Creating Note Cards Digitally

1. Find the information that you need from your sources and highlight it.
2. When you **paraphrase**, you will end up with about the same amount of words that you started with. For example, if you paraphrase 2 sentences, you end up with about 2 sentences of your **own words**. When you **summarize**, you will end up with a smaller amount of words than you started with. Take an entire paragraph or two and condense what is said there into one or two sentences. Put the research information in your own words (**paraphrase—pp**), or summarize your research into your own words (**summarize—sum**), or directly quote the information by copying it word for word and putting it in quotation marks, but you may only quote 5% of your note cards (**direct quote----dq**).
3. Create a parenthetical notation for each card. Write the last name of the author and page number where the information is found, and put it in parenthesis like this (Green 32). If it doesn’t have page numbers because it is an online source, just use the name) If it doesn’t have an author, use the article title and put it in quotation marks like this (“The Battle of the Bulge”). Put the parenthetical at the end of the sentence on the note card BEFORE you add the period).
4. At the bottom of the slide, put pp, dq, or sum depending on which format you used to create the card (see #2).
5. Color code each note card to match the bibliography card that the information came from.
6. Put a title on each card to indicate the subtopic that the information covers (pay scale, demands of the job, education needed, interesting facts, and possibilities for advancement.
7. Make sure that you vary your sources. Don’t get too much information about one subtopic from one source. Use all of your sources when creating your note cards.