



DP

DP - DIGITAL PHOTOS**I. Evaluation Description**

Jobs in the DP Unit are designed to evaluate the Employee's ability to use a camera and Microsoft Paint software. The use of six Jobs sequenced from simple to complex identifies skills and instructional level.

DP1 Take 16 pictures with digital camera

DP2 Assign names to photos

DP3 Rotate photos

DP4 Crop photos

DP5 Create a picture layout and print

DP6 Design and print a postcard

II. Instructions to the Evaluator

See IMPORTANT computer settings for downloading pictures - Pgs 8-4 & 5.

The Evaluator needs to have a basic working knowledge of the following:

(1)Camera's Basic Functions

- On / Off Power Button
- Taking a picture
- Removing, charging, and replacing the battery
- Connecting the camera to the computer using the USB cable
- Download pictures to the computer.

(2)Microsoft Paint software installed on the Student computer

(3)Microsoft Word software installed on the Student computer

(4)Windows Explorer to view Employee pictures

**When necessary, the Evaluator assists Employees in navigating Microsoft Paint software, Microsoft Word, and Windows Explorer.
The Evaluator assigns the amount of assistance provided.**

III. Equipment, Materials and Consumables**A. Equipment**

Computer with the following software:

- (1) Microsoft Paint software
- (2) Microsoft Word software
- (3) Digital camera with a Memory Card
- (4) USB cable supplied with the camera
- (5) Printer

EMPLOYEE FOLDERS created on the Computer **Desktop***
Employee Folders need to be renamed with PAES Employee names

DP - Digital Photos folder created on the Computer **Desktop***

* To download DP folder and Employee Folders: Log in to the PAES Scan website at app.paesscan.com and press the 3 dots next to the lab facility name. Press the download arrow next to CT Setup Files and save to desktop.

It is recommended that the camera be kept in the Supervisor Supply box and given to Employees only as they work on DP Jobs.

B. Laminated Materials

DP 2 Picture List
DP 6 Instruction Card

C. Non-Laminated Materials

DP 1 Picture List Job Sheet
DP 5 Picture List Job Sheet
Photo Permission Form

D. Consumables

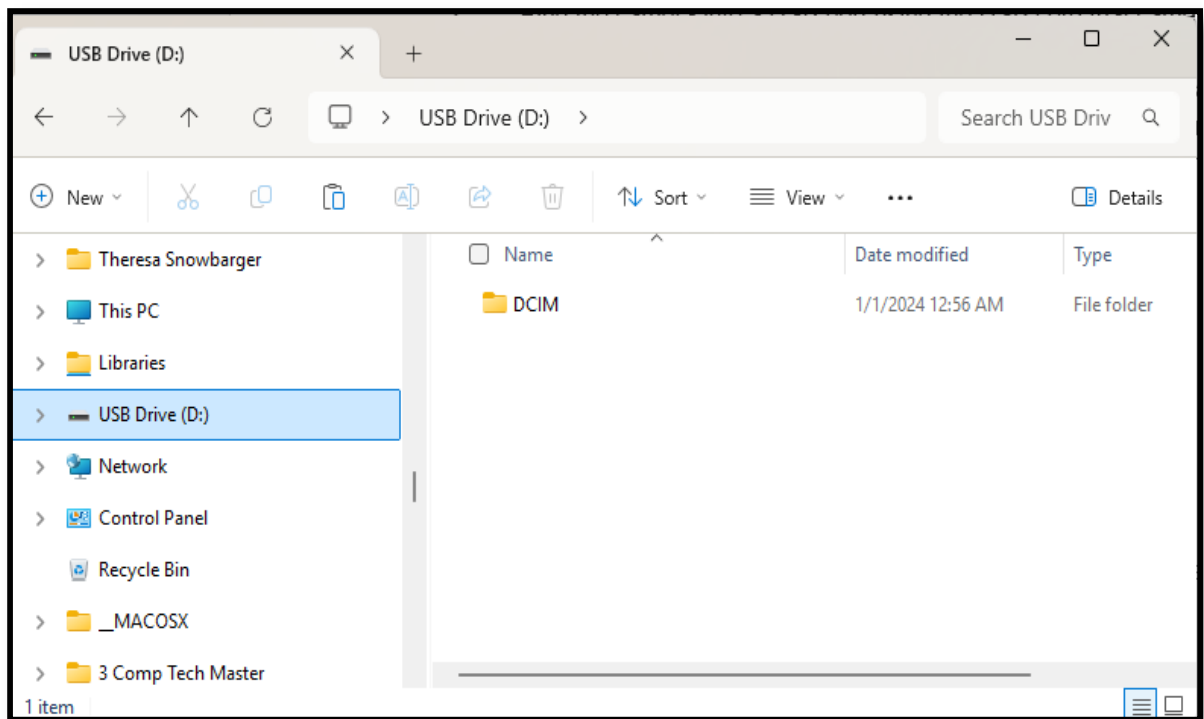
8 ½ by 11 photo paper or regular printer paper

E. Job Cards - Job Cards are located in the Computer Technology Job Card Box.

DP - Digital Photos Unit - Practice Downloading Pictures:

If the following instructions are not appropriate for the current version of Windows installed on the Student computer, it may be necessary to get assistance from your school technical support.

1. Take a few pictures with the camera.
2. Plug the camera into a USB port using the USB cord that came with the camera.
3. Add the camera as a new device to your computer by following the prompts on the screen.
4. Click on the file explorer and select USB drive and double click on the DCIM folder to display the pictures on the memory card.



5. Double click on the file name to show the picture.
6. Right click on any picture you would like to delete.

Instructions for Downloading the Employee's DP 1 pictures:

1. Follow steps 2-4 on the opposite page.
2. Select Employee's pictures by highlighting each file.
3. **Right click** on the folder and select **Copy**.
4. Locate and double click on **Desktop** on the left side of the screen.
5. Double click on **EMPLOYEE FOLDERS** on the right side of the screen.
6. Locate the Employee's folder on the right side of the screen.
7. **Right click** on the Employee's folder and select **Paste** to place the Employee's Picture Folder inside the Employee's folder.
8. Remove the USB cord from the computer and camera.

JOB: **DP1**

UNIT: **DIGITAL PHOTOS**

MATERIALS: Digital Camera with Memory Card
DP1 Picture List Job sheet

PROCEDURE: You are going to take 16 pictures with a digital camera and view them on the computer.

1. Press the **ON** button on the camera.
2. Take a picture of your PAES® Supervisor in **Landscape/Horizontal** view.
3. Look at the camera screen to be sure the picture has been taken.
4. When you take a picture, **put a check mark** on the **DP1 Picture List** next to the picture you have taken.
5. Take pictures in the order listed on the **DP1 Picture List**.
6. Take Pictures **2 through 8** in the **Landscape/Horizontal** view.
7. Turn the camera to take Pictures **9 through 16** in the **Portrait/Vertical** view.

Remember: Always ask someone if it is OK to take their picture.

DP1 - SET UP * Confirm Job was disassembled per instructions.**Check camera to make sure Memory Card is inserted.**

Optional checks for understanding - Assist ONLY if needed and record!

1. Turn camera **on and off**.
2. Hold camera so object or person is in view.
3. Take pictures in order presented on **DP1 Picture List**.
4. Mark a check beside picture taken.
5. Press button to take a picture.
6. View camera screen to see that picture was taken.
7. Take **first 8 pictures** in **Landscape / Horizontal** view.
8. Take **last 8 pictures** in **Portrait / Vertical** view.

Tell Lab Employees to say yes or no and keep working when Employee asks permission to take their picture.

DP1 - SCORING CRITERIA**Download the Employee's DP 1 pictures to My Pictures:**

1. Attach the USB cord to the camera and the computer.
2. Click on the file explorer and select USB drive and double click on the DCIM folder to display the pictures on the memory card.
3. Select all pictures by highlighting the files.
4. **Right click** on the highlighted files and select **Copy**.
5. Locate and double click on **Desktop** on the left side of the screen.
6. Double click on **EMPLOYEE FOLDERS** on the right side of the screen.
7. Locate the Employee's folder on the right side of the screen.
8. **Right click** on the Employee's folder and select **Paste** to place the Employee's Pictures inside the Employee's folder.
9. Remove the USB cord from the computer and camera.
10. Open the Employee's Picture Folder to view the 16 pictures.
11. Check the pictures in the Employee's picture folder:

First 8 pictures are in **Landscape/Horizontal view**.
Last 8 pictures are in **Portrait/Vertical view**.

DP1 - DISASSEMBLY

1. Turn the camera ON. **Employee's pictures should have been deleted** when downloaded to Employee computer.
2. If not, delete them by following instructions that came with camera.

JOB: **DP2**

UNIT: **DIGITAL PHOTOS**

MATERIALS: Computer with Microsoft Paint software
DP2 Picture List

PROCEDURE: You are going to name your photos.

1. Open the Microsoft Windows **Paint** software on your computer.
2. Click on the **File** tab and click on **Open.**
3. Locate and click on **Desktop** on the left side of the screen.
4. On the right side of the screen, locate and double click on **EMPLOYEE FOLDERS.**
5. Locate and double click on the **folder with Your Name.**
6. **Scroll inside the folder with Your Name** to locate your picture folder.
7. Double click on **your picture folder.**
8. Locate picture number 1 on your **DP2 Picture List.**
9. **Right click** on picture number 1 and click on **Rename.**
10. Notice that the original name is **highlighted.**
11. Press the **Backspace key** to remove the original name.
12. Type the name printed on your **DP2 Picture List.**
13. Press the **Enter** key to save the name of the picture.
14. **Rename each picture by following steps 7 through 14.**

DP2 - SET UP * Confirm Job was disassembled per instructions.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Open Microsoft Paint software.
2. Locate and open **Employee's Picture Folder** in **EMPLOYEE FOLDERS**.
3. Right click on a picture.
4. Type **new name** for a picture from **DP2 Picture List**.
5. Save new name by pressing Enter key.

DP2 - SCORING CRITERIA

1. Open the **Employee's Folder** located in **EMPLOYEE FOLDERS** Desktop to check names for each picture against **DP2 Picture List**.

DP2 - DISASSEMBLY

1. Instruct the Employee to close Microsoft Paint Software.

JOB: **DP3**

UNIT: **DIGITAL PHOTOS**

MATERIALS: Computer with Microsoft Paint software

PROCEDURE: You are going to rotate photos.

1. Open the Microsoft Windows **Paint** software.
2. Click on the **File** tab and click on **Open**.
3. Locate and click on **Desktop** on the left side of the screen.
4. On the right side of the screen, locate and double click on **EMPLOYEE FOLDERS**.
5. Locate and double click on the **folder with Your Name**.
6. **Scroll inside the folder with Your Name** to locate your picture folder.
7. Double click on **your picture folder**.
8. Locate and double click on the first picture of your **Supervisor**.
9. If the entire picture is not on the **Paint** screen, click on **View** then click on **Zoom out** until you can see the entire picture.
10. Locate and click on **Rotate**.
11. Click on the **Rotate Right 90°**.
12. Click on the File tab and click on **Save**.
13. **Rotate pictures 2, 3, and 4** by opening each picture and repeating steps 9 through 12.

STOP YOUR WATCH and CALL YOUR SUPERVISOR

14. **Rotate pictures 1 through 4 back to their original position:**
 - a. Repeat steps 8 through 12 for each picture **EXCEPT step 11**. At step 11, click on **Rotate Left 90°**.
 - b. **Save** each picture.

DP3 - SET UP * Confirm Job was disassembled per instructions.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Open Microsoft Paint software.
2. Locate and open **Employee's Picture Folder in EMPLOYEE FOLDERS.**
3. **Zoom** out in Paint software.
4. Locate **Rotate Right 90°** symbol in tool bar.
5. Save a rotated picture.

DP3 - SCORING CRITERIA**Supervisor First Call:**

1. First 4 pictures are rotated Right 90°.

Supervisor Second Call:

2. First **4 pictures are rotated back** to original position.

DP3 - DISASSEMBLY

1. Instruct the Employee to close Microsoft Paint Software.

JOB: **DP4**

UNIT: **DIGITAL PHOTOS**

MATERIALS: Computer with Microsoft Paint software

PROCEDURE: You are going to crop photos. This means that you will reduce the size of the picture so that it shows only the most important part of the picture.

1. Open the Microsoft Windows **Paint** software on your computer.
2. Click on the **File** tab and click on **Open**.
3. Locate and click on **Desktop** on the left side of the screen.
4. On the right side of the screen, locate and double click on **EMPLOYEE FOLDERS**.
5. Locate and double click on the **folder with Your Name**.
6. **Scroll inside the folder with Your Name** to locate your picture folder.
7. Locate and click on a picture of the **Work Procedure Chart**.
8. If the entire picture is not in the Paint screen, click on **View** then click on **Zoom out** to fit the entire picture to the screen.
9. Click on the **Selection** drop down menu, and click on **Rectangle**.
10. **Move** the mouse in a circle around the picture and notice that a plus sign moves with the mouse movements.
11. **Click and drag** the plus sign across part of the picture.
12. Click on **Crop** in the toolbar.
13. Click on the **undo** button at the top of the screen: 
14. **Use the crop tool** on the same picture until the most important part of the picture is shown.
15. Click on the **File** tab. Click on **Save**.
16. **Repeat steps 14-15** for each of the following pictures:

Time Clock - Work Record - Stopwatch

DP4 - SET UP * Confirm Job was disassembled per instructions.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Open Microsoft Paint software.
2. Open tab on left of **File** and select Open.
3. Locate and open **Employee's Picture Folder in EMPLOYEE FOLDERS.**
4. Use **Zoom** out in View menu.
5. **Crop** pictures and save.

DP4 - SCORING CRITERIA

1. Open **Employee's Picture folder in EMPLOYEE FOLDERS** on Desktop to check how well Employee cropped the following pictures:

Work Procedure Chart
Time Clock
Work Record
Stopwatch

DP4 - DISASSEMBLY

1. Instruct the Employee to close Microsoft Paint Software.

JOB: **DP5**

UNIT: **DIGITAL PHOTOS**

MATERIALS: Computer with Microsoft Word Software
DP5 Folder on the computer Desktop
DP5 Picture List Job sheet
Printer
Photo Paper

PROCEDURE: You are going to create a picture layout and print.

1. On the **Desktop**, locate and double click on the **DP Digital Photos** folder.
 2. Double click on the **DP5 Photo Layout**.
 3. Notice there are **16 boxes** on the **DP5 Photo Layout**.
 4. Click **inside the first box**.
 5. Click on the **Insert** tab at the top of the screen. Then click on **Pictures** and select **this device** (or **from file**) from the drop down menu.
 6. Locate and click on **Desktop** on the left side of the screen.
 7. On the right side of the screen, locate and double click on **EMPLOYEE FOLDERS**.
 8. Locate and double click on the **folder with Your Name**.
 9. **Scroll inside the folder with Your Name** to locate your picture folder.
 10. Double click on **your picture folder**.
 11. Click on the picture of your **PAES Supervisor**.
 12. Click on **Insert**.
 13. **Mark a check** in the space for PAES Supervisor on the **DP5 Picture List**.
 14. **Click in a different box** on the **DP5 Photo Layout**.
 15. **Repeat steps 5 through 14** for the remaining pictures in your folder.
- STOP YOUR WATCH - CALL A SUPERVISOR
TO LOAD PHOTO PAPER IN THE PRINTER**
16. Locate and click on **Print**.

DP5 - SET UP * Confirm Job was disassembled per instructions.

REMOVE printed copies from DP Job Box. Place in **MT Recycle Letters** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Open **DP5 Folder** on Desktop.
2. Locate and open **Employee's Picture Folder** in **EMPLOYEE FOLDERS**.
3. Insert pictures into **DP5 Photo Layout**.

DP5 - SCORING CRITERIA

1. **DP5 Photo Layout** has a picture in each of 16 boxes.
2. Tell Employee to **Print** picture layout.

DP5 - DISASSEMBLY

1. Printed copies **DO NOT REMAIN** in DP6 Job Box. Employee can take the layout home or place in **MT Recycle LETTERS** box.
2. Instruct the Employee to close Microsoft Word Software and **if prompt appears that says "Do you want to save", click No.**

JOB: **DP6**

UNIT: **DIGITAL PHOTOS**

MATERIALS: Computer with Microsoft Word software
DP6 Instruction Card
Printer
Photo Paper

PROCEDURE: You are going to design and print a postcard.

1. Follow directions on DP6 Instruction Card to design and print a postcard.

DP6 - SET UP * Confirm Job was disassembled per instructions.

REMOVE printed copies from DP Job Box. Place in **MT Recycle LETTERS** box.

Previously made postcards are not saved in Word.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Open Microsoft Word software.
2. Locate **Page Layout**.
3. **Insert** and **Resize** Pictures.
4. **Insert** and **Resize** a Text box.
5. **Do not save** the postcard.

DP6 - SCORING CRITERIA

1. Record stop time and put photo paper in printer.
2. Printed postcard has a picture and text box that says Happy Birthday!

DP6 - DISASSEMBLY

1. **Do Not Save** the postcard. Close Microsoft Word.
2. **Printed copies DO NOT REMAIN in the DP1-6 Job Box.**
3. Employee can take the postcard home or place in **MT Recycle LETTERS** box.



NON-LAMINATED ITEMS

PAES® Photo Permission Form

The PAES® Lab teacher takes pictures of Employees who return this permission form. These pictures are used in the Digital Photo unit and the Microsoft PowerPoint unit.

The Digital Photo unit allows Employees to take digital pictures of each other and use those pictures in creating a photo Layout of the Employees in the PAES Lab.

Please indicate below whether you give permission or whether you do not give permission for your Employee's picture to be taken and used in Employee projects.

Please check your preference below, sign and return this form to the PAES® lab supervisor.

_____ I give my permission for my student to have his / her picture taken for classroom projects.

_____ I do NOT give my permission for my student to have his / her picture taken for classroom projects.

Student's Name _____

Parent's Signature _____

Date _____

DP1 Picture List

Put a check in the blank when you have taken the picture.

1. ___ Your PAES® Supervisor
2. ___ Work Procedure Chart
3. ___ A Computer
4. ___ Your Work Record
5. ___ Your Stopwatch
6. ___ Computer Technology Chart
7. ___ Job Card box
8. ___ DP1 Job Card
9. ___ Your PAES® Supervisor (Portrait/Vertical View)
10. ___ Ask your Supervisor to take a picture of you. (Portrait/Vertical View)
11. ___ Someone in the class (Portrait/Vertical View)
12. ___ Someone in the class (Portrait/Vertical View)
13. ___ Someone in the class (Portrait/Vertical View)
14. ___ Someone in the class (Portrait/Vertical View)
15. ___ Someone in the class (Portrait/Vertical View)
16. ___ Someone in the class (Portrait/Vertical View)

DP5 Picture List

- 1.____ PAES® Supervisor
- 2.____ Work Procedure Chart
- 3.____ A Computer
- 4.____ Work Record
- 5.____ Stopwatch
- 6.____ Computer Technology Chart
- 7.____ Job Card box
- 8.____ DP1 Job Card
- 9____ PAES® Supervisor 2
- 10.____ Picture of You
- 11.____ Picture of a PAES Employee
- 12.____ Picture of a PAES Employee
- 13.____ Picture of a PAES Employee
- 14.____ Picture of a PAES Employee
- 15.____ Picture of a PAES Employee
- 16.____ Picture of a PAES Employee



LAMINATED ITEMS

DP2 Picture List

Rename each picture as follows:

1. PAES® Supervisor
2. Work Procedure Chart
3. A Computer
4. Work Record
5. Stopwatch
6. Computer Technology Chart
7. Job Card box
8. DP1 Job Card
9. PAES® Supervisor 2
10. Type Your First Name
11. Type the person's First Name
12. Type the person's First Name
13. Type the person's First Name
14. Type the person's First Name
15. Type the person's First Name
16. Type the person's First Name

DP6 - Instruction Card

1. Open a new blank document in **Microsoft Word** software.
2. Click on **Page Layout** menu at top of screen.
3. Click on **Orientation** drop down menu and select **Landscape**.
4. Click on **Margins** drop down menu and select **Narrow**.
5. Click on **Insert** tab at top of screen.
6. Locate and click on **Pictures**.
7. From the drop-down menu select **this device** (or **from file**).
8. Locate and click on **Desktop** on left side of screen.
9. On right side of screen, locate and double click on **EMPLOYEE FOLDERS**.
10. Locate and double click on **folder with Your Name**.
11. **Scroll inside the folder with Your Name** to locate your picture folder.
12. Double click on **your picture folder**.
13. **Click** on picture you would like to insert in your postcard.
14. Click on **Insert**.
15. **Resize** picture so it fills only half of postcard.
16. Click on **Insert** tab at top of screen.
17. Locate and click on **WordArt** (or **Text** and then **WordArt**) and click on the color you choose.
18. Type **Happy Birthday!** where it says **Your text here**.
19. Click on **OK**.
20. Resize text by clicking on a corner of text for "Happy Birthday."
Drag and release the corner of text until it fits postcard.
- STOP YOUR WATCH - CALL A SUPERVISOR**
- TO PUT PHOTO PAPER IN THE PRINTER**
21. Locate and click on **Print**.
22. **DO NOT CLOSE Microsoft Word**.