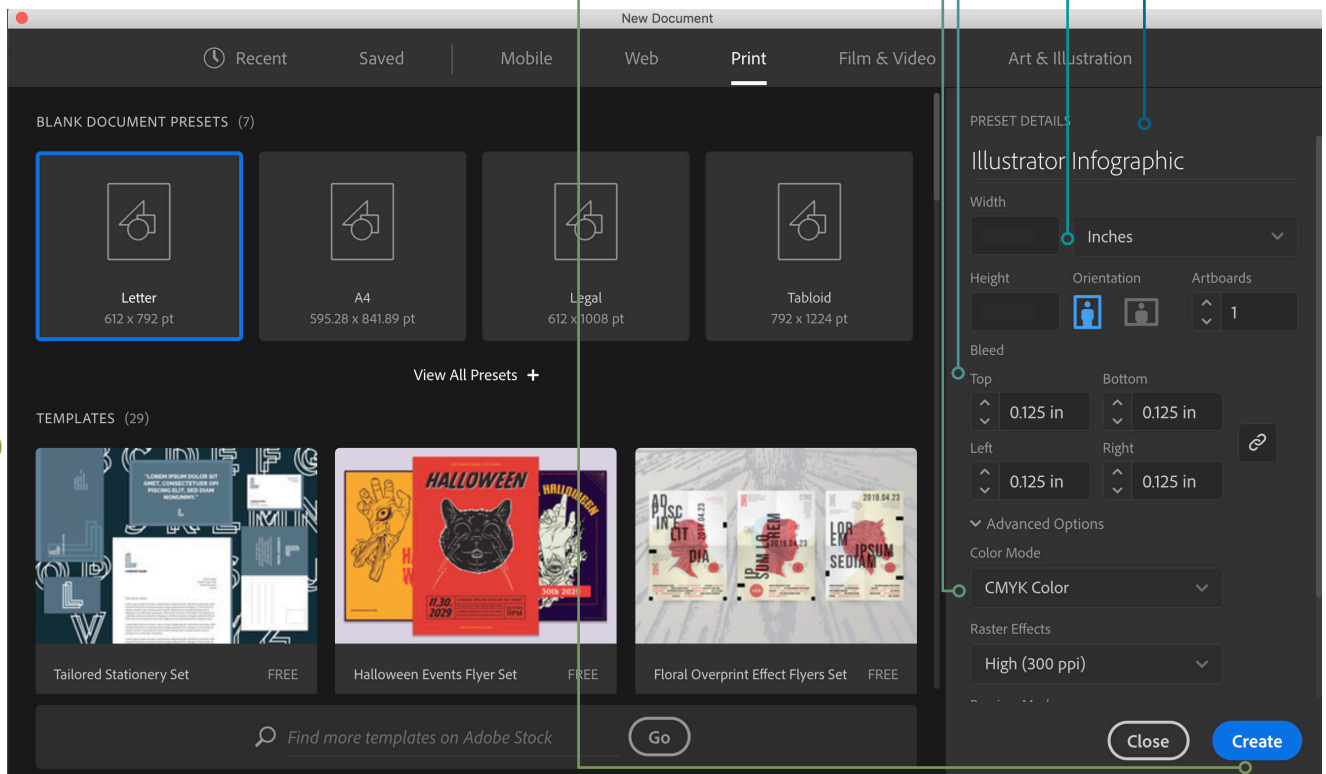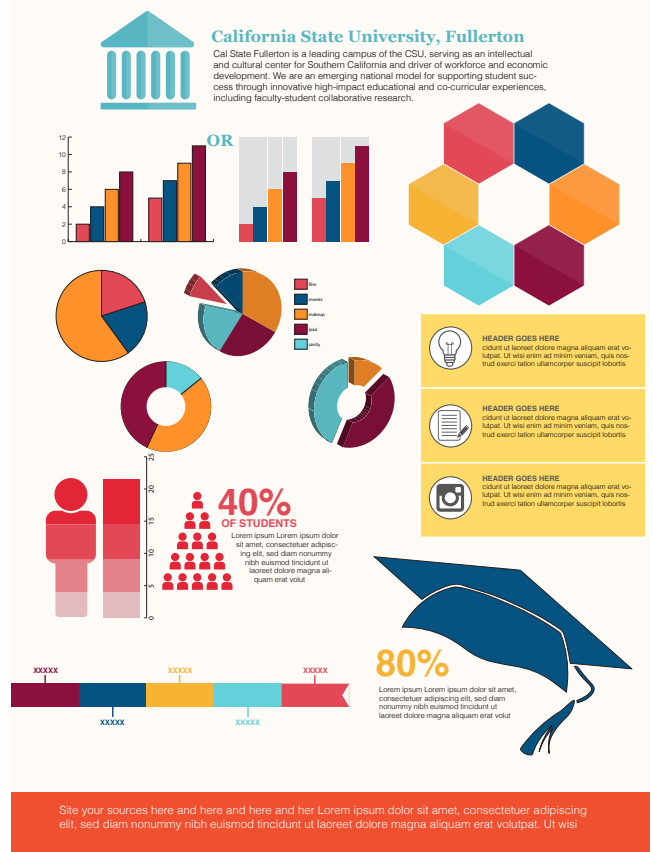# ADOBE ILLUSTRATOR
Infographic
INSTRUCTIONS

TO START...

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

    You may use royalty free websites such as pixabay.com

- 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) "Infographics"
    - Change the width and height to 8.5in X 11in
    - Add a 0.125in Bleed
    - Change Color Mode to CMYK

    - Click 'Create'

- Your document will now open up to a blank page

Illustrator Infographics 101

California State University, Fullerton

Cal State Fullerton is a leading campus of the CSU, serving as an intellectual and cultural center for Southern California and driver of workforce and economic development. We are an emerging national model for supporting student success through innovative high-impact educational and co-curricular experiences, including faculty-student collaborative research.

40%
OF STUDENTS

80%

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New Document

Recent | Saved | Mobile | Web | **Print** | Film & Video | Art & Illustration

BLANK DOCUMENT PRESETS (7)

| Letter 612 x 792 pt | A4 595.28 x 841.89 pt | Legal 612 x 1008 pt | Tabloid 792 x 1224 pt |

View All Presets +

TEMPLATES (29)

Tailored Stationery Set — FREE
Halloween Events Flyer Set — FREE
Floral Overprint Effect Flyers Set — FREE

Find more templates on Adobe Stock — Go

PRESET DETAILS
Illustrator Infographic

Width — Inches

Height — Orientation — Artboards 1

Bleed
Top 0.125 in — Bottom 0.125 in
Left 0.125 in — Right 0.125 in

Advanced Options
Color Mode
CMYK Color

Raster Effects
High (300 ppi)

Close — Create

Infographic Title

- **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

- **To 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

- **To change the color of your text, highlight your text and then use one of the options below:**

  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.)

Shapes (Square)

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

- **Select the Rectangle Tool**

- **Click and drag to create a rectangle shape that goes to your top, left, and right bleeds**

- **Your rectangle will cover your title, to move it back: use the selection tool, right click on your rectangle, arrange > send to back. (You may also use the layer panel for this)**

Illustrator Infographics 101

You may use the shapes tool to create a background shape/color, different boxes for infographics and more. *Pro tip: use different shapes to create more engaging areas to display information.*

Ellipse Tool   Rectangle Tool   Polygon Tool

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Polygon
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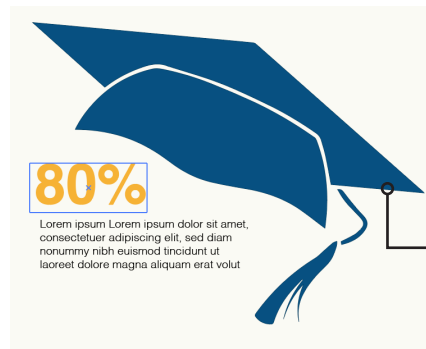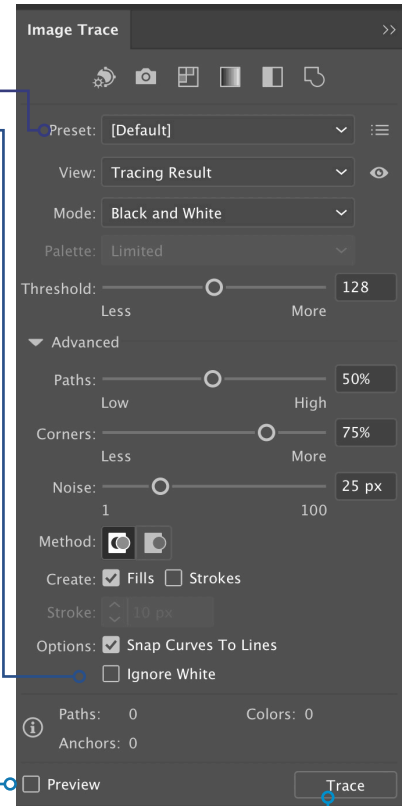Sides: 6
Cancel   OK
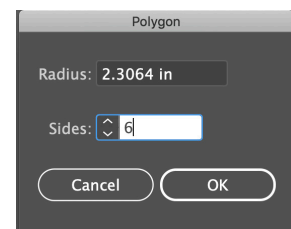
You may customize how many sides your Polygon has by clicking in your artboard while using the tool. *(use this tool to make triangles as well)*

Icons

- To place your previously downloaded VECTOR 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.

- If your icon is not a vector - and has a background OR if you'd like to manipulate it further, drag it on to your Illustrator Artboard

  - Go to Window > Image Trace
  - Select the image you want to Trace
  - In the Image Trace panel, select the preset you'd like
  - Check the Ignore White box
  - It would help if you Previewed the image to ensure that it's being traced properly
  - Once you're ready, click Trace
  - Go up to Object > Expand (This will create a vector image of your icon)
  - If you wish to seperate different areas of your icon, you can ungroup your elements by going up to Object > Upgroup
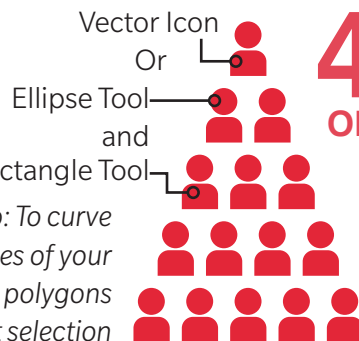
    Pro Tip: You may have to ungroup your icon several times to ensure all elements are unattached. Now you may delete elements you may not want and change colors of individual elements. **Don't forget to group your icon back together once you're done. Go to Object > Group to group your icon back together.**

Image Trace

Preset: [Default]
View: Tracing Result
Mode: Black and White
Palette: Limited
Threshold: 128
Less — More
Advanced
Paths: 50%
Low — High
Corners: 75%
Less — More
Noise: 25 px
1 — 100
Method:
Create: ☑ Fills ☐ Strokes
Stroke: 10 px
Options: ☑ Snap Curves To Lines
☐ Ignore White
Paths: 0   Colors: 0
Anchors: 0
☐ Preview   Trace

Vector Icon

Vector Icon

80%

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Vector Icon
Or
Ellipse Tool
and
Rectangle Tool

Pro Tip: To curve individual edges of your rectangles and polygons use your direct selection tool and click on the circle next to the corner you'd like to curve. Make sure just that corner is selected

40%
OF STUDENTS

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Graphs

- **Locate all of your Graph tools here**

  - Click and hold the graph tool and select the graph which you'd like to use.
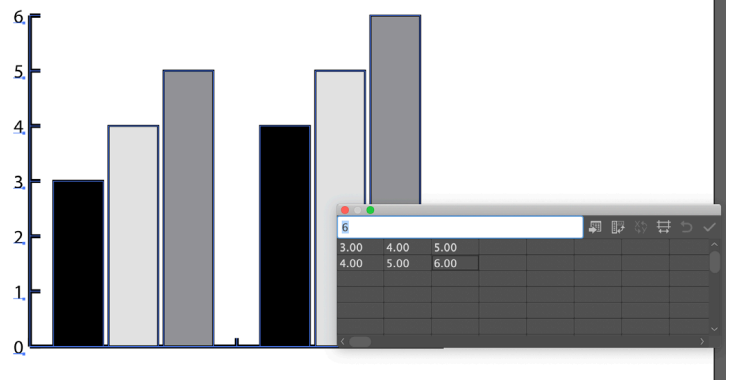
- **Graphs**

  - Select the column graph tool and draw out your graph.
  - Type in and Paste your data in the chart provided
  - To see how your graph will look, click on the check mark on the upper right hand corner of the data chart.
  - Once you are happy with your input, you may close the data chart (you may make edits later)

  Pro Tip: The same rules apply for all graphs. You may move your graph along the page using the Selection Tool (black arrow tool)

- **To change your graph data**

  - Right click on your graph
  - Select 'Data'

- **To Change your graph size**

  - Right click on your graph
  - Select 'Transform'
  - Click on 'Scale'
  - To ensure your graph stays uniform, select the uniform selection and change accordingly. Click OK when done.
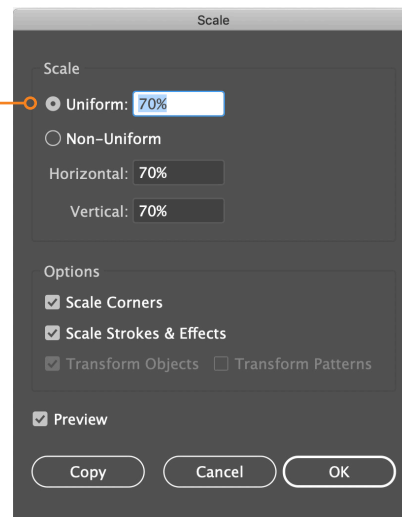
- **To Change your graph color**

  - Use your direct selection tool (white arrow)
  - This will chose the sections you wish to work with.
 - Select the sections you'd like to change the color for, and change accordingly

Pro Tip: If you are satisfied with your graph and would no longer like to manipulate the data, you may ungroup the graph (Object > Ungroup). This means that you will no longer be able to edit the data in your graph, but you will be able to add more effects.

Graphs [cont.]

- **3D Graphs**

  To make your graph 3D, you can ungroup your graph. Make sure that you are happy with your data before doing this, if you need to make any changes, you would have to recreate your graph.

  - Select your graph using the direct selection tool
  - Go up to Object > Ungroup
  - Make sure your graph is still selected, go up to Effect > 3D > Extrude & Bevel
 - You can rotate your position to customize your 3D shape
  - Once you are happy, click OK
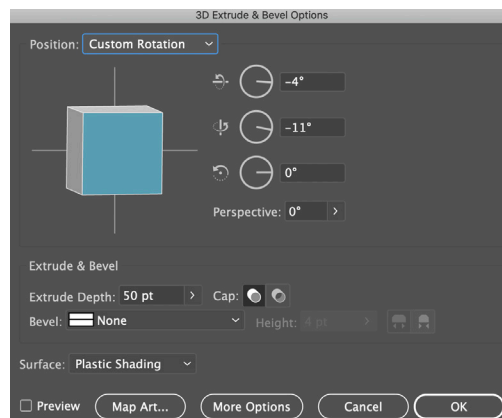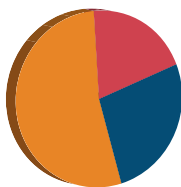
  If you'd like to make your pie chart look like it's been deconstructed, use your direct selection tool and pull the 'slices' slightly apart.

- **Donut Chart**

  Before you begin, create a pie chart with your data.

  - Go into your ellipse tool and drag out a circle the same size as your pie chart.
  - Copy your newly created ellipse and paste in place. Resize your new ellipse into the old one and place it in the center of the circle.
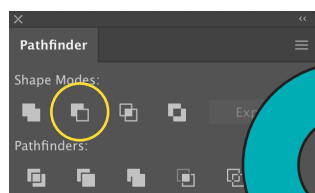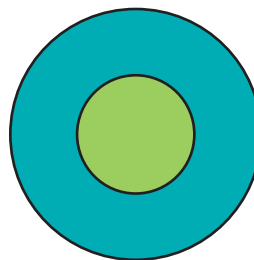
  - Once you have the donut ratio you like, select both ellipses using the selection tool
  - Go to Window > Pathfinder and select the 'Subtract' button. This will subtract the shape in front from the shape in back

  - Place your donut shape over your pie chart
  - Go to Object > Clipping Mask > Make
  - Your pie chart will now take up the mask of your donut shape
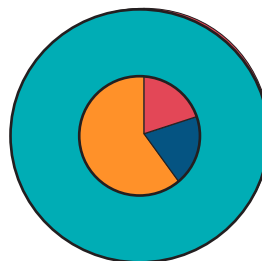
Saving your document

- **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.
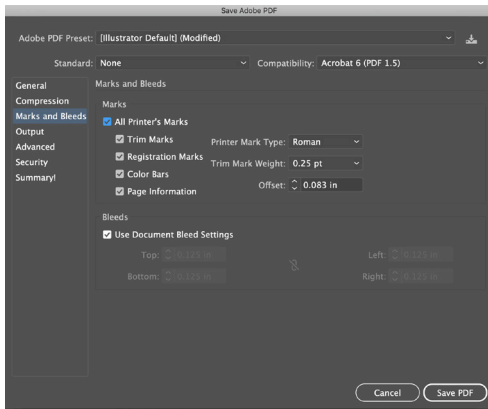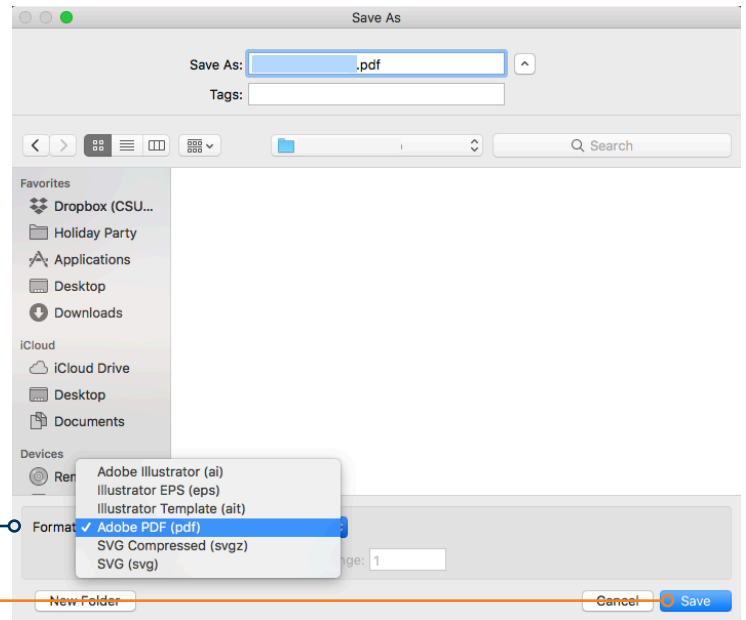
- **Marks and Bleeds**
  - Select Marks and Bleeds
  - Make sure boxes labeled "All Printer's Marks and Use Document Bleed Settings are checked.
  - Save PDF

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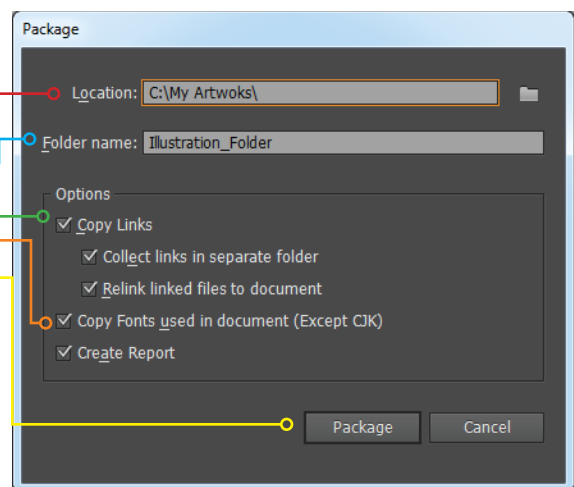
Once you send yourself the package you may work within that folder and save your document as you normally would (File > Save) All of the links and fonts will remain in that folder with your document.

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.