

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/outdent bullet points=1) Enter on the keyboard  
2) Indent/Outdent arrows

