



INFOCUS COURSEWARE

Adobe Illustrator CC (2018)

Level 1



Product Code: INF1786

ISBN: 978-1-925873-54-2

❖ 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.

This information sheet was produced on Friday, November 30, 2018 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



INFOCUS COURSEWARE

Adobe Illustrator CC (2018)

Level 1



WATSONIA PUBLISHING

Product Code: INF1786

ISBN: 978-1-925873-54-2

Contents

Starting With Illustrator CC

- Understanding Vector Graphics
- Starting Illustrator in Windows 10
- The Start Workspace
- 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
- Understanding the Tools Panel
- Working With the Tools Panel
- Understanding Workspaces
- Working With Workspaces
- Working With the Properties Panel
- 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
- Selecting Multiple Objects
- Working With Isolation Mode
- 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
- Deleting Objects
- Inserting Images

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
- 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
- Adding Colours to a Gradient
- Applying a Radial Gradient
- Saving a Gradient
- Applying Gradients to Strokes

Working With Type

- Understanding Type in Illustrator
- Understanding Formatting Options
- Inserting and Formatting Point Type
- Inserting and Formatting Area Type
- Importing Text
- Threading Text
- Cutting and Pasting Text
- Formatting Text
- Formatting Paragraphs
- Copying Formatting With the Eyedropper Tool
- Creating Columns of Text

Text and Objects

- Wrapping Text Around an Object
- Typing on a Path
- Working With Options for Path Type
- Transforming Path Type Objects
- 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



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



Adobe Illustrator CC (2018)

Level 1



INFOCUS COURSEWARE

Product Code: INF1786

ISBN: 978-1-925873-54-2

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



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information