Illustrator 2021 Introduction



Working with Files

New Documents (Files)

- Choose FILE, NEW, or press < XEN> on a Mac or < Ctrl-N> in Windows.
- Set up document as needed, then [Click] CREATE.
 Note: Use CMYK color mode for print projects, and RGB foremen. 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 programs.

Accessing All Tools in the Tools Panel

[Click] a button in the Tools Panel to switch to that tool. Buttons with a white triangle of 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 A ACKNOWCED to open the Advanced Tools Panel. Or, to customize the Tools Panel, [Click] at the bottom of the Tools Panel then [Disq] tools omfolf the Tools Panel from the Tools Panel then Disq. tools omfolf the Tools Panel from the panel that appears. [Click]

Zoomling in and Out

- (Click) in the Tools panel or press <2> to switch to the Zoom look.
- [Click] in the arthound to zoom one level to the point clicked. Repeat as needed.
- «Option»-(Click) or «Alt»-(Click) the arthoard to zoom out, if needed.

Or, [Click] the amove of too. • below the arthound and choose a zoom level.

Other zoom shortcuts:

- [Double (lbck)] Q 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.

Blustrator's tools will also work on the Canvas, Use the Canuas like scratch pages. Objects can be created on the Canvas and then moved into place on an arthoard, particularly when the arthoard is setting crowded.

Working with Multiple Artboards

Arthourds 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. On to add more arthought to an existing document:

- 1. Choose WINDOW; ARTEGARDS.
- 2. (Click)

Arthoards can be reamanged 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 artboard around in the mindow, allowing different parts of the arth<u>oant</u> to be seen when assumed in:

- 1. Press «H» or [Click] Tor the Hand Tool.
- 2. (Chiag) the artboard to move it.

Note: To temporarily switch to the Hand Tool while using most other tools, hold «Spacebor». While editing text use «Alt» or «Option».

Making Selections

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

Choose SEECLALL, or press <26 As on a Mac or <0.65 As in Windows to select everything.

Or, to select complete lines or shapes, [Click] (20) in the Book panel or press «V» to switch to the Selection Tool, if necessary.

- IClick! 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 Ravel or press <Av to switch to the Direct Select Soul, Follow the Selection Tool steps above, only on points or line segments.

Undo and Redo

To undo the fast action, choose EDIT, UNDO (LAST ACTION), or press <2€.2> on a Mac or <00±.2> in Windows. Repeat as meeded to step back further. To redo an action that was just undone, choose EDIT, IEEDI (LAST ACTION), or press <5%% 3€.2> on a Mac or <5%% 15% 15% 2> in Windows. Repeat are receded.

Keyboard Shortcuts	Mac Win
Cut	36-X Ctrl-X
Copy	36-C CHI-C
Paste	SEALT CHEAT
Paste in Front	36-F Cut-F
Paste in Back	MG-B I Chil-B
	DE-V I Shift-Chil V
Paste on All Option	
Arthough	36-V CHI-V
Package Option Shift	
r secondar	Chil-P
Group-Selected Objects	MG CHG
	DE-G Shift-Chil-G
Show/Hide Rulers	MC-R Cod-R
Show/Hide Guides	36-0 Chil-0
Show/Hide Grid	36-1 Chi-1
Open Character Panel	DE-T Coll-T
	SOCT Alt-Child
Zoom in One Level	DC Citil
Zoom Out One Level	36-1 Ctd-
Zoom to list Anthound	90-0 Ctrl-0
Bring Forward	30-) [Cet-)
Send Backward	36-[ChH
Bring to Front Shift	6-96-) Shift-Cell-)
Send to Back Shit	H-DE-E E Shirts-Chil-E
Select Next Object Above Option	n-96-[] Alti-Chil-]
	e-96-E I Alti-Osd-E
Toggle Outline and Presion	DE-Y Coll-Y
	FRE O I Shift-Chis-O
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Set fill or Stroke as Gradient	
Set Fill or Stroke to None	1.0
Reset Appearance to Default	O
Shortcuts to Pick Up Tools	
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Pen Tool	- P
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Type Tool	
Scissors Rool	35
Rotate Tool	(8)
Scale Fool	5
Free Transform Tool	E
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Zoom fool	2
Hand Tool	H
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Width Tool	Shift-W
Eraser Tool	Shift-E
Anchor Point Total	Shift C
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Arthoard Tool	Shift-O
Hold these keys while using other drawing tools to temporarily switch to these tools:	
Selection Tool Hand Tool	36 L CM
Photos Committee	Spacebar

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begin working with 3ds Max right away Experienced 3ds Max users will appreciate advanced coverage of features like crowd simulation particle systems radiosity MAXScript and more Over 150 tutorials complete with before and after files help users at all levels build real world skills What is Autodesk 3ds Max Autodesk 3ds Max is a popular 3D modeling animation rendering and compositing software widely used by game developers and graphic designers in the film and television industry What you ll learn Discover all the new features and changes in 3ds Max 2020 Learn how to reference select clone group link and transform objects Explore 3D modeling and how to apply materials and textures Set impressive scenes with backgrounds cameras and lighting Master smart techniques for rendering compositing and animating Create characters add special effects and finish with dynamic animations such as hair and cloth Get comfortable with key tools such as Track View Quicksilver mental ray Space Warps MassFX and more Who this book is for This comprehensive reference guide not only serves as a reference for experienced users but it also easily introduces beginners to this complex software Packed with expert advice from popular author Kelly Murdock it begins with a getting started section to get you up and running then continues with more than 150 step by step tutorials in depth coverage of advanced features and plenty of tips and timesavers along the way Section Videos Each section of the book has a corresponding video In each video author Kelly Murdock gives a brief overview of the contents of that section in the book and covers some of the basics from the chapters within that section

Microsoft Dynamics CRM 4 For Dummies Joel Scott, David Lee, Scott Weiss, 2011-02-10 Customer relationship management or CRM is certainly a hot topic in business today If you have a small or medium sized business chances are you re already aware of all it can do for you But with so many options and so much to think about how do you get a CRM system in place with a minimum of hassle Well Microsoft Dynamics CRM 4 For Dummies is a great place to start Written by veteran CRM experts Joel Scott and David Lee this friendly guide will have you understanding and using Microsoft's CRM solution in a jiffy Whether you re considering a CRM system for the first time or you ve decided to switch from another system to Microsoft Dynamics CRM this book will make it easy to Maintain and manage all your customer information Personalize Microsoft CRM to work for your business Set up CRM to support sales marketing and customer service Use the Outlook client Manage territories and business units Create and manage activities Generate quotes and invoices Implement and manage a marketing campaign Work with contracts and much more Microsoft Dynamics CRM 4 For Dummies is packed with information on the latest version It will help you get a unified view of your customer information and interactions through integrated sales marketing and customer service features And that as every business owner knows is important to improving InfoWorld ,1991-06-17 InfoWorld is targeted to Senior IT professionals Content is segmented into vour bottom line Channels and Topic Centers InfoWorld also celebrates people companies and projects Intermediate Spanish For Dummies Gail Stein, 2008-01-29 Need to brush up on your Spanish Intermediate Spanish For Dummies is your key to success in building your writing skills and bolstering your confidence It gives you the straight talk and nitty gritty detail that will see

you successfully through any major or minor roadblocks to communicating in Spanish This friendly hands on workbook is loaded with practical examples and useful exercises so you can practice how native speakers use the language From vocabulary and numbers to juggling tenses you ll get a clear understanding of the nuances of Spanish style and usage that will have you writing like a native in no time Plus you ll find multiple charts that provide conjugations for all types of Spanish verbs You ll get up to speed with Spanish grammar master essential differences between Spanish and English language usage and be able to communicate effectively when traveling or conducting business Discover how to Use fundamental Spanish grammar from nouns adjectives and adverbs to pronouns prepositions and conjunctions Select and conjugate Spanish verbs correctly Understand the importance of grammatical gender in Spanish Avoid the most common writing mistakes Use numbers and express dates and times Name countries and nationalities in Spanish Expand your Spanish vocabulary exponentially Get comfortable with the subjunctive Combine verbs with confidence and competence Sharpen your Spanish language skills the fun and easy way with Intermediate Spanish For Dummies

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