




# Lecture Focus

- Proposal Feedback
- Instructions Assignment
  - Breakdown of Essentials
- Doing and creating a walkthrough

# Quick Proposal Feedback

- Some clear, accurate and readable documents: 
- Some not followed checklist: 
- Some not even required length: 
- Due to get them back at weekend/early next week. Check with lab instructor.

# Instructions Assignment

# Conventions used in lecture

**Any grey header = from assignment**

**Any red header = from checklist**

**Any other header = other information, concepts, examples**

# Assignment defined

Write a set of instructions for a *specific software application*, or rewrite part of an existing manual containing software-related instructions, using the principles taught in lecture.

# Assignment options

- You can work individually, or
- You can work in a pair, but
- You cannot work in 3's or more

# Assignment value is 15%

- Strong technical documentation which strictly follows the lecture concepts and the checklist will receive high marks
- Basic errors will be noted and marked accordingly
- The checklist is a tool especially made for you




# Essential Sections

- Title page
- Table of Contents
- Introduction
- Instructions – 6 pages minimum
- Glossary
- Troubleshooting Guide



# Instructions must contain the following

- *At least three separate tasks* in the software, each requiring a single set of instructions
  - Each task is at least two pages in length
  - 11-pt or 12-pt font is acceptable
  - Images that are too large will be penalized 
- The tasks chosen should be sufficiently complex to require instructions of the length specified.

# Title Page

- A self-explanatory title
  - The software (+ version)
  - Tasks/concepts covered
  - Intended readers
- Photoshop X for Dummies
- Improving your Pics with Photoshop X: A Beginner's Guide
- Your name and the date
- A picture of the software or logo

# Title Page

- Self-explanatory title
- Name of author(s)
- Picture if appropriate

# Table of Contents

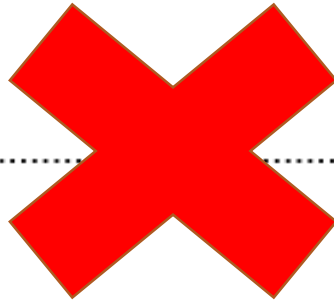
- Includes:
    - Introduction
    - Instructions
    - Glossary
    - Troubleshooting Guide
  - The focus is on the Instructions: must be subdivided into sections
  - Helps the reader find needed info
    - Creating your first...
    - How to work with Layers...
- Make sure headings follow parallel structure

# Quick notes about TOCs

The table of contents page number is not included in the TOC

## Contents

Table of Contents..... 1



The TOC starts with the Introduction

# Table of Contents

- Shows clear organization
- Shows page numbers for all relevant sections
- Shows individual instruction headings

# Introduction

- Typical titles:
  - About this Manual
  - Before You Begin...
- Explains the software's intended use
- In your case, focus on your limited set of instructions
  - This manual will allow you to modify your old phone pictures into stunning works of art.

# Introduction

- Identifies the intended user
  - This manual is for absolute beginners who know nothing about...
  - This manual is for intermediate users who have already...
- Explains assumptions regarding knowledge level, expertise of the intended reader
- Explains any of the typographical conventions you will use



## Introduction

This instruction will provide a step-by-step guide, using **Adobe Photoshop**, to create an effect that resembles the foggy window on a rainy day.

Adobe Photoshop is one of the most used and commonly recognized image editing program. It can perform functions ranging from simple image editing to complex image manipulation. One of the most useful and important function in Photoshop is the use of **layers**. By applying layers on an image and adding effects on those layers, countless effects can be created. This instruction will utilize the ability of layers to achieve this specific effect.

This is an instruction intended for Photoshop users who has basic experience in working with the program. The version of Photoshop used here is Photoshop CC; this instruction may still apply to previous versions, however, minor differences are possible.

# Introduction

- May also include info about the software itself
  - Hardware requirements
  - New features in latest version
- May tell the reader how to proceed through the manual
- May refer to other resources and forms of user assistance

# Quick note about introductions

- The concept of the paragraph is essential
- Poor paragraphing confuses readers
- Poor paragraphing affects grades
- What is a paragraph?

# Merriam Webster Definition

a subdivision of a written composition that consists of one or more sentences, **deals with one point....**

<https://www.merriam-webster.com/dictionary/paragraph>

Please follow the expectation to achieve desired results.

# 3 paragraphs = 3 topics

## Introduction

1

This instruction will provide a step-by-step guide, using **Adobe Photoshop**, to create an effect that resembles the foggy window on a rainy day.

2

Adobe Photoshop is one of the most used and commonly recognized image editing program. It can perform functions ranging from simple image editing to complex image manipulation. One of the most useful and important function in Photoshop is the use of **layers**. By applying layers on an image and adding effects on those layers, countless effects can be created. This instruction will utilize the ability of layers to achieve this specific effect.

3

This is an instruction intended for Photoshop users who has basic experience in working with the program. The version of Photoshop used here is Photoshop CC; this instruction may still apply to previous versions, however, minor differences are possible.

# Introduction

- Is labelled page 1
- Explains software's intended use
- Identifies intended user
- Explains any assumptions made regarding knowledge level, etc.

# Each separate instruction task needs

- A main heading
- A brief overview
- Subheadings as needed
- Graphics
- Separate blocks of instruction steps
- Notes, explanations and warnings as needed

# The overview sometimes only needs to be brief

- Introduce the main purpose of these specific instructions
  - You are creating instructions for only part of a piece of software
- Each subsection must also be introduced.
  - Only needs a small introduction to let reader know what they are about to do and why.



# This is a main overview

## *Setting up a Java Project*

The following instructions will cover the required steps for setting up a “Hello World” Java project. Though this project is not complex, the process taken can be catered to a project of any scale and complexity.

In working with an IDE, the source code is always within a project structure. NetBeans is not different, besides the source code files, the project folder contains metafiles that store information about class path, and how to build and run the project. Also, it contains folders that house bytecodes and JAR file.

# This subsection forgot to add overview

Short  
overview  
would go  
here

## How can I execute the code?

1. Push the *control* button on your keyboard and click on the Project name (in this example *HelloWorld*) and select **"Run"**. NetBeans will automatically build the bytecodes and invoke the JVM to execute the code.

## Creating a Local Working Directory

Although small, still helps guide the reader.

This would benefit from more information.



You need a local working directory that gets linked with your repository.

1

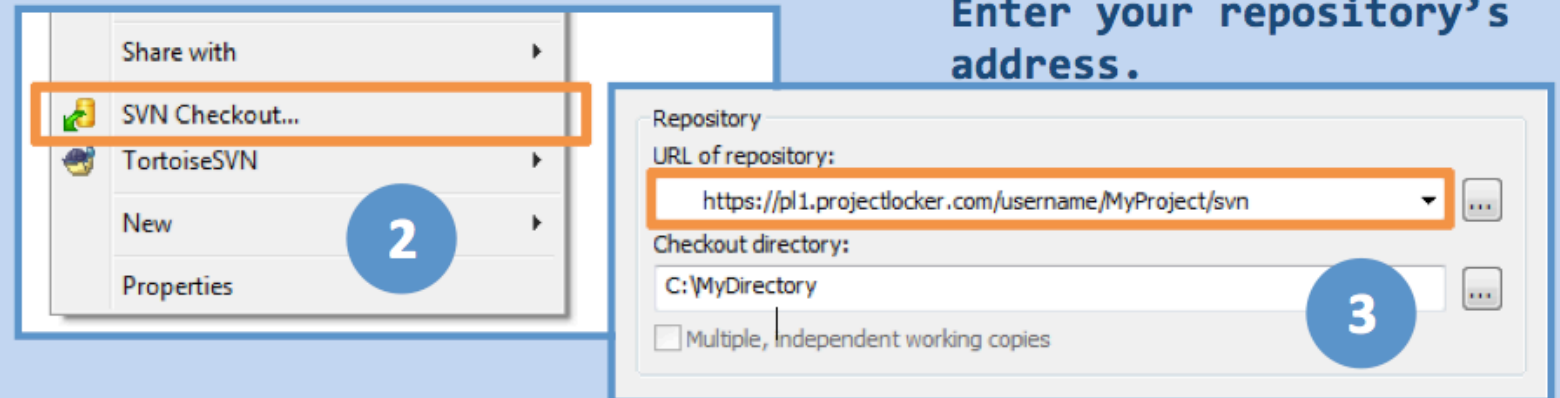
Create a new folder where you want to have your working copy of the repository. It does not matter where you create that folder, and you can also move it anytime.

2

Right-click on the folder and choose *SVN Checkout...* from the context menu.

3

In the new window, enter your repository's address (see previous page) under *URL of repository* and click *OK*. Then you will be prompted for authentication.



# Instructions Overview

- States what the specific instructions are for
- Explains why the user would do them
- Provides special notes, instructions, overall warnings as appropriate
- Includes overall graphic if appropriate
- Lists everything required to carry out the instructions

## Connecting Wii U to the Internet

Here we will cover connecting to both the wireless wifi signal in your home, and directly to your internet modem using an Ethernet cable. If you are concerned about internet speeds, we suggest connecting directly to your modem. If internet speeds are not an issue, or direct connection is not possible, connecting wirelessly is suggested.

### Connecting Directly

***Note ii:*** To connect your Wii U directly to your modem you will require one Ethernet cable and one LAN-adapter. both are sold separately from the system. The Ethernet cable and LAN-adapter can be purchased anywhere electronic accessories are sold.

# Sets of Instructions checklist

- Content is appropriate for the intended user
- Each *action* has its own numbered step
- List every step required to complete the task
- Individual steps utilize command verbs: “press”, “click”, etc.
- Provide notes, explanations, warnings as needed
- Include graphics as appropriate

# What the manual should be and not be

- Do not write instructions for simplistic tasks like installing software using a wizard.
- There's no point in writing instructions if no instructions are required to complete the task.
- Your task is to write an *instruction* manual.
- Do not submit a *reference* manual listing resources and/or strategies for successfully completing a game of some kind. Reference manuals will not be accepted.

# Rewriting existing manuals

- If you rewrite an existing manual or section of a manual, *substantial changes* must be made.
- You must also hand in a copy of the original text with your assignment so that the changes you have made can be evaluated.
- Failure to submit the original text can result in a charge of plagiarism and a mark of 0/15 for this assignment.



# What to send and when

- Word file or PDF only
  - Zip files will not be accepted
- Due date Sunday April 9, 11:59p.m.
  - Late files will be awarded 0%

# Additional information

- Including the title page, your completed assignment should be *at least nine pages in length*.
- Longer documents are acceptable; however, longer length alone will not guarantee a good mark
- provided that the minimum page length is met, quality is more important than quantity.

# Instructions do not include how to download and install

- We want you to create instructions for how to do something in the software
- If you do include a download sequence, it does not count as one of the three instruction tasks

# **Tip - Walking through software enables you to see what is necessary**

- Try the software task out
- Enables you to understand steps needed
- Enables you to understand graphics needed
- Don't forget the basic elements

# Use a table to highlight information

| Tasks/Steps/Actions | Graphics | Notes |
|---------------------|----------|-------|
|                     |          |       |
|                     |          |       |

- Go through each of the steps
- Work out which images are needed for the steps

# Work on the Word task given (1, 2, 3 or 4)

- Open the Sharefile link: you need A00 number
- There are 4 different graphics tasks for using Word
- Create and fill in an Instructions Table to walkthrough your task
- Work with a partner/s
- Upload to the Sharefile link I sent to your mybcit email
- Part of participation

# Glossary

- Appropriate definitions for the intended user
- Definitions are meaningful and concise

# Troubleshooting Guide

- Lists likely problems
- Provides appropriate solutions/actions
- Increases the likelihood of successful completion