**Top Tips for Students**

• Keep files as **small** as possible

• Don’t use complicated or clashing backgrounds

• Make sure that all photos are **low res** or **compress** as going along.

• Keep text size readable – nothing smaller than **10pt** when **page size is** set to A3

• Don’t **overcomplicate** transitions. Form follows function!

• If videos/ sounds are to be used save them in the same folder

• When inserting movie files make sure you convert them to **WMV** or **AVI** files

• **Test** all videos on a different computer.

• Develop a corporate style.

• Do not add a high res image to all pages!

• Save your work as your candidate number and name.

• Save as a Power Point file **NOT show**

• Be sophisticated – not cheesy!

• Often less is best (within reason)

• Paste the mark scheme on each page.

• **Back up all files -**it is your responsibility to look after your work!

• Use animation **selectively** – to enhance your work

• Use plenty of **headings** and sub- **headings**

• **Colour code** comments to reflect the use of your specification

• Use **bold** to draw attention to **specific** terms/observations

• Keep Video Clips **short** and to the point

• Ensure video clips are **big enough** to watch clearly and are labelled CLICK HERE or a

PLAY button