

# C is for Content

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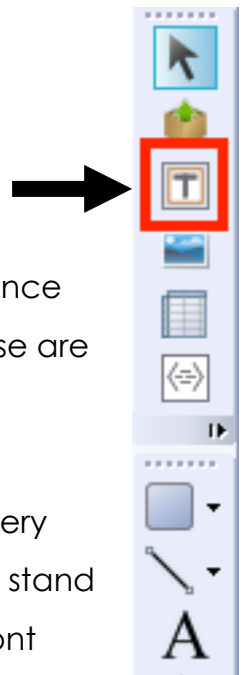
You will be given:

- a **text file** of some kind with the text required on the website. You can edit and add to this text. Part of the exam is choosing the right text to go on the right page – so **read the exam paper really carefully!**
- images – which will need editing, resizing and reformatting. The exam paper will tell you where to put some of them; use your judgement on other images
- multimedia files – audio, movies or other types of file

## Adding text

Use **basic text frames only** to copy and paste in text. Think carefully about what text to add on what pages. Some tips:

- **add** or **change** the wording to make it more suitable for the audience
- use a **clear font**. There's nothing wrong with **Verdana** or **Arial** – these are suitable web fonts. If it's for kids use Comic Sans
- use **size 12 text** – unless there's not a lot, in which case use 14
- use **headings** – bigger and bolder text. Aim to use headings on every page, and subheadings if necessary. Try and make your headings stand out by making them a different colour and, perhaps, a different font
- use **colour contrast** – make sure your text shows up on the background
- don't use green and red together – this is worst for **colour blindness**
- keep colours, fonts and sizes **consistent** across the pages of the site



Try and keep text frames in sensible places on the pages. Leave a margin and make frames wider rather than too narrow.

Examiners **really** want to see you add your own words to the text they give you. The aim is that you try to make it more suitable for the audience and purpose. This is a really good way to add marks

## Adding Images

1. **Insert > Picture > From file**
2. Choose the picture and **click once** to place it on the page
3. **Resize** only from the corner – you don't want to distort the images

Make sure the image isn't too big or too small. Avoid pixilation – test in the web browser to check

4. **Right click** on the image > **Edit Picture**
5. Choose the **ALT/TITLE** tab on the right
6. **Untick** the box
7. Add a few words to describe the image in the box > **OK**

**Alt text** is how a blind user would "read" images on a webpage. It gets serious marks if you add it.

Don't overcrowd pages with images but do aim to use them. Make sure the images match the content. There will always be images that don't. The examiners are testing to see if you can spot the ones that you shouldn't use.

## Adding Hyperlinks

1. Highlight the text you want to link from or click on the image to link from
2. **Right click > Hyperlink**
3. Choose the right type of link:

- **Site pages** – for links to pages that are part of your site
- **Internet pages** – links to other web pages
- **E-mail** – making e-mail addresses into links
- **File** – linking to pictures or other files

4. Choose the page or type the link in > **OK**

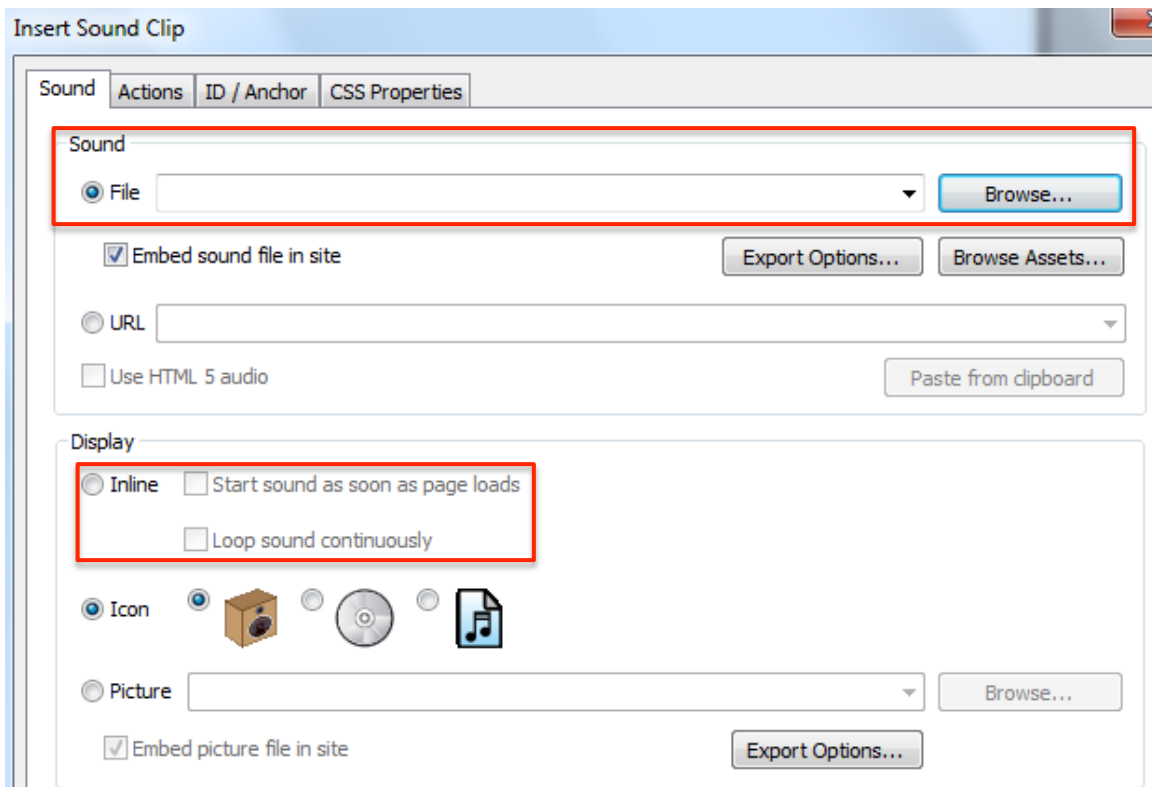
**E-mail links** go in the To box  
**Internet links** need to keep the **http://**

## Think about layout

Don't make your pages too crowded. There's nothing wrong with white space on a page to provide some space.

## Adding Sound Files

1. **Insert > Media > Sound**
2. **Browse** for the sound file you want and select it
3. Decide how you want to embed the audio. Read the exam paper carefully. It will tell you what to do.
  - if you need it to **play automatically** or **loop** then choose the **Inline** button and select what you need. Drag the sound onto the page and make the box long and thin
  - otherwise choose an **icon** and drop this on the page. Resize it – and think about adding text to tell users what will happen if they click it
  - or choose an image to attach the sound to in the **Picture** box (you could edit the image to add some text to it to say something such as "Click to play")
4. **Test** that the audio works properly in the web browser



## Adding Video Files

The **only** video files which will embed in WebPlus X7 are **MP4 files**.

If you need to embed **other** files types:

- convert to MP4 in MoviePlus
- embed the MP4
- explain that you have to do this in your evaluation

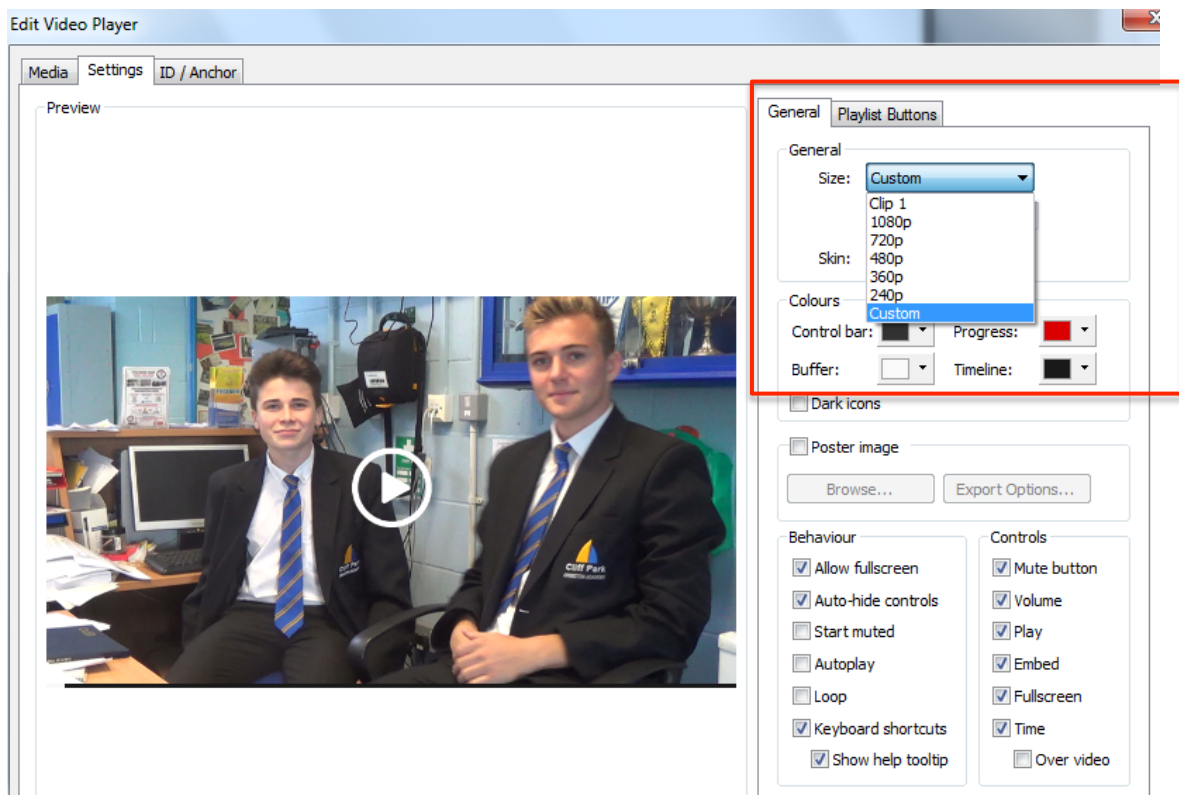
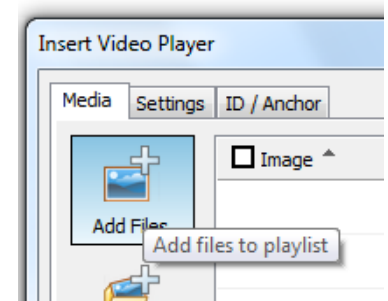
1. **Insert > Media > Video Player**

2. Click **OK**

3. Click **Add Files** > select the file > **Open** > **OK**

4. Drop the file on the page

5. To resize **right click** > **Edit video player** > **Settings** > choose a size **at the top**



## Other File Types

You may also have to add other types of multimedia files. Mostly these are added in the same sort of way as sound and video. There are specific guides to using these types of files.