















How to write in a book

For the most part, books are containers for data & information, and as such they are not sacred items to be worshiped, but instead things to be actively used. By actively reading (and writing in) books, a person can not only get more out of their reading, but a person can add value to the material as well as enable themselves to review the material quickly.

Here is a list of possible techniques to use in an active reading process. Each assumes you have a pencil or pen, and you "draw" symbols to annotate the text:

	a definition; the definition may be far away from the thing defined
	an item of interest
	main idea
	the name of something
	main name of something
	denotes the idea of "not"
	a footnote
	another footnote
	a third footnote
	some sort of quote, citation, or address such as a URL
	example
	money
	numbers
	interesting



important

very important

questionable

opposing ideas

contradictory ideas

They symbols listed above are only guidelines. Create your own symbols, but use the sparingly. The goal is to bring out the most salient points of a text, identify declarative sentences, add value, and make judgements, but not diagram each & every item.

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