

# Job Breakdown Sheet

Description of the task:	How to compress digital photos in under one minute	List Common Key Points:
Parts (UPN, describe the parts)	Folder of digital photos	
Tools & supplies required:	Microsoft Picture Manager	
Safety equipment required:	n/a	

Important Steps		Key Points		Reasons	
WHAT?	A Logical segment of the operation that advances the work.	HOW?	Things in important steps that will: 1. make or break the job 2. injure the worker 3. make the work easier	WHY?	List the reasons for the key points
1	Open folder	a. Right click on photo in target folder b. Click "Open with..." Microsoft Picture Manager	✓  ✓	Easiest sequence to open	
2	Select photos	a. Thumbnail view b. Ctrl+A c. Check: "orange highlight"	△  ✓  □	a. Easier to select all photos b. Easiest method "select all" c. Orange = selected	
3	Compression	a. Click "Edit pictures..." b. Click "Compress Pictures" c. Select "Web pages"		Easiest sequence to compress	
4	Save	a. Check for asterisk (*)	□	Photos should not have asterisk next to file name after saving.	

**Training Aid:** (put hand sketches, diagrams, parts, or layouts here. Insert a digital picture if available.)

<b>Key Point reminders:</b>	□ Critical check or inspection	△ Quantity Check	+ Could injure the person	✓ Makes the job easier	Owner of this document: Bryan Lund	Page: 1 of 1	Rev: 1 Date: 11/2009
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"If the person hasn't learned, the instructor hasn't taught."