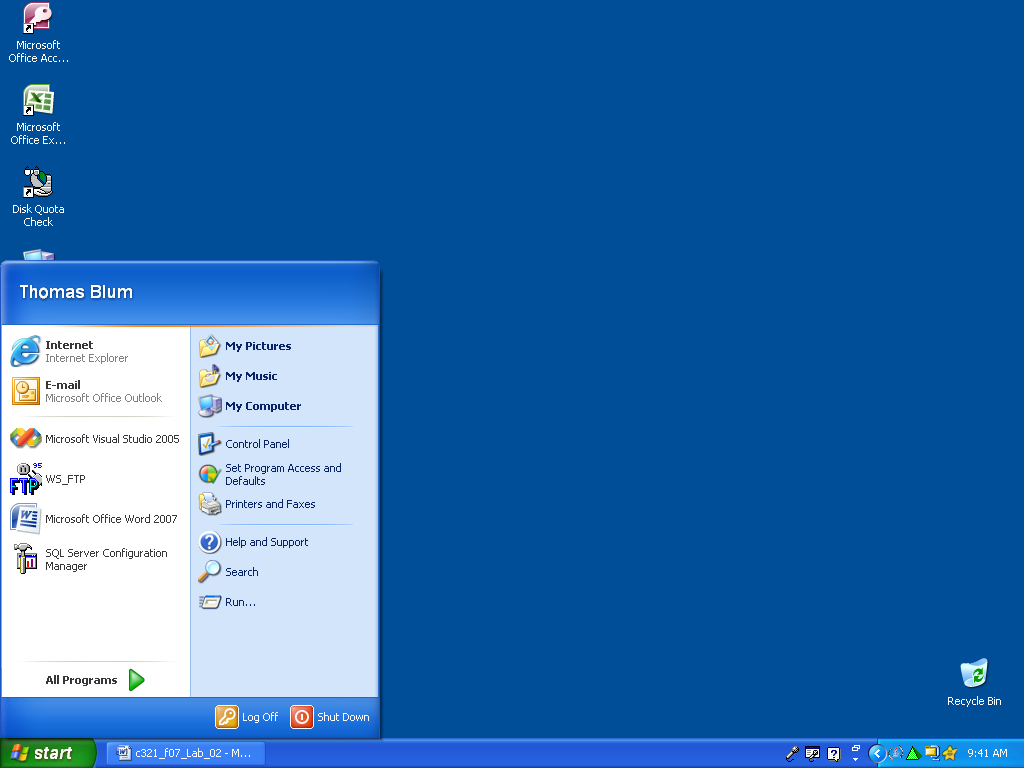
Name:

**1. Screen captures**

One task a support person may have to perform to write a set of instructions. Screen captures are very useful when writing instructions.

One obtains a screen capture by hitting the Print Screen key on the upper right portion of the keyboard. At a very low level (e.g. when you are looking at CMOS settings) it actually prints the screen (provided you are connected to a local printer), but under usual circumstances this action places an image on the clipboard. The image can then be pasted into a document such as Word or PowerPoint using Edit/Paste or the keyboard shortcut (Crtl-v).



Replace my screen capture with yours (yours won’t have my name on it).

What’s CMOS? (You can copy a definition provided you cite your source.) How does one access the CMOS settings (specifically on the computers in Holroyd 120)?

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Distinguish between a local printer and a network printer. Explain why when printing CMOS screen, the printer should be local.

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What’s the clipboard? (You can copy a definition provided you cite your source.)

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What’s a keyboard shortcut? Give another example.

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By clicking Alt-Print Screen you place an image of the application which has the focus instead of the full screen.



The above screen capture of the command prompt would waste a lot of ink/toner if the document were printed.

What’s the difference between ink and toner?

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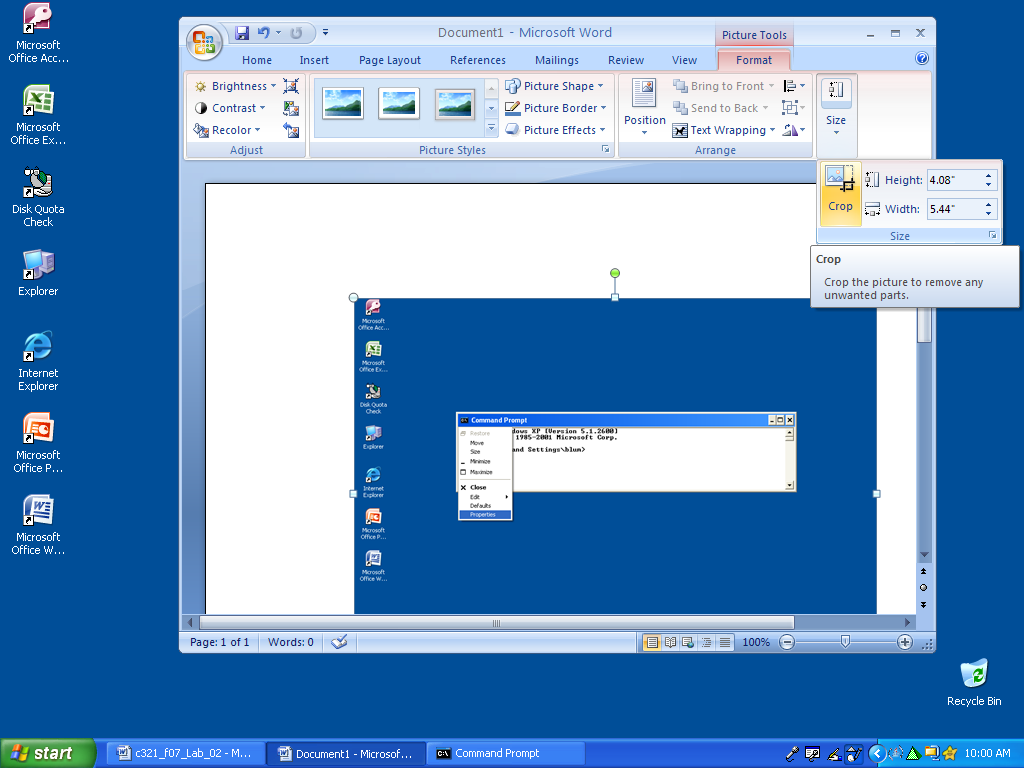
You can change the black background of the command prompt window by accessing its properties – obtained by clicking on the C:\ icon on the upper left hand side as shown below.

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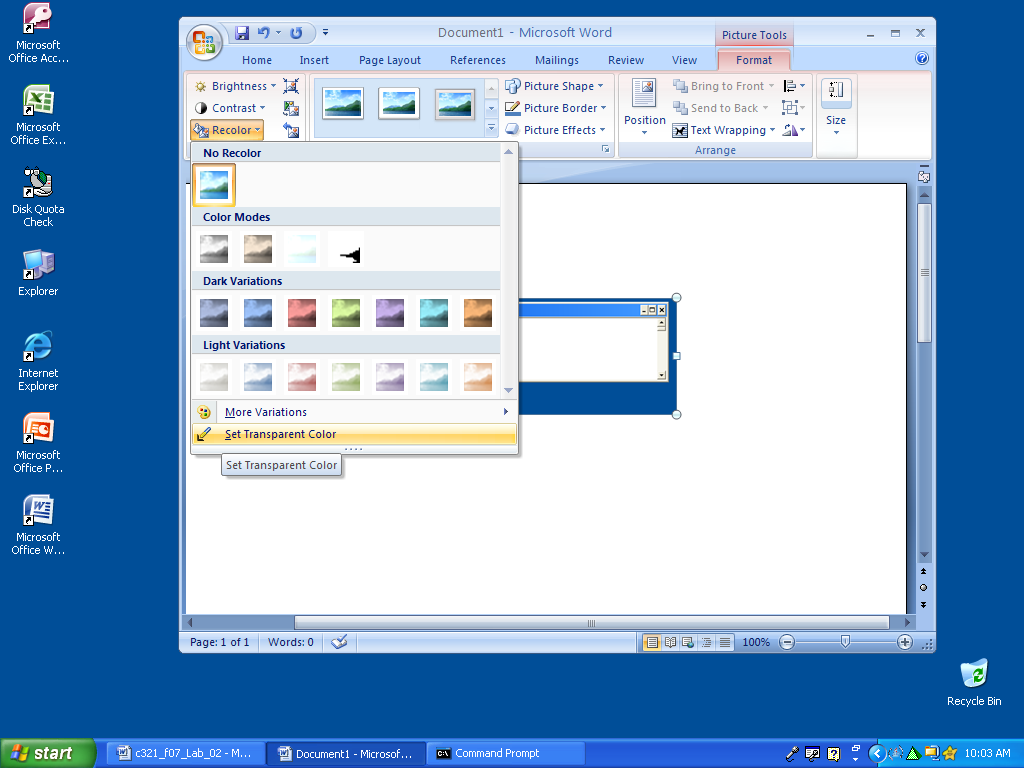
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The screen capture on the left above raises another issue. Hitting the Alt key closes any menu that might be open. One can do better than what is shown above by editing the screen capture.

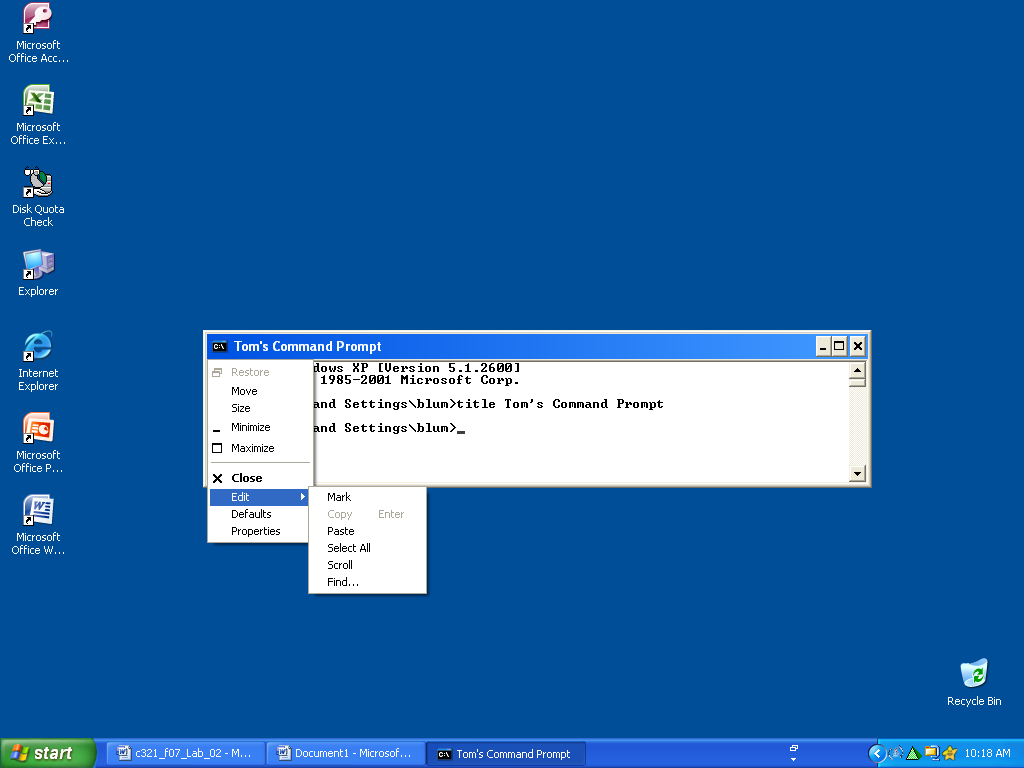
1. Paste the screen capture into Word. Select the picture. Choose Picture Tools. Under Size, use the Crop Tool to cut out the parts you do not want.



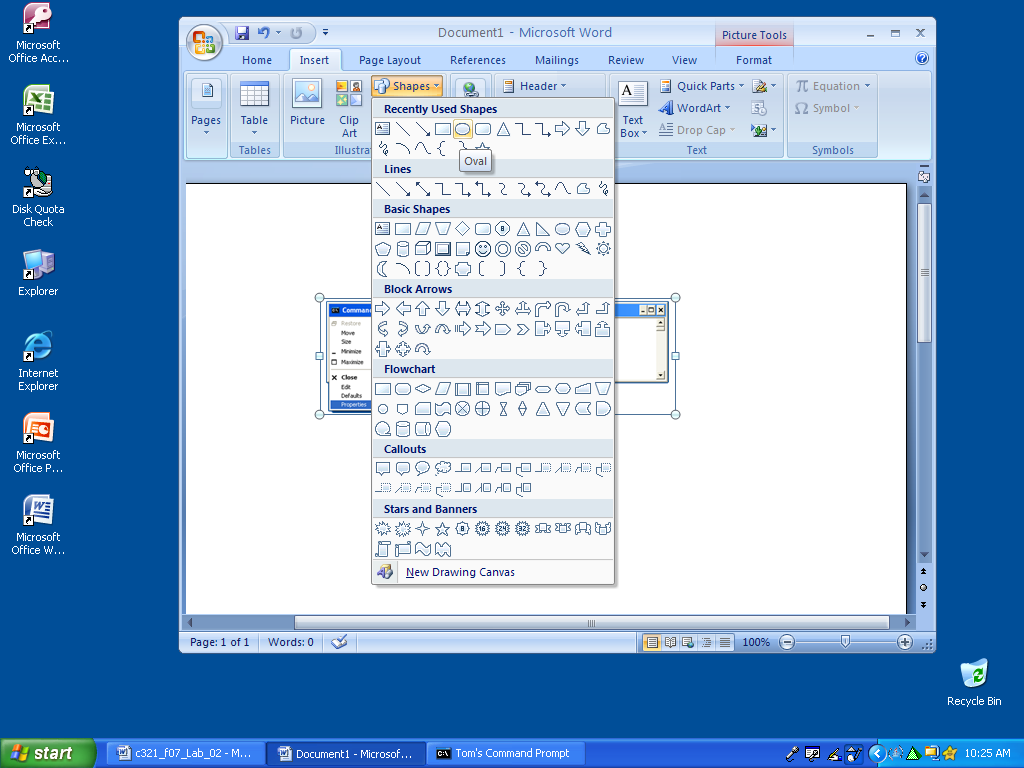
1. Next with Picture Tools still selected go to Recolor/Set Transparency Color. Use the tool to make the border around the image transparent. (This is why it is useful to have one’s desktop as a solid color.)



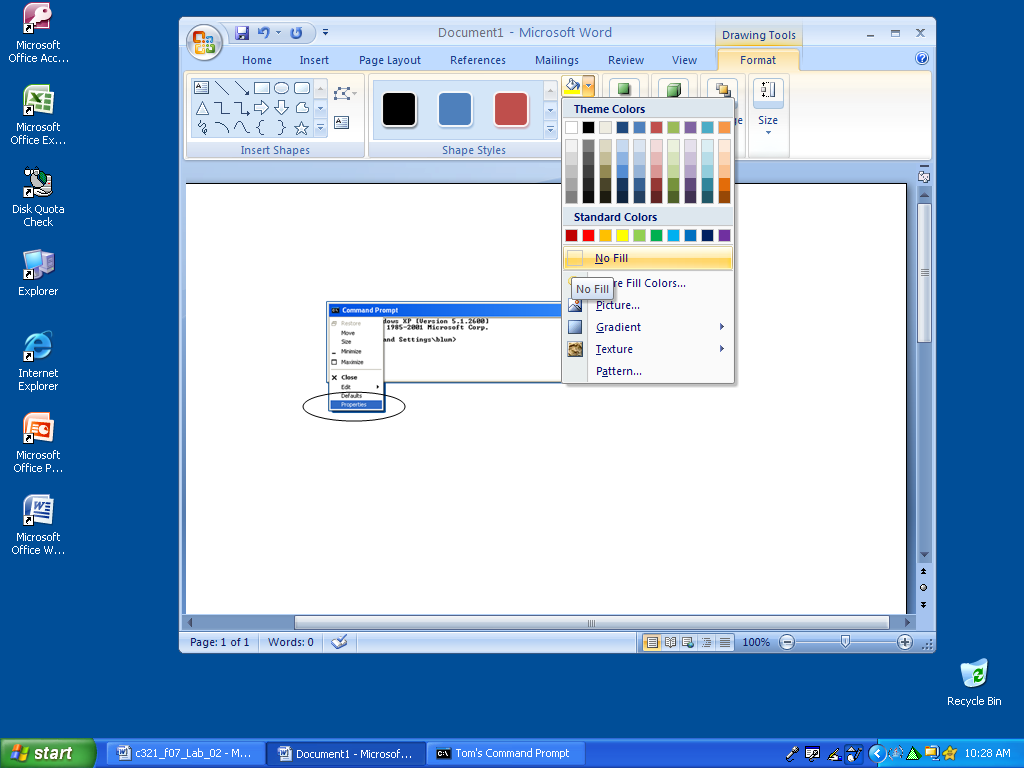
1. Running the command **title** ***Something*** makes Something the title of the Command Prompt. Replace my screen capture of my Command Prompt (it has my name on it) with a screen capture of your Command Prompt (with your name on it) with a white background. Also have a menu showing. It should be cropped and the outer part made transparent.



Finally by going to Insert/Shapes, one can access tools to draw one the screen capture to circle items or point them out.



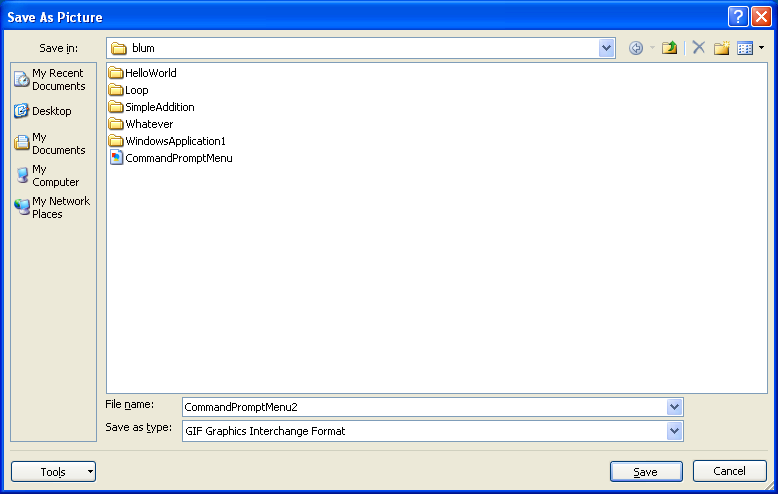
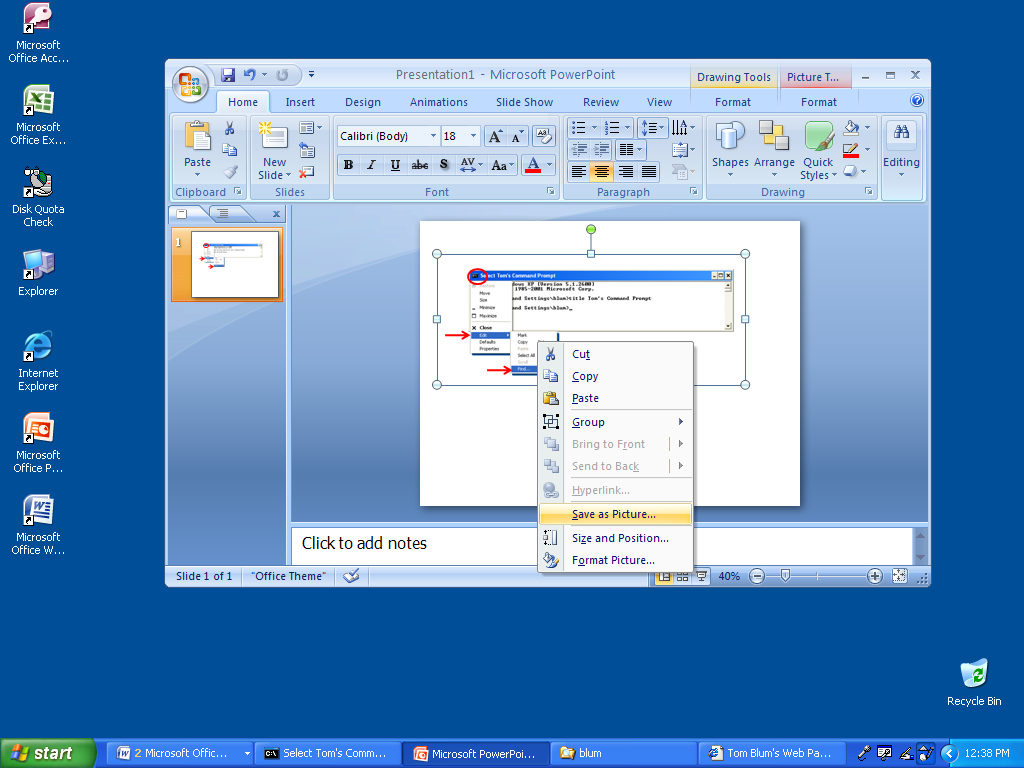
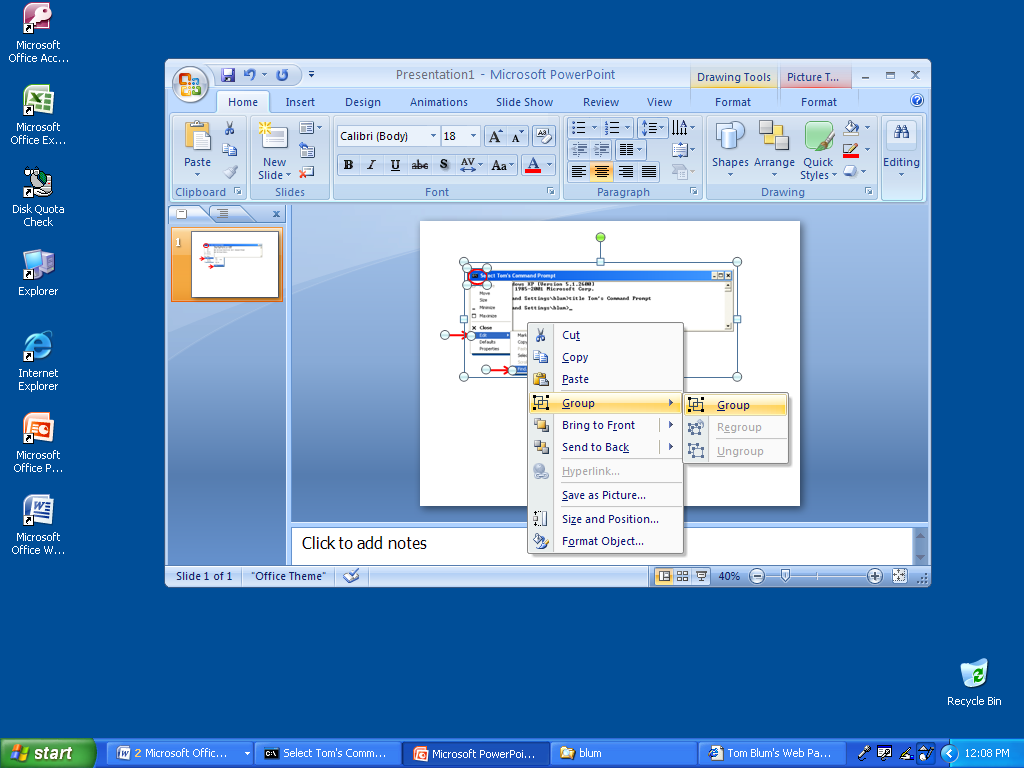
Next, one can go to Drawing Tools/Format to change the fill, outline color, weight of the outline, etc.



Paste below a screen capture showing how to use the Command Prompt’s find function. Include some circle, arrows, or other type of drawing features to provide your reader with visual clues about how to use the function.

***Your screen capture here.***

Repeat the process in PowerPoint 2007 this time. Holding down on the Ctrl key select all of the pieces of the picture, right click and choose Group.



Right click on the group and choose Save As Picture. Make a gif file of your screen capture with menu displayed and Drawing Tool items added. Double click on the gif file. Paste below a screen capture of your gif in whatever application is the default for opening gif.

***Place your screen capture of your gif here.***

Why was the gif file a better choice than jpeg in this instance?

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**2. Network settings instructions**

1. Write a set of detailed instructions for determining the network settings such as IP address, subnet mask, default gateway and DNS server. Include at least two screen captures and something from the drawing toolbar.
2. Imagine a scenario in which the mouse is unavailable. Rewrite your instructions in a way that does not use the mouse.