Illustrator 2021 Introduction



Working with Files

New Documents (Files)

- 1. Choose FILE, NEW, or press < W-No- on a Mac or Ctoll-No- im 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 27 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 mill show the tool most recently used from their awaitable tools.

For more Tools, choose WINDOW, TOOLBARS № ADMANCED to open the Advanced Tools Panel. Or, to customize the Tools Planel, |Click| and at the bottom of the Tools Planel, then [Driag] tools on/off the Tools Planel from to the panel that appears. |Click| to finish.

Zoomling in and Out

- 1. (Click) . in the Tools panel or press <2> to switch to the Zoom Tool.
- 2. (Click) in the arthoard to zoom one level to the point clicked. Repeat as needed.
- 3. <Options-(Click) or <Alts-(Click) the arthoard to: professional, if meeded.

Or, (Click) the arrow of access the below the arthough and choose a zoom level. Other zoom shortcuts:

- [Double Click] in the Tools panel to jump to-100% poom.
- (Double Click) in the look panel to fit the amboard to the windows.

Artboards and Canvas

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

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

Working with Multiple Artboards

Arthoards are like pages, and Blustrator 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 arthought to an existing document:

- 1. Choose WINDOW; ARTRIGARDS.
- 2. (Chat)

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

To delete an arthourd, select it in the list, then (Click)

Moving the Artboard in the Window

To slide the arthoard around in the mindow, allowing different parts of the arthouril to be seen when accomed 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 -cAlty- or -cOptions-.

Making Selections

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

Choose SBJECLAID, or press «26 As- on a Mac or -cCtd-Ap- 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 You'l, iff mecessary.

- IClick! on something to select it.
- Hold «Shift» while (Clicking) to make multiple.
- [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 Planel or press «A» to switch to the Direct Select fool, follow the Selection Tool steps above, only on points or line segments.

Undo and Redo

To undo the last action, choose EDIT, UNDO (LAST) ACTIONS, or press <20-2> on a Mac or <0td-2> in Windows, Repeat as needed to step back further. To redo an action that was just undone, choose EDIT, REDIO (LAST ACTION), or press <5hift 34-Z> on a Mac. or <Shift-Ctrl-Z> in Windows. Repeat as needed.

Keyboard Shortcuts	Mac Win
Cod	36-X Chil-X
Copy	SC-C CHI-C
	The state of the s
Paste	36/V OH-V
Paste in Front	36-F [Cut-F .
Paste in Back	96-8 Out-8
Pastir in Place Shift	N-96-V Shirk-Chill V
Arthough	SNM Ah Shift M-V Chi-V
Package Option-Shill	h SE F AN SNIR
	[Cod-P
Group Selected Objects	36-G [Chi-6
Ungroup Shift	b-DE-G Shift-Chil-G
Show/Hide Rulers	DC-R Corl-R
Show/Hide Guides	36-c Ont-c
Show/Hide Grid	36-1 OH-1
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Set Fill or Stroke to Current Color	50 (0)
Set Fill or Stroke as Gradient	170
Set Fill or Stroke to None	
Reset Appearance to Default	0
Shortcuts to Pick Up Tools	
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	(If editing Type)
Direct Selection Tool	A
Brush Tool	
Pencil Tool	N
	2
Pen Tool	
Rectangle Tool	M
Ellipse Tool	20.
Type Tool	10
Scissors Rool	- 6
Rotate Sool	
Scale Tool	5
	É
Free Transform Tool	
Eyedropper Tool	1.5
Zioom Tool	2
Hand Tool	H
Shape Builder Tool	Shith M.
Width Tool	Shift-W
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Anchor Point Tool	Shirts-C
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Hold these keys while using other drawing	
tools to temporarily switch	h to these tools:
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Hand Tool	Spacebae

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