Daily Report – Graphic Design

General Report Info

Field	Description
Date	June 30, 2025
Internship Track	Graphic Design
Team Leads	Hamza Sajjad
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	
Best practices for using the lasso and quick selection tools	
How vector shapes differ from pixel-based layers in Photoshop	
Tips to avoid image quality loss during scaling or transformation	
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:	

Category	Remarks
• Develop a deeper understanding of layer organization and the use of smart objects	
• Improve text alignment and spacing for visually balanced poster designs	
• Actively participate by asking questions during live design sessions	

Individual Intern Tracking

No	Name	Present	Submitted Task	LinkedIn Log	Queries Asked	Notes
1	Atzaz	✅	✅	✅	✅	Inquired about layer masking techniques and non-destructive edits
2	Tooba	✅	✅		✅	Asked how to use blend-if sliders for smooth transitions
3	Maheera	✅	✅	✅	✅	Confused about optimal dimensions for Instagram carousels
4	Umme Habiba	✅	✅	✅	✅	Faced difficulty using the pen tool—later resolved
5	Mazhar Saleem	✅	✅	✅	✅	Asked about embedding custom fonts for client handover
6	Maaz Khan	✅	✅	✅	✅	Clarified differences between saving for web vs print
7	Mahnoor	✅	✅	✅	✅	Wanted to know how to apply paper texture overlays
8	M Hassan	✅	✅	✅	✅	Needed help with aligning elements using smart guides

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