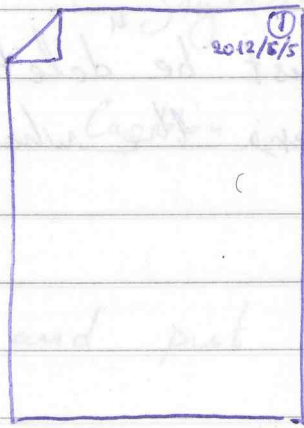


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# NOTEBOOK STRUCTURE RULES

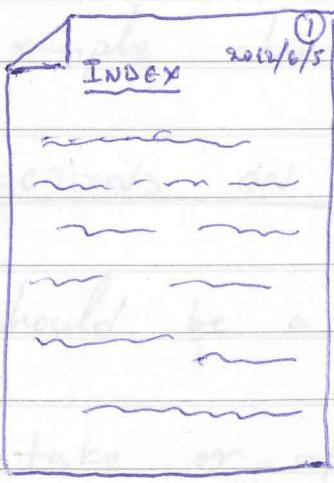
- 1) Leave the first two pages blank for Index
- 2) In every page there must always be written, on the upper right corner, the number of the page and the date. The latter one, must start with the year then followed by the month and at the end the date

E.g.:



- 3) It is better every text to have a quick summary (title) of the content.

E.g.:



②

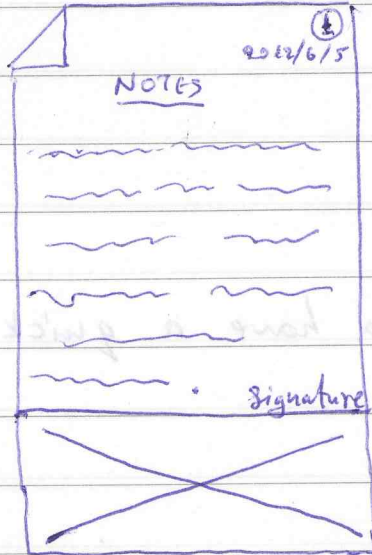
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4) WRITE ALWAYS WITH PEN OF THE SAME COLOR PER TIME

5) When every part is finished, if some space have remained unwritten then a straight line must be drawn ~~horizontal~~<sup>G.P</sup> horizontally, exactly below the last sentence, Then above the horizontal line on the right side, there should be the signature of the person whose taking the notes.

Then the blank part above must be "deleted" by drawing a crossline that covers the whole empty space.

E.g :



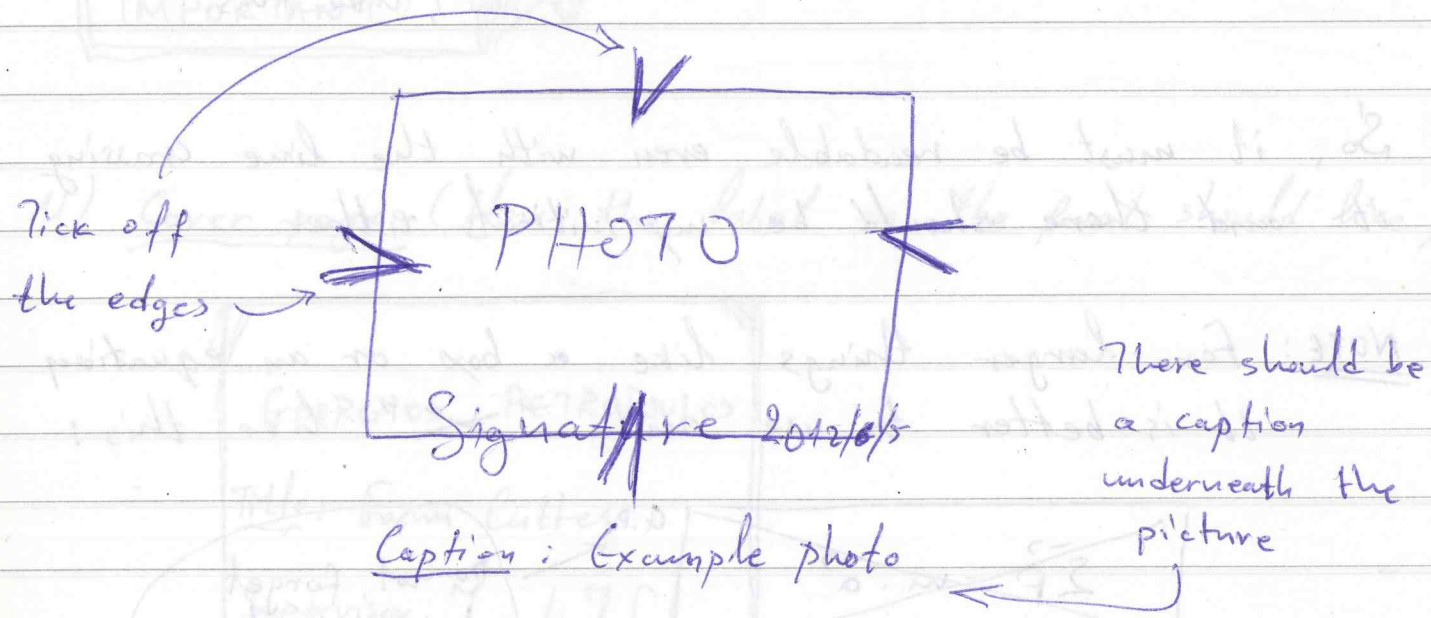
Always put the signature above the line

cross line  
on the empty  
space must look  
like this.



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6) If there is a photo that must be putted in the notebook then: mark your photo's margin with the <sup>G.P</sup> with a pen (always) and...



... sign and put the date of the photo on the half part of the page and the other half on the photo, as it's been shown <sup>G.P</sup> shown on the example above.

7) CORRECTIONS ON THE NOTEBOOK:

There should be a line crossing "the sentence" of the mistake or of the correction.





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10) Change color of the pen only for a different day.  
In particular, write every day with the "same" pen.

IMPORTANT!!!

11) Cover page (How the label on the front should like)

GEORGIOS PETROPOULOS  
Title: Foam Cutter  
 Supervisor: Joseph T. Foley

*[Handwritten signature]*

