**Scanning**

<table>
<thead>
<tr>
<th>Description</th>
<th>Scanning means moving your eyes quickly down the page, to find one specific detail.</th>
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</table>
| Purpose     | Scanning lets you:  
  - Find a single fact, date, name or word in a text  
  - Find information that you may need |
| Process     | First:  
  - Think where in your text you might find the information you need.  
  Second:  
  - Check how the information is placed on the page. Look for headings, diagrams, or boxed/highlighted items that might help you find the information. |
| Here's how you already do this: | For example, when looking for a phone number you:  
  - “zero in” on the last names  
  - Go down the page, seeking out the correct first name |
| Helpful Hints | Don’t read every word when you scan!  
  move down quickly or diagonally |