

Daily Report – Graphic Design

General Report Info

Field	Description
Date	July 17, 2025
Internship Track	Graphic Design
Team Leads	Imran Gul
Day	Day 4

Daily Summary (Team-Wise)

Category	Remarks
Overall Attendance	8 out of 8 interns joined today's session
Response & Activeness	Interns were focused and participative while working on brochure design and visual consistency.

Common Questions Asked

- How to design multi-page brochures with proper margins
- What is the best way to handle image bleed for print
- How to manage linked versus embedded images in files
- How to set up master pages for efficient editing

Issue Resolution

Interns encountered issues with file size management and maintaining uniform margins across pages. These were resolved via:

- Tutorial on using master pages in Adobe InDesign
- Explanation of image embedding versus linking
- Demonstration of setting up safe zones and bleeds for print
- Best practices for exporting PDFs for commercial printing

General Observations

Interns showed improvement in handling multi-page layouts. Many explored paragraph styles and consistent header/footer placements. Several applied grid systems for structured layouts.

Suggested Improvements

- Focus on consistent margin management
- Practice using master pages for uniformity across brochures
- Use linked images for lighter files

- Explore typography pairing techniques for professional layout

Individual Intern Tracking

No	Name	Present	Submitted Task	LinkedIn Log	Queries Asked	Notes
1	Atzaz	✓	Developed product brochure	✓	Asked about margin guides and bleeds	Practiced multi-page layout planning
2	Tooba	✓	Created real estate brochure	✓	Inquired about image embedding techniques	Learned difference between linked and embedded images
3	Maheera	✓	Designed travel agency brochure	✓	Needed help with master page setup	Applied paragraph styles for headings
4	Umme Habiba	✓	Worked on fashion brand brochure	✓	Asked how to manage multi-page consistency	Practiced master pages for headers/footers
5	Mazhar Saleem	✓	Created hotel services brochure	✓	Wanted clarity on image bleed setup	Used safe zone guides for proper layout
6	Maaz Khan	✓	Focused on restaurant menu brochure	✓	Asked about PDF export settings	Practiced high-resolution PDF export
7	Mahnoor	✓	Created educational course brochure	✓	Inquired about using grids in InDesign	Used columns and margins for alignment
8	M Hassan	✓	Worked on healthcare brochure design	✓	Asked how to handle large image files	Shifted to linked images for optimized workflow

Notes

Queries from today's session included:

- How to set up print-ready brochures using InDesign
- Proper bleed and trim setup for professional printing
- Handling multi-page design using master pages
- Best practices for working with large images in design files