

Daily Report – Graphic Design

General Report Info

Field	Description
Date	June 30, 2025
Internship Track	Graphic Design
Team Leads	Imran Gul
Day	Day 1

Daily Summary (Team-Wise)

Category	Remarks
Overall Attendance	8 out of 8 interns joined today's session
Response & Activeness	All interns were highly engaged, participated actively in design discussions
Common Questions Asked	
• How to properly use selection tools in Photoshop	
• Difference between raster and vector graphics	
• How to maintain resolution while resizing images	
Issue Resolution	
Poster design alignment issues were resolved through live feedback and Photoshop demonstrations.	
Interns were guided on layout balance, font hierarchy, and export settings.	
General Observations	
Interns were enthusiastic, shared their screen when needed, and uploaded completed tasks on time. Most showed improvement in composition and color theory application.	
Suggested Improvements	
Interns should:	
• Continue exploring layer management and smart objects	
• Practice text alignment and spacing for better poster clarity	
• Ask questions during live design walkthroughs	

Individual Intern Tracking

No	Name	Present	Submitted Task	LinkedIn Log	Queries Asked	Notes
1	Atzaz	✓	✓	✓	✓	Asked about image masking and blend modes
2	Tooba	✓	✓	✓	✓	Clarified poster sizing for Instagram
3	Maheera	✓	✓	✓	✓	Struggled with shape tools—resolved
4	Umme Habiba	✓	✓	✓	✓	Asked about font embedding
5	Mazhar Saleem	✓	✓	✓	✓	Questioned about exporting for print
6	Maaz Khan	✓	✓	✓	✓	Inquired about poster color models (RGB vs CMYK)
7	Mahnoor	✓	✓	✓	✓	Asked how to add texture in background
8	M Hassan	✓	✓	✓	✓	Needed guidance on margin alignment

Notes

Questions from today's session included:

- How to crop non-rectangular objects in Photoshop
- How to use layer masks instead of erasers
- Which file formats to use when exporting posters for social media
- How to center-align multiple text blocks