

# ILLUSTRATOR WORKSHOP: INTRO

# WORKSHOP OBJECTIVES

- Set up a document
- Customize your workspace
- Create/Edit basic objects
- Import images or other media to your project
- Create/Edit text
- Understand Layers
- Export and print your artwork

# WORKSHOP OUTLINE

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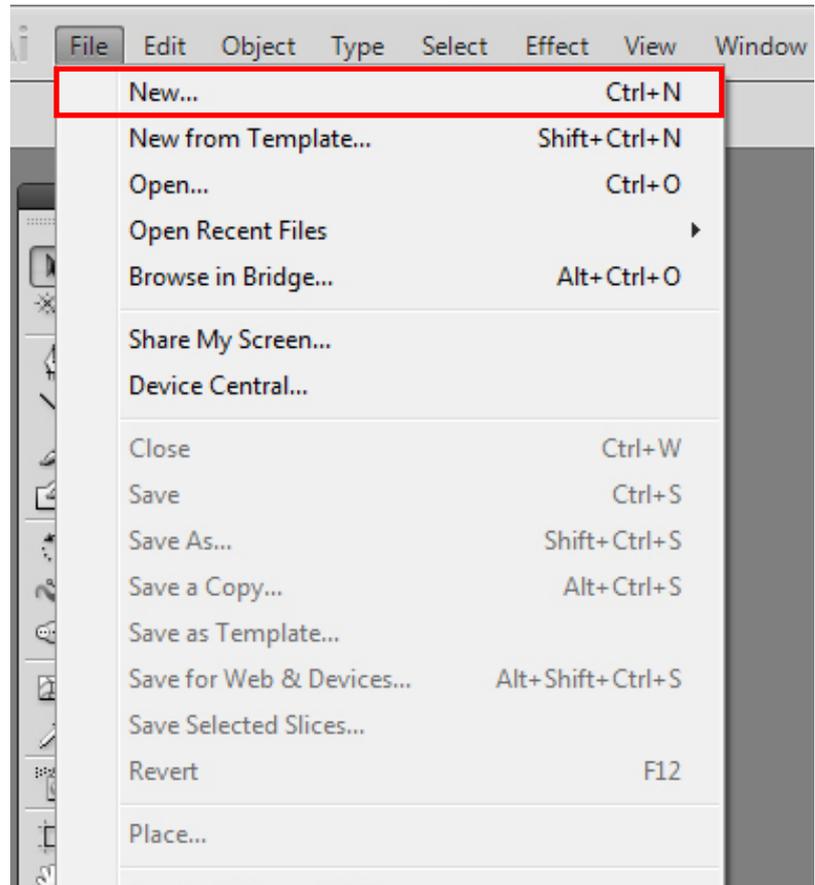
Over the course of the workshop, we will learn how to create this graphic:



# GETTING STARTED

## Create a new project in Illustrator

Start by opening up the program and go to File > New to create a new document. Set up the page size you want, the orientation, artboards, and color mode.

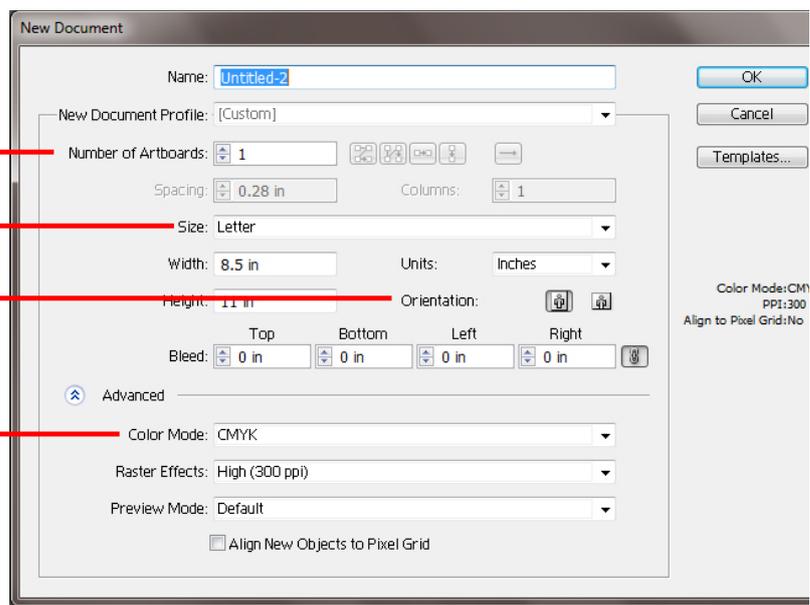


Number of artboards

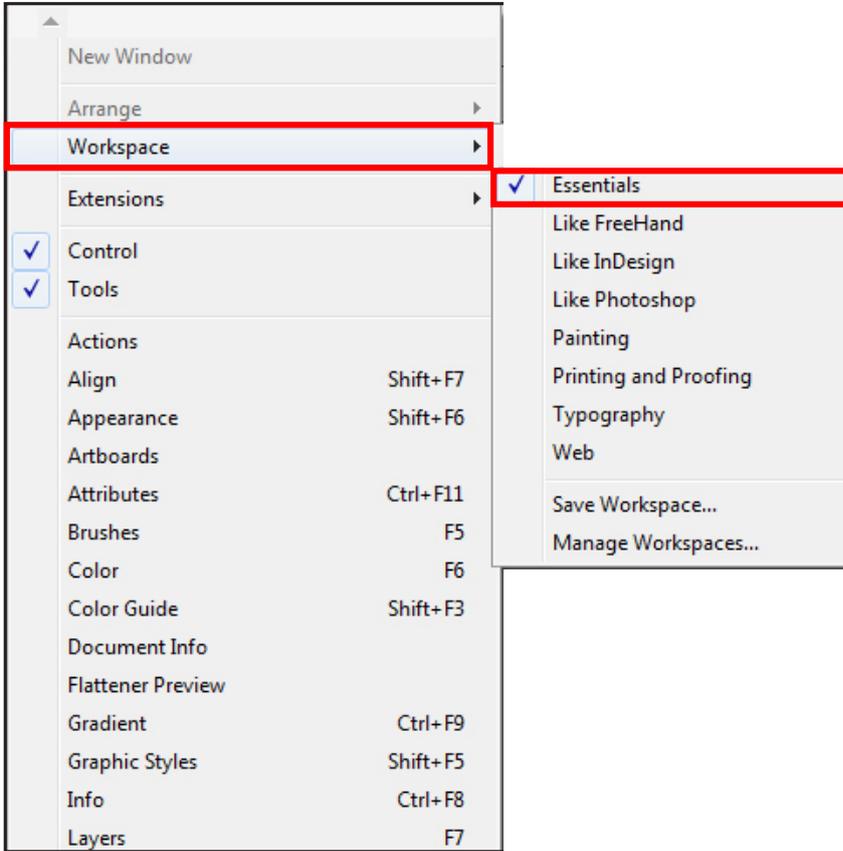
Page size (letter / tabloid)

Orientation  
(portrait / landscape)

Color Mode

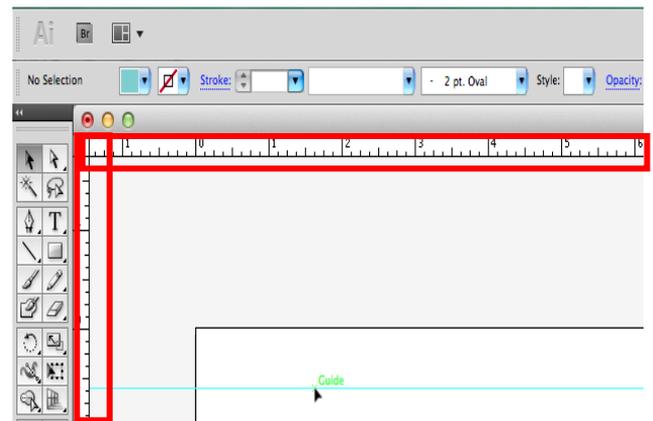
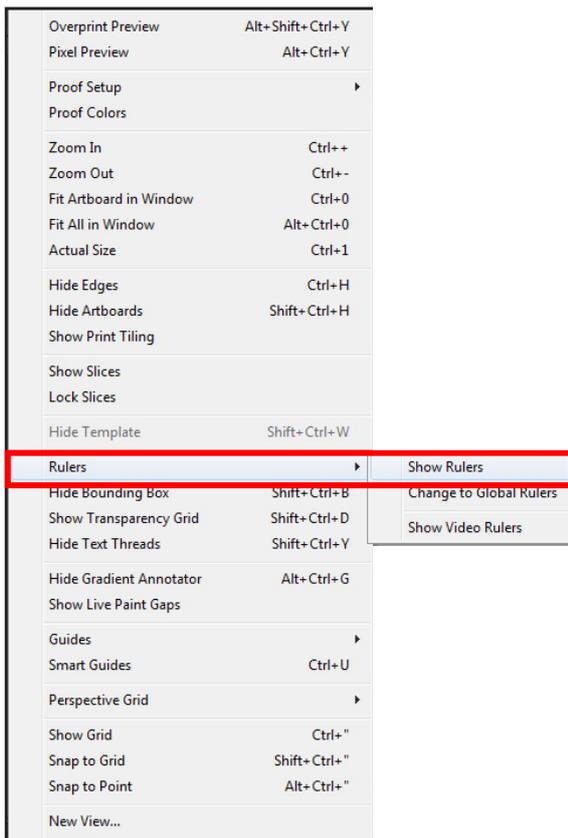


# CREATING A WORKSPACE



## Create your workspace in Illustrator

You can customize your workspace in Illustrator by going to Window > Workspace > Essentials. For more advanced functions, use one of the other workspaces.

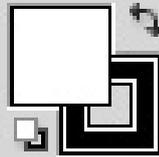
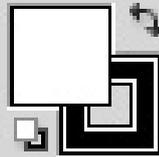
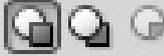


## Turn on/off rulers

View > Show Rulers. Rulers run along to top and left side of the window. You can change your units to points, picas, inches, centimeters, millimeters, and pixels by right clicking on the rulers.

## Use the different toolbars

Illustrator has a variety of toolbars, including the basic tools and the basic icons. The control tools on the left hand side cover text, rectangle, eraser, scale, blend, slice, etc. The icons on the right hand side include color, swatches, artboards and other appearance features.

Black arrow, box selection tool		White arrow, point selection tool	
Magic Wand Tool		Lasso Tool	
Pen Tool		Text Tool	
Line Segment Tool		Rectangle Tool	
Paintbrush Tool		Pencil Tool	
Blob Brush Tool		Eraser Tool	
Rotate Tool		Scale Tool	
Width Tool		Free Transform Tool	
Shape Builder Tool		Perspective Grid Tool	
Mesh Tool		Gradient Tool	
Eyedropper Tool		Blend Tool	
Symbol Sprayer Tool		Column Graph Tool	
Artboard Tool		Slice Tool	
Hand Tool		Zoom Tool	
Fill		Stroke	
Color/Gradient/None			
Draw Normal/Draw Behind/Draw Inside			
Change Screen Mode			

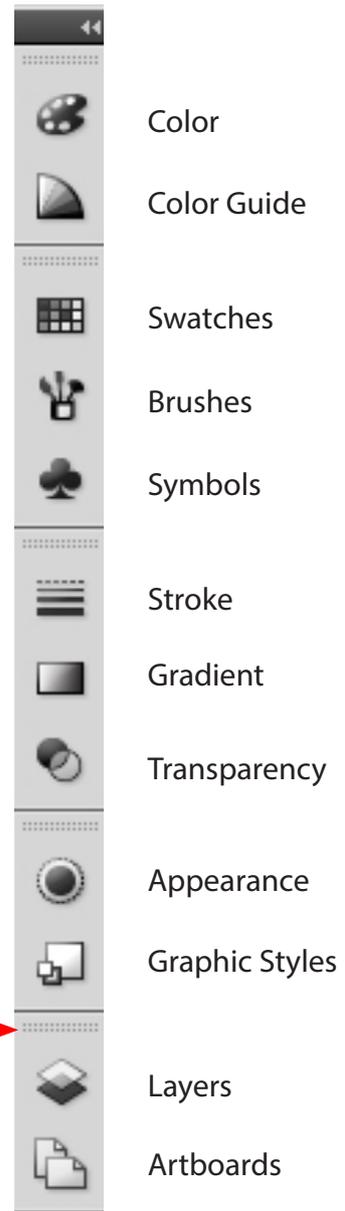
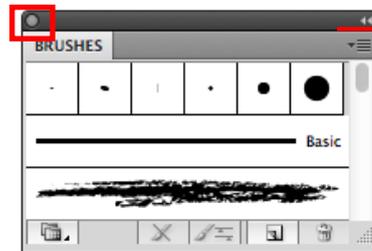
## Navigating the screen

Use the hand tool or the magnifying glass to navigate around the Illustrator artboards. Alternatively, you can zoom in and out using “+” and “-” or with the scroll bar at the bottom and sides of the screen.

## Adding and Deleting tools from your toolbar

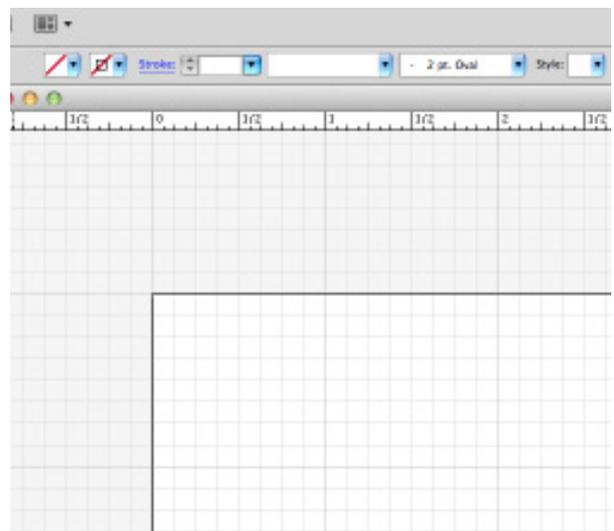
To add items that aren’t in the bar, go to Window > the tool that you want, and it will pop up as a floating toolbar. Drag the floating toolbar by the dark strip at the top and hold it over any of the dotted lines in the main toolbar until it turns blue.

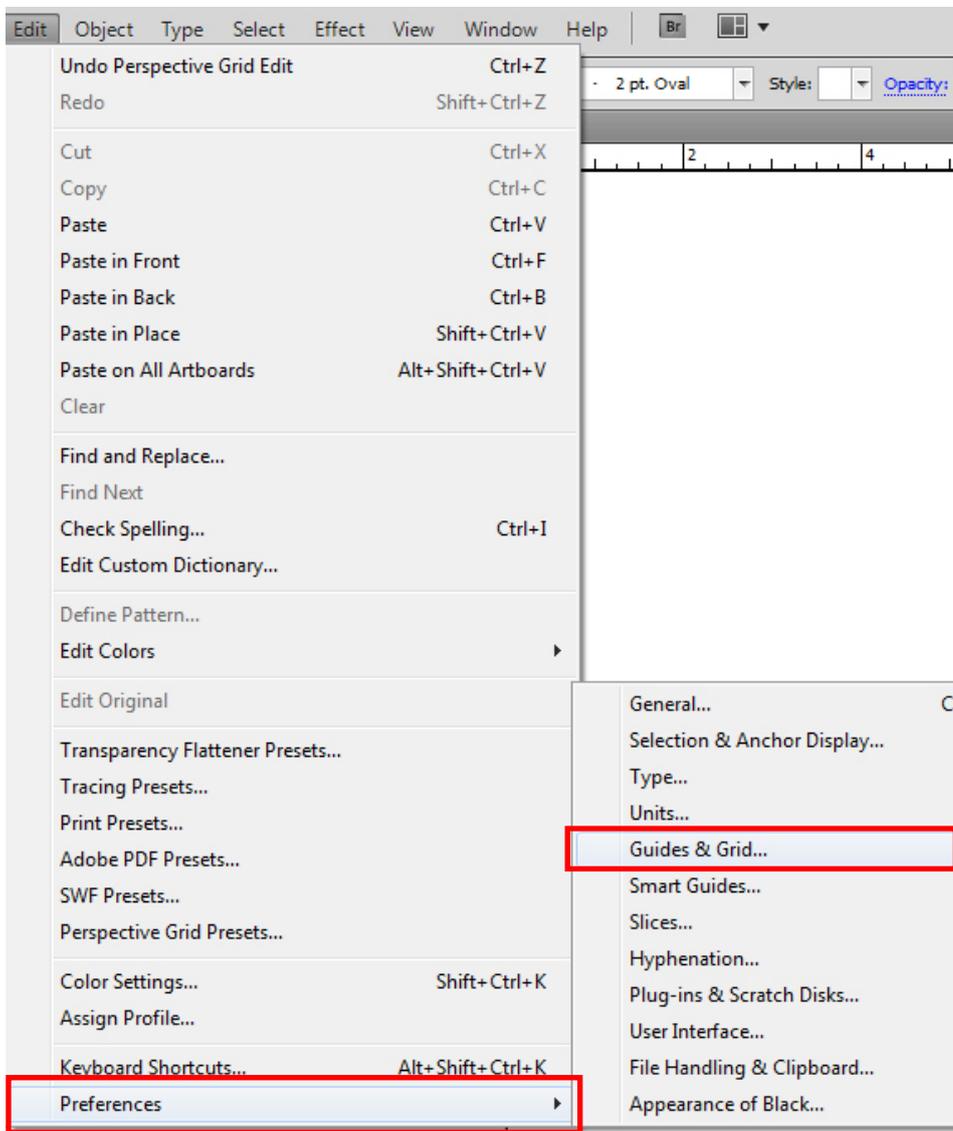
To delete items from the main toolbar, click and drag the icons onto the artboard so they become floating toolbars, and then click the x in the top left corner.



## Clear guides and show or hide grid

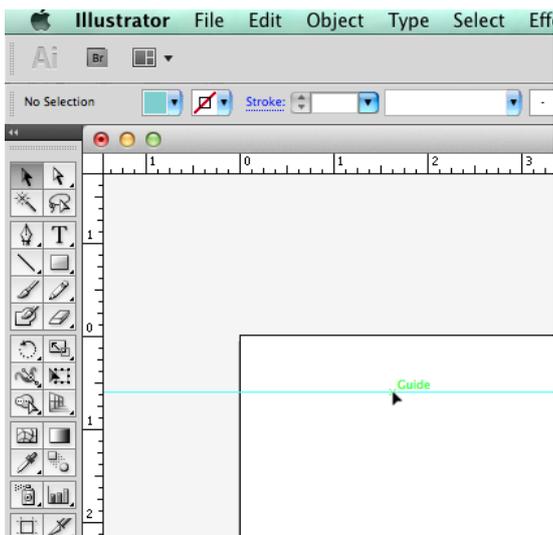
Go to View > Guides which gives several options for showing, hiding, and clearing guides. Go to View > Show Grid or View > Hide Grid to turn the grid on or off.





## Editing grids and guides

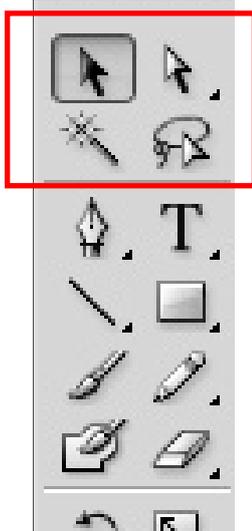
Go to Edit > Preferences > Guides and Grid to edit the grid and the guides. It will bring up a preference bar where you can change the color of the guides and the color, style, and frequency of the grid.



## Create guides

To create guides, click and drag from the rulers to create the guides after you have the black arrow selected.

# SELECTION TOOLS

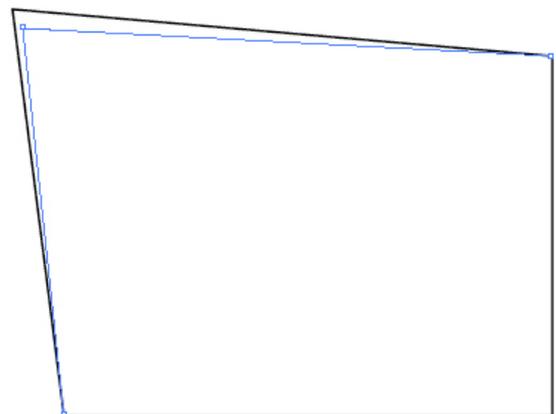


## The basic selection tools

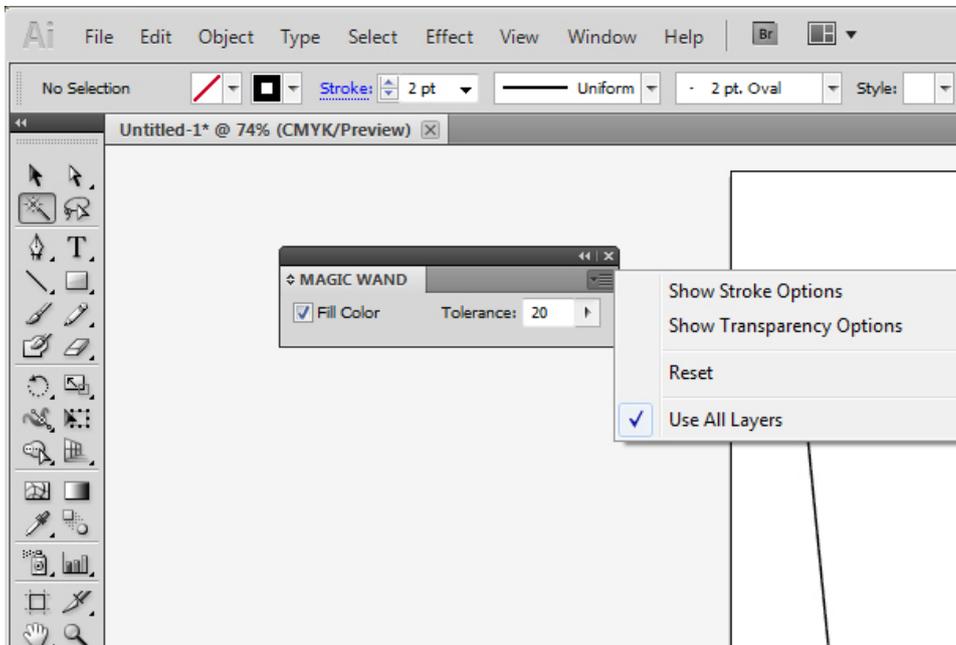
There are several selection tools, the black arrow (which allows you to manipulate movement of objects on the screen by selecting them), the white arrow (which allows you to manipulate points, like the ends of lines or points on a rectangle), and both the magic wand tool and lasso tools (which allows you to select certain objects).

### THE SHIFT KEY AND SELECTION

With black arrow tool, you can select multiple objects by simply clicking them while holding the Shift key. To deselect them, simply click on the selected objects again while still holding the shift key.



White arrow selection tool

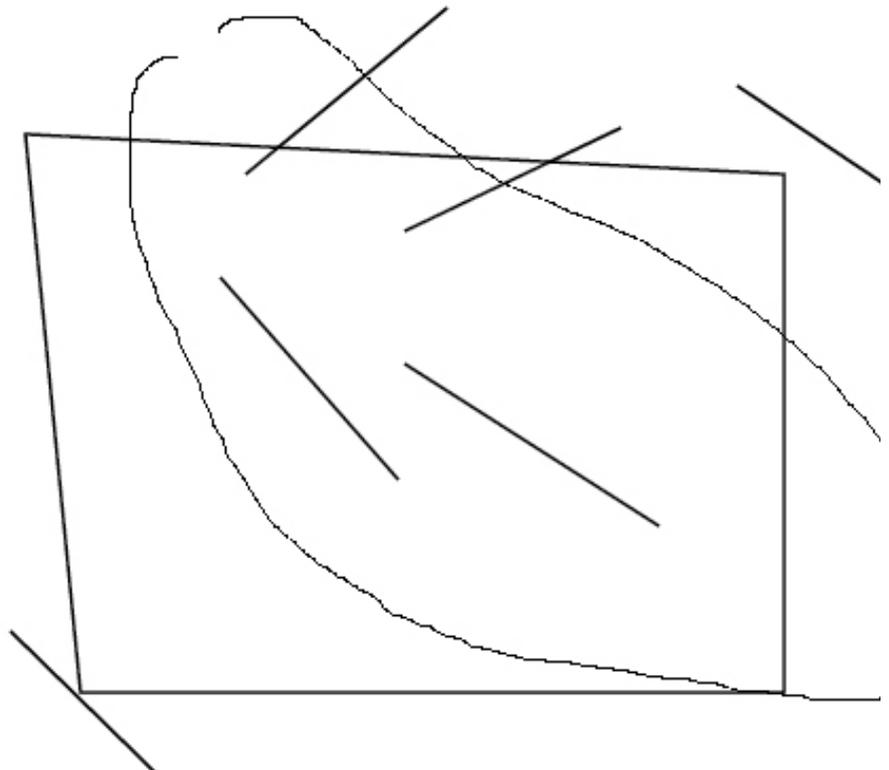


## Using the magic wand

Click on the magic wand to select items with similar attributes. By double clicking, a menu with options for fill color tolerance, stroke tolerance, and transparency tolerance will allow you to more precisely select objects.

## Using the lasso tool

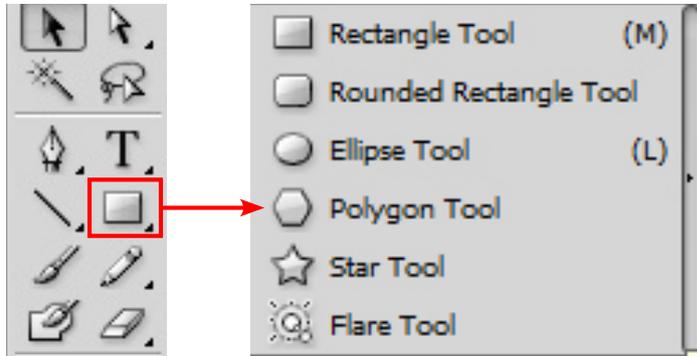
Click on the lasso tool in order to be able to rope the objects you want to select. Click and drag around or through the objects; whatever the lasso touches or whatever is inside the lasso will be included in your selection.



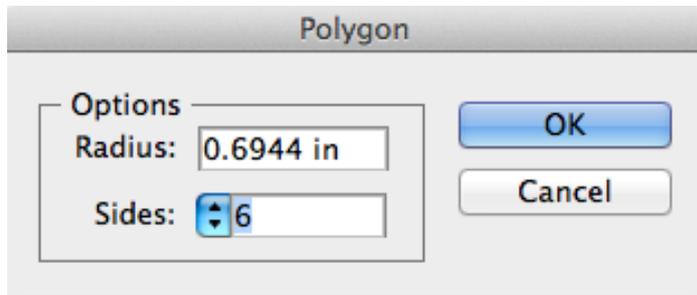
# ADDING SHAPES AND LINES

## Creating shapes

Click the rectangle tool on the toolbar to create a shape. If you click and hold the rectangle, there are other shapes to choose. Click on the art board, then hold and drag to create the shape at the size you want.

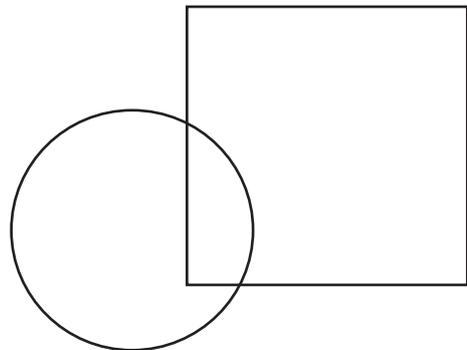


To create a polygon other than a hexagon (a triangle, or an octagon), with the polygon tool simply click on the artboard once and when this dialog box shows up, fill in however many sides you want your polygon to have.



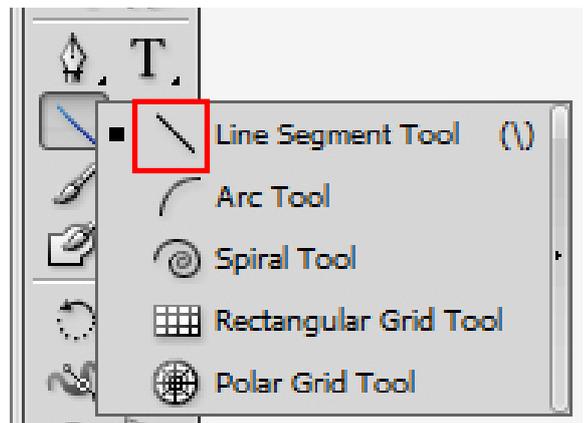
### CIRCLES AND SQUARES

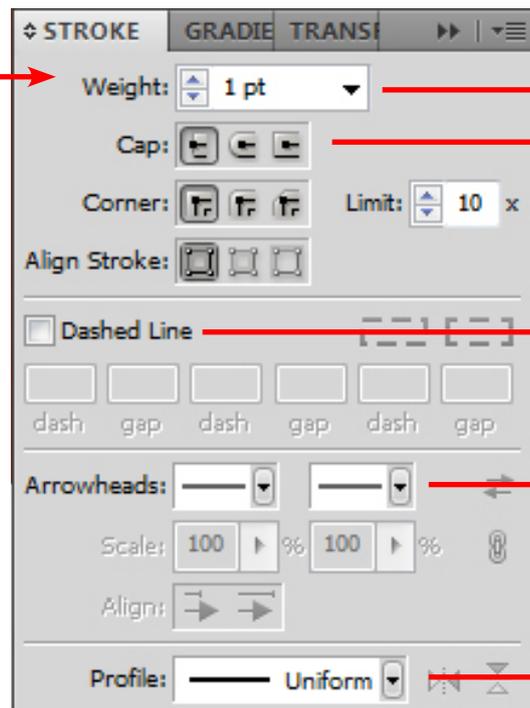
If you want to create perfect circles and squares, use the ellipse and rectangle tools by holding shift while you click and drag to form the shape.



## Creating lines

Click the line tool on the toolbar to create a line. If you click and hold the line segment icon, there are other lines, arcs, etc. to choose. You can also create lines using the brush tool or pencil. Hold shift to keep the line locked at 90 degree angles.





Lineweight

Cap/Corner

Dashed Line

Arrowheads

Line Profile

## Edit line properties

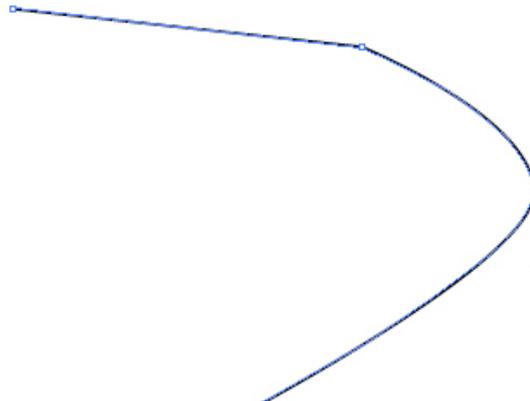
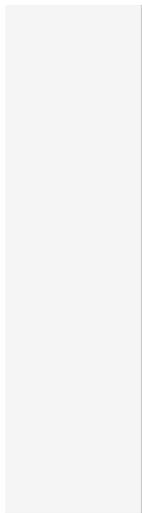
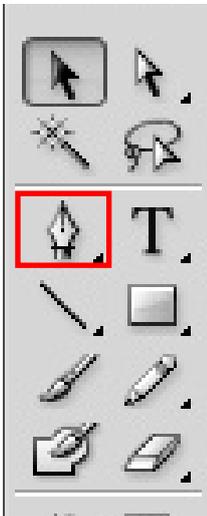
In the right toolbar in the stroke panel, you can edit the wweight of the line (how thick it is), the cap of the line (whether it is rounded or not), if the line is dashed or not, and also if your line has an arrow at the end or not.

## Creating shapes with the pen tool

The pen tool is helpful for tracing objects that are not a regular rectangular shape. If you click points on the screen, you will create straight lines. If you click and hold a point, you can make it curved. Like any line or shape, you can edit the fill (if it is a closed object), line weight, line color, etc.

## GROUP OBJECTS

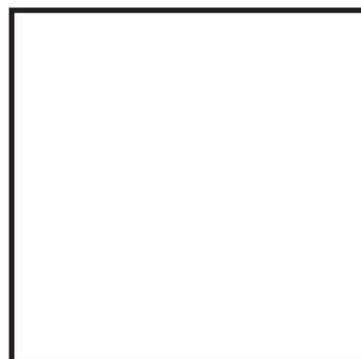
You can group objects if you wish to move and edit them as one object. Select all the objects, right click, then click on Group. Alternatively, you can go to Object > Group.



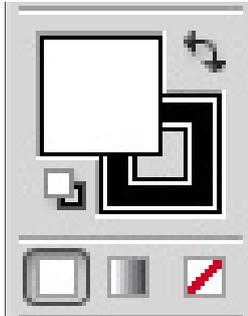
# TRY IT YOURSELF:

## Create a Square

With the rectangle tool selected, hold shift and click and drag to the desired size of your square.



# EDITING FILL AND STROKE



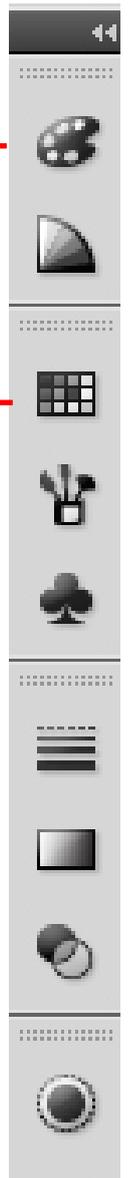
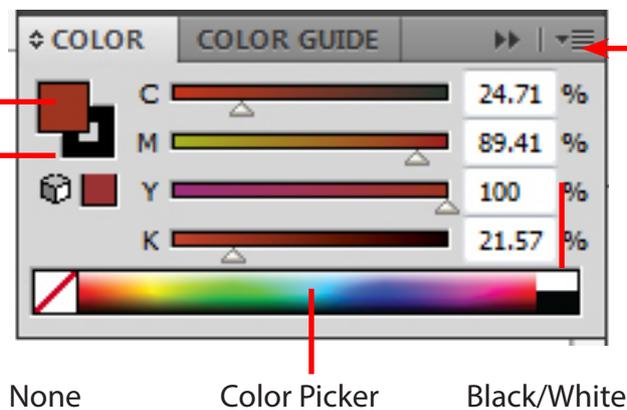
## Edit fill and stroke

Select the object using the black selection arrow to choose the object and then edit the color using either the color toolbar on the right or the small swatches at the bottom of the left toolbar. Fill denotes the color inside the shape whereas stroke is the line color (or the border around the shape).

You won't see the stroke color expressed if your stroke weight is 0pt. If you want a nonexistent stroke or fill, select the white box with the red diagonal line across it.

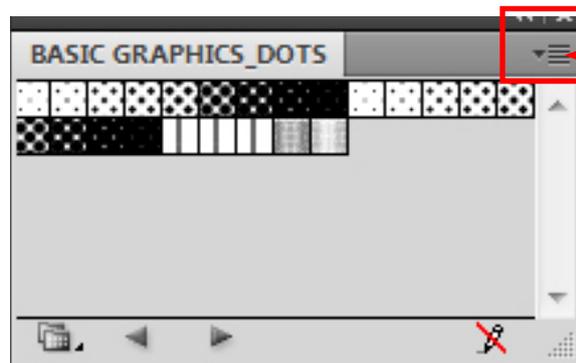
Similarly, you can edit the fill/stroke with the right hand side toolbar.

Fill  
Stroke



## Use Swatches

Select the swatches icon and the right corner arrow, then go to open swatch library which gives you a variety of swatch types to choose from. These patterns can be applied to your shapes.

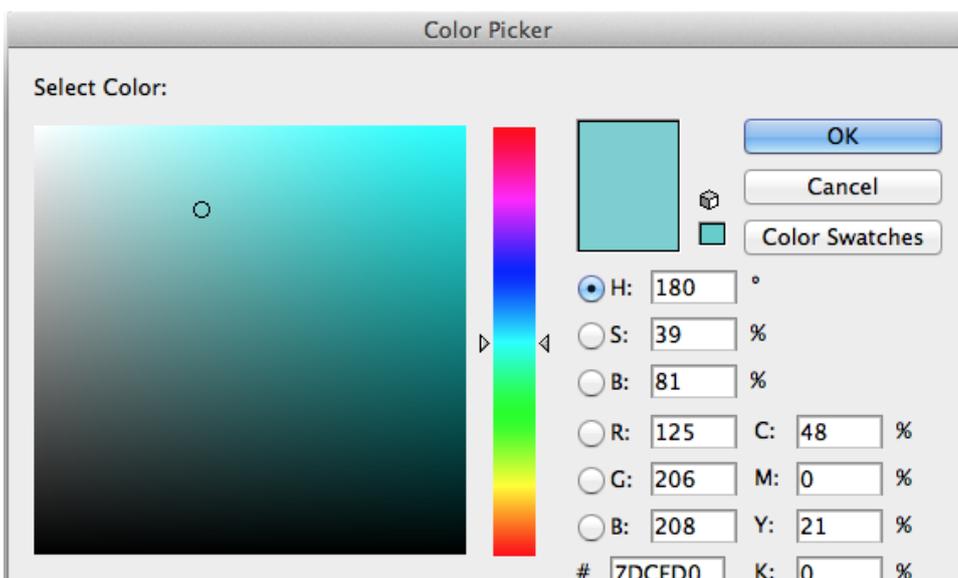
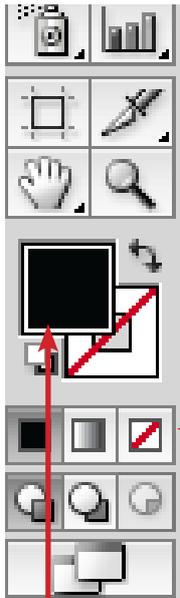


# TRY IT YOURSELF:

## Change the Fill

There are multiple ways to change the fill in Illustrator, but we're just going to use the left toolbar for now. We want a fill and no stroke, so if you have the white box with the red slash as your fill switch and a black stroke, click the black double sided arrow to switch.

To change the color from black to blue (it will likely default to black), double click on the black swatch. That pulls up a Color Picker window. Using your cursor, pick the color you want and click OK.

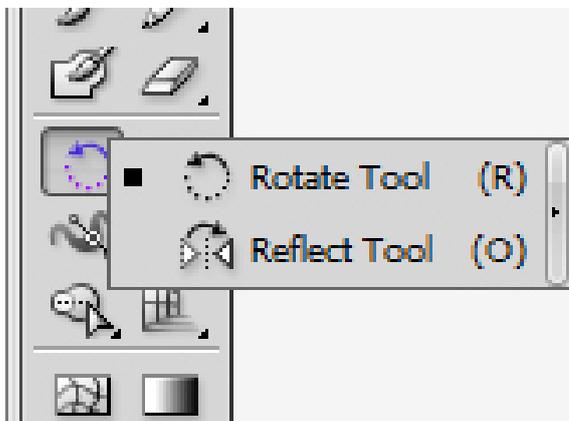


# EDITING SHAPES AND LINES



## Opacity

Change the opacity in the top toolbar of the selected object by typing in the percentage. 0% is transparent and 100% is opaque.

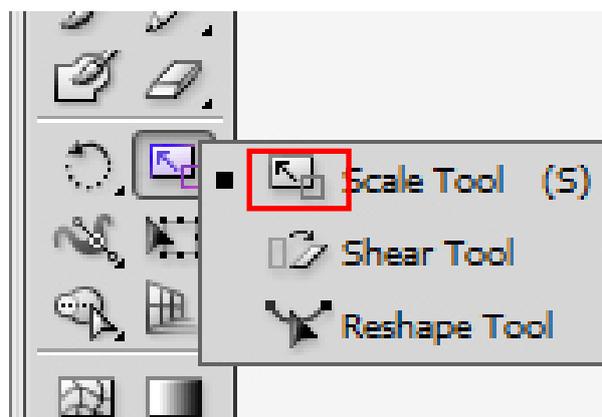


## Rotate and reflect shapes

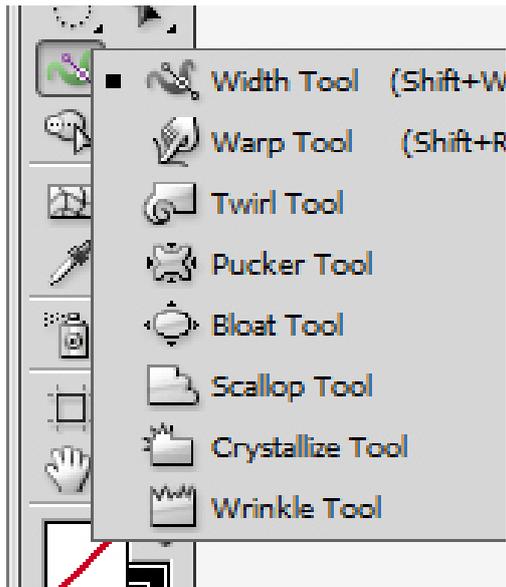
Use the tools rotate and reflect to manipulate objects. The black selection arrow allows you to select the objects and the rotate tool and reflect tool have blue circle hash mark to choose where you rotate and reflect the shapes.

## Scale shapes

Use the tools to scale and shear objects. Use the scale tool with a blue circle hash mark to change in one direction. The free transform tool also allows you to transform the shapes by rotation or rotation.



# EDITING SHAPES AND LINES

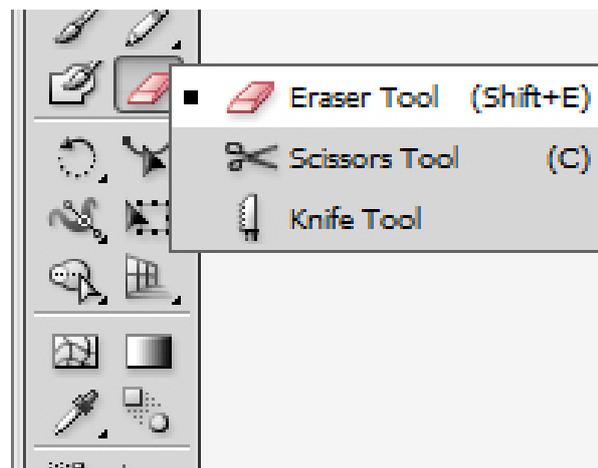


## Warping shapes

Use the tools to warp lines and shapes. These tools make your select points in the objects to be able to manipulate them. Extra points can be added with the reshape tool in order to have more points to manipulate on the object.

## Erasing shapes

Use the eraser, scissors, and knife to cut your shapes or lines. The eraser makes more free flow deletions from the object while the scissors will cut based on two endpoints and the knife will make a cut through the object wherever you choose to draw the knife line.



# TRY IT YOURSELF:

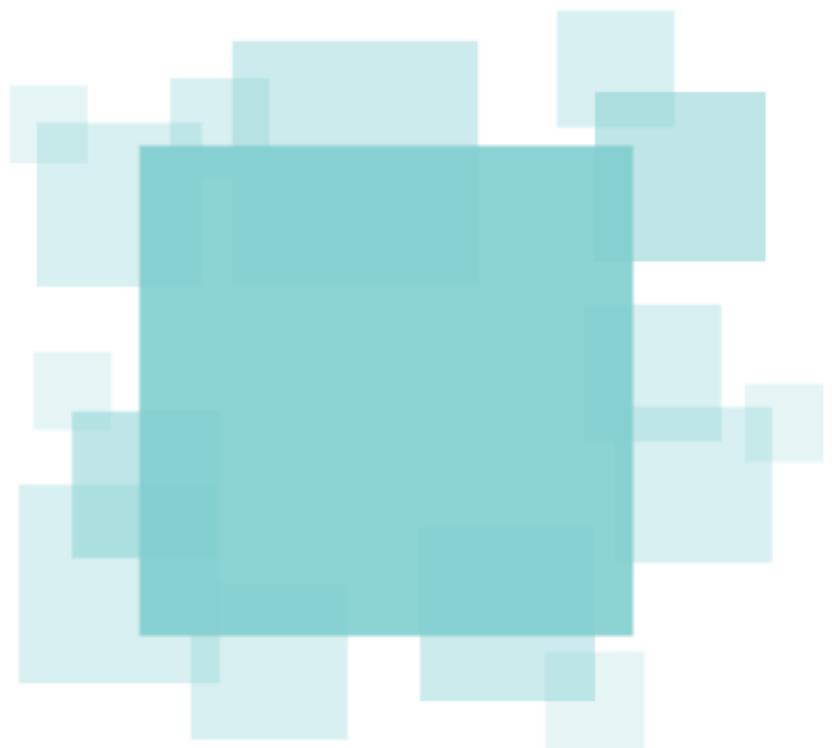
## Duplicate and Resize Square

Copy and paste the square as many times as you like. We will have one main square in the center and smaller ones surrounding it loosely. To resize the squares, either use the Scale tool or Free Transform Tool and click and drag to corners. Hold shift to preserve the shapes as squares.



## Change the Opacity of the Squares

Click on each square and change its opacity in the top toolbar. My central square is on 70%, and the surrounding squares range between 50%-10%. Play with the opacities until your graphic looks something like this:

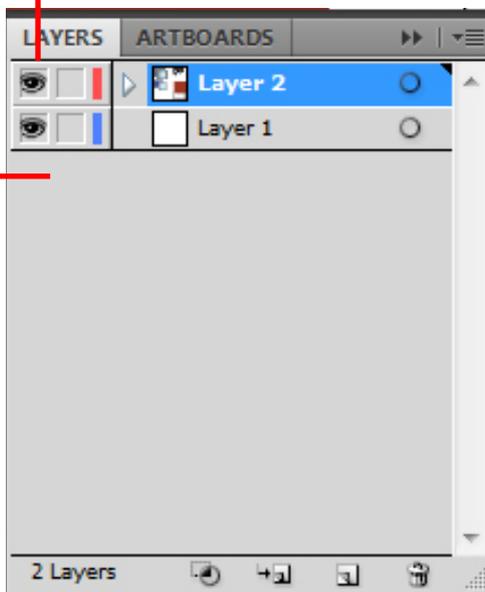


# LAYERS

## WHAT ARE LAYERS?

Layers are very helpful in organizing your objects, text, images, etc. They especially come in handy when you have many overlapping objects because you can organize them into layers and more quickly move things on top or underneath others.

Turn layers on or off



New Sublayer

New Layer

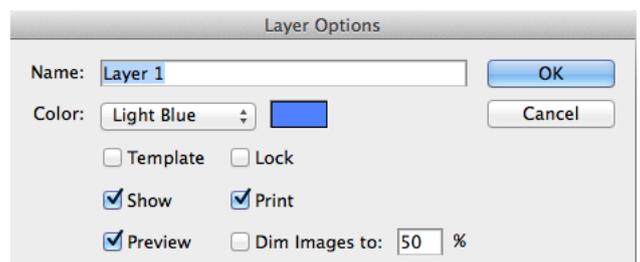
Delete Layer

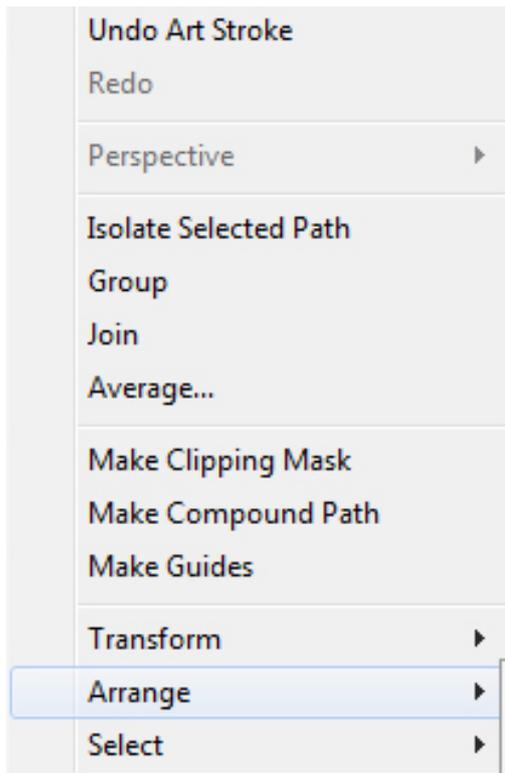
## Edit Layers

You can add new layers, delete layers, and create sublayers (layers within layers) in the Layers Toolbar.

You can also edit the layer settings by double clicking on the layer's title and pulling up the Layer Options toolbar. Here, you can change the name of the layer and also the color, which indicates the color of the selection box on the layer.

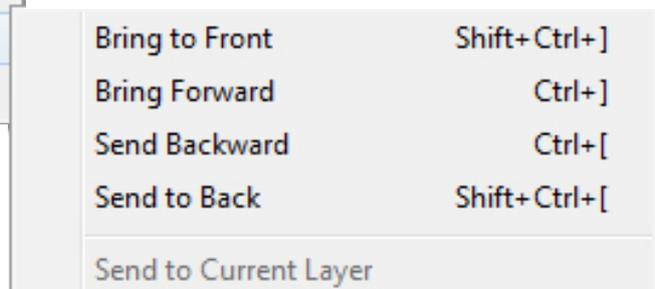
Clicking the eye next to each layer turns the layers on or off. When they are off, all the objects on the layer are invisible.





## Change draw order

You can also control what appears on top of what within each layer. Right click on the desired objects, and go down to Arrange. Bring to Front means the object will appear on top of everything, Bring Forward means the object will move in front of the object right in front of it, Send Backward means the object will move behind the object right behind it, and Send to Back means the object will be behind everything.



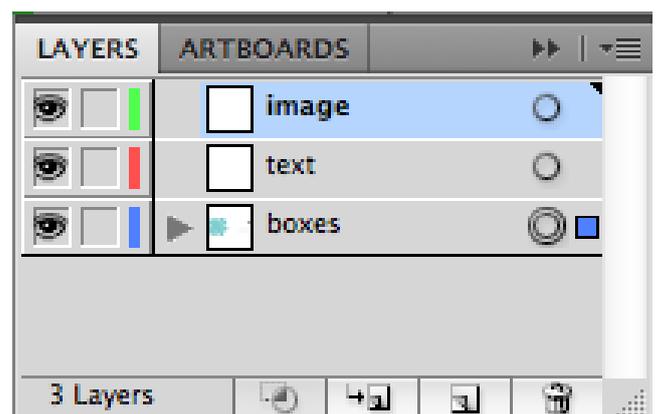
### NOTE:

Layers always have hierarchy over how the objects are arranged. Meaning, just because you Bring to Front an object does not mean the object also appears in front of objects that are on layers above it.

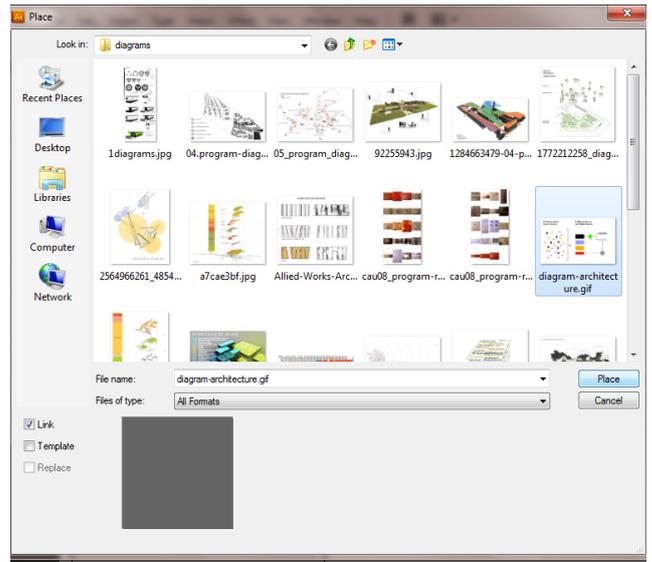
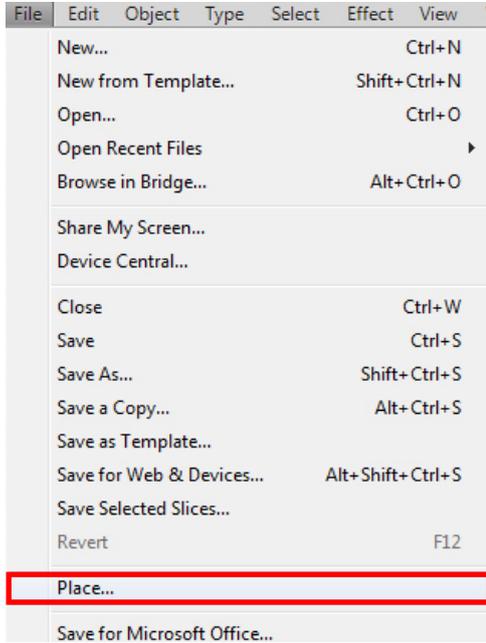
# TRY IT YOURSELF:

## Add Layers

You likely have one layer that says "Layer 1" right now. Add two more layers. Rename your original layer to "boxes," and name your other two "text" and "image."



# IMPORTING MEDIA

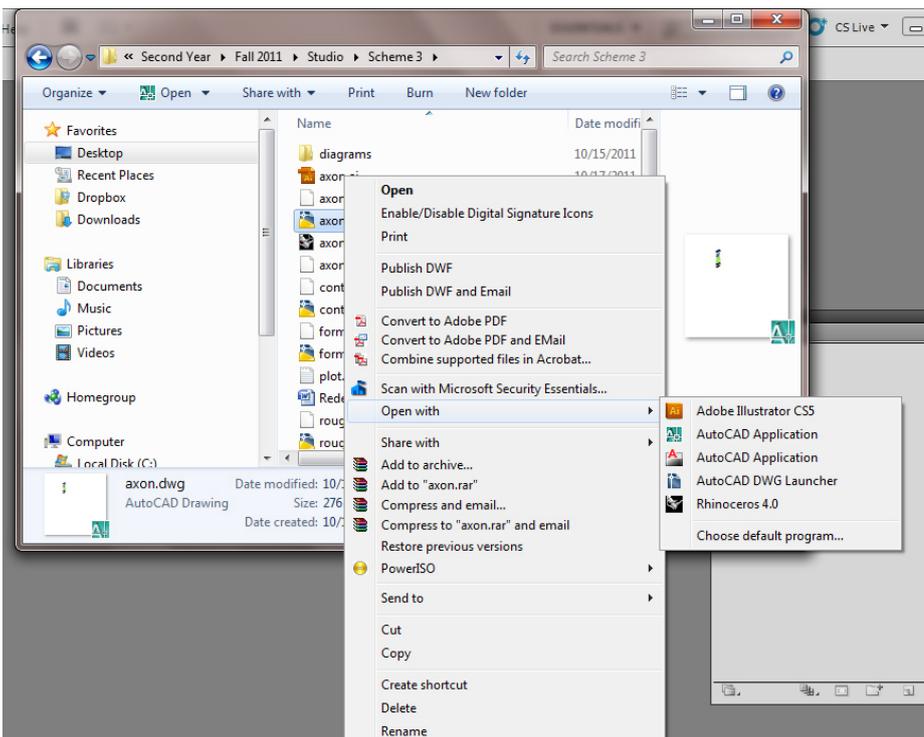


## Placing images

Go to File > Place to add in an image into Illustrator. A variety of formats can be added, including JPEGs, GIFs, etc.

## Importing drawings

If you're mostly trying to just work with one image/drawing, right click the file, and hover over Open With, then select Adobe Illustrator to open the drawing in Illustrator.

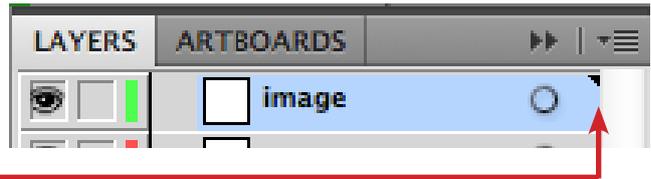


# TRY IT YOURSELF:

## Add an Image

Make sure you have the image layer selected. When it's selected, it will have a tiny black triangle at the top right corner of its panel.

Go to File > Place, then select the correct image file and click anywhere on the artboard to place your image.

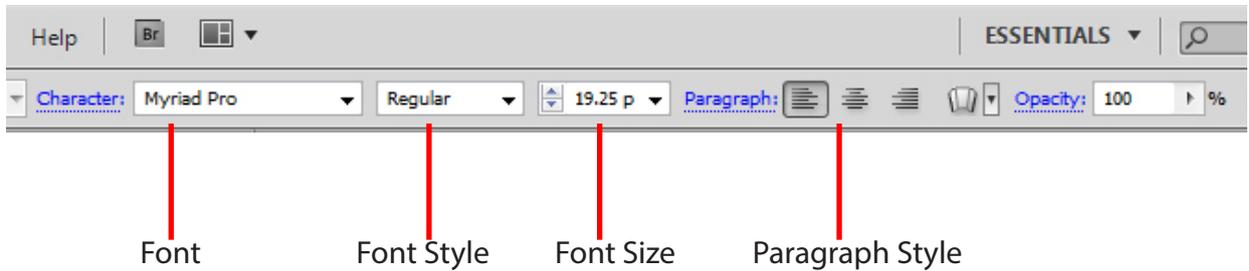


## Edit the Image

Scale the image down using either the Scale tool or Free Transform tool and place it in the top right corner of the main box. Then, change the opacity to about 30% to soften the image.

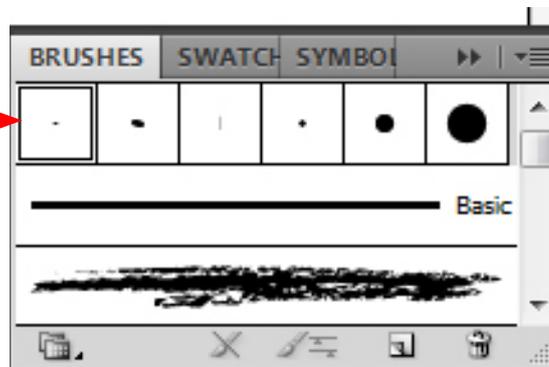
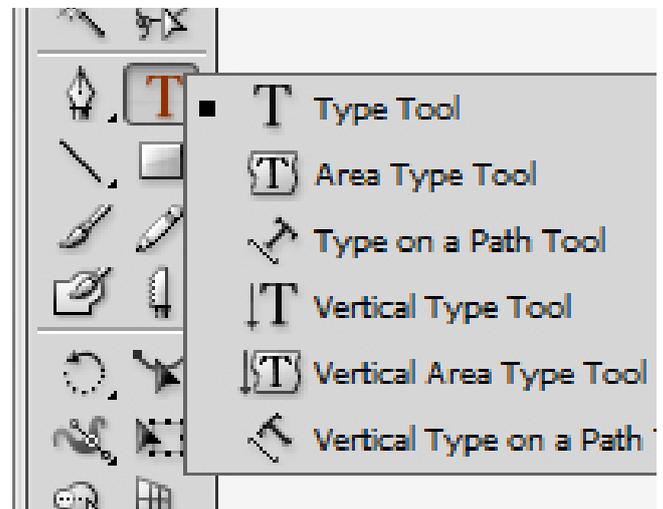


# BRUSH, SYMBOLS, AND TEXT



## Add text

Click the type tool on the left menu to start typing text. Use the bar at the top of the page to change the character, paragraph, point size, and other text features.



## Create different types of lines using brushes

Use the brush tool to apply different brush finishes to line or use the brush tool for more gestural lines. Use the right drop down arrow to find a selection of brushes

# TRY IT YOURSELF:

## Add Text

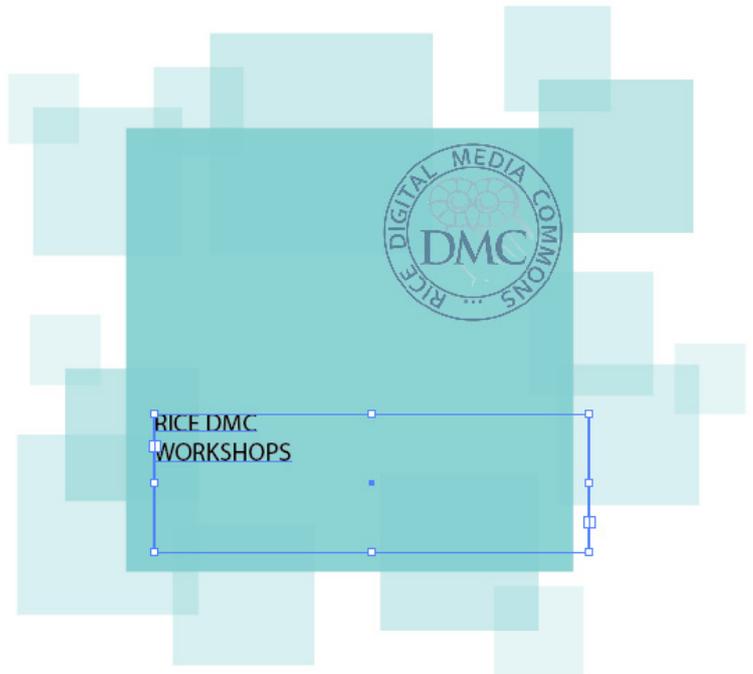
Make sure you are on the “text” layer. Using the text tool, draw a textbox by clicking and dragging from corner to corner. Inside the textbox, type in RICE DMC WORKSHOPS.

## Edit Text

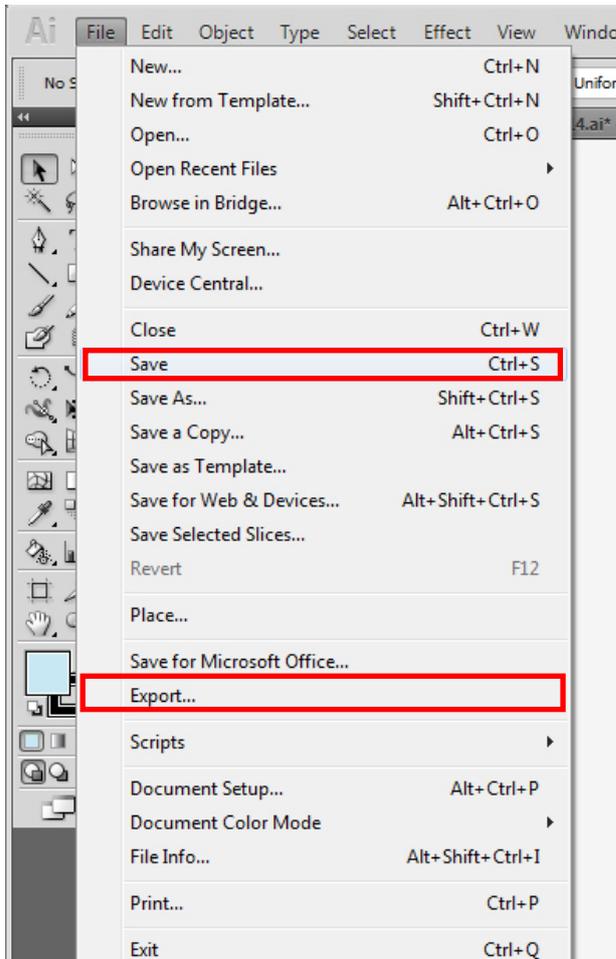
In the top toolbar, change the stroke to white, change the character to Myriad Pro, change the style from Regular to Bold, change the size to anywhere between 24-36pt, and make sure it is left aligned.

Now, using the black cursor, resize the the textbox to break the text onto two lines, and move the textbox to the bottom of the main square.

# DONE!

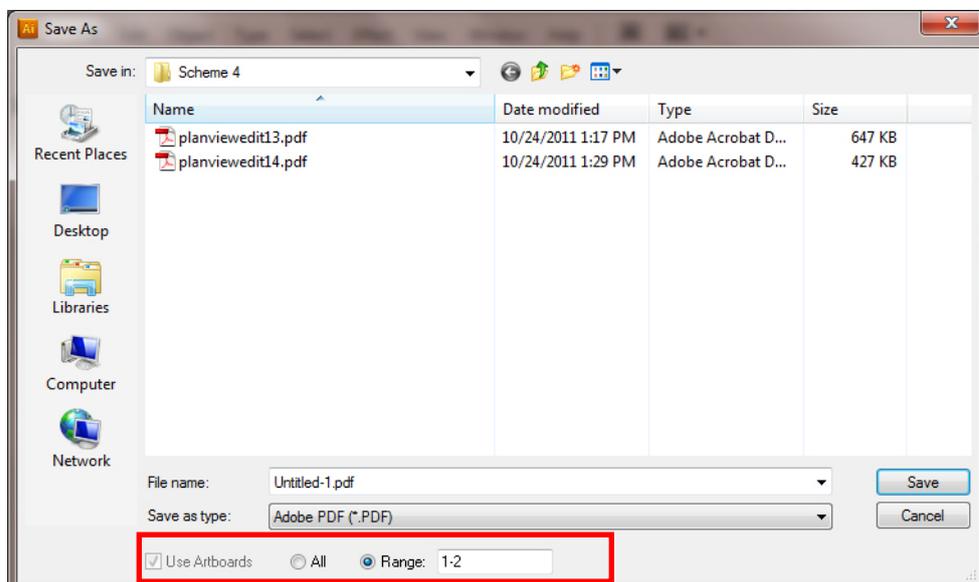


# PRINTING AND EXPORTING



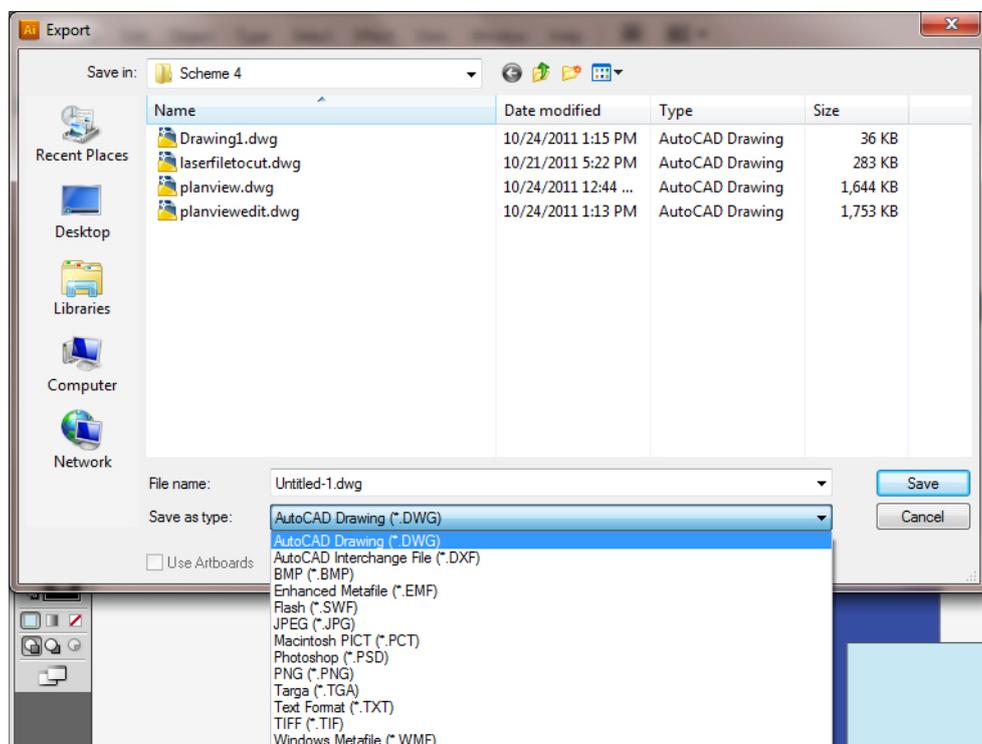
## Save your file

Go to File > Save or File > Save as. You can save your file as an .ai (Illustrator file) or you can save it as a variety of other formats. The most typical is pdf which will export each artboard as a pdf page. You can choose the range for which artboards are included at the bottom part of the dialog box that appears when you save the document.



## Print your document

To print, go to File > Print to print your document. Usually it is recommended that you export your drawing to pdf first rather than printing straight from Illustrator.



## Export your document

You can export your document by going to File > Export and choosing one of the formats, which includes JPEG (which will rasterize your file), AutoCad drawing, etc.

