**ICT journal**

**Name: Rebeca Alexandre-Guijarro**

**ICT operations**

This section relates to the selection and appropriate use of ICT.

You must identify suitable software for the tasks and also make appropriate use of ICT to present information in an appropriate format.

You are also required to identify **one** hardware and **one** software problem**,** and state how you resolved these.

**Select and use software for a range of tasks**

|  |  |
| --- | --- |
| **List of software used** | **Purpose of software used** |
| Photoshop | Design |
| Notepad ++ | Enhance of the layout design and fonts |
| Microsoft Word | Used to do the requirements specifications. |
| Github | Used to communicate with the team. I uploaded the designs that were used as a reference by the developer. |

**Identify common hardware and software problems and can resolve simple problems**

|  |  |
| --- | --- |
| **Hardware problem** | **State how you resolved the problem** |
| Computer slow to respond. Photoshop and opera opened. | Closed Opera. Run cleanMyMac and freed RAM memory. |
| **Software problem** | **State how you resolved the problem** |
| Photoshop file looks different in College computer. The fonts are not the same | The problem is that the program versions are different and the college computer doesn’t have the font I want to use. The solution is to use fonts that are more standard as it beneficial for the coding as well, as is better to use fonts that are visible for all users in every browser. |

**Accessing information using ICT**

You are required to carry out searching for and locating information in different formats. You will apply complex search strategies and carry out evaluation of information found and the effectiveness of the search strategy.

**Define search topic and complex search strategy**

*What topic are you searching for information on?*

css

*You are required to search in at least three locations. Provide details of the sources, e.g. Internet, CD-ROM, intranet, own computer.*

**Source 1**

DUCKETT, Jon (2011); HTML & CSS: Design and build Web Sites, John Wiley and sons, Indianapolis.

**Source 2**

Code academy discussion groups for questions.

**Source 3**

<https://www.tutorialspoint.com/css/>

*Provide an outline of the search strategy that you will use to search for information. Include choice of sources, keywords, order and logic.*

Research of existing projects. Check what is out there.

Identify potential points where I can reference for our team project.

Create a list of things I need (e.g merge html and css, methods of layout, best way of organising a web site, etc)

The book was good as it focused exclusively on HTML and CSS what helps for starters to get an overall view of the subject. It is very complete as well and up to date, for that you can create modern look designs.

Google is good to address specific problems, time saving and wide range of sources. Used it to extend my knowledge and give a step forward .

Behance. To get inspiration of other projects, is very inspiring and there’s lots of creative and amazing artists sharing their work.

Some of the key words I used are: minimal, simple, latest (for getting the latest product photos), web design, css, html, intuitive, visual, layout, etc.

Avoid older books and resources.

*How will you evaluate the information? Identify the criteria used, eg how up-to-date is the information, is the information at a level you understand, is it reliable, biased, relevant and in an appropriate format?*

The information is not always reliable and I recommend to follow up on a single resource and from there extend the searches, but having always the start as a base.

My guide was the design and visual aspect. I went to look for the things I liked. Even if the source is relevant or important I don’t lose time if not interested.

When it comes to web searching, not all sources are good sources or give the correct or best way to do things. I advise to double check the information with other sources to compare is the right way to do things, and to rely on well-known web sites such as tutorials.co.uk or code academy between others.

Books are usually a more reliable source.

*How well did your search strategy meet the criteria? Did it produce information that matched the chosen criteria, was it effective in terms of time and cost, did it successfully filter out irrelevant information?*

I had overall a good experience. I found all the information I needed to finish my work. It was effective.

**Keeping information safe**

How will you ensure that your data is secure and well managed?(eg keeping own login and password secure, virus protection, backing up data, maintaining personal file area)

*Provide details of how you ensured that your data was secure.*

I have 2 copies of the work I do, one on a folder in my laptop and the other one in my usb. This plus the copy of the work I kept in Github make it very secure.

*Provide details of how you maintained/organised your own personal file area.*

I kept the files inside the folders names:

Source code backup: when I download the source code from github I download it and place it here. Then copy the whole folder and create a new one, next.

Source code WIP: I will use this folder to edit the project my way, keeping the backup in case I do something wrong and want to go back to the original file. If my changes work and I decide to publish my project I will and once agreed by the team I can delete the backup.

Documentation: here go all the files like the diary and requirement specifications and evaluation.