Note Editing Steps

- Check to be sure all the main ideas are included and clearly stated in the left column.
- Check to be sure all key details are in the right column. If there is irrelevant information, cross it out.
- Ask the teacher or another student to provide missing information.
- Reduce excessive wording into concise phrases.
- Expand abbreviations and wording if the notes are unclear.
- Add visual markers such as horizoonatl lines, arrows, numbers, etc. to further organize notes.
- Make sure all note pages are dated and in order.