Create Notecards

Notecards allow you to keep track of your notes and link them to the appropriate citations. They also assist in keeping track of the type of notes such as direct quote, paraphrases as well as your own ideas, thoughts and opinions.

After you have selected the project you are working on, click Notecards tab.

To create a new notecard just click New and enter your notes onto the card.
There are many features in the notecards to help keep you organized.

Create a Title for your Notecard. If you have entered your sources, you can select a source from the dropdown menu. Organize your notes by copying and pasting or typing in a direct quote, paraphrase or enter your own thoughts, ideas, opinions in the appropriate text box.
Enter Notecard Title and select the source from your list.

Summarize any thoughts or ideas from this source.

Enter any direct quotes you may want to use.

Include your own thoughts, opinions or ideas.

Note: You can change the formatting of the text, add images and insert links.