Adobe Illustrator CC

Level 1 (Introduction)   One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:	The skills and knowledge acquired in Adobe Illustrator CC - 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.
What You Will Learn:	At the completion of this course participants 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

Course Content
The course covers:

Starting With Illustrator CC
- Understanding Vector Graphics
- Starting Illustrator in Windows 8
- The Welcome Experience
- Opening an Illustrator 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 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
- Selecting With the Direct Selection Tool

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- 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
- Inserting Images
- Deleting Objects

Setting Up a New Document
- Understanding Templates
- Understanding Document Presets
- Adjusting Units of Measure
- Creating a 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
- Draw Curved Paths With the Pen Tool
- Drawing Objects With Curved Paths
- Adjusting Curves Created by the Pen Tool

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- 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

Getting Help
- Understanding the Help Menu
- Using Help
- Searching for Online Help

What You Take Away:	At the completion of the course, you get to take away the extensive coursebook for future reference.
What You Need To Know:	Adobe Illustrator CC - 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.
Measure of Success:	A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.
Certificate:	Upon successful completion of the workshop, you will be issued with an official course certificate
Which Course Next?:	Adobe Illustrator CC Level 2
Dates & Times:	Please refer to separate workshop schedule.
Course Policies Warranty:	There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course