Illustrator 2021 Introduction



Working with Files

New Documents (Files)

- Choose FILE, MEW, or press <26 No on a Mac or Chf.No in Windows.
- Set up document as needed, then [Click] CREATE.
 Note: Use CMYK color mode for print projects, and BIGB to scopen. 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 a lin the lower right have more book available. [Click and Hold] on those buttons until a menu appears, then select from the mesu. For example, [Click and Hold] the Pun Tool to reveal the Pen Tool and Anchor Point lool. The button will show the tool most necessity used from their available tools.

For more Tools, choose WINDOW, TOOLBARS IN-ADMINISTRUCTO to open the Administration Ecole Panel, Oc. to customize the Tools Panel, [Click] In at the bottom of the Tools Panel, then [Drag] tools only the Tools Panel focusito the panel that appears, [Click] In Section 1

Zooming in and Out

- [Click] Q in the Sools panel or press <2> to switch to the Zoom Tool.
- [Click] in the artboard to zoom one level to the point clicked. Repeat as needed.
- «Option»-(Click) or «Alt»-(Click) the arthroad to soom out, if needed.

Or, [Click] the arrow of account to below the arthourd and droose 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 arthoard to the window.

Artboards and Canvas

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

illustrator's tools will also work on the Carvas. Use the Carsas like scratch paper. Objects can be created on the Carsas and then moved into place on an artboard, particularly when the artboard is certified crossited.

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.

- Choose WINDOW, ARTHOARDS.
- 2. [Click] [III]

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

To delete an arthoord, select it in the list, then [Click]

Moving the Artboard in the Window

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

- 1. Fress «Ho or (Click) To for the Hand Tool.
- 2. (Dead) the arthoard to move it.

Note: To temporarily switch to the Hand Tool while sing most other tools, bold «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 < 26 A> on a Mac or «Ctd A> in Wiledows to select everything.

Or, to select complete lines or shapes, [Click] to in the Socks panel or press -(V) to switch to the Selection bod, if necessary.

- . (Click) on something to select it.
- Hold «Shift» while (Clicking) to make multiple selections.
- [Point] outside what you mant to select, then [Drag] to create a sectangle around the desired selection.
 Everything in or touching the rectangle mill be selected texcept looked 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 Ranel or press «A» to switch to the Direct Select look Follow the Selection Tool steps above, only on points or line segments.

Undo and Redo

To undo the fact action, choose EDIT, UNDO (LAST ACTIONS), or press <36-2> on a Mac or <2nt-2> in Wilndows. Repeat as needed to step back further. To redo an action that was just undone, choose EDIT, BEDO (LAST ACTIONS), or press <5hrift 36-2> on a Mac or <5hrift 16-2> in Windows. Repeat as needed.

Keyboard Shortcuts	Mag !	Win
Curt		Cort-X
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