



PUBLIC

Be Visual! Sketching Basics for IT Business

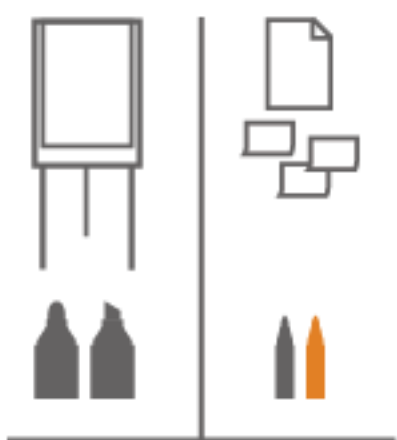
Sketching materials and settings

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1. Sketching Materials

During the course, you will work with the following materials.

	
Week 1	X
Week 2	X X
Week 3	X X
Week 4	X

Please find below more detailed information about the sketching materials.

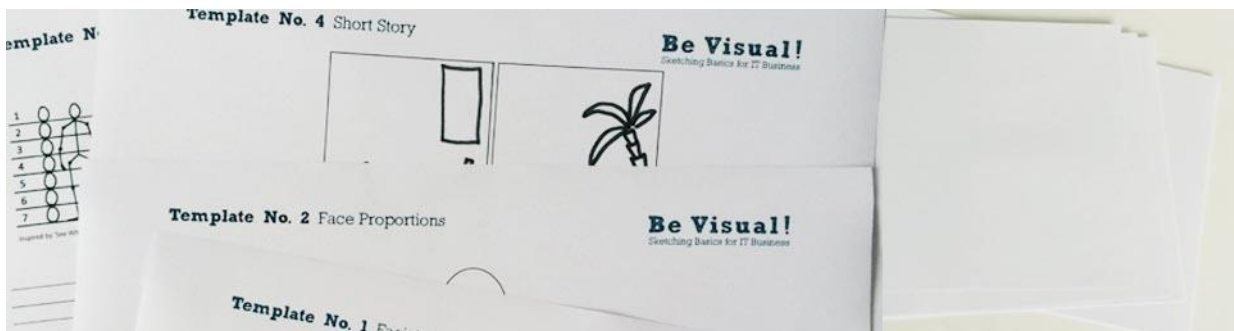


Flipchart paper (with squares)

For the sessions, you'll work on large paper. Try to get flipchart paper with squares. In the course, we will use the reverse side of the paper – the squares show through.

Tape or magnets

If you do not have the option of working on a flipchart stand, you can easily tape a set of flipchart papers to the wall or whiteboard. Please check that the tape is removable (masking tape).



A4 / letter size paper

Get some blank printing paper in A4 format or US letter size.

Templates

Print out the templates for the sessions. You can find them in the week's download section.



Fine pen

Such as Sharpie Fine Point Permanent Marker, edding 1200 or Stabilo Pen 68.

Thin markers to use with A4/US letter size paper and Post-it notes. The round tip marks a uniform line of approx. 1 mm.

- a. Black pen for sketching and writing
- b. Lighter colored pen for shadows, highlighting, and delineating (screen sketches)



Boardmarker (Round Tip/ Bullet Tip)

Such as Expo Original Dry Erase Markers (Bullet Tip), edding 360 boardmarker (Bullet Tip)

Black, or blue boardmarker for use with flipchart paper or whiteboard. Optional additional colors for highlighting.

(Our recommendation for markers is to always use non-permanent markers. Applying this, you don't have to think twice before using it on a whiteboard.)

Boardmarker (Chisel Tip)

Such as Expo Original Dry Erase Markers (chisel tip), edding 363 boardmarker (chisel tip)

Black or blue boardmarker for use with flipchart paper or whiteboard.

(Our recommendation for markers is to always use non-permanent markers. Applying this, you don't have to think twice before using it on a whiteboard.)



Post-its

In the course, we use Post-it notes of two different sizes.

- Small Post-its, rectangular format 76 x 127 mm (3 inches x 5 inches)
- Large Post-its, rectangular format 152 x 203 mm (6 inches x 8 inches)

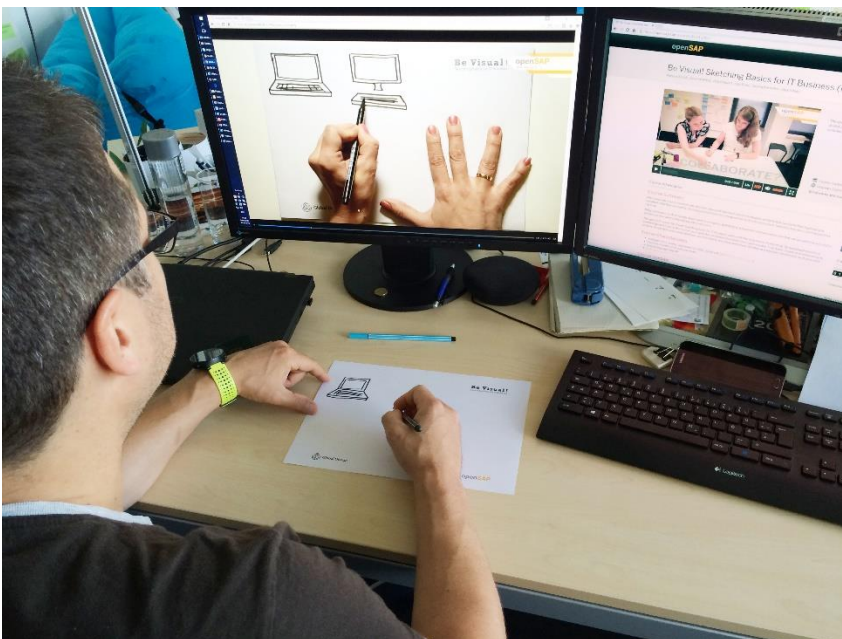
2. Sketching Settings

Here you can find some inspiration how you could perform the Be Visual! course in your office!

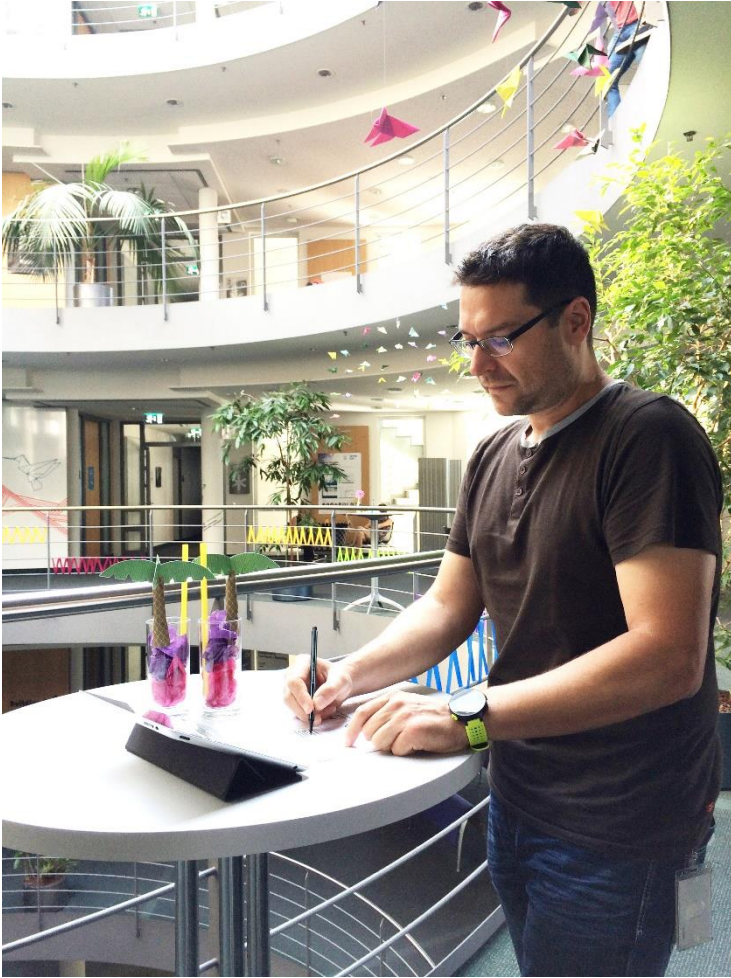
Working on flipchart paper attached to the office wall – a tablet next to you for watching the videos:



Working at your desk:



Or just in your coffee corner:



3. Home Office Sketching

We all have to deal with special situations sometimes. We might have to work from home and can't access the facilities at work – a whiteboard, for example – but that doesn't have to demotivate you; it makes you creative and inventive.

Here, we show you a few examples of how you can practice the exercises at home, probably in an improvised setting. We have conceived the exercises this way intentionally, and it therefore makes sense to work in a larger format.

Let's take a look!

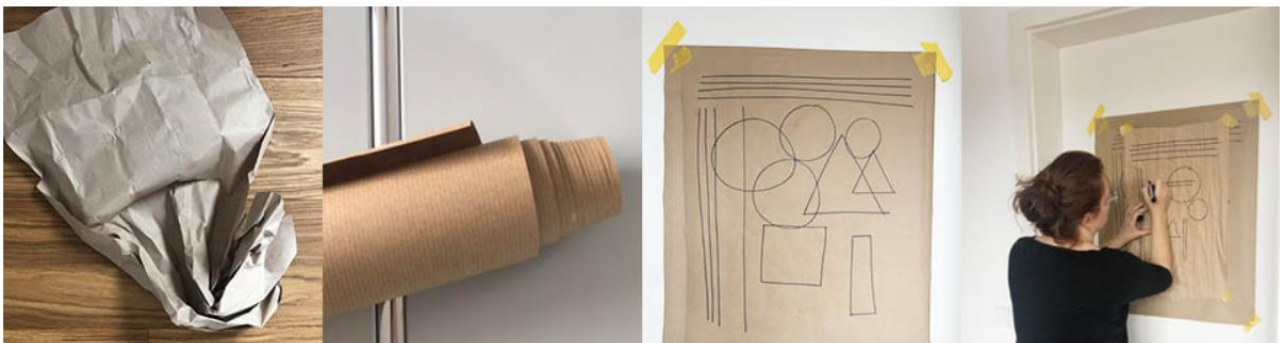
There's no need to share your results within the course, so you could even practice on the packaging paper used to wrap your last online order.

Week 1 - Sketching Basics and Writing

For the first part of week 1, basic shapes exercises have been designed for larger formats such as flip chart paper or a whiteboard.

– Neither of them at hand? Then try it like this:

Wrapping paper taped to a door (old calendars are good for practice as well). When sticking on walls and doors, make sure that the tape can be easily removed and that there is an extra sheet of paper underneath to prevent any marks or paint from passing through.



Sketching on a window or a refrigerator surface.

Make sure you use a non-permanent marker for this.

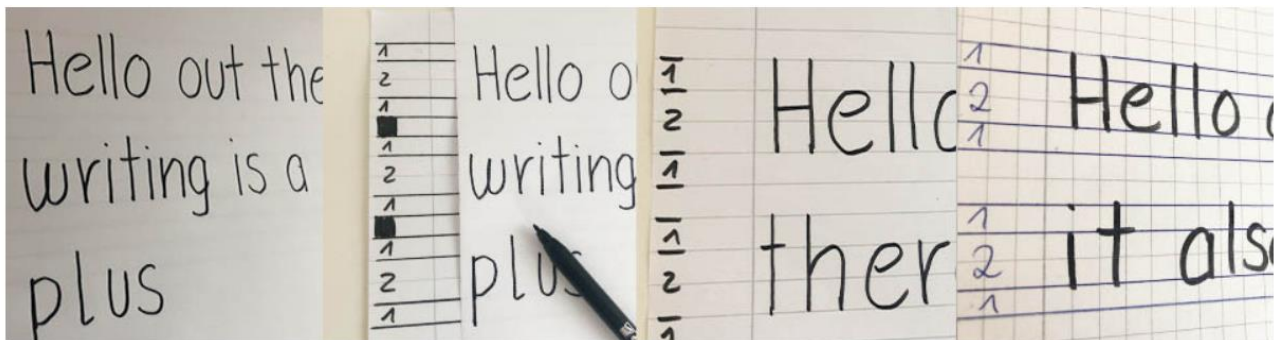


The second part of Week 1 is dedicated to writing. Here we have prepared templates for printing.

If you can't print the templates, you can do the following:

Place a sheet of reusable lined paper under a white sheet of paper to have the 1-2-1 lines on which to practice.

Write directly on lined or graph paper.



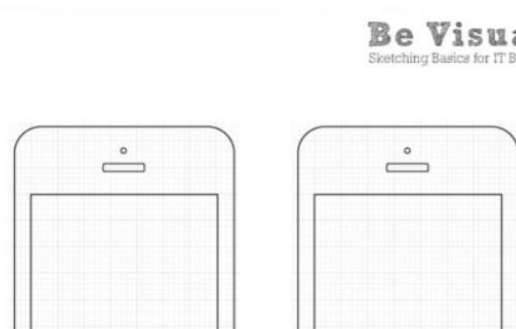
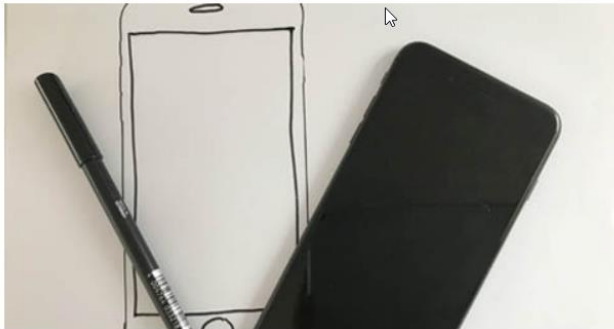
Week 2 - Flow Charts and Screen Sketches

The first part of the second week - Flow Charts - again starts with the large format. We have already given you ideas for this in the first week.

In the second part of the second week - Screen Sketches - we also have templates for printing.

Here are some ways you can help yourself if you're unable to print:

Put your mobile phone on a piece of paper and draw the outline to create a template you can work with.



Or if you have an iPad at your disposal, or another tablet on which you can draw, then take a screenshot of the .pdf template and draw on the screenshot.



Week 3 - Materials and Objects

During week 3, we also work on materials that have been introduced in the previous weeks.

In the second half of week 3 – Objects – we will sketch objects. You'll therefore need a black pen like the Stabilo 68, or the Edding 1200, and for the lighter color you could also use a text marker that can be used to apply shadow and highlighting.

Week 4 - People and Storyboards

For week 4, we've prepared a set of templates for you to print out. If you're unable to print them, you could apply the same methods as described for week 2 (screen sketches).

On the one hand, you could draw the templates from scratch by yourself – which is a good way of practicing too – or you could use a tablet-like device and sketch on the templates digitally.

Have fun practicing – wherever that takes place!