# Organize Photocopies and Prints From Information Sources

1. **Make a "hard" copy** by photocopying from print sources or by printing from online sources. Keep these hard copies in a folder or envelope. ***Keep these copies until your paper has been scored and returned to you.***
2. **Staple** all the pages from one source together to make a packet. You'll have several packets by the time you are done searching for information.
3. **Give each packet a source number.** Put your packets in a pile. Packets don't have to be in any special order. Pick up the packet on top of the pile. Put a "1" on the front page in an upper corner on the front page. For the rest of the project this source will be identified as "1." Pick up the next source from the pile and put a "2" in an upper corner. For the rest of the project this source will be identified as "2." Continue until you have numbered each packet in the pile. You can always add more packets to the folder. Just be sure to give each new packet the next number.
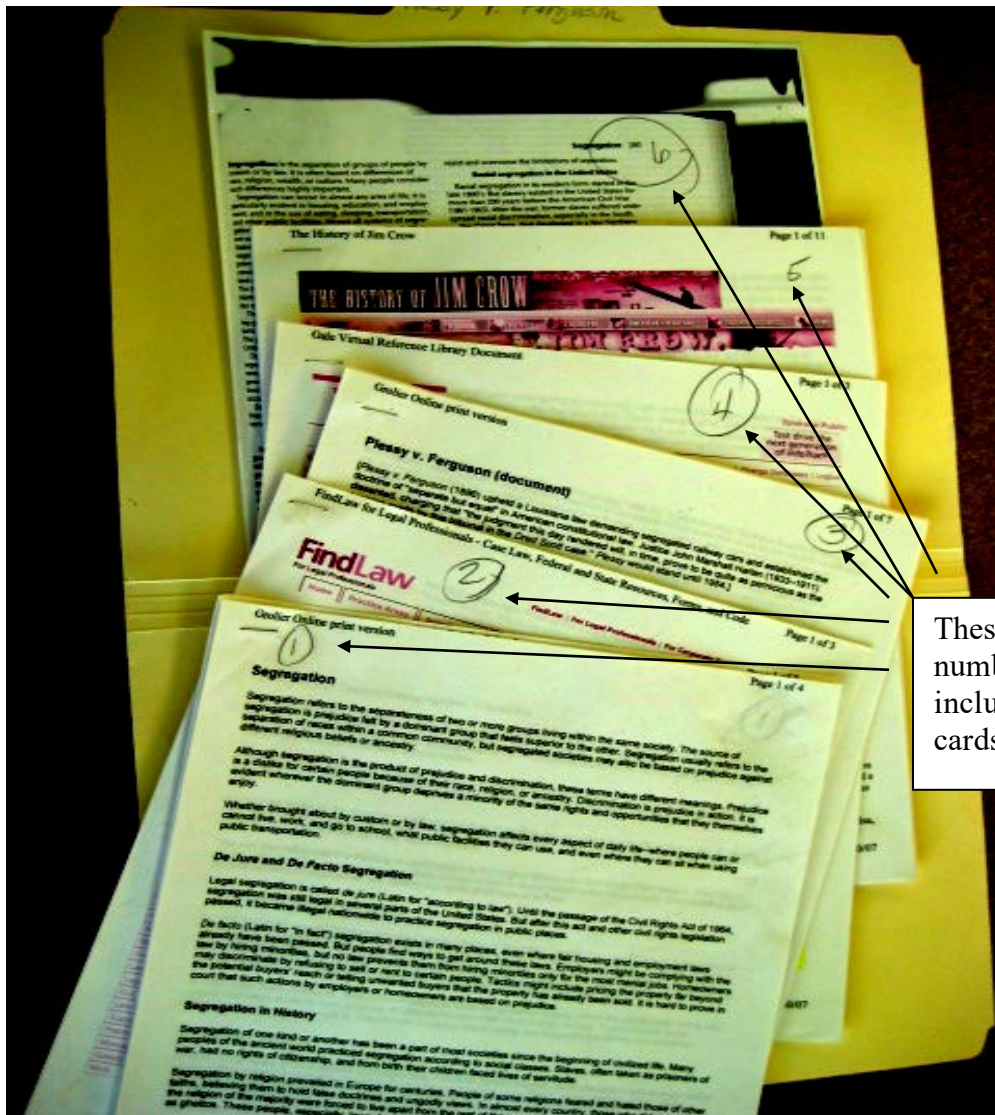
These are the source numbers you'll include in your note cards or note sheets.