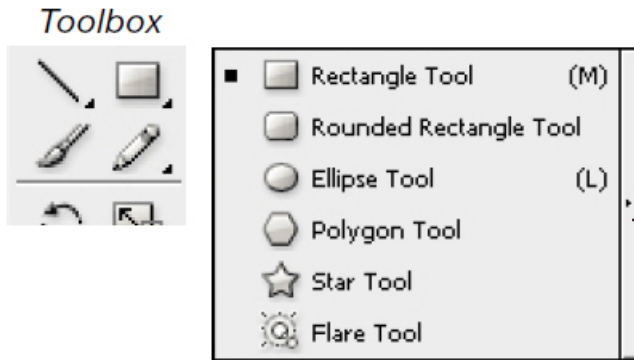


# 1. SHAPE TOOL

Graphic shapes can be easily created using the shape tool.



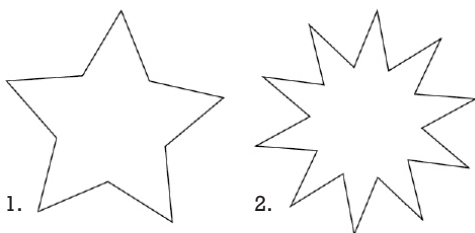
- Click, hold and move to the right on Pen tool button to select between shape tool options.
- Select small arrow on the far right to release shape tool option toolbox.

## Shape Tool\*

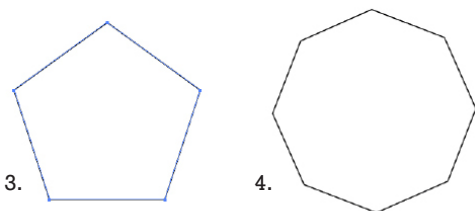
Select one of the shape tools from shape tool option toolbox:

- Click and drag to create shape.
  - Click and hold **SHIFT** key to create a symmetric shape
  - Click and hold **ALT** to draw shape from centre
  - Hit the **spacebar** to freeze and reposition shape
  - Experiment with the **up and down arrow** keys (with star and polygon in particular)
- Click on page to open shape option box. Type value according to shape:
  - Rectangle tool: width and height sizes
  - Rounded Rectangle tool: width and height sizes and round corners ratio
  - Ellipse: height and width sizes (diameter)
  - Polygon tool: radius size and number of sides
  - Star tool: radius sizes (from inner and outer corners) and number of points

\* instructions differ with the flare tool



1. Default Star Tool
2. Star Tool with added points. (Points can be added and removed using the option box, or with the up and down arrow keys)



3. Default Polygon Tool
4. Polygon Tool with added sides. ( Sides can be added and removed using the option box, or with the up and down arrow keys )

# Illustrator Handout #2

Shape Tools  
Color

Fill/Stroke  
Layers

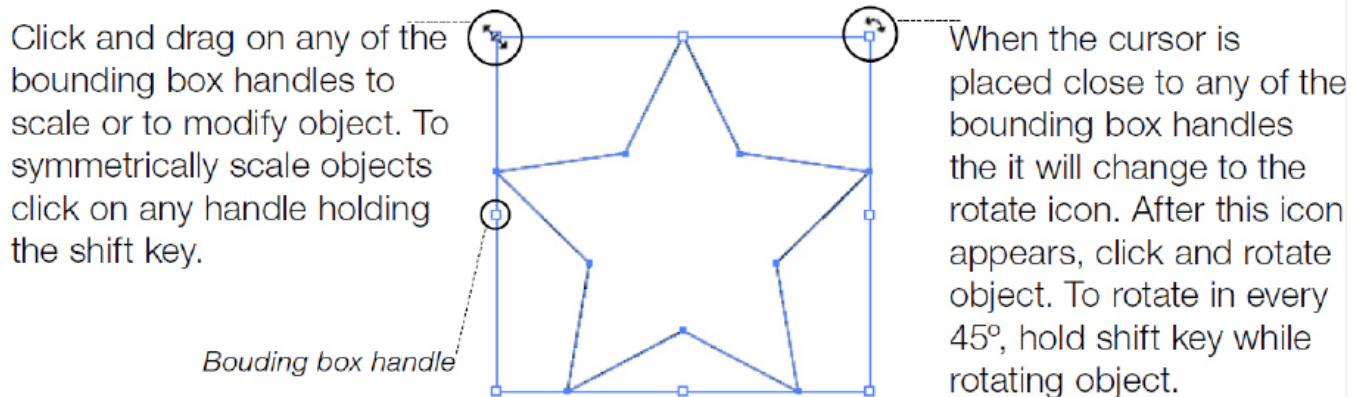
# 2. MODIFYING OBJECTS, STROKES AND COLOUR

Like a good design tool, Adobe Illustrator modifies objects and text with facility and precision. Also with Illustrator colours can be added to lines and shapes with all the advantages of a vector based application.

## Modifying Objects

The simplest way to modify objects in Illustrator is to use the bounding box.

The bounding box appears when you select objects with the Selection tool (Quick Key: V).



Click and drag on any of the bounding box handles to scale or to modify object. To symmetrically scale objects click on any handle holding the shift key.

When the cursor is placed close to any of the bounding box handles the it will change to the rotate icon. After this icon appears, click and rotate object. To rotate in every 45°, hold shift key while rotating object.

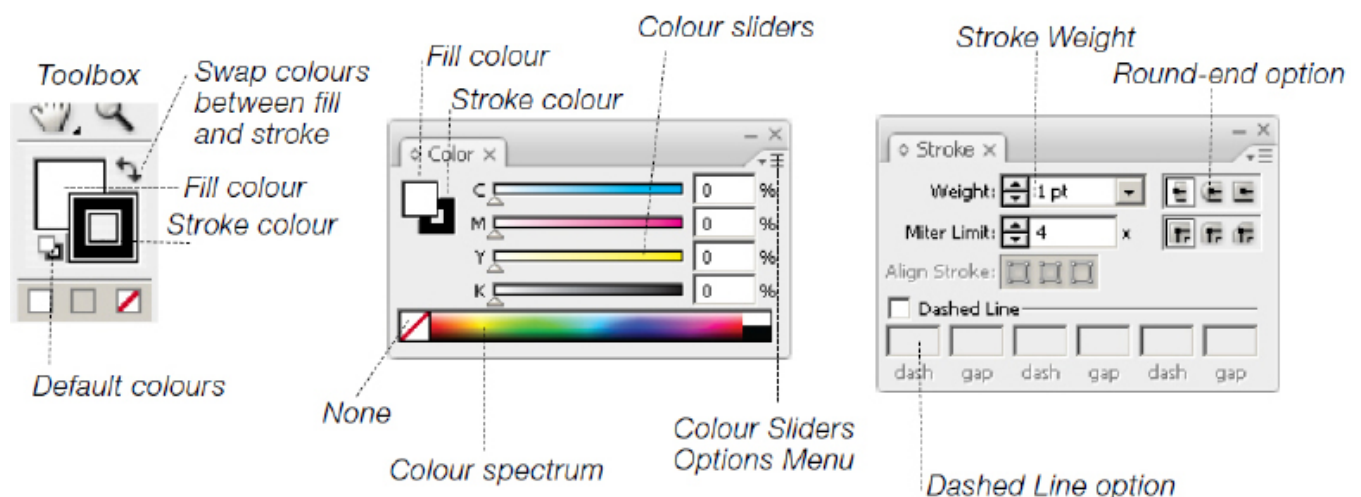
*Bouding box handle*

**Note:** Text can be modified in the same way, with a few changes:

- Dragging the handles of a **text box** will reshape the box, but leave the text.
- A **text line** will also provide a bounding box when selected, however, dragging its handles will change the text itself.

## Applying Colour and Stroke Options

To apply colour and change stroke options, first the object needs to be selected using the Selection tool (Quick Key: V) or the Direct selection tool (Quick Key: A). Colours and stroke options can be changed to multiple objects simultaneously. Colour and Stroke palettes can be found under Window on the top menu. By default they are located on the right side of the screen.



*Toolbox*

*Swap colours between fill and stroke*

*Fill colour*

*Stroke colour*

*Default colours*

*Fill colour*

*Stroke colour*

*Colour sliders*

*Fill colour*

*Stroke colour*

*None*

*Colour spectrum*

*Colour Sliders*

*Options Menu*

*Stroke Weight*

*Round-end option*

*Dashed Line option*

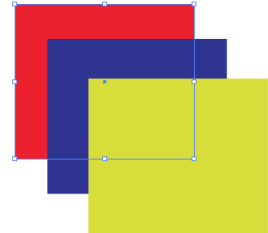
# 3. LAYERING IN ILLUSTRATOR

Like Photoshop, Illustrator works with layers, however, they behave a bit differently.

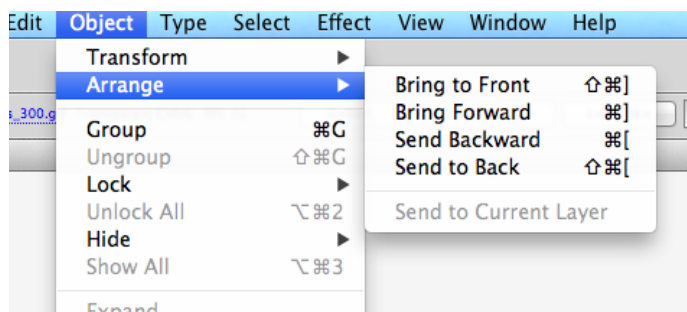
Multiple objects (shapes, text, placed images, etc.) can exist on one layer and are selected and manipulated using the Selection tools (V & A). They are stacked in the order they were created, within that layer. i.e. The red square was made first, the blue second, the yellow third. They are all on one layer.



To change the order of these objects (i.e. to move the red square forward), select the object. (Note the red square's bounding box indicates it is selected).



Now, in your Menu Bar, click Object > Arrange.



This will open a drop down menu.

Here you can chose to move your object, either up or down one level, or move it all the way to the front or all the way to the back.

Note the quick keys for Arranging objects:

(The quick keys in the image above are for macs. PC listed here:)

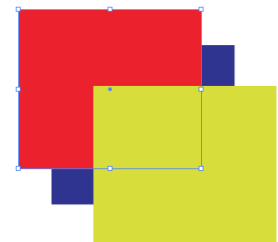
Bring to Front: Shift Ctrl ]

Bring Forward (one step): Ctrl ]

Send Backward (one step): Ctrl [

Send to Back: Shift Ctrl [

Use either your cursor or the quick keys to move your selected object Forward (Ctrl ] ) one step. It is now on top of the blue square, but still behind the yellow.



Repeat that action, moving the red square up one more step. It is now at the front.

The same thing could be done in one step by selecting Bring to Front (Shift Ctrl ] ) which would bring the red square to the top in one click.



Because Illustrator allows you to individually select objects on the same layer, it can be easy to create layer so crowded with objects that it's difficult to select them individually. Using different layers can allow you to keep your objects organized for yourself and others who may need to access your file.

Open your Layers Palette by going to your Menu Bar and selecting Window > Layers (Quick Key F7)

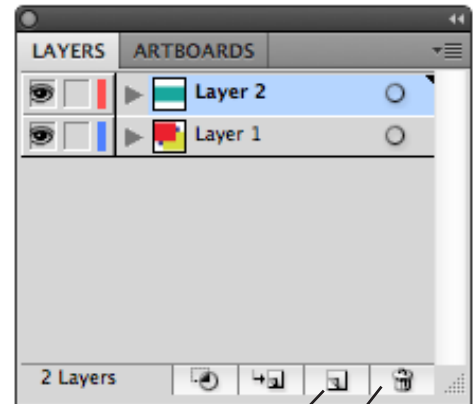
Create a New Layer, by hitting the New Layer Button.

In the image on the right, you can see that Layer 2 is selected because it is highlighted in blue.

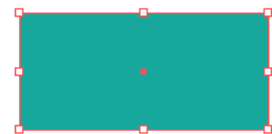
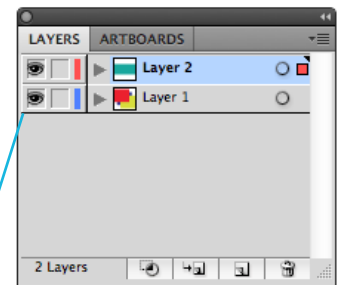
When a layer is highlighted, any new objects you create will be on this layer.

The colour of an item's bounding box will correspond with the coloured tab of that layer.

*Notice how Layer two's colour is Red and Layer one is Blue. The teal shape, which you can see previewed in Layer 2 has a red bounding box when selected.*



**New Layer Button**  
**Delete Layer Button**



## Layer Locking & Visibility

One of the benefits of working in layers is the ability to isolate the layer you are working with. You can do this by locking any other layers. While locked, you will not be able to select or move any of the shapes, text or images contained in that layer.

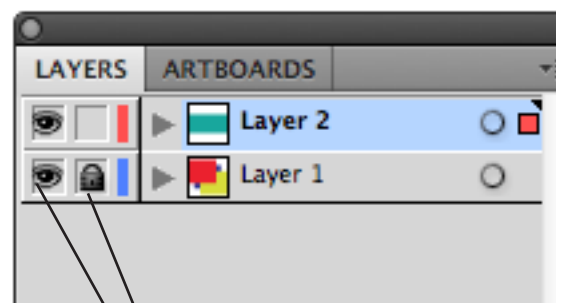
To Lock a layer, click the space next to the eye icon.

To Unlock, simply click again.

If locking alone isn't enough, you can also make layers invisible to better see or focus on specific portions of your document.

Click the eye icon to make a layer invisible. This does not delete or alter the layer's contents, it only hides them.

To unhide the layer, click again.



**Layer Locking**  
**Layer Visibility**