reminders (each cue has a predefined meaning, such as "incomplete," "need help," or "used in paper")
- Search your notecards by keyword, tag, or source association to view and organize notes in multiple ways
- View, arrange and organize notecards on a virtual tabletop quickly and easily
 - Mouse-over notecards for a quick summary of the content
 - Drag individual cards into piles to develop a main idea
 - Order cards within piles to develop a logical argument
- Create an outline and move individual notecards or piles into topics or subtopics
- Export both your notecards and outline to a word processor where they can be edited and printed
- Share both the notecards and outline with your instructor

Overview

Access to the notecards feature

All subscribers have access to the notecards feature. The free version, NoodleBib MLA Starter, does not include access to notecards.

Administrators can control users' access to notecards according to local school needs. By default, the notecards feature is enabled in NoodleBib. However, an account administrator may turn the feature off by logging in to the subscription management area and clicking the **NoodleBib Customization** link.

To determine whether or not you have access to the notecards feature, simply log in to NoodleBib and click **Notecards** in the navigation bar. If the feature is not available, a message will be displayed explaining the limitation.

Notecards

Once you create and open a new source list in NoodleBib, there are two ways to access the notecards feature: the **Notecards** and **Bibliography** screens. Since you can view and edit all of your notecards in *either screen*, you'll find that you develop a preference for working in either the **Notecards** or **Bibliography** screen as you take notes.

Options available from *either* screen:

1. Create, edit, delete, and export/print notecards
2. Tag notecards with words or phrases that represent important facts or ideas
3. View notecard comments (or add/edit/delete notecard comments if you are an instructor viewing a shared list)

Clicking **Bibliography** in the navigation bar takes you to your list of citations. In the **Notecards** column next to each citation, you'll find a **New** link that allows you to create a new notecard. If a citation is already associated with notes, you will see the number of notecards you created and a **Show** link to view the notecards below the citation.

Options available only from the Bibliography screen:

1. Quickly display the notecards for a particular source to help you assess the value of the source or to remind you if you have finished taking notes
2. Show or hide notecards depending on your needs, via the **Notecard display** links near the top of the screen. The "Show only notecards that have comments" option is the primary mechanism for a student to view new notecard comments from an instructor.
3. Full details of the notecards are always shown
4. **All** comments (notecard comments *and* citation comments) can be viewed (or added/edited/deleted) from this screen

When it comes time to organize and outline, click on **Notecards** in the navigation bar to see the **Notecards** screen.

Options available only from the Notecards screen:

1. Create, edit, and delete notecard piles
2. Organize notecards on a virtual tabletop via drag-and-drop
3. Organize a “pile” of notecards under a main idea
4. Order notecards within a notecard pile
5. Add or delete color tags and visual cues
6. Rename and delete word/phrase tags
7. Search notecards by keyword, tag, or source association
8. Export/print notecard piles, a group of selected notecards, or all notecards
9. Create an outline
10. Associate notecards with topics or subtopics in the outline via drag-and-drop
11. Export/print the outline alone, or with the contents of your notecards

Approaches to note-taking

The components of the note-taking software are anchored in the best practices of academic research and inquiry learning. At the same time, the software has been designed flexibly in order to support both individual note-taking preferences and a variety of teaching styles.

- Already have a good sense of the structure of your research paper? Identify the main ideas that you want to address and begin to group notecards into piles for each idea on the **Notecards** screen.
- Unsure of how to organize the information you are finding? Remain on the **Bibliography** screen to add sources and notes. Don’t worry about organizing and piling them into main ideas yet. Tag each notecard with concepts, descriptive words or phrases that you can use later to identify potential piles.
- Investigating different ways of organizing your paper? Search on different keywords and tags on the **Notecards** screen to discover related notecards. When you are satisfied with a grouping, create a pile with the selected notecards by clicking the **Add to Pile** button. Experiment with ordering notecards within a pile until you are satisfied with the logical order or have identified information gaps you need to fill. Tag each notecard with descriptive words or phrases that you can use later to identify potential piles.

- Have thoughts and questions as you are extracting a quotation? First explain and summarize the quote or chart in your own words, since this will help you understand it better. Then use the **My Ideas** field to synthesize the information, reflect on what you've learned, and ask questions about what you don't understand or want to investigate next.

The process

Note-taking skills enabled by this software

Notes are tools for thinking, not forms to complete. They document what you already know, help you explain what you are reading so that you will understand it more thoroughly, and keep a record of important ideas you unearth (or creative thoughts that occur to you).

Tagging, organizing and grouping your notes into piles can show you patterns or trends, enable you to join critical elements from different sources, and help you identify redundant or irrelevant notes that you can delete. By rereading and experimenting with various arrangements of your notes and piles, you will clarify the focus of your investigation, discover patterns and trends across different sources, develop a logical order for your ideas, and tag solutions within a series of causes and effects.

Your notecard piles can support the development of any product you need to create. Eventually you can add them as a group to a subtopic in the outline of your essay, or they can become the framework of your debate speech and rebuttal arguments, the plot structure of your historical narrative or the main ideas and supporting evidence for your persuasive letter.

To guard against accidental plagiarism, we suggest that you cut-and-paste the actual words or images on a notecard before you try to summarize or paraphrase your source's idea. This will assure that you will always be able to reread or review the author's original words even after you have returned a book or closed a Web page.

Put one idea on one notecard. You can split one card into two by cutting-and-pasting part of a quote into a second card, if you discover more than one idea on a card.

Take the time to reread and think about and even mark up the author's words with highlighting, bolding and colors; the better you understand the quote, the easier it will be to paraphrase or summarize the author's idea. Be aware of your

thoughts and feelings and record them in **My Ideas**, as these are the responses that help you develop a personal perspective. The more you think about your investigation, the more satisfying and interesting your investigation becomes.

If you are asked to annotate your source list or if you need to weigh one source's contribution or qualities with another, view your notes by source (from the **Bibliography** screen) and read through them as a group, since it will help you assess the value of the source and compare it to others.

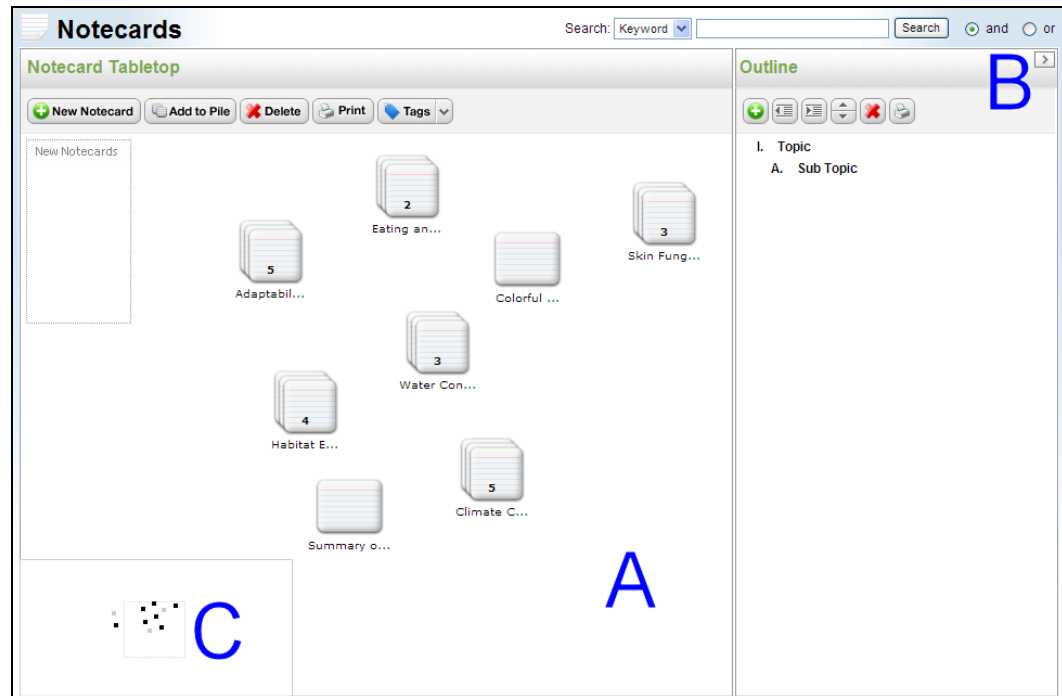
When you scan your source list you will notice that some sources have significantly more notecards than others. Ask yourself why -- it will help you evaluate the value of your sources and even monitor your own progress. For example, if you notice that one source list only has one notecard, it might remind you that you were interrupted when taking notes and had intended to continue later. Or, when you compare the notes for one source with another, you might recognize that one source is particularly useful for an overview of the topic, while another has been written by an expert whose research has focused on one aspect of a topic. This knowledge can be useful when you want to reinforce a conclusion you make (*"Kermit, whose knowledge of frogs comes from deeply personal experience, confirms my hypothesis that..."*). As you critically annotate your sources, your source list view of your notecards can remind you of particular strengths or gaps in information (*"While this author is not concerned with environmental threats..."*).

The Notecard Tabletop

The Notecard Tabletop is a new way of visualizing and organizing large numbers of notecards that combines the ease and flexibility of working with paper notecards on a desk with the advantages of saving those notecards online.

Navigating the tabletop

Figure 15: Notecards screen



The tabletop itself extends beyond what you see on the screen, giving you room to space out and organize your notecards. Click-and-drag the white area of the tabletop (A) to view different areas of the tabletop. If you need additional tabletop work space, the **Outline** panel can be minimized when you don't need it by clicking the small arrow button on the top-right corner (B).

A birds-eye-view at the bottom-left of the tabletop (C) allows you to see and navigate the entire tabletop, with your current view represented as a blue box. Small light gray squares represent notecards. If you add a color tag to a notecard, the birds-eye-view representation of that notecard will also be displayed in that color. Black squares represent notecard piles. Drag the blue box around in the birds-eye-view to navigate quickly to other areas of the tabletop.

Creating and manipulating notecards

Creating a notecard

Notecards can be created from either the **Bibliography** or **Notecards** screen. However, if a notecard is created from the **Bibliography** view, it is automatically associated with a particular citation. A "thought card" (a notecard that contains

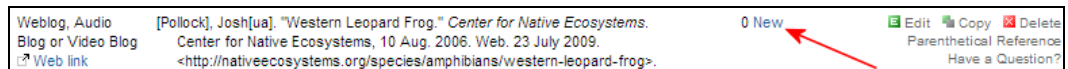
Notecards

your own thoughts or a reminder to yourself, not tied to any citation in your list) can only be created from the **Notecards** screen.

Creating a new notecard

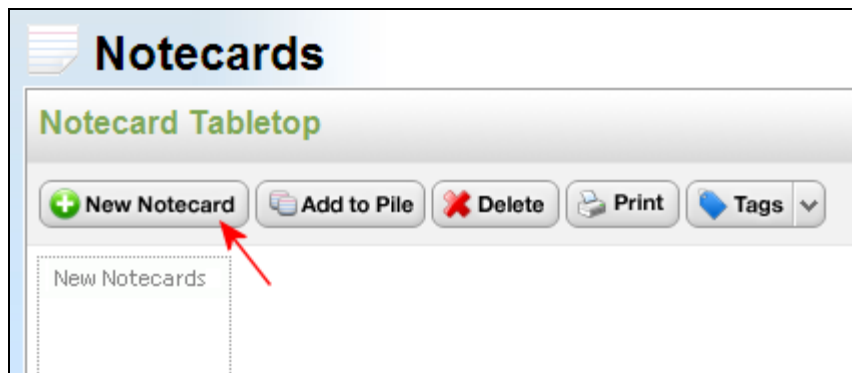
- ⇒ From the **Bibliography** screen, click the **New** link in the “Notecards” column of the source...

Figure 16: Creating a new notecard (Bibliography screen)



- ⇒ ...or from the **Notecards** screen, click the **New Notecard** button (top-left of the Notecard Tabletop).

Figure 17: Creating a new notecard (Notecards screen)



- ⇒ The **New Notecard** window will be displayed.

Figure 18: New notecard form

New Notecard

Title
Unique species
A short phrase that reminds you of the content of this notecard.

Source
Kerker, Rajendra P. "Decline in Population of Malabar Glidin..."
Link this notecard to a source in your list.

URL
http://timesofindia.indiatimes.com/Cities/Goa/Decline-in-population-of-Malabar-g...
Direct, persistent link to the online material, if applicable.

Pages
Page number(s) of material, if given.

Tags
malabar gliding frog "india" deforestation
Type new tags or select existing tags to add to this notecard. **Note:** Put multiple-word tags in quotation marks (e.g., "global warming") or add an underscore (e.g., global_warming).

Existing Tags
Select a tag...

Direct Quotation

Format Font family Font size B I U

However, there is a decline in population of the Malabar gliding frogs, mainly due to deforestation. If no efforts are made to prevent the deterioration of the ecosystem, the Malabar gliding frog will be extinct from the region.

In the monsoons, during the night time, if one visits the forests of Chorla Ghat, one will certainly hear a loud series of croaking noises. This call indicates the presence of the Malabar gliding frog.

This species breeds during the monsoons. The females usually choose to spawn on the lush green leaves of indigenous species of trees over-hanging the water. They lay eggs and whip up a foam nest which covers them.

After 2-3 days, the tadpoles emerge from the foam nest and sink to the bottom of water underneath the tree in a small seasonal pond. Gradually, tadpoles develop into baby frogs.

According to Nirmal Kulkarni, a nature lover, "This frog lives in evergreen and moist deciduous forests of the Western Ghats. In Goa, one can see them in the forest of Charavane and Hivare." An important characteristic of these frogs

Copy and paste (words, images) from an online source, or retype from a printed work.

To copy text from a Web site or electronic document, highlight the text and copy it to the clipboard (Ctrl-C on a PC, Command-C on a Mac). There are a few choices of how to paste the text into your notecard:

- To remove formatting and HTML tags, use the **Paste as Plain Text** button.
- To paste text from a Word processor like Word, use the **Paste from Word** button.
- To paste text and images from a Web site, use the **Paste** button (or Ctrl-V on a PC, Command-V on a Mac). **Note:** If image does not display, click the **Insert/Edit Image** button and check the image URL.

Save Cancel

Scroll down to see Paraphrase and My Ideas form fields...

Provide:

- A **title** – typically 1-3 words that identifies the topic of the note.
Note: Titles should be unique so that you are reminded of the content of the notecard when you see an abbreviated summary in the mouse-over view.
- The **source** of the note (if any). Citations that you have already created can be selected from a dropdown list of your sources. When you create a new notecard from the **Bibliography** screen, you will not see this source field, since the notecard is automatically associated with the entry you are working with.
- A **URL** (if applicable). This may or may not be the same URL that you actually use in your citation. For example, if the URL is very long and complex, the style rules may not want you to include it in your citation, but it would be useful here on your notecard, to allow you to access the resource quickly.
- **Pages** from which the quotation is retrieved (if applicable).
- **Tags** (see the *Notecard tags* section later in this chapter for instructions).

- A direct **quotation**. If your source is a Web document, simply copy and paste the material directly from the Web page. On a PC, you can do this by highlighting the material on the Web page and typing Ctrl-C, then clicking in the text area on the **New Notecard** screen and typing Ctrl-V.
 - Optionally, you can scroll down and add information into the “Paraphrase” and “My Ideas” fields (see “Approaches to note-taking” earlier in this chapter). A **spell-check button** is available in the tool bar of each text field to assist you with spelling.
- ⇒ Click the **Save** button.
- ⇒ Notecard names should be unique – if the new notecard title already exists, you will be prompted to choose a different title.
- ⇒ Your new notecard will be saved.
- ⇒ If you are creating the notecard from the **Bibliography** screen, the screen will automatically scroll so that you can view the new notecard...
- ⇒ ...or if you are creating the notecard from the **Notecards** screen, a graphical representation of the new notecard will appear in the “New Notecards” region of the tabletop (top-left). Drag the notecard out of the “New Notecards” region onto the tabletop, where you can group it with similar notecards, add it to a notecard pile, etc.

Figure 19: New Notecards region



Editing a notecard


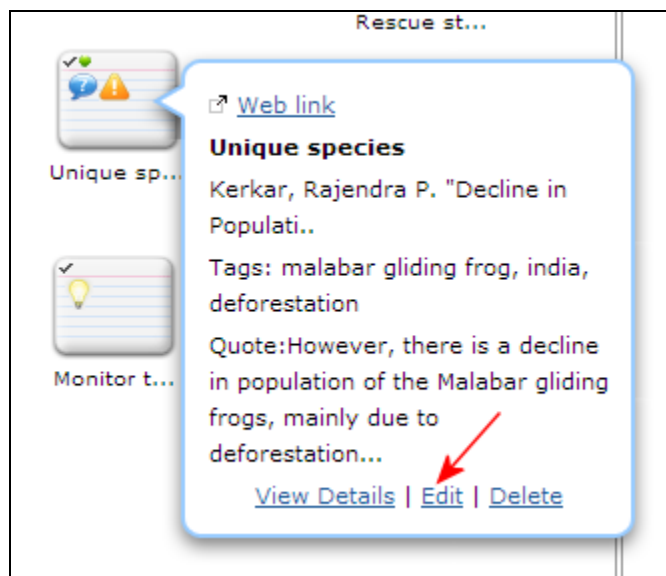
Once you have created a notecard, you can edit it in order to change the title, source, URL, pages, tags, quotation, paraphrase, and my ideas. To edit the notecard from the **Bibliography** screen, click the **Edit** button ( **Edit**) in the top-right corner of the notecard. To edit the notecard from the **Notecards** screen, hover your mouse over the notecard on the Notecard Tabletop and click the **Edit** link in the pop-up summary of the content.

Figure 20: Notecard summary pop-up



Viewing notecard details

Although it may not seem intuitive at first, the **Bibliography** screen is an easy place to view the entire contents of your notecards. Since the **Notecards** screen is primarily intended to assist you in visually manipulating and organizing large numbers of notecards into and out of piles, and organizing them into your outline, it is not possible to display the full content of the notecards in this view. In contrast, on the **Bibliography** screen, the full details of that notecard are always visible.

The **Bibliography** screen also has some useful shortcuts that allow you to show or hide groups of notecards that you are interested in. First, each citation in your list that has one or more notecards associated with it has a **Show** link in the Notecards column that you can click to display all of the notecards for that one. At that point the link changes to **Hide** so that you can reverse the action when you are done.

Below the button bar on the **Bibliography** screen (and above your source list) are the **Notecard display** options.

Figure 21: Notecard display options

A screenshot of a user interface element titled "Notecard display:". It contains three clickable options separated by vertical bars: "Show/hide all", "Show/hide thought cards (notecards not linked to a citation)", and "Show only notecards that have comments".

Notecard display: Show/hide all | Show/hide *thought cards* (notecards not linked to a citation) | Show only notecards that have comments

Show/hide all: If all notecards are currently hidden, all notecards are shown. If one or more notecards are currently shown, all notecards are hidden.


Show/hide *thought cards*: Shows or hides the notecards that you have created that are **not** associated with any citation in your source list ("thought cards"). These notecards are displayed directly below the Notecard display bar (above the first citation in your list).

Show only notecards that have comments: Displays all notecards that have comments from an instructor (and hides all other notecards). If the My Lists screen indicates that your instructor has written new comments to you, this view allows you to see all notecards (and citations) with new comments (visually scan for the yellow "New" graphic next to the new comments).

Sometimes it may be necessary to view the full details of a notecard from the **Notecards** screen. Hover your mouse over a notecard to see a summary view containing the title, the source, a Web link, and snippets of the tags and quotation. From there, you may click the **View Details** link to bring up the full contents of the notecard (as well as any comments that have been written on that notecard by an instructor).

Deleting a notecard

Deleting a notecard

- ⇒ **Be careful!** Deletion of a notecard is permanent and cannot be undone.
- ⇒ From the **Bibliography** screen, click the **Delete** button ( **Delete**) in the top-right corner of the notecard.
- ⇒ From the **Notecards** screen, hover the mouse over the notecard on the Notecard Tabletop and click the **Delete** link in the summary pop-up that comes up.
- ⇒ Click **Yes** when asked "Are you sure you want to permanently delete this notecard?"

Renaming a notecard

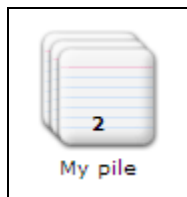
The simplest method of changing your notecard title is to click on the notecard's title on the tabletop, changing the title to edit mode. After you edit the title, click outside the title (or press Enter) to save the change.

Creating and manipulating notecard piles

What is a notecard pile?

A pile is a group of notecards that share a common theme, support an idea, or center on a particular topic. A notecard may only belong to a single notecard pile. On the **Notecards** screen, a pile is represented as a stack of notecards with a number on the front that indicates how many notecards are contained in the pile (see the *Viewing and modifying a notecard pile* section in this chapter for how to view those individual notecards).

Figure 22: Notecard pile



Creating a notecard pile

Unlike notecards, notecard *piles* can only be created and manipulated on the **Notecards** screen.

Creating a new pile via drag-and-drop (for piling 2 notecards)

- ⇒ On the **Notecards** screen, drag-and-drop one notecard onto another notecard on the Notecard Tabletop.
- ⇒ A **New pile** window will appear, prompting for the pile title. Enter a brief title and click the **OK** button.
- ⇒ Pile names should be unique; if the new pile title already exists, you will be prompted to choose a different title.
- ⇒ The two individual notecards will be replaced on the tabletop with the new pile.

Creating a new pile via the **Add to Pile** button (for piling many notecards)

- ⇒ On the **Notecards** screen, **Ctrl-click** on notecards and/or notecard piles on the tabletop that you wish to combine into a new notecard pile. The selected notecards and piles will appear highlighted in yellow.
- ⇒ Click the **Add to Pile** button at the top of the **Notecards** screen.

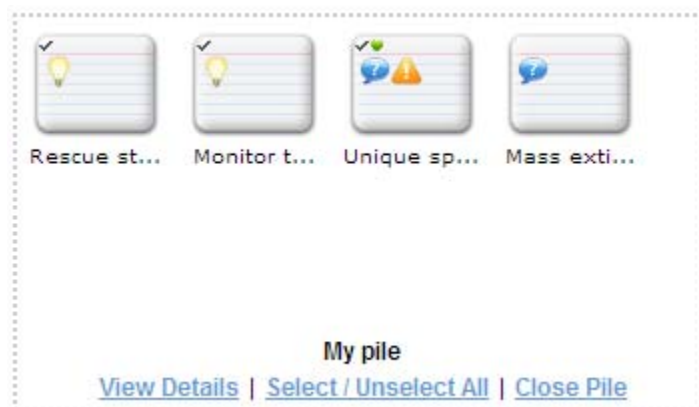
- ⇒ On the pop-up window, select the **Create New Pile** option and provide a new pile title.
- ⇒ Click **Submit** and the new pile will be created in the “New Notecards” region. Drag-and-drop the new pile from there onto the tabletop where you would like it.

Viewing and modifying a notecard pile

Once a notecard pile has been created, simple drag-and-drop actions allow you to add and remove notecards, combine piles, and move notecards between piles. For example, to combine two piles, simply drag-and-drop one pile onto another. To add a notecard to an existing pile, drag-and-drop the notecard on top of the pile you wish to add it to.

Notecard piles can be expanded on the tabletop so that you can work with individual notecards within the pile. To expand a notecard pile, hover your mouse over the pile and click the **Expand** link in the summary pop-up. The expanded pile is represented on the tabletop as a dotted rectangle as shown here.

Figure 23: Expanded notecard pile



To remove a notecard from a notecard pile, simply click on a notecard in the expanded view of the pile and drag-and-drop it outside of the dotted rectangle that represents the pile. Or, if you want to add it into a different pile, drag-and-drop the notecard onto another pile on the tabletop.

To view the full content of all of the notecards in a pile, click the **View Details** link in the expanded view of the pile.

When you are done viewing and making changes to the notecard pile, click the **Close Pile** link to return the pile to its original state.

Deleting a notecard pile

A pile can only exist if it contains two or more notecards. Thus, if a pile contains two notecards and you drag-and-drop one notecard out of the pile, the pile will disappear. Piles may also be automatically removed as a result of any action that results in an empty or single-notecard pile (e.g., the **Add to Pile** and **Delete** buttons).

If you delete an entire pile, you will also be deleting ***all of the notecards it contains***. To delete a pile and its notecards, mouse-over the notecard pile and click the **Delete** link from the summary pop-up. Click **Yes** when asked “Are you sure you want to permanently delete this pile and the notecards within it?” **Be careful!** Deletion of a notecard pile in this manner is permanent and cannot be undone.

Renaming a notecard pile

To change a pile’s title, click on the notecard pile’s title on the tabletop. This will place the title in edit mode. Change the title and click outside the title (or press Enter) to save.

Reordering notecards within a notecard pile

Reordering notecards

- ⇒ Hover the mouse over a notecard pile and click the **Expand** link to display the expanded view of the pile.
- ⇒ Click on a notecard within the pile and drag-and-drop it to a new location within the pile. Notecards in the pile will automatically move aside as necessary to allow you to insert the notecard between them.

Notecard tags

What is a tag?

A tag is a way for you to identify and label concepts within each notecard. As you take notes, you can continually add and edit tags, both tags you’ve already used and new ones that you create. Later you can easily sort by a particular tag/concept across all your notecards.

Unlike a notecard’s title which corresponds to the main idea of one notecard, tags represent other important ideas or details on a notecard. Later you will notice that certain notecards have common tags. This new association of notes might suggest to you that you should create a new notecard pile containing these notes, or associate these notes with a new or existing subtopic in your outline, or use the new grouping as evidence or data for an argument you are making.

Tags can be either keyword tags (e.g., *climate*, *food*, *eyes*, *adaptability*, *tongue*, *skin*) or phrase tags (e.g., *chemical_threat*, *climate_threat*, *construction_threat*, *fungus_threat*, *habitat_loss*, *life_cycle*).

Tags have the following attributes in NoodleBib:

1. Any number of tags can be added to a particular notecard.
2. A particular tag can be assigned to any number of notecards.
3. Tags are separated (delimited) by spaces.
4. Multi-word tags must be enclosed in quotation marks (e.g., “chemical threat”) or joined by an underscore (e.g., *chemical_threat*) so that they will not be treated as two separate tags.
5. Tags are unique to a particular list. If you want to use the same tag in a new source list, you must add it again to the list.

Why are tags useful on notecards?

As you read, investigate and take notes, you discover facts, ideas, themes and data that you suspect may be important, and that you want to remember and collect. Tag them, so that you can find them again. At any point you can quickly locate notecards contain a tag you create, or even locate all your notes that contain two or three tags in common.

Tags can help you gather organize, analyze, evaluate and even synthesize different aspects of the information you collect. For example, in our tags on frogs, we may eventually **gather and organize** several environmental threats (*chemical_threat*, *fungus_threat*, *climate_threat*, *construction_threat*, *habitat_loss*) for a discussion on declining frog populations. Or, when we **analyze** the tags we have used about the frog’s physical features (e.g., *eyes*, *tongue*, *skin*), we may realize that we probably need information about other parts of the frog’s body (e.g., *legs*, *digestive system*) and so we decide to search for other sources.

Sometimes we take notes on a news article about the results of a research study, the abstract of a scientific paper or an executive summary of a foundation's report. We may add a tag with the name of the study or report. As we **evaluate** our notes on this source, we may realize that we ought to find and read the entire report or the original study, since it will include the details, examples and explanations that will **expand and elaborate** the ideas we recorded.

Eventually we may realize that notecards with certain tags should be grouped as a pile called “environmental threats.” Or, when we group the notecards by the

skin tag, we may discover connections among complex biological attributes; the frog's skin keeps it moist and allows it to breathe, but it also absorbs dangerous chemicals and carries disease to other frogs.

When you first begin to read about a subject, you may not know what to tag. It becomes easier to go back and tag notecards after you have a better understanding of your subject. Tags help you **focus** your thinking, **support claims with evidence**, **uncover** the big picture and **compare** different ideas in order to **synthesize information**. It is precisely this flexibility that makes tags such a useful tool for thinking.

Associating tags to notecards

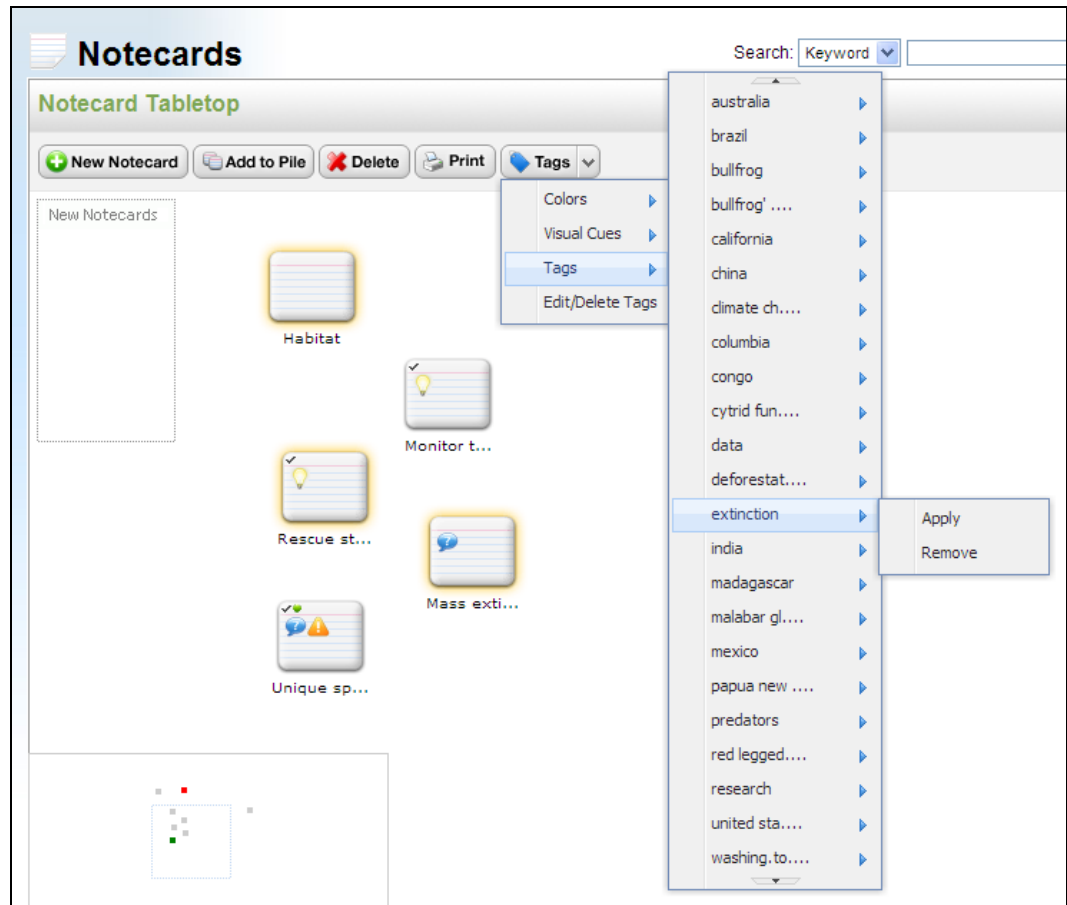
To associate a tag with a notecard as you create it, simply type the tag into the **Tags** field on the **New Notecard** screen (see the *Creating a notecard* section earlier in this chapter). If a tag already exists, it will be listed below the tag entry field in the **Existing Tags** dropdown list. To associate an existing tag with the notecard, simply select a tag from the dropdown list to add that tag to the text that is already typed in the tag field. If the tag has already been added to the notecard, it will not be added again.


You can always add or remove tags from a notecard later by editing the notecard and changing the tags in the **Edit Notecard** window. However, it is faster to add and remove tags using the **Tags** button on the **Notecards** screen. This feature also allows you to add or remove a tag from several notecards at once:

Adding or removing tags from one or more notecards

- ⇒ **Ctrl-click** on the notecards you wish to add or remove the tag from. They will be highlighted yellow.
- ⇒ Click the **Tags** dropdown button at the top of the screen, select the "Tags" option to display the list of existing tags, mouse-over the tag that you wish to add or remove, and select **Apply** or **Remove** as shown:

Figure 24: Adding word/phrase tags



 **Note:** Tags are not case-sensitive. Capitalization is ignored, so for example the tag “Washington DC” is equivalent to “washington dc”.

Renaming and deleting tags

To rename or delete an existing tag, click the **Tags** button on the **Notecards** screen, then select the “Edit/Delete Tags” option at the bottom of the dropdown list. From the resulting screen, you can rename individual tags, or select one or more tags to permanently remove.

Notecard colors and visual cues

In addition to word and phrase tags, NoodleBib allows you to add colors and visual cues to the notecards you create.

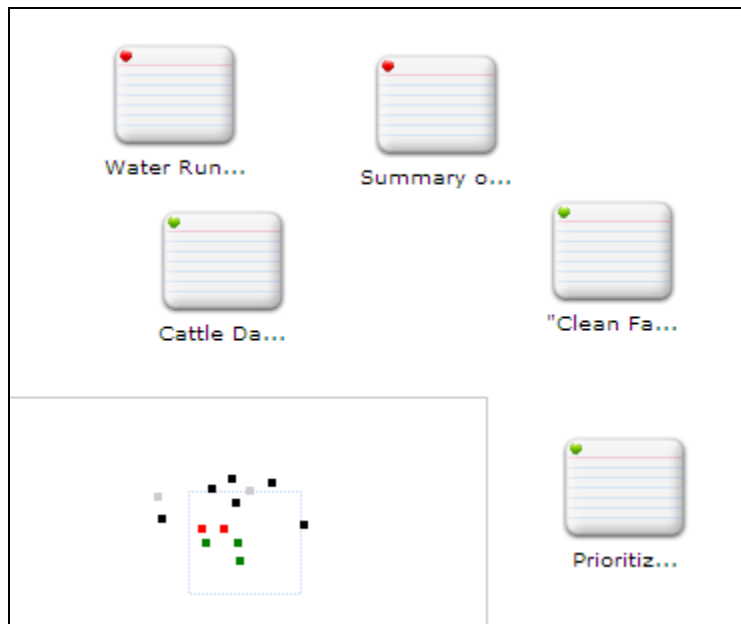
Colors

Colors (red, orange, yellow, green, blue, and purple) have no predefined meanings; you decide what you want them to represent. They are applied in a manner similar to tags.

Adding a color to a notecard

- ⇒ **Ctrl-click** on each of the notecards you wish to add or remove a color from. They will be highlighted yellow.
- ⇒ Click the **Tags** dropdown button at the top of the screen, select the “Colors” option to display the six color choices, mouse-over the color that you wish to add or remove, and select **Apply** or **Remove**.

Figure 25: Notecard colors



Unlike tags, only a single color can be applied to a particular notecard. If you apply the color red to a notecard that already has the color green, the notecard color will be changed from green to red. On the tabletop, notecard colors are represented by a small colored dot on the top-left corner of the notecard. The birds-eye-view also displays a colored square, rather than the default gray one.

One application of using colors might be labeling pro and con arguments for a debate (green for pro arguments, red for con arguments). Or if you were comparing three different versions of the same myth, you might choose to assign one color to notecards pertaining to one version, a second color for the second

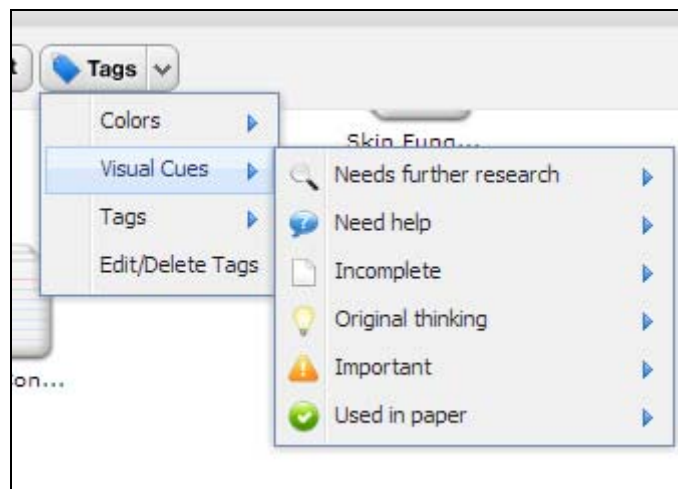
Notecards

version, and so forth. Later, you can search your notecards by color, compare their common attributes, then pile and order notecards coded with a certain color on the tabletop or insert them into your outline under a new subtopic.

Visual cues

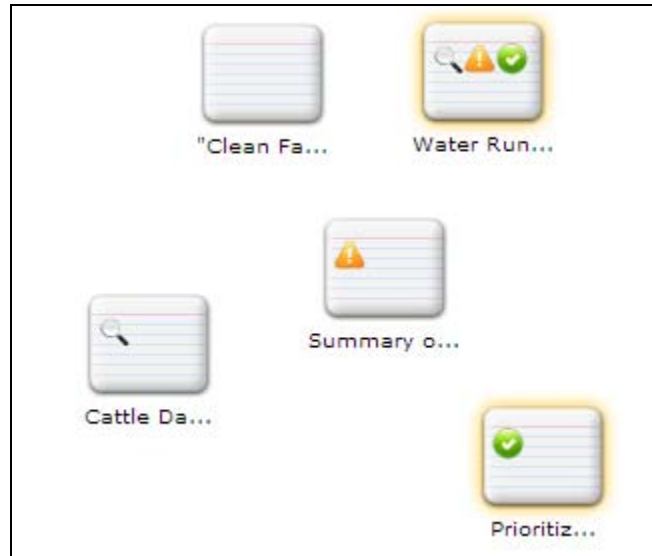
Visual cues are a set of six predefined visual reminders that can also be added to your notecards: *Needs further research*, *Need help*, *Incomplete*, *Original thinking*, *Important*, and *Used in paper*.

Figure 26: Notecard visual cues



When applied to a notecard, these visual cues show up directly on the notecard icons on the tabletop, calling them to your attention immediately.

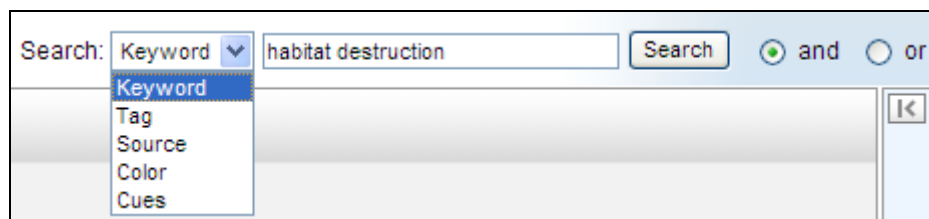
Figure 27: Visual cues on notecards



Searching notecards

The **Search** feature at the top-right of the **Notecards** screen allows you to find the notecards that are linked to a specific source in your bibliography, or that have keywords, tags, a color, or visual cues that you are interested in.

Figure 28: Find notecards by keyword(s)



The figure above shows an example of a search for all notecards that have both the keywords “habitat” and “destruction.” The **and/or** option next to the search field allows you to search using Boolean AND (all words must match) or OR (match any of the words). This keyword search looks for matches in the title, URL, pages, quotation, paraphrase, and my ideas fields of your notecards.

After you click **Search**, the notecards that match the criteria will be selected (displayed on the tabletop with a yellow highlight). If some notecards had previously been selected and highlighted, you will be asked whether you would like to *replace the selection* with the results of the search or *append the new search matches* to your existing selection.

The results of a search can help you organize your notecards efficiently. For example, you might want to create a notecard pile with all notecards that have the tag “habitat.” To do so, simply search by tag “habitat” to select those notecards, and then click the **Add to Pile** button to create a new pile containing those notecards.

Creating an outline

The right panel of the Notecard Tabletop is where you create an outline for your paper. The Outline panel can be minimized if you aren’t working on your outline and you would like additional space to manipulate your notecards on the tabletop. Click the small arrow button in the top-right corner to minimize the panel or to show it again.

Why use an outline?

An outline organizes your information in complimentary ways because it shows both:

1. The logical **progression** from your introduction/beginning through a conclusion/end in support of your overarching thesis.
2. The hierarchical **relationships** between topics and subtopics, main points and supporting evidence, abstract ideas and concrete details.

Sometimes you will create a working outline of your topic before you have gathered all your information, then will modify and rearrange the components as understand your subject better and think about the best presentation to your audience. At other times you may wait until you have gathered most or all of your information before you are able to develop an outline. The ultimate purpose of an outline is to help you write or present ideas in an organized manner that your audience can follow.

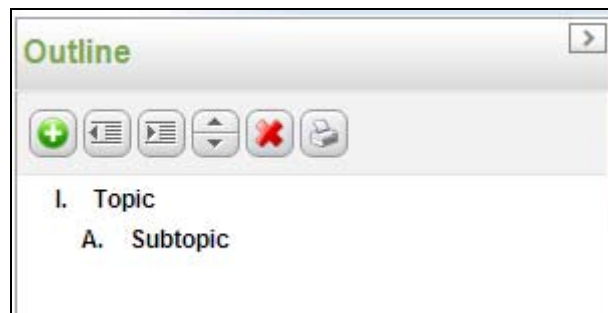
The most important ideas are labeled with Roman numerals I, II, III, etc. which are relatively of the same importance to each other. The indented subheadings A, B, C, etc., are subordinate to the Roman numeral but equally significant to other alphabetical letters.

- I. Introduction/Thesis
- II. Background of the problem
 - A. History
 - i. Pre 1900
 - ii. From 1900 - 2000
 - iii. From 2000 - present
 - B. Current data
- III. The scope of the problem
- IV. First solution
 - A. Advantages
 - i. Case one
 - ii. Case two
 - B. Disadvantages
- V. Second solution
 - A. Advantages
 - B. Disadvantages
- VI. My solution
 - A. Advantages
 - B. Unresolved problems and disadvantages
- VII. Future possibilities

Creating items in the outline

When you begin a new outline, you'll find a sample topic and subtopic already in place.

Figure 29: Blank outline



You can delete these default items if you wish to. Or, to edit these existing items, simply click twice on the title ("Topic" or "Sub Topic") in the outline. The first click selects the item and the second click puts the title into edit mode. When

you finish editing, either press Enter or click outside of the edit box to save the changes.

First, a bit of terminology is helpful. As you are creating your outline, you will need to create both **siblings** and **children** of existing outline items. Siblings of item “A” would be “B”, “C”, “D”, etc. -- they are at the same indentation level and are subtopics of the same item in the outline. Children of item “A” would be “i”, “ii”, “iii”, “iv”, etc. – they are subtopics of item “A”, indented right).

To add a new “child” item (subtopic) to the outline

- ⇒ Select a topic in the outline and click the **green “+”** button or press the **Insert** key. This adds a subtopic under the selected item. Alternatively, right-click on an item in the outline and choose “Add Subtopic (Child)” from the menu to create a subtopic.

To add a new “sibling” item to the outline

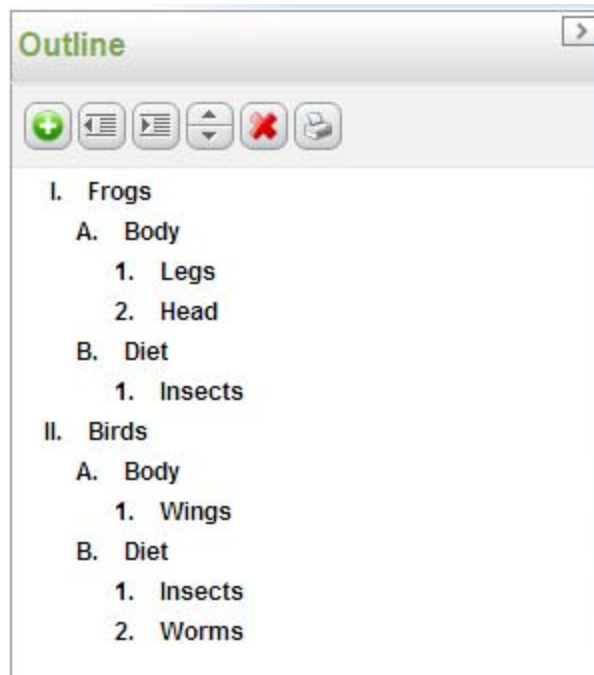
- ⇒ Select a topic in the outline and press the **Enter** key. This adds a sibling topic under the selected item. Alternatively, right-click on an item in the outline and choose “Add New Topic (Sibling)” from the menu.

Note: Clicking the green “+” button with no outline item selected will add a top-level (I, II, III, etc.) item.

Moving items in the outline

Use the left and right arrow buttons in the outline toolbar to change the indent level of an item in the outline. Use the up and down arrow buttons in the outline toolbar to change the order of subtopics (sibling items) under a topic item.

Figure 30: Outline



Some simple examples:

- Under Frogs → Body, we could reverse the order of the two subtopics “Legs” and “Head” by selecting “Legs” and clicking the down arrow button.
- To put “Birds” before “Frogs,” we can select “Birds” in the outline and click the up arrow button.

An example requiring several moves:

1. To put both “Frogs” and “Birds” under a new parent topic “Animals,” first create a new sibling item “Animals” by selecting “Birds” and pressing the Enter key (this gives you item “III. Animals”). Next, select the new “Animals” topic and press the up button twice to move it to the top (this gives you “I. Animals” followed by “II. Frogs” and “III. Birds”). Finally, select “Frogs” and click the right arrow to make it a subtopic of “Animals,” then do the same for “Birds.”

Deleting outline items

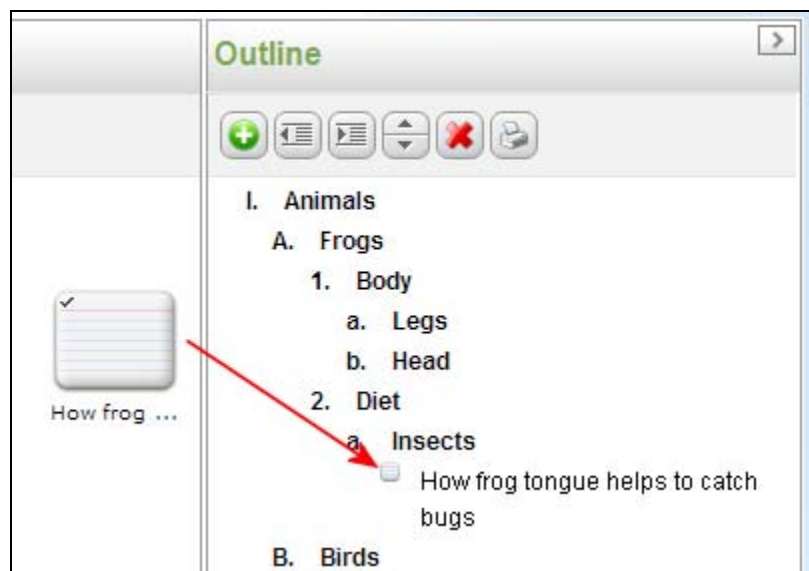
To remove an item from the outline, select the item and click the **Delete** button (a red “X”) in the outline toolbar. Alternatively, right-click on the item and choose “Delete” from the menu. Deleting a topic in your outline will delete all of the subtopics under that topic, so use this carefully.

Adding notecards to your outline

A powerful feature of the outline in NoodleBib is that you can add notecards that you have created to topics in your outline. Later, you can begin writing a draft of your essay by exporting your outline and notecards to a word processing program. You can also print your outline with your notecards included (see *Printing the outline*).

To begin, simply drag-and-drop a notecard or notecard pile from the Notecard Tabletop onto a topic or subtopic in your outline. Moving notecards into your outline does not remove the notecards from the tabletop; it only associates the notecard with the node in the outline. Dragging a notecard pile into the outline will add all of the notecards within that pile to the topic or subtopic in your outline. To distinguish notecards from topics and subtopics, notecards are represented by a small notecard icon, as shown:

Figure 31: Moving notecards into the outline



Once a notecard is associated with an item in the outline, you can move it around in the outline by clicking and dragging it to a different location in the outline. Or, to remove it from the outline, click and drag the notecard out of the outline back onto the tabletop area.


You'll notice that when a notecard has been added to the outline, a small black checkmark appears in the top-left corner of the notecard on the tabletop. This helps you keep track of which notecards you have already added to your outline.

In addition, clicking on a notecard within the outline causes the notecard on the tabletop (and its representation in the birds-eye-view) to flash blue so you can quickly identify its location on the tabletop.

Printing the outline

Printing the outline

- ⇒ Click the **Print** button in the outline toolbar
- ⇒ Indicate on the options window whether you would like to print the outline with or without the notecards that you have added to it
- ⇒ The outline will open in a new browser window, where it can be printed using the browser's File → Print option.

 **Note:** The ability to export the outline to a Word document will be added in an upcoming release.

Chapter 5: Working with Lists & Notecards

Printing citations

Formatting

Before you export your source list and open it in your word processor, NoodleBib allows you to do some basic formatting. To see the formatting options, click the **Print** button in the options panel above your source list (in the **Bibliography** screen).

Changing the title

By default, MLA lists are titled “Works Cited,” APA lists are titled “References,” and Chicago/Turabian lists are titled “Bibliography.” These are the most common titles, but you may want a title that more accurately reflects the contents of your particular list. For example, if you have added annotations to your MLA list, a more descriptive title would be “Annotated List of Works Cited.”

- ⇒ Click the **Print** button.
- ⇒ Under **Formatting Options**, click the link next to “List Title.”
- ⇒ If you are creating an MLA style list, select one of the titles from the examples listed by clicking on the associated hyperlink, or create your own title by typing a title in and clicking **Set Custom Title**.
- ⇒ If you are creating an APA or Chicago style list, no preset alternatives are provided. Simply type your own title in and click **Set Custom Title**.

Adding a header (MLA and APA only)

A “header” is information that appears at the top of each page of your paper. The *MLA Handbook* indicates that the header at the top of your source list should consist of your last name followed by a space and the page number. The APA Publication Manual states that the header should consist of a shortened version (2-3 words) of the title of your paper, followed by 5 spaces and the page number. If you are not writing a paper that will be published, a header is generally not required (you can ask your teacher if you aren’t sure). NoodleBib can add the header to your source list for you, correctly formatted (although you will still need to make sure that it also appears throughout your essay).

- ⇒ Click the **Print** button above your source list.
- ⇒ Under **Formatting Options**, click the link next to “Page Header.”

- ⇒ If you are creating an MLA style list, enter your last name and click **Set Header**.
- ⇒ If you are creating an APA style list, enter a shortened version of your paper's title and click **Set Header**.

Underlining vs. italics (MLA only)

The 7th edition of the *MLA Handbook* suggests that italic type should be used if the text is readable in your chosen font. By default, NoodleBib uses italics in your source list. However, your teacher may instruct you to use underlining if the italic type is difficult to read.

- ⇒ Click the **Print** button about your source list.
- ⇒ Under **Formatting Options**, click the link next to "Italics/Underlining."
- ⇒ Click the link that reads "Switch to underlining."
- ⇒ All entries in your list will be automatically updated to use underlining. You can return to this screen to convert back to italics, if necessary.

Keep in mind that this affects only the list that is open. Other lists in your personal folder will not change.

Annotation spacing (MLA only)

The *MLA Handbook* recommends that annotations be typed directly after citations, without any separation (see example in section 5.3.1 of the *MLA Handbook*). By default, NoodleBib displays annotations in this manner. However, your teacher may instruct you to separate annotations with an extra vertical space, for readability.

- ⇒ Click the **Print** button about your source list.
- ⇒ Under **Formatting Options**, click the link next to "Annotation Spacing."
- ⇒ Click the link that reads "Start annotations on a new line."
- ⇒ All annotations in your list will be automatically updated. You can return to this screen to convert back to the default formatting, if necessary.

Keep in mind that this affects only the list that is open. Other lists in your personal folder will not change.

Including or omitting annotations

If you have included annotations in your source list but you do not wish them to appear in the version you print or export to Word, you can omit them:

- ⇒ Click the **Print** button about your source list.

- ⇒ Under **Formatting Options**, click the link next to “Include.”
- ⇒ Click the link that reads “Print citations only (omit the annotations).”
- ⇒ Note that your annotations will no longer appear in your source list, even though you can still edit existing or add new annotations. You can return to the Formatting Options screen if you would like to make them visible again.

Other formatting

To change other document formatting, such as fonts and line spacing, wait until your list is complete and then make the changes after you have imported your list into your word processing program (see next section).

Adding your source list to your research paper

When you are satisfied that your source list is accurate and complete, you can import it into your word processing program and append it to the end of your research paper.



Note: Formatting will be lost if you attempt to copy and paste your list from the NoodleBib screen to your document.

To add your list to your research paper

- ⇒ On the **Bibliography** screen, click the **Save as Word Doc** button.
Microsoft Word is often used, but lists can be opened in any word processor that supports the RTF file format standard (nearly all word processors do).
- ⇒ On the **Print** screen, verify the settings under Formatting Options are correct and then click **Export and Print**.
- ⇒ A screen titled **Export as RTF/Open in Word** will be displayed, followed by one of these three events:
 1. If your computer is configured to open Word or another word processing program automatically, your list may immediately open within that word processor. This may or may not be the word processor that you have used to write the rest of your research paper (see *Opening the RTF file in the right word processor* in this chapter). Regardless, to save the list, use that word processor’s **File → Save as...** mechanism to save the document as you wish (for example, in Word, as a **.doc** or **.docx** file), to a location on your computer or network that you will remember.

2. If your browser is configured to prompt you before opening the file, a browser pop-up window will appear asking you whether you would like to save or open the file. **Select the option to save the file** and save it as an RTF file to a location on your computer or network that you will remember.
 3. A security message may notify you that the browser has blocked the site from downloading the file. Click the message and allow the download, then follow options 1 or 2 above.
- ⇒ Now that the list has been saved in RTF format to your computer or network, open both your research paper and the new file that contains your source list. Copy and paste your list from its word processing document to the end of your research paper in the second word processing document. It is customary to begin your source list on a new page, not on the last page of your research paper.

Opening the RTF file in the right word processor

Your computer may have a particular application associated with files that are in RTF format. When you use the **Print** feature in NoodleBib (or **Open as Word Doc**) to open or save your list as an RTF file, your computer may automatically open the file using this application. This may not be the application you want to edit the file with.

For example, the file might be opened in a text editor like textedit that does not fully support the RTF standard. The consequence is that formatting can be lost. Alternatively, you might have multiple word processors on your computer (e.g., Word, AppleWorks, WordPerfect) but the file gets opened in the wrong one.

To force RTF files to open in the application you want, follow these steps:

On a Mac:

1. Use **Open as Word Doc** and save the file to your desktop. If it doesn't give you the option to save, let it open the file in the default application (often textedit) and then use that application's **File → Save As...** option to save the file to your desktop.
2. Single-click on the file on your desktop to highlight it and select **File → Get Info**.
3. Click the **Open With** tab and change the value in the dropdown list to Word, AppleWorks, or whatever application you wish to use to edit RTF files.

4. Click **Change All** so that all RTF files are opened using this application in the future.

On a PC:

1. Use **Open as Word Doc** and save the file to your desktop. If it doesn't give you the option to save, let it open the file in the default application (often textedit) and then use that application's **File → Save As...** option to save the file to your desktop.
2. Right-click on the file on your desktop and select **Open With...**
3. Select the correct word processing application from the list (or click **Browse...** to find the application if you do not see it in the list)
4. Check **Always use the selected program to open this kind of file.**
5. Click **OK.**

A note about WordPerfect and hanging indents

When you save your source list out as an RTF file from NoodleBib and then open that RTF file in WordPerfect, you'll notice that the hanging indents are missing. We've researched this issue and it turns out that this is a bug in WordPerfect's handling of RTF files. Hanging indents are lost when you import an RTF file into WordPerfect. Be sure to add hanging indents manually before you print your final copy:

1. Highlight the entire document
2. Select Format → Paragraph → Hanging Indent

Printing

The final version of your list should always be printed from your word processor. Do **not** print your list from the **Preview** screen (described in the next section) because the HTML version is not perfectly formatted – it is only a close approximation of the correct spacing and formatting.

Previewing as a Web page

Although you should always use the **Save as Word Doc** option described in *Adding your source list to your research paper* and print your list from Word, NoodleBib does give you the ability to preview your formatted list as an HTML-based Web page.

To preview your list

- ⇒ On the **Bibliography** screen, click the **Print** or **Save as Word Doc** buttons.
- ⇒ Click **Preview.**
- ⇒ A new window will be opened containing just your list. If no window appears, disable your pop-up blocker and retry.

Use this view of your list if you wish to put a copy on a Web page. Use the browser's **File → Save as...** mechanism to save what you see in the preview window as an HTML file on your computer or network.

Printing notecards

To print notecards

- ⇒ On the **Notecards** screen, click the **Print** button above the Notecard Tabletop.
- ⇒ Choose “Export as Web page (HTML file)” or “Export to Word (RTF file)” from the options window, depending on your needs.

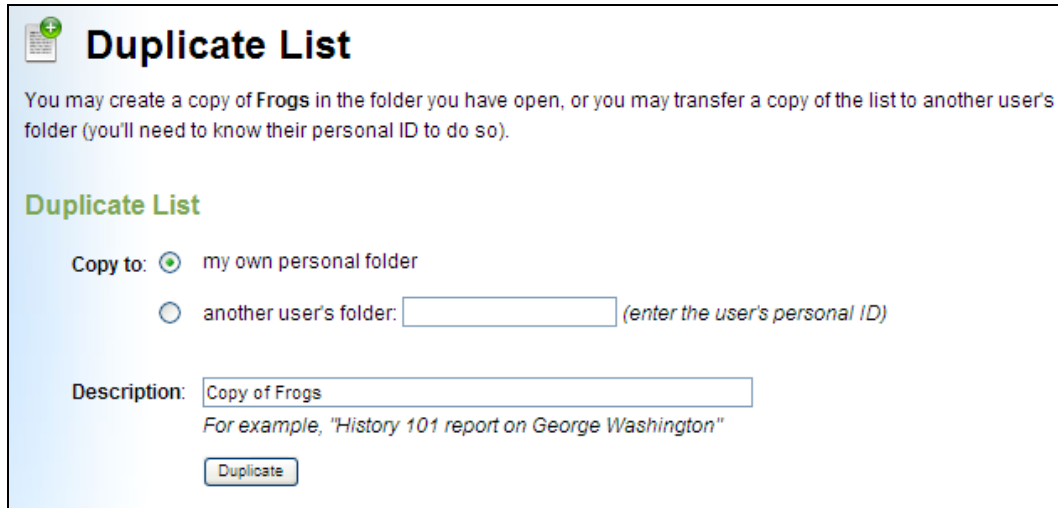
Important: Exporting and printing from a Web page will keep all of the images and formatting in your notecards intact. Exporting to an RTF file will eliminate all graphics and formatting (the result is just plain text).

- ⇒ Choose from three print options:
 - **Export all notecards**
 - **Export selected notecards only** (use ctrl-click to select individual notecards on the tabletop, or search by keyword, tag, etc. to select notecards matching specific criteria)
 - **Export notecards from pile...** (choose a pile name from the dropdown list)
- ⇒ If you are exporting as a Web page, the Web page will open and you can use your browser's **File → Print** mechanism to print the notecards.
- ⇒ If you are exporting to an RTF file then depending on the browser you are using, the file download will either start automatically, or you will be prompted to click a link to start the file download. Save the RTF file to your computer and then open it in Word (or other word processor that supports the RTF file type).

Copying lists and notecards

You can create a duplicate copy of an entire source list and its associated notecards in your own folder, or transfer a copy of one of your source lists to another user. For instructions on how to copy individual citations, see *Chapter 3: Copying entries*.

Figure 32: Copying a source list



Duplicate List

You may create a copy of **Frogs** in the folder you have open, or you may transfer a copy of the list to another user's folder (you'll need to know their personal ID to do so).


Duplicate List

Copy to: ☒ my own personal folder


☐ another user's folder: (enter the user's personal ID)


Description:

For example, "History 101 report on George Washington"

To copy a source list and its notecards, click **My Lists** in the navigation bar, then click the **Copy** button ( **Copy**) in the right-most column. Select **my own personal folder** if you want to duplicate the source list and notecards in the same folder, or select **another user's folder** and enter a personal ID to transfer a copy of the list and notecards to another user.


Note that if you have work under two separate personal folders (for example, one free MLA Starter folder and one folder under a school's subscription), the copy feature is a simple way of gathering all your work into a single folder.

 **Note:** Only MLA Starter lists can be copied to a user's free NoodleBib MLA Starter account.


 **Note:** If there is more than one user with the same personal ID, you may be prompted to identify the school or account type of the user before the transfer completes.

Sharing lists and notecards

If you are logging in through a school, library or classroom subscription, you have the option to share work. If a student shares a list, an instructor can view the list, notecards, and outline and give feedback next to individual citations and notecards.

 **Note:** A teacher or librarian can only view a student's project if that student actively allows a list to be shared (described below in *Student instructions*).

Teacher instructions

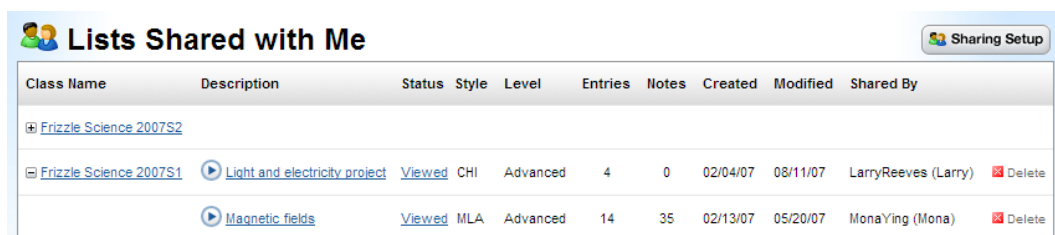
 **Note:** We recommend that teachers read both the *Teacher instructions* and *Student instructions* sections of this guide, so as to understand how sharing works on both sides.

To enable your students to share work with you, you will need to create one or more **class names**. A class name is a word or phrase that defines a “drop box” into which students can submit lists.

For example, if you created two class names, “Smith 2009 History P3” and “Smith 2009 History P5,” then your period 3 students should share their work with you via the “Smith 2009 History P3” drop box and your period 5 students should share their work with you via the “Smith 2009 History P5” drop box.

Work submitted to you by your students is accessible from the **Lists Shared with Me** section of your personal folder. By creating one class name for each class/period that you teach, student work is conveniently grouped for evaluation, as shown below.

Figure 33: Lists Shared with Me (teacher's view of shared lists)



Class Name	Description	Status	Style	Level	Entries	Notes	Created	Modified	Shared By
Frizzle Science 2007S2									
Frizzle Science 2007S1	Light and electricity project	Viewed	CHI	Advanced	4	0	02/04/07	08/11/07	LarryReeves (Larry) Delete
	Magnetic fields	Viewed	MLA	Advanced	14	35	02/13/07	05/20/07	MonaYing (Mona) Delete

Creating class names

- ⇒ Click **My Lists** in the navigation bar to view your personal folder.
- ⇒ Scroll to the bottom of the screen to view the **Lists Shared with Me** table.
Note: If your folder view does not include a **Lists Shared with Me** section, you did not select the **I am a teacher or librarian** option when you first created your personal folder. If your folder is empty, you can simply create a new folder using the correct option. If you have already composed a list within your folder that you wish to keep, contact your account administrator, who can convert your folder to a teacher's folder through the **subscription management area**.
- ⇒ Click the **Sharing Setup** button.
- ⇒ On the **Sharing Setup** screen, first enter your name. This is the name that your students will see when you write comments to them, so it should be the name by which they refer to you in the classroom (e.g., "Mrs. Reeves" or "Debbie").
- ⇒ Enter a new **class name**. The class name must be unique to the NoodleTools community but should also be simple enough for students to type easily. Including the year and semester can be a good idea, to avoid getting it confused with a class name for the same class in a different year. For example, "2007S1 Hamlet Paper." Avoid using periods, dashes, commas and other punctuation that your students might type incorrectly (e.g., "Dr. Smith History – Per. 1").
- ⇒ If there are other teachers or librarians who need to review and comment on the lists shared with you through this class name, you may enter their personal IDs under **Additional recipients**. They will see the shared lists in their **Lists Shared with Me** area, just as you do.
- ⇒ Click **Add class name**.
- ⇒ To add another class name, click the **Create a New Class Name** button above the list of class names on the **Sharing Setup** screen. If you make a mistake, you can edit a class name (and additional recipients) by clicking the class name in the list.
- ⇒ When you are done, click **My Lists** in the navigation bar to return to your personal folder.

In order for students to share lists with you, you must tell the students what **class name** to use. For example, your assignment sheet might say: "Share your work with me by entering the class name **Smith 2009 History P3**."

Students can share their list either from the **My Lists** view or the **Bibliography** view. Before you provide instructions to students, you may want to create a test student folder and share a list, so that you understand how the process works.

Lists that are shared with you are grouped in the **Lists Shared with Me** table by class name and then sorted by the date of last revision (i.e., lists that have been edited most recently will appear at the top). To improve readability when you have many classes sharing work with you, the individual lists under each class name are hidden until you click the class name that you wish to view (or the “+” symbol next to it).


To identify the author of each list, the student’s username followed by their real name (as they entered it) appears in parentheses (under the **Shared By** column) in the far-right column. The first column of the table provides the **description** that the student gave to the list.


The **status** column can contain one of three values:

- **New:** You have not viewed or added comments to the source list or notecards yet.
- **Viewed:** You have viewed the project, and the student/author has not made any revisions since that time.
- **Revised:** The student/author has made revisions since you last viewed or added comments to the project.

To view a **30-day history** of work done on a particular list, which includes specific times that the author logged in, added/edited/removed citations, added/edited/removed notecards, and more, mouse-over the status value and click the 30-day history log link in the pop-up window that appears.

The **style** (MLA, APA, or CHI) and **level** (Starter or Advanced) of each list is given, as well as the **number of entries** and **number of notes** (if the notecards feature is enabled). The last two columns indicate the date each was **created** and last **modified**.

You can remove a list that has been shared with you by clicking the **Delete** button ( **Delete**) next to the list (at the far-right). If you do so, you will not be able to view it unless the student shares the list with you a second time.

Lists shared with you are opened in read-only mode – you can view but not modify the student’s citations, notecards, and outline. Click a list’s description to open it. Display the form used to create the citation by clicking the **View** button ( **View**) next to the citation you wish to see. When you see exactly what information the student entered into each field, you will be able to analyze what a student doesn’t understand or find mistakes in style.

Working with Lists & Notecards

If the notecards feature is enabled, a **Show** link in the “Notecards” column allows you to view notecards associated with a particular entry. To view all notecards that the student has created, click the **Show/hide all** link in the **Notecard display** options bar near the top of the screen.

Although you cannot make changes to the citations, notecards, or outline, you have the ability to add comments to individual citations and notecards. Students will appreciate having a chance to improve or correct their work based on your feedback before they submit their final products.

Figure 34: Teacher's view of a shared list

Journal
of Wetlands

Wetzel, David B., and Vance T. Vredenburg. "Are We in the Midst of the Sixth Mass Extinction? A View from the World of Amphibians." *PLoS* 105 (2009): 11466-11473. Web. 23 July 2009. <http://www.pnas.org/content/105/suppl.1/11466.full.pdf+html>.

2 Hide

View
Personalized Reviews
Have a Question?

Citation comments:

Submit

Citation Comments

Page numbers can be written as 11466-73 here.
Jane Teacher (2009-09-12 17:00:00 PST)
Edit Comment | Delete Comment

Mass extinction caused by humans

URL: <http://www.pnas.org/content/105/suppl.1/11466.full>

Pages: 11466

Tags: extinction "cytoad fungus" "climate change" predators

Cues: Read help

Quotation:

Many scientists argue that we are either entering or in the midst of the **sixth great mass extinction**. Intense human pressure, both direct and indirect, is having profound effects on natural environments. The amphibians—frogs, salamanders, and caecilians—may be the only major group currently at risk globally. A detailed worldwide assessment and subsequent updates show that one-third or more of the 6,300 species are threatened with extinction. This trend is likely to **accelerate** because most amphibians occur in the tropics and have **small geographic ranges that make them susceptible to extinction**. The increasing pressure from **habitat destruction** and **climate change** is likely to have major impacts on narrowly adapted and distributed species. We show that salamanders in tropical mountains are particularly at risk. A new and significant threat to amphibians is a virulent, emerging **infectious disease, chytridiomycosis**, which appears to be globally distributed, and its effects may be exacerbated by **global warming**. This disease, which is caused by a fungal pathogen and implicated in serious declines and extinctions of >200 species of amphibians, poses the greatest threat to biodiversity of any known disease. Our data for frogs in the Sierra Nevada of California show that the fungus is having a devastating impact on native species, already weakened by the effects of **pollution** and **introduced predators**. A general message from amphibians is that we may have little time to stave off a potential mass extinction.

Paraphrase:

Mass extinction being compared to, eg., dinosaur extinction. 2100 species close to extinction. Humans are main cause:

1. habitat destruction
2. climate change, global warming
3. disease - chytrid fungus
4. pollution
5. non-native predators

My ideas:

Notecard comment:

You might try e-mailing the reserve for more information: info@ekhinsalough.org

Submit

Notecard Comments

Interesting that just last year scientists were warning of decline – now they are talking about extinction!
Jane Teacher (Aug 27, 2009 9:20 AM PST)
Edit Comment | Delete Comment

Providing feedback to your students

⇒ Open the list by clicking on the list's description under **Lists Shared With Me**.

- ⇒ Enter a comment into the comment box below the citation or notecard that you wish to provide feedback about and then click the **Submit** button.
- ⇒ Your comment will be displayed to the student directly within the list. With a large “comments” icon on the left side (pictured below), comments are easily visible as the instructor or student scans the source list.
- ⇒ The student’s personal folder will display **NEW!** (see screenshot below) to indicate that new comments have been added since the last time the student viewed the list.

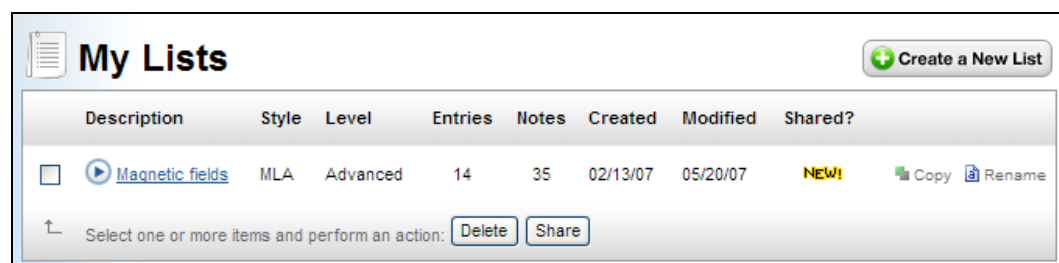
Student instructions

Your teacher may ask you to share your source list and associated notecards. This gives your teacher the ability to look at your work and send you helpful feedback. On your assignment sheet, your teacher will tell you the **class name** to use when sharing your list.

Sharing a list

- ⇒ Either (a) open the list you wish to share and then click the **Share** button at the top of the screen or (b) check the box next to the list in your **My Lists** view and click the **Share** button at the bottom of the screen. If you need to share a number of lists with someone, use option (b), checking the boxes next to each list.
- ⇒ Enter your name in the **My Name** field so that your instructor will know who you are (he or she may not recognize your personal ID).
- ⇒ Enter the **class name** where prompted.
- ⇒ Click **Share**.
- ⇒ When you return to your personal folder, you will find that the list you shared has a checkmark in the **Shared** column.

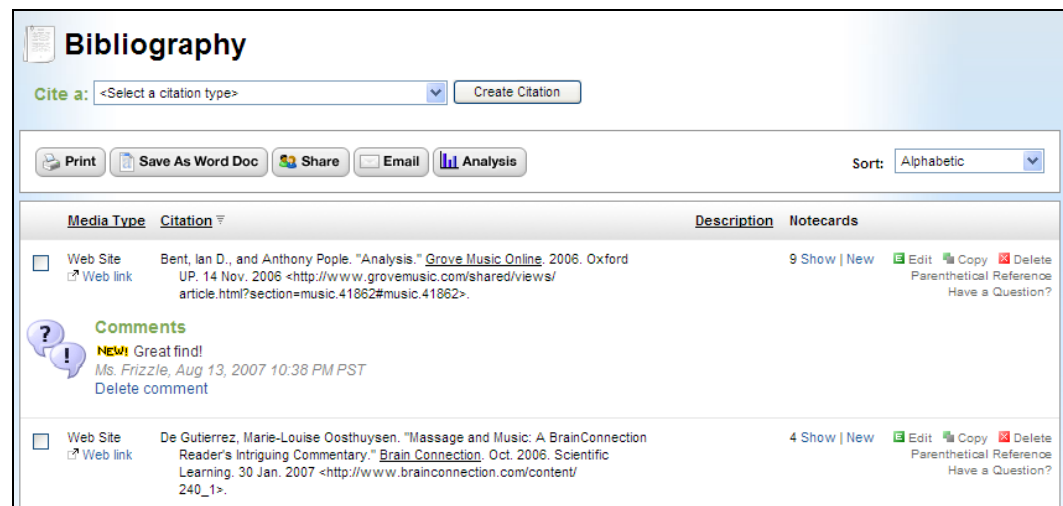
Figure 35: Shared lists (one with new comments)



When a teacher views your shared list and writes comments to you, you will notice that the checkmark displayed in the right-hand **Shared?** column of your personal folder is replaced with a yellow “new” indicator (**New!**). Open the list to view the new comments. Your teacher’s comments appear directly below the citation or notecard they are commenting on. If there is more than one comment on a particular citation or notecard, the comments will be sorted with the most recent comment first.


If you have many notecards, it can be difficult to find notecard comments when they are all displayed on the **Bibliography** screen. To only display notecards on which your instructor has written comments, click the **Show only notecards that have comments** link in the **Notecard display** bar near the top of the screen.

Figure 36: Teacher's comment displayed below a student's citation



Following each comment, you will find the name of the teacher who wrote the comment, as well as the date and time the comment was written.

When you have read and acted on the comment, you can permanently remove the comment from view by clicking the **Delete comment** link.

 **Note:** Even if they are not removed via the **Delete comment** link, comments will not appear in RTF files generated by the **Print** option in NoodleBib.

E-Mailing lists

You can e-mail the RTF version of your list to yourself or someone else. The recipient will be able to open the list in a word processing program. The

recipient will not be able to log in to your personal folder or change your master list in any way – only a copy of your list is sent. There is also no way for the recipient to import the RTF version of your list into their own personal folder. However, you can share an editable copy of your source list with another NoodleBib user (see *Chapter 5: Copying lists and notecards*).

E-mailing a list to someone

- ⇒ From the **Bibliography** screen, click the **Email** button.
- ⇒ Enter your name and your own e-mail address in the first two fields.
- ⇒ Enter the recipient's e-mail address in the next field.
- ⇒ If your source list contains notecards, an additional option, **Include notecards**, is available. Mark the checkbox to include your notecards as an HTML attachment to the e-mail.
- ⇒ Click **Send** to e-mail the list.

Merging lists and notecards

Two or more lists (and their associated notecards) in your personal folder can be merged into a single list. As a safeguard, the original lists you select to merge will also remain in your personal folder unchanged. The new merged list will be added to your folder, identified by a new description that you provide.



Note: Merging an MLA Starter list with an MLA Advanced list results in a new MLA Advanced list.

To merge lists

- ⇒ On the **My Lists** screen, check the boxes next to the lists that you wish to merge.
Restriction: All lists must be in the same style.
- ⇒ Click the **Merge** button at the bottom of the screen.
- ⇒ Enter a brief description for the new, merged list.
- ⇒ If you would like to prevent duplicate citations from appearing in the new list, mark the checkbox next to **Remove duplicate citations from merged list**.
- ⇒ If the original lists have notecards, decide whether or not you would like those notecards to be transferred to the merged list. By default, the **Include notecards from original lists (if any) in merged list** option is checked.
 - Note: Checking both the “remove duplicates” and the “include notecards” options can potentially cause unwanted results. If

there are duplicate citations that have different sets of associated notecards, then only one set of those notecards will be transferred to the merged list.

⇒ Click **Merge**.

Chapter 6: Troubleshooting

Overview

If you need assistance, please follow these steps:

1. Double-check the **Common issues** section of this chapter.
2. If you are unable to access the Web site at all and you believe the issue may be on our side, check the NoodleTools Server Status site to determine if (and why) the server is offline:

<http://www.noodletools.info/>

3. If you have a “How do I cite...?” question, search the **Knowledge Base** to see if your question has already been answered:

<http://www.noodletools.com/helpdesk/index.php?action=kb>

If not, click the “**Have a Question?**” link next to one of the citations in your list to get personal assistance from NoodleTools experts.

4. If you have a question about how to use NoodleBib, or about the status of your subscription, submit a ticket in the NoodleTools Support Center:

<http://www.noodletools.com/helpdesk/>

Common issues

Subscribing

“How much does subscribing cost?”

Subscription pricing is all available on the Web site. From the home page, click **Subscription Info** (under “NoodleBib”). Then click **Learn more** next to the appropriate subscription license type to view subscription pricing. If you are subscribing for a single campus, you can generate and print an e-quotation. If your school is a member of a consortium or purchasing cooperative that we work with, you can contact us for a custom quotation. Likewise, if you are subscribing for an entire district or consortium, e-mail us for information.


“I submitted a subscription request for my school but it has been over 24 hours and I haven’t received any response.”

New subscription requests are processed at least once a day (usually more often), so if you have not heard back from us within 24 hours after submitting the subscription request form, you should contact us. Your account activation e-mail may have been caught in a spam filter, or the e-mail address that was provided to us may have had a typo. Submit a ticket in the NoodleTools Support Center or call us to report the issue.

Using NoodleBib

“How do I enable cookies and JavaScript in my browser?”

NoodleBib requires that both JavaScript and cookies be enabled in your browser. Depending on your platform (PC or Mac) and the browser you are using, the procedure for turning these options on varies slightly.

 **Note:** We do not store any personal information in the cookies that we create. Cookies maintain the state of your NoodleBib session as you traverse from screen to screen.

To enable **JavaScript**:

- Internet Explorer (**PC**)
Select “Internet Options...” from the “Tools” menu. Click the “Security” tab and then click the “Custom Level” button. Find the “Scripting” category and click “Enable” under “Active Scripting.”
- Firefox
PC: Select “Options...” from the “Tools” menu. Click the “Content” icon at the top of the Options window and mark the checkbox next to “Enable JavaScript.”
Mac: Select “Preferences...” from the “Firefox” menu. Click the “Content” icon at the top of the Options window and mark the checkbox next to “Enable JavaScript.”
- Safari
PC: Select “Preferences...” from the Settings menu (gear icon at top-right corner of browser). Click the “Security” icon at the top of the Preferences window and mark the checkbox next to “Enable JavaScript.”
Mac: Select “Preferences...” from the “Safari” menu. Click the “Security” icon at the top of the Preferences window and mark the checkbox next to “Enable JavaScript.”

To enable **cookies**:

- Internet Explorer (**PC**)

Select “Internet Options...” from the “Tools” menu. Select the “Privacy” tab. **Option 1:** Click the “Sites” button. Type “www.noodletools.com” into the field and click the “Allow” button. **Option 2:** Click the “Advanced...” button. Make sure the “Override automatic cookie handling” check box is checked. Select the “Accept” option button under “First Party Cookies” and under “Third Party Cookies.”

- Firefox

PC: Select “Options...” from the “Tools” menu. Click the “Privacy” icon at the top of the Options window and mark the checkbox next to “Accept cookies from sites.”

Mac: Select “Preferences...” from the “Firefox” menu. Click the “Privacy” icon at the top. **Option 1:** Choose “Remember history” from the “Firefox will...” dropdown menu. **Option 2:** Choose “Use custom settings for history” from the “Firefox will...” dropdown menu, then mark the checkbox next to “Accept cookies from sites.”

- Safari

PC: Select “Preferences...” from the Settings menu (gear icon at top-right corner of browser). Click the “Security” icon at the top of the Preferences window and mark the checkbox next to either “Accept cookies: Always” or “Accept cookies: Only from sites I visit.”

Mac: Select “Preferences...” from the “Safari” menu. Click the “Security” icon at the top of the Preferences window and mark the checkbox next to either “Accept cookies: Always” or “Accept cookies: Only from sites I visit.”

“Why am I getting a *Page cannot be displayed* or *Page expired* error?”

Do not use the browser’s back or forward buttons while you are using NoodleBib. Since NoodleBib is a dynamic Web site (pages are created dynamically using information from the database and data that you enter), the browser’s navigation buttons should not be used -- they will often result in a “Page cannot be displayed” or “Page expired” error screen.

If you do accidentally use the browser’s back/forward buttons and get an error page, click the browser’s “reload” button to return to NoodleBib.

“When I click on the help links next to the citation fields in NoodleBib, nothing happens.”

Most likely, you have a pop-up blocker installed on your computer. The most common pop-up blockers are the ones that come with add-on browser toolbars (like Yahoo’s and Google’s toolbars), and the Internet Explorer pop-up blocker that is enabled by default in Windows. Disable any such pop-up blockers for the NoodleTools.com domain.

If you do not have a pop-up blocker on your computer, check to see if the pop-up window is **behind** another window. Minimize the application windows on your desktop to be sure there isn't a browser window hiding behind them.