

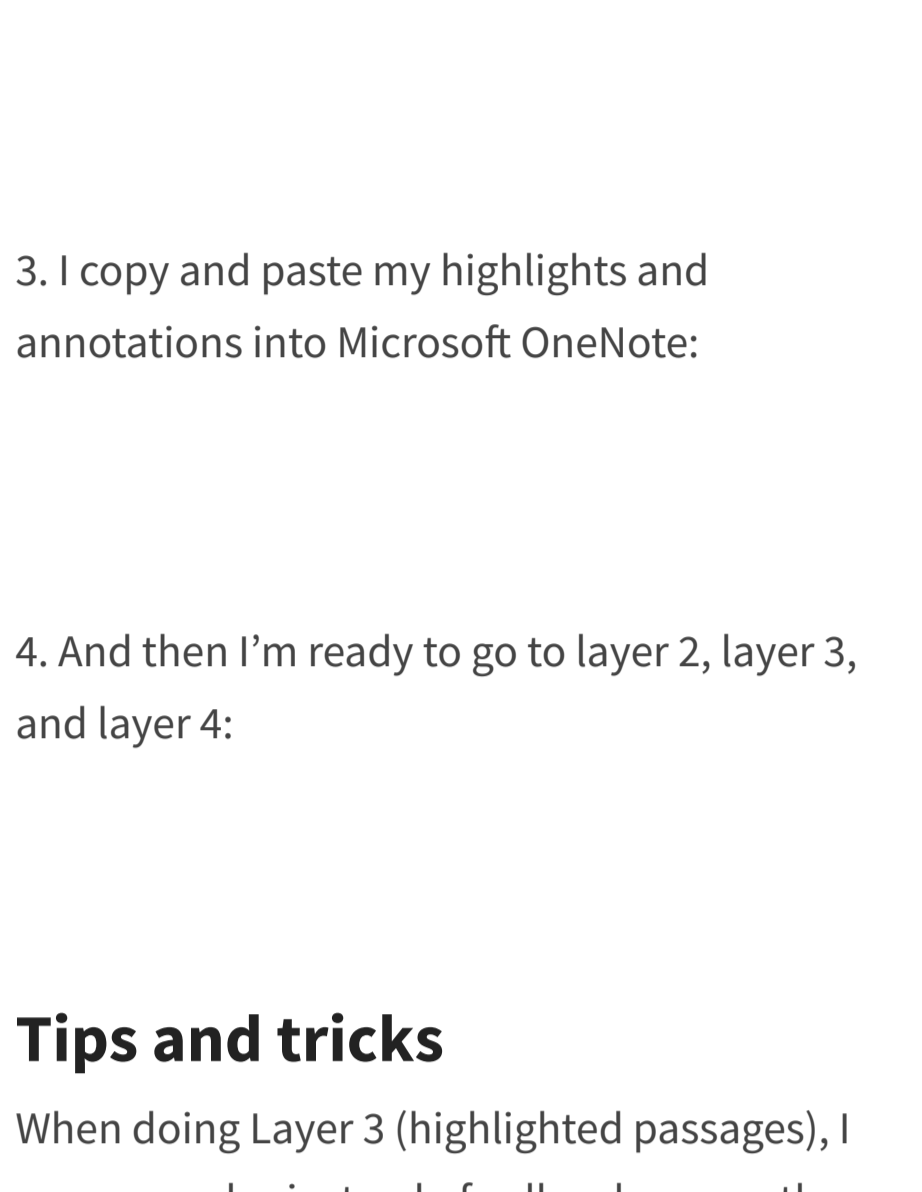
# Progressive Summarization with PDFs

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ON MARCH 23, 2020 BY [TIAGO FORTE](#)

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To use progressive summarization with PDFs, here's what I do:

1. I highlight and comment passages in PDF Expert (which is my layer 1):



2. I export my highlights and annotations in text format:

Which results in:

3. I copy and paste my highlights and annotations into Microsoft OneNote:

4. And then I'm ready to go to layer 2, layer 3, and layer 4:

## Tips and tricks

When doing Layer 3 (highlighted passages), I use gray color instead of yellow because the searching tool in OneNote already uses yellow, which can get confusing when looking for a keyword. So I get:

When I annotate or comment, I make sure to use asterisks. Otherwise, it's hard to distinguish the highlights from the annotations once the text is exported:

89]: Stone and Webster's became an exemplary system. Just grad Institute of Technology in 1880, they founded a small consulting firm. Stone and Webster were expert in power plant design and utility operation. A banker, asked them to advise him about the disposition of a large utility in which he had financial interest. From the study of them, Stone and Webster developed reverse salients throughout the utility in order to rectify them. Realizing that money spent prudently on utilities is not wasted, they brought dramatic improvement and profits. Stone and Webster system of financially, technically, and managerially interlocking by transmission lines, operated in various states. In the 1920s Stone and Webster formed a holding company to manage their system throughout the Western world. Some of the coal plants in the system; others included electric making equipment for the utilities. Others established linkages through interlocking boards of directors, and stock purchases. Stone and Webster firms and transportation companies that were heavy consumers of electricity sometimes shared the ownership of the system. Stone and Webster's became an exemplary system.

I do the same when I summarize a passage: I add (( resume )) to make it easier to distinguish later on.

Hope this helps 😊

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