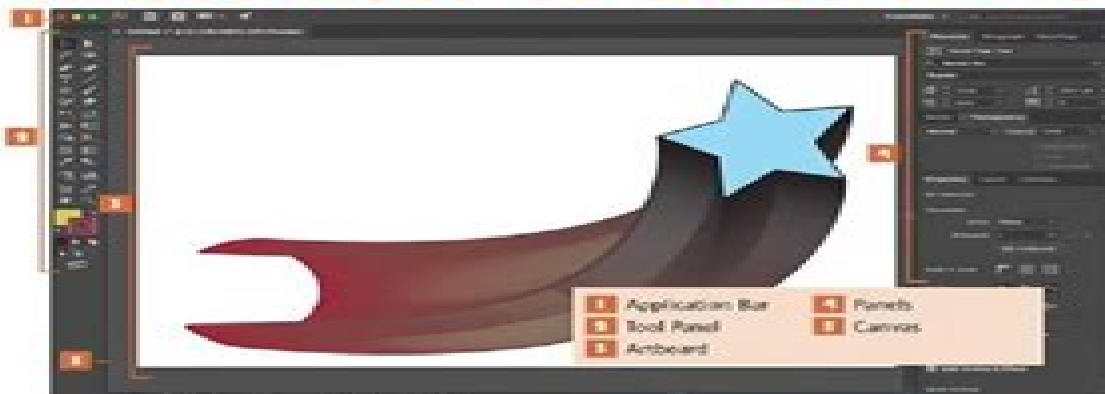


Illustrator® CC 2018 Introduction



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] **OK**.
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

Many buttons in the Tools panel are used for more than one tool. [Clicking] a button will switch to the tool currently showing on that button, but buttons with a white triangle in the lower right have more tools available. [Click] and hold on those buttons until a menu of tools appears, then select a tool from the menu. For example, [Clicking] and holding the Pen Tool button reveals the Pen Tool, Add Anchor Point Tool, Delete Anchor Point Tool, and Anchor Point Tool.

The button in the Tools panel will show the tool most recently used from their available tools.

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 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. When creating a new document, change number of **ARTBOARDS**. To add additional artboards to an existing document:

1. Choose **WINDOW, ARTBOARDS**.

2. [Click] .

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] .

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. [Click] in the Tools panel 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 using the Text Tools use **<Alt>** or **<Option>**.

Making Selections

Many techniques in Illustrator require 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] 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 tool bar 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**, 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**, 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	⌘-Y	Ctrl-Y
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	⌘-C	Ctrl-C
Show/Hide Grid	⌘-'	Ctrl-'
Open Character Panel	⌘-T	Ctrl-T
Open Paragraph Panel	Option-⌘-T	Ctrl-Alt-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	Y 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
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	⌘ Ctrl
Hand Tool	Spacebar

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