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Prerequisites:  
Units 1–9

### Learning Activities Sheet

Student Name \_\_\_\_\_

Place a checkmark in the appropriate box as you complete each of the steps below.



1. **Take** Pretest provided by instructor. After test has been evaluated, follow instructor’s recommendations.

2. **Read** Objective Sheet.

3. **Study** Information Sheet, Objectives 1 through 4, and Student Supplement 1, “Pull-Down Menus in Adobe Illustrator.”



4. **Research** Online resources to learn more about vector illustration software and how it is used in the advertising and design field. Your instructor will provide you with a list of relevant Web sites. Write the Web addresses on the blanks below and visit at least two of them.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

5. **Study** Information Sheet, Objective 5.



6. **View** Online tutorials demonstrating how to use the various tools located in Adobe Illustrator or the illustration software used on site. Visit <http://tv.adobe.com/channel/how-to/> as one source for online tutorials.

7. **Study** Information Sheet, Objectives 6 and 7.

# Learning Activities Sheet



8. **Research** Online to find ways to customize your Adobe Illustrator (or illustration software used on site) panels. Write down four ways below that you could customize various panels to increase your productivity.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

9. **Study** Information Sheet, Objectives 8 and 9.



10. **Research** Keyboard shortcuts online for the illustration software and platform (Mac or PC) you are working on. Or, create your own list from the shortcuts featured in the drop-down menus located on the menu bar in your illustration software. Keep a list of all of your keyboard shortcuts where they are easily accessible until you have them memorized. Write five of the keyboard shortcuts that you will use most often in the spaces below.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



11. **Observe** Demonstration of procedures to be used in completing Job Sheet 1.

12. **Do** Job Sheet 1, “Create Line Art By Tracing a Template and Editing Paths.”

13. **Stop** Have your instructor evaluate your performance and if the evaluation is satisfactory, continue to step 14. If the evaluation is not satisfactory, study the procedure outlined in Job Sheet 1 and repeat steps 9, 11 and 12.

## Learning Activities Sheet



- 14. **Study** Information Sheet, Objective 10.
- 15. **Observe** Demonstration of procedures to be used in completing Job Sheet 2.
- 16. **Do** Job Sheet 2, “Apply Color, Hierarchy and Type to Information Graphics.”
- 17. **Stop** Have your instructor evaluate your performance and if the evaluation is satisfactory, continue to step 18. If the evaluation is not satisfactory, study the procedure outlined in Job Sheet 2 and repeat steps 14 through 16.
- 18. **Do** Assignment Sheet 1, “Examine Creative Concepts Used to Design Menus, and Sketch a Menu Panel.”
- 19. **Stop** Have instructor evaluate the completed assignment sheet and if the evaluation is satisfactory, continue to step 20. If the evaluation is not satisfactory, repeat step 18.



- 20. **Observe** Demonstration of procedures to be used in completing Job Sheet 3.
- 21. **Do** Job Sheet 3, “Redesign a Steakhouse Restaurant Menu With Organized Text Using Menus and Panels.”
- 22. **Stop** Have your instructor evaluate your performance and if the evaluation is satisfactory, continue to step 23. If the evaluation is not satisfactory, study the procedure outlined in Job Sheet 3 and repeat steps 20 and 21.
- 23. **Study** Information Sheet, Objective 11.
- 24. **Do** Assignment Sheet 2, “Examine Creative Concepts for Bottle Labels, and Sketch Bottle Label Designs.”
- 25. **Stop** Have instructor evaluate the completed assignment sheet and if the evaluation is satisfactory, continue to step 26. If the evaluation is not satisfactory, repeat step 24.

## Learning Activities Sheet

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- 26. **Observe** Demonstration of procedures to be used in completing Job Sheet 4.
- 27. **Do** Job Sheet 4, “Create 2D and 3D Bottle Illustrations.”
- 28. **Stop** Have your instructor evaluate your performance and if the evaluation is satisfactory, continue to step 29. If the evaluation is not satisfactory, study the procedure outlined in Job Sheet 4 and repeat steps 23, 26, and 27.
- 29. **Study** Information Sheet, Objective 12.



- 30. **Observe** Demonstration of procedures to be used in completing Job Sheet 5.
- 31. **Do** Job Sheet 5, “Create Custom Blends.”
- 32. **Stop** Have your instructor evaluate your performance and if the evaluation is satisfactory, continue to step 33. If the evaluation is not satisfactory, study the procedure outlined in Job Sheet 5 and repeat steps 29 through 31.





- 33. **Observe** Demonstration of procedures to be used in completing Job Sheet 6.
- 34. **Do** Job Sheet 6, “Create an Expressive Typography Design With Transparency and a Mask.”
- 35. **Stop** Have your instructor evaluate your performance and if the evaluation is satisfactory, continue to step 36. If the evaluation is not satisfactory, study the procedure outlined in Job Sheet 6 and repeat steps 33 and 34.



- 36. **Observe** Demonstration of procedures to be used in completing Job Sheet 7.
- 37. **Do** Job Sheet 7, “Create a Trap and Prepare Color Separations for Printing With PMS Colors.”

## Learning Activities Sheet

- |   |                          |                    |   |
|---|--------------------------|--------------------|---|
|   | <input type="checkbox"/> | 38. <b>Stop</b>    | Have your instructor evaluate your performance and if the evaluation is satisfactory, continue to step 39. If the evaluation is not satisfactory, study the procedure outlined in Job Sheet 7 and repeat steps 36 and 37. |
|   | <input type="checkbox"/> | 39. <b>Do</b>      | Assignment Sheet 3, “Research Color Psychology, and Sketch Logo Designs for a Deli.”  |
|   | <input type="checkbox"/> | 40. <b>Stop</b>    | Have instructor evaluate the completed assignment sheet and if the evaluation is satisfactory, continue to step 41. If the evaluation is not satisfactory, repeat step 39.  |
|    | <input type="checkbox"/> | 41. <b>Observe</b> | Demonstration of procedures to be used in completing Job Sheet 8.   |
|   | <input type="checkbox"/> | 42. <b>Do</b>      | Job Sheet 8, “Create a Deli Logo and Apply It to Stationery.”   |
|   | <input type="checkbox"/> | 43. <b>Stop</b>    | Have your instructor evaluate your performance and if the evaluation is satisfactory, continue to step 44. If the evaluation is not satisfactory, study the procedure outlined in Job Sheet 8 and repeat steps 41 and 42. |
|  | <input type="checkbox"/> | 44. <b>Observe</b> | Demonstration of procedures to be used in completing Job Sheet 9.   |
|   | <input type="checkbox"/> | 45. <b>Do</b>      | Job Sheet 9, “Prepare a Logo for Print and Web.”  |
|   | <input type="checkbox"/> | 46. <b>Stop</b>    | Have your instructor evaluate your performance and if the evaluation is satisfactory, continue to step 47. If the evaluation is not satisfactory, study the procedure outlined in Job Sheet 9 and repeat steps 44 and 45. |
|   | <input type="checkbox"/> | 47. <b>Do</b>      | Assignment Sheet 4, “Examine Creative Concepts Used to Design Promotional Products for a Non-Profit Organization, and Sketch Newsletter Layouts.”   |
|   | <input type="checkbox"/> | 48. <b>Stop</b>    | Have instructor evaluate the completed assignment sheet and if the evaluation is satisfactory, continue to step 49. If the evaluation is not satisfactory, repeat step 47.  |

## Learning Activities Sheet



- 49. **Observe** Demonstration of procedures to be used in completing Job Sheet 10.
- 50. **Do** Job Sheet 10, “Design a Newsletter for a Non-Profit Organization.”
- 51. **Stop** Have your instructor evaluate your performance and if the evaluation is satisfactory, continue to step 52. If the evaluation is not satisfactory, study the procedure outlined in Job Sheet 10 and repeat steps 49 and 50.
- 52. **Take** Posttest provided by instructor. After test has been evaluated, follow instructor’s recommendations.
- 53. **Stop** Have instructor evaluate your unit performance. If the evaluation is satisfactory, continue to step 54. If the evaluation is not satisfactory, repeat steps 3, 5, 7, 9, 14, 23 and 29.
- 54. **Check** With instructor for any additional assignments to be completed.
- 55. **Do** Additional assignment or job sheets listed below.  

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- 56. **Take** Unit Review provided by instructor.
- 57. **Stop** Have instructor evaluate your unit performance. If the evaluation is satisfactory, proceed to next learning activities sheet. If evaluation is not satisfactory, ask instructor for further instructions.

\*Permission to duplicate this learning activities sheet is granted.

## Objective Sheet

### Unit Objective

After completing this unit, the student should be able to use vector illustration software to design and create vector-based graphs, graphics and illustrations for print and Web-based advertising. The student will demonstrate these competencies by completing the assignment sheets and job sheets and by scoring a minimum of 85 percent on the written test.

### Specific Objectives

After completing this unit, the student should be able to:

1. Match terms related to vector illustration to their definitions.
2. Complete statements concerning vector illustration software.
3. Select true statements concerning the functions of vector illustrations in advertising and design.
4. Match basic features of vector illustration software to their descriptions.
5. Match tools used in vector illustration software to their icon or function.
6. Select true statements concerning points, paths, shapes and direction handles.
7. Match basic panels used in vector illustration software to their functions.
8. Select true statements concerning methods of moving groups of objects.
9. Complete statements concerning methods of organizing graphics and text.
10. Select true statements concerning working with text in vector illustration software.
11. Complete statements concerning 2D and 3D art.
12. Select true statements concerning custom blends and masks.
13. Examine creative concepts used to design menus, and sketch a menu panel. (Assignment Sheet 1)
14. Examine creative concepts for bottle labels, and sketch bottle label designs. (Assignment Sheet 2)
15. Research color psychology, and sketch logo designs for a deli. (Assignment Sheet 3)

## Objective Sheet

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16. Examine creative concepts used to design promotional products for a non-profit organization, and sketch newsletter layouts. (Assignment Sheet 4)
17. Create line art by tracing a template and editing paths. (Job Sheet 1)
18. Apply color, hierarchy and type to information graphics. (Job Sheet 2)
19. Redesign a steakhouse restaurant menu with organized text using menus and panels. (Job Sheet 3)
20. Create 2D and 3D bottle illustrations. (Job Sheet 4)
21. Create custom blends. (Job Sheet 5)
22. Create an expressive typography design with transparency and a mask. (Job Sheet 6)
23. Create a trap and prepare color separations for printing with PMS colors. (Job Sheet 7)
24. Create a deli logo and apply it to stationery. (Job Sheet 8)
25. Prepare a logo for print and Web. (Job Sheet 9)
26. Design a newsletter for a non-profit organization. (Job Sheet 10)

## Information Sheet

## Objective 1 Terms and definitions

✓ **Note:** Please refer to the Key Terms for definitions.

**Fill**

**Identity system**

**Line**

**Perspective**

**Stroke**

**Vector**

## Objective 2 Vector illustration software

## Key Terms

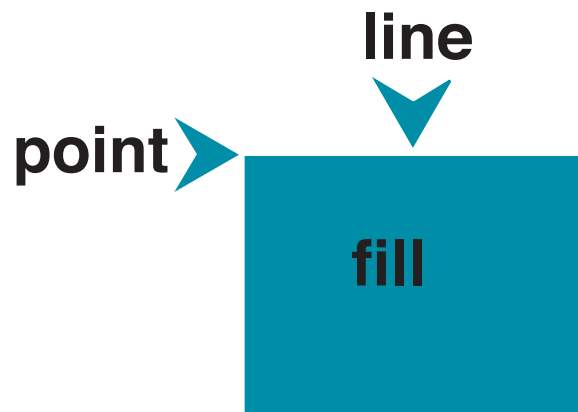
**Fill**—The positive space of a shape created by applied color

**Line**—A point set in motion

**Vector**—Graphic created by a continuous point and line; can be scaled up or down

- a. **Vector** illustration software is used to create computer-generated illustrations through the use of point, **line** and **fill**.

**Figure 1—Vector illustration**



- b. When creating an image in vector illustration software, approach it as if you were building an illustration rather than drawing it.

# Information Sheet

## Objective 3

## Functions of vector illustrations in advertising and design

### Key Term

**Identity system**—With the basis of a distinct logo, a defined color panel and typographic treatments, this system provides presentation unity across a broad range of marketed materials

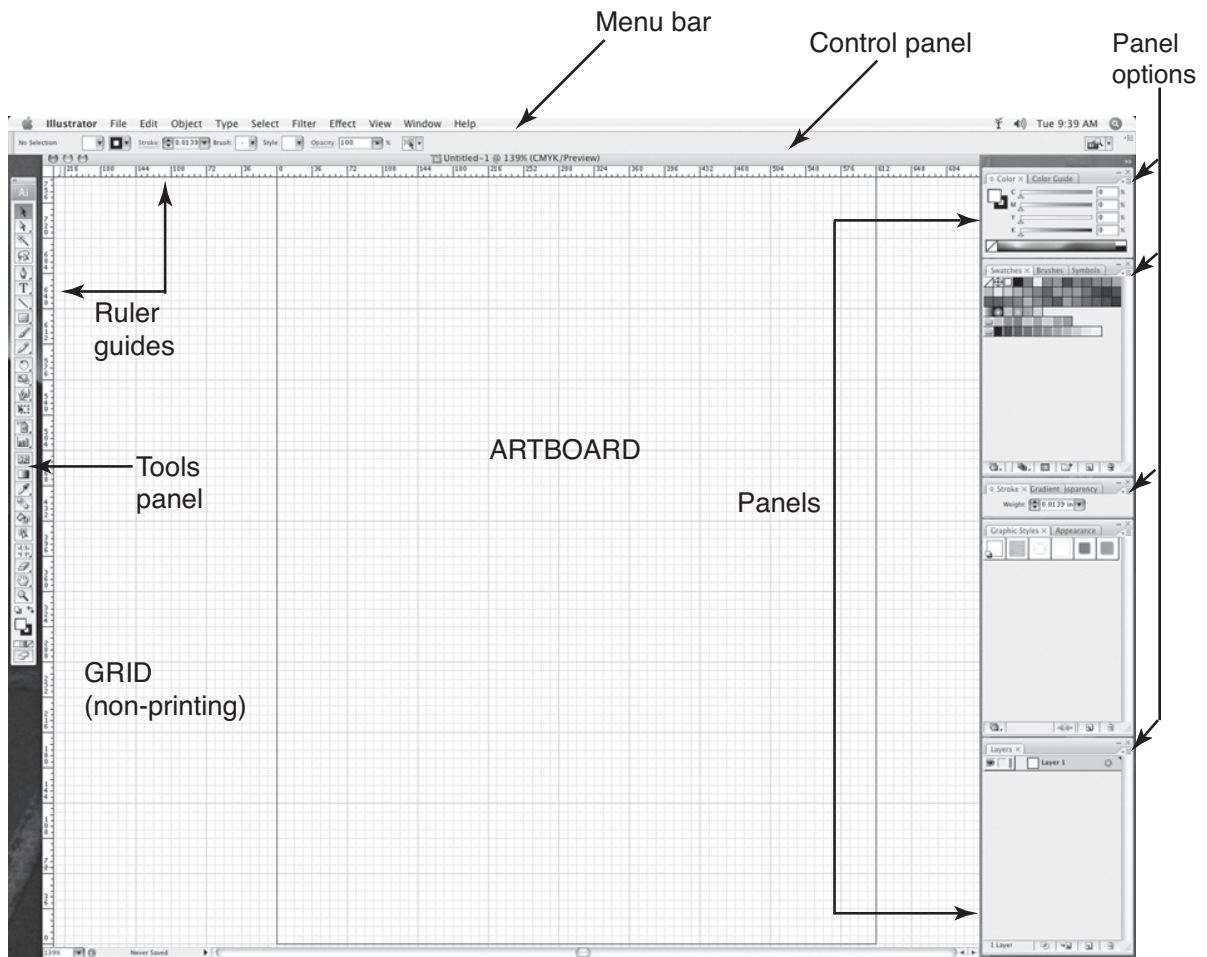
- Vector Illustrations can easily be scaled up or down in size for use in many applications of an **identity system**.
- Vector illustrations can be exported for use in print or animation, or on the Web.

## Objective 4

## Basic features of vector illustration software

✓ **Note:** As you study this objective, view the various features of the illustration software available on site on your monitor.

**Figure 2—Document window showing basic illustration software features**




























- a. Artboard—The blank, outlined area that represents a page where graphics are created
- b. Control panel—Large bar usually positioned at the top of the program, featuring a sample of the most commonly used panel settings
- c. Grid—A non-printing background grid used to lay out elements in an organized manner
- d. Menu bar—Pull-down menus that drop down when selected by mouse or keystroke
  - ✓ **Note:** A right facing arrowhead to the right of menu items indicates that there are more choices related to the given menu item.
- e. Panel options—Panel menu icon in upper-right corner of panel that contains drop-down menu of options and settings for that panel
- f. Panels—Movable menus that allow the designer to adapt and change the attributes to software tools and functions
- g. Ruler guides—Rulers marked off in various units of measure that appear as guides to the illustrator but do not print out on the artwork
- h. Tools panel—Menu of tools available to select, create and manipulate

## Information Sheet





### Objective 5 Tools used in vector illustration software and their functions

✓ **Note:** The screenshots in this objective were taken in Adobe Illustrator CS5.

Icon	Tool Name	Function
	Selection tool	Used to select and move whole line segments or shapes
	Direct Selection tool	Used to select points to distort, edit and manipulate established lines and shapes
	Magic Wand tool	Used to select areas similar to the area the user clicks on with the mouse  ✓ <b>Note:</b> More or less of an area can be selected by changing the tolerance settings of this tool.
	Lasso tool	Used to select an area with a click/drag motion of the mouse
	Pen tool	Used to connect points with lines in a “connect the dots” fashion; most accurate method of drawing a shape
	Type tool	Used to type text onto the artboard
	Line Segment tool	Used to combine the creation of two points and a line in one tool in order to create lines with a click/drag motion
	Rectangle tool	Used to create simple, whole rectangle shapes with a click/drag motion  ✓ <b>Note:</b> Other shapes can be found by clicking and holding down this tool button in the Tools panel.
	Paintbrush tool	Used to simulate the artistic strokes of a paintbrush with a continuous click/drag motion on the screen
	Pencil tool	Used to create a solid, sketch-like line with a continuous click/drag motion on the screen
	Blob Brush tool	Used to paint filled shapes that can intersect and merge with other shapes of the same color.
	Eraser tool	Used to erase an area of a shape

Icon	Tool Name	Function
	Rotate tool	Used to create a custom 2D rotation on the screen  ✓ <b>Note:</b> After selecting the shape with the Selection tool, then selecting this tool, the user can click on the corner of an object to create a custom 2D rotation on the screen.
	Scale tool	Used to scale an object by clicking and dragging the corner of an object  ✓ <b>Note:</b> The dragging motion must go toward or away from the object's center.
	Width tool	Used to create a variable width stroke that can be saved as a profile to be applied to another stroke
	Free Transform tool	Used to rotate, squash, stretch or scale an object, depending on the direction the active points are pulled
	Symbol Sprayer tool	Used to add symbols that follow the path the user's mouse has taken
	Shape Builder tool	Used to create complex shapes by merging and erasing simpler shapes; contains the Paint Bucket tool
	Perspective Grid tool	Used to draw directly on planes of true perspective, to draw shapes and scenes in accurate 1, 2, or 3-point perspectives, and to move, scale, duplicate and transform objects dynamically
	Column Graph tool	Used to create graph bars, including pie graphs
	Artboard tool	Used to re-size artboards
	Slice tool	Used specifically for defining Web spaces
	Mesh tool	Used to create advanced, realistic looking gradients on whole shapes within an illustration
	Gradient tool	Used to apply a gradient to a shape
	Eyedropper tool	Used to instantly set the fill color to the area that was clicked on in an image

## Information Sheet

Icon	Tool Name	Function
	Blend tool	Used to create a series of intermittent morphing shapes between two objects
	Hand tool	Used to click/drag the artboard to move it around the screen
	Zoom tool	Used to zoom in on an object for a closer on-screen view
	Fill, Stroke and Toggle tools	Used to apply a new fill color to a shape, to add a stroke to a shape and to swap the colors of a shape

### Objective 6 Points, paths, shapes and direction handles

#### Key Term

**Stroke**—An outline color, width or style (brush stroke, dashed, dotted)

- a. Points
  - Points are used to connect lines.
  - Points can be moved when selected with the Direct Selection tool.
- b. Paths
  - Paths are made up of anchor points (for editing) and line segments.
  - Paths can be open (line) or closed (shape).
  - A closed path is a shape that has a **stroke** (outline) and fill (center).
  - Paths can be changed by selecting points and lines with the Direct Selection tool.
- c. Shapes
  - Shapes are closed paths that may have stroke and fill applied.
  - The simplest method of creating an illustration is to use the appropriate shape tool on the Tools panel to create an overlapping group.
  - When creating a shape, hold down the Shift key to create shapes that are perfectly even in height or lines that are perfectly straight.
  - It is important to close shapes. Objects that are not closed may appear to be closed; however, you will have little control over effects, outlines and fills when shapes are not truly closed.

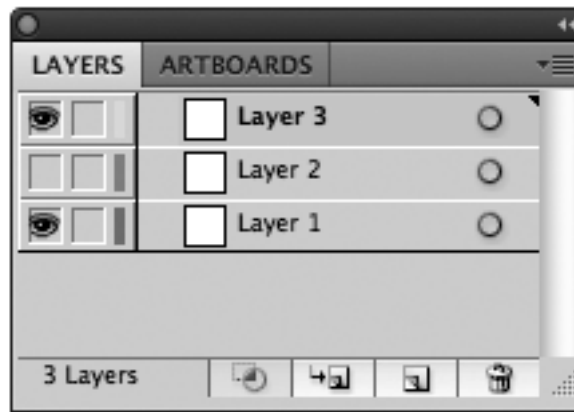
- d. Direction handles
  - Direction handles are straight lines that connect to points and align with the direction the points were plotted.
  - Direction handles are used to change existing curves in a shape by moving either end of the direction handle while in Direct Select mode.
  - Direction handles are usually located near curves.

**Objective 7**

**Basic panels used in vector illustration software and their functions**

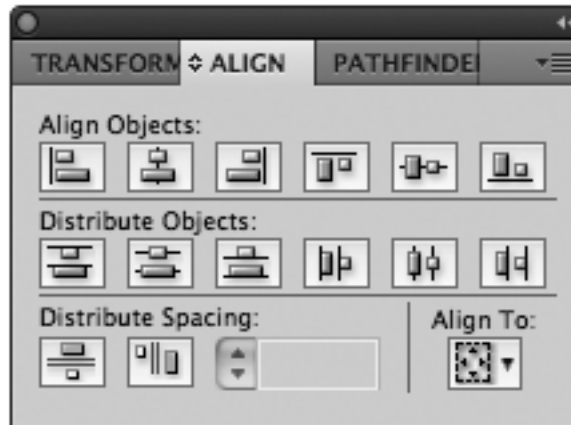
- a. Layers panel—Allows the user to name and stack shapes, offering organization and control over the illustration; layers can be individually moved, edited, turned on or off, deleted, duplicated, merged, locked or hidden and also be part of a larger illustration

**Figure 3**



- b. Align panel—Allows the user to align shapes, lines and text vertically or horizontally

**Figure 4**



## Information Sheet

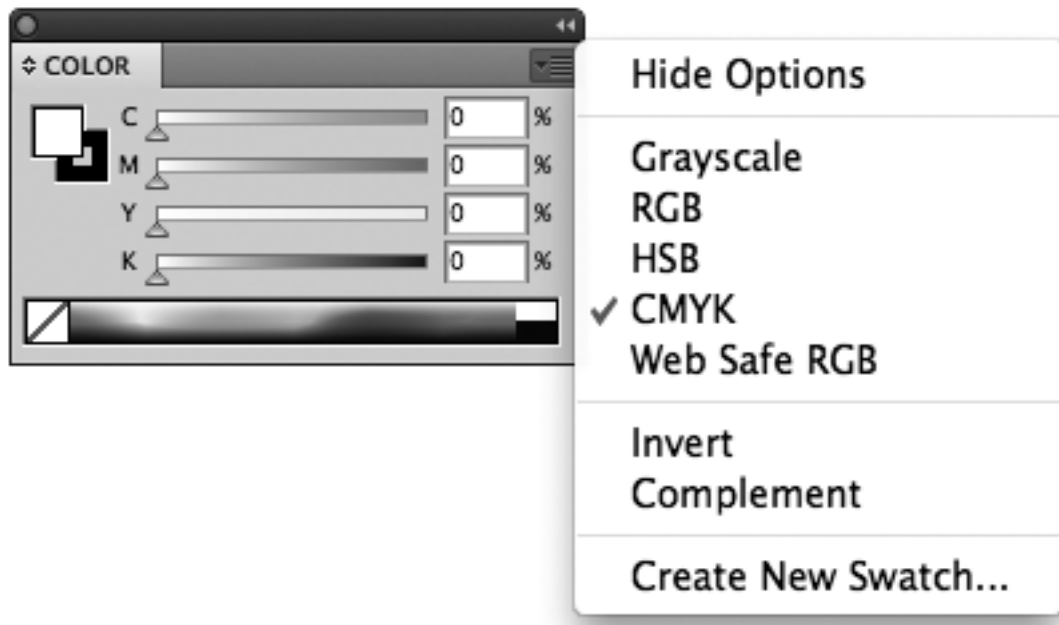
- c. Character panel—Allows the user to choose a different font and to change the size and spacing associated with the font

Figure 5



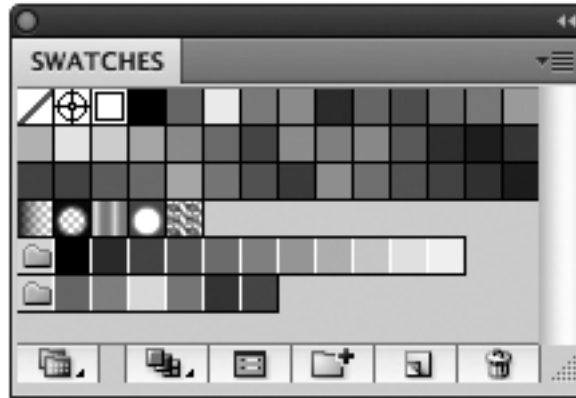
- d. Color panel—Allows the user to choose a color system and change the stroke or fill in the Tools panel

Figure 6



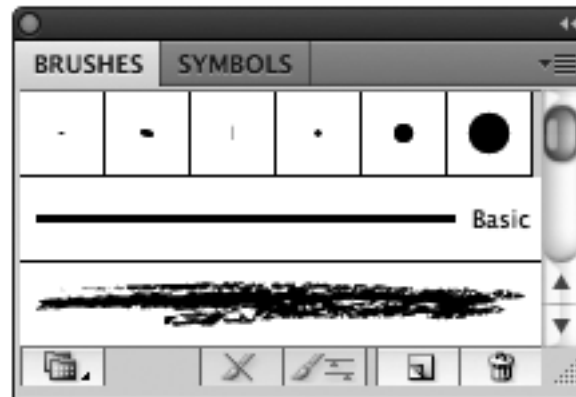
- e. Swatches panel—Provides the user with a “color bank” of swatches that can be moved from the Color panel and used in an illustration

**Figure 7**



- f. Brushes panel—Allows the user to choose from various sizes and styles of brushes to create graphic patterns and fine art strokes when applied to the Brush tool

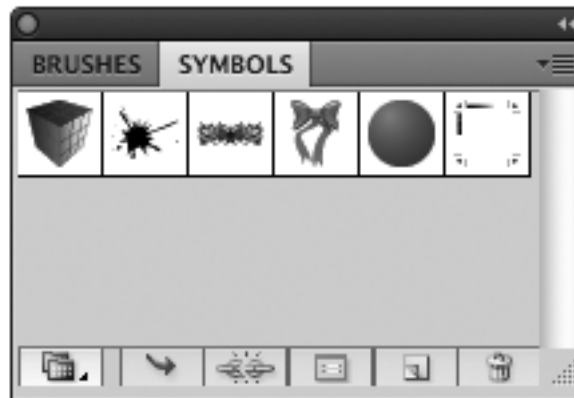
**Figure 8**



## Information Sheet

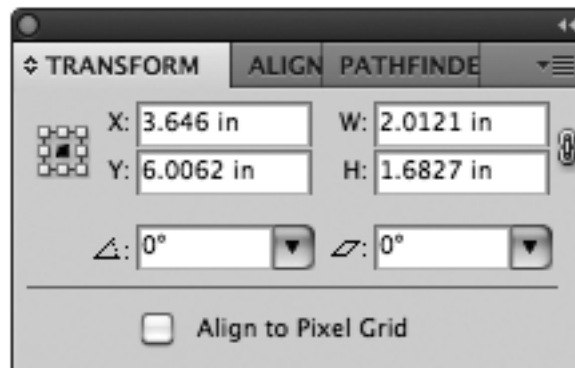
- g. Symbols panel—Allows the user to create and store their own graphics for repeated use or to use various themed libraries of ready-made graphics

**Figure 9**



- h. Transform panel—Aids in the transformation of shapes by rotating, shearing or mathematically scaling the height and width when the desired units of measurement are entered

**Figure 10**

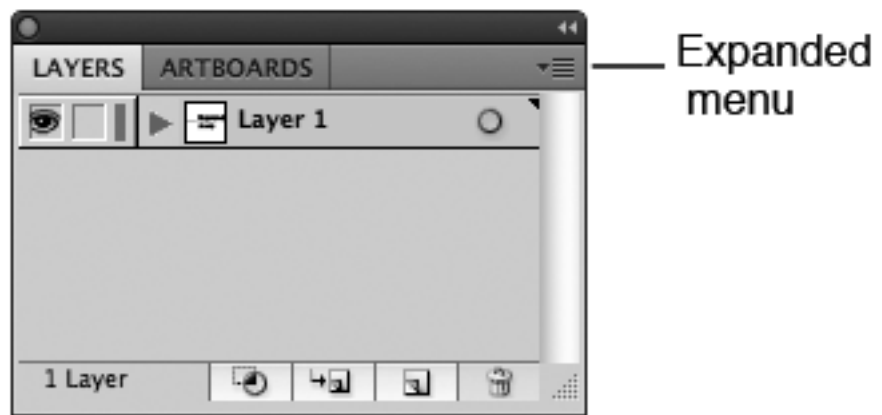


Objective 8

Methods of moving groups of objects

- a. *Shift* > Select objects to be moved
  - This method is a quick way to repeatedly move objects that may not need to be moved together as part of a specific group.
  - Once the selection has been cleared, it is easy to immediately work with the elements.
- b. *Object* > *Group* located on the menu bar
  - This method is a semi-permanent way to move objects around the artboard.
  - Grouping items allows them to be moved together by selecting only the items you want with the Selection tool or marquee.
  - Once objects are grouped, they will stay together until they are ungrouped.
  - Adjusting elements within groups takes a little longer since they must be ungrouped before any edits can occur.
- c. Expanded menu of Layers panel > *Merge Selected*
  - This method will merge elements from different layers onto one layer.
  - This method allows objects to be turned on and off or to simultaneously apply transparency to an object.
  - By clicking on the target in the right area of the layer, all objects can be temporarily grouped and edited.

Figure 11—Expanded Menu of Layers Panel



## Information Sheet

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### Objective 9

### Methods of organizing graphics and text

- a. Copy and paste an object.
  - *Edit > Copy* and then *Edit > Paste* from the menu bar
  - PC—Hold down *Control-Alt* keys while dragging an object
  - Mac—Hold down *Option* key while dragging an object
  - Keyboard shortcuts
    - Mac shortcuts
      - *Apple-C* to copy
      - *Apple-V* to paste
    - PC shortcuts
      - *Control-C* to copy
      - *Control-V* to paste
- b. Select all elements on a page.
  - *Shift >* Manually select elements—Allows user to select specific elements in various layers
  - Marquee selection—Allows user to quickly select elements on the artboard that are near each other by using the Selection tool to drag a marquee around elements
  - *Edit > Select All* from the menu bar—Allows user to quickly select all elements on the artboard
- c. Use the Align panel.
  - *Shift >* Manually select elements and then choose a method of alignment from the Align panel—Allows user to align elements horizontally or vertically

Objective 10

Working with text in vector illustration software

- a. Text wrap can be used to create a barrier of space between text and an image that text surrounds. This barrier creates separation and organization and can be adjusted in the Text Wrap options.
  - b. Text can flow through many text blocks on one page via connected text boxes in illustration software. This is helpful when creating an ad with multiple columns of body copy or a one-page newsletter.
  - c. During the design process, designers are constantly changing and editing text. The connected text boxes allow the text to automatically reflow through the design whether text is added or deleted.
  - d. When creating multiple-page documents, use page-layout software rather than illustration software.
- ✓ **Note:** QuarkXPress and Adobe InDesign are the industry standards for page-layout software.

Objective 11

2D and 3D art

**Key Term**

**Perspective**—Use of scale, color and value to show depth

- a. 2D art
  - 2D art is created using simple **perspective** drawings with attention to line weight and appropriate gradients.
  - Thicker lines tend to relay closeness, while thinner lines relay distance.
  - Gradients that are light at the bottom and dark at the top relay distance.
- b. 3D art
  - ✓ **Note:** Use the 3D function sparingly, because Adobe Illustrator automates the repeated duplication process of the line, making the 3D art file very large and causing older computers to work very slowly or shut down.
  - 3D art is created with illustration 3D effects.
  - Images to be used in 3D art must be drawn as flat art or line art and beveled or revolved.
  - 3D images show mass, volume, shadows and highlights.

## Information Sheet

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- 3D images allow the user to choose from multiple angle and side views.
- 3D images can only be created in CMYK color mode, because the 3D process automatically adds black to shading and reverts any image to CMYK.
- Illustration software will try to rotate the lines and surface of a closed and filled shape 360°, resulting in a distorted, twisted image. Therefore, it is important to think of shapes as outlined halves for rotation.

### Objective 12 Custom blends and masks

#### a. Custom blends

- Allow one object to transform into another object through sequential stages.
- The same object can be blended into a different scale to show perspective, or two different objects can be blended to show total transformation.

#### b. Masks

- Applying a mask is much like applying a cookie cutter to a body of text, another shape or a photo. The area the mask is applied to remains intact but takes on the outer perimeter of the mask.

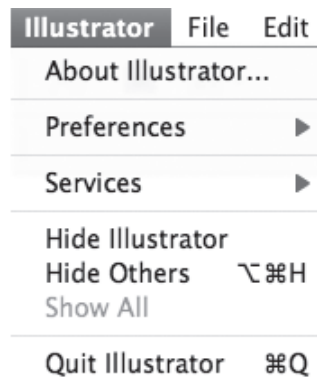
## Student Supplement 1 – Pull-Down Menus in Adobe Illustrator

- ✓ **Note:** The screenshots in this supplement were taken in Adobe Illustrator CS5. Open Adobe Illustrator or the illustration software available in your classroom. View the menu bar and pull-down menus on your monitor and notice where the pull-down menus are located and also notice the various functions available within each menu option. If you are using illustration software other than Adobe Illustrator, you should note where these options are in your particular software.

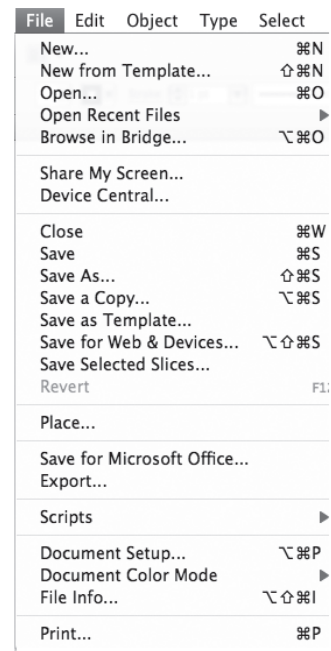
a. Menu bar

Illustrator File Edit Object Type Select Effect View Window Help

b. Illustrator pull-down menu



c. File pull-down menu



# Student Supplement 1

## d. Edit pull-down menu

Edit	Object	Type	Select	Effect
Undo				⌘Z
Redo				⇧⌘Z
Cut				⌘X
Copy				⌘C
Paste				⌘V
Paste in Front				⌘F
Paste in Back				⌘B
Paste in Place				⇧⌘V
Paste on All Artboards				⌘⇧⇧V
Clear				
<b>Find and Replace...</b>				
Find Next				
Check Spelling...				⌘I
Edit Custom Dictionary...				
Define Pattern...				
Edit Colors				▶
Edit Original				
<b>Transparency Flattener Presets...</b>				
Tracing Presets...				
Print Presets...				
Adobe PDF Presets...				
SWF Presets...				
Perspective Grid Presets...				
Color Settings...				⇧⌘K
Assign Profile...				
Keyboard Shortcuts...				⌘⇧⌘K

## e. Object pull-down menu

Object	Type	Select	Effect
Transform			▶
Arrange			▶
Group			⌘G
Ungroup			⇧⌘G
Lock			▶
Unlock All			⌘⇧2
Hide			▶
Show All			⌘⇧3
<b>Expand...</b>			
Expand Appearance			
Flatten Transparency...			
Rasterize...			
Create Gradient Mesh...			
Create Object Mosaic...			
Create Trim Marks			
<b>Slice</b>			
▶			
<b>Path</b>			
▶			
<b>Blend</b>			
▶			
<b>Envelope Distort</b>			
▶			
<b>Perspective</b>			
▶			
<b>Live Paint</b>			
▶			
<b>Live Trace</b>			
▶			
<b>Text Wrap</b>			
▶			
Clipping Mask			
▶			
Compound Path			
▶			
Artboards			
▶			
Graph			
▶			

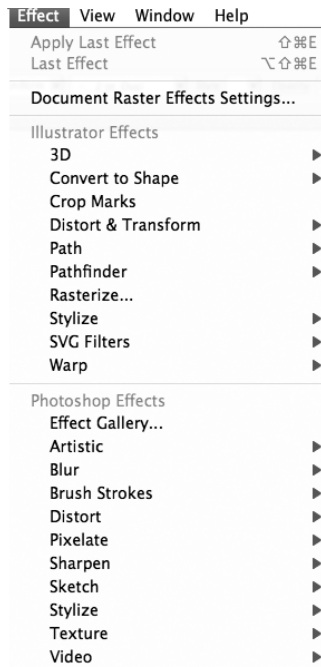
## f. Type pull-down menu

Type	Select	Effect	View	Window
Font				▶
Recent Fonts				▶
Size				▶
<b>Glyphs</b>				
Area Type Options...				
Type on a Path				▶
Threaded Text				▶
Fit Headline				
Create Outlines				⇧⌘O
Find Font...				
Change Case				▶
Smart Punctuation...				
Optical Margin Alignment				
Show Hidden Characters				⌘⇧I
Type Orientation				▶
Legacy Text				▶

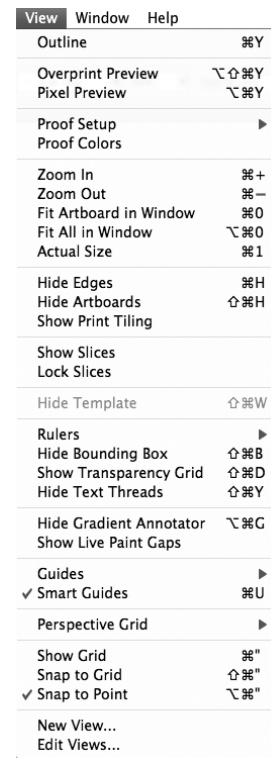
## g. Select pull-down menu

Select	Effect	View	Window
All			⌘A
All on Active Artboard			⌘⇧A
Deselect			⇧⌘A
Reselect			⌘6
<b>Inverse</b>			
Next Object Above			⌘⇧]
Next Object Below			⌘⇧[
Same Object			▶
Save Selection...			
Edit Selection...			

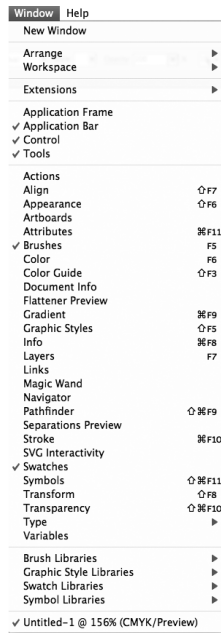
## h. Effect pull-down menu



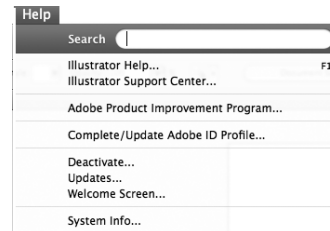
## i. View pull-down menu



## j. Window pull-down menu



## k. Help pull-down menu



## Student Supplement 1

- I. Preferences menu (located under the Illustrator pull-down menu on the menu bar)

