Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step One:

Step Two:

Step Three:

Step Four:

Step Five:

Step Six:

Step Seven:

Step Eight:

Step Eleven:

Step Nine:

Step Twelve:

Step Ten:

Directions: As you read the numbered items in this section, record the steps of the process *in your own words.* For each step, include only the details that are most important.