

## New Files

Begin by opening Adobe Illustrator CS5. On a PC, click Start > Programs > Adobe > Illustrator CS5, or click on the Illustrator shortcut on the desktop. On a Mac, click Macintosh HD > Application > Adobe Illustrator CS > Adobe Illustrator CS5, or click the Illustrator icon in the Dock. Setting up your document correctly from the New Document window (Fig. 1) will make your job much easier as you work through your project. This will require some advanced planning. For example, if your final output will be a business card, you may need to set up your document to be 2" by 3.5" and horizontal. Options include, but are not limited to: Page Size • Orientation • Color

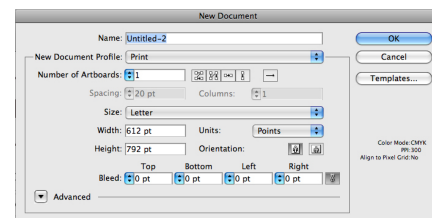


Fig. 1

## Saving

### Saving For the First Time

1. Go to File > Save As.
2. Give the file an appropriate name and select the location where the file should be saved.
3. On Mac: Make sure that the box by Append File Extension is checked.
4. Click Save.

### To Save Later

It is vital to save. Save often to prevent loss of documents!

Go to File > Save  
Shortcuts

**On Mac:** Apple+S

**On PC:** Ctrl+S

## Shapes and Other Objects

### Creating Shapes

- Select the shape tool you wish to use. Click and drag on the artboard to create desired size and proportion of the shape.  
OR
- Select the shape tool you wish to use and click on the artboard. This will open a window with the properties of your new shape. Here you can type in specific height, width, number of points, etc.

- To draw a rectangle, rounded rectangle, and ellipse from the center point rather than the top left corner, hold ALT/OPTION on a PC/Mac
- To draw a perfect circle, a square, a rounded square, hold down the SHIFT key



Fig. 2

### Additional tools

Some tools have additional features (Fig. 2) linked to them. These tools have small black triangles in the right-hand corner. To view these additional tools click and hold down on any tool that has a black triangle in the corner. To select one of the additional tools move your mouse over it and let go of the mouse button.

### Placing Images

Place is the function used to insert an image into your document. To place an image into your document do the following:

1. Make sure the layer you wish to place your image in is selected. (Placed images are added to the selected layer. If you want it to be on its own layer, create a new layer and select it then place your image.)
2. Go to File > Place.
3. Navigate through the pull down menus to find the file that you want to insert. Select the file and click OK.

If you single-click on your image, you can resize it using the "grippers" - little black squares - that surround the image. Click and drag a gripper inward or outward to expand or shrink your image as desired. If you would like to maintain the original proportions of the image when you resize it, hold down the SHIFT key as you perform the resizing action.

## Grouping

Grouping objects can make moving multiple objects easy without changing the placement. To group objects select all of the objects that you want to group together. This can be done in two ways:

- Hold down the SHIFT key and click on each object individually, OR
- Starting in an empty space, click and drag the mouse outward creating a marquee box around all of the objects you want to select.
- After you have selected all of your objects choose Object > Group (shortcut on MAC: Apple+G). To ungroup these objects, click on the grouped objects and choose Object > Ungroup.

## Styles and Ef-

A style is a set of effects and appearances. Using styles you can quickly and globally change the appearance of an object. To add a style do the following:

1. Select the object with the Selection Tool.
2. Click on the Graphic Styles icon (Fig. 3), select the style you wish to apply.

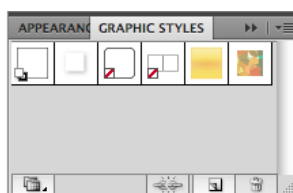


Fig. 3

You may want to create your own style for an object instead of choosing one from the graphic style that come with Illustrator CS5. This can be done by adding multiple effects to an object. To add an effect do the following:

1. Select the object with the Selection Tool.
2. Click on Effect in the menu bar at the top of the screen.
3. Select an effect, set the parameters and click OK.

## Using Symbols

A Symbol is an object that is placed in the Symbols Palette (Fig. 4) and can be applied multiple times by painting them onto the page. Symbols used in combination with the Symbolism tools offer options that make creating repetitive shapes easy.

### Creating Symbols

You can draw and create your own symbols using the Symbols Palette. To create a symbol, do the following:

1. Select an object with the Selection Tool.
2. Click on the New Symbol button on the Symbols Palette.
3. Delete the original on the artboard once your new symbol appears in the Symbols Palette.
4. Select the Symbol Sprayer Tool from the Toolbar and select your new symbol in the palette.
5. Click and drag to apply the symbols to the area you wish.

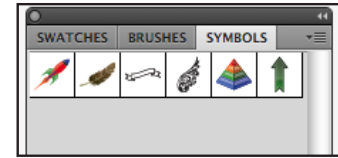


Fig. 4

## Layers and Stacking Order

Layers let you organize your work into distinct levels that can be edited and viewed as individual units. Every Illustrator CS5 document contains at least one layer. Creating multiple layers in your artwork lets you easily control how artwork is printed, displayed, and edited. In addition to layers, Illustrator has sublayers. Sublayers are what make up a layer. Having multiple objects on a layer requires multiple sublayers. Using layers and sublayers correctly can help you organize your document and can make working on it much easier.

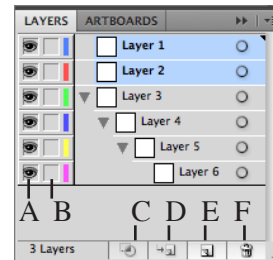


Fig. 5

- A. Eye Icon (Hide/Show)
- B. Lock/Unlock Layers
- C. Make/Release Clipping Mask
- D. Create New Sublayer
- E. Create New Layer
- F. Delete Layer

## Using Text

Like other objects, type can be painted, scaled, rotated, and so on. To add type to a document do the following:

1. Select the Type Tool from the Toolbar.
2. Click and drag anywhere on the artboard to create a marquee for your text.
3. Use the Character Palette to choose the font, font color, font size, etc.

### Text Wrap

Sometimes you may want to make a brochure, this would most likely require the use of a Text Wrap (Fig. 6). To make a Text Wrap do the following:

1. Select the object you wish to wrap text around.
2. Choose Object > Arrange > Bring To Front.
3. Choose Object > Text Wrap > Make.
4. Set the Text Wrap Options.

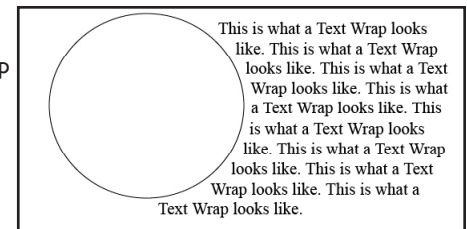


Fig. 6

### Typing on a Path

You can type along any path you make with the Pencil, Pen, and even the Shape Tools. To type along a path, do the following:

1. Start by drawing a path on the artboard.
2. Select the Path Type Tool from the Toolbar and click anywhere on the path to start your text at that spot on the path.

## Pen Tool

The Pen Tool can be used to create shapes, tracing or just make lines. With the Pen Tool you make anchor points, which are then connected by a line. Using the anchor points you can manipulate the line in the future. To draw a line, do the following:

1. Select the Pen Tool from the Toolbar.
2. Click on the artboard to create the first anchor point.
3. Click in another area on the artboard, this will make a line from the previous anchor point to the one you just created.

If you are creating a closed shape you will need to place your Pen Tool over the first anchor point you created. A small circle will appear; this will close the path and create a shape.

### Editing a Path

You can edit a path with the Direct Selection and additional Pen Tools (Fig. 7) from the Toolbar. If you select a path with the Direct Selection Tool you can edit the original anchor points that make the path. Using the additional Pen Tools you can add, delete, and convert any anchor point on a path.

### Curved Paths

To make a curved line from an anchor point, hold down the mouse and drag it away from the anchor point. After you have made a curved line from an anchor point the next anchor point you make will still have the curve from the last point.

To stop this from happening or to make any curved line a straight line, select the Convert Anchor Point Tool from the additional Pen Tools and click on the anchor point you wish to convert to a straight line.



Fig. 7