

## Deb Monfette, Portfolio Sample

- Client:** BrainStorm, Inc.
- Project:** Create a Quick Start Card for training purposes.
- Objectives:** The objective was to design a six-page, tri-fold Quick Start Card for BrainStorm, Inc. This training tool was created for their client Microsoft and was to be used as a basic reference for beginning users of their business collaboration software called **Yammer**.

The project included research to determine the basic and most valuable features to guide the end-user seamlessly through the workflow. An outline was crafted, based on the research, to determine the initial content, including features and benefits. Guidelines and the creative brief were exclusively followed for accuracy to conform to past Quick Start Cards.

Since space was tight, the writing needed to be brief with easy-to-understand explanations of how features can be used in a business setting. Screenshots were selected and captured, and the layout was designed to visually and efficiently guide the user. The mix of content had to be carefully chosen to fit into the columns on each page. Suggestions were shared on four to six potential video scripts per card. Skills in Illustrator were required to complete the project.

**Page One:** [This is a cut of page one.]  
The first page was designed as a high-level introduction to the networking application along with callouts for the main tools. Keyboard shortcuts were also added towards the end of the page.

**BrainStorm Quick Start Card for Microsoft Yammer**



**Getting Started**

Get ready to bring social into your workplace with Yammer. Easily and securely connect with coworkers to have conversations across your entire organization, in real-time, and on any device you choose. You and your team can work smarter, unleash creative ideas, and make better decisions. Simply start or join conversations, create and join groups, see who is online, co-edit content, post a poll, send a private message, and more. See the latest breaking updates as you fit Yammer seamlessly into your other business apps.

**Recent Activity:** View Recent Activity to find out what your coworkers are up to. See what content they are creating, what groups they are joining, and who they are following.

**App Directory:** Select see all to keep track of Apps you are using. Also peruse the list of All Apps and Yammer Apps to help you decide if you want to Try It or Learn More.

**Suggested People:** Select see all to find out who Yammer suggests you should follow and add to your network.

**Home Tab:** Click the Home tab to find all of your major resources, from posting what you are working on, to managing and replying to conversations in your Yammer feed, and more.

**Groups:** Create or join any workspace you need or want to be a part of. Think projects, social events, product launch ideas, and more. This is your "super power" in Yammer.

**Update:** Select Update to start and post conversations, select files and add topics.

**My Feed:** See conversations managed across your network. View the most relevant, only those you are following, or all conversations.

**Online Now:** Click to see who is online now so you can start a conversation. You can even search for people you are looking to chat with.

**Notifications:** Click here to be notified when someone @ mentions you, replies to you, or follows you.

**Search:** Use the Search tool for finding things like people, topics, and events.

**Invite:** Click to invite colleagues to join your company's Yammer network. The more members, the better the response.

**More:** Click the ... to see a list of more options. You will find Group, Files, People, Apps, Edit Profile, and Help. You can also Log Out too.

**Inbox:** Select the Inbox to read, manage, and prioritize all conversations that are relevant to you from one single location. You can save loads of time keeping track of conversations that are important to you and stop following those that are no longer relevant.

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### A Sneak Peek: A column on page five.

#### Sharing Conversations

It is easy to post your questions, track answers, and stay on top of important news using Yammer. You can simply share entire conversations to another group's feed. Or, for more sensitive information, send a Private Message.

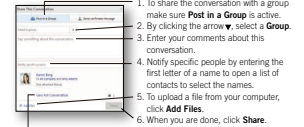
#### Sharing messages

To share messages, look for the Share option following the message in the feed. See the following screen shot.



#### Posting in a Group

After clicking Share, the following window will appear with Post in a Group active:



**Note:** To see the entire conversation in one feed, click **View Full Conversation**.

#### Sending Private Messages

You can send private messages directly through Yammer. Simply send sensitive messages to specific people without sharing your conversation with the entire group, or network. Private messages will not be shown in any of the Yammer feeds.



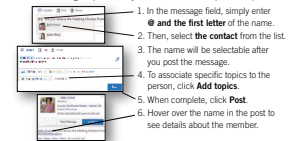
**Note:** To see the entire conversation in one feed, click **View Full Conversation**.

**Tip:** In the left navigation on the main Yammer pages, set your **Notifications** to e-mail you when you receive a message in your inbox.

**GET THE LATEST NEWS:** Learn how to stay on top of the latest news through Groups.

#### Tagging in Yammer

To direct a post to a specific person and loop them into a conversation, @mention their name. You can even associate them with specific topics. After the message is posted, anyone can add a new topic to the post.



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**“Thank you so much for your hard work!”**

Jourdan Strain, Manager, Product Development

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