

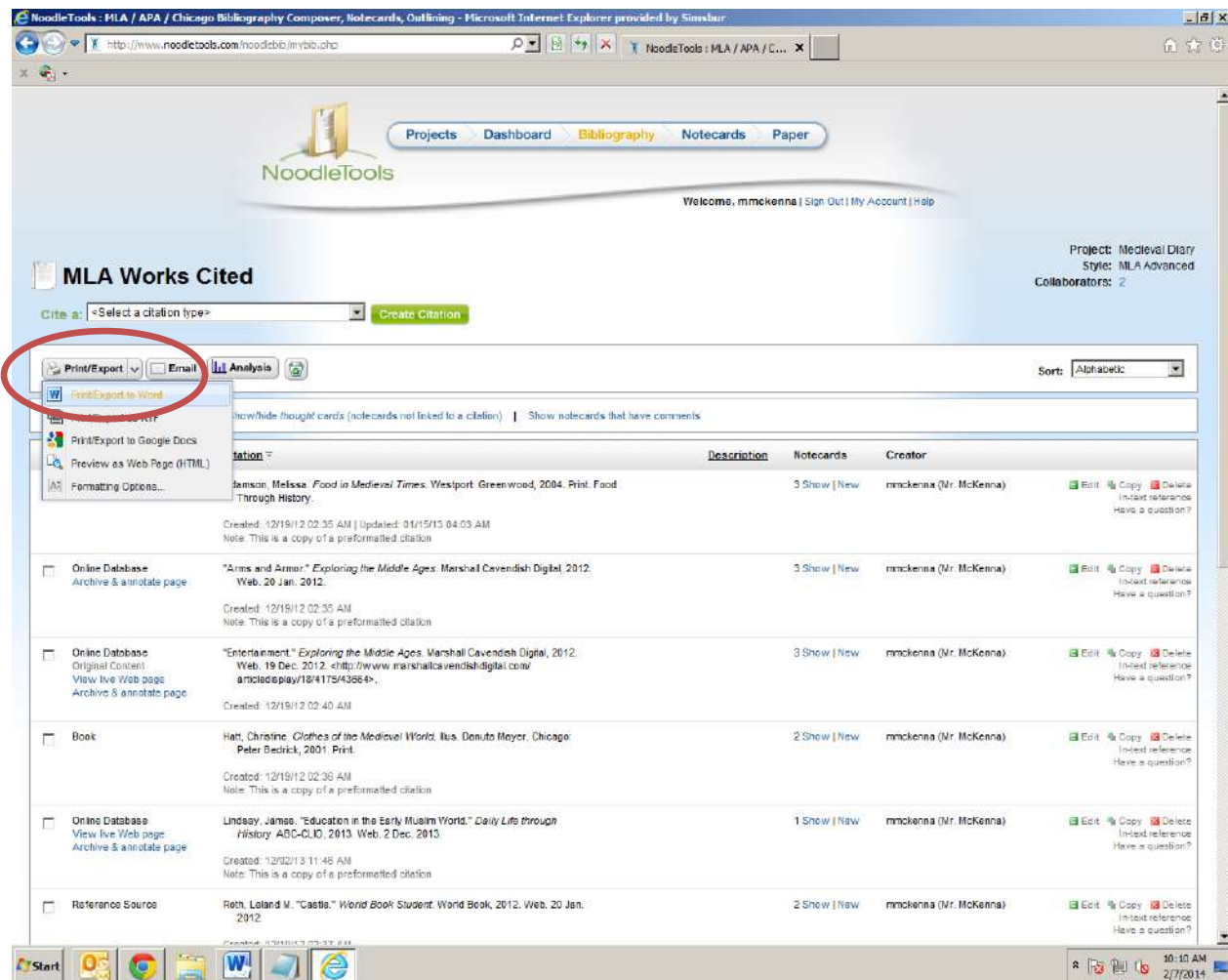
Adding your source list to your research paper

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 source list from the NoodleTools screen to your document.

To add your source list to your research paper

→ On the **Bibliography** screen, click the **Print/Export** button and choose **Print/Export to Word** from the options listed. While Microsoft Word is often used, source lists can be opened in any word processor that supports the RTF file format standard (nearly all word processors do).



The screenshot shows the NoodleTools interface for a project named 'Medieval Diary' in 'MLA Advanced' style. The 'Bibliography' tab is active, displaying a list of 'MLA Works Cited'. A red circle highlights the 'Print/Export' button, which has opened a dropdown menu. The option 'Print/Export to Word' is selected and highlighted in blue. Other options in the menu include 'Print/Export to Google Docs', 'Preview as Web Page (HTML)', and 'Formatting Options...'. The table below shows several entries, including books, online databases, and reference sources, each with a 'Show' and 'New' link and action icons for edit, copy, and delete.

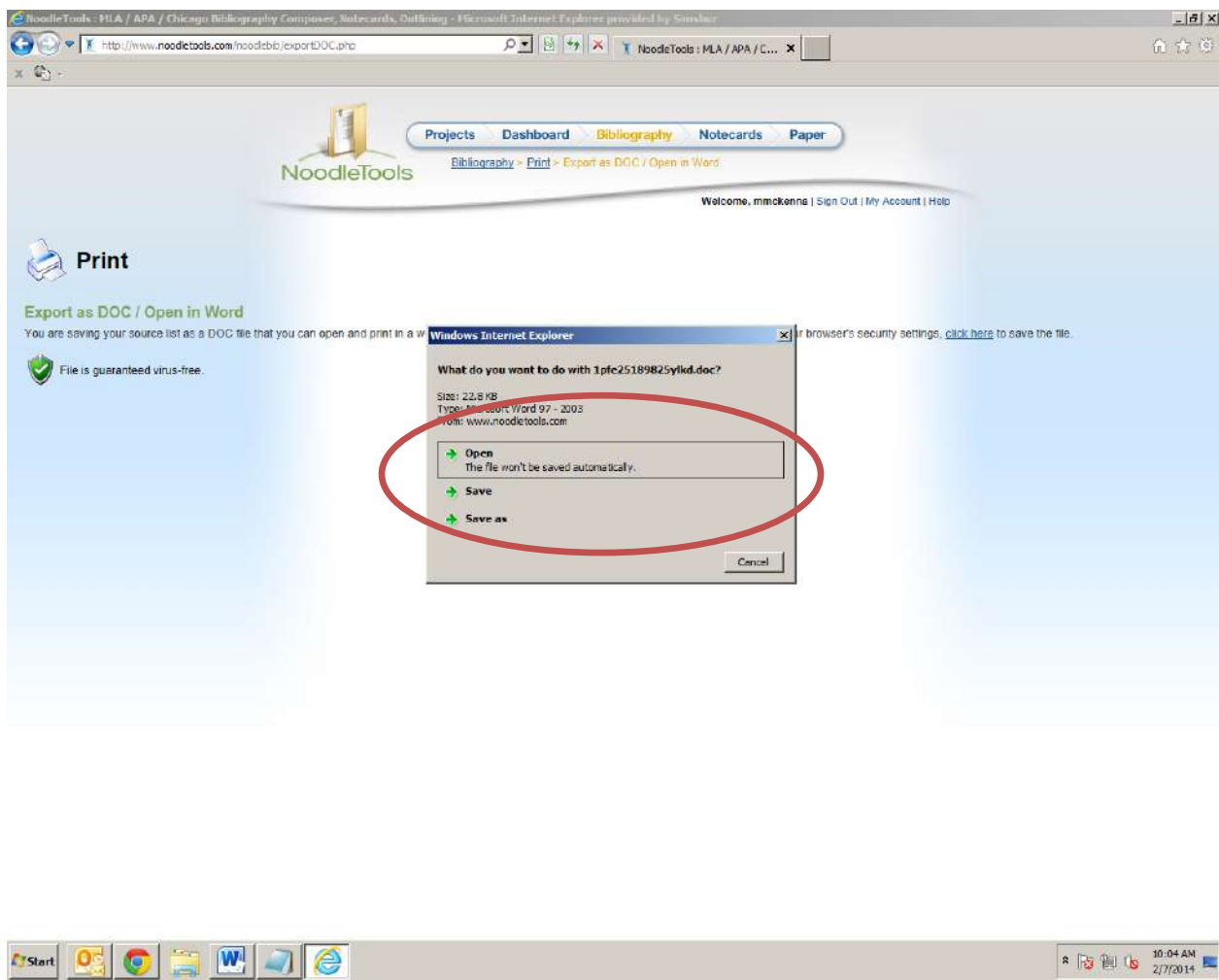
	Description	Notecards	Creator	
	Janson, Melissa. <i>Food in Medieval Times</i> . Westport, Greenwood, 2004. Print. Food Through History.	3 Show New	mmckenna (Mr. McKenna)	Edit Copy Delete Insert reference Have a question?
	Created: 12/19/12 02:35 AM Updated: 01/15/13 04:03 AM Note: This is a copy of a preformatted citation			
<input type="checkbox"/>	Online Database Archive & annotate page "Arms and Armor." <i>Exploring the Middle Ages</i> . Marshall Cavendish Digital, 2012. Web. 20 Jan. 2012.	3 Show New	mmckenna (Mr. McKenna)	Edit Copy Delete Insert reference Have a question?
	Created: 12/19/12 02:35 AM Note: This is a copy of a preformatted citation			
<input type="checkbox"/>	Online Database Original Content View live Web page Archive & annotate page "Entertainment." <i>Exploring the Middle Ages</i> . Marshall Cavendish Digital, 2012. Web. 19 Dec. 2012. < http://www.marshallcavendishdigital.com/article/play/18/4175/43864 >.	3 Show New	mmckenna (Mr. McKenna)	Edit Copy Delete Insert reference Have a question?
	Created: 12/19/12 02:40 AM			
<input type="checkbox"/>	Book Halt, Christine. <i>Clothes of the Medieval World</i> . Ills. Donato Meyer. Chicago: Peter Bedrick, 2001. Print.	2 Show New	mmckenna (Mr. McKenna)	Edit Copy Delete Insert reference Have a question?
	Created: 12/19/12 02:36 AM Note: This is a copy of a preformatted citation			
<input type="checkbox"/>	Online Database View live Web page Archive & annotate page Lindsay, James. "Education in the Early Muslim World." <i>Daily Life through History</i> . ABC-CLIO, 2013. Web. 2 Dec. 2013.	1 Show New	mmckenna (Mr. McKenna)	Edit Copy Delete Insert reference Have a question?
	Created: 12/22/13 11:45 AM Note: This is a copy of a preformatted citation			
<input type="checkbox"/>	Reference Source Reh, Leland M. "Castles." <i>World Book Student</i> . World Book, 2012. Web. 20 Jan. 2012.	2 Show New	mmckenna (Mr. McKenna)	Edit Copy Delete Insert reference Have a question?

→ 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 source 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 source 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 source list has been saved to your computer, open both your research paper and the new file that contains your source list. Copy and paste your source 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.

Note: Do not resave the document as an RTF file after opening it in Word. Doing so can cause formatting issues due to the way Word handles certain RTF codes. Instead, save to a native format like DOC or DOCX. 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/Export to Word feature in NoodleTools to open or save your source 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 Print/Export to Word 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 Print/Export to Word 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.

Printing

The final version of your source list should **always be printed from your word processor**. Do not print your source 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.

Exporting as a Google Docs paper

NoodleTools gives you the ability to export your formatted source list as a Google Docs paper.

To create a Google Docs paper for your source list

→ On the Bibliography screen, click the Print/Export button.

→ Click Print/Export to Google Docs.

→ A new window will be opened prompting you to sign in with your **Google Account**. If no window appears, disable your pop-up blocker and retry.

Google accounts

NoodleTools is asking for some information from your Simsbury Public Schools account. To see and approve the request, sign in.

Sign in to your account at
Simsbury Public Schools

Username: @simsburyschools.net

Password:

Stay signed in

[Can't access your account?](#)

Note: Un-check the box to stay signed in to your account on school or shared computers to protect your online privacy & information.

Enter your **Simsbury Public Schools Google username** [ex. 17student] and **password**. If you need your password reset, please see a school library staff member for help.

→ When you log in, **NoodleTools will request access to your Google Account**. Click **Grant access** button. Your source list will appear in a Google Docs paper.