

By the end of GDES 131 each student should be able to perform the following tasks in Illustrator:

- Explain the difference between vector- and raster-based art
- Create a new document
- Adjust document size, color space, bleeds, units and orientation
- Open a current document
- Create new document from template
- Identify the Artboard
- Show fluency in keyboard shortcuts
- Effectively use the Print Dialog box
- Identify Contextual Menus for each function of Illustrator
- Identify each tool in the Toolbar and what it does
- Utilize the Control Palette for time saving shortcuts
- Work with objects such as Anchor Points, Lines and Bézier Curves
- Create geometric shapes manually or from numeric input
- Group and ungroup objects and select various components within groups without ungrouping
- Align objects using the align palette
- Join and Average anchor points
- Regroup palettes into a more personalized workflow and save or reset the workspace
- Transform objects with Move, Scale, Rotate, Reflect and Shear
- Identify the Bounding Box and what can be performed on each handle
- Explain the difference between the free transform tool and the bounding box
- Access individual transformation tool options from the tool bar
- Demonstrate ability to save often—every few minutes
- Explain the difference between Save and Save As
- Undo several actions and redo them with keyboard shortcuts
- Show and hide grids, guides, smart guides, transparency, grids, edges, Artboards, and

page tilings

- Switch between Preview, Outline, and Pixel view modes and explain the benefits of each
- Activate Rulers and demonstrate their uses, including guides
- Zoom in and out of a document using shortcuts, zoom tool, contextual menu, or Navigator Palette
- Explain the difference between CMYK and RGB color modes and switch between each
- Save a document as a PDF and know what each option in the PDF dialog performs
- Know several types of files and explain the benefits to each (SWF, SVG, GIF, JPEG, TIFF, PICT, PSD, etc.)
- Know how to save in legacy formats
- Record and effectively utilize Actions
- Color fills and strokes, swap colors from fills to strokes and back again, and explain the difference.
- Use the Color Palette to mix colors in 4 different gamuts, CMYK, RGB, LAB, and WEBHEX
- Change a color to its compliment and invert
- Save a color to the Swatch Palette as a process, global and spot swatch. Explain the difference and benefit of each
- Save and open custom swatch palettes
- Use the Eyedropper tool to copy and paste styles for shapes and text
- Explain the difference between each line cap and line corner shapes.
- Explain what each Distort Filter does
- Identify each Liquify Tool, what they perform, and their differences from the Distort Filters
- Simplify a complex path
- Place a photograph as either a link or embedded artwork
- Identify the 4 basic brush types (Calligraphic, Art, Scatter, and Pattern)
- Explain the difference between each type of brush and apply each type to a stroke
- Modify the brush settings through the tool or control palette
- Create a custom brush in each of the 4 types
- Identify the location of the Symbol Palette, move a symbol instance to the Artboard, and save a custom object as a symbol
- Explain the differences and similarities between symbols and scatter brushes.

- Demonstrate ability to use symbol sprayers and similar tools
- Utilize layers effectively to manage the organization of complex artwork
- Identify the difference between layers and sub layers
- Move the layer order, rename a layer, change the layer color, template a layer, show/hide a layer, lock/unlock a layer, dim images on a layer, and change the view mode for a layer
- Control the stacking order of objects within a layer with Move to Front, Move to Back, Move Forward, and Move Backward commands
- Demonstrate Paste in Front and Paste in Back and describe the benefits of each
- Explain the benefits to locking single objects and how to perform this function
- Move objects from layer to layer
- Explain what appearances are and the how to control them using the Appearances Palette
- Apply an appearance by adding transparency, effects, and multiple fills or strokes
- Save an appearance as an object style and explain the benefit of doing so
- Identify seven type palettes (Character, Paragraph, OpenType, Glyphs, Character Styles, Paragraph Styles, and Tabs)
- Identify 3 types of type (Point Type, Area Type, and Path Type) and explain how each performs
- Explain threaded text and how to work with it
- Change character size, leading, face, weight, kerning, letter spacing, scaling, orientation, drop-cap, case, color, and super-/subscript and explain
 - what each is
- Explain x-height, mean-line, base-line, ascenders, descenders, leading, and their roles in measuring and designing with type.
- List the basic type styles and their uses
- Distinguish between serif and sans serif type styles
- Explain word spacing and the relation of em and en in paragraph spacing
- Define the type arrangements: flush left–ragged right, flush right–ragged left, centered, and justified
- Explain the difference between TrueType, Type 1, and Open Type fonts
- Change paragraph indent, margin, and spacing
- Wrap text around objects automatically
- Explain how paragraph and character styles are beneficial

- How OpenType can be advantageous
- Explain what ligatures, swashes, titling, style alternatives, superscripted ordinals, and fractions are
- Demonstrate the use of the Glyphs Palette
- Convert type to outlines and explain the benefits of doing so
- Explain what a compound path is and how to create one
- Explain the difference between a compound path and a compound shape
- Create art based on compounding shapes together using shape modes & pathfinders
- Identify and explain each pathfinder type (Add, Subtract, Intersect, Exclude, Divide, Trim, Merge, Crop, Outline, and Minus Back)
- Explain Live Trace and the benefit thereof
- Change the settings and achieve different results using Live Trace options
- Expand a Live Trace and explain the benefit of doing so
- Convert a Live Trace to a Live Paint object
- Use Live Paint to color areas of a traced sketch
- Define a Blend and each blend option (Steps, Distance, Smooth Color, and Orientation)
- Perform a Blend along a path
- Reverse, Release and Expand an existing blend
- Create each gradient type with multiple colors and transition modifications
- Modify the gradient origin and direction using the gradient tool
- Explain the difference between a gradient and a gradient mesh
- Create a gradient mesh with multiple colors in various shapes
- Explain transparency and make opacity changes
- Explain what each blending mode performs and demonstrate each
- Create and release an opacity mask and explain the benefits
- Explain the difference between warps and envelopes and describe the pros/cons of each
- Explain the difference between extrude, revolve, and rotate in Live 3D Effects
- Describe each of the options within each 3D Effect dialog box
- Create realistic 3D objects
- Apply surface shading to 3D object surfaces
- Map symbol art to 3D object surfaces
- Perform clipping masks and describe the benefits
- Use slices, assigned urls, and the Save to Web dialog box

- Explain how to compress images, not compromising quality, and what file types are best for certain types of graphics
- Release complex objects to layers in preparation for animation outside of Illustrator
- Explain how Illustrator interacts with other programs like Photoshop, InDesign, Acrobat, and advanced 3D programs
- Create vector-based logos
- Create basic webpages
- Create custom glyphs for typefaces
- Digitally illustrate visual communication
- Work side-by side with other graphic programs

• **By the end of ARTG131, each student should be able to perform the following tasks in Mac OS X 10.4 (Tiger)**

- Become acquainted with Apple's operating system and hardware
- Organize files and folders
- Launch applications
- Change system settings
- Customize workflows
- Use OS X proprietary applications for email, web surfing, word processing, communication, storing contacts, process automation, managing fonts, organizing daily events, monitoring system resources, previewing documents, and creating/viewing media
- Use shortcut keys to improve workflow
- Demonstrate and apply basic troubleshooting procedures for software applications and hardware issues
- Identify the scanner, it's software, and the files a scanner will import
- Demonstrate ability to scan media
- Explain basic scanning options
- Define removable storage media and list advantages and disadvantages of each media type (CD-R, DVD-R, Flash, etc.)
- Define FTP (File Transfer Protocol)