

## How to Merge your Noodletools Works Cited page with your paper/doc



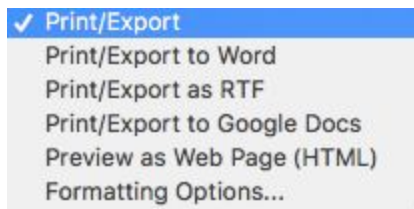
plus



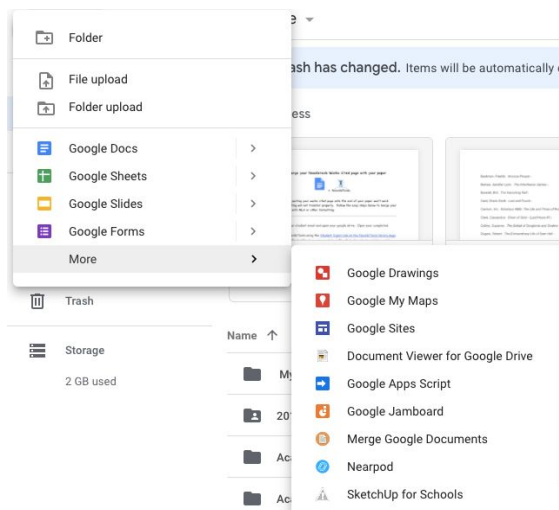
**Note:** Copying and pasting your works cited page onto the last page of your paper won't work because the formatting will not transfer properly. Follow the easy steps below to merge your two docs, complete with MLA or other formatting, into one doc file which you can submit to your teacher.

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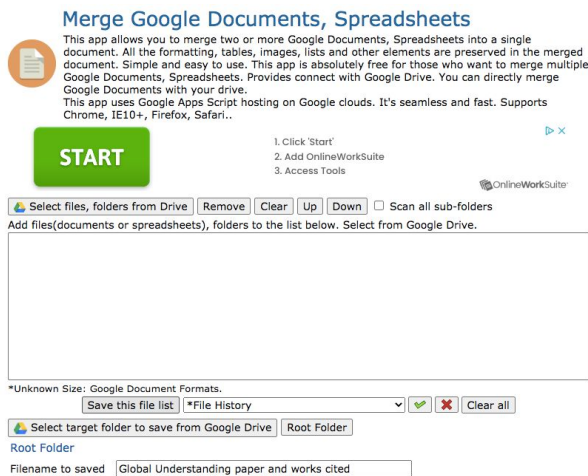
1. Log in to your student email and open your google drive. Open your completed paper.
2. Log into NoodleTools using the [Student Signin link on the NoodleTools library page](#). When your Works Cited page is complete in Noodletools, select Print/Export to google docs.



3. Your paper and Works Cited page should now appear separately in the Quick Access section at the top of your google drive; refresh if you don't see both docs.
4. In your google drive, select **New, More, Merge Google Docs**.



5. This app will open:



6. Under the green Start button, click on **Select Files from Drive**: you will **first choose your paper** from the Quick Access drive section and click Select; next you will **choose your Works Cited doc** and click Select. You will now see both file names appear in the box.
7. In the **Filename to Saved** box, rename your soon-to-be-merged file (*i.e. "Final XXX paper & works cited"*).
8. Select **Merged Documents, Spreadsheets**: wait until merge is completed.

**Merge Documents, Spreadsheets**

9. You will see a message appear in green stating "the merged document is stored in google drive." If you want, you can click View to see your merged files.
10. You can most quickly find your new merged document file in **Recent** on the left side of your drive. You will want to open the file and move the file to your appropriate class folder: see the file folder at the top of your document and move it within your drive.