

# Before: A Traditional Procedure Document

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## Unmapped example

The example below is a procedure document before the Information Mapping method has been applied.

### **HOW TO MAKE BAGELS**

Before baking the bagels, you must first thaw them, then top them with onions, garlic, or poppy seeds. Instructions are provided below.

To thaw and top the bagels:

1. Dry the stainless steel thawing trays (dry trays prevent sticking), then place about 20 bagels on each tray. Bagels expand when thawing, so make sure to space them at least five inches apart so that they don't touch when they expand.
2. It's important to plan baking times carefully so that the bagels do not remain on the racks for more than four hours after thawing. Bagels that are left on the racks for more than four hours must be discarded. After placing the bagels on the thawing trays, place the trays on every other self of the rack and do not close the covers. This will thaw the bagels in 1½ to 2 hours. To thaw them in 4 hours, place the trays on every shelf of the rack, then close the covers. To thaw them between 4 and 24 hours, place them on every shelf of the rack, close the covers, and place them in the refrigerator. After thawing, insert a fork into two or three bagels on each rack to make sure they are completely thawed. If the bagel is thawed, the fork should have moist dough on it when you remove it from the bagel. If the bagels are not thawed completely, continue thawing, checking them every 15 minutes with the fork.
3. After the bagels are completely thawed, spray the tops with water (use only purified water from the tank next to the refrigerator, not tap water!) Take each bagel and dip it into the topping. Top one rack with garlic topping, one rack with onion topping, and one rack with poppy seeds. Each bagel should be evenly covered with the topping. Place the bagels on a baking sheet, again spacing them about 5 inches apart so that they don't touch when they expand during baking.

To bake the bagels:

1. First preheat the oven. Set the temperature to 550 degrees, the top heat to 7, and the bottom heat to 9.
  2. Open the oven door and slide the baking sheets onto the racks. Activate the steam by pulling the handle marked "Steam" on the left side of the oven, but do not stand directly in front of the oven after pulling the handle – the steam escaping from the oven door may cause burns. Set the timer to 11 minutes.
  3. When the timer goes off, open the oven door, slide out a middle rack, and do a visual inspection of at least two bagels (make sure to wear oven mitts!). Bagels are done when the top and bottom are a golden brown. When the bagels are done, remove the baking sheets from the oven and transfer the bagels to the cooling rack behind the counter. Bagels take about 2 hours to cool.
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# After: A Mapped Version of the Same Procedure

## Mapped example

The example below is the same procedure after the Information Mapping method has been applied.

### How to Thaw, Top, and Bake Bagels

#### Introduction

You must complete three procedures to make bagels:

- thawing
- topping, and
- baking.

#### Thawing procedure

Follow the steps in the table below to thaw the bagels.

**Warning!** Plan baking times carefully so that the bagels do not remain on the racks for more than four hours after thawing. Bagels that are thawed for more than four hours must be discarded!

Step	Action								
1	Dry the stainless steel thawing trays. <i>Note:</i> Dry trays prevent sticking.								
2	Place about 20 bagels on each tray, spacing them at least five inches apart, so that they do not touch as they expand during thawing.								
3	The information in the table below explains what to do next. <table border="1"><thead><tr><th>If you want to thaw the bagels in ...</th><th>Then place the trays ...</th></tr></thead><tbody><tr><td>1½ to 2 hours</td><td><ul style="list-style-type: none"><li>• on every other shelf of the rack, and</li><li>• do not close the covers.</li></ul></td></tr><tr><td>4 hours</td><td><ul style="list-style-type: none"><li>• on every shelf of the rack, and</li><li>• close the covers.</li></ul></td></tr><tr><td>4 to 24 hours</td><td><ul style="list-style-type: none"><li>• on every shelf of the rack, and</li><li>• put the rack in the refrigerator.</li></ul></td></tr></tbody></table>	If you want to thaw the bagels in ...	Then place the trays ...	1½ to 2 hours	<ul style="list-style-type: none"><li>• on every other shelf of the rack, and</li><li>• do not close the covers.</li></ul>	4 hours	<ul style="list-style-type: none"><li>• on every shelf of the rack, and</li><li>• close the covers.</li></ul>	4 to 24 hours	<ul style="list-style-type: none"><li>• on every shelf of the rack, and</li><li>• put the rack in the refrigerator.</li></ul>
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4 hours	<ul style="list-style-type: none"><li>• on every shelf of the rack, and</li><li>• close the covers.</li></ul>								
4 to 24 hours	<ul style="list-style-type: none"><li>• on every shelf of the rack, and</li><li>• put the rack in the refrigerator.</li></ul>								
4	Insert a fork into two or three bagels on each tray. Does the fork pierce the bagel easily and have moist dough on it when you remove the fork? <ul style="list-style-type: none"><li>• If <i>yes</i>, the bagels are thawed; complete the topping procedure on the next page.</li><li>• If <i>no</i>, repeat this step every 15 minutes until the bagels are completely thawed.</li></ul>								

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## After: A Mapped Version of the Same Procedure, Continued

### Mapped example, continued

#### How to Thaw, Top, and Bake Bagels, Continued

##### Topping procedure

Follow the steps in the table below to top the thawed bagels.

Step	Action
1	Spray one tray of thawed bagels with purified water from the tank next to the refrigerator.  <i>Important:</i> Do not use tap water!
2	Dip each bagel into the onion topping so that the topping covers the top of the bagel evenly.
3	Place each bagel on a baking sheet about five inches apart, so that they do not touch when they expand during baking
4	Repeat these steps for the remaining trays of bagels, topping the bagels on the <ul style="list-style-type: none"><li>• second tray with the garlic topping, and</li><li>• third tray with the poppy seed topping.</li></ul>

##### Baking procedure

Follow the steps in the table below to bake the bagels.

Step	Action
1	Set the <ul style="list-style-type: none"><li>• oven temperature to 550 degrees</li><li>• top heat to 7, and</li><li>• bottom heat to 4.</li></ul>
2	Put on a pair of insulated oven mitts and wear them for the remaining steps of this procedure.
3	Open the oven door and slide the baking sheets onto the racks.
4	Close the oven door.
5	Activate the steam by pulling down on the handle marked “Steam” on the left side of the oven.  <i>Danger!</i> To avoid burns, do not stand directly in front of the oven door after activating the steam!
6	Set the timer for 11 minutes.
7	When the timer alarm sounds, open the oven door and slide out the middle baking sheet.
8	Pick up two or three bagels with your oven mitts. Are the bagels golden brown on the top and bottom? <ul style="list-style-type: none"><li>• If <i>yes</i>, remove the baking sheets from the oven and transfer the bagels to the cooling rack.</li><li>• If <i>no</i>,<ul style="list-style-type: none"><li>– reset the timer for two minutes, and</li><li>– repeat steps 7 and 8 of this procedure.</li></ul></li></ul>