

### Creating Vector Shapes

1. To make these shapes we are going to use the rectangle tool, select it from Tool Panel. Notice how your mouse cursor changes to a crosshair. This is going to make it easier for you to accurately place your new shape on the canvas area.
2. Bring the mouse cursor over to the rectangle shape in the template. If you have smart guides checked in the View Menu you will see text hints and alignment guides. For this tutorial switch this off (view > smart guides and make sure it is unchecked).
3. Place the mouse cursor on the top left of the triangle shape and click and drag to draw out a shape. As you click and drag you will see an outline this is illustrator showing you the shape which you are about to draw and you can drag this in any direction to draw a rectangle shape so using the worksheet as a guide. The mouse cursor remains a crosshair so we can draw another shape.
4. Move on to the next shape and this time we have a square shape. Select the rectangle tool, now there are two ways to create a square.
  - a. **Option 1** - With the rectangle tool selected simply **click once on the canvas area** and up will pop a properties box where you can enter amounts.
  - b. **Option 2** - With the rectangle tool start at the square shape and click to begin to draw. This time instead of dragging my mouse cursor **press and hold shift on the keyboard**.
5. The next shape this time we have what looks like a diamond shape. Press V on the keyboard to activate my selection tool. Don't make a new shape, simply copy (Cmd + C) and paste (Cmd + V) the square you just created.
6. Place the mouse cursor over the edge of the shape and it will change to a curved arrow. Drag around and hold shift on the keyboard. The square will snap to 45 degree increments. This will make it easy to get an accurate rotation.
7. Now we have just made what looks like a diamond shape now we are going to use this shape again but make a slight adjustment to create our new shape. Press V on the keyboard to activate my selection tool. Don't make a new shape, simply copy (Cmd + C) and paste (Cmd + V) the diamond you just created.
8. We are going to modify our shape with the pen tool (P). Hold down the cursor on the little arrow on the pen tool box in the tool box and select the delete Anchor Point tool. Put my mouse cursor over the far left anchor point and click to remove that anchor point and it becomes a triangle.
9. Select the ellipse tool from the tool box. You have the same two options as before:
  - a. **Option 1** - With the Ellipse tool selected simply **click once on the canvas area** and up will pop a properties box where you can enter amounts.
  - b. **Option 2** - With the ellipse tool start at the square shape and click to begin to draw. This time instead of dragging my mouse cursor **press and hold shift on the keyboard**.

10. Copy (Cmd + C) and paste (Cmd + V) the ellipse shape and move into position to the right. Again we are going to select the delete Anchor Point tool move the mouse over the far left Anchor Point and click to remove that particular Anchor Point. This time we still have curvature in the line and we have some anchor point handles to deal with.
11. Select the direct selection tool (white arrow, A). Click and drag the handle points and push them back into the Anchor Point. like so I'm going to do this with both Anchor Point handles and this will remove the curvature in that part of the line
12. Press V on the keyboard and now we have our bounding box back. Copy and paste half moon shape to duplicate it as before.
13. Rotate by moving mouse cursor over the edge to show the curved arrows click to rotate and hold shift.
14. Next we are going to use the star tool. Drag and move the mouse around like so and we can make a star shape. Hold shift on the keyboard to create a nice shape like on the worksheet.
15. Now, we will create a shape that has a lot more points on the outside. Use the star shape and click and drag out and press the up arrow on the keyboard. Pressing down arrow on the keyboard will reduce the number of points. Use the selection tool to move the shape into position and rotate if you need to.
16. The next shape is again very different this time we have a lot of points but this but they seem more shallow on the edges. To create this shape again start with a star tool. Click-and-drag with the star tool and notice how the shape is the same as the last one illustrator remembered. Instead of pressing up or down on the keyboard, press and hold the command button plus the Option button and drag the mouse cursor. You can also click once with the star tool and enter values yourself. Radius 1 is outside size and radius two is inside size. You can also decide the number of points here.
17. Choose the polygon shape from the tool box. Click and drag out a polygon shape similar to the worksheet example and move that into position. Hold the shift key to keep shape level.
18. Press V to activate the selection tool and move this into place and resize accordingly to fit on the worksheet
19. Select the polygon tool again, and begin to draw shape and press the up arrow on the keyboard. Notice the number of sides go up (Down with down arrow key). Hold shift key to keep shape level.
20. Click once with the Polygon tool and then the menu panel that pops up type a radius of 15 and put in ten sides and click OK. There is a new custom shape
21. Select the rounded rectangle shape and this is very similar to the rectangle tool but here we can toggle the corners to get more rounded shapes. Click and drag a shape similar to the worksheet and here we have a rectangle with some rounded corners.
22. Draw another rounded rectangle shape, but as you drag the shape press and hold up arrow on the keyboard. Try and match the corners on the worksheet. This is going to pull in the corners and we will create big round corners.
23. Next with the rounded rectangle tool, click once and enter in a width of 65 millimeters, height and 7 millimeters, and the corner radius of 35 millimeters. A wide slim rectangle shape with rounded corners is created.