

Guided Computer Tutorials

# Learning Adobe Illustrator CS6

Module 2

By Greg Bowden

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# Learning Adobe Illustrator CS6

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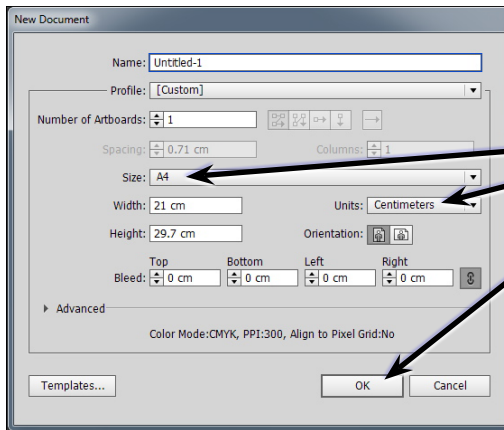


# The Pen Tool

The PEN TOOL is one of Adobe Illustrator's more difficult tools, but a necessary tool for creating efficient and more detailed drawings. So, if you are intending to use Illustrator to its fullest, it is worth spending the time to learn the PEN TOOL.

## Starting a New Document

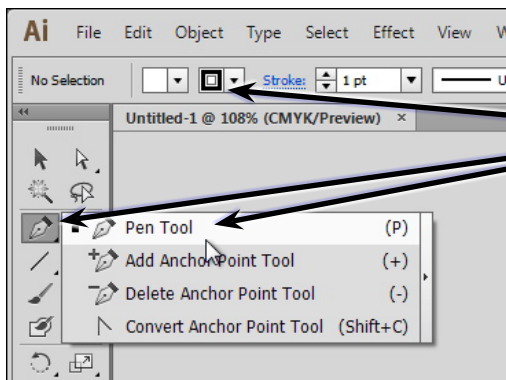
- 1 Load Adobe Illustrator CS6 or close the current document.
- 2 Display the FILE menu and select NEW to start a new document.



- 3 Set the SIZE to A4 (or the paper size your printer uses), the UNITS to CENTIMETRES and select OK.

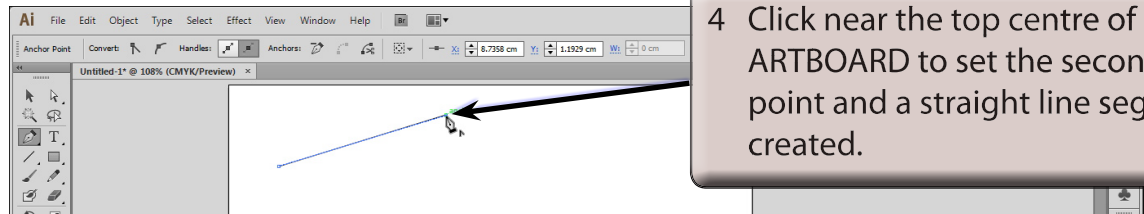
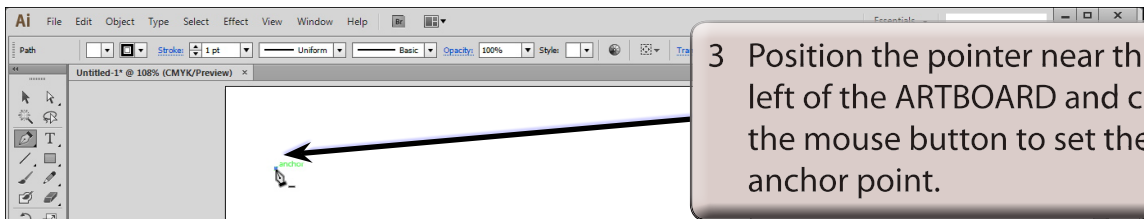
## Drawing Straight Paths

The PEN TOOL can be used to quickly create joined straight lines or create objects with straight sides.

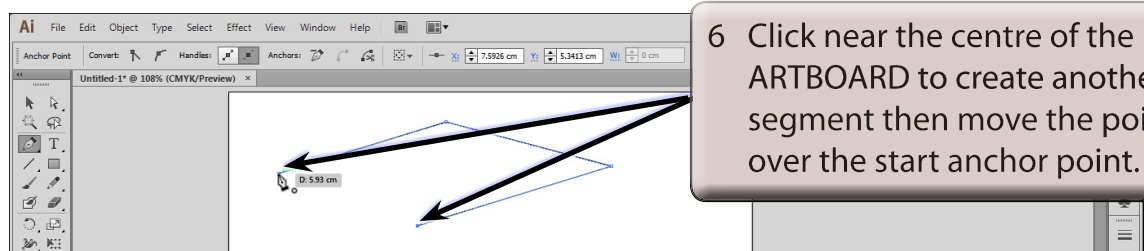
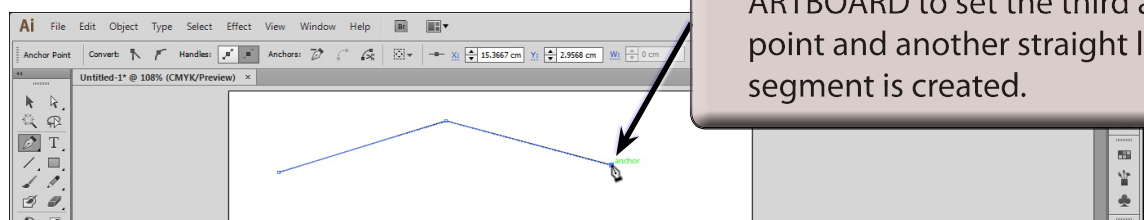


- 1 Select the PEN TOOL in the TOOLS panel and, in the CONTROL panel, select a STROKE COLOUR.

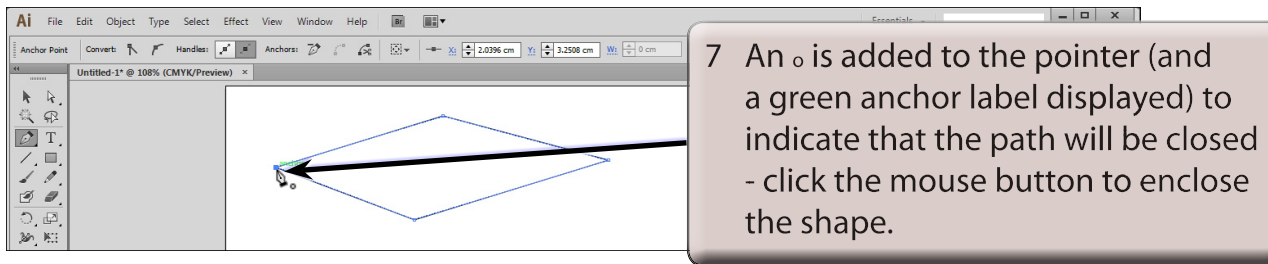
- 2 Press CTRL+0 or COMMAND+0 to set the view to FIT ON SCREEN.



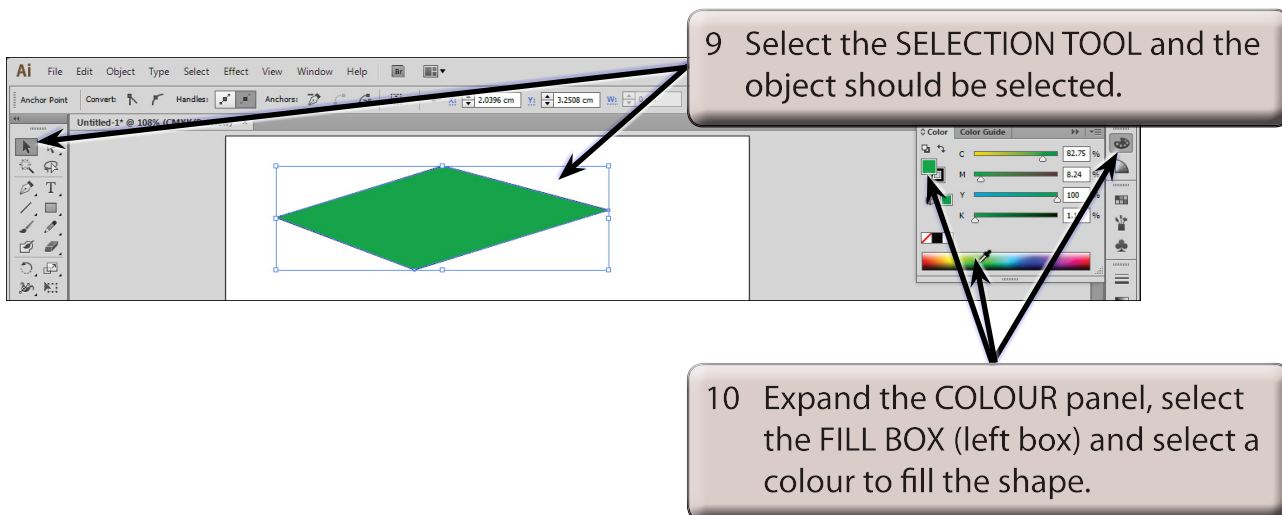
**NOTE: You can set the STROKE WEIGHT for the line segment in the CONTROL panel as you did for the LINE SEGMENT TOOL.**







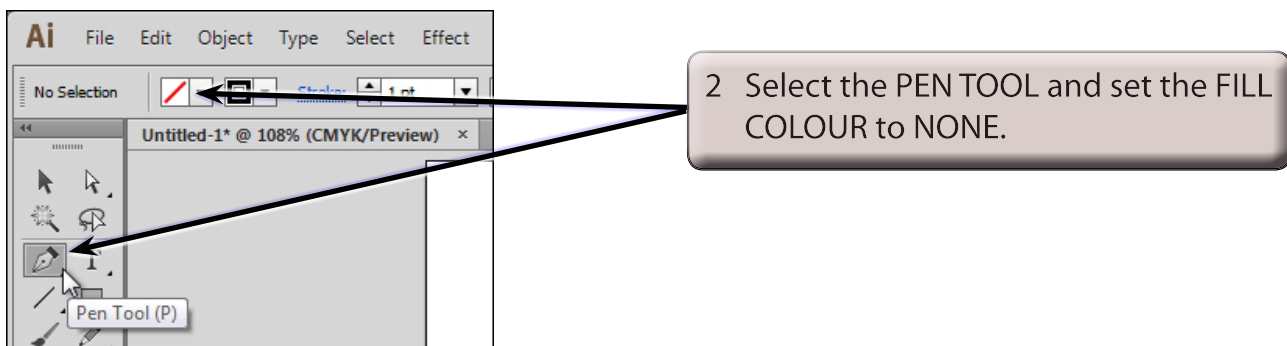
- 8 You can now apply a fill to the object or move the object around the ARTBOARD like other objects you have created.

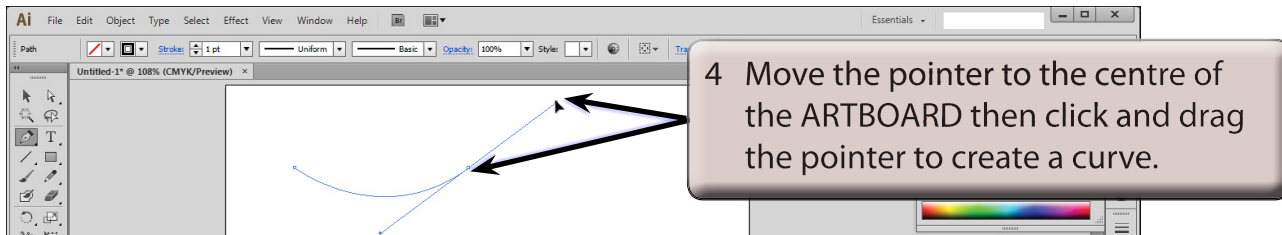
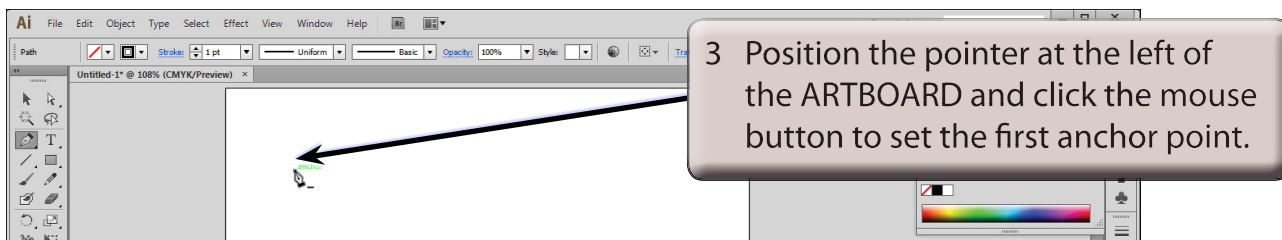


## Drawing Curved Paths

The PEN TOOL can be used to create curves with a minimum number of anchor points. This means that the shapes will print faster and be more accurate.

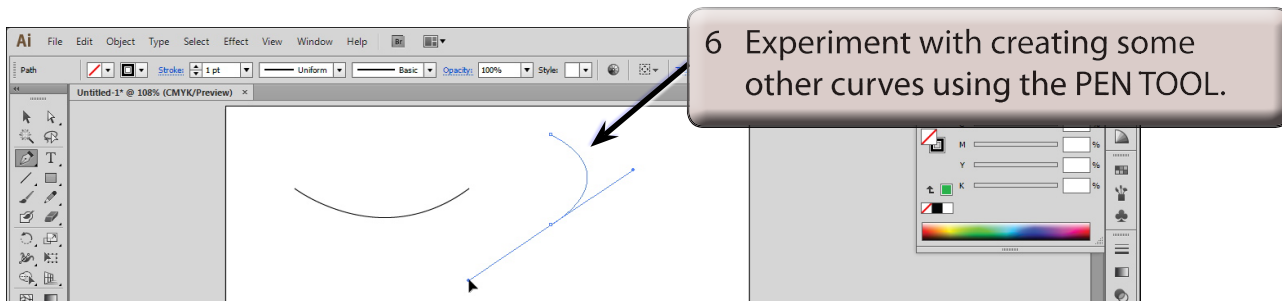
- 1 Delete the previous shape.





- NOTE:**
- i When you click and drag at an anchor point, lines with handles (called Bezier handles) are added to the anchor point and these handles can be dragged to adjust the curve.
  - ii In general, you drag in the opposite direction that you want the curve to take.

5 Display the SELECT menu and select DESELECT to set the curve.

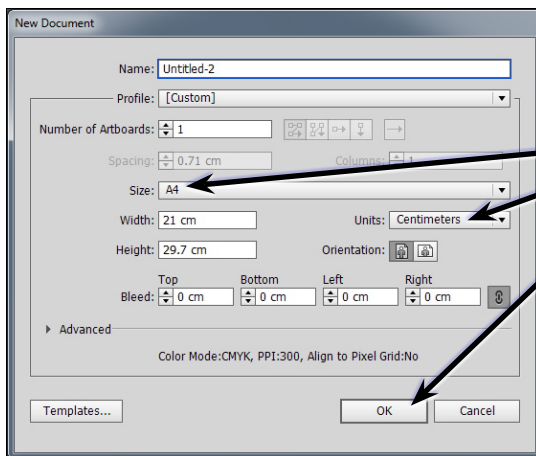


# The Mesh Tool

The MESH TOOL allows you to apply gradients to parts of a vector object to create a realistic 3D look.

## Starting a New Document

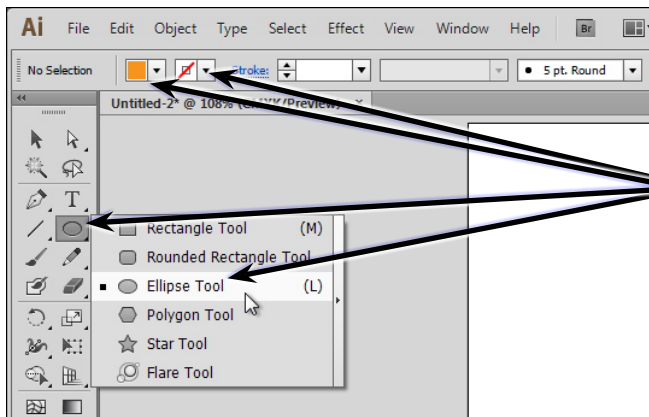
- 1 Load Adobe Illustrator CS6 or close the current document.
- 2 Display the FILE menu and select NEW to start a new document.



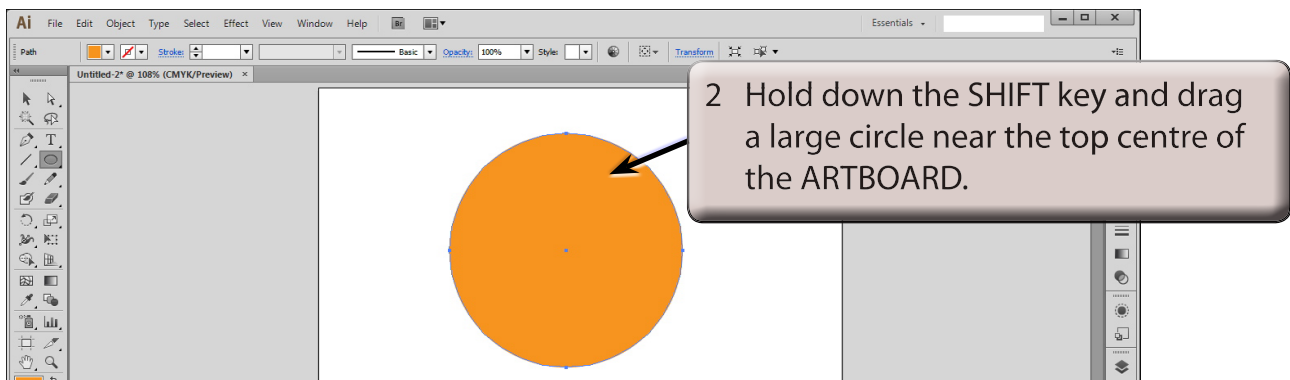
- 3 Set the SIZE to A4 (or the paper size your printer uses), the UNITS to CENTIMETRES and select OK.

## Creating a Sphere

The simplest application of the MESH TOOL is in the creation of spheres



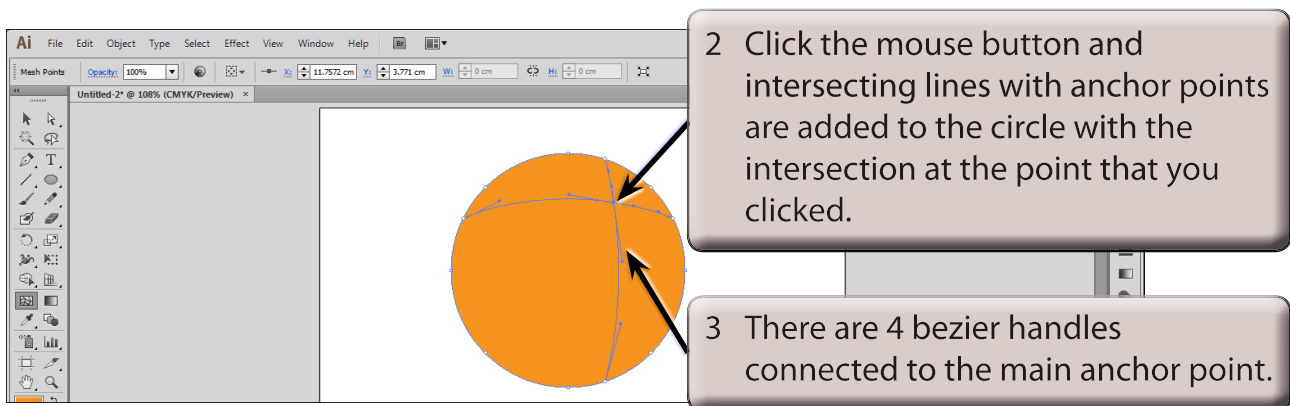
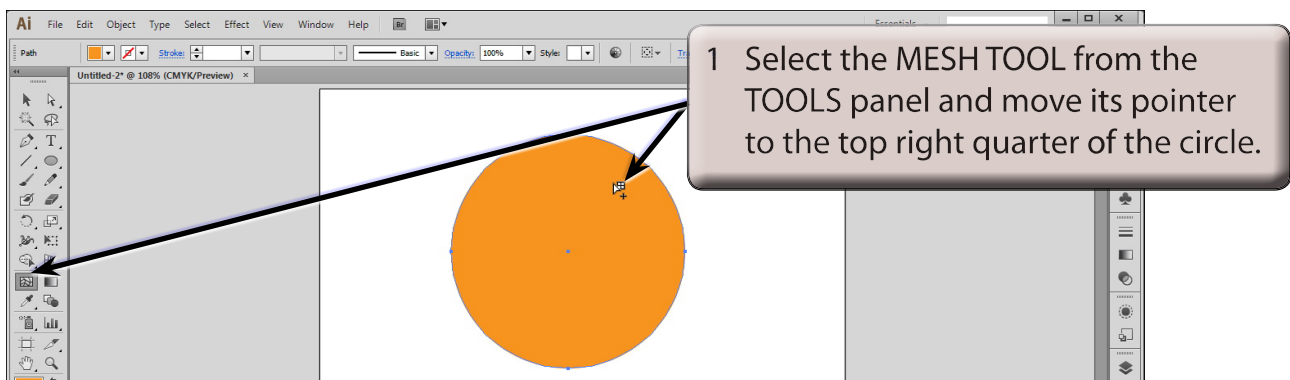
- 1 Select the ELLIPSE TOOL from within the SHAPES TOOL and, in the CONTROL panel, set the FILL COLOUR to ORANGE and the STROKE COLOUR to NONE.



## Applying the Mesh Tool

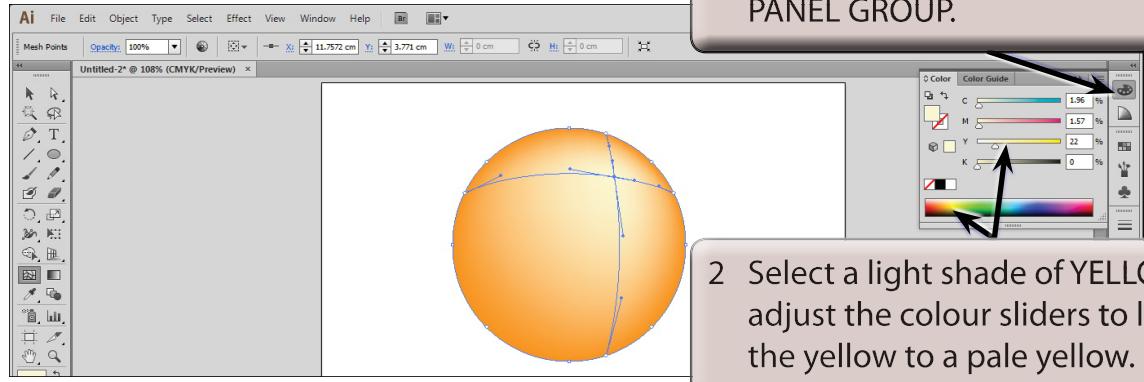
To apply the 3D effect, you click the MESH TOOL pointer at the point that you want the light source to be. Let's set the light to come from the top right of the ARTBOARD.

### A Setting the Mesh Point



## B Setting the Mesh Gradient Colour

A lighter colour can now be applied at the intersection of the lines.



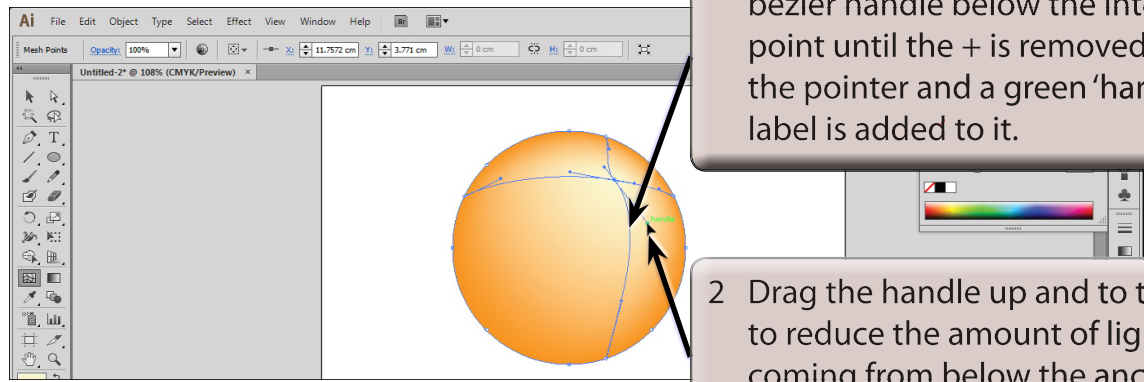
1 Expand the COLOUR panel in the PANEL GROUP.

2 Select a light shade of YELLOW then adjust the colour sliders to lighten the yellow to a pale yellow.

**NOTE:** You should be able to see the 4 bezier handles connected to the main anchor point more clearly once the lighter colour is applied.

## C Adjusting the Mesh Gradient

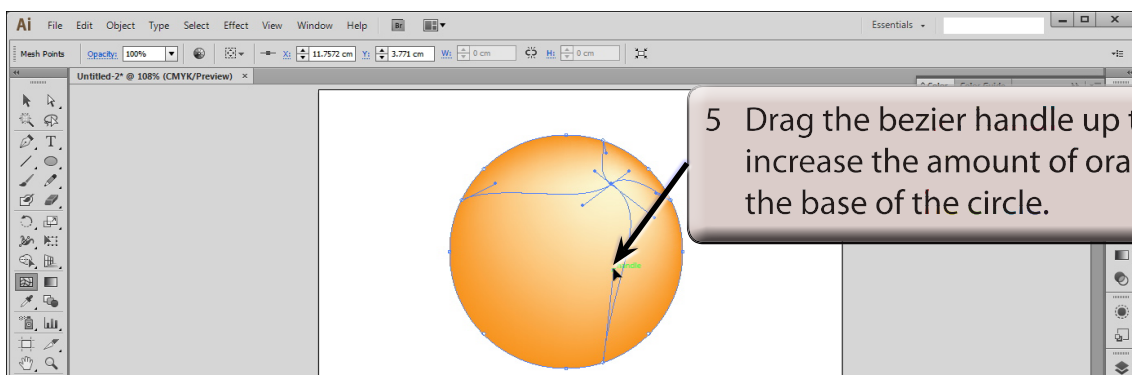
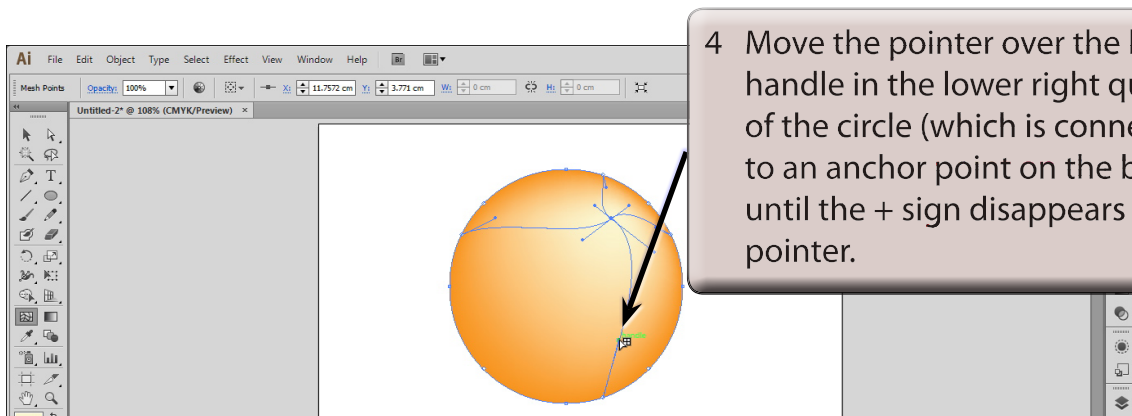
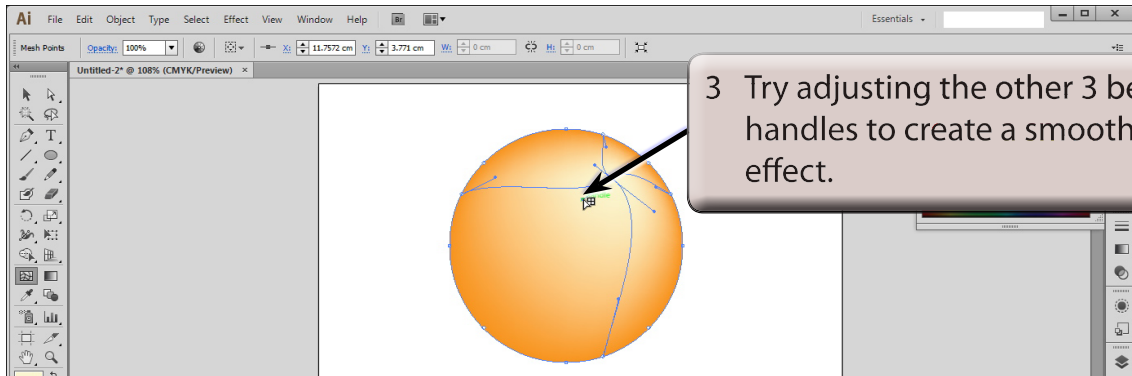
The anchor points and bezier handles can be adjusted to create the effect you want.



1 Move the pointer over the bottom bezier handle below the intersection point until the + is removed from the pointer and a green 'handle' label is added to it.

2 Drag the handle up and to the right to reduce the amount of light colour coming from below the anchor point.

**NOTE:** If there is a + sign at the base of the MESH TOOL pointer it means that the pointer is not over a handle or anchor point. Clicking the mouse button with the + sign displayed creates a new set of mesh lines. If this happens, press CTRL+Z or COMMAND+Z to undo the new mesh lines.

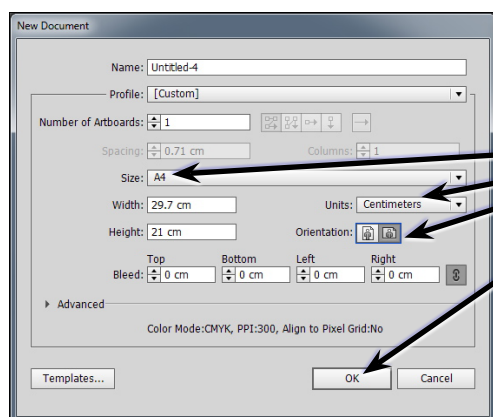


# Perspective Drawing

The PERSPECTIVE GRID TOOL allows you to place a grid on the ARTBOARD to help create drawings with depth. In this chapter the different components of the grid will be explained then a drawing created using the perspective grid.

## Starting a New Document

- 1 Load Adobe Illustrator CS6 or close the current document.
- 2 Display the FILE menu and select NEW to start a new document.

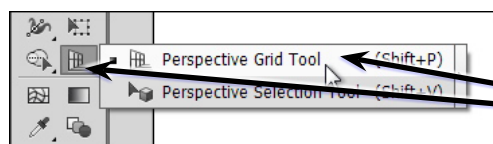


- 3 Set the SIZE to A4 (or the paper size your printer uses), the UNITS to CENTIMETRES, the ORIENTATION to LANDSCAPE and select OK.

## The Perspective Grid

Before starting to draw using the PERSPECTIVE GRID you need to have a basic understanding of its sections.

### A Displaying the Grid

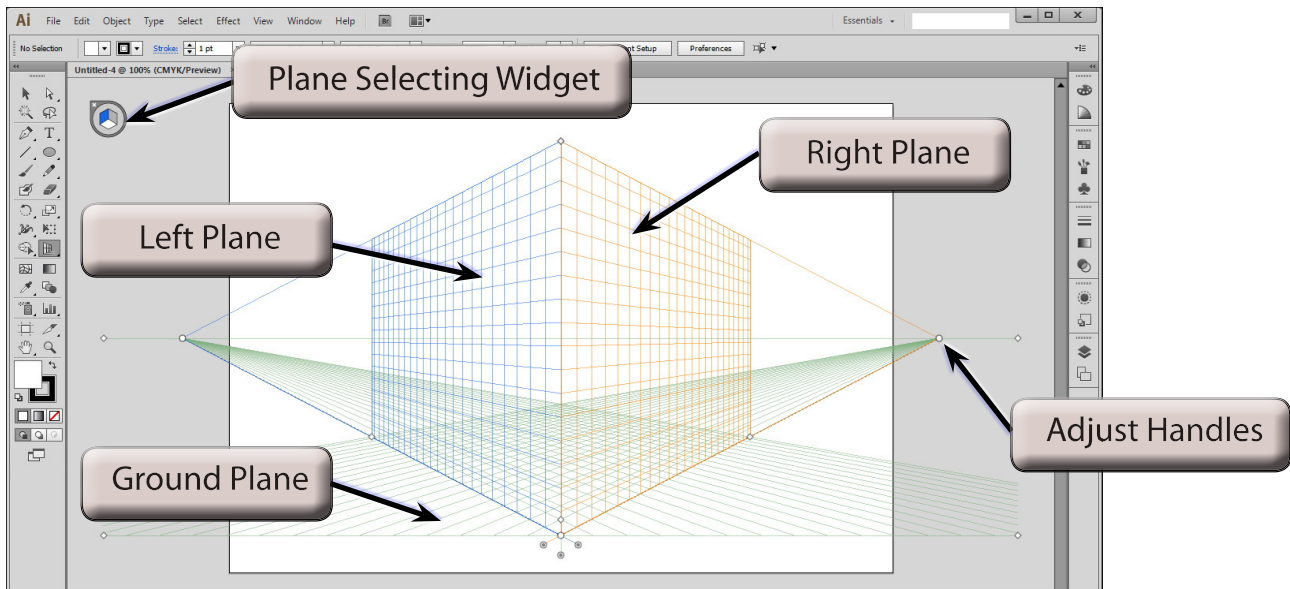


- 1 Click and hold on the PERSPECTIVE GRID TOOL in the TOOLS panel and the PERSPECTIVE tools are displayed. Select the PERSPECTIVE GRID TOOL to add the grid to the ARTBOARD.

**NOTE:** The PERSPECTIVE SELECTION TOOL is used to select objects on the perspective grid.



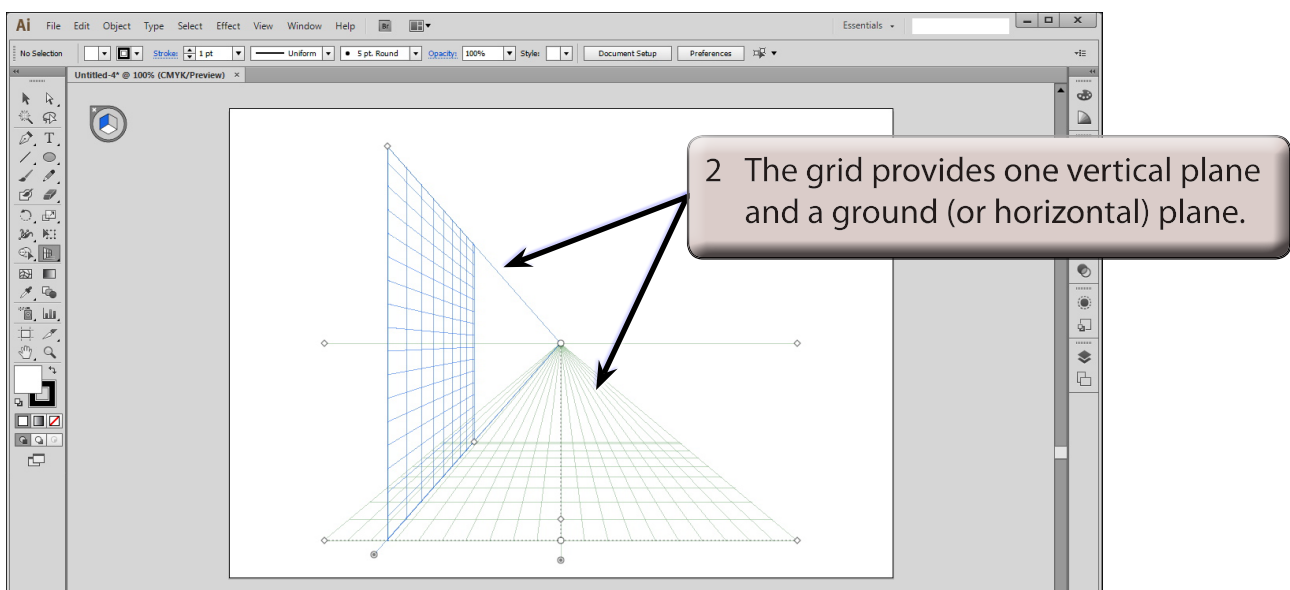
- 2 Press the CTRL- or COMMAND- to adjust the zoom so that you can see all the sections of the grid. Some of the sections of the PERSPECTIVE GRID are labelled in the following diagram.



## B The Different Perspective Grids

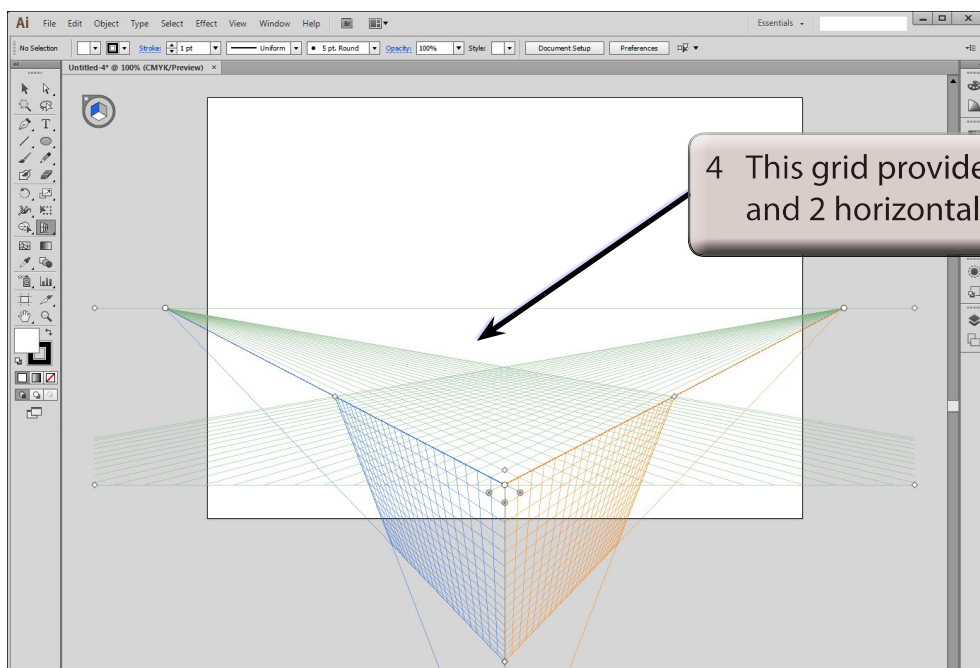
There are three different types of perspective grids that can be applied to the ARTBOARD, a 1-point grid, a 2-point grid and a 3-point grid.

- 1 Display the VIEW menu, highlight PERSPECTIVE GRID, highlight ONE POINT PERSPECTIVE and select [1P-NORMAL VIEW].





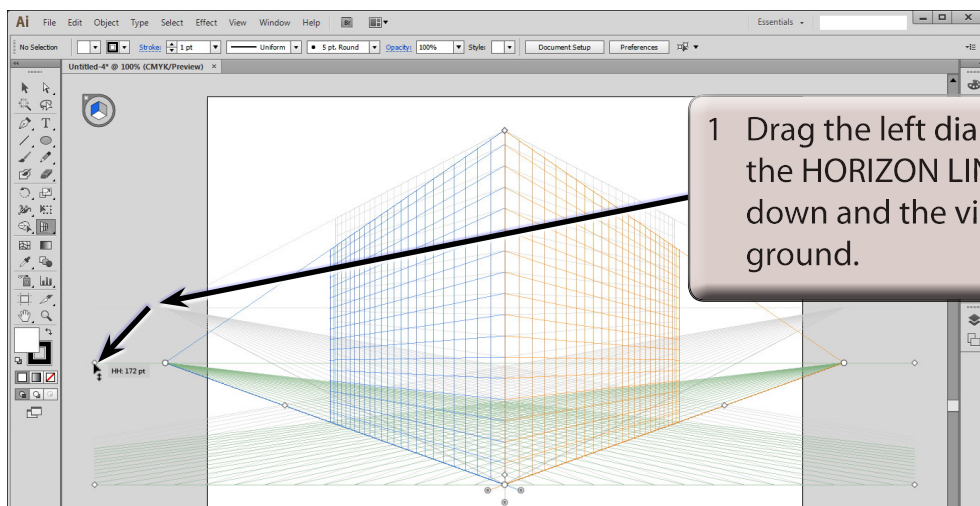
- 3 Display the VIEW menu, highlight PERSPECTIVE GRID, highlight THREE POINT PERSPECTIVE and select [3P-NORMAL VIEW].

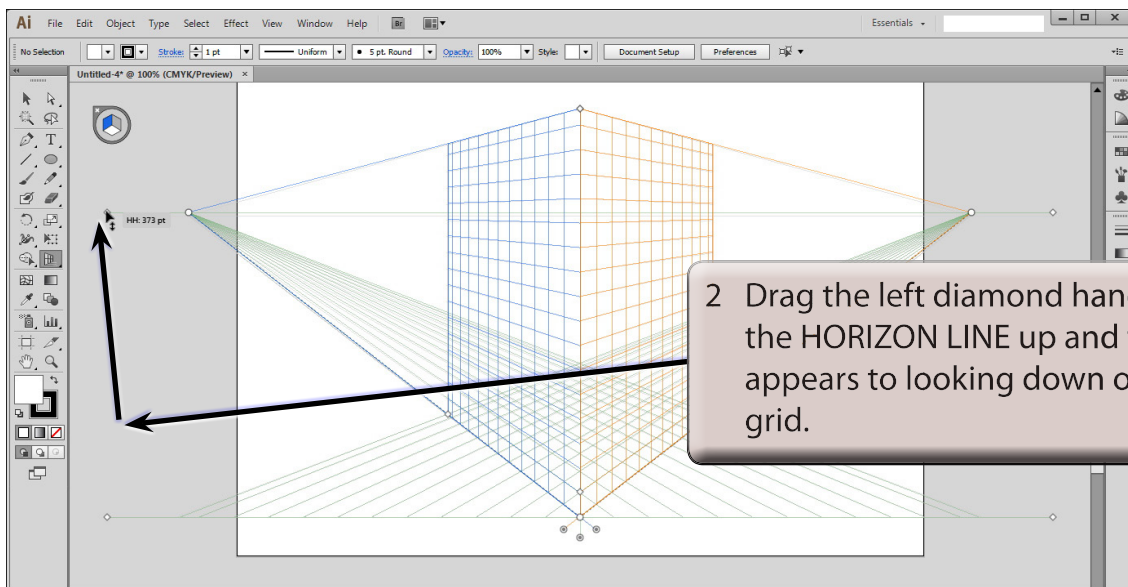


- 5 Display the VIEW menu, highlight PERSPECTIVE GRID, highlight TWO POINT PERSPECTIVE and select [2P-NORMAL VIEW]. This is the default PERSPECTIVE GRID and it provides 2 vertical planes and 1 horizontal plane.

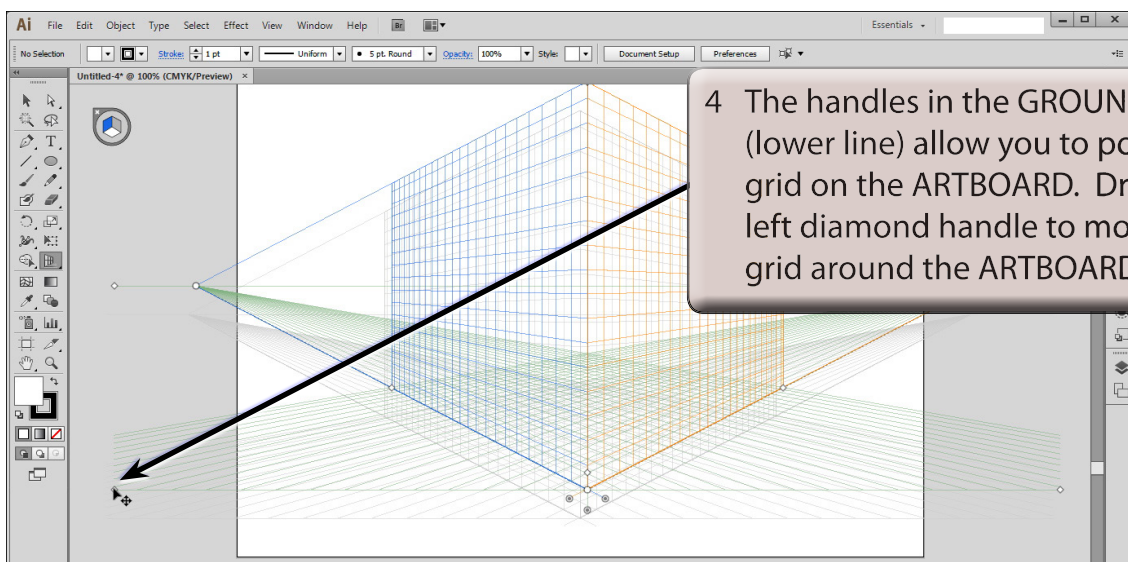
## C The View Lines

There are 2 view lines on the 2-point perspective grid which run horizontally across the grid - the GROUND VIEW line (lower line) and the HORIZON (or EYE-VIEW) line.





3 Press CTRL+Z or COMMAND+Z until the grid is returned to its original setting.



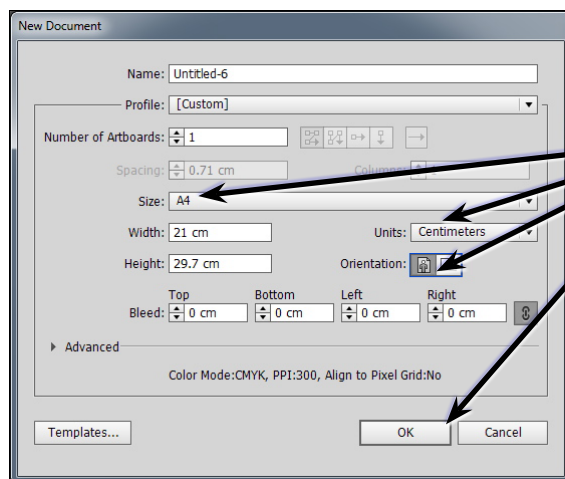
5 Press CTRL+Z or COMMAND+Z until the grid is returned to its original position.

# Using Envelopes

Envelopes can be used to distort or reshape selected objects. You can distort an object to be displayed within another shape (envelope) that you draw or you can apply warps and meshes within the shape.

## Starting a New Document

- 1 Load Adobe Illustrator CS6 or close the current document.
- 2 Display the FILE menu and select NEW to start a new document.



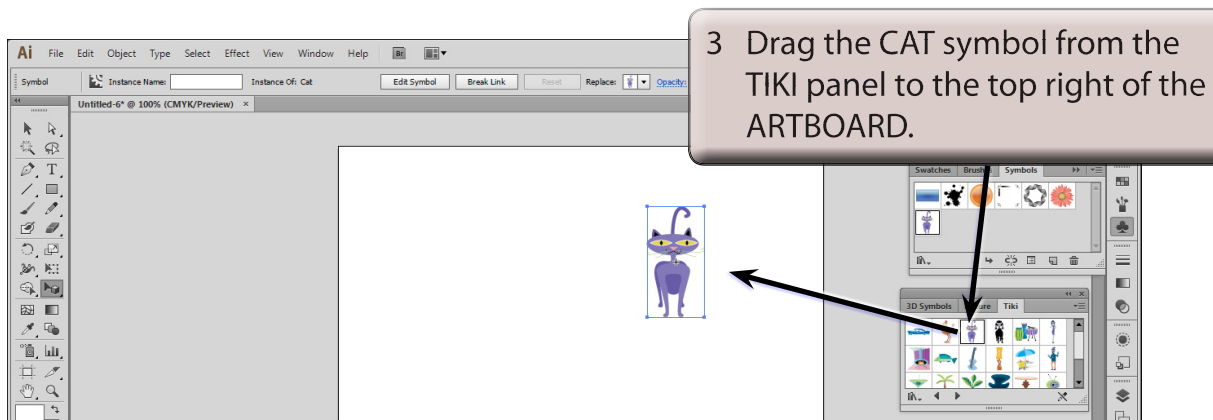
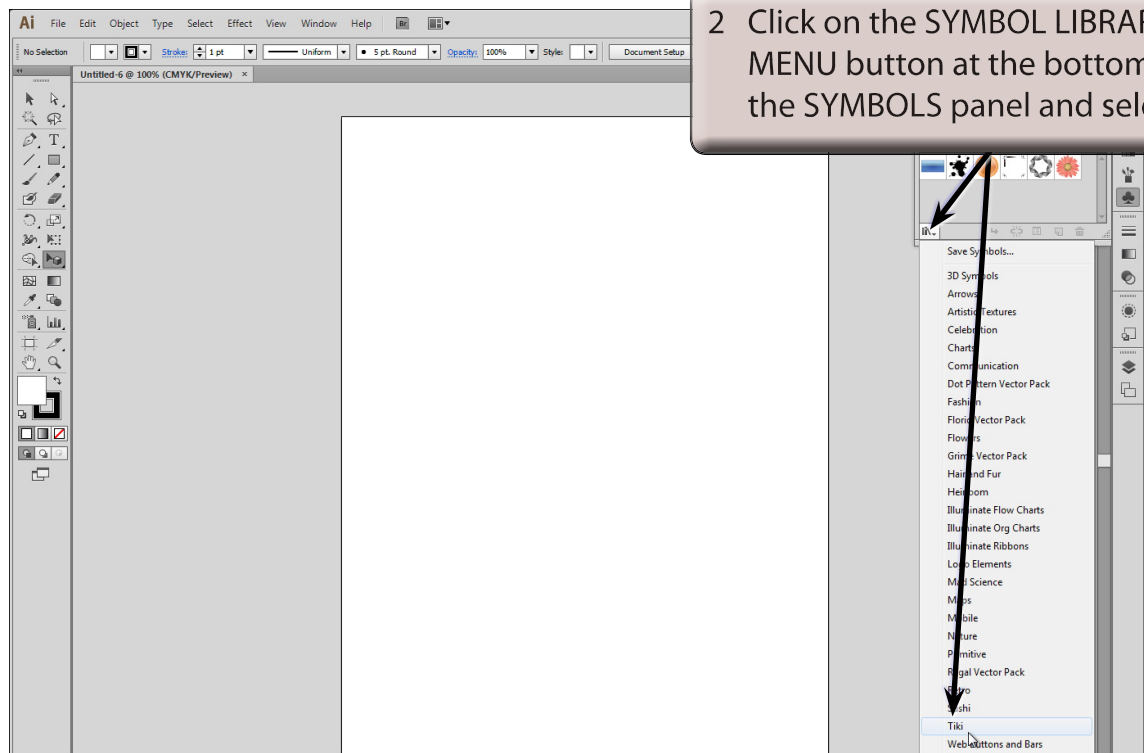
- 3 Set the SIZE to A4 (or the paper size your printer uses), the UNITS to CENTIMETRES, the ORIENTATION to PORTRAIT and select OK.

## Making an Envelope

Let's set a symbol to be displayed in an irregular shape.

### A Selecting the Symbol

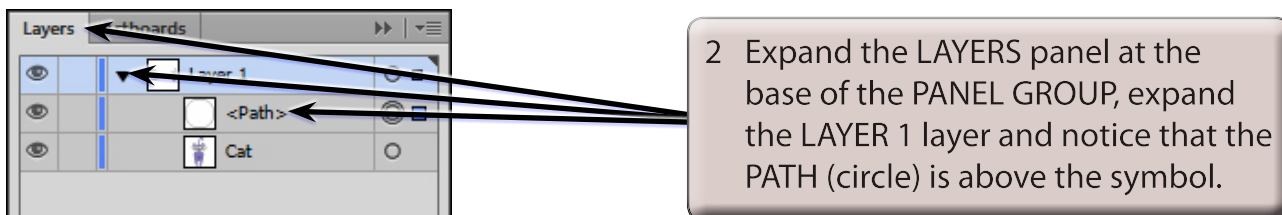
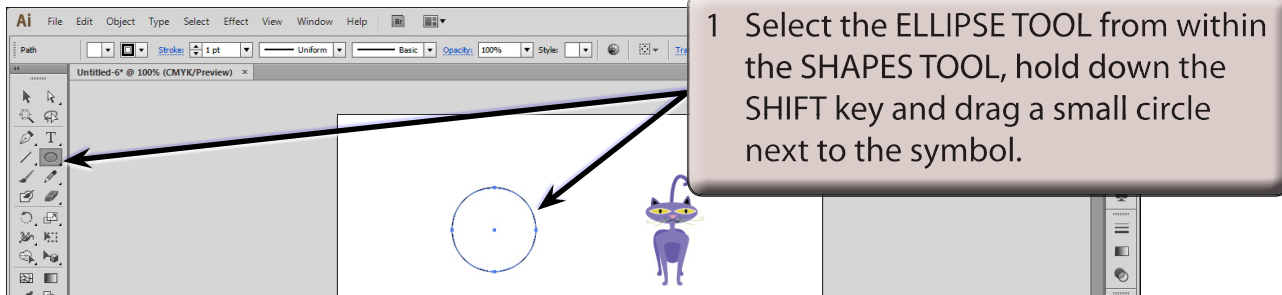
- 1 Expand the SYMBOLS panel in the PANEL GROUP.



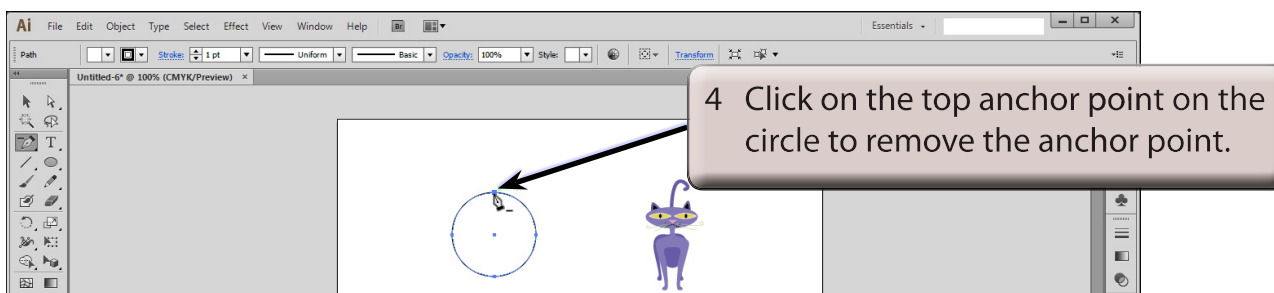
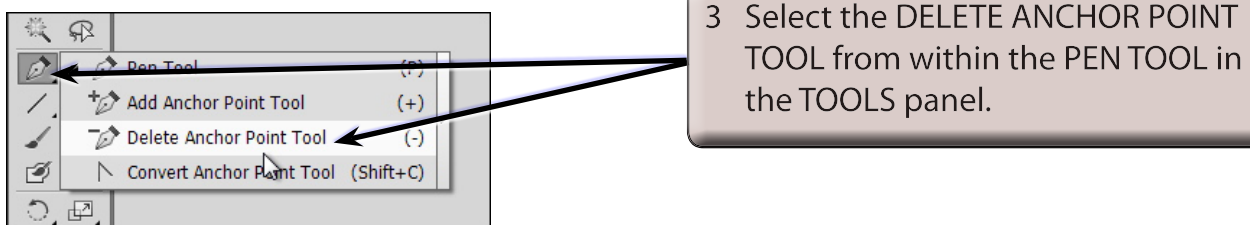
**NOTE:** The CAT symbol will be added to the SYMBOLS panel when you drag it on to the ARTBOARD.

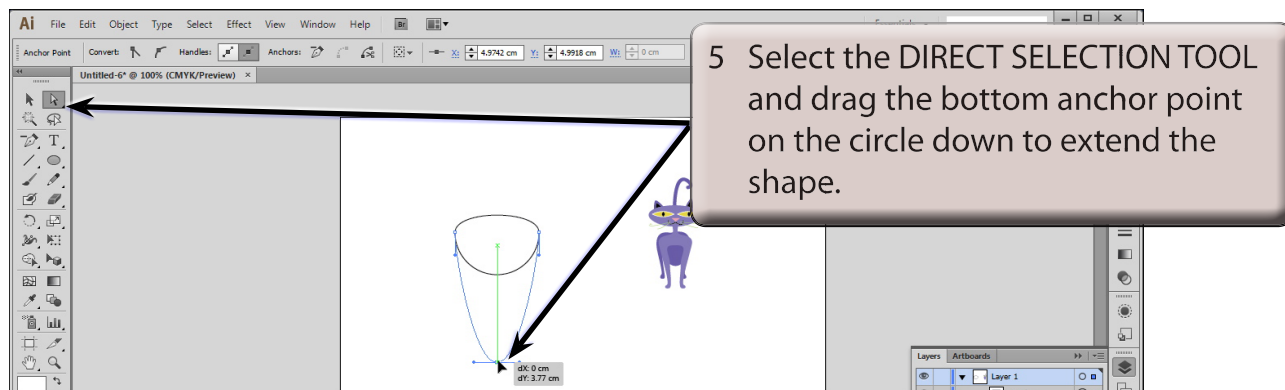
4 Close the TIKI panel.

## B Drawing the Envelope

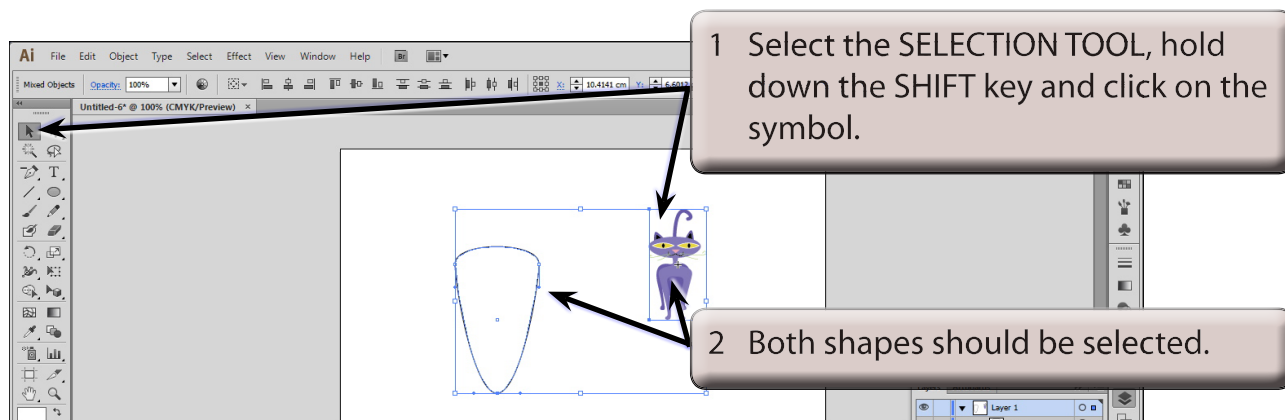


**NOTE:** The envelope shape must be above the shape to be distorted in the stacking order in the LAYERS panel for the envelope to be created. If it isn't, you can click on the PATH and use the OBJECT menu - ARRANGE - BRING TO FRONT to move the path to the top of the stacking order.

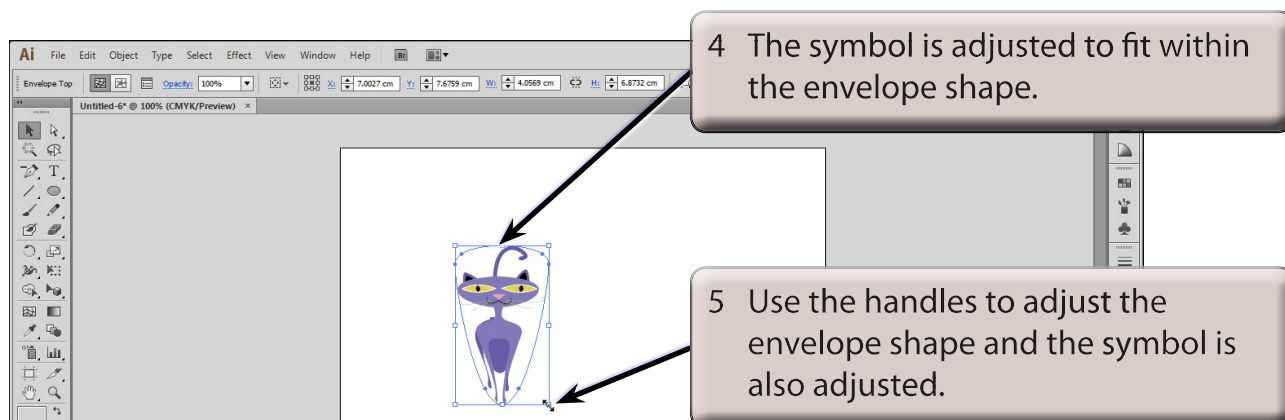




## C Distorting the Symbol into the Shape



- 3 Display the **OBJECT** menu, highlight **ENVELOPE DISTORT** and select **MAKE WITH TOP OBJECT**.



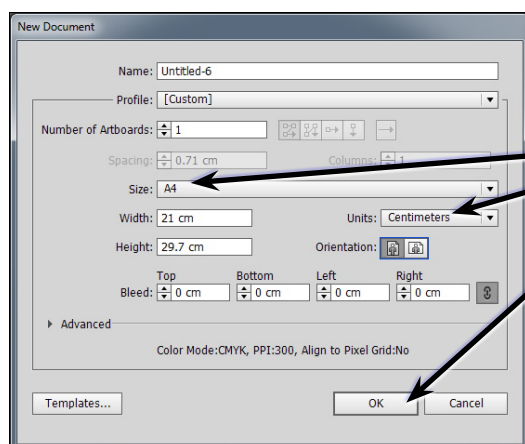


# Creating Masks

Masks allow you to display part of an image through a shape. There are two types of masks in Adobe Illustrator, Opacity Masks and Clipping Masks. You have already used Illustrator's automatic Clipping Mask feature when you used the DRAW INSIDE button in Chapter 5.

## Starting a New Document

- 1 Load Adobe Illustrator CS6 or close the current document.
- 2 Display the FILE menu and select NEW to start a new document.



- 3 Set the SIZE to A4 (or the paper size your printer uses), the UNITS to CENTIMETRES and select OK.

## Opacity Masks

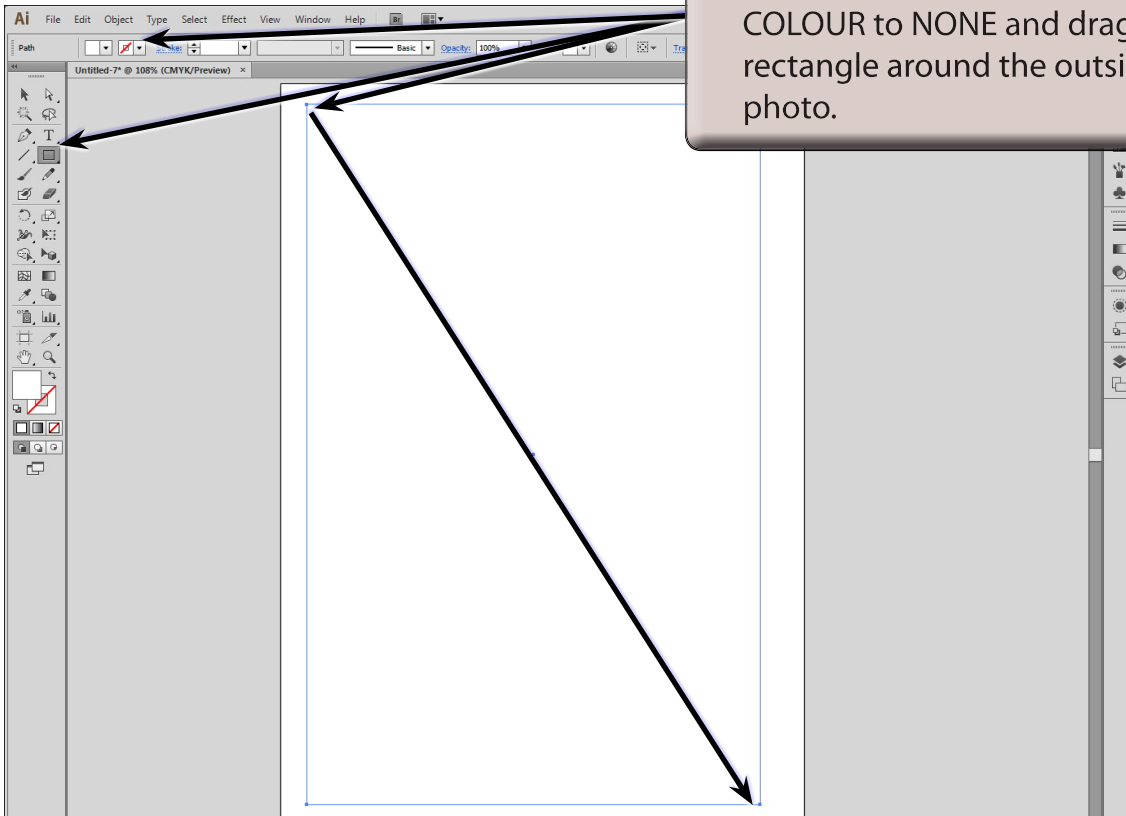
Opacity Masks allow you to fade an image using a gradient fill. The easiest way to demonstrate this is to fade a photograph.

### A Importing the Image

- 1 Display the FILE menu and select PLACE.
- 2 Access the ILLUSTRATOR CS6 SUPPORT FILES folder and open the CHAPTER 16 folder.
- 3 Select the BIG BEN file, check that the LINK box is turned off and click on PLACE.
- 4 Move the image to the top centre of the ARTBOARD and deselect it (SHIFT+CTRL+A or SHIFT+COMMAND+A).

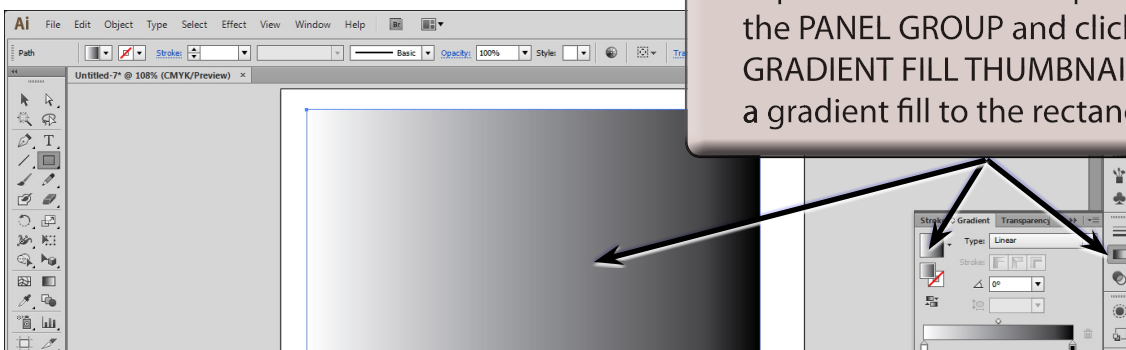
## B Applying the Opacity Mask

1 Select the RECTANGLE TOOL, set the FILL COLOUR to WHITE, the STROKE COLOUR to NONE and drag a rectangle around the outside of the photo.

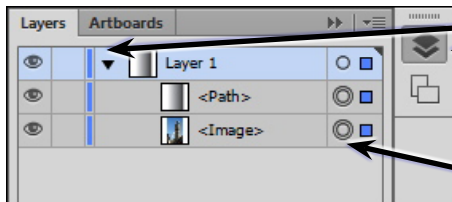


**NOTE:** You can use the SELECTION TOOL to adjust the corner handles of the rectangle so that it accurately covers the photo.

2 Expand the GRADIENT panel in the PANEL GROUP and click on the GRADIENT FILL THUMBNAIL to apply a gradient fill to the rectangle.





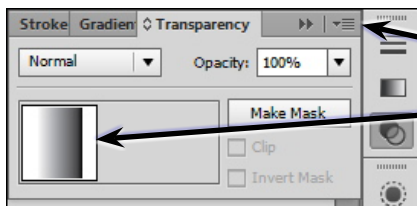


3 Expand the LAYERS panel in the PANEL GROUP and expand the LAYER 1 layer.

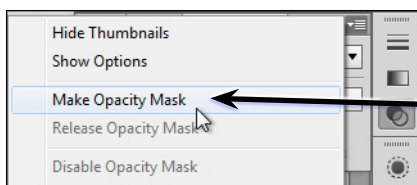
4 Hold down the SHIFT key and click on the circle to the right of the IMAGE so that both it and the PATH (rectangle) are targeted.

**NOTE:**

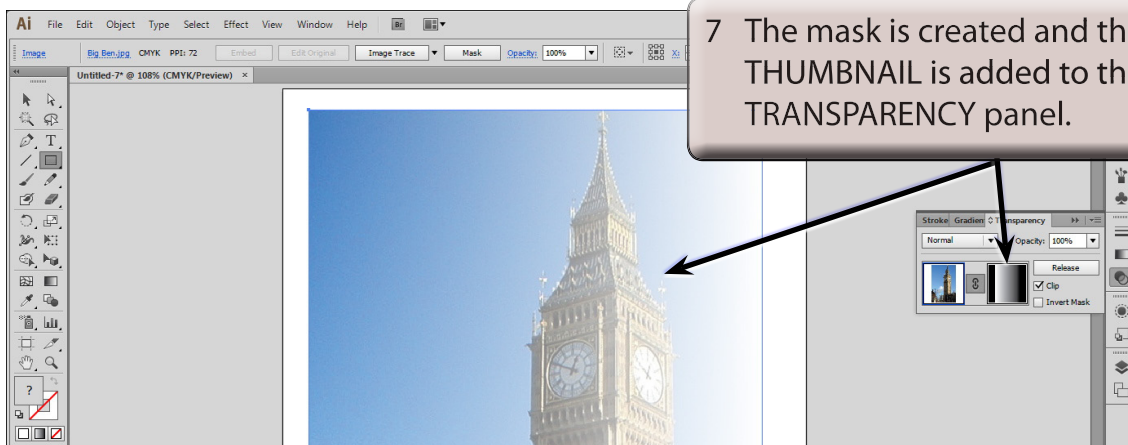
- i Both boxes to the right of the <path> and <image> circles should be BLUE to indicate that both objects are targeted.
- ii Targeting objects from the LAYERS panel allows you to select objects that are behind others on the ARTBOARD



5 Expand the TRANSPARENCY panel in the PANEL GROUP and notice that there is one thumbnail box. Click on the panel's OPTIONS MENU button.

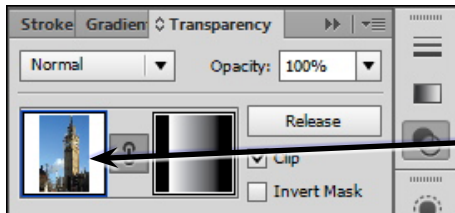


6 Select MAKE OPACITY MASK.

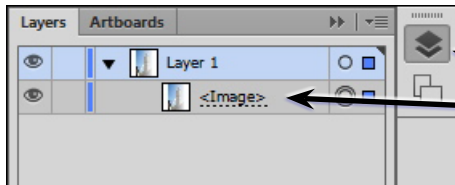


7 The mask is created and the MASK THUMBNAIL is added to the TRANSPARENCY panel.

**NOTE:** The photo is being seen fully through the lighter side of the gradient fill and faded through the darker side.



8 The left thumbnail in the TRANSPARENCY panel is the image, the right thumbnail is the mask. Click on the left thumbnail so that the image is selected.

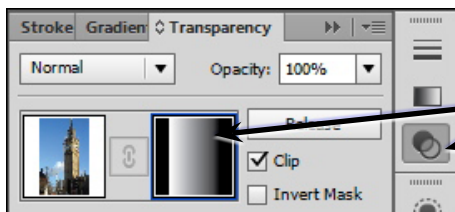


9 Expand the LAYERS panel and notice that the IMAGE is underlined to indicate that a mask is applied to it.

**NOTE:** The <Path> (rectangle) has been changed to a mask and combined with the <image>.

## C Adjusting the Mask

The mask can be adjusted at any time. To do this its thumbnail needs to be selected from the TRANSPARENCY panel.



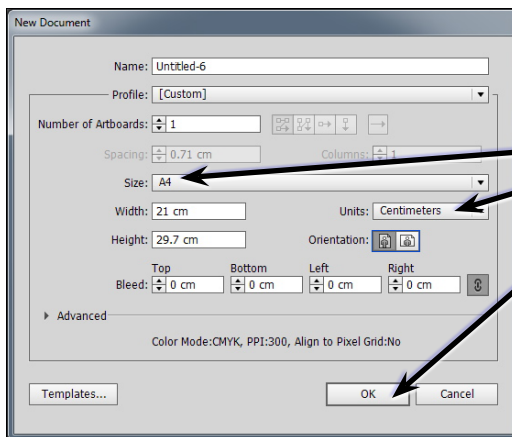
1 Expand the TRANSPARENCY panel and click on the MASK THUMBNAIL.

# Blends and Paths

Some interesting designs can be created using the BLEND TOOL, the SHAPE BUILDER TOOL and the PATHFINDER panel.

## Starting a New Document

- 1 Load Adobe Illustrator CS6 or close the current document.
- 2 Display the FILE menu and select NEW to start a new document.

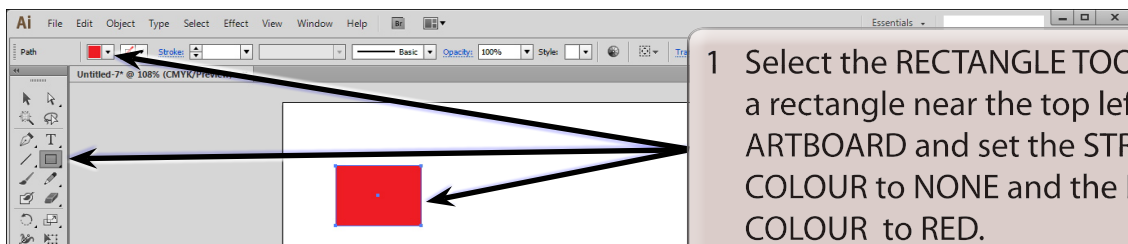


- 3 Set the SIZE to A4 (or the paper size your printer uses), the UNITS to CENTIMETRES and select OK.

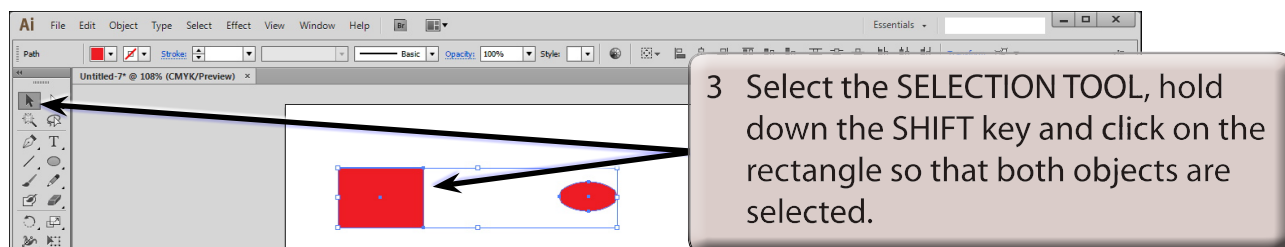
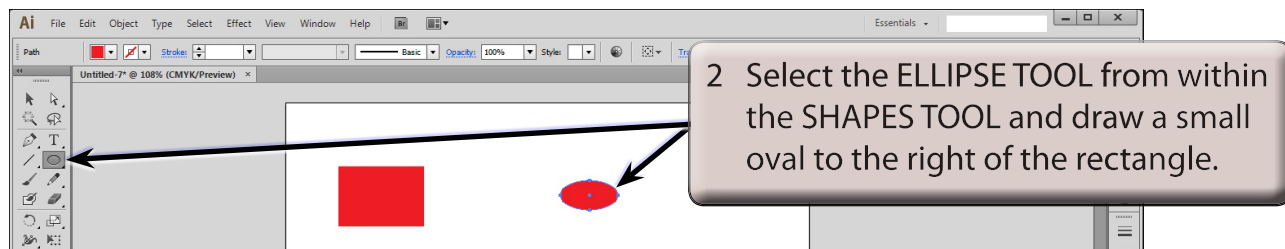
## Creating Blends

The contents of one shape can be blended into another.

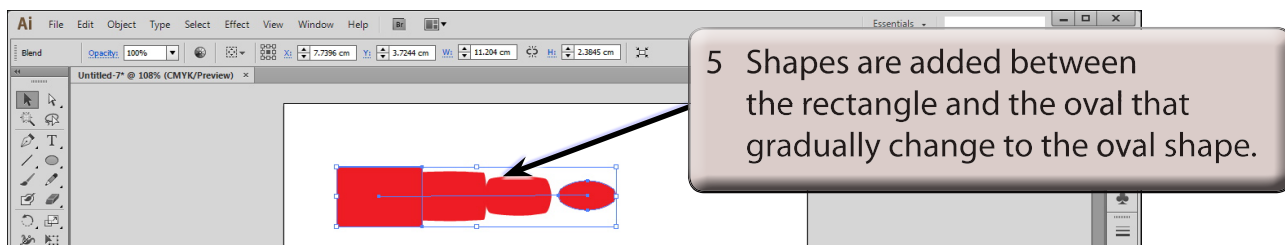
### A Simple Blends



- 1 Select the RECTANGLE TOOL, draw a rectangle near the top left of the ARTBOARD and set the STROKE COLOUR to NONE and the FILL COLOUR to RED.



4 Display the OBJECT menu, highlight BLEND and select MAKE.

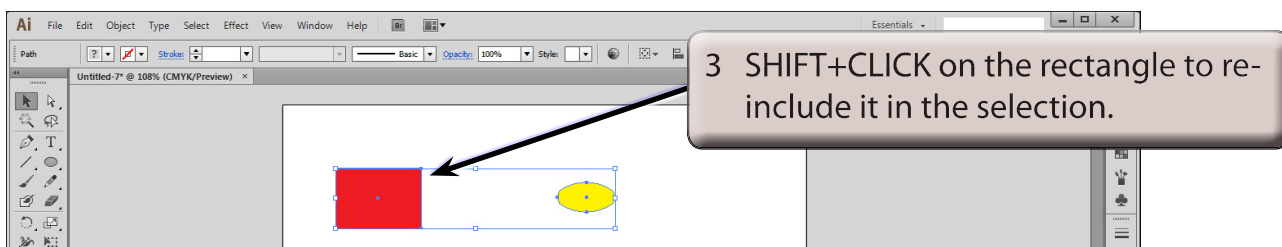
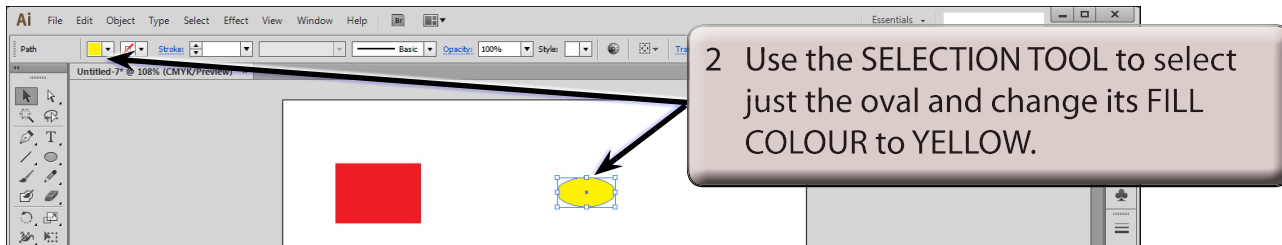


**NOTE:** The number of shapes inserted may be different on your system. It depends on the BLEND OPTIONS settings which will be adjusted shortly.

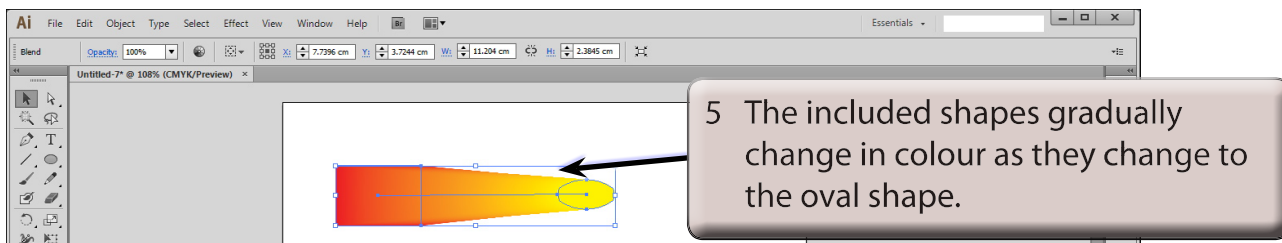
## B Blending Colours

You can blend colours.

- 1 Press CTRL+Z or COMMAND+Z to UNDO the previous blend.



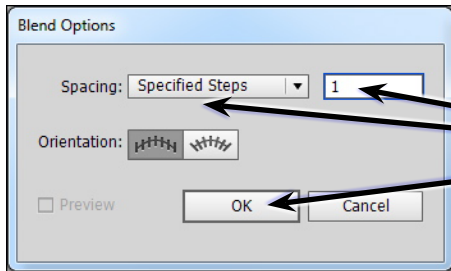
- 4 Display the OBJECT menu, highlight BLEND and select MAKE.



## C Blending Options

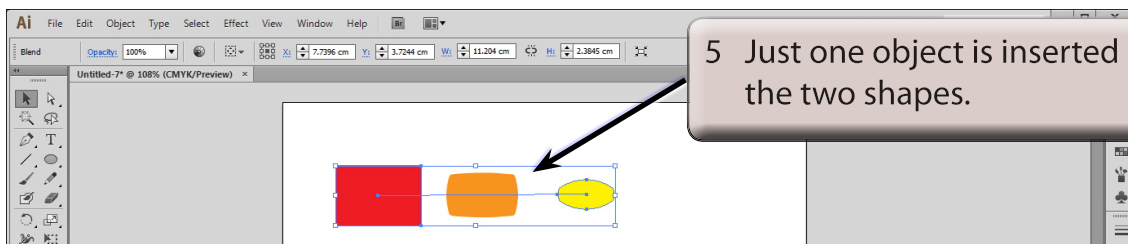
You can control how many objects are inserted between the blended objects.

- 1 Press CTRL+Z or COMMAND+Z to UNDO the previous blend.
- 2 Display the OBJECT menu, highlight BLEND and select BLEND OPTIONS.



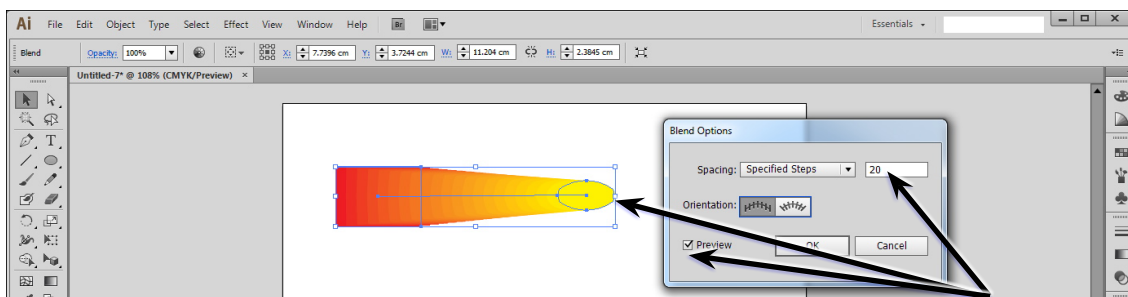
- 3 Set the SPACING box to SPECIFIED STEPS, enter: 1 in the box next to it and select OK.

- 4 Display the OBJECT menu again, highlight BLEND and select MAKE.



- 5 Just one object is inserted between the two shapes.

- 6 Display the OBJECT menu again, highlight BLEND and select BLEND OPTIONS.



- 7 Turn on the PREVIEW box, set the SPECIFIED STEPS to 20 and press the TAB key to see the effect.

- 8 Try some other steps then select OK.

# Artistic Brushes

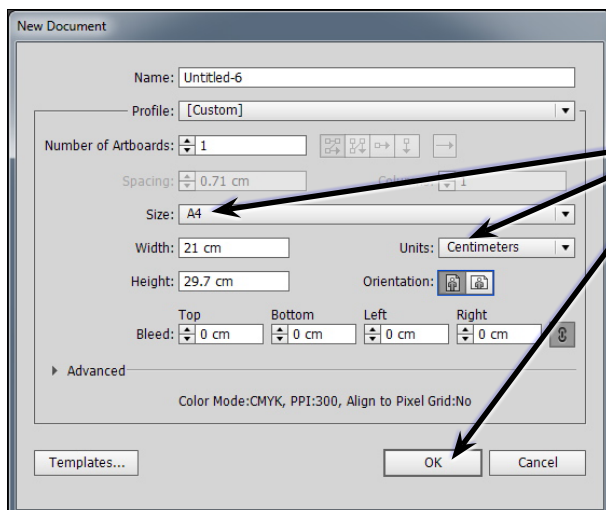
Illustrator provides numerous types of artistic brushes that allow paint-like sketches to be created, but still with the advantage of being vector based.

## The Art Brush

The ART BRUSH allows you to attach symbols or images to the PAINTBRUSH TOOL and paint with them so that multiple versions of the image or symbol can be placed on the ARTBOARD. This means that each painted version is slightly different giving a more realistic look to the copies. For example, you can use this tool to create a forest of trees or a bed of flowers.

### A Starting a New Document

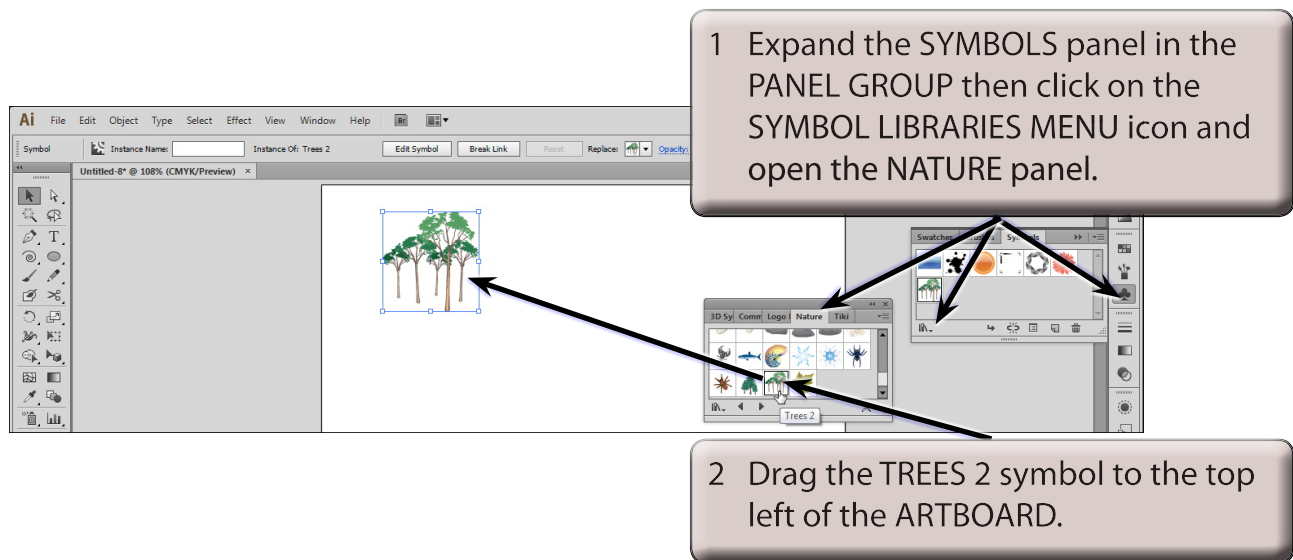
- 1 Load Adobe Illustrator CS6 or close the current document.
- 2 Display the FILE menu and select NEW to start a new document.



- 3 Set the SIZE to A4 (or the paper size your printer uses), the UNITS to CENTIMETRES and select OK.

## B Creating the Image

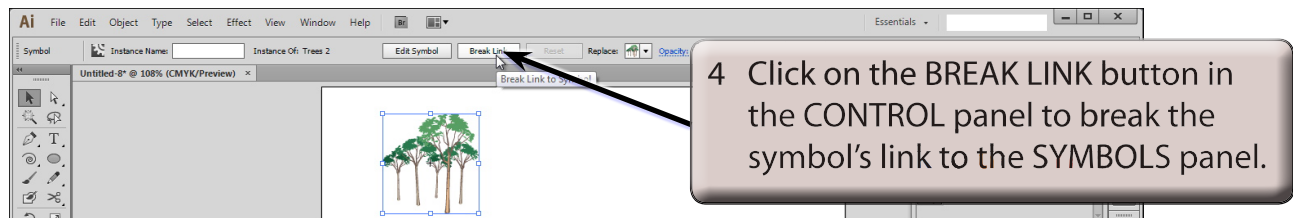
In this case a symbol will be used as the image, but you could import an image and apply a LIVE TRACE on it to convert it to an Illustrator image.



The screenshot shows the Adobe Illustrator CS6 interface. The 'Symbols' panel is open, displaying the 'Nature' library. The 'Trees 2' symbol is highlighted. An arrow points from the 'Trees 2' symbol to the top-left corner of the artboard, where a group of trees is already placed. Another arrow points from the 'Symbols' panel to the 'Nature' library. A third arrow points from the 'Trees 2' symbol to the 'Trees 2' symbol in the artboard.

- 1 Expand the SYMBOLS panel in the PANEL GROUP then click on the SYMBOL LIBRARIES MENU icon and open the NATURE panel.
- 2 Drag the TREES 2 symbol to the top left of the ARTBOARD.

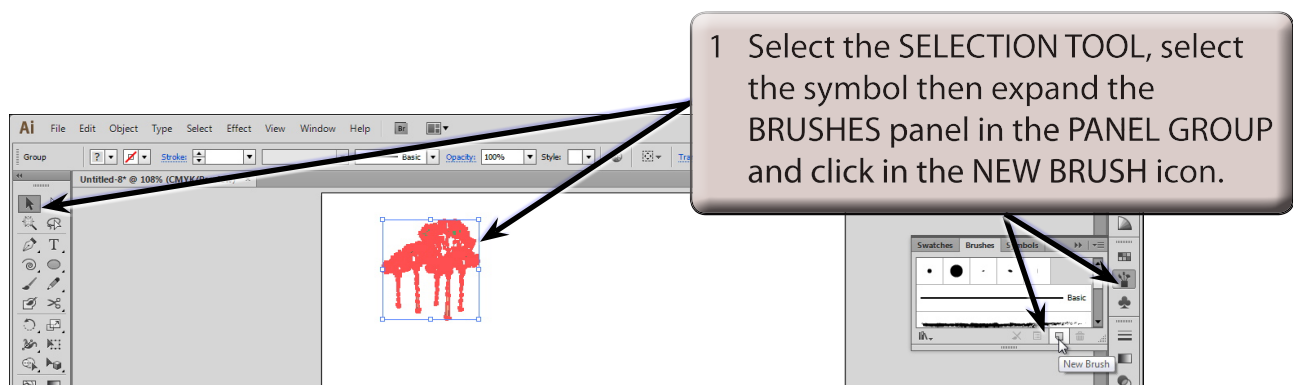
3 Close the NATURE panel.



The screenshot shows the Adobe Illustrator CS6 interface. The 'Symbols' panel is closed. The 'Trees 2' symbol is still on the artboard. An arrow points from the 'Trees 2' symbol to the 'Break Link' button in the 'Symbols' panel. A text box explains the action.

- 4 Click on the BREAK LINK button in the CONTROL panel to break the symbol's link to the SYMBOLS panel.

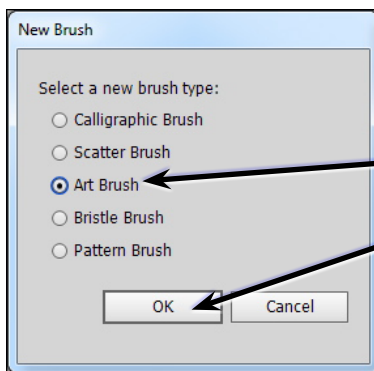
## C Creating the Art Brush



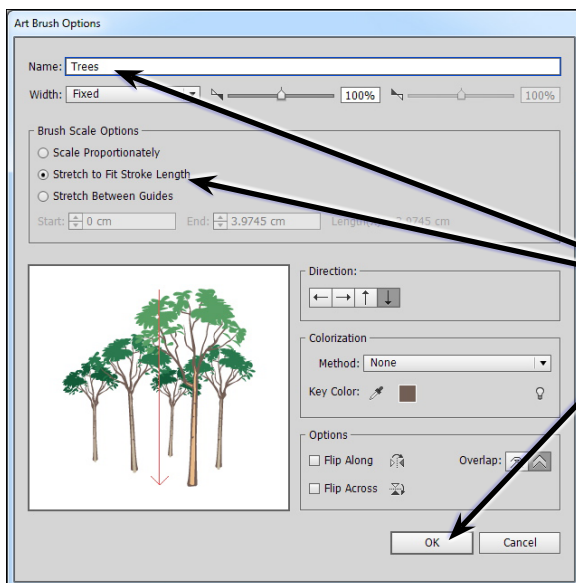
The screenshot shows the Adobe Illustrator CS6 interface. The 'Brushes' panel is open, displaying the 'New Brush' icon. The 'Trees 2' symbol is selected on the artboard. An arrow points from the 'Trees 2' symbol to the 'New Brush' icon. Another arrow points from the 'Trees 2' symbol to the 'Brushes' panel. A text box explains the action.

- 1 Select the SELECTION TOOL, select the symbol then expand the BRUSHES panel in the PANEL GROUP and click in the NEW BRUSH icon.



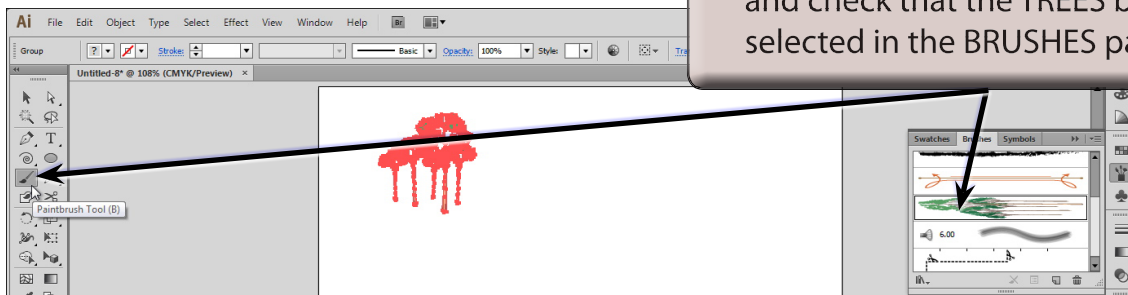


2 In the NEW BRUSH dialogue box select ART BRUSH and select OK.

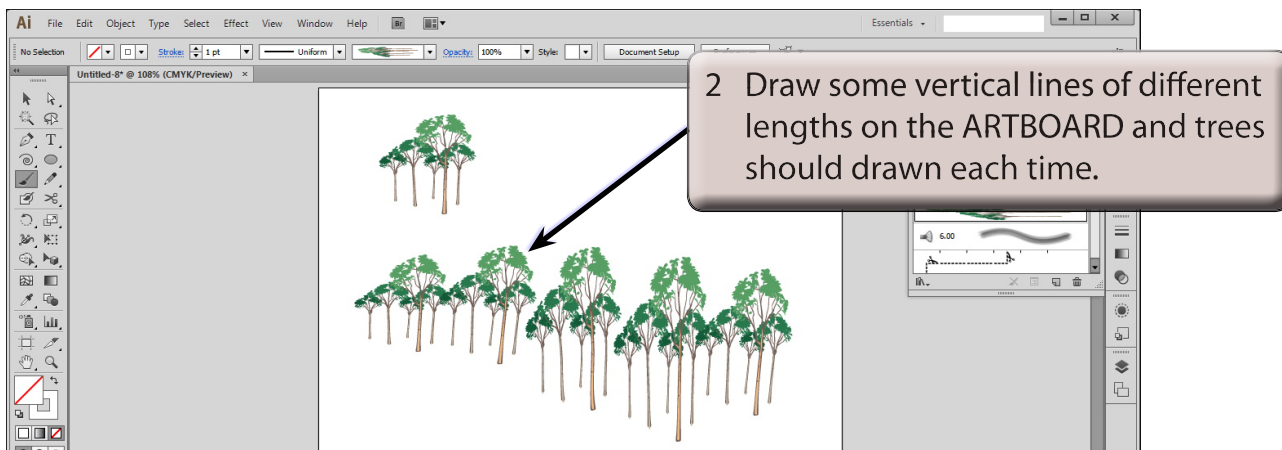


3 The ART BRUSH OPTIONS dialogue box is opened, name the brush TREES, leave STRETCH TO FIT STROKE LENGTH selected and click on OK.

## D Painting The Trees



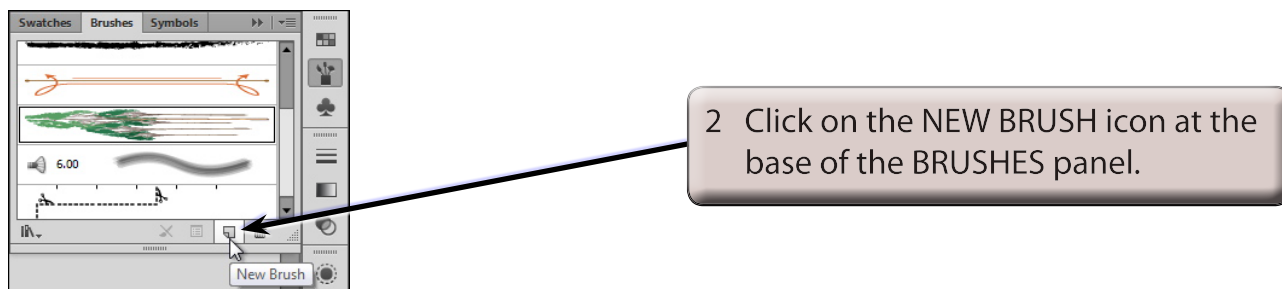
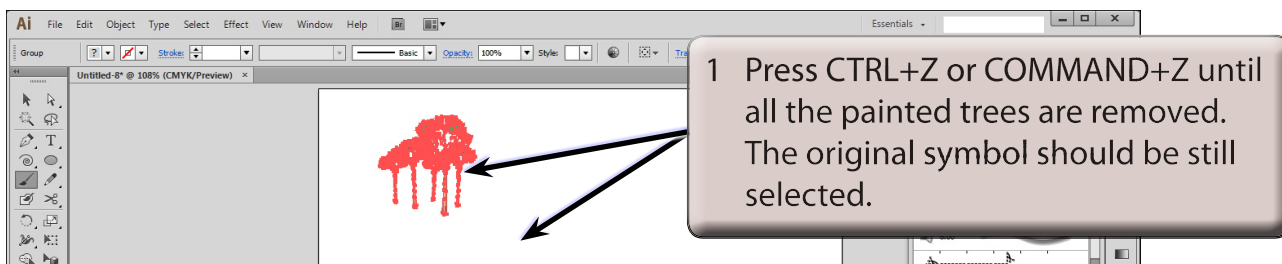
1 Select the PAINTBRUSH TOOL and check that the TREES brush is selected in the BRUSHES panel.



- NOTE:**
- i You can hold down the **SHIFT** key as you drag the vertical lines to ensure that the trees are vertical.
  - ii Notice that the images are stretched in the longer lines. This can be prevented.

## E Limiting the Stretching of Images

The stretching that occurs when painting an image can be prevented. In this case, it might be better if the tree trunks can stretch, but the branches remain fixed in size.



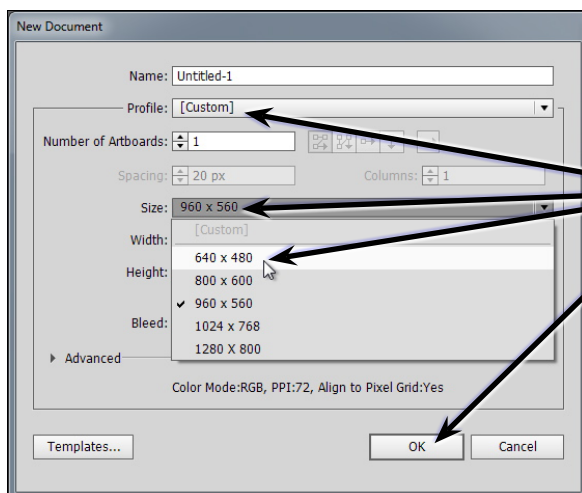
# Creating Realistic 3D Objects

Earlier you created simple 3D objects. Illustrator allows you to refine these objects by applying gradients and effects to them to make them look realistic. You can also add content to the sides of the object.

To illustrate this, let's say that an image of a dice is required for a web site with numbers (dots) displayed on three of its sides.

## Starting a New Document

- 1 Load Adobe Illustrator CS6 or close the current document.
- 2 Display the FILE menu and select NEW to start a new document.



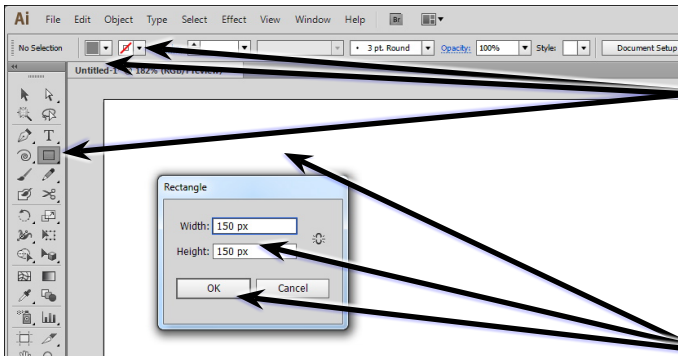
- 3 Set the PROFILE box to WEB then the SIZE box to 640 x 480 and select OK.

**NOTE:** Illustrator provides 5 standard web page sizes that the ARTBOARD can be set to. The NEW DOCUMENT - PROFILE box changes to CUSTOM when you change the page SIZE.

## Creating a Cube

A dice is usually a cube, so a cube will be created that displays 3 sides.

### A Drawing a Square



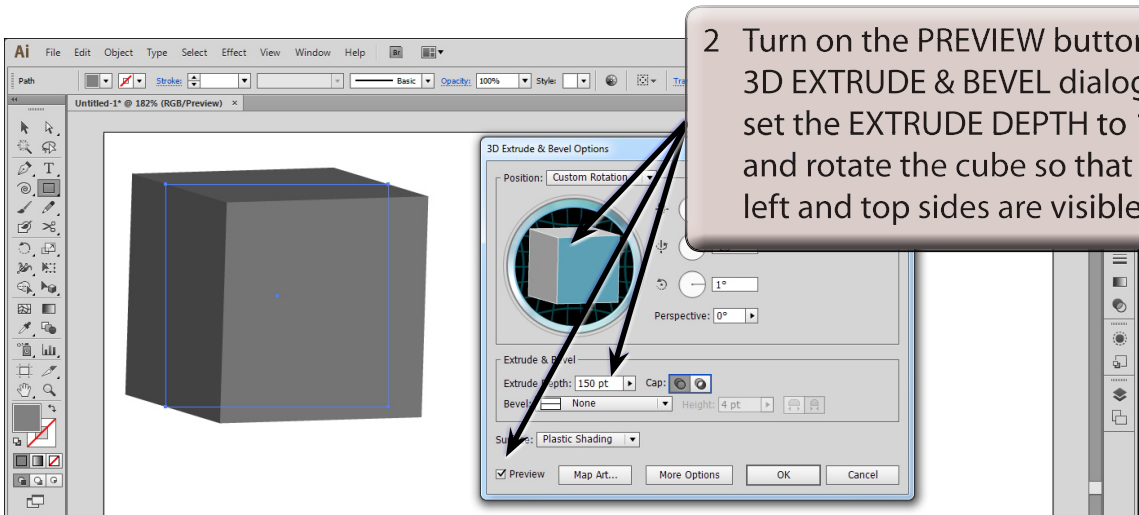
1 Select the RECTANGLE TOOL and set the STROKE to NONE and the FILL to GREY for now.

2 Click near the top left of the ARTBOARD, set the WIDTH and HEIGHT of the rectangle to 150 px and select OK to create a square.

The screenshot shows the Adobe Illustrator CS6 interface. The Rectangle Tool is selected in the Tools panel on the left. The Rectangle dialog box is open, showing Width: 150 px and Height: 150 px. Arrows point from the text boxes to the Rectangle Tool, the top-left corner of the artboard, and the Width and Height fields in the dialog box.

### B Extruding the Square

- 1 Display the EFFECT menu, highlight 3D and select EXTRUDE & BEVEL.



2 Turn on the PREVIEW button in the 3D EXTRUDE & BEVEL dialogue box, set the EXTRUDE DEPTH to 150 px and rotate the cube so that front, left and top sides are visible.

The screenshot shows the Adobe Illustrator CS6 interface. A 3D cube is visible on the artboard. The 3D Extrude & Bevel Options dialog box is open, showing the Preview button checked, Extrude Depth: 150 pt, and Cap: Cap. Arrows point from the text boxes to the Preview button, the Extrude Depth field, and the cube.

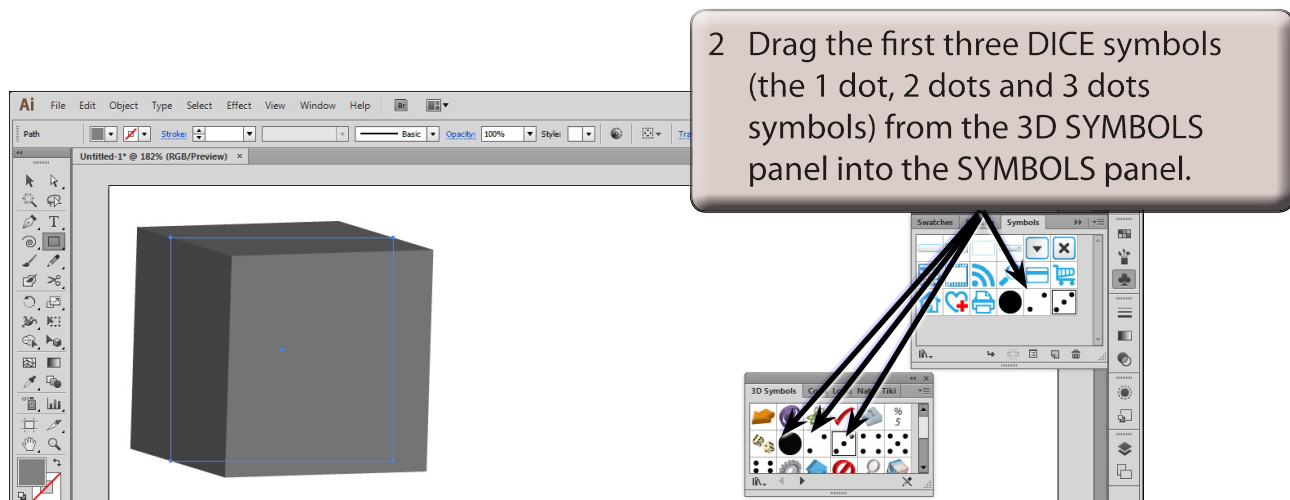
- 3 Select OK to set the cube.

## Creating the Symbols

To place content on the sides of the object you can select symbols from the SYMBOLS LIBRARY or draw the content and drag that content into the SYMBOLS panel. In this case there are dice number symbols available.

### A Collecting the Symbols

- 1 Expand the SYMBOLS panel in the PANEL GROUP, click on its SYMBOL LIBRARIES MENU button at the bottom left of the panel and select 3D SYMBOLS.

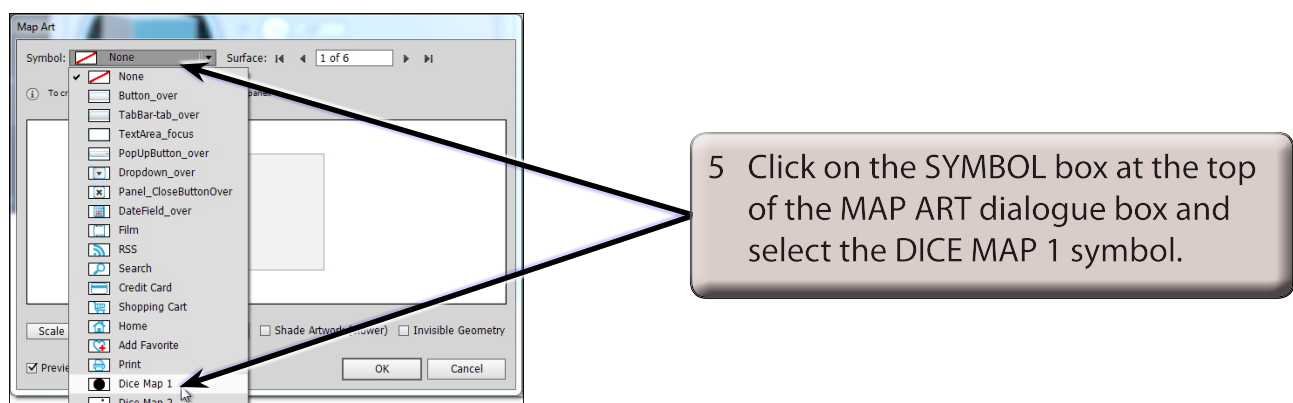
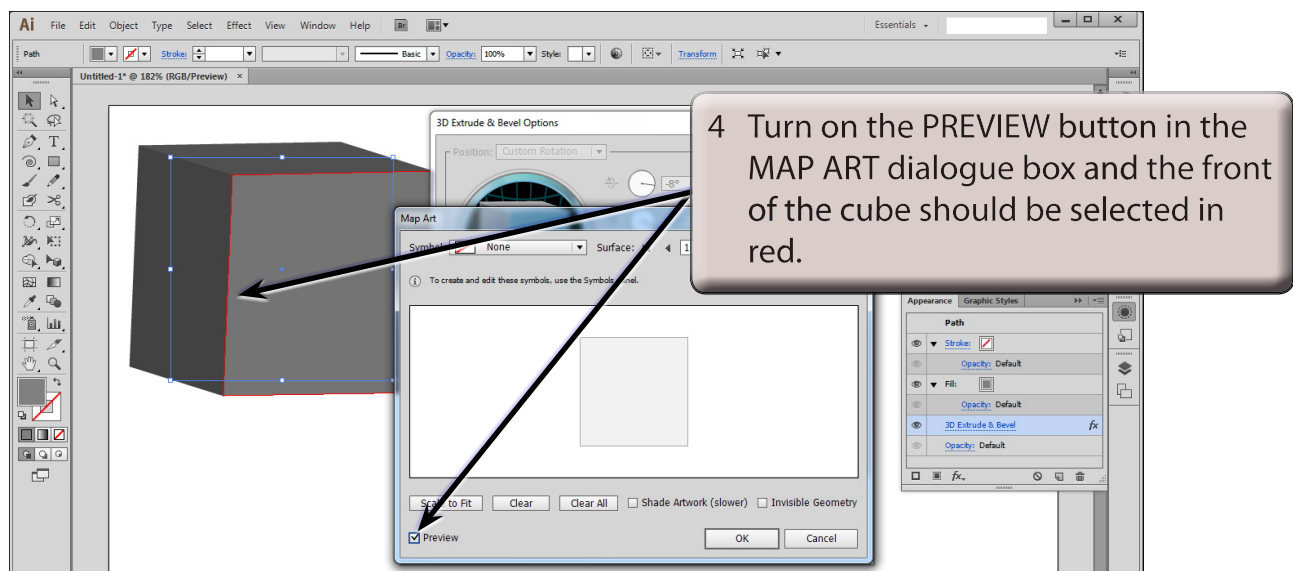
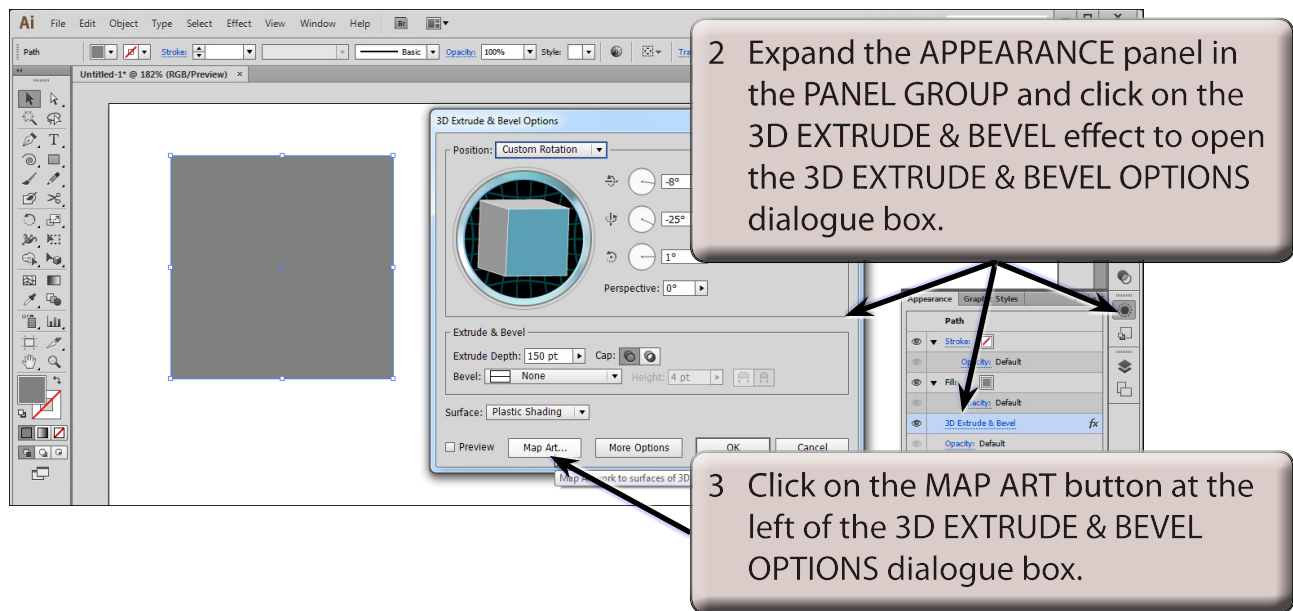


- 3 Close the 3D SYMBOLS panel.

### B Mapping the Symbols into the Object

When symbols are added to the sides of the 3D object they are said to be mapped onto it.

- 1 Select the SELECTION TOOL and the cube should be selected.



# Multiple Artboard Documents

Documents are not restricted to one ARTBOARD, in fact, you can create documents with up to 100 ARTBOARDS where each acts as a separate page.

To illustrate this, a simplified two-page brochure will be created for a real estate agent that likes to provide the brochure when clients look through a house that is open for inspection.

## Starting a New Document

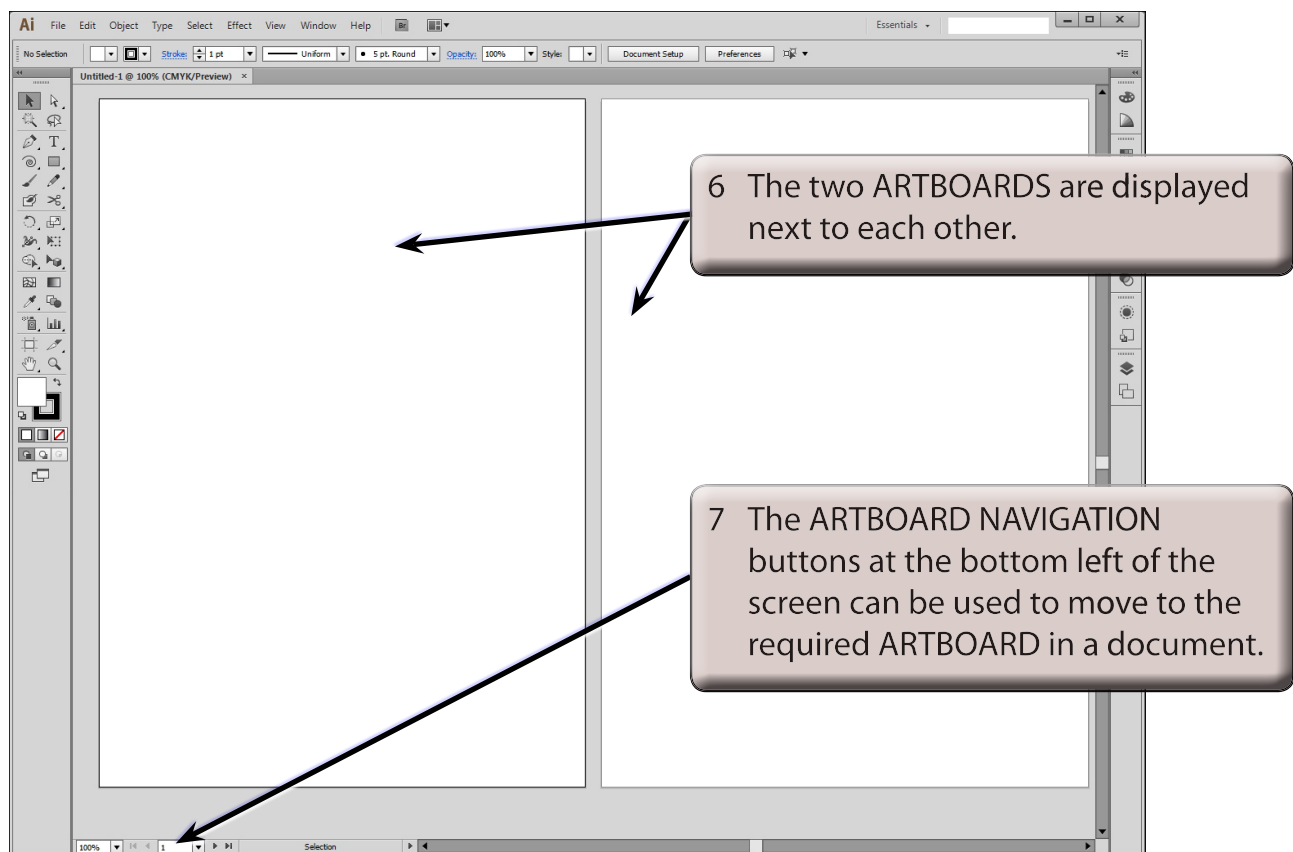
- 1 Load Adobe Illustrator CS6 or close the current document.
- 2 Display the FILE menu and select NEW to start a new document.

3 Set the PROFILE to PRINT then set NUMBER OF ARTBOARDS to 2 and select the ARRANGE BY ROW icon.

4 Set the SIZE to A4 (or the paper size your printer uses), the UNITS to MILLIMETRES and the ORIENTATION to PORTRAIT.

**NOTE:** The NEW DOCUMENT - PROFILE box will change from PRINT to CUSTOM as soon as you start altering its default settings.

- 5 Select OK to start the document.



- 8 Click in the LEFT ARTBOARD or use the ARTBOARD NAVIGATION box to select 1 to make the first ARTBOARD active.

## Completing the Front of the Document

The front (or first page) of the document will contain a heading, a photo of the house, some details about the house and some contact information for the Real Estate Agency. The back (or second) page will contain a floor plan diagram of the house.

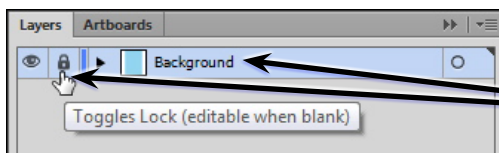
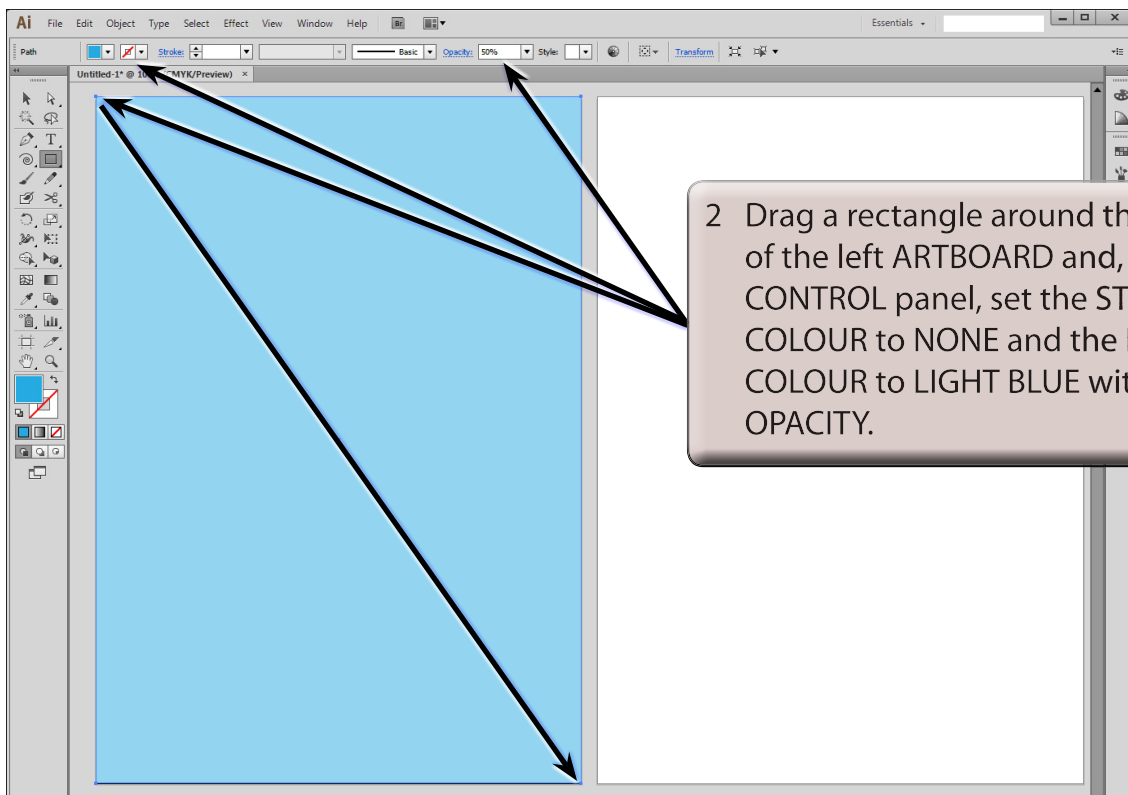
A grid could be used to accurately layout the document, but as this is a simplified brochure, it won't be necessary in this case.

### A Creating the Background

A coloured background will be applied to the first page

- 1 Select the RECTANGLE TOOL from the TOOLS panel.

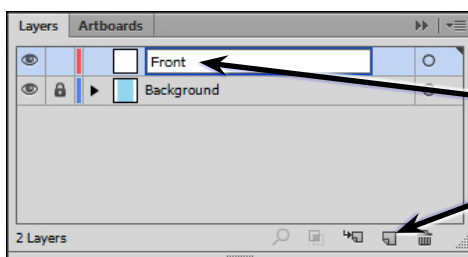




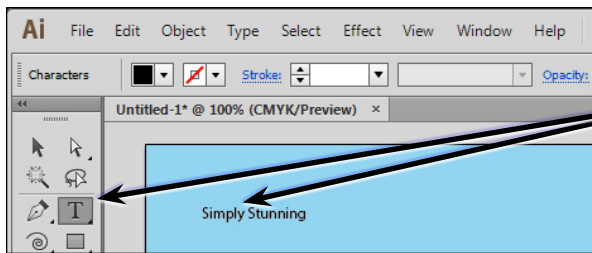
3 Expand the LAYERS panel, rename the layer BACKGROUND and LOCK the layer.

**NOTE:** Locking the layer will prevent the background from being accidentally selected as other elements of the front page are added. If the background needs to be altered, its layer can be unlocked.

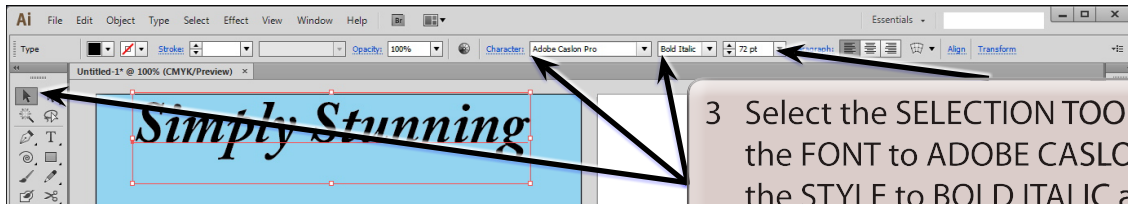
## B Entering the Main Heading



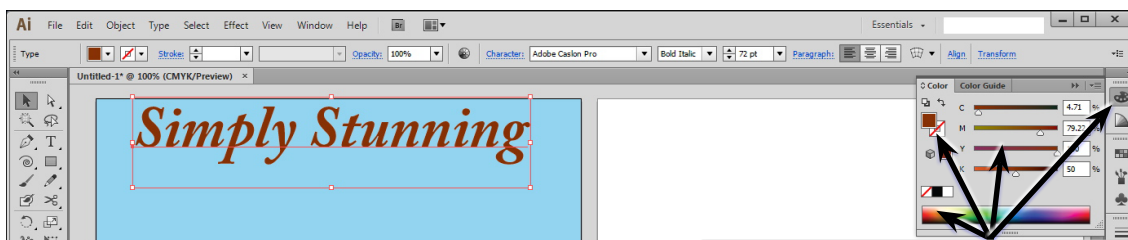
1 Start a NEW LAYER in the LAYERS panel and rename it FRONT.



- 2 Select the TYPE TOOL, click near the top left of the ARTBOARD and enter:  
Simply Stunning

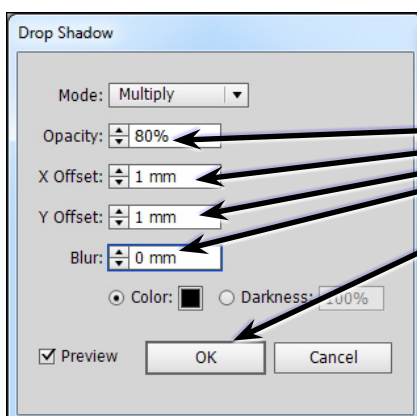


- 3 Select the SELECTION TOOL and set the FONT to ADOBE CASLON PRO, the STYLE to BOLD ITALIC and the SIZE to 72 point.



- 4 Expand the COLOUR panel, click on the FILL (left) box, set the COLOUR to RED and adjust the colour sliders to produce a DARK RED.

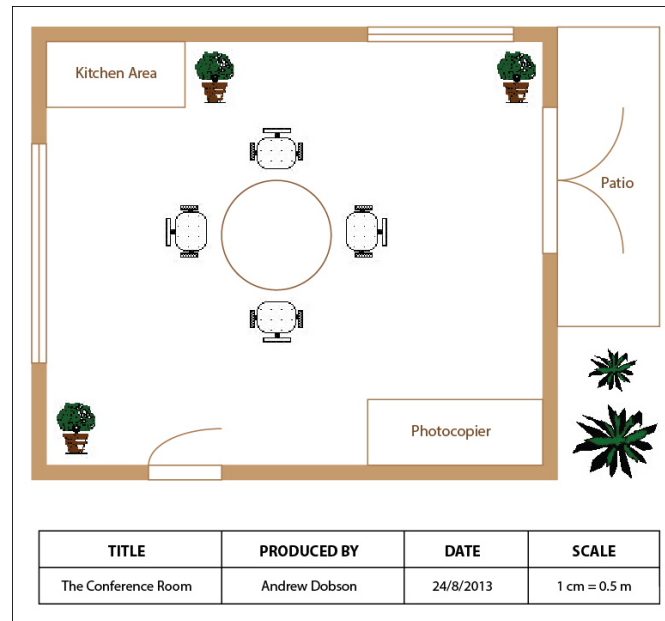
- 5 A drop shadow effect will be applied to the heading, although in an actual brochure you might want to apply more effects. Display the EFFECT menu, highlight the first STYLIZE and select DROP SHADOW.



- 6 Set the OPACITY to 80%, the X-OFFSET to 1 mm, the Y-OFFSET to 1 mm, the BUR to 0 and select OK to add a sharp shadow to the text.

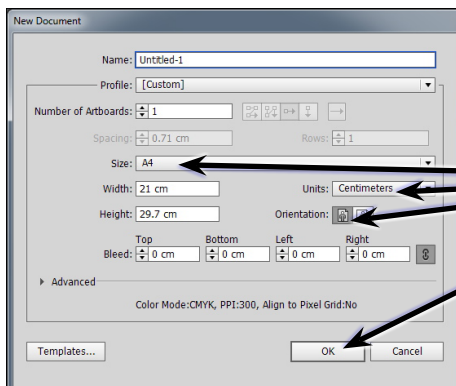
## Creating Accurate Designs

Adobe Illustrator provides tools to create highly accurate designs, some of which in the past have required a dedicated and expensive Computer Aided Design program. To illustrate how to produce an accurate design, the following Conference Room diagram will be created.



## Starting a New Document

- 1 Load Adobe Illustrator CS6 or close the current file and select NEW from the FILE menu to start a new document.



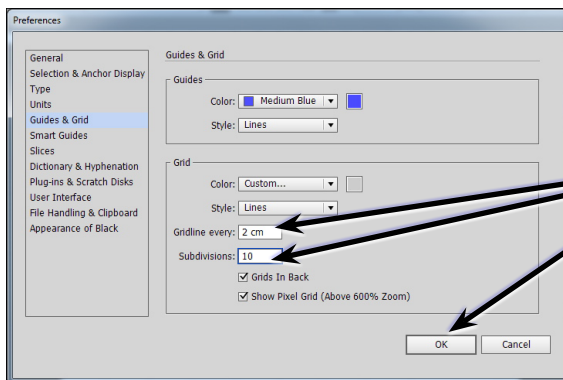
- 2 Set the SIZE to A4 (or the paper size your printer uses), the UNITS to CENTIMETRES, the ORIENTATION to PORTRAIT and select OK.

- 3 Use the VIEW menu to turn on SHOW RULERS, SHOW GRID and SNAP TO GRID.

## Setting the Scale

You should select an appropriate scale for a design such as this. A scale might be 1 cm = 1 m or 1 cm = 1 km, etc. So that the conference room will fit neatly on the page we will use a scale of 1 cm = 0.5 m. To do this a slightly more accurate grid will be used.

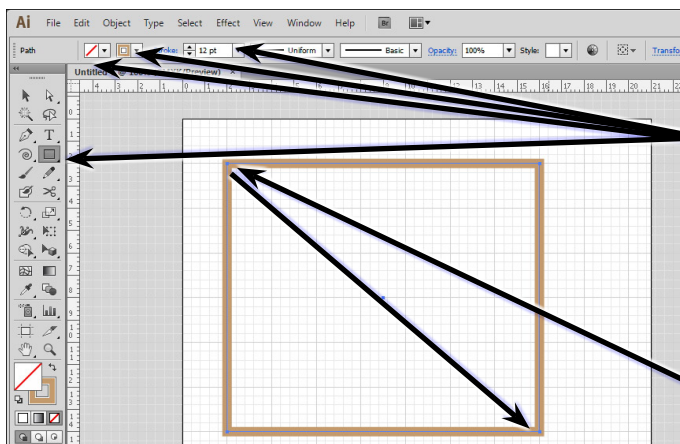
- 1 Display the EDIT menu on the Windows system or the ILLUSTRATOR menu on the Macintosh system, highlight PREFERENCES and select GUIDES & GRID.



- 2 Leave the GRIDLINES EVERY as 2 cm, enter 10 in the SUBDIVISIONS box and select OK.

## Entering the Walls of the Room

We will use thick shaded lines to produce the outline of the room.



- 1 Set the view to 100%, select the RECTANGLE TOOL, set the FILL COLOUR to NONE, the STROKE COLOUR to LIGHT BROWN and the STROKE WEIGHT to 12 pt.

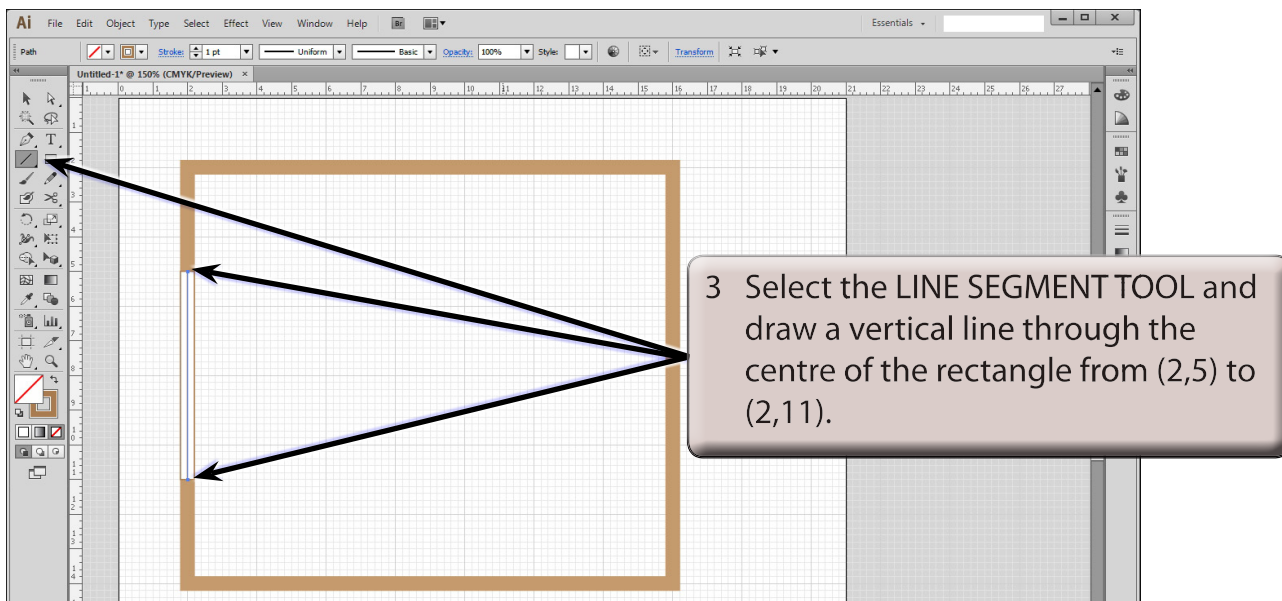
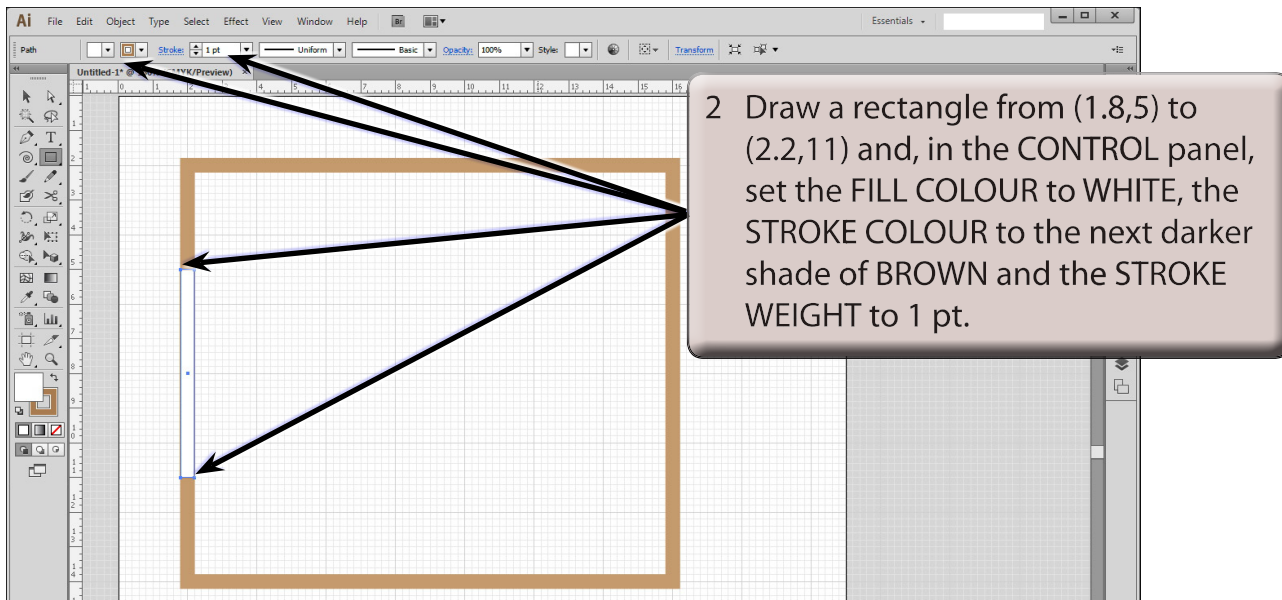
- 2 Drag a rectangle from 2 cm in the top Ruler and 2 cm in the left Ruler (2,2) to 16 cm in the top Ruler and 14 cm in the left Ruler (16,14).

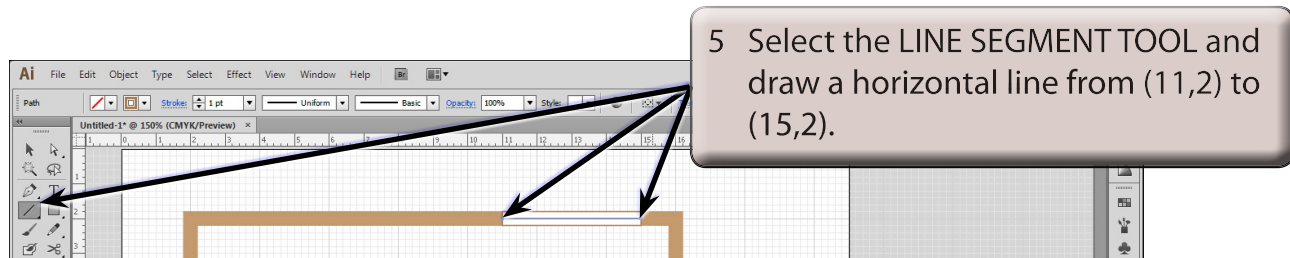
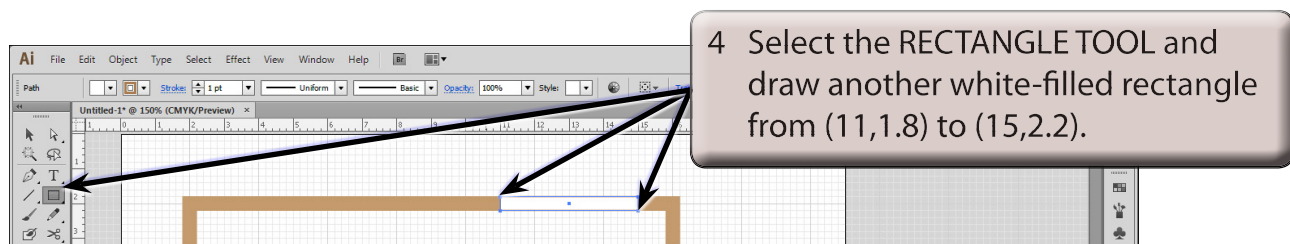
**NOTE:** This has drawn a rectangle that represents 7 m across (14 cm on the screen) and 6 m down (12 cm on the screen).

## Adding the Windows

Windows are usually represented by a thin rectangle with a line through it.

- 1 Increase the zoom to 150% using CTRL+ or COMMAND+ and scroll to the rectangle.

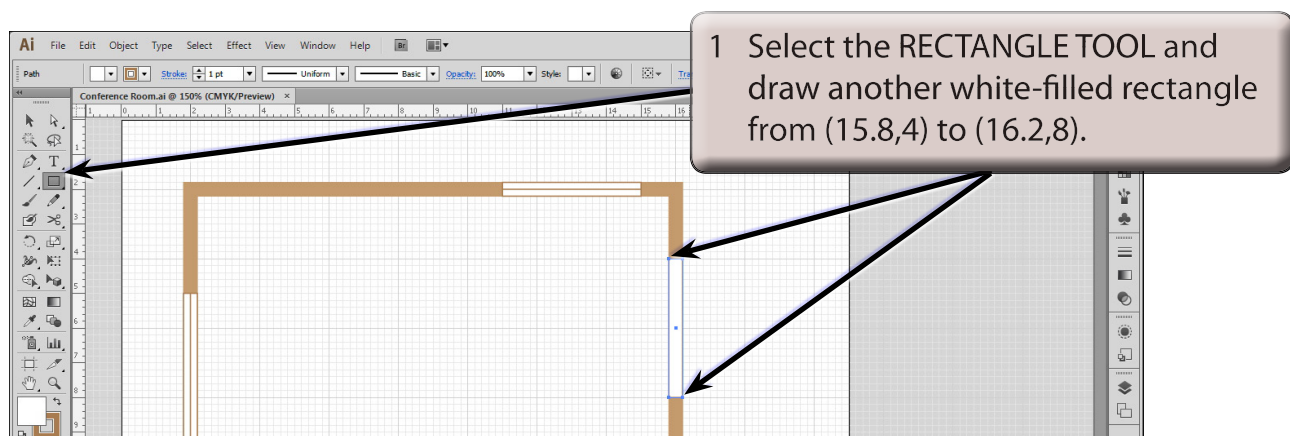




- 6 Save the document in your STORAGE folder as:  
Conference Room

## Adding the Doors

We will represent the doors with a rectangle and an arc attached to it. There are two sets of doors required, one set of double doors and one single door.



- 2 Select DESELECT from the SELECT menu (or press SHIFT+CTRL+A or SHIFT+COMMAND+A) to deselect the rectangle.



## Useful Tools

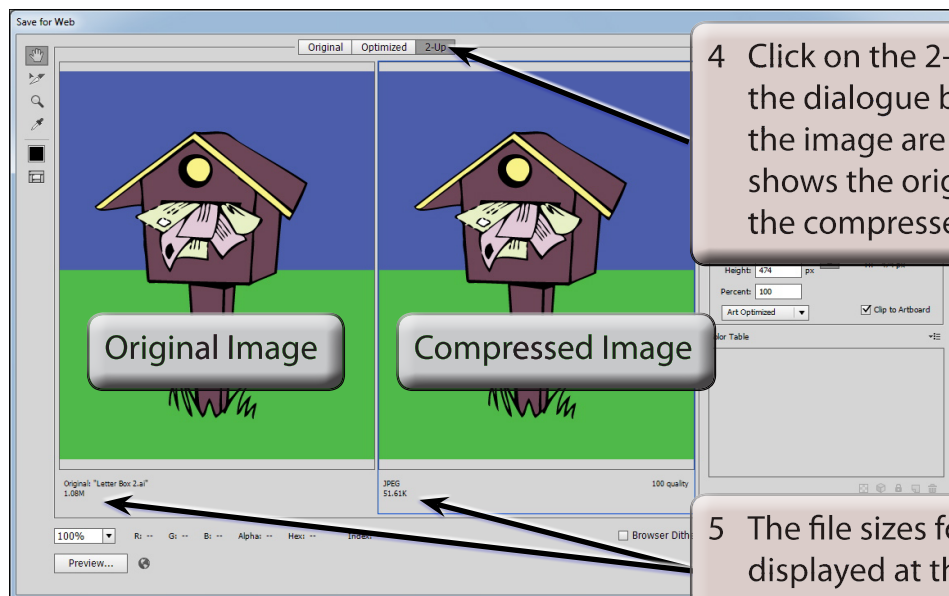
This chapter will look at some additional useful tools that Adobe Illustrator provides. It includes saving images for the web, creating graphs, using Photoshop effects, adding arrowheads and applying graphics styles to objects.

### Saving Images for the Web

Illustrator is often used to create graphics for use in web sites. These graphics need to be the smallest size possible whilst still retaining their quality. The SAVE FOR WEB command helps you achieve this more accurately than guessing the amount of compression to apply to an image.

#### A The Save for Web & Devices Dialogue Box

- 1 Load Adobe Illustrator CS6 or close the current document.
- 2 Open the LETTER BOX 2 document from your STORAGE folder.
- 3 Display the FILE menu and select SAVE FOR WEB.



4 Click on the 2-UP tab at the top of the dialogue box and two views of the image are displayed. One view shows the original image, the other the compressed image.

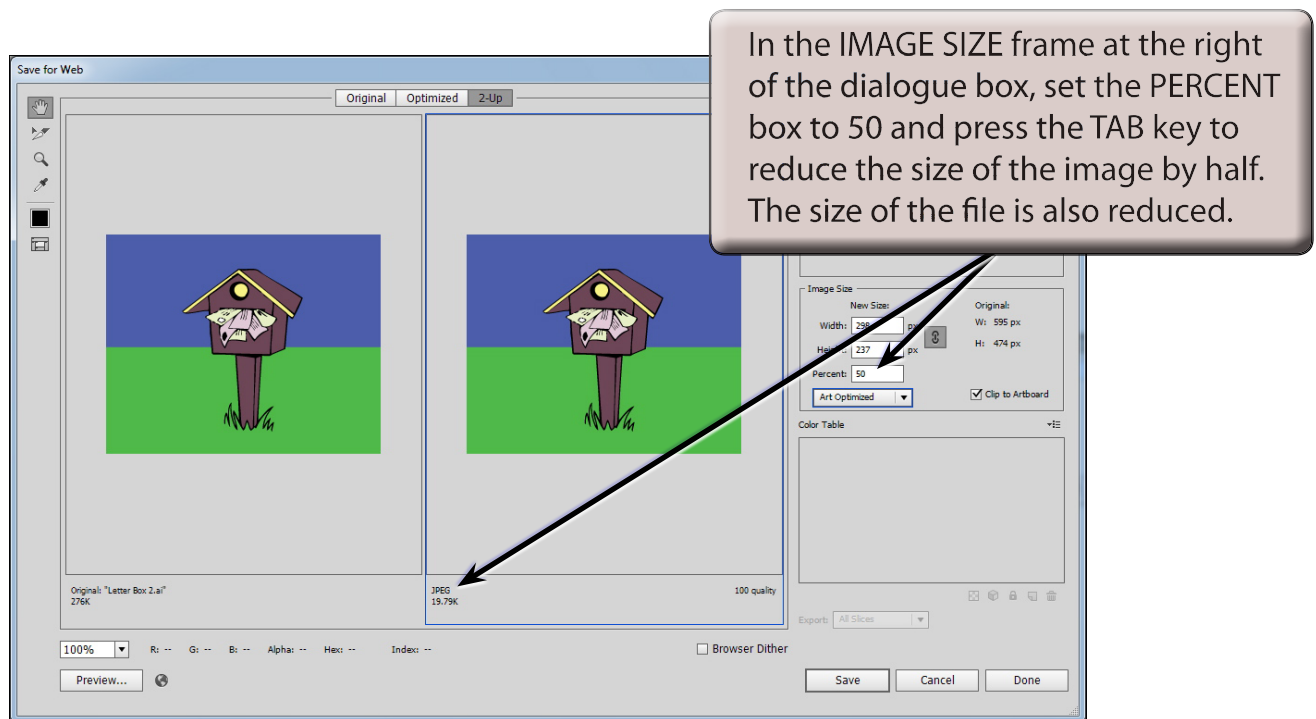
5 The file sizes for each image are displayed at the bottom of each view.

## B JPEG or GIF Formats

The two most common formats used for web graphics are JPEG (Joint Photographic Experts Group) and GIF (Graphic Interchange Format), and you need to decide which is better for the image you are dealing with. In general, JPEG is used for photographs or images where many different colours are used, GIF is better for images where less colours are used. JPEG files have a white background added to them whereas GIF files can be set to a transparent background.

## C Setting the Size of the Image

The larger the image the larger is its file size. Usually on web sites you do not need very large graphic images that take up the whole screen. So you can reduce the file size by reducing the size of the graphic.

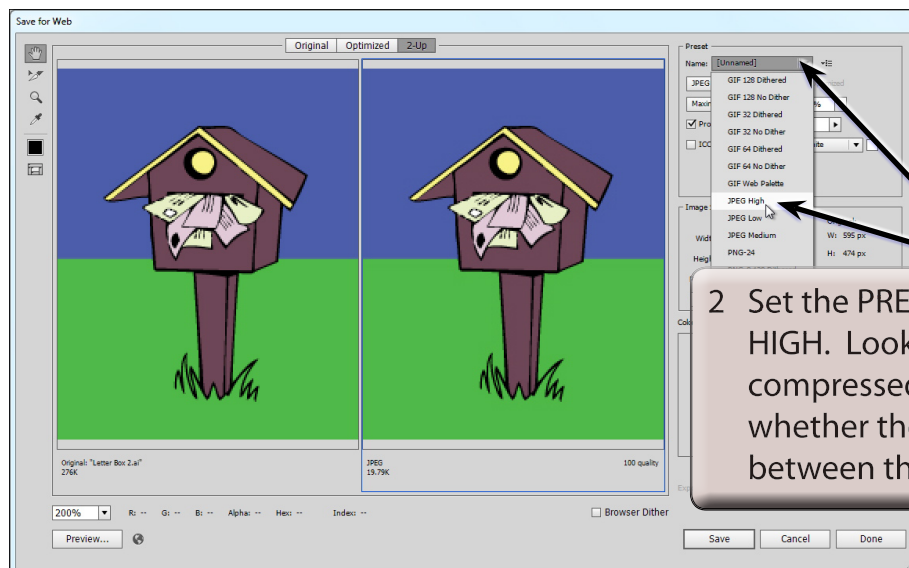
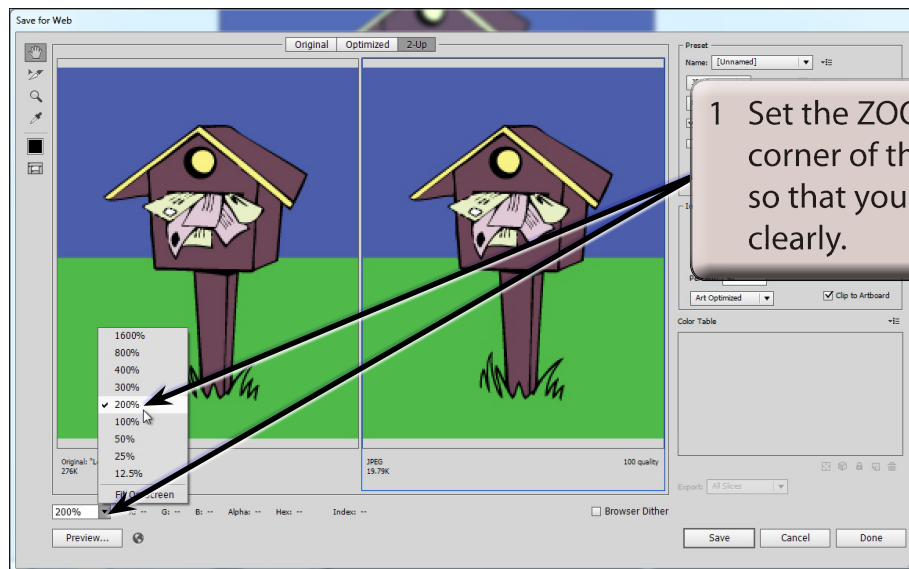


**NOTE:** You could have set the WIDTH and HEIGHT boxes to specific values to achieve similar results.

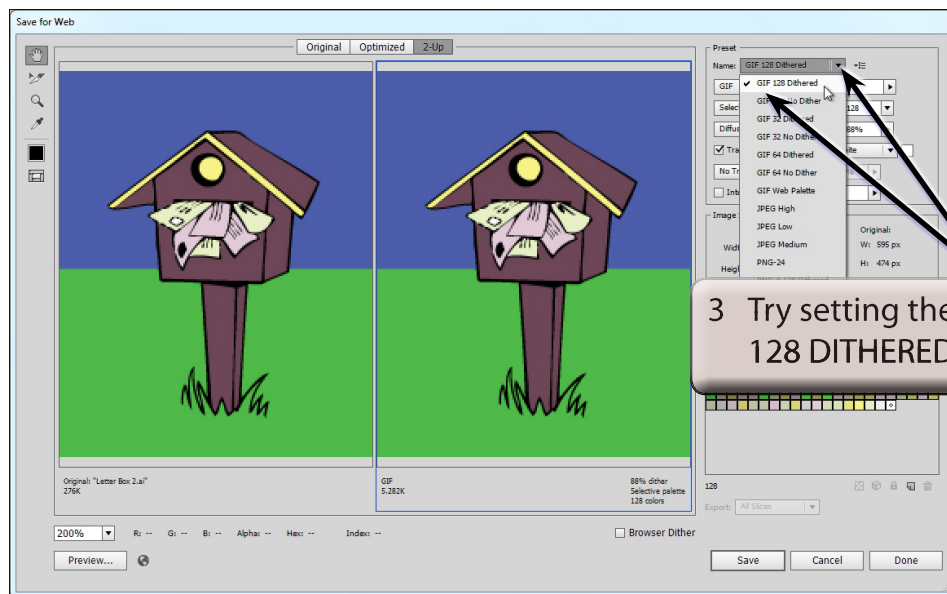


## D Compression Settings

You can set the quality of the image in the PRESET section and change the settings whilst looking at the images in the two view frames to see if there is significant differences between them.

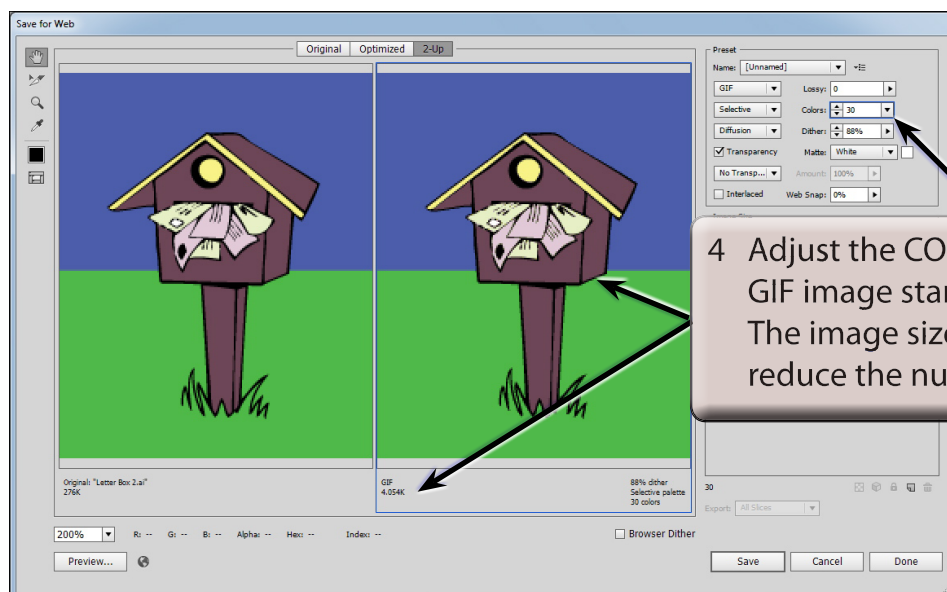


**NOTE:** JPEG compression is usually better for photographs. It can be used for images as well, but if there is no background colour, a white background is inserted, which can be a problem if the image is to be placed on a coloured background in a web site.



3 Try setting the PRESET box to GIF 128 DITHERED.

**NOTE:** GIF compression is usually suitable for sketches and images. It does not insert a white background if there is no background in the image.



4 Adjust the COLOURS box until the GIF image starts to become 'blurry'. The image size is reduced as you reduce the number of colours.