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Note taking in mathematics seems straightforward; students need only copy equations from the board. Students in the first two years of college invariably copy inaccurately, write illegibly, lose their notes, and are so focused on writing that they don't think. Distributed notes which outline the lecture, section, or topic facilitate student understanding and organization in the crucial introductory mathematics courses of the first two years. These notes start with the title of the topic or section followed by bullet pointed goals. Each subtopic is clearly labeled and contains relevant definitions, formulae, diagrams, and figures. Exercises that will be demonstrated in class or will be worked on in groups are written with adequate space left for the students to fill in. These notes can also be posted online for easy student access. Advantages of distributed outlines include aiding student organization, adding structure to lectures, defining outcomes, and allowing stronger students to work ahead. They promote accuracy and completeness. Students can take a step back and understand and analyze rather than just trying to keep up. Student feedback has been extremely positive. Student participation in class and student motivation to solve additional problems has markedly increased. (Received July 31, 2012)