

# Steps when turning internet information into notes



Copy, Paste

Bold

**Step 1: Copy and paste internet web address to word document**

[https://simple.wikipedia.org/wiki/Roman\\_food](https://simple.wikipedia.org/wiki/Roman_food)

**Step 2: Copy and paste one paragraph from internet site below the internet address.**

[https://simple.wikipedia.org/wiki/Roman\\_food](https://simple.wikipedia.org/wiki/Roman_food)

Roman food was mainly obtained from the Mediterranean area and Gaul (now Spain). Romans enjoyed foodstuffs from the trade networks of the Roman Republic and Empire. Keeping up the food supply to the city of Rome was a major political issue in the late Republic. It became one of the ways the emperor expressed his relationship to the Roman people.

**Step 3: Highlight key words – these should be based on the topic/question that is being researched.**

[https://simple.wikipedia.org/wiki/Roman\\_food](https://simple.wikipedia.org/wiki/Roman_food)

Roman food was **mainly obtained from** the **Mediterranean** area and Gaul (now Spain). Romans **enjoyed** **foodstuffs from** the **trade networks** of the Roman Republic and Empire. **Keeping up** the **food supply** to the **city of Rome** was a **major political issue** in the late Republic. It became **one** of the **ways** the **emperor expressed** his **relationship to the** Roman **people**.

**Step 4: Delete words that are not highlighted and press enter at the end of each sentence.**

[https://simple.wikipedia.org/wiki/Roman\\_food](https://simple.wikipedia.org/wiki/Roman_food)

**mainly obtained from -Mediterranean**

**enjoyed foodstuffs from - trade networks**

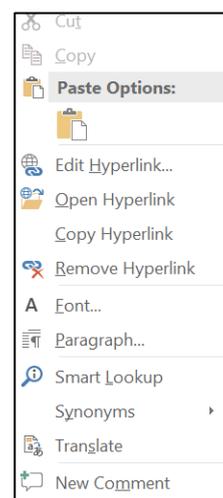
**Keeping up food supply - city of Rome - major political issue**

**one ways emperor expressed relationship to the people.**

**Step 5: Remove highlighting and turn into bullet points**

[https://simple.wikipedia.org/wiki/Roman\\_food](https://simple.wikipedia.org/wiki/Roman_food)

- mainly obtained from -Mediterranean
- enjoyed foodstuffs from - trade networks
- Keeping up food supply - city of Rome - major political issue
- one ways emperor expressed relationship to the people.



Right hand click on internet site link, click on open hyperlink

**Step 6: Continue this research process until you have collected all the relevant information necessary, ensuring you have included the internet site with the notes. These will become important when referencing your notes in the assignment.**