

Overview

This standard is about creating, editing and publishing text, multimedia and web-based digital content to suit an intended purpose. In general, multimedia includes a combination of text, audio, still images, animation, video, or other interactive content.

It involves planning, selecting appropriate software and format to create publications to meet a range of needs. It also involves, capturing, organising, editing and formatting content, where relevant respecting ownership by others.

Performance criteria

You must be able to:

1. plan publication to meet requirements
2. select and use appropriate software to enter, edit and format text to meet the needs of publications
3. select appropriate digital formats and applications to suit intended purposes
4. capture and playback relevant audio and video sequences to meet specification
5. capture and organise digital images to meet specification
6. edit content and develop publications to meet specification using appropriate templates, tools and techniques
7. proof-read and check digital content to identify and correct any errors
8. publish content to meet specification requirements and in line with organisational guidelines
9. acknowledge references and sources of digital content in line with intellectual property rights

Knowledge and understanding

You need to know and understand:

1. regulations and organisational guidelines governing digital content including IT health and safety and good practice
2. the range of applications that can be used to create, edit and publish digital content
3. the range of digital applications that can be used to capture and playback rich media content
4. file formats used to store digital content
5. tools for editing and formatting digital content and how to use them
6. the importance of understanding the purpose and needs of the target audience for any publication
7. how to use software tools and techniques to correct errors and check publication quality
8. the importance of following quality assurance guidelines and standards
9. the purpose of accessibility and usability standards and requirements and how to access and use them
10. the purpose and application of copyright legislation

Create and edit digital content

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Suite IT Users

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