



University Information  
Technology Services

# Illustrator CC 2017

## Pictures & Photos Guide

---

Adobe Illustrator Creative Cloud 2017

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

---

**Copyright © 2017 KSU Division of University Information Technology Services**

This document may be downloaded, printed, or copied for educational use without further permission of the University Information Technology Services Division (UITs), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITs Division. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - UITs Division is expressly prohibited.

**Published by Kennesaw State University - UITs 2017**

The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from UITs use.

---

# University Information Technology Services

## Illustrator CC 2017 Pictures & Photos Guide

### Adobe Illustrator Creative Cloud 2017

#### Table of Contents

Introduction .....	4
Learning Objectives.....	4
How to Place (Insert) Images .....	5
How to Create a Vector Image that is Editable .....	6
How to use Image Trace and Live Paint Bucket tool. ....	6
How to use Symbols and Glyphs as Clipart.....	7
Symbols.....	7
Glyphs .....	8
How to Crop and Apply Clipping Masks.....	10
Cropping.....	10
Clipping Masks .....	11
Additional Help .....	13

## **Introduction**

Illustrator is a vector graphic editing program by Adobe. 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.

## **Learning Objectives**

After completing the instructions in this booklet, you will be able to:

- Insert images
- Create a vector image that is editable
- Use the image trace and live paint bucket tool
- Use symbols and glyphs as clipart
- Crop and apply clipping masks

## How to Place (Insert) Images

1. In the *Menu Bar*, go to **File** → **Place** to open the *Place* dialog box (See Figure 1).
2. Locate and select the file that you want to place (See Figure 1).
3. Decide whether you want to link or embed the file (See Figure 1).

**Note:** Linked images are connected to the document, but remain independent, resulting in a smaller file size. Embedded graphics are copied into the document at full resolution, resulting in a larger file size; however, your document is independent.

- a. To create a link to the file, select the checkbox next to **Link** at the bottom of the dialog box.
- b. To embed the image, leave the checkbox blank.

4. Click **Place**. Your image will be placed in the document (See Figure 1).

**Note:** Once the image is placed, you may need to resize it to a workable size.

- a. To resize, at the right end of the control panel, enter the desired width and height.

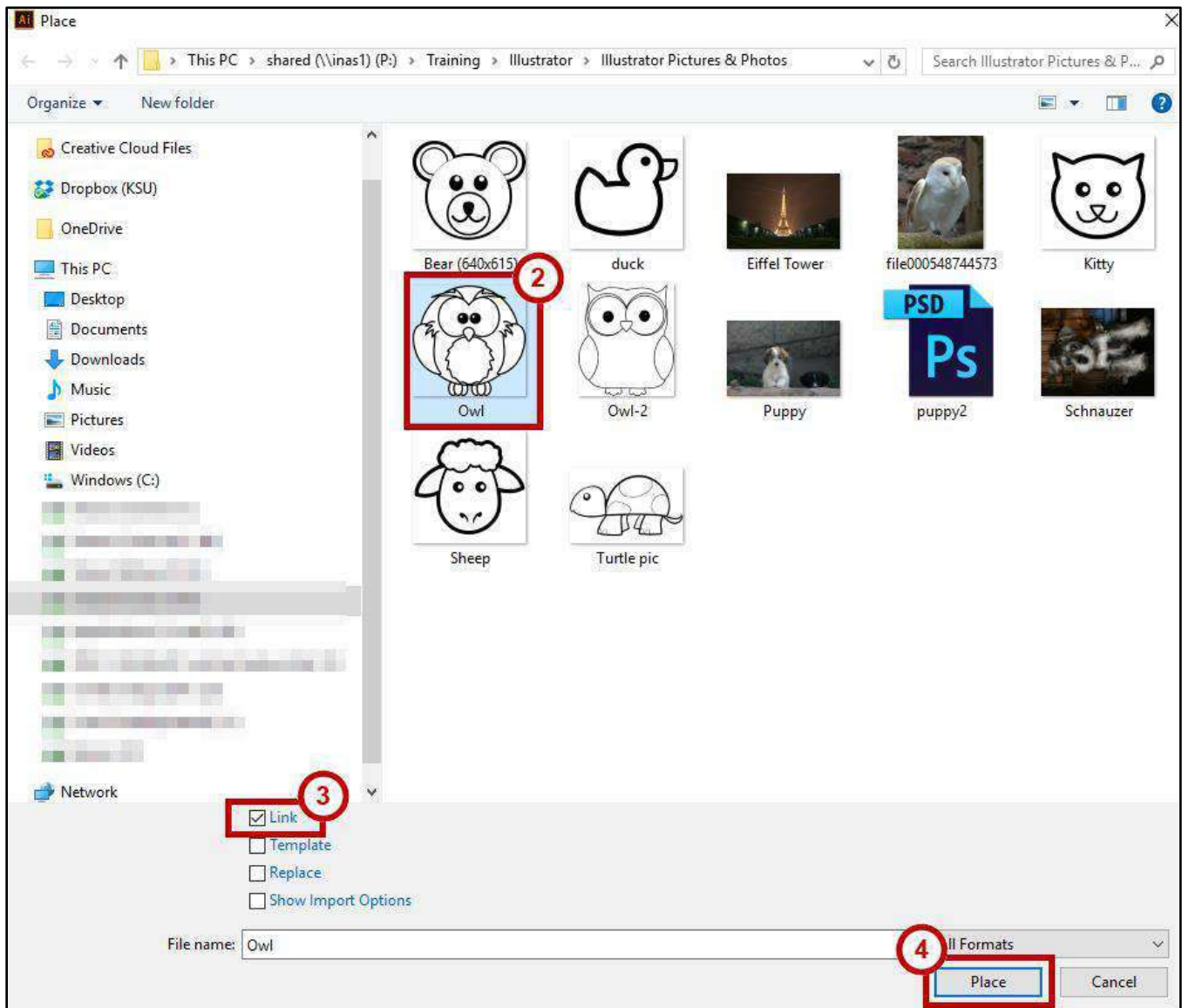


Figure 1 - Place Dialog Box

## How to Create a Vector Image that is Editable

*Image Trace* convert images to vectors (editable line art) and feature presets for easily creating various effects.

1. Place your image into the document (see instructions above on How to Place (Insert) Images).
2. From the *Control Panel*, click the **Image Trace** button to turn the image into a vector graphic.



Figure 2 - Image Trace Button on Control Panel

**Note:** Your image will automatically become black and white because of the *Image Trace* default preset settings.

- a. To change the preset settings, click the drop down arrow next to *Image Trace* to select a different tracing preset.



Figure 3 - Image Trace Drop Down Arrow on Control Panel

3. Click **Expand** from the Control Panel to make the vector image editable. You will now see all of the anchor points within the image.



Figure 4 - Expand the Image Trace

## How to use Image Trace and Live Paint Bucket tool.

1. Place your image into the document (See instructions above on How to Place (Insert) Images).
2. Make the image editable (See instructions above on How to Create a Vector Image that is Editable).
3. Make the image a *Live Paint Group* by going to **Object → Live Paint → Make**.
4. In the toolbar, click and hold the **Shape Builder Tool** (See Figure 5).
5. From the menu that appears, choose the **Live Paint Bucket** tool (See Figure 5).



Figure 5 - Selecting the Live Paint Bucket tool.

6. Choose your color and click the areas of the image that you want painted with that color.

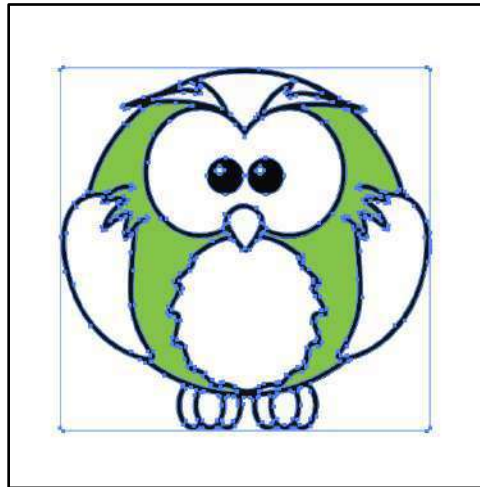


Figure 6 - Painted Image

7. Continue this process until the entire image has been painted as desired.

## How to use Symbols and Glyphs as Clipart

### Symbols

1. To add a symbol, use the *Symbols* panel on the right side of your screen (See Figure 7).

**Note:** If you do not see the *Symbols* panel, follow these steps:

- a. In the *Menu Bar*, click **Window** (See Figure 7).
- b. Click **Symbols** (See Figure 7).

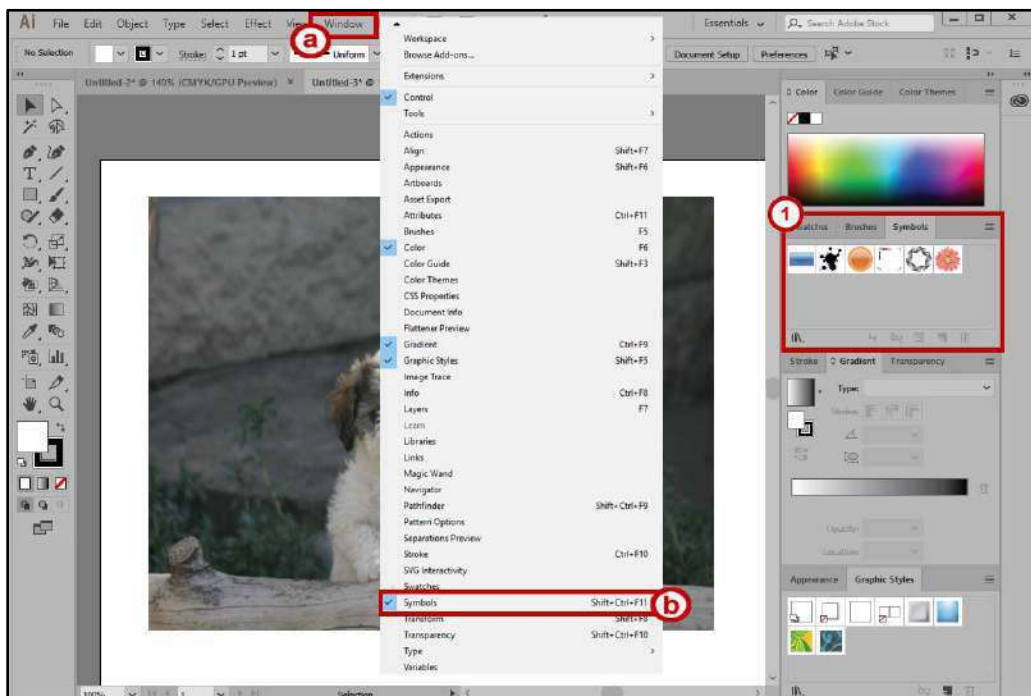


Figure 7 - The Symbols Panel

2. Click the **Symbol Libraries Menu** button to view the different categories.

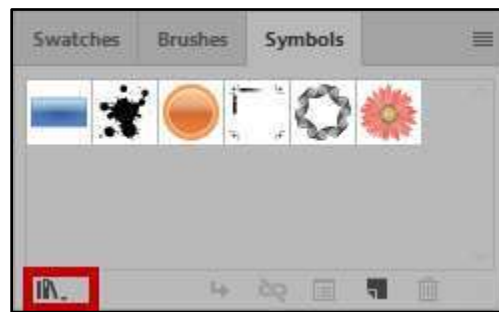


Figure 8 - Symbol Libraries Menu

3. Select a category to view its available symbols.
4. Once you find a symbol you like, click it and drag it to the artboard.
5. Click the **symbol** to select it, and then click the **Break Link to Symbol** button within the *Symbols* panel.

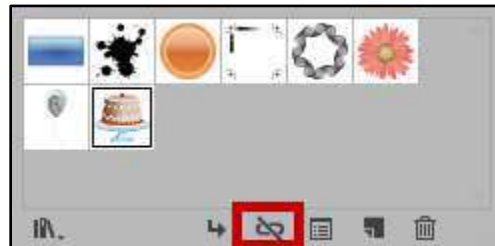


Figure 9 - Symbols Panel.

**Note:** When you break the link to the symbol, the original symbol will not inherit the changes you make to the copy of the symbol.

6. To edit the symbol, go to **Object → Expand**.

## Glyphs

1. In the *Tools* Panel, click the **Type Tool**



Figure 10 - Type Tool



2. Click the art board to place the cursor (See Figure 10).
3. In the *Menu Bar*, click **Type** (See Figure 10).
4. In the drop-down menu, click **Glyphs** to open the *Glyphs* pane (See Figure 10).

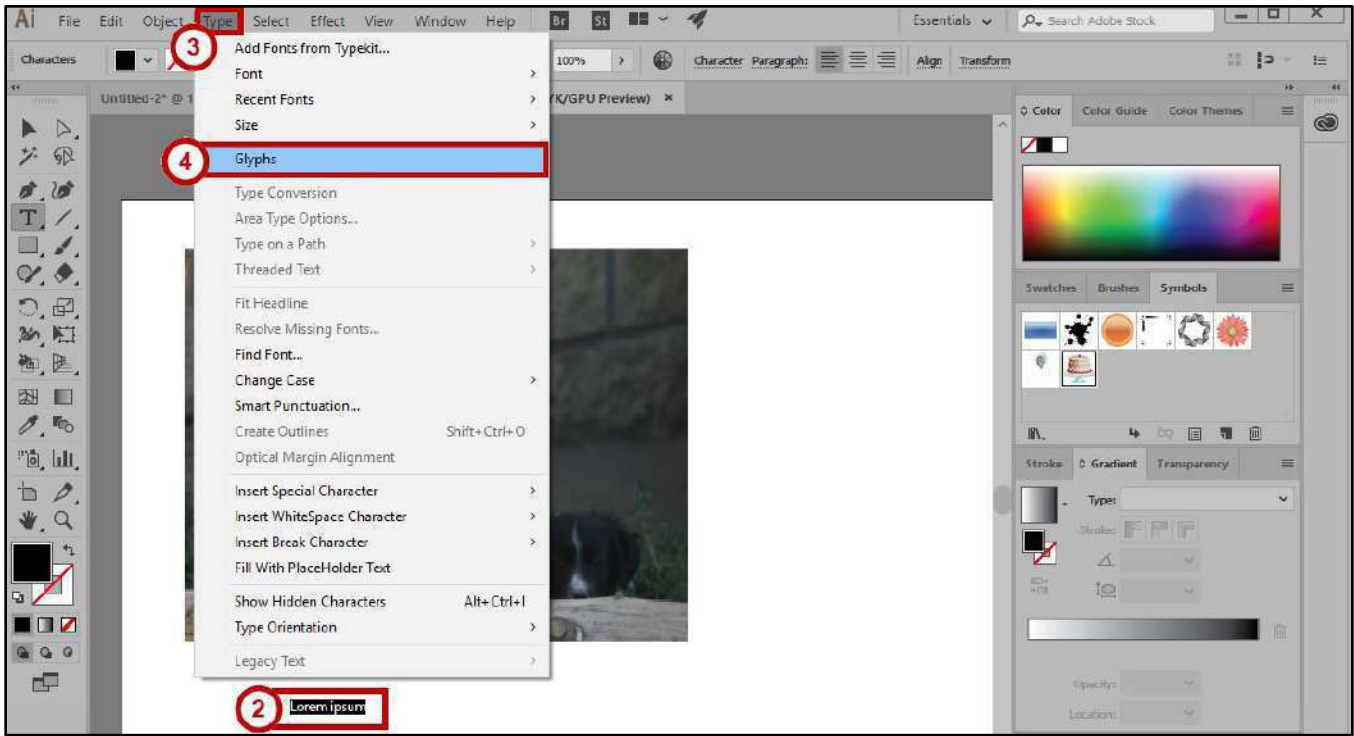


Figure 11 - Open Glyphs Panel

5. At the bottom of the *Glyphs* panel, choose the font that contains the glyph that you would like to use.

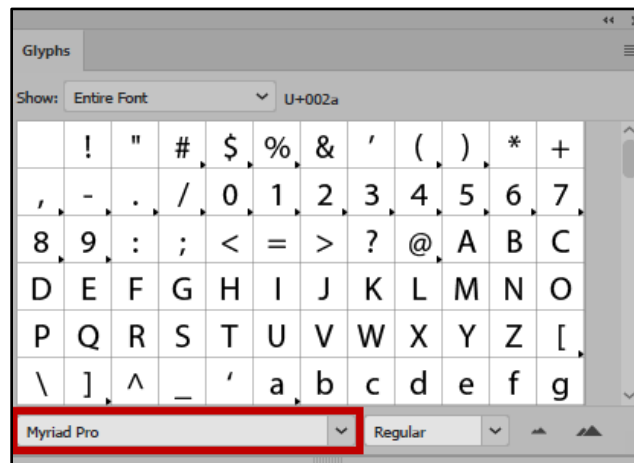


Figure 12 - Glyphs Panel.

6. Double-click the glyph to insert it into the document.

**Note:** The glyph will be placed at the location of the cursor because it is currently considered to be text.

7. Close the *Glyphs* panel.

8. Use the **Select Tool** to resize the glyph.
9. To change the glyph into art, go to **Type → Create Outlines**.
10. The glyph is now art that can be edited using the various tools in Illustrator.

## How to Crop and Apply Clipping Masks

### Cropping

1. Place your image into the document (See instructions above on How to Place (Insert) Images).
2. In the *Control Panel*, click **Mask**.

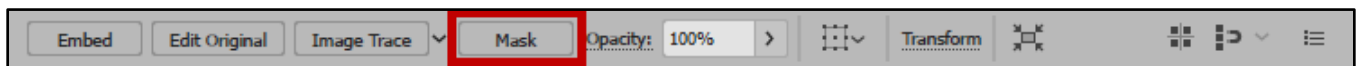


Figure 13 - Mask Button on Control Panel

3. Click and drag the **side image handles** on the image to crop the image.

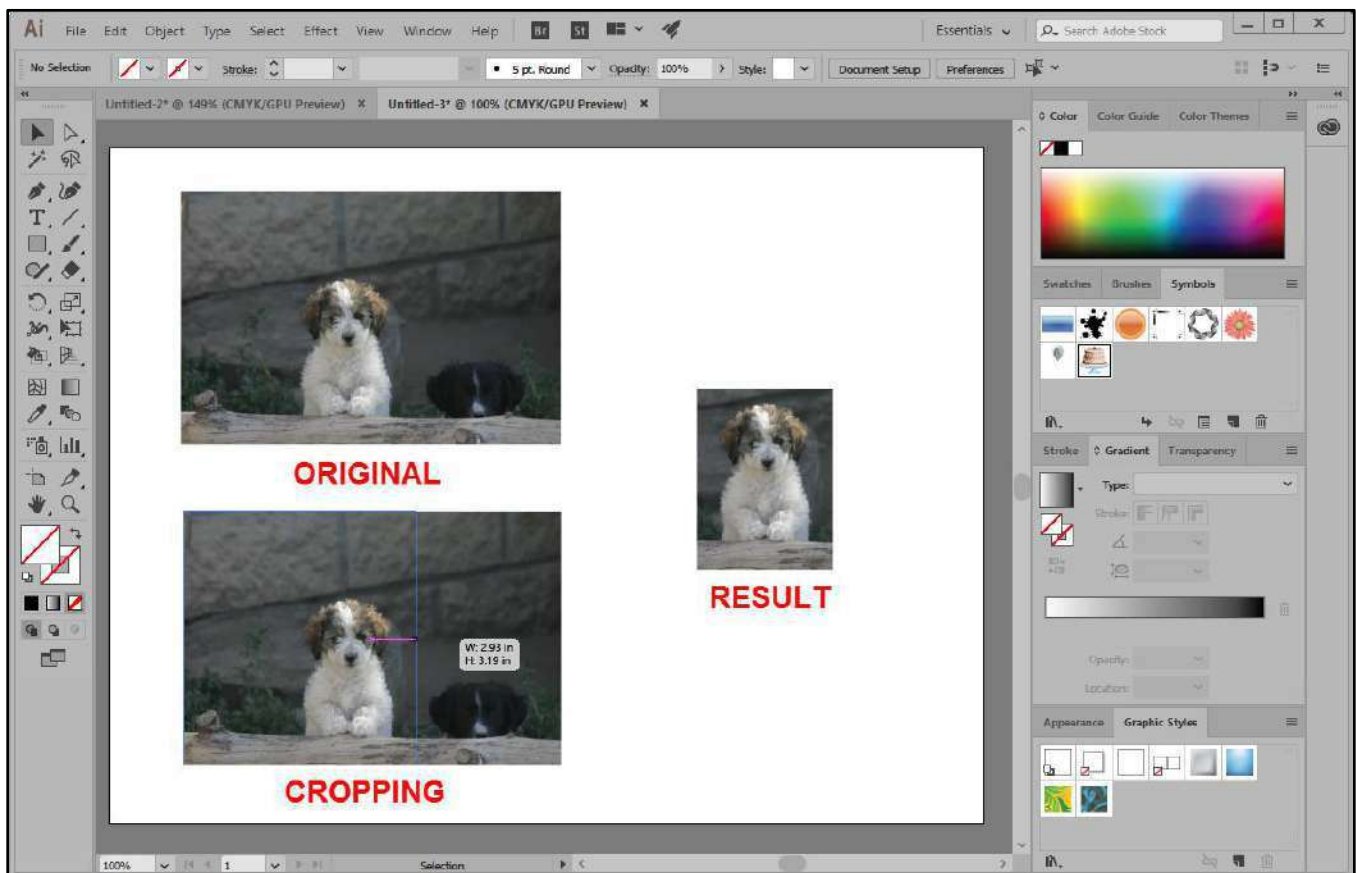


Figure 14 - Cropping.

**Note:** To revert the image back to his original state, go to **Object → Clipping Mask → Release**.

## Clipping Masks

1. Place your image into the document (See instructions above on How to Place (Insert) Images).
2. In the *Tools Panel*, click and hold the **Shape** tool (See Figure 15).
3. Click the desired shape, e.g. the **Ellipse Tool** (See Figure 15).

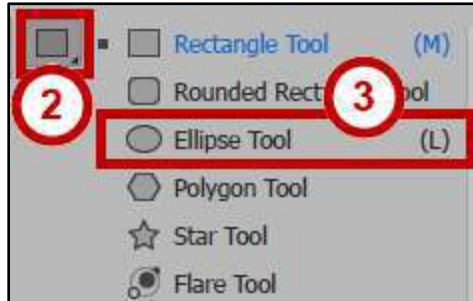


Figure 15 - Ellipse Tool

4. Draw a shape on top of the image using the **Ellipse Tool**.

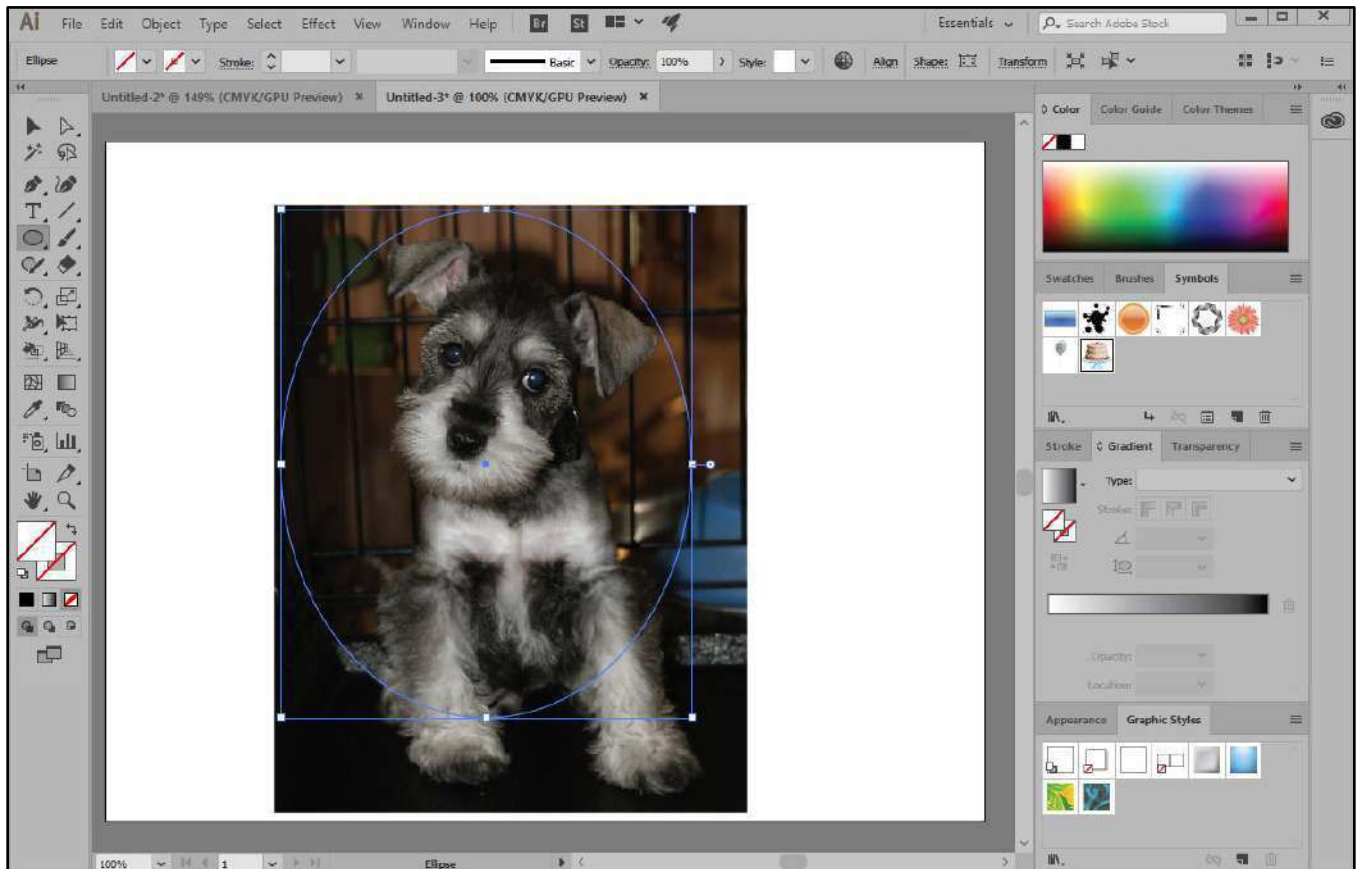


Figure 16 - Draw Ellipse

5. Select both the shape and the image using the **Selection Tool** on the toolbar.

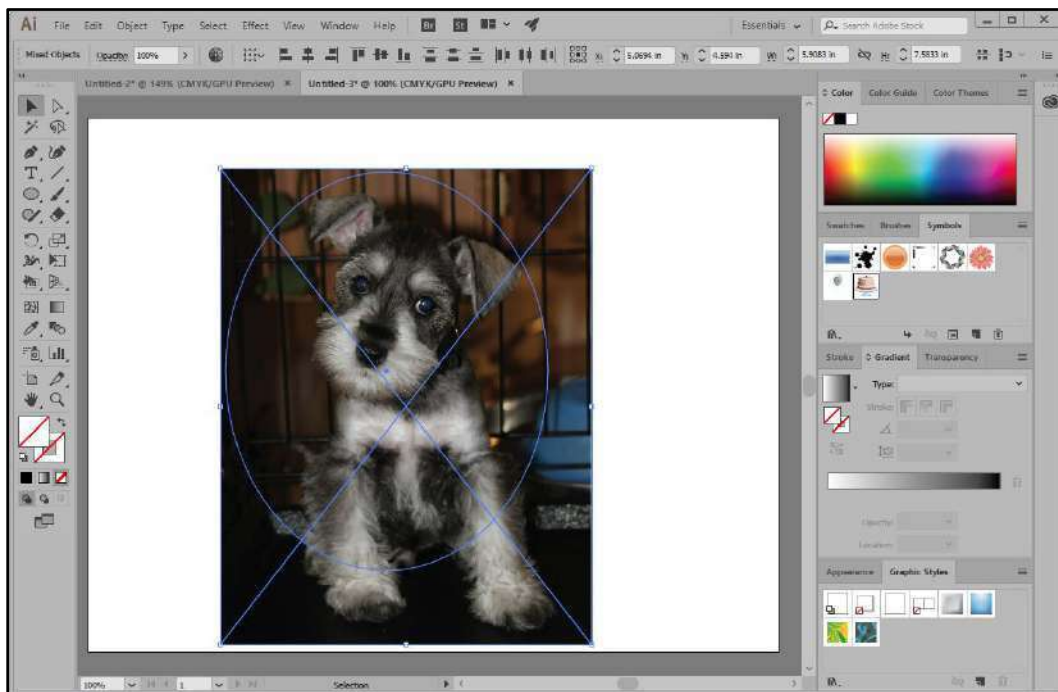


Figure 17 - Select Shape and Image

6. Select **Object** → **Clipping Mask** → **Make**.

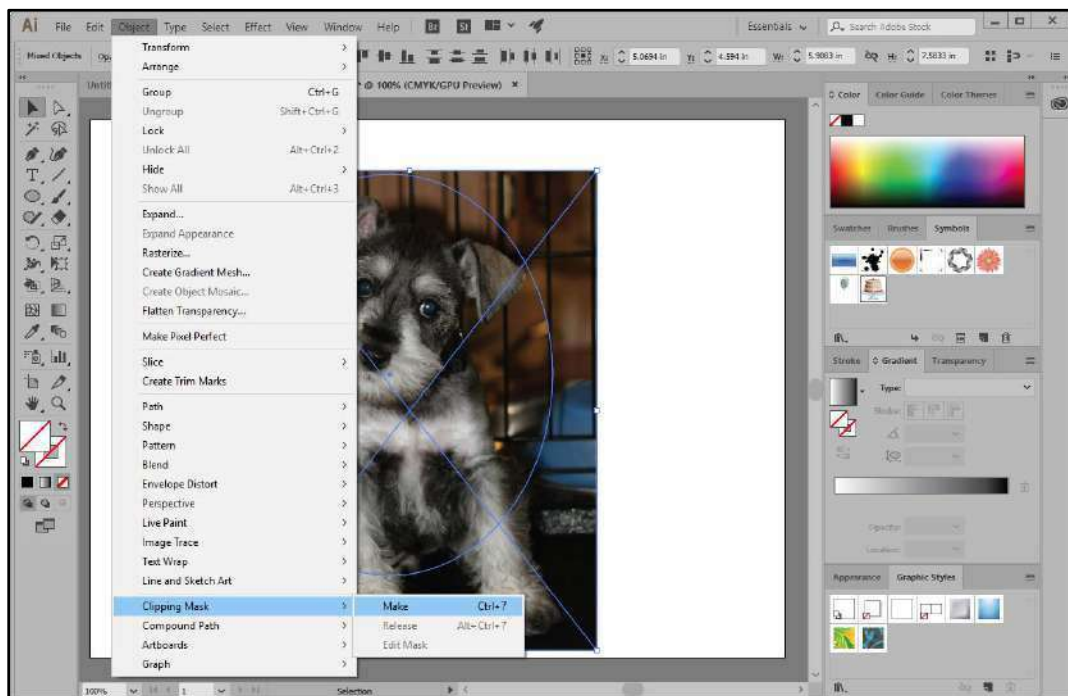


Figure 18 - Object → Clipping Mask → Make

7. The image is clipped into the shape drawn on the image.



Figure 19 - Clipping Mask

**Note:** Any portion of the image that was left outside of the shape will be removed.

8. To adjust the image inside the shape:
  - a. Select the **Direct Selection Tool**.
  - b. Click in an empty space on the artboard.
  - c. Click inside the image.
  - d. You should now be able to click and drag the image to the desired location within the shape.

**Note:** To revert the image back to its original state, go to **Object → Clipping Mask → Release**.

## Additional Help

For additional support, please contact the KSU Service Desk:

### KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>

### KSU Student Helpdesk

- Phone: 470-578-3555
- Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>