

Daily Report – Graphic Design

General Report Info

Field	Description
Date	July 23, 2025
Internship Track	Graphic Design
Team Leads	Imran Gul
Day	Day 3

Daily Summary (Team-Wise)

Category	Remarks
Overall Attendance	5 out of 8 interns participated in today's training session
Response & Activeness	Interns actively contributed to discussions and followed through on tasks

Common Questions Asked

- How to design visually balanced layouts using grids and guides?
- What's the difference between raster and vector for product mockups?
- How to export layered files while maintaining transparency?
- Which file formats are best for social media vs print?

Issue Resolution

Interns encountered confusion while exporting layered artwork and using vector shapes. These were addressed through:

- Live demo on saving PSDs and PNGs with transparency
- Introduction to vector shape tools and path editing
- Explanation of resolution settings for print vs screen
- Walkthrough of file format compatibility across platforms

General Observations

Interns demonstrated strong initiative and a willingness to improve. Many explored creative composition techniques and incorporated feedback from previous sessions. Overall design quality improved compared to the last session.

Suggested Improvements

Interns should:

- Continue refining their understanding of vector vs raster assets
- Utilize layer naming for file organization
- Create reusable design elements using smart objects
- Focus on visual hierarchy in both text and layout

Individual Intern Tracking

No	Name	Present	Submitted Task	LinkedIn Log	Queries Asked	Notes
1	Atzaz	✓	✓	✓	Asked about exporting transparent files	Used “Save for Web” to maintain background transparency
2	Tooba	-	-	-	-	-
3	Maheera	-	-	-	-	-
4	Umme Habiba	✓	✓	✓	Asked about best print file formats	Used PDF/X-1a for professional print compatibility
5	Mazhar Saleem	✓	✓	✓	Wanted to understand font embedding in exports	Learned how to embed fonts in PDF exports
6	Maaz Khan	✓	✓	✓	Asked about file size optimization for web use	Compressed assets using optimized PNG and JPEG settings
7	Mahnoor	✓	✓	✓	Inquired about layer naming practices	Implemented structured naming across mockup files
8	M Hassan	-	-	-	-	-

Notes

Key topics and questions raised today included:

- How to balance file size with quality for online sharing
- Best practices for print-ready exports
- Using shape tools for clean, scalable artwork
- Ensuring all mockups maintain transparency where needed