

## Basic Illustrator

### 1. Document Set Up

*File>new*

Pop-up window:

Name: the file

New Document Profile: web is horizontal format, print is vertical format, and custom will pop-up if you enter unique width and height settings.

Number of Artboards: You can start with any number (up to 100), they can be changed easily as you work in illustrator

Size: you can choose any of the options or skip to width and height and fill in your dimensions, the size will then self-select [custom]

Units: choose the units of measurement that are relevant or make sense to you

Bleed: This is only important if you are using a professional printing service

### 2. Creating Artwork

On top of the workspace is the control panel. This changes depending on what you have clicked on and it gives you options to make changes to your selection. The left hand side is the tool panel and situated on the right hand side are the palettes. If there are any palettes that are not open, you can go up to window and scroll down and click on the one you want to open. Similarly you can close them this way too. Selecting tools is the first step to making artwork. Hover over the tool palette with your cursor to see what the names of each of the tools are.

*Selection tool*: selects a whole group

*Direct selection tool*: selects single points and single handles

*Pen tool*: Right click to see the various options. Click to create points. Drag click to create points with handles.

*Rectangle tool*: Right click to see various shape options. This tool becomes powerful when used in conjunction with the pathfinder palette.

*Type tool*: This should be used in conjunction with the character palette, if its not open to the right then click (*windows>type>character*)

To adjust spatial positions of artwork: *object>arrange*

To adjust orientation of artwork: *object>transform*

Use the color palette and stroke palette in conjunction with the artwork that you create.

### 3. Tracing Artwork

Importing the photo or hand drawn art (Taking a screenshot in windows: alt +Prtsn)

(Taking a screenshot in apple: shift+command+4):

*File>open*

or

*File>place*

Make sure that the artwork that you want to trace is selected

*Object>Image trace>make and expand*

You can use the direct section tool and then click delete, or the pen tool with the minus symbol to subtract elements. You can smooth selected lines with the smooth tool.

This often turns out to be an unsatisfactory way of tracing artwork. The most refined way of tracing artwork is to physically trace over the artwork similar to the analogue world where one would use tracing paper or a light table. In order to do this, create a new layer in the layers palette above the imported artwork and then in this layer trace over the original image using the pen tool.

#### **4. Saving Document**

*Edit>save as*

Save as an .ai file. Make sure you save to a location that you can find easily.

If you need to upload a .jpg copy of the artwork onto your website, then bring the .ai image into Photoshop and save the .jpg from there.

**Notes:**