How to start a new project and a source list

1. On the Projects screen, click New project.

2. On the Create a New Project screen that pops up, enter a **title** for your project and select the appropriate citation style **MLA** and level **junior**. Click Submit. **NOTE**: Once you create a project, you will be able to switch seamlessly between styles and levels. So what you set up now can be changed later with one click.
3. The Dashboard screen appears. The Dashboard organizes your work environment for effective research. You can see assignments, create to-do lists, submit work, and act on feedback from teachers in an organized way, and all in one place.

![Dashboard screen](image)

4. To begin citing sources, click Sources in the navigation bar at the top.

![Sources button](image)
5. On the Sources screen, click Create new citation and select the best match for your source from the choices given.

![Create new citation](image)

6. On the next screen, depending on the citation type selected, a Show Me tutorial may be available to help you evaluate the source. The lessons are differentiated based on which level you are in: Starter, Junior, or Advanced. Below is an example of a slide from the Show Me tutorial for Website, Junior level.
7. Click Continue to go to the next screen.

8. Fill in the citation form with information about your source. If your source is a book, you can locate the book in WorldCat (via an ISBN number or title/author search) and it will automatically fill in the form with the book's details, checked and revised for accuracy by NoodleTools.

9. After you finish entering information about your source, click **Submit** to save your new citation.