

■ Sports Drink Label Instructions

You'll be using Adobe Illustrator to design your custom sports drink label using the template provided in Brightspace.

Step 1: Open and Save the Template

- Download the Illustrator template from Brightspace.
- Open it in Adobe Illustrator.
- Immediately save it to your Creative Cloud folder with your name in the file name (e.g., SportsLabel_JordanA.ai).

Step 2: Working with Images

- When adding images, make sure they are embedded, not linked.
- Tip: When placing an image, check the 'Embed' option, or later go to Properties → Embed Image.
- Embedded images stay in your file — linked ones can go missing, especially on school computers.

For more help, visit:

<https://helpx.adobe.com/ca/illustrator/using/manage-linked-and-embedded-files.html>

Step 3: Design Guidelines

- The background colour or image must extend slightly past the cut line (to avoid white edges).
- The cut line layer should always be at the very top of your Layers panel.
- Some layers (guides, text descriptors, and label reference) are locked to prevent editing.
- You can toggle visibility on or off to help align your design.

Step 4: Save and Export

- When you're done, save your Illustrator file (.ai).
- Then export a PDF version: File → Save As → Adobe PDF.
- This format is used for printing your sticker labels.

■ Adding Your Logo from Another Illustrator File

If you already created your logo in a separate Illustrator file, you can easily bring it into your Sports Drink Label template using one of the following methods.

Option 1: Copy and Paste (Easiest)

- Open both files in Adobe Illustrator — your logo file and the label template.
- In your logo file, use the Selection Tool (V) to select all parts of your logo and press Ctrl+C (Windows) or Cmd+C (Mac) to copy.
- Switch to your label template and press Ctrl+V (Windows) or Cmd+V (Mac) to paste.
- Resize and position your logo using the Selection Tool or Transform panel.

■ Tip: Hold Shift while resizing to keep your logo's proportions correct.

Option 2: Place the File (Good for Reuse)

- In your label template, go to File → Place...
- Find your logo's .ai file and uncheck the 'Link' option before placing.
- Click and drag on the canvas to insert, or click once to drop in full size.
- Adjust its position and size as needed.

Option 3: Drag and Drop (Quick Alternative)

- Drag your logo file (.ai) from your computer or Creative Cloud directly into your label template workspace.
- If prompted, choose 'Embed' instead of 'Link'.