

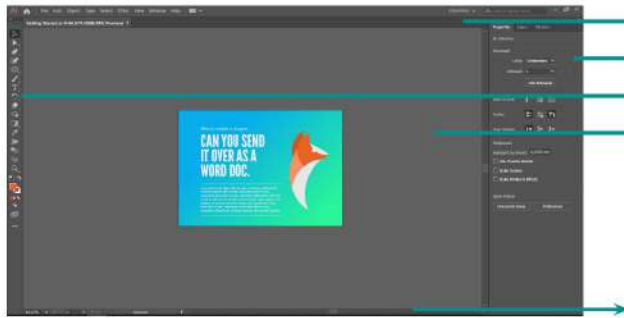
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LIST OF SHORTCUTS USED IN THE COURSE

cmd (Ctrl PC) + C	Copy
cmd (Ctrl PC) + V	Paste
Press & hold alt + click & drag	Quick duplicate object (with selection tool active)
Shift + cmd (Ctrl PC) + P	Place object
cmd (Ctrl PC) + Z	Undo
Shift + cmd (Ctrl PC) + Z	Redo
cmd (Ctrl PC) + "+"	Zoom in
cmd (Ctrl PC) + "-"	Zoom out
Press & hold spacebar	Maneuver around document
Press & hold shift + click & drag	Scale object (with scale tool active)
Press & hold shift + click & drag	Snap rotate (with rotate tool active)
Press & hold shift + click	Draw straight & 45 degree lines (with pen tool active)
Press & hold shift + click	Select multiple objects (with selection tool active)
Press & hold shift + click	Deselect objects (with selection tool active)
cmd (Ctrl PC) + A	Select all

GETTING STARTED

Exercise File Used: Getting Started.ai



Workspace:

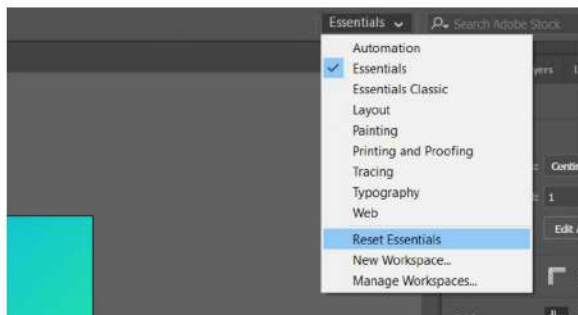
Application Bar

Panels

Tools Panel

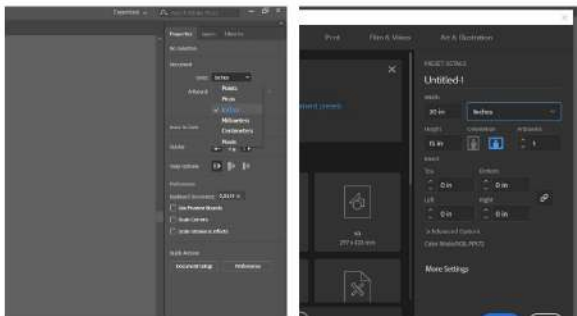
Document Window

Status Bar



Workspace Switcher

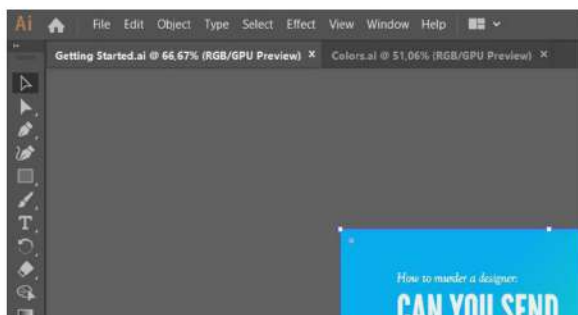
change of workspace arrangements



Document Units

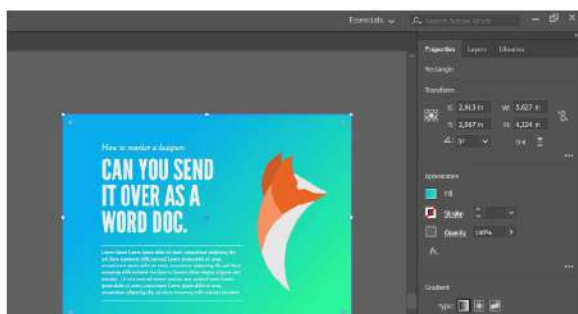
specifying document units

- in Panel for existing document
- for a New Document



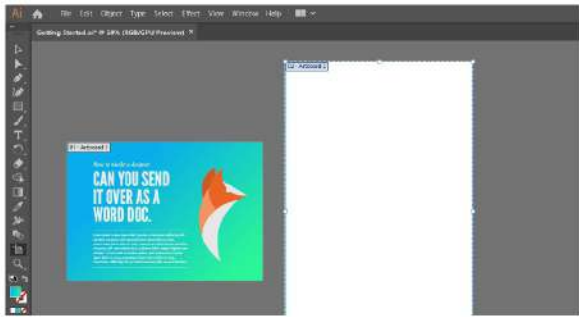
Tabs

- multiple documents could be open
- each file has its own tab
- you can easily change the order



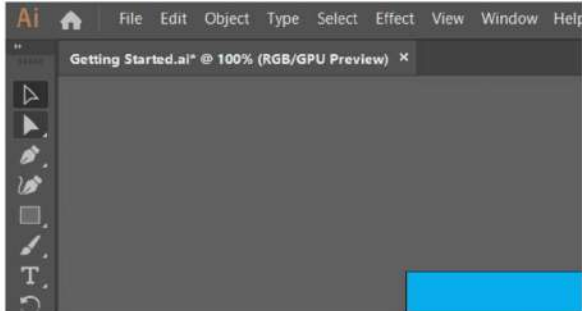
Properties Panel

- by default or by Window > Properties
- settings and controls in the context of your current task or workflow



Artboard Tool

- multiple Artboards in one document
- artboards represent the regions that can contain printable or exportable artwork
- may have different sizes

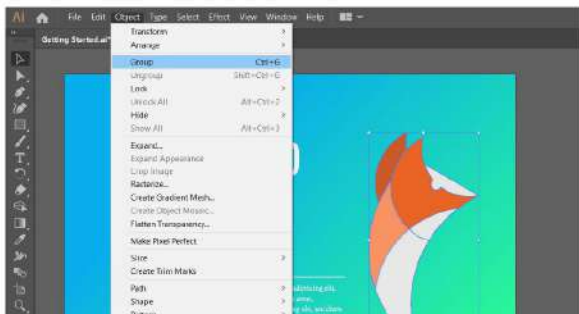


Selection Tool

- black arrow - falls back tool
- select, move, rotate, and resize entire objects

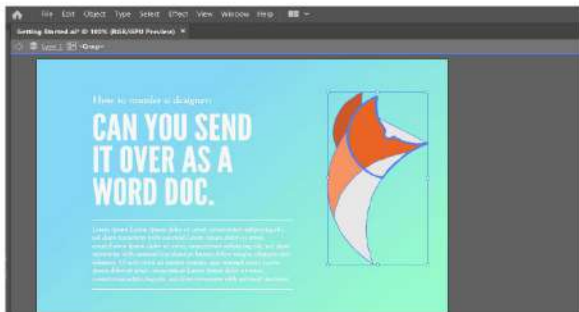
Direct Selection Tool

- white arrow
- select anchor points or paths within an object so that it can be reshaped



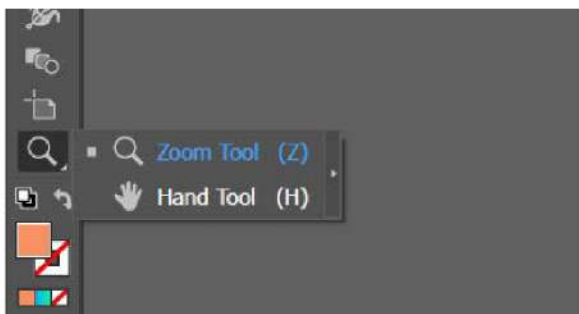
Grouping Mode

- combining objects into a group so that the objects are treated as a single unit
- you can move or transform a number of objects without affecting their individual attributes or positions relative to each other
- select more objects:
 - either Object > Group
 - or Group button in Properties Panel



Isolation Mode

- isolates groups (or sublayers) so that you can easily select and edit specific objects or parts of objects without having to ungroup the objects
- double-click a shape

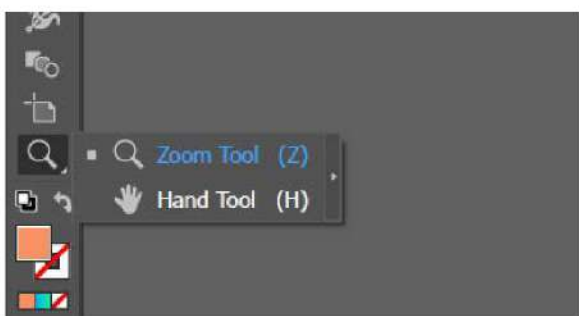


Zoom Tool

to magnify and reduce the view of artwork

"+" means zoom in - by default

"-" means zoom out - when holding Option key (Alt key)

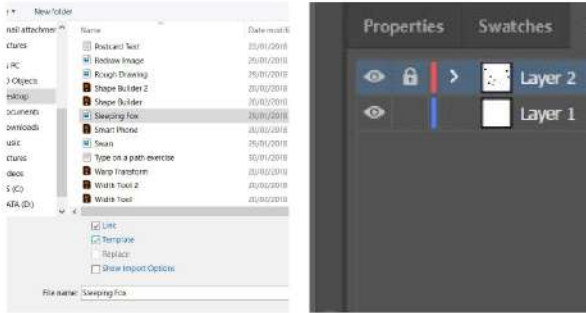


Hand Tool

- to pan to different areas of a document
- shortcut to temporarily select Hand Tool:
 - Hold down the spacebar on the
 - and drag the Artboard (active any tool except Text Tool)

SHAPE & LINE TOOLS

Exercise File Used: Sleeping Fox.ai

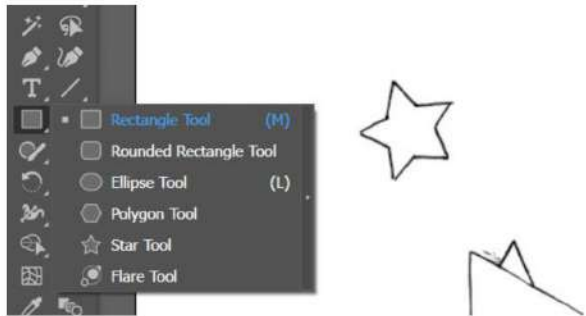


Creating template for drawing:

- either: File > Place > Check: Template
- or: Layers > Lock Layer

Visibility of a layer:

- by clicking on a visibility panel (eye icon)



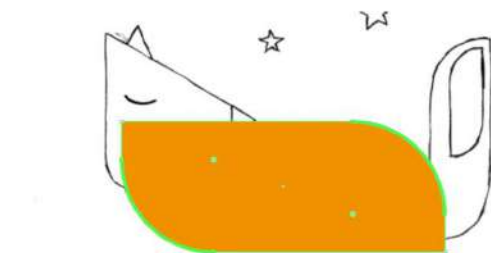
Shape Tool

- by using a Shape Tool, you can draw a shape (Fill + Stroke)
- creating shape: click + hold + drag
- resizing with Selection Tool



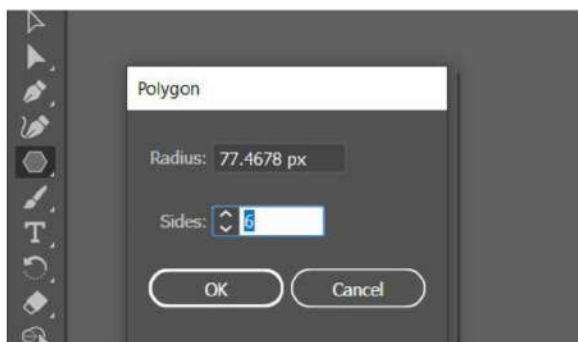
Recoloring:

- click Fill or Stroke color icon in Properties Panel
- by Swatches or Color Mixer



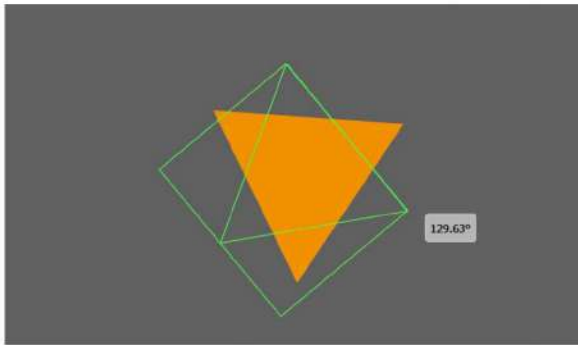
Rounded corners of shapes:

- White Arrow: select from 1 to all corners
- click+hold+drag corner sign
- use Shift to select more points or objects



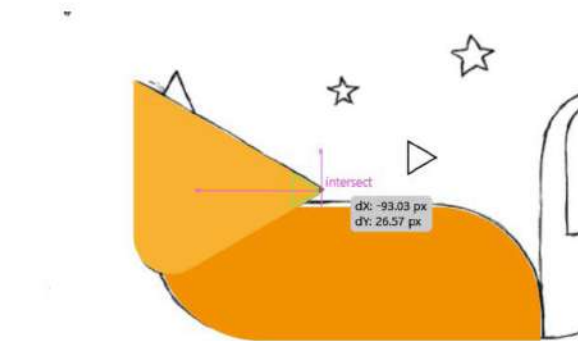
Adjusting Shape Tool:

- to adjust radiuses and number of sides: left click



Scale & Rotating Shapes

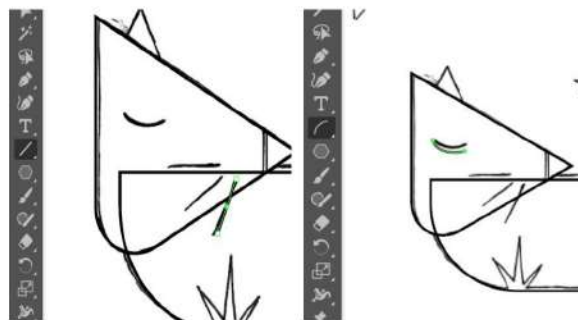
- when you see the rotate arrows, drag to rotate the shape
- if pressing Shift - constraining the rotation to 45 degrees



Smart Guides

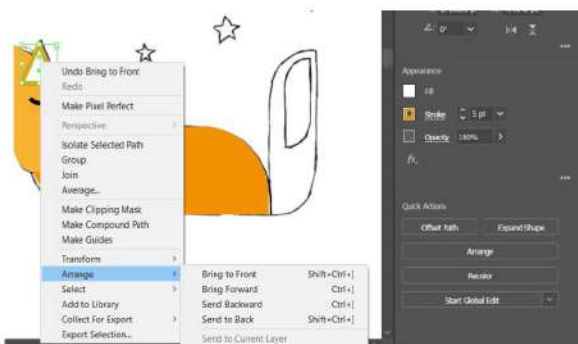
View > Smart Guides

- tooltips that appear next to the pointer (magenta color)
- can be useful in certain
- situations, such as when more precision is necessary



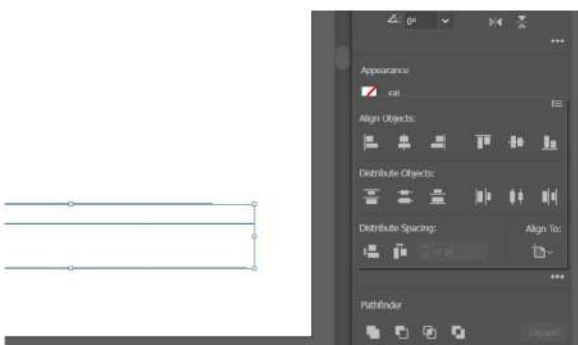
Line Tool & Arc Tool

- click+hold+drag
- lines and arcs are considered only Strokes (no Fill)



Arrange Commands

- created objects are in "stacking order"
- it determines how they display when they overlap
- it is possible to change the stacking order of objects in an artwork by using either Arrange commands
- either: in Panel
- or: right click with a mouse into the Document Window

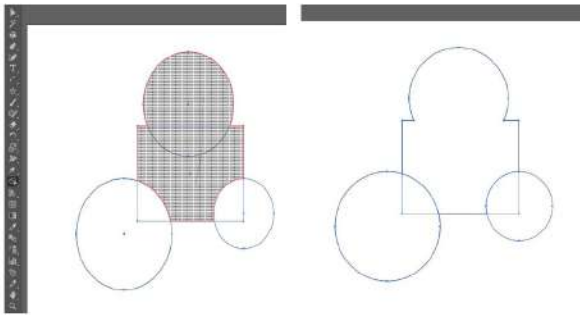


Align-ing

- either in Properties Panel or right mouse click
- select object > choose aligning (or distribution)

SHAPE BUILDER TOOL

Exercise Files Used:
Shape Builder.ai
Shape Builder2.ai
Awake Fox.jpg

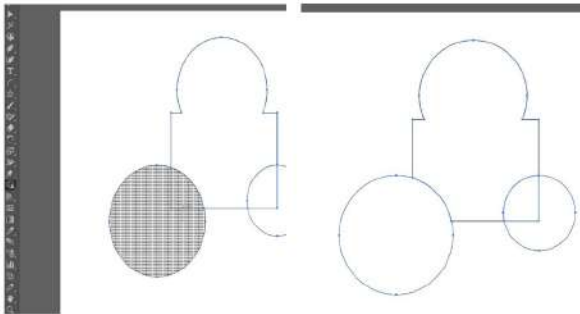


Shape Builder Tool

- an interactive tool for creating complex shapes by merging and erasing simpler shapes

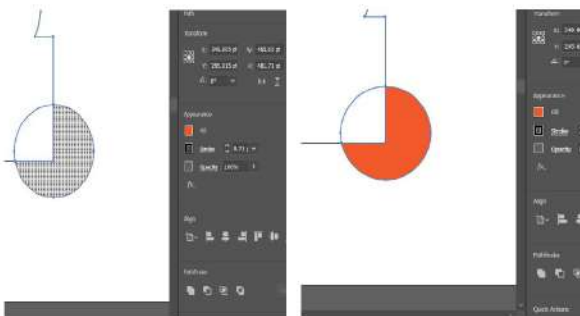
Merging

- select > Shape Builder Tool > click++hold+drag



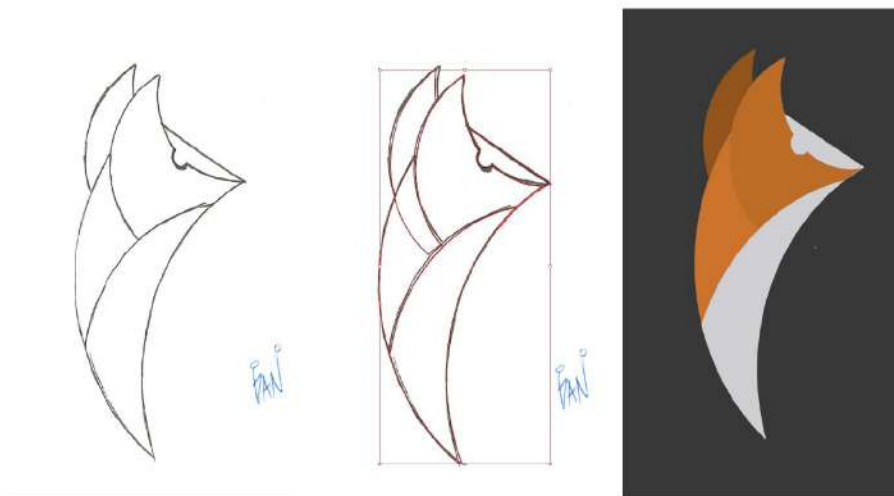
Deleting

- select > Shape Builder Tool > with Option key (Alt key) holding down > click++hold+drag



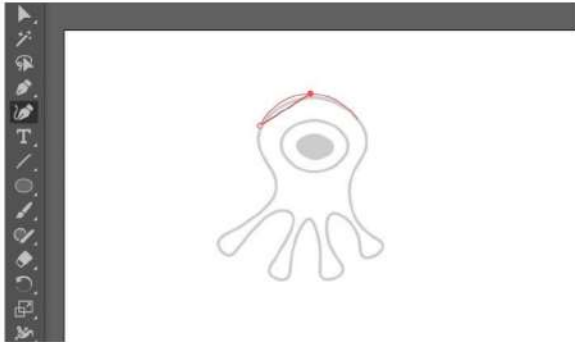
Coloring

- choose the shapes > Shape Builder Tool > choose the color "Fill" > click on the part you want to color
- coloring separates the shapes



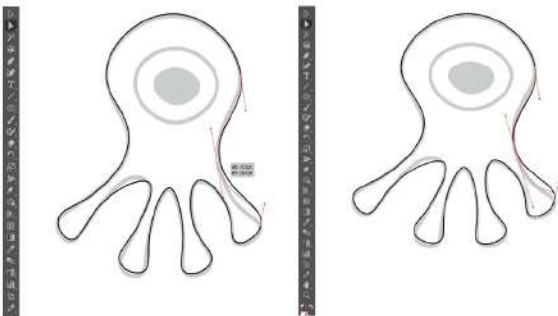
CURVATURE TOOL

Exercise File Used:
Redraw Image.ai



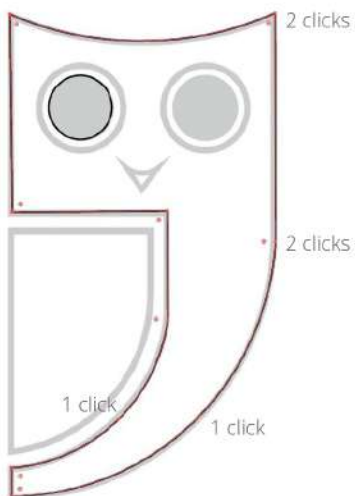
Curvature Tool

- draw and edit paths quickly and visually to create paths with smooth refined curves and straight lines, without editing direction lines
- works by creating anchor points where you click - curvature is done automatically
- you are looking for the apex or where the curve changes the most.



Adjusting by Direct Selection Tool (white arrow):

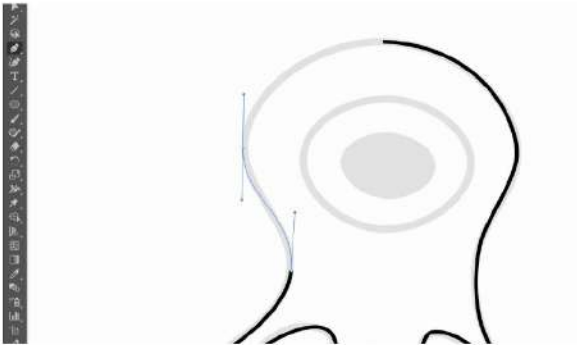
- moving anchor points (length and angle)



Double-click for corner

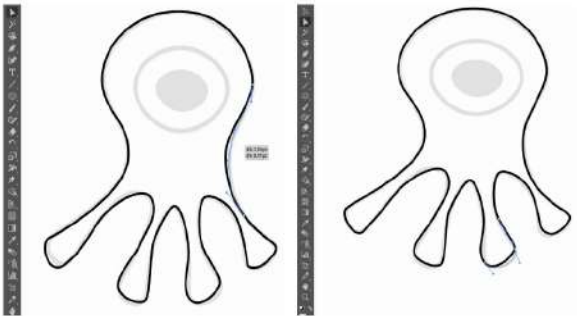
PEN TOOL

Exercise File Used:
Pen Tool.ai

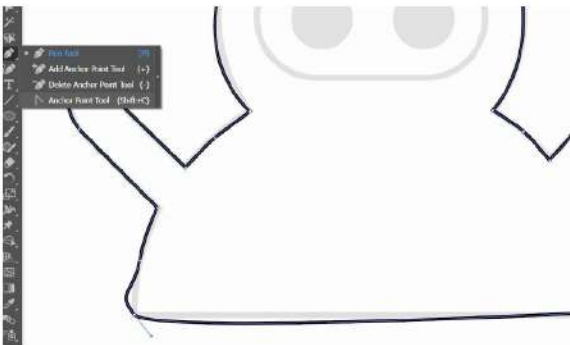


Pen Tool

- create both freeform and more precise artwork
- Caps Lock turns the Pen tool icon from “pen” into “cross”
- clicking ones = corners
- click + drag = curve
- Esc - detach



Adjusting by Direct Selection Tool (white arrow):
moving anchor points (length and angle)

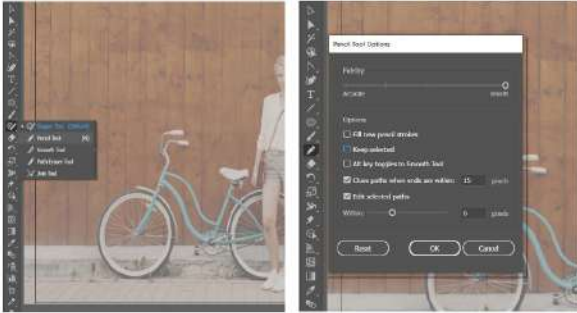


Anchor Point Tool

- for adjusting
- by one click, curve becomes a corner
- by click+hold+drag, corner becomes a curve

PENCIL TOOL

Exercise File Used:
Drawing1.jpeg

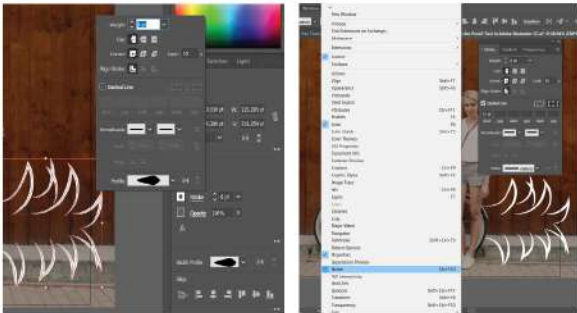


Pencil Tool

- draw freeform paths that contain curves and straight lines

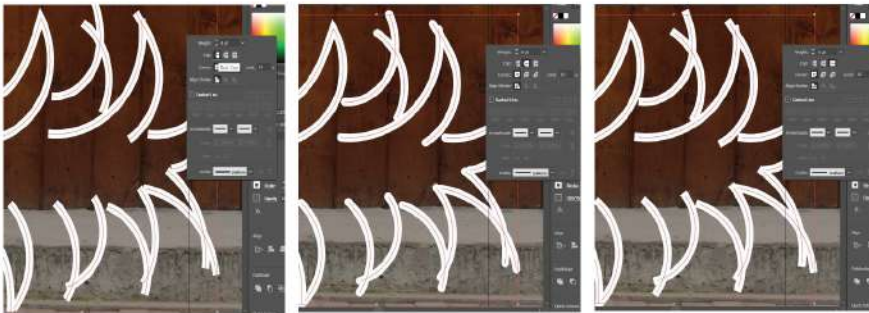
Pencil Tool Options

- double click on Pencil Tool Icon in Tools Panel
- turn off "Keep Selected"
- Fidelity - Smoother
- click+hold+drag

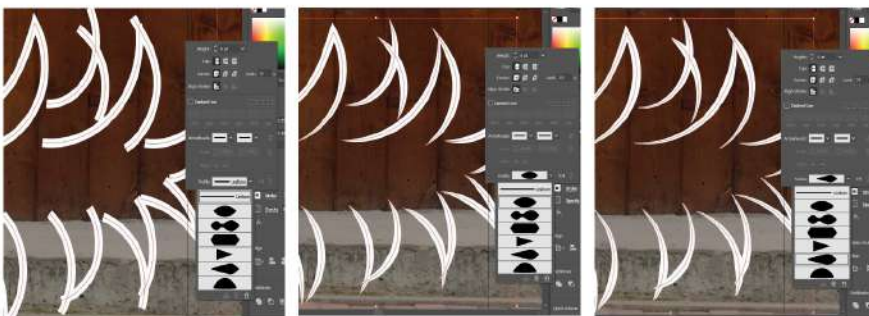


Stroke Options

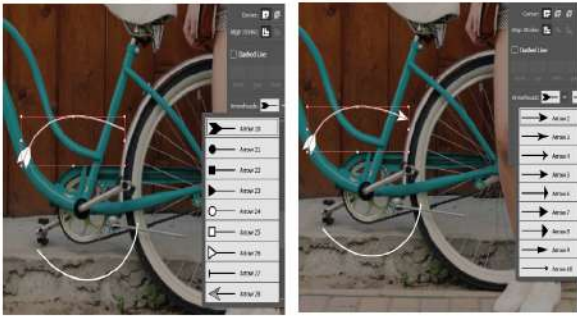
- click "Stroke" in Panel
- Window > Strokes
- > Different Caps (Butt, Round, Projecting)
- > Different Profiles (Uniform, Widths..)
- > Different Corners...
- > Arrowheads
- Dashed Line
- Dotted Line
- > Scale Factor for Start and End of the path



Different **Caps** (Butt, Round, Projecting)



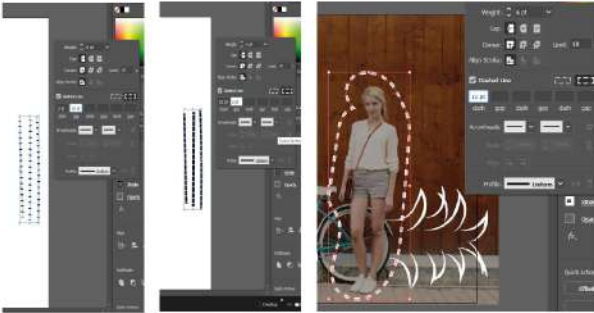
Different **Profiles** (Uniform, Widths..)



Arrowheads



Arrowheads



dash = 2 pt
gap = 10 pt

dash = 10 pt
gap = 2 pt

Dashed Line

- set the dash (pt)
- set the gaps (pt)

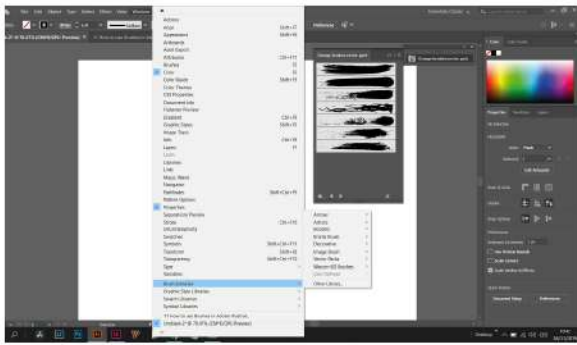


Dotted Line

- set the dash = 0 (0pt)
- set the gaps = any size (pt)
- set the gap = rounded

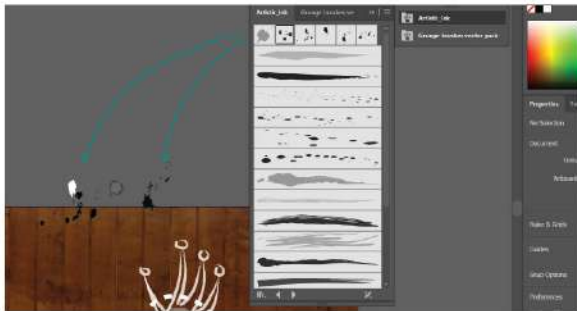
Exercise File Used:
Drawing1.jpeg

Drawing1.jpeg



Brushes

- allows to stylize the appearance of paths
- possible to apply brush strokes to existing paths
- Window > Brush Libraries > choose and apply
- keep the stroke of a path small (0,005 - 0,25pt)



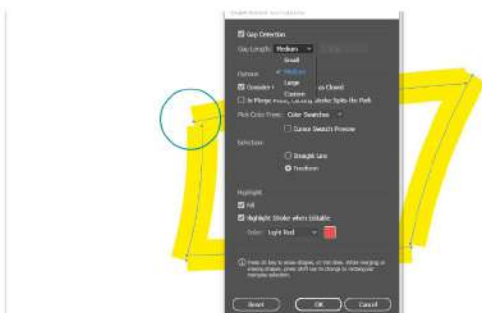
Individual brushes

- ready to use: click+hold+drag+drop



Coloring brushed shape

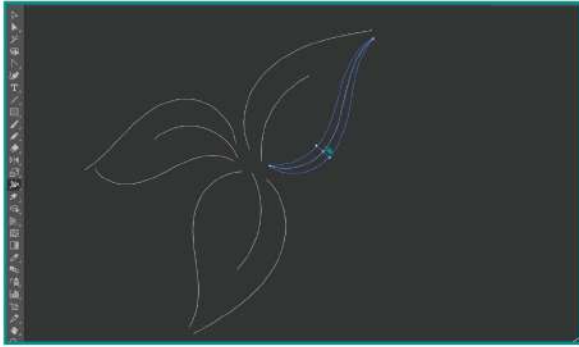
- create a shape (uniform)
- duplicate it (brushed)
- make sure that lines are touching or crossing*
- use Shape Builder Tool
- color (Fill) parts of the shape
- move the duplicated shape to overlap colored shape



- *double-clicking on Shape Builder Tool > change gap length of gap detection by the tool

WIDTH TOOL

Exercise File Used:
Width Tool.ai



Width Tool

- alter regular stroke widths
- select the tool > click+hold+drag
- dragging = editing the width of the stroke
- stretching the stroke to the left and to the right equally
- > release



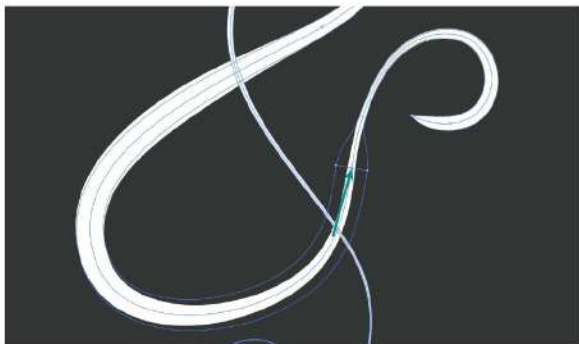
Multiple points of width

- position the pointer anywhere over the path > click+hold+drag
- new width point created
- multiple points possible to adjust the path width



Adjusting only one side of the width

- click+hold+drag while holding Option key (Alt key)



Sliding the point of width

- position the pointer over the original width point > click+hold+drag
- shift the width point to a new width point

TYPE TOOLS

Exercise File Used:
New Postcard

Text in Illustrator

- as point type
- area type
- type on a path

Point type

- horizontal or vertical line of text that begins where you click and expands as you enter characters (click)
- each line of text is independent
- line expands or shrinks as you edit it but doesn't wrap to the next line
- headlines, or a few words

Area Type

- uses the boundaries of an object (like a rectangle) to control the flow of characters, either horizontally or vertically (click+hold+drag)
- When the text reaches a boundary, it automatically wraps to fit inside the defined area

To convert Point Type to Area Type: double-click on a right handle (dot)

- Scaling point type this way will stretch the text if you drag any bounding point
- Scaling area type - you can drag any of the eight bounding points on the text area to resize it

Formatting type

- font family and font style
- font size
- font color
- additional character formatting
- paragraph formatting

Note: 10points (pt) is usual size of a text in magazines, etc.

Typekit fonts

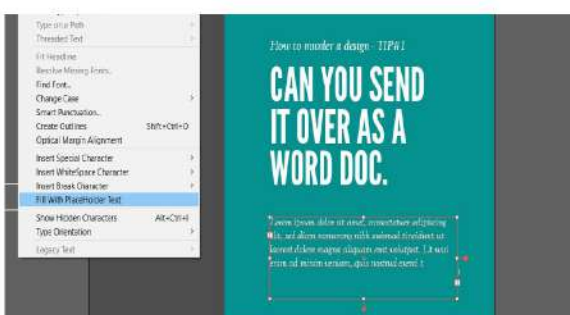
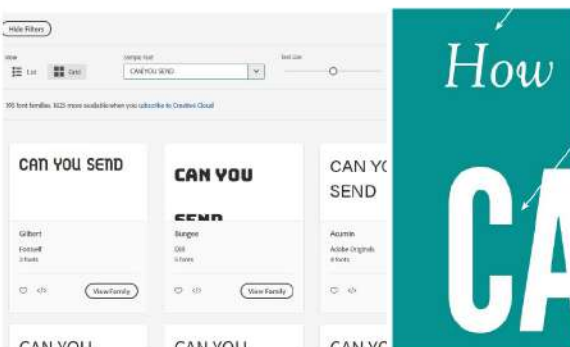
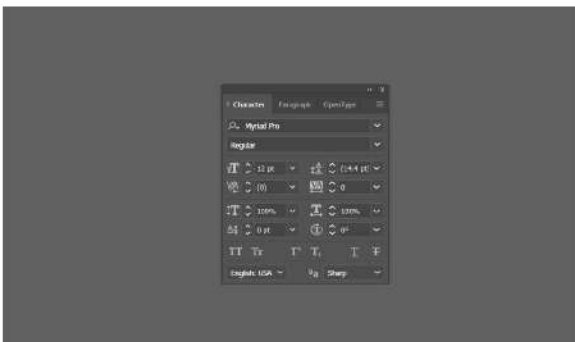
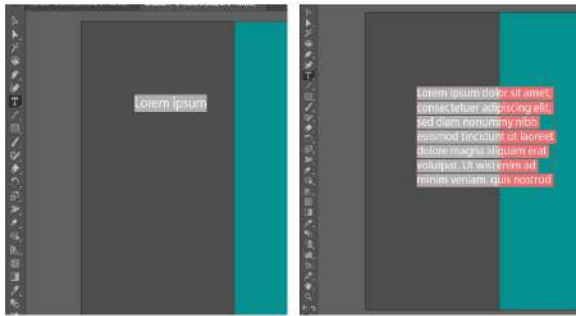
- aside from applying local fonts to text from your machine, Creative Cloud subscribers can apply Typekit fonts
- typekit is a subscription service offering access to a library of fonts

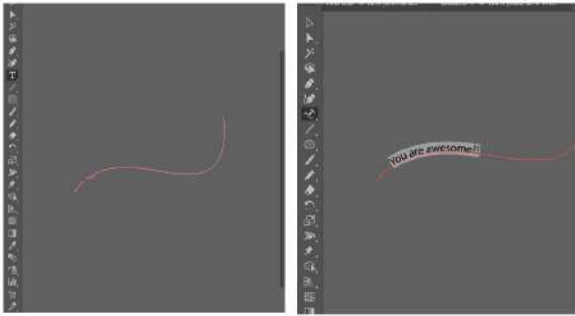
Serif vs. Sans-serif fonts

- a serif is a decorative stroke that finishes off the end of a letters stem = has "serifs"
- sans-serifs do not (sans = without)

Placeholder text

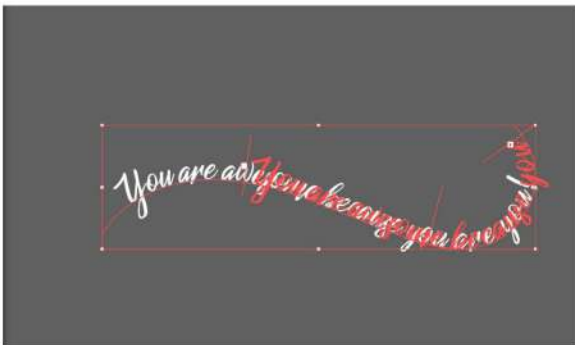
- "Lorem Ipsum"
- commonly used to demonstrate the visual form of a document or a typeface without relying on meaningful content
- Type > Fill with placeholder text





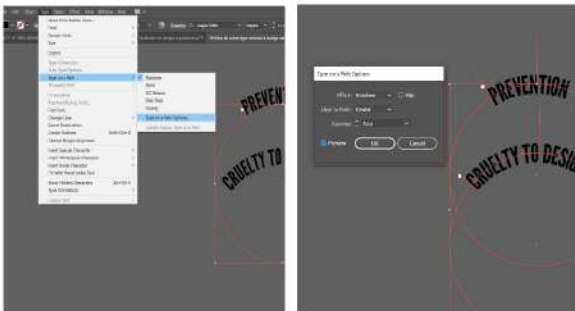
Type on a Path Tool

create a path > choose Type on a Path Tool > click on a path > write a text



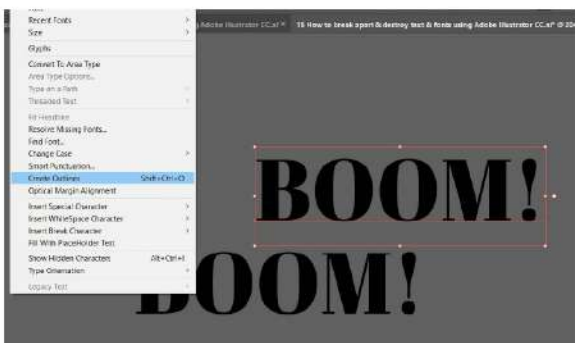
Moving the text

- click+hold+drag the line on the left end (also center and right end)
- these are called "brackets"



Options

- Type > Type On A Path > Type On A Path Options
- Effect
- Align to Path
- Scaling
- Flip



Creating Text Outlines

- converting text into vector shapes that you can edit and manipulate as you would any other graphic object
- text is no longer editable
- outlining text that is less than 10 points in size is not recommended
- select text > Type > Create Outlines

COLORS

Exercise File Used:

Colors.ai

Eyedropper.ai

Post Card.ai

Color Modes:

RGB

- red, green, blue
- display colors
- screen has light coming out of it, so can create more colors
- bigger gamut

CMYK

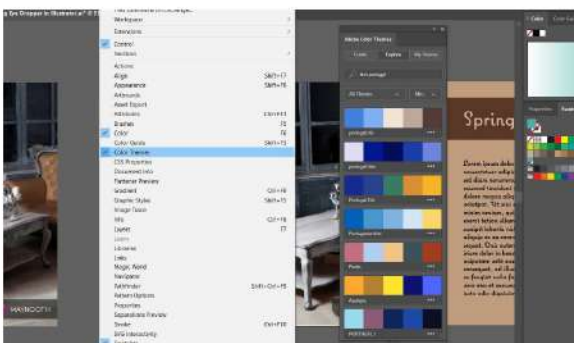
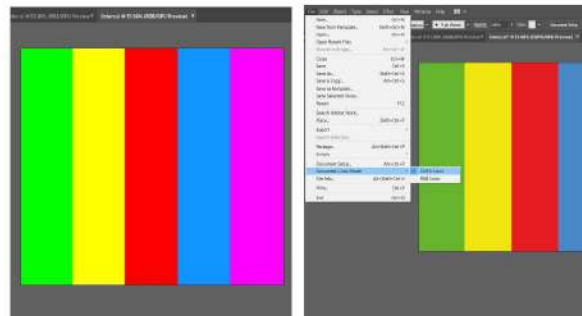
- cyan, magent, yellow, black
- for print
- smaller gamut

Eyedropper Tool

- to simply copy appearance attributes (not only color)
- select an object > Eyedropper Tool > click on the attribute you want to copy

Saving colors (swatches)

- select a color with Eyedropper Tool > click New Swatch in Swatch Panel



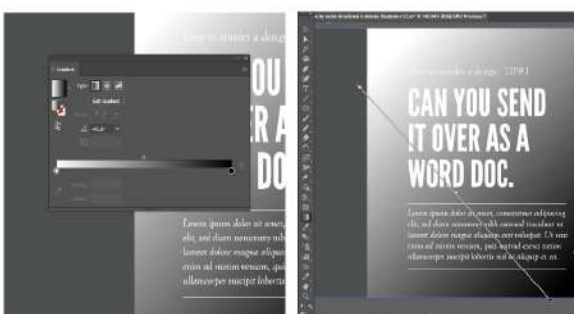
Color Themes

- displays color themes from a Adobe Color website
- Window > Color Themes > Explore Tab



Gradient

- color blends of two or more colors that you can apply to the fill or stroke of artwork
- select the object > Swatches in Panel



Gradient Options

- Window > Gradient
- Type, Angle, Colors, etc.

Reposition and Resizing

- Gradient Tool
- hold Shift, click+hold+drag