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# **Exam Preparation**

### What makes up my grade in Graphic Communication?

The exam has written questions to test **Knowledge and Interpretation** skills in Graphic Communication. A grade A, B, C or D is awarded at National 5. 33% of your course award is made up of the graphics assignment which you undertake in class over a period of 8 hours. The exam is worth 67%. All of these elements are equally important and are combined to give you an overall grade for Graphic Communication.

## **Study Tips**

- Start revising as early as possible in S3 and S4
- Choose a study room that is quiet and comfortable
- Use study methods that suit you and check with your teacher to get ideas on how to do this. Similarly research study techniques online.
- Make a study timetable and keep to it. Short revision periods with regular breaks are better than all day cramming.
- Use your revision notes and past paper questions to prepare for Knowledge and Interpretation

## **Exam Technique**

- Make sure you know the time and place of each exam Read over all the questions on the paper
- Answer easier questions first. Don't get bogged down on difficult questions—come back to them later
- Answer all the questions even if you're not sure. writing something is better than nothing.
- Keep drawings and written answers neat and tidy
- Take all the time that is allocated for the exam—try to allow time to read over/checkall your answers at the end.
- Make sure you read the question carefully and that you answer what has been asked.

## Answering State, Describe and Explain type questions

1. State

Present *in brief* form. Similar words: give, identify, list, state.

Example: **Q**: State the colour and shape of the following diagram.

A: Blue, Square

### 2. Describing

Give *details* of characteristics and/or features of something. More detail is required than what you would give for state. For example you may describe the process/stages for a concept, process, experiment, situation or facts, but do not simply list words, you must write descriptive sentences. You should outline a description but do not require justification.

*Example:* **Q**: Describe the colour blue. **A**: Blue is a cold, sophisticated colour which can also create emotions of sadness.

## 3. Explaining:

When you explain, you don't just write information - you also need to give **reasons** that backup/justify what you are saying – the **"because"** part.

*Example:* **Q**: *Explain the geometric form of a square.* **A**: A square is considered geometric because it is made from straight lines, has four equal sides and all corners are at 90 degrees.

# <u>The 3 P's</u>

Graphic Communication uses what is collectively known as the 3P's—preliminary, production and promotional graphics.

## **Preliminary**

Preliminary graphics is concerned with the initial stages of graphic design, that is your rough or introductory work. Preliminary graphics often take the form of 'thumbnail sketches' which are small rough sketches designed to give a quick representation of your designs.

These sketches are ideal at this stage of the design process as they do not take long and give you an immediate representation of your work. They also allow you to develop a whole range of ideas quickly which allows you to build on and expand your designs.



## **Production**

For a graphic image to be considered a 'production' graphic it must convey certain pieces of information which would be of use to someone like a technologist, engineer, architect etc.

Production Graphics are concerned with telling us as much information as possible about a product. For example, it would be of benefit to know things like dimensions, moving parts, cross sections, weight, material selection etc.

These drawings usually come in the form of Orthographic Drawings, Sectional Views, Exploded Views, Assembly Views, Perspective, Isometric, Sections, Stepped Sections and Cut-aways. In order for the drawings to be clear and concise to the manufacturing sector, the drawings are usually produced on AutoCAD or other CAD packages in the form of working drawings or 3D models.



## **Promotional**

Promotional Graphics are extensively used by the sales and marketing departments of companies. This is where the product or design is displayed, advertised and put into the market place.

Promotional graphics come in the form of posters, advertisements, leaflets, flyers, displays etc. In order for a piece of promotional work to be effective, it must attract the consumers attention and make them want to look at it. Promotional Graphics are strongly linked with the features, elements and principles of Desk Top Publishing, and a good promotional graphic will hit many of the criteria described in the desktop publishing section of this booklet.



Pre	liminary Graphics:	Pr	oduction Drawings:	Promotional Graphics:
(Sket	tching, illustrations and thumbnail	Ξ	mensioned orthographic views, exploded	(Illustrations, posters, brochures, booklets, banners,
layot	uts)	dra	wings, sectional views and surface developments)	billboards, graphs and charts, web pages and
				animations, etc.)
Bene	efits	Ber	nefits	
		•	They are important when component parts are to	<u>Benefits</u>
•	They are quick to produce.		be manufactured.	<ul> <li>They can appear 'less technical' than production</li> </ul>
•	They are a good way of recording ideas or de-	•	They can show how components are to be assem-	drawings
	signs.		bled.	<ul> <li>They tend to be more easily understood than</li> </ul>
•	They are a good way of developing design	•	Technical detail can be shown using a number of	production drawings.
	ideas.		drawing types.	<ul> <li>They can be made to look more realistic than</li> </ul>
•	They can be produced using cheap equipment:	•	They can be easily dimensioned.	production drawings.
	pencils and paper.	•	The drawing standards used are now worldwide	<ul> <li>They can be used in promotional documents or</li> </ul>
	They can be quickly annotated to add infor-		standards.	videos.
•	mation.	•	They can be understood by all users, regardless of	They can show the customer what the product or
•	They are useful when communicating ideas to a	•	nationality or language.	building will look like.
•	client or colleague.	•	They are accurate. They are drawn to scale.	I hey may be placed in a virtual environment to
•	They can be easily produced on site .	•	A library of reusable parts can be built up.	ennance realism.
•	They form the basis for production drawings or	•	Electronic production drawings can be used to con-	They can have materials and lights applied to create
•	DTP work.		trol manufacturing machinery – computer aided	visual impact.
•	The quality of the graphic is not as important as	•	manufacture (CAM)	They can be animated to create visual appeal.
	the clarity of the graphic and the information it	•	They are useful when surface developments are	They can be styled to appeal to a specific target
	conveys.		required to make packaging or panels for car bod-	<ul> <li>market.</li> </ul>
		•	ies, for example.	They can be made to look attractive in order to help
		•	They can be used in promotional documents and	sell the product.
Disa	advantages		animations to show customers how parts assemble	
	,		or the floor plan of a new building.	Disadvantages
•	They are not normally dimensionally	Dis	advantages	<ul> <li>They require skill and knowledge to produce.</li> </ul>
	accu-rate.	•	Training or knowledge is required to produce them:	<ul> <li>They can give a false impression of the product.</li> </ul>
			drawing standards have to be learned.	<ul> <li>You can't physically handle a rendered model.</li> </ul>
		٠	They can be time-consuming to produce.	
		•	Costly specialist equipment is required: drawing	
			boards and tools, or computers and appropriate	
			software.	

# **British Standards**

The British Standards Institution (BSI) are the body responsible for determining British Standards for products, materials, systems and services at European and International level.

British Standards are universally understood in the production of engineering and design work. We work to standard **BS8888** which ensures the following advantages in industry:

### **Advantages of British Standards**

- Drawings are quicker and easier to draw because drawings/products are simplified.
- Standardisation of drawings make them easily understood across the world.
- Drawings are easier to understand due to their concise nature.
- Drawings can impart lots of information easily and efficiently.
- Everyone can understand them without the need for language.

### Setting up a Production Drawing

All drawing must be set up in a consistent format so as to avoid errors. The following details ensure that this happens:

### **Title Blocks:**

These should be drawn at the bottom of a sheet and extend to the lower right hand corner of the page. The following information must be included:

- Author.
- Date.
- Title.
- Projection Symbol.
- Original Scale.
- Drawing Number.
- Dimensional Tolerances.
- Units of measurement i.e. all dimensions in mm's

### Scale:

Scale determines the size of a drawing in relation to the object been drawn and the size of the paper being worked on. This ensures good proportion and accuracy.

Scale is determined by the following:

- 1. The size of the object being drawn.
- 2. The size of paper that is being used for the drawing/printing.
- 3. The accuracy of detail that is required.

Scale is shown using a ratio as follows - 1:1. this means full size.

- When a scale is increased a larger number will be placed to the left hand side of the above ratio e.g. 2:1 (twice full size), 20:1 (twenty times full size), 200:1 (200 times full size). When calculating these measurements you simply multiply.
- When a scale is decreased a larger number will be placed to the right hand side of the above ratio e.g. 1:2 (half full size), 1:20 (twenty times smaller than full size), 1:200 (200 times smaller than full size). When calculating these measurements you simply divide.

Title:	
Drawn By:	Date:
Drawing No.:	
Scale:	<del>( ⊕ )</del> { -
Tolerance:	$\nabla$

# **British Standards - Drawing Conventions**

The most common drawing symbols are shown below. You will use them in your coursework drawings. It is important that you understand and remember them



# Dimensioning

## **General Principles**

Dimensioning is the process of applying measurements/sizes to technical drawings. This is the process is by which designers and draughtsman will communicate the information required for the manufacture of products. Dimensions Should be applied to the drawing accurately and clearly.

## When Dimensioning:

- A. Projection lines connect to dimension lines.
- B. Dimensions are kept outside the drawing as much as possible to improve clarity.
- C. Crossing of dimension lines should be avoided.
- D. A 2mm gap should be kept between the projection line and the part being dimensioned.
- E. Projection lines are drawn at right angles to the object.
- F. Dimension lines should never be broken, even if interrupted by another.
- G. A slim block arrow head should be used at the end of a dimension line indicating the position of the part being dimensioned.
- H. On **horizontal** dimensions the number should always be placed above the dimension line and in the centre of the dimension line.
- I. On **vertical** dimensions the numbers should always read from bottom to top and be placed on the left hand side of the line. They should also be kept central.



## **Dimensioning Circles:**

- A. When placing a dimension on a circle, the dimension line should pass through the centre of the circle and touch both edges of the circles circumference. A block arrow head should be placed at both sides of the line and a dog leg used to show add size.
- B. When viewing circles side on, dimensions should be applied as described in the above examples, however the **diameter symbol** must be included before the number.



# Dimensioning

#### **Dimensioning Radii:**

- A. Radii should be dimensioned by a line that passes through or is in line with the centre of an arc.
- B. The dimension line should only have one arrowhead, which should touch the arc.
- C. Radii of arcs that require their centre to be shown should be dimensioned with a leader line and extension line that connects the centre of the circle to the arrowhead.



#### **Dimensioning smaller features:**

A. Where there is a small feature amongst larger features of an object, the dimension must be applied as is shown below.





Depending on the position of other dimensions, it is also possible to dimension small features using the methods shown right.



#### **Angular Dimensions:**

When dimensioning angles on a drawing, they should be applied as shown in the diagram to the right.



## **Dimensioning**

**Parallel dimensioning:** consists of a number of dimensions starting from a common reference feature or point (X), see diagram on the right.

#### **Benefits:**

Ensures the drawing is neat and accurate and makes it easy to work out sizes quickly.



Parallel dimensioning

**Chain dimensioning:** consists of a chain of dimensions. These should only be used where the possible accumulation of tolerances does **not** affect the function of the part, see diagram on the right.

#### **Benefits:**

Makes it easy to identify individual sizes whilst also making it easy to add sizes together to work out larger sizes.



#### Chain Dimensioning

#### Across the Flats A/F:

Refers to the distance of a hexagon or an octagon across its sides (flats).

#### Across the Corners A/C:

Refers to the distance a cross the corners of a hexagon or an octagon.

#### Key Note:

A hexagon/octagon drawn A/F will always be bigger than one drawn A/C as the hexagon/octagon is drawn outside of the circle.







### **Orthographic Projection**

These drawings show 3D objects as 2D drawings. Before a product is manufactured accurate detailed drawings must be produced. These drawings are made using Orthographic projection. This includes three views of an object that are drawn looking face on: ELEVATION (FRONT), END ELEVATION (SIDE) and PLAN (top).

Hatching Lines: Always drawn at 45 degrees.

End Elevation

More info on page 10

### Sectional Drawing

Sectional views are used on drawings to show the inside details of an object more clearly than hidden detail can. They are also used on sectional assemblies to show clearly, how component parts of a product fit together. **More info on page 11** 





This view is used to show the 2D design and layout required to create a 3D card model of an object. Similar to net shapes used in maths however the top and bottom are normally excluded.

Development



This is used to show the actual shape a surface, when it is difficult to see this due to the angle of the surface or position of the surface on an orthographic drawing.

tring of the shape of wind opening



### **Exploded Drawing**

An exploded view shows the separate parts that make up an assembly. The parts are arranged in line to help identify how they would fit together.

More info on page 11

## Drawing Types - Orthographic (3rd angle projection)



Orthographic projection shows three dimensional (3D) objects as two dimensional (2D) drawings.

Before a product is manufactured or a building is constructed, accurate detailed drawings must be produced. These drawings are made using orthographic projection systems that are understood around the world. The most common orthographic projection system is called: **Third Angle Projection**. An object is usually drawn in up to four 2D views:

- The **elevation**, viewed from the front
- The **plan**, viewed from the top
- Two end elevations, viewed from each end.
- The views are always set out the same way.



#### **3rd Angle projection symbol**

The Third Angle Projection Symbol is added to all drawings to explain its layout. You will commonly see this in orthographic drawings, showing that the drawing is laid out using an **Elevation**, **End Elevation** and **Plan**.

If you look through the box at the object, the view that you would see is drawn on the side of the box, Fig.3. Note that if you are looking along the lines of the arrows **E**, **P and F** and that these arrows are pointing "square on" or at right angles to the object. The prefix "**Ortho**" means square on, straight, upright. If the box is then "**opened out**" and flattened, Fig.4a and b, you can see how the drawing will look on your paper.

Notice that the **PLAN** is above the **FRONT ELEVATION**, and the left hand **END ELEVATION** is to the left of the **FRONT ELEVATION**. This is how you would set out your drawings for Third Angle Projection.

#### Some rules for Third Angle Orthographic Projection

- To avoid confusion, it is important that the same symbols and lines are used by everybody.
- The **British Standards Institute (BSI)** recommends particular ways of showing information on drawings.
- This common use of lines, symbols etc. is called **Drawing Convention**.
- Dimensions are only ever applied to orthographic component drawings. Where an orthographic is shown as an assembly, dimension should not be applied.

#### Note:

You should be able to give a written response describing **Orthographic Drawings** and how its associated views (Elevation, End Elevation and Plan) are produced. You should also be able to describe what is meant by **Third Angle Projection** as well as **Drawing Convention**.

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# Sectional Drawing, Sectional Assemblies and Exploded Views <sup>11</sup>

#### Sectioned Views

A sectional view shows a cut through an object, allowing you to see the inner workings of it. Sectional assemblies show a section of a fully assembled product, allowing to see inner workings and how each component fits together. The part shown below demon- strates a section of a small wall mounting bracket.



In the orthographic view shown below, notice that both sections AA and BB are positioned in line with the cutting plane given. A cutting plane will always have arrows that indicate the area to be shown once the cut has been made. The letters allow you to identify which cutting plane relates to which sectional view.



## **British Standards in Sections**

BSI hatching sectioned or "cut" objects is always at 45° and evenly spaced *(fig 1).* 

Hatching an object with more than one part (i.e. a sectional assembly) is achieved by firstly changing the direction of the  $45^{\circ}$  lines (*fig 2*) or if there are three or more parts , the spacing between the  $45^{\circ}$  lines can be altered (*fig 3*).



BSI conventions also state the certain parts of a sectional view must not contain sectional detail and hatching lines.

<u>Parts that should not be cross hatched</u>;: nuts & bolts (*fig 4*), gears, axles, roller bearings, ball bearings, webs (*fig 5 and 6*), ribs, shafts, studs and machine screws.

There are exceptions to this however. The items listed above can be hatched when a cut crosses their axis. Fig 7 shows a straight-Ended boss with the web cut across its axis.



## **Exploded Views**

Exploded views are used in graphic communication to show how parts of an object fit together. They are called exploded because all of the parts are separated from each other. An example is shown below. IKEA use this type of drawing often to show how parts of flat pack furniture are to be assembled



#### Standards for exploded drawings

You must know the following standards for the exam as this is often asked about.

- Each part must line up with the part it is to be connected to .
- Each part must line up with the part it is to be connected to .
- There must be a clear gap between views so that it is clear where parts go and easier to read the drawing.
- Exploded drawings can be drawn as orthographic or pictorial.

## Sectional Drawing, Sectional Assemblies and Exploded Views

## Answering questions on sectional views:

In the exam you will often be shown an orthographic view and pictorial view of a product. You will then be asked to identify the correct sectional view from a range of given views. Study graphics carefully, looking for items you know should not be cut, inconsistent or incorrect hatching lines/angles, studying hidden detail to understand where spaces, wall thicknesses, key features or important details are. Look at the product below:



## Can you identify the correct sectional end elevation for cutting place B-B?

## The answer is 4 – why? Look at the diagram below to understand why 4 is the correct answer.



The hatching of the middle part for three 3 is wrong as it is all going in the same direction. This would be incorrect as there are two components that make of the middle part, therefore both should be cross hatched differently.

## **Geometricic Drawings**

#### Prisms, Pyramids and Cones

Prisms are common geometric forms used in packaging and counter displays. There are several different types, each taking its name from the shape of its base. For your exam you will need to know each type of prism and how to draw them. Prisms are often drawn in orthographic. You will need to know how to draw cut surfaces as end elevations and plan views, whilst also understanding how to draw the true shape of a cut surface and produce a surface development of the prism. This is also true of pyramids and cones. Pyramids are square/rectangular prisms that have tapered (sloping) edges. Cones are cylinders that have tapered edges. You must know the following:



#### Surface Cuts on Prisms:

A surface cut refers to a cut that has been taken across any part of a prism. The surface that is left from that cut is known as the cut surface. In the example below, a surface cut (A) is to be taken across a hexagonal prism. From this the graphic designer would need to work out what the plan and end elevation would look like. A worked example is shown below.



**1.** Produce the plan by projecting up from the elevation and using the correct A/C or A/F method to produce the required hexagon in this case.

Don't forget to them apply a numbering system to make it easier to identify edges/corners on each view.



2. Project lines across from the plan and back down via a bounce line.

**3.** Project lines across from the elevation and in particular the cutting plane where it cuts the corners of the hexagon. This will produce a grid that will enable you to produce the required end elevation.

Again don't forget to use the number system to help you match up edges.

NOTE: You could be asked to repeat these two methods in the exam. You will be given pre-drawn construction lines but must know how to plot the points for end elevations and plans for all types of geometric cylinders and prisms. You will cover this skill in class and must ensure you understand how to do this.

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## **Geometry Continued**

5. Finally block in the relevant detail for the plan and end elevation to complete the drawing.

Datum

#### **TRUE SHAPES:**

Although we can see the shape of the cut surface in both the plan and end elevation, we do not know its true size. This is because in orthographic we are looking at these views straight on. This means that the sloping cut surface is obscured and the shape we see is smaller than its actual size. Therefore we need to draw a draw true shape.

The example below will explain this to you.



**2.** Project further lines from the cut surface where the cutting plane meets the corners of the hexagon and number them so you know what edges they match with.

3. Draw a datum line that represents the centre of the hexagon



4. Measure the widths from the centre of the plan to the corners of the hexagon.

5. Step these sizes onto the relevant corner lines you have projected from the elevation.

6. Join the points to create your true shape.

#### SURFACE DEVELOPMENTS:

the elevation.

6 5(1)

4(2) 3

1. Project off of the cut surface on the eleva-

tion at right angles to find the TRUE LENGTH.

**NOTE:** The true length defines the exact

length of the sloping surface. This can only

be found by projecting off at right angles to

4(5) 3(6)

A surface development is similar to a net shape, the difference being, that a surface development focuses specifically on a set surface of the prism as opposed to its entire shape. For the hexagon above, the surface development would like the example shown right.

#### To draw this you would

- 1. step off the width of one side of the hexagon 6 times onto a straight line.
- 2. project lines up/across from these points.
- 3. Number it starting with the number that corresponds to the shortest
- edge of the elevation which in the above example is 3.

4. you would then measure the heights from the base of the elevation to cut surface for each edge and its number and the measure then onto the relevant 6 lines of your surface development. 5. Outline the surface development.

This is used when planning packaging to design to evaluate how a package should be developed and assembled.

#### **IMPORTANT STUDY NOTE:**

Although the method shown above, demonstrates prism geometry on a hexagon, the method remains similar for square, triangular and octagonal prisms. It is also relatively the same for cylinders the only difference being that you will need a concentric circle to help you find points for the end elevation, plan, true shape, and surface development.

For pyramids and cones the method remains similar however the main change is in the surface development of these prisms. You will learn about these in class and will draw them whilst also learning how to answer NAT 5 exam style questions regarding this.

IN THE EXAM you will be asked to identify correct true shapes from a series of views. Remember to measure them exactly as is shown above to ensure you select the correct. Your teacher will go over this with you in class to ensure you understand it fully.



## **Graphics Techniques: Auxiliary Drawing**

### ANSWERING THIS IN THE EXAM.

You will not be asked to draw a true shape in the exam. However, like with the sectional exam questions, you will be shown a production drawing with a series of solutions. You will then have to identify the correct view through measuring the given drawings and using the techniques you have learned in class. Exam questions will be structured something like this:

Q: A partially completed drawing for a cone and hexagonal pyramid is given below. Using correct technical graphics techniques, identify the correct true shape from the views given below (2).



**To Answer:** The answer will not be immediately obvious and therefore you will have to do the following:

- Do the true shapes roughly match the shape of the plan. If any don't look right then they're probably not. For example view 13 wouldn't be correct for the hexagonal pyramid as it has two straight sides which aren't evident on the plan view given for the pyramid.
- 2. Start by measuring the true length of the slope on the elevation and checking this against the centre line on each of the true shapes given. Any that aren't the same size should be excluded. **A:** provides an example of this.
- 3. If two solutions have the same length start checking the widths of points across the plan or end elevation if given. **B:** provides an example of this.
- 4. Once you have checked these sizes you should be able to identify the correct view.

Go on and try it using this an example and see if you can work out with one is the correct answer.

## Geometric Drawings A/C and A/F

#### **Hexagons and Octagons**

Often in Graphic Communication we may have to draw hexagons and octagons. These are drawn in using two methods which are listed below. You must know these and difference between both methods in terms of the size of hexagon or octagon produced with each method.

#### A/C and A/F

A/C = Across the corners and A/F = across the flats, refers to way in which hexagons and octagons are drawn. **They both determine the size of the hexagon or octagon.** Each method is shown below:

A/C - Across the corners: This results in a smaller hexagon/octagon.

- 1. Start by drawing a circle to the diameter given for the hex/oct.
- 2. Divide it into twelve segments using a 30/60 set square.
- 3. Then join the corners of the segments together as shown in the example below

NOTE: that the shape ends up inside the original circle and is therefore smaller.





A/C - Across the corners: This results in larger hexagon/octagon.

- 1. Start by drawing a circle to the diameter given for the hex/oct.
- 2. Divide it into twelve segments using a 30/60 set square.
- 3. Then draw lines adjacent to the flats of the circle as shown below.

NOTE: that the shape ends up outside the original circle and is therefore larger.



## **Drawings Types**—Pictorial

The word pictorial refers to any drawing that emulates 3D. Pictorial drawings are technically not 3D but a representation of something in 3D. This is because they are drawn flat (2D) onto paper.



#### Advantages of each drawing type:

**Isometric drawing** is a method of pictorial drawing where all three dimensions and three surfaces are shown in one view. Isometric means 'having equal measure'. You can produce an isometric drawing more easily by constructing an isometric crate first. You can then draw the object inside the crate.

**Oblique drawing** is a simple form of pictorial drawing, often used because it shows the true front view of an object and circles can often be drawn with a compass.

**Planometric drawings** are used by architects, civil engineers and interior designers. Planometric projection is easy to draw and offers a clear view of interior spaces. It gives a viewing position looking down from above.



#### Advantages of perspective drawings

**Perspective** has the effect of shortening the depths which project back to the VPs (foreshortening effect). In other words lengths, breadths and heights reduce in size as you get closer to the vanishing points.

Sketching or drawing in perspective is the best way to make your sketch/drawing look realistic. Illustrators often use perspective to make the products they draw look impressive. Drawing and sketching in perspective can make buildings and products look bigger that they really are. One Point Perspective uses only one vanishing point whereas Two Point Perspective uses two vanishing points.

#### ANSWERING EXAM QUESTIONS ON PICTORIAL DRAWING TYPES:

In the exam you will not be asked to draw a pictorial drawing. However, you will be asked to identify them. You will normally be shown a 2D or pictorial view and asked to state what type of view it is or describe the benefits of using that type of pictorial

view. You may also be asked to identify the correct view from a number of given views drawn in a pictorial graphic technique. An example is shown below. Here the type of pictorial is isometric. Notice the key features (circled) of the object and where they are positioned. Use these to help you then identify the correct pictorial from those given on the right. In this Example there is a shelve at the top on the right side and a shelf at the Bottom on the left side. There is also a bracket on top with two points.





You should notice then from the analysis given that the two correct views are those marked above.

## **Reading Complex Drawings**

During your course you will be asked to read and interpret many types of drawings and schematic diagrams. Many examples of drawings and symbols can be found in everyday life. You may be asked to comment on the following types of complex drawings:

- building drawings/site plans/location plans
- plumbing/heating drawings
- assembly/component drawings of everyday items
- town/railway maps.

In analysing these you may have to identify errors on the drawing in relation to incorrect British Standards, select correct views from a given drawing or pick out key information such as dimensions/parts to show that you understand how to read complex drawings.

An example of this could include something such as this:

An assembly and exploded drawing of a chair frame is shown.

Indicate in the table below, the quantity of each type of corner bracket required and the shape of pegs that will be used for each. Bracket 2 has been completed for you.

To do this you will have analyse the drawing and note which tubes connect together. You will then have to look at the angle

of degree each bracket is connected with.

With this in mind 4 of bracket 1 would be required with a square to hexagonal connection. Although bracket 4 is also at 90 degrees, you will notice that this is connected with two tube A's therefore it is a sq. to sq. connection and 2 are required.





Inter	preting	<b>British</b>	Standard	mistakes.
much	picting	Difficion	Junuara	mstarcs

You may also be shown a production drawing like the one on the left and asked to identify British standard errors in the drawing.

20°

106°

90°

2

You should then study the drawing and any other given information, noting all of the mistakes you find. IN the example here you should be able to notice the following errors:

A: No centre lines are given.

Bracket 2

Bracket 3

Bracket 4

- **B:** The web is cross hatched.
- **C**: The line type for the cutting plane is wrong.
- **D**: Number is placed in the wrong position for the dimension.

This type of analysis is crucial and you must practise it often to ensure you are able to answer these type of questions.

# **Drawing Types - Building Drawings**

Building drawings are used in industry to support construction trades in understanding how to manufacture homes & buildings etc within site developments. You must know the following plans and their key features for the exam.



# **Drawing Types - Building Drawings**

## FLOOR PLANS

A floor plan is a type of sectional view. It represents a plan view of the building with the roof removed. This shows:

- The internal arrangement of rooms
- The position of doors and windows
- The type of internal and external walls

Floor plans are used by builders, electricians, joiners and plumbers to help plan and construct the building.

The scale of the floor plan depends on the size of the building but is usually **1:50** (That is 50 times smaller than real size).

An example of a floor plan is shown below:



# **Drawing Types - Building Drawings**

Detailed information - appliance & fixture plans (Scale 1:25)

Used to show detailed information of appliances and fixtures within an individual room/area.





In addition to the view outlined previously you must also understand and be able to recognise the following British standard symbols for appliances, fixtures and fittings.



# **CAD Techniques General Terminology**

## Back-up

Making a second copy of a computer file. In case the working copy is damaged the back-up files can be retrieved and used. Back up files are often stored on alternative storage devices, such as USB keys.

## Copy/Paste

An image or text is copied onto the clipboard. The original stays in place. The object can then be pasted (inserted) from the clipboard.

## Cut/Paste

As per copy/paste except that the original object is removed.

## Export

Saving a copy of a file as a different filetype so that the file can then be used by an alternative computer program.

i.e. A CAD drawing file (.dwg) can be exported as a windows metafile (.wmf) and can then be imported into a CAG program.

## Hard copy

Simply means any copy of drawings produced as a plot or printout.

## <u>Import</u>

To bring in a copy of a graphics or text file. Such as an image or text for use in a DTP layout.

## Rotate

The designer can manipulate a shape, image or text box turning it to any angle. Some DTP software programmes have 'quick' rotate buttons for set angles such as 90°.



## Undo

Means to reverse the last command.

## CAD Library:

A library of premade components or drawings that can be added to new models or drawings. Doing this saves times as parts/drawings do not need to be created over and over again. It also ensures consistency as everyone within a company is using the same files produced to the correct standard when first made. Think of an architects firm. Having a CAD library of features such as doors/windows etc saves the graphic designer having to draw these over time and time again when they are a common symbol.

## **Computer Systems - Hardware**

Computer hardware can be described as the physical components of a computer. These are the things that allow the computer to carry out its vital functions and operations like a Modem.

For the exam you will need to know the function and names and functions of the following **input**, **output** and **storage** devices.

**Input Devices** - Input information into the computer to help you control it.

### <u>Keyboard</u>

<u>Mouse</u>

The keyboard includes letter, number and function keys. These keys are used to send letters and numbers to the screen and to send commands to the computer. The guid aro Fun

The mouse is used to guide a pointer (cursor) around on the screen. Functions are selected by clicking on the control buttons.





### **Digital Camera**

This device saves images in a digital form. The images can be downloaded onto a computer for enhancement in an image editing program. Digital cameras don't use film and you can instantly view the images taken. Graphic artists often use digital cameras to create images for brochures and instruction manuals.

## **Graphics Tablet**

This device gives pinpoint accuracy because the puck or stylus detects an exact position. This makes it ideal for tracing line drawings or for inserting CAD library components.





### Flatbed Scanner

A Scanner electronically

converts a paper-based image into a computer file. Drawings, photographs and text can be scanned in full colour.

### Hand Held Scanner

This device works in the same way as a flatbed Scanner, except it is held by the operator and moved by hand. Better for portability but can be difficult to get accurate images.



**<u>Output Devices</u>** output information to show what the computer is doing or what you have produced.



### Monitor (Visual Display Unit or VDU)

Modern monitors use technology which can display high resolution images. The bigger the monitor, the more of the work can be seen at the same time. 17" is a minimum useful size for a monitor.

### Flatbed Plotter (Wide Format Printing)

This device produces medium quality output. Paper sizes are limited by the size of the bed. Coloured pens are changed as required. An arm moves left to right and forwards/backwards to plot the print detail delivered from the computer. Very useful for printing CAD line drawings.





#### Drum Plotter (Wide Format Printing)

Drum plotters are used in industry to produce drawings on very large sheets of paper up to A0 size. The paper is supplied on a roll which is rotated back and forth to provide one axis of movement while the pen carriage moves from side to side giving the second axis of movement.

#### **Ink-Jet Printer**

An ink-jet printer sprays a jet of ink onto the page to form text or graphics. The print quality is usually very good and they are not too expensive to buy. In comparison to Laser printers they can be quite slow, however ink is cheaper and they produce better colour images. As the ink takes time to dry it can smudge if touched too early.



#### **Speakers**

Allows the computer to produce sound.





Laser printers produce very high quality output (1000 dots per Inch or better). They are much faster than inkjet printers and produce better quality print outs. Running costs are cheaper when printing bulk print outs as they use toner ink, however laser printers are expensive and can therefore be non viable for the individual consumer. Toner is expensive and they are better at producing black and white copies.



## **<u>Storage Devices</u>** - allows you to store and backup data.

### Hard drive

This a magnetic Storage device which is usually located within the Central Processing Unit (CPU). It is used to store the operating system and the software used by that computer. Typical capacity 16GB—4TB



**External Hard drive** 

Similar to the magnetic Storage device located within the Central Processing Unit (CPU). Here though, the disk is separate from the computer and connects to it via USB. These are used to store files and backup data. Typical capacity 16GB—4TB



#### **Recordable Compact Disk CD-R**

An optical medium which can be read in any CD-ROM drive, though it requires a special drive to record. Storage capacity 700MB

### Digital Versatile Disk (DVD)

An optical medium similar to a CD-ROM with a much larger storage capacity— Typically 17GB



### **Blu-Ray Disc**

Advanced optical medium similar to a CD/DVD with a much larger storage capacity—Typically 50GB



#### Memory Stick/USB Flash Drive

This is a storage device with a capacity of up 22GB. Can be connected to any computer via the USB port.





#### SD and SD Micro Cards

Small storage cards that hold several GB's. Used to store photos in camera and camcorders.



# **Computer Systems - Software**

## Software Used In Graphic Communication

Computers have greatly influenced the work of designers and graphic artists who previously did all of their work on paper. They now have access to many software packages which make their work easier. Some of the software packages available are illustrated below:

## Computer Aided Designing/Drawing (C.A.D.)





## Word Processing

Word Processing packages such as *Microsoft Word* allow the input and editing of text. They can be used to produce a wide range of text documents such as letters,

reports, manuals and mailing lists.

## **Spreadsheets**

Spreadsheets are used for inputting and automatically calculating tables of numbers. Changes can be made quickly and easily: if one number is changed, all of the numbers are recalculated.

Spreadsheet software such as *Microsoft Excel* can automatically produce Graphs and Charts for Presentations.





## Desktop Publishing (D.T.P.)

DTP packages like *Serif PagePlus* are used to create publications such as brochures, magazines and newsletters by combining text and graphics. They contain many powerful functions which allow complex page layouts to be created accurately.

## **Illustration Software**

Illustration packages such as Serif Draw can be used to add colour, tone and texture to CAD drawings or to create new drawings/graphs from scratch.

Complex illustrations can be created and easily edited using this type of software.



# **Computer Aided Design (CAD) Software**

Computer Aided Design (CAD) was developed so that architects and engineers, who had previously produced drawings on paper, could produce the same kind of drawings on computers. This has revolutionised the graphics and engineering industries. Nowadays computers have largely replaced drawing boards in industry and commerce. There are two types of CAD you need to know about: <u>2D</u> and <u>3D</u>.

**1. 2D Software** such as AutoCAD allows graphic designers to produce orthographic and pictorial drawings using a system of lines, shapes and 2D CAD commands. These drawings are always 2D in nature but can then be turned into 3D models if necessary.



2D CAD software eventually led to the development of **3D modelling software**. This software unlike 2D CAD, allows the graphic designer to instantly build 3D models without the need to draw 2D orthographic or pictorial views first. This is done using 3D CAD commands that instantly allow the designer to transform 2D shapes into 3D models.

The difference here is that 3D models can be rotated to see all sides of an object where as 2D CAD is similar to drawing board work and only provides the designer with an orthographic view or 3D representation = 2D pictorial i.e. isometric.

## Types of 3D Modelling

There are 3 types of 3D computer models:

- Wireframe model The model is built up using a series of connected lines/curves. This creates a wireframe allowing you to see the external shape and internal workings of a model.
- 2. Surface model The 3D model is built up by drawing the surface of an object normally extruding or revolving the wall of a line or shape. These models replicate products made from thin sheet materials
- 3. Solid model The 3D model is built up using simple solid geometric shapes such as cones and cylinders and then cutting away the sections that aren't required for holes etc. This type of model can be rotated on screen to be viewed from any angle.



# **C.A.D. Features and Edits**

You will have used most of these editing commands while producing C.A.D. items for coursework . You must learn all of the features and edits listed below. **Features** are commands that create something where as **edits** are something that allow you to enhance or add additional features to the model. You should be able to use and describe these terms when answering CAD modelling questions.

TOOL (FEATURE OR EDIT)	DESCRIPTION	IMAGE	2D or 3D
CHAMFER (EDIT)	Used to angle corners.	Chamfer	2D & 3D
FILLET (EDIT	Used to round corners.	🔂 🏹 Fillet	2D & 3D
ARRAYS (EDIT)  LINEAR BOX RADIAL  DO NOT REFER TO THESE AS PATTERN	<ul> <li>Copies and repeats feature as many times as required.</li> <li>Copies features along a line</li> <li>Copies features within a grid/box</li> <li>Copies features around a circle or arc.</li> </ul>		2D & 3D
ZOOM	Allows you to zoom in and out of graphical item.	Q <sup>±</sup> <u>Z</u> oom	2D & 3D
SCALE (EDIT)	Enlarges or reduces the original size of an object.	Scale	2D
DIMENSION	Adds sizes to a drawing.	🔫 General Dimension	2D
COPY (EDIT)	Copies and positions objects without hav- ing to redraw them each time.	Сору	2D
BREAK (EDIT)	Removes a section from the middle of a line.	-/- Split	2D
TRIM (EDIT)	Cut or remove part of line that	🌾 Trim [X]	2D
EXTEND (EDIT)	Makes a line longer.	/ Extend	2D
ROTATE	Turns an object to any angle around a se- lected point.	🔶 <u>R</u> otate	2D & 3D
MIRROR (EDIT)	Creates a mirror image copy of an object.	<b>D</b> Mirror	2D & 3D
PAN	Allows you to drag the page around your screen.	Sm	2D & 3D

MOVE	Allows you to move parts of your drawing	•	2D & 3D
NOVE	to a specific point on your page.	₫ĞÞ	20 0 30
TEXT	Add writing to a drawing.	A Text	2D
SNAP	Ensure sketches start directly on the start or end of another shape/line. This improves accuracy		2D
LAYERS	A complex drawing can be built up in lay-ers making it easier to work on. Each layer can be turned on or off and can be printed out separately to improve understanding.		2D
GRID	Create a gird a t specific spacing in terms of measurement. This ensures lines/shapes start at given points on a grid improving accuracy and dimensioning		2D
LINE (FEATURES)	Draw a line.	2	2D
RECTANGLE (FEATURE)	Draw a rectangle/square normally around two cor-ner points		2D
CIRCLE (FEATURE)	Draw a circle	$\bigcirc$	2D
ARC (FEATURE)	Draws an arc usually around 3 points = start, end and middle	e contra de la con	2D
POLYLINE (FEATURE)	A a series of straight that stay connected to make an unusual shape	٢	2D
SPLINE (FEATURE)	Special line. Control nodes on the line to allow you to make a series of smooth compound curves.	2	2D
EXTRUDE (FEATURE)	Allows you take a simple 2D shape and pull it out into a 3D object. I.e. a 2D square extrudes into a 3D cube.		3D
SUBTRACT (EDIT) <b>(DO NOT CALL THIS</b> CUT)	Similar to extrude, however subtract cuts out an area in the model to create holes or remove material.		
REVOLVE (FEATURE)	Allows to revolve half of a profile/shape around a central axis, making it into a cylindrical feature. I.e. a 2D semi- circle becomes a 3D sphere		3D
SHELL (EDIT)	Hollows out a solid 3D model to create a shell.		3D
WORKPLANES	Set planes where you can draw 2D sketches that allow you to build your model from the ground up, side to side, or front to back.	Modelling tree	
CAD MODELLING A CAD modelling tree nodel. Its lists each c hem, the 2D sketche	TREE: tells the story of how you have created your if the 3D features you have carried out and stores within s used to build the 3D feature. The advantage of this is it s into any 3D feature or 2D sketch and edit it to undate	REVOLVE PROFILE	500 [GROUP I] 500 [GROUP I] 810MM [GROUP I] ARRAY [GROUP I] WALL 2MM
your model. It also a model to early, you c	llows you to rearrange item for example, if you shelled the an reorder your steps to have it appear later in the model.		

# **3D C.A.D. Features**

As well as the commands shown on the pages previously, you will need to know 3D features in more depth. You will often be asked to describe how a graphic designer could build a given 3D model, You should You should always apply the following thinking before attempting questions of this type:

## Analysing:

- 1. Read the question carefully and analyse the graphics given.
- 2. Is the model made using extrude or revolve?
- 3. Are there any edits applied such as fillets, chamfers, shells, subtractions?
- 4. What are the key dimensions you will need to refer to, to create the model?
- 5. What profiles might you draw in 2D that could then be turned into something 3D.

Once you have applied this thinking you are then ready to answer 3D modelling questions. A worked example is provided on page:

## 3D CAD features explained further:







# **Answering 3D CAD modelling questions**

Start by analysing the question and going through the steps listed on page

Question:

An extreme sports company, Equilibrium, have designed a new skateboard.

![](_page_36_Picture_4.jpeg)

A CAD technician was provided with orthographic preliminary sketches of the wheel component.

![](_page_36_Figure_6.jpeg)

### **Question Analysis:**

Having looked at the question carefully you should be able to conclude that:

- 1. Both extrude and revolve could be used for this model which means you could answer using either cad feature.
- 2. R8 Fillets have been applied to the corners and there are two holes subtracted on the inside where the hidden detail is shown.
- 3. All dimensions shown will be crucial as without them the model can't be made, therefore you should refer to all of them in your answer.
- 4. If using extrude you could draw a circle profile and then extrude it to the correct height. If using revolve, you could draw half the end elevation as the item is symmetrical and revolve it around the centre line.

Now lets put this analysis into a correct answer.

## **Answering 3D CAD modelling questions**

#### Answer:

Before you answer avoid these common mistakes:

- You are not explaining how to model the item to a complete beginner. Your question paper will be marked by experienced
  graphics teachers, therefore use sketches to explain your answer.
- Do not write large paragraphs that say things like: start a sketch, select a workplane, select a circle, draw a circle etc. If you
  do this you will be writing forever and will find it difficult to explain the answer. Simplify it and list the keys steps, using
  sketches to create your answer.

#### Here's how to do it then.

The question is worth three marks so aim for three key points, however do not panic if you write less/more than this as you will see below in the examples that follow. All of these would be accepted and would attract full marks.

#### Extrude Example 1:

![](_page_37_Figure_8.jpeg)

create the mode, and list all of the key dimensions required to model the product.

Remember that dimension in sketches do not need to be to British Standards as your are not being assessd on this in these type of questions.

# **3D CAD Assembly Constraints**

**Assembly** is the the name given to completed 3D models and involves joining individual 3D components of models together using **constraints** to create a final assembly.

3D models are assembled using constraints. Constraints basically act like glue and allow the designer to lock one component to another.

-

639 638

There are four key constraints you must know for the exam:

**Mate:** The mate command joins two faces/edges together. This is one of the most commonly used Constrains when assembling 3D components.

Mate Centre Axis: This command is used to join the centre axis (centreline) of cylindrical together. This is particularly useful when combining Cylindrical objects.

**Align** (*Flush*): Forces the face of one object to be aligned with the face of another object so that they are level with one another.

**Offset:** Used in co-ordination with other constraints, the offset tool allows you to create a specific distance between the components you are trying to assemble. This can be useful when you wants items mated or aligned to a certain face but don't want them touching.

**NOTE:** You will learn these constraints best by applying them when using inventor in class. However in the exam you will have to be able to explain them and demonstrate knowledge of how to use them by: 1. Describing what constraint should eb used and why.

2. Showing what edges or faces the constraint should be applied to through shading/highlighting the diagrams given.

![](_page_38_Figure_11.jpeg)

![](_page_38_Picture_12.jpeg)

![](_page_38_Figure_13.jpeg)

# **CAD Software - Animation and Simulation**

**Animation** and **Simulation** can be used to run tests on designs and demonstrate the functionality of products that have been designed on the computer. Ultimately, these allow the designer to display their model and bring it to life. These are both outlined as follows:

#### **COMPUTER ANIMATION**

In the past all animations were created by drawing thousands of still images by hand, to complete a full moving image. With advances in technology we now have animation software that allows us to create on-screen

movement by moving graphic images along a plotted path. This is much **quicker, smoother** and **realistic.** Animation is used to create visual impact i.e. a lift in a building can be shown, moving up and down as it would do in real life. Architects can also use this to take a client on a 3D "walk-through" of their building design.

#### **ADVANTAGES:**

- Improves realism and quality.
- On screen movement grabs the user/clients attention.
- It enables the creation of animated stunts or movements.
- Cheaper than building real-life prototypes.
- Industries like cinema and film can use animations rather real actors to save costs and bring ideas to life.
- Quicker to produce than manual animations.

![](_page_39_Picture_12.jpeg)

![](_page_39_Picture_13.jpeg)

#### **COMPUTER SIMULATION**

The use of computer simulators to re-create real life situations that would otherwise be too difficult or dangerous to create elsewhere. It is made realistic by using simulated real life environments. Its main purpose is for training and testing. For example, pilots use training simulators to learn how to cope in dangerous situations that may occur whilst flying. Car engineers test wind resistance etc. on a car before even building a prototype.

#### ADVANTAGES:

- Dangerous events or tests can be carried out safely e.g. training pilots to fly planes.
- Realistic training programmes can be used to train people.
- It is much cheaper than the "real" event because no real materials are being used.
- It allows accurate predictions to be made which improves design quality in the final product.
- Full product testing can be carried out to analyse a product.

![](_page_39_Picture_22.jpeg)

![](_page_39_Picture_23.jpeg)

![](_page_39_Picture_24.jpeg)

# **CAD Software - Illustration**

#### **Computer Illustration (rendering):**

Computer illustration, sometimes called computer-generated imagery (CGI), is the technology used to create visually appealing or realistic-looking graphics.

Computer illustration has surpassed manual methods of illustration in most industries because of the many advantages that it offers.

Computer illustrated images do not rely on the designer having traditional manual skills with artistic tools. These skills are replaced by the imagination and creativity to produce images that have special impact.

New technologies, from the internet and phone applications to video games and architecture, rely on illustrators to create the graphics and images that will appeal to the target audience.

### Illustrating CAD Models:

CAD models can be illustrated to make them appear more realistic, helping clients, engineers and graphic designers to gain a better understanding of what the final design may look like or to put in context within its intended environment.

For the exam you must know the following:

#### **Application of Light Source:**

This requires the graphics illustrator to apply lights to the model creating tone, shadow and highlights. This is useful in making the product look realistic. For example a car designer wanted to make the 3D model of the car look as if it was sitting in a shop showroom, they could add an ambient mood lighting to make it look more realistic.

![](_page_40_Picture_11.jpeg)

#### Application of surface textures

This requires the graphic illustrator to apply textures to the model. Think about the skin or an orange. If we modelled a round orange sphere it wouldn't look much like an orange. However if we applied a bump texture to the model it would begin to look more realistic

![](_page_40_Figure_14.jpeg)

#### Application of materials.

This requires the graphic illustrator to apply realistic materials to the model to make it look as if it would do in real life. This could involve adding metal, plastic, wood and glass textures to models.

![](_page_40_Picture_17.jpeg)

# **Advantages/Limitations of CAD over Manual**

Computers have largely replaced drawing boards in industry and commerce. A CAD system of drawing has many advantages over the traditional drawing board method but it also has it's limitations and it is important to be aware of both.

### <u>Advantages</u>

- <u>Storage of drawings/models</u>—A completed drawing/model can be stored on a hard drive, external hard drive or USB flash drive. This means that less storage space is required and drawings can be printed many times with no loss of quality and models can be used again and again. Previously in manual methods drawings would have been stored using filing cabinets taking up lots of space.
- **Drawing speed**—Although it can take a considerable length of time to train CAD/CAG operators, drawing production is generally much faster. This will save the company time and money in the long term.
- <u>Ease of modification</u>—Drawings/models and publications can be easily changed which saves time and money. In manual methods, mistakes can lead to the drawing or model being started all over again.
- **Possible Increased Accuracy**—Drawings/models can be enlarged or reduced with no loss of detail. Extremely fine, detailed work can be produced using the **zoom** command. Also, by using sized grids and grid snap features in CAD software, the graphic de- signer can improve accuracy in the production of drawings/models. It is important to note however, that humans can be just as accurate as computer.
- <u>Templates</u> Templates set to British standards drawing conventions can be set up to save time when producing drawings. In manual drawing the designer would have to draw accurate hidden lines, centre lines etc. every time they needed them, where as a computer can add this exactly the same every time using a set template/layer without error.
- Use of a <u>CAD library</u>—Drawings/3D models can contain a number of repetitive elements such as windows, doors, nuts and bolts etc. It is useful to have these items stored in a library file which can be retrieved and positioned on a drawing when required. If doing this manually you would have to redraw/remodel each of these items again and again.
- <u>Layers</u>—Drawings can be 'built up' using a series of layers. These layers can be switched on and off or edited individually which can simplify complex drawings, making it easier to understand. For example, in a complex 2D CAD orthographic the designers could turn off the construction lines layer, centre lines layer and hidden detail layer to show only the outlined views. In manual drawing, what you have drawn is fixed and can't be removed.
- **Communication** Electronic work can be sent via email without loss of detail, speeding up communication and creating instant dialogue. In manual drawing, drawings would have to posted or faxed taking time and losing important detail.

#### **Disadvantages**

- <u>Data Theft/Viruses</u> With the vast increase of computers across the world it is now easier than ever for people to access information about companies and each other. Hackers can exploit computers to steal private and important information or destroy systems using viruses.
- <u>Power/System Failures</u> If there is a power cut or a computer system crashes it can stop all production and cause data loss.
- **Expensive** Set up costs for a company can be extremely high.
- <u>Maintenance costs</u> Keeping software and systems up to date can be costly and often requires the purchase of site licenses and specialist staff to help maintain the computer systems.
- <u>Training</u> Staff unfamiliar with CAD will need training, leading to increased costs and the loss of production time.
- <u>Social Factors</u> CAD/CAM (Computer Aided Manufacture) has reduced the need for a great number of skilled workers. Jobs which were traditionally done by skilled manual workers are now being overseen by fewer workers who operate computer controlled machines and robots which perform the manual work. This leads to the loss of skills.

# **Advantages/Limitations of Manual over CAD**

Although computers make our lives easier and make it easier to produce work in a graphics setting, manual techniques still have their place. Manual techniques are still used widely in graphics and you should know the reasons why:

- Manual graphics retain a certain feel to them and many companies still like to use them because they offer the graphic designer/company a more personalised style to their work. Orthographic drawings produced manually require lots of time however the final work can demonstrate admiration for the task at hand and dedication to the work being undertaken.
- When communicating ideas with clients sketches are still very quick and allow graphics design teams to explain items visually very quickly. The client can also contribute to this by sketching onto drawings meaning communication is easier and more fluid.

![](_page_42_Picture_4.jpeg)

• For certain tasks manual illustration techniques still produce a specific look to the drawing and can appear highly artistic. In the automotive and gaming industries many graphic designers still like to use marker rendering for example because of the highly visual representation it gives of the design.

![](_page_42_Picture_6.jpeg)

![](_page_42_Picture_7.jpeg)

• Ultimately manual techniques are the cheapest and fastest way to produce graphics, as pencils and paper cost very little and it doesn't take too much time or training to learn how to sketch and render. This means that graphic design is still open to anyone.

**NOTE:** For the exam you must know all of the advantages, disadvantages and limitations offered by cad and manual techniques.

# Manual graphic Techniques

When producing ideas, developing ideas, drawing final solutions and producing manufacturing drawings the designer may employ a variety of the graphics techniques outlined below.

### Sketching

Sketching is the basis for all preliminary work. The graphic designer will utilise sketches to quickly produce visuals design for a problem, quick production drawings and modelling plans.

![](_page_43_Figure_4.jpeg)

### **Illustration and Presentation**

This technique is utilised to apply colour to design sketches or drawings. This allows the designer to give a drawing realism focusing on potential colour schemes or materials. In graphic we refer to the process of manually adding colour as rendering. This means adding tone, shadow and highlights based on light.

MARKER PENS: Used for bold colours and striking design.

![](_page_43_Picture_8.jpeg)

![](_page_43_Picture_9.jpeg)

![](_page_43_Picture_10.jpeg)

**PENCILS:** Used for general colour. They can be used to produce good colour renders and can be used to further enhance base layers of marker pens

![](_page_43_Picture_12.jpeg)

![](_page_43_Picture_13.jpeg)

**PASTEL:** Used for displaying softer tones and covering large areas of colour quickly.

![](_page_43_Picture_15.jpeg)

![](_page_43_Picture_16.jpeg)

![](_page_43_Picture_17.jpeg)

![](_page_43_Picture_18.jpeg)

# **Desk Top Publishing (DTP)**

Desktop publishing is the process of designing magazines, newspapers, books, leaflets, booklets and reports using computer based publishing software. Designing the layout and structure of these is the responsibility of the graphic designer.

![](_page_44_Picture_2.jpeg)

The industry tasked with creating theses documents is the publishing industry. Desktop publishing provides many benefits as follows:

## Benefits to the graphic designer:

- Layouts can be created using grids and guidelines for speed of production.
- Images can be edited easily in terms of colour, size, cropping and shape.
- Work can be sent electronically to the client.
- Modifications can be made easily and quickly.
- All communication can be easily carried out via email.

## Benefits to the graphics industry:

- Text and graphics can be imported easily from anywhere in the world.
- Time taken to produce work is greatly reduced.
- Ease of modification.
- Files can be sent electronically.
- Templates that the company use regularly can be created and saved.

## **Creating Page Layouts:**

Before creating your page layouts it is important that you know about DTP design elements and principles and the DTP edits we can use to further enhance our DTP items. The next few pages will explain all of these to you.

You will need to know the following DTP features/edits and their purpose/beneifts:

Copy/cut/paste	Flow text along a path
Text box	Bleed /
Handles	Transparency /
Colourfill	Drop Shadow /
Margin	Rotate /
Justification	Caption /
Sub Heading	Header /
Title/Heading	Grids
Paper Sizing	Guidelines /
Extended text	Typefaces /
Reverse	Page formatting
Cropping	Page Orientation
Column	DTP planning
Text wrap	
Gutter	

## <u>Typefaces</u>

sign.

Refers to two main types of font you can use in a graphic layout:

*Serifs:* Formal fonts that create an elegant formal design for a publication. These fonts contain small flicks that make it easier for the reader to follow.

# Serif text

*San Serifs:* Text without flicks that are informal and normally used in modern publications or webpage de-

Sans serif text

# **DTP Features and Edits**

## Copy/Cut/Paste

Features that allow you to cut and/or copy images and paste them into pages within a document or a new document. Useful when using the same images or borders/ layouts on different pages.

## <u>Text Box</u>

Allows you type text into a publication.

## <u>Handles</u>

Small boxes around a shape or feature that allow you to edit its size/ proportion

![](_page_45_Picture_7.jpeg)

Allows you to apply a solid Colour to an object

Colour Gradient

Allows you to apply a gradient fill to an object

<u>Margin</u> The whitespace and borders around a page.

<u>Tiltle/Heading</u> Heading or title on a page that introduces an article

<u>Sub-Heading</u> Headings within the main article that introduce important information.

## Extended text

Paragraphs of text that allow you to provide more information.

## **Cropping (Full or partial)**

Trimming excess material from a graphic.

## <u>Text Wrap</u>

When text follows the outline of a shape or image.

text text

<u>Flow text along a path</u> When text follows a line.

![](_page_45_Picture_22.jpeg)

## <u>Bleed</u>

An extension of a graphic/ image that that goes beyond the edge of a page

## <u>Transparen</u>

Making fills or images partially see through.

![](_page_45_Picture_27.jpeg)

## Drop Shadow

A shadow created behind an object or text.

## <u>Rotate</u>

Allows you to rotate images or text to any angle.

## <u>Justification</u>

Allows you to align text left, centre, right or full width of a column or page. This creates order and makes text easier to read.

## <u>Reverse</u>

When the text colour is changed light to dark OR dark to light on a background creating contrast.

![](_page_45_Picture_36.jpeg)

AAAA

## <u>Column</u>

The width of body text/text boxes. Think of newspaper columns. This makes it easier to read.

<u>Caption</u> A brief description that accompanies an image

Header Information that appears at the top of a page.

**Footer** Information that appears at the bottom of a page.

## <u>Grid</u>

Allows you to set a grid of lines or dots for accurate positioning and measurement on a page.

## <u>Guidelines</u>

Help you to construct and layout a page for width of margins, gutters, columns etc. This improves layout, and ensures your DTP item is organised and looks professional

## **DTP Features and Edits**

As well as knowing all of the edits on the previous page you must also know the following purposes for those listed below:

- Colour fill and gradients:
  - Colour fills allow you to add colour making your DTP items more attractive to the reader. It can also be used to colour flash bars, fill text boxes etc to help you make key item stand out.
  - Gradients do the same as the above but can be further used to add movement of rhythm into a page. For example a gradient colour change can help you force the readers eye to follow the gradient allowing to make information clearer or force them to follow the page as to how you want them to read it.
- **Margins:** Margins create order and help structure a page. They also allow you to leave room for trimming pages after printing without losing key information or create space for headers and footers.
- Cropping:
  - Full Crop: A full crop allows you to remove the entire background from an image. This is very useful when trying to make an image fit in with your DTP item such as the example shown for the refresh drink. If the runner was still in the meadow background the poster wouldn't work. Therefore the image of the runner has been fully cropped and added to the beach background.

• **Partial Crop:** This involves removing a portion of the image to make it fit better on the page or be creative with the layout. An example of this is shown for the BMW car Picture where it has been halved.

![](_page_46_Picture_9.jpeg)

![](_page_46_Picture_10.jpeg)

- **Text wrap:** As shown on the previous page text wrap wraps text to an image. This is useful as it helps ensure text is easily related to image by the reader whilst also creating an exciting and organised use of text.
- Flow text along a path: This can create an eye catching headline/heading. It also helps create movement and can lead the readers eye along the path of text.
- **Bleed:** This is where an image/graphics comes off the page like in the BMW example above. This creates an informal modern feel to the DTP item, making it eye catching. It can also be used to lead the readers eye to the edge of the page.
- **Transparency and drop shadow:** These are both used to create depth by layering items. Both of these edits help images/text stand out and grab the readers attention.
- **Reverse:** Reverse text helps to create contrast, making pages more eye-catching and key text stand out.
- **Column:** Columns create order and help you to structure extended text effectively in leaflets/magazines.
- Gutter: This space called a gutter helps you to separate columns making them easier to follow.
- **Caption:** Makes it easier for the user to identify what an image is showing and link it to the article.

# **DTP Features and Effects**

## Single and Multi-Page formats

DTP documents allow you to produce either single page formats (used for posters/flyers) and multi page formats (used for magazines/ leaflets).

![](_page_47_Figure_3.jpeg)

### Page Sizing

Designs can be produced on a variety of paper sizes i.e. A0, A1, A2, A3, A4, A5, A6.

![](_page_47_Picture_6.jpeg)

## Page Orientation

This refers to the overall layout of a page. There are two types.

![](_page_47_Figure_9.jpeg)

### **Rule of Thirds and Focal Points**

This involves splitting the page up into three horizontally and vertically. Where the lines cross each other we create focal points. Placing images/text etc on these focal points will draw the readers eye to them. This is useful when trying to make sure the key information we want the reader to see stands out.

![](_page_47_Picture_12.jpeg)

# **DTP Planning**

Before producing any DTP work designers often produce initial sketched thumbnails, then working roughs and finally manually drawn accurate visuals.

**Thumbnails:** Quick sketches which outline proposed ideas for the layout of a DTP publication. They show colour schemes and some basic DTP features. The advantage of these is that they are low cost and allow you to communicate ideas quickly. They can also be produced digitally.

![](_page_47_Figure_16.jpeg)

**Working Roughs:** A more accurately detailed sketch of the chosen design from the

thumbnails. Colour and detailed DTP features are more likened to the final design to make it clearer for the client and graphics team to visualise.

**Manual Visual**: A fully drawn accurate visual of the final design. These are often measured out accurately on a drawing board and include exact dimensions, DTP features and colour usage. They allow easy final production on a computer.

![](_page_47_Figure_20.jpeg)

**Annotation:** This takes the form of notes throughout each of the stages above. These notes detail information about design elements and principles, as well as dimensions and key features.

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# **DTP features and edits in action**

The following article shows several of the DTP features and effects discussed on the previous pages in action. The page that follows this breaks down each of the features shown and outlines the effect it creates for the reader. This type of analysis highlights the type if answer you will be required to give for DTP questions in the exam. С B Α D Ε

Another Concept

2012, so the news that Sony is to end televisions and projectors at the moment and we are expecting the technology to be a big theme of IFA make the PS4 4K compatible is welcome – even though many consumers won't make use of the 4K is a reality in the highest of high technology for years after they buy the console.

technology to be a big theme of IFA 2012, so the news that Sonv is to make the PS4 4K compatible is

welcome – even though many consumers won't make use of the

technology for years after

SONY GIVES US THE LOW DOWN ON NEW TECH.

PS4 has new

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until a few years after the console but didn't activate the technology hit shops, and in turn extended its thinking. It made the PS3 3D ready But Sony has always been forwardife.

activate the

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But Sony console.

**/ears** after and in turn

> BGR's source is correct then Sony is Sony hasn't confirmed the PS4 will ooking to the long term with the PlayStation 4 and that can only be a hasn't confirmed the PS4 but have 4K-ability because, well,

> > to next-gen picture formats to give

profits a boost.

Orbis as it is more commonly known is

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going to blow gamers away, literally.

be just another PlayStation. Think

ou might expect the new PlayStation to again. The PlayStation 4 or PlayStation upcoming PlayStation 4 console and is

Sony is looking to the future with its all set to give the device 4K resolution The PlayStation 4 isn't real, it's not

'The PlayStation 4 will blow gamers away,

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**JGY AGAIN** 

FUTURE TECHNO that can only

4K is a reality in the highest of high end televisions and projectors at the technology to be a big theme of IFA

that Sony is

2012, so the news

moment and we are expecting the

and televisions and projectors at the 2012, so the news that Sony is to 2 technology to be a big theme of IFA welcome – even though many consumers won't make use of the technology for years after they buy 4K is a reality in the highest of high moment and we are expecting the the PS4 4K compatible good thing. Future tech the console. make

Given that the television industry is currently figuring out how to package 3D

literally"

seemingly failing, it is understandable

on anything PlayStation-related, but if

the PS4 were ever to come to market

confirmed, and Sony hasn't said a word about whether or not it's even working

playback.

then it is more than likely to have 4K

support (at least according to BGR which is quoting an unnamed source). Given that the television industry is

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in a way that excites consumers and that Sony and the like are already looking

But Sony has always been forward-

consumers won't make use of the

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technology for years after they buy

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But Sony has always been forward-thinking. It made the PS3 3D ready

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industry is currently figuring out how to

package 3D in a way that excites

to next-gen picture formats to give

profits a boost. Given that the television

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September 2012

September 2012

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Page 5

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# **Desk Top Publishing (DTP) in action**

**A: REVERSE.** The colour of the body text is black. The colour of text in this sub-heading has been reversed and set on a darker colour fill. The reverse creates a colour contrast and gives the page visual interest.

**B: HEADING.** This second heading introduces a separate part of the article.

## C: TILT & CROPPED IMAGE.

**TILT:** The picture is tilted a little to catch the readers attention and to create an informal modern feel that appeals to the youthful target market.

**CROPPED IMAGE:** The image has been cropped to fit on the page better producing a better lay- out.

**D: CAPTION**. Gives additional information about the photograph.

**E: SUB-HEADING.** Sub-Headings break up a large block of body text and create **unity** on the page.

**F: TEXT WRAP.** The text wraps or flows around the cropped image. It brings an informal modern feel to the page and unifies the text with the image.

**G:** FOOTER. The footer can contain a variety of information. It is not normally relevant to the article but to the publication itself.

**H: PULL QUOTE.** This is selected body text, enlarged and emboldened or coloured. It draws the reader into the article and is often a controversial or lively quote.

**I: GUTTER (alley).** This narrow space separates columns. It contributes white space to a layout and helps to de-clutter a page.

J: FOLIO (PAGE NUMBERS). Page numbers normally appear in the footer.

**K: COLUMN:** The body text is arranged in columns to restrict the width if the lines. It makes the text easier to read and helps create a visual structure that sets the tone of the page. Columns are often, but not always, the same width.

L: DROP CAPITAL. This bold letter emphasises the start of the article making it easy to follow.

**M:** HANGING INDENT. The body text has been stepped away from the text frame, creating more white space.

**N: HEADLINE.** The headline introduces the article and usually appears at the top of the page. Bold fonts and tight tracking are used to create emphasis. The reverse text on a blue colour fill gives visual impact and helps draw the reader into the article.

**O: HEADER:** In this example a running header is shown, so called because it appears on every page in this section of the publication.

**P: BLEED.** The main picture bleeds off the page at the top and left edge. This creates a modern, informal feel to the page.

**Q: DROP SHADOW.** This emphasises the image and creates depth making it stand out more.

**R: COLOUR FILL.** Text boxes can be filled with colour to create harmony or contrast. The two plain blue fills used here harmonise with the blues in the main picture and contrast with the reds used elsewhere.

**S:** COLUMN RULE. The column rule sharpens the lines on the page, giving the layout a more formal look. In this case it also separates the main article from the Sony new technology interview.

**LAYOUT AND STRUCTURE:** A clear two column grid structure is evident ton each page of this two fold page layout. This makes it easier to layout the information and provide a structure that is effective.

# **DTP Elements and Principles**

Good Graphic design relies on the graphic designer knowing what makes a layout work. You need to understand elements and principles and be able to write about them in your exam and coursework.

## **Elements**

Often regarded as the building blocks for any graphic design. These elements provide the foundation for layout, structure and good design in your publication. Elements are listed as the following:

**Line:** Used to divide up a layout or connect other elements. They can vary in thickness and in colour. Underlining words can emphasise a point.

**Shape:** Creative use of shape can grab a readers attention. Shape can also help organise a layout. Shape can be organic, geometric or abstract.

**Size:** The relationship of items can be emphasised by size. The most important features are often the biggest creating dominance. Text can also be used in this way, i.e. large headings.

**Colour:** The most effective element on the page. Colour creates moods and excitement to engage the reader. See colour theory also.

## **Principles**

If elements are the building blocks, then principles are how we assemble the blocks. Careful consideration for how we enhance the elements will produce a much better and more eye catching design. You must know the following principles.

**Contrast:** Contrasting colours and shapes can be used to make items stand out and to create excitement.

**Harmony:** This can be created through using colours which lye close together on the colour wheel or by using shapes/fonts etc that are similar to each other. This can make the DTP item fell more unified and easier on the eye. *Also see colour theory pages* 

**Dominance:** Items with greater emphasis stand out catching the readers eye and dominating the publication. This is done by making the things you want to stand out bigger.

Unity: Unity is created through colour, shape and position.

- Careful **positioning of items** by placing the closely together or overlapping and connecting them through one item can make items on a page feel unified. This makes it easier to follow and makes the whole page work as one item.
- Creating **colour schemes** make the article unified and create a sense of brand through repetitions. Coloured headings and sub heading make it obvious when something new is starting, make it easier to read and follow.
- **Shapes** can be used to create repetition or link items together on page, creating flow through the article.

**Alignment:** Allows you to align text/graphics to the left, centre and right of a page ensuring that pages don't seem random. This makes the page feel more organised and produces a more professional look.

White space: Leaving areas of a layout free from text or graphics draws the reader eyes to the areas containing text and graphics. It also allows the readers eyes to rest in busy layouts.

**Depth:** Layering items by placing them on top of each other or placing items behind one another creates depth. 3D images also create depth as they create realism of distance and depth.

# **DTP Elements and Principles in action**

19.5 19

REBOUND

The following article shows several of the design elements and principles discussed on the previous page. The page that follows this breaks down each of the elements and principles shown here and the impact these have for the reader. Again, this highlights the type of answer you would be expected to give in your exam for DTP questions.

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# **DTP Elements and Principles in action**

When discussing the article on the previous page we could say the following regarding elements and principles if we are asked to discuss this, which is something you will have to get good at for the exam:

**Harmony (A):** The geometric **shapes** and **black** on grey shades/tones make the image come together in a harmonising nature. In other words, they all work together. Harmony is also created through the black/grey **colour** scheme which means the background doesn't stand out more than the product.

### Unity (A & B):

**A:** Unity is created through **shape**. The constant use of **geometric shapes** keep it connected with the mechanical theme of the article and create a unified layout throughout.

**B**: This is achieved through the use of **blue** in the sub headings and arrows. The reader sub consciously connects these parts through colour and it creates a flow through the article unifying it.

**Contrast (C):** This is applied through contrasting red **colours** in the images that clash with the background making them stand out and catch your eye. The **white text** also contrasts with the dark background making it standout.

**Unity (D):** The start of the article is emphasised by the **white** title heading which is also used in the body text throughout. This unifies the text and highlights the key information within the article.

**Contrast (E):** Different styles of **font** and **colours** of font enhance the layout and create a difference between sub-headings and main body text. This makes them stand out to the reader.

**Contrast (F) Shapes and Layout:** Most of the shapes here are geometric, however the close up curvature of the coil on the spring creates contrasting organic shape. The overlapping layout of the images also creates contrast to the rigid/formal text boxes.

**Alignment (G):** this is crucial in this sharp clean layout. The photographs are also aligned right and left to ensure a sharp visual display that catches the consumers eye. Text is aligned down the left with the heading to ensure it is easily read and well laid out. This makes the article look professional and organised.

**Use of Line (H):** this emphasises the clean vertical lines in the layout and alignment of text. It further helps to separate the columns of text making it easier to read.

White Space (I): Remember this doesn't have to be white. The large expanse of black back- ground focuses the eye on the other elements of the layout making them stand out and catch the consumers eye.

**Depth (J):** The use of 3D images and overlapping the image with the shapes in the background helps to make the product stand out and catch the readers eye.

# **Colour Theory (The Language of Colour)**

## Introduction

Colour can play an important part in illustration and graphic design. It can help designers to create a certain mood or feeling. Every colour serves a purpose and are an important tool for any Graphic Designer.

![](_page_53_Figure_3.jpeg)

## The Colour Wheel

The colour wheel was designed as a way of showing how colours relate to one another. It consists of the 3 Primary colours, 3 Secondary colours and 6 Tertiary colours.

## **Primary Colours**

The primary colours are **Blue**, **Red** and **Yellow**. When these colours are mixed together they can produce all of the other colours.

## Secondary Colours

The secondary colours are Violet, Orange and Green. These are made up by mixing the Primary colours in equal quantities. (i.e. Blue + Yellow = Green)

## Tertiary Colours

These colours are made by mixing a **Primary** and **Secondary** colour in equal quantities. (i.e. Red + Orange = Red-Orange).

### Warm Colours

**Red**, Yellow and Orange are warm colours because they give the feeling of heat. They are also known as <u>Advancing</u> colours because they appear to be coming out of the page towards the viewer. These colours are good to use as headings or for giving important information on your graphs or display drawings.

### **Cool Colours**

**Blue**, **Green** and **Violet** are cool colours because the give a feeling of cold. They are also known as <u>**Receding**</u> colours because they appear to be further away on the page than other colours. These colours are good to use as backgrounds for your graphs or display drawings.

### Harmony

Harmony is created when colours close to each other on the colour wheel are used together. Harmony is easy on the eye and creates a feeling of peace. i.e. Yellow and Orange together create a warm relaxing image.

### <u>Contrast</u>

Contrast occurs when colours at the opposite side of the colour wheel are used together. Contrasting colours are bold and create an exciting mood/ feeling.

Contrasting colours are often described as complimentary.

i.e. Green and Red together creates a striking eye-catching design.

#### <u>Tone</u>

Tone is the term used to describe how strong or weak a colour is. It can range from a strong/dark tone to a weak/light tone. Tone is also used when rendering 3D objects to show depth, light and realism.

Strong

Weak

#### **Tints and Shades**

Tints and shades create greater colour options by adding White and Black to

colours.

i.e. adding White to Blue gives a TINT of Blue.

![](_page_54_Picture_18.jpeg)

i.e. adding **Black** to Blue gives a **SHADE** of Blue.

# **Colour and Moods**

Colours can be used to indicate different moods and feelings. Designers use this to create different atmospheres for their designs. Some examples of colours and the moods they create are shown below:

**RED** - Great power of attraction but too much can be tiring. It is said to be: HOT, BOLD, EXCITING, FESTIVE, PASSIONATE, POSITIVE.

It can also be associated with: LOVE, RAGE, AGGRESSION, DANGER, COURAGE, SPEED.

<u>BLUE</u> – More formal than red or yellow. It is said to be: COOL, SOPHISTICATED, ARISTOCRATIC, SERENE, PASSIVE, ELEGANT and RELIABLE.

Not used in food because of its association with mould.

<u>GREEN</u>- The most restful of all colours. It is said to be: FRESH, YOUTHFUL, COOL, SOOTHING, NATURAL AND INFORMAL.

It is associated with: NATURE, SAFETY, HEALTH and ENVIRONMENTAL CONCERN.

<u>YELLOW</u> – The most easily seen and brightest colour. It is said to be: BRIGHT, PLEASANT, HAPPY, SUNNY, LIVELY and CHEERFUL.

It is associated with: SUNSHINE and HOLIDAYS.

ORANGE – SUNNY, CHEERFUL, WARM AND HAPPY. One of the appetite colours associated with flavour and energy.

PINK – The saying "to view the world through rose coloured glasses", accurately reflects its meaning. It can signify kindness, tenderness, sympathy and absence of all evil.

<u>VIOLET</u>- It is said to be COOL, NEGATIVE, RETIRING, SUBDUED and SOLEMN. Associated with PEACEFULNESS and SOLITUDE.

<u>PURPLE</u> - Combines the COURAGE of red and NOBILITY of blue. It is said to be RICH, POMPUS, IMPRESSIVE and REGAL.

<u>WHITE</u> - It is said to be: LUMINOUS, POSITIVE, LIGHT, DELICATE and CLEAN. Associated with INNOCENCE and PURITY.

**BLACK** - It is said to be: SUBDUED, SOLEMN and PROFOUND. Associated with: DEATH, SORROW and EVIL.

<u>GREY</u> – It is said to be: NEUTRAL, SEDATE, DIGNIFIED and INCONSPICOUS. Associated with: OLD AGE.

**BROWN** - It is said to be SAFE, RELIABLE and NATURAL. Associated with: EARTH and therefore GOOD.

## **Graphic Communication: Impact on Society**

Graphic communication plays a significant role in industry. You must know how graphic communication has impacted society in the following areas and understand the advantages or disadvantages this has created.

#### **Digital Graphics the Future:**

Computer technology has revolutionised almost every industry, but none more so than graphics. Computers are used in the full range of preliminary, production and promotional presentations. In all instances, computers have made the design, editing and production of graphical items quicker, of higher quality and more cost effective. Almost all careers in graphics will require you to understand how to use computer technology to create and share ideas. **See also CAD advantages and disadvantages.** 

![](_page_56_Picture_4.jpeg)

![](_page_56_Picture_5.jpeg)

![](_page_56_Picture_6.jpeg)

### **Digital Communication:**

The internet has revolutionised communication around the world. However prior to the worldwide web, communication of ideas was far slower, often relying on posting paper copies of documents or sending them via fax machines. Now with email you can quickly send text, pictures, animations or even programs to anywhere on the planet. This means that clients and graphics teams can communicate with each other instantly, communicating ideas and working on projects across the world without the need for physical interaction.

### File Management:

Keeping organised is important in all aspects of your life. To keep track of your documents, you should have a filing system so that important items don't get lost, damaged or thrown away.

With a computer, this is made extremely easy. The use of computers has improved graphics significantly where companies can store projects, CAD libraries, templates and so on. This all speeds up production and makes the sharing of files easier across the company and throughout the world.

### **Paperless Office**

Digital technology has allowed a move to what is called a **'paperless office'** due to email and file storage, drawings don't always have to be printed on paper. This is extremely beneficial for the environment and makes office spaces tidier and better places to work in as less storage is required, and there are less piles of paper lying around. However it does have its downsides:

- Software/hardware malfunctions can completely halt production.
- Companies can be hacked and have data stolen easily.
- Older staff may need retraining to use computers or may lose their jobs.
- Set ups costs of moving everything to computer.
- Clients may still use paper and aren't familiar with using computers.

### Manufacturing and 3D Printing:

**Computer-aided manufacture (CAM)** allows 2D or 3D graphics to control computernumerically controlled (CNC) machines to produce physical objects. Some 3D CAD software simulates (tests) the manufacture process prior to machining.

Computer models can also be printed using **3D printers,** This allows us to physically test products prior to production to test if our 3D designs will work as planned. This saves time and money as if the 3D design and 2D production drawings were incorrect we would lose lots of money producing a poor quality item and then waste lots of time and money redesigning it.

CAD/CAM has does however have major social implications: many factories have replaced workers with automated CNC machines and this has caused unemployment.

![](_page_56_Picture_23.jpeg)

![](_page_56_Picture_24.jpeg)

![](_page_56_Picture_25.jpeg)

![](_page_56_Picture_26.jpeg)

# **Graphic Communication: Impact on Society**

#### **Remote Working:**

This involves people working off-site, away from their main place of employment using computers and the internet.

This is **advantageous** for the worker where:

- Can decide on own working hours,
- Can work anywhere as long as you have an internet connection,
- Can be flexible about where, when and how long you work, improving opportunities to have a better social life, spend time with family etc.
- Internet means communication is still easy through email, skype, messenger etc.

However it does have disadvantages also:

- Home becomes a place of work therefore it is difficult to switch off from work.
- If you can't connect to your companies intranet you can't get work done.
- Companies don't always know where their staff are.
- Too many distractions when not at work which will slow down production.

#### **Desktop Publishing:**

Desktop publishing (DTP) is the process of using software to create publications such as magazines, newspapers, books, leaflets and posters on a desktop computer or laptop. In short, it enables the production of documents that combine text and graphics. The industry that creates these documents is the **publishing** industry, while the physical paper documents are produced by the **printing** industry. The publication is designed by a **graphic designer**.

Increasingly in the publishing industry, many functions are outsourced to specialist companies or to self-employed individuals.

Promotional graphics don't only appear in magazines and news papers. Sign making, vehicle wrapping, advertising hoardings and digital media all make use of DTP technologies. DTP is used extensively to advertise and market products, which in turn influences consumer choice.

![](_page_57_Picture_17.jpeg)

#### Benefits of modern digital technology, printing and recycling methods to the industry and society:

In the recent past, printing, publishing and sign making for a mass market were very labour intensive processes that depended on large machines operated by a very large workforce. The printing and paper industries were also responsible for significant forms of pollution to our environment through paper waste and the disposing of inks and old technologies.

This has changed with DTP production, digital printing methods and computer-aided manufacture (CAM). Graphics technologies bring a number of benefits to the industry and our society and you must know each of the following:

- The quantities of paper and ink can be controlled digitally to minimize waste when printing.
- Printing inks are becoming 'greener'. Sustainable, eco-friendly inks based on vegetable oils are beginning to replace
  petroleum-based inks. Soy ink made from soy beans is organic and degrades naturally. Wax ink made from beeswax does the
  same and all of these eco-inks produce colour that is just as good as normal CYMK colour printing. The downside to these
  however is that you need to buy specialist printing equipment which currently, is more expensive than standard technologies.
- Modern printing technology can use paper that is 100% re-cycled without loss of quality. This reduces the environmental impact of paper production.
- Electronic newspapers and news feeds further reduce the use of paper.
- Digital displays and screens mean there is no longer a need to print posters/billboards.
- Modern printing technologies are more energy efficient than previous methods.
- The printing and publishing industries create many thousands of skilled jobs in Britain.
- The increase in the our ability to design and use good quality recycled paper for printing and package design improves the environment and reduces waste.

![](_page_57_Picture_29.jpeg)

## **Graphs and Charts**

Statistical information often means little when laid out in a simple list or table. The true meaning of the statistics can be brought out much more clearly by the use of the right graph type accompanied by the right graphic.

Knowing what type of graph to use for any given situation is a skill you should try to develop and a brief explanation is given here:

Line Graphs are used to show how values change over a period of time.

![](_page_58_Figure_4.jpeg)

![](_page_58_Picture_5.jpeg)

- The first example here describes six different values changing over the course of a year.
- The second example uses a graphic to enhance the graph. The graphic is relevant to the topic and therefore works well.

### Pie Charts are used to show how values compare to some whole number.

![](_page_58_Figure_9.jpeg)

![](_page_58_Picture_10.jpeg)

![](_page_58_Figure_11.jpeg)

- The first example here shows a basic 2D Pie Chart.
- In the second, the Pie Chart is a bit more complex because it has been shown exploded.
- The third example is the clearest because it has been shown exploded and is 3D. This makes it the easiest to read.

# Bar Charts are used to show how values compare directly against other values.

![](_page_58_Figure_16.jpeg)

![](_page_58_Figure_17.jpeg)

![](_page_58_Picture_18.jpeg)

- The first example here shows how a series of values compare with each other and uses a simple 2D layout.
- In the second, the graph is a bit more complex because it compares the five different values and shows them as 3D blocks of different colour
- The third example overlays one year's values against another as well as using a 3D coloured layout.

![](_page_59_Picture_0.jpeg)