Illustrator CS2 Part 1- Fundamental Functions

Note: Alt+Tab will allow you to move between programs in the docker.
Shift+Tab removes right pallets
Tab removes all pallets
Ctrl+1= centers art board
Ctrl + 0= fill window
F key changes window display

View Menu Option

>View >Outline = Displays **Paths**/ wire frame/ key line view for **precise cutting**
>View >Preview= Print Version
Ctrl + Y (Keyboard shortcut to toggle between Outline and Preview modes)

Actual Size	Show **Rulers**	Show Grid	Show **Guides** Lock and unlock to adjust
Hide **Edges** (ctrl+H)	Hide **Bounding Box**		

Document Information

Pace board is an area for storage outside the art board.
Art board is the printable area.

To Change Document Size
>File >Document Setup (allows you to change size)

>View >Show Rulers
Note: The zero measurement of your ruler is at the bottom of the illustration. In order to switch the zero measurement to another location **click and drag** the **upper corner** to the height that you want the zero to be located.

>Window >New Window (Brings up another window with the same illustration)

Preferences Menu

>Edit >Preferences >General **Ctrl + K** (Keyboard shortcut)
Keyboard Increment- Smaller numbers give you a greater amount of detail for adjustments. For example change the point setting from **1pt** to **0.2pt**.
Constrain Angle- Good for drawing rectangles at various angles without having to rotate. For example change the angle from 0 to 60 and note what happens. Make sure you **set the angle back to 0** when you're finished.

>Edit >Preferences >Type
Greeking- The lower number of points the better the way type will look on screen. For example set the number at **1pt.**

Moving and Adjusting Objects

Black Arrow- Selection tool- touch the edge of a path and the arrow changes shape to move the object.

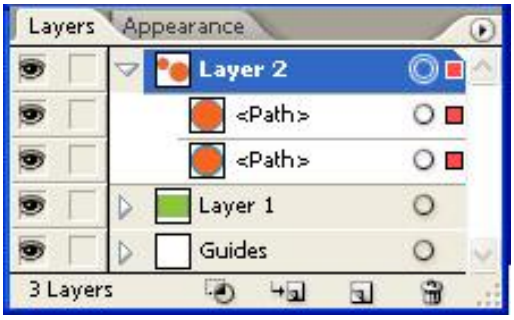
White Arrow- Direct Selection Tool- touch anchor points to adjust a shape.
Remember: >Select >Deselect (Shift+ctrl+A)

Good Practice Advice

Always use guides to create balance and symmetry in your design.
Make a **separate layer for guides** so you can turn them off and on via layers pallet.

Place the Appearance Pallet with the Layers Pallet

In a Layer- **Alt+Click** selects all of the objects in a Layer or Layer Group.
Make sure the **meatball O** is active by clicking on it and a double O appears



When the meatball is activated you can adjust the opacity of a layer.

Colour boxes will appear so that you can move objects to other layers. You can double click on a layer to assign a name to the layer and a colour to the boxes.

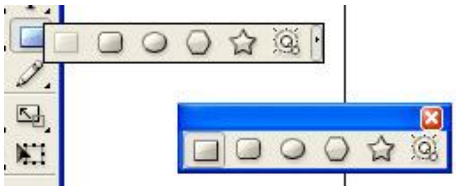
Eyeball Functions

Alt Click on an eyeball only shows that layer
Control Click on an eyeball shows the outline/ path of that layer

Paths

Open Path = **Line**	Closed Path= **Shape**
Use the **Eyedropper** to match a path/ line width.	

Working with Shapes and Line Tools



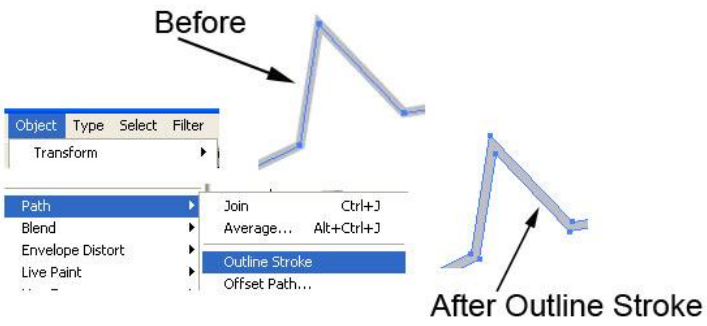
Use the **Tearoff arrow** at the end of the toolbox to create a floating menu box.

Draw an **Arch**, press F key to flip
- **Hold the space bar down**, while drawing to **move the line.**

Arch, Spiral, Circle, etc…
Click on screen for a Dialogue Box to make adjustments.

Important:

>Object >Path
>**Outline Stroke**



Spiral

1. While drawing the shape, press **Down Arrow** to **remove** segments
2. Press **Up Arrow** to replace segments
3. Press Control Key to tighten spiral
4. Click on screen to display **dialogue box** that allows you to **flip** the spiral

Join Lines

1. Overlap two lines together so that the anchor points are touching. Use The Outline Mode **(ctrl+Y)** if the Preview Mode is making it difficult to see the anchor points.
2. **Marquee** select the two points with the **White Arrow** tool
3. >Object >Path >Join (or right click on your mouse, or ctrl+J)
4. If there is an error message, check to make sure you **haven't locked the layer.**
5. If you're zoomed in on the points and you see a small space fix the problem by choosing **Average.** >Object >Path >Average

Circle Grid

While drawing the circle try the following options.

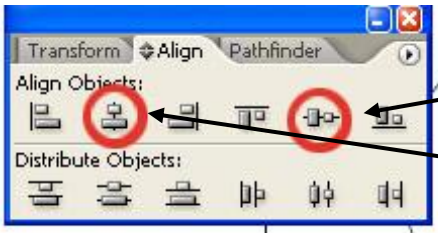
1. Click+**Alt** to draw from **center.**
2. Click+**Shift** to draw **proportional.**
3. Down Arrow= remove circles
4. Up Arrow= add circles
5. Side Arrow Left= remove lines
6. Side Arrow Right= add lines

Scissors

It is best to use the scissors in the Outline Mode (ctrl+Y) for precise cutting.

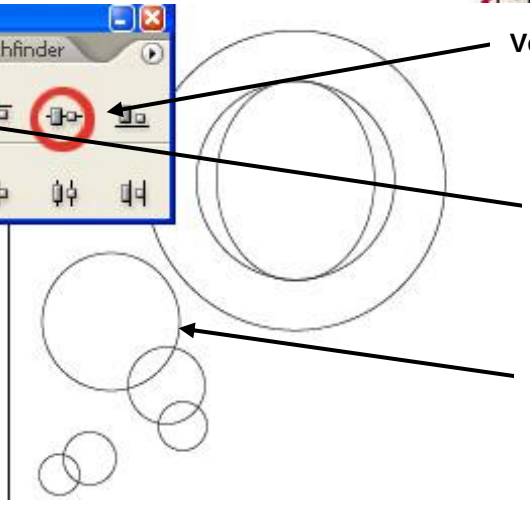
1. Click on a point to cut area.
2. Select the area and delete or backspace.

Alignment Pallet



Vertical Align Center

Horizontal Align Center



- Make random circles
- Select all the circles by shift click or marquee selecting.
- Then use the Align Objects pallet to create aligned ellipses.

Polygonal Shape

Remember to draw from center- press **Alt** when drawing.
Up and Down Keys **add and delete sides** to the polygon.

Star Shape

>Press **Alt** for center. >Up and Down Keys **add and delete sides** to the star.
>Press the **Control Key** to stretch spikes and leave inner points intact.
>Press Space Bar to move all objects and lines while drawing them.

Reflect an Object

1. **Select** the object to reflect.
    - To reflect the object around the object's center point, choose Object > Transform > Reflect or double-click the Reflect tool.
    - To reflect the object around a different reference point, Alt-click anywhere in the document window- this will move the reference or center point and display the reflect window options.

2. In the Reflect dialog box, select the axis across which you want the object to be reflected. You can reflect an object across a **horizontal**, a **vertical**, or an angled axis.

3. To preview the effect before you apply it, select Preview.

4. Do one of the following:
    - To reflect the object, click OK.
    - To reflect a copy of the object, click Copy.

Rotate Objects –Function for Creating Symmetrical Designs

Rotate objects around a fixed point by clicking and moving the center point.
Select Rotate, click the object, and drag it through a rotation.
If you want to **copy** the object then press **Alt** while rotating.

Question: Q) How do you make the **same Transform** a number of times?
A) Press Ctrl+D or >Object >Transform >Transform Again.

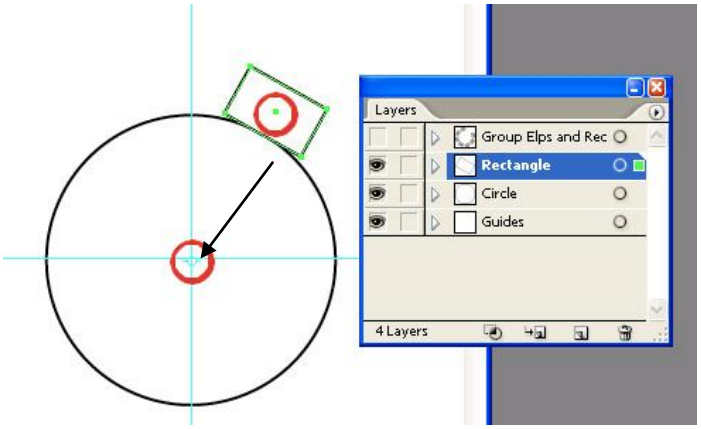
Example: Rectangles Around a Circle

1. a) Make a symmetrical circle (Alt and Shift)
   b) Place two guides that intersect the middle of the circle
2. Choose the Rectangle Tool
3. Open the Preferences dialogue box >Edit >Preferences (Ctrl+K)
4. Change the Constrain **angle to 60** (remember to put it **back to zero** when you're finished.)

- To **rotate** a box around a circle's center point.
    1. Move the horizontal and vertical guides to the middle point of the circle.
    2. Then create a box at the edge of the circle, choose the **rotate tool**, then and **move** the center point of the box to the center point of the circle by clicking on the intersecting point of your guide lines.
    3. Your box will now rotate around the edge of the circle.
    4. >Press **Alt** while rotating to copy >**Ctrl+D** to Transform Again

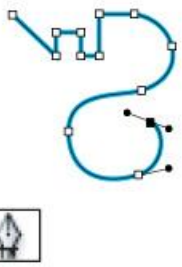
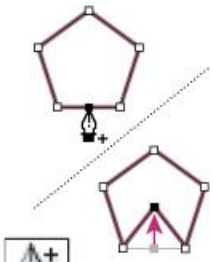
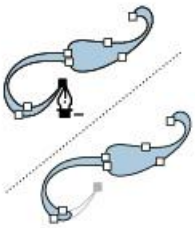
- To reflect the object around the object's center point, choose Object > Transform > Reflect or double-click the Reflect tool.

- To reflect the object around a different reference point, Alt-click anywhere in the document window- this will move the reference or center point and display the reflect window



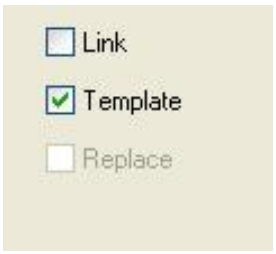
Illustrator CS2 Part 1 - Fundamental Functions

Pen Tool

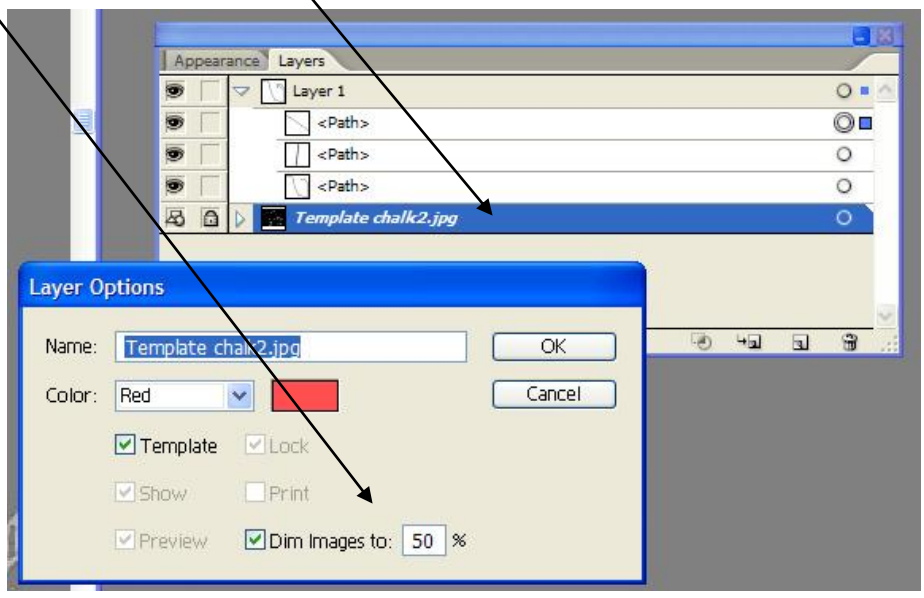
 *The Pen tool (P) draws straight and curved lines to create objects.*	 *The Add Anchor Point tool (+) adds anchor points to paths.*	 *The Delete Anchor Point tool (-) deletes anchor points from paths.*	 *The Convert Anchor Point tool (Shift+C) changes smooth points to corner points and vice versa.*

How to Create a Tracing Template for the Pen Tool

1. Save a drawing or a photo to a folder
2. Once in Illustrator **Place (Open)** the graphic in a new document window.
3. >File >Place
4. Check the template box
5. The template option makes the graphic dim



6. Double click on the template layer to adjust **Dim Images**



Pen Tool

1. The Pen Tool works on other **shapes**.
Draw an **ellipse** and you can add and delete anchor points

2. If you click to create straight points with the Pen Tool, you can round the corners to reduce the sharp edges. >Effect >Stylize >**Round Corners**

3. For a smooth line **click and drag** the Pen Tool.
Beginning of drag= anchor point
End of the anchor has a **lever**
Circles at the end of the lever or the **Control Handles**

4. You need to use the **White Arrow** tool to adjust the levers and anchor points
Important Note: Hold the **Control Key** down while using the Pen Tool to change the Pen to the White Arrow tool. The **Space Bar** will stretch your line.

5. Use the **eyedropper** with the Pen and Shapes to adjust all the lines to the same width.

Stroke within a Stroke

1. Open the Appearance Pallet. It is helpful to place the Appearance Pallet beside the Layers Pallet.

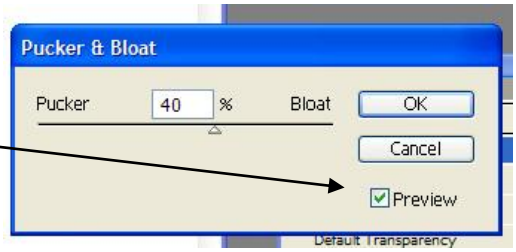
2. In the Appearance Pallet, you can add a new Stroke Layer to an existing Stroke. This is helpful with the **Network of Lace Lesson**.

How to Make a Network of Lace

1. Start with 3 circles
2. Make a **double stroke** with a black 8pt stroke on the outside and white or colour 3pt stroke on the inside.
3. >Select >Object > Direction Handles
4. Select the **Scale Tool** and place the curser on a point and drag on an angle.
5. For more lace you need to **add anchor points.** >Object >Path >Add Anchor Points

Next Cool Effect

6. Apply **Scalloped Edges**
>Filter >Distort >Pucker & Bloat
Make sure you check the **Preview Box**



Final Effect- Make the Lace All One Path

1. Click on the Meatball to select the entire layer
2. >Object >Compound Path >Make

Exercise #1

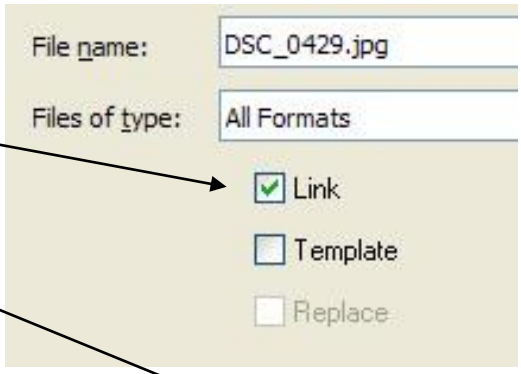
1. Create a Symetrical design with Shapes by using the Rotate and Reflect Tools.
2. Create a second symmetrical design by making a Network of Lace.
3. These two exercise will be submitted with your Logo Design.

Illustrator CS2 Part 2 - Graphic Functions

Live Trace

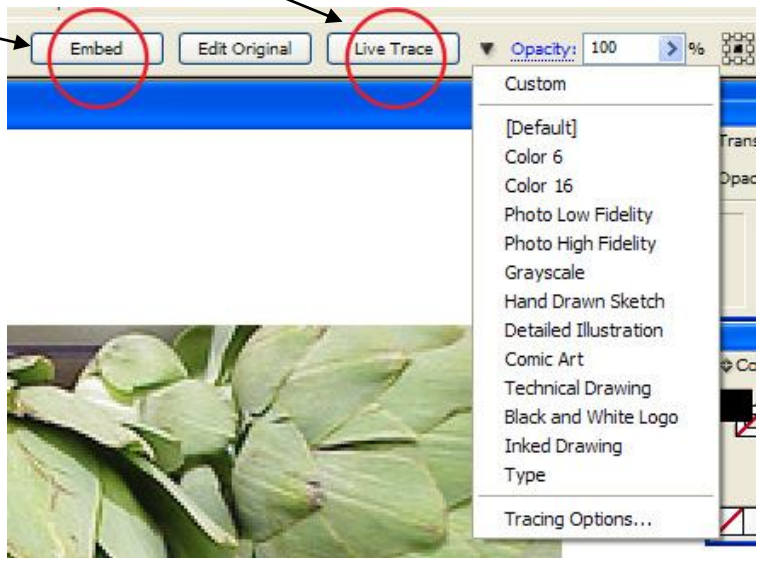
Black and White Logo

1. >File >Place
2. Check the **Link** Box



3. >Object >Live Trace
   Or use the menu bar

4. If you want to use the **Liquify** Tools you must **Embed** the File.



5. You can also use the **Live Paint** function beside the Live Trace. This function will convert all Of the lines to paths and Anchor points- then you can use the **White Arrow** key to adjust individual areas.

Illustrator CS2 Part 2 - Graphic Functions

Editing Text

Using the Liquify Tools on Type

1. First you need to **convert** the type to **outlines.**
   >Type >Create Outlines

Note: 1. You can **no longer edit the text** as normal text
2. Use the **white arrow tool**- do not select type, instead drag the arrow over the edge you want to distort and pull.

2. >Object >Envelope Distort >Make with Warp (check the **Preview** Box)

or >Make with Mesh
Note: Use the **Mesh Tool** to **add Points**

Placing Text Inside Illustrator From Word

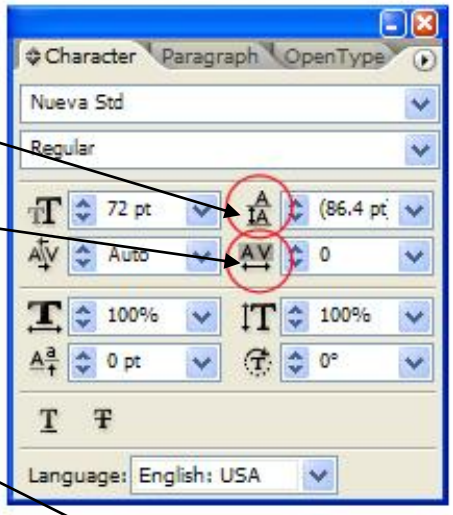
1. >File >Place (see word document)
2. Remove Text Formatting
3. The text exists inside a Rectangle or Bounding Box
4. To **Exit** text editing mode press Control + Enter

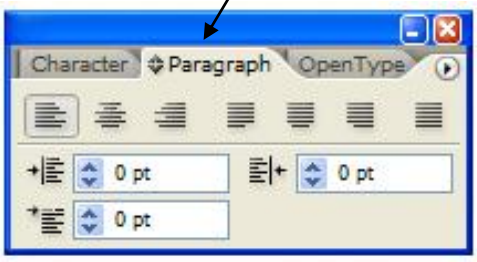
Increase and Decrease the Amount of Space between Lines of Text

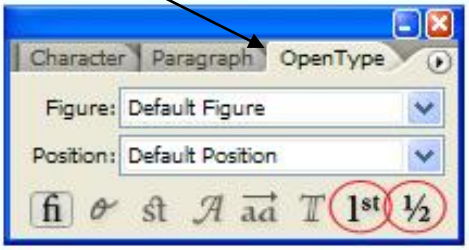
1. >Window >Type > Character Pallet
   Set the **Leading** (space between lines of text)

Set the **Tracking** (space between letters)

2. This Pallet Box also allows you to adjust **paragraphs** and add **ligatures** to text

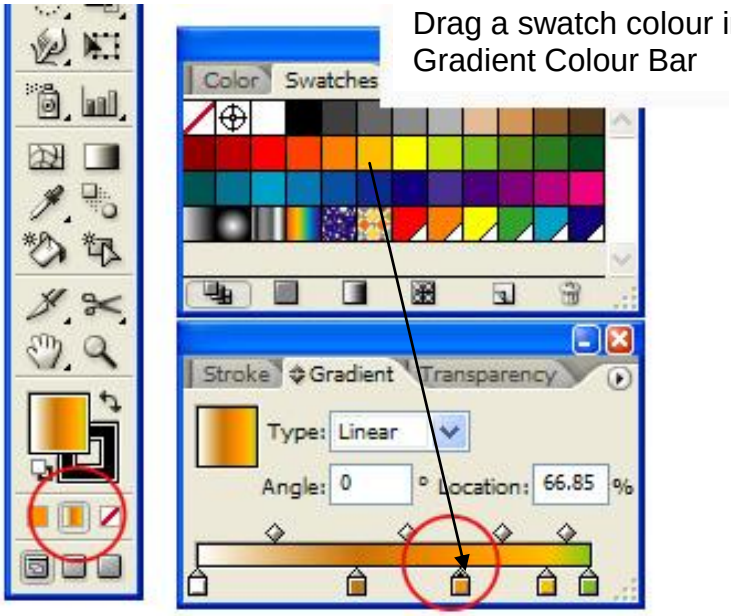




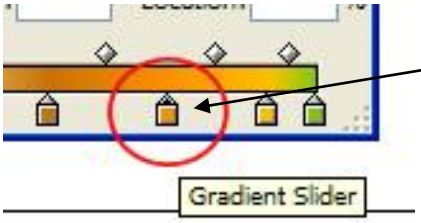


Illustrator CS2 Part 2 - Graphic Functions

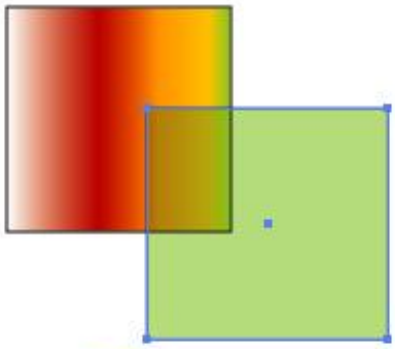
Gradients

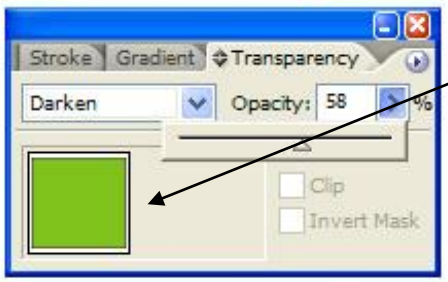


Drag a swatch colour into the Gradient Colour Bar



Use the Gradient Slider to adjust the colour





The **Transparency Pallet** allows you to adjust the opacity of an object.

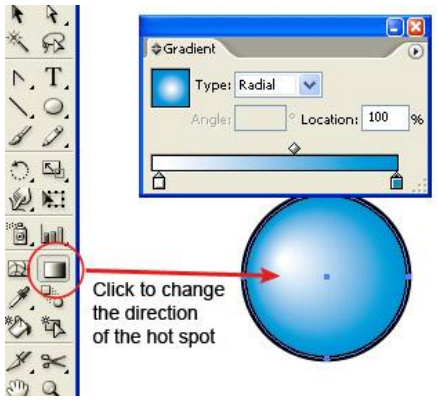
It also give you layer blending options (like Photoshop).

This is excellent for overlaying shapes such as the two squares.

Illustrator CS2 Part 2 - Graphic Functions

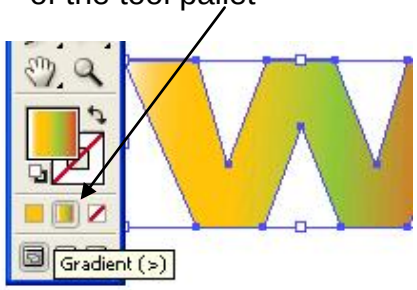
Gradients

Radial Gradient- How to change the **hot spot.**
>Select the **Gradient Tool** and click on an area to move the hot spot.



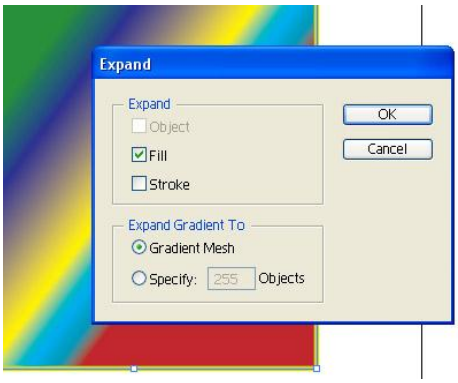
Text with Gradient

1. Write a Letter
2. >Type >Create Outlines
3. >Click Gradient Box at the bottom of the tool pallet

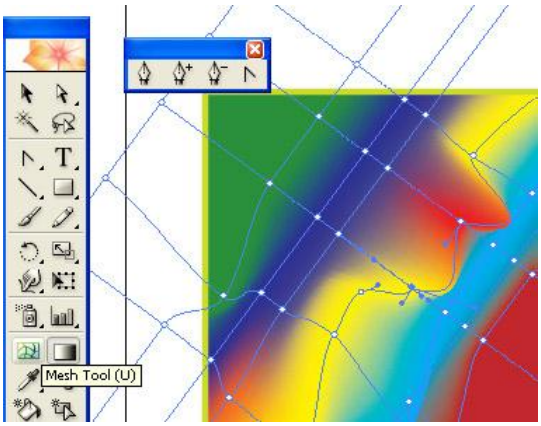


4. Modify the gradient in the pallets box and the letter will change as you make modifications.

Gradient Mesh
Step 1: >Object >**Expand**
Check the fill box and the Gradient Mesh box



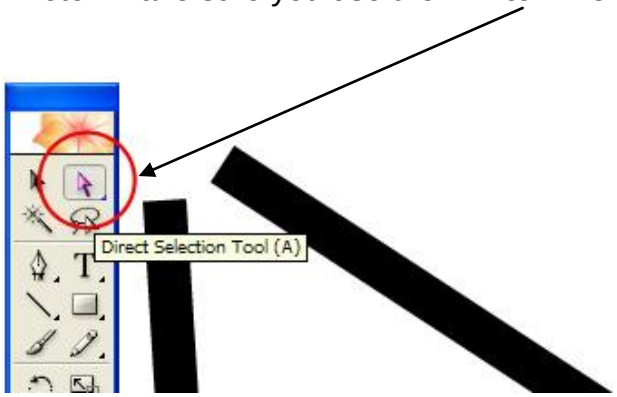
Step 2: >To add **rows** use the **Mesh Tool** and click on a line.
>Use the **white arrow** to move points and change colours.
>Use the **pen tool** to add points (without adding rows.)
>You can add colours to a point by clicking the point with the white arrow tool and selecting a colour from the swatches pallet.

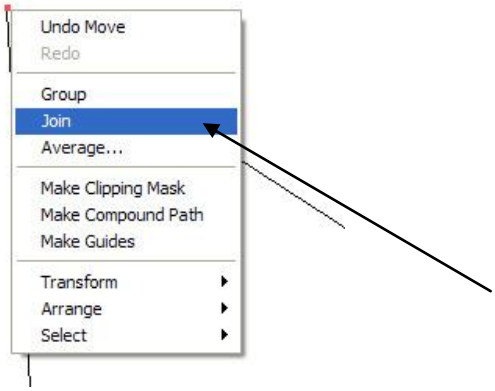


Illustrator CS2 Part 2 - Graphic Functions

Join

Note: Make sure you use the **White Arrow tool** to join lines together

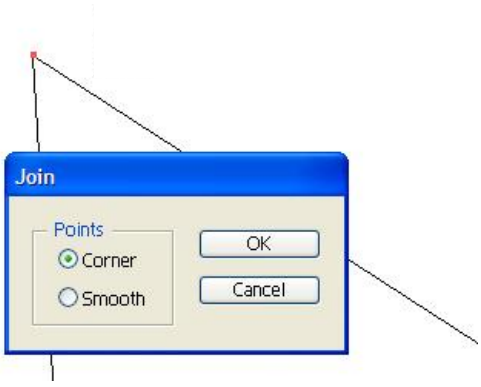




1. It helps to use the **Outline Mode** (Control + Y) in order to see the paths.

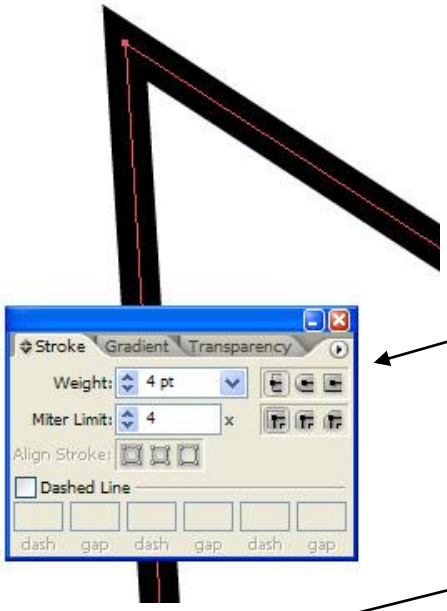
2. When overlapping end points the arrow head will change from **black to white** to signal that both end points are **directly overlapping** each other.

3. Right click on your mouse and select **Join.**



A **Join** window will appear allowing you to select **Corner** or Smooth.

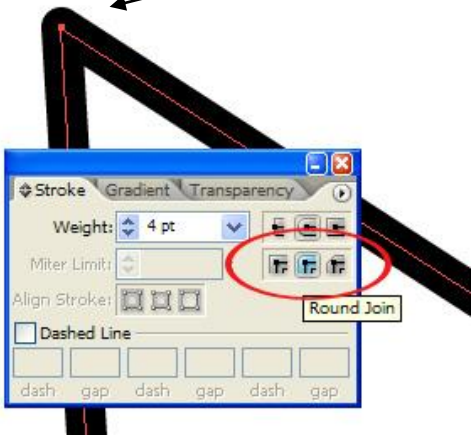
Join Continued

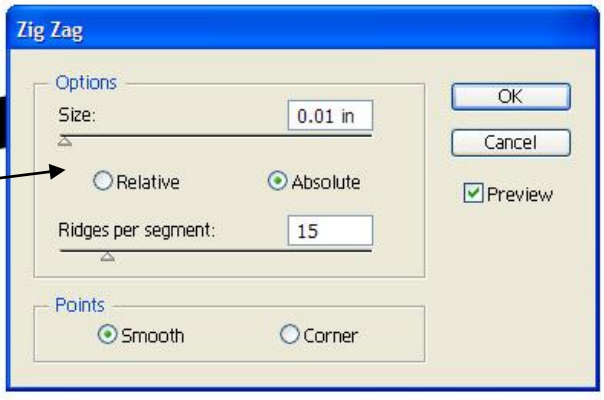


1. Change the display back to **Preview Mode** (Control + Y) once you have selected **Corner** in the Join Window change.

2. Next open the **Stroke** Pallet

The Stroke Pallet allows you to change the shape of the joining points to a **Round Joint.**





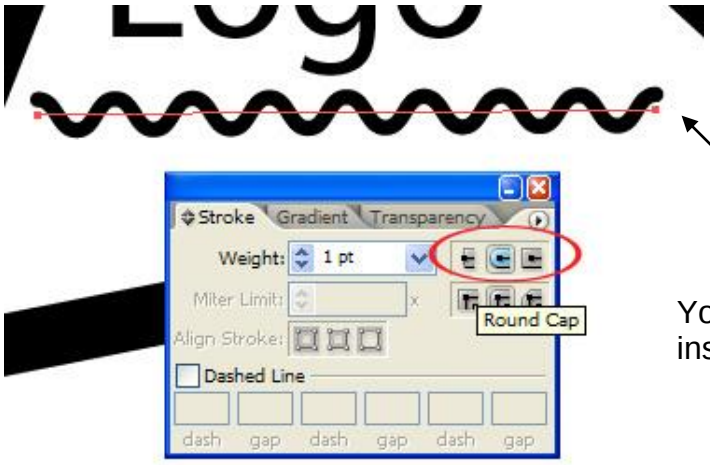
Creating a Zig Zag Line

>Effect >Distort &Transform >Zig Zag

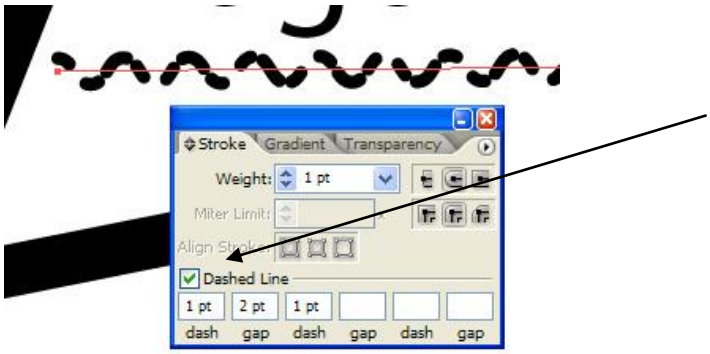
Note: You can Select **Smooth** to change the edges.

Illustrator CS2 Part 2 - Graphic Functions

Stroke Pallet

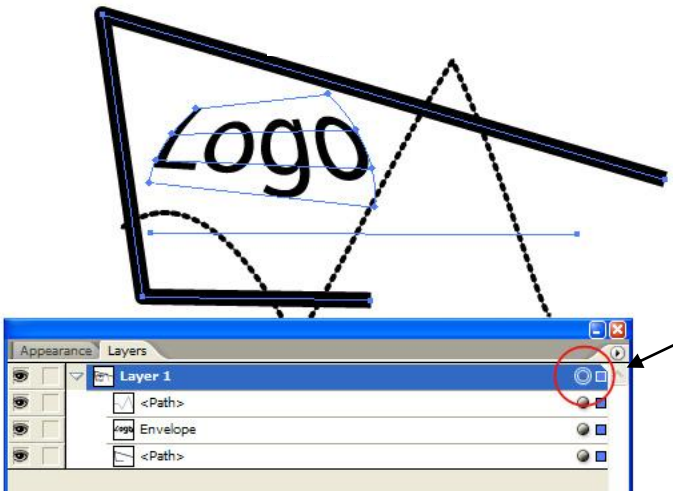


You can **round t**he ends of a **line** inside the Stroke Pallet.



Check the **Dashed Line box** to create dashes with your line.

Enter **sizes** in the dash and gap boxes.



Remember:
You can select all of the paths in a layer by clicking on the **Meatball**.

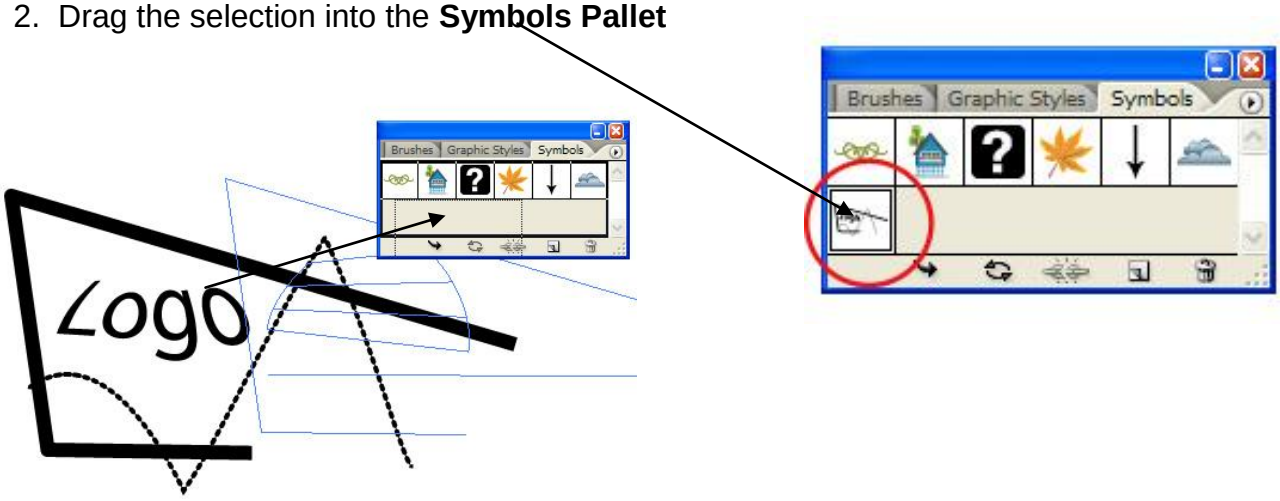
Illustrator CS2 Part 2 - Graphic Functions

3-D Functions

>Effect >3D >Extrude & Bevel

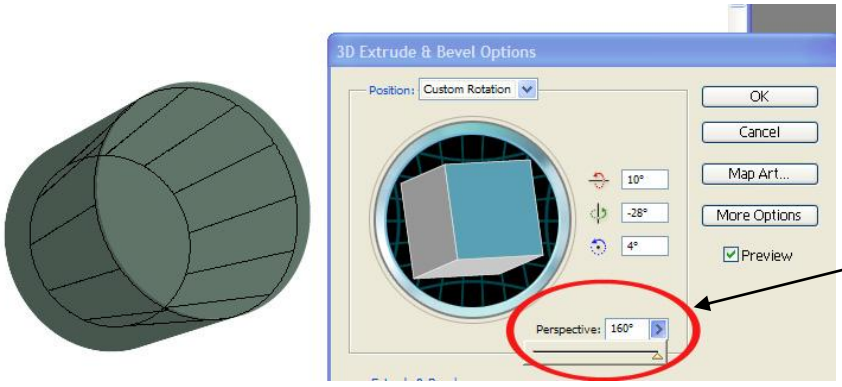
Exercise #2

1. After you have designed your logo, **Group** all of the paths/ objects together
2. Drag the selection into the **Symbols Pallet**



3. For this Exercise you will place your logo on a 3-D object such as a book, billboard, or coffee mug.
4. You will submit this exercise for marking with your final logo design.

Working with the 3-D Extrude & Bevel Effect

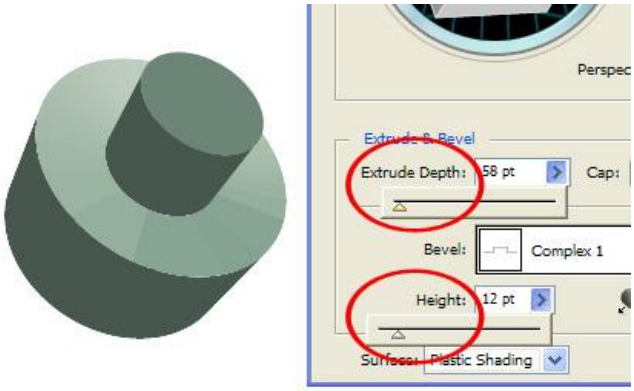


Make a **simple shape** such as a circle or rectangle and open the 3D Extrude window.

Inside this window you can alter the **perspective** of a shape.

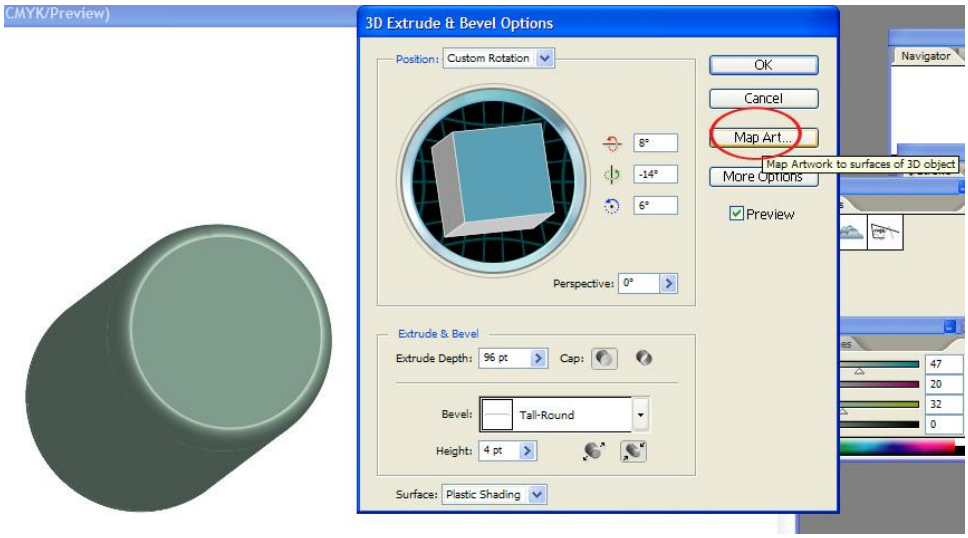
Illustrator CS2 Part 2 - Graphic Functions

Working with the 3-D Extrude & Bevel Effect

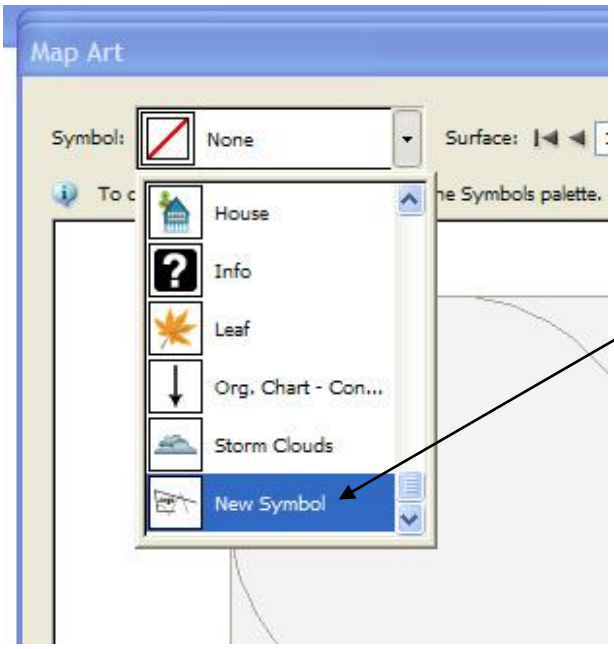


You can also choose to add **Bevels.**

Once you have selected a Bevel, you can adjust the **Extrude Depth** and **Height** of the Shape.

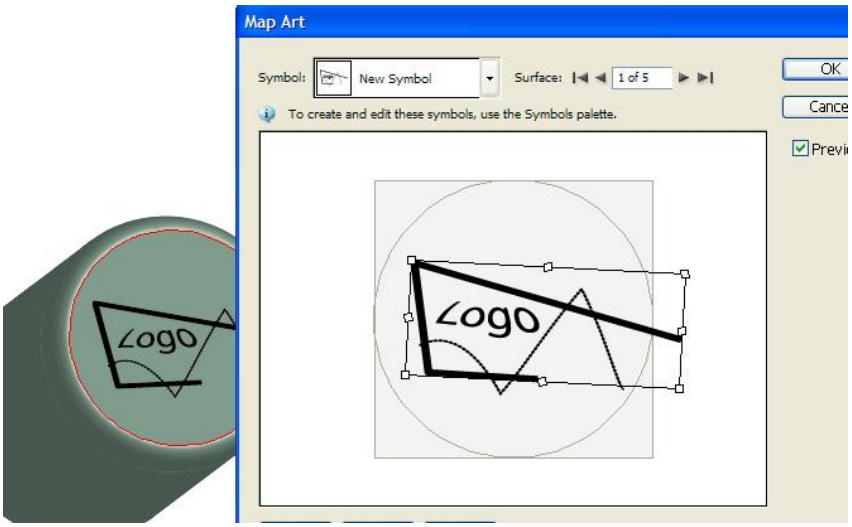


To add your logo on to the 3D object, select **Map Art**.

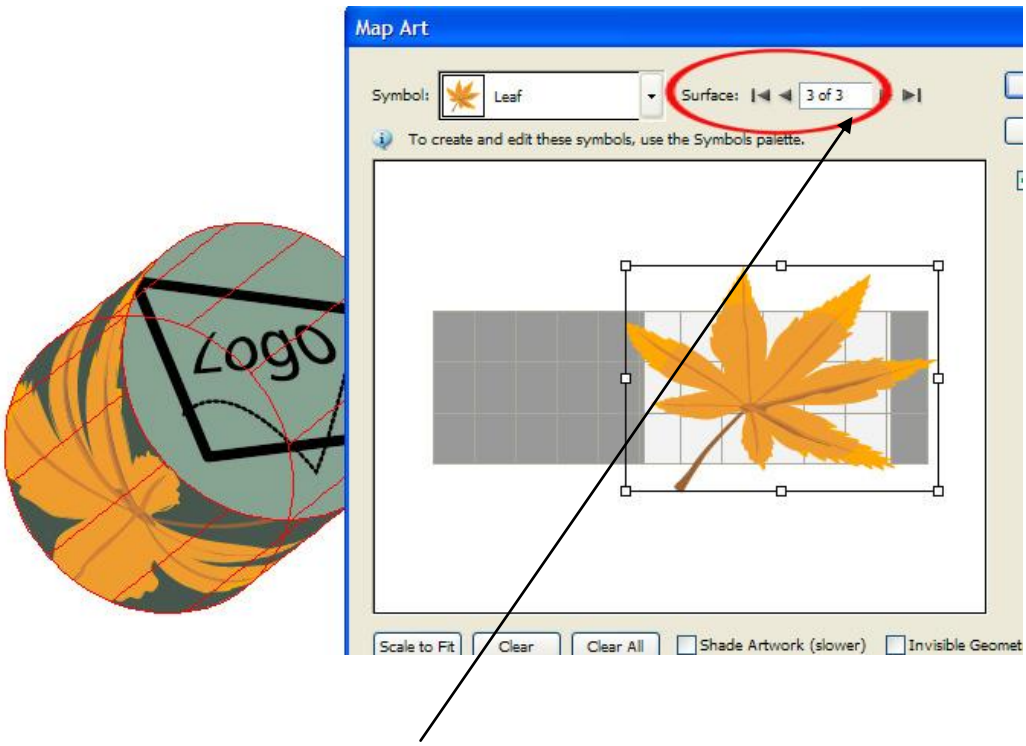


Select your logo from the drop down **Symbols menu**.

Working with the 3-D Extrude & Bevel Effect



1. Click the Preview Box
2. **Resize** and **position** your logo on the **surface** of your choice.



Multiple Designs on the 3-D Object
You can place pictures, textures, and designs on other sides of the object by scrolling through the **Surface Box**.

Illustrator CS2- Extra Tips

Tutorial Tip 1

1. Make a Shape with the Pen Tool
2. Make Outline/ No fill
3. >Object >Path >Offset Path
   -Set offset to the thickness you want
   -Meter Limit 4
4. ?Select 1 and select/ adjust the offset to thinness & thickness you want.
5. Select All >Pathfinder >Exclude Overlapping Shape Areas
   >Expand >Then Fill

Diagram goes here…

Tutorial Tip 2- Stylish Circle or Oval

1. Draw a Circle >Copy & Paste (or Duplicate)
2. Select Both >Object >Path >Offset Path (desired thickness)
3. >Exclude Overlapping Shape Areas
   >Expand >Then Fill
4. Note: use the bent arrow to switch from Stroke to Fill (pic goes here…)

Diagram goes here…