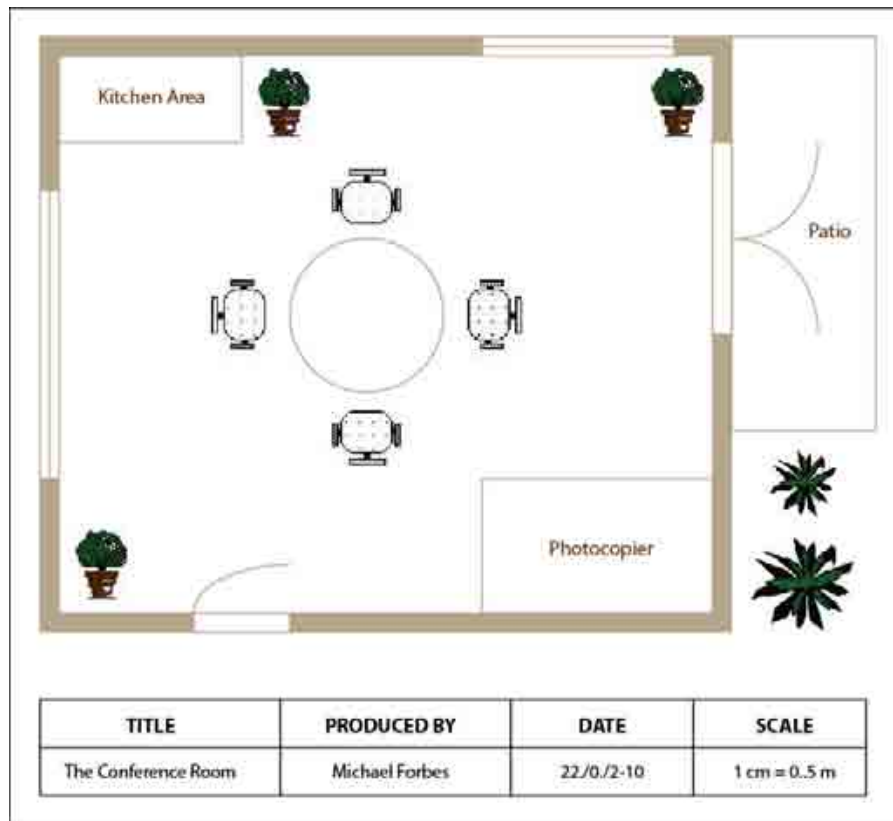


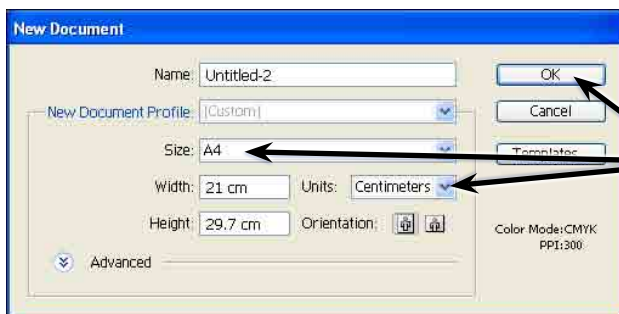
Adding Text to Designs

Drawing programs allow you to create highly accurate designs using the tools available. In this exercise you will create the following design of a conference room.



Starting a New Document

- 1 Load Adobe Illustrator, or close the current file and, in the CREATE NEW section of the ILLUSTRATOR WELCOME SCREEN, start a new PRINT DOCUMENT.



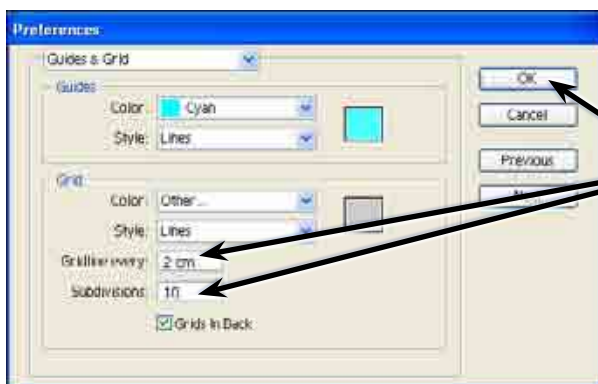
- 2 Set the SIZE to A4 (or the paper size your printer uses), the UNITS to CENTIMETRES and select OK.

- 3 Use the VIEW menu to turn on SHOW RULERS, SHOW GRID and SNAP TO GRID.

Setting the Scale

You should select an appropriate scale for any design you create. A scale might be 1 cm = 1 m or 1 cm = 1 km, etc. So that the conference room will fit neatly on the page we will use a scale of 1 cm = 0.5 m. To do this a slightly more accurate grid will be used.

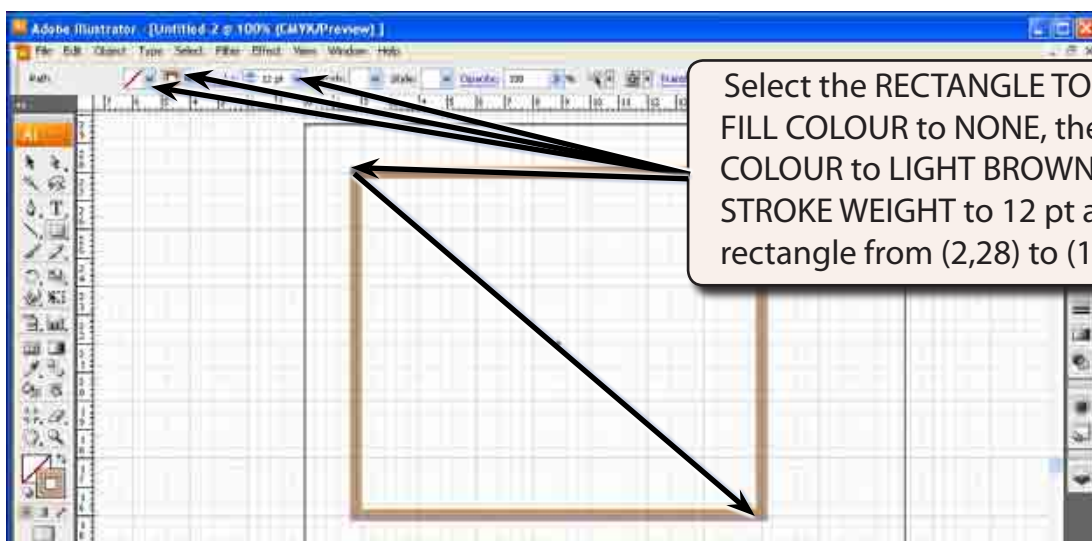
- 1 Display the EDIT menu on the Windows system or the ILLUSTRATOR menu on the Macintosh system, highlight PREFERENCES and select GUIDES & GRID.



2 Leave the GRIDLINES EVERY as 2 cm, enter 10 in the SUBDIVISIONS box and select OK.

Entering the Walls of the Room

We will use thick shaded lines to produce the outline of the room.



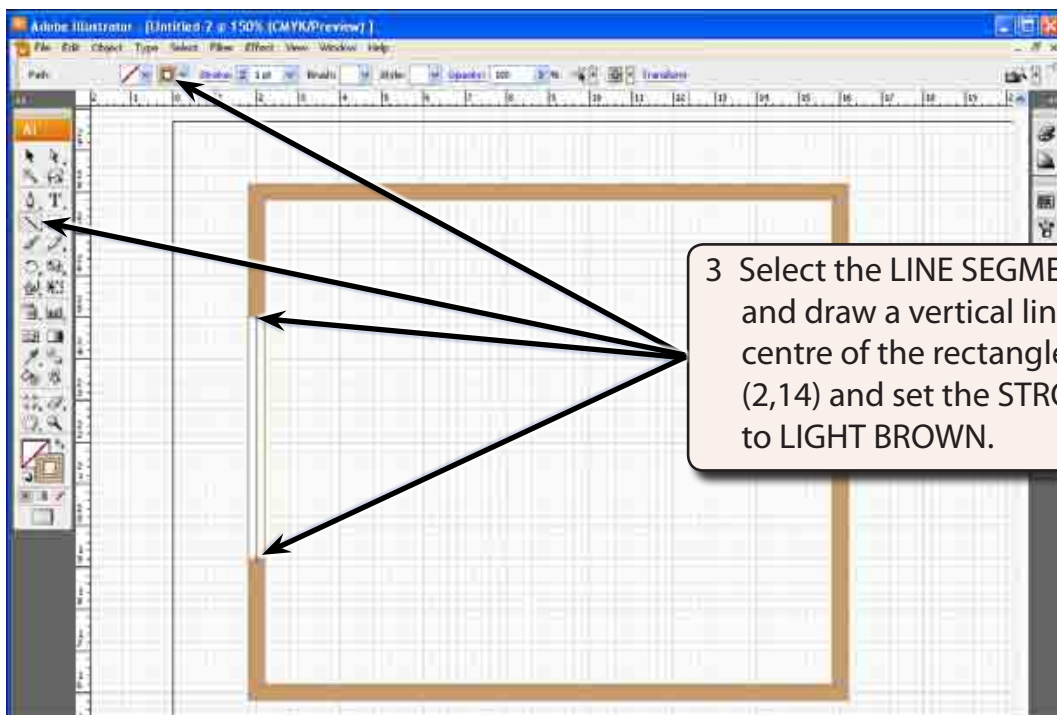
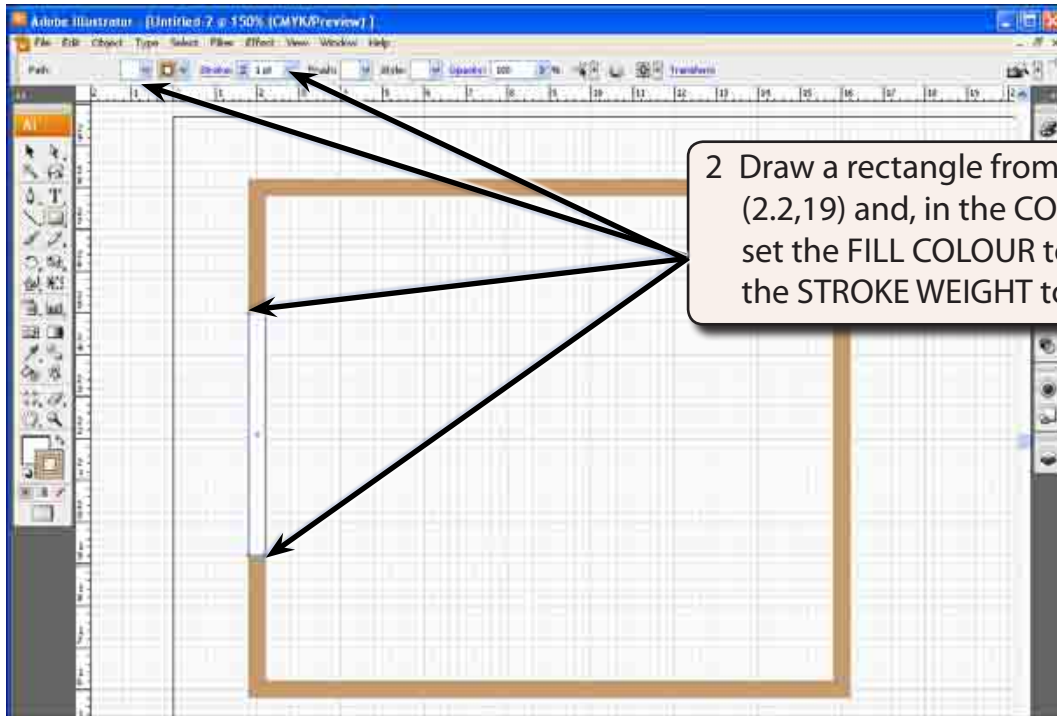
Select the RECTANGLE TOOL, set the FILL COLOUR to NONE, the STROKE COLOUR to LIGHT BROWN, the STROKE WEIGHT to 12 pt and drag a rectangle from (2,28) to (16,16).

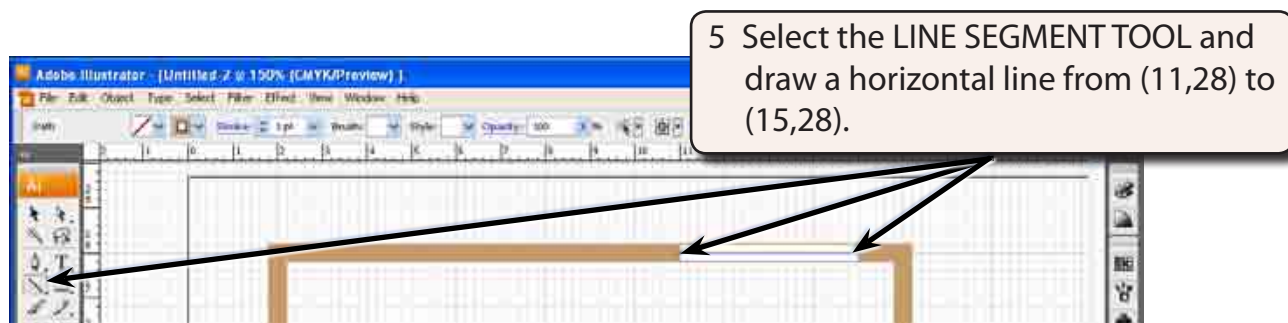
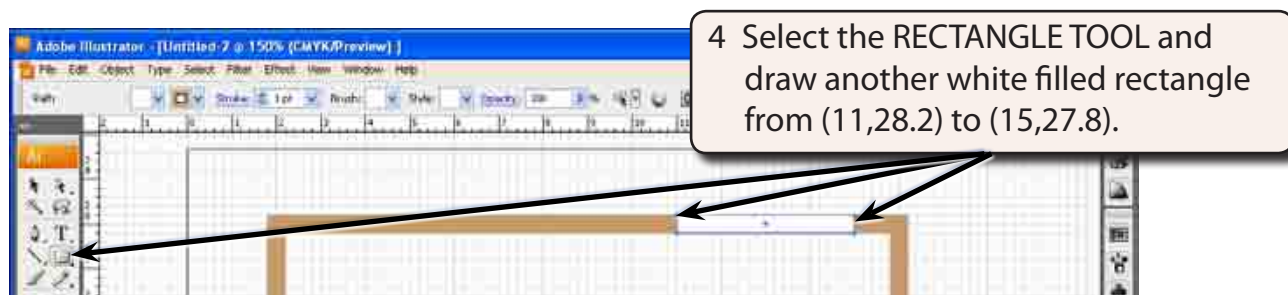
NOTE: This has drawn a rectangle that represents 7 m across (14 cm on the screen) and 6 m down (12 cm on the screen).

Adding the Windows

Windows are usually represented by a thin rectangle with a line through it.

- 1 Increase the zoom to 150% or higher using CTRL+ or COMMAND+.

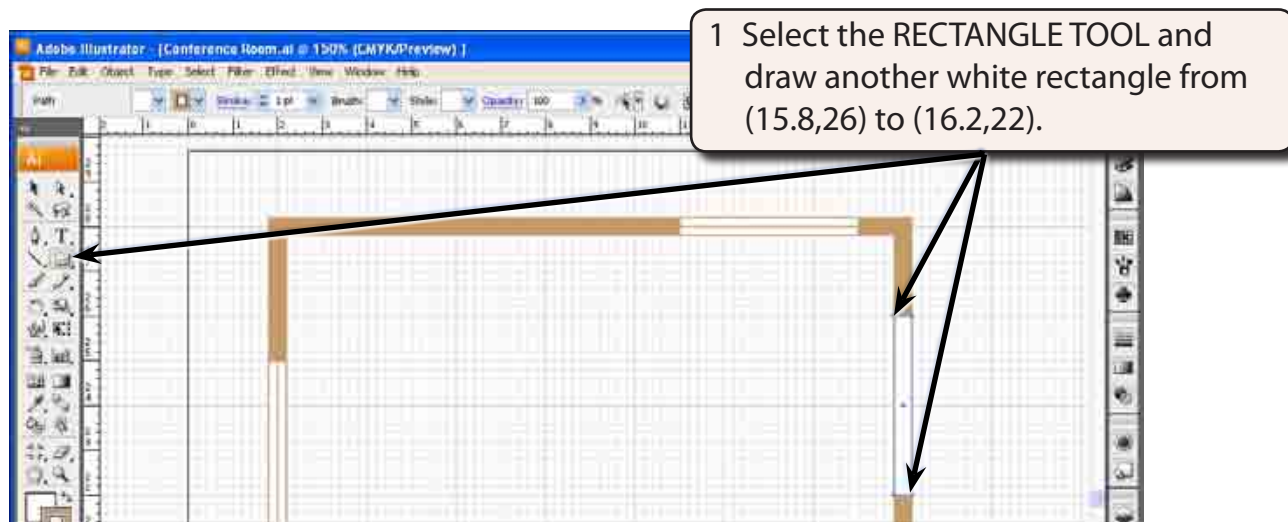




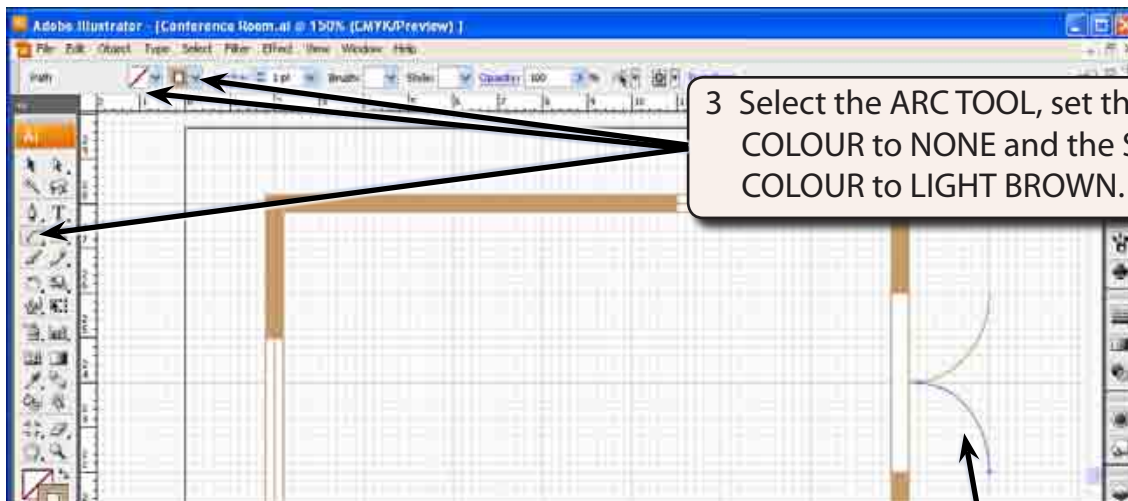
- 6 Save the document in your STORAGE folder as:
Conference Room

Adding the Doors

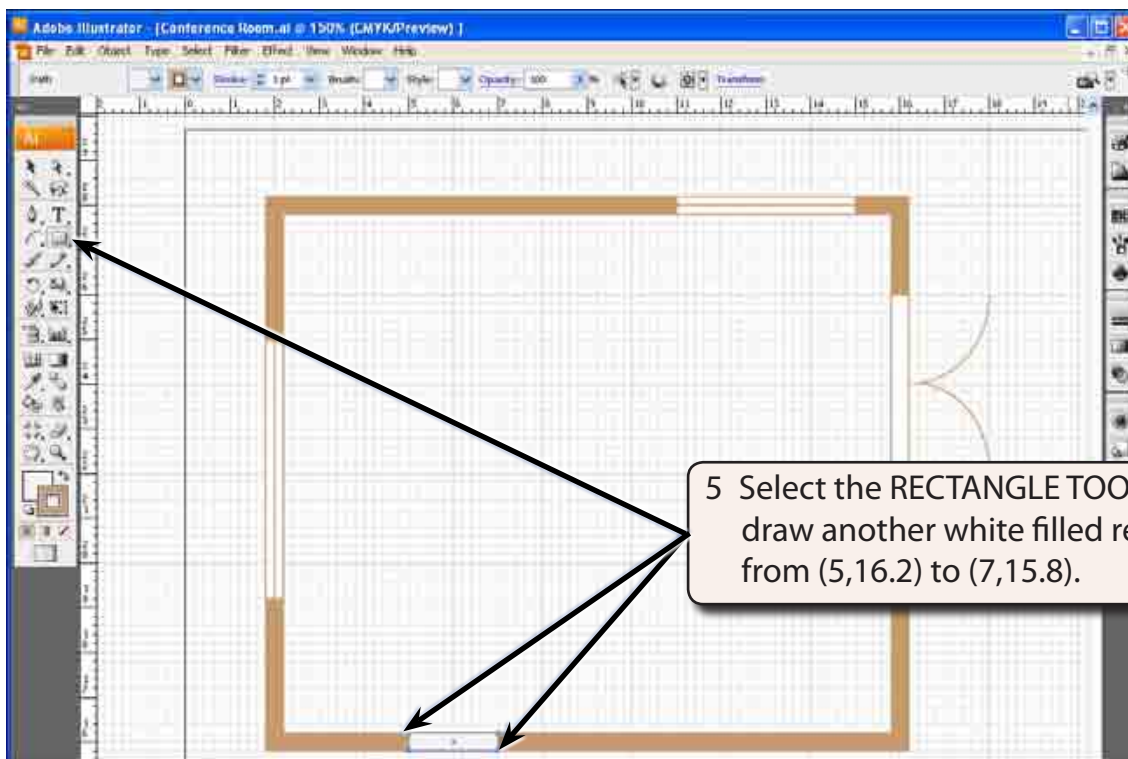
We will represent the doors with a rectangle and an arc attached to it. There are two sets of doors required, one set of double doors and one single door.



- 2 Select the SELECTION TOOL and click outside the rectangle to deselect it.



4 Draw 2 arcs from (18,26) to (16.2,24) and (18,22) to (16.2,24)



6 Select the SELECTION TOOL and click outside the rectangle to deselect it.