

Multimedia Development Checklist

Create a storyboard

Assign specific subtopics to group members.

Project parameters A good presentation design keeps the following items consistent throughout the presentation:

Title font and size Font: _____ Size: _____ Color: _____

Text font and size Font: _____ Size: _____ Color: _____

Background color: _____

Navigation buttons will be/look like _____

Are navigation buttons the same on all pages and in the same place? _____

“Forward one page” button will be/look like _____

“Back one page” button will be/look like _____

“Go to home” (title page) button will be/look like _____

Quit button will be/look like _____

Transitions (no more than three different types per presentation is recommended)

1. _____ 2. _____ 3. _____

Folder where the graphics, movies, and sounds are stored is named _____

Where is the presentation’s folder located? _____

Before you share your presentation

- Is all the presentation equipment set up and working properly?
- Have you checked each button to see that they work properly?
- Have you included a bibliography or reference page citing sources used?
- Have you included an “about the author(s)” page?
- Have you checked the spelling?
- Have you checked the punctuation and grammar?
- Is the content clear and accurate?
- Is navigating through the presentation clear?
- Is there a quit button?
- Are all graphics, movies, and sounds located in one folder?
- Have you rehearsed the presentation?
- Do you know how long your presentation will take?