025:251 COMPOSITION: ELECTRONIC MEDIA II

Purpose: Every handout should have a clearly stated purpose.

1) To create a handout, start with a set of problems, skills, software, etc. that students need step-by-step instruction with.

2) You should begin by showing how the audio is patched into the Mackie, since this is where it leaves the computer.

3) Tell us which folders we will work in and what our file naming conventions are. This is done to prevent users from losing their files.

4) Instruct us how to launch a program, save appropriately, and work with a specific type of menus and windows.

5) When giving menu instructions, use the convention **menu>submenu>selection** or a variant of this

6) When showing a window, paste a snapshot of the window into the Word document. Do this as follows:

   a) when the window is showing on the screen, perform **cmd+shift+3**

   b) go to the A drive (or EMS) and find the picture that was taken most recently

   c) double-click on the icon which will open the picture in **SimpleText**

   d) Scroll through the picture until you find the area that you wish to copy

   e) with the mouse, draw a box around this area (usually a window) and **copy** it

   f) **paste** this window into the Word document.

   g) if necessary, grab the lower right corner of the window and resize it.

7) You will have to decide how much info you should give and in what order. I recommend against spending initial learning time on arcane features and keyboard commands that are infrequently used. The goal should be to give students good grasp of the basics which can then lead them to explore more advanced features on their own.