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**3.1**

# Templates/Macros

A good practice is to save a successful file or document as ‘Word template’, you can then reuse that successful document with some alteration to establish new documents to new readers, repeatedly saving a lot of time. Also, macros can record your formatting and text to use similarly to a template.

# E-mails

When communicating with team members, you may need to be in the same place at the same time to converse ideas and experiences, an alternative is to write emails remotely, they are delivered quite quickly and also form a record of the communication if stored carefully for future reference.

# Teams

By individuals joining a team, a group of [ web pages builders], the individual can exchange ideas and experience with similar coders with the same targets and goals. This could mean working together within an organisation to build web page information about their company, relaying that information to its potential customers via the internet, with a possible large audience. It also could mean individuals who are not in any way related other that the wish to learn and share information to improve their knowledge of coding and its required languages.

A simple method of initiating a group of people, who are of the same interest, is to join an online video conferencing solution application such as;

## Microsoft teams

Good for conferencing, and my preferred system to use, easy exchange of files, folders etc, can use calls, calendar, other built-in applications, a good tool is the mural for the lecturer to show lots of different exercises within a criteria.

## Zoom

A bigger platform then teams, it has around 300 million users comped to team’s 75 million, basically the same application benefits, usually decided by the lecturer and their company which platform they use.

## Adobe connects

Similar to teams and zoom, down to preference, personally I prefer the other two has you can speak to the lecture during the lesson.

# Web pages

Web pages can contain the same text as a document, but it can also let the author to use pictures and images in a clear and concise manner that can support your message. The message can be accessed by the your intended recipient, as long as they have the correct URL and have access to the internet, meaning they can access the information remotely and can respond using emails.

# Social Networks

Another quick and efficient form of communication, where the author can post copies of documents, however without the software application, the documents might not load properly unless the sender and the recipient have the same software on their devices.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tools** | **Production** | **Efficiency** | **Pros** | **Cons** |
| Templates | To reuse successful documents repetitively | By altering some text, recipient address, dates | Saves time, allows users to use good work repeatedly, less mistakes | Does not suit all required documentations |
| Macros | Reuse good practices when composing documents | Fast easy progress, less mistakes | Saves time, increases production | Macros need to be saved as ‘macro enabled documents’, that sometimes do allow certain tools to work |
| E-mails | Superb method of communication, quick and can include a lot of added information | Can form ongoing communications on a particular subject, and can conclude opinions and agreements in minutes, hours rather than by post | Can share a lot of information quickly, ren=motely and record as official documentation where agreements are required. | Users need a certain amount of training |
| Teams | Video conferencing platform, allows uses to communicate remotely | my preferred platform, good access to files and other applications, allows 121 meets | Users can get a lot of work done form their own home, | Needs to be downloaded and some tuition required |
| Zoom | ditto | Little more complicate to use | Good system | More learning curve required |
| Adobe connect | ditto | Not as popular has teams and zoom, therefore less users for future team building | Users’ needs to tutor to show how system works. | Less popular, fewer people use it, meaning not as easy to find team members capable of using the application |