9. Number the Notes Sensibly.

(a) Arrange your notes in an order that will make sense to your reader. You have completed Step 8. Continue Topic I in this Step 9. Bring each Topic here from Step 8. To arrange the Subtopic A notes for your reader, spread the A notes downward in a long column. Lay cards on top of one another to cover the **For what reason** questions. Only the notes should show so you can focus on only on the ideas.

Read each note, plan a sensible order, and decide which will be first. Remove it from your column, and begin a new column. Decide the second note. Remove it from the first column. Slip the second note into the new column behind the first note, far enough down to cover its **For what reason** question. Assemble this new column upward by slipping notes behind one another so that only the notes show. Now you can have a view of your planned paragraph.

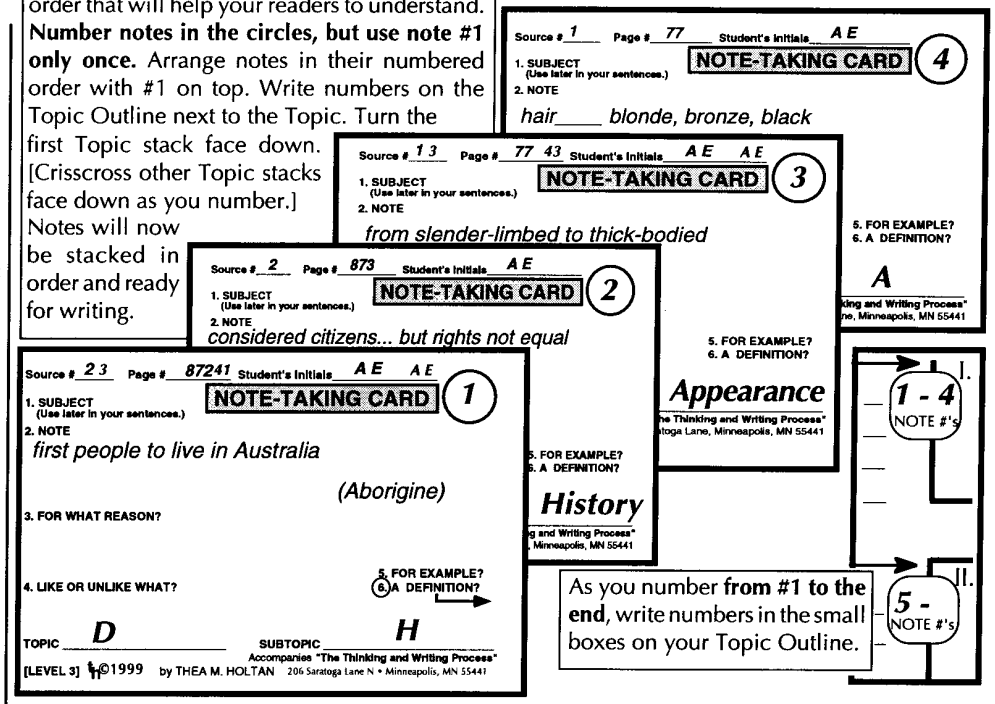
(b) Use #1 only once as you number in the circles. Now that Subtopic A notes have been arranged in a column, write numbers in their circles. Use **#1** only for the very first Topic I note. After numbering them, push them together into a stack and turn them face down. Next, spread Subtopic B notes in a column and follow the above (a) steps. **[Continue numbering from the last Subtopic A number.]** Push the B notes together; turn them face down on top of the A notes; spread the C notes in a column, and continue numbering.

Only the **Topic I** notes begin with #1. You never again will use #1 with these notes. All other notes continue with numbers from #1.

- **You can add a note between cards** by numbering the added note with a **B**. [e.g.: Add a note after note #7. Write #7A on note #7; write #7B on the new note.]

- **You can remove a note that has been numbered** by writing the removed note's number on the note in front of it. (You will not later confuse yourself with a missing number.) [e.g. Withdraw note #16. On note #15 write #16 next to #15.]

Spread notes so you can read them, but cover the **For What Reason** question so you do not read too much. Read and arrange notes in an order that will help your readers to understand. **Number notes in the circles, but use note #1 only once.** Arrange notes in their numbered order with #1 on top. Write numbers on the Topic Outline next to the Topic. Turn the first Topic stack face down. [Crisscross other Topic stacks face down as you number.] Notes will now be stacked in order and ready for writing.



As you number **from #1 to the end**, write numbers in the small boxes on your Topic Outline.

(c) Print the note numbers in the box on your Topic Outline form. Print the numbers of this Topic's notes in the rounded box on the Topic Outline. Turn this Topic's stack face down. As you finish more Topic stacks, crisscross them face down so your stacks will be in order.

(d) Print the next Topic's first number in the next box on the Outline form. In the next Topic's rounded box, print the continuing number that will begin the next Topic.

(e) Return to Step #8 to sort the next Topic's notes into Subtopics. At this time return to Step 8 and work with the next Topic; then again come back to this Step 9. Follow this same procedure, **first Step 8 then Step 9**, for one Topic at a time. Use **#1** only once in numbering your notes. As you finish arranging and numbering each Topic's notes, remember to crisscross Topic stacks face down so they'll be in order and ready for writing you to write a document.

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