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# File Organization & Workflow for Digital Images Outline/Schedule

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**Instructor**

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**Class Dates**

1 session

**Additional**

Students who wish to use their own laptop computer may do so, but must have the current software / resources resident on their computer. Keyboard shortcuts for Windows and Apple OS will be covered.

**Prerequisite**

Everyone with basic computer skills is welcome. Computer Basics is an excellent class for those who need these skills.

**Overview**

A clear explanation of digital images for everyone whether you are ready to learn Photoshop, or are still wondering what images on computers is all about. This class is the first in our Computer Graphic Design course.

Topics will include:

File Organization and Workflow

Types of digital photo devices and advantages vs. disadvantages

Importing photos and options available

Digital storage devices

Image resolution and why it's important

Bitmap vs. Vector

File Formats and Usage

Color Modes & Color Libraries

Output Devices

Paper Selection for Output

Image Organization / Editing Software – Bridge, Lightroom, Photoshop

**Class Textbook (& Resources):**

Hand-outs with screen captures will be provided for note taking.

**Online Resources—For Use at School or at Home**

[www.blackstargraphics.com/links/studentresources.html](http://www.blackstargraphics.com/links/studentresources.html)

**Bring These Items To Class Daily:**

- Pen & Paper to take notes
- Flash Drive

**Instructional Procedures**

Class will consist of lecture with hands-on examples of features, guided work on examples and sample exercises for students to work on in class

**Attendance Policy**

To receive a certificate of attendance, students must attend 75% of classes.