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Using the template

Open the template and save it with an appropriate file name. You will see that a table of contents has been inserted with some brief instructions to remind you how to work with the template.

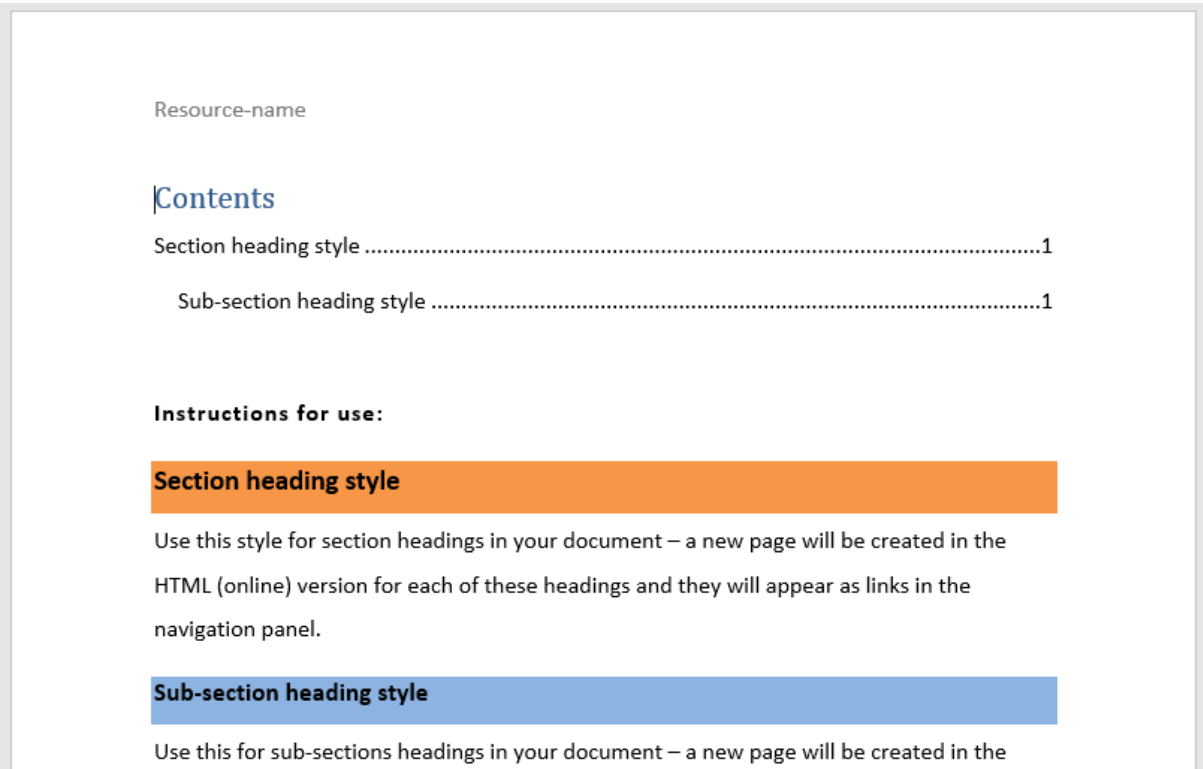


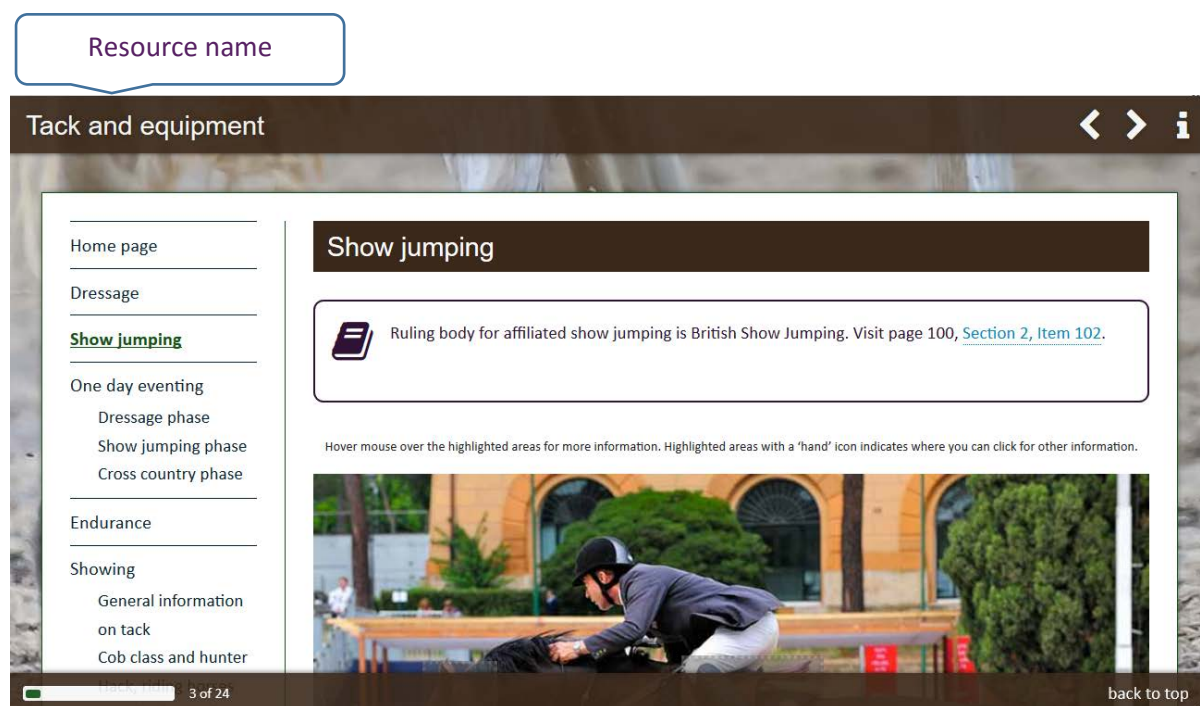
Figure 1: EDU Writers template

## EDU Writers template guide

Delete the instructions when ready to start adding your own content, but leave the table of contents in place. As you add content using the two built in heading styles, these will be automatically picked up and displayed when you refresh the table of contents (right click on Contents and update).

### Resource name

Double click into the header of the document and change 'Resource name' to the title of the resource as it should appear on the title bar of the online resource which will be developed from this source content. Try to keep this fairly short as there is less display room on mobile devices.



**Figure 2:** The resource name you add to the header of the writers template will be used for the resource name in the title bar of the developed learning resource

# EDU Writers template guide

## Creating the page navigation using styles

Use the two heading styles to tell the EDU developers how the content should be displayed.

The styles are located on the Home tab of the Word ribbon.

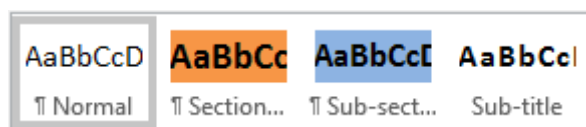


Figure 3: Built in styles

The **Section heading style** should be used to mark section headings in your document – a new page will be created in the HTML (online) version for each of these headings and they will appear as links in the navigation panel.

The **sub-section heading style** should be used to mark each sub-page within a section – a new page will be created in the HTML (online) version for each of these headings and they will appear as indented links under the related section in the navigation panel.

Use the **sub title style** for headings within the content of your resources – i.e. those used to break up content rather than indicate a new section (page).

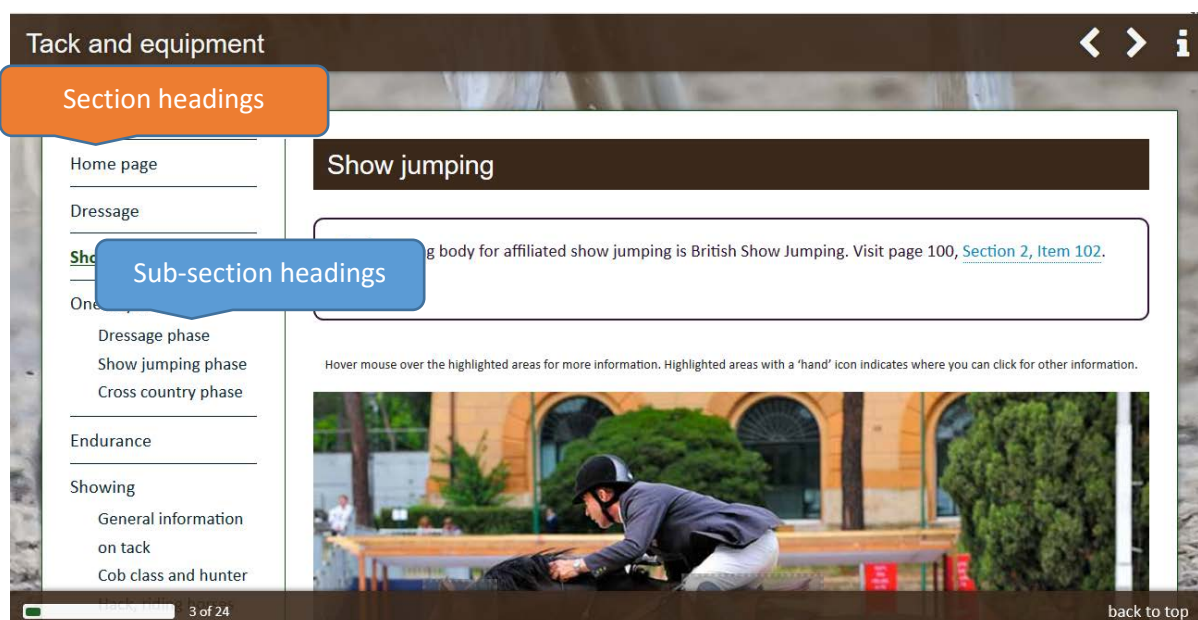


Figure 4: Section and sub section headings appear at the top of the page content and also in the navigation panel with sub section headings indented under the appropriate section heading.

## EDU Writers template guide

### Adding content

Type directly into the template, or copy and paste content from another document.

When you copy from another source, you can either paste-special and choose unformatted text to ensure the text matches the normal style of the template – or you can select a block of text once pasted into the document and then click on the appropriate style in the styles section of the home tab.

### Images

Images and charts can be inserted within the pages but please also provide the developer with a copy of the original, full sized version or the web link (URL) to the resource online.

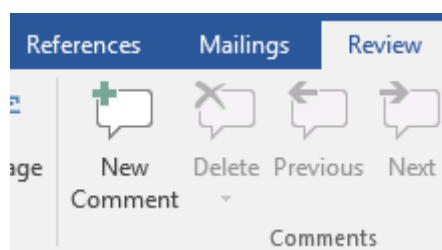
See [Finding and using images for your learning resources](#) in the [EDU Support Portal](#) for guidance on where to find images which have been shared for re-use, or are in the public domain, and how to include attributions in your learning resources.

### Copyright

You **must** provide attributions and copyright information for any resources used within the page.

### Comments

Notes to the developer can be added using the comments facility available from the Review tab on the ribbon.



**Figure 5:** Use the comments facility to add notes to the developer

## EDU Writers template guide

In understanding and producing maps, the cartographer and student must make a series of decisions about how to most effectively represent the spatial data they are mapping. Heywood et al (2011, p.42) use an excellent illustrative example associated with how a river and a road are represented on a 1:1,000,000 scale map.

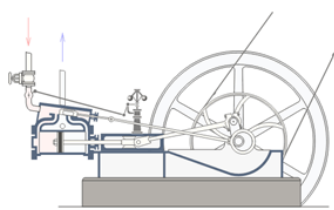
**Comment [SC1]:** Scan is included in file folder for reproduction.

*"Map accuracy and map detail are not synonymous. Accuracy refers to the amount of distortion (or lack thereof) in the representation of features. Detail refers to the amount of information or the number of features that are shown. The two are often confused, but a high level of detail does not guarantee a high level of accuracy." (ESRI, 1996, p.14)*

**Comment [SC2]:** DEV - Quote

Using both lines of latitude and longitude any point on the planet can be accurately located by a reference given in degrees and minutes. Each point can also be located relative to each other and the distance between them calculated.

**Comment [MS3]:** <http://www.youtube.com/watch?v=swKBi6hHMA>



**Comment [ED4]:** [http://commons.wikimedia.org/wiki/File:Steam\\_engine\\_in\\_action.gif](http://commons.wikimedia.org/wiki/File:Steam_engine_in_action.gif)

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<http://creativecommons.org/licenses/by-sa/3.0/deed.en>

**Figure 6:** Example showing comments to developer

If in doubt, or if you have any ideas you'd like to discuss, get in touch with the EDL or lead developer for your project ☺