

Possible Ways to Organize Your Research Notes

1. The Note Card System
 - You should be familiar with this system. If you want more information or review on how to use note cards to organize your paper, go to <http://depts.gallaudet.edu/englishworks/writing/notecard.html>.
2. The Word File/Note Card System
 - Create a Microsoft Word file
 - On the Tools menu, select "Envelopes and Labels"
 - Select the "Labels" tab, and then select Avery 5315---Note cards
 - This will give you a Microsoft Document that is formatted like note cards. You can then copy and paste direct quotations or paraphrase the information to the note cards from electronic documents. ***Be sure to copy and paste the citation information as you work!!!***
3. The Word File/Bookmark System
 - Create a Microsoft Word file
 - As you work, create the MLA citation information for each source you find.
 - Bold each citation so that it is easily seen in the document. Remember that this will need to be changed on the final list of Works Cited.
 - Under each MLA Citation, copy and paste direct quotations or paraphrase the information that you find from your sources.
 - Create a bookmark in the document next to each citation by going to "Insert" on the file menu and then selecting "Bookmark." Then, to navigate the file later, you can go to "Edit," select "Go To" and enter the bookmark name. Hint: Name the bookmark the author's last name or the web page title as it first appears on the citation.
4. The PowerPoint System
 - Create a new Microsoft PowerPoint file
 - For each new citation, select a different background color for the slide by going to "Format" and selecting "Background" and then choosing a new color for each source and subsequent quotation or paraphrasing.
 - To save time, you might want to create a separate file for *each source*, selecting the background color and then "Apply to All." Then, when you have completed your research, combine the files by going to "Insert" and selecting "Slides From Files." If you choose this method, be sure to create a separate file folder on your "S" drive for your PowerPoint files so that you don't miss something when you combine the files.
 - You can then go to "View" and "Slide Sorter" when you are finished taking notes so that you may organize your research cards into a new outline by moving the cards on the program.
5. The Notebook/Binder System
 - This is essentially the same method as the note card system, except that you are using a notebook or binder to organize your notes.

- Use a notebook or binder that is dedicated ONLY to this project. Do not attempt to place various scraps of information in a folder along with information from other projects or classes.
- Keep track of your information as you gather it, being careful to document your sources completely as you go.
- If you are using a binder, you can also place photocopies or printouts in the binder to keep your notes organized.

6. Other Methods

- As I was searching for information to help you on this project, I found several software packages that allow you to download products that will help you stay organized. ***You may not download these products on school computers,*** but if you choose to do so at home please let me know if you find a product you like!