1. Log in to your Google Drive. In Drive View:

2. Click on the "waffle". It looks like this 
   , and is found in the upper right hand part of your Drive.

3. You will need to click on "more" to see all the options, including NoodleTools.

4. Correctly fill in the fields with the source information. NT helps you with guidance along the way.

5. Copy/Pasting from a Database:
   
   The Dashboard shows you the tools and options available:

   - Use basic if your sources are webpages, books, and databases (most common).
   - Use junior if you also have a source such as a book with a signed article and an editor. Use advanced only if you have uncommon sources.

6. Use the ISBN Quick Cite for Books:

7. Collaborate with other students and share to a teacher’s inbox:

We use MLA format, but you may be asked to use other formats in your future academics.

Select the type of source you used. Here is where you make the big decision about what the source is. Is it from a purchased database? The Free Web? A paper book in your hand? Once you select your type of source, you will be asked more questions to specifically identify the source you’re using.

Correctly fill in all the fields it provides for your source. Get help from a librarian looking for the parts if you need it.

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