[DRAFT]

Instructions for use:

1. Under “File,” select “Make a copy...” for each new Cornell Notes document you need. Organize in folders as instructed or as appropriate.

2. Under “View,” make sure “Print layout” is selected so that you can see and edit the header and footer.

3. Rename the new copy or copies according to the format above, using the assignment name(s) provided by your teacher. Change the date in the header to the date of the note taking exercise.

4. Share with your teacher and/or other students if instructed to do so.

5. Delete these instructions when you are comfortable with using this document.

|  |  |
| --- | --- |
| **MAIN IDEAS** | **SUPPORTING DETAILS** |
|  |  |
|  |  |
|  |  |
|  |  |
| On the lines above, identify the main ideas addressed. To the right, provide detailed information, lists, examples, links, or arguments that support each main idea. The rows will continue to expand as you add content. | Select “Table” then “Insert row below” to add additional rows for other main ideas. |