

# Help Sheet Activity Directions

## Photoshop Rotation #1

### Project #2

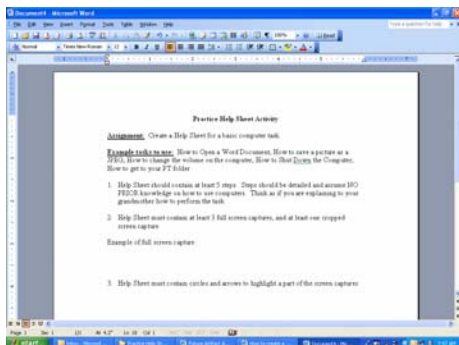
## Principles of Technology 1

**Assignment:** Create a Help Sheet for a basic computer task. This is worth **15 Points**, and you will have 5 class periods to complete this assignment.

**Example tasks to use:** How to Open a Word Document, How to save a picture as a JPEG, How to change the volume on the computer, How to create a hyperlink in Word, How to get to your PT folder

1. Form a group of 2 people, choose a topic and approve the topic with your teacher BEFORE creating the Help Sheet.
2. Help Sheet should contain at least 7-10 steps. Steps should be detailed and assume NO PRIOR knowledge on how to use computers. Think as if you are explaining to your grandmother how to perform the task. **(5 points)**
3. Help Sheet must contain at least 3 full screen captures, and at least one cropped screen capture. **(4 points)**

**Example of full screen capture:**



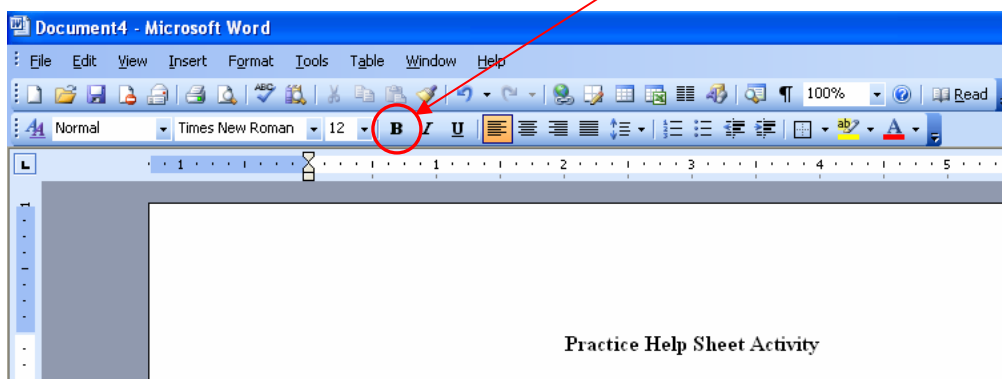
**Example of cropped:**



4. Help Sheet must contain circles and arrows to highlight a part of the screen captures. **(2 points)**

**Example:**

Step 3: With your words highlighted, click on the **black B** to make the letters change into Bold font.



5. Screen captures with arrows and circles must be grouped into a picture group. (2 points)
6. Save your Help Sheet as the title of your help sheet, be sure your names are in document at the top, and that the final document is saved into your PT folder. You must have your own copy and your teacher must have a copy. (2 points)

# **How to Create a Help Sheet**

## **Photo Shop Rotation #1**

### **Project #2**

Atomic Learning Videos

PhotoShop CS3

Importing Images, Layers, Cropping Images

Video #s 30084, 30085, 30086, 30092

#### **To create Help Sheet content:**

1. Think through the necessary steps first, and write them in MS Word in numbered steps.
2. Determine what screen captures would help illustrate a particular step or steps. Take that screen capture and insert it into Word. (Follow steps above for help on this).
3. Right click on the picture and choose Format Picture.
4. Click on the layout Tab along the top.
5. Choose the Tight wrapping option. This allows text to flow around the sides of the picture, and allows you to resize and move the picture as you wish.
6. Click OK.
7. Format the size and placement of your screen captures and your steps for maximum clarity and understanding.

#### **To create a screen capture, or use part of a screen capture:**

1. Open the application from which you want to print the screen.
2. Press Print Screen on the Keyboard.
3. Open Photoshop from the Start Menu and click File – New.
4. Click OK.
5. Edit – Paste
6. Use a selection tool to drag a box over the section that you want to copy.
7. Click Image – Crop.
8. Click Layer – Flatten image.
9. Click File – Save As
10. Save the picture in .jpg format and place it in your folder.
11. Open your help sheet template.
12. Click where you want to insert the toolbar or other clip.
13. Click Insert – Picture – From File
14. Use the other tools in the drawing toolbar of MS Word to finish your help sheet.

#### **To create lines, arrows and circles:**

1. Show your drawing tools in Word. View – Toolbars – Drawing. This will show drawing tools usually at the bottom of the word screen.
2. Click the arrow tool to make your mouse an arrow drawing tool. Click in your document and draw your arrow. You can move you arrow and rotate it and color it however you want.
3. Click the circle tool to draw a circle. Also move and color this however you want.
4. Important: You must make the fill color of the circle No Fill. To do this, right click on your circle and choose Format AutoShape, on the Colors and Lines tab, under the Fill section choose No Fill from the drop down box.
5. Place arrows and circles appropriately to increase the effectiveness of your Help Sheet.