

# Illustrator 2021 Introduction



## Working with Files

### New Documents (Files)

1. Choose **FILE, NEW**, or press **⌘-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** ► **ADVANCED** to open the Advanced Tools Panel. Or, to customize the Tools Panel, [Click] the icon 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] the Zoom Tool 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. **Option-Click** or **Alt-Click** the artboard to zoom-out, if needed.

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

#### Other zoom shortcuts:

- [Double Click] the Zoom Tool in the Tools panel to jump to 100% zoom.
- [Double Click] the Fit Tool 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] the icon.

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] the icon.

### 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] 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 **Option**.

### Making Selections

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

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

Or, to select complete lines or shapes, [Click] the Selection Tool 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 **⌘-A** 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 **⌘-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-Z** on a Mac or **Shift-Ctrl-Z** in Windows. Repeat as needed.

## Keyboard Shortcuts

|                                     | Mac              | Win              |
|-------------------------------------|------------------|------------------|
| Cut                                 | ⌘-X              | Ctrl-X           |
| Copy                                | ⌘-C              | Ctrl-C           |
| Paste                               | ⌘-V              | Ctrl-V           |
| Paste in Front                      | ⌘-F              | Ctrl-F           |
| Paste in Back                       | ⌘-B              | Ctrl-B           |
| Paste in Place                      | Shift-⌘-V        | Shift-Ctrl-V     |
| Paste on All                        | Option-Shift     | Alt-Shift        |
| Artboards                           | ⌘-W              | Ctrl-W           |
| Package                             | Option-Shift-⌘-P | Alt-Shift-Ctrl-P |
| Group Selected Objects              | ⌘-G              | Ctrl-G           |
| Ungroup                             | Shift-⌘-G        | Shift-Ctrl-G     |
| Show/Hide Rulers                    | ⌘-R              | Ctrl-R           |
| Show/Hide Guides                    | ⌘-;              | Ctrl-;           |
| Show/Hide Grid                      | ⌘-"              | Ctrl-"           |
| Open Character Panel                | ⌘-T              | Ctrl-T           |
| Open Paragraph Panel                | Option-⌘-T       | Alt-Ctrl-T       |
| Zoom In One Level                   | ⌘+=              | Ctrl+=           |
| Zoom Out One Level                  | ⌘-=              | Ctrl-=           |
| Zoom to Fit Artboard                | ⌘-O              | Ctrl-O           |
| Bring Forward                       | ⌘-J              | Ctrl-J           |
| Send Backward                       | ⌘-I              | Ctrl-I           |
| Bring to Front                      | Shift-⌘-J        | Shift-Ctrl-J     |
| Send to Back                        | Shift-⌘-I        | Shift-Ctrl-I     |
| Select Next Object Above            | Option-⌘-J       | Alt-Ctrl-J       |
| Select Next Object Below            | Option-⌘-I       | Alt-Ctrl-I       |
| Toggle Outline and Preview          | ⌘-Y              | Ctrl-Y           |
| Create Outlines from Selected Text  | Shift-⌘-O        | Shift-Ctrl-O     |
| Toggle Stroke and Fill              | 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                |                  |

## Shortcuts to Pick Up Tools

| Selection Tool        | V or Esc<br>(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 | ⌘-J   Ctrl |
| Hand Tool      | Spacebar   |

# Quick Reference Guide Adobe Illustrator

**JR Anderson**



## **Quick Reference Guide Adobe Illustrator:**

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