Field notes

A small guide to better documents

Start with the useful part

Good notes make it easier for the next person to pick up the work.

Keep the purpose clear, the details specific, and the next step visible.

A few things worth keeping

- A short description of the problem.
- The decisions you made and why.
- An owner and a date for the next step.

Check the details

The sample budget is 1,250.00 USD. The adjustment is -12.50 USD.

The review date is 2026-11-16. These numbers should stay unchanged.

Make it easy to reuse

Write once, work with it again

Markdown keeps the content readable in a text editor, a wiki, or a notebook.

Review the converted result before adding it to your own documents.

A quick review checklist

- Read the headings in order.
- Check names, dates, amounts, and units.
- Remove anything you do not need.

A note about this example

This original sample uses selectable text in a single-column layout.

Images, formulas, scanned pages, and complex tables need extra review.

Your file stays on your device throughout the conversion.