



# Htc Trophy Smartphone User Guide

**Yi-Tong Ma**



## **Htc Trophy Smartphone User Guide:**

## Enjoying the Beat of Phrase: An Mental Symphony within **Htc Trophy Smartphone User Guide**

In a world eaten by monitors and the ceaseless chatter of instantaneous connection, the melodic splendor and emotional symphony produced by the written term frequently fade in to the background, eclipsed by the persistent sound and disturbances that permeate our lives. But, set within the pages of **Htc Trophy Smartphone User Guide** an enchanting fictional treasure overflowing with organic emotions, lies an immersive symphony waiting to be embraced. Constructed by an elegant composer of language, this charming masterpiece conducts readers on a mental journey, well unraveling the hidden songs and profound influence resonating within each cautiously crafted phrase. Within the depths of this touching examination, we can explore the book is key harmonies, analyze its enthralling writing model, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

<https://staging.conocer.cide.edu/book/browse/default.aspx/Mitsubishi%20Expo%20Manual%20Transmission.pdf>

### **Table of Contents Htc Trophy Smartphone User Guide**

1. Understanding the eBook Htc Trophy Smartphone User Guide
  - The Rise of Digital Reading Htc Trophy Smartphone User Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Htc Trophy Smartphone User Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Htc Trophy Smartphone User Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Htc Trophy Smartphone User Guide
  - Personalized Recommendations

- Htc Trophy Smartphone User Guide User Reviews and Ratings
- Htc Trophy Smartphone User Guide and Bestseller Lists
- 5. Accessing Htc Trophy Smartphone User Guide Free and Paid eBooks
  - Htc Trophy Smartphone User Guide Public Domain eBooks
  - Htc Trophy Smartphone User Guide eBook Subscription Services
  - Htc Trophy Smartphone User Guide Budget-Friendly Options
- 6. Navigating Htc Trophy Smartphone User Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Htc Trophy Smartphone User Guide Compatibility with Devices
  - Htc Trophy Smartphone User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Htc Trophy Smartphone User Guide
  - Highlighting and Note-Taking Htc Trophy Smartphone User Guide
  - Interactive Elements Htc Trophy Smartphone User Guide
- 8. Staying Engaged with Htc Trophy Smartphone User Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Htc Trophy Smartphone User Guide
- 9. Balancing eBooks and Physical Books Htc Trophy Smartphone User Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Htc Trophy Smartphone User Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Htc Trophy Smartphone User Guide
  - Setting Reading Goals Htc Trophy Smartphone User Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Htc Trophy Smartphone User Guide
  - Fact-Checking eBook Content of Htc Trophy Smartphone User Guide

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

### **Htc Trophy Smartphone User Guide Introduction**

In the digital age, access to information has become easier than ever before. The ability to download Htc Trophy Smartphone User Guide has revolutionized the way we consume written content. Whether you are a student looking for course material, an avid reader searching for your next favorite book, or a professional seeking research papers, the option to download Htc Trophy Smartphone User Guide has opened up a world of possibilities. Downloading Htc Trophy Smartphone User Guide provides numerous advantages over physical copies of books and documents. Firstly, it is incredibly convenient. Gone are the days of carrying around heavy textbooks or bulky folders filled with papers. With the click of a button, you can gain immediate access to valuable resources on any device. This convenience allows for efficient studying, researching, and reading on the go. Moreover, the cost-effective nature of downloading Htc Trophy Smartphone User Guide has democratized knowledge. Traditional books and academic journals can be expensive, making it difficult for individuals with limited financial resources to access information. By offering free PDF downloads, publishers and authors are enabling a wider audience to benefit from their work. This inclusivity promotes equal opportunities for learning and personal growth. There are numerous websites and platforms where individuals can download Htc Trophy Smartphone User Guide. These websites range from academic databases offering research papers and journals to online libraries with an expansive collection of books from various genres. Many authors and publishers also upload their work to specific websites, granting readers access to their content without any charge. These platforms not only provide access to existing literature but also serve as an excellent platform for undiscovered authors to share their work with the world. However, it is essential to be cautious while downloading Htc Trophy Smartphone User Guide. Some websites may offer pirated or illegally obtained copies of copyrighted material. Engaging in such activities not only violates copyright laws but also undermines the efforts of authors, publishers, and researchers. To ensure ethical downloading, it is advisable to utilize reputable websites that prioritize the legal distribution of content. When downloading Htc Trophy Smartphone User Guide, users should also consider the potential security risks associated with online platforms. Malicious actors may exploit vulnerabilities in unprotected websites to

distribute malware or steal personal information. To protect themselves, individuals should ensure their devices have reliable antivirus software installed and validate the legitimacy of the websites they are downloading from. In conclusion, the ability to download Htc Trophy Smartphone User Guide has transformed the way we access information. With the convenience, cost-effectiveness, and accessibility it offers, free PDF downloads have become a popular choice for students, researchers, and book lovers worldwide. However, it is crucial to engage in ethical downloading practices and prioritize personal security when utilizing online platforms. By doing so, individuals can make the most of the vast array of free PDF resources available and embark on a journey of continuous learning and intellectual growth.

### **FAQs About Htc Trophy Smartphone User Guide Books**

How do I know which eBook platform is the best for me? Finding the best eBook platform depends on your reading preferences and device compatibility. Research different platforms, read user reviews, and explore their features before making a choice. Are free eBooks of good quality? Yes, many reputable platforms offer high-quality free eBooks, including classics and public domain works. However, make sure to verify the source to ensure the eBook credibility. Can I read eBooks without an eReader? Absolutely! Most eBook platforms offer webbased readers or mobile apps that allow you to read eBooks on your computer, tablet, or smartphone. How do I avoid digital eye strain while reading eBooks? To prevent digital eye strain, take regular breaks, adjust the font size and background color, and ensure proper lighting while reading eBooks. What the advantage of interactive eBooks? Interactive eBooks incorporate multimedia elements, quizzes, and activities, enhancing the reader engagement and providing a more immersive learning experience. Htc Trophy Smartphone User Guide is one of the best book in our library for free trial. We provide copy of Htc Trophy Smartphone User Guide in digital format, so the resources that you find are reliable. There are also many Ebooks of related with Htc Trophy Smartphone User Guide. Where to download Htc Trophy Smartphone User Guide online for free? Are you looking for Htc Trophy Smartphone User Guide PDF? This is definitely going to save you time and cash in something you should think about. If you trying to find then search around for online. Without a doubt there are numerous these available and many of them have the freedom. However without doubt you receive whatever you purchase. An alternate way to get ideas is always to check another Htc Trophy Smartphone User Guide. This method for see exactly what may be included and adopt these ideas to your book. This site will almost certainly help you save time and effort, money and stress. If you are looking for free books then you really should consider finding to assist you try this. Several of Htc Trophy Smartphone User Guide are for sale to free while some are payable. If you arent sure if the books you would like to download works with for usage along with your computer, it is possible to download free trials. The free guides make it easy for someone to free access online library for download books to

your device. You can get free download on free trial for lots of books categories. Our library is the biggest of these that have literally hundreds of thousands of different products categories represented. You will also see that there are specific sites catered to different product types or categories, brands or niches related with Htc Trophy Smartphone User Guide. So depending on what exactly you are searching, you will be able to choose e books to suit your own need. Need to access completely for Campbell Biology Seventh Edition book? Access Ebook without any digging. And by having access to our ebook online or by storing it on your computer, you have convenient answers with Htc Trophy Smartphone User Guide To get started finding Htc Trophy Smartphone User Guide, you are right to find our website which has a comprehensive collection of books online. Our library is the biggest of these that have literally hundreds of thousands of different products represented. You will also see that there are specific sites catered to different categories or niches related with Htc Trophy Smartphone User Guide So depending on what exactly you are searching, you will be able to choose ebook to suit your own need. Thank you for reading Htc Trophy Smartphone User Guide. Maybe you have knowledge that, people have search numerous times for their favorite readings like this Htc Trophy Smartphone User Guide, but end up in harmful downloads. Rather than reading a good book with a cup of coffee in the afternoon, instead they juggled with some harmful bugs inside their laptop. Htc Trophy Smartphone User Guide is available in our book collection an online access to it is set as public so you can download it instantly. Our digital library spans in multiple locations, allowing you to get the most less latency time to download any of our books like this one. Merely said, Htc Trophy Smartphone User Guide is universally compatible with any devices to read.

### **Find Htc Trophy Smartphone User Guide :**

**mitsubishi expo manual transmission**

[mitsubishi 4g52 service manual](#)

**mitsubishi 73 inch dlp tv troubleshooting**

[mitsubishi fuso service manual 2006](#)

~~mitsubishi l200 barbarian service manual~~

~~mitsubishi l200 engine manual~~

*mitsubishi 4g15 carburetor manual repair*

*mitosis as part of the cell cycle pogil answers*

**mitsubishi 3000gt 1992 1996 workshop service repair manual**

**mitsubishi fto owners manual**

*mitsubishi hs u48 manual*



[\*mitsubishi eclipse 2003 owners manual\*](#)

[\*mitsubishi fuso trucks manual\*](#)

[\*mitsubishi galant vii owners manual\*](#)

[\*mitsubishi 4g63 engine ecu diagram\*](#)

## **Htc Trophy Smartphone User Guide :**

**magisches kompendium alchemie by frater lysir overdrive** - Sep 02 2023

web jun 9 2018 alchemie die praktische und theoretische methode der okkulten wissenschaft die entschlüsselungen der geheimnisse des kosmos und die anwendung

*magisches kompendium magisches kompendium alchemi* - Jun 30 2023

web magisches kompendium magisches kompendium alchemi magic when you need it the greek magical papyri in translation including the demotic spells the urim and

**magisches kompendium magisches kompendium alchemi** - Oct 23 2022

web magisches kompendium heilarbeiten und die lehre der elemente magisches kompendium quanten und matrixmagie  
magisches kompendium magisches

**magisches kompendium magisches kompendium alchemi copy** - Feb 12 2022

web sep 19 2023 magisches kompendium magisches kompendium alchemi 1 9 downloaded from uniport edu ng on september 19 2023 by guest magisches

*magnezyum Çeşitleri nelerdir hangi magnezyum Çeşidi neye* - Jun 18 2022

web mar 20 2021 magnezyum sülfat magnezyum klorür magnezyum taurat magnezyum laktat magnezyum malat  
magnezyum l treonat magnezyum glisinat magnezyum

*magisches kompendium magisches kompendium alchemi copy* - Mar 16 2022

web sep 3 2023 magisches kompendium magisches kompendium alchemie frater lysir 2018 the book of the dead sir ernest alfred wallis budge 1967 magisches

*magisches kompendium magisches kompendium alchemi* - May 30 2023

web sep 3 2023 magisches kompendium magisches kompendium alchemi as one of the most dynamic sellers here will no question be accompanied by the best options to

*magisches kompendium magisches kompendium alchemi pdf* - Nov 11 2021

web magisches kompendium magisches kompendium alchemi magisches kompendium engel und erengel praktische magie der angelistik magisches kompendium die

**magisches kompendium magisches kompendium alchemi** - Aug 01 2023

web magisches kompendium schamanismus und angewandte schamanismen magisches kompendium praxis der nordischen magie magisches kompendium voodoo

**alchemical compendium kassoon com** - Sep 21 2022

web alchemical compendium non srd try here or search return to magic item list top this website exists thanks to the contribution of patrons on patreon if you find these

**magisches kompendium magisches kompendium alchemi copy** - Apr 16 2022

web aug 14 2023 magisches kompendium magisches kompendium alchemi 2 11 downloaded from uniport edu ng on august 14 2023 by guest magisches

**magisches kompendium magisches kompendium alchemi** - Nov 23 2022

web magisches kompendium alchemi a interesting function of literary beauty that impulses with organic emotions lies an remarkable trip waiting to be embarked upon published

**magisches kompendium magisches kompendium alchemi pdf** - Jan 26 2023

web aug 30 2023 magisches kompendium magisches kompendium alchemi 1 8 downloaded from uniport edu ng on august 30 2023 by guest magisches

*magnezyum ala Şimlariinin kaynak yöntemleri* - Apr 28 2023

web dem İr di Şi metaller İn kayna Ği burhan o ğuz oerlikon yayını 1990 6 magnezyum ala Şimlariinin tig kayna Ği 0 8 mm den az kalınlıkları tig ile

**magisches kompendium magisches kompendium alchemi pdf** - Mar 28 2023

web magisches kompendium magisches kompendium alchemi 3 3 warlick sets ernst s work squarely within this movement looking at both his art many of the works she

*magisches kompendium magisches kompendium alchemi* - Dec 13 2021

web magisches kompendium magisches kompendium alchemi this is likewise one of the factors by obtaining the soft documents of this magisches kompendium magisches

*magischeskompendi ummagischeskompe ndiumalchemi* - Feb 24 2023

web max ernst and alchemy the greek magical papyri in translation including the demotic spells die alchemie in älterer und neuerer zeit magisches kompendium grundlagen

**alüminyum ve magnezyum malzeme bilimi ve mühendislik sitesi** - Dec 25 2022

web jun 29 2017 1 günümüzün en önemli metallerinden olan alüminyum ve magnezyum hayatimizin birçok yerinde kullanılmaktadır savunma sanayi otomotiv sanayi

**magisches kompendium magisches kompendium alchemi pdf** - Jan 14 2022

web jun 10 2023 kompendium magisches kompendium alchemi is universally compatible similar to any devices to read magisches kompendium energiekörper und

**magisches kompendium magisches kompendium alchemi pdf** - Oct 03 2023

web aug 31 2023 magisches kompendium magisches kompendium alchemi 1 13 downloaded from uniport edu ng on august 31 2023 by guest magisches

magisches kompendium magisches kompendium alchemi - Jul 20 2022

web magisches kompendium magisches kompendium magischer schutz magisches kompendium magisches kompendium heilarbeiten und die lehre der elemente

magisches kompendium magisches kompendium alchemi pdf - May 18 2022

web kompendium alchemi magisches kompendium praxis der nordischen magie die magischen werke max ernst and alchemy a rosicrucian notebook die alchemie in

*magisches kompendium magisches kompendium alchemi copy* - Aug 21 2022

web 2 magisches kompendium magisches kompendium alchemi 2021 09 14 mining and early technology official image making and court theatre are some of the wealth of

19 email etiquette rules to know with examples grammarly - Mar 08 2023

web jul 20 2023 lindsay kramer updated on july 20 2023 professionals writing tips email etiquette is the set of social guidelines that govern polite productive email communication as with offline etiquette email etiquette serves to make conversations comfortable considerate and professional

*how to write better emails at work harvard business review* - Sep 14 2023

web aug 30 2021 capture your audience s attention with smarter emails slacks memos and reports

28 best practices for email etiquette in the workplace - Aug 13 2023

web jun 29 2023 email etiquette is the code of conduct that guides behavior when writing or responding to emails depending on the recipient of your email you may modify the principles that determine the proper etiquette for example email etiquette changes when you write to a friend colleague or business acquaintance

**email etiquette 27 rules to make a perfect impression on anyone** - Feb 07 2023

web oct 25 2022 email etiquette dictates what s appropriate when you re sending a message to a prospective customer business partner coworker manager or acquaintance these guidelines help you avoid miscommunications and mistakes which can reflect poorly on you and the organization you represent

*what is email etiquette 10 business best practices mailchimp* - Apr 09 2023

web etiquette rules for businesses include an array of guidelines that dictate the tone grammar and structure of your email minding your manners when communicating via email is vital for ensuring your message is clear well written and compelling millions of emails are exchanged daily between clients coworkers managers and stakeholders so

### **13 best email etiquette rules in the workplace for 2023** - Feb 24 2022

web charlotte dawson nov 6 2023 by following email etiquette rules you can easily show professionalism and communicate effectively within your business or personal life this article will show you the best tips for email etiquette and how clean email can increase overall email productivity

### **5 tips for writing professional emails harvard business review** - Jun 11 2023

web aug 10 2022 similarly don t cc your boss on all emails that don t require their oversight tailor your subject line use a verb or a phrase to indicate what action you want the recipient to take such as

### **the dos and don ts of business email etiquette grammarly** - Oct 15 2023

web jun 2 2022 whether you re a senior professional or an office newbie here are 13 must remember dos and don ts of business email etiquette do pay attention to the subject line write a clear concise subject line that reflects the body of the email

### 11 business email etiquette best practices ringcentral - Jan 06 2023

web feb 2 2021 below are our top 11 business email etiquette tips which one resonates with you the most which email etiquette pointers should be added to the list 1 refrain from emotionally charged emails avoid sending emails when you re feeling any type of negative emotion like anger irritation or frustration emotionally charged emails

### business email etiquette the best rules and the worst mistakes - Sep 02 2022

web may 30 2023 increase efficiency an added benefit of good email etiquette is that your messages will become more effective following email best practices will ensure your emails are informative and to the point 10 email etiquette tips and examples for your business email etiquette for business communication can be tricky

### **top email etiquette examples for professional communication** - Aug 01 2022

web dec 5 2022 email etiquette is the use of appropriate language conventions and formality in an email business emails usually demand formal language and strict adherence to proper grammar and spelling using appropriate email etiquette shows the email s recipient that you care about your relationship with them you value your professionalism and you

### email etiquette explained rules examples in the workplace - Mar 28 2022

web we ve created a comprehensive rule book with the most common rules together with email etiquette examples and tips use it to determine proper email etiquette in business in your workplace and beyond we ve focused this rule book on formal email etiquette as opposed to informal etiquette

*10 rules of email etiquette forbes* - Jul 12 2023

web mar 1 2022 here are some ps and qs to using email as a business communication tool avoid all caps exclamation points and slang email can be a relaxed way of communicating making it tempting to add

**professional email etiquette guide and rules for 2023 mailbutler** - May 30 2022

web jan 18 2023 take a look at our email etiquette tips to avoid miscommunications in your business correspondence what is email etiquette email etiquette incorporates social recommendations that affect the way people communicate with each other through email these guidelines can slightly differ by company industry and even from one generation

*13 email etiquette rules support leaders should share with front* - Apr 28 2022

web feb 2 2023 it is but one example of proper business email etiquette the rules often unspoken for interacting with colleagues and customers over email we create these rules because it makes us look professional and helps us communicate better and more efficiently while respecting people s time

*15 email etiquette rules every professional should follow* - May 10 2023

web feb 2 2016 1 include a clear direct subject line examples of a good subject line include meeting date changed quick question about your presentation or suggestions for the proposal people often

email etiquette dos and don ts of professional emails - Jun 30 2022

web oct 26 2023 jodi r r smith owner of etiquette consulting business mannersmith and schweitzer shared their advice for keeping emails proper and professional including some major dos and don ts and when

**16 rules best practices for email etiquette updated mailmodo** - Oct 03 2022

web nov 2 2023 email etiquette is a crucial set of principles for socially and professionally acceptable email communication it encompasses language structure grammar and tone varying based on the recipient and context such as professional or personal emails

**the dos and don ts of business email etiquette glassdoor** - Nov 04 2022

web dec 17 2021 and while americans send hundreds of thousands of emails a day it should not be taken for granted whether you re a senior professional or an office newbie here are 13 must remember dos and don ts of business email etiquette do pay attention to the subject line write a clear concise subject line that reflects the body of the email

**25 email etiquette rules tips every professional needs to know** - Dec 05 2022

web 25 email etiquette rules tips every professional needs to know learn proper business email etiquette with rules tips and examples that ll help you communicate better maintain professionalism and avoid expensive mistakes

take note five lessons for note taking fun - Feb 08 2023

web jan 29 2020 1 help students understand why we take notes notes are for recall not learning i didn t really understand

this until my 5th year of teaching but notes are not for

**cornell note taking activity weteachnyc** - Mar 29 2022

web cornell note taking activity from learning design collaborative this task asks students to take notes from an article using the cornell notes handout by defining unknown words

**the middle school student s guide to better note taking best** - Nov 05 2022

web if your child is still writing too much in his class notes help him with this fun activity challenge your child to a word count war and get in a screening of his favorite movie at

**results for note taking middle school tpt** - Nov 24 2021

web cornell notes note taking strategy for middle school and high school created by celebrating secondary we often just assume that our students know how or why to take

overcoming obstacles lesson 4 taking notes - Jul 13 2023

provide students with a list of questions that would previously have been answered by a lecture you would have given have them pick a question they re see more

*3 fun strategies for note taking edutopia* - Aug 14 2023

many teachers myself included rely heavily on powerpoint or google slides for displaying notes while lecturing instead of the usual teacher as presenter and student as listener format try printing out your presentation and posting it all around your classroom or an available hallway using clipboards or see more

**7 top note taking strategies that help students** - Mar 09 2023

web note taking top 9 fun activities for note taking notion 10 ways how to fun up your note taking love 5 ways to take aesthetic notes with canva quickly more fun

**note taking lesson plan study com** - May 31 2022

web note taking lesson plan students need to have solid study skills such as being able to take notes well and create effective study guides to succeed academically use this

*note taking a research roundup cult of pedagogy* - Feb 25 2022

web sep 9 2018 a very important issue in note taking is the distinction learning from taking notes and using notes to learn these processes are distinct and very different issues

*note taking exercises for middle school students synonym* - Aug 02 2022

web effective note taking and reading skills require discipline and practice students who work hard on note taking skills are more likely to be prepared for class comprehend course

**note taking exercise activity education com** - Dec 06 2022

web aug 13 2022 effective strategies for note taking there are various ways students follow to take notes however it is important to give them the correct way and methods that

5 note taking strategies for middle school students - Jan 07 2023

web apr 20 2017 a fun 3 step process helps students boil down note taking grades 3 12 note taking by crayon use crayons or markers to teach note taking skills grades 3

*lesson plan for note taking west valley school district 208* - Jan 27 2022

web cornell note taking system 5 step system the 5 rs 1 record during the lecture record in the main column as many meaningful facts and ideas as you can write legibly 2

*10 strategies to assist in developing the soft skill of note taking* - Dec 26 2021

web effective note taking is a critical skill that is learned it is important to take the time to teach it to our students so they feel equipped to handle the pressures of middle school and

5 simple note taking strategies understood - Oct 24 2021

web here are five simple note taking strategies to try 1 the split page method of note taking the cornell method this method splits the page into three sections a narrow column a

*5 note taking tips for middle schoolers greatschools* - Oct 04 2022

web oct 31 2022 organize your notes before you start taking notes take a minute to think about how you want to organize them this will make it much easier to find specific

**6 strategies for taking high quality notes edutopia** - Jul 01 2022

web oct 2 2017 six powerful note taking strategies 1 organize the blank page many studies have attempted to determine how students should engage with their notes after

**take note how to encourage meaningful notetaking teaching** - Apr 10 2023

web aug 17 2022 these activities are designed for middle school high school and college students as each level of education requires different strategies and teaching

results for middle school note taking ppt - Apr 29 2022

web created by matt hoyler this pack includes handouts about middle school organization time management study skills and note taking each topic includes a page or two of

**top 9 fun activities for note taking take notes guide** - May 11 2023

web objectives students will identify important details in note taking and recognize their significance students will learn strategies for taking effective notes students will

**9 fun note taking activities for students of different grades** - Jun 12 2023

for this method give your students a copy of notes similar to ones they would take during a lecture then inform them that several facts within the notes are see more

note taking skills lesson plan create a personalized system - Sep 03 2022

web grade levels 3 5 6 8 9 12 in this lesson plan which is adaptable for students in grades 3 12 students will explore various styles of note taking and develop their own unique and

lesson plan note taking skills education world - Sep 22 2021

web in the second lesson incredible shrinking notes students take notes as they listen to a reading passage they use a fun 3 step process to boil down or focus their note taking