

SORT YOUR NOTECARDS

Now you have a lot of information to organize! Sorting your notecards will help you figure out the important points to include in your paper and the order you should write about them.

Sort Your Notecards

There are two stages for sorting notecards:

1. Group notecards that are about the same important points or ideas.
2. Order the cards in each group in a way that makes sense.

Group Your Notecards

1. Read each notecard. Look for cards that are about the same idea.
2. Drag each notecard to a pile on the screen. There should be a pile for each important idea.
3. Reread the cards in each pile. If a card seems out of place, drag it to another pile.
4. Arrange the groups into the order you want to write about them in your report.



Put Your Notecards in Order

1. Pick a group and read all the notecards in the group.
2. Arrange the cards into an order that makes sense.
3. If a group is too large, drag cards back to the pile on the left. Then go back to the group screen and put them into smaller piles.



When all the groups are in order, read through the cards in each group from beginning to end to see if the order makes sense.