ASSIGNMENT 4

**Explain what are symbols and symbol library?**

**A symbol** is an art object that you can reuse in a document. For example, if you create a symbol from a flower, you can then add instances of that symbol multiple times to your artwork without actually adding the complex art multiple times. Each symbol instance is linked to the symbol in the Symbols panel or to a symbol’s library. Using symbols can save you time and greatly reduce file size.

**A symbol library** is a collection of symbols. Typically, the symbols in a symbol library belong to a specific group or correspond to a specific standard. Symbol libraries can be stored in a project or in a master data pool.

**How will you create a new symbol and add it to the library?**

To create a new symbol:

Select the object to convert into a symbol.

Select Modify > Create Symbol.

Click OK.

If the Next Mouse Click insertion point option is selected, click to specify the desired symbol insertion point.

Specify the folder location for the new symbol in the next Create Symbol dialog box.

Click OK.

In the main window, click on the Symbol Library Editor button. You must store each symbol inside a library file, so before you start creating the symbol create a new library. Create a new library by clicking on the “New library” button or through the File menu.

**How will you use the appearance panel to change the property of the symbols?**

Go to the Window menu at the top of the Illustrator window. Select the Appearance option in the list. The shortcut key for opening the Appearance panel is **Shift+F6**.

To select a layer, click the layer in the Layers panel. Drag a layer up or down in the Layers panel to change the order of layered objects in the document.