

U1 Understanding of appropriate hardware and software for the completion of text-based communication tasks.	U2 Understanding of the design process in planning, producing, and evaluating text-based products.	U3 Understanding of the impact of social, ethical, and/or legal issues related to information-processing and publishing technologies.	DA1 Selection and use of appropriate hardware and software in the completion of text-based communication tasks.	DA2 Application of manipulative and organisational skills in the use of information-processing technology.	DA3 Application of layout and design principles to the production of text-based documents or presentations.	DA4 Application of the design process in planning and producing text-based products.	AE1 Analysis and evaluation of the impact of social, ethical, and/or legal issues related to information-processing and publishing technologies.	AE2 Evaluation of text-based products and the design process used
<p>Chooses the correct software program for the task, some examples are:</p> <ul style="list-style-type: none"> • Word – letters • Publisher/In-Design – brochures, posters • Photoshop – graphic manipulation • Dreamweaver or appropriate web authoring software – websites • Flash – Animations <p>These examples do not provide an exhaustive list of software.</p> <p>Uses appropriate software to create the product and its content</p> <p>Displays evidence of knowledge of the features of software e.g. spell check, rulers, guides, tabulation</p> <p>Chooses graphics with appropriate resolution</p> <p>Displays evidence of the use of appropriate hardware for the task (e.g. scanner, digital camera, colour laser printer, etc)</p> <p>Displays evidence of self-sufficiency in overcoming problems with product design and production e.g. use of manuals, user documentation and on-line help (evident through the student solving production problems)</p> <p>Displays an understanding of hardware functions (e.g. back-to-back printing if required)</p> <p>Uses appropriate software to create a file name and structure that allows for efficient emailing or electronic upload of report and appendices</p>	<p>Provides appropriate annotations of products by analysing the four design principles (two to four examples)</p> <p>Investigates samples of the product (at least two samples of each product to be produced)</p> <p>Displays evidence of a detailed design plan that would enable the final product to be produced</p> <p>Evaluates the final product – discusses and evaluates the design process in order to address requirements of the task</p> <p>Provides evidence of understanding of the target audience requirements</p> <p>Displays a clear understanding of the presentation of the design process, evident in documentation</p>	<p>Identifies the issue(s)</p> <p>Discusses of the impact of social, ethical and legal issues on all parties concerned e.g. defamation, libel or other (as applicable)</p> <p>Provides evidence of social responsibility</p> <p>Analyses the issue(s) from different view points</p> <p>Provides solutions to the social, ethical, and/or legal issues</p>	<p>Chooses appropriate hardware and software for the task</p> <p>Achieves document specifications accurately using page format options and other tools within software program</p> <p>Provides final documents (electronic or hard copy) providing evidence of correct and appropriate spelling and grammar</p> <p>Edits images and creates logos using appropriate software. Provides electronic copies of before and after images within a suitable file structure</p> <p>Provides evidence of printing specifications being achieved through hard copy evidence e.g. back to back printing</p> <p>Provides appropriate report format for Issues Analysis and tasks, including: cover page, contents page, bibliography, appendix, headings, appropriate to the report</p> <p>Applies software tools to achieve report format for Issues Analysis.</p> <p>Produces text that is sharp and easy to read i.e. not created in Photoshop</p> <p>For Electronic Publishing</p> <p>Uses appropriate file management e.g. naming of file, placement of files, size of graphics</p> <p>Creates links and anchors for efficient navigation around the site</p> <p>Uses appropriate page labelling and saves appropriately</p> <p>Uses advanced software functions to enable efficient production of electronic documents</p>	<p>Uses suitable alignment – choice of alignment is suitable for the product and not always centre aligned</p> <p>Uses advanced features of the software</p> <p>Produces enhanced and bold headings which are used consistently over pages or screens</p> <p>Uses text that is easy to read – appropriate choice of font used</p> <p>Chooses a colour scheme that provides contrast</p> <p>Produces final documents (electronic or hard copy) without pixelated graphics</p> <p>Produces text documents that have been previewed, adjusted and printed in accordance with organisational and task requirements</p> <p>Enters/imports and edits text and data to meet required specifications</p> <p>Uses advanced software functions to enable efficient production of text documents</p> <p>Uses and manipulates a variety of software packages to produce a final product</p> <p>Demonstrates software skills relevant to the task requirements:</p> <ul style="list-style-type: none"> • formatting of text: shadowing, word art, shape • tabs and tables, watermarks, fill, text boxes, grouping, custom rotation, text wrap • layering of drawing objects, heading styles, etc. <p>Adheres to web file management protocols</p> <p>Uses repetition of design elements across all documents/web pages within individual tasks</p>	<p>Designs text document structure and layout to suit the purpose, audience and information requirements of the task</p> <p>Displays understanding and use of design principles in the layout of documents. As a minimum, these principles are: Contrast Repetition Alignment Proximity</p> <p>Applies all 4 CRAP principles to their work (<i>see also separate document</i>)</p> <p>Makes effective use of aspects of layout including: Balance, white space, optical points</p> <p>Communicates the intended message to the intended audience</p> <p>Displays innovative designs in products</p> <p>Locates information in a manner which makes it easy to find</p> <p>Creates reports for Issues that display all the above and balanced presentation of text, diagrams, tables, footnotes etc</p>	<p>Provides evidence of investigation:</p> <ul style="list-style-type: none"> • 2-3 appropriate samples investigated • appropriate annotations on samples (using CRAP) • statement including: <ul style="list-style-type: none"> - brief introduction - specifications of product - target audience identified and discussed - timelines and constraints - appropriate hardware and software available - how samples will influence design <p>Provides evidence of devising:</p> <ul style="list-style-type: none"> • detailed design plans for each product showing: <ul style="list-style-type: none"> - layout possibilities - fonts, including text size, style, etc. - colours, - description of graphics - backgrounds • statement including: <ul style="list-style-type: none"> - hardware and software to be used, how and why - justification for proposed format, themes, fonts etc. <p>Provides evidence of work in progress:</p> <ul style="list-style-type: none"> • creates the product according to the design plan (draft) • annotates draft to indicate changes to be made and why <p>Provides evidence of clear evaluation:</p> <ul style="list-style-type: none"> • how did things go, what was good, what went wrong, software and printing problems and the solutions, printing problems, time constraints, • survey of approximately 6 people – did you communicate the message, what was their feedback how could you improve the product next time, evidence in appendix • is your final product the same as your design plans – why/why not <p>Includes a bibliography</p> <p>Provides a clearly identified final product in its appropriate format</p>	<p>Clearly identifies an issue that is current</p> <p>Discusses and analyses the identified issue including:</p> <ul style="list-style-type: none"> • the impact of the issue on others • the social, legal and ethical aspects associated with the identified issue with relevance to an Information Processing and Publishing environment • the costs or benefits that can be associated with the issue • suggestions of possible ways to address the issue • reference provided to updated technology where applicable <p>Provides quotes, tables, references and examples to support the response where applicable</p> <p>Provides a logical discussion, leading to an appropriate conclusion</p> <p>Provides further evidence of depth of research through a survey or interview</p> <p>Discusses how the impact of the issue may differ for the various stakeholders affected by the issue e.g. what effect does a workplace injury caused by poor workstation design have on the business, employee and community?</p>	<p>Evaluates own product using the design principles of Contrast, Alignment, Repetition and Proximity in the effectiveness of design and layout.</p> <p>Evaluates examples of products relevant to their product, with respect to the application of layout and design using the CRAP design principles.</p> <p>Evaluates the effectiveness of the design process (Investigating, Devising, Producing & Evaluating) in creating the final product.</p> <p>The final product is evaluated by members of the target audience.</p>

Further information from DA3...

In applying Contrast:

- uses enhancements and graphic elements as appropriate – e.g. line, colour, texture, form, weight, direction, brushes, shapes
- applies a text hierarchy – larger, bolder, coloured headings to contrast with body text
- uses appropriate colours for links and anchors in web pages for ease of navigation

In applying Repetition:

- demonstrates consistency of heading styles, colour schemes, layout throughout documents to achieve unity of design

In applying Alignment:

- uses appropriate alignment for headings, text, graphics
- ensures text is not too close to graphics, borders, margins

In applying Proximity:

- uses appropriate alignment for headings, text, graphics
- ensures text is not too close to graphics, borders, margins
- places related items together
- uses white space to separate unrelated items
- groups navigation and sub headings with relevant information
- displays understanding of the selection and use of leading within a document
- makes effective use of the whole page