

# 8 Guides and Rulers

Designers of all types will find using guides and rulers a great help in laying out pages for the web or for print. The options for turning on and off ruler and guide functions can be found in the View menu, fig 8.1.

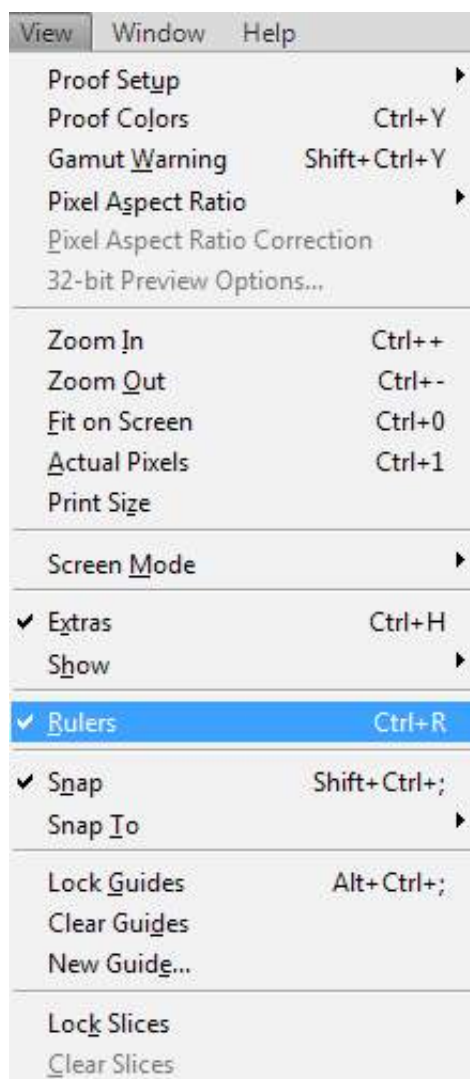


Fig 8.1 the View menu.

To have the Rulers appear around the outside of your work area, select Rulers from the View menu, or use the keyboard shortcut (the keyboard shortcut for commonly used functions are indicated to the right of the menu item), Cmd/Ctr + R (Mac/PC).

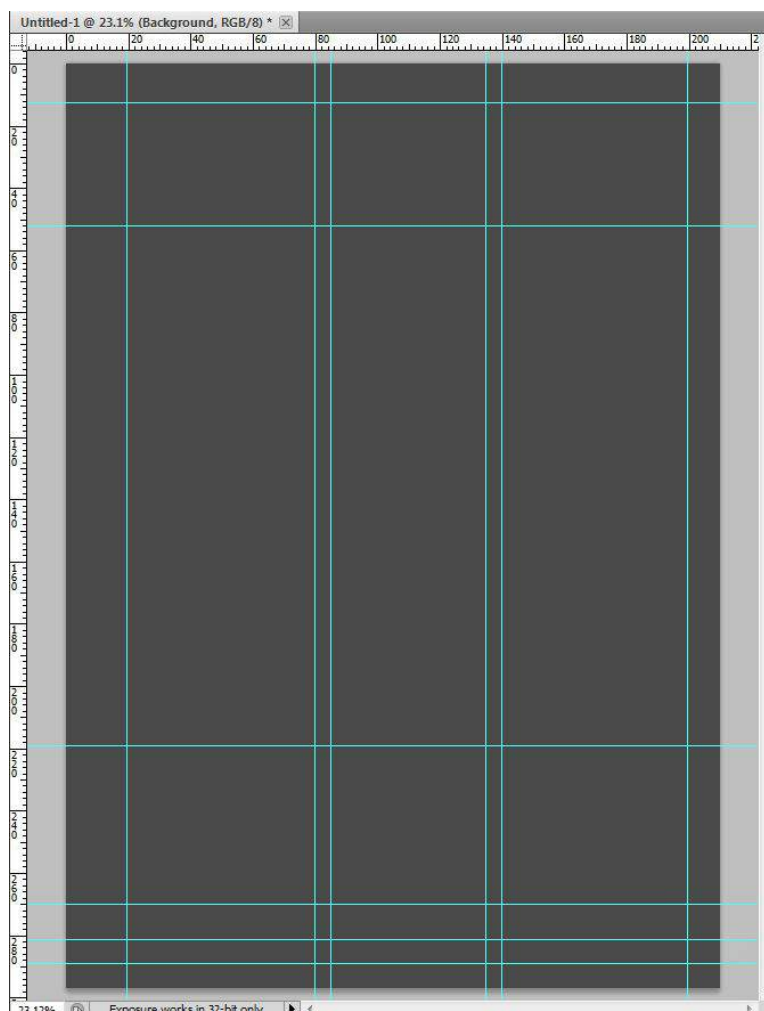
You can create guides by clicking on the New Guide option in the View menu. However, it is far quicker and easier to simply click and drag from inside one of the rulers to create a guide. Clicking and dragging from the vertical ruler will create a new vertical guide and performing the same procedure from the horizontal ruler will result in a horizontal guide.

Once your guides have been created, you can change or refine your layout by selecting the move tool and repositioning the guides. To do this you must select the move tool and place the cursor over the guide that you wish to move. When the cursor changes, you can then move the guide.



**Fig 8.2** the Move tool

You will notice that the guides are cyan in colour by default. This can be changed if you wish by changing the colour setting in the Preferences. The Preferences are found in the Edit menu and the guide settings are found in the sub category “Guides, Grid, & Slices”. I find it easier to fill my background layer with a dark neutral colour so that I can see the guides more clearly when preparing a layout, fig 8.3. You can do this by selecting the required colour as your foreground colour and then use the Paint Bucket tool, fig 8.4 (grouped with the Gradient tool), to click on the background layer to apply the colour. It can be returned to white (or whatever colour you like) by repeating the process once your guides are in place.



**Fig 8.3** temporarily darken your background to better judge your guide placement

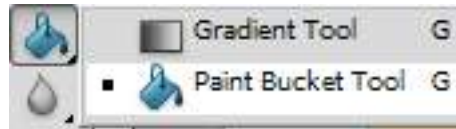


Fig 8.4 the Paint Bucket tool

If you wish to change the units displayed on the Rulers, you change the “Units and Rulers” setting in the Preferences. Alternatively, you can right click in the ruler and select you alternative units from the box that appears fig 8.5.

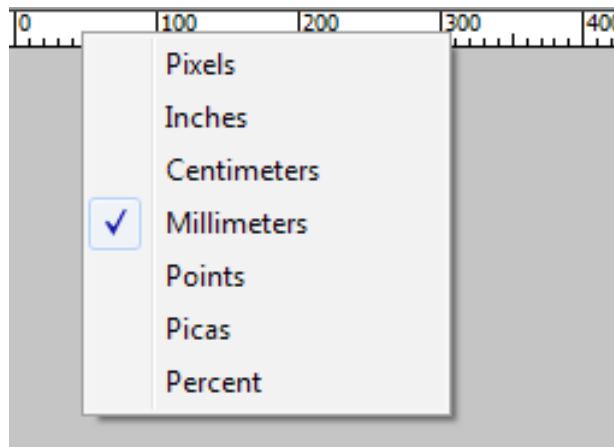


Fig 8.5 changing the units by right-clicking on the ruler.

An advertisement for GaiTEYE. The background is a photograph of a person in a red shirt running on a dirt path at sunrise. The GaiTEYE logo is in the top left, with the tagline "Challenge the way we run". Below the logo, the text reads "EXPERIENCE THE POWER OF FULL ENGAGEMENT...". Further down, it says "RUN FASTER. RUN LONGER.. RUN EASIER...". On the right, there are technical diagrams of a shoe's sole and a yellow button that says "READ MORE &amp; PRE-ORDER TODAY WWW.GAITEYE.COM" with a hand cursor icon pointing to it.



You can create a layout mock up by using the Vector Shape tools (fig 8.6) to draw shapes to represent where specific items will appear in your layout, fig 8.7. Drawing with Vector Shapes has many similarities to using the Selection Marquee tools. The modifier keys for adding and subtracting from shapes are the same as for creating selections (Shift to add, Alt/Option to subtract).

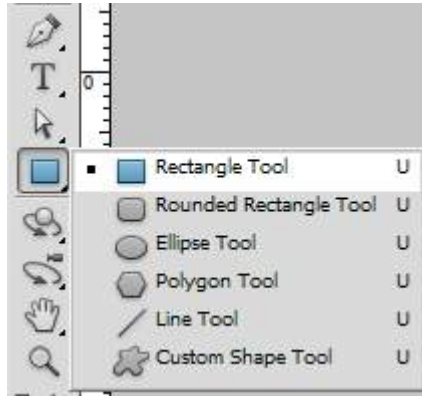


Fig 8.6 the Vector Shape tools

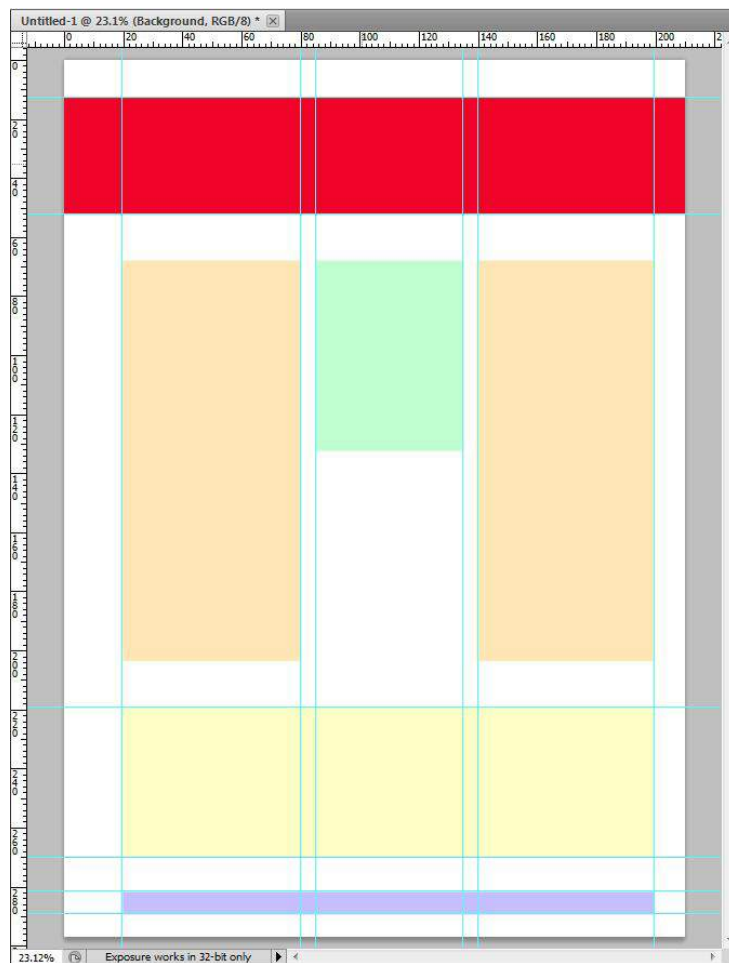


Fig 8.7 layout items represented by Vector Shapes

Whilst drawing a layout, it is useful to utilise the Snap setting in the View menu, fig 8.1. This will cause the drawing tools to snap precisely to the guides as you are dragging out the shapes.

Once your design is complete you may wish to view it without the guides. However, if you use the Clear Guides option from the View menu, the guides will be gone for good. A better way to work is to Hide the guides. This can be done from the Show options in the View menu or by simply pressing Cmd/Ctrl + ; (Mac/PC) to toggle the guides on and off.

Your guides will be saved with your document, but they will not appear in a print or an exported web slice.

