

Texas Tech University | Technology Support | ATLC

# Adobe Illustrator

ShortCourse Part 1

## Introduction


Adobe Illustrator is a design program used for creating detailed vector-based artwork, giving you a powerful tool to use in the creation of print media and web graphics. In this ShortCourse you will learn how to create basic artwork and page design.

## Objectives

After completing this course you will be able to:

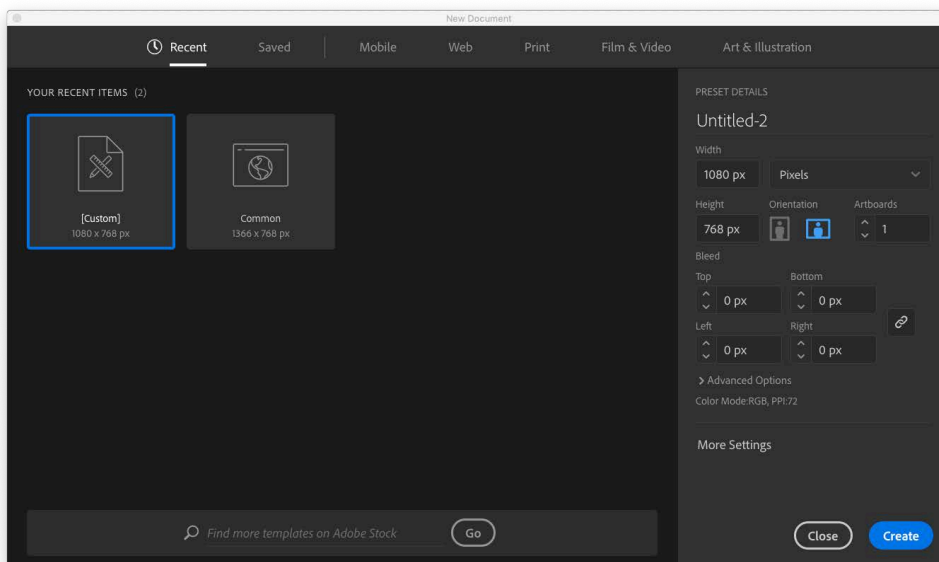
- Setup Illustrator documents
- Create and format objects and shapes
- Create custom colors and gradients
- Add and format text
- Convert an image using live trace
- Save your files in common file formats

## Let's Get Started!

- Please log onto the computer with your eRaider username and password.
- (Mac) Open Adobe Illustrator by going to Finder -> Applications -> Double click Adobe Illustrator
- (PC) Open Adobe Illustrator by going to Start Menu -> Scroll through applications list -> Click on Adobe Illustrator
- The Adobe Illustrator icon looks like this -> 


## CREATE A DOCUMENT

- Create a new document by going to File> New.
  - To open an existing document, click "Open" and navigate to that document.
- Select a document profile relevant to the project.



## Artboards

You can have multiple artboards (pages) in the same document. For example you can create a logo and design three artboards for a letterhead, envelope and business card all in the same file and workspace.

When creating a new document you can set up the number of artboards, spacing and orientation. Once the document is open, use the Artboard Tool  or Document Setup menu to adjust sizes and move the artboards within your workspace.

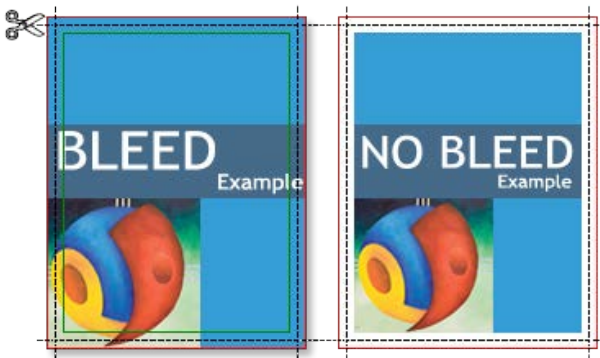
- Select one artboard for this project. You can add more artboards later.
- Type in the Width and Height dimensions or select a preset size like Letter, Legal or Tabloid.

## Bleeds

For printed artwork, a bleed means the color/text runs all the way off the edge of the page, with no white border visible. You have to create the document size larger than the actual dimensions of the piece, then cut it to the finished size.

Use 1/8 in (.125 in) bleed setting.

Tip: If a design has a white border, then it has no bleed



## Color Mode

CMYK: Cyan, Magenta, Yellow, Black. This is the color mode used by professional printers.

RGB: Red, Green, Blue. This color space is used for items that will be displayed on a computer monitor such as on the web, or presentations.

## Resolution

300 ppi (pixels per inch) for print.

72 ppi for web or electronic display.

# HELPFUL SHORTCUTS

**Undo**                      CTRL - Z

**Zoom In/Out**            CTRL + or CTRL -

**Pan**                         Holding spacebar changes any active tool to the Hand Tool to move around the document.

Ctrl (PC) = Command (Mac)

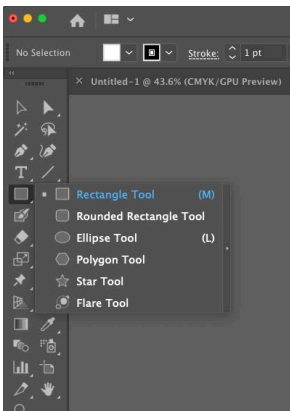
Alt (PC) = Option (Mac)

## SHAPE OBJECTS

Any button on the main toolbar that has a black arrow in the lower right corner has a “flyout menu” like the one pictured below with more tools and options.

Exact shape dimensions - If you need to draw a shape with an exact size, just select the tool, click and release the mouse to open a dialog box. In the window that opens, type the dimensions of the shape you want to create. This feature applies to every shape tool.

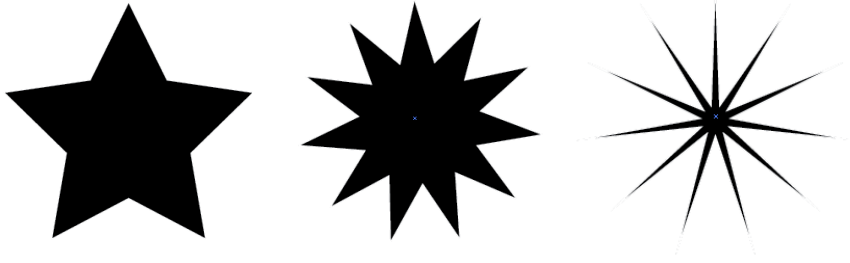
Symmetrical Shapes - By pressing and holding the “Shift” key while you drag your shape, you can draw a perfectly symmetrical shape (i.e. a square or circle).



- Click on the Rectangle Tool
  - Click and drag on your page to draw a rectangle
- OR
- Click on your page once and enter the dimensions 8 in x 5 in in the pop-up window and click OK.
  - Click and hold the Rectangle Tool to access the Ellipse Tool.
  - Hold down the Shift key and draw a perfect circle that will fit inside the rectangle shape.

## SHAPE TOOL OPTIONS

- Select the Star Tool from the shape flyout menu.
- Click and drag to draw your star but before releasing the mouse button, use the up/down arrow keys to add or subtract points to your star.
- While drawing your star hold down CTRL and draw and it will adjust the angle of your star's points.



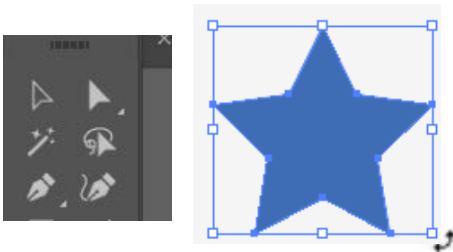
## SELECTIONS

With either the selection tool, you can draw a marquee box around the objects you want to select. Anything touching the box will become selected. This is a great way to select more than one object quickly.

Select multiple objects by pressing and holding the “Shift” key while you select objects, you can select multiple objects, points, or segments.

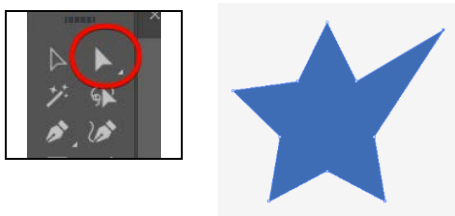
### Selection Tool

The Selection Tool is the solid black arrow in the top left corner of the main menu bar. Use this tool to select entire objects such as shapes, and text boxes.

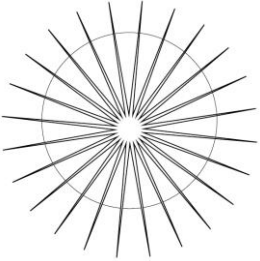


### Direct Selection Tool

The Direct Selection Tool is the open white arrow in the top right of the menu bar. Use the direct selection tool to select paths and anchors within an object.



- Point to the Selection Tool and click on each shape to move it to a different location on your page.
- Click and drag to draw a marquee box around all the items on your artboard and everything becomes selected at once.
- Click on the rectangle and hit the Delete key on your keyboard.
- Click on the star shape and drag the corners of the box bigger while holding down the Shift key so it doesn't distort (squish or stretch) your star.
- You should have something similar to the image below.
- At this point you might want to start coloring your objects – see Fill & Stroke in the next section.



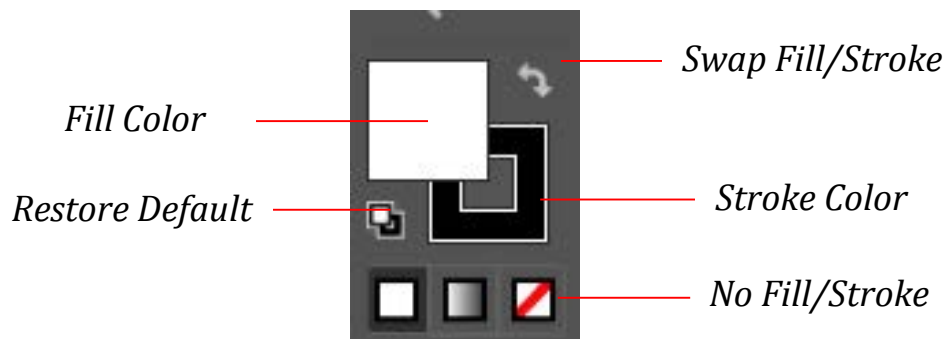
## FILL & STROKE

The fill is the area inside the path of an object, and the stroke is the path or outline of an object. You can apply color to both the fill and the stroke of objects, or none at all.

First use the Selection Tool to select your shape, object, or text that you want to color or stroke.

Select the fill box to bring it in front.

Use the color picker or the swatches menu to apply a color.




Format the stroke or fill, depending on which one is in front.



## Adding a Fill

- Use the Selection Tool to select your circle.
- Select the fill box to bring it in front.
- Double click on the fill and use the color picker to apply a blue color.

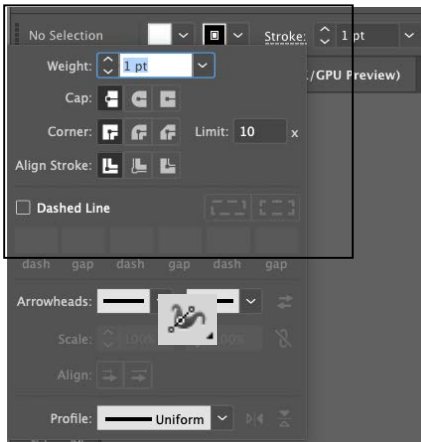
## Adding (or Removing) a Stroke

- With your circle selected, click on the stroke box to bring it in front.
- Select a color from the color picker or swatches menu.
- Now take the stroke away by selecting the white swatch with the red line through it  to give it no stroke.
- Change stroke properties like stroke, edges, corners, and dashed patterns with the Stroke menu (below.)

## Stroke Weight - Thick or Thin?

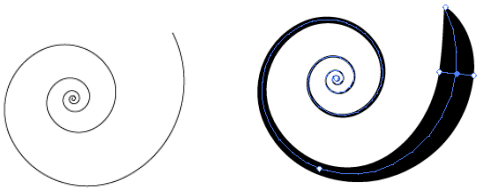
To change the appearance of a stroke, open the stroke properties box by clicking on Window > Stroke.


Weight: The bigger the number, the wider the stroke.



## Width Tool

Use the Width Tool to add points of variable widths to a stroked object.



Select the Width Tool  and point to a section on your path.

Click on the path to add a width point, and drag your mouse away from the line to adjust your width.

Add multiple points or delete points you don't need.

## Color Picker

Select the object to format.

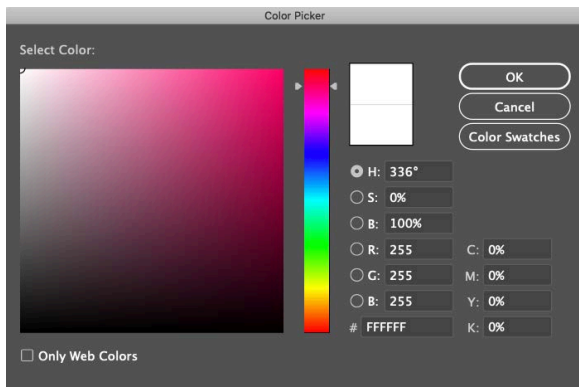
Click on the the fill or stroke box to bring it to front.

Double click on the Fill or Stroke box and a color picker window will open up.

Use the color bar slider to select a color and use your mouse to click inside the large area to choose a shade or tint.

If you know the CMYK, RGB, or HSB value, you can enter those values in the boxes on the lower right.

Once you have picked your color, click on the “OK” button.



## Swatches Palette

Save and organize your colors in the Swatches Palette. Remember that each palette menu has a drop down menu with more options, like loading color libraries.

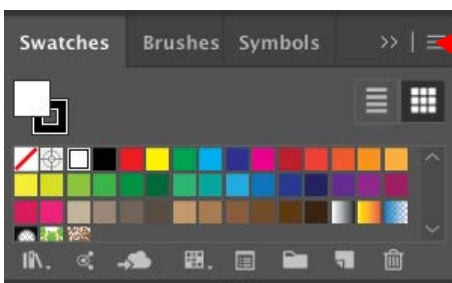
Select your object to format.

Select the fill or stroke.

Open the Swatches Palette (Window> Swatches).



Select a default color, open a new color library, or create a new swatch.



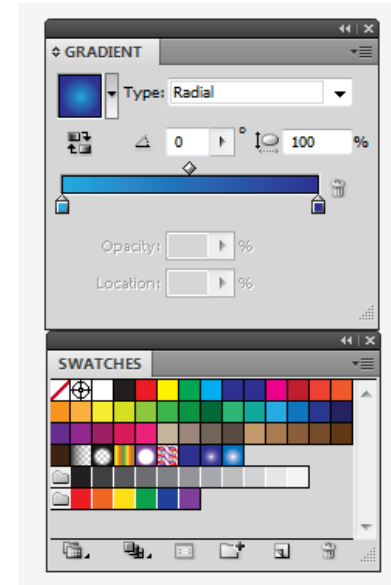
Click and hold for drop-down menu.



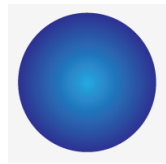
## Gradients

You can create custom gradient colors and fades using the gradient palette, swatches, and the gradient tool.

- Select your object.
- Open up the Gradient Panel and the Swatches Panel.
- Tear them off the dock to display them next to each other on your workspace.
- Click and drag a yellow color swatch onto one side of the gradient bar.
- Click and drag an orange color onto the other side.
- Move the markers to adjust the fade.
- You can save the gradient swatch to your swatches panel.
- To remove a color, just click and drag it off of the gradient bar.



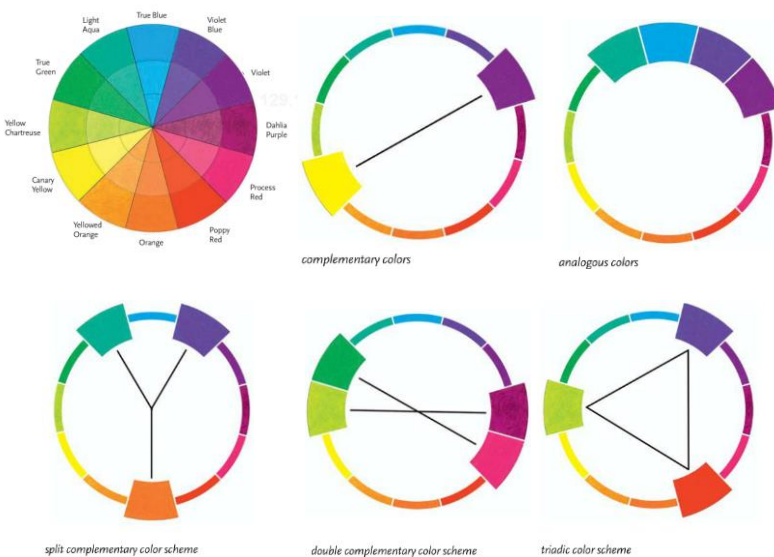
Linear Gradient



Radial Gradient

## COLORS

When selecting colors, keep in mind the purpose of your art and what you want to achieve. Use a color wheel or other resource to help make color selections.



Source: Masterful Color by Arlene Steinberg

<http://proquest.safaribooksonline.com/book/-/9781440310294/firstchapter#X2ludGVybmFsX0ZsYXNoUmVhZGVyP3htbGlkPTk3ODE0NDZMTAyOTQvNDE>

## GROUPING OBJECTS TOGETHER

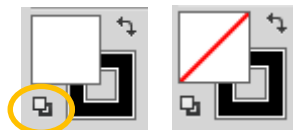
- Select the objects using either method:
  - Select multiple items using the Selection Tool, and hold down the Shift Key.
  - You can also quickly select multiple objects by drawing a marquee around the items and anything in its path will be selected.
- Go to Object>Group (or right click)
- Now the items are “stuck” together and treated as one object.
- To ungroup go to Object> Ungroup (or right click)


## TRANSFORMATIONS

There are several ways to duplicate or transform an object. You can use specific tools or go to Object> Transform.

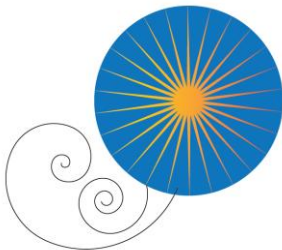


Note: Alt click with the tool to open up the options window.



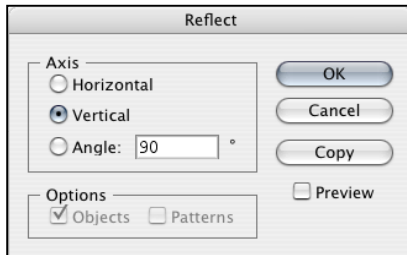
- Reset the colors below the stroke/fill box below the tools.
- Take away the white fill and make it transparent.
- Select the Spiral Tool and draw a spiral shape.  It might be hidden under the line tool.
- As you draw, hold the CTRL button down and it will uncoil the shape.
- As you draw, use the up/down arrow keys to add loops to your spiral.

You should have something similar to this on your page.



## Reflecting Objects

- Select the two spirals on your page.
- Use the Reflect Tool (and Alt click) or go to Object > Transform > Reflect.



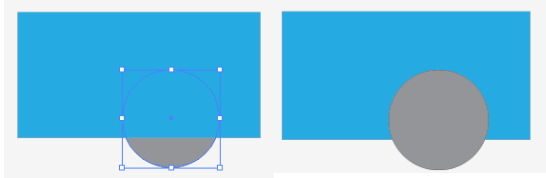
- Select Vertical and click Copy. If you just click OK it will move your objects, but for this exercise we want to reflect AND create a copy.

## ARRANGE OBJECTS IN FRONT OR BACK

Every time you create a new object, it is stacked on top of other objects in the same layer.

First select the spirals.

Go to Object > Arrange > Send to Back (send backward puts it behind next thing in order, send to back puts it in the very back of everything on the page)




# TYPE TOOL



There are two ways to add type to your document.

## Single Line Text

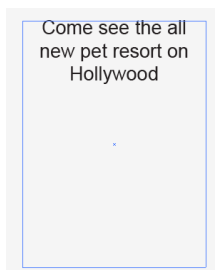
To create a single line of text, just click the mouse one time and begin typing.

- Select the Type Tool.
- Click one time on your page.
- Begin typing “Lubbock”
- Format the text using the Character Panel (see page 17.)
- You can easily resize this text by resizing the bounding box using the Selection Tool. 



## Area Type

To create an area of type, specifically a paragraph, use the type tool click and drag to draw a text box.



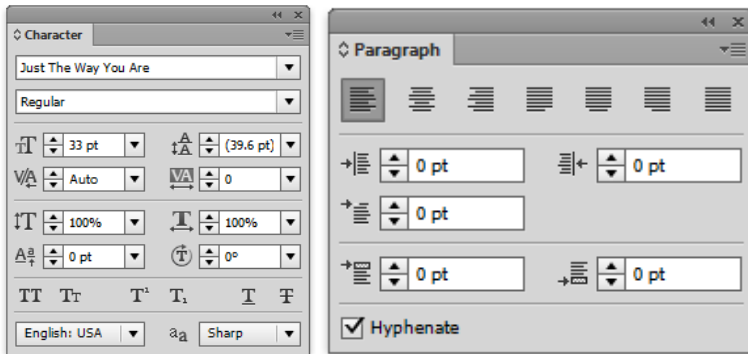
- Select the Type Tool
- Draw a text box and begin typing your paragraph.
- Format the text using the Character menu (page 17.)

## Character Palette

The character palette is used to format text you create with the type tool.  
To open the palette, click on Window -> Character.



## Paragraph Palette

The paragraph palette is used to set the justification of text.



- Select your text you want to format using the type tool or select the entire text box with the selection tool.
- Select your font, size, and you have many other ways to adjust the appearance.
- Change your spacing and justification in the Paragraph panel.
- Use the swatches panel or the color picker to change the color of your text.
- Headline suggested formatting: Franklin Gothic Heavy, Regular, 150 pt size.

## Type on a Path

- First create a path. In this exercise we will create a circle a little larger than our first circle shape.
- Select the Ellipse Tool and start drawing from the center of the first shape and hold down SHIFT and ALT.
- Make your shape transparent by taking away the fill and stroke. 
- Select the Type on a Path Tool. 
- Click on the circle shape we just made and type "Find Your Paradise."
- Use either selection tool to adjust the starting point of your text.
- Use the Character menu to format your text.



## PLACING IMAGES

- Go to File> Place> and navigate to the Cotton image and click OK.
- Use the selection tool to resize and position the graphic on your page.
- TIP: Hold down the Shift key when you resize an object to lock the proportions and prevent distortion.

### Rotating Objects

The easiest way to rotate an object is by using the Selection Tool and slowly dragging the tool outside of the corner. Your tool will change to a curved arrow and you can rotate the object.



## CROPPING IMAGES WITH A CLIPPING MASK



- Place your Paradise image on your document.
- In this exercise we will use the text as our “cookie cutter.”
- Select your Paradise text and bring it to front.
- Now select BOTH objects with the selection tool by drawing a marquee or shift click on each of them.
- Right click or go to Object> Clipping Mask> Make
- You can undo the clipping mask by selecting the object, and to go Object> Clipping Mask> Release
- Double click on the items to edit the text or reposition the image.

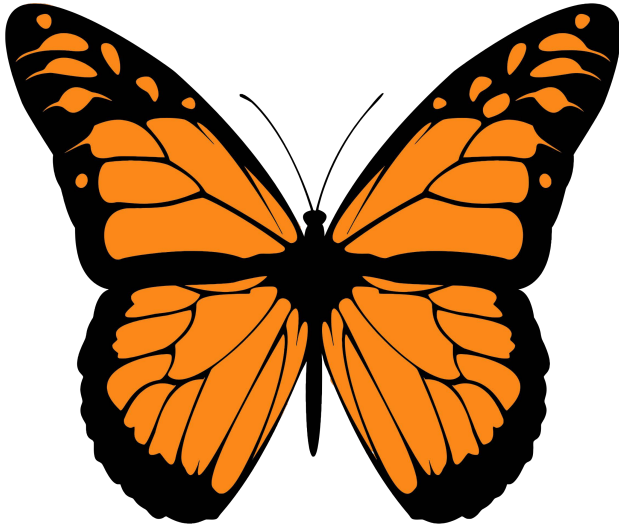
**PARADISE**

## LIVE TRACE

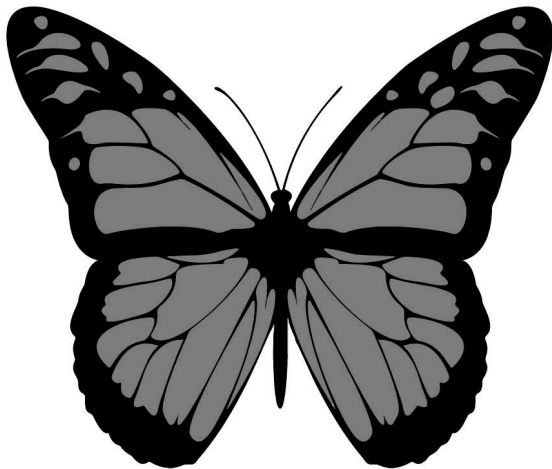
You can convert images to vector by doing a live trace. This attempts to draw and colorize the photo using vector lines, colors, shapes and fills. The result is not an exact copy of your image. See examples below.

### Live Trace Examples

Original Image Before Live Trace & Close up showing Pixel Resolution

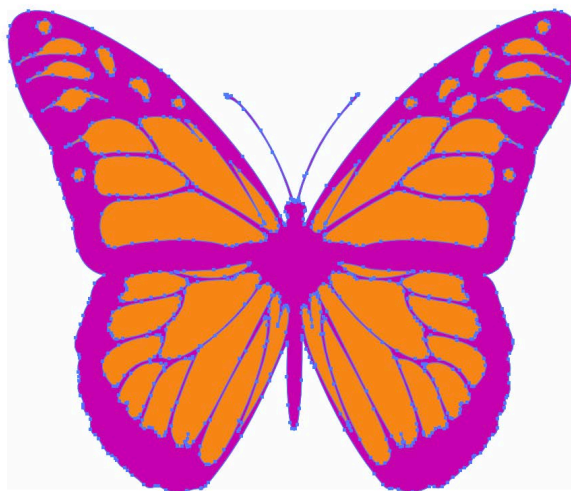
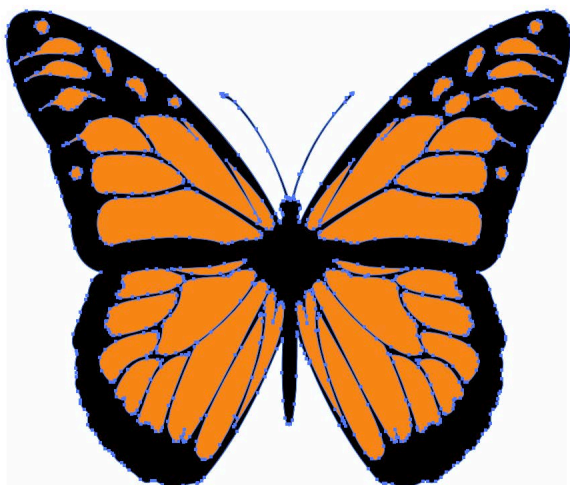


Grayscale Live Trace



Before you can edit the Live Trace image, go to Object> Expand

Use the Selection Tools to select and edit areas of your image.--

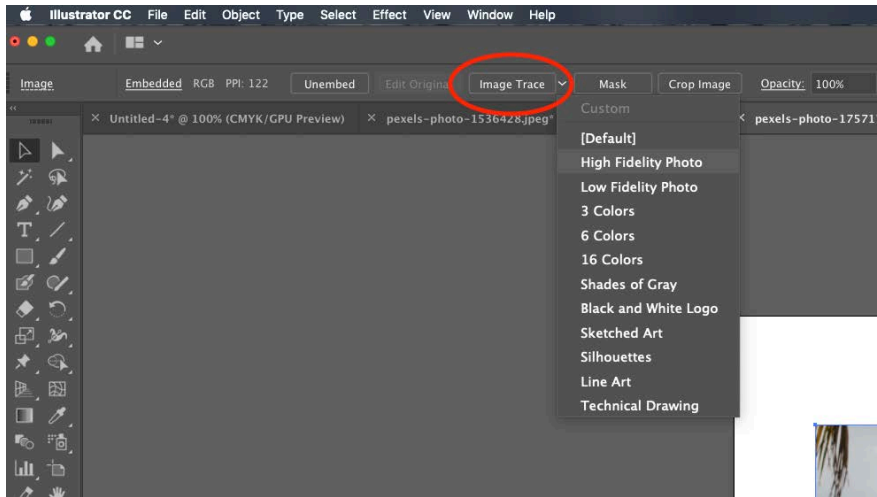





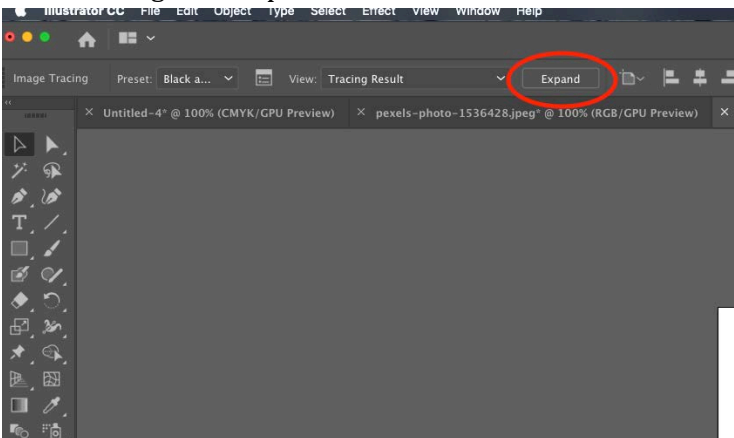
Go to File>Place and navigate to the image “Island.”

On the menu bar click the drop down arrow next to Image Trace to select a preset tracing style or use the Image Trace menu (Window> Image Trace) for full control.

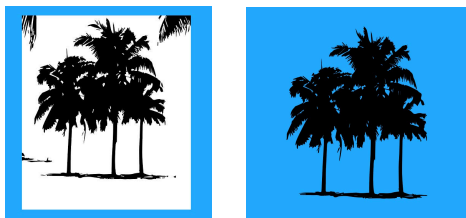
Make sure the image is selected and on the toolbar select a Live Trace. For full control open the Image Trace menu (Window> Image Trace). Adjust the trace style using these menus if you do not like the results.



After tracing click Expand on the toolbar and use the Direct Selection Tool  to select areas within the image.



For this exercise we can select the Black and White Logo setting. Your image might look something like the image below. To edit this object, click Expand at the top of the toolbar or to go Object> Expand.



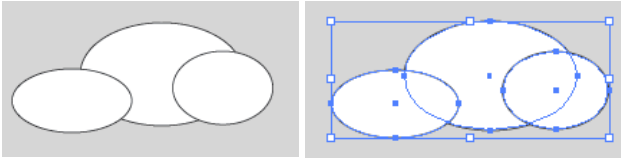
Now you can use the Direct Selection Tool  to select the points and delete or edit them.

Click on all the white area and press the Delete Key.

# SHAPE BUILDER

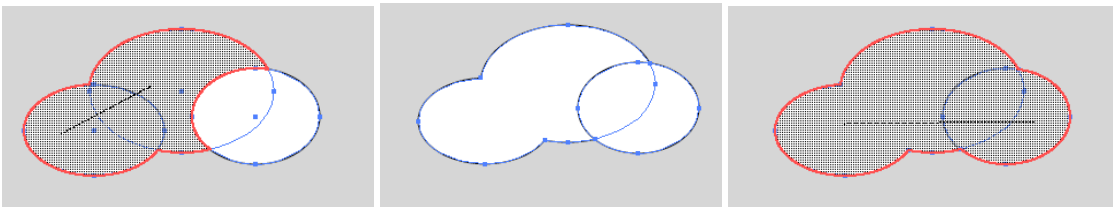
Use the Shape Builder Tool to combine shapes. We are going to make a cloud.

First draw three ellipse shapes and select all of them with the Selection tool .

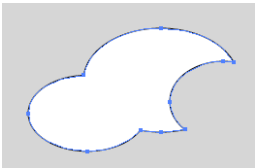


With the Shape Builder Tool click and draw across the overlapping areas.

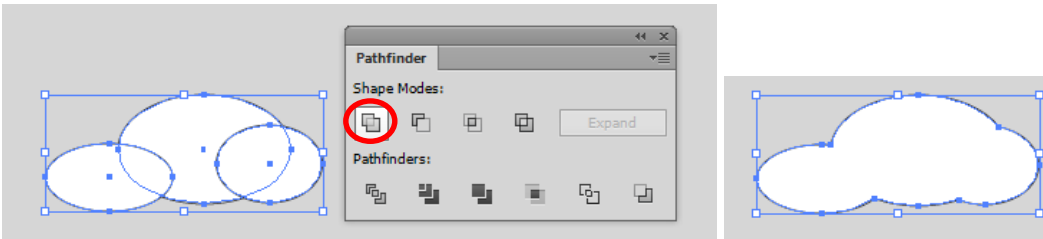
When you release the mouse, those areas are combined into one complex shape.



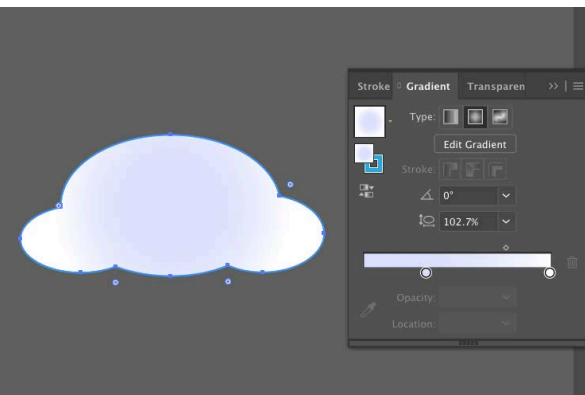
To **remove** a section instead of add, hold the ALT key as you click or draw across an area.



You can also use the Pathfinder menu to unite multiple shapes.



Use the Swatches and Gradient menu to make it look more like a cloud.



## SAVING YOUR FILES & WORKFLOW

You can copy and paste some artwork directly into InDesign because they are both vector-based.

Or you can Save As an EPS file and place into InDesign.

Copy and paste as a Smart object into Photoshop or save as PSD File.

Save as Tiff and open with Photoshop.

### Save/ Save As

It works best to save all your files as original Adobe Illustrator files. Illustrator creates a PDF compatible file which can be viewed in the free Adobe reader.

You can also save your files as PDFs, which preserves most of your file properties.

### Save for Web & Devices

This dialog box lets you preview several common web formats and save low file sizes suitable for web and electronic use.

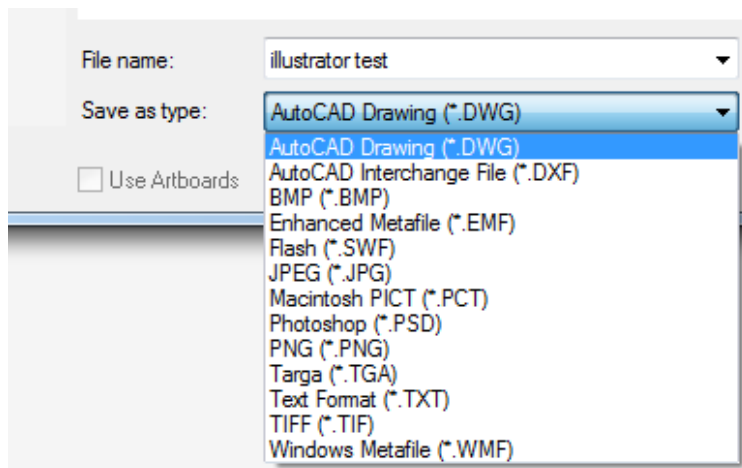
PNG supports transparency – works great for Microsoft Office programs.

### Export

File> Export your artwork in different file types as needed.

JPEG has great compression and color range.

TIFF files support layers and transparency.



## ADDITIONAL RESOURCES

### **Online Training – Computer Based Training**

[www.cbt.ttu.edu](http://www.cbt.ttu.edu)

### **Safari Books Online – LOTS of Reference Books**

<http://proquest.safaribooksonline.com/>

### **Stock Images**

[www.sxc.hu](http://www.sxc.hu)

[www.pexels.com](http://www.pexels.com)

### **Font Downloads**

[www.dafont.com](http://www.dafont.com)

### **TTU Identity Guidelines & Logo Usage**

<http://www.depts.ttu.edu/communications/identityguidelines/>

*Find Your Paradise*



**PARADISE**