

CHAPTER 3
INFOCUS

WORKING WITH OBJECTS

Each individual item that you work with in Illustrator is known as an **object**. This includes shapes, lines, pictures and text. You can **select** objects and then proceed to work with them in a variety of ways, such as moving, copying, grouping and aligning.

In this session you will:

- ✓ gain an understanding of paths and selection tools
- ✓ learn how to select objects with the **Selection** tool
- ✓ learn how to work with **Isolation Mode**
- ✓ learn how to select multiple objects
- ✓ learn how to make marquee selections
- ✓ learn how to use the **Direct Selection** tool
- ✓ learn how to select similar objects with the **Magic Wand** tool
- ✓ gain an understanding of **Smart Guides**
- ✓ learn how to move objects
- ✓ learn how to copy objects
- ✓ learn how to group and ungroup objects
- ✓ learn how to lock and unlock objects
- ✓ gain an understanding of alignment and distribution options
- ✓ learn how to align objects
- ✓ learn how to distribute objects and spacing
- ✓ learn how to insert an image
- ✓ learn how to delete objects.







UNDERSTANDING PATHS AND SELECTION TOOLS

An **object** in Illustrator refers to any element of your artwork that can be selected and then edited in some way. Before you can work with any object in Illustrator, you must first select that

object. Illustrator has several different selection tools you can use that perform different kind of selection. For example, you can select an entire object or part of an object to edit.

Selection Tools In Illustrator

Illustrator provides the following selection tools that enable you to use a range of selection techniques. You will learn some of the more common selection techniques as you complete this course.

	Selection tool	Selects an entire object or group of objects. Can also be used for marquee selections.
	Direct Selection tool	Selects one or more anchor points so you can work with path segments. Selected anchor points appear solid. Non-selected anchor points appear as an outline.
	Group Selection tool	Part of the Direct Selection group of tools. Enables you to work with individual objects within grouped objects.
	Magic Wand tool	Enables you to select objects that have the same or similar attributes. For example, if you have drawn two red squares and select one of the red squares with the Magic Wand tool, the second red square will also be selected automatically.
	Lasso tool	Enables freeform (freehand) selecting. Whereas a normal marquee selection makes a rectangular selection, the Lasso tool enables you to define your selection point by point.
	Selection commands	The Select menu contains various options for selecting and deselecting objects, selecting all objects, selecting like objects, as well as saving and loading saved selections.

Understanding Paths

By default, selected objects are surrounded by a **bounding box** with eight **handles** (see the picture of the star to the right). Handles allow you to scale (resize) and rotate objects. If you don't see a bounding box when you select an object, select **View > Show Bounding Box**.

All objects in Illustrator are defined by a **path** (represented by a blue line). For example, whenever you draw a shape you are defining a path.

A path can be **closed** (such as a circle or square) or **open** (such as a straight line with two ends). If you cannot see the path of the selected object, select **View > Show Edges**.

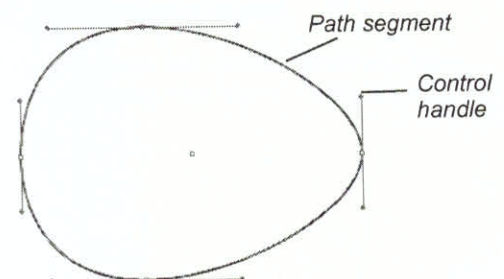
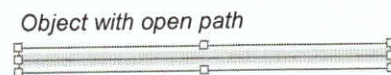
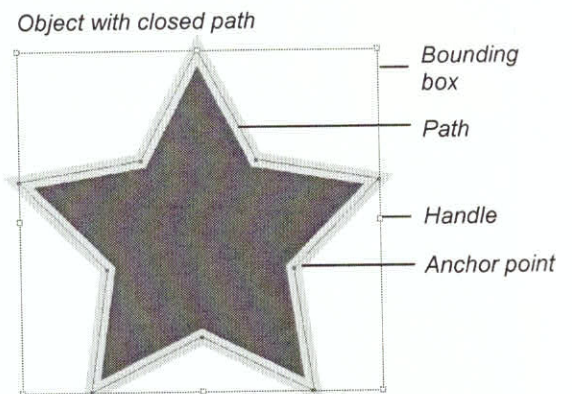
Once you define or create a path, you can then apply **appearance attributes**, such as colour and formatting.

Understanding Path Segments And Anchor Points

A path consists of one or more straight or curved lines, called **path segments**. A path segment is the curved or straight line between two **anchor points**. Anchor points are similar to handles, but they are used to edit individual path segments rather than whole objects.

To work with path segments, use the **Direct Selection** tool to select one or more anchor points to work with.

When editing curved path segments, **control handles** will appear. These enable you to adjust the path segment. You will learn more about this later.



SELECTING WITH THE SELECTION TOOL

You must select an object before you can work with it. The **Selection** tool is used to select individual and grouped objects. Using this tool, you can click and drag around an object to make

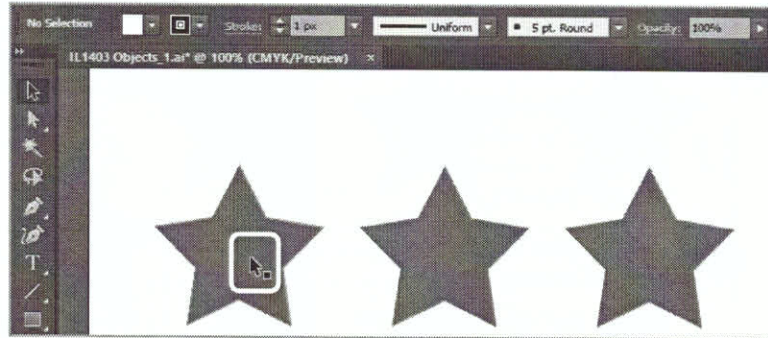
a marquee selection, or use **Shift** and **Ctrl** to select multiple items at once. Double-clicking on an object activates **Isolation Mode**, which enables you to work with that object without affecting other objects.

Try This Yourself:

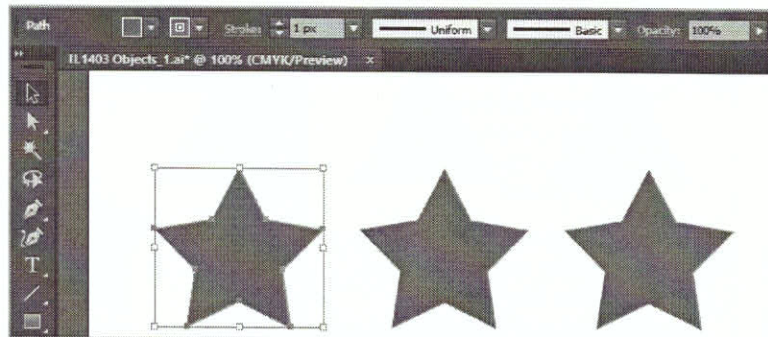
Open File

Before starting this exercise you **MUST** open the file *IL1403 Objects_1.ai...*

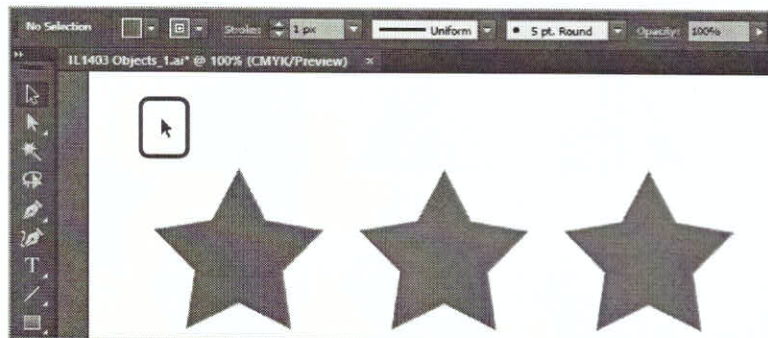
- 1 Press **V** to ensure the **Selection** tool is active, then point to each object
A square beside the pointer indicates that you can select that object – the Control panel indicates that no selection has been made yet...
- 2 Click on a star to select it
A bounding box will appear around the object. If no bounding box appears, select View > Show Bounding Box...
- 3 Click on several objects to select them one by one
*If you move or resize an object by mistake, press **Ctrl** + **Z** to undo the action...*
- 4 Click on a blank area of the artboard to deselect the selected object



1



2



4

For Your Reference...

To **select an object**:

- Click on the **Selection** tool in the **Tools** panel (or press **V**), then click on an object

Handy to Know...

- Objects that do not have a **fill** (i.e. no fill colour applied) can only be selected by clicking on the **stroke** (border) of the object.
- To select all objects, press **Ctrl** + **A**.

WORKING WITH ISOLATION MODE

If you double-click on an object with the **Selection** tool, **Isolation Mode** will be activated. This means that the object you double-clicked on will be the only editable object in the document

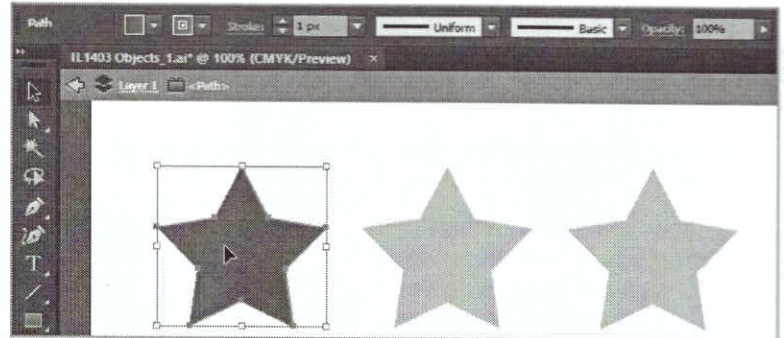
and you can work with that object without affecting other objects around it. This can be especially useful if your artwork contains many objects that are overlapping or very close to each other.

Try This Yourself:

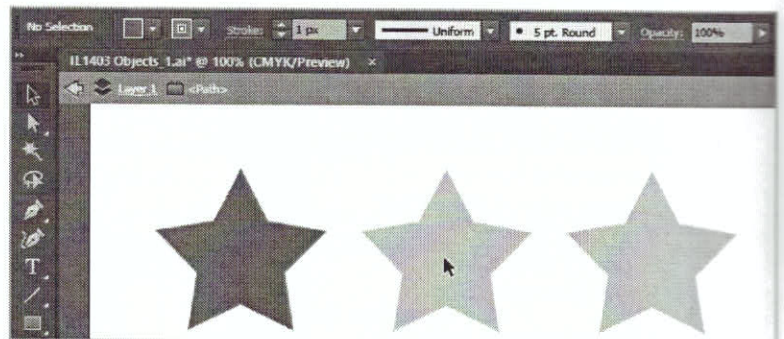
Same
File

Continue using the previous file with this exercise, or open the file *IL1403 Objects_1.ai...*

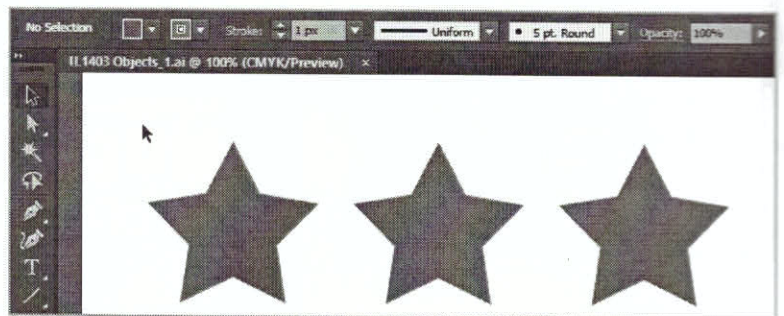
- 1 Double-click on the top left star, as shown
Notice that all other objects become dimmed except for the selected one. This object is in **Isolation Mode**...
- 2 Click on the top middle star
You cannot select this object as **Isolation Mode** has been activated for another object...
- 3 Double-click on a blank area of the artboard to exit **Isolation Mode** and to deselect any selected objects



1



2



3

For Your Reference...

To **activate Isolation Mode**:

- Double-click on the object that you wish to work with

To **exit Isolation Mode**:

- Double-click on a blank area of the artboard

Handy to Know...

- You can activate **Isolation Mode** by selecting the object or group to isolate, right-clicking on it and selecting **Isolate Selected Path** or **Isolate Selected Group**.

SELECTING MULTIPLE OBJECTS

There may be times when you want to work with multiple objects, such as when you want to change the fill colour of several objects simultaneously. Illustrator allows you to do so

using a few different methods. One way to select multiple objects is by using the **Shift** key while clicking on objects. The **Select** menu also includes a range of options for selecting multiple objects.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *IL1403 Objects_1.ai...*

1 Ensure the **Selection** tool is active, then click on the top left star to select it

2 Hold down **Shift** and click on the top middle star, as shown

The bounding box expands to include both objects...

3 Hold down **Shift** and click on the left triangle

Even though the bounding box expands to include both the left and middle triangles, notice that the path of the middle triangle is not displayed, indicating that it is not a part of the selection...

4 Hold down **Shift** and click on the left triangle again

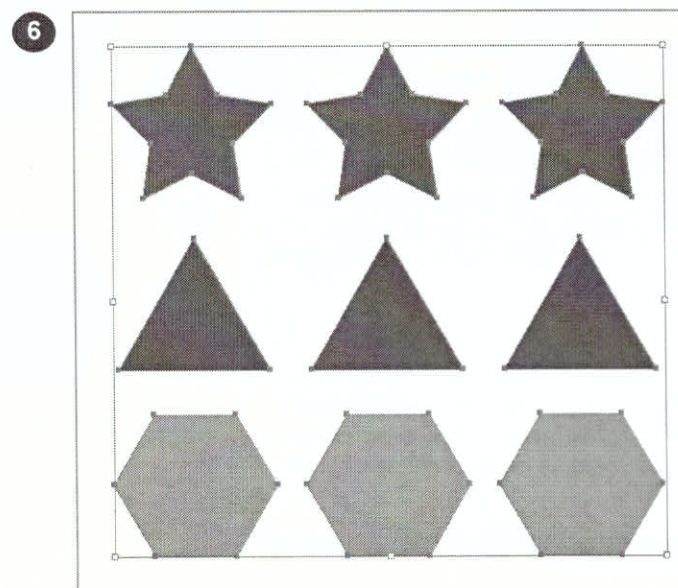
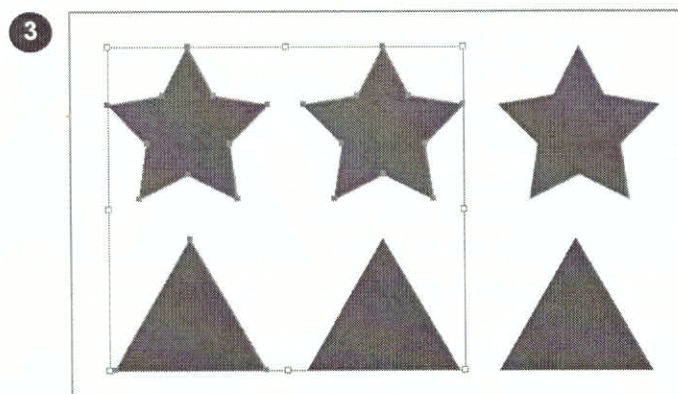
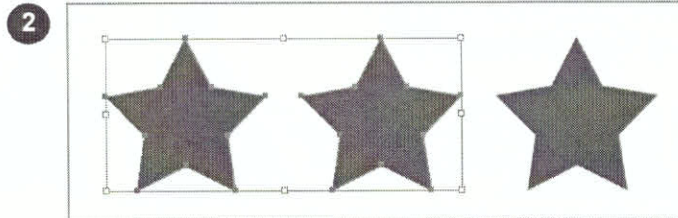
This object is now deselected...

5 Select **Select > Deselect** or click on the canvas to deselect all objects

6 Select **Select > All**

All objects are selected...

7 Click on an empty area of the canvas to deselect all objects



For Your Reference...

To **select multiple objects**:

- Click on an object to select it, then hold down **Shift** and click on other objects

To **deselect objects**:

- Click on the canvas or select **Select > Deselect**

Handy to Know...

- To select all objects in the active artboard (not including locked objects), select **Select > All in Active Artboard**.
- To select multiple objects with similar appearance attributes, such as stroke colour or fill, select **Select > Same**, then select the relevant option.

MAKING MARQUEE SELECTIONS

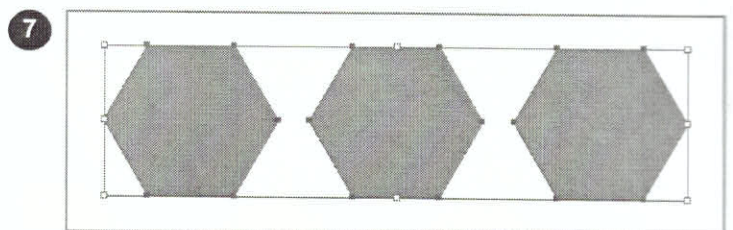
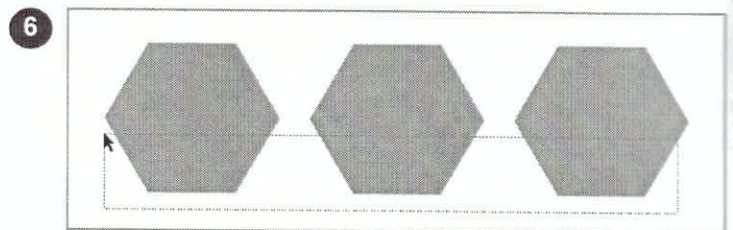
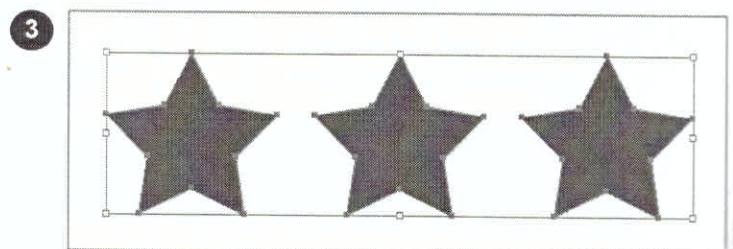
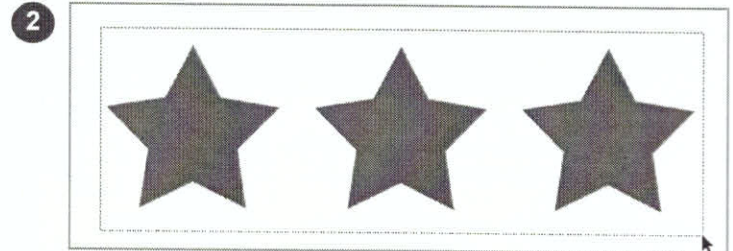
As well as clicking on objects to select them, you can use the **Selection** tool to click and drag around one or more objects to make a **marquee** selection. If you draw a selection marquee over

part of an object, the whole object will be selected. This is a quick way to select multiple objects as you can select the required objects all at once rather than having to click on each one.

Try This Yourself:

Same File Continue using the previous file with this exercise, or open the file *IL1403 Objects_1.ai...*

- 1 Ensure the **Selection** tool is active, then position the pointer just above and to the left of the first star
- 2 Click and drag down to below the last star, as shown
- 3 When the marquee (dotted line) includes all of the stars, release the mouse button
All of the stars will be selected...
- 4 Select **Select > Deselect** or click on an empty area of the canvas to deselect all objects
- 5 Position the pointer just below the bottom right polygon
- 6 Click and drag up and to the left, as shown
- 7 When the marquee includes the lower half of all of the polygons, release the mouse button
All of the polygons will be selected...
- 8 Select **Select > Deselect** or click on an empty area of the canvas to deselect all objects



For Your Reference...

To **make a marquee selection**:

1. Click on the **Selection** tool (or press **V**)
2. Click and drag around the objects to include in the selection

Handy to Know...

- You can select part of an object without selecting the whole object by using the **Lasso** tool. The use of this tool is beyond the scope of this course.

USING THE DIRECT SELECTION TOOL

The **Direct Selection** tool is located immediately below the **Selection** tool in the **Tools** panel and is used to manipulate objects and paths. Rather than selecting an object, the **Direct Selection**

tool works with anchor points and path segments to make more precise alterations than the **Selection** tool.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *IL1403 Objects_1.ai...*

- 1 Click on the **Direct Selection** tool in the **Tools** panel or press **A** to make it active

- 2 Click on the left triangle to select it

Instead of a bounding box, anchor points appear on each corner of the triangle and rounding points appear just inside the corners...

- 3 Click on the top anchor point to make it active

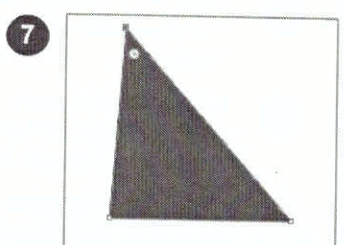
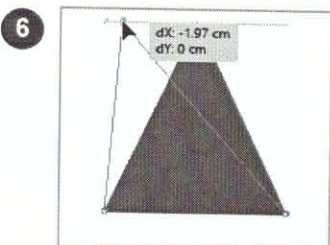
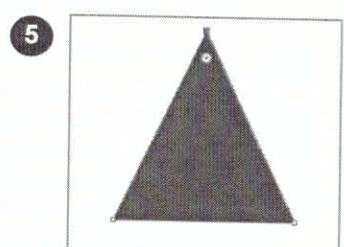
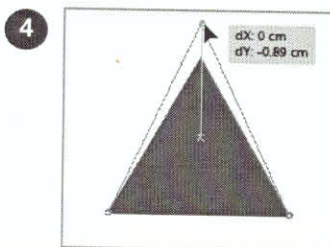
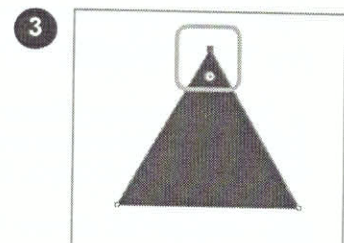
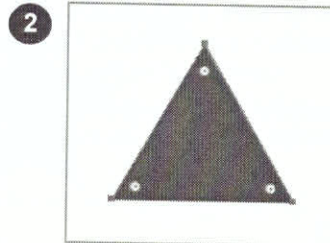
- 4 Click and drag the anchor point upwards, as shown

- 5 Release the mouse button

The triangle is taller as the two bottom anchor points remain in the same place...

- 6 Click on the top anchor point again, then drag it to the left, as shown

- 7 Release the mouse button to change the shape of the triangle



For Your Reference...

To use the **Direct Selection** tool:

1. Click on the **Direct Selection** tool in the **Tools** panel or press **A**
2. Click on an object or path
3. Click on the required anchor point, then click and drag it to the required position

Handy to Know...

- By default, a shape has anchor points at every point at which two lines meet.
- You can add an anchor point at any place on a path segment using the **Pen** tool.
- Click and drag a rounding point to make the corresponding corner of the shape rounder or sharper.

SELECTING WITH THE MAGIC WAND TOOL

The **Magic Wand** tool enables you to select multiple objects that share an **appearance attribute**, such as fill colour or formatting. All you need to do is select an object with the **Magic**

Wand tool, then choose which appearance attribute (or attributes) all selected objects should share – fill colour is selected by default.

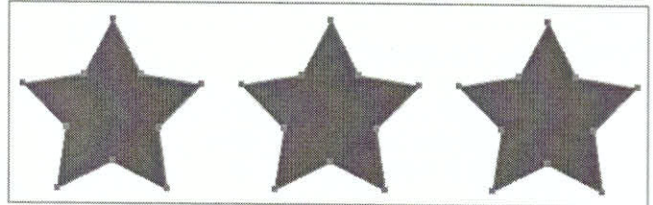
Try This Yourself:

Same File

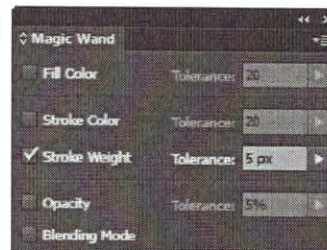
Continue using the previous file with this exercise, or open the file IL1403 Objects_2.ai...

- 1 Ensure that all objects are deselected, then press **Y** to select the **Magic Wand** tool
- 2 Click on a pink star
All of the pink stars will be selected, but the bounding box will not be displayed. This is because you might, for example, be selecting hundreds of objects across multiple artboards...
- 3 Click on a triangle to deselect the stars and select all of the triangles
This panel contains options for selecting specific attributes...
- 4 In the **Tools** panel, double-click on the **Magic Wand** tool to display the **Magic Wand** panel
This panel contains options for selecting specific attributes...
- 5 Click on **Fill Colour** so it appears unticked, then click on **Stroke Weight** so it appeared ticked
- 6 Click on a polygon to select it
All objects will be selected as they all have the same stroke weight ('1')...
- 7 Click on **close** for the **Magic Wand** panel to close it

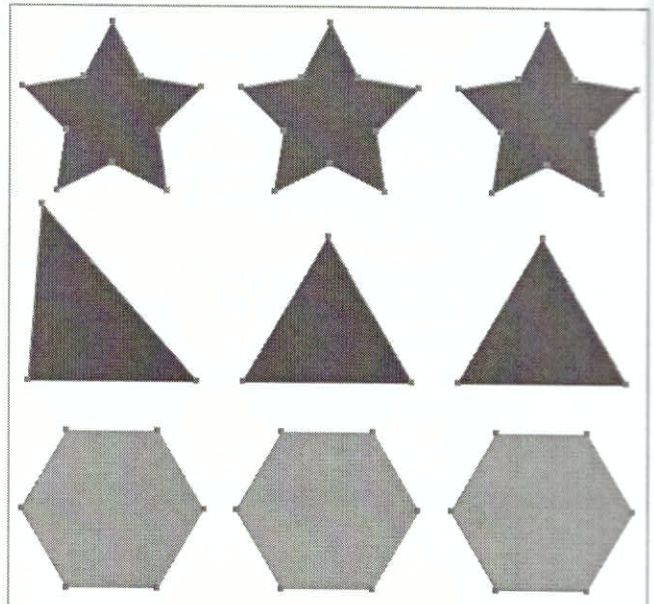
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For Your Reference...

To **select objects** with the **Magic Wand** tool:

1. Click on the **Magic Wand** tool
2. Double-click on the **Magic Wand** tool to display the **Magic Wand** panel if required, then select the required attribute(s)
3. Click on an object to select all objects with the same or similar attributes

Handy to Know...

- As well as using the options in the **Magic Wand** panel to select multiple objects with the same appearance attributes, you can select **Select > Same** and choose from a range of common appearance attributes.

UNDERSTANDING SMART GUIDES

Illustrator provides various rulers, grids and guides to help you measure and place objects accurately. **Smart Guides** are specifically designed to help you to measure, place and align

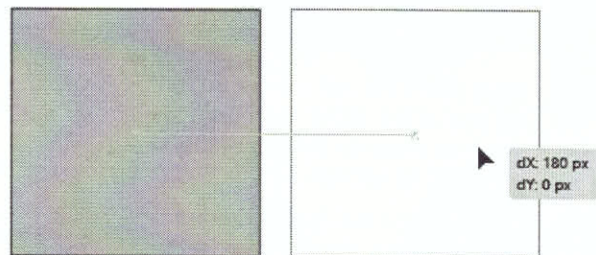
objects precisely. **Smart Guides** consist of alignment guides and labels that provide information about the objects as you draw them, such as their size and position.

Smart Guides help you to measure and place objects accurately by providing information about the size and position of objects as you draw or move them. **Smart Guides** also include alignment guides, which help you to align objects precisely with other objects.

Different **Smart Guides** will appear as you work, depending on what you're working on or doing at the time. The main ones that you will come across as you complete this course are described below.

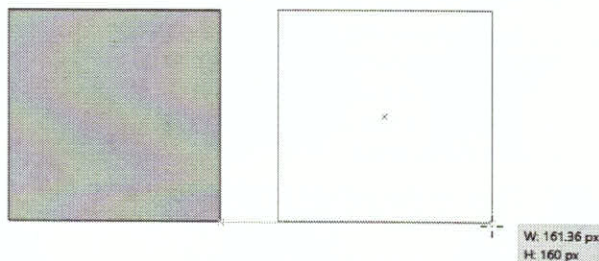
Alignment Guides

Alignment guides are green lines that help you to place and align objects precisely with other objects. The picture to the right shows that the grey square is being moved to a new position. As the square is moved, green lines appear to show that the square will be aligned with its original (current) position. A blue outline of the object being moved helps to identify where it will be placed.



Construction Guides

Construction guides are the green lines that appear as you draw objects such as shapes. The picture to the right shows that a square is being drawn beside the grey square. As the new shape is drawn and becomes aligned with the existing square, as well as any surrounding objects, **Smart Guides** will appear.

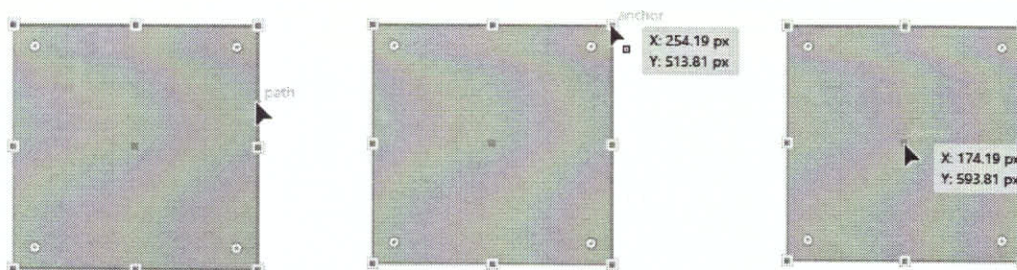


Labels

Labels help you to identify the different parts of an object as you move the mouse pointer over them. Labels include anchor points, paths, measurements, positions and the centre of an object.

Measurement labels appear when you are drawing, editing or moving objects. When drawing or resizing objects, for example, labels will display the object's **width (W)** and **height (H)** dimensions. If you are moving an object, labels will display the **X (dX)** and **Y (dY)** coordinates of the current position. The **X** coordinate refers to an object's horizontal position on the artboard while the **Y** coordinate refers to its vertical position.

Smart Guides are turned on by default. Note that **Smart Guides** will not work if the **View > Snap to Grid** option is switched on.



MOVING OBJECTS

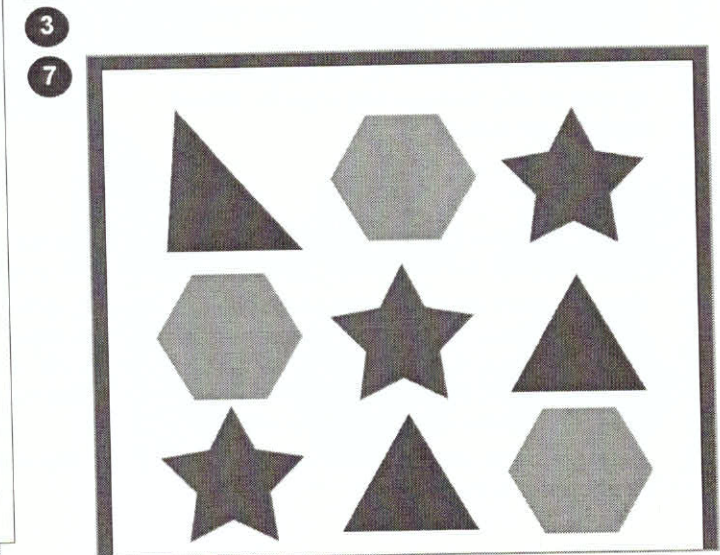
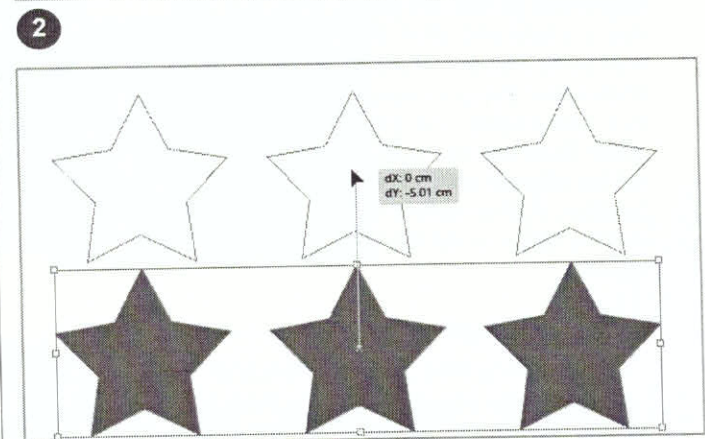
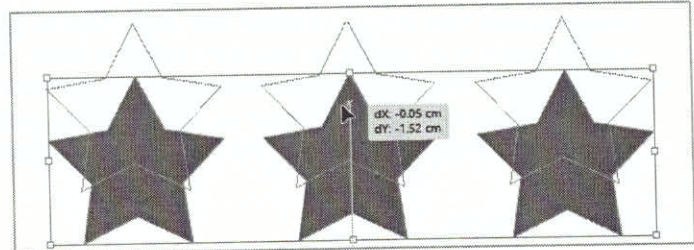
Moving objects is a task that you will perform often when working in Illustrator and there are several methods available to do so. Objects can be moved anywhere on the canvas. You can click

and drag objects to their new position, or you can use the arrow keys to move objects for more precise formatting.

Try This Yourself:

Same File Continue using the previous file with this exercise, or open the file *IL1403 Objects_2.ai...*

- 1 Press **V** to activate the **Selection** tool, then click and drag around the three stars to marquee select them
- 2 Hold down the left mouse button on one of the stars, then drag the stars up towards the top of the artboard as shown
- 3 When **dY** on the measurement label displays about **-5 cm**, release the mouse button to complete the move
The dY value on the measurement label shows the distance the object as moved vertically (on the Y axis) while the dX value shows the distance it has moved horizontally (on the X axis)...
- 4 Click on the canvas to deselect the stars
- 5 Click and drag the middle star down, until the measurement label shows a **dY** value of about **5.5 cm**, then release the mouse button
- 6 Click on the right triangle, then press and hold down the up arrow **↑** until it is positioned next to the middle star
- 7 Use the mouse or the arrow keys to position the rest of the objects as shown



For Your Reference...

To **move** an **object**:

- Click and drag the object to its new location

To **move multiple objects**:

1. Hold down **Shift** and click on the objects to select
2. Click and drag an object within the selection

Handy to Know...

- To set the exact position of where the object is to be moved, select the object, then select **Object > Transform > Move**. You can then enter the exact horizontal and vertical position (relative to the current position) to which you want to move the object. You can also edit **X** and **Y** in the **Control** panel.

COPYING OBJECTS

You can copy single and multiple objects, as well as copy the appearance attributes (such as fill and stroke colour) of an object. You can copy any object and place the copy in the same document

or paste it into another document or program. Illustrator provides several methods for copying existing objects, including using menu commands and keyboard shortcuts.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *IL1403 Objects_3.ai...*

1 Use the **Selection** tool to marquee select the top row of shapes

2 Select **Edit > Copy** or press **Ctrl + C**, then select **Edit > Paste** or press **Ctrl + V**

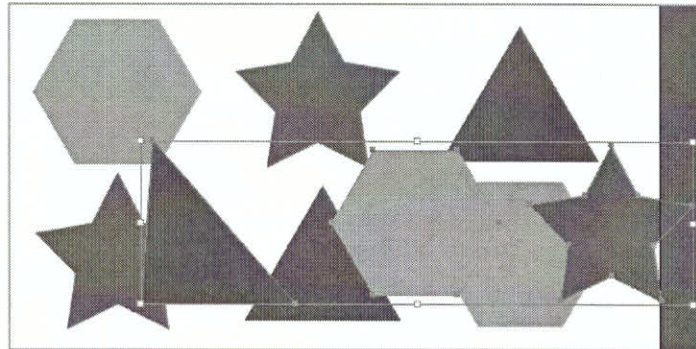
A copy of the objects will be pasted onto the artboard...

3 With the pasted objects still selected, click on one of the selected objects and drag below, and align with, the last row of shapes

4 With the objects still selected, hold down **Alt**, then click and drag one of the selected objects down, as shown

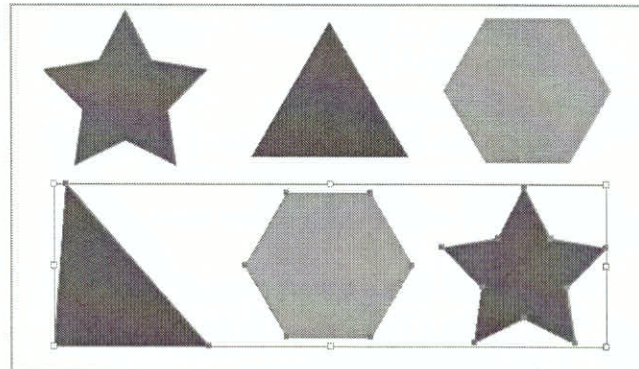
5 When **dY** on the measurement label shows a value of about **5 cm**, release the mouse button, then release **Alt**

The selection will be copied

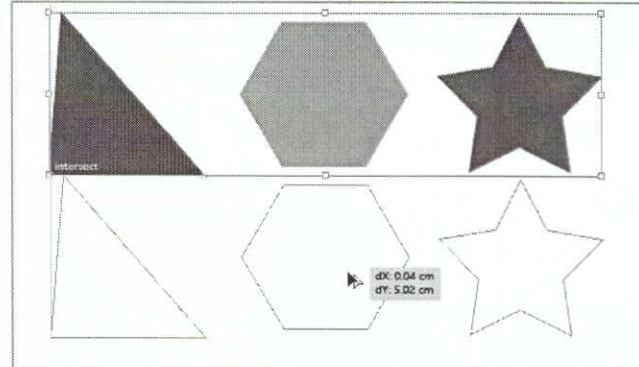


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For Your Reference...

To **copy objects**:

1. Select the object(s) to be copied
2. Press **Alt** and drag to a new position, or Select **Edit > Copy** or press **Ctrl + C**, then select **Edit > Paste** or press **Ctrl + V**

Handy to Know...

- To copy an object from one document to another, open the second document in Illustrator, then select the object to be copied. Select **Edit > Copy** or press **Ctrl + C**, then move to the second document and select **Edit > Paste** or press **Ctrl + V**.

GROUPING AND UNGROUPING OBJECTS

You can **group** two or more objects so they are treated as a single object. This enables you to move or edit the group without having to first select each object. You can also group groups to

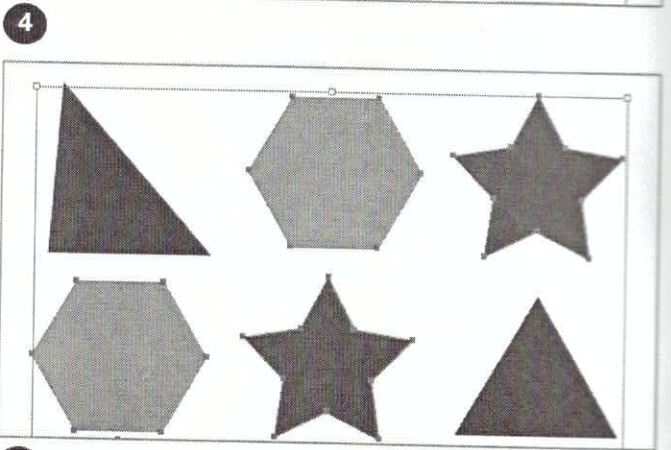
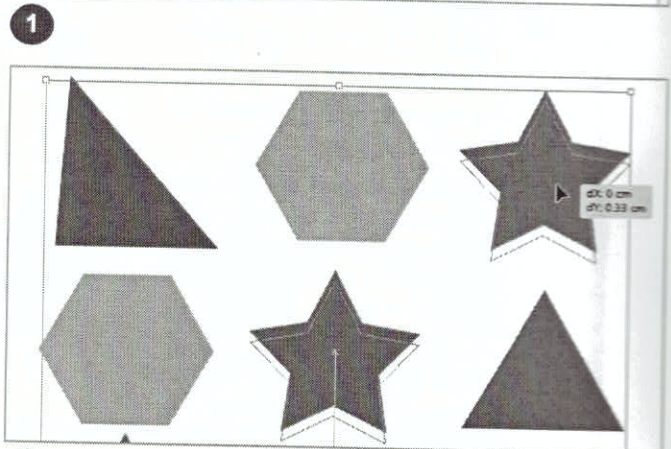
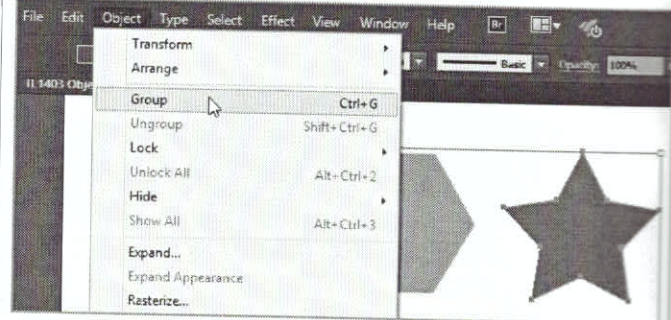
create nested groups. When you ungroup nested groups, they are ungrouped in reverse order of creation, so that the last group added to the nested group will be the first to be ungrouped.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *IL1403 Objects_4.ai...*

- 1 Select all five of the stars, then select **Object > Group**, as shown
The stars will be grouped and therefore treated as a single object...
- 2 Repeat step 1 to group the triangles, then the polygons
*You can also group selected objects by pressing **Ctrl** + **G**...*
- 3 Select one of the stars
All of the stars are selected and a bounding box appears around all of the shapes...
- 4 Click and drag one of the stars down slightly
Notice that all of the stars move...
- 5 Select **Edit > Undo Move** or press **Ctrl** + **Z** to undo the move
- 6 With the star group still selected, hold down **Shift** and click on a polygon to select the polygon group, then select **Object > Group**
The star group and the polygon group are grouped together...
- 7 Select **Object > Ungroup** to ungroup the stars from the polygons, then select **Object > Ungroup** to ungroup all of the stars and polygons
- 8 Select the triangle group, then select **Object > Ungroup** to ungroup these objects as well



For Your Reference...

To **group** objects:

- Select the objects to be grouped, then select **Object > Group**

To **ungroup** objects:

- Select the grouped object, then select **Object > Ungroup**

Handy to Know...

- When objects are grouped, the word **Group** will appear on the left side of the **Control** panel. The word **Path** is displayed when an ungrouped object is selected.
- Press **Ctrl** and click on a grouped object to work with individual objects within the group.

LOCKING AND UNLOCKING OBJECTS

One way to edit individual objects without affecting other objects is to double-click on that object to enter **Isolation Mode**. Another method is to **lock** objects, or fix them in place. This is

especially useful when working with many objects that overlap and when you want to make sure that you do not move objects by mistake as you attempt to select and work with others.

Try This Yourself:

Continue using the previous file with this exercise, or open the file *IL1403 Objects_4.ai*...

- 1 Select the star in the top row

- 2 Select **Object > Lock > Selection**

The bounding box disappears as the object can no longer be selected...

- 3 Click on the star again

The object cannot be selected...

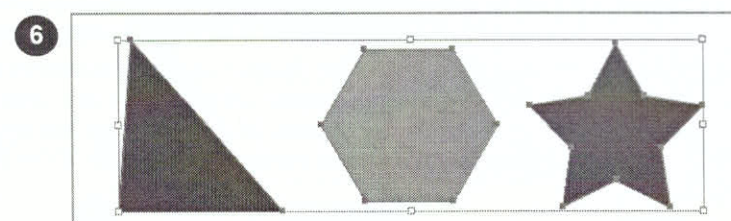
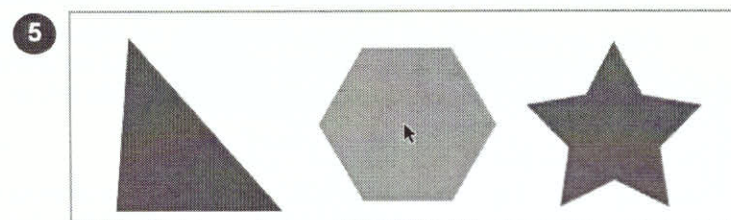
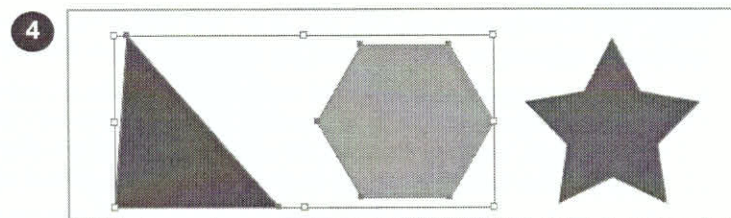
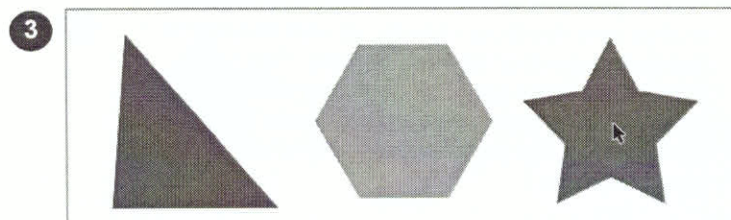
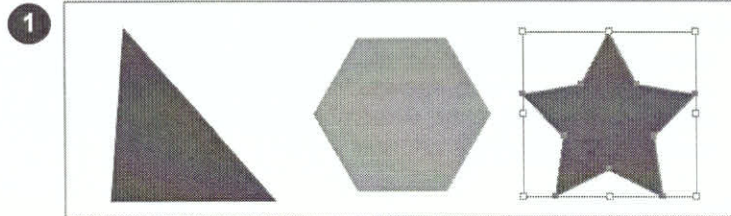
- 4 Click on the triangle in the top row, hold down **Shift**, then click on the polygon in the top row to select both objects

- 5 Select **Object > Lock > Selection**, then try to select any object in the top row

It is not possible. Let's unlock the objects...

- 6 Select **Object > Unlock All**

All objects will be unlocked and selected, and can now be edited again



For Your Reference...

To lock objects:

- Select the objects to lock, then select **Object > Lock > Selection**

To unlock objects:

- Select **Object > Unlock All**

Handy to Know...

- When you have locked multiple objects, you cannot unlock individual objects. When you select **Object > Unlock All**, all objects will be unlocked. You may need to lock individual objects again.

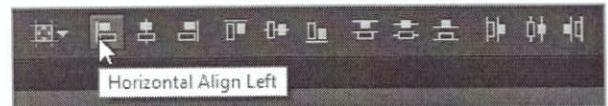
THE ALIGNMENT AND DISTRIBUTION TOOLS

Aligning and **distributing** objects are tasks that you will perform often when working with objects in Illustrator. You can **align** objects to other objects, the artboard, or a selection. You can also

distribute selected objects to ensure even spacing between them. Here is a brief description of the alignment and distribution tools available in Illustrator.

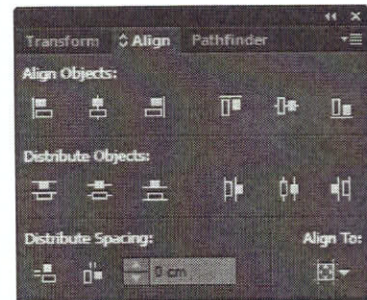
Control Panel Options

When you select multiple objects in Illustrator, you are presented with a range of alignment and distribution options in the **Control** panel. Point to each tool to display the name of the tool.



The Align Panel

The **Align** panel also contains the tools required to align and distribute objects, as well as tools to distribute **spacing** between objects. You can display the **Align** panel by selecting **Window > Align**. If you cannot see the **Distribute Spacing** tools, click on the panel options menu and select **Show Options**.



The Align To Tool

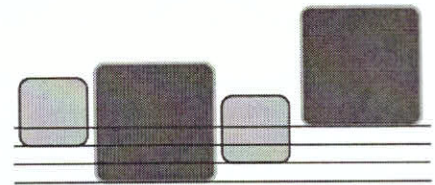
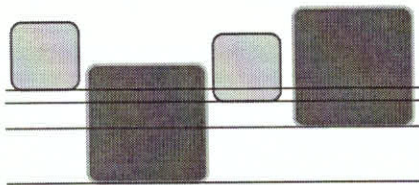
When you want to align objects, you must first select multiple objects to align, then select what you want them aligned to. You can use the **Align To** tool in the **Control** panel to select whether to:

- **Align to Selection:** This aligns selected objects to an object within the selection. The object that the other objects will align to depends on the alignment option you choose. For example, if you select **Align Vertical Bottom**, all selected objects will align with the bottom of the object that is lowest in the selection. **Align to Selection** is the default alignment setting.
- **Align to Key Object:** A **key object** is selected by clicking on an object within a multiple selection. All other objects will be aligned to the key object. Key objects appear with a thick, blue outline.
- **Align to Artboard:** All selected objects will be aligned to the relevant edge (left, right or centre) of the artboard (page). This is necessary when working with grouped objects, as objects within a group cannot be aligned to other objects within the group.

Distributing Objects

The **Distribute Objects** tools enable you to distribute objects evenly within a selection. By default, Illustrator will pick the two objects within the selection that are farthest apart (either vertically or horizontally depending on the distribution tool you choose) and make these the **key objects**. All other objects within the selection will then be distributed evenly between these two key objects.

For example, the picture to the left (below) shows a selection of objects to be distributed. If you select **Vertical Distribute Bottom**, Illustrator will select the two objects that are most vertically separated within the selection as the key objects (in this case the two larger rectangles), and will use the **bottom** of each object to result in an even **vertical** distribution of the objects (see picture below right).



Distributing Spacing

While the **Distribute Objects** tools will distribute objects evenly, you have no control over the amount of spacing (white space) between each object. That's where the **Distribute Spacing** tools are handy. By default, Illustrator will select the two outermost objects within the selection as the key objects, and will then evenly distribute the amount of space between each object.

ALIGNING OBJECTS

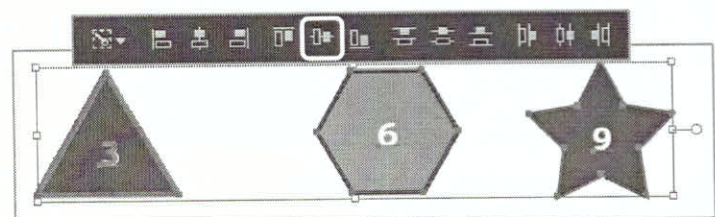
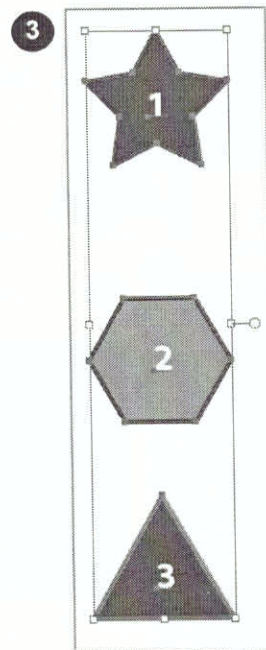
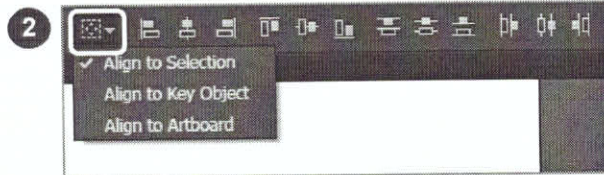
Aligning objects can help to ensure your artwork is aesthetically pleasing. In Illustrator, you can align objects to a **selection** or to a **key object**. When aligning by selection, the object aligned to

will depend on the alignment tool used. When aligning to a key object, you must first select the objects to align and then click on the object to align to.

Try This Yourself:

Open File Before starting this exercise you **MUST** open the file IL1403 Objects_5.ai...

- 1 Select objects 1, 2 and 3
- 2 In the **Control** panel, click on **Align to Artboard** to display a menu of options as shown, then select **Align to Selection**
- 3 In the **Control** panel, click on **Horizontal Align Left**
The selected objects are aligned to the left edge of the leftmost object...
- 4 Select objects 3, 6 and 9, then click on object 3 again to make it the key object
A thick blue border appears around object 3...
- 5 Ensure **Align to Key Object** is selected in the **Control** panel, then click on **Vertical Align Centre**
The selected objects are aligned to the centre of the key object...
- 6 Select objects 4, 5 and 6
- 7 In the **Control** panel, select **Align to Artboard**, then click on **Horizontal Align Centre**
The selected objects are aligned to the centre of the artboard



For Your Reference...

To **align objects**:

1. Select the objects to be aligned, then click on an object to be the key object if required
2. In the **Control** panel, select the desired alignment type, then click on the required alignment tool

Handy to Know...

- The alignment tools in the **Control** panel are also available in the **Align** panel. Select **Window > Align** to display this panel.

DISTRIBUTING OBJECTS AND SPACING

You can **distribute** objects in Illustrator to ensure they are evenly spaced on the artboard. You can use the **Distribute Objects** tools which distribute objects by their centres, or the **Distribute**

Spacing tools which distribute objects so there is an even amount of space between each. The two outer shapes of the selection are the default key objects.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *IL1403 Objects_6.ai...*

- 1 Select objects 1, 4 and 7

- 2 In the **Control** panel, select **Align to Selection**, then click on **Horizontal Distribute Centre**

Object 4 will be distributed evenly between objects 1 and 7...

- 3 Select objects 3, 6 and 9, select **Align to Artboard** in the **Control** panel, then click on **Horizontal Distribute Centre**

The objects are distributed evenly across the artboard...

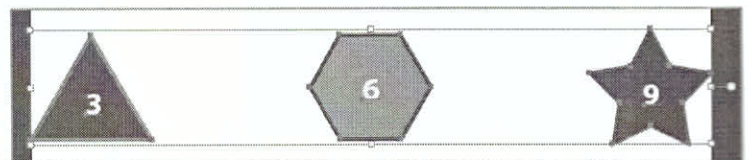
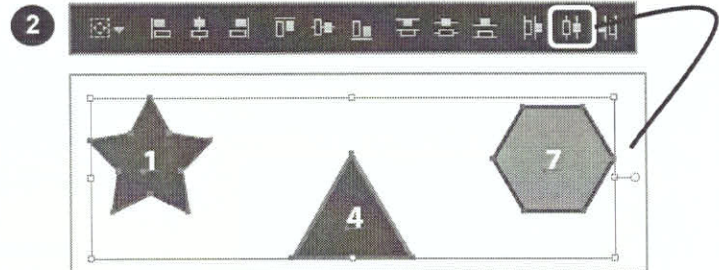
- 4 Deselect the objects, then select **Window > Align** to display the **Align** panel

The **Distribute Spacing** tools are displayed along the bottom of the panel. If you can't see these tools, click on the panel options menu and select **Show Options...**

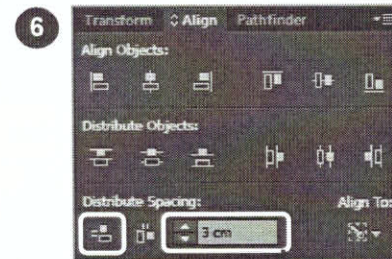
- 5 Select objects 4, 5 and 6, then click on object 4 to make it the key object

- 6 In the **Align** panel, type 3 in **Distance**, then click on **Vertical Distribute Space**

There is now 3cm of space between each object



3



6



For Your Reference...

To **distribute objects** or **spacing**:

1. Select the objects to distribute, then click on the desired key object if required
2. Select the required **Distribute Objects** tool, or
Type the distance in the **Align** panel, then click on the required **Distribute Space** tool

Handy to Know...

- By default, Illustrator will distribute spacing between objects within a selection. This default setting (as well as the **Align to Artboard** option) will not allow you to specify the distance between each object. To do this, you must first select a **key object**.

INSERTING IMAGES

Illustrator is primarily used to create and work with vector graphics and as such it is unlikely that you will often need to insert raster graphics such as photographs. However, should the need arise,

the process for inserting images is quite easy. Images can be either linked to the source file or embedded in the document. In this exercise we will place a linked image.

Try This Yourself:

Continue using the previous file with this exercise...

- 1 Select **File > Place** to display the **Place** dialog box
- 2 Navigate to the **Course Files for Adobe Illustrator CC** folder, then navigate to and click on the file **IL1404 Flower.JPG** to select it

- 3 Click on **[Place]** to insert the image into the document

The mouse pointer changes to an arrow with a preview of the image...

- 4 Click on the artboard below the green rectangle to place the image

The image is too big for the artboard...

- 5 Scroll down and to the right until the bottom right corner of the image is visible, then point to the corner handle as shown

The mouse pointer changes to a double-headed arrow...

- 6 Hold down **Shift**, click and drag the corner handle to the top left corner of the window, release the mouse button, then release **Shift**

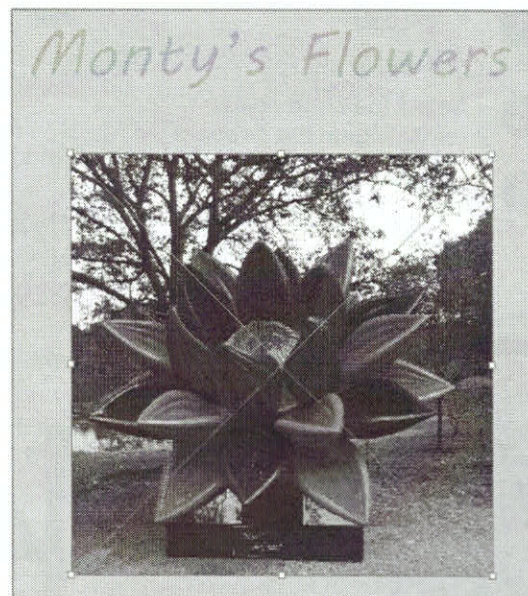
*Holding down **Shift** ensures the image remains in proportion as you resize it...*

- 7 Repeat step 6 until the image is approximately the size shown
- 8 Click and drag the image into position as shown, then click on the artboard to deselect the image



2

8



For Your Reference...

To **place a linked image**:

1. Select **File > Place**
2. Navigate to and select the image, then click on **[Place]**
3. Resize and position the image as required

Handy to Know...

- Placing a linked image places only a preview of that file – the image exists as a separate file. If you make changes to the original image file, the linked image will be updated automatically and reflect those changes. Embedding an image means that the original file exists within the document.

DELETING OBJECTS

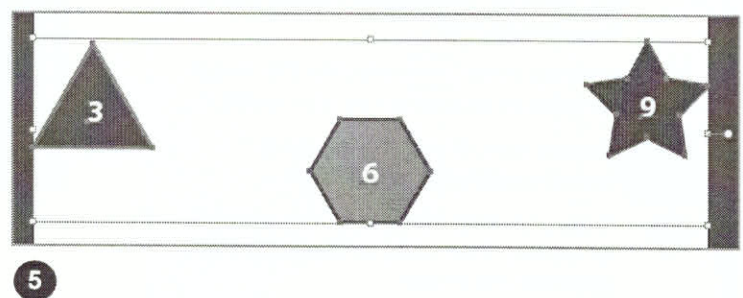
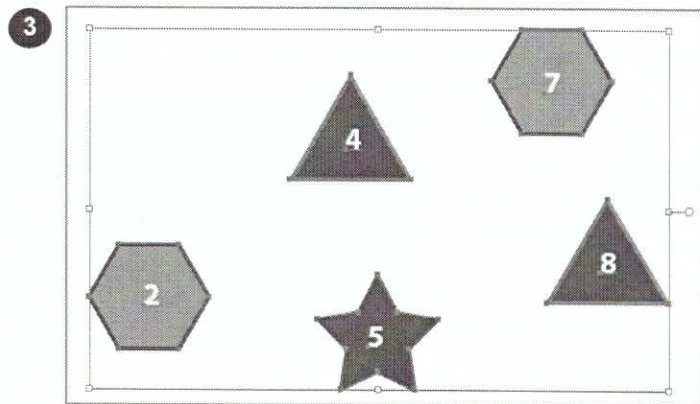
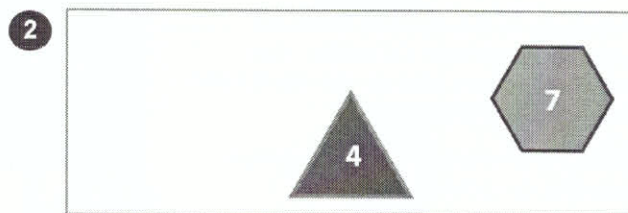
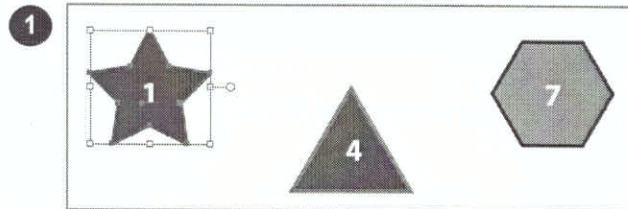
If you no longer need an object, or make a mistake when creating or editing an object, it is sometimes easier to just delete it and start again. Deleting objects in Illustrator is easy. You can

select and delete one or more objects at the same time using the selection techniques already covered in this chapter. Locked objects cannot be deleted.

Try This Yourself:

Continue using the previous file with this exercise, or open the file *IL1403 Objects_6.ai*...

- 1 Activate the **Selection** tool, then click on object 1 to select it
- 2 Press **Del**
The object is deleted...
- 3 Select objects 2, 4, 5, 7 and 8
- 4 Press **Del**
All objects are deleted...
- 5 Select the three object remaining on the artboard
- 6 Select **Edit > Clear**
The objects are deleted



For Your Reference...

To **delete objects**:

1. Select the object(s) to delete
2. Press **Del**, or
Select **Edit > Clear**

Handy to Know...

- If you delete an object by mistake, or make any mistakes when working with an object, press **Ctrl + Z** to undo the last change. Pressing **Ctrl + Z** repeatedly will undo each change from the most recent to the last time you saved the document.