

Level 3 e-GAD

Level 3-eGAD (Graphics, Applications, Design)

Getting it Produced (The Workflow Process)

When getting involved with the desktop publishing, graphic design, movie making, programming or structural design, there are some ground rules that you must learn besides the basics of good design. Every industry related to computer-generated products in blueprints, t-shirt screening, embroidery, newspaper publishing, websites, presentations, billboards, brochures, movies, robotics, etc. has special rules for the files.

These are rules related to:

resolution (dpi=dots per inch),

colour (spot, process, RGB (Red, Green, Blue), CMYK (Cyan, Magenta, Yellow, Black),

paint (like the kind sign painters use),

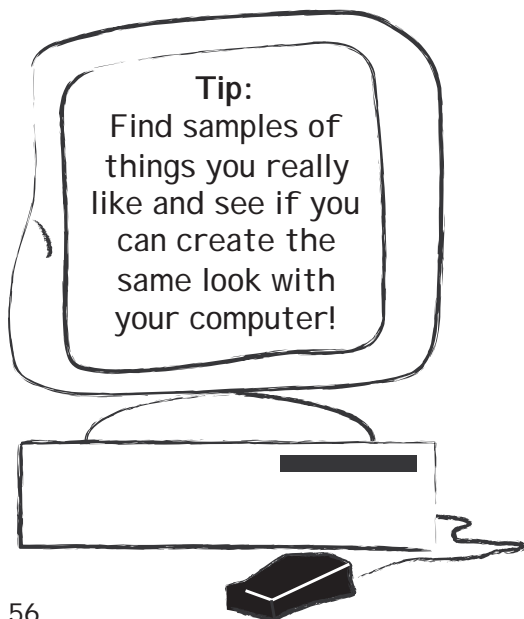
file format, and

output.

The goal of each industry workflow is simple: to create files, in "industry standard" formats, that can be used by the people who will actually make the product.

Before starting any project that will be produced by someone else, check with them (printer, screener, sign maker, blueprint maker, engineer etc.) and get a copy of their industry standard requirements for electronic files.

As a quick exercise to see what we are talking about, get in touch with or find information on industry standards related to a printer, screener, blueprint maker, embroidery company, newspaper or another business in your community.



Find as many industry standards as you can. If printers and other companies will send you copies of their standards, attach them to this page. Otherwise check the Internet, see what you can find and attach those printed pages to this page for future reference.

This level of the Computer 1-2-3 Projects manual assumes that you have already spent time practising the different software programs and that you are trying to make all of your projects for your achievement day look very professional.



Mini WP 8

Create new documents using the Templates/Wizards (Word) or Stationary/Assistants (ClarisWorks)

Try the different letter templates, envelopes, labels, newsletters and others!



Mini WP 9

Use a table of contents or index command if available

Use the headings command to create a table of contents at the beginning of your document. This table of contents makes it very easy to find different topics in a long word processing document like a report or notes.



Mini WP 10

Use Hyperlinks

Use hyperlinks to link to web pages and other documents that are related to your topic.



Mini WP 11

Save your document as a web page

Check out the files, pictures and encoding command. What happens to the name of your file when it is saved? Why does that happen?



You are now finished all of the Mini projects for Word Proessing in this manual. Your word processing programs have lots of other neat commands that you can use. Try some different ones that we haven't covered here like macros, creating tables, or merging data!

Mini DP 7

Import and modify photographs or other scanned images using individual pixels

This is often done to “clean up” a picture. People touch pictures with their fingers which leaves marks on the picture. In many cases you can scan in the image, open it in the graphics program and actually remove things like finger marks or even a hair that is sticking up and looks funny! Many people pay professionals to “clean up” their pictures!!



Mini DP 8

Combine two or more images or photographs into a single image

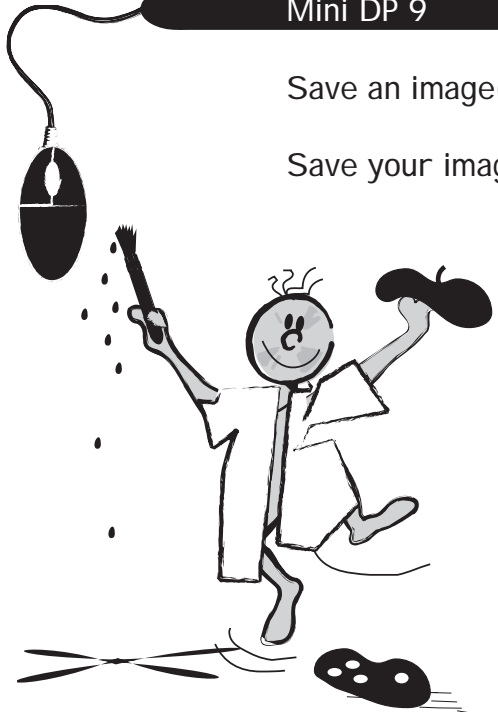
Here you may be able to use a drag and drop, place or copy and paste to combine the two or more images. The purpose is to make the pictures look like they are one picture. Maybe you can take a picture of a race horse and have your best friend riding it? Be creative and if possible print the picture or use it in a major project so you can show other people a genius' work!



Mini DP 9

Save an image(s) in a variety of formats

Save your image as a gif, jpg, bmp or tif. Do you know why you would use each format? What happens to the resolution (dpi=dots per inch) in the different formats? Does the picture change?



Just like word processing, there are lots of different tools and tricks you can do with drawing and painting (graphics) programs. Try some different commands that we haven't used. Dazzle your club with your brilliance. Graphics programs can be one of the most fun to use when you get the hang of it! All of our little figures in this manual were drawn with a graphics program... and we used a digital drawing tablet!



Mini SS 8

Add pictures and other images to the cells in your workbook (Check out the definitions of bit maps and meta files formats!)



Mini SS 9

Insert and Use hyperlinks (Hotlinks)

Use hyperlinks to link to web pages and other documents that are related to the topic of your workbook.



Mini SS 10

Saving your data as a web page

Learn how to use "automate" and "set schedule" for keeping your web data up to date!



LEVEL 3 Presentations

Mini P 7

Adding music, sounds, videos, and animated gif pictures

Some of these features will depend on your access to different peripherals and on what your computer has on it. i.e. video cards, audio etc. If you do not have the necessary hardware and software to complete this Mini project then try using the animation commands that let you move a still image across the screen. This is something you may want to try even if you can do the original Mini P 7!!

Mini P 8

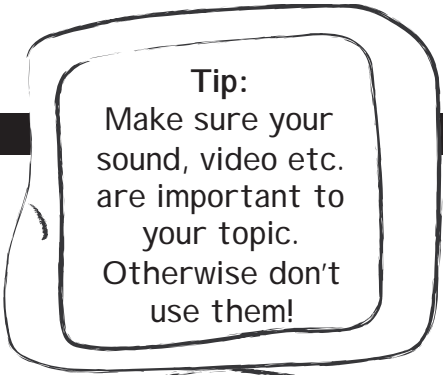
Create animation, time the show and use slide transitions.

This animation is different from the animation above. For this animation try having different information come on to your screen when you click the mouse or set it automatically with the timer. Make use of the timing command so that the show can run on it's own. Also, make use of some transition commands. Remember that it should be simple and clean. If you use too many different features the show becomes about the features instead of about the information!!

Mini P 9

Use hyperlinks

You know how to do this!!



Tip:
Make sure your
sound, video etc.
are important to
your topic.
Otherwise don't
use them!

Mini P 10

Save your presentation as a
web page

Try some of the other features
available to you in your presentation program. We can't cover
everything in this manual, but if you try some new things on
your own you'll be making great presentations in no time!!



Mini DB 5

Set up a multi layout database

You may have already done this, but this is a chance to set up your database to use for all kinds of different things. Lots of businesses use this for mailing labels and client contact information.



Mini DB 6

Work in layout and list mode

You have probably been working in one or the other. Try switching back and forth and then work with the one that seems best for you!



Mini DB 7

Add and work with new fields and records

This area is just to add more information that you can use to sort your information. Maybe it's including the date of birth for the horses!



Mini DB 8

Create and use Hypertext links to images

Make sure the images are related to your project!



Mini DB 9

Create and use multimedia fields

This mini project is optional depending on your multimedia software and hardware!



Done!! Try some other functions just for fun!

Important things to remember from Level 3:

Project Checklist

Topic

Plan

flow chart____

mind map_____

storyboard____

Software

Hardware

Peripherals

Scoring

rubric_____

checklist_____

score card_____

Plans for my Level 3 e-GAD Major Project:
(attach other pages, you will need more space!)

