**Annotating a Document**

1. Write an essential question on top of the document (when writing a DBQ)

2. Number the paragraphs

3. Read through it once (teacher or students read it once)

4. Look at any graphics

5. Look at **bold** terms

6. Use guiding questions to know what to look for

7. Squiggle under words you don’t know

8. Highlight important info and the answers to questions

9. Add annotations that will summarize the document