1. **Discuss the importance of using Text in a multimedia presentation.**

* The text is one of the multimedia methods that the author is using to transfer or bring the idea/information to the reader when they read it. The text should be concise and allow users to read it without any help from a 3rd party. Simply that it has to make sense and allow users to understand the information.

1. **What’s your understanding of the 2 terms: font and typeface**

* Fonts refer to the font type of the text, where it can be san serif and serif. San serif tends to be used in-text documents with just text or small text, where serif will most likely be used in the title, heading or large text. Because san serif font is straightforward while serif has some curly thing on its letter, that makes the difference.
* A typeface is the designing of letter like using **bold**, *italic*, or underline, and many other things. Typeface use to highlight the pieces of text from its regular text information to focus user’s attention to it

1. **List 2 font styles and discuss their usages.**

* Arial will most likely to be used as san serif and use as regular text reading.
* Times New Roman will be referred to as serif style because the letter has some curly thing on it.
* **Boldface** usually use to highlight any words that want to catch the reader’s attention on it
* *Italic* usually use for citing references in the text

1. **Describe 5 possible factors affecting the legibility of text, with the context of web design.**

* **CAPSLOCK:** AVOID TEXT WITH APP CAPS LOCK AS IT IS VERY HARD TO KEEP TRACK AND SOMETIMES CAPS LOCK IS USE TO HIGHLIGHT IMPORTANT INFORMATION BUT AS YOU CAN SEE THIS IS NOT IMPORTANT.
* **Aware of colour usage**: some people with a colour-blind impaired person can’t distinguish which is which (especially background colour with text colour).
* **Aware of the visual impaired reader:** some people require large font-size to read the information. Include the zoom button for text if necessary.
* Text layout should be consistent and same in all pages and articles

1. **Definition of the following term in print**

* Kerning: Adjust the spacing between character, not too many spaces or no space
* Leading: Adjust the spacing between baseline/line, usually from 1.25 to maximum 2
* Tracking: Adjust the spacing between “number of character”, not a single word

1. **What is a PDF file?**

* PDF is stand for Portable Document Format, means that it allows user to view the information of the document. Unlike other viewer software like Words or Google Docs, PDF files and PDF apps tend not to allow the user to edit the information.

1. **What are the advantages of using PDF files?**

* PDF file is easy to use and it can be open without any software required, as long as you have a web browsing app, which should have in all of the devices that has accessibility to the Internet. It compresses a regular doc file to a read-only file.

1. **Discuss at least 10 guidelines about web usability regarding using TEXT**

* **Font Size:** Use a font size that is not too small for visual impaired persons or too large where it doesn’t have to be too large.
* **Colour:** Use as minimum as 2 colours to a maximum of 7 colours on the web page, choose the colour wisely where one could be in contrast of the other.
* **Amount of Text:** Avoid too many words or texts in one paragraph, try to divide it equally and keep it to the point. A long paragraph will not catch the reader’s attention.
* **Font:** Know when to use the right font, don’t use a “too much” serif fonts such as Caveat for text or Lobster, it’s just hard to read.
* **Heading:** Be concise about a number of heading, especially the font size that goes with it. Don’t make the heading way to big or way too small that it’s equal to the normal text line.
* **Line Spacing:** Be sure to use enough line spacing (a minimum of 1.5 in my opinion) to distinguish users from a line of text to another. Crampy text is very hard to read.
* **Grammar:** Try to not make any grammar mistake. Some mistakes can completely change the meaning of the word and confuse reader. Use 3rd party app to check.
* **HyperLink:** Make sure it is visual, state the site’s name in the beginning or end of the HyperLink so users can aware of which one they are direct to.
* **Content:** Keep the information relevant and straight to the point, a long introduction or irrelevant information will make users aware of the page the next time.
* **Text Style:** Use **BOLD**, *ITALIC* and UNDERLINE where required and necessary so users can scan and quickly skim for that information