

Computer Project Standards

To create instructionally sound and interesting projects, it is necessary to set a few standards. By following these standards, we can be sure our projects are of high quality. We can also feel confident that when they are viewed by other visitors, our projects will represent our best design and development efforts and will be something we are proud to present.

LANGUAGE

- Use numbers or noncontroversial names to identify your group. Do not use ethnic, slang, or rude names.
- Use correct English punctuation and grammar. Have your checker make sure all your screens are error free.
- Do not use questionable vocabulary, slang terms, or curse words.

TYPE AND FONT

- Use no more than:
 - Two different fonts (style of letters: Times, Geneva, New York, Fiesta, etc.)
 - Three different type sizes (size of the letters: 9, 10, 12, 14, etc.).
- Two different styles (**bold**, underline, shadow, outline)
- Use **bold** or plain for writing your main text. Shadow and outline are too difficult to read when used for more than a few words.

GRAPHICS AND VISUALS

- Use graphics and visuals that are appropriate, that add to your project, and that are directly related to the topic.
- Do not use obscene or rude graphics or visuals. When in doubt, leave it out!
- Decide on a couple of styles of screen changes (wipes, zooms, fades, etc.) and use those only. If you use too many different ones, it will be distracting.

CONTENT

- Make certain your content is accurate.
- Your content should include text, graphics, visuals, and sound.
- The checker should check and recheck the information to make sure everything is correct.
- Make sure the project matches your storyboard instructions.
- Every group member must review and sign off on the project before it is turned in.