

[*Back to Contents*](#)

Tutorial

ADOBE ILLUSTRATOR 8.0

Working with Type



One of the most powerful features of the Adobe Illustrator® program is the ability to use type as a graphic element.

In this lesson, you'll learn how to do the following:

- Create type in containers and along paths
- Import text files into type containers
- Adjust type attributes and formatting including the font, leading, and paragraph alignment
- Wrap type around a graphic
- Create stylized letterforms with outlined type
- Create type masks

Getting started


In this lesson, you'll be creating a Tai Chi lecture series poster. Before you begin you'll need to restore the default preferences for Adobe Illustrator and then you'll open the finished art file for this lesson to see what you'll be creating.

1 To ensure that the tools and palettes function exactly as described in this lesson, delete or deactivate (by renaming) the Adobe Illustrator 8.0 preferences file. (See “Restoring default preferences” in Appendix A, “Improving Performance,” of the *Adobe Illustrator 8.0 User Guide*.)

2 Start Adobe Illustrator.

3 Choose File > Open and open the finished art file, *03_b.ai*.

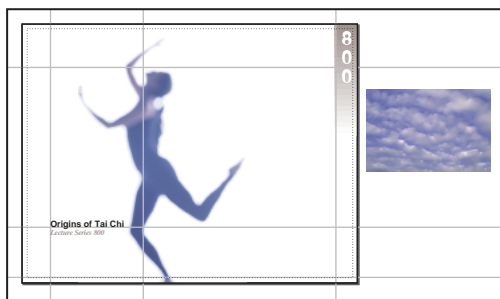
(The path to the file is: Adobe Illustrator 8.0 application folder > Training > Tutorial > AI_03 > 03_b.ai.)

4 If you like, choose View > Zoom Out to make the finished artwork smaller and leave it on your screen as you work. (Use the hand tool () to move artwork where you want it in the window.) If you don't want to leave the image open, choose File > Close.

Now open the start file to begin the lesson.

5 Choose File > Open and open the start file, *03_a.ai*.

(The path to the file is: Adobe Illustrator 8.0 application folder > Training > Tutorial > AI_03 > 03_a.ai.)



6 Choose File > Save As, name the file **TaiChi.ai**, and click Save. In the Illustrator Format dialog box, select version 8.0 of Illustrator and click OK.

For now you'll hide the palettes until you'll need them for this lesson.

7 Click the close boxes or choose Window > Hide Navigator, Window > Hide Color, Window > Hide Swatches, and Window > Hide Transform to close these palettes.

8 Bring the Links palette forward by clicking the Links tab behind the Layers palette. Notice in the Links palette that there are two links displayed: the image of the dancing figure, which is linked to the original image file, and the image of the sky to the right of the artboard, which is an embedded image (it was pasted into the document).

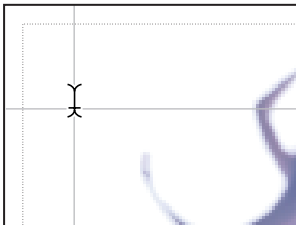
9 Click the close box or choose Window > Hide Links to close the Links palette. (For information on using the Links palette, see “Managing linked and embedded images” in Chapter 3, “Setting up Artwork in Illustrator,” in the *Adobe Illustrator 8.0 User Guide*.)

Adding type to a document

Adobe Illustrator lets you add type to a document several different ways. You can type directly in the artwork, copy and paste type from other documents, and import entire text files. The range of type tools and options in Illustrator lets you flow type horizontally or vertically anywhere in a document. You can type vertically on the page or change horizontal type to a vertical orientation (see “Changing text orientation” in Chapter 11, “Using Type,” in the *Adobe Illustrator 8.0 User Guide*).

To begin adding type to your artwork, you'll type the Tai Chi title on the poster.

1 Select the type tool (**T**) in the toolbox and position the pointer so that the I-beam cross hair is in the top left corner of the artwork. Use the guides that already exist in the document.



Position type tool at intersection of guides.

The small horizontal line near the bottom of the I-beam—its cross hair—marks the position of the type *baseline*. The baseline is the line on which the type rests.

2 Click to set the type baseline where the guides intersect and type **Tai Chi**.

By default, the type you create is 12-point Helvetica, filled with black, and stroked with None. The Fill and Stroke boxes in the toolbox display the type's current paint attributes.

For information about selecting a fill or stroke color, see the “Painting” tutorial, and see Chapter 7, “Working with Color,” in the *Adobe Illustrator 8.0 User Guide*.

Sampling type

Now you'll use the eyedropper tool to pick up or *sample* the attributes of other type in the artwork and apply it to the Tai Chi title.

- 1 Click the selection tool (⌘) in the toolbox to select the words "Tai Chi."

Clicking the selection tool immediately after typing with the type tool automatically selects the words you typed.

- 2 Click the eyedropper tool (🔍) in the toolbox and click anywhere in the line "Lecture Series 800" to sample the type's attributes.



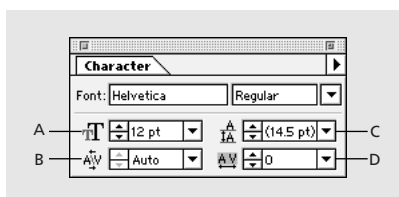
Sampled attributes are applied to any selected text (in this case, "Tai Chi"), and the type colors appear in the Fill and Stroke boxes in the toolbox.

Changing the character size

Now you'll use the Character palette to make the title bigger.

- 1 With the Tai Chi type still selected, choose Type > Character to display the Character palette.

By default, the Character palette displays the selected font and its style, size, kerning, leading, and tracking values. If the type selection contains two or more attributes, the corresponding text boxes are blank. (*Leading* is the amount of space between lines or paragraphs. *Kerning* is the space between two characters. *Tracking* is the spacing in a string of characters.)



A. Font Size B. Kerning
C. Leading D. Tracking

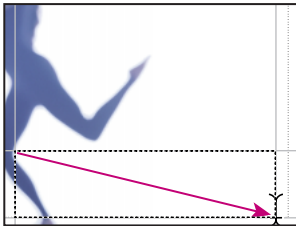
- 2 Type **125** in the Font Size text box, and press Enter or Return to increase the font size to 125 points.

Creating columns of type

Another way to add type to your document is to create a type container, divide it to hold three columns of type, and import a text file into it.

Dragging with the type tool rather than clicking with it allows you to create a container for type. You'll draw a container that overlaps the bottom leg of the figure so that later you can wrap the text around the leg.

- 1 Select the type tool (**T**) in the toolbox and position the pointer so that the I-beam cross hair is over the intersection of the guides below the figure.
- 2 Hold down the mouse button and drag downward and to the right to the intersection of the guides in the bottom right corner of the artwork. Once you release the mouse button, the pointer reverts to an I-beam.



The text rectangle you just created is unpainted (neither filled nor stroked). When deselected, it is not visible in Preview view or when you print it (unless you fill or stroke the text rectangle or you select type in it).

- 3 Choose View > Hide Guides.

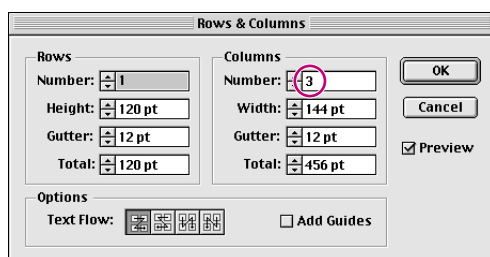
Next you'll divide this type container into a group of three type containers that will each hold a column of type. You'll use the Rows & Columns command to divide the type block precisely.

- 4 Click the selection tool (**⬚**) in the toolbox to automatically select the newly created type container.

- 5 Choose Type > Rows & Columns.

The Rows & Columns dialog box is useful for changing the height, width, and gutter size between rows and columns. The Text Flow option lets you control the direction in which text flows (from left to right or up and down).

- 6 In the Columns area, type 3 in the Number text box for three columns, leave the other values at their default settings, and click OK.



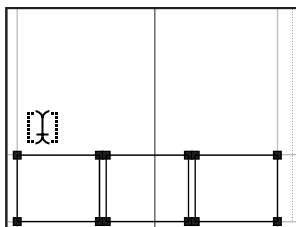
The three type containers are linked, so that text flows between containers in the order that the containers are created and grouped, so that selecting one container selects all three containers. Each container can be moved and resized individually using the direct-selection tool.

Next, you'll import a text file into the columns. You can import text as you would any other graphic object, using the Place command.

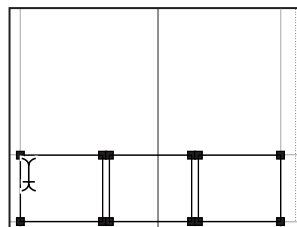
7 Before continuing, choose **View > Zoom In** to zoom in closer to the type containers and then choose **View > Artwork**.

By switching to Artwork view, you can see the type containers even when they're not selected, and you can work more easily with type.

8 Select the type tool (**T**) in the toolbox and position the pointer inside the upper left corner of the left column. Notice that the dotted rectangle around the I-beam pointer disappears the closer you have the pointer to the left edge of the container. When the dotted rectangle has disappeared, click once to set the type path. The pointer changes to a blinking insertion point on top of the left edge of the container.



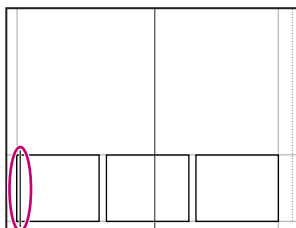
Dotted rectangle on pointer indicates new container will be created.



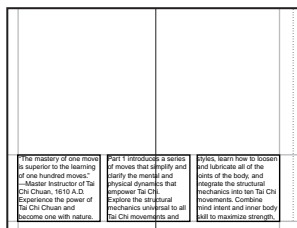
Position pointer inside top left corner of existing container.

Notice that the blinking insertion point reflects the current character size of 125 points that you set for the Tai Chi type. This will not affect the size of text you import.

9 Choose **File > Place**. Select the text file, *03_c.rtf*, located in the AI_03 folder, and click **Place**.



Blinking insertion point shows where placed text will go.



Placed text flows into the linked columns.

Illustrator supports more than a dozen text formats for Windows® and Mac® OS including Microsoft® Word, Rich Text Format, and WordPerfect®. You can also bring text into Illustrator by copying and pasting text from the Clipboard. However, the copied text may lose its type attributes (such as its font and styles) when pasted into the document.

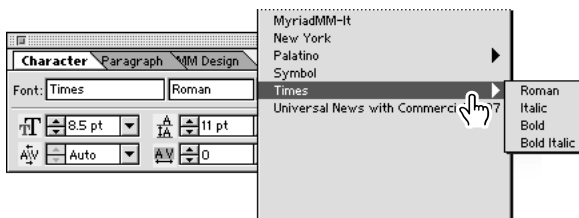
Changing character attributes of placed text

Next, you'll format the type that you just imported. You'll change the character font of the placed text to match the rest of the poster, and reformat the first two paragraphs, which are a quote and a byline.

1 Choose Edit > Select All to select all of the imported text automatically after it is placed.

Choosing Edit > Select All immediately after placing a text file will not select any other objects in your artwork. (You can also use the selection tool (⌘) to select one column and change the attributes of all three columns of text simultaneously.)

2 In the Character palette, hold down the mouse on the Font Menu button (in the top right corner of the palette) and choose a font (we chose Times Roman). Enter sizes for the type and the leading in the Font Size and Leading text boxes. (We specified **8.5** in the Font Size text box and **11** in the Leading text box.) Press Enter or Return to apply the attributes.

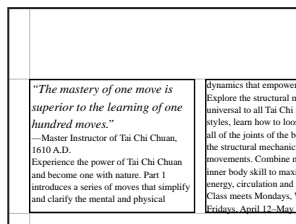


Next, you'll select the first two paragraphs and format them as a quote and a byline.

3 First, choose Type > Show Hidden Characters to display all of the hidden characters in the text, such as spaces and paragraph breaks.

4 Using the type tool (T), triple-click inside the first paragraph to select only that paragraph. (You can also select it by dragging.)

5 In the Character palette, choose a font from the Font menu (we selected Times Italic) and enter sizes for the font and leading (we specified **11** points in the Font Size text box and **16** points in the Leading text box). Press Enter or Return to apply the changes.



6 Using the type tool again, triple-click inside the second paragraph to select it and experiment with different fonts and sizes for the byline. (We used Times Italic, **11** points for font size and **16** points for leading.)

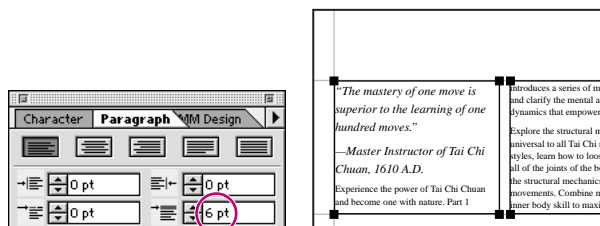
7 Choose File > Save.

Changing paragraph attributes

You can set paragraph attributes (such as alignment or indenting) before you enter new type, or reset them to change the appearance of existing, selected type. If you select several type paths and type containers, you can set attributes for all of them at the same time.

Now you'll add more space before all of the paragraphs in the column text.

- 1 Hold down Ctrl (Windows) or Command (Mac OS) to temporarily convert the type tool to the selection tool, and click the edge on one of the type containers to select it. (Clicking one of the type containers selects all three containers.)
- 2 Click the Paragraph tab behind the Character palette to display the Paragraph palette.
- 3 In the Paragraph palette, type **6** in the Space Before Paragraph text box (in the bottom right corner) and press Enter or Return to separate all of the paragraphs by 6 points of spacing. The space before the first paragraph adjusts so the quote is aligned with the top of the column.



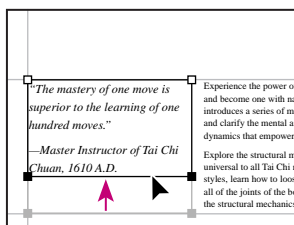
- 4 Choose File > Save.

Adjusting the text flow

You'll shorten the first text column to fit the quote and byline and force the rest of the type to begin in the second column. Because the type containers are linked, adjusting any of the columns affects all of them and the type within them.

- 1 Choose Edit > Deselect All to deselect the artwork, and then select the direct-selection tool (⌘) in the toolbox. The direct-selection tool lets you resize one type container without resizing the others.
- 2 Grab the bottom of the left column (don't release the mouse), and then hold down Shift and drag the bottom of the column up to just below the byline (the second paragraph).

Holding down Shift as you drag constrains the movement to a straight line. (Shift-clicking instead of Shift-dragging the bottom edge of the container with the direct-selection tool alternates between selecting and deselecting the container.)



Notice how the type flows into the second column as you adjust it. Type flows from one object to another based on the type containers' stacking order. In this case, the stacking order is from left to right, in the order in which the columns were created.

3 Press Ctrl+Y (Windows) or Command+Y (Mac OS) to switch to Preview view. This shortcut allows you to toggle between Artwork and Preview views.

4 Click away from the artwork to deselect it and then choose File > Save.

Wrapping type around a graphic

You can make type wrap around any graphic object in Illustrator. To complete the column layout, you'll wrap the left column of type around the bottom leg of the figure.

In this example, we've added an unpainted object around the leg in the bitmap image so you can control the way the type will wrap around the figure.

1 Press Ctrl+Y (Windows) or Command+Y (Mac OS) to switch back to Artwork view.

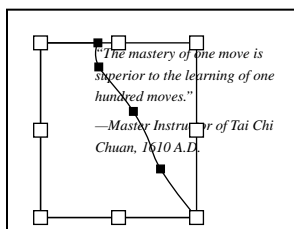
2 Click the selection tool (⌵) in the toolbox, and choose Object > Unlock All to unlock and select the object that overlaps the left side of the type containers. (The object was locked so that it wouldn't interfere with drawing the containers.)

Objects that you use for wrapping type around must be in front of the type container.

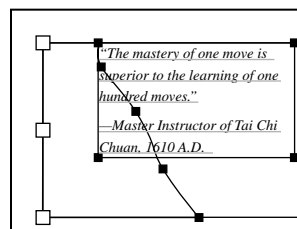
3 Choose Object > Arrange > Bring to Front and then Shift-click the border of the left column to select the type containers too.

Shift-clicking one of the type containers selects all three containers.

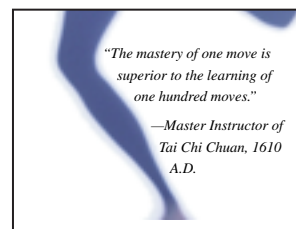
4 Choose Type > Wrap > Make to wrap the type around the object, and then choose View > Preview.



Bring object border to the front.



Select type and object to be wrapped.



Result

The type is wrapped around the object and the type containers are now grouped with it. You can use the direct-selection tool to select parts of the group and make changes.

5 Press Ctrl+Y (Windows) or Command+Y (Mac OS) to toggle between Preview view and Artwork view as you work. Artwork view allows you to see the unpainted object over the leg.

6 Click away from the artwork to deselect it, and then select the direct-selection tool (⌵) in the toolbox.

7 Select the object over the leg and drag segments of the object's path outward or select an anchor point and drag the direction lines to change the shape of the object and, consequently, the shape of the wrapped type.

8 If necessary, use the direct-selection tool to grab the bottom of the left column (don't release the mouse) and drag it down to adjust the last line of the byline.

You can use the type tool to click anywhere in the columns of placed text and make changes as you wish, such as typing some new words or fixing the spelling.

9 When you have the wrapped type the way you want, choose Type > Show Hidden Characters to hide them and choose Edit > Deselect All to deselect the artwork.

10 Choose File > Save.

Typing along a path

Another way to create type in Illustrator is to enter type along a path. Now you'll add a credit line to the image of the dancing figure.

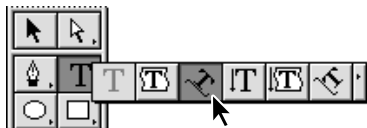
1 If necessary, press Ctrl+Y (Windows) or Command+Y (Mac OS) to switch to Preview view.

2 With the artwork deselected, set the paint attributes in the toolbox to a fill of none and a black stroke (by clicking the Fill box and the None button, and then clicking the Stroke box and the Color button).

3 Select the pencil tool (P) in the toolbox and drag it to draw a line along the back of the figure's raised leg. The line remains selected after you draw it.

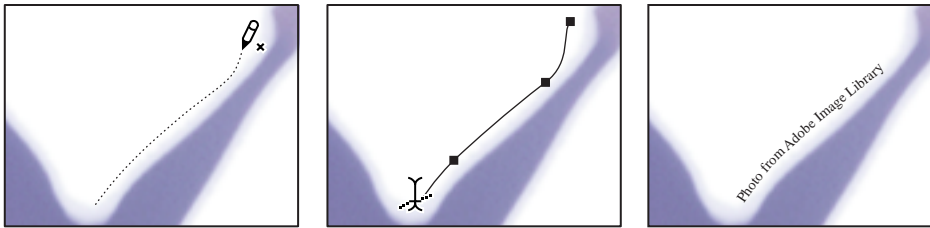
4 Select the path-type tool (P) from the same group as the type tool in the toolbox and click at the beginning of the line.

Clicking a line with the path-type tool converts the line to an invisible path (without any fill or stroke color) and a blinking insertion point appears.



5 Click the Character tab behind the Paragraph palette to display the Character palette, choose a font from the Font menu (we selected Times Roman), type 6 points in the Font Size text box, and press Enter or Return to set the new attributes.

6 Type the credit for the figure: **Photo from Adobe Image Library.**



When you turn a path or object into a type path, the path becomes unstroked and unfilled, even if the path was originally stroked or filled. After the type is selected, any changes to the paint settings affect only the type, not the path.

7 To move the type path, use the selection tool (⌘) to select the block of type and drag it to the new position.

8 To adjust the starting position of the type along the path, select the path-type tool and then click before the word “Photo.” Press the spacebar to move the type further along the path.

9 Choose File > Save.

Creating type outlines (letterforms)

You can create type outlines that allow you to change the shape of individual characters for special effects. When you create type outlines, each character becomes a separate object with compound paths outlining the character.

Now you’ll convert the number 800 into outlines and change the shape of the letterforms to create a special effect.

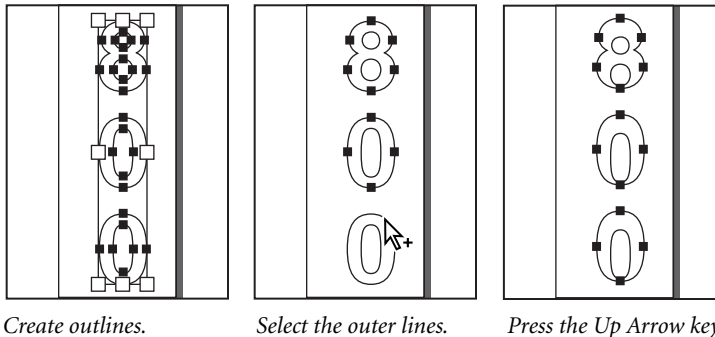
1 Choose View > Artwork and then choose Window > Show Navigator to display a thumbprint of the artboard in the Navigator palette. Click in the top right corner of the thumbprint image to move the red box over the number 800.

2 Use the selection tool to select the type “800” in the top right corner of the artwork, and then choose Type > Create Outlines.

The type is converted to a set of compound paths around each number that can be edited and manipulated like any other object.

3 Click away from the artwork to deselect the numbers, then select the group-selection tool (⌘+) from the same group as the direct-selection tool in the toolbox.

4 Shift-click to select the outer paths of all three numbers and press the Up Arrow key a few times to move the paths up, leaving the inner paths of all three in their original position.



You can also change the shape of letterforms by using the direct-selection tool to select path segments or anchor points in the outlines and dragging the direction lines in new directions.

5 Click away from the artwork to deselect it and press Ctrl+Y (Windows) or Command+Y (Mac OS) to switch back to Preview view.

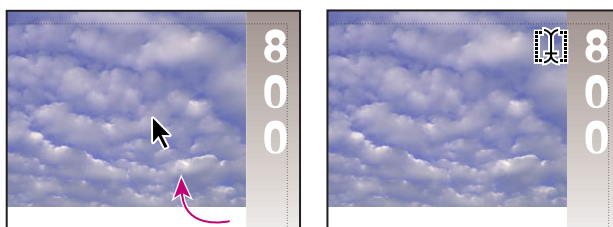
Creating type masks

Masks crop part of an image so that only a portion of it is revealed through the shape or shapes that you create. You can use type as a mask without having to convert the type to outlines first. After creating a mask using type, you can still edit it—for example, by adjusting the font or size and even by typing in new text.

In this example, you'll create a mask using type and an embedded bitmap image. We pasted an image of a cloudy sky into the document to use as the background of the mask. (For information, see Chapter 10, "Working with Bitmap Images," in the *Adobe Illustrator 8.0 User Guide*.)

1 Click the selection tool (⬚) in the toolbox and move the image of the sky from the area outside of the artboard to the top right corner of the artwork next to the 800 rectangle.

2 Select the type tool (T) from the same group as the path-type tool (⌘T) in the toolbox and click in the sky next to the number 8.



Move the sky image.

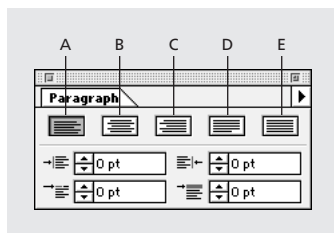
Select the type tool and click.

3 In the Character palette, choose a font from the Font menu (we chose Helvetica Bold), enter sizes for the font and the leading (we specified 28 points in the Font Size text box and 28 points in the Leading text box), and press Enter or Return to apply the settings.

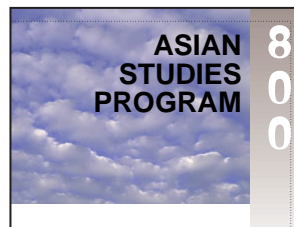
- 4 Click the Paragraph tab to display the Paragraph palette and click the Align Right button.
- 5 Press the Caps Lock key to type in all uppercase letters. Type **ASIAN** and then press Enter or Return to move the insertion point to the next line. Type **STUDIES**, press Enter or Return, and then type **PROGRAM**.
- 6 Click the selection tool (⬚) to select the entire block of type, and Shift-click to select the sky image behind it.

The object that will be the mask can be a single shape, multiple shapes, or type. The masking object (in this case, the type) must be on top of the artwork you want to mask.

- 7 Choose Object > Masks > Make to convert the front object into a mask and see through to the image.



A. Align left B. Align center
C. Align right D. Justify full lines
E. Justify all lines



Type the program name on top of the clouds.



Mask the type with the clouds.

The type mask loses its paint attributes and is assigned a fill and stroke of None. Thus, if you moved the type away from the background image, the type mask alone isn't visible in Preview view unless you select it or assign it new paint attributes.

Once you have created a mask, you can still adjust the artwork and the type (the mask) independently. For example, you can resize either the artwork (here, an embedded photo) or the type, as well as rotate, skew, and reflect them.

- 8 Double-click the hand tool (⬚) in the toolbox to fit the artwork in the window.
- 9 Choose File > Save.

You've completed the artwork for the Tai Chi poster using a variety of options for working with type.

For information on other features you can use when working with type, such as kerning, tracking, tabs, and searching, see Chapter 11, "Using Type," in the *Adobe Illustrator 8.0 User Guide*.

This tutorial is excerpted from *Adobe Illustrator Classroom in a Book*®, part of the official training series for Adobe graphics and publishing software. Published by Adobe Press, the series is available in several languages. For purchasing information, contact Macmillan Publishing at <http://mcp.com> or 1-800-428-5331.



Adobe, the Adobe logo, Classroom in a Book, and Illustrator are trademarks of Adobe Systems Incorporated which may be registered in certain jurisdictions. Windows and Microsoft Word are registered trademarks of Microsoft Corporation in the U.S. and other countries. Mac is a registered trademark of Apple Computer, Inc. in the U.S. and other countries. WordPerfect is a registered trademark of WordPerfect Corporation in the U.S. and other countries. © 1998 Adobe Systems Incorporated. All rights reserved.