

# Artwork and imaging software

## About this unit

### Structure

This unit is taken from the national occupational standards for IT Users (ITQ), Unit 2F It is divided into sections covering “what you need to do”, “what you need to know and understand” and “what proof you need”. These are described in detail below.

### What it is about

#### Who is this unit for?

This unit is suitable for you if your work involves the creation of complex artwork and images (eg work flow process maps, sketches, edited photos or logos).

#### At the end of this unit you will be able to:

Use software effectively to produce complex artwork and images that communicate clearly.

## What you need to do

### Handle files

- 1 Use appropriate techniques to handle, organise and save files.

### Create drawings, artwork and images

- 2 Choose and use the most suitable software tools and techniques for creating artwork and images and drawing more complicated shapes.
- 3 Take account of the following when creating artwork and images, page or canvas size, colour mode, and file size and format.

### Insert, manipulate and edit artwork and images

- 4 Use common tools and techniques appropriately.

### Check images

- 5 Check colour mode and filters are used appropriately.
- 6 Check image resolution is suitable for where and how it will be used.

### Check text

- 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.

## EXAMPLES

**Create drawings, artwork and images (2):** painting, drawing, DTP or image manipulation software.

**Insert, manipulate and edit artwork and images (4):** group and ungroup; filters to create special effects; and editing existing templates (eg for letterhead, mail shot images or poster).

## What you need to know and understand

### Produce information

- A How to produce information that communicates clearly and accurately with the audience, where and when it is needed.

### Artwork and images

- B How to produce complex artwork and images for a wide variety of uses. Complex artwork and images involve more understanding and skills to produce, such as using layout grids in DTP software or filters and effects in image manipulation software.

### File formats

- C What file formats are suitable for websites (eg bmp, jpeg and gif).  
D What file formats are suitable for print publishing that are application specific and more common (eg psd, eps, rtf or html).

### Laws and guidelines

- E 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 e-mails.

## What proof you need

You will need to produce at least **two comprehensive** tasks for your assessor to judge and decide whether you have met the requirements of this unit. These tasks must:

- be fully supported by evidence which has come from your job in the workplace (or from a simulated activity)
- show that you have done and know everything from the “What you need to do” and “What you need to know and understand” sections of the unit