Welcome to Noodle Tools, how to get started with our great citation builder.

- First, go to the Hermann Memorial Library Home Page:

Hermann Memorial Library SUNY Sullivan

http://www.sunysullivan.edu/library

- In upper left hand corner look for Library “In this Section” drop-down menu. Click the down arrow to access menu options.
- Click the down arrow next to “Find Resources” to bring up another drop-down menu.
- Click on the menu option “How to Cite Your Sources”. This will bring you to a page of “Resources for Creating a Bibliography”.
- Click on “Noodle Tools” An online citation builder and research tool for our students. You will connect to the Noodle Tools Sign In page, which looks like this:

![Noodle Tools Sign In Screen](image)

You will need to create an account for yourself as a first time user from a computer that is within the campus network. Click “Register” to bring up the following screen:
Your newly created username and password will now work anywhere you happen to be (off campus).

Once you have logged in you will see the NoodleTools home screen, below:

Click on the button that says “+New Project” The following pop up menu will now appear.
Enter a title to identify your project (you choose), your citation style, and your citation level (will be Advanced, by default).

There are several components to your “Project”. For my project, I’m researching “Domestic Violence”. Here, however, you may want to skip over this part and go right into the next part “Sources”, which will be your working “Works cited” page for MLA format, or your “References” list for APA format, whatever you have decided upon. Click on “Sources” in the running tabs at the top of the page. Now you will be ready to compose your list of citations based on the sources that you have found in your own research...

Click on “Create new citation”; a new pop up will appear below.

Suppose you got your source from an online database. Click on “Database” to bring up the following pop-up:
Suppose you got a journal article from an online database. So you would click on “Journal” to bring up the following work sheet, which you would fill out based on the particulars of your journal article.

- Now you can fill in the required fields according to the information about the journal article that you want to cite.
- You can “quick cite” by copying & pasting a citation that you may already have.
- Type values into the fields; remember not all fields will be appropriate; pop up windows explain how to input data into the fields
After you complete this form, click the “Submit” button at the bottom of the page, and you will be returned to the works cited page for the project where you will see listed the citation that you have just created with the wizard.

“View live web page”! Click here to access the article you are citing from the “Persistent URL” that brings up the journal article within the subscription database that it comes from. Remember the “Persistent URL” is a proxied link that will require authentication with your network username and password, if you are connecting from off campus.

To generate the finished works cited page, click on “Print/Export”, and follow the directions to save in Microsoft Word. You can copy and paste this Word document onto the end of your research paper. Your project and all the citations in it will be kept for you in Noodle Tools, available anytime you login.

Have a question about using Noodle Tools or with citing a source? You can connect to the Noodle Tools Help Desk from your “My account” button. Here you can fill out a support ticket for an expert at Noodle Tools to answer, or you can check the Knowledge Base for commonly asked questions.
And you can always ask a librarian! Call us at the front desk, our phone is always picked up during library open hours. 845 434-5750 ext. 4389
… or email us at library@sunysullivan.edu