The Hopton Tourist Board wants to make a video to use to promote Hopton.

(a) A mind map has been produced digitally using an online tool. The project manager needs to email the final mind map to the other members of the production team.

Identify the **most** suitable file format to use for the final mind map so that it can be emailed.
[1 mark]

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(b) A storyboard has been produced for the video. This has been produced as a series of hand drawn sketches.

(i) Describe how the physical storyboard could be converted to a digital version
[2 marks]

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(ii) Identify the most suitable file format to save the final storyboard as so that it can be viewed by members of the production team
[1 mark]

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(c) A first draft of a script has been produced. It will be edited by different members of the pre-production team

(i) State **one** way that the script could be named to keep track of its different edits
[1 mark]

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(ii) Identify the **most** suitable file format to save the script as while it is being edited. Explain why this is the most suitable file format.
[3 marks]

File format: …………………………………………………………………………………………………

Justification: ………………………………………………………………………………………………..

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(d) The final video will be produced as a DVD to play in the tourist board office. A version also needs to be produced that can be embedded in the Hopton Tourist Board website.

Identify the **most** suitable file format for each version of the final video. Explain the reasons for your choices.

[4 marks]

DVD version file format:…………………………………………………………………………...

Online version file format:…………………………………………………………………………

Justification: ………………………………………………………………………………………..

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(e) The project manager needs to keep copies of all the electronic files associated with the project.

Explain how she should organise the files effectively.

[2 marks]

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Total marks: 14