

Text as a design element plays a major role in your illustrations. Like other objects, type can be painted, scaled, rotated, and so on. In this lesson, discover how to create basic text and interesting text effects.

# Getting started

You'll be working in one art file during this lesson, but before you begin, restore the default preferences for Adobe Illustrator CS6. Then, open the finished art file for this lesson to see the illustration.

- 1 To ensure that the tools and panels function exactly as described in this lesson, delete or deactivate (by renaming) the Adobe Illustrator CS6 preferences file. See “Restoring default preferences” on page 3.
- 2 Start Adobe Illustrator CS6.

● **Note:** If you have not already done so, copy the Lesson07 folder from the Lessons folder on the *Adobe Illustrator CS6 Classroom in a Book CD* onto your hard disk. See “Copying the Classroom in a Book files” on page 2.

- 3 Choose File > Open. Locate the file named L7end.ai in the Lesson07 folder in the Lessons folder that you copied onto your hard disk.

In this lesson, you will create the text for this poster. Leave it open for reference, or choose File > Close without saving.

- 4 Choose File > Open. In the Open dialog box, navigate to the Lesson07 folder in the Lessons folder. Open the L7start.ai file.

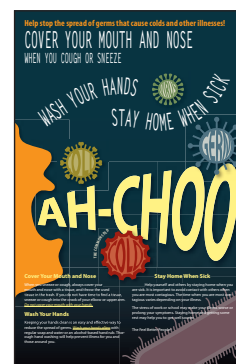
This file already has non-text components in it. You will add all of the text elements to complete the poster.

- 5 Choose File > Save As. In the Save As dialog box, navigate to the Lesson07 folder and name the file **poster.ai**. Leave the Save As Type option set to Adobe Illustrator (\*.AI) (Windows) or the Format option set to Adobe Illustrator (ai) (Mac OS), and then click Save. In the Illustrator Options dialog box, leave the Illustrator options at their default settings and then click OK.

- 6 Choose View > Smart Guides to deselect the Smart Guides.

- 7 Choose Window > Workspace > Reset Essentials.

● **Note:** If you don't see “Reset Essentials” in the Workspace menu, choose Window > Workspace > Essentials before choosing Window > Workspace > Reset Essentials.



# Working with type

Type features are some of the most powerful tools in Illustrator. You can add a single line of type to your artwork, create columns and rows of text like you do in Adobe InDesign, flow text into a shape or along a path, and work with letterforms as graphic objects.

You can create text in three different ways: as point type, area type, and type on a path. Following is a short description of each type of text:

- **Point type** is a horizontal or vertical line of text that begins where you click and expands as you enter characters. Each line of text is independent—the line expands or shrinks as you edit it but doesn't wrap to the next line. Entering text this way is useful for adding a headline or a few words to your artwork.
- **Area type** uses the boundaries of an object to control the flow of characters, either horizontally or vertically. When the text reaches a boundary, it automatically wraps to fit inside the defined area. Entering text in this way is useful when you want to create one or more paragraphs, such as for a brochure.
- **Type on a path** flows along the edge of an open or closed path. When you enter text horizontally, the characters are parallel to the baseline. When you enter text vertically, the characters are perpendicular to the baseline. In either case, the text flows in the direction in which points were added to the path.

Next, you will create point type and then you will create area type. Later in this lesson, you will also create type on a path.

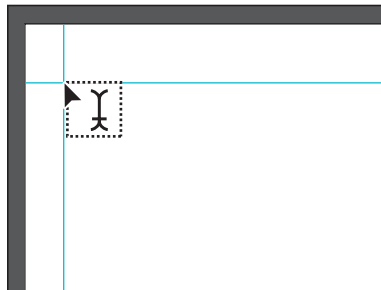
## Creating point type

When typing text directly into a document, you select the Type tool and click where you'd like the text. When the cursor appears, you can begin typing.

Next, you will enter some text at the top of the poster.

- 1 Select the Zoom tool (Q) in the Tools panel, and click the upper-left corner of the artboard twice, slowly.
- 2 Select the Type tool (T), and click where the guides meet in the upper-left corner of the artboard. The cursor appears on the artboard. Type **Help stop the spread of germs that cause colds and other illnesses!**

By clicking with the Type tool, you create point type. Point type is a line of text that keeps going until you stop typing or press Return or Enter. It's very useful for headlines.



● **Note:** Point type that is scaled, as in step 3, is printable, but the font size may not be a whole number (such as 12 pt).

- 3 Select the Selection tool (⌘) in the Tools panel, and notice the bounding box around the text. Drag the bounding point on the right to the right. Notice that the text stretches as you drag any bounding point.
- 4 Choose Edit > Undo Scale and then View > Fit Artboard In Window.

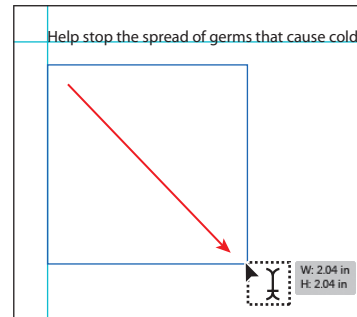


## Creating area type

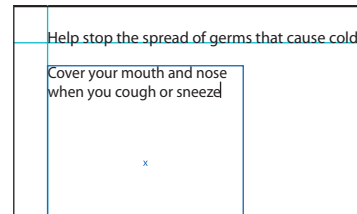
To create area type, you click with the Type tool where you want the text and drag to create an area type object (also called a text area). When the cursor appears, you can type. You can also convert an existing shape or object to a type object by clicking on or inside the edge of the object with the Type tool.

Next, you will create area type and enter more text.

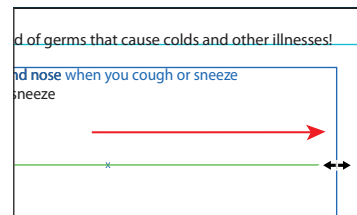
- 1 Choose View > Smart Guides to select the Smart Guides.
- 2 Select the Type tool (T), and position the cursor below the text you just created, aligned on the left guide. Drag from the guide down and to the right to create a text area with a width and height of approximately 2 in. The cursor appears in the new text area.
- 3 Select the Zoom tool (Q) in the Tools panel, and click twice, slowly, in the center of the new text area.
- 4 Select the Type tool (T), and type **Cover your mouth and nose when you cough or sneeze**. Do not type the period.



- 5 Select the Selection tool (⌘), and notice the bounding box around the text. Drag the right center bounding point to the right, noticing how the text wraps within the object. Drag until it approximately aligns with the right edge of the text above it.
- 6 Choose Select > Deselect, and then choose File > Save.



- 5 Select the Selection tool (⌘), and notice the bounding box around the text. Drag the right center bounding point to the right, noticing how the text wraps within the object. Drag until it approximately aligns with the right edge of the text above it.
- 6 Choose Select > Deselect, and then choose File > Save.

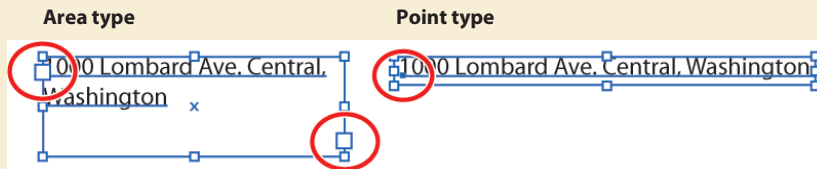


● **Note:** For now, keep the default settings for type formatting.

## Area type versus point type

Illustrator provides visual indications to help you tell the difference between point type and area type. With the Selection tool, click to select text and its bounding box.

Area type has two extra boxes, called ports. Ports are used to thread (flow) text from one type area to another. Working with ports and threading is covered later in this lesson. Point type, when selected, does not have ports; instead, it has a point before the first letter in the first line.



## Importing a plain text file

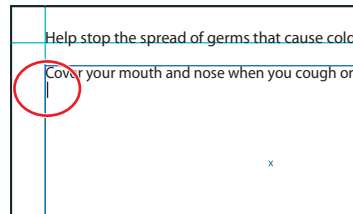
You can import text into artwork from a file that was created in another application. Illustrator supports the following formats for importing text:

- Microsoft Word (doc)
- Microsoft Word DOCX (docx)
- Microsoft RTF (rtf)
- Plain text (txt)(ASCII) with ANSI, Unicode, Shift JIS, GB2312, Chinese Big 5, Cyrillic, GB18030, Greek, Turkish, Baltic, and Central European encoding.

You can also copy and paste text, but formatting may be lost when text is pasted. One of the advantages of importing text from a file, rather than copying and pasting it, is that imported text retains its character and paragraph formatting. For example, text from an RTF file retains its font and style specifications in Illustrator.

Next, you will place text from a simple text file.

- 1 Before importing the text, select the Type tool (T) and insert the cursor at the end of the text “Cover your mouth and nose when you cough or sneeze.” Press Enter or Return, and leave the cursor in the text.
- 2 Choose File > Place. Navigate to the Lesson07 folder in the Lessons folder, select the L7copy.txt file, and click Place.



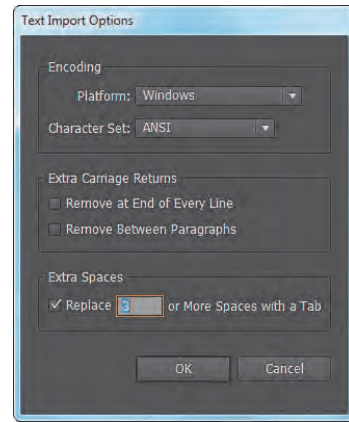
**Note:** Ensure that the cursor is in the text frame before you click. Otherwise, you may create another type area.

- 3 In the Text Import Options dialog box, you can set options prior to importing text. Leave the default settings, and then click OK.

The text is now placed in the text area. You will learn how to apply attributes to format text later in this lesson. Also, if you see a red plus sign (+) in the lower-right corner of the type object, this indicates that the text does not fit within the bounds. You will fix this later in the lesson.

- 4 Choose File > Save, and leave this file open.

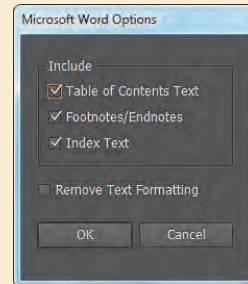
By inserting the cursor in a text area, the text is automatically flowed within the bounds of the area. If you didn't insert the cursor in the text area, and you placed the text, you could click to have Illustrator automatically create a text area that covers most of the page or click and drag to create a new text area in the size and position you want.



## Placing Microsoft Word documents

When you place (File > Place) RTF (Rich Text Format) or Word documents (.DOC or .DOCX) in Illustrator, the Microsoft Word Options dialog box appears.

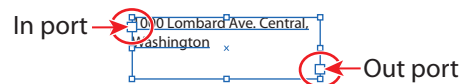
In this dialog box, you can select to keep the generated Table of Contents, footnotes and endnotes, and index text, and even choose to remove the formatting of the text before you place it.



**Note:** When you place a Word document and do not select Remove Text Formatting, paragraph styles that were used in Word are brought into Illustrator.

## Working with overflow text and text reflow

Each area type object contains an in port and an out port. The ports enable you to link to other objects and to create a linked copy of the type object. An empty port indicates that all the text is visible and that the object isn't linked. A red plus sign (+) in an out port indicates that the object contains additional text, which is called overflow text.



There are two main methods for remedying overflow text:

- Thread the text to another type object.
- Resize the type object or adjust the text.

## Threading text

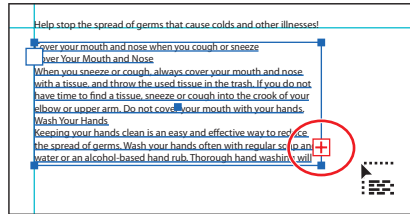
To thread, or continue, text from one object to the next, you have to link the objects. Linked type objects can be of any shape; however, the text must be entered in an object or along a path, not as point type (by simply clicking to create text).

Next, you will thread the overset text to another type object.

**1** Use the Selection tool (☛) to select the larger type object.

**2** With the Selection tool, click the out port (⊕) of the selected type object. The pointer changes to a loaded text icon (☛) when you move it away.

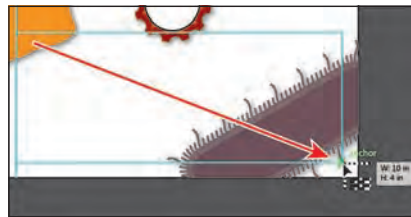
● **Note:** If you double-click, a new type object appears. If this happens, you can either drag the new object where you would like it to be positioned or choose Edit > Undo Link Threaded Text, and the loaded text icon reappears.



**3** Choose View > Fit Artboard In Window.

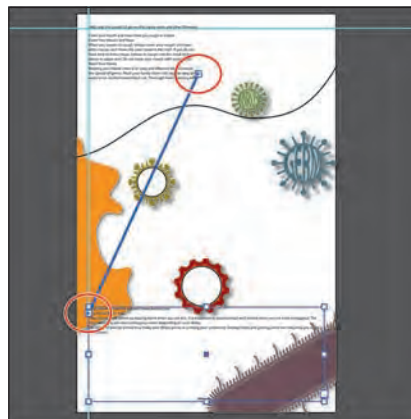
**4** Towards the bottom of the artboard, click and drag from the upper-left corner of the aqua guide box, down and to the right corner of the guide box.

● **Note:** With the loaded text icon, you can simply click the artboard instead of dragging to create a new type object. This creates a much larger type object.



**5** Choose File > Save.

With the bottom type object still selected, notice the line between the two objects, which is the thread that tells you that the two objects are connected. Notice the out port (⊞) of the top type object and the in port (⊞) of the bottom type object (both circled in the figure at right). The arrow indicates that an object is linked to another object.



► **Tip:** Another way to thread text between objects is to select an area type object, select the object (or objects) you want to link to, and then choose Type > Threaded Text > Create.

● **Note:** If you delete the second type object (created in the previous step), the text is pulled back into the original object as overflow text. Although not visible, the overflow text is not deleted.

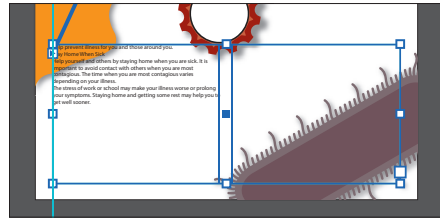
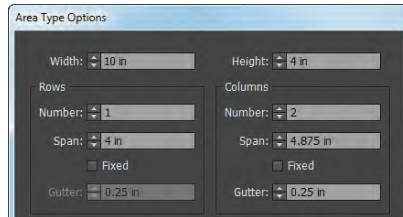


## Creating columns of text

You can easily create columns and rows of text by using the Area Type options.

● **Note:** If the cursor is still in the type object, you don't have to select the text area with the Selection tool to access the Area Type options.

- 1 If the bottom type object is no longer selected, use the Selection tool (⌘) to select it.
- 2 Choose Type > Area Type Options. In the Area Type Options dialog box, select Preview in the lower-left corner. In the Columns section of the dialog box, change Number to 2 and then click OK.



● **Note:** Your text may not look exactly like the figure. That's okay.

- 3 Choose Select > Deselect.
- 4 Choose File > Save. Leave this document open.

## Area type options

You can use the Area Type Options command to create rows and columns of text. Read about additional options below:

- **Number** specifies the number of rows and columns you want the object to contain.
- **Span** specifies the height of individual rows and the width of individual columns.
- **Fixed** determines what happens to the span of rows and columns if you resize the type area. When this option is selected, resizing the area can change the number of rows and columns, but not their width. Leave this option deselected if you want row and column widths to change when you resize the type area.
- **Gutter** specifies the distance between rows or columns.
- **Inset Spacing** controls the margin between the text and the bounding path. This margin is referred to as the inset spacing.
- **First Baseline** controls the alignment of the first line of text with the top of the object.
- **Text Flow** determines how text flows between rows and columns.

—From Illustrator Help



# Formatting type

In this section, you'll discover how to change text attributes, such as size, font, and style. You can quickly change most attributes in the Control panel.

- 1 Select the Zoom tool (🔍) in the Tools panel, and click twice, slowly, in the center of the top text area that is threaded at the top of the artboard.
- 2 Select the Type tool (T) in the Tools panel, and insert the cursor anywhere in the text area. Choose Select > All, or press Ctrl+A (Windows) or Command+A (Mac OS) to select all the text in both threaded type objects.

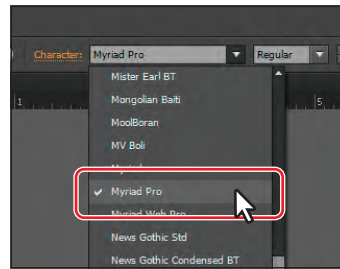
► **Tip:** If you double-click text with the Selection or Direct Selection tool, the Type tool becomes selected.

In this next section, you'll learn two different methods for selecting a font. First, you'll change the font of selected text using the Font menu in the Control panel.

- 3 Click the arrow to the right of the Font menu and scroll to find and select Myriad Pro, if not already selected.

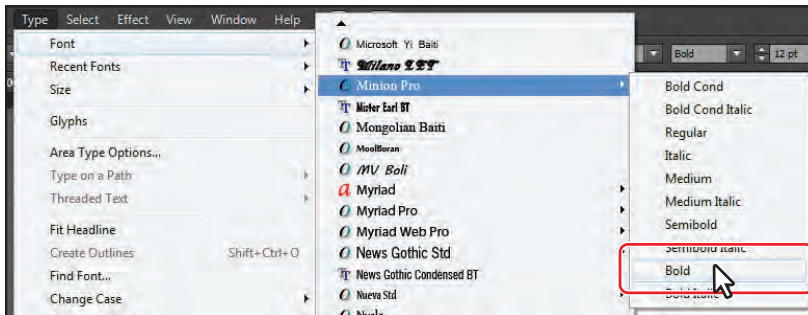
This sets the font for all of the threaded text.

● **Note:** You may see the word “Character” instead of the Font menu listed in the Control panel. Click the word “Character” to reveal the Character panel.



● **Note:** You may need to click the arrow that appears at the bottom of the font list to continue scrolling through the list.

- 4 Click three times in the first line of the text “Cover your mouth and nose when you cough or sneeze” to select the entire paragraph. Choose Type > Font to see a list of available fonts. Scroll down, and select Minion Pro > Bold. If your font list is long, you may need to scroll quite far to find this font (the list is alphabetized).

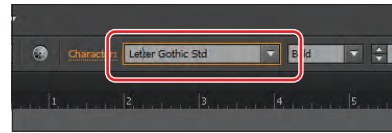


● **Note:** Be careful when selecting text. If you attempt to drag across the text to select it, you may wind up creating a new text area.

► **Tip:** Once a font name is selected, you can also press the Up or Down Arrow keys to scroll through the list.

5 Make sure that the text is still selected, and then follow the instructions below. This next method is the most dynamic method for selecting a font.

- Select whatever font is listed in the Font menu in the Control panel, and begin typing the name **Letter Gothic Std.** Illustrator filters through the list and displays the font name in the field.



► **Tip:** You can also click the word “Character” in the Control panel to open the Character panel (Window > Type > Character) and type the name of the font there.

6 Click the arrow in the Font Style menu in the Control panel to see the available styles for Letter Gothic Std, and make sure Bold is selected.

Font styles are specific to each font family. Although you may have the Letter Gothic Std font family on your system, you may not have the bold and italic styles of that family.

## Illustrator CS6 Fonts

The following fonts and accompanying documentation are installed and included in the Documentation folder on the Illustrator CS6 product DVD or in the packaged downloaded file if you download Illustrator CS6 from the Adobe Store. For trial customers, the fonts are not available until after purchase.

Adobe Arabic  
Birch Std  
**Blackoak Std**  
*Brush Script Std*  
Adobe Caslon® Pro  
Chaparral Pro  
CHARLEMAGNE STD  
**Cooper Black Std**  
**Adobe Devanagari**  
Adobe Fan Heiti Std  
Adobe Fangsong Std  
Adobe Garamond® Pro  
Siddhant Std  
**Adobe Gothic Std**  
Adobe Hebrew  
Adobe Heiti Std  
**Hobo Std**  
Adobe Kaiti Std  
Kozuka Gothic Pro (and Pr6N)  
Kozuka Mincho Pro (and Pr6N)

Letter Gothic Std  
LITHOS PRO  
**MESQUITE STD**  
Adobe Ming Std  
Minion Pro  
Myriad Arabic  
Myriad Hebrew  
Myriad Pro  
Adobe Myungjo Std  
Adobe Naskh  
Nueva Std  
**OCR A Std**  
ORATOR STD  
**Poplar Std**  
Prestige Elite Std  
**ROSEWOOD STD**  
Adobe Song Std  
**STENCIL STD**  
Tekton Pro  
TRAJAN PRO

## What is OpenType?

If you frequently send files back and forth between platforms, you should be designing your text files using the OpenType format.

OpenType® is a cross-platform font file format developed jointly by Adobe and Microsoft. Adobe has converted the entire Adobe Type Library into this format and now offers thousands of OpenType fonts.

The two main benefits of the OpenType format are its cross-platform compatibility (the same font file works on Macintosh and Windows computers) and its ability to support widely expanded character sets and layout features, which provide richer linguistic support and advanced typographic control.

The OpenType format is an extension of the TrueType SFNT format that also can support Adobe PostScript font data and new typographic features. OpenType fonts containing PostScript data, such as those in the Adobe Type Library, have an .otf suffix in the font file name, while TrueType-based OpenType fonts have a .ttf file name suffix.

OpenType fonts can include an expanded character set and layout features, providing broader linguistic support and more precise typographic control. Feature-rich Adobe OpenType fonts can be distinguished by the word “Pro,” which is part of the font name and appears in application font menus. OpenType fonts can be installed and used alongside PostScript Type 1 and TrueType fonts.

—From [Adobe.com/type/opentype](http://Adobe.com/type/opentype)

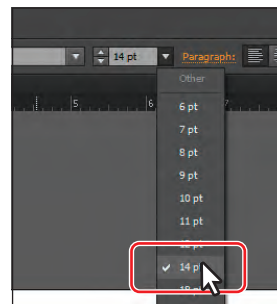
## Changing the font size

- 1 With text and Type tool (T) still selected, and the cursor in the top threaded text area, choose Select > All.
- 2 Type **13** in the Font Size field in the Control panel, and press Enter or Return. Notice the text change. Choose 14 pt from the Font Size menu. Leave the text selected.

● **Note:** You may see the word “Character” instead of the Font Size field in the Control panel. Click the word Character to reveal the Character panel.

The Font Size menu has preset sizes. If you want a custom size, select the value that appears in the Font Size field, enter any other value in points, and then press Enter or Return.

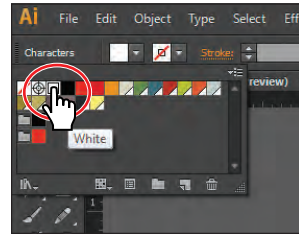
► **Tip:** You can dynamically change the font size of selected text using keyboard shortcuts. To increase the font size in increments of 2 points, press Ctrl+Shift+> (Windows) or Command+Shift+> (Mac OS). To reduce the font size, press Ctrl+Shift+< (Windows) or Command+Shift+< (Mac OS).



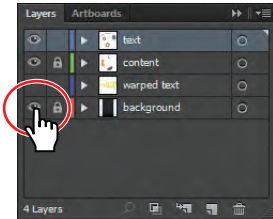
## Changing the font color

You can change the font color of the fill and stroke of selected text. In this example, you will change only the fill.

- 1 With the text still selected, click the Fill color in the Control panel. When the Swatches panel appears, select White. The text fill changes to white.



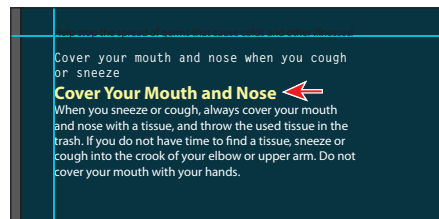
- 2 Click the Layers panel icon (☰) on the right side of the workspace to expand the panel. Click the visibility column to the left of the background layer. A blue background appears. Click the Layers panel tab to collapse the group.



- 3 With the Type tool, click three times to select the second paragraph (“Cover Your Mouth and Nose”). See the figure below for which text to select.
- 4 Change the Fill color in the Control panel to light yellow (C=0 M=2 Y=60 K=0 will appear in the swatch tool tip).
- 5 With the text still selected, select the entry in the Font Size field in the Control panel and change the font size by typing **20**. Press Enter or Return.
- 6 Choose Bold from the Font Style menu in the Control panel to change the font style for the selected text.

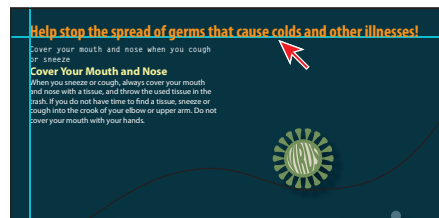
► **Tip:** Double-click to select a word; triple-click to select an entire paragraph. The end of a paragraph is defined by a hard return (when you press Enter or Return).

- 7 Choose Select > Deselect.
- 8 With the Type tool, click three times on the top text on the artboard, which begins with “Help stop the spread...”
- 9 Change the Fill color in the Control panel to orange (C=0 M=50 Y=100 K=0 will appear in the swatch tool tip).



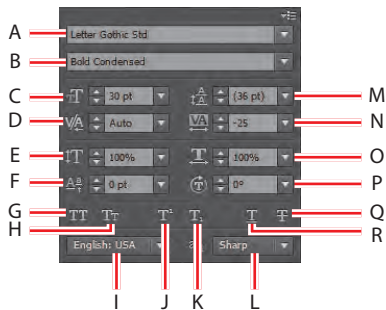
- 10 Change the Font Size to **30** and the Font Style to Bold Condensed in the Control panel.

- 11 Choose Select > Deselect.
- 12 Chose File > Save.



## Changing additional text attributes

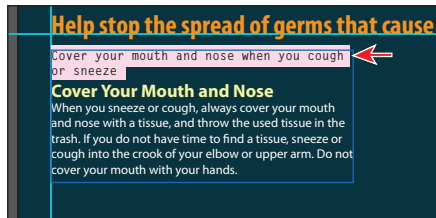
You can change many additional text attributes in the Character panel, which you can access by clicking the underlined word “Character” in the Control panel or by choosing Window > Type > Character.



- |                   |                       |
|-------------------|-----------------------|
| A. Font           | J. Superscript        |
| B. Font Style     | K. Subscript          |
| C. Font Size      | L. Text anti-aliasing |
| D. Kerning        | M. Leading            |
| E. Vertical Scale | N. Tracking           |
| F. Baseline Shift | O. Horizontal Scale   |
| G. All Caps       | P. Character Rotation |
| H. Small Caps     | Q. Strikethrough      |
| I. Language       | R. Underline          |

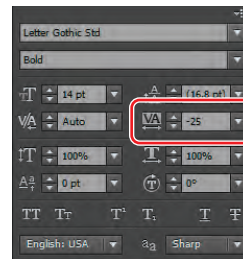
In this section, you will apply some of the many possible attributes to experiment with the different ways you can format text.

- 1 With the Type tool (T), insert the cursor in the text that begins “Cover your mouth...” With the cursor in the text, triple-click to select the entire paragraph.
- 2 With the Zoom tool (Q), click the selected text once more to zoom in to it.



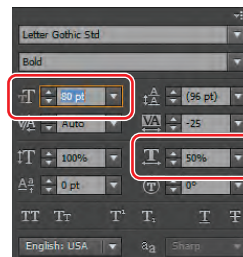
- 3 Click the word “Character” in the Control panel to reveal the Character panel (or choose Window > Type > Character). With the text selected, click the Tracking icon (VA) in the Character panel to select the Tracking field and type -25.

Tracking changes the spacing between characters. A positive value pushes the letters apart horizontally; a negative value pulls the letters closer together.

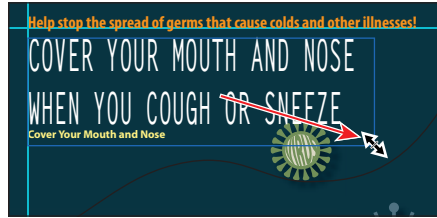


**Note:** If you choose to open the Character panel (Window > Type > Character), you may need to click the double-arrow next to the word “Character” in the panel tab to reveal more options.

- 4 Click the Horizontal Scale icon (L), and type 50% in the Horizontal Scale field. Change the Font Size by typing 80 and pressing Enter or Return to close the Character panel.
- 5 Choose Type > Change Case > UPPERCASE.
- 6 Choose View > Fit Artboard In Window and then Select > Deselect.



- 7 Select the Selection tool (⌘), and click the text “COVER YOUR” to select the text area. Drag the lower, right bounding point of the text frame to the right and down until you see the text “COVER YOUR MOUTH AND NOSE” on one line. See the figure for sizing help and how much text to reveal.
- 8 With the Type tool, select the second line of the first paragraph (“WHEN YOU COUGH OR SNEEZE”).
- 9 Change the Font Size in the Control panel to **48 pt**.
- 10 Click three times in that same selected text “WHEN YOU COUGH OR SNEEZE” to select the entire paragraph.
- 11 Click the word “Character” in the Control panel, and change the Leading (⌘) to **50 pt**. Press Enter or Return to close the panel.



Leading is the vertical space between lines. Notice the change in the vertical distance between the lines. Adjusting the leading can be useful for fitting text into a text area.

- 12 Choose Select > Deselect and then File > Save.

## Working with glyphs

Glyphs are characters within a certain typeface that may be harder to find, like a bullet point or a registration symbol.

- 1 Select the Zoom tool (⌘) in the Tools panel, and drag a marquee around the bottom of the text at the bottom of the artboard.
- 2 Select the Type tool (T) in the Tools panel, and click to place the cursor right after the period in the text “...may help you to get well sooner.” Press Enter or Return twice to add two paragraph returns.
- 3 Type **The Feel Better People**. Don’t type the period. Leave the cursor after the last word (“People”).

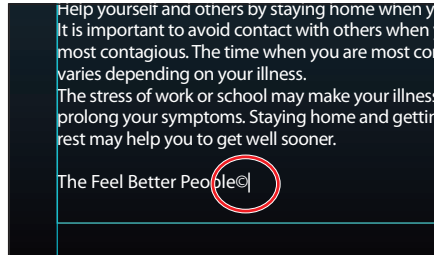
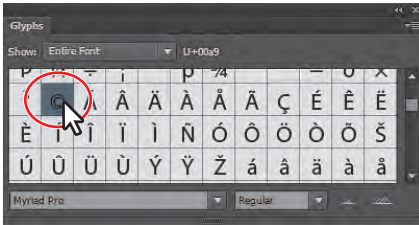
● **Note:** Make sure that you inserted the cursor in the text area and didn’t create a new one.

- 4 Choose Type > Glyphs to open the Glyphs panel.

The Glyphs panel is used to insert type characters, like trademark symbols (™) or bullet points(.). It shows all the characters (glyphs) available for a given font.

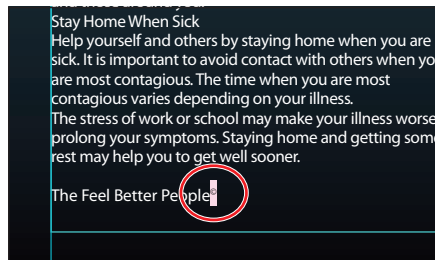
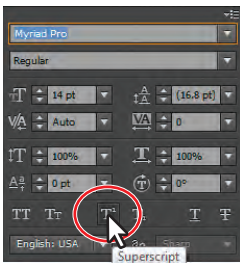
Next, you will insert a copyright symbol.

- 5 In the Glyphs panel, scroll down until you see a copyright symbol (©). Double-click the symbol to insert it at the text insertion point. Close the Glyphs panel.

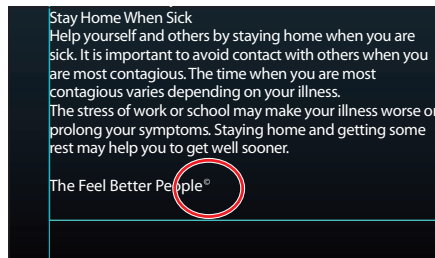
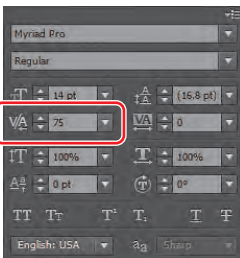


► **Tip:** The Glyphs panel lets you select another font in the bottom of the panel. You can also increase the size of the glyph icons by clicking the larger mountain (▲) in the lower-right corner or make the icons smaller by clicking the smaller mountain (▼).

- 6 With the Type tool, drag to select the copyright symbol (©) you just inserted.
- 7 Click the word “Character” in the Control panel (or choose Window > Type > Character), and click the Superscript button (T<sup>2</sup>) near the bottom of the panel.



- 8 Click with the Type tool between the word “People” and the copyright symbol to insert the cursor. The Character panel will close.
- 9 Choose 75 from the Kerning menu in the Character panel.



► **Tip:** To remove kerning changes, insert the cursor in the text and choose Auto from the Kerning menu.



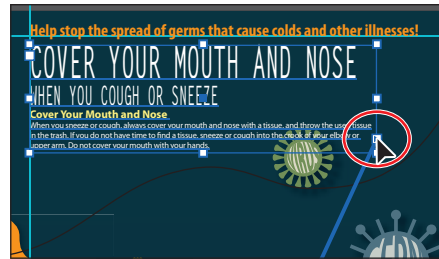
Kerning is similar to tracking, but it adds or subtracts space between a pair of characters. It's useful for situations such as this one, when you're working with a glyph.

- 10 Choose **Select > Deselect**, and then choose **File > Save**.

## Resizing type objects

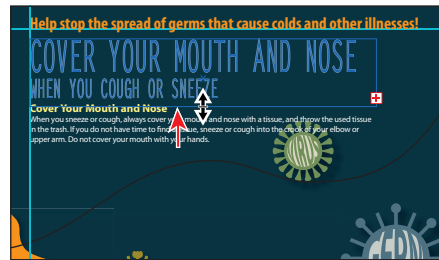
In this next section, you'll see how to resize type objects to either make room for additional text or to make sure that threaded frames have the correct text in them.

- 1 Choose **View > Fit Artboard In Window**.
- 2 Select the Zoom tool (🔍) in the Tools panel, and click twice, slowly, in the center of the top text area that is threaded.
- 3 With the Selection tool (🖱️), click the text in the top text area that is threaded, to select it. Double-click the out port (▶) in the lower-right corner of the text area.



Because the two text areas are threaded, double-clicking the out port of the top text area or the in port of the bottom text area breaks the connection between them. Any text threaded between the two type objects flows back into the first object. The bottom text area is still there, but it has no stroke or fill.

- 4 Choose **View > Smart Guides** to turn them off.
- 5 Using the Selection tool, drag the bottom, middle handle of the bounding box up until the yellow text “Cover Your Mouth and Nose” disappears. The text area changes in size vertically.
- 6 With the Selection tool, click the out port (⊕) in the lower-right corner of the top type object. The pointer changes to the loaded text icon (📄).



- 7 Choose **View > Fit Artboard In Window**.
- 8 Position the loaded text icon (📄) over the edge of the bottom type object until it changes in appearance to (📄). Click to thread the two objects together.

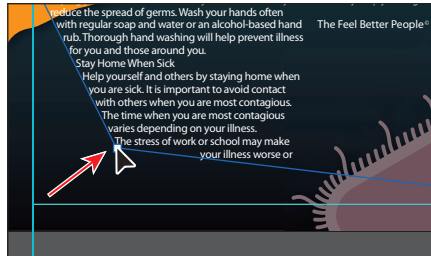


## 9 Choose Select > Deselect.

When type objects are threaded, you can move them anywhere and still maintain the connection between them. You can even thread between artboards. When type objects are resized, especially those in the beginning of the thread, text can reflow.

## 10 Choose File > Save.

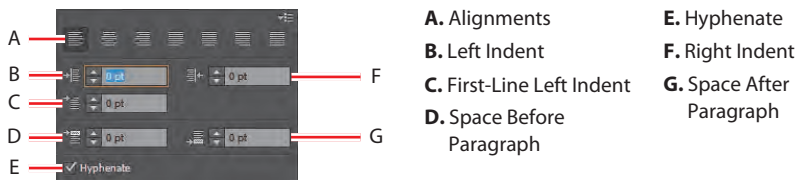
► **Tip:** You can create unique type object shapes by deselecting the type object and choosing the Direct Selection tool (↩). Drag the edge or corner of the type object to adjust the shape of the path. This method is easier to use when View > Hide Bounding Box is selected. Adjusting the type path with the Direct Selection tool is easiest when you're in Outline mode (View > Outline).



● **Note:** If you edit the type object by following the tip, choose Edit > Undo Move before continuing.

## Changing paragraph attributes

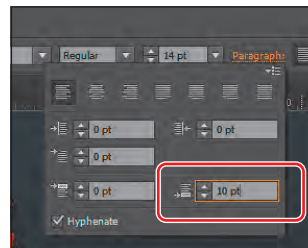
As with character attributes, you can set paragraph attributes, such as alignment or indenting, before you enter new type or to change the appearance of existing type. If you select several type paths and type containers, you can set attributes for them all at the same time. Most of this type of formatting is done in the Paragraph panel, which you can access by clicking the underlined word “Paragraph” in the Control panel or by choosing Window > Type > Paragraph.



Now, you'll add more space after all the paragraphs in the main text.

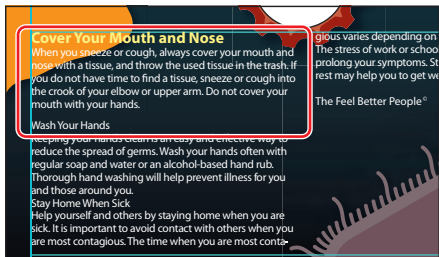
- 1 Select the Zoom tool (🔍) in the Tools panel, and click twice in the center of the bottom text area (at the bottom of the artboard).
- 2 Using the Type tool (T), insert the cursor in the second paragraph that begins with “When you sneeze...”
- 3 Click the word “Paragraph” in the Control panel to open the Paragraph panel.
- 4 Type **10 pt** in the Space After Paragraph text field (in the bottom-right corner), and press Enter or Return.

Setting a spacing value after paragraphs, rather than pressing the Return key, is recommended when working with large type objects.



● **Note:** Your text may not look exactly like this figure. That's okay.

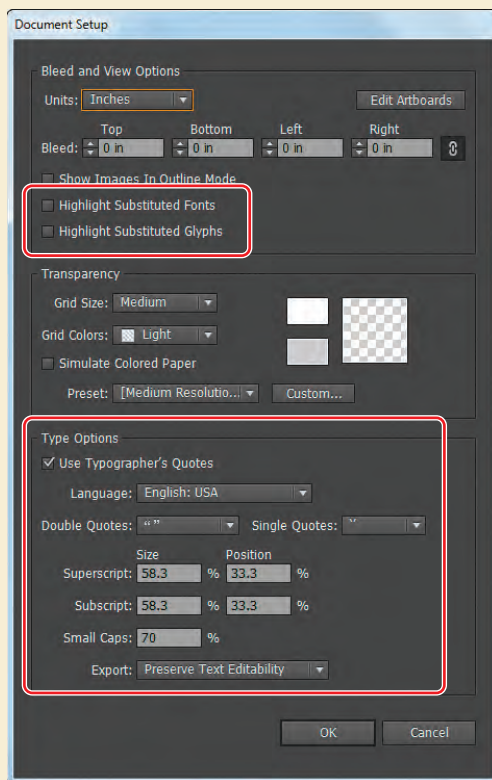
5 Choose Select > Deselect, and then choose File > Save.



## Document setup options

By choosing File > Document Setup, you can access the Document Setup dialog box. In this dialog box, there are many text options, including the Highlight Substituted Fonts and Highlight Substituted Glyphs options, which are in the Bleed And View Options section.

In the Type Options section at the bottom of the dialog box, you can set the document language, change double and single quotes, edit Superscript, Subscript, Small Caps, and more.



# Creating and applying text styles

Styles allow you to format text consistently and are helpful when text attributes need to be globally updated. Once a style is created, you only need to edit the saved style. Then, all text formatted with that style is updated.

Illustrator provides two types of styles:

- **Paragraph**—Retains character and paragraph attributes and applies them to an entire paragraph.
- **Character**—Retains the character attributes and applies them to selected text.

## Creating and applying a paragraph style

First, you will create a paragraph style for the subheadings.

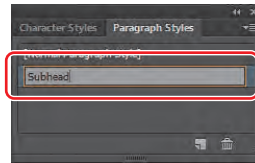
- 1 With the Type tool (T) selected, insert the cursor in the yellow subhead “Cover Your Mouth and Nose.”

You do not need to select text to create a paragraph style, but you do have to place the text insertion point in the line of text that has the attributes you are going to save.

- 2 Choose Window > Type > Paragraph Styles, and click the Create New Style button (📄) at the bottom of the Paragraph Styles panel.

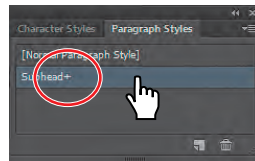
This creates a new paragraph style in the panel, called Paragraph Style 1. This style captures the character and paragraph formatting from the yellow subhead.

- 3 Double-click the style name Paragraph Style 1 in the list of styles. Change the name of the style to **Subhead**, and press Enter or Return to edit the name inline.



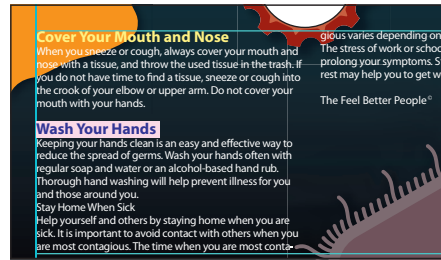
By double-clicking the style to edit the name, you are also applying the new style to the yellow subhead (where the cursor is). This means that if you edit the Subhead paragraph style, this first yellow paragraph will update as well.

- 4 Two paragraphs below the first yellow subhead, click three times on the text “Wash Your Hands” to select it. Select the Subhead style in the Paragraph Styles panel.



Notice that a plus sign (+) appears to the right of the style name, and the text doesn't look exactly like the “Cover Your Mouth and Nose” text. The plus sign (+) means that the style has an override. An override is any formatting that doesn't match the attributes defined by the style, for example, if you changed the font size for the selected paragraph.

- 5 Press the Alt (Windows) or Option (Mac OS) key, and select the Subhead style name again in the Paragraph Styles panel to overwrite existing attributes on the selected text. The text attributes of the Subhead style are applied to the selected text.



● **Note:** If you place a Microsoft Word document and choose to keep the formatting, the styles used in the Word document may be brought into the Illustrator document and show up in the Paragraph Styles panel.

- 6 With the Type tool, click three times in the text “Stay Home When Sick” to select the paragraph. Alt-click (Windows) or Option-click (Mac OS) the Subhead style in the Paragraph Styles panel.



- 7 Choose Select > Deselect.

## Editing a paragraph style

After creating a paragraph style, you can easily edit the style formatting. Then, anywhere the style has been applied, the formatting will be automatically updated.

- 1 Double-click to the right of the name “Subhead” in the Paragraph Styles panel list to open the Paragraph Style Options dialog box.

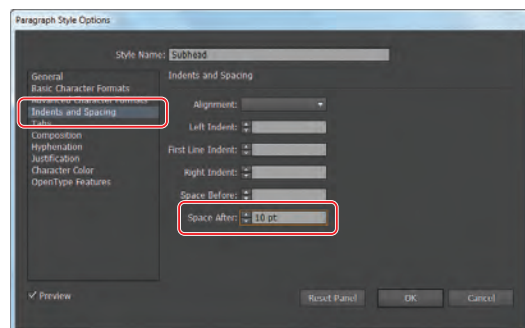
► **Tip:** You can also choose Paragraph Style Options from the Paragraph Styles panel menu (☰).

- 2 Select the Indents and Spacing category on the left side of the dialog box.

- 3 Change the Space After to **10 pt**.

Since Preview is selected by default, you can move the dialog box out of the way to see the text change.

- 4 Click OK. Choose File > Save.

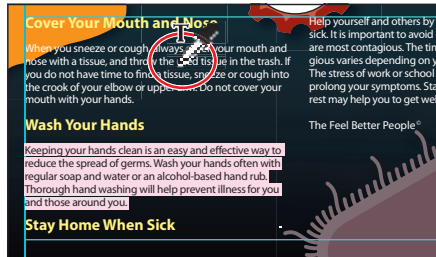


There are many options for working with paragraph styles, most of which are found in the Paragraph Styles panel menu, including duplicating, deleting, and editing paragraph styles.

## Sampling text formatting

Using the Eyedropper tool, you can quickly sample type attributes and apply them to text without creating a style.

- 1 Using the Type tool (T), triple-click to select the second main paragraph in the first column, which begins with “Keeping your hands clean...”
- 2 Select the Eyedropper tool (👉) in the Tools panel, and click in the first paragraph of white text. A letter T appears above the Eyedropper pointer.  
The attributes are immediately applied to your selected text.
- 3 With the Type tool, click three times in the paragraph after the subhead “Stay Home When Sick” that starts with “Help yourself and others...” to select it. Select the Eyedropper tool after selecting the paragraph, and click the first paragraph of text again. Repeat this for the next paragraph that starts with “The stress of work...”



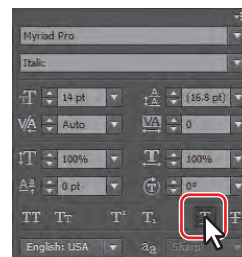
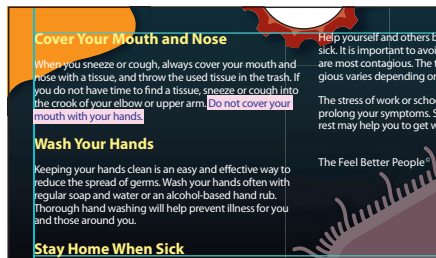
► **Tip:** You could have also created a paragraph style for the white body text.

- 4 Choose Select > Deselect and then File > Save. Leave the file open.

## Creating and applying a character style

Character styles, unlike paragraph styles, can only be applied to selected text and can only contain character formatting. Next, you will create a character style from text styling within the two columns of text.

- 1 Using the Type tool (T), in the first paragraph after the subhead, “Cover Your Mouth and Nose,” select the text “Do not cover your mouth with your hands.”
- 2 Choose Italic from the Font Style menu in the Control panel. Click the word “Character,” and then click the Underline button (⏏) to underline the text as well.
- 3 In the Paragraph Styles panel group, click the Character Styles panel tab.



● **Note:** You may see the word “Character” instead of the Font Style menu in the Control panel. Click the word “Character” to reveal the Character panel.

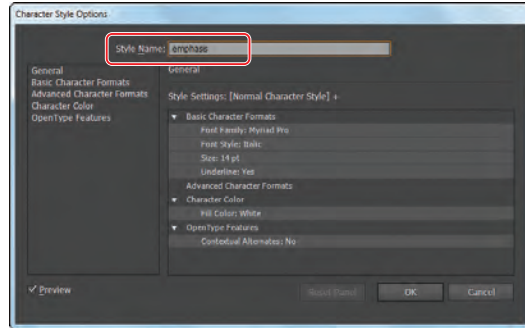
- 4 In the Character Styles panel, Alt-click (Windows) or Option-click (Mac OS) the Create New Style button (📄) at the bottom of the Character Styles panel.

Alt, or Option-clicking the Create New Style button in the Character or Paragraph Styles panel lets you name the style as it is added to the panel.

- 5 Name the style **emphasis**, and click OK.

The style records the attributes applied to your selected text.

- 6 With the text still selected, Alt-click (Windows) or Option-click (Mac OS) the style named emphasis in the Character Styles panel to assign the style to that text so that it will update if the style changes.



- 7 In the next paragraph, after the “Wash Your Hands” subhead, select the text “Wash your hands often” and apply the emphasis style while pressing the Alt (Windows) or Option (Mac OS) key.

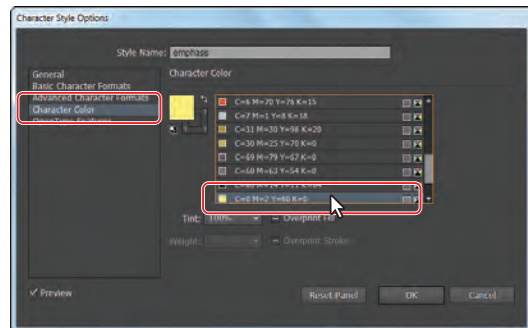
- 8 Choose Select > Deselect.

● **Note:** You must select the entire phrase rather than just placing the cursor in the text.

## Editing a character style

After creating a character style, you can easily edit the style formatting, and anywhere the style is applied, the formatting will be automatically updated.

- 1 Double-click to the right of the emphasis style name in the Character Styles panel (*not* the style name itself). In the Character Style Options dialog box, click the Character Color category on the left side of the dialog box and make sure that the Fill box is selected. Click the light yellow swatch (C=0 M=2 Y=60 K=0) in the Swatches panel that appears. Make sure that Preview is selected, and as you change the style formatting, the text that uses the emphasis style changes automatically. Click OK.



- 2 Click the style named [Normal Character Style] in the Character Styles panel. Close the Character Styles panel group.

- 3 Choose Select > Deselect, if necessary, and then File > Save.

● **Note:** Clicking [Normal Character Style] ensures that any new text you add to the document will not have the style named emphasis applied.



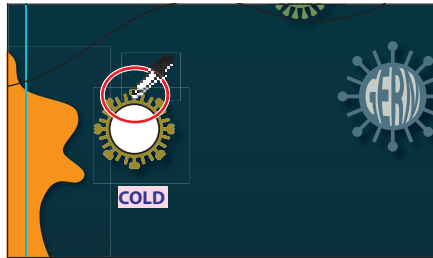
## Reshaping text with a preset envelope warp

Envelopes are objects that distort or reshape selected objects, such as text. You can use a preset warp shape or a mesh grid as an envelope, or you can create and edit your own envelope using objects on the artboard.

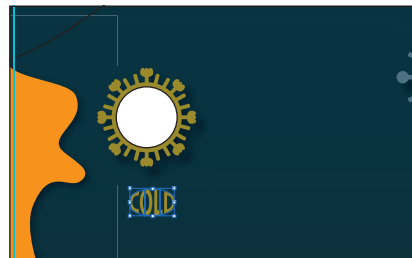
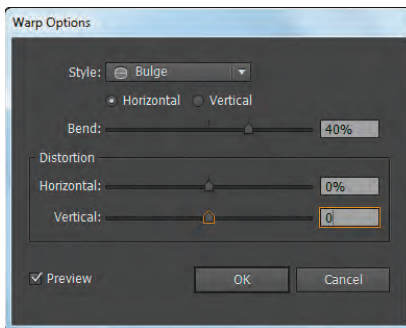
Next, you'll explore the preset warp shapes that Illustrator provides.

- 1 Select the Type tool (T) in the Tools panel. Before typing, in the Control panel, change the Font Family to Myriad Pro (if it is not already selected), the Font Style to Bold, and the font size to **36 pt**.
- 2 With the Type tool, click on the poster to the right of the orange face, below the green object (you may need to scroll up in the Document window). Exact placement is not important. A cursor appears.

- 3 Type the word **COLD** (all uppercase). Select the text with the Type tool, and then select the Eyedropper tool (I). Click the green fill of the object above the text to fill the text with the same green color.



- 4 Select the Selection tool (V). With the text area selected, click the Make Envelope button (W) in the Control panel (not the arrow to the right). In the Warp Options dialog box, select Preview. The text appears as an arc.
- 5 Choose Bulge from the Style menu. Drag the Bend slider to the right to see it bend up further. You can experiment with many combinations. Drag the Horizontal and Vertical Distortion sliders to see the effect on the text. When you are finished experimenting, drag the Distortion sliders to **0%**, make sure that the Bend is **40%**, and then click OK.



**Note:** The Make Envelope button (W) does not apply an effect. It just turns the text into an envelope object. The same visual result is achieved by choosing Effect > Warp > Arc Upper. For more information about envelopes, see “Reshape using envelopes” in Illustrator Help.

- 6 Using the Selection tool, click to select the white placeholder circle on the green object and then press Delete or Backspace to remove it.

- 7 Drag the envelope object (warped text) into the approximate center of the green object.

If you want to make any changes, you can edit the text and shape that make up the envelope warp object separately. Next, you will edit the text and then the warp shape.

- 8 Select the Zoom tool (Q), and click several times on the warped text to zoom in.
- 9 With the warped text still selected, click the Edit Contents button (⌘) in the Control panel. This is how you edit the text in the warped shape.
- 10 Choose View > Smart Guides to turn them on.

► **Tip:** If you double-click with the Selection tool instead of the Type tool, you enter Isolation mode. This is another way to edit the text within the envelope warp object. Press the Escape key to exit Isolation mode.

- 11 Using the Type tool, position the cursor over the warped text. Notice that the text “COLD” is in blue and is underlined. The Smart Guides show you the original text. Click the text to insert the cursor, and then double-click to select the text.



- 12 Type **GERM**, and notice that the text warps automatically in the envelope shape. Choose Edit > Undo Typing to return to the original text (“COLD”).



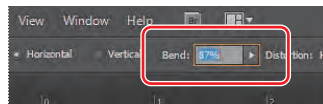
Besides editing the text, you can also change the formatting at this point.

- 13 Select the Selection tool, and make sure that the warped text is still selected. Click the Edit Envelope button (⌘) in the Control panel.


Notice the options for the envelope warp object in the Control panel, such as Horizontal, Vertical, and Bend. These are the same options you saw in the Warp Options dialog box when you first created the envelope warp.

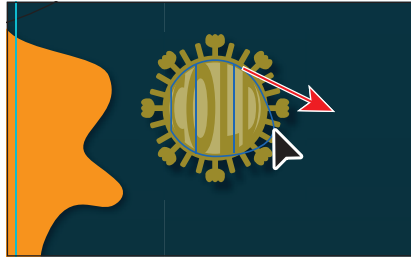
● **Note:** Changing the warp style may move the text on the artboard.

- 14 Change the Bend to **87%** in the Control panel. Make sure that the H (horizontal) Distortion is 0 and the V (vertical) Distortion is 0.



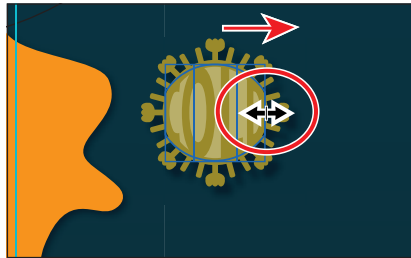
15 Choose View > Smart Guides to turn them off.

16 Select the Direct Selection tool () in the Tools panel. Click to select one of the anchor points to the right of the letter D. Then, drag the selected point to the right a bit to change the warp shape.



17 Choose Edit > Undo Move.

18 Select the Selection tool and, holding down the Alt (Windows) or Option (Mac OS) key, drag the right, middle bounding point to the right. The purpose is to remove the gaps between the text and the green shape edge. See the figure for help.



19 Choose Select > Deselect, and then File > Save. Leave the file open.


► **Tip:** To take the text out of the warped shape, select the text with the Selection tool and choose Object > Envelope Distort > Release. This gives you two objects: the text and an ellipse shape.

## Reshaping text with an object warp

Another way to reshape text is to create and edit your own warp object, using objects on the artboard.

1 With the Selection tool, click to select the warped text again. Press the Alt (Windows) or Option (Mac OS) key, and drag a copy of the envelope warp object down. Scroll down the artboard, and drop the copy of the envelope warp object on top of the red shape above the two columns of text.

2 Choose Object > Envelope Distort > Release to separate the text area from the envelope. Choose Select > Deselect. Click to select the gray envelope shape and delete it, leaving the text area. Click to select the text area.

3 Select the Eyedropper tool () in the Tools panel, and click the darker red shape surrounding the white circle.

4 With the Selection tool, click to select the white circle and choose Object > Arrange > Bring To Front.

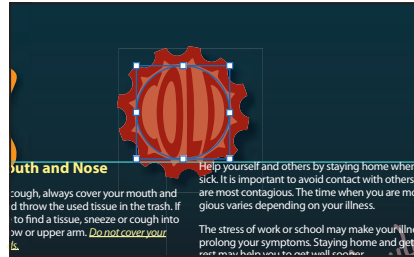


5 Choose Edit > Copy, and then Edit > Paste In Front. There are now two white circles on top of each other, with the top one still selected.

6 Choose Object > Hide > Selection. You will use that white circle later.

7 Choose View > Outline.

- 8 Press the Shift key, and click the text “COLD” and the edge of the white circle to select both objects. Choose View > Preview, and make sure that both objects are selected.
- 9 Choose Object > Envelope Distort > Make With Top Object.  
  
This object is now called Envelope Top on the left end of the Control panel. The same editing rules apply to this type of envelope object.
- 10 Press the Shift key, and select the red object behind the warped text. Choose Object > Group, and then choose File > Save.



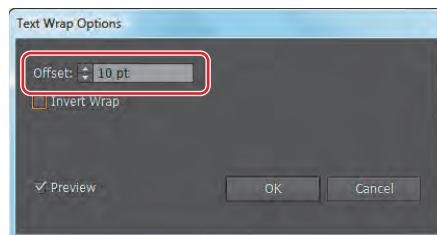
## Wrapping text around an object

You can create interesting and creative results by wrapping text around an object. Next, you will wrap text around the red object.

- 1 Choose View > Fit Artboard In Window.
- 2 Select the Type tool, and insert the cursor in front of the subhead “Stay Home When Sick.” Press Enter or Return once or twice to move the subhead to the top of the next column.
- 3 Select the red object with the Selection tool and choose Object > Arrange > Bring To Front.

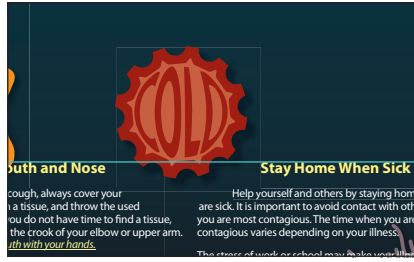
To wrap text around an object, the wrap object must be in the same layer as the text and located directly above the text in the layer hierarchy.

- 4 With the red object still selected, choose Object > Text Wrap > Make. The text in the two columns wraps around the red shape.
- 5 With the Selection tool, drag the red shape down a bit to see the effect on the text in the two columns. Choose Edit > Undo Move.
- 6 Choose Object > Text Wrap > Text Wrap Options. In the Text Wrap Options dialog box, change Offset to **10 pt** and select Preview to see the change. Click OK.



► **Tip:** You can also resize the text area to reflow the text by dragging the bottom, middle point up or down.

- 7 Choose Select > Deselect.
- 8 Choose File > Save. Keep the file open.



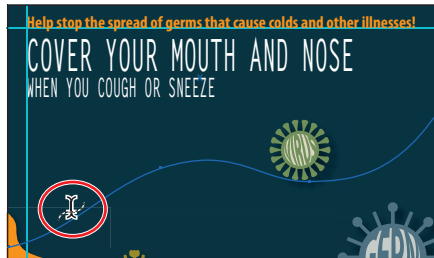
## Creating text on an open path

Using the Type tools, you can type on paths and shapes to flow text along the edge of an open or closed path.

- 1 Choose View > Fit Artboard In Window, if necessary. You may wish to zoom in to see the text you type.
- 2 With the Selection tool (⌘), select the wavy path above the orange face shape.

- 3 With the Type tool (T), position the cursor over the left side of the path to see an insertion point with an intersecting wavy path (⌘). Click when this cursor appears. See the figure for where to click.

The text will start where you click on the path. Also, the stroke attributes of the path change to None and a cursor appears.



- 4 Type the text **WASH YOUR HANDS**. Note that the new text follows the path.
- 5 With the Type tool, click three times on the new text to select it.

- 6 Select the Eyedropper tool (⌘) in the Tools panel, and click in the first heading, which begins with “COVER YOUR MOUTH...”

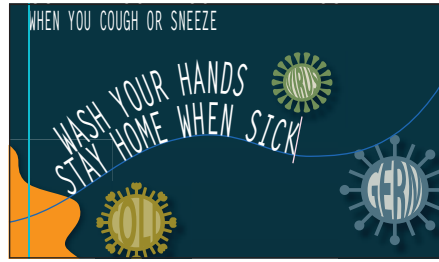
A letter T appears above the Eyedropper pointer (without the Caps Lock key selected).

- 7 Select the Selection tool (⌘) in the Tools panel, and make sure that the text path is selected (not the text). Choose Edit > Copy and then Edit > Paste In Front. Drag the copy straight down, as you see in the figure.



**Note:** If the text doesn't fit on the path, a small box with a plus sign (+) appears at the end of the path. You can make the font size smaller or the line bigger, among other options.

- 8 Select the Type tool, and click in the text of the copied path. Click three more times to select the text, and type **STAY HOME WHEN SICK**.



► **Tip:** With the path or the text on the path selected, you can choose Type > Type On A Path > Type On A Path Options to set options.

- 9 Select the Selection tool, and position the pointer over the vertical line on the left edge of the text. When you see this cursor (↔), click and drag to the right. See the figure for how far to drag. Be careful not to drag too far to the right, otherwise, you may see a plus (+) in the out port on the right end of the path.



- 10 With the path still selected, choose Object > Transform > Rotate. In the Rotate dialog box, enter **8** for the Angle and then click OK.
- 11 Drag the path with the Selection tool to reposition it as you see in the figure.
- 12 Choose Select > Deselect, and then choose File > Save.

● **Note:** You can apply any character and paragraph formatting you want to the text on the path.




## Creating text on closed paths

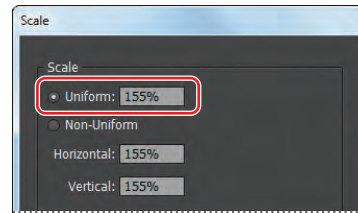
Now, you will put text on a closed path.

- 1 Choose Object > Show All.
- 2 Choose Object > Arrange > Bring To Front.



This will show the white circle that you hid earlier, on top of the red shape.


- 3 Select the Zoom tool (🔍) in the Tools panel, and click the white circle three times, slowly, to zoom in. With the Selection tool (⬅️), select the white circle, if it's not already selected.

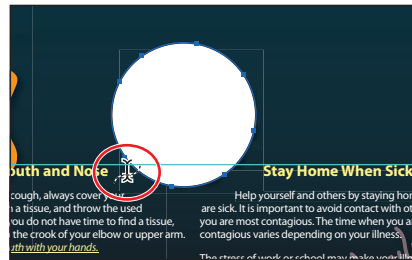
- 4 Double-click the Scale tool () in the Tools panel to open the Scale dialog box. In the Scale dialog box, change Uniform Scale to **155%** and then click OK.




● **Note:** Read more about transforming objects in Lesson 4, “Transforming Objects.”

- 5 Select the Type tool, and position the pointer over the edge of the white circle. The Type cursor () changes to a Type cursor with a circle (). This indicates that, if you click (*don't click*), text will be placed inside of the circle, creating a type area.


- 6 While pressing the Alt (Windows) or Option (Mac OS) key, position the pointer over the left side of the circle (see the figure for location). The insertion point with an intersecting wavy path () appears. Click, but don't type.



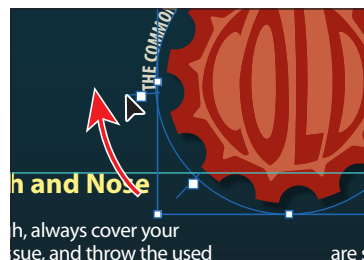
● **Note:** Instead of pressing the Alt (Windows) or Option (Mac OS) key to allow the Type tool to type on a path, you can select the Type On A Path tool () by holding down the Type tool in the Tools panel.

The cursor is now on the path.

● **Note:** If you find that after clicking, the cursor jumps to a different part on the circle, choose Edit > Undo Type and position the pointer lower on the circle before you try again.

- 7 Type **THE COMMON COLD**. The text flows on the circular path. Click three times to select the text.
- 8 Choose Window > Type > Paragraph Styles. Press the Alt (Windows) or Option (Mac OS) key, and click the style named [Normal Paragraph Style] to make sure that the default formatting is applied to the text. Close the panel group.
- 9 With the text still selected, in the Control panel, change the font size to **15 pt**, the font to Myriad Pro (if not already selected), the font style to Bold Condensed or something similar, and the Fill color to a light gray (C=1 M=1 Y=13 K=15).
- 10 To adjust the placement on the path, switch to the Selection tool. Position the pointer over the line on the left end of the text (to the left of the word “THE”). That line is called a bracket. When you see this cursor () , drag up around the circle a bit. See the figure for position.

● **Note:** You may need to zoom in further to see the brackets more easily.

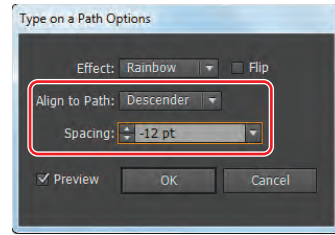




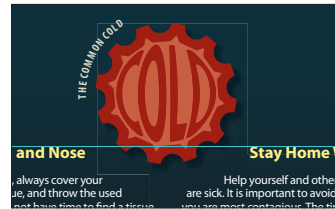
Brackets appear at the beginning of the type, at the end of the path, and at the midpoint between the start and end brackets. All of these brackets can be adjusted to reposition the text in the path.

● **Note:** To learn about the Type On A Path options, search for “Creating type on a path” in Illustrator Help (Help > Illustrator Help).

- 11 With the path type object selected with the Selection tool, choose Type > Type On A Path > Type On A Path Options. In the Type On A Path Options dialog box, select Preview and then choose Skew from the Effect menu. Select other options from the Effect menu, and then choose Rainbow. Choose Descender from the Align To Path menu, and change the Spacing to **-12 pt**. Click OK.



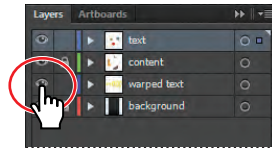
- 12 Choose Select > Deselect.
- 13 Choose View > Fit Artboard In Window.
- 14 Choose File > Save, and leave the file open.



## Creating text outlines

Converting text to outlines means converting text into vector outlines that you can edit and manipulate as you would any other graphic object. Text outlines are useful for changing the look of large display type, but they are rarely useful for body text or other type at small sizes. The file recipient doesn't need to have your fonts installed in order to open and view the file correctly.

- 1 Click the Layers panel icon (☰) on the right side of the workspace to expand the panel. Click the visibility column to the left of the warped text layer. Click the Layers panel tab to collapse it.



● **Note:** Always keep your original artwork, because you cannot change outline text back to editable text using this method.

- 2 With the Selection tool, click the text “AH-CHOO” that appears on the artboard to select it. Choose Type > Create Outlines.



The text is no longer linked to a particular font. Instead, it is now artwork, much like any other vector art in your illustration. The AH-CHOO text was also warped, so the selection doesn't match the yellow text. To have it match, you could choose Object > Expand Appearance.

- 3 Choose View > Guides > Hide Guides and then choose Select > Deselect.
- 4 Choose File > Save and then File > Close.