CREATE. COMMUNICATE. CAPTIVATE

Graphic Design Essentials
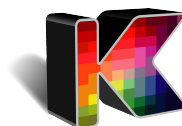
- Adobe Illustrator Transcripts

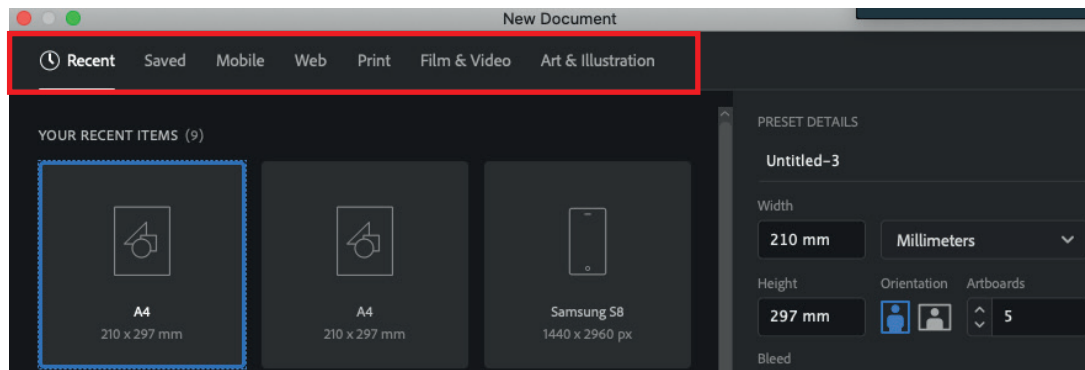ESTABLISHED
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KEYLINE
DIGITAL DESIGN COLLEGE

Creating documents

• When creating a new document, we need to consider our intent (why am I creating this document?)

• This can then be chosen from the "New Document" window. Illustrator has a few groupings of preset document sizes, such as Mobile, Web, Print, etc.

• Once we've chosen a preset, we can customise the settings on the right-hand side.

• We have access to change the Width, Height, Amount of Bleed, etc.

• Once we have inputted our values, we can confirm these values and create the document by hitting the "Create" button.

• If we have made a mistake, or wish to edit settings at a later date, we can do this via File > Document setup.

Using the "Workspace" to customize the look and feel

• The general look of your Illustrator window can be customised to make it feel more personalised.
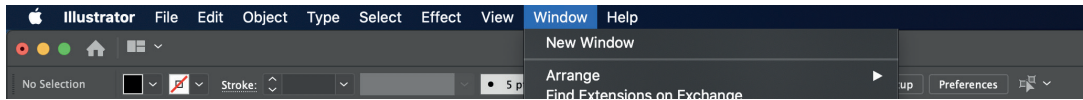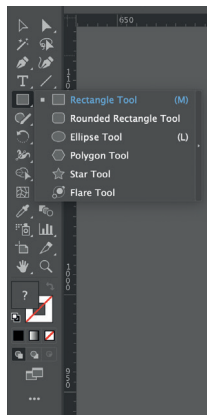

• In order to change the "Toolbar", access the "Control Bar" and use "Panels", we need access to the "Window" menu.
• This gives us access to a variety of options, including the "Advanced Toolbar" (Left) and the various "Panels" (Right) such as "Swatches, Artboards, and Gradient".
• Whenever we need access to another "Panel", we can find it via the "Window Menu".
• Once we have created a setup that we are comfortable with, this can be saved going to
Window > Workspace > New Workspace, and then giving it a name.
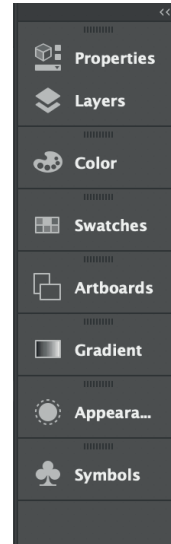
Working with Shapes

• Creating shapes is a fundamental skill in Adobe Illustrator. When we look at most icons and logo's, they are essentially a combination of basic shapes.
• Click and hold on the active shape tool to view all of the other tools that are grouped with it.
• Once we have one of the shape tools active, we can Click, Hold and Drag on our page to create a shape.
• While holding in the mouse to create a shape, we have access to a few "modifier keys", which modify the function of the current tool.
• When using the shape tools, the following keys can be used

to modify the original function:

Shift: Will keep shapes in proportion. This results in the "Rectangle Tool" drawing a square and the "Ellipse Tool" drawing a perfect circle.

Alt: Allows us to draw a shape from the center out.

Up / Down Arrows: Increase / Decrease the number of sides when using the "Polygon Tool" and the "Star Tool".
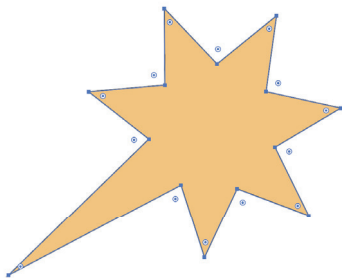
Using the Selection and Direct Selection Tools

• Once a shape has been created, it can be edited in a number of ways.
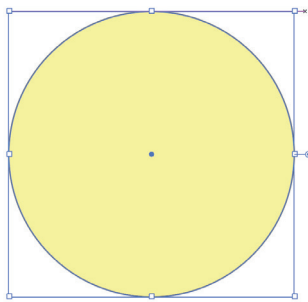
  • In order to target a shape for editing, it must be selected (clicked on) using the "Selection Tool" (black arrow).

  • When a shape is selected, it will have a "Bounding Box" around it.

  • Using the "Selection Tool" we can move the shape by clicking and holding on it, then dragging it to a new area. If we hold the "Alt" key whilst doing this, we will get a copy of our shape.

• We can also scale the shape (make it bigger or smaller) or rotate it.

• When using the "Selection Tool" we are targeting the entire shape.

  • If we want to access just part of a shape for editing (eg. Extending one arm of a star), we need access to the "Direct Selection Tool".

  • Once active, we will be able to see the "Anchors" (small squares) that make up the shape.

  • Each one of these can be targeted and edited individually.

• In order to target an "Anchor", click on it once and let go. This "Anchor" is now the targeted and ready to be edited.

• We can then click, hold and drag to make a change to the selected area.

Controlling the visual aspects of a shape

• Once a shape has been selected, we can edit a few of its' Appearance values, by using the "Control Bar" at the top of the screen.


• The "Control Bar" tells us which object we have selected (in this example, it tells us that we have a "Path" selected).

• Thereafter, we have two block of colour. The First one is the "Fill", and this is the 'Inside colour'. The second block represents the "Stroke", and this is the 'Outside colour'.

• To change either of these, we click on the corresponding dropdown arrow next to the block.

• We also have access to various "Stroke" options via the "Control Bar".
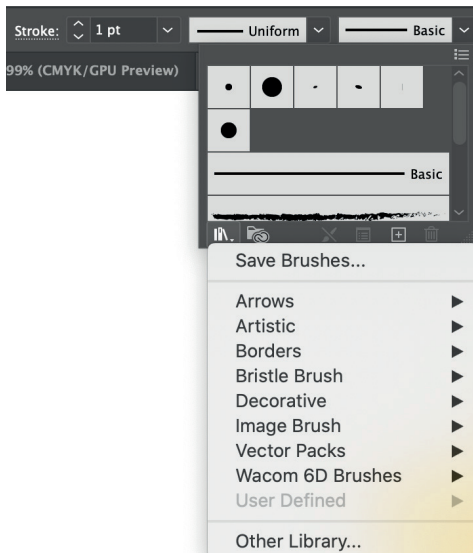
• We can change the "Weight" (thickness) of the stroke, its' "Width Profile" (thick to thin ratio), as well as its' "Brush Stroke".

• When working with "Fills, Strokes or Brush Strokes" we can access their corresponding "Libraries" to view more options built into Illustrator.

• To access these "Libraries", look for the little book icon at the bottom of the dropdown panel.

• These give us so many possibilities.

Using the "Appearance Panel"
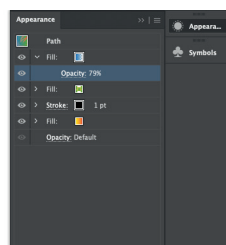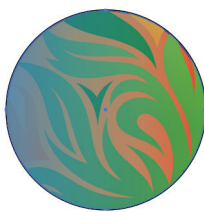
• We have the ability of applying more that one fill attribute and more than one stroke attribute to a single shape.

• To do this, we need access to the "Appearance Panel", (Window > Appearance).

• By clicking on the "Panel Menu", we can choose to add a new fill, or a new stroke.

Creating our own Fills

- Illustrator is full of possibilities when it comes to controlling the visual aspects of a shape. We've been exposed to various Fill and Stroke attributes, and have had a look at the list of Swatch libraries that are full of content.
- Apart from the default set and the Swatch libraries, we can create our own colours, gradients and patterns.

Solid Colours

- To mix our own colours, we need access to the "Colour Panel".
- We can find this via Window > Colour
- When we're creating a document for print, we use colour that are a combination of Cyan, Magenta, Yellow and Black (CMYK).
- Once the "Colour Panel" is open, we can either choose a colour from the CMYK Spectrum at the bottom of the panel, or we can input values into the numerical fields for C, M, Y and K.
- When we're happy with our mix of colours, we can save it by clicking on the Panel menu and choosing to "Create a New Swatch..."
- This can then be given a name, the type can be set to 'Process' or 'Spot', and we can choose to make it 'Global'.
- When working with the "Creative Cloud", we also have the ability to save the created colour our "CC Library" for use across other documents and different Adobe Applications.
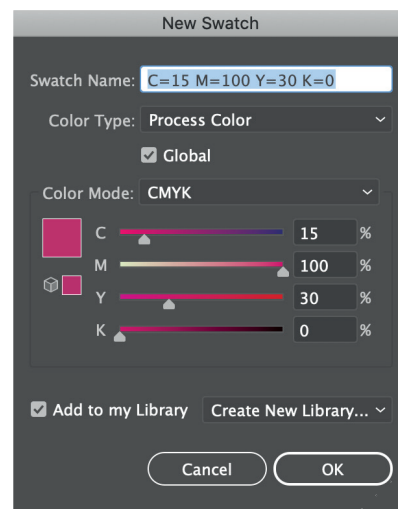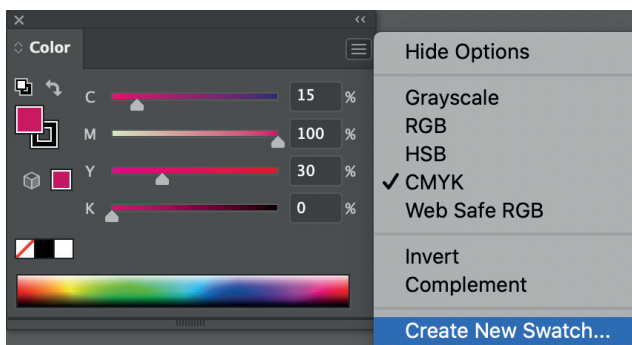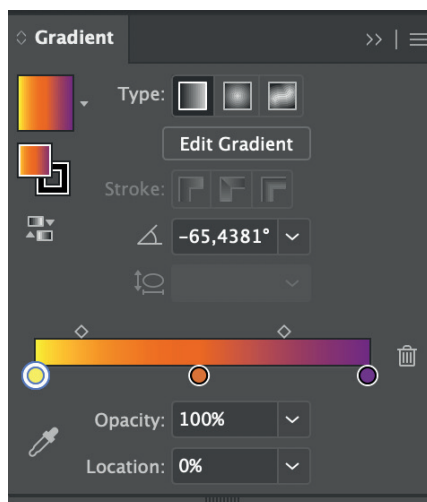
Gradients

• To create our own gradients, we need access to the "Gradient Panel".

• We can find this via Window > Gradient

• To begin, select a shape on the Artboard, and then choose a "Gradient Type" via the "Gradient Panel".
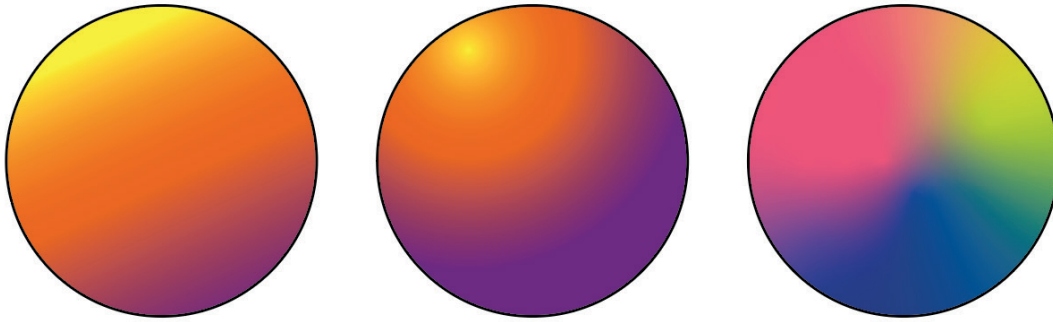
• There are 3 gradient types, namely: Linear, Radial and Freeform. The image above shows each of these respectively.

• Once we have chose a type, we can start customising the colours using the "Gradient Slider" (Colour strip) at the bottom of the panel.

• To edit a colour, double-click on the "Colour Stop" (little circle). We can then replace it with a different colour.

• To add a "Colour Stop", click in an area underneath the "Gradient Slider" where there is no "Colour Stop".

• To remove a "Colour Stop", click and hold on it, and pull it downwards, out of the list.

Patterns

- The "Swatches" contain all of our saved colours. This includes solid colours, gradients and patterns.

- We can find the "Swatches Panel" via Window > Swatches.
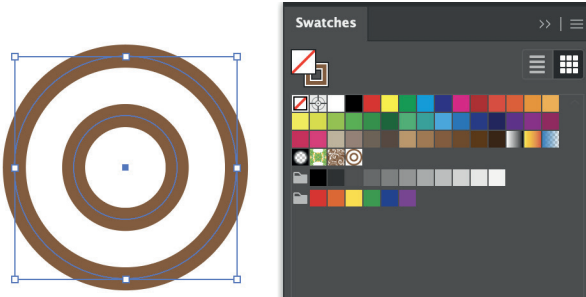
- In order to creating repeating patterns, we need to create the elements that we want repeated, and get it into the list of "Swatches".

- We can do this by selecting the elements and dragging them into the list.
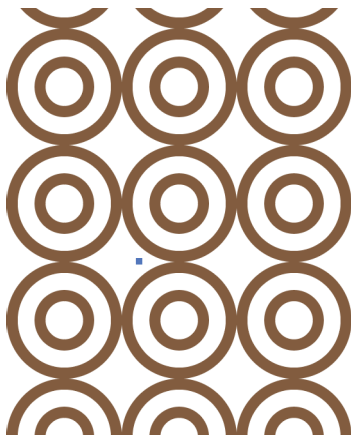
- The artwork will now appear in the list of Swatches and is ready to be used as a pattern.

- To use the pattern, create a new object. This object is typically much larger. In the example, we'll use a rectangle.

- Once the rectangle has been created, select it, and then apply the newly created pattern as a fill.

- To edit the pattern, we double-click on the little thumbnail icon in the "Swatches Panel".

- This will force open the "Pattern Options Panel".
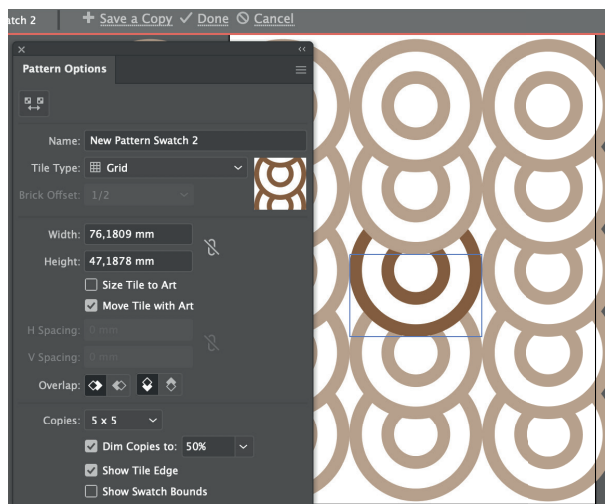
- From here, we can give the pattern a name, and change the settings for things like the "Tile Type" and "Offset".

- Any changes that we make to the individual elements whilst in this mode will take effect on each of the repeats.

- Using the "Pattern Tile Tool" on the top of the panel will allow us to control the bounding box around the elements.

- Once we're happy with the changes that we've made, we can choose "Done" from the top (under the control bar). This will exit Pattern Editing Mode, and update the existing Pattern Swatch.

- If we don't like the changes that we've made, clicking "Cancel" will revert the changes.

Making Selections

• When working with objects, we need to select an element to target it.

• By having an object selected, we are communicating with Illustrator, so that when we make a change - we can ensure that the correct object is edited.

• We have the ability to select more that one object at a time. This can be achieved by 'dragging a marquee' over the elements with the "Selection Tool" active, selecting one object, holding down 'Shift' and then selecting the remainder of the elements, or by selecting one element and using the "Select Same" options to get Illustrator to select similar object for us.

• The "Select Same" feature is an extremely efficient way to select more than one object and can be found via Select > Same > and then choosing one of the attributes like 'Fill Colour'. This will then select all of the elements with the same 'Fill Colour' as my currently selected object.
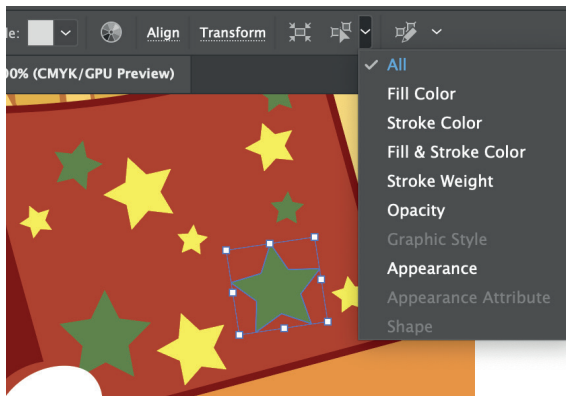
• We have the ability to quickly access this feature by using the 'Select Similar' icon on the "Control Bar".

• Once an object has been selected, click on the dropdown next to the icon and choose the attribute that you wish to use. The tool has now been programmed and can be used by clicking on the icon.

Working with "Groups"

• Once we h ve multiple similar objects selected, the goal is to make it easier to select them as a unit in future. We can do this with the use of groups.

• With multiple objects selected, c eate a group by going to Object > Group, or by using the keyboard shortcut Command G (Mac), or Control G (Windows).

• Our goal is o form logical groupings of objects to make future editing easier.

• e refer to this as 'Good Housekeeping', as it makes it easier to navigate and work with the document for us and other designers.

• If we need o access an individual object within a group, we can do so with the "Direct Selection Tool, or by double-clicking on the element to enter "Isolation Mode".

• This will 'ghost' the other elements on the screen, and isolate the group. Elements within the group can now be individually targeted and edited.

• To exit isolation - double-click on the "Pasteboard".

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Working with "Clipping Masks"

• A clipping mask is an object whose shape masks other artwork so only areas that lie within the shape are visible - in effect, clipping the artwork to the shape of the mask.

• Objects or bits of artwork that are outside of the clip shape will be hidden.

• You can make a clipping mask from a selection of two or more objects or from all objects in a group or layer.

• It is important to consider the stacking order of your objects - Illustrator will put all of the selected objects into the topmost object. Once you have created the shape that you wish to put the artwork into - bring it to the front via Object > Arrange > Bring to front.


• The object that is being used to hold the artwork loses all of its fill and stroke attributes.

• To create the "Clipping Mask", select both the artwork and the object, and then go to Object > Clipping Mask > Make. Shortcut Command 7 (Mac), or Control 7 (Windows).
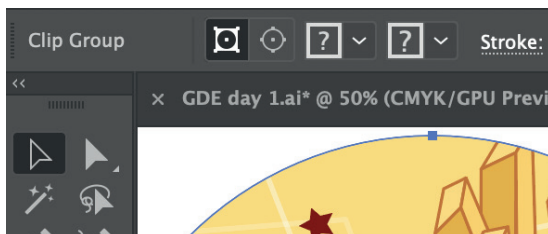

• Once a "Clipping Mask" has been made, we can edit it by double-clicking to enter "Isolation Mode", or by selecting the object and targeting either the "Clipping Path" or the "Contents" via the "Control Bar".

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Transforming Objects

• Transforming is the manipulation of objects across their Position, Size, Angle, Reflection and Distortion
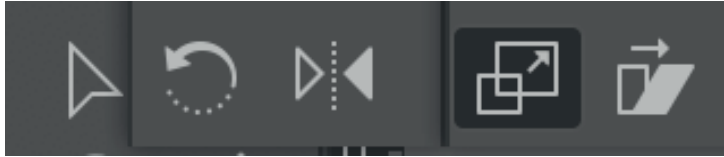
• The Tools we use are the Selection (move), Scale, Rotate, Reflect and Shear tools

• These transformations can also be controlled from the Transform Palette, or the Properties Palette.
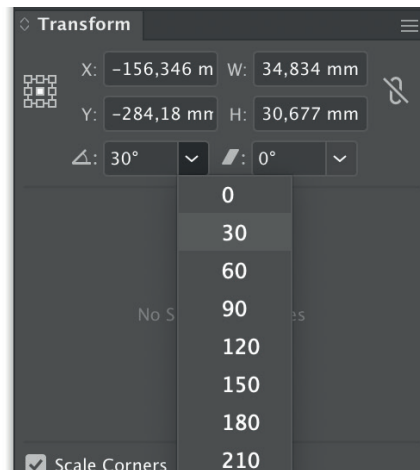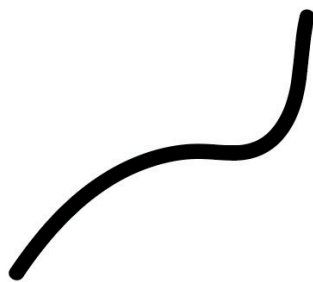
Move

• We can use the X and Y co-ordinates to reposition our objects, or we can drag with the Selection Tool

• Hold SHIFT to constrain to 45 degree angles while dragging

• We can also Double Click the actual tool to call up options for Move

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Scale

- We can use the W and H co-ordinates to resize our objects, or we can drag with the SELECTION Tool from a corner node, or the SCALE tool anywhere on the object. Try drag in a Diagonal left to right direction for best results
- The W & H link icon   will make sure the values adjust to keep the proportions. Holding SHIFT while dragging with the Tool does the same
        (make sure to release Mouse button first)
- The REFERENCE point is a grid of 9 nodes the serves 2 functions:
  - A reference point for co-ordinates
  - An anchor point for Transforms and
- We can also Double Click the actual SCALE tool to see options for SCALE

Rotate

- We can use the Rotate angle in the Transform or Properties panel, or we can drag with the SELECTION Tool from a corner node, or the ROTATE tool anywhere on the object.
- Holding SHIFT while dragging will constrain the rotation angle to 45 degrees (horizontal, vertical or diagonal).
        (make sure to release Mouse button first)
- You can change the ANCHOR point either in the Transform palette when typing values, or click with the ROTATE tool before dragging to Rotate
- We can also Double Click the actual ROTATE tool to see options for ROTATE

Reflect

- This allows us to FLIP horizontally or vertically, applied best from the Transform Palette menu
- You can set the ANCHOR point either in the Transform palette, or click with the REFLECT tool
- We can also Double Click the actual REFLECT tool to see options for REFLECT

Shear (Skew)

- This allows us to SKEW an object horizontally or vertically, applied by setting a Shear value in the Transform/Properties Palette, or dragging with the SHEAR Tool.
- You can set the ANCHOR point using either option as well

• We could use the SHEAR tool to create a circle with a shadow for example
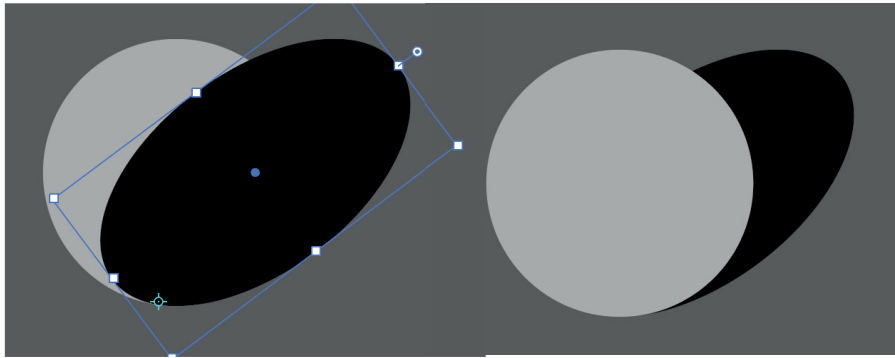
Power Transform

• We can also REPEAT our transformation to create a pattern. This is called a POWER TRANSFORM

• Method 1 is to hold ALT while moving, rotating or scaling an object. Then choose Object Menu > Transform > Transform again (CMND/CNTRL D)

• Method 2 is to Double Click the appropriate Transform Tool in the toolbox, enter the appropriate transform values, then hit the Copy button.
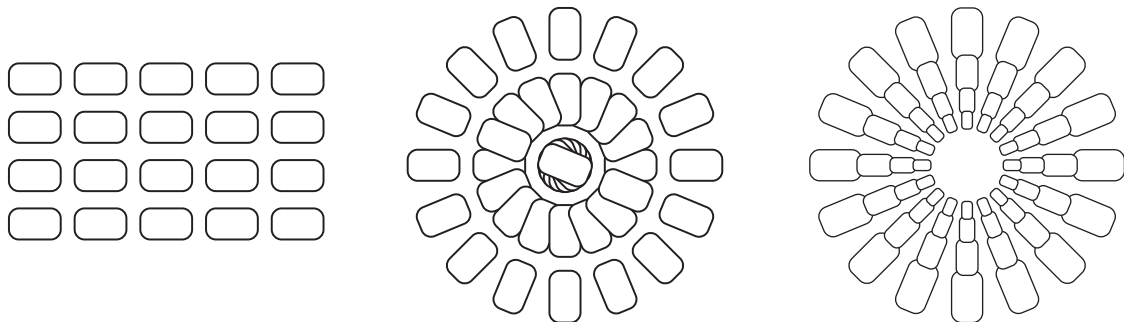
We can the repeat the transform with (CMND/CNTRL D)

Power Transform with Custom Anchors

• We can also change the center point of the transformation.

• This gives us a lot of opportunity when it comes to creating repeat transforms.

• This can be done via a free transform, or numerically, following the steps:

Power Transforms

Free Transforms

1. Select Object
2. Select appropriate transform tool
3. Click on anchor
4. Alt+Drag from outer-most point
5. Cmnd D / Cntrl D
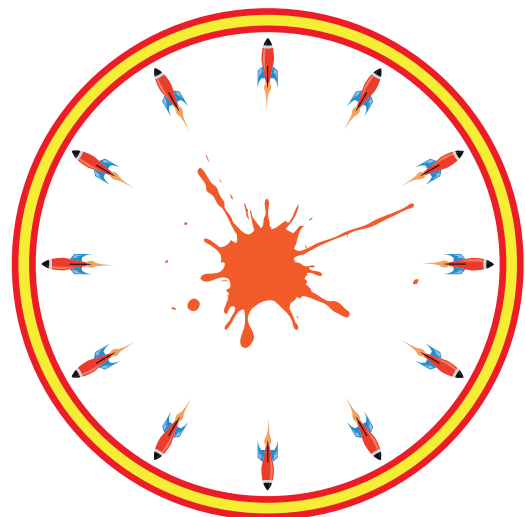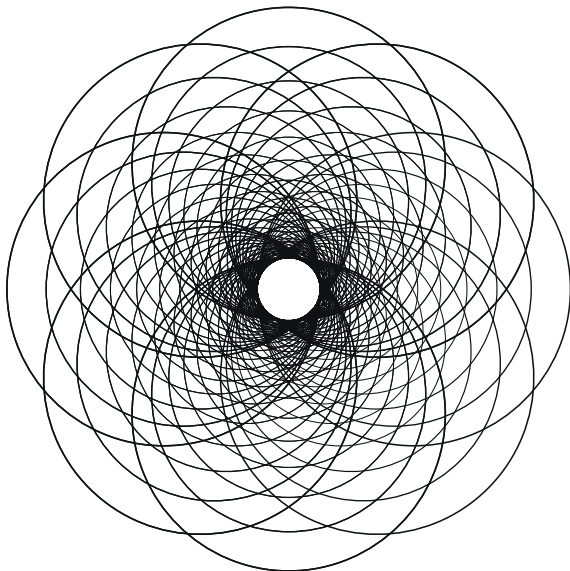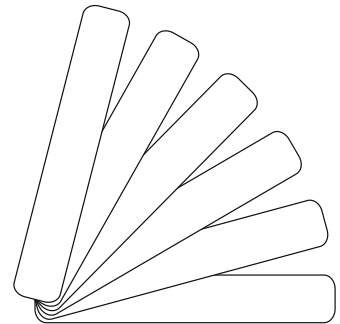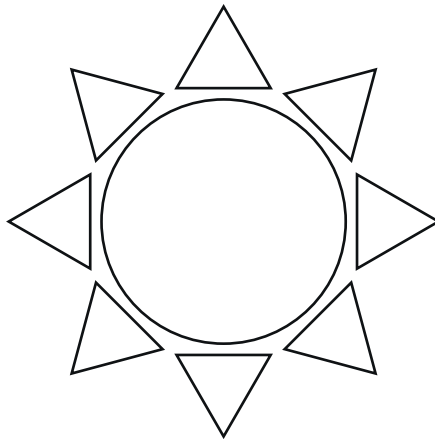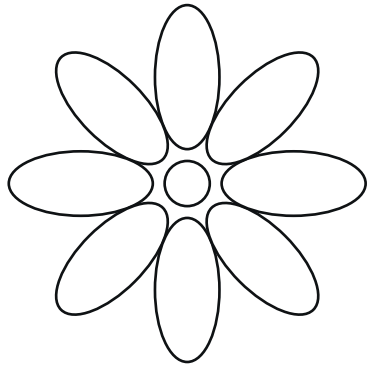
Numerical Transforms

3. alt+click on anchor
4. enter appropriate transform value
5. Copy & Cmnd D /cntrl D

# Working with "Compound Paths"

• A "Compound Path" is a combination of multiple objects. This is often confused with a "Group", but here is how they differ:

  A Group - Comprises of individual objects, which we can access via entering "Isolation Mode". According to Illustrator - they are still individual objects, grouping just makes them easier to select all at once.

  A "Compound Path" - Is multiple objects 'Behaving' as one object. This means that although they may look like individual objects, to Illustrator - they register as one.

• This allows us to create interesting effects with our objects, such as making a gradient flow between what appears to be multiple objects.
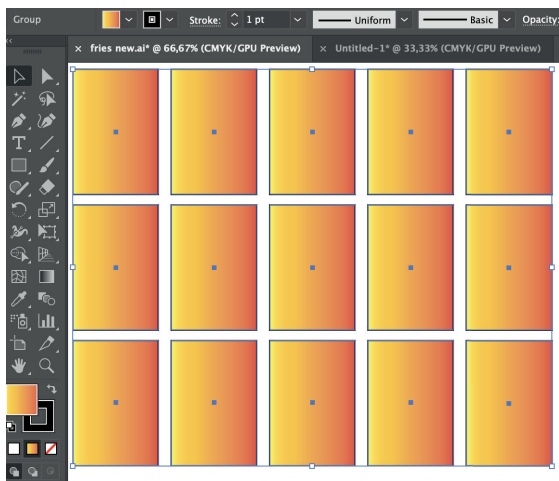
A gradient flowing through a group
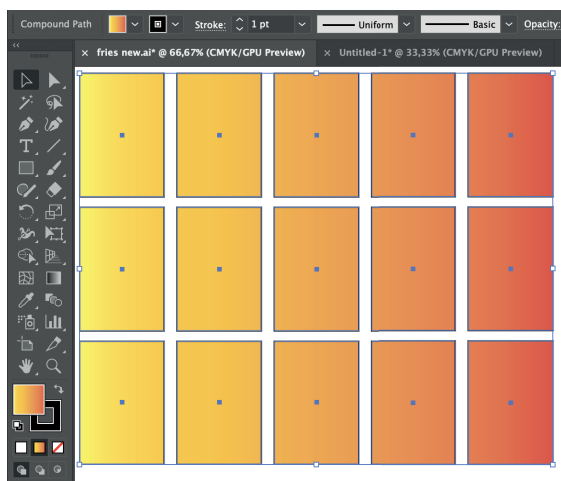
A gradient flowing through a Compound Path

• This allows us to create interesting effects with our objects, such as making a gradient flow between what appears to be multiple objects, or placing an image into objects with spaces between them.


• In order to make a compound path, we need to have more than one object selected.

• With multiple objects selected, go to Object > Compound Path > Make, Shortcut Command 8 (Mac), or Control 8 (Windows).

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Combining Shapes with "Pathfinders"

Pathfinders

- "Pathfinders" allow us to combine different objects in a number of interesting ways depending on the "Shape Mode" that we have chosen.

- Essentially, "Pathfinder allow different shapes to interact with each other, creating a new shape.

- To use the "Pathfinder" feature, select multiple objects that are overlapping and access the "Pathfinder Panel" via Window > Pathfinder.

- The "Pathfinder" options can also be found in the "Properties Panel".

- We have the ability to "Unite, Minus Front, Intersect or Exclude".
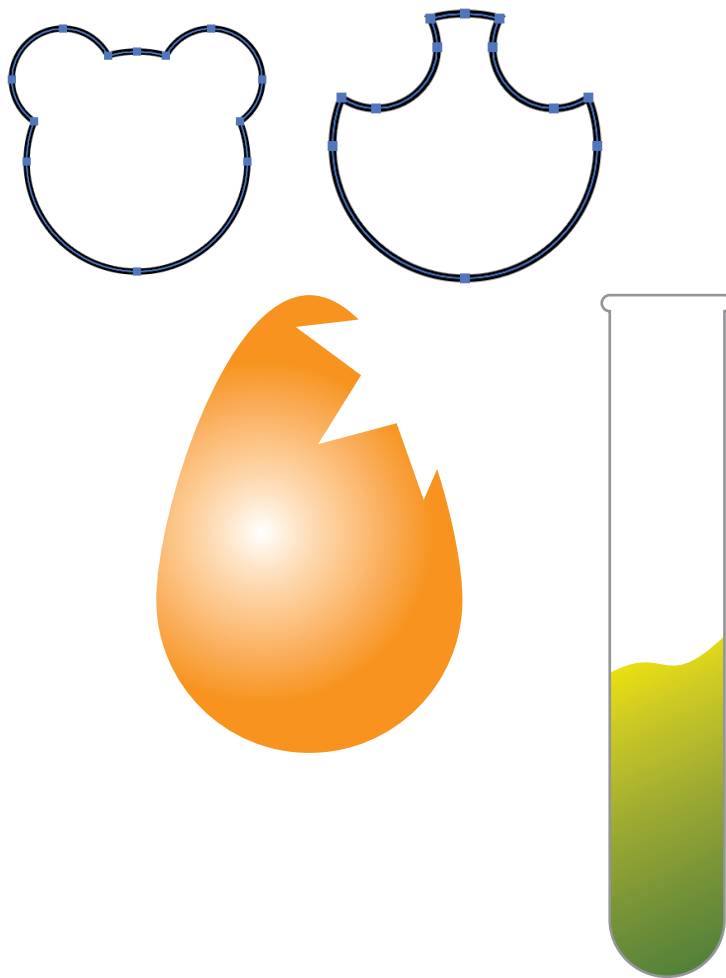
Working with Text

- Apart from being a 'Vector Graphic Creation' program, Adobe Illustrator is also a 'Page Layout' program.
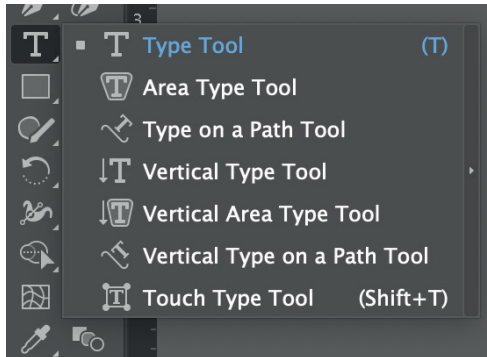

- With this comes the ability to work with and format text.
- To create text, we need access to the "Type Tool".
- When using the "Type Tool" there are two main types of text that we can create - "Point Type" or "Area Type".
- "Point Type" can be created by single clicking on the 'Artboard' or 'Pasteboard'.

- "Area Type" can be created by clicking, holding and dragging an "Area" of type.
- We can tell which text box is Point, and which text box is Area by looking at the little circle icon with relevant box selected.
- A Point Type box has a WHITE circle, and an Area Type box has a BLUE circle.
- Each can be changed to the other by double-clicking on the little circle.

- Dragging the corner node of a 'Point Type' box will treat the text as a shape and make it larger. Remember to hold shift here to avoid distortion.
- Dragging the corner node of an 'Area Type' box will make the box bigger, and the text will reflow in the new area.
- We can find options to edit the 'Character' attributes and 'Paragraph' attributes via the 'Control Bar', dedicated 'Character Panel', dedicated 'Paragraph Panel' or through the 'Properties Panel' with the text selected.
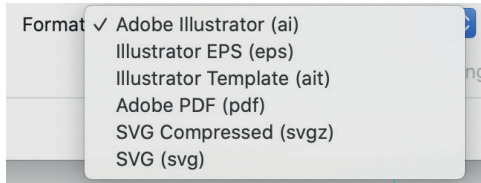- Using the "Type on a Path Tool" allows text to flow along a shape or path.
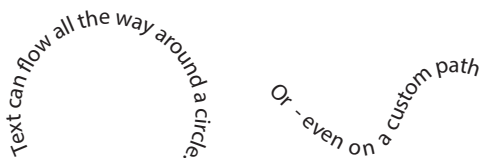
- Use the Text Warp options from the Object menu or Con trol Palette to Warp text
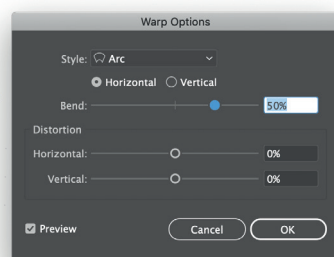
Saving Documents

- Saving your document is an important part of the workflow, and should be done regularly.
- Through File > Save As, we have access to a few file formats.

Format ✓ Adobe Illustrator (ai)
　　　Illustrator EPS (eps)
　　　Illustrator Template (ait)
　　　Adobe PDF (pdf)
　　　SVG Compressed (svgz)
　　　SVG (svg)

- Our first save should always be an 'Open File', meaning a file in the programs native format. In this case, that means choosing the first option - an "AI" file.
- This gives us the most editing capabilities
- Thereafter, depending on our needs or the needs of the client, we can consider other format options - including a 'PDF'.
- If we wish to save image formats, such as a 'png' or a 'jpeg', we will export the assets. With no selection, we can export the entire document as a single image, or each Artboard as individual images via File > Export.
- If we wish to export individual assets, we will need to select them, and then go to File > Export Selection...
- When we save Illustrator files, the images that have been 'Placed', and the fonts that have been used do not automatically become embedded.
- This means that if we're sending the file to another designer, or opening it on another computer, we may run into some errors.
- In order to collect all of these assets into one central location so that they can be copied together, we make a "Package".
- This is done via File > Package. Remember to save your file beforehand.
- We then get the option to choose the settings for our 'Package'.

Package

Location: /Users/nik/Desktop/ 📁

Folder name: My Final Folder

Options
- ☑ Copy Links
  - ☑ Collect links in separate folder
  - ☑ Relink linked files to document
- ☑ Copy Fonts (Except Adobe Fonts and non-Adobe CJK fonts)
- ☑ Create Report

Cancel　　Package

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