

Notetaking On The 'Net

By Lorrie Jackson

WHY A TECHTORIAL?

What will I learn today?

You will learn an easy, efficient, and educational method of taking notes when conducting online research.

What hardware and/or software does the techtorial apply to?

This techtorial applies to Internet Explorer and Microsoft Word.

Which National Educational Technology Standards for Teachers does the techtorial address?

The techtorial will help teachers accomplish standard IIIc in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to [NETS for Teachers](#), click Standards in the menu bar on the left, and then click the arrow to the right of Standards and Performance Indicators for Teachers.

ONLINE RESEARCH

What typically happens when students -- or adults -- research a topic on the Internet? Chances are that when they find relevant material, they print that material -- along with pages and pages of superfluous information -- directly from the Web site! That practice isn't *just* a waste of time and paper, it also fails to help students develop the skills they need to understand and use the results of their research. Those skills include paraphrasing, quoting, and citing sources. There is a better way!

This techtorial will help you teach students in grades 4-12 how to select only the information they need, and then cite, paraphrase, quote, or comment on what they've selected. Let's get started!

STEP ONE: COPYING INFORMATION FROM THE INTERNET

Note: For the purposes of this techtorial, we'll use the Library of Congress's African American Odyssey project, but feel free to choose another site if you prefer.

Open Internet Explorer (IE) and go to [The Depression, the New Deal, and World War II](#). Scroll to the section titled "A Naval Hero." Then, to select and save only that section:

- Highlight the entire paragraph beneath "A Naval Hero." (To highlight the text, point your cursor to the space just before the words, "On December 7, 1941 . . .," hold down the left mouse button, drag the mouse to the end of the paragraph, and then release the button.)
- Click Edit>Copy in the Standard toolbar.

African American Odyssey: The Depression, The New Deal, and World War II (Part 1) - Microsoft Internet Explorer

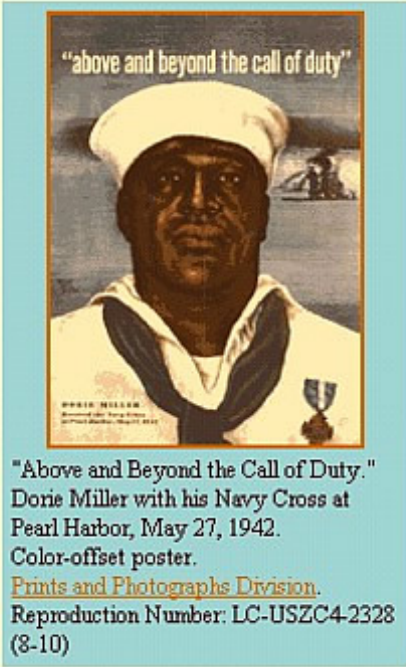
Back Forward Stop Refresh Home Search Favorites Media Print Mail

File Edit View Favorites Tools Help

Address: aaohtml/exhibit/aopart8.html

areas with over fifty percent non-white households. [Geography and Map Division. \(8-15\)](#)

A Naval Hero



"above and beyond the call of duty"

"Above and Beyond the Call of Duty."
Dorie Miller with his Navy Cross at
Pearl Harbor, May 27, 1942.
Color-offset poster.
[Prints and Photographs Division.](#)
Reproduction Number: LC-USZC4-2328
(8-10)

On December 7, 1941, during the Japanese attack on Pearl Harbor, Mess Attendant Dorie "Dorie" Miller came to the aid of his shipmates on the *U.S.S. West Virginia*, helping to move the injured out of harm's way, including the mortally wounded captain. Though untrained in its use, Miller also manned an antiaircraft machine gun, downing several Japanese planes before being ordered to abandon the sinking ship. Miller's courage and devotion to duty at Pearl Harbor earned him the Navy Cross, the first ever awarded to an African American sailor. This honor is even greater in light of the fact African Americans were only allowed to serve in the messman's branch of the Navy at the time. Though later killed in action in 1943, Miller's legacy of bravery in the face of great danger and discrimination lives on.

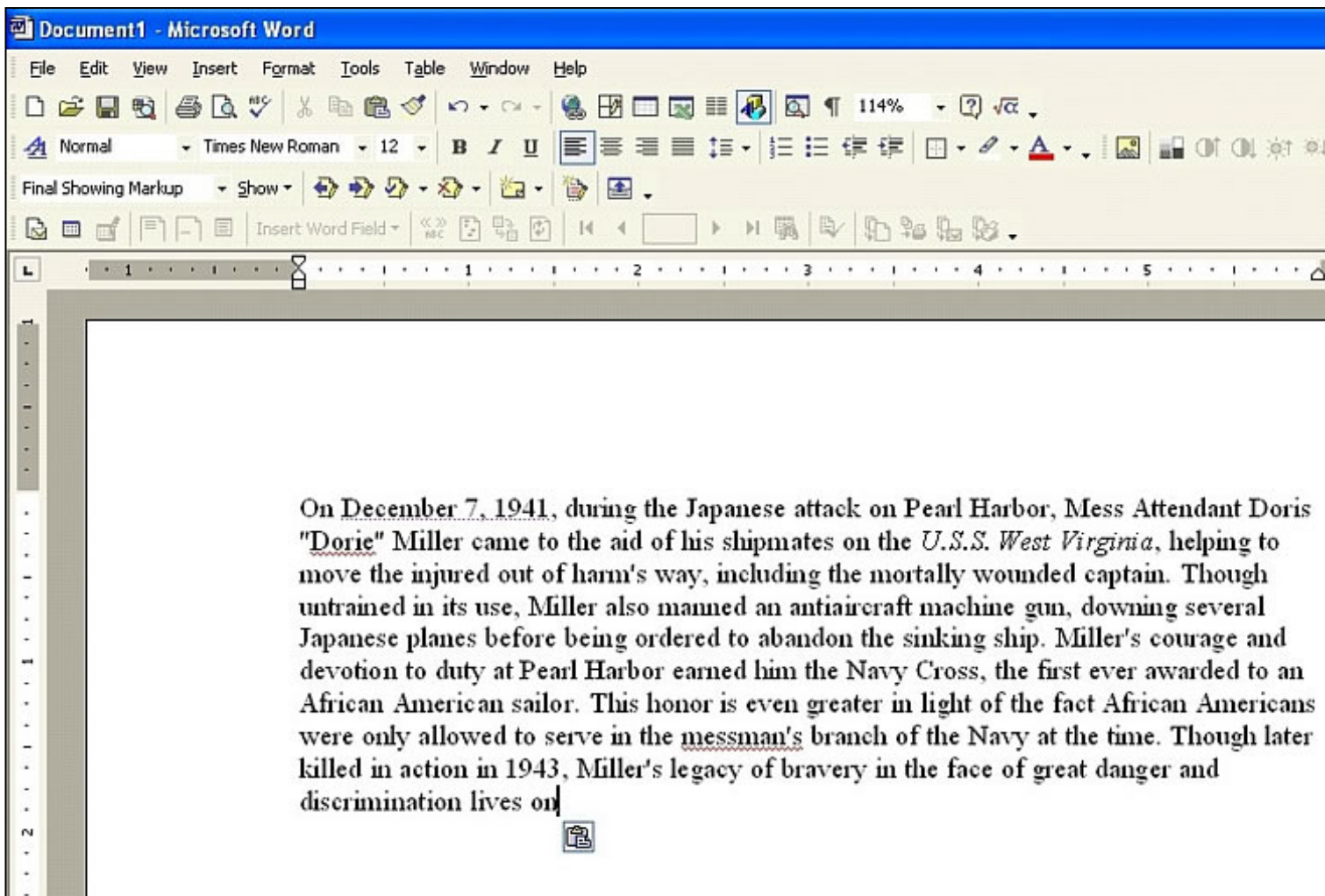
- Click the underline icon at the top right corner of the IE window to minimize that window.



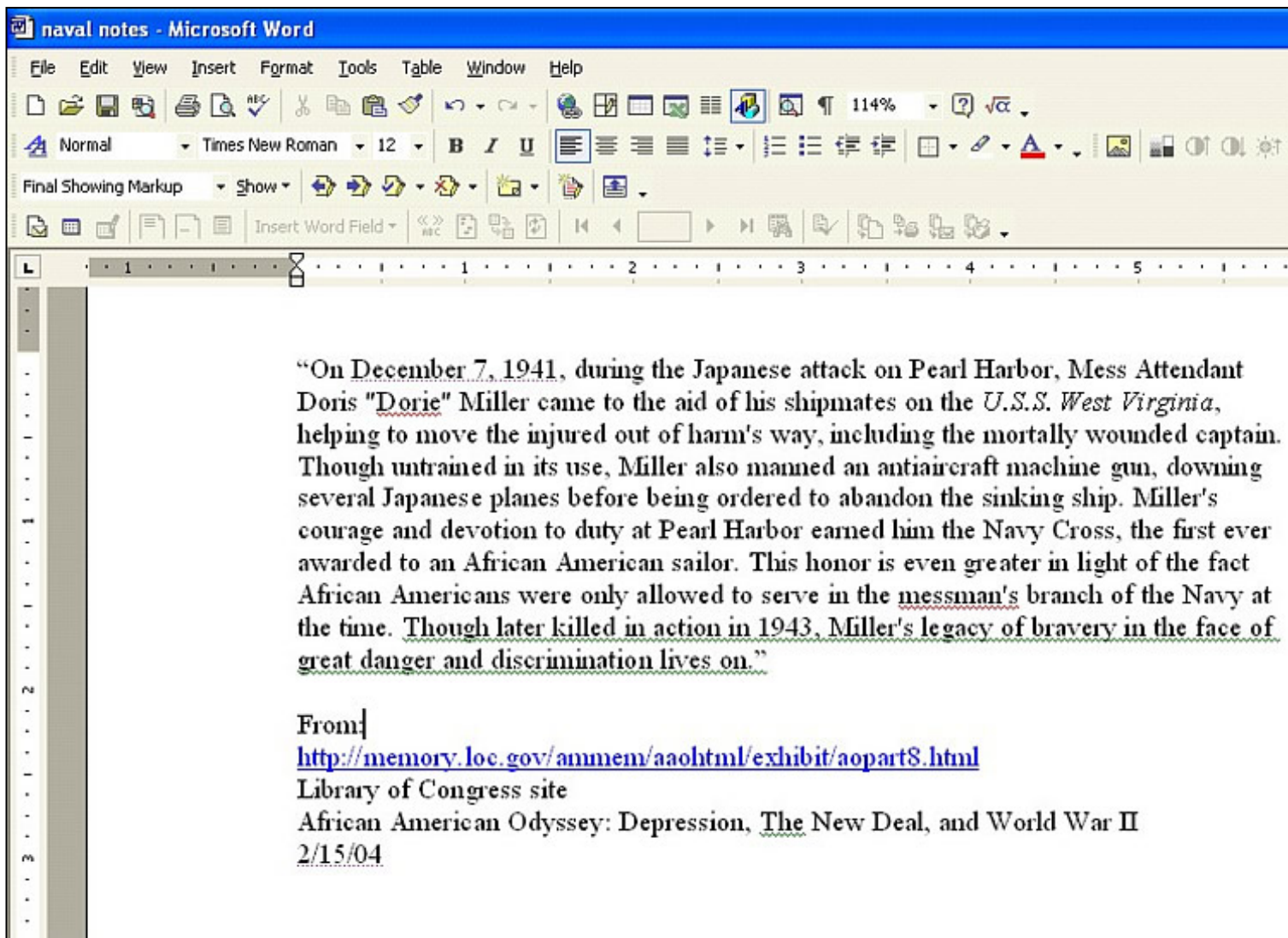
STEP TWO: PASTING SAVED INFORMATION INTO WORD

To save the selected information:

- Open a new Microsoft Word document and save it to your computer. (Be sure to give the document a name you'll remember: "Black History Month Research Paper," for example.)
- Click the document and then click Edit>Paste to paste the highlighted paragraph into the Word document.



- Cite your source, using whichever style manual you prefer. Or, for a simple citation, you might just include the site's name and URL, the title of the section used, and the date on which you obtained the information. For this paragraph, for example, you might provide the following information:
 - A Naval Hero <http://memory.loc.gov/ammem/aahtml/exhibit/aopart8.html> (Hint: Students are notorious for shortening Web addresses, but if they don't include the entire URL, finding the information later might be difficult.)
 - Library of Congress
 - African American Odyssey: Depression, The New Deal, and World War II
 - Accessed 2/15/04
- Add quotation marks around the paragraph.



For more information about citing online resources, see the Education World article [Who Said That? How to Cite Electronic Resources](#).

STEP THREE: ADDING IMAGES TO YOUR NOTES

To add photographs, drawings, or other images to your notes:

- Minimize Word and maximize IE.
- In the IE browser window, click the poster "Above and Beyond the Call of Duty" to the left of the paragraph on "A Naval Hero." You should see an enlarged version of the poster.
- Right click the poster, and then left click Copy.



- Maximize your Word document, click just above the saved text, and then click Edit>Paste in the Standard toolbar. The poster now is saved with your notes. (Hint: If you want to shrink, center, or otherwise format the poster, check out the techtorial [Holiday Worksheets with Word](#) for some tips!)

naval notes - Microsoft Word

File Edit View Insert Format Tools Table Window Help

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Insert Word Field

1 2 3 4

DORIE MILLER
Received the Navy Cross
at Pearl Harbor, May 27, 1942

On December 7, 1941, during the Japanese attack on Pearl Harbor, Doris "Dorie" Miller came to the aid of his shipmates on the U.S.S. helping to move the injured out of harm's way, including the mort... Though untrained in its use, Miller also manned an antiaircraft m...

- Cite the source of the image:
 - "Above and Beyond the Call of Duty" poster
 - <http://memory.loc.gov/ammem/aaohtml/exhibit/aopart8.html>
 - Library of Congress
 - African American Odyssey: Depression, The New Deal, and World War II
 - Accessed 2/15/04
- Click Save.

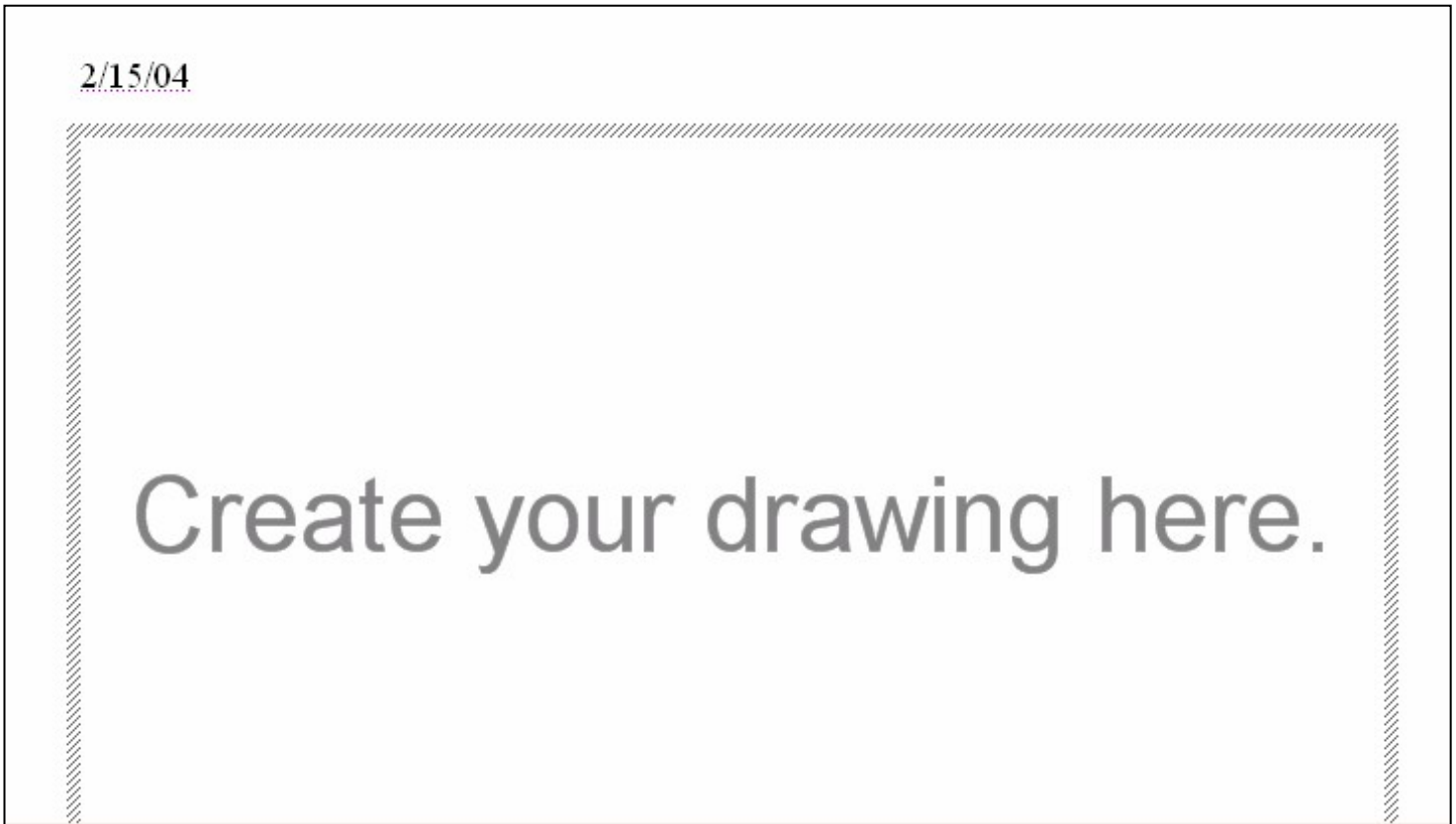
STEP FOUR: PREPARING FOR MORE NOTE-TAKING

Now, let's add a line to separate the notes you copied today from notes you might want to add later.

- Scroll to the end of your Word document, just beneath the citation date.
- Find the Drawing toolbar. (If you don't see the Drawing toolbar, click View>Toolbars>Drawing in the menu bar.)
- Click the line icon next to AutoShapes on the Drawing toolbar.



If a large box with the title "Create Your Drawing Here" appears when you click the line icon, hit **Backspace** to delete it.



- To create a line, click the left side of the Word document just below the final citation date, hold down the mouse button, and drag the mouse to the right side of the page.

2/15/04



- Click beneath the line to add more information.
- Save your work!

WANT MORE?

For an easy-to-use template for taking notes when working on a major classroom project, check out [NoteStar](#) at 4Teachers.