

Activity 01

1. Open Illustrator, click **New File**, choose **Print > A4**, set units to **Inches**, change color mode to **RGB**, then click **Create**.
2. Go to **File > Place**, navigate to **clock.jpg**, uncheck *Show Import Options*, and click **Place**. Click and drag on the artboard to place the image.
3. Open the **Layers panel** (Window > Layers), double-click **Layer 1**, name it **Clock Template**, check **Template**, and click **OK**.
4. Click the **+** button at the bottom of the Layers panel, double-click the new layer, name it **Clock Body**, and press **Enter**.
5. Zoom in with **Command/Control +** and hold **Spacebar** to drag the view to the clock.
6. Press **L** for the Ellipse tool. Imagine a box around the black circular head of the clock, place your cursor at the top-left corner, then click and drag while holding **Shift** to draw a perfect circle over it.
7. In the control panel, the circle defaults to a **white fill and black stroke** — remove the fill and set it to **None** so the template is visible underneath.
8. Press **Command/Control + C** to copy, then **Command/Control + F** to paste the circle directly on top of itself.
9. Hold **Shift + Alt/Option** and drag a corner inward to scale the copy down evenly from all sides — this becomes the clock face.
10. Press **Command/Control + 0** to zoom out.
11. Press **M** for the Rectangle tool. Click inside the black circle and drag downward to draw the clock body shape.
12. Press **A** for the Direct Selection tool. Click the **bottom-left anchor point**, hold **Shift**, and tap the **left arrow key 3 times** to flare it outward.
13. Click the **bottom-right anchor point**, hold **Shift**, and tap the **right arrow key 3 times** to match the other side.
14. Press **Command/Control + 0** to zoom out.
15. Press **V** for the Selection tool and drag across all three pieces to select them. In the control panel, click the **Align to Center** button.
16. **Shift-click** the inner circle to deselect it, leaving only the outer circle and body selected.
17. Go to **Window > Pathfinder** and click **Unite** to merge the outer circle and body into one keyhole shape.
18. Click the **inner circle** and set **Fill to white**, **Stroke to none**.

19. Click the **clock body** and set **Fill to black, Stroke to none**.
20. Right-click the clock body and choose **Arrange > Send to Back** to reveal the white clock face underneath.
21. Press **A** for the Direct Selection tool, click one **cusp point** where the head meets the body, then **Shift-click** the other cusp point.
22. Grab a **corner widget** and drag inward to add smooth curves at both joints.