

## Course Guide: 2 Days

---

### Starting With Illustrator CC

- Understanding Vector Graphics
- Starting Illustrator in Windows
- Opening an Existing Document
- The Illustrator Workspace
- The Status Bar
- Understanding Artboards
- Closing a Document and exiting Illustrator
- Navigating Illustrator

- Understanding Panels
- Displaying and Hiding Panels
- Floating and Docking Panels
- The Tools Panel
- Working with the Tools Panel
- Understanding Workspaces
- Working with Workspaces
- Working with the Control Panel
- Navigating With The Hand Tool
- Navigating with the Navigation Panel
- Changing Document Views
- Using the Zoom Tool
- Creating and using Custom Views
- Working With Objects

- Understanding Paths and Selection Tools
- Selecting with The Selection Tool
- Working with Isolation Mode
- Selecting Multiple Objects
- Making Marquee Selections
- Using The Direct Selection Tool
- Selecting with The Magic Wand Tool
- Understanding Smart Guides
- Moving Objects
- Copying Objects
- Grouping and Ungrouping Objects
- Locking and Unlocking Objects
- The Alignment and Distribution Tools
- Aligning Objects
- Distributing Objects and Spacing
- Inserting Images
- Deleting Objects
- Setting Up a New Document

- Understanding Templates
- Understanding Document Presets
- Adjusting Units Of Measure
- Creating a Print Document
- Saving a New Document
- Working With a Document

- Understanding Artboard Options
- Moving and Resizing Artboards
- Creating and Deleting Artboards
- Understanding Grids, Guides and Rulers
- Displaying and Hiding Rulers
- Making Guides
- Locking, Unlocking and Clearing Guides
- Viewing and Hiding The Grid
- Layers

- Understanding Layers and Sublayers
- Understanding the Layers Panel
- Working With the Layers Panel
- Creating Layers and Sublayers
- Naming Layers and assigning Colours
- Grouping Layers
- Reassigning Objects to Different Layers
- Rearranging Layers and Sublayers
- Hiding and Displaying Layers
- Locking and Unlocking Layers
- Deleting Layers
- Shapes

- Understanding the Shape and Colour Tools
- Preparing The Workspace
- Creating Basic Shapes
- Creating Polygons
- Creating Other Shapes
- Creating Lines and Spirals
- Editing Path Segments
- Using Offset Path
- Understanding Drawing Modes
- Colour, Fill and Stroke

- Understanding Fill and Stroke
- Understanding Colour
- Understanding Colour Controls
- Applying Colour using The Colour Panel
- Applying Colour using The Swatches Panel
- Applying Colour using The Eyedropper Tool
- Swapping Fill and Stroke Colours
- Working With Stroke Weight
- Working With Stroke Width
- Applying Dashes to Strokes
- Gradients

- Understanding Gradients
- Applying a Linear Gradient
- Changing the Direction of a Gradient
- Changing Colours in a Gradient
- Colours in a Gradient
- Adding Colours to a Gradient
- Applying a Radial Gradient
- Saving a Gradient
- Applying a Gradient to a Stroke
- Working With Type

- Understanding Type in Illustrator
- Understanding Formatting Options
- Inserting and Formatting Point Type
- Inserting and Formatting Area Type
- Cutting and Pasting Text
- Formatting Text
- Formatting Paragraphs
- Copying Formatting With The Eyedropper Tool
- Creating Columns of Text
- Text And Objects

- Typing on A Path
- Converting Text into Editable Paths
- Working With Character Objects
- The Touch Type Tool
- Styles
- Introduction To Drawing

- Understanding Drawing in Illustrator
- Drawing a Straight Path With The Pen Tool
- Drawing Closed Paths With The Pen tool
- Draw Curved Paths With The Pen Tool
- Drawing Objects With Curved Paths
- Adjusting Curves created by The Pen Tool
- Drawing Paths With The Curvature Tool
- Drawing Paths With The Pencil Tool
- Add Fill to Closed Paths
- Saving And Printing

- Understanding Save and Export Options
- Understanding File Formats
- Exporting an Illustrator Document
- Saving for a Microsoft Office Program
- Saving as a PDF File
- Saving an Illustrator Document for the Web
- Printing an Illustrator Document
- Packaging a Document