

# How To Effectively And Efficiently Finish Assignment 10

**Directions:** If you're reading this you probably noticed the tenth assignment is really large. It encompasses ALL lessons in one jumbo "mini-final" for this 5-week reporting period. This assignment is the way I will determine whether or not you can manage your time effectively, type fast, format your text correctly, utilize the "Hot Keys" covered in class, take screen captures, manipulate images using Photoshop, and insert the photos properly into a Pages document. Phew! There's a lot to cover, but if you follow these steps below you will make it on-time and with time to spare!

**Days 1 - 2:** The ONLY software that should be opened are **Pages** and your **PDF notes** for Assignment 10! Organize your screen so that you have Pages opened on one side of your screen and your notes on the other. **Type ALL the words ONLY.** Do NOT worry about taking screen captures/pictures yet! This means you ALSO look at my example (below) and give your text a bold, italic, and/or red look. See image below.

## How

**Directions:** Follow the tool, stroke option, and

**STEP 1:** *Open a New document* in Photosh

**Day 3:** The ONLY software that should be opened are **Photoshop** and your **PDF notes** for Assignment 10! On this day you should simply read and **DO the instructions given for assignment 10.** Do what I've told you before. Organize your screen so that you have Photoshop opened on one side of your screen and your notes on the other. Now, if you did this step correctly you will end up with a Photoshop file named "Grid.psd" on your flash drive! Most students get tripped up and begin taking screen captures to save time. **DO NOT DO THAT!!!** Instead, familiarize yourself with the activity so that you know what to expect.

**Day 4:** The ONLY software that should be opened are **Photoshop** and your **PDF notes** for Assignment 10! On this day you should follow the instructions given for assignment 10 and **ONLY take screen captures** for Assignment 10. Do what I've told you before. Organize your screen so that you have Photoshop opened on one side of your screen and your notes on the other. Most students get tripped up and begin trying to place watermarks and arrows on their screen captures to save time. **DO NOT DO THAT!!!** When you are done taking all necessary screen captures put them in a folder inside of your Month 1 folder in YOUR flash drive!

**Day 5:** The ONLY software that should be opened are **Photoshop** and your **PDF notes** for Assignment 10! On this day you should OBSERVE the instructions given for assignment 10 and **ONLY BLUR your screen captures** for Assignment 10 that are inside of your flash drives. Do what I've told you before. Organize your screen so that you have Photoshop opened on one side of your screen and your notes on the other. Most students get tripped up and begin trying to place watermarks and arrows on their blurry screen captures to save time. **DO NOT DO THAT!!!** Don't forget to save (**Command + S**) every image you blur!

**Day 6:** The ONLY software that should be opened are **Photoshop** and your **PDF notes** for Assignment 10! On this day you should OBSERVE the instructions given for assignment 10 and **ONLY ADD ARROWS** where the notes say so. Also, you are to **ADD WATERMARKS** onto **EVERY LARGE SCREEN CAPTURE** for Assignment 10 that are inside of your flash drives.

**MOST STUDENTS FORGET THIS LAST STEP:**

*After you drag your **ARROWS** and **WATERMARKS** onto your **SCREEN CAPTURES***  
**don't forget to LAYER > FLATTEN IMAGE**

*and last* **COMMAND + S**

If you did this correctly **all** of your screen captures should have the necessary watermarks, arrows, and blur applied to them!

**Day 7:** The ONLY software that should be opened are **Pages** and your **PDF notes** for Assignment 10! Do what I've told you before. Organize your screen so that you have Pages opened on one side of your screen and your notes on the other. On this day you should OBSERVE the instructions given for assignment 10 and **ONLY INSERT > CHOOSE... your screen captures** for Assignment 10 from your flash drive! The fastest way to insert screen captures correctly is **Command + Shift + V**.

*Congratulations! You're done!!*