

CHAPTER 10
InFocus

WORKING WITH TYPE

While the main purpose of Illustrator is to create vector graphics, it also provides a range of tools for working with **text**. You can use Illustrator to create a range of text-based documents such as newsletters and brochures.

In this session you will:

- ✓ gain an understanding of type options in *Illustrator*
- ✓ gain an understanding of text formatting options
- ✓ learn how to insert and apply basic formatting to point type
- ✓ learn how to insert and format area type
- ✓ learn how to import text into *Illustrator*
- ✓ learn how to thread text
- ✓ learn how to cut and paste text
- ✓ learn how to change the font and font style of text
- ✓ learn how to format paragraphs
- ✓ learn how to format text using the *Eyedropper* tool
- ✓ learn how to create columns of text.

UNDERSTANDING TYPE IN ILLUSTRATOR

Illustrator provides a range of tools for working with text and can therefore handle many of your desktop publishing needs. You can type text manually or import text files into an Illustrator

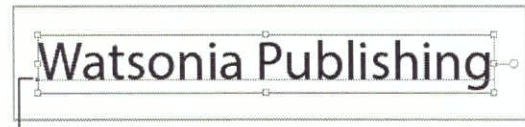
document. You can then apply text and paragraph formatting or create varied text effects. You can also convert text to editable paths so they behave like any other object.

Typing Text In Illustrator

There are three main kinds of type in Illustrator: **point type**, **area type** and **type on a path**. The tools used to create type can be found in the **Type** group of tools on the **Tools** panel. You can use the **Type** tool, **Area Type** tool and **Type on a Path** tool to create **horizontal** text (where each new character is typed to the right of the preceding character), or the **Vertical Type** tool, **Vertical Area Type** tool and the **Vertical Type on a Path** tool to create **vertical** text (where each new character is typed below the preceding character). Each kind of type and the situations in which they may be most useful are briefly described below.

Point Type

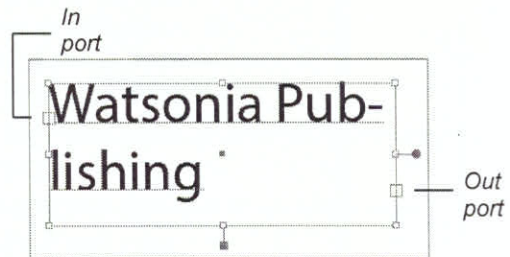
Point type is a horizontal or vertical line of text that continues along with each character you type until you press **Enter**. To create point type, select the **Type** tool in the **Tools** pane, click on the artboard at the point where you would like the text to start, then start typing. The type is anchored by the **point** that you create when you click to start typing. Point type is useful for adding a headline or a few words to your artwork, or for creating type that you plan to format and modify later.



Point type is anchored by a point that you create when you start typing

Area Type

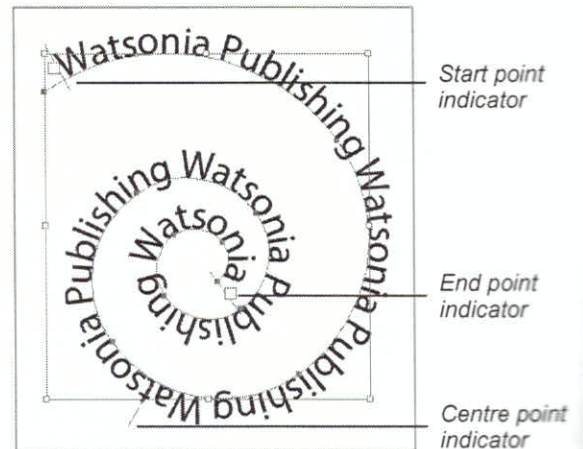
Area type uses the boundaries of an object (such as a shape or a text frame) to control the flow of text. There are two ways you can create area type: you can use the **Type** tool to click and drag on the artboard to draw a text frame, or you can select the **Area Type** tool and click on the path of an existing object such as a rectangle. You can then start typing. When the text reaches the boundary of the object it will move to the next line. Area type is useful for large blocks of text that need to be formatted and flow across several pages, or for isolated text such as call-out boxes.



Area type is contained within a text frame and also contains an in port and an out port for text flow

Type On A Path

The **Type on a Path** tool allows you to type text along the open or closed path of an object. Simply select the **Type on a Path** tool, click on the path of the object at the point where you want to start typing and type your text. When you are finished typing you can select the text object and modify it as required. The text object includes three lines known as **indicators**: one at the beginning of the text (the **start point indicator**), one at the middle point of the text (the **centre point indicator**) and one at the end of the text (the **end point indicator**). You can click and drag these indicators to modify the spacing and position of the text on the path.



UNDERSTANDING FORMATTING OPTIONS

The text that you type into a document may not always appear exactly as you want it to. You may need to modify it for both aesthetic and functional reasons. For example, you may need to use a

smaller font to fit an article on one page, and change the typeface to make it consistent with other text objects. There are a range of formatting options available in Illustrator.

Character Formatting

Once you have added text to a document, you can then format it. **Character formatting** is used to format the type itself, such as changing the font or font size, applying bold or italics or changing the colour of characters including applying fill and stroke to the text.

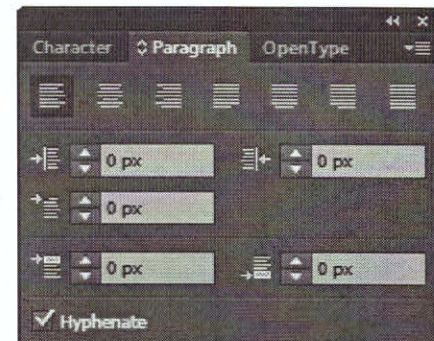
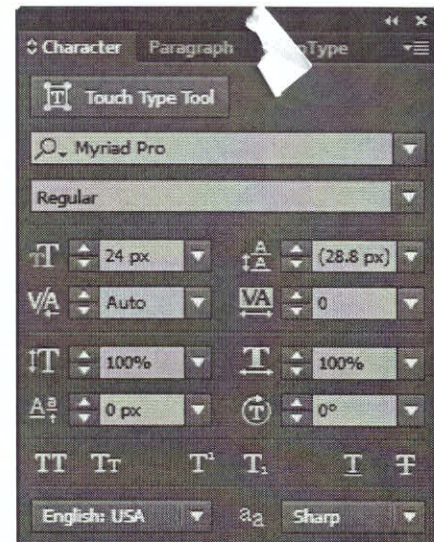
Many of the character formatting options appear on the **Control** panel when you have selected text, but you will find a greater range of formatting controls on the **Character** panel. This includes tools for **kerning** (the space between two characters), **leading** (the space between two lines of text) and **scaling** characters.

Paragraph Formatting

Paragraph formatting is used to format paragraphs, including creating columns of text, adjusting spacing between paragraphs, paragraph alignment and indenting. Again, while some of these options are available on the **Control** panel, the **Paragraph** panel provides the full range of paragraph formatting options.

The Control Panel

Most of the basic options for formatting text are found on the **Control** panel when a text object is selected. These options include changing the font typeface, style and size as well as options for paragraph alignment. Using the text formatting options available on the **Control** panel for basic formatting allows you to quickly apply the changes you need without having to open the **Character** or **Paragraph** panel.



INSERTING AND FORMATTING POINT TYPE

Inserting **point type** is simply a matter of selecting the **Type** tool, then starting to type. Point type is not predefined by a bounding box so the text will continue along horizontally (or

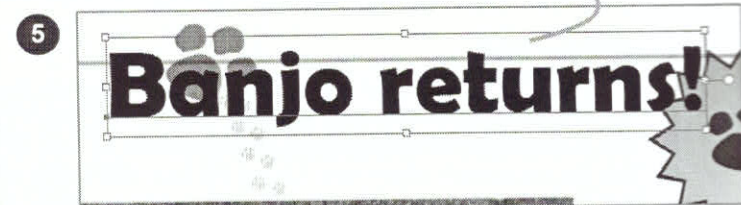
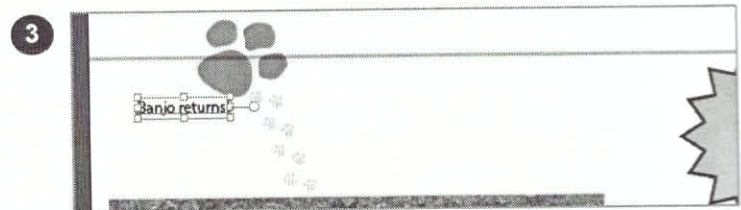
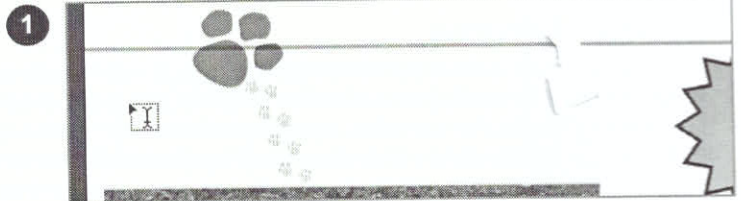
vertically) until you press **Enter**. This makes it useful for headlines, captions or short pieces of text. In this exercise you will create a headline using point type, then apply basic text formatting.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *IL1410 Text_1.ai...*

- 1 In the **Tools** panel, click on the **Type** tool to select it (or press **T**), then point to the artboard as shown
- 2 Click to place the insertion point, then type **Banjo returns!**
The font style and size depends on the font used last...
- 3 Click on the **Selection** tool in the **Tools** panel, or press **V**
Notice that the text now has a bounding box and is therefore an object. Let's change the font style and size...
- 4 In the **Control** panel, click on the drop arrow for **Font** and select **Berlin Sans FB Demi Bold** to apply this font
- 5 Click on the drop arrow for **Font Size** and select **72 px**
- 6 Click on the down spinner arrow for **Font Size** until it is **68 px**
- 7 Position the text frame so that it is aligned with the left side of the photo as shown
- 8 Display the **Swatches** panel, then apply **CMYK Blue** to the text **Fill**



For Your Reference...

To **enter point type**:

1. Click on the **Type** tool in the **Tools** panel
2. Click on the artboard and start typing

To **apply formatting to point type**:

- Select the object and use the various formatting controls on the **Control** panel

Handy to Know...

- The **Vertical Type** tool (part of the **Type** group of tools) allows you to type text vertically from a point (one character below the other).
- Scaling a point type object will skew the font style and size. It is recommended that point type be adjusted using the **Font** controls.

INSERTING AND FORMATTING AREA TYPE

While point type is useful for typing a few words, **area type** can be much more flexible, especially for larger blocks of text. Entering text in an area allows you to control the area and shape of the

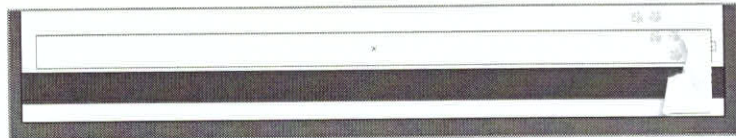
text frame or object, as text wraps to the next line once it reaches the edge of the object. This is useful, for example, when you need to control text flow and create columns of text.

Try This Yourself:

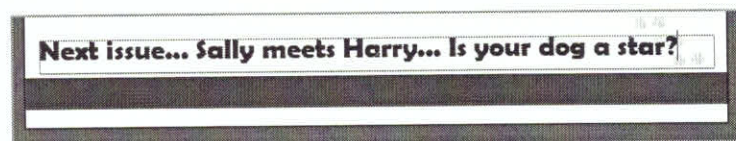
Same
File

Continue using the previous file with this exercise, or open the file IL1410 Text_2.ai...

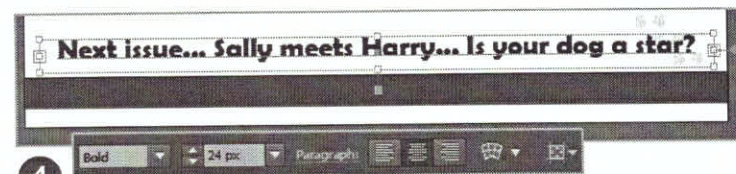
- 1 Press **T** to select the **Type** tool, then click and drag to create a text frame, as shown
A flashing cursor will appear at the start of the area, ready for you to start typing (it may be hard to see). As the font size is the same as last used, we need to reduce it first...
- 2 In the **Control** panel, click on the drop arrow for **Font Size** and select **24 pt**
- 3 Type **Next issue... Sally meets Harry... Is your dog a star?**
Let's apply some formatting to the text. You can select either the text itself or the text frame to apply formatting...
- 4 Click on the **Selection** tool (this selects the object), then click on **Align Centre** in the **Control** panel to centre the text within the bounding box
- 5 Display the **Swatches** panel, then apply **Orange (C=0, M=50, Y=100, K=0)** to the fill
- 6 Position the text object on top of the blue rectangle as shown



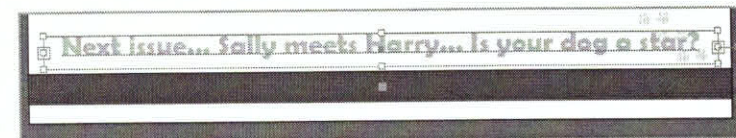
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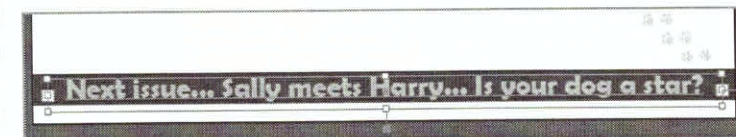
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For Your Reference...

To insert area type:

1. Click on the **Type** tool in the **Tools** panel, or press **T**
2. Click and drag an area on the artboard
3. Type the required text

Handy to Know...

- As well as dragging an area to enter area text, you can add area text to the inside of any object or shape. To do this, draw or select the object or shape, click on the **Type** tool, then click on the object's path to insert the cursor and start typing. The text will automatically wrap within the object.

IMPORTING TEXT

If you are working with large blocks of text or are collating articles such as for newsletters or brochures, it is more than likely that you will need to **import text** that was created elsewhere. When

you import text in Illustrator, you are placing the text as **area type**. In this exercise you will import two text files and position them in preparation for applying paragraph formatting.

Try This Yourself:

Same File Continue using the previous file with this exercise, or open the file `IL1410_7_4_3.ai...`

1 Select **File > Place** to display the **Place** dialog box, then navigate to the course files folder

2 Click on **IL1410 Article Text_01.txt**, then click on **[Place]**

The Text Import Options dialog box is displayed...

3 Click on **[OK]** to accept the default settings, then click on the artboard to insert the text as shown

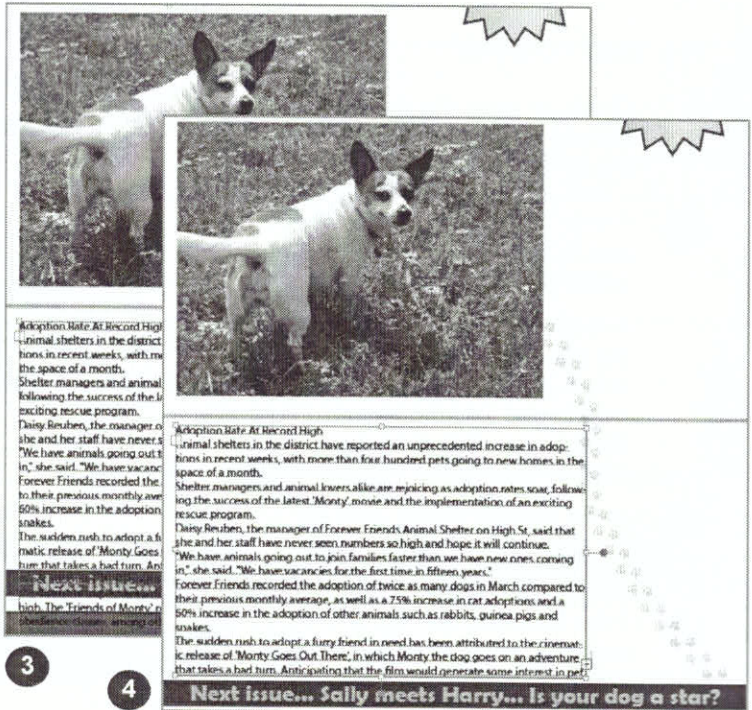
The text will be imported into a new area type object...

4 Drag the text frame into position, point to the bottom right control handle to display a double-headed arrow, then click and drag to resize the text frame as shown

It doesn't all fit, but we will reformat it later. Let's import a second text file...

5 Deselect the text object, then repeat steps **1** to **3** to import the text file **IL1410 Article Text_02.txt**

6 Move the text object into position and resize it as shown



For Your Reference...

To **import text**:

1. Select **File > Place**
2. Navigate to and click on the file, then click on **[Place]**
3. Click on **[OK]**, then resize and move the text object as required

Handy to Know...

- When importing text, it is recommended that the file you import is a text file (such as **.rtf** or **.txt**) which has little to no formatting applied and also uses a standard font, such as **Arial** or **Times New Roman**. This helps to ensure that Illustrator can interpret the file and import the text correctly.

THREADING TEXT

An area type object is identifiable by the **ports** that appear at the top left (in port) and bottom right (out port) of the bounding box. A red out port indicates that additional text, called **overflow**

text, exists in the story. Ports allow for **text threading** – that is, for text to continue or to flow over several areas or pages. In this exercise we will demonstrate how text threading works.

Try This Yourself:

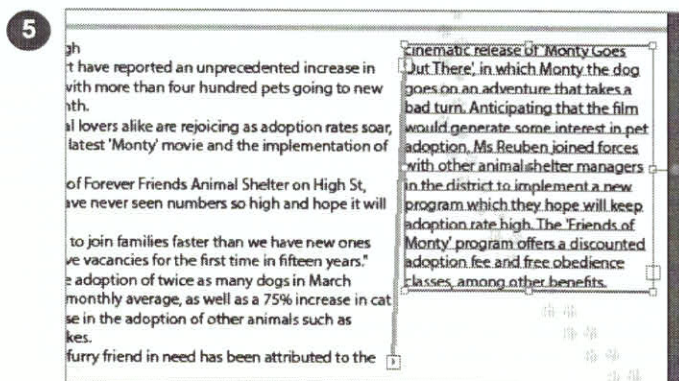
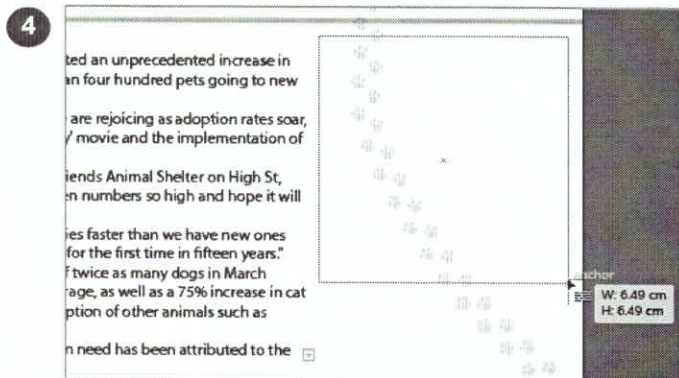
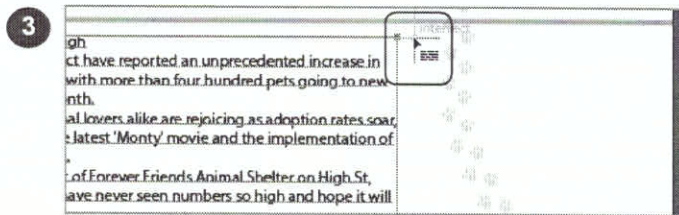
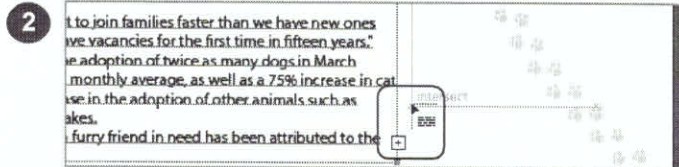
Same File

Continue using the previous file with this exercise, or open the file *IL1410 Text_4*.

- 1 Press **A** to activate the **Direct Selection** tool, then click on the lower text object to select it. Notice that the out port (bottom right) is red and contains a plus icon, indicating there is additional text that does not fit into the current text object...
- 2 Click on the **out port**. The pointer will change to a loaded text icon as it picks up the additional text...
- 3 Position the pointer as shown.
- 4 Click and drag to draw a text frame as shown.
- 5 Release the mouse button to place the remaining text in the new text frame.
- 6 Press **Del** to delete this text object.

A thread will link the objects. The blue, empty out port of this text object indicates that there is no more text...

This does not delete the text – it is placed back into the out port of the previous text object.



For Your Reference...

To thread overflow text:

1. Click on the red **out port** of the text object
2. Click on, or click and drag out, an area of the artboard or canvas to place the overflow text
3. Repeat the above steps as necessary

Handy to Know...

- To break the thread between two objects, double-click on the out port of the first object. The text will flow back into the first object.
- You can thread text between existing objects. To do this, select the area type object and other objects to thread through, then select **Type > Threaded Text > Create**.

CUTTING AND PASTING TEXT

Imported text may need to be separated; for example, you may have headings that require different formatting. If you have text that you need to separate, you can select and then **cut**

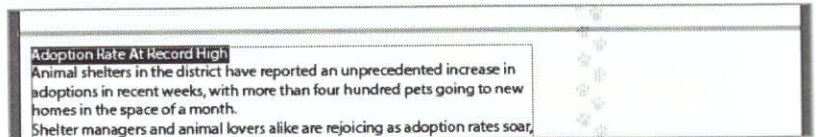
the required text from the area type object, and then **paste** the text at another point or into another area type object. Text that is cut and pasted between objects is not linked.

Try This Yourself:

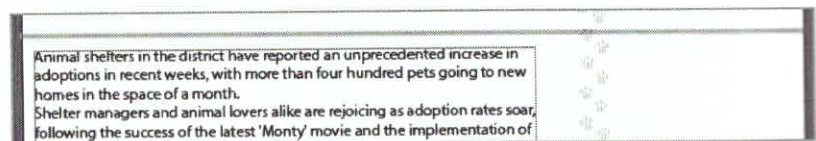
Same
File

Continue using the previous file with this exercise, then open the file IL1410_Text_5.ai...

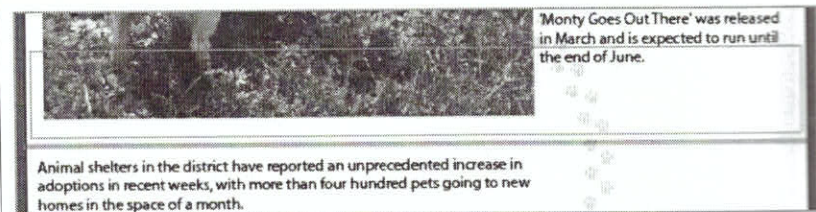
- 1 Click on the **Type** tool, then click in the lower text frame
The text cursor appears and the text becomes editable...
- 2 Select the first line of text
- 3 Select **Edit > Cut** or press **Ctrl + X** to remove the text and place it on the clipboard
- 4 Press **Del** to remove the blank line from the top of the object
- 5 Click on the **Selection** tool, then click on the artboard to deselect the text frame
- 6 Click on the **Type** tool, then click and drag to create a new text frame, as shown
- 7 Select **Edit > Paste** or press **Ctrl + V** to paste the text



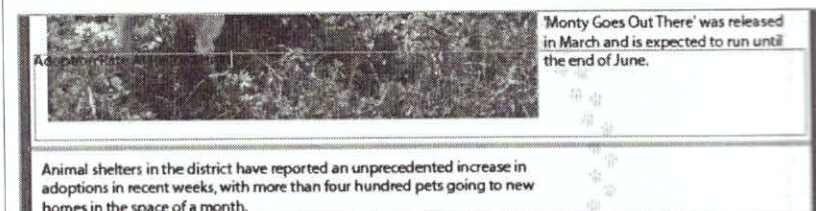
2



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For Your Reference...

To **cut and paste text** between **type objects**:

1. Click on the **Type** tool
2. Select the text to cut, then press **Ctrl + X**
3. Click to create point type, or drag an area to create an area type object
4. Press **Ctrl + V** to place the text

Handy to Know...

- You can double-click on a type object to make the text editable.
- To copy all text in a type object, press **Alt** while dragging on the text object.

FORMATTING TEXT

Formatting text involves making changes to the font such as the typeface, size and style to enhance the appearance of your document and ensure it is consistent. As well as the basic

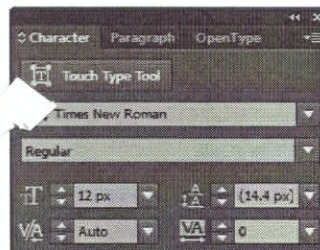
formatting options on the **Control** panel, there are several more options available in the application menu and the **Character** panel.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *IL1410 Text_6.ai...*

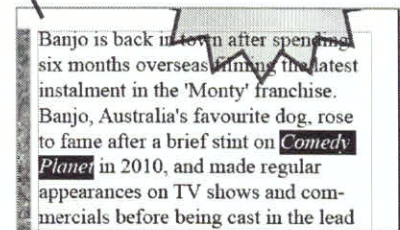
- 1 Zoom in to **200%** on the top article, then select the text frame
- Let's change the font...
- 2 Select **Type > Font** to display a list of available fonts
- 3 Press **[T]** to select the first font starting with **T**
- 4 Scroll down and select **Times New Roman > Regular**
- 5 Select **Window > Type > Character** to display the **Character** panel
- 6 Double-click on the text object to enter edit mode, select the text **Comedy Planet**, then click on the drop arrow for **Font Style** in the **Character** panel and select **Italic**
- 7 Repeat step 6 to apply italic to all instances of the text **'Monty'** and **'Monty Goes Out There'**, then delete the quotation marks
- 8 Apply **Times New Roman, Regular** to the lower text object, then close the **Character** panel



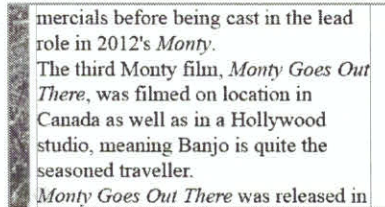
5



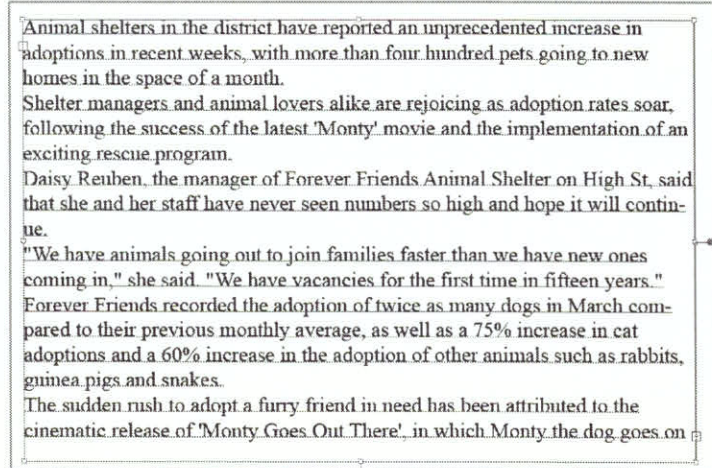
6



7



8



For Your Reference...

To **format text**:

1. Select the text or text object
2. Apply formatting using the options and tools available on the **Control** panel, **Type** menu and/or **Character** panel

Handy to Know...

- You can apply many **appearance attributes** to text, such as transforming the text object, adjusting the opacity, or applying fill and stroke colours to the text.
- To apply a recently-used font, select the text object, then select **Type > Recent Fonts**.

FORMATTING PARAGRAPHS

Paragraph formatting is important to ensure the appearance of a document is consistent, as well as to create space between paragraphs and objects. Paragraph formatting includes adjusting

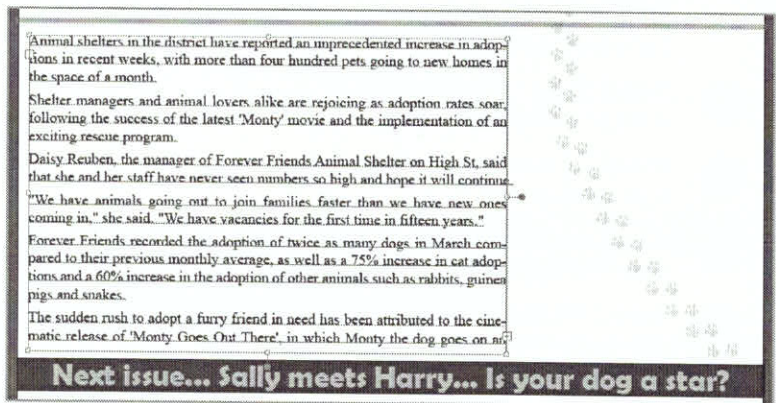
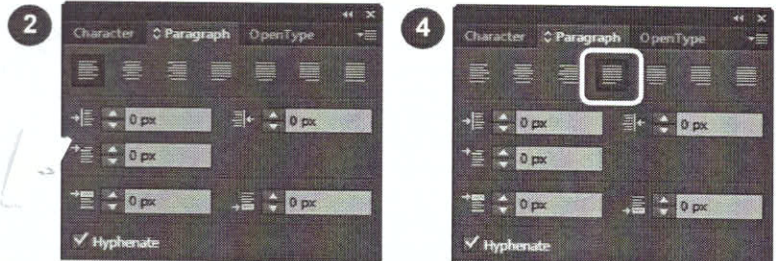
the spacing between paragraphs, applying indents (or inset) to paragraphs from the edge of the type object, adjusting the number or rows and columns in a type object, as well as aligning paragraphs.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *IL1410 Text_7.ai...*

- 1 Select the lower article text frame
- 2 Select **Window > Type > Paragraph** to display the **Paragraph** panel
The Paragraph panel is presented as another tab on the Character panel...
- 3 Point to each option in the **Paragraph** panel to display a tool tip for each
- 4 With the article text frame selected, click on **Justify with last line aligned left** to justify the text
- 5 Click on the up arrow for **Space before paragraph** to set it to **4 px**
- 6 Select the top article text object and repeat steps 4 and 5
- 7 Close the **Paragraph** panel



For Your Reference...

To **apply paragraph formatting to text objects**:

1. Select the text object, then select **Window > Type > Paragraph**
2. Apply the required **spacing, alignment** and **indenting** options

Handy to Know...

- The **Left** and **Right Indent** options in the **Paragraph** panel allow you to indent the paragraphs from both sides. This will have the same effect as applying inset spacing via the **Area Type Options** dialog box.

COPYING FORMATTING WITH THE EYEDROPPER TOOL

Just as you can use the **Eyedropper** tool to copy formatting for objects (such as fill and stroke), you can also use it to copy text formatting. This can be very useful in situations where you need

to maintain consistency across a document, such as if you are creating a newsletter and want all of the headings to have the same formatting.

Try This Yourself:

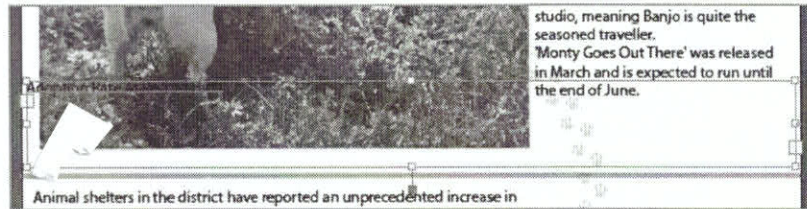
Same File

Continue using the previous file with this exercise, or open the file *IL1410 Text_8.ai...*

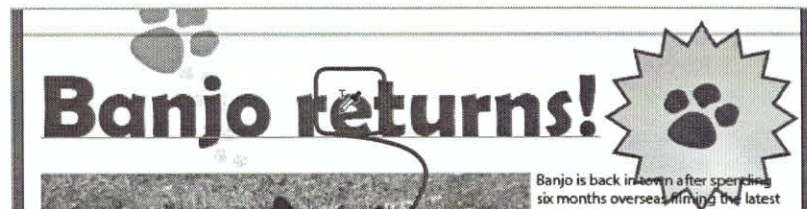
- 1 Click on the **Selection** tool, then click on the text box that is overlapping the picture to select it
- 2 In the **Tools** panel, click on the **Eyedropper** tool, then click on the headline that says **Banjo returns!** to copy the formatting and apply it to the selected text

The text is too large to fit in the text frame...

- 3 In the **Control** panel, double-click on **Font Size** to select the value, type **42**, then press **Enter** to change the size of the text



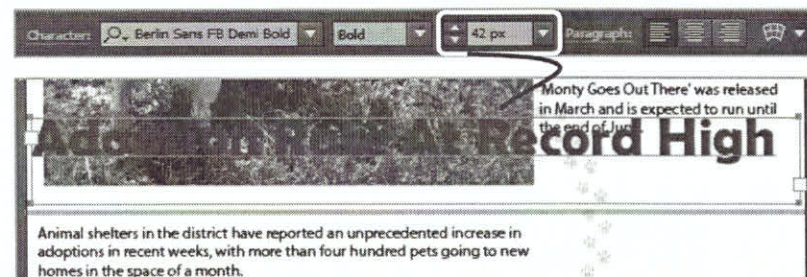
1



2



3



For Your Reference...

To **copy text formatting** with the **Eyedropper** tool:

1. Click on the **Selection** tool, then click on the text to be formatted to select it
2. Click on the **Eyedropper** tool
3. Click on the text that has the formatting to be copied

Handy to Know...

- The **Find and Replace** dialog box allows you to find instances of a certain word or phrase and replace them with another word or phrase. You can access this dialog box by selecting **Edit > Find and Replace**.
- Select **Edit > Check Spelling** to run a spelling check on the text in your document.

CREATING COLUMNS OF TEXT

If you are designing a newsletter or something similar, it is likely that you will need to break the text up into columns. You can create columns of text for text frames and specify the number of

columns and the spacing between each column and row (*gutter*). In this exercise you will apply columns to the lower article text.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file IL1410 Text_9.ai...

- 1 Zoom to **150%**, then position the heading text object as shown
- 2 Click and drag the article text object to position it below the heading
- 3 Click and drag the right resizing handle to widen the text frame, as shown
- 4 With the article text object selected, select **Type > Area Type Options** to display the **Area Type Options** dialog box
- 5 Click on the up spinner arrow for **Number in Columns** twice to set it to **3**
- 6 Click on the up spinner arrow for **Inset Spacing** to set it to **0.25 cm**, then click on [OK]
The Inset Spacing option will inset the text from the bounding box by 0.25 cm...
- 7 With the text object still selected, click on **Font Size** in the **Control** panel and select **11 px** to make the text smaller



Monty Goes Out There was released in March and is expected to run until the end of June.

Adoption Rate At Record High

Animal shelters in the district have reported an unprecedented increase in adoptions in recent weeks, with more than four hundred pets going to new homes in the space of a month. Shelter managers and animal lovers alike are rejoicing as adoption rates soar, following the success of the latest 'Monty' movie and the implementation of an exciting rescue program. Daisy Reuben, the manager of Forever Friends Animal Shelter on High St, said that she and her staff have never seen numbers so high and hope it will continue.

1

Adoption Rate At Record High

Animal shelters in the district have reported an unprecedented increase in adoptions in recent weeks, with more than four hundred pets going to new homes in the space of a month. Shelter managers and animal lovers alike are rejoicing as adoption rates soar, following the success of the latest 'Monty' movie and the implementation of an exciting rescue program. Daisy Reuben, the manager of Forever Friends Animal Shelter on High St, said that she and her staff have never seen numbers so high and hope it will continue. "We have animals going out to join families faster than we have new ones coming in," she said. "We have vacancies for the first time in fifteen years."

Forever Friends recorded the adoption of twice as many dogs in March compared to their previous monthly average, as well as a 75% increase in cat adoptions and a 60% increase in the adoption of other animals such as rabbits, guinea pigs and snakes.

The sudden rush to adopt a furry friend in need has been attributed to the cinematic release of 'Monty Goes Out There', in which Monty the dog goes on an adventure that takes a bad turn. Anticipating that the film would generate some interest in pet adoption, Ms Reuben joined forces with other animal shelter managers in the district to implement a new program which they hope will keep adoption rate high. The 'Friends of Monty' program offers a discounted adoption fee

Next issue... Sally meets Harry... Is your dog a star?

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For Your Reference...

To create columns of text:

1. Select the type object, then select **Type > Area Type Options**
2. Specify the number of columns and the spacing between columns (gutter)
3. Specify inset spacing if required, then click on [OK]

Handy to Know...

- The **Area Type Options** dialog box allows you to adjust the height and width of the type object and specify rows and columns as well as their widths and the spacing between each (gutter). You can also determine how you want the text to flow – either by rows or by columns.