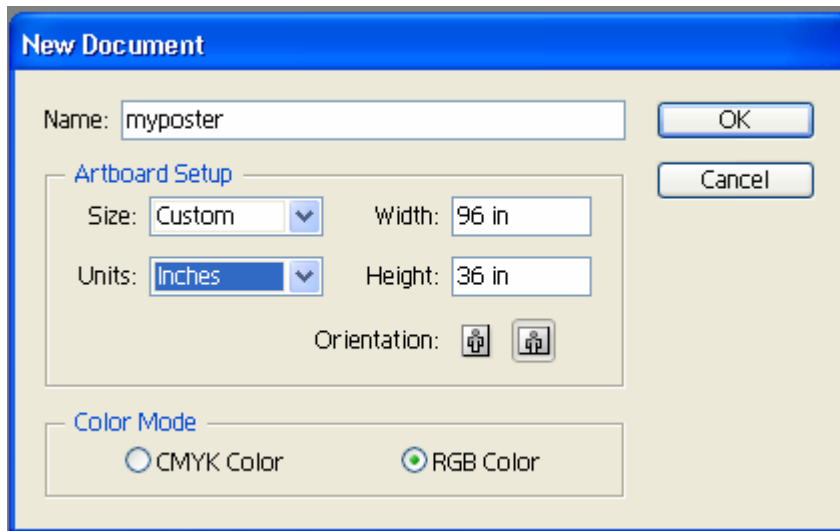


Creating a Poster in Adobe Illustrator

This handout will guide you through setting up a poster in PowerPoint, inserting text and images, and preparing the poster for printing.

Creating your document

1. Launch Adobe Illustrator.
2. From the **File** menu, select **New**.
3. In the dialog box that pops up, enter a name for your poster, the width and height of your poster, and **RGB Color**.



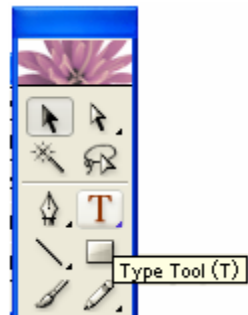
This defines your **Artboard**, or workspace.

Placing text in your poster

To create a text box, click on the **Type Tool** and then click and drag to draw a box on your poster. The size and position of the box can be adjusted later.

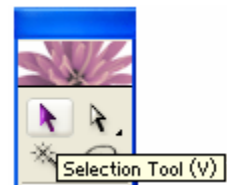
You can type in your text box, or copy text you have in another application (such as a word processor).

You can also insert a text file (.txt) by selecting **Place** from the **File** menu.

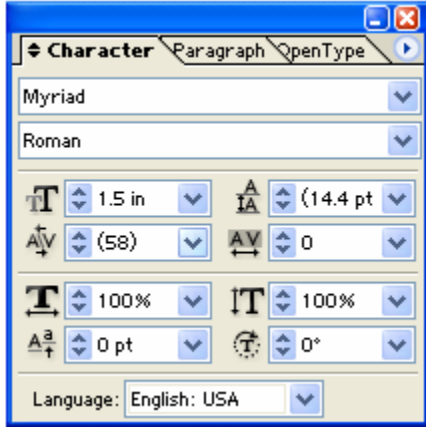


Formatting text

To change the formatting of an entire text box at once, select the text box using the **Selection Tool**. (When an object is selected, it will be outlined in blue.) Then use the **Type** toolbox to format your text. (If the **Type** toolbox isn't visible, find it on the **Window** menu.)



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If you don't know the point size you want your text to be, you can type the height you want your text to be in inches, and Illustrator will convert it automatically.

To format part of the text in a text box, use the **Type Tool** to select the text you wish to format, and then use the **Type** toolbox to format your text.

To change the color of your text, select the text and then click on a color swatch, or double click on the **Fill** (foreground color) for custom color options.



Placing images in your poster

To insert an image (for example, JPEG, PhotoShop, or Illustrator files), select **Place** from the **File** menu, select the file of the image you wish to insert, and click **Place**.

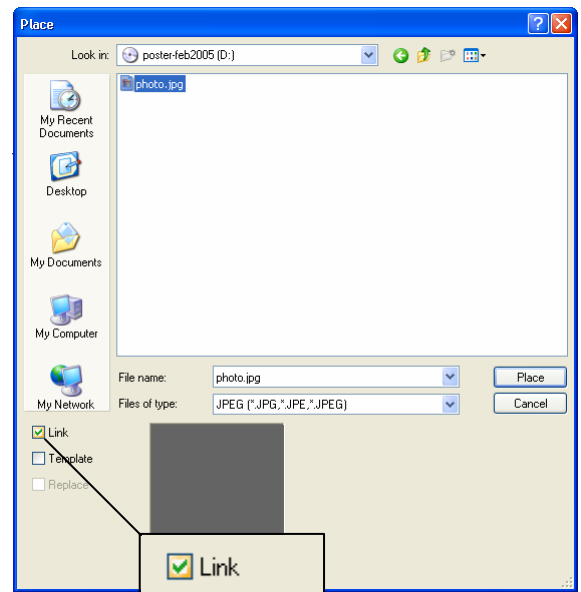
The image will now appear as an object in your poster.

Embedding vs. linking files

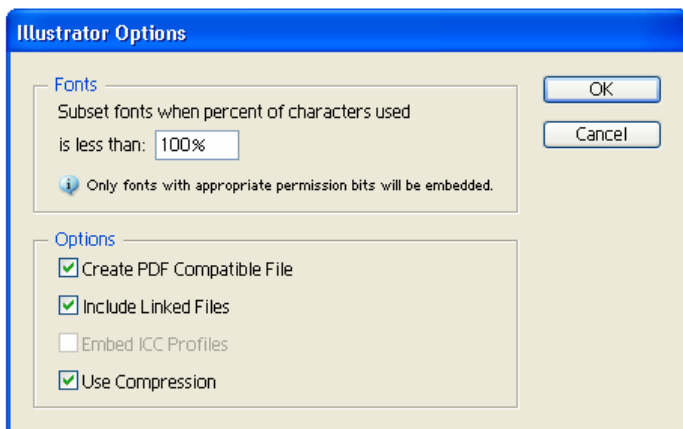
When you place graphics files in your poster, you can either link them or embed them. If you link them, the graphics files are not actually included in the Illustrator file.

Linking graphics files means that your poster file will be smaller, but in order for the graphics to show up, Illustrator must have access to the linked files.

Illustrator defaults to linking when you place a file. To tell Illustrator to embed the file instead, uncheck the **Link** box on the **Place** dialog.



If you prefer to work with your graphics files as links, you have to embed them before you send your poster file to someone else. When you save your poster file, choose **File → Save As...** and then check **Include Linked Files** in the **Illustrator Options** dialog.



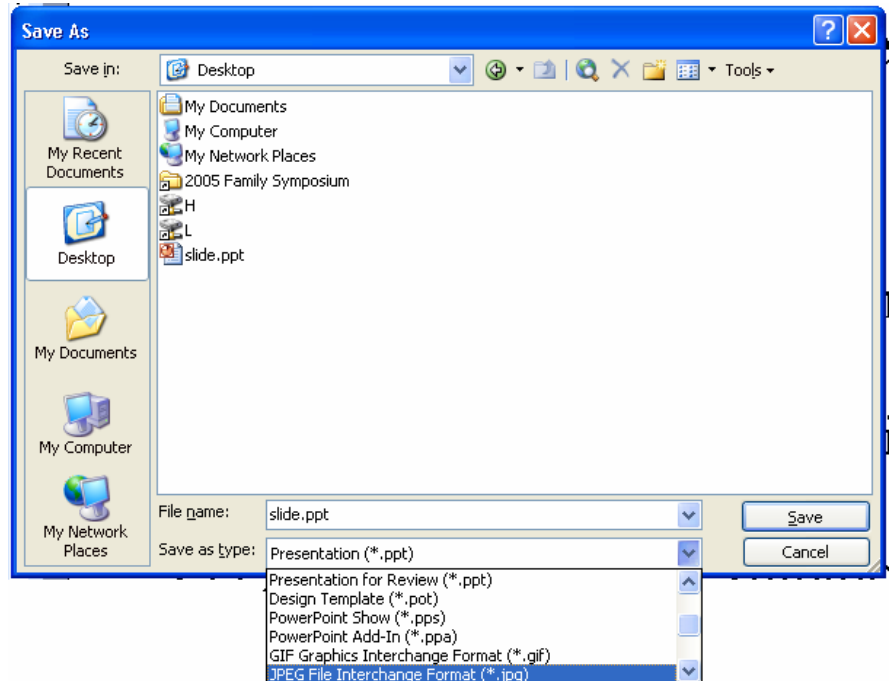
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Placing a PowerPoint slide in your poster

First, save your PowerPoint slide as an image:

1. Open PowerPoint and select the slide you wish to save.
2. Select **Save as** from the **File** menu.
3. Select the location where you would like to save your image, enter a file name, select **JPEG File Interchange Format (*.jpg)** in the **Save as type** drop-down box, and then click **Save**.

PowerPoint will ask you if you want to export every slide in your presentation or just the current slide. Select **Current slide only**.



Then insert the JPEG you have saved as above.

Note that PowerPoint slides produce screen resolution (72 dpi) images. Desired resolution for printing is usually 100 dpi or higher. For best results, leave the slide as close to its original size as possible. If you have original images, you may achieve better results using the original files.

Placing an Excel chart in your poster

An Excel chart can be copied as an image and pasted directly into Illustrator.

1. Open the Excel file containing your chart.
2. Hold down the Shift key and select **Copy picture** from the **Edit** menu.
3. In the **Copy Picture** dialog box, select **As shown on screen** for **Appearance** and **Picture** for **Format**.
4. In Illustrator, select **Paste** from the **Edit** menu. Your chart should appear as an object in your poster.

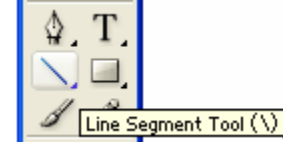


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Creating guides

You may find it useful to create guides in your poster. These lines show up on the screen, but do not show up in your printed poster.

1. From the **View** menu, select **Show Rulers**.
2. Draw a line where you want your guide to be, using the **Line Segment Tool**. (You can also use other shapes, such as rectangles as guides.)
3. Select the line using the **Selection Tool**.
4. From the **View** menu, select **Guides → Make Guides**.



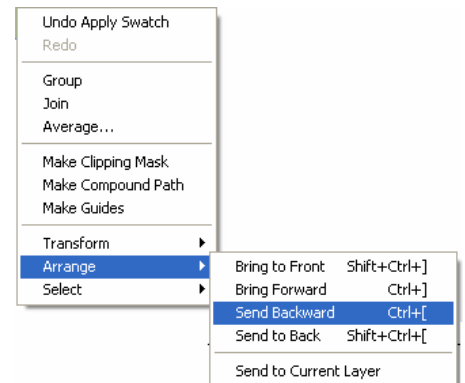
Resizing objects on your poster

To resize any object in your poster, select the object and click and drag one of the corners. To maintain the aspect ratio (in other words, to keep your object from stretching), hold down the Shift key while you are resizing.

Arranging objects on your poster

You can send objects backward or bring them forward on your poster. (For instance, if you have a text box on your poster, and decide to add a colored background, the background will initially appear in front of your text. You need to either bring the text forward or send the background object backward.)

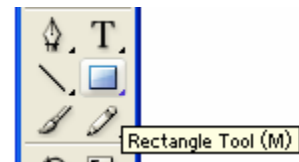
Select the object you wish to arrange, then right-click and select **Arrange → Send Backward** (or **Bring Forward**).



Making a background for your poster

To make a solid background:

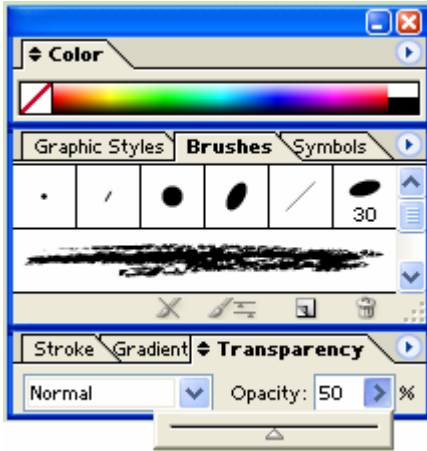
1. Draw a rectangle covering the entire artboard, using the **Rectangle Tool**.
2. Select the rectangle. You will see the current **Fill** and **Stroke** (outline) colors in the toolbox.



Click on either **Fill** or **Stroke**. You can then select a color from the colors toolbar, or double-click **Fill** or **Stroke** to select a custom color. Click on the small square with the red line through it to select no color.

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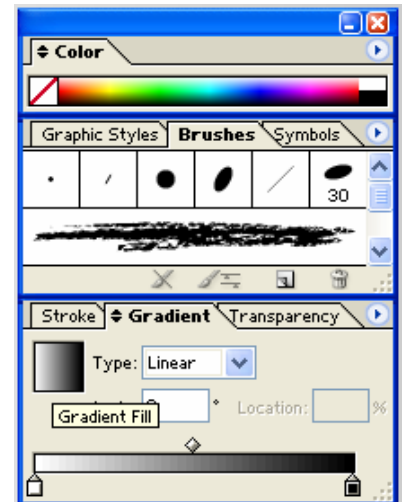
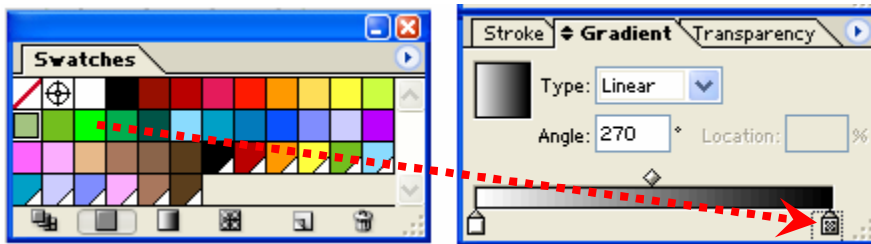
3. If the color is too dark, adjust the transparency using the **Transparency** option on the **Color** toolbar.



4. Send the background rectangle to the back (behind all of your other objects).

To make a gradient background, follow the steps above, and then select the **Gradient** option on the **Color** toolbar, while you have the background rectangle selected.

1. Click on **Gradient Fill** to fill your rectangle with a gradient.
2. Change the direction of the gradient by adjusting the **Angle**.
3. Change the color of the gradient by dragging a color from the **Swatches** toolbar to one of the sliders on the **Gradient** toolbar.



To make a background from an image file:

1. Place the image on your poster.
2. Resize the image to cover your poster. (Note this will probably involve stretching your image and loss of image quality.)
3. Send the image to the back and adjust the transparency as above.

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Using layers to navigate your poster

The **Layers** toolbar can be extremely useful in navigating your poster and selecting objects, especially as your poster becomes more complex.

If the **Layers** toolbar is not visible, use the **Window** menu to select it.

Click the arrow next to **Layer 1** to display all of the objects.

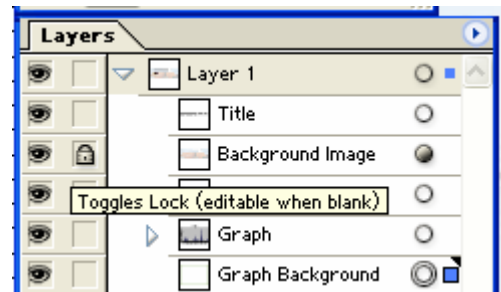
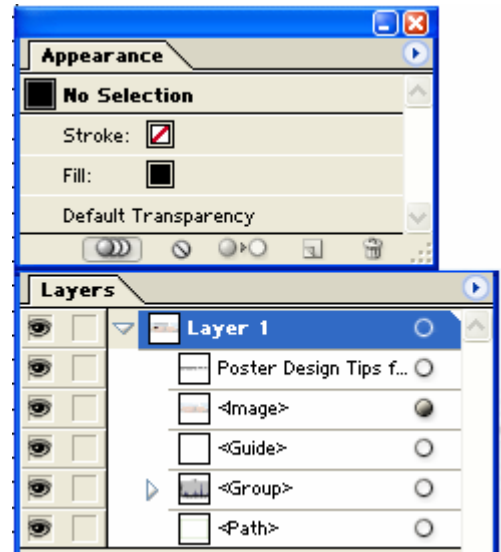
To rename an object, double-click it.

To select an object, click the circle to the right of its name. The object and the circle will be highlighted in blue.

Hold down the Shift key while selecting to select multiple objects.

Click the eyeball icon next to the object to make it visible or invisible.

Click the lock icon to lock or unlock an object. Locking prevents an object from being moved or edited. For instance, locking the background will keep you from accidentally selecting and moving the background while you are arranging images on your poster.

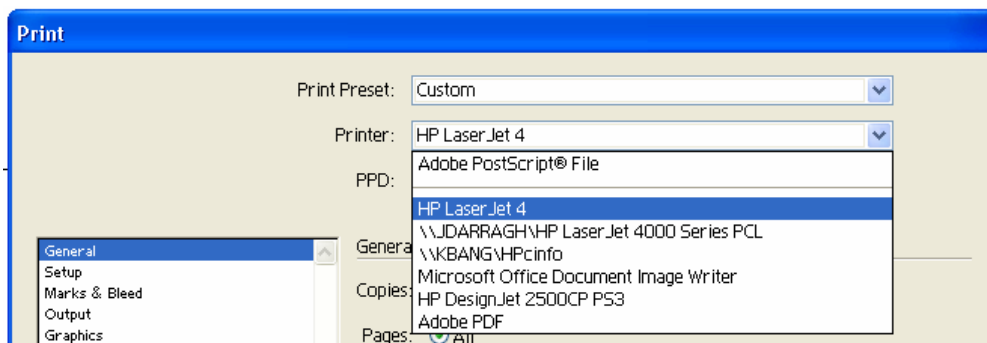


Preparing your poster for printing

Before sending your poster to be printed on a large-format printer, you may want to preview it using a smaller printer.

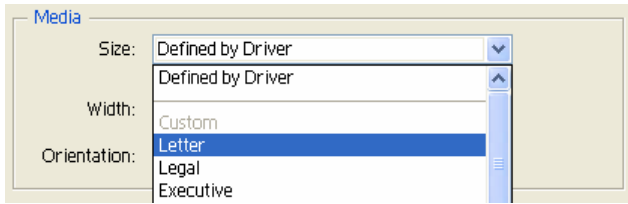
To preview your entire poster at a reduced size:

1. Select **Print** from the **File** menu.
2. Choose the printer you are going to print to.

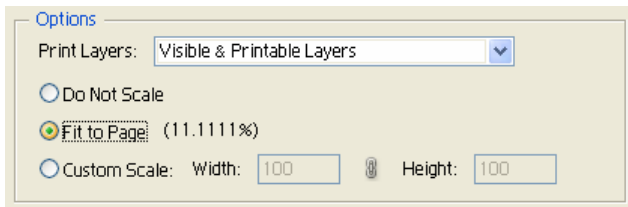


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3. Choose the paper size used by the printer.



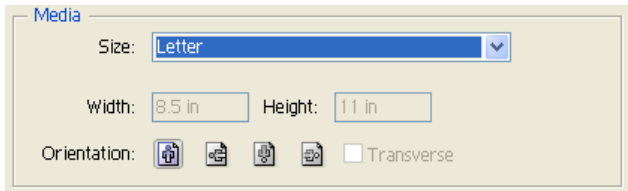
4. Select **Fit to Page** under **Options**.



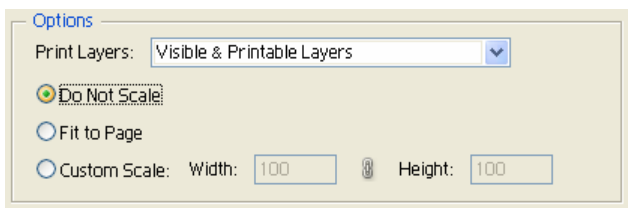
5. Click **Print** to print your poster.

To preview a portion of your poster at actual size:

1. Select **Print** from the **File** menu.
2. As above, select the printer you are going to print to and the paper size.
3. Select the **Orientation** (portrait or landscape) you want.



4. Select **Do Not Scale** under **Options**. (Or, if you want to print a larger portion of your poster at a reduced scale, enter a **Custom Scale**.)



5. Click **Done** to return to your poster.
6. Select the **Page Tool** by clicking and holding on the **Hand Tool** until the **Page Tool** appears.
7. Click and drag to move the print area box to cover the part of your poster you want to print, then select **File** → **Print** and click the **Print** button.

