

Daily Report – Graphic Design

General Report Info

Field	Description
Date	June 26, 2025
Internship Track	Graphic Design
Team Leads	Hamza Sajjad
Day	Day 4

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	
• What is the difference between opacity and fill?	
• How to use the move tool effectively with layers?	
• How to apply and edit layer styles like shadows and strokes?	
Issue Resolution	
• Some interns were confused about unlocking background layers and organizing layer panels—this was explained with step-by-step examples.	
• Brush tool inconsistencies and eraser settings were demonstrated live to improve precision in poster edits.	
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	

Category	Remarks
Interns should:	
• Practice with the transform tools (scale, rotate, distort) for better image placement	
• Explore the use of layer styles and blending options	
• Focus on layer naming and grouping for better file management	

Individual Intern Tracking

No	Name	Present	Submitted Task	LinkedIn Log	Queries Asked	Notes
1	Atzaz	✓	✓	✓	✓	Asked how to use opacity vs fill in text layers
2	Tooba	✓	✓	✗ (Account Issue will get resolved by this Saturday)	✓	Wanted to understand how to apply drop shadows to shapes
3	Maheera	✓	✓	✓	✓	Asked how to unlock and rename background layers
4	Umme Habiba	✓	✓	✓	✓	Inquired about converting text to smart objects
5	Mazhar Saleem	✓	✓	✓	✓	Asked how to reset a tool to default settings
6	Maaz Khan	✓	✓	✓	✓	Wanted to know the difference between raster and vector shapes
7	Mahnoor	✓	✓	✗ (Account Security Issue will get resolved shortly)	✓	Asked how to create clipping masks for images inside shapes
8	M Hassan	✓	✓	✓	✓	Needed help aligning multiple objects using guides

Notes

Questions from today's session included:

- How to reset tools to default settings
- What's the difference between rasterizing a layer and converting it to a smart object
- How to use the lasso tool efficiently for quick selections
- What are clipping masks and how do they differ from layer masks