

# Graphics Procedures

## *Basic Concepts*



**ExplorNet CareerTech**

*from The Centers for Quality Teaching and Learning*





# Graphics Procedures

## Procedures for Producing Graphics:

- ✓ Planning
- ✓ Technical Preparation
- ✓ Creating
- ✓ Distributing





# Graphics Procedures

## Planning:

- ✓ Define target audience
- ✓ Brainstorm – write down/sketch ideas
- ✓ Coordinate equipment needs





# Graphics Procedures

## Technical Preparation:

- ✓ Review Design Considerations
  - Elements & Principles of design
- ✓ Sketching and Layout
  - Sketch images
  - Sketch visual layout





# Graphics Procedures

## Technical Preparation (cont.):

- ✓ Select Equipment (equipment considerations)
  - Computer/software
  - Digital camera
  - Additional files needed
  - Scanner
  - Drawing tablet





# Graphics Procedures

## Creating:

- ✓ Design graphics
  - Place or draw objects on independent layers
  - Import any additional files into the software program
- ✓ Edit graphics
  - Create new background
  - Crop original images
  - Color correct original images





# Graphics Procedures

## Creating (cont.):

- ✓ Edit or remove background from original images
- ✓ Move or place original images on new background to fit layout design
- ✓ Scale images to fit layout design
- ✓ Adjust position
- ✓ Add text
- ✓ SAVE





# Graphics Procedures

## Distribution:

- ✓ Export – determine file format needed
- ✓ Determine electronic distribution media
  - CD
  - DVD
  - Internet download/streaming

