Source . Understand . Research . Evaluate.

Guidelines to follow when using the following tools for your presentation:

1. **New Media Tools: Blogs, Podcasts, Vodcasts**
   - Always make a backup copy of the final copy of your slides just in case one copy fail to work or the person assigned forgets to bring it along.
   - Avoid writing long blog posts. Keep it concise for easy reading.
   - Shorten the loading time for New Media tools by limiting the amount of graphics, animations and videos on the page.
   - Practice navigating through the New Media tools to make sure you are familiar with them.
   - Ensure that all links are active.

   Note: For more information on New Media tools, refer to the course "Awareness of New Media".

2. **Using Podcasts**
   - Make sure the audio quality is good. This means the voice must be clear and the speech is not too fast or slow. If the quality is not good, it is best to do a re-recording.
   - Avoid using long podcasts.
   - Provide the listener with the option to replay or stop the audio.
   - Provide a short summary of what the podcast is about. This helps the learner understand it better.

3. **Using Vodcasts**
   - Make sure the video quality is good, with clear images and sound.
   - Choose video clips that will help to support your project presentation. Videos are useful for illustrating processes and capturing special situations or events (such as dissection of a frog, how to create a blog, a volcanic eruption in action, etc.).
   - If you are using video clips produced by someone else, make sure you ask for permission to use it in your blog or presentation.

Additional Information:

Here are some Blog software options for creating your project blog:
- Blogger (http://www.blogger.com)
- TypePad (http://www.typepad.com)
- Blogware (http://www.home.blogware.com)
- Wordpress (http://wordpress.org)
- Movable Type (http://www.movabletype.org)
- Expression Engine (http://expressengine.com)