



INFOCUS COURSEWARE

# Adobe Illustrator CC (2018)

Level 1



Product Code: INF1786

ISBN: 978-1-925873-02-3

## ❖ General Description

The skills and knowledge acquired in Adobe Illustrator CC (2018) - Level 1 are sufficient to be able to perform basic tasks in Illustrator such as setting up a document, creating basic shapes and working with text.

## ❖ Learning Outcomes

At the completion of this course you should be able to:

- understand the **Illustrator** workspace
- understand how to navigate **Illustrator**
- select and work with objects
- set up new documents in **Illustrator**
- work with artboards, grids, guides and rulers
- arrange objects and use layers to manage artwork
- draw basic shapes using the shape tools
- understand colour and apply colour to object fills and strokes
- understand how to apply and edit gradients
- import, create and format type
- work with text and objects
- understand what the **Pen** tool is and how to use it
- understand how to save and export in a variety of file formats to suit different purposes, and how to print an **Illustrator** document
- use the **Help** menu and access online help resources

## ❖ Prerequisites

Adobe Illustrator CC (2018) - Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## ❖ Topic Sheets

143 topics

## ❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

## ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

## ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

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Product Information



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### Starting With Illustrator CC

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- Starting Illustrator in Windows 10
- The Start Workspace
- Opening an Existing Document
- The Illustrator Workspace
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- Understanding Artboards
- Closing a Document and Exiting Illustrator

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- Displaying and Hiding Panels
- Floating and Docking Panels
- Understanding the Tools Panel
- Working With the Tools Panel
- Understanding Workspaces
- Working With Workspaces
- Working With the Properties Panel
- Working With the Control Panel
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- Navigating With the Navigation Panel
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- Creating and Using Custom Views

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- Understanding Paths and Selection Tools
- Selecting With the Selection Tool
- Selecting Multiple Objects
- Working With Isolation Mode
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- Aligning Objects
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### Setting Up a New Document

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- 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
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- Understanding Drawing Modes

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- Understanding Colour Controls
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- Applying Colour Using the Swatches Panel
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- Formatting Paragraphs
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- Creating Columns of Text

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- Transforming Path Type Objects
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- 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



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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  
Exporting for a Microsoft Office Program  
Saving as a PDF File  
Saving an Illustrator Document for the Web  
Printing an Illustrator Document  
Packaging a Document

## **Getting Help**

Understanding the Help Menu  
Using Help  
Searching Adobe Support



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