



## Objectives

Duration: 2 days

At the end of this course you will be able to edit existing and create new Illustrator files using a variety of techniques.

## Prerequisites

Experience of using a computer, keyboard and mouse.

## Who Should Attend

This two-day course is aimed at new users of Illustrator, or those who have had little exposure to this powerful vector drawing tool and wish to create and edit vector files.

## Overview

- What is Illustrator and how does it fit within the Creative Cloud products?
- Become familiar with the interface by working with tools, menus, panels and workspaces
- Creating your own workspace
- Choose a toolbox, edit and create toolboxes
- Setting General, Interface and file handling preferences
- Essential keyboard shortcuts

## Fundamentals

- Open an existing file
- Arranging files
- Navigate the work area
- Changing zoom magnification
- Using the navigator panel
- Saving and reusing a view
- Creating, deleting and locking guides
- Creating a grid
- Setting snap to
- Adding, deleting, naming, moving and resizing artboards
- Setting the ruler unit of measure, global and artboard rulers

## Selection Techniques

- Pick the correct tool for the job
- Use the selection, direct selection, group and lasso tools

- Select with the magic wand
- Select based on appearance

## Basic Drawing

- Rectangles, squares, ellipses and circles
- Using the polygon tool
- Creating stars, changing the radius
- Creating lines, arcs and spirals
- Working with the rectangular and polar grid tools
- Aligning, distributing, grouping and ungrouping
- Arrange the stacking order of objects
- Draw from the centre out
- Quick copy
- Paste in front and paste in back
- Working in Isolation mode

## Filling Objects

- Fill with colour and swatches
- Create colour themes
- Create your own swatches
- Learn the difference between global and regular swatches
- Load pre-defined swatches such as Pantone®
- Working with gradient swatches
- Adjusting the gradient
- Creating a pattern swatch

## Stroking Objects



- Apply colour and swatches to a stroke
- Adjusting the stroke weight
- Adjust the stroke cap and miter limit
- Change the stroke alignment
- Choosing a dashed stroke
- Include arrow heads on an open path

## Transforming Objects

- Rotating and scaling
- Transforming again

## Pen Tool

- Draw straight line segments
- Draw curves
- Add, delete, change and reposition anchor points
- Join anchor points together
- Mixing straight lines and curves as you draw
- Turning the rubber feature on and off

## Curvature Tool

- Draw with the curvature tool

## Pencil Tool

- Draw paths with the pencil
- Pencil tool options
- Smooth and erase tools

## Layers

- Creating new layers
- Renaming and reordering layers
- Showing, hiding and locking layers
- Creating a sub layer
- Moving objects to another layer
- Selecting objects in the layer panel
- Releasing items to separate layers

## Pathfinder

- Add and subtract with pathfinder tools
- Divide and merge
- Create a compound shape

## Combining Shapes

- Using the shape builder tool

- Adjusting a path with the width tool
- Using the blob brush
- Creating strokes with brushes
- Eraser and shaper tools
- Blending shapes
- Creating a clipping mask
- Working with live paint

## Symbols

- Display a symbol library
- Insert symbol instances
- Create symbol instances
- Use the symbol sprayer

## Effects and Graphic Styles

- Apply a graphic style to an object
- Create a graphic style
- Display the appearance panel
- Add a drop shadow
- Change the stacking order of effects

## Working with Type

- Create point and area type
- Convert point type to area type
- Place a text file
- Create threaded text frames
- Set text wrap
- Create and modify type on a path
- Convert type to outlines
- Formatting paragraphs and characters
- Creating and applying paragraph and character styles
- Inserting special characters
- Inserting white space characters
- Using the glyphs panel
- Using find and replace
- Running the spelling checker

## Import and Export Files

- Placing artwork files
- Using the links panel
- Exporting and Saving As
- Collect for Export