

Note to self:

Questions about Illustrator?

Contact one of the Multimedia Lab Tutors in the Wilson Multimedia Development Lab (LIB 220) in the Davis Family Library or Mack Roark (X2328)

Location of poster printers

The Wilson Multimedia Development Lab in the Davis Family Library (DFL 220). Contact Mack Roark (x2328) or see one of the Multimedia Lab Tutors in the lab for assistance.

Armstrong Library in McCardell Bicentennial Hall (MBIH 209). Contact Shawn O'Neil (x3286) for assistance.

Using Adobe Illustrator to Create Posters

Using the HP DesignJet T1300 Plotter

You must be logged in to your Middlebury account.

Naming Your File

Filenames should be your course number, an underscore, and your userid. Like this: **COURSE0101a_userid.ai**. For example, if I were taking a first year seminar, my poster would be called **FYSE1090a_mroark.ai**

IMPORTANT! READ THIS!

The HP DesignJet T1300 plotter is reliable and accurate when treated kindly, but it will turn ugly and refuse to print your hard work if it is abused.

DO NOT try to change the paper, clean the poster printer, or push buttons at random unless you have received training. See "Questions or Assistance about the poster printers?" in the sidebar for contact information.

The poster printer in McCardell Bicentennial Hall is in Armstrong Library (MBIH209) and is accessible between 8:00 a.m. and 5:00 p.m. on normal work days. The poster printer in the Davis Family Library is in the Wilson Multimedia Development Lab (LIB220) and is accessible during regular Library hours. Schedule your time accordingly, particularly if a big rush is expected (such as lots of posters all due on the same day). A poster can take up to 20 minutes to print. Do not wait until the last minute before class to print.

Setting Up Your Document

The first thing you will do is make a new document. The document size is set in this initial process and Illustrator will read the embedded information in the document everytime it is opened.

1. Select **File > New** (opens the New Document dialog box)
2. Name your file (see "Naming Your File" above).
3. In the Artboard Setup:
 - a. For **Orientation**, select **Landscape**
 - b. For **Size**, select **Custom**
 - c. For **Units**, select **Inches**
 - d. For **Width**, enter **64.5**
 - e. For **Height**, enter **41**
4. Click **OK**.

Now you are back to your poster. To zoom out so you can see the entire document, select **View > Fit in Window**.

Save you file NOW! Save early! Save often!

NOTE: Height and width here are relative to the orientation of the document. If you are using portrait (vertical) orientation, set your width to 41 and your height to 64. If you are using landscape (horizontal) orientation, set your width to 64 and your height to 41. Remember that the physical width of the paper is 42 inches. We used the dimension of 41 inches because the poster printer does not print to the edge of the paper.

Printing

1. Select **File > Print** (opens Print dialog box)
 - a. Printer: **POSTERS** This printer selection allows you to release your document in either DFL 220 or in MBIH 209.
 - b. Set **Media Size** to **Custom** (this should pick up the dimensions from your document and display the entire document in the preview window to the left)
2. Select the **Color Management** tab, in the **Color Handling** field, select "Let Postscript printer determine colors".
3. Click on the **Print** button.
4. Release your print job just as you would any other.

Note to self:

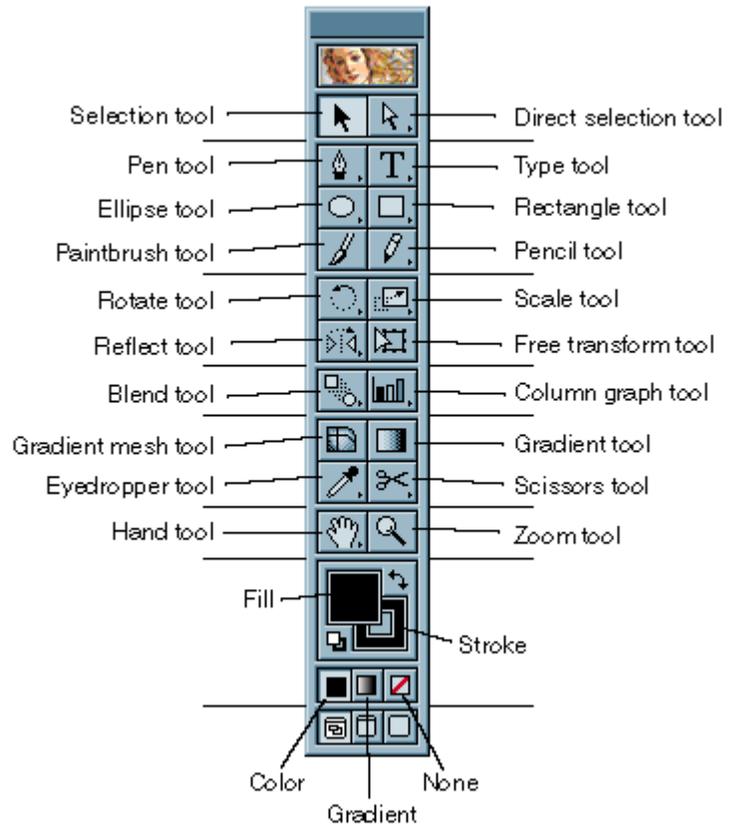
Note to self:

TIP: The presence of a small black triangle in the lower right corner of a tool indicates that there are other tool options available. To access the optional tools, click and hold on the tool with the left mouse button. The tool will expand to reveal the other options.

TIP: If the character panel is not showing, display it by selecting **Window > Type > Character** from the menu. This panel also includes the Paragraph and OpenType tabs.

Drawing with Illustrator

The Adobe Illustrator Toolbox



A. Text

1. Entering text

a. Basic text entry:

1. Select the **Type Tool**.
2. Position the cursor and click to make an insertion point.
3. Type.

b. Entering text inside a text box:

1. Select the **Type Tool**.
2. Position the cursor.
3. Click and drag a rectangle from the starting position.
4. Type inside the text box.

2. Importing text

a. Text from Word

1) Copy and paste

1. Select text in Word.
2. Copy text.
3. Create a text box (step A.1.b. above).
4. Paste into the text box in Illustrator.

3. Editing text

a. To change font size/style

1. Select text using the **Type Tool**.
2. Change font attributes in the **Options** bar.

b. To change the background color of a text box

1. Using the **Selection Tool**, click on the text to select.
2. Using the **Direct Selection Tool**, hold down the **SHIFT** key and deselect the text by clicking on the text box.
3. Release the **SHIFT** key and click on the text box again. This selects the text box.
4. Using the Fill and Stroke tools and the color and stroke panels, edit fill/stroke of the box. (See "Editing Objects" below for details.)

B. Drawings and Images

1. Drawing objects

a. Rectangles

1. Select the **Rectangle Tool**.
2. Click and drag.

b. Ellipses

1. Select the **Ellipse Tool**.
2. Click and drag.

Note to self:

TIP: You can draw an equilateral triangle by using the Polygon Tool and setting the number of sides to 3.

TIP: To constrain the object to a perfect square or circle, hold the **Shift** key while dragging. **Shift-drag** to resize while constraining the proportions of the original object.

c. Polygons

1. Select the **Polygon Tool**.
2. Click and drag.
3. To change the number of sides in the polygon, press the up or down arrow keys while dragging.

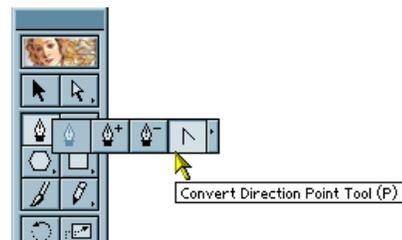
d. Lines

1. Straight lines

1. Select the **Pen Tool**.
2. Click on the starting point.
3. Click on the next point in the line. Repeat for multi-segment lines.
4. To restrict line segments to straight, 45, or 90 degree angles, hold the shift key while clicking.

2. Arcs and curved lines (Bezier curves)

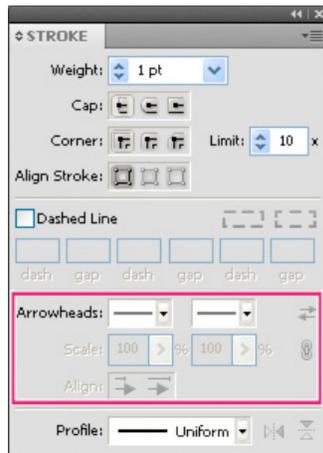
1. Select the **Pen Tool**.
2. Click on the starting point, and then drag the handles.
3. Click on the next point, and drag the handles again.
4. To adjust existing curves:
 - Select the convert direction point tool.



- Click on the anchor point to adjust.
- Drag the handles.

3. Arrows

1. Select the line to which you want to add an arrowhead.
2. Open the **Stroke** panel



3. Select the style, direction, scale of the arrowhead.

2. Importing images

a. Photos and line drawings

1. GIF, JPEG, or PNG formats are best.
2. From the menu, select **File > Place**.
3. Select the image file to insert.
4. Uncheck the **Link** box.
5. Click the **Place** button.

b. Graphs

1. From Excel

1. Create a graph in Excel.
2. Select the graph.
3. Copy and paste or click and drag into Illustrator.
4. From the menu, select **Object > Ungroup**. (You might have to do this a few times, depending on how many things are grouped together in your graph.)
5. Now you can edit text, fills, and strokes, just like any other object.

2. From DeltaGraph

1. Create a graph in DeltaGraph.
2. Select the graph.
3. From the menu, select **File > Export**, and export the graph as an

Note to self:

- Encapsulated PostScript (.eps) file.
4. In Illustrator, select **File > Place** from the menu. (Leave the link box unchecked.)

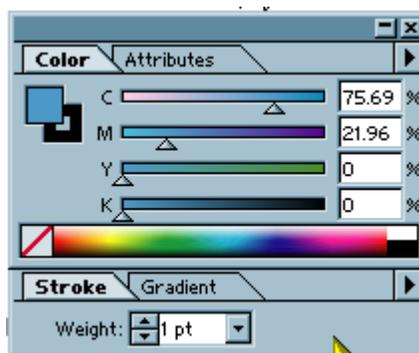
c. Chemical structures from ChemDraw

1. Create a structure in ChemDraw.
2. Select the structure.
3. Copy and paste or click and drag into Illustrator.
4. (Optional) From the menu, select **Object > Ungroup**.
5. Now you can edit the strokes and text in the structure.

3. Editing objects

a. Fill color

1. Select the object
2. Click the fill tool.
3. From the three little boxes below the fill tool, select color, gradient, or none.
4. In the color palette, select a color.



TIP: If the Color panel is not visible, select **Window > Color** from the menu. (This palette also contains the panels for Stroke, Gradient, and Attributes.)

b. Stroke (line) color/width

1. Select the path.
2. Click the stroke tool.
3. From the three boxes below the stroke tool, select color or none (gradient doesn't make much sense for a line).
4. In the color panel, select a color.
5. In the stroke panel, select a line weight.

Design Tips

Note to self:

A. General Design and Layout

1. Simple and uncluttered
2. Brief
 - Focus on one main point; do not try to present too much.
 - Readers will want to grasp your main point quickly.
3. Legible
 - Use only one or two type faces (e.g. Times-Roman and Arial)
 - Keep the style consistent throughout the poster
4. Use an organized layout
 - Standard scientific headings are good: e.g. Abstract, introduction, methods, results, conclusions.
 - Vertical arrangement is preferable to horizontal layout so that the reader is not required to walk back and forth to read each section.
 - 3-4 columns are good
 - The reader should not need a road map to negotiate your poster!

B. Text

1. Title
 - Lettering about 2.5-5 cm high (about 100-144 pt.)
 - Should be readable from 5-7 m away. (You're trying to attract a reader from across the room!)
 - Authors' names and affiliations slightly smaller
2. Headings
 - Lettering 1-3 cm high (36-72 pt.)
3. Body
 - Should be readable from 2 m away
 - Minimum size: 18 pt.
 - Keep it brief
 - Use left-justified rather than full-justified type

Note to self:

4. Cross Platform Fonts

Serif

Book Antiqua, Bookman Old Style, Garamond, Georgia, Palatino, Times

Sans-serif

Arial, **Arial Black**, Arial Narrow, Comic Sans MS, Helvetica, **Impact**, Trebuchet MS, Verdana

Symbols

Webdings, Wingdings, Wingdings 2, Wingdings 3

C. Graphics

1. If possible, display data with simple graphs rather than complex tables.
2. Remove all non-essential information from graphs
 - e.g. topics not discussed by the poster
3. Use colors, but use them judiciously
 - 2-3 colors can add a lot.
 - Many more colors can be a distraction!

D. Poster Resources on the Web

Preparing Effective Posters (INQUA):

<http://faculty.washington.edu/scporter/INQUAposters.html>

Poster Presentation of Research Work:

<http://lorien.ncl.ac.uk/ming/Dept/Tips/present/posters.htm>

Note to self: