

Creating a Datasheet Design

My Story:

I searched for free PowerPoint backgrounds online and located one I felt had potential (*Figure 1*). After saving the image to my Graphics folder, I opened it in Adobe Photoshop. In the Expert mode, I first doubled clicked on my background layer and clicked “Ok” to remove the lock. I also selected “Resize> Image Size” from the Image menu and changed the size of my image to 8.5” by 11”. (You might have to deselect “Constrain Proportions”. Then I used Photoshop’s Magic Wand tool to select and remove the white background. The eraser tool worked great for removing the text. I also selected “Rotate” from the Image menu and rotated my design 180 degrees. When I was happy with my edited image (*Figure 2*), I saved my image first as a PDF file to maintain the layers and my ability to make future edits to the file. Then I saved the image as a .png file, which would give me a transparent background and would work perfectly for my career datasheet.



Figure 1 – Free PowerPoint Background with Potential

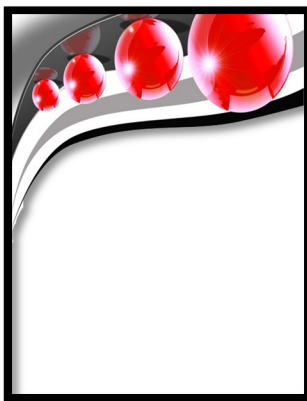


Figure 2 – Edited Design

I was excited to see how my edited design would work, so I created a new MS Word file and saved it to my MS Word folder as “Engineer Datasheet”. I inserted my new image twice, rotating one of the images 180 degrees and placing it at the bottom of my document. I also set the wrap text for both images to “Behind Text”. After stretching and arranging them to my satisfaction, I used the Word Art tool to create my title, “Engineer”. (Check out the Drawing tools to explore “Glow” and “Bevels” and other fun drawing effects that you can add to your titles). I inserted text boxes for my informative paragraphs, choosing the “in front of” wrap text option. It was fun searching online for pictures of engineers to add to my document. MS Word makes it simple to add “Frames” from the Picture Tools feature. The wrap text was also set to “In Front of” for my pictures. As always, I proofread carefully and evaluated my design for possible improvements. (*Figure 3*)

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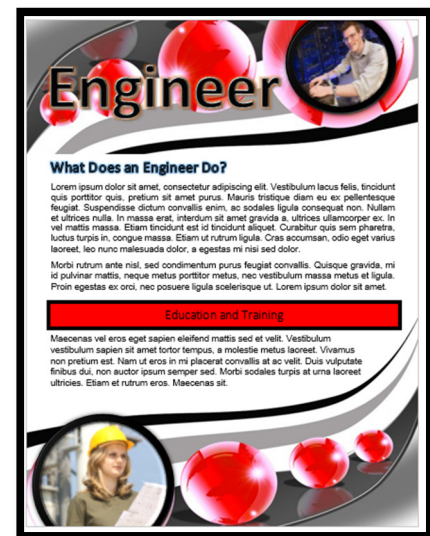


Figure 3 – My Datasheet

I’ve found datasheet designs can be fun to create and it is fairly easy to make them look impressive. I wish I could have created them when I attended high school back in the Jurassic period. 😊

Step-By-Step Directions

In Photoshop:

1. Locate a free PowerPoint background. Save the image file to your network folder.
2. Open your image in Adobe Photoshop in the Expert mode, and double click on the "Layer", clicking "Ok" to remove the lock on the background.
3. Select "Resize" and then "Image Size" from the Image menu and change the size to 8.5" by 11". (You might have to deselect "Constrain Proportions".)
4. You might have to stretch and move the image to make it fit your canvas.
5. Used Photoshop's Magic Wand tool to select and remove any part of the image you don't need. (You could use the eraser tool too.)
6. Select "Rotate" from the Image menu and rotate your design, if needed.
7. After you have made all the editing changes and are happy with your edited image, save it once as a PDF file to maintain the layers and your ability to make future edits to the file.
8. Then save the image as a .png file to maintain a transparent background, which might be helpful when using the image in Word.



Figure 4 – Free PowerPoint Background



Figure 5 – Glow added to edge

In MS Word:

1. Create a new MS Word file and save it to your MS Word folder as "Career Datasheet".
2. Using "Picture" from the Insert menu, insert your new image into your Word document. Insert a second one and rotate it if you want one at the bottom too.
3. Set the wrap text for your image to "Behind Text".
4. Stretch and arrange your image(s) appropriately.
5. Use the Word Art tool to create your title. (With your title selected, also check out the Drawing tools to explore "Glow" and "Bevels" and other fun drawing effects. Examine Figure 5 and check out the "glow" on the edge of my image. Figure 6 shows the glow on the text.)
6. With your "background" in place, please insert text boxes for your informative paragraphs, choosing the "in front of" wrap text option.
7. Locate two or three related pictures online and insert them onto your document.
8. With your pictures selected, click on the Picture Tools icon and explore the variety of frames you can add. You will probably have to change the color of the frame to coordinate it with your design. You can even add a bevel or glow.
9. The wrap text has to be set to "In front of" for your pictures.
10. Use spell check, proofread carefully, and evaluate your work for ways to improve your document. Make improvements, as needed.
11. Save it as a MS Word doc, and also as a PDF file in your MS Word folder.
12. Please a copy in the "In Basket" on my desk.



Figure 6 – Another Example