**ADOBE ILLUSTRATOR TEMPLATE TUTORIAL**

* **MISSING LINK**
	+ All templates have been made using placeholder images. When you download the template file, the pathway that Illustrator uses to link the images will be disrupted. This is due to how box.utah.edu is set up using each individual uID number within the pathway.
	+ An error message will pop up when you open Illustrator:



* + If you want to change the placeholder image with your own image, click **Ignore**.
	+ If you want to use the same image as in the example jpg, click **Replace**.
	+ A popup box will appear with file locations. All example images are placed in a folder titled **“ LINKS-Stand in Photos Used”** within the Templates box folder.
	+ Find the image with the same title as quoted in the error message. Click it, click **Replace.**
	+ Do for all images and links missing.
* **FONTS MISSING**
	+ All fonts used in templates are found in Adobe Fonts for ease.
	+ If your computer does not have a specific font used, an error will appear:



* + Check the fonts you wish to activate, click **Activate.**
	+ Fonts should automatically be enabled onto your computer.
	+ Sometimes this process is slow, or does not work. If so, you can activate any font onto your computer at **fonts.adobe.com.** Login with your uID and password.
* **LAYERS PANEL**
	+ For ease of access, all templates have organized layers.
	+ If anything prevents the you from clicking on a layer (text, graphic, or image) directly, you can use the layers panel to select it.
	+ Open layers panel at **Windows>Layers.**
	+ Layers divided into Text, Logo, Graphics, and Image.
		- Note: the order of layers within the panel is the order of the items in the template. If one layer is on top of another in the layer panel, it will appear above the other in the template. If one layer is below another in the layer panel, it will appear behind the other in the template.
	+ Clicking on a layer will make a blue bar appear across the layer, this shows that the layer is selected, but the item is not.
		- Use this to rearrange layers within the layer panel, add multiple layers to groups, etc.
		- Double click layer name to change name.
	+ Clicking on the circle to the right of the layer name will make a blue square appear next to the circle, this shows that the item is selected but not the layer.
		- Use this to select an item to move, scale, rotate, etc.
* **CHARACTER PANEL**
	+ Open character panel at **Window>Type>Character.**
	+ The character panel is where you can change the font, size, spacing, and style of text.
* **PARAGRAPH PANEL**
	+ Open paragraph panel at **Window>Type>Paragraph.**
	+ The paragraph panel is where you can change the alignment, justification, indentation, spacing, and hyphenation of text.
* **SWATCHES PANEL**
	+ Open swatches panel at **Window>Swatches**.
	+ The top two squares in the swatches panel indicate the fill color (upper square) and the stroke color (lower square), switch between the two by clicking which one you need to change—the one on top of the other is the one selected.
	+ To change the color of a selected item, double click on either fill or stroke square (whichever you are changing).
		- The Color Picker box will appear.
		- Please keep colors to those within the **Color Guide pdf** in the box folder.
			* Enter Hex code, RGB, or CMYK from the **Color Guide pdf**.
		- For no color, select the white square with a red line through it.
* **RELINK WITH YOUR OWN PHOTOS**
	+ To replace the example image with an image of your own, first select the image
		- If another graphic element is blocking you from selecting the image, select it using the layers panel found at **Windows>Layers**. All template layers are organized to include an images layer with all images used. Note, some images may be within a clipping mask.
	+ With image selected, pull up the links panel found at **Windows>Links.**
	+ Click the Relink Button (looks like a chain)



* + A popup box will appear with file locations.
	+ Find the image you wish to add. Click it, click **Place.**
* **REPOSITION PHOTO WITHIN CLIPPING MASK**
	+ For space or shape reasons, some images are within a Clipping Mask.
	+ You can move, rotate, scale the image within the Clipping Mask one of two ways.
		- One, directly clicking on the Clipping Mask.
			* Single click will select the Clipping Mask to move the Clipping Mask itself.
			* Double click will select the image within the Clipping Mask to move the image while keeping the Clipping Mask in place.
				+ A blue x will appear on the image, letting you know you are selecting the image itself. At the top, a bar will appear titled <Clip Group> to also tell you that you are within the Clipping Mask and on the image itself.
				+ Double click off the image to get out of the clipping mask.
		- Two, using the layers panel.
			* Open Layers panel by going to **Window>Layers.**
			* Open the **Image** layer.
			* Open the <Clip Group> layer.
			* Select **<Linked File>** (the image) by clicking on the circle to the right of the layer, a blue square will appear to let you know it is selected.
* **SAVE AS VS EXPORT**
	+ First and foremost, save your template as an Illustrator File for yourself.
		- **File>Save As**
		- Find the file location you wish to save to, name your file.
		- Save as type: Adobe Illustrator (\*.AI)
		- Dialogue box with settings will pop up, click OK.
		- Save often! **File>Save**
	+ For print materials (poster) *save as* pdf.
		- **File>Save As**
		- Find the file location you wish to save to, name your file.
		- Save as type: Adobe PDF (\*.PDF)
		- Dialogue box with settings will pop up
			* To place trim marks for printers, go to **Marks and Bleeds.**
				+ Check **Trim Marks.**
				+ Check **Use Document Bleed Settings.**
			* Click **Save PDF.**
	+ For digital materials (Instagram social square and UBN Screen) *export as* jpg.
		- **File>Export>Export As**
		- Find the file location you wish to save to, name your file.
		- Save as type: JPEC (\*JPG)
		- Check **Use Artboards.**
		- Click **Export.**
		- Dialogue box with settings will pop up
			* Color Model: RGB
			* Quality 10 Maximum
			* Compression Method: Progressive Scans: 3
			* Resolution: Screen (72 ppi)
			* Anti-aliasing: Type Optimized (hinted)
			* Click OK