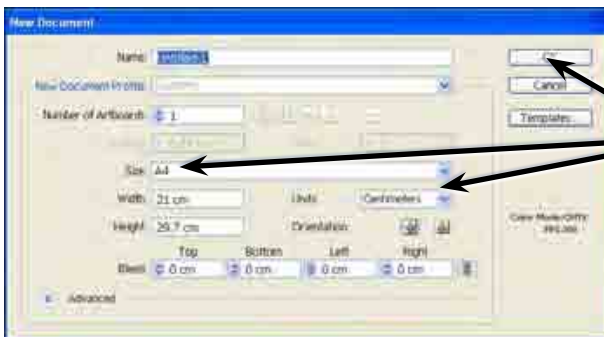# Images and Symbols

Photos and predrawn graphics can be inserted into Adobe Illustrator documents or symbols that Illustrator provides can be inserted.

Starting a New Document

1   Load Adobe Illustrator CS4 or close the current document.

2   In the CREATE NEW section of the WELCOME screen click on PRINT DOCUMENT to start a new document.

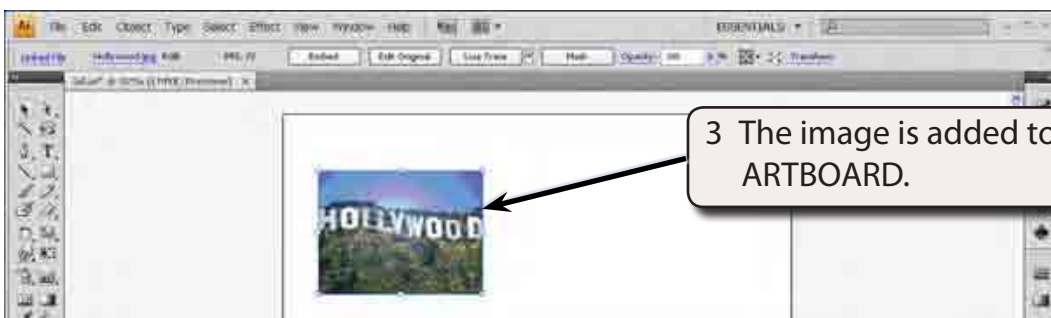3   The PRINT DOCUMENT option will ask you for the settings of the printer you will be printing to.

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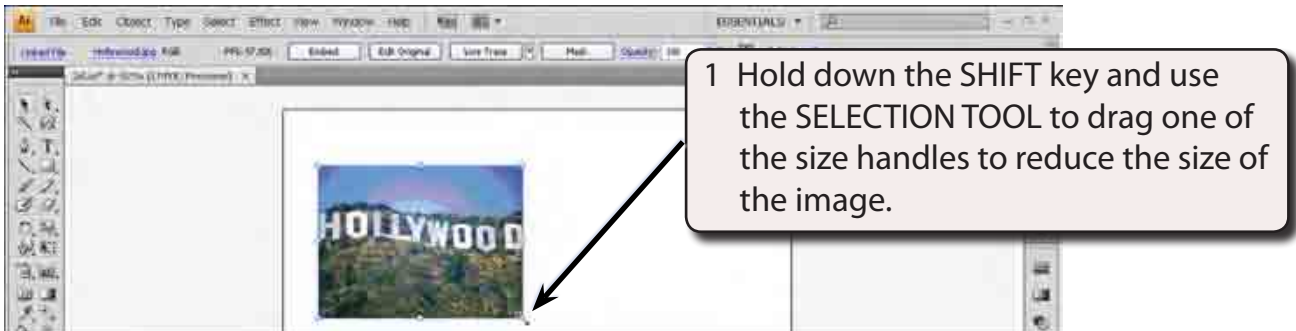
Using Images

A   Importing the Image

1   Display the FILE menu and select PLACE.

2   Access your school's Graphics Library, select an image and click on PLACE.
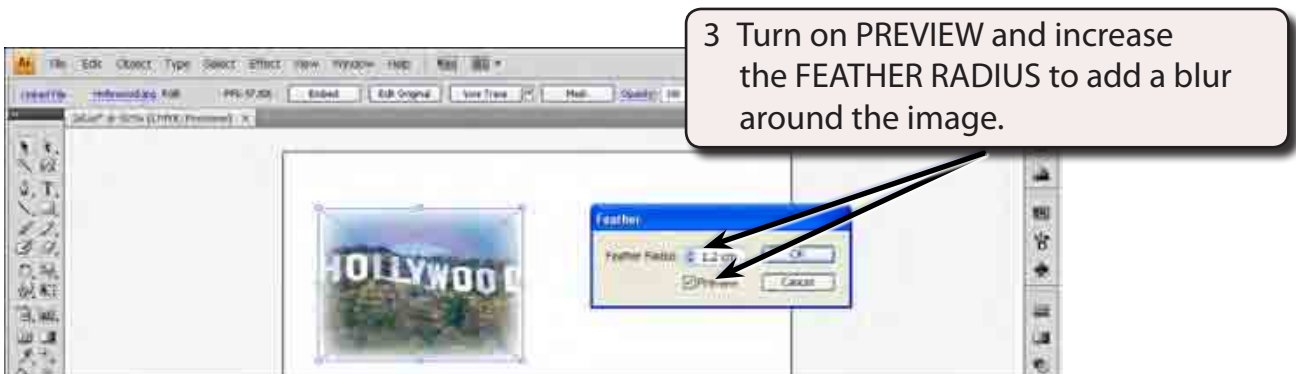

3 The image is added to the ARTBOARD.

B   Adjusting the Image

The image can be move, resized, rotated or have effects applied to it just like any other object in Illustrator.

1 Hold down the SHIFT key and use the SELECTION TOOL to drag one of the size handles to reduce the size of the image.

> **NOTE:**   **The SHIFT key ensures that the proportions of the image are retained in the resize.**

2   Display the EFFECT menu, highlight STYLIZE in the top section of the menu and select FEATHER.

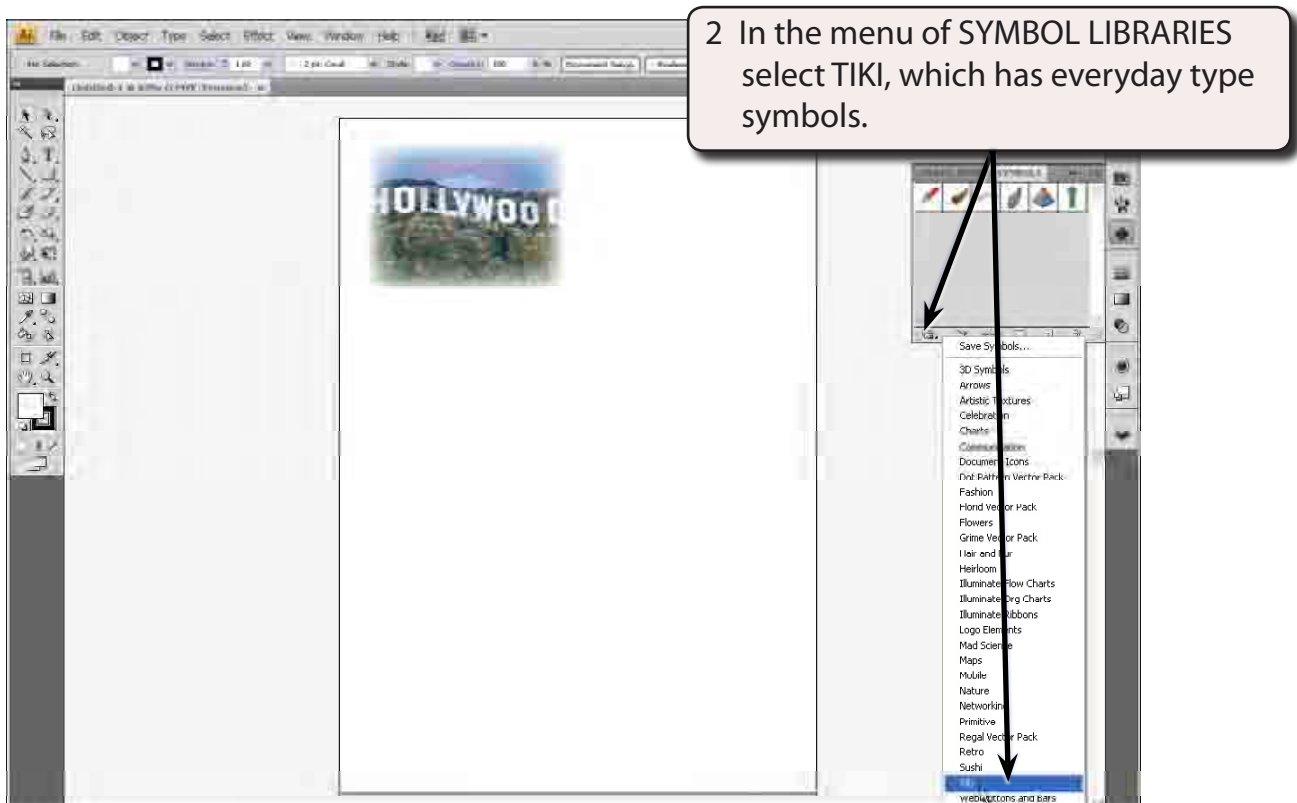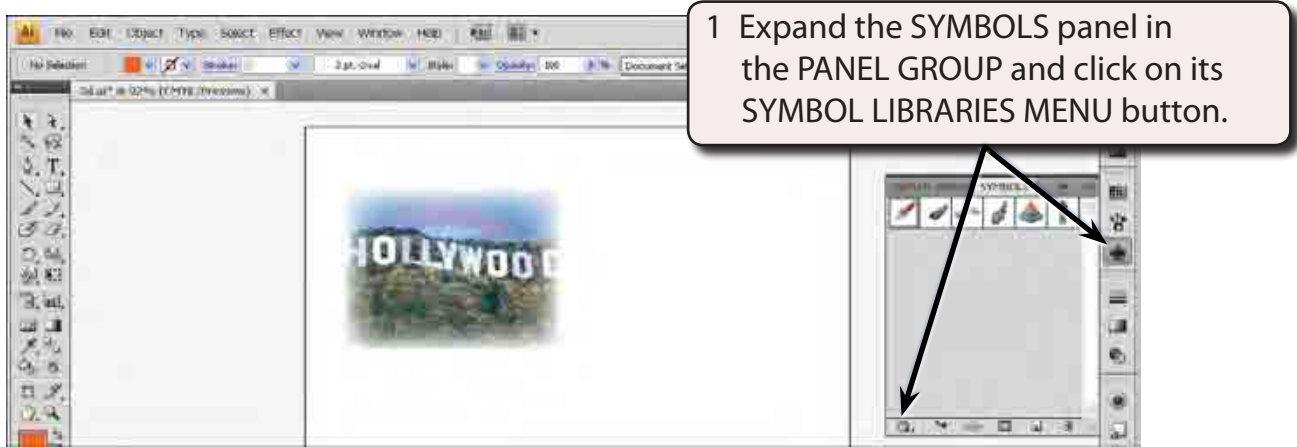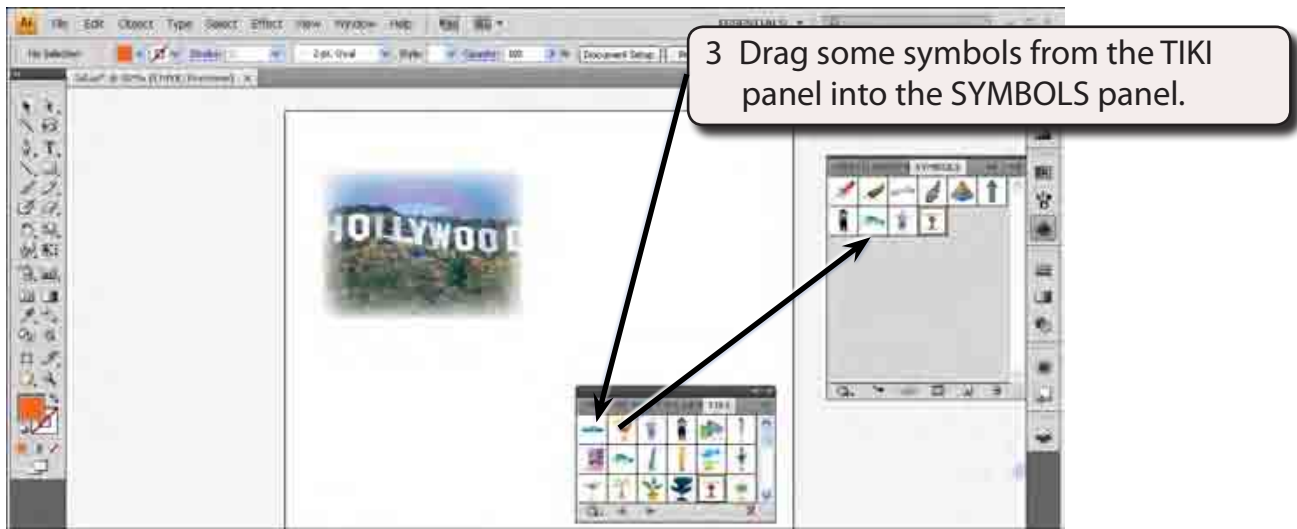3 Turn on PREVIEW and increase the FEATHER RADIUS to add a blur around the image.

4   Select OK to complete the FEATHER effect.

Using Symbols

Adobe Illustrator provides a wide range of pre-drawn images, called SYMBOLS, that can be used and manipulated within designs. These symbols are contained in the SYMBOLS panel.

A   The Symbols Library

1 Expand the SYMBOLS panel in the PANEL GROUP and click on its SYMBOL LIBRARIES MENU button.

2 In the menu of SYMBOL LIBRARIES select TIKI, which has everyday type symbols.

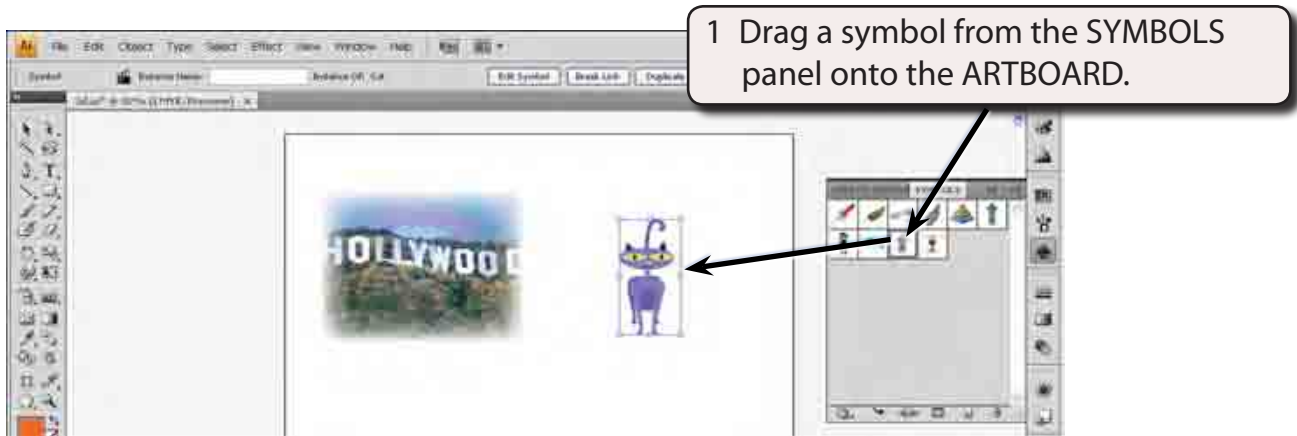3 Drag some symbols from the TIKI panel into the SYMBOLS panel.

4   Close the TIKI panel.

NOTE: You can drag symbols directly onto the ARTBOARD from SYMBOL LIBRARY panels. The SYMBOLS panel will store those symbols for the current document.

B   Adding Symbols to the Artboard

1 Drag a symbol from the SYMBOLS panel onto the ARTBOARD.

NOTE: You can also click on the PLACE SYMBOL INSTANCE button at the base of the SYMBOLS panel to insert a selected symbol on the ARTBOARD.