Multi Media
Classwork 10-30-17

Today's Objectives:

By the end of the class period students should be able to say:

1. *I CAN* **explain how to use the tools in Adobe Fireworks to draw an image using concise step by step instructions**
2. **I** *CAN* **create a tutorial in Microsoft Word that includes at least 3 screenshots and instructions and save it as a PDF**

Developing Step-by-Step Instructions

The key to writing instructions is simplicity. Rather than paragraphs, use bullet points or numbered steps and visuals.

When writing directions, consider the reading level of your end user. Consider the following guidelines:

- Use short, concise phrases or sentences.
- Use active, descriptive words.
- Be consistent in your use of words and type styles. Use bold, italic, and color for emphasis, yet don't over use these elements.

Visuals

Visuals are an important part of any set of instructions. Screenshots are a good idea for demonstrating the relationships and events in the software.

In order to receive full credit for this assignment you must add at least 3 screen shots

Step 1 **Create a new MS Word document**

Step 2 **Add a title and your image center aligned**
(Insert picture from file, do not screenshot your cartoon picture)

Step 3 **Type out your directions one step at a time**

Step 4 **Add images as needed-**(at least 3 screen shots required)

Step 5 **Save as ### last name, first name-Tutorial**

Step 6 **Save again as a PDF and drop off only the PDF**

Step by Step Tutorial to create a Cartoon Cow drawing in Adobe Fireworks