

- **O** is for *overview*—write down a few notes on what the visual appears to be about.
- **P** is for *parts*—zero in on the *parts* of the visual. Write down any elements or details that seem important.
- **T** is for *title*—highlight the words of the *title* of the visual (if one is available).
- **I** is for *interrelationships*—use the title as the theory and the parts of the visual as clues to detect and specify the *interrelationships* in the graphic.
- **C** is for *conclusion*—draw a *conclusion* about the visual as a whole. What does the visual mean? Summarize the message of the visual in one or two sentences.