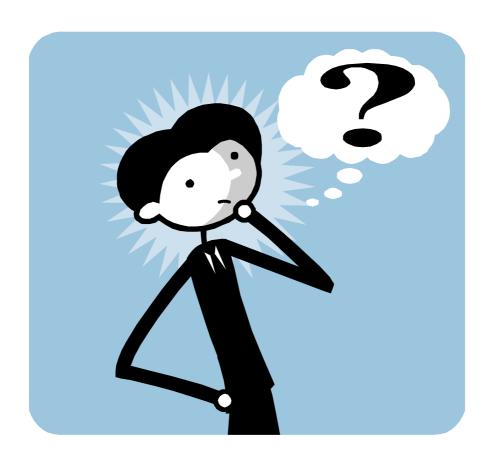


Transform information into knowledge

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Defining

What do I really want to find out?

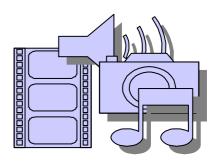
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Locating

Where can I find the information I need?

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relevant scan skim on-topic headings indexes title and indexes of purpose
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Selecting

What information do I really need to use?

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Organising

How can I use this information?

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Presenting

How can I present this information?

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Assessing

What did I learn from this?

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