L6334 - Illustrator Skills Every Designer Should Know

Discover why Illustrator is a critical design tool in this follow-along lab with Adobe Certified Instructor and MAX Master Jason Hoppe. Designed for beginners or those who need to refresh their core skills, the lab covers essential techniques and key concepts for working in Illustrator. With a solid understanding of Illustrator basics, you'll be able to create logos, illustrations, or infographics like a pro.
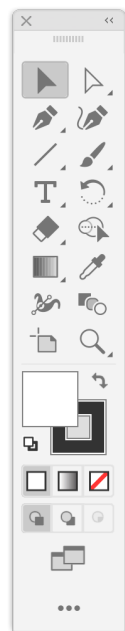
Jason Hoppe
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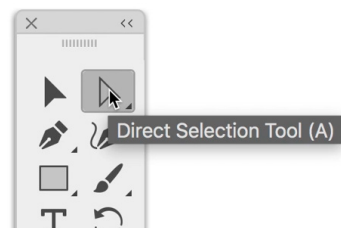*linkedin:* jasonhoppe
youtube: jasonhoppe

Get to know the Illustrator Workspace

Toolbar

Find the Toolbar at the side of your screen or under *Window > Tools*

Hover the cursor over any tool to see the Tool Hint. This shows the name of the Tool and also the shortcut (if one is assigned).

SMART SHORTCUT:

By pressing the **TAB** key, your Tool Bar go away. Press the **TAB** again and it will reappear.

Not seeing all the Tools?
Click on the ••• at the bottom of the tool bar to add tools if the Toolbar is set to the Basic set of tools. Or choose *Window > Toolbars > Advanced* to see all the tools.

Nested Tools

There are many tools in the Tool Bar. A **small triangle at the lower right of a tool** indicates a set of nested tools.

To access all the tools nested together, click and hold on the tool and a fly-out will appear showing all the nested tools.

|	
Rectangle Tool	(M)
Ellipse Tool	(L)
Polygon Tool	
Star Tool	
Line Segment Tool	(\)
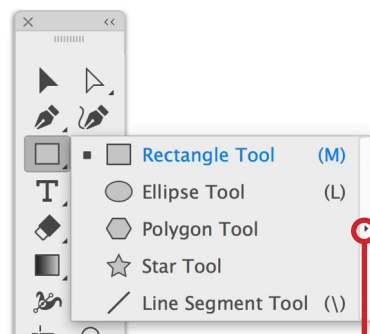
Tool Tear-Off

Click on the right arrow of a fly-out menu to create a floating panel (Tear Off) to have all the tools available quickly and easily.
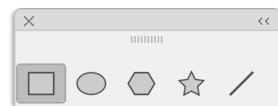
Control Bar & Application Bar

The Control and Application Bars show up at the top of the document window. You can find these under *Window Menu> Control* and *Window Menu> Application Frame*
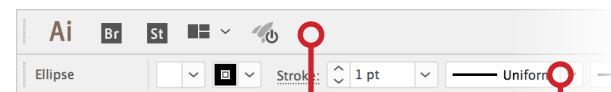
The Application Bar shows icons for Adobe Bridge, Adobe Stock, and document gathering.

The Control Bar shows the information based on the object, image, shape or text selected based on the Tool you are using.

Panels

Panels are listed alphabetically under the Window Menu. Panels are topic specific. They can be arranged to nest together or individually in the Illustrator interface.

To nest a panel into another panel, click on the NAME on the TAB of the panel and pull the TAB next to the NAME on another TAB. The area will highlight in BLUE to show the nesting.
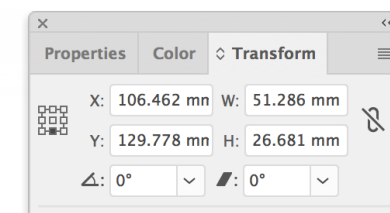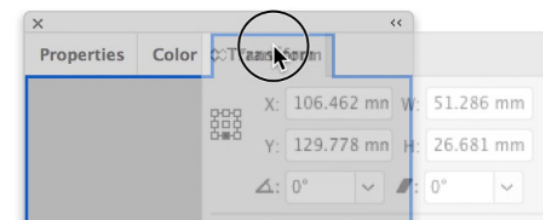
Workspaces

Workspaces are under the Window Menu>Workspaces. Workspaces are presets that allow you to set up the panels, shortcuts and locations of the panel and capture those settings. Workspaces have several presets for all type of creative work and you can save your own workspaces as well.

To show all the tools in the tool bar, choose the Essential Classic Workspace.

Navigating Artboards

Illustrator has artboards (like pages in a document). Open the Artboard Panel under *Window> Artboards.*
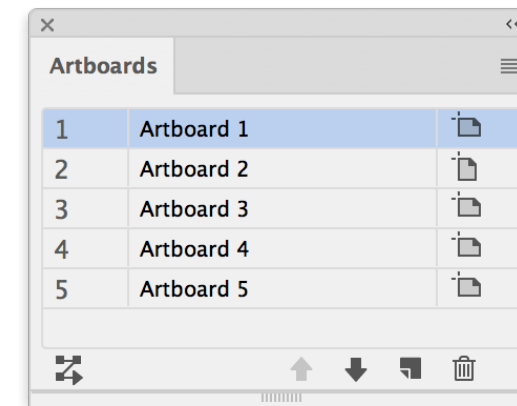
Double-click on the number of the artboard to view that artboard.

Double-click on the name of the artboard to edit the name.

Double-click on the artboard icon to edit the artboard options.

Shortcut keys

Know your **MAC** shortcut modifier keys:

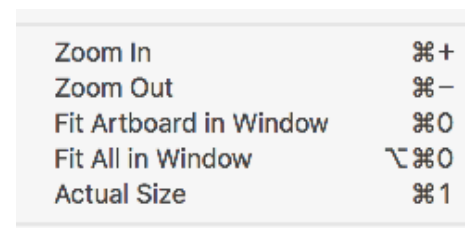| ⌘ COMMAND	CTRL on the **PC**
⌥ OPTION	ALT on the **PC**
⇧ SHIFT	SHIFT on the **PC**

Zooming and Navigation

Zoom in, Zoom out

Shortcuts abound for zooming in and zooming out on your artwork.

View Menu:

Zoom In	⌘ +
Zoom Out	⌘ −
Fit Artboard in Window	⌘ 0
Fit All in Window	⌥⌘ 0
Actual Size	⌘ 1

Lower Left of the Illustrator Window:
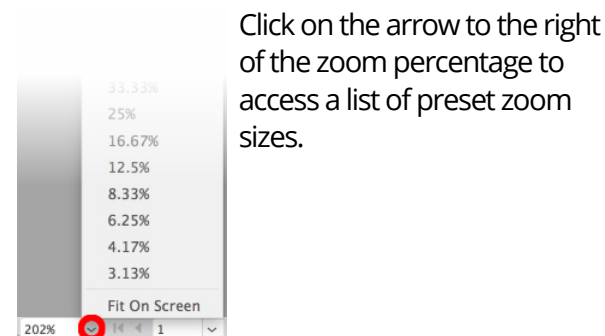
Click on the arrow to the right of the zoom percentage to access a list of preset zoom sizes.

33.33%
25%
16.67%
12.5%
8.33%
6.25%
4.17%
3.13%
Fit On Screen

202%

Zoom Tool

Use the Zoom tool in the Tool Bar.

Press Z to get **Zoom Tool**
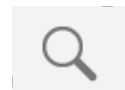
ZOOM IN: Click on the document and drag the Zoom Tool **DOWN** and to the **RIGHT**

ZOOM OUT: Click on the document and drag the Zoom Tool **UP** and to the **LEFT**

SMART SHORTCUT:

COMMAND + SPACE BAR will activate the **Zoom Tool** anytime.

OPTION will using the **Zoom Tool** will **Zoom Out**.

On the Mac, **COMMAND + SPACE BAR** may open up your Spotlight search. You can change this in the System Preferences > Spotlight > Keyboard Shortcuts. Turn off the shortcut for the Spotlight search.

Move the page

Use the Hand tool in the Tool Bar.

Press H to get **Hand Tool**

ZOOM IN: Click on the document and drag the Zoom Tool **DOWN** and to the **RIGHT**

ZOOM OUT: Click on the document and drag the Zoom Tool **UP** and to the **LEFT**

SMART SHORTCUT:

SPACE BAR will activate the **Hand Tool** anytime.

Just don't use the Space Bar when you are editing text, or you will get spaces.

If you are editing text, use the **OPTION KEY** to get the **Hand Tool**. If you use the space bar will editing text, you will get a space. When you know this shortcut, you will impress everyone!

Fast Zoom in and Zoom out

SMART SHORTCUT:

Double Click on the **Hand Tool** in the Tool Bar to **fit the document to the size of the window**.

SMART SHORTCUT:

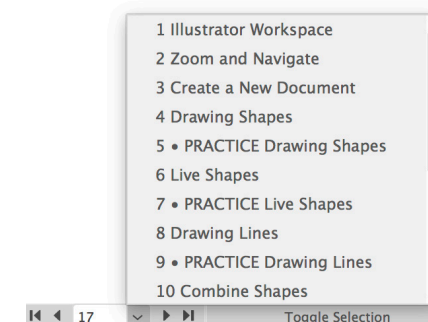**Double Click** on the **Zoom Tool** in the Tool Bar to fit the document zoom to **ACTUAL SIZE (100%)**.

SMART SHORTCUT:

OPTION plus the **mouse scroll wheel** will **Zoom in** and **Zoom Out.**

Scrolling

Scrolling though a multi-artboard document can be done by:

1. Using the scroll wheel on the mouse

2. Using the scroll bars on the left and bottom of the document window

3. Using the pop up menu in the lower left side of the document window to choose the artboard.

1 Illustrator Workspace
2 Zoom and Navigate
3 Create a New Document
4 Drawing Shapes
5 • PRACTICE Drawing Shapes
6 Live Shapes
7 • PRACTICE Live Shapes
8 Drawing Lines
9 • PRACTICE Drawing Lines
10 Combine Shapes

17   Toggle Selection

Shortcut keys

Know your **MAC** shortcut modifier keys:

| ⌘ COMMAND	CTRL on the **PC**
⌥ OPTION	ALT on the **PC**
⇧ SHIFT	SHIFT on the **PC**

3

Create a
New document

Create a New Document

Choose *File > New*.

1. Options for creating new documents include setting up files for Mobile, Web, Print, Film & Video and Art & Illustration at the top of the New Document Window.

2. Presets for sizes, artboard orientation, number of artboards, bleed, and color mode are on the right side of the New Document Window.

3. Search Adobe Stock templates for logos, layouts and creative ideas.
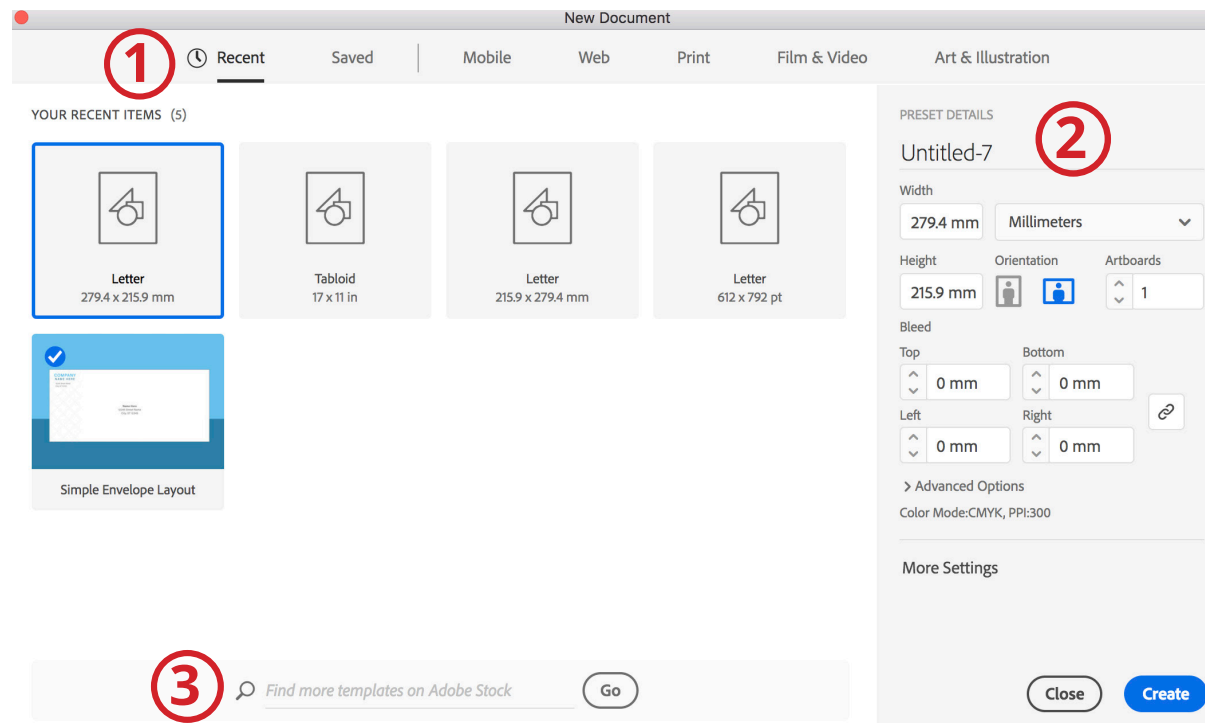
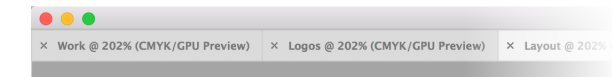## Open a recent Document

Choose *File > Open Recent Files*

A list of recent files will appear under the Recent Files menu.

The recent files will list the last 20 files opened.

Document Tabs

When you have more than one Illustrator File open, the open files will stack as tabs at the top of the document window.

Click on the tab to access the file you choose.

Open files are also listed at the bottom of the Window menu, choose from the list of open files there as well.
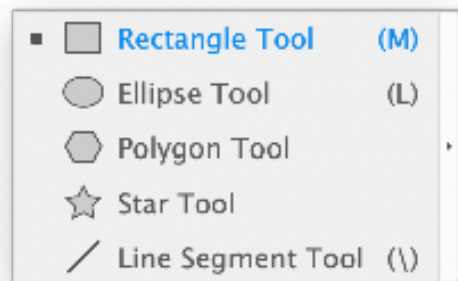
✓ Layout @ 202% (CMYK/GPU Preview)
  Logos @ 202% (CMYK/GPU Preview)
  Work @ 202% (CMYK/GPU Preview)

4

Drawing Shapes

Shapes in the Tool Bar

Shape Tools in the Tool Bar are the:
Rectangle Tool, **Rounded Rectangle Tool**
Ellipse Tool, Rectangle Tool, Polygon Tool
Star Tool, Flare Tool

These are the Shape Tools in the Tear Off Menu

Drawing Rectangles/Circles

Select the rectangle or circle tool and click and drag on the artboard to draw a shape.

To create a circle or rectangle at a preset size, select the shape tool from the Tool Bar and **CLICK** on the artboard. This will open a dialog box for the parameters of the shape.
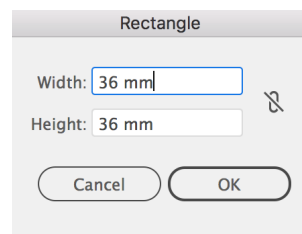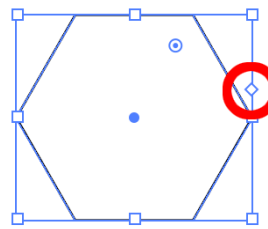
SHIFT while drawing a rectangle or ellipse will **create a perfect square or circle.**

Drawing Polygons

Select the Polygon Tool and click and drag on the artboard to draw a shape.

Once the shape is drawn, drag the diamond shape on the right side to change the number of side on the shape.

SMART SHORTCUT:

UP ARROW or **DOWN ARROW** while drawing a polygon will change the number of sides.
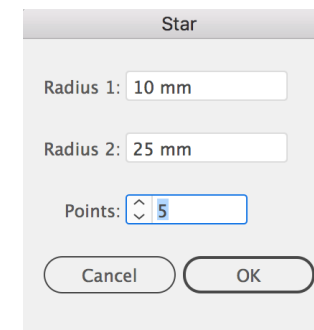
Drawing Stars

Select the Star Tool and click and drag on the artboard to draw a shape.

SMART SHORTCUT:

UP ARROW or **DOWN ARROW** while drawing a star will change the number of points.

COMMAND and **PULL OUT from the center** while drawing a star will make the star points **longer**.
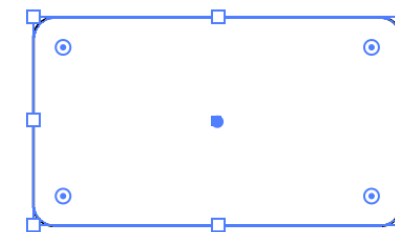
COMMAND and **PULL IN to the center** while drawing a star will make the star points **shorter**.

Editing Corners/Corner Widgets

Once a rectangle has been drawn, the corners can be edited using the Corner Widgets, the small targets that appear in the corners.

Click on the target and pull in toward the centers to round the corners more, pull out to round the corners less.
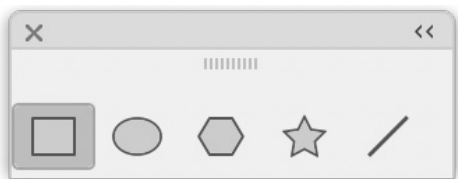
SMART SHORTCUT:

OPTION + CLICK on the **target** while change the corner radius from **rounded**, to **flat**, to **inverse rounded**.

SMART SHORTCUT:

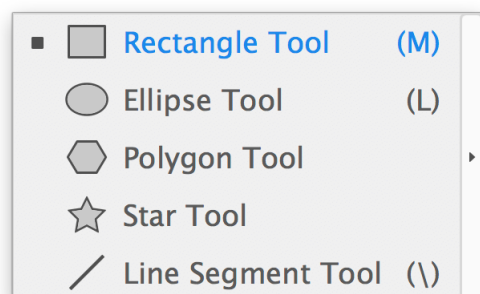**CLICK** on the **target** (to turn it into a fat donut) to widget just one corner.

Drawing Lines

Lines in the Tool Bar

Line Tools in the Tool Bar are the:
Line Segment Tool, Arc Tool, Spiral Tool, Rectangle Grid Tool and Polar Grid Tool

■ ▢	Rectangle Tool	(M)
○	Ellipse Tool	(L)
⬡	Polygon Tool	▶
☆	Star Tool	
╱	Line Segment Tool	(\)

Drawing Lines

Select the Line Segment and click and drag on the artboard to draw a Line.

To create a line at a preset length, select the Line Tool from the Tool Bar and **CLICK** on the artboard. This will open a dialog box for the parameters of the line.

Line Segment Tool Options

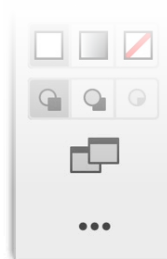Length: 36

Angle: 45°

☐ Fill Line

Cancel   OK
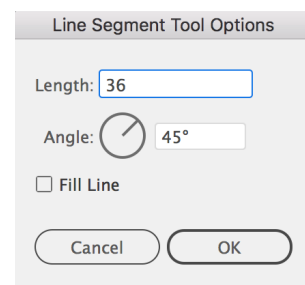
SMART SHORTCUT:

SHIFT while drawing a line will keep it horizontal, vertical or a 45° angle depending on which direction you draw the line.

Drawing Arcs

To add the Arc Tool to the set of drawing Tools, click on the 3 dots at the bottom of the Tool Bar.

Select the Arc Tool and click and drag on the artboard to draw an arc.
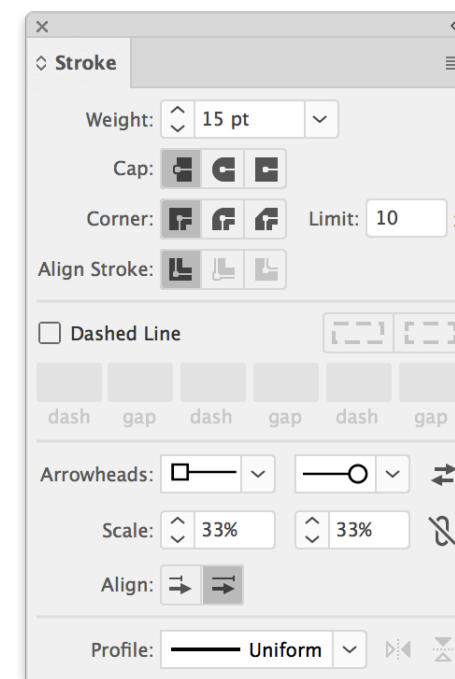
SMART SHORTCUT:

SHIFT while drawing an arc will give a perfect 1/4 circle arc.

Stroke Panel/Editing Lines

The Stroke Panel (Window > Stroke) will allow editing of lines.

Weight of the line can be set, end caps, add arrow heads and tails to the lines as well

Dashed lines can be created by clicking the Dashed Line box and setting the length of the dash and the length of the gap space.

Stroke

Weight: 15 pt

Cap:

Corner: Limit: 10 x

Align Stroke:

☐ Dashed Line

dash gap dash gap dash gap

Arrowheads:

Scale: 33%   33%

Align:

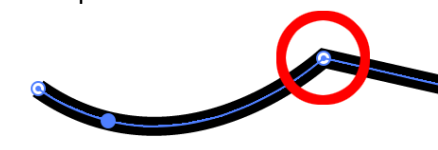Profile: Uniform

Curvature Tool

The Curvature Tool can be used to curve any line. Click anywhere on a line and pull the point to curve the line. There is not limit to the number of points that can be added to a line.

SMART SHORTCUT:

OPTION click on a point with the Curvature Tool to change the point from a round point to a corner point.
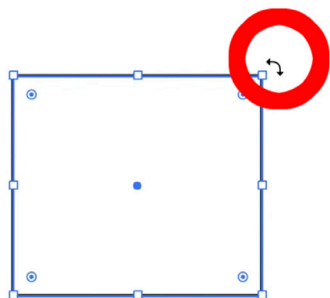
Transform Shapes

Rotate a shape

Select a shape or shapes with the **Selection Tool**.

Move the Selection Tool **beyond** an outside corner and a rotate symbol will appear.

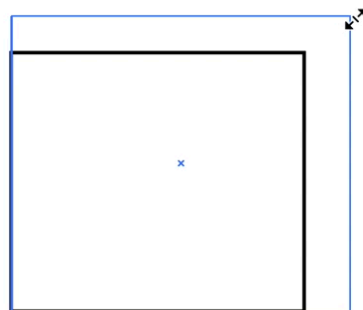Move the cursor to rotate the object

SMART SHORTCUT:

Hold SHIFT while rotating to constrain the rotation to 90°, 45° or 0°

Resize Shapes

Select a shape or shapes with the **Selection Tool**.

Move the Selection Tool **on** an outside corner and the resize arrow will appear.

Pull the cursor in to the center or out from the center to resize.

SMART SHORTCUT:

Hold SHIFT while resizing to keep the shape the same proportions.

Duplicate Shapes

You can copy an paste a shape using the Edit Menu> Copy / Paste.

A much faster way is this:

Select the shape or shapes to duplicate with the Selection Tool.
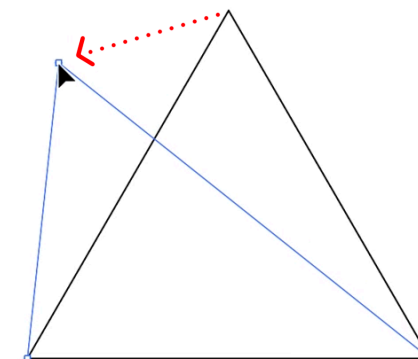
SMART SHORTCUT:

Hold OPTION and click on the selected shape(s) and it will duplicate them.
Note that the cursor will double up when you hold OPTION and begin to click and drag.
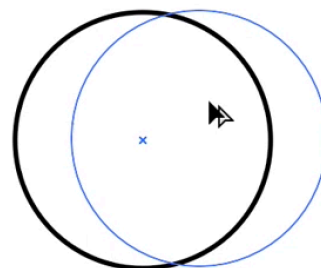
Change shapes

▷ **The Direct Selection** Tool is used to edit a point or a line segment of a shape without editing the entire shape.

*The Direct Selection Tool **directly** selects a point or a line segment.*

VERY IMPORTANT TIP:

Sometimes the Direct Selection Tool seems to move the entire shape. To solve this problem, **CLICK OFF** the shape then reselect the point or line segment you want to directly edit. Problem solved.

Group shapes together

To make it easier to resize or duplicate many objects, they can be grouped together.

Select all the object to group with the Selection Tool then choose **Group** from the Object Menu.

To **Ungroup**, select all the group with the Selection Tool then choose **Ungroup** from the Object Menu.

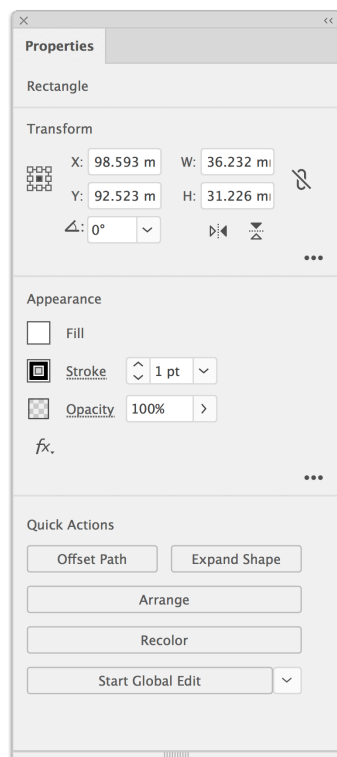**SMART SHORTCUT:**

GROUP **COMMAND +G**

UNGROUP **SHIFT + COMMAND G**
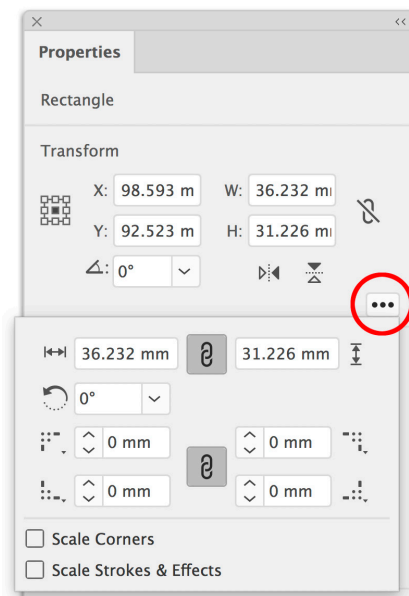
Properties Panel

Properties Panel

The Properties Panel *(Window > Properties)* places lots of information in one easy place to be able to quickly edit your artwork much like the Control bar at the top of the screen *(Window > Control)*

Transform Properties

In the Transform section of the Properties Panel the size, rotation and flip can be edited.

Clicking on the three dots will open more Transform options specific to the shape or line that is selected .


Appearance Properties

In the Appearance section of the Properties Panel the stroke, fill and opacity attributes can be edited.

Clicking on the three dots will open more Appearance options specific to open the Appearance Panel.
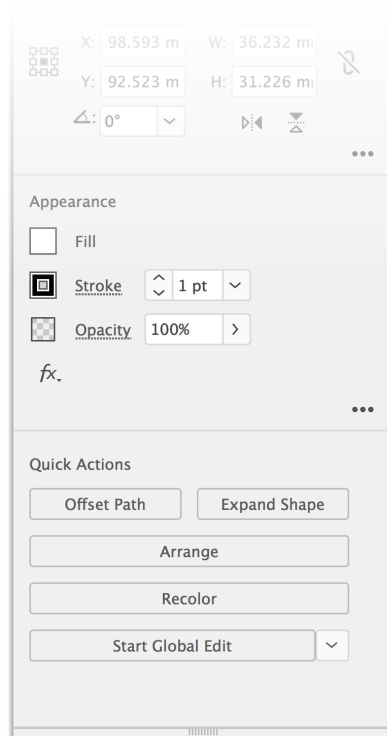
Document Properties

Document Properties appear when nothing is selected. The Properties Panel allows editing of basic artboard and general preferences.

www.jasonhoppe.com
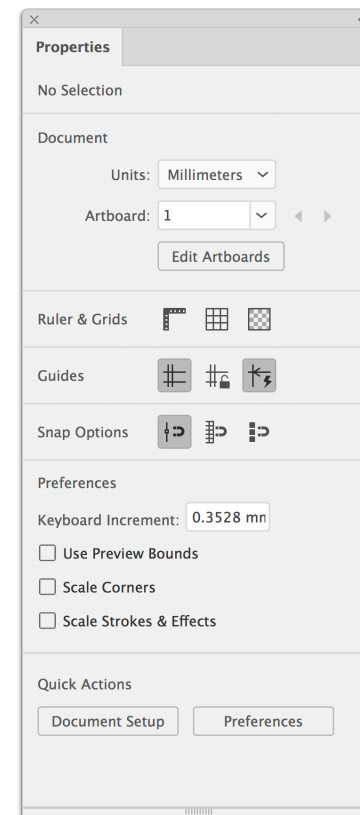
Combine Shapes / Flip Shapes

Shape Builder Tool

The Shape Builder Tool allow adding or subtracting 2 or more shapes.

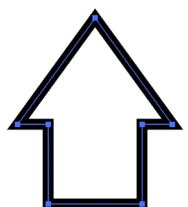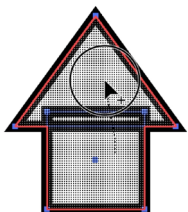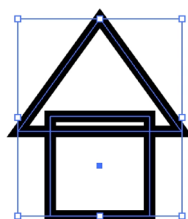| ■ | 🖱️ Shape Builder Tool | (Shift+M) |

SMART SHORTCUT:

OPTION while using the Shape Builder Tool will turn the cursor into a **SUBTRACT** (minus) to delete shapes.

Add Shapes

Select all the shapes with the Selection Tool you wanted to add together.

Click on the Shape Builder Tool. The cursor will show a **+** (plus symbol) by default.

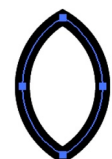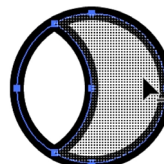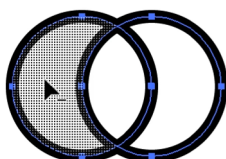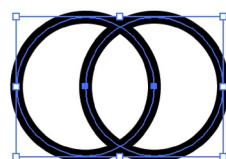**Click and drag the cursor** across all the shapes to combine them.

Subtract Shapes

Select all the shapes with the Selection Tool you wanted to subtract.

Click on the Shape Builder Tool.

Hold OPTION, the cursor will show a **–** (minus symbol) and click on the shape to delete the object indicated with a gray grid.
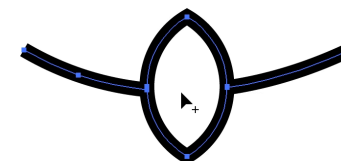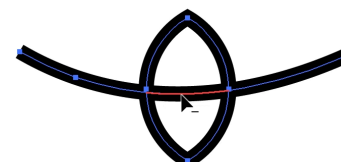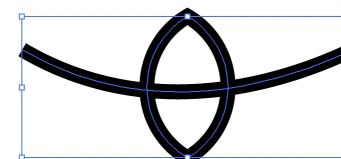
Remove Lines

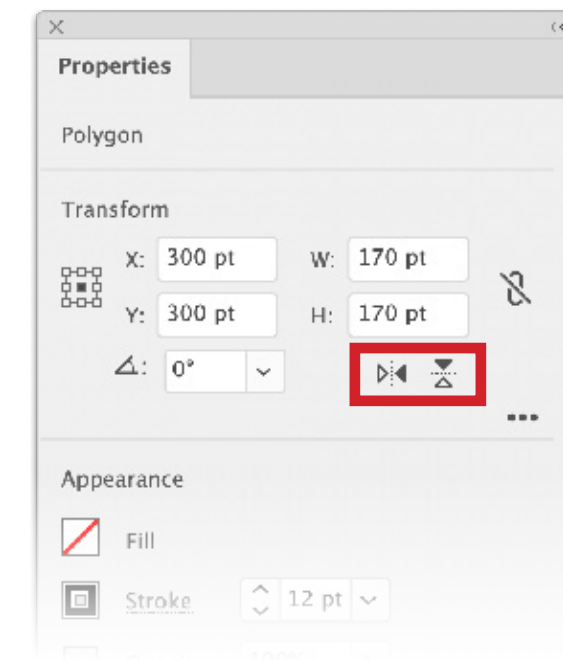Select all the shapes with the Selection Tool you wanted to subtract.

Click on the Shape Builder Tool.

Hold OPTION and click on the **LINE** to delete the line indicated with a red line.

Flip Horizontal / Flip Vertical

To flip and object horizontally or vertically, open the Properties Panel, select the object with the Selection tool and click on the flip icons (*highlighted in red*). This is the only place these flip icons appear in Illustrator.

Create and Apply Color Swatches

Ai

Recolor Artwork

Select your artwork, choose Edit> Edit Colors> Recolor Artwork or choose the Recolor Tab in the Quick Actions of the Properties Panel.

1. Choose the **EDIT** tab next the Assign tab.

2. Click on the **LINK ICON** (to link colors together).

3. Use the Hue, Saturation & Brightness sliders to change all the colors at one time!
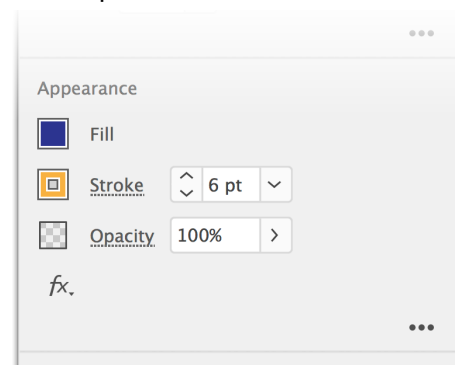
Click OK when done.

Color Swatches Shortcut

Illustrator has a preset color palette which can be edited and new colors added.

The Swatches shortcut is in the upper left side of the document window, listing the Fill color and then the stroke color and stroke weight.
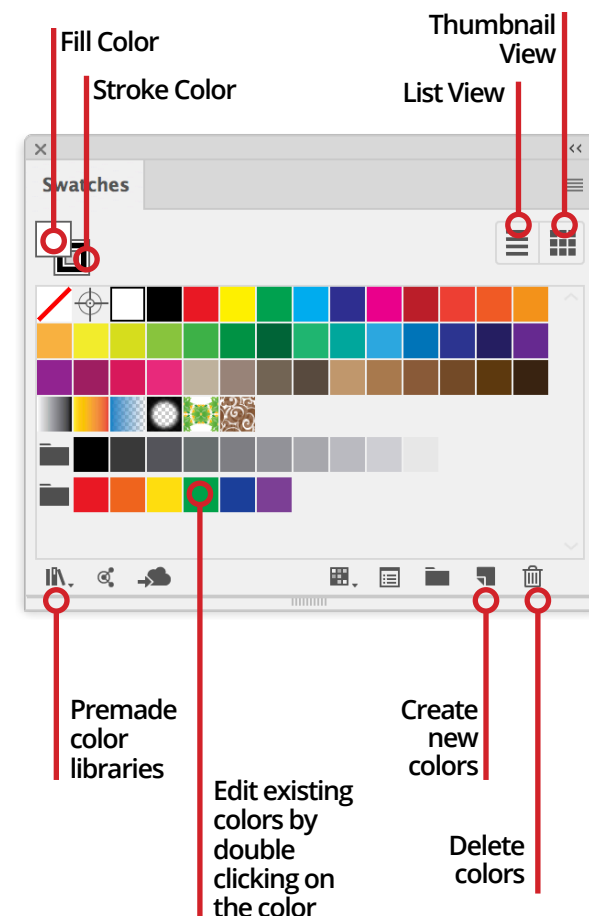
Fill Color   Stroke Color
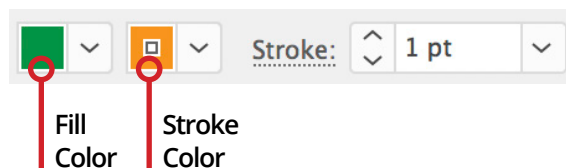
Color swatches for Fill and Stroke as well as Stroke attributes and opacity control are also in the Properties Panel.

Color Swatch Panel
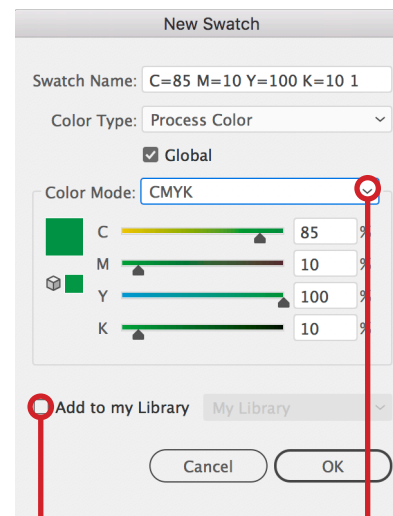
The Swatches Panel can be opened from the Window Menu>Swatches.

Fill Color

Stroke Color

Thumbnail View

List View

Premade color libraries

Edit existing colors by double clicking on the color

Create new colors

Delete colors

Create new colors

Click on the Create New Color icon at the bottom of the Swatch Panel.

Choose CMYK, RGB, Grayscale

Add the color to your Creative Cloud library to use across all the Adobe application
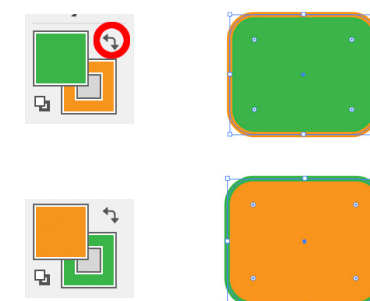
Applying Colors

Select the shape or line you want to apply color to with the Selection Tool.

Choose the Fill or stroke color of the shape from the Control Bar Fill / Stroke drop down menu.
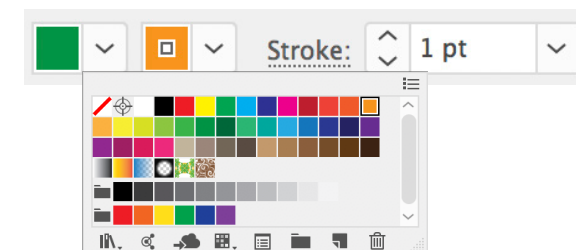
To flip the fill color with the stroke colors, you can use the Flip Colors in the lower part of the Tool Bar. **Shortcut for flipping the colors is SHIFT + X**
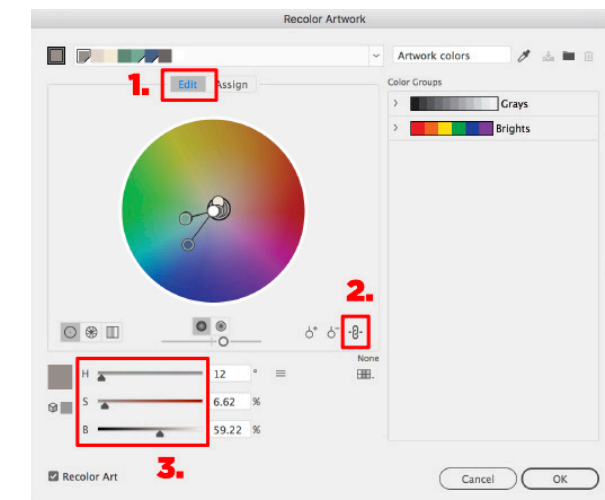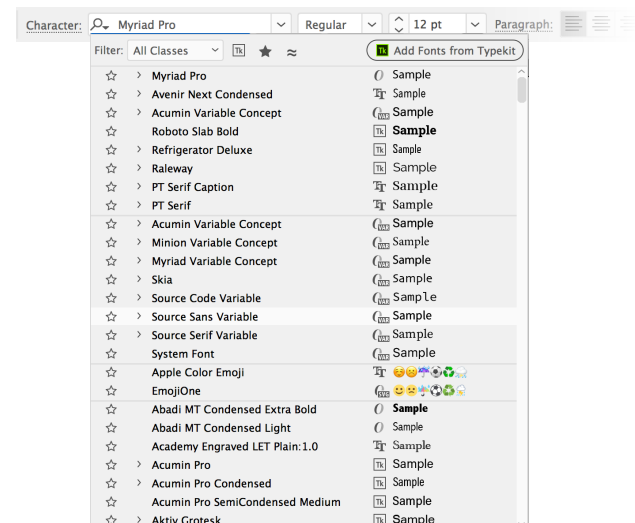
Choosing fonts and editing text

Choosing Type

 Select the Type Tool.

Click on the artboard to begin typing, Illustrator creates placeholder text.
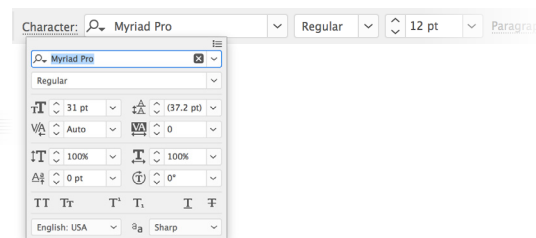
Lorem ipsum

Choose a font from the drop down menu.

Editing Text

Select the type with the Type Tool or the Selection Tool.

Click on the Character link in the Control Bar or in the Properties Panel to open the Character attributes.

Choose the font, style, size, leading and kerning.

SMART SHORTCUT:

SHIFT + COMMAND + > increases the point size of the type.

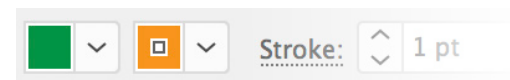**SHIFT + COMMAND + <** decreases the point size of the type.

OPTION + UP ARROW decreases the leading (space between the lines).

OPTION + DOWN ARROW increases the leading.

Adding color to text

Select the type with the Type Tool or the Selection Tool.

Select a Fill Color from the swatch panel to add color to text.

Point Text/Paragraph Text

Point type is created by selecting the Type Tool and clicking on the artboard. Point text goes on for ever until a paragraph break is added.

Point text is usually used for single words or short bits of copy.

Paragraph text is created by selecting the Type Tool and drawing a container. Paragraph text if for larger portions of copy or multiple paragraphs.

Paragraph text can be reflowed then the container the text is in is resized using the Selection Tool.

Properties Panel

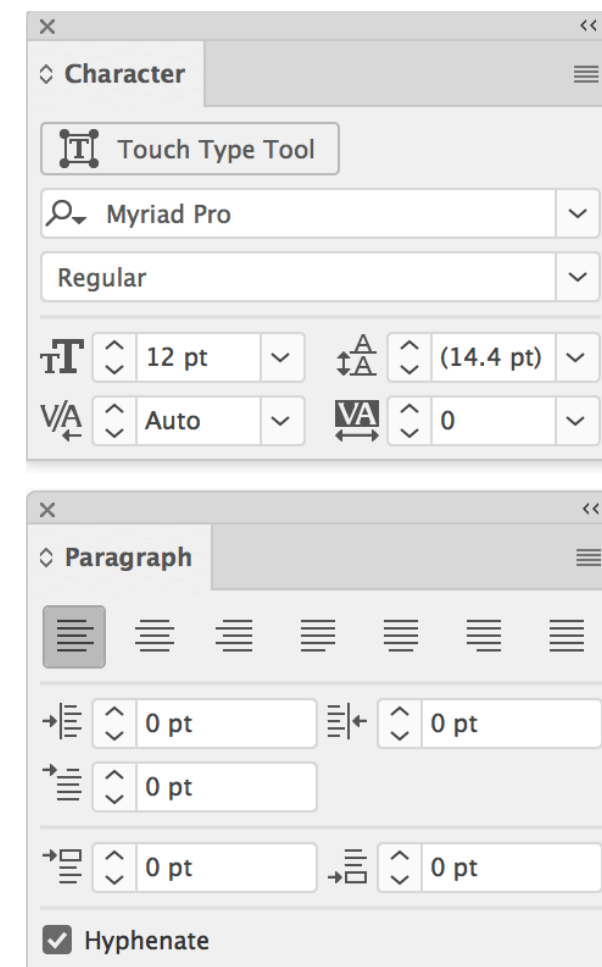The Properties Panel will display basic Character and Paragraph editing capabilities.
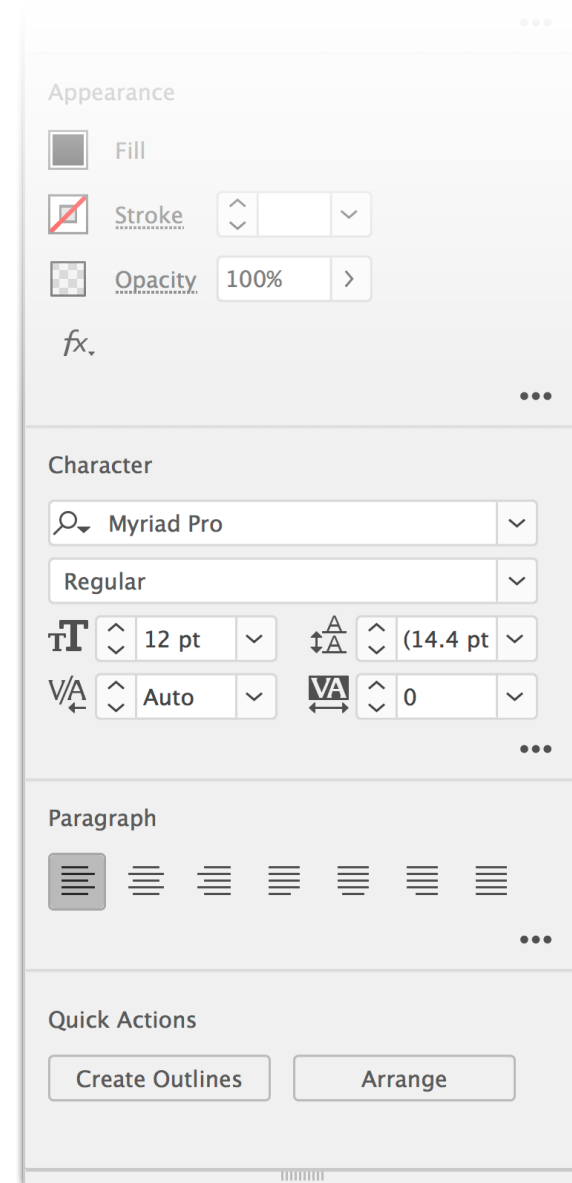
Character/Paragraph Panels

Select the type with the Paragraph or Character Panels from the *Window Menu> Type> Character or Paragraph.*

Character: Here you can edit fonts, type size, leading kerning and tracking.

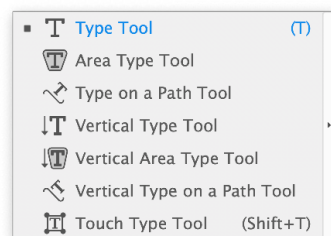**Paragraph**: Here you can edit text alignment, indents, paragraph spacing and hyphenation.

Type on a Path

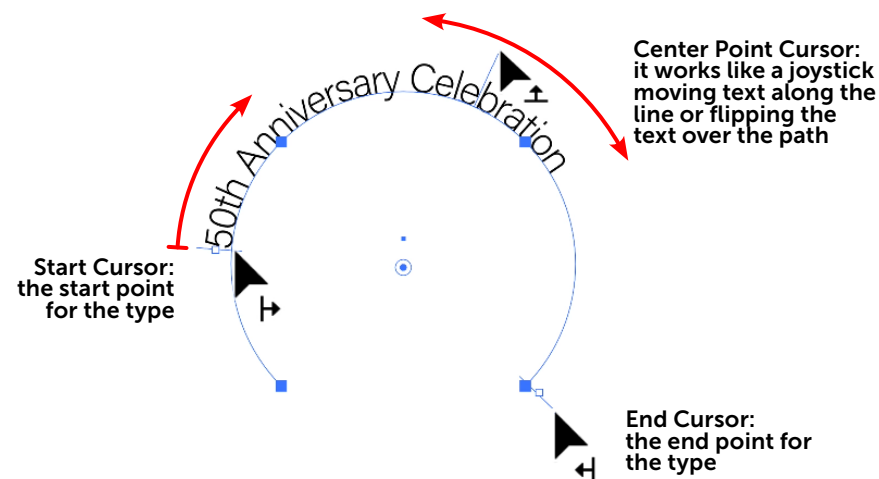Select the Type on a Path tool, nested in the Type Tool.

To create type on a path, draw a line or a shape. The path can be an open path or closed shape. Select the Type on a Path tool. Click on the path at the location where the "arms" are coming out of the Type on a Path tool to convert the path to accept type. Once the path can accept type, it will show placeholder text.
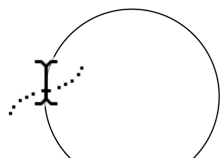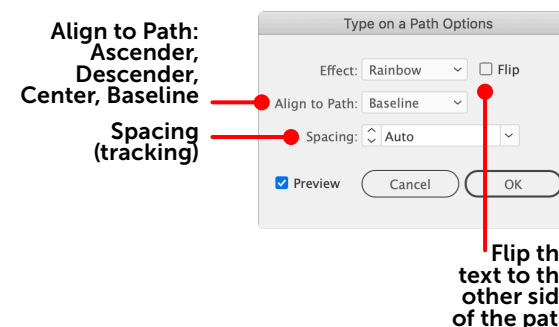
Control Type on a Path

Editing Type on a Path can be done with the Selection tool or the Direct Selection tool. Select the path and click on the stops at either end of the text. The stops are vertical lines at the beginning and end of the text that appear at the point where you clicked on the Path with the Type on a Path tool. The stops can be moved along the path to move the text to a different location. The center-line handle on the path can be selected and used to move the text along the path (like a joystick) and can also be used to flip the text to the other side of the path. The center handle is halfway between the start and stop point of the type.

Center Point Cursor: it works like a joystick moving text along the line or flipping the text over the path

Start Cursor: the start point for the type

End Cursor: the end point for the type

Type on a Path Options

Type on a Path has several options that can be edited. Choose Type > Type on a Path > Options.

Align to Path: Ascender, Descender, Center, Baseline

Spacing (tracking)

Flip the text to the other side of the path

DELICIOUS — Rainbow

DELICIOUS — Skew

DELICIOUS — 3D Ribbon

DELICIOUS — Stair Step

DELICIOUS — Gravity

Outline Type

To convert type to outlines, select the type you want to convert using the Selection tool and choose Type > Create Outlines. The active type will now be shapes that look the same as the original type. One way you an tell if the type is active or outlined is to view it in Outline mode. Choose View > Outline. Active type will appear as solid black and outlined type will show as a black outline. Once the type is outlined, choose Object > Ungroup to ungroup the letter shapes into individual editable shapes.

Active type

OUTLINE TEXT

Outlined type

OUTLINE TEXT

Active type shown in Outline mode

OUTLINE TEXT

Outlined type shown in Outline mode
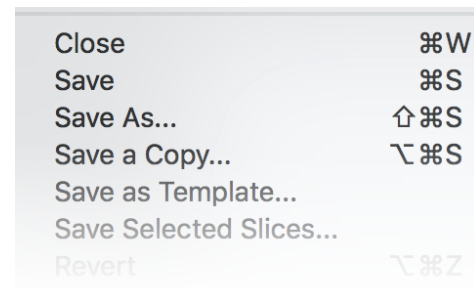
OUTLINE TEXT

Saving your Illustrator files

Save your files

Choose *Save* from the File Menu to save your files.

Illustrator now allows saving of files to occur in the background. No longer do you have to wait for the file to save or export, you can continue creating while the file is saving.

Saving File Formats

AI: Files can be saved as a .AI file which is the native format for Illustrator Files. AI files can be placed or opened in other Adobe applications.

PDF: Illustrator files can be saved directly as a PDF for printing or viewing outside of Illustrator.

SVG: Files that are to be used for the Web can be saved as SVG (Scalable Vector Graphic) and retain their vector characteristics.
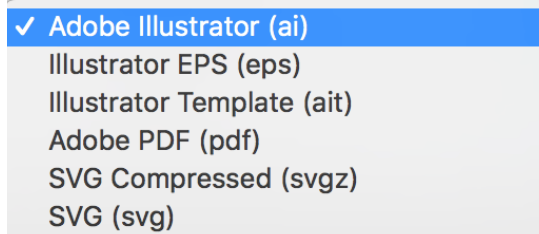
Save to the Adobe Cloud

Illustrator now makes it easy to save files to the Adobe Cloud, making the files available wherever you need them. When saving a file, you can choose the location to save; in Cloud Documents or on your computer.
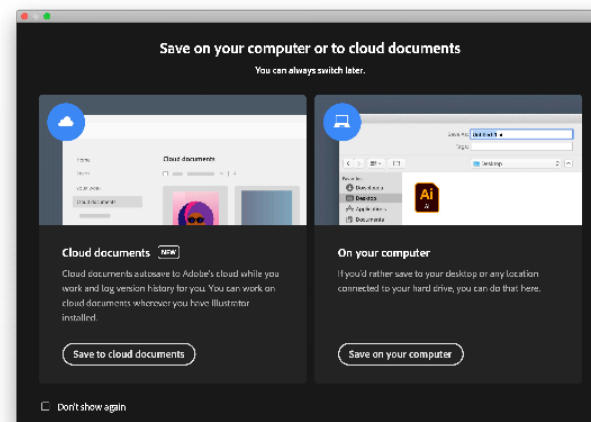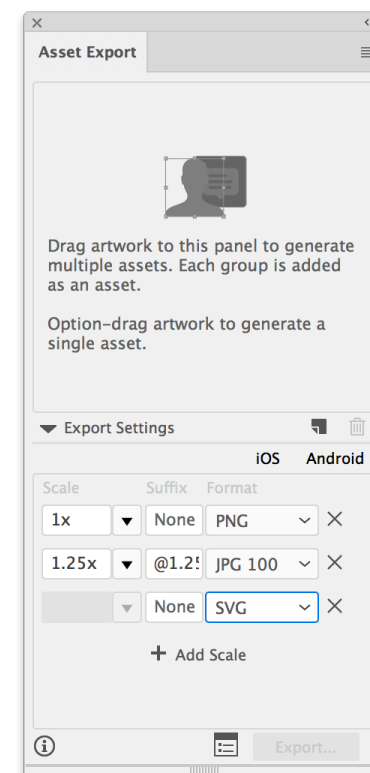

Files saved in the Cloud can be accessed online in your **assets.adobe.com** and click on *Files* at the upper-left of the web page, then *Cloud Files* at the top of the files preview.

Exporting File Formats

Exporting artwork for Web or Mobile devices can be done using the Asset Export Panel under the Window Menu.
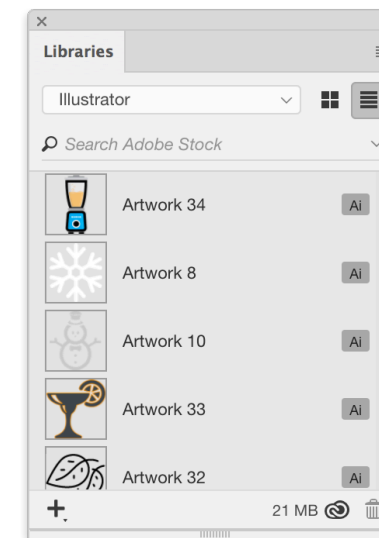
File formats for export are PNG, JPG and SVG.

Asset Libraries

Any files created in Illustrator can be added to the Library Panel (Window>Libraries).

Open the Library Panel and drag any Illustrator artwork into the Library Panel.

Library Assets can be accessed in other Adobe Applications though the Library Panel. Assets in the Library can be accessed online in your Creative Cloud Files at **assets.adobe.com** and click on *Your Work* at the upper-left of the web page.

13

Illustrator on the iPad Interface

Toolbar

Find the Toolbar at the left side of your screen.

Tools listed in order are:

- Selection
- Direct Selection
- Pen
- Pencil
- Eraser
- Shape
- Type
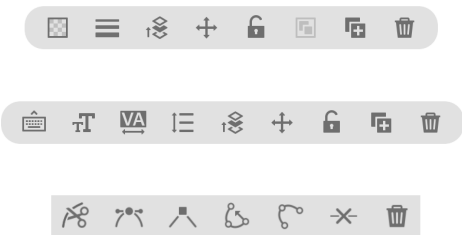- Artboard
- Import

- Color Wheel

Task Bar

The Task Bar is on the right side of the screen.

Tasks listed in order are:

- Layers
- Properties
- Precision

- Combine shape
- Edit Appearance
- Align/Distribute
- Object
- Type
- Path
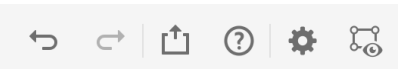- Repeat

Context Menu Widget

When you select an object, a context-sensitive widget for the selected object is displayed under the object.

These menu widgets will allow editing of shape, type or lines when the object or type is selected.

Navigation Bar at the Top

Listed from left to right:

Undo

Redo

Publish and Export

Help

App Settings

View Mode

14

Illustrator on the iPad
Touch Shortcuts

Touch Shortcut

Since iPads have no keyboard or mouse, having access to the Shift Key and the Option/Alt key is not available in the traditional way.

In the lower left side of the screen is the Touch shortcut, a circle that allows for a touch and drag to gain access to shortcuts.
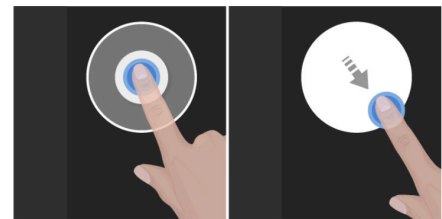
Clicking on the center of the wheel is SHIFT or the primary touch.

Sliding to the outer ring is the OPTION or ALT

Shortcut and Settings

Tap the **?** in the upper-right corner of the document workspace and then tap View touch shortcuts.

Tap the **Gear** in the upper-right corner of the document workspace. Then, go to App settings > Help > Touch shortcut.

Icon	Tool or Action	Primary touch shortcut (SHIFT)	Secondary touch shortcut (OPTION/ALT)
▶	**Move**	Move on X/Y axis	Duplicate
▶	**Select**	Add to selection	Select inside group
⚒	**Edit handles**	Break handle pairing	Mirror handles
⚒	**Select points**	Add to selection	None
⌗	**Scale from corner**	Scale non-proportionally	Scale from center
⌗	**Scale from side or top**	Scale both sides	None
↺	**Rotate**	Snap to 45 degrees	Snap to 10 degrees
✎	**Drag handles**	Break handle pairing	Move point
◯	**Create shape**	Draw unconstrained shape	Constrain from center
❖	**Select layers**	Add to selection	None

Illustrator on the iPad
Touch and Gestures

Touch Gestures

Quickly perform common actions using gestures to interact with the touch-based interface.

Shortcut and Settings

To view a list of gestures that you can use in Illustrator on your iPad, do one the following:

Tap the **?** in the upper-right corner of the document workspace and then tap View touch shortcuts.

Tap the **Gear** in the upper-right corner of the document workspace. Then, go to App settings > Help > Touch shortcut.

| Icon	Gesture	Action
	2-finger tap	Undo
	3-finger tap	Redo
	Double-tap on a selected object	Edits Points
	Drag to scrub values in fields	Scrub
	Drag the top bar to move it to the canvas	Remove from toolbar
	Tap and hold or double-tap tools and actions for more options	Show more options
	Use a 2-finger drag to pan and pinch to zoom	Zoom
	Use a quick 2-finger pinch	Fit to View

Illustrator on the iPad
Properties and Color Panel

Properties Panel

The Properties Panel is very comprehensive on the iPad as it is in the desktop version of Illustrator.

Shapes and lines: Size, rotation, color fill and stroke, blend mode and opacity as well as stroke weight, line end caps and width profiles are available to edit.

Type: Size, rotation, fonts, styles, kerning, tracking, alignment, fill and stroke are available to edit.
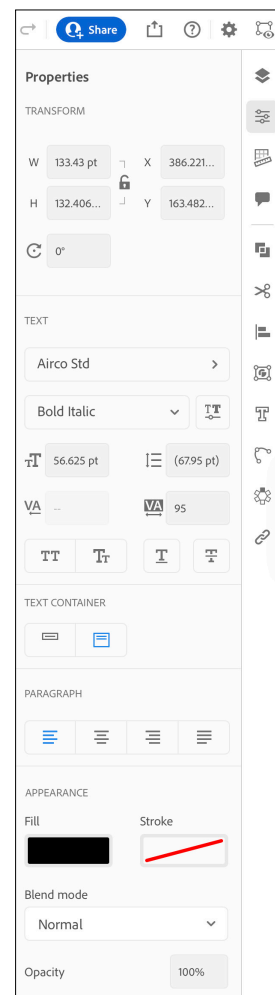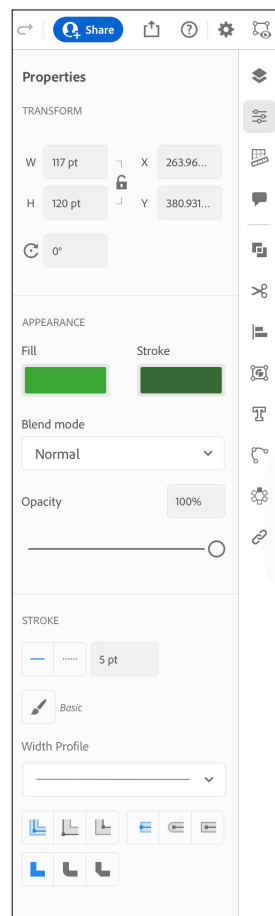
Color Panel

The Color Panel is more comprehensive on the iPad than in the desktop version of Illustrator. IT groups all the color swatches, color wheel, color sliders and color modes in one panel.

Color fill and stroke is selectable with the two circles at the bottom of the Tool Bar.

Gradients are also included and accessed by clicking on the Gradient Tab at the top of the color Panel.

17
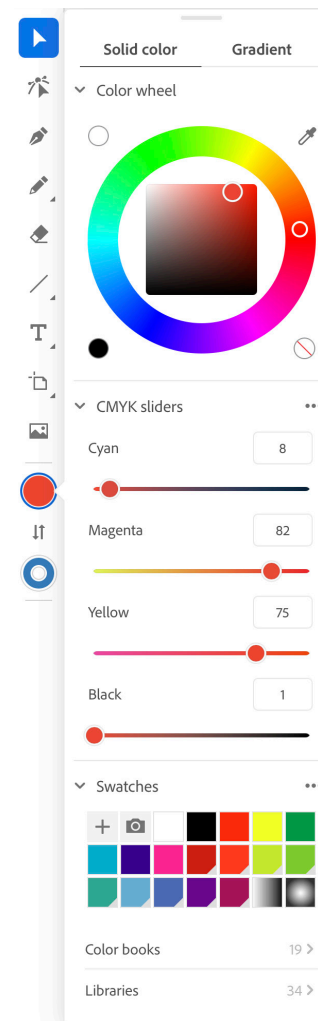
Illustrator on the iPad
Combine Shapes and Repeat Panel

Combine Shapes Panel

The Combine Shapes Panel is a mix of the Pathfinder Panel and the Shape Builder Tool in the desktop version.

Shape Builder: The Shape Builder portion works like the Shape Builder tool in the desktop version, using the Touch Wheel to add and subtract shapes.
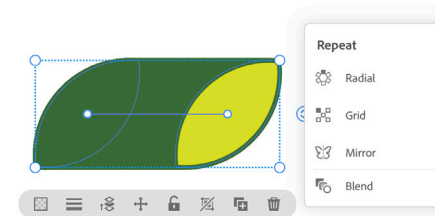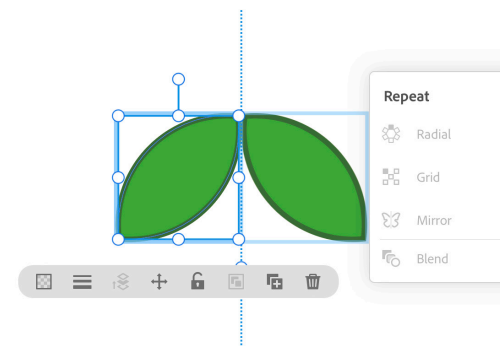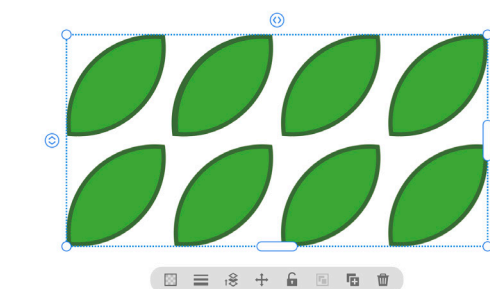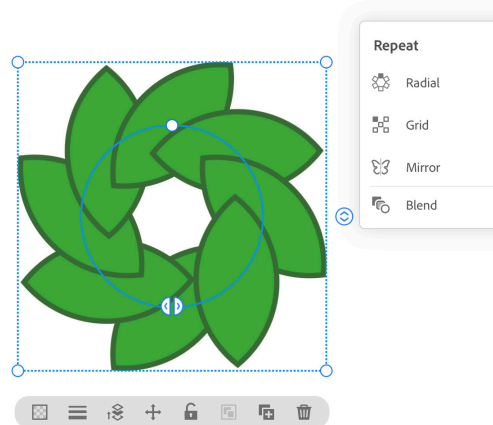
Once the shapes are done, the Convert to Path will convert the shapes to a final shape that is no longer in Combine Shape mode.
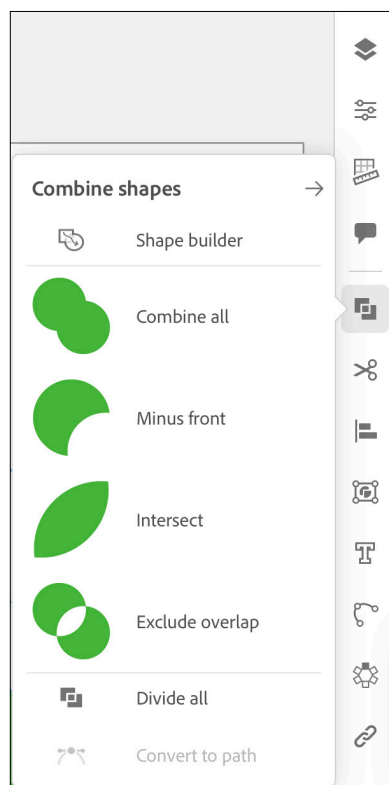
Repeat Panel

The Repeat Panel allow for a Radial, Grid, Mirror or to Blend shapes.

Each repeat can be edited on the shapes with the pull handles, up/down arrows and the rotational fan controls.
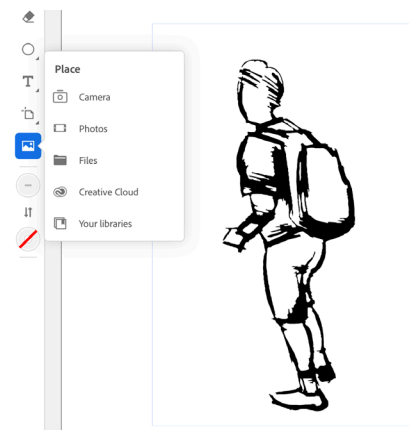
Illustrator on the iPad
# Images and Vectorize Image

Images

Importing images is easy; images can be captured by the iPad camera, placed from the photos, files, Creative Cloud files or for Adobe Libraries.

Files types included PNG, JPG and PSD files.

Vectorize a Raster Image

Once and image or sketch is imported, select the image with the Selection tool and choose the Vectorize icon at the bottom left Context Menu.
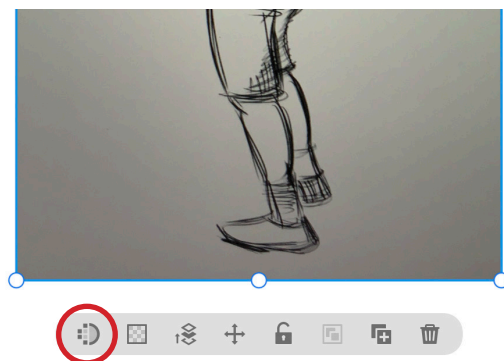
Vectorize Settings

Threshold acts much like exposure on an image and is available only on the Black and White color mode. The range is from 0 - 255.

Less: Sliding the Threshold to Less gives you less detail, more white.

More: Sliding the Threshold to More gives you more detail, less white.

Paths: How the tracing converts the path. Low is looser tracing, high is tighter tracing.

Corners: More creates more corner, less creates less corners. Not easy to see on the tracing unless you look very close.

Noise: specifies the size of detail to include. Small number means small detail is kept, larger number looses small detail

Ignore White: Image trace renders every single item, including any white area and makes it a white filled shape. If you want knocked out shapes, click the Ignore white.

*When done, click on the **Expand Vectorization** at the bottom of the settings*
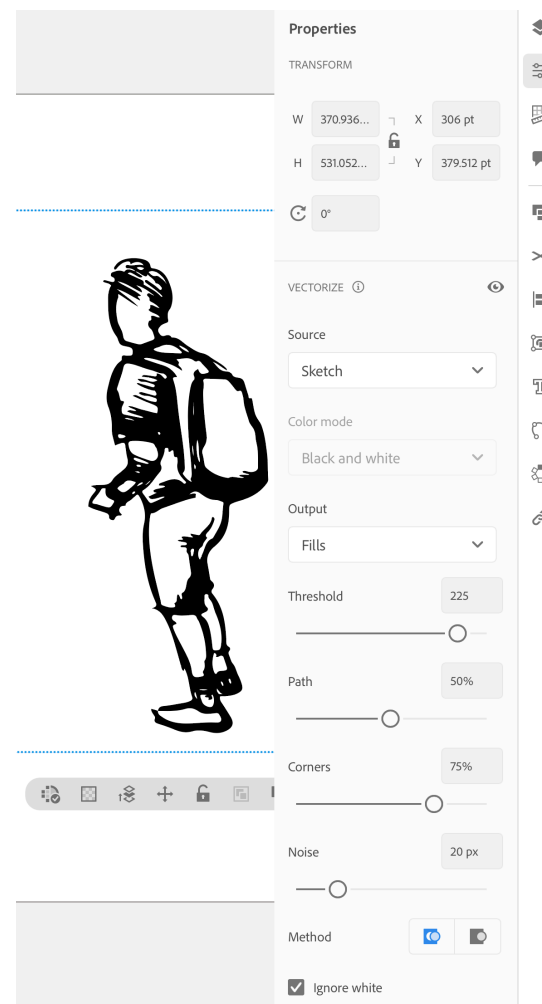
Vectorized Artwork

Once the artwork is converted to vector, it can be edited, filled with color and scaled.