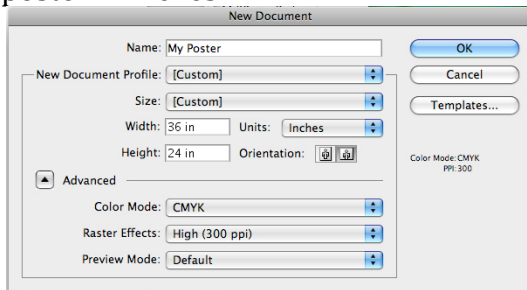# Creating a Poster in Adobe Illustrator

This guide was developed for Adobe Illustrator CS3.

1. Creating your document

    i. Launch Adobe Illustrator
    ii. From the File menu, select New
    iii. In the pop-up window, enter a name for your poster, the width and height of your poster in inches.


    iv. Go to View, on the drop-down menu, make sure Show Rulers and Show Grid are turned on. These visual clues will help you better lay out the elements on your poster.
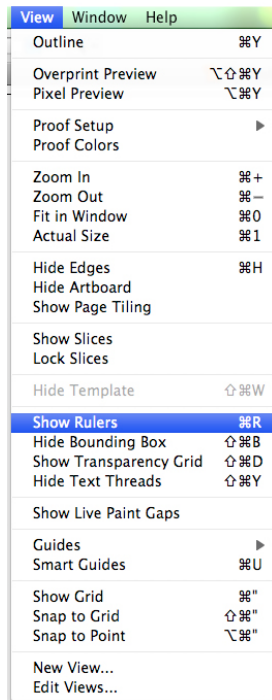
2. Making a background color for your poster

- Select the Rectangle tool [icon], choose the Fill color [icon], which will be your poster

    background color. Then draw a rectangle to cover the whole poster [icon].

- You can double click Fill color [icon] to open the Color Picker window to select a color.
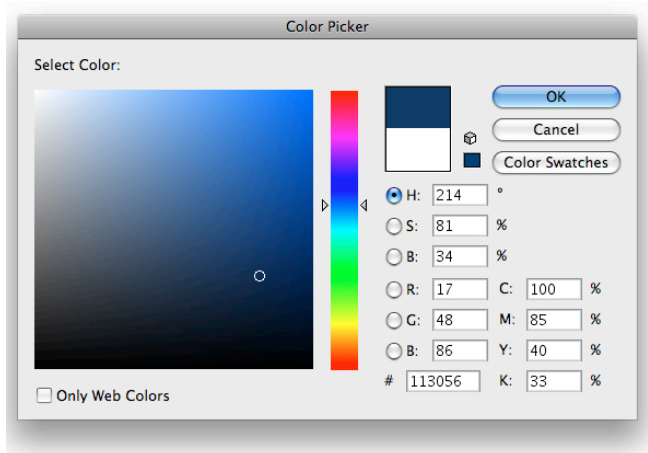
- Make sure your Stroke color is set to none (i.e. a red slash over Stroke [icon]) so that you don't accidently add border to your poster.

3. Making a border to your poster

- Click and drag the Rectangle tool [icon]

- Choose the fill color from the left hand side toolbar and select no fill [icon] (the white box with the red line through it).
- Choose the stroke color, which is the outline color for your rectangle box, and also is going to be your poster border color.
- From the top tool bar you may choose the line weight and color, [icon] then

    draw a rectangle box that covers the whole poster. [icon]

4. Adding an image to your poster

The added image can be used as the background of your poster, or it can be an element of your poster.

- To add an image, go to Menu -> File -> Place
- Select your image and click 'Place'.

- The image will most likely need to be resized. To resize the image select with the direct selection tool (the black arrow) . Place the curser over a corner of the image. A small arrow with two ends will appear. Click and drag the image to the desired size. To maintain proportions hold Shift while resizing.

- If the image shape does not fit within your document, any portion that is outside of the art board (i.e. the black box in the above illustrating image) will not show on the exported PDF file. If printing from Illustrator, only the items inside the art board will appear. Note: the size of the art board is defined by the document dimension (i.e. the height and width of the poster) in the first step at the beginning of the guide.

5. Changing the opacity of an image

Select the image and go to the opacity slider bar in the transparency toolbox. (If there is no transparency toolbox go to Window> Transparency). Slide the pointer to the desired level of opacity. This step can be applied to all items of your poster including text.
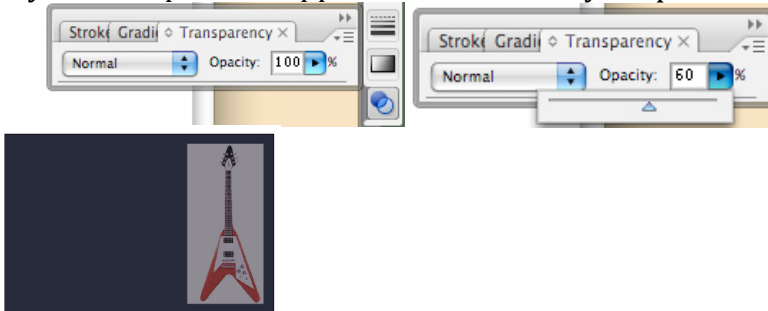
6. Placing text in your poster

To create titles, subtitles, or any other text on your poster, you will need to use the type tool from the toolbar on the left.

    i.   Placing Text.

- Click on the icon.
- Click and drag on your document.
- This is a text box and after you choose a size and location, it is ready for you to begin typing.
- You can change fonts and the size of your text by using the toolbar that appears above your document when the text box is selected, or by going to Type>Font or Type>Size.

- If you feel the text is in the wrong spot or the box is an incorrect size you may use the direct selection tool (black arrow) to select and drag the box or to resize.
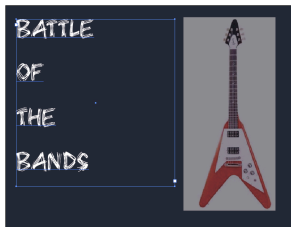
ii. Titles, Subtitles and Body Text.
In Illustrator all text boxes act alike. To add a hierarchy to your text elements you will need to change the font, size, color, or alignment. Use the direct selection tool to select your object and manipulate size and scale. For Text use the toolbar at the top work with font size.
You may also go to Type>Font to chose different fonts.

iii. If you want to place text and images in a line, use the Align tool.
   a. Select the text boxes and images you want to align.
   b. Go to Window>Align
   c. A new window will come up with different alignment options. Choose the option that is best for your project.
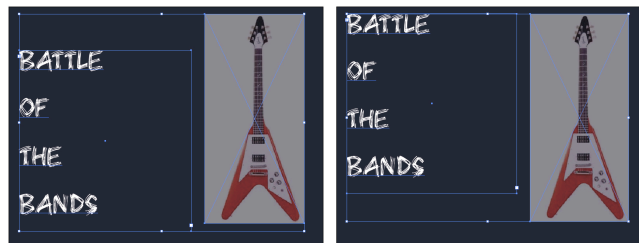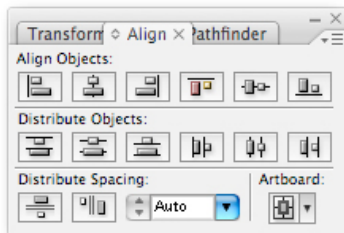
If there are elements you want to copy, Command+C creates a copy and Command+V pastes that copy. Illustrator will paste the object in the middle of your screen.

iv. Adding a background for your text

- ▪ Draw a rectangle of the same size
- ▪ Fill it with your desired background color
- ▪ Menu->Object->Arrange->Send Backward to put it behind the text box.

You can combine the text box and the rectangle into a group so that the two objects can be treated as a single unit. (i.e. You can copy, paste, move, or transform it as one unit.)

- Select the text box and the rectangle
- Menu->Object->Group, or right click on the selected objects, from the pop-up menu, choose Group