

Annotation Technique Guide

Highlighting

Yellow: Highlights key points, main ideas, or important facts

Red: Indicates urgent or critical information, questions, or areas that need clarification

Green: Marks positive or important ideas, solutions, or things that are easy to understand or agree with

Blue: Used for additional thoughts, questions, or links to other ideas or resources

Orange: Highlights areas of further investigation, areas that require deeper analysis, or points of interest

Purple: Used to denote deeper or complex ideas, connections, or theoretical concepts

Pink: Used to mark things that are personally interesting, emotionally engaging, or particularly memorable

Grey: Used to mark material that is less important or secondary to the focus

Black: Used to annotate structural elements (ex: headings & subheadings), factual details, or key definitions

Margin Notes

- Write brief comments or explanations in the margins of the document. This helps clarify your understanding or point out key ideas

Summarizing

- At the end of sections, write a short summary that encapsulates the main ideas

Key Point Annotation

- Write the main takeaway for each paragraph or section in a few words or a short sentence

Questions

- Annotate by asking questions about unclear concepts or ideas. This technique helps identify areas where more research or understanding is needed

Definition/Glossary Notes

- Define unfamiliar terms directly next to where they appear, especially in textbooks or research papers

Symbols & Abbreviations

- Use symbols like “!” for important aspects in the text or “∴” for because and therefore