ILLUSTRATOR I TUTORIAL

NEW YORK CITY
COLLEGE OF TECHNOLOGY
THE CITY UNIVERSITY OF NEW YORK

ARCHITECTURAL TECHNOLOGY DEPARTMENT
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When should I use Illustrator?

Illustrator should be used when you want to create images that are small in file size, but can be resized to any dimension while still maintaining print quality. Some common uses for Illustrator are for creating logos, type setting for stationary, web graphics and vector paintings/Illustrations.

Resolution rules of thumb:

• Take photos and scan drawings at high resolution. You can always down-sample in Photoshop if you need to make the file sizes smaller. The best resolution you will ever have for an image is the original resolution – Photoshop is NOT able to generate new information.

• 300 dpi should be the resolution in which you are working if you want to print the document.
"dpi" – "dots per inch" – http://en.wikipedia.org/wiki/Dots_per_inch
Vectors   – http://en.wikipedia.org/wiki/Vector_graphics

• If you must you can go as low as 150 dpi – please note images at a lower resolution than this will start to get pixilated and fuzzy also drawings usually start losing line quality at anything lower than 300dpi. Saving images at a lower resolution may be necessary if your file size gets too large to print or your computer starts to slow. If you are only going to use the digitally, then 72 dpi is sufficient.

• Always save a back-up file of the original images and files, so you can go back if your file gets corrupted, or need to start over.

To start working in Illustrator go to File > New Document.
Ctrl + N is a shortcut you can use

You can change the width and the height of your document to any size you want. It might be easier for you to change the units to inches first.

Add the number of art boards you are going to be using.

If you the document you are working on is to be printed select "print" under New Document Profile.Make sure to set the Raster Effects to High(300ppi).

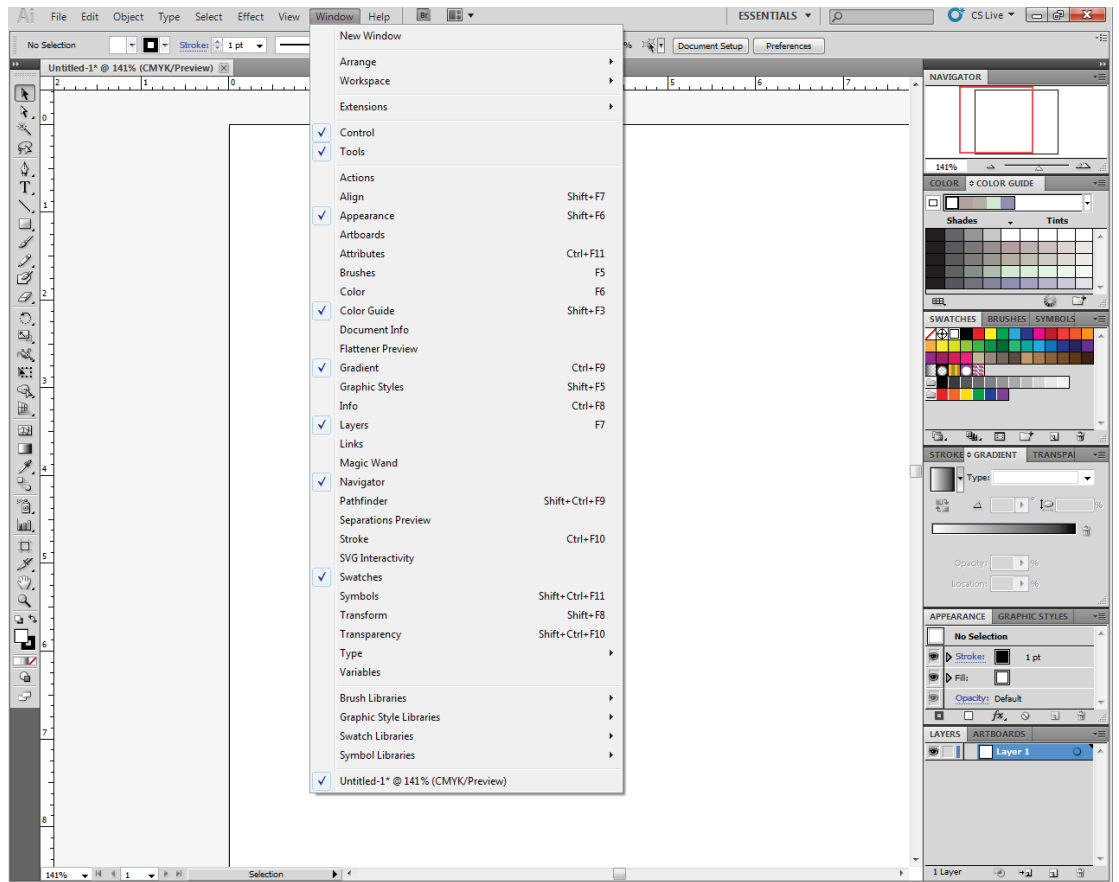You can name the file now or when you save it later.

Click OK to get started.
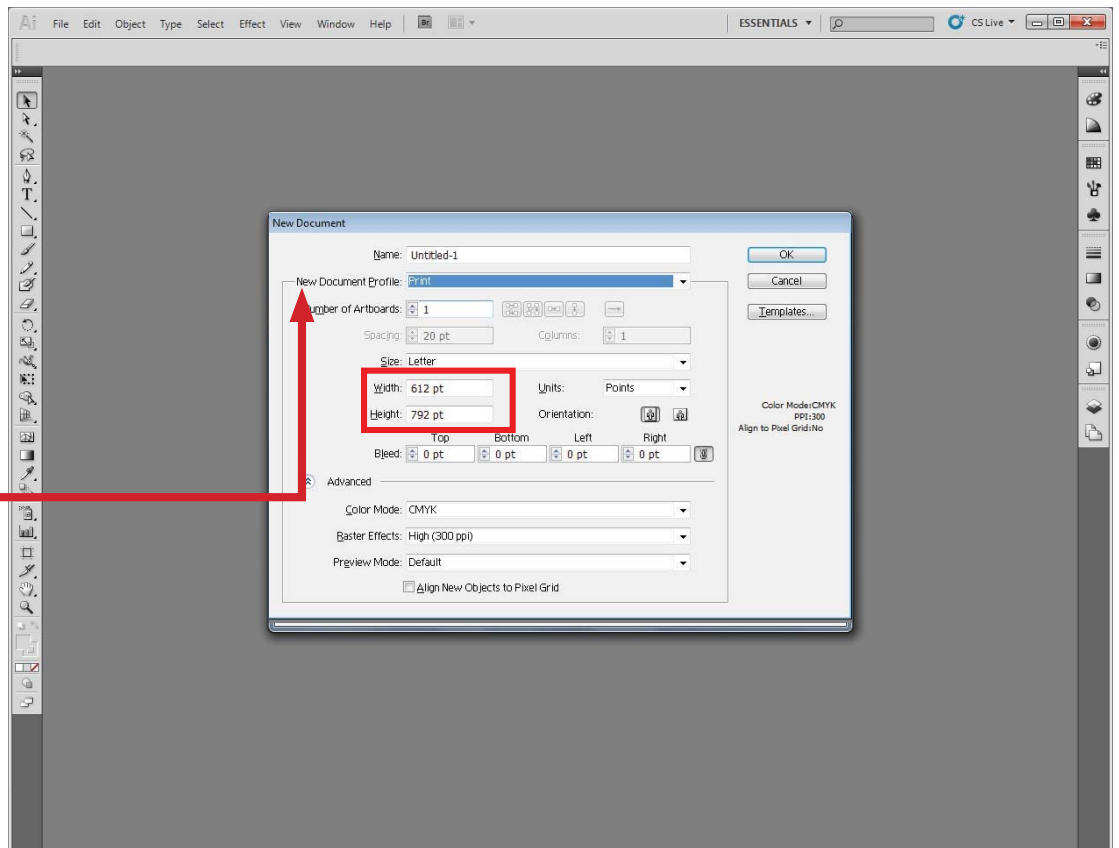
Go to WINDOW and make sure the following are checked:

Color
Control
Tools
Stroke
Layers
Character
Paragraph
Navigator

If your menus disappear this is where you go to turn them on again. Explore the other menus when you have time.

The NAVIGATOR locates your work area within the overall image with a red box. It lets you zoom in and out of the artboard. You can also pan in the NAVIGATOR window without using the pan tool.

Another way you can zoom in and out is to hold the Alt key on your keyboard as you use the scroller on your mouse.
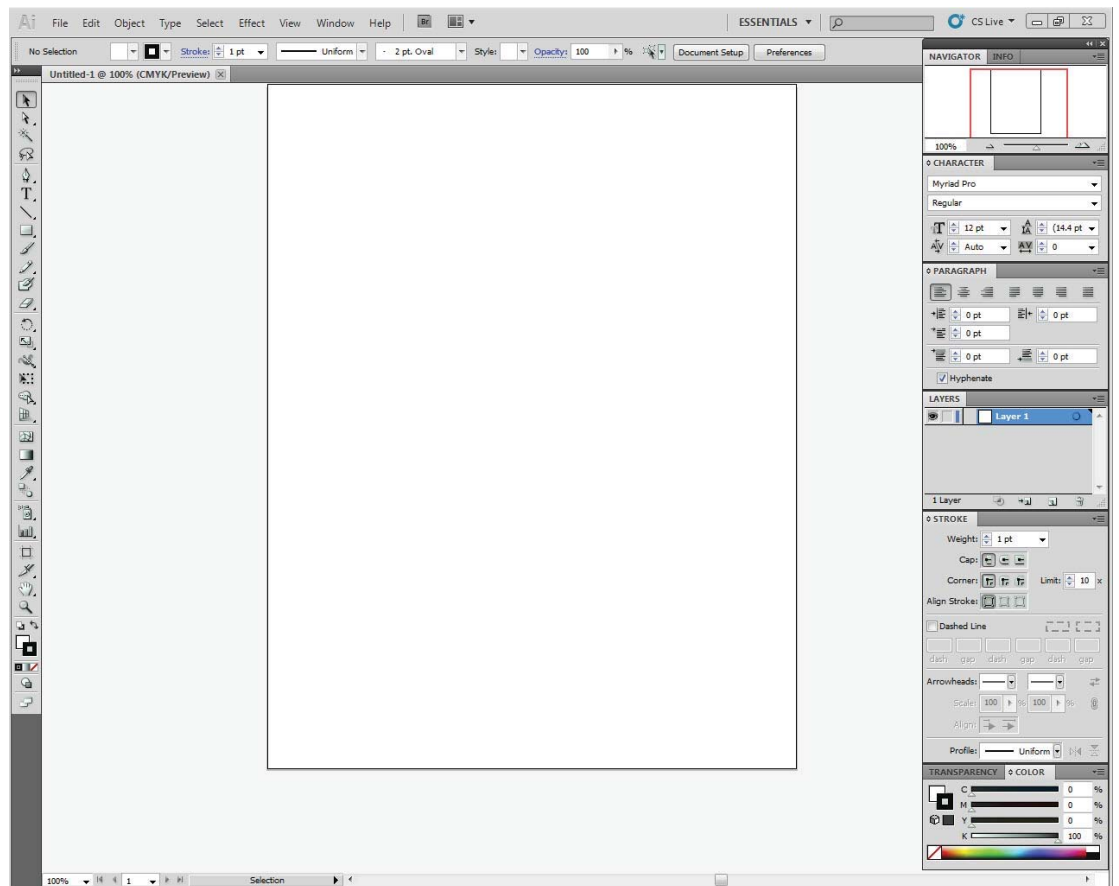
Turn on the RULERS in the VIEW menu. Go to VIEW > RULERS > SHOW RULERS. A shortcut to turn the Rulers on and off is Ctrl + R.

Make sure to have the the SMART GUIDES are checked.

To change the units of the Rulers, right click on the upper right corner box where the two rulers meet and select the right unit.
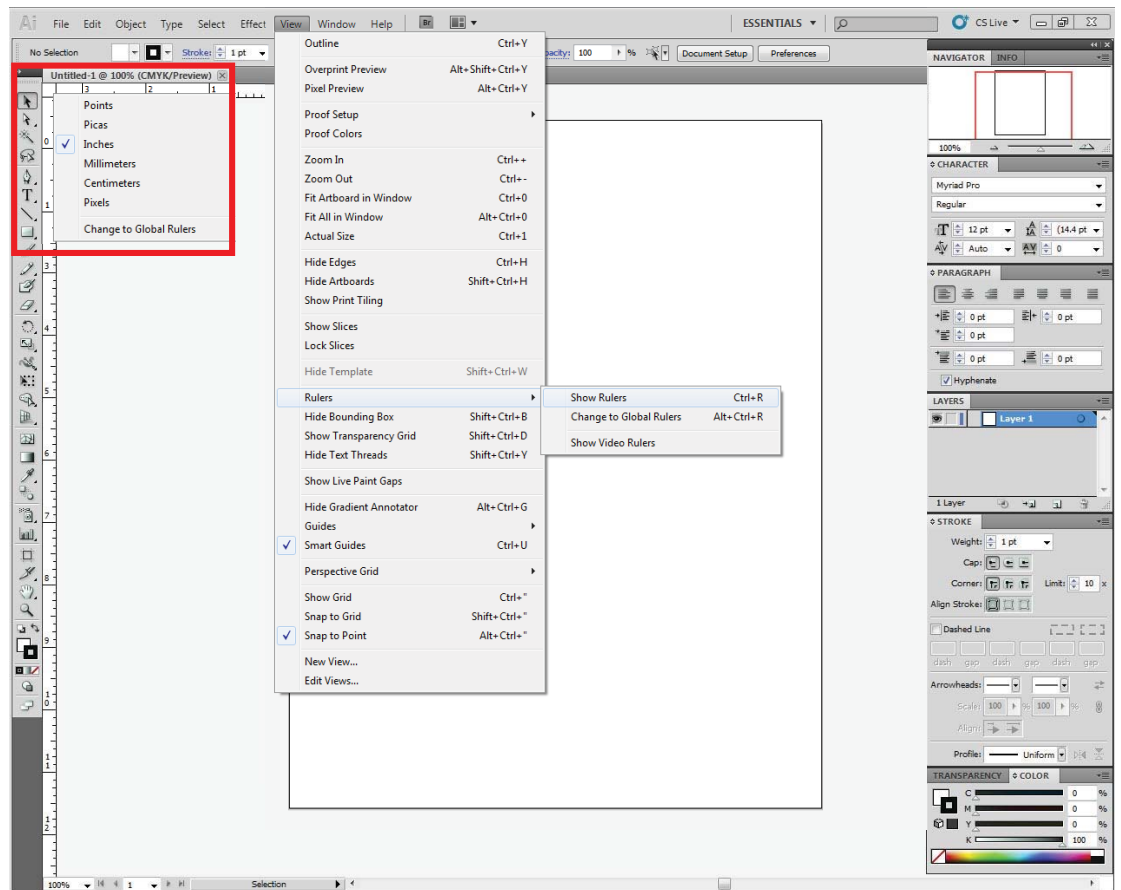
Click and drag on to your artboard to create a GUIDE. Creating Guides will help you align and arrange your artboard, but will not print.

You can move the guides by clicking and draging them and delete them by selecting the guide and pressing delete on your keyboard. However, if the guides are locked, you won't be able to make any changes to them after your place them on your artboard.

To lock or unlock the guides go to VIEW > GUIDES > UNLOCK GUIDES.

Its a good idea to set up your printing margins with the guides. Usually printing margins are 1/8" inset from the page edge.
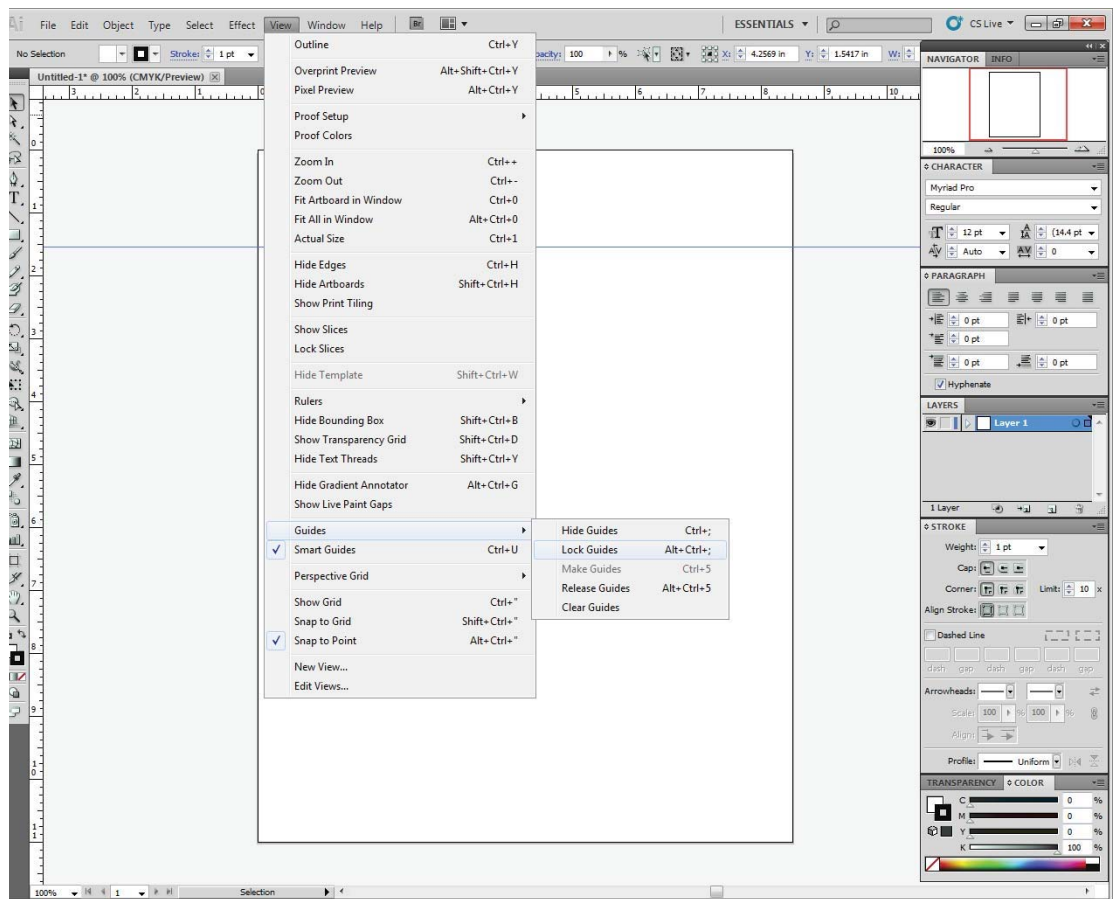
When are you ready to print your file, go to FILE > PRINT or Ctrl + P. Select your printer when the Printer window pops up.

A priview of your printed page is displayed on the left of the window with the margins show as a hidden line. Anything that falls outside of the margin will not print. If you want a printed page with no margins, you can cut off the margins after you print. In the labs there are no printers that print to the edge of the page.
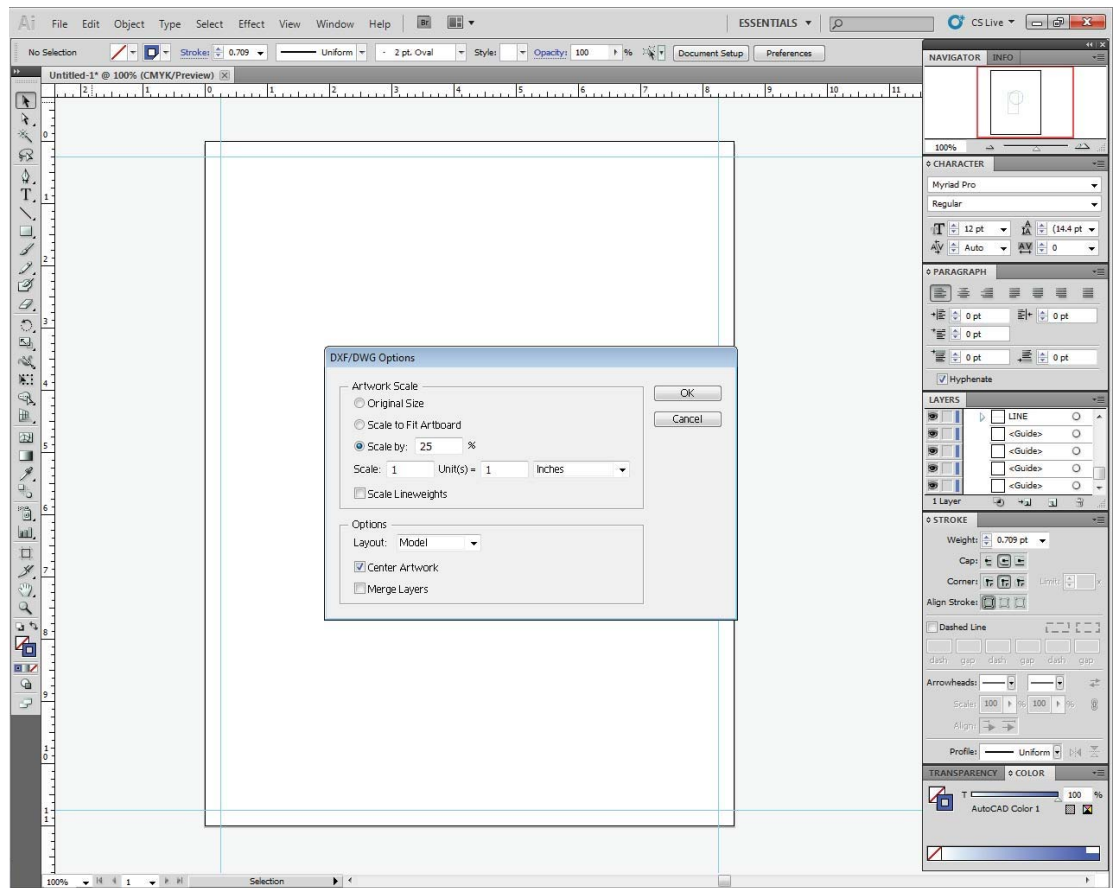
To have the the smallest margins possible, select MARKS AND BLEED, and check "Use Document Bleed Settings" in the Bleeds window.
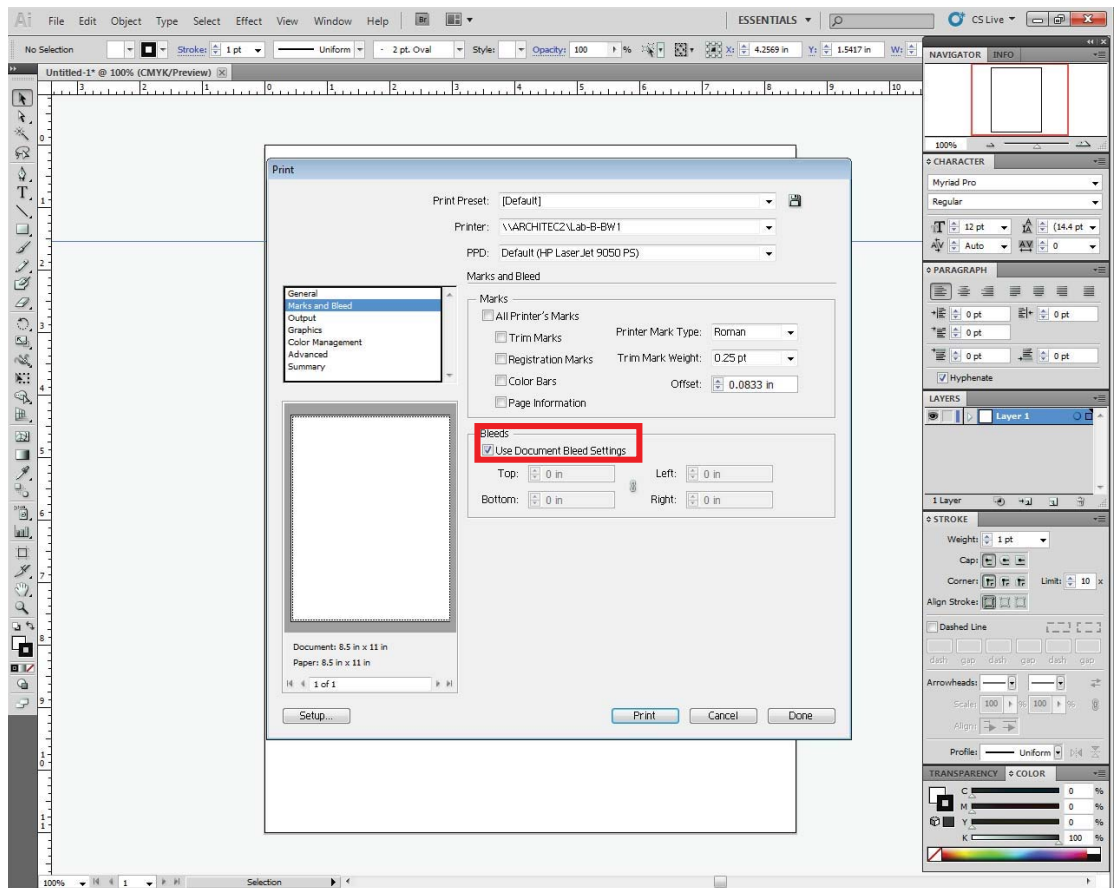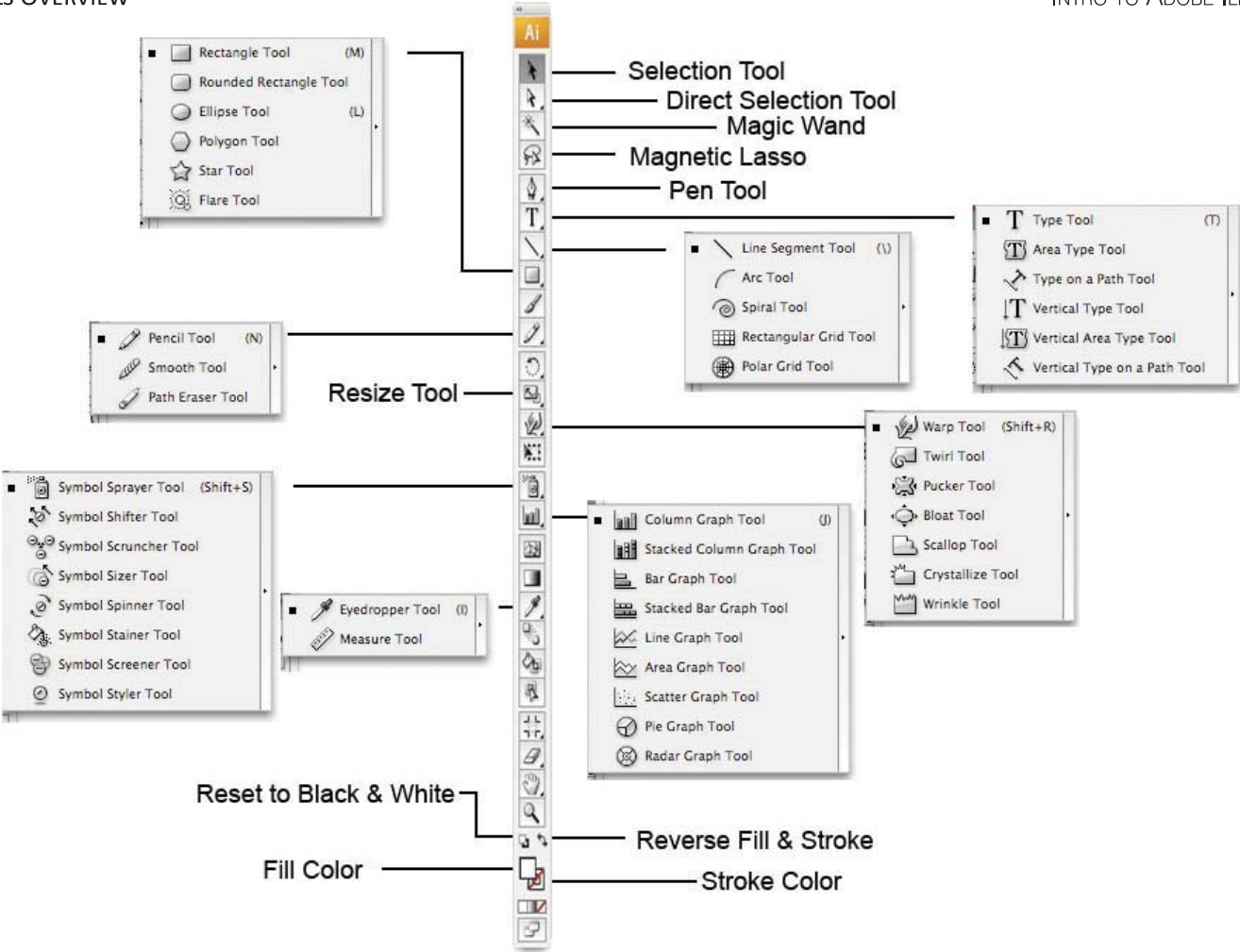
To import files into your document go to FILE > PLACE, select the file type of the file you want to place in your document , for instance .jpeg for an image file and find the file on the computer.

When importing AutoCAD files, first prepare the file by making it as simple as possible with correct layers. Import the drawing file, click OK to the objection that pops up. Set the scale or choose the original size if you already scaled the CAD drawing in model space.

Its a good idea to print from CAD to PDF, with the correct ctb, to have nice lineweights in your drawing. Then you can open the PDF in Illustrator and will be able to edit the vectors.

Rectangle Tool (M)
Rounded Rectangle Tool
Ellipse Tool (L)
Polygon Tool
Star Tool
Flare Tool

Selection Tool
Direct Selection Tool
Magic Wand
Magnetic Lasso
Pen Tool

Line Segment Tool (\)
Arc Tool
Spiral Tool
Rectangular Grid Tool
Polar Grid Tool

Type Tool (T)
Area Type Tool
Type on a Path Tool
Vertical Type Tool
Vertical Area Type Tool
Vertical Type on a Path Tool

Pencil Tool (N)
Smooth Tool
Path Eraser Tool

Resize Tool

Warp Tool (Shift+R)
Twirl Tool
Pucker Tool
Bloat Tool
Scallop Tool
Crystallize Tool
Wrinkle Tool

Symbol Sprayer Tool (Shift+S)
Symbol Shifter Tool
Symbol Scruncher Tool
Symbol Sizer Tool
Symbol Spinner Tool
Symbol Stainer Tool
Symbol Screener Tool
Symbol Styler Tool

Column Graph Tool (J)
Stacked Column Graph Tool
Bar Graph Tool
Stacked Bar Graph Tool
Line Graph Tool
Area Graph Tool
Scatter Graph Tool
Pie Graph Tool
Radar Graph Tool

Eyedropper Tool (I)
Measure Tool

Reset to Black & White

Reverse Fill & Stroke
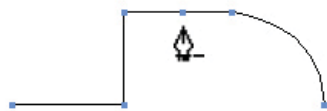
Fill Color

Stroke Color

Click on artboard to create paths with straight segments, click and drag to create paths with Bezier Curves.
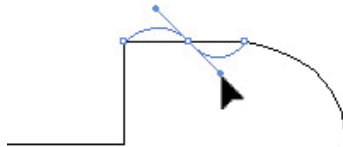
P
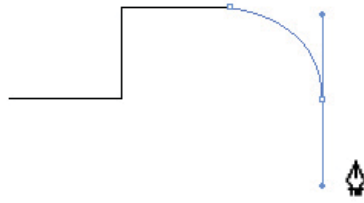
Add anchor point tool : Click on a path segment to add anchor points.

+
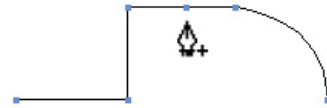
Delete anchor point tool : Click on anchor point to remove from path.

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Convert anchor point : Click on an anchor point and drag to create bezier handles where there were none, click on an anchor point with handles to a remove them.
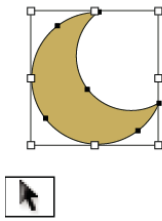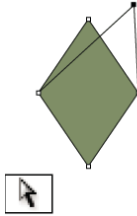
Shit + C

The SELECTION TOOL (V) selects entire objects.

The DIRECT SELECTION tool (A) selects points or path segments within objects.

The MAGIC WAND tool (Y) selects objects with similar attributes.

The Lasso tool (Q) selects points of path segments within objects.

First use the select the object that you want to transform. A bounding box will be shown around your selected object.

To scale the object; you can right click on it after selection, go to TRANSFORM > SCALE and enter a scale value.
You can also scale the object by clicking on the corner of the bounding box. Press and hold Shift if you want to scale uniformly.

To rotate the object; you can right click on it after selection, got to TRANSFORM > ROTATE and enter the value of rotation. You can also rotate the object by clicking and draging near the edge of the bounding box.

To mirror the object; right click on it, go to TRANSFORM > REFLECT and choose the axis of reflection.

To shear the object; right click on it, go to TRANSFORM > SHEAR. Enter the value of the shear angle and select the axis.