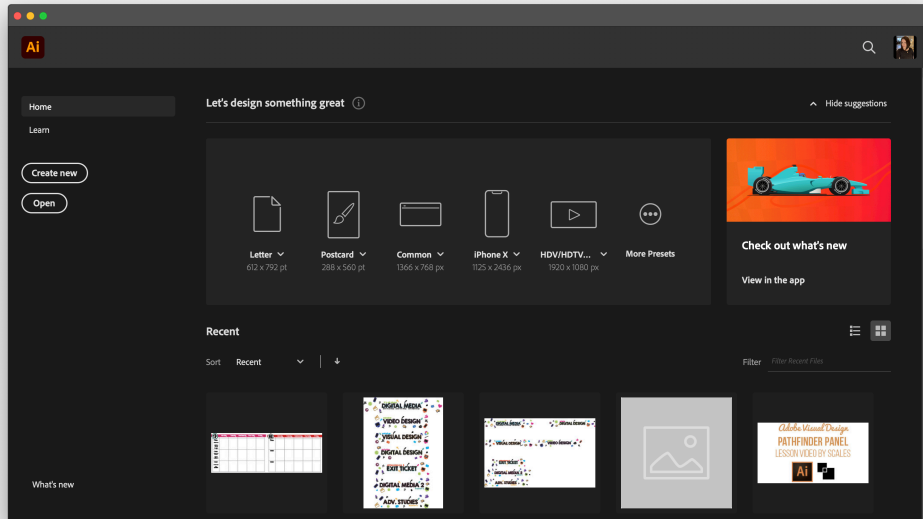


ILLUSTRATOR BASICS



THE HOME SCREEN:



CREATE A NEW DOCUMENT

There are two ways to create a new document. 1.) Click "Create New" after the program loads. 2.) File > New (using the menu bar at the top of your screen)

OPEN A FILE

There are two ways to open a file. 1.) Click "Open..." after the program loads. 2.) File > Open (using the menu bar at the top of your screen)

RECENT

Displays your recent images and projects as tiles in a grid format. The tiles show a preview of what the project looks like.

QUESTIONS TO ASK BEFORE YOU BEGIN:

- How large should my image be?
- What resolution should it be?
- What file naming structure can I use to easily locate my files?

CREATING A NEW DOCUMENT

PROJECT NAME

The title of your project. When you save, it will default to the Project name and add the proper file extension to it.

IMAGE SIZE

Determines the size and resolution of your artboard. You can change units of measure (i.e. pixels, inches, picas, etc.) in the drop down to the right.

ORIENTATION

Portrait is when the image is taller than it is wide.
Landscape is when the image is wider than it is tall.

BLEED

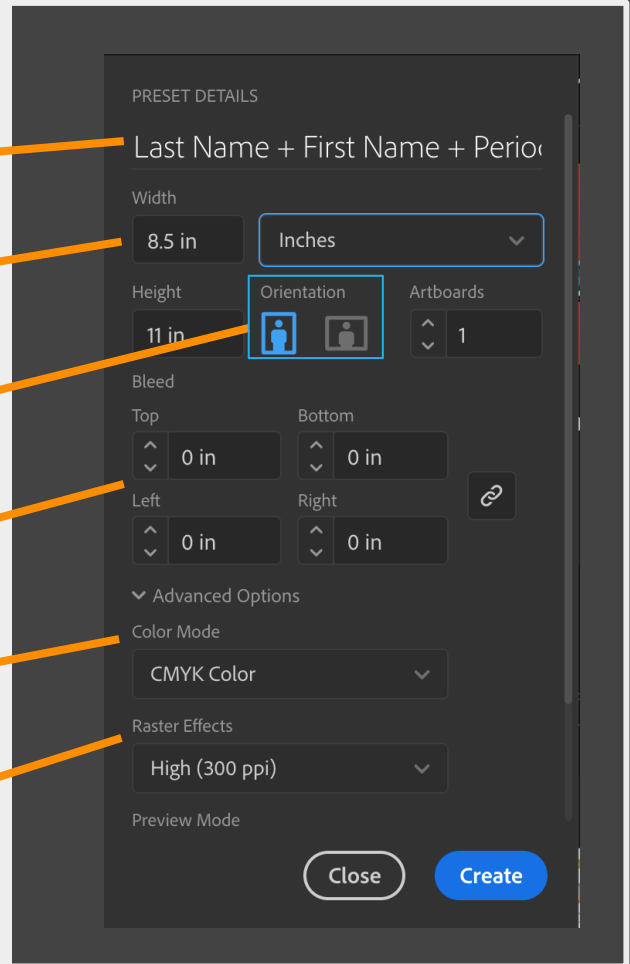
Bleed is the amount of artwork that falls outside the printing area or artboard and will display when printed.

COLOR MODE

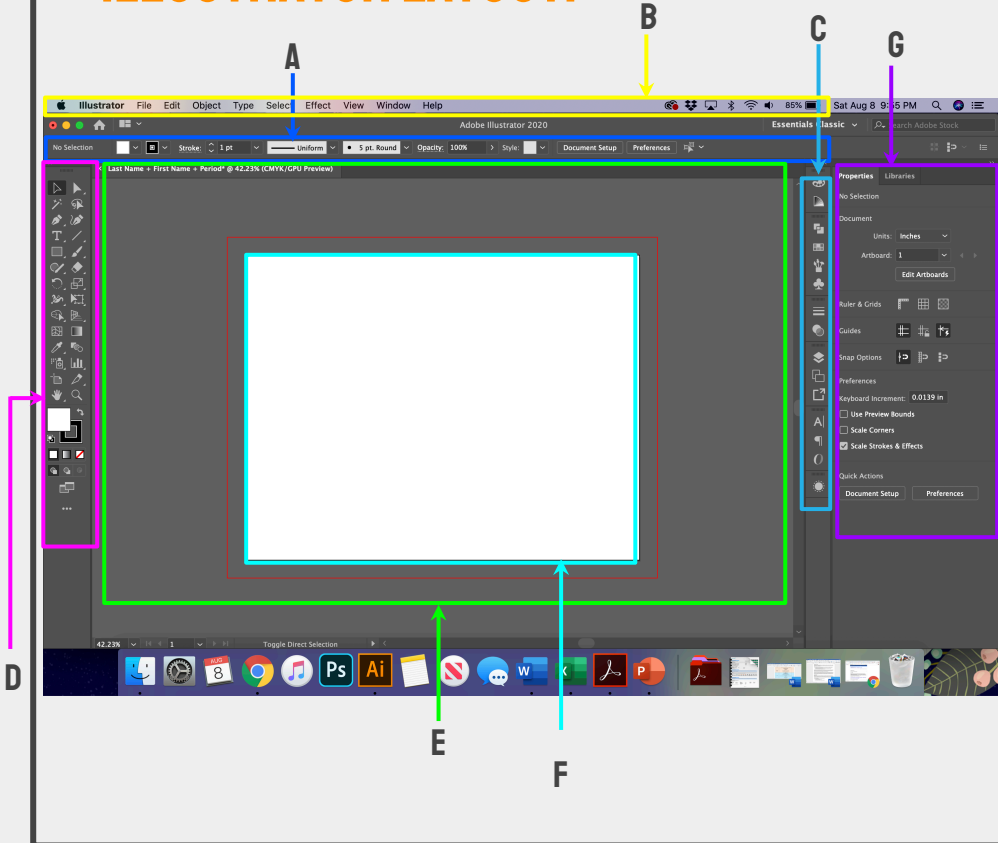
Limits the amount of colors available to match the output settings of your project. For instance, RGB color is meant for screens; whereas CMYK is meant for printers.

RASTER EFFECTS

The resolution your art will be created in. This can be adjusted to High, Medium, Low, and for Complex Art



ILLUSTRATOR LAYOUT:



A. CONTROL PANEL

displays options for the currently selected tool.

B. MENU BAR

gives you access to a wide range of functions and extra commands.

C. COLLAPSED PANEL BAR

a series of useful panels which provide extra functionality and give you quick access to many tools that make modifying artwork easier.

D. TOOLBAR

contains tools for creating and editing images, artwork, page elements, and so on. Related tools are grouped.

E. DOCUMENT WINDOW

displays the file you're working on. Document windows can be tabbed and, in certain cases, grouped and docked.

F. ARTBOARD

where you design your art, artboards can be adjusted, and you can have multiple artboards.

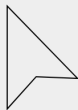
G. PROPERTIES PANEL

this will change based on the tool you are using and give you a variety of useful options and commands.

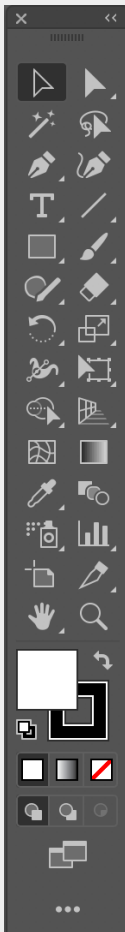
CURSOR EXAMPLES:



Selection
Tool



Direct
Selection
Tool



THE TOOLBAR

Illustrator has a lot of tools that you can use. These tools can be accessed through the "Tool Bar" [usually found on the left]. If you do not see the toolbar, you can load it by going to Window > Tools at the menu bar on the top of your screen.

Tools are grouped together with similar function. If you click and hold the icon on the toolbar, a dropdown will appear with other possible tools. You can also access these tools using keyboard commands (by holding "Shift" + [the proper keyboard letter]). By doing so it will toggle between all of the tools in that category. The default tools are defined in the next page.

Each tool changes the "Control" panel options (located above your "Document Window"). You can also see a change in the cursor icon to let you know what tool is being used [as well as the cursors size & shape]

You can add or remove tools as needed by clicking on the 3 dots at the bottom of the tool bar.

TOOLS:



SELECTION (V)

Move a selection or an entire layer



DIRECT SELECTION (A)

Select individual anchor points



PEN (P)

Lets you draw smooth lined paths.



CURVATURE

Lets your draw curved paths



MAGIC WAND (Y)

Crop or straighten photos.



EYEDROPPER (L)

Select a color from an area within your image.



LASSO (Q)

Selects multiple anchor points by drawing a path around them



BRUSH (B)

Applies color with brushstrokes in a variable tip.



ARTBOARD

Adjust, change or move the artboard



BLEND (W)

Blend two objects over a path blended or specified steps



ERASER (E)

Removes anchors or paths



GRADIENT (G)

Creates a gradual blend between multiple colors



SHAPE BUILDER

Merges or erases shapes to make complex shapes



FREE TRANSFORM

Transform an object freely



SHAPER

Draw shapes freely that transform to geometric shapes



TEXT (T)

Create text in your design



LINE (/)

Create lines



RECTANGLE (U)

Draw shapes and lines in a normal layer or shape layer.



HAND (H)

Moves an image within its window.



ZOOM (Z)

Magnifies and reduces the view of the image.



SCALE

Rescale objects freely