KEYLINE
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REFERENCE NOTES

ADOBE ILLUSTRATOR

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1.SETUP PREFERENCES:

- Select Preferences under the Illustrator menu
- Important Prefs include Units, smart guide behaviour options, and appearance of Black options
- Hyphenations - switch on

2.NEW DOCUMENT: (Shortcut ⌘ N)

- Control basic page settings
- Advanced options include:
  - RGB or CMYK colour mode
  - Raster Effects – set to medium (high might slow performance), this setting is live.

- Use the Artboard tool to shuffle, resize, customise and delete pages
  - Shift & drag to add new pages, or create a page inside another
  - Clicking on an object or group will automatically create an Artboard (page) fit to the object

3. SAVING:

- Save as an .ai file (illustrator) to work with in Illustrator
- Creating a PDF Compatible File will ensure the document is saved with all contents, it can therefore be opened in Acrobat (like a pdf!)
- Save down for older versions of Illustrator/Freehand using the Version drop down menu from the Save Options dialogue box
- To take Illustrator artwork into **INDESIGN** go File Menu → Place, it will be a link
- Vector elements can also be copied and pasted between the Applications, and be edited.

4.DRAWING SHAPES:

a) Recap:

- To draw a shape just drag or click and put in the dimensions in the pop up box.
- To change a Rectangle to a Trapeze for eg, use the Direct selection tool and either
  - click off and the back onto the corner node and drag
  - or just drag a marquee around the node or nodes
- To delete a path segment or node, click on a path with ⏶ then hit **BACKSPACE**
- ⌘ **J** (join) – to close open paths, with open end nodes selected, or also use path options in control palette area
- ⌘ **ALT TAB** to change behaviour of the ⌘ key between Select or Direct selection tool
- With Rounded rectangle tool - up/down arrow while dragging will increase or decrease rounded edges or click and add the dimensions and corner radius
- Polygon tool – up/down arrow increases/decreases sides
- Star tool - up/down arrow increases/decreases sides, ⌘ Drag to make sharp long points
- Flare tool – inserts spot hi-light
- Objects can have multiple strokes and fills
  Go to appearance palette menu → add fill/stroke
  Change colours and size etc
  Can also change the stacking order by clicking and dragging in the Appearence Palette
- By default **ILLUSTRATOR** has a white fill and black stroke, X to toggle target, Shift X to swap
- Holding **Spacebar** whilst drawing allows you to reposition an object

b) Fills / Strokes:

- You can drag a colour from the swatches palette to the gradient colour stop
  or

  click the colour stop then click colour swatch using **ALT**
  or
  Use the on object gradient editor with CS4
- Can save a gradient or colour fill in the swatches palette by going to the swatch palette menu →
  new swatch
- Can convert a stroke to an outline by going to Object Menu → Paths → Outline Stroke (now you
  can apply a gradient

c) Selecting Objects:

- Hiding a selection moves objects out of the way to allow you to work on objects that may be
  behind them

  Object Menu → Hide → Selection or ⌘ **3**

  When done, go to object menu → Show All or **ALT** ⌘ **3**
- Select one object then go to the Select Menu → Same → Fill Colour
  and it will find all the objects on your page with the same colour. Now you can edit
- There is a Select Similar Objects button on the control panel (this button becomes programmed)
  Magic Wand:
- Magic Wand allows you to find objects on a page with common stroke/fill attributes within a
  certain tolerance range
- Selects objects of the same colour tones/shades
- Double click wand tool to increase tolerance (the bigger the tolerance the more colours it will
  find)
- In the Magic Wand Palette Menu → Show Stroke Options - allows you to choose the stroke colour
  and tolerance

    Saving Selections:
- Use Magic Wand to select objects
- Go to Select Menu → Save Selection, give it a name. This selection is then available at the bottom
  of the select menu
- Allows you to go to that selection quickly by choosing it from the Select Menu

    Isolating Group Options
- Isolating works for Groups, Blends, Compound paths and Clipping masks
- Once the groups are made and you want to edit a particular object you can double click on that
  object
- A grey box appears at the top to show you the level structure
- Go from the outside in

- The Group Selection tool allows you to go from the inside out
- Nested groups are groups within groups

    Outline Mode
- Allows you to see Framework or 'Skeleton' mode
- select 'through' objects (a great way to select objects underneath)
- another way to find or select objects is through the Layers Palette

d) Create Own Patterns:
- Draw own patterns
  Drag this into the swatches palette
- Use the scale tool applied to the pattern only to increase/decrease the pattern
- Can use embedded images to create patterns
- A box with no fill or stroke behind the created pattern object will control the tile

e) Clipping Mask:
- If you place a picture make sure have the link option on
- If you drag a picture from **BRIDGE** it will automatically link the picture
- Clipping mask is like' paste into'
- It masks or trims objects
- Draw an object then drag pictures over (make sure the shape is in the front)
  Select both items go to Object Menu → Clipping Mask → Make (image is inside shape)
- Shortcut ⌘**7**
- Use the select Content/Container option to edit
- The Layers Palette is also critical to controlling a mask

f) Compound Paths:
- Number of shapes, select all and go to Object Menu → Compound Path → Make
- If you want a picture to appear in the compound path drag the image over the shapes, select all then go to Object Menu → Clipping Mask → Make
- Shortcut is ⌘**8**
- To paste a picture into text, create outlines then ungroup the text and make a compound path, you can then also make a clipping path out of the text.

g) Effects:
- Vector artwork is all points and paths
- Raster (pixel based) effects can also be added
- Check Raster Effects
  Effect Menu → Document Raster Effects Setting
  For commercial print work, set the resolution to a High Setting before
  output (you can also set this up when creating a new document)
- All effects are live – if you want to edit an effect you don't have to delete it and then do it again, you can edit it from the Appearance palette by clicking on the effect listed

  Map Art:
- Is putting a picture onto a 3D image (like a label)
- Need to make the picture into a symbol first
- Find Map art option with the 3D Revolve effect (in appearance palette)
- Select the symbol you want and position it in correct place
- Play around with the positions and sizing (make sure preview option is switched on)

h) Offset Path:
- To create another path uniformly expanded or contracted from the original
- Object Menu Path Offset Path (can change the distance between them)

5. AIDS TO HELP DRAW BASIC SHAPES:

a) Guides:
- ⌘ **R** show/hide rulers
- Can move guides using dimensions - Horizontal (y)
  vertical (x)
- Under the View Menu →   * lock/unlock guides
                             * hide/show guides
                             * release guides (makes them into printable lines where you can change strokes and colours)
- Make guide (will make any line into a guide)

b) Grids (squared paper)
- View Menu → Show Grids
- Illustrator Preferences Guides and Grids (change the grid lines and subdivisions)

c) Snap to Grid:
- View Menu → Snap to Grid
- Allows you to draw shapes while using grid lines accurately

d) Smart Guides:
- To access smart guides, View guides and snap to grid options must be turned off
- View menu → Smart guides
- Move an object around the page and you'll see lines and text labels (path, center) appear

e) Outline View:
- Allows you to just see the outside of the shapes (skeletal shapes) with no fills,colours or strokes
- Helps you to find objects and to find the center of objects
- View Menu → Outline View

f) Power Duplication: (Transforming Objects)
- Select the appropriate transformation tool
- **ALT** click to determine the anchor point and call up box at same time
- Enter the appropriate values
- Copy ⌘ **D** or Object Menu →Transform again
- 'Transform Each' allows you to scale, move, rotate multiple objects as if you are addressing 1 object at a time. - got to Object Menu → Transform → Transform Each

g) Graphic Styles:
- There are some pre-existing graphic styles
- There are libraries of other graphic styles found in the graphic style palette
- Can see what graphic styles have been applied in the appearance palette and edit them live from here.
- Always remember to go back to the default setting afterwards (D)

6. TOOLS:

a) Pencil Tool:
- NB check stroke and colour options

- When you draw with the pencil **,** and x appears next to the tool
- If you place the pencil over an existing line the x disappears and you can edit the line
- Hold down **ALT** key while drawing ° when you let go it will close the path with a straight line
.

b) <u>Text/Type Tool:</u> **T**
- Area type – where you drag a text box then insert text
- Point type – just click and start typing, as you drag the text box bigger the text will also increase in size.
  This is used mainly for text effects (a single word or headings)
- ⌘ **Shift >** will increase the text size
- ⌘ **Shift <** will decrease the text size
- ⌘ **Shift ALT >** will increase the text size in increments of 10
- Can use the eyedropper tool to apply a text style to other text
- Insert bullets **ALT 8**
- **ALT+** up/down arrow to increase / decrease leading
- **ALT** ↔ increase / decrease tracking
- Can apply a fill and stroke to text by creating outlines first

  Text warping:
- Select a text box then go to the Object Menu → Envelope Distort → Make with Warp
- Pop up box – choose the warp style and change direction etc (preview on)

  Type on a Path:
- Same as **INDESIGN**
- Draw a line or shape
- Click type on path tool, click and drag cursor from start to end points
- Type your text
- Now you can change text size/font/colour etc
- Arrow with   allows you to flip or rotate text.
- For more options and effects go to Type menu → type on path → options

- If drawing around an object and you want to fill that object deselect it then use the
  to select it then you can give it a fill and stroke colour

  Text inside a Path:
- Just place the cursor inside the object and begin to type

  Area Type:
- Click on a path then the text takes on the shape of the object
- Type Menu → Area Type Options (text frame options) – change columns, gutters, inset spacing etc

  Vertical Type Tool:
- Types text vertically

  Vertical Type on a Path Tool:
- Draw a line then vertical type on a path tool and insert your text
- Text will follow a path

  Threading Text:
- Same as **INDESIGN**
- Type Menu → Threading Text → Release (release the selection and move the text back)
  → Remove Threading (removes the thread but leaves the 2nd text box and the text)

c) <u>Pen Tool:</u> (Practice using this tool)
- Use it to trace pictures, draw accurate paths and custom shapes
- Click **SHIFT** will draw a straight line
- Curved line click and drag starting point then click
- Combine curves and straight lines start with a curve then click the end node to get a straight line.

- **ALT** click $<$ to create angles (corners)
- Add or subtract nodes (pen tool options)

d) <u>Brush Tool:</u>
- Can paint using brushes
- These are applied as freehand drawings
- Can apply brushes as strokes
- Find Brush options on the control panel and in the Brush Palette
- Can find different Brushes in the library of the Brush Palette
- Double click on a brush option to change the size etc.
- You can also create your own brush then drag it into the Brush Palette

<u>Art Brush:</u>
- You can use any object/shape/symbol/pencil line to create a brush stroke
- Drag from the page into the brush palette (choose new art brush) then click on the brush tool and select the brush stroke and draw on page

<u>Scatter Brush</u>
- Create a pattern

or

- Drag from the page into the brush palette (choose new scatter brush) then click on the brush tool and select the brush stroke and draw on page

<u>Calligraphy Brush:</u>
- New brush

<u>Pattern Brush:</u>
- Create separate patterns and drag into the swatches palette
- Go to the Brush Palette Menu → New Brushes → Pattern Brush →Insert patterns for sides/outer corners/inner corners or start/end for open paths

e) <u>Symbol Tools:</u>
- Find Symbols in the symbol Palette

Spray can	Spray the symbols around the page
Symbol Shifter	Allows you to move symbols
Symbol Scruncher	Scrunches the symbols closer together
Symbol Sizer	Increases the symbol. ALT will make it smaller
Symbol Spinner	Rotates the symbol
Symbol Stainer	
Symbol Screener	Fades the symbol into the background
Symbol Styler	Allocate a graphic style to a symbol

- Can use a symbol as a picture drag it from Symbol Palette onto the page
- You can edit a symbol by going to Object Menu → Expand or

go to the Palette Menu → Break link to symbol then you can make your changes and either drag it back to symbol palette as a new symbol or drag it over the original symbol to replace it.
- You can also create your own symbol and drag it into the Symbol Palette and give it a name

⌘ New Symbol button will call up pop up menu

Alt New Symbol button will put a new symbol into the palette

f) <u>Reshape Tool</u>:
- Found with the scale tool
- Add anchor points
- Then edit the anchor points and paths using the

g) <u>Free Transform Tool:</u>
- Select an object then use the free transform tool to rotate or resize the object by hand

h) <u>Blend Tool:</u>
- Draw 2 objects and select both
  Go to the Object Menu → Blend
- To use the blend tool select the objects then double click on blend tool to set options then click on 1 object then another
- Can blend numerous objects together
- Blending objects now have a spine which you can edit using the pen convert anchor point tool
- Can blend 2 symbols into a row eg. ants
  Use blend tool with option set to specified steps
  Draw a line with the pencil tool and select both
  Go to Object Menu → Blend → Replace Spine (the ants will now be on the curves line)
  Double click on blend tool and set orientation to set to path (now ants will follow each other in a line)

i) <u>Eyedropper Tool:</u>
- Used if you want one shape to have the same attributes as another shape.
- Click on the shape (with attributes you want) to load the eyedropper then **ALT** click on the empty shape or
  Select the empty shape then click the eyedropper tool and click the shape with the attributes you want (loaded eyedropper) and the empty shape will now have the same attributes.

j) <u>Eraser Tool:</u>
- Will rub vector segments out
- Left **[**and Right**]** will change the size of the eraser
- Hold down the **ALT** key to erase in square blocks
- Scissors tool

k) <u>Paint Mesh Tool:</u>
- Like airbrushing for vector graphics
- Meshing (shading) colours together
- Draw an object and give it a fill, deselect it and click on the mesh tool and click on the object

(create mesh over the object) Click again to add more grid lines
- Choose a colour from the colour swatches palette and drag to insert into an area in the grid
- Can create a gradient mesh by selecting an object going to Object Menu → Create Gradient Mesh (pop up menu – insert number of rows and columns)
Keep the object selected then drag colours from swatches palette into the quadrants and they will blend together.

l) Flip Tool:
- Select the object you would like to flip then click the flip tool and choose your anchor point by holding **ALT** and clicking (pop up menu – insert values with preview on) can also make a copy from here.

m) Graph Tool:
- Will automatically create a graph for you
- Pop up box where you enter values for x and y axis (leave 1st cell blank) and click apply
- There are different types of graphs to choose from (bar/pie/line etc)

7.CONTROL PANEL:

Colour Fills		Menu change to small list view/ thumbnails
Stroke Colour		
Stroke Size	Click on stroke for menu	* Cap options *Align strokes *Create own dashed lines
Brush Strokes		* Choose more options from library on bottom left * Can change colours and stroke size of brush strokes
Graphic Style		* Just like object styles in **INDESIGN** *View in Appearance palette * Click on a style to edit
Align Options		* Can align to page
Select Similar Objects		
Recolour Artwork		* change the colour of your artwork
Transform Options		* Change position * change size (w/h) * Rotate angle * Shear Angle * Menu button more options * Flip * Scale strokes and effects * Transform object only * Transform pattern only * Transform both

8. TEXT STYLES:

a) Character Styles:

- Windows Menu →Type → Character Styles (add to palettes)
- Double click on a character style to see the details
- Click on other text then character style to take on those attributes (eg. headings)
- Or have nothing selected then use the eyedropper tool and click on the heading and hold **ALT** key while dragging over text to apply those attributes.
- Can't apply gradients or graphic styles to text unless you create outlines first.

b) Paragraph Styles:

- Can create a new style then apply this style to other text by **ALT** clicking on the paragraph style in the paragraph style palette then your hi-lighted text will have the same attributes.
- If you edit your style a + will appear after the name in the paragraph style palette to apply these new changes go to the Palette Menu → Redefine Style (all text with these attributes will now change too)

9. COLOUR OPTIONS:

a) Global Colours:

- When creating a new colour swatch make sure that the global option is on as this allows you to edit it and automatically update all objects with that new colour

b) Spot Colours:

- Swatches Palette Menu → Open Swatch Library → Colour Books → Pantone Solid Coated → Find the number and click on it to add it to the swatches palette

c) Grouping Colours:

- Can create a folder for colours eg. pantone folder
- This helps to manage your colours easier
- Click on the New Colour Group icon and give your folder a name
  Click and drag colour swatches into this new folder
- Gradients cannot be stored in a colour group

d) Merging Swatches:

- You can change one colour with another, click both colours then click on the one you want to keep and go to Palette Menu → Merge swatches

e) Adding Used Colours to Swatches Palette:

- Select all your artwork then go to the swatches palette and click on New colour group icon (pop up box → Select from artwork → All global) This will add all the used colours to the swatches palette in a new folder.

f) Colour Guide:

- This will give you various colour options for variants of colours
- Harmonious colours / complimentary colours / shades etc

g) Live Colour:

- You can recolour your artwork
- Click on Recolour Artwork icon on the control panel or go to the Edit Menu → Edit Colours → Recolour Artwork
- Edit the colour wheel by clicking and dragging colours around

If you click the link it will keep colour harmony
- If you click Assign you'll get the colour bars

original colour   new colour

If you don't want to change the colour click on the arrow

- To find a colour in your artwork click on a colour bar and click the
- You can add to a colour group and rearrange the colour order
- Custom Settings – set to 1/2/3 colour job
- Can drag colours from the colour group into a bar to add extra colours (also drag them away to remove them)

10. BRINGING IN IMAGES FROM BRIDGE:
- If an image is embedded it means that it is part of the document (mask will give it a frame box)
- Linked pictures will have a frame box with x inside it
- If you drag a picture from **BRIDGE** it will automatically link the picture
- If you hold down the **SHIFT** key while dragging it, it will embed the picture
- If you File Place a picture it will ask you if you want to link it or not (if no then it will embed it) In the pop up menu make sure that the preserve the photoshop option is on
- If you drag and drop from **BRIDGE** you can go to the Link Palette Menu and embed the picture.

11. LIVE TRACE:
- Bring in an image and change it to a vector image
- Click Live Trace then expand on the control panel (this gives you access to the paths to edit the image)
- Bring in a picture then click live trace, change the threshold (the bigger the threshold the better the image)
- Preset – different tracing styles

a) Live Paint:
- Allows you to fill in colour of a traced picture using the live Paint Bucket tool.
- Use the bucket tool and the arrow keys to change the selected colour
- If you have gaps in your outline select the gap options click detect and ok, now you can fill that area with colour
- Select an area and hit **backspace** to see through to the background

b) Tracing Options:
- Find icon on the control panel
- Options – Blur
- Path fitting – larger smoother lines
- Previews:

No image   No Tracing
Original Image   Tracing Result
Adjusted Image   Outlines
Transparent Image   Outlines with Tracing

12. <u>**CROPPING PICTURES:**</u>

- Used to copy and paste a section into **INDESIGN**
- Cropped areas are linked files
- Can have multiple crop areas by copying them (**ALT**) but can only have one active at a time
- Isolate a part of your page you want to export or print or place into **INDESIGN,** make a box then make it into a crop area
- Use the crop area tool – double click for more options (control the width, height of the box and the position on the page etc)
- Save this selection then you can place it into **INDESIGN**
- Crop marks are also used for print to help show trim marks
  Draw a box around the graphic then go to Filter Menu → Create → Crop Marks

13. <u>**TRANSPARENCY:**</u>

- Transparency Palette Menu   Isolate Blending (only affects groups)
                           Knockout Group (no blending options)
- Blending Options   * Normal   * Soft Light
                       * Darken   * Hard Light
                       * Multiply   * Difference
                       * Colour Burn   * Exclusion
                       * Lighten   * Hue
                       * Screen   * Saturation
                       * Colour Dodge   * Colour
                       * Overlay   * Luminosity
- Transparency Palette Menu → Make Opacity Mask

14. <u>**LAYERS:**</u>

- Layers are like tracing paper on top of each other
- When a layer is hidden it won't print
- Layer palette menu new layer (give it a name eg background, text etc)
- 👁 allows you to see the layer (hide/show layers)
- 🔒 allows you to lock a layer (cannot edit it)
- You can colour code layers to assist you
- The target button   in the appearance palette will automatically select everything on that layer
-    indicates that the object is selected
- If you select all the objects then   becomes bigger
- You can have sub-layers which list all the objects on the page
- **ALT** click on the new sub-layer button it will call up the pop up menu
- Layers will override all arrange settings
- ⌘ click on the 👁 will show you the outline view
- **ALT** click on 👁 will show just that layer
- Palette Menu → Paste Remembers Layers must be switched on

a) <u>Merging Layers:</u>

- Combine 2 layers to become 1
- select 2 layers then go to Palette Menu → Merge Selected
  (whenever little ⬚ is, that will be the name of the merged layer)

15. <u>**PRINTING:**</u>

a) <u>Things to Check before Sending to Print:</u>

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- Check document Raster Effects Settings
- Check Transparency (Flattening) Preset Settings
  Choose an appropriate setting – desktop (low setting)

                              print quality (medium or high setting)

  Liaise with the Printers
- Check that links are supplied and in the correct format
- Check that fonts are supplied or create outlines (PDF will embed fonts)
- Check Colours **CMYK** and **SPOT** colours are listed in the spot palette
- Check Bleed settings (no setting in **ILLUSTRATOR**) but when you send it to print there is an option to include bleeds under the marks and bleeds option.
- Check Spelling

b) <u>Prep, Print and Proof Checklist:</u>
- see handout

c) <u>The Design to Print Process:</u>
- see handout

d) <u>Creating Efficient Files and Improving Print Performance:</u>
- see handout