



## A1 Jotting down as you scan



### A1 Brief description

Scanning and finding information are both more effective when you are aware of why you are scanning, or of the information that you are searching for.

Reading is more effective after good scanning.

The template has some prompts at the top to help you scan more effectively.

The template is two A4 pages with lines. It has space to write the title of the material and the date when you are scanning.

It can be printed double-sided or single-sided by selecting the appropriate settings on your printer.

### A1 Instructions

- Select the appropriate settings on your printer if you want a single page; for double-sided printing, select flipping or binding on the long edge, or equivalent option.
- Decide what you are looking for before you start scanning.
- If you have no personal aim in mind, it might be helpful to decide to look for the author's main ideas.
- Be as specific as you can; this will give your mind a chance to retain the information.
- Write the details of the material at the top and the date when you start using the page.
- Keep using the prompts at the top of the page to keep your focus.
- If other prompts work better for you, include them, or put them on one of the bookmark templates, A2 or A3.
- Include the page number of the ideas as you note them.
- If you don't like writing words, try using symbols or diagrams or drawings.
- Give yourself permission to ignore spelling, so long as you come back to the notes while you can still remember what you meant.
- Remember that you are scanning and only start reading if it is really the right time to do so.
- As you finish, see if you can give a priority rating to the ideas. Which are the main ideas? Which are most important to you?
- Put the notes away where you can find them again.