Notebook Entry Format

To create a new Notebook entry:

1. Go to [Notebook Style](https://docs.google.com/document/d/1gps5jIO67dvz7R9Uj2JBR87l7NcXNmD33mFihsuYwRA/edit) (open the link or find in GitHub)
2. Make a copy
3. Update the due date
4. Create the entry using the predefined text styles
5. Test everything to make sure it’s correct
6. Save as a .docx file
7. Create a pull request