Kennesaw State University

University Information Technology Services

Illustrator CS5.1

Essential Skills

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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University Information Technology Services

Illustrator CS5.1 Essential Skills

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Introduction

Illustrator is a vector graphic editing program by Adobe. This booklet is designed to introduce you to the essential skills you need to get started using some of the basic Illustrator tools. These instructions were created using Illustrator CS5.1 for Windows; the Mac OS X version is similar.

About Vector Graphics

Vector graphics are made up of lines and curves called vectors. They are resolution-independent, meaning they can be scaled to any size and printed at any resolution without losing detail. You can move, resize, or change the color of vector objects without losing the quality in the graphic.

Opening Illustrator

Follow these instructions to access the Illustrator program.

1. Click the Windows **Start** button.
2. Click **All Programs**.
3. Scroll down and click the **Adobe Master Collection CS5.5** folder.
4. Click **Adobe Illustrator CS5.1**.

Opening a New Document

Follow these instructions to open a new file.

1. Click the **File** menu and select **New**. The New Dialog window will appear (See Figure 1).
2. Choose a name for the Document.
   Note: You can either name the document now or later when you are saving.
3. Choose one of the preset Document profiles from the New Document Profile drop down.
4. Enter the number of artboards (pages) that you would like to have in the document.
   Note: If you enter 2 or more artboards, choose how you would like them arranged, using the buttons to the right of "Number of Artboards". Choose how much spacing you would like between each artboard, and the number of columns you would like.
5. Select the paper size.
6. Select the units of measurement that you prefer.
7. Select the orientation type. (Portrait or Landscape)
8. Select **OK** once you are done making selections.

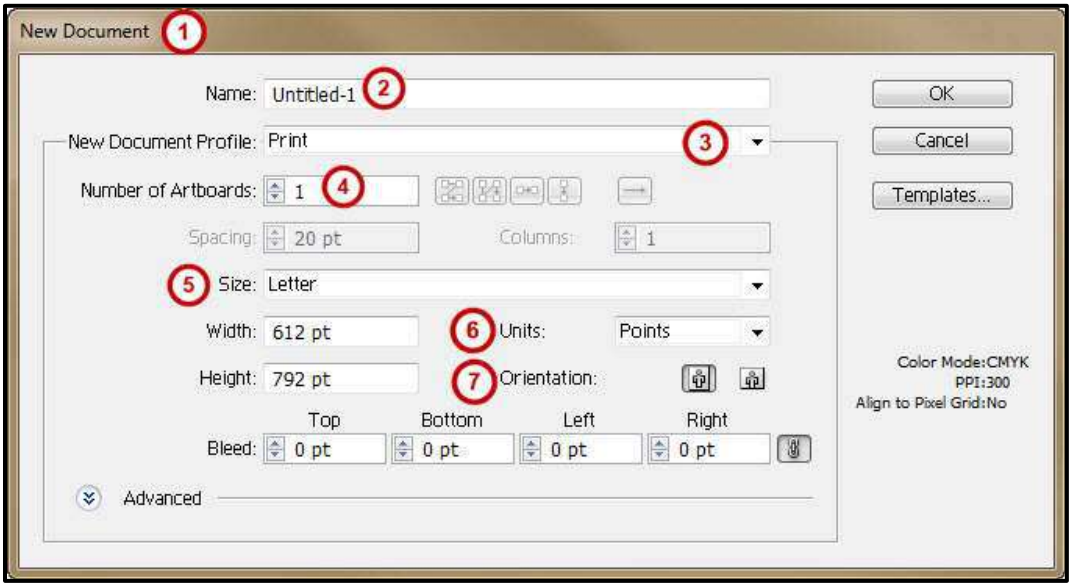


Figure 1: New Document Dialog Window

Exploring the Interface

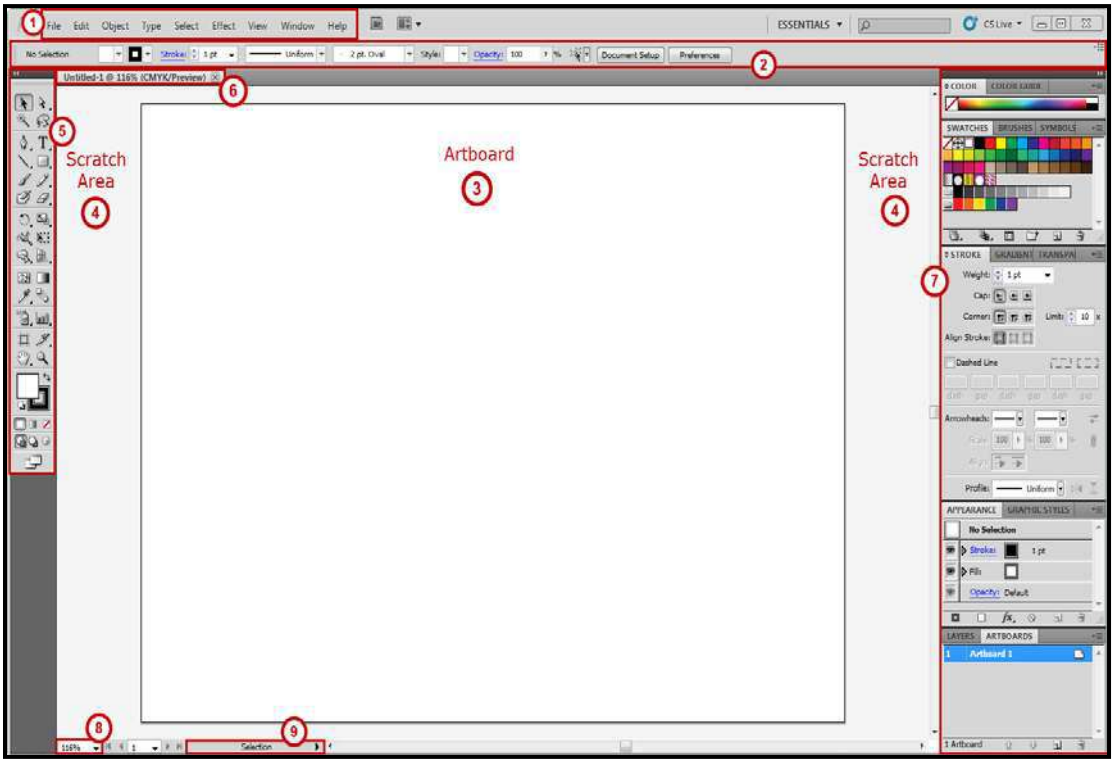


Figure 2: Adobe Illustrator Interface

1. **Menu Bar** – File, Edit, etc. Illustrator functions are available from the drop-down menus.
2. **Control Bar** – Displays options relevant to the selected tool.
3. **Artboard** – Allows you to create and edit objects/graphics in this area, to be printed.
4. **Scratch Area** – Objects/graphics can be created in the scratch area, but will not be printed.
5. **Tools Panel** – Tools used to create objects/graphics.
6. **Document Name** – The name of the document.
7. **Panels** – Panels hold multiple options used for editing and manipulating objects. To display more panels, go to Window on the menu bar.
8. **Window Zoom** – Allows you to control the zoom of the window.
9. **Current Tool** – Displays the current selected tool.

Illustrator Tools and Shortcuts

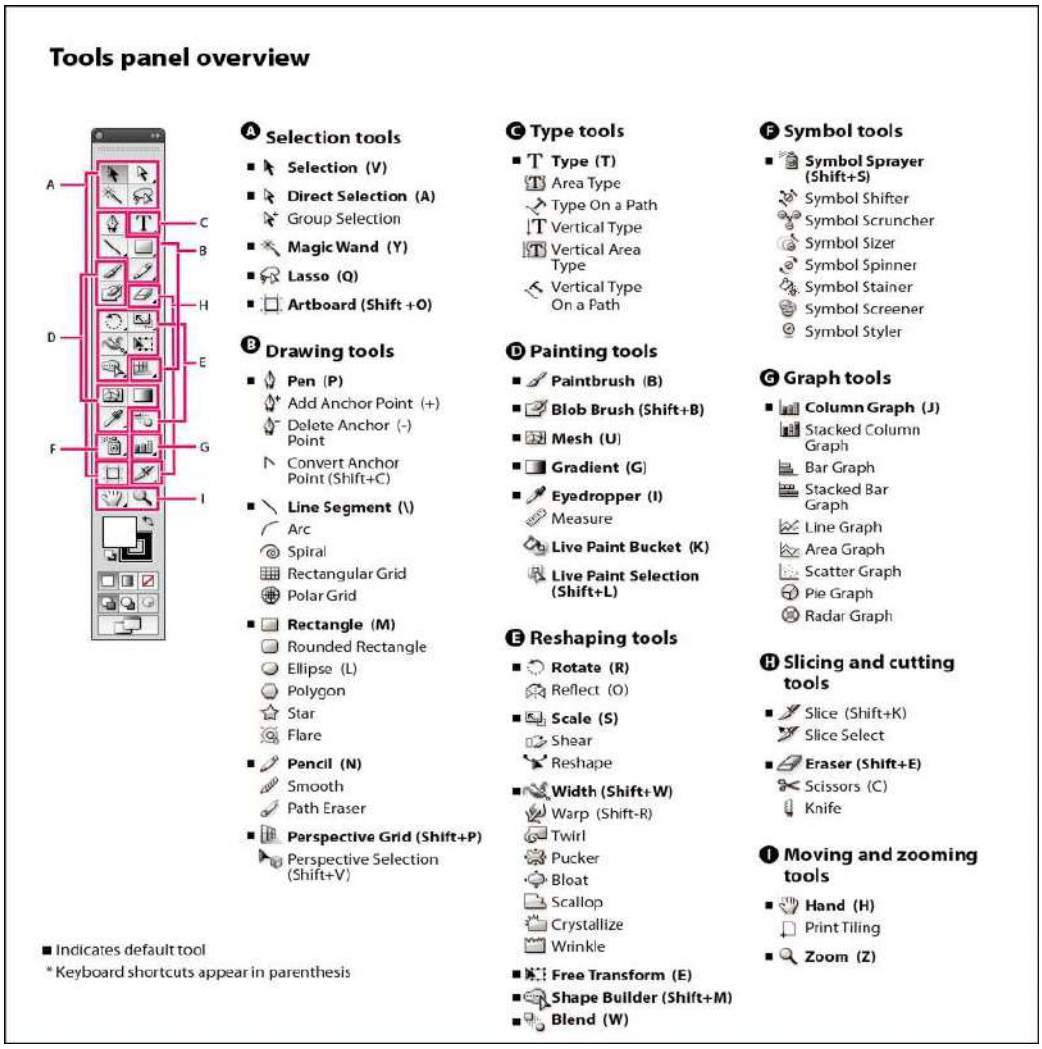


Figure 3: Tools Panel Overview

Tools panel overview, credit: Adobe, see
http://help.adobe.com/en_US/illustrator/cs/using/WS714a382cdf7d304e7e07d0100196cbc5f-6337a.html

***Note:** Most tools show a triangle in the lower right corner, meaning that there are other tools hidden below the tool. To view the hidden tools panel, hold down the mouse button on the visible tool. To tear off hidden tools in a separate panel, drag the pointer over the arrow at the end of the hidden tools panel and release the mouse button.

Keyboard Shortcuts for Drawing

Shift + Drag	Constrain a shape's proportions or orientation
Spacebar + Drag	Move a shape while drawing it
Alt + Drag	Draw from the center of a shape (except for polygons, stars, and flares)
Drag, then press Up or Down arrow key	Increase or decrease polygon sides, star points, arc angle, spiral winds, or flare rays
Drag, then hold down Ctrl key	Keep the inner radius of a star constant/increase length of star points
Drag, then hold down F key	Flip an arc, keeping the reference point constant
Drag, then Ctrl drag	Change the decay rate of a spiral
Drag, then Alt drag	Add or subtract winds from a spiral while increasing the length of the spiral
Drag, then press up or down arrow key	Add or remove horizontal lines from a rectangular grid or concentric lines from a polar grid
Drag, then press left or right arrow key	Add or remove vertical lines from a rectangular grid or radial lines from a polar grid

Figure 4: Shortcuts for Drawing

Using Color in Illustrator

The swatches panel allows you to access basic color, gradient, and pattern choices (See Figure 5). Accessing color from the Control Bar is probably the easiest way to make color choices (See Figure 6). The Fill and Stroke drop-down lists allow quick access to the Swatches panel to apply color to the fill and/or stroke of an object.

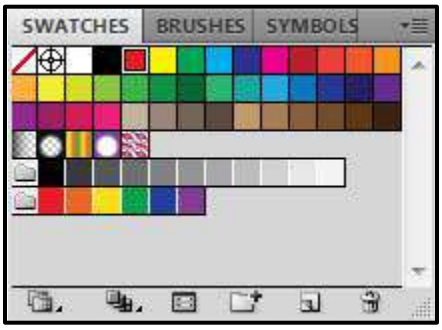


Figure 5: Swatches Panel

Figure 6: Control Panel – Fill & Stroke Drop-down buttons

Applying Color to an Object:

Follow the instructions below to apply color to an object's Fill (inside) or Stroke (border or path).

1. Select the object.
2. From the Control Bar, click the Fill or Stoke drop-down button.
3. Select a color.

Alternate Options:

Option 1

1. Select the object.
2. Fill and Stroke color buttons (See Figure 7) are also located at the bottom of the Tools panel.

Figure 7: Fill & Stroke color buttons

***Note:** If you are applying color to the Fill, the Fill button must be on top. If you are applying color to the stroke, the Stroke button must be on top. To switch the position of the Fill and Stroke color buttons, simply click on the appropriate button, or use the shortcut key X to toggle from Fill to Stroke and vice versa.

3. Once you have selected the appropriate button, select a color from the swatches panel to apply to your selection.

Option 2

1. Select an object.
2. To apply a fill color, select a color from the Swatches panel and drag it to the object.
3. To apply a stroke color, select a color from the Swatches panel, hold down Alt+Shift+Ctrl, and drag the color to the object.

Pen Tools

The Pen tools can be used to create elements, such as straight lines, curves, and closed shapes.

Figure 8: Pen Tools

Pen Tool

The simplest path you can create with the pen tool is a straight line. The pen tool allows you to set anchor points, and then Illustrator inserts the line to connect the anchor points and create paths.

1. Select the Pen tool from the Tool panel.
2. Click on the artboard where you want the line to begin, to set the first anchor point (See Figure 9).

Figure 9: 1st Anchor Point

3. Move across from the anchor point you just created, as if drawing a straight line, and click again to set the second anchor point and create the line segment (See Figure 10).

   ***Note:** As you move the pen tool across the artboard, you will notice a green line appear. This line is called a guide (See Figure 10). The guide helps you to stay in line with the previous anchor point created, to ensure the connecting path will be a straight line.

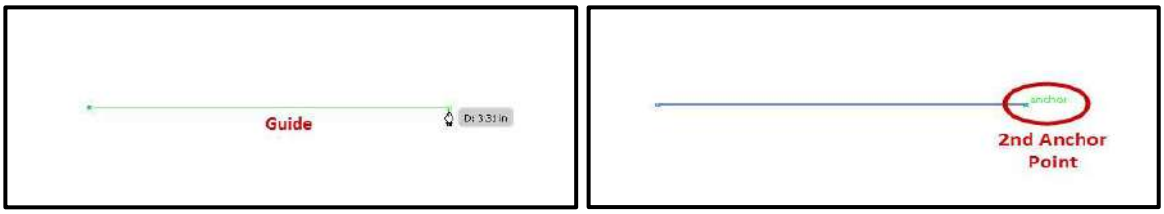


Figure 10: Guide and 2nd Anchor Point

4. Move the pen tool up to set the top point of the triangle. As you move up and toward the center of the path you previously created, you will notice a vertical guide verifying that you are at the center point of the path (See Figure 11).

5. Click to create a third anchor point (See Figure 11).

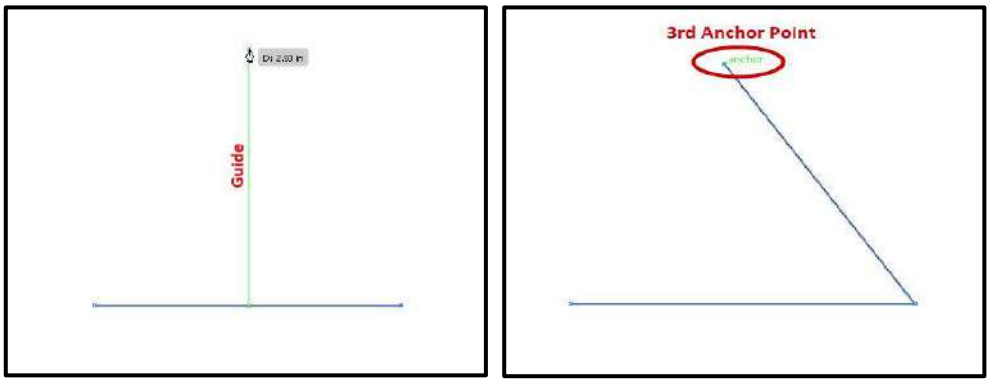


Figure 11: Vertical Guide and 3rd Anchor Point

6. Using the pen tool, hover over the first anchor point that was created. To the lower right of the pen tool, where there was an (x), there should now be a (o). The (o) means that you are about to close the path (See Figure 12).

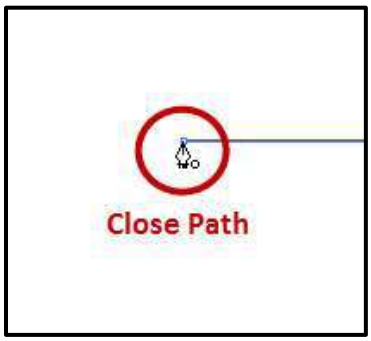


Figure 12: Using the Pen Tool to Close Path

7. Click the anchor point to close the path (See Figure 13).

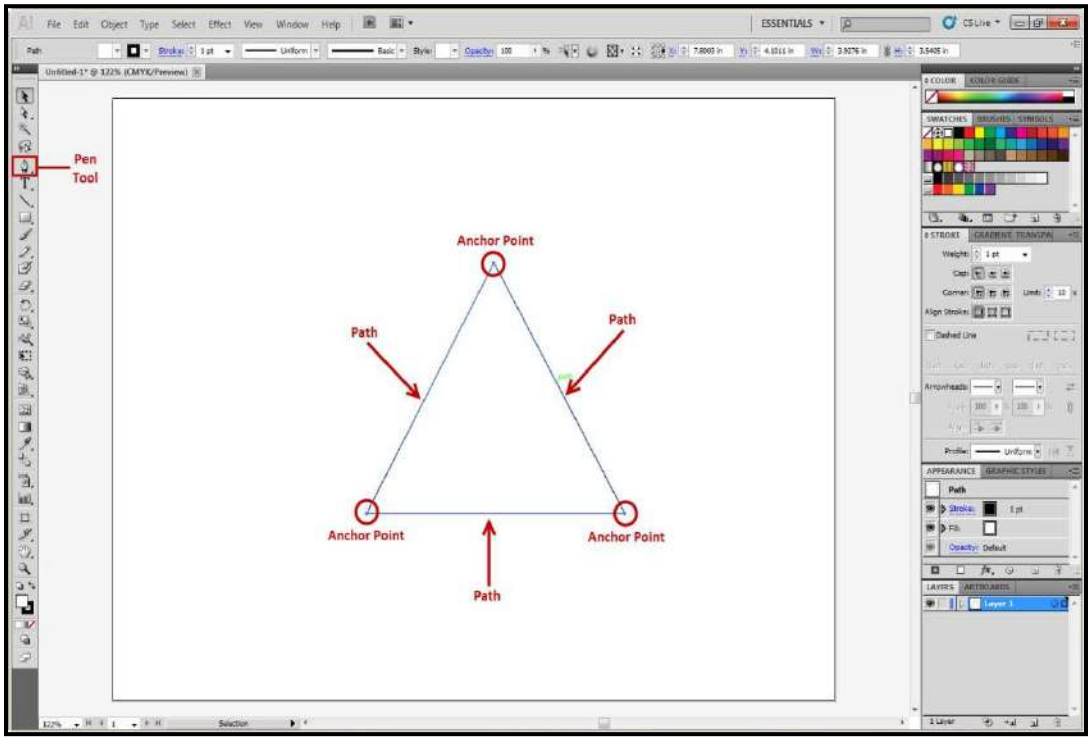


Figure 13: Closed Path

Add Anchor Point Tool

To add an anchor point to the object, select an object, select the Add Anchor Point tool, and click a position on the path to add an anchor point.

Delete Anchor Point Tool

To remove an anchor point, select an object, select the delete anchor point tool, and click on an anchor point to remove that anchor point from the object.

Convert Anchor Point Tool

To convert an anchor point and create a curved path, select the object, select the Convert Anchor Point tool. Hover over the anchor that you want to convert. Click and drag to turn the straight path into a curved path.

The Selection Tools

Figure 14: Selection Tools

Select Tool

Use the Select Tool to select objects or groups. This tool activates all anchor points in an object or group at the same time, allowing you to move an object without changing its shape.

Selecting an Object

1. Select the **Select** tool.

2. Simply click the object to select it, or click and drag allowing your pointer to touch the object. Either of these options will select the object. Once selected, a bounding box will appear around the object (See Figure 15 on next page). The bounding box allows an easy and effective way to resize an object using its sizing handles.

   ***Note:** To remove the bounding box, select **View → Hide Bounding Box**.

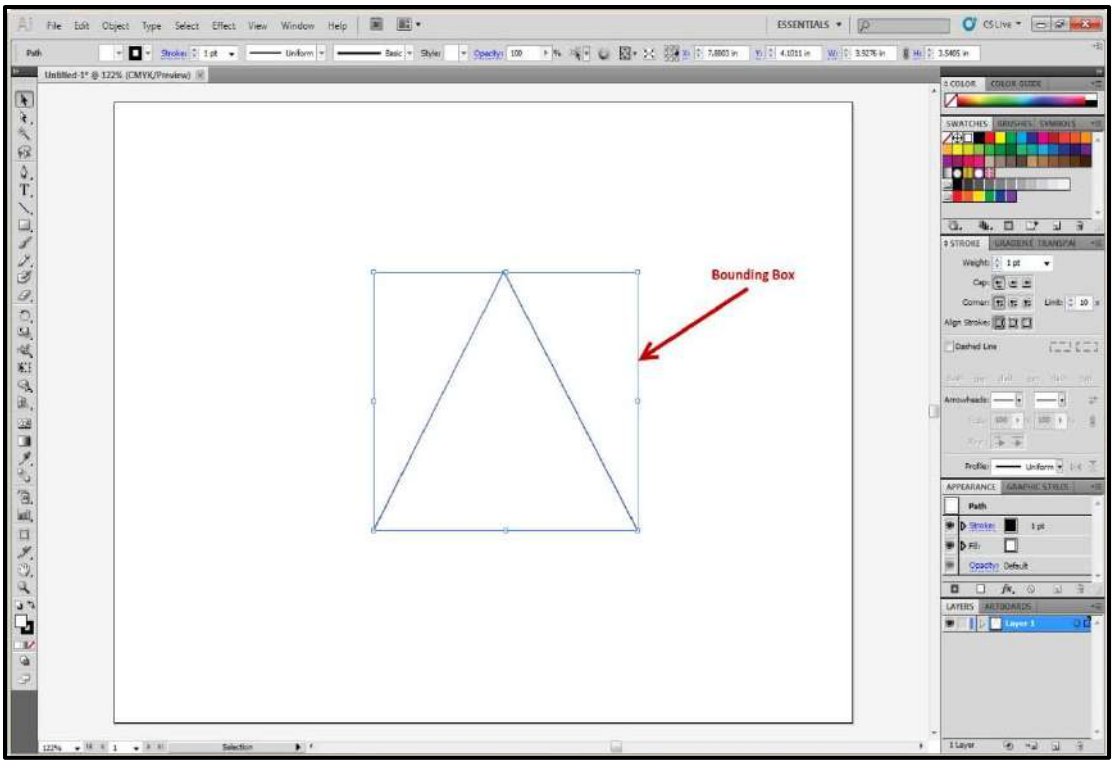


Figure 15: Bounding Box

Selecting Multiple Objects

1. Select the Select tool.

2. Click an object to select it.

3. While pressing the Shift key on your keyboard, click the other objects that you would like to select.

Alternate Option:

4. Using the select tool, click and drag, touching each object that you want to select.

Resizing an *Object*

1. Select the Select tool.

2. Hover over one of the corners or side sizing handles. Click and drag to resize the object.

Moving an Object

1. Select the Select tool.

2. Hover over a path in the object. Click the path and drag to move to your desired location.

Duplicating an Object

1. Select the Select tool and select the object.

2. Position the pointer over the path of the object.

3. Hold down the Alt key.

4. Click the path and drag. Once in the desired location, release the mouse first, then the Alt key.

Direct Selection Tool

Use the Direct Selection tool to select individual or multiple anchor points to manipulate the shape of the object.

Selecting an Anchor Point

1. Select the Direct Selection tool.

2. Click one of the anchor points. The anchor point is now selected and is solid filled. The other anchor points will be hollow (See Figure 16).

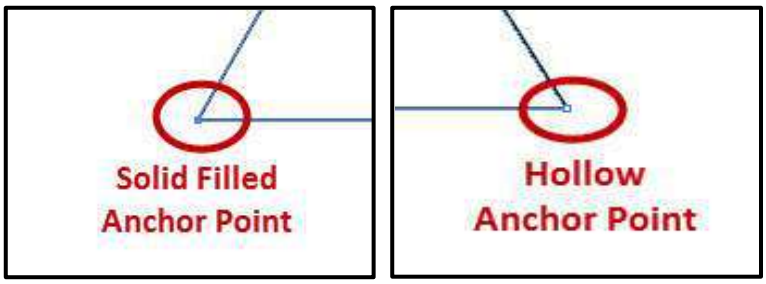


Figure 16: Solid Filled and Hollow Anchor Points

3. Click the filled anchor point and drag to manipulate the shape of the object (See Figure 17 on the next page).

   ***Note:** Hollow anchor points will not move while dragging the selected anchor point

4. Once you are done manipulating the object, release the mouse button.

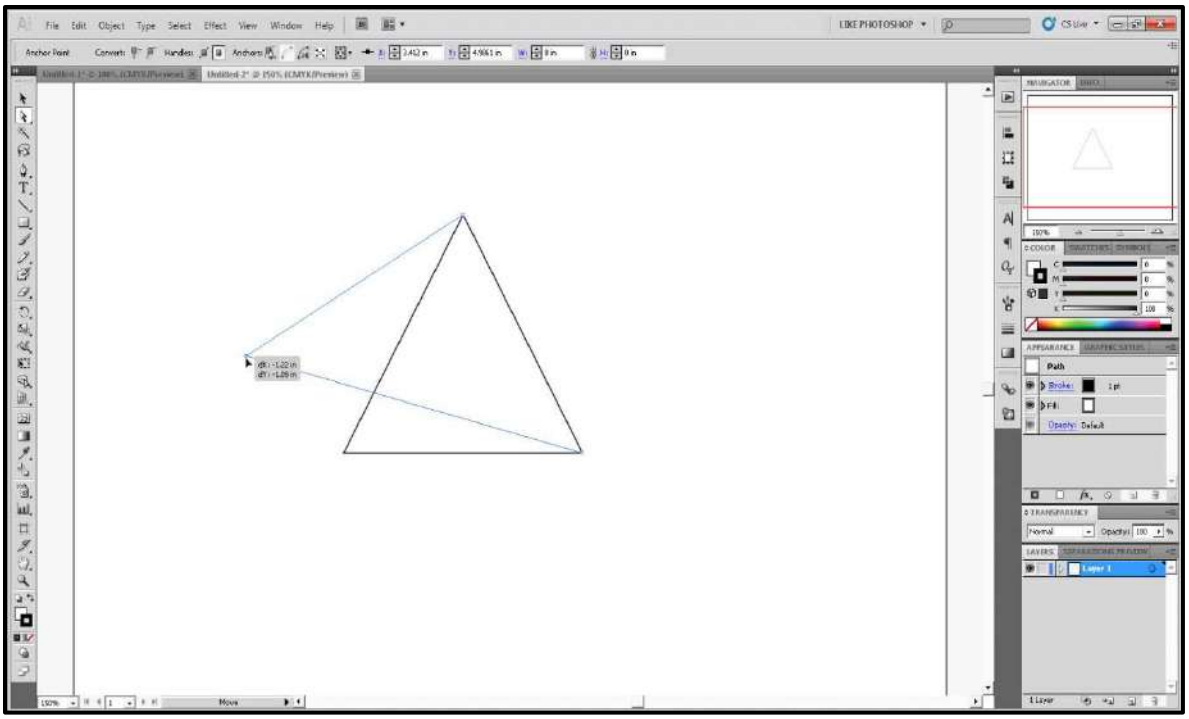


Figure 17: Manipulating the Object

Selecting Multiple Anchor Points

1. Select the Direct Selection tool.

2. Click on an anchor point.

3. Hold down the Shift key and click additional anchor points (See Figure 18 on the next page).

   ***Note**: If you select all anchor points on the object, you will not be able to manipulate the object. You will only be allowed to move it to another location.

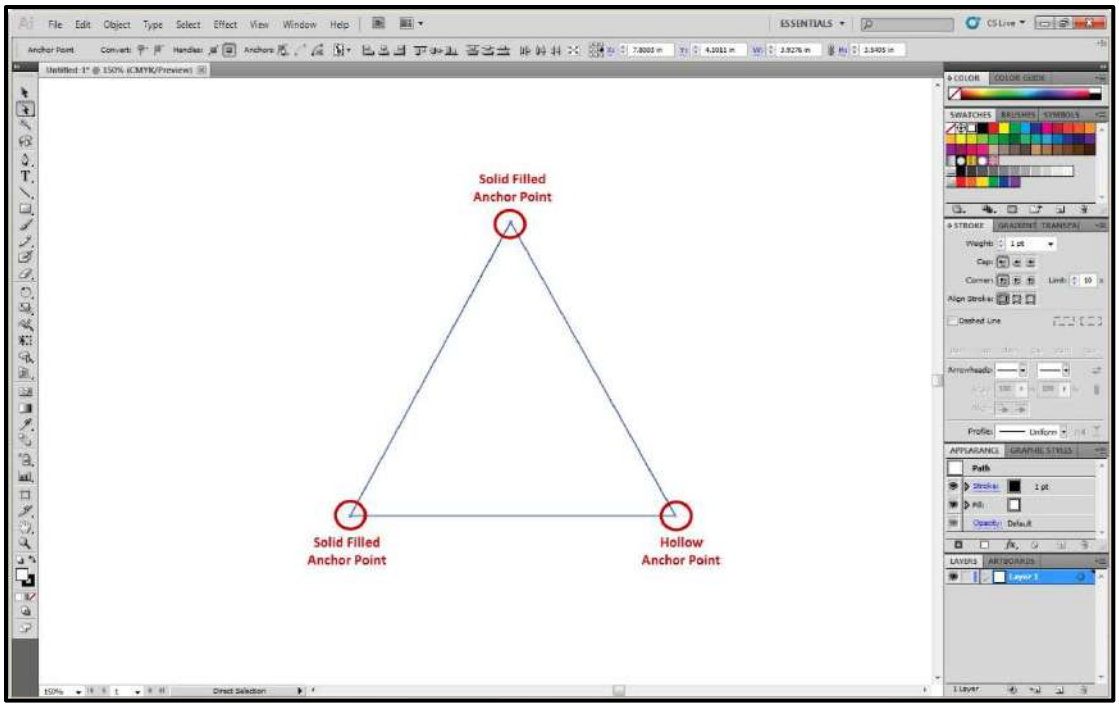


Figure 18: Selecting Multiple Anchor Points

Group Selection Tool

Hidden within the Direct Selection tool, the Group Selection tool is used to select items within a group. This tool adds grouped items as you click objects in the order in which they were grouped. This selection tool becomes more useful to you as you become more familiar with grouping objects in Illustrator.

Magic Wand Tool

Use the Magic Wand tool to select objects with like values, such as fill and stroke colors, based on a tolerance and stroke weight. Change the options of this tool by double-clicking on the tool.

Selecting objects

1. Draw three triangles.

2. Change the fill color and stroke color of all the triangles, making two exactly the same and one different from the other two.

3. Select the Magic Wand tool.

4. Click on one of the two triangles that are the same. The triangles that are the same are selected (See Figure 19).

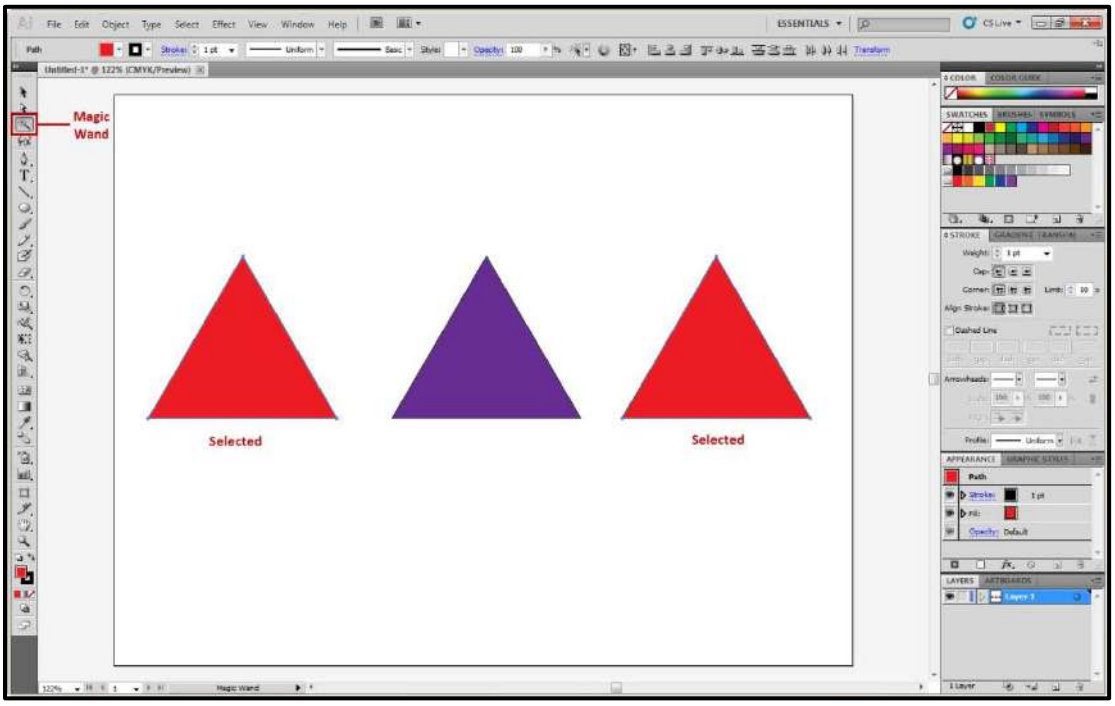


Figure 19: Using the Magic Wand

Lasso Tool

Use the lasso too to draw freehand to select anchor points or objects.

Selecting an anchor point or object

1. Select the lasso tool.

2. Click and drag to draw a circle around the first two triangles. Upon releasing the mouse button, the two objects will be selected (See Figure 20 on the next page).

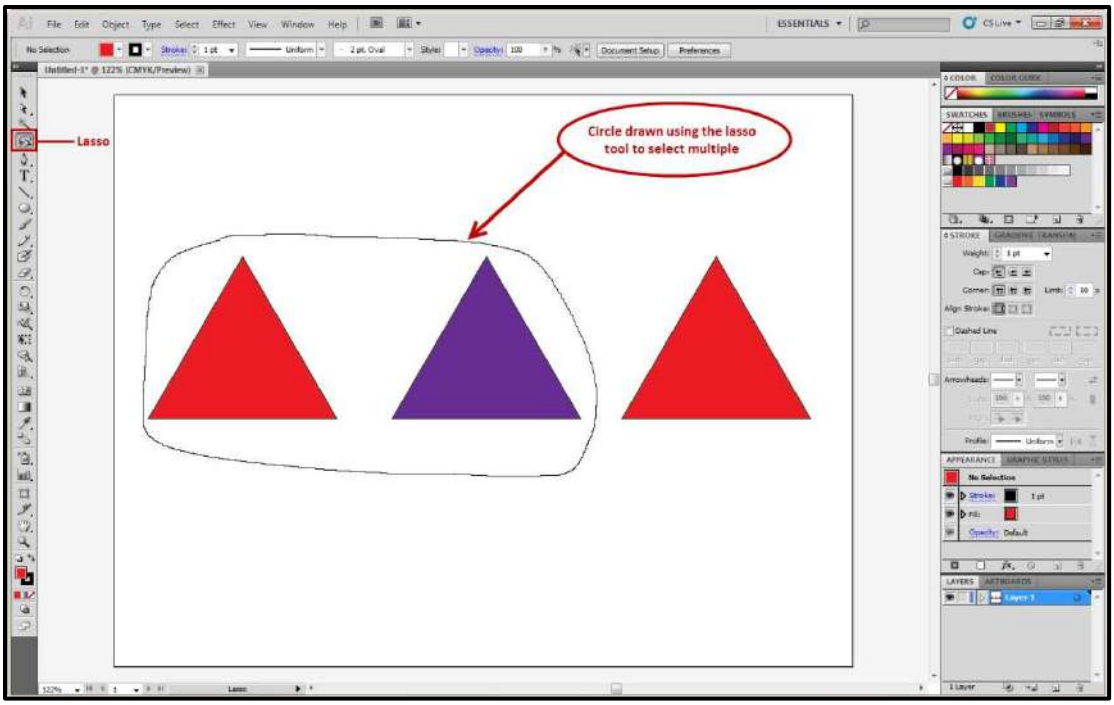


Figure 20: Using the Lasso Tool

The Line Tools

Use the line tools to draw straight or curved lines, spirals, and grids. When creating lines, you create the line and Illustrator inserts the anchor points. Stroke changes the color of the line.
Uniform changes the shape of the line. You can also change the weight of a line.

Figure 21: Line Tools

Line Segment Tool

Use the line tool to create a line.

Creating a line

1. Select the line tool.

2. Position the pointer where you want the line to begin.

3. Click and drag to where you want the line to end. Once you release the mouse, your line will be drawn with two anchor points at each end (See Figure 22 on the next page).

   ***Note**: To ensure a straight line, hold down the shift key while dragging the mouse.

Changing the line color

1. Select the line using the select tool.
2. Select a color from the stroke button on the control bar (See Figure 22).

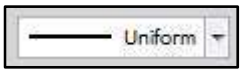
Changing the thickness of the line

1. Select the line using the select tool.
2. Select the drop-down arrow next to the (pt) in the control bar.

3. Select an option (See Figure 22).

   ***Note:** The higher the number the thicker the line.

Changing the shape of the line

1. Select the line using the select tool.
2. Select the drop-down arrow next to Uniform on the control bar. 

3. Choose a new shape (See Figure 22).

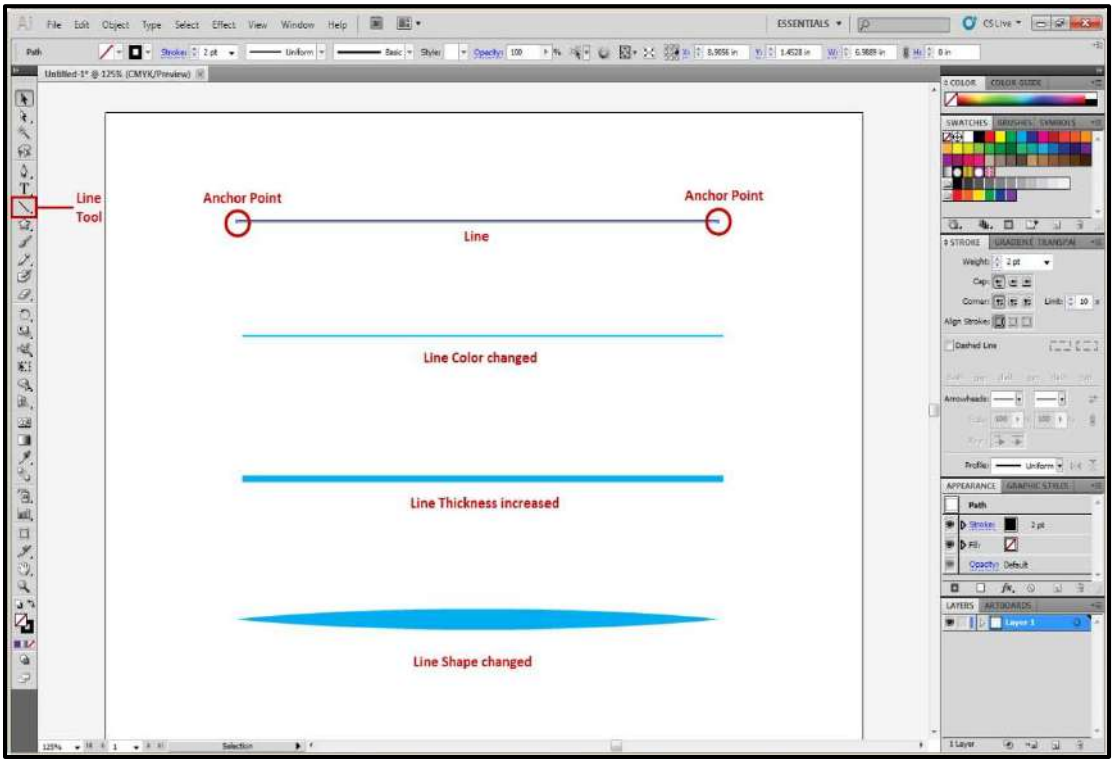


Figure 22: Creating and Editing a Line

Arc Tool

Use the arc tool to create curved paths (See Figure 4 for keyboard shortcuts).

Creating a curved path

1. Select the arc tool, hidden beneath the line segment tool.

2. Position the pointer where you want the arc to begin.

3. Click and drag to the position where you want the arc to end. Once you release the mouse, you will have created a curved path.

   ***Note:** To flip the arc to the opposite direction, while dragging, press the (F) key on the keyboard.

Spiral Tool

Use the spiral tool to create spiral paths (See Figure 4 for keyboard shortcuts).

Creating a spiral

1. Select the spiral tool hidden beneath the line segment tool.

2. Position the pointer in the position where you want to draw the spiral.

3. Click and drag to your desired size. Drag in an arc direction to rotate the spiral.

Rectangular Grid Tool

The rectangular grid tool creates rectangular grids of a specified size with a specified number of dividers (See Figure 4 for keyboard shortcuts).

Creating a Rectangular Grid

1. Select the Rectangular Grid tool hidden beneath the line segment tool.

2. Position the pointer where you want to begin the grid.

3. Click and drag until you reach the desired size (See Figure 23).

   ***Note**: To add or remove horizontal lines, while dragging; press the ↑↓ arrow keys on the keyboard. To add or remove vertical lines, while dragging; press the ←→ arrow keys on the keyboard.

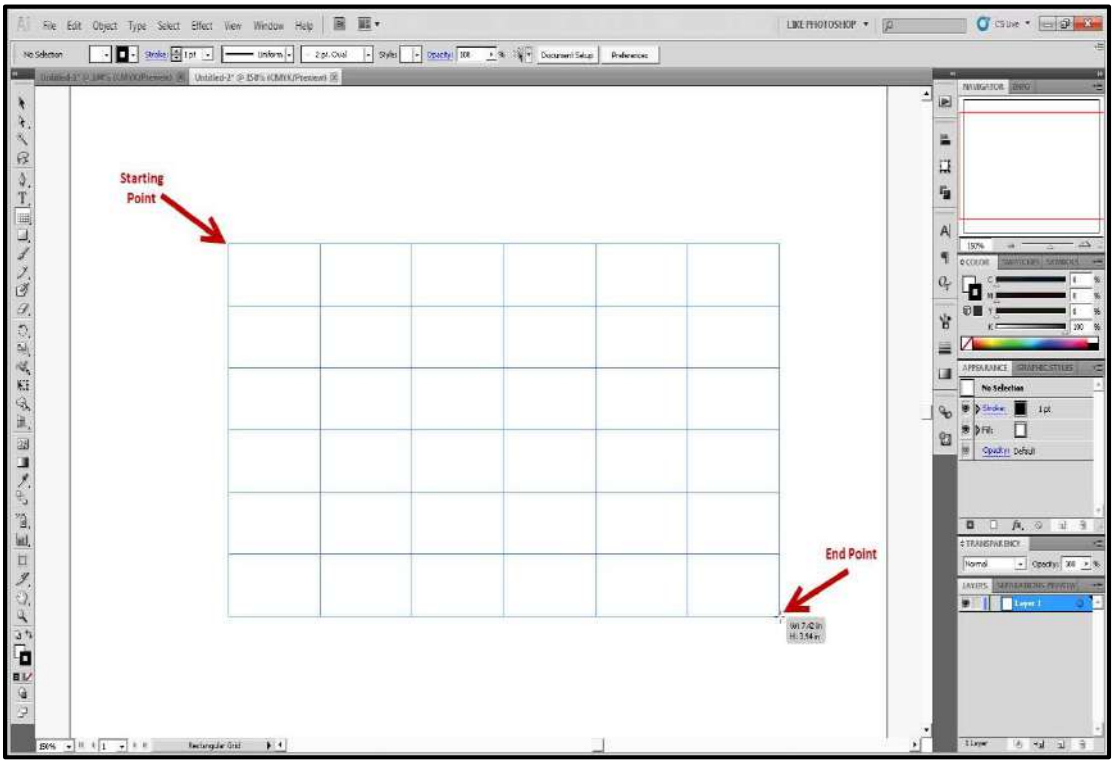


Figure 23: Creating a Rectangular Grid

Polar Grid Tool

The polar grid tool creates concentric circles of a specified size with a specified number of dividers (See Figure 4 for keyboard shortcuts).

Creating a Circular (Polar) Tool

1. Select the Polar Grid Tool hidden beneath the line segment tool.

2. Position the pointer where you want to begin drawing the grid.

3. Click and drag until you reach the desired size (See Figure 24 on the next page).

***Note:** To add or remove concentric circles, while dragging; press the ↑↓ arrow keys on the keyboard. To add or remove line segment dividers, while dragging, press the ←→ arrow keys on the keyboard.

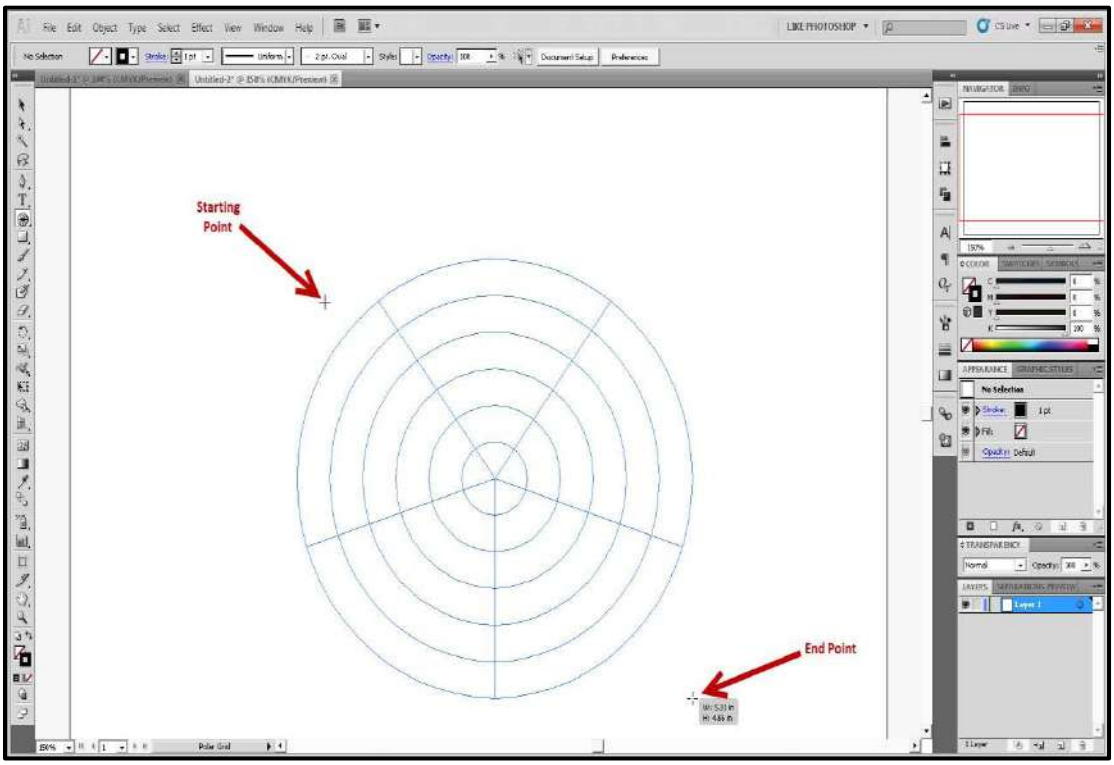


Figure 24: Creating a Polar Grid

The Pencil Tools

The Pencil tool allows you to draw as if you were drawing with a pencil on paper. It is most useful for fast sketching or creating a hand-drawn look. Once you draw a path, you can immediately change it if needed. As you draw with the pencil tool, anchor points are set on the path. Illustrator determines the position they are set.

Figure 25: Pencil Tools

Pencil Tool

Drawing a freeform path with the Pencil Tool (See Figure 26 on the next page).

1. Select the pencil tool.

2. Position the tool where you want the path to begin.

3. Click and drag to draw a path. The pencil tool will display a small x to indicate that you are drawing a freeform path.

   ***Note:** As you drag, a dotted line will follow giving you a preview of the path being drawn.

4. Once you release the mouse, the dotted line will change into a solid line, and Illustrator will insert the anchor points.

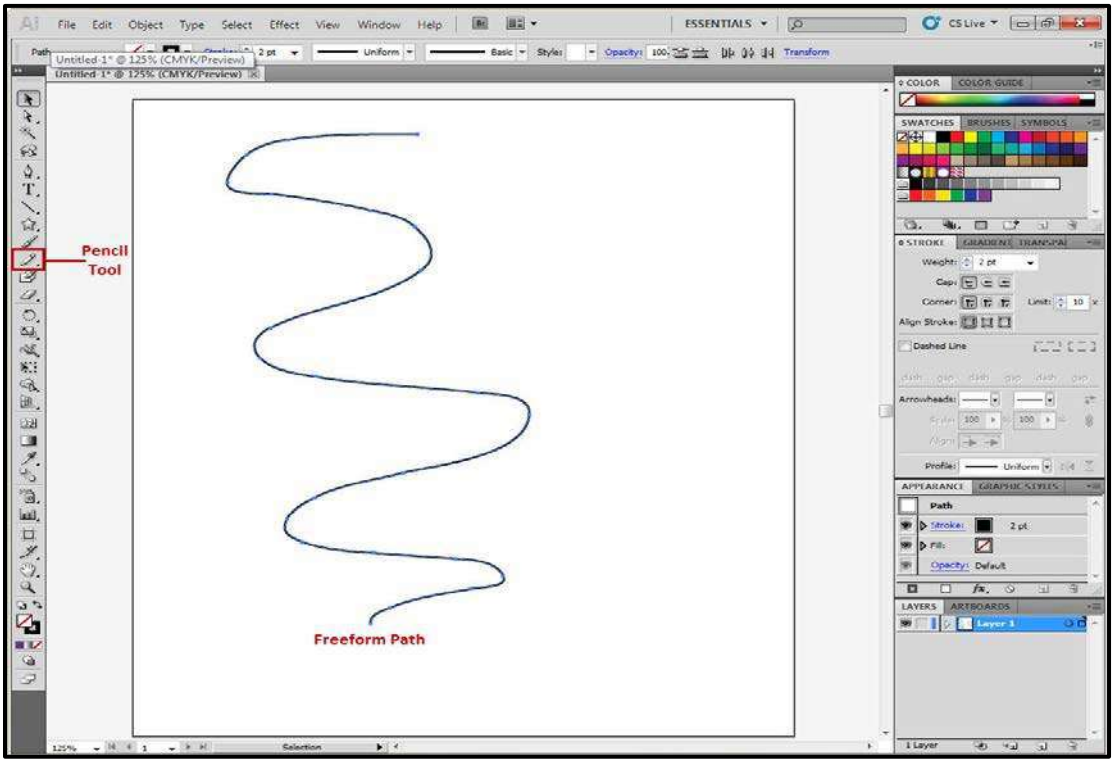


Figure 26: Drawing a Freeform Path

Drawing a closed path with the Pencil Tool (See Figure 27 on the next page).

1. Select the pencil tool.

2. Position the tool where you want the path to begin.

3. After you begin dragging, hold down the Alt key. The pencil tool will display a small circle to indicate that you are drawing a close path.

4. Once the path is to your desired size and shape, release the mouse button first. Once the path closes, release the Alt key.

***Note:** You do not have to position the cursor over the starting point to close the path. If you release the mouse in another location, the Pencil tool will close the shape once you release the mouse.

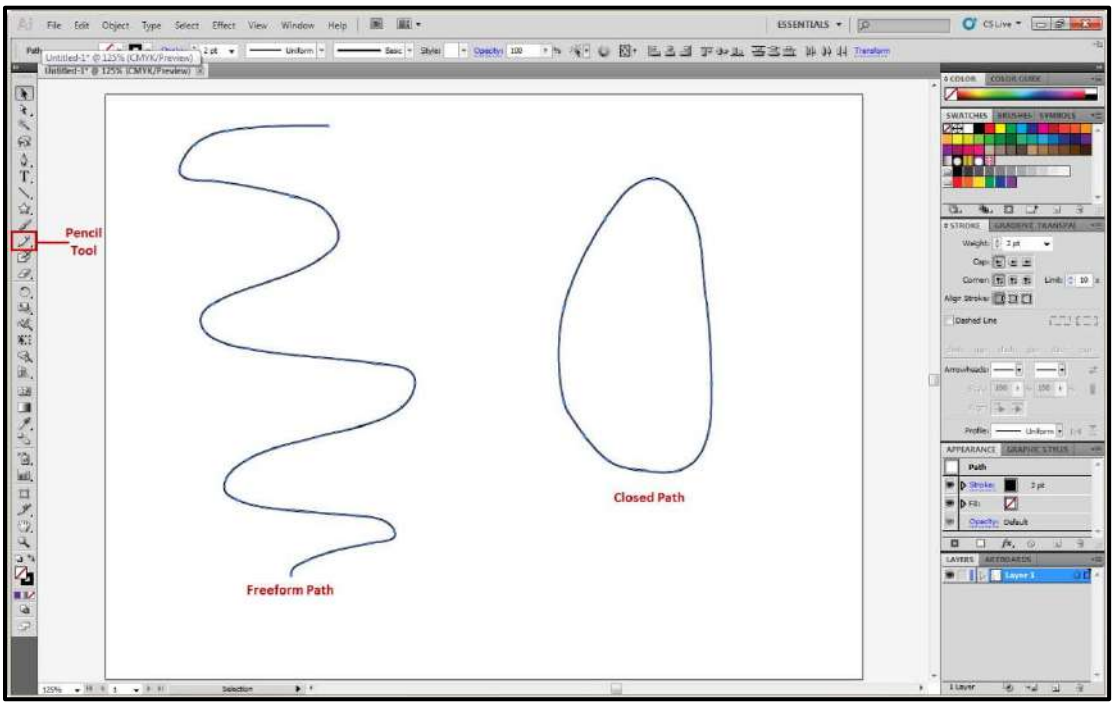


Figure 27: Drawing a closed path

Edit Paths using the Pencil Tool

Add to a path

1. Select an existing path.

2. Select the Pencil tool.

3. Position the pencil on an endpoint of the path.

   ***Note:** You will know that you are positioned on the endpoint once the x next to the pencil tool disappears.

4. Click and drag to continue the path in the desired direction.

Reshape a closed path

1. Select a closed path.

2. Select the Pencil tool.

3. Position the Pencil tool on the path, in the position where you want to begin redrawing.
   ***Note:** You will know you are on the path when the x next to the pencil tool disappears.

4. Click and drag creating the desired shape.
   ***Note:** In order for the path to remain closed, be sure to release the mouse while hovering over a different position on the path.

Smooth Tool

The Smooth tool will round out and straighten any crooked, pointy, or jagged parts of the path to make it look smoother.

1. Select the object.
2. Select the Smooth tool hidden beneath the pencil tool.
3. Position the pointer where you would like to begin.
4. Click and drag the tool across the top of the path in the area that you want to smooth out.
5. Repeat this step to this portion of the path until you get the desired results (See Figure 28).

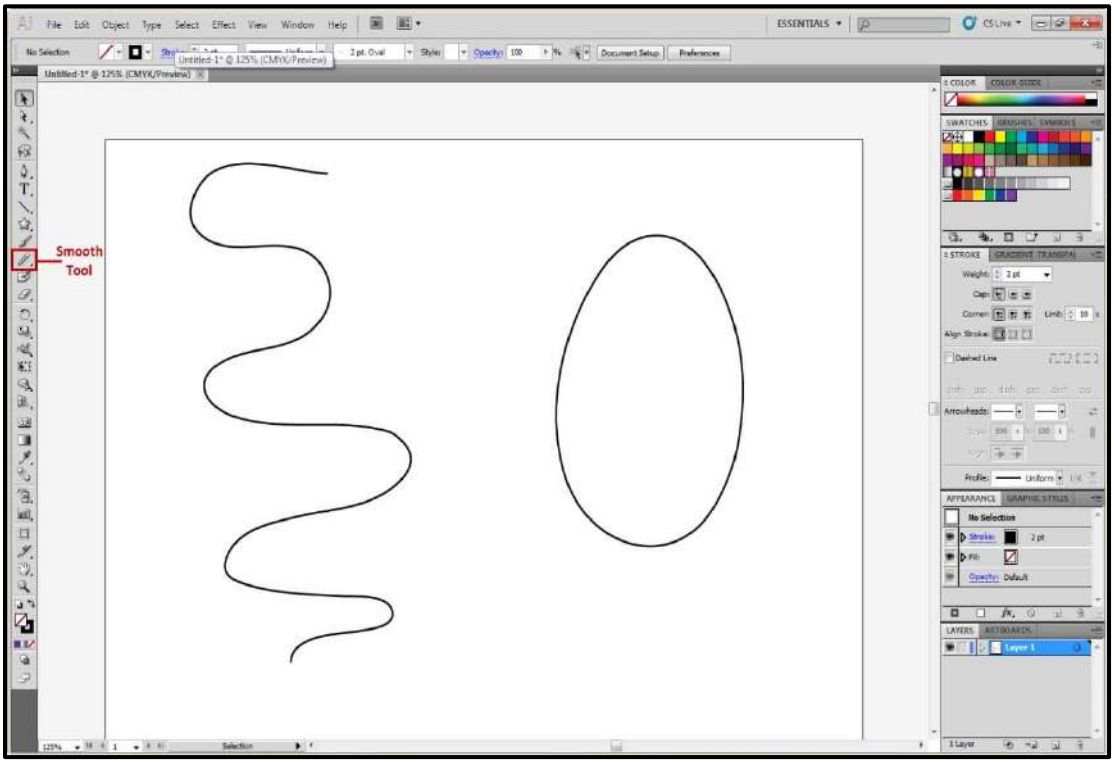


Figure 28: Using the Smooth Tool

Path Eraser Tool

The Path Eraser tool allows you to erase parts of the path.

1. Select the object.
2. Select the Path Eraser tool hidden beneath the pencil tool.
3. Position the pointer at a position in the path that you would like to erase.
4. Click and drag over the area that you would like to erase (See Figure 29).

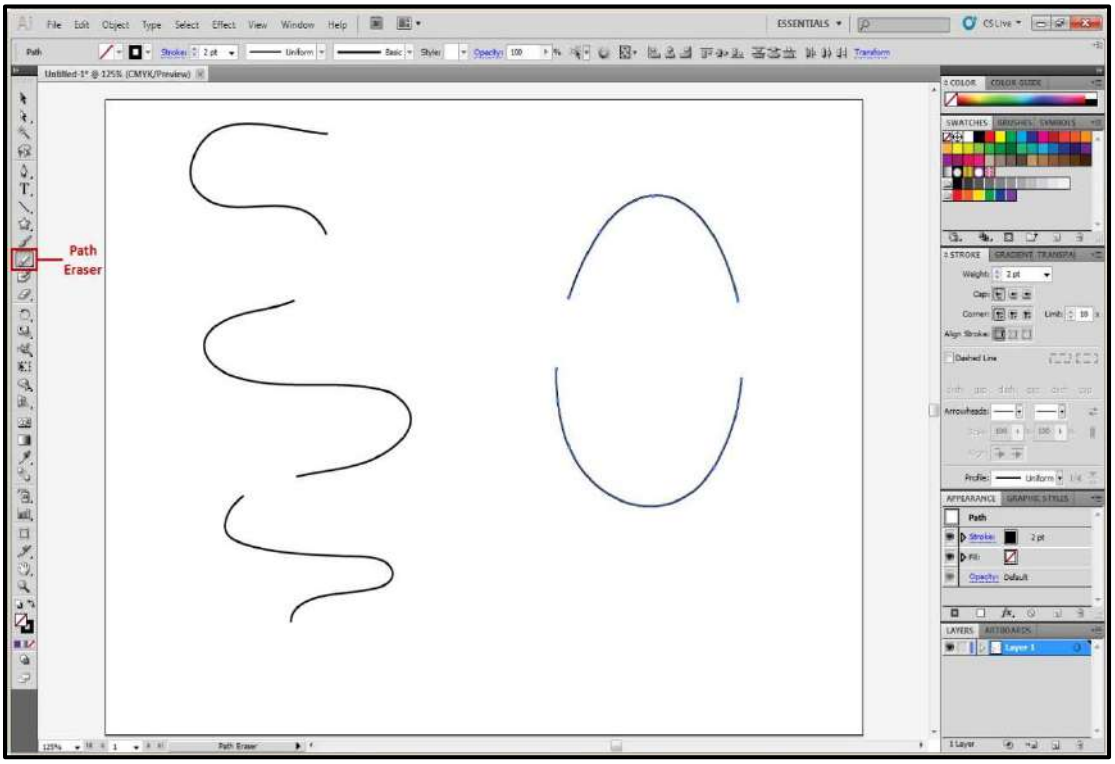


Figure 29: Using the Path Eraser tool

Creating Basic Shapes

(Refer to Figure 4 to view keyboard shortcuts that can be used when drawing shapes.)

Figure 30: Basic Shapes

Rectangle Tool

Create rectangles and squares using the Rectangle tool.

1. Select the Rectangle tool.

2. Click on the page where you want the shape to begin, and then drag until you reach the desired size.
   ***Note:** You can also drag to the left, right, up, or down.

3. After you create the shape, you can adjust the size and position by using the Selection tool.

Alternate Option:

1. Select the Rectangle tool.

2. Click where you want the top left corner of the shape to be.

3. Once the dialog box opens, enter the dimensions for the shape.

4. Select OK.

Rounded Rectangle Tool

1. Select the Rounded Rectangle tool hidden beneath the Rectangle tool.

2. Click on the page where you want the shape to begin, and drag diagonally until you reach the desired size.
   ***Note:** You can also drag to the left, right, up, or down.

3. After you create the shape, you can adjust the size and position by using the Selection tool.

Alternate Option:

1. Select the Rounded Rectangle tool.

2. Click where you want the top left corner of the bounding box to be.

3. Once the dialog box opens, enter the values for the shape.

   ***Note:** The Corner Radius text field determines how much rounding is applied to the corners of the shape.

4. Select OK.

Ellipse Tool

Create circles and ovals using the Ellipse tool.

1. Select the Ellipse tool hidden beneath the Rectangle tool.

2. Click on the page where you want the shape to begin, and drag diagonally until you reach the desired size.
   ***Note:** You can also drag to the left, right, up, or down.

3. After you create the shape, you can adjust the size and position by using the Selection tool.

Alternate Option:

1. Select the Ellipse tool.

2. Click where you want the top-left corner of the ellipse's bounding box to be.

3. Once the dialog box opens, enter the dimensions for the shape.

4. Select OK.

Polygon Tool

1. Select the Polygon tool hidden beneath the Rectangle tool.

2. Click on the page where you want the shape to begin, and drag diagonally until you reach the desired size.
   ***Note:** The default is a six-sided polygon.

3. After you create the shape, you can adjust the size and position by using the Selection tool.

Alternate Option:

1. Select the Polygon tool.

2. Click where you want the center of the polygon to be.

3. Once the dialog box opens, enter the values for the shape.
   ***Note:** Radius is determined from the center to the edge of the polygon. The value for the number of sides can range from 3 (creating a triangle) to 1000.

4. Select OK.

Star Tool

1. Select the Star tool hidden beneath the Rectangle tool.

2. Click on the page where you want the shape to begin, and drag diagonally until you reach the desired size.
   ***Note:** The default is set to create a five-point star.

Alternate Option:

1. Select the Star tool.

2. Click where you want the center of the star to be.

3. Once the dialog box opens, enter the values for the shape.

   ***Note:** For Radius 1, specify the distance from the center of the star to the star's inner points. For Radius 2, specify the distance from the center of the star to the star's outer points. For Points, specify how many points you want the star to have.

4. Click OK.

The Eraser Tool

The eraser tool allows you to erase mistakes or manipulate objects.

Using the Eraser Tool

1. Draw a basic shape and fill it with a color.
2. Select the Eraser tool.

3. Click and drag the Eraser across the shape from left to right.

   ***Note:** You now have two objects that you can manipulate separately (See Figure 31 on the next page).

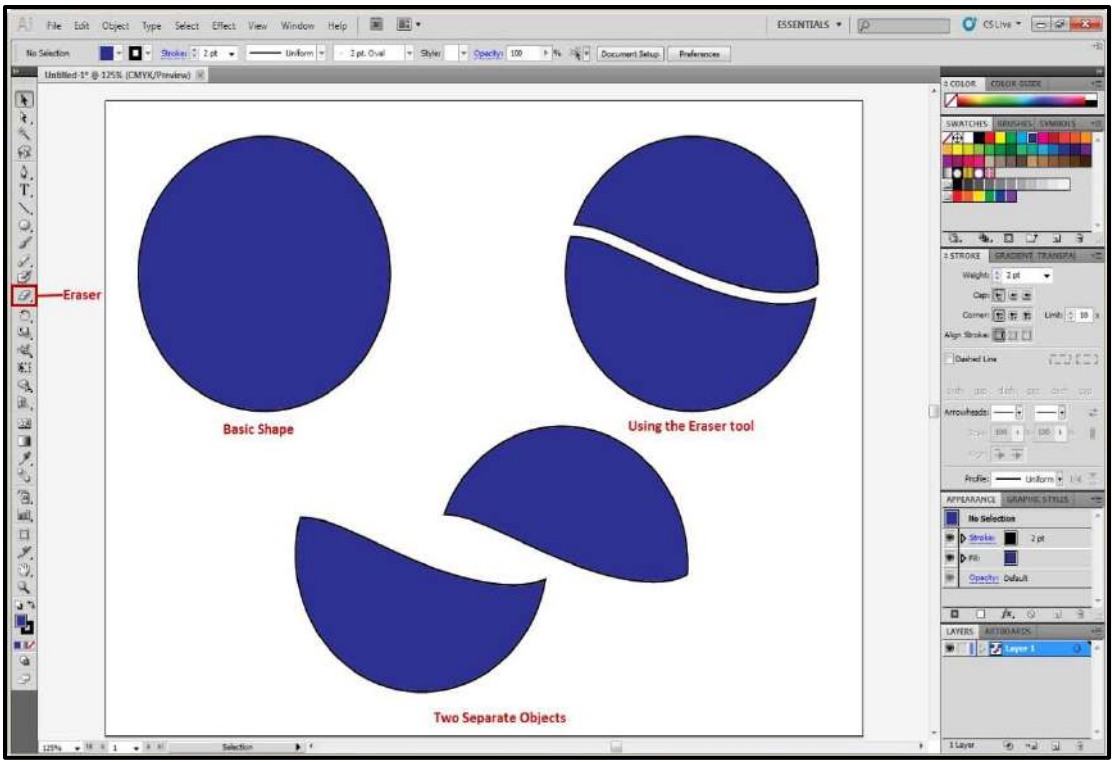


Figure 31: Using the Eraser Tool

Changing the Eraser Tool Options

1. Double-click the eraser tool to bring up the options dialog box.
2. Change the eraser size by changing the number in the “Diameter” box.
3. Change the “Angle” and “Roundness” values to further customize the eraser.
4. Preview your options in the small white square at the top of the dialog box.
5. Click OK.

The Shape Builder Tools

The Shape Builder tool is used for creating complex shapes by merging and erasing simple shapes. You can also edit overlapping shapes and fill those in with color using the Live Paint Bucket tool.

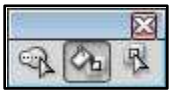


Figure 32: Shape Builder Tools

Shape Builder Tool

The Shape Builder tool is an interactive tool for creating complex shapes by the merging and erasing of simple shapes.

1. Create several overlapping shapes (See Figure 33).
2. Select the shapes that you want to combine.
3. Select the Shape Builder tool.
4. Click and drag across the selected shapes. The shapes are merged into one shape.
5. Create another shape that overlaps your new combined shape.
6. Using the Selection tool, select both shapes.
7. Select the Shape Builder tool again.
8. Hold down the Alt key then click and drag across the new shape where it overlaps with the previous shape. The new shape is erased from the underlying shape.

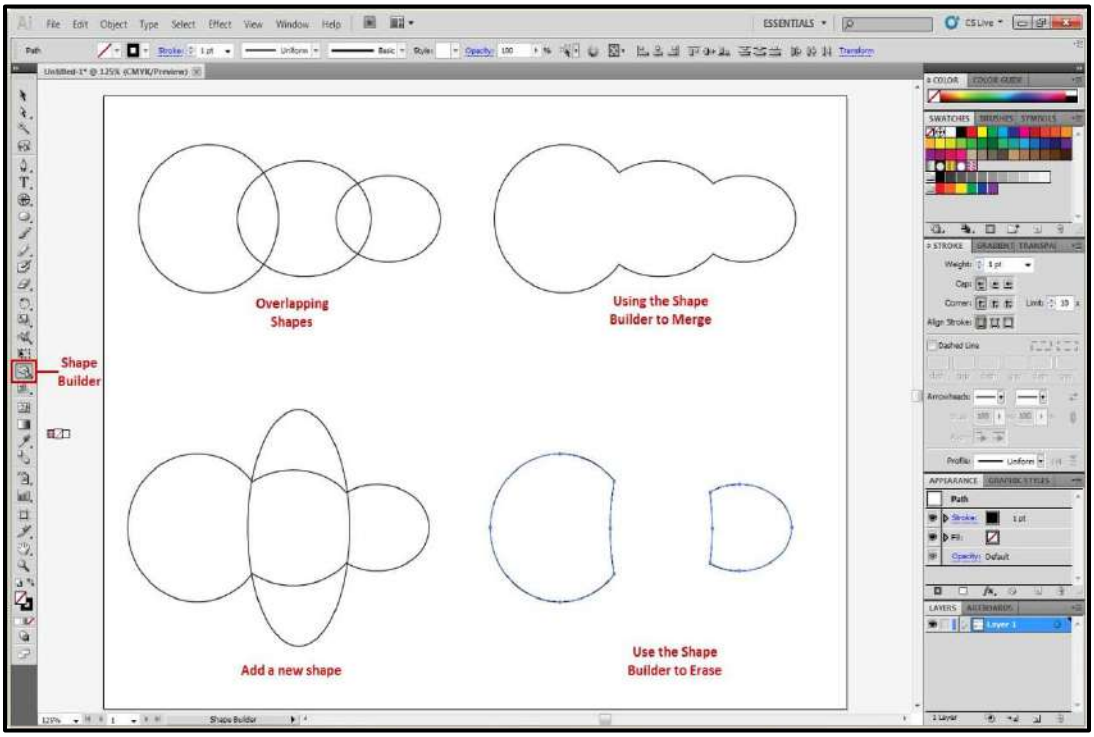


Figure 33: Using the Shape Builder Tool

Live Paint Bucket Tool

The Live Paint Bucket tool allows you to break and edit overlapping shapes and intuitively fill those in-process shapes with color.

1. Choose the Select tool and select the object created in the Shape Builder Tool exercise.

2. Make sure the Fill swatch is forward on the Tools panel.

3. Select the Live Paint Bucket tool, hidden beneath Shape Builder tool.

4. Choose a fill color from the swatches or color panel.

5. Click in the region you want to fill with that color (See Figure 34).
   ***Note:** Pressing the ←→ arrow keys will allow you to easily choose colors from the swatches panel.

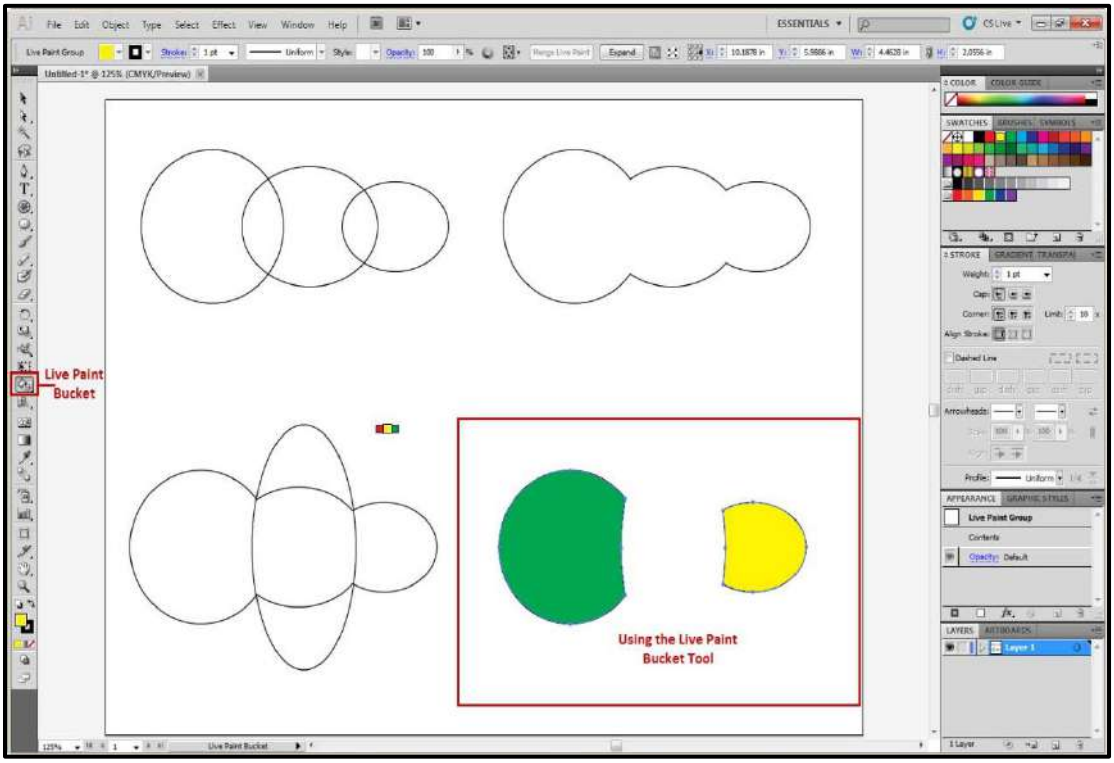


Figure 34: Using the Live Paint Bucket tool

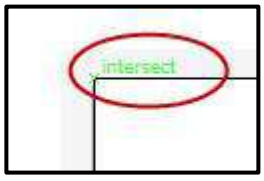
Changing the Background Color of an Artboard

Because Illustrator is a vector drawing program, you always have to create an object to apply color to; there is no "background" layer, as there is in Photoshop. So to change the background color of an artboard, we will use an object. The following instructions explain how to change the background color of an artboard using objects.

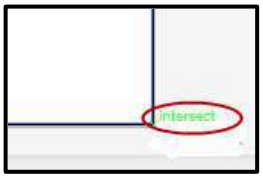
Select the Rectangle tool.

1. Position the crosshairs at the top-left corner of the artboard until you see the word intersect (See Figure 35).

2. Click and drag in a diagonal direction to the bottom-right corner until you see the word intersect (See Figure 35).
   ***Note:** The idea is to draw a rectangle the exact same size as the artboard.



Top-left corner of artboard



Bottom-right corner of artboard

Figure 35: Drawing the Rectangle

3. From the Control Panel, choose a Fill color.

4. At the bottom of the panels to the right of your window, you should see a Layers panel (See Figure 36).
   ***Note:** If you do not see the layers panel, go to the Window menu and select Layers.

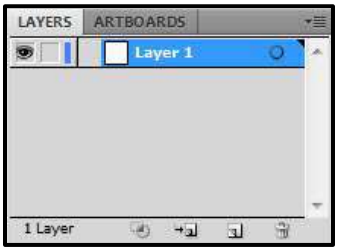


Figure 36: Layers Panel

5. In the Layers Panel, notice Layer 1. To the far left of Layer 1 you will see an open eye. Next to the eye, there will be an empty square. Click the empty square. A lock will appear,

locking this layer. If you try to create art on the artboard now, you will not be able to do so.

***Note:** We are locking this layer to prevent it from moving as we create art on the artboard.

6. Click the Add Layer icon at the bottom of the Layers panel, next to the trash can.

7. You can now begin creating art on the Artboard (See Figure 37).

   ***Note:** If you plan on changing the background color of your artboard, it is recommended that you do this, before you begin creating art on the artboard. Changing the background color after you have created art, may cause your art to be hidden from view.

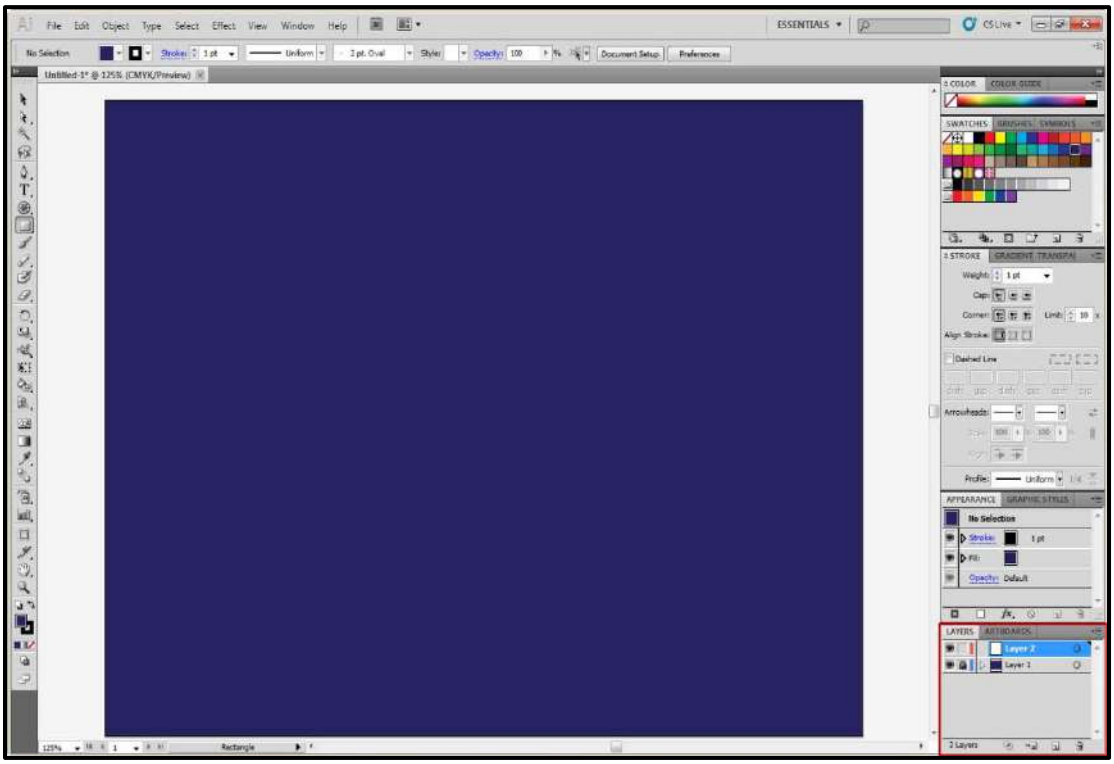


Figure 37: Changing the Artboard Background Color

Text

There are several types of text that you can add to and Illustrator file. The following instructions will explain how to apply Point type text and Area type text. The instructions will also explain how to add text to a path, and how to add text on a closed shape. From the Control panel select Character to edit text.

Point Type

1. Select the Type tool.

2. Click where you want to begin typing (See Figure 38 on the next page).
   ***Note:** Press Enter to start a new line.

Area Type

1. Select the Type tool.

2. Click and drag on the page to create a textbox. This will be the area that your text will be displayed.

3. Begin typing and continue until you are done. Your text will automatically wrap to the next line (See Figure 38 on the next page).
   ***Note:** You do not need to press Enter to start a new line.

Alternate Option:

1. Double-Click the type tool to view the area type options dialog box.

2. Enter the desired specifications for the textbox.

3. Click OK.

Adding Text to a Path

1. Create a path using the pen, line, or pencil tool.

2. Select the Type tool.

3. Hover over the start of the path until your cursor turns into an I-bar with a squiggle, and then click.

4. Begin typing. Your text will run along the selected path (See Figure 38 on the next page).

Adding Text on a Closed Shape

1. Create a closed shape, a circle or oval for example.

2. Select the Type tool.

3. Hover over the path of the closed shape until you see the I-bar become rounded. Hold down the Alt key to change the icon to the squiggle line.

4. When the squiggle line appears, click and begin typing. The text will flow around the path of the shape (See Figure 38).

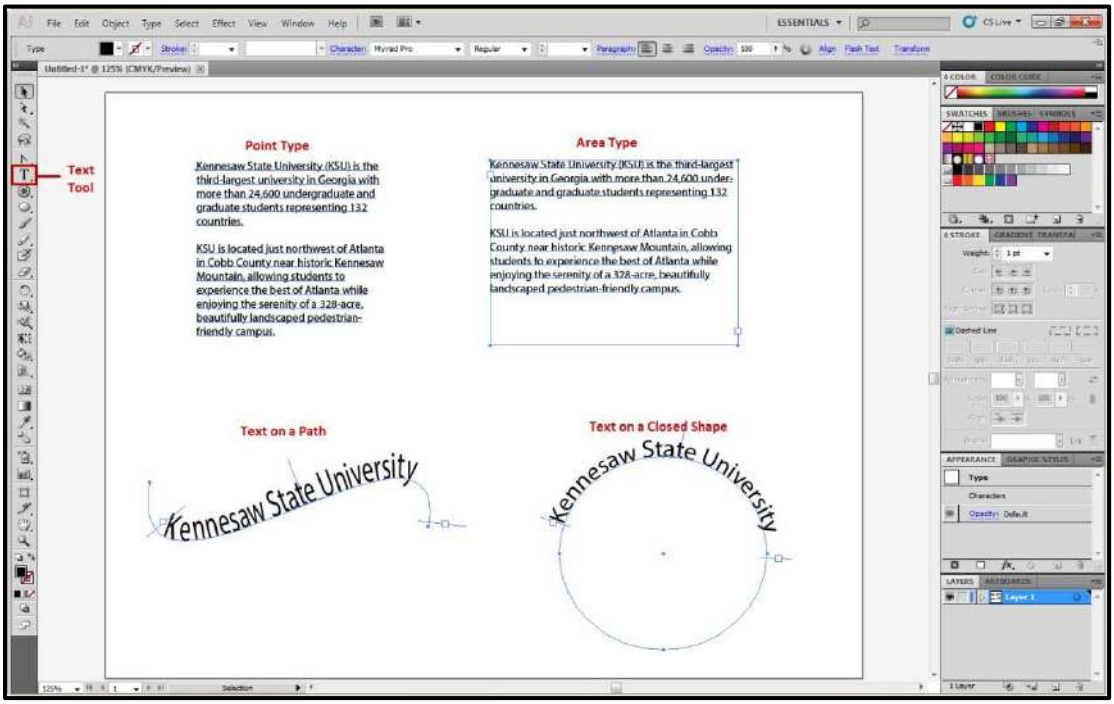


Figure 38: Using the Text Tool

Saving a file

1. Select File on the menu bar, then select Save. The Save As dialog box appears (See Figure 39 on the next page).

2. Choose where you want to save the file, e.g., Desktop, Computer.

3. Give the file a name and file type.
   ***Note:** Saving a file as an (*.AI) file, will allow you to open and edit the document in Illustrator.

4. Select Save.

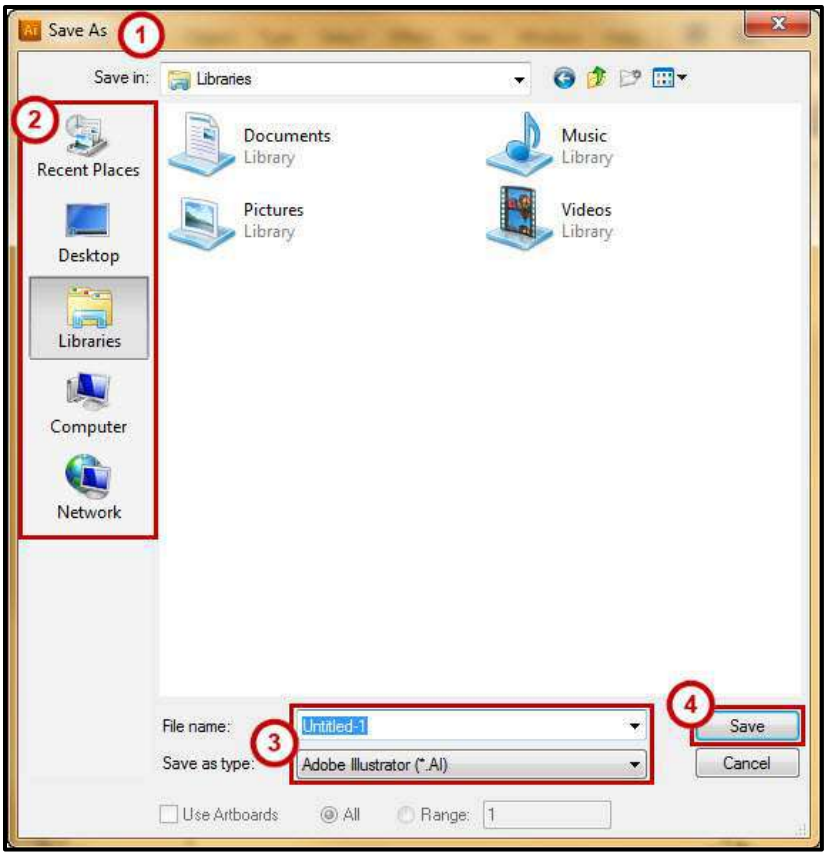


Figure 39: Save Window

5. Select Save again to open the Illustrator Options dialog box (See Figure 40 on the next page).

6. Choose the Version you want to save the file as.

   ***Note:** Artboards were not introduced in Illustrator until version CS4. Therefore, if you choose to save the file in a version earlier than CS4, you will have to save each artboard to a separate file.

7. Choose your options.
   a. Create PDF Compatible File allows you to open the file in Adobe.
   b. Embed ICC Profiles are your color profiles; therefore, you may want to leave this option checked.
   c. Use Compression will make the file smaller on a disk.

8. Once you have made your selections, select OK.

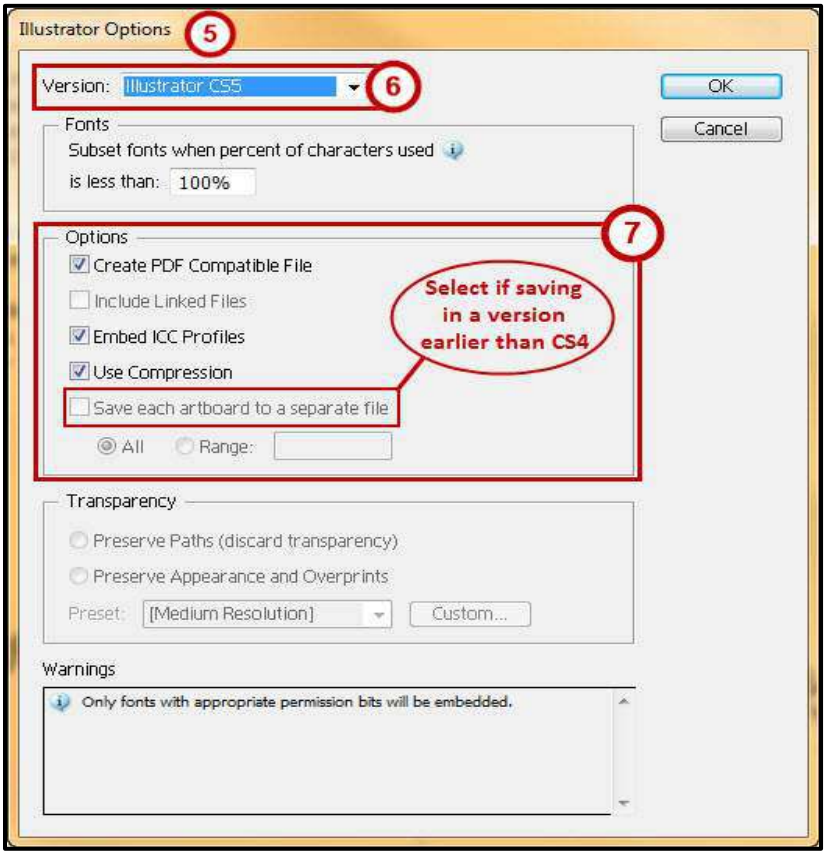


Figure 40: Illustrator Options

Printing

1. Choose File from the menu bar and select Print.

2. In the Print dialog box that appears, select a printer if the correct one is not already selected (See Figure 41 on the next page).

3. If the PPD is not selected, choose one from the PPD drop-down list.

   ***Note:** A PPD is a printer description file. Illustrator needs one in order to determine the specifics of the PostScript printer you are sending your file to. This setting lets Illustrator know whether the printer can print in color, the paper size it can handle, and its resolution, as well as many other important details.

4. Choose from the other options available.

***Note:** For example, use the General section to pick pages to print. In the Media area, select the size of the media you are printing to. In the Options area, choose whether you want layers to print and any options specific to printing layers.

5. Once you have selected all of your options, click the Print button.

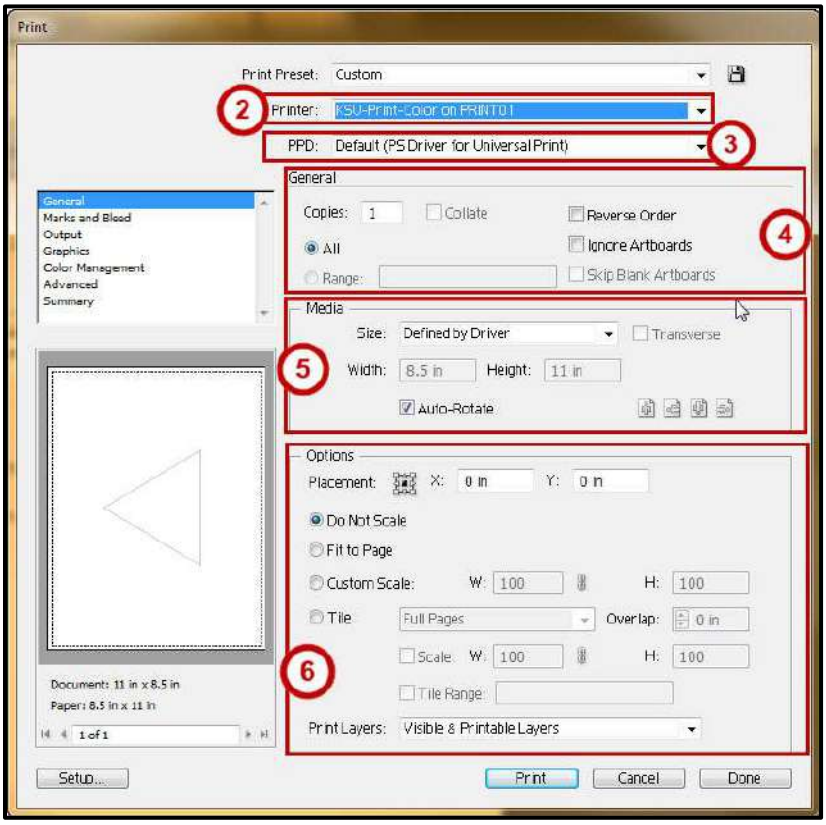


Figure 41: Printing Dialog Box

Resources

Adobe publishes many video tutorials on their site.
Visit http://helpx.adobe.com/illustrator/illustrator-cs5-cs55-tutorials.html to access Illustrator tutorial content from Adobe.

Adobe also publishes video tutorials to YouTube on the Adobe Illustrator channel, available at http://www.youtube.com/user/AdobeIllustrator.

Tools panel overview, credit: Adobe, see
http://help.adobe.com/en_US/illustrator/cs/using/WS714a382cdf7d304e7e07d0100196cbc5f-6337a.html

Additional Support

For additional help or installation issues, please contact the KSU Service Desk (Faculty & Staff) or the KSU Student Help Desk (Students).

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu/faculty-staff/

KSU Student Help Desk

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: http://uits.kennesaw.edu/students/