


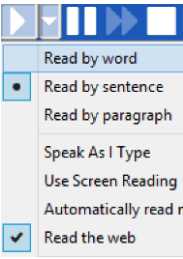

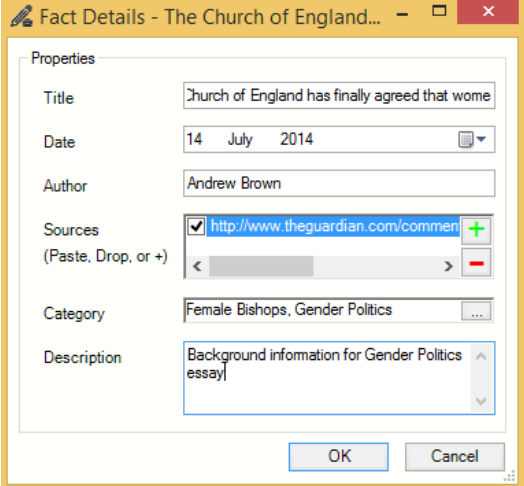


Fact Folder Research Strategies

If you have numerous facts from various sources that you would like to collate and organise, use the Fact Folder. It automatically produces a bibliography of the information sources and allows you to add the date, author and category name. This is useful when collecting information for essays or reports.

✓ Ways in which you can gather Research for your Fact Folder:

1. Research from the Web

<p>Fact Finder</p> 	<p>You can access various search engines and helpful website via the Fact Finder. Once you've found your webpage you can navigate to keywords in the text using the browser's finder. The keyboard shortcut is Ctrl+F.</p>
<p>Read the web</p> 	<p>In the Playback options you will find 'Read the web'. Once selected, simply hover your cursor over the text to have the text read back to you. Untick the feature to disable it.</p>
<p>Fact Folder</p> 	<p>To add research to the Fact Folder select the text you want to include and click the Fact Folder icon.</p>
<p>Fact Details</p> 	<p>Enter the Fact Details including as much information as possible. Add the author's name, tick the Source, assign it to a category and add a description to aid you when you come to utilise it at a later date.</p>