1 GETTING TO KNOW THE WORK AREA

Lesson overview

In this lesson, you'll explore the workspace and learn how to do the following:

- Open an Adobe Illustrator CC file.
- Adjust the user interface brightness.
- Work with the Tools panel.
- Work with panels.
- Reset and save your workspace.
- Use viewing options to change the display magnification.
- Navigate multiple artboards and documents.
- Explore document groups.
- Find resources for using Illustrator.

This lesson takes approximately 45 minutes to complete.

Download the project files for this lesson from the Lesson & Update Files tab on your Account page at www.peachpit.com and store them on your computer in a convenient location, as described in the Getting Started section of this book.

Your Account page is also where you'll find any updates to the chapters or to the lesson files. Look on the Lesson & Update Files tab to access the most current content.

To make the best use of the extensive drawing, painting, and editing capabilities of Adobe Illustrator CC, it's important to learn how to navigate the workspace. The workspace consists of the Application bar, menus, Tools panel, Control panel, Document window, and the default set of panels.

Introducing Adobe Illustrator

In Illustrator, you primarily create and work with vector graphics (sometimes called vector shapes or vector objects). *Vector graphics* are made up of lines and curves defined by mathematical objects called vectors. You can freely move or modify vector graphics without losing detail or clarity because they are resolution-independent. In other words, vector graphics maintain crisp edges when resized, printed to a PostScript printer, saved in a PDF file, or imported into a vector-based graphics application. As a result, vector graphics are the best choice for artwork, such as logos, that will be used at various sizes and in various output media.

Illustrator also allows you to incorporate *bitmap images*—technically called *raster images*—that use a rectangular grid of picture elements (pixels) to represent the visual. Each pixel is assigned a specific location and color value. Raster images can be created in a program like Adobe Photoshop.

This logo is drawn as vector art.
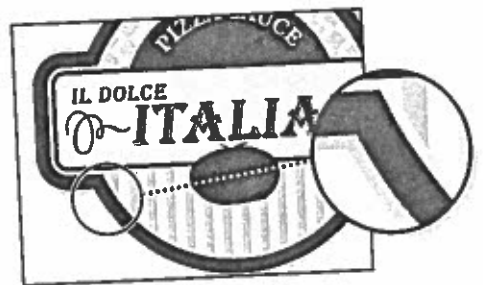
This logo is raster artwork.

Starting Illustrator and opening a file

You'll be working with multiple art files during this lesson, but before you begin, you'll restore the default preferences for Adobe Illustrator CC. Resetting the preferences is not something that you'll need to do when working on your own projects, but it ensures that what you see onscreen matches the descriptions in the lessons.

● **Note:** If you have not already downloaded the project files for this lesson to your computer from your Account page, make sure to do so now. See the "Getting Started" section at the beginning of the book.

1 To ensure that the tools and panels function exactly as described in this lesson, delete or deactivate (by renaming) the Adobe Illustrator CC preferences file. See "Restoring default preferences" in the Getting Started section at the beginning of the book.

2 Double-click the Adobe Illustrator CC icon to start Adobe Illustrator.

3   Choose Window > Workspace > Reset Essentials to ensure that the workspace is set to the default settings.

4   Choose File > Open, to open the L1_start1.ai file. In the Lesson01 folder in the Lessons folder on your hard disk, select the L1_start1.ai file and click Open.

This lesson contains a fictitious business name, address, and website address made up for the purposes of the project.

5   Click Disable Sync Settings if the sync dialog box appears.

> **Note:** For more information on syncing with Adobe Creative Cloud, see the sidebar "Syncing with the Adobe Creative Cloud" at the end of this lesson.

6   Choose View > Fit Artboard In Window.

This fits the active artboard into the Document window so that you can see the entire artboard. As you'll soon learn, an artboard is the area that contains your printable artwork and is similar to a page in Adobe InDesign.

7   Click the word "Libraries" in the panel tab on the right to collapse it, if the Libraries panel is showing (see the following figure).

> **Note:** As of the writing of this book, the Libraries panel appears in the default workspace.

> **Note:** If you don't see "Reset Essentials" in the Workspace menu, choose Window > Workspace > Essentials before choosing Window > Workspace > Reset Essentials.

> **Note:** On Windows, going forward, if you see a message about compatible GPU, click OK.
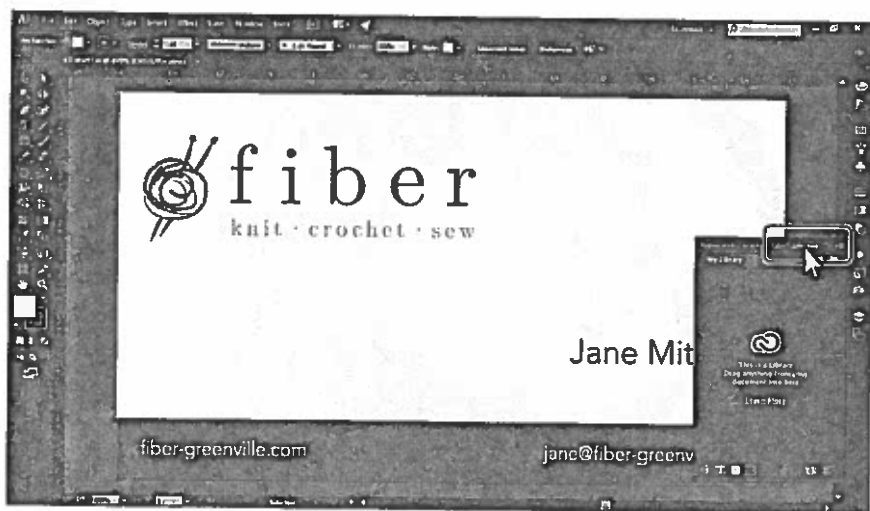
When the file is open and Illustrator is fully launched, the Application bar, menus, Tools panel, Control panel, and panel groups appear on the screen. Docked on the right side of the screen, you will see that default panels appear as icons. Illustrator also consolidates many of your most frequently accessed options in the Control panel below the menu bar. This lets you work with fewer visible panels and gives you a larger area in which to work.

You will use the L1_start1.ai file to practice navigating, zooming, and investigating an Illustrator document and the workspace.

8 Choose File > Save As. In the Save As dialog box, name the file **businesscard.ai** and save it in the Lesson01 folder. Leave the Format option set to Adobe Illustrator (ai) (Mac OS) or Save As Type option set to Adobe Illustrator (*.AI) (Windows). Click Save. If a warning dialog box appears referencing spot colors and transparency, click Continue. In the Illustrator Options dialog box, leave the options at their default settings and click OK.
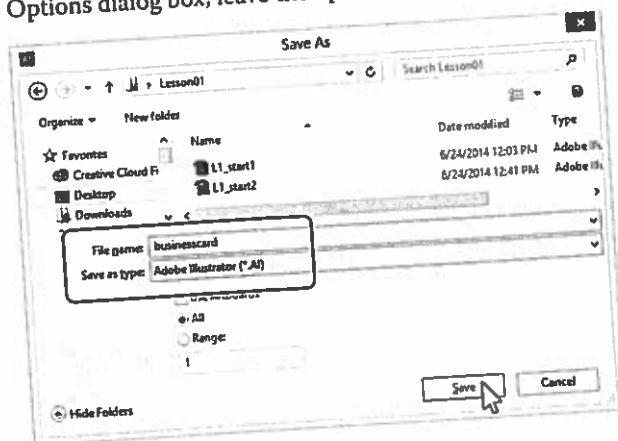

The Illustrator Options dialog box contains options that can control how the file is saved, allow you to save to a previous version of Illustrator, and more.

Understanding the workspace

You create and manipulate your documents and files using various elements, such as panels, bars, and windows. Any arrangement of these elements is called a *workspace*. When you first start Illustrator, you see the default workspace, which you can customize for the tasks you perform. You can create and save multiple workspaces—one for editing and another for viewing, for example—and switch among them as you work.

● **Note:** The figures in this lesson are taken using the Windows operating system and may look slightly different from what you see, especially if you are using the Mac OS.

Below, the areas of the default workspace are described:

A. Application bar
B. Control panel

C. Panels

D. Tools panel

E. Document window

F. Status bar
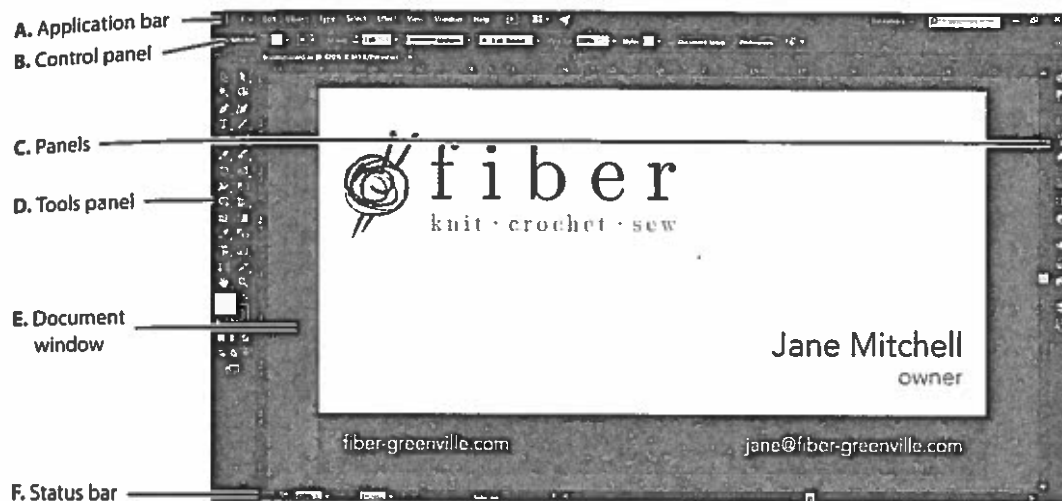
A. The **Application bar** across the top contains a workspace switcher, a menu bar (Windows only, depending on screen resolution), and application controls.

© **Note:** For the Mac OS, the menu items appear above the Application bar (see below).
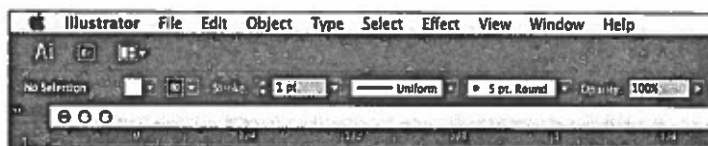
B. The **Control panel** displays options for the currently selected object.

C. **Panels** help you monitor and modify your work. Certain panels are displayed by default, and you can display any panel by choosing it from the Window menu. Many panels have menus with panel-specific options. Panels can be grouped, stacked, docked, or free-floating.

D. The **Tools panel** contains tools for creating and editing images, artwork, page elements, and more. Related tools are grouped together.

E. The **Document window** displays the file you're working on.

F. The **Status bar** appears at the lower-left edge of the Document window. It displays information, zooming, and navigation controls.

© **Note:** The GPU Performance icon (▧) currently only shows on Windows. The GPU Performance feature introduces a preview mode (GPU Preview) which enables rendering of Illustrator artwork on the graphics processor (Windows only).

Adjusting the user-interface brightness

Similar to Adobe InDesign or Adobe Photoshop, Illustrator supports a brightness adjustment for the application user interface. This is a program preference setting that allows you to choose a brightness setting from four preset levels or to specify a custom value.

In this section, you will change the setting to see its effect, and then you will change it back to the program default.

1 Choose Illustrator > Preferences > User Interface (Mac OS) or Edit > Preferences > User Interface (Windows).

2 Choose Light from the Brightness menu of the User Interface options.

Notice that the interface has become lighter overall. This can be useful if the default interface is too dark, for instance.
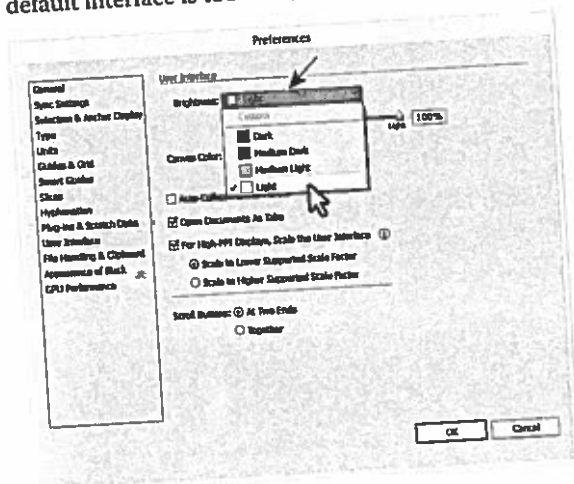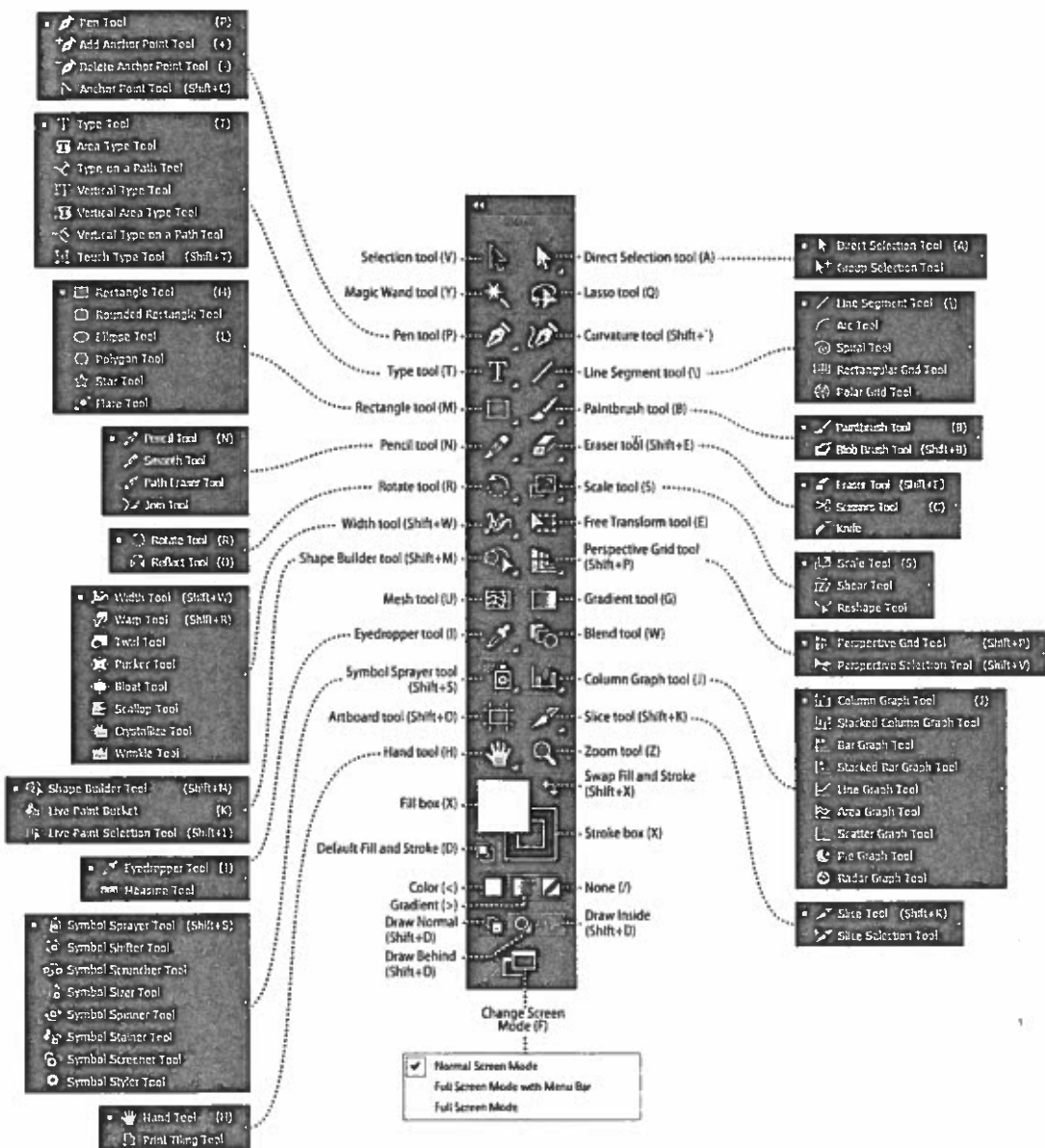

○ **Note:** On Mac OS, you won't see some of the options you see in the figure (Windows), and that's okay.

3 Drag the Brightness slider to the left until you see a value of 50%.

You can drag the Brightness slider beneath the Brightness menu to the left or to the right to adjust the overall brightness using a custom value.

4 Choose Medium Dark from the Brightness menu.

5 Select White for the Canvas Color option beneath the Brightness slider.

The *canvas* is the area outside of the artboards in your document.

6 Click Cancel so you don't save the preference settings.

If you decide to change the interface brightness, what you see may differ in appearance from the figures in this book. We left the brightness at the default.

Working with the Tools panel

The Tools panel contains selection tools, drawing and painting tools, editing tools, viewing tools, the Fill and Stroke boxes, drawing modes, and screen modes. As you work through the lessons, you'll learn about the specific function of each tool.

○ **Note:** The Tools panel shown here and throughout this lesson has two columns. You may see a one-column Tools panel, depending on your screen resolution and workspace.

- Pen Tool (P)
- Add Anchor Point Tool (+)
- Delete Anchor Point Tool (-)
- Anchor Point Tool (Shift+C)

- Type Tool (T)
- Area Type Tool
- Type on a Path Tool
- Vertical Type Tool
- Vertical Area Type Tool
- Vertical Type on a Path Tool
- Touch Type Tool (Shift+T)

- Rectangle Tool (M)
- Rounded Rectangle Tool
- Ellipse Tool (L)
- Polygon Tool
- Star Tool
- Flare Tool

- Pencil Tool (N)
- Smooth Tool
- Path Eraser Tool
- Join Tool

- Rotate Tool (R)
- Reflect Tool (O)

- Width Tool (Shift+W)
- Warp Tool (Shift+R)
- Twirl Tool
- Pucker Tool
- Bloat Tool
- Scallop Tool
- Crystallize Tool
- Wrinkle Tool

- Shape Builder Tool (Shift+M)
- Live Paint Bucket (K)
- Live Paint Selection Tool (Shift+L)

- Eyedropper Tool (I)
- Measure Tool

- Symbol Sprayer Tool (Shift+S)
- Symbol Shifter Tool
- Symbol Scruncher Tool
- Symbol Sizer Tool
- Symbol Spinner Tool
- Symbol Stainer Tool
- Symbol Screener Tool
- Symbol Styler Tool

- Hand Tool (H)
- Print Tiling Tool

Selection tool (V) — Direct Selection tool (A)
Magic Wand tool (Y) — Lasso tool (Q)
Pen tool (P) — Curvature tool (Shift+`)
Type tool (T) — Line Segment tool (\)
Rectangle tool (M) — Paintbrush tool (B)
Pencil tool (N) — Eraser tool (Shift+E)
Rotate tool (R) — Scale tool (S)
Width tool (Shift+W) — Free Transform tool (E)
Shape Builder tool (Shift+M) — Perspective Grid tool (Shift+P)
Mesh tool (U) — Gradient tool (G)
Eyedropper tool (I) — Blend tool (W)
Symbol Sprayer tool (Shift+S) — Column Graph tool (J)
Artboard tool (Shift+O) — Slice tool (Shift+K)
Hand tool (H) — Zoom tool (Z)
Fill box (X) — Swap Fill and Stroke (Shift+X)
Default Fill and Stroke (D) — Stroke box (X)
Color (<) — None (/)
Gradient (>) — Draw Inside (Shift+D)
Draw Normal (Shift+D)
Draw Behind (Shift+D)
Change Screen Mode (F)

- Direct Selection Tool (A)
- Group Selection Tool

- Line Segment Tool (\)
- Arc Tool
- Spiral Tool
- Rectangular Grid Tool
- Polar Grid Tool

- Paintbrush Tool (B)
- Blob Brush Tool (Shift+B)

- Eraser Tool (Shift+E)
- Scissors Tool (C)
- Knife

- Scale Tool (S)
- Shear Tool
- Reshape Tool

- Perspective Grid Tool (Shift+P)
- Perspective Selection Tool (Shift+V)

- Column Graph Tool (J)
- Stacked Column Graph Tool
- Bar Graph Tool
- Stacked Bar Graph Tool
- Line Graph Tool
- Area Graph Tool
- Scatter Graph Tool
- Pie Graph Tool
- Radar Graph Tool

- Slice Tool (Shift+K)
- Slice Selection Tool

✓ Normal Screen Mode
Full Screen Mode with Menu Bar
Full Screen Mode

1 Position the pointer over the Selection tool (▶) in the Tools panel. Notice that the name (Selection tool) and keyboard shortcut (V) are displayed.

Tip: You can turn the tool tips on or off by choosing Illustrator > Preferences > General (Mac OS) or Edit > Preferences > General (Windows) and deselecting Show Tool Tips.

2 Position the pointer over the Direct Selection tool (▶), and click and hold down the mouse button. You'll see additional selection tools appear in a menu. Click the Group Selection tool to select it.

Any tool in the Tools panel that displays a small triangle contains additional tools that can be selected in this way.

Tip: You can also select hidden tools by pressing the Option key (Mac OS) or Alt key (Windows) and clicking the tool in the Tools panel. Each click selects the next hidden tool in the hidden tool sequence.

3 Click and hold down the mouse button on the Rectangle tool (▭) to reveal more tools. Click the arrow at the right edge of the hidden tools panel to separate the tools from the Tools panel so that you can access them at all times.
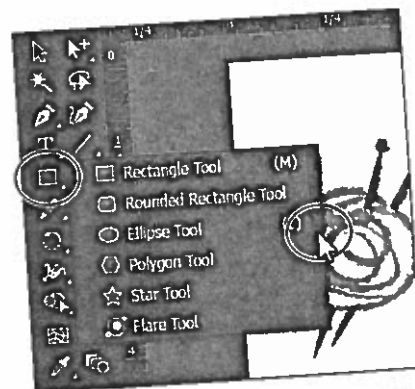
4 Click the Close button (X) in the upper-left corner (Mac OS) or upper-right corner (Windows) on the floating tool panel's title bar to close it. The tools return to the Tools panel.

Next, you'll learn how to resize and float the Tools panel. In the figures in this lesson, the Tools panel is a double column by default. You may see a single-column Tools panel to start with, depending on your screen resolution and workspace, and that's okay.

5 Click the double arrow in the upper-left corner of the Tools panel to either expand the one column into two columns or collapse the two columns into one (depending on your screen resolution). Click the double arrow again to expand or collapse the Tools panel.
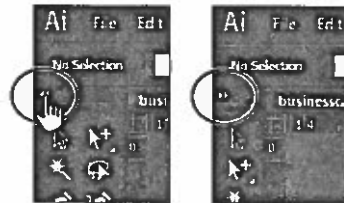
6 Click the dark-gray title bar at the top of the Tools panel or the dashed line beneath the title bar, and drag the panel into the workspace. The Tools panel is now floating in the workspace.
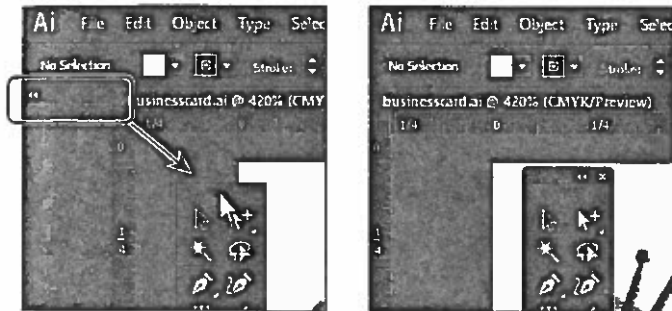
▶ **Tip:** You can click the double arrow at the top of the Tools panel or double-click the title bar at the top of the Tools panel to switch between two columns and one column. Just be careful not to click the X.

7 To dock the Tools panel again, drag its title bar or the dashed line below it to the left side of the screen (Mac OS) or Application window (Windows). When the pointer reaches the left edge, a translucent blue border, called the *drop zone*, appears. Release the mouse button to dock the Tools panel neatly into the side of the workspace.
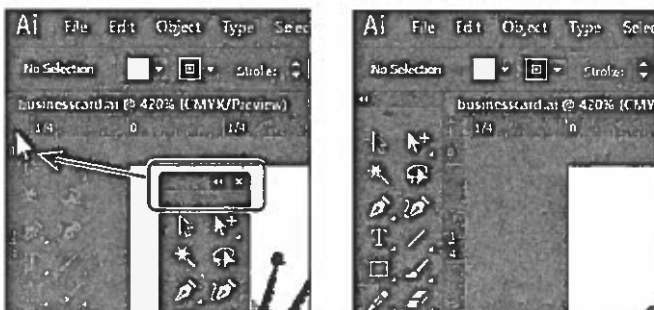
Custom Tools panels

You may find yourself using a specific set of tools most of the time. In Illustrator, you can create custom tools panels that contain the tools you use most often.

By choosing Window > Tools > New Tools Panel, you can create a custom tools panel. They are saved with Illustrator and can be closed and opened, regardless of which document is open. They are free-floating, and can also be docked and saved in a custom workspace you create. Each new custom tools panel has stroke and fill controls at the bottom, and a plus sign (+) where you can drag copies of tools from the main Tools panel onto the custom panel you are creating.
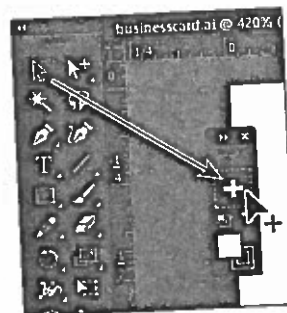
Note: Dragging tools from the default Tools panel copies them to the custom tools panel, rather than moves them.

Exploring the Control panel

The Control panel is the panel that's docked at the top of the workspace, just above the docked Tools panel. It offers quick access to options, commands, and other panels relevant to the currently selected content. You can click text like "Stroke" or "Opacity" to display a related panel. For example, clicking the word "Stroke" will display the Stroke panel.

1 Select the Selection tool (▶) in the Tools panel, and click the letter "f" in the word "fiber" in the artwork on the artboard.

   Notice that options for that object appear in the Control panel, including the word "Group," color options, Stroke, and more.
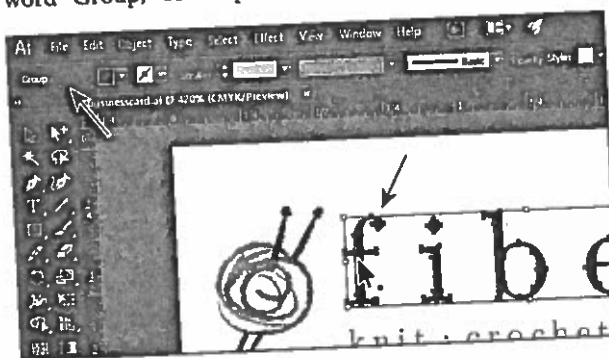
2 With any tool, drag the gripper bar (the dashed line along the left edge) of the Control panel into the workspace.

Once the Control panel is free-floating, you can drag the dark-gray gripper bar that appears on the left edge of the Control panel to move it to the top or bottom of the workspace.
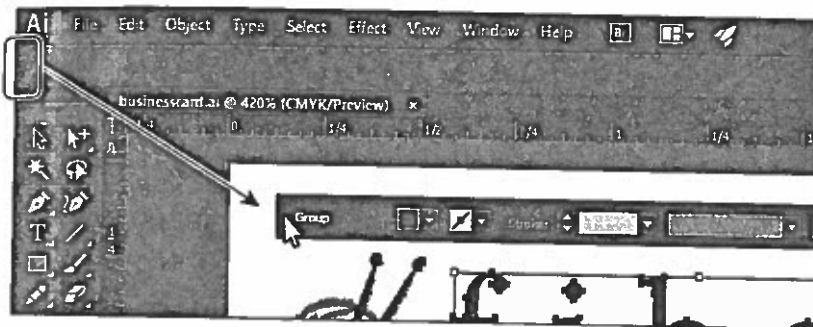
▶ **Tip:** The Control panel can be dragged by the dark-gray gripper bar on the left edge to the bottom of the screen (Mac OS) or Application window (Windows). When the pointer (not the panel) reaches the bottom of the screen (Mac OS) or Application window (Windows), a blue line appears, indicating the drop zone in which it will be docked. You can then release the mouse button to dock it.

3 Drag the Control panel by the gripper bar on the left edge of the panel. When the pointer reaches the bottom of the Application bar, to the right of the Tools panel, a blue line appears indicating the drop zone. When you release the mouse button, the panel is docked.
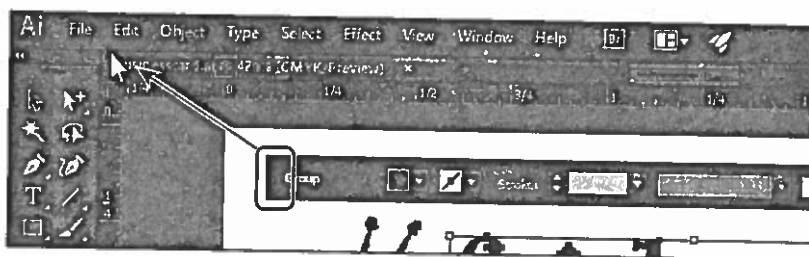
4 Choose Select > Deselect so that the content on the artboard is no longer selected.

Working with panels

Panels, which are listed alphabetically in the Window menu, give you quick access to many tools that make modifying artwork easier. By default, some panels are docked and appear as icons on the right side of the workspace.

Next, you'll experiment with hiding, closing, and opening panels.

1   First, choose Reset Essentials from the workspace switcher in the upper-right corner of the Application bar to reset the panels to their original location.

2   Click the Swatches panel icon (▦) on the right side of the workspace to expand the panel, or choose Window > Swatches.
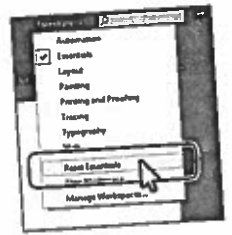
Notice that the Swatches panel appears with two other panels—the Brushes panel and the Symbols panel. They are all part of the same panel group.

3   Click the Symbols panel tab to view the Symbols panel.
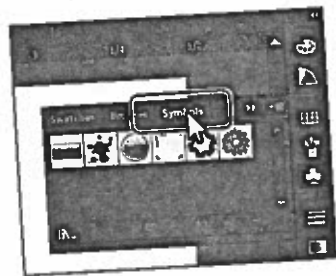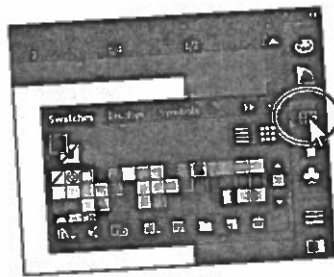
4   Now click the Color panel icon (▨) in the dock. Notice that a new panel group appears and that the panel group that contained the Swatches panel collapses.

5   Click and drag the gripper bar at the bottom of the Color panel down to resize the panel, showing more of the color spectrum.

6   Click the Color panel icon to collapse the panel group.
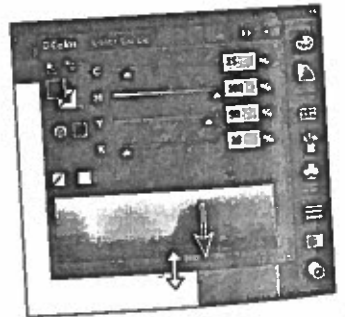

► **Tip:** To find a hidden panel, choose the panel name from the Window menu. A check mark to the left of the panel name indicates that the panel is already open and in front of other panels in its panel group. If you choose a panel name that is already selected in the Window menu, the panel and its group collapse.

7   Click the double arrow at the top of the dock to expand the panels. Click the double arrow again to collapse the panels. Use this method to show more than one panel group at a time. Your panels may look different when expanded, and that's okay.
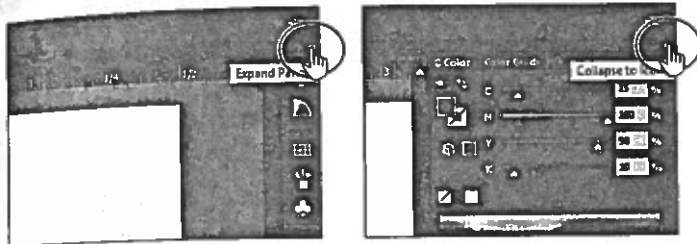
8 To increase the width of all the panels in the dock, drag the left edge of the docked panels to the left until text appears. To decrease the width, click and drag the left edge of the docked panels to the right until the text disappears.
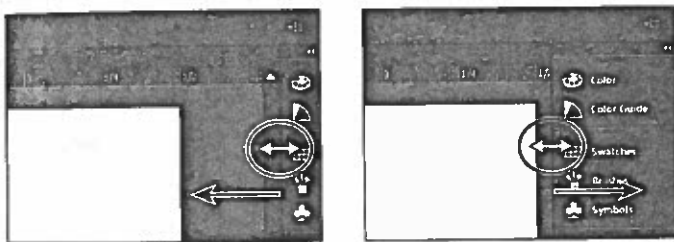
9 Choose Window > Workspace > Reset Essentials to reset the workspace.

10 Drag the Swatches panel icon (▦) away from the dock to remove the panel from the dock and make it a free-floating panel. Notice that the panel stays collapsed as an icon when it is free-floating.

11 Click the double arrow in the Swatches panel title bar to expand the panel so you can see its contents.

Drag the Swatches panel.   Expand the panel.   The result.

You can also move panels from one panel group to another. In this way, you can create custom panel groups that contain the panels you use most often.

12 Drag the Swatches panel by the panel tab, the panel title bar, or the area behind the panel tab onto the Brushes (🗋) and Symbols (🔲) panel icons. Release the mouse button when you see a blue line between the panel icons and an outline around the Brushes panel group.
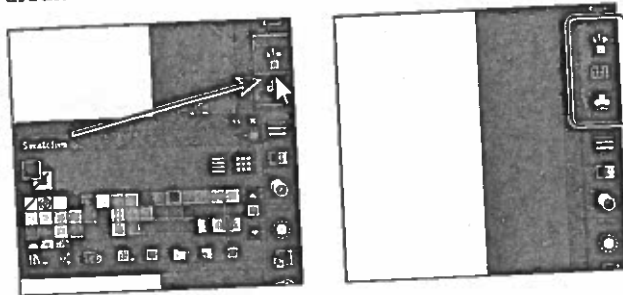
Next, you'll organize the panels to create more room in your workspace.

13 Choose Reset Essentials from the workspace switcher in the Application bar to make sure that the panels are reset to their default state.

14 Click the double arrow at the top of the dock to expand the panels.

15 Click the Color Guide panel tab to make sure it's selected. Double-click the panel tab to reduce the size of the panel. Double-click the tab again to minimize the panel. This can also be done when a panel is free-floating (not docked).

> **Tip:** Press Tab to hide all panels. Press Tab again to show them all again. You can hide or show all panels except for the Tools and Control panels by pressing Shift+Tab to toggle between hide and show.
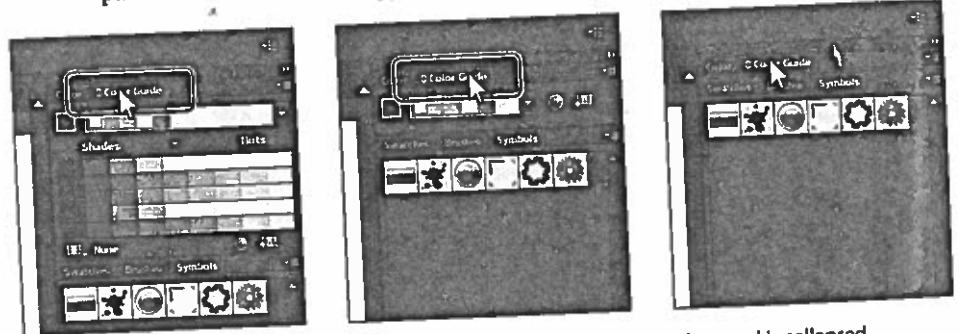
Double-click the panel tab.   Double-click again.   The panel is collapsed.

> ⊙ **Note:** Many panels only require that you double-click the panel tab twice to return to the full-size view of the panel. If you double-click one more time, the panel fully expands.

> **Tip:** To reduce and expand the panel size, instead of double-clicking the panel tab, you can click the small arrow icon to the left of the panel name in the panel tab, if present.

Editing panel groups

Panel groups can be docked, undocked, and arranged in either collapsed or expanded modes. Next, you will resize and reorganize panel groups, which can make it easier to see more important panels.

1 Click the Symbols panel tab if not already selected. Drag the dividing line between the Symbols panel group and the Stroke panel group below it, up to resize the group.
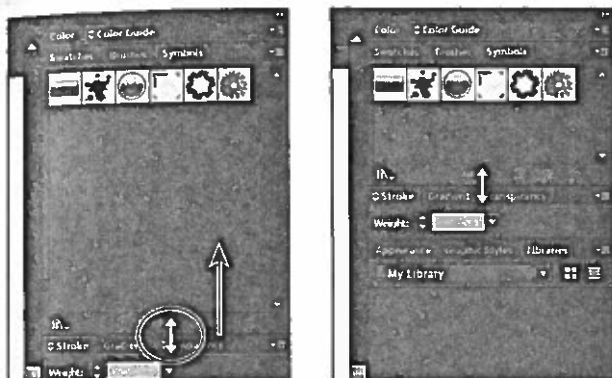
● **Note:** You may not be able to drag the divider very far, depending on your screen size, screen resolution, and number of panels expanded.

● **Note:** If you drag a group into the dock and drop it into an existing group, the two groups merge. Reset the workspace and open the panel group to try again.

2 Choose Reset Essentials from the workspace switcher on the far right side of the Application bar above the Control panel.

3 Choose Window > Align to open the Align panel group. Drag the title bar of the Align panel group (the bar above the tabs) to the docked panels on the right side of the workspace. Position the pointer below the group that the Symbols panel icon (⬛) is in until a single blue line appears below the group. Release the mouse button to create a new group in the dock.
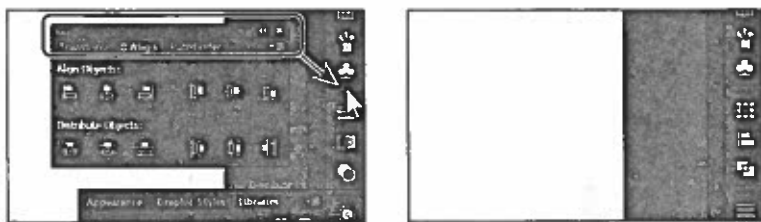
Next, you will drag a panel from one group to another in the docked panels.

4 Drag the Transform panel icon (▦) up so that the pointer is just below the Color panel icon (⬛). A blue line appears between the Color panel icon and the Color Guide panel icon (◣), outlining the Color panel group in blue. Release the mouse button.

Arranging the panels in groups can help you work faster.
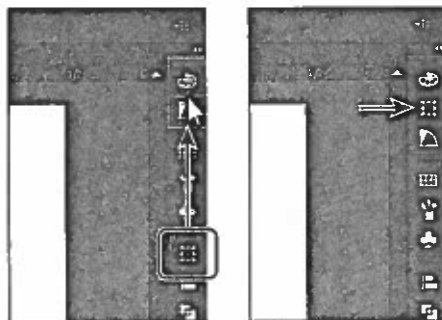
▶ **Tip:** You can also reorder entire panel groups in the dock by dragging the double gray line at the top of each panel group up or down.

Resetting and saving your workspace

You can reset your Tools panel and other panels to their default positions, which you've been doing throughout this lesson. You can also save the position of panels so that you can easily access them at any time by creating a workspace. Next, you will create a workspace to access a group of commonly used panels.

1   Choose Reset Essentials from the workspace switcher in the Application bar.

2   Click the Libraries panel tab to hide the panel group, if necessary.

3   Choose Window > Pathfinder to open the Pathfinder panel group. Click and drag the Pathfinder panel tab to the right side of the workspace. When the pointer approaches the left edge of the docked panels, a blue line appears. Release the mouse button to dock the panel.
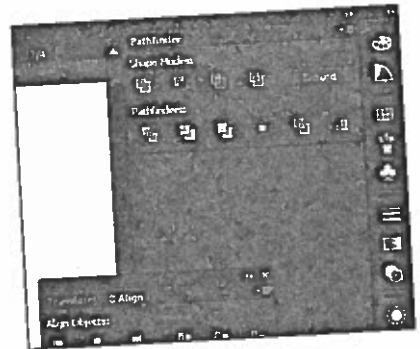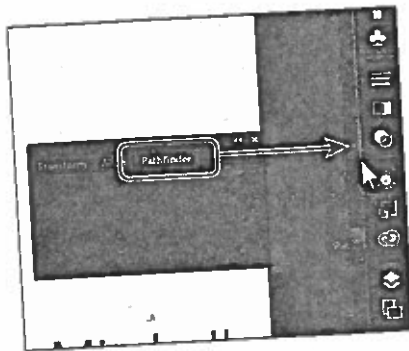
4   Click the Close button (X) in the upper-left corner (Mac OS) or upper-right corner (Windows) to close the remaining panel group, which contains the Align and Transform panels.

5   Choose Window > Workspace > New Workspace. Change the Name to Navigation in the New Workspace dialog box, and click OK (the name could be anything). The workspace named Navigation is now saved with Illustrator until you remove it.

6   Choose Window > Workspace > Essentials, and then choose Window > Workspace > Reset Essentials. Notice that the panels return to their default positions. Choose Window > Workspace > Navigation. Toggle between the two workspaces using the Window > Workspace command, and return to the Essentials workspace before starting the next exercise.
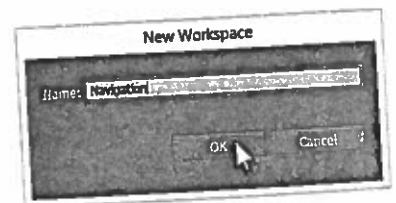
► **Tip:** To change a saved workspace, reset the panels as you'd like them to appear, and then choose Window > Workspace > New Workspace. In the New Workspace dialog box, name the workspace with the original name. A message appears in the dialog box warning that you will overwrite an existing workspace with the same name if you go ahead and click OK.

Using panel menus

Most panels have more options that are available in a panel menu. Clicking the panel menu icon (▼≡) in the upper-right corner gives you access to additional options for the selected panel, including changing the panel display in some cases.

Next, you will change the display of the Symbols panel using its panel menu.

1 Click the Symbols panel icon (◩) on the right side of the workspace. You can also choose Window > Symbols to display this panel.

2 Click the panel menu icon (▼≡) in the upper-right corner of the Symbols panel.
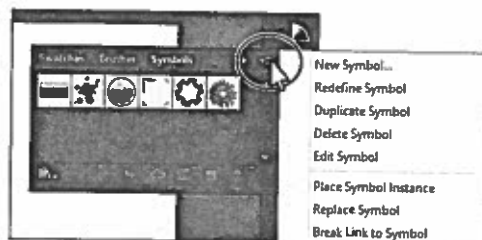
3 Choose Small List View from the panel menu.

This displays the symbol names, together with thumbnails. Because the options in the panel menu apply only to the active panel, only the Symbols panel view is affected.

4 Click the Symbols panel menu icon (▼≡) and choose Thumbnail View to return the symbols to their original view. Click the Symbols panel tab to hide the panel again.

In addition to the panel menus, context-sensitive menus display commands relevant to the active tool, selection, or panel. Usually the commands in a context menu are available in another part of the workspace, but using a context menu can save you time.

5 Position the pointer over the Document window or the contents of a panel. Then, right-click to show a context menu with specific options.

The context-sensitive menu shown here is displayed when you right-click the artboard with nothing selected.
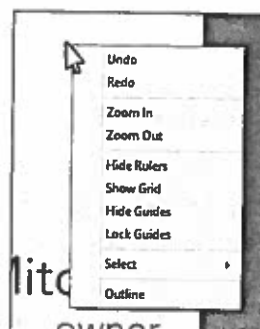
● **Note:** If you position the pointer over the tab or title bar for a panel, and right-click, you can close a panel or a panel group in the context menu that appears.

Changing the view of artwork

When working in files, it's likely that you'll need to change the magnification level and navigate among artboards. The magnification level, which can range from 3.13% to 6400%, is displayed in the title bar (or document tab) next to the file name and in the lower-left corner of the Document window. Using any of the viewing tools and commands affects only the display of the artwork, not the actual size of the artwork.

Using view commands

To enlarge or reduce the view of artwork using the View menu, do one of the following:

- Choose View > Zoom In to enlarge the display of the businesscard.ai artwork.
- Choose View > Zoom Out to reduce the view of the businesscard.ai artwork.

▶ **Tip:** You can also zoom in using the keyboard shortcut Command++ (Mac OS) or Ctrl++ (Windows). That's Command *and* + (Mac OS) or Ctrl *and* + (Windows). You can also zoom out using the keyboard shortcut Command+- (Mac OS) or Ctrl+- (Windows). That's Command *and* – (Mac OS) or Ctrl *and* – (Windows).

Each time you choose a Zoom option, the view of the artwork is resized to the closest preset zoom level. The preset zoom levels appear in a menu in the lower-left corner of the Document window, identified by a down arrow next to a percentage.

You can also use the View menu to fit the artwork for the active artboard to your screen to fit all artboards into the view area, or to view artwork at actual size.

1 Choose View > Fit Artboard In Window.

● **Note:** Because the canvas (the area outside the artboards) extends to 227", you can easily lose sight of your illustration. By choosing View > Fit Artboard In Window or by using the keyboard shortcuts Command+0 (Mac OS) or Ctrl+0 (Windows), artwork is centered in the viewing area.

2 Choose View > Actual Size to display the artwork at actual size.

The artwork is displayed at 100%. The actual size of your artwork determines how much of it can be viewed onscreen at 100%.

3 Choose View > Fit Artboard In Window before continuing to the next section.

Using the Zoom tool

In addition to the View menu options, you can use the Zoom tool (🔍) to magnify and reduce the view of artwork to predefined magnification levels.

1 Select the Zoom tool (🔍) in the Tools panel, and then move the pointer into the Document window.

Notice that a plus sign (+) appears at the center of the Zoom tool pointer.

2 Position the Zoom tool over the text "Jane Mitchell," and click once. The artwork is displayed at a higher magnification.

Notice that where you clicked is now in the center of the Document window.

Jane Mitchell
owner

3 Click two more times on the "Jane Mitchell" text. The view is increased again, and you'll notice that the area you clicked is magnified.

4 With the Zoom tool still selected, position the pointer over the text "Jane Mitchell" and hold down the Option (Mac OS) or Alt (Windows) key. A minus sign (–) appears at the center of the Zoom tool pointer. With the Option or Alt key pressed, click the artwork twice to reduce the view of the artwork.

For a more controlled zoom, you can drag a marquee around a specific area of your artwork. This magnifies only the selected area.

5 Choose View > Fit Artboard In Window.

6 With the Zoom tool still selected, click and drag a marquee around the fiber logo in the upper-left corner of the artboard. When you see the marquee around the area you are dragging, release the mouse button. The marqueed area is now enlarged to fit the size of the Document window (as best it can).

fiber
knit · crochet · sew

7 Double-click the Hand tool (✋) in the Tools panel to fit the artboard in the Document window.

The Zoom tool is used frequently during the editing process to enlarge and reduce the view of artwork. Because of this, Illustrator allows you to select it using the keyboard at any time without first deselecting any other tool you may be using.

8 Select any other tool in the Tools panel, and move the pointer into the Document window.

9 Press Command+spacebar (Mac OS) or Ctrl+spacebar (Windows) to use the Zoom tool. Click or drag to zoom in on any area of the artwork, and then release the keys.

10 To zoom out using the keyboard, hold down Command+Option+spacebar (Mac OS) or Ctrl+Alt+spacebar (Windows). Click the desired area to reduce the view of the artwork, and then release the keys.

11 Double-click the Hand tool in the Tools panel to fit the artboard in the Document window.

Touch workspace

In Adobe Illustrator CC (2014 release), the Touch workspace is designed for Windows 8 tablets. The Touch workspace surfaces the essential tools and controls for drawing and editing with a pressure sensitive pen and multi-touch gestures.

You can create logos, icons, explore custom lettering and typography, create UI wireframes, and more. The Touch workspace brings traditional drawing templates, French curves, to the Illustrator workspace. These shapes project a scalable, movable outline that can be traced against to quickly create refined curves.

At any time (on a supported device), you can immediately switch between the Touch and traditional workspaces to access the full range of Illustrator tools and controls. For more information on working with touch devices and Illustrator visit Help (Help > Illustrator Help).

On touch devices (a Direct touch device [a touchscreen device], or an Indirect touch device [the Trackpad on a Mac computer], touchpads, or the Wacom Intuos5 device), you can also use standard touch gestures (pinch and swipe) for:

- Pinch in or out, using two fingers (like the thumb and forefinger) to zoom.
- Place two fingers on the document, and move the fingers together to pan within the document.
- Swipe or flick to navigate artboards.
- In artboard editing mode, use two fingers to rotate the artboard by 90°.

Scrolling through a document

You can use the Hand tool ( ) to pan to different areas of a document. Using the Hand tool allows you to push the document around much like you would a piece of paper on your desk.

1 With the Hand tool ( ) selected in the Tools panel, drag down in the Document window. As you drag, the artwork moves with the hand.

As with the Zoom tool ( ), you can select the Hand tool with a keyboard shortcut without first deselecting the active tool.

2 Click any other tool except the Type tool (T) in the Tools panel, and move the pointer into the Document window.

3 Hold down the spacebar on the keyboard to temporarily select the Hand tool, and then drag to bring the artwork back into the center of your view.

○ Note: The spacebar shortcut for the Hand tool ( ) does not work when the Type tool (T) is active and the cursor is in text. To access the Hand tool when the cursor is in text, press the Option (Mac OS) or Alt (Windows) key.

4   Double-click the Hand tool to fit the active artboard in the Document window.

Viewing artwork

To save time when working with large or complex documents, you can create your own custom views within a document so that you can quickly jump to specific areas and zoom levels. Set up the view that you want to save, and then choose View > New View. Name the view, and click OK. The view is saved with the document.

1   Choose View > Email (at the very bottom of the View menu), to zoom in to a saved zoom view of the image. This custom view was saved with the document by the author.

2   Choose View > Fit Artboard In Window.

When you open a file, it is automatically displayed in Preview mode, which shows how the artwork will print. When you're working with large or complex illustrations, you may want to view only the outlines, or *wireframes*, of objects in your artwork so that the screen doesn't have to redraw the artwork each time you make a change. This is called Outline mode. Outline mode can be helpful when selecting objects, as you will see in Lesson 2, "Techniques for Selecting Artwork."

3   Choose View > Outline.

Only the outlines of the objects are displayed. Use this view to find objects that might not be visible in Preview mode.

4   Choose View > Preview to see all the attributes of the artwork.

5   Choose View > Overprint Preview to view any lines or shapes that are set to overprint.

This view is helpful for those in the print industry who need to see how inks interact when set to overprint. You may not actually see much of a change in the content when you change to this mode.

6   Choose View > Pixel Preview to see how the artwork will look when it is rasterized and viewed onscreen in a Web browser. Choose View > Pixel Preview to deselect pixel preview.
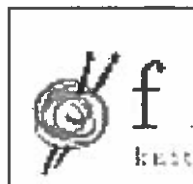

| Preview mode. | Outline mode. | Overprint mode. | Pixel Preview mode. |

7   Choose View > Fit Artboard In Window to view the entire active artboard.

Note: Depending on the resolution of your screen, the bottom of the View menu and the menu options may be cut off. You may need to click the black arrow at the bottom of the View menu several times to see more options.

Tip: Press Command+Y (Mac OS) or Ctrl+Y (Windows) to toggle between Preview and Outline modes.

Note: When switching between viewing modes, visual changes may not be readily apparent. Zooming in and out (View > Zoom In and View > Zoom Out) may help you see the differences more easily.

Navigating multiple artboards

Illustrator allows for multiple artboards within a single file. This is a great way to create a document so that you can have collateral pieces, like a brochure, a postcard, and a business card, in the same document. You can easily share content among designs, create multi-page PDFs, and print multiple pages by creating more than one artboard. For more information on artboards, check out the sidebar titled "Artboard overview" at the end of this section.

Multiple artboards can be added when you initially create an Illustrator document by choosing File > New. You can also add or remove artboards after the document is created by using the Artboard tool in the Tools panel.

Next, you will learn how to efficiently navigate a document that contains multiple artboards.

1 Choose File > Open and, in the Lesson01 folder, select the L1_start2.ai file located in the Lessons folder on your hard disk. Click Open to open the file.

2 Choose View > Fit All In Window to fit all artboards in the Document window. Notice that there are two artboards in the document.

The artboards in a document can be arranged in any order, orientation, or artboard size—they can even overlap. Suppose that you want to create a four-page brochure. You can create different artboards for every page of the brochure, all with the same size and orientation. They can be arranged horizontally or vertically or in whatever way you like.

The L1_start2.ai document has two artboards that contain the designs for the front of a postcard and a business flyer.

3 Press Command+− (Mac OS) or Ctrl+− (Windows) until you can see the logo in the upper-left corner of the canvas, which is outside the artboards.

4 Choose View > Fit Artboard In Window.

This command fits the currently active artboard in the window. The active artboard is identified in the Artboard Navigation menu in the lower-left corner of the Document window.

5 Choose 2 Artboard 2 from the Artboard Navigation menu in the lower-left corner. The postcard appears in the Document window.

6 Choose View > Zoom Out. Notice that zooming occurs on the currently active artboard.

Notice the arrows to the right and left of the Artboard Navigation menu. You can use these to navigate to the first (⏮), previous (◀), next (▶), and last (⏭) artboards.

7 Click the Previous navigation button (◀) to view the previous artboard (Artboard 1) in the Document window.

8 Choose View > Fit Artboard In Window to make sure that the first artboard (Artboard 1) fits in the Document window.
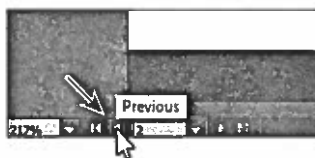
Another method for navigating multiple artboards is to use the Artboards panel. Next, you will open the Artboards panel and navigate the document.

9 Choose Window > Artboards to expand the Artboards panel on the right side of the workspace.

The Artboards panel lists all artboards in the document. This panel allows you to navigate between artboards, rename artboards, add or delete artboards, edit artboard settings, and more.

Next, you will focus on navigating the document using this panel.

10 Double-click the number 2 in the Artboards panel. This fits Artboard 2 in the Document window.

11 Double-click the number 1 to the left of Artboard 1 in the Artboards panel to show the first artboard in the Document window.

Notice that when you double-click to navigate to an artboard, that artboard fits in the Document window.

● Note: Double-clicking the artboard name in the Artboards panel allows you to change the name of the artboard. Clicking the artboard icon (▣) or (▣) to the right of the artboard name in the panel allows you to edit artboard options.

12 Click the Artboards panel icon (▦) in the dock to collapse the Artboards panel.

Artboard overview

Artboards represent the regions that can contain printable artwork (similar to pages in a program like Adobe InDesign). You can use artboards to crop areas for printing or placement purposes. Multiple artboards are useful for creating a variety of things, such as multiple-page PDFs, printed pages with different sizes or different elements, independent elements for websites, video storyboards, or individual items for animation in Adobe Flash® or Adobe After Effects.

> **Note:** You can have up to 100 artboards per Illustrator document, depending on the size of the artboards. You can specify the number of artboards for a document when you create it, and you can add and remove artboards at any time while working in a document. You can create artboards of different sizes, resize them with the Artboard tool, and position them on the screen—they can even overlap each other.

A. *Printable area* is bounded by the innermost dotted lines and represents the portion of the page on which the selected printer can print.

B. *Nonprintable area* is between the two sets of dotted lines representing any nonprintable margin of the page. This example shows the nonprintable area of an 8.5" x 11" page for a printer that cannot print to the edge of the page.

C. *Artboard* is bounded by solid lines and represents the entire region that can contain printable artwork.

D. *Bleed area* is the amount of artwork that falls outside of the printing bounding box, or outside the crop area and trim marks.

E. *Canvas* is the area outside the artboard that extends to the edge of the 227" square window. Objects placed on the canvas are visible on-screen, but they do not print.
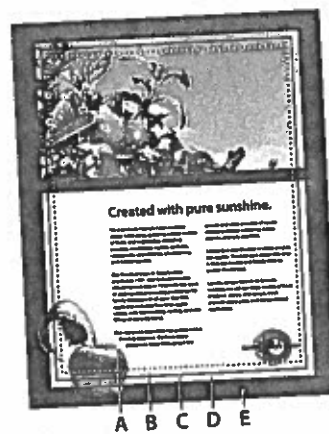
—From Illustrator Help

Using the Navigator panel

The Navigator panel is another way to navigate a document with a single artboard or multiple artboards. This is useful when you need to see all artboards in the document in one window and to edit content in any of those artboards in a zoomed-in view.

1. Choose Window > Navigator to open the Navigator panel. It is in a free-floating group of two panels in the workspace.

2. In the Navigator panel, type 50% in the Zoom box in the lower-left corner of the panel and press Enter or Return to decrease the level of magnification.

> **Note:** You can also drag the slider in the Navigator panel to change the view of your artwork. Pause for a moment after dragging to allow the panel to catch up.
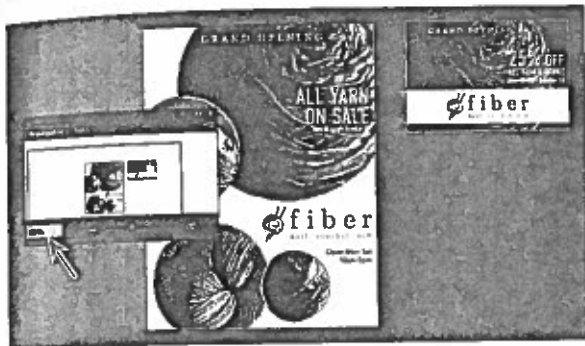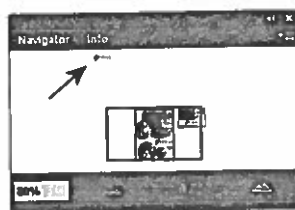
The red box in the Navigator panel, called the *proxy view area*, becomes larger, indicating the area of the document that is being shown. Depending on the zoom percentage, you may or may not see the proxy view area yet, but you will in the next few steps.

3 Click the larger mountain icon (⛰) in the lower-right corner of the Navigator panel several times to zoom in to the brochure until the percentage in the Navigator panel shows approximately 150%.

4 Position the pointer inside the proxy view area of the Navigator panel. When the pointer becomes a hand (✋), drag to pan to different parts of the artwork. Try dragging the proxy view area over the postcard in the Navigator panel preview.

5 In the Navigator panel preview area at the top of the panel, move the pointer outside of the proxy view area (red box) and click. This moves the box and displays a different area of the artwork in the Document window.

6 Choose View > Fit Artboard In Window.

7 Click the Navigator panel menu icon (▾☰) and deselect View Artboard Contents Only so that you see any artwork that is on the canvas, as well. Notice the logo on the canvas in the panel.

8   Close the Navigator panel group by clicking the Close button (X) in upper-left corner (Mac OS) or the upper-right corner (Windows).

Arranging multiple documents

When you open more than one Illustrator file, the Document windows are tabbed. You can arrange the open documents in other ways, such as side by side, so that you can easily compare or drag items from one document to another. You can also use the Arrange Documents window to quickly display your open documents in a variety of configurations.

You should currently have two Illustrator files open: businesscard.ai and L1_start2.ai. Each file has its own tab at the top of the Document window. These documents are considered a group of Document windows. You can create document groups to loosely associate files while they are open.

1   Click the businesscard.ai document tab to show businesscard.ai in the Document window.

2   Click and drag the businesscard.ai document tab to the right of the L1_start2.ai document tab.
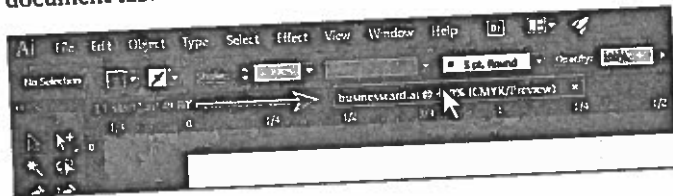

Dragging the document tabs allows you to change the order of the documents. This can be very useful if you use the document shortcuts to navigate to the next or previous document.

These two documents are marketing pieces for the same company. To see both of them at one time, you can arrange the Document windows by cascading the windows or tiling them. *Cascading* allows you to cascade (stack) different document groups. *Tiling* shows multiple Document windows at one time, in various arrangements.

Next, you will tile the open documents so that you can see them both at one time.

3   *Windows users skip to the next step.* On the Mac OS, choose Window > Application Frame. Then, click the green button (green by default) in the upper-left corner of the Application window so that it fits as well as possible.
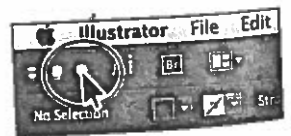
Mac OS users can use the Application frame to group all the workspace elements in a single, integrated window, similar to working in Windows. If you move or resize the Application frame, the elements respond to each other so that they don't overlap.

4 Choose Window > Arrange > Tile.

This shows both Document windows arranged in a pattern.

5 Click in each of the Document windows to activate the documents and choose View > Fit Artboard In Window for each of the documents. Also, make sure that Artboard 1 is showing for each document in the Document window.
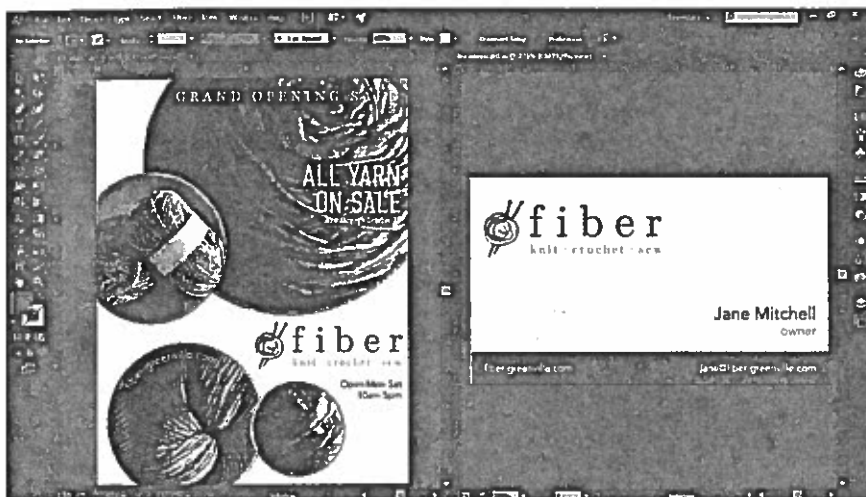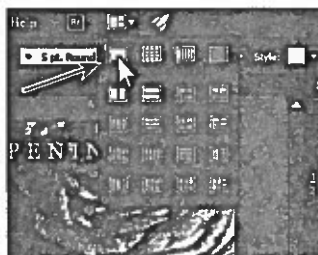
With documents tiled, you can drag the dividing line between each of the Document windows to reveal more or less of a particular document. You can also drag objects between documents, which copies them from one document to another.

To change the arrangement of the tiled windows, it's possible to drag document tabs to new positions. However, it's easier to use the Arrange Documents window to quickly arrange open documents in a variety of configurations.

6 Click the Arrange Documents button (⊞▼) in the Application bar to display the Arrange Documents window. Click the Consolidate All button (▢) to bring the documents back together.

7 Click the Arrange Documents button (⊞▼) in the Application bar to display the Arrange Documents window again. Click the 2-Up vertical button (▥) in the Arrange Documents window.

8   Click to select the businesscard.ai tab, if it is not already selected. Then, click the Close button (X) on the businesscard.ai document tab to close the document. If a dialog box appears asking you to save the document, click Don't Save (Mac OS) or No (Windows).

9   Choose File > Close to close the L1_start2.ai document without saving.

Finding resources for using Illustrator

For complete and up-to-date information about using Illustrator panels, tools, and other application features, visit the Adobe website. By choosing Help > Illustrator Help, you'll be connected to the Illustrator Help website, where you can search Illustrator Help and support documents, as well as other websites relevant to Illustrator users. Community Help brings together active Adobe product users, Adobe product team members, authors, and experts to give you the most useful, relevant, and up-to-date information about Adobe products.

If you choose Help > Illustrator Help, you can also download a PDF of the Illustrator Help content by clicking the download link for your version.

Syncing with the Adobe Creative Cloud

The Sync Settings feature enables individual users to sync their preferences, presets, and libraries to the Adobe Creative Cloud. This means that if you use two computers, say, one at home and the other at work, the Sync Settings feature makes it easy for you to keep those settings synchronized across both computers. Also, if you have replaced your old computer with a new one and have reinstalled Illustrator, this friendly feature will let you bring back all those settings you took so much time to set up.

The syncing happens via your Adobe Creative Cloud account. All the settings are uploaded to your Creative Cloud account, and then are downloaded and applied on the other computer.

You need to initiate the sync manually; it does not happen automatically and it cannot be scheduled. For more information on syncing, see the "Sync settings using Adobe Creative Cloud" section in the Getting Started section of this book.
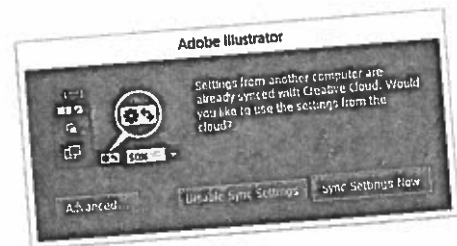
Review questions

1 Describe two ways to change the view of a document.
2 How do you select a tool in Illustrator?
3 Describe three ways to navigate among artboards in Illustrator.
4 How do you save panel locations and visibility preferences?
5 Describe how arranging Document windows can be helpful.

Review answers

1 You can choose commands from the View menu to zoom in or out of a document or to fit it to your screen; you can also use the Zoom tool (🔍) in the Tools panel and click or drag over a document to enlarge or reduce the view. In addition, you can use keyboard shortcuts to magnify or reduce the display of artwork. You can also use the Navigator panel to scroll artwork or to change its magnification without using the Document window.

2 To select a tool, you can either click the tool in the Tools panel or press the keyboard shortcut for that tool. For example, you can press V to select the Selection tool (▶) from the keyboard. Selected tools remain active until you click a different tool.

3 To navigate among artboards in Illustrator, you can choose the artboard number from the Artboard Navigation menu at the lower-left of the Document window; you can use the Artboard Navigation arrows in the lower-left of the Document window to go to the first, previous, next, and last artboards; you can use the Artboards panel to navigate to an artboard; or you can use the Navigator panel to drag the proxy view area to navigate between artboards.

4 You can save panel locations and visibility preferences by choosing Window > Workspace > New Workspace to create custom work areas and to make it easier to find the controls that you need.

5 Arranging Document windows allows you to tile windows or to cascade document groups. This can be useful if you are working on multiple Illustrator files and you need to compare or share content among them.