



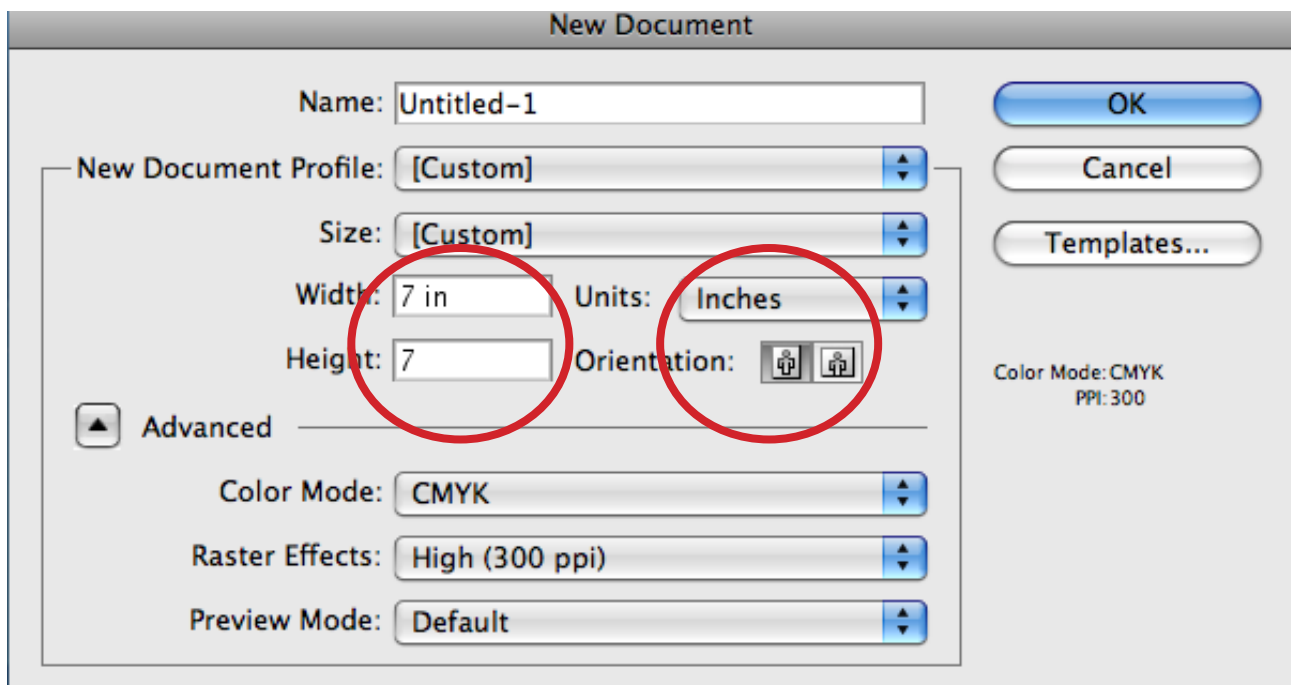
Step-by-Step

Using Point Type in Illustrator to create expressive text.

Launch Illustrator. You will see MENU items but NO paper to work on.

1. To create a new document that is 7" square:

Use Menu Item **FILE>NEW** and a dialog box will appear (*it will look a bit different in CS5. It is OK.*) Complete the information in the dialog box as shown below: Click OK.



2. Use **Menu Item FILE>SAVE** and name your document "your last name_your-word.ai"

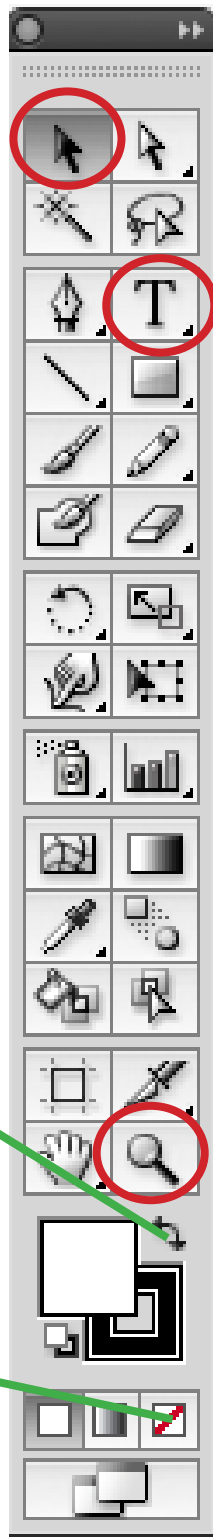
EXAMPLE: If the word you are currently working on is "popcorn" your file should be named "smith_popcorn.ai"



Tools and Techniques you will need for this homework.

Selection Tool

To select your word or anything else you are working with, click on the object you wish to select with the black-filled Selection Tool which resembles an arrow.



Type Tool

To create point type, click ONCE in the document area with the Type Tool. Type your word.

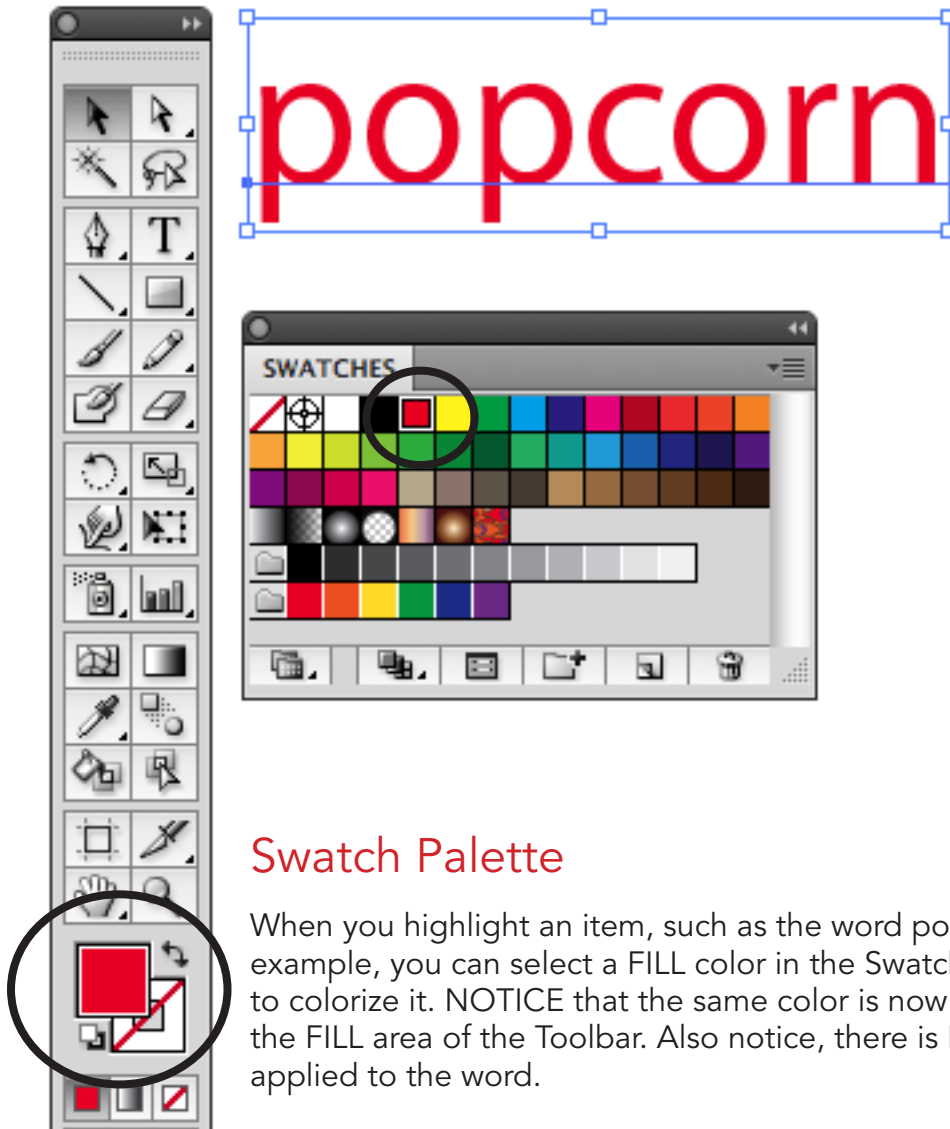
Fill & Stroke

At the bottom of the tool bar there are 2 squares. In this image, FILL is active; white fill and black stroke is the DEFAULT setting. Click once in the box behind to make it active, and vice versa OR click on the little reverse arrows to toggle between Fill and Stroke. For MOST type work, STROKE should have NO color applied and some color for Fill. REMOVE stroke color with the universal NO box below the Fill/Stroke area.

Zoom Tool

To shrink size of "paper", press **Option Key** while clicking in document area with the Zoom Tool.

To enlarge size of "paper", Click in document area with the Zoom Tool, several times if needed. OR marquee (highlight) the area with the Zoom tool starting from upper left to lower right of area you wish to close in on.



Swatch Palette

When you highlight an item, such as the word popcorn in this example, you can select a FILL color in the Swatch palette to colorize it. NOTICE that the same color is now showing in the FILL area of the Toolbar. Also notice, there is NO STROKE applied to the word.



Typing your Word

Click ONCE in the document area with the **Type Tool** and type your word.

popcorn

To begin to “play” with your word

Select the typed word

Click ONCE in the word area with the **Selection Tool**



Scale the word to make it larger or smaller

Select the word with the **Selection Tool** then stretch it by **dragging on one of the corner points**.

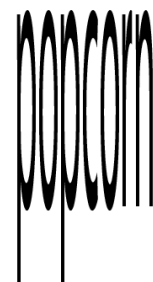
To **SCALE** the type **PROPORTIONALLY** larger or smaller **constrain** it by selecting the word, **PRESSING THE SHIFT KEY**, then drag a corner point diagonally with the mouse, then let go of the mouse and then let go of the shift key.



original typed word— shown selected and indicating a corner point used to drag



proportionally enlarged word—shown selected



same word and typeface—shown distorted two different ways because the designer pulled on the middle points while selected and did not use the shift key to constrain.



Select the typeface you want to use to express your word
Click ONCE in the word area with the Selection Tool

Go to MENU ITEM>TYPE>FONT and choose a font. the word will take on the font attributes.



ABOVE: typed word— shown selected and enlarged in the typeface named "BancoITC TT Heavy"

IF you wish to manipulate the word by using its SHAPES and not its letters

1. Make sure you have spelled the word correctly.
2. Click ONCE in the word area with the Selection Tool
3. Use **MENU ITEM>TYPE>CREATE OUTLINES**
4. Your type will look the SAME but it changed to shapes that are GROUPED together. (see image below)



Word shown selected with each letter a shape and all the shapes grouped together..



To manipulate EACH shape you must first UNGROUP the outlined set of shapes.

Click ONCE in the outlined word area with the Selection Tool

Use **MENU ITEM>OBJECT>UNGROUP**

Click once anywhere in the page but on your word to **deselect the word**.

Click once **on any letter** of your ungrouped shapes. You may now stretch or shrink each shape, proportionally or not, and manipulate it as much as you wish.



BE SURE TO SAVE YOUR WORK OFTEN!!!!

TO SAVE as you work:

use MENU ITEM FILE>SAVE OR USE HAND COMMANDS

Mac: Command key-S

PC: Control key-S

To UNDO actions: Illustrator has "unlimited undoes". You can undo back to a state you want to return to by undoing multiple times..

Go to **MENU ITEM>EDIT>UNDO**

Hand Commands:

Mac: **Command key-Z**

PC: **Control key-Z**