

WORKSHEET 1

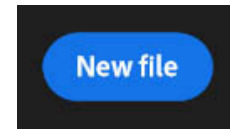
MAKING AN ENGRAVED NAME KEYRING

1. Open up Illustrator from the bar at the bottom of the screen
2. Click on "new file" and select A4 from the print tab of the new document pop up box. Click "create"
3. Find the shape tool and click to select
4. Click and drag to create your shape, release the mouse button to finish
5. Resize your shape so it is no bigger than 70x70mm by clicking and dragging the corner
6. You can also rotate your shape, move the selection tool just outside the corner, when a curved arrow appears click and drag to rotate
7. Find the type tool, click within your shape and type your name
8. Using the selection tool select your text, you can now change the font and size in the properties panel on the right. Click and drag to position your text where you want in your shape

1.



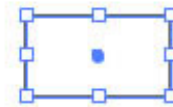
2.



3.



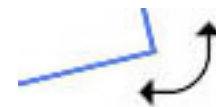
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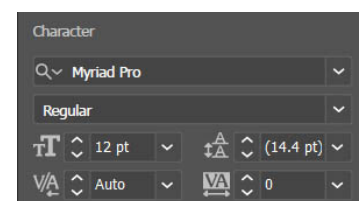
6.



7.



8.



QUICK REFERENCE GUIDE



SELECTION TOOL

The main tool you will use in Illustrator, to select, move, scale, rotate and much more



SHAPE TOOL

Defaults to a rectangle but can be used to draw all sorts of shapes



TEXT TOOL

Allows you to add text to your design

W: 61.64 mm
H: 51.25 mm

When drawing or resizing shapes this box will appear in the corner to show you its dimensions

Holding shift while drawing shapes will lock the dimensions to create perfect circles, squares etc. Or lock to the original dimensions when scaling

Tools with an arrow in the bottom right hand corner have more functions, click and hold to show options. Scrolling over a tool will show its name, function and keyboard shortcut

9. Click and hold on the shape tool and select the Ellipsis tool

10. Draw a circle in the top of your shape, you can reposition after if necessary. Make sure your circle is no between 4mm and 8mm

11. To format your design for laser cutting select your shape and in the right hand properties panel set "Fill" to none and "stroke" to 0.1mm with the colour black. Apply the same formatting to your circle

12. To engrave your text "Fill" needs to be set to Black and "stroke" to none. Select your text to view it's properties in the panel

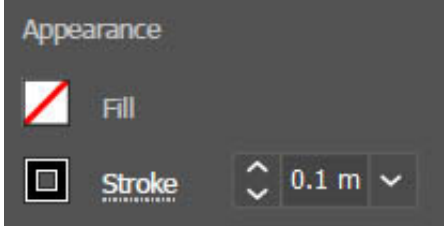
13. When you are happy with your design go to File>Save As...

14. In the pop up box select your USB disk from the left hand side, give you file a memorable name, make sure the format is Adobe Illustrator and click save

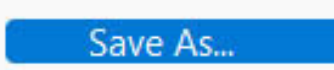
15. For the laser cutter your file will need to be a pdf, so click save as again and change format to pdf

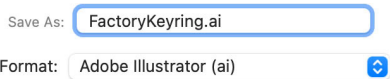
9.  Ellipse Tool (L)

10. 

11. 

12. 

13. 

14. 

15. 

QUICK REFERENCE GUIDE



ZOOM TOOL

Selecting it and clicking on your screen will zoom in, hold option and click to zoom out



WIDGETS

You may see these circles in your shape, these can be used to adjust your shape in fun ways, adding curves to corners or turning circles into wedges

- To undo press the Command  and Z key

This is how fill and stroke look when both are set to none



FILL - The colour of inside an object, Black will engrave

STROKE - the lines of an object, 0.1mm will cut, higher will engrave

- You can select multiple objects by holding shift while selecting. In this way you can format multiple objects at once

-To align objects select them and go to Window>Align... to bring up the alignment panel