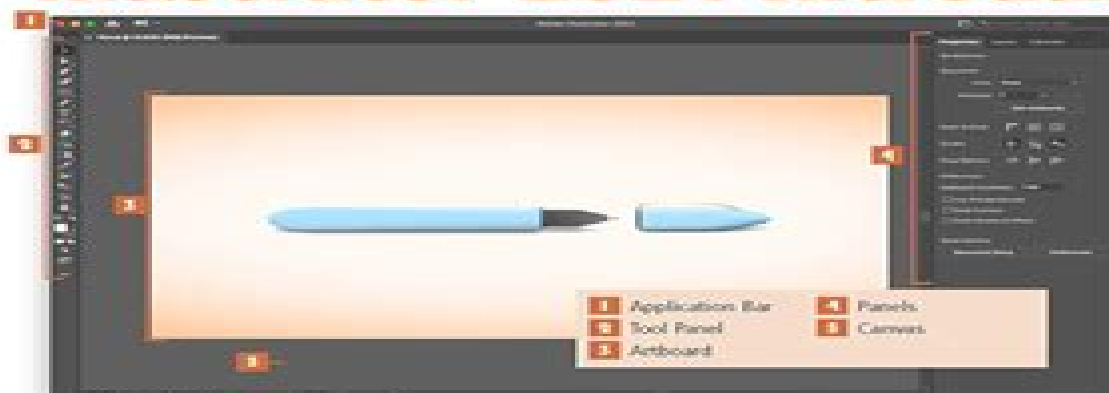


Illustrator 2021 Introduction



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 screens. 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] ► 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. **<Option>**-[Click] or **<Alt>**-[Click] the artboard to zoom out, if needed.

Or, [Click] the arrow of **Zoom** 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] in the Artboards panel.

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] in the Artboards panel.

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] in 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 **<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	⌘-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 Artboards	Option-Shift-⌘-V	Alt-Shift-Ctrl-V
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	⌘->	Ctrl->
Send Backward	⌘-<	Ctrl-<
Bring to Front	Shift-⌘->	Shift-Ctrl->
Send to Back	Shift-⌘-<	Shift-Ctrl-<
Select Next Object Above	Option-⌘->	Alt-Ctrl->
Select Next Object Below	Option-⌘-<	Alt-Ctrl-<
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 (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
Erasor 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
Hand Tool	Spacebar

Quick Guide To Adobe Illustrator

J Elliott



Quick Guide To Adobe Illustrator:

Quick Guide To Adobe Illustrator: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the engaging narratives that have charmed audiences this year. Quick Guide To Adobe Illustrator : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Quick Guide To Adobe Illustrator : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and thrilling novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

<https://crm.avenza.com/public/scholarship/Documents/physical%20science%20p2%20grade%2011%20june%202014%20memo.pdf>

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