

# Adobe Illustrator Outline

## BASIC

### Introduction

- Vector art vs. Bitmap art

### Overview of Illustrator

- Object
- Stroke
- Fill
- Text
- Keyboard Shortcuts
  - Modifier Keys
- Setting Preferences

### The Illustrator Work Space Overview

- Work area
  - Control Palette
  - Work Page
  - Pasteboard(s)
  - Rulers
  - Pop-Up Menus
  - Scroll Bars
  - Tabbed Documents
- Application Window

### Basic Palettes

- Tools
- Navigator
- Color
- Stroke
- Layers
- Swatches
- Palette Usage
  - Collapsing Palettes
  - Joining/Separating Palettes
  - Docking Palettes
  - Palette Options
- Workspaces
  - Saving & Editing

### New Documents

- Creating a New Document
  - CMYK vs. RGB
- Changing Page Size
- Setting the Units
- File Management
  - Save vs. Save As
  - Standard File Formats
    - AI, PDF, EPS, Template

### View options (1)

- Hand Tool
- Tool palette
- Changing Magnification
- Menu selections

### The Tool Box and Basic Drawing Tools

- Selection Tools (A.K.A. Arrows)
- Basic Text Tools
- Basic Shapes
  - Rectangle tool
  - Ellipse tool
  - Special Shapes
  - Keyboard shortcuts
- Pencil Tools
- Line Tool

### Color (using only Color palette)

- Color Modes
  - Process (CMYK), RGB, HSB, Web RGB
- Creating/Applying Colors
  - Basic Fills
  - Basic Strokes
- Editing Colors

### Groups

- When to use Group/Ungroup
- Creating Groups within Groups
- Selecting Groups within Groups with Isolation Mode

### Using Rulers and Guides

- Rulers
  - Showing/Hiding
  - Changing Units
- Guides
  - Adding/Deleting
  - Locking Guides
  - Snap To Guides

### Using Grids

- Grid
  - Showing/Hiding
  - Edit Grid Size
  - Snap to Grid

## **Pen tool techniques**

- Pen Tools
- Drawing lines and curves
- Editing paths
- Simplifying Paths
- Cutting Paths & Shapes
  - Knife Tool
  - Scissor Tool

## **View options (2)**

- Hand Tool
  - Tool palette
  - Keyboard command
- Changing Magnification
  - Menu selections
  - Magnifying tool
  - Keyboard commands
- Pop-Up Menu
- View Modes
  - Preview Mode
  - Wire-Frame Mode

## **Stroke Options**

- Applying a Basic Stroke
  - To shape
  - To line
- Editing Stroke Width

## **Color (using Swatch palette)**

- Color Palette vs. Swatch Palette
- Creating New Swatch Colors
  - Using Swatch Libraries
  - Creating new swatches
- Color Types
  - Process (CMYK), Spot
  - vs. Color Modes
- Editing Colors
- Creating/Using Tints
- Applying Colors with Swatch palette
  - Basic Fills
  - Basic Strokes

## **Type (1)**

- Entering "Point" Type
- Working with (single) Text Blocks
- Basic Character Specification
- Basic Paragraph Specification
- Editing Text
  - Proper Text Selection
  - Spell Check
  - Find & Change (Search & Replace)
  - Case Change

## **Stacking Order and Layers (1)**

- Stacking Order
  - Arrange menu
  - Paste in Front/Behind
- Layers vs. Stacking order
- Layer Panel
  - Creating Layers
  - Viewing Layers
  - Locking Layers
  - Duplicating Layers
  - Deleting Layers
  - Reordering Layers
  - Moving Objects between Layers

## **Duplicating Objects**

- Copy &...
  - Paste
  - Paste in Front/Behind
- Option-Drag duplication
- Layer duplication
- Multiple Duplications
  - Transform Again

## INTERMEDIATE

### New Documents

- Creating a New Document
  - Basic CMYK vs. Print
  - Web and Video sizes
- Creating multiple artboards

### Adobe Bridge

- Using Bridge (File>Browse menu)
- Managing Illustrator files

### Palettes

- Appearance
  - Using In-Panel editing
- Attributes
- Transparency /Gradient
- Layers/Actions/Links
- Transform/Align/Pathfinder
- Styles/Swatches/Brushes

### Tools (2)

- Eraser tool
- Blob Brush tool
- Using Brushes (Stroke only)
  - Applying to paths
  - Using Brush tool
  - Creating new brushes
  - Using Brush Libraries

### Guides (2)

- Converting Objects to Guides
- Using Smart Guides

### Paths

- Join
- Average
- Outline Stroke
- Offset Path
- Creating Dash Patterns

### Colors

- Gradients
  - Creating
  - Editing
    - With Palette
    - On Artboard
      - Turning off On-Artboard setting
- Global Updates
- Using Spot Colors in gradients
- Creating Color Groups

### Type (2)

- Advanced Character Specification
- Advanced Paragraph Specification
- Paragraph & Character Styles
  - Creating
  - Applying
  - Updating
- Glyph palette
- Smart Punctuation

### Align

- Alignment
  - Aligning To Page
  - Selecting Key Object
- Distribution

### Transform

- Rotate, Scale, Skew, and Reflect options:
  - Via ToolBox
  - Via Transform Menu
  - Via Transform Palette
  - Via the Transform Handles
- Transform Each/Again menu & keyboard command

### Importing Graphics

- Linking vs. Embedding
- Photoshop Layer options
- Link panel

### Masking & Cropping

- Clipping Mask menu
  - Editing clipping mask
  - Editing contents
- Clipping Mask Layer
- Crop Area menu
- Compound Path menu
- Pathfinder palette
  - Combine
  - Crop

### Type as a Graphic

- Type in shapes (Area type)
- Type on a Path
  - Type-on-a-Path options
- Convert to Paths

## **Filters vs. Effects**

Using Filters (CS3 or earlier)

Using Effects

Effects menu effects

Appearance palette

Adding Multiple Strokes

Adding Multiple Fills

Editing Effects

Styles palette

Creating

Libraries

Applying

Updating Globally

## **Pathfinder Basics**

Using different Pathfinder commands

## **Live Paint**

Creating Live Paint groups

Selecting/Coloring LP

Fills

Strokes

Editing LP groups

Editing objects

Adding shapes to LP Groups

## **Layers (2)**

Non-Printing Layers

Layer guide color

Merging Layers

Paste with Layers

Select-All per layer

## **Symbols**

Adding

Symbol Libraries

Using

Editing in Isolation Mode

Global Updates

Using Symbol Tools

Setting Options

## **Envelope Distortion**

From Top Object

Warp

Mesh

Editing

Envelopes

Original objects

## **Transparency (1)**

Using Opacity settings

## **Exporting from Illustrator**

Exporting

Legacy AI and EPS

Microsoft Office

PDF

Custom PDF Presets

Other

Photoshop format with Layers

Freehand formats

Pixel formats

AutoCAD formats

## ADVANCED

### New Documents

- Creating Custom New Document Profiles
- Creating artboards with Artboard tool
  - Adjusting size
  - Copying artboards

### Views

- Custom Views
- New Windows

### Selections

- Advanced selection options
  - Select menu
  - Magic Wand tool
- Saved Selections

### Fonts

- Dealing with missing fonts
- Replacing fonts

### Color (3)

- Live Color
- Using Transparency in Gradients
- Separation Preview panel

### Charts

- Creating Charts
- Editing Charts
- Group-select for coloring charts

### Gradient Mesh

- Creating
  - Via menu option
  - Via Mesh tool
- Editing/Coloring

### Blends

- Creating blends
  - Via menu
  - Via tool
- Editing blends

### Warp Tools

- Using Warp tools
- Setting options\

### Working with Flash

- Symbols
- Exporting

### 3D Effects

- Extrude
- Revolve
- Rotate

### Patterns

- Using
- Creating

### Type (3)

- Dealing with Legacy Text
  - Upon Opening
  - Per Text object
- Importing Word files
- Multi-Column
- Text Wrap
- Area Type Options

### Live Trace

- Applying
- Modifying settings
- Saving presets
- Converting to Live Paint

### Transparency (2)

- Using Blending modes
- Using an Opacity mask

### Cross-Platform Issues

- Fonts
- Previews (EPS)

### Automation

- Actions
  - Creating
  - Batching
- Scripts
- Variables

### Advanced Output

- Setting Color Management
- Color Separation setup
  - Proof Setup
  - Setting Line Screen
  - Setting Crop/Registration marks
- Overprint Preview
- Transparency Issues
  - Transparency "rules"
  - Transparency Flattener Settings
- Flattener Preview palette

### Web Graphics

Upon Request