



Name	
Standard ways of working - checklist	
<i>Ask yourself these questions</i>	
A. File management	
Do I save work regularly?	<input type="checkbox"/>
Do I use sensible file names?	<input type="checkbox"/>
Did I set up a clear directory/folder structure?	<input type="checkbox"/>
Have I used an image database to store graphics?	<input type="checkbox"/>
Have I saved different versions of my graphic products with different filenames to show process?	<input type="checkbox"/>
Have I made backup copies of my work in case of problems?	<input type="checkbox"/>
Have I used universal file formats from the list in the SPB?	<input type="checkbox"/>
Have I saved graphics in appropriate formats for screen and print?	<input type="checkbox"/>
Have I limited access to files with confidential data?	<input type="checkbox"/>
Do I understand how viruses spread and how I can protect my files?	<input type="checkbox"/>
B. Personal effectiveness	
Can I select the right ICT tools and techniques for the job? ?	<input type="checkbox"/>
Did I customise settings in different programs?	<input type="checkbox"/>
Did I use shortcuts?	<input type="checkbox"/>
Was I able to use online or printed sources of help for different programs?	<input type="checkbox"/>
Did I use my project plan to organise my work and meet deadlines?	<input type="checkbox"/>
C. Quality assurance	
Have I spell-checked and proofread all my work?	<input type="checkbox"/>
Have I used print preview to check the layout of documents?	<input type="checkbox"/>
Have I used different browsers and platforms (e.g. PC, Mac, Linux) to check the layout of web pages?	<input type="checkbox"/>
Have I asked others to review my work and give me feedback?	<input type="checkbox"/>
Have I included a statement from my teacher to authenticate my work?	<input type="checkbox"/>
D. Legislation and codes of practice	
Have I acknowledged all my sources with a list of references?	<input type="checkbox"/>
Have I only used copyright free images or got permission from the owner?	<input type="checkbox"/>
Have I used the ideas of others without identifying the original author in my text?	<input type="checkbox"/>
Have I been careful to protect confidentiality where necessary?	<input type="checkbox"/>
E. Work safely	
Am I careful to organise seating, cables and hardware correctly?	<input type="checkbox"/>
Do I make sure that lighting is appropriate and adequate?	<input type="checkbox"/>
Do I take regular breaks away from the computer?	<input type="checkbox"/>
Am I careful when handling and storing different media?	<input type="checkbox"/>