

Minimum Illustrator Skills

These are a set of skills needed to be considered “minimally qualified” as a graphic designer

1. Opening new files
 - a. Setting sizes
 - b. Setting color mode
 - c. Setting up rulers and making, locking & unlocking guides
2. Placing bitmap images
3. Tool Box
 - a. Selecting tools - Black arrow/White arrow
 - b. Pen tool - How to set anchor point and manipulate control arms to make custom shapes
 - c. Text tool -How to set text in areas, and along paths.
 - d. Making rectangles, rounded rectangles, circles and ellipses, polygons and stars
 - e. Paintbrush
 - f. Rotating, reflecting
 - g. Scaling, shear
 - h. Gradients- setting colors and using the gradient tool
 - i. Blending
 - J. Hand tool
 - K. Magnifying
 - L. Fill and stroke colors
4. Layers
 - a. Creating
 - b. Ordering, locking, visibility
5. Fonts
 - a. Choosing
 - b. Creating Outlines
6. Choosing colors
 - a. Working in CMYK or RGB
 - b. Pantones colors
7. Pathfinder tools
8. Align tools
9. Filters
 - a. Distort, Pucker , etc.
10. Effects
 - a. Drop Shadows, Extrude, Bevel, Round corner
11. Making clipping masks
12. Saving and exporting files in various file types - AI, PDF, EPS