TECHDUDM1

J7W5 04 - Create digital images

Overview

This standard is about using design and imaging software to create and manage digital images.

Creating digital images involves generating graphics and obtaining source photo images to produce digital media imagery and saving these in an appropriate file format for future use in documents and online. It also includes managing images using digital media software tools to arrange, manipulate and edit designs and images including photos and graphics using standard software tools and techniques to produce routine digital media content.

This standard is for those who need to create, edit and manage digital images to meet their own needs or as part of their duties.

Performance criteria

You must be able to:

1. Plan the steps needed to produce the required digital images
2. Create new graphics using industry standard digital media software
3. Take standard photos using digital cameras, smartphones and webcams default settings as required
4. Import photos from digital cameras, smartphones and webcams
5. Use a scanner to import graphics and photos
6. Receive, verify and store image files using digital communications and portable digital storage devices
7. Load digital images to digital media software for editing
8. Combine images of different types or from different sources to produce integrated digital images
9. Store, retrieve and share digital image files in line with organisational procedures
10. Convert digital image file to required formats in line with organisational standards

Knowledge and understanding

You need to know and understand:

1. How to identify the digital media images required
2. The different contexts for using digital media designs including on screen display, publishing on a web site, digital documents, hard copy print out and digital file
3. The copyright and permissions that apply to the use of imported or reused digital media
4. The existing sources used to obtain digital media files
5. The correct file formats to use for saving and exchanging digital media images produced
6. How to take digital photos using a digital camera, smartphone or webcam device
7. How to import digital photos from a digital camera, smartphone or webcam device
8. How to scan and import images, graphics, or drawings using a digital scanner and software
9. How to prepare images using standard image editing features including size, crop, position and lighting effects
10. How to combine digital media files including blend, wrap, order and group
11. The different file formats used for digital designs and photo images
12. How to store and retrieve digital media files
13. The standard quality problems that can arise with digital media and how to resolve them

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