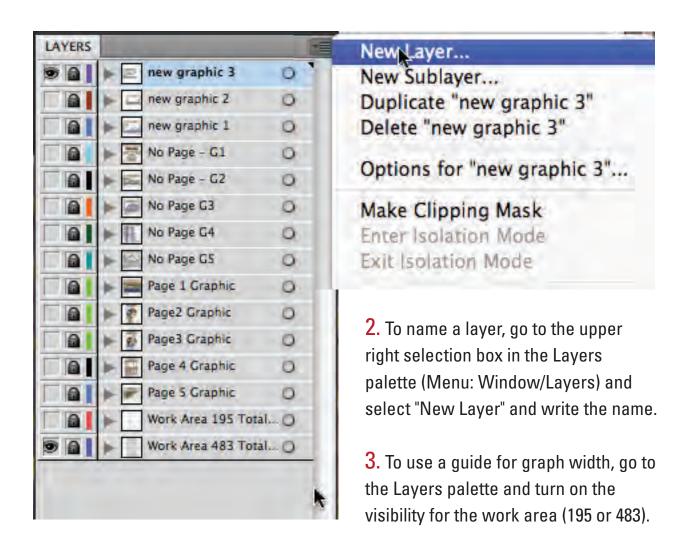
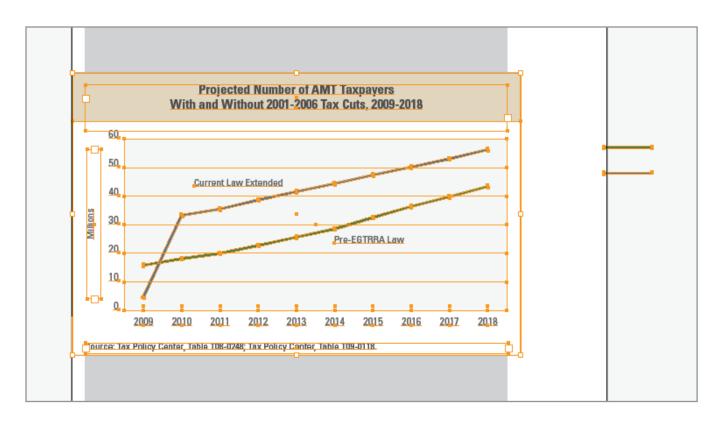
## CREATING GRAPHS FOR THE TAX POLICY CENTER

http://www.taxpolicycenter.org/

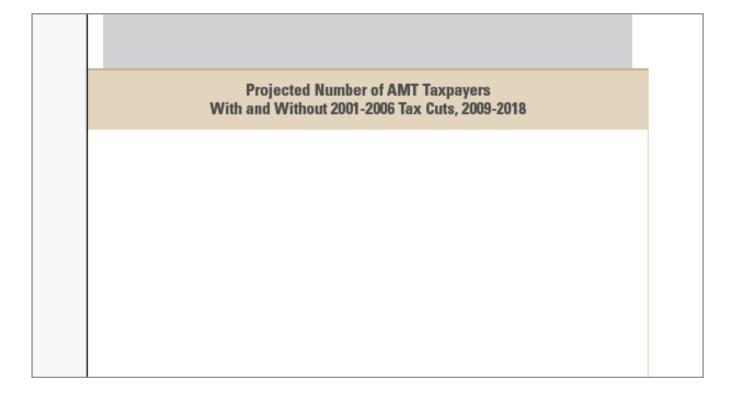


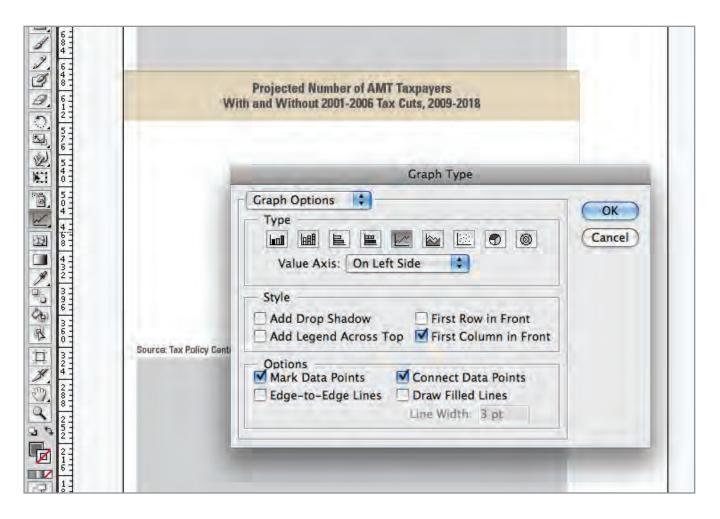
1. To create a graph, open the "TPC\_Graphics.ai" template in Adobe Illustrator. Each graph will need to be on a separate layer.



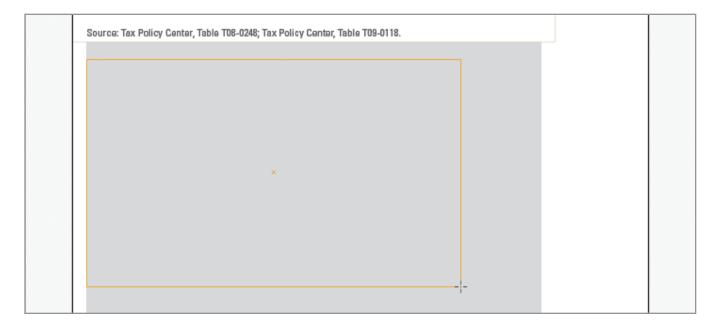


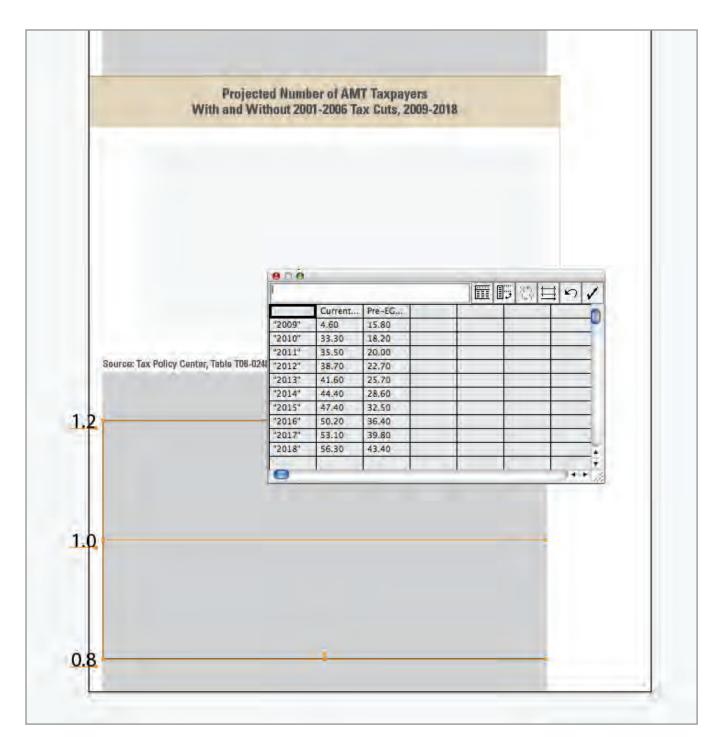
**4.** To unlock a separate completed graph layer, go to the Layers palette and select all (Menu: Select/All), then copy (Menu: Edit/Copy). Then, re-lock that layer and select the newly created, newly named layer. Once the new layer is highlighted, select Paste in Front (Menu: Edit/Paste in Front). Use the closed arrow tool to delete any graph elements that aren't needed. Keep the outer box, title, source, etc.



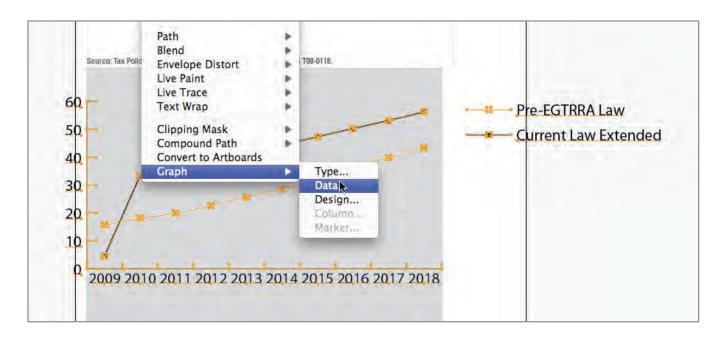


**5.** In the Tools palette (Menu: Window/Tools), double click the Graph Tool and select the Graph Type, Style and Options. Under the Graph Options drop down, choose Value Axis and Category Axis to customize their settings, then click "OK." These settings can be adjusted later as well. Next, click and drag the width of the work area (195 or 483) to create the initial graph.

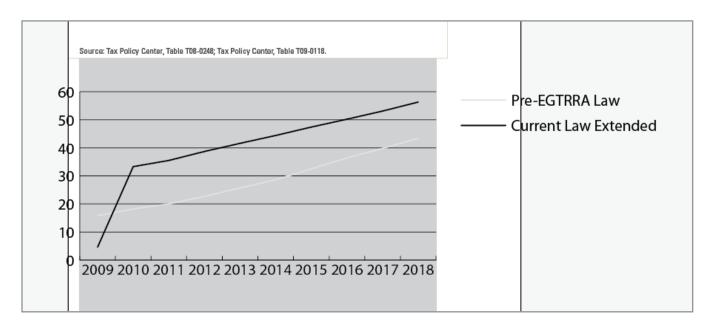


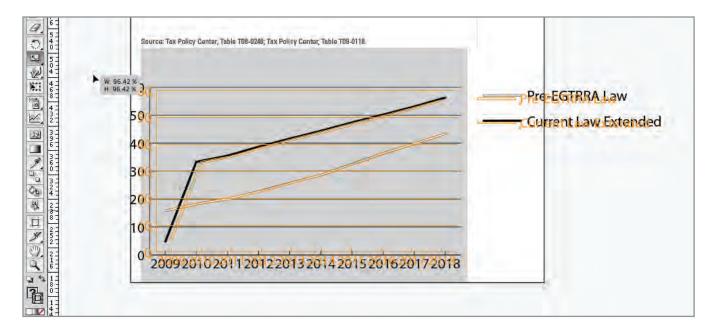


**6.** Enter data into the Data Input area. Use quotation marks to indicate what needs to appear in the category axis (e.g., years, state names, etc.). Then, click the check box in the Data Input to see results.

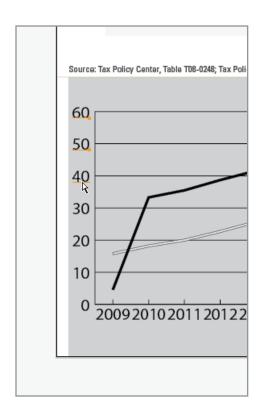


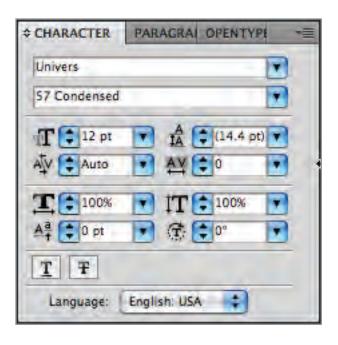
7. Once the initial graph is created, fine tune the graph by changing type, inverting data, etc. To make changes to the graph, use the closed arrow tool to select the graph, then under the Menu, choose Object/Graph/Type... or Object/Graph/Data....



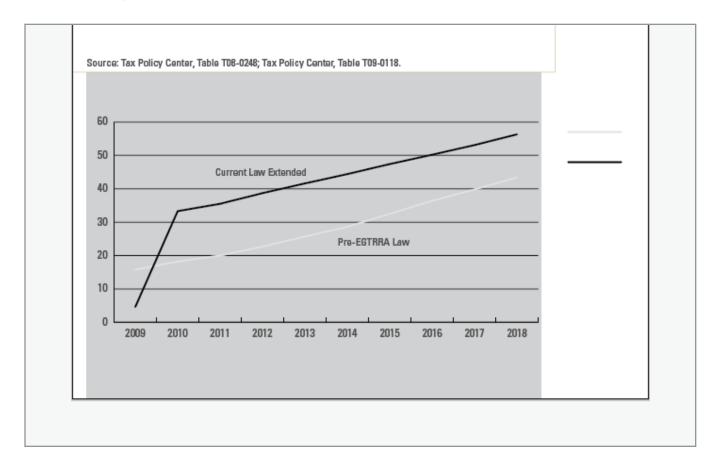


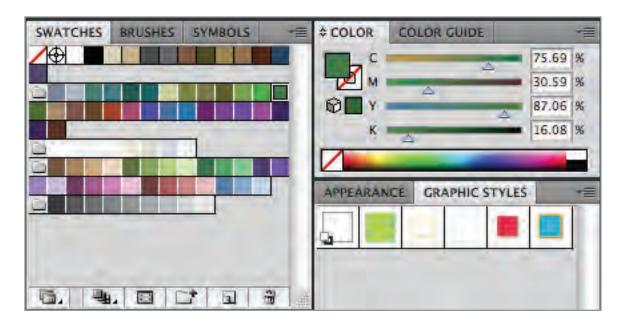
- **8.** Ensure the graph fits into the work area by using the Scale tool. Double click the Scale Tool icon in the Tools palette to scale up or down uniformly by inputting a percentage, or click the Scale Tool once to scale the selected graph by hand. Click and drag, while holding the shift key to constrain proportions.
- **9**. To move the complete graph around, click the graph with the closed arrow tool and drag. To move using the keypad, click the graph with the closed arrow tool to highlight, then use the keypad arrows to move selected graph one pixel at a time. Note: to move in increments of 10 pixels, hold down the shift key and use the keypad arrows.



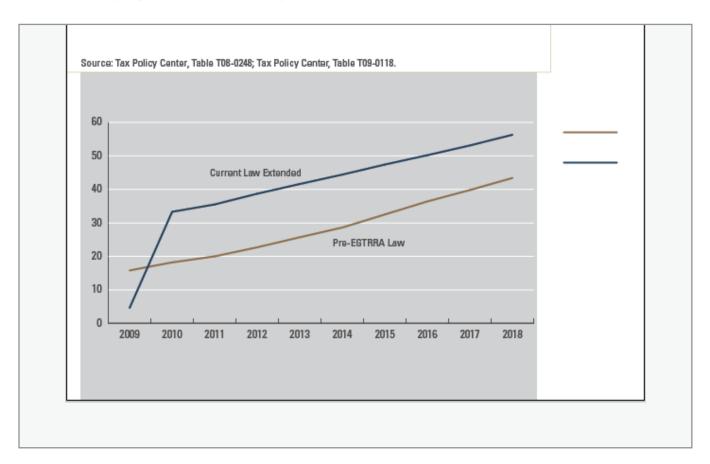


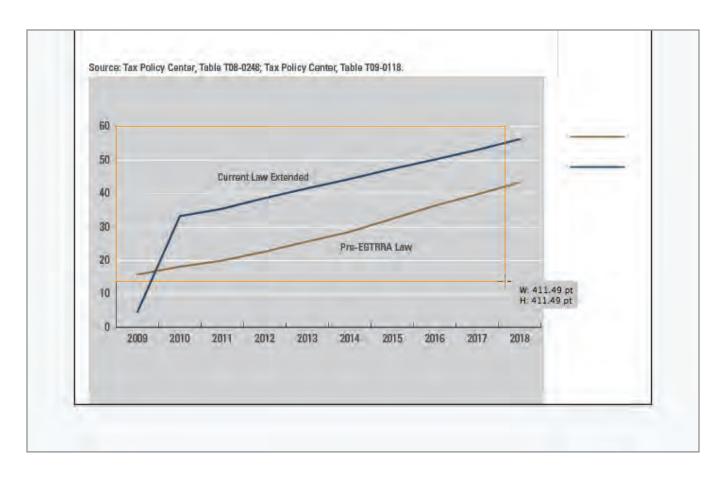
10. To select and size axis information, use the open arrow tool and hold down the shift key. Axis font size should be Univers Condensed Regular 12 point, and Legend font size should be 11 point.



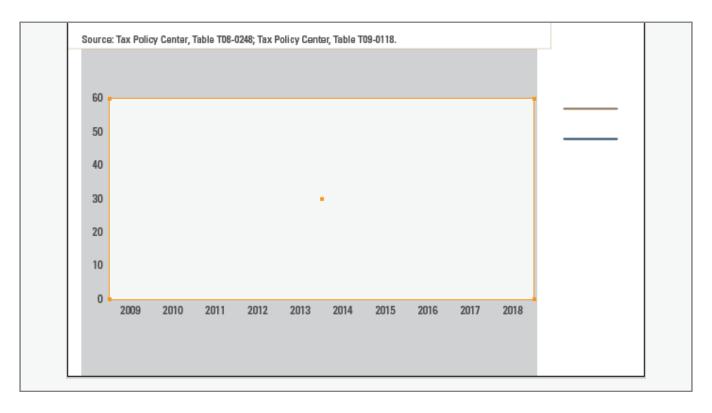


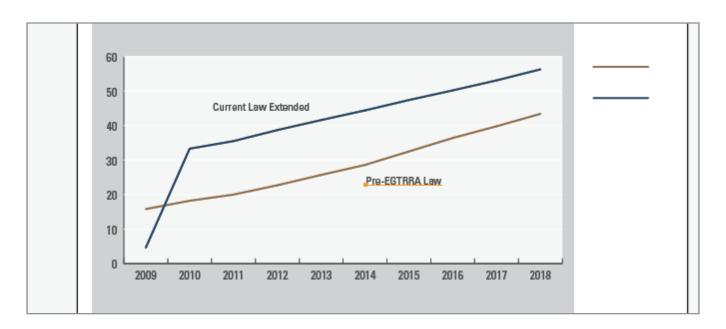
11. Use the open arrow tool to select like graph elements, and the Swatches Palette (Menu: Window/Swatches) to change the color. Use the color palette to alter a stroke or a fill, and the "no color" box to turn off a stroke or a fill. Change black elements - axis lines and text - to gray, bars to color, longer tick marks to white, etc.



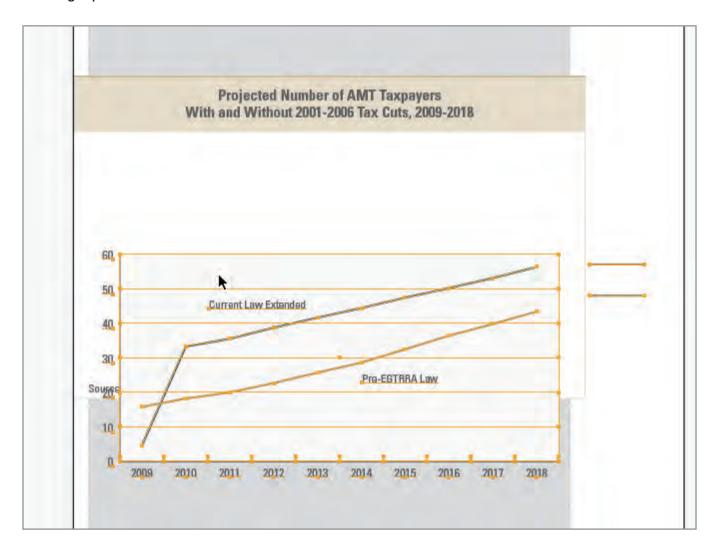


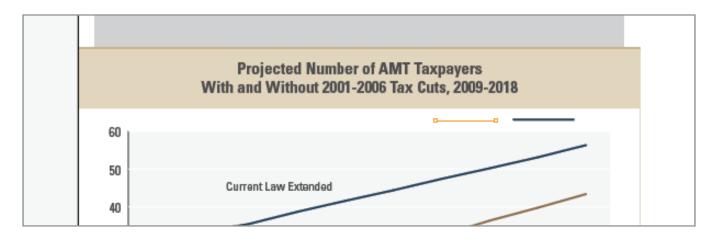
12. Use the Rectangle tool in the Tools palette to click and drag a block of color for use behind the graph. Make sure to select the graph with the closed arrow tool and bring the graph to front. (Menu: Object/Arrange/Bring To Front).

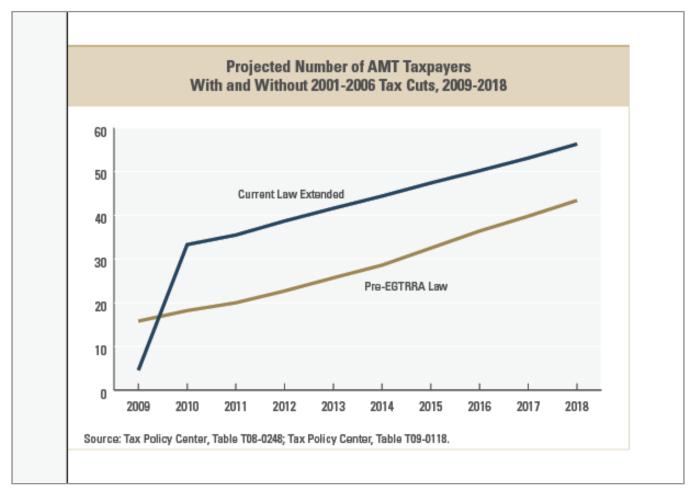




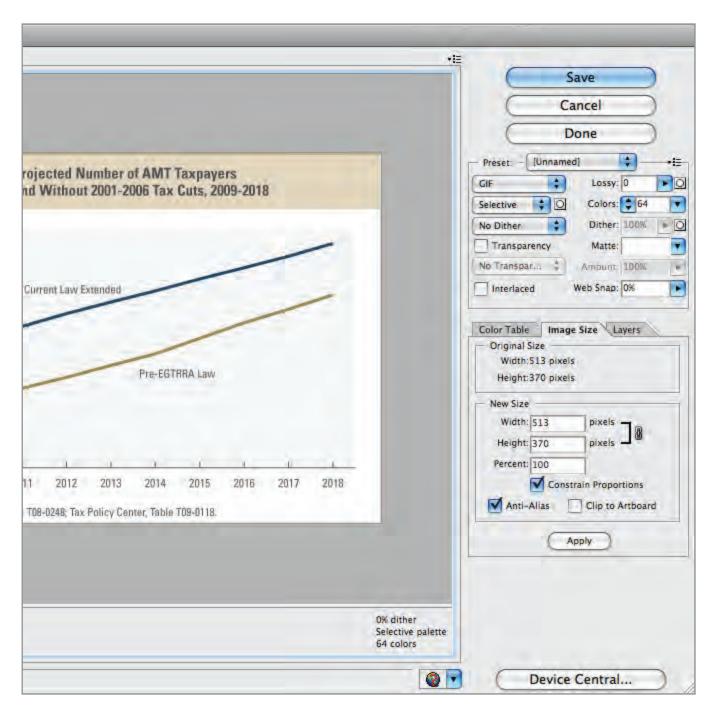
13. To select both the graph and the block of background color, use the closed arrow tool and hold down the shift key. Then, move the graph and background color to inside the outer graph frame and title area.







- 14. Remember to change the title and the source. Make any additional adjustments to the frame around the graph, making sure spacing is correct. When selecting a line with the open arrow tool, use the arrow and shift keys to open or close the box. Make sure to hide any key elements from the graph within the graphic. Turn elements to white to hide when saving.
- 15. Turn off work area layer or any other layer than shouldn't be in the final output.



16. Lastly, go to the Menu and click on File/Save for Web & Devices.... Then, choose the 2-Up tab in the upper left to see the original and optimized versions. Most graphs should be saved as a gif. Reduce the number of colors without compromising the image. Turn off dithering. Under the tabs on the right, select "Image Size" and un-check "Clip to Artboard." This should close the image being saved to the correct size. Make sure "Transparency" is unchecked. Then, click Save and Name the File.

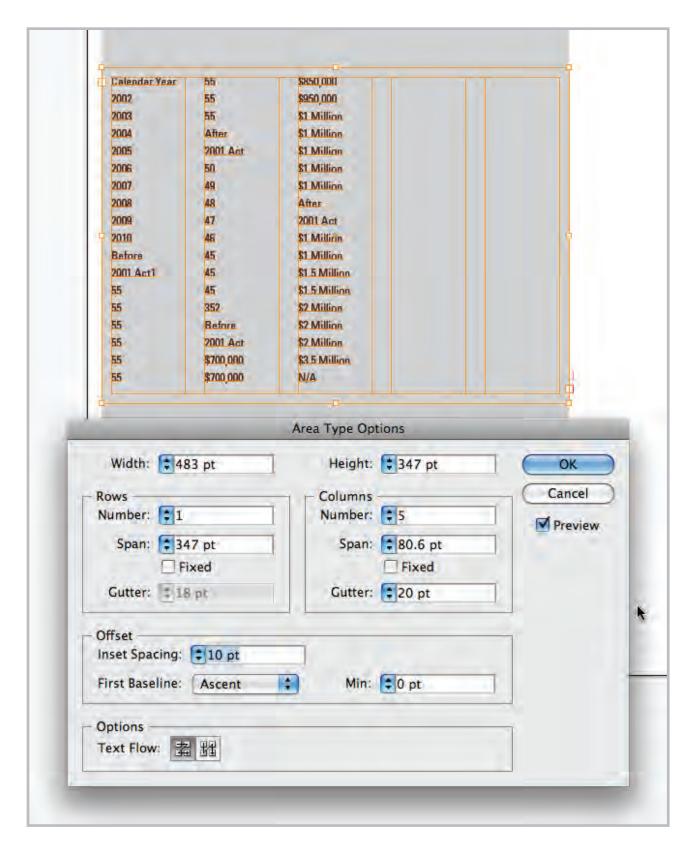
## **CREATING TABLES**

http://www.taxpolicycenter.org/

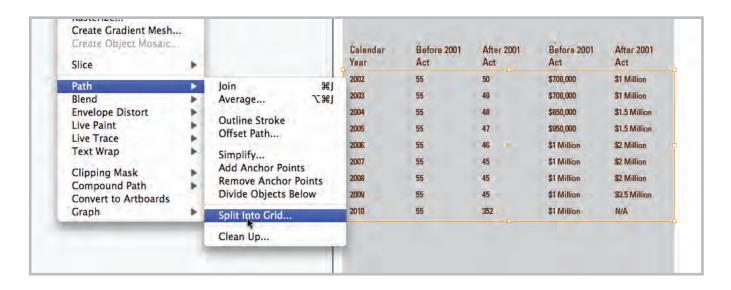
\_\_\_\_\_

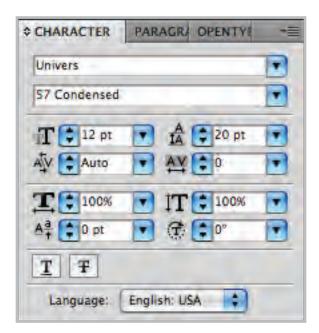
```
Calendar Year
002
2003
2004
2005
2006
2007
2008
2009
2010
Before
2001 Act1
55
55
55
55
55
55
After
2001 Act
50
```

1. Turn on a work area within the layers Pallette. Create a new layer then click and drag a text box across the width of the work area. Paste the text for the chart into the text box.



2. With text box selected, under Menu/Type select Area Type Options.... Select number of rows and columns. Select gutter width and inset spacing - these adjust the area between rows, column, and outside box. Make sure the preview box is checked to see changes in real time. Once ready, click OK.





3. Format the type. Titles are 14pt bold, 12pt regular inside the chart. Use the character pallette to set the leading so there is a good amount of spacing between the lines. Color the fonts as well. In the tools pallette, select the Rectangle Tool and draw a box around the area in which you would like to create the grid. Make sure the box contains a stroke, but turn off the fill.

Year	Act	Act	Act	Act	
2002	55	50	\$700,000	\$1 Million	
2003	55	49	\$700,000	\$1 Million	
2004	55	48	\$850,000	\$1,5 Million	
2005	55	47	\$950,000	\$1,5 Million	
2006	55	46	\$1 Million	\$2 Million	
2007	55	45	\$1 Million	\$2 Million	
2008	55	45	\$1 Million	\$2 Million	
2009	55	45	\$1 Million	\$3.5 Million	
2010	55	352	\$1 Million	N/A	
		Split Into	Grid		
Rows		Column	s	014	
Number:	<b>‡</b> 9	Numbe	r: 🗘 5	ОК	
Height:	0.34 in	Width	1: 1.34 in	Cancel	
Gutter:	2 0 in	Gutte	r: 🗘 0 in	✓ Preview	w
lotal:	\$ 3.06 in	lota	l: (\$6.71 in		
Add Guide	ic.				

4. With the rectangle highlighted, under Menu/Object/Path select Split Into Grid.... Input the number of rows and columns. Set the gutters to zero so that there isn't space between each of the boxes. Make sure the preview box is selected to see changes in real time. When finished select OK.

Calendar Year	Before 2001 Act	After 2001 Act	Before 2001 Act	After 2001 Act
2002	55	50	\$700,000	\$1 Million
2003	55	49	\$700,000	\$1 Million
2004	55	48	\$850,000	\$1.5 Million
2005	55	47	\$950,000	\$1.5 Million
2006	55	46	\$1 Million	\$2 Million
2007	55	45	\$1 Million	\$2 Million
2008	55	45	\$1 Million	\$2 Million
2009	55	45	\$1 Million	\$3.5 Million
2010	55	352	\$1 Million	N/A

**5.** Lastly, use the rectangle tool from the tools pallette to create a background color, and in the menu choose Object/Arrange/Send to Back. Use the line tool in the tools pallette, add a 2 pixel line at the top of the the grid to separate the headings from the data. Turn off the work area layer, and choose File/Save for Web and Devices...

Calendar Year	Before 2001 Act	After 2001 Act	Before 2001 Act	After 2001 Act
2002	55	50	\$700,000	\$1 Million
2003	55	49	\$700,000	\$1 Million
2004	55	48	\$850,000	\$1.5 Million
2005	55	47	\$950,000	\$1.5 Million
2006	55	46	\$1 Million	\$2 Million
2007	55	45	\$1 Million	\$2 Million
2008	55	45	\$1 Million	\$2 Million
2009	55	45	\$1 Million	\$3.5 Million
2010	O TRANSFORM	\$ ALIGN PATH	\$1 Million	N/A
	Align Object  B S  Distribute O  Distribute S	B) polypects:	⊕ ☐a	

6. To create your table using lines, go to the Tools Pallete and choose the Line Segment Tool. Draw the first line on the outer edge of your work area while holding down the shift key to assure it is straight. While the line is higlighted, select Menu/Copy then select Menu/Paste in Front. A new line has been pasted on top of the first. Use the closed arrow and hold the shift key and drag the line across and set it in between the next. Repeat this process until the last line is anchored to the opposit side of the work area. Next, using the closed arrow tool and holding the shift key, select all lines to distribute including the outer two. In the Menu select Window/Align to open the tool box. Under Align To: dropdown select Align to Selection, then select the Distribute Spacing button. Once the lines are distributed select Object/Group. Perform the same process as above with horizontal lines.

Calend Year	lar	Before:	2001	After 20	001	Before:	2001	After 20	001	
2002		55		50	τ	\$700,000		\$1 Million	n	
2003		55		49		\$700,000		\$1 Million	n	
2004		55		48		\$850,000		\$1.5 Milli	ion	
2005		55		47		\$950,000		\$1.5 Milli	ion	
2006		55		46		\$1 Million	n	\$2 Million	n	
2007		55		45		\$1 Million	n	\$2 Million	n	
	Calend	lar	Before	e 2001	After 2	001	Before	2001	After 20	001
	Year	lar	Act	e 2001	Act	001	Act		Act	
	Year 2002	lar	Act 55	e 2001	Act 50	001	Act \$700,000	0	Act \$1 Millio	n
	Year 2002 2003	lar	Act 55 55	∍ 2001	Act 50 49	001	\$700,000 \$700,000	0	Act \$1 Millio \$1 Millio	n n
	Year 2002 2003 2004	lar	Act 55 55 55	e 2001	Act 50 49 48	001	\$700,000 \$700,000 \$850,000	0	\$1 Millio \$1 Millio \$1.5 Millio	n n ion
	Year 2002 2003 2004 2005	lar	Act 55 55 55 55	e 2001	Act 50 49 48 47	2001	\$700,000 \$700,000 \$850,000 \$950,000	0	Act \$1 Millio \$1 Millio \$1.5 Milli \$1.5 Milli	n n ion
	Year 2002 2003 2004 2005 2006	lar	Act 55 55 55 55 55	e 2001	Act 50 49 48 47 46	2001	\$700,000 \$700,000 \$850,000 \$950,000 \$1 Millio	0 0 0 0	Act \$1 Millio \$1 Millio \$1.5 Milli \$1.5 Milli \$2 Millio	n n ion ion
	Year 2002 2003 2004 2005 2006 2007	lar	Act  55  55  55  55  55  55  55	e 2001	Act 50 49 48 47 46 45	2001	\$700,000 \$700,000 \$850,000 \$950,000 \$1 Millio \$1 Millio	0 0 0 0 0	Act \$1 Millio \$1 Millio \$1.5 Millio \$1.5 Millio \$2 Millio \$2 Millio	n n ion ion n
	Year 2002 2003 2004 2005 2006	lar	Act 55 55 55 55 55	e 2001	Act 50 49 48 47 46	2001	\$700,000 \$700,000 \$850,000 \$950,000 \$1 Millio	0 0 0 0 0 0 on	Act \$1 Millio \$1 Millio \$1.5 Milli \$1.5 Milli \$2 Millio	n n ion ion n

7. Select the group of vertical lines and use the closed arrow tool to drag them to the top and bottom horizontal lines. Add in the 2 point stroke with the line segment tool, as well as add the background box and send to the back. Turn off the Work Area Layer and in the Menu/File/Save for Web & Devices...

------

## **TOOLS PALETTE**

http://www.taxpolicycenter.org/

**Selection Tool Direct Selection Tool** (Closed Arrow) (Open Arrow) Type Tool Line Segment Tool Rectangle Tool **Rotate Tool** Scale Tool Column GraphTool Fill Color Line Color