Noodle Tools: Notecards

Creating a notecard

Notecards can be created from either the Bibliography or Notecards screen. However, if a notecard is created from the Bibliography view, it is automatically associated with a particular citation. A “thought card” (a notecard that contains your own thoughts or a reminder to yourself, not tied to any citation in your source list) can only be created from the Notecards screen.

Creating a new notecard

→ From the Bibliography screen, click the New link in the “Notecards” column of the source...

    Figure 21: Creating a new notecard (Bibliography screen)

→ ...or from the Notecards screen, click the New Notecard button (top-left of the Notecard Tabletop).

    Figure 22: Creating a new notecard (Notecards screen)

→ The New Notecard window will be displayed.

    Figure 23: New notecard form
Provide:

- **A title** – typically 1-3 words that identifies the topic of the note. **Note**: Titles should be unique so that you are reminded of the content of the notecard when you see an abbreviated summary in the mouse-over view.
- The **source** of the note (if any). Citations that you have already created can be selected from a dropdown list of your sources. When you create a new notecard from the **Bibliography** screen, you will not see this source field, since the notecard is automatically associated with the entry you are working with.
- A **URL** (if applicable). This may or may not be the same URL that you actually use in your citation. For example, if the URL is very long and complex, the style rules may not want you to include it in your citation, but it would be useful here on your notecard, to allow you to access the resource quickly.
- **Pages** from which the quotation is retrieved (if applicable).
- **Tags** (see the **Notecard tags** section later in this chapter for instructions).
- A **direct quotation**. If your source is a Web document, simply copy and paste the material directly from the Web page. On a PC, you can do this by highlighting the material on the Web page and typing Ctrl-C, then clicking in the text area on the **New Notecard** screen and typing Ctrl-V.
- Optionally, you can scroll down and add information into the **Paraphrase** and **My Ideas** fields (see “Approaches to note-taking” earlier in this chapter). A **spell-check button** is available in the tool bar of each text field to assist you with spelling.

→ Click the **Save** button.
→ Notecard names should be unique – if the new notecard title already exists, you will be prompted to choose a different title.
→ Your new notecard will be saved.
→ If you are creating the notecard from the **Bibliography** screen, the screen will automatically scroll so that you can view the new notecard...
→ ...or if you are creating the notecard from the **Notecards** screen, a graphical representation of the new notecard will appear in the “New Notecards” region of the tabletop (top-left). Drag the notecard out of the “New Notecards” region onto the tabletop (or click the **Move 10** button directly below the “New Notecards” region to move ten at a time), where you can group it with similar notecards, add it to a notecard pile, etc.

**Figure 24: New Notecards region**