



Special forever

An environmental
communications project

Guidelines for Submission of Multimodal Texts 2009

Schools are invited to submit multimodal texts as well as writing and artwork based on the *Special Forever* themes of Managing Resources, Time and Change and Living Together. Selected multimodal texts will be published on the *Special Forever* website. Maximum size of files is 2MG.

Multimodal texts can be submitted to Regional Coordinators at the same time as writing and artwork (19th June) or directly to the project manager at e:lit by 18th September.

Criteria for Multimodal Texts

The following criteria will be considered in assessing multimodal texts for the *Special Forever* website:

- Work is original (not downloaded from the internet).
- Clear images that serve a purpose and contribute meaning and not just decorate.
- Legible text which can be read against the background.
- Clear audio (if appropriate).
- Presentation has a clear, logical structure. Most presentations benefit from an introduction or context and an ending or concluding statement.
- Subject should suit the medium and audience.
- Appropriate use of features of the medium. (Students often overuse special effects, overshadowing the message they are trying to communicate.)
- Presentation stands alone. If narration is required, it is embedded.
- Credits should acknowledge participants and sources. This could include: writer, narrator, photographer, stars, mentor, special thanks to anyone who assisted or provided information, references and programs used to develop presentation.
- Copyright clearance provided for any music or images that are not original. Copyright free clip art, photographs taken by students and original artwork and music are acceptable but other material should be checked for copyright. This is very important as the work will be on the internet.

NOTE: schools should have parental approval to include any photographs of students.

Tips for Students

Visit the website www.specialforever.org.au and click on Student Multimodal Texts to find some tips for students on creating multimodal texts for *Special Forever*.

Multimedia Files

Files under 2 MG and in the following formats are suitable for uploading onto the *Special Forever* website:

<u>File Name</u>	<u>Program</u>	<u>Comments</u>
.avi	Audio Video Interleave	Can contain both Audio and video data
.doc	MS word	Word document
.gif	Graphics File	Can support animations. Can use large palette of colours
.jpeg	Image File	As above and used on a Mac
.jpg	Image File	Used to compress photographic images
.mp3	Audio file	Compressed version with same quality as original
.mpeg	Motion Picture	Compresses motion pictures
.pdf	Adobe	File cannot be formatted
.png	Portable Network Graphic	Does not support animations. Not limited in colour support. Single image with higher quality
.pps .ppt	MS PowerPoint	PowerPoint slide show
.sit	MAC	File compression system
.swf	Micromedia flash	from Adobe are compressed and uneditable
.wmv	Windows media file	Used with windows media player
.xls	MS excel	Spreadsheets
.zip	Compressed archive	Allows you to extract a single file or directory

Reducing file size

Reducing the resolution of images can make a big difference to the size of the file.

Microsoft Picture Manager – right click on the image and select Open with...

Microsoft Picture Editor. You can then crop and resize.

PowerPoint – right click on image and select Picture Toolbar. Click on compress image icon. Select change resolution and click on radio button for web/screen. Apply.