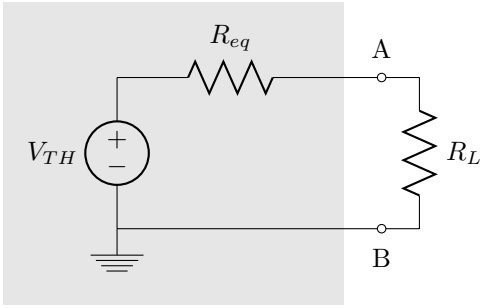
1. Thevenin's Equivalent circuit
   (a) Remove the portion of the network across which you want to find the equivalent circuit.
   (b) Label those two terminals.
   (c) Calculate R_{eq} by replacing voltage sources with a short circuit and current sources with an open circuit.
   (d) Calculate V_{TH} by inserting back all the sources to their original state then finding the open-circuit voltage between the marked terminal. Draw your circuit as shown below.



2. Norton Equivalent
   (a) Remove the portion of the network across which you want to find the equivalent circuit.
   (b) Label those two terminals.
   (c) Calculate R_{eq} by replacing voltage sources with a short circuit and current sources with an open circuit.
   (d) Calculate I_N by inserting back all the sources to their original state then finding the short-circuit current between the marked terminal. Draw your circuit as shown below.