# How to create notecards

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Once you create and open a new project in NoodleTools, there are two ways to create and access your notecards: the Notecards and Sources screens. Since you can view and edit all of your notecards in either screen, you'll find that you develop a preference for working in either the Notecards or Sources screen as you take notes.
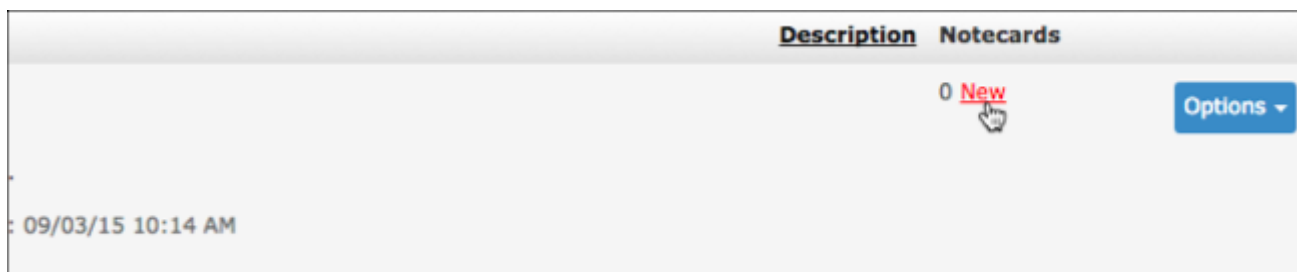
How to create a new notecard

If a notecard is created from the Sources screen, it is automatically associated with a particular source. A "thought card" (a notecard that contains your own thoughts or a reminder to yourself, not tied to any reference in your source list) can only be created from the Notecards screen.

1. On the Notecards screen, click +**New** above the Notecard Tabletop.
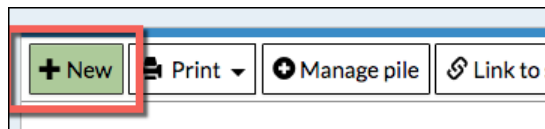
Alternatively, on the Sources screen, click "New" in the **Notecards** column next to a reference.

2. A new notecard opens for editing.

3. In the **Title** field, choose a short description (1-3 words) that represent the main idea of the notecard. You might choose to wait and decide on a good title for the notecard once you've filled in the notecard content, like your paraphrase or summary.

4. Select the source from the **Source** dropdown list and specify the URL and page numbers if any in the fields to the right.

5. Copy and paste the source material into the **Direct quotation** field ("Copy, paste and annotate here").

Some helpful hints:

- Copying the original material will assure that you will always be able to reread or review the author's words and logic even after you have returned a book or closed a webpage.
- Aim to put one idea into each notecard (as opposed to just copying an entire article into the field).
- Images and videos on the Web can be embedded in your notecard within this field.
- Take the time to reread and mark up the author's words with text colors and highlighting; the better you understand the quote, the easier it will be to paraphrase or summarize the author's idea in the "Paraphrase or summary" field.
- In the **Paraphrase or Summary** field ("In your own words"), your instructor may provide specific directions for what is required in terms of paraphrasing or summarizing the material you collect. Then record your thoughts, feelings, and ideas for following up with additional research in the **My**

Ideas field ("Original thinking here"). These are the responses that help you develop a personal perspective.

- For hints about paraphrasing, summarizing, or recording your own ideas, click the **?** next to each of the fields to see additional prompts for what to include.

6. Add new tags or select previously added tags from **My tags** in the field to the right.

7. When you edit a notecard, your changes are automatically saved. To revert to an earlier version, click "Manage versions." A new window will display the current version and previously saved versions. To select an earlier version, click the date and time of the version to revert the notecard to that version saved. To return to your notecard, click "Manage versions."

8. Click **Save and Close** to close the notecard.

On the Notecards screen, the new notecard appears in the upper left corner of your tabletop view. On the Sources screen, you can show or hide notecards for a particular reference by clicking "Show" or "Hide" in the **Notecards** column.
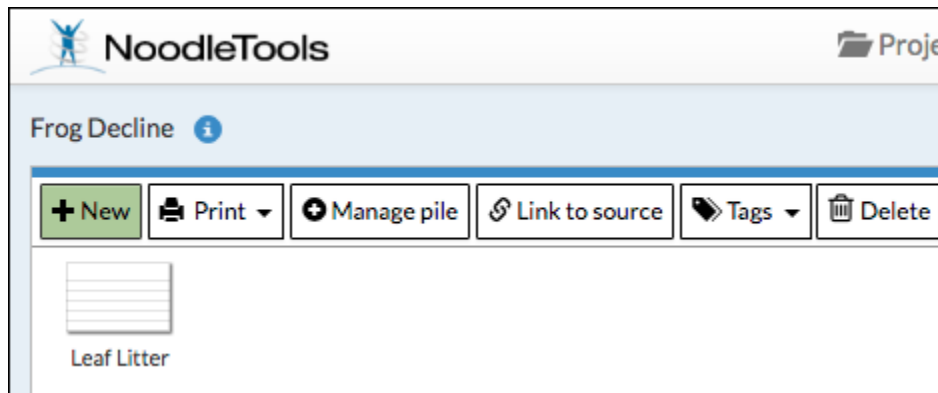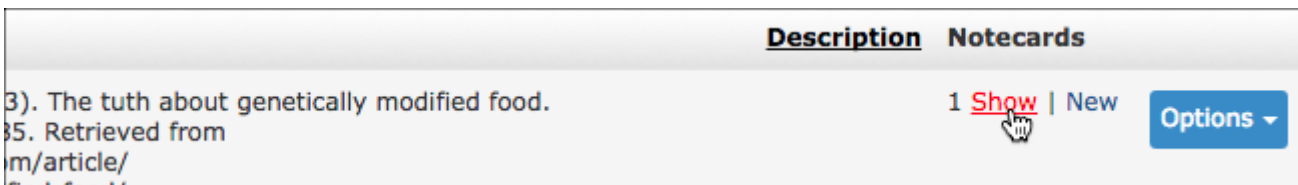

How to edit a notecard

1. On the Notecard **Tabletop** view, hover over a notecard (or long-press a notecard on an iPad) and click **Edit**.
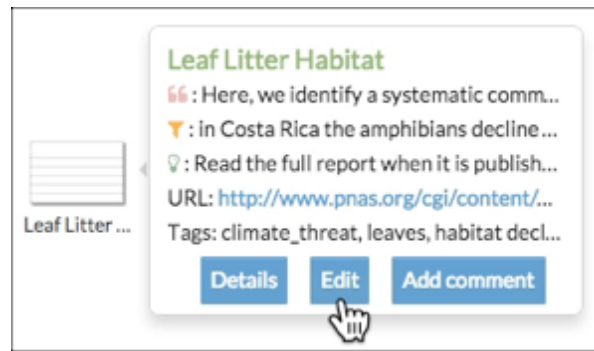
On the Notecard **Detail** view, click **Edit** at the lower right corner of any notecard in the middle panel.

On the Sources screen, in the **Notecard** column, click "Show" to view the notecard, then select **Edit** on the notecard's Options menu.
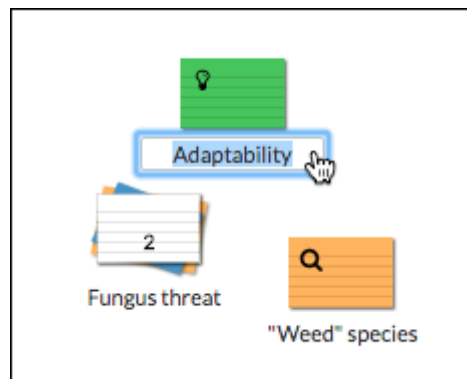
2. When you finish editing the notecard, click **Save** to save your changes and close the window.

How to change a notecard's title

The simplest method of changing a notecard's title is to click on the title on the tabletop, enabling in-place editing of the text. Click outside the title (or press Enter) to save the change.

How to add an image to a notecard

See video below for a short demonstration:

How to add an image to a notecard

Note: At this time PDFs cannot be inserted in a notecard. See "**How do I archive and annotate webpages and PDF files on the internet**

(https://noodletools.freshdesk.com/solution/articles/6000055011-how-do-i-archive-and-annotate-webpages-and-pdf-files-on-the-internet)."