What are the steps for adding fractions with unlike denominators?

1. Find the common denominator
   - Method 1: Quick Common Denominator
   - Method 2: See if one of the denominators is a factor of the other
   - Method 3: List the multiples of the larger denominator until you find one that has the smaller denominator as one of its factors

2. Create equivalent fractions with that common denominator

3. Add the numerators for the new numerator; keep the common denominator

4. Do you need to simplify the sum?
   - Use division rule to reduce the fraction to simplest form, if possible
   - If an improper fraction, convert into a mixed number and make sure it is in simplest form

NOTE: You follow the same steps when subtracting fractions.