

INTRODUCTION

NAVIGATING ILLUSTRATOR

Adobe Illustrator is a design program which allows you to create and edit Vector art
This is the Essentials Classic Workspace. It can be found in the "Window" menu under "Workspace"

APPLICATION BAR

All menus are located here. The main Illustrator menu where you can change preferences. The File menu for opening and saving designs, Edit for copying and pasting. The other ones you will use most are probably Object, View and Window

CONTROL PANEL

When you are using a tool or have an object selected you will see further controls available to use in this panel

TOOL BAR

Down the left hand side is the tool bar. Individual tools will be covered in more detail on the next worksheet. Any tool with a small triangle in the bottom right hand corner has further tools within it, which can be accessed by right clicking.

DOCUMENT WINDOW

This is the Illustrator workspace. The whole space is called the **Document** and the white spaces you create within it to design on are called **Artboards**. Multiple open documents will appear as tabs at the top of this window

PROPERTIES PANEL

On the right hand side is the properties panel, this shows and allows you to edit the properties of whatever is selected, such as changing the font of text or adjusting the size of a shape.

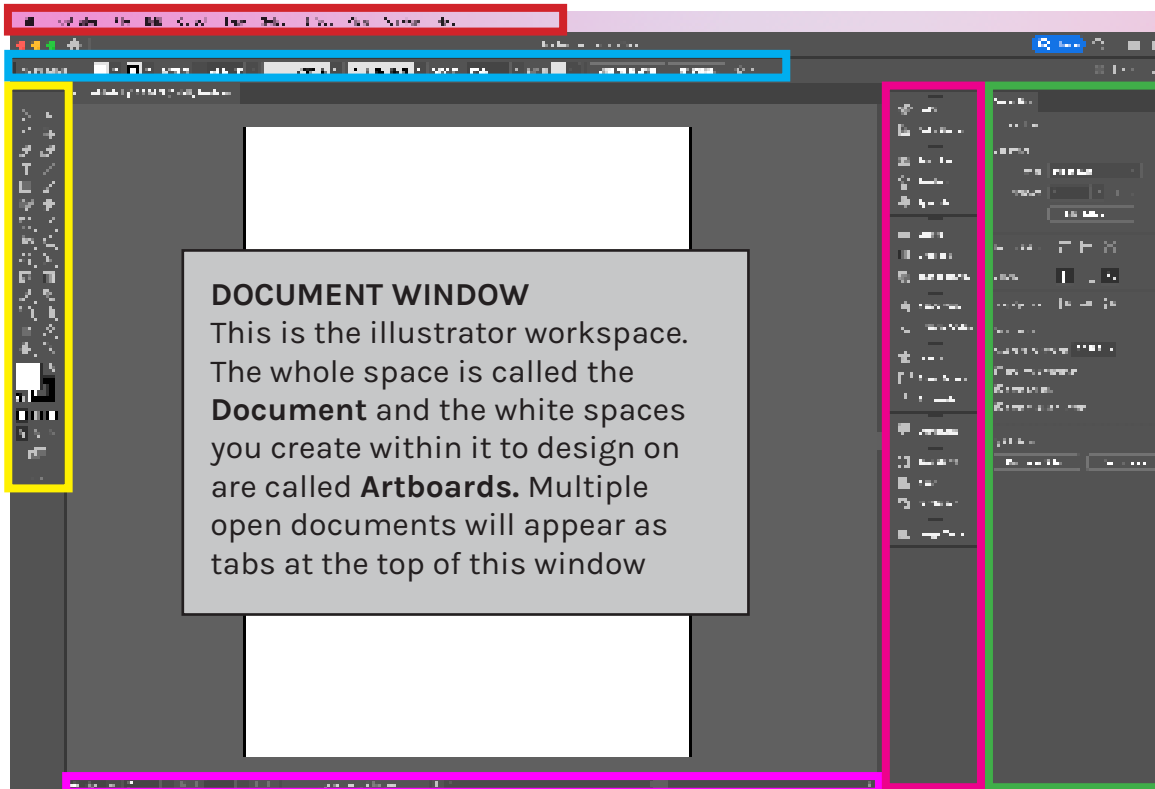
At the bottom of this panel you will see a section called Quick Actions this will show you some of the most common actions that can apply to your selected object. When you first open Illustrator it will show Preferences where you can check that your general units are in millimetres

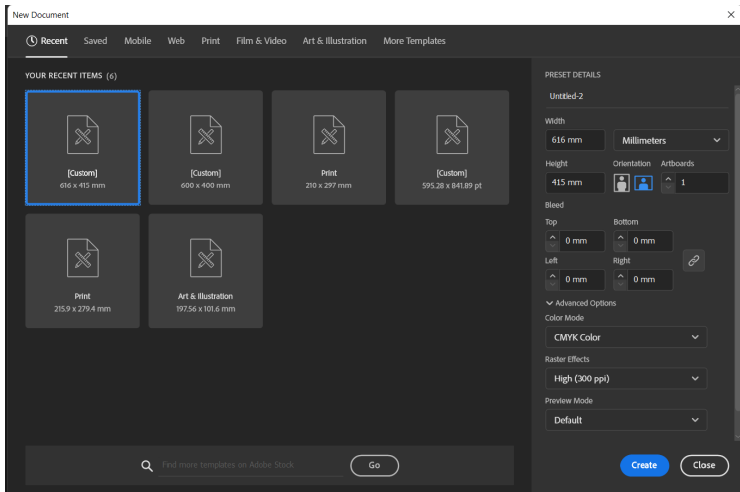
INFORMATION BAR

This shows information relating to your page, for example current zoom, and displays the name of the currently selected tool

QUICK ACCESS DOCK

Menus that you regularly use are stored in the Quick Access Dock. There are a few standards already available in the workspace. Any other menus you open from the Window menu can be dragged and dropped into this dock for easy access.

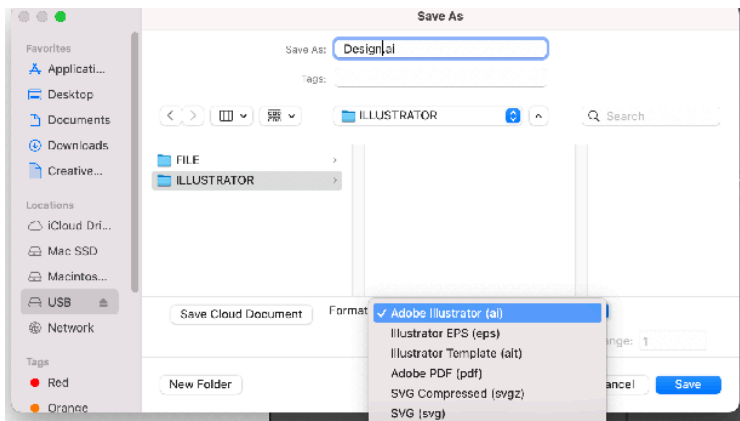




CREATING A NEW FILE

To create a new file go to the File menu, in the top right of the application bar. Click File and then New... this will bring up the New Document pop up. Here you can choose from a recent document size, from the tabs of present document sizes (A4 can be found in the Print tab) or create your own by inputting dimensions on the right hand side, making sure that the units are in mm.

When you have selected the New document present or custom size you want, click on "Create"

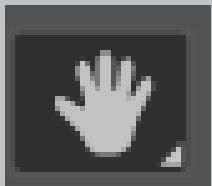


SAVING A FILE

To Save your file go to the File Menu in the application bar and click File, then "Save As..." this will bring up the Save As pop up box. Select where you want to save your file from the locations on the left, then type the name of your design in the "Save As:" box.

You can choose the format of your file. Mostly you will want to save as an Adobe Illustrator file (.ai) except when exporting a design for the machines, then you should save as an Adobe PDF (.pdf)

OTHER NAVIGATIONAL TIPS



MOVING AROUND

To navigate around your artboard you can use the **Hand tool**, this can be found in the bottom left hand side of the tool bar and allows you to click and drag around your document. You can also click and hold the scroll wheel of your mouse. There are also scroll bars at the bottom and right of the document window



ZOOMING IN AND OUT

There is a **Zoom Tool** in the bottom right hand corner of the tool bar, shortcut: z. Select the tool and click on the document where you want to zoom. The tool is automatically set to zoom in, hold alt/option on the keyboard when clicking to zoom out. You can also use the keyboard shortcuts command + and command - to zoom in and out and command 0 to return to 100%. There is also a drop down menu in the information bar that can be used to change your level of zoom.