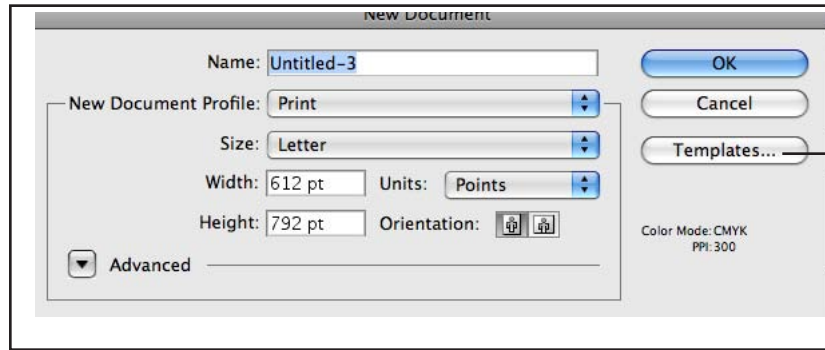


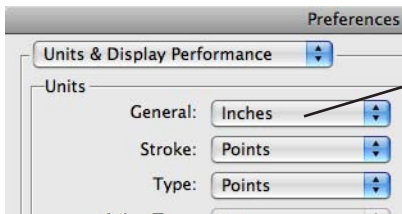
Getting Started In Adobe Illustrator CS3

Creating a new document

Choose File> New...



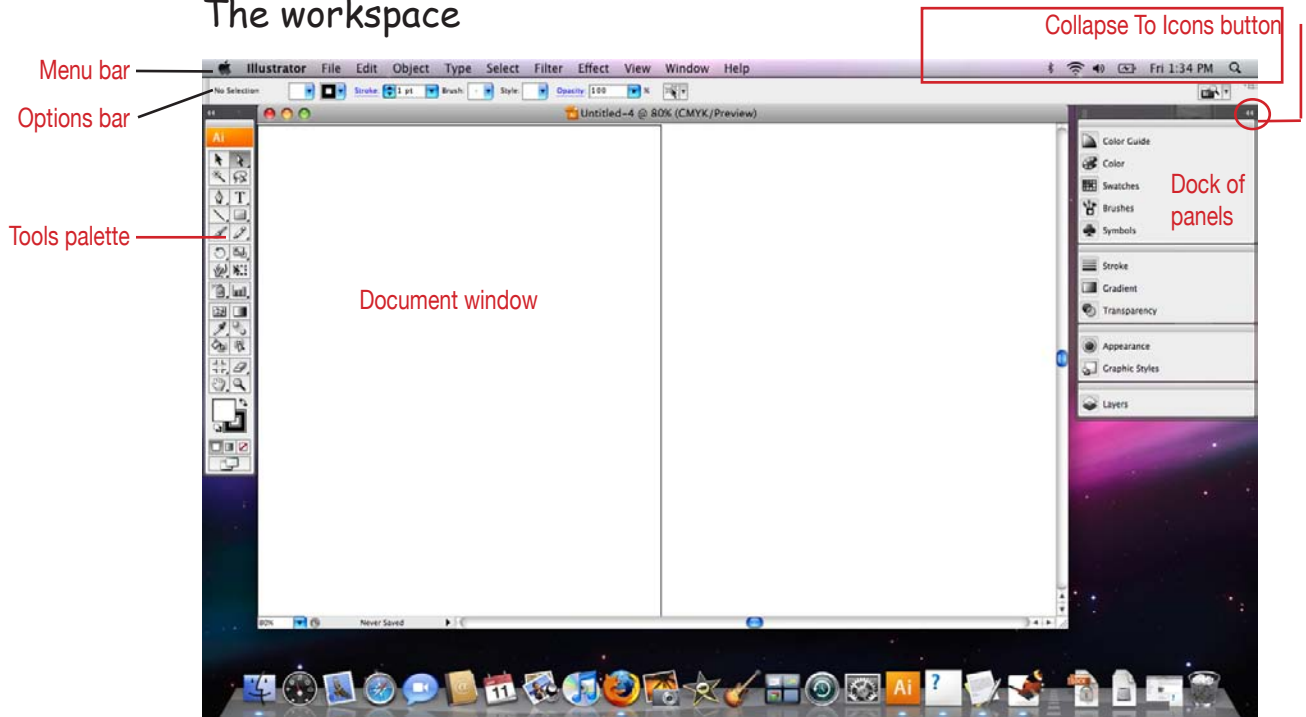
Check out the myriad of templates



Changing the Default Preferences from points to inches

Before you start a new document, choose Illustrator > Preferences > Units & Display Performance..., and change the General option from points to inches. With no document open, all subsequent documents you start will be in inches.

The workspace



Menu bar: commands under menus.

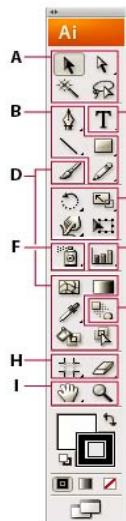
Tools panel: tools for creating and editing. Similar tools are grouped.

Control panel: options for the currently selected tool are shown.

Document window: displays what you're working on.

Panels: floating palettes that can be accessed from the Window menu and can be grouped, stacked, or docked.

Tools



A Selection tools

- Selection (V)
- Direct Selection (A)
- Group Selection
- Magic Wand (Y)
- Lasso (Q)

B Drawing tools

- Pen (P)
 - Add Anchor Point (+)
 - Delete Anchor (-) Point
 - Convert Anchor Point
- Line Segment (L)
 - Arc
 - Spiral
 - Rectangular Grid
 - Polar Grid
- Rectangle (M)
 - Rounded Rectangle
 - Ellipse (L)
 - Polygon
 - Star
 - Flare
- Pencil (N)
 - Smooth
 - Path Eraser

C Type tools

- Type (T)
 - Area Type
 - Type On a Path
 - Vertical Type
 - Vertical Area Type
 - Vertical Type On a Path

D Painting tools

- Paintbrush (B)
- Mesh (U)
- Gradient (G)
- Eyedropper (I)
 - Measure
- Live Paint Bucket (K)
- Live Paint Selection (Shift+L)

E Reshaping tools

- Rotate (R)
 - Reflect (O)
- Scale (S)
 - Shear
 - Reshape
- Warp (Shift-R)
 - Twirl
 - Pucker
 - Bloat
 - Scallop
 - Crystallize
 - Wrinkle
- Free Transform (E)
- Blend (W)

F Symbol tools

- Symbol Sprayer (Shift+S)
- Symbol Shifter
- Symbol Scruncher
- Symbol Sizer
- Symbol Spinner
- Symbol Stainer
- Symbol Screener
- Symbol Styler

G Graph tools

- Column Graph (J)
 - Stacked Column Graph
 - Bar Graph
 - Stacked Bar Graph
 - Line Graph
 - Area Graph
 - Scatter Graph
 - Pie Graph
 - Radar Graph

H Slicing and cutting tools

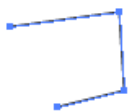
- Crop Area (Shift+O)
- Slice (Shift+K)
- Slice Select
- Eraser (Shift+E)
- Scissors (C)
- Knife

I Moving and zooming tools

- Hand (H)
- Page
- Zoom (Z)

■ Indicates default tool * Keyboard shortcuts appear in parenthesis

Open path



Closed path



To close the path of an object created with the pen tool, click on your first anchor point.

Teaching tip:

Students often use the pencil or straight line tool to draw an object and want to fill it with the paint bucket, but Illustrator only fills closed paths.

Selection tools:

Black Arrow selects all of the anchor points in an object or group.

White Arrow can be used to select specific points in an object or group.

Drawing tools:

The Pen tool creates straight and curved paths. A path must be closed in order to fill correctly. Hold shift and click to get straight lines; click and drag to make Bezier curves.

The Shape tools are the easiest way to draw in Illustrator. Hold the shift key to get a square or circle.

Hold the option key to start drawing from the center of the shape.



Assignment: here's a fun way to teach students how to use the tools design professionals use most; the shape tools and the pen tool. Choose Applications > Photo Booth and take a picture of yourself. Start a new document in Illustrator and choose File > Place, and place your picture. You'll find your picture in Pictures > Photobooth. Choose Object menu > Lock to lock your image in place. Start with the backmost shape and use the shape and pen tools to draw your self portrait.

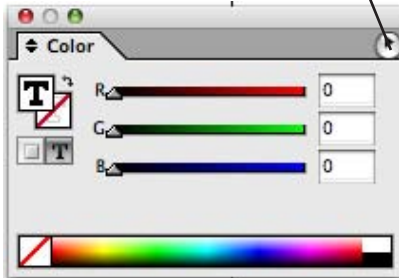
Drawing tools, continued:



The Paintbrush and Pencil tools can add lines and brush strokes to the top of a drawing. Choose Window > Brush Libraries to load a huge array of brushes. The smooth tool can smooth out pencil lines.

Use the Line tool when you want straight lines.

Click here to see more options



Color

Color modes: Window > Color

Click on the tab of the color panel and drag it out to undock it. Click on the right arrow at the top right corner of the Color panel to change the mode.

RGB: red, green, blue – use for web projects or projects that will be viewed on a monitor.

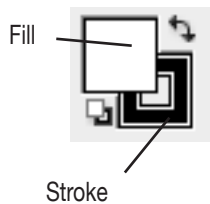
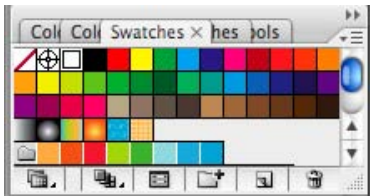
CMYK: cyan, magenta, yellow, and black. Use for projects that will end up at a printing press.

**Note: in CMYK mode, the filters that students love to use will be grayed out.*

Swatches: Window > Swatches

You will see the default panel of swatches. Choose Window > Swatch Libraries to load other swatches.

If you make a color you'd like to add to the swatches, select it in the stroke or fill tools and drag and drop it into the swatches.



Stroke and Fill

Select an object with the black arrow, click on the fill button, and choose a swatch from the swatches menu to fill your object. To outline your object, make sure it is selected, and choose the stroke button. You can choose a color for the stroke in the color or swatch panels. Use the Stroke panel to find more options for outlining, including corner treatments, width and dashed lines.

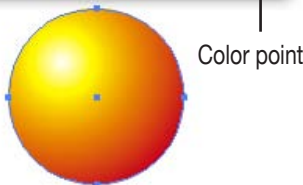
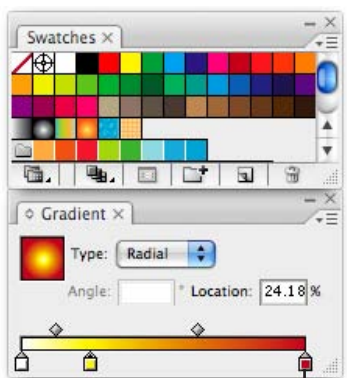
Gradients

Draw a circle with the oval tool and click on a gradient in the swatches panel to fill with a gradient.

Draw over your object in different directions with the gradient tool. 

Use the Gradient Panel to change the color. Drag a swatch over a color point in the Gradient panel to change color. Click to add new color points. To delete a color point, click on it and drag it off the gradient.

You can save a gradient by selecting an object filled with the gradient you want, and dragging it from the fill tool to the Swatches panel.



Selecting Objects

Selecting grouped objects

To select a group of objects with one click, first select each object by holding down the shift key, and then choose Object > Group.

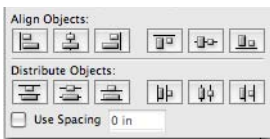
Options in the Select Menu

Select all, selects all objects in document.

Select Inverse selects the exact opposite of what you currently have selected.

Select, same... allows you do select objects based on their fill and stroke. Very handy in making global changes to color.

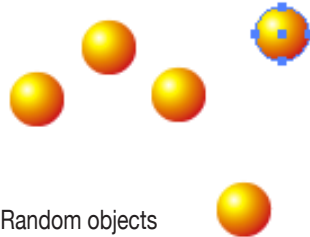
Aligning and Distributing objects



Align

A group of objects can be selected and aligned left, right, or center; horizontally or vertically.

Choose Window > Align, and select the type of alignment you want



Random objects



Objects that have been aligned on their horizontal centers and the space between them distributed evenly between their centers.

Distribute

You can also distribute space between a group of objects in the Align panel, between top edges, centers horizontally or vertically, bottom edges, left edges or right edges.

Arranging, Locking and Hiding objects

Arranging

Every object you draw is on a sublayer on top of the last object you drew. If you want an object to appear in front or in back of another, choose Object > Arrange > Bring to Front or Send to Back.

Locking

If you want to draw over an object, or just don't want it to move or select, you can select it and choose Object > Lock > Selection.

Hiding

If you want to select an object that is obscured by another object, choose, Object, Hide Selection.

Duplicating Objects: 2 ways

1. Select the object and choose Edit > Copy, then Edit > Paste or Command C and Command V.
2. Select the object. Begin to drag the object, hold down the option key. Move the object where you want it while holding down the Option key, let go of the mouse, then let go of the option key.

Transforming Objects



Scale Shear Reshape Rotate Reflect

Scale

Select an object, then select the scale tool. Move your cursor off the selected object and drag the mouse to resize it. Hold down the shift key to resize proportionally. Hold down the option key to make a copy while you resize.

Select an object, get the scale tool, hold down the Option key and click to get a dialog box where you can type in a percentage. You can also choose a non-uniform scale, and to scale stroke widths and effects.

Rotate

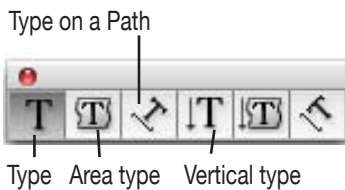
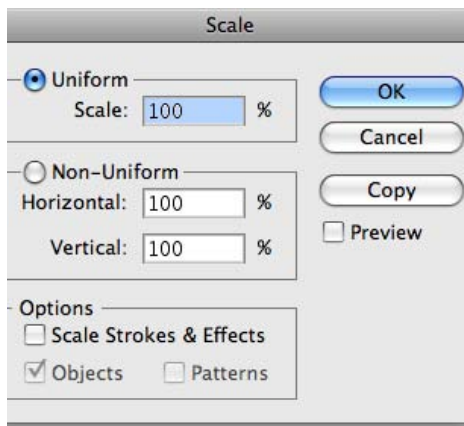
Works the same as the Scale tool but rotates objects around a point. Wherever you click after selecting the rotate tool sets the point of rotation.

Shear

Rotates and shears at the same time.

Reflect

Mirrors an object horizontally or vertically. You don't have to draw the whole thing, just draw half and reflect it!



Type

Point type

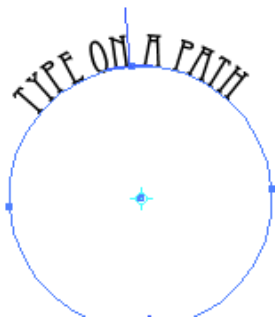
Select the type tool, click, and start typing in one line.

Area type

Select the type tool and draw a bounding box to constrain your type inside.

Type on a path

Select a curved line or shape, choose the Type on a Path tool, click on an anchor point, and type. Select your text with the Type on a Path tool to format the font, color, size, etc.



Vertical type

The vertical type, vertical area type, and vertical type on a path tools work much like the ones described above.