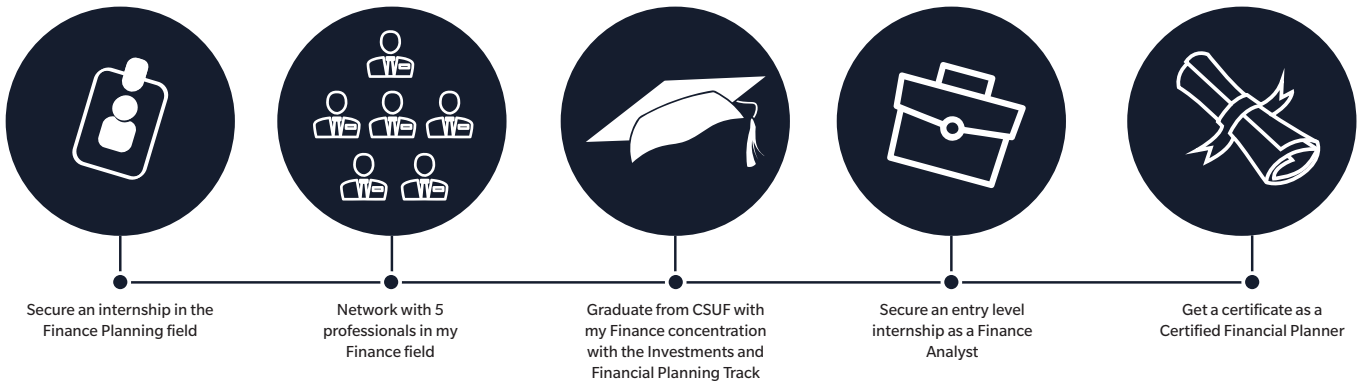# ADOBE ILLUSTRATOR
CAREER ROADMAP
INSTRUCTIONS
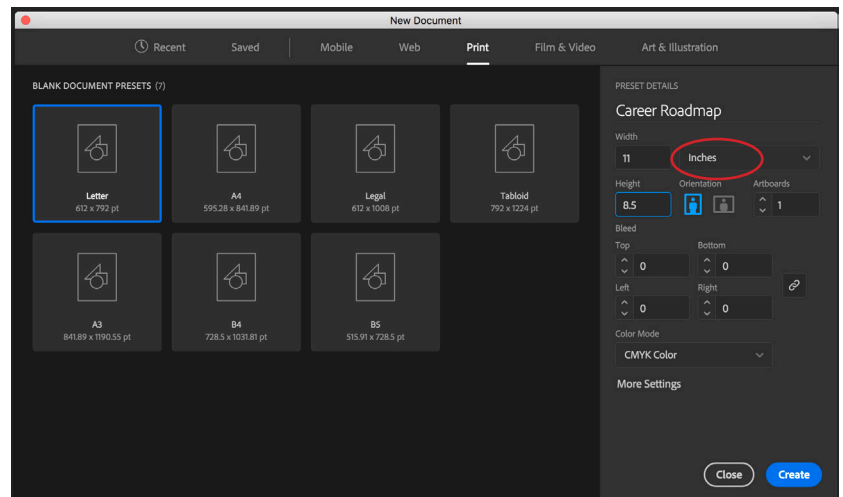
FINAL PRODUCT

FIRSTNAME LASTNAME
Career Roadmap

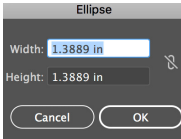| Secure an internship in the Finance Planning field | Network with 5 professionals in my Finance field | Graduate from CSUF with my Finance concentration with the Investments and Financial Planning Track | Secure an entry level internship as a Finance Analyst | Get a certificate as a Certified Financial Planner |

TO START...

- Download any icons you will like to include in the document and place in a folder on your desktop (or any other known location)

    You may use the icons provided in the Dropbox folder: tinyurl.com/yaslyf4s

- Click to start Adobe Illustrator
- Open up a new document by going to File > New
- A New Document box will appear

    - Name your document (Preset Details) "Career Roadmap"
    - Change the width and height to 11 in x 8.5 in
    (You can change the Unit of measure by selecting the dropdown highlighted in the image)
    - Click 'Create'
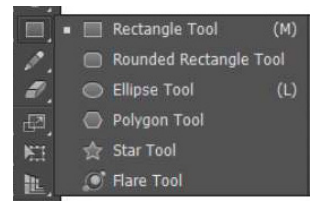
- Your document will now open up to a blank page

HEADLINE (YOUR NAME)

- **Go to the left hand Tool Bar and select the Type tool.**
    - If you don't see the left hand tool bar (pictures to the left) go up to WINDOW > TOOLS > DEFAULT

- **Draw a text box in roughly the top center of your page and type your first and last name**
    - You can edit your font type and size by going to WINDOW > TYPE > CHARACTER
    - *You may see the character panel on the top of your workspace while you're in the Text Tool

- **Center your text in the box**
    - Go to your Selection Tool
    - Click on the text box and move the sides so that the box spans the entire width of the page
    - Go to WINDOW > TYPE > PARAGRAPH to get your Paragraph tool.
    - Select the 'Align Center' option.
    - *You may see the paragraph panel on the top of your workspace while you're in the Text Tool

- **Create another (centered) text box underneath your name with "Career Roadmap"**
    - *Typically, this subhead will be a smaller and thinner font than your header (name)

Shapes (Circles)

- **Click and hold the Rectangle Tool so that it gives you shape options**

- **Select the Ellipse Tool**

- **Holding SHIFT, draw a circle on your page**

    If you accidentally click on your page while in the ellipse tool you may get this prompt
    You can create your circle by inputing the dimensions and clicking 'ok.'

- **Go back to your Selection Tool**

- **To change the color of your circle select your circle with your Selection Tool so that it's highlighted in blue**
    - There are a few ways to change the color of your shapes
    - **Option 1:** Go to WINDOW > COLOR to bring up the color guide. Go through the various color sections
    - **Option 2:** Go to the bottom of your left side tool bar and double click the fill color (There are two options: Fill (Solid Color) and Stroke (The outline color of your shape).
    - **Option 3:** Go to the top tool bar and click the Swatches drop-down for either your fill or stroke color (You may add new swatches to the list.)

- **Duplicate your finished circle 5 times and place them in a row** (try to make them as equidistant as possible)

    - Copy and Paste each circle
    - **or,** using the selection tool, click on the circle you wish to duplicate and hold the 'Option Key' (MAC) and 'ALT' (WINDOWS)
    - * You will see a double cursor over the object* Click and drag the circle and you will see it duplicate.

2

Timeline (Lines)

- Go to the left hand tool bar and select the PEN tool

- Place your pen tool at the center bottom of the first circle.
- Click down to place an 'anchor point.' Holding SHIFT (to ensure your lines are as straight as possible) on your keyboard
- Place your pen tool below the anchor point you made and click again (there should be a small straight line down your page)
- Move your pen tool to the right in a straight line (below the last circle) and click again to set another anchor point.
- Move your pen tool up to the bottom center of your last circle and click again.
- You should see this:

FIRSTNAME LASTNAME
Career Roadmap

- Go to the left hand tool bar and select the LINE tool

- Go to the bottom, center of the second circle.
- Holding SHIFT (to ensure your line is straight), Click and drag a line from the circle to the timeline line
- Repeat for circles 3 & 4

- To change the Stroke color and thickness of your lines
  - Go to your Selection Tool and click on the line (or lines) you wish to change.
  - Make sure your Stroke Color is selected (in front of the Fill color)
  - Change the color
  - To change the thickness of your line go to WNDOW > STROKE
  - From there you can increase the thickness and style of your Line(s)
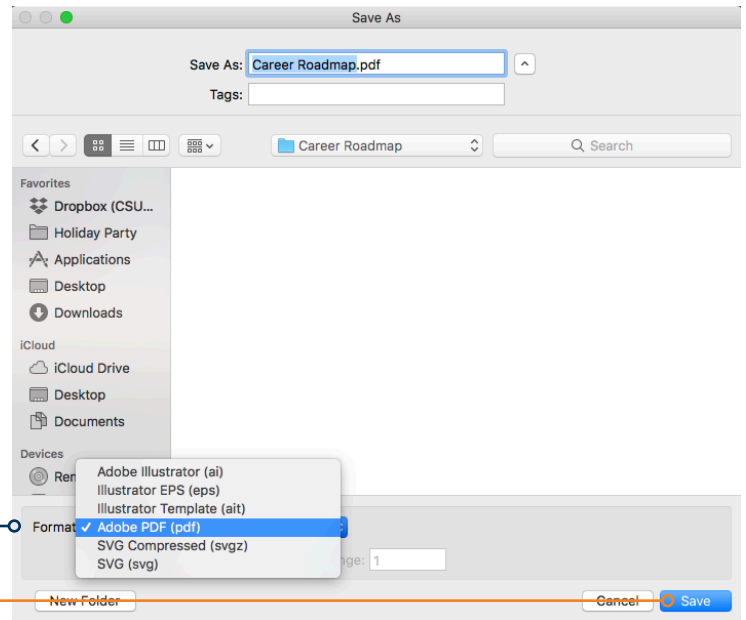
Icons

- To place your previously downloaded icons on to the page

  - FILE > PLACE
  - Locate your image and open

- Go to your SELECTION tool and shrink the image while holding the Shift key on your keyboard to resize.

Descriptions

- Go to your TYPE tool

- Create a small text box underneath the line and type
  Font should be smaller and not as bold as the Header and SubHead

Saving your document

- **Save as an Illustrator file (.ai) or Adobe PDF (pdf)**
  If you wish to continue to work on your file, you may save your document as an Illustrator (.ai) or Adobe PDF (pdf) file. To send your final product in, you would save your document as an Adobe PDF, so that it's easily viewed.

- **To Save**
  - Go to File > Save (Save As)
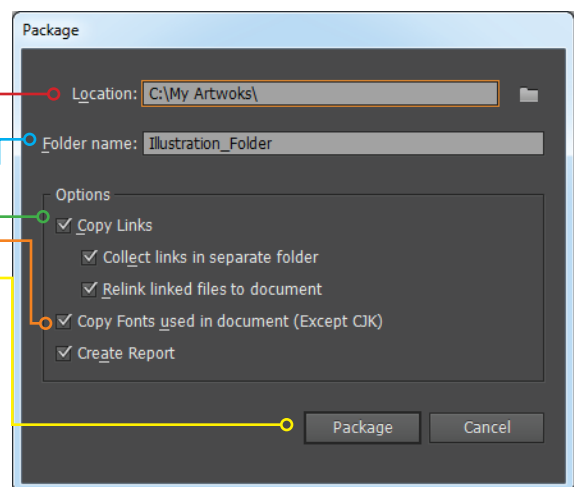 - Go to format and select the type of file you'd like to save as.
  - Click Save.

Keep your document and assets organized by keeping all photos and Illustrator documents in one folder. This will ensure that all of the graphics you link (place) on to your page will still show when you decide to continue working on your page. One way to do that is to PACKAGE your document.

When you package a file, you create a folder that contains the Illustrator document, any necessary fonts, linked graphics, and a package report.

- **Packaging your document**

  - To package your document, go to File > Package
  - Specify the location to create the packaged folder
  - Name your folder
  - Make sure the you've checked 'Copy Links'
  - Make sure 'Copy Fonts used in document' is checked
  - Click Package
  - You may see a prompt telling you that "Restrictions apply to copying font software for use by a service provider...." Click OK
  - You will see a prompt saying your package was created successfully. You may view your package or click OK.

Once you send yourself the package you may work within that folder and save your document as you normally would (File > Save) All of the links and fonts will remain in that folder with your document.

If you add any new fonts or links (graphics) you can add the files to your packaged folder, i.e., if you add a new graphic, you may place it within your already-created packaged folder and link to your document from that location.

If it's easier, you may also repackage your document.

4

ADOBE CREATIVE CLOUD
REDEEMING YOUR STUDENT ACCOUNT
HOW TO

VISIT STS.FULLERTON.EDU

1. Select Adobe Creative Cloud

2. Follow 'Step One,' Sign Up for an Adobe Subscription

3. Sign up with your campus login and follow the instructions

4. After you've received an email successfully activating your Creative Cloud license, follow the instructions on 'Step Two' to download and install the Creative Cloud Installer

5. From there, download your new Adobe Products

NOTE:
License is valid for one year and must be renewed each year, as long as you're a CSUF student

Software requirements vary per application

For more information visit *sts.fullerton.edu/software/adobe*

For additional help downloading this or any other campus software
Visit: Student Genius Corner, 1st Floor, Pollak Library North
Call: 657-278-8888   Email: *StudentITHelpDesk@fullerton.edu*
Text: 657-248-5101   Chat: via Portal, click Online IT Help