



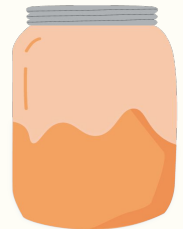
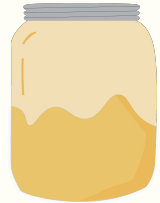
Information Technology



IT Achievements



1. Completion of the Firm's Website
2. Acceptable Use Policy: applying to all technology issued by the company
3. Security Plan: security of all employees and their documents
4. Used 3D Modeling, and practiced with JavaScript
5. Adobe Cloud Suite (Photoshop, Illustrator, Acrobat)
6. "How to" trainings for Canva, Illustrator, PhotoShop, etc.
7. Guided employees in their projects (magazine, logo, gave tips for digital portfolio)
8. Educated fellow co-workers on the danger of phishing



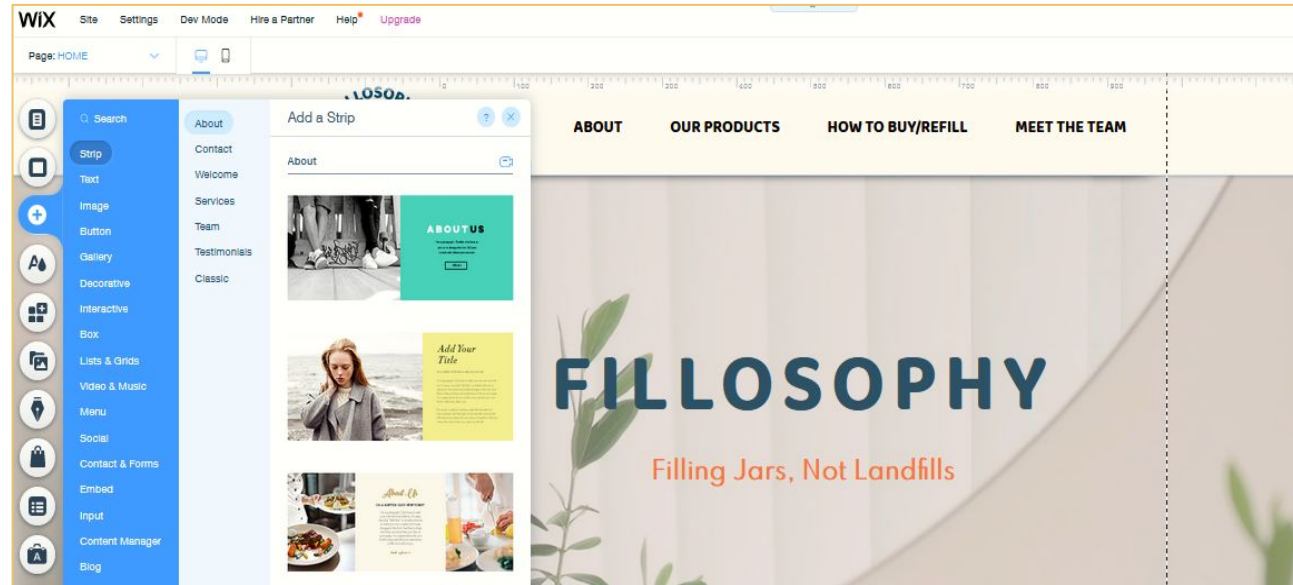
Website



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

Site Basics:

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



Acceptable Use Policy/Security Plan



Acceptable Use Policy

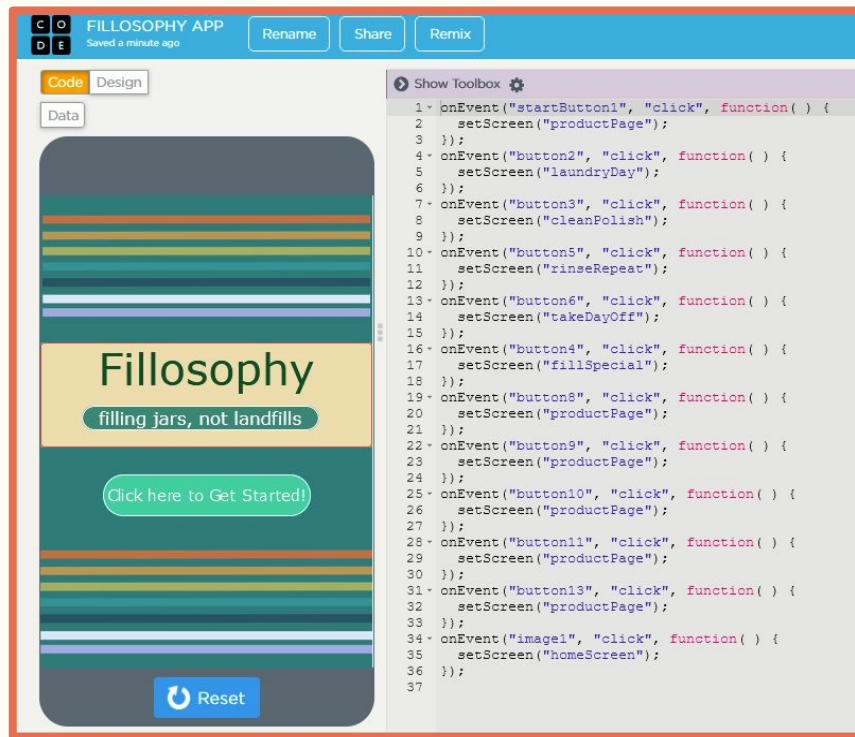
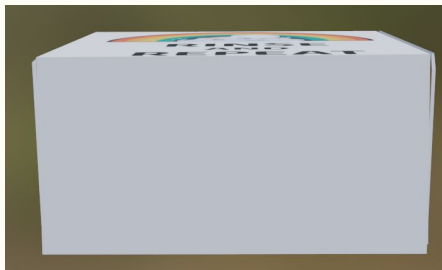
- Users are responsible for Fillosophy's equipment
- Report any misfortune to the equipments
- Employees are responsible for their personal information
- Such as: email, password, avoiding social engineering, malware etc.
- Purpose: Avoid unnecessary security risk

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 Designs & Coding JavaScript



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!

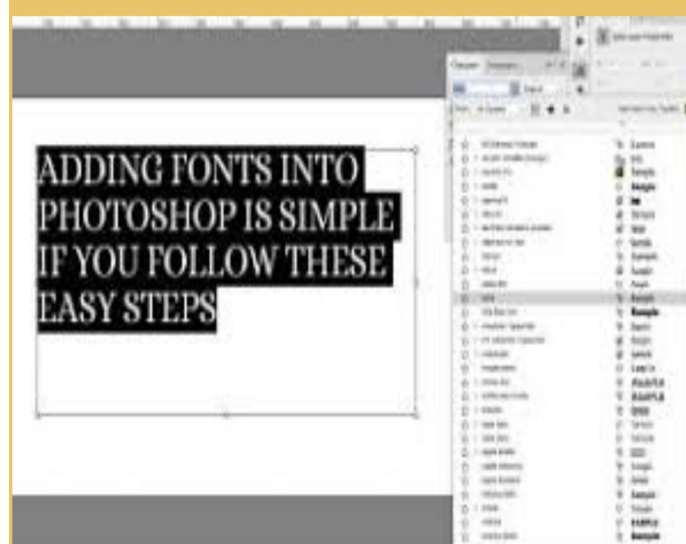
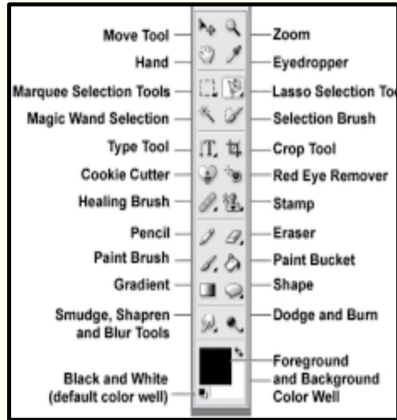
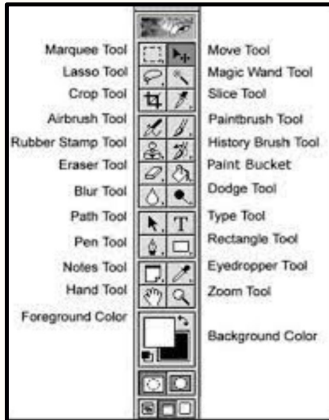


Photoshop

Toolbar 1

Toolbar 2

Techniques



How to edit text

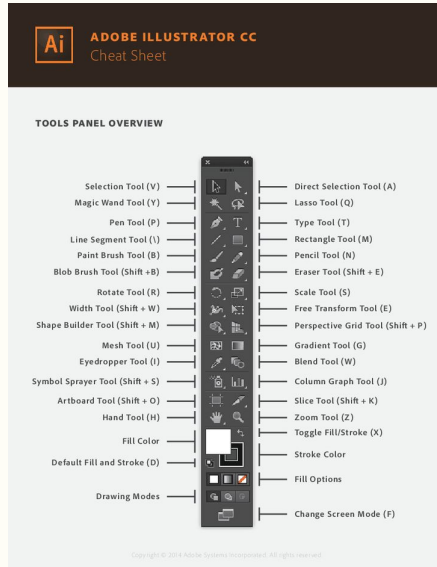
1. Open the **Photoshop** document with the text you want to edit. ...
2. Select the **Type tool** in the toolbar.
3. Select the text you want to edit.
4. The options bar in the top has options to edit your **font type**, **font size**, **font color**, text alignment, and text style. ...
5. Finally, click in the options bar to save your edits.



Illustrator

Tools

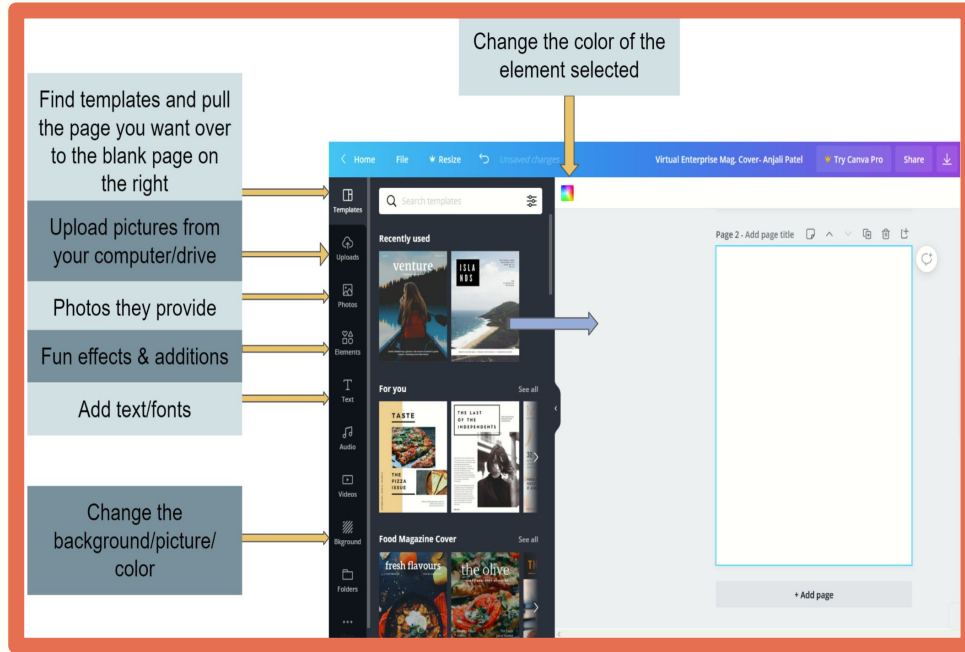
Flower Tutorial



<https://www.youtube.com/watch?v=hePkgKZ5HW4>



Canva: Logo & Magazine



Draft Example Cover & Logo



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>

