

Illustrator 2021 Introduction



Working with Files

New Documents (Files)

1. Choose **FILE, NEW**, or press **<Ctrl-N>** on a Mac or **<Ctrl-N>** in Windows.
2. Set up document as needed, then [Click] **CREATE**.
Note: Use CMYK color mode for print projects, and RGB for screen. These are set automatically if using a preset, or can be set manually.

Opening and Saving Documents

Use **FILE, OPEN** and **FILE, SAVE** as in any other program.

Accessing All Tools in the Tools Panel

[Click] a button in the Tools Panel to switch to that tool. Buttons with a white triangle in the lower right have more tools available. [Click and Hold] on those buttons until a menu appears, then select from the menu. For example, [Click and Hold] the Pen Tool to reveal the Pen Tool and Anchor Point tool. The button will show the tool most recently used from their available tools.

For more tools, choose **WINDOW, TOOLBARS** to **ADVANCED** to open the Advanced Tools Panel. Or, to customize the Tools Panel, [Click] at the bottom of the Tools Panel, then [Drag] tools on/off the Tools Panel from/to the panel that appears. [Click] to finish.

Zooming In and Out

1. [Click] in the Tools panel or press **<Z>** to switch to the Zoom Tool.
2. [Click] in the artboard to zoom one level to the point clicked. Repeat as needed.
3. **<Options>**-[Click] or **<Alt>**-[Click] the artboard to zoom-out, if needed.

Or, [Click] the arrow of below the artboard and choose a zoom level.

Other zoom shortcuts:

- [Double Click] in the Tools panel to jump to 100% zoom.
- [Double Click] in the Tools panel to fit the artboard to the window.

Artboards and Canvas

Artboards are like the pages of the document. Finished artwork should be assembled on the artboards, and they are what will print or export by default.

Illustrator's tools will also work on the Canvas. Use the Canvas like scratch paper. Objects can be created on the Canvas and then moved into place on an artboard, particularly when the artboard is getting crowded.

Working with Multiple Artboards

Artboards are like pages, and Illustrator can have more than one in the same document. You can change the number of ARTBOARDS when creating a new document, or to add more artboards to an existing document:

1. Choose **WINDOW, ARTBOARDS**.

2. [Click] to add a new artboard.

Artboards can be rearranged by dragging them up or down in the Artboard panel's list.

To delete an artboard, select it in the list, then [Click] to delete.

Moving the Artboard in the Window

To slide the artboard around in the window, allowing different parts of the artboard to be seen when zoomed in:

1. Press **<H>** or [Click] for the Hand Tool.
2. [Drag] the artboard to move it.

Note: To temporarily switch to the Hand Tool while using most other tools, hold **<Spacebar>**. While editing text use **<Alt>** or **<Options>**.

Making Selections

Many techniques in Illustrator require that you select what to affect before making changes.

Choose **SELECT, ALL**, or press **<Ctrl-A>** on a Mac or **<Ctrl-A>** in Windows to select everything.

Or, to select complete lines or shapes, [Click] in the Tools panel or press **<V>** to switch to the Selection Tool, if necessary.

- [Click] on something to select it.
- Hold **<Shift>** while [Clicking] to make multiple selections.
- [Point] outside what you want to select, then [Drag] to create a rectangle around the desired selection. Everything in or touching the rectangle will be selected (except locked items).
- If a shape has no fill, [Click] its line to select it.
- Or, to select individual points or line segments, [Click] in the Tools Panel or press **<Alt>** to switch to the Direct Select Tool. Follow the Selection Tool steps above, only on points or line segments.

Undo and Redo

To undo the last action, choose **EDIT, UNDO (LAST ACTION)**, or press **<Ctrl-Z>** on a Mac or **<Ctrl-Z>** in Windows. Repeat as needed to step back further.

To redo an action that was just undone, choose **EDIT, REDO (LAST ACTION)**, or press **<Shift-Ctrl-Z>** on a Mac or **<Shift-Ctrl-Z>** in Windows. Repeat as needed.

Keyboard Shortcuts

	Mac	Win
Cut	Ctrl-X	Ctrl-X
Copy	Ctrl-C	Ctrl-C
Paste	Ctrl-V	Ctrl-V
Paste in Front	Ctrl-F	Ctrl-F
Paste in Back	Ctrl-B	Ctrl-B
Paste in Place	Shift-Ctrl-V	Shift-Ctrl-V
Paste on All	Option-Shift-Alt-Ctrl-V	Alt-Shift-Ctrl-V
Artboards	Ctrl-V	Ctrl-V
Package	Option-Shift-Alt-Ctrl-P	Alt-Shift-Ctrl-P
Group Selected Objects	Ctrl-G	Ctrl-G
Ungroup	Shift-Ctrl-G	Shift-Ctrl-G
Show/Hide Rulers	Ctrl-R	Ctrl-R
Show/Hide Guides	Ctrl-;	Ctrl-;
Show/Hide Grid	Ctrl-'	Ctrl-'
Open Character Panel	Ctrl-T	Ctrl-T
Open Paragraph Panel	Option-Alt-Ctrl-T	Alt-Ctrl-T
Zoom In One Level	Ctrl+=	Ctrl+=
Zoom Out One Level	Ctrl-=	Ctrl-=
Zoom to Fit Artboard	Ctrl-O	Ctrl-O
Bring Forward	Ctrl-]	Ctrl-]
Send Backward	Ctrl-[	Ctrl-[
Bring to Front	Shift-Ctrl-]	Shift-Ctrl-]
Send to Back	Shift-Ctrl-[	Shift-Ctrl-[
Select Next Object Above	Option-Alt-Ctrl-]	Alt-Ctrl-]
Select Next Object Below	Option-Alt-Ctrl-[	Alt-Ctrl-[
Toggle Outline and Preview	Ctrl-Y	Ctrl-Y
Create Outlines from Selected Text	Shift-Ctrl-O	Shift-Ctrl-O
Toggle Stroke and Fill	X	X
Set Fill or Stroke to Current Color	.	.
Set Fill or Stroke as Gradient	/	/
Set Fill or Stroke to None	/	/
Reset Appearance to Default	D	D

Shortcuts to Pick Up Tools

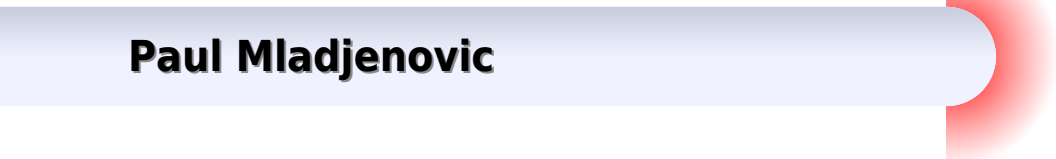
Selection Tool	V or Esc (if editing type)
Direct Selection Tool	A
Brush Tool	B
Pencil Tool	N
Pen Tool	P
Rectangle Tool	M
Ellipse Tool	L
Type Tool	T
Scissors Tool	C
Rotate Tool	R
Scale Tool	S
Free Transform Tool	E
Eyedropper Tool	I
Zoom Tool	Z
Hand Tool	H
Shape Builder Tool	Shift-M
Width Tool	Shift-W
Erase Tool	Shift-E
Anchor Point Tool	Shift-C
Blob Brush Tool	Shift-B
Artboard Tool	Shift-O

Hold these keys while using other drawing tools to temporarily switch to these tools:

Selection Tool	Ctrl-] Ctrl
Hand Tool	Spacebar

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Paul Mladjenovic



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Biochemistry For Dummies John T. Moore,Richard H. Langley,2010-12-15 Are you baffled by biochemistry You re not the first and you won t be the last Here s the good news you don t have to stay baffled Biochemistry For Dummies shows you the fun and easy way to get a handle on biochemistry apply the science raise your grades and prepare yourself to ace any standardized test This friendly unintimidating guide presents an overview of the material covered in a typical college level biochemistry course and makes biochemistry basics easy to understand It explains all the topics and practical applications in plain English From cell ultrastructure and carbohydrates to amino acids proteins and supramolecular structure you ll identify biochemical structures and reactions send your grades soaring and start looking forward to your next class instead of dreading it Discover how to Master biochemistry basics Work through biochemistry problems Prepare for standardized tests Grasp amino acid and protein structures Nail down enzyme terminology Get a grip on the Michaelis Menton equation Load up on carbo knowledge Crack the nucleic acid code Learn to love lipids but not too much Master the ABCs of vitamins Apply biochem in everyday life Explore a career in the field From water chemistry to protein synthesis Biochemistry For Dummies gives you the vital information clear explanations and important insights you need to increase your understanding and improve your performance on any biochemistry test [Annuities For Dummies](#) Kerry Pechter,2011-02-09 Why look into annuities If you re a Baby Boomer with little or no pension and most of your money in low interest savings accounts an annuity may be the key to a secure and comfortable retirement How can you find out whether an annuity is right for you Read Annuities For Dummies 3rd Edition This completely revised and updated plain English guide is packed with the latest information on choosing the best annuity for your retirement needs You ll find out exactly what annuities are whether they re the right financial vehicle for you and which of the many annuity options might have your name on it You ll learn the ins and outs of using annuities to fund your retirement years figure out whether to stress investments with insurance or insurance with investments and find out how the right combination of annuities can help you squeeze more income out of your savings than any other financial tool Discover how to Identify the main types of annuities Weigh the pros and cons of annuities for yourself Minimize the complexity and cost of your annuity investment Figure out how much money to commit Avoid common annuity pitfalls Create an income you can t outlive The time to start securing your financial future is now Annuities For Dummies 3rd Edition gives you knowledge insider tips and expert advice you need to make your money do its best for you

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Commercial Real Estate Investing For Dummies Peter Conti, Peter Harris, 2008-01-03 Make real estate part of your investing strategy Thinking about becoming a commercial real estate investor *Commercial Real Estate Investing For Dummies* covers the entire process offering practical advice on negotiation and closing win win deals and maximizing profit From office buildings to shopping centers to apartment buildings it helps you pick the right properties at the right time for the right price Yes there is a fun and easy way to break into commercial real estate and this is it This comprehensive handbook has it all You'll learn how to find great properties size up sellers finance your investments protect your assets and increase your property's value You'll discover the upsides and downsides of the various types of investments learn the five biggest myths of commercial real estate investment find out how to recession proof your investment portfolio and more Discover how to Get leads on commercial property investments Determine what a property is worth Find the right financing for you Handle inspections and fix problems Make big money in land development Manage your properties or hire a pro Exploit the tax advantages of commercial real estate Find out what offer a seller really really wants Perform due diligence before you make a deal Raise capital by forming partnerships Investing in commercial property can make you rich in any economy Get *Commercial Real Estate For Dummies* and find out how

Post-Traumatic Stress Disorder For Dummies Mark Goulston, 2012-03-27 As Dr Mark Goulston tells his patients who suffer from post traumatic stress disorder PTSD The fact that you're still afraid doesn't mean you're in any danger It just takes the will and the way for your heart and soul to accept what the logical part of your mind already knows In *Post Traumatic Stress Disorder For Dummies* Dr Goulston helps you find the will and shows you the way A traumatic event can turn your world upside down but there is a path out of PTSD This reassuring guide presents the latest on effective treatments that help you combat fear stop stress in its tracks and bring

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