

Tech Tip Friday Lesson #1

How to make a good handout

Taking a picture of your screen

1. Get the exact items on your screen that you wish to take a picture of (mouse, menu's, toolbars, etc.)
2. Press the print screen button on your keyboard.
3. Open up the program you are using to create your handout and press paste.



This may take a second to appear on the screen and it may push other items that you have on the page around. **Don't panic.

Cropping your picture

I often use Microsoft Word when creating class handouts. Once you click on a graphic in this program a new menu bar appears. (if it does not, choose view, toolbars, graphic). This is the graphic toolbar and it has many useful features for creating a quality handout.



Crop - To cut out or trim unneeded portions of an image.
Text Wrap – Tells the graphic how to act around the text.

Arrows

Another usefull toolbar is the drawing toolbar (choose view, toolbars, drawing)



ARROW

Tech Tip Assignment:

I have demonstrated the 1st three tech tips of the semester. I am now going to pass it over to you the students. Each student will be responsible for one demonstration that is accompanied by a detail handout of instructions.

Your topic may not be new to everyone in the class but should be something that you find useful or cool. Topics can included: Tips/tricks, quick ways to do things, new software, new hardware, interesting features in software, etc. See me for approval.

Handouts are due on the Thursday before your presentation

MY PRESENTAION DATE IS _____