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## STEP-BY-STEP

# *Making a Sandwich Notecard in Evernote*

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1. Log in to Evernote
  2. Go to Mel.org (Databases) to search for evidence.
    - Opposing Viewpoints
    - Academic One
    - General One
    - Research in Context
  3. Use the Web Clipper to **CLIP** the article
    - Article ++ to include **CITATION**
    - Select the desired notebook
    - Tag it!
    - Click Save
  4. Return to Evernote - Refresh
    - Open the card (Make sure it is in the correct notebook & clipped correctly)
  5. Copy your **SOURCE CITATION** to the **TOP** of the **NOTE**
  6. Add the #3, #4, #5 place holders above the source citation
  7. Find **EVIDENCE** you can use in the Article (**#4**)
    - Locate the sentence
    - Highlight and copy it to the **#4** spot
      - ◆ Add " " marks around the sentence - (remove the period)
      - ◆ Add the Parenthetical Citation - (period at the end)
      - ◆ Strike-out a portion of the sentence & paraphrase (This is your **INTRO**) - it is one sentence!
      - ◆ Add back in the missing " at the start of your quote.
  8. Add **#3** The Claim (Opinion + Fact) that relates to the evidence.
  9. Write a commentary **#5**
    - Commentary re-states the claim
    - Opinion + Fact
  10. Number your Notecard (Green Title - **#1**)
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