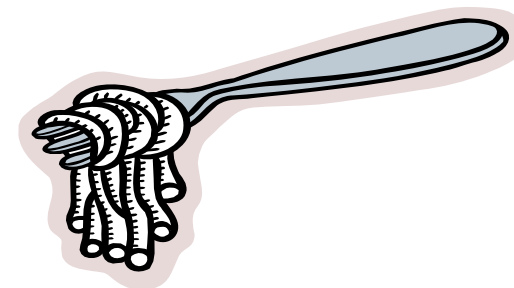


Directions for Accessing NoodleBib Tools



NoodleBib is a program that will help you create accurate, professional Works Cited (MLA format) and Reference (APA format) pages for your research projects.

What you need:

1. Have your original sources with you so that you can find the information that NoodleBib asks for.
2. Also, have the *Chesapeake College Style Guide* on hand so that you are familiar with what the final entry should look like. For example,
 - a. MLA format requires that every major word in a title be capitalized.
 - b. APA format requires that the first words of the main title and of the subtitle (if there is one) be capitalized, along with any proper nouns. However, other words in the title are not capitalized.
 - c. You will need to use the required capitalization when you enter book titles or journal article titles into the NoodleBib title box.

How to get into NoodleBib:

1. From the Chesapeake College web site homepage, under Student Services, scroll down to Library/LRC.
2. You will be at the LRC home page. Click on Electronic Databases.
3. Scroll down the list of Library Databases till you come to NoodleBib6 and click. (Note; **Password required for remote access; see the LRC list of passwords if you are working off campus.**)
4. On the Noodle Tools page, click on NoodleBib 6 under Subscription Tools.
5. On the next page, you should see Chesapeake College.
 - a. If you are on campus, click on NoodleBib.
 - b. If you are off campus, you will be prompted to give the username and password for Chesapeake College.

6. NoodleBib will then prompt you to either Create New Folder, if this is your first time using the tool, or enter your information to access the folder you have already created. You can add to a list already stored in your folder, or create a new list.

How to create your list:

7. Click on **Start New List**
8. Choose either MLA Advanced or APA Advanced.
9. Name your list in the Description Box and **Start Adding Citations**
10. Next you will see this at the top of the web page:



Select a citation type from the dropdown and Go. The most common choices are Journal, Magazine, Book, and Web Site.

11. NoodleBib gives you lots of information and support in adding the information. Just read the messages in the boxes and note the directions for how to enter information.
12. Use the Check For Errors option after all the information is entered. Possible errors are **noted in red**.
13. Once you have made any changes needed, click on Update Citation.
14. Continue adding citations by returning to Step 10.
15. Once you have entered all your citations, note the options in the sidebar on the left hand side of the web page. They include E-Mail to send the list to yourself or others, Preview to look at the formatting, and Open in Word to edit or print.

If you have questions or need assistance, drop in the Academic Support Center. We look forward to working with you.