**2.4**

For this exercise, I shall use criteria 2.3 as the example, I shall study the document and note area where I think I can improve the design and the text visualisation, with the intention of making the document a better experience for the reader.

**2.3**

**Word Paragraphs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Layout | Spacing | Columns | Rows | Pros | Cons | Mandy’s opinion |
| Table of contents | Option available on references tab | Option in initial dialogue box | Depends on number of headings in document | Great for reader to identify chapters, and access | Once well practised, easy to use | Very good, professional |
| Table of figures | ditto | ditto | Images in document | ditto | easy | useful |
| Bibliography | Gives the reader information of where the writer has researched the topic | ditto | ditto | Good for proof of compliance to plagiarism | Can store a unnecessary amount of data | Not sure |
| Index | Reader information | ditto | ditto | Useful if not using TOC | TOC more practicable | useful |
| Headings | Need to be placed symmetrical to text | n/a | n/a | Gives useful information to reader | none | Helps |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

When I originally wrote the document, I made the headings a slightly bigger font size, to improve this I could have enlarged bigger, made the headings bold, and give them a colour. The last heading was someone else’s opinion, so to identify that I shall make the text italic, including all the text in the column.

The text in the boxes explaining my findings, was written in a smaller font size, this was to help include as much text as I thought necessary to fully explain my point, however, to enhance the text to the reader’s attention, I shall give it a standout font style.

To highlight the layout or the tool used. I shall give the text a highlight colour.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Layout** | **Spacing** | **Columns** | **Rows** | **Pros** | **Cons** | ***Mandy’s opinion*** |
| Table of contents | Option available on references tab | Option in initial dialogue box | Depends on number of headings in document | Great for reader to identify chapters, and access | Once well practised, easy to use | *Very good, professional* |
| Table of figures | ditto | ditto | Images in document | ditto | easy | *useful* |
| Bibliography | Gives the reader information of where the writer has researched the topic | ditto | ditto | Good for proof of compliance to plagiarism | Can store an unnecessary amount of data | *Not sure* |
| Index | Reader information | ditto | ditto | Useful if not using TOC | TOC more practicable | *useful* |
| Headings | Need to be placed symmetrical to text | n/a | n/a | Gives useful information to reader | none | *Helps* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**2.4**

By using the editor application built-in to word, I can see any spelling or grammar mistakes, and correct them accordingly.

If there are certain words within the individual text boxes, where I feel they need endearing closer to the readers attention. I could highlight, embolden, enlarge, or underline then put a border around the word, to emphasise to the reader that this is an important point that I want them to consider.

***“I now think this document has been improved for the readers experience and that I have made certain area of the work more stand out to emphasise the more important parts of the message”.***

As for other areas of my work such as icons, animations which I wish to use in my web pages, I usually use ‘Paint’, this is because I find it the easiest application to compile animations, but has I progress in my web page building, I shall need to use a more extensive programme, such as Inkscape, this will require more time to lean the skills required to use the application successfully to the ability’s it can produce, however I shall only use animations in a limited capacity because I am not a huge supporter of art work.

Other applications for creating animations, such as Photoshop[payable] or Gimp, are more exclusive and not necessary of interest to me, has I’m not over enthusiastic about extravagant artwork for my work.