University Information
Technology Services

Illustrator CC 2014 Essential Skills

Adobe Illustrator Creative Cloud 2014

University Information Technology Services

Training, Outreach, Learning Technologies & Video Production

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Illustrator CC 2014 Essential Skills

Adobe Illustrator Creative Cloud 2014

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Introduction

Illustrator is a vector graphic editing program by Adobe. This booklet is designed to introduce you to the essential skills you will need to get started using some of the basic Illustrator tools. These instructions were created using Illustrator CC 2014 for Windows; the Mac OS X version is similar.

About Vector Graphics

Vector graphics are made up of lines and curves called vectors. They are resolution-independent, meaning they can be scaled to any size and printed at any resolution without losing detail. You can move, resize, or change the color of vector objects without losing the quality in the graphic.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Recognize Illustrator Terminology
- Locate tools, panels, bars, and windows in the workspace
- Learn how to use the pen, selection, line, pencil, basic shapes, eraser, and shape builder tools
- Create text by itself or on a path of an object
- Save files in different versions or formats

Opening Illustrator

Follow these instructions to access the Illustrator program.

1. Click the Windows **Start** button.
2. Click **All Programs**.
3. Click **Adobe Illustrator CC 2014**.

Opening a New Document

Follow these instructions to open a new file.

1. Click the **File** menu.
2. Click **New**. The *New Document* dialog window will appear (See Figure 1).
3. Choose a **Name** for the Document (See Figure 1).
   Note: You can either name the document now or later when you are saving.
4. Choose one of the preset document profiles from the **Profile** drop-down (See Figure 1).
5. Enter the **Number of Artboards** (pages) that you would like to have in the document (See Figure 1).
   Note: If you enter 2 or more artboards, choose how you would like them arranged, using the buttons to the right of *Number of Artboards*. Choose how much spacing you would like between each artboard, and the number of columns you would like.
6. Select the paper **Size** (See Figure 1).
7. Select the **Units** of measurement that you prefer (See Figure 1).
8. Select the **Orientation** type (See Figure 1).
9. Click **OK** once you are done making selections (See Figure 1).

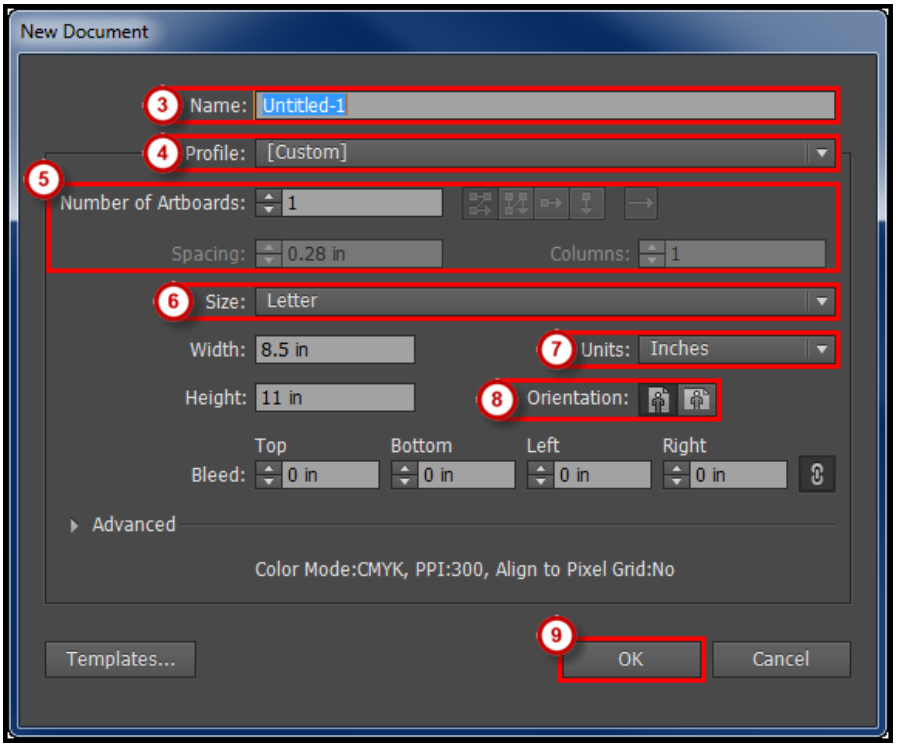


Figure 1 - New Document Dialog Window.

Exploring the Workspace

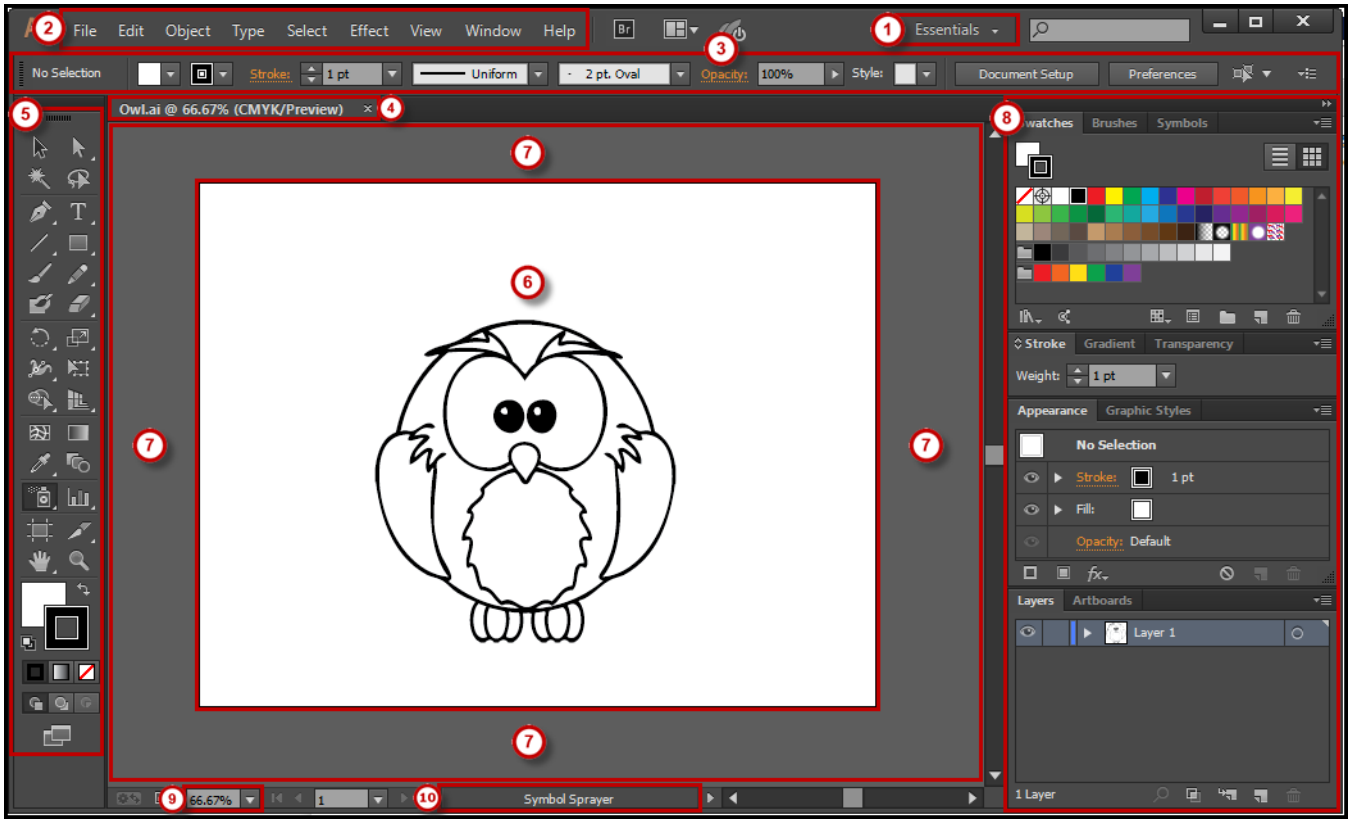


Figure 2 - Adobe Illustrator Workspace.

1. **Workspace switcher**: A workspace is the selection of Illustrator tools laid out on your screen for easy access (See Figure 2). The default workspace is *Essentials*.
2. **Menu Bar**: File, Edit, etc. Illustrator functions are available from the drop-down menus (See Figure 2).
3. **Control Panel**: Displays options relevant to the currently selected tool (See Figure 2).
4. **Tabbed Document window**: You will have a tab for each file you have open (See Figure 2).
5. **Tools Panel**: Tools used to create objects/images (See Figure 2).
6. **Artboard**: Allows you to create and edit objects/images in this area, to be printed (See Figure 2).
7. **Scratch Area**: Objects/images can be created in the scratch area, but will not be printed (See Figure 2).
8. **Panels**: Panels hold multiple options used for editing and manipulating objects (See Figure 2). To display more panels, go to *Window* on the *menu bar*.
9. **Window Zoom**: Allows you to control the zoom of the window (See Figure 2).
10. **Current Tool**: Displays the current selected tool (See Figure 2).

Illustrator Tools and Shortcuts

Figure 3 - Tools in the Illustrator tools panel; image from **Adobe**.

Image from Adobe, http://helpx.adobe.com/illustrator/using/tools.html; visit the link to see more detail about the tools, including examples.

Note: Most tools show a triangle icon (see figure at right), denoting that more tools are hidden behind the one you see.

Keyboard shortcuts for drawing

Result	Keyboard Shortcuts
Constrain a shape's proportions or orientation to: • equal height and width for rectangles, rounded rectangles, ellipses, and grids • Increments of 45° for line and arc segments • Original orientation for polygons, stars, and flares	Shift - drag
Move a shape while drawing it	Spacebar - drag
Draw from the center of a shape (except for polygons, stars, and flares)	Alt - drag
Increase or decrease polygon sides, star points, arc angle, spiral winds, or flare rays	Start dragging, then press the Up Arrow or Down Arrow
Keep the inner radius of a star constant	Start dragging, then hold down Ctrl
Keep the sides of a star straight	Alt - drag
Switch between an open and closed arc	Start dragging, then hold down C
Flip an arc, keeping the reference point constant	Start dragging, then hold down F
Add or subtract winds from a spiral while increasing the length of the spiral	Start dragging, then Alt - drag
Change the decay rate of a spiral	Start dragging then Ctrl - drag
Add or remove horizontal lines from a rectangular grid or concentric lines from a polar grid	Start dragging, then press the Up Arrow or Down Arrow
Add or remove vertical lines from a rectangular grid or radial lines from a polar grid	Start dragging, then press the Right Arrow or Left Arrow
Decrease the skew value for horizontal dividers in a rectangular grid or radial dividers in a polar grid by 10%	Start dragging, then press F
Increase the skew value for horizontal dividers in a rectangular grid or radial dividers in a polar grid by 10%	Start dragging, then press V
Decrease the skew value for vertical dividers in a rectangular grid or concentric dividers in a polar grid by 10%	Start dragging, then press X
Increase the skew value for vertical dividers in a rectangular grid or concentric dividers in a polar grid by 10%	Start dragging, then press C
Create and expand a Live Trace object in one step	Alt-click Live Trace in the Control panel, or hold down Alt and select a tracing preset.
Increase size of Blob Brush	] (right square bracket)
Decrease size of Blob Brush	[(left square bracket)
Constrain Blob Brush path horizontally or vertically	Shift
Switch through drawing modes	Shift + D
Join two or more paths	Select the paths, then press Ctrl + J
Create corner or smooth join	Select the paths, then press Shift + Ctrl + Alt + j

Keyboard shortcuts for drawing, credit: Adobe, see http://helpx.adobe.com/illustrator/using/default-keyboard-shortcuts.html

Using Color in Illustrator

The *swatches* panel allows you to access basic color, gradient, and pattern choices (See Figure 4). Accessing color from the *Control Bar* is probably the easiest way to make color choices (See Figure 5). The *Fill* and *Stroke* drop-down lists allow quick access to the Swatches panel to apply color to the fill and/or stroke of an object. You can also access colors by double clicking the fill and/or stroke from the Tools panel (See Figure 6).

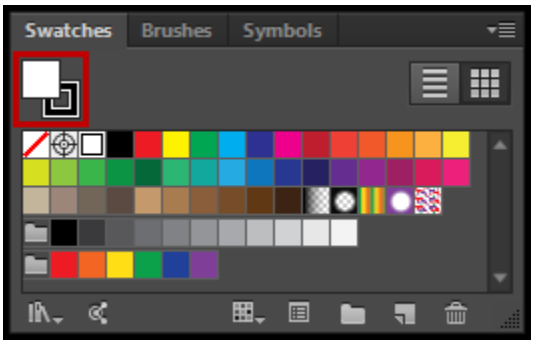


Figure 4 - Swatches Panel.

Figure 5 - Control Panel Fill & Stroke Drop Down Buttons.

Figure 6 - Tools Panel Fill and Stoke.

Applying Color to an Object

You can choose from one of the three instructions below to apply color to an object's *Fill* (inside) or *Stroke* (border or path).

1. From the *Swatches* Panel.
    A. Select the **object**.
    B. Click the **Fill** or **Stroke** button at the top left (See Figure 4).
    C. Select a **color**.
2. From the *Control Bar*.
    A. Select the **object**.
    B. Click the **Fill** or **Stoke** drop-down button (See Figure 5).
    C. Select a **color**.
3. From the *Tools Panel*.
    A. Select the **object**.
    B. Double click the **Fill** or **Stroke** button at the bottom (See Figure 6).
    C. Select a **color** from the *Color Picker* window.
    D. Click **OK**.

    Note: If you are applying color to the Fill, the Fill button must be on top. If you are applying color to the stroke, the Stroke button must be on top. To switch the position of the Fill and Stroke color buttons, simply click on the appropriate button, or use the shortcut key X to toggle from Fill to Stroke and vice versa.

Pen Tools

The *Pen Tool* can be used to create elements, such as straight lines, curves, and closed shapes (See Figure 7).

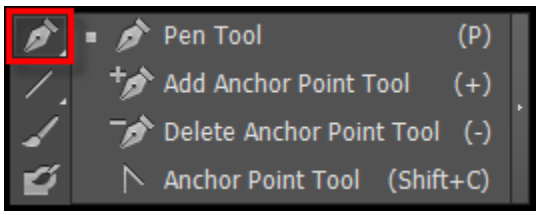


Figure 7 - Pen Tool.

Pen Tool

The simplest path you can create with the pen tool is a straight line. The *Pen Tool* allows you to set *anchor points*, and then Illustrator inserts the line to connect the anchor points and create paths.

1. Select the **Pen Tool** from the *Tool Panel*.
2. Click on the **Artboard** where you want the line to begin, to set the first *anchor point* (See Figure 8).

Figure 8 - 1st Anchor Point.

3. Move the **Pen Tool** across from the *anchor point* you just created, as if drawing a straight line, and click again to set the second *anchor point* and create the line segment (See Figure 9).

   Note: As you move the Pen Tool across the Artboard, you will notice a line appear. This line is called a guide (See Figure 9). The guide helps you to stay in line with the previous anchor point created, to ensure the connecting path will be a straight line.

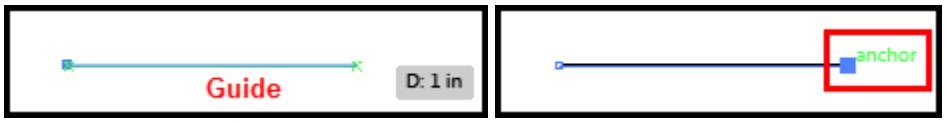


Figure 9 - Guide and 2nd Anchor Point.

4. Move the **Pen Tool** up to set the top point of the triangle. As you move up and toward the center of the path you previously created, you will notice a *vertical guide* verifying that you are at the center point of the path (See Figure 10).
5. Click to create a third **anchor point** (See Figure 10).

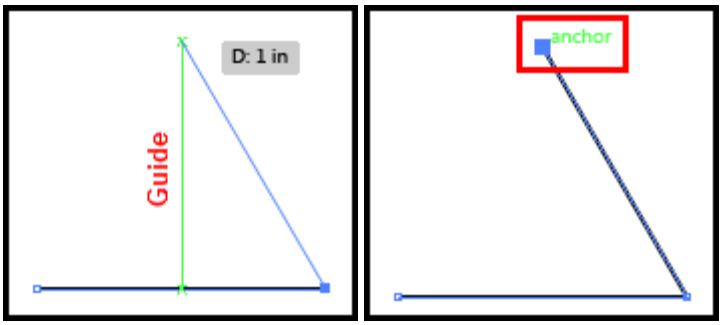


Figure 10 - Vertical Guide and 3rd Anchor Point.

6. Using the **Pen Tool**, hover over the first *anchor point* that was created. To the lower right of the *Pen Tool*, there should now be an (o). The (o) means that you are about to close the path (See Figure 11).

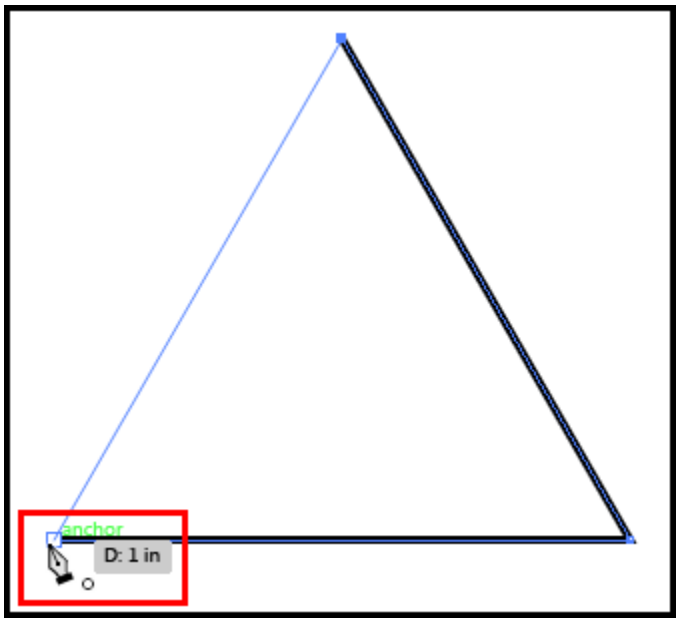


Figure 11 - Using the Pen Tool to Close Path.

7. Click the **anchor point** to close the path (See Figure 12).

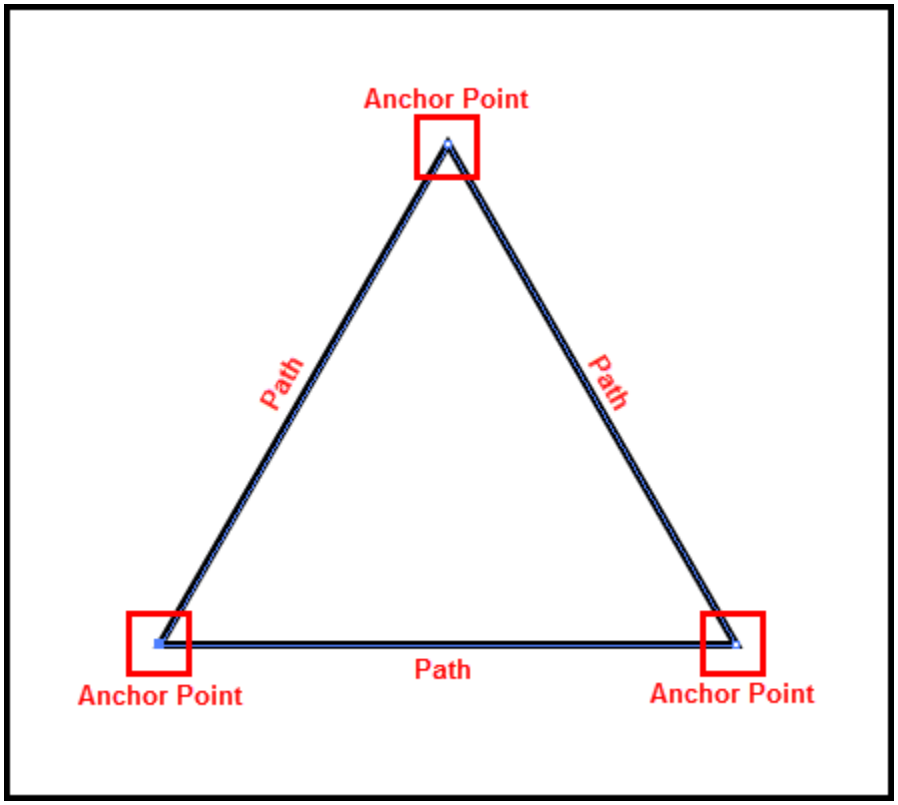


Figure 12 - Closed Path.

Add Anchor Point Tool

1. To add an *anchor point* to the object, select an **object**.
2. Select the **Add Anchor Point Tool** (See Figure 13).

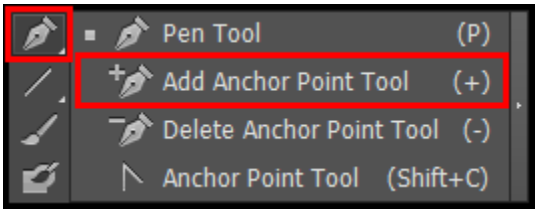


Figure 13 - Add Anchor Point Tool.

3. Click a position on the **path** to add an *anchor poin*t (See Figure 14).

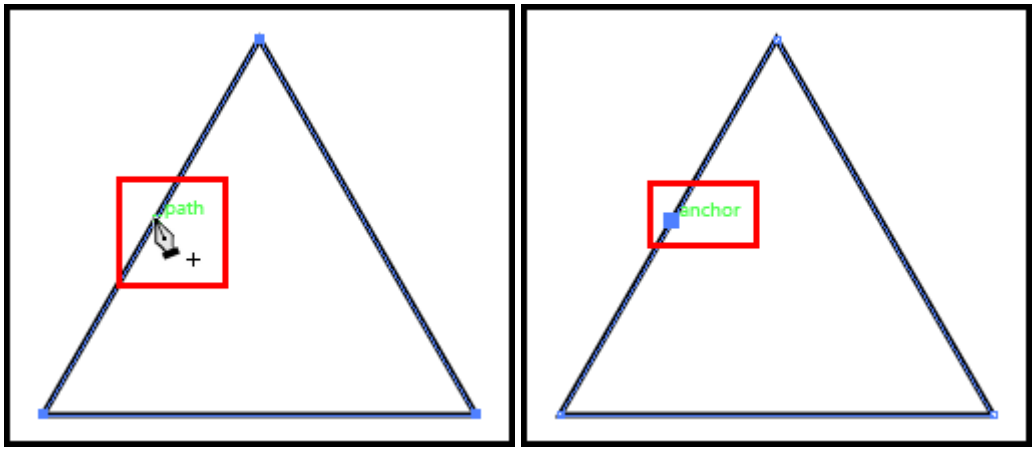


Figure 14 - Click on Path to Add Anchor Point.

Delete Anchor Point Tool

1. To remove an *anchor point*, select an **object**.
2. Select the **Delete Anchor Point Tool** (See Figure 15).

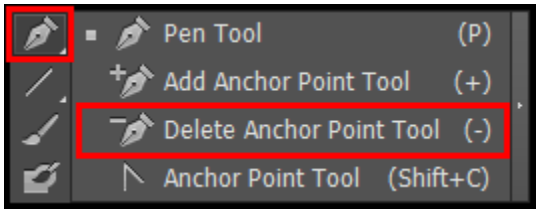


Figure 15 - Delete Anchor Point Tool.

3. Click on an **anchor point** to remove that *anchor point* from the object (See Figure 16).

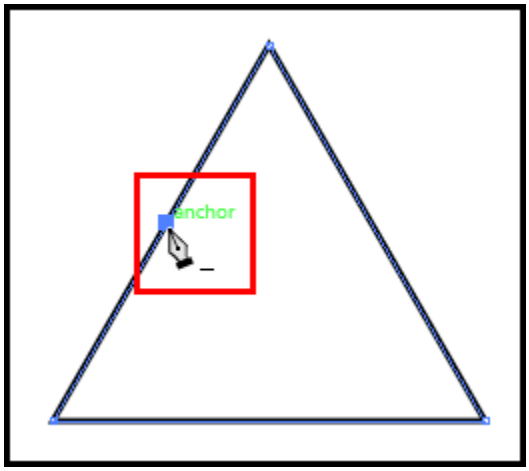


Figure 16 - Click on Anchor Point to Delete.

Anchor Point Tool

1. To convert an anchor point and create a curved path, select the **object**.
2. Select the **Anchor Point Tool** (See Figure 17).

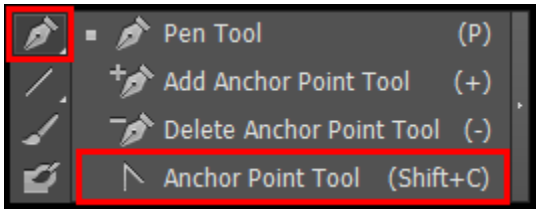


Figure 17 - Anchor Point Tool.

3. Click the **anchor point** and **drag** to turn the straight path into a curved path (See Figure 18).

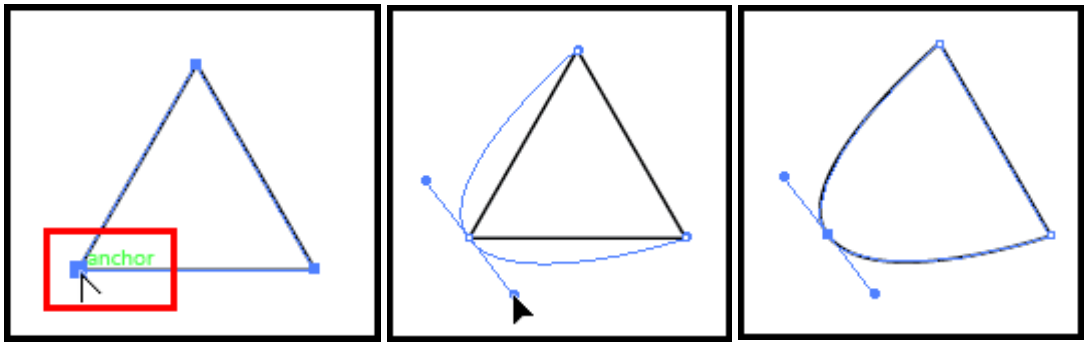


Figure 18 - Convert an Anchor Point to a Curved Path.

Selection Tools

Selection tools are used for selecting, positioning, and stacking objects accurately (See Figure 19).

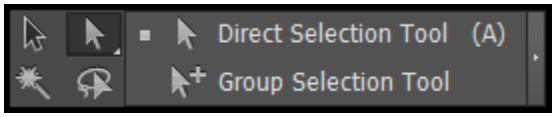


Figure 19 - Selection Tools from Tools Panel.

Selection Tool

Use the *Selection Tool* to select objects or groups. This tool activates all anchor points in an object or group at the same time, allowing you to move an object without changing its shape.

- Selecting an Object
    1. Select the **Selection Tool** (See Figure 20).

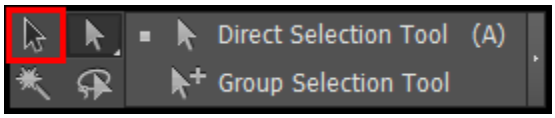


Figure 20 - Section Tool.

    2. Simply click the **object** to select it, or **click and drag** allowing your pointer to touch the object. Either of these options will select the object. Once selected, a *bounding box* will appear around the object (See Figure 21). The bounding box allows an easy and effective way to resize an object using its sizing handles.
    Note: To remove the *bounding box*, select **View** → **Hide Bounding Box**.

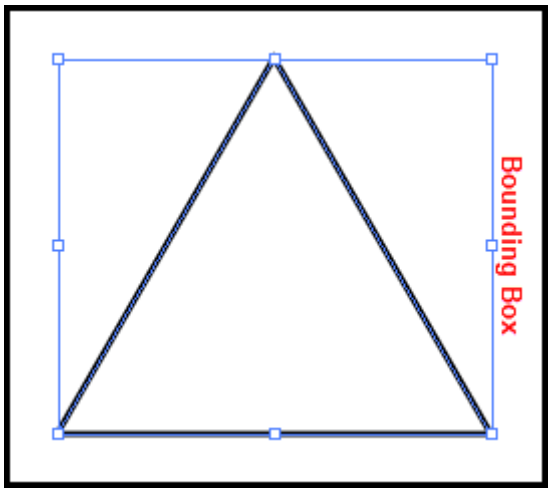


Figure 21 - Bounding Box.

- Selecting Multiple Objects
    1. Select the **Selection Tool** (See Figure 20).
    2. Click an **object** to select it.
    3. While pressing the **Shift** key on your keyboard, click the other **objects** that you would like to select (See Figure 22).

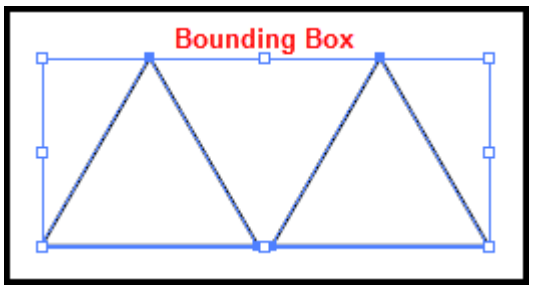


Figure 22 - Multiple Objects Selected with Selection Tool.

- Alternate Option
    1. Select the **Selection Tool** (See Figure 20).
    2. **Click and drag**, touching each object that you want to select (See Figure 23).

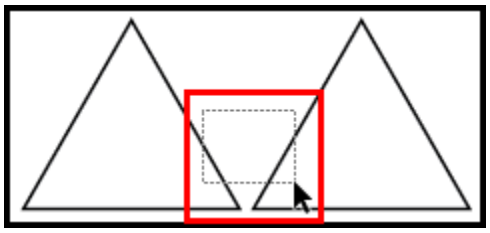


Figure 23 - Select Objects by Click and Drag with Selection Tool.

- Resizing an Object
    1. Select the **Selection Tool** (See Figure 20).
    2. Hover over one of the **corners** or side sizing handles.
    3. **Click and drag** to resize the object (See Figure 24).

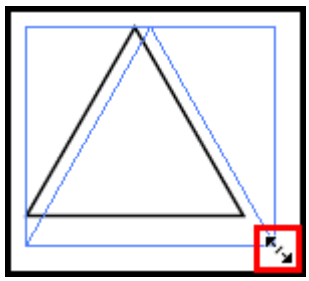


Figure 24 - Resize an Object with Selection Tool.

- Moving an Object
    1. Select the **Selection Tool** (See Figure 20).
    2. Hover over a **path** in the object.
    3. Click the **path** and drag to move to your desired location (See Figure 25).

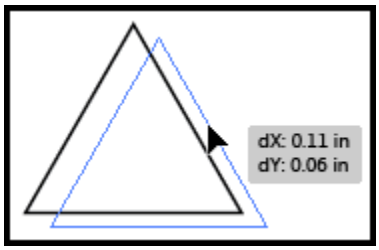


Figure 25 - Move an Object with Selection Tool.

- Duplicating an Object
    1. Select the **Selection Tool** (See Figure 20).
    2. Select the **object**.
    3. Position the pointer over the **path** of the object.
    4. Hold down the **Alt key**, click the **path** and drag (See Figure 26).

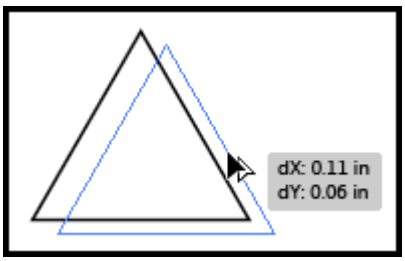


Figure 26 - Duplicate an Object with Selection Tool.

    5. Once in the desired location, release the **mouse** first, then the **Alt key**.

Direct Selection Tool

Use the *Direct Selection Tool* to select individual or multiple anchor points to manipulate the shape of the object (See Figure 27).

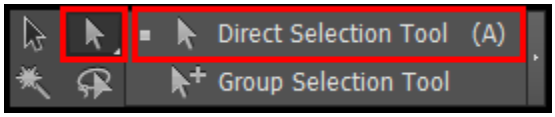


Figure 27 - Direct Selection Tool.

- Selecting an Anchor Point
    1. Select the **Direct Selection Tool** (See Figure 27).
    2. Click one of the **anchor points**. The anchor point is now selected and is solid filled. The other anchor points will be hollow (See Figure 28).

Figure 28 - Solid Filled and Hollow Anchor Point.

    3. Click and hold the **filled anchor point** and **drag** to manipulate the shape of the object (See Figure 29).

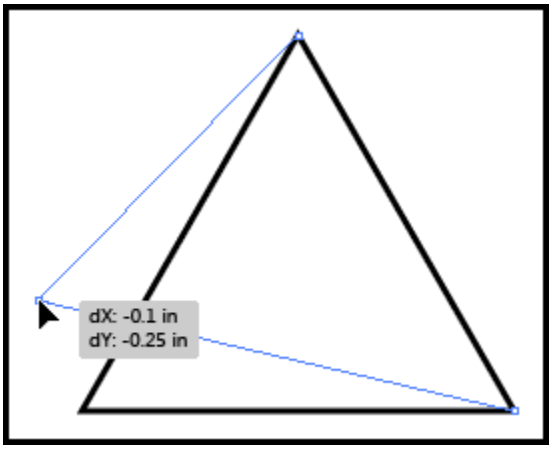


Figure 29 - Manipulating the Object with Direct Selection Tool.

Note: Hollow anchor points will not move while dragging the selected anchor point.

    4. Once you are done manipulating the object, release the **mouse** button.

- Selecting Multiple Anchor Points
    1. Select the **Direct Selection Tool** (See Figure 27).
    2. Click on an **anchor point**.
    3. Hold down the **Shift key** and click additional **anchor points** (See Figure 30).

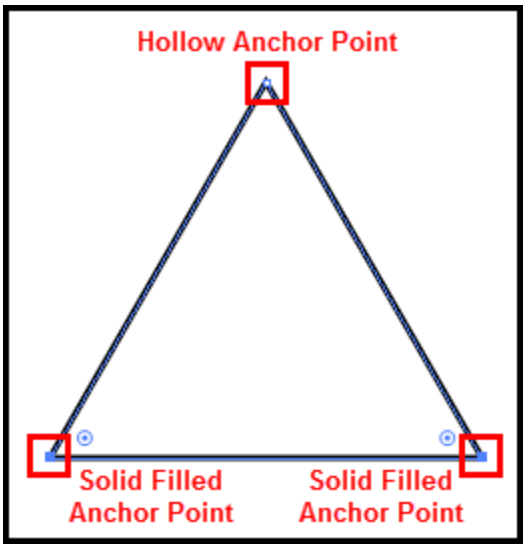


Figure 30 - Selecting Multiple Anchor Points with Direct Selection Tool.

Note: If you select all anchor points on the object, you will not be able to manipulate the object. You will only be allowed to move it to another location.

Group Selection Tool

Hidden within the Direct Selection Tool, is the *Group Selection Tool* (See Figure 31). This tool is used to select items within a group. It adds grouped items as you click objects in the order in which they were grouped. This selection tool becomes more useful to you as you become more familiar with grouping objects in Illustrator.

Figure 31 - Group Selection Tool.

Magic Wand Tool

Use the *Magic Wand Tool* to select objects with like values, such as fill and stroke colors, based on a tolerance and stroke weight. Change the options of this tool by double-clicking on the tool.

- Selecting objects
    1. **Draw** three triangles.
    2. Change the **fill color and stroke color** of all the triangles, making two exactly the same and one different from the other two.
    3. Select the **Magic Wand Tool** (See Figure 32).

Figure 32 - Magic Wand Tool.

4. Click on one of the two triangles that are the same. The triangles that are the same are selected (See Figure 33).

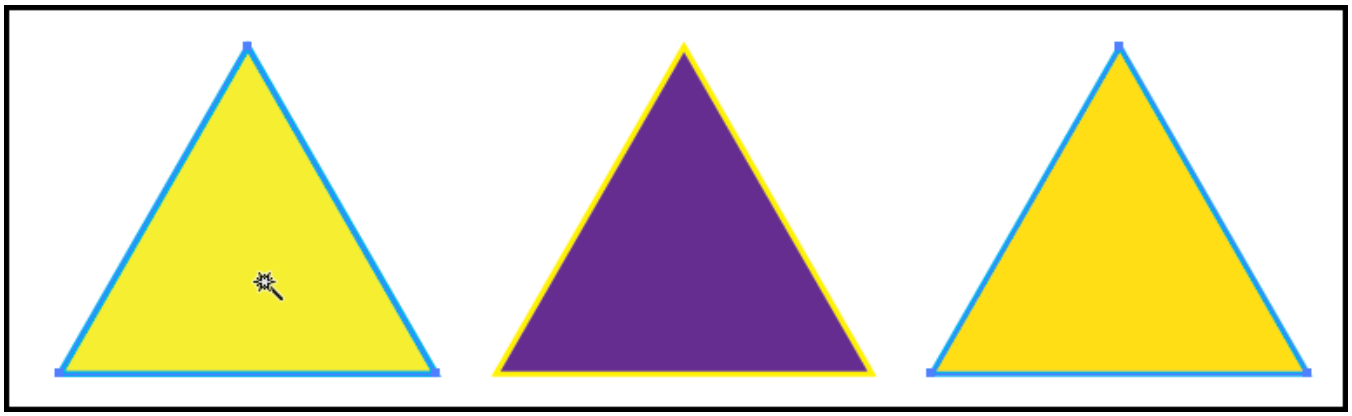


Figure 33 - Using the Magic Wand Tool.

Lasso Tool

Use the *Lasso Tool* to draw freehand to select anchor points or objects.

- Selecting an anchor point or object.
    1. Select the **Lasso Tool** (See Figure 34).

Figure 34 - Lasso Tool.

2. Click and drag to draw a circle around the first two triangles. Upon releasing the mouse button, the two objects will be selected (See Figure 35).

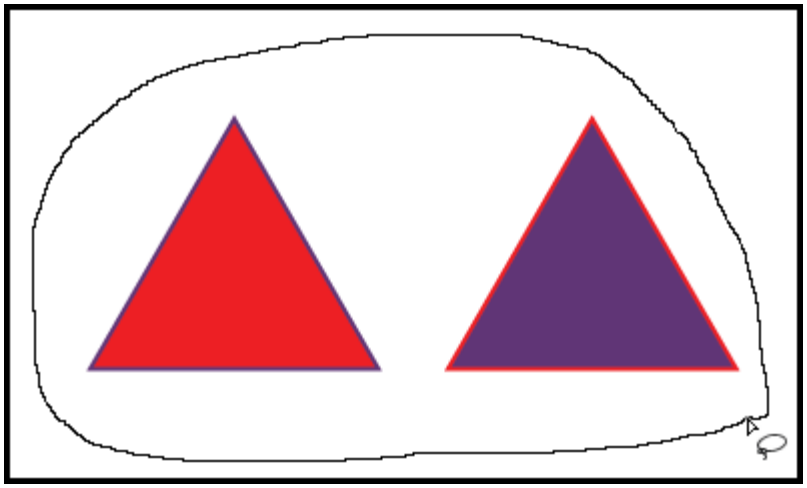


Figure 35 - Using the Lasso Tool.

The Line Tools

Use the *Line Tools* to draw straight or curved lines, spirals, and grids (See Figure 36). When creating lines, you create the line and Illustrator inserts the anchor points. Stroke changes the color of the line. Uniform changes the shape of the line. You can also change the weight of a line.

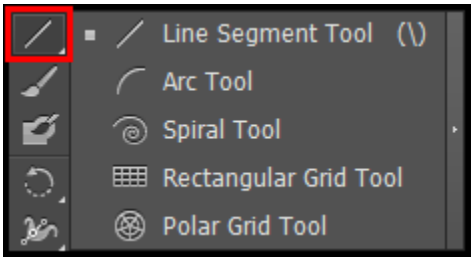


Figure 36 - Line Tools.

Line Segment Tool

Use the *Line Segment Tool* to create a line.

- Creating a line
    1. Select the **Line Segment Tool** (See Figure 37).

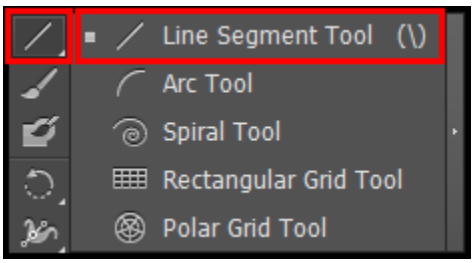


Figure 37 - Line Segment Tool.

    2. Position the pointer where you want the line to begin.
    3. Click and drag to where you want the line to end. Once you release the mouse, your line will be drawn with two anchor points at each end (See Figure 38).

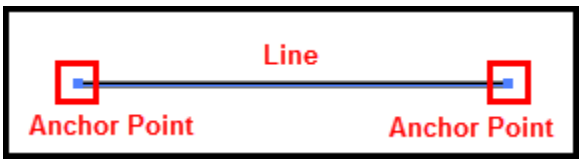


Figure 38 - Line with two Anchor Points.

Note: To ensure a straight line, hold down the shift key while dragging the mouse.

- Changing the line color
    1. Select the line using the **Selection Tool** (See Figure 20).
    2. Select a color from the **stroke** button on the *Control Bar* (See Figure 39).

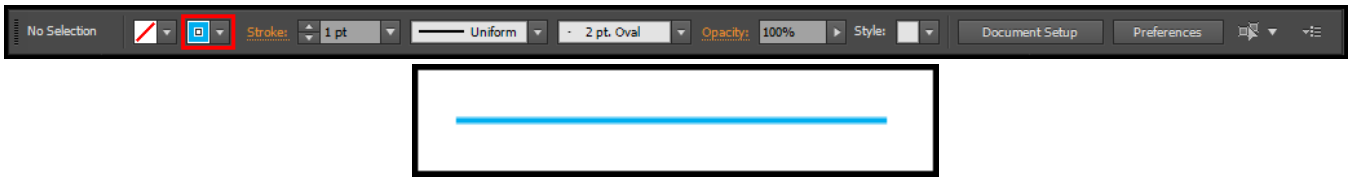


Figure 39 - Line Color Changed.

- Changing the thickness of the line
    1. Select the line using the **Selection Tool** (See Figure 20).
    2. Select the drop-down **arrow** next to the (pt) in the *Control Bar*.
    3. Select an **option** (See Figure 40).

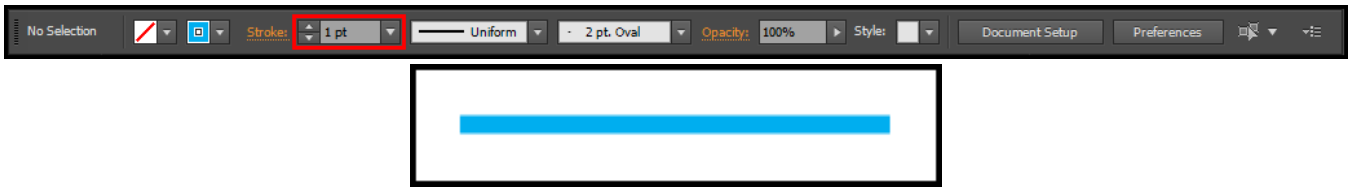


Figure 40 - Line Thickness Changed.

Note: The higher the number, the thicker the line.

- Changing the shape of the line
    1. Select the line using the **Selection Tool** (See Figure 20)
    2. Select the drop-down **arrow** next to Uniform on the *Control Bar*.
    3. Choose a **new shape** (See Figure 41).

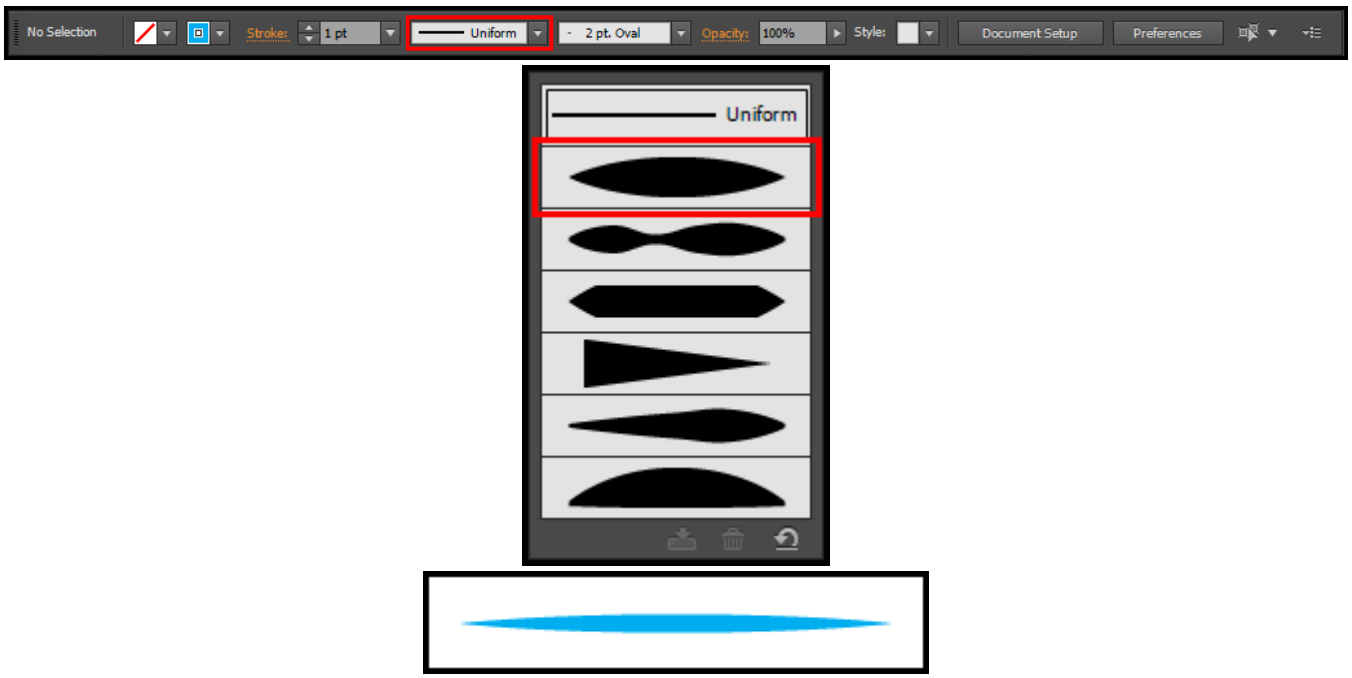


Figure 41 - Line Shape Changed.

Arc Tool

Use the *Arc Tool* to create curved paths (See Figure 42).

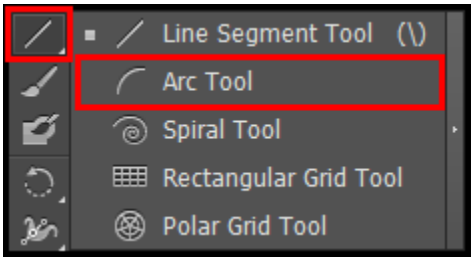


Figure 42 - Arc Tool.

- Creating a curved path
    1. Select the **Arc Tool**, hidden beneath the *Line Segment Tool* (See Figure 42).
    2. Position the pointer where you want the arc to begin.
    3. Click and drag to the position where you want the arc to end. Once you release the mouse, you will have created a curved path (See Figure 43).

       Note: To flip the arc to the opposite direction, while dragging, press the **(F) key** on the keyboard.

Figure 43 - Drawn Arc Tool.

Spiral Tool

Use the *Spiral Tool* to create spiral paths (See Figure 44).

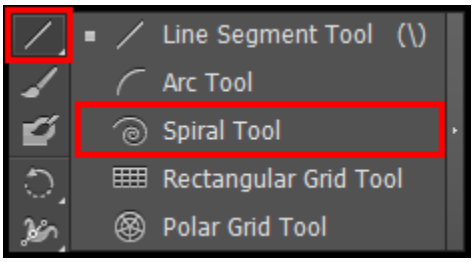


Figure 44 - Spiral Tool.

- Creating a spiral
    1. Select the **Spiral Tool** hidden beneath the *Line Segment Tool*.
    2. Position the pointer in the position where you want to draw the spiral.
    3. Click and drag to your desired size (See Figure 45). Drag in an arc direction to rotate the spiral.

Figure 45 - Drawn Spiral Tool.

Rectangular Grid Tool

The *Rectangular Grid Tool* (See Figure 46) creates rectangular grids of a specified size with a specified number of dividers.

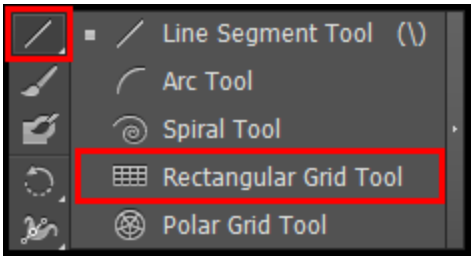


Figure 46 - Rectangular Grid Tool.

- Creating a Rectangular Grid
    1. Select the **Rectangular Grid Tool** hidden beneath the *Line Segment Tool*.
    2. Position the pointer where you want to begin the grid.
    3. Click and drag until you reach the desired size (See Figure 47).

       Note: To add or remove horizontal lines, while dragging; press the ↑ or ↓ **Arrow** keys on the keyboard. To add or remove vertical lines, while dragging; press the ← or → **Arrow** keys on the keyboard.

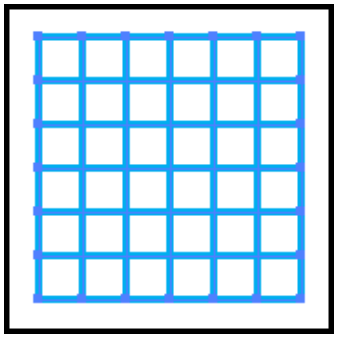


Figure 47 - Drawn Rectangular Grid Tool.

Polar Grid Tool

The *Polar Grid Tool* (See Figure 48) creates concentric circles of a specified size with a specified number of dividers.

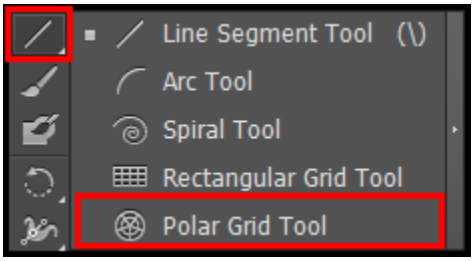


Figure 48 - Polar Grid Tool.

- Creating a Polar Grid Tool
    1. Select the Polar Grid Tool hidden beneath the Line Segment Tool.
    2. Position the pointer where you want to begin drawing the grid.
    3. Click and drag until you reach the desired size (See Figure 49).

    Note: To add or remove concentric circles, while dragging; press the ↑ or ↓ **Arrow** keys on the keyboard. To add or remove line segment dividers, while dragging, press the ← or → **Arrow** keys on the keyboard.

Figure 49 - Drawn Polar Grid Tool.

The Pencil Tools

The *Pencil Tools* (See Figure 50) allow you to draw as if you were drawing with a pencil on paper. It is most useful for fast sketching or creating a hand-drawn look. Once you draw a path, you can immediately change it if needed. As you draw with the Pencil Tools, anchor points are set on the path. Illustrator determines the position they are set.

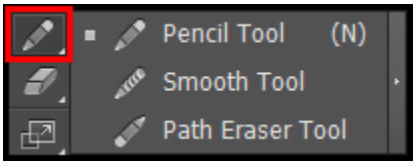


Figure 50 - Pencil Tools.

Pencil Tool

The *Pencil Tool* lets you draw open and closed paths as if you were drawing with a pencil on paper (See Figure 51).

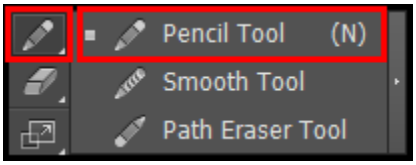


Figure 51 - Pencil Tool.

- Drawing a freeform path with the *Pencil Tool*

  1. Select the **Pencil Tool**.
  2. Position the tool where you want the path to begin.
  3. Click and drag to draw a path. The *Pencil Tool* will display a small asterisk to indicate that you are drawing a freeform path.
  4. Once you release the mouse, the line will change into a solid line, and Illustrator will insert *anchor points* (See Figure 52).

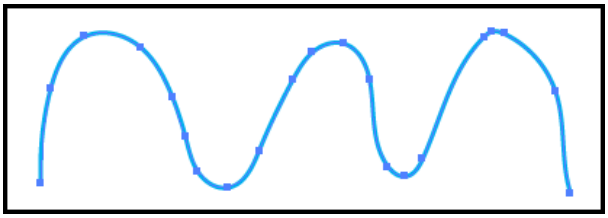


Figure 52 - Drawing a Freeform Path with the Pencil Tool.

- Drawing a closed path with the Pencil Tool

  1. Select the **Pencil Tool**.
  2. Position the tool where you want the path to begin.
  3. After you begin dragging, hold down the **Alt key**. The *Pencil Tool* will display a small circle to indicate that you are drawing a closed path.
  4. Once the path is to your desired size and shape, release the **mouse button** first. Once the path closes, release the **Alt key** (See Figure 53).

     Note: You do not have to position the cursor over the starting point to close the path. If you release the mouse in another location, the Pencil Tool will close the shape once you release the mouse.

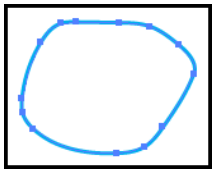


Figure 53 - Drawing a Closed Path with the Pencil Tool.

Edit Paths

- Add to a path
    1. Select an existing path using the **Selection Tool** (See Figure 20).
    2. Select the **Pencil Tool**.
    3. Position the *Pencil Tool* on an endpoint of the path (See Figure 54).

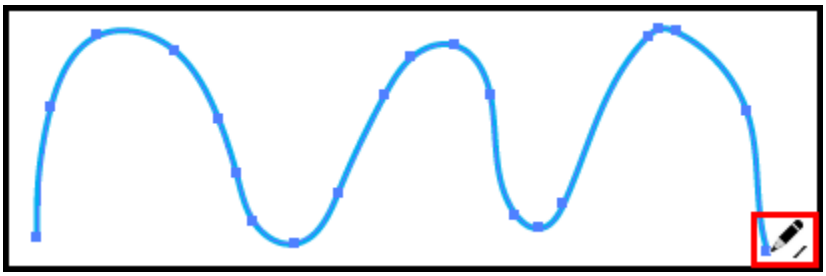


Figure 54 - Edit Path with Pencil Tool.

Note: You will know that you are positioned on the endpoint, once the asterisk changes to a forward slash next to the pencil tool.

4. Click and drag to continue the path in the desired direction (See Figure 55).

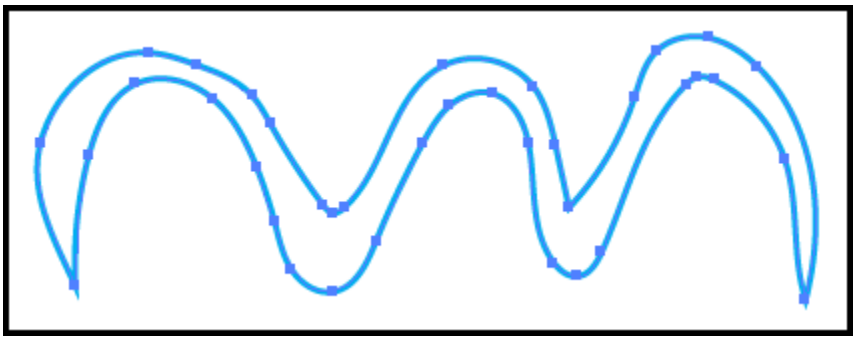


Figure 55 - Path Edited with Pencil Tool.

- Reshape a closed path
    1. Select a closed path using the **Selection Tool** (See Figure 20).
    2. Select the **Pencil Tool**.
    3. Position the *Pencil Tool* on the path, in the position where you want to begin redrawing.

    Note: You will know when you are on the path when the asterisk next to the Pencil Tool disappears.

    4. Click and drag creating the desired shape (See Figure 56).

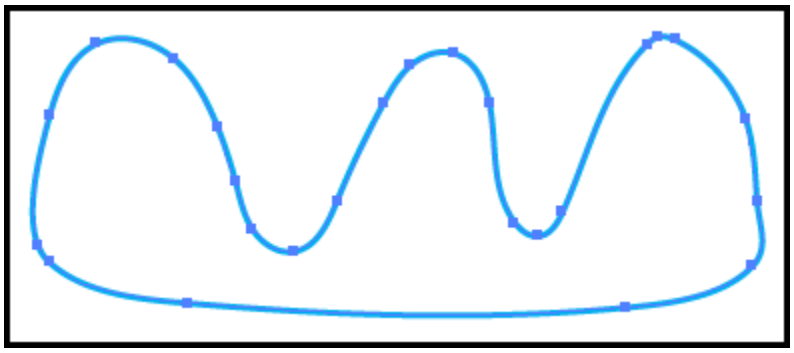


Figure 56 - Path Reshape with Pencil Tool.

Note: In order for the path to remain closed, be sure to release the mouse while hovering over a different position on the path.

Smooth Tool

The *Smooth Tool* (See Figure 57) will round out and straighten any crooked, pointy, or jagged parts of the path to make it look smoother.

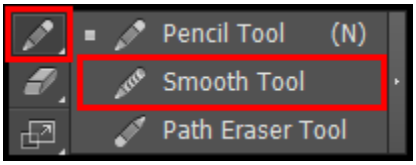


Figure 57 - Smooth Tool.

1. Select the object using the **Selection Tool** (See Figure 20).
2. Select the **Smooth Tool** hidden beneath the *Pencil Tool* (See Figure 57).
3. Position the pointer where you would like to begin.
4. Click and drag the tool across the top of the path in the area that you want to smooth out.
5. Repeat this step to this portion of the path until you get the desired results (See Figure 58).

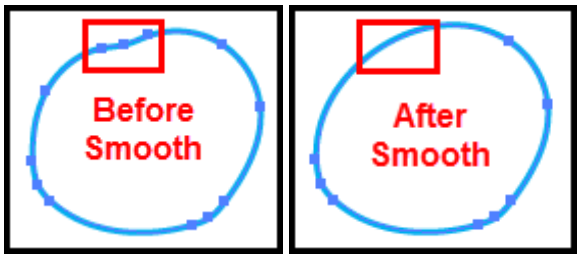


Figure 58 - Using the Smooth Tool.

Path Eraser Tool

The *Path Eraser Tool* (See Figure 59) allows you to erase parts of the path.

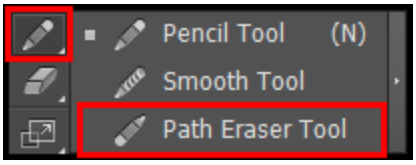


Figure 59 - Path Eraser Tool.

1. Select the object using the **Selection Tool** (See Figure 20).
2. Select the **Path Eraser Tool** hidden beneath the *Pencil Tool*.
3. Position the pointer at a position in the path that you would like to erase.
4. Click and drag over the area that you would like to erase (See Figure 60).

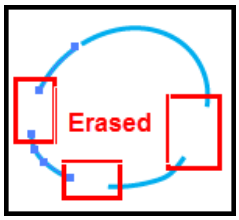


Figure 60 - Using the Path Eraser Tool.

Creating Basic Shapes

Learn how to create basic shapes such as the Rectangle Tool, Rounded Rectangle Tool, Ellipse Tool, Polygon Tool, and Star Tool (See Figure 61).

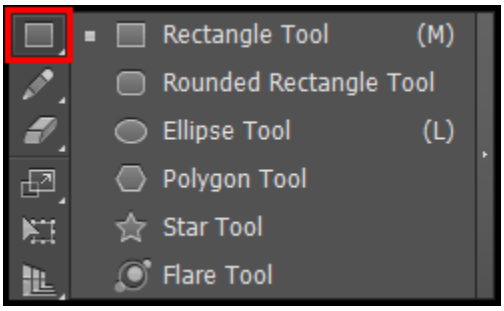


Figure 61 - Basic Shapes.

Rectangle Tool

Creating rectangles and squares using the *Rectangle Tool*.

1. Select the Rectangle Tool (See Figure 62).

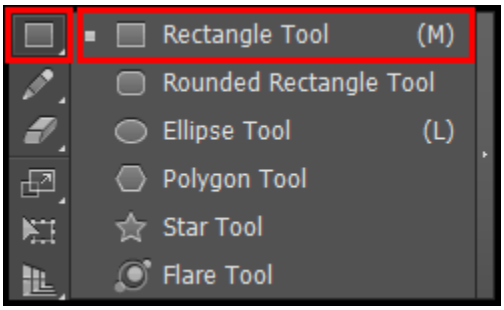


Figure 62 - Rectangle Tool.

2. Click on the Artboard where you want the shape to begin, and then drag until you reach the desired size.

   Note: To draw a square, hold down the **Shift** key while you drag diagonally until the square is at the desired size. To create a square or rectangle using values, click where you want the top-left corner to be, specify a Width and Height, and then click OK.

3. After you create the shape, you can adjust the size and position by using the *Selection Tool* (See Figure 63).

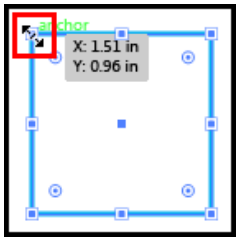


Figure 63 - Adjusting the Rectangle Size.

Rounded Rectangle Tool

Creating rounded rectangles and rounded squares using the *Rounded Rectangle Tool*.

1. Select the **Rounded Rectangle Tool** hidden beneath the *Rectangle Tool* (See Figure 64).

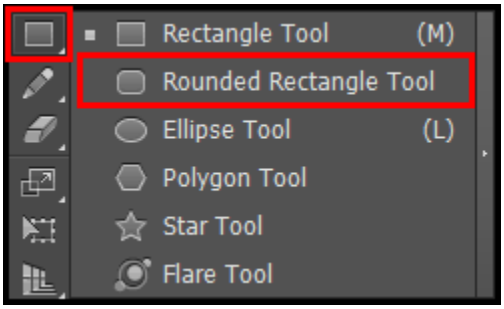


Figure 64 - Rounded Rectangle Tool.

2. Click on the page where you want the shape to begin, and drag diagonally until you reach the desired size.

   Note: To add or remove the corner radius, while dragging; press the ↑ or ↓ **Arrow** keys on the keyboard. To create square or most rounded corners, while dragging, press the ← or → **Arrow** keys on the keyboard.
   Note: To draw a rounded square, hold down the **Shift** key while you drag diagonally until the square is the desired size. To create a rounded square or rectangle using values, click in the document window, and enter a value for Width, Height, and Corner Radius then click OK.

3. After you create the shape, you can adjust the size and position by using the *Selection Tool* (See Figure 65).

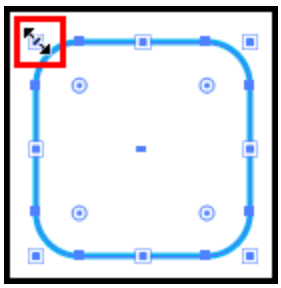


Figure 65 - Adjusting the Rounded Rectangle Size.

Ellipse Tool

Creating circles and ovals using the *Ellipse Tool*.

1. Select the **Ellipse Tool** hidden beneath the *Rectangle Tool* (See Figure 66).

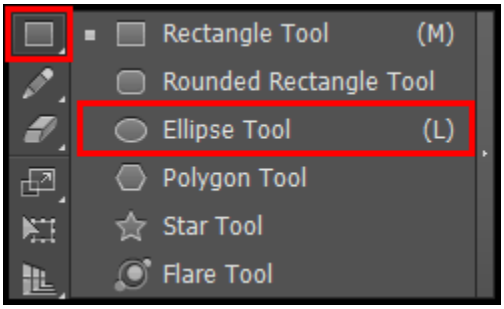


Figure 66 - Ellipse Tool.

2. Click on the page where you want the shape to begin, and drag diagonally until you reach the desired size.
   Note: To draw a round circle, hold down the **Shift** key while you drag diagonally until the circle is the desired size. To create an ellipse or circle using values, click in the document window, and enter a value for Width and Height then click OK.

3. After you create the shape, you can adjust the size and position by using the *Selection Tool* (See Figure 67).

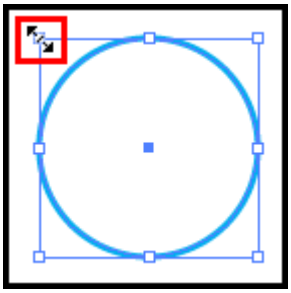


Figure 67 - Adjusting the Ellipse Size.

Polygon Tool

Creating a polygon using the *Polygon Tool*.

1. Select the **Polygon Tool** hidden beneath the *Rectangle Tool* (See Figure 68).

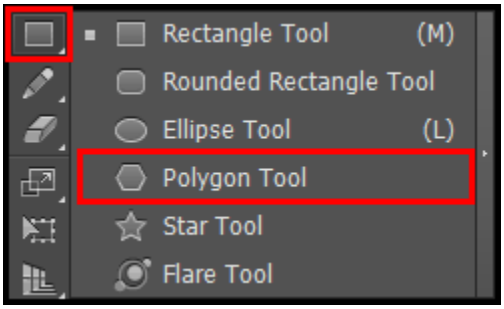


Figure 68 - Polygon Tool.

2. Click on the page where you want the shape to begin, and drag diagonally until you reach the desired size.

   Note: Drag the pointer in an arc to rotate the polygon. To add or remove sides from the polygon, while dragging; press the ↑ or ↓ **Arrow** keys on the keyboard.
   Note: To create a polygon using values, click in the document window, and enter a Radius and number of Sides then click OK.

3. After you create the shape, you can adjust the size and position by using the *Selection Tool* (See Figure 69).

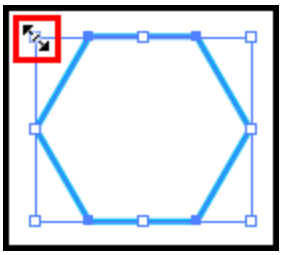


Figure 69 - Adjusting the Polygon Size.

Star Tool

Creating a star shape using the *Star Tool*.

1. Select the **Star Tool** hidden beneath the *Rectangle Tool* (See Figure 70).

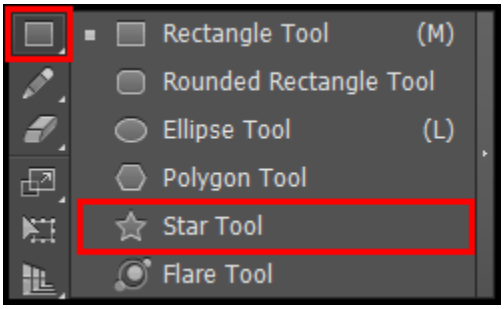


Figure 70 - Star Tool.

2. Click on the page where you want the shape to begin, and drag diagonally until you reach the desired size.
   Note: Drag the pointer in an arc to rotate the star. To add or remove points from the star, while dragging; press the ↑ or ↓ **Arrow** keys on the keyboard.
   Note: To create a star using values, click in the document window, and enter a Radius 1, Radius 2, and number of Points then click OK.

3. After you create the shape, you can adjust the size and position by using the *Selection Tool* (See Figure 71).

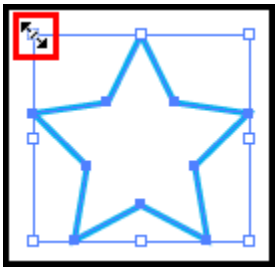


Figure 71 - Adjusting the Star Size.

The Eraser Tool

The *Eraser Tool* allows you to erase mistakes or manipulate objects.

- Using the Eraser Tool
    1. Draw a basic shape and fill it with a color.
    2. Select the **Eraser Tool**.
    3. Click and drag the **Eraser Tool** across the shape from left to right.
       Note: You now have two objects that you can manipulate separately (See Figure 72).

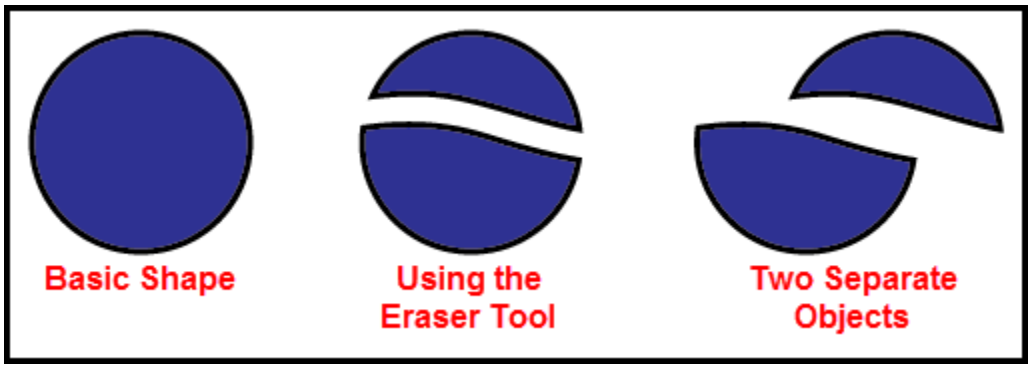


Figure 72 - Using the Eraser Tool.

- Changing the *Eraser Tool* Options
    1. Double-click the **Eraser Tool** to bring up the options dialog box.
    2. Change the *Size, Angle,* and *Roundness* values to customize the eraser.
    3. Preview your options in the small white square at the top of the dialog box.
    4. Click **OK**.

Shape Builder Tool

The *Shape Builder Tool* is an interactive tool for creating complex shapes by the merging and erasing of simple shapes.

1. Create several overlapping shapes (See Figure 73).

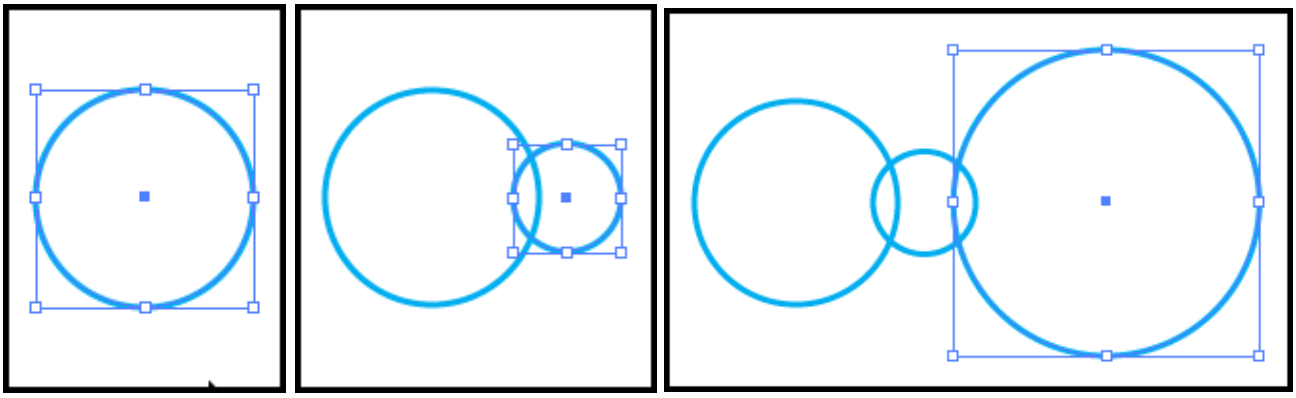


Figure 73 - Overlapping Shapes.

2. Select the shapes that you want to combine with the *Selection Tool* (Figure 74).

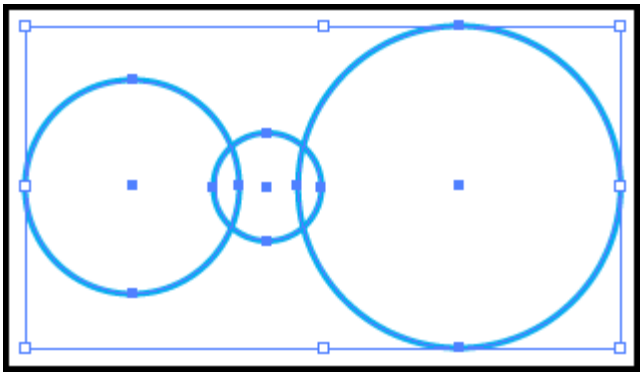


Figure 74 - Select the Shapes with the Selection Tool.

3. Select the **Shape Builder Tool** (See Figure 75).

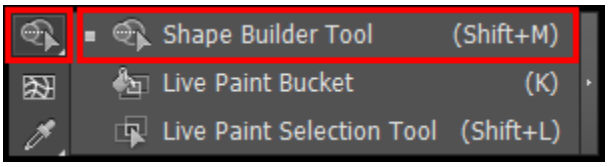


Figure 75 - Shape Builder Tool.

4. Click and drag across the selected shapes. The shapes are now merged into one shape (See Figure 76).

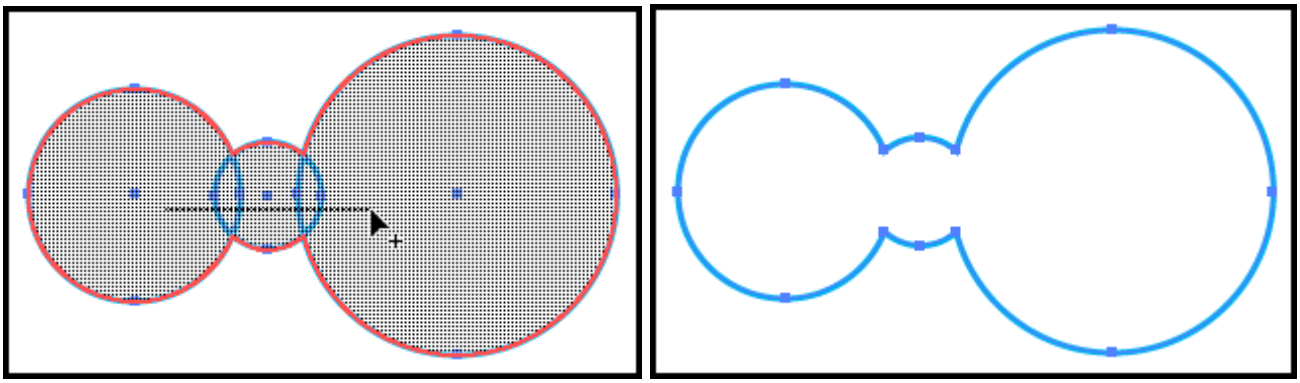


Figure 76 - Merge Overlapping Shapes.

5. Create another shape that overlaps your new combined shape (See Figure 77).

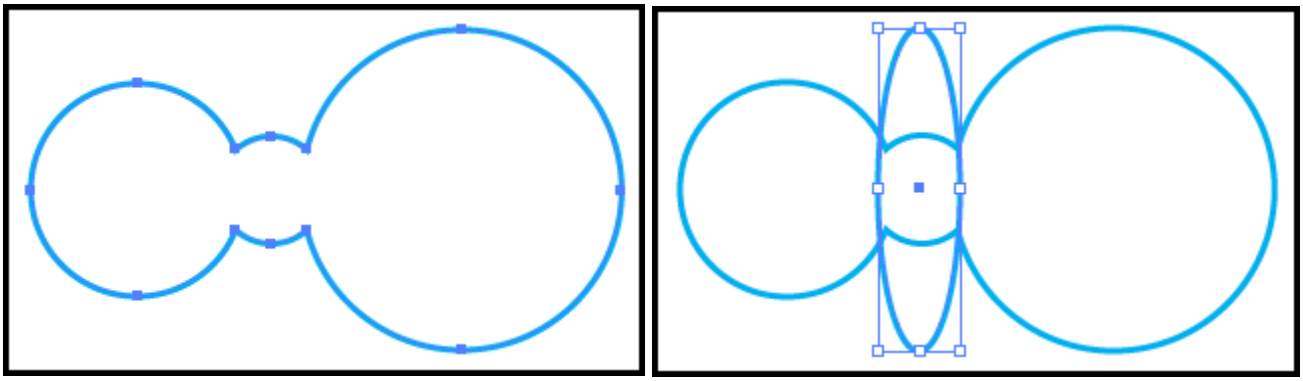


Figure 77 - Overlap New Shape on Combined Shape.

6. Using the *Selection Tool*, select both shapes (See Figure 78).

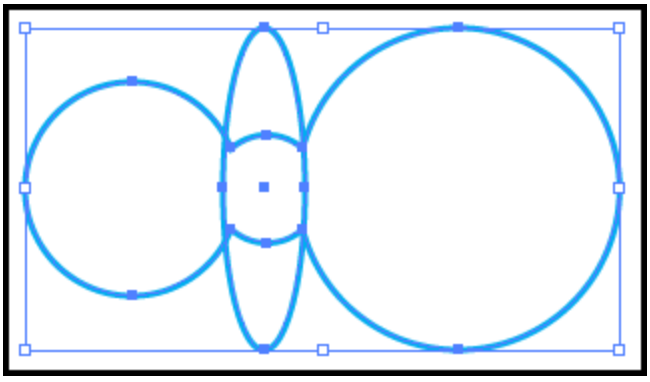


Figure 78 - Select the Combined and Overlapping Shape.

7. Select the **Shape Builder Tool** again.

8. Hold down the **Alt** key then **click and drag** across the new shape where it overlaps with the previous shape. The new shape is erased from the underlying shape (See Figure 79).

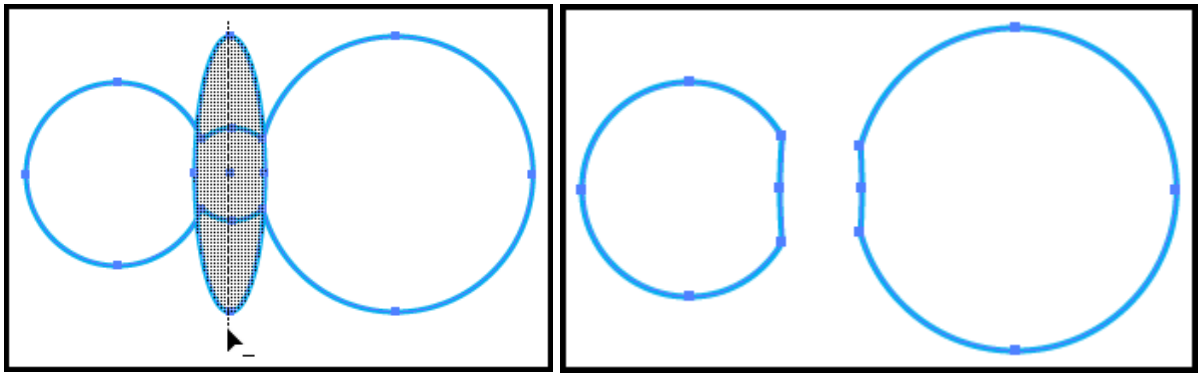


Figure 79 - Erase Overlapping and Underlying Shape.

Live Paint Bucket Tool

The *Live Paint Bucket t*ool allows you to break and edit overlapping shapes and intuitively fill those in-process shapes with color.

1. Choose the **Selection Tool** and select the object created in the Shape Builder Tool exercise.
2. Make sure the **Fill** swatch is forward on the *Tools Panel*.
3. Select the **Live Paint Bucket** tool hidden beneath *Shape Builder Tool*.

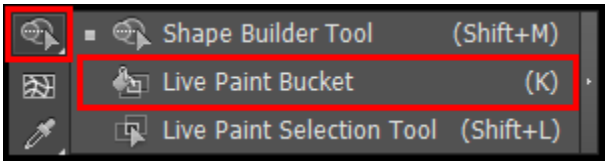


Figure 80 - Live Paint Bucket tool.

4. Choose a Fill color from the swatches or color panel.
5. Click in the region you want to fill with that color (See Figure 81).

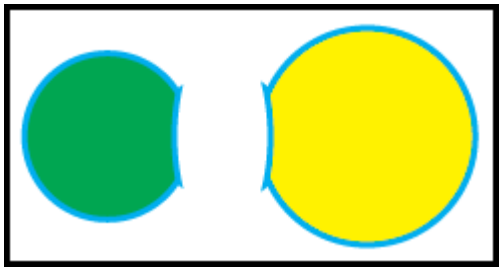


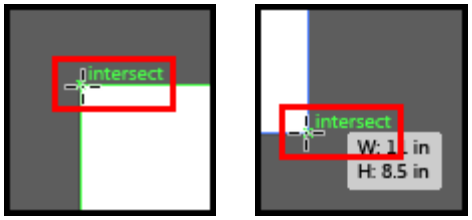
Figure 81 - Using the Live Paint Bucket tool.

Note: Pressing the ← or → **Arrow** keys will allow you to easily choose colors from the swatches panel.

Changing the Background Color of an Artboard

Because Illustrator is a vector drawing program, you always have to create an object to apply color to; there is no “background” layer, as there is in Photoshop. So to change the background color of an Artboard, we will use an object. The following instructions explain how to change the background color of an Artboard using objects.

1. Select the *Rectangle Tool*.
2. Position the crosshairs at the top-left corner of the Artboard until you see the word *intersect* (See Figure 82).
3. Click and drag in a diagonal direction to the bottom-right corner until you see the word *intersect* (See Figure 82).
   Note: The idea is to draw a rectangle the exact same size as the Artboard.



Top left corner of artboard Bottom right corner of artboard

Figure 82 - Drawing the Rectangle.

4. From the *Control Panel*, choose a **Fill** color.
5. At the bottom of the panels to the right of your window, you should see a *Layers* panel (See Figure 83).
   Note: If you do not see the Layers Panel, go to the Window menu and select Layers.

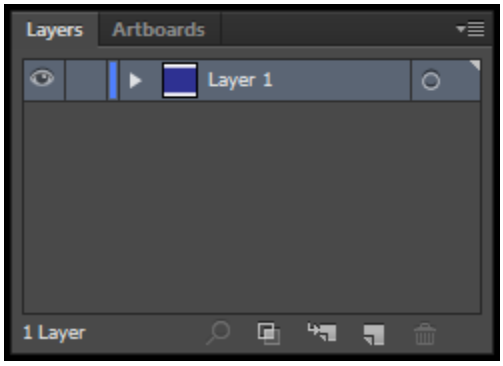


Figure 83 - Layers Panel.

6. In the Layers Panel, notice Layer 1. To the far left of Layer 1 you will see an open eye. Next to the eye, there will be an empty square. **Click** the empty square. A lock will appear, locking this layer (See Figure 84). If you try to create art on the Artboard now, you will not be able to do so.
   Note: We are locking this layer to prevent it from moving as we create art on the artboard.

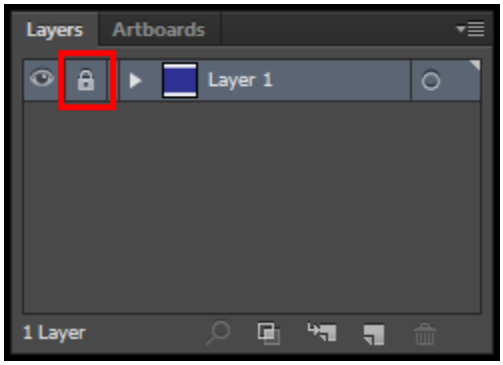


Figure 84 - Locked Layer.

7. Click the **Create New Layer** icon at the bottom of the Layers panel, next to the trash can.
8. You can now begin creating art on the Artboard (See Figure 85).
   Note: If you plan on changing the background color of your Artboard, it is recommended that you do this, before you begin creating art on the Artboard. Changing the background color after you have created art, may cause your art to be hidden from view.

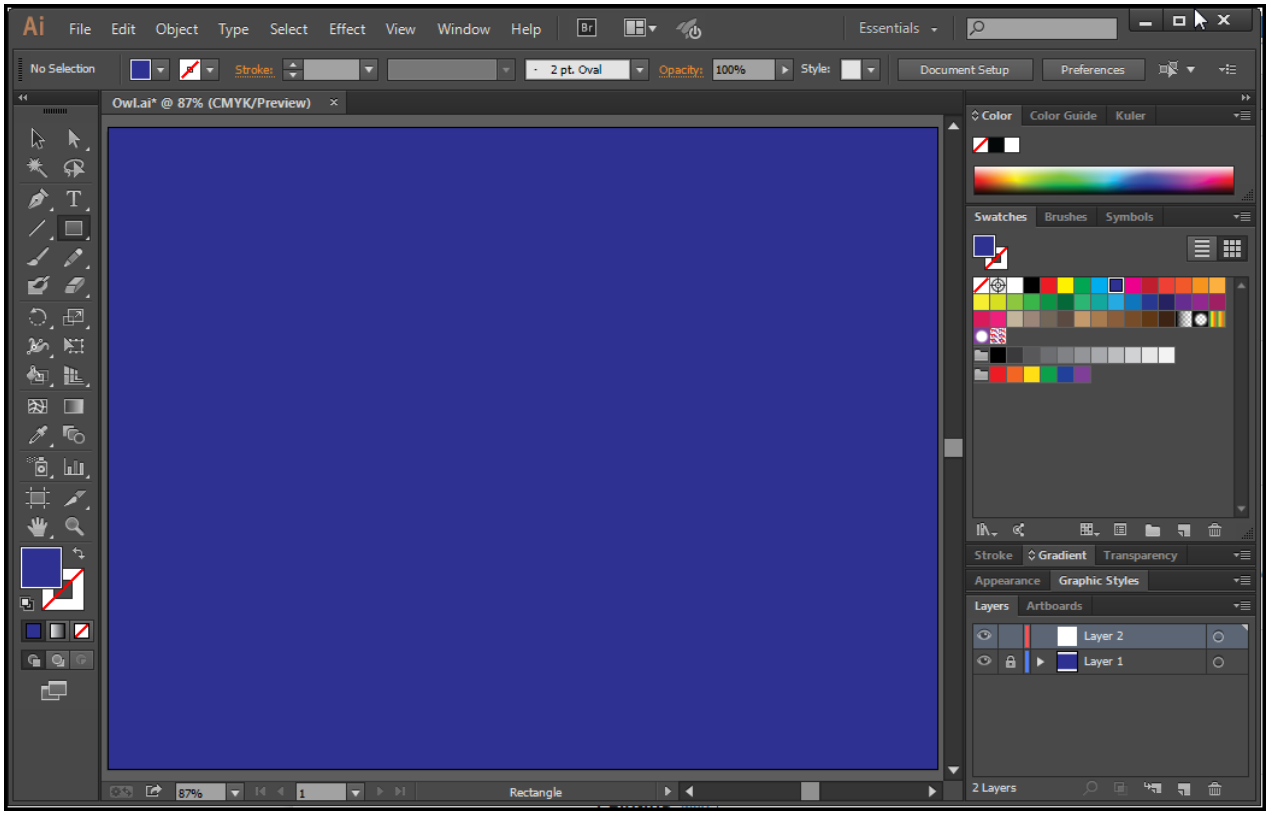


Figure 85 - Changing the Artboard Background Color.

Text

There are several types of text that you can add to and Illustrator file (See Figure 86). The following instructions will explain how to apply *Point* type text and *Area* type text. The instructions will also explain how to add text to a path, and how to add text on a closed shape.

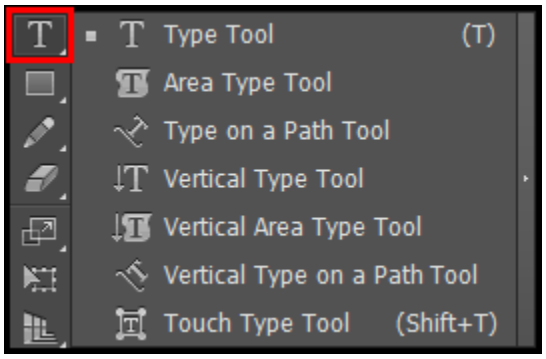


Figure 86 - Type Tools.

Point Type

Point type is a horizontal or vertical line of text that begins where you click and expands as you enter characters.

1. Select the **Type Tool**.
2. Click where you want to begin typing (See Figure 87).
   Note: Press Enter to start a new line.

Two Great Institutions – One World-Class University

On January 6, 2015, the Board of Regents of the University System of Georgia approved the consolidation of Kennesaw State and Southern Polytechnic State University. This represents the USG's fifth and largest consolidation in its continuing commitment to increase efficiencies and effectiveness to better serve students and the state.

The new Kennesaw State University combines the best from two of Georgia's most respected institutions in higher education. A comprehensive university, Kennesaw State is a destination campus offering students a broad spectrum of quality academics, a growing and vibrant campus life, award-winning dining facilities, and a wide array of athletic offerings. With nationally ranked degrees in business, engineering and first-year programs, as well as premier teaching, nursing, architecture, science and math programs, the new Kennesaw State University is poised to become Georgia's next world-class institution.

Figure 87 - Type Tool Text.

Area Type

Area type uses the boundaries of an object to control the flow of characters, either horizontally or vertically. When the text reaches a boundary, it automatically wraps to fit inside the defined area.

1. Select the **Type Tool**.
2. Click and drag on the page to create a textbox. This will be the area that your text will be displayed.
3. Begin typing and continue until you are done. Your text will automatically wrap to the next line (See Figure 88).

   Note: You do not need to press Enter to start a new line. To view the area type options dialog box, double-click the Type Tool. Enter the desired specification for the textbox, then click OK.

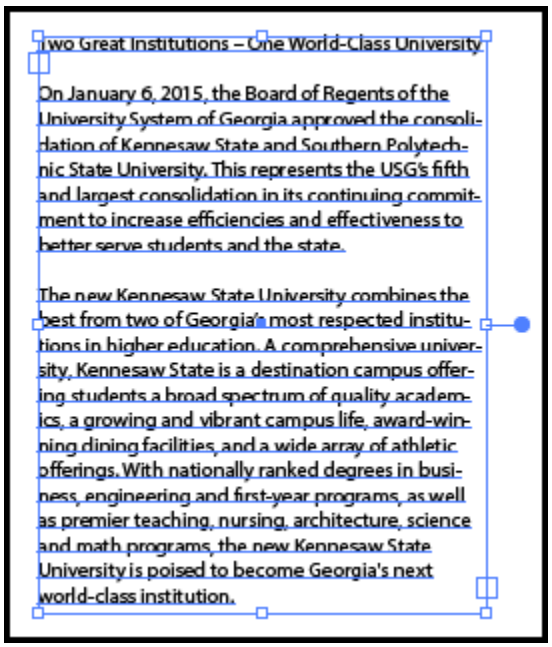


Figure 88 - Area Type Text.

Adding Text to a Path

1. Create a path using the *Pen*, *Line*, or *Pencil Tool*.
2. Select the **Type Tool**.
3. Hover over the start of the path until your cursor turns into an I-bar with a squiggle, and then click (See Figure 89).

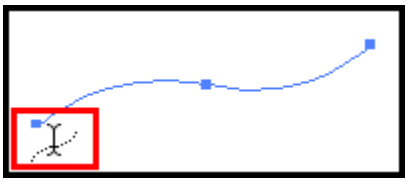


Figure 89 - I Bar Cursor with a Squiggle Line.

4. Begin typing. Your text will run along the selected path (See Figure 90).

Figure 90 - Adding Text to a Path.

Adding Text on a Closed Shape

1. Create a closed shape, a circle or oval for example.
2. Select the **Type Tool**.
3. Hover over the path of the closed shape until you see the I-bar become rounded (See Figure 91). Hold down the **Alt** key to change the icon to the squiggle line (See Figure 92).

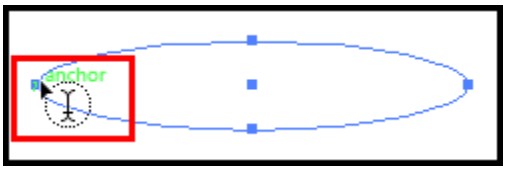


Figure 91 - I Bar Cursor with a Circle on a Closed Shape.

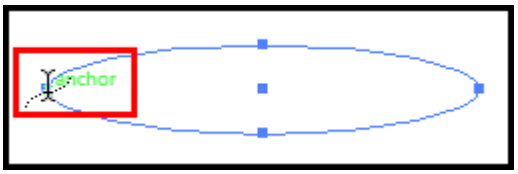


Figure 92 - I Bar Cursor with a Squiggle Line on a Closed Shape.

4. When the squiggle line appears, click and begin typing. The text will flow around the path of the shape (See Figure 93).

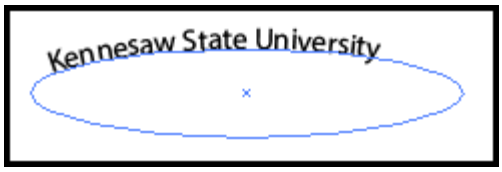


Figure 93 - Text on a Closed Shape.

Saving a file

1. Select **File** on the *Menu Bar*, then select **Save**. The *Save As* dialog box appears (See Figure 94).
2. Choose where you want to save the file, e.g., Desktop, Computer (See Figure 94).
3. Give the file a name and file type (See Figure 94).
   Note: Saving a file as an (*.AI) file, will allow you to open and edit the document in Illustrator.
4. Select **Save** (See Figure 94).

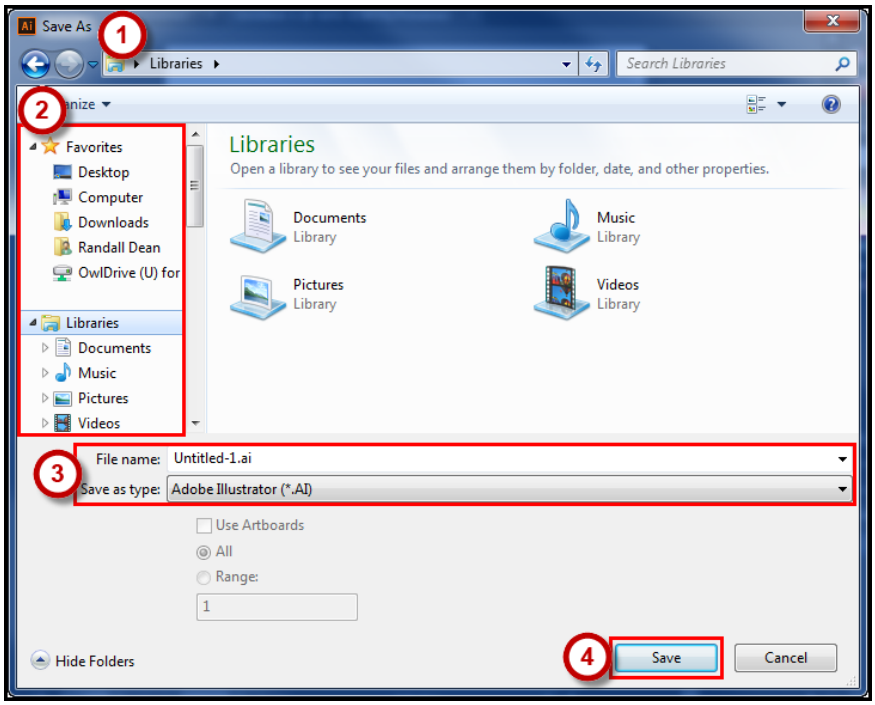


Figure 94 - Save Window.

5. The *Illustrator Options* dialog box will open after clicking the Save button (See Figure 95).
6. Choose the *Version* you want to save the file as (See Figure 95).
7. Choose your options (See Figure 95).
    a. Create PDF Compatible File allows you to open the file in Adobe (See Figure 95).
    b. Embed ICC Profiles are your color profiles; therefore, you may want to leave this option checked (See Figure 95).
    c. Use Compression will make the file smaller on a disk (See Figure 95).
    d. Artboards were not introduced in Illustrator until version CS4. Therefore, if you choose to save the file in a version earlier than CS4, you will have to save each Artboard to a separate file (See Figure 95).
8. Once you have made your selections, select **OK** (See Figure 95).

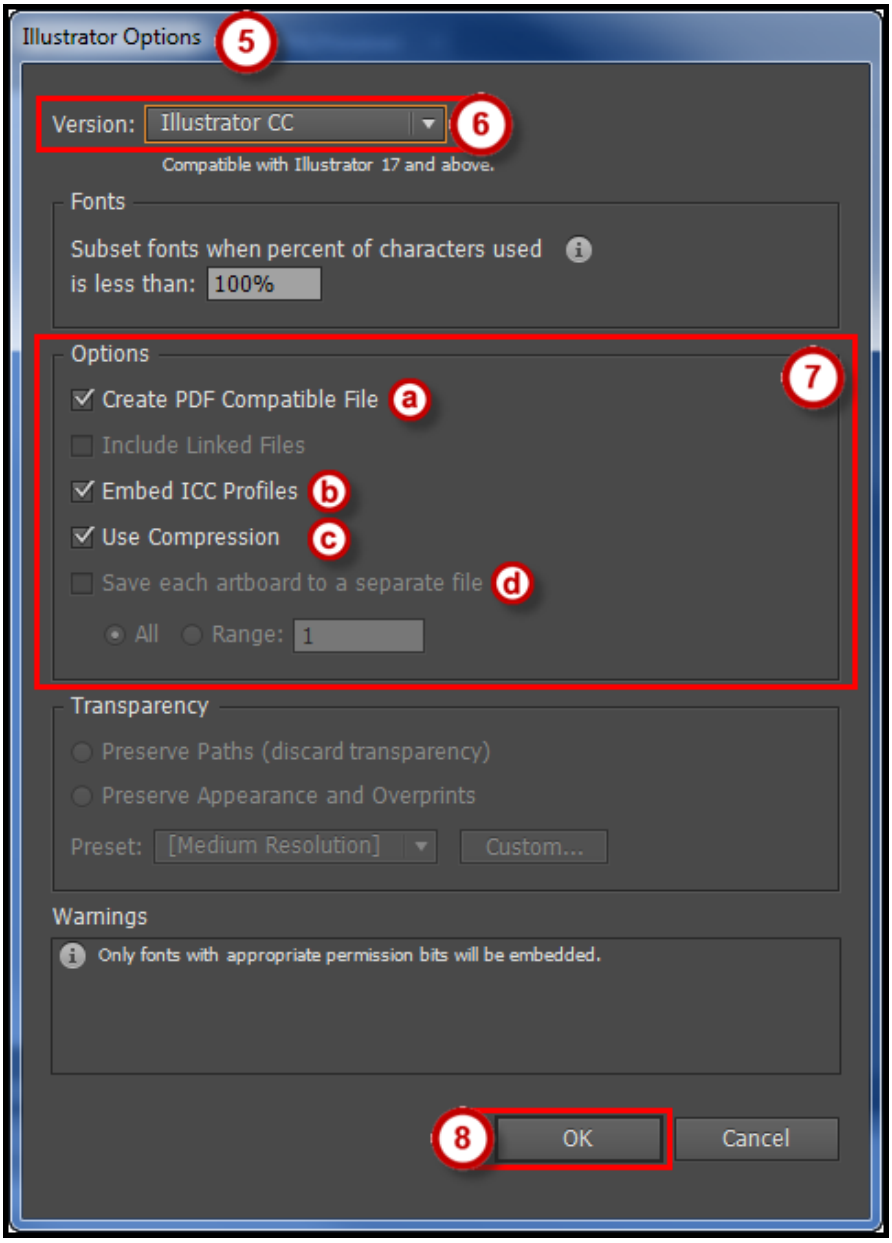


Figure 95 - Illustrator Options.

Printing

1. Choose **File** from the *Menu Bar* and select **Print…**.
2. In the *Print* dialog box that appears, select a printer if the correct one is not already selected (See Figure 96).
3. If the PPD is not selected, choose one from the PPD drop-down list (See Figure 96).

   Note: A PPD is a printer description file. Illustrator needs one in order to determine the specifics of the PostScript printer you are sending your file to. This setting lets Illustrator know whether the printer can print in color, the paper size it can handle, and its resolution, as well as many other important details.

4. Choose from the other options available.

   Note: For example, use the General section to pick pages to print. In the Media area, select the size of the media you are printing to. In the Options area, choose whether you want layers to print and any options specific to printing layers.

5. Once you have selected all of your options, click the **Print** button.

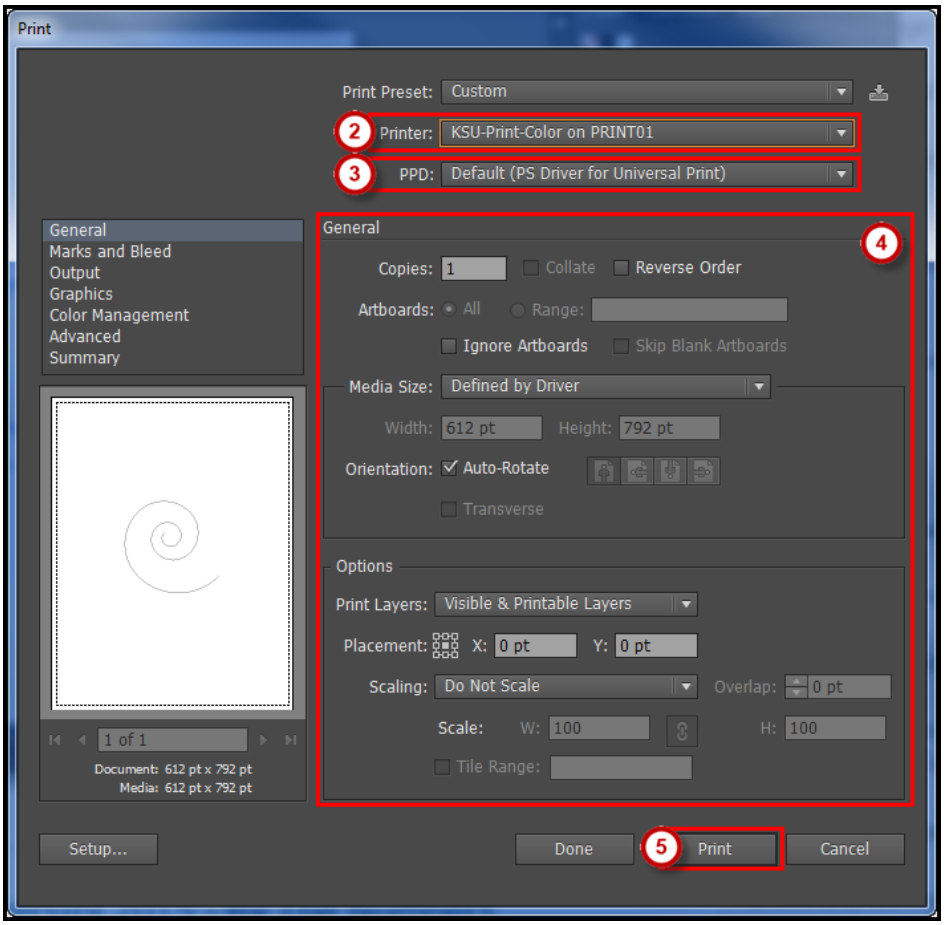


Figure 96 - Printing Dialog Box.

Resources

OwlTrain has many Illustrator resources available to you on their website:

- OwlTrain: http://owltrain.kennesaw.edu/

Additional Help

For additional help or installation issues, please contact the KSU Service Desk (Faculty & Staff) or the KSU Student Help Desk (Students).

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu/faculty-staff/

KSU Student Help Desk

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: http://uits.kennesaw.edu/students/