

Robert Mill
IHS

Book 2

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THE UNIVERSITY OF
SYDNEY

ADOBE ILLUSTRATOR CC
LEVEL 1



Adobe Illustrator CC

Level 1

INFOCUS COURSEWARE

Designed to fast-track you through the process of learning about computers and information technology, the *In Focus* range is a unique and innovative concept in learning.

A quick reference summary of key procedures is provided at the bottom of each page together with handy tips and additional information.

Each title in the *In Focus* series can be used as:

- a classroom workbook for instructor-led teaching and training;
- a self-study guide for self-paced learning;
- a tutorial guide for distance education programs;
- a resource collection of just-in-time support and information for help desk users and support staff;
- a handy, desk-side reference for computer users.

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LEVEL 1

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LEVEL 1

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READ ME FIRST

In case you're not familiar with the terminology, *Read Me First* is quite often the name given to a computer file that contains important information for people to know prior to using an application.

This section contains some important information to help you use this book so we thought we'd start with a *Read Me First* section.

What skills and knowledge you will acquire...

The skills and knowledge acquired in Adobe Illustrator CC - Level 1 are sufficient to be able to perform basic tasks in Illustrator such as setting up a document, creating basic shapes and working with text.

What you'll need to know before beginning this course...

Adobe Illustrator CC - Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

The objectives of this guide...

At the completion of this course you should be able to:

- understand the **Illustrator** workspace
- understand how to navigate **Illustrator**
- select and work with objects
- set up new documents in **Illustrator**
- work with artboards, grids, guides and rulers
- arrange objects and use layers to manage artwork
- draw basic shapes using the shape tools
- understand colour and apply colour to object fills and strokes
- understand how to apply and edit gradients
- import, create and format type
- work with text and objects
- understand what the **Pen** tool is and how to use it
- understand how to save and export in a variety of file formats to suit different purposes, and how to print an **Illustrator** document
- use the **Help** menu and access online help resources

What you get in a chapter...

Each chapter begins with a summary page listing the topics covered in that chapter. The chapter then consists of single-page topic sheets pertaining to the theme of the chapter.

What you'll need to have before commencing this course...

Many of the topics in this learning guide require you to open an existing file with data in it. These files can be downloaded free of charge from our website at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF552**.

As you work through this guide...

It is strongly recommended that you close all open files, if any, prior to commencing each new chapter in this learning guide. Each chapter, where relevant, has its own set of exercise files and any from a previous chapter are no longer required.

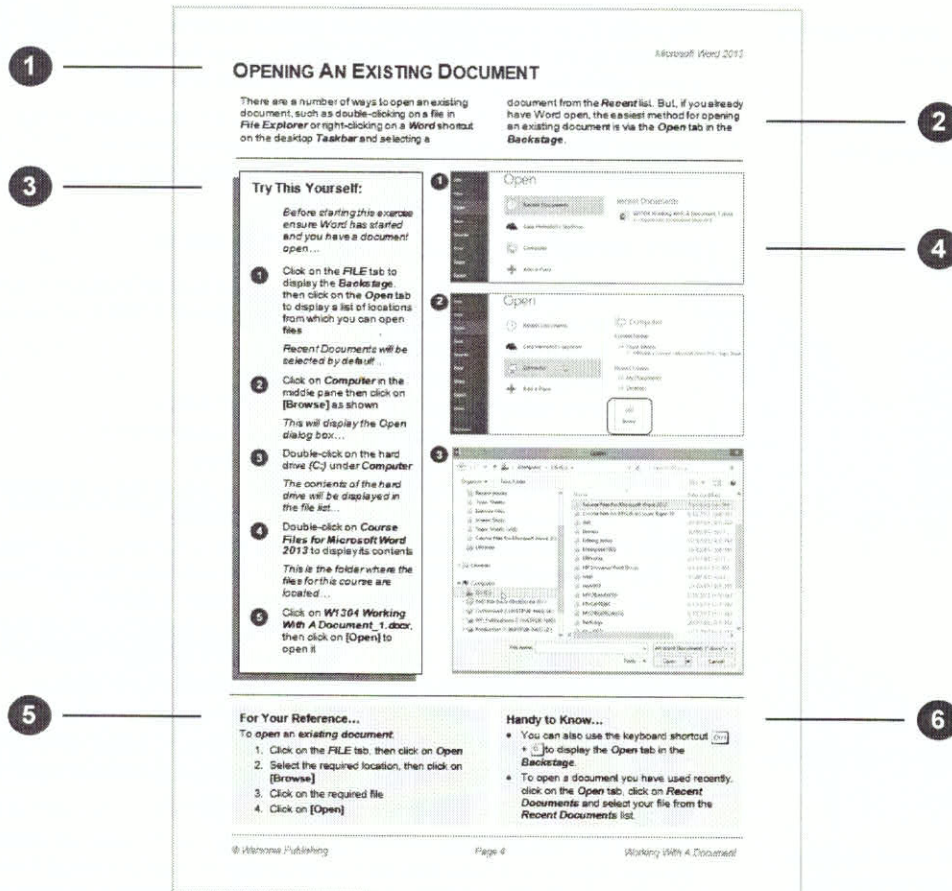
Where to from here...

Have a look at the next page which explains how a topic page works, ensure that you have access to the exercise files (see above), and you're ready to make a start.

WORKING WITH TOPIC SHEETS

The majority of this book comprises single-page topic sheets. There are two types of topic sheets: **task** and **reference**. The layout of both is similar – an *overview* at the top, *detail* in the centre and

additional reference (optional) material at the bottom. **Task** sheets contain a *Try This Yourself* step-by-step exercise panel in the detail area as shown below.



- 1 Topic name
- 2 General topic overview provides an introduction to the topic
- 3 *Try This Yourself* (task-based topic sheets) is a detailed step-by-step practice exercise for you to work through. In *Reference* topic sheets this is usually replaced by a box with reference information.
- 4 In *Task* topic sheets screen shots and graphics provide a visual clue as to what will happen when you work through the *Try This Yourself* practice exercise. In *Reference* topic sheets the screen shots and graphics are used to visually represent information and concepts.
- 5 The *For Your Reference* (optional) element provides a quick summary of the steps required to perform a task. These usually only appear in task-based topic sheets.
- 6 The *Handy To Know* (optional) element provides additional information such as alternative ways of accomplishing a task or further information providing handy tips.

CONTENTS

Chapter 1 Starting With Illustrator CC	1
Understanding Vector Graphics.....	2
Starting Illustrator In Windows 8	3
The Welcome Experience.....	4
Opening An Existing Document.....	5
The Illustrator Workspace	6
The Status Bar	7
Understanding Artboards	8
Closing A Document And Exiting Illustrator	9
Chapter 2 Navigating Illustrator	11
Understanding Panels.....	12
Displaying And Hiding Panels.....	13
Floating And Docking Panels.....	14
The Tools Panel.....	15
Working With The Tools Panel	16
Understanding Workspaces.....	17
Working With Workspaces.....	18
Working With The Control Panel	19
Navigating With The Hand Tool.....	20
Navigating With The Navigation Panel	21
Changing Document Views	22
Using The Zoom Tool	23
Creating And Using Custom Views.....	24
Chapter 3 Working With Objects	25
Understanding Paths And Selection Tools	26
Selecting With The Selection Tool.....	27
Working With Isolation Mode	28
Selecting Multiple Objects	29
Making Marquee Selections	30
Using The Direct Selection Tool	31
Selecting With The Magic Wand Tool.....	32
Understanding Smart Guides	33
Moving Objects	34
Copying Objects.....	35
Grouping And Ungrouping Objects.....	36
Locking And Unlocking Objects	37
The Alignment And Distribution Tools	38
Aligning Objects	39
Distributing Objects And Spacing	40
Inserting Images	41
Deleting Objects.....	42
Chapter 4 Setting Up A New Document.....	43
Understanding Templates.....	44
Understanding Document Presets.....	45
Adjusting Units Of Measure	46
Creating A Print Document	47
Saving A New Document.....	48

Chapter 5 Working With A Document	49
Understanding Artboard Options	50
Moving And Resizing Artboards	51
Creating And Deleting Artboards	52
Understanding Grids, Guides And Rulers	53
Displaying And Hiding Rulers	54
Making Guides	55
Locking, Unlocking And Clearing Guides	56
Viewing And Hiding The Grid	57
Chapter 6 Layers	59
Understanding Layers And Sublayers	60
Understanding The Layers Panel	61
Working With The Layers Panel	62
Creating Layers And Sublayers	63
Naming Layers And Assigning Colours	64
Grouping Layers	65
Reassigning Objects To Different Layers	66
Rearranging Layers And Sublayers	67
Hiding And Displaying Layers	68
Locking And Unlocking Layers	69
Deleting Layers	70
Chapter 7 Shapes	71
Understanding The Shape And Colour Tools	72
Preparing The Workspace	73
Creating Basic Shapes	74
Creating Polygons	75
Creating Other Shapes	76
Creating Lines And Spirals	77
Editing Path Segments	78
Using Offset Path	79
Understanding Drawing Modes	80
Chapter 8 Colour, Fill And Stroke	81
Understanding Fill And Stroke	82
Understanding Colour	83
Understanding Colour Controls	84
Applying Colour Using The Colour Panel	85
Applying Colour Using The Swatches Panel	86
Applying Colour Using The Eyedropper Tool	87
Swapping Fill And Stroke Colours	88
Working With Stroke Weight	89
Working With Stroke Width	90
Applying Dashes To Strokes	91
Chapter 9 Gradients	93
Understanding Gradients	94
Applying A Linear Gradient	95
Changing The Direction Of A Gradient	96
Changing Colours In A Gradient	97
Adding Colours To A Gradient	98
Applying A Radial Gradient	99
Saving A Gradient	100
Applying A Gradient To A Stroke	101

Chapter 10 Working With Type	103
Understanding Type In Illustrator.....	104
Understanding Formatting Options.....	105
Inserting And Formatting Point Type.....	106
Inserting And Formatting Area Type.....	107
Importing Text.....	108
Threading Text.....	109
Cutting And Pasting Text.....	110
Formatting Text.....	111
Formatting Paragraphs.....	112
Copying Formatting With The Eyedropper Tool.....	113
Creating Columns Of Text.....	114
Chapter 11 Text And Objects	115
Wrapping Text Around An Object.....	116
Typing On A Path.....	117
Working With Options For Path Type.....	118
Transforming Path Type Objects.....	119
Converting Text Into Editable Paths.....	120
Working With Character Objects.....	121
The Touch Type Tool.....	122
Styles.....	123
Chapter 12 Introduction To Drawing	125
Understanding Drawing In Illustrator.....	126
Drawing A Straight Path With The Pen Tool.....	127
Drawing Closed Paths With The Pen tool.....	128
Draw Curved Paths With The Pen Tool.....	129
Drawing Objects With Curved Paths.....	130
Adjusting Curves Created By The Pen Tool.....	131
Drawing Paths With The Curvature Tool.....	132
Drawing Paths With The Pencil Tool.....	133
Add Fill To Closed Paths.....	134
Chapter 13 Saving And Printing	135
Understanding Save And Export Options.....	136
Understanding File Formats.....	137
Exporting An Illustrator Document.....	138
Saving For A Microsoft Office Program.....	139
Saving As A PDF File.....	140
Saving An Illustrator Document For The Web.....	141
Printing An Illustrator Document.....	142
Packaging A Document.....	143
Chapter 14 Getting Help	145
Understanding The Help Menu.....	146
Using Help.....	147
Searching For Online Help.....	148

STARTING WITH ILLUSTRATOR CC

Adobe Illustrator CC is an illustration and drawing program designed specifically for the creation and output of vector graphics. Illustrator is used widely in industries such as graphic design, web design, desktop publishing and illustration; in fact, wherever there is a need to create print-based and digital art.

Whether you're a graphic designer, illustrator, artist, desktop publisher, or just have a keen interest to learn, Illustrator CC offers many tools and features to help you to create professional-looking artwork and documents.

In this chapter you will take a tour of Illustrator CC so that you can become familiar with the Illustrator workspace.

In this session you will:

- ✓ gain an understanding of vector graphics and bitmap images
- ✓ learn how to start **Illustrator** in **Windows 8**
- ✓ gain an understanding of the **Welcome** window
- ✓ learn how to open an **Illustrator** document
- ✓ gain an understanding of the **Illustrator** workspace
- ✓ gain an understanding of the status bar
- ✓ gain an understanding of artboards
- ✓ learn how to close a document and exit **Illustrator CC**.

UNDERSTANDING VECTOR GRAPHICS

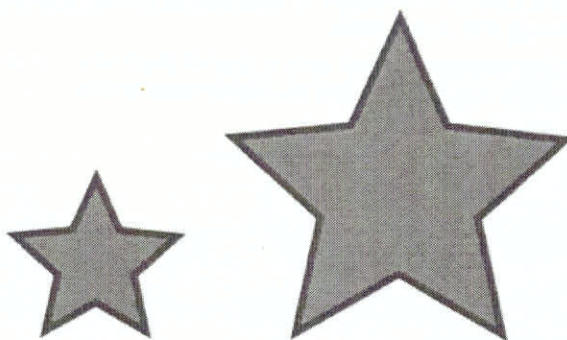
When you create artwork in Illustrator, you are creating vector art or graphics. Vector graphics are essentially geometric shapes based on mathematical equations. Shapes include lines,

curves and points. Unlike bitmap graphics, which are made up of pixels (squares of colour), vector graphics can be resized infinitely without loss of image quality.

What Are Vector Graphics?

Vector graphics are shapes made up of **lines**, **curves** and **points** (called **anchor** points) that are combined to create artwork. Vector graphics are based on mathematical computations to determine their shape, dimension and position. For example, your art will be a certain size on the page (measured as **width** and **height**) and will be located at a specific position on a page (the **x** and **y** coordinates).

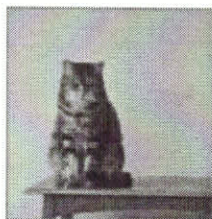
One distinct characteristic of vector graphics is that they can be scaled (resized) to any size without compromising the quality of the image (see picture below). This makes vector graphics suitable for any artwork that needs to be resized. For example, you could create a company logo that is **3 cm x 3 cm** and scale that same logo for use on a billboard.



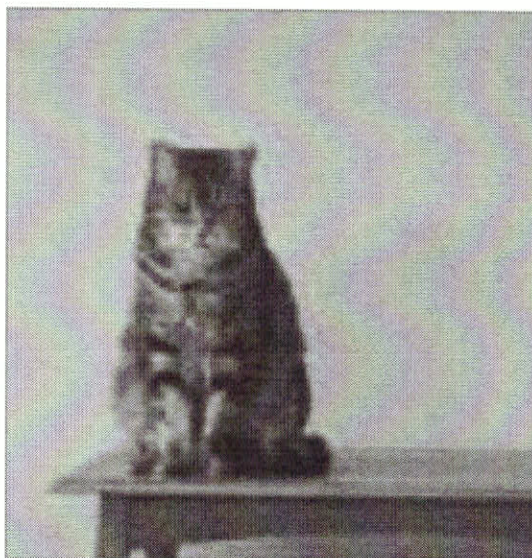
Vector Vs. Bitmap Graphics

Bitmap graphics (or **raster** graphics) are images made up of a rectangular grid of **pixels**. A pixel is a tiny square or dot of colour, mapped to a specific location on the image. A photograph is an example of a bitmap image. A single bitmap graphic could be made up of thousands (or millions) of pixels. File extensions for bitmap images include **.bmp**, **.gif**, **.jpeg** and **.png**.

Because bitmap graphics are based on pixels, they lose sharpness when the size of the graphic is increased. You may have heard the term 'pixelated'. This occurs when the image is scaled upwards so that you can actually see the pixels that make up the image. Pixelated images usually look a little blurry and distorted. Image clarity is compromised when increasing the size of bitmap images (see below).



The original image (above) is sharp, while the scaled image (right) is quite pixelated and has lost clarity and detail



STARTING ILLUSTRATOR IN WINDOWS 8

Before you start to work with Illustrator you will need to know how to open the application. In **Windows 8** this is achieved by accessing the **Windows Start** screen, which will either be

displayed by default or accessible from the desktop. You can also choose to pin Illustrator to your desktop taskbar, making it easier to access in the future.

Try This Yourself:

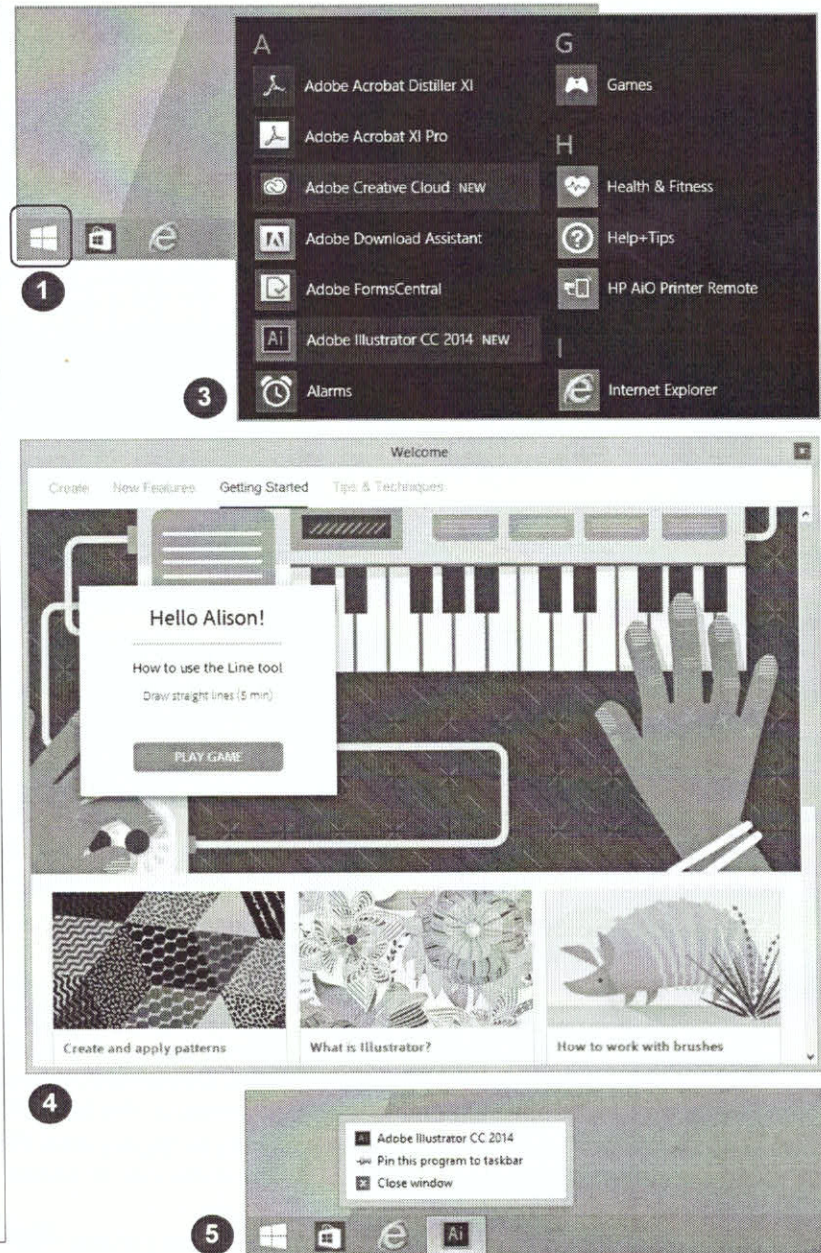
Before you begin, ensure your computer is turned on and the Desktop is displayed...

- 1 Click on the **Windows** icon in the taskbar at the bottom of the screen to display the **Start** screen
- 2 Move the mouse pointer to display the white **down arrow** icon in the bottom left corner of the **Start** screen
- 3 Click on the arrow to display the **Apps** view
- 4 Locate the Adobe apps, then click on **Adobe Illustrator CC 2014** to open Illustrator

A Welcome window will display, featuring some handy tips and videos...

- 5 Right-click on the Illustrator icon in the taskbar to display a menu of options, then select **Pin this program to taskbar**

You can now click on this icon to open Illustrator from the desktop. This icon will remain in the taskbar unless you remove it



For Your Reference...

To start Illustrator.

1. On the **Windows Start** screen, click on the white **down arrow** icon to display the **Apps** view
2. Click on **Adobe Illustrator CC 2014** to start the application

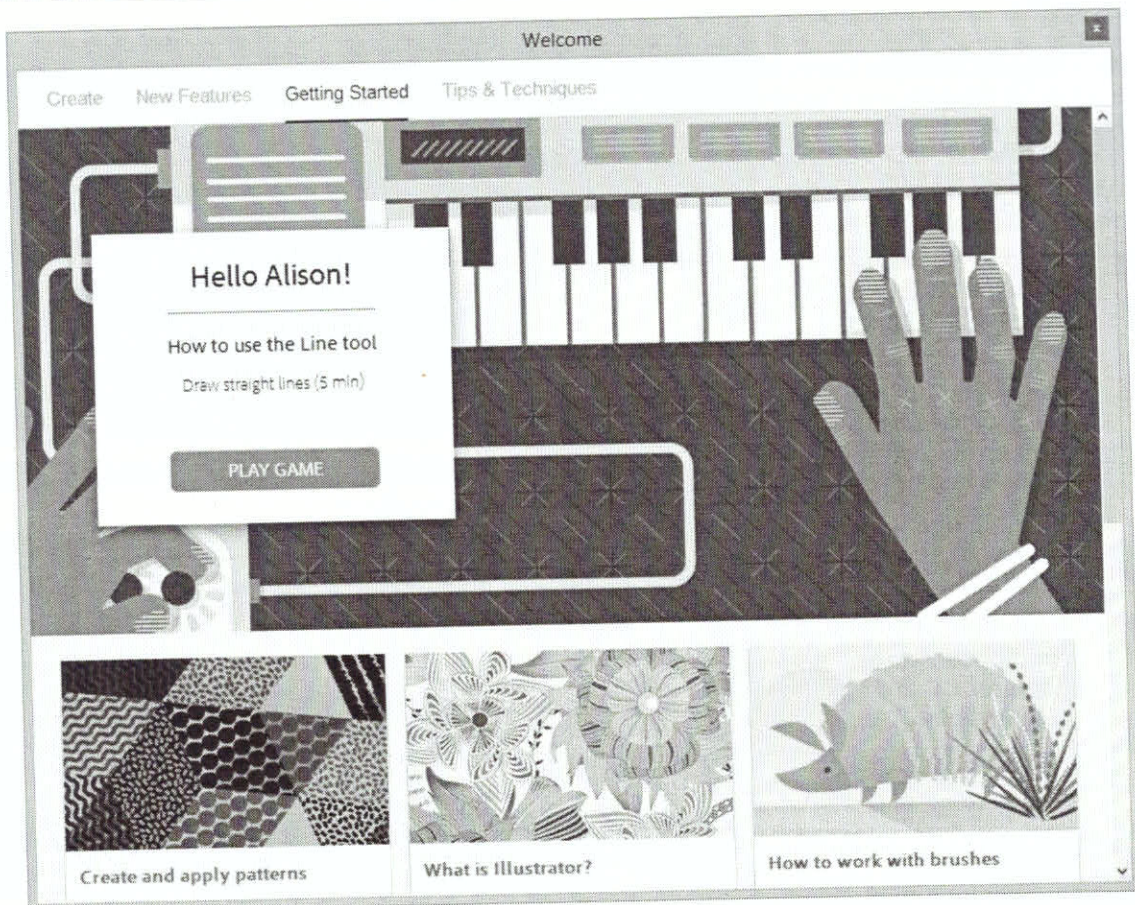
Handy to Know...

- Instead of locating Illustrator in the **Apps** view, you can navigate to the **Start** screen and begin typing **Illustrator** to display the **Search** pane, then click on the application name when it appears in the list of search results.

THE WELCOME EXPERIENCE

When you launch Illustrator the **Welcome** window displays by default. The function of this window is to help you discover and learn about the features available in Illustrator. The window is

divided into four tabbed windows: **Create**, **New Features**, **Getting Started** and **Tips & Techniques**. The **Getting Started** tab is selected by default the first time you launch Illustrator.



The **Welcome** window provides one central place for you to access various tools and information necessary for getting started with Illustrator. The tabbed options at the top of the window enable you to access existing Illustrator files and create new ones as well as look up help or information related to using Illustrator.

Create – This tab displays recent files and allows you to open existing files or create new ones. A list of new file options such as **Print Document**, **Web Document** or **Devices Document** appear under **New**. Simply click on an option to create a new file based on the selected option.

New Features – Click on the **New Features** tab to display links to videos and information about features that are new to Illustrator. As new features are enhanced or added to Illustrator they are automatically listed here in chronological order.

Getting Started – Click on **Getting Started** for more general information on using Illustrator and tutorials to help you learn some basic techniques.

Tips & Techniques – This tab offers a selection of useful tutorials and tips to help you create high quality artwork.

If you don't want the **Welcome** window to display at start up you can scroll down and click on **Don't Show Welcome Screen Again** at the bottom of the **Welcome** window so it appears ticked. If you wish to redisplay the **Welcome** screen at start up you can select **Edit > Preferences > General**, then select **Do Not Show Welcome Screen On Launch** so it appears *unticked*.

Alternatively, you can access the **Welcome** screen at any time from within Illustrator by selecting **Help > Welcome**.

OPENING AN EXISTING DOCUMENT

One of the first tasks you may complete in Illustrator is to open an existing document in order to review or modify it. There are several methods you can use to do this. Although you will

typically open most documents from within Illustrator, you can also open them from File Explorer or by double-clicking on a document icon on the desktop.

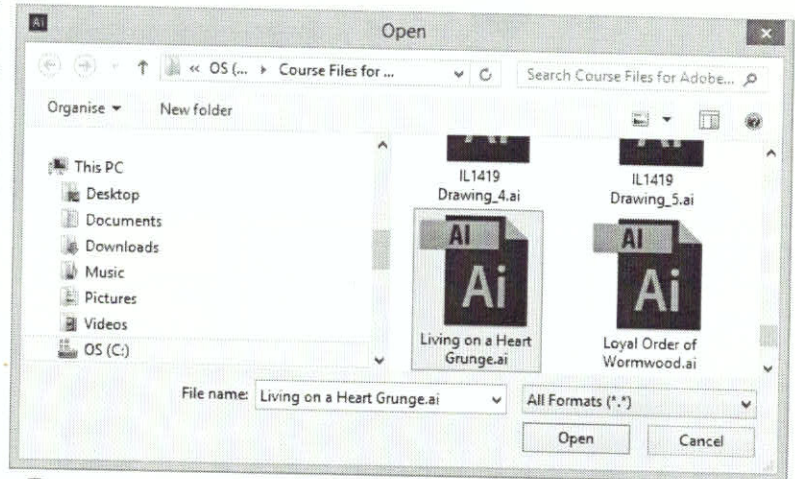
Try This Yourself:

Before starting this exercise ensure that Illustrator has started...

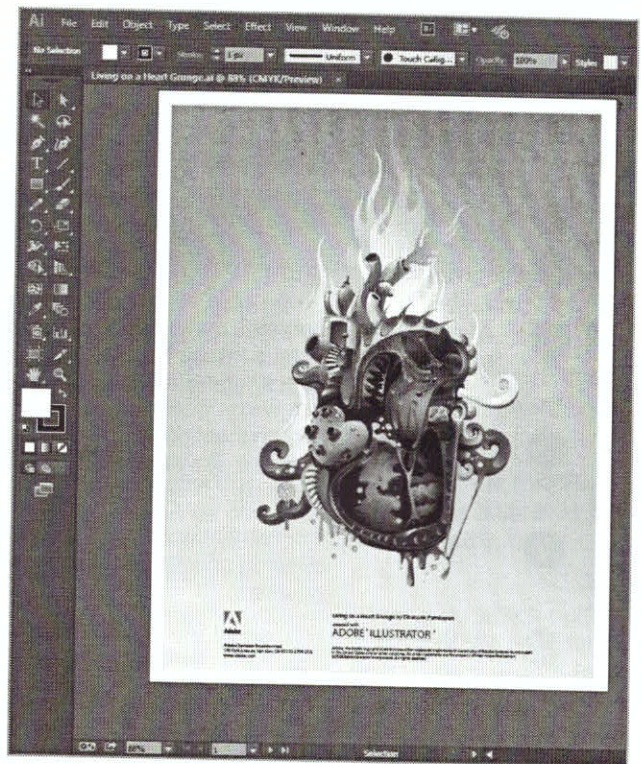
- 1 Close the **Welcome** window, then select **File > Open** to display the **Open** dialog box
- 2 Navigate to the **Course Files for Adobe Illustrator CC** folder, then click on **Living on a Heart Grunge.ai** to select it
- 3 Click on **[Open]** to open the file

A message may display notifying you that the file contains fonts that are missing. This means that the file was created using fonts that are not included in the current version of Illustrator. We could choose to search for and download these fonts using Typekit but for the purpose of this exercise we will dismiss the message and allow Illustrator to automatically substitute the missing fonts with default fonts...

- 4 If the **Missing Fonts** message box displays, click on **[Close]**
The artwork is displayed in the Illustrator window with the file name displayed in a tab near the top



1



4

For Your Reference...

To **open an Illustrator document**:

1. Select **File > Open**
2. Navigate to and click on the required document to select it
3. Click on **[Open]**

Handy to Know...

- By default, each document is opened as a tab and you can switch between documents by clicking on each tab. To turn off the tabs and display each document individually, select **Edit > Preferences > User Interface**, then click on **Open Documents As Tabs** so it appears unticked.

THE ILLUSTRATOR WORKSPACE

If you're familiar with using Adobe products, you will notice that the layout of the Illustrator window is similar to other Adobe programs. However, there are several elements in the Illustrator

workspace that you need to become familiar with so that you can use the program effectively. Below is a description of the Illustrator workspace and its various elements.

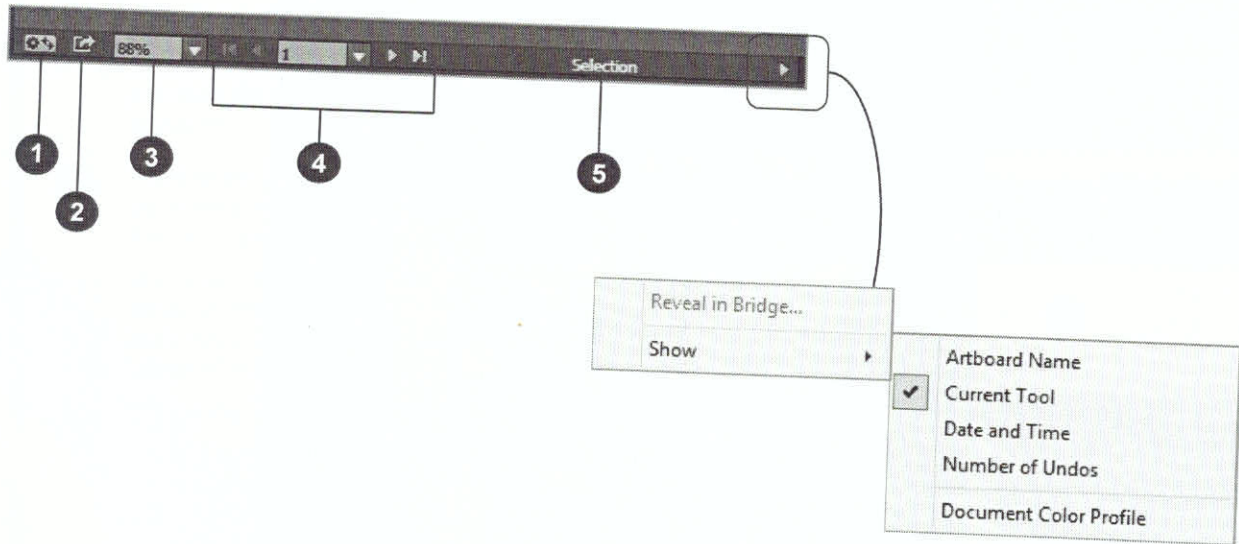


- 1 **Application bar** Contains menus and options for arranging documents and accessing **Adobe Bridge** (Adobe image file management). Also contains the **Workspace Switcher**, a tool for selecting and customising a workspace to suit your design needs.
- 2 **Control panel** Displays options and tools for the currently selected object; for instance, if you have a path selected, (as shown) the **Control** panel will display a range of tools relevant to working with that path.
- 3 **Tools panel** Contains many of the tools you will need to create artwork and apply effects, such as drawing shapes or freehand drawing. You will learn more about these as you complete this course.
- 4 **Artboards** Represent the areas of the canvas that contain printable regions, that is, your finished art. You can set up as many artboards in a document as you need.
- 5 **Canvas** This is the area of the document surrounding the artboard(s). Artwork can be created on the canvas until you're ready to place it on your artboard. The canvas that you see is part of the **document window**.
- 6 **Status bar** Displays information about the status of the current document, such as the current magnification (zoom) and which page (artboard) you are currently viewing (is active).
- 7 **Document tabs** Each tab represents an open document and displays the name of the document (there is only one document open in the picture above). Click on a tab to display that document.
- 8 **Panel dock** Panels contain tools for editing objects and object **attributes**. For example, the **Gradient** panel contains options for applying and editing gradients. The panel dock contains a number of default panels and panel groups (defined by the **Workspace Switcher**) but you can add or remove panels via the **Window** menu.

THE STATUS BAR

The **status bar** is displayed in the bottom left of the Illustrator window and provides you with a number of useful tools and settings to help you work with various aspects of your Illustrator

projects. It also contains useful information about your document, such as its colour profile and the number of undos that are available.



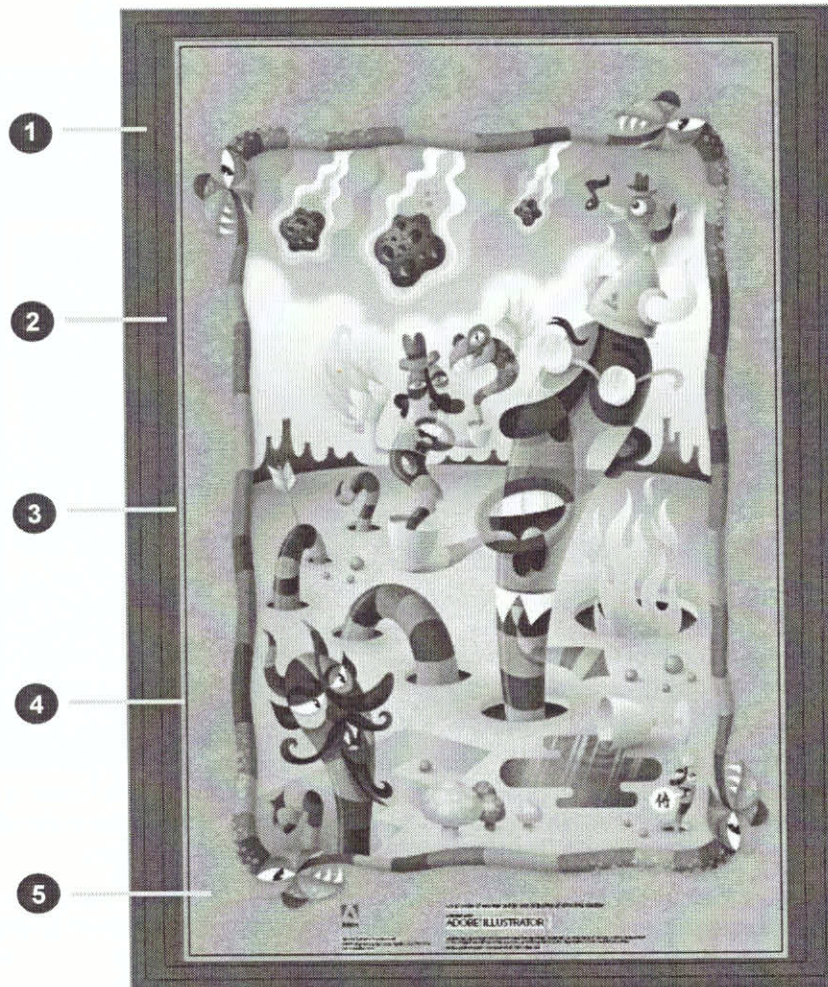
- 1 Sync Settings** Enable and control the settings for syncing with your online Creative Cloud account.
- 2 Share on Behance** You can upload your work to your Behance portfolio and share it with other artists and designers. Behance is an online network hosted by Adobe where Creative Cloud users can share their work. This allows you to not only show off your work and gain exposure, but also to receive feedback and view the work of others.
- 3 Zoom** Displays the current level of magnification at which your work is being displayed. You can change the zoom level by clicking on the drop arrow and selecting an option, or by clicking in the box and typing the desired percentage.
- 4 Artboard Navigation** Allows you to navigate between the artboards in a document. The box in the middle tells you which artboard is currently displayed. You can navigate to other artboards by clicking on the drop arrow and selecting which artboard you want to display, or by clicking on the **First**, **Previous**, **Next** and **Last** icons.
- 5 Information Bar** This section of the status bar displays different information depending on which option you choose – the name of the active artboard or tool, the date and time, the number of available undos and redos, or the colour profile of the document. To choose what to display, click on the arrow to the right of the bar, point to **Show**, then select an option. In the above example, the information bar shows that the **Selection** tool is currently active.

If you have Adobe Bridge CC installed, you can click on the arrow and select **Reveal in Bridge** to see the active document in Bridge.

UNDERSTANDING ARTBOARDS

In Illustrator, **Artboards** represent the areas of the document that contain your artwork and what will be printed. You can create as many artboards as you need in a document (up to 100) for

whatever you are working on. For example, if you are designing a letterhead and business card for a client, you might create two artboards – one for the letterhead and one for the business card.



- 1 Canvas** This area is not printed. You can use the canvas to place and edit objects until you are ready to include them in your artwork.
- 2 Non-printable area** The area between the printable area and the edge of the page that will not be printed. The printable and non-printable areas of your document will be determined by your printer and printer settings.
- 3 Bleed edge (red)** **Bleed** is the artwork that extends outside the printable area or document/artboard edge. Bleed is often included as a margin of error: to ensure that the ink will still print to the edge of the page even after trimming.
- 4 Artboard border (black/grey)** Represents the entire area that contains printable artwork and defines the trim size (the non-printable area is only defined by your printer; professional printers can print to the edge of the page). You define the size of the artboard(s) during document setup.
- 5 Printable area** Contains the printable area of your artwork (this takes into account that most printers cannot print to the edge of the page). Any artwork that falls within this area will be printed on your printer.

CLOSING A DOCUMENT AND EXITING ILLUSTRATOR

If you are not working on a document, it is usually best if that document is not open so that you don't inadvertently make changes to it. It is also good practice to close Illustrator when you are

not using it, as it tends to use much of your computer's resources and may slow it down while you are working on other tasks. There are a couple of methods you can use to close a document.

Try This Yourself:

Continue using the previous file with this exercise...

- 1 Point to the cross in the document tab at the top of the workspace

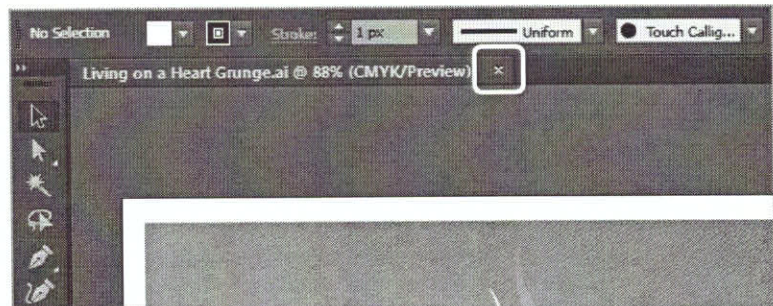
We could click on this cross to close the document. Let's try a different method...

- 2 Select **File > Close**

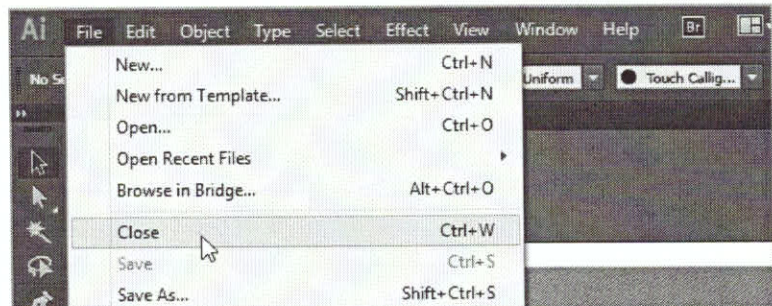
If there were unsaved changes in the document we would have been prompted to save. Now let's exit the application...

- 3 Select **File > Exit** to exit Illustrator

You could also click on Close at the top right corner of the Illustrator window



1



2

For Your Reference...

To **close a document**:

- Click on the cross in the document tab, or Select **File > Close**

To **exit Illustrator**:

- Click on **Close** in the top right corner of the Illustrator window, or Select **File > Exit**

Handy to Know...

- You can exit Illustrator without closing your documents. If you attempt to exit Illustrator and you have unsaved changes in open documents, Illustrator will ask you whether you want to save those changes.

