

## Trainer Tip: How to Your Annotate Content

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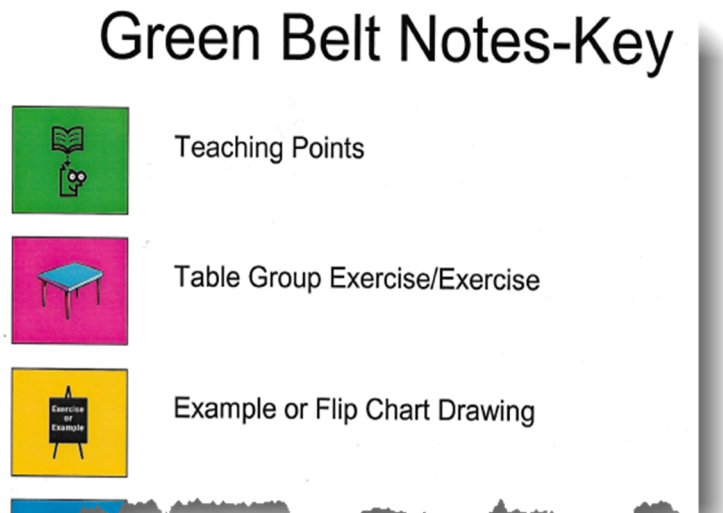
### Issue

It is critical to have a well annotated copy of your material, especially for longer courses. This is challenging when the material is from a vendor as a hard copy. Notes written on hard copies are lost when course content is updated. A fellow trainer suggested writing notes on sticky notes so the notes could be transferred, which was a great idea. One issue with that approach is that the annotated copy of the content could be misplaced or damaged. Additionally, other people may need a copy of the notes, or have to read handwriting if they were to present some of the material.

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### Solution

Create digital versions of my notes and apply them using moveable adhesive. Here is an excerpt from the Key I used for the note colors and icons. The full key and 2 example pages follow this overview.



### Results

This worked well, apart from the variation in the quality/stickiness of the moveable adhesive. There was a higher cost to print the colored notes and some time to work on them, but the time savings in the long run far outweighed the labor and material cost. It had the additional benefit of allowing me to quickly color code the notes and add a meaningful icon.

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