

iMedia - R081 Knowledge Organiser Pre-Production



A Keywords		
1	Client Requirements	A list of what the client (customer) would like.
2	Work plans	A framework to ensure the project is finished on time, setting out the tasks to complete, estimated timings and resources.
3	Primary Sources	Research that is directly sourced. New research that is conducted.
4	Secondary Sources	Research that is indirectly sourced. Existing research is used for a different purpose.
5	Target Audience	The audience that you want to target for your product/ service.
6	Hardware Devices	The physical parts of a computer, such as the case, central processing unit (CPU), monitor, mouse, keyboard
7	Peripherals	A peripheral device connects to a computer system to add functionality. Examples are a mouse, keyboard, monitor, printer and scanner
8	Digitising documents	Turning paper based documents into digital copies by using devices such as a scanner or a digital camera
9	Software	Programs used by the computer. Different software is suitable for different tasks.
10	Recce	A pre filming visit to a location to determine its suitability for shooting including access to necessary facilities and assessment of any potential lighting or sound issues
11	Risk Assessment	A systematic method of looking at work activities, considering what could go wrong, and deciding on suitable control measures. These control measures are designed to eliminate or reduce the risks of damage or injury in the workplace

B Key vocabulary		
1	Target Audience	Age - Specific age range Gender - Male/ Female Ethnicity - Race/ Religion/ Language Location - Local/ National/ International Income - High income/ Low income Accessibility - Sight/ Hearing impairment
2	Hardware Devices & Equipment to Create/ Digitise	<ul style="list-style-type: none"> • Computer systems e.g. Desktops/ laptops/ tablets/ iPads • Computer peripherals e.g. keyboard, mouse, graphics tablet, monitor, microphone, speakers • Imaging Devices e.g. Digital Camera, scanner • Other equipment e.g. pens, pencils, paper •
4	Software Applications to Create Pre-Production Documents	Digital Moodboard - Adobe Photoshop, Fireworks, Illustrator Serif Affinity, Visualisation Diagram - MS Word , Apple Pages, GoogleDocs Storyboard - Toon Boom, Storyboard That, Comic Life Mindmap - Freemind (online) Script - MS Word, GoogleDocs Work Plans - MS Excel, GoogleSheets
5	Health & Safety – Recce	Recce - Visiting a location prior to filming <ul style="list-style-type: none"> • Check it's suitable • Lighting • Safe • Scenery • Distance / location / logistics • Possible issues that may arise?

B Key vocabulary		
6	Health & safety Risk Assessment	<ul style="list-style-type: none"> Identify the hazards / dangers Decide who might be harmed and how Evaluate the risks and decide on precautions Record your findings and implement them Review your assessment and update if necessary
7	Safe Working Practices in Media	<p>Using computers:</p> <ul style="list-style-type: none"> – Chair height – Seating position – Distance from screen to eyes – Keyboards / mice comfortable Working at heights - Safety equipment, scaffolding, boundary fencing Working with electricity - Safety equipment Working with heavy equipment - correct posture
8	Compression	<p>Lossy - discards some information in order to reduce file size</p> <p>Lossless - no information is discarded but file size larger</p>
9	Image file types	Jpeg, png, tiff (v large) , pdf
10	Audio file types	MP3 (small), WAV (large), aiff
11	Moving-image file types	Mpg (small), MP4, Mov, Avi (V Large)
12	Copyright © & Trademarks TM	<ul style="list-style-type: none"> If its published it has copyright protection 'Published' includes books, magazines, music, movies, all content on the internet. To use a published resources you must: Contact the owner Ask for permission to use it Often you will need to pay a fee Creative Commons: A license agreement, where the creator chooses to let you use that person's resources

B Key vocabulary		
13	Certification & Censorship	<ul style="list-style-type: none"> Different countries have laws on what is allowed to be seen and shown. Censorship is when artists/filmmakers are not allowed to show their complete work Certification is the process of informing the audience broadly on the suitability of content. (Violence, strong language & scenes of a sexual nature) Certification is a major aspect when thinking about your target audience. Films BBFC (British Board of Film Classification) U, PG, 12, 12A, 15 & 18 Computer Games PEGI (Pan European Game Information) 3, 7, 12, 16 & 18
14	GDPR (Data Protection)	<p>Rules covering data collection & storage</p> <ul style="list-style-type: none"> Lawfulness, fairness & transparency Purpose limitation Data minimisation Accuracy Storage limitation Integrity & confidentiality (security) Accountability