How to Write Fantastic Cornell Notes about SPS Book and Database (Grolier, Newsbank & Bigchalk) Text 😊

1. **Open Cornell Notes** and split your computer screen. (Please note, if you are reading a book, do not split your computer screen. Read the book and enter information about it directly into Cornell Notes.)
   - Place your pasted SPS database text on the left.
   - Place your Cornell Notes on the right.

2. **Preview** the text.
   - Scroll down to survey the text.
   - Notice if there are any headings.
     - Headings=automatic subtopics

3. **Read** the text in its entirety.

4. **Reread** the first paragraph.
   - After you’ve read the first paragraph again, ask yourself, “What is this paragraph about?”
   - Type the topic of the first paragraph in the Subtopic section of your Cornell Notes.
   - Highlight the subtopic in a color of your choice.

5. **Reread the first paragraph one more time.**
   - Highlight details about the subtopic in the pasted text in the same color as the subtopic.
   - Detail fact-phrases should not exceed six consecutive words.
   - Organize details by their classification on Cornell Notes.
     - Larger details appear as solid bullet points.
     - Smaller details about the larger details are indented and appear as hollow bullet points.
       - How to add and indent/oudent bullet points=1) Enter on the keyboard
         2) Indent/Outdent arrows

![Image of Cornell Notes and Pasted Grolier Text]