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

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**Pasted Grolier Text**

Bear text

URL: https://go.scholastic.com/fly/article/105/105/2017/01/05/010010525.html?highlightTerm=bear

Bears are large mammals belonging to the family Ursidae. They are found on every continent except Australia, Antarctica, and Africa. They live in habitats ranging from dense forest to icy tundra.

**Characteristics of Bears**

- Bulky bodies, small ears, and stubby tails. Their legs are thick and powerful. Each foot has five toes tipped with strong, curved claws.

**Cornell Notes**

**Topic:** Bear

**Subtopics**
- Large mammals
- Belonging to Ursidae family
- Found on every continent
  - Australia
  - Antarctica
  - Africa

**Details**
- Bodies
  - Bulky bodies

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