

Information Scanning Tips

When scanning general information:

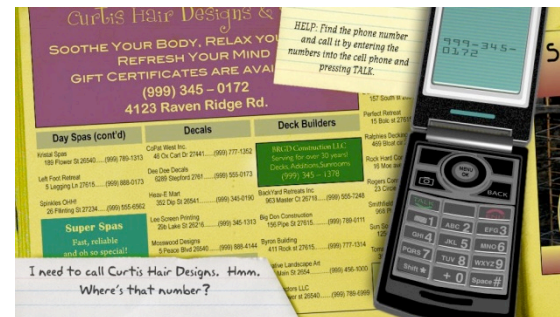
- Review the page to locate the most important information first.
- Read the headings and the first sentences of paragraphs.

When scanning the classifieds:

- Use the table of contents or look for section titles.
- Look at bold text first, then read the ad.

When scanning the phone book:

- The information is listed by last name or business name in alphabetical order.
- Phone numbers are to the right or underneath the name.



Everyday Life

