

# Orientation to Graphics Production

## Resource Management (IT)

- Bandwidth
- HDD space (Disk Management)
- Clean, Tidy Desktop
- Organized Folder structures
- Basic installation of Printers
- Font Management
- Back up & Archive if applicable.

## File Transfer

**Working in a network environment/ File servers/ Folder structures/  
FTP Managing versions.**

**WWW- Websites, forums offering solutions to typical problems faced using  
various applications (Indesign, Photoshop, Illustrator, PDF)**

## Layout Production – Packaging Artwork/Magazine Layout/ Advertising/Catalogs

- Layout software tools – Illustrator/Indesign/Coreldraw
- Magazine layout production
- Packaging artwork production

**Trapping – What is trapping? How can it be done?**

## Workflow Management

- Standard operating procedures, Creating and Implementing the Work Flow Management system (Flow Charts)
- PDF workflows/Soft Proofing
- Managing Deadlines
- Best Practices – Tricks and tips from Experts.

## Comart Color Management

- a. Understanding Color Management
- b. Comart's 5-C approach
  - Calibration
  - Characterization
  - Color Transformation
  - Certification
  - Color Editing Standards and Viewing Standards

## On Job Training

- 10 Days with Experts in Comart

**Duration - 85 hours**