WRITING NOTECARDS

Whether you are reading an article, watching TV, or talking to someone, you will need to take good notes.   Write a notecard for each important idea or fact you might use in your report.

Title

Body Text (keep notes short)

Source Information

There are three parts of a notecard:
1. **Title** -- Make sure it tells what the notecard is about.   The titles will help you organize your notes easily.
2. **Body --** Keep your notes short.   They should fit on the front and back of the notecard.
3. **Source --** Write the source of the information at the end of the notecard.   To find more information on noting the source, please see the section entitled *Noting the Source on Notecards*.

After you've finished your library research, return to the Report Wizard and enter your notecards.   Later you will use the Report Wizard to help you organize your notecards.