

Support resources and links

Unit 2AAIT AND 2BAIT

This booklet has been prepared to assist teachers presenting the Stage 2 course in Applied Information Technology. The textual references, web links and other resources are intended to be used as a guide. The nature of this content will require regular modification and updates to the resources.

Suggested Texts

Discovering Computers 2008

Gary B. Shelly
Thomas J. Cashman
Misty E. Vermaat

[Companion Website](#)

Cambridge Checkpoints 2007

VCE IT Applications

Colin Potts

ISBN: 978-0-52169-710-1

Information and Software Technology

A Project-Based Approach

David Grover
John Range
Heather Knights
Eamon Gormley
Sonia Perri

[Companion Website](#)

<http://wps.pearsoned.com.au/ist>

Information Technology

VCE Information Technology Units 1 & 2

VCE Information Technology Units 3 & 4

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Therese Keane
James Lawson
Melanie Scott

ISBN-13: 9780170130264 ISBN-10:
0170130266

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Disclaimer

Any resources such as texts, websites and so on that may be referred to in this document are provided as examples of resources that teachers can use to support their learning programs. Their inclusion does not imply that they are mandatory or that they are the only resources relevant to the course.

UNIT 2A and 2B: Essential Content

Context: 2A: media information and communication technologies.
2B: information and communication technologies in business

SOCIAL IMPLICATIONS AND TRENDS	Key Terms	Textual References	Weblinks, Articles, Journals, PDF's, Doc's
Impact of ICT on individuals, communities, and environments			External web links
(2A) Describe the impact on target audiences while considering inclusivity	<ul style="list-style-type: none"> e.g. sight impaired, disabled, gender, age 	<p>Discovering Computers Chapter 5</p> <p>Information Technology Chapter 2</p> <p>Information and Software Technology Chapter 2, 4, 8.</p> <p>Discovering Computers Chapter 11</p> <p>VEA videos</p>	<p>http://www.nokiaaccessibility.com/</p> <p>Why be inclusive</p> <p>Disability and ICT</p> <p>Computer Accessibility</p> <p>Why inclusivity in website design?</p> <p>Disability and ICT news stories</p> <p>Equal Access and the Web</p> <p>Working from home</p> <p>Teleworking</p> <p>Impact of ICT on quality jobs</p> <p>Advantages and Disadvantages for the Teleworker</p> <p>Teach-ICT-Changing values in our workforce</p>
<ul style="list-style-type: none"> explain the impact of ICT on changing work expectations 	<ul style="list-style-type: none"> e.g. longer and flexible hours in the workplace 		
<ul style="list-style-type: none"> discuss environmental concerns: 	<ul style="list-style-type: none"> safe disposal of computers benefits of using digital media compared to print media e.g. emails replacing letters, digital photos replacing film photos 	<p>Discovering Computers Chapter 11</p>	<p>Nokia and the Environment</p> <p>Industry Disposal "byteback" Australia</p> <p>Green PC</p> <p>Why Recycle</p> <p>The Paperless Office</p> <p>History of e-Waste</p> <p>What Is E-Waste?</p> <p>What Is in a Computer?</p> <p>Teens Go Green with Gizmos</p>
(2B)Describe the impacts of business technologies on work expectations and lifestyles	<ul style="list-style-type: none"> mobile technology devices on business e.g. notebooks, mobile and smart phones, PDA's 24/7 communication expectations 		
<ul style="list-style-type: none"> analyse the impacts and effects of local and national ICT structures on the flow of 	<ul style="list-style-type: none"> mobile phone networks internet/broadband 		

SOCIAL IMPLICATIONS AND TRENDS	Key Terms	Textual References	Weblinks, Articles, Journals, PDF's, Doc's
information to specific communities and environments	<ul style="list-style-type: none"> wireless technologies Internet cafes and libraries 		<p><u>Advantages and Disadvantages for the Teleworker</u></p> <p><u>ICT Infrastructure in Australia</u></p>
Values, ethics and inclusivity			
<p>(2A) Basic understanding of ethical issues relating to the production of media products:</p> <ul style="list-style-type: none"> examines the term digital divide <p>(2B)Examine ethical issues related to the use of technologies within business</p>	<ul style="list-style-type: none"> privacy piracy intellectual property copyright plagiarism <ul style="list-style-type: none"> identity theft e.g. phishing, pharming piracy i.e. software breach of intellectual property i.e. unauthorised use of programming code breach of copyright e.g. illegal file sharing, bootleg recordings, screener DVD's, plagiarism security issues i.e. hackers 	<p>Discovering Computers Chapter 11</p> <p>Information Technology Chapter 4</p> <p>Information and Software Technology Chapter 5</p>	<p><u>Ethics in Computing</u> <u>What is Intellectual Property?- Trademarks-registered designs Copyright and moral use</u> <u>Copyright scenarios in education</u> <u>Plagiarism.Org</u></p> <p><u>Privacy Threats on the web(au)</u> <u>On-line Privacy Tools-AU</u> <u>www.accc.gov.au.</u> <u>NetAlert- Australian Government Website- Information on Privacy-Spam-Phishing-Pharming-Content Filters-What you can do-Cyber Bullying-Chat Rooms-Stalkers-Internet risks-Laws-What you can report-nettiquite-virus-firewall-trojan-cookie-spyware-adware-interent security-https-locks-key logging-mouse trapping-PTP-instant messaging</u> <u>ID Theft – A kit to prevent and respond to identity theft.</u> <u>Copyright-Film-Audio-Video-MMedia</u> <u>http://www.cybersmartkids.com.au/ Teaches students how to</u></p>

SOCIAL IMPLICATIONS AND TRENDS	Key Terms	Textual References	Weblinks, Articles, Journals, PDF's, Doc's
Discuss the impacts of the global digital divide on business	<ul style="list-style-type: none"> business e.g. e-commerce—paying bills online, online shopping. 		<p><i>protect themselves against security issues</i></p> <p><u>Digital Divide</u> Vic Govt website <u>Investing on the internet and other electronic transactions</u></p>
Past and emerging trends in ICT			
<p>(2A) Explore multimedia trends and developments</p> <ul style="list-style-type: none"> discuss the convergence of digital media forms: describe the dependency of society upon electronic and visual communication <p>(2B) Examine the emergence of electronic commerce and global networks:</p> <ul style="list-style-type: none"> investigate effects of business globalisation design and manufacture of information products in different countries 	<ul style="list-style-type: none"> virtual reality voice recognition podcasting PDA's mobile phones internet access GPS TV access Email online chatting social networking digital storage of data music, photos banking—past (counter banking) to current (online banking), paying bills—past (paying by cheque) to current (BPay) business accounts—past (account ledgers and books) to current (accounting software) outsourcing of ICT products—define, examples, advantages/disadvantages 	<p>Discovering Computers Special Feature</p>	<p>http://computer.howstuffworks.com/hardware-channel.htm Descriptions of hundreds of Computer devices and Peripherals <u>Virtual Reality-health</u> <u>What is Virtual Reality</u> <u>Podcasting</u> <u>GPS</u> <u>Videos on Communication</u></p> <p>http://en.wikipedia.org/wiki/Technological_convergence <u>New Technologies-News Stories</u> <u>Emerging Trends</u></p> <p><u>Social Networking Sites</u> <u>Abuse of social networking sites</u> <u>On-line Social Interaction-Effects</u> <u>Image Hosting</u> <u>PhotoBucket</u> <u>Storage Hosting</u> <u>Preventing Mobile Data Theft</u></p> <p><u>Outsourcing-Articles</u> <u>Outsourcing-Effects</u> <u>The changing work environment</u></p>

SOCIAL IMPLICATIONS AND TRENDS	Key Terms	Textual References	Weblinks, Articles, Journals, PDF's, Doc's
			and globalisation Global Communication Globalisation Guide Globalisation-definition Videos on Globalization

HARDWARE AND SOFTWARE	Key Terms	Textual References	Weblinks, Articles, Journals, PDF's, Doc's
	<ul style="list-style-type: none"> online office applications i.e. Google applications publishing e.g. Adobe suite online forms for data collection 		
Design –Acquisition of hardware and software			
<p>(2A)Explain the following factors when purchasing/acquiring hardware/software solutions to suit a media rich environment:</p> <p>(2B) introduction to factors when purchasing/acquiring hardware/software in a business environment:</p>	<ul style="list-style-type: none"> functions of hardware and software does the hardware and software meet your requirements? fundamental technical capabilities of hardware and software—can the hardware meet the minimum requirements of the software? output quality—does the software give the desired output? cost of hardware and software—is the cost within budget? ease of use of software and hardware who will use the software/hardware? What skills will they need to learn? <ul style="list-style-type: none"> cost versus benefits in a business environment ergonomic requirements e.g. workstations Does the equipment meet Occupational Health and Safety requirements? legal acquisition of hardware/software i.e. license types: freeware, shareware, proprietary have you purchased a legal copy/licence of the software? warranty and technical support 	<p>Discovering Computers Chapter 6</p> <p>Discovering Computers Chapter 4</p> <p>Discovering Computers Chapter 11</p>	<p><u>Windows Hardware Compatibility List</u></p> <p><u>Guide to buying a PC</u></p> <p><u>Computer Leasing</u></p> <p><u>Technical Encyclopedia</u></p> <p><u>Computer Buying Guides</u></p> <p>http://www.bbc.co.uk/schools/gcsebitesize/ict/</p> <p><u>PC Architecture</u></p> <p><u>Computer Workstation</u></p> <p><u>Ergonomics</u></p> <p><u>Healthy Computing</u></p> <p><u>Different types of software</u></p> <p>Retail</p> <p>Shareware</p> <p>Demo</p> <p>Crippleware</p> <p>Adware</p> <p>Spyware</p> <p>Freeware</p> <p>OEM</p> <p>Public Domain</p>

HARDWARE AND SOFTWARE	Key Terms	Textual References	Weblinks, Articles, Journals, PDF's, Doc's

DIGITAL DATA AND INFORMATION	Key Terms	Textual References	Weblinks, Articles, Journals, PDF's, Doc's
Nature, form and the transfer of data			
<p>(2A)Discuss the features of and differences between various file types used in a media environment—graphics, audio and video</p> <p>(2B) investigate various solutions for business documents used in print and online business environments:</p>	<ul style="list-style-type: none"> file format and size compression verses quality of data transferability between applications transfer over networks—email, internet, intranet transfer of data files between ICT environments using email, CD/DVD ROMS, flash drives file compression, conversion and size e.g. lossy, lossless, zip security of data e.g. pdf and flash documents introduction to encryption including the use of public and private keys 	<p>Discovering Computers Special Feature Page 342</p> <p>Information Technology Chapter 3</p> <p>Information and Software Technology Chapter 4</p>	<p>Digital Image file Types</p> <p>Data Formats-Compression Links</p> <p>Transmission Speeds</p> <p>Comparison of transmission Speeds</p> <p>Device Bandwidths</p> <p>Encryption</p> <p>Security of data over networks</p> <p>What is Encryption?</p> <p>What can you do with a PDF</p> <p>What is a PDF?</p> <p>What is a Certificate Authority?</p> <p>What is PGP?</p> <p>What is Public Key Encryption?</p>
Processing and management of data			
<p>(2A)Demonstrate an awareness and use of the following when creating and storing various media solutions (graphics, audio and video)</p> <p>(2B)Incorporate input validation rules for text, numerical and image based data into business products</p> <ul style="list-style-type: none"> manipulation of data introduction to knowledge management 	<ul style="list-style-type: none"> archiving, file naming (originals and edited) storage and retrieval of digital data i.e. file and folder management practices metadata i.e. html tags as used in web pages referencing and search strategies Validation rules Text Numerical e.g. saving data in various formats capture sales data-produce reports 	<p>Discovering Computers Chapter 7</p> <p>Information and Software Technology Chapter 4</p>	<p>How to search the web</p> <p>Report Writing & Referencing</p> <p>Metadata</p> <p>Metadata search engines</p> <p>Database verification-validation-accuracy</p>

DIGITAL DATA AND INFORMATION	Key Terms	Textual References	Weblinks, Articles, Journals, PDF's, Doc's
<p>systems and their use in business e.g. capture sales data and produce reports</p> <ul style="list-style-type: none"> input and extract data from a data store (database, Information Management system, email system) 	<ul style="list-style-type: none"> input and extract data 		<p>Extracting and manipulating data in an Excel spreadsheet http://www.youtube.com/watch?v=H2cvAyAEc4I</p>
Creative application of information design principles			
<p>(2A) Define and apply information design principles in the creation of media related technology products considering:</p> <p>(2B) define and apply information design principles in the creation of business related technology products considering:</p>	<ul style="list-style-type: none"> a specified target audience including: <ul style="list-style-type: none"> purpose content navigation structure interface design—aesthetics creative design principles including: <ul style="list-style-type: none"> balance unity harmony elements of design including: <ul style="list-style-type: none"> space colour alignment position form a specified target audience including: <ul style="list-style-type: none"> purpose presentation medium e.g. poster, web site, brochure aesthetics creative design principles including: <ul style="list-style-type: none"> balance proportion 	<p>Discovering Computers Chapter 12</p> <p>Information Technology Chapters 1&2</p> <p>Information and Software Technology Chapter 9</p>	<p>Design guide to Multimedia Web Authoring Typography Grantastic Designs-tips Who is the Target Audience-wiki Principles of Design www.creativecurio.com Elements of Design Print and Graphic Design Principles Colours on the Web Colour Wheel Calculator Using CSS Style sheets Comparison of website navigation techniques How to design a Website Design basics</p>

DIGITAL DATA AND INFORMATION	Key Terms	Textual References	Weblinks, Articles, Journals, PDF's, Doc's
	<ul style="list-style-type: none"> ▪ dominance ▪ unity • elements of design including: <ul style="list-style-type: none"> ▪ typography—font types, alignment ▪ texture ▪ colour—harmony, contrast ▪ white spaces ▪ shape 		Goal orientated Graphic design Site architecture useability-accessibility <u>Evaluating Web Pages</u> <u>Basic Design Principles</u> <u>Principles of Design</u> <u>Evaluating a website (PDF)</u> <u>How to design a website</u> <u>Design Principles and Design Elements</u> <u>Case Study-Corporate Identity-Design principles and Elements-Tasmania</u>
WORKPLACE PRACTICES AND CAREERS	Key Terms	Textual References	Weblinks, Articles, Journals, PDF's, Doc's
Careers, work and jobs			
(2A)Investigation of multimedia related (2B)Demonstrate an awareness of training opportunities in relevant business software <ul style="list-style-type: none"> • investigation of alternative career pathways • show an understanding of multi-skilling 	<ul style="list-style-type: none"> • careers e.g. web designer, graphic designer, video editor, photographer • training pathways e.g. TAFE, university qualifications • business employment e.g. data entry and operator, digital accounts 	Discovering Computers Chapter 15 Information Technology Chapter 6 Information and Software Technology Chapter 6	<u>www.ictwa.org.au/careers</u> <u>Jobs in a knowledge-based economy</u> (article) <u>Web Careers Guide</u> <u>ICT Careers Baffle Students</u> <u>Videos on Work/ICT</u> <u>http://www.acs.org.au/index.cfm?action=show&conID=career_semployment</u>

DIGITAL DATA AND INFORMATION	Key Terms	Textual References	Weblinks, Articles, Journals, PDF's, Doc's
Work environments and legislation			
<p>(2A)Introduction to and awareness of practices and legislation issues relating to:</p> <p>(2B)Investigate the impact of ICT use within a business organisation:</p> <ul style="list-style-type: none"> introduction to company liability 	<ul style="list-style-type: none"> privacy of information including the Privacy Act (Australian) copyright e.g. Australian Copyright Act 1968 ICT code of conduct i.e. appropriate use of equipment and ethical use of company information, email and internet usage, proxy server logs Occupational Safety and Health employee privacy 	<p>Discovering Computers Chapter 15</p> <p>Information Technology Chapter 6</p> <p>Information and Software Technology Chapter 6</p>	<p>WorkSafe Privacy issues Example of Code of Conduct Copyright and moral use AMCOS-APRA Legislation WorkSafe Example of Code of Conduct Ergonomics in Australia Healthy Computing Office Ergonomics Computer Workstation Ergonomics Safe Computing</p>
Technology Processes in the Workplaces			
<p>(2A)Examine common workplace processes</p> <ul style="list-style-type: none"> explain the use of project teams 	<ul style="list-style-type: none"> use of concept maps proposals research storyboards i.e. team members working collaboratively in the same or different locations 	<p>Discovering Computers Chapter 15</p> <p>Information Technology Chapter 6</p> <p>Information and Software Technology Chapter 6</p>	<p>How to Storyboard Free Storyboarding Software Why storyboard? Storyboard PC- Download on-line creation of storyboarding with tips etc. Why is storyboarding important Team Roles Requirements Analysis</p>

DIGITAL DATA AND INFORMATION	Key Terms	Textual References	Weblinks, Articles, Journals, PDF's, Doc's
(2B)Analysis of client requirements and needs <ul style="list-style-type: none"> describe factors influencing teams in a business environment 	<ul style="list-style-type: none"> requirements analysis job security, gender bias, communication 		

Reference Guide

Other Recommended Texts

The Digital Photo Idea Book. Kate Binder and Richard Binder, ISBN 0-07-222721-4

Understanding Computers: Today and Tomorrow. Deborah Morley, Charles Parker, ISBN -10: 1418860557.

IT at Work, 2nd Edition. Helen Anderson, P Chrisopherson, R Timmer-Arend, Macmillan.

Natcoll Books on software applications: www.natcoll.co.nz.

Multimedia Design Tutorials

Flash, Illustrator, Photoshop, Maya, Other – <http://www.hed.swinburne.edu.au/design/tutorials/>

Application Tutorials

<http://www.teacherclick.com/> (Macromedia)

<http://www.elearnage.com/elearn/index.htm> (Flash MX)

<http://www.kirupa.com/developer/flash/index.htm> (Flash)

<http://www.entheosweb.com/Flash/default.asp> (Flash)

General Internet Resources

www.teach-ict.com (UK website)

<http://whatis.techtarget.com>

www.teacherclick.com (free online computer tutorials)

www.itrainonline.org

www.ssrc.com.au (Senior Students Resource Centre)

<http://aitcos.pbwiki.com>

<http://www.port80.asn.au> (Australian Web Developers Community)

www.thinkfree.com (Big Pond: synchronise files)

<http://del.icio.us/cstansw> (Community exchange for educational bookmarks, free stock photos etc)

Specific Internet Resources

Social Implications and Trends

<http://www.nokiaaccessibility.com/>

[Why be inclusive](#)

[Disability and ICT](#)

[Computer Accessibility-](#)

[Why inclusivity in web site design?](#)

[Disability and ICT news stories](#)

[Equal Access and the Web](#)

[Working from home](#)

[Teleworking](#)

[Impact of ICT on quality jobs](#)

[Advantages and Disadvantages for the Teleworker](#)

[Teach-ICT-Changing values in our workforce](#)

[Nokia and the Environment](#)

[Industry Disposal "byteback" Australia](#)

[Green PC](#)

[Why Recycle](#)

[The Paperless Office](#)

[Advantages and Disadvantages for the Teleworker](#)

[ICT Infrastructure in Australia](#)

[Ethics in Computing](#)

[What is Intellectual Property?-Trademarks-registered designs](#)

[Copyright and moral use](#)

[AMCOS-APRA Legislation](#)

[Copyright scenarios in education](#)

[Plagiarism.Org](#)

[Privacy Threats on the web\(au\)](#)

[On-line Privacy Tools-AU](#)

www.accc.gov.au.

[NetAlert- Australian Government Website- Information on Privacy-Spam-Phishing-Pharming-Content Filters-What you can do-Cyber Bullying-Chat Rooms-Stalkers-Internet risks-Laws-What you can report-nettiquite-virus-firewall-trojan-cookie-spyware-adware-interent security-https-locks-key logging-mouse trapping-PTP-instant messaging](#)

[ID Theft – A kit to prevent and respond to identity theft.](#)

[Copyright-Film-Audio-Video-MMedia](#)

<http://www.cybersmartkids.com.au/> Teaches students how to protect themselves against security issues

[Digital Divide Vic Govt website](#)

[Investing on the internet and other electronic](#)

[transactionshttp://computer.howstuffworks.com/hardware-channel.htm](http://computer.howstuffworks.com/hardware-channel.htm)

[Descriptions of hundreds of Computer devices and Peripherals](#)

[Virtual Reality-health](#)

[What is Virtual Reality](#)

[Podcasting](#)

[GPS](#)

[Videos on Communication](#)

http://en.wikipedia.org/wiki/Technological_convergence

[New Technologies-News Stories](#)

[Emerging Trends](#)

[Social Networking Sites](#)

[Abuse of social networking sites](#)

[On-line Social Interaction-Effects](#)

[Image Hosting](#)

[PhotoBucket](#)

[Storage Hosting](#)

[Outsourcing-Articles](#)

[Outsourcing-Effects](#)

The changing work environment and globalisation

Global Communication

Globalisation Guide

Globalisation-definition

Videos on Globalization

History of e-Waste

What Is E-Waste?

What Is in a Computer?

Teens Go Green with Gizmos

Hardware and Software

Bits-Bytes-Kilobytes etc

<http://www.bbc.co.uk/schools/gcsebitesize/ict/>

Guide to Networking –

Network Types

Networking Basics - Key Concepts in Computer Networking

Computer Network Devices

How Stuff Works

Technical Encyclopedia

Multimedia Components

On-line video tutorials for connecting hardware, components, peripherals, networking

Network Cabling

Technical Encyclopedia

Categories of Wireless Networking

Mobile phone extras

USB

Firewire

Bluetooth

Comparison of wireless data standards

Compare OS's

Operating Systems

What is an OS?

Different Types of OS's

What is Utility Software

List of software categories

Technical Encyclopedia

Comparison of Media Players

Video editing Software

Microsoft Word Help-Office on-line

List of software categories

Personal Information Management

Presentation Software

List of software categories

Windows Hardware Compatibility List

Guide to buying a PC

Computer Leasing

Technical Encyclopedia

Computer Buying Guides

PC Architecture

Computer Workstation Ergonomics

Healthy Computing

Different types of software

Retail

Shareware

Demo

Crippleware

Adware

Spyware
Freeware
OEM
Public Domain

Digital Data and Information

[Digital Image file Types](#)

[Data Formats-Compression Links](#)

[Transmission Speeds-Table](#)

[Comparison of transmission Speeds](#)

[Device Bandwidths](#)

[Encryption](#)

[Security of data over networks](#)

[What is Encryption?](#)

[What can you do with a PDF](#)

[What is a PDF?](#)

[What is a Certificate Authority?](#)

[What is PGP?](#)

[What is Public Key Encryption?](#)

[How to search the web](#)

[Report Writing & Referencing](#)

[Metadata](#)

[Metadata search engines](#)

[Database verification-validation-accuracy](#)

[Extracting and manipulating data in an Excel spreadsheet](#)

<http://www.youtube.com/watch?v=H2cvAyAEc4I>

[Design guide to Multimedia Web Authoring](#)

[Typography](#)

[Grantastic Designs-tips](#)

[Who is the Target Audience-wiki](#)

[Principles of Design](#)

[Elements of Design](#)

[Print and Graphic Design Principles](#)

[Colours on the Web](#)

[Colour Wheel Calculator](#)

[Using CSS Style sheets](#)

[Comparison of website navigation techniques](#)

[How to design a Website](#)

[Design basics](#)

[Goal orientated](#)

[Graphic design](#)

[Site architecture](#)

[useability-accessibility](#)

[Evaluating Web Pages](#)

[Basic Design Principles](#)

[Principles of Design](#)

[Evaluating a website \(PDF\)](#)

[How to design a website](#)

[Design Principles and Design Elements](#)

[Case Study-Corporate Identity-Design principles and Elements-Tasmania](#)

Workplace Practices and Careers

www.ictwa.org.au/careers

[Jobs in a knowledge-based economy \(article\)](#)

[Web Careers Guide](#)

[ICT Careers Baffle Students](#)

[Videos on Work/ICT](#)

<http://www.acs.org.au/index.cfm?action=show&conID=careersnemployment>

[WorkSafe](#)

[Privacy issues](#)

[Example of Code of Conduct](#)

Copyright and moral use

WorkSafe

Example of Code of Conduct

Ergonomics in Australia

Healthy Computing

Office Ergonomics

Computer Workstation Ergonomics

Safe Computing

How to Storyboard

Free Storyboarding Software

Why storyboard?

Storyboard PC- Download on-line creation of storyboarding with tips etc.

Why is storyboarding important

Team Roles

Requirements Analysis