



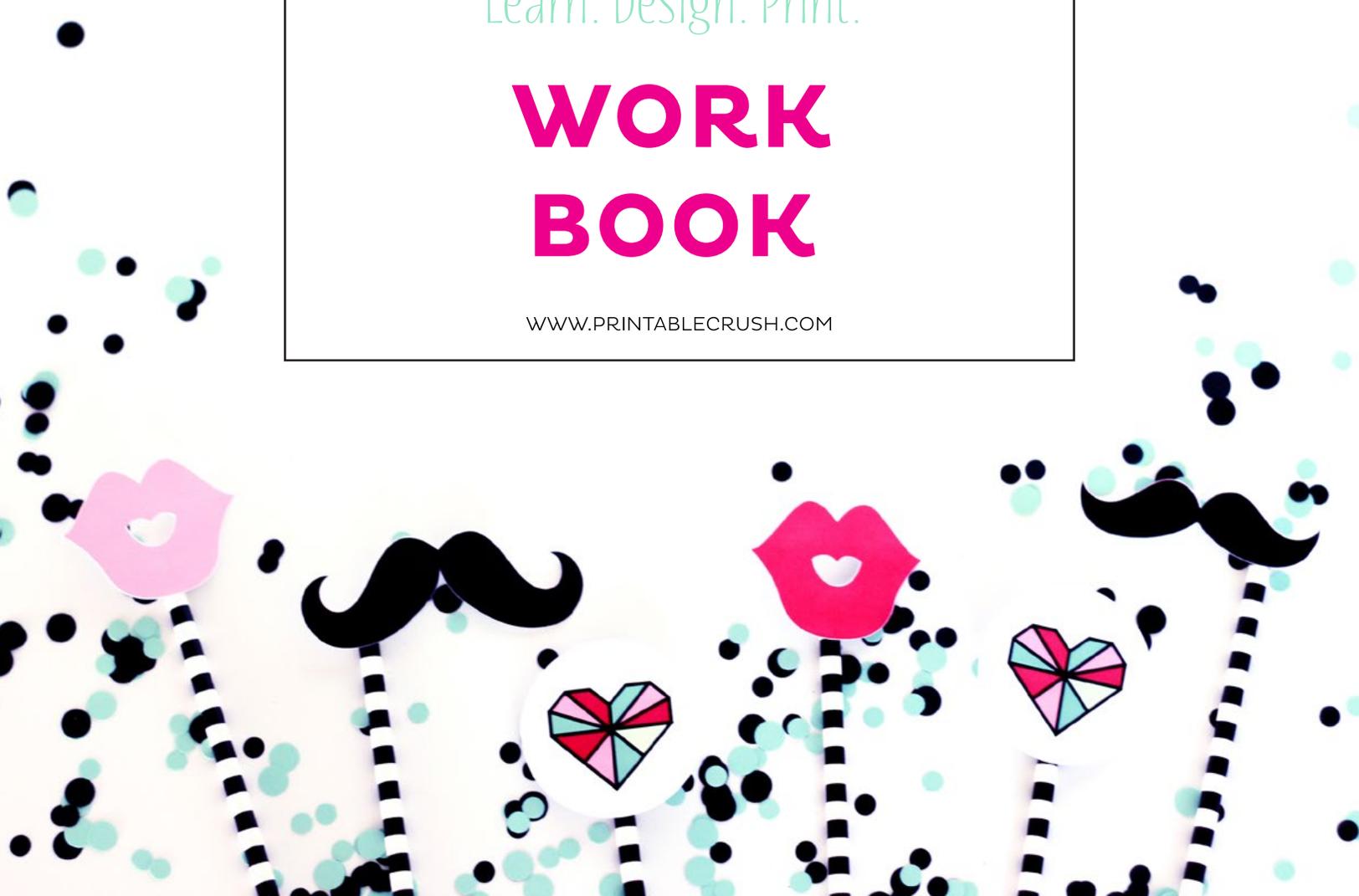
PRINTABLE

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WORK BOOK

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MODULE 1: GETTING STARTED

VIDEO 1: CREATING A DOCUMENT

▶▶ To Create a Document, you'll open up Adobe Illustrator, then: Click on _____, then _____.

▶▶ What is the function of each item below?

New Document

The image shows the 'New Document' dialog box in Adobe Illustrator. It has a dark grey background with white text and controls. At the top, there's a 'Name' field with 'Untitled-1'. Below that is a 'Profile' dropdown menu set to '[Custom]'. The 'Number of Artboards' is a spinner set to '1'. 'Spacing' is '0.28 in' and 'Columns' is '1'. 'Size' is a dropdown set to 'Letter'. 'Width' is '8.5 in' and 'Units' is 'Inches'. 'Height' is '11 in' and 'Orientation' has two icons. 'Bleed' has four fields for Top, Bottom, Left, and Right, all set to '0 in'. An 'Advanced' section is expanded, showing 'Color Mode' as 'CMYK', 'Raster Effects' as 'High (300 ppi)', and 'Preview Mode' as 'Default'. There's a checkbox for 'Align New Objects to Pixel Grid'. At the bottom are 'Templates...', 'OK', and 'Cancel' buttons. Five pink callout boxes with numbers 1 through 5 are connected to the dialog by lines: 1 points to the Name field, 2 to the Profile dropdown, 3 to the Size dropdown, 4 to the Color Mode dropdown, and 5 to the Raster Effects dropdown.

▶▶ _____ is for Print graphics and _____ is for Web.

▶▶ To create your workspace, you'll go to _____, then click _____ then click on _____. To add a new tool like the pathfinder tool, go to _____, then click on _____.

▶▶ To add grid lines or rulers, you will _____ on your mouse.

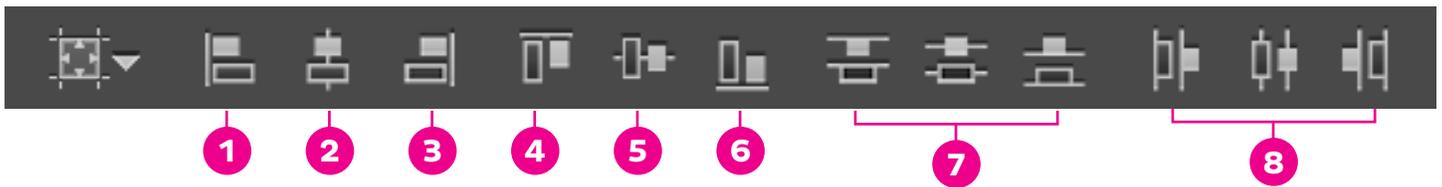
MODULE 1: GETTING STARTED

VIDEO 2: GUIDE TO THE BASICS

➤ The SELECTION tool selects _____ and selects _____.

➤ The direct selection tool selects certain _____ of a shape.

➤ Label these alignment tools:



1

5

2

6

3

7

4

8

➤ Align to _____ will align everything to the page.

➤ Align to _____ will align everything to the top most image

➤ Align to _____ will align all the selected objects.

➤ Illustrator has _____ so you can create one or more _____.

➤ To duplicate an artboard, you would _____.

➤ Remember these icons from this lesson (names and function):





MODULE 1: GETTING STARTED

ANSWERS

Video 1

To Create a Document, you'll open up Adobe Illustrator, then click on **file**, then **new**.

1. Name your document 2. Document Type 3. Document Size 4. Type of Colors
5. File Resolution

CMYK is for Print graphics and **RGB** is for Web.

To create your workspace, you'll go to **Windows**, then **Workspace**, then click on **Essentials**. To add a new tool like the pathfinder tool, go to **Windows**, then click on **Pathfinder**.

To add grid lines or rulers, you will **right click** on your mouse.

Video 2

The SELECTION tool selects **1 or more objects** and selects **the whole object**.

The direct selection tool selects certain **points** of a shape.

1. Left 2. Horizontal center 3. Right 4. Top 5. Vertical Center 6. Bottom 7. Horizontal distribute
8. Vertical Distribute

Align to **artboard** will align everything to the page.

Align to **key object** will align everything to the top most image

Align to **selection** will align all the selected objects.

Illustrator has **artboards** so you can create one or more .

To duplicate an artboard, you would drag an artboard to the new icon (sticky note icon).

Selection Direct Selection Zoom Artboards Zoom Percentage Artboard/Page Navigation



MODULE 2: COLOR THEORY

VIDEO 1: CREATING COLOR SWATCHES

▶▶  Know the difference between the fill and stroke. Where are two places you can find this icon? _____

▶▶  You can find a library of colors in the _____.

▶▶ You will find this icon on the _____ side of the dashboard.

▶▶  You'll select this button to create your own _____.

▶▶ This makes selecting colors much easier!

▶▶  This is the _____ icon.

▶▶ Manually create colors with this color tool.

▶▶ What are the functions of these icons?

1 

3 

2 

4 



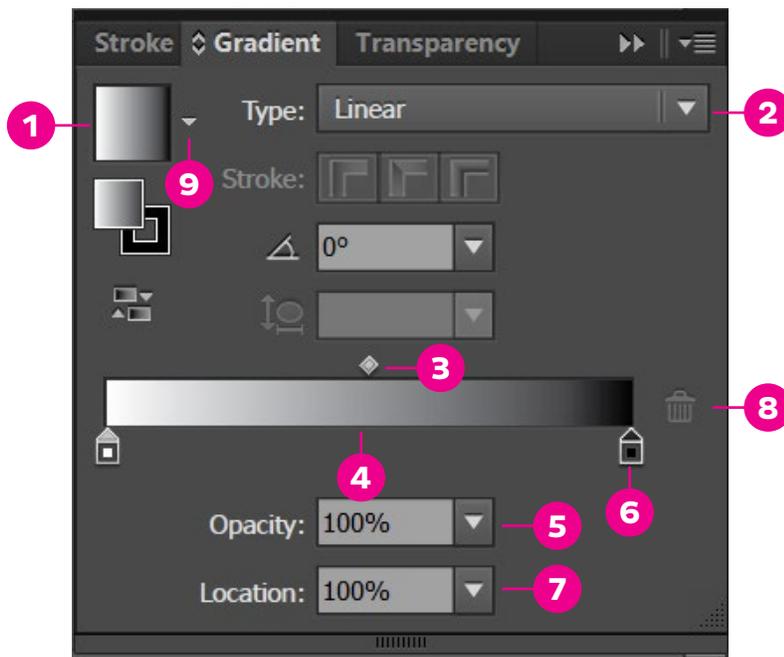
MODULE 2: COLOR THEORY

VIDEO 2: COLOR GUIDE & GRADIENTS

What is this icon? _____
What does it do? _____

You can change the colors in your group to:
1 _____ 2 _____ or
3 _____

This icon is the _____.
Become familiar with the gradient panel below:



Change the amount of colors shown at numbers ____ & ____.
Select premade gradients at number ____.
Add another color to the gradient at number ____.
A gradient can be radial or liner. You would change it at number ____.
Change the opacity at number ____.
Choose colors for the gradient by clicking on number ____.
Delete a color in your gradient by clicking on number ____, then ____.
Save a color by clicking on number ____, then save to swatches.



MODULE 2: COLOR THEORY

ANSWERS

Video 1

The fill is a box and the stroke is a box without a center. You will find them on the lower left side on the toolbar or in the swatches panel.

You can find a library of colors in the **swatches panel**.
You will find this icon on the **right** side of the dashboard.

You'll select this button to create your own **color group or color library**.

This is the **color tool** icon.

1. Colors that are visible in the library 2. Other color libraries 3. Select Color Mode (RGB or CMYK) 4. Web safe colors

Video 2

Color Guide // Changes the shade of your color group

You can change the colors in your group to: 1. Tints and Shades 2. Warm or Cool 3. Vivid or Muted

This icon is the **gradient icon**.

Change the amount of colors shown side at numbers **3 & 7**.

Select premade gradients at number **1**.

Add another color to the gradient at number **4**.

A gradient can be radial or liner. You would change it at number **2**.

Change the opacity at number **5**.

Choose colors for the gradient by clicking on number **6**.

Delete a color in your gradient by clicking on number **6**, then **8**.

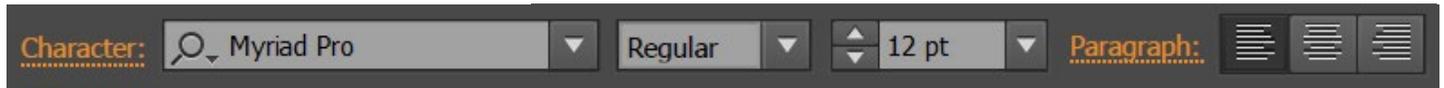
Save a color by clicking on number **9**, then save to swatches.



MODULE 2: WORD ART

VIDEO 1: TYPE TOOL

➤ Identify the items in the Type Toolbar:



1

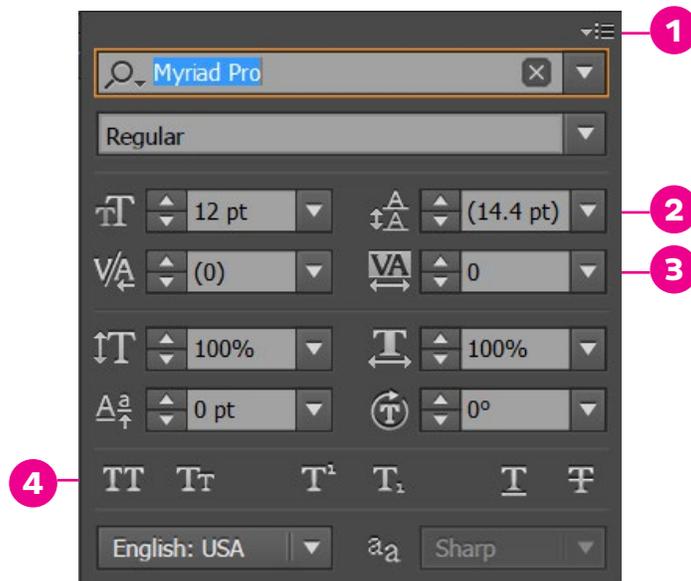
2

3

4

5

➤ Match the number with the function:



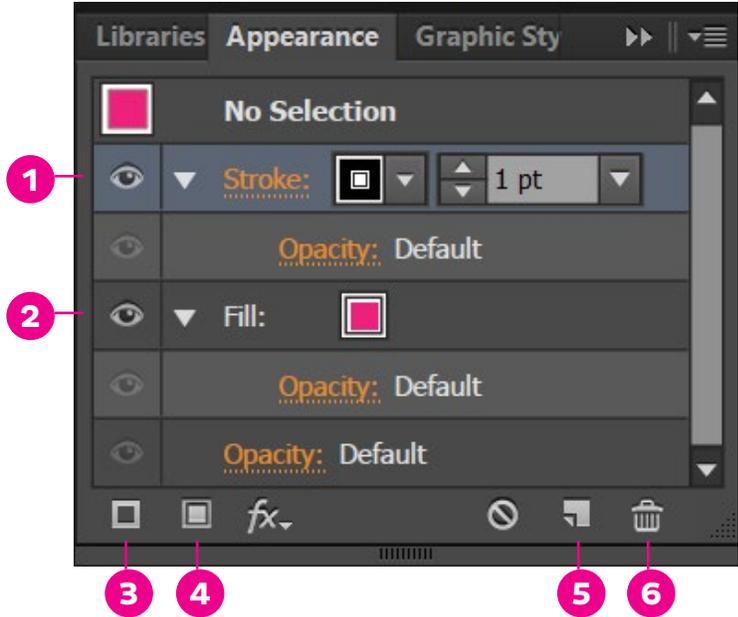
Make the font all caps at numbers ____ & ____.
Adjust the spacing of the top and bottom paragraphs at number ____.
Adjust the spacing between each letter at number ____.





➤ ➤  This icon is the _____ where you can add effects to any object.

➤ ➤ Match the number with the function:



Add a new fill at number ____.

Delete a fill or stroke at number ____.

Move at number ____ below number ____ to move the stroke below the fill.

Copy a stroke by dragging number ____ to number ____.

Create a new stroke at number ____.



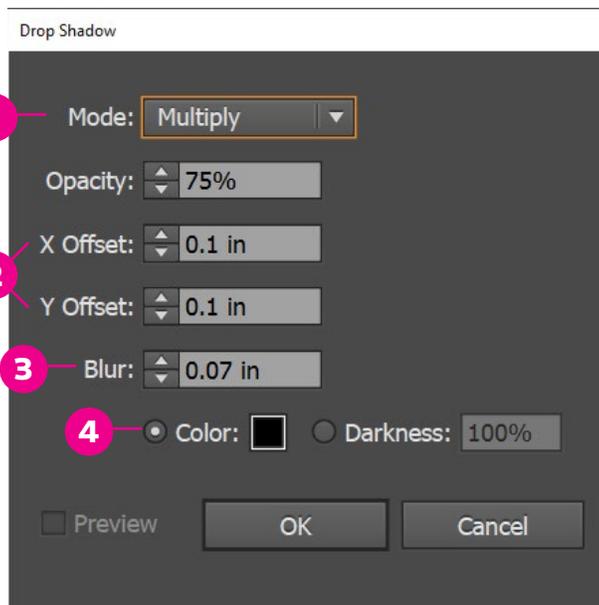
MODULE 2: WORD ART

VIDEO 2: EFFECTS TOOLS

➤ ➤  This icon is used to add effects like _____ to text or objects.

➤ ➤ You reach the drop shadow by clicking on FX, then hovering over _____, then clicking on _____.

➤ ➤ To create the cool drop shadow effect, you will:



Change the color mode to

Change the offset to

Change the blur to

Choose any color at number ____.

Then duplicate the layer by dragging the drop shadow you created to the _____.



MODULE 3: WORD ART

ANSWERS

Video 1

1. Expand for more type options (all caps, spacing, etc.) 2. Select Fonts 3. Font Types (bold, italic, etc). 4. Font Size 5. Paragraph alignment

Make the font all caps at numbers **1 & 4**.

Adjust the spacing of the top and bottom paragraphs at number **2**.

Adjust the spacing between each letter at number **3**.

This icon is the **Appearance Panel** where you can add effects to any object.

Add a new fill at number **4**.

Delete a fill or stroke at number **6**.

Move number **1** below number **2** to move the stroke below the fill.

Copy a stroke by dragging number **1** to number **5**.

Create a new stroke at number **3**.

Video 2

This icon is used to add effects like drop shadows to text or objects.

You reach the drop shadow by clicking on FX, then hovering over **Stylize**, then clicking on **Drop Shadow**.

Change the color mode to **Normal**.

Change the offset to **0.01**.

Change the blur to **0**.

Choose any color at number **4**.

Then duplicate the layer by dragging the drop shadow you created to the **Sticky note/new icon**.



MODULE 4: SHAPES

VIDEO 1: SHAPE TOOLS

▶▶  To create a perfect shape, you will press _____ on the keyboard while _____ the mouse.

▶▶ There are two ways to create a shape, which are:

1

2

▶▶ Adjust roundness of a rectangle by pressing the ____ & ____ keys on the keyboard.

▶▶ Add sides to a polygon by pressing the ____ & ____ keys on the keyboard. You can also create a _____ with the polygon tool.

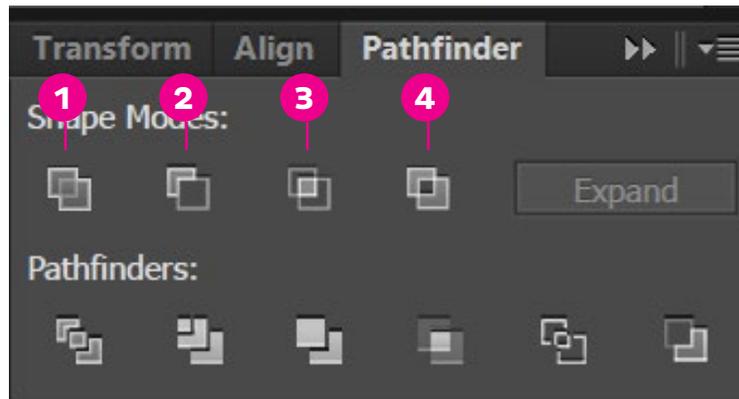
▶▶ Add points in a star by pressing the ____ & ____ keys on the keyboard. Change the depth of the points by holding _____ and dragging the mouse up and down.

MODULE 4: SHAPES

VIDEO 2: PATHFINDER TOOL

▶▶  This icon is the _____ tool. It _____
or _____ one or more shapes.

▶▶ Match the number with the function:



Subtract the top shape from the bottom shape at at number ____.

Combine and subtract multiple shapes at number ____.

Combine two shapes at number ____.

Subtract two shapes from each other at number ____.



MODULE 4: SHAPES

ANSWERS

Video 1

To create a perfect shape, you will press **Shift** on the keyboard while **dragging** the mouse.

1. Select the shape tool, click once on the artboard and specify the size of the shape.
2. Select the shape tool and click and drag the mouse.

Adjust roundness of a rectangle by pressing the **up & down** keys on the keyboard.

Add sides to a polygon by pressing the **up & down** keys on the keyboard. You can also create a **triangle** with the polygon tool.

Add points in a star by pressing the **up & down** keys on the keyboard. Change the depth of the points by holding **PC: CTRL Mac: COMMAND** and dragging the mouse up and down.

Video 2

This icon is the **Pathfinder** tool. It **Combines** or **Subtracts** one or more shapes.

Subtract the top shape from the bottom shape at at number **2**.

Combine and subtract multiple shapes at number **4**.

Combine two shapes at number **1**.

Subtract two shapes from each other at number **3**.



MODULE 5: TRANSFORM TOOLS

VIDEO 1: ROTATE & RESIZE

▶▶  This icon is the _____ tool. It _____ shapes. You can rotate manually or by _____ on the tool on the sidebar.

▶▶  This icon is the _____ tool. It _____ shapes. To retain the shape, you would press _____ while dragging the mouse.

▶▶ To send an item to the back, you would _____ then hover over _____, then select _____.

VIDEO 2: REFLECT

▶▶  This icon is the _____ tool. It _____ shapes. You can reflect manually or by _____ on the tool on the sidebar.

▶▶ To make a copy of your transformation, you will press _____ instead of okay when you are in the tool box.

▶▶ To flatten the text, you would press _____. Once you flatten the text, you can not _____ it.

▶▶ To group multiple items, you would use the shortcode _____. To ungroup items, you will _____, then select ungroup. To edit within a group, you will _____ the group.



MODULE 5: TRANSFORM TOOLS

ANSWERS

Video 1

This icon is the **Rotate** tool. It **Rotates** shapes. You can rotate manually or by **double clicking** on the tool on the sidebar.

This icon is the **Resize** tool. It **Resizes** shapes. To retain the shape, you would press **CTRL** while dragging the mouse.

To send an item to the back, you would **Right click** then hover over **Arrange**, then select **Send to Back**.

Video 2

This icon is the **Reflect** tool. It **Reflects** shapes. You can reflect manually or by **double clicking** on the tool on the sidebar.

To make a copy of your transformation, you will press **Copy** instead of okay when you are in the tool box.

To flatten the text, you would press **PC: CTRL+O Mac: COMM+O**. Once you flatten the text, you can not **edit or change** it.

To group multiple items, you would use the shortcode **PC: CTRL+G Mac: COMM+G**.

To ungroup items, you will , **Right click** then select ungroup.

To edit within a group, you will **double click** the group.



MODULE 6: DRAWING TOOLS

VIDEO 1: PEN, PENCIL & BLOB

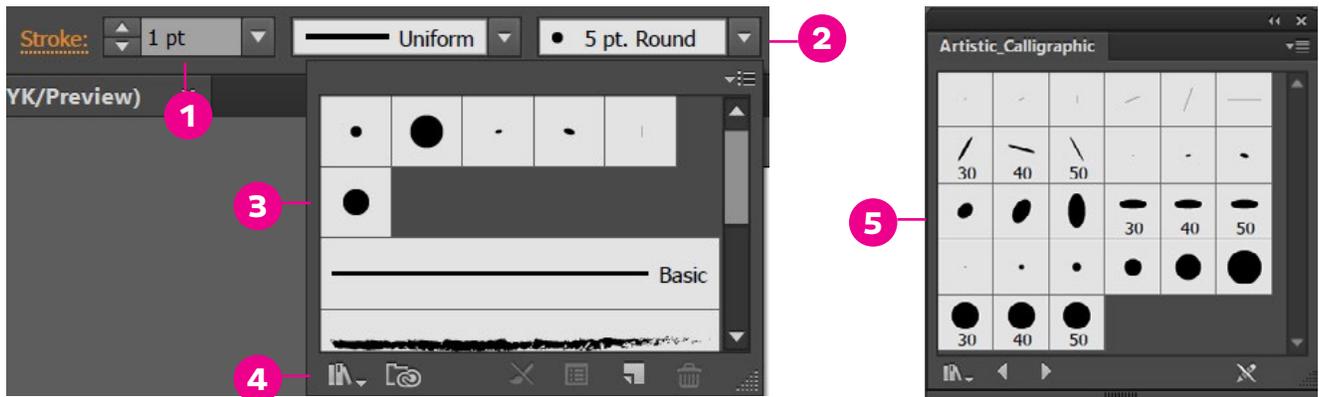
➤ Name the following drawing tools:



➤ You draw with these by _____ the mouse.

➤ The blue line in the center of the stroke is called a _____.

➤ Match the numbers with the function:



You will find more brush options at number _____.

Change the size of the stroke at number _____.

Select a certain brush by first clicking on number _____ then numbers _____ & _____.

➤ When you touch the blob tool to a shape or object, the blob will _____ with the shape.

MODULE 6: DRAWING TOOLS

VIDEO 2: PEN TOOL

- ▶▶  This icon is the _____ tool. It creates straight lines and curved lines. You can easily _____ a shape.
- ▶▶ Hold _____ to create a perfectly straight line or to create a _____ angle.
- ▶▶ To create a curved line, click a point and _____ the point any which way.
- ▶▶ Refine curves with the _____.
- ▶▶ Use the _____ tool to create both sides of a heart. Next press _____ on the keyboard to join the two sides together.

For practice, download the SHAPES document in this module. The Pen tool takes some time to master, so feel free to practice outlining shapes and pictures till you get it right!



MODULE 6: DRAWING TOOLS

ANSWERS

Video 1

1. Pencil 2. Paintbrush 3. Smooth 4. Blob

You draw with these by **clicking and dragging** the mouse.

The blue line in the center of the stroke is called a **path**.

You will find more brush options at number **4**.

Change the size of the stroke at number **1**.

Select a certain brush by first clicking on number **2** then numbers **3 & 5**.

When you touch the blob tool to a shape or object, the blob will **Merge** with the shape.

Video 2

This icon is the **pen** tool. It creates straight lines and curved lines. You can easily **trace** a shape.

Hold **Shift** to create a perfectly straight line or to create a **45 degree** angle.

To create a curved line, click a point and **drag** the point any which way.

Refine curves with the **Direct Selection**.

Use the **Reflect** tool to create both sides of a heart. Next press **PC: CTRL+J Mac: COMM+J** on the keyboard to join the two sides together.

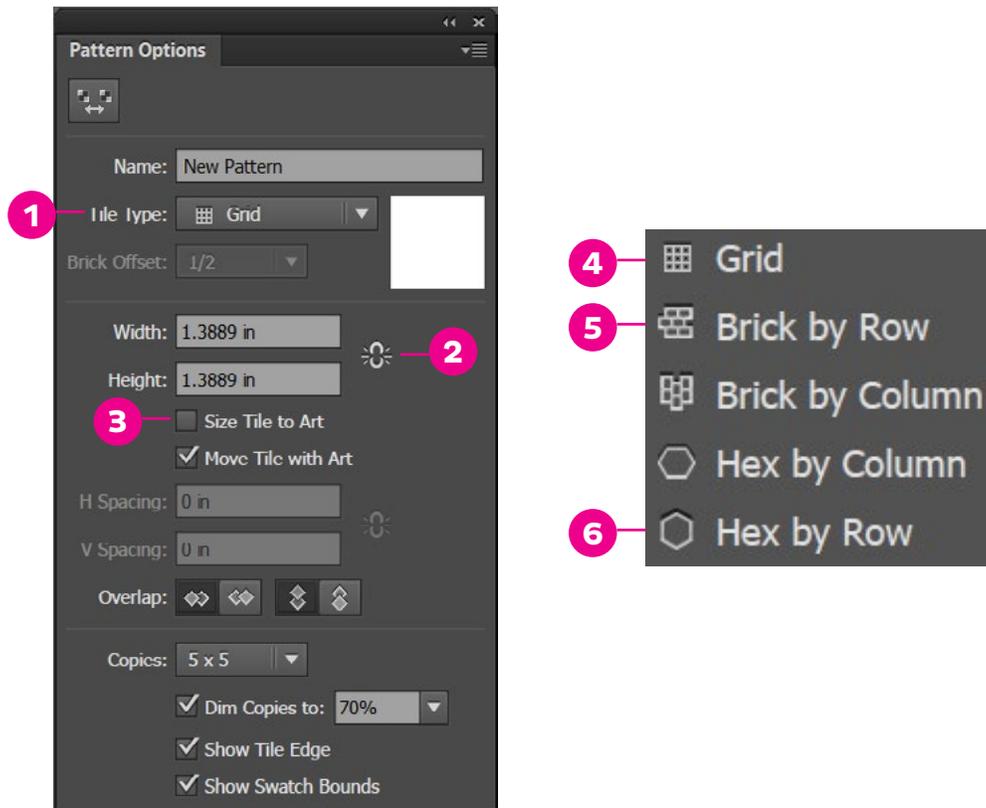


MODULE 7: PATTERNS

VIDEO 1: POLKADOT PATTERN

➤ To find the pattern tool, go to _____ then hover over _____ and select _____.

➤ Match the numbers with the function:



To make a one color polkadot pattern, select number _____, then number _____.

To make the pattern the size of your shape, select number _____.

Number _____ locks the proportion of your pattern.

Number _____ works great with two or more colors. If you want colors to alternate, select number _____.

➤ By pressing _____, you can save your current pattern and stay in the pattern tool. If you are finished, click _____. To keep both your new pattern and previous pattern, select _____, then _____.



MODULE 7: PATTERNS

VIDEO 2: DIAGONAL STRIPES

- ▶▶ To evenly space your diagonal stripes, select _____, then use the _____ at the bottom of the rectangle. Once it's evenly spaced, select _____ again and overlap the rectangle shapes.
- ▶▶ To create a diagonal pattern with more than one color, create two or more straight rectangles, align them _____, and use the _____ alignment tool to evenly distribute them. Select all the rectangles, go back to the pattern tool, rotate the rectangles _____, then select _____ and resize the length. Deselect _____, then overlap the rectangles.



MODULE 7: PATTERNS

ANSWERS

Video 1

To find the pattern tool, go to **Object** then hover over **Pattern** and select **Make**.

To make a one color polkadot pattern, select number **1**, then number **6**.

To make the pattern the size of your shape, select number **3**.

Number **2** locks the proportion of your pattern.

Number **5** works great with two or more colors. If you want colors to alternate, select number **5**.

By pressing **Save a Copy**, you can save your current pattern and stay in the pattern tool. If you are finished, click **Done**. To keep both your new pattern and previous pattern, select **Save a Copy**, then **Cancel**.

Video 2

To evenly space your diagonal stripes, select **Size Tile to Art**, then use the **Resize Tool** at the bottom of the rectangle. Once it's evenly spaced, select **Size Tile to Art** again and overlap the rectangle shapes.

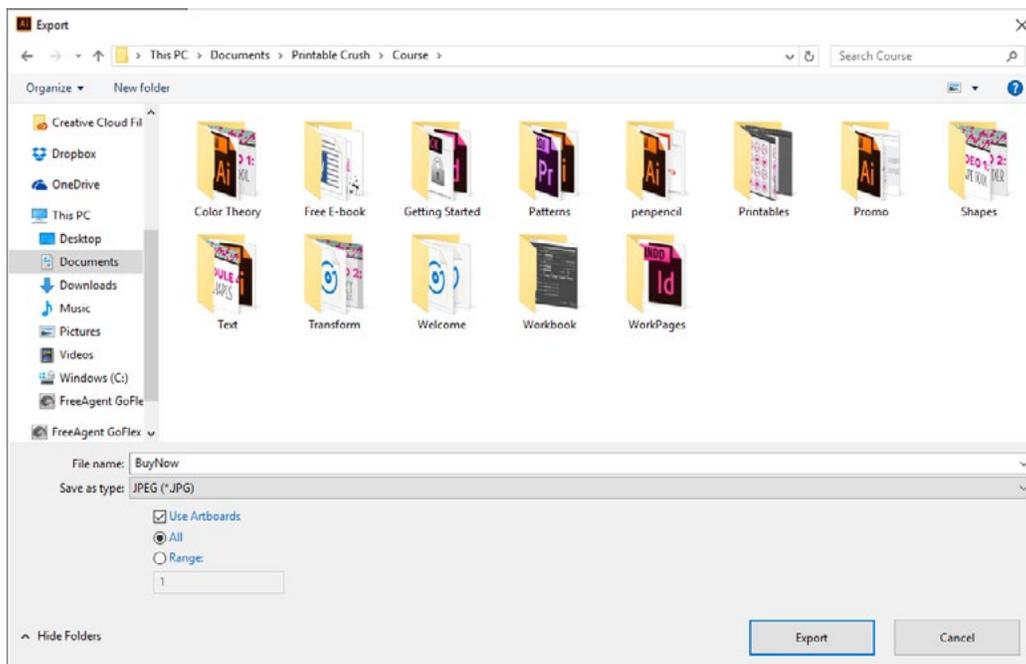
To create a diagonal pattern with more than one color, create two or more straight rectangles, align them **Vertically**, and use the **Horizontal Distribution** alignment tool to evenly distribute them. Select all the rectangles, go back to the pattern tool, rotate the rectangles **45 degrees**, then select **Size Tile to Art** and resize the length. Deselect **Size Tile to Art**, then overlap the rectangles.



MODULE 8: PRINTABLES

This is the module where everything comes together. Practice creating your own cupcake toppers and tags and upload them to the Facebook Group under Printables.

Remember, to save a JPEG in Illustrator, Go to FILE, then EXPORT.



Select JPEG under Save Image as Type and Use Artboards. You can select a range of artboards or all. Since you are saving it to Web, for the file size, select 72 ppi.

Congratulations! You're finished!

Feel free to email me at erin@strawberrymommycakes.com if you have any questions or comments.