## Crop Your Letterform



New York City College of Technology, CUNY COMD

## Graphic Design Principles II

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## 1

Open a NEW $8.5 \times 11$ " document
UNITS: points DO NOT CHECK facing pages
To create a $6 \times 6$ " square in the center of your $8.5 \times 11$ " page
Set MARGINS: TOP: 180 points, BOTTOM: 180 points,
LEFT 90 points, RIGHT: 90 points

rectangles for frames il


## 2

Use your TEXT TOOL to add your letter. Start large, around 760 points

## 3

ROTATE: OBJECT > TRANSFORM > ROTATE
Or select image > position cursor at a corner (see the curved arrow) > move cursor to change rotation
RESIZE: SHIFT/COMMAND, grab corner, DRAG to size
4
Create 4 white RECTANGLE FRAMES to use for cropping NO STROKE


Move the rectangles to crop image. Maintain a square format.

## 6

Continue to rotate and crop until you have equal figure and ground

## 7

When you have equal figure/ground $>$ COMMAND A to select all > COMMAND G to group
To recenter your letter in your 6x6" area

$>$ Select group, at the same time hold SHIFT/COMMAND, DRAG to size

## 8

Add a $6 \times 6$ " RECTANGULAR FRAME to define the edge of square Outline with a 1 pt STROKE

## 9

When your image has equal figure and ground, center it on a $8.5 \times 11^{\prime \prime}$ paper. Add a 1 point rule to define your 6 inch frame

## 10

Create a reverse. If your letter was white on black, create a black letter on white. Center on a new page and add a rule as in step 9
11
You now have two versions, a black and a white. Save both as finals. Print each cropped letter on separate paper. Bring to class.

