



Illustrator CS 5: Pictures and Photos Reference Guide

How to Place (Insert) Images into Illustrator

1. Go to **File** → **Place** to open the *Place* dialog box.
2. Locate and select the file that you want to place.
3. Decide whether you want to link or embed the file.
 - To create a link to the file, select the checkbox next to **Link** at the bottom of the dialog box.
 - To embed the image, leave the checkbox blank. **Note:** Linked images are connected to the document, but remain independent, resulting in a smaller file size. Embedded graphics are copied into the document at full resolution, resulting in a larger file size; however, your document is independent.
4. Select **Place**. Your image will be placed in the document. **Note:** Once the image is placed, you may need to resize it to a workable size.
 - To resize, at the right end of the control panel, enter the desired width and height.

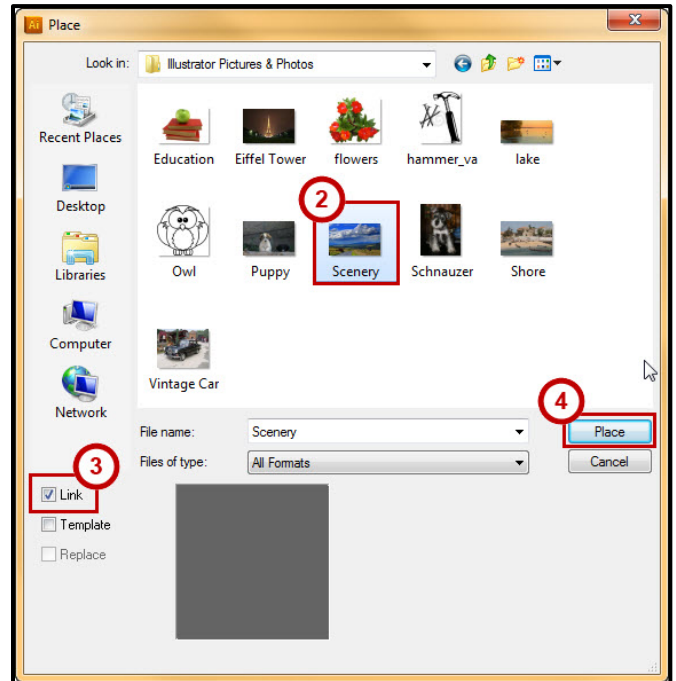

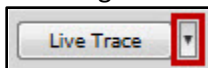


Figure 1: Place Dialog Box

How to Create a Vector Image that is Editable

1. Place your image into the document (see instructions above on How to Place (Insert) Images into Illustrator).
2. From the **Control Panel**, click the **Live Trace** button to turn the image into a vector graphic. 
Note: Your image will automatically become black and white because of the *Live Trace* default settings.
3. To change the settings, click the drop down arrow next to *Live Trace* to select a different tracing option.

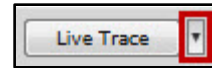


4. Next, Click **Expand** from the Control Panel to make the vector image editable. You will now see all of the anchor points within the image.

How to use Live Trace and Live Paint tool

1. Place your image into the document.

- Click **Live Trace** from the *Control Panel* and choose the desired *Live Trace* setting.
- Make the image a *Live Paint Group* by going to **Object** → **Live Paint** → **Make**.
- Select the **Live Paint Bucket** tool hidden beneath the *Shape Builder* tool.
- Choose your color and click the areas of the image that you want painted with that color. Continue this process until the entire image has been painted as desired.



How to use Symbols and Glyphs as Clipart

Symbols:

- Click the **Symbols** panel to make it visible.
Note: If you do not see the *Symbols* panel, go to **Windows** and select **Symbols** from the list of panels.
- Click the **Symbols Libraries** button to view the different categories.
- Select a category to view its available symbols.
- Once you find a symbol you like, click it and drag it to the artboard.
- Next, select the symbol, and then click the **Break Link to Symbol** button within the *Symbols* panel. **Note:** When you break the link to the symbol, the original symbol will not inherit the changes you make to the copy of the symbol.
- To edit the symbol, go to **Object** → **Expand**.

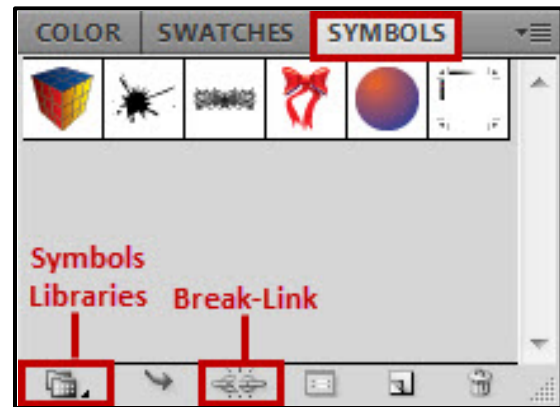


Figure 2: Symbols Panel

Glyphs:

- Select the **Type** tool and click the art board to place the cursor.
- Select **Type** from the *Menu bar*, then **Glyphs** to open the *Glyphs* panel.
- At the bottom of the *Glyphs* panel, choose the font that contains the glyph that you would like to use.
- Double-click the glyph to insert it into the document. **Note:** The glyph will be placed at the location of the cursor because it is currently considered to be text.
- Close the *Glyphs* panel.
- Use the **Select** tool to resize the glyph.
- To change the glyph into art, go to **Type** → **Create Outlines**.
- The glyph is now art that can be edited using the various tools in Illustrator.

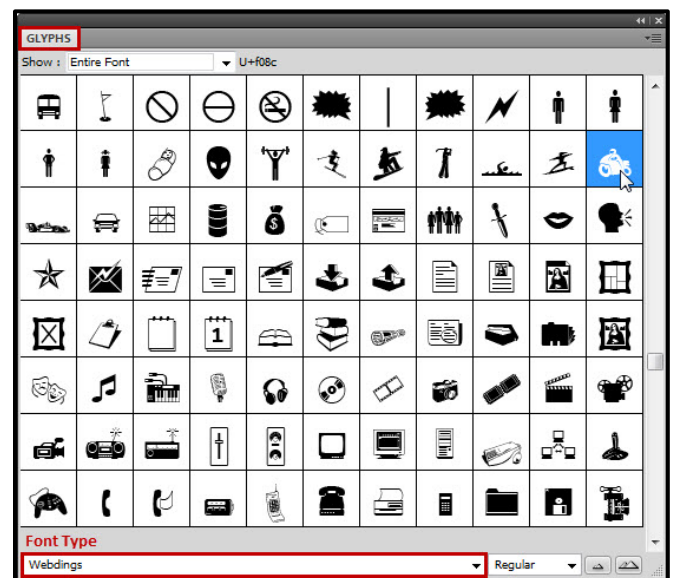
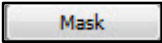


Figure 3: Glyphs Panel

How to Crop and Apply Clipping Masks

Cropping

1. Place your image into the document.
2. Select the **Mask** button from the control panel. 
3. Click and drag the side handles on the image to crop the picture. **Note:** To revert the image back to his original state, go to **Object** → **Clipping Mask** → **Release**.

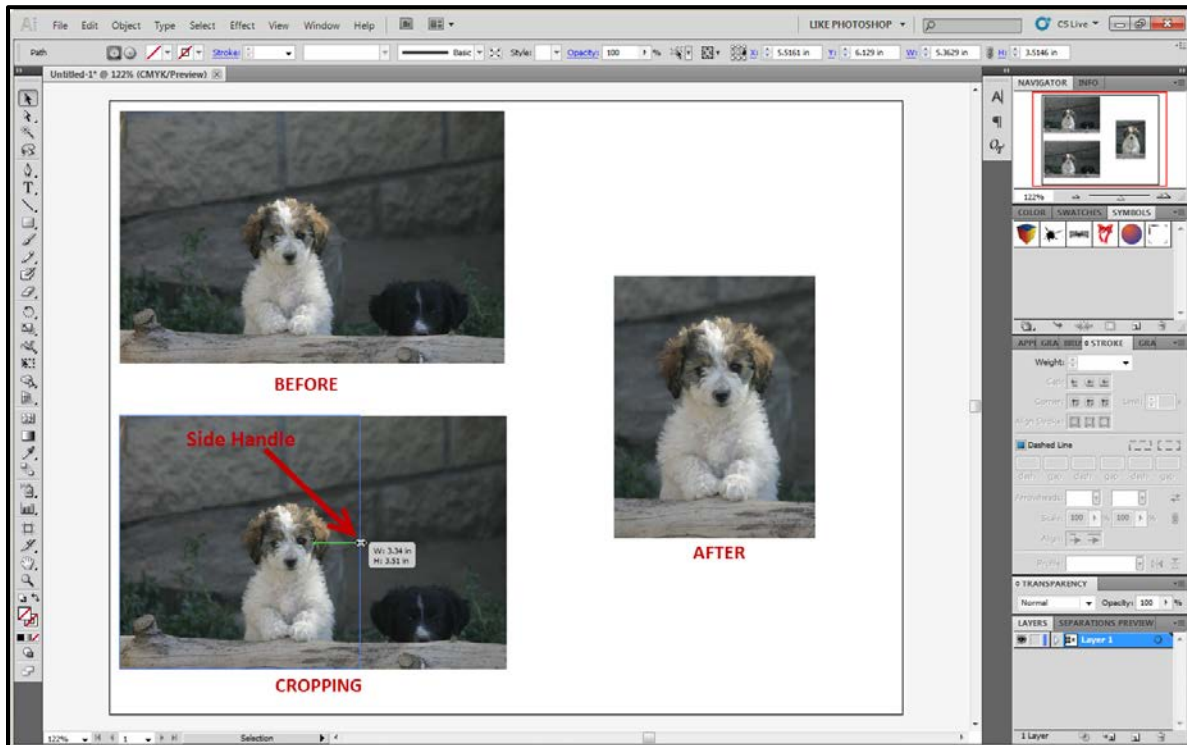


Figure 4: Cropping

Clipping Masks

1. Place your image into the document.
2. Draw a shape on top of the image using the **Shapes** tool.
3. Select both the shape and the image.
4. Select **Object** → **Clipping Mask** → **Make**.
Note: Any portion of the image that was left outside of the shape will be removed.
5. To adjust the image inside the shape:
 - Select the **Direct Selection** tool.
 - Click in an empty space on the artboard.
 - Click inside the image.
 - You should now be able to click and drag the image to the desired location within the shape. **Note:** To revert the image back to its original state, go to **Object** → **Clipping Mask** → **Release**.



Figure 4: Clipping Mask

Resources

Adobe publishes many video tutorials on their site.

Visit <http://helpx.adobe.com/illustrator/illustrator-cs5-cs55-tutorials.html> to access Illustrator tutorial content from Adobe.

Adobe also publishes video tutorials to YouTube on the Adobe Illustrator channel, available at

<http://www.youtube.com/user/AdobeIllustrator>.

Owltrain has many books and video tutorials available within the Books24x7 section. Visit <http://owltrain.kennesaw.edu> and click the Books24x7 link in the upper right corner of the screen to access the available resources.

Additional Support

For additional help or installation issues, please contact the KSU Service Desk (Faculty & Staff) or the KSU Student Help Desk (Students).

KSU Service Desk for Faculty & Staff

- Phone: 770-423-6999
- Email: service@kennesaw.edu
- Website: <http://its.kennesaw.edu/faculty-staff/>

KSU Student Help Desk

- Phone: 770-499-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: <http://its.kennesaw.edu/students/>