

## 317 Artwork and imaging software 2

### Summary

Use a software application to create complex artwork and images. This is based on the e-skills Area of Competence: Artwork and Imaging Software, Level 2 unit.

You will apply the following skills:

- Planning
- Designing
- Organising
- Communicating
- Using technology
- Checking

### Performance Indicators

You will:

1. Use appropriate techniques to handle, organise and save files
2. Choose and use the most suitable software tools and techniques for creating artwork and images and drawing more complicated shapes, such as painting, drawing, DTP or image manipulation software
3. Take account of the following when creating artwork and images: page or canvas size, colour mode and file size and format
4. Use common tools and techniques appropriately, such as: group and ungroup, filters to create special effects and edit existing templates (letterheads, mail shots, posters)
5. Check colour mode and filters are used appropriately
6. Check image resolution is suitable for where and how it will be used
7. Use proof reading techniques to check that text looks professional
8. Check line, paragraph and page breaks fall in appropriate places, and check that headings, subheadings and other formatting techniques are used appropriately

### Knowledge

You will know:

1. How to produce information that communicates clearly and accurately with the audience, where and when it is needed
2. How to produce more complex artwork and images for a wide variety of uses. More complex artwork and images involve more understanding and skills to produce, such as in using layout grids in DTP software or filters and effects in image manipulation software
3. What file formats are suitable for websites (bmp, jpeg, gif)
4. What file formats are suitable for print publishing that are application specific and more common (psd, eps, rtf, html)
5. What and how different IT activities are affected by laws and guidelines, such as storing names and addresses, downloading images from the Internet or sending inappropriate emails