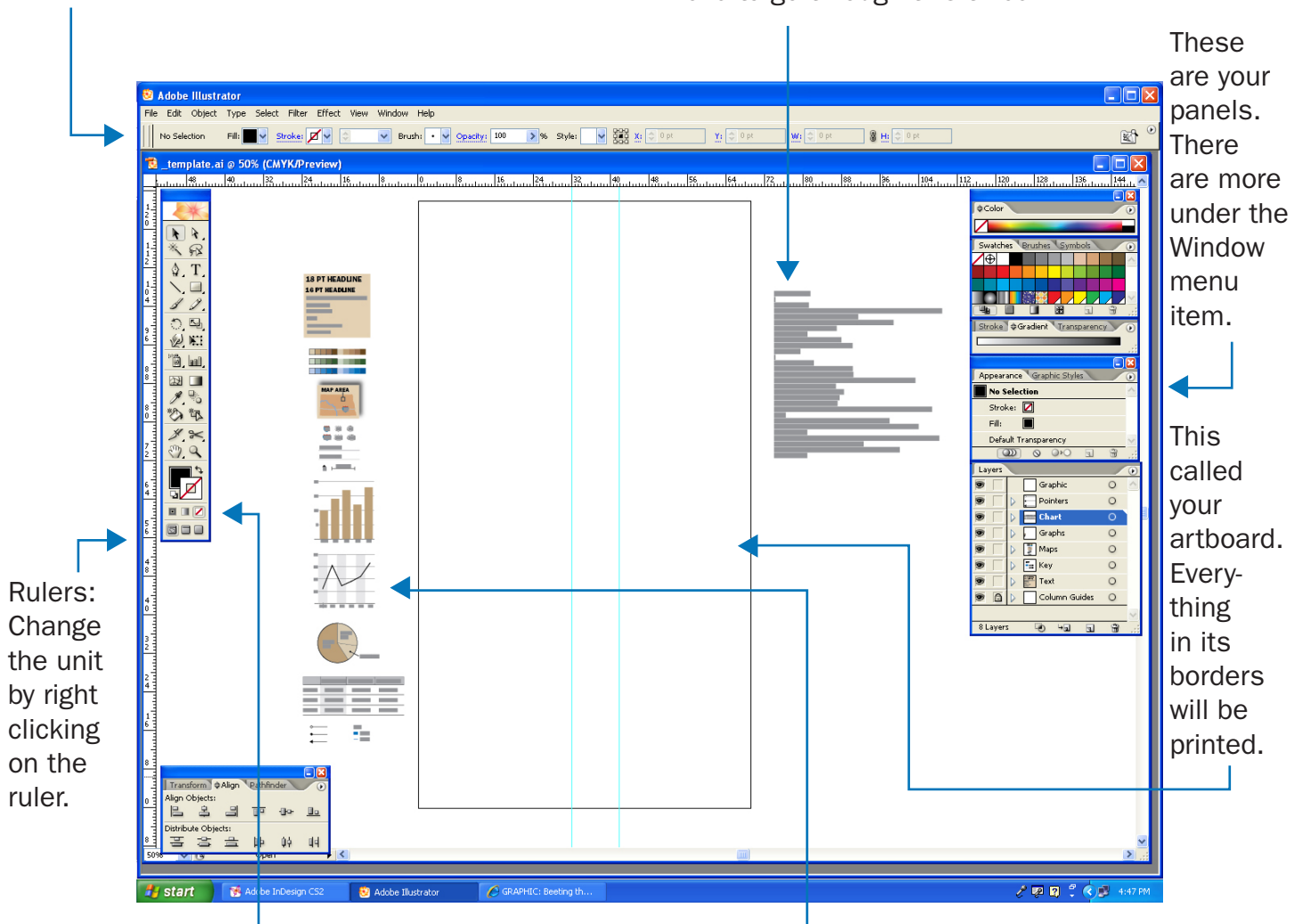


What's what

This row changes depending on what you have selected. For example, your font selection will show up here if you have a text box selected.

These are your saving instructions. They are also included in this guide. Save **after** you get your graphic copy edited. You don't want to have to go through this twice.



This is your tool box. This is how you change what action your mouse click will have. Learn shortcuts – highly recommend – by hovering over a tool. Several are intuitive like "t" for the Type Tool. If a tool has a small black area in the corner, that mean there are more tools hidden beneath it. Hold the tool done to get to them.

These are your style templates. Use your eyedropper tool to make your graphic match.

Tool Box

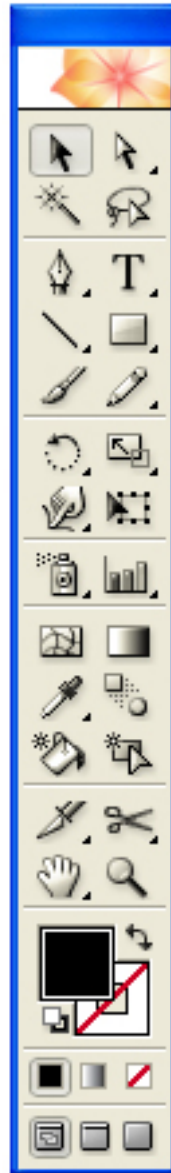
Selection Tool (V): Use to select objects.

Pen Tool (P): Use to draw lines, make atypical shapes or trace image. Hold down Shift key to make straight lines.

Line Segment Tool (\): Use to make single, straight lines. Hold down Shift key to draw lines at 180, 90 or 45 degree angles.

Eyedropper Tool (I): Use to copy text style, stroke width and color of other objects.

Fill: This is the color that will fill shapes as you make them. Select your object and then double click this box to change a color.



Direct Selection Tool (A): Use to select points on a drawn object, i.e. anchors on a shape drawn with the pen tool.

Type Tool (T): Hold down and drag to create text boxes. Click once to write on a line.

Rectangle Tool (M): To make squares hold down shift as you make the shape. To make circles, polygons and stars, hold down the tool button.

Column Graph Tool (J): This tool makes simple bar graphs. To make stacked bar graphs, pie charts, line graphs, horizontal graph graphs and others, hold down the tool button.

Stroke: This shows the color that will border a shape or of the stroke of a line. To change this color, make sure the box is on top of the Fill box by selecting it. A white box with a red line means there is no color.

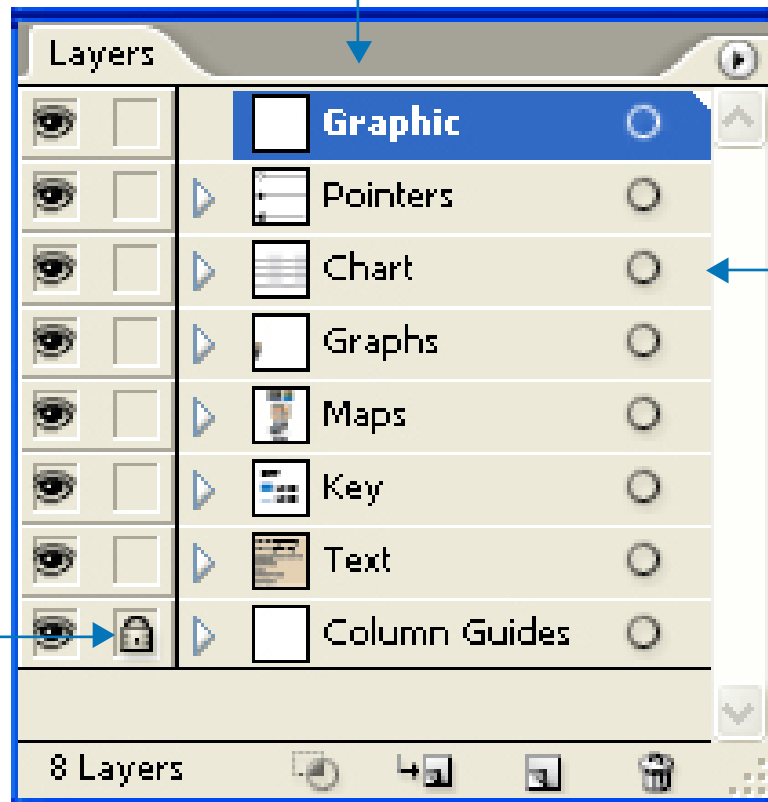
Layers Panel

These labels tell you what each layer holds.

This eye means this layer is visible. To hide the layer, click the eye so that it disappears.

This lock means the items on that layer cannot move. If you are putting objects over a base, it is a good idea to lock the base so that it doesn't keep moving when you're trying to select other objects.

If a box is here, the items you have selected are in that layer.



This buttons creates another layer. If you're creating a complex graphic, creating layers for different elements can help keep things organized. Layers work like they sound. If objects are on a bottom layer in this panel, the objects will also be below other objects on a higher layer on your artboard.

Drag a layer to this trash bin to delete the layer and the objects on it.

Getting Started

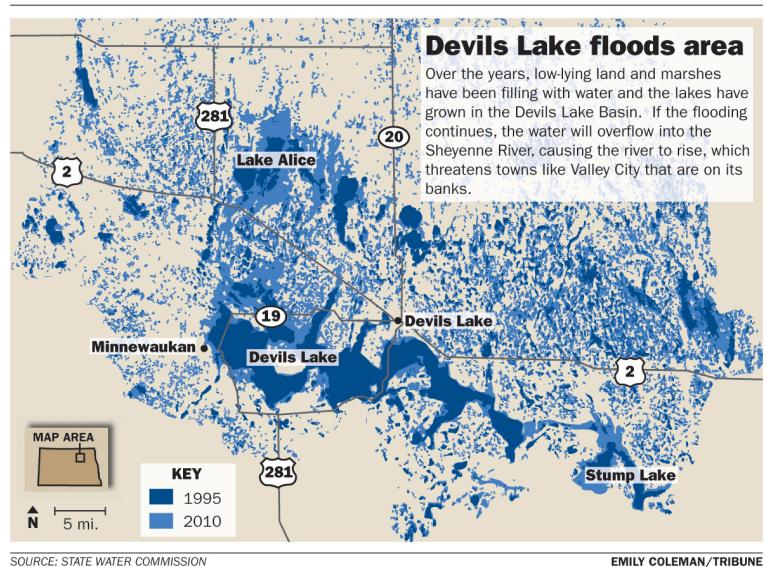
1. Open Illustrator
2. File -> Open -> My Computer -> actedit on 'leebis-ed1' (S:) -> Graphics
3. Find _template.ai and open it
4. File -> Save As
5. Open your My Documents folder and give your new graphic a slug

How big should my graphic be?

Most simple graphics are going to be two columns.

Graphics deserve more space when they convey more information. For example, a detailed map or a diagram would probably need more space. A graphic with multiple elements, such as a graphic with more than one graph, would also need more space.

Click the empty box next to the number of columns you want under the column guides in your Layers panel. A little eye and your guides should appear.



Graphic Checklist

- ☒ 0.5 rule (line) at top and bottom of graphic
- ☒ **Headline.** The font size of the headline depends on the size and type of the graphic. Busy graphics like diagrams may require a bigger font size so it doesn't get lost. For typical 2-column graphics, use a 16-point headline. Place headline 0p9 below rule.
- ☒ **Chatter.** Place the chatter 0p9 under the headline. Chatter should add something to the graphic. It's like the nut graf of the graphic.
- ☒ **Sources and byline.** Place them 0p3 below the bottom rule. (Line the top of the text box with the rule and press the down arrow three times). If the sources line is too long to fit both it and the byline, place the sources above the rule 0p3.

Health care: pitch from the President

President Barack Obama's health care proposal would lower premiums for some families compared to the House and Senate bills, though it's less generous than the House version to the lowest-income families. The plan also significantly scales back a tax on high-value insurance plans from the Senate bill that was opposed in the House.

Maximum percentage of income paid for premiums, family of four					
INCOME	From	To	House	Senate	Proposal
	\$22,000	29,000	1.5%	2.0	2.0-3.0
	29,000	33,000	1.5-3.0	4.0-4.6	3.0-4.0
	33,000	44,000	3.0-5.5	4.6-6.3	4.0-6.3
	44,000	55,000	5.5-8.0	6.3-8.1	6.3-8.1
	55,000	66,000	8.0-10.0	8.1-9.8	8.1-9.5
	66,000	77,000	10.0-11.0	9.8	9.5
	77,000	88,000	11.0-12.0	9.8	9.5

Revenue from excise tax, over 10 years

Senate bill 150 billion Proposal \$30 billion

Value of insurance plan at which the tax kicks in*

	Single	Family
House	\$8,500	23,000
Senate	10,200	27,500

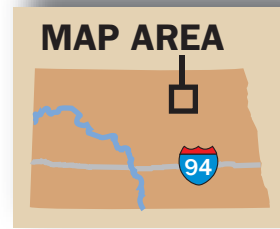
*Values that exceed these amounts would be taxed at 40 percent.

SOURCE: White House

AP

Maps checklist

- ☒ Pull-out map
- ☒ Direction indicator
- ☒ Scale

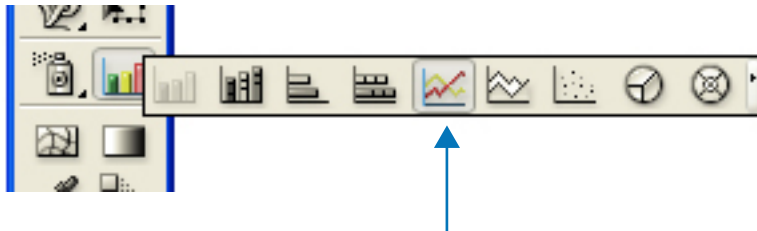


How to make a...

Line graph

Line graphs are typically used to show data over time. In the example on the next page, the graph shows the number of mosquitoes for the same part of two different years.

To make a line graph, hold down the bar graph tool until the other options appear. Select the line graph tool.



This is the line graph tool. Notice that it does not have the area between the lines shaded like the area graph tool.

Draw a rectangle by clicking on your artboard and dragging. A box will appear that you can type your data into. This is the data used for the mosquito graphic. Notice that what will appear as the x-axis is in the first column and what will appear as the key is in the first row.

The reason I typed W1 instead of just 1 is, using numbers as labels often confuses the graph maker. It will chart the weeks instead of using them as the x-axis.

	2009y	2010y							
W1	288.00	357.00							
W2	43.00	654.00							
W3	276.00	802.00							
W4	1885.00	374.00							
W5	2296.00	5742.00							
W6	2459.00								
W7	1036.00								
W8	1313.00								
W9	1010.00								
W10	351.00								
W11	265.00								
W12	500.00								
W13	124.00								
W14	0.00								

If you type your data in the wrong way, click this button, and it will automatically switch your rows and columns around.

If your graph is not starting at zero like it needs to, place a zero at the bottom of the next empty column. Then just delete the extra square it creates on the x-axis.

Click the check mark. This will apply your data to the graph. Close out your data window. If you need to access it again, right click your graph and select Data. The graph at the bottom left is what the computer will automatically create. We want it to end up looking like the graph on the right.

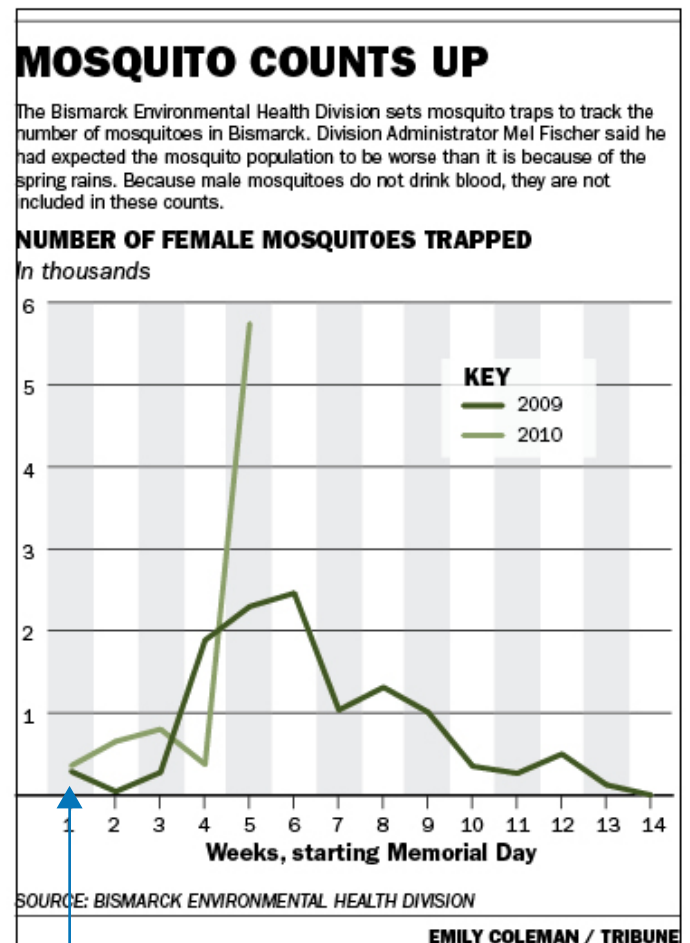
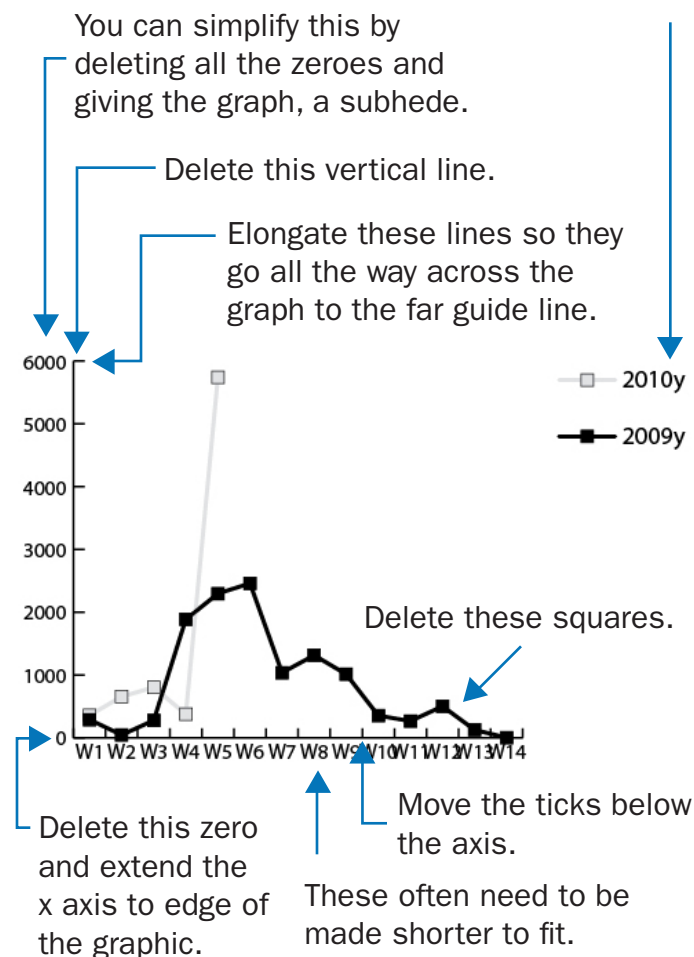
First create a copy by clicking the graph, holding down the Alt key and dragging it. Let go of the Alt key after you let go of the mouse. This creates a copy. Move one of the graph off to the side and out of your way. This is a back up in case you realize something is wrong with the data and need to start over. This way you don't need to reenter all the data.

Move one of the graphs to the center of your artboard. Press Shift, Ctrl and G. A box will pop up. Click Yes. This changes the object from a graph to a collection of shapes, text and lines. With everything selected, hold down Ctrl and Shift and press G repeatedly to ungroup everything so that you can select individual items. Now you can start changing the graph to look nicer.

When selecting colors, choose colors that are not distracting and if possible, colors that mean something, such as school colors, green for money or red and blue for political parties.

Make sure all your font matches the corresponding text in the provided style sample.

Use the Key that is provided.



These rectangles are also in the style sample. The center of the width should line up with the tick.

Bar graph

Bar graphs are good for comparing the amount of something between nouns. Where line graphs are fluid from one data amount to another, bar graphs show these totals as separate. They do not have as much of a cause-and-effect relationship as time does.

The bar graph tool is the default graph tool when you open Adobe Illustrator. You can make bar graphs vertical or horizontal. Sometimes one way just makes more visual sense. For example, the sample below shows the comparative ages of Supreme Court justices. Because time is usually thought of along a horizontal line, it made sense to make the bar graph horizontal instead of vertical.

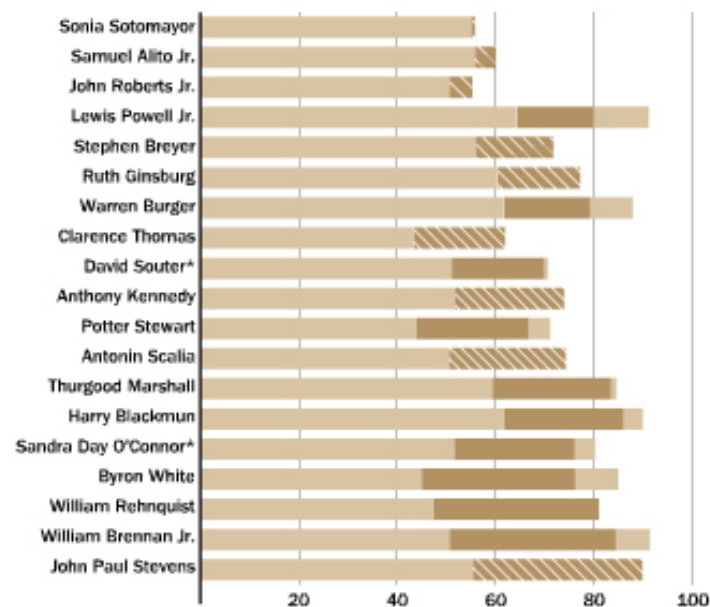
SERVING ON THE SUPREME COURT

On Friday, Justice John Paul Stevens announced his intent to resign from the Supreme Court after serving more than 34 years. He will turn 90 this year.

LIFESPAN AND TENURE ON THE SUPREME COURT

Ordered by tenure

KEY Lifespan Years on Supreme Court Still serving as justice



* Still living

Source: SUPREME COURT

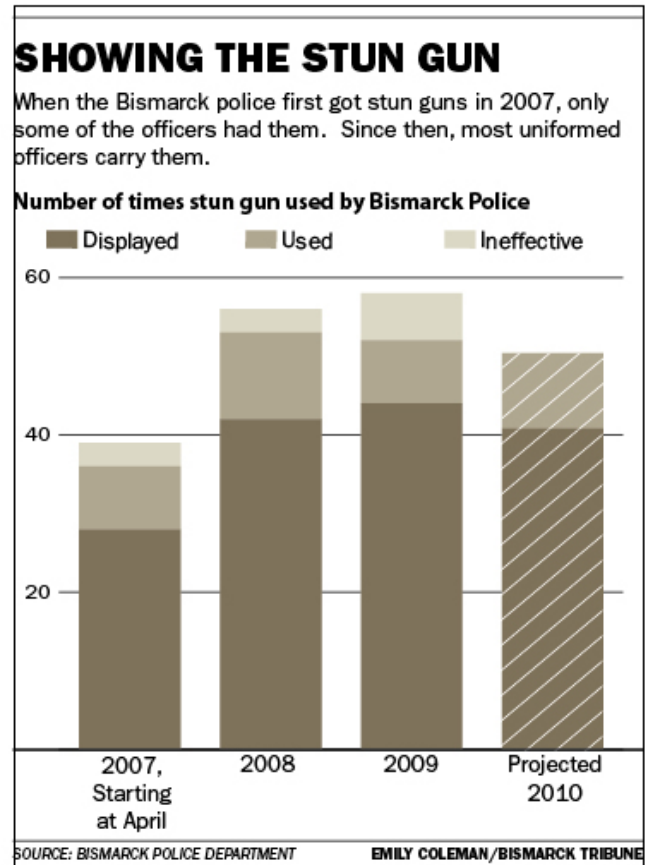
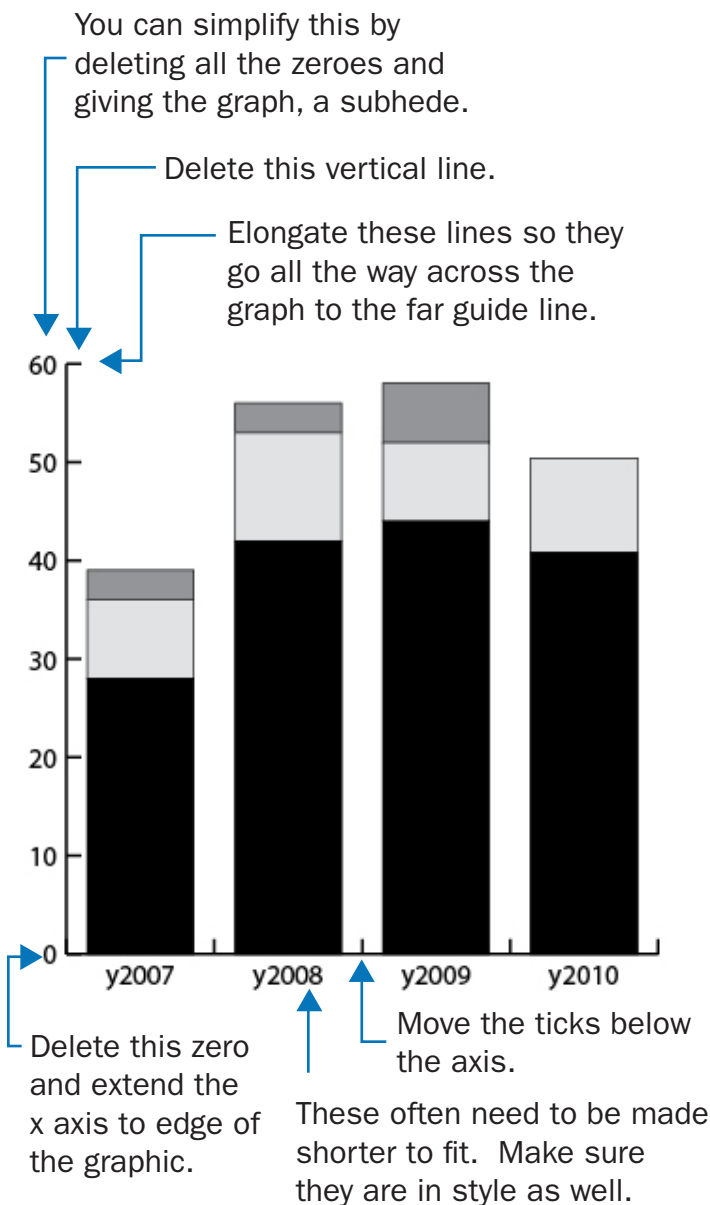
EMILY COLEMAN/Missourian

Just as a note: stripes usually indicate that incomplete. These stripes are a pain to make however so avoid it if you can.

This example also shows how a stacked bar graph might be used. This graph could almost be viewed as a timeline because you see a before, a during and then an after. Be careful with stacked bar graphs because they can easily be misused or convey incorrect information.

Place data in the data field the same way you would for a line graph.

The same rules apply with picking colors as well. Don't forget to change all the font styles.



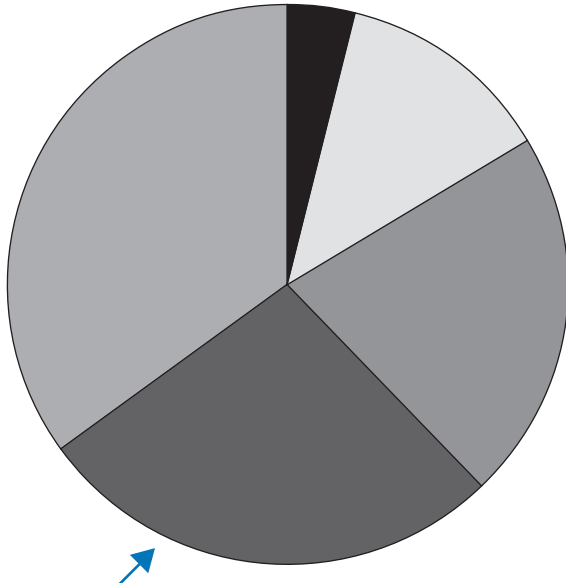
Pie chart

Pie charts are when you want to show parts of a total. For example, these are great for showing how a budget is parceled out.

To create a pie chart, you can insert raw numbers or a percent. The computer will automatically figure out how much of the circle each data entry deserves.

If you insert the numbers vertically, it will create a series of circles that are proportional to one another based on the data you entered. If you place them horizontally, it will look like a traditional pie chart. This is shown visually on the next page.

Pick one piece of the pie to draw attention to, typically the largest section or whatever the article or chatter focuses on. You do this by making the stroke on this piece 1 pt instead of 0.5 pt. Also make it a darker color.



The circle surrounding the pie chart needs to be 1 pt. However, to do this, you need to make another circle. First, hold down the Rectangle Tool to get the Ellipse Tool as shown below. Then create a circle by clicking and dragging on the artboard while holding down the Shift key.

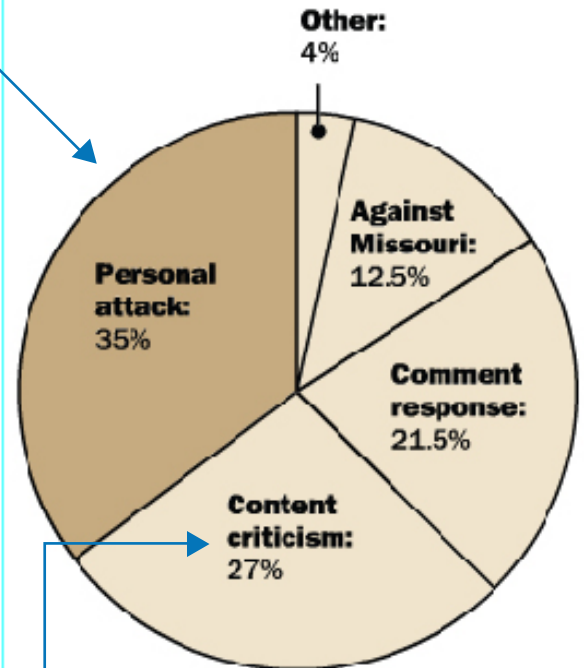
Now, select your pie chart. Just the elements that make up the circle. In the top bar that changes, there should be a field that is labeled W. This field tells you how wide your pie chart is. Select the circle you just made. Click the button that looks like two chain links (shown to the right) so that it has a line going horizontally through it. Now make the number next to the W the same as the width of the pie chart.



BUFFALO COMMENTS

A Missourian article posted March 19 drew 88 comments as of 7 p.m. Sunday. Several comments, including seven counted in this graphic, were taken down for violating Missourian policy.

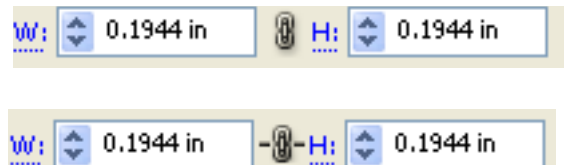
CONTENT OF COMMENTS



SOURCE: MISSOURIAN

EMILY COLEMAN / MISSOURIAN

The labels are two styles. Copy the label style for the first part. Then highlight whatever comes after the colon and, in the field next to the one that reads "ITC Franklin Gothic," change it so it says "Book" instead of "Heavy."



Finishing up

Cut the artboard down to size

1. Make a rectangle to surround your graphic. Size it like a border. You want it close to the edges but not butting up against your text.
2. Check the dimensions of your rectangle by selecting the rectangle and copying down the numbers next to the W and H.
3. File -> Document Setup. Fill your dimensions into the height and width fields. Click OK.
4. Delete your rectangle. Make sure your graphic is in the artboard.

Get it copy edited

Make sure you get it copy edited by more than one person. Hold graphics to the same standards you would an article. You may encounter some problems printing. If you get an alert that says there's not enough memory or RAM, delete the template to the left of the artboard.

To save for print

1. File -> Export
2. Make sure the Save In field reads Graphics. If it doesn't, direct the folder to actedit on 'leebis-ed1' (S:) -> Graphics.
3. Indicate in the file name that this is the print version.
4. Change the format to JPG.
5. Click Export.
6. Change Image Quality to 10.
7. Change the resolution to 200 dpi.
8. Click OK.

To save for online

1. Select everything on the artboard.
2. Go to Object -> Transform -> Scale
3. Select Uniform. Make sure Scale Strokes & Effects is checked.
4. Go to File -> Save for Web
5. Select the tab that says 2-Up.
6. Change the file type to JPG.
7. Change the quality to 100.
8. Click the tab toward the right, midway down the screen, that says Image Size.
9. Make sure Clip to Artboard is checked. Click Apply.
10. Ensure everything looks the way it should in the preview screen.
11. Click Save.
12. Make sure the Save In field reads Graphics. If it doesn't, direct the folder to actedit on 'leebis-ed1' (S:) -> Graphics.
13. Indicate in the file name that this is the online version.
14. Click Save.