

# ALPHAS FACTS

Alpha  
COMPUTER CONSULTANTS

Create Your Future



**Illustrator Level 1** provides an introduction to creating and editing vector artwork such as logos, illustrations and graphic artwork.

**Course Prerequisites:** Previous experience using applications on a PC or Macintosh is an essential prerequisite for this course. Experience in using graphics application in the Windows/Macintosh environment is helpful.

**Duration:** Two days 9:00 am - 4:30 pm

## Course Content

### Illustrator's Interface

- The Welcome Screen (pre CS6)
- The Tools panel
- Working with panels
- Customizing your workspace
- The Application bar
- The Control panel
- The context menu
- Zooming in and out
- Scrolling the view
- Preview and Outline Views
- Illustrator's preferences
- Undo, Redo and Revert commands
- Sync settings using Adobe Creative Cloud (CC)



### Artwork Essentials

- Vector images
- Bitmap images
- Creating new Illustrator documents
- Opening a file
- Templates
- About Adobe Bridge
- The Illustrator artboard
- Creating, editing, and deleting artboards
- Creating artboards
- Editing or deleting artboards
- Artboard options
- Working with rulers
- Changing the measurement units
- Working with the Grid
- Working with guides
- Snapping objects to anchor points and

guides

- Use smart guides to align objects

### Drawing Vector Art

- About vector paths
- Drawing lines with the Line Segment tool
- Drawing rectangles
- Drawing ellipses
- Drawing polygons
- Drawing stars
- Drawing straight lines with the Pen tool
- Tips for drawing curves with the Pen tool
- Drawing curves with the Pen tool
- Changing the curve direction (method 1 - preferred method)
- Changing the curve direction (method 2)
- Adjusting the shape of a curve
- Adding or deleting anchor points
- Converting between smooth and corner points
- The Pencil Tool
- Smoothing paths
- Finding and deleting stray anchor points
- Erasing artwork
- Simplifying paths
- Joining and cutting paths
- Aligning the position of anchor points
- An Introduction to the Stroke Panel
- Adjusting the thickness of a path
- Adding arrowheads to paths
- An Introduction to Pathfinder Panel

### Selecting and arranging objects

- Selecting objects
- Selecting with the Selection tool
- Selecting objects and groups within

groups with the Selection tool

- Selecting one object within a group
- Using the Group Selection tool
- Selecting with the Magic Wand tool
- Customising the Magic Wand tool
- Selecting the next object in the stacking order
- Selecting all objects by characteristics
- Moving and duplicating objects
- Moving or duplicating objects by pasting
- Moving an object by dragging
- Duplicating objects by dragging
- Moving an object by using the arrow keys
- Moving using the Move command
- Moving objects using x and y coordinates
- The Align panel
- Distributing objects by specific amounts
- The stacking order
- Grouping objects
- Locking and hiding objects
- Isolating groups and sublayers

### Transforming objects

- Transforming objects
- Using the Transform panel to transform
- Using the bounding box to transform
- Scaling objects
- Rotating objects
- Reflecting objects
- Shearing objects
- Distorting objects with the Free Transform tool
- Free Transform Tool Improvements
- Warp Effects



## Colour

- Process Colours
- Spot Colours
- RGB Colours
- Fills and Strokes
- Making out-of-gamut colours printable
- The Colour Picker
- The Colour panel
- Selecting colours in the Colour panel
- About swatches
- The Swatches panel
- Creating process colour swatches
- Creating spot colour swatches
- Adjusting swatches
- Using Pantone colours
- Changing the tint of a colour
- Managing Swatches

## Layers

- Using layers
- The Layers panel
- Layer options
- Moving objects to a different layer
- Changing the stacking order of Layers
- Locating an item in the Layers panel
- Locking and unlocking objects
- Hiding and showing objects
- Pasting objects between layers
- Duplicating objects using the Layers panel
- Using Template Layers to redraw artwork
- Merging and flattening layers

## Type

- Adding type in Illustrator
- Creating point type
- Creating area type
- Creating text along a path
- Resizing a text area object
- Moving or flipping text on a path
- Path type effects
- Vertical alignment of type on a path

- Character spacing around sharp turns
- Importing text into Illustrator
- The Character panel
- Leading
- Adjusting the baseline
- Kerning and tracking
- The Paragraph panel
- Aligning text
- Justifying text
- Indenting text
- Adjusting paragraph spacing
- The Glyphs panel
- Converting text into graphic objects

## Importing Files

- Placing files
- Linking or embedding artwork
- Using the Links panel
- Embedding/Unembedding artwork
- Viewing information about placed files
- Updating modified links
- Editing the original of a linked file
- Relinking missing links
- Setting placement options for linked artwork
- Packaging Documents

## Clipping Masks, Transparency, Gradients & Patterns

- Clipping masks
- Creating a clipping mask for objects
- Creating a clipping mask for a group or layer
- Editing a clipping mask
- Adding or removing objects from a clipping mask
- Releasing objects from a clipping mask
- Transparency
- Using the Transparency panel
- Illustrator's blending modes
- Gradients
- The Gradient tool
- Gradients on Strokes (CS6)
- Creating Patterns
- Create pattern swatches

## Saving and Exporting from Illustrator

- Saving and exporting artwork

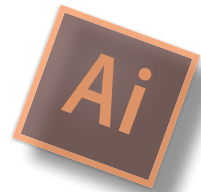
- Saving in Illustrator format (AI)
- Illustrator format (AI) options
- Saving in EPS format
- EPS format options
- About Adobe PDF format
- Saving in Adobe PDF format
- Creating a layered Adobe PDF file
- Adobe PDF presets
- Customizing PDF presets
- PDF presets locations
- Exporting PDF presets
- Importing PDF presets
- Exporting artwork to other formats

## Printing from Illustrator

- Printing an Illustrator file
- Print dialogue box options
- Print presets

## Appendix

- Adobe Bridge
- Keyboard Shortcuts



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- Comprehensive course notes
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## Packages Available

Adobe Illustrator Level 1 is offered as part of packages designed for users who want to attend multiple courses to achieve in depth knowledge.

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