Daily Report – Graphic Design

General Report Info

Field	Description
Date	June 27, 2025
Internship Track	Graphic Design
Team Leads	Hamza Sajjad
Day	Day 5

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 use adjustment layers effectively in Photoshop	
• Shortcut keys to improve Photoshop workflow	
• How to create custom brushes and use them in designs	
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:	
• Experiment with adjustment layers for non-destructive editing	
• Practice using the pen tool for precise selections	
• Organize their Photoshop workspace for faster navigation	

Individual Intern Tracking

No	Name	Present	Submitted Task	LinkedIn Log	Queries Asked	Notes
1	Atzaz	✅	✅	✅	✅	Asked about image masking and blend modes
2	Tooba	✅	✅	❌ (Account Issue will be resolved by this Saturday)	✅	Asked how to export high-quality images for Instagram
3	Maheera	✅	✅	✅	✅	Needed help using the custom shape tool and adjusting path settings
4	Umme Habiba	✅	✅	✅	✅	Asked about font embedding
5	Mazhar Saleem	✅	✅	✅	✅	Asked how to embed fonts while saving PSD and PDF files
6	Maaz Khan	✅	✅	✅	✅	Inquired about poster color models (RGB vs CMYK)
7	Mahnoor	✅	✅	✅	✅	Asked how to add texture in background
8	M Hassan	✅	✅	✅	✅	Asked how to use guides and snapping for precise layout spacing

Notes

Questions from today's session included:
• How to create a duotone effect using gradient maps
• How to preserve image quality when using "Free Transform"
• How to use layer styles for shadow and glow effects
• How to lock specific elements while designing complex layouts