

How to Mark a Book

1. **3X5** indicates something to be typed on 3X5 cards and filed for later use.
2. **Underlining** indicates a major point; the importance of a statement; or key person, place or thing.
3. **|Vertical Lines|** at the margin- these are used to emphasize statements that are too long to underline
4. Stars ☆, asterisks *, bullets • and doodads ✱ can be used to emphasize the ten or dozen important statements in the book.
5. Numbers (**1,2,3...**) in the margins- These mark the sequence of points.
6. **Circle** to highlight words to be defined at the top or bottom of the page.
7. Page numbers (**pg 29**) these numbers cross reference other pages in the book where the author makes the same point or refers to it.
8. Writing in the margin - Reduce a complicated discussion to a simple statement or record sequences of major points. Or write your thoughts on what you've just read.
Ways to mark a book.
9. Using the endpages of a chapter or book -
 - Personal index of author's points
 - Record questions & answers
 - List key people and page #'s
 - List important ideas and page #'s
 - List significant events and page #'s
 - List important dates and page #'s
10. Words or phrases in the margin - These **10 good IDEAS!** become visual aids for review.

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