

## TERESA RUANO

- Independent consultant specializing in design and development of web-based training and strategic communications. Manages projects for clients from concept to completion.
- 25 years of experience as a communications generalist, hands-on project manager and award-winning corporate writer/editor. 10 years as e-learning specialist.

### E-LEARNING SAMPLES

#### SUN MICROSYSTEMS

#### ENVIRONMENT, HEALTH & SAFETY AWARENESS

#### EMPLOYEE NEW HIRE WEB TRAINING

**MY ROLE:** Custom interface development, instructional design, photo editing, content editing, ReadyGo development, assessment

**FEATURES:** Real-world scenarios, interactive pop-ups, end-of-course online assessment

The screenshot shows a web training interface for Sun Microsystems. The header includes the Sun Microsystems logo and navigation links for Home, Help, and Course Map. The main content area is titled "ENVIRONMENT, HEALTH & SAFETY AWARENESS". On the left, there is a vertical navigation menu with the following items: INTRODUCTION, WHO'S RESPONSIBLE? YOU, YOUR OWN WORKSTATION, WORKPLACE SAFETY HAZARDS, WHEN SOMEONE IS INJURED, PREPARE FOR EMERGENCIES, ENVIRONMENTAL RESPONSIBILITY, and CONCLUSION. Below the menu are "Save" and "Go To" buttons. The main content area displays the text "This course introduces you to:" followed by a bulleted list: "Sun's global Environment, Health & Safety (EHS) policies and programs", "Your role in supporting them", and "Resources for further information and support". Below the list, it says "Click > to continue." and "Environment, Health & Safety Awareness Copyright © 2006 by Sun Microsystems All rights reserved." To the right of the text is a collage of three images: a person talking on a mobile phone, a person working at a computer, and a person in a laboratory setting.

#### SUN MICROSYSTEMS

#### GLOBAL INCLUSION

#### EMPLOYEE WEB TRAINING

**MY ROLE:** Instructional design, interface design, photo editing/art direction, content editing/writing

**FEATURES:** Numerous interactive case studies, interactive pop-ups, end-of-course online assessment

The screenshot shows a web training interface for Sun Microsystems titled "Global Inclusion at Sun". The header includes the Sun Microsystems logo and the title "Global Inclusion at Sun". Below the header is a navigation menu with the following items: Introduction, Diversity & Inclusion Defined, Inclusion as a Business Advantage, and Inclusion in Action. The main content area is titled "Who Makes the Net Work?" and contains the following text: "It is people -- representing many human, cultural, and workplace perspectives -- who Make the Net Work." "People are and have always been the most valuable resource at Sun. Our employees bring diverse and valuable experiences, skills, and perspectives to the workplace." "Fully realized, this variety of experiences and perspectives can significantly increase Sun's competitive advantages: industry-leading innovation, customer loyalty, and quality." "This module will provide you with an understanding of Global Inclusion at Sun. You will learn why a culture of inclusion is critically important to Sun's success in the competitive global marketplace. Most importantly, you will learn how your actions contribute to an inclusive culture." To the right of the text is a collage of three images: a group of people in a meeting, a person working at a computer, and a person in a laboratory setting. Below the main content area are "« Previous" and "» Continue" buttons. At the bottom of the page, there is a footer with the text "Sun Proprietary / Confidential: Internal Use Only" and "Feedback to Webmaster".

**NATIONAL SEMICONDUCTOR**

**WEB COURSE DEVELOPER'S TOOLKIT\***

**FEATURED AT DEVLEARN 2006 CONFERENCE**

**MY ROLE:** Instructional design, content development, graphics development, ReadyGo development

**FEATURES:** Numerous tools and templates as well as best practices tips, script templates, etc, for the first-time internal course developer

\* Content is jointly owned by Teresa Ruano and National Semiconductor

**Interested in custom web course solutions like those in this sampling for your company? Please contact me:**  
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National Semiconductor University

Home | Glossary | Help | Course Map

Web Course Developer's Toolkit


- Introduction
- Process Overview
- Assess & Plan
- Design
- Develop Text & Graphics
- Develop Interactions & Assessment
- Test
- Launch
- Evaluate & Maintain
- Toolkit
- Resources

Save  
Go To

### 5.4 Formatting for the Web


Another key concept that will help you format pages for easy scanning is the concept of **visual cueing: the eye notices what is different.**

Don't force learners through a gray wall of text. Help guide the learner by using layout techniques to break up text and provide emphasis on key points.



The following layout DO's and DON'Ts will help you use the concept of visual cueing to guide the learner.

<b>DO:</b>	<ul style="list-style-type: none"> <li>Use bold subheads to organize content.</li> <li>Use bold text for key words or phrases.</li> <li>Break out short items for emphasis. ReadyGo has two built-in tools for these highlight boxes: <b>Tip</b> and <b>It's True</b>. You can also create your own highlight boxes -- the Toolkit below contains a template.</li> <li>Use tables to organize and break out more complex information. The Toolkit below contains a simple table template.</li> <li>Make use of ReadyGo's sub-page structure to separate out supporting or supplementary content. Use ReadyGo's <b>Tell Me More</b> or <b>Sub-page</b> elements to create sub-pages.</li> </ul>
<b>DONT:</b>	<ul style="list-style-type: none"> <li>Overdo formatting. Keep it simple. Use ReadyGo's preview function frequently to look at your pages as you build them. If they look busy, simplify.</li> <li>Use underlining for emphasis. Web readers interpret underlines as links.</li> <li>Use bullets on every page. Vary the page structure to suit the content.</li> <li>Overuse highlights boxes and sub-pages. ReadyGo forces all of these elements to the bottom of the page. A good rule of thumb is no more than three of these elements to a page.</li> </ul>

 **For Your Toolkit** Your course shell contains a folder called **copy\_paste templates**. These will help you extend the layout capabilities of ReadyGo. Instructions and samples are in the course shell. If you are not working with a course shell, you can download these templates separately. [Copy and Paste Templates](#) (zip file-- right-click the link and select "Save Target As").