

Seven-Phase Discovery Process: Engage in Deep Collaboration

1. Team members read and add HyLights to a document collection

- Project leader establishes a digital collection of documents on a topic of interest and imports the documents to HyLighter
- Project leader composes a task description and invites members to each document in the collection using the Share feature
- Team members read each document and add HyLight

Alternative Distributed Reading Approach

- Project leader organizes the collection into document subsets
- Project leader assigns each team member to read and markup a subset
- Team members review all of the documents with the benefit of seeing existing HyLights

2. Review each document and create a mashup

- Project leader reviews each document in a preferred order with a focus on highlighted fragments and comments
- Project leader copies high-value HyLights to the mashup

3. Organize HyLights in the mashup into categories

- Project leader reviews the mashup using individual button badges or the next arrow to visit each HyLight in context
- Project leader adds a descriptive tag that best classifies each HyLight into a category -- striving to keep the number of different tags to a minimum
- Project leader organizes HyLights into categories by sorting the mashup by tags

4. Share mashup with the team and update the mashup

- Project leader shares the mashup with the team and instructs members to review the entire mashup and add their reflections by submitting replies to HyLights in corresponding sessions
- Project leader instructs team members to:
 - Ask themselves questions as they review the mashup including, "What do I understand? What don't I understand? What non-obvious associations do I see? What pattern do I see emerging from the information and my own current knowledge?"
 - Fill in missing information by searching the current collection and/or foraging for new sources
 - Search for meaningful analogies and exercise your curiosity by exploring areas that border on your area of interest or are, even, somewhat distant
 - Import new documents to the collection, add HyLights, and invite team members to the new documents
- Project leader reviews input from the team and updates the mashup to include pertinent input from team members

5. Arrange the mashup in a preferred order or storyline

- From your word processor, print out the mashup
- Cut the mashup into individual HyLights (i.e., paper snippets)
- Put the snippets in a bag and shake
- Reach into the bag and, review one snippet at a time
- Arrange the snippets on a table or the floor into columns of related HyLights and rows that reflect your emerging storyline
- Enter the HyLight IDs back in the new order as a comma-separated list to produce a new mashup

6. Share rearranged mashup/storyline with the team and update the mashup

- Similar to Phase 4, project leader shares the mashup with the team and instructs members to review the entire mashup and add their reflections by submitting replies to HyLights in corresponding sessions
- Project leader reviews input from the team and updates the mashup to include pertinent input from team members

7. Write your paper with embedded HyLights that point back to HyLights within your sources

- Use the mashup as a guide for writing a first draft of your paper
- Embed HyLight IDs within your draft that point back to HyLights within your sources that stand behind your written words
- When you complete the final version, readers will have the option to read your paper in HyLighter with a mashup of embedded HyLight IDs