

# ComD 1162

## Vector Graphic Fundamental Process Steps

revised 06/06/20

NOTE: This file may be modified to update for adjustments.

Open Illustrator.

Key “command+shift+k” and Target Color Profile to “North America Newspaper” (RGB = Adobe 1998 and CMYK = SNAP 2007).

Create “new” vector file.  
Choose “Print.” Set File ID to spec.  
Change “width” units to “inches.”  
Set “width” and “height” to document spec.  
Choose “Create.”

Show rulers (command+r).

Key command+zero to fit document in view.

Save. Change format to Illustrator eps > change Adobe Postscript to “LanguageLevel 3.”  
“OK” onto hard drive.

Toggle (command+y) View to Outline.

Select “m” for rectangle, hold down Option key and click in Safe area. Set 0.25 inch in both width and height sizes. Change fill and stroke in color palate to “none.” Key “v” for select tool and move no fill - no stroke square to top-left trim corner. Copy and paste that square and move copy to lower-right corner. Pull unlocked “guide” lines from rulers to make Safety guides. In Layers palate, change name of “Layer 1” to “Safety” and lock layer.

**Safety Area** = .25” white space left blank evenly around Safe area to trim.

**Safe Area** = .25” inside Safety Area for Page ID, captions and graphic elements.

(command+s) Save.

Toggle (command+y) View to Preview.

In Layers palate, make a Layer for “Page ID” and each STEAM graphic or proof required in the assignment. Note: a layer above will cover a layer below. A proof layer should be moved below graphic layers. Choose caption or graphic Layer colored dots to move selected elements to a specific Layer.

Layers will be viewed separately during evaluation. Note: Layers’ “eyeball” icon on to see layer and “eyeball” icon off to hide.

Choose/select the type tool (t) and make a caption to match the name on each Layer. Example: “science” Layer has “science” caption. Follow the assignment’s type specification. Exceptions are no caption for “Page ID” or “Safety” layers.

(command+s) Save.

Follow the vector assignment sheet for specific graphic specifications such as quantity, attributes and process factors.

Quantity is number of graphics. Each multiple-shape graphic must be on a separate Layer.

Attributes refers to the characteristics of the graphic. Each graphic may include a specific multiple of different shapes. Each graphic should share a single colored fill and a different colored stroke / frame. Strokes should be a specific size and “aligned to the outside.”

Process factors refers to vector functions such as “Create Outlines” for type, “Object > Path > Outline Stroke,” or Unite same colored frame, etc.

Review all of the Project vector graphic document assignments. Correct each modified version with a new (save as) revised version letter in File ID and Page ID (match).