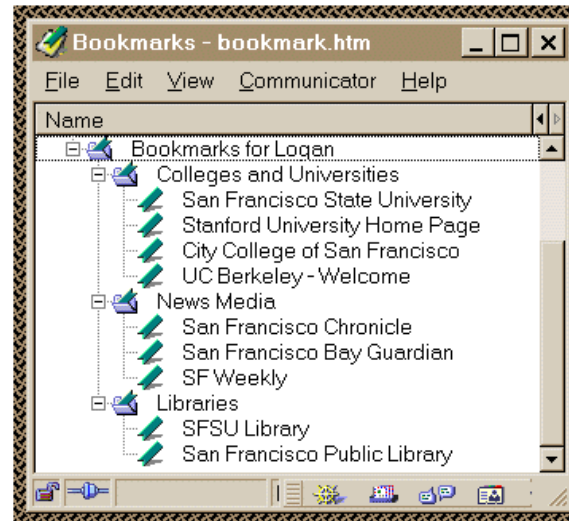


Organizing Information: Examples

One way to organize the information you have gathered is to group materials by similar concepts or content.

For example, when gathering information from the Web, it is useful to bookmark Web sites and organize them into folders.



An example of bookmarked Web sites

Another way of organizing information is to create an outline. An outline arranges materials hierarchically and sequentially by identifying main topics, subtopics, and details under the subtopics. Outlines allow you to group materials by similar concepts or content and put them into a logical order.

