

# Chapter 01 Review and Discuss

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## 0.1 Review and Discuss Questions (Chapter 1)

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### Question 1

Define Digital Media

*Answer:*



Digital Media refers to any medium that uses electronic devices or the internet to store, create, or distribute information. **A blend of audio, video, pictures, and text utilized to communicate through electronic means.**

### Question 2

List the five commitments to learning that will help you to become suc-cessful in a digital media field.

*Answer:*



1. **Be flexible**
2. **Keep an open mind**
3. **Use initiative**
4. **Listen and read attentively**
5. **Seek to aquire new knowledge and skills**

### Question 3

What are the six behaviors that make you more employable?

*Answer:*



1. **Good attendance**
2. **Promptness**
3. **Proper Attire**
4. **Clean and safe work environment**
5. **Appropriate voice**
6. **Pride**

### Question 4

What software tests are covered by an Adobe Certified Exam?

*Answer:* The tests covered by an ACE



**Design Master:**

- Adobe Acrobat® Professional
- Adobe InDesign®
- Adobe Illustrator
- Adobe Photoshop

## Web Master

- Adobe Acrobat Professional
- Adobe Dreamweaver
- Adobe Flash® Professional
- Adobe Illustrator
- Adobe Photoshop

## Video Master

- Adobe AfterEffects®
- Adobe Flash Professional
- Adobe Illustrator
- Adobe Photoshop
- Adobe Premiere® Pro

### Question 5

List some options for backing up files

*Answer:*



There are **3** main methods for backing up files, as described in Chapter 1

- Backups made on hardware such as flashdrives or a hard drive
- Backups over the network
- Online backup, transferred over the internet to a system in a distant location

### Question 6

How can you protect yourself in an electronic world?

*Answer:*



It is important to stay protected while online, this means not revealing personal information and staying away from sites that are not secure and untrustworthy. **Here are some things you should look out for and actions to take to prevent them**

- Cyber Predators: Do not trust everyone you meet online, bring a trusted adult if you wish to meet someone you met online
- Identity theft: Steer clear of shady webpages, do not put person information into any website that you do not believe to be secure or is not a credible company
- Keylogger: these are malicious files that are planted on a suspects computer in order to log their keystrokes and potentially steal their passwords
- Maleware: Do not click shady download links and perform frequent scans of your file system to detect viruses.

### Question 7

How can you protect your computer and network?

**Answer:**



In order to make sure your computer and network is secure it is important to understand what makes a password secure, it is also important to understand the use of data encryption. Lastly, you should ensure that your network is not available to the public.

### Question 8

Explain what defines a strong password

**Answer:**



1. Have a minimum of eight characters
2. Use both upper and lower case letters
3. Use at least one special character

### Question 9

What is the purpose of ergonomics?

**Answer:**



Ergonomics is the study of how people interact with their environment, particularly in the context of work. Its goal is to design products, systems, and processes that fit the human body and its cognitive abilities. The purpose of ergonomics is to improve comfort, health, and safety, and to increase productivity by reducing the risk of injury or discomfort caused by improper fit between the worker and the work environment. It can also be applied in non-work contexts, such as in home and transportation design.

### Question 10

What steps can you take to prevent repetitive stress injury?

**Answer:**



**Ways to prevent repetitive stress injury include:**

- Your keyboard should be at elbow height and even with the front edge of your desk.
- Your monitor should be positioned to avoid glare and be located at least an arm's length away.
- Your chair should have a good backrest. • Your back should be touching the backrest at all times.
- Your feet should be flat on the floor (or use a footrest).
- You should sit up straight, keeping your head and neck as straight as possible