

CHAPTER 5
INFocus

WORKING WITH A DOCUMENT

Once you have created a new document and begun working on it, you may find that you need to change some of the layout aspects. You can resize artboards and move them around the canvas as well as adding new artboards and deleting ones that are not needed. You can also use grids, guides and rulers to help you size and position objects accurately on the artboard.

In this session you will:

- ✓ gain an understanding of artboard options
- ✓ learn how to move and resize artboards
- ✓ learn how to create and delete artboards
- ✓ gain an understanding of grids, guides and rulers
- ✓ learn how to display and hide rulers
- ✓ learn how to make guides
- ✓ learn how to lock, unlock and clear guides
- ✓ learn how to view and hide the grid.

UNDERSTANDING ARTBOARD OPTIONS

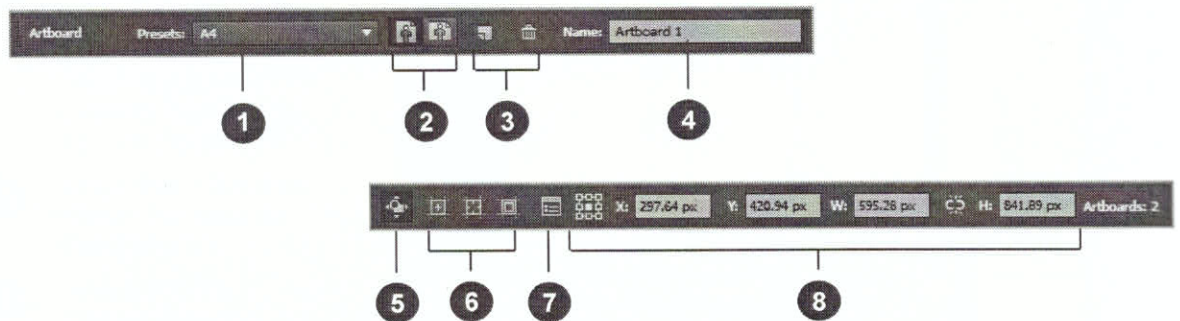
When you create a new document, you can specify how many artboards you want as well as the space between each artboard. However, it is more likely that you will need to resize existing

artboards to fit your art. You may also want to move artboards, create new artboards or delete existing ones. You can manage your artboards by using the various artboard tools.

The Artboard Tool

An Illustrator document can hold up to one hundred artboards (not that you will need this many, but it is good to know). Once you have established the number of artboards you need in the **New Document** dialog box, you can then edit and manage the artboards using the **Artboard** tool in the **Tools** panel.

When you select the **Artboard** tool, the canvas becomes a different shade of grey and the **Control** panel (shown below) displays various options for editing your artboards.



- | | | |
|----------|--|--|
| 1 | Presets | Contains a number of preset artboard sizes. Select a preset to apply to the selected artboard(s), or even set the artboard to fit around the selected artwork. |
| 2 | Orientation | Select either Portrait or Landscape orientation. |
| 3 | New Artboard | Create a new artboard using the New Artboard tool. |
| | Delete Artboard | Delete the selected artboard. Note that any artwork contained within the artboard will not be deleted. It will remain on the canvas until you move it or create a new artboard to fit. |
| 4 | Name | Displays the name of the selected artboard. |
| 5 | Move/Copy Artwork with Artboard | Selected by default, this tool will ensure that your artwork is moved or copied along with your artboard. |
| 6 | Show options | Select an option to see the artboards' centre marks, crosshairs and/or video-safe areas. This tool is particularly useful in video editing. |
| 7 | Artboard Options | Click to display the Artboard Options dialog box which contains many of the same options as the Control panel. |
| 8 | Reference Point | Select a reference point on the tool to determine where changes to X/Y and/or W/H originate from. |
| | X/Y Values | Set the position of the selected artboard on the canvas. |
| | W/H Values | Set the height and width of the selected artboard. Click on the Constrain tool (between W and H) to maintain proportions. |

MOVING AND RESIZING ARTBOARDS

When you create a document, you can specify how many artboards you want as well as the space between each artboard. Once you have created the document, you can then resize and

move the artboards to suit artwork of different sizes (such as a business card and an A4 brochure). You can use the **Artboard** tool in the **Tools** panel to move, resize and edit artboards.

Try This Yourself:

Open File Before starting this exercise you **MUST** open the file *IL1405 Documents_1.ai...*

- 1 In the **Tools** panel, click on the **Artboard** tool (or press **Shift** + **0**)

The canvas becomes a lighter shade of grey and handles appear around the current artboard...

- 2 Click on **Artboard 2** to make it active

Handles appear around the artboard. Let's move the artboard to the right...

- 3 Click and hold down the left mouse button and drag the artboard to the right, as shown

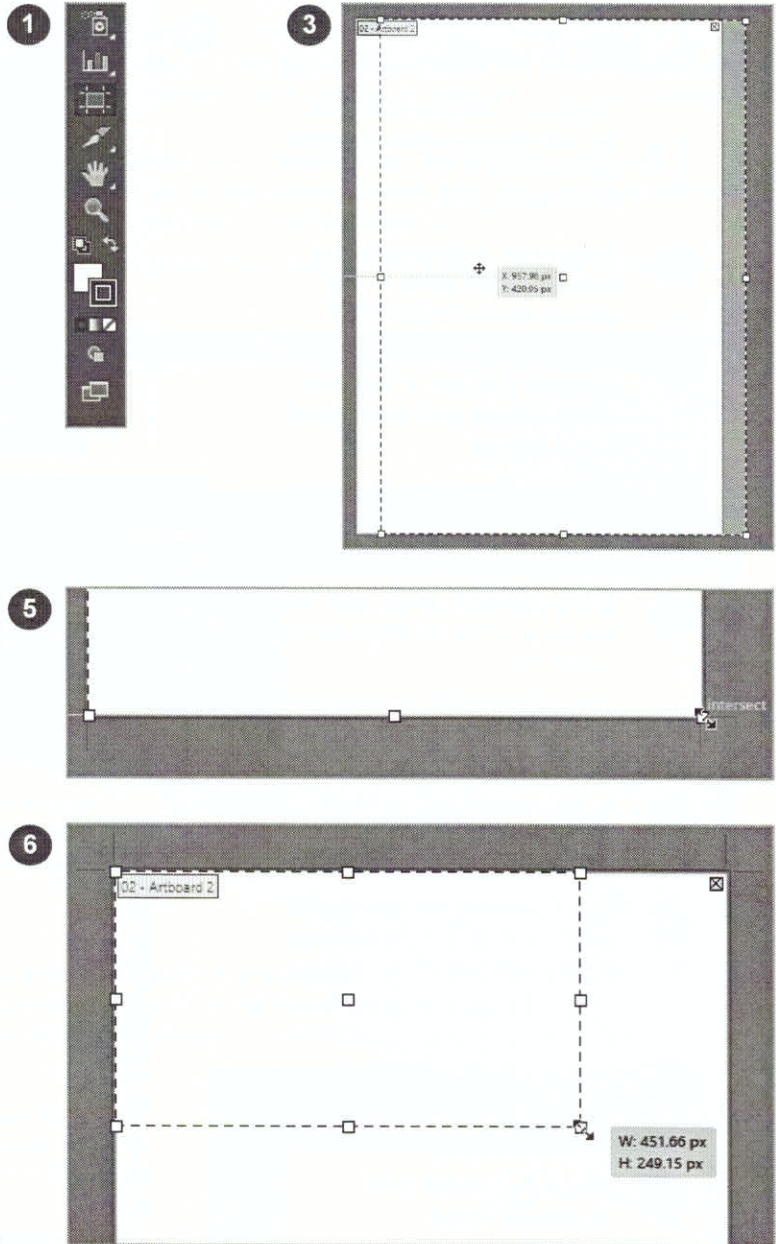
- 4 When the measurement label shows the **X** coordinate at about **1000 px**, release the mouse button

Let's resize the artboard...

- 5 Point to the bottom right handle of **Artboard 2**, as shown

- 6 Click and hold down the left mouse button, then drag up and to the left, as shown

- 7 When the measurement label shows **W:** at about **450 px** and **H:** at about **250 px**, release the mouse button to resize the artboard



For Your Reference...

To **move** an **artboard**:

1. Click on the **Artboard** tool
2. Click and drag the artboard to the desired location

To **resize** an **artboard**:

1. Click on the **Artboard** tool
2. Click and drag a handle to the desired size

Handy to Know...

- To navigate to an artboard, click on the drop arrow for **Artboard Navigation** in the status bar and select the desired artboard to navigate to, or display the **Artboards** panel and click on the artboard to navigate to.
- To exit the **Artboard** tool, select another tool or press **Esc**.

CREATING AND DELETING ARTBOARDS

You may find that you will need to add or remove artboards from your document. As you create or want to remove artwork within a document, you can draw more artboards or delete them as

required. There are several methods for adding and removing artboards in Illustrator, using the **Artboard** tool as well as the **Artboards** panel.

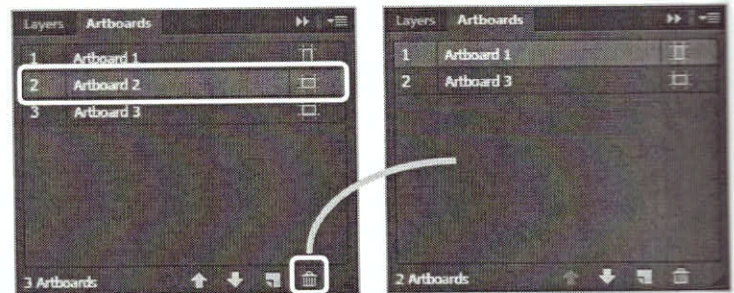
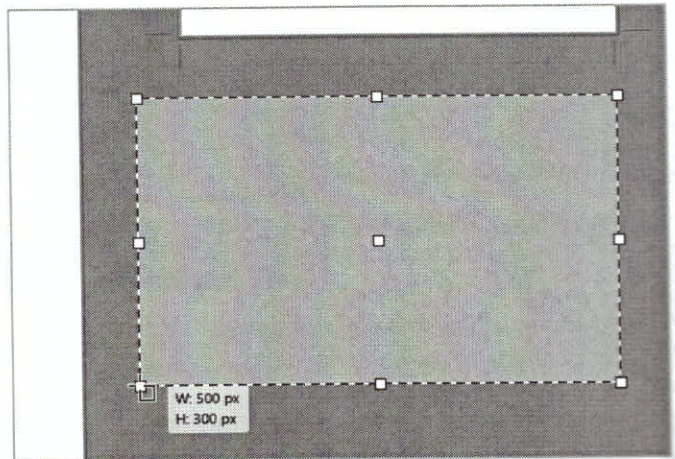
Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *IL1405 Documents_2.ai...*

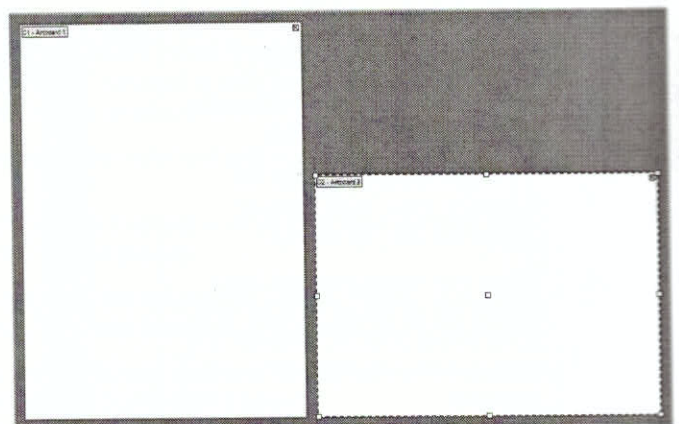
- 1 Ensure the **Artboard** tool is selected, then point to the canvas below **Artboard 2**
- 2 Click and drag to create an artboard that has a **width** of about **500 px** and a **height** of about **300 px**
- 3 Release the mouse button to create **Artboard 3**
Let's resize the artboard...
- 4 In the **Control** panel, click on the drop arrow for **Presets** and select **B5**
The artboard will increase to this size. Let's delete an artboard...
- 5 In the panel dock, click on **Artboards** to display the **Artboards** panel
- 6 In the **Artboards** panel, click on **Artboard 2**, then click on **Delete Artboard**
Only Artboards 1 and 3 remain...
- 7 Hide the **Artboards** panel, then move **Artboard 3** into position as shown
- 8 Press **Esc** to exit **Edit Artboard** mode

2



6

7



For Your Reference...

To **create** an **artboard**:

1. Click on the **Artboard** tool
2. Click and drag out an area on the canvas

To **delete** an **artboard**:

- Click on an artboard in the **Artboards** panel, then click on **Delete Artboard**

Handy to Know...

- To copy an existing artboard, click on the artboard, click on **New Artboard** in the **Control** panel, then click on an area of the canvas to position the new artboard.
- You can delete an artboard by selecting it, then pressing **Del**.

UNDERSTANDING GRIDS, GUIDES AND RULERS

Illustrator provides **grids**, **guides** and **rulers** to help you to place, align and measure objects accurately. Document **rulers** can be used to measure and align objects. You can create and

use **guides**, which are lines that extend either horizontally or vertically from the ruler, to help align objects precisely. **Grids** can be used to measure objects accurately when drawing.

The Document Ruler

The **document ruler** appears along the top and left edge of the document window. Document rulers can be used to place and measure objects accurately in the document window or artboard. The point where **0** appears in the ruler is called the **ruler origin**.

Pointer guides appear in both the horizontal and vertical rulers and indicate the **X** (horizontal) and **Y** (vertical) coordinates (position) of the mouse pointer in the document window. You can use these pointer guides to determine where to start drawing objects or where to position objects.

Rulers are not displayed by default in Illustrator. To display the rulers, select **View > Rulers > Show Rulers**.

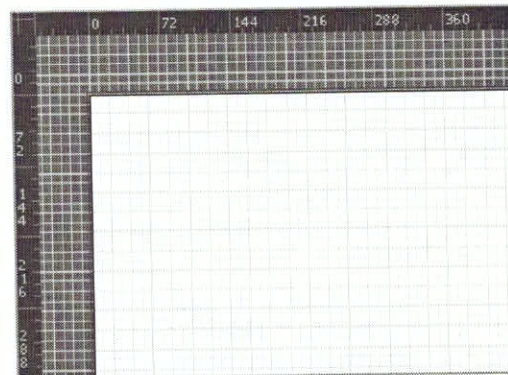


Pointer guides (thin dotted lines) show the current X coordinate of the mouse pointer (~114 px here)

About Grids

Grids provide another tool for precise measurement of objects. When displayed, grids appear behind your artwork and do not print. To display grids, select **View > Show Grid**. You can also ensure that objects snap-to gridlines when you draw or move them, by selecting **View > Snap to Grid**. This means that objects will automatically align to the grid if you drag them near a gridline.

Note that **Smart Guides** (the guides that appear when a dragged object aligns with another object) do not work when the **Snap to Grid** feature is enabled.



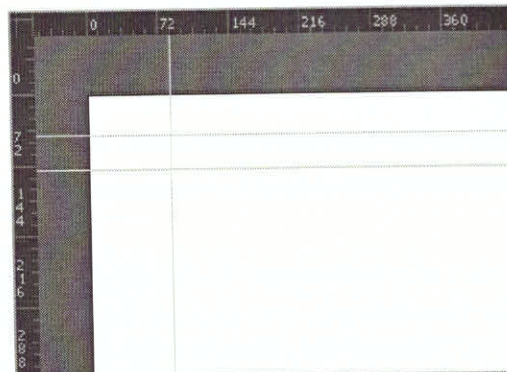
About Guides

Guides help you to accurately place and arrange objects on the artboard. You can make (place) horizontal and vertical guides by clicking and dragging from the document rulers. This is especially useful if you are working with objects that need to be aligned or where text has to be placed over several columns.

Guides are applied to the whole document by default. You can apply them to an individual artboard by clicking on the **Artboard** tool in the **Tools** panel before creating the guides.

Guides are 'snap-to'. This means that objects will 'snap' to the guide, or automatically align with the guide if you drag them near it. This makes it easier to align objects. You can make as many guides as you need. Guides will not be printed if you print your artwork.

To view guides, select **View > Guides > Show Guides**. Any guides that you have created will be displayed, as well as any built-in guides (such as the bleed guide).



DISPLAYING AND HIDING RULERS

When you create a new document, **document rulers** are not displayed by default. Document rulers are **document-dependant**, which means they will only be displayed in the active document

if you have turned them on. Each time you create a new document, you will need to display the rulers if you want to use them.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file IL1405 Documents_3.ai...

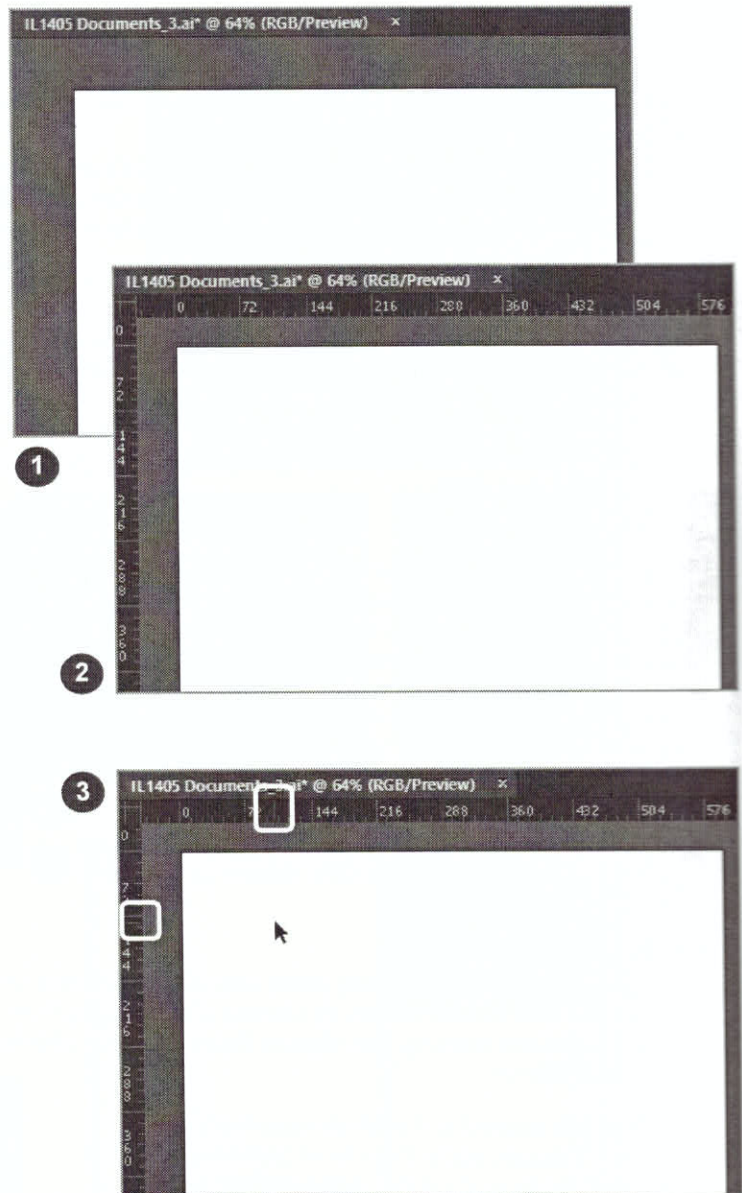
- 1 Select **View > Fit All in Window**
- 2 Select **View > Rulers > Show Rulers** or press **Ctrl + R** to display the rulers

Rulers will appear along the left (vertical) and top (horizontal) edge of the window, displayed in pixels (as defined earlier in Preferences)...

- 3 Move the pointer around the document window and notice the pointer guides (faint lines) on each ruler moving with the pointer

These guides can help you to identify the X and Y coordinates of objects or as a starting point when drawing...

- 4 Select **View > Rulers > Hide Rulers** or press **Ctrl + R** to hide the document rulers
- 5 Select **View > Rulers > Show Rulers** or press **Ctrl + R** to redisplay the document rulers



For Your Reference...

To **view rulers**:

- Select **View > Rulers > Show Rulers**, or press **Ctrl + R**

To **hide rulers**:

- Select **View > Rulers > Hide Rulers**, or press **Ctrl + R**

Handy to Know...

- You can right-click on a ruler to select a different measurement system.
- To change the measurement system for all documents, select **Edit > Preferences > Units** and select your preferred measurement system in **General**.

MAKING GUIDES

Guides can help you align and arrange objects precisely on the artboard. Guides can also help you to align with other objects. To make guides, simply click on a document ruler and drag onto

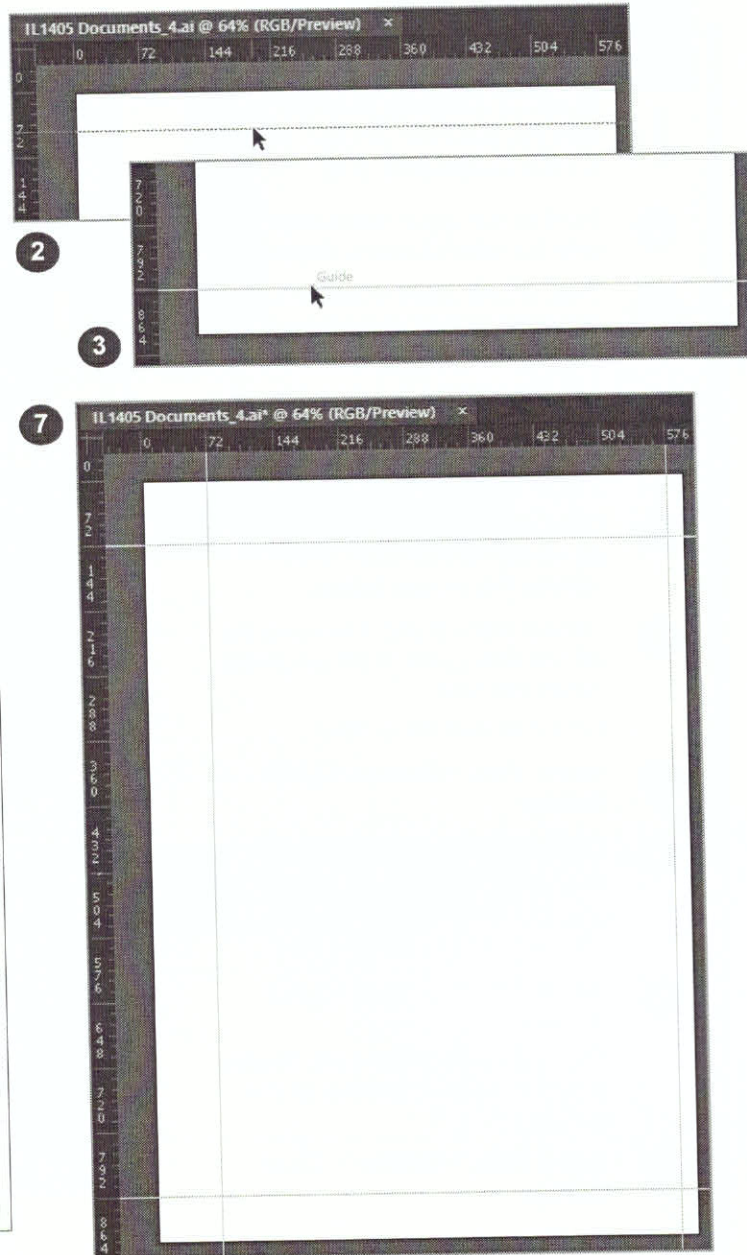
the artboard to place your guide. Once you've finished with your guides, you can click on them and press **Del** to remove them. Guides can also be hidden when not needed.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *IL1405 Documents_4.ai...*

- 1 Ensure the **Selection** tool is active, then select artboard 1 in the **Artboard Navigation** tool to set the ruler zero point to this artboard
This ensures that the zero points on the rulers will be set to the top left corner of the artboard...
- 2 Point to the **horizontal** ruler, then click and drag the pointer down onto the page
A dotted line appears...
- 3 Continue dragging down to **792 px** on the **vertical** ruler, then release the mouse button to create the horizontal guide
Now let's create a vertical guide...
- 4 Point to the **vertical** ruler, then click and drag to the right until the guide is at **576 px** on the **horizontal** ruler
- 5 Release the mouse button to create the vertical guide
- 6 Repeat steps 2 and 3 to make a second horizontal guide at **72 px**
- 7 Repeat steps 4 and 5 to make a second vertical guide at **72 px**



For Your Reference...

To **make guides**:

1. Click and hold down the left mouse button on the **horizontal** or **vertical** ruler
2. Drag onto the artboard, then release the mouse button when you have positioned the guide

Handy to Know...

- To hide or display guides, select **View > Guides > Hide Guides**, or select **View > Guides > Show Guides**.
- To make guides for individual artboards, click on the **Artboard** tool in the **Tools** panel, select an artboard, then set the guides.

LOCKING, UNLOCKING AND CLEARING GUIDES

Once you have placed your guides you can start to use them to arrange and align objects. However, as guides are treated like objects in Illustrator, it is easy to select guides and move

them by mistake when you're attempting to move other objects. You can *lock* the guides so they remain fixed until you unlock them. You can also *clear* your guides when you no longer need them.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *IL1405 Documents_5.ai...*

- 1 Point to the upper **horizontal** guide until the label **Guide** is displayed

- 2 Click on the guide to select it, then move the pointer elsewhere to view the selected guide

Selected guides are dark blue (if your guide is not dark blue, complete step 5 to unlock guides, then repeat step 2)...

- 3 Click and drag the guide up to **36 px** on the vertical ruler, then release the mouse button

- 4 Repeat steps 2 and 3 to move the left **vertical** guide to **36 px** on the horizontal ruler

Let's now lock the guides...

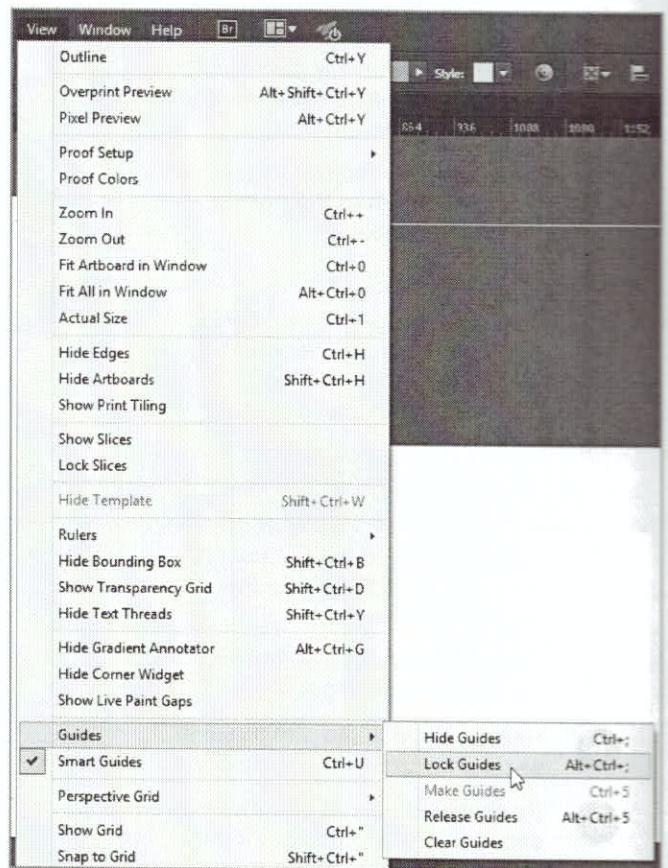
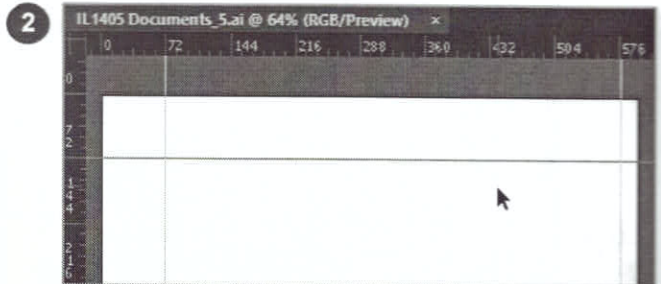
- 5 Select **View > Guides > Lock Guides**

- 6 Click on a guide to select it
You will be unable to select the guide or move it as it is locked. Let's unlock the guides again...

- 7 Select **View > Guides > Lock Guides**

This will uncheck the Lock Guides option. Let's now remove all the guides...

- 8 Select **View > Guides > Clear Guides**



For Your Reference...

To **move guides**:

- Click and drag on a guide

To **lock** and **unlock guides**:

- Select **View > Guides > Lock Guides**

To **clear guides**:

- Select **View > Guides > Clear Guides**

Handy to Know...

- **Guides** act like other objects. They can be selected, moved, copied, deleted, and so on. You can also hold down **Shift** and click to select and work with multiple guides. To convert a guide into an editable path, select the guide, then select **View > Guides > Release Guides**.

VIEWING AND HIDING THE GRID

The **grid** is another tool you can use to draw and align objects precisely. The grid also enables you to **plot** a path using anchor points and coordinates. The grid appears behind your

artwork and will not print. You can ensure that objects 'snap to' the grid for easier measurement and alignment; however, **Smart Guides** will not work when the **Snap to Grid** feature is turned on.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *IL1405 Documents_6.ai...*

- 1 Select **View > Show Grid** to display the grid, then select **View > Snap to Grid** so it appears ticked

Snap to Grid will make it easier to draw objects precisely...

- 2 In the **Tools** panel, click on the **Rectangle** tool, then click on **Default Fill and Stroke**

This will set the outline to black and the fill to white...

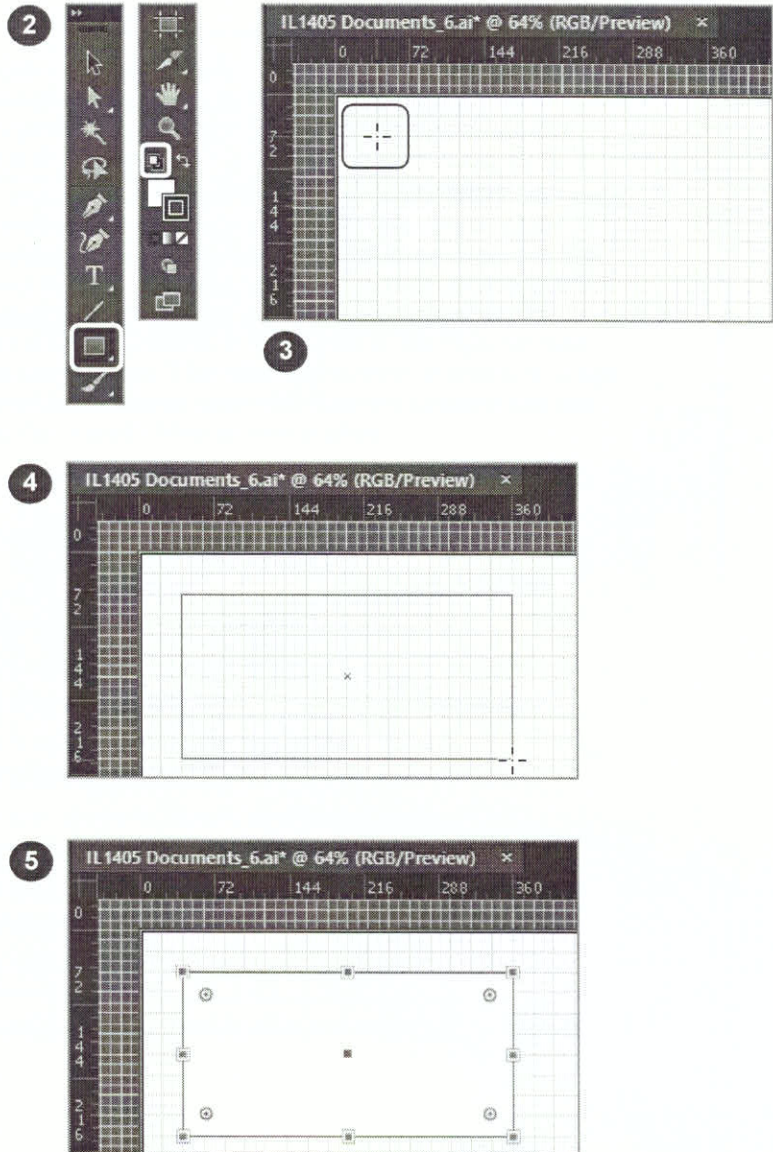
- 3 Position the mouse pointer as shown

- 4 Click and drag to draw a rectangle as shown

- 5 Release the mouse button

Notice that the labels showing width and height did not appear when drawing. This is because Smart Guides do not work when Snap to Grid is on...

- 6 Select **View > Snap to Grid** to disable this feature, then select **View > Hide Grid**



For Your Reference...

To **view** or **hide** the **grid**:

- Select **View > Show Grid**, or
Select **View > Hide Grid**

To **enable** or **disable Snap to Grid**:

- Select **View > Snap to Grid**

Handy to Know...

- To change the distance between gridlines, select **Edit > Preferences > Guides & Grids**, then type a new increment in **Gridline every** and the **Subdivisions** (minor gridlines) fields, then click on **[OK]**.

