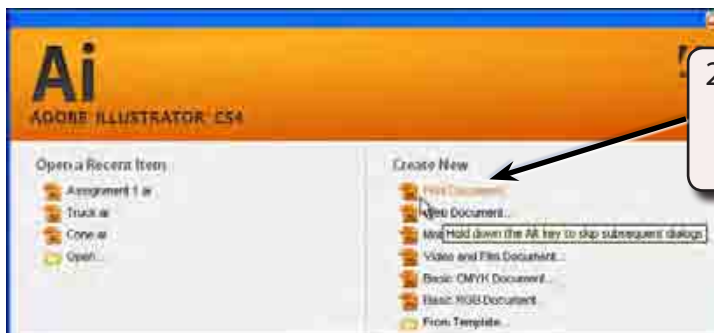


Entering Text

Text is an important element in designs and Adobe Illustrator provides a wide range of text options.

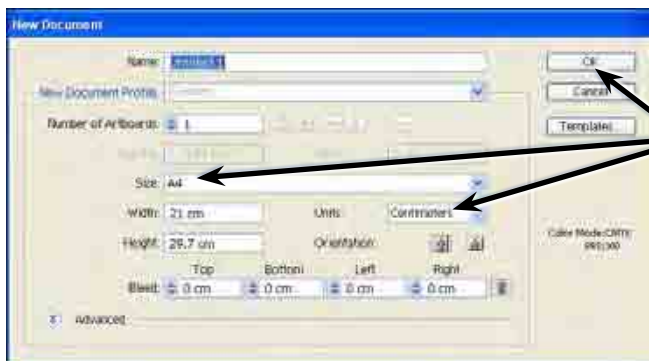
Starting a New Document

- 1 Load Adobe Illustrator CS4 or close the current document.



2 In the CREATE NEW section click on PRINT DOCUMENT to start a new document.

- 3 The PRINT DOCUMENT option will ask you for the settings of the printer you will be printing to.

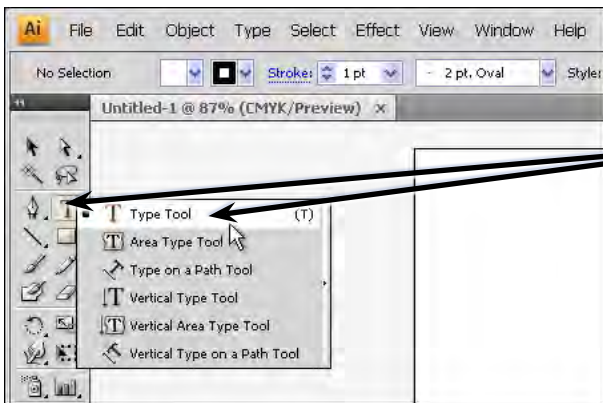


4 Set the SIZE to A4 (or the paper size your printer uses), the UNITS to CENTIMETRES and select OK.

Entering Horizontal Text

There are two types of horizontal text. Point Text where you enter text at the point that you click on the ARTBOARD and Area Text where you drag a frame for the text to be contained within.

A Point Text



1 Click and hold down the mouse button on the TYPE TOOL in the TOOLS panel and select the TYPE TOOL.

2 The OPTIONS panel (under the MENU bar) displays the text options.



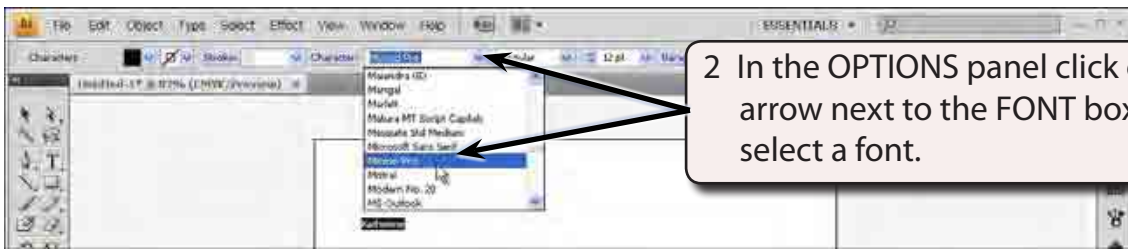
3 Click the pointer, which is now an I-Beam, near the top left of the ARTBOARD and enter your first name.

B Altering Text

You can alter text once it has been entered.

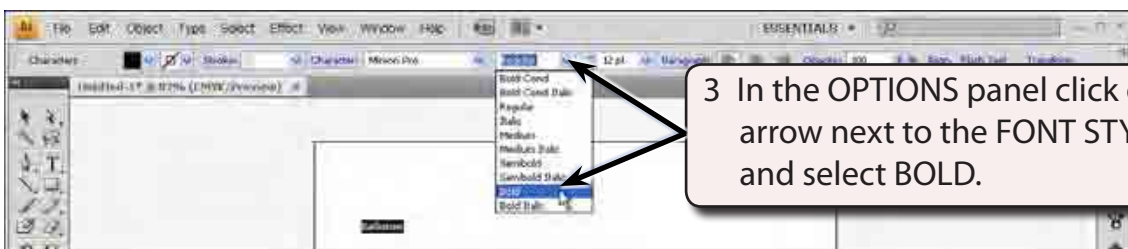


1 Highlight your name by dragging the I-Beam across the letters or by double clicking on the letters.

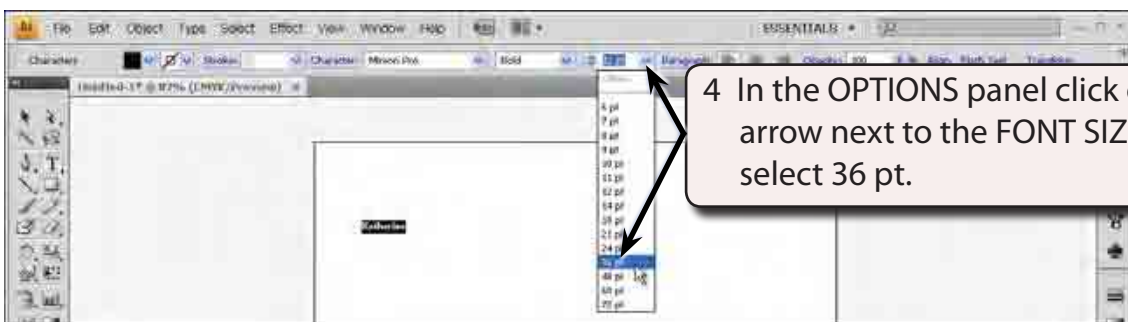


2 In the OPTIONS panel click on the arrow next to the FONT box and select a font.

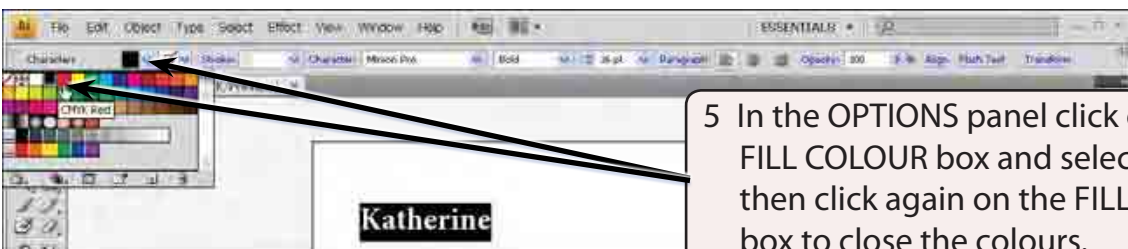
NOTE: Fonts with the word PRO after them are OpenType fonts which have been developed by Adobe. They are usually a more accurate font with many more style options that regular fonts.



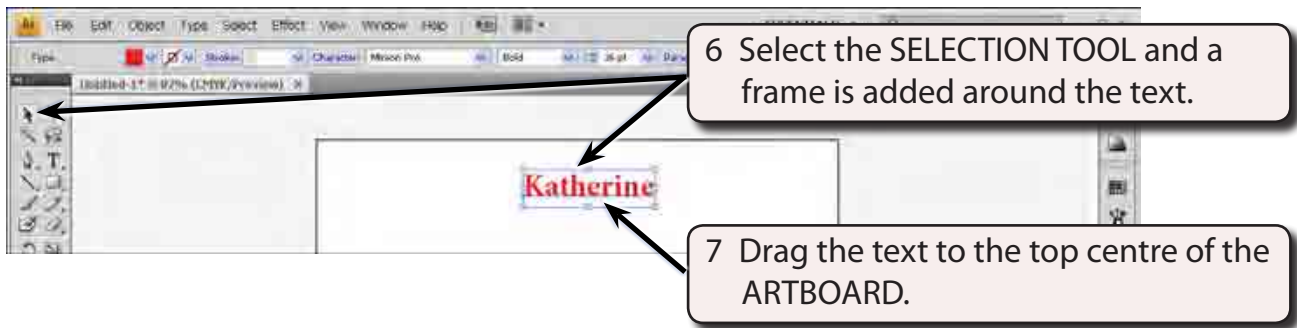
3 In the OPTIONS panel click on the arrow next to the FONT STYLE box and select BOLD.



4 In the OPTIONS panel click on the arrow next to the FONT SIZE box and select 36 pt.



5 In the OPTIONS panel click on the FILL COLOUR box and select a colour, then click again on the FILL COLOUR box to close the colours.

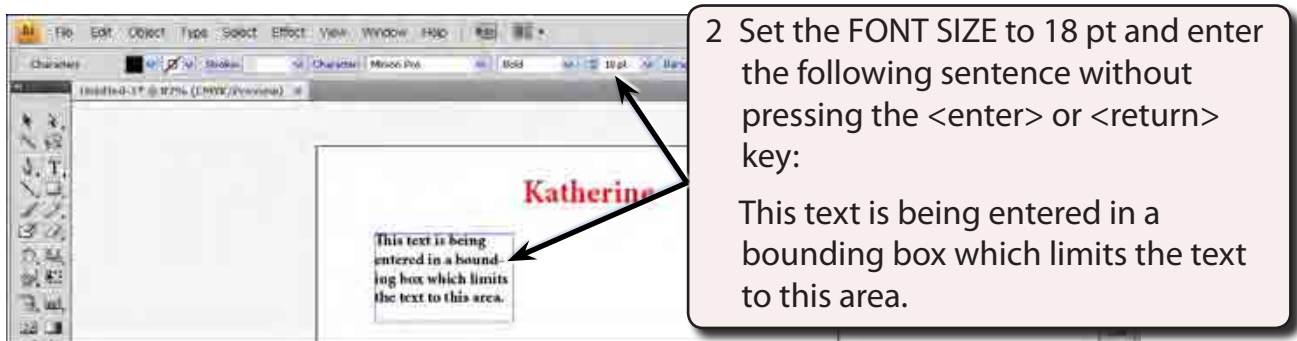


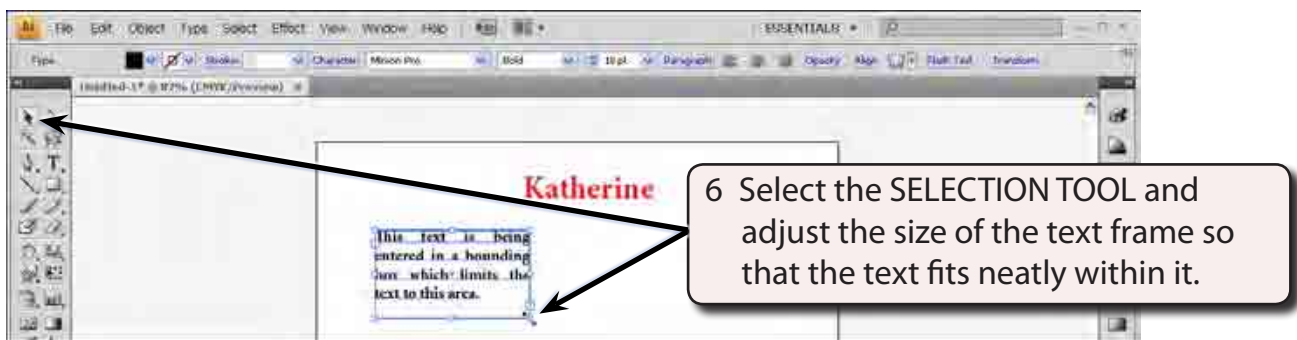
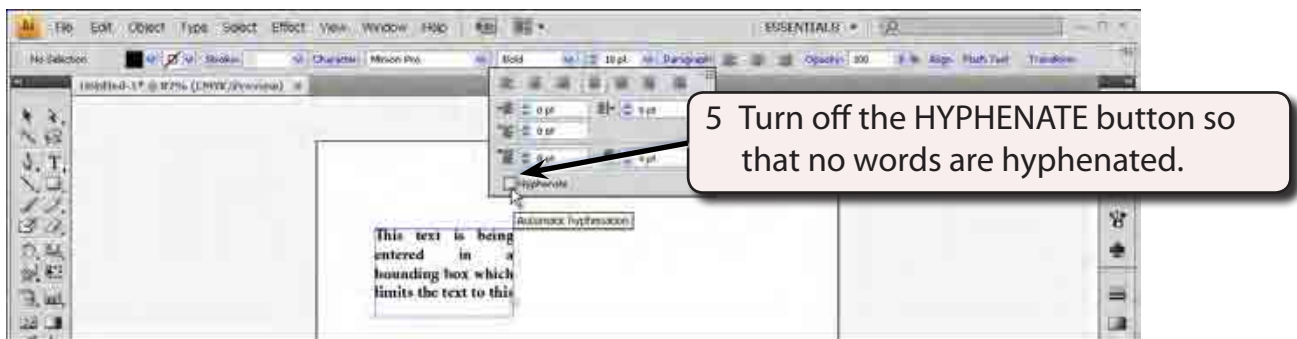
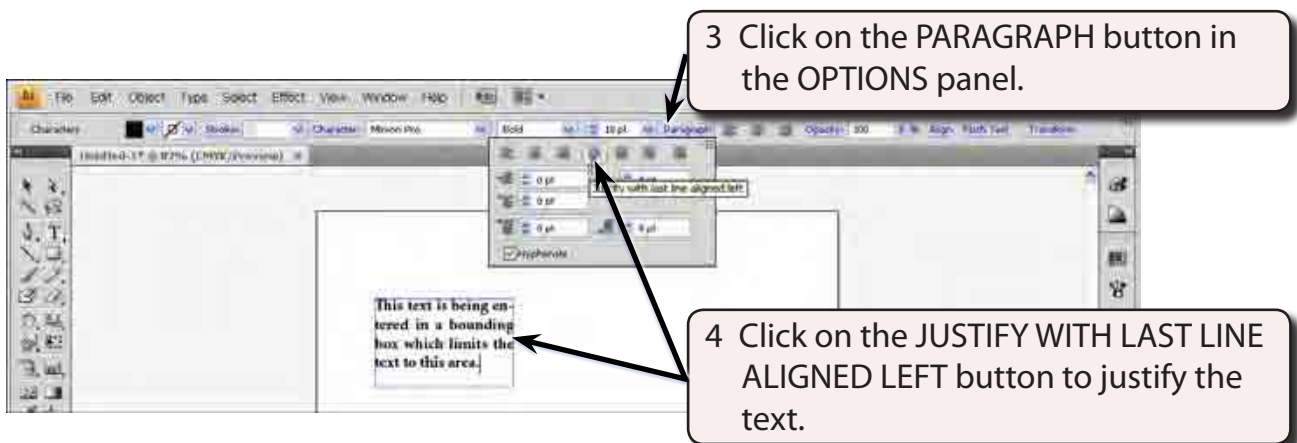
NOTE:

- i You can also increase the size of the text using the size handles around the text frame.
- ii The COLOUR boxes at the base or the TOOLS panel can be used to set the fill colour and outline (stroke) of the text.

C Area Text

AREA TEXT is text set to be within a frame.





NOTE: The PARAGRAPH button in the OPTIONS panel can be used to carry out detailed formatting of paragraphs entered on the ARTBOARD.