1. Is this information important for my reader to have so that he/she understands my point?

Yes—use it!

No—find something better!

1. Can I summarize this point or say it better than the author?

Yes—paraphrase

No—quote it!

1. Do multiple pieces of text evidence say the same or almost the same thing?

Yes—paraphrase the ideas together as one supporting detail or select one idea/piece to quote

No—treat them as separate supporting details and use the best selections