



# NOTETAKING FROM THE WEB



When to use it \_\_\_\_\_

- You are researching a topic on the web.
- You want to organize the information.



How to do it \_\_\_\_\_

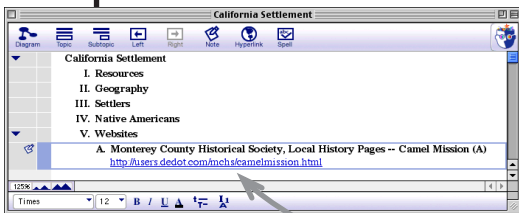
## 1 Establish a structure.

- Type in the main topics you want to explore.
- Add a topic called "Websites".



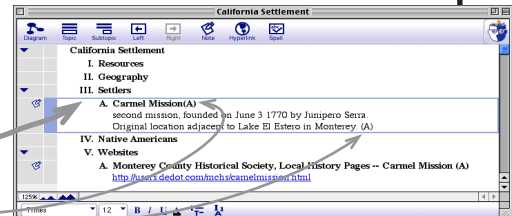
## 2 Search and cite.

- At a website with useful information, insert a bibliographic entry as a subtopic under "Websites" (copy the URL and add other bibliographic info as needed.)
- Tag the URL with an code number, abbreviation, or symbol (e.g., 1, A, \*\*\*).



## 3 Read, record and reference.

- Insert information from the website as subtopics or notes where appropriate.
- Add the website's tag at the end of each entry.



## 4 Repeat.

- Repeat steps 2 and 3 for each new website.
- Use a different tag for each URL.
- If you "copy and paste" (e.g., for longer selections, quotes) copy the URL of the specific page the text was lifted from and insert it into a "note" linked to the subtopic. Don't forget to tag it, too.

## 5 Reflect and restructure.

- Think about how you want to organize the information.
- Rearrange the topics and subtopics.
- Add new topics and subtopics as necessary.
- Look for topics/subtopics that need more information.

