CHAPTER 4 INFOCUS

SETTING UP A NEW DOCUMENT

Setting up a new document will be your first task when starting a new project in Illustrator. This includes establishing the number of artboards in the document and determining the document *type* (such as print or for the web), which will in turn determine further settings.

You will also need to specify the correct paper size, document name and bleed settings, as well as your preferred measurement system.

In this session you will:

✓ gain an understanding of what templates are and how to use them

✓ gain an understanding of the options for creating a new document

✓ learn how to adjust units of measure

✓ learn how to create a print document

✓ learn how to save a new document.

UNDERSTANDING TEMPLATES

Beginning a new project from scratch can be a little daunting and time consuming. Illustrator provides you with several blank templates to make the initial stages of a project a little quicker and easier. These templates include blank business cards, t-shirts, CD cases and websites.

Templates

Templates are pre-formatted documents that are used to create new documents. Creating a new document from a template in Illustrator saves you the time and effort of setting up a new document and applying settings from scratch, as templates are set to the optimal size and shape for the specific kinds of artwork for which they are designed. Some templates also include guides or outlines to help you accurately place and align objects.
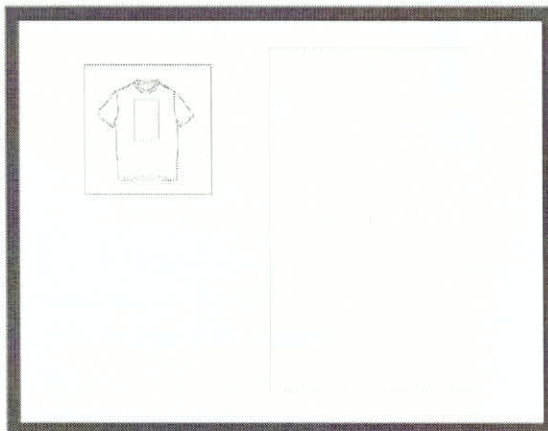
Creating A New Document From A Template

To create a new document based on a existing template simply select **File** > **New From Template** to display the *New From Template* dialog box. This dialog box displays the folder on your *C* drive that contains the default templates that are downloaded to your device when you install and download Illustrator. By double-clicking on the folder you can display the various templates available. Select a template and click on **[New]** to create a new document with the formatting and settings applied that are part of that template.
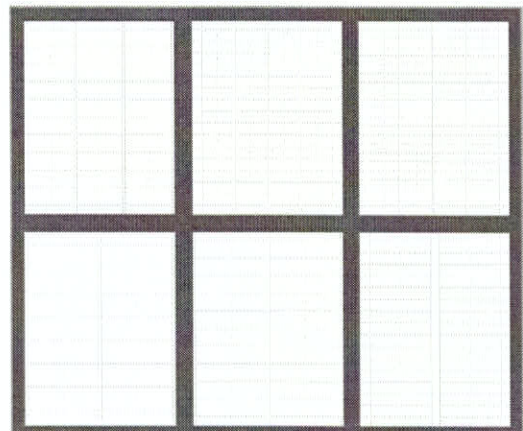
Illustrator Templates

Illustrator provides you with several templates for both print and web documents. To create a new document using a template, select **File** > **New from Template**, open the *Blank Templates* folder, then select a template. The templates provided with Illustrator CC are:

- Banner Ads
- Banner and Presentation
- Boxes
- Brochure
- Business Cards
- Cards and Invitations
- CD Cases
- CD Print Items

- Gift Certificate Pouchette
- Labels
- Promotional 1
- Promotional 2
- Stationery
- T-Shirt
- Website and DVD Menu
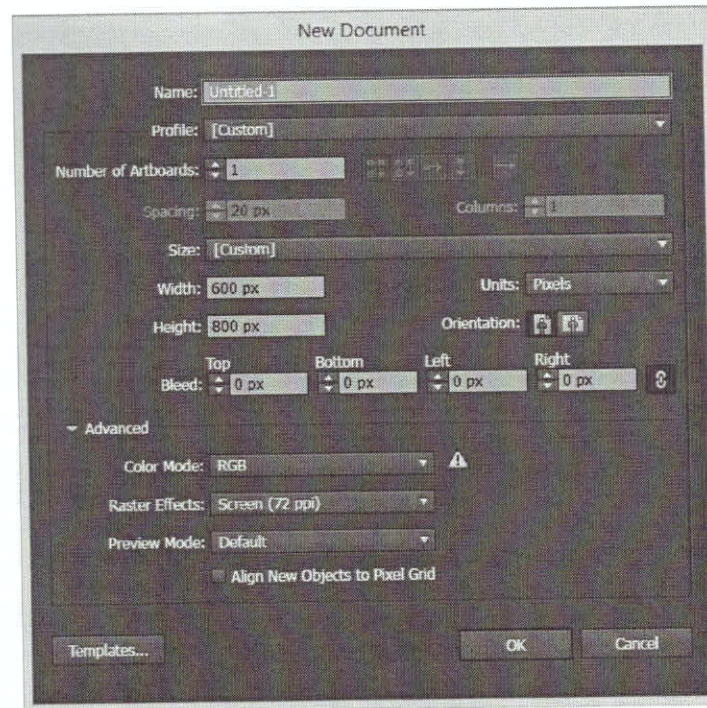

The T-shirt template

The Labels template

UNDERSTANDING DOCUMENT PRESETS

When you select **File > New**, the **New Document** dialog box displays, providing you with options that enable you to set the document attributes. These attributes determine whether or not to use an existing **document profile**, the size and number of artboards, if the document is for print or the web, whether bleed settings are to be included, the page orientation, and more.

Name	Enter the name of the document. This is not necessarily the file name.
Profile	Select a document profile relevant to the document type you need to create. Document profiles contain a range of predefined settings, such as colour settings and document sizes.
Number of artboards	Specify how many artboards you require in your document. If you have more than one artboard, you can then select how you want your artboards to be arranged in the document window by selecting one of the tools that appear beside this option. After creating your new document, you can then specify the size of each artboard using the **Artboard** tool on the **Tools** panel or via the **Document Setup** dialog box.
Spacing	Where you have selected more than one artboard, you can specify the distance between each artboard using **Spacing**.
Columns	Select the number of columns in which to arrange your artboards. This option is only available if you have more than one artboard in your document.
Size, Width & Height	Select the size of the document (applied to all artboards). The default size is **Letter**. Click on the drop arrow to select the appropriate document size. The **Width** and **Height** will update according to your selection. Alternatively, override the **Size** and type in specific **Width** and **Height** settings. All artboards will be the selected size, but you can resize individual artboards once the document has been created.
Units	Determines the measurement system to be used in your document.
Orientation	Select either **Portrait** or **Landscape** orientation for your document.
Bleed	Used to define an area to extend the artwork beyond the artboard boundary as necessary. Typically used with documents that are designed for print as the edges are trimmed after printing. Bleed settings appear around each artboard as a red line.
Advanced	Contains advanced settings for **colour mode** and working with **raster** effects. Advanced settings will change depending on the selected document profile.

CREATING A PRINT DOCUMENT

Illustrator CC provides several *document profiles* for different output types such as for print-based material, the web, or mobile devices. Each document profile contains predefined settings relevant to the final output (such as using *CMYK* colour for printed artwork or *RGB* colour to digital art). In this exercise, you will create a print document in Illustrator.
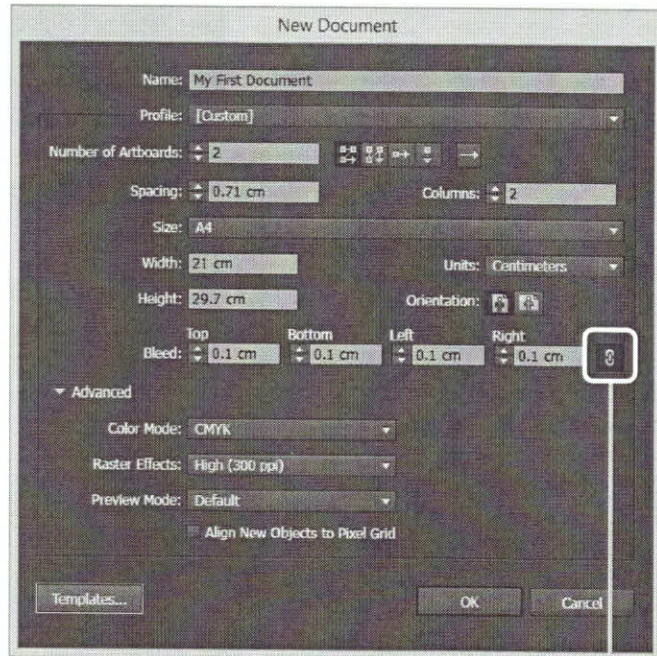
Try This Yourself:

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

1. Select **File** > **New** to display the **New Document** dialog box, then click on the drop arrow for **Profile** and ensure **Print** is selected

2. Select the text in *Name* and type **My First Document**

3. Click on the up arrow for **Number of Artboards** to change the value to *2* to create two artboards in the new document

   Notice that the Profile changes to [Custom] as the document no longer has the default settings...

4. Click on the drop arrow for *Size* and select **A4**

5. Click on the drop arrow for *Units* and select **Centimetres**

6. In *Bleed*, click on the up arrow for *Top* to select *0.1 cm*

   As the link tool is selected (at the end of the Bleed tools), the other bleed values are automatically adjusted...

7. Click on **[OK]** to create the new document
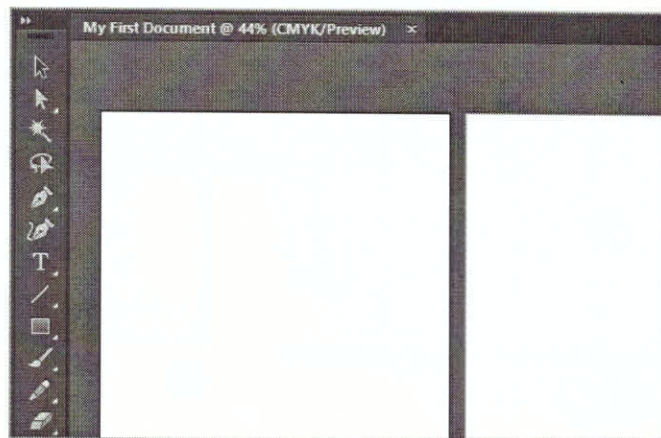
   Leave this file open for the next exercise

Link icon

For Your Reference...

To *create* a *print document*:

1. Select **File** > **New**
2. Select **Print** in *Profile*
3. Adjust other document settings as required
4. Click on **[OK]**

Handy to Know...

- Even though you select **Print** in *Profile* as soon as you adjust one of the default settings, the profile changes to **[Custom]**.

SAVING A NEW DOCUMENT

When you first create a document, it is simply named *Untitled*. For you to be able to find it at a later date, you need to give the document a name and save it in a specific folder. For the purpose of this exercise we will use the *Course Files* folder, but in normal practice you are more likely to *save* a new document in a folder that has been created for the project you are working on.

Try This Yourself:

Same File

Continue using the previous file with this exercise…

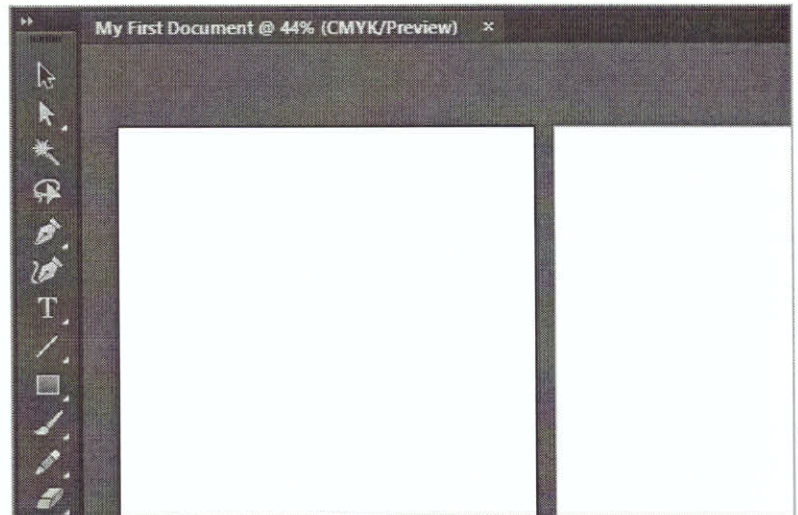1. Look at the document tab of the document and note the content

   The document is currently identified as My First Document…

2. Select **File** > **Save** to display the **Save As** dialog box
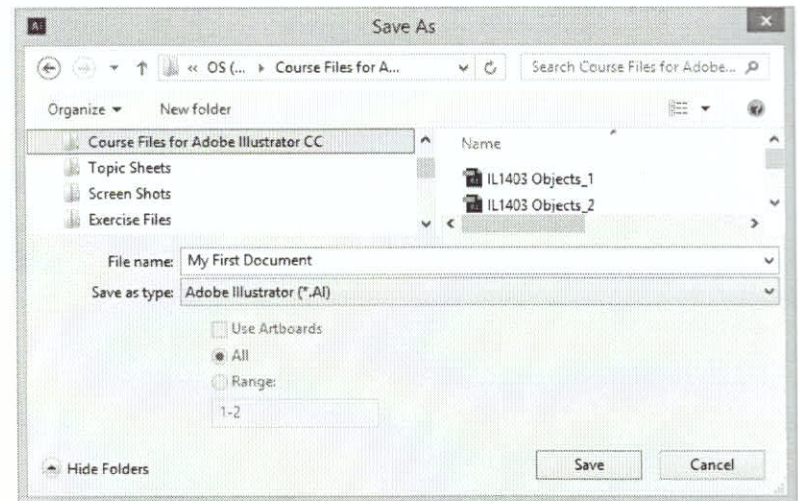
3. Navigate to the **Course Files for Illustrator CC** folder, as shown, then click on **[Save]** to save the document to this folder

   The Illustrator Options dialog box will display. We can specify certain settings here but for the purpose of this exercise we will accept the default settings…

4. Click on **[OK]** to close the dialog box and return to the document

For Your Reference…

To *save* a *new document*:

1. Select **File** > **Save** (or press Ctrl + S)
2. Select the required *Save in* folder
3. Type the name of the document in *File name*
4. Click on **[Save]**

Handy to Know…

- If you try to close an untitled blank document that you have not made any changes to, Illustrator will automatically close it without saving. If you have made layout changes or added objects, Illustrator will then prompt you to save the document before closing it.