
Overview

This standard is about editing digital images. It covers the development of the editing approach and the production of edited image data files.

Subject to the demands of any brief, you are responsible for deciding on the approach you want to take, both creative and technical. You need to have enough flexibility to change your approach when you think it is necessary.

Performance criteria

You must be able to:

Decide on imaging approach

1. arrange for the supply of any original material you cannot produce yourself in line with organisational procedures
2. select the hardware and software most suitable for the editing you intend to carry out
3. retrieve, from image databases, any material relevant to the images required
4. check the elements to be combined in the editing process are compatible
5. decide how to treat any elements that are not compatible in line with organisational procedures
6. recognise potential legal issues arising from the nature of scanned images and follow workplace procedures to deal with them
7. discuss and reach agreement with customers on the appropriate editing approach, using preliminary drafts when required

Produce edited images

8. import required image elements into the editing software in line with manufacturer's instructions
9. produce edited images that communicate the required information in a clear and accurate way
10. present required treatment of subjects and arouse the required viewer response
11. produce edited images which comply with specification in terms of physical size, file size, content, colour, sharpness, brightness (exposure), contrast, colour space, RGB, CMYK and greyscale and output resolution
12. produce edited images to the correct image profiles
13. produce scanned images which are free of unwanted physical defects, fingerprints, dust damage and scratches, newton's rings, moiré patterning from screened originals, pixelisation, posterisation and halo effects
14. produce image proofs that meet customer requirements and workplace standards
15. detect and discuss any problems with edited images with the correct colleagues and, where necessary, with customers
16. agree the action to take to resolve problems in line with organisational procedures
17. carry out any discussions with customers in a positive and constructive way
18. maintain the confidentiality of customer material in line with organisational requirements

19. assign copyright and credits in a clear and accurate way
20. save edited image data files in the correct format
21. maintain version control in line with organisational procedures

Knowledge and understanding

You need to know and understand:

The law as it affects printing

1. copyright and ownership of images
2. obscenity
3. forgery
4. incitement
5. data protection

Ethical issues relevant to printing

6. confidentiality

Health and safety

7. hazards and risks in your own job, their assessment and the action to take to deal with them
8. manufacturers' and suppliers' health and safety requirements relevant to your job

Security and storage

9. how to safely handle customer material
10. computer system security and virus protection
11. the print with time-sensitive or restricted release dates
12. the high value products or print with a high risk of theft
13. the secure methods of archiving digital and conventional artwork

Communication requirements and processes

14. how to communicate with customers
15. how to communicate with colleagues

Workplace policy and practice

16. workplace objectives, priorities, standards and procedures
17. the identification and assessment of printing options
18. the role of images in graphic communication
19. changing image styles, fashions and demands in printed products

The operation of equipment

20. the set-up of image editing equipment and software
21. the operation of image editing equipment and software

Typography and design

- 22. the principles of typography
- 23. the principles of design

Digital imaging

- 24. sources of original material including photographers and graphics artists
- 25. how to find and use archive and on-line sources of digital images
- 26. colour theory, including additive and subtractive systems such as RGB and CMYK colour gamuts
- 27. the importance of visual compatibility in digital images
- 28. the relationship between image size, file size and resolution
- 29. file formats for digital images and the differences between them and the reasons for using them
- 30. colour management and how to set up, maintain and use image profiles

Digital files

- 31. file conversion techniques
- 32. file compression and decompression systems
- 33. file management procedures

Editing

- 34. how to identify the edits that need to be made to meet the brief
- 35. the principles of editing including creative and technical approaches
- 36. how to identify when it is appropriate to change your approach to editing

Proofing

- 37. the principal types of proof and their role in the printing process

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Plan and produce edited images



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Suite Pre Press

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