

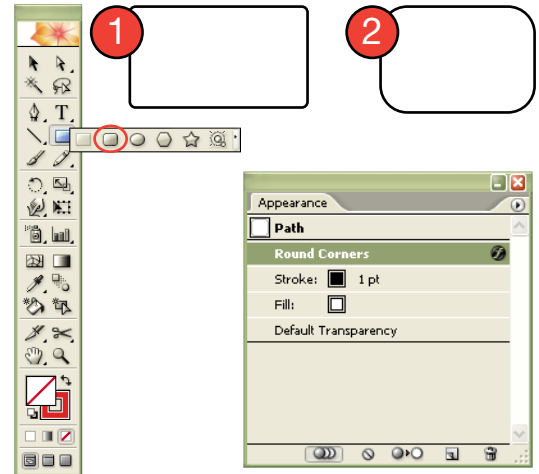
Boxes, boxes, and more boxes!

Question

How can I make a box with editable rounded corners?

Answer

If you're not particular about the radius of the rounded corners, you may select the Rounded Rectangle Tool in the Tools palette. If you'd like the freedom of being able to modify these corners to be slightly rounded (fig. 1) or more rounded (fig. 2), choose the Rectangle Tool (M) in the Tool palette. Create your box by clicking and dragging or one-click and entering the size information in the pop-up box. Next, go to Effect>Stylize>Round Corners. Enter in the decimal information for the radius of the corners. Keep in mind this can be modified in the object's Appearance palette.

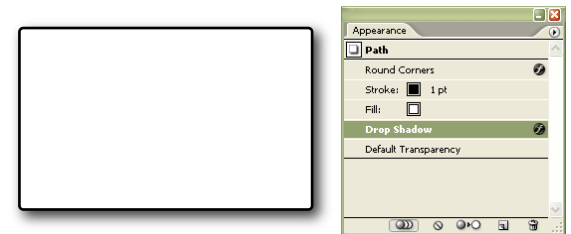


Question

How can I apply drop shadows to a shape?

Answer

Select your shape/object. Go to Effect>Stylize>Drop Shadow. Set your preferred settings. These can then be edited in the Appearance palette.



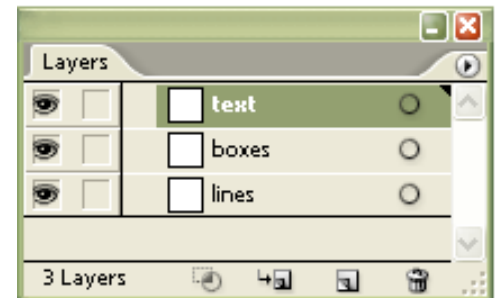
Quick Note:
Layers are your friends!
Use them wisely.

Question

How do I make a simple org. chart?

Answer

Now that you know how to create boxes with rounded corners and drop shadows, the rest is all in setting up your layers, customizing your boxes, and adding information. Be sure your Layers palette is visible. (Window>Layers) For simple org charts, I usually set up 3 layers. You can name these layers by double-clicking the layer and typing in a name. Unlike Photoshop, Illustrator does not make a new layer automatically for each object you create, so keep that in mind. It's much easier to make edits later when using layers because you can lock the layers you do not want to edit.



Exercise! Create this org chart using Layers!

To input the names of the people in your org chart, select the Text layer then use the Type Tool (T), and make a text box. You can then edit the font size and other leading info. in the Character palette.

Make the lines by using the Line Tool (\). Be sure that when you create a new object, you should select the layer you want this object to be on *before* you make it. (i.e. Select the Lines layer in the Layers palette then create your lines.) Depending on which order your layers are, the Lines layer should be under the Boxes layer, thus making every line you make behind all your boxes.

