



## Creating Multimedia Texts

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### Tips for Students

#### Keep it simple

- Focus on one topic – don't try to include too much information.
- Decide on a colour scheme, background and layout - better to be consistent than use too many different styles and colours. Use an easy to read font of at least 18 pts.
- Begin with a title. Think about adding a subtitle to tell your audience what you are trying to do in the presentation eg *A Sustainable Future* (title): *reducing waste at Star Primary School* (subtitle). For a movie consider including a brief description of where you are and what your project is about.
- Plan your text so it moves from the beginning/introduction in a logical way to an end/conclusion. Rather than finishing with 'The End' you can use a concluding statement eg Many students have encouraged their families to recycle so the idea is spreading.
- Read your text aloud so you can hear that it flows smoothly and that you haven't repeated the same word too many times.
- Add credits and acknowledgements at the end of your text. You don't need as many as you would see at the end of a movie but you could include: photographer/illustrator, narrator, writer, advisor, references and a thank you to any anyone who has helped you.
- Research using books and the internet but put the final text in your own words - keep a record of the books and websites you used and list them at the end of your work. If you want to use words directly from a book or an internet site you must put them in "" (inverted commas) and acknowledge where they came from eg "Just over 41% of all the crops grown commercially in Australia are grown in the Basin." (*Taking up the Challenge* booklet, Murray-Darling Basin Commission).

- Use photographs you or your family have taken or your own drawings. If you want to use an image you have found on the internet you must ask permission. Many people are happy to give you permission as long as you acknowledge where you found the image. Start by sending an email to the website administrator or someone on the contact list. Unfortunately, it could take weeks, or longer, to get permission. In some cases you may be asked to pay a fee. If you download images without permission you are breaking copyright and it's illegal.

### **Final check**

- Show your work to a critical friend who can tell you what works well and what needs improving.
- Make sure the techniques, transitions, timings and colours you have used don't overshadow your message.
- Check the text can be read against the background.
- Test the sound track to make sure it is clear.
- Check spelling is correct.

Feedback would be appreciated on these Tips.  
Please email any comments/ideas to [val@peta.edu.au](mailto:val@peta.edu.au).