Creating Notecards in Noodletools

When you know you are definitely going to get a note from a source, add the citation to Noodletools before you do a notecard.

When you are ready to create notecards, click on the Notecards button at the top of the screen:

It is a good idea to create piles for your notecards. You can name the piles after your keywords/topics. Click on Manage Pile to create a pile and name it.

Click on the + New button to create a notecard.

There are many different components on the Noodletools notecards. The parts that are required for Mrs. Buonpane are:

- Title
- Source
- Page
- In Your Own Words
I also recommend including Tags because that will help you organize your cards later. Once you create a tag, Noodletools remembers it and you can then choose it from a dropdown menu.

I have circled the required sections below:

For **Title**, use a topic/keyword and add a little detail because you may have many cards that fall under the same topic/keyword.

For **Source**, if you add your citation to the works cited, it will appear in the dropdown menu. If you forget to add the source beforehand, you can add it later if you click on the button.

**Page** is also required, but if you are using a digital resource like a database or web site and no page number is provided, you can use paragraph number instead. For one paragraph use the abbreviation par. for more than one paragraph, use the abbreviation pars.

Your note goes in the section titled **In Your Own Words**. This is where you need to paraphrase important information from your source.
There are other parts of the notecard that are not required, but that you might find helpful to use. On the left under “Copy, Paste and Annotate Here”, you can copy and paste articles or parts of articles. You can then mark up the information using the text color and highlight tools.

The box under where you type your note is titled “Original Thinking Here” and you can think of it like the bottom box of the notesheets. It is where you can reflect on your note.

You can create multiple piles and your cards can be dragged and dropped into piles.

There are 2 views, Tabletop and Detail: Tabletop Detail

With Tabletop view, you can see the layout of the piles/cards from above. If you need to edit any cards, hover the mouse over the pile and then click on the Expand button:

You can also color code your cards or add cues to them:

Detail view looks like more of a linear format on the left-hand side of the screen. You can click on any part and the card will appear to the right. You can edit it from there if needed.