Week 2

An Introduction to Adobe Illustrator

During this short course you will gain an understanding of the Illustrator interface and how to draw and colour shapes. You will also be introduced to the pen tool and a function that allows you to edit your hand drawn sketches.

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An Introduction to Illustrator

Creating A Document & Understanding Artboards

Step 1.

Open up Illustrator. In the dialogue box that appears select **'Create New'**.

Step 2.

This will bring up the dialogue box below. Read the notes to get an understanding of what each section means and how it affects the document you are creating.

The options along the top state if you are designing for 'Print', 'Web' or 'Mobile'. Make sure you have 'Print' selected then standard paper sizes will be listed as thumbnails underneath.
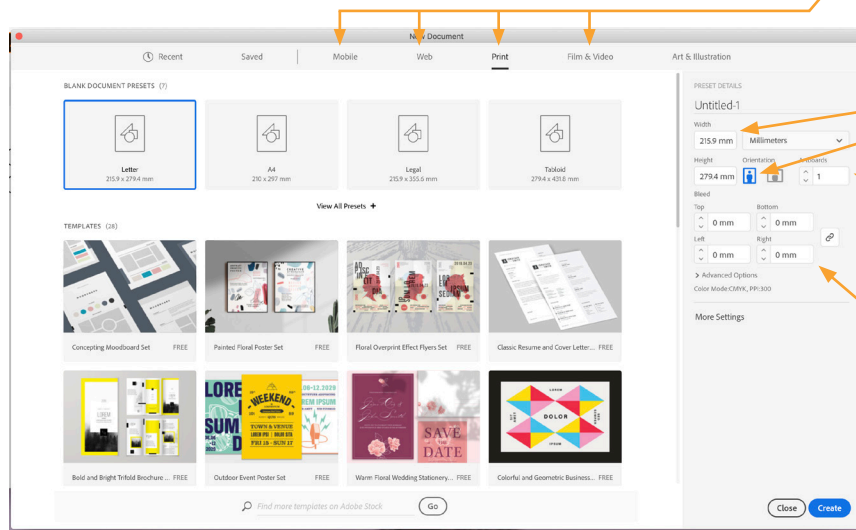
Here is the size of the artboard you are going to create. This is set at standard letter size with portrait orientation. Don't worry about this too much as you can change it at a later stage.

Here you can dictate how many artboards you would like. Don't worry about this at this stage as you can add more once your document is open.
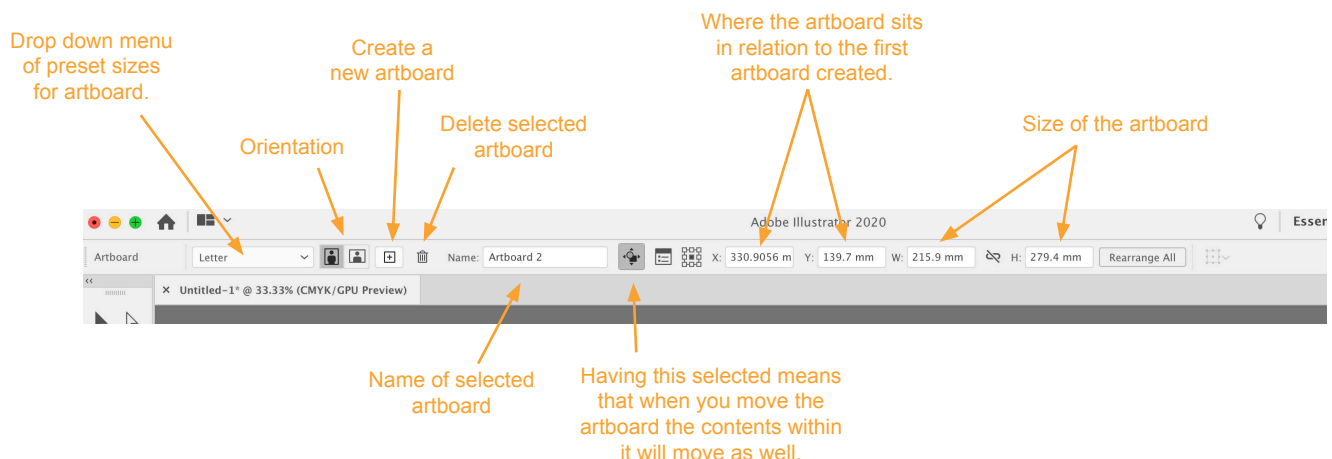
Just like InDesign you can add bleed to your artboards. This is only important if you are sending your work straight to printers. Don't worry about this at this stage, but feel free to email me any questions about this.

Step 3.

Now your document has opened. Note the white space in the middle is called your **artboard**. You should use this space for all your design work and the surrounding grey space for your rough workings.

Step 4.

Click **Shift O**, this will activate your **'Artboard Tool'**. Notice the menu along your top tool bar change. See below for an explanation of the different functions available.

Drop down menu of preset sizes for artboard.

Create a new artboard

Orientation

Delete selected artboard

Where the artboard sits in relation to the first artboard created.

Size of the artboard

Name of selected artboard

Having this selected means that when you move the artboard the contents within it will move as well.

An Introduction to Illustrator

Understanding The Set Up

Workspaces

Just like with InDesign, we need to make sure we are working with the same interface.

This time go to **Window - Workspace and make sure 'Essentials Classic' is ticked**. Then go to Window - Workspace again and click **'Reset Essentials Classic'**.

This drop down menu works just the same as InDesign, so if you are ever missing a palette you can find it here.
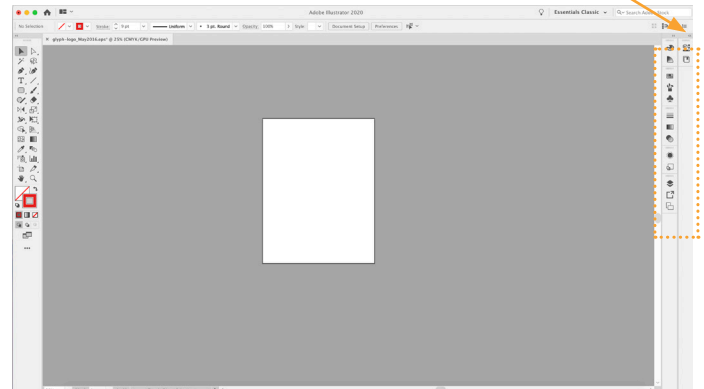

Different View Options

Trim View

Trim view allows you to view your artwork cropped to the artboard size. This is a more realistic view of how your final artwork will look. To find this go to **View - Trim View** and you can click it to turn it on and off.

Trim View   **Normal View**
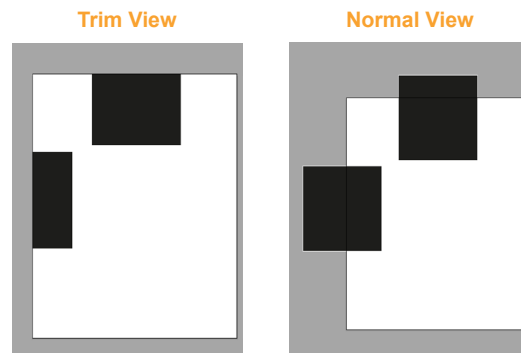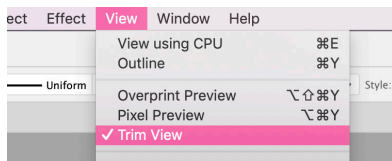
Artwork Mode

When working on more complex pieces, it may be useful to just view the outlines of your shapes. To do this hold down **Cmd (or Ctrl) Y**. To resume back to normal view click Cmd Y (or Ctrl) again.

Artwork Mode On   **Artwork Mode Off (Normal View)**
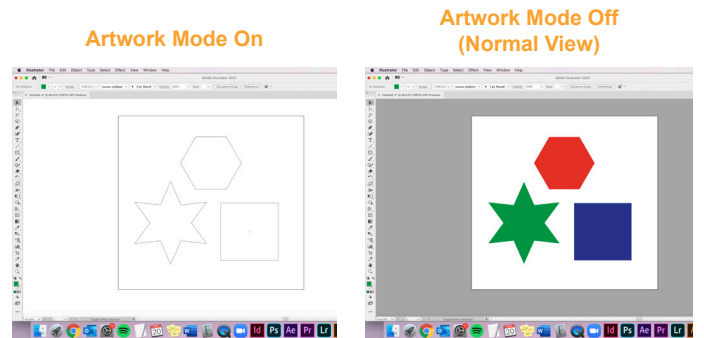
Guides and Rulers

In the View drop down menu you can also **show/hide your rulers and guides**. Rulers appear around the outside of your working space and you can create guides by **click and dragging on the ruler**.

Guides   **Rulers**

3
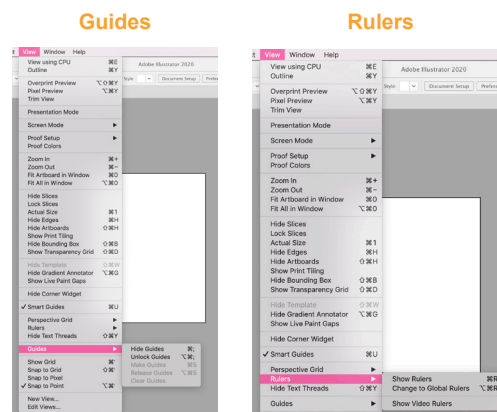
An Introduction to Illustrator

Tools Overview

Selection Tool `V`
For moving and transforming objects.

Direct Selection Tool `A`
To select single anchor points of shapes.

Magic Wand Tool

Lasso Tool

Pen Tool `P`
Used to create free drawn shapes, see following pages.

Curvature Tool

Type Tool `T`
Click on artboard to start writing text.

Line Segment Tool `\`
Use this tool to draw a line by click and dragging your cursor.

Rectangle Tool `M`
Used to draw shapes, see following pages.

Paintbrush Tool

Pencil Tool

Eraser Tool

Rotate Tool

Scale Tool

Width Tool

Free Transform Tool

Shape Builder Tool

Perspective Grid Tool

Mesh Tool

Gradient Tool `G`
It is easier to open up the gradient palette from your window drop down. There you can alter a gradient.

Eyedropper Tool `I`
Click on a coloured image or object and it will detect the colour and change your fill colour.

Blend Tool

Symbol Sprayer Tool

Column Graph Tool

Artboard Tool

Slice Tool

Hand Tool
`hold down space and drag`

Zoom Tool

Toggle Stroke and Fill `X`

Fill Colour
The colour that fills the inside of the shape.

Stroke Colour
The colour of the outline to your shape.
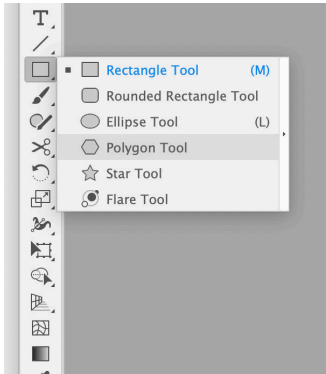
Screen Mode Options

An Introduction to Illustrator

Drawing & Aligning Shapes

Drawing Shapes

Step 1.

Right click on the **'Rectangle Tool'** from your toolbar on the left. This should bring up a menu of alternative shapes.
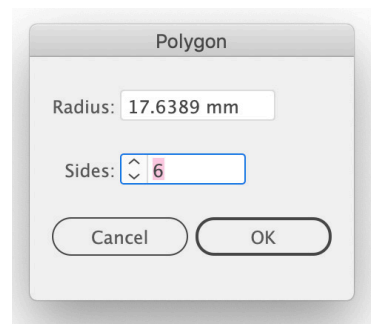
Step 2.

Select **'Polygon Tool'.** Move your cursor onto your artboard and click once. This should bring up the dialogue box below.

Step 3.

Here you can dictate the features of your polygon. Click OK and your shape will appear.


The Align Tool

Step 1.

Create around 3-4 different shapes using the process outlined above.

Step 2.

Open up your **'Align'** palette from the right hand side. If you can't see it open it up from the Window drop down menu.

Step 3.

Experiment with the different functions. To apply a function you must select the shapes you wish to apply them to. The drop down menu at the bottom right allows you to choose where you align them to.
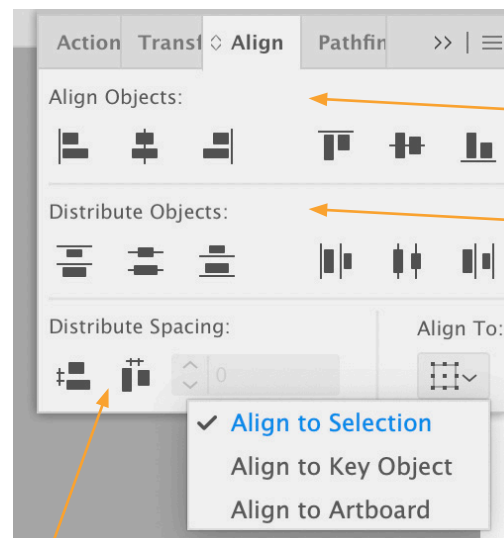
This row aligns your objects to the specified side.

This row will evenly space your object as shown.

This row dictates the distance between two objects.

For this option to work you have to have the objects selected then click **'Align to Key Object'** from the drop down menu. Then click on the object you wish to base your spacing from, it should highlight blue. You can specify the spacing in the box.

An Introduction to Illustrator

Introduction To The Pen Tool

Anchors and Handles

Draw a shape e.g. a circle, then choose your **'Direct Selection Tool'** from your tool bar on the left hand side. Drag and drop your cursor over the shape to select it. You will see something like this. You should be aware that the square points are known as **anchors** and the lines either side are **handles**.

Handle

Anchor

Handle
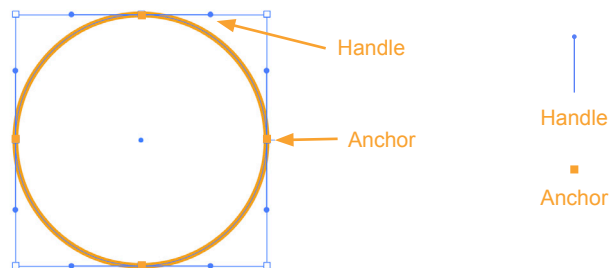
Anchor

Drawing A Right Angled Shape

1. Select the pen tool, click once on your artboard to draw your first anchor point.

2. Hold down shift, move your cursor to the right, click to drop another anchor point. A horizontal line should now appear.

3. Keeping shift down, move your cursor down, you will see the handle change direction to 90 degree south. You can now drop another anchor point.

4. **Holding down shift ensures your angle is kept to a 45 degree.** Try and create the shape shown below.

Drawing A Shape With Different Angles

1. Select the pen tool, click once on your artboard to draw your first anchor point.

2. Move your cursor around and you will see you handle move in all directions. This is because you are **no longer holding down shift the angle is free.**

3. You can then choose to place your anchor point anywhere you wish.

4. Try making a fun shape. Notice when you come to complete your shape a little circle will appear next to your cursor. This shows you are finishing where you started.

Drawing a curved line

1. Select the pen tool, click, **hold** and drag to see your handles move side to side. This is dictating your **angle**. Decide on an angle then release your click.

2. You are then deciding where to put your next **anchor point**. Release you click to drop point.

3. Now click you direct selection tool and select the blue circle at the end of your handle line. You can now move this and see how it changes you the angle of you line
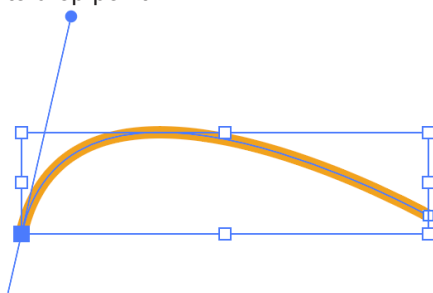
Drawing an even curved line

1. Select the pen tool, **click and hold**, whilst also holding down **shift**. Move your handle vertically up. This is dictating your angle. Release your cursor and shift.

2. Move your cursor to the right to position your second anchor point.

3. **Click and hold** to drop your anchor point and then drag your handle vertically down. Try and make your handles approximately the same length to create an even curve
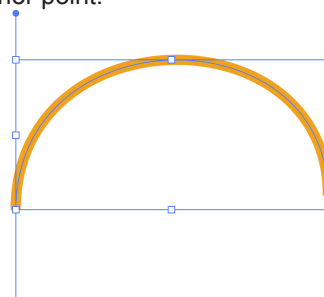
An Introduction to Illustrator
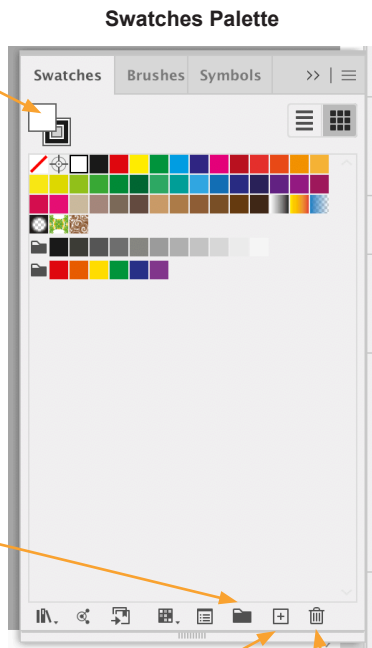
Formatting Your Shapes

Stroke and Fill

Experiment with the palettes below using the shapes you have already created. Make sure the shape you are wanting to edit is **selected** before making your alterations.

This effects the heaviness of the stroke.

Note:
Stroke is just another word for outline.

The box with the **open fill** dictates your **fill colour** (white box). The **box with the boxes inside** dictates your **stroke colour** (black box). You can click between the two, which ever is at the front is the colour you are changing.

Swatches Palette

Stroke Palette

How the end of a line will appear.

Where the stroke sits in relation to your anchor points.

How right angled corners will appear.

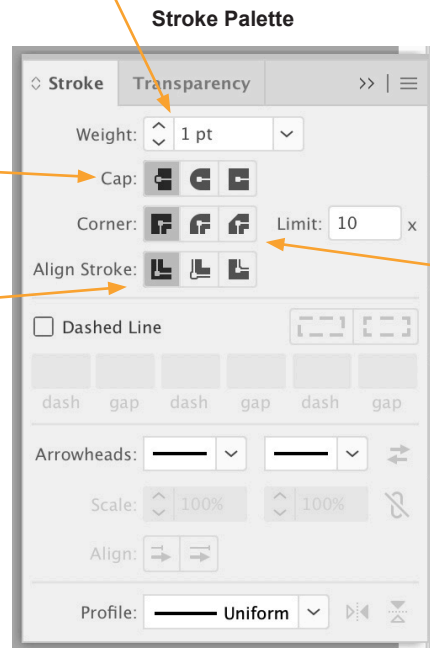Hold shift to select multiple swatches within the palette. You can click this button to put them into a group.

Click this to create a new swatch where you can alter the sliders as shown in the InDesign tutorial.

Drag swatches to the bin to delete them.

Pathfinder Palette

You can also have a go with the **Pathfinder Palette**. This is a highly used tool by illustrators as it allows you to cut and merge your shapes.

You will need to move you shapes in-front and behind each to use this function. To do this, select the shapes - **right click - arrange...,** alternatively look at the **shortcut sheet** for Illustrator (p.10).

Minus Front
Cuts top shape out of shape below.

Intersect
Creates a shape from the overlapping section of the shapes.

Unite
Combine all selected objects into a single shape.

Exclude
Removes overlapping section of the shape
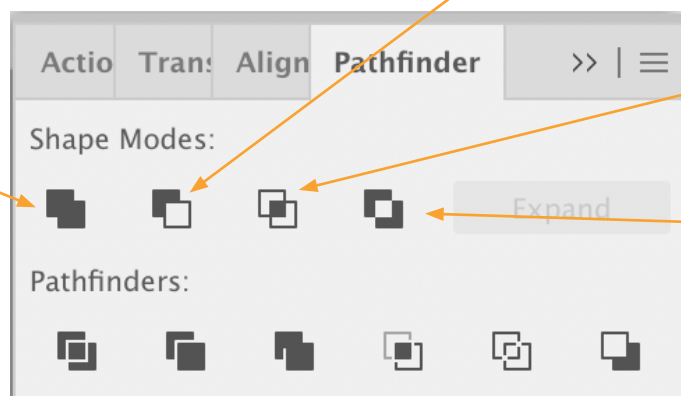
An Introduction to Illustrator

Image Trace

Image Trace allows you to convert your hand drawn sketch on paper to an editable shape in illustrator.

Step 1.

Hand draw your sketch onto paper.

Step 2.

Ideally scan it into your computer. Select the black and white option and 300dpi (resolution) if you can. If you don't have a scanner you can use your phone to photograph your sketch. Try and get it as high quality as you can with good lighting.

Step 3.

Once scanned in. Open an Illustrator document and then drag and drop your scan from Finder/Computer documents into Illustrator.

Step 4.

With your scan selected, this should bring up a new tool bar along the top. Select **'Image Trace'**. If this bar does not appear, you can find Image Trace by looking in you Window drop down menu.

Step 5.

If you are following the top tool bar, you now need to click the **'Image Trace Panel' icon**. This will bring up a separate palette.
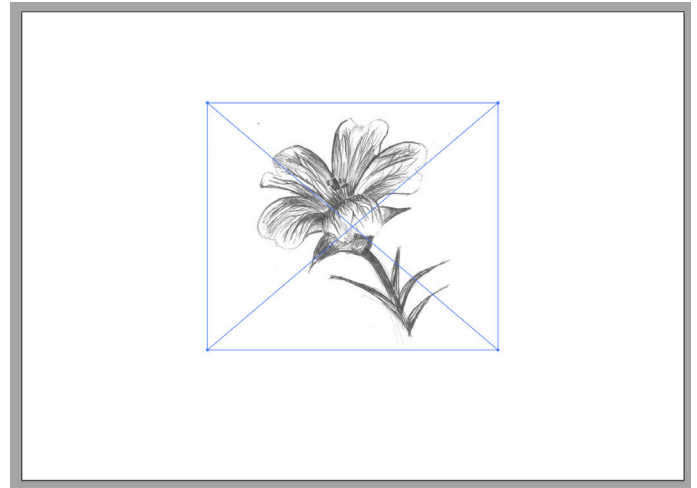
Step 6.

You can now alter the settings as to how your image is traced. Have a play with the sliders to see which work best for your drawing and the outcome you would like. The '**Preset'** drop down is useful as it can help guide you depending on the artwork you have dropped in. Also, ticking the **'Ignore White'** option can be useful if you are planning to edit the work.

Step 7.

Once you are happy with the settings you have dictated, you can click 'Expand' in the top tool bar to make it an editable shape. You can then change the fill and stroke colours as we did previously. Watch the **'Introduction to Illustrator' video** for more detailed instructions.
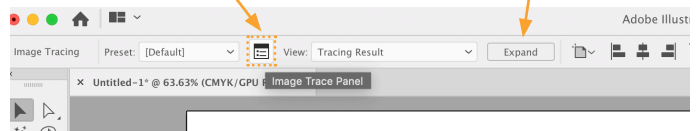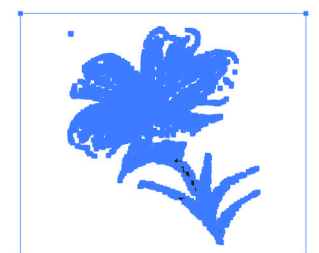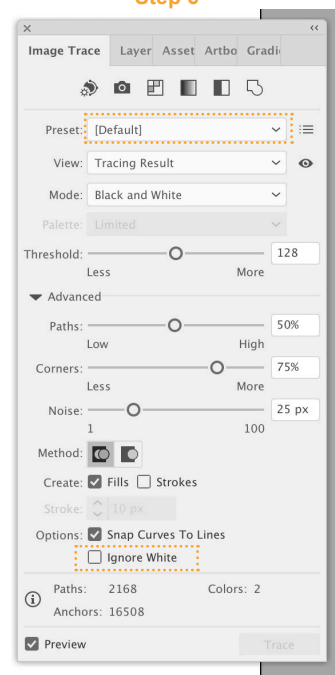
Step 3

Step 4

Step 5   Step 7

Step 6   Step 7

An Introduction to Illustrator

Saving & Exporting

Saving

1. File - Save As.

2. Give it a name.

3. Locate where you would like to save your file.

4. Select which format you would like.
   Note Adobe PDFs are located here whereas in InDesign they are in the export options.

5. Click 'Save'.

6. For simple proofs the Illustrator default PDF preset is fine so you can click 'Save PDF'.

7. If you are saving PDFs make sure to save an ai file as well as you cannot go back and easily edit your PDFs.
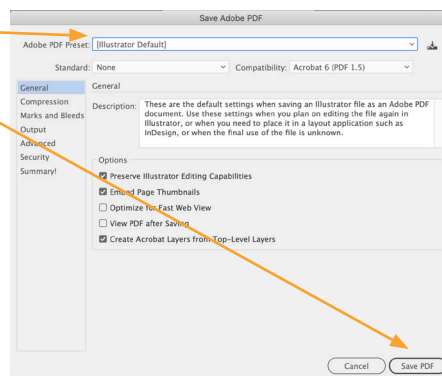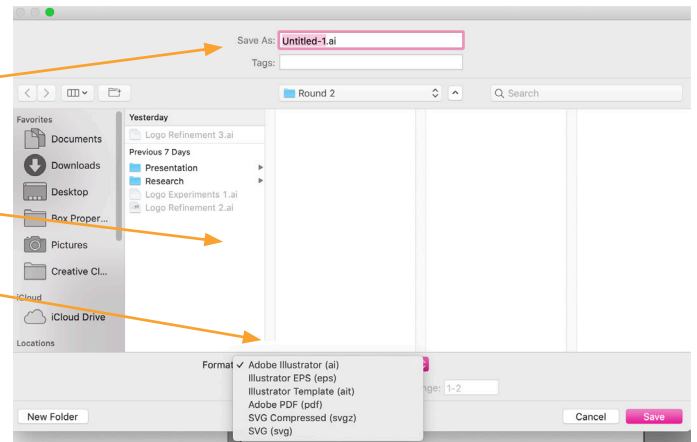
In the options here you can select specific artboards you wish to export or you can select 'All'

Exporting

The most common export options in Illustrator are PNGs and JPEGs. They both export your artwork as flat visuals. JPEGs can be either digital (RGB or CMYK) but PNGs can only be exported for RGB. PNGs can allow your artwork to be transparent if you select this option whilst exporting.

To Export a **transparent PNG**, follow the steps below:
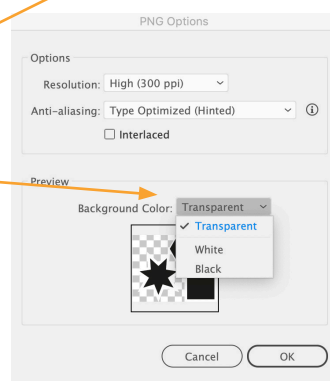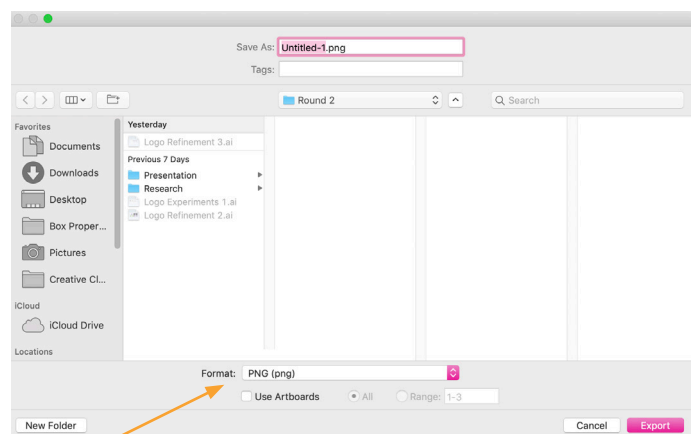
1. File - Export As.

2. Give it a name.

3. Locate where you would like to save your file.

4. Open up the Format menu and select PNG (png).

5. Click Export.

6. A new dialogue box will open - Select Transparent from the 'Background Colour' drop down menu.

7. Click Ok.

An Introduction to Illustrator

Shortcuts

Shortcuts are a great way to be more efficient with your work on Adobe programmes. Try and familiarise yourself with those listed below and if you can memorise them, that will really help you when working on your designs.

New Document	⌘ **N**
Open	⌘ **O**
Close	⌘ **W**
Save	⌘ **S**
Quit	⌘ **Q**
Paste In Front	⌘ **F**
Paste In Back	⌘ **B**
Select All	⌘ **A**
Deselect All	⌘ ⇧ **A**
Group	⌘ **G**
Un-Group	⌘ ⇧ **G**
Bring to Front	⌘ ⇧ **]**
Bring Forward	⌘ **]**
Send Backward	⌘ **[**
Send to Back	⌘ ⇧ **[**
Lock	⌘ **2**
Unlock All	⌘ ⌥ **2**
Zoom	⌘ **spacebar**
Fit in Window	⌘ **0**
Show Rulers	⌘ **R**
Hide Show/Guides	⌘ **;**
Lock/Unlock Guides	⌘ ⌥ **;**
Toggle Fill/Stroke	**X**

Key

⌘ Command Key (Mac)
Ctrl (Windows)

⇧ Shift Key

⌥ Option Key (Mac)
Alt Key (Windows)

An Introduction to Illustrator

1. Create an A4 landscape document with 5 artboards.

2. Draw a 6 pointed star and a 5 sided polygon.

3. Distribute the shapes 20mm away from each other, group them together then centre them within the artboard.

4. Draw a shape including a right angle, a 30 degree angle and a curve.

5. Fill the shape you have just drawn pink, with a yellow stroke of 6pt.

6. Draw a circle and cut this out of the centre of your shape using the Pathfinder.

7. Position all your shapes onto the same artboard then export the artboard as a transparent png.

Feel free to send me your work to charlotteashleydesign@gmail.com if you would like me to check you have done it correctly.

Alternatively, if you have any other questions please get in touch.