Are you confused about something? Write the question down. You might find the answer later, or you might get an opportunity to ask it to your classmates or teacher. Use the **TEXT BOX tool** to type your question near the original text.

Maybe you just read something that made you mad, startled you, or brought you to tears. Write down your reaction to the text so you remember it later. Use the **COMMENTS tool** to highlight in **BLUE** and add your COMMENT.

Do you like or dislike an idea? Do you think the author is too boring? Record this opinion next to the passage that inspired it. Use the **COMMENTS tool** to highlight in **YELLOW** and add your OPINION.

If you notice a reoccurring theme as you read, start noting the theme when it takes place. Doing so will help you understand the message that the article is trying to convey. Use the **COMMENTS tool** to highlight in **ORANGE** and add the THEME.

Maybe something you read reminds you of an experience you’ve had, parallels a part of your life or reminds you of something you’ve read; record these connections and they will help you find meaning and relevancy in what you read. Use the **UNDERLINE tool** to place an underline under the text you connect with.

If you physically can’t look the word up as you encounter it, highlight it in the moment and look it up at your first opportunity. Use the **SHAPE tool** to place a 2px circle (ellipse) around the unknown word.

Is there a quote that you think is important or thoughtful? Is there an idea you think might be worth remembering? Is there a “big idea” that is the foundation of the article? These are important to locate, as they are what you might quote in your investigation or written essay later. Use the **HIGHLIGHT tool** to highlight the important passages.