USING MEDIA

Different **application software** can be used for different purposes. It is important to think about what the task is and select the most **appropriate** one.

The **application software** chosen allows different formatting techniques to be used.

Formatting can be using tools like **bold**, *italic*, underline, changing colour, font style and size, alignment and many more.

Formatting can be used for many reasons. Including to make text easier to read, easier for the audience to use, highlight important information or attract attention.

It is important to select the appropriate formatting for the audience

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Images play an important role when using software. It is important that **appropriate** images are used, ones that meet the requirements of the **audience** and the **purpose** of whatever is being created.

When researching and reading stories online you need to check that they are **reliable**, **trustworthy** and **credible**. Anyone can upload content so it is not always accurate.

- Check the source, find out which other sources are reporting it

- Check whether other sites are saying the same thing,

- Don't trust all the stories and all pictures

- Check for facts not rumours

- Check any citations or references

When you are researching a topic you will come across a lot of useful information. Once the reliability and accuracy has been checked you may decide to use the information. Check the law

Plagiarism using someone else's work or ideas and using them as if they were your own. This can be any type of work either printed or electronic.

Citation the audience where the information came from. Anything that is used needs to have **citations** or **references** to the original work. the audience details about the source so that they can see that the source is relevant and recognised so they can find the source themselves if they want to.

Copyright Law gives the creators of literary, dramatic, musical, artistic works, sound recordings, broadcasts, films and typographical arrangement of published editions, rights to control the ways in which their material may be used.

Creative Commons(CC) license is one type of copyright license. This allows the copyright owner to say exactly what other people can and can't do with or to their work.

They help copyright owners share their work while keeping the copyright. For example, a Creative Commons licence might allow other people to copy and distribute the copyright owner's work, if they give them credit.

Making sure the item being created is successful and actually does what it was intended to do is important.

Setting **success criteria** should be determined at the start of the project and can be revisited frequently.

The success criteria should be clear and easy to follow.

A **blog** is simply a regularly updated website or web page, typically one run by an individual or small group, that is written in an informal or conversational style.