

Adobe Illustrator Outline

Introduction

Vector art vs. Bitmap art

Overview of Illustrator

Object

Any item created in Illustrator

Stroke

The Border around any Object

Fill

The color or pattern inside any Object

Text

Keyboard Shortcuts

Modifier Keys

Setting Preferences

The Illustrator Work Space Overview

Work area

Control Palette

Work Page

Pasteboard

Rulers

Pop-Up Menus

Scroll Bars

Basic Palettes

Tools

Navigator

Color

Stroke

Layers

Transform

Swatches

Palette Usage

Collapsing Palettes

Joining/Separating Palettes

Docking Palettes

Palette Options

Workspaces

Saving & Editing

New Documents

Creating a New Document

CMYK vs. RGB

Changing Page Size

Setting the Units

File Management

Save vs. Save As

Standard File Formats

AI, PDF, EPS, Template

View options (1)

Hand Tool

Tool palette

Changing Magnification

Menu selections

The Tool Box and Basic Drawing Tools

Selection Tools (A.K.A. Arrows)

Basic Text Tools

Basic Shapes

Rectangle tool

Ellipse tool

Special Shapes

Keyboard shortcuts

Pencil Tools

Line Tool

Color (using only Color palette)

Color Modes

Process (CMYK), RGB, HSB, Web RGB

Creating/Applying Colors

Basic Fills

Basic Strokes

Editing Colors

Groups

When to use Group/Ungroup

Creating Groups within Groups

Selecting Groups within Groups

PERFORM EXERCISE 1

Using Rulers and Guides

Rulers

Showing/Hiding

Changing Units

Guides

Adding/Deleting

Locking Guides

Snap To Guides

Converting Objects to Guides

Using Grids

Grid

Showing/Hiding

Edit Grid Size

Snap to Grid

Pen tool techniques

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

PERFORM EXERCISE 2A
PERFORM EXERCISE 2B

View options (2)

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

Stroke Options

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

Color (using Swatch palette)

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

Type (1)

- Entering "Point" Type
- Working with (single) Text Blocks
- Basic Character Specification
- Basic Paragraph Specification
- Editing Text
 - Proper Text Selection
 - Spell Check

- Find & Change (Search & Replace)
- Case Change

Stacking Order and Layers (1)

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

Duplicating Objects

- Copy &...
 - Paste
 - Paste in Front/Behind
 - Option-Drag duplication
 - Layer duplication
 - Multiple Duplications
 - Transform Again
- PERFORM EXERCISE 3*

INTERMEDIATE

Adobe Bridge

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

Palettes

- Appearance/
- Attributes
- Transparency /Gradient
- Layers/Actions/Links
- Transform/Align/Pathfinder
- Styles/Swatches/Brushes

Paths

- Join
- Average
- Outline Stroke
- Offset Path
- Creating Dash Patterns
- Using Brushes (Stroke only)
 - Applying to paths
 - Using Brush tool
 - Creating new brushes

Colors

Gradients

Creating

Editing

Global Updates

Using Spot Colors in gradients

Type (2)

Advanced Character Specification

Advanced Paragraph Specification

Paragraph & Character Styles

Creating

Applying

Updating

Glyph palette

Smart Punctuation

Align

Alignment

Aligning To Page

Distribution

Transform

Rotate, Scale, Skew, and Reflect options:

Via ToolBox

Via Transform Menu

Via Transform Palette

Via the Transform Handles

Transform Each/Again menu & keyboard command

Importing Graphics

Linking vs. Embedding

Photoshop Layer options

Link palette (Edit menu)

Masking & Cropping

Clipping Mask menu

Clipping Mask Layer

Crop Area menu

Compound Path menu

Pathfinder palette

Combine

Crop

Type as a Graphic

Type in shapes (Area type)

Type on a Path

Type-on-a-Path options

Convert to Paths

Filters vs. Effects

Using Filters

On Vector objects

On RGB Raster objects

Color-Conversion Filters

Using Effects

Effects menu effects

Appearance palette

Adding Multiple Strokes

Adding Multiple Fills

Editing Effects

Styles palette

Creating

Applying

Updating Globally

Pathfinder Basics

Using different Pathfinder commands

Exercise: Create eBay Logo

Live Paint

Creating Live Paint groups

Selecting/Coloring LP

Fills

Strokes

Editing LP groups

Editing objects

Adding shapes to LP Groups

Exercise: Create eBay Logo using Live Paint tools

Layers (2)

Non-Printing Layers

Layer guide color

Merging Layers

Paste with Layers

Select-All per layer

Symbols

Adding

Using

Editing

Global Updates

Using Symbol Tools

Setting Options

Envelope Distortion

From Top Object

Warp

Mesh

Editing

Envelopes

Original objects

Transparency (1)

- Using Opacity settings

Exporting from Illustrator

- Exporting

 - Legacy AI and EPS

 - Microsoft Office

 - PDF

 - Custom PDF Presets

 - Other

 - Photoshop format with Layers

 - Freehand formats

 - Pixel formats

 - AutoCAD formats

ADVANCED

Views

- Custom Views

- New Windows

Selections

- Advanced selection options

 - Select menu

 - Magic Wand tool

- Saved Selections

Fonts

- Dealing with missing fonts

 - Replacing fonts

Charts

- Creating Charts

- Editing Charts

- Group-select for coloring charts

Gradient Mesh

- Creating

 - Via menu option

 - Via Mesh tool

- Editing/Coloring

Blends

- Creating blends

 - Via menu

 - Via tool

- Editing blends

Warp Tools

- Using Warp tools

 - Setting options

3D Effects

- Extrude

- Revolve

- Rotate

Patterns

- Using

- Creating

Type (3)

- Dealing with Legacy Text

 - Upon Opening

 - Per Text object

- Importing Word files

- Multi-Column

- Text Wrap

- Area Type Options

Live Trace

- Applying

- Modifying settings

- Saving presets

- Converting to Live Paint

Transparency (2)

- Using Blending modes

- Using an Opacity mask

Cross-Platform Issues

- Fonts

- Previews (EPS)

Automation

- Actions

 - Creating

 - Batching

- Scripts

- Variables

Advanced Output

- Setting Color Management

- Color Separation setup

 - Proof Setup

 - Setting Line Screen

 - Setting Crop/Registration marks

- Overprint Preview

- Transparency Issues

 - Transparency "rules"

 - Transparency Flattener Settings

 - Flattener Preview palette

Web Graphics

- Upon Request