

ENGL 380
ASSIGNMENT #1: CREATING SCREENSHOTS

Scenario:

You are a junior technical writer, and your manager has asked you to write a short document that explains how to create a **screenshot** and insert it into a Word document. Your instructions will be used by student interns at your organization, most of whom are intelligent and comfortable with basic word processing, but have little or no formal technical writing background.

Your task:

Create a two-page reference sheet that explains how to create screenshots on a PC running Windows. Apply relevant principles from the Week 1 reading (Ch 10) and class discussion to create a set of clear, concise, and *consistent* instructions. Use written instructions *and* screenshots to explain what a screenshot is, how to create one, and how to create a callout for it in Word.

Objectives:

- Master the process of creating screenshots on a PC.
- Master the process of inserting and cropping a screenshot in Word and applying a callout.
- Practice applying standard principles of instruction-writing.

Related reading:

Review readings from weeks 1 and 2 readings. You may also refer to the 2 paragraphs on screenshots in Barker (369-370). As with any assignment in this course, you may do additional online or offline research as needed.

Due dates:

Thurs, Sept 16: Bring 3 printed copies of your draft to class to workshop.

Tues, Sept 21: Submit a stapled hard copy of your final draft at the start of class.

Assessment:

Your document will be evaluated according to the following 3 categories:

1—*Does it explain the process?*

Do the instructions use text and screen captures to clearly and accurately explain how to create a screen capture with callouts? Are they appropriate for the context and audience?
Can a novice, working alone, follow your instructions successfully?

2—*Principles of instruction writing*

Below are some key principles, but be sure to review the Week 1 readings and your notes.
Remember: do not present results of actions as steps.

- Title and introduction
- Parallel structure
- Use of numbered steps, chronological order
- Imperative (command form)
- Present tense

3—*Editing, attention to detail, presentation*

Proofread (no spelling, grammar, or punctuation errors)
Neatly formatted (avoid overcrowding the page)