



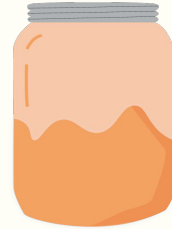
# Information Technology



# IT Achievements



- Completion of the Firm's Website
- Acceptable Use Policy: applying to all technology issued by the company
- Security Plan: Security of all employees and their documents
- “How to” trainings for Canva, Illustrator, PhotoShop, etc.
- Guided other employees in their projects
- Educated fellow coworkers on the concept of phishing



# Acceptable Use Policy/Security Plan



## ACCEPTABLE USE POLICY

Users are responsible for Fillosophy's equipment and  
Report any misfortune to the equipments

Employees are responsible for their personal  
information

Such as: email, password, avoiding social  
engineering, malware etc.

Purpose: Avoid unnecessary security risk

## IT SECURITY PLAN

Employees must use their own given account

Avoid allowing trespasser entering the building by not  
holding the door for them

In other words: they must use their own authorized  
card to get in including coworkers

Keep sensitive information out of sight

Report any suspicious activity to keep Fillosophy a  
safe working space



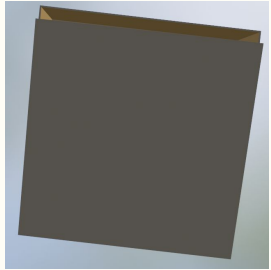
# 3D Modeling



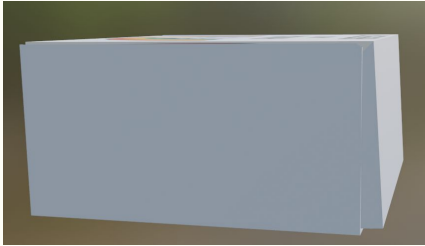
Top



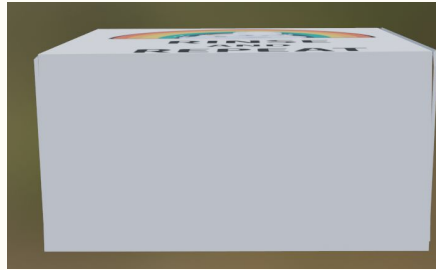
Bottom



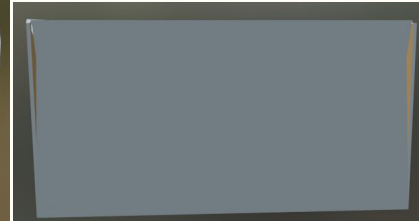
Left



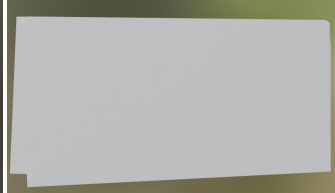
Middle



Behind



Right



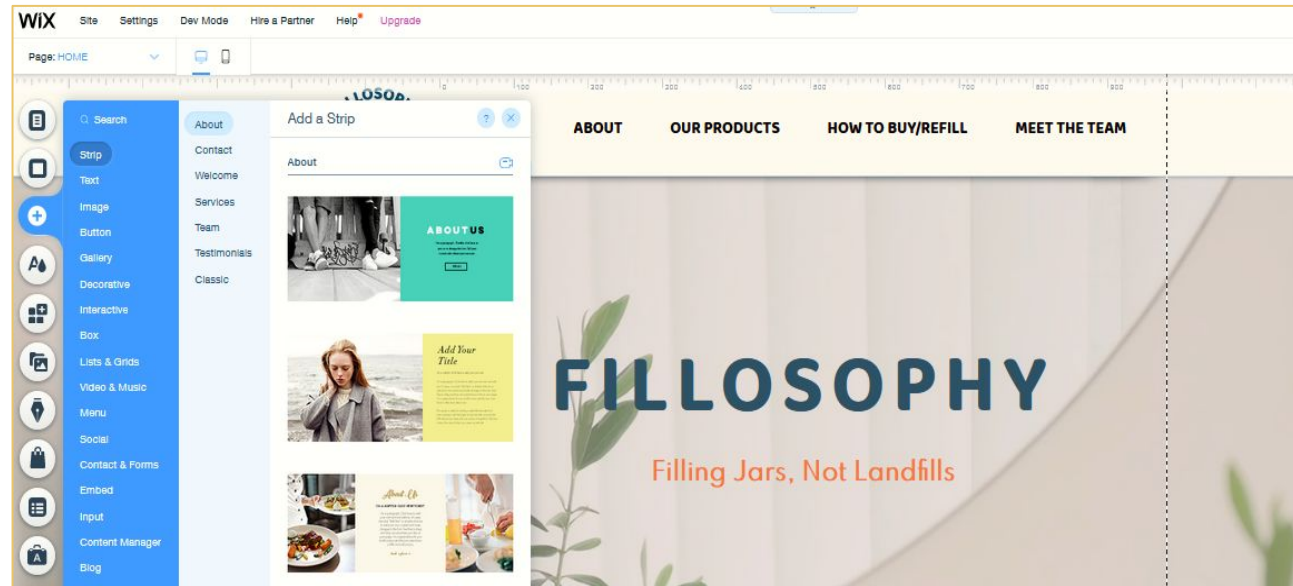
# Website



<https://fillosophyve.wixsite.com/fillosophy>

## Site Basics:

1. Color
2. Design/Pictures
3. Pulling in boxes
4. Sliders
5. Text



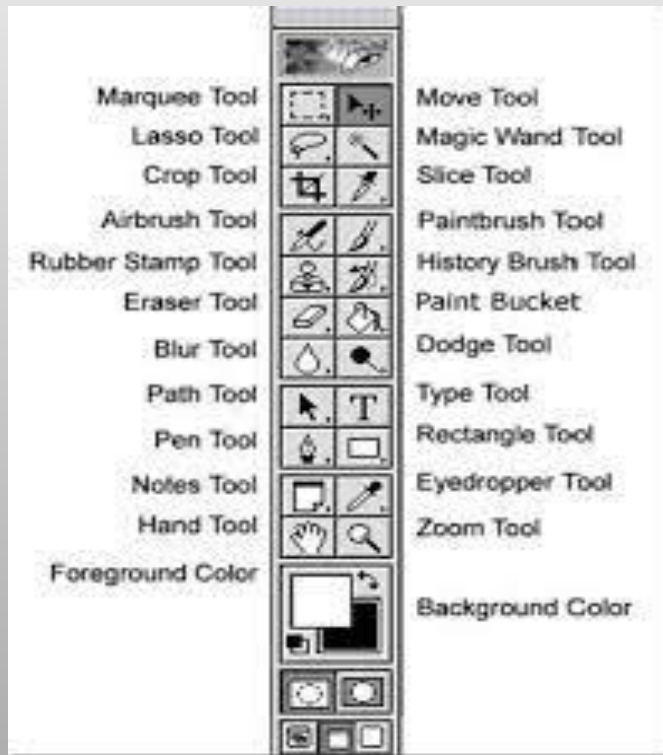
# Adobe Cloud



- Photoshop
  - Photos, etc.
  - <https://www.lifewire.com/navigating-the-adobe-photoshop-menu-bar-4091953>
- Illustrator
  - Graphic Design
  - <https://helpx.adobe.com/illustrator/user-guide.html>
- Adobe Acrobat
  - Similar to Kami, but instead more features
  - Able to edit text, pictures, change line, and more!



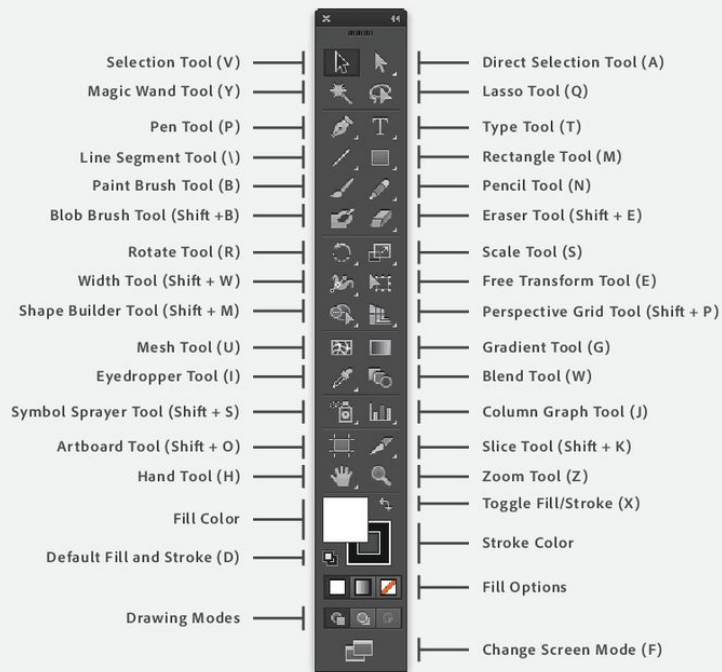
# Photoshop



# Illustrator



## TOOLS PANEL OVERVIEW



Flower Tutorial:

<https://www.youtube.com/watch?v=hePkqKZ5HW4>



Advance Tutorial:

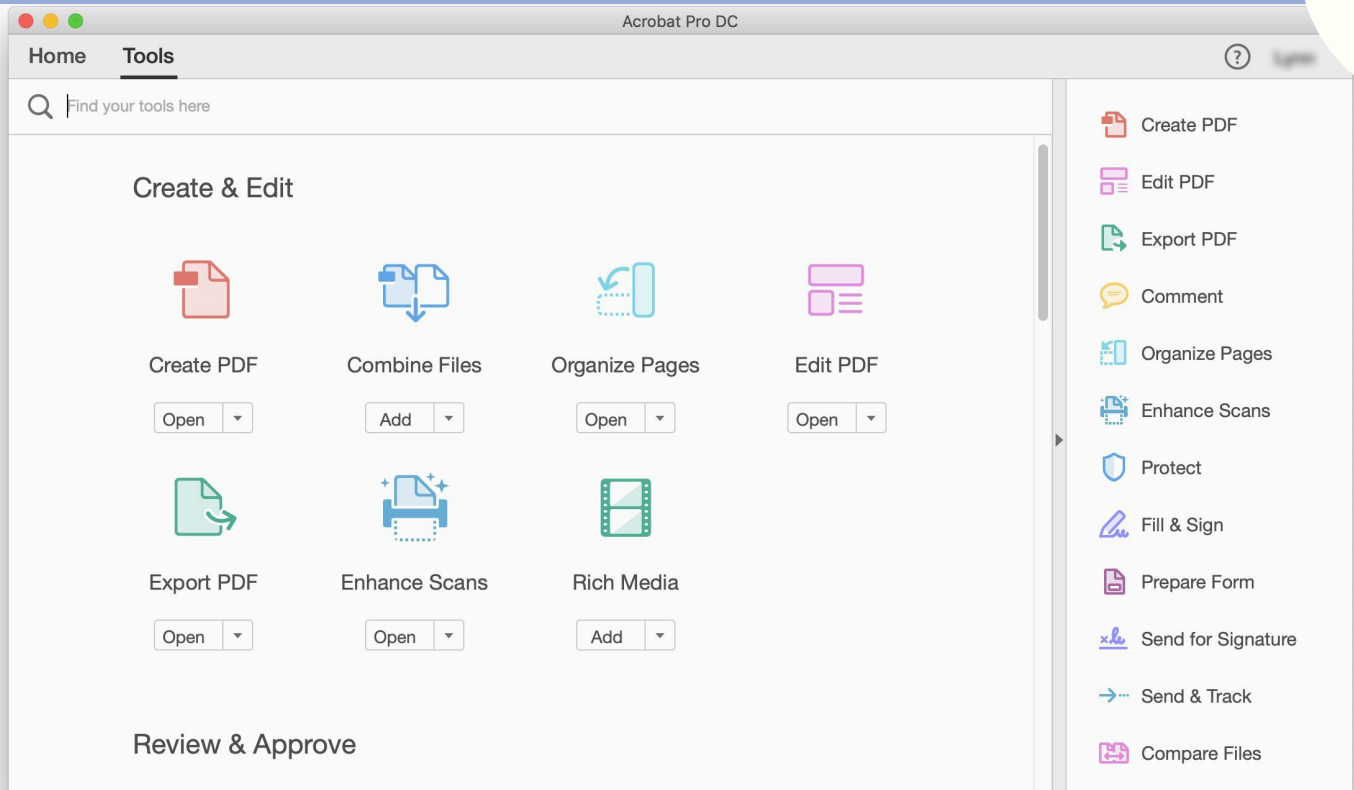
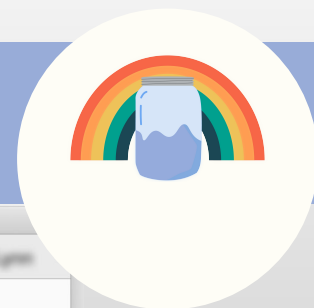
<https://www.youtube.com/watch?v=LI9rhF1Zc8M>

5 Minutes Tutorial:

<https://www.youtube.com/watch?v=3GzumUieDPY>



# Adobe Acrobat



# What is Phishing ?



- Phishing: the fraudulent practice of sending emails purporting to be from reputable companies in order to induce individuals to reveal personal information, such as passwords and credit card numbers
- This happens through:
  - Text
  - Email
  - Phone, etc.
- <https://hooksecurity.co/phishing-test>





# THANK YOU

