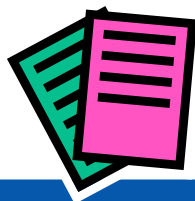
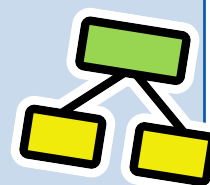


# How to Build a Great Cheat Sheet



Write your name, the date, and the name of the subject at the top of the page.

School subject		Name	Date
<p><b>Identify each section</b></p> <p>Group similar information into sections and use titles or labels.</p> <p>Write small (but not too small!) and be concise.</p> <p>Use a well sharpened pencil. This will help you write smaller.</p>	<p><b>What to include</b></p> <p>Use symbols, diagrams, and abbreviate as much as possible.</p>		
<p><b>Make certain content stand out</b></p> <p>You can highlight <b>important</b> information</p> <p>You can circle <b>key words</b></p> <p>Use a colour code. Different colours on your cheat sheet will help you spot information quickly. Use a variety of colours to underline key words, circle important formulas, highlight important facts, etc.</p>	<p>Don't hesitate to put examples, formulas, important dates and even step-by-step procedures.</p>		



Use clear separations

